
The Mandan City Commission met in regular session at 5:30 p.m. on November 15, 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, and Business Development and Communications Director Huber. Absent: City Assessor Barta, Fire Chief Nardello, Engineering Project Manager Bechtel, and Director of Public Works Wright.

MINUTES: *Consider approval of the minutes for November 1, 2011, regular meeting.* Commissioner Rohr moved to approve the minutes of November 1, 2011. Commissioner Jackson 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 closing Administrative offices the day after Thanksgiving.* The Board approved of closing Administrative offices the day after Thanksgiving.
3. *Consider site authorization for Mandan Hockey Club, Inc. at Captain Freddy’s Inc. for a three month trial period from 12/1/2011 through 2/29/2012.* The Board approved of the site authorization for Mandan Hockey Club, Inc. at Captain Freddy’s Inc. for a three month trial period from 12/1/2011 through 2/29/2012.

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

OLD BUSINESS:

NEW BUSINESS:

1. *Bismarck Mandan Development Association Reports:*
 - (A) *Office Site Inventory:* Brian Ritter, Bismarck Mandan Development Association (BMDA) stated that in June 2011 the City Commission instructed the BMDA to investigate available office spaces within the City of Mandan and to research possible office solutions for future developments. The sites included in the office inventory:

~ Current zoning status of CA (Light Commercial & Services), CB (Heavy Commercial), CC (Heavy Commercial) or

~ Identification in Bismarck-Mandan Regional Future Land Use Plan as General Commercial, Mixed Use – Commercial/Residential, Mixed Use – Commercial/Industrial or Neighborhood Commercial

~ Access to a major roadway or thoroughfare which provides an adequate amount of visibility desirable for office locations

The properties identified:

- (1) ORT (Old Red Trail) Commercial Park
- (2) Raging Rivers (North of the Park)
- (3) Midway Lanes
- (4) North Lakewood
- (5) South Lakewood
- (6) ORT and 6th Avenue Northwest
- (7) 2700 46th Avenue Southeast
- (8) Riverwood Commercial Park
- (9) McCormick's Property
- (10) 821 Twin City Drive
- (11) Riverbend Centre
- (12) Collins Avenue and Main Street
- (13) Bridgeview Bay
- (14) 46th Avenue Southeast and McKenzie Drive
- (15) Sunset Commercial Park

Ritter reviewed the Mandan Office Site Inventory methodology for ranking each site which consists of four criteria: size, access, visibility, and zoning/surrounding uses as though the site was to be developed for a 10,000 square foot office building. He explained that the site that was judged to be the best in each criteria was given a "1", the second best a "2", etc. The scores were then completed under the "Total" column with the site that scored the lowest deemed the best site for such an office building. Ritter stated that the top three are: No. 1: Collins and Main; No. 2: Twin City Drive; No. 3: Riverbend Centre.

Ritter outlined the Next Steps "The 2011 BMDA and Mandan Work Plan" states: Create and implement strategies to develop for industrial, office and retail uses:

- (1) Maintain an updated inventory of prospective sites including ownership, availability, and status and other parcel information.
- (2) Provide recommendations regarding prioritization of sites.
- (3) Infrastructure – prepare preliminary cost estimates for street, water, sewer and other utility services for primary sites.
- (4) Determine funding sources available from public and private sources.
- (5) Provide recommendations to the City Commission regarding most favorable site for each use and necessary development steps.

Ritter asked the City Commission what their wishes are with regard to pursuing any of the above and/or follow up with any of the data outlined. Commissioner Frank recommended that this information be posted on the BMDA and City of Mandan websites as a way of disseminating the information to parties interested in this type of data. She stated that the more people this information is shared with, the better chance there is for someone to take advantage of the opportunity to move dirt. Ritter commented in response to Commissioner Frank's comments that the vast majority of inquiries coming in are related to oil and gas and by having this type of data readily available the

opportunity to fill office space will improve. Ritter stated that at this time the inquiries coming in are directed more towards that of white collar workers.

Mayor Helbling commented that Mandan currently does not have an abundance of these types of properties (office sites) available and suggested that the Commission consider preparation of infrastructure in certain areas of the City in order to make these sites available for when the need arises. Commissioner Tibke recommended that discussion on infrastructure be added to the next Retreat Agenda item list. Commissioner Frank commented that there is also information available on several vacant properties located in Mandan on the City of Mandan's website. Ritter stated that the BMDA is currently updating its website and will include information related to Mandan properties on their website as well. Mayor Helbling stated that the majority of the sites are privately owned; however the Collins and Main site is owned by the City.

