
The Mandan City Commission met in regular session at 5:00 p.m. on February 17, 2015 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota.

Commissioners present were Van Beek, Tibke, 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, Fire Chief Nardello, Business Development & Communications Director Huber, Planning & Engineering Director Froseth, Planner Decker, Assessor Shaw, and Building Official Lalim.

B. APPROVAL OF AGENDA:

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 February 3, 2015 and Joint meeting with Planning and Zoning held on February 10, 2015.* Commissioner Laber moved to approve the minutes as presented. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present. The motion passed.

E. PUBLIC HEARING:

1. *Consider for approval rezoning of Lot 1, Block 2 Mandan Industrial Park.* City Planner Decker stated that this lot is bisected by two separate zones. The applicant has requested that the full lot be incorporated into one zone. He said there has been no opposition received on this request. Planner Decker stated that one point to bring out is that the first developer in this parcel is already in this area and this is an expansion of an existing business. Mayor Van Beek invited anyone to come forward to speak for or against the rezoning of Lot 1, Block 2 Mandan Industrial Park. A second announcement was made to come forward to speak for or against the project. Hearing none, this portion of the public hearing was closed.

F. BIDS:

G. CONSENT AGENDA

1. *Consider approval of monthly bills.* MONTANA-DAKOTA UTILITIES - 23,953.67; FORT DEARBORN LIFE - 1,564.85; ADVANCED ENGINEERING SVC - 158,887.52; BANK OF NORTH DAKOTA - 371,128.39; BIS-MAN CONVTN & VISITOR - 8,931.78; BOB'S CUSTOM SERVICES - 1,925.00; BUTLER MACHINERY COMPANY - 2,450.00; CZAPIEWSK,PETE - 75.00; D & F TELEPHONE - 227.00; DAKOTA'S BEST COFFEE - 55.00; ENTZEL TRUCKING - 330.00; ENVIRONMENTAL SYSTEM RES - 2,500.00; ETHANOL PRODUCTS - 673.20; GEORGE STROH TRUCKING IN - 1,320.00; HDR ENGINEERING, INC - 129.54; HEWLETT-PACKARD COMPANY - 784.00; INFORMATION TECHNOLOGY D - 435.60; KOCH CONSTRCTION - 291.45; MANDAN PARK BOARD - 192,609.37; MARCO - 83.76; MINI COMPUTER SRVICES, L - 2,871.50; MJM ENTERPRISES - 1,000.00; MUNICIPAL GOVERNMENT ACA - 45.00; ND FIRE

