

**AGENDA**  
**MANDAN CITY COMMISSION**  
**AUGUST 19, 2014**  
**ED "BOSH" FROEHLICH MEETING ROOM,**  
**MANDAN CITY HALL**  
**5:30 P.M.**  
**[www.cityofmandan.com](http://www.cityofmandan.com)**

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- A. ROLL CALL:  
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. PUBLIC COMMUNICATIONS:
- D. MINUTES:  
1. Consider approval of the following minutes:  
i. August 5, 2014 – Regular Board Meeting  
ii. August 7, 2014 – Special Meeting
- E. PUBLIC HEARING:  
1. Public hearing for Big Sky Estates zone change request.
- F. BIDS:
- G. CONSENT AGENDA:  
1. Consider approval of monthly bills.  
2. Consider amendment to the 2014 fire department budget to include the purchase of tablet computers.  
3. Consider approval of Beer Gardens for Spirit of Life Church on September 6, 2014.  
4. Consider approval of change order for Street Improvement District 195, Project 2014-13 (Roughrider's).  
5. Consider for approval Law Enforcement Out-of-State Travel & Training.  
6. Consider Change Order for additional street work needed on Lewis Rd NW.
- H. OLD BUSINESS:
- I. NEW BUSINESS:  
1. Introduction of Program Coordinator for City Administration and Business Development and Communications  
2. Consider the Mandan Airport Authority's 2015 Budget.  
3. Consider the Morton Mandan Public Library's 2015 Budget.  
4. Consider Community Beautification Committee recommendation for appointees.

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5. Consider Emergency Roof Repair for Public Works Building.
- J. RESOLUTIONS AND ORDINANCES:
1. Consider Resolution Authorizing Issuance of \$2,490,000 Refunding Improvement Bonds of 2014, Series A.
  2. First Consideration of Ordinance 1190 Big Sky Estates Rezoning
  3. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1189 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2015, and ending December 31, 2015, and making the annual tax levy for the year 2014.
- K. OTHER BUSINESS:
- L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. September 2, 2014 – 5 p.m. start
  2. September 16, 2014
  3. October 7, 2014
- M. ADJOURN

**Public Communication**

A scheduled time for public participation has been placed on the agenda at Mandan City Commission meetings. The Board desires to hear the viewpoints of citizens throughout the City. Individuals wishing to address the Board are encouraged to make arrangements with the Board President or the City Administrator prior to the meeting. Comments should be made to the Board and not to individuals in the audience and be related to City operations and programs. The Board will not hear personal complaints against any person connected with the City. If a citizen would like to add a topic to the agenda, arrangements must be made in advance with the City Administrator or Board President. The Board reserves the right to eliminate or restrict the time allowed for public participation. The Board requests that comments are limited to three (3) minutes or less. Groups of individuals addressing a common concern are asked to designate a spokesperson.

*Departmental planning meeting will be held the Monday prior to the Commission meeting, all Commissioners are invited, noon, former Morton County Library 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.*

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The Mandan City Commission met in regular session at 5:30 p.m. on August 5, 2014 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Tibke, Rohr, Laber, and Braun. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Fire Chief Nardello, Business Development & Communications Director Huber, Planning & Engineering Director Froseth, and Planner Decker. Absent: Director of Public Works Director Wright, Assessor Shaw, and Building Official Lalim.

B. APPROVAL OF AGENDA: Commissioner Rohr motioned to approve the Agenda as presented. Commissioner Braun seconded the motion. The motion received unanimous approval of the members present. The motion passed.

C. PUBLIC COMMUNICATIONS: Mayor Van Beek invited anyone to come forward to address items on the Agenda.

Michael Blasco came forward to speak. He stated his interest for coming forward is on behalf of the Airport Authority assignment for a commissioner. He stated that he submitted a resume for an open position and his concern is that he did not receive any acknowledgment for his resume. He stated he is not challenging any decisions made or to be made at this meeting. He stated he is a resident of Mandan with a great interest in aviation and he feels that people that are interested should be recognized that their resume was turned in. He voiced concern that this Commission should be aware of taking into consideration all aspects of the airport authority duties and obligations and to make sure the FAA regulations are being followed due to the growing community for the safety of the citizens using the airport. He inquired if all the people who submitted resumes were contacted and told they were not selected. He stated he did not receive any notification from the City.

Mayor Van Beek asked how the process works. Jim Lawler, Manager of the Mandan Municipal Airport stated that he did not contact any of the people who submitted resumes. He apologized for not following up. Commissioner Tibke clarified the process as being that the applications and resumes are reviewed by the Mandan Airport Authority Committee who in turn will submit a recommendation to the City Commission. Manager Lawler concurred. Commissioner Tibke suggested that in the future, each applicant should be notified. Lawler stated that the criteria is to have an interest in aviation, prior knowledge is helpful but not required, and that basically any interested person can serve on the Mandan Airport Authority Committee.

Nate Vollmuth, Paces Lodging-Mandan Development Company came forward to ask permission to speak when his item is presented to answer any questions and provide further input on the matter.

A second announcement was made to come forward to speak for or against items on the Agenda. Hearing none, this portion of the Public Communications forum was closed.

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D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission regular meeting held July 15, 2014.* Commissioner Braun moved to approve the minutes as presented. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

E. PUBLIC HEARING:

F. BIDS:

1. *Consider award of bid for UV Disinfection Equipment Pre-procurement for wastewater treatment plant optimization project.* Planning & Engineering Director Froseth reviewed with the Commission a request for the award of bid for UV Disinfection Equipment to Trojan Technologies, Inc. He stated that two bids were received and opened on July 22<sup>nd</sup> for the UV Disinfection Equipment needing replacement at the Wastewater Treatment Plant. The equipment to be installed is a part of a larger project to improve several areas of the wastewater treatment plant. As part of the analysis of bids, AE2S has conducted a design-life analysis in order to best evaluate the two bids over the expected life-cycle of the equipment. The result of that analysis, provided in the attachment, is a recommendation to award the bid to Trojan Technologies, Inc. despite the fact that their bid for capital-cost-only of the equipment was higher by \$159,100 compared to the \$147,000 for the Xylem Water Solutions USA, Inc. bid. The engineers estimate for the equipment was \$350,000. Director Froseth stated that the Trojan System is recommended because it is a more efficient system that uses less energy to operate as determined by AE2S during the life cycle analysis process.

Commissioner Braun moved to approve the bid for UV Disinfection Equipment Pre-procurement for wastewater treatment plant optimization project to Trojan Technology. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider award of bid for SID # 190, Project 2014-02 (Keidel's South Heart Terrace 3<sup>rd</sup> Addition).* Planning & Engineering Director Froseth reviewed with the Commission the award of bids for Street Improvement District No. 190, Project 2014-02 (Keidel's South Heart Terrace 3<sup>rd</sup> Addition). Director Froseth stated that there were two bids received on July 8 for the project and Mariner Construction was the low bidder. The bid amount was \$1,609,514.53. The Engineer's estimate was \$1,501,155.00. The bid is 7.2% higher than the engineer's estimate. At the June 17<sup>th</sup> meeting, the City Commission requested that the developer provide a letter of credit for the cost of development above \$30,000 per lot for the street portion of the project and for the entire amount of the storm sewer improvements. Since then, the developer has petitioned to annex the property he owns to the south of this development so that a portion of storm sewer that would benefit that area can be assessed to it. The Letter of Credit was submitted by e-mail yesterday, August 5<sup>th</sup>.

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Subsequently, City staff had questions and concerns that were relayed to the developer yesterday afternoon, August 4<sup>th</sup>. The developer revised the Letter of Credit to address those questions and concerns and sent the revision back by email later this morning.

City staff still has questions and concerns to be addressed before accepting the low bid. Based on what has transpired the City Engineer's office is recommending not awarding the bid for this street improvement project. The developer was available to answer questions.

Director Froseth stated that the concerns are: (1) the expiration of the Letter of Credit is stated as 8/4/15. The assurance that the City is requesting is assurance that this development will continue to be built out, not just the immediate construction of the street and storm sewer improvements that should be done by that time. So the expiration of date of this time next year – there are questions as to what happens to it then? Are those amounts released back to the developer? (2) Along with the letter of credit the City is requesting a schedule of release of the amounts and other factors such as if the land transfers ownership, does that assurance follow to the new owner? The City would like to see the funds and Letter of Credit will be able to be cash to pay unpaid assessments. The City wants to make sure the requests for assurances are met and they have not been presented yet.

Nate Vollmuth, Paces Lodging, representing Mandan Development Company, came forward to speak. He provided an outline of where this project has gone and how he foresees it going forward. The bid came in on 7/8/14 and it was not received in his office until 7/14/14. The first meeting to have it approved was the 7/17/14. He stated in his experience that is not sufficient time to pull together a Letter of Credit together which is why the Letter of Credit was not presented at that time. The information has been sent to the banking institution. A draft Letter of Credit was received on 8/1/14 and that was sent to Director Froseth. There were some issues being resolved and a revised agreement was sent out on 8/4/14. There were some other continuing issues and if the issues outlined by Director Froseth are the ones of concern, Vollmuth stated he does not see any problems with them. He explained that their letters of credit are in effect for 365 days and then the City is charged with the request for it to be renewed. He indicated that is the normal process for their Letters of Credit; therefore, they all have to be renewed on an annual basis. Secondly, with regard to the schedule of release amounts, a formal document has not been prepared that outlines that, but there were some amounts included when the release of the first Letter of Credit was requested by the Commission. Vollmuth stated that their request would be for consideration to tentatively approve the Letter of Credit (with timelines attached) and tentatively approve the bid and contracts. He stated he has an up-to-date Letter of Credit redline version for the City to outline with their specific requirements and/or changes. If approved, a Developers Agreement would be prepared and sent to the City to redline by 8/6/14. Then, on 8/7/14 both parties could review and finalize them. On 8/8/14 it would be sent via overnight which would be 30 days from the bid date.

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City Attorney Brown suggested that if the City does not follow the recommendation of City Engineer Froseth to deny the bid, that the matter should be tabled and a special meeting be held. He recommended not making a motion contingent on certain things that may or may not happen. If the plans, as presented, fall into place by Friday the Commission can be flexible and be available if you call a meeting, if the Commission wishes to do it that way. Commissioner Tibke commented she agrees with tabling the matter and stated she would be open to a meeting on Friday.

Commissioner Laber commented to Vollmuth that he was aware that the Commission requested, per the minutes, a Release or some kind of Schedule. Was there a rough draft of a Release Schedule included in Letter of Credit? Vollmuth replied that their Letters of Credit and that most Letters of Credit do not include the Release explaining that it is normally included in a separate document. He stated with other cities they provide a Letter of Credit and a Promissory Note and the City will provide a 1-2 page Developer's Agreement that will be signed or transferred at the same time. Those Releases never go on their Letters of Credit. He acknowledged they made an assumption they should not have. That's the issue with why those are not showing on the Letter of Credit. It should be prepared as a separate document. He clarified that he is requesting the Commission approve moving forward because they (Letters of Credit) are not signed until they get all their documents to the City.

Mayor Van Beek commented that if everything is provided to the City on Friday, there could be a Special Meeting held then or on Monday (next week) and the Commission will deal with those matter(s) at that time.

Director Froseth stated that the bid was opened on 7/8/14 and that this Friday (8/8/14) will be the 30-day mark. Commissioner Tibke stated she would like to have a second look at this due to all the variables for consideration before it goes to a vote.

Commissioner Tibke moved to table the award of bid for SID # 190, Project 2014-02. Commissioner Braun seconded the motion. City Attorney Brown stated that Planner Decker pointed out there are 31 days in July. So 30 days would be up on 8/7/14. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

G. CONSENT AGENDA

1. *Consider sole source purchase for AV equipment.*
2. *Consider appointments of Mayor Van Beek to Morton Mandan Combined Communications Center Advisory Committee and Commissioner Laber as a Liaison to the Dakota Media Access Board of Directors.*
3. *Consider approval of Sunday Openings for Mandan Eagles Club for August 17, 2014 and August 31, 2014.*
4. *Consider approval of ad for bid for 2014 water system improvements.*
5. *Consider Change Order for UPS Backup Equipment for Lift Station Alarm System Upgrade Project.*

6. *Acting as the Board of Adjustment, consider for approval setback variance for Lot 17, Block 2 Lakewood Harbor 3<sup>rd</sup> Addition.*
7. *Consider Law Enforcement Records Management System Agreement.*
8. *Consider approval of games of chance for Pink it Forward at Mandan Municipal Golf Course on August 22, 2014.*

Commissioner Tibke moved to approve the Consent Agenda items as presented.

Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

H. OLD BUSINESS:

I. NEW BUSINESS:

1. *Presentation, Bismarck Mandan Development Association (BMDA) update.* Brian Ritter, President and CEO of BMDA presented the mid-year formal update. Mr. Ritter provided a brief summary of the roles and responsibilities of what the BMDA does, (and what it does not do). In summary the BMDA is a non-profit project organization indicating they are not a government entity. There four primary public partners, the City of Mandan, the City of Bismarck, Burleigh County and Morton County. Since 2009, this Commission has contributed to the organization \$100,000 each year which is very much appreciated. He reviewed the Board's duties and those entities that are members. He reviewed the strategic plans of the four main goals. Three are what he calls "External" Goals: (i) Business retention and expansion; identify companies that may require assistance from the BMDA. (ii) The breakdown of barriers that lead to disparity in particular transportation and infrastructure throughout the Bismarck-Mandan Communities as they continue to grow. (iii) Destination: BMDA is looking at what to do to reposition the entire community, the metro area, as a region for career in destination. The final goal he considers an "Internal" Goal: (iv) BMDA has been in existence since 1979 and the goal is to update and improve Bylaw changes in order to keep up with community growth. The goal is to have this completed in October by the Board of Directors. The BMDA and Chamber of Commerce have entered into a joint venture called the Prosperity Agenda in which three big picture issues have been identified: Place, Policy, and People. Those are the three areas of focus that will make up the Prosperity Agenda in the upcoming years. Mr. Ritter gave a summary of the plans for retail management and an up-to-date report from Mandan Tomorrow Committee. He also mentioned the Comprehensive Transportation Plan including the Fringe Area Road Plan. This is an informational item and no action is needed at this time.

2. *Presentation, North Dakota Missouri River Stakeholders Project Team.* Ryan Norrell, Executive Director of a new organization called the ND Missouri River Stakeholders. A brochure of the organization was provided. He provided a history of the Missouri River Stakeholders. The goal is to create unity and leadership for a North Dakota vision and voice on Missouri River issues. He reviewed the 2014 and 2015 conference schedules. He is here to seek engagement on behalf of cities, counties and Water Resource Districts to seek parties together to form a commission and determine

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how to move forward with regard to the Missouri River. Norrell extended a thank you to City Administrator Neubauer for his involvement thus far on the Project Team and extended an invitation to anyone else who would like to come forward to be involved. Norrell stated he is working with the ND Association of Counties and the League of Cities.

This is an informational item and no action is needed at this time.

3. *Presentation by Mike Manstrom, Dougherty & Company LLC, regarding the sale of \$2,490,000 Refunding Improvement Bonds of 2014, Series A. (See Resolutions #1).* Mike Manstrom, Dougherty & Company reviewed with the Commission the sale of the \$2,560,000 Refunding Improvement Bonds of 2014, Series A for the purpose of refunding the City's Refunding Improvement Bonds of 2007, Series A. Manstrom stated that the refinancing of the old Bonds is necessary to take advantage of the lower interest rates with the sale of the new Bonds. The total Net Present Value Benefit (NPV) savings is estimated to be \$154,311.45 or 6.235%. This savings is net of the issuance costs. A common method to determine if the refunding is appropriate is that the savings, net of all issuance costs, should be at least 3% to 5% as a NPV percentage of the refunded bonds. The net savings from the refinancing will be passed on to the balances owed by the special assessment districts indicated above through lower interest rates effective August 15, 2014. Bond Counsel Steve Vogelpohl has reviewed the documentation and will prepare the legal paperwork. Finance Director Welch stated that the interest savings are passed on to the properties that are directly affected by this refinancing. Any outstanding specials will see a result from this bond sale. Manstrom stated that the original bonds were sold with Moody's A-1 rating and Moody's has reaffirmed the A-1 rating for all of the City's assessment bonds. Moody's spoke very highly of what is in place for the City finances.

Finance Director Welch stated that the actual sale of the bond has actually decreased. Manstrom explained that with the low interest rates in today's market it is very difficult to price the short term bonds the first 5 years. These bonds were sold at a premium meaning the investors that bought the bonds did not want to see a .50 interest rate on the 2015 maturity when they paid the premium. The premium dollars for the higher interest rate go back to the City right away. There is additional interest because of higher interest on the premium, the City gets it back right away and the size of the bond issue is reduced to \$2,490,000. The premium will reduce the size of the bond issued by \$68,000. The City is capturing getting the interest that would be paid immediately in the form of a premium which the investor is willing to pay. The investors understand they are receiving one-half percent yield because in the future they may wish to sell the bond themselves. Director Welch stated that the document before the Commission at this time is the correct amount for the bond sale which should be \$2,490,000.

4. *Consider City of Mandan proposal for a Facebook page.* Business Development & Communications Director Huber reviewed with the Board the establishment of a City of Mandan Facebook page to enhance public information services. She explained the purpose of the page would be to provide residents timely information about City of Mandan matters of importance including city meetings, programs, policies, projects and

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other news and announcements. The Facebook page will serve as an additional public information conduit, complementing and interfacing with other public information delivery options including the website, newsletter and news releases. She reviewed with the Board the proposed terms of use and a general content plan of the Facebook page. Initially the page would be managed by Business Development and Communications Department staff, City Administrator Neubauer and additional administrators may be added at a future date. There would be no direct financial outlay for this but there would be some additional staff time involved. Mayor Van Beek commented that he believes this represents “forward” thinking and provides a great opportunity to communicate with the Mandan residents and others interested in the Mandan community as a whole.

Commissioner Braun moved to approve the creation of a Mandan Facebook Page with the Terms and Conditions of Use as outlined. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

5. *Consider Appointment of Mike Wagner to the Mandan Airport Authority.*

Jim Lawler, Mandan Municipal Airport Manager, extended a thank you to Commissioner Tibke for her service on the Airport Authority over the years. He welcomed Commissioner Braun as a new member. He stated there were three applicants. Commissioner Tibke commented that there is normally not much interested in serving on these types of Boards. She asked if there was discussion by the Airport Authority on interviewing the three applicants. Manager Lawler replied that no interviews were conducted. Commissioner Rohr commented that at times interviews may be warranted and conducted in a more in-depth manner based on necessary qualifications especially if there is more than one applicant in order to determine the best person for a particular Board. Mayor Van Beek concurred with the suggestions to have the applicants come before the Board to speak to their qualifications. He suggested future openings on the Board include an interview process.

Commissioner Braun moved to approve the appointment of Mike Wagner to the Mandan Airport Authority for a period of 4 years and 5 months ending December 31, 2018. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

1. *Consider Resolution Awarding Sale of \$2,490,000 Refunding Improvement Bonds of 2014, Series A.* Commissioner Rohr moved to approve the *Resolution Awarding Sale of \$2,490,000 Refunding Improvement Bonds of 2014, Series A.* Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

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2. *Consider for approval adoption of revised resolution vacating a portion of 11<sup>th</sup> Ave. SW.* Planner Decker provided an explanation for the revision of this resolution in that it is a correction of the labeling of a sub-division. This is per the County's request. Commissioner Tibke moved to approve the adoption of revised resolution vacating a portion of 11<sup>th</sup> Ave. SW located adjacent to Lots 9 and 10, Block 14 of the Meads Addition. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

K. OTHER BUSINESS

1. Mayor Van Beek provided a reminder that the Wild West Grill Fest is scheduled for August 15-16, 2014. He extended an invitation for everyone to attend.

There being no further actions to come before the Board of City Commissioners, Commissioner Laber moved to adjourn the meeting at 6:35 p.m. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present. The motion passed.

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James Neubauer,  
City Administrator

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Arlyn Van Beek,  
President, Board of City  
Commissioners

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The Mandan City Commission met in Special Session at 2:10 p.m. on Thursday, August 7, 2014 in the Dykshoorn Meeting Room at City Hall. Commissioners present via teleconference call were: Tibke, Rohr, Braun, and Laber. Department Head present via teleconference call was City Administrator Neubauer. Also present: Planning & Engineering Director Froseth, City Planner Bob Decker and Deb Zodrow. Absent: Mayor Van Beek and City Attorney Brown.

The City Commission Vice President Sandra Tibke chaired the meeting in the absence of Commissioner Arlyn Van Beek.

**OLD BUSINESS:**

1. *Consider award of bid for SID # 190, Project 2014-02 (Keidel's South Heart Terrace 3rd Addition).*

Commissioner Laber asked staff to clarify at the last meeting there were two items staff was concerned with. Commissioner Laber asked about the stratification of releases and letter of credit was only for a year. Mr. Froseth indicated that we were satisfied with the terms and release of the letter of credit tied to the developer's agreement. Commissioner Laber motioned to approve the bid for SID #190, Project 2014-02 (Keidel's South Heart Terrace 3<sup>rd</sup> Addition). Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes, Commissioner Van Beek: Absent. The motion passed.

**NEW BUSINESS:**

1. *Consider Developers agreement with Pace's Lodging.*

Commissioner Rohr motioned to approve the Developers agreement with Pace's Lodging. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes, Commissioner Van Beek: Absent. The motion passed.

**RESOLUTIONS & ORDINANCES:**

**OTHER BUSINESS:**

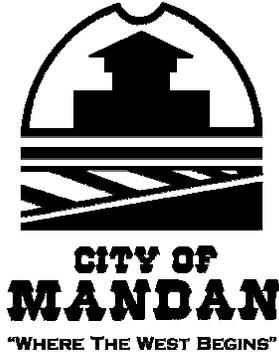
There being no further actions to come before the Board, Commissioner Rohr moved to adjourn the meeting. Commissioner Laber seconded the motion. The motion received unanimous approval of the Board members present and the meeting adjourned at 2:15 p.m.

/s/ James Neubauer

James Neubauer,  
City Administrator

/s/ Sandy Tibke

Sandy Tibke,  
Vice President, Board of City  
Commissioners



## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 14, 2014  
**SUBMITTING DEPARTMENT:** Engineering & Planning  
**DEPARTMENT DIRECTOR:** Justin Froseth  
**PRESENTER:** Robert Decker  
**SUBJECT:** Consider for approval rezoning of Lots in Big Sky Estates

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STATEMENT/PURPOSE:

The area is currently zoned R7. The request is to rezone lots to R3.2, RM and CB

BACKGROUND/ALTERNATIVES:

This subdivision was created a number of years ago. A portion of the area has been developed with single family residences on lots zoned mostly R3.2 that allows for development of either single family or duplex structures. Contrary to normal procedure, the houses were allowed to be built without the street being paved.

At the May Planning and Zoning meeting the developer made a request to rezone numerous lots. After extensive discussion and protest from the neighboring land owners, the Planning and Zoning Commission voted to recommend denial of the rezoning request.

The developer then revised and resubmitted the request. The new request reduced the intensity of the proposed rezoning to be more compatible with the existing development. The adjoining developer to the east also joined the request.

The new request was presented at the July Planning and Zoning Commission meeting. After another lengthy discussion and significant protest from the neighbors, the Planning and Zoning Commission voted 8 to 4 to recommend approval of the revised request.

The new request restricts what can be built in each zone to specified uses. Only 1 or 2 family dwellings can be built on the R3.2 zoned lots. None of the secondary uses allowed in the code would be permitted. The area proposed for multi-family dwellings is at least 20 feet lower than the existing developed lots. In order to limit the potential impact of multi-family dwellings on the existing single family dwellings, the Planning and Zoning Commission stipulated that structures on these lots be limited to 30 feet above existing grade. The lots zoned CB would also be restricted. Discussion concerning the CB zoned lots indicated that the restrictions proposed would be the same as for the hotel being constructed to the east. This is still open to discussion since the list of uses normally allowed in CB is long.

ATTACHMENTS:

1. Location Map
2. Parcel Map
3. Planning and Zoning staff report

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION:

Staff recommends that this request be approved with the following restrictions:

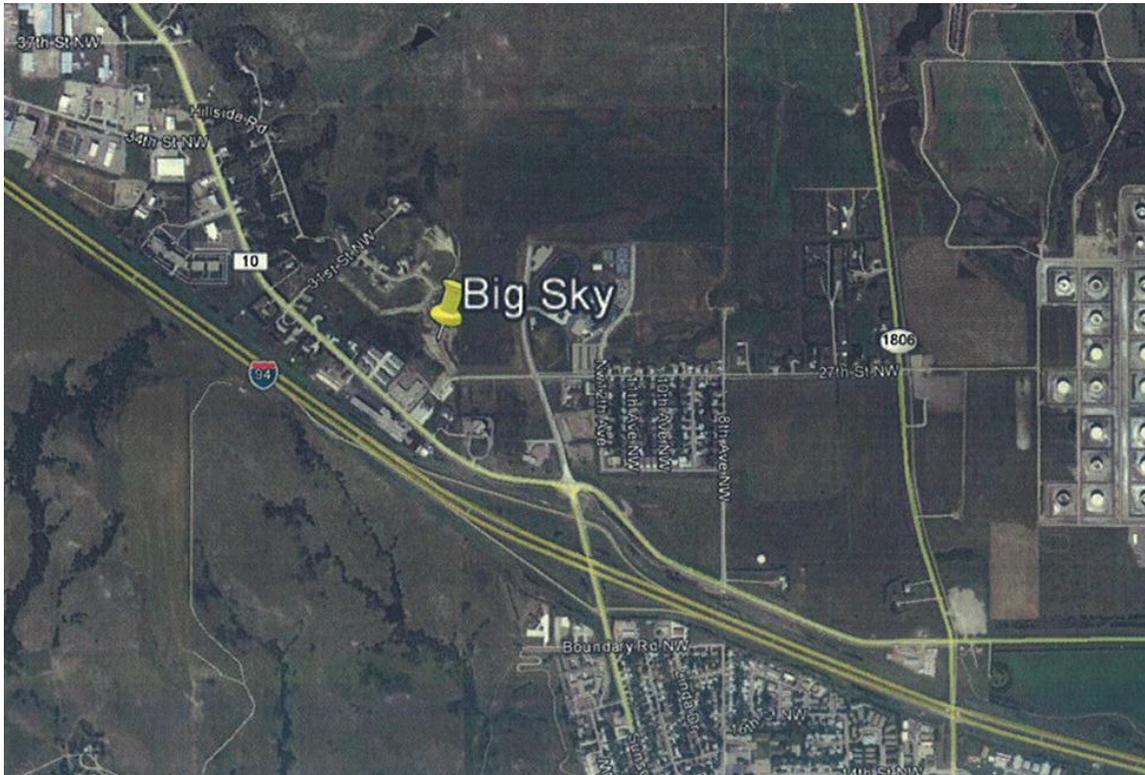
- Limit uses on the R3.2 lots to 1 or 2 family dwellings
- Limit height of structures on multi-family lots to 30 feet above existing grade
- Limit uses on the CB lots to multi-family residential, Retail Group A, Service Group A and Office-bank Group

SUGGESTED MOTION:

Move to approve rezoning of:

- Lots 1 & 2, Block 1 Big Sky Estates 3<sup>rd</sup> Addition Replat from R7 to CB Restricted;
- Lots 1 & 2, Block 2 Big Sky Estates 3<sup>rd</sup> Addition Replat from R7 to CB Restricted;
- Lots 1 - 3, Block 1 Big Sky Estates 5<sup>th</sup> Addition from R7 to CB Restricted;
- Lots 9 - 13, Block 4 Big Sky Estates 3<sup>rd</sup> Addition from R7 to RM Restricted;
- Lots 4 & 5, Block 1 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2 Restricted;
- Lots 1 - 4, Block 2 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2 Restricted;
- Lots 7 & 8, Block 2 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2 Restricted; and
- Lots 1 - 4, Block 1 Big Sky Estates 4<sup>th</sup> Addition from R7 to R3.2 Restricted.

