
The Mandan City Commission met in regular session at 5:30 p.m. on June 17, 2014 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, and Building Official Lalim. Absent: Assessor Shaw and Business Development and Communications Director Huber.

B. APPROVAL OF AGENDA: Commissioner Braun motioned to approve the Agenda as presented. Commissioner Tibke 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. A second announcement was made to come forward to speak for or against items on the Agenda. 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 June 3, 2014 and the Joint Meeting w/Planning & Zoning meeting held on June 3, 2014.* Commissioner Rohr moved to approve the minutes as presented. Commissioner Braun 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 approval of monthly bills.* WELLS FARGO COMMERCIAL C - 223,249.91; ADVANCED ENGINEERING SVC - 12,963.79; AVENET LLC - 1,000.00; ETHANOL PRODUCTS - 1,117.37; FERGUSON WATERWORKS #251 - 33,354.18; FETZER ELECTRIC, LLC - 146.70; HEPPER OLSON ARCHITETS - 1,257.00; KADRMAS, LEE & JACKSON, - 38,164.78; KWANDT/DENNIS - 106.40; L-TRON CORPORATION - 293.70; MANDAN PARK BOARD - 3,000.00; MORTON COUNTY AUDITOR - 6,898.12; MUNICIPAL GOVERNMENT ACA - 45.00; NDACO RESOURCES GROUP - 1,170.89; NDSU - 620.60; NDSU EXTENSION SERVICE - 0.00; NORTHERN LAKE SERVICE, I - 1,120.00; PAUL/ELLEN - 95.00; PETTY CASH - 216.65; SUCHY/BEN - 362.85; WENCK ASSOCIATES, INC - 167,096.56; NDSU - 183.20; MONTANA-DAKOTA UTILITIES - 31,030.16; ADVANCED ENGINEERING SVC - 16,316.87; BALABAN LAW OFFICE - 1,500.00; BANYON DATA SYSTEMS, INC - 200.00; CHARVAT/TANA - 56.00; COMPANION LIFE - 10.00; DAKOTA MEDIA ACCESS - 8,332.25; EDLING ELECTRIC INC - 2,340.00; FERGUSON WATERWORKS #251 - 581.84; FETZER ELECTRIC, LLC - 5,913.66; FORT DEARBORN LIFE - 483.21;

