

AGENDA
MANDAN CITY COMMISSION
FEBRUARY 17, 2015
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M. (SPECIAL TIME)
www.cityofmandan.com

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- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. PUBLIC COMMUNICATIONS:
- D. MINUTES:
1. Consider approval of the following minutes:
i. February 3, 2015 – Regular Board Meeting
ii. February 10, 2015 – Joint Mtg. with Planning & Zoning
- E. PUBLIC HEARING:
1. Consider for approval rezoning of Lot 1, Block 2 Mandan Industrial Park.
- F. BIDS:
- G. CONSENT AGENDA:
1. Consider approval of monthly bills.
2. Consider approval of Change Order for Sunset Drive for electrical work done in 2013.
3. Consider recommendations for Mandan Architectural Review Commission appointment.
4. Consider for approval plat of Lot 1 of Lot B of the SE ¼ Section 36, T139N, R81W
5. Consider approval of site authorization for ND Confederation of Clubs at Hide-Away from March 1, 2015 through June 30, 2015.
6. Consider approval of games of chance for the Catholic Daughters of America at the Mandan Eagles Club/St. Joseph's School from April 1, 2015 through April 30, 2015.
7. Consider approval of the Standard Agreements and Notice to Proceeds for the Mandan Wastewater Treatment Facility Optimization project.
- H. OLD BUSINESS:
- I. NEW BUSINESS:

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Mandan City Commission
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1. Introduction of Kaiden Straabe, Arborist and Brad Glass, Assistant Utility Superintendent.
 2. Consider approval of Road closure request for "Slide the City/Playing in the Streets" event.
 3. Consider advertisement for Request for Proposal (RFP) for Geographic Information System (GIS)
 4. JLG Architects update on Facility Needs Analysis
 5. Police Chief Bullinger's Retirement Announcement Dec. 28, 2015
- J. RESOLUTIONS AND ORDINANCES:
1. First consideration of Ordinance 1200 to rezone Lot 1 Block 2 Mandan Industrial Park
- K. OTHER BUSINESS:
- L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. March 3, 2015
 2. March 17, 2015
 3. April 7, 2015
- M. ADJOURN

Public Communication

A scheduled time for public participation has been placed on the agenda at Mandan City Commission meetings. The Board desires to hear the viewpoints of citizens throughout the City. Individuals wishing to address the Board are encouraged to make arrangements with the Board President or the City Administrator prior to the meeting. Comments should be made to the Board and not to individuals in the audience and be related to City operations and programs. The Board will not hear personal complaints against any person connected with the City. If a citizen would like to add a topic to the agenda, arrangements must be made in advance with the City Administrator or Board President. The Board reserves the right to eliminate or restrict the time allowed for public participation. The Board requests that comments are limited to three (3) minutes or less. Groups of individuals addressing a common concern are asked to designate a spokesperson.

The Mandan City Commission met in regular session at 5:30 p.m. on February 3, 2015 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Rohr, Laber and Braun. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Business Development & Communications Director Huber, Planning & Engineering Director Froseth, Planner Decker, Assessor Shaw, and Building Official Lalim. Absent: Commissioner Tibke, Fire Chief Nardello.

B. APPROVAL OF AGENDA: Commissioner Braun motioned to approve the Agenda as presented. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

C. PUBLIC COMMUNICATIONS: Mayor Van Beek invited anyone to come forward to address items on the Agenda excluding public hearings. Hearing none, this portion of the Public Communications forum was closed.

D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission regular meeting held on January 20, 2015.* Commissioner Rohr moved to approve the minutes as presented. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

E. PUBLIC HEARING:

F. BIDS:

G. CONSENT AGENDA

1. *Consider approving Special Assessment corrections on Street Improvement District 161 (Diane’s).*

2. *Consider proclaiming May 16, 2015 National Kids to Parks Day in Mandan.*

3. *Consider the following games of chance: (i) Poker Benefit for Prairie Rose Newman at Powerhouse Bar & Grill on May 16, 2015. (ii) United Way – Backpack Program at Starion Financial Bank from Feb. 11, 2015 – Feb. 13, 2015.*

4. *Consider the approval of plans and specifications, Engineer’s Report and authorize the call for bids for the 2015 Municipal Sidewalk Improvement Project 2015-04.*

5. *Consider Resolution for the Appointment of Applicant Agent for the Hazard Mitigation Grant Program. (Emergency Generator).*

Commissioner Laber moved to approve the Consent Agenda as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

H. OLD BUSINESS:

I. NEW BUSINESS:

1. *Presentation of Long Range Transportation Plan (LRTP) and Resolution adopting such. (Resolution No. 3).* Steve Saunders, Metropolitan Planning Organization (MPO), presented the 2015 – 2040 Long Range Transportation Plan. He stated this is a document that requires updating every five (5) years by the federal government and the MPO partners have done that. It is now in the process of getting the various jurisdictional boards' approval. This is important because no federally funded project can receive funds unless it is in this document in either its inception or amendment. Jason Carbee who is the Principle Author and Project Manager for the project was present via telephone and Rick Stoppelmoor is here to present in person. Rick Stoppelmoor, Project Principle for HDR Engineering provided an introduction to the Long Range Transportation Plan (LRTP) for 2040. He stated that the LRTP identifies the transportation needs that have been brought forward by public input and it also serves as a guideline for the City's investments.

This project was started by a robust campaign in which traditional and up-to-date techniques have been utilized to stay engaged with the public. Public hearings have been held and some of the uniqueness of this project was the introduction of a web-based Public Outreach Program with an interactive map with a live-feed that captured more feedback from the public. This plan is based on federal highway dollars, not the oil impact money. This is from the normal funding sources for the transportation network. The comment period ran from mid-November to mid-December. The plan was reviewed by Federal Highways and the North Dakota Department of Transportation. Based on their review they had some suggestions so the plan was revised slightly to modify the short term improvement projects. A broad-range roadway plan was developed with focus on Mandan and the areas outlined. The reconstruction of Memorial Highway through the industrial section of Mandan was included in the plans. Transit plans were also discussed with a main concern about how to get more ridership. This was presented to the Mandan Planning Commission last week and they recommended the LRTP be adopted.

Commissioner Laber moved to approve the Long Range Transportation Plan (LRTP) and Resolution adopting such as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider recommendations for Renaissance Zone Committee appointments.* Business Development & Communications Director Huber stated there are three openings on the Renaissance Zone Committee. One position is for an unexpired term ending in 2015 to represent the real estate sector. A letter of interest was received from Pat Vannett from Alliance Real Estate. The Renaissance Zone Committee recommends appointing Pat Vannett to the unexpired term. The other positions for 2015-2017 includes one representing the Mandan Progress Organization. Two letters of interest were received for that position. One was from Bruce Strinden who has served in that

position since the zone was created in 2005, and the other from Todd Humphrey. The MPO Board of Directors voted in December to recommend the reappointment of Bruce Strinden to that position and encouraged Todd Humphrey to consider other openings and future opportunities to serve on the committee. The Renaissance Zone Committee endorsed that recommendation. The remaining position was for the community-at-large position. Rob Knoll, who has served on the committee in that position since the zone was established in 2005, was the only letter of interest received. The Renaissance Zone Committee endorsed that recommendation.

Commissioner Rohr moved to approved the appointments to the Renaissance Zone Committee: Pat Vannett representing the real estate sector for an unexpired term ending in 2015 or until filled; Bruce Strinden representing the Mandan Progress Organization for the term 2015-2017 or until filled; and Rob Knoll representing the community-at-large for the term 2015-2017 or until filled. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider advertisement of Request For Proposal (RFP) for Old Red Trail reconstruction project.* Planning & Engineering Director Froseth stated that the section of Old Red Trail between Highland Road and 47th Avenue NW is in poor shape and is becoming insufficient to handle the volumes of traffic due to the new development in that area. This section was considered inadequate by the Condition Assessment Study done in 2012. The NDDOT has approved through the TIP program to reconstruct that area in 2016. The project is eligible for 80% federal funding as administered through the NDDOT and must go through the bidding process that requires plans and specifications under their guidelines. In order to assure proper procedures are followed the engineering department is requesting hiring a consultant firm to design the projects.

Commissioner Laber moved to approve the Request For Proposal (RFP) for the Old Red Trail reconstruction project. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

1. *Second Consideration and final passage of Ordinance 1197 modifying the requirements for sidewalks and driveway aprons.* Commissioner Rohr commented that this ordinance provides a better understanding of requirements for property owners and is a matter that has been under review for quite some time.

Commissioner Rohr moved to approve the Second Consideration and final passage of Ordinance 1197 modifying the requirements for sidewalks and driveway aprons. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Second Consideration and final passage of Ordinance 1199, An Ordinance to Amend and Re-enact Chapter 4-07 of the Mandan Code of Ordinances Relating to Sick Leave.* Commissioner Laber moved to approve the Second Consideration and final passage of Ordinance 1199, An Ordinance to Amend and Re-enact Chapter 4-07 of the Mandan Code of Ordinances Relating to Sick Leave. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Resolution to adopt the Long Range Transportation Plan.* Commissioner Laber moved to approve the Resolution to adopt the Long Range Transportation Plan. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

K. OTHER BUSINESS:

1. *Consider support of Senate Bill 2329 relating to the size of a Renaissance Zone.* Business Development & Communications Director Huber stated that when the Mandan Renaissance Zone Committee met on January 28, 2015, they reviewed SB2329 that would allow cities to expand the Renaissance Zone from a base of 23 blocks to 34 blocks. Language remains allowing cities with a population greater than 5,000 to add an additional block for each additional 5,000 population. In 2007 legislation allowed for a 3-block expansion and for that reason Mandan's Renaissance Zone is now 28 blocks. This bill would allow Mandan to expand its Renaissance Zone. Mandan has had 29 buildings participate in the program with investments/commitments totaling almost \$17 million for properties initially valued at \$3.7 million. Most projects have been commercial projects. There has been only one single-family project.

This is an opportunity to expand the program which could then be offered to additional property owners who would apply for a 5-year 100% property tax exemption on the value of commercial or residential buildings. The Renaissance Committee recommends active support of the bill and their request is to authorize Business Development & Communications Director Huber to testify at hearings about the bill on Mandan's behalf. The initial hearing on the bill is this Thursday, (Feb. 5th), before the Senate Political Subdivision Committee.

Commissioner Laber moved to support passage of SB2329 and to authorize Business Development and Communications Director Huber to testify at hearings about the bill on Mandan's behalf. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

There being no further actions to come before the Board of City Commissioners, Commissioner Laber moved to adjourn the meeting at 5:57 p.m. Commissioner Braun seconded the motion. The motion received unanimous approval of the members present. The motion passed.

James Neubauer,
City Administrator

Arlyn Van Beek,
President, Board of City
Commissioners

The Mandan City Commission and the Mandan Planning & Zoning Commission met in a Joint Special Meeting at 5:30 p.m. on February 10, 2015 at Mandan City Hall, 205 2nd Ave NW, in the Ed “Bosh” Froehlich Meeting Room. In attendance for the Mandan City Commission were Mayor Van Beek, Commissioners Rohr, and Braun. City Department Heads present were City Administrator Neubauer, Director of Public Works Wright, Planning & Engineering Director Froseth, Planner Decker, Assessor Shaw and Building Official Lalim. Also in attendance for the Mandan Planning & Zoning Commission were Zachmeier, Klein, Fleischer, Van Beek, Robinson, and Liepitz. Absent: City Commissioner Tibke and Laber; Planning and Zoning Commission members: Beach, Knoll, Leingang, Laber, Kelly, and Mehlhoff. Representing Stantec was Phil Carlson.

NEW BUSINESS:

1. Final Presentation of the Mandan Comprehensive Land Use and Transportation Plan (Plan) by Phil Carlson, Stantec. Mr. Carlson provided the final presentation of Mandan’s Comprehensive Land Use and Transportation Plan This is the culmination of a two year process of discussion with a planning advisory committee, city staff, and the community.

The Plan includes a land use and transportation plan in addition to growth projections, and areas for growth along with new and existing roadways and developing parks and trails plan. Mr. Carlson also suggested implementation steps to ensure the Plan receives an review by both commissions on an annual basis.

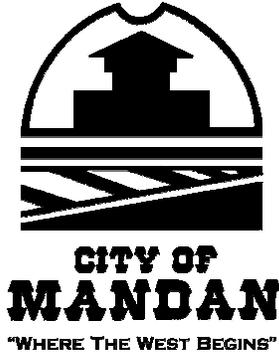
This is the final presentation of the Plan, any suggested changes to the plan will be incorporated into the final version. When complete the Plan will be forwarded to the Planning & Zoning Commission and City Commission for their consideration.

ADJOURN

There being no further actions to come before the Board, Commissioner Rohr moved to adjourn the meeting. Commissioner Braun seconded the motion. The motion received unanimous approval of the Board members present and the meeting adjourned at 6:00 p.m.

/s/ James Neubauer
James Neubauer,
City Administrator

/s/ Arlyn Van Beek
Arlyn Van Beek
President, Board of City
Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 11, 2015
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Robert Decker
SUBJECT: Consider for approval rezoning of Lot 1, Block 2
Mandan Industrial Park

STATEMENT/PURPOSE:

Part of the lot is zoned MA and part is zoned MC. The request is to rezone all of the lot to MA.

BACKGROUND/ALTERNATIVES:

The only difference in allowed uses between the two zones is that MC doesn't allow an animal hospital. Setbacks are less in MA but they don't impact the planned development.

The intended use fits the area. A description of the company that is proposed to occupy a portion of the site is included in the P&Z staff report. They already occupy a site in the industrial park and this is a planned expansion.

The parcel will be developed in phases and eventually split into 3 or 4 lots.

The undeveloped right-of-way for 32nd Ave. NW that is currently a drainage way borders this site on the west. 31st Ave. NW is the eastern boundary. Old Red Trail is the northern boundary and an undeveloped right-of-way for 42nd St. NW is the southern boundary of the parcel.

There is a sewer line that runs through the middle of this lot from north to south. This limits the options for site development. The existing easement is wide and will be adjusted as appropriate to accommodate planned development.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 17, 2015

Subject: Approval of rezoning Lot 1 Block 2 Mandan Industrial Park

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ATTACHMENTS:

1. Location Map
2. Original Plat
3. Planning and Zoning staff report

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City Attorney for his review.

RECOMMENDATION:

Staff recommends approval of this rezoning.

SUGGESTED ACTION:

Move to item Resolutions and Ordinances 1 and consider for adoption Ordinance 1200.

Mandan Planning and Zoning Commission Agenda Item
 For Meeting on January 26, 2015
 Mandan Engineering and Planning Office Report
Rezone Lot in Mandan Industrial Park
 Requested Action
Lot has 2 zoning districts. Move zoning district line so lot is all in one district.

Application Details					
Applicant Patrick Wachter	Owner Jessara LLC	Subdivision Mandan Industrial Park	Legal Description Lot 1, Block 2		
Location Old Red Trail & 30 th Ave. NW		Proposed Land Use industrial	Parcel Size 5.79 ac	Number of Lots 1	
Existing Land Use industrial	Adjacent Land Uses industrial		Current Zoning MA/MC	Proposed Zoning MA	Adjacent Zoning MA & MC
Fees	Date Paid	Adjacent Property Notification Sent	Legal Notices Published		

Project Description
<p>Request is to move district boundary so lot is totally within 1 zone.</p> <p>Plan is to initially construct a 42,000 sf building for Novaspect. The lot will later be split to allow development of up to two other businesses.</p> <p>From the Novaspect web site.</p> <p><i>At Novaspect, our Core Purpose is to improve our customer's performance through the innovative application of technology. We do this by engineering, selling and servicing industrial process controls. That is what we do, but we are very proud of how we do this because we work hard to build Customer Relationships, we are passionate at creating Effective Processes, we position ourselves to attract the Best Talent, and ensure we are delivering Local Services with Proven Technologies.</i></p> <p><i>Our employees and culture are the keys to our success. We work to provide the experience, training, organization and culture to allow careers to thrive. We are proud to offer what we think is the best employment opportunity in the process control and valve repair industries.</i></p> <p><i>To provide our local services, Novaspect has people, resources and facilities throughout the upper midwest, reaching from Northern Indiana through Illinois, Wisconsin, Minnesota and throughout North Dakota.</i></p>

Board of City Commissioners

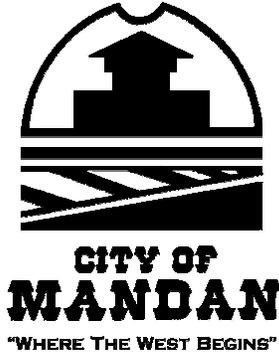
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<p><i>Some of these facilities include our Midwest Valve Services subsidiary which offers comprehensive valve repair services. They are all part of our Core Purpose aiming to improve our customer's performance through the innovative application of technology.</i></p>
<p>Agency & Other Department Comments</p>
<p>Engineering & Planning Staff Comments</p> <p>The two zones are very similar in their requirements. Some setback requirements are different and there is one difference in uses. None of these differences are significant and they do not affect the planned use.</p> <p>There is a sewer line running north/south through the middle of the property.</p> <ul style="list-style-type: none">• Need to provide truck access off 30th Ave. rather than off Old Red Trail.• Will consider shrinking width of sewer easement based on grading plan and access plan.• Need to show tentative future lot split alignment as it relates to access and sewer and water service.
<p>Engineering & Planning Recommendation</p> <p>Recommend approval of rezoning recognizing that there are some site plan issues to be worked out.</p>
<p>Proposed Motion</p> <p>Move to recommend approval of placing all of Lot 1, Blk 2 of Mandan Industrial Park in zoning district MA.</p>



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 13, 2015
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Consider approval of change order for Sunset Drive Electrical Work

STATEMENT/PURPOSE: Consider approval of change order #9 for Sunset Drive reconstruction.