Furthermore, move to restrict development on R3.2 lots to 1 and 2 family structures, restrict the height of structures on multi-family lots to 30 feet above existing grade and limit development on CB zoned lots to multi-family residential, Retail Group A, Service Group A and Office-bank Group uses.





Mandan Planning and Zoning Commission Agenda  
 Item  
 For Meeting on July 28, 2014  
 Mandan Engineering and Planning Office Report  
**Big Sky Estates Zone Change**  
 Requested Action  
 Change zoning on various lots

Application Details					
<b>Applicant</b> Kris Lengenfelder & Don McGuire	<b>Owner</b> Kris Lengenfelder & Don McGuire	<b>Subdivision</b> Big Sky Estates	<b>Legal Description</b> Big Sky Estates 3 <sup>rd</sup> Addition, Replat of 3 <sup>rd</sup> Addition, 4 <sup>th</sup> Addition and 5 <sup>th</sup> Addition		
<b>Location</b> 27 <sup>th</sup> St. NW & Jude Ln. NW (west of Sunset)		<b>Proposed Land Use</b> Duplex, multi-family & commercial	<b>Parcel Size</b> 10 Acres +/-	<b>Number of Lots</b> 24	
<b>Existing Land Use</b> vacant	<b>Adjacent Land Uses</b> Residential & commercial		<b>Current Zoning</b> R7 & R3.2	<b>Proposed Zoning</b> R3.2, RM & CB	<b>Adjacent Zoning</b> CB & CC
<b>Fees</b> 250	<b>Date Paid</b> 6/19/2014	<b>Adjacent Property Notification Sent</b>	<b>Legal Notices Published</b>		

Project Description
<p>Surrounding area to the south and east is developing multi-family and commercial. Applicant is requesting that certain lots be changed to create a progression from the single family development on R3.2 lots to the north through duplex and multi-family to commercial on the south. The specific request is as follows:</p> <ol style="list-style-type: none"> <li>1. Change Lots 1 &amp; 2, Block 1 Big Sky Estates 3<sup>rd</sup> Addition Replat from R7 to CB Restricted;</li> <li>2. Change Lots 1 &amp; 2, Block 2 Big Sky Estates 3<sup>rd</sup> Addition Replat from R7 to CB Restricted;</li> <li>3. Change Lots 1 - 3, Block 1 Big Sky Estates 5<sup>th</sup> Addition from R7 to CB Restricted;</li> <li>4. Change Lots 9 - 13, Block 4 Big Sky Estates 3<sup>rd</sup> Addition from R7 to RM;</li> <li>5. Change Lots 4 &amp; 5, Block 1 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2;</li> <li>6. Change Lots 1 - 4, Block 2 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2;</li> <li>7. Change Lots 7 &amp; 8, Block 2 Big Sky Estates 3<sup>rd</sup> Addition from R7 to R3.2; and</li> <li>8. Change Lots 1 - 4, Block 1 Big Sky Estates 4<sup>th</sup> Addition from R7 to R3.2;</li> </ol>
<b>Agency &amp; Other Department Comments</b>
<p>This is a revised request from the one that was rejected in May. This is a different group of lots with different requested zoning. This request includes lots in separate ownership. The requested rezoning is less intense than the previous request.</p> <p>The single family developed area to the north is zoned R3.2 that allows duplex units. This request includes changing some of the adjoining lots to R3.2 from R7. The more intense zoning is farther south. These lots are all much larger than the minimum of 7,000 sf. The smallest is 11,000 sf and the largest is more than 24,000 sf. Once the Big Sky 5<sup>th</sup> plat is recorded, the largest lot will be over 30,000 sf.</p>
<b>Engineering &amp; Planning Staff Comments</b>

Board of City Commissioners

Agenda Documentation

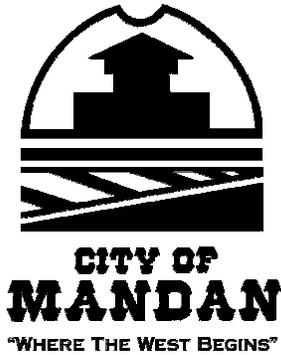
Meeting Date: August 19, 2014

Subject: Approval of rezoning of Lots in Big Sky Estates

Page 6 of 6

<b>Engineering &amp; Planning Recommendation</b>
--

<b>Proposed Motion</b>
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## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 6, 2014  
**SUBMITTING DEPARTMENT:** Fire  
**DEPARTMENT DIRECTOR:** Steve Nardello, Fire Chief  
**PRESENTER:** Steve Nardello, Fire Chief  
**SUBJECT:** 2014 Budget Amendment

**STATEMENT/PURPOSE:** The Mandan Fire Department would like to purchase six ruggedized tablet computers to place on fire apparatus for mapping and Computer Aided Dispatch (CAD) integration.

**BACKGROUND/ALTERNATIVES:** The Morton/Mandan Combined Communications Center recently installed the Bismarck/Burleigh CAD system that allows for incident information within fire apparatus that have tablet computers. In addition, Morton County uses the Bullberry mapping program that direct fire apparatus to emergencies. The fire department would like to purchase ruggedized tablets for each fire unit so that we can fully use as much available technology as possible. Technology would include the ability to have an emergency incident transmitted to each truck, automatic mapping of emergency, ability to access fire preplans, ability to communicate with dispatch other than radio, and ability to self-dispatch.

**ATTACHMENTS:** Quote.

**FISCAL IMPACT:** The cost for each Getac F118 ruggedized tablet computer is \$2,521.16 and our request is for six tablets for a total of \$15,126.96 to be taken from the fire department equipment reserve. The estimated equipment reserve balance, without the tablet purchase, by the end of 2014 will be \$272,496. The fire department equipment reserve is used for large items such as fire trucks and self-contained breathing air devices. The fire department has a ten year master plan for the use of the equipment reserve funds and the purchase of six tablets would fit within the master plan with the next major purchase being a fire truck in 2016.

**STAFF IMPACT:** The addition of tablet computers to each fire truck will enhance emergency response by providing turn by turn direction and will reduce radio traffic for dispatchers. Staff will also require approximately one hour of training in the use of the new tablets and their connection with the CAD.

**LEGAL REVIEW:** None

**RECOMMENDATION:** I recommend that we amend the fire department 2014 equipment reserve budget to allow for the purchase of six ruggedized tablets.

**SUGGESTED MOTION:** Motion to amend the fire department 2014 equipment reserve budget to include \$15,126.96 for the purchase of six Getac ruggedized tablets.



**Proposal: PROPOSAL-10887/1**  
 For: Mandan Fire Dept

<b>Corporate Headquarters</b> 1200 W Mississippi Ave Denver, CO 80223 Phone: 888.836.7841 Email: <a href="mailto:sales@pcsmobile.com">sales@pcsmobile.com</a>	<b>Print Date:</b> 01/16/2014 12:59 PM <b>Proposal Valid Date:</b> 03/30/2014 02:00 PM  <b>Inside Sales Rep:</b> Amy Hale <b>Email:</b> amyh@pcsmobile.com <b>Phone:</b> 888-219-8699 <b>Fax:</b> 940-683-4314  <b>Salesperson:</b> Brian Ferring <b>Email:</b> brianf@pcsmobile.com <b>Proposal Created By:</b> Amy Hale
<b>Customer:</b> Mandan Fire Dept 110 Collins Ave Mandan, ND 58554-	

### Proposal

Customer	Requested By	F.O.B.	Terms	Contract
	Chris Miller	Origination		None

Line	Item Number	Description	Price	Quantity	Subtotal
1	FWC118	Intel i7-4600U 2.1GHz Processor, 4MB Cache, 4GB DDR3 RAM, 128GB SSD, 800 NITs LumiBond Touchscreen Display, Dual batteries, 5MP camera, 802.11AC Wireless, Bluetooth, 4G LTE(Verizon/AT&T), Tri Pass-thru (WWAN/WLAN/GPS), GPS, 461F Ready, 21C, IP65, WIN7 64-bit Pro, 3Year B2B	\$2,521.16	1.00	\$2,521.16
2	FWA118	Intel i5-4300U 1.9GHz Processor, 3MB Cache, 4GB DDR3 RAM, 128GB SSD, 800 NITs LumiBond Touchscreen Display, Dual batteries, 5MP camera, 802.11AC Wireless, Bluetooth, 4G LTE(Verizon/AT&T), Tri Pass-thru (WWAN/WLAN/GPS), GPS, 461F Ready, -21C, IP65, WIN7 64-bit Pro, 3Year B2B	\$2,347.22	0.00	\$0.00
3	F-WIN8P64	Getac F110 Tablet Win8 Professional 64bit	\$0.00	1.00	\$0.00
4	GVDF04	Havis Tri Pass-thru Vehicle Dock & Repl w/11.5-18VDC veh adap	\$822.31	1.00	\$822.31
				<b>Total</b>	<b>\$3,343.47</b>

Notes
getac

# CITY OF MANDAN

1. Type of license being applied for:

Street Dance: \_\_\_\_\_  
Beer Gardens: X  
Both: \_\_\_\_\_

(\$10.00 per day per event)

2. Applicant:

Name: Spirit of Life Catholic Church  
Address: 801 1/2 Street SE  
Mandan WI 58554  
Date of Birth: N/A  
Social Security or Drivers License: N/A

3. Name of individual or individuals who will manage or conduct the event:

Name: <u>Zau Morrell</u>	Name: <u>Chad Egan (Manager)</u>
Address: _____	Address: _____
Date of Birth: _____	Date of Birth: _____
S.S. or D.L. _____	S.S. or D.L. _____

4. Have any of the individuals listed in answer to questions #2 & #3 ever had a license of any kind revoked or cancelled by any municipal, state or federal authority: \_\_\_\_\_ Yes X No. If yes, explain in detail on a separate sheet giving the date, place and type of business.

5. Have any of the individuals listed in answer to questions #2 & #3 ever been convicted of any crime relating to the sale of alcoholic beverages or controlled substances: \_\_\_\_\_ Yes X No. If yes, explain in detail on a separate sheet giving the date, place and type of business.

6. If you should be applying for a public dance or concert permit has any of the individuals in answer to questions #2 & #3 been convicted within the past five years of any crime against persons, including assault, disorderly conduct, sexual assault, rape and murder. \_\_\_\_\_ Yes X No. If yes, explain on a separate sheet.

7. List the place, date and hours of the proposed event (special note, all applications must be received 30 days in advance of the proposed event). Spirit of Life Church - west parking lot.  
hours of operation are 5:30pm until 10:00 pm.  
band will perform from 6:30pm until 10:00 pm  
This is the 22nd annual event. (September 6, 2014)

8. Site Plan: See attached sheets.

- A. Beer Gardens
- B. Street Dance

9. Please provide an estimate of the number of persons that the person conducting the event has determined can be safely accommodated at the site and also estimate of the number of persons expected to attend:

Maximum Capacity 2,000  
Expected Attendance 750

10. Is there going to be advance ticket sales? Yes \_\_\_\_\_ No X

If yes, please list the maximum amount to be sold: N/A

11. What plans are there to limit attendance if there are no advance ticket sales, It's an open air event. Access is controlled through specific egress points. Access will be limited and controlled by volunteers if necessary

12. Please list the number and provide on the site plan the placement of sanitary toilet facilities:

Number of toilet facilities \_\_\_\_\_

13. Has the City Health Officer reviewed your plan to determine if your proposed toilet facilities are adequate to meet the attendance?

Yes \_\_\_\_\_ No X

14. Fencing & Barricades should be supplied on site plan. see attached

15. List below a description of the signing which is proposed to control pedestrian and vehicular traffic, parking and notices to the persons in attendance. see attached

16. Security: Do intend to use private security or city police officers.

Private X City Police \_\_\_\_\_

17. List the number of security people you plan on using. Street dances provide for the use of police officers:

Private 3 City Police \_\_\_\_\_

18. Street Dances & Concerts: Have you enclosed fees for the charges for city police officers? List the amount \_\_\_\_\_

[Signature]

Signature of applicant

Date

Telephone number \_\_\_\_\_

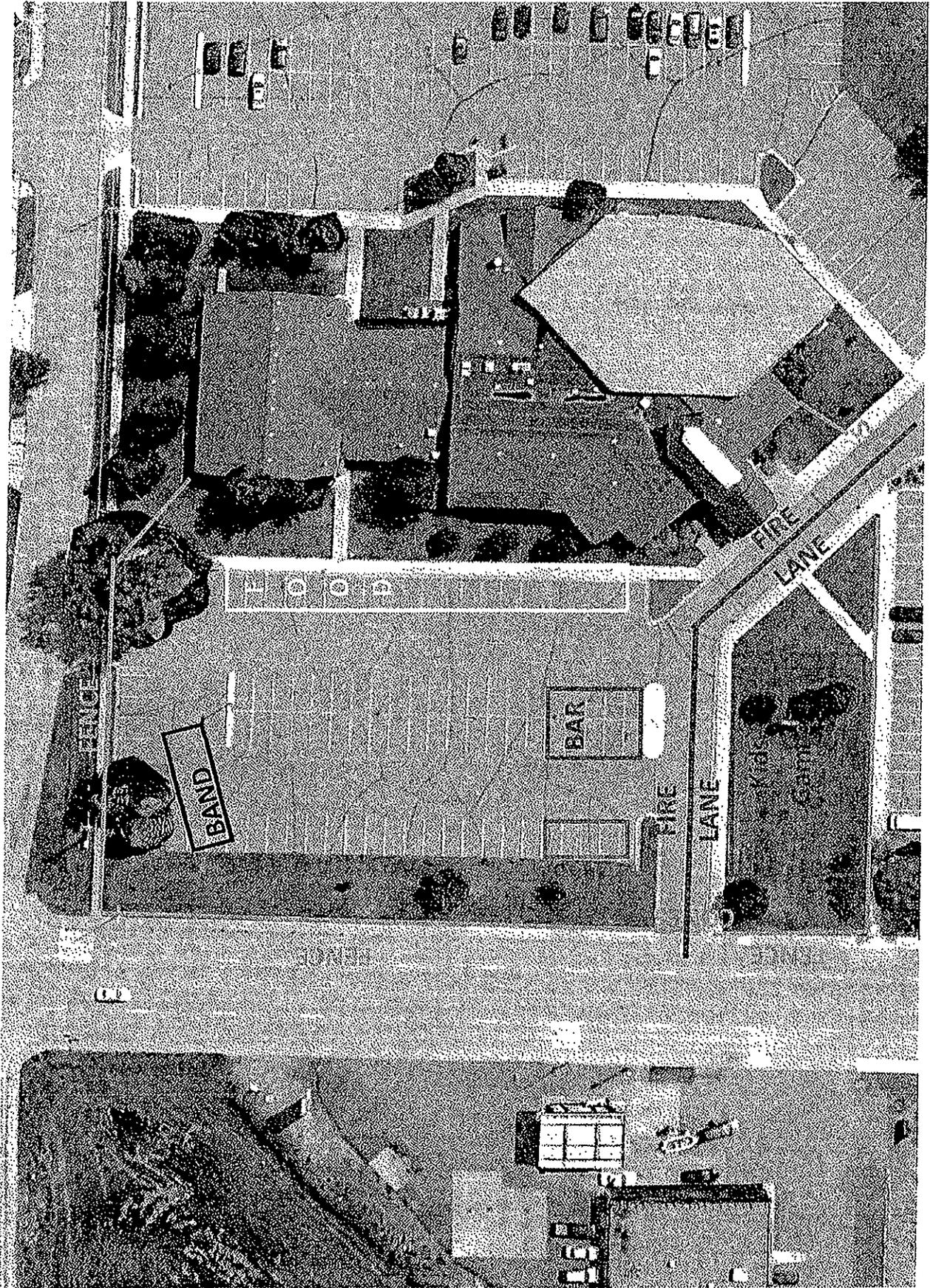
A. SITE PLAN FOR BEER GARDEN APPLICATION:

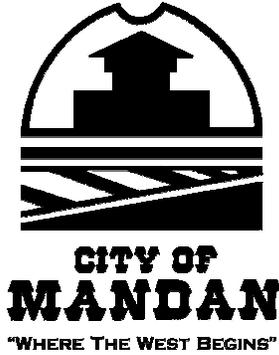
Please provide a site plan which details the exact placement of the beer garden, lighting and other electrical equipment, public seating, toilet facilities, fencing or other barricades, parking, marked fire lanes, and the proximity of public roadway.

B. SITE PLAN FOR STREET DANCE APPLICATION:

Please provide a site plan which details the exact placement of the stage, lighting and other electrical equipment, audience seating, toilet facilities, fencing or other barricades, parking, marked fire lanes, and the proximity of public roadways. The site plan submitted by the applicant shall be reviewed by the city engineer who shall submit his recommendations to the board of City Commissioners.

2nd Annual St Kateri Community Block Party—September 6, 2014—Spirit of Life Church





## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 13, 2014  
**SUBMITTING DEPARTMENT:** Engineering & Planning  
**DEPARTMENT DIRECTOR:** Justin Froseth  
**PRESENTER:** Justin Froseth, Planning and Engineering Director  
**SUBJECT:** Consider approval of change order for Street Improvement District No. 195, Project 2014-13 (Roughriders).

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**STATEMENT/PURPOSE:** Consider approval of change order for Street Improvement District No. 195, Project 2014-13 (Roughriders)

**BACKGROUND/ALTERNATIVES:** At the onset of this Street Improvement District project, it was decided after meeting with Roughrider residents, that not all curb and gutter would be replaced. It was decided that the minimal amount would be replaced in order to keep project costs down, while also addressing concerns of curb and gutter functionality. That is, to adequately control the flow of water in rain and runoff events. Because all of the curb and gutter was covered by the last overlayment project, it couldn't be comprehensively assessed until that pavement was removed. After removal it was discovered that a substantial amount more of curb and gutter would need to be removed and replaced in order to meet our goal of ensuring functionality.

After pavement was removed, a more comprehensive inspection of curb and gutter revealed the need for an additional 824 lineal feet (LF). At \$38.50 per LF, this change order represents an additional construction cost of \$31,724.

**ATTACHMENTS:**

1. Change order
2. District map

**FISCAL IMPACT:** All project costs for this project are to be spread over the 81 benefiting properties within the Roughrider subdivision. This change order represents an increase of about 3.9% to the total project cost, and brings the total per lot assessment from an estimated \$10,829 at time of bid award to an estimated \$11,319.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider approval of change order for Street Improvement District 195, Project 2014-13 (Roughriders).

Page 2 of 4

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STAFF IMPACT: Minimal

LEGAL REVIEW: These documents have been forwarded to the City Attorney for his review.

RECOMMENDATION: Our office recommends approving the change order.

SUGGESTED MOTION: I move to approve the change order for Street Improvement District 195 Project 2014-13 in the amount of \$31,724.00

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider approval of change order for Street Improvement District 195, Project 2014-13 (Roughriders).

Page 3 of 4

SECTION 00540  
CHANGE ORDER

Street Improvement District No. 195  
City of Mandan, ND

Class of Work: Furnishing of materials, labor and skill needed for the installation of new asphalt resurfacing by mine and blend, spot repair of concrete curb and gutter and related work.

Order No. 1  
Date August 12, 2014

OWNER: City of Mandan

CONTRACTOR: Mariner Construction, Inc.

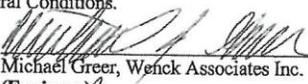
The following changes are hereby made to the Contract Documents:

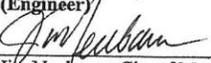
Justification: Additional quantity above plan was required for Bid Item 11, CURB & GUTTER REPAIR, after asphalt removed from the existing gutter section revealed multiple additional areas with drainage issues. The bid quantity was 820 LF, with a staked quantity of 1,644 LF. This is an overrun of 824 LF, or 100.5%. Per the project Supplemental General Conditions, any bid item overage of 15% or more prompts a change order. The bid price is \$38.50 per LF, for an additional compensation due to contractor of \$31,724.00.

Change to Contract Price: \$31,724.00  
Original Contract Price: \$701,719.07  
Current Contract Price adjusted to previous Change Order: \$701,719.07  
The Contract Price due to this Change Order will be (increased) (decreased) by \$31,724.00  
The new Contract Price including this Change Order will be \$733,443.07  
The Contract Time will change / not change  
Change to Contract Time: NA

Approvals Required: City of Mandan, Mariner Construction

To be effective, this Order must be approved by the OWNER and the CONTRACTOR if it changes the scope of objective of the Project, or as may otherwise be required by the Supplemental General Conditions.

Requested by:  8/13/14  
Michael Greer, Weick Associates Inc. Date  
(Engineer)

Ordered by:  8/12/14  
Jim Neubauer, City of Mandan Date  
(Owner)

Accepted by:  8/13/14  
Nick Mariner, Mariner Construction, Inc. Date  
(CONTRACTOR)

00540-1

Change Order

Board of City Commissioners

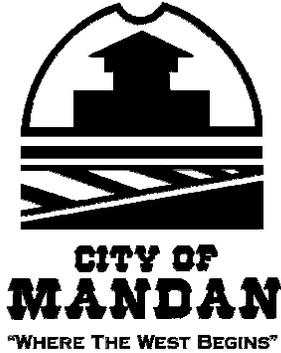
Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider approval of change order for Street Improvement District 195, Project 2014-13 (Roughriders).

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## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 12, 2014  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Dennis Bullinger, Chief of Police  
**PRESENTER:** Dennis Bullinger, Chief of Police  
**SUBJECT:** Out of State Travel & Training

---

**STATEMENT/PURPOSE:** To receive approval for two Youth Workers to attend out-of-state training in San Bernardino, California in October 2014.

**BACKGROUND/ALTERNATIVES:** One of the primary objectives of our Youth Services Division is to divert juvenile offenders from our formal legal system while still holding them accountable for their actions. Our diversion efforts are typically directed at juveniles who commit misdemeanors, violate curfew, are truant from school, underage drinking etc. Felony violations are typically referred to juvenile court. Our goal is to better address the factors that influence youthful offenders from reoffending therefore reducing recidivism.

The proposed training will certify Youth Workers in the instruction of an evidence based juvenile curricula provided by the National Curriculum & Training Institute (NCTI) which is also endorsed by the American Parole & Probation Association (APPA). The training will certify Youth Workers to teach an offense specific curriculum that includes, shoplifting, drugs & alcohol, truancy, traffic safety, cognitive life skills, curfew, anger management, graffiti, gang involvement, high risk offender and other misdemeanor offenses.

The costs for travel, lodging, meals and training will be equally shared by the Mandan Police Department, the Morton County Sheriff's Department and the Mandan Public School System.

ATTACHMENTS: National Curriculum & Training Institute curriculum.

FISCAL IMPACT: The total cost of travel, lodging, meals and training is \$4,500. The cost will be equally shared between the Mandan Police Department, Morton County Sheriff's Department and Mandan Public Schools.

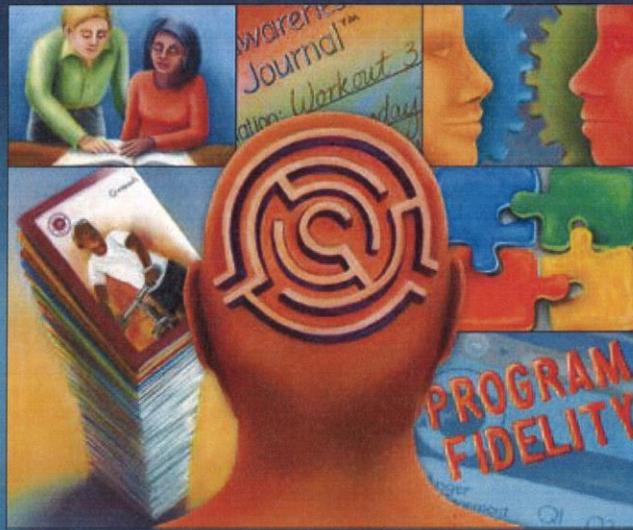
STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend approving the out of state travel and training.

SUGGESTED MOTION: I make a motion to approve the out-of-state travel and training for the Mandan Police Department in October 2014.

NCTI's Complete Behavior Change System: More than Curricula Alone

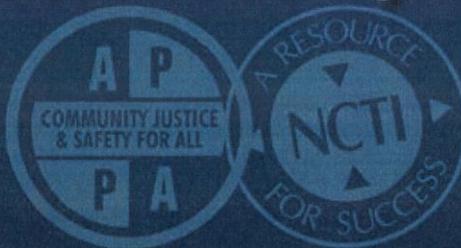


American Probation and Parole Association, in partnership with  
the National Curriculum and Training Institute, presents

# Facilitator Certification Training

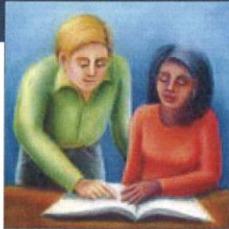
to deliver

## Cognitive Behavior Change Curricula



## Facilitator Certification Training to deliver Cognitive Behavior Change Curricula

Presented by the American Probation and Parole Association, in partnership with the National Curriculum and Training Institute.