GLASS/THOMAS J. - 1,500.00; HDR ENGINEERING, INC - 1,490.57; INTERSTATE ENGINEERING - 345.00; KADRMAS, LEE & JACKSON, - 4,514.94; KELSCH KELSCH RUFF & KRA - 4,000.00; KNIFE RIVER - 148,215.49; MANDAN PARK BOARD - 4,500.00; ND PERS - 99,140.98; ND WATER & POLLTN CONTRO - 90.00; POST BOARD - 110.00; SRF CONSULTING GROUP - 1,203.17; SUCHY/BEN - 850.00; TOMAN ENGINEERING CO - 2,397.00; TWIN CITY ROOFING INC - 338.00; WEHRI/RADEANNA - 550.00; WRIGHT/JEFF - 150.00; AT & T - 711.38; WELLS FARGO COMMERCIAL C - 245,857.92; BANYON DATA SYSTEMS, INC - 825.00; BIS-MDN TRANSIT BOARD - 491.80; BUFFALO CONCRETE LLP - 5,330.00; BULLINGER TREE SERVICE - 1,600.00; BURT/CASEY - 120.00; CBI BUSINESS SERVICES - 7,329.92; CENEX- FUOC BISMARCK-MAN - 19,266.42; COMPUTER PROFESS UNLIMIT - 89.00; CROWLEY FLECK PLLP - 4,500.00; CUSTER DISTRICT HEALTH U - 1,060.45; DIAMOND TRUCK EQUIPMENT - 70,988.00; EILER/CHAD J - 1,725.00; FERGUSON WATERWORKS #251 - 22,806.34; FETZER ELECTRIC, LLC - 4,589.54; GRAYMONT CAPITAL INC - 11,244.60; HOULE/TAMMY - 90.00; INFORMATION TECHNOLOGY D - 962.98; INTERGOVERNMENTAL SHOP - 18,995.85; KRAEMER TRUCKING & EXCAV - 49,999.00; MANDAN AIRPORT AUTORITY - 983.70; MANDAN MUNICIPAL COURT - 650.00; MANDAN PARK BOARD - 6,000.00; MILLER/CODY - 100.00; MINI COMPUTER SRVICES, L - 1,147.50; MISSOURI VALLEY PETROLEU - 19,013.94; MISSOURI WEST WATER SYST - 49.36; MORTON COUNTY AUDITOR - 505.47; MORTON COUNTY RECORDER - 16.00; MORTON MANDAN PUBLIC LIB - 15,064.01; NALCO CHEMICAL CO - 1,402.96; ND DEPT OF TRANSPORTATIO - 110.43; ND STATE DEPT OF HEALTH - 0.00; NDSWRA - 240.00; ONE CALL CONCEPT INC - 498.30; PRESORT PLUS - 2,897.78; SIVERTSON/JORDAN - 120.00; STANTEC CONSULTING SERVI - 15,589.03; SUCHY/BEN - 861.40; SUPER ROOTER SWR & DRAIN - 170.00; TELENGA/KEITH - 190.40; TOMAN ENGINEERING CO - 15,114.25; TRANA/TIM - 100.00; VANGUARD APPRAISALS, INC - 18,000.00; VEIT DREDGING, INC - 6,664.00; WALKER/CHRIS - 100.00.

2. *Consider approval of Cost Participation, Construction, and Maintenance Agreement Urban Federal Aid Project (Mandan Beanery Building).*
3. *Consider approval of annual Liquor Licenses for July 1, 2014 to June 30, 2015.*
4. *Consider approval of Special Sunday Openings for all annual liquor Licenses.*
5. *Consider approval of a Sunday Opening for Mandan Eagles Club for June 29, 2014.*
6. *Consider approval of Engineering Service Agreement with KLJ for construction engineering services for safe routes to school sidewalk project.*
7. *Reallocation of Capital Outlay funds to install storm sewer on 4th Avenue NE.*

Commissioner Tibke 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:

1. *Consider Street Improvement District 190, Project 2014-02(Keidel's South Heart Terrace 3rd Addition).* Planning & Engineering Director Froseth reviewed with the Board a request to create and allow assessments of specials related to, and authorize the requirement paperwork for the requested street project, and allow for the project to be bid. This matter was before the Board at the last meeting on June 3rd. Due to the high special assessment costs the developer decided to annex more of his property into this district to help with the storm water costs that this property contributes to. Since June 3rd the developer has petitioned the property that he owns to the south to be annexed so that a portion of the storm sewer that would benefit that area can be assessed to it.

Also, because of the relatively high assessments and the large scale of the project City staff recommended that a Letter of Credit be obtained for the street portion of the project above \$20,000 per lot as well as the entire storm sewer portion. Based on the current estimate of the project the amount under the Letter of Credit would be \$624,680.50 for the street portion of the developed area and \$394,887.15 for the storm sewer portion for a total Letter of Credit of \$1,019,567.65 or about half of the projected costs. The total cost of construction is estimated to be \$1,495,976.00 with administration and engineering costs of \$523,591.60 for a total project cost of \$2,019,567.60. This would be assessed to the benefiting 50 property lots within the district which would be equally assessed on the street improvements of approximately \$32,493.61 each. The storm water costs would also be shared by all property within the district at an approximate cost of 11.1 cents per sq. ft. The additional cost per lot would range from \$1,417.36 to \$3,072.26 based on square footage of each lot. The unplatted 55.57 acres would have approximately \$268,690 assessed to it. Director Froseth stated that the developer has proposed a Promissory Note for consideration rather than a Letter of Credit. However, City staff has determined that it would be in the best interest of the City to follow through with a Letter of Credit based on the City would have surety in the Letter of Credit.