BACKGROUND/ALTERNATIVES: The change order covers the miscellaneous electrical work as described on the attached change order. It was drafted and expected, but the proper signatures were not gathered and it was in the shuffle during the project even though the work was performed.

ATTACHMENTS:
1. Change order

FISCAL IMPACT: This work is eligible for federal funding, therefore federal funding will cover approximately 80% of this cost leaving the city's share at \$5,268.43. Though not officially issued as a change order previously, this cost was expected and included in amount special assessed.

STAFF IMPACT: Minimal

LEGAL REVIEW: These documents have been forwarded to the City Attorney for his review.

RECOMMENDATION: Our office recommends approving the change order.

SUGGESTED MOTION: I move to approve change order #9 for the Sunset Drive reconstruction.

Board of City Commissioners
 Agenda Documentation
 Meeting Date: February 17, 2015
 Subject: Consider approval of change order for Sunset Drive Electrical Work
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**North Dakota Department of Transportation
 Change Order**

Page 1 of 2

Change Order No: 9 Project: SU-1-988(033)044 PCN: 18334
 SubProject: 1 GRADING, SALVAGED BASE COURSE, HOT BITUMIN County: Morton
 For: GRADING, SALVAGED BASE FOURSE, HOT BITUMINOUS PAVEMEN
 Contractor: KNIFE RIVER CORPORATION - NORTH CENTRAL
 4787 SHADOWWOOD DR NE Original Contract Amount:
 SAUK RAPIDS, MN 56379-9431 \$4,051,785.79

Date Created: 12/09/2014 Date Approved:

Spec No	Code No	Item of Work	Unit	Original Quantity	+ or - Quantity	Unit Price	Increase Amount	Decrease Amount
		INCREASE TO BID ITEM						
		PARTICIPATING (SU FEDERAL FUNDS)						
770	1	LIGHTING SYSTEM	EA	1.00	1.00	27,626.800*	27,626.80	
Net Increase or Decrease to Date			90,567.83 Part	4,754.19	Non-Part	TOTALS	27,626.80	
							NON-PARTICIPATING	
							PARTICIPATING	27,626.80

Due to This Change, the Contract Time:
 NO CHANGE.

Classification

Functional Design Change

EXPLANATION OF CHANGE IN PLAN RECOMMENDED

If the federal funds authorized in the cost participation agreement with the local agency is exceeded and federal funds are not available for this change, the local agency will assume the total cost of this change order.

The electrical feed to the flashing beacon was found to be sub standard. The original plan was to remove and reset the existing beacon and utilize the existing electrical system upon inspection of the existing system it was found that it needed to be updated. This consisted of boring a new feed and installation of new conduit and wires.

The newly installed feedpoint for the lighting system was revised from a pole mounted feedpoint to a pad mounted feed point to meet the City of Mandan requirements. The pole mounted feedpoint was then utilized elsewhere. This direction came from the City of Mandan upon inspection of the new system.

Upon removal of the existing lighting system it was found that 3 additional light poles along 6th Avenue NW between 9th St NW and Division St NW were fed from the Sunset Drive lighting system. These lights had to be re-fed upon the installation of the new lighting system for Sunset Drive.

Upon removal of the existing lighting system it was found that 2 additional light poles along 14th St NW between Sunset Drive and Monte Drive were fed from the Sunset Drive lighting system. These lights had to be re-fed upon the installation of the new lighting system for Sunset Drive.

The City was currently utilizing an MDU pole as a street light adjacent to Sunset Drive. The City requested that Eldling Electric remove the existing luminaire from the existing pole and set it on a new City supplied pole.

Changes to the Lighting system along Sunset Drive directed by the City of Mandan

Board of City Commissioners

Agenda Documentation

Meeting Date: February 17, 2015

Subject: Consider approval of change order for Sunset Drive Electrical Work

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North Dakota Department of Transportation

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Change Order

Change Order No: 9

Project: SU-1-988(033)044

PCN: 18334

SubProject: 1 GRADING, SALVAGED BASE COURSE, HOT BITUMIN(County: Morton

For: GRADING, SALVAGED BASE FOURSE, HOT BITUMINOUS PAVEMEN

Contractor: KNIFE RIVER CORPORATION - NORTH CENTRAL
4787 SHADOWWOOD DR NE
SAUK RAPIDS, MN 56379-9431

Original Contract Amount:
\$4,051,785.79

Date Created: 12/09/2014

Date Approved:

x  1/5/2015

CONTRACTOR DATE

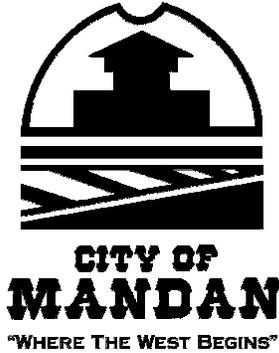
 Approval Recommended Approved
PROJECT ENGINEER DATE

CITY/COUNTY/OTHER OFFICIAL DATE

 Approval Recommended Approved
DISTRICT ENGINEER DATE

REPRESENTING DATE

 Approval Recommended Approved
OFFICE OF OPERATIONS DATE



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 11, 2015
SUBMITTING DEPARTMENT: Building Inspections
DEPARTMENT DIRECTOR: Doug Lalim, Building Official
PRESENTER: Doug Lalim, Building Official
SUBJECT: Recommendations of Jena Nolte to MARC

STATEMENT/PURPOSE: To consider the recommendations of Jena Nolte to Mandan Architectural Review Commission (MARC) for two (2) year term commencing as of January 1, 2015.

BACKGROUND/ALTERNATIVES: The Mandan Architectural Review Commission (MARC) consists of nine members who are Miles Mehlhoff, Robert Vayda, Doug Lalim, Kim Fettig, Leonard Bullinger, Katie Wiedrich, and Steve Nardello. There are currently two positions up for appointment. In order to solicit interested parties, announcements were placed in the Mandan News and also posted on the City of Mandan's website.

One letters of interest was received. The Mandan Architectural Review Commission (MARC) interviewed the applicant.

ATTACHMENTS: Letter of interest from applicant.

FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: We, the Mandan Architectural Review Commission (MARC), approve of the recommended applicant Jena Nolte to MARC.

SUGGESTED MOTION: To appoint Jena Nolte for a two (2) year term commencing as of January 1, 2015.

■ ■ ■ **Mandan Architectural Review Commission - Letter of Interest**

January 28, 2015

Doug Lalim
Assessing & Building Inspection
205 Second Avenue NW
Mandan, ND 58554

Mr. Lalim,

Please accept this "Letter of Interest" for the vacant position on the Mandan Architectural Review Commission. I have been a resident of Mandan since August 2013. I am currently the Landscape Planner with JLG Architects.

Let me begin by saying that I am a true advocate of Mandan. When my Husband and I moved to the Bismarck/Mandan area we evaluated the two communities and found Downtown Mandan to possess more amenities within a walkable distance and that it provided all of the needs for our growing family.

Qualifications:

I received a Bachelor of Science in Environmental Design and a Bachelor of Science in Landscape Architecture from North Dakota State University. While at school, I received the American Society of Landscape Architects (ASLA) Honor Award and the Great Plains ASLA Student Award, and was the President of the NDSU Student Chapter of the American Society of Landscape Architects.

Reason of Interest:

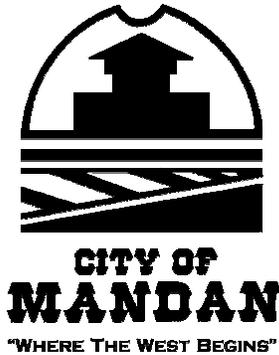
My theory is that it takes diversity in education and interests of stakeholders in order to reach creative solution that will truly benefit the community as a whole. I am ready to take an active role and share my knowledge and expertise. The city of Mandan is a great community and as a resident, I would be honored at the privilege and the opportunity to contribute to the City of Mandan.

Best Regards,

Jena Nolte

Jena Nolte, Associate ASLA

c. 763.438.9827 w. 701.258.5956 JNolte@jlgarchitects.com 210 4th Avenue NE Mandan, ND 58554



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 11, 2015
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Robert Decker, P.E., Principal Planner
SUBJECT: Consider for approval plat of Lot 1 of Lot B of the SE ¼ Section 36, T139N, R81W

STATEMENT/PURPOSE:

Request is to create a 2 lot subdivision so that one portion of the lot can be sold.

BACKGROUND/ALTERNATIVES:

There are 2 existing buildings on the lot. The owner wishes to sell one building. Both buildings have all utility services. No new easements or rights-of-way will be created.

Since there are no zoning or development changes, this is being handled as an administrative action by staff without involvement of the Planning and Zoning Commission as allowed by the recently approved minor subdivision procedures.

ATTACHMENTS:

1. Plat Map
2. Location Map

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City Attorney for his review.

RECOMMENDATION:

Recommend approval.

SUGGESTED ACTION:

Move to approve plat of Lot 1 of Lot B of the SE ¼ Section 36, T139N, R81W





Consent No. 5

GAMING SITE AUTHORIZATION
OFFICE OF ATTORNEY GENERAL
SFN 17996 (02-2011)

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

North Dakota Confederation of Clubs
(Full, Legal Name of Gaming Organization)

is hereby authorized to conduct games of

chance under the license granted by the Attorney General of the State of North Dakota at the following location: HIDEAWAY the address of which is:

1000 Boundary Rd NW MANDAN 58554 MORTON
(Street) (City) (Zip Code) (County)

Date(s) Authorized: Beginning MARCH 1 2015 Ending JUNE 30 2015

Specific location where games of chance will be conducted and played at the site (required): Against South Wall of entrance

Number of twenty-one tables (required) (if zero, enter "0") : 0

RESTRICTIONS: (to be completed ONLY if restrictions are set by the local governing body)
1. Days of week of gaming operations _____
2. Hours of gaming _____
3. List each specific game type prohibited _____

Attorney General Date Signature of City/County Auditor Date

PRINT Name / Official Position of person signing above

INSTRUCTIONS:

- 1. City/County Auditors - Retain a **copy** of the Site Authorization for your files.
- 2. City/County Auditors - Return the **original** Site Authorization form to the Organization.
- 3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval.

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
 OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 9413 (Rev. 08-2013)

License Number (Office Use Only)

Site Owner (Lessor) <i>Hidden Inc.</i>		Site Name <i>HIDEAWAY</i>		Site Phone Number <i>663-8362</i>
Site Address <i>1000 Broadway Rd NW</i>		City <i>MANDAN</i>	State <i>ND</i>	Zip Code <i>58554</i>
County <i>MORTON</i>		Rental Period <i>MARCH 1, 2015 to June 30, 2015</i>		Monthly Rent Amount
Organization (Lessee) <i>North Dakota Confederation of Clubs</i>				
1. Is Bingo going to be conducted at this site? 1a. If "Yes" to number 1 above, is Bingo the primary game conducted? If "Yes," enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <i>0</i>
		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
2. Is a raffle drawing going to be conducted at this site?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <i>0</i>
3. Is Prize Boards involving a dispensing device conducted at this site?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <i>0</i>
4. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <i>0</i>
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$ <i>0</i>
5. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <i>0</i>
6. Is Pull Tabs involving either a jar bar and/or a dispensing device conducted at this site? Please check: <input type="checkbox"/> Jar Bar Only <input checked="" type="checkbox"/> Dispensing Device Only <input type="checkbox"/> Jar Bar and Dispensing Device		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ <i>400.00</i>
				Total Monthly Rent \$ <i>400.00</i>

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and, except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a winning pull tab or prize boards involving a dispensing device and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessor's on call or temporary or permanent employee will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming pull tabs or prize boards, or both, involving a dispensing device, the Lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

At the LESSOR'S option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <i>[Signature]</i>	Title <i>President</i>	Date <i>2/10/15</i>
Signature of Lessee (Top Executive Official) <i>[Signature]</i>	Title <i>President (OC ND)</i>	Date <i>2-8-15</i>

(over)



LOCAL PERMIT OR CHARITY LOCAL PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 17926 (10/2012)

Consent No. 6

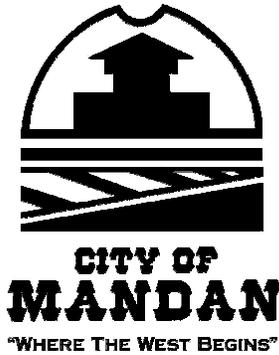
Type: <input checked="" type="checkbox"/> Local Permit * <input type="checkbox"/> Charity Local Permit		Permit Number 2015-11	
Name of Organization Catholic Daughters Of America		Date(s) Authorized (Read instruction 2)	
Contact Person Lynn Crouse	Business Phone Number (701) 663-4588	4/1/2015 Beginning to 4/30/2015 Ending	
Mailing Address 211 6th Avenue Nw	City Mandan	State ND	Zip Code 58554-0000
Site Name Mandan Eagles Club/st. Josephs School	Site Address 1400 Collins Avenue		
City Mandan	State ND	ZIP Code 58554-0000	County Morton
Check the Game(s) Authorized: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker* <input type="checkbox"/> Twenty-one* <input type="checkbox"/> Paddlewheels*			
Restriction:			
Requirement: For a "Charity Local Permit," the organization must file a "Report on a Charity Local Permit" with the city or county auditor <u>and</u> Office of Attorney General within 30 days of the event.			
Date 2/12/2015	Signature of: <input checked="" type="checkbox"/> City Auditor <input type="checkbox"/> County Auditor	Printed Name of City or County Auditor Jay Gruebele	Auditor Telephone Number (701) 667-3250

Please see the instructions on the backside of this form on how to complete the Permit.
 For a raffle or calendar raffle, read "Information Required to be Preprinted on a Standard Raffle Ticket" below.

cut along this line

INFORMATION REQUIRED TO BE PREPRINTED ON A STANDARD RAFFLE TICKET:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or four thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty dollars, an organization may state the total number of minor prizes and their total retail price;
5. For a licensed organization, print "office of attorney general" and license number. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on a same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the department of transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of minimum age, a statement that a person must be at least "____" years of age to buy a ticket, or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or four thousand dollars.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 17, 2015
SUBMITTING DEPARTMENT: Engineering, Wastewater Treatment Plant
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Standard Agreements and Notice to Proceeds for the Wastewater Optimization Project

STATEMENT/PURPOSE:

To consider the standard agreement documents as well as the notice to proceed documents for the Wastewater Treatment Facility Optimization project.

BACKGROUND/ALTERNATIVES:

The Wastewater Treatment Facility Optimization Project includes rehabilitation of the existing pretreatment building (i.e. new electrical, process, mechanical, and odor control equipment), expansion of blower capacity along with modifications to the existing blower building, new ultra violet disinfection equipment and channel modifications, underground yard piping modifications, and miscellaneous aeration improvements. All of these components are due to be improved to ensure the plants efficiency and dependability of operation. This project was identified in the 2012 Wastewater Collection System Master Plan as a short-term need.

At the January 20, 2015 commission meeting the bids, which came in substantially less than the engineers estimate, were reviewed. At that time it was moved to accept and award the project to the low bidders of Swanberg Construction, Central Mechanical, and Edling Electric for the general contract, mechanical contract, and electrical contract respectively.

Since then, the contract documentation for each has been submitted and reviewed. It is found to be complete and accurate and includes the following:

- Performance Bond
- Payment Bond
- Power of Attorney (Bonds)
- WSI Certificate of Premium Payment
- ND Tax Clearance Certificate
- Certificate of Insurance

These documents along with the Standard Agreement and Notice to Proceed are available for review upon request.

ATTACHMENTS:

- 1) AE2S cover letters for the Standard Agreements and the Notice to Proceeds

FISCAL IMPACT:

To finance this project, the city has applied for a loan from the State Revolving Fund (SRF) program through the North Dakota Public Finance Authority. The loan will be for a period of 20 years at an interest rate of 2.5%, which includes a 0.5% administrative fee. The loan will be repaid from the user fees. The city is only obligated for the loan draw requests.

The total SRF loan request and project cost estimate was \$5,300,000. With the updated project costs coming in at about \$948,000 under estimate after bids were received, as outlined in AE2S recommendation letter, awarding this low bid keeps the city well within budget for this project.

The city included this project in the 2015 budget and adjusted the water and sewer base rate to service the debt on the loan.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

AE2S and engineering staff has reviewed the documents and has found them to be complete and accurate.

RECOMMENDATION:

The engineering office recommends to approve the Standard Agreements and Notice to Proceeds for Swanberg Construction, Central Mechanical, and Edling Electric for the general contract, mechanical contract, and electrical contract respectively.

SUGGESTED MOTION:

I move to approve the Standard Agreements and Notice to Proceeds for Swanberg Construction, Central Mechanical, and Edling Electric for the general contract, mechanical contract, and electrical contract respectively.

