
The Mandan City Commission met in regular session at 5:30 p.m. on March 3, 2020 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Mayor Helbling called the meeting to order.

A. ROLL CALL:

1. *Roll Call of All City Commissioners.* Present were Mayor Helbling and Commissioners Braun, Rohr, Davis and Larson. Department Heads present were, Finance Director Welch, Fire Chief Nardello, Planning & Engineering Director Froseth, Business Development and Communications Director Huber, Principal Planner Van Dyke, City Administrator Neubauer, Human Resource Director Cullen, Director of Public Works Bitz, Assessor Markley, Deputy Police Chief Flaten, Building Official Ouradnik and Attorney Brown. Absent: Police Chief Ziegler.

B. APPROVAL OF AGENDA:

C. MINUTES:

1. *Consider approval of the minutes from the February 18, 2020 Board of City Commission regular meeting.* Commissioner Larson stated that under New Business item No 1. *Consider cost share with Morton County related to engineering services to develop interactive, web based flood mapping - she was not present when that item was voted on.* The minutes will be corrected to reflect that she was absent during the vote for that item. Commissioner Larson moved to approve the minutes with that correction. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

D. PUBLIC HEARING:

1. *Consider approval of the first consideration of Ordinance 1335 related to zoning application procedures.* City Planner Van Dyke presented a request for the approval of the first consideration of Ordinance 1335 related to zoning application procedures. He said that the proposed zoning text amendment surrounds application procedures for zoning applications in the City of Mandan. The current application procedures are located throughout the Mandan Code of Ordinances and are not easily identifiable. The application procedures have been created in conjunction with the Zoning Ordinance Workgroup that includes several departments, planning and zoning commissioners, the Morton County Planning Director and legal staff. The amendments are being proposed for the following reasons:

(1) Clarity of procedure is important to the applicant; City staff overseeing and facilitating the process; and general public to ensure the integrity of due process.

(2) Consolidating procedures of land use applications related to zoning creates efficiency for staff by reducing the amount of labor resources required to explain said procedure to prospective applicants.

(3) Future staff may more easily understand the various land use application procedures related to zoning if it is clearly outlined in a step-by-step procedure.

(4) Various nuances of each land use application procedure are more easily compared when consolidated in one section and share the same organizational structure.

Planner Van Dyke said that the Planning and Zoning Commission recommended approval of Ordinance 1335. He provided a flowchart that showed a very clear process, step-by-step to complete an application and what needs to happen for zoning ordinances. He stated that this does not change any current process but that it will make it clearer and it will provide continuity for future applications submitted. This has been sent out to all the contractors so they are aware of the process and they can discuss it with their clients as to what needs to happen when.

Mayor Helbling announced this is a public hearing for the approval of the first consideration of Ordinance 1335 related to zoning application procedures. He invited anyone in the audience to come forward to speak for or against the Ordinance 1335 related to zoning application procedures. A second announcement was made for anyone in the audience to come forward to speak for or against Ordinance 1335. A third and final announcement was made for anyone in the audience to come forward to speak for or against Ordinance 1335 related to zoning application procedures. Hearing none, this portion of the public hearing was closed.

Commissioner Braun moved to approve the first consideration of Ordinance 1335 related to zoning application procedures. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

E. BIDS:

F. CONSENT AGENDA

1. *Consider approval of a funding assistance application through the N.D. Department of Commerce for census outreach.*
2. *Consider proclaiming March 2020 Colorectal Cancer Awareness Month in Mandan ND.*
3. *Consider approval of the NDDOT Bridge Inspection and Load Rating Services Agreement.*
4. *Consider approval of an Engineering Service Agreement with KLJ for the Downtown Street Improvement District, #217.*

Commissioner Larson moved to approve the Consent Agenda items 1 through 4 as presented. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