CHIEFS ASSOCIATI - 20.00; ND WATER & POLLTN CONTRO - 60.00; ND YOUTH CORRECTIONAL CE - 1,459.00; OVERLAND WEST - 27,735.00; PKG CONTRACTING INC - 97,604.58; PRESORT PLUS - 2,394.28; RED BOOK CONNECT LLC - 300.00; SCHLOSSER EXCAVATING INC - 1,440.00; SURE SHRED - 252.75; WELLS FARGO BANK MINNESO - 11,749.88; MONTANA-DAKOTA UTILITIES - 41,367.33; ADVANCED ENGINEERING SVC - 1,043.00; AL FITTERER ARCHITECT PC - 72,897.17; AT & T - 696.56; BADLANDS ENVIR CONST INC - 630.00; BALABAN LAW OFFICE - 1,500.00; BULLINGER TREE SERVICE - 750.00; COMPANION LIFE - 10.00; DAKOTA MEDIA ACCESS - 7,778.00; DAKOTA TOWING - 0.00; FORT DEARBORN LIFE - 425.31; GLASS/THOMAS J. - 1,500.00; HACH COMPANY - 283.60; HAWKINS INC - 6,995.06; INTERSTATE ENGINEERING - 1,342.00; KADRMAS, LEE & JACKSON, - 4,817.92; KELSCH KELSCH RUFF & KRA - 4,000.00; KOSTELECKY/EVE - 500.00; LARSON'S CREATIVE CONCEP - 12,791.24; MIDSTATES EQUIPMENT & SU - 16,298.02; ND DEPT OF TRANSPORTATIO - 23,979.46; ND PERS - 99,851.70; NORTHERN IMPROVEMENT CO - 192,659.40; SCHLOSSER EXCAVATING INC - 1,120.00; TROJAN TECHNOLOGIES INC. - 152,370.00; TYLER TECHNOLOGIES, INC - 211.85; WASTE MANAGEMENT OF ND, - 25,646.01; WENCK ASSOCIATES, INC - 7,695.87; WILTIKOL/SHANE - 900.00; KAT'S PAINTING PLUS - 1,865.32; WELLS FARGO COMMERCIAL C - 205,809.53; BIS MAN DEVELOPMENT ASSO - 25,000.00; BIS-MDN TRANSIT BOARD - 28,247.02; BOB'S CUSTOM SERVICES - 150.00; BOOM CONSTRUCTION - 96.76; BORDER STATES ELECTRIC - 74.32; BROWN & SAENGER, INC. - 73.90; CBI BUSINESS SERVICES - 7,227.09; COLLECTION CENTER INC - 318.61; COMPUTER PROFESS UNLIMIT - 89.00; CROWLEY FLECK PLLP - 4,500.00; CUSTER DISTRICT HEALTH U - 1,108.00; DAKOTA'S BEST COFFEE - 55.00; FETZER ELECTRIC, LLC - 5,247.29; GEORGE STROH TRUCKING IN - 990.00; GULLICKSON/DARYN - 382.68; HEPPEL OLSON ARCHITETS - 453.75; HEWLETT-PACKARD COMPANY - 8,283.72; INFORMATION TECHNOLOGY D - 1,391.23; INTERGOVERNMENTAL SHOP - 10,740.60; JLG ARCHITECTS - 9,000.00; MANDAN AIRPORT AUTHORITY - 56,494.13; MANDAN MUNICIPAL COURT - 870.00; MANDAN PARK BOARD - 150,000.00; MANDAN PROGRESS ORGANIZA - 26,020.25; MAVO SYSTEMS NORTH DAKOT - 2,480.00; MID AMERICA STEEL INC - 5,350.00; MISSOURI WEST WATER SYST - 65.29; MORTON MANDAN PUBLIC LIB - 112,207.40; MY GOV, LLC - 700.00; ND DEPT OF TRANSPORTATIO - 83,999.88; ND STATE DEPT OF HEALTH - 320.00; PKG CONTRACTING INC - 86,055.15; PRESORT PLUS - 1,689.86; RAILROAD MANAGEMENT CO I - 321.56; RAZOR TRACKING - 400.00; RUTH MEIERS HOSPITALITY - 1,000.00; SCHLOSSER EXCAVATING INC - 560.00; SUNGARD PUBLIC SECTOR - 1,035.83; VAULT1440, LLC - 1,875.00; WEHRI/RADEANNA - 450.00; WORKFORCE SAFETY & INSUR - 250.00.

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.*

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. *Introduction of Kaiden Straabe, Arborist and Brad Glass, Assistant Utility Superintendent.* Director of Public Works Wright introduced Kaiden Straabe as the newly hired Arborist and Brad Glass who was recently hired as the Assistant Utility Superintendent. Mayor Van Beek welcomed both to the City of Mandan.

2. *Consider approval of road closure request for “Slide the City/Playing in the Streets” event.* Kelly Churchill, a Marketing Specialist for the Mandan Parks and Rec Department presented on behalf of Cole Higlin and Kara Haff a request for a road closure event scheduled this summer. She said that there is a video of the event available for viewing on their website at www.slidethecity.com. This fundraising event is being planned for Saturday, August 29, 2015, in collaboration with the MPO. In addition to the 1000 ft. super slide, there will also be local vendors selling food and crafts. Also in the planning stages are potentially a beer garden, live bands and inflatables for the children. Ms. Churchill explained that the location of the event will be near the high school and the aquatic center. The setup would start at 4 AM and the teardown completed by 11 PM. It is run for on volunteer base. A portion of the funds collected from the event will be donated towards the Parks and Rec universal playground.

Commissioner Rohr moved to approve road closure of Sunset Drive within the area requested on August 29, 2015, in order to allow the Slide the City and Playing in the Streets Festival to take place. 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.