Board of City Commissioners
Agenda Documentation
Meeting Date: February 17, 2015
Subject: Standard Agreements and Notice to Proceeds for the Wastewater Optimization Project
Page 3 of 5



February 11, 2015

Mr. Justin Froseth, Engineering and Planning Director
City of Mandan
205 Second Ave NW
Mandan, ND 58554

Re: **Mandan Wastewater Treatment Facility Interim Optimization Improvements
Contract No. 1 – General Construction, including Alt. No. 1 and Alt. No. 2
Mandan, North Dakota**

Dear Justin:

Enclosed herewith please find four (4) copies each of the Agreement and the Notice To Proceed for the Contract for the referenced project. Please note that the Notices of Award have been fully executed and the Agreements have been executed by the Contractor and require final review and execution by the City. Attached to each of the Agreements is the required Contract Documentation consisting of the following:

- ◆ Performance Bond
- ◆ Payment Bond
- ◆ Power of Attorney (Bonds)
- ◆ WSI Certificate of Premium Payment
- ◆ ND Tax Clearance Certificate
- ◆ Certificate of Insurance

Please request a review of the Contract Documents by the City Attorney, and if in order, forward them for signatures (Agreements and Notices To Proceed in the spaces marked). Return all copies of the Contract Documents to this office for assembly and distribution. Once assembled, we will deliver to you a complete Contract Document package for City records.

We appreciate the continued opportunity to provide professional engineering services to the City of Mandan and look forward to working with you and the staff on completing this important project. Should you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

AE2S

A handwritten signature in blue ink, appearing to read "Kenneth J. Weber", is written over a large, light blue circular graphic element.

Kenneth J. Weber, PE
Project Manager

C: Steve Himmelspach, City of Mandan

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Advanced Engineering and Environmental Services, Inc.

1815 Schafer Street Suite 301 • Bismarck, ND 58501 • (t) 701-221-0530 • (f) 701-221-0531

Board of City Commissioners
Agenda Documentation
Meeting Date: February 17, 2015
Subject: Standard Agreements and Notice to Proceeds for the Wastewater Optimization Project
Page 4 of 5



February 11, 2015

Mr. Justin Froseth, Engineering and Planning Director
City of Mandan
205 Second Ave NW
Mandan, ND 58554

Re: **Mandan Wastewater Treatment Facility Interim Optimization Improvements
Contract No. 2 – HVAC and Plumbing Construction
Mandan, North Dakota**

Dear Justin:

Enclosed herewith please find four (4) copies each of the Agreement and the Notice To Proceed for the Contract for the referenced project. Please note that the Notices of Award have been fully executed and the Agreements have been executed by the Contractor and require final review and execution by the City. Attached to each of the Agreements is the required Contract Documentation consisting of the following:

- ◆ Performance Bond
- ◆ Payment Bond
- ◆ Power of Attorney (Bonds)
- ◆ WSI Certificate of Premium Payment
- ◆ ND Tax Clearance Certificate
- ◆ Certificate of Insurance

Please request a review of the Contract Documents by the City Attorney, and if in order, forward them for signatures (Agreements and Notices To Proceed in the spaces marked). Return all copies of the Contract Documents to this office for assembly and distribution. Once assembled, we will deliver to you a complete Contract Document package for City records.

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Sincerely,

AE2S

A handwritten signature in blue ink, appearing to read "Kenneth J. Weber".

Kenneth J. Weber, PE
Project Manager

C: Steve Himmelspach, City of Mandan

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1815 Schafer Street Suite 301 • Bismarck, ND 58501 • (t) 701-221-0530 • (f) 701-221-0531

Board of City Commissioners
Agenda Documentation
Meeting Date: February 17, 2015
Subject: Standard Agreements and Notice to Proceeds for the Wastewater Optimization
Project
Page 5 of 5



February 4, 2015

Mr. Justin Prosech, Engineering and Planning Director
City of Mandan
205 Second Ave NW
Mandan, ND 58554

Re: **Mandan Wastewater Treatment Facility Interim Optimization Improvements
Contract No. 3 – Electrical, Instrumentation, and Controls, including Alt. No. 1
Mandan, North Dakota**

Dear Justin:

Enclosed herewith please find four (4) copies each of the Agreement and the Notice To Proceed for the Contract for the referenced project. Please note that the Notices of Award have been fully executed and the Agreements have been executed by the Contractor and require final review and execution by the City. Attached to each of the Agreements is the required Contract Documentation consisting of the following:

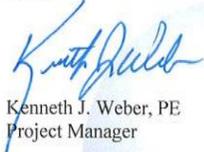
- ◆ Performance Bond
- ◆ Payment Bond
- ◆ Power of Attorney (Bonds)
- ◆ WSI Certificate of Premium Payment
- ◆ ND Tax Clearance Certificate
- ◆ Certificate of Insurance

Please request a review of the Contract Documents by the City Attorney, and if in order, forward them for signatures (Agreements and Notices To Proceed in the spaces marked). Return all copies of the Contract Documents to this office for assembly and distribution. Once assembled, we will deliver to you a complete Contract Document package for City records.

We appreciate the continued opportunity to provide professional engineering services to the City of Mandan and look forward to working with you and the staff on completing this important project. Should you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

AES2

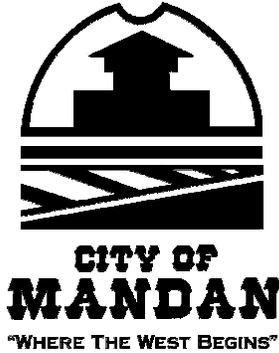


Kenneth J. Weber, PE
Project Manager

\\ae2s\projects\Projects\Mandan\P00510-2012-006\050 Bidding\Award\Edling Electric\Owner Contract Letter.doc

Advanced Engineering and Environmental Services, Inc.

1815 Schafer Street, Suite 301 • Bismarck, ND 58501 • (t) 701-221-0530 • (f) 701-221-0531



New Business No. 1

Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 11, 2015
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright
PRESENTER: Director Wright
SUBJECT: Introduction of Kaiden Straabe, Arborist and Brad Glass, Assistant Utility Superintendent

STATEMENT/PURPOSE:

Introduction of Kaiden Straabe, Arborist and Brad Glass, Assistant Utility Superintendent

BACKGROUND/ALTERNATIVES:

Kaiden grew up in the Mandan area and graduated from Mandan High in 2012. Kaiden was also part of the Mandan Fire Department for 3 years as a volunteer and was a correction officer for Morton County for 9 months. Kaiden started employment in August of 2014; he also owns and operates a firewood delivery business, so he is very active in the outdoors, including hunting and fishing.

Brad is a graduate from Strasburg High, Jamestown College, where he earned a BA in History and Political Science, and BSC, where he earned a Process Plant Technology degree. Brad taught school in Solen for 1 year, and then was hired by the City of Bismarck as a Water Utility Operator where he worked for 10 years and earned his Grade 4 Water Distribution and Sewer Collection Certifications. Brad started employment in January of this year after spending a year with South Central Regional Water as an operator. Brad is married to his wife Ann and they have 3 boys.

ATTACHMENTS: N/A

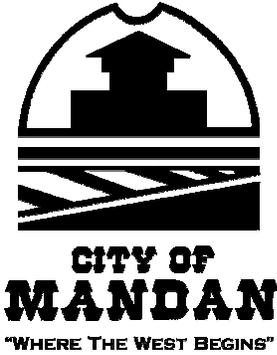
FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: N/A

SUGGESTED MOTION: N/A



Board of City Commissioners

Agenda Documentation

MEETING DATE: Tuesday, February 17, 2015
PREPARATION DATE: Thursday, February 12, 2015
SUBMITTING DEPARTMENT: Mandan Parks & Recreation
DEPARTMENT DIRECTOR: Cole Higlin
PRESENTER: Kara Haff, Mandan Parks & Recreation District
SUBJECT: Consider approval of street closure along Sunset Drive for Slide The City, Playing in the Streets Festival

STATEMENT/PURPOSE: To consider approval of street closure along Sunset Drive for Slide The City, Playing in the Streets Festival, Saturday, August 29, 2015 from 4:00 am – 11:00 pm.

BACKGROUND/ALTERNATIVES: Mandan Park District has been in contact with Slide the City, a company that would bring a 1000 foot slip and slide to our community for a special event day.

Slide the City is able to bring the slide to our community Saturday, August 29, 2015. It is an all-day process for setup, actual event and tear down of the slide.

We would need barricades in place by 4 am and streets will reopen around 11 pm once the last of the slide is off the street.

After meeting with Public Works, the Water Department, Jim Neubauer, Justin Froseth, Fire Chief Nardello, Police Chief Bullinger and Ellen Huber, it was decided the best location for the event would be Sunset Drive in front of Mandan High School. Parking in that area in addition to wide streets and nice sidewalks lends a nice location for the event.

- ATTACHMENTS:
- 1. Road Closure Details and Map
 - 2. Event Presentation and Setup Maps

FISCAL IMPACT: Minimal

STAFF IMPACT: Minimal

LEGAL REVIEW: N/A

RECOMMENDATION: Allow road closure of Sunset Drive as shown on August 29th in order to allow the Slide the City and Playing in the Streets Festival to take place.

SUGGESTED MOTION: I move to approve of road closure of Sunset Drive as shown on August 29th in order to allow the Slide the City and Playing in the Streets Festival to take place.

Playing in the Street, Street Closure Request:

The Mandan Park District would like to request the assistance of the city commission for the following street closures to aid the facilitation of the Slide the City, Playing in the Street event.

Event Date: Saturday, August 29, 2015

Event Set Up: 4:00 am Saturday, August 29, 2015

Event Run Time: 11:00 am – 6:00 pm

Event Tear Down: Finished by 11:00 pm Saturday, August 29, 2015

Street Closure Request:

1. **6th Street NW & 6th Avenue NW** Barricade the north side of intersection
Closed to through traffic.
Intersection will be staffed with a vested volunteer for traffic control.
2. **7th Street NW & 6th Avenue NW** Barricade the east west access points of intersection.
Closed to through traffic.
3. **8th Avenue NW & Plaza Place** Barricade the north side of intersection
Closed to through traffic.
(This is the short street that runs right in front of MHS)
4. **8th Street NW & 6th Avenue NW** Barricade the east west access points of intersection.
Closed to through traffic.
5. **9th Street NW** Barricade the west end of this street between the Mandan Brave Center and the Pepsi All Seasons Arena.
Closed to through traffic.
There is no east access in this intersection.
6. **Division Street & Sunset** Barricade the south side of intersection
Closed to through traffic.

Signage would be present for parking, will be staffed with a vested volunteer for traffic control.

7. 14th Street NW & Sunset Drive Closed to through traffic sign and detour signage going east.

No Parking Signage Request:

To eliminate neighborhood parking on the street and in the MHS parking lot the day of the event, we would like to request No Parking signage from 1:00 am – 11:00 pm in the following locations:

700 and 800 blocks of 6th Avenue NW

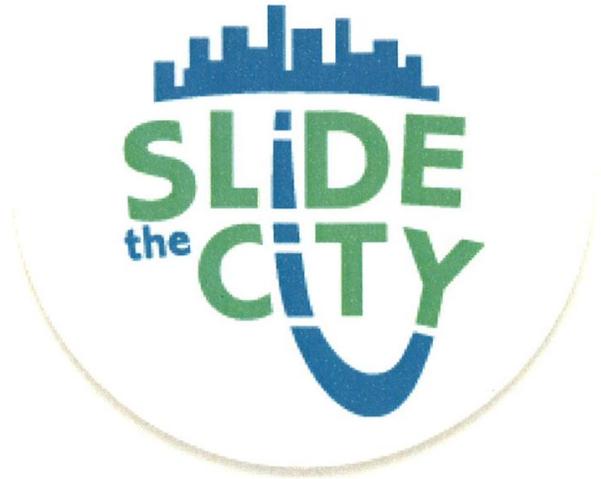
900 Block of 8th Avenue NW (MHS east parking lots and street in front of school.)

The Playing in the Street committee will set up a meeting with Police Chief Bullinger and Public Works Director Jeff Wright to work out further details with the placement of street signage.

Mandan Parks & Recreation and the Playing in the Streets Committee will have banners prepared for event parking.

Consideration for street and sidewalk sweeping before event setup would be appreciated to remove rocks and debris from the event area. Many event goers will be in flipflops or barefoot.





Playing in the Streets Festival

August 29, 2015

11 am – 6 pm

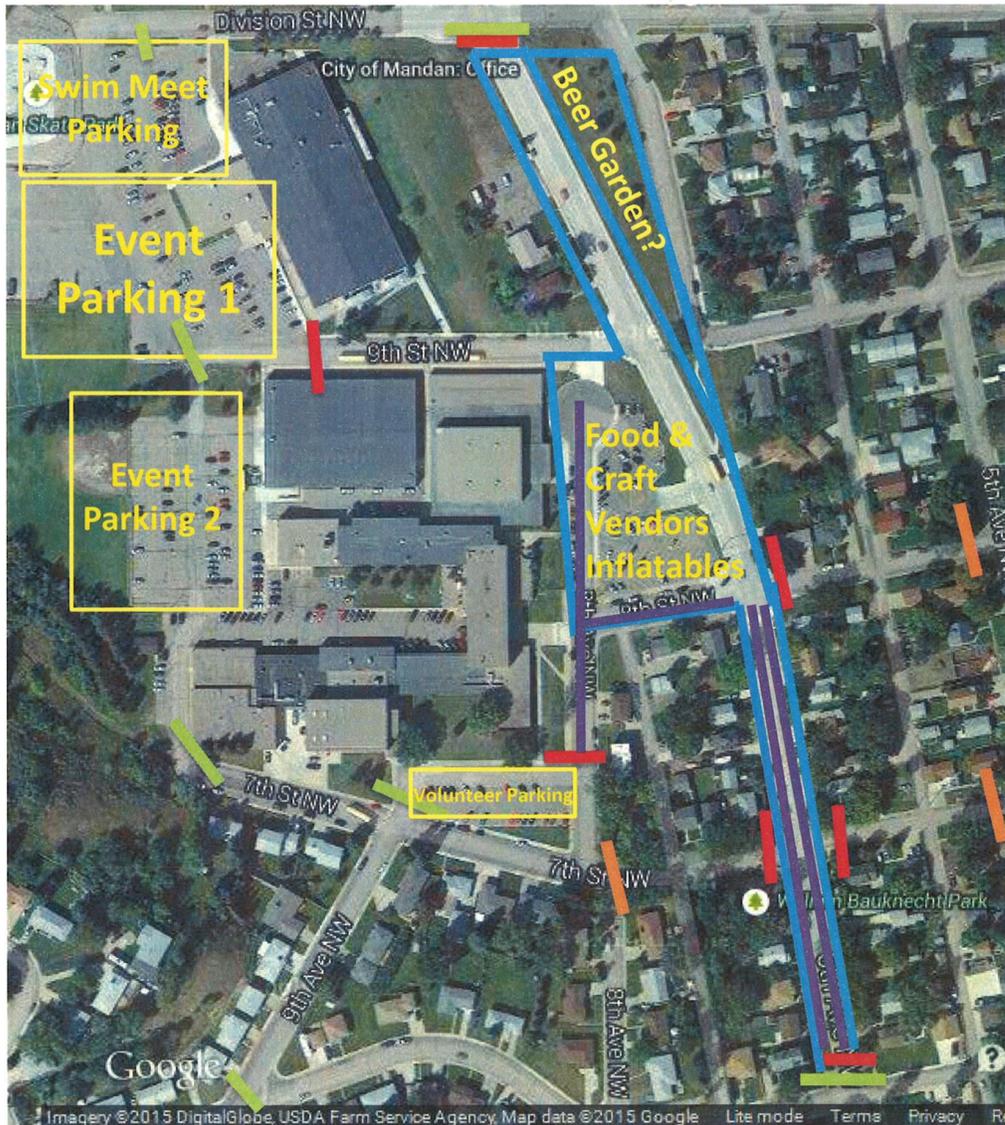
Event Setup/Tear Down

4:30 am -11 pm

Slide The City

Playing in the Streets Festival

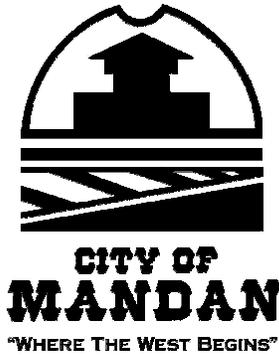
- Event Area
- Street Closure
- Closed to through traffic
- Parking Signage
- No Parking 1 am – 11 pm



Slide The City
Playing in the Streets
Festival

-  Event Area
-  Street Closure
-  Closed to through traffic
& Detour Signage going
East
-  Event Signage





Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 13, 2015
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Request for Proposals for GIS Services

STATEMENT/PURPOSE: To allow the engineering department to advertise for services to create an improved Geographic Information System (GIS).

BACKGROUND/ALTERNATIVES: Mandan's existing GIS is web-based, view only, and limited in functionality. Currently, city staff forwards on CAD drawings sent to us by the developer's engineers for any new development to a consultant who in turn updates our web-based GIS system for our viewing. In addition to the limited functionality, control, and information available; there are many concerns with the accuracy of the information that is available. It is common for the public works department to study either our existing GIS or record drawings only to discover in the field that utilities aren't necessarily where they are shown to be on the drawings. For the property/parcel information, city staff relies on a separate web-based interactive map, managed by Morton County and available to the public, to retrieve. Staff goes back and forth between several maps daily for information which is not as efficient as having all of our info on one source map.

The primary intent of this RFP is for the configuration of platform software, coordination and assistance with data collection efforts, and training of city staff on operation of an improved Geographical Information System (GIS). Specifics of the tasks and expectations can be found on the attached DRAFT RFP.

