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The Mandan City Commission met in regular session at 5:30 p.m. on December 20, 2011 in the Ed “Bosh” Froehlich Room at City Hall. Commissioners present were Helbling, Tibke, Rohr, Frank, and Jackson. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Fire Chief Nardello, and Business Development and Communications Director Huber. Absent: Engineering Project Manager Bechtel, Director of Public Works Wright, and City Assessor Barta.

MINUTES: *Consider approval of the minutes for December 6, 2011, regular meeting.*

Commissioner Tibke moved to approve the minutes of December 6, 2011.

Commissioner Frank seconded the motion. The motion received unanimous approval of the members present. The motion passed.

PUBLIC HEARING:

BIDS:

CONSENT AGENDA:

1. *Consider approval of monthly bills.* The Board approved of the monthly bills.
2. *Consider Fund Balance classifications.* The Board approved of the Fund Balance Classifications.
3. *Consider Approval in Trading Two Vehicles Towards The Purchase of a 2011 Ford Transit Van.* The Board approved of trading two vehicles towards the purchase of a 2011 Ford Transit Van.
4. *Consider approval of the City of Mandan Voting Locations for June 5<sup>th</sup>, 2012 Election.* The Board approve of the City of Mandan Voting Locations for June 5<sup>th</sup>, 2012 Election.

Commissioner Jackson moved to approve Consent Agenda as presented. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present.

OLD BUSINESS:

1. *Consider Hazel Bergman Estate/Dahme abatement.* City Administrator Neubauer reviewed with the Board a matter that was deferred from the previous meeting in order for City Assessor Barta to have an opportunity to re-evaluate the abatement requests from the Hazel Bergman Estate requested by LuElla Dahme. Neubauer stated that a market analysis has been conducted on the properties. He stated that Assessor Barta recommended the following for consideration by the Board:

(i) That the two abatement applications for 706 Second Avenue Northwest and 708 Second Avenue Northwest for the calendar year 2009 be denied due to the fact that according to N.D.C.C. 57-23-04(1) this application was not receipted as received by the County Auditor’s office prior to the cut-off date of November 1, 2011.

(ii) That the two abatement applications for the calendar year 2010 - the values are adjusted as follows: 706 Second Avenue Northwest at \$93,000 with a difference of

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\$8,100 (4499) and 708 Second Avenue Northwest at \$87,500 with a difference of \$2,900 (4500).

City Administrator Neubauer stated that No. (i) The 2009 abatement request was acted upon at the last meeting, thus does not require any further action by the Board.

Commissioner Frank moved to approve the abatement applications for the Estate of Hazel Bergman for the year 2010 according to the established adjusted values of 706 Second Avenue Northwest at \$93,000 with a difference of \$8,100 (4499) and 708 Second Avenue Northwest at \$87,500 with a difference of \$2,900 (4500). Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

#### NEW BUSINESS:

1. *Bismarck-Mandan Development Association Report on Retail Site Inventory.* Richard Mower, Bismarck-Mandan Development Association (BMDA) presented the Mandan Prospective Retail Property Report for December 2011. He stated that previously the BMDA had compiled inventory of sites throughout the City of Mandan and surrounding area that could support retail development. He said that information from the inventory and report has been utilized by the BMDA in the organization's ongoing economic development efforts. As part of the BMDA's 2011 efforts, the Mandan City Commission requested the BMDA update and identifies sites in and around Mandan that might support the development and construction of retail space. The highlights of Mower's presentation included:

(i) *Evaluation Criteria*

(ii) *Minimum Requirements*

(iii) *Resources:* (1) McCormick Property, (2) ORT Commercial Park, (3) ORT & 8<sup>th</sup> Avenue Northwest, (4) NWC Sunset and 27<sup>th</sup> Street NW, (5) Sunset Commercial Park, (6) Missouri Drive off of Mandan Avenue, (7) NWC of Memorial Highway, (8) 2500 and 2700 46<sup>th</sup> Avenue Southeast, (9) 2701 Memorial Highway, (10) 4720 19<sup>th</sup> Street Southeast, (11) Midway Lanes, (12) 4631 Memorial Highway Southeast, (13) Lakewood Commercial Lots, (14) 46<sup>th</sup> Avenue Southeast and McKenzie Drive, (15) 1121 East Main Street, and (16) City Owned Parcels. Data collected for each property: Location, Size, Zoning, Ownership, Municipal Water/Sewer, Power Provider, Primary Road Access, Total Price, Price/Square Foot, Contact, and Traffic Counts.