Commissioner Rohr commented that the Letter of Credit provides somewhat of an investment for the City towards the development of the property.

Nate Vollmuth came forward to comment on the Letter of Credit. He stated he received an email from Planning & Engineering Director Froseth on July 13, 2014, discussing the terms and amounts of the Letter of Credit. He stated that two weeks ago there was a discussion regarding the Letter of Credit (side bar meeting). The results of that meeting and the terms discussed on July 13th were a little bit different. We were able to work with some additional surety for the City. We are looking to enter into a Promissory Note rather than a Letter of Credit – which is the process used in West Fargo. Vollmuth provided Director Froseth with a copy of a similar note. He stated that approximately \$950,000 of personal funds has been put into the underground and the additional \$1.20 million has been earmarked for the project (those are not personal funds). Essentially, \$2 million has been invested in this development with an overall cost, including underground and streets, estimated to be just under \$3 million. So 65-70% of the project was funding. Once again he requested entering into a Promissory Note rather than a Letter of Credit.

Commissioner Frank asked for clarification as to how it was determined that anything over \$20,000 was the responsibility through the Letter of Credit by the developer instead of going with the \$30,000. In particular that is a difference of \$10,000 per lot and at 50 lots, that would come up to half a million dollars, thus a Letter of Credit would suit the City more comfortably. Director Froseth explained that what separates this project from others is not only the per lot assessment but the overall scale of the project, the amount of lots in it and the \$2 million price tag of the project. The approximate \$30,000 assessment from last year that is referred to is a total project amount of about \$450,000 in which the City did not ask for a Letter of Credit on that project. He stated there has been discussion between Finance Director Welch, City Administrator Neubauer and himself as to what is reasonable for the City for this development project.

Mayor Van Beek clarified that \$20,000 was an average per lot special assessment throughout the year 2013 in several districts in the City of Mandan. Meadow's 6th Addition was the only one close to the \$30,000 per lot assessment. Commissioner Frank asked that when going forward with future projects what is the minimum assessment that could be assessed to developers. Has that been thought through? Director Froseth replied that specific guidelines have not been set stating that each project is looked at individually. Commissioner Frank suggested standards or guidelines be considered given the fact that in the future similar requests will come before the City for review and, with costs increasing upward, a Letter of Credit could be quite an impact on the City. Commissioner Rohr reminded members that there have been several discussions in the past and to date, and that no consensus has been agreed to by the Commission members as to when the City should consider looking to the developer to pay the infrastructure costs, thus removing the City from project costs.

Nate Vollmuth came forward again and commented from the developer's standpoint that they developed the lots in Keidel's 1st and 2nd. This development will have 300-400 lots and Lohstreter's has roughly 400-500 lots. He stated that the Promissory Note is a reliable document in the eyes of the developer.

City Attorney Brown commented that in looking at the agreement the developer has with West Fargo, if the specials are not paid by a certain date then the City Auditor is required to make a demand from the Promisor. And if the Promisor does not pay, the City Attorney is instructed to start a lawsuit. In his opinion, a Promissory Note is a lawsuit waiting to happen noting that a Promissory Note is unsecured. In this case the City would be assessing the entire amount of the cost. On the other hand, the Letter of Credit is security if specials are not paid.

Commissioner Frank stated that the Letter of Credit for this project would be estimated to be \$519,567.65. City Administrator Neubauer stated the exact dollar amount for the Letter of Credit would be determined after the project is bid, and the bid amount is known. The recommendation being sought is if it will be \$30,000 per lot or \$25,000 per lot or \$20,000 per lot. The Letter of Credit would be done after the bids are in but the City would want a general idea so the developer and the finance department understand,

in general if it is either the million dollars or half million dollars that is being recommended.

