



AGENDA
MANDAN CITY COMMISSION
AUGUST 16, 2011
ED "BOSH" FROEHLICH MEETING ROOM
5:30 P.M.
www.cityofmandan.com

-
- A. ROLL CALL:
1. Roll call of all City Commissioners and Department Heads.
- B. MINUTES:
1. Consider approval of the minutes from the August 2, 2011 Board of City Commission meeting.
- C. PUBLIC HEARING:
1. A Public Hearing to determine the sufficiency of protests Flood Improvement Project 2011-06 District #1.
 2. A Public Hearing to consider a five-year Ad Valorem Tax Exemption for High Plains Apache Sales and Service LLC
 3. A Public Hearing to consider a five-year Ad Valorem Tax Exemption for Shorestone Development Inc.
- D. BIDS:
- E. CONSENT AGENDA:
1. Consider approval of the monthly bills.
 2. Consider for approval the plans and specifications for and the execution of a 3-way agreement for the installation of water & sewer in Heart Ridge Addition.
 3. Consider the following abatements:
 - i. Michael Braun – Remodel Exemption
 - ii. Diana Schlosser – New Construction
- F. OLD BUSINESS:
1. Consider Tuition Assistance Policy
 2. Consider a proclamation to extend the State of Emergency within the City of Mandan pursuant to Section 06-03-07 of Mandan Code of Ordinances.
- G. NEW BUSINESS:
1. Consider the Morton Mandan Public Library's 2012 Budget.
 2. Consider Mandan Growth Fund Committee recommendations:
 - i. Application for property tax exemption by High Plains Apache Sales and Service at 1701 Eastside Court
 - ii. Application for property tax exemption by Shorestone Development, Inc at 4400 21st Street SE

*Agenda
Mandan City Commission
August 16, 2011
Page 2 of 2*

- iii. Storefront Improvement application for 116 E Main Street by MM Restaurant Group
 - 3. Consider renewal of real estate listing contract for city-owned properties (100 Collins, 104 E Main, 106 E Main, 108 E Main and 116 E Main)
 - 4. Consider letter from Captain's Landing Township related to sanitary sewer services
- H. RESOLUTIONS & ORDINANCES:
- 1. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1102 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012, and making the annual tax levy for the year 2011.
 - 2. Consider the introduction and first consideration of Ordinance No. 1103 related to annual leave cutoff date
 - 3. Consider introduction and first consideration of Ordinance No. 1104 – An ordinance to amend Chapter 17-04 to the Mandan Code of Ordinances Relating to Noxious Weeds.
- I. OTHER BUSINESS:
- J. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
- 1. September 6, 2011 – 5 p.m. start
 - 2. September 20, 2011
 - 3. October 4, 2011
- K. ADJOURN

Departmental planning meeting will be held the Monday prior to the Commission meeting, all Commissioners are invited, noon, Dykshoorn Conference Room. Please notify the city administrator by 8:30 a.m. that Monday if you plan on attending. If more than two commissioners plan on attending, proper public notice must be given.

The Mandan City Commission met in regular session at 5:30 p.m. on August 2, 2011 in the Ed “Bosh” Froehlich Room at City Hall. Commissioners present were Helbling, Tibke, Rohr, Frank and Jackson. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development and Communications Director Huber, Engineering Project Manager Bechtel, and City Assessor Barta.

Mayor Helbling extended a *thank-you* to the City Staff, the Police and Fire Departments in recognition of their efforts put forth in handling each crisis event as they occur.

MINUTES: *Consider approval of the minutes for July 19, 2011, regular meeting.* Commissioner Tibke moved to approve the minutes of July 19, 2011, Commissioner Jackson seconded the motion. The motion received unanimous approval of the members present.

PUBLIC HEARING:

BIDS:

CONSENT AGENDA:

1. *Consider for approval an application for beer garden and street dance.* The Board approved of an application for beer garden and street dance.
2. *Consider approval of the replat of Lot 3, Block 2, Lakewood Commercial Park 2nd Addition.* The Board approved of the replat of Lot 3, Block 2, Lakewood Commercial Park 2nd Addition.
3. *Consider site authorization for Prairie Public Broadcasting at the Mystique Lounge LLC for August 1, 2011 through June 30, 2012.* The Board approved of the site authorization for Prairie Public Broadcasting at the Mystique Lounge LLC for August 1, 2011 through June 30, 2012.

Commissioner Jackson moved to approve the Consent Agenda as presented. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present.

OLD BUSINESS:

1. *Consider an extension of the purchase and business incentive agreements for 116 E Main Street.* Business Development and Communications Director Huber reviewed with the Board a request from DeLanis and Linda Thomas, owners of the Mama Maria’s Italian Restaurant to purchase the property personally and lease it to the restaurant business. They have also requested an extension of the deadline for closing on the sale of the property from July 31, 2011 to August 19, 2011, to allow additional time to obtain contractor bids and secure financing. The Purchase and Business incentive agreements have been prepared for the transfer of the 116 East Main Property to DeLanis and Linda Thomas to lease the building to the restaurant business with a closing date of August 19,

2011. Huber recommended approval of this agreement.

Commissioner Rohr moved to approve an extension of the purchase and business incentive agreements for 116 E Main Street to August 19, 2011. Commissioner Tibke seconded the motion. Commissioner Rohr amended the motion to move the request for extension of the closing date from August 19, 2011 to August 31, 2011. Commissioner Tibke seconded the amended motion.

Commissioner Jackson commented that he would not be inclined to grant the extension to August 31st, stating that there were initially four parties that were interested in this property and if for whatever reason the parties who were granted the bid fell through, there would be time yet this year for the next interested business in line to renovate the property. He stated that he discussed this with Huber today and the parties should have an idea by August 16th to accomplish obtaining contractor bids and to secure financing therefore he does not think it is necessary to grant the extension to August 31st.

Mayor Helbling asked for a roll call vote on the amended motion granting an extension date from August 19, 2011 to August 31, 2011. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: No; Commissioner Helbling: Yes. The motion passed.

Mayor Helbling asked for a roll call vote of the original motion which was to approve the extension of the purchase and business incentive agreements for 116 East Main to August 19, 2011. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

Mayor Helbling invited Del Wetsch, Mandan Progress Organization, to come forward at this time to report on the Buggies-n-Blues weekend. Wetsch stated that over 1,600 people attended the Saturday night dance festivities and over 450 vehicles participated in the car show on Sunday. He stated that the MPO will be hosting the Wild West Grill fest in 2 weeks and encouraged everyone to come out at that time.

NEW BUSINESS:

1. *Consider allowing the negotiation of and enter into an Engineering Services Agreement for Street Improvement Project 2010-03 District #161 (North Mandan).* Engineering Project Manager Bechtel reported that an RFQ was submitted to eight engineering firms on July 20, 2011, for Street Improvement Project 2010-03 District #161 (North Mandan) with a deadline of July 27, 2011 to submit a bid. He stated that five proposals were returned by the deadline date and a selection committee reviewed the proposals and provided a recommendation to grant the bid to Toman Engineering/Wenck in collaboration of completing the project. Bechtel requested permission from the Board to allow Administrator Neubauer and himself to enter into negotiations with the selected firm to arrive at the engineering fees scope of work in order to enter into an engineering agreement for completion of the project. Bechtel stated that in projects such as these – a proposal is obtained for engineering fees; however, we considered the qualifications and

will negotiate the fees. As far as the overall project, the engineering department has an idea of the costs; however, the RFQ is to be determined before determining the scope of costs. He stated that the City already has a lot of information on the Diane's Project, estimated at 30-40%, already completed along with the area to be added west of Collins - which will relate to cost savings with whatever firm is awarded the project. Bechtel stated that in discussions with Toman Engineering the project would not be completed in 2011, rather the RFP will be scheduled in February 2012 indicating that the site analysis would be turned over to the engineering firm selected and the City Engineer's office will work with that firm. Mayor Helbling commented that the benefit of working with one of these engineering firms will be that they may determine that immediate action be taken to repair areas yet this fall resulting in substantial savings.

Commissioner Jackson commented that it would be his preference this matter be handled through the standard RFP process which would save the City money in getting the costs from the engineer's. He realizes it would result in more work and more delay. Bechtel stated that Toman is one of the more reasonable firms to work with. They are familiar with the city processes. He indicated that his office is aware of what the approximate fees will result in with projects such as this one. Jackson mentioned he is of the opinion that if RFPs are obtained in the standard way of doing business of gathering bids, there may be the possibility of doing the patchwork yet this year. Commissioner Frank wanted to clarify that it's the engineering costs that are being considered and the amount of work of the engineering firm as opposed to all the construction costs associated with the street work. So there is a potential for actual cost savings when the project is bid out for the actual labor that the street work involves, understanding that the engineering costs are 10-20% of those costs. Bechtel stated that with projects that involve state and federal funding, the pricing is more consistent among firms.

Commissioner Frank motioned to approve negotiations of and enter into an Engineering Services Agreement for Street Improvement Project 2010-03 District #161 (North Mandan). Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: No; Commissioner Helbling: Yes. The motion passed.

2. *Consider the approval of the feasibility report for, approve the plans and specifications for, and authorize the call for bids on Water & Sewer Improvement District No. 58, Project No. 2011-07 (Shoal Loop extension).* Engineering Project Manager Bechtel stated that this matter was before this Board at the July 5, 2011, meeting and those districts were approved and this is to approve the paperwork and to move forward to the bidding phase of this project in order to determine the costs.

Commissioner Jackson moved to approve the feasibility report for, approve the plans and specifications for, and authorize the call for bids on Water & Sewer Improvement District No. 58, Project No. 2011-07 (Shoal Loop extension). Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

3. *Consider the Mandan Airport Authority's 2012 Budget.* Jim Lawler, Airport Manager presented a request to approve the Mandan Airport Authority 2012 budget. Lawler reported that the airport is having an average year this year. He reviewed possible updates to the airport, all contingent upon funding.

Commissioner Tibke moved to approve the Mandan Airport Authority's 2012 Budget. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

4. *Consider filing an intent to apply for the U.S. Treasury Department's Small Business Credit Initiative.* Business Development and Communications Director Huber reviewed with the Board an opportunity for the City of Mandan to participate in the U.S. Department of Treasury's Small Business Credit Initiative Program. She explained that this is a part of the Small Business Jobs Act of 2010 funded to provide support for lending to small business and small manufacturers. The initiative is intended to leverage private financing to help small businesses and manufacturers attain the loans or investments they need to expand and create jobs. The total allocated for North Dakota is \$13.1 million. Huber stated she has had discussions with the Director of Commercial Lending at the Lewis and Clark Regional Development Council about the possibility of administering the program on the City's behalf. Huber explained how the allocation of funds is set up and noted the deadlines for application if interested. Huber explained there would be no expenditure of funds to participate in the program but there would be staff time involved in working with the Lewis and Clark Regional Development Council to put together a plan to apply for the program.

Commissioner Frank motioned to approve allowing the City of Mandan file a Notice of Intent to apply to the US Department of Treasury Small Business Credit Initiative.

Commissioner Jackson seconded the motion. The motion received unanimous approval of the members present.

5. *Consider budget amendment to the 2011 asphalt budget for increased street repairs.* Director of Public Works Wright reviewed with the Board a request to consider amending the Public Works Asphalt budget to allow for increased street repairs. Wright stated that the repair breakdown will consist of temporary repairs and permanent repairs and reviewed those areas of concern for the upcoming winter. Wright stated he has discussed this matter with Finance Director Welch, who has recommended the use of Sales Tax dollars to fund this amendment. The total cost of the amendment with anticipated costs in the amount of approximately \$41,000.

Commissioner Frank moved to amend the 2011 asphalt budget for increased street repairs in the amount of \$41,000 requested to make the repairs in a timely manner. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present.

Mayor Helbling requested Wright to provide an update with regard to the policy regarding tree removal handled by the City. Wright stated that the City will be taking care of trees in the boulevards and the public right-of-ways. Any damaged trees on private property are the responsibility of the property owners at this time. However, the fees have been waived at the landfill this week for tree disposal. Regarding the areas that the City has already cleaned up, they will not be returning to pick up any branches or trees or debris that have been placed in those areas.

6. *Consider Mandan Wastewater Treatment Plant (WWTP) Phase I – Interim Improvements Project.* Steve Himmelspach, Superintendent of the WWTP, presented a request to consider hiring an engineering firm to design plans and specifications for improvements at the Wastewater Treatment Plant. Himmelspach provided a brief summary of the obstruction in the valves that has caused a diminished hydraulic capacity of the pretreatment units. Repeatedly cleaning of the valves has not improved the problem. All components of the grit removal system are in need of replacement. Himmelspach recommended hiring Advanced Engineering and Environmental Services because they have been working with the WWTP all along and are familiar with its operations. Russ Sorenson from Advanced Engineering was present for questions. Sorenson estimates the cost of the project to be \$275,000. Advanced Engineering will draft the final design and prepare bids to remove buried valves and to replace them; replace the grit removal system and complete the utility rate adjustments.

Commissioner Tibke moved to approve the hiring of Advanced Engineering to draft the final design and prepare bids for construction services for the removal of the existing buried butterfly valves and replacement with knife gate or plug valves, a complete replacement of the grit removal system, and completion of the utility rate remodeling. Commissioner Frank seconded the motion.

Commissioner Jackson commented that he has the same concern with this project as the previous discussion on the work for Diane's Addition, stating that by not getting estimates from other engineering firms as far as the proposed engineering fee and considers it as "leaving money on the table". In this case, within the Master Plan, the City did go through an RFP and RFQ process for that Master Plan, but that has not occurred in this situation. By looking at the numbers provided, the City is at 20% of the cost of this project. He stated he does not think this Board is doing its due diligence on behalf of the Mandan citizens if actions are approved without going through a more rigid (bidding) process. Realizing that this matter should have commenced earlier in the summer time and that there is probably not enough time to complete the bidding process yet this year to get this matter off ground, Commissioner Jackson stated that in the future, this Board should consider following the same protocol for all such actions of this nature in a similar manner the way other government entities do. Sorenson stated that there is an opportunity to take advantage of leftover state revolving loan fund money set aside for other city water upgrades and they will utilize the funds to pay for it this year.

Mayor Helbling called for a roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

7. *Consider personnel actions.*

(i) City Administrator Neubauer reviewed with the Board to consider compensation for those exempt employees that have in excess of 60 hours of comp time accumulated due to flood related activities throughout the spring and summer. There were five employees involved and the cost would be approximately \$5,300.

Commissioner Jackson moved to approve compensating the five employees who have in excess of 60 hours of comp time due to flood related activities in the amount of approximately \$5,300. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

(ii) City Administrator Neubauer reviewed with members a proposal to amend the Mandan Code of Ordinances Section 04-07-03(9) relative to the carryover of unused annual leave. The proposal would be to move the January 1st date to the hiring date of the employee in order to alleviate the problems that occur in November and December when employees tend to use a significant amount of leave or lose hours which causes scheduling problems within departments.

Commissioner Jackson moved to approve the drafting of an amendment to the Mandan Code of Ordinances Section 04-07-03(9) to be revised from carryover of unusual annual leave from January 1st to an employee's hire date. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

(iii) City Administrator Neubauer reviewed with members a proposed policy that would offer employees tuition assistance for employee educational growth to maintain and advance professional, technical and managerial competence and to prepare employees for promotional or career change opportunities within city employment. The policy outlines certain criteria that would have to be met followed by several levels of review before granting approval. Department budgets would have to be developed accordingly to accommodate the requests as funds are available. Board members commented in favor of the tuition assistance program, in part to retain employees and suggested that due to tightening of budgets that consideration be given to designing the program to be more of a scholarship-type program on a case by case basis, and again, as funds are available. Commissioner Jackson commented that he would like to see a provision included in the policy that would bound the employee to continued employment with the city in return for dollars expended on that employee's tuition assistance. Administrator Neubauer directed attention to the draft policy @ No. B(i) wherein a clause of that nature has been included in the policy requirements. Ultimately, there will be a plan in place for each individual employee if they choose to apply for this program. Commissioner Rohr and

Commissioner Tibke commented they favored having a pay-back clause written into the policy to protect the city's investment of dollars provided for education or training that would prohibit an employee from leaving within a certain timeframe once the degree would be obtained.

Commissioner Frank motioned to table the approval of an employee tuition assistance program until a later date. Commissioner Tibke seconded the motion. Mayor Helbling commented that one of the features he likes with regard to the program is that the City will not allow just anyone to apply for it. There will be criteria to follow and proper reviews of the requests made to determine qualifications. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

Administrator Neubauer was directed to conduct further research into this matter and bring additional information to the next meeting for further discussion/approval. The areas of concern are: (1) No. A(a)(i): Undertake a course of study which leads to an associate's, bachelor's or master's degree in an occupation for which the city normally recruits employees; and the class work is in an area which relates to the employee's field of work; and (2) No. B(i): If an employee voluntarily terminates employment with the city there may be repayment options that must be contained within an approved tuition assistance plan; and (3) To set aside a certain amount of money each year as a competitive scholarship-type process; and that a position be open within a department that would warrant consideration for someone to apply and/or qualify for the program.

RESOLUTIONS & ORDINANCES:

1. *Consider second and final consideration of Ordinance No. 1100 Zone Change for Sunset Commercial Park & School District 5th Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map.* Commissioner Jackson moved to approve the second and final consideration of Ordinance No. 1100 Zone Change for Sunset Commercial Park & School District 5th Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.
2. *Consider second and final consideration of Ordinance No. 1099 Zone Change for Seven Seas 1st Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map.* Commissioner Tibke moved to approve the second and final consideration of Ordinance No. 1099 Zone Change for Seven Seas 1st Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map. Commissioner Jackson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

3. *Consider second and final consideration of Ordinance 1101 an ordinance to create a new section to the Title 12, Alcohol and Gaming Licenses and Permits, of the Mandan Code of Ordinances relating to the on or off sale of distilled spirits.*

Commissioner Jackson moved to approve the second and final consideration of Ordinance 1101 an ordinance to create a new section to the Title 12, Alcohol and Gaming Licenses and Permits, of the Mandan Code of Ordinances relating to the on or off sale of distilled spirits. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

4. *Consider second and final consideration of Ordinance No. 1097 Zone Change for Heart Ridge First Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map.*

Commissioner Jackson moved to approve the second and final consideration of Ordinance No. 1097 Zone Change for Heart Ridge First Addition – An ordinance to amend and reenact section 21-03-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map. Commissioner Frank seconded the motion.

Jim Davis came forward to speak. Davis extended a thank-you to the Board for acknowledging the email he sent on June 21, 2011. He said his concern with this matter is that there are no numbers disclosed as to the number of apartments that are going to be there. He stated that there are ten homeowners directly across from this property that are opposed to Section 31. The concern is most of the homeowners have spent 30 years building equity in their homes and they will lose that equity to an apartment complex. Davis stated he lives on 8th Avenue, one block north of the school. He is concerned that the drainage area directly across the street that is corresponding to the ten homes is 150 ft deep and it would be easy to put 8, 9, or 10 houses on that section; then use the drainage area as the buffer zone. Reviewing the acreage of the land and in comparison to other Wachter apartment complex properties, there could be about 780 possible apartments built on that property. Davis stated that to date, there has been no mention of how many apartments are going in there – that will affect the equity in the homes across the street. He stated that the problem with apartments is that they depreciate. He said that it is not fair to the ten homeowners that they will lose approximately \$20-\$30,000 in their homes' equity due to this project. He stated that most cities such as Fargo, Grand Forks, etc. have a buffer zone. Davis said that the property owners opposed the zoning back in May although Engineering Project Manager Bechtel stated at that time that there was no opposition to the zoning change. Davis stated that at that time, the ten homeowners also voiced concern about the access in and out of that area. Davis cited the Mandan City Code as saying that anytime you are entering a new zoning that what goes into that housing unit should be complimentary to what is already there. Davis recommended that there be a change to the proposed Section 31 where the drainage ditch becomes a buffer zone – wherein 8-10 homes could be constructed there which would create less of an impact on the ten homeowners now currently established across the street. And as previously noted, Davis commented that access to that area will be very difficult and consideration should be given to that concern.

Mayor Helbling inquired of Engineering Project Manager Bechtel if there is a plat already on this property. Bechtel replied that there was a master plan that was reviewed. Bechtel stated that the saturation that Davis referenced is addressed in the ordinance with the restriction of five units per acre – noting that the RM is restricted to five units per acre. The largest section - would be allowed 25 living units and it will be up to the developer how he will accommodate that. The lot across from the school is about 3.5 to 4 acres – which is the same thing and it is restricted to 20 units. The parking will be addressed with the architectural units of the building. Bechtel stated that the drainage ditch cannot be built on. He also stated that the Planning & Zoning Committee looked at the restrictions to the five acres. The density is compatible to what R7 will be. The developer and the homeowners were part of the discussion as to the restrictions that were put into place. Commissioner Jackson stated that it was his recollection that neither the developer or the homeowners were completely satisfied with the outcome, however, this turned out to be a nice compromise to both parties in moving forward in the development of that property.

Mayor Helbling requested a roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

OTHER BUSINESS:

1. *Consider the scope of work for flood generated eligible debris removal (sandbags, levee, and dike material).* City Administrator Neubauer stated that there has been work in progress to come up with a plan to remove debris from the areas affected by flood. He stated that a more definitive scope of work will need to be developed as to exactly where the sandbags are that will need to be removed as well as removing the clay levees that are in place. This request is to grant permission for staff to obtain bids for removals and to see what prices come back. Mayor Helbling inquired, (under the emergency clause), if the City is to establish a penalty for those who willingly and knowingly placed their sandbags on public right-of-way, boulevards, streets, etc. before this comes into play? In particular, the City should not have to deal with any personal property debris until this plan is put into place and the City should establish some kind of fine or penalty if this occurs. Commissioner Jackson inquired if this type of action could be special assessed back to the home owner?

Neubauer recommended that the City outline a process for the removal of debris and then publish the proper notices indicating when and where removal will be taking place. City Attorney Brown stated that there is an Ordinance in place @ Section 10-04-05 of the Mandan City Code that prohibits the depositing of debris on a public right-of-way. It was suggested that during regular patrolling of the city, if the police would observe somebody piling debris, etc. they could be cited for violation of that ordinance.

Commissioner Jackson moved to approve the drafting of a plan by Attorney Brown and City staff to draft language for the scope of work for flood generated eligible debris removal (sandbags, levee, and dike material) and that an advertisement for bids be placed

in the August 12th Mandan news. Commissioner Tibke seconded the motion. The motion received unanimous approval of the members present.

There being no further actions to come before the Board, Tibke moved to adjourn the meeting at 7:28 p.m. Commissioner Jackson seconded the motion. The motion received unanimous approval of the members present.

James Neubauer,
City Administrator

Timothy A. Helbling,
President, Board of City
Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 9, 2011
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR:
PRESENTER: Dave Bechtel
SUBJECT: A public hearing to determine the sufficiency of protests Flood Improvement Project 2011-06 District #1.

STATEMENT/PURPOSE: To determine if there is sufficient opposition to protest out the subject special assessment district for the funding of the projects.

BACKGROUND/ALTERNATIVES: The window of opportunity to protest the special assessments for the subject project closed on August 9th 2011. We received 1 letters, 1 phone call and 1 email protesting the project. The expressed protests represented 5 lots within the district and around 2% of the protestable land within the district. The threshold of 50% required to protest out the district, was not met.

ATTACHMENTS: Letter and email received as protests.

FISCAL IMPACT: The project is not barred from any assessments that may be levied against the properties within the special assessment districts.

STAFF IMPACT: Minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City attorney for his review

RECOMMENDATION: This office recommends moving forward with this project.

SUGGESTED MOTION: I move to find the protests received for the district as insufficient to protest out the subject district and recommend continuation of the project.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 16, 2011

Subject: A public hearing to determine the sufficiency of protests Flood Improvement Project 2011-06 District #1.

Page 2 of 3

NOTICE OF PROTEST OF RESOLUTION
DECLARING THE NECESSITY OF AN IMPROVEMENT PROJECT IN AND
FOR FLOOD IMPROVEMENT DISTRICT NO. 1 OF THE CITY OF MANDAN

(FIRST PUBLICATION DATE JULY 8, 2011)

PLEASE TAKE NOTICE THAT THIS PROTEST IS FILED by and on behalf of Joshua Olson, relating to the lots, parcels, and tracts of property owned by him known as:

1. Lot 014 Blk 002, Lakewood Harbor 4th, Lot 14A of Lot 14 of the City of Mandan, ND (residential, non-homestead)
2. Lot 044 Blk 001, Bridgeview Bay Addition to the City of Mandan, ND (vacant)
3. Lot 009 Blk 002, Lakewood Harbor 3rd, to the City of Mandan, ND (vacant).

This is a timely protest to the adoption of the above-referenced resolution, based on the following:

1. That the proposed resolution does not address the method or means of computation of any special assessments against the property within the proposed district, and is void for vagueness, and gives the affected property owners no reasonable certainty regarding the cost of proposed assessments.
2. That the proposed resolution appears to not only address prospective costs, but retroactive costs for actions already taken by the City of Mandan, to which the affected owners did not have the opportunity to provide input or challenge.
3. That the proposed resolution purports to limit special assessments "to the extent" of any benefit incurred by the affected property owners, which method for determining such "benefit" is vague and uncertain.
4. That the proposed resolution appears to suggest that proposed special assessments will be made based on a proportionate share of acreage, which unfairly and adversely impacts property owners with vacant lots, and does not take into account whether or not property owners secured protection for their property by providing insurance or their own flood management devices and works.
5. That the proposed resolution appears to be seeking reimbursement for the City's exercise of temporary eminent domain, which is not a condition which is properly subject to assessments.

Dated this 28 day of July, 2011.

Joshua Olson



Board of City Commissioners

Agenda Documentation

Meeting Date: August 16, 2011

Subject: A public hearing to determine the sufficiency of protests Flood Improvement Project 2011-06 District #1.

Page 3 of 3

Dave Bechtel

From: Reinhardt, Bryan T. [breinhar@nd.gov]
Sent: Monday, July 25, 2011 2:47 PM
To: Dave Bechtel
Subject: Mandan Flooding

Dave,

Just a quick note on flooding if you are keeping track. Our home did not receive any water. Our sump pump never even ran. We have a half basement that is actually only 3 feet deep. We are also probably a bit higher elevation than a lot of the Marina Bay area (lot 1 Block 1 2nd addition). I did hear something about a proposal for groundwater relief wells being drilled, but that it was tabled. For the reasons above, I would not be in favor of paying for anything like this.

If you have any questions, let me know.

Thanks,

Bryan T. Reinhardt
2901 46 Ave SE
Mandan, ND 58554



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 11, 2011
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Richard L Barta
PRESENTER: Richard L Barta
SUBJECT: 5-Year Ad Valorem Tax Exemption for High Plains Apache Sales and Service LLC

STATEMENT/PURPOSE: To consider a five year tax exemption for a newly constructed commercial structure pursuant to North Dakota Century Code 40-57.1.

BACKGROUND/ALTERNATIVES: High Plains Apache is asking for an exemption on a newly constructed shop, office and retail structure. The Notice to Competitors was published in the July 22nd and July 29th editions of the Mandan News and no competitors have submitted a written protest.

This business will potentially create up to 21 employment positions.

The Mandan Growth Fund Committee met to consider this project on August 11th and determined the following:

They voted to recommend for High Plains Apache Sales and Service, LLC the base exemption of 100% for years 1-2; 75% for year 3; 50% for year 4; and 25% for year 5; noting that subject to jobs verification and meeting the employment goals outlined in the City's property tax exemption policy by the end of year 2 that the business would then receive the 100% exemption in years 3-5. The motion passed unanimously.

Also, the County, the School District and the Park District were given notification of this exemption on July 12th and again on August 12th.

This parcel is also known as Parcel #10146 at 1701 Eastside Ct SE on Lot 1, Block 1, Re-Plat of Eastside Commercial Park 1st Addition.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$14,329 per year.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested exemption for High Plains Apache Sales and Service, LLC due to approval from the Mandan Growth Fund and meeting all requirements under the City of Mandan's Commercial Property Tax Exemption Policy and Guidelines and State Statute.

SUGGESTED MOTION: I support the Growth Fund's recommendation for a motion to approve the application for High Plains Apache Sales and Service, LLC the base exemption of 100% for years 1-2, 75% for year 3, 50% for year 4 and 25% for year 5, due to meeting City of Mandan's Commercial Property Tax Exemption Policy and Guidelines and also following State Statute.

Jul 11 11 09:34a Paul Peterson

701-239-4405

p.1

#10146

FAXED
 6/28/11

**Application For Property Tax Incentives For
 New or Expanding Businesses**

Pursuant to N.D.C.C. Chapter 40-57.1

Project Operator's Application To Mandan, ND Morton County
City or County

Aug 16/11

File with the City Auditor for a project located within a city; County Auditor for locations outside of city limits.

A representative of each affected school district and township is included as a non-voting member in the negotiations and deliberation of this application.

This application is a public record

Identification Of Project Operator

1. Name of project operator	<u>High Plains Apache Sales and Service LLC</u>		
2. Address of project	<u>1701 Eastside Court</u>		
	City <u>Mandan</u>	County <u>Morton</u>	
3. Mailing address of project operator	<u>2201 Hancel Parkway</u>		
	City <u>Mooreville</u>	State <u>TN</u>	Zip <u>46158</u>
4. Type of ownership of project	<input type="checkbox"/> Partnership <input type="checkbox"/> Subchapter S corporation <input type="checkbox"/> Individual proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input checked="" type="checkbox"/> Limited liability company		
5. Federal Identification No. or Social Security No.	<u>27-3316580</u>		
6. North Dakota Sales and Use Tax Permit No.	<u>273040 00</u>		
7. If a corporation, specify the state and date of incorporation	<u>8/24/2010</u>		
8. Name and title of individual to contact	<u>Paul M. Peterson</u>		
Mailing address	<u>2910 35 1/2 CT. Ave South</u>		
City, State, Zip	<u>Fargo, ND</u>	<u>58104</u>	Phone No. <u>701-261-6920</u>

Project Operator's Application For Tax Incentives

9. Indicate the tax incentives applied for and terms. Be specific.	<input checked="" type="checkbox"/> Property Tax Exemption <u>5</u> Number of years _____ Beginning year _____ Ending year _____ Percent of exemption _____ Amount of annual payments (attach schedule if payments will vary)	
	<input type="checkbox"/> Payments In Lieu of Taxes	
10. Which of the following would better describe the project for which this application is being made:	<input type="checkbox"/> New business project <input checked="" type="checkbox"/> Expansion of a existing business project	

Board of City Commissioners
 Agenda Documentation
 Meeting Date: August 16, 2011
 Subject: 5-Year Ad Valorem Tax Exemption for High Plains Apache
 Page 4 of 6

Jul 11 11 09:34a

Paul Peterson

701-239-4405

p.2

Description of Project Property

<p>11. Legal description of project real property</p> <p><u>Lot 1 Replot of Block 1</u> <u>Commercial Park Addition</u> <u>1701 East Side Court</u> <u>Mandan, ND</u></p>	
<p>12. Will the project property be owned or leased by the project operator? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased</p> <p>If the answer to 12 is leased, will the benefit of any incentive granted accrue to the project operator? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If the property will be leased, attach a copy of the lease or other agreement establishing the project operator's benefits.</p>	
<p>13. Will the project be located in a new structure or an existing facility? <input checked="" type="checkbox"/> New construction <input type="checkbox"/> Existing facility</p> <p>If existing facility, when was it constructed? _____</p> <p>If new construction, complete the following:</p> <p>a. Estimated date of commencement of construction of the project covered by this application <u>7/1/11</u></p> <p>b. Description of project to be constructed including size, type and quality of construction</p> <p><u>60' x 140' Steel Building subdivided into 60' x 100' Shop and 40' x 60' parts/showroom/office. High end furnishings, Colored Tin Sheeting with Brick faced and Picture windows</u></p> <p>c. Projected number of construction employees during the project construction <u>6</u></p>	
<p>14. Approximate date of commencement of operations for this project <u>November 1, 2011</u></p>	
<p>15. Estimated market value of the property used for this project:</p> <p>a. Land \$ <u>325,000</u></p> <p>b. Existing buildings and structures for which an exemption is claimed \$ _____</p> <p>c. Newly constructed buildings and structures when completed \$ <u>700,000</u></p> <p>d. Total \$ <u>1,025,000</u></p> <p>e. Machinery and equipment \$ <u>75,000</u></p>	<p>16. Estimate taxable valuation of the property eligible for exemption by multiplying the market values by 5 percent:</p> <p>a. Land (not eligible) </p> <p>b. Eligible existing buildings and structures \$ _____</p> <p>c. Newly constructed buildings and structures when completed \$ <u>700,000</u></p> <p>d. Total taxable valuation of property eligible for exemption (Add lines b and c) \$ <u>700,000</u></p> <p>e. Enter the consolidated mill rate for the appropriate taxing district <u>140939</u></p> <p>f. Annual amount of the tax exemption (Line d multiplied by line e) \$ <u>286,573</u> <u>14,329.00</u></p>

Board of City Commissioners
 Agenda Documentation
 Meeting Date: August 16, 2011
 Subject: 5-Year Ad Valorem Tax Exemption for High Plains Apache
 Page 5 of 6

Jul 11 11 09:34a

Paul Peterson

701-239-4405

p.3

Description of Project Business

Note: "project" means a newly established business or the expansion portion of an existing business. Do not include any established part of an existing business.

17. Type of business to be engaged in: Ag processing Manufacturing Retailing
 Wholesaling Warehousing Services

18. Describe in detail the activities to be engaged in by the project operator, including a description of any products to be manufactured, produced, assembled or stored (attach additional sheets if necessary).

Retail Sales / Service / parts of Agricultural products including but not limited to Apache Self propelled sprayers.

19. Indicate the type of machinery and equipment that will be installed

20. Projected annual revenue, expense, and net income of the project for each year for the first five years.

Year	1	2	3	4	5
Annual revenue	685,000	805,500	950,000	1,200,000	1,500,000
Annual expense	321,500	321,500	325,000	389,000	389,000
Net income	363,500	484,000	625,000	811,000	1,111,000

21. Projected annual average number of persons to be employed by the project at the project location for each year for the first five years and the estimated annual payroll.

Year	1	2	3	4	5
No. of Employees ⁽¹⁾	3	4	4	5	5
⁽²⁾	3	3	3	3	3
Estimated payroll ⁽¹⁾	158,500	185,500	191,500	236,500	244,000
⁽²⁾	60,000	60,000	62,000	64,000	66,000

(1) - full time
 (2) - part time

Previous Business Activity

22. Is the project operator succeeding someone else in this or a similar business? Yes No
23. Has the project operator conducted this business at this or any other location either in or outside of the state?
 Yes No
24. Has the project operator or any officers of the project received any prior property tax incentives? Yes No
 If the answer to 22, 23, or 24 is yes, give details including locations, dates, and name of former business (attach additional sheets if necessary): _____

Business Competition

25. Is any similar business being conducted by other operators in the municipality? Yes No
 If YES, give name and location of competing business or businesses
 No Apache Sprayer Dealer
 Yes - Competitive Brands - Titan machinery New Holland
 - Northern Plains Equipment -

Property Tax Liability Disclosure Statement

26. Does the project operator own real property in North Dakota which has delinquent property tax levied against it? Yes No
 27. Does the project operator own a greater than 50% interest in a business that has delinquent property tax levied against any of its North Dakota real property? Yes No
 If the answer to 26 or 27 is Yes, list and explain

Use Only When Reapplying

28. The project operator is reapplying for property tax incentives for the following reason(s):
 To present additional facts or circumstances which were not presented at the time of the original application
 To request continuation of the present property tax incentives because the project has:
 moved to a new location
 had a change in project operation or additional capital investment of more than twenty percent
 had a change in project operators
 To request an additional annual exemption for the year of _____ on structures owned by a governmental entity and leased to the project operator. (See N.D.C.C. § 40-57.1-04.1)

Notice to Competitors of Hearing

Prior to the hearing, the applicant must present to the governing body of the county or city a copy of the affidavit of publication giving notice to competitors unless the municipality has otherwise determined there are no competitors.

I, Paul Peterson, do hereby certify that the answers to the above questions and all of the information contained in this application, including attachments hereto, are true and correct to the best of my knowledge and belief and that no relevant fact pertaining to the ownership or operation of the project has been omitted.

Paul Peterson Signature General mgr. Title 6/27/11 Date

In compliance with the Federal Privacy Act of 1974, Public Law 93-579, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code §§ 40-57.1-03 and 40-57.1-07. An individual's social security number is used as an identification number by the Office of State Tax Commissioner for file control purposes and record keeping.

Certification of Governing Body (To be completed by the Auditor of the City or County)

The municipality shall, after granting any property tax incentives, certify the findings to the State Tax Commissioner and Director of Tax Equalization by submitting a copy of the project operator's application with the attachments. The governing body, on the ____ day of _____, 20____, granted the following:

- Property Tax Exemption Payments in lieu of taxes
 _____ Number of years _____ Beginning year _____ Ending year
 _____ Percent of exemption _____ Amount of annual payments (Attach schedule if payments will vary)

 Auditor



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 11, 2011
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Richard L Barta
PRESENTER: Richard L Barta
SUBJECT: 5-Year Ad Valorem Tax Exemption for Shorestone Development Inc.

STATEMENT/PURPOSE: To consider a five year tax exemption for three (3) commercial structures pursuant to North Dakota Century Code 40-57.1.

BACKGROUND/ALTERNATIVES: Shorestone Development is asking for an exemption on three (3) thirty-two (32) unit apartment buildings. The Notice to Competitors was published in the July 22nd and July 29th editions of the Mandan News and no competitors have submitted a written protest.

The Mandan Growth Fund Committee reviewed this project August 11th and determined the following:

The committee voted on the Shorestone Development application to recommend a two-year exemption of 100%, with each building being contingent upon commencement of construction occurring within 1 year of City Commission approval and being completed within 2 years, as per policy. The motion passed unanimously.