**This fast-paced, interactive course provides practitioners with the skills necessary to successfully facilitate NCTI's Crossroads® curricula.**

This training addresses the importance of understanding individual learning styles, and using activities, games and small groups to enhance the learning process. This training is accredited by the American Probation & Parole Association (APPA), and is approved for 35 Contact Hours.

To assist you in having successful programs that change lives, NCTI follows the principles of evidence-based research, which include fidelity. In order to maintain fidelity, an individual participant's certification is dependent upon attendance as well as performance during the training week.

### **Certified Facilitators will gain the ability to:**

1. Instruct individuals in clarifying the relationship between values, attitude, and behavior.
2. Identify their own learning style and the learning styles of the individuals they are working with using NCTI's Real Colors® Personality Instrument.
3. Construct open-ended questions to elicit an intrinsic commitment to change.
4. Use group process techniques to involve even the most disinterested individuals.
5. Use structured homework and Personal Awareness Journal™ in NCTI's Cog Talk™ as tools to reinforce cognitive learning.
6. Facilitate an array of cognitive behavioral, offense specific curricula for juveniles and adults.

Participants will also practice the techniques they have learned using the cognitive behavioral curricula.

### **NCTI's Trainers**

Each facilitator certification training is conducted by one of NCTI's Master Trainers. NCTI's trainers are knowledgeable and experienced professionals who have worked in the field of community corrections and who have extensive knowledge of NCTI's behavior change format.

### **About APPA**

*The American Probation and Parole Association is an international association composed of individuals from the United States and Canada actively involved with probation, parole and community-based corrections, in both adult and juvenile sectors. All levels of government including local, state/provincial, legislative, executive, judicial, and federal agencies are counted among its constituents. By taking the initiative, APPA has grown to become the voice for thousands of probation and parole practitioners including line staff, supervisors and administrators.*

*Educators, volunteers and concerned citizens with an interest in criminal and juvenile justice are also among APPA's members. APPA will continue to effectively provide services to its constituents.*

*The association represents a strong, unified voice for the field of community corrections.*

### **NCTI's Complete Behavior Change System**

NCTI's recognized, evidence-based curricula and APPA-accredited, facilitator certification training come with a complete system of powerful tools that help you create an effective path to behavior change.



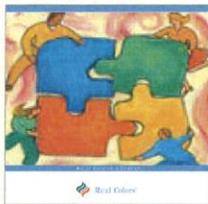
Recommended by APPA, NCTI's cognitive-based curricula clearly align with the models that research has proven to be effective in reducing recidivism.

### Crossroads Curricula

Once certified, facilitators will be able to purchase and deliver any of NCTI's curricula. NCTI's curricula are recommended by APPA, target criminogenic needs, risk-level, and age.

Addressing different learning styles, while being delivered in a highly interactive, group-process format, NCTI's curricula encourage participation and comprehension. Each curriculum has a comprehensive facilitator guide containing instructions for each workbook component.

### Real Colors® Certification is Included in NCTI's Cognitive Facilitator Certification Training



When used in conjunction with Crossroads curricula, Real Colors quickly provides a common ground for communication between participants and facilitators. In a very short time, participants begin to understand their own personality styles.

### Adult Curricula

- Anger Management
- Bad Check
- Cognitive Life Skills
- Domestic Violence
- Drugs & Alcohol
- DUI
- Felony Offenses
- JOBTEC
- Larceny
- Minor in Possession
- Misdemeanor Offenses
- Parenting
- Shoplifting
- Substance Abuse Intervention
- Traffic Safety

### Juvenile Curricula

- Anger Management
- Cognitive Life Skills
- Curfew
- Drugs & Alcohol
- Gang Involvement
- Graffiti
- High-Risk Offender
- Misdemeanor Offenses
- Shoplifting
- Traffic Safety
- Truancy

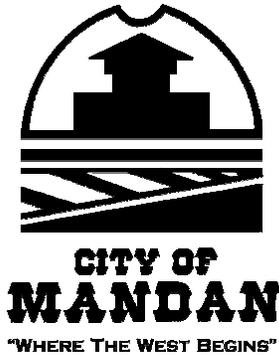
### About NCTI

Since 1981,  
*providing evidence-based, offense specific*

*justice field has led to the discovery of  
pro-social behavior in offenders. These*

- Probation departments
- Juvenile courts
- Federal, state, county, and municipal courts
- Private providers
- Therapists
- Sheriff's departments
- Police departments
- Detention centers
- Jails
- Military brigades
- Prisons
- Rehabilitation centers

For more information visit [www.CognitivePrograms.org](http://www.CognitivePrograms.org)



## Board of City Commissioners

### Agenda Documentation

MEETING DATE: August 19, 2014  
PREPARATION DATE: August 15, 2014  
SUBMITTING DEPARTMENT: Public Works  
DEPARTMENT DIRECTOR: Jeff Wright, Public Works Director  
PRESENTER: Jeff Wright  
SUBJECT: Approve Change Order for additional street work needed on Lewis Rd NW.

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**STATEMENT/PURPOSE:**

Approve Change Order for SID 177, Meadows 6<sup>th</sup> Addition for additional street repairs needed on Lewis Rd NW for \$44,841.00.

**BACKGROUND/ALTERNATIVES:**

On July 15, 2014 the City Commission approved the street repairs on 37<sup>th</sup> Ave NW, Lewis Rd NW and an overlay on Old Red Trail. While doing the street repairs on Lewis Rd NW, additional repairs were discovered. Ground water had saturated the area between 37<sup>th</sup> Ave NW and the Lewis Rd NW repairs, equipment needed to do the repairs caused further damage to the existing street.

Doing the additional work while the contractor is on site will save on additional mobilization costs and allow us to get the streets repaired before school starts. The City Change Order Policy gives City Administrator Neubauer final change order authority if under \$50,000, and the change order shall be placed on consent agenda subsequent to the approval.

**ATTACHMENTS:** Estimate, Change Order

**FISCAL IMPACT:** The State Treasurer funds placed in the Highway Distribution Fund for use on roadway maintenance purposes will support the additional cost.

**STAFF IMPACT:** N/A

**LEGAL REVIEW:** City Change Order Policy has been followed.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Approve Change Order for additional street work needed on Lewis Rd NW.

Page 2 of 5

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**RECOMMENDATION:** Recommend approval of Change Order for \$44,841.00 to Northern Improvement for additional street repairs on Lewis Rd NW.

**SUGGESTED MOTION:** Move to approve the Change Order for \$44,841.00 to Northern Improvement for additional street repairs on Lewis Rd NW.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Approve Change Order for additional street work needed on Lewis Rd NW.

Page 3 of 5

	HOME OFFICE FARGO, NORTH DAKOTA 4000 12th Avenue N.W. 58108-2846 P.O. Box 3846 Phone 701-277-1225 Fax 701-277-1510	OFFICE AT BISMARCK, NORTH DAKOTA 58502-1254 P.O. Box 1254 Phone 701-223-8695 Fax 701-224-0537	OFFICE AT DICKINSON, NORTH DAKOTA 58602-1035 P.O. Box 1035 Phone 701-225-5187 Fax 701-225-0207
	<b>NORTHERN IMPROVEMENT COMPANY</b>		
	Thomas McCormick, President/CEO Steve McCormick, Executive Vice-President		
	August 12, 2014		

TO: JEFF WRIGHT  
CITY OF MANDAN PUBLIC WORKS

FROM: BRUCE THOMPSON, VP/ESTIMATOR  
NORTHERN IMPROVEMENT COMPANY

RE: 34th & 37th Avenue Pavement Repairs  
Mandan, ND

Dear Mr. Wright:

Northern Improvement Company submits the following quotation for the above referenced project. Prices are based on the information you provided.

<u>Item #</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit \$</u>	<u>Total</u>
1	Asphalt Removal	SY	1,000	\$5.20	\$5,200.00
2	Soil Cement	SY	1,000	\$13.30	\$13,300.00
5	Asphalt Pavement 4½" w/AC	Ton	265	\$99.40	\$26,341.00
			Total		\$44,841.00

- All items are tied
- Final billing will be done from field measurements upon completion
- Price excludes clearing & grubbing, surveying, striping, seal/tar coat, and City of Mandan permits.
- Price includes testing for the asphalt paving.
- Above prices is based on work being done while at the site.
- Price is based on 2014 completion.
- We exclude SWPP and erosion control.
- Asphalt pavement is Class B City of Mandan.
- All work to conform to City of Mandan and NDDOT Specifications.
- Quote may be withdrawn if not accepted within 30 days without prior agreement.
- If you have any questions please give me a call, Thank You.
- Quote may be withdrawn if not accepted within 30 days without prior agreement.
- If you have any questions please give me a call, Thank You.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Approve Change Order for additional street work needed on Lewis Rd NW.

Page 4 of 5

**CHANGE ORDER NO. 3**

Date of Issuance: 8/15/2014  
 Effective Date: 8/15/2014

<b>PROJECT TITLE</b> <i>Meadows 6th Addition- Street Improvements Project No. 2012-22 District No. 181</i>
<b>OWNER</b> <i>City of Mandan</i>
<b>CONTRACTOR</b> <i>Northern Improvement, Co</i>
<b>ORIGINAL CONTRACT DATE</b> <i>9/27/2013</i>

**THE CONTRACT DOCUMENTS ARE MODIFIED AS FOLLOWS UPON EXECUTION OF THIS CHANGE ORDER**

1. ADDITIONS OR DELETIONS TO THE CONTRACT AND ASSOCIATED COSTS						
Spec. No.	Item	Description of Addition or Deletion	Unit	Quantity	Unit Price	Affect On Contract Price
	1	Asphalt Removal	SY	1000	\$5.20	\$5,200.00
	2	Soil Cement	SY	1000	\$13.30	\$13,300.00
	3	4.5-inch Asphalt Pavement with AC	TON	265	\$99.40	\$26,341.00
	4					\$0.00
	5					\$0.00
<b>TOTAL COST FOR THESE CONTRACT ADDITIONS</b>						<b>\$44,841.00</b>

<b>2. JUSTIFICATION FOR ADDITIONS OR DELETIONS TO CONTRACT</b> <i>Emergency Street Repairs - Not to be Assessed with Street Improvements</i>
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<b>3. CHANGE TO CONTRACT AMOUNT</b>	ORIGINAL CONTRACT AMOUNT:	\$340,999.10
	NET INCREASE/DECREASE FROM PREVIOUS CHANGE ORDER(S):	\$2,181.70
	CONTRACT AMOUNT PRIOR TO THIS CHANGE ORDER:	\$343,180.80
	INCREASE FROM THIS CHANGE ORDER:	\$44,841.00
	<b>NEW CONTRACT AMOUNT INCLUDING THIS CHANGE ORDER:</b>	<b>\$388,021.80</b>

<b>4. CHANGE TO CONTRACT TIMES</b>	
<b>Original Contract Times:</b>	<input type="checkbox"/> Working Days <input checked="" type="checkbox"/> Calendar Days
AC Base Course (Days or Date):	10/31/2013
Street Lights (Days or Date):	11/29/2013
AC Surface (Days or Date):	6/28/2014
Chip Seal (Days or Date):	7/31/2014
<b>Contract Times from previously Approved Change Orders</b>	
AC Base Course (Days or Date):	5/31/2014
Street Lights (Days or Date):	5/31/2014
AC Surface (Days or Date):	6/28/2014
Chip Seal (Days or Date):	7/31/2014
<b>Contract Times will be Increased/Decreased because of this Change Order</b>	
AC Base Course (Days or Date):	0 Days
Street Lights (Days or Date):	0 Days
AC Surface (Days or Date):	0 Days
Chip Seal (Days or Date):	0 Days
<b>Contract Times including this Change Order</b>	
AC Surface (Days or Date):	5/31/2014
Chip Seal (Days or Date):	5/31/2014
Substantial Completion (Days or Date):	6/28/2014
Ready For Final Payment (Days or Date):	7/31/2014

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Approve Change Order for additional street work needed on Lewis Rd NW.

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**5. REQUIRED SIGNATURES - Not valid until signed by Owner. Signature of Contractor indicates agreement herewith, including any adjustments in the Contract Amount or Contract Times**

**ACCEPTED:**

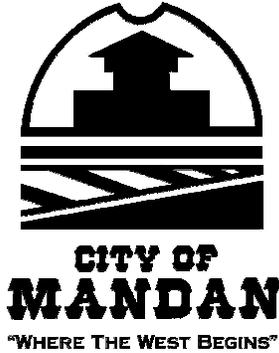
By: \_\_\_\_\_  
OWNER (Authorized Signature)  
Name: **Jim Neubauer** \_\_\_\_\_  
Title: **City Administrator** \_\_\_\_\_  
Date: \_\_\_\_\_

**ACCEPTED:**

By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**RECOMMENDED:**

By: \_\_\_\_\_  
ENGINEER (Authorized Signature)  
Name: **Andrew Werder** \_\_\_\_\_  
Title: **Project Manager** \_\_\_\_\_  
Date: \_\_\_\_\_



## Board of City Commissioners

### Agenda Documentation

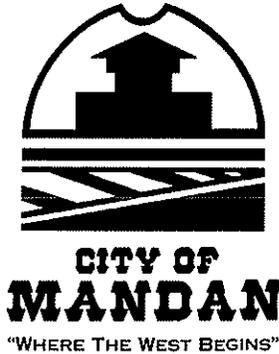
**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 13, 2014  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer, City Administrator/  
Ellen Huber, Business Development & Communications Director  
**PRESENTER:** Ellen Huber, Business Development & Communications Director  
**SUBJECT:** Introduction of Program Coordinator

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**STATEMENT/PURPOSE:** To introduce the Mandan City Commission and public to a new City of Mandan employee.

**BACKGROUND/ALTERNATIVES:** Krista Harju joined the City of Mandan on July 21, 2014, as a program coordinator to assist with City Administration and the Business Development and Communications Department programs and projects. Her duties include meeting organization, reporting and tracking of activity for the Mandan Community Beautification, Growth Fund and Renaissance Zone committees, Youth Commission and Chamber committees implementing the Mandan Tomorrow strategic plan. She also assists with public information and marketing activities including the preparation of monthly city newsletters, website and social media updates, and news releases. She will also help with administration of business assistance programs including project tracking and reporting.

Harju (pronounced har-yoo) brings with her experience as a web producer and technology reporter with KFYZ Television as well as reporting and marketing internships with KXMB Television and *Vintage Guitar* magazine. Harju is a 2013 graduate of the University of Mary with a bachelor's degree in marketing and mass communication. She is a native of Velva, N.D.



# Board of City Commissioners

## Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 13, 2014  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch, Finance Director  
**PRESENTER:** Jim Lawler, Airport Manager  
**SUBJECT:** Mandan Airport Authority's 2015 Budget

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### PURPOSE

To consider the Mandan Airport Authority's 2015 Budget.

### BACKGROUND

The Mandan Airport Authority manages the local airport facility. The Authority's five member board is appointed by the City Commission. The Authority is fiscally dependent upon the City because the City Commission levies taxes and must approve any debt issuances. The Authority is reported as a component unit in the City of Mandan's audited financial statements.

The Authority's Board approved the 2015 Budget on July 21, 2014.

### ATTACHMENT

Mandan Airport Authority's 2015 Budget

### FISCAL IMPACT

The City of Mandan has included the following revenues for the Mandan Airport Authority in the City's 2015 Budget:

- Property Taxes (4 Mills) = \$217,850
- Delinquent Taxes = \$6,400
- Mobile Home Taxes = \$2,800
- State Aid Distribution = \$5,600
- Disabled Veterans Credit = \$1,650
- Homestead Credit = \$4,000
- Total = \$238,300

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

To consider the Mandan Airport Authority's 2015 Budget.

SUGGESTED MOTION

Move to consider the Mandan Airport Authority's 2015 Budget.

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
 January through December 2015

	Jan - Dec 15
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
800.31.101 Property Tax	261,150.00
800.34.418 Fuel Sale	290,000.00
800.34.418 Jet Fuel	50,000.00
800.36.602 Hangar Rent	97,000.00
800.36.602 Land Lease	9,000.00
<b>Total Income</b>	707,150.00
 <b>Gross Profit</b>	 707,150.00
<b>Expense</b>	
<b>51001 Payroll Expenses</b>	
51001 Payroll	74,000.00
Health	6,100.00
Pension	5,800.00
Social/Medicare	5,700.00
Term Life	50.00
Unemployment	60.00
Workers Comp	620.00
<b>Total 51001 Payroll Expenses</b>	92,330.00
<b>52001 Fees &amp; Services Charges</b>	
Accounting Fees	600.00
Audit Fees	700.00
Garbage	700.00
Legal Fees	2,500.00
Postage Fees	300.00
Web Page	900.00
<b>Total 52001 Fees &amp; Services Charges</b>	5,700.00
<b>53001 Insurance</b>	
Automobile	500.00
Building	1,400.00
Fuel Tank	500.00
Inland Marine	2,700.00
Liability	2,400.00
<b>Total 53001 Insurance</b>	7,500.00
<b>55001 Travel &amp; Training</b>	
Mileage	6,000.00
55001 Travel & Training - Other	1,000.00
<b>Total 55001 Travel &amp; Training</b>	7,000.00

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
January through December 2015

	<u>Jan - Dec 15</u>
<b>56001 Utilities</b>	
Cable TV	550.00
Electric	15,000.00
Propane	6,000.00
Telephone	4,000.00
Water	1,600.00
<b>Total 56001 Utilities</b>	<u>27,150.00</u>
<b>57001 Publishing &amp; Printing</b>	
Advertising Other	2,500.00
Legal Notices	250.00
<b>Total 57001 Publishing &amp; Printing</b>	<u>2,750.00</u>
<b>58001 Dues and Subscriptions</b>	2,000.00
<b>59001 Supplies &amp; Maintenance</b>	
Avgas	250,000.00
AWOS Maintenance	1,000.00
Diesel Fuel	5,000.00
Electrical Supplies	2,000.00
Equipment Maintenance	2,000.00
Fly In	1,000.00
Gas, Oil, Grease	300.00
Grounds Supplies	4,000.00
Jet Fuel	40,000.00
Miscellaneous Supplies	500.00
Office Supplies	2,500.00
Safety	2,000.00
Shop Supplies	1,000.00
Signage	1,000.00
Small Tools	1,500.00
<b>Total 59001 Supplies &amp; Maintenance</b>	<u>313,800.00</u>
<b>60001 Repairs &amp; Maintenance</b>	
Asphalt	15,000.00
Building Repairs	2,500.00
Electrical	1,000.00
Equipment Repairs	4,000.00
Fire Ext.	250.00
Fuel System	2,500.00
Plumbing & Septic System	1,500.00
<b>Total 60001 Repairs &amp; Maintenance</b>	<u>26,750.00</u>
<b>62001 Capitol Outlay</b>	

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
 January through December 2015

	<b>Jan - Dec 15</b>
Machinery and Equipment	10,000.00
Total 62001 Capitol Outlay	10,000.00
 62001 New Construction	
Total 62001 New Construction	0.00
 63001 Debt Service	
Interest Revenue Bonds	33,000.00
Total 63001 Debt Service	33,000.00
 64001 Misc	
Possessory Leasehold Tax	14,000.00
Total 64001 Misc	14,000.00
Principal Revenue Bonds	78,000.00
Total Expense	619,980.00
 Net Ordinary Income	 87,170.00
 Other Income/Expense	
Other Income	
800.33.301 Federal Grants	150,000.00
800.33.303 State Aid	560,000.00
Total Other Income	710,000.00
Other Expense	
FAA Grant	165,000.00
State Grant	625,000.00
Total Other Expense	790,000.00
 Net Other Income	 -80,000.00
 Net Income	 7,170.00

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
January 2013 through December 2015

Ordinary Income/Expense	Jan - Dec 13		Jan - Dec 14		Jan - Dec 15	
	Jan - Dec 13	Budget	Jan - Dec 14	Budget	Jan - Dec 15	Budget
<b>Income</b>						
800.31.101 Property Tax	184,721.24	201,300.00	163,740.10	214,500.00	0.00	261,150.00
800.31.102 County Funds	0.00		25,000.00		0.00	
800.34.418 Fuel Sale	264,923.47	125,000.00	146,035.36	275,000.00	0.00	290,000.00
800.34.418 Jet Fuel	42,502.74	20,000.00	16,887.00	105,000.00	0.00	50,000.00
800.34.420 Garbage In	180.00		0.00		0.00	
800.36.601 Interest Income	950.83		16.86		0.00	
800.36.602 Hangar Rent	96,102.64	100,000.00	78,617.11	95,000.00	0.00	97,000.00
800.36.602 Land Lease	14,398.21	2,500.00	6,591.74	6,665.00	0.00	9,000.00
800.36.611 Rebates	50.81		0.00		0.00	
800.36.611 Refunds	0.00		549.00		0.00	
800.36.612 Other	5,487.80		5,583.57		0.00	
800.36.618 Assesment	6,388.33		0.00		0.00	
<b>Total Income</b>	<b>615,706.07</b>	<b>448,800.00</b>	<b>443,020.74</b>	<b>696,165.00</b>	<b>0.00</b>	<b>707,150.00</b>
<b>Gross Profit</b>	<b>615,706.07</b>	<b>448,800.00</b>	<b>443,020.74</b>	<b>696,165.00</b>	<b>0.00</b>	<b>707,150.00</b>
<b>Expense</b>						
<b>51001 Payroll Expenses</b>						
51001 Payroll	73,281.08	65,000.00	37,631.41	68,000.00	0.00	74,000.00
Health	5,767.32	5,750.00	3,030.36	6,065.00	0.00	6,100.00
Pension	5,460.70	4,550.00	3,010.45	5,520.00	0.00	5,800.00
Social/Medicare	5,533.06	4,875.00	2,878.72	5,500.00	0.00	5,700.00
Term Life	48.00	50.00	24.00	52.00	0.00	50.00
Unemployment	73.08	50.00	33.58	60.00	0.00	60.00
Workers Comp	620.70	500.00	145.16	500.00	0.00	620.00
51001 Payroll Expenses - Other	1,264.87		-8,117.81		0.00	
<b>Total 51001 Payroll Expenses</b>	<b>92,048.81</b>	<b>80,775.00</b>	<b>38,635.87</b>	<b>85,697.00</b>	<b>0.00</b>	<b>92,330.00</b>
<b>52001 Fees &amp; Services Charges</b>						
Accounting Fees	365.00	500.00	0.00	800.00	0.00	600.00
Audit Fees	800.00	600.00	0.00	750.00	0.00	700.00
Bank Service Charges	0.00	4,000.00	0.00	4,000.00	0.00	
Boiler Inspection	90.00		0.00		0.00	
Email	0.00		4.28		0.00	
Engineering Fees	1,388.33		0.00		0.00	
Garbage	660.00	600.00	348.00	700.00	0.00	700.00
International TXN Fee	0.27		0.27		0.00	
Legal Fees	12,057.45	250.00	4,702.60	2,500.00	0.00	2,500.00
Postage Fees	372.59	600.00	87.52	900.00	0.00	300.00
Recording Fees	100.00		0.00		0.00	
Web Page	1,271.95	180.00	119.28	900.00	0.00	900.00
<b>Total 52001 Fees &amp; Services Charges</b>	<b>17,105.59</b>	<b>6,730.00</b>	<b>5,261.95</b>	<b>10,550.00</b>	<b>0.00</b>	<b>5,700.00</b>
<b>53001 Insurance</b>						
Automobile	500.00	400.00	0.00	400.00	0.00	500.00
Building	1,366.83	1,450.00	0.00	1,450.00	0.00	1,400.00

Mandan Municipal Airport  
Profit & Loss Budget Overview  
January 2013 through December 2015

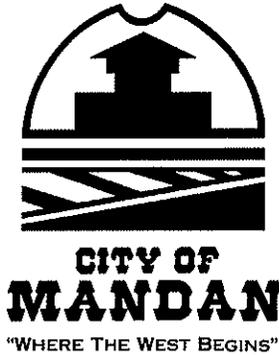
	Jan - Dec 13	Budget	Jan - Dec 14	Budget	Jan - Dec 15	Budget
Fuel Tank	500.00	500.00	250.00	500.00	0.00	500.00
Inland Marine	2,614.00	1,500.00	0.00	1,500.00	0.00	2,700.00
Liability	2,217.58	2,200.00	2,271.00	2,200.00	0.00	2,400.00
<b>Total 53001 Insurance</b>	<b>7,198.39</b>	<b>6,050.00</b>	<b>2,521.00</b>	<b>6,050.00</b>	<b>0.00</b>	<b>7,500.00</b>
<b>54001 Rentals</b>						
Equipment Rental	1,575.00		0.00		0.00	
<b>Total 54001 Rentals</b>	<b>1,575.00</b>		<b>0.00</b>		<b>0.00</b>	
<b>55001 Travel &amp; Training</b>						
Mileage	6,844.85	5,500.00	2,882.67	5,500.00	0.00	6,000.00
55001 Travel & Training - Other	842.70	1,000.00	1,650.39	1,000.00	0.00	1,000.00
<b>Total 55001 Travel &amp; Training</b>	<b>7,687.55</b>	<b>6,500.00</b>	<b>4,533.06</b>	<b>6,500.00</b>	<b>0.00</b>	<b>7,000.00</b>
<b>56001 Utilities</b>						
Cable TV	589.17	700.00	298.00	550.00	0.00	550.00
Electric	13,947.01	17,000.00	7,323.54	17,000.00	0.00	15,000.00
Internet	672.47		44.68		0.00	
Propane	5,342.60	7,500.00	2,745.87	5,000.00	0.00	6,000.00
Telephone	3,939.62	2,750.00	2,049.87	3,000.00	0.00	4,000.00
Water	1,498.87	1,800.00	707.97	1,800.00	0.00	1,600.00
<b>Total 56001 Utilities</b>	<b>25,969.74</b>	<b>29,750.00</b>	<b>13,170.93</b>	<b>27,350.00</b>	<b>0.00</b>	<b>27,150.00</b>
<b>57001 Publishing &amp; Printing</b>						
Advertising Other	498.63		145.00		0.00	2,500.00
Advertising/Public Relations	1,567.16	2,500.00	430.97	2,500.00	0.00	
Legal Notices	120.00	250.00	0.00	250.00	0.00	250.00
<b>Total 57001 Publishing &amp; Printing</b>	<b>2,185.79</b>	<b>2,750.00</b>	<b>575.97</b>	<b>2,750.00</b>	<b>0.00</b>	<b>2,750.00</b>
<b>58001 Dues and Subscriptions</b>	<b>1,696.20</b>	<b>2,500.00</b>	<b>1,030.95</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>
<b>59001 Supplies &amp; Maintenance</b>						
<b>Avgas</b>						
Bank Fees	2,631.29		1,484.11		0.00	
Avgas - Other	278,191.94	115,000.00	124,192.60	240,000.00	0.00	250,000.00
<b>Total Avgas</b>	<b>280,823.23</b>	<b>115,000.00</b>	<b>125,676.71</b>	<b>240,000.00</b>	<b>0.00</b>	<b>250,000.00</b>
<b>AWOS Maintenance</b>	<b>893.12</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Building Repairs</b>						
Electrical Repairs	0.00		3,923.27		0.00	
Building Repairs - Other	32.89		2,034.50		0.00	
<b>Total Building Repairs</b>	<b>32.89</b>		<b>5,957.77</b>		<b>0.00</b>	
Diesel Fuel	5,172.90	5,000.00	1,936.70	5,000.00	0.00	5,000.00
Electrical Supplies	684.10	2,000.00	1,172.46	2,000.00	0.00	2,000.00
<b>Equipment Maintenance</b>						
CX 60	42.27		6.70		0.00	
JD544C	764.94		0.00		0.00	
Woods	114.17		195.94		0.00	