Commissioner Tibke commented this has been discussed over the last year and the Commission has not come to a consensus on the matter. The BMDA, the Chamber and Bismarck Home Builders would like to meet and discuss options with regard to having the developers pay all the costs up front. She stated that it is her position that she is not comfortable moving forward paying the assessments. She would like to see them less rather than more and every year the costs are increasing. She recommended coming to a compromise in the future so the City debt can be bought down and not held out. She stated that discussions at previous meetings have resulted in a cap of \$20,000. The Chamber has indicated they would like to lead the discussion with the developers to see what their ideas would be so everyone could work together to come up with solutions. Commissioner Frank pointed out that the current matter to be addressed is a Letter of Credit is being requested and that the Commission is not at this time trying to change the dynamics of the process.

Commissioner Frank moved to approve the Resolution creating the district, approving the Resolution approving Engineer's Report, approving Resolution of Plans and Specifications, approving Resolution determining sufficiency of petition, approving feasibility report and Resolution directing advertisement for bids for Street Improvement District No. 190, Project No. 2014-02 (Keidel's South Heart Terrace 3rd Addition) contingent on the developer furnishing a Letter of Credit based on a lot price project above \$30,000 per lot, and the full amount of the storm sewer that benefits the entire district, as well as the approval of annexation. Commissioner Tibke seconded the motion.

Nate Vollmuth came forward again and stated he is comfortable with the \$30,000. He added that knowing the release of the Letter of Credit will be a concern from his (company's) perspective. He requested that 50% be released at 50% building permits and 100% released at 75% of building permits pulled.

City Attorney Brown commented that assuming the project goes out for bids and the bids are accepted, (before the City awards the bids), the City would negotiate the Letter of Credit and that would have to be approved by the Commission at the time the bids would be awarded.

Roll call vote: Commissioner Rohr: No; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Update from Advanced Engineering and Environmental Services on the Water Meter Improvements Project.* Brian Viall, Project Engineer, AE2S, Inc. provided information on the Mandan Water Meter Improvement Project. He stated that since the Agreement was signed on May 6, 2014, the following has occurred:

The Change Order No. 1 and the AMI Agreement – all the documents have been fully executed. The AMI Agreement includes the delivering of the equipment of automated metering infrastructure to the City as well as Sensus' ability to obtain a permit for a broad spectrum of radio frequencies for FCC Communication licensing. The radio frequency testing has been completed per the contract. Part of the contract was to seek third party testing to verify there are no frequency intermodulation and interferences with the existing communication frequencies currently being broadcast on those towers. Dakota Communications performed the third party testing which showed there are no interferences and that testing was forwarded to Tom Doering at Morton County Emergency Management. He replied that his consultants verified that the intermodulation had no frequency interference and that a Memorandum of Understanding would be developed to provide an agreement to install the infrastructure on the tower sites. The delivery and storage of materials arrangements with Public Works have been completed. The City of Mandan has updated their account data to run on Banyon Data Systems software for the billing management for water meters. There is an online access portal for the city to monitor progress of the project. The contract will start installations on July 7, 2014. The residents have been contacted by Thirkettle Corporation.

Jeremy Lancon from Thirkettle Corporation came forward and explained that a letter was sent out to 1,100 Mandan City residents that had some errors in phone numbers so the residents were not able to contact anyone. This letter also caused some confusion among residents since it was lacking some information to make it clearer to the public on what was going to be taking place. The letter has since been revised and will go out to the rest of the Mandan residents through the course of the project, as well as it going out again to the 1100 residents that received the initial letter to address their concerns.