Also, the County, the School District and the Park District were given notification of this exemption on July 12th and again on August 12th.

This parcel is also known as Parcel #10109 at 4400 21 St SE on Lot 5, Block 1, Lakewood Commercial Park 3rd Addition.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$36,162 per structure per year.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested exemption for Shorestone Development, Inc. due to approval from the Mandan Growth Fund Committee and meeting all requirements under the City of Mandan's Commercial Property Tax Exemption Policy and Guidelines and State Statute.

SUGGESTED MOTION: I support the Growth Fund's recommendation for a motion to approve the request by Shorestone Development, Inc., to receive a two-year exemption of 100%, with each building being contingent upon commencement of construction occurring within 1 year of City Commission approval and being completed within 2 years due to meeting all requirements under the City of Mandan's Commercial Property Tax Exemption Policy and Guidelines and also following State Statute.

10109

Aug 16th

**Application For Property Tax Incentives For
 New or Expanding Businesses**

Pursuant to N.D.C.C. Chapter 40-57.1

Project Operator's Application To _____
 City or County

File with the City Auditor for a project located within a city; County Auditor for locations outside of city limits.

A representative of each affected school district and township is included as a non-voting member in the negotiations and deliberation of this application.

This application is a public record

Identification Of Project Operator

1. Name of project operator Shorestone Development Inc

2. Address of project 4400 21st St SE
 City Mandan County Morton

3. Mailing address of project operator 4654 Amber Valley Parkway
 City Fargo State N.D. Zip 58104

4. Type of ownership of project
 Partnership Subchapter S corporation Individual proprietorship
 Corporation Cooperative Limited liability company

5. Federal Identification No. or Social Security No. 51 0462-468

6. North Dakota Sales and Use Tax Permit No. _____

7. If a corporation, specify the state and date of incorporation _____

8. Name and title of individual to contact Mark Payne
 Mailing address 4654 Amber Valley Parkway
 City, State, Zip Fargo N. Dak 58104 Phone No. 701-344-4000

Project Operator's Application For Tax Incentives

9. Indicate the tax incentives applied for and terms. Be specific.

5 **Property Tax Exemption** **Payments In Lieu of Taxes**
 _____ Number of years _____ Beginning year _____ Ending year
100% Percent of exemption _____ Amount of annual payments (attach schedule if payments will vary)

10. Which of the following would better describe the project for which this application is being made:
 New business project Expansion of a existing business project

Description of Project Property

11. Legal description of project real property
 Lot 5 Blk 1 Lakewood Commercial Park 3rd

12. Will the project property be owned or leased by the project operator? Owned Leased
 If the answer to 12 is leased, will the benefit of any incentive granted accrue to the project operator?
 Yes No
 If the property will be leased, attach a copy of the lease or other agreement establishing the project operator's benefits.

13. Will the project be located in a new structure or an existing facility? New construction Existing facility
 If existing facility, when was it constructed? _____
 If new construction, complete the following:
 a. Estimated date of commencement of construction of the project covered by this application SEPT 2011
 b. Description of project to be constructed including size, type and quality of construction
 START 2 BUILDINGS TWP FALL OF 2011 AND TWP 3RD BUILDINGS 2012
 EACH BLDGWS 39,334 WOOD FRAME DRY WALL INTERIOR OAK FINISHES
 STEEL EXTERIOR SIDING WITH WAINS COTE BRICK
 c. Projected number of construction employees during the project construction _____

14. Approximate date of commencement of operations for this project _____

<p>15. Estimated market value of the property used for this project:</p> <p>a. Land \$ <u>211,000</u></p> <p>b. Existing buildings and structures for which an exemption is claimed \$ _____</p> <p>c. Newly constructed buildings and structures when completed \$ <u>5,900,000</u></p> <p>d. Total \$ <u>*5,574,000</u></p> <p>e. Machinery and equipment \$ _____</p>	<p>16. Estimate taxable valuation of the property eligible for exemption by multiplying the market values by 5 percent:</p> <p>a. Land (not eligible) </p> <p>b. Eligible existing buildings and structures \$ _____</p> <p>c. Newly constructed buildings and structures when completed \$ <u>5,300,000</u></p> <p>d. Total taxable valuation of property eligible for exemption (Add lines b and c) \$ <u>5,300,000</u></p> <p>e. Enter the consolidated mill rate for the appropriate taxing district <u>.414 .43909</u></p> <p>f. Annual amount of the tax exemption (Line d multiplied by line e) \$ <u>109,710.</u> 108,488</p>
--	--

Board of City Commissioners

Agenda Documentation

Meeting Date: August 16, 2011

Subject: Ad Valorem Tax Exemption-Shorestone Development, Inc

Page 5 of 6

Description of Project Business

Note: "project" means a newly established business or the expansion portion of an existing business. Do not include any established part of an existing business.

17. Type of business to be engaged in. Ag processing Manufacturing Retailing
 Wholesaling Warehousing Services

Apartment Rentals

18. Describe in detail the activities to be engaged in by the project operator, including a description of any products to be manufactured, produced, assembled or stored (attach additional sheets if necessary).

[Empty box for description of activities]

19. Indicate the type of machinery and equipment that will be installed

Gas HOT WATER Boilers & HOT WATER HEATER

20. Projected annual revenue, expense, and net income of the project for each year for the first five years.

Year	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>
Annual revenue	<i>74,000</i>	<i>395,000</i>	<i>600,000</i>	<i>850,000</i>	<i>875,000</i>
Annual expense	<i>74,000</i>	<i>305,000</i>	<i>465,000</i>	<i>600,000</i>	<i>675,000</i>
Net income	<i>—</i>	<i>90,000</i>	<i>135,000</i>	<i>190,000</i>	<i>200,000</i>

21. Projected annual average number of persons to be employed by the project at the project location for each year for the first five years and the estimated annual payroll.

Year	_____	_____	_____	_____	_____
No. of Employees (1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____
Estimated payroll (1)	_____	_____	_____	_____	_____
(2)	_____	_____	_____	_____	_____

(1) - full time
(2) - part time

Previous Business Activity

22. Is the project operator succeeding someone else in this or a similar business? Yes No
23. Has the project operator conducted this business at this or any other location either in or outside of the state?
 Yes No
24. Has the project operator or any officers of the project received any prior property tax incentives? Yes No

If the answer to 22, 23, or 24 is yes, give details including locations, dates, and name of former business (attach additional sheets if necessary).

[Empty box for details of previous business activity]

Business Competition

25. Is any similar business being conducted by other operators in the municipality? Yes No

If YES, give name and location of competing business or businesses

NO

Property Tax Liability Disclosure Statement

26. Does the project operator own real property in North Dakota which has delinquent property tax levied against it? Yes No

27. Does the project operator own a greater than 50% interest in a business that has delinquent property tax levied against any of its North Dakota real property? Yes No

If the answer to 26 or 27 is Yes, list and explain

Use Only When Reapplying

28. The project operator is reapplying for property tax incentives for the following reason(s):

To present additional facts or circumstances which were not presented at the time of the original application

To request continuation of the present property tax incentives because the project has:

- moved to a new location
- had a change in project operation or additional capital investment of more than twenty percent
- had a change in project operators

To request an additional annual exemption for the year of _____ on structures owned by a governmental entity and leased to the project operator. (See N.D.C.C. § 40-57.1-04.1)

Notice to Competitors of Hearing

Prior to the hearing, the applicant must present to the governing body of the county or city a copy of the affidavit of publication giving notice to competitors unless the municipality has otherwise determined there are no competitors.

I, MARK POWE, do hereby certify that the answers to the above questions and all of the information contained in this application, including attachments hereto, are true and correct to the best of my knowledge and belief and that no relevant fact pertaining to the ownership or operation of the project has been omitted.

Signature: Mark Powe Title: PRESIDENT Date: 7-12-2011

In compliance with the Federal Privacy Act of 1974, Public Law 93-579, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code §§ 40-57.1-03 and 40-57.1-07. An individual's social security number is used as an identification number by the Office of State Tax Commissioner for file control purposes and record keeping.

Certification of Governing Body (To be completed by the Auditor of the City or County)

The municipality shall, after granting any property tax incentives, certify the findings to the State Tax Commissioner and Director of Tax Equalization by submitting a copy of the project operator's application with the attachments. The governing body, on the _____ day of _____, 20____, granted the following:

Property Tax Exemption Payments in lieu of taxes

5 Number of years Beginning year _____ Ending year _____

100% Percent of exemption Amount of annual payments (Attach schedule if payments will vary)

Auditor



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 9, 2011
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR:
PRESENTER: Dave Bechtel
SUBJECT: Consider for approval the plans and specifications for and the execution of a 3-way agreement for the installation of water & sewer in Heart Ridge Addition.

STATEMENT/PURPOSE: To authorize the installation of water and sewer for the development of the subject area.

BACKGROUND/ALTERNATIVES: The Heart Ridge plat is located directly north of Fort Lincoln School (19th Street SE) and west and directly adjacent to 8th Avenue SE. The project will be done in phases with this being the first. The work will take place on Ridge Drive from 19th Street SE north to lots 18 and 12 of the addition. The proposed utilities only serve the developer of the benefiting land; therefore, this is being paid for under a 3-way agreement. A letter of credit has been secured for the project.

ATTACHMENTS: 1. Letter of request

FISCAL IMPACT: The entire cost of the project is being paid by the developer as part of the 3 way agreement.

STAFF IMPACT: Minimal

LEGAL REVIEW: All of my commission data has been forwarded to the City Attorney for his review.

RECOMMENDATION: This office supports the authorization to move forward with this project.

SUGGESTED MOTION: I move to authorize the execution of the 3-way agreement for the construction of the subject project.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 16, 2011

Subject: Consider for approval the plans and specifications for and the execution of a 3-way agreement for the installation of water & sewer in Heart Ridge Addition.

Page 2 of 2

PETITION FOR SANITARY SEWER AND WATER BY 3-WAY CONTRACT

DATE July 25, 2011

To the Honorable Board of City Commissioners
Mandan, North Dakota

Commissioners:

The undersigned owners of property respectfully petition your Honorable Board to have sanitary sewer and watermain improvements constructed with a 3-Way Agreement. An irrevocable letter of credit or escrow account will be provided prior to execution of a 3-Way Agreement to cover the cost of improvements plus engineering services. I further agree to complete the rough grading of the right of way easement prior to sewer and water construction.

DESCRIPTION OF RIGHT OF WAY:

- Ridge Drive – from 19th Street SE north to the north line of Lot 18 and Lot 12 Block 1 Heart Ridge Addition.

SIGNATURE (Property Owner/s)


Lance Wachter
PO Box 520
Bismarck, ND 58502-0520

PROPERTY DESCRIPTION

Lots 1-18 Block 1
Lot 1 Block 2
Lots 1-12 Block 3
Heart Ridge Addition



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 10, 2011
PREPARATION DATE: August 16, 2011
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Richard L Barta
PRESENTER: Richard L Barta
SUBJECT: Remodel Exemption for Michael Braun

STATEMENT/PURPOSE: To consider a reduction in value from \$239,700 to \$184.100 for the year 2011 due to a remodel exemption.

BACKGROUND/ALTERNATIVES: Mr. Braun qualifies for a reduction in the 2011 value due to the amount of remodeling he is completing on the structure.

This parcel is also known as Lot 6, Block 1, Pattie's Acres 1st Addition at 3804 Old Red Trl NW on Parcel #8095.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$ 1,024.00.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested reduction of structure value from \$239,700 to \$184.100 for the year 2011 based on a re-assessment of the property due to the amount of remodeling being completed.

SUGGESTED MOTION: I recommend a motion to approve the request by Mr. Braun to receive a reduction in value from \$239,700 to \$184.100 for the year 2011 based on a re-assessment of the property due to the amount of remodeling being completed.

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1st of the year following the year in which the tax becomes delinquent.

State of North Dakota

County of Morton

Name BRAUN MICHAEL R

Address 3804 OLD RED TRL NW

Legal Description of the property involved in this application

Lot: 0006

Block: 001

PATTIE'S ACRES 1ST

Property ID Number

City 8095

County 65-4054000

Total true and full value of the property described above for the year 2011 is:

Land \$17,300
 Improvements \$222,400
 Total (1) \$239,700

Total true and full value of the property described above for the year 2011 should be:

Land \$17,300
 Improvements \$166,800
 Total (2) \$184,100

The difference of \$55,600 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
- 6. Duplicate assessment
- 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
- 10. Other (Explain) Re-assessment of property and remodel exemption

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go to question #5.

1. Purchase price of property: \$ _____ Date of Purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
 Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
 _____ Market value estimate: \$ _____
 Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that _____

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a government matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____ Date _____

Michael Braun 8/2/11
 Signature of Applicant _____ Date _____



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 10, 2011
PREPARATION DATE: August 16, 2011
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Richard L Barta
PRESENTER: Richard L Barta
SUBJECT: 2-Year Exemption for Diana Schlosser

STATEMENT/PURPOSE: To consider a partial exemption for new construction of a residential structure for the year 2011 from the date of purchase (04-05-11).

BACKGROUND/ALTERNATIVES: Ms. Schlosser qualifies for a 66% exemption of the first \$75,000 of structure value on a new condo.

This parcel is also known as Lot 3, Bldg 3, Block 1, Unit 101, Lakewood 5th Addition at 2821 40 Ave SE on Parcel #10134-7.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$ 912.00.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested exemption for 66% of the first \$75,000 of structure value for the year 2011 on a newly constructed condo due to all qualifications being met.

SUGGESTED MOTION: I recommend a motion to approve the request by Ms. Schlosser for an exemption of 66% of the first \$75,000 of structure value for the year 2011 on a newly constructed condo due to all qualifications being met.

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1st of the year following the year in which the tax becomes delinquent.

State of North Dakota

County of Morton

Name ~~TRI STAR CONSTRUCTION~~ *Diana Schlusser*
 Address 2821 40 AVE SE UNIT 101
 Legal Description of the property involved in this application
 LOT 3 BLDG 3 UNIT 101

Property ID Number

City 10134 7

County 65-6101925

Block: 1

LAKEWOOD 5TH

Total true and full value of the property described above for the year 2011 is:

Land \$7,200
 Improvements \$194,100
 Total (1) \$201,300

Total true and full value of the property described above for the year 2011 should be:

Land \$7,200
 Improvements \$0
 Total (2) \$7,200

The difference of \$194,100 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
- 6. Duplicate assessment
- 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
- 10. Other (Explain) Pro-rate tax amount from contract date (4-5-11) 66% of \$75,000

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go to question #5.

1. Purchase price of property: \$ _____ Date of Purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
 Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
 _____ Market value estimate: \$ _____
 Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is \$ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

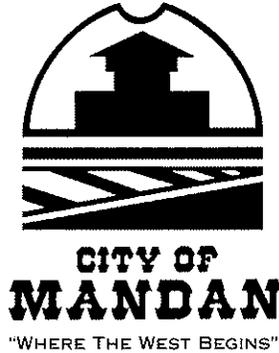
The Applicant asks that _____

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a government matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____ Date _____

Diana Schlusser 6/30/11
 Signature of Applicant _____ Date _____



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 12, 2011
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Tuition Assistance Policy

STATEMENT/PURPOSE: To consider Tuition Assistance Policy.

BACKGROUND/ALTERNATIVES: A proposed Tuition Assistance Policy was presented at the August 2, 2011 commission meeting.

There were three areas that commissioners requested be addressed:

Section A(a)(i). Deleted is language relating to taking courses in an employee's field of work.

Section B(i): no change is necessary.

A sample request has been included in the policy which would required approval prior to any reimbursement.

ATTACHMENTS:

FISCAL IMPACT:

✓ Tuition Assistance, unknown at this time

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION: I recommend approval of the proposed Tuition Assistance Policy.

SUGGESTED MOTION: I move to approve of the proposed Tuition Assistance Policy.

City of Mandan

Tuition Assistance Policy:

The city recognizes the importance of employee educational growth to maintain and advance professional, technical, and managerial competence and to prepare employees for promotional or career change opportunities within the city.

A. Policy

- a. Through the tuition assistance program, the city may provide assistance to employees who:
 - i. Undertake a course of study which leads to an associate's, bachelor's or master's degree in an occupation for which the city normally recruits employees, ~~and the class work is in an area which relates to the employee's field of work.~~

B. Standards

- a. All classes/courses must be offered by institutions accredited by the Accrediting Agency Evaluation Branch of the U.S. Department of Education and/or the Council of Higher Education Accreditation.
- b. Participants in the tuition assistance program will do so on their own time and are not to receive pay for time spent in attendance at course work authorized under this program.
- c. Irregular work schedules may be authorized by the supervisor and personnel director upon review of the employee's written request.
- d. Tuition assistance will only be provided for courses receiving prior approval from the employee's immediate supervisor, department head, human resource department, personnel director and the portfolio commissioner.
- e. To qualify for tuition assistance, employees must meet the following employment conditions:
 - i. The employee must have completed at least one year of continuous service with the City of Mandan and not on probationary status.
 - ii. The employee must be on the payroll at the beginning and at the end of the course.
 - iii. The employee must be working for the city a minimum of 30 hours per week.
 - iv. A letter grade of "C" or better must be achieved. In courses that are ungraded, satisfactory completion is necessary to qualify for tuition assistance.
 - v. The course must qualify under this policy.
 - vi. The employee must not have been required to repay funds under this program within six months of a new request for tuition assistance.
- f. The city authorizes tuition assistance on an approved course on the following basis:
 - i. 100% for a grade of C or higher
 - ii. 50% for ungraded courses satisfactorily completed
- g. Travel costs to and from the course, the cost of books and lab fees are not eligible under this policy.

Sample Tuition Assistance Plan

A scholarship is an award of financial aid for an employee to further education. Scholarships are awarded on various criteria reflecting the values and needs of the City.

Career-specific: A scholarship to pursue a specific field of study.

Bond requirement. Recipients may be required to work for a specified period of time, otherwise they may be required to repay the value of the support they received from the scholarship.

Draft Application Deadline July 2012

Name: _____

Date completed: _____

- Instructions:

1. Develop long-term goal/career objective. How will this benefit the City of Mandan?

-
2. Identify short-term goals or positions which will lead to long-term goal.

-
3. Identify actions steps which will help to achieve short-term goals (include education, training or projects, etc.).

-
4. Prioritize action steps as follows: A=vital B=important C=optional
Number steps in expected order of completion. (Example: A1, A2, A3, etc.)

-
5. Transfer action steps to monthly and daily task lists.

-
Long-term (5+ years) goal (career ultimately desired):

-
Short-term (1-5 years) goals (positions/degree programs):

-
Action Steps

(classes, seminars, projects, self-development, activities, etc.)

-
Priority Description Target Date

-
Application Process

-
Supervisor Approval

Department Head Approval

Personnel/City Administrator Approval

Portfolio Commissioner Approval

PROCLAMATION

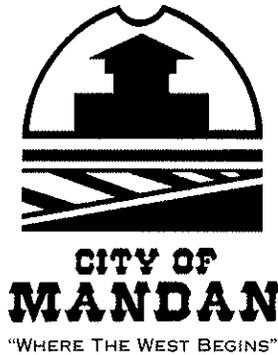
The undersigned, President of the City of Mandan Commission, pursuant to Sec. 6-03-07 of the Mandan Code of Ordinances, hereby proclaims:

That a State of Emergency exists within the corporate city limits of the City of Mandan, ND, considering the danger of flooding with said City which may seriously and substantially endanger the health, safety and property of the citizens of Mandan, and all of the provisions of said Sec. 6-03-07 relating to said State of Emergency are hereby in full force and effect.

The State of Emergency shall continue for a period of 30 days unless further extended by action of the Board of City Commissioners.

Dated this 16th day of August, 2011.

President, Board of City Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 10, 2011
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Kelly Steckler, Library Director
SUBJECT: Morton Mandan Public Library's 2012 Budget

PURPOSE

To consider the Morton Mandan Public Library's 2012 Budget.

BACKGROUND

The Morton Mandan Public Library serves all citizens of Morton County and the City of Mandan, and is governed by a Board of Trustees which is appointed by the County Commission and the City Commission. The Library is fiscally dependent upon the County and the City because the County Commission and the City Commission consider the Library's budget, levies taxes and must approve any bond issuances. The Library is reported as a component unit in the City of Mandan's audited financial statements.

The Library's Board of Trustees approved the 2012 Budget on July 25, 2011.

ATTACHMENTS

- Letter from the Library
- Morton Mandan Public Library's 2012 Budget

FISCAL IMPACT

The City of Mandan has included the following revenues for the Morton Mandan Public Library in the City's 2012 Budget:

- Property Taxes (7 Mills) = \$298,550
- Delinquent Taxes = \$14,150
- Mobile Home Taxes = \$3,700
- State Grants = \$15,683
- State Aid Distribution = \$10,650

- Disabled Veterans Credit = \$1,100
- Homestead Credit = \$3,200
- Operating Subsidy = \$31,500
- Total = \$378,533

STAFF IMPACT

None

LEGAL REVIEW

None

RECOMMENDATION

To consider the Morton Mandan Public Library's 2012 Budget.

SUGGESTED MOTION

Move to consider the Morton Mandan Public Library's 2012 Budget.



609 West Main St.
Mandan, ND 58554
Phone: 701-667-5365
Toll-free: 1-800-260-4291
Fax: 701-667-5368

www.mortonmandanlibrary.org

The preliminary proposed FY2012 budget for MMPL is attached. At the June City Commission meeting, a series of budget policies were adopted, several of which have a direct impact on the library.

This budget is built with those implemented policies, but the impact in future years is of utmost consideration to library service. The main concern is that of an adequate Capital Outlay fund. To date, the library has been able to reserve funds and maintain capital improvement projects without requesting additional city dollars. The newly approved budget policies will dramatically affect the ability for the library to maintain this level of service, while earmarking funds for capital improvements.

The Morton Mandan Public Library leads in the development of community partnerships and resources dedicated to the provisions of coordinated, quality regional library services for the community. The Morton Mandan Public Library commits itself to provide resources for the ongoing educational needs and cultural enhancement of the community. The library offers many services including bookmobile, story times for kids pre-school through teen, meeting spaces, computers with Microsoft software, internet access and printing, copy machine, interpretive displays, videos, newspapers, magazines and books. The library serves as a community center for the purpose of free service to patrons of any economic status.

The MMPL board has investigated revenue generating methods and is currently obtaining legal advice for the proper formation of a Library Foundation. The board receives community support from various local organizations, particularly the Mandan Kiwanis Club for programming.

To date, the library has been able to maintain recommended funding for materials and technological services, staffing, capital improvements, and also creating a CD fund for the specific purpose of a new bookmobile purchase, which is slated for delivery in 2012.

The FY2012 budget is attached, along with supporting documentation outlining financial guidelines as followed in public libraries.

**Morton Mandan Public Library
2012 Budget**

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year.

	<i><u>Original Budget FY 2011</u></i>	<i><u>Revised Budget FY 2011</u></i>	<i><u>Proposed Budget FY 2012</u></i>
Revenues			
Taxes:			
Property Taxes (City)	\$ 285,700	\$ 285,700	\$ 298,550
Delinquent Taxes (City)	\$ 7,750	\$ 14,150	\$ 14,150
Mobile Home (City)	\$ 3,650	\$ 3,700	\$ 3,700
Total Taxes	\$ 297,100	\$ 303,550	\$ 316,400
Intergovernmental:			
State Grants:			
NDSL (City)	\$ 15,252	\$ 15,683	\$ 15,683
NDSL (County)	\$ 16,704	\$ 17,177	\$ 17,177
State Aid Distribution (City/County)	\$ 10,650	\$ 10,650	\$ 10,650
Disabled Veterans Credit (City)	\$ 1,100	\$ 1,100	\$ 1,100
Homestead Credit (City)	\$ 2,000	\$ 3,200	\$ 3,200
Morton County	\$ 155,513	\$ 155,513	\$ 155,513
City of Mandan	\$ 42,000	\$ 42,000	\$ 31,500
Total Intergovernmental	\$ 243,219	\$ 245,323	\$ 234,823
Charges for Services:			
Miscellaneous Charges/Other	\$ -	\$ -	\$ 50
Copier/Fax/Computer Fees	\$ 2,500	\$ 2,500	\$ 2,700
New Card Fees	\$ 100	\$ 100	\$ 100
Total Charges for Services	\$ 2,600	\$ 2,600	\$ 2,850
Fines and Forfeits:			
Fines	\$ 5,000	\$ 5,000	\$ 5,000
Total Fines and Forfeits	\$ 5,000	\$ 5,000	\$ 5,000
Miscellaneous:			
Interest Earnings	\$ 1,000	\$ 850	\$ 850
Rent:			
Rice Bowl	\$ 30,600	\$ 31,200	\$ 31,200
Thermo Cool	\$ 4,800	\$ 4,800	\$ 4,800
Donations:			
Donations	\$ 3,000	\$ 3,000	\$ 2,000
Noon Kiwanis-Summer Kids' Programming	\$ 2,000	\$ 2,000	\$ 2,000
Noon Kiwanis-Teen Programming	\$ 1,000	\$ 1,000	\$ 1,000
Refunds:			
Refunds	\$ 5	\$ 5	\$ 200
Courier Fees-Bismarck Public Library	\$ 1,100	\$ 1,100	\$ 1,100
Other	\$ -	\$ -	\$ -
Total Miscellaneous	\$ 43,505	\$ 43,955	\$ 43,150

**Morton Mandan Public Library
2012 Budget**

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Total Revenues	\$ 591,424	\$ 600,428	\$ 602,223
Expenditures			
Library:			
Salaries and Benefits:			
Assistant Director-Mary Henderson	\$ 43,518	\$ 43,518	\$ 44,606
Reference/ILL-Leatrice Miller	\$ 27,902	\$ 27,902	\$ 28,600
Programming:			
Children's Coordinator-Linda Austin	\$ 33,996	\$ 33,996	\$ 34,846
Children's Assistant/Circulation I-Nicole Eckroth	\$ 9,307	\$ 9,307	\$ 9,540
Technical Services Aid-Terry Piper	\$ 20,931	\$ 20,931	\$ 21,454
Director-Kelly Steckler	\$ 61,490	\$ 61,490	\$ 63,027
Bookmobile:			
Outreach Coordinator-Sheila Berreth	\$ 35,717	\$ 35,717	\$ 36,610
Assistant-Mary Gaebe	\$ 21,252	\$ 21,252	\$ 21,783
Driver-Renee Maruska	\$ 15,803	\$ 15,803	\$ 16,199
Circulation I Temporary	\$ 9,061	\$ 9,061	\$ 9,288
Social Security and Medicare	\$ -	\$ -	\$ 21,875
Pension	\$ 18,243	\$ 18,243	\$ 20,017
Unemployment Compensation	\$ 300	\$ -	\$ -
Workers' Compensation	\$ 1,200	\$ 800	\$ 800
Health Insurance	\$ 39,270	\$ 40,450	\$ 43,800
Term Life Insurance	\$ 700	\$ 350	\$ 350
Total Salaries and Benefits	\$ 338,692	\$ 338,822	\$ 372,796
Fees and Other Service Charges:			
Audit Fees	\$ 1,000	\$ 600	\$ 600
Accounting Fees	\$ 3,900	\$ 3,900	\$ 4,000
Courier Fees	\$ 2,200	\$ 2,200	\$ 2,200
Computer Telecommunications	\$ 840	\$ 840	\$ 1,000
System-Related Charges (CDLN Contract)	\$ 11,000	\$ 11,000	\$ 10,500
Technology Support (Server)	\$ 4,000	\$ 4,000	\$ 4,500
Total Fees and Other Service Charges	\$ 22,940	\$ 22,540	\$ 22,800
Insurance:			
Insurance	\$ 5,500	\$ 3,700	\$ 3,700
Total Insurance	\$ 5,500	\$ 3,700	\$ 3,700
Rentals:			
Building Rental	\$ 1,100	\$ 1,100	\$ 1,100
Total Rentals	\$ 1,100	\$ 1,100	\$ 1,100

**Morton Mandan Public Library
2012 Budget**

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Travel and Training:			
Staff Training	\$ 4,500	\$ 4,500	\$ 4,500
Board Expenses/Program Mileage	\$ 600	\$ 600	\$ 600
Total Travel and Training	<u>\$ 5,100</u>	<u>\$ 5,100</u>	<u>\$ 5,100</u>
Utilities:			
Utilities	\$ 26,000	\$ 26,000	\$ 25,000
Telephone	\$ 3,500	\$ 3,500	\$ 2,500
Total Utilities	<u>\$ 29,500</u>	<u>\$ 29,500</u>	<u>\$ 27,500</u>
Publishing and Printing:			
Advertising/Public Relations	\$ 3,000	\$ 3,000	\$ 3,000
Total Publishing and Printing	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
Library Materials:			
Memberships and Registrations	\$ 700	\$ 700	\$ 700
Adult/General Materials	\$ 59,000	\$ 59,000	\$ 59,000
Reference, Including Electronic E-books	\$ 7,000	\$ 7,000	\$ 7,000
Easy Materials	\$ 10,000	\$ 10,000	\$ 10,000
Periodicals	\$ 7,000	\$ 7,000	\$ 7,000
Junior Materials	\$ 9,000	\$ 9,000	\$ 9,000
Software Materials	\$ 1,000	\$ 1,000	\$ 1,000
Audiovisuals	\$ 6,000	\$ 6,000	\$ 6,000
Young Adult Materials	\$ 6,000	\$ 6,000	\$ 6,000
Satellite/Movie Services	\$ 300	\$ 300	\$ 500
Total Library Materials	<u>\$ 106,000</u>	<u>\$ 106,000</u>	<u>\$ 106,200</u>
Supplies and Maintenance:			
Office Supplies	\$ 7,000	\$ 7,000	\$ 7,000
Postage and Sort Fees	\$ 4,000	\$ 4,000	\$ 4,000
Janitorial Supplies	\$ 3,500	\$ 3,500	\$ 3,000
Gas, Oil, Grease	\$ 4,500	\$ 4,500	\$ 4,500
Copier/Fax/Computer	\$ 1,800	\$ 1,800	\$ 1,500
Materials Processing	\$ 7,000	\$ 7,000	\$ 7,000
Program Supplies:			
Preschool to Grade 6	\$ 4,500	\$ 4,500	\$ 4,500
Teens	\$ 2,000	\$ 2,000	\$ 2,000
Total Supplies and Maintenance	<u>\$ 34,300</u>	<u>\$ 34,300</u>	<u>\$ 33,500</u>
Repairs and Maintenance:			
Equipment Repairs and Maintenance	\$ 4,000	\$ 4,000	\$ 2,000
Building Repairs and Maintenance	\$ 12,800	\$ 12,800	\$ 13,000

**Morton Mandan Public Library
2012 Budget**

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Maintenance Contracts	\$ 14,000	\$ 14,000	\$ 14,000
Vehicle Repairs and Maintenance	\$ 3,000	\$ 3,000	\$ 2,000
Total Repairs and Maintenance	<u>\$ 33,800</u>	<u>\$ 33,800</u>	<u>\$ 31,000</u>
Capital Outlay:			
Office Equipment/Furniture	\$ 4,000	\$ 4,000	\$ 2,000
Total Capital Outlay	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 2,000</u>
Transfers:			
Bookmobile Replacement Fund	\$ 5,000	\$ 5,000	\$ 10,000
Capital Reserve Fund	\$ 2,492	\$ 6,998	\$ -
Total Transfers	<u>\$ 7,492</u>	<u>\$ 11,998</u>	<u>\$ 10,000</u>
Total Expenditures	<u>\$ 591,424</u>	<u>\$ 593,860</u>	<u>\$ 618,696</u>

**Morton Mandan Public Library
2012 Budget
General Fund**

Summary

Statement of Purpose: To account for the revenue and expenditures along with the goal of maintaining at least 17% of operating expense reserve balance.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Actual Fund Balance-January 1	\$ 113,383	\$ 113,383	
Estimated Fund Balance-January 1			\$ 119,951
Operating:			
Revenues	\$ 591,424	\$ 600,428	\$ 602,223
Expenditures	\$ 583,932	\$ 581,862	\$ 608,696
Excess of Revenues Over (Under) Expenditures	<u>\$ 7,492</u>	<u>\$ 18,566</u>	<u>\$ (6,473)</u>
Non-Operating:			
Expenditures:			
Transfers:			
Bookmobile Replacement Fund	\$ 5,000	\$ 5,000	\$ 10,000
Capital Reserve Fund	\$ 2,492	\$ 6,998	\$ -
Estimated Fund Balance-December 31	<u>\$ 113,383</u>	<u>\$ 119,951</u>	<u>\$ 103,478</u>
		\$ 608,696	\$ 608,696
		17%	17%
Estimated Fund Balance-December 31	<u>\$ 103,478</u>	<u>\$ 103,478</u>	<u>\$ 103,478</u>

**Morton Mandan Public Library
2012 Budget**

Bookmobile Replacement Fund

Statement of Purpose: To be used as future replacement of Bookmobile unit.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Actual Fund Balance-January 1	\$ 189,083	\$ 189,083	
Estimated Fund Balance-January 1			\$ 11,573
Revenues			
Miscellaneous:			
Interest Earnings	\$ 2,300	\$ 600	
Total Miscellaneous	<u>\$ 2,300</u>	<u>\$ 600</u>	<u>\$ -</u>
Transfers:			
General Fund	\$ 5,000	\$ 5,000	\$ 10,000
Total Transfers	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 10,000</u>
Total Revenues	<u>\$ 7,300</u>	<u>\$ 5,600</u>	<u>\$ 10,000</u>
Expenditures			
Capital Outlay:			
Bookmobile	\$ -	\$ 183,110	
Total Capital Outlay	<u>\$ -</u>	<u>\$ 183,110</u>	<u>\$ -</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 183,110</u>	<u>\$ -</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 7,300</u>	<u>\$ (177,510)</u>	<u>\$ 10,000</u>
Estimated Fund Balance-December 31	<u>\$ 196,383</u>	<u>\$ 11,573</u>	<u>\$ 21,573</u>

**Morton Mandan Public Library
2012 Budget**

Capital Reserve Fund

Statement of Purpose: To be used for future building and capital improvements over \$5,000.

	<i>Original Budget <u>FY 2011</u></i>	<i>Revised Budget <u>FY 2011</u></i>	<i>Proposed Budget <u>FY 2012</u></i>
Actual Fund Balance-January 1	\$ 61,990	\$ 61,990	
Estimated Fund Balance-January 1			\$ 44,604
Revenues			
Transfers:			
General Fund	\$ 2,492	\$ 6,998	\$ -
Total Transfers	<u>\$ 2,492</u>	<u>\$ 6,998</u>	<u>\$ -</u>
Total Revenues	<u>\$ 2,492</u>	<u>\$ 6,998</u>	<u>\$ -</u>
Expenditures			
Capital Outlay:			
Building Improvements	\$ -	\$ 24,384	\$ -
Office Equipment/Furniture:	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ 24,384</u>	<u>\$ -</u>
Total Expenditures	<u>\$ -</u>	<u>\$ 24,384</u>	<u>\$ -</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 2,492</u>	<u>\$ (17,386)</u>	<u>\$ -</u>
Estimated Fund Balance-December 31	<u>\$ 64,482</u>	<u>\$ 44,604</u>	<u>\$ 44,604</u>

**Morton Mandan Public Library
2012 Budget**

Foundation Investment Fund

Statement of Purpose: To be used as support in establishing a permanent 501(c3) Foundation Fund for Morton Mandan Public Library

	<i><u>Original Budget FY 2011</u></i>	<i><u>Revised Budget FY 2011</u></i>	<i><u>Proposed Budget FY 2012</u></i>
Actual Fund Balance-January 1	\$ -	\$ -	
Estimated Fund Balance-January 1			\$ -
Revenues			
Transfers:			
General Fund	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -
Expenditures	\$ -	\$ -	\$ -
Excess of Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -
Estimated Fund Balance-December 31	\$ -	\$ -	\$ -

Bookmobile Replacement Fund History

A 1989 Moroney Bookmobile was purchase for \$80,697.00 + extended warranty for \$665.00 for a total of \$81,362.00 and delivered 7/20/1989. The old bookmobile sold for \$5,500.00 - this was put into a CD earmarked bookmobile replacement fund.

Morton County Library contributions to bookmobile fund:

YEAR	\$'s BUDGETED FOR YEAR
1990	\$5,500.00 (from sale of old bookmobile)
1991	\$5,000.00
1992	\$5,000.00
1993	\$5,000.00
1994	??
1995 – 1998	??
1999	\$5,000.00
2000	\$5,000.00
2001	\$5,000.00
2002	\$5,000.00
2003	\$5,000.00
2004	\$5,000.00
2005	\$10,000.00
2006	\$10,000.00 + another \$10,000.00

Library merger took place in May, 2007. The budgets of the Morton County Library and the Mandan Public Library were combined in July, 2007.

Morton Mandan Public Library contributions to bookmobile fund:

YEAR	\$'s ALLOTTED FOR YEAR	RESTRICTED FUND BALANCE
2007	\$15,200.00	
2008	\$10,000.00	
2009	\$10,000.00	
2010	\$10,000.00	
2011	\$5,000.00	\$184,675.87 (as of 7/2011)

Bookmobile Repair History

The bookmobile is housed at the Morton County Highway Department and is part of the vehicle/equipment maintenance shop schedule. This schedule includes regular oil changes, generator maintenance, tire inspection, etc.

