

The Mandan City Commission met in regular session at 5:30 PM on December 17, 2024 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Finance Director Welch, Assessor Markley, Human Resource Director Berger, Engineering Director Wigness, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Planner Stromme, Communications Specialist Schmidt, Computer Information Systems Manager Mischel and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Matt Schanandore, Executive Director of the Mandan Progress Organization to provide an update on Mandan Holiday Lights and Santa's Run.* MPO Executive Director Matt Schanandore provided an update on the Holiday Lights on Main. Attendance is around 26,000 for the first 17 days of operation (up about 8,000 from last year). He also shared the success of Santa's Arrival and the N.D. Santa Run.

2. *Quarterly work anniversary recognition.* HR Director Berger announced those with 3, 5, 20 & 30 years of service in the fourth quarter: Dayne Anderson, Eric Short, Jordan Singer, Travis Tekippe, Wade Hofer, Jason Bier, (Aaron Haverlock & Tim Meidinger were unable to be in attendance).

3. *Introduction of new employee Karie Mischel, Computer Information Systems Manager.* City Administrator Neubauer introduced the Computer Information Systems Manager Karie Mischel. She joined the City of Mandan Nov. 26.

D. APPROVAL OF AGENDA Commissioner Rohr moved and Commissioner Sjoberg seconded to approve as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

E. MINUTES

1. *Consider approval of the minutes from the Dec. 3, 2024 Board of City Commissioners regular meeting.* Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

F. PUBLIC HEARING

1. *Consider Cove at Lakewood Planned Unit Development (PUD) Amendment.* Planner Stromme presented the PUD amendment for the Cove at Lakewood. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed.

2. *Consider a request for a preliminary plat for JRs Estates 2nd Addition.* Planner Stromme presented the preliminary plat. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Rohr moved and Commissioner Braun seconded to approve the preliminary plat for JRs Estates 2nd Addition. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. BIDS

H. CONSENT AGENDA

1. *Consider approval of monthly bills.*
2. *Consider the following committee appointments for terms beginning Jan. 1, 2025: .*
 - a. *Heidi Hamelton, Brian Dehnert and Ruth MacDonald to the Community Beautification Committee.*
 - b. *Jordan Freitag, Jonathan Leonard and Jonathan Hooker to the Mandan Growth Fund.*
 - c. *Kari Nardello, Ryan Welder, and Matthew Bradly to the Mandan Architectural Review Commission.*
 - d. *Jennifer Gosch to the Civil Service Commission.*
3. *Consider annual highway closure agreement.*
4. *Consider approval of revision to the Right-of-Way Permits.*
5. *Consider approval of a request for qualifications for engineering services for Old Red Trail, trail mill & overlay.*
6. *Consider approval of the Audit Engagement Letter from Brady, Martz & Associates to provide audit services for the year ending December 31, 2024.*
7. *Consider a 2025 budget amendment to the Public Works Budget.*
8. *Consider approval of the 2025 Youthworks grant agreement.*
9. *Consider zoning ordinance rewrite change order #1.*
10. *Consider approval of a Task Order Amendment from Advanced Engineering and Environmental Services to perform a utility rate analysis for the City's long-term financial plan.*
11. *Workforce Safety and Insurance Ergonomics Initiative Program - Fire Department.*
12. *Consider approval of Bookmobile Services Coordinator job description.* Commissioner Rohr moved and Commissioner Braun seconded to approve consent agenda items 1-12 including all sub-items as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Presentation by North Dakota Music Hall of Fame - Marlo Anderson.* Marlo Anderson presented the item. There was no action required, the item was a presentation only.
2. *Consider engineering service agreement amendment for the Memorial Highway project.* Engineer Wigness presented the item, which is related to the west-half of the Memorial Highway project. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the amendment to the engineering service agreement with HDR, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.
3. *Consider request for Mandan Visitors Electronic Marquee Sign replacement at the east end of Main Street.* City Administrator Neubauer presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to approve providing up to \$45,000 from the Visitors Promotion Fund for the electronic marquee sign replacement at the east end of Main Street and to approve a 2025 budget amendment for the purchase of the sign. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Consider Waste Water Treatment Plant Master Plan Update amendment.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to approve the task order amendment, as presented, and authorize the use of an additional \$18,570 out of the City Utility Fund. Roll Call vote: Aye 5, Nay 0. The motion passed.

5. *Consider the Public Works snow removal plan.* Public Works Director O'Keefe presented the snow removal plan. This item was for information only. Action was not needed.

6. *Consider a change order for the 2024 Street Reconstruction Project.* Engineer Wigness presented the change order. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve Change Order 2 for the 2024 Street Reconstruction project, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

7. *Consider the Legislative agenda.* City Administrator Neubauer presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the 2025 legislative agenda. Roll Call vote: Aye 5, Nay 0. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *First Consideration of Ordinance 1459, a PUD Amendment for Cove at Lakewood.* Planner Stromme presented the item. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve the first consideration of Ordinance 1459. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider the resolution for \$5,462,000 Water Revenue Bond, Series 2025.* Finance Director Welch presented the resolution. Commissioner Braun moved and Commissioner Heinsohn seconded to approve the Resolution for \$5,462,000 Water Revenue Bond, Series 2025. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *Consider a resolution establishing Rates and Charges for services for the Engineering Department right-of-way permits.* Assistant Engineer McAdoo-Roesler presented the resolution. Commissioner Braun moved and Commissioner Heinsohn seconded to approve the resolution establishing rates and charges for Engineering Department right-of-way permits. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. OTHER BUSINESS Engineer Wigness brought up the Holiday Light Tour Map and shared how to add a location to the map.

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

January 7, 2025 at 5:30 p.m..

January 21, 2025 at 5 p.m..

February 4, 2025 at 5:30 p.m..

N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:39 p.m.

/s/James Neubauer
James Neubauer
City Administrator

/s/James Froelich
James Froelich
President, Board of City Commissioners