It is expected that the majority of this project be done in 2015 with some tasks falling into 2016. The city's capital improvements plan reserves a budgeted amount of \$535,000 for this project. This number was derived from past consultants spending some time assessing what we have and advising what improvements we would benefit from.

Expected schedule of project milestones is as follows (REVISED – 2/17/2015):

- Release RFP: February 27th, 2015
- Question Deadline: March 17th, 2015

- **Proposal Deadline: March 27th, 2015 (11:00 a.m.)**
- Interviews/Demonstrations (By Invite): Week of April 6th or April 13th
- Recommend Selection to City Commission: April 21st
- Start Project: April 27th
- Complete Project: 2016

ATTACHMENTS:

1. Request for Proposals for Engineering Services

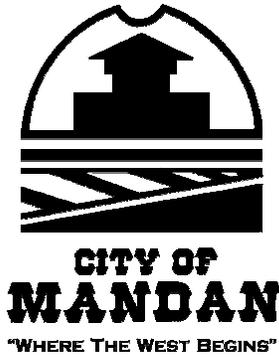
FISCAL IMPACT: \$535,000 is budgeted for an improved GIS within the capital improvements plan.

STAFF IMPACT: Minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City Attorney for his review.

RECOMMENDATION: Approve advertisement of Request for Proposals for services to create an improved GIS.

SUGGESTED MOTION: I move to approve the advertisement of Request for Proposals for services to create an improved GIS.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 13, 2015
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
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STATEMENT/PURPOSE: To allow the engineering department to advertise for services to create an improved Geographic Information System (GIS).

BACKGROUND/ALTERNATIVES: Mandan's existing GIS is web-based, view only, and limited in functionality. Currently, city staff forwards on CAD drawings sent to us by the developer's engineers for any new development to a consultant who in turn updates our web-based GIS system for our viewing. In addition to the limited functionality, control, and information available; there are many concerns with the accuracy of the information that is available. It is common for the public works department to study either our existing GIS or record drawings only to discover in the field that utilities aren't necessarily where they are shown to be on the drawings. For the property/parcel information, city staff relies on a separate web-based interactive map, managed by Morton County and available to the public, to retrieve. Staff goes back and forth between several maps daily for information which is not as efficient as having all of our info on one source map.

The primary intent of this RFP is for the configuration of platform software, coordination and assistance with data collection efforts, and training of city staff on operation of an improved Geographical Information System (GIS). Specifics of the tasks and expectations can be found on the attached DRAFT RFP.

It is expected that the majority of this project be done in 2015 with some tasks falling into 2016. The city's capital improvements plan reserves a budgeted amount of \$535,000 for this project. This number was derived from past consultants spending some time assessing what we have and advising what improvements we would benefit from.

Expected schedule of project milestones is as follows:

- Release RFP: February 20th, 2015
- Question Deadline: March 10th, 2015

- **Proposal Deadline: March 20th, 2015 (11:00 a.m.)**
- Interviews/Demonstrations (By Invite): Week of March 30th or April 6th
- Recommend Selection to City Commission: April 21st
- Start Project: April 27th
- Complete Project: 2016

ATTACHMENTS:

1. Request for Proposals for Engineering Services

FISCAL IMPACT: \$535,000 is budgeted for an improved GIS within the capital improvements plan.

STAFF IMPACT: Minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City Attorney for his review.

RECOMMENDATION: Approve advertisement of Request for Proposals for services to create an improved GIS.

SUGGESTED MOTION: I move to approve the advertisement of Request for Proposals for services to create an improved GIS.

REQUEST FOR PROPOSALS

Geographic Information System



**CITY OF
MANDAN**
"WHERE THE WEST BEGINS"

City of Mandan
Engineering Department
205 2nd Avenue NW
Mandan, ND 58554

February 2015

February 20, 2015

Notice is hereby given that the City of Mandan Planning and Engineering Department will receive sealed proposals for a qualified and experienced firm to create an improved Geographic Information System (hereinafter "GIS") utilizing existing information, and new information gathered as part of the process of creating the improved system. Proposals should be submitted to the city engineering office, until **11:00 a.m. Friday, March 20th, 2015** at which time the proposals will be publicly opened and acknowledged in the City's Commission Chambers.

The primary intent of this request for proposal (hereinafter "RFP") or ("Proposal") is for the configuration of platform software, coordination and assistance with data collection efforts, and training of city staff on operation of an improved Geographical Information System (GIS). Proposals must be submitted in accordance with the conditions outlined in this Request for Proposal.

Release RFP: February 20th, 2015

Question Deadline: March 10th, 2015

Proposal Deadline: March 20th, 2015 (11:00 a.m.)

Interviews/Demonstrations (By Invite): Week of March 30th or April 6th

Recommend Selection to City Commission: April 21st

Start Project: April 27th

Complete Project: Late 2016

Background Information

The City Of Mandan has a population of 19,887 people according to a 2013 estimate and consists of approximately 13.7 square miles of land area. Mandan is the county seat of Morton County in south-central North Dakota. Mandan primarily serves its residents by providing law enforcement, fire protection, infrastructure planning and maintenance, building permitting, planning and zoning regulation, economic development assistance, along with other functions consistent with a city of its size.

The city has recently seen an increased rate of growth because of favorable economic factors thanks in part to its proximity to a bustling oil and gas industry and the state capital in Bismarck just across the river to the east.

Mandan's existing GIS is web-based, view only, and limited in functionality. Currently, city staff forwards on CAD drawings sent to us by the developer's engineers for any new development to a consultant who in turn updates our web-based GIS system for our viewing. In addition to the limited functionality, control, and information available; there are many concerns with the accuracy of the information that is available. It is common for the public works department to study either our existing GIS or record drawings only to discover in the field that utilities aren't necessarily where they are shown to be on the drawings. For the property/parcel information, city staff relies on a separate web-based interactive map, managed by Morton County and available to the public, to retrieve that type of information.

The city engineering department currently has, and is skilled in the use of, AutoCAD software by Autodesk. The GIS information that is available to us via our web-based GIS is ArcGIS (by ESRI) based. Morton County currently uses ArcGIS software, however, the city currently does not utilize ArcGIS software, nor does current staff have much experience with it.

Project Overview

This is a Request for Proposals (RFP) for Geographic Information System (GIS) services to be provided to the City of Mandan. The intent of this RFP is to gather pertinent information concerning the ability of consultants to meet the needs of the city with the type of services as outlined within the Proposed Scope of Work section.

In general, the consultant will need to thoroughly assess the city's current record information both within the existing GIS system and what is available in the record drawings. The consultant will work closely with the city in developing a plan to both further identify and then supplement the information that is found to be inadequate for the city's functions. Concurrently, the consultant will work with the city to create a system to work in that will allow the city to continue to populate the system and run it independently and proficiently.

There is no platform software specified in this RFP, the city is requesting that the consultant recommend a software platform they believe will best work for the city's needs as part of this proposal. The main uses for the improved system will be to assist the public works and engineering department in both maintaining and growing the city's infrastructure as well as providing the general public with pertinent and reliable information efficiently.

It is expected that the majority of this project be done in 2015 with some tasks falling into 2016. The City of Mandan has budgeted a maximum of \$535,000 for this project. The city will, however, look for opportunities to save throughout this process if possible in order to complete other city projects. The city is planning to use its own staff to collect some of the data as time and staff skills allow.

Proposed Scope of Work

1. Needs Assessment
 - a. Review current data and workflows.
 - b. Provide a strategic plan listing out current data and assets along with scheduling and recommendations for improvements.
2. Establish Primary Control
 - a. Set two permanent highly stable and durable primary control monuments.
 - b. Establish high-precision state plane coordinates on the two primary control monuments.
 - c. Publish primary control data on the National Geodetic survey web site.
 - d. Prepare procedure to overlay Morton County GIS data onto Mandan GIS.
3. Base Map Optimization
 - a. Perform optimization of data layers.
 - b. Survey readily accessible existing block corners in sufficient quantity within city limits.
 - c. Spatially adjust the base map drawings to best fit surveyed block corners.
 - d. Incorporate other GIS data readily available; e.g.; water meters, Metropolitan Planning Organization (MPO) data, etc.
4. Survey Utilities and Sign Inventory
 - a. Compare record drawings provided by owner to existing Mandan GIS data.
 - b. Create a new system for work-flow of data into improved GIS.
 - c. Reposition GIS utility locations to survey control.
 - d. Perform field survey and data collection of items that are expected missing, incomplete, or suspected to be inaccurate as detailed below. As part of the project,

the consultant would manage and/or self-perform the collection of the majority if not all of the following data, budget dependent.

- i. Water point features system-wide
 - ii. Sanitary sewer manhole attributes and inverts
 - iii. Storm sewer point features system wide, manhole attributes and inverts.
Storm detention ponds and system open channels
 - iv. Some minimal survey for street lighting system
 - v. Street signs and sign attributes
 - vi. Boulevard trees and tree attributes
 - vii. Miscellaneous such as traffic signals and points of interest, etc.
5. Scanning of Paper Documents
 - a. Program Links – use existing scans or scan in paper plats or record drawings, then hyper-link them based on location within the GIS.
 6. Software and web-based configuration
 - a. Initially configure software based on the city's intended usage of the program.
 - b. Set up a web-based viewer with levels of viewing associated with the layers of information selected for sharing.
 7. Work Order Management System
 - a. Set-up links in GIS data to work order management system.
 - b. Set-up the software for work order management system.
 8. Implementation Standards
 - a. Standard documentation – prepare a comprehensive guideline for GIS standards and data collection as well as re-structure data directories within the city's network.
 - b. Ensure that system layering, theme names, and database attribute fields would be consistent throughout all departments that utilize the data.
 9. Training
 - a. Prepare training material to city staff.
 - b. Work with city staff in their office and in the field environment to train.
 - c. Provide technical support for at minimum a year after the other tasks have concluded.
 - d.

Proposal Requirements

Two hard copies and one electronic copy (on flash drive or CD in a PDF format) of the proposals shall be submitted. The proposals shall be labeled "Mandan GIS Proposal" and mailed or delivered to:

City of Mandan Engineering Department
205 2nd Avenue NW
Mandan, ND 58554

The proposal should include the following information. Items 1-7 are to be part of report and to be kept to a maximum of 6 pages. The required appendices (A-D) are not limited:

1. Cover letter to generally explain consultant's capability and willingness to perform the project as described. The cover letter shall be signed by an official of the firm who has the authority to enter into an agreement.
2. Information on the consultant's experience as it relates to the following:
 - a. GIS capabilities for municipalities
 - b. Recommended software platform
 - c. Data collection and GIS system population
 - d. GIS-centric work order and asset management systems
 - e. Staff Training
3. Explain Basic Project Understanding
4. Proposed Approach
 - a. Provide a software platform recommendation and explain why that would be best for the city.
 - b. City staff should be an integral part of this process throughout, explain how you would work with the city during this project.
5. Qualifications
 - a. Overall company qualifications
 - b. Description of project team including roles and responsibilities
 - c. Notable qualifications of key team members (Resumes in appendix A)
 - d. Relevant project experience
6. Location of firm and staff performing the work. If not in the Bismarck-Mandan metro area, how might that geographical gap be bridged during the project?
7. Willingness to meet time and budget requirements.

Appendix A: Resumes of key staff

Appendix B: Summary of similar past projects

Appendix C: Minimum of three (3) references

Appendix D: Fee schedule that includes hourly rates for project personnel.

Also included within Appendix D, estimate the percentage of time each grade level of employee will spend on each project task. For example, if it is thought that task 3 will require 50% of time from a junior level GIS technician, and 50% of time from a senior level GIS technician indicate that along with the associated fees for each. Table format is preferred for this.

Evaluation Criteria and Process

A selection committee will conduct an evaluation of proposals based on the previously listed proposal requirements and appendices. The committee will select consultants based on the proposals to interview and demonstrate their capabilities in person. The expected schedule of evaluation and selection is as follows:

Question Deadline: March 10th, 2015

Proposal Deadline: March 20th, 2015 (11:00 a.m.)

Interviews/Demonstrations (By Invite): Week of March 30th or April 6th

Recommend Selection to City Commission: April 21st

Start Project: April 27th

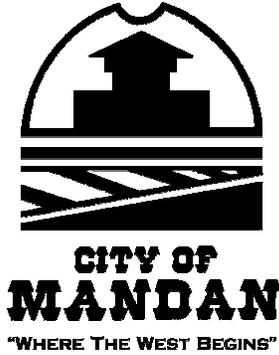
Miscellaneous

1. All costs directly or indirectly related to preparation of a response to this RFP, any oral presentations required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of and shall be borne completely by the proposer.
2. All proposals must include a statement that they are valid for a minimum period of ninety (90) days subsequent to the RFP closing date.
3. The City reserves the right to require additional technical and pricing information during the evaluation period. Each proposal must designate person(s) who will be responsible for answering technical and contractual questions.

4. The City reserves the right to negotiate all elements of a proposal to ensure that the best possible consideration be afforded to all concerned. The City reserves the right to reject any or all proposals and to re-solicit for services.
5. Questions pertaining to this document shall be submitted, in writing, to the engineering department (address shown above), or e-mailed to Justin Froseth (jfroseth@cityofmandan.com) not later than 11:59 PM local time, Tuesday, March 10, 2015 to guarantee a response. Questions will be answered by appropriate individuals. All questions and their answers will be posted on the city's website by March 16, 2015.

End of Document

DRAFT



New Business No. 4

Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 13, 2015
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Scott Jordan Denny, JLG Architects
SUBJECT: Facility Needs Study Update

STATEMENT/PURPOSE: To update the City Commission on work related to City Hall and North Fire Station Facility Needs Study.

BACKGROUND/ALTERNATIVES: JLG Architects was contracted with to conduct a Facility Needs Analysis relative to Mandan City Hall and a future North Fire Station.

Commissioner Laber along with city staff have been working with JLG since October/November 2014 on various options related to City Hall and a North Fire Station.

A public input meeting was held on January 27, and one will be held on February 16 in order to gather additional input. JLG will present preliminary findings and gather input from City Commission on February 17 with a final report to be presented on March 3rd.

ATTACHMENTS: Preliminary report (subject to revisions based on input received Feb. 16 and 17th) will be made available prior to the Commission meeting.

FISCAL IMPACT: n/a

STAFF IMPACT: n/a

LEGAL REVIEW: n/a

RECOMMENDATION: n/a

SUGGESTED MOTION: n/a



CITY OF MANDAN FACILITY NEEDS STUDY

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



Study Goals:

- **Assess Impact of Growth**
- **Assess Existing Building**
- **Explore City Hall Options and Sites**
 - Remodel Existing Building
 - New Building
 - Alternate Location
- **Assess Fire Station #3**



CITY OF MANDAN FACILITY NEEDS STUDY

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



City Hall: Impact of Growth

	Current	5 Yr.	10 Yr.	20 Yr.
City Staff	33	40	49	54
Projected Space Needs	18,000	22,400	23,950	24,950
Projected Population	19,777	25,828	28,563	30,000

City Hall: 1st Floor Space Available	14,990
City Hall: 2nd & 3rd Floor Space Available	11,800
City Hall: Total	26,790



- **Opened in 1934**
- **40 Years of Service as Community Center**
- **Repurposed in 1970's**
- **40 Years of Service as City Hall**
- **Current City Hall space is full**



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING BUILDING ASSESSMENT

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



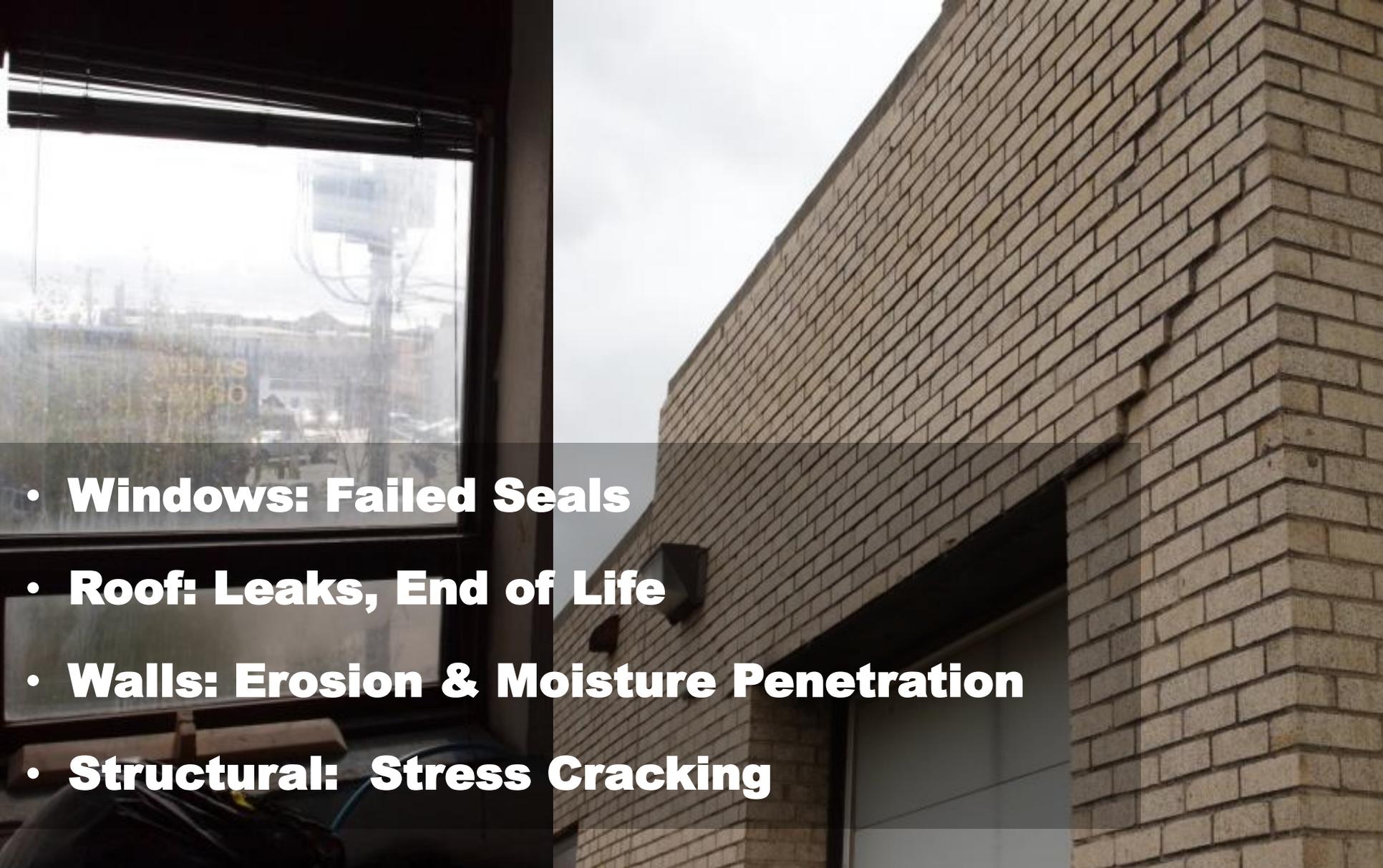
- **Inadequate Heating, Cooling & Ventilating**
- **Inefficient and Inflexible Space**
- **Incompatible Uses**
- **Minimal Growth & Expansion Space**
- **No Security – Multiple Public Entries**
- **Confusing Wayfinding & Navigation**
- **Minimal Public Interaction Spaces**
- **Out of Date Technology**