Year	Summary of repairs	Total Repairs\$/Year **	Total Fuel\$/Year	Odometer reading @year end
Prior to 2005	Replace breaker, king pins, o-ring & hand brake pads, repair generator, installed rebuilt transmission			
2005	Repair door & replace door glass, transmission work, clearance lights	\$1,522.01	\$2,408.84	187540
2006	Fix hand brake, generator & vehicle batteries, plug for generator	\$1,289.41	\$2,689.41	
2007	Replace alternator, exterior lightning & driver-side seatbelt, repair rear step	\$1,868.14	\$2,995.79	
2008	Electrical work, replace radiator & hoses, repair step	\$1,049.97	\$4,466.80	
2009	Replace battery & hand brake pads, repair exhaust & oil leaks, suspension & frame work	\$2,528.88	\$2,596.77	
2010	Replace fill caps, struts and solenoid, repair overflow tank	\$2,668.23	\$3,130.43	
2011 to date	Electrical repair, tighten rivets	\$728.27	\$2,146.11	265492
TOTAL		\$11,654.91	\$20,434.15	

**Includes routine maintenance costs – oil changes, etc.

Bookmobile Replacement Information

Studies show the average lifespan of a bookmobile is approximately 15 years. The MMPL bookmobile has surpassed that by 7 years. The bid process was started on 2/28/11 and opened on 3/28/11.

Vendor	Received Bid - \$ amount	Met Specifications	Accepted
All American Specialty	Yes - \$155,800.00 + options (lift & graphics)	No	No
Farber Specialty Vehicles	No		
Matthews Specialty	No		
Meridian Specialty	No		
Moroney Bookmobiles	No		
OBS Specialty Vehicles – (Explorer III Stepvan)	Yes - \$171,435.00 + \$10,270.00 for side lift	Yes	Yes
OBS Specialty Vehicles- (Concept)	Yes - \$181,325.00 + options (lift & graphics)	Yes	No

The order for the body was placed 4/28/11. The bookmobile will be delivered to the library 90 – 100 days after OBS receives the body. As of today there is no anticipated arrival date at OBS.

MMPL Potential Revenue Sources

Idea	Estimated revenue per year	Estimated cost/ time to implement	Estimated profit	Notes
Raising book fines from 10 cents to 15 cents per day	\$1249	Fine mechanism already in place, would need to be adjusted by BPL system administrator	\$1249	Would be a higher fine than any of other CDLN libraries
Charge for computer usage over 1 hour	Estimate ½ computers operating 1/3 time \$5460/year	10 coin operation mechanisms at \$450 each = \$4500 Installation/maintenance 20-30 hours @ \$55 per hour = \$1375	No profit first year \$5,000 second year	Would need constant staff monitoring as patrons tamper with units Bismarck Public will be discontinuing its pay for computer use option
Coffee shop in library	\$35 - \$50 per day Approx \$14,000 per year	\$25,000-\$75,000 equipment, Plumbing, flooring, electrical, locking space Additional staff would be needed to run	Unknown. Market is untested No profit for 3 years	No space in building for coffee shop Competing with other local businesses Ideal would be a private contract/fee for space
Foundation	Unknown	\$25,00 salary for part time foundation director	Unknown	Cannot legally use funds derived from taxpayer dollars for startup of foundation
Charging for meeting room usage	\$600-\$900 per year	Additional staff monitoring of rooms	\$600 - \$900	Some groups may stop meeting at library due to fees Rooms would need to be locked and unavailable unless paid for
Estimated totals	\$21,409	\$90,875 1st year	\$1,949 1st year \$6,949 2nd year	

MMPL Current Volunteers August 2011

Name	Avg hours per week	Duties	Comparable staff \$ per hour	Estimated yearly in-kind contribution
M B	2-4	Cataloging	\$13.41	\$2,011
S K	3-4	Shelving	\$7.43	\$1,300
J M & C	2 volunteers 2 hrs/month	Reading Tails Two volunteers bring registered therapy R.E.A.D. Pets to be reading companions for children	\$18.00 x 2	\$864
J T (Experience Works placement)	14-18	Processing items, shelving, clerical, dusting, light cleaning	\$7.25	\$5,800
S W	4-5	Shelving	\$7.43	\$1,671
Community Based Vocational Education (MHS Students)	4-6 school year only	Shelving, dusting, shelf-reading, straightening	\$7.25	\$1,305
Teen Trek (teen volunteer program run by Children's Assistant) 16 teens currently signed up	1 hour per week X # of volunteers that participate 2 - 4 hours per week	Creating displays, helping with children's programs, cleaning up library grounds, shelving, organizing, helping with book sale	\$7.25	\$1,087
Total	36 hrs per week			\$14,038

Public Library Standards

Recommended guideline for expenditure budget:	
Personnel 50%-65%	FY2012 57% budget without MMPL paying social security
	FY2012 60% budget with MMPL paying social security
Materials	FY2012 17%
Materials: including technology and consortium membership	<p>**State standards have not been updated since 1972, so these are guidelines to maintain, but the focus for public libraries has turned to community-based needs</p> <p>**The materials standard has not moved on with the high demand for new technology, nor emphasis on consortium sharing/access to materials FY2012 budget includes \$ 16,000 for these additional materials; allowing access to over 500,000 additional items through Central Dakota Library Network consortium</p>

Current MMPL Personnel
August 2011

Name	Average hours per week	Education or experience	Date of library employment	2011 Current salary (hourly wage)	2008 salary Final	2008 salary chart as of Sept 2007 budget
Children's Coordinator	40	BA	11-14-07	\$33,996 (\$16.34)	\$27,393	\$22,880
Bookmobile and Outreach Services Coordinator	40	Associates +	8-18-97	\$35,717 (\$17.17)	37 hrs/wk \$32,084	37 hrs/wk \$29,013
Children's Assistant Circulation	15-20	Associates +	6-01-05	\$9,307 (\$9.30)	\$6,872	\$5,000
Bookmobile/Outreach Assistant Circulation	32	Lifetime teaching certification	11-01-96	\$21,251 (\$12.77)	(35 hrs) \$20,472	(35 hrs/wk) \$19,401
Circulation Assistant	6-15	MLS	6-14-11	(\$8.60)	n/a	n/a
Assistant Director	40	MLS	7-10-06	\$43,518 (\$20.92)	\$36,316	\$31,803
Bookmobile Driver	20-25	BA	3-29-11	\$15,700 (\$12.15)	\$14,834 (previous driver)	\$11,816
Reference/ILL	40	BA	10-1-79	\$27,902 (\$13.41)	24,856	\$23,545
Technical Services	30	Secretarial Assoc	2-10-87	\$20,930 (\$13.41)	\$18,119	\$16,504
Director	40	MLS	9-01-94	\$61,490 (\$29.56)	\$48,630	\$39,582
Page (Shelver)	4	High School	9-10-09	\$9,061 (\$7.43)	n/a	n/a

MMPL Capital Outlay Projects 2011 & 2012

Rice Bowl	Est cost
Carpet common area	\$1,00 -1,800
Paint common area and restrooms	\$4,155
Purchase, stain, hang new restroom doors	\$975
Repair/close upper level outside window	\$400 - 500
Rice Bowl est total	\$7,080

West End deck Boards/paint	\$3,000
-------------------------------	---------

2012 projects	Est cost
Re-do windows (leaking water into walls) Require new framing, sealing and weather- proofing	\$30,000+
Gutters	Fire dept cleans 2x/year in-kind
Sealing and repairing leaking portions	\$200



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 12, 2011
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: Mandan Growth Fund Recommendations on Applications for Property Tax Exemptions for New & Expanding Businesses

STATEMENT/PURPOSE: The Mandan Growth Fund (MGF) passes recommendations to the Board of City Commissioners for consideration.

BACKGROUND/ALTERNATIVES: The MGF met Aug. 12, 2011. Agenda items included consideration of the following:

- i. **Application for property tax exemption by High Plains Apache Sales and Service at 1701 Eastside Court.** The plan is to construct a new 8,400 sf building with an estimated market value of \$700,000. To qualify for the full 5-year, 100% property tax exemption under the City's policy, at least one job would need to be created for each \$100,000 in value by the end of year two. The business projects four full time and three part time jobs at this point.

The MGF Committee voted to recommend the base exemption of 100% for years 1-2, 75% for year 3, 50% for year 4 and 25% for year 5, noting that subject to jobs verification and meeting the employment goals outlined in the City's property tax exemption policy by the end of year 2 that the business would then receive the 100% exemption in years 3-5. The motion passed unanimously.

- ii. **Application for property tax exemption by Shorestone Development, Inc at 4400 21st Street SE.** Shorestone plans to construct two 32-unit, multi-family apartment complexes beginning this fall with a third slated for construct with 75 percent occupancy is achieved on the first two complexes. Shorestone Development has been the principal in two

previous apartment complexes in this area of Mandan: Lakewood Crossing, a 45-unit luxury complex; and Lakewood Ventures, with one 25-unit, market-rate complex completed and another slated to go up beginning this year. Rents for the new buildings were estimate at \$700 for a one-bedroom, \$800 for a two-bedroom, and \$900 for a three-bedroom apartment.

Each building is estimated at \$1.76 million in value. Corrections to the application: the applicant has previously received a property tax incentive and competitors do exist in the form of other apartment building owners.

The committee voted to recommend a two-year exemption of 100%, with the exemption for each building contingent upon commencement of construction occurring within 1 year of City Commission approval and being completed within 2 years, as per policy. The motion passed unanimously.

ATTACHMENTS:

- Applications for Property Tax Incentives for New or Expanding Business are included with the Public Hearing information

FISCAL IMPACT: The land in both instances will continue to be taxed. The improvements will be subject to the exemption.

- High Plains Apache — the annual amount of property tax exemption at a 100% rate is estimated at \$14,315. Using the formula that ratchets down over five-years, their total tax savings is estimated at \$50,101.
- Shorestone Development — the annual amount of property tax exemption at the 100% rate is estimated at \$36,128 per building. Savings over two years for each building would be \$72,256 for total of \$216,768.

STAFF IMPACT: n/a

LEGAL REVIEW:

- Applicants will need to comply with business incentive requirements by reporting jobs annual to the Bismarck Mandan Development Association.
- An automatic door will be required for the High Plains Apache building.
- The MGF Committee did not discuss a potential clawback provision with Shorestone in the event that the apartment complexes would ever be sold to a non-profit.

RECOMMENDATIONS: The MGF Committee voted to recommend for High Plains Apache the base exemption of 100% for years 1-2, 75% for year 3, 50% for year 4 and 25% for year 5, noting that subject to jobs verification and meeting the employment goals

Board of City Commissioners

Agenda Documentation

Meeting Date: August 16, 2011

Subject: MGF Recommendations on Applications for Property Tax Incentives

Page 3 of 3

outlined in the City's property tax exemption policy by the end of year 2 that the business would then receive the 100% exemption in years 3-5.

The MGF Committee voted to recommend for Shorestone Development a two-year exemption of 100%, with the exemption for each building contingent upon commencement of construction occurring within 1 year of City Commission approval and being completed within 2 years, as per policy.

SUGGESTED MOTIONS: I move to approve for High Plains Apache the base exemption of 100% for years 1-2, 75% for year 3, 50% for year 4 and 25% for year 5, with the full 100% for five years being available subject to meeting the employment goals outlined in the City's property tax exemption policy.

I move to approve for Shorestone Development a two-year exemption of 100% for each of the three apartment complexes contingent upon commencement of construction occurring within 1 year of City Commission approval and being completed within 2 years, as per policy.



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 11, 2011
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: Growth Fund Committee Recommendation – Storefront Improvement Application

STATEMENT/PURPOSE: To consider a Mandan Growth Fund Committee recommendation regarding a Storefront Improvement project.

BACKGROUND/ALTERNATIVES: The MGF met Aug. 11, 2011, to review a Storefront Improvement application received by a deadline of Aug. 1, 2011.

The application is from MM Restaurant Group, Inc. for renovations of the city-owned building at 116 E Main, pending acquisition by DeLanis and Linda Thomas for use as a location for Mama Maria's Italian Restaurant. The exterior improvements to include new windows, doors, stone and brick repair and replacement, and dryvit for the exterior of a rear addition are estimated at \$32,600 of a \$225,250 total renovation project.

ATTACHMENTS: Storefront Application

FISCAL IMPACT: \$10,000 from \$37,896.30 remaining unallocated but in the budget for the program in 2011

STAFF IMPACT: Minimal.

LEGAL REVIEW: All applications include provisions for automatic doors as required by an initiated ordinance approved by voters in November 2008.

RECOMMENDATION: The MGF Committee recommends approval of the application by MM Restaurant Group for \$10,000 in matching funds for exterior improvements to 116 E Main.

SUGGESTED MOTION: I move to approve allocation of \$10,000 in matching funds for the Storefront Improvement application by MM Restaurant Group contingent upon acquisition of the building by DeLanis and Linda Thomas for operations as Mama Maria's Italian Restaurant.



2011 STOREFRONT IMPROVEMENT APPLICATION

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: Nick Hallerman

Address: 211 DeMors Ave, East Grand Forks, MN 56701

Phone: 218-773-2225 Fax: 218-773-2288

E-mail: info@mammamariasrestaurant.com

Applicant Name: (name of person/entity to receive grant) MM Restaurant Group, Inc.

Property Owner: Delanis J Thomas; Linda S. Thomas (Pending)

Property Address: 116 E. Main Ave; Mandan

Architect/Firm: (if applicable) _____

Description of Property

Current tenant(s): Commercial MM Restaurant Group dba Mamma Maria's
 Residential # occupied: _____ # vacant: _____

Building History (if available): _____

Total Cost of façade renovation: \$ _____

Forgivable Loan Amount of Requested: \$ 10,000

Is the façade renovation part of a larger project?

Yes No, the façade is the only work I am doing

If yes, please describe comprehensive project.

We are renovating said property into a restaurant. Plans include building an addition, new windows and doors, landscaping where possible and renovating second floor apartments. We are projecting to spend between 200,000 and 225,000 on the entire project.

Summary of Existing Condition of Façade: (please attach pictures – Attachment 1)

Current facade is in good shape structurally. We plan to replace old windows. Doors are dated. Some brick is broken. Wood on front of building. upstairs windows are cracked broken.

Summary of Proposed Scope of Work: (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post- rehab detail, indicating specifically what will be modified and how (Attachment 2). Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. (Attachment 3)

We plan to keep existing brick on building. The front of the building has a wood glass area. We plan on replacing this with new glass doors and resurfacing the wood with stone and stucco. New energy efficient glass doors will be added to entire building. Addition will be finished with stone and stucco/brick to match the existing and updated front of building.

Historic Character: How will proposed project affect historic character? (if applicable)

We plan on keeping the existing brick on the building. New windows and doors will be added that match the historic design on the building, but add a modern touch.

How will your project complement downtown redevelopment efforts?

We feel the updated exterior will complement downtown by giving an old building a new lease on life. We plan to use materials that other buildings have to make it match but also give it more character to make it stand out.

For more information, call Business Development Director Ellen Huber at 701-667-3485.

Signature of applicant: Wick Hallman Date: 7/25/2011

Signature of property owner: Jenna Thomas Date: 7/25/2011
(if different than applicant)

Special Notices

1) Properties are eligible only once to receive Storefront Improvement funds.

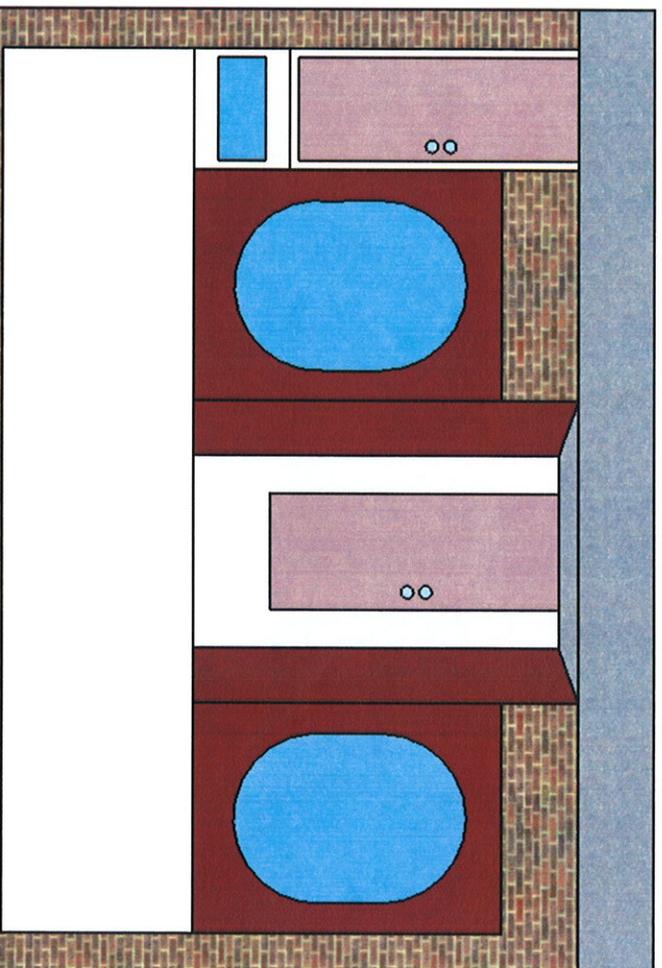
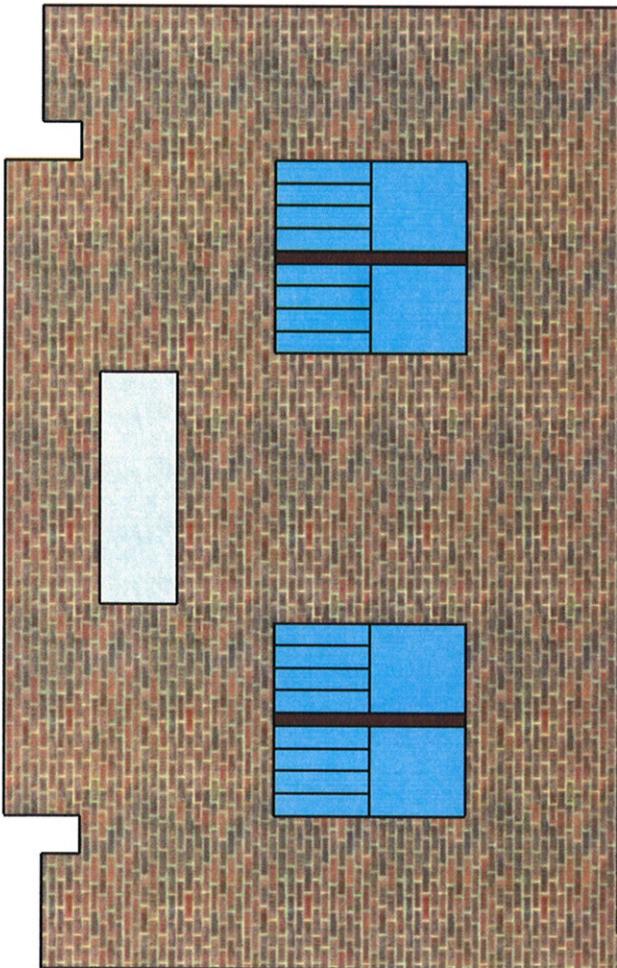
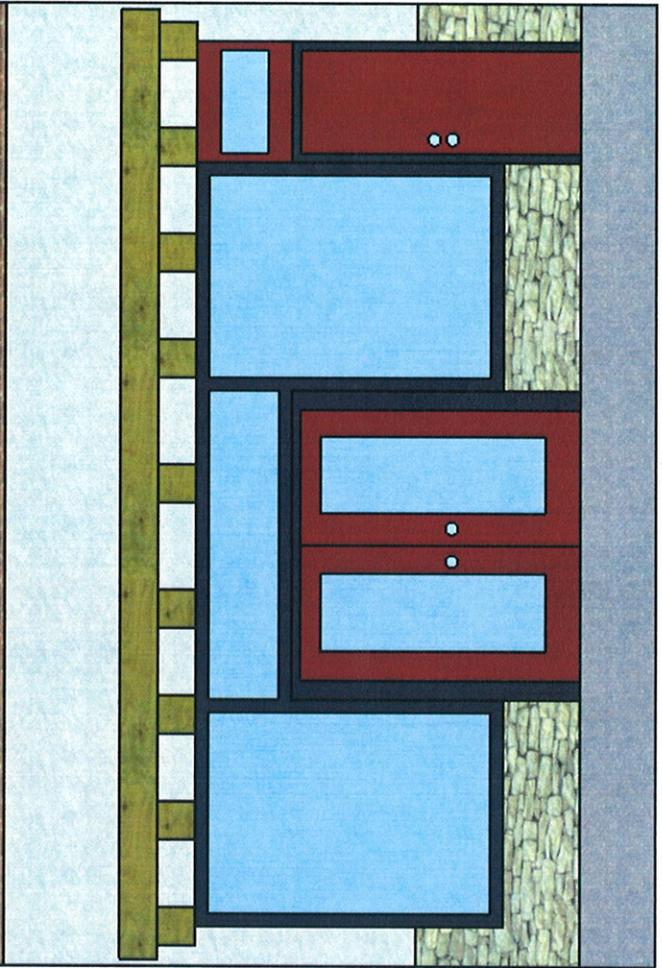
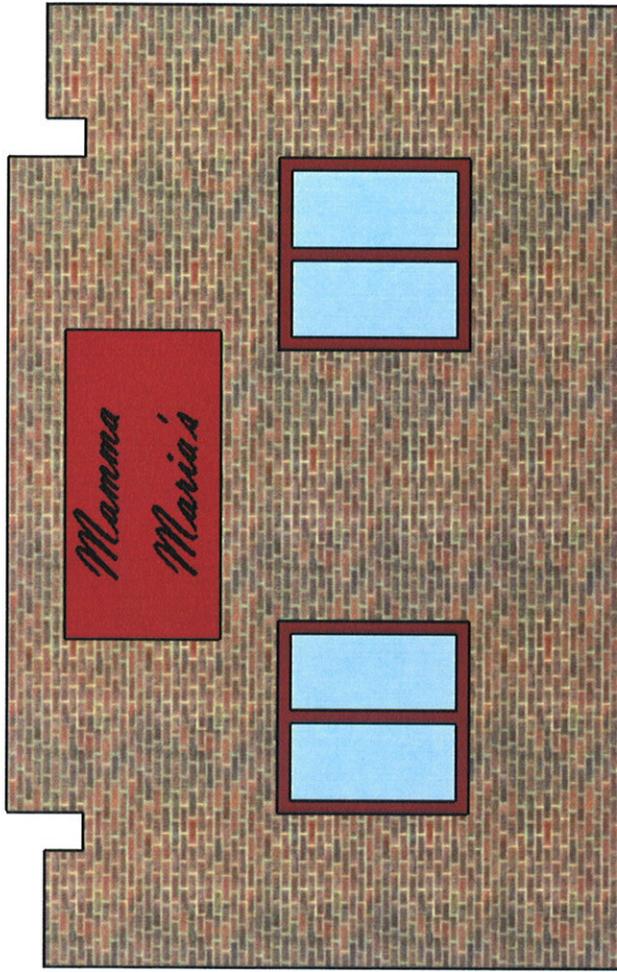
2) Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Any property receiving Storefront Improvement funds since Nov. 14, 2008, is subject to the requirement.

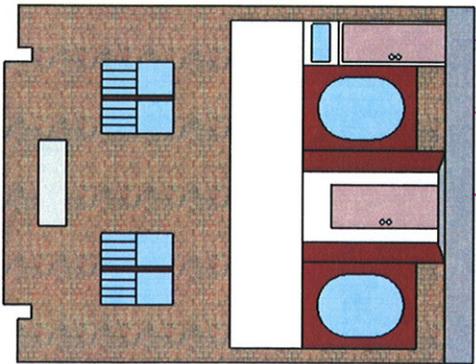
Include an estimate for an automatic door at least for the main entrance if you do not have one.



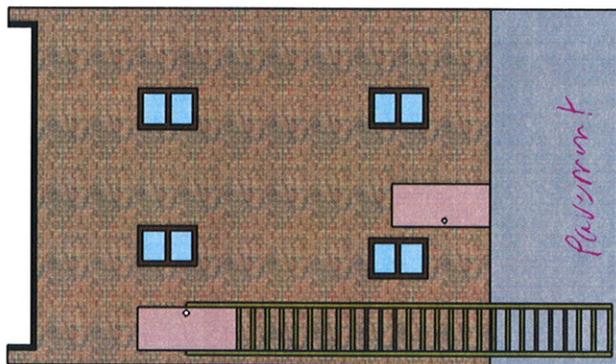
116 E. Main St. - 1994



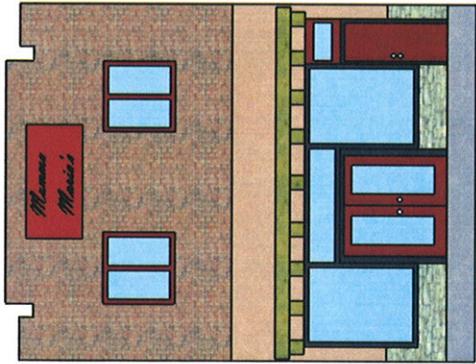




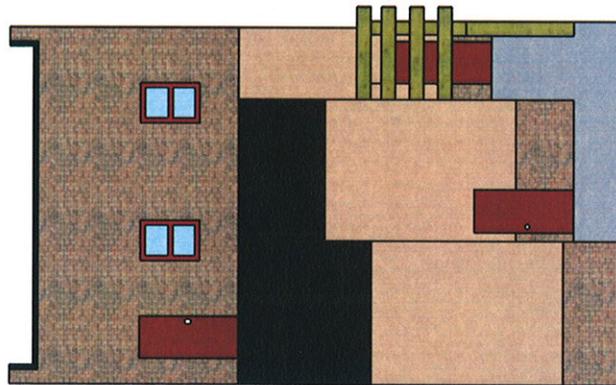
Existing front



Existing Rear

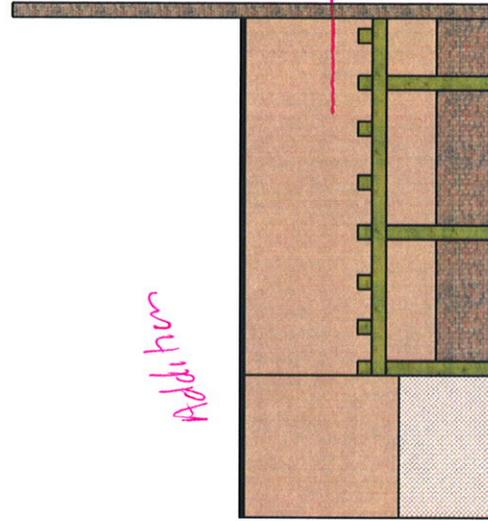


New front



Post construction with addition

Existing front



Addition

New rear entrance to restaurant

Side view



P.O. Box 1833
 Bismarck, ND
 58502-1833

Estimate

Date	Estimate #
7/13/2011	154

Name / Address
Chad Thomas 1044 Boyd Avenue Grand Forks, ND 58203

king@midco.net
www.rgkingconstruction.com

Project
Mamma Marias Mandan

Description	Qty	Rate	Total
wood flooring	3,400	7.00	23,800.00
Tile floors	600	5.00	3,000.00
Stone and Brick repair and replacement		3,200.00	3,200.00
Dryvit exterior @ addition w/ brick accents		6,900.00	6,900.00
contingency		20,000.00	20,000.00
		Total	\$225,250.00



P.O. Box 1833
Bismarck, ND
58502-1833

Estimate

Date	Estimate #
7/13/2011	154

Name / Address
Chad Thomas 1044 Boyd Avenue Grand Forks, ND 58203

king@midco.net
www.rgkingconstruction.com

Project
Mamma Marias Mandan

Description	Qty	Rate	Total
Demo and debris removal		3,000.00	3,000.00
Excavation for addition and entry footings, All trenching and finish grading		3,900.00	3,900.00
4' wall foundation for addition and slab		15,900.00	15,900.00
Heating & Cooling labor and materials using existing furnaces.		13,000.00	13,000.00
Plumbing labor and materials		9,000.00	9,000.00
Electrical labor and materials		15,500.00	15,500.00
Roofing on existing building and on addition		24,000.00	24,000.00
Gutters and downspouts flashings, skuppers		1,650.00	1,650.00
rough framing of addition and interior stairway, and repairs @ existing stairway. frame up walls for apartment. Repair ceiling upstairs. reframe all window openings		17,500.00	17,500.00
Insulation in ceiling		2,000.00	2,000.00
Windows		6,000.00	6,000.00
Fire sprinklers		12,000.00	12,000.00
Exterior Doors two double entrance and two 3'-0" metals, 2 double glass @ patio dining		16,500.00	16,500.00
sheetrock		7,400.00	7,400.00
Interior Painting		4,500.00	4,500.00
Cabinets & countertops for bathrooms and upstairs apartment		3,500.00	3,500.00
interior doors		4,200.00	4,200.00
Millwork & Trim materials and labor		4,900.00	4,900.00
interior stair rails		3,900.00	3,900.00
		Total	



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 11, 2011
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: Renewal of Real Estate Listing Agreement

STATEMENT/PURPOSE: To consider renewal of a real estate listing agreement for city-owned properties at 100 Collins Avenue, 104 E Main, 106 E Main, 108 E Main as well as the building at 116 E Main.

BACKGROUND/ALTERNATIVES: The City of Mandan entered into an agreement for the listing of these properties with Pat Maddock and Karen Fleck of Oaktree Realty effective Feb. 17, 2011. That agreement expires Aug. 17, 2011.

Fleck reports that in addition to the realty signs posted on the properties, other advertising has included five websites plus real estate magazines. Fleck indicates that as Mandan progresses, more interest in vacant real estate will happen. She says that since they've had the two properties listed, there has been much more interest and more inquiries than before, especially in the building. They have not yet received many calls or emails on the vacant lot.

ATTACHMENTS: Listing agreements with the revised date of effectiveness will be available by the meeting.

FISCAL IMPACT: Same as in the agreement about to expire, the City as the Seller would be required to pay a commission equal to 6% of the gross selling price. The proposed listing contract provides for a minimum commission of \$2,500 for the Collins and Main parcels and a minimum \$1,500 for the 116 E Main building.

If the properties are sold for significantly less than the listing prices by an agent representing the Buyer, any commission to the buyer's agent would be subject to consideration in a purchase agreement.

The commissions or fees for the real estate agents would be covered by the sales proceeds for the properties. Sale proceeds would go to the sales tax fund. In the event the sales prices are less than the minimum fees, similarly the budget source would be the sales tax fund.

STAFF IMPACT: Staff efforts have included a news release, website postings, a mailing to about 60 developers and contacts who work with developers, plus phone calls and attempts at setting up briefing sessions with development companies. Activities of the business development office will continue to complement real estate agent promotions.

LEGAL REVIEW: Attorney Brown has previously reviewed the agreement.

RECOMMENDATION: I recommend renewal of the listing agreement with Oaktree Realty for the city-owned properties at 100 Collins Avenue, 104 E Main, 106 E Main, 108 E Main as well as the building at 116 E Main.

SUGGESTED MOTION: I move to renew the listing agreement with Oaktree Realty through Feb. 17, 2012, for the city-owned properties at 100 Collins Avenue, 104 E Main, 106 E Main, 108 E Main as well as the building at 116 E Main.



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 12, 2011
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Sanitary Sewer Request Captain's Landing Township

STATEMENT/PURPOSE: To consider a request for sanitary sewer services from Captain's Landing Township.

BACKGROUND/ALTERNATIVES: Attached is a request related to sanitary sewer from the Captain's Landing Township. Due to the flood event several sanitary sewer systems have failed in the township and therefore the township would like to enter talks with the City of Mandan regarding the potential to hook up to city services. Options that would appear available are:

- a) Annexation of the area
- b) Contract for services

ATTACHMENTS: August 10, 2011 Request from Bob Hruby

FISCAL IMPACT: unknown at this time

STAFF IMPACT: unknown at this time

LEGAL REVIEW: City Attorney Brown is reviewing other cities agreements

RECOMMENDATION: I recommend discussion begin with representatives of the township and exploring both annexation and a possible contract for services agreement.

SUGGESTED MOTION: I move to have City Attorney Brown and Administrator Neubauer begin discussion with township representatives regarding sanitary sewer services.

From: Sandra Hruby [<mailto:murfles@bis.midco.net>]
Sent: Wednesday, August 10, 2011 12:34 PM
To: Jim Neubauer
Subject: Potential Sewer Treatment Proposal

Jim,

This is our proposal for the City Commission meeting Tuesday, August 16, 2011.

If you have any questions please call me at 527 1656

Thank You for your help.

Bob Hruby

36 Captain Marsh Drive

Mandan, ND 58554

August 10, 2011

To: The President and Members of the Mandan City Commission c/o Jim Neubauer,
City Administrator

From: Captain's Landing Township

Subject: Potential Sewer Treatment Contract

Both the City of Mandan and Captain's Landing Township have had, and are still having, major difficulties and hardships due to the flooding event these past several months. One of the problems that the residents of our Township have experienced is the partial or complete failure of their septic systems. As a result, some of our residents have had to move away from their homes or restrict the use of their septic systems. This situation is causing great stress on some of the residents and creates a potential for environmental problems. We know that as our neighbor, the City of Mandan shares our concerns and would be willing to help, if possible, in any way they could. Obviously, during this unprecedented flood there is nothing that can be done at the moment, but we as a Township are trying to be proactive by exploring a number of permanent options to alleviate this situation and prevent it from ever happening in the future.

One of a number of options the Township is exploring is the construction of a centralized sewer collection system for the Township. Under this Option the residents of the Township would be responsible for the construction and maintenance of this system, at our expense. Once constructed, we propose that this system would then be tied into the City of Mandan's existing collection system at the most convenient location. We would enter into a sewer treatment agreement with the City for this service. After researching this option, we discovered that it has been successfully used in both the Grand Forks and Fargo Areas, where a large city treatment facility would accept and treat waste from smaller neighboring townships. The advantage of this option is twofold. First, it is an

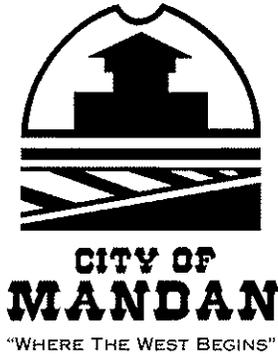
economic gain for the City of Mandan, second, it is a convenient cost effective method of waste removal for the Township. Additionally, it effectively reduces the potential for future environmental issues; especially if a situation similar to the one we are currently in happens again. These are all positives from the perspective of the City of Mandan, the Township and the Missouri River.

What we hope to accomplish at the August 16th Mandan City Commission Meeting is to inquire whether the City of Mandan would be amenable to this proposal. If so, we could discuss the engineering details, requirements and costs regarding this contract, between the City of Mandan and Captain's Landing Township at some future date. Time is of the essence regarding this matter.

The City of Mandan has always been a good neighbor to our Township and we want to thank you for your help during the recent flooding and high water event. As a small community our resources are limited and it is always nice to have a neighbor that is willing to help and give advice. Thank you for your past help and assistance, and we look forward to working with you in the future.

Captain's Landing Township

Bob Hruby



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: August 10, 2011
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch
SUBJECT: Preliminary 2012 Budget

PURPOSE

To consider the introduction and first reading, and call for a public hearing of Ordinance No. 1102.

BACKGROUND

The City of Mandan is required to prepare the annual Budget in accordance with the Municipal Budget Law (North Dakota Century Code Chapter 40-40) and also with existing City Ordinances, Resolutions, contacts and agreements. In addition to these legal requirements, the City's Significant Budget Policies provide further direction and guidance to the budgeting process.

The City's Budget Committee consists of the following members:

- Sandy Tibke, City Commissioner (Finance Portfolio)
- Jim Neubauer, City Administrator
- Greg Welch, Finance Director

The Preliminary 2012 Budget has been posted on the City's website at cityofmandan.com.

The City will also publish a Notice of Public Hearing on August 26, 2011 for the second and final reading of Ordinance No. 1102 adopting the 2012 Budget.

ATTACHMENTS

- Preliminary 2012 Budget
- Ordinance No. 1102

FISCAL IMPACT

See Preliminary 2012 Budget

The annual cost for City services for an existing \$175,000 residential home with an average valuation increase of 2.31% (Board of Equalization) and using 8 units of water per month, excluding special assessments:

Property Taxes:

- 2011 Budget = \$772
- 2012 Budget = \$787
- Annual increase = \$15

Utility Bill:

- 2011 Budget = \$759
- 2012 Budget = \$790
- Annual increase = \$31

Total:

- 2011 Budget = \$1,531
- 2012 Budget = \$1,578
- Annual increase = \$47

STAFF IMPACT

None

LEGAL REVIEW

The Budget was prepared in accordance with the Municipal Budget Law (North Dakota Century Code Chapter 40-40) and also with existing City Ordinances, Resolutions, contacts and agreements.

RECOMMENDATION

To approve the introduction and first reading, and call for a public hearing of Ordinance No. 1102 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012, and making the annual tax levy for the year 2011.

SUGGESTED MOTION

Move to approve the introduction and first reading, and call for a public hearing of Ordinance No. 1102 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012, and making the annual tax levy for the year 2011.



**CITY OF
MANDAN**

“WHERE THE WEST BEGINS”

**PRELIMINARY
2012 BUDGET**



CITY OF MANDAN

MANDAN CITY HALL - 205 2nd Avenue NW
MANDAN, NORTH DAKOTA 58554

701-667-3215 • FAX: 701-667-3223 • www.cityofmandan.com

CITY DEPARTMENTS

ADMINISTRATION	667-3215
ASSESSING/BUILDING INSPECTION	667-3230
BUSINESS DEVELOPMENT	667-3485
CEMETERY	667-6044
ENGINEER/PLANNING & ZONING	667-3225
FINANCE	667-3213
FIRE	667-3288
HUMAN RESOURCES	667-3217
LANDFILL	667-0184
MUNICIPAL COURT	667-3270
POLICE	667-3455
PUBLIC WORKS	667-3240
SEWER TREATMENT	667-3278
SPECIAL ASSESSMENTS	667-3271
UTILITY BILLING	667-3219
WATER TREATMENT	667-3275

August 16, 2011

TO: Board of City Commissioners

The City of Mandan is required to prepare the annual Budget in accordance with the Municipal Budget Law (North Dakota Century Code Chapter 40-40) and also with existing City Ordinances, Resolutions, contacts and agreements. In addition to these legal requirements, the City's Significant Budget Policies provide further direction and guidance to the budgeting process.