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
January 2013 through December 2015

	Jan - Dec 13	Budget	Jan - Dec 14	Budget	Jan - Dec 15	Budget
Equipment Maintenance - Other	569.65		0.00		0.00	2,000.00
<b>Total Equipment Maintenance</b>	<b>1,491.03</b>		<b>202.64</b>		<b>0.00</b>	<b>2,000.00</b>
<b>Fly In</b>						
Food Fly In	0.00		233.91		0.00	
Fly In - Other	192.10		2,068.96		0.00	1,000.00
<b>Total Fly In</b>	<b>192.10</b>		<b>2,302.87</b>		<b>0.00</b>	<b>1,000.00</b>
<b>Fuel System</b>	<b>96.66</b>		<b>8.98</b>		<b>0.00</b>	
Gas, Oil, Grease	246.40		73.96		0.00	300.00
Grounds Supplies	2,691.36		8,655.33	4,000.00	0.00	4,000.00
Hardware	65.18	250.00	407.99		0.00	
Janitorial Supplies	602.11	1,000.00	330.14	1,000.00	0.00	
Jet Fuel	31,212.28	24,000.00	0.00	100,000.00	0.00	40,000.00
Miscellaneous Supplies	120.98	500.00	0.00	500.00	0.00	500.00
Motor Vehicle Supplies	290.24	1,000.00	113.21	1,000.00	0.00	
Office Supplies	1,211.59	3,000.00	1,579.21	3,000.00	0.00	2,500.00
Runway Ice Maintenance	550.00		1,938.00		0.00	
Safety	917.14	2,500.00	0.00	2,000.00	0.00	2,000.00
Shop Supplies	560.92	1,000.00	169.86	1,000.00	0.00	1,000.00
Signage	0.00	500.00	0.00	500.00	0.00	1,000.00
Small Tools	1,163.10	2,000.00	1,732.15	1,500.00	0.00	1,500.00
<b>Total 59001 Supplies &amp; Maintenance</b>	<b>329,017.33</b>	<b>160,750.00</b>	<b>152,257.96</b>	<b>364,500.00</b>	<b>0.00</b>	<b>313,800.00</b>
<b>60001 Repairs &amp; Maintenance</b>						
Asphalt	0.00		0.00	25,000.00	0.00	15,000.00
Building Repairs	0.00	10,000.00	268.62	5,000.00	0.00	2,500.00
Computer Repairs	0.00		200.00		0.00	
<b>Electrical</b>						
Beacon	417.46		163.40		0.00	
Electrical - Other	0.00	3,500.00	13.40	1,000.00	0.00	1,000.00
<b>Total Electrical</b>	<b>417.46</b>	<b>3,500.00</b>	<b>176.80</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Equipment Repairs</b>						
Avgas Truck	253.10		0.00		0.00	
CM272	0.00		12.56		0.00	
CX 60	1,324.87		0.00		0.00	
Fuel Trailer	1,404.90		0.00		0.00	
JD 544	1,178.45		106.21		0.00	
Jet Fuel Truck	72.59		304.85		0.00	
Loftness	68.46		0.00		0.00	
Woods Mower	19.78		603.52		0.00	
Equipment Repairs - Other	923.36	5,000.00	330.37	4,000.00	0.00	4,000.00
<b>Total Equipment Repairs</b>	<b>5,245.51</b>	<b>5,000.00</b>	<b>1,357.51</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>
Fire Ext.	112.10	500.00	0.00	500.00	0.00	250.00
Fuel System	2,121.80	2,500.00	518.99	2,500.00	0.00	2,500.00
Nav Aid	85.07		0.00		0.00	

**Mandan Municipal Airport**  
**Profit & Loss Budget Overview**  
January 2013 through December 2015

	Jan - Dec 13		Jan - Dec 14		Jan - Dec 15	
		Budget		Budget		Budget
Plumbing & Septic System	3,175.00	1,500.00	179.40	1,000.00	0.00	1,500.00
Total 60001 Repairs & Maintenance	11,156.94	23,000.00	2,701.32	39,000.00	0.00	26,750.00
<b>62001 Capitol Outlay</b>						
Machinery and Equipment	1,500.00	30,000.00	0.00		0.00	10,000.00
62001 Capitol Outlay - Other	0.00		0.00	10,000.00	0.00	
Total 62001 Capitol Outlay	1,500.00	30,000.00	0.00	10,000.00	0.00	10,000.00
<b>62001 New Construction</b>						
FAA Project	0.00	4,800,000.00	0.00		0.00	0.00
62001 New Construction - Other	0.00		0.00	295,000.00	0.00	
Total 62001 New Construction	0.00	4,800,000.00	0.00	295,000.00	0.00	0.00
<b>63001 Debt Service</b>						
Interest Revenue Bonds	38,727.48	40,077.51	26,755.14	10,000.00	0.00	33,000.00
Loan Interest	0.00		0.00	4,000.00	0.00	
Total 63001 Debt Service	38,727.48	40,077.51	26,755.14	14,000.00	0.00	33,000.00
<b>64001 Misc</b>						
Possessory Leasehold Tax	12,457.77	20,000.00	0.00	20,000.00	0.00	14,000.00
Total 64001 Misc	12,457.77	20,000.00	0.00	20,000.00	0.00	14,000.00
Principal Revenue Bonds	0.00	70,049.69	0.00	90,000.00	0.00	78,000.00
Refund						
800.36.602 Refund	3,555.00		0.00		0.00	
Total Refund	3,555.00		0.00		0.00	
<b>Total Expense</b>	<b>551,881.59</b>	<b>5,278,932.20</b>	<b>247,444.17</b>	<b>973,397.00</b>	<b>0.00</b>	<b>619,980.00</b>
<b>Net Ordinary Income</b>	<b>63,824.48</b>	<b>-4,830,132.20</b>	<b>195,576.57</b>	<b>-277,232.00</b>	<b>0.00</b>	<b>87,170.00</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
800.33.301 Federal Grants	5,044,256.00	4,320,000.00	120,656.00	150,000.00	0.00	150,000.00
800.33.303 State Aid	283,288.63	245,600.00	82,488.54	130,100.00	0.00	560,000.00
Transfer In - From City General	10,650.00		30,350.00		0.00	
Total Other Income	5,338,194.63	4,565,600.00	233,494.54	280,100.00	0.00	710,000.00
<b>Other Expense</b>						
451 Construction In Progress	5,603,284.44		269,621.40		0.00	
65001 Depreciation Expense	172,880.66		0.00		0.00	
FAA Grant	0.00		0.00		0.00	165,000.00
State Grant	0.00		0.00		0.00	625,000.00
Total Other Expense	5,776,165.10		269,621.40		0.00	790,000.00
<b>Net Other Income</b>	<b>-437,970.47</b>	<b>4,565,600.00</b>	<b>-36,126.86</b>	<b>280,100.00</b>	<b>0.00</b>	<b>-80,000.00</b>
<b>Net Income</b>	<b>-374,145.99</b>	<b>-264,532.20</b>	<b>159,449.71</b>	<b>2,868.00</b>	<b>0.00</b>	<b>7,170.00</b>



# Board of City Commissioners

## Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 13, 2014  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch, Finance Director  
**PRESENTER:** Kelly Steckler, Library Director  
**SUBJECT:** Morton Mandan Public Library's 2015 Budget

---

### PURPOSE

To consider the Morton Mandan Public Library's 2015 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 debt 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 2015 Budget on July 28, 2014.

### ATTACHMENT

- Morton Mandan Public Library's 2015 Budget

### FISCAL IMPACT

The City of Mandan has included the following revenues for the Morton Mandan Public Library in the City's 2015 Budget:

- Property Taxes (7 Mills) = \$381,300
- Delinquent Taxes = \$11,200
- Mobile Home Taxes = \$4,950
- State Grants = \$20,000
- State Aid Distribution = \$10,650
- Disabled Veterans Credit = \$2,850

- Homestead Credit = \$7,000
- Total = \$437,950

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

To consider the Morton Mandan Public Library's 2015 Budget.

SUGGESTED MOTION

Move to consider the Morton Mandan Public Library's 2015 Budget.

**Morton Mandan Public Library  
2015 Budget**

**General Fund**

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

	<b><u>Original Budget FY 2014</u></b>	<b><u>Revised Budget FY 2014</u></b>	<b><u>Proposed Budget FY 2015</u></b>
<b>Revenues</b>			
Taxes:			
Property Taxes (City)	\$ 343,900	\$ 338,150	\$ 381,300
Delinquent Taxes (City)	\$ 12,650	\$ 11,200	\$ 11,200
Mobile Home Taxes (City)	\$ 4,050	\$ 4,950	\$ 4,950
Total Taxes	\$ 360,600	\$ 354,300	\$ 397,450
Intergovernmental:			
State Grants:			
NDSL (City)	\$ 18,525	\$ 23,450	\$ 20,000
NDSL (County)	\$ 18,475	\$ -	\$ -
State Aid Distribution (City)	\$ 10,650	\$ 10,650	\$ 10,650
Disabled Veterans Credit (City)	\$ 2,150	\$ 2,850	\$ 2,850
Homestead Credit (City)	\$ 3,750	\$ 7,000	\$ 7,000
Morton County	\$ 160,100	\$ 160,100	\$ 180,000
City of Mandan	\$ 10,500	\$ 10,500	\$ -
Total Intergovernmental	\$ 224,150	\$ 214,550	\$ 220,500
Charges for Services:			
Miscellaneous Charges	\$ 50	\$ 50	\$ 50
Copier/Fax/Computer Fees	\$ 2,700	\$ 2,700	\$ 2,700
New Card Fees	\$ 100	\$ 100	\$ 100
Total Charges for Services	\$ 2,850	\$ 2,850	\$ 2,850
Fines and Forfeits:			
Fines	\$ 5,000	\$ 5,000	\$ 6,000
Total Fines and Forfeits	\$ 5,000	\$ 5,000	\$ 6,000
Miscellaneous:			
Interest Earnings	\$ 450	\$ 300	\$ 300
Rent:			
Rice Bowl	\$ 31,200	\$ 31,200	\$ 31,200
Thermo Cool	\$ 4,800	\$ 4,800	\$ 4,800
Donations:			
Donations	\$ 2,000	\$ 2,000	\$ 2,000
Noon Kiwanis-Summer Kids' Programming	\$ 2,000	\$ 2,000	\$ 2,000
Noon Kiwanis-Teen Programming	\$ 1,000	\$ 1,000	\$ 1,000
Refunds	\$ 550	\$ 300	\$ 150
Other	\$ 2,450	\$ 3,850	\$ 3,850

**Morton Mandan Public Library  
2015 Budget**

**General Fund**

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

	<i>Original Budget FY 2014</i>	<i>Revised Budget FY 2014</i>	<i>Proposed Budget FY 2015</i>
Total Miscellaneous	\$ 44,450	\$ 45,450	\$ 45,300
<b>Total Revenues</b>	<b>\$ 637,050</b>	<b>\$ 622,150</b>	<b>\$ 672,100</b>

**Expenditures**

**Library:**

Salaries and Benefits:

Assistant Director	\$ 46,862	\$ 46,862	\$ 47,570
Reference/InterLibrary Loan Aid	\$ 30,035	\$ 30,035	\$ 31,325
Children's Program Coordinator	\$ 36,608	\$ 36,608	\$ 43,037
Technical Services/Circulation Aid	\$ 22,526	\$ 23,400	\$ 23,758
Director	\$ 66,227	\$ 66,227	\$ 67,226
Children's Program Assistant	\$ 11,170	\$ 11,170	\$ 13,032
Circulation Assistant I	\$ 11,170	\$ 11,170	\$ 13,032
Outreach Services Coordinator	\$ 38,459	\$ 38,459	\$ 39,041
Outreach Services Assistant I	\$ 22,880	\$ 22,880	\$ 23,229
Outreach Services Driver Librarian	\$ 17,017	\$ 20,891	\$ 21,204
Page	\$ 1,666	\$ 1,666	\$ 1,691
Social Security and Medicare	\$ 23,300	\$ 23,700	\$ 24,800
Pension	\$ 21,100	\$ 22,850	\$ 23,750
Unemployment Compensation	\$ -	\$ 250	\$ 300
Workers' Compensation	\$ 850	\$ 900	\$ 900
Health Insurance	\$ 42,450	\$ 48,500	\$ 52,150
Term Life Insurance	\$ 300	\$ 400	\$ 400
Total Salaries and Benefits	<b>\$ 392,620</b>	<b>\$ 405,968</b>	<b>\$ 426,445</b>

Fees and Other Service Charges:

Audit Fees	\$ 550	\$ 550	\$ 600
Accounting Fees	\$ 4,300	\$ 4,300	\$ 4,600
Courier Fees	\$ 2,200	\$ 2,200	\$ 2,200
Computer Telecommunications	\$ 1,600	\$ 1,600	\$ 1,600
System-Related Charges (CDLN Contract)	\$ 11,000	\$ 11,000	\$ 12,100
Technology Support (Server)	\$ 10,000	\$ 10,000	\$ 12,000
Total Fees and Other Service Charges	<b>\$ 29,650</b>	<b>\$ 29,650</b>	<b>\$ 33,100</b>

Insurance:

Insurance	\$ 4,000	\$ 4,500	\$ 4,550
Total Insurance	<b>\$ 4,000</b>	<b>\$ 4,500</b>	<b>\$ 4,550</b>

**Morton Mandan Public Library  
2015 Budget**

**General Fund**

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

	<b><u>Original Budget FY 2014</u></b>	<b><u>Revised Budget FY 2014</u></b>	<b><u>Proposed Budget FY 2015</u></b>
<b>Rentals:</b>			
Building Rental	\$ 1,000	\$ 1,000	\$ 750
Total Rentals	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 750</u>
<b>Travel and Training:</b>			
Staff Training	\$ 2,500	\$ 2,500	\$ 2,500
Board Expenses/Program Mileage	\$ 1,000	\$ 1,000	\$ 1,500
Total Travel and Training	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 4,000</u>
<b>Utilities:</b>			
Utilities	\$ 16,750	\$ 19,800	\$ 20,050
Telephone	\$ 1,800	\$ 2,000	\$ 2,000
Total Utilities	<u>\$ 18,550</u>	<u>\$ 21,800</u>	<u>\$ 22,050</u>
<b>Publishing and Printing:</b>			
Advertising/Public Relations	\$ 2,000	\$ 2,000	\$ 2,000
Total Publishing and Printing	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
<b>Library Materials:</b>			
Dues and Memberships	\$ 500	\$ 500	\$ 500
Adult/General Materials	\$ 59,000	\$ 59,000	\$ 59,000
Reference, Including Electronic E-books	\$ 15,000	\$ 15,000	\$ 15,000
Easy Materials	\$ 11,000	\$ 11,000	\$ 11,000
Periodicals	\$ 6,000	\$ 6,000	\$ 6,000
Junior Materials	\$ 7,540	\$ 7,540	\$ 7,540
Software Materials	\$ 1,000	\$ 1,000	\$ 1,000
Audiovisuals	\$ 5,000	\$ 5,000	\$ 5,000
Young Adult Materials	\$ 6,000	\$ 6,000	\$ 6,000
Satellite/Movie Services	\$ 600	\$ 600	\$ 600
Reference/Junior Materials	\$ 2,000	\$ 2,000	\$ 2,000
Total Library Materials	<u>\$ 113,640</u>	<u>\$ 113,640</u>	<u>\$ 113,640</u>
<b>Supplies and Maintenance:</b>			
Office Supplies	\$ 7,000	\$ 7,000	\$ 7,000
Postage and Sort Fees	\$ 4,000	\$ 4,000	\$ 4,000
Equipment Under \$5,000	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 3,000	\$ 3,000	\$ 3,000
Gas, Oil, Grease	\$ 3,900	\$ 3,400	\$ 3,450
Copier/Fax/Computer	\$ 3,000	\$ 3,000	\$ 3,000
Materials Processing	\$ 6,000	\$ 6,000	\$ 6,000

**Morton Mandan Public Library  
2015 Budget**

**General Fund**

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

	<b><u>Original Budget FY 2014</u></b>	<b><u>Revised Budget FY 2014</u></b>	<b><u>Proposed Budget FY 2015</u></b>
Program Supplies:			
Preschool to Grade 6	\$ 4,500	\$ 4,500	\$ 4,500
Teens	\$ 2,000	\$ 2,000	\$ 2,000
Total Supplies and Maintenance	<u>\$ 33,400</u>	<u>\$ 32,900</u>	<u>\$ 32,950</u>
Repairs and Maintenance:			
Equipment Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 2,000
Building Repairs and Maintenance	\$ 13,000	\$ 13,000	\$ 15,000
Maintenance Contracts:			
Maintenance Contracts	\$ 4,850	\$ 4,850	\$ 4,850
City of Mandan	\$ 9,400	\$ 9,400	\$ 10,000
Vehicle Repairs and Maintenance	\$ 1,000	\$ 1,000	\$ 1,000
Total Repairs and Maintenance	<u>\$ 30,250</u>	<u>\$ 30,250</u>	<u>\$ 32,850</u>
Capital Outlay:			
Office Equipment/Furniture	\$ 2,000	\$ 2,000	\$ 2,000
Total Capital Outlay	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
Transfers:			
Bookmobile Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reserve Fund	\$ 15,000	\$ 15,000	\$ -
Total Transfers	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 10,000</u>
<b>Total Expenditures</b>	<b><u>\$ 655,610</u></b>	<b><u>\$ 672,208</u></b>	<b><u>\$ 684,335</u></b>

**Morton Mandan Public Library  
2015 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><b>Original Budget FY 2014</b></i>	<i><b>Revised Budget FY 2014</b></i>	<i><b>Proposed Budget FY 2015</b></i>
Actual Fund Balance-January 1	\$ 196,406	\$ 196,406	
Estimated Fund Balance-January 1			\$ 146,348
Operating:			
Revenues	\$ 637,050	\$ 622,150	\$ 672,100
Expenditures	\$ 630,610	\$ 647,208	\$ 674,335
Excess of Revenues Over (Under) Expenditures	<u>\$ 6,440</u>	<u>\$ (25,058)</u>	<u>\$ (2,235)</u>
Non-Operating:			
Expenditures:			
Transfers:			
Bookmobile Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reserve Fund	\$ 15,000	\$ 15,000	\$ -
Estimated Fund Balance-December 31	<u>\$ 177,846</u>	<u>\$ 146,348</u>	<u>\$ 134,113</u>
		\$ 674,335	\$ 674,335
		x Operating Reserve (17%)	x Operating Reserve (17%)
		17%	17%
Estimated Fund Balance-December 31		<u>\$ 114,637</u>	<u>\$ 114,637</u>

**Morton Mandan Public Library  
2015 Budget**

**Bookmobile Replacement Fund**

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

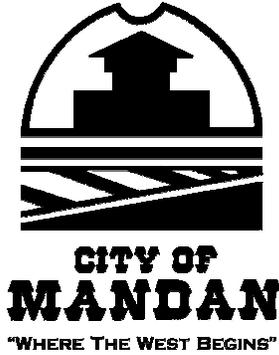
	<i><b>Original Budget <u>FY 2014</u></b></i>	<i><b>Revised Budget <u>FY 2014</u></b></i>	<i><b>Proposed Budget <u>FY 2015</u></b></i>
<b>Actual Fund Balance-January 1</b>	\$ 33,661	\$ 33,661	
<b>Estimated Fund Balance-January 1</b>			\$ 43,661
<b>Revenues</b>			
Transfers:			
General Fund	\$ 10,000	\$ 10,000	\$ 10,000
Total Transfers	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b>Total Revenues</b>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b>Expenditures</b>			
Capital Outlay:			
Bookmobile	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b>Estimated Fund Balance-December 31</b>	<u>\$ 43,661</u>	<u>\$ 43,661</u>	<u>\$ 53,661</u>

**Morton Mandan Public Library  
2015 Budget**

**Capital Reserve Fund**

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

	<b><u>Original Budget FY 2014</u></b>	<b><u>Revised Budget FY 2014</u></b>	<b><u>Proposed Budget FY 2015</u></b>
<b>Actual Fund Balance-January 1</b>	\$ 92,531	\$ 92,531	
<b>Estimated Fund Balance-January 1</b>			\$ 82,531
<b>Revenues</b>			
Transfers:			
General Fund	\$ 15,000	\$ 15,000	\$ -
Total Transfers	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>
<b>Total Revenues</b>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>
<b>Expenditures</b>			
Repairs and Maintenance:			
Building Repairs and Maintenance	\$ -	\$ -	\$ -
Total Repairs and Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Outlay:			
Building Improvements	\$ -	\$ -	\$ -
Office Equipment/Furniture	\$ -	\$ 25,000	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	<u>\$ 15,000</u>	<u>\$ (10,000)</u>	<u>\$ -</u>
<b>Estimated Fund Balance-December 31</b>	<u>\$ 107,531</u>	<u>\$ 82,531</u>	<u>\$ 82,531</u>



## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 14, 2014  
**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Jim Neubauer, City Administrator  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Consider Community Beautification Committee (CBC) recommendation for appointees

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STATEMENT/PURPOSE: The CBC passes recommendations for committee member appointees for consideration to the City Commission.

BACKGROUND/ALTERNATIVES:

The CBC has three positions of unexpired terms. Therefore, three open positions exist.

A public announcement in June asked that parties express their interest by August 4, 2014. The CBC met on August 14, 2014 to consider appointments to the CBC. Three individuals submitted letters of interest by the deadline. Tammy Lapp-Harris and Dale Schwindt were in attendance at the August 14 meeting. Amy Schmidt had a prior commitment. All three applicants expressed interest in serving on the committee.

ATTACHMENTS:

- Letters of Interest
  - Tammy Lapp-Harris
  - Amy Schmidt
  - Dale Schwindt

FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider Community Beautification Committee (CBC) recommendation for appointees

Page 2 of 5

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RECOMMENDATION: The CBC recommends appointing Amy Schmidt and Tammy Lapp-Harris for the remainder of 2014 and Dale Schwindt for the term ending in 2015. Terms were drawn at random.

SUGGESTED MOTION: I move to appoint Amy Schmidt and Tammy Lapp-Harris for the remainder of 2014 and Dale Schwindt for the term ending in 2015. Terms were drawn at random.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider Community Beautification Committee (CBC) recommendation for appointees

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Tammy Lapp-Harris Bio

Married to Lanny, four kids – Josh – 26, Jordan – 24, Jaylee – 8, Addison – 5.

Worked for Morton County as Emergency Manager/911 Coordinator for 15 years.

I've been involved in a development group that builds homes in the Mandan/Bismarck area for the past 3 years.

Started Integra Realty Group, Inc. in October 2013 with 3 other Real Estate Agents.

Director with The Pampered Chef, Inc. for 19.5 years.

Council member at First Lutheran Church in Mandan for past 3 years. Currently the President.

I have lived in Morton County for most of my life and Mandan for the last 15 years. I would like to serve on this committee to help in any way I can to make the City of Mandan as beautiful as possible within its means. I like to serve the people and with landscaping in my past, I think I could be a great asset to this committee.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider Community Beautification Committee (CBC) recommendation for appointees

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-----Original Message-----

From: Amy Schmidt [mailto:sschmidt92@bis.midco.net]

Sent: Monday, August 04, 2014 12:06 PM

To: Jim Neubauer

Subject: August 4, 2014

August 4, 2014

Dear Mr. Neubauer and Mandan Beautification Committee:

I am writing this letter to express my interest in becoming a member of the Mandan Beautification Committee. I feel I am qualified to be part of this group for many reasons.

First, this past spring I contacted each city commissioner of Bismarck and Mandan via letter / email. I shared my concern for the excessive litter accumulating in our communities in recent years due to the increased population from the Bakken Boom. I posed questions as well as some remedies regarding the litter problem. One suggestion I had was to have a city-wide clean up day or two a year as Williston has been doing and now Dickinson and Minot are trying as well.

In addition to writing the city commissioners, I wrote a letter to the editor in the Bismarck Tribune regarding the litter problem and proposed multiple ideas on how the cities and residents can decrease the problem. I was pleased to see it was printed on April 23. See following email.

After receiving my letter, Bismarck Commissioner Seminary's (now Mayor) wife, Deb called me and said, she too was frustrated with the litter and asked me to help her plan a first ever Clean Up Day. For Bismarck. We did in a few weeks time and with our group of volunteers on May 3rd picked about nearly a ton of litter in various areas of Bismarck.

In addition to contacting the Mandan City Commission, I contacted a member of the Mandan Beautification Committee, Laurie Leingang, and expressed my concern with her. She subsequently passed along my concern with another committee member, the city administrator, Jim Neubauer. He invited me to a Beautification Committee meeting where I shared my ideas for planning a city-wide clean-up day in Mandan. The committee agreed to it and the city implemented a plan. On June we cleaned up Mandan. Unfortunately, due to the hot summer weather and people's busy summer schedules, the turn-out was disappointing. Nevertheless, we picked up about 20 bags of litter in Mandan on June 21st.

I also started a Facebook page with Deb Seminary called Keep Bismarck Beautiful and I started one called Keep Mandan Beautiful. In these pages we are bringing awareness to the local community about the litter problem affecting our cities. We post info on how to get the community involved in helping decrease the problem.

