The Mandan City Commission met in regular session at 5:30 PM on January 7, 2025 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 and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS Mayor Froelich congratulated the NDSU football team for their championship last night, specifically Mandan's own Jaxon Duttenhefer.

1. *Beautification Recognition Program, 2824 Messara Pl SE (Berger Property)*. Building Official Singer presented the certificate to Cole Berger for his outdoor Christmas light display.

D. APPROVAL OF AGENDA Commissioner Braun moved and Commissioner Heinsohn 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. 17, 2024 Board of City Commissioners regular meeting*. Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

F. PUBLIC HEARING

1. *Consider a request for a special use permit for Discovery Kids childcare center for Lot 5, Block 1, Eastwood Acres 4th Addition*. Planner Stromme presented the special use permit. 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 Braun moved and Commissioner Sjoberg seconded to approve the special use permit for Discovery Kids childcare center for Lot 5, Block 1, Eastwood Acres 4th Addition with the conditions provided in the staff report. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. BIDS

1. *Consider bids for the Memorial Highway - East Half Project*. Engineer Wigness presented the bids, noting the lowest bid received was 5% over the engineer's estimate. Commissioner Rohr moved and Commissioner Heinsohn seconded to approve the concurrence of award to Reede Construction, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

H. CONSENT AGENDA

1. *Consider State Water Commission Funding for Memorial Highway*.
2. *Consider 2023 & 2024 Veterans Credit Abatements for Dana Keller*.
3. *Consider Plan Review Service Agreement for Heart River Transformational Women's Center*

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4. *Consider approval for the purchase of a Larue D50 loader-mounted snowblower from Swanston equipment through the sourcewell contract.*

5. *Consider approval of a task order amendment from Advanced Engineering and Environmental Services to provide the following updates to the WaterSMART Grant Application Assistance for Mandan's current Advanced Metering Infrastructure (AMI) System.*

6. *Consider a 2025 budget amendment to the Public Works Budget.*

7. *Consider a final plat for JR's Estates 2nd Addition.*

8. *Consider approval of the raffle permit for Lewis and Clark Wildlife Club.*

9. *Consider approval of a raffle permit for North Dakota Rural Electric Cooperative Foundation.*

10. *Consider approval of Administrative Assistant job description.*

11. *Consider approval of updates to the Communication Specialist job description.*

12. *Correction to Rock Prairie Estates Annexation.* Commissioner Sjoberg requested item 1 be pulled and discussed. Commissioner Braun moved and Commissioner Heinsohn seconded to approve consent agenda items 2-12 including all sub items as presented. Roll Call vote: Aye 5, Nay 0. The motion passed. Engineer Wigness presented the request to consider the State Water Commission Funding for Memorial Highway. Commissioner Sjoberg asked City Administrator to approach the podium, and took a moment to recognize Neubauer's efforts in the cost savings portion of the Memorial Highway project. Neubauer thanked Sjoberg for his comments, and added that it's been a team effort between the consultant engineers, North Dakota Department of Transportation, elected leaders and many City departments over the years to get to this point. Commissioner Sjoberg moved and Commissioner Braun seconded to to approve consent agenda item 1 as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider Preliminary Engineering Reimbursement Agreement for the I-94 Chip Seal Project.* Engineer Wigness presented the item. This will be a chip-seal of I-94 from western edge of Mandan to the eastern edge of Bismarck. Highway 810 is the portion the City has a piece of the funding responsibility for at 10% (or approximately $35,000). Construction is anticipated this summer. Commissioner Sjoberg moved and Commissioner Rohr seconded to enter into the agreement and authorize the use of 1% sales tax funds to pay for the City's share of the project. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider a Growth Fund committee recommendation for fire sprinkler assistance for 1702 E Main St.* Business Development & Communications Director Cermak presented the item. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve providing 50% matching funds, not to exceed $10,000, to be structured as a forgivable loan for installation of a fire sprinkler system at 1702 E Main St. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *Consider Re-executing Purchase Agreement for City-owned lot 606 Collins Avenue (65-3294000).* Planner Stromme presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the sale of 606 Collins Avenue contingent upon the conditions of the purchase

agreement. Roll Call vote: Aye 5, Nay 0. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *Consider a resolution authorizing a loan application for the 2025 Reconstruction Project - Monte Drive*. Engineer Wigness presented the resolution. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the resolution authorizing loan application, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider a Resolution establishing rates and charges for water meters*. Public Works Director O'Keefe presented the resolution. Commissioner Heinsohn moved and Commissioner Braun seconded to approve the Resolution establishing rates and charges for water meters for new construction from the Utility Maintenance department. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *Second consideration of Ordinance 1459 for Cove at Lakewood Planned Unit Development (PUD) Amendment*. Planner Stromme presented the second consideration of Ord 1459. There have been no changes to the ordinance or comments received. Commissioner Sjoberg moved and Commissioner Braun seconded to approve the second consideration of Ordinance 1459. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *January 14, 2025 at 5:30 p.m. Special Meeting, Working Session, Long Range Financial Planning*
- *January 21, 2025 at 5 p.m.*
- *January 28, 2025 at 5:30 p.m. Special Meeting, Working Session, Long Range Financial Planning*
- *February 4, 2025 at 5:30 p.m.*
- *February 11, 2025 at 5:30 p.m. Special Meeting, Working Session, Long Range Financial Planning*
- *February 18, 2025 at 5 p.m.*

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N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:20 p.m.

/s/James Neubauer	/s/James Froelich
James Neubauer	James Froelich
City Administrator	Board of City Commissioners