Commissioner Tibke inquired if the second letter will extend an apology as well as address mistakes that were made in the first letter. Thirkettle offered to include an apology in the second letter going out to the 1100 residents. Commissioner Frank requested the second letter include verbiage in which the company will state they are "sorry" for the mishap that occurred in the first letter. Thirkettle agreed with the recommendations provided by Commissioners Tibke and Frank and he explained that it is the residents' responsibility to make sure they are available to honor the appointments whether they are rescheduled or not. He also explained that the whole point of the water termination language within the contents of the letter was to get the attention of those residents who would not cooperate with the process. Subsequently, the residents who do not cooperate and do not let the company into the house will have to be dealt with by the City. Mayor Van Beek concurred with Commissioner Tibke and Commissioner Frank with regard to the aggressiveness of the first letter that went out and that an apology is warranted from the company.

I. NEW BUSINESS:

1. *Update on Welcome House activities in Mandan.* Shelle Aberle and Chantalle Ellis introduced themselves as the Managers of the Welcome House. Brenda Kriedeman the Executive Director was unable to attend. Ms. Aberle stated that this is the 10th Anniversary of the Welcome House. It is a non-profit organization. The organization

provides transitional housing for the homeless. They will be opening a location in the Teen Challenge building in Mandan. Ms. Ellis reviewed what services the Welcome House has to offer and what the criteria is for those services. In summary, some assistance is provided for rents and utilities and deposits to get into new housing. They are not a drop-in center, rather by appointment only. They are working with the CAT Bus to offer transportation to their facility. An Open House will be scheduled soon.

2. *Consider Growth Fund Committee recommendation on storefront improvement application for 112 Second Ave NW.* Commissioner Frank excused herself for this portion of the meeting and left the room. City Administrator Neubauer reviewed with the Board a request from the Mandan Growth Fund (MGF) Committee regarding a storefront improvement application for the property at 112 Second Avenue Northwest. The Mandan Architectural Review Commission met on June 10, 2014 and the MGF Committee met on June 11, 2014 to consider this application and they recommend approval to this piece of property. Jared and Dot Frank recently purchased this property and their plans are to remodel the inside and the outside of the structure. They will also be looking at a Renaissance Zone Application for this project. The exterior improvements include door replacement, windows and transoms. Awnings and brickwork will be updated and there will be new signage. The estimated improvement project is approximately \$82,000 and the request is for matching funds for the maximum of \$30,000. The MGF voted unanimously to approve this project and there are funds available for the project.

Commissioner Braun moved to approve the storefront improvement application by Dot Frank at 50% match rate to the actual investment for up to \$30,000 in matching funds to be provided as a forgivable loan upon project completion. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Recused; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider Heritage Plaza Foundation request for improvements to the Heritage Plaza.* Bill Schott, Board of Directors, for the Heritage Plaza Foundation. He stated that one of the programs in progress is the development and expansion of the Heritage Plaza located between the Beanery and the Plaza. He provided a sketch of the proposed plans. The bids are in and construction is scheduled to begin July 1st. The project will not cost the City of Mandan anything since they have a grant from the ND Historical Society. However, the Board's approval is needed to move forward.

Commissioner Tibke moved to approve the plans for development of the Heritage Plaza community history and gathering area for citizens and tourists to enjoy. 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.

4. *Consider authorization of ad for bid for pre-procurement of special order UV equipment for the wastewater treatment plant.* Planning & Engineering Director Froseth

stated that the City Wastewater Treatment Plant is currently working with AE2S to plan a plant optimization project. The project will be ready for bid in the fall of 2014. The general scope of the project is to (i) replace ultraviolet disinfection (UV) equipment, (ii) replace blowers for the aeration system, (iii) improve the pretreatment building, equipment and piping and (iv) other electrical, mechanical, and structure improvements. The equipment will cost approximately \$350,000. A 10% down payment is required at the time of order which can be specified in bidding documents. It was recommended to approve the ad for bids.

Commissioner Rohr moved to approve the ad for bid for pre-procurement of special order UV equipment for the wastewater treatment plant. 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.