G. OLD BUSINESS:

1. *Consider entering into an agreement with Condrey and Associates for completion of a salary study that encompasses all City of Mandan departments.* HR Director Cullen presented a request to enter into agreement with Condrey and Associates for the completion of a salary study that encompasses all City of Mandan Departments. During the last City Commission meeting, there was discussion about the salary study proposal and it was postponed to gather more information relating to conducting a benefits survey. She reported that Condrey provided a quote of \$12,500 for completion of a benefits survey. When inquiring on details of the benefit survey, she said she was informed that it is a separate survey from the salary survey. While the surveys are sent out at the same time, the results are kept completely separate. Condrey also

noted that the benefits survey would decrease the response rate from roughly 90% down to about 50%. The results of the benefit survey will only tell us where we are leading or lagging within the market. It will not tie into the overall compensation picture. Condrey recommended not doing the benefit survey if the City of Mandan knows where its weaknesses are in the benefit package. She stated that it would be more beneficial to retain the \$12,500 and put it towards the salary study or use it to address the weaknesses in the current benefit package. She provided a chart showing the top 10 cities in ND to compare the ratio of benefits expenses to the total compensation costs (salaries + benefits). Further, the family health insurance vesting schedule seems to be an area of concern that she hears about most frequently in regards to the benefits package. She reported that the City has lost several new hires over the last year that needed family health insurance but could not afford the monthly premium. She explained that new employees who need family health insurance coverage are expected to pay \$1,039.92 per month out of their own pocket during their first year of employment. She provided data showing how the health insurance benefits convert into an hourly rate. The employer paid portion would be added to the employee's hourly rate. The employee paid portion was included to show how the family vesting schedule affects the employer paid portion. The difference is the hourly rate that would actually be added to the employee's hourly rate. She explained that single health insurance coverage equates to an additional \$4.23 per hour to an employee's hourly rate. For family health insurance coverage after seven (7) years of employment, adds an extra \$10.23 per hour to an employee's hourly rate. If the employee needs family health insurance coverage during his/her first two years of employment, it decreases the hourly rate by \$1.77 the first year, and \$.57 the second year. If the salary study is approved at this meeting, Condrey & Associates said the schedule of activities would remain the same.

Director Cullen stated that if Condrey's proposal is accepted, their timeline to complete the project would start in March 2020 and conclude in June 2020 with a follow up provided July 2020-2021. Finance Director Welch provided information that the funding source would be the General Fund 2019 Budget for the amount of \$42,500.

Commissioner Davis stated that the outline provided has been explained in depth. He said that Mandan is within the top tier for benefits in the state. He agreed with Director Cullen's recommendation to do the benefit study in-house. Director Cullen said that the League of Cities has information available to accomplish a benefits study if conducted in-house by the City. Mayor Helbling stated that he is not in favor of studies and that if there are issues within the city, we should concentrate on that area and address it and be fair to our employees. Commissioner Braun commented that he concurs with Mayor Helbling and also, in previous years, Finance Director Welch has been in contact with similar size counties with regard to wages and benefits. He agreed that the study can be done in-house, rather than being conducted by an outside contractor. Commissioner Rohr commented that when studies are done, he has seen over the years, that comparisons are made and when cleaning up pay plans, things get off-kilter over time. You have to make sure that whatever pay plan is followed is fair and consistent with finance operations. He agreed that if you have staff within your system that is capable of doing an internal study, that it should be considered. Commissioner Larson agreed with the comments made and stressed the importance of having a fresh look at what we are doing within our own departments and are appropriate. It has been a long time since a thorough salary compensation

process has been looked at over time and she stated she is in support of Director Cullen's recommendation.

Mayor Helbling stated that the salary study portion cost is \$42,500. Attorney Brown stated that when considering professional services such as this, it is not unusual to waive the public bidding requirements.

Commissioner Davis moved to approve the City Commission waive the public bidding requirements for the selection of a human resources consulting firm to complete a salary study, job description review, and classification analysis. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: No; Mayor Helbling: No. The motion passed.