In addition, My family and I have adopted a strip of highway along The Expressway in Mandan (Borden Harbor Residents) and am continually working on keeping that area litter-free.

It is evident that I value a beautiful city in Mandan, where we live and my husband owns commercial property & in Bismarck where my husband works and our kids go to catholic schools. I have the drive and interest in helping Mandan become more beautiful and inviting. I feel I would be an excellent addition to the Mandan Beautification Committee and would appreciate your consideration.

Sincerely,

Amy R. Schmidt

Board of City Commissioners

Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider Community Beautification Committee (CBC) recommendation for appointees

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**From:** Dale Schwindt <[daleschwindt@gmail.com](mailto:daleschwindt@gmail.com)>

**Date:** August 4, 2014 at 10:54:41 PM CDT

**To:** <[jneubauer@cityofmandan.com](mailto:jneubauer@cityofmandan.com)>

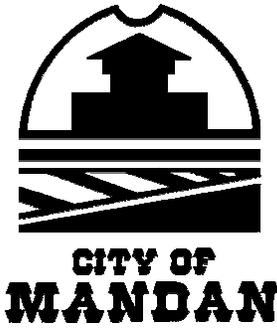
**Subject: Community Beautification Committee**

Jim,

My name is Dale Schwindt and I am interested in serving as an active member of the Community Beautification Committee. I have been a resident of Mandan since 2002. I am a professional engineer of the state of North Dakota and work for Cretex Concrete Products.

In my opinion we need to keep the City of Mandan as clean as possible, making it a community people want to live in. I believe that ordinances need to be enforced and some may need to be developed in order to clean some areas up and keep new developments from looking run down shortly after being populated. If the community is kept in an orderly manor, we will draw more residents as well as larger businesses to the area. It will be a win-win for all of us.

I am very interested in having the opportunity to serve on this committee, Your consideration would be greatly appreciated.



"WHERE THE WEST BEGINS"

## Board of City Commissioners

### Agenda Documentation

MEETING DATE: August 19, 2014  
PREPARATION DATE: August 15, 2014  
SUBMITTING DEPARTMENT: Public Works  
DEPARTMENT DIRECTOR: Jeff Wright, Public Works Director  
PRESENTER: Jeff Wright  
SUBJECT: Consider Emergency Roof Repair for Public Works Building.

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#### **STATEMENT/PURPOSE:**

Consider repairing the Public Works roof under emergency repair, approve low proposal for repair and approve Budget Amendment for \$94,671.00.

#### **BACKGROUND/ALTERNATIVES:**

The Public Works Department requested funding for the 2015 Budget to repair the roof on the Shop Building, the repairs could not have started until April or May with this option. It was suggested we try to do the repairs this year while the weather allows this type of repair so we do not have to go through another winter season of leaks and safety concerns. The existing roofing has numerous problems:

- Numerous leaks damaging office ceilings
- Leaks above the electrical panels and breaker boxes, potential fire hazard
- Low insulation R-value, heat escaping from inside building caused snow to melt on the roof, but then freezes once it hits the overhang causing a dam not allowing to water to run off the roof. This is the major leaking on the roof and it causes major ice buildup on the outside of building, electrical wires and fixtures and near access doors. This is a major safety concern.
- Temporary repairs have been attempted by professionals, unable to solve the problem. The roof continues to leak and the insulation problem continues to drive heating costs up during the winter months.

The proposed repair of the roof would consist of: (see attached)

- Install polystyrene flute fill insulation to fill in between the ribs on the metal roof
- Install 2 layers of 1.5" polyisocyanurate insulation to achieve the needed R-value
- Install 1 layer of 0.5" fiber board insulation
- Install a 60 mil EPDM rubber roof system over all the insulation
- Seal around all vents, pipes, etc.

- Install new metal edge fascia
- 10 year Manufacturer's Warranty package

We received two quotes, Twin City Roofing, Mandan and Tecta America Custom Roofing, Mandan of \$94,671 and \$111,809, respectively. We placed a start date of September 15, 2014 and a completion date of November 30, 2014 on the project to ensure completion prior to the harsh winter months.

Actions requested by the City Commission tonight:

- Approve emergency repair of the PW roof
- Approve low quote from Twin City Roofing of \$94,671
- Approve Budget Amendment to Street Department Building Improvements 2014 Budget to be paid for from City Sales Tax Fund.

**ATTACHMENTS:** Proposals, Twin City roof repair examples.

**FISCAL IMPACT:** Finance Director Welch indicates the City Sales Tax Fund will support this project, \$94,671.

**STAFF IMPACT:** Limited staff and equipment disruptions with this project since the old roof stays in place there is no need to strip off the old roof exposing everything inside.

**LEGAL REVIEW:** Attorney Brown has been consulted on the preparation of this repair.

**RECOMMENDATION:** Recommend authorizing the emergency repair, approve the low proposal from Twin City Roofing, and approve the budget amendment to the Building Improvement 2014 budget for \$94,671.00.

**SUGGESTED MOTION:** Move to approve the authorization of the emergency repair, approve the low proposal from Twin City Roofing, and approve the budget amendment to the Building Improvement 2014 budget for \$94,671.00.

**Proposal**

<input checked="" type="checkbox"/> P.O. Box 86 Mandan, ND 58554 701-663-3196	 www.twincityroofingllc.com	<input type="checkbox"/> P.O. Box 545 Dickinson, ND 58602 701-483-7663 1-800-767-3578 • FAX 701-663-0027
PROPOSAL SUBMITTED TO City of Mandan	PHONE 667-3240	DATE July 31, 2014
STREET 205 2 <sup>nd</sup> Avenue NW	JOB NAME Public Works Shop	
CITY STATE AND ZIP CODE Mandan, ND 58554	JOB LOCATION 411 6 <sup>th</sup> Avenue SW, Mandan, ND	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for

- 1) Anchor wood blocking at perimeter to accommodate new insulation.
- 2) Over existing metal roof, install polystyrene insulation flute fill.
- 3) Over the polystyrene, install 2-layers 1.5" polyisocyanurate and 1-layer of 1/2" fiberboard insulation.
- 4) All insulation mechanically fastened to deck with screws and plates.
- 5) Apply 60-mil EPDM rubber roof system fully adhered to the recovery board.
- 6) Flash all curbs with 60-mil EPDM flashing membrane. All details as per manufacturer specifications.
- 7) Furnish and install new prefinished metal edge fascia.
- 8) General clean up upon completion.
- \* Ten (10) year manufacturer's warranty package.

"Plumbing, mechanical, or electrical not included unless specified above."

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of  
Ninety-four thousand, six hundred seventy-one and 00/100--- 94,671.00  
dollars (\$ \_\_\_\_\_)

Payment to be made as follows  
100% upon completion

A late charge of 1 1/2% per month will be added to charges not paid within 30 days of billing.  
We reserve the right to file a mechanic's lien if not paid within 30 days of billing.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: J. Markel, TERRITORY MANAGER  
Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days.

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**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

Board of City Commissioners

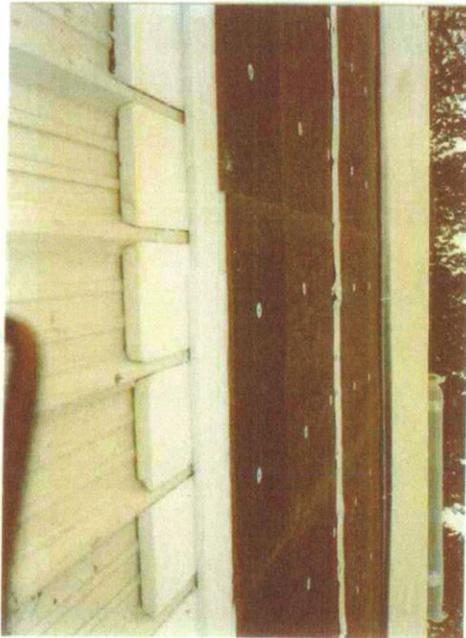
Agenda Documentation

Meeting Date: August 19, 2014

Subject: Consider Emergency Roof Repair for Public Works Building.

Page 4 of 7

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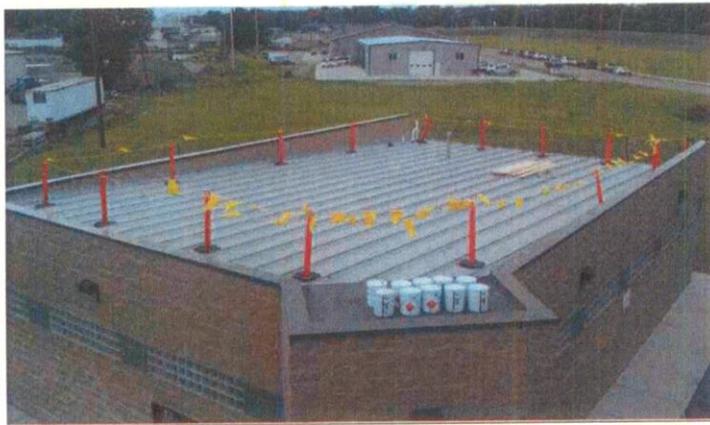
Since 1927



2720 34th Street NW • PO Box 86  
Mandan, North Dakota 58554  
701-663-3196 • Fax: 701-663-0027

Jamestown, ND 701-252-6654  
Dickinson, ND 701-483-7663

**BEFORE**



**AFTER**



[www.twincityroofingllc.com](http://www.twincityroofingllc.com)

Marv Miller  
President

Scott Harr  
Territory Manager



John "J.R." Markel  
Territory Manager

Jason Geigle  
Estimator

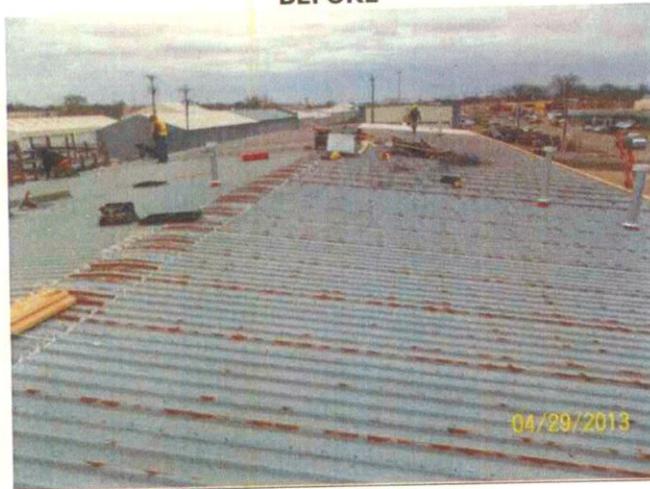
Since 1927



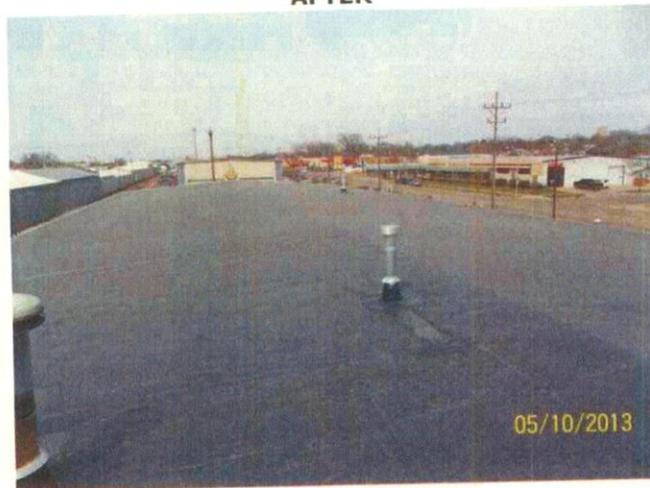
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**BEFORE**



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Jason Geigle  
Estimator



**Q U O T A T I O N**

**B003416**

1017 17<sup>th</sup> Street NE  
 Mandan, ND 58554  
 Phone: 701.663.8972  
 Fax: 701.667.0133

1810 North 6<sup>th</sup> Street  
 PO Box 12878  
 Grand Forks, ND 58208  
 Office: 701.775.5369  
 Fax: 701.775.2419

401 39<sup>th</sup> Street SE  
 PO Box 67  
 Minot, ND 58702  
 Office: 701.838.5945  
 Fax: 701.838.5864

2315 7<sup>th</sup> Avenue North  
 Fargo, ND 58102  
 Office: 701.232.7330  
 Fax: 701.232.5298

105 7<sup>th</sup> Avenue SE  
 Jamestown, ND 58401  
 Phone: 701.252.2403  
 Fax: 701.775.2419

<b>TO</b>	City of Mandan	<b>DATE</b>	August 15, 2014
<b>PROJECT</b>	Mandan Public Works 12,300 square feet		
<b>LOCATION</b>	Mandan, ND		

**WE ARE PLEASED TO QUOTE ON THE FOLLOWING**

The undersigned proposes to furnish all labor, materials, and equipment and to finish in a workmanlike manner all work as noted below:

- Set up safety and equipment per OSHA standards. Protect building from debris and secure work area.
- Provide all necessary equipment required for lifting material and equipment on to the roof.
- Provide a temporary toilet facility for roofing and sheet metal crews.
- Install additional perimeter wood blocking as necessary to equal thickness of new insulation system.
- Using Versico HPV Fasteners and Insulation Plates mechanically fasten one layer of 1-1/2" Flute Fill EPS Insulation, two layers of 1-1/2" ISO Insulation, and one layer of 1/2" Wood Fiber Board to the metal deck at a rate of one screw per four square feet.
- Install a Versico 60 mil Fully Adhered EPDM Roof System in accordance with manufacturers Recommendations.
- Fabricate and install new 24 gauge prefinished galvanized metal drip edge at roof perimeter details.
- Fabricate and install new 22 gauge galvanized metal keeper strip at roof perimeter detail.
- Prefinished galvanized metal to be 24 gauge and shall be chosen from manufacturer's standard color chart.
- Furnish a Versico 10 Year Warranty.
- Remove and dispose of all associated debris.

**All of the above work will be provided for the sum of .....\$111,809.00**

See additional conditions on reverse.

Accepted \_\_\_\_\_  
 By \_\_\_\_\_  
(Authorized Signature)

Tecta America Dakotas LLC  
 By   
Colby Caster

Please sign and return one copy

CITY OF MANDAN  
COUNTY OF MORTON  
STATE OF NORTH DAKOTA

**RESOLUTION AUTHORIZING ISSUANCE OF  
\$2,490,000  
REFUNDING IMPROVEMENT BONDS OF 2014, SERIES A**

WHEREAS, the City of Mandan, North Dakota (the "City") by resolution duly adopted January 2, 2007 (the "2007 Resolution") authorized the issuance of its Refunding Improvement Bonds of 2007 (the "2007 Bonds") payable from the City of Mandan Refunding Improvement Bonds of 2007 Fund (the "2007 Fund"), a portion of which 2007 Bonds are outstanding as of the date of this Resolution Authorizing Issuance of \$2,490,000 Refunding Improvement Bonds of 2014, Series A (the "Resolution");

WHEREAS, there are not at the present time sufficient moneys in the 2007 Fund to pay and discharge all outstanding 2007 Bonds; and

WHEREAS, the 2007 Bonds were issued pursuant to North Dakota Century Code Chapter 40-27, and through the issuance of new refunding improvement bonds for the purpose of refunding all 2007 Bonds having stated maturities in 2015 and thereafter (the "Refunded Bonds"), the City can reduce debt service thereon;

NOW, THEREFORE, be it resolved by the governing body of the City as follows:

Section 1. Authorization and Sale. There is hereby authorized to be issued a series of bonds designated "City of Mandan Refunding Improvement Bonds of 2014, Series A", in the total principal amount set forth in Section 2 below (the "Bonds") for the purpose of refunding the Refunded Bonds. The sale of the Bonds was awarded on August 5, 2014, to Dougherty & Company LLC, Minneapolis, Minnesota (the "Purchaser"), on the terms and conditions set forth herein and at a purchase price of \$2,530,675.55 plus accrued interest, and such sale of the Bonds for said purpose is hereby in all things ratified, approved and confirmed.

Section 2. Terms. The Bonds are issued pursuant to North Dakota Century Code Chapter 40-27 and shall be issued according to the following terms:

- (a) Principal Amount of Issue - The total principal amount of Bonds shall be \$2,490,000.
- (b) Book Entry Registration -

(1) The Bonds shall be issued as book entry bonds as required by The Depository Trust Company, New York, New York ("DTC") in the aggregate principal amount equal to the principal amount of the Bonds. The Bonds shall be registered in the name of Cede & Co., as nominee of DTC, and the Bond Registrar and Paying Agent named in Section 2(e) hereof (the "Bond Registrar and Paying Agent") shall treat the record owner as the absolute owner of the Bonds. So long as Cede & Co. is the registered owner of the Bonds, references herein to the Bondholder, owner, etc. shall mean Cede & Co. and shall not mean the beneficial owners of the Bonds. Sales by purchasers of the Bonds of beneficial interest participations in the Bonds to beneficial owners will be limited to minimum denominations of \$5,000 or any integral multiple in excess thereof.

(2) With respect to the Bonds registered in the registration books kept by the Bond Registrar and Paying Agent in the name of Cede & Co., as nominee of DTC, the City and the Bond Registrar and Paying Agent shall have no responsibility or obligation to any Participant (as referenced in the Blanket Issuer Letter of Representations a copy of which is attached hereto as Attachment 4) or to any person on behalf of which a Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the City and the Bond Registrar and Paying Agent shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person, other than a Bondholder, as shown in the registration books kept by the Bond Registrar and Paying Agent, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a Bondholder, as shown in the registration books kept by the Bond Registrar and Paying Agent, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City and the Bond Registrar and Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Bond Registrar and Paying Agent as the holder and absolute owner of such Bond for the purpose of payment of principal, premium, if any, and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar and Paying Agent shall pay all principal of, premium, if any, and the interest on the Bonds only to or upon the order of the respective Bondholders, as shown in the registration books kept by the Bond Registrar and Paying Agent, or their

respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to payment of principal of, premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. No person other than a Bondholder, as shown in the registration books kept by the Bond Registrar and Paying Agent, shall receive a certificated Bond evidencing the obligation of the City to make payments of principal, premium, if any, and interest pursuant to this Resolution. Upon delivery by DTC to the Bond Registrar and Paying Agent of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., and subject to the provisions herein with respect to record dates, the word "Cede & Co." shall refer to such new nominee of DTC.

(3) The Blanket Issuer Letter of Representations, a copy of which is attached hereto as Attachment 4, has been executed by the City and has been filed with DTC. The Bond Registrar and Paying Agent shall take all actions necessary to at all times comply with DTC's Operational Arrangements, as same may be amended from time to time.

(4) (i) DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and the Bond Registrar and Paying Agent.

(ii) The City may terminate the services of DTC with respect to the Bonds if the City determines that:

(A) DTC is unable to discharge its responsibilities with respect to the Bonds, or

(B) A continuance of the requirement that all of the outstanding Bonds be registered in the registration books kept by the Bond Registrar and Paying Agent in the name of Cede & Co., or any other nominee of DTC, is not in the best interest of the beneficial owners of the Bonds.

(iii) Upon the termination of the services of DTC with respect to the Bonds, or upon the discontinuance or termination of the services of DTC with respect to any portion of the Bonds pursuant to either Section 2(b)(4)(i) or Section 2(b)(4)(ii) hereof after which no substitute bond depository willing to undertake the functions of DTC hereunder can be found which, in the opinion of the City, is willing and able to undertake such functions upon reasonable and customary terms, the City is obligated to deliver Bond

certificates to the Bondholders and the Bonds shall no longer be restricted to being registered in the registration books kept by the Bond Registrar and Paying Agent in the name of Cede & Co. as nominee of DTC, but may be registered in whatever name or names the Bondholders transferring or exchanging Bonds shall designate, in accordance with the provisions of this Resolution.

(5) Notwithstanding any other provision of this Resolution to the contrary, so long as any Bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to principal of, premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in accordance with the Blanket Issuer Letter of Representations.

- (c) Numbering - The Bonds shall be numbered in consecutive numerical order from R-1 upwards as issued.
- (d) Date of Bonds - The Bonds shall initially be dated August 15, 2014. Bonds issued upon exchanges and transfers of Bonds shall also be dated August 15, 2014 if issued prior to November 1, 2014, and if issued upon such exchanges and transfers on or after November 1, 2014, shall be dated as of May 1 or November 1 next preceding their issuance, or if the date of issuance shall be a May 1 or November 1, as of such date; provided, however, that if interest on the Bonds shall be in default, the Bonds shall be dated as of the date to which interest has been paid in full on the Bonds being transferred.
- (e) Payment - Interest on the Bonds and, upon presentation and surrender thereof, the principal thereof shall be payable in lawful money of the United States of America by check, draft or wire transfer by Starion Bond Services, Bismarck, North Dakota, as Bond Registrar and Paying Agent, or its successor. In the event the Bonds are no longer registered as book-entry bonds pursuant to Section 2(b) hereof, such Bond Registrar and Paying Agent is hereby appointed the sole paying agent for the Bonds.
- (f) Principal Maturities - The Bonds shall mature serially and shall on May 1 in the years and in the amounts set forth in the Schedule of Maturities and Interest Rates attached hereto as Attachment 1.
- (g) Optional Redemption - Bonds maturing in the years 2015 through 2019 are payable on their respective stated maturity dates without option of prior payment. Bonds maturing in the years 2020 and thereafter shall be subject to redemption and prepayment in whole or in part at the option

of the City, in inverse order of maturities and by lot, assigned in proportion to their principal amount, within any maturity, on May 1, 2019, and on any date thereafter selected by the City, at a price equal to the principal amount thereof plus accrued interest. Not less than 30 days prior to the date specified for prepayment and redemption of any Bonds the City will cause notice of the call thereof to be mailed to the registered owner and to the paying agent at which principal and interest are then payable. Upon partial redemption of any Bond, a new Bond or Bonds will be delivered to the owner without charge, representing the remaining principal amount outstanding.

- (h) Type and Denomination of Bonds - The Bonds shall be in fully registered form in denominations of \$5,000 or any integral multiple thereof, of single maturities.
- (i) Form, Preparation, Execution and Delivery - The Bonds shall be reproduced in substantially the form attached to this Resolution as Attachment 2. The Bonds shall be prepared under the supervision and at the direction of the City Administrator, executed by the manual or facsimile signature of the President of the Board of City Commissioners (or in the absence or inability of the President to act, by the manual or facsimile signature of the Vice President) and attested to by the manual or facsimile signature of the City Administrator and delivered to the owner at closing upon receipt of the purchase price plus any accrued interest. The Bonds shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under this Resolution until the Certificate of Authentication thereon shall have been executed by the Bond Registrar by manual signature of one of its authorized representatives.
- (j) Interest - The Bonds shall bear interest at the annual rates set forth in the Schedule of Maturities and Interest Rates attached hereto as Attachment 1. Interest shall be payable on May 1 and November 1 in each year, commencing November 1, 2014, to the person in whose name each Bond is registered on the close of the 15th day (whether or not a business day) of the immediately preceding month. Interest shall be computed on a 30-day month and 360-day year basis. Interest on the Bonds shall cease at maturity or on a date prior thereto on which they have been duly called for redemption unless the holder thereof shall present the same for payment and payment is refused.
- (k) Source of Payment/Security - The Bonds shall be payable from the City of Mandan Refunding Improvement Bonds of 2014, Series A Fund into

which will be deposited payments of principal and interest on the definitive improvement warrants referred to in Section 5 hereof (the "Warrants"), which Warrants are payable from the funds of various improvement districts specified in the 2007 Resolution which derive their revenues from the levy and collection of special assessments against benefited property.

- (l) Registration - The Bonds shall be registered as to both principal and interest and the Bond Registrar shall establish and maintain a register for the purposes of recording the names and addresses of the registered owners or assigns, the dates of such registration and the due dates and amounts for payment of principal and interest on the Bonds; and the City and the Bond Registrar may deem and treat the person in whose name any Bond is registered as the absolute owner thereof, whether the Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar shall be affected by any notice to the contrary.
- (m) Assignment - The Bonds are transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner thereof in person or by his attorney duly authorized in writing upon surrender thereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or his attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange. No transfer of Bonds shall be required to be made during the fifteen days next preceding an interest payment date, nor during the forty-five days next preceding the date fixed for redemption of Bonds.
- (n) Discharge - When all of the Bonds, and the interest thereon have been defeased and discharged as provided in this Section 2(n), all pledges, covenants and other rights granted by this Resolution shall cease. The City may defease and discharge all Bonds and interest due on any date by depositing with the Paying Agent on or before that date a sum sufficient for the payment thereof in full; or if any Bond or interest thereon should not be paid when due, the same may nevertheless be defeased and discharged by depositing with the Paying Agent a sum sufficient for the payment thereof in full with interest accrued from the

due date to the date of such deposit. The City may also defease and discharge all prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Paying Agent on or before that date a sum sufficient for the payment thereof in full, provided that notice of the redemption thereof has been duly given as provided herein. The City may also defease and discharge all Bonds at any time by irrevocably depositing in escrow with an escrow agent, for the purpose of paying all principal and interest due on such Bonds prior to a date upon which all of the same will be payable or prepayable according to their terms, and paying all remaining Bonds on that date, a sum of cash and securities of the types described in North Dakota Century Code Section 40-27-13 in such aggregate amount, bearing interest at such rates and maturing or callable at the holder's option on such dates as shall be required to provide funds sufficient for this purpose; provided that notice of the redemption of all prepayable Bonds on or before such date has been duly given as required herein.

Section 3. Establishment of Refunding Fund. There is hereby created City of Mandan Refunding Improvement Bonds of 2014, Series A Fund (the "Refunding Fund") which shall be maintained by the City Administrator as a separate and special fund for the sole purpose of payment of principal and interest on any outstanding Bonds and shall be maintained until all balances of principal and interest on the Bonds are fully paid. Any proceeds received from the sale of the Bonds remaining after discharge of the Refunded Bonds and payment of costs of issuance pursuant to Section 4 hereof are hereby appropriated and shall be credited to the Refunding Fund. There is also hereby appropriated to the Refunding Fund on discharge of all 2007 Bonds all of the funds heretofore appropriated for the payment of the 2007 Bonds, and payments shall be made on the Warrants in the same manner as though none of the Refunded Bonds had been refunded. All earnings from investment of the Refunding Fund and all payments of principal and interest made on the Warrants shall be credited to the Refunding Fund and shall be used and applied in payment of the principal and interest on the Bonds as such principal and interest become due.