The City's Budget Committee consists of the following members:

- Sandy Tibke, City Commissioner (Finance Portfolio)
- Jim Neubauer, City Administrator
- Greg Welch, Finance Director

The following is a summary of the 2012 Budget:

Annual Cost for City Services

The annual cost for City services for an existing \$175,000 residential home with an average valuation increase of 2.31% (Board of Equalization) and using 8 units of water per month, excluding special assessments:

Property Taxes:

- 2011 Budget = \$772
- 2012 Budget = \$787
- Annual increase = \$15

Utility Bill:

- 2011 Budget = \$759
- 2012 Budget = \$790
- Annual increase = \$31

Total:

- 2011 Budget = \$1,531
- 2012 Budget = \$1,578
- Annual increase = \$47

Ordinance (pages 1 to 2)

August 16, 2011 - The Board of City Commissioners to consider the introduction and first reading, and call for a public hearing of Ordinance No. 1102 adopting the 2012 Budget.

September 6, 2011 - The Board of City Commissioners to conduct a public hearing and consider the second and final reading of Ordinance No. 1102 adopting the 2012 Budget. In addition, the Board will consider the Resolutions establishing rates and charges for services from the Water and Sewer Utility Fund and the Solid Waste Utility Fund.

Summary (pages 3 to 5)

Revenues (before Transfers):

- Property Taxes = \$3,698,550 (17%)
- 1% City Sales Taxes = \$1,527,000 (7%)
- Other Taxes = \$633,350 (3%)
- Licenses and Permits = \$595,900 (3%)
- Intergovernmental = \$2,372,950 (11%)
- Utility Charges for Services = \$7,087,650 (32%)
- Other Charges for Services = \$339,500 (1%)
- Fines and Forfeits = \$182,000 (1%)
- Special Assessments = \$5,442,800 (24%)
- Miscellaneous = \$323,650 (1%)
- Total = \$22,203,350

Expenditures (before Transfers):

- Salaries and Benefits = \$7,086,100 (33%)
- Operations and Maintenance = \$5,517,800 (25%)
- Debt Service-Principal and Interest = \$8,548,400 (39%)
- Capital Outlay = \$618,950 (3%)
- Total = \$21,771,250

Excess of Revenues over Expenditures = \$432,100

Estimated Fund Balances (pages 6 to 7)

The purpose of this schedule is to summarize the City's funds and to indicate the estimated change in Fund Balances from January 1, 2011 to December 31, 2012 for each fund.

General Fund (pages 8 to 9)

Revenues = \$7,416,850

Expenditures = \$7,089,200

Capital Outlay = \$96,450

Estimated Fund Balance at December 31, 2012:

- Reserved (17%) = \$1,218,906
- Capital Improvement = \$994,209
- Total = \$2,213,115

Cemetery Fund (page 10)

The purpose of this Fund is to account for a specific annual property tax levy, charges for services, and sale of lots to be used exclusively for the care, maintenance, and improvement of the Cemetery.

Revenues = \$155,000

Expenditures = \$141,900

Capital Outlay = \$0

Estimated Fund Balance at December 31, 2012:

- Reserved (17%) = \$24,815
- Capital Improvement = \$72,528
- Total = \$97,343

No increase in Fees and Charges.

City Visitors' Promotion/Capital Construction Fund (page 11)

The purposes of this Fund are: 1) to account for the 2% City Occupancy Tax to promote, encourage, and attract visitors to come to the City and use the travel and tourism facilities within the City, and 2) to account for the 1% City Restaurant and Lodging Tax for the purchase, equipping, improving, construction, maintenance, repair, and acquisition of buildings or property consistent with visitor attraction and promotion.

Revenues:

- 2% Occupancy Taxes = \$51,250
- 1% Restaurant and Lodging Taxes = \$300,950

Occupancy Tax revenues are distributed as follows:

- Bismarck-Mandan Convention and Visitors Bureau (90%) = \$46,150

The Visitors' Committee recommends funding for projects from the 1% City Restaurant and Lodging Tax revenues.

Estimated Fund Balance at December 31, 2012:

- 2% Tax = \$13,409
- 1% Tax:
 - Unreserved = \$994,050
 - Reserved (17%) = \$51,162
 - Total = \$1,045,211

City Sales Tax Fund (pages 12 to 13)

The purpose of this Fund is to account for the 1% City Sales Tax for reducing property taxes and municipal debt, street, water and sewer improvements, and for job and economic development.

1% City Sales Taxes = \$1,527,000

40% of the annual Sales Tax revenues are transferred to the General Fund for property tax reduction = \$610,800 or 13.61 mills

City Sales Tax Fund (pages 12 to 13), continued

Estimated Fund Balance at December 31, 2012:

- Unreserved = \$489,997
- Reserved = \$500,000
- Total = \$989,997

Historically, the City has expended the Sales Tax revenues as follows:

- Property Tax Reduction = 40%
- Job and Economic Development = 28%
- Street, Water and Sewer Improvements = 27%
- Municipal Debt Reduction = 5%

Mandan Growth Fund (page 14)

The Fund generally receives \$250,000 from the City Sales Tax Fund annually for Job and Economic Development.

Revenues:

- Business Development and Communications Director = \$134,900
- Economic Development = \$94,300
- Storefront Improvement Program = \$50,000
- Retail and Restaurant Incentive Program = \$0
- Total = \$279,200

Expenditures:

- Business Development and Communications Director = \$134,900
- Economic Development = \$12,000
- Storefront Improvement Program = \$0
- Retail and Restaurant Incentive Program = \$0
- Total = \$146,900

The funding for Economic Development projects are recommended by the Mandan Growth Fund Committee.

Estimated Fund Balance at December 31, 2012:

- Business Development and Communications Director = \$0
- Economic Development = \$188,772
- Storefront Improvement Program = \$87,896
- Retail and Restaurant Incentive Program = \$40,000
- Total = \$316,668

Refunding Improvement Bonds Fund (page 15)

The purpose of this Fund is to account for, by district, the financing of the City's special assessment bonds for the construction of infrastructure improvements such as for Sidewalk, Curb and Gutter, Street, and Water and Sewer Utility projects.

Revenues = \$5,368,650

Expenditures = \$6,152,650

Estimated Fund Balance at December 31, 2012:

- Sidewalk, Curb and Gutter = \$203,792
- Street = \$3,418,266
- Water and Sewer Utility = \$324,728
- Total = \$3,946,786

Water and Sewer Utility Fund (pages 16 to 19)

Revenues:

- Water = \$3,931,804
- Sewer = \$1,758,646
- Total = \$5,690,450

Expenses:

- Water = \$3,535,776
- Sewer = \$1,599,374
- Total = \$5,135,150

Capital Outlay:

- Water = \$245,750
- Sewer = \$219,750
- Total = \$465,500

Estimated Fund Balance at December 31, 2012:

- Reserved (25%) = \$748,574
- Water Main Replacement = \$709,171
- Capital Improvement = \$168,989
- Revenue Bonds = \$1,747,967
- Total = \$3,374,701

Fees and Charges:

- Base Rate increase:
 - Residential = \$2.53 per month
 - Commercial and Industrial = \$5.06 per month
 - Apartment = \$7.59 per month
 - Purpose: Debt Service for a \$7M Residual Management Facility Project at the Water Treatment Plant.
- The annual increase in the Utility Bill for an average customer using 8 units (6,000 gallons or 800 cubic feet) of water per month:
 - Residential = \$30.36
 - Commercial and Industrial = \$60.72
 - Apartment = \$91.08

Solid Waste Utility Fund (pages 20 to 22)

Revenues = \$1,265,750

Expenses = \$1,265,300

Capital Outlay = \$57,000

Estimated Fund Balance at December 31, 2012:

- Reserved (25%) = \$326,822
- Landfill and Transfer Station Improvements = \$1,000,000
- Capital Improvement = \$74,654
- Total = \$1,401,476

Fees and Charges:

- Base Rate increase = \$0.05 per month
 - Purpose: Operations and Maintenance costs of residential garbage collection and disposal services.
 - Last Base Rate increase was July 1993.
- The annual increase in the Utility Bill for a residential customer = \$0.60

Service contracts:

- Garbage collection agreement with Dakota Sanitation Plus, Inc. expires on October 31, 2012.
- Disposal agreement with Waste Management of North Dakota, Inc. expires on June 30, 2015.

Street Light Utility Fund (page 23)

Revenues = \$336,350

Expenses = \$300,300

Estimated Fund Balance at December 31, 2012:

- Reserved (25%) = \$77,306
- Capital Improvement = \$146,265
- Total = \$223,571

No increase in Fees and Charges.

City Shop Fund (page 24)

The purpose of this Fund is to account for the salaries and benefits of the City's Mechanic, purchase of fuel, and for repairs and maintenance of City vehicles, and machinery and equipment.

The Fund charges the departments for services provided and for reimbursement of expenditures.

Revenues = \$283,600

Expenditures = \$283,600

Estimated Fund Balance at December 31, 2012 = \$7

Mill Levy, Property Taxes, and Taxable Valuation (pages 25 to 32)

Mill Levy:

- City operations = 86.72 Mills
 - General Fund = 76.84 Mills
- Airport operations = 4.00 Mills
- Library operations = 7.00 Mills
- Total = 97.72 Mills
 - Decrease = 0.26 Mills
 - Average city levy of the 11 largest cities (excluding Mandan) for Tax Year 2010 (2011 Budget) = 97.72 Mills

Property Taxes:

- City operations = \$3,893,295
 - General Fund = \$3,450,142
- Airport operations = \$179,578
- Library operations = \$314,261
- Total = \$4,387,134
 - Increase = \$183,412

Taxable Valuation (estimated) = \$44,894,498

- Increase = 4.6%
- 1 Mill = \$44,894

The increase in the City property taxes for an existing residential home valued at \$175,000 with an average valuation increase of 2.31% (Board of Equalization) in the true and full value, excluding special assessments = \$15.73

City's share of 1 Mill for Tax Year 2010 (2011 Budget) = 24%

Salaries and Benefits (page 33)

Salaries:

- Salaries = \$5,288,950
 - Cost Of Living Adjustment (COLA) = 2.5% or \$117,150
 - No merit or step increases.
 - Assessing Department decrease = \$54,600
 - Overtime decrease = \$29,300
 - Overtime-Grants increase = \$20,450
 - Part Time decrease = \$1,750
 - Increase = \$55,950 or 1.1%

Benefits:

- Benefits = \$1,797,150
 - Health Insurance increase = \$23,950
 - Increase = \$31,550 or 1.8%

Salaries and Benefits = \$7,086,100

- Increase = \$87,500 or 1.3%

Capital Outlay (page 34)

See schedule.

Capital Outlay = \$618,950

Debt Service (page 35)

Debt Service:

- General Obligation Bonds-Liberty Memorial Bridge = \$993,223
- Special Assessment Bonds-Sidewalk, Curb and Gutter = \$1,193,559
- Special Assessment Bonds-Street = \$34,479,027
- Special Assessment Bonds-Water and Sewer Utility = \$12,283,259
- Revenue Bonds-Mandan Community Center = \$1,121,553
- Revenue Bonds-Water Utility = \$27,720,782
- Revenue Bonds-Sewer Utility = \$5,590,625
- Total Principal and Interest:
 - Principal = \$68,061,028
 - Interest = \$15,320,998
 - Total = \$83,382,026

Amortization:

- % of Debt Service retired in 10 years = 81%
- % of Debt Service retired in 15 years = 95%

Transfers (page 36)

The purpose of this schedule is to indicate the Transfers in/out between funds and to provide a description for each transfer.

Transfers = \$2,456,350

Statistical (pages 37 to 54)

The purpose of these schedules is to provide a general overview of the City's demographic and economic statistics:

- Cemetery Grave Opening and Closing Chart (page 37)
- Sale of Cemetery Lots Chart (page 38)
- City Occupancy Taxes Chart (page 39)
- City Restaurant and Lodging Taxes Chart (page 40)
- City Taxable Sales and Purchases Chart (page 41)
- City Sales Taxes Chart (page 42)
- Water and Sewer Utility Fund-Utility Billing-Water (pages 43 to 44)
- Water and Sewer Utility Fund-Utility Billing-Sewer (page 45)
- Solid Waste Tons Hauled from Transfer Station Chart (page 46)
- Inert Landfill Tons Chart (page 47)
- City Mill Levy Tax Year 2010 Chart-12 Largest Cities in North Dakota (page 48)
- Salaries and Benefits Chart (page 49)
- Debt Service Chart (page 50)
- Value of Building Permits Chart (page 51)
- Commercial and Industrial Building Permits Chart (page 52)
- New Residential Permits Chart (page 53)

Statistical (pages 37 to 54), continued

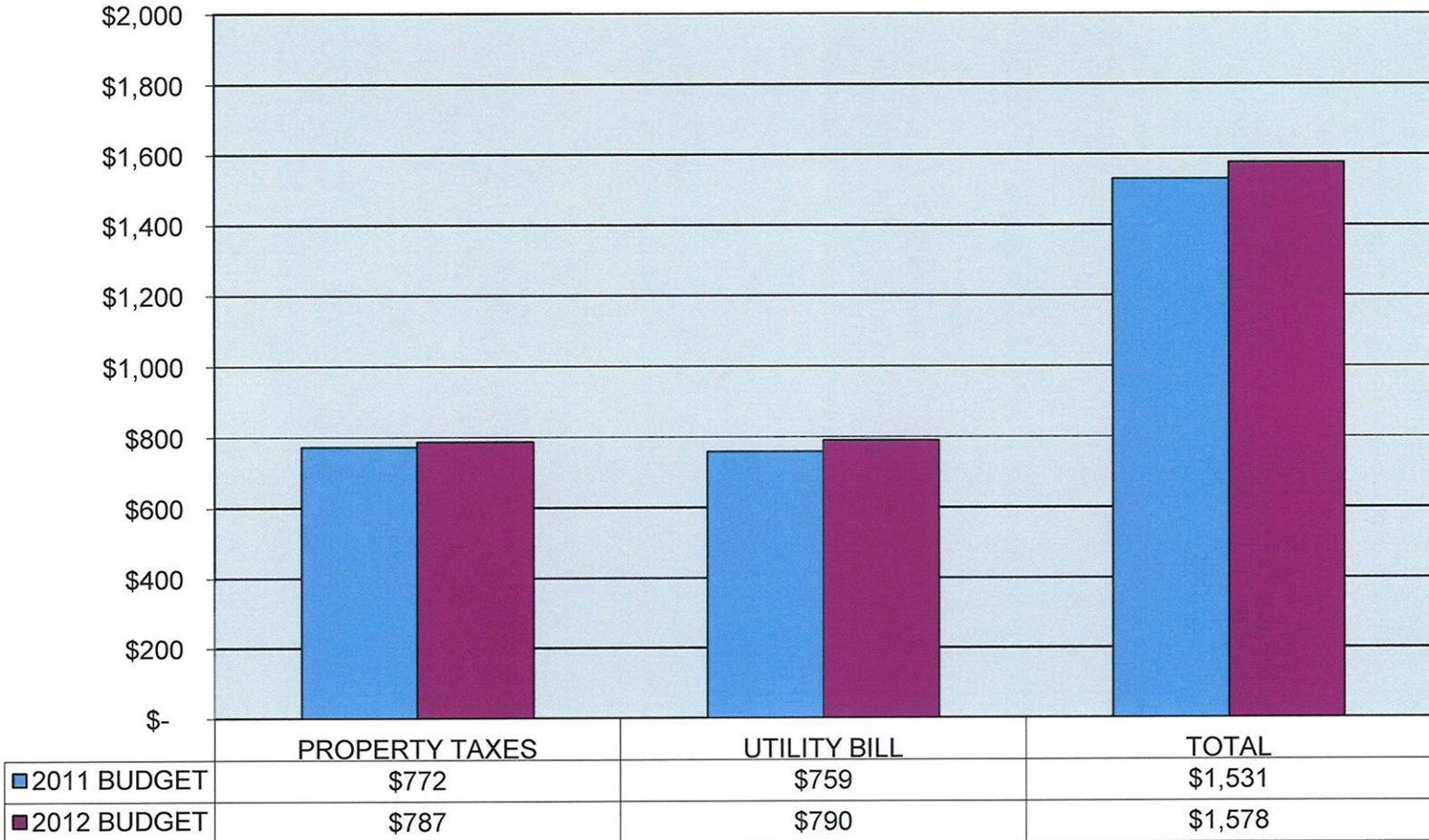
- Residential Real Estate Sales Chart (page 54)
- Bismarck-Mandan Community Profile

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G. Welch". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Greg Welch
Finance Director

ANNUAL COST FOR CITY SERVICES



**EXISTING \$175,000 RESIDENTIAL HOME
(WITH AN AVERAGE VALUATION INCREASE AND USING 8 UNITS OF WATER PER MONTH,
EXCLUDING SPECIAL ASSESSMENTS)**

**CITY OF MANDAN
2012 BUDGET
TABLE OF CONTENTS**

SUMMARY:

Ordinance No. 1102	1
Summary	3
Revenues Chart	4
Expenditures Chart	5
Estimated Fund Balances	6

MAJOR FUNDS:

General Fund-By Department	8
General Fund-By Source and Object	9
Cemetery Fund	10
City Visitors' Promotion/Capital Construction Fund	11
City Sales Tax Fund	12
City Sales Tax Fund Historical Expenditures Chart-By Category	13
Mandan Growth Fund	14
Refunding Improvement Bonds Fund	15
Water and Sewer Utility Fund-By Department	16
Water and Sewer Utility Fund-By Source and Object	17
Resolution Establishing Rates and Charges for Services from the Water and Sewer Utility Fund	18
Solid Waste Utility Fund	20
Resolution Establishing Rates and Charges for Services from the Solid Waste Utility Fund	21
Street Light Utility Fund	23
City Shop Fund	24

**CITY OF MANDAN
2012 BUDGET
TABLE OF CONTENTS**

MILL LEVIES, TAXABLE VALUATIONS, AND PROPERTY TAXES:	
Mill Levy and Property Taxes	25
Property Tax Increase	26
Property Tax Rates-Last Ten Years	27
Property Tax Rates Tax Year 2010 Chart	28
City Property Tax Rates Chart	29
City Taxable Valuations-Last Ten Years	30
City Taxable Valuations Chart	31
Board of Equalization Tax Year 2011	32
SALARIES AND BENEFITS:	
Salaries and Benefits	33
CAPITAL OUTLAY:	
Capital Outlay	34
DEBT SERVICE:	
Debt Service	35
TRANSFERS:	
Transfers	36
STATISTICAL:	
Cemetery Grave Opening and Closing Chart	37
Sale of Cemetery Lots Chart	38
City Occupancy Taxes Chart	39
City Restaurant and Lodging Taxes Chart	40
City Taxable Sales and Purchases Chart	41
City Sales Taxes Chart	42
Water and Sewer Utility Fund-Utility Billing-Water	43
Water and Sewer Utility Fund-Utility Billing-Sewer	45

**CITY OF MANDAN
2012 BUDGET
TABLE OF CONTENTS**

STATISTICAL:

Solid Waste Tons Hauled from Transfer Station Chart	46
Inert Landfill Tons Chart	47
City Mill Levy Tax Year 2010 Chart-12 Largest Cities in North Dakota	48
Salaries and Benefits Chart	49
Debt Service Chart	50
Value of Building Permits Chart	51
Commercial and Industrial Building Permits Chart	52
New Residential Permits Chart	53
Residential Real Estate Sales Chart	54
Bismarck-Mandan Community Profile	

ORDINANCE NO. 1102

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OR EXPENSES OF THE CITY OF MANDAN, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2012, AND ENDING DECEMBER 31, 2012, AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2011.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA:

Section 1. There are hereby appropriated the following sums of money for so much thereof that may be necessary for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012.

General Fund	\$7,185,650
Highway Distribution Fund	1,099,600
City's Share of Special Assessments Fund	145,500
Cemetery Fund	141,900
City Visitors' Promotion Fund	46,150
Alarm-Equipment Reserve Fund	27,650
City Sales Tax Fund	1,155,100
Public Transportation System Fund	100,000
Mandan Growth Fund	146,900
Job Development Authority Fund	100,000
Narcotics Task Force Grant Fund	52,000
Police Equipment Reserve Fund	12,400
Traffic Safety Grants Fund	10,750
Under-age Drinking Enforcement Grant Fund	1,000
Narcotics Task Force Grant Fund-HIDTA	47,700
BNSF Settlement Fund	1,150
Mandan SEP Trust Fund	3,400
Downtown Redevelopment Fund	76,450
Mandan Community Center Revenue Bonds of 2005 Fund	142,450
Liberty Memorial Bridge General Obligations Bonds Fund	66,000
Refunding Improvement Bonds Fund	6,152,650
City Visitors' Promotion Capital Construction Fund	6,350
Water and Sewer Utility Fund	5,600,650
Solid Waste Utility Fund	1,322,300
Street Light Utility Fund	300,300
City Shop Fund	283,600

Section 2. There are hereby levied the following sums of money on all taxable property in the City of Mandan, North Dakota, for the year 2011 for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota.

General Fund	\$3,450,142
City's Share of Special Assessments Fund	153,018
Cemetery Fund	82,632
Public Transportation System Fund	89,789
General Obligation Bonds Fund:	
Liberty Memorial Bridge	71,393
Refunding Improvement Bonds Fund:	
Street Improvement District #145	33,508
Street Improvement District #148	12,813
Mandan Airport Authority	179,578
Morton Mandan Public Library	314,261

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4. Taking Effect. This ordinance shall be in full force and effect from and after its final passage and adoption.

President, Board of City Commissioners

Attest:

City Administrator

First Reading: August 16, 2011

Second Reading: September 6, 2011

Final Passage and Adoption: September 6, 2011

**CITY OF MANDAN
2012 BUDGET
SUMMARY**

REVENUES:

TAXES:

PROPERTY	\$ 3,698,550
1% CITY SALES	\$ 1,527,000
1% RESTAURANT AND LODGING	\$ 300,950
2% OCCUPANCY	\$ 51,250
OTHER	\$ 281,150

LICENSES AND PERMITS	\$ 595,900
----------------------	------------

INTERGOVERNMENTAL:

STATE AID DISTRIBUTION	\$ 996,650
HIGHWAY TAX DISTRIBUTION	\$ 969,250
OTHER	\$ 407,050

CHARGES FOR SERVICES:

WATER, SEWER, SOLID WASTE, STREET LIGHT UTILITY	\$ 7,087,650
FUEL	\$ 205,450
GRAVE OPENING AND CLOSING	\$ 48,500
OTHER	\$ 85,550

FINES AND FORFEITS	\$ 182,000
--------------------	------------

SPECIAL ASSESSMENTS	\$ 5,442,800
---------------------	--------------

INTEREST	\$ 72,850
----------	-----------

LOAN REPAYMENT	\$ 18,500
----------------	-----------

SALE OF CEMETERY LOTS	\$ 22,000
-----------------------	-----------

MISCELLANEOUS	\$ 210,300
---------------	------------

TOTAL BEFORE TRANSFERS	<u>\$ 22,203,350</u>
------------------------	----------------------

TRANSFERS	<u>\$ 2,456,350</u>
-----------	---------------------

TOTAL AFTER TRANSFERS	<u><u>\$ 24,659,700</u></u>
-----------------------	-----------------------------

EXPENDITURES:

SALARIES AND BENEFITS	\$ 7,086,100
-----------------------	--------------

OPERATIONS AND MAINTENANCE:

PROFESSIONAL FEES AND SERVICES	\$ 1,580,650
--------------------------------	--------------

INSURANCE	\$ 141,100
-----------	------------

RENTALS	\$ 118,500
---------	------------

TRAVEL AND TRAINING	\$ 62,300
---------------------	-----------

UTILITIES	\$ 868,350
-----------	------------

PUBLISHING AND PRINTING	\$ 78,650
-------------------------	-----------

DUES AND MEMBERSHIPS	\$ 22,500
----------------------	-----------

SUPPLIES AND MAINTENANCE	\$ 1,018,400
--------------------------	--------------

REPAIRS AND MAINTENANCE	\$ 690,000
-------------------------	------------

CITY SHARE OF SPECIAL ASSESSMENTS	\$ 118,550
-----------------------------------	------------

DEBT SERVICE-CHARGES AND FEES	\$ 156,650
-------------------------------	------------

MISCELLANEOUS	\$ 56,000
---------------	-----------

SUBSIDIES	\$ 606,150
-----------	------------

DEBT SERVICE-PRINCIPAL AND INTEREST	<u>\$ 8,548,400</u>
-------------------------------------	---------------------

TOTAL	<u>\$ 21,152,300</u>
-------	----------------------

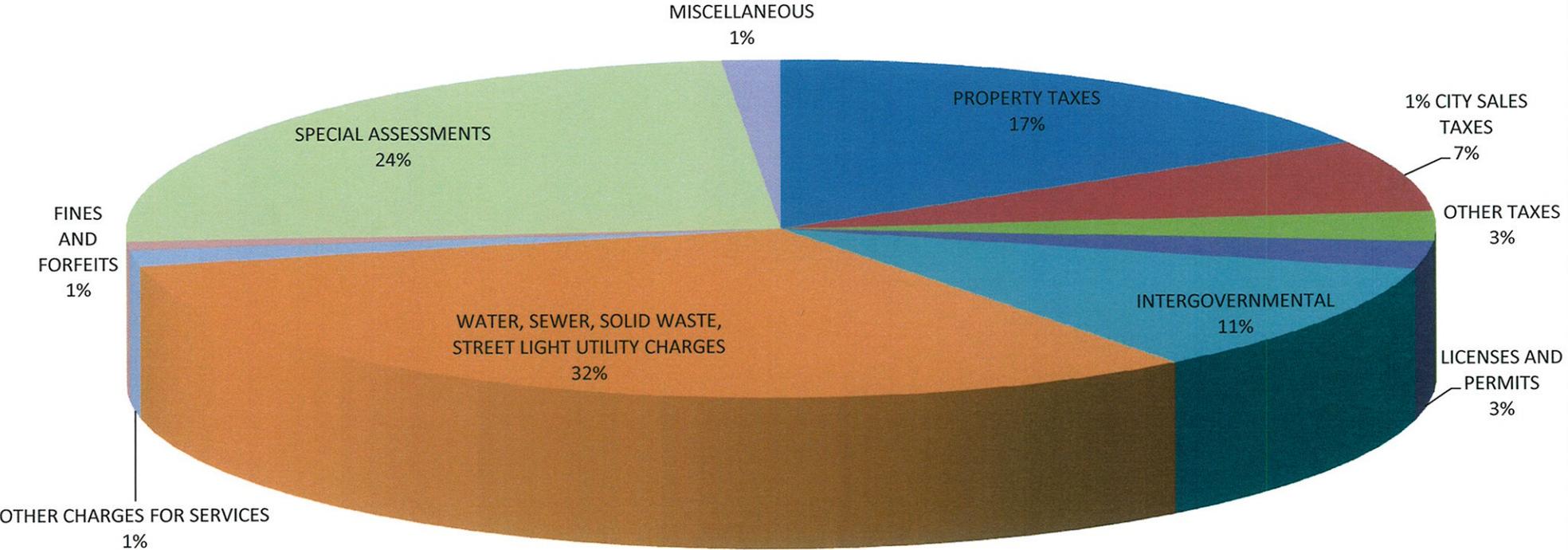
CAPITAL OUTLAY	<u>\$ 618,950</u>
----------------	-------------------

TOTAL BEFORE TRANSFERS	<u>\$ 21,771,250</u>
------------------------	----------------------

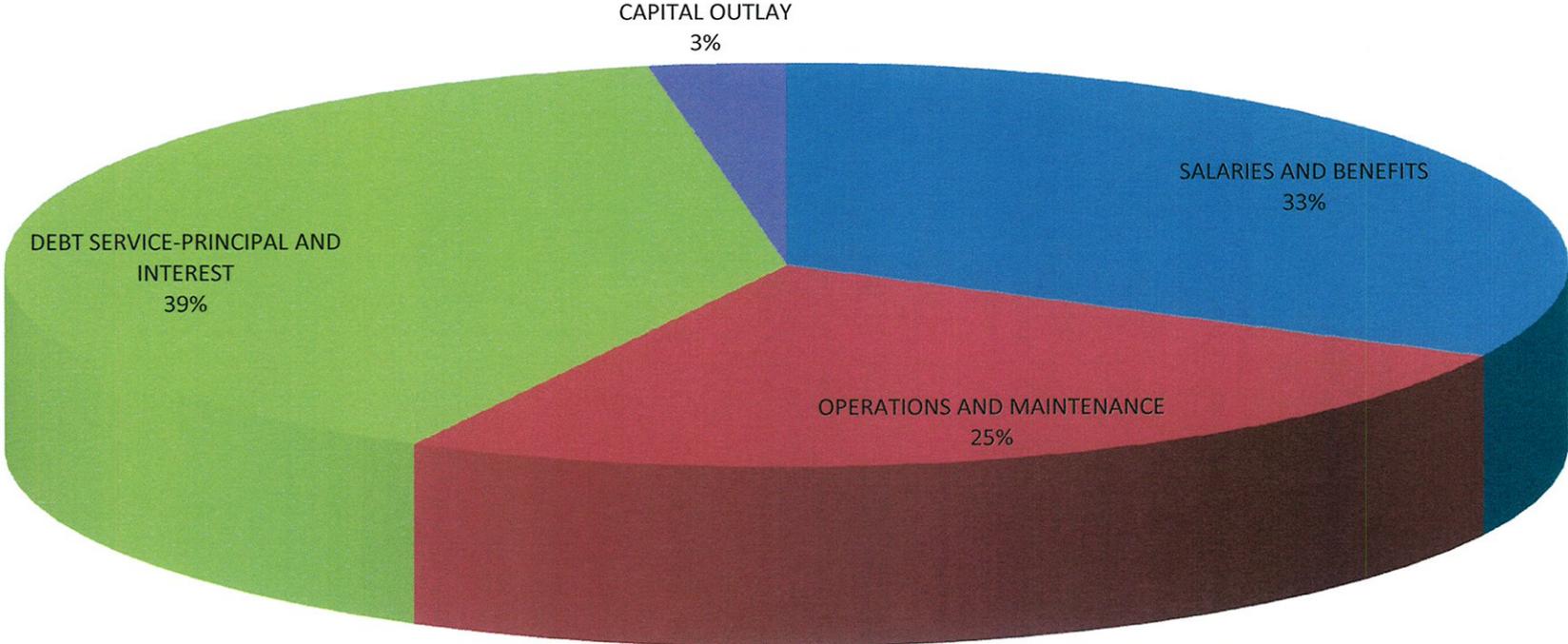
TRANSFERS	<u>\$ 2,456,350</u>
-----------	---------------------

TOTAL AFTER TRANSFERS	<u><u>\$ 24,227,600</u></u>
-----------------------	-----------------------------

CITY OF MANDAN 2012 BUDGET REVENUES



CITY OF MANDAN 2012 BUDGET EXPENDITURES



**CITY OF MANDAN
2012 BUDGET
ESTIMATED FUND BALANCES**

FUND	ACTUAL FUND BALANCE 1-1-2011	REVISED 2011 BUDGET REVENUES	REVISED 2011 BUDGET EXPENDITURES	ESTIMATED FUND BALANCE 12-31-2011	2012 BUDGET REVENUES	2012 BUDGET EXPENDITURES	ESTIMATED FUND BALANCE 12-31-2012
GENERAL	\$ 1,715,615	\$ 7,671,800	\$ 7,240,500	\$ 1,981,915	\$ 7,416,850	\$ 7,185,650	\$ 2,213,115
HIGHWAY DISTRIBUTION	\$ 116,192	\$ 1,353,950	\$ 1,339,750	\$ 130,392	\$ 969,250	\$ 1,099,600	\$ 42
CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 211,386	\$ 192,700	\$ 145,150	\$ 258,936	\$ 149,750	\$ 145,500	\$ 263,186
CEMETERY	\$ 70,993	\$ 158,750	\$ 145,500	\$ 84,243	\$ 155,000	\$ 141,900	\$ 97,343
CITY VISITORS' PROMOTION	\$ 3,209	\$ 51,250	\$ 46,150	\$ 8,309	\$ 51,250	\$ 46,150	\$ 13,409
ALARM-EQUIPMENT RESERVE	\$ 41,630	\$ 7,200	\$ 5,300	\$ 43,530	\$ 6,500	\$ 27,650	\$ 22,380
CITY SALES TAX	\$ 843,647	\$ 1,679,750	\$ 1,905,300	\$ 618,097	\$ 1,527,000	\$ 1,155,100	\$ 989,997
PUBLIC TRANSPORTATION SYSTEM	\$ -	\$ 102,000	\$ 100,000	\$ 2,000	\$ 98,000	\$ 100,000	\$ -
FIRE EQUIPMENT RESERVE	\$ 130,904	\$ 61,500	\$ -	\$ 192,404	\$ 109,050	\$ -	\$ 301,454
MANDAN GROWTH	\$ 267,768	\$ 282,400	\$ 365,800	\$ 184,368	\$ 279,200	\$ 146,900	\$ 316,668
JOB DEVELOPMENT AUTHORITY	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -
POLICE EQUIPMENT RESERVE	\$ 24,835	\$ 73,300	\$ 74,650	\$ 23,485	\$ -	\$ 12,400	\$ 11,085
BNSF SETTLEMENT	\$ 495,359	\$ 2,400	\$ 2,900	\$ 494,859	\$ 2,400	\$ 1,150	\$ 496,109
MANDAN SEP TRUST	\$ 1,563,708	\$ 12,350	\$ 3,400	\$ 1,572,658	\$ 12,350	\$ 3,400	\$ 1,581,608
HEALTH AND SAFETY	\$ (115,847)	\$ 34,550	\$ 5,400	\$ (86,697)	\$ 30,700	\$ -	\$ (55,997)
MANDAN COMMUNITY CENTER REVENUE BONDS	\$ 141,500	\$ 140,900	\$ 140,900	\$ 141,500	\$ 142,450	\$ 142,450	\$ 141,500
LIBERTY MEMORIAL BRIDGE GENERAL OBLIGATIONS BONDS	\$ 13,016	\$ 68,900	\$ 62,300	\$ 19,616	\$ 72,700	\$ 66,000	\$ 26,316
REFUNDING IMPROVEMENT BONDS	\$ 6,667,886	\$ 6,806,950	\$ 8,744,050	\$ 4,730,786	\$ 5,368,650	\$ 6,152,650	\$ 3,946,786
BUILDING RESERVE	\$ 176,497	\$ -	\$ 21,700	\$ 154,797	\$ -	\$ -	\$ 154,797

**CITY OF MANDAN
2012 BUDGET
ESTIMATED FUND BALANCES**

FUND	ACTUAL FUND BALANCE 1-1-2011	REVISED 2011 BUDGET REVENUES	REVISED 2011 BUDGET EXPENDITURES	ESTIMATED FUND BALANCE 12-31-2011	2012 BUDGET REVENUES	2012 BUDGET EXPENDITURES	ESTIMATED FUND BALANCE 12-31-2012
CITY VISITORS' PROMOTION CAPITAL CONSTRUCTION	\$ 440,211	\$ 313,850	\$ 16,350	\$ 737,711	\$ 313,850	\$ 6,350	\$ 1,045,211
WATER AND SEWER UTILITY	\$ 3,003,651	\$ 6,033,650	\$ 5,752,400	\$ 3,284,901	\$ 5,690,450	\$ 5,600,650	\$ 3,374,701
SOLID WASTE UTILITY	\$ 1,569,476	\$ 1,242,300	\$ 1,353,750	\$ 1,458,026	\$ 1,265,750	\$ 1,322,300	\$ 1,401,476
STREET LIGHT UTILITY	\$ 153,771	\$ 333,300	\$ 299,550	\$ 187,521	\$ 336,350	\$ 300,300	\$ 223,571
CITY SHOP	\$ 28,207	\$ 253,850	\$ 282,050	\$ 7	\$ 283,600	\$ 283,600	\$ 7

**CITY OF MANDAN
2012 BUDGET
CEMETERY FUND**

ESTIMATED FUND BALANCE-DECEMBER 31, 2011	\$	84,243
REVENUES:		
TAXES:		
PROPERTY	\$	78,500
OTHER	\$	4,700
INTERGOVERNMENTAL	\$	850
CHARGES FOR SERVICES:		
GRAVE OPENING AND CLOSING	\$	48,500
SALE OF CEMETERY LOTS	\$	22,000
MISCELLANEOUS	\$	450
TOTAL	\$	<u>155,000</u>
EXPENDITURES:		
SALARIES AND BENEFITS	\$	128,900
OPERATIONS AND MAINTENANCE:		
INSURANCE	\$	500
RENTALS	\$	100
UTILITIES	\$	3,900
SUPPLIES AND MAINTENANCE	\$	5,300
REPAIRS AND MAINTENANCE	\$	3,200
TOTAL	\$	<u>141,900</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$	<u>13,100</u>
CAPITAL OUTLAY	\$	<u>-</u>
INCREASE (DECREASE) IN FUND BALANCE	\$	<u>13,100</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012	\$	<u><u>97,343</u></u>
<u>ESTIMATED FUND BALANCE-DECEMBER 31, 2012</u>		
RESERVED	\$	24,815
CAPITAL IMPROVEMENT	\$	<u>72,528</u>
TOTAL	\$	<u><u>97,343</u></u>