Mayor Helbling pointed out that he appreciated the view of other commissioners stating that it is good to have a competitive discussion occasionally such as this one. He extended a thank you to Director Cullen for her research done on this matter.

Commissioner Larson moved for the approval of the proposed contract with Condrey and Associates to complete a salary study, job description review, and classification analysis for the City of Mandan. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: No; Mayor Helbling: No. The motion passed.

H. NEW BUSINESS

1. Consider appointments to the Mandan Youth Commission.

City Administrator Neubauer presented a request to appoint individuals to the Mandan Youth Commission (MYC). He explained the background of this event, wherein the City Commission created the MYC in 2012 and the MYC was active for a few years and then became dormant. In discussions with representatives from Mandan Public Schools the City would like to resurrect the MYC. Mandan Public Schools extended an invitation to students at the High School and Middle School to find interested students. Subsequently ten (10) applications were received which included these students: Michaela Kuntz, 6th; Hayden Mehlhoff, 7th; Andaleen (Andi) Nelson, 8th; Tenisyn Brugh, 9th; Abby Eckroth, 10th; Kahleesia Chapman, 10th; Lyseaunna Ressler, 10th; Alexandria Dirk, 10th; Austin Horn, 11th and Breanna Horner, 11th to the Mandan Youth Commission. Administrator Neubauer stated that the request before the Commission is to reinstate the Mandan Youth Commission and to appoint the ten students interested in sitting on the MYC. The purpose of the MYC is to have students involved in local government. The first meeting will be held in March at the Brave Center and parents of the students have been notified of their student's appointment to the MYC. Several of the students were in the audience and came forward to be introduced. Mayor Helbling commented that this is an opportunity for students to become involved in the community. Commissioner Larson extended a welcome to the students who stepped up to participate in this organization and stated she is looking forward to mentoring them in the future.

Commissioner Larson moved to approve appointing the following individuals to the Mandan Youth Commission; Michaela Kuntz, Hayden Mehlhoff, Andaleen (Andi) Nelson, Tenisyn

Brugh, Abby Eckroth, Kahleesia Chapman, Lyseaunna Ressler, Alexandria Dirk, Austin Horn and Breanna Horner to the Mandan Youth Commission. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

2. *Consider approval of the resolutions and supporting documents necessary for Street Improvement District No. 215A, Project No. 20-04 (Public Works Parking Lot).*

Planning and Engineering Director Froseth presented a request to move forward with the resolutions necessary to approve the Public Works Parking Lot Street Improvement District project. He stated that the Public Works Department staff approached City Engineering staff about including the work necessary to construct a parking lot and other hard surfaces as part of the improvements at the Public Works main facility. The plan would include these improvements as part of the Mid-Town East project's scope of work with those costs being assessed to the City only. In order to do so, an amendment is required to the City district boundaries and scope to include this work. The total project cost would be assessed to the City only. By including the scope as part of the Mid-Town East project it will mutually benefit the Mid-Town East assessments scope and the Public Works scope because more work in a contract generally reduces each item per unit cost on the bid. This work is estimated at \$1,200,000. This will create a new district 215A, a sub-district of the main district and other resolutions necessary. Mayor Helbling inquired of the Public Works Facility as shown on the map, what is the plan if there is more work done to the roads adjacent to Public Works and they are not included in this drawing? Director Froseth said that the Southside District Project is still open so the roads that surround the Public Works site are within that district, so if there are adjustments those would go through the Southside Project. The Southside Project is due to be completed this year so if there are adjustments those would have to be made before that project closes.

Commissioner Larson cautioned the Commission on the importance of being very clear on this district assessment on behalf of the residents so they are informed if they are in either of those special assessment districts mentioned. This request is not to tack on to the assessments going to the home owners, however, this will go directly back to Public Works and will not be going back to those districts, it is just to add this one project to that bidding process. Director Froseth stated that is correct and furthermore, it will slightly help the costs within the Mid-Town street improvement district and may expedite the Mid-Town project.