5. *Consider for approval the Abstract of Votes cast by the Voters of City Mandan in the Consolidated Primary Election held the 10th day of June A.D. 2014.* Commissioner Tibke moved to approve the Abstract of Votes cast by the Voters of City Mandan in the Consolidated Primary Election held the 10th day of June A.D. 2014. 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.

6. *Consider approval of temporary private access within 31st Street half right-of-way.* Planning & Engineering Director Froseth stated that this matter was reviewed at the last meeting as a 3-way agreement for City specified street improvements to be considered under City specifications. The area is located northwest of the middle school. He explained the outline of the plans for the construction that will meet City specifications. Due to topography it was necessary to acquire a temporary construction easement north of the section line in order to install utilities and construct the public street. Unfortunately the property north of the section line is in trust and obtaining a temporary construction easement is not likely to occur now or in the near future. He reported that the first residential building is near completion and occupancy will take place soon. However, this cannot happen until there is water access to Sunset Drive. In order to make this work, the City and the developer propose to allow construction of a private driveway in lieu of a public roadway. This will not require a temporary construction easement due to the narrow roadway section being proposed. Director Froseth presented a proposed agreement that will be recorded with regard to the intent to install a temporary private driveway with the developer committing to participating in future assessments in the district that might be formed to construct a public street. In addition the developer will maintain this private driveway while it is accessed to their development.

Commissioner Tibke moved to approve the temporary private access within 31st Street NW right-of-way west of Sunset Drive. 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.

J. RESOLUTIONS AND ORDINANCES:

1. *Second consideration and final passage of Ordinance 1185 related to penalties and fines.* Commissioner Frank moved to approve the Second consideration and final passage of Ordinance 1185 related to penalties and fines. 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

1. *Update from Finance Department on the new Online Bill Viewing and Payment System.* Finance Director Welch stated that last week the Finance Department introduced a new and improved service in the form of an integrated on-line bill viewing and payment system for the City of Mandan Utility Services. Customers can now view their bills for water usage, street lights and garbage collection on-line which will ultimately reduce costs in the printing and mailing of bills. Customers participating in the online bill pay feature will receive emails when bills are ready for viewing which will be the same information as on a paper bill. Customers can opt out of paper bills. However, if a customer prefers to still receive a paper bill that customer can still pay electronically. Another benefit is that up-to-date amounts due will be posted on a daily basis which can also be accessed by a mobile app. Customers will be able to pay 24/7. Payment options are linked through the City of Mandan website at cityofmandan.com. Payments can be made by credit or debit card, as well as making electronic payment from checking or savings accounts. Residents can pay immediately, schedule a payment, or set up an automatic pay and not have to worry about making payments for each bill. Automatic payments can be made for the amount of the bill or they can set up a budgeted amount online.

The City's provider - Payment Service Network (PSN) - has attained Level One certification by the Payment Card Industry which is the highest degree of security awarded by the industry. If residents have any questions, they can call PSN's toll free helpline or the City's Utility Billing Department. Director Welch extended a thank you to the City staff in the Finance and Utility Billing departments for their effort, hard work and dedication in making this new online bill viewing and payment system a reality for the customers of Mandan.

2. *Dedication to Commissioner Frank:* Mayor Van Beek extended a *thank-you* to Commissioner Frank for her dedicated service to the City of Mandan. This will be her last meeting as City Commissioner. He reviewed some of the growth in Mandan that has occurred over the past four years which includes:

- ~ 2011 Flood dealing with the media
- ~ Mandan Tomorrow
- ~ Creation of Mandan Youth Commission
- ~ Comprehensive Land Use and Transportation Plan

~ Reorganization of the Assessing and Building Inspection Offices along with many computer program upgrades.

On behalf of the City of Mandan, Mayor Van Beek presented Commissioner Frank with a watch for her services and wished her well in her future endeavors.

There being no further actions to come before the Board of City Commissioners, Commissioner Frank moved to adjourn the meeting at 6:41 p.m. Commissioner Rohr 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