Russ Staiger, BMDA, commented that he agreed with Mayor Helbling's comments regarding the development of infrastructure in areas of the city in order for the properties to be ready for development when the time comes. Staiger commended the Commission for their positive and extraordinary leadership over the last year during the flood challenges.

(B) BMDA General Update:

Richard Mower, BMDA, presented the 3rd and 4th quarter updates of the 2011 Work Plan. He provided a summary of the five (5) areas of the project:

- (1) Commission Communications
 - ~ Provide copies of Board/Executive Minutes
 - ~ Conducted three (3) in-person briefings (March 1, June 21, November 16)
 - ~ Provided Annual Reports: BMDA; Primary Sector Business retention & expansion; Retail and service sector business retention & expansion
 - ~ Weekly Newsletter
- (2) Industrial and Retail Development sites
 - ~ Prepare reports: monitor inventory and determine site needs; monitor retail site characteristics; determine public and private sector funding options
 - ~ Reports submitted: Industrial 6/21/11; Office 11/16/11; Retail 12/19/11
- (3) Business Attraction and Marketing Program Q3 and Q4
 - ~ Responded to 3 state issued RFP's: 2 w/ Mandan sites
 - ~ 3 site visits: 1 more scheduled December 2011
 - ~ Tradeshows: Bakken Infrastructure Development Summit; Experience ND event
 - ~ Marketing: Regular Marketing Calendar; Pre-Show Marketing; Business Assistance Program Emails
- (4) Business retention and expansion Q3 and Q4
 - ~ Primary Sector: 23 visits scheduled or completed; 2 expansion projects: Tesoro; HIT, Inc.; Identified 4 additional companies exploring an expansion
 - ~ Retail/Services Sectors: 25 visits scheduled or completed; 2 expansion projects: Pro-Finish; Plant Power Sports; Identified 9 companies exploring expansions; identified 5 companies exploring remodel

(5) Mandan Tomorrow

- ~ Act as staff liaison: Continue working on investment group; working to create a Renaissance Zone Funding Organization; Succession Planning Session on 11/16/11
- ~ Provide technical support to Committees

Mayor Helbling extended a thank-you to the BMDA for their efforts in keeping the Commission apprised of prospective business developments now and those that may develop into the future. In addition, he thanked Commissioner Frank along with Business Development and Communications Director Huber for their collaboration efforts with the BMDA throughout the last several years in the development of goals and strategic planning processes.

2. *Introduction of new Police Officer Kirstye Burt.* Police Chief Bullinger introduced Kirstye Burt as a new police officer with the Police Department. Burt is a 2009 graduate of Mandan High School and graduated from the Peace Officer Training Program at Lake Region State College. She is completing her associate's degree in Criminal Justice.

RESOLUTIONS & ORDINANCES:

OTHER BUSINESS:

1. *Consider approval for Old Red Old Ten Scenic Byway signs to be placed on the Peter Toth Statue located near Stage Stop, the Teddy Roosevelt Statue, the Mandan Depot and Beanery and near the water fountain in Heritage Plaza.* City Administrator Neubauer reviewed with the Board an application received from The Old Red Old Ten Scenic Byway Committee. The project consists of establishing a single phone number that the traveling public can use to call and listen to interpretives at various trail points. Five locations have been identified in Mandan. Marlo Anderson, Committee Member from the Old Red Old Ten Scenic Byway, provided additional information stating that there are approximately 40 locations between Mandan and Dickinson where the signs will be located. He said that the BMDA has been instrumental in supporting this project and that almost all of the locations have given approval.

Commissioner Jackson moved to approve the request as presented for the Old Red Old Ten Scenic Byway trail points in Mandan as set out in the diagram: (1) The Peter Toth Statue located near the Stage Stop; (2) St. Joseph's Church; (3) The Teddy Roosevelt Statue located in front of the Mandan Depot (4) The Mandan Depot and Beanery (5) The City of Mandan with the sign located east of the Mandan Depot by the new water fountain. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present.

2. *Announcements:* Commissioner Frank stated that the Mandan Progress Organization is promoting several events for holiday shopping including Santa's Arrival, the Shop Hop and Merry Monday's. Further information can be found at mandanprogress.org.

There being no further actions to come before the Board, Commissioner Frank moved to adjourn the meeting at 6:23 p.m. Commissioner Jackson 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