Finance Director Welch pointed out that in order to pay for these special assessments, these assessments will be added to the City's share of special assessments mill levy over the assessment period so it will be part of the levy which everyone pays on their property tax.

Commissioner Davis moved to approve the resolution creating the district, approve the engineer's report, approve the feasibility report and approve the resolution of necessity for Street Improvement District No. 215A, Project No. 2020-04 (Public Works Parking Lot).

Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

3. *Consider approval of the resolutions and supporting documents necessary for Street Improvement District No. 215B, Project No. 20-05 (Grounds Maintenance Building at the Cemetery).* Planning and Engineering Director Froseth presented a request to move forward with the resolutions necessary to approve the Grounds Maintenance Parking Lot Street Improvement District project No. 215B to construct a parking lot and other hard surfaces needed at the Public Works Grounds Maintenance Facility adjacent to the City Cemetery. The City plans to include these improvements as part of the Mid-Town East project's scope of work with those costs being assessed to the City only. In order to do so an amendment is required to amend the district boundaries and scope to include this work. He clarified that this will include pavement around the entire building. The total project cost would be assessed to the City only. Including the scope as part of the Mid-Town East project will mutually benefit the Mid-Town East assessments scope and the Public Works scope because more work in a contract typically helps to reduce each item per unit cost on the bid. This work is estimated to cost about \$130,000.

Commissioner Braun moved to approve the resolution creating the district, approve the engineer's report, approve the feasibility report and approve the resolution of necessity for Street Improvement District No. 215B, Project No. 2020-05 (Grounds Maintenance Parking Lot). Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

4. *Consider approval of the resolutions and supporting documents necessary for Street Improvement District No. 218, Project No. 2019-12 (Northwest Area).* Planning and Engineering Director Froseth presented a request to move forward with the resolutions necessary to approve the Northwest area Street Improvement District project. He reported that City Engineering staff has been working on this street improvement district project that will address the poor street conditions located in the northwest part of the City. The areas of focus includes the streets north of Old Red Trail Highland Road starting at Highland Road on the east and ending with Old Red Trail at the Intersection with 56th Avenue on the west. It does not include all streets within this area, rather strategically selected streets and construction methods to address those streets will give the City best value to extend life of the streets. In areas where the pavement is in poor condition a reconstruction may be the best value for those segments. The Engineering Department held a public meeting on this project on Thursday, February 27, 2020. There were approximately 450 properties drawn within the district that were invited to attend the meeting held at the Red Trail Elementary School. Over 50 residents attended. A brief review of the presentation was given. There were several Divisions determined and he explained how the project will affect the Divisions. The assessment for Division 1 is estimated to be under \$6,700 after the 20% buy down is applied as was set in January for local street improvement districts. Divisions 2-4 were reviewed and followed by Divisions 5-8. He explained that assessments are not fully determined until the project is complete and all costs come in and there is further discussion however the residents are informed of possible estimate of costs at this point.

If the necessary resolutions and associated documents are approved at this meeting the project plans will be brought to the next Commission meeting before the 30-day protest period will start wherein letters of protest will be accepted. In addition to the state requirement of posting in the Mandan News, the information will be posted on the City of Mandan our website and letters will