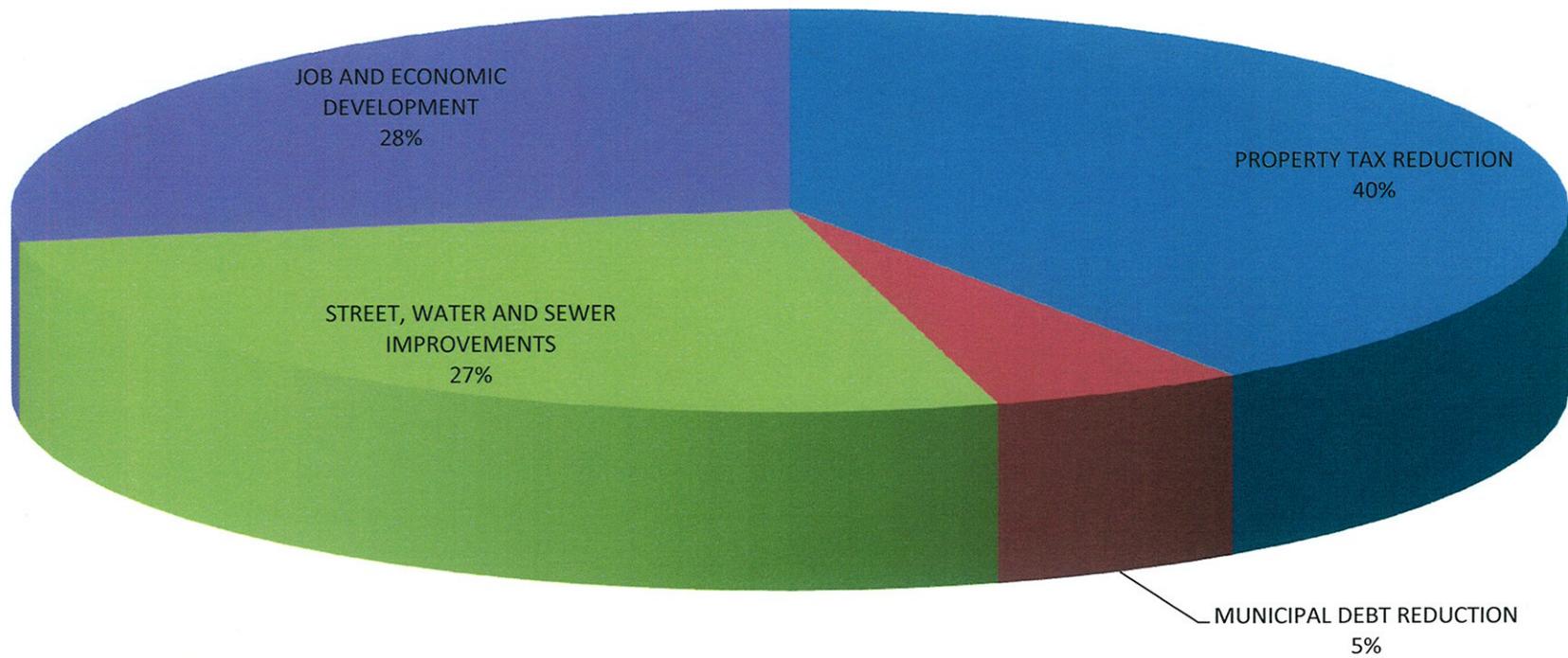
**CITY OF MANDAN
2012 BUDGET
CITY VISITORS' PROMOTION/CAPITAL CONSTRUCTION FUND**

	<u>2% TAX</u>	<u>1% TAX</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2011	\$ 8,309	\$ 737,711
REVENUES:		
TAXES:		
OCCUPANCY	\$ 51,250	
RESTAURANT AND LODGING		\$ 300,950
MISCELLANEOUS		\$ 12,900
TOTAL	<u>\$ 51,250</u>	<u>\$ 313,850</u>
EXPENDITURES:		
PROFESSIONAL FEES AND SERVICES		\$ 100
INSURANCE		\$ 900
TRAVEL AND TRAINING		\$ 50
UTILITIES		\$ 850
REPAIRS AND MAINTENANCE		\$ 4,450
CAPITAL OUTLAY		\$ -
SUBSIDIES:		
BISMARCK-MANDAN CVB (90%)	\$ 46,150	
TOTAL	<u>\$ 46,150</u>	<u>\$ 6,350</u>
EXCESS OF REVENUES OVER (UNDER)		
EXPENDITURES	<u>\$ 5,100</u>	<u>\$ 307,500</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012	<u>\$ 13,409</u>	<u>\$ 1,045,211</u>
<u>ESTIMATED FUND BALANCE-DECEMBER 31, 2012</u>		
		<u>1% TAX</u>
UNRESERVED		\$ 994,050
RESERVED		\$ 51,162
TOTAL		<u>\$ 1,045,211</u>

**CITY OF MANDAN
2012 BUDGET
CITY SALES TAX FUND**

ESTIMATED FUND BALANCE-DECEMBER 31, 2011		\$	618,097
REVENUES:			
TAXES:			
1% CITY SALES			<u>\$ 1,527,000</u>
	TOTAL		<u>\$ 1,527,000</u>
EXPENDITURES:			
INSURANCE		\$	50
UTILITIES		\$	1,000
PUBLISHING AND PRINTING		\$	100
DUES AND MEMBERSHIPS		\$	700
CAPITAL OUTLAY		\$	-
TRANSFERS AND SUBSIDIES:			
GENERAL FUND		\$	610,800
MANDAN GROWTH FUND		\$	250,000
JOB DEVELOPMENT AUTHORITY FUND		\$	100,000
MCC REVENUE BONDS OF 2005 FUND		\$	142,450
BISMARCK-MANDAN CHAMBER OF COMMERCE		\$	5,000
MANDAN PROGRESS ORGANIZATION FUNDING COMMITTEE		\$	20,000
MANDAN PROGRESS ORGANIZATION		\$	<u>25,000</u>
	TOTAL		<u>\$ 1,155,100</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES		\$	<u>371,900</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012		\$	<u><u>989,997</u></u>
<u>ESTIMATED FUND BALANCE-DECEMBER 31, 2012</u>			
	UNRESERVED	\$	489,997
	RESERVED	\$	500,000
	TOTAL		<u><u>\$ 989,997</u></u>

CITY OF MANDAN CITY SALES TAX FUND HISTORICAL EXPENDITURES-BY CATEGORY



**CITY OF MANDAN
2012 BUDGET
MANDAN GROWTH FUND**

	BUSINESS DEVELOPMENT AND COMMUNICATIONS DIRECTOR	ECONOMIC DEVELOPMENT	STOREFRONT IMPROVEMENT PROGRAM	RETAIL AND RESTAURANT INCENTIVE PROGRAM	TOTAL
ESTIMATED FUND BALANCE-DECEMBER 31, 2011	\$ -	\$ 106,472	\$ 37,896	\$ 40,000	\$ 184,368
REVENUES:					
INTERGOVERNMENTAL	\$ 9,000				\$ 9,000
MISCELLANEOUS:					
LOAN REPAYMENT		\$ 18,500			\$ 18,500
OTHER	\$ 1,000	\$ 700			\$ 1,700
TRANSFERS	\$ 124,900	\$ 75,100	\$ 50,000		\$ 250,000
TOTAL	<u>\$ 134,900</u>	<u>\$ 94,300</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 279,200</u>
EXPENDITURES:					
SALARIES AND BENEFITS	\$ 87,600				\$ 87,600
OPERATIONS AND MAINTENANCE:					
PROFESSIONAL FEES AND SERVICES	\$ 450				\$ 450
TRAVEL AND TRAINING	\$ 4,500				\$ 4,500
UTILITIES	\$ 1,000				\$ 1,000
PUBLISHING AND PRINTING	\$ 35,700				\$ 35,700
DUES AND MEMBERSHIPS	\$ 800				\$ 800
SUPPLIES AND MAINTENANCE	\$ 4,850				\$ 4,850
DEBT SERVICE		\$ 2,000			\$ 2,000
SUBSIDIES:					
ECONOMIC DEVELOPMENT		\$ 10,000			\$ 10,000
STOREFRONT IMPROVEMENT PROGRAM			\$ -		\$ -
RETAIL AND RESTAURANT INCENTIVE PROGRAM				\$ -	\$ -
TOTAL	<u>\$ 134,900</u>	<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 146,900</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ 82,300</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 132,300</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012	<u>\$ -</u>	<u>\$ 188,772</u>	<u>\$ 87,896</u>	<u>\$ 40,000</u>	<u>\$ 316,668</u>

**CITY OF MANDAN
2012 BUDGET
WATER AND SEWER UTILITY FUND
(BY DEPARTMENT)**

	WATER	SEWER	TOTAL
ESTIMATED FUND BALANCE-DECEMBER 31, 2011			\$ 3,284,901

REVENUES:			
TAXES	\$ 1,350	\$ 650	\$ 2,000
CHARGES FOR SERVICES	\$ 3,820,935	\$ 1,705,265	\$ 5,526,200
MISCELLANEOUS	\$ 92,914	\$ 44,736	\$ 137,650
TRANSFERS	\$ 16,605	\$ 7,995	\$ 24,600
TOTAL	\$ 3,931,804	\$ 1,758,646	\$ 5,690,450

EXPENSES:			
REVENUE BONDS	\$ 1,812,700	\$ 529,250	\$ 2,341,950
AUDITOR:			
GENERAL	\$ 82,991	\$ 39,959	\$ 122,950
WATER TREATMENT	\$ 17,400		\$ 17,400
SEWER TREATMENT		\$ 10,850	\$ 10,850
WATER UTILITY	\$ 11,250		\$ 11,250
SEWER UTILITY		\$ 3,550	\$ 3,550
UTILITY MAINTENANCE	\$ 3,713	\$ 1,788	\$ 5,500
METER READING	\$ 675	\$ 325	\$ 1,000
UTILITY BILLING	\$ 139,286	\$ 67,064	\$ 206,350
WATER TREATMENT	\$ 1,011,450		\$ 1,011,450
SEWER TREATMENT		\$ 526,950	\$ 526,950
WATERLINE MAINTENANCE	\$ 312,300		\$ 312,300
SEWERLINE MAINTENANCE		\$ 350,300	\$ 350,300
METER READING	\$ 144,011	\$ 69,339	\$ 213,350
TOTAL	\$ 3,535,776	\$ 1,599,374	\$ 5,135,150

SALARIES AND BENEFITS	OPERATIONS AND MAINTENANCE	DEBT SERVICE- PRINCIPAL AND INTEREST	TOTAL
	\$ 130,800	\$ 2,211,150	\$ 2,341,950
\$ 1,600	\$ 121,350		\$ 122,950
	\$ 17,400		\$ 17,400
	\$ 10,850		\$ 10,850
	\$ 11,250		\$ 11,250
	\$ 3,550		\$ 3,550
	\$ 5,500		\$ 5,500
	\$ 1,000		\$ 1,000
\$ 153,350	\$ 53,000		\$ 206,350
\$ 395,100	\$ 616,350		\$ 1,011,450
\$ 289,300	\$ 237,650		\$ 526,950
\$ 200,350	\$ 111,950		\$ 312,300
\$ 210,350	\$ 139,950		\$ 350,300
\$ 179,350	\$ 34,000		\$ 213,350
\$ 1,429,400	\$ 1,494,600	\$ 2,211,150	\$ 5,135,150

EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 396,028	\$ 159,273	\$ 555,300
--	------------	------------	------------

CAPITAL OUTLAY	\$ (245,750)	\$ (219,750)	\$ (465,500)
----------------	--------------	--------------	--------------

INCREASE (DECREASE) IN FUND BALANCE	\$ 150,278	\$ (60,478)	\$ 89,800
-------------------------------------	------------	-------------	-----------

ESTIMATED FUND BALANCE-DECEMBER 31, 2012			\$ 3,374,701
--	--	--	--------------

	ESTIMATED FUND BALANCE-DECEMBER 31, 2012	TOTAL
	RESERVED	\$ 748,574
	WATER MAIN REPLACEMENT	\$ 709,171
	CAPITAL IMPROVEMENT	\$ 168,989
	REVENUE BONDS	\$ 1,747,967
	TOTAL	\$ 3,374,701

**CITY OF MANDAN
2012 BUDGET
WATER AND SEWER UTILITY FUND
(BY SOURCE AND OBJECT)**

	WATER	SEWER	TOTAL
ESTIMATED FUND BALANCE-DECEMBER 31, 2011			\$ 3,284,901
REVENUES:			
TAXES	\$ 1,350	\$ 650	\$ 2,000
CHARGES FOR SERVICES	\$ 3,820,935	\$ 1,705,265	\$ 5,526,200
MISCELLANEOUS	\$ 92,914	\$ 44,736	\$ 137,650
TRANSFERS	\$ 16,605	\$ 7,995	\$ 24,600
TOTAL	\$ 3,931,804	\$ 1,758,646	\$ 5,690,450
EXPENSES:			
SALARIES AND BENEFITS	\$ 821,103	\$ 608,298	\$ 1,429,400
OPERATIONS AND MAINTENANCE:			
PROFESSIONAL FEES AND SERVICES	\$ 78,928	\$ 87,773	\$ 166,700
INSURANCE	\$ 42,020	\$ 22,880	\$ 64,900
RENTALS	\$ 300	\$ 500	\$ 800
TRAVEL AND TRAINING	\$ 3,468	\$ 3,183	\$ 6,650
UTILITIES	\$ 236,394	\$ 186,206	\$ 422,600
PUBLISHING AND PRINTING	\$ 7,880	\$ 3,720	\$ 11,600
DUES AND MEMBERSHIPS	\$ 1,368	\$ 833	\$ 2,200
SUPPLIES AND MAINTENANCE	\$ 377,798	\$ 65,003	\$ 442,800
REPAIRS AND MAINTENANCE	\$ 150,175	\$ 89,975	\$ 240,150
DEBT SERVICE-SERVICE CHARGES	\$ 105,200	\$ 25,600	\$ 130,800
MISCELLANEOUS	\$ 3,645	\$ 1,755	\$ 5,400
DEBT SERVICE-PRINCIPAL AND INTEREST	\$ 1,707,500	\$ 503,650	\$ 2,211,150
TOTAL	\$ 3,535,776	\$ 1,599,374	\$ 5,135,150
EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 396,028	\$ 159,273	\$ 555,300
CAPITAL OUTLAY	\$ (245,750)	\$ (219,750)	\$ (465,500)
INCREASE (DECREASE) IN FUND BALANCE	\$ 150,278	\$ (60,478)	\$ 89,800
ESTIMATED FUND BALANCE-DECEMBER 31, 2012			\$ 3,374,701
ESTIMATED FUND BALANCE-DECEMBER 31, 2012			TOTAL
		RESERVED	\$ 748,574
		WATER MAIN REPLACEMENT	\$ 709,171
		CAPITAL IMPROVEMENT	\$ 168,989
		REVENUE BONDS	\$ 1,747,967
		TOTAL	\$ 3,374,701

RESOLUTION ESTABLISHING RATES AND CHARGES FOR SERVICES FROM THE WATER AND SEWER UTILITY FUND

BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota, pursuant to the provisions of the Mandan Municipal Code, that the following monthly rates and charges are hereby established for services from the Water and Sewer Utility Fund:

a) Water and Wastewater Base Charge Per Meter

- 1) ~~\$13.57~~ \$16.10 for each single family dwelling
- 2) ~~\$13.57~~ \$16.10 for each mobile home
- 3) ~~\$27.14~~ \$32.20 for each duplex unit
- 4) ~~\$40.71~~ \$48.30 for all other multiple family units
- 5) ~~\$27.14~~ \$32.20 for all commercial and industrial enterprises
- 6) ~~\$40.71~~ \$48.30 for all apartment and commercial/apartment combination

b) Water Usage Charge Per Meter

- 1) Plus a water consumption charge shall be added at the rate of \$2.70 per one hundred cubic feet on each month's consumption as registered on each meter during the preceding monthly billing period.
- 2) The Missouri West Water System shall be charged at the rate of \$1.75 per one thousand gallons of water used as registered on each meter.

c) Wastewater Usage

- 1) For wastewater disposal service there shall be a charge of \$1.55 per one hundred cubic feet of water used except that for the billing statements prepared during the months of May through October the charge for residential wastewater disposal service shall not exceed the charge based upon the average water usage used during the months of December through March.
- 2) Industrial users will be levied a volume charge of \$1.55 per one hundred cubic feet of water used. Industrial users will also be levied a charge of \$.06 per pound of suspended solids and \$.10 per pound of five-day, twenty-degree Centigrade BOD.

d) Stormwater Base Charge Per Meter or Structure

- 1) \$2.00 for each meter or structure.

BE IT FURTHER RESOLVED that the rates and charges for services from the Water and Sewer Utility Fund shall be effective as of the first billing after January 1, 2012.

Dated this 6th day of September, 2011.

President, Board of City Commissioners

Attest:

City Administrator

**CITY OF MANDAN
2012 BUDGET
SOLID WASTE UTILITY FUND**

ESTIMATED FUND BALANCE-DECEMBER 31, 2011		\$ 1,458,026
REVENUES:		
CHARGES FOR SERVICES:		
GARBAGE		\$ 1,004,950
LANDFILL		\$ 230,000
OTHER		\$ 23,950
MISCELLANEOUS		<u>\$ 6,850</u>
	TOTAL	<u>\$ 1,265,750</u>
EXPENSES:		
SALARIES AND BENEFITS		\$ 340,900
OPERATIONS AND MAINTENANCE:		
PROFESSIONAL FEES AND SERVICES		\$ 764,850
INSURANCE		\$ 4,500
RENTALS		\$ 15,000
TRAVEL AND TRAINING		\$ 1,000
UTILITIES		\$ 14,300
PUBLISHING AND PRINTING		\$ 750
DUES AND MEMBERSHIPS		\$ 250
SUPPLIES AND MAINTENANCE		\$ 61,500
REPAIRS AND MAINTENANCE		\$ 43,800
TRANSFERS		<u>\$ 18,450</u>
	TOTAL	<u>\$ 1,265,300</u>
EXCESS OF REVENUES OVER (UNDER) EXPENSES		<u>\$ 450</u>
CAPITAL OUTLAY		<u>\$ (57,000)</u>
INCREASE (DECREASE) IN FUND BALANCE		<u>\$ (56,550)</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012		<u><u>\$ 1,401,476</u></u>
<u>ESTIMATED FUND BALANCE-DECEMBER 31, 2012</u>		
	RESERVED	\$ 326,822
LANDFILL AND TRANSFER STATION IMPROVEMENTS		\$ 1,000,000
CAPITAL IMPROVEMENT		<u>\$ 74,654</u>
	TOTAL	<u><u>\$ 1,401,476</u></u>

**RESOLUTION ESTABLISHING RATES AND CHARGES FOR SERVICES FROM THE
SOLID WASTE UTILITY FUND**

BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota, pursuant to the provisions of the Mandan Municipal Code, that the following rates and charges are hereby established for services from the Solid Waste Utility Fund:

- 1) Residential area. For garbage and rubbish collection and disposal services for residential areas, there shall be a charge of ~~\$40.00~~ \$10.05 per month, per family living unit. Residents who deliver garbage and rubbish, excluding inert materials, to the Mandan Municipal Landfill Facility will be charged \$37.00 per ton.

- 2) Non-residential area. For garbage and rubbish disposal services for non-residential establishments, there shall be a charge of \$37.00 per ton. Non-residents who deliver garbage and rubbish, excluding inert materials, to the Mandan Municipal Landfill Facility will be charged a minimum of \$7.00.

- 3) Other disposal charges:
 - a) Major appliances and furniture \$7.00
 - b) Refrigerated appliances \$20.00
 - c) Tires:
 - Auto \$2.00
 - Truck \$5.00
 - Tractor \$10.00
 - d) Minimum charge (includes scale usage) \$2.00
 - e) Minimum monthly charge for services billed on account (includes scale usage) \$5.00
 - f) Untarped and unsecured garbage \$5.00

Grass clippings and leaves are exempt from all charges.

- 4) Inert materials. For disposal of inert materials there shall be a charge of \$12.00 per ton. Inert materials shall be materials so defined by the North Dakota State Department of Health including trees, lumber, demolition lumber, wooden furniture, metal, bricks, concrete, bottom ash from coal fired boilers and asphalt roofing.

- 5) No motor vehicle bodies or dangerous, flammable or hazardous material may be deposited at the Mandan Municipal Landfill Facility.

BE IT FURTHER RESOLVED that the rates and charges for services from the Solid Waste Utility Fund shall be effective as of the first billing after January 1, 2012 for Utility services and as of January 1, 2012 for Landfill services.

Dated this 6th day of September, 2011.

President, Board of City Commissioners

Attest:

City Administrator

**CITY OF MANDAN
2012 BUDGET
STREET LIGHT UTILITY FUND**

ESTIMATED FUND BALANCE-DECEMBER 31, 2011	\$	187,521
REVENUES:		
CHARGES FOR SERVICES:		
STREET LIGHT	\$	300,550
OTHER	\$	2,000
MISCELLANEOUS	\$	33,800
TOTAL	\$	<u>336,350</u>
EXPENSES:		
SALARIES AND BENEFITS	\$	48,800
OPERATIONS AND MAINTENANCE:		
INSURANCE	\$	1,250
RENTALS	\$	250
TRAVEL AND TRAINING	\$	200
UTILITIES	\$	186,550
SUPPLIES AND MAINTENANCE	\$	2,300
REPAIRS AND MAINTENANCE	\$	54,800
TRANSFERS	\$	6,150
TOTAL	\$	<u>300,300</u>
EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$	<u>36,050</u>
CAPITAL OUTLAY	\$	<u>-</u>
INCREASE (DECREASE) IN FUND BALANCE	\$	<u>36,050</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012	\$	<u><u>223,571</u></u>
<u>ESTIMATED FUND BALANCE-DECEMBER 31, 2012</u>		
RESERVED	\$	77,306
CAPITAL IMPROVEMENT	\$	146,265
TOTAL	\$	<u><u>223,571</u></u>

**CITY OF MANDAN
2012 BUDGET
CITY SHOP FUND**

ESTIMATED FUND BALANCE-DECEMBER 31, 2011	\$	7
REVENUES:		
CHARGES FOR SERVICES:		
FUEL	\$	205,450
MISCELLANEOUS	\$	50
TRANSFERS	\$	<u>78,100</u>
TOTAL	\$	<u>283,600</u>
EXPENDITURES:		
SALARIES AND BENEFITS	\$	59,750
OPERATIONS AND MAINTENANCE:		
SUPPLIES AND MAINTENANCE	\$	205,450
REPAIRS AND MAINTENANCE	\$	<u>18,400</u>
TOTAL	\$	<u>283,600</u>
EXCESS OF REVENUES OVER (UNDER)		
EXPENDITURES	\$	<u>-</u>
ESTIMATED FUND BALANCE-DECEMBER 31, 2012	\$	<u><u>7</u></u>

**CITY OF MANDAN
2012 BUDGET
MILL LEVY AND PROPERTY TAXES**

FUND	MILL LEVY	PROPERTY TAXES
GENERAL	76.84	\$ 3,450,142
SPECIAL REVENUE FUNDS:		
CITY'S SHARE OF SPECIAL ASSESSMENTS	3.41	\$ 153,018
CEMETERY	1.84	\$ 82,632
PUBLIC TRANSPORTATION SYSTEM	2.00	\$ 89,789
DEBT SERVICE FUNDS:		
GENERAL OBLIGATION BONDS:		
LIBERTY MEMORIAL BRIDGE	1.59	\$ 71,393
REFUNDING IMPROVEMENT BONDS:		
STREET IMPROVEMENT DISTRICT #145	0.75	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	0.29	\$ 12,813
MANDAN AIRPORT AUTHORITY	4.00	\$ 179,578
MORTON MANDAN PUBLIC LIBRARY	7.00	\$ 314,261
TOTAL	<u>97.72</u>	<u>\$ 4,387,134</u>

**CITY OF MANDAN
2012 BUDGET
MILL LEVY AND PROPERTY TAXES
(PROPERTY TAX INCREASE)**

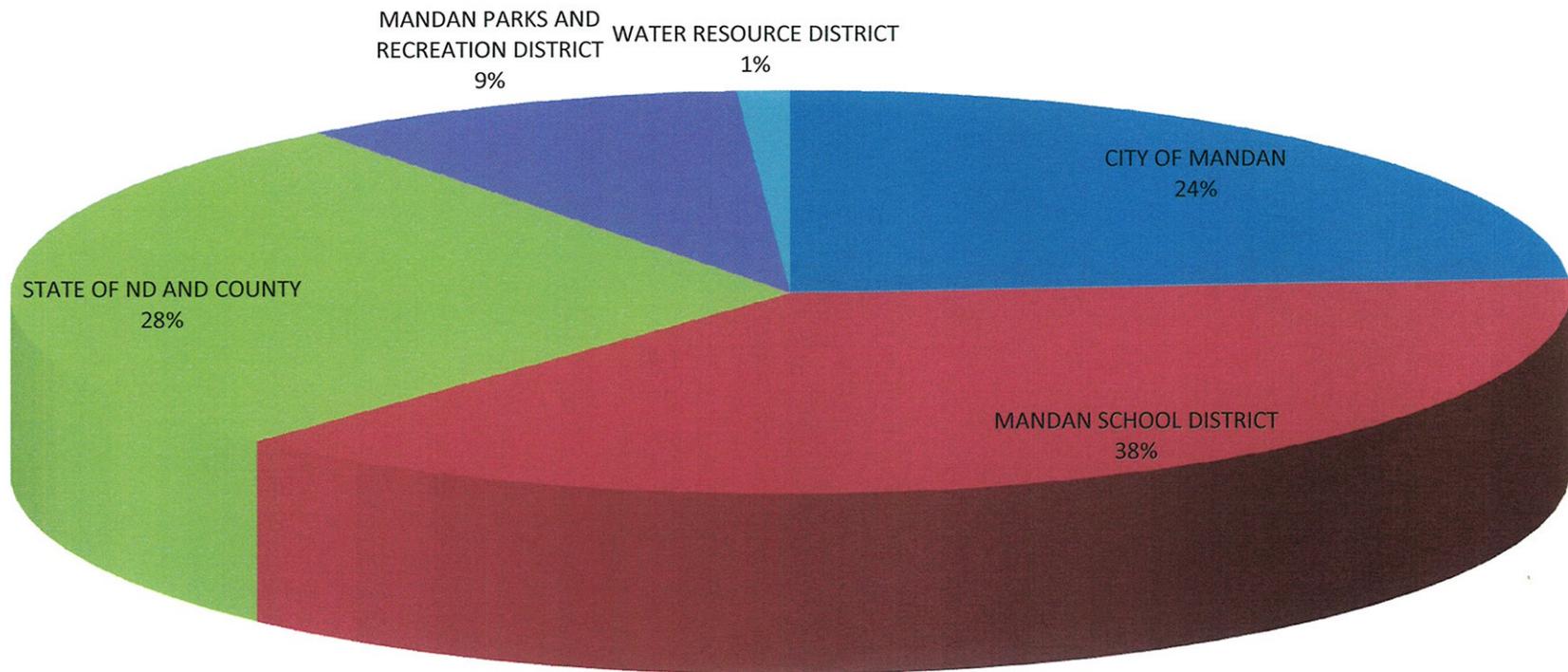
EXISTING RESIDENTIAL HOME VALUED AT \$175,000

	<u>2011 BUDGET</u>	<u>2012 BUDGET</u>
TRUE AND FULL VALUE	\$ 175,000	\$ 175,000
TRUE AND FULL VALUE INCREASE-2.31%		\$ 4,043
ADJUSTED TRUE AND FULL VALUE		\$ 179,043
ASSESSED VALUATION-50% OF TRUE AND FULL VALUE	\$ 87,500	\$ 89,521
TAXABLE VALUATION-9% OF ASSESSED VALUATION	\$ 7,875	\$ 8,057
 TAXABLE VALUATION	 \$ 7,875	 \$ 8,057
X MILL LEVY	97.98	97.72
TOTAL PROPERTY TAXES	<u>\$ 771.59</u>	<u>\$ 787.32</u>
	PROPERTY TAX INCREASE	\$ 15.73
	% INCREASE	2.0%

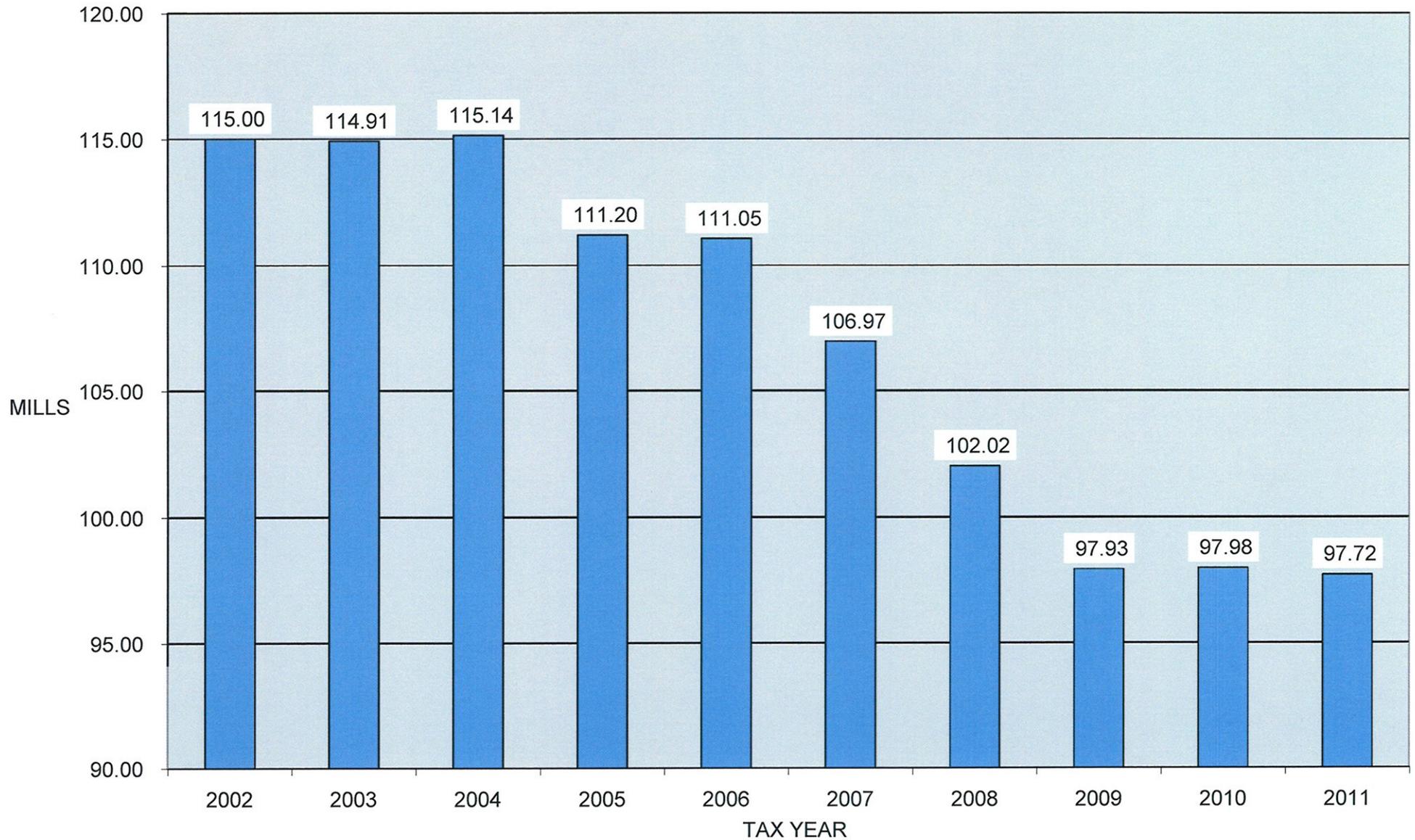
**CITY OF MANDAN
PROPERTY TAX RATES
LAST TEN YEARS**

<u>TAX YEAR</u>	<u>BUDGET YEAR</u>	<u>CITY OF MANDAN</u>	<u>MANDAN PUBLIC SCHOOL DISTRICT</u>	<u>STATE OF ND AND MORTON COUNTY</u>	<u>MANDAN PARKS AND RECREATION DISTRICT</u>	<u>WATER MANAGEMENT RESOURCE DISTRICT</u>	<u>TOTAL</u>
2001	2002	116.26	210.29	122.94	42.83	5.81	498.13
2002	2003	115.00	212.10	122.77	43.09	5.70	498.66
2003	2004	114.91	218.76	125.42	38.26	5.62	502.97
2004	2005	115.14	221.10	129.67	38.18	5.22	509.31
2005	2006	111.20	249.10	129.32	40.11	4.95	534.68
2006	2007	111.05	236.56	128.85	40.05	5.00	521.51
2007	2008	106.97	232.57	120.29	40.10	4.78	504.71
2008	2009	102.02	233.94	119.36	37.84	4.45	497.61
2009	2010	97.93	157.17	116.81	37.77	4.39	414.07
2010	2011	97.98	155.69	113.31	37.91	4.50	409.39
		23.9%	38.0%	27.7%	9.3%	1.1%	100%

PROPERTY TAX RATES TAX YEAR 2010



CITY OF MANDAN PROPERTY TAX RATES



**CITY OF MANDAN
TAXABLE VALUATIONS
LAST TEN YEARS**

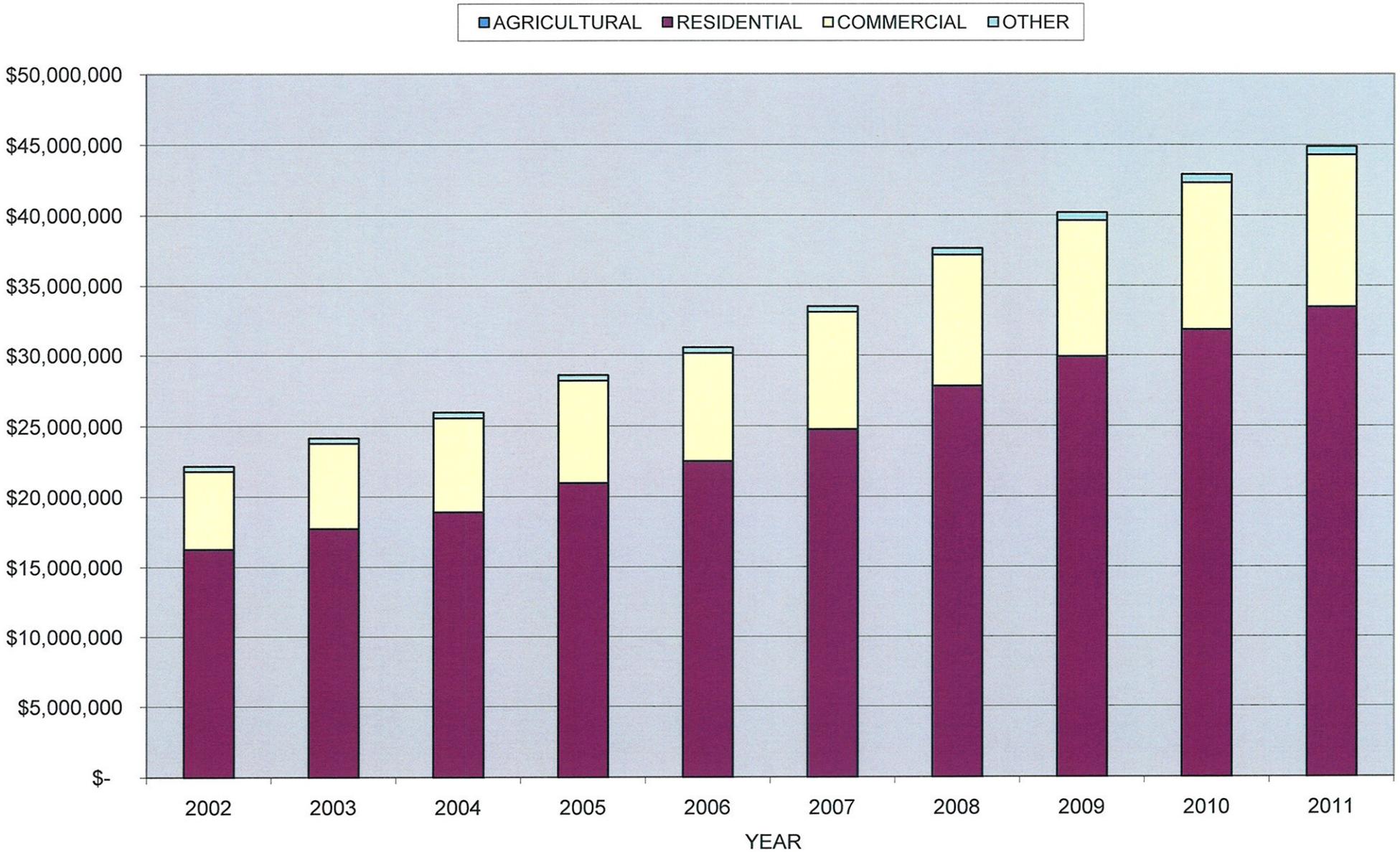
<u>YEAR</u>	<u>AGRICULTURAL</u>	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>OTHER (1)</u>	<u>TOTAL (2)</u>
2002	\$ 7,275	\$ 16,267,150	\$ 5,540,669	\$ 369,924	\$ 22,185,018
2003	\$ 7,005	\$ 17,714,482	\$ 6,068,456	\$ 387,535	\$ 24,177,478
2004	\$ 7,005	\$ 18,898,565	\$ 6,672,882	\$ 404,739	\$ 25,983,191
2005	\$ 6,245	\$ 20,966,809	\$ 7,242,017	\$ 388,516	\$ 28,603,587
2006	\$ 4,970	\$ 22,521,162	\$ 7,635,737	\$ 399,828	\$ 30,561,697
2007	\$ 4,947	\$ 24,766,284	\$ 8,333,597	\$ 403,335	\$ 33,508,163
2008	\$ 3,880	\$ 27,826,574	\$ 9,351,991	\$ 469,202	\$ 37,651,647
2009	\$ 4,720	\$ 29,905,676	\$ 9,725,971	\$ 573,841	\$ 40,210,208
2010	\$ 5,285	\$ 31,844,568	\$ 10,457,501	\$ 596,524	\$ 42,903,878
2011	\$ 5,850	\$ 33,457,735	\$ 10,834,389	\$ 596,524	\$ 44,894,498

NOTES:

(1) - CONSISTS OF RAILROADS, PIPELINES, AND HEAT, LIGHT, POWER, GAS UTILITIES

(2) - YEAR 2011 IS ESTIMATED

CITY OF MANDAN TAXABLE VALUATIONS



TO: MAYOR HELBLING & MANDAN CITY COMMISSIONERS
FROM: RICHARD L BARTA/CITY ASSESSOR
DATE: APRIL 19, 2011
SUBJECT: 2011 ANNUAL ASSESSMENT REPORT

This 2011 annual report of the Mandan Assessing Division is a summary of the 2011 assessment roll and a review of what has occurred in terms of real estate value and appraisal activity of this division through December 2010. The market value of taxable real property, property transfers, sales, new construction and annexations all combine to give a tax base for Mandan's 2011 property tax year. This condensed report is a summary of the final assessment roll. Any changes in value that the Local, County or State Boards of Equalization may make will be reflected in the final assessment.

