

The Mandan City Commission met in regular session at 5:30 p.m. on October 3, 2023 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Helbling called the meeting to order.

A. ROLL CALL

1. *Roll Call of all City Commissioner.* Those present were Mayor Helbling and Commissioners Camisa, Rohr, Olson and Braun. Department heads present were City Attorney Oster, City Administrator Neubauer, Assessor Markley, Engineering Director Wigness, Police Chief Ziegler, Fire Chief Nardello, Building Official Singer, Public Works Director Bitz, Business Development & Communications Director Cermak, and Planner Stromme.

B. PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

Mayor Helbling opened the meeting by offering condolences on behalf of City staff and leaders to the family and friends of Senator Doug Larsen, his wife Amy and two young children, and to the family and friends of the Mandan Middle School student who passed away earlier in the week. He noted how difficult its been for Mandan Public Schools to lose three kids in two days. He said Mandan is a close-knit community that comes together during tough times and asked the community to remember the lives lost and offer prayers. Mayor Helbling also announced the Mandan Fire Department’s Fire Prevention parade and open house coming up on Oct. 10. The parade begins at 6:30 p.m., leaving Mandan Rural Fire Station and taking Old Red Trail to Sixth Ave NW, Main Street, Sixth Ave NE and returning to Fire Station 1 on First Street NE. The open house will run from 7-9 p.m. with fire truck rides, refreshments and fun for the whole family.

D. ARRROVAL OF AGENDA

E. MINUTES

1. *Consider approval of the minutes from the September 19, 2023 Board of City Commission Regular Meeting.* Commissioner Camisa moved and Commissioner Rohr seconded to approve the minutes as presented. Roll Call vote: Aye 5, Nay 0, Absent 0. The motion passed.

F. PUBLIC HEARING

G. BIDS

H. CONSENT AGENDA

1. *Consider proclaiming November 1, 2023 as Extra Mile Day*

2. *Consider the following Abatement applications:*

a. *Corrections to full & true property values for Gary Markel*

b. *Disabled Veterans Property Tax Credit for Dean Johansen*

3. *Consider closing Administrative offices the day after Thanksgiving*

4. *Consider a special event permit for the Law Enforcement Center Trunk or Treat on October 31, 2023*

5. *Consider a Minor Plat for Alagic Addition*

6. *Consider a raffle permit for the Deputy Zack Aguon Cancer Benefit at Mandan Eagles Club on Dec. 16, 2023*

~~7. *Consider a Minor Plat for Helbling’s 4th Addition*~~

8. *Consider approval of a raffle permit for Roosevelt Elementary School Parent Teacher Organization from October 3 to November 30, 2023*

Commissioner Braun moved and Commissioner Camisa seconded to approve the Consent Agenda item 1 through 8 (item 7 was removed from the agenda prior to the start of the meeting) including all sub items as presented. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider a Bis-Man Transit Supplemental Non-ADA Service Funding Request for 2023 &*

2024. City Administrator Neubauer presented the Bis-Man Transit Supplemental Non-ADA Service Funding Request for 2023 & 2024. Bis-Man Transit Director Deidre Hughes, transit supporters Trevor Vannett and Randy Sayler spoke in favor of the funding request. Mayor Helbling recommended funding the request for 2023 out of the Sales Tax Fund, and having Bis-Man Transit come back in 2024 with the additional funding request after exploring other funding mechanisms. Commissioner Camisa moved and Commissioner Rohr seconded to partially fund Bis-Man Transit Supplemental Non-ADA Service request of \$44,823 from the 1% City Sales Tax Fund for 2023. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

2. *Consider approval of the verification of 5 special assessment districts:*

- a. *Street Improvement District #214, 16th St NE and 8th Ave NE*
- b. *Street Improvement District #223, 38th Ave SE*
- c. *Street Improvement District #225, Plainview*
- d. *Street Improvement District #228, Cemetery Roads*
- e. *Street Improvement District #233, Trail on Old Red Trail*

Engineering Director Wigness presented the verification of the five special assessment districts. Commissioner Rohr moved and Commissioner Camisa seconded to approve the special assessments for certification on Street Improvement Districts 214, 223 225 and 233 as certified by the Special Assessment Commission. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed. Commissioner Rohr moved and Commissioner Camisa seconded to approve payment for Street Improvement District 228 with Municipal Infrastructure funds instead of assessing the costs to the cemetery properties. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *Consider a resolution establishing the amounts of liability insurance required for licensed tree trimmer.* Public Works Director Bitz presented the resolution. Commissioner Camisa moved and Commissioner Olson seconded to approve. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

2. *Second and final consideration of Ordinance 1433 to enact a new sub-section (h) to Second 2-4-3 relating to cooperative purchasing.* Attorney Oster presented the second and final consideration of ordinance 1433, noting no comments since the first consideration. Commissioner Braun moved and Commissioner Camisa seconded to approve. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

L. OTHER BUSINESS

M. ADJOURNMENT

There being no other business to come before the Board, Commissioner Camisa motioned and Commissioner Rohr seconded to adjourn the meeting at 6:10 p.m. The motion received unanimous approval of the members present.

/s/James Neubauer

James Neubauer
City Administrator

/s/Timothy Helbling

Timothy Helbling
Board of City Commissioners