be sent to property owners with their individual estimate of assessment. After the 30-day protest period transpires, the results of the protest will be brought to an April City Commission meeting to determine sufficiency. Concurrently, it is being proposed to start the advertisement for bids with the intent to bring that request to next Commission meeting. Information to determine sufficiency of protests will be presented to the City Commission meeting on April 7, 2020 and if determined insufficient, bids would open during the week of April 13, 2020 for consideration at the April 21, 2020 City Commission meeting. Most of the project will be completed in 2020 with minor carryovers such as chip seal to be completed in 2021. At the public hearing held there was a question/answer period and Director Froseth reviewed some of those questions for the City Commission to be aware. The estimated construction cost is about \$2.5 million. He pointed out the cost savings step specific to this district is to design and inspect this project out of the City Engineering office instead of hiring a consultant to help with it. There is an estimated cost savings of roughly 10% to approach it this way. This particular district is less complex and therefore less time-consuming on the design side because the engineering staff is not proposing underground improvements. The total project cost that would be divided among district participants if no other funding support is obtained is estimated at \$3.1 million. With Municipal Infrastructure Funds (formerly Prairie Dog Funds) buy down at a rate of 20%, that amount would be reduced by \$616,000 and would come to about \$2,464,000.

Commissioner Rohr inquired if any of this project would qualify for state or federal funding. Director Froseth presented a map, explaining that Old Red Trail, an arterial road, would qualify for federal funds, however it has not been a top priority of Metropolitan funds (MPO). Commissioner Rohr encouraged looking at whatever sources are available to help the residents living in that area.

Commissioner Braun commented that if the plan is to fix the road now, there are no funds available to the residents however that is one of the amenities of living in a city is that you have to expect to pay for streets, services, lights, etc. If the plan is to go back in that area in 5-6 years to reconstruct the roads, that is another burden on the property owners who live in that area.

Mayor Helbling commented that he attended the recent public meeting and stated that he has a concern assessing 54 property owners \$21,000 in specials to rebuild the street. He inquired as to what funds could be available to apply towards this project since the City has projected to spend all of the Prairie Dog Funds through the processes put in place with the 20% buy down. There are the other projects that are in line with that buy down so there is no money available there and the City Sales Tax Fund is being tapped into for other projects throughout the City. The only resolution to help pay for this project, or any other project that comes in under budget would be if there are any Prairie Dog Funds leftover that could be applied towards this project - if that's even a possibility. The project(s) may be protested out and that will delay the project(s) into the future. He invited any residents present at this meeting to come forward to speak to this matter, noting that typically that has not been the process in the past; however, given the depth of this project, he felt it necessary to allow residents to comment should they wish to do so.

Mark Landeis, 5901 Horseshoe Bend Roughrider Addition came forward to speak. In particular, Special Assessment, District 7, Old Red Trail. He suggested if an overlay were put on that road, that would help the situation for a while. He brought up one problem that has not been discussed

tonight and that is the truck traffic on that road. This is not a residential street, it's an arterial road. The trucks head use this road to get to the industrial park. They come off Hwy 25, follow County Road 139, then proceed to Old Red Trail City portion. That is a big contributor to that road being destructed over the years. A suggestion at the meeting was to place load restrictions but they were told that is not appropriate but there was no reason given why. It will require coordination with the county for the road restrictions, coming off Hwy 25 and County Road 139. Another concern is the assessment district for that project. Since it is arterial road, and used for commercial, it is not fair the residents pay for this. He and other neighbors feel the assessment district should include the commercial properties.

Mayor Helbling commented that the district could not be expanded without starting over which would involve all the legal processes and legal notices and that would take this project out of year 2020. Mayor Helbling inquired of Director Froseth that if road restrictions were placed would that take it out of the Urban Roads with the MPO? Director Froseth replied that question came up at the meeting and his reply was to not put load restrictions on an arterial road. He was not clear if putting road restrictions on Old Red Trail would take it out of an arterial classification or not. Because it is an arterial road the trucks should be allowed to use it. Mayor Helbling stated that the City needs to find some way to buy down that portion of Old Red Trail. Commissioner Davis stated that the policy of 20% buy down, was set as a precedent with the Southside Project, and now questions if there are different ways to buy down the Prairie Dog fund. Is there a sliding scale for different properties for buy down? Could it be adjusted for this project? Mayor Helbling commented there is a way to do that but there are only so many Prairie Dog Funds and Sales Tax Funds available and those have been designated out. He said it would be preferred to find a buy down for the 54 residents. Commissioner Davis summarized what will happen when the next district comes up for review? Maybe the districts should be looked at individually rather than all of them at "20%"? Commissioner Larson suggested taking District 7 out, what would be the potential for continued repair for Old Red Trail until it could be properly addressed with state or other funding? Director Froseth stated that it would be as much as the current practice, putting something in the hole as they are recognized. Commissioner Davis inquired if some of the commercial properties could be factored in without starting over? Mayor Helbling commented that the City would have to find money internally do accomplish that – to expand the district. Director Froseth replied that it would have to be a separate action to amend the district right now because of the legal description of the district being discussed. Any amendment to the district could not be done on the fly right now. Mayor Helbling recommended that if this project goes forward, that a further look internally will be necessary to see what the City can do to buy down the Old Red Trail section before obtaining bids to try to bring the costs down.