The 2011 assessment roll total market value is \$469,542,600. This is an increase from the 2010 assessment roll total of \$42,394,400 or 4.6%. Of this increase, new construction contributed \$20,848,547; existing property values contributed \$21,545.853; the balance is attributed to pro-rations, abatements and changes in assessments. An extensive review of existing properties indicated that an update in market values was needed to accurately reflect Mandan's increasing market and to comply with the North Dakota State Tax Department's guidelines. This review also indicated a change was needed to some of the land values to both commercial and residential properties. The total market values of these properties were adjusted and then the value between the land and the building was redistributed. While existing commercial properties were increase an average of 1.28%; existing residential properties were increased an average of 2.31%. Adjustments have been made to many individual properties within all classes of real estate.

Procedures of assessment and appraisal are conducted under guidance from the North Dakota Tax Commissioner's Office, the North Dakota Century Code and nationally recognized standards of mass appraisal of real property. The Mandan Assessing Division respectfully recommends that the assessment roll be approved as submitted. Should anyone appear before the Board to protest an assessment in the 2011 report, the Mandan Assessing Division will review their values and only reconsider those who have indicated concerns about their values.

**CITY OF MANDAN
2012 BUDGET
SALARIES AND BENEFITS**

SALARIES:	
REGULAR	\$ 4,881,800
OVERTIME	\$ 224,100
OVERTIME-GRANTS	\$ 30,250
PART-TIME	\$ 152,800
TOTAL	<u>\$ 5,288,950</u>

BENEFITS:	
SOCIAL SECURITY AND MEDICARE	\$ 402,750
PENSION	\$ 353,000
UNEMPLOYMENT COMPENSATION	\$ -
WORKERS' COMPENSATION	\$ 70,400
HEALTH INSURANCE	\$ 960,450
TERM LIFE INSURANCE	\$ 7,200
EMPLOYEE ASSISTANCE PROGRAM	\$ 3,200
DENTAL ADMINISTRATION FEES	\$ 150
TOTAL	<u>\$ 1,797,150</u>
TOTAL	<u><u>\$ 7,086,100</u></u>

**CITY OF MANDAN
2012 BUDGET
CAPITAL OUTLAY**

<u>FUND</u>	<u>DEPARTMENT</u>	<u>TOTAL</u>
GENERAL	INFORMATION TECHNOLOGY	\$ 36,700
GENERAL	POLICE	\$ 59,750
WATER AND SEWER UTILITY	WATER TREATMENT	\$ 209,000
WATER AND SEWER UTILITY	WATERLINE MAINTENANCE	\$ 3,000
WATER AND SEWER UTILITY	SEWERLINE MAINTENANCE	\$ 203,500
WATER AND SEWER UTILITY	METER READING	\$ 50,000
SOLID WASTE UTILITY	LANDFILL	<u>\$ 57,000</u>
	TOTAL	<u><u>\$ 618,950</u></u>

**CITY OF MANDAN
DEBT SERVICE**

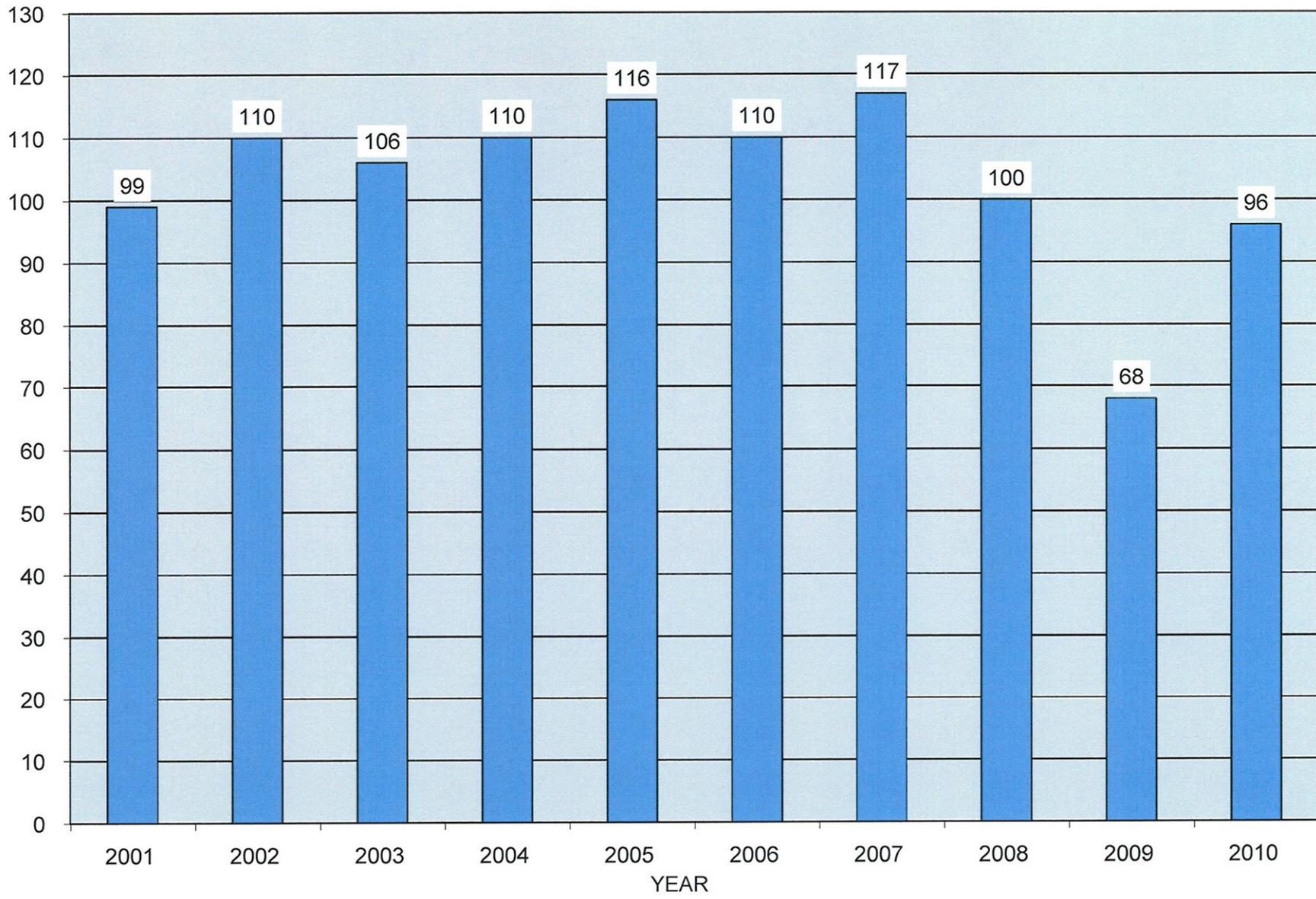
AMORTIZATION SCHEDULE

YEAR	GENERAL OBLIGATION BONDS LIBERTY MEMORIAL BRIDGE	SPECIAL ASSESSMENT BONDS SIDEWALK, CURB AND GUTTER	SPECIAL ASSESSMENT BONDS STREET	SPECIAL ASSESSMENT BONDS WATER AND SEWER UTILITY	REVENUE BONDS MANDAN COMMUNITY CENTER	REVENUE BONDS- WATER OF 2002 TREATMENT PLANT	SRF LOANS- WATER OF 2008 TREATMENT PLANT	SRF LOANS- WATER OF 2010 TREATMENT PLANT	REVENUE BONDS- WATER AND SEWER OF 2005 WATERMAIN	SRF LOANS- WATER OF 2008 SOUTH SIDE WATER RESERVOIR	REVENUE BONDS- SEWER OF 1997 TREATMENT PLANT	SRF LOANS- SEWER OF 2008 TREATMENT PLANT	SRF LOANS- SEWER OF 2008 SOUTH SIDE SEWERMAIN	TOTAL
2012	\$ 64,903	\$ 210,983	\$ 4,376,192	\$ 1,543,467	\$ 141,660	\$ 281,825	\$ 289,300	\$ 466,274	\$ 75,275	\$ 594,828	\$ 334,625	\$ 107,000	\$ 62,000	\$ 8,548,332
2013	\$ 63,538	\$ 205,401	\$ 4,235,449	\$ 1,491,076	\$ 137,933	\$ 282,325	\$ 289,550	\$ 463,464	\$ 78,490	\$ 593,547	\$ 332,750	\$ 105,250	\$ 66,000	\$ 8,344,772
2014	\$ 62,155	\$ 199,588	\$ 3,872,205	\$ 1,363,685	\$ 139,100	\$ 281,675	\$ 289,675	\$ 465,512	\$ 76,600	\$ 591,938	\$ 330,750	\$ 103,500	\$ 64,875	\$ 7,841,258
2015	\$ 60,755	\$ 178,724	\$ 3,470,213	\$ 1,220,411	\$ 139,975	\$ 281,900	\$ 289,675	\$ 462,276	\$ 79,580	\$ 590,003	\$ 333,625	\$ 106,750	\$ 63,750	\$ 7,277,637
2016	\$ 64,255	\$ 148,471	\$ 3,319,767	\$ 1,164,501	\$ 140,548	\$ 282,975	\$ 289,550	\$ 463,898	\$ 77,430	\$ 592,740	\$ 331,250	\$ 104,875	\$ 62,625	\$ 7,042,884
2017	\$ 67,533	\$ 114,304	\$ 3,035,964	\$ 1,117,180	\$ 140,868	\$ 282,875	\$ 289,300	\$ 465,236	\$ 75,255	\$ 589,987	\$ 333,750	\$ 108,000	\$ 66,500	\$ 6,686,752
2018	\$ 65,688	\$ 76,440	\$ 2,799,821	\$ 1,020,276	\$ 140,868	\$ 281,625	\$ 288,925	\$ 461,290	\$ 77,945	\$ 591,907	\$ 331,000	\$ 106,000	\$ 65,250	\$ 6,307,034
2019	\$ 68,740	\$ 40,004	\$ 2,464,504	\$ 904,631	\$ 140,603	\$ 282,250	\$ 288,425	\$ 462,202	\$ 75,498	\$ 593,337	\$ 333,125	\$ 109,000	\$ 64,000	\$ 5,826,318
2020	\$ 66,665	\$ 19,644	\$ 2,274,039	\$ 831,679		\$ 283,700	\$ 287,800	\$ 462,830	\$ 77,910	\$ 594,276		\$ 106,875	\$ 62,750	\$ 5,068,168
2021	\$ 69,460		\$ 2,082,928	\$ 695,874		\$ 284,950	\$ 291,050	\$ 463,174	\$ 80,000	\$ 594,724		\$ 109,750	\$ 66,500	\$ 4,738,411
2022	\$ 67,123		\$ 1,534,632	\$ 577,516			\$ 291,075	\$ 463,234	\$ 76,880	\$ 594,682		\$ 107,500	\$ 65,125	\$ 3,777,767
2023	\$ 69,650		\$ 740,324	\$ 243,803			\$ 289,950	\$ 463,010	\$ 78,640	\$ 594,150		\$ 110,250	\$ 63,750	\$ 2,653,526
2024	\$ 67,040		\$ 263,013	\$ 109,159			\$ 288,700	\$ 462,502	\$ 75,280	\$ 593,127		\$ 107,875	\$ 62,375	\$ 2,029,070
2025	\$ 69,290		\$ 9,974				\$ 291,325	\$ 461,710	\$ 76,800	\$ 591,613		\$ 110,500	\$ 66,000	\$ 1,677,212
2026	\$ 66,430						\$ 290,725	\$ 465,634		\$ 594,609		\$ 113,000	\$ 64,500	\$ 1,594,898
2027							\$ 288,975	\$ 464,132		\$ 591,951		\$ 110,375	\$ 63,000	\$ 1,518,433
2028							\$ 291,100	\$ 462,346		\$ 593,803		\$ 112,750	\$ 61,500	\$ 1,521,499
2029								\$ 465,276						\$ 465,276
2030								\$ 462,780						\$ 462,780
TOTAL	\$ 993,223	\$ 1,193,559	\$ 34,479,027	\$ 12,283,259	\$ 1,121,553	\$ 2,826,100	\$ 4,925,100	\$ 8,806,780	\$ 1,081,583	\$ 10,081,219	\$ 2,660,875	\$ 1,839,250	\$ 1,090,500	\$ 83,382,026
SUMMARY														
PRINCIPAL	\$ 730,000	\$ 1,063,602	\$ 28,753,500	\$ 10,208,926	\$ 945,000	\$ 2,473,000	\$ 3,972,000	\$ 6,735,000	\$ 795,000	\$ 7,640,000	\$ 2,385,000	\$ 1,480,000	\$ 880,000	\$ 68,061,028
INTEREST	\$ 263,223	\$ 129,957	\$ 5,725,527	\$ 2,074,333	\$ 176,553	\$ 353,100	\$ 953,100	\$ 2,071,780	\$ 286,583	\$ 2,441,219	\$ 275,875	\$ 359,250	\$ 210,500	\$ 15,320,998
TOTAL	\$ 993,223	\$ 1,193,559	\$ 34,479,027	\$ 12,283,259	\$ 1,121,553	\$ 2,826,100	\$ 4,925,100	\$ 8,806,780	\$ 1,081,583	\$ 10,081,219	\$ 2,660,875	\$ 1,839,250	\$ 1,090,500	\$ 83,382,026

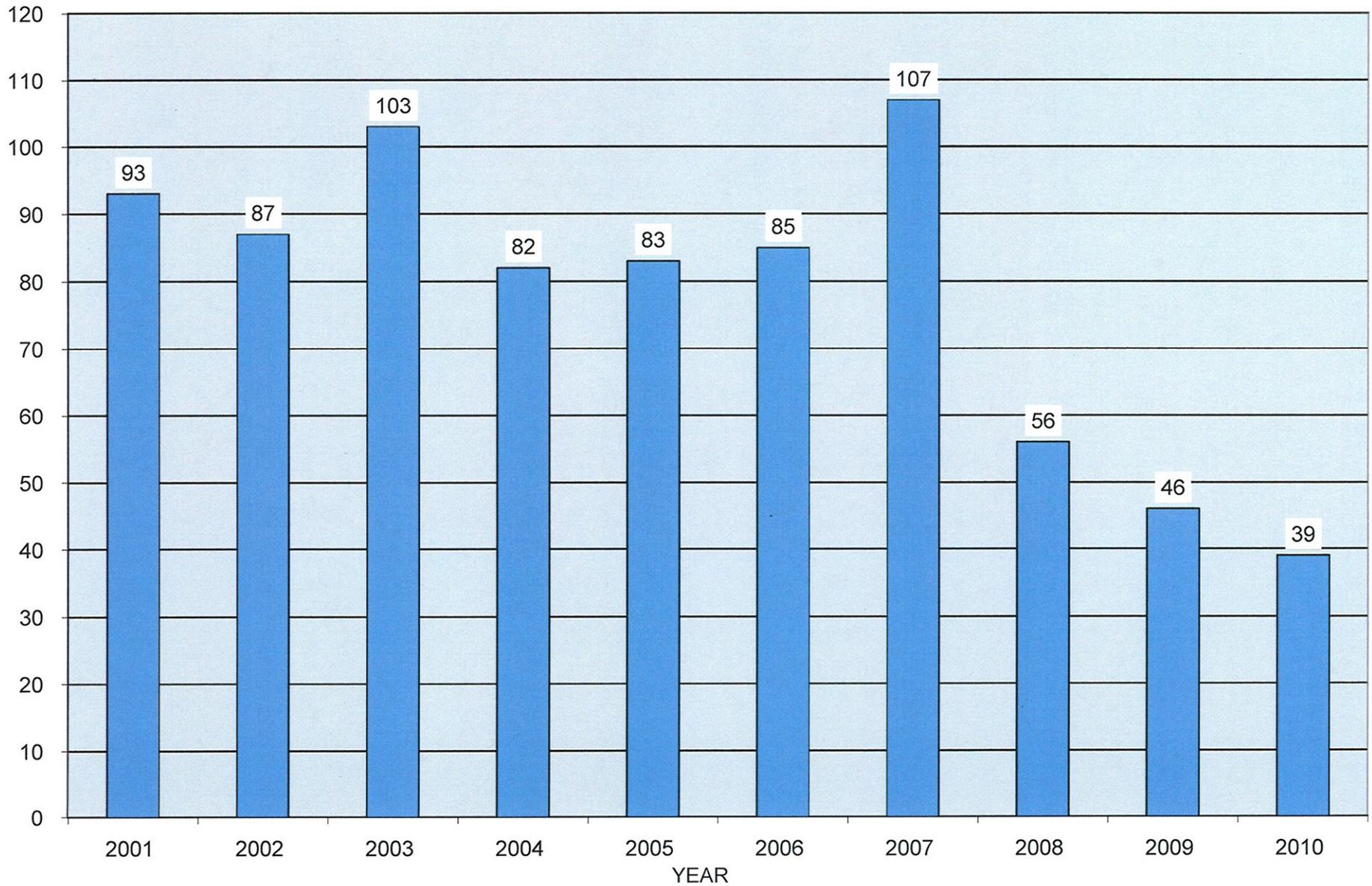
**CITY OF MANDAN
2012 BUDGET
TRANSFERS**

<u>FUND</u>	<u>TRANSFER IN</u>	<u>FUND</u>	<u>TRANSFER OUT</u>	<u>TOTAL</u>	<u>DESCRIPTION</u>
215	PUBLIC TRANSPORTATION SYSTEM	100.103	GENERAL-AUDITOR	\$ 6,400	BIS-MAN TRANSIT BOARD
703	CITY SHOP	100.103	GENERAL-AUDITOR	\$ 78,100	INTERDEPARTMENTAL SERVICES
704	MANDAN AIRPORT AUTHORITY	100.103	GENERAL-AUDITOR	\$ 5,600	STATE AID DISTRIBUTION
704	MANDAN AIRPORT AUTHORITY	100.103	GENERAL-AUDITOR	\$ 16,000	OPERATING SUBSIDY
705	MORTON MANDAN PUBLIC LIBRARY	100.103	GENERAL-AUDITOR	\$ 10,650	STATE AID DISTRIBUTION
705	MORTON MANDAN PUBLIC LIBRARY	100.103	GENERAL-AUDITOR	\$ 31,500	OPERATING SUBSIDY
228	NARCOTICS TASK FORCE GRANT	100.121	GENERAL-POLICE	\$ 3,700	GRANT MATCH
219	FIRE EQUIPMENT RESERVE	100.126	GENERAL-FIRE	\$ 50,000	APPARATUS REPLACEMENT
100	GENERAL	201	HIGHWAY DISTRIBUTION	\$ 1,099,600	STREET DEPARTMENT-MAINTENANCE
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 6,000	STREET #154-PROJECT #2009-1
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 1,100	STREET #155-AREA A-PROJECT #2009-6
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 3,100	STREET #155-AREA B-PROJECT #2009-7
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 2,500	STREET #156-AREA A-PROJECT #2009-8
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 2,350	STREET #156-AREA B-PROJECT #2009-9
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 2,550	STREET #156-AREA C-PROJECT #2009-10
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 4,550	STREET #158-PROJECT #2010-1
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 4,800	STREET #165-PROJECT #2011-1
100	GENERAL	214	CITY SALES TAX	\$ 610,800	PROPERTY TAX REDUCTION
224	MANDAN GROWTH	214	CITY SALES TAX	\$ 250,000	BUSINESS AND ECONOMIC DEVELOPMENT
225	JOB DEVELOPMENT AUTHORITY	214	CITY SALES TAX	\$ 100,000	ECONOMIC DEVELOPMENT-BMDA
431	MCC REVENUE BONDS OF 2005	214	CITY SALES TAX	\$ 142,450	DEBT SERVICE
601	WATER AND SEWER UTILITY	620	SOLID WASTE UTILITY	\$ 18,450	ADMINISTRATION/FINANCE=15%
601	WATER AND SEWER UTILITY	630	STREET LIGHT UTILITY	\$ 6,150	ADMINISTRATION/FINANCE=5%
			TOTAL	<u>\$ 2,456,350</u>	

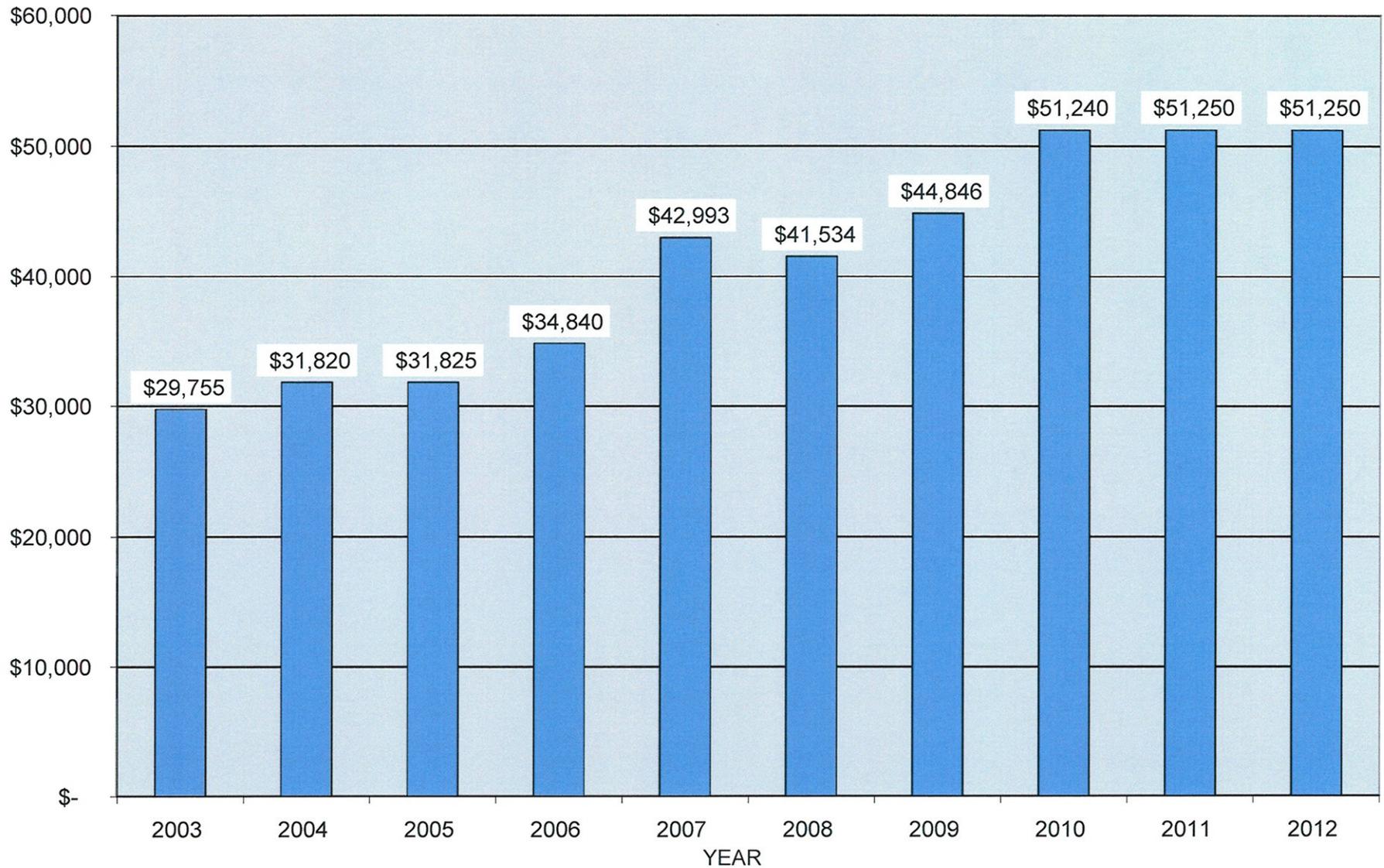
CEMETERY GRAVE OPENING AND CLOSING



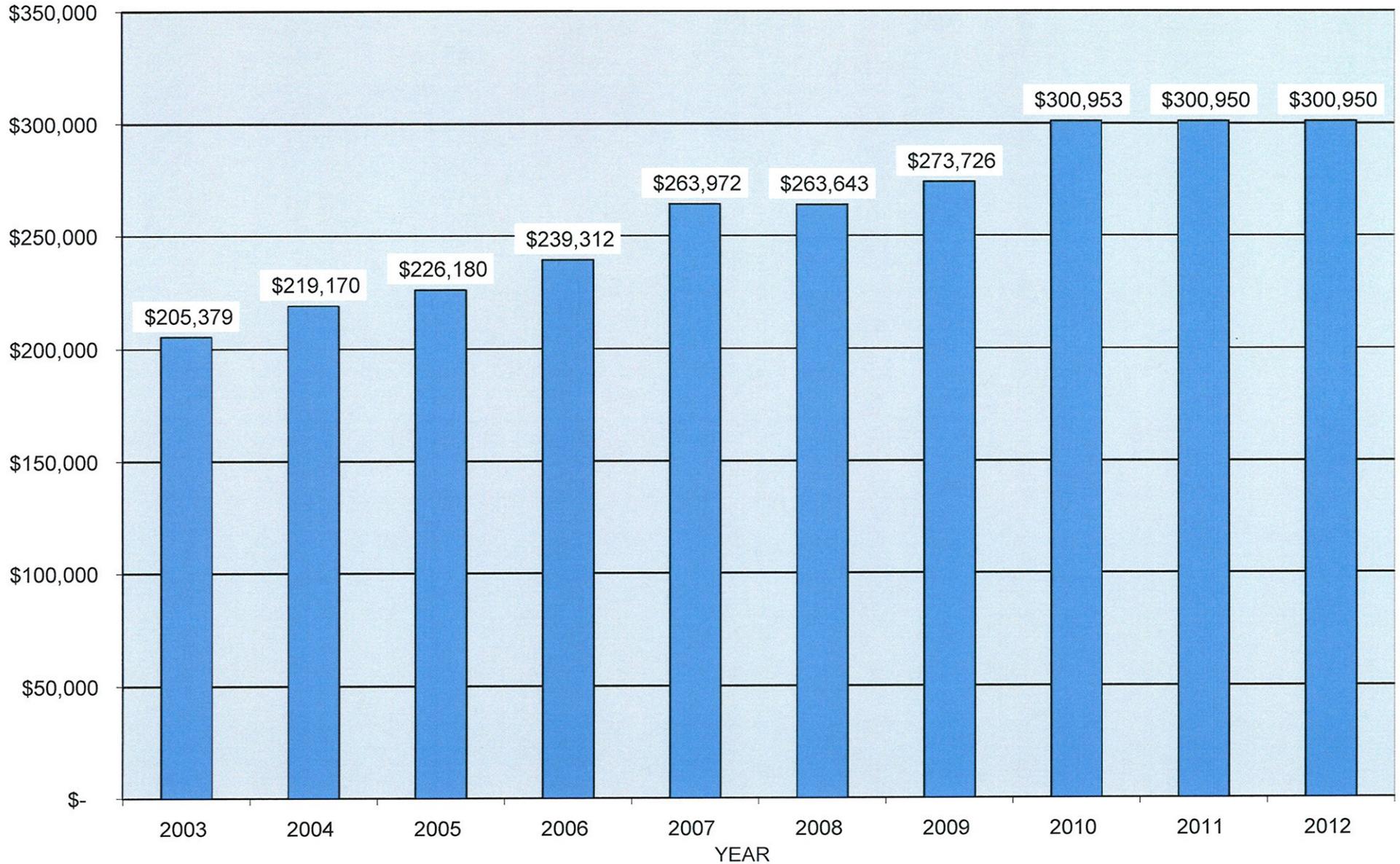
SALE OF CEMETERY LOTS



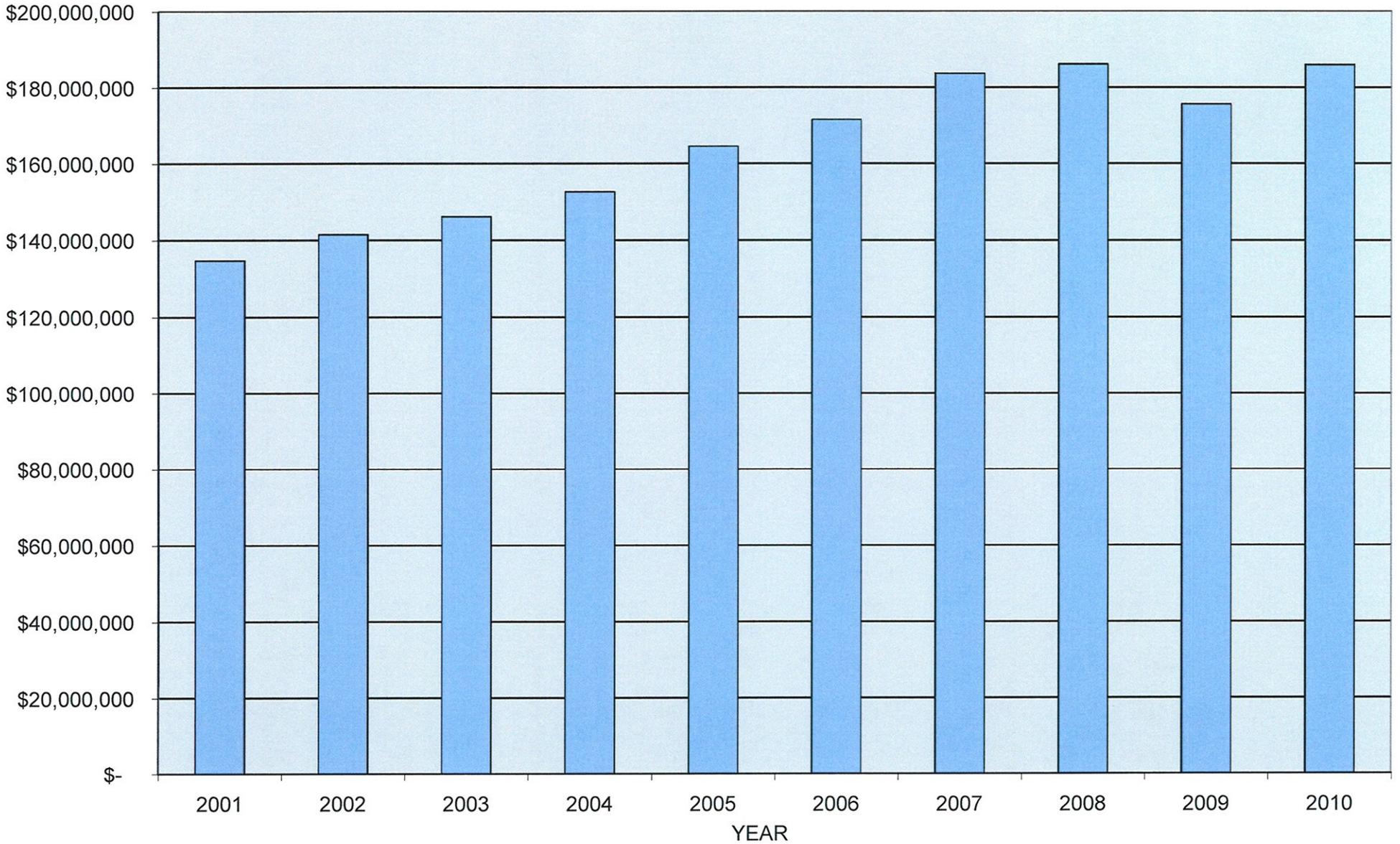
CITY OF MANDAN OCCUPANCY TAXES



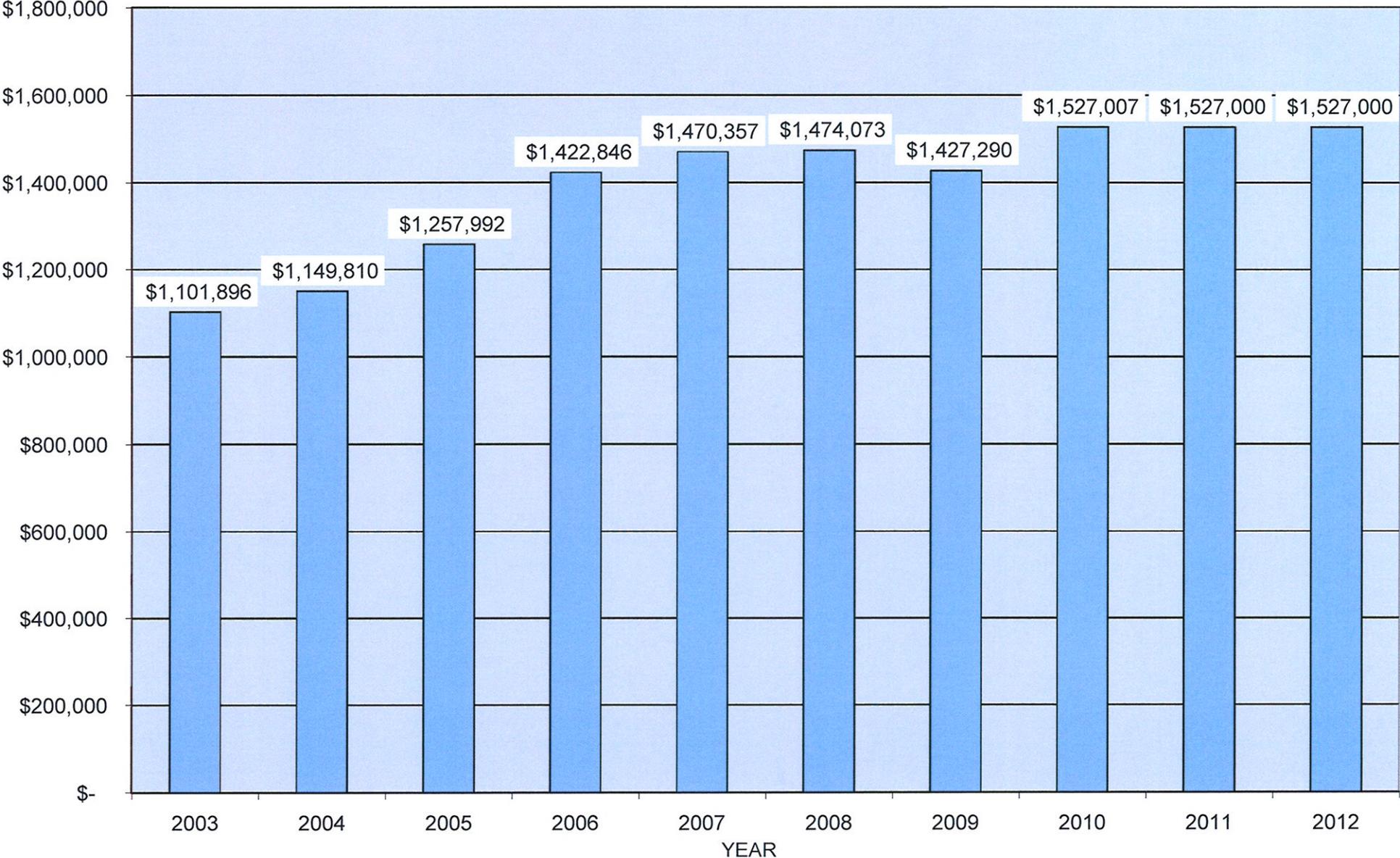
CITY OF MANDAN RESTAURANT & LODGING TAXES



CITY OF MANDAN TAXABLE SALES AND PURCHASES



CITY OF MANDAN SALES TAXES



**CITY OF MANDAN
WATER AND SEWER UTILITY FUND
(UTILITY BILLING)**

WATER

GALLONS SOLD			
YEAR	CITY OF MANDAN	MISSOURI WEST WATER SYSTEM	TOTAL GALLONS
2000	725,638,119 84.5%	133,223,700 15.5%	858,861,819 100%
2001	738,127,595 83.5%	145,827,600 16.5%	883,955,195 100%
2002	828,478,063 83.5%	163,711,800 16.5%	992,189,863 100%
2003	823,623,205 82.7%	172,123,800 17.3%	995,747,005 100%
2004	738,650,482 82.5%	156,891,500 17.5%	895,541,982 100%
2005	725,320,942 81.8%	161,802,200 18.2%	887,123,142 100%
2006	861,895,790 82.1%	187,915,800 17.9%	1,049,811,590 100%
2007	771,937,300 82.0%	169,562,700 18.0%	941,500,000 100%
2008	782,909,726 81.7%	175,196,187 18.3%	958,105,913 100%
2009	741,148,227 81.6%	167,189,823 18.4%	908,338,050 100%
2010	699,788,434 80.5%	169,724,070 19.5%	869,512,504 100%

