

The Mandan City Commission met in regular session at 5:30 PM on May 20, 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, James Froelich, Craig Sjoberg, Ryan Heinsohn (Absent Mike Braun). Department heads present were City Administrator Neubauer, Finance Director Welch, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Communications Specialist Schmidt, CIS Manager Mischel, Waste Water Treatment Plant Superintendent Ryan Malsam and Attorney Sand.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *If I Were Mayor Essay Contest.* The mayor introduced "If I Were Mayor" essay contest winner, Eva Benz. Eva is a seventh grade student at Mandan Middle School. Eva read her essay and sat in on the meeting to gain experience.

2. *Public Works Open House May 22.* Public Works Director Shane O'Keefe invited the public to attend the Public Works Open House on May 22 from 4-6 p.m.

Mandan Progress Organization Executive Director Matt Schanadore provided a recap on the May 17 Touch a Truck event. There were 45 businesses participating, about 75 vehicles showcased, and approximately 6,500 people attended the event.

Commissioner Rohr shared a recap of the Peace Officers Memorial service that took place on May 15, thanking all those who were involved in the service.

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

E. MINUTES

1. *Consider approval of the May 6, 2025 Board of City Commissioners meeting minutes .* Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

F. PUBLIC HEARING

1. *Consider a variance for Lot 1, Block 35, Mandan Proper.* Building Official Singer presented the variance request. Darren Buffington (representing Father Josh Waltz) spoke about the project. 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 Heinsohn seconded to approve the building setback variance and shared parking agreement contingent upon the approval and recording of a shared parking agreement. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

2. *Consider a variance for Lot 2, Block 1, Midway 10th Addition.* Building Official Singer

presented the variance request. 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 Sjoberg moved and Commissioner Heinsohn seconded to approve the setback variance as presented in the agenda packet contingent upon Mandan Architecture Review Commission review and approval. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

G. BIDS

1. *Consider concurring to award a bid for the North Dakota Department of Transportation chip seal projects.* City Engineer Wigness presented the item. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the Resolution of Concurrence for the NDDOT projects, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

H. CONSENT AGENDA

1. *Consider approval of monthly bills.*
2. *Consider approval of the following gaming site authorizations:.*
 - a. *Fort Abraham Lincoln Foundation at Midway Lanes from July 1, 2025 to June 30, 2026.*
 - b. *Fort Abraham Lincoln Foundation at Lonesome Dove from July 1, 2025 to June 30, 2026.*
 - c. *Fort Abraham Lincoln Foundation at Black Lions from July 1, 2025 to June 30, 2026.*
 - d. *Fort Abraham Lincoln Foundation at Big Stick Cigar from July 1, 2025 to June 30, 2026.*
 - e. *Fort Abraham Lincoln Foundation at the Paddle Trap from July 1, 2025 to June 30, 2026.*
 - f. *Matpac Wrestling Club, Inc. at The Scapegoat Bar from July 1, 2025 to June 30, 2026.*
 - g. *Matpac Wrestling Club, Inc. at Stage Stop from July 1, 2025 to June 30, 2026.*
 - h. *Matpac Wrestling Club, Inc. at Old Town Tavern from July 1, 2025 to June 30, 2026 .*
 - i. *Matpac Wrestling Club, Inc. at Last Call Bar from July 1, 2025 to June 30, 2026*
 - j. *Bismarck Cancer Center Foundation at Dale Pahlke Rodeo Arena from July 1 to July 4, 2025.*
 - k. *Mandan Hockey Club Inc. at Blackstone Tavern from July 1, 2025 to June 30, 2026.*
 - l. *Mandan Hockey Club Inc. at Old Ten Bar & Grill from July 1, 2025 to June 30, 2026.*
 - m. *Mandan Hockey Club Inc. at Vicky's Sports Bar from July 1, 2025 to June 30, 2026.*
 - n. *Mandan Moose Lodge #425 at Mandan Moose Lodge #425 from July 1, 2025 to June 30, 2026.*
3. *Consider approval of the Class A, C, D, D1, E, F and Special B liquor license renewals effective July 1, 2025.*
4. *Consider a minor plat for Lakewood Harbor 3rd Addition.*
5. *Consider entering into an agreement with the North Dakota Office of State Tax Commissioner for the administration of Mandan's local sales, use and gross receipts taxes for the 2025-2027 biennium.*
6. *Consider approval of the Passport Agent (Library) job description.* Commissioner Rohr

moved and Commissioner Sjoberg seconded to approve consent agenda items 1-6 including all subitems, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider approval of the 2025 North Dakota Game and Fish Boat RBS (Recreational Boat Safety) Funding Agreement.* Fire Chief Bitz presented the item. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to allow staff to enter into an agreement with the North Dakota Game and Fish Department to accept the 2025 Recreational Boat Safety Program grant funding and allow Fire Department Staff to proceed with the boat purchase as described above. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

2. *Consider a Storefront Improvement application for NAPA Auto Parts, 400 E Main St.* Business Development & Communications Director Cermak presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the Storefront Improvement application for 400 E Main St by NAPA Auto Parts for up to \$60,000 in matching funds to be structured as a forgivable loan. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

3. *Consider an Engineering Service Agreement Amendment for Street Improvement District 236, First Street Improvements.* City Engineer Wigness presented the item. There are three business-owner meetings scheduled within the scope of this agreement, so the City can continue to work with businesses in phase I and the future phase II portion of the project. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the amendment including final design services, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

4. *Consider approval of the proposal to remove and replace the sewage lift pumps at the Law Enforcement Center.* Police Chief Ziegler presented the item. Commissioner Rohr moved and Commissioner Heinsohn seconded to approve using \$15,040 from the Law Enforcement Center (LEC) Building Fund to remove and replace the sewage lift pumps at the Law Enforcement Center. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

5. *Consider approval of 2024 Records Disposal for the following Departments:.* Assessor Markley presented the item. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the 2024 record disposal for the following departments in compliance with the record retention schedules in accordance with state law & city policy; Finance, Utility Billing and Assessing. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

a. *Assessing.*

b. *Utility Billing.*

c. *Finance.*

6. *Consider providing Flex PACE letters of support to the following:.*

a. *Redline Plumbing Heating & Air LLC.* Business Development & Communications Director Cermak presented the item. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve providing a Flex PACE letter of support for Redline Plumbing Heating & Air LLC. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

b. *Buller Automotive, Inc.* Business Development & Communications Director Cermak presented the item. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve

providing a Flex PACE Letter of Support to Buller Automotive, Inc. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *Consider the Financing Resolution for Street Improvement District No. 239 (Memorial Highway Project).* Finance Director Welch presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the Financing Resolution for Street Improvement District No. 239 (Memorial Highway Project). Roll Call vote: Aye 4, Nay 0, Absent Commissioner Braun. The motion passed.

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *May 27, 2025 at 5:30 p.m., Special Meeting, Long Term Financial Planning*
- *June 3, 2025 at 5:30 p.m.*
- *June 17, 2025 at 5:30 p.m.*
- *July 1, 2025 at 5:30 p.m.*

N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:29 p.m.

/s/James Neubauer

James Neubauer
City Administrator

/s/James Froelich

James Froelich
Board of City Commissioners