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING BUILDING ASSESSMENT: STAFF ISSUES

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



- 
- **Windows: Failed Seals**
 - **Roof: Leaks, End of Life**
 - **Walls: Erosion & Moisture Penetration**
 - **Structural: Stress Cracking**



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING BUILDING ASSESSMENT: ARCHITECTURE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



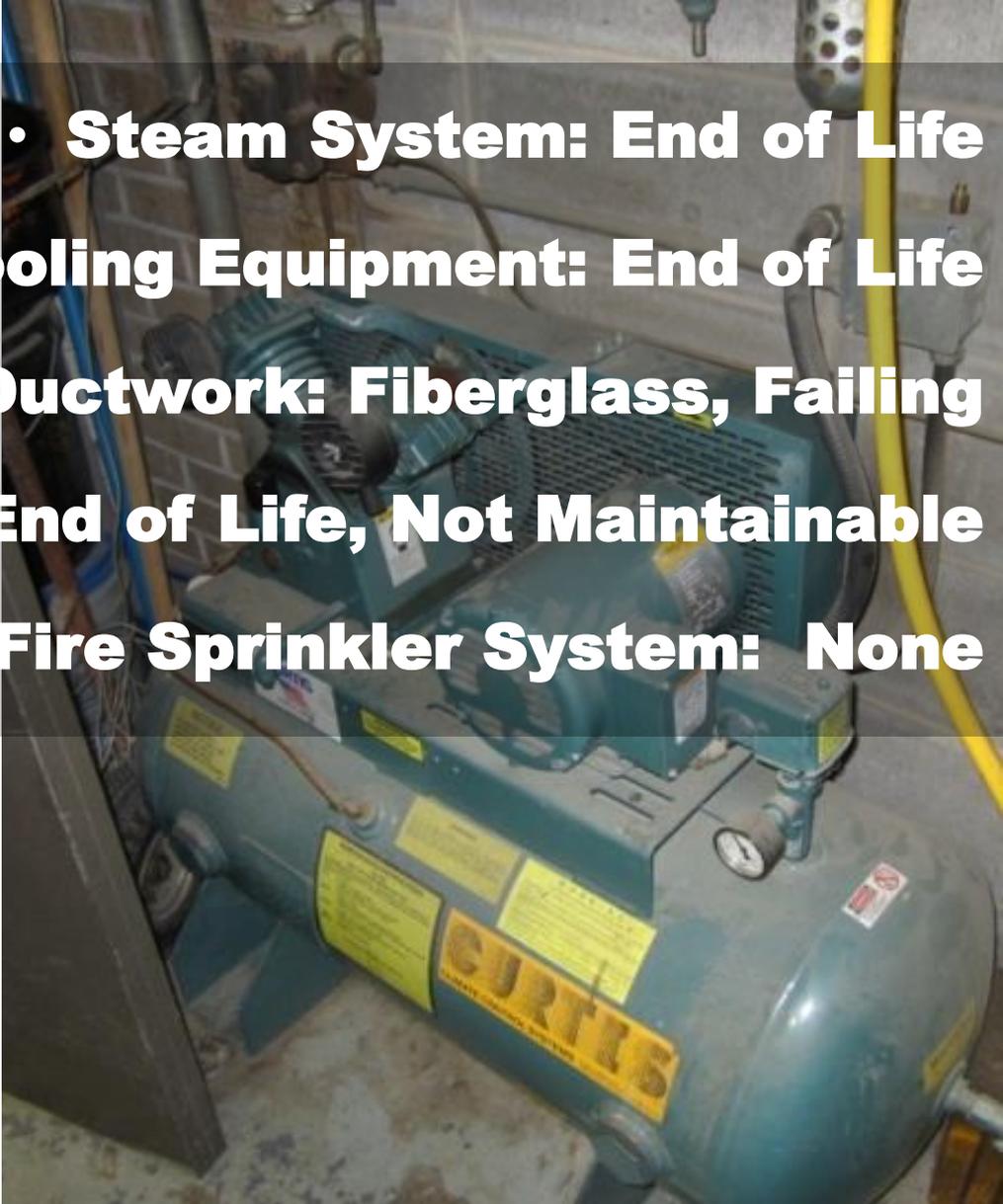
- 
- **Accessibility: No Elevator to Upper Floors**
 - **Stairs: Non-compliant Sizes and Shapes**
 - **Exiting Path: Confusing and Non-accessible**



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING BUILDING ASSESSMENT: CODE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





- **Steam System: End of Life**
- **Heating/Cooling Equipment: End of Life**
- **Ductwork: Fiberglass, Failing**
- **Controls: End of Life, Not Maintainable**
- **Fire Sprinkler System: None**



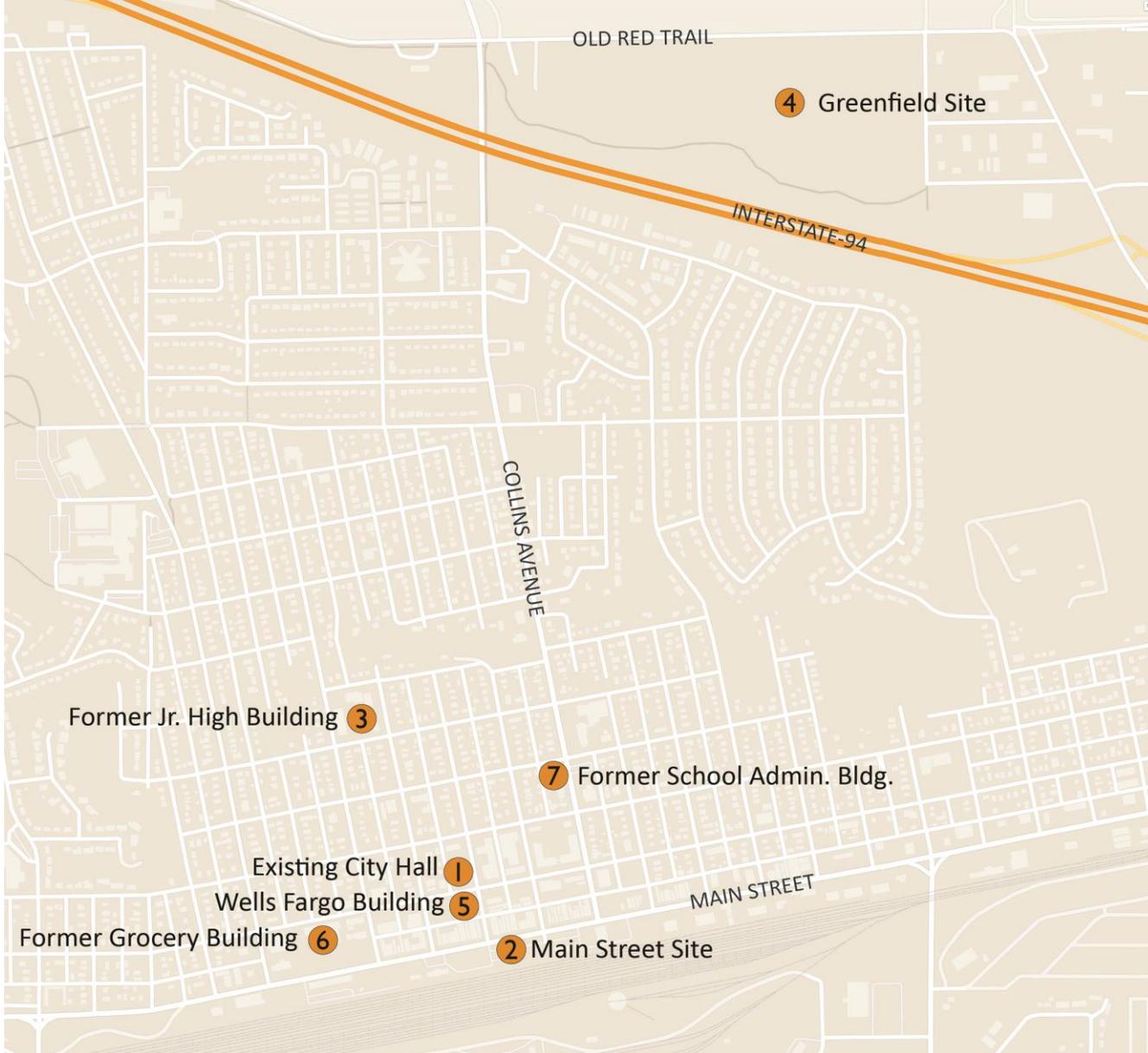
- **Main Power and Panels: End of Life**
- **Outlets: Minimal Throughout**
- **Lighting: Inefficient Fixtures**
- **Lighting: Lack of Egress Path**
- **Fire Alarms: Lacking Throughout**
- **Phone System: Antiquated, Inadequate**
- **Security: No Surveillance, No Access Control**



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING BUILDING ASSESSMENT: ELECTRICAL

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





CITY OF MANDAN FACILITY NEEDS STUDY
CITY HALL SITE OPTIONS

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING

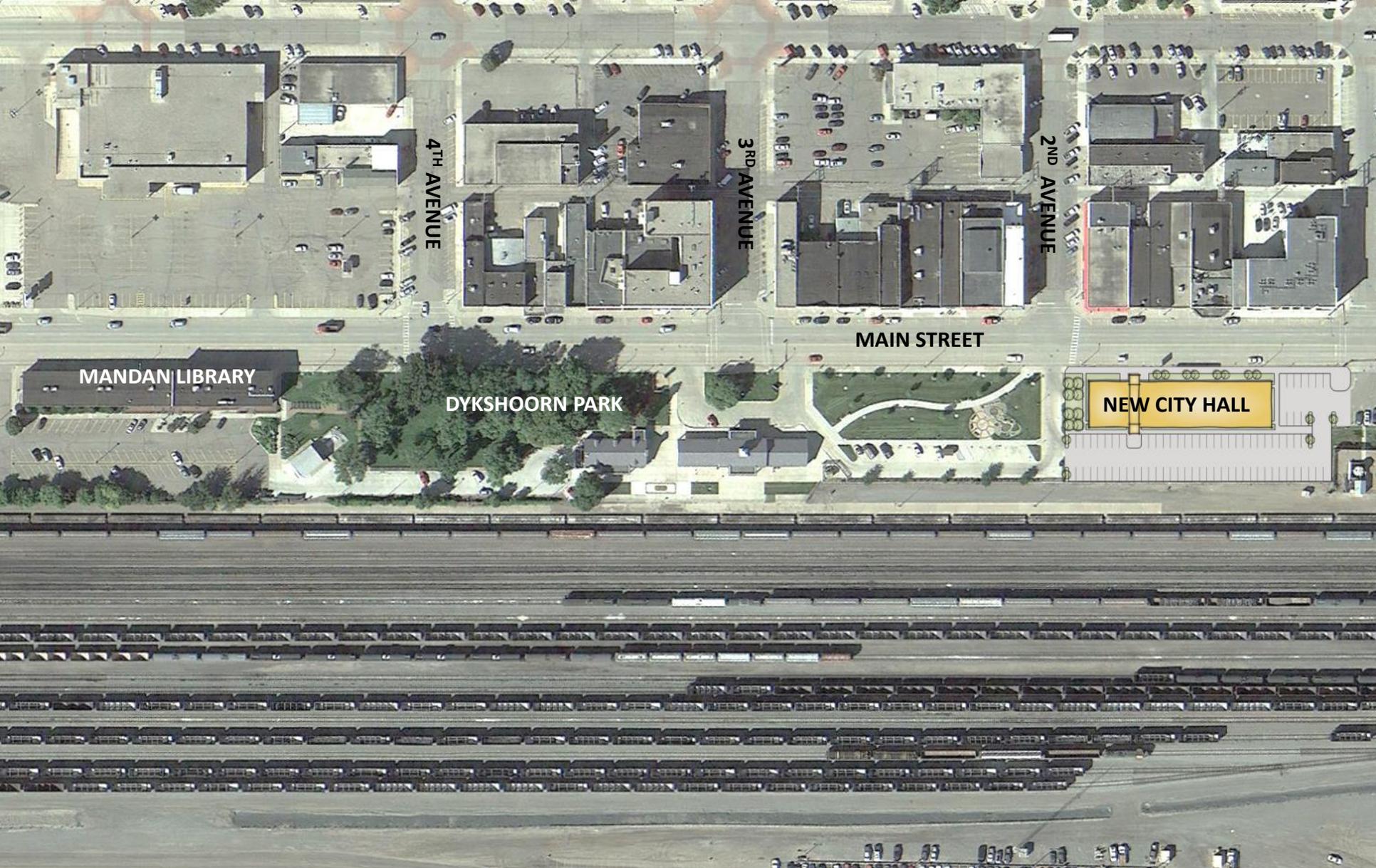


Criteria	Weight	1. Existing City Hall Building		2. Main Street Site (new)		3. Former Jr. High Building		4. Greenfield Site (new)		5. Wells Fargo Building		6. Former Grocery Building		7. Former School Admin. Building	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
1. Adequate Parking	4	2	8	4	16	5	20	5	20	4	16	5	20	2	8
2. Civic Identity	2	4	8	5	10	3	6	2	4	2	4	1	2	2	4
3. Ease of Transition/ Relocation	1	3	3	3	3	3	3	2	2	4	4	3	3	3	3
5. Highest and Best Use	3	5	15	4	12	3	9	3	9	2	6	1	3	2	6
6. Project Cost	3	5	15	2	6	4	12	2	6	3	9	3	9	3	9
7. Proximity to County Facilities	2	5	10	2	4	4	8	1	2	5	10	3	6	4	8
8. Site Size	4	3	12	4	16	5	20	5	20	5	20	4	16	1	4
9. Site Availability	4	5	20	3	12	2	8	4	16	2	8	2	8	3	12
10. Supports Downtown Development	2	4	8	4	8	3	6	1	2	4	8	2	4	3	6
11. Traffic Access	2	3	6	4	8	2	4	3	6	3	6	4	8	3	6
12. Consolidated Civic Functions	3	4	12	4	12	2	6	4	12	2	6	1	3	1	3
Total Score:			117		107		102		99		97		82		69

Each Criteria is weighted (on a scale of 1-4) by its relative importance.

Sites are rated (1-5) for how well the site meets the criteria, and a total score is tallied.