In closing, Mower presented the top ten sites recommended and stated that all the BMDA reports are updated and are on the BMDA website for review by the public.

2. *Introduction of new Police Officer April Jose.* Police Chief Bullinger introduced Ms. April Jose, a new police officer who recently began employment with the Mandan Police Department. He stated that she had been a police officer with the Wahpeton Police Force for 11 years. Officer Jose is a graduate of Moorhead State University, earning a Bachelor of Arts degree in Criminal Justice. Subsequently, she completed the

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Law Enforcement Skills Program in Alexandria, Minnesota. Mayor Helbling extended a welcome to Officer Jose to Mandan and the Mandan Police Department.

3. *Presentation of “Mobility 2017 Transit Roadmap for Bismarck and Mandan”*  
A *DRAFT* copy of the *Summary Final Report* prepared by Nelson Nygaard (in association with Kadrmas, Lee and Jackson) was presented that included the following information:

- Mobility 2017 Approach
  - Bis-Man Transit – both CAT and Paratransit
  - Expand multimodal transportation network in Bismarck-Mandan area
- Four Key Points of Agreement
  - Fixed routes
  - Policy changes
  - Jurisdictions to pay for their share of service
  - Concept of new downtown Bismarck-transit center
- Fixed Route Service Recommendation
  - Option A - Moderate Revisions (not recommended)
  - Option B – Significant Revisions (recommended)
    - New routes to U/Mary and Lincoln
    - Later service hours
    - Sunday service availability
- Bis-Man Paratransit Service Recommendations
  - Proposed eligibility and certification strategies
  - Proposed provision of Service Strategies
- Expanded funding required for recommended options
- Relocation of Funding (Closing the Gap)
- Transportation Funding Opportunities
- Downtown Transit Center
- Marketing Opportunities
- Public Outreach
- Next Steps
  - Finish Public Outreach
  - Integrate comments/changes and address concerns in final report
  - Issue Final Plan in January 2012

Commissioner Frank commented that it appears to be a good plan. She stated that she has personally used the services available in Mandan and that she was frustrated with the lack of time between buses and that the customer is “stuck” for a period of time. She indicated she would like to see the bus run more often.

Commissioner Frank asked whether the “call-ahead plan” changes the schedule for regular riders. It was noted that it should not affect the regular customers because there is additional time built into the bus route to handle those circumstances.

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Commissioner Frank asked what percent of ridership are seniors. Is the transit used more frequently by seniors or by people with disabilities? The answer was that it is used more by those with disabilities.

Mayor Helbling extended a *thank you* for this presentation and to those involved in maintaining a busing system option in the Bismarck/Mandan communities.

RESOLUTIONS & ORDINANCES:

1. *Consider second consideration and final passage of Ordinance No. 1106 to change street name Morton Lane to Jude Lane - an Ordinance changing the names of certain streets or parts thereof situated within the City of Mandan, Morton County, North Dakota.* Commissioner Frank moved to approve the second consideration and final passage of Ordinance No. 1106 to change street name Morton Lane to Jude Lane – an Ordinance changing the names of certain streets or parts thereof situated within the City of Mandan, Morton County, North Dakota. Commissioner Tibke seconded the motion.

Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes; Commissioner Jackson: Yes. The motion passed.

OTHER BUSINESS:

There being no further actions to come before the Board of City Commissioners, Commissioner Frank moved to adjourn the meeting at 6:18 p.m. Commissioner Tibke seconded the motion. The motion received unanimous approval of the members present.

/s/ James Neubauer

James Neubauer,  
City Administrator

/s/Timothy A. Helbling

Timothy A. Helbling,  
President, Board of City  
Commissioners