Section 4. Payment of Costs and Redemption of Refunded Bonds. The proceeds received from the sale of the Bonds (net of any accrued interest) together with any investment earnings on such proceeds and such amounts as needed from the 2007 Fund shall be used and applied to pay and redeem the principal of the Refunded Bonds on September 15, 2014 and interest accrued thereon to such redemption date and to pay costs of issuance of the Bonds. The City Administrator is hereby authorized and directed, if not already having caused the same to be done, to cause Notice of Redemption, in substantially the form as attached to this Resolution as Attachment 3, to be timely mailed to the registered owners of the Refunded Bonds and to the paying agent therefor. The City Administrator is further authorized and directed to cause the

aforementioned payments and deposits, and such transfers necessary therefor, to be timely made.

Section 5. Transfer of Warrants. It is hereby found, determined and declared that the Warrants held as assets of the 2007 Fund pursuant to the 2007 Resolution shall, simultaneously with discharge of the Refunded Bonds herein authorized, be immediately transferred and deposited into the Refunding Fund created hereby, and shall be held as assets in trust for the holders of the Bonds.

Section 6. Covenants and Agreements of the City. The City hereby covenants and agrees with the holders from time to time of the Bonds:

- (a) That the Warrants are validly issued and that special assessments are validly levied for the payment of the costs of the improvements defrayed thereby and are payable in years and amounts required by law and that the City will use due diligence to pay the Warrants and to levy and collect the special assessments.
- (b) That it will preserve and enforce for the security of the Bonds all of the rights, powers and privileges reserved to holders of the Warrants and all of the covenants of the City as provided in the original financing resolution authorizing the same.
- (c) That the City recognizes its obligations under the provisions of Section 40-26-08 of the North Dakota Century Code that whenever all special assessments, utility revenues and taxes, if any, appropriated and theretofore collected for the improvements for which the Warrants were issued are insufficient to pay principal or interest then due on such Warrants, this governing body is required by law to levy a tax upon all taxable property within the City for the payment of such deficiency. The City is also authorized, in its discretion, to levy such a tax if at any time a deficiency is deemed likely to occur within one year. Such taxes may be levied without limitation as to rate or amount, and the City covenants and agrees that all collections thereof will be credited to the Refunding Fund.
- (d) In the event the monies in the Refunding Fund should at any time be insufficient to make payments of principal and interest then due on the Bonds, said moneys shall be applied as follows: First, to the payment to the persons entitled thereto of all installments of interest then due on the Bonds (including any interest on overdue principal) in the order of the maturity of such installments, earliest maturities first, and, if the amounts available shall not be sufficient to pay in full any installments of interest

maturing on the same date, then to the payment thereof ratably, according to the amount due thereon, to the persons entitled thereto; and Second, to the payment to the persons entitled thereto of the unpaid principal and premium, if any, due and unpaid on the Bonds at the time of such payment, ratably, according to the amounts due respectively for principal and redemption premium, to the persons entitled thereto without any discrimination or preference. The City reserves the right and privilege of refunding any of such matured Bonds for the payment of which moneys are not at the time available by issuing new refunding improvement bonds pursuant to Chapter 40-27 of the North Dakota Century Code.

Section 7. Arbitrage. The City covenants that (i) it will restrict the use of the proceeds of the Bonds in such manner and to such extent as may be necessary, in view of the City's reasonable expectations at the time of issuance of the Bonds, so that the Bonds will not constitute "arbitrage bonds" under Section 148 of the Internal Revenue Code of 1986 and regulations applicable thereto, and (ii) it will take all actions that may be required of it (including, without implied limitation, the timely filing of a federal information return with respect to the Bonds and the payment of required rebate, if any) so that the interest on the Bonds will be and remain excluded from gross income for federal income tax purposes, and will not take any actions which would adversely affect such exclusion.

Section 8. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the holders of the Bonds, to enter into a written undertaking (the "Undertaking") required by SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. This Undertaking shall be enforceable by the holders of the Bonds, or by the Purchaser on behalf of such holders (provided that the rights of the holders and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific enforcement of the obligations thereunder and any failure by the City to comply with the provision of this Undertaking shall not be an event of default with respect to the Bonds). The City Administrator and President of the Board of City Commissioners shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 9. Other Proceedings. The officers of the City and Morton County are authorized and directed to prepare and furnish to the attorneys passing on the legality of the Bonds, certified copies of all proceedings, ordinances, resolutions and records and all such certificates and affidavits and other instruments as may be required to evidence the legality and marketability of the Bonds and the tax-exempt status of

interest payable thereon, and all certified copies, certificates, affidavits and other instruments so furnished shall constitute representations of the City as to the correctness of all facts stated or recited therein.

Section 10. Official Statement. The Official Statement, dated August 7, 2014, relating to the Bonds is hereby approved and the City Administrator is authorized to certify to its correctness and completeness.

Section 11. Amendment. All prior resolutions and other acts or proceedings of this governing body which are in any way inconsistent with the terms of this Resolution are hereby amended to the extent necessary to give full force and effect to this Resolution.

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Adopted this 19th day of August, 2014.

ATTEST:

CITY OF MANDAN, NORTH DAKOTA

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
President, Board of City Commissioners

( S E A L )

The governing body of the political subdivision acted on the foregoing resolution on August 19, 2014, as follows:

Adoption moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call Vote (List Last Names)

"Aye" \_\_\_\_\_

"Nay" \_\_\_\_\_

Absent \_\_\_\_\_

and after vote the presiding officer declared the resolution adopted.

**ORDINANCE NO. 1190**

**AN ORDINANCE TO AMEND AND REENACT SECTION 21-03-02 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP.**

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

**SECTION 1. AMENDMENT.** Section 21-03-02 of the Mandan Code of Ordinances is amended to read as follows:

1. Certain lots within the Big Sky Estates subdivision located within the City of Mandan, Morton County, North Dakota shall be excluded from the R7 (residential) zoning and shall be included in other zones as follows:

- a. Lots 1 & 2, Block 1 Big Sky Estates 3<sup>rd</sup> Addition Replat changed to CB Restricted;
- b. Lots 1 & 2, Block 2 Big Sky Estates 3<sup>rd</sup> Addition Replat changed to CB Restricted;
- c. Lots 1 - 3, Block 1 Big Sky Estates 5<sup>th</sup> Addition changed to CB Restricted;
- d. Lots 9 - 13, Block 4 Big Sky Estates 3<sup>rd</sup> Addition changed to RM Restricted;
- e. Lots 4 & 5, Block 1 Big Sky Estates 3<sup>rd</sup> Addition changed to R3.2 Restricted;
- f. Lots 1 - 4, Block 2 Big Sky Estates 3<sup>rd</sup> Addition changed to R3.2 Restricted;
- g. Lots 7 & 8, Block 2 Big Sky Estates 3<sup>rd</sup> Addition changed to R3.2 Restricted; and
- h. Lots 1 - 4, Block 1 Big Sky Estates 4<sup>th</sup> Addition changed to R3.2 Restricted.

2. The uses allowed on lots zoned R3.2 shall be limited to 1 and 2 dwelling unit structures.

3. Structures on RM zoned lots shall be limited to 30 feet in height above existing grade.

4. The uses allowed on lots zoned CB shall be limited to multi-family residential and those in Retail Group A, Service Group A and Office-bank Group as listed in Appendix A.

**SECTION 2. RE-ENACTMENT.** Section 21-03-02 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city principal planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

\_\_\_\_\_  
President, Board of City Commissioners

Attest:

\_\_\_\_\_  
City Administrator

Public Hearing:	_____
First Consideration:	_____
Second Consideration and Final Reading:	_____
Publication Date:	_____
Recording Date:	_____

## Appendix A to Ordinance 1190 rezoning lots in Big Sky Estates

The following uses are declared to be in retail group A:

- (1) Antique store,
- (2) Appliance, radio, television store,
- (3) Auto accessory store,
- (4) Book, magazine, newspaper store,
- (5) Butcher shop,
- (6) Camera shop, art supply store,
- (7) Candy store,
- (8) Clothing, clothing accessories store,
- (9) Delicatessen,
- (10) Department store,
- (11) Drugstore,
- (12) Five and ten cent store,
- (13) Flower shop,
- (14) Furniture, office equipment store,
- (15) Gift shop,
- (16) Grocery store,
- (17) Hardware store,
- (18) Hobby, toy store,
- (19) Ice cream parlor,
- (20) Jewelry store,
- (21) Music store,
- (22) Notion, variety store,
- (23) Office supply, stationery store,
- (24) Package liquor store,
- (25) Photographic studio,
- (26) Shoe store,
- (27) Sporting goods store,
- (28) Bakery, in which nothing is baked except for retail sale on the premises.

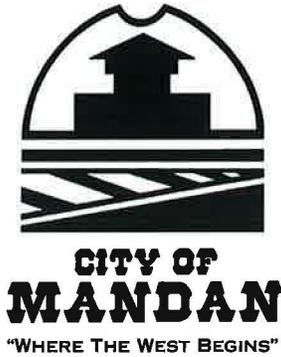
The following uses are declared to be in service group A:

- (1) Barber shop,
- (2) Beauty shop,
- (3) Refrigerated cold storage lockers,
- (4) Dressmaker, tailor,
- (5) Dry cleaning pickup agency,
- (6) Furniture repair, upholstering,
- (7) Laundry pickup agency,
- (8) Laundry, self-service,
- (9) Milliner,
- (10) Radio, appliance repair,
- (11) Restaurant,
- (12) Shoe repair,
- (13) Soda fountain,
- (14) Watch, jewelry, camera repair,
- (15) Animal clinic,
- (16) Pet store.
- (17) Pet Grooming Commercial facility

The following uses are declared to be in the office-bank group:

- (1) Bank,
- (2) General office,
- (3) Governmental office,

- (4) Insurance office,
- (5) Personal loan agency,
- (6) Professional office,
- (7) Real estate office,
- (8) Taxicab office,
- (9) Telephone exchange,
- (10) Utility office



# Board of City Commissioners

## Agenda Documentation

**MEETING DATE:** August 19, 2014  
**PREPARATION DATE:** August 15, 2014  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch  
**PRESENTER:** Greg Welch, Finance Director  
**SUBJECT:** Preliminary 2015 Budget

---

### PURPOSE

To consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1189 adopting the 2015 Budget.

### 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 Preliminary 2015 Budget is in compliance with these legal requirements and City Policies.

The proposed Budget for 2015 is submitted to you as a recommendation from the City's Budget and Finance Committee.

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

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

The City will publish a Notice of Public Hearing on August 29, 2014 for the second and final consideration of Ordinance No. 1189 adopting the 2015 Budget on September 16, 2014.

The Preliminary 2015 Budget will also be posted on the City's website at [cityofmandan.com](http://cityofmandan.com).

#### ATTACHMENTS

- Preliminary 2015 Budget
- Ordinance No. 1189

#### FISCAL IMPACT

See Preliminary 2015 Budget

The annual cost for City services for an existing \$225,000 residential home with an average valuation increase of 9% (Board of Equalization) and using 8 units of water per month, excluding special assessments:

##### Property Taxes:

- 2014 Budget = \$828
- 2015 Budget = \$844
- Annual increase = \$16

##### Utility Bill:

- 2014 Budget = \$878
- 2015 Budget = \$922
- Annual increase = \$44

##### Total:

- 2014 Budget = \$1,706
- 2015 Budget = \$1,766
- Annual increase = \$60

#### 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 consideration, and call for a public hearing of Ordinance No. 1189 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2015, and ending December 31, 2015, and making the annual tax levy for the year 2014.

**SUGGESTED MOTION**

Move to approve the introduction and first consideration, and call for a public hearing of Ordinance No. 1189 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2015, and ending December 31, 2015, and making the annual tax levy for the year 2014.



**CITY OF  
MANDAN**

**“WHERE THE WEST BEGINS”**

**PRELIMINARY  
2015 BUDGET**

# PRELIMINARY 2015 BUDGET HIGHLIGHTS

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## **PURPOSE**

To consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1189 adopting the 2015 Budget.

## **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 Preliminary 2015 Budget is in compliance with these legal requirements and City Policies.

The proposed Budget for 2015 is submitted to you as a recommendation from the City's Budget and Finance Committee.

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

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

## **REVENUES**

Total = \$27,044,600

- Property Taxes = \$3,567,900 or 13%
- 1% City Sales Taxes = \$2,817,100 or 10%
- Other Taxes = \$705,600 or 3%
  - 1% Restaurant and Lodging Taxes = \$435,050
  - 2% Occupancy Taxes = \$65,350
- Licenses and Permits = \$1,085,950 or 4%
  - Building Inspection Permits = \$615,550
  - Cable TV Franchise Fees = \$339,750
- Intergovernmental = \$3,975,900 or 15%
  - State Aid Distribution = \$2,112,100
  - Highway Tax Distribution = \$1,337,800
  - Fire Insurance Taxes = \$126,250
- Water, Sewer, Solid Waste, Street Light Utility Charges = \$9,375,500 or 35%
- Other Charges for Services = \$481,650 or 2%
  - Fuel (City Shop) = \$240,550
  - Grave Opening and Closing (Cemetery) = \$47,050
- Fines and Forfeits = \$238,300 or 1%
- Special Assessments = \$4,420,750 or 16%
- Miscellaneous = \$375,950 or 1%
  - Loan Repayments (Mandan Growth Fund) = \$20,400
  - Sale of Lots (Cemetery) = \$37,250

## **EXPENDITURES**

Total = \$27,413,350

- Salaries and Benefits = \$9,888,700 or 36%
  - Salaries = \$7,355,700
  - Benefits = \$2,533,000
- Operations and Maintenance = \$6,900,800 or 25%
- Debt Service-Principal and Interest = \$8,801,050 or 32%
- Capital Outlay = \$1,822,800 or 7%

## **MAJOR FUNDS**

All Major Funds have met required minimum fund balance operating reserves.

- Provides for economic stability.
- Assists in maintaining the City's bond rating.
- General Fund and Cemetery Fund = 17%
- Utility Funds = 25%

Condensed Operating Statements:

- General Fund
  - Committee recommends renaming Weed Control Department to Grounds Maintenance Department.
- Cemetery Fund
- Mandan Growth Fund
- Water and Sewer Utility Fund:
  - Base Rate increase:
    - Residential = \$3.65 per month
    - Commercial and Industrial = \$7.30 per month
    - Apartment (3+ units) = \$10.95 per month
    - Purpose: \$5.3M Wastewater Treatment Plant Interim Optimization Improvement Project (State Revolving Fund Loan)
  - The annual increase in the Utility Bill for a residential customer using 8 units (6,000 gallons or 800 cubic feet) of water per month = \$44
- Solid Waste Utility Fund
- Street Light Utility Fund

## **TAXABLE VALUATION**

Taxable Valuation (estimated) = \$57,337,840

- Increase from Tax Year 2013 (2014 Budget) = 11.6%
- 1 Mill = \$57,338
- Increase from 2013 to 2014:
  - Residential property = 12.8%
  - Commercial property = 8.8%

## **MILL LEVY**

Mill Levy = 76.50 Mills

- Decrease from Tax Year 2013 (2014 Budget) = 5.28 Mills
- City's share of 1 Mill for Tax Year 2013 (2014 Budget) = 24%

## **PROPERTY TAXES**

Property Taxes = \$4,386,468

- Increase from Tax Year 2013 (2014 Budget) = \$185,870
  - New construction = \$101,297
  - Existing property = \$84,573
- The increase in the City property taxes for an existing residential home valued at \$225,000 with an average valuation increase of 9% (Board of Equalization) in the true and full value, excluding special assessments = \$16

## **SALARIES AND BENEFITS**

Salaries = \$7,355,700

- Increase from 2014 Budget (revised) = \$390,350
- Salary ranges for comparable positions are at 95% of the City of Bismarck.
  - Future market adjustments based on the annual Salary Study will be effective January 1.
  - Cost = \$301,550
- Performance adjustments = 1.5%
  - Consumer Price Index (Midwest urban less than 50,000)
  - Cost = \$50,300
- New part-time employees = 2
  - Municipal Court = 1 (Administrative Assistant)
  - Engineering Department = 1 (Assistant Engineering Technician)
  - Cost = \$23,100
- 2014 Budget
  - Committee recommends request from Police Department for Compliance Enforcement Officer full-time position contingent upon available funds from unfilled positions in the Department during 2014 to be transferred to 2015 Budget.
  - Cost = \$0

Benefits = \$2,533,000

- Increase from 2014 Budget (revised) = \$279,350
- Committee recommends increasing City Pension contribution from 8% to 10% for eligible police and fire employees with an additional 2% contribution match from same employees.
  - Purpose: employee recruitment and retention.
  - Cost = \$60,000
- Health Insurance monthly premiums are fixed until June 30, 2015.
  - Increase (estimated), effective July 2015 = 15%
  - Cost = \$120,600
- Committee recommends conducting a Benefits Analysis Study.

Salaries and Benefits = \$9,888,700

- Increase from 2014 Budget (revised) = \$669,700

## **OPERATIONS AND MAINTENANCE**

Operations and Maintenance = \$6,900,800

- Decrease from 2014 Budget (revised) = \$105,900
- Increase in departmental base spending = \$231,000
  - General Fund = \$164,450
    - Planning and Zoning Department = \$16,200
    - Engineering Department = \$50,500
    - Information Technology Department = \$28,600
    - Police Department = \$33,850
    - Fire Department = \$10,550
    - Building Inspection Department = \$10,800
  - Cemetery Fund = \$4,200
  - Mandan Growth Fund = \$1,450
    - Business Development/Communications
  - Water and Sewer Utility Fund = \$44,900
    - Utility Billing Department = \$11,300
    - Wastewater Treatment = \$32,300
  - Solid Waste Utility Fund = \$16,000

## **DEBT SERVICE**

Debt Service-Principal and Interest = \$8,801,050

- Total Principal and Interest = \$75,221,558
  - Principal = \$63,763,951
  - Interest = \$11,457,607
- Bonded Indebtedness:
  - General Obligation Bonds = \$802,628
  - Special Assessment Bonds = \$40,914,253
    - Committee will continue discussions concerning Developer Agreements for new subdivisions.
  - Revenue Bonds/State Revolving Fund Loans = \$33,504,677
- Amortization:
  - % of Debt Service retired in 10 years = 83%
  - % of Debt Service retired in 15 years = 97%
- \$5.3M Loan is anticipated from the Clean Water State Revolving Fund (CWSRF) Program to finance the Wastewater Treatment Plant Interim Optimization Improvement Project.
  - Project is included in City's Capital Improvement Program and North Dakota Department of Health's CWSRF Intended Use Plan.
- Bond Rating = A1

## **CAPITAL OUTLAY**

Capital Outlay = \$1,822,800

- General Fund = \$272,600
  - Information Technology Department = \$31,850
    - Computer Equipment
  - Police Department = \$124,100
    - Communications Center Equipment (City share)
    - Vehicle (Administration/Investigations)
    - Vehicle (Patrol)
  - Building Inspection Department = \$41,800
    - Office Expansion
    - Vehicle (Inspections)
  - Street Department = \$74,850
    - Snow Plow and Coupler (Loader)
    - Lease 2 Front End Loaders (Street Maintenance/Snow Removal)
    - ½ Ton Vehicle (Superintendent)
- City Sales Tax Fund = \$230,000
  - Memorial Highway Traffic Signals (NDDOT-City share)
  - Downtown Street Maintenance Project-Phase II (Engineering)
- Water and Sewer Utility Fund = \$982,400
  - Waterline Maintenance Department = \$420,550
    - Watermain Replacement Project (Capital Improvement Program)
  - Sewerline Maintenance Department = \$397,650
    - Odor Control Project (Capital Improvement Program)
    - Sewermain Replacement Project (Capital Improvement Program)
  - Meter Reading Department = \$137,500
    - Water Meters (new construction)
- Solid Waste Utility Fund = \$283,800
  - Lease Front End Loader (Landfill)
  - Tandem Truck w/Hook and Tarp System (Compost/Compaction Boxes)
  - Asphalt/Concrete Crushing Project (Landfill)
- Street Light Utility Fund = \$54,000
  - LED Lights Replacement Project
    - Transfer from City Sales Tax Fund

## **TRANSFERS**

Transfers = \$3,745,450

- General Fund = \$167,350
- Highway Distribution Fund = \$1,337,800
  - Street Department-Maintenance
- City Sales Tax Fund = \$2,168,700
  - Property Tax Reduction = \$1,408,550 or 24.57 Mills
  - Business and Economic Development = \$250,000
  - Debt Service = \$141,100
  - Sunset Drive Project = \$33,350
  - Water and Sewer Rate Stabilization = \$281,700 or \$2.60 per month
    - Committee recommends retroactive \$258,250 Transfer to 2014 Budget.
  - LED Lights Replacement Project = \$54,000

## **ANNUAL COST FOR CITY SERVICES**

The annual cost for City services for an existing \$225,000 residential home with an average valuation increase of 9% (Board of Equalization) and using 8 units of water per month, excluding special assessments = \$1,766

- Increase from 2014 Budget = \$60

The City will publish a Notice of Public Hearing on August 29, 2014 for the second and final consideration of Ordinance No. 1189 adopting the 2015 Budget on September 16, 2014.

The Preliminary 2015 Budget will also be posted on the City's website at [cityofmandan.com](http://cityofmandan.com).

**CITY OF MANDAN  
2015 BUDGET  
SUMMARY**

**REVENUES:**

TAXES:

PROPERTY	\$ 3,567,900
1% CITY SALES	\$ 2,817,100
1% RESTAURANT AND LODGING	\$ 435,050
2% OCCUPANCY	\$ 65,350
OTHER	\$ 205,200

LICENSES AND PERMITS:

BUILDING INSPECTION PERMITS	\$ 615,550
CABLE TV FRANCHISE FEES	\$ 339,750
OTHER	\$ 130,650

INTERGOVERNMENTAL:

STATE AID DISTRIBUTION	\$ 2,112,100
HIGHWAY TAX DISTRIBUTION	\$ 1,337,800
FIRE INSURANCE TAXES	\$ 126,250
OTHER	\$ 399,750

CHARGES FOR SERVICES:

WATER, SEWER, SOLID WASTE, STREET LIGHT UTILITY	\$ 9,375,500
FUEL	\$ 240,550
GRAVE OPENING AND CLOSING	\$ 47,050
OTHER	\$ 194,050

FINES AND FORFEITS

\$ 238,300

SPECIAL ASSESSMENTS

\$ 4,420,750

LOAN REPAYMENTS

\$ 20,400

SALE OF CEMETERY LOTS

\$ 37,250

MISCELLANEOUS

\$ 318,300

TOTAL BEFORE TRANSFERS \$ 27,044,600

TRANSFERS

\$ 3,745,450

TOTAL AFTER TRANSFERS \$ 30,790,050

**EXPENDITURES:**

SALARIES AND BENEFITS \$ 9,888,700

OPERATIONS AND MAINTENANCE:

PROFESSIONAL FEES AND SERVICES	\$ 2,051,500
INSURANCE	\$ 157,500
RENTALS	\$ 83,100
TRAVEL AND TRAINING	\$ 76,350
UTILITIES	\$ 935,300
PUBLISHING AND PRINTING	\$ 92,900
DUES AND MEMBERSHIPS	\$ 25,650
SUPPLIES AND MAINTENANCE	\$ 1,173,300
REPAIRS AND MAINTENANCE	\$ 839,150
CITY SHARE OF SPECIAL ASSESSMENTS	\$ 90,950
DEBT SERVICE-CHARGES AND FEES	\$ 182,750
MISCELLANEOUS	\$ 66,250
SUBSIDIES	\$ 1,126,100