CITY OF MANDAN FACILITY NEEDS STUDY SITE OPTION 2: MAIN STREET SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



2nd AVE

1st AVE

MAIN STREET

NEW CITY HALL

EXPANDED PARKING

PRO:

- Keeps City Hall Downtown
- Energizes Main Street
- Completes Civic Facilities Around Dykshoorn Park

CON:

- Impacts Existing Parking
- Compromises Future Retail Opportunities on Main St
- Challenging Access Off Main St.
- Remote from County Facilities

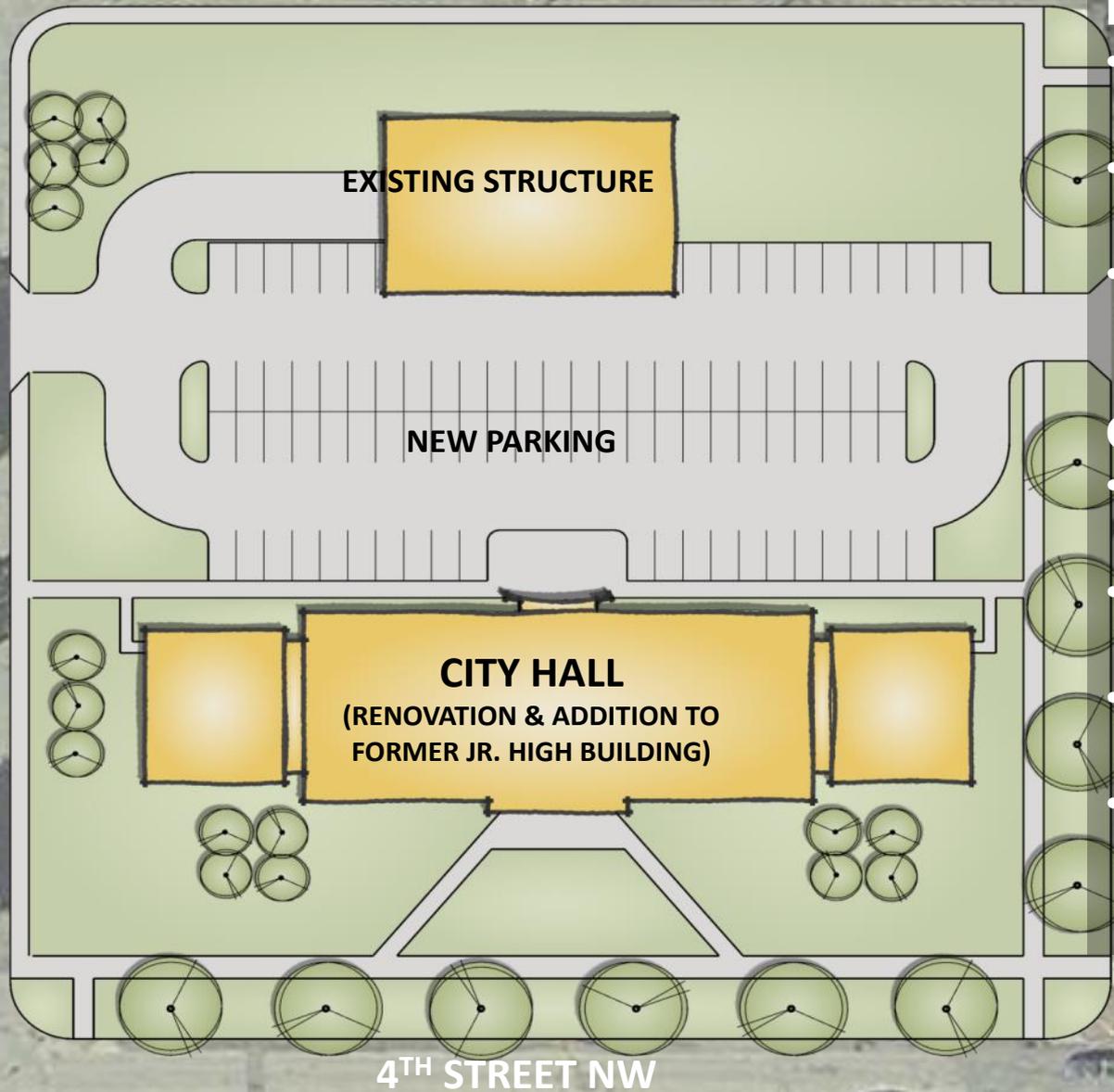


CITY OF MANDAN FACILITY NEEDS STUDY
SITE OPTION 2: MAIN STREET SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



4TH AVENUE NW



4TH STREET NW

PRO:

- Utilizes Historic Jr. High Building
- Re-energizes Neighborhood
- Provides Excellent Parking

CON:

- Challenging Acquisition
- Unknown Building Condition Issues
- Remote from Downtown
- Remote from County Facilities



CITY OF MANDAN FACILITY NEEDS STUDY
SITE OPTION 3: FORMER JR. HIGH BUILDING

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



OLD RED TRAIL

POTENTIAL
FUTURE SPORTS
ARENA

POTENTIAL FUTURE
EVENTS CENTER



POTENTIAL
FUTURE PUBLIC
WORKS FACILITY

INTERSTATE 94

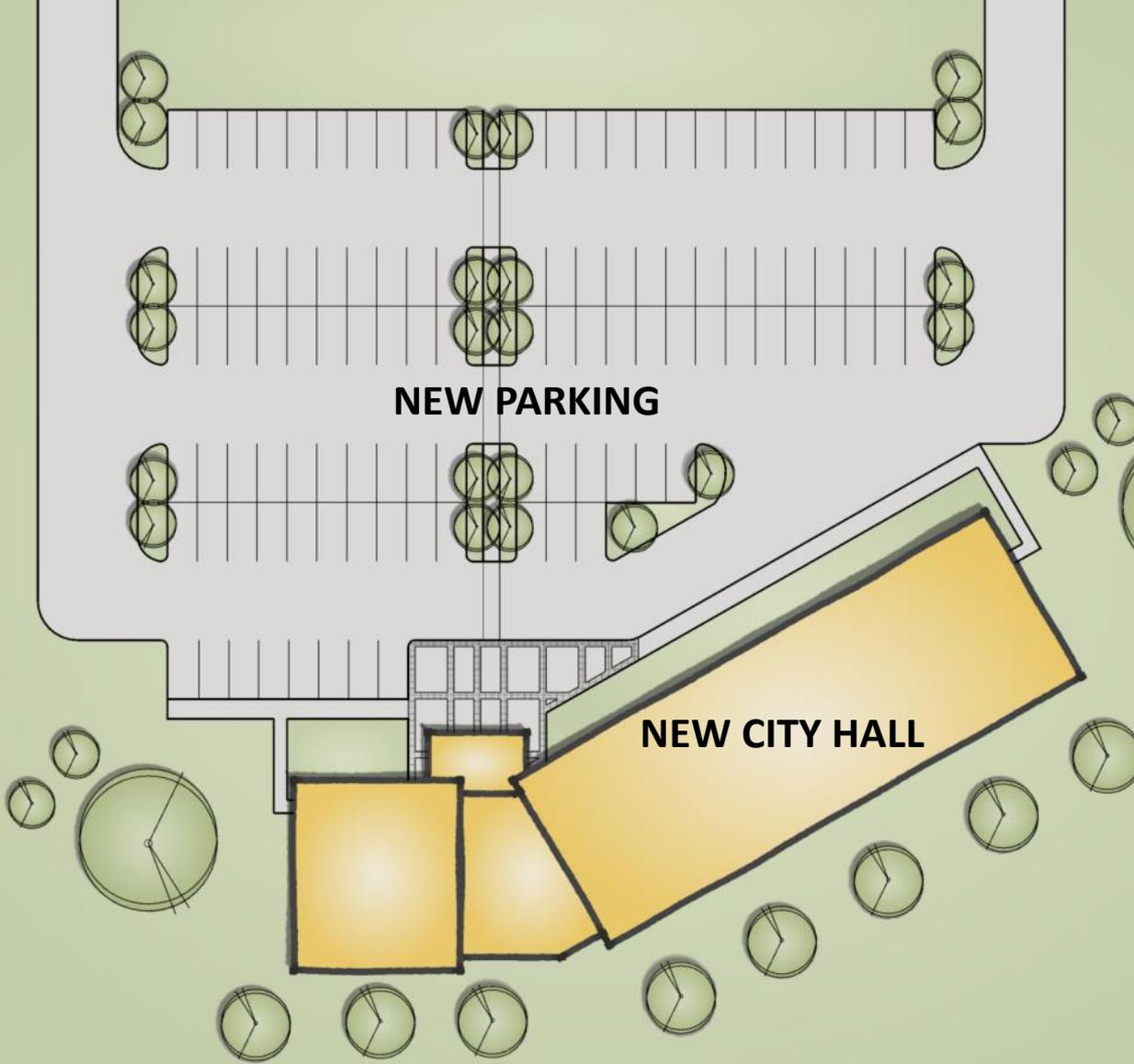
COLLINS AVENUE



CITY OF MANDAN FACILITY NEEDS STUDY
SITE OPTION 4: GREENFIELD SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





PRO:

- **Potential Consolidated 'Civic Center' complex**
- **Prominent 'Gateway' Location**
- **Excellent Parking**

CON:

- **Remote from Downtown**
- **Does Not Support Growth and Density Goals for Downtown**
- **Adjacent to Refinery**
- **Drive-to Only, Not Walkable**



CITY OF MANDAN FACILITY NEEDS STUDY SITE OPTION 4: GREENFIELD SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



		Now	5 years	10 years	20 years
Projected City Hall Staff:		33	40	49	54
Status Quo:	\$12 M				
	\$10 M				
	\$8 M				
	\$6 M				
	\$4 M				
Minimal Upgrades to City Hall	\$2 M	Repairs - \$1.7 M			
			Expand to 2 - \$3.2 M		
				Expand to 3 - \$0.7 M	
					Total: \$5.6 M
Option 1: Existing City Hall: Renovation & Addition	\$12 M	Renovation & Addition \$11 M			
	\$10 M				
	\$8 M				
	\$6 M				
	\$4 M				
	\$2 M				Total: \$11 M
Option 2: Main Street Site: New Building	\$12 M	New Building \$12.6 M			
	\$10 M				
	\$8 M				
	\$6 M				
	\$4 M				
	\$2 M				Total: \$12.6 M
Option 3: Jr. High Building: Renovation & Addition	\$12 M	Renovation & Addition \$11.3 M			
	\$10 M				
	\$8 M				
	\$6 M				
	\$4 M				
	\$2 M				Total: \$11.3 M
Option 4: Greenfield Site: New Building	\$12 M	New Building \$12.6 M			
	\$10 M				
	\$8 M				
	\$6 M				
	\$4 M				
	\$2 M				Total: \$12.6 M





CITY OF MANDAN FACILITY NEEDS STUDY
PUBLIC FORUM I
FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING

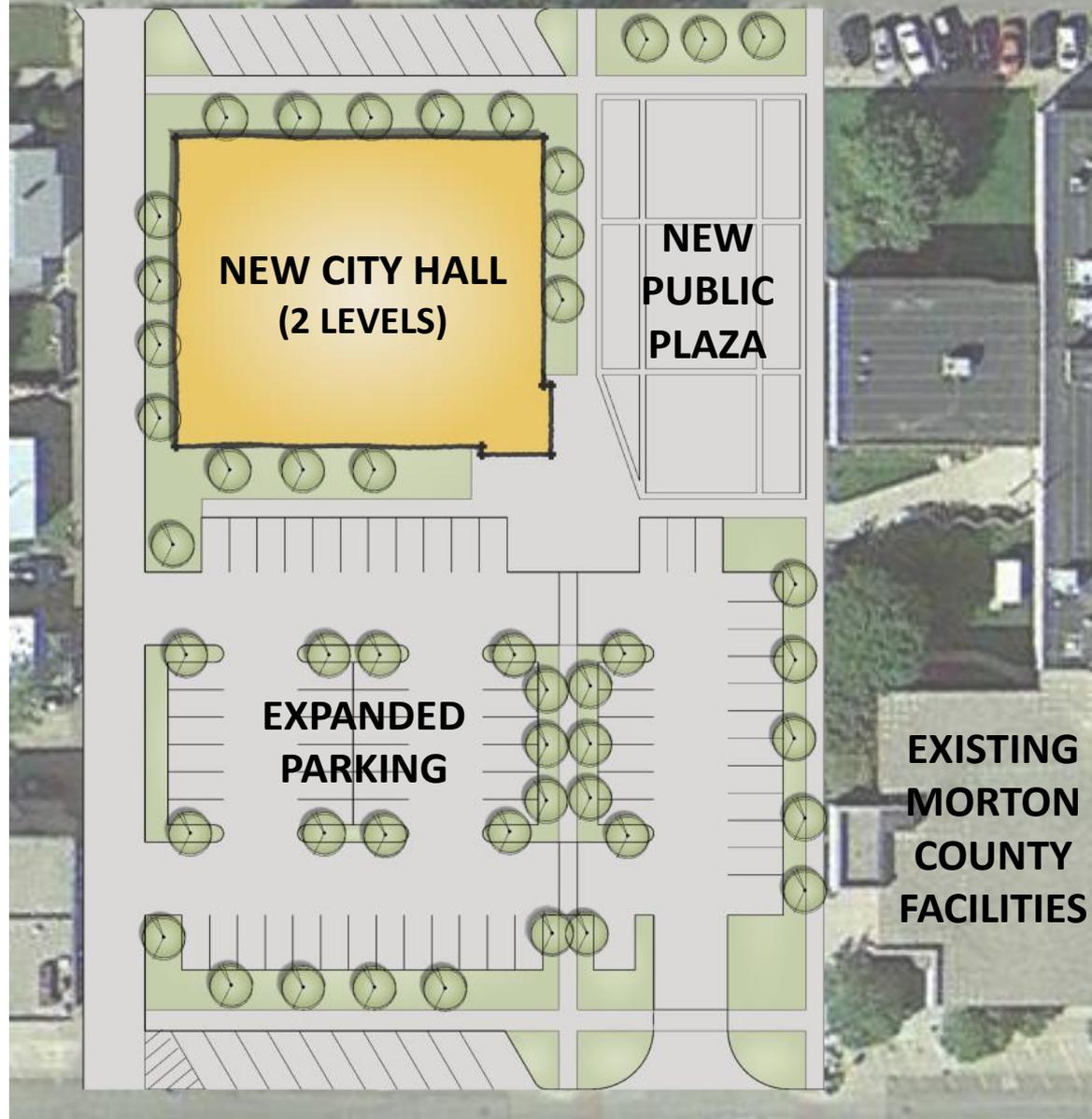


PRO:

- **New Efficient Functional City Hall**
- **Easy Move from Old to New City Hall**
- **Consolidates City/County Parking**
- **Plaza Encourages City/County Synergy**
- **Opportunity for Large Events or Programs**

CON:

- **City Hall separated from Downtown by Parking**



CITY OF MANDAN FACILITY NEEDS STUDY CITY HALL ALTERNATE SITE PLAN A

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING

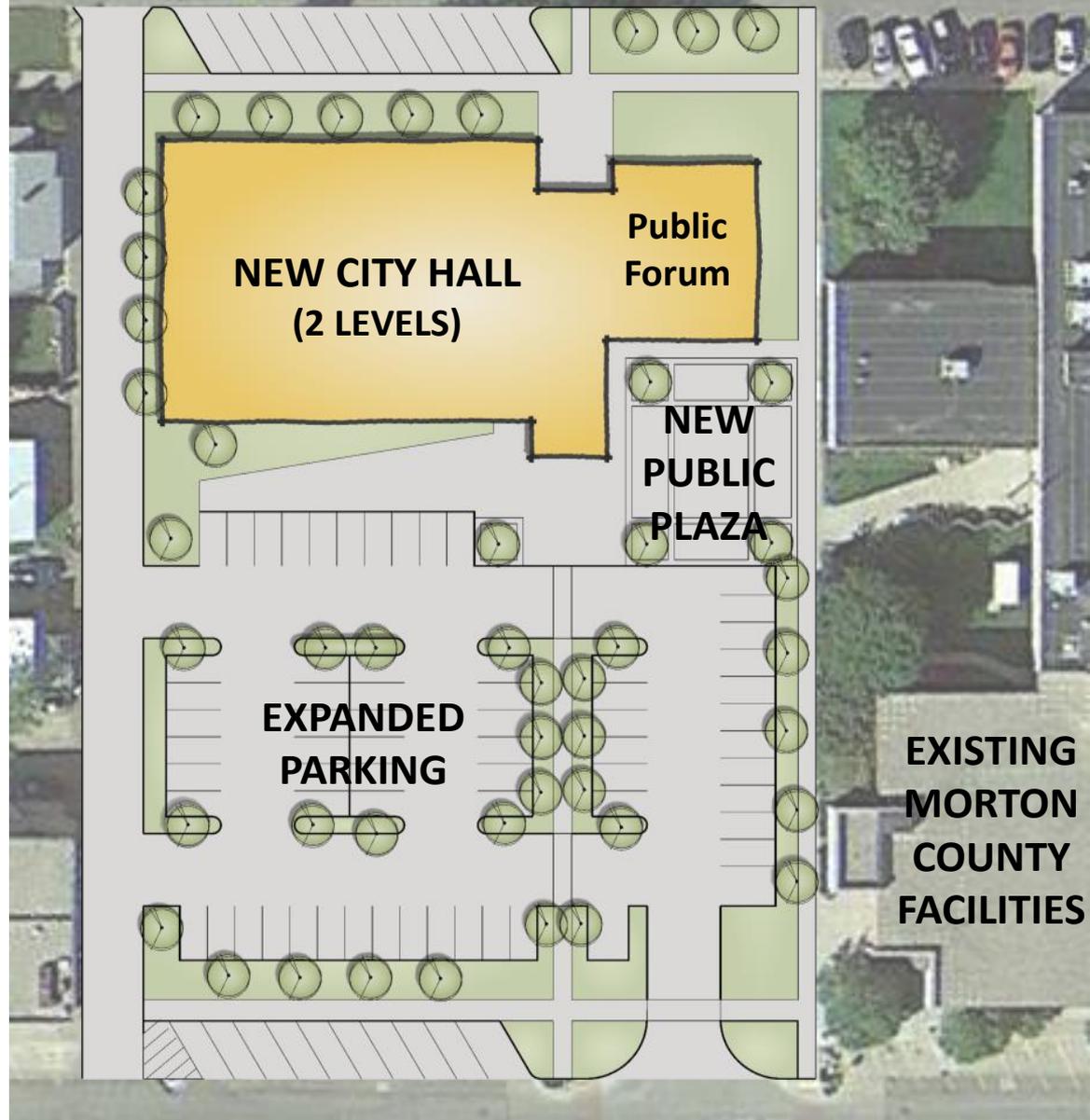


PRO:

- **New Efficient Functional City Hall with Prominent Public Forum**
- **Potential Connection to County Building**
- **Easy Move from Old to New City Hall**
- **Consolidates City/County Parking**
- **Plaza Encourages City/County Synergy**

CON:

- **2nd Ave Closed**
- **City Hall Separated from Downtown by Parking**
- **Smaller Plaza than Site Plan 'A'**



CITY OF MANDAN FACILITY NEEDS STUDY CITY HALL ALTERNATE SITE PLAN B

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING

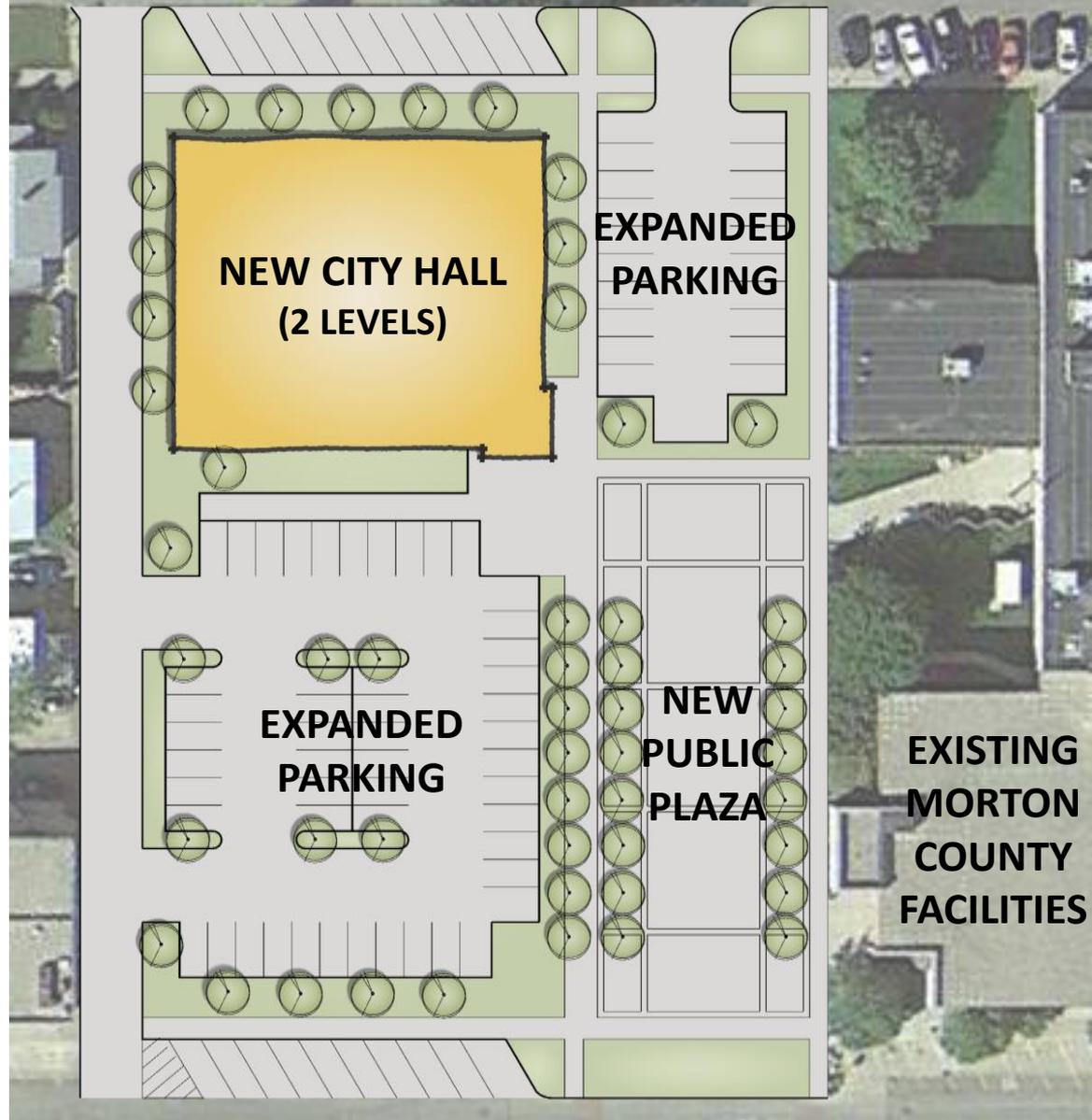


PRO:

- **New Efficient Functional City Hall**
- **Provides Additional Parking for City and County**
- **Easy Move from Old to New City Hall**
- **Plaza Reinforces the Link to Downtown**
- **Opportunity for Large Events or Programs**

CON:

- **Parking Not Consolidated**
- **Parking Accessed Off Alley**



CITY OF MANDAN FACILITY NEEDS STUDY CITY HALL ALTERNATE SITE PLAN C

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING

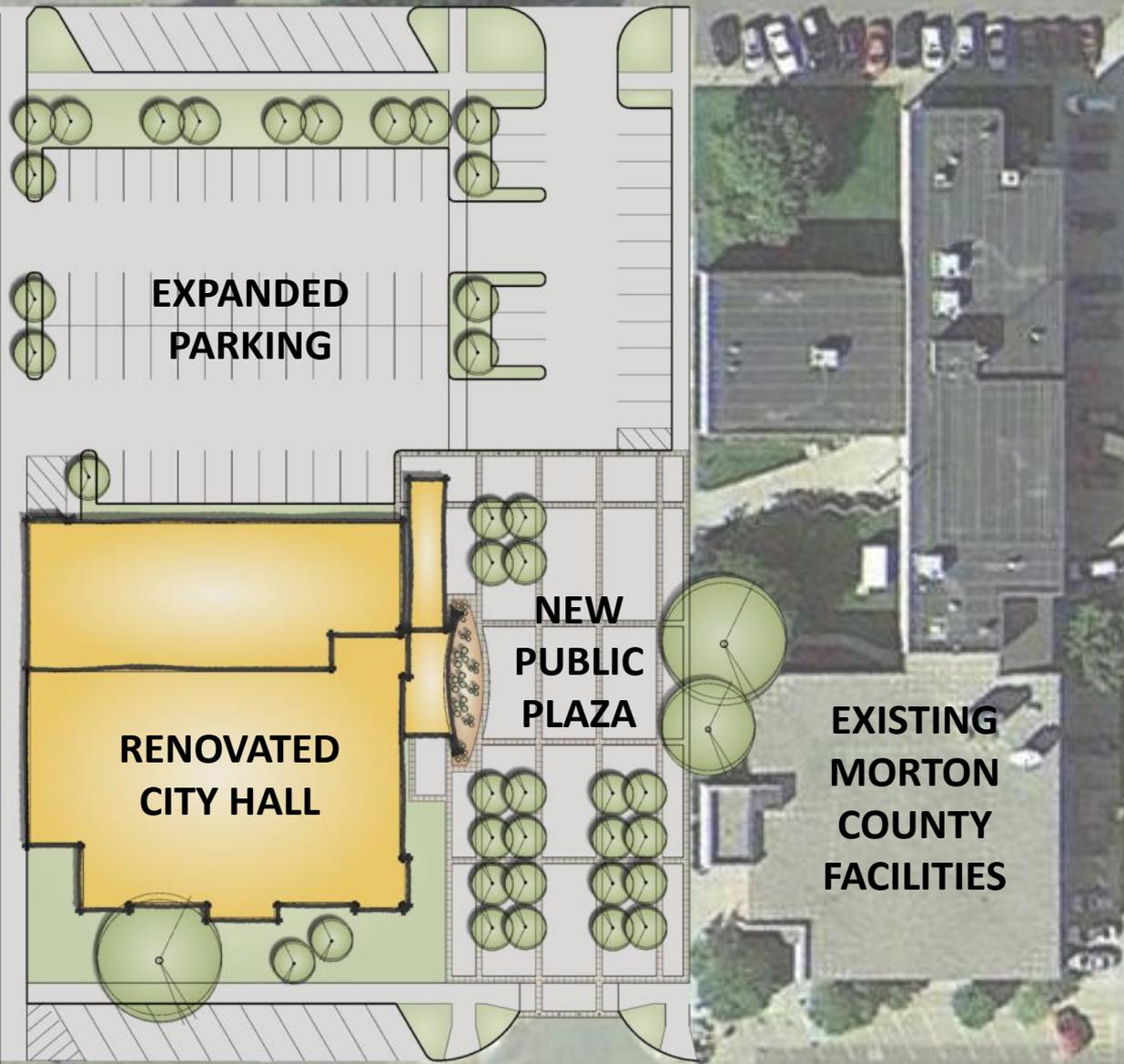


PRO:

- Leverages Existing Historic Asset
- Strong Connection to Downtown
- Consolidates City/County parking
- Plaza Encourages City/County Synergy

CON:

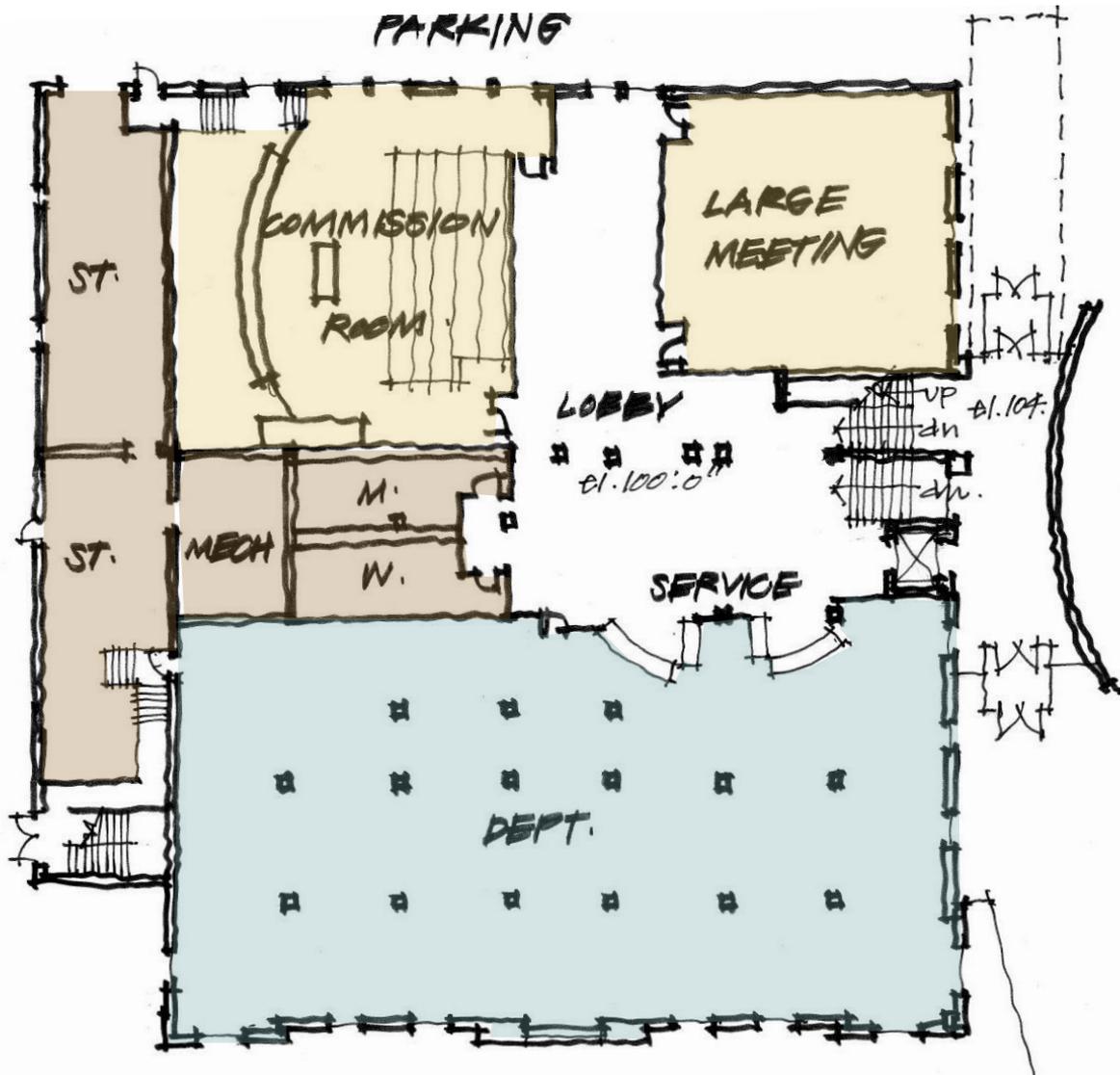
- Not as Efficient and Functional as New Facility
- Compromised Function During Construction
- Parking in Rear



CITY OF MANDAN FACILITY NEEDS STUDY
SITE OPTION I: EXISTING CITY HALL

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





- CITY DEPT/OFFICE
- PUBLIC/MEETING
- SUPPORT

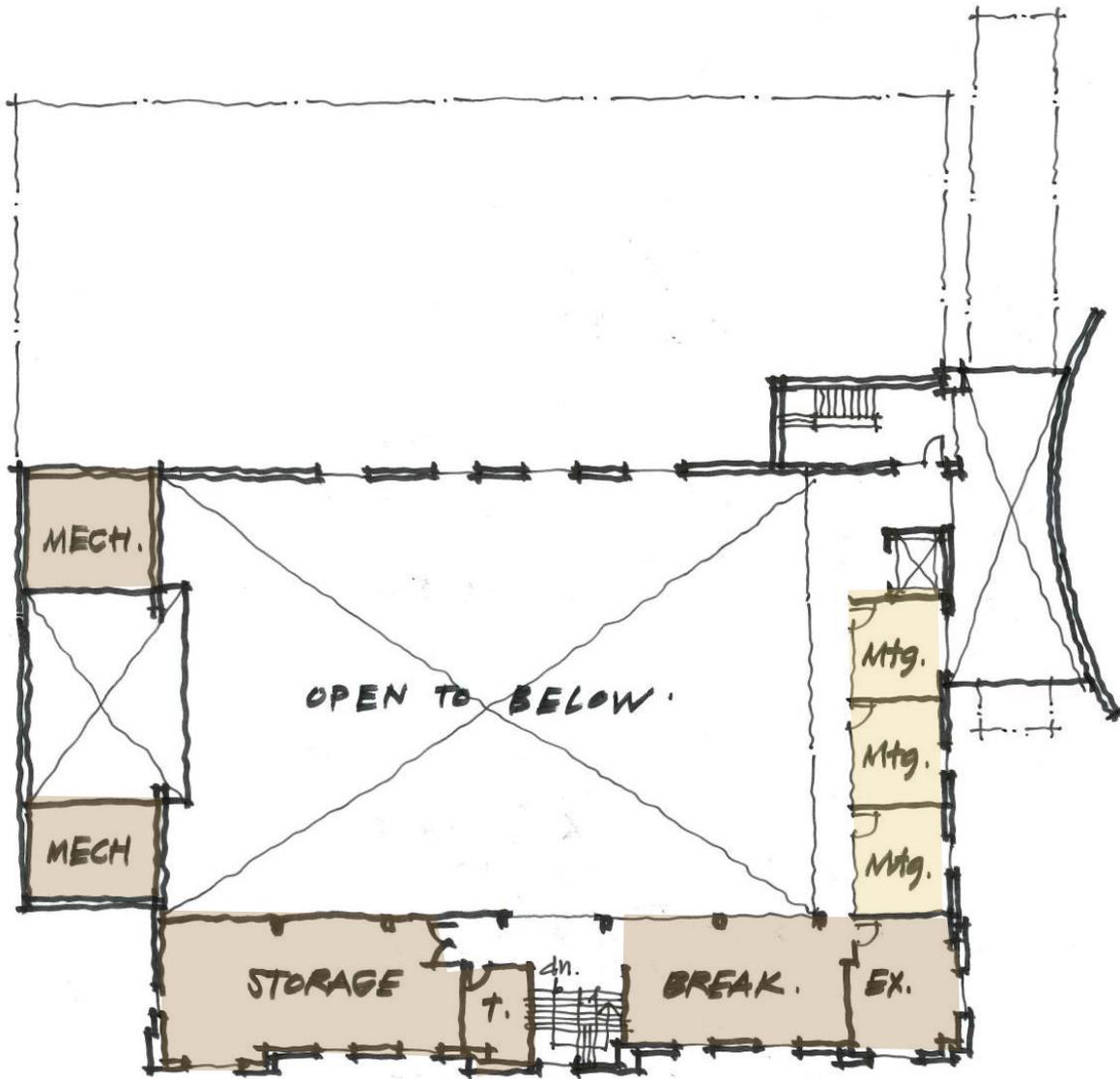
CITY/
COUNTY
PLAZA



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING CITY HALL REMODEL PLAN — LEVEL I