**CITY OF MANDAN
WATER AND SEWER UTILITY FUND
(UTILITY BILLING)**

WATER

CITY CONSUMPTION-CUBIC FEET						
YEAR	APARTMENT	COMMERCIAL	MOBILE HOME	RESIDENTIAL	TRAILER PARK	TOTAL CUBIC FEET
2000	1,391,611 1.4%	24,716,124 25.5%	457,641 0.5%	55,977,622 57.7%	14,460,703 14.9%	97,003,700 100%
2001	1,391,834 1.4%	24,109,843 24.4%	739,263 0.7%	60,102,827 60.9%	12,329,533 12.5%	98,673,300 100%
2002	1,290,121 1.2%	27,480,723 24.8%	680,822 0.6%	66,566,284 60.1%	14,733,449 13.3%	110,751,400 100%
2003	1,198,209 1.1%	26,015,357 23.6%	699,014 0.6%	66,924,785 60.8%	15,265,035 13.9%	110,102,400 100%
2004	1,061,408 1.1%	24,648,914 25.0%	585,769 0.6%	57,566,727 58.3%	14,880,381 15.1%	98,743,200 100%
2005	1,040,770 1.1%	23,037,012 23.8%	559,543 0.6%	59,782,924 61.7%	12,541,051 12.9%	96,961,300 100%
2006	787,464 0.7%	26,864,719 23.3%	661,317 0.6%	72,978,833 63.3%	13,926,367 12.1%	115,218,700 100%
2007	990,577 1.0%	25,634,723 24.8%	671,333 0.7%	63,489,627 61.5%	12,406,741 12.0%	103,193,000 100%
2008	922,158 0.9%	25,347,400 24.2%	634,745 0.6%	64,753,549 61.9%	13,001,949 12.4%	104,659,800 100%
2009	1,023,171 1.0%	25,450,903 25.7%	661,575 0.7%	60,182,844 60.7%	11,758,607 11.9%	99,077,100 100%
2010	1,056,164 1.1%	28,171,584 30.1%	562,662 0.6%	54,249,607 58.0%	9,508,084 10.2%	93,548,100 100%

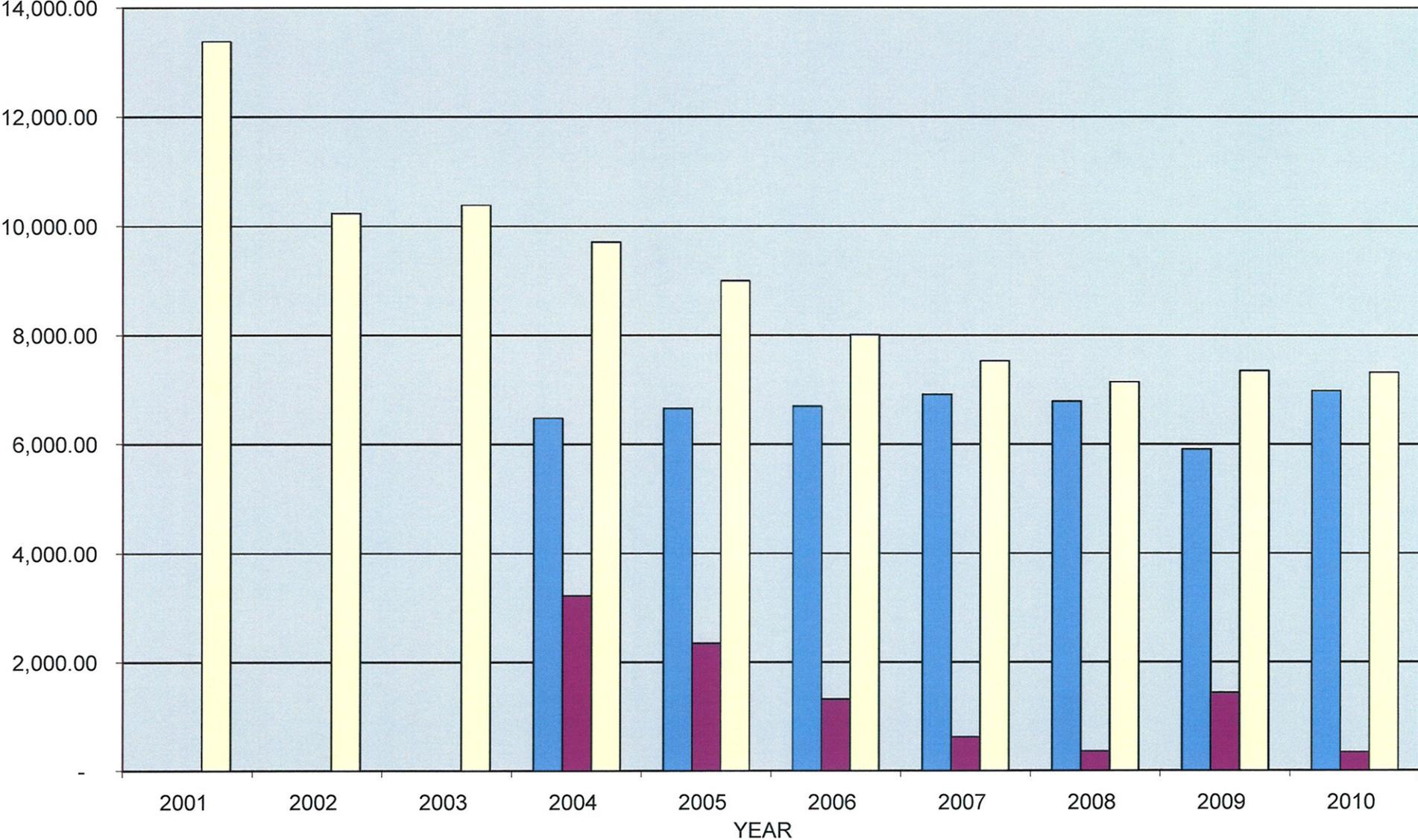
**CITY OF MANDAN
WATER AND SEWER UTILITY FUND
(UTILITY BILLING)**

SEWER

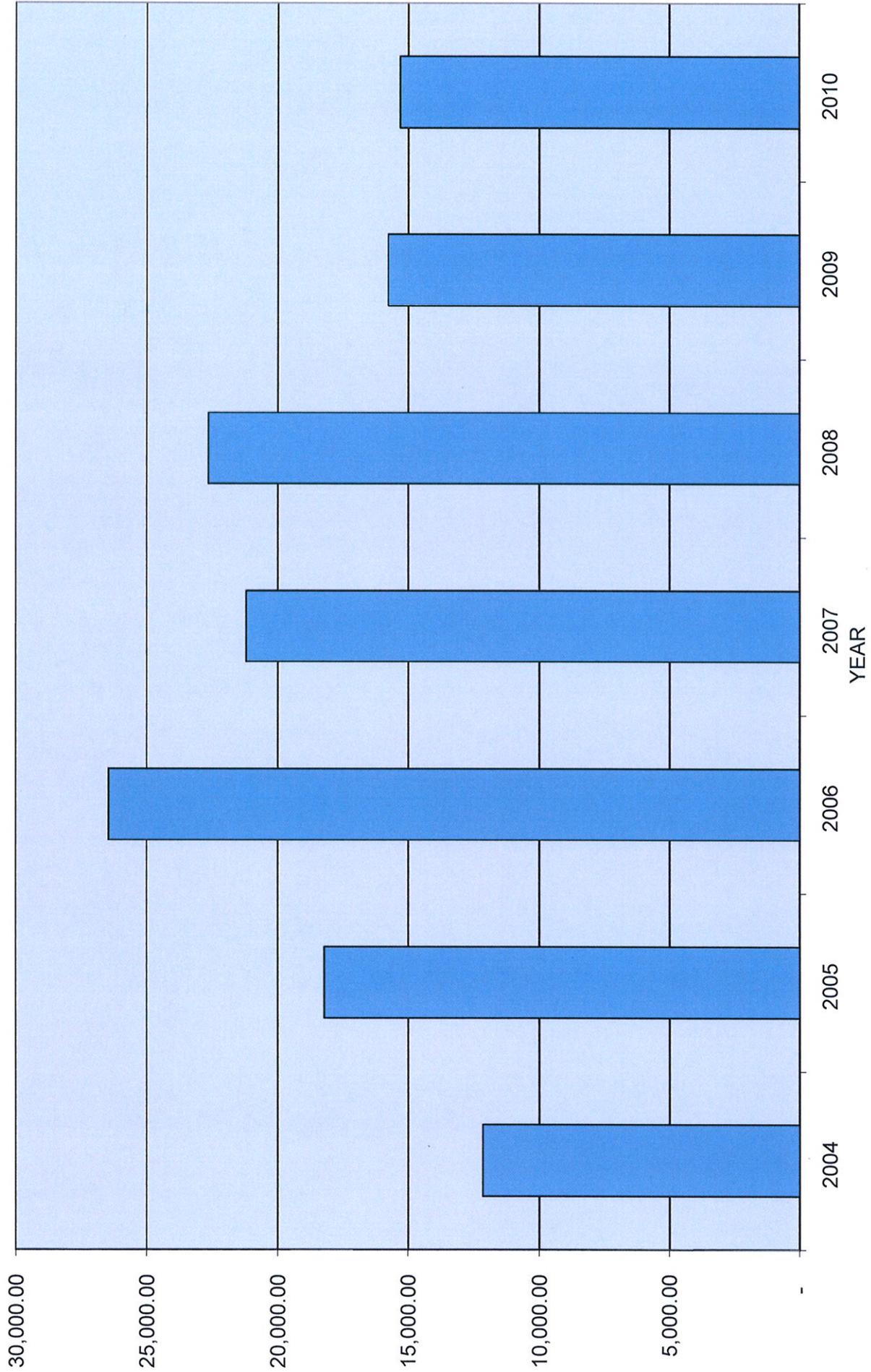
YEAR	TOTAL RESIDENTIAL/ COMMERCIAL CUBIC FEET	TOTAL INDUSTRIAL CUBIC FEET	TOTAL CUBIC FEET	TOTAL GALLONS
2000	70,911,071 89.4%	8,365,503 10.6%	79,276,574 100%	593,030,000
2001	74,802,329 91.2%	7,241,433 8.8%	82,043,762 100%	613,730,000
2002	67,484,311 89.8%	7,669,288 10.2%	75,153,599 100%	562,188,000
2003	66,782,163 91.1%	6,484,401 8.9%	73,266,564 100%	548,072,000
2004	65,998,313 91.3%	6,285,298 8.7%	72,283,611 100%	540,719,000
2005	67,073,754 90.7%	6,872,772 9.3%	73,946,526 100%	553,158,467
2006	67,985,570 91.6%	6,195,387 8.4%	74,180,957 100%	554,912,130
2007	66,964,831 91.3%	6,412,266 8.7%	73,377,097 100%	548,898,841
2008	68,627,694 91.7%	6,242,367 8.3%	74,870,061 100%	560,066,987
2009	66,291,417 91.6%	6,068,625 8.4%	72,360,042 100%	541,290,745
2010	64,553,288 93.8%	4,282,981 6.2%	68,836,269 100%	514,931,085

SOLID WASTE TONS HAULED FROM TRANSFER STATION

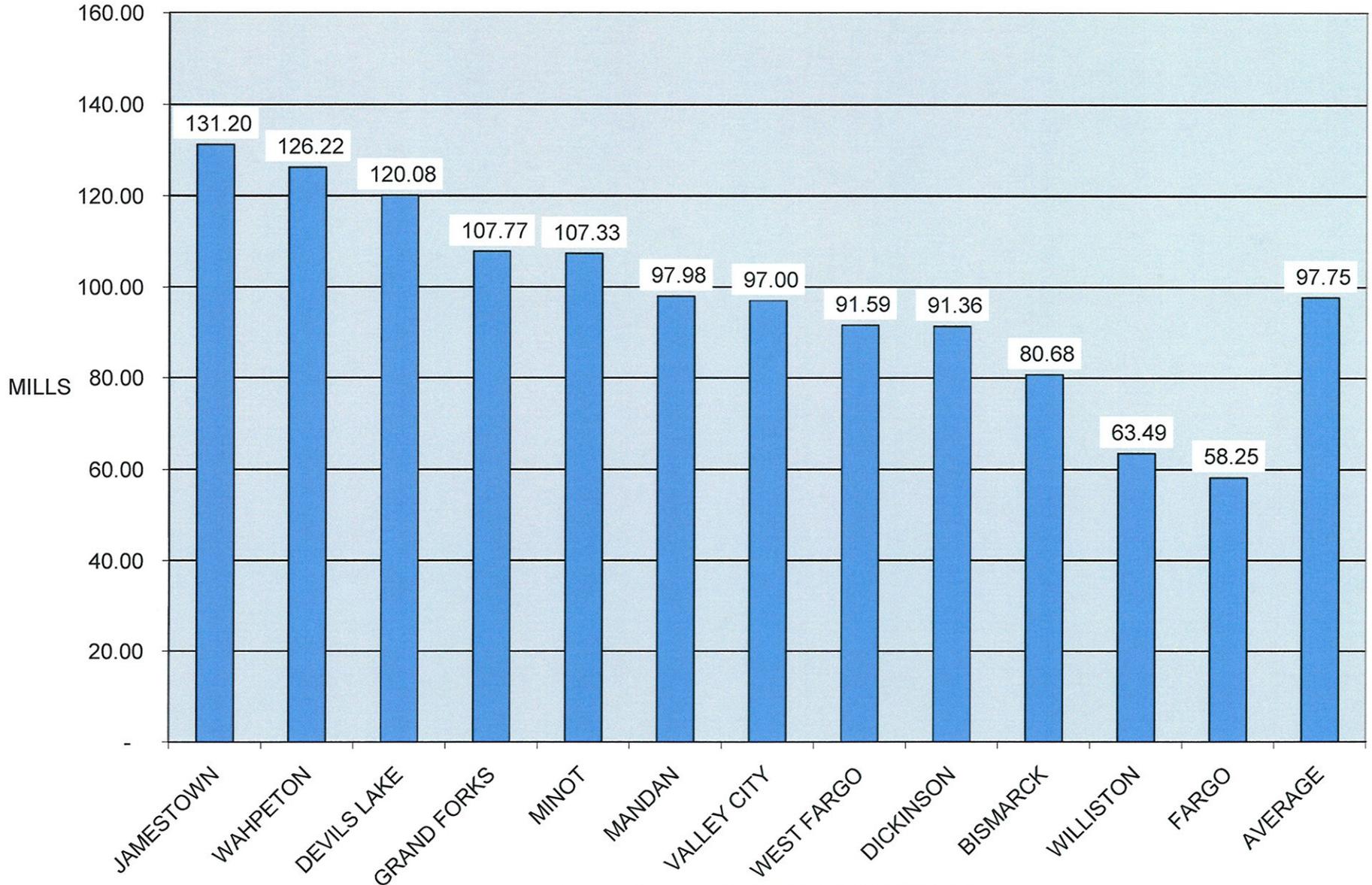
RESIDENTIAL COMMERCIAL TOTAL



INERT LANDFILL TONS

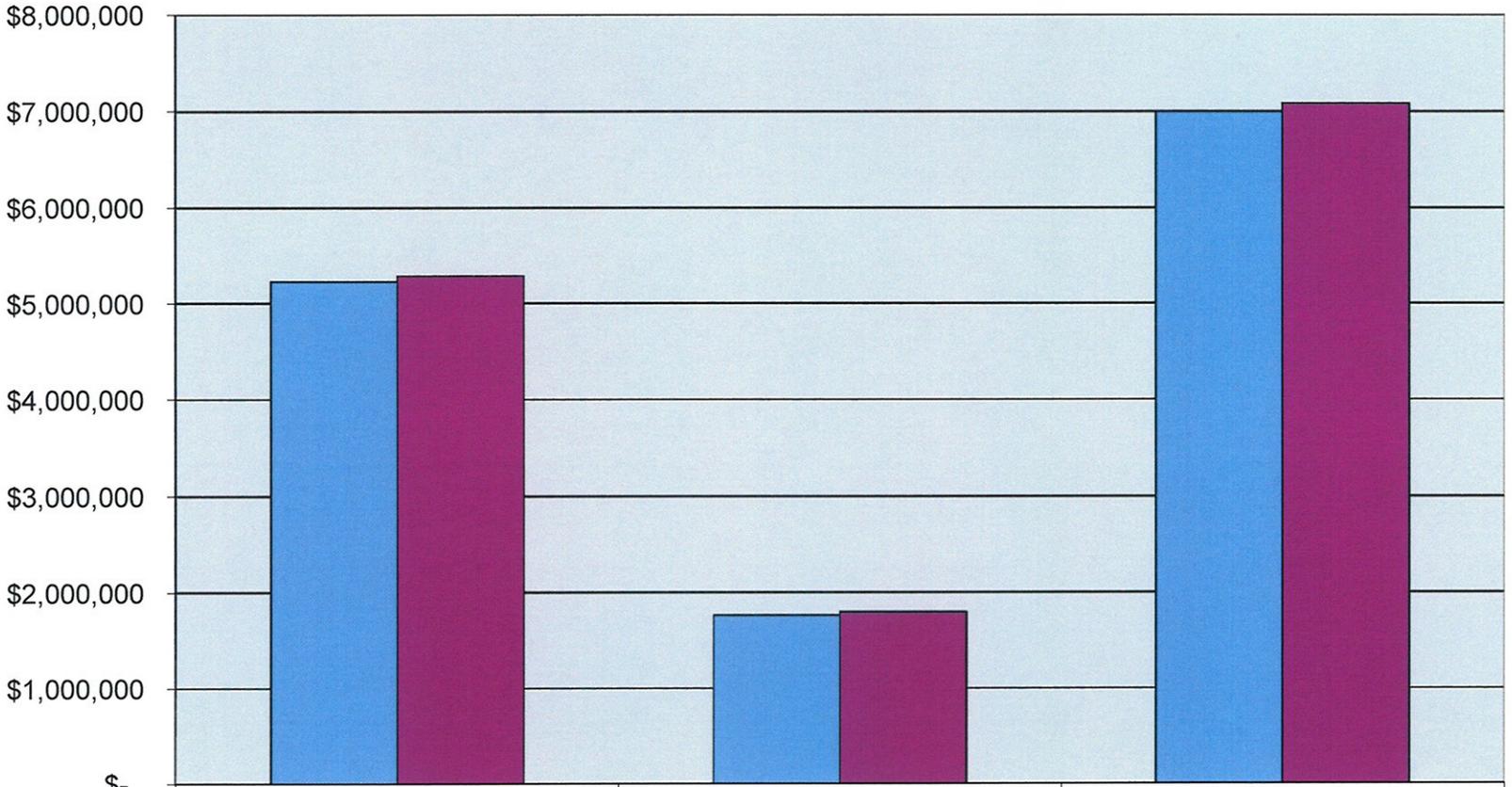


CITY MILL LEVY TAX YEAR 2010



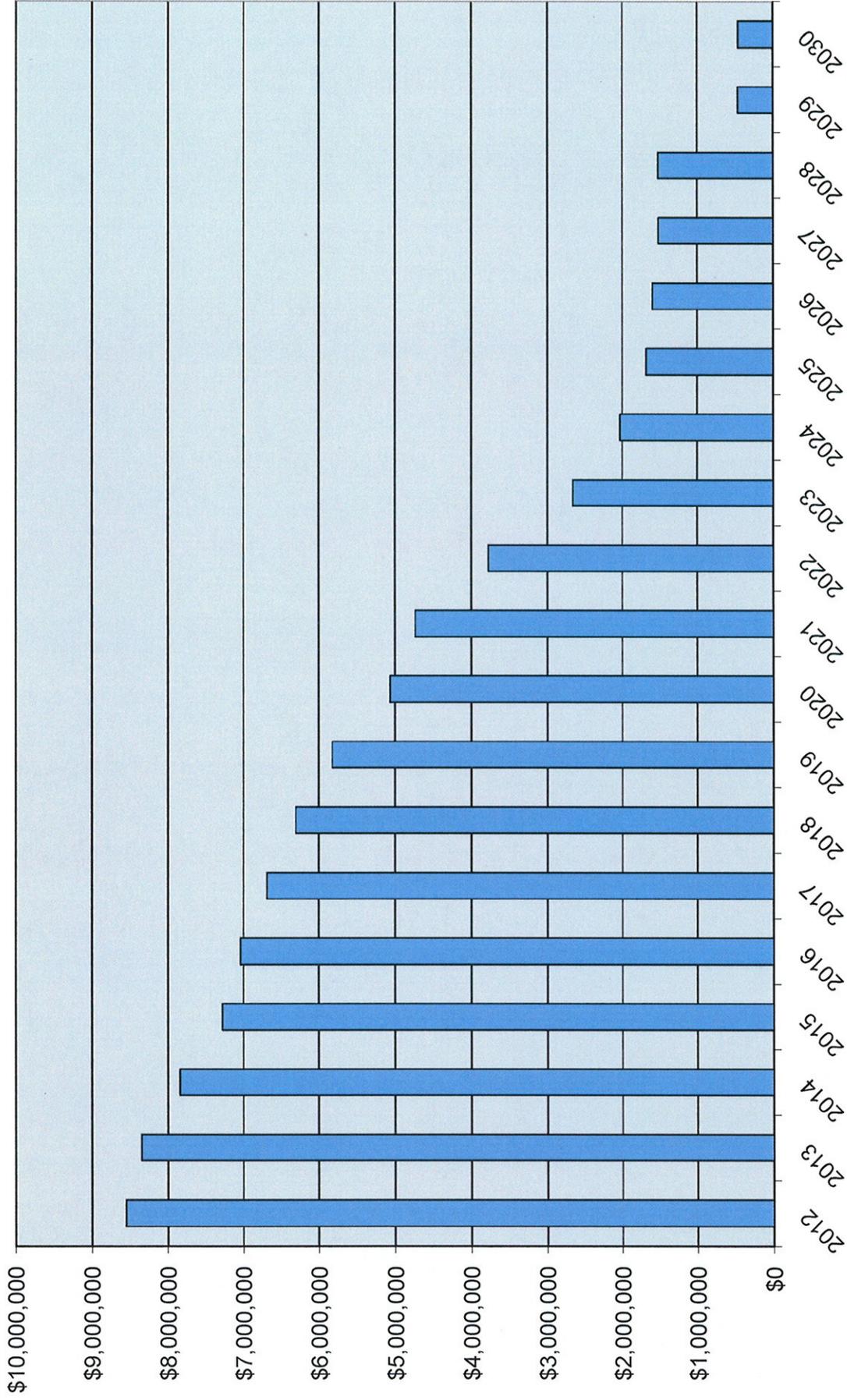
12 LARGEST CITIES IN NORTH DAKOTA

CITY OF MANDAN SALARIES AND BENEFITS



	SALARIES	BENEFITS	TOTAL
2011 BUDGET (REVISED)	\$5,233,000	\$1,765,600	\$6,998,600
2012 BUDGET	\$5,288,950	\$1,797,150	\$7,086,100

CITY OF MANDAN DEBT SERVICE



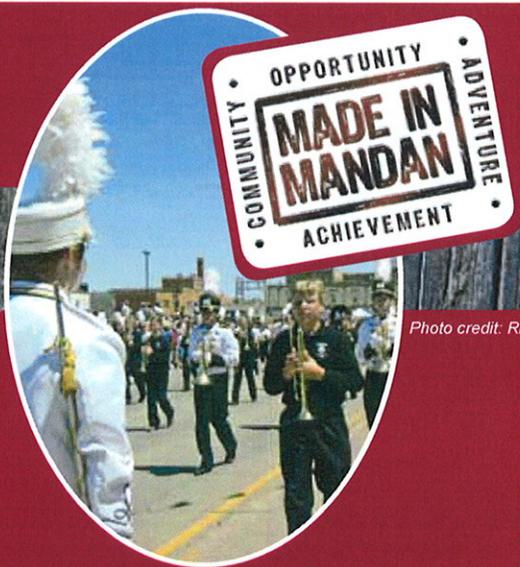


Photo credit: Rick Scharf

Measurements & statistics

MANDAN TOMORROW COMMUNITY STRATEGIC PLAN 2010 Accomplishments

Leadership, Pride and Image

- Candidate info forum held to encourage interest in serving on county, city, school and park boards.
- Great things “Made in Mandan” community marketing launched for purposes of business, resident and visitor attraction. Learn more at www.madeinmandan.com.
- Brochure created for people considering relocation to Mandan and potential home buyers.

Economic Opportunity and Prosperity

- Worked with local legislators on bills to provide incentives for targeted retail recruitment and expansion as well as formation of investment groups.
- Surveyed businesses to identify needs and opportunities.

Quality Places & Destinations

- Fueled launch of two new annual events: Sport and Recreation Rendezvous and Wild West Grill Fest.
- Facilitated relocation of farmers’ market to Heritage Park for increased visibility, future enhancements and synergies with business community.
- Mandan Parks and Recreation rejuvenating Winter Daze and incorporating favored activities such as a sledding hill and outdoor summer movies into 2011-13 activity plans.

Education and Work Force

- Three dual credit courses now offered at Mandan High School for 30 percent of Bismarck State College tuition rate.
- Mandan Public Schools Foundation for Education formed with \$18,000 in donations received between July and December. Student assistance and scholarship programs up and running.

For more information, visit www.mandantomorrow.com.

Population

- 18,331 according to the 2010 U.S. Census, growth of 9.6% or 1,613 people since the year 2000.

Ratings

A1: MOODY’S INVESTORS SERVICE

“The A1 rating reflects the region’s diverse and steadily growing economy, sound financial operations, and above average but rapidly retired debt.”

Reaffirmed February 9, 2011

Employment

Bismarck-Mandan Metropolitan Statistical Area

- Total employment of 59,614 as of December 2010, up 1.9% from the year prior.
- 3.9% unemployment, down from 4.3% in December 2009.

Morton County

- Total employment of 14,249 as of December 2010, up 1.9% from a year ago.
- 4.6% unemployment, down from 5.6% in December 2009.

North Dakota Job Service

Tree City USA

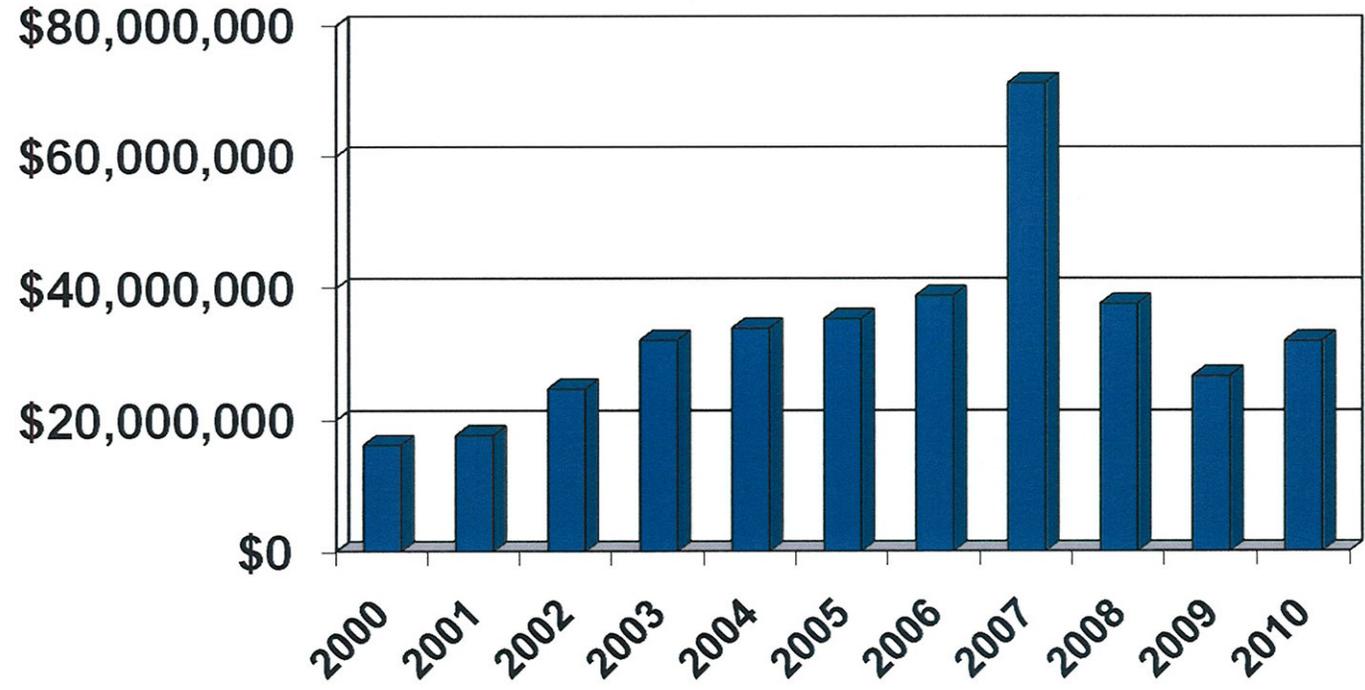
For 35 years



TOTAL VALUE OF ALL BUILDING PERMITS

Residential, commercial & public buildings

\$32.0 million in 2010

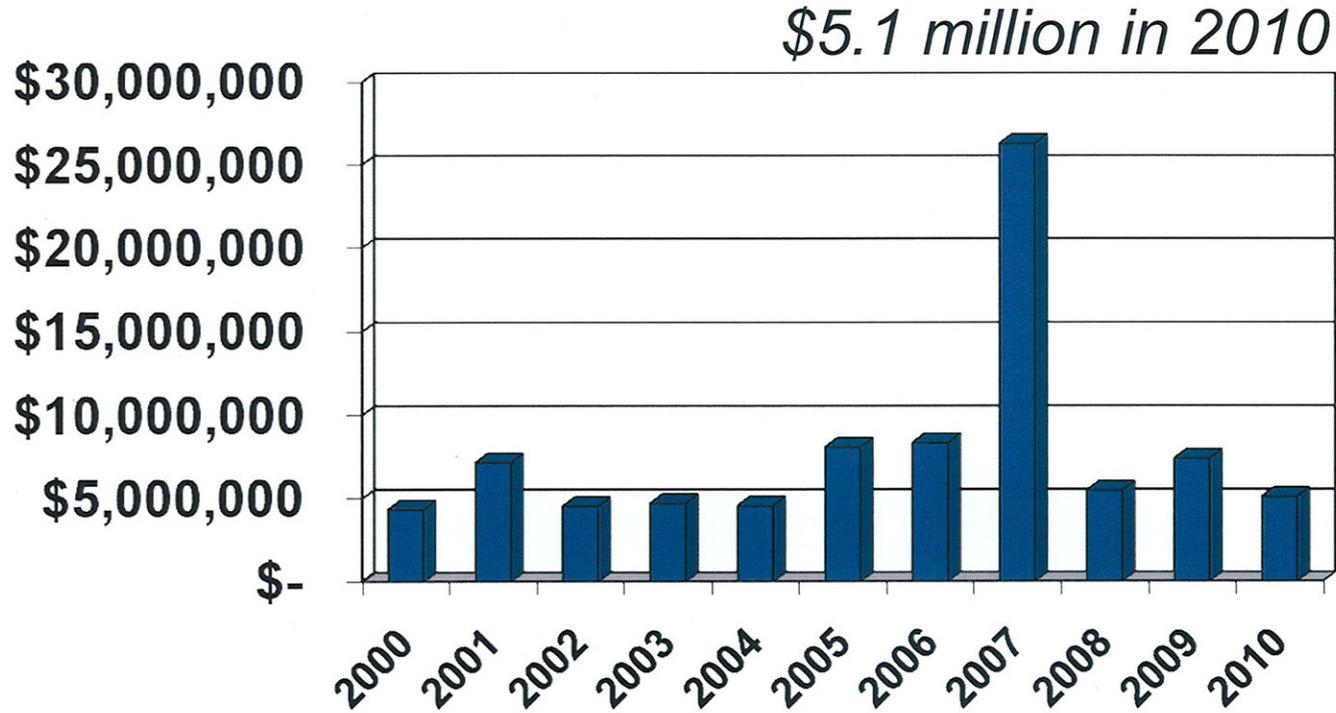


• OPPORTUNITY •
MADE IN MANDAN
 • ADVENTURE •
 • ACHIEVEMENT •

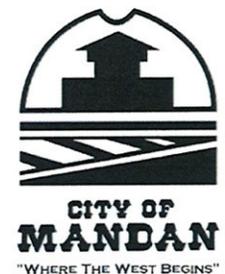
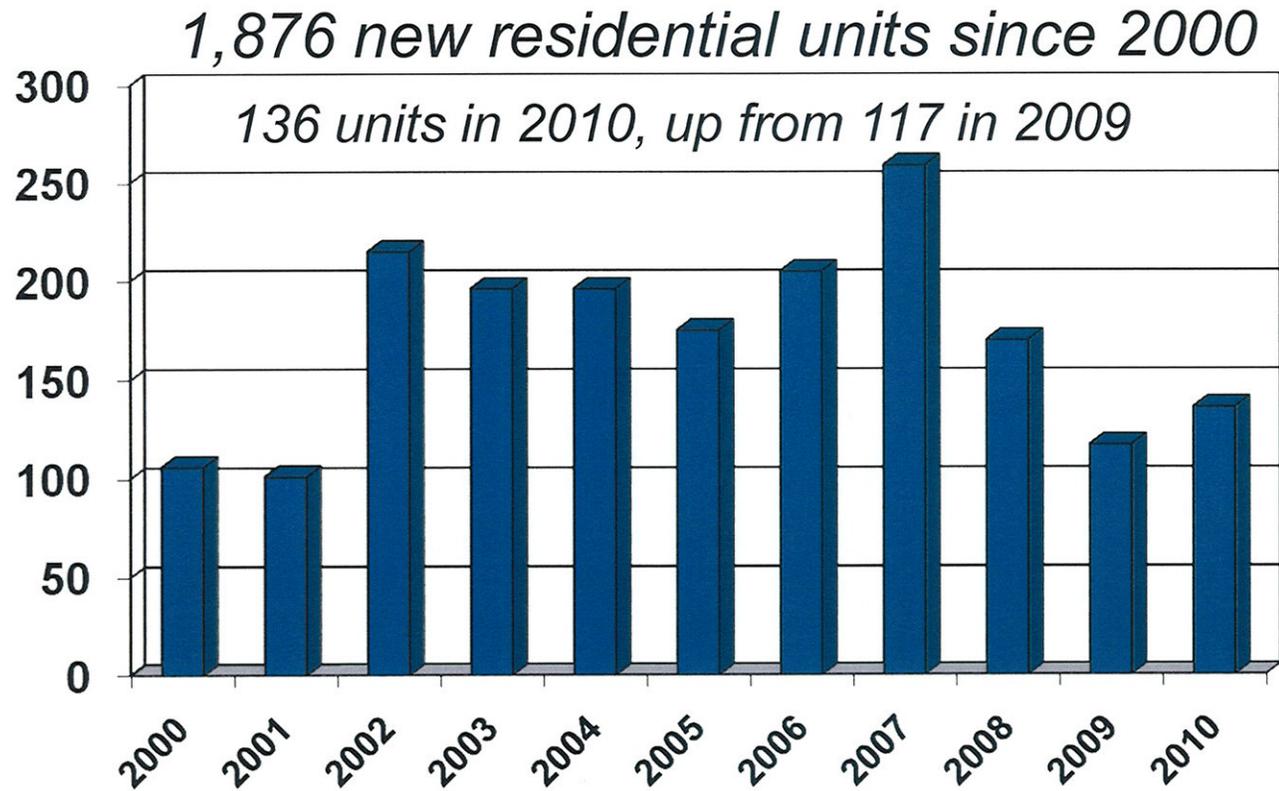


COMMERCIAL & INDUSTRIAL BUILDING PERMITS

New, Remodel & Additions



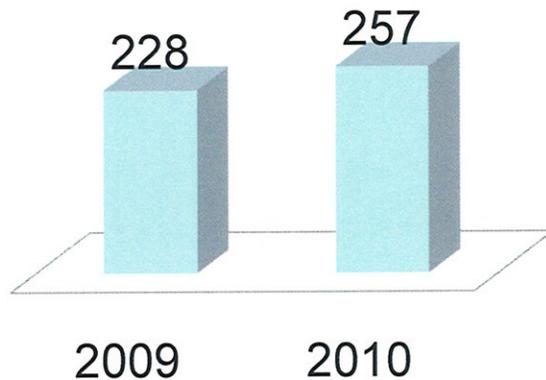
PERMITS FOR NEW RESIDENTIAL UNITS



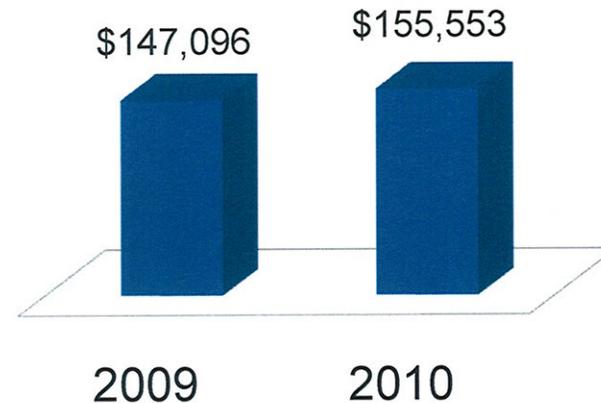
RESIDENTIAL REAL ESTATE SALES IN MANDAN

Includes single family, condos, twin homes & duplexes

Units Sold



Average Sales Price

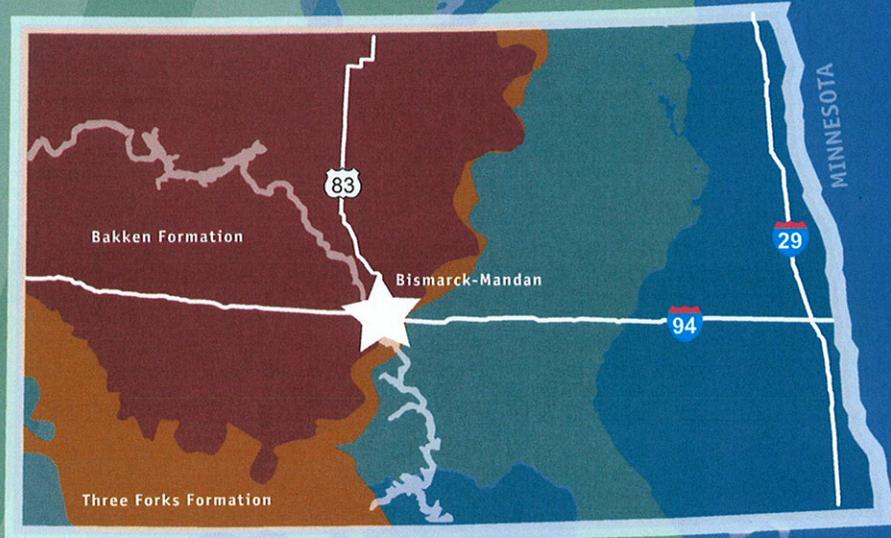


Source: Bismarck Mandan Board of Realtors



Bismarck-Mandan, North Dakota

Community Profile



Community

Population

	2000 Census	2010 Census
Bismarck-Mandan MSA	94,719	108,779
Bismarck	55,532	61,272
Burleigh County	69,416	81,308
Mandan	16,718	18,331
Morton County	25,303	27,471

U.S. Census

Climate

Average Daily Temperature (degree F)

	High	Low	Average
Annual	54.1	28.4	41.4
January	22.3	-1.8	10.3
July	84.5	54.3	69.4

Average rainfall per year in inches	16.5
Average snowfall per season in inches	35.5

Location

South Central North Dakota. Bismarck is located on the east side and Mandan on the west side of the Missouri River.