DEBT SERVICE-PRINCIPAL AND INTEREST

\$ 8,801,050

CAPITAL OUTLAY

\$ 1,822,800

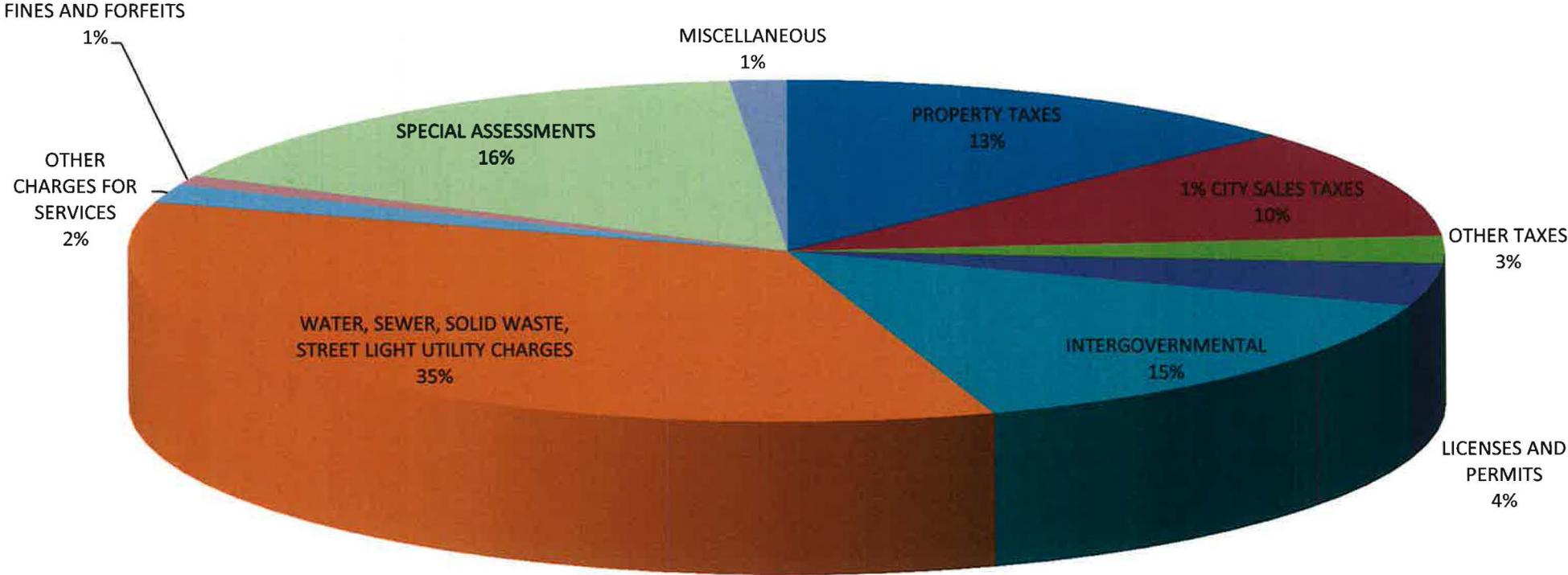
TOTAL BEFORE TRANSFERS \$ 27,413,350

TRANSFERS

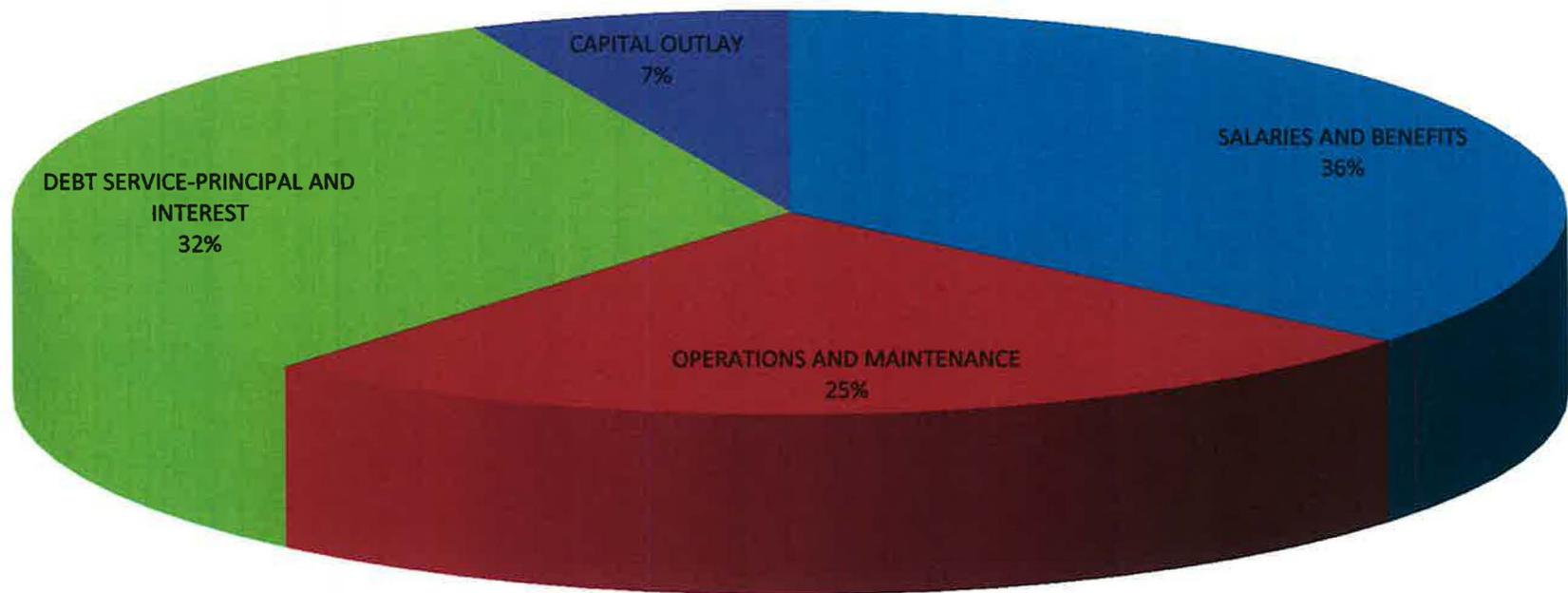
\$ 3,745,450

TOTAL AFTER TRANSFERS \$ 31,158,800

# CITY OF MANDAN 2015 BUDGET REVENUES



# CITY OF MANDAN 2015 BUDGET EXPENDITURES



**CITY OF MANDAN  
2015 BUDGET**

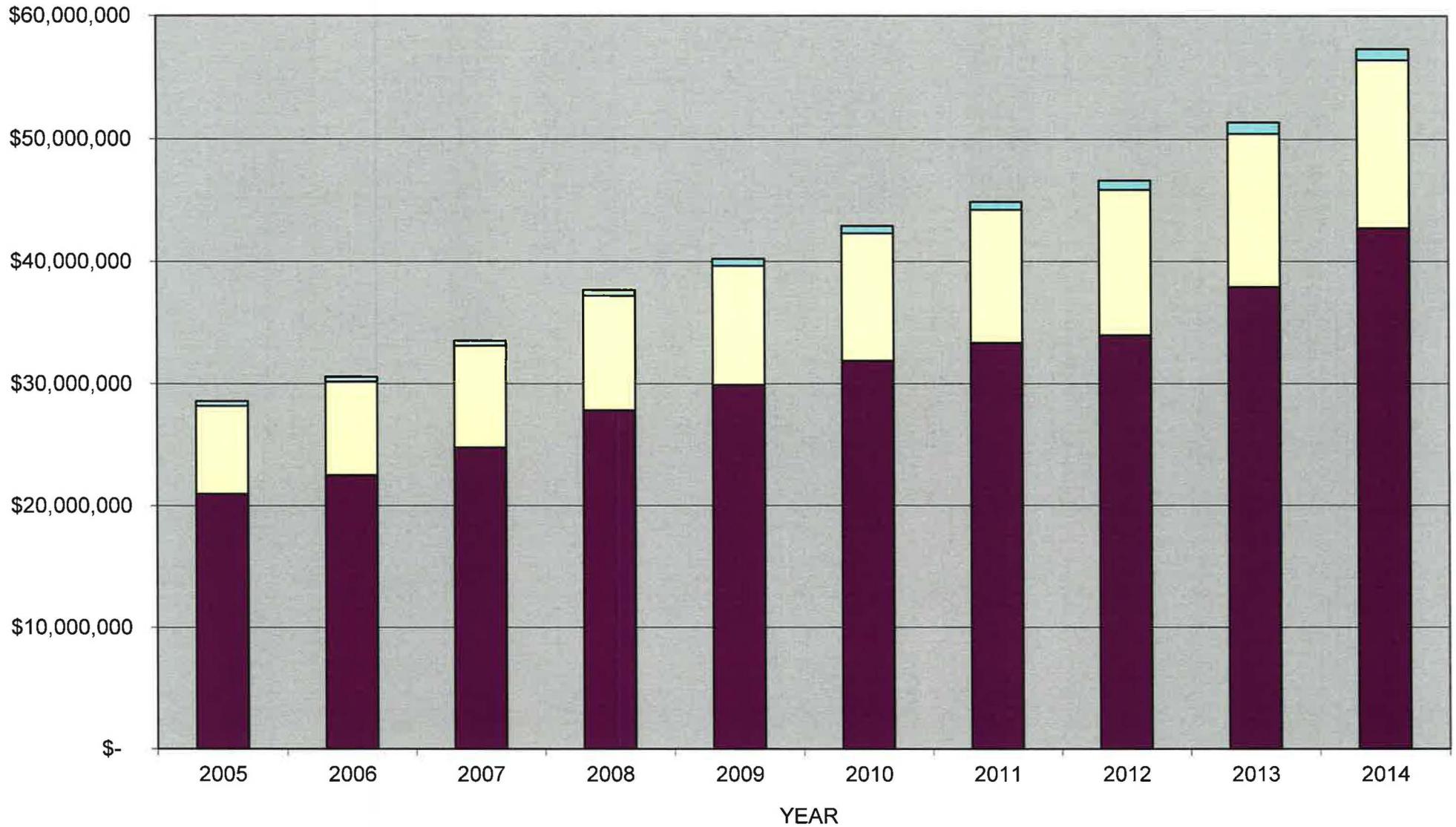
	<u>GENERAL FUND</u>	<u>CEMETERY FUND</u>	<u>MANDAN GROWTH FUND</u>
FUND BALANCE-DECEMBER 31, 2014	\$ 5,066,620	\$ 107,438	\$ 715,197
REVENUES	\$ 10,105,400	\$ 200,600	\$ 286,400
EXPENDITURES	<u>\$ 10,104,950</u>	<u>\$ 199,400</u>	<u>\$ 191,950</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 450</u>	<u>\$ 1,200</u>	<u>\$ 94,450</u>
CAPITAL OUTLAY	<u>\$ (272,600)</u>	<u>\$ -</u>	<u>\$ -</u>
INCREASE (DECREASE) IN FUND BALANCE	<u>\$ (272,150)</u>	<u>\$ 1,200</u>	<u>\$ 94,450</u>
FUND BALANCE-DECEMBER 31, 2015	<u><u>\$ 4,794,470</u></u>	<u><u>\$ 108,638</u></u>	<u><u>\$ 809,647</u></u>
<u>FUND BALANCE-DECEMBER 31, 2015</u>			
RESERVED	\$ 1,720,434	\$ 27,699	
CAPITAL IMPROVEMENT	3,074,036	80,939	
ECONOMIC DEVELOPMENT			\$ 780,334
RETAIL AND RESTAURANT INCENTIVE PROGRAM			29,313
TOTAL	<u><u>\$ 4,794,470</u></u>	<u><u>\$ 108,638</u></u>	<u><u>\$ 809,647</u></u>

**CITY OF MANDAN  
2015 BUDGET**

	<u>WATER &amp; SEWER UTILITY FUND</u>	<u>SOLID WASTE UTILITY FUND</u>	<u>STREET LIGHT UTILITY FUND</u>
FUND BALANCE-DECEMBER 31, 2014	\$ 3,812,402	\$ 1,774,842	\$ 168,476
REVENUES	\$ 7,725,400	\$ 1,695,800	\$ 461,450
EXPENSES	<u>\$ 6,268,150</u>	<u>\$ 1,546,200</u>	<u>\$ 376,900</u>
EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ 1,457,250</u>	<u>\$ 149,600</u>	<u>\$ 84,550</u>
CAPITAL OUTLAY	<u>\$ (982,400)</u>	<u>\$ (283,800)</u>	<u>\$ (54,000)</u>
INCREASE (DECREASE) IN FUND BALANCE	<u>\$ 474,850</u>	<u>\$ (134,200)</u>	<u>\$ 30,550</u>
FUND BALANCE-DECEMBER 31, 2015	<u><u>\$ 4,287,252</u></u>	<u><u>\$ 1,640,642</u></u>	<u><u>\$ 199,026</u></u>
<u>FUND BALANCE-DECEMBER 31, 2015</u>			
RESERVED	\$ 857,050	\$ 396,775	\$ 94,324
CAPITAL IMPROVEMENT	1,539,211	243,867	104,702
REVENUE BONDS	1,890,992		
LANDFILL AND TRANSFER STATION		1,000,000	
TOTAL	<u><u>\$ 4,287,252</u></u>	<u><u>\$ 1,640,642</u></u>	<u><u>\$ 199,026</u></u>

# CITY OF MANDAN TAXABLE VALUATIONS

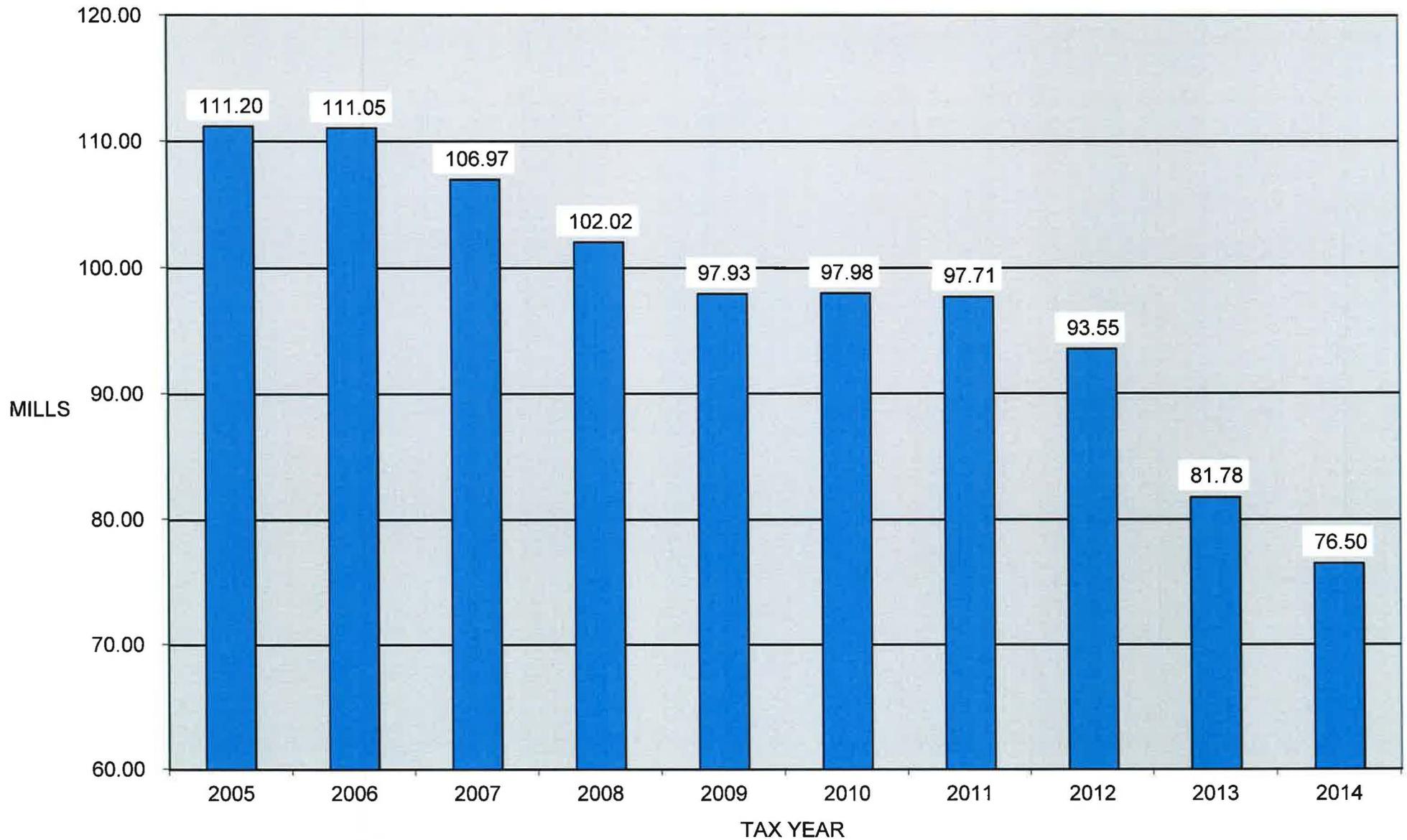
■ AGRICULTURAL ■ RESIDENTIAL □ COMMERCIAL □ OTHER



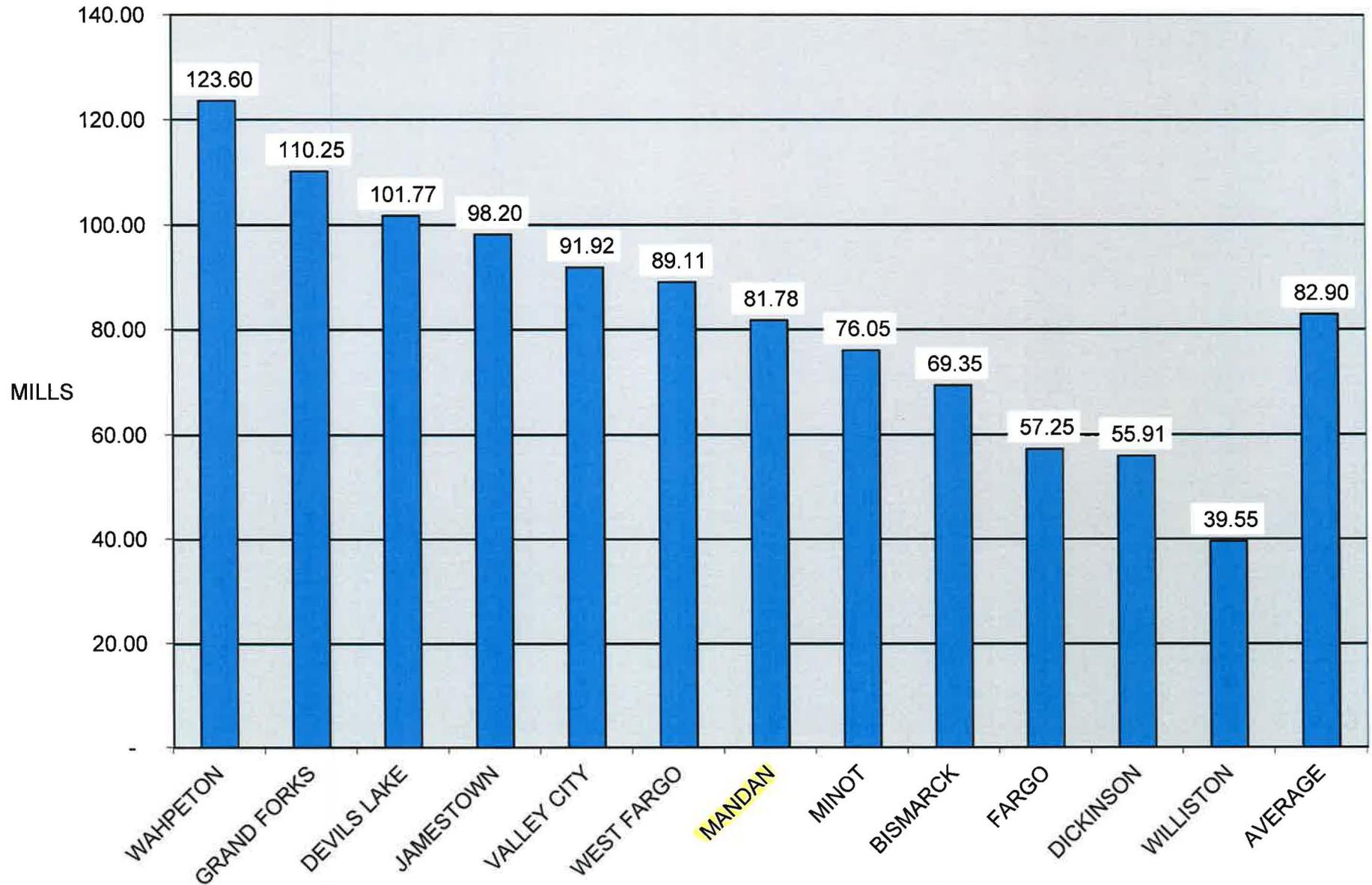
**CITY OF MANDAN  
2015 BUDGET  
MILL LEVY AND PROPERTY TAXES**

	<u>MILL LEVY</u>	<u>PROPERTY TAXES</u>
GENERAL FUND	57.96	\$ 3,323,301
SPECIAL REVENUE FUNDS:		
CITY'S SHARE OF SPECIAL ASSESSMENTS	1.59	\$ 90,950
CEMETERY	2.00	\$ 114,676
PUBLIC TRANSPORTATION SYSTEM	2.00	\$ 114,676
DEBT SERVICE FUNDS:		
GENERAL OBLIGATION BONDS:		
LIBERTY MEMORIAL BRIDGE	1.17	\$ 66,831
REFUNDING IMPROVEMENT BONDS:		
STREET IMPROVEMENT DISTRICT #145	0.58	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	0.21	\$ 11,810
MANDAN AIRPORT AUTHORITY	4.00	\$ 229,351
MORTON MANDAN PUBLIC LIBRARY	<u>7.00</u>	<u>\$ 401,365</u>
TOTAL	<u>76.50</u>	<u>\$ 4,386,468</u>

# CITY OF MANDAN PROPERTY TAX RATES

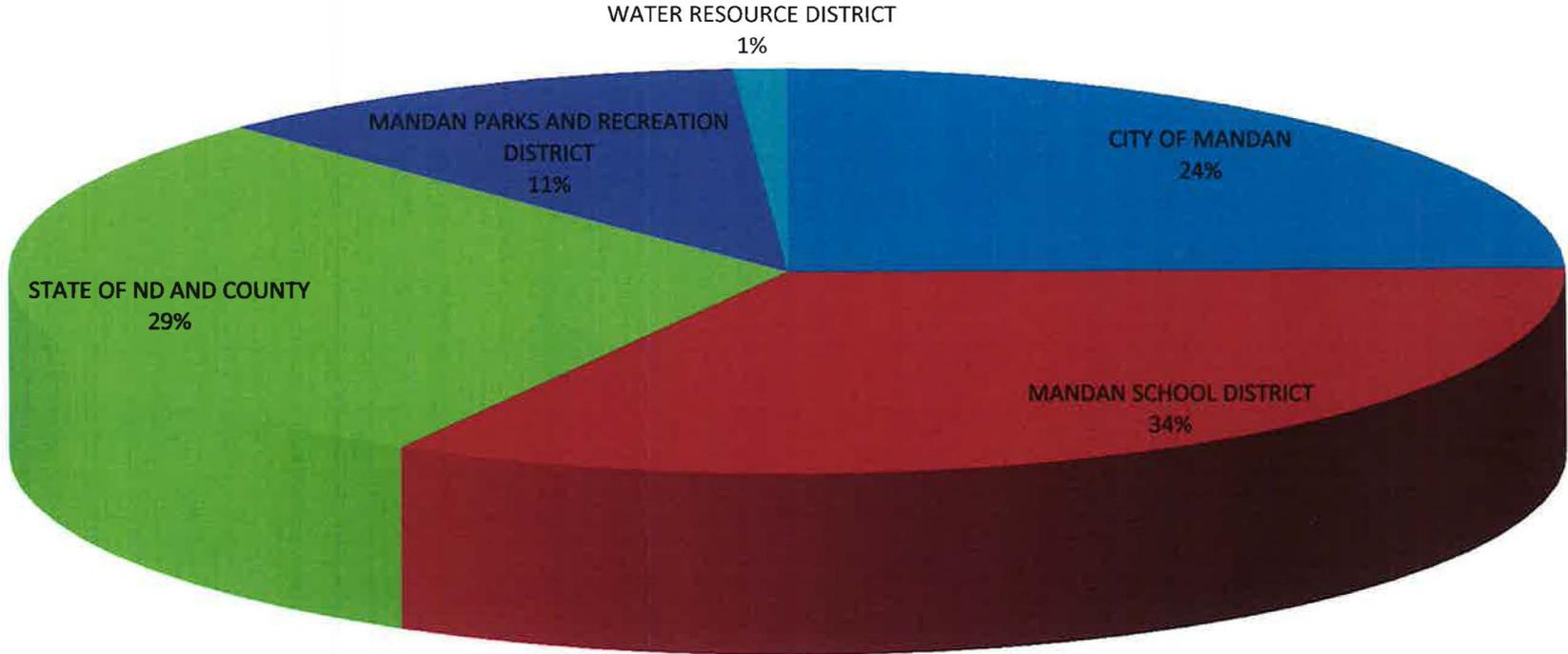


# CITY MILL LEVY TAX YEAR 2013



12 LARGEST CITIES IN NORTH DAKOTA

# PROPERTY TAX RATES TAX YEAR 2013



**CITY OF MANDAN  
2015 BUDGET  
NEW EMPLOYEES**

POSITION:	ADMINISTRATIVE ASSISTANT	ASSISTANT ENGINEERING TECHNICIAN
GRADE (2014 BUDGET):	13	11
FULL TIME/PART TIME:	PART TIME	PART TIME
# OF EMPLOYEES:	1	1

<u>PER EMPLOYEE</u>	<u>MUNICIPAL COURT</u>	<u>ENGINEERING</u>	<u>TOTAL</u>
SALARY	\$ 14,327	\$ 8,749	\$ 23,076
SOCIAL SECURITY AND MEDICARE PENSION	\$ 1,096	\$ 669	\$ 1,765
UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -
WORKERS' COMPENSATION	\$ 14	\$ 9	\$ 23
HEALTH INSURANCE	\$ -	\$ -	\$ -
TERM LIFE INSURANCE	\$ -	\$ -	\$ -
TOTAL PER EMPLOYEE	<u>\$ 15,437</u>	<u>\$ 9,428</u>	<u>\$ 24,865</u>
X # OF EMPLOYEES	<u>1</u>	<u>1</u>	<u>2</u>
TOTAL	<u><u>\$ 15,437</u></u>	<u><u>\$ 9,428</u></u>	<u><u>\$ 24,865</u></u>

	<u>MUNICIPAL COURT</u>	<u>ENGINEERING</u>	<u>TOTAL</u>
<b>GENERAL FUND</b>	<u>\$ 15,437</u>	<u>\$ 9,428</u>	<u>\$ 24,865</u>