Mr. Landeis stated that he is in agreement that the project is needed and that he is not protesting it out, rather he came forward to point out concerns. He also stated that in the Roughrider area the residents are still paying over \$1,000 a year in specials from a 2014 project, that needed to also be done, but there are still specials out there to be paid. Director Froseth provided an answer to a previous question having to do with what the assessment was for Division 7, and after the 20% buy down it would be about \$884 per parcel (that's total).

Ken Bollinger came forward to speak and stated that he has been living in this area since 1982. He said he does not mind doing some of the streets in the district but when he goes down to Roughrider and turns off he only uses that road a dozen times a year and he does not think he should pay for a road that he doesn't use. He inquired how the city decides where to start and stop the road repairs and who is to pay for it.

Mayor Helbling stated that when Old Red Trail was reconstructed to the west, everything north of 40th Avenue East was assessed for that 40th Avenue and west was not. Director Froseth stated that they were both in that District but they were on different tiers. West of 40th Avenue at that time had half the costs east of 40th Avenue. The logic in the dividing point with this project is west of 40th gets an overlay and the east does not. This is the proposal and is debatable and changing the size of the district will not be determined tonight.

Mayor Helbling extended a thank you to everyone attending this meeting and the public hearing meeting and for voicing concerns. He commented that the City Commission has been working to resolve the issues and concerns brought forward.

Commissioner Larson stated she lives in this neighborhood and commented that special assessments are hard to deal with and present a challenge. She agreed with the recommendations presented and the importance of looking for additional ways to buy down this project. She suggested looking at recent projects and scaling back on some of them and named a few. She wants to entice economic development but the need to take care of residents should come first. Commissioner Davis commented that with the Prairie Dog fund, some coffers are available and that now is the time to strike on the top to do these projects, because for upcoming sessions, the legislature might not do this again. Commissioner Rohr commented that the City relies on external resources to help out for these projects. Mayor Helbling commented that consideration may be given to raising taxes city wide in the future in order to meet costs. He stated that the City Commission will do what they can to come up with addition funds or considering taking funds out of existing projects.

Commissioner Larson moved to approve the resolution creating the district, approve the engineer's report, approve the feasibility report and approve the resolution of necessity for Street Improvement District No. 218, Project No. 2019-12 (Northwest Area). Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

I. RESOLUTIONS AND ORDINANCES

1. *Consider approval of a resolution adopting the Arrive 2045 Metropolitan Transportation Plan (MTP).* Rachel Drewlow, Bis-Man MPO, presented a request on behalf of the Bismarck-Mandan MPO, along with consultant Wade Kline from KLJ, to hold a public hearing and to present a request for the adoption of the final Arrive 2045 MTP. She explained that Arrive 2045 is the Metropolitan Transportation Plan (MTP) for the Bismarck-Mandan Metropolitan Planning Organization (BMMPO) which encompasses the City of Bismarck, City of Mandan, City of Lincoln and portions of Burleigh County and Morton County. The MPT is a long-range transportation planning tool that covers a planning horizon for the future 25 years. As a master

document it will help set up federal transportation spending for the next five (5) years. Likewise, it must be presented to the governing boards of all BMMPO jurisdictions for their review and approval. She invited Wade Kline to present.