Latitude:	46 degrees, 46 minutes north
Longitude:	100 degrees, 45 minutes west
Elevation:	1,647 feet (average)
Area:	Bismarck 27.4 square miles Mandan 10.3 square miles

Housing

Average real estate selling price 2010

	Bismarck	Mandan
Single Family		
All	\$184,790	\$159,890
2 or less bedroom	144,278	115,298
3-bedroom	165,116	143,638
4 or more bedroom	200,743	175,868
Condos & Town/Twin Homes	147,715	141,624

Apartment rental rates 2010

2-bedroom	\$550 - \$800
3-bedroom	\$750 - \$950

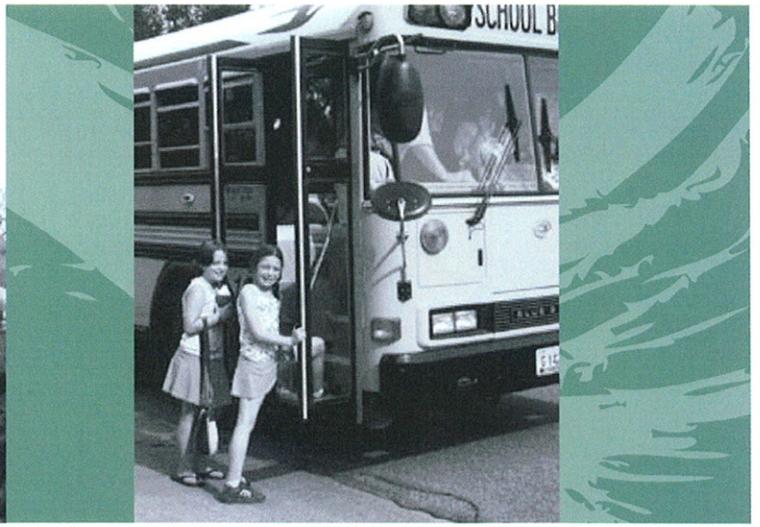
Bismarck-Mandan Board of Realtors

Crime Rate

Crime rates in Bismarck-Mandan are consistently ranked among the lowest in the nation. The state of North Dakota regularly ranks as "America's Safest State" and FBI crime statistics consistently place Bismarck-Mandan among the MSAs with the lowest rate of violent and property crimes of all metropolitan areas. In addition, Bismarck ranks #2 in a national survey conducted by a Harvard University professor to measure "community attitudes and relative levels of civic engagement." Among the findings is that "social trust" among residents inclines them to rate their community as an excellent place to live.

Crime	Bismarck MSA Rate (per 100,000 population)	National Rate (per 100,000 population)
Violent Crime	206.6	429.9
Property Crime	2,093.5	3,036.1
Forcible Rape	33.7	28.7
Robbery	12.2	133.0
Aggravated Assault	158.0	262.8
Burglary	288.0	716.3
Larceny theft	1,655.9	2,060.9
Motor vehicle theft	149.6	258.8

Federal Bureau of Investigation, Index of Crime, 2009



Education

Bismarck-Mandan K-12

2010-11 Enrollment

	Bismarck Public Schools	Mandan Public Schools	Bismarck/Mandan Private Schools	2010 Graduates (total)
K-8	7,373	2,273	1,179	1,103
9-12	3,479	1,109	410	

Higher Education

Bismarck State College —

Community college with an enrollment of nearly 4,000 students and 1,080 graduates in 2010. Provides 40 technical programs and transfer degrees, online classes and programs, corporate and continuing education, and workforce training. Home to the National Energy Center of Excellence (NECE).

United Tribes Technical College —

2-year institution with a 2010 enrollment of 1,000+ and more than 100 graduates. Offers associate degrees and certificate programs.

University of Mary —

Private college with an enrollment of approximately 3,000 and 940 degrees granted in 2010. Offers 44 undergraduate programs, seven master's degrees and one doctoral program.

Rasmussen College —

Private degree-granting college with a 2010 enrollment of over 500 and 125+ graduates.

Medcenter One College of Nursing —

Offers an upper division professional nursing program.

UND Graduate Center —

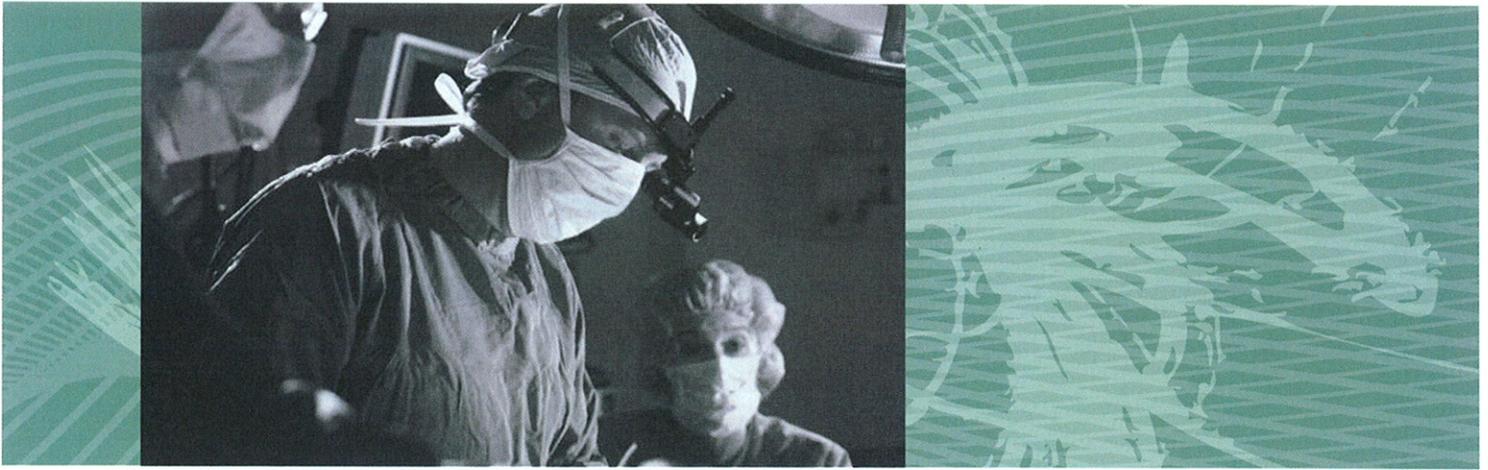
Offers master degree programs through the ND Interactive Video Network.

UND School of Medicine —

Third and fourth year students train at the Bismarck clinical campus.

St. Alexius Medical Center —

Home to ND School of Respiratory Care, St. Alexius School of Radiological Technology, and EMT-Paramedic Technology Program in conjunction with Bismarck State College.



Healthcare

Two regional medical centers, Medcenter One Health Systems and St. Alexius Medical Center, as well as a wide array of clinics are located in Bismarck. In addition, Triumph Hospital Central Dakotas in Mandan offers long-term acute care, and an array of options are available for assisted living and long-term nursing care in the greater community. The hospitals and clinics are state-of-the-art, with 575+ beds available, over 350 physicians and more than 7,000 total healthcare professionals to serve you. At the Bismarck Cancer Center, St. Alexius and Medcenter One combine to form a team of highly-skilled healthcare professionals with cutting-edge equipment.

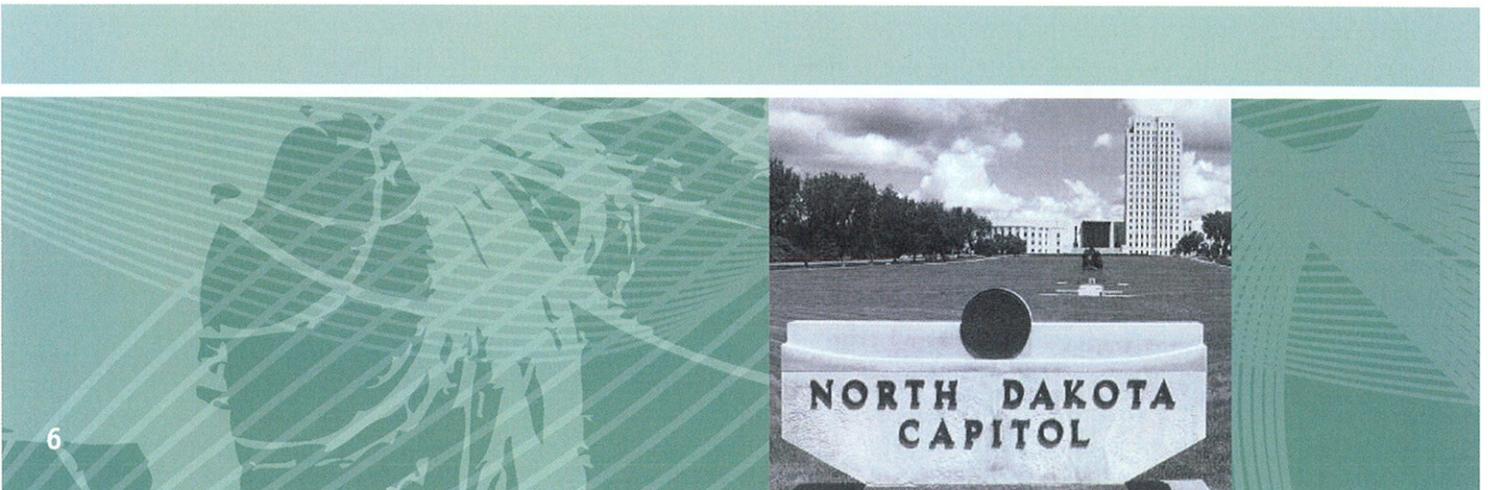
Medcenter One Health Systems is an integrated health system that consists of a 232-bed hospital, a multi-specialty clinic, a college of nursing, six primary-care clinics, three kidney dialysis centers and four long-term care facilities in western and central North Dakota. Medcenter One has been recognized by Thomson Reuters as one of the 100 Top Hospitals for Cardiovascular Care.

St. Alexius Medical Center is a 306-bed, full-service, acute-care medical center offering a full line of inpatient and outpatient medical services, including primary and specialty physician clinics, home health and hospice services, durable medical equipment services and a fitness and human performance center. St. Alexius has been awarded HealthGrades Distinguished Hospital Award for Clinical Excellence and for Excellence in Patient Safety.

Government

The cities of Bismarck and Mandan both utilize a city commission structure. Both cities have adopted Home Rule Charters and are official Home Rule Cities under the North Dakota Constitution and North Dakota State Law.

Bismarck is the state capital, and serves as the center of government for most agencies, Burleigh County, and most of the federal agencies serving North Dakota. Mandan is the Morton County seat.



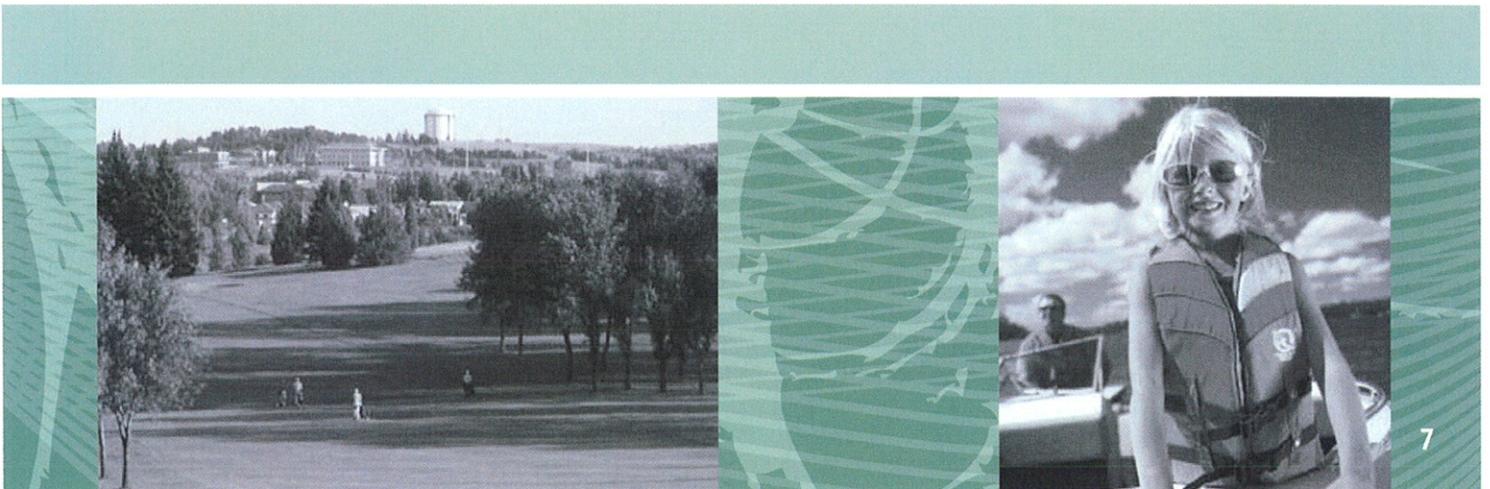


Recreation

Recreational activities abound in Bismarck-Mandan. From theater, ballet and symphony performances to golf, boating, fishing and hunting, Bismarck-Mandan has something to entertain you.

To mention a few:

- :: A vibrant arts community provides opportunities for participants, students and spectators alike.
- :: Bismarck-Mandan boasts over 50 miles of paved trails for walking, running, biking or roller blading.
- :: Excellent golf courses – seven of them – await you in Bismarck-Mandan.
- :: Bismarck and Mandan’s Parks and Recreation Departments provide a wealth of activities to choose from year round for all ages, and maintain a top-notch park system throughout the cities.
- :: The Missouri River and Lake Sakakawea provide every opportunity for water sports.
- :: Frontier history is alive and well in Bismarck-Mandan and throughout the region. Fort Abraham Lincoln, where Lt. Col. George Armstrong Custer and the 7th Calvary rode out on their ill-fated expedition to Little Big Horn, and the On-A-Slant Indian Village’s reconstructed earthlodges offer visitors a trip back in time.
- :: Bismarck-Mandan is home to basketball champions Dakota Wizards and AWWHL’s Bismarck Bobcats.





Transportation

Bismarck and Mandan are centrally located in North America. North Dakota is located at the US-Canada border, an ideal location for companies looking for a central North American location that allows access to markets in the United States and Canada. A combined system of air, rail, and ground transportation provides the connections needed for your business to anywhere in North America and the world.

- :: Daily service to Minneapolis, Denver and Chicago, plus additional flights to Las Vegas and Phoenix, provide connections to anywhere within the United States, or worldwide.
- :: Rail service by Burlington Northern Santa Fe Railroad Company and the Dakota, Missouri Valley and Western Rail provides a high level of service and access to markets.
- :: Bismarck-Mandan is located on U.S. Interstate 94 (I-94) and U.S. Highway 83, the backbones of a system of high quality, toll free roads.



Utilities / Energy

Utilities

Bismarck and Mandan are fortunate to have an almost unlimited supply of high quality water from aquifers and the Missouri River. Capacities of treated water and waste-water treatment facilities exceed current demands in order to stay ahead of projected residential and commercial/industrial needs.

Water Treatment

	Bismarck	Mandan
Rated Capacity (mgd)	30	12
Average Daily Demand (mgd)	8.8	2.9
Peak Demand (mgd)	20.5	6.6

Waste Water Treatment

Type of Service	Bismarck Secondary treatment - trickling filters	Mandan Extended aeration activated sludge
Rated Capacity (mgd)	7.5	2.2
Average Daily Demand (mgd)	6.8	1.6
Peak Demand (mgd)	9.2	1.95

Sanitation

Method of solid waste disposal in the two city area is landfill.

Telecommunications

Bismarck-Mandan enjoys state-of-the-art telecommunications services. Local service providers include AT&T, Midcontinent Communications, and Qwest. Services available include digital switch technology, fiber service, remote and on-site monitoring, ISDN and DSL available from the switch, central offices on self-healing fiber rings, and dual fiber feed.





Energy Resources

The large reserves of lignite coal, natural gas and oil in the Bismarck-Mandan area make North Dakota a net exporter of natural gas and electricity. Our energy is competitively priced, often with reduced industrial rates for large energy users.

Western North Dakota is part of a region that contains over a 1,000-year supply of lignite that is economically feasible to recover. The region northwest of Bismarck-Mandan is home to four lignite coal mines that produce over 30 million tons annually. Seven power plants use that lignite coal to generate 4,000 megawatts of low-cost, abundant and reliable electricity used by over 2 million homes, farms and businesses. Power plants using lignite coal generate electricity 24 hours a day.

About 13.5 percent of the lignite coal produced is used to generate synthetic natural gas. The only commercial-size coal gasification plant in the United States is the Great Plains Synfuels Plant near Beulah, North Dakota (80 miles northwest of Bismarck). The Great Plains Synfuels Plant supplies synthetic natural gas made from lignite to 225,000 homes and businesses in the eastern United States. Bismarck-Mandan's natural gas supplier is Montana-Dakota Utilities.

North Dakota is also home to vast oil resources. The names Bakken Formation and Three Forks Formation have become recognizable nationwide. Technological advances have made the once unreachable crude in these shale formations obtainable. Existing wells already produce 350,000 barrels of oil per day (BOPD). Experts in the industry believe that in five years, oil production in the Bakken Formation could range from a conservative 500,000 to a potentially staggering 1,500,000 BOPD.

Bismarck-Mandan also has an abundant supply of water — the Missouri River flows between the two cities, and there's even more water in an immense, nearly untapped aquifer. In addition, Lake Sakakawea (the third largest man-made reservoir in the U.S. in terms of storage volume) and the Garrison Dam (with a storage capacity of 23.8 million acre-feet and five turbines) are within an hour's drive of Bismarck-Mandan.

Labor

Major Employers

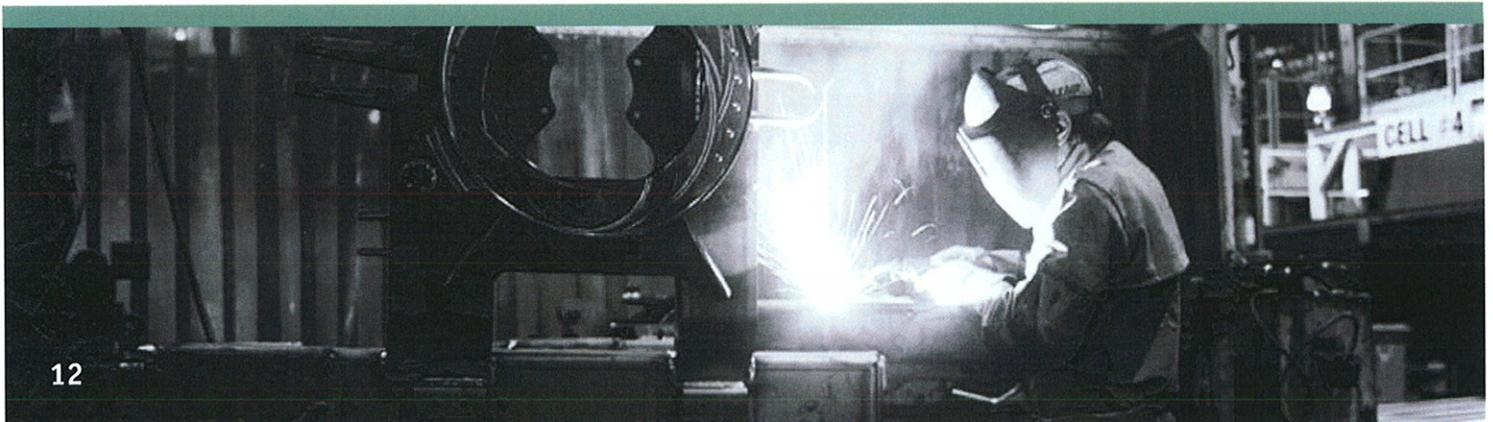
State of North Dakota :: 4,400
Medcenter One Health Systems :: 3,038
St. Alexius Medical Center :: 2,176
Bismarck Public School District :: 1,200
City of Bismarck :: 864
Aetna :: 618
Mandan Public School District :: 572
MDU Resources Group :: 537
Missouri Slope Lutheran Care Center :: 530
Housing Industry Training (HIT) :: 501
Coventry Health Care, Inc. :: 475
Dan's Supermarkets :: 470
Mid-Dakota Clinic :: 465
Basin Electric Power Cooperative :: 459
University of Mary :: 435
National Information Solutions Cooperative (NISC) :: 404
Burlington Northern Railroad :: 378
Pride, Inc. :: 365
Walmart South :: 343
Bismarck-Mandan Parochial Schools :: 340
Bismarck State College :: 334
Walmart North :: 325
United Tribes Technical College :: 286
Missouri Valley YMCA :: 263
Burleigh County :: 250
Cloverdale Foods :: 250
Tesoro Petroleum :: 246
Target :: 240
Unisys Corporation :: 221
Central Market :: 209
Laducer & Associates :: 189
Bismarck Tribune :: 175
Kadrmass, Lee & Jackson :: 164
Bobcat Company :: 125
Sykes Enterprises :: 100

Wage Rates

Title	Hourly Median
Accountants and Auditors	22.93
Administrative Service Managers	26.70
Automotive Service Tech and Mechanics	16.01
Bookkeeping, Accounting and Audit Clerks	14.91
Cashiers	7.86
Claims Adjuster, Examiner and Investor	25.04
Computer Operators	11.94
Computer Support Specialists	22.50
Computer Systems Analysts	28.83
Counter and Rental Clerks	7.86
Customer Service Representatives	12.68
Financial Managers	41.75
Heating, Air Cond and Refrig Mechanics	17.92
Executive Secretaries & Administrative Assistants	16.03
Loan Officers	23.30
Machinists	17.63
Maintenance and Repair Worker (General)	17.61
Network and Computer Systems Admin	21.47
Plumbers, Pipefitters and Steamfitters	18.62
Receptionists and Information Clerks	11.14
Retail Salespersons	11.33
Sheet Metal Workers	17.60
Stock Clerks and Order Fillers	9.56
Surveying and Mapping Technicians	15.31

*Job Service North Dakota Occupational Employment Survey,
2010 Edition*

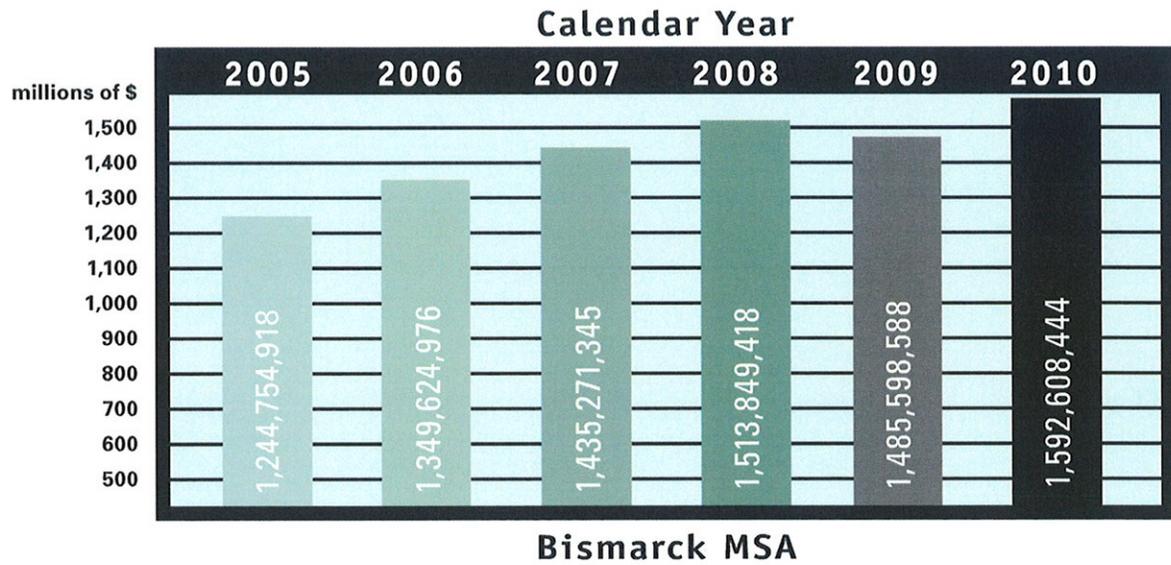
March 2011





Economy

Taxable Sales & Purchases



Construction Activity

	2010 Total Value	Single Family	Other Residential	Commercial	Public
2010 Total Value	\$151,917,458	\$86,272,873	\$17,162,173	\$46,500,729	\$1,981,683
Bismarck	102,306,533	53,903,566	7,827,091	38,594,193	1,981,683
Bismarck ETA	16,119,223	15,168,767	0	950,456	0
Burleigh County	1,899,221	1,899,221	0	0	0
Mandan (includes ETA)	23,938,091	11,814,329	9,302,682	2,821,080	0
Morton County	7,654,390	3,486,990	32,400	4,135,000	0



Tax Structure

North Dakota has clear, concise tax codes and a competitive state tax structure for corporate and individual income tax as well as sales and use tax.

Individual Income Tax

Individual income tax rates from 1.84% to 4.86%. In FY 2007, North Dakota ranked 40th of the 43 states that levy an individual income tax with an average per capita collection of \$495. *US Dept. of Commerce, Bureau of the Census*

Sales & Use Tax

State sales and use tax rate of 5%, plus local rate of 1%. Restaurants charge an additional 1% hospitality tax while hotels and motels charge an additional 3% lodging tax. *Office of State Tax Commissioner*

Corporate Income Tax

Corporate income tax rates of 2.1% to 6.4%. *Office of State Tax Commissioner*

Property Tax Rate in Mills, 2010

	Bismarck	Mandan		Bismarck	Mandan
City (includes park)	120.50	135.88	Assessment Ratio (%)		
County	55.44	120.20	Commercial Property	50%	50%
School District	142.03	157.17	Effective Rate per \$100	1.57%	1.95%
State (special medical)	1.00	1.00	Assessment Ratio (%)		
Total Mill Rate	142.18	155.69	Residential Property	50%	50%
			Effective Rate per \$100	1.39%	1.79%

City of Bismarck, City of Mandan

Incentives for Business

Financial Incentives

The Bismarck Vision Fund and the Mandan Growth Fund are city sales tax supported funds that provide assistance to businesses that wish to locate or expand in Bismarck or Mandan. The Bismarck Vision Fund and the Mandan Growth Fund can offer a flexible assortment of financing opportunities, such as interest buy downs, reduced interest loans, equity positions, grants, and other individually tailored financial incentives and exemptions.

In addition, North Dakota is the only state in the nation to own, control, and operate its own development bank. The capacity to arrange financing was a benefit when the bank was established in 1919, and it remains so today. The Bank of North Dakota and other state and local programs can offer an array of financing opportunities, such as interest buy downs, reduced interest loans, equity positions, and other individually tailored financial incentives and exemptions.



Bismarck Industries, Inc. — A private, for-profit stock corporation offering supporting participation in construction/leasing of buildings and equipment purchases.

PACE Fund — Accessible through the Bank of North Dakota (BND). BND participation in the buydown may be between 65% and 85% with the balance coming from community sources. Qualifying projects must request BND participation in 50% to 80% of the loan as well.

CAPITAL Funds — Available to for-profit businesses in Mandan and rural areas. Loan limits are \$5,000 to \$150,000.

Community Development Loan Fund (CDLF) — Capitalized from a portion of CDBG funds. Available to Mandan and rural areas to assist in finance infrastructure needed for economic development, or loans and/or equity investments needed by businesses creating jobs. \$15,000 to \$500,000 loan limits for primary sector businesses.

North Dakota Development Fund — Provides flexible gap financing through debt and equity investments for new or expanding primary sector businesses. The fund makes investments through direct loans, participation loans, and subordinated debt and equity investments.

MATCH Program — Accessible through the Bank of North Dakota (BND). Qualifying borrowers must have a long term credit rating of "A" or better as determined by a recognized rating agency, or an equivalent credit enhancement acceptable to BND. Financing of up to \$15 million may be available at the U.S. Treasury rate plus .25% to .50%.

New Venture Capital Fund — The Bank of North Dakota may provide funding for early stage companies which can show clear proof of completed product development and market acceptance as evidenced by growing sales.

Beginning Entrepreneur Loan Guarantee Program — The Bank of North Dakota may provide an 85% loan guarantee to a financial institution to assist qualified applicants in business start-up financing.

SBA 504 Loan Program — Long term, fixed-rate financing. SBA contributes up to 40%, the borrower provides 10% in cash equity, and remaining fund requirements are obtained from local lending.

Renaissance Zones — Businesses and individuals may qualify for income and property tax exemptions and credits for purchasing, leasing or making improvements to real property located in a North Dakota renaissance zone. Both Bismarck and Mandan offer established renaissance zones.

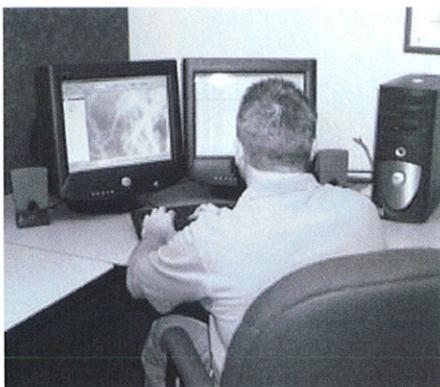
IRP Loan Program — Loans available to qualified applicants for up to 75% of an eligible project, up to \$150,000.

Build-to-Suit Capabilities — If a building that meets your specific needs is not readily available, the Bismarck-Mandan Development Association can assist in building a facility to your exact specifications.

The built-to-suit facility can be constructed and owned by the company, or constructed and leased by a local investment group. Depending on the specifics of the building, the construction of the building could take approximately 180 days or less from the date that appropriate arrangements are in place and all design work is completed.

Tax Exemptions and Credits

- :: Exemption of up to 100% of local real estate property taxes can be obtained for up to five years for non-agriculture projects, and up to ten years for projects involving processing of ag products.
- :: A 5-year exemption on property taxes related to improvements on existing commercial properties is available to qualified projects.
- :: A North Dakota corporate income tax exemption of up to 100% can be obtained for qualified projects for up to five years.
- :: If the previously noted tax exemption is not claimed, a new business or industry may claim a state income tax credit equivalent to 1% of all wages and salaries paid for the first three years of operation and 1/2 of 1% of wages and salaries paid in the fourth and fifth year of operation.
- :: Machinery or equipment used solely and directly in a new and expanding manufacturing or agricultural processing plant is exempt from sales and use taxes.
- :: Computer and telecommunications equipment for new or expanding primary sector business is exempt from sales and use taxes.
- :: There is no warehouse tax in North Dakota. Inventory stored in or transferred through the state is not taxed.



Job Training

Job Service North Dakota administers many federally funded workforce training programs and two North Dakota state funded training programs. The type of training provided through these funding sources is company specific customized training, classroom training, on-the-job training, occupational upgrading, Workforce 20/20 new technology or new work methods training, North Dakota New Jobs Training and Work Opportunity Tax Credits. In addition, the community of Bismarck-Mandan is home to Rasmussen College, Bismarck State College, the University of Mary, and United Tribes Technical College. Each of these institutions participate with the community to provide comprehensive training programs responding to the needs of area business and industry. Bismarck State College and the University of Mary are two of the most active, industry focused colleges in North Dakota. These institutions are recognized for their relationship with private industry for education or training programs directed to meet industry needs. Both the University of Mary and Bismarck State College have provided scholarships and grants to expanding companies for employee training utilization.

Programs offered by Job Service North Dakota to employers include:

- :: **North Dakota New Jobs Training Program** — The program is available to new or existing primary sector businesses for training newly hired employees. The program provides a mechanism for companies to recapture state income tax withholdings to help offset the cost of training new employees for business expansion and/or start-up. Training costs may include training which is deemed necessary by the employer. A company must meet a special wage requirement in order to access the funds.
- :: **Workforce 20/20** — A North Dakota funded program designed to help upgrade the skills of current or future workers when new technology and/or new production work methods are introduced.
- :: **On-The-Job-Training** — On-the-job training provides Bismarck-Mandan businesses with an alternative to the high cost of training new employees. Employers who hire eligible employees for such training will be compensated for up to 50% of the trainees wage during the training period.

ORDINANCE NO. 1103

An Ordinance to Amend
Section 4-07-03 (9) of the Mandan Code of Ordinances
Relating to Employee's Annual Leave

Be it Ordained by the Board of City Commissioners as follows:

1. Section 4-07-03 (9) of the Mandan Code of Ordinances is hereby amended as follows:

Section 04-07-03 Annual Leave.

9. Unused annual leave up to a total of one hundred twenty hours (fifteen days) may be carried forward at the end of each year. The cutoff date for leave purposes shall be ~~January 1st~~ the employee's date of hire for new employees after September 6, 2011. For current employees as of September 5, 2011, carryover will take effect on their hire date beginning after December 31, 2011.

By: _____

President, Board of City Commissioners

Attest:

City Administrator

First Consideration:

August 16, 2011

Second Consideration and Final Passage:



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 16, 2011
PREPARATION DATE: July 28, 2011
SUBMITTING DEPARTMENT: Fire Department
DEPARTMENT DIRECTOR: Steve Nardello, Fire Chief
PRESENTER: Steve Nardello Fire Chief
SUBJECT: City Weed Ordinance

STATEMENT/PURPOSE – To consider ordinance 1104 of the Mandan Code of Ordinances related to weed control.

BACKGROUND/ALTERNATIVES – Ordinance 1049 currently allows for the advertising and controlling of weeds through a public announcement through September of each year. Weed control has found that there are usually still weed violations into October and would like to include that month as part of the public announcement and irradiation of weed process.

Another change is to try to better clarify that the weed control office does not have to individually notify property owners that their property is in violation of ordinance 1049 prior to the City taking action to correct.

ATTACHMENTS – Ordinance 1104

FISCAL IMPACT – None

STAFF IMPACT – The proposed ordinance would save the weed control office time of not having to check properties once for initial report of violation, once for compliance, and once for contractor performance should violations occur in October. The proposed amendments would allow the same procedure to be used in October as it is in the prior months.

LEGAL REVIEW – City Attorney Brown has reviewed the proposed ordinance.

RECOMMENDATION – Consider the Weed Board’s recommendation of Ordinance 1104 amendments.

SUGGESTED MOTION – Move Consider first reading of ordinance 1104.

ORDINANCE NO. 1104

An Ordinance to Amend Chapter 17-04 to the Mandan Code of Ordinances Relating to Noxious Weeds

Be it Ordained by the Board of City Commissioners as follows:

SECTION 1. Amendments to Chapter 17-04 of the Mandan Code of Ordinances, Weed Control, is hereby enacted as follows:

17-04-03. Notice by Publication of Ordinance.

It shall be the duty of the City Weed Officer to cause a notice of the contents of this chapter to be published in the official newspaper of the city once within three days of April 15, May 15, June 15, July 15, August 15 and September 15. These publications shall serve as notice to all landowners, occupants, or persons in charge of maintaining any parcel of land within the city limits to comply with the requirements of this chapter. These publications shall also serve as the official notice to property owners to cut weeds and tall grass other methods of notification, such as the media and the City of Mandan's website may also be used to notify landowner, occupants, or persons in ~~ehange~~ charge to control tall grass and weeds.

17-04-04. Eradicating, Cutting, or Control of Weeds and Tall Grasses by the City Weed Officer.

At a minimum, all property shall be mowed by May 1, June 1, July 1, August 1, September 1 and October 1 of each year. In addition to the minimum requirements, the City Weed Officer may order more frequent cuttings, eradication, or controlling of noxious weeds, tall grasses, ~~and~~ or any other unhealthy vegetation if necessary for compliance with this chapter and such notice ~~may~~ shall be given in person, via telephone or by letter.

1. Whenever any person, firm or corporation owning, occupying or in charge of any premises, lot, or parcel of land within the city, shall fail, neglect, or refuse to mow the property at least once by May 1, June 1, July 1, August 1, September 1 and October 1 of each year in accordance with the provisions of this section or shall fail to eradicate, cut or control weeds, tall grasses or any other unhealthy vegetation exceeding six inches in height within seven days of receipt of notice from the City Weed Officer, the City Weed Officer shall order the nuisance to be

abated by eradicating, cutting or controlling the weeds, tall grasses or any other unhealthy vegetation exceeding six inches in height in a manner as specified by the City Weed Officer, if the City Weed Officer has first complied with the notice requirements of Section 17-04-03.

A person, firm, or corporation notified of impending city action may cause the eradication, cutting, or control of weeds, tall grasses, or any other unhealthy vegetation exceeding six inches in height at any time before the City Weed Officer takes action due to noncompliance with this chapter.

By: _____
President, Board of City
Commissioners

Attest:

City Administrator

First Consideration: August 16, 2011
Second Consideration and Final Passage: _____