3. *Advertise for Request for Proposal (RFP) for Geographic Information System (GIS) (Probable).* Planning & Engineering Director Froseth stated this is a request to advertise for services to create an improved GIS system. The current system in place is web-based; view-only; and with limited functionality. There are concerns with accuracy of some of the older information that is available. The primary reason for the RFP is for the configuration of platform software, coordination and assistance with data collection efforts. The majority of the project would be completed in 2015. The City of Mandan’s Capital Improvement Plan has a reserve budget of \$535,000 for this project. Director Froseth presented a timeline of events and recommended approval of the RFP. He said that there are other departments that will also benefit from this system in addition to the Engineering Department such as Public Works.

Commissioner Laber moved to approve the request to advertise for Request for Proposal (RFP) for Geographic Information System (GIS). 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.

4. *JLG Architects update on Facility Needs Analysis.* Scott Jordan Denny, JLG Architects, provided a PowerPoint presentation on Facility Needs Analysis that has been conducted on the City Hall and North Fire Station. Highlights of the presentation included the project study goals; an assessment of the current condition of the existing City Hall building; exploration of options for staying in the existing building or looking for additional sites for either a new City Hall or a possible remodel of another building. There was also an assessment for a third Fire Station on the north side of Mandan. Mr. Denny reviewed the impact that population growth has had on the City of Mandan noting that the current population is 19,777; and the current city staff located at City Hall is 33 individuals. Looking at future predictions, the City could grow to 30,000 people in 10 or 15 years. This will require a city staff of 54 individuals and will outgrow the current 18,000 square footage office space. It is expected the office needs will rise to approximately 25,000 square feet.

The current building is approximately 80 years old and the heating and cooling systems; the duct work; and electrical panels are reaching end of life terms and are in need of updating or replacing. Externally there are roofing concerns and probably the largest item of concern is that there isn't an elevator going to the 2nd and 3rd floors of the building. Mr. Denny said that seven different sites have been looked at for possibilities for City Hall. From those seven sites, criteria points were developed and looked at for each site addressing the needs of the City staff. He reviewed the pros and cons for each of the seven sites including cost comparisons for a options of do nothing, repurposed building versus a new building which are from \$5.6 million up to \$12.5 million. He provided a brief overview of a public forum that was held on January 27, 2015 in which 20-25 citizens attended this same presentation. Discussion occurred following that presentation regarding the project, options and opportunities available. Another public hearing was held on February 16, 2015. Mr. Denny also presented plans for parking and explained how the designs would include pedestrian orientated access and parking options with possible connections directly to the County Building. Mr. Denny presented information on a third Fire Station, on the north side of Mandan, taking into consideration the response times from different sites.

Commissioner Laber stated that the committee working on this analysis has taken into consideration the many needs of the City in preparing these options. The plan can be found at the City of Mandan website at www.cityofmandan.com where photos and plans are available for viewing. Email comments or questions can be sent to MandanCityHallComments@jlgarchitects.com.

5. *Police Chief Bullinger's Retirement Announcement Dec. 28, 2015.* City Administrator Neubauer presented a Letter of Retirement from Dennis Bullinger, Chief of Police, effective as of December 28, 2015. He presented a timeline of events starting today all the way thru December 28, 2015 of the steps necessary to fill the Police Chief's

position. Chief Bullinger extended a thank you to the City of Mandan for allowing him to serve the City of Mandan for 42 years.

Commissioner Tibke moved to approve the acceptance of Chief Bullinger’s Letter of Retirement and moving forward with the suggested plan for advertising and hiring. 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.

J. RESOLUTIONS AND ORDINANCES:

1. *First consideration of Ordinance 1200 to rezone Lot 1 Block 2 Mandan Industrial Park.* Commissioner Tibke moved to approve the First consideration of Ordinance 1200 to rezone Lot 1 Block 2 Mandan Industrial Park. 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.

K. OTHER BUSINESS:

There being no further actions to come before the Board of City Commissioners, Commissioner Tibke moved to adjourn the meeting at 6:03 p.m. Commissioner Braun 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