

The Mandan City Commission met in regular session at 5:30 PM on February 4, 2025 in the Ed “Bosh” Froelich 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, Ryan Heinsohn. Commissioner Sjoberg was absent. 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 Sand.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Beautification Recognition Program, 212 9th Ave NW (Gugel Property).* Communications Specialist Schmidt presented the Gugel's with a certificate for their outdoor Halloween display as part of the beautification recognition program.

2. *2025 Homestead, Veterans & Primary Residence Credit Programs.* Assessor Markely shared an update on the Homestead, Veterans & Primary Residence Credit programs. Mandan residents interested in these programs can call the City Assessing office for more information. For the primary residence credit, homeowners can apply at <https://www.tax.nd.gov/prc> by March 31. A person can apply for more than one of these programs.

D. APPROVAL OF AGENDA Commissioner Braun moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

E. MINUTES

1. *Consider approval of the following Board of City Commission minutes:.*

a. *Jan. 21, 2025 Regular Meeting.* Commissioner Braun moved and Commissioner Heinsohn seconded to approve as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

b. *Jan. 28, 2025 Special Meeting, Working Session*
. Commissioner Braun moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

F. PUBLIC HEARING

G. BIDS

H. CONSENT AGENDA

1. *Consider a minor plat for Ramblewood 15th Addition.*

2. *Consider a 2023 & 2024 abatement application for Dagley; 2309 Memorial Hwy SE.*

3. *Consider approval of Department of Water Resources construction funding applications (Monte Drive and Water Treatment Plant Phase III)*
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4. *Consider approval of an employee request for unpaid leave.*

5. *Consider approval of the raffle permit for Vietnam Vets/Legacy Vets Motorcycle Club Chapter 8.*

6. *Consider approval of an amended gaming site authorization for Matpac Wrestling Club, Inc at Stage Stop through June 30, 2025.* Commissioner Braun moved and Commissioner Heinsohn seconded to approve consent agenda items 1-6 as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider Hydro Instruments Sole Source justification letter.* Engineer Wigness presented the item. Commissioner Rohr moved and Commissioner Heinsohn seconded to approve sole sourcing Hydro Instruments as the chlorine feed equipment manufacturer and authorize staff to pre-negotiate pricing for this equipment. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

2. *Consider a 2025 Budget Amendment for Information Technology.* CIS Manager Mischel presented the item. Commissioner Heinsohn moved and Commissioner Rohr seconded to allow the IT department to purchase equipment to replace outdated devices, upgrade and enhance security, and hire an intern for the tasks required. Amend the 2025 budget for the IT department for \$250,000. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

3. *Consider a 2025 budget amendment for interim improvements at the Waste Water Treatment Plant.* Engineer Wigness presented the item. This improvement would prevent interruptions at the Waste Water Treatment plant which have been experienced lately. Commissioner Heinsohn moved and Commissioner Braun seconded to approve a \$215,000 increase to the Waste Water Treatment Plant's 2025 Capital Outlay budget using City Utility funds to pay for the equipment and professional services necessary to complete the described interim improvements. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

4. *Consider authorizing staff to advertise for Water Treatment Plant Phase III Optimization bids.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Heinsohn seconded to authorize the advertisement for bids for the Water Treatment Plant Phase III Optimization Project. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

5. *Consider Raw Water Intake project change orders.* Engineer Wigness presented the change orders. Commissioner Rohr moved and Commissioner Braun seconded to approve change orders G-08 and E-09, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

6. *Consider an extension of the Zoning Moratorium.* Planner Stromme presented the request. Commissioner Braun moved and Commissioner Heinsohn seconded to direct staff to add the moratorium extension to the Feb 18 City Commission agenda for first consideration. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Sjoberg. The motion passed.

7. *Legislative Update.* Administrator Neubauer presented the legislative update. No action was requested or taken.

K. RESOLUTIONS AND ORDINANCES

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *Tuesday, Feb. 11 at 5:30 p.m. Special Meeting, Working Session*
- *Tuesday, Feb. 18 at 5 p.m., Regular Meeting*
- *Tuesday, Feb. 25 at 5:30 p.m., Special Meeting, Working Session*
- *Tuesday, March 4 at 5:30 p.m., Regular Meeting*
- *Tuesday, March 11, at 5:30 p.m., Special Meeting, Working Session*
- *Tuesday, March 18 at 5:30 p.m., Regular Meeting*

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N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:14 p.m.

/s/James Neubauer
James Neubauer
City Administrator

/s/James Froelich
James Froelich
Board of City Commissioners