Wade Kline, of KLJ, provided a slide presentation (via telephone conference call assisted by Rachel Drewlow). He stated that the City of Mandan staff has been involved with the Arrive 2045 effort throughout its development from its beginning of the RFP to the final document review. The process included multiple steering committee meetings, three public meetings, a study website, input/review by local, state and federal partners, and monthly progress updates to the BMMPO Technical Advisory Committee and Policy Boards. He presented both the short range and long range plans in particular, the financial plan. The focus is to get the short range federal funds. Overall, the mid and long range list is felt to be balanced as is the urban program. There is no immediate financial impact for the City. Impact would occur if the City pursued a transportation project through the BMMPO's annual solicitation and was awarded federal funds by NDDOT. The City of Mandan staff would assist in the implementation of the 2020-2045 MTP through the annual project solicitation process. The Arrive 2045 MTP was presented to the City of Mandan Planning and Zoning Commission at their February 24, 2020 meeting. The Planning and Zoning Commission recommended approval of the Arrive 2045 MPT.

Ms. Drewlow opened the public meeting for any questions. Commissioner Larson inquired about the financial plan and what analysis has been done for Mandan versus Bismarck as far as population is concerned? Mr. Kline explained that the urban program is not to be sub-allocated based on population anymore rather it is based on which projects meet the highest criteria so that is what is followed. On the regional system there are the three phases of Memorial Highway that will unfold over the next 5-8 years and overall it is balanced when looking at the needs faced by each region. Mayor Helbling commented that he believes it has been a fair process overall and supports the programs. Director Froseth commented that for the two major programs, Urban Roads and Urban Regional, he believes Mandan has been a beneficiary with a lot of funds going to principle arterials; and that regarding the urban roads, it has been a little different, that might have some catch up on minor arterials wherein Mandan has not benefited as much in recent history. Ms. Drewlow said that the Executive Summary gives a breakdown of the projects that have been selected for potential funding spaced out over the next eight (8) years.

Mayor Helbling announced this is a public hearing and invited anyone in the audience to come forward to speak for or against the approval of a resolution adopting the Arrive 2045 Metropolitan Transportation Plan (MTP). A second announcement was made for anyone in the audience to come forward to speak for or against the resolution. A third and final announcement was made for anyone in the audience to come forward to speak for or against the approval of a resolution adopting the Arrive 2045 Metropolitan Transportation Plan (MTP). Hearing none, this portion of the public hearing was closed.

Commissioner Braun moved to approve Arrive 2045, the 2020-2045 Metropolitan Transportation Plan by Resolution of Adoption. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

J. OTHER BUSINESS:

1. *Census 2020 Announcement.*

City Planner Van Dyke announced that this is a reminder to keep the public informed of census activity and reiterated the importance of everyone in North Dakota to be counted in the 2020 census. Beginning this month all households will receive notice to complete the census for everyone living in their home. Census Day is April 1, 2020. Data collection begins March 12, 2020 and continues through July 2020. This is the first year responses can be submitted online, but the option to mail or call in responses will be available. The Morton Mandan Public Library will have computers available for the public to respond online. Census data is used to help better our community and region and it also helps determine funding provided by federal and state agencies for social services and infrastructure projects.

2. Commissioner Davis announced that he will not run for another term as City Commissioner.

K. ADJOURNMENT:

There being no other business to come before the Board, Commissioner Rohr motioned to adjourn the meeting at 7:40 pm. Commissioner Braun seconded the motion. The motion received unanimous approval of the members present.

s/s Julie Frye

James Neubauer
City Administrator

s/s Tim Helbling

Tim Helbling, Mayor
Board of City Commissioners