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The Mandan City Commission met in regular session at 5:30 p.m. on December 3, 2013 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota.

Commissioners present were Van Beek, Tibke, Rohr, Frank and Braun. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Planning & Engineering Director Froseth, Planner Decker, Engineering Project Manager Fettig, and Assessor/Building Official Lalim. Absent: Business Development and Communications Director Huber.

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

C. PUBLIC COMMUNICATIONS: No one came forward. This portion of the public communications was closed.

D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission regular meeting held November 19, 2013.* Commissioner Tibke moved to approve the minutes as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

E. PUBLIC HEARING:

F. BIDS:

G. CONSENT AGENDA

1. *Consider for approval the final Replat of Terra Vallee 2nd Addition.*
2. *Consider authorizing a work change order on Street Improvement District No. 179, Project No. 2013-10 (Meadow Ridge 3<sup>rd</sup> Addition).*
3. *Consider approval of the following Special Sunday Openings for Coborn’s Inc. dba Bill’s Liquor and dba Captain Jack’s Mandan for December 8, 2013 through June 29, 2014.*

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

H. OLD BUSINESS:

I. NEW BUSINESS:

1. *Consider discontinuing annual Sidewalk Project for new construction.* Kim Fettig, Engineering Project Manager reviewed with the Board a request to consider discontinuing the annual sidewalk project. At the May 7, 2013 meeting the Board

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decided not to have a sidewalk construction job for new construction projects (89) due to lack of bids received. Currently there are 19 of the 89 sidewalks that remain incomplete at this time. She stated there have been 249 permits issued for sidewalk or apron work this year which indicates there has not been much of an issue with not having the project. Fettig indicated that the annual repair and replace project on existing properties would remain intact. She requested discontinuation of the annual project.

Commissioner Rohr moved to discontinue the annual Sidewalk Project for new construction. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Presentation by Mike Manstrom, Dougherty & Company LLC, regarding the sale of \$4,015,000 Refunding Improvement Bonds of 2013, Series C. (See Resolutions #3).* Mike Manstrom of Dougherty & Company, LLC presented a request for the sale of \$4,015,000 Refunding Improvement Bonds of 2013, Series C. He stated that 7 bids have been received with Raymond James & Associates, Inc. with the low bid. This is on the 15-year maturity Improvement Bonds of 2013 Series C at 2.6725%. Manstrom reviewed the Moody's rating of A1 on the City's outstanding general obligation (GO) bonds and refunding improvement bonds that are rated on parity with the City's GO bonds. Moody's does like Mandan's growth and low unemployment as well as the City's General Fund balance.

Commissioner Frank moved to approve the Resolution awarding sale of \$4,015,000 Refunding Improvement Bonds of 2013, Series C. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Introduction of new Police Officer Matthew Graves.* Police Chief Bullinger introduced new officer Matthew Graves to the Mandan Police Department. Graves was formerly a Customs and Border Protection Officer. Mayor Van Beek extended a welcome to Officer Graves to the Mandan Community.

4. *Discussion relative to activities of the Morton Mandan Combined Communications Center.* Tom Doering, Morton/Mandan Combined Communications Center Director, (in addition to his role as Emergency Manager/911 Coordinator for Morton County), came before the Board. He presented a request for the approval of some minor revisions to the Memorandum of Understanding which established the Morton/Mandan Combined Communications Center (MMCCC). The other part of his presentation is for the MMCCC's prospective use of Computer Aided Dispatch (CAD) system now in use by the Bismarck/Burleigh Combined Communications Center (BBCCC). He stated that on November 12, 2013 at the County Commission meeting a representative from the Metro Ambulance was added to the Communications Advisory Committee (which is currently comprised of Chief Nardello, Chief Bullinger, and Sheriff Shipman). This action requires the revision of the MOU establishing MMCCC and

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approval of the City of Mandan Commission. He pointed out that MMCCC has been without a CAD since 2009. COP Desk is the Records Management System currently in use by the Mandan Police Department and Morton County Sheriff which is no longer supported by the developer of the system. His understanding of why a CAD system has not been implemented previously has to do with Mandan and Morton County problems with records management and they are waiting to see what system the State is going to adopt. That decision has been made and the contract went to Motorola as the State system for records management. The go-live date for the State system has been set for April, 2014. Doering stated that both Chief Bullinger and Sheriff Shipman have been anticipating the start-up of this program. He reviewed the startup and on-going fees associated with the interface and use of the system and stressed the importance of community safety of which the CAD would offer for Mandan and surrounding areas. Doering reviewed the Memorandum of Understanding, the financials related to the system and the agreement between Morton, Mandan, and Bismarck for the use of their communication center CAD.

He recommended not going live until the systems are on-line in order to avoid duplication data entry. The agreement from Bismarck/Burleigh for the use of the CAD has been reviewed by the Morton County States Attorney. The recommendation of the Communications Advisory Committee is to move forward with the implementation of BBCCC's SunGard CAD system for the Mandan Fire Department.

Commissioner Tibke questioned why the Communications Advisory Committee is recommending adding Metro Ambulance as a member. Doering replied that based on the different disciplines that respond to emergencies it was suggested to include ambulance services. Doering continued explaining that a CAD system will encompass a much broader area to respond to emergencies. Fire Chief Nardello voiced concern that the Fire Department is in need of this service now. He stated that he has discussed with Bismarck/Burleigh's Communications Director Mike Dannenfelzer and he indicated they would be willing to lease the CAD Fire/EMS system until the law enforcement system is up and running. There would be a cost for the interfacing of the systems for the cost of \$15,000 and the Mandan Fire Department Record System can interface with the CAD system. The \$15,000 could be taken from the 911 funds however it may require a budget amendment. Nardello explained how the data entry for dispatch personnel would occur within the CAD system for the Fire Department calls and the law enforcement calls. It would require an extra step and that would be the only drawback anticipated.