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





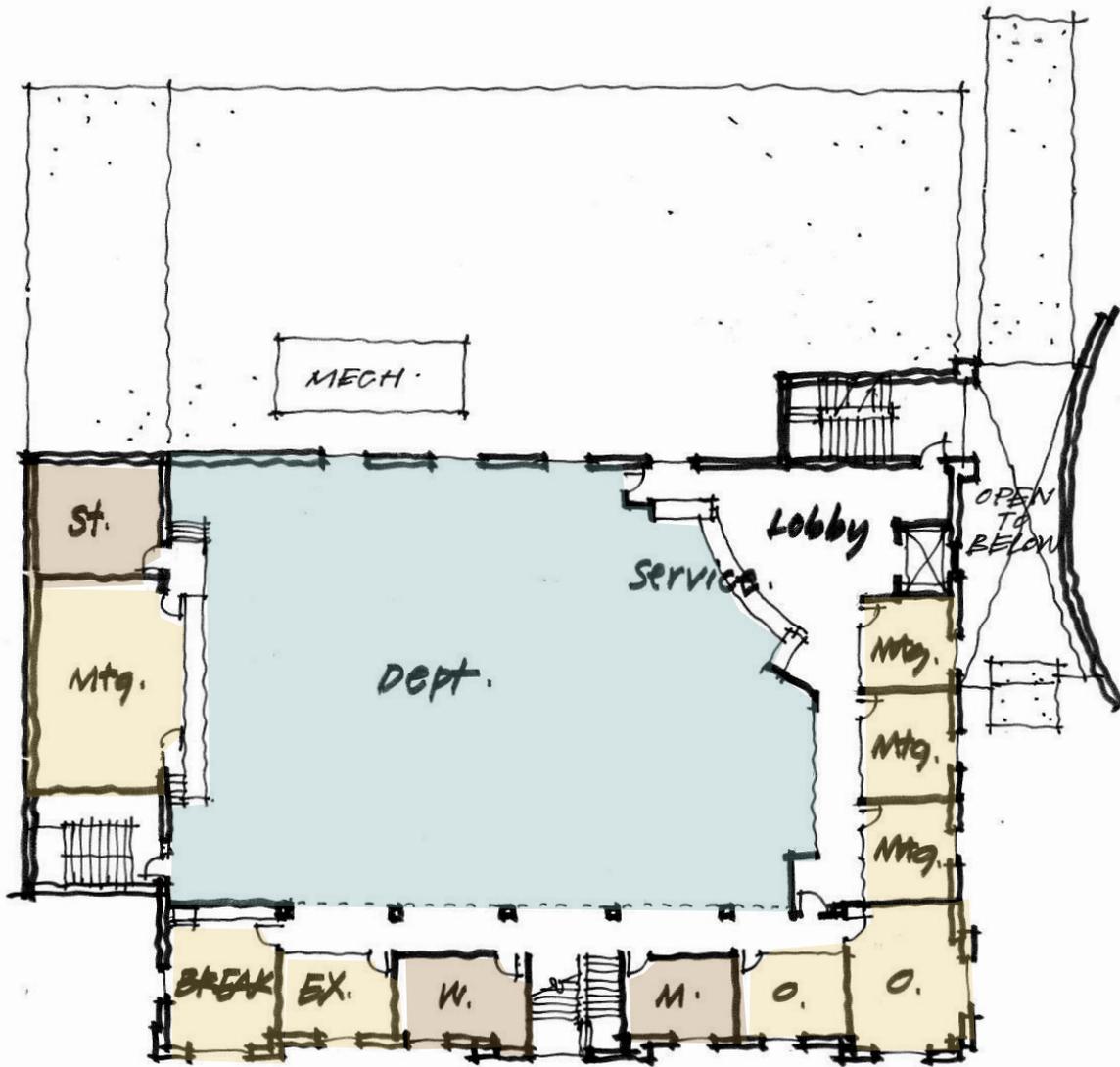
- CITY DEPT/OFFICE
- PUBLIC/MEETING
- SUPPORT



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING CITY HALL REMODEL PLAN — LEVEL 2

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





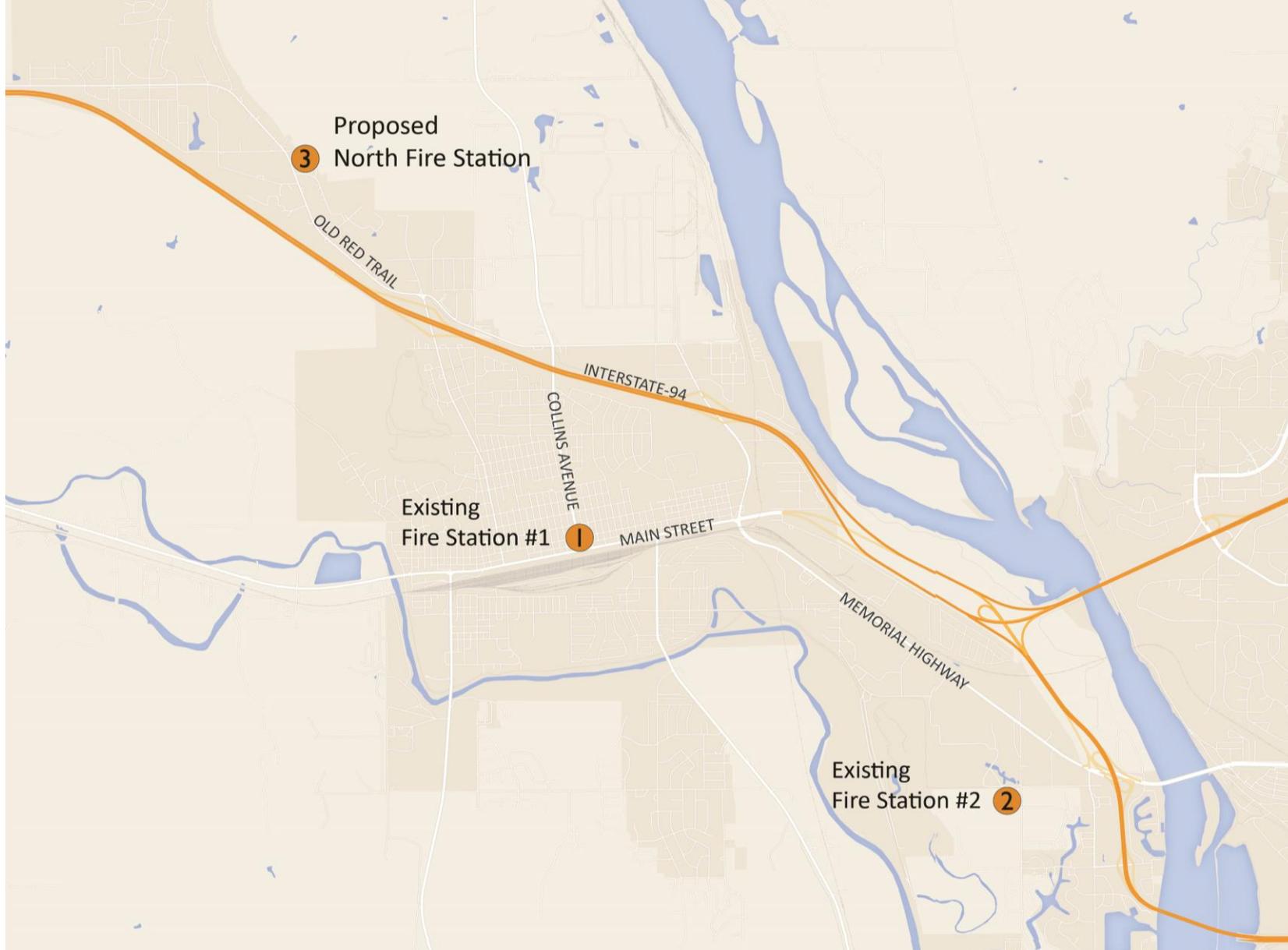
- CITY DEPT/OFFICE
- PUBLIC/MEETING
- SUPPORT



CITY OF MANDAN FACILITY NEEDS STUDY
EXISTING CITY HALL REMODEL PLAN — LEVEL 3

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



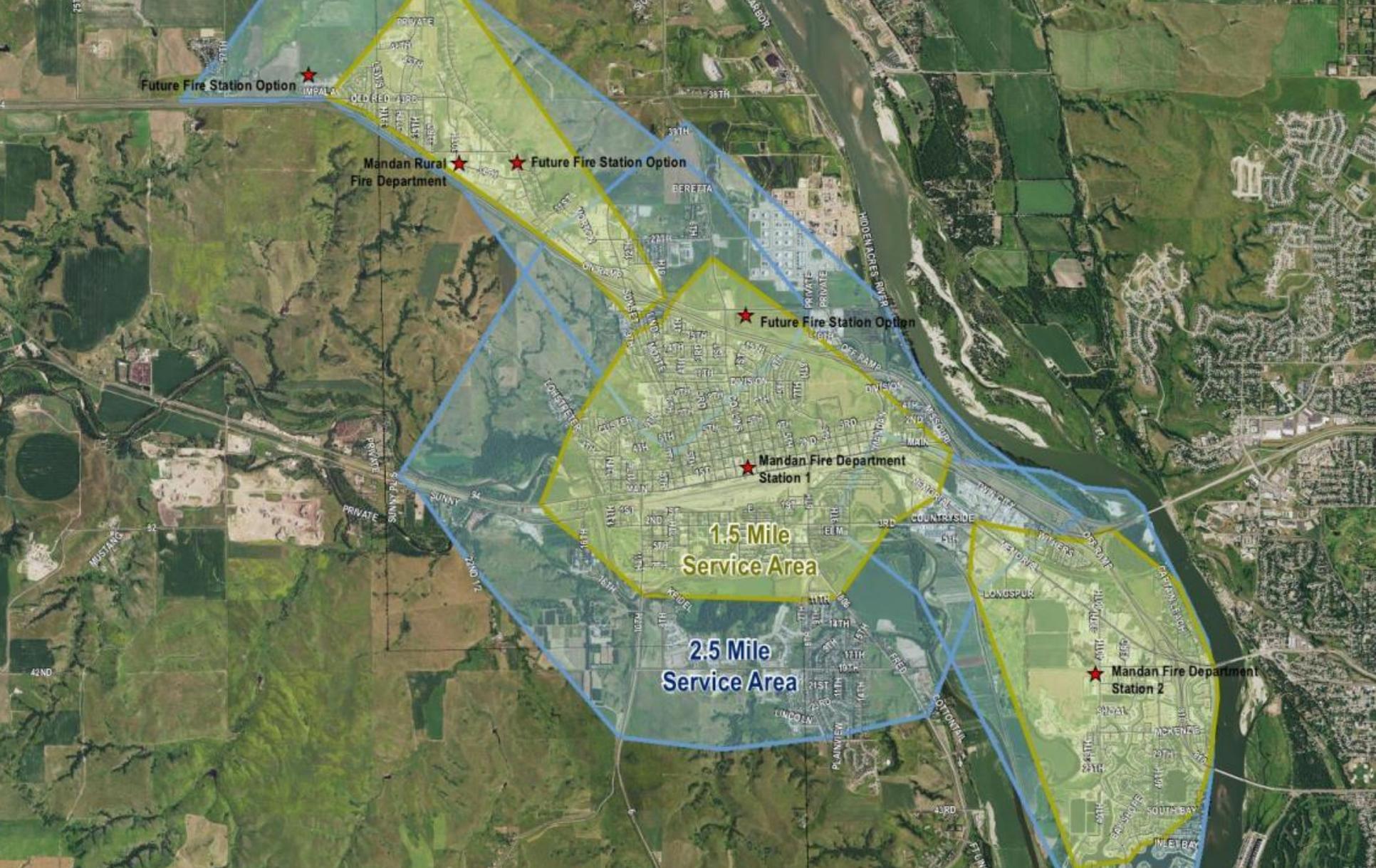


CITY OF MANDAN FACILITY NEEDS STUDY

FIRE STATION SITES

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





CITY OF MANDAN FACILITY NEEDS STUDY
FIRE STATION NO. 3 - TOWER SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



- **Two Apparatus Bays,**
Offices & Living Quarters
- **\$2.4 Million Project Cost**



CITY OF MANDAN FACILITY NEEDS STUDY
FIRE STATION NO. 3 - TOWER SITE

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING



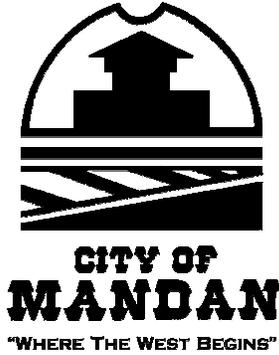
Q&A



CITY OF MANDAN FACILITY NEEDS STUDY

FEBRUARY 17, 2015 MANDAN CITY COMMISSION MEETING





Board of City Commissioners

Agenda Documentation

MEETING DATE: February 17, 2015
PREPARATION DATE: February 12, 2015
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Chief Bullinger Retirement

STATEMENT/PURPOSE: To accept Chief Bullinger’s retirement notice and consider a plan for replacement.

BACKGROUND/ALTERNATIVES: Chief Bullinger has submitted a letter of retirement from the position of Chief of Police to be effective December 28, 2015. Chief Bullinger has a long and distinguished career with the Mandan Police Dept. Chief Bullinger started working for the City of Mandan on July 16, 1973, almost 42 years ago. We are grateful to have had Chief, or affectionately known as “Bull” by many, share his experience and wisdom with us. We will miss him dearly, but know that he is not leaving Mandan and thus may be getting a call or two even after his retirement.

A proposed schedule is outlined below with steps that will need to be taken in order to hire a new chief.

<u>Date</u>	<u>Action</u>
February 17	Commission Accepts Chief’s Retirement
March 1	Review & Update Job Description
March 15	Advertise for Position
March 17	Select Committee to Screen and Interview Applicants
June 1	Close Application Period
July 1 – 31	Interview Selected Applicants
August	Board Consider Recommendations for Hire
August 1 – 30	Negotiate with Candidate
November 1	First Day on Job
December 28	Chief Retires

ATTACHMENTS: Chief Bullinger’s letter of retirement

FISCAL IMPACT: n/a

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION: I recommend accepting Chief Bullinger's letter of retirement and moving forward with the suggested plan for advertising and hiring.

SUGGESTED MOTION: I recommend accepting Chief Bullinger's letter of retirement and moving forward with the suggested plan for advertising and hiring.

Chief Dennis A. Bullinger
205 1st Avenue NW
Mandan, North Dakota 58554

January 5, 2015

City of Mandan
Attn: City Administrator James Neubauer
205 2nd Avenue NW
Mandan, North Dakota 58554

Re: LETTER OF RESIGNATION

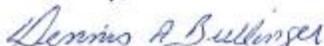
Dear Sir:

Please accept this formal notice of my resignation from the position of Chief of Police at the City Of Mandan, effective on December 28, 2015.

After careful consideration, I have made the decision to resign in order of starting my retirement and to pursue new opportunities. Working for the City of Mandan has been a wonderful experience that has afforded me many valuable opportunities to learn and grow, and I am very grateful to have been part of this organization.

I wish you and the City of Mandan continued growth and success in the future.

Sincerely,


Chief Dennis A. Bullinger

ORDINANCE NO. 1200

AN ORDINANCE TO AMEND AND REENACT SECTION 21-03-02 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP.

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. AMENDMENT. Section 21-03-02 of the Mandan Code of Ordinances is amended to read as follows:

The northern portion of Lot 1 Block 2 Mandan Industrial Park shall be excluded from the MC district and included in the MA district such that all of Lot 1 Block 2 Mandan Industrial Park is in the MA district.

SECTION 2. RE-ENACTMENT. Section 21-03-02 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city principal planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

President, Board of City Commissioners

Attest:

City Administrator

Public Hearing:	<u>February 17, 2015</u>
First Consideration:	<u>February 17, 2015</u>
Second Consideration and Final Consideration:	_____
Recording Date:	_____

Appendix A to Ordinance 1190 rezoning lots in Big Sky Estates

The following uses are declared to be in retail group A:

- (1) Antique store,
- (2) Appliance, radio, television store,
- (3) Auto accessory store,
- (4) Book, magazine, newspaper store,
- (5) Butcher shop,
- (6) Camera shop, art supply store,
- (7) Candy store,
- (8) Clothing, clothing accessories store,
- (9) Delicatessen,
- (10) Department store,
- (11) Drugstore,
- (12) Five and ten cent store,
- (13) Flower shop,
- (14) Furniture, office equipment store,
- (15) Gift shop,
- (16) Grocery store,
- (17) Hardware store,
- (18) Hobby, toy store,
- (19) Ice cream parlor,
- (20) Jewelry store,
- (21) Music store,
- (22) Notion, variety store,
- (23) Office supply, stationery store,
- (24) Package liquor store,
- (25) Photographic studio,
- (26) Shoe store,
- (27) Sporting goods store,
- (28) Bakery, in which nothing is baked except for retail sale on the premises.

The following uses are declared to be in service group A:

- (1) Barber shop,
- (2) Beauty shop,
- (3) Refrigerated cold storage lockers,
- (4) Dressmaker, tailor,
- (5) Dry cleaning pickup agency,
- (6) Furniture repair, upholstery,
- (7) Laundry pickup agency,
- (8) Laundry, self-service,
- (9) Milliner,
- (10) Radio, appliance repair,
- (11) Restaurant,
- (12) Shoe repair,
- (13) Soda fountain,
- (14) Watch, jewelry, camera repair,
- (15) Animal clinic,
- (16) Pet store.

(17) Pet Grooming Commercial facility

The following uses are declared to be in the office-bank group:

- (1) Bank,
- (2) General office,
- (3) Governmental office,
- (4) Insurance office,
- (5) Personal loan agency,
- (6) Professional office,
- (7) Real estate office,
- (8) Taxicab office,
- (9) Telephone exchange,
- (10) Utility office