Chief Bullinger commented that the Police Department has been looking at an improved records management system for a long time. He spoke in favor of the Premier 1 (Motorola) system with the State and how it would cost the City of Mandan a user fee for using the system with no annual fee required. He said that if the CAD system is used there will have to be an interface so that the data from the CAD can be integrated with the Mandan Police Department records management reports system. Implementing a system such as this has been a goal of the Police Department and it is anticipated to go live in April 2014. He is in favor of sharing the CAD system with the Bismarck/Burleigh agencies. Commissioner Tibke encouraged Police Bullinger to work with the

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Bismarck/Burleigh agencies because that would enhance information sharing and improve safety as outlined by Chief Nardello along with cost savings. Chief Bullinger is under the understanding that Burleigh County has its own program and does not use the City of Bismarck's record management system.

Commissioner Frank requested clarification of implementing the system now vs. April 2014. Chief Nardello explained that the date of April 2014 is when the police department is anticipating having their records management system ready to go-live. If we go with SunGard, that is when they will implement their system. Nardello stated he would like to implement the program now and that dispatchers will have to input data twice until April.

Chief Nardello provided clarification of the systems being discussed and their purposes: There is the CAD system (Computer Aided Dispatch) and the Records Management System. The State has the Records Management System for the law enforcement. The State does not have a Premier CAD system. They have Intergraph CAD system and we do not want that CAD system. Nardello explained that we want the state Record System but not the State CAD system. So the question is which CAD system? Nardello explained that we have the CAD system offer from Bismarck and the only cost for that will be for the interface. Nardello recommended moving forward with the Bismarck system so we are able to share the data. It would cost a minimum of \$250,000 to purchase a separate CAD system and then we would not be able to share data with the State or Bismarck.

Commissioner Frank summarized that the best case scenario would be to go with the CAD system with Bismarck of which most people (dispatchers) are comfortable with. She inquired if the police department, fire department, EMS and Metro Ambulance would all be part of one system?

Mike Dannenfelzer, BBCCC Communications Director, stated that Metro Ambulance is a user who pays for their license fees, maintenance and any IT services to support that. They are only getting data for Bismarck. However, if Mandan joins, they would get Mandan data too.

Commissioner Tibke recommended that the Police and Fire Departments work together to come up with one system. Chief Nardello replied that there is no one record management system available for Fire, Department and EMS systems. The CAD system is what links everything together. It's the "hub" where everything goes through. Nardello explained the steps and training needed and what it would take until April 1<sup>st</sup> to get the CAD system up and running.

Discussion ensued among those present with regard to the systems, in particular, who has access to what system; interfacing or integration of current system data into new upgraded system; and the collaboration of Bismarck/Burleigh and Mandan/Morton agencies accessibility to one State system vs. several single systems.

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Chief Nardello summarized the issues before the Board:

(1) MOU between Morton and Mandan on the Communications Advisory Board.

Commissioner Frank motioned to approve the revised MOU as written. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

(2) The offer from Bismarck/Burleigh Communications leasing the SunGard CAD system with an implementation date up to the Board. Commissioner Tibke stated that she is in favor of moving forward with SunGard CAD system with Bismarck and to request the Fire Chief and Police Chief to work together to get on the same page with RMS & CAD to get that going within the time frame of April, 2014. She recommended challenging all these entities to come together to develop a system for use by all which benefits the public.

Commissioner Frank stated she is not comfortable with making a motion moving forward with a CAD or records management system until the appropriate parties get together and come back with a plan for a system that will work for the police, fire and EMS systems. She indicated she would be in favor of entering into an agreement partnering with Bismarck/Burleigh for the use of the CAD system but she is not comfortable with a uniform RMS until further research has been conducted as discussed previously. Chief Nardello stated that he is concerned that it will be “years” before one unified records management system can be agreed upon and/or implemented between Bismarck/Burleigh and Mandan/Morton. Commissioner Tibke reiterated that she would like to see one records management system used by Bismarck/Burleigh and Mandan/Morton so the entities can go back and forth with sharing information and sharing costs and that is what the four entities are to work out. She recommended going forward with the CAD as soon as possible with a deadline established.

Commissioner Frank motioned to table this matter until the next meeting regarding the CAD system and its relationship with the RMS system until it is clear as to who wants what and a determination is made as to which entities need to be involved. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: No; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: No. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

1. *Second consideration and final passage of Ordinance 1178, An Ordinance to Amend and Re-enact Chapter 20-15-03(2) of the Mandan Code of Ordinances Relating to All-Terrain Vehicles.* Commissioner Tibke moved to approve the Second consideration and final passage of Ordinance 1178, An Ordinance to Amend and Re-enact Chapter 20-15-03(2) of the Mandan Code of Ordinances Relating to All-Terrain Vehicles.

Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

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2. *Second consideration and final passage of Ordinance 1177, An Ordinance to change the street name West View Place SE to 25<sup>th</sup> Street SE.* Commissioner Tibke moved to approve the Second consideration and final passage of Ordinance 1177, An Ordinance to change the street name West View Place SE to 25<sup>th</sup> Street SE. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider Resolution Awarding Sale of Warrants and Bonds for \$4,015,000 Refunding Improvement Bonds of 2013, Series C.* Commissioner Frank moved to approve the Resolution Awarding Sale of Warrants and Bonds for \$4,015,000 Refunding Improvement Bonds of 2013, Series C. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

K. OTHER BUSINESS

There being no further actions to come before the Board of City Commissioners, Commissioner Tibke moved to adjourn the meeting at 7:00 p.m. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present. The motion passed.

/s/ James Neubauer  
James Neubauer,  
City Administrator

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