**CITY OF MANDAN  
2015 BUDGET  
SALARIES AND BENEFITS**

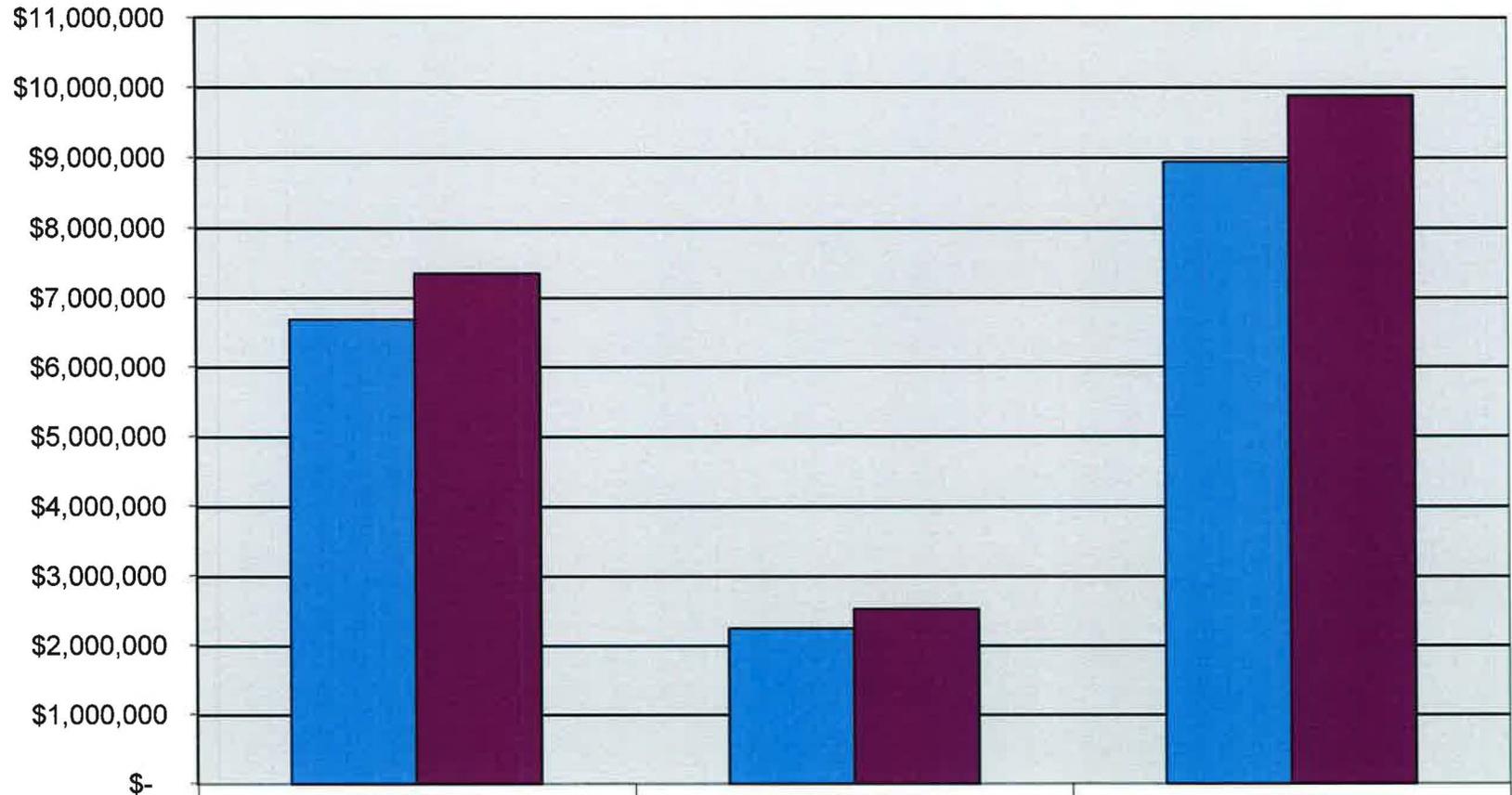
**SALARIES:**

REGULAR	\$	6,843,250
OVERTIME	\$	270,050
PART TIME	\$	242,400
TOTAL	\$	<u>7,355,700</u>

**BENEFITS:**

SOCIAL SECURITY AND MEDICARE	\$	563,000
PENSION	\$	621,100
UNEMPLOYMENT COMPENSATION	\$	4,700
WORKERS' COMPENSATION	\$	25,450
HEALTH INSURANCE	\$	1,308,250
TERM LIFE INSURANCE	\$	8,200
EMPLOYEES ASSISTANCE PROGRAM	\$	2,150
DENTAL ADMINISTRATION FEES	\$	150
TOTAL	\$	<u>2,533,000</u>
TOTAL	\$	<u>9,888,700</u>

# CITY OF MANDAN SALARIES AND BENEFITS



	SALARIES	BENEFITS	TOTAL
■ 2014 BUDGET (REVISED)	\$6,690,900	\$2,253,650	\$8,944,550
■ 2015 BUDGET	\$7,355,700	\$2,533,000	\$9,888,700

**CITY OF MANDAN  
2015 BUDGET  
OPERATIONS AND MAINTENANCE**

**EXPENDITURES OVER (UNDER) SPENDING CAP**

**GENERAL FUND**

MUNICIPAL COURT	\$	-
ADMINISTRATION AND FINANCE	\$	7,200
ASSESSING	\$	(4,650)
PLANNING AND ZONING	\$	16,200
ENGINEERING	\$	50,500
MEMORIAL BUILDING MAINTENANCE	\$	1,400
INFORMATION TECHNOLOGY	\$	28,600
POLICE	\$	33,850
LAW ENFORCEMENT CENTER	\$	5,750
PARKING AUTHORITY	\$	650
FIRE	\$	10,550
CORRECTIONS	\$	(550)
BUILDING INSPECTION	\$	10,800
ANIMAL CONTROL	\$	(50)
STREET	\$	3,200
FORESTRY	\$	-
GROUNDS MAINTENANCE	\$	1,000
TOTAL	\$	<u>164,450</u>

**CEMETERY FUND** \$ 4,200

**MANDAN GROWTH FUND** \$ 1,450

**WATER AND SEWER UTILITY FUND**

UTILITY BILLING	\$	11,300
WATER TREATMENT	\$	(1,500)
WASTEWATER TREATMENT	\$	32,300
WATERLINE MAINTENANCE	\$	100
SEWERLINE MAINTENANCE	\$	(700)
METER READING	\$	3,400
TOTAL	\$	<u>44,900</u>

**SOLID WASTE UTILITY FUND** \$ 16,000

**STREET LIGHT UTILITY FUND** \$ -

TOTAL \$ 231,000

**CITY OF MANDAN  
DEBT SERVICE**

**AMORTIZATION SCHEDULE**

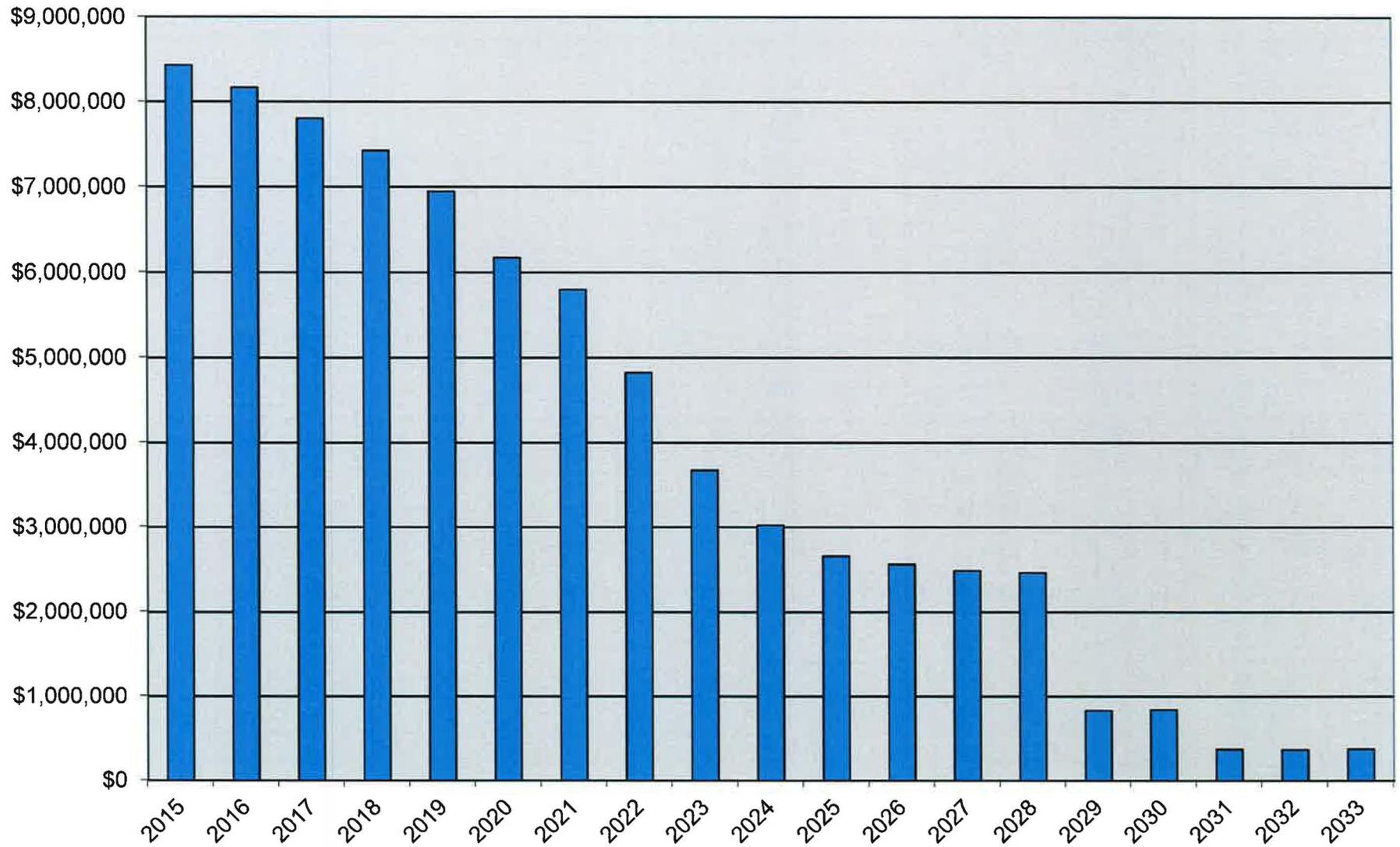
YEAR	GENERAL OBLIGATION BONDS LIBERTY MEMORIAL BRIDGE	SPECIAL ASSESSMENT BONDS SIDEWALK, CURB AND GUTTER	SPECIAL ASSESSMENT BONDS STREET	SPECIAL ASSESSMENT BONDS WATER AND SEWER UTILITY	REVENUE BONDS MANDAN COMMUNITY CENTER	REVENUE BONDS- WATER OF 2002 WATER TREATMENT PLANT	REVENUE BONDS- WATER OF 2008 WATER TREATMENT PLANT	REVENUE BONDS- WATER OF 2010 WATER TREATMENT PLANT	LOANS- WATER OF 2014 WATER TREATMENT PLANT
2015	\$ 60,755	\$ 254,618	\$ 4,211,861	\$ 1,283,550	\$ 139,975	\$ 281,900	\$ 284,875	\$ 450,856	\$ 73,100
2016	\$ 64,255	\$ 223,593	\$ 4,043,611	\$ 1,224,573	\$ 140,548	\$ 282,975	\$ 284,875	\$ 447,762	\$ 72,100
2017	\$ 67,533	\$ 183,567	\$ 3,825,415	\$ 1,107,065	\$ 140,868	\$ 282,875	\$ 284,750	\$ 449,526	\$ 71,100
2018	\$ 65,688	\$ 144,866	\$ 3,569,368	\$ 1,012,427	\$ 140,868	\$ 281,625	\$ 289,500	\$ 451,006	\$ 70,100
2019	\$ 68,740	\$ 107,593	\$ 3,229,840	\$ 900,389	\$ 140,603	\$ 282,250	\$ 289,000	\$ 452,202	\$ 74,100
2020	\$ 66,665	\$ 86,283	\$ 3,018,921	\$ 828,375		\$ 283,700	\$ 288,375	\$ 458,114	\$ 73,000
2021	\$ 69,460	\$ 60,611	\$ 2,749,042	\$ 730,479		\$ 284,950	\$ 292,625	\$ 458,600	\$ 71,900
2022	\$ 67,123	\$ 34,785	\$ 2,206,182	\$ 616,566			\$ 291,625	\$ 458,802	\$ 70,800
2023	\$ 69,650	\$ 14,263	\$ 1,399,203	\$ 282,055			\$ 290,500	\$ 458,720	\$ 74,700
2024	\$ 67,040		\$ 899,994	\$ 145,359			\$ 294,250	\$ 463,354	\$ 73,500
2025	\$ 69,290		\$ 628,499	\$ 35,288			\$ 297,750	\$ 462,562	\$ 72,300
2026	\$ 66,430		\$ 604,709	\$ 34,321			\$ 296,000	\$ 466,486	\$ 76,100
2027			\$ 585,570	\$ 33,314			\$ 299,125	\$ 469,984	\$ 74,800
2028			\$ 566,441	\$ 31,656			\$ 287,000	\$ 473,056	\$ 73,500
2029								\$ 470,702	\$ 77,200
2030								\$ 473,064	\$ 75,800
2031									\$ 74,400
2032									\$ 78,000
2033									\$ 76,500
<b>TOTAL</b>	<b>\$ 802,628</b>	<b>\$ 1,110,179</b>	<b>\$ 31,538,656</b>	<b>\$ 8,265,418</b>	<b>\$ 702,860</b>	<b>\$ 1,980,275</b>	<b>\$ 4,070,250</b>	<b>\$ 7,364,796</b>	<b>\$ 1,403,000</b>
<b>SUMMARY</b>									
PRINCIPAL	\$ 625,000	\$ 1,038,858	\$ 27,391,702	\$ 7,177,390	\$ 625,000	\$ 1,796,000	\$ 3,395,000	\$ 5,840,000	\$ 1,155,000
INTEREST	\$ 177,628	\$ 71,321	\$ 4,146,954	\$ 1,088,028	\$ 77,860	\$ 184,275	\$ 675,250	\$ 1,524,796	\$ 248,000
<b>TOTAL</b>	<b>\$ 802,628</b>	<b>\$ 1,110,179</b>	<b>\$ 31,538,656</b>	<b>\$ 8,265,418</b>	<b>\$ 702,860</b>	<b>\$ 1,980,275</b>	<b>\$ 4,070,250</b>	<b>\$ 7,364,796</b>	<b>\$ 1,403,000</b>

**CITY OF MANDAN  
DEBT SERVICE**

**AMORTIZATION SCHEDULE**

YEAR	REVENUE BONDS- WATER AND SEWER OF 2005 WATERMAIN	REVENUE BONDS- WATER OF 2008 SOUTH SIDE WATER RESERVOIR	LOANS- WATER OF 2014 WATER METERS/ READING SYSTEMS	REVENUE BONDS- SEWER OF 1997 WASTEWATER TREATMENT PLANT	REVENUE BONDS- SEWER OF 2008 WASTEWATER TREATMENT PLANT	LOANS- SEWER OF 2013 WASTEWATER TREATMENT PLANT	REVENUE BONDS- SEWER OF 2008 SOUTH SIDE SEWERMAIN	TOTAL
2015	\$ 79,580	\$ 532,345	\$ 141,100	\$ 333,625	\$ 106,750	\$ 132,900	\$ 63,875	\$ 8,431,665
2016	\$ 77,430	\$ 531,390	\$ 144,200	\$ 331,250	\$ 104,875	\$ 131,100	\$ 62,750	\$ 8,167,286
2017	\$ 75,255	\$ 535,109	\$ 142,200	\$ 333,750	\$ 108,000	\$ 134,300	\$ 61,625	\$ 7,802,937
2018	\$ 77,945	\$ 538,337	\$ 145,200	\$ 331,000	\$ 106,000	\$ 132,400	\$ 65,500	\$ 7,421,828
2019	\$ 75,498	\$ 541,074	\$ 143,100	\$ 333,125	\$ 109,000	\$ 135,500	\$ 64,250	\$ 6,946,263
2020	\$ 77,910	\$ 543,321	\$ 146,000		\$ 106,875	\$ 133,500	\$ 63,000	\$ 6,174,039
2021	\$ 80,000	\$ 545,078	\$ 143,800		\$ 109,750	\$ 136,500	\$ 66,750	\$ 5,799,545
2022	\$ 76,880	\$ 546,344	\$ 146,600		\$ 107,500	\$ 134,400	\$ 65,375	\$ 4,822,982
2023	\$ 78,640	\$ 547,119	\$ 144,300		\$ 110,250	\$ 137,300	\$ 64,000	\$ 3,670,700
2024	\$ 75,280	\$ 547,404	\$ 147,000		\$ 107,875	\$ 135,100	\$ 67,625	\$ 3,023,781
2025	\$ 76,800	\$ 552,199	\$ 149,600		\$ 110,500	\$ 137,900	\$ 66,125	\$ 2,658,812
2026		\$ 556,339	\$ 147,100		\$ 113,000	\$ 135,600	\$ 64,625	\$ 2,560,710
2027		\$ 554,826	\$ 149,600		\$ 110,375	\$ 138,300	\$ 68,125	\$ 2,484,018
2028		\$ 562,822	\$ 152,000		\$ 112,750	\$ 140,900	\$ 61,500	\$ 2,461,625
2029			\$ 149,300			\$ 138,400		\$ 835,602
2030			\$ 151,600			\$ 140,900		\$ 841,364
2031			\$ 153,800			\$ 143,300		\$ 371,500
2032			\$ 150,900			\$ 140,600		\$ 369,500
2033			\$ 153,000			\$ 147,900		\$ 377,400
TOTAL	<u>\$ 851,218</u>	<u>\$ 7,633,703</u>	<u>\$ 2,800,400</u>	<u>\$ 1,662,750</u>	<u>\$ 1,523,500</u>	<u>\$ 2,606,800</u>	<u>\$ 905,125</u>	<u>\$ 75,221,557</u>
<b>SUMMARY</b>								
PRINCIPAL	\$ 665,000	\$ 6,035,000	\$ 2,305,000	\$ 1,545,000	\$ 1,270,000	\$ 2,145,000	\$ 755,000	\$ 63,763,951
INTEREST	\$ 186,218	\$ 1,598,703	\$ 495,400	\$ 117,750	\$ 253,500	\$ 461,800	\$ 150,125	\$ 11,457,607
TOTAL	<u>\$ 851,218</u>	<u>\$ 7,633,703</u>	<u>\$ 2,800,400</u>	<u>\$ 1,662,750</u>	<u>\$ 1,523,500</u>	<u>\$ 2,606,800</u>	<u>\$ 905,125</u>	<u>\$ 75,221,557</u>

# CITY OF MANDAN DEBT SERVICE



**CITY OF MANDAN  
2015 BUDGET  
CAPITAL OUTLAY**

**GENERAL FUND**

**INFORMATION TECHNOLOGY**

COMPUTER EQUIPMENT \$ 31,850

**POLICE**

COMMUNICATIONS CENTER EQUIPMENT (CITY'S SHARE) \$ 84,500

VEHICLE (ADMINISTRATION/INVESTIGATIONS) \$ 11,900

VEHICLE (PATROL) \$ 27,700

**BUILDING INSPECTION**

OFFICE EXPANSION \$ 24,000

VEHICLE (INSPECTIONS) \$ 17,800

**STREET**

GPS TRACKING EQUIPMENT (SNOW REMOVAL) \$ 5,250

SNOW PLOW AND COUPLER (LOADER) \$ 20,000

LEASE 2 FRONT END LOADERS (STREET MAINTENANCE/SNOW REMOVAL) \$ 25,600

1/2 TON VEHICLE (SUPERINTENDENT) \$ 24,000

TOTAL \$ 272,600

**CITY SALES TAX FUND**

MEMORIAL HIGHWAY TRAFFIC SIGNALS (NDDOT-CITY'S SHARE) \$ 80,000

DOWNTOWN STREET MAINTENANCE PROJECT-PHASE II (ENGINEERING) \$ 150,000

TOTAL \$ 230,000

**WATER AND SEWER UTILITY FUND**

**WATER TREATMENT**

1/2 TON VEHICLE (SUPERINTENDENT) \$ 26,700

**WATERLINE MAINTENANCE**

3/4 TON VEHICLE W/UTILITY BOX (50%) \$ 21,500

WATERMAIN REPLACEMENT PROJECT (CAPITAL IMPROVEMENT PROGRAM) \$ 399,050

**SEWERLINE MAINTENANCE**

3/4 TON VEHICLE W/UTILITY BOX (50%) \$ 21,500

ODOR CONTROL PROJECT (CAPITAL IMPROVEMENT PROGRAM) \$ 95,450

SEWERMAIN REPLACEMENT PROJECT (CAPITAL IMPROVEMENT PROGRAM) \$ 280,700

**METER READING**

VEHICLE \$ 12,500

WATER METERS (NEW CONSTRUCTION) \$ 125,000

TOTAL \$ 982,400

**SOLID WASTE UTILITY FUND**

LEASE FRONT END LOADER (LANDFILL) \$ 51,800

TANDEM TRUCK W/HOOK AND TARP SYSTEM (COMPOST/COMPACTION BOXES) \$ 132,000

ASPHALT AND CONCRETE CRUSHING PROJECT (LANDFILL) \$ 100,000

TOTAL \$ 283,800

**CITY OF MANDAN  
2015 BUDGET  
CAPITAL OUTLAY**

**STREET LIGHT UTILITY FUND**

LED LIGHTS REPLACEMENT PROJECT

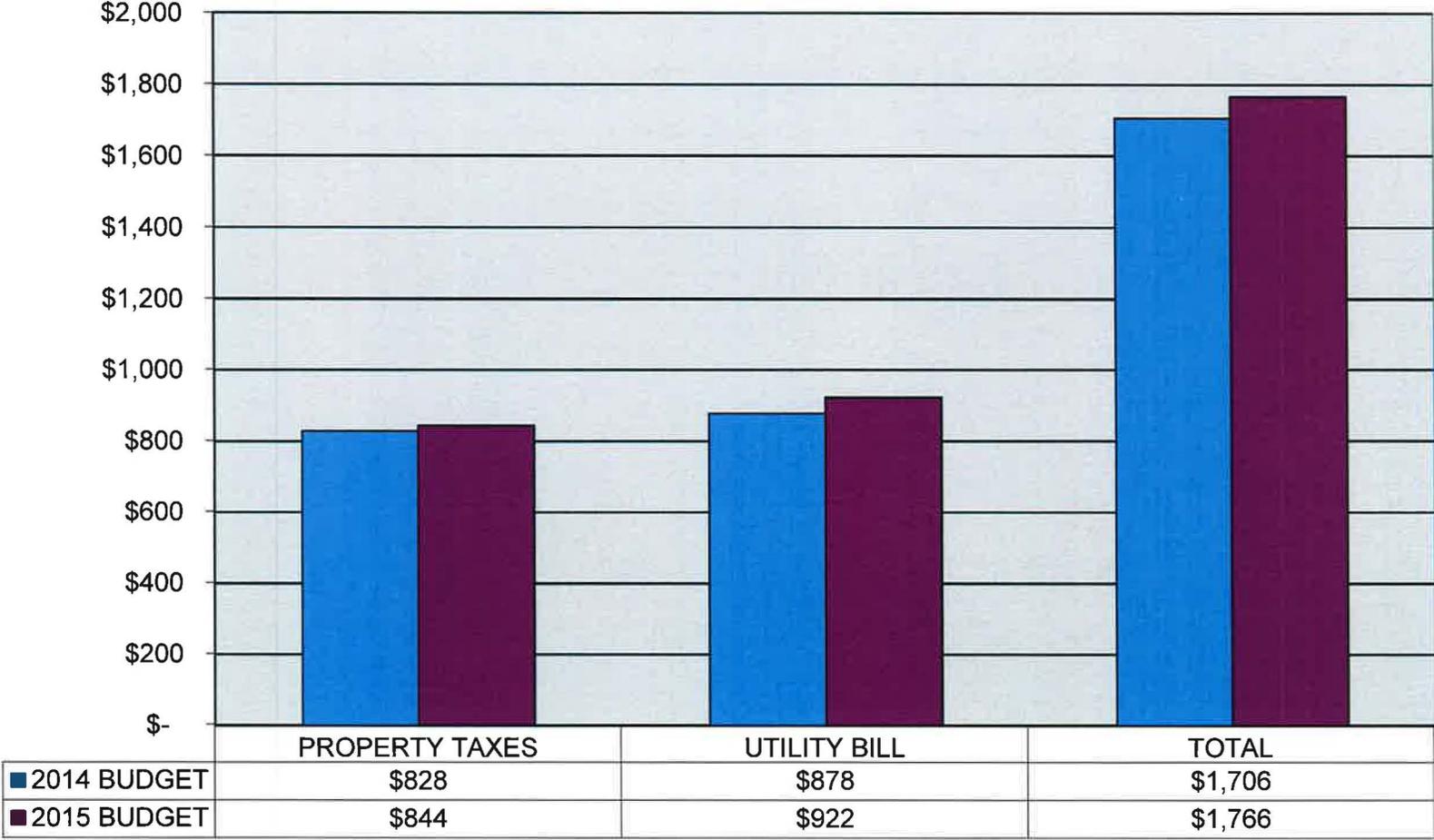
\$ 54,000

TOTAL \$ 1,822,800

**CITY OF MANDAN  
2015 BUDGET  
TRANSFERS**

<u>FUND</u>	<u>TRANSFER IN</u>	<u>FUND</u>	<u>TRANSFER OUT</u>		<u>DESCRIPTION</u>
703	CITY SHOP	100.103	GENERAL-AUDITOR	\$ 110,100	INTERDEPARTMENTAL SERVICES
228	NARCOTICS TASK FORCE GRANT	100.121	GENERAL-POLICE	\$ 7,250	GRANT MATCH
219	FIRE EQUIPMENT RESERVE	100.126	GENERAL-FIRE	\$ 50,000	APPARATUS REPLACEMENT
100	GENERAL	201	HIGHWAY DISTRIBUTION	\$ 1,337,800	STREET DEPARTMENT-MAINTENANCE
546	STREET CONSTRUCTION	203	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$ 17,500	SUNSET DRIVE PROJECT-STREET #163
100	GENERAL	208	CEMETERY	\$ 38,300	FUND BALANCE
100	GENERAL	214	CITY SALES TAX	\$ 1,408,550	PROPERTY TAX REDUCTION
224	MANDAN GROWTH	214	CITY SALES TAX	\$ 250,000	BUSINESS AND ECONOMIC DEVELOPMENT
431	MCC REVENUE BONDS OF 2005	214	CITY SALES TAX	\$ 141,100	DEBT SERVICE
546	STREET CONSTRUCTION	214	CITY SALES TAX	\$ 17,500	SUNSET DRIVE PROJECT-STREET #163/STORM SEWER #32
548	WATER AND SEWER CONSTRUCTION	214	CITY SALES TAX	\$ 15,850	SUNSET DRIVE PROJECT-WATER AND SEWER #61
601	WATER AND SEWER UTILITY	214	CITY SALES TAX	\$ 281,700	RATE STABILIZATION
630	STREET LIGHT UTILITY	214	CITY SALES TAX	\$ 54,000	LED LIGHTS REPLACEMENT PROJECT
546	STREET CONSTRUCTION	601.656	WATER AND SEWER UTILITY-AUDITOR	\$ 7,900	SUNSET DRIVE PROJECT-STORM SEWER #32
548	WATER AND SEWER CONSTRUCTION	601.656	WATER AND SEWER UTILITY-AUDITOR	\$ 7,900	SUNSET DRIVE PROJECT-WATER AND SEWER #61
			TOTAL	<u>\$ 3,745,450</u>	

# ANNUAL COST FOR CITY SERVICES



**EXISTING \$225,000 RESIDENTIAL HOME  
(WITH AN AVERAGE VALUATION INCREASE OF 9% AND USING 8 UNITS OF WATER PER MONTH,  
EXCLUDING SPECIAL ASSESSMENTS)**

**ORDINANCE NO. 1189**

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OR EXPENSES OF THE CITY OF MANDAN, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2015, AND ENDING DECEMBER 31, 2015, AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2014.

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, 2015, and ending December 31, 2015.

General Fund	\$10,377,550
Highway Distribution Fund	1,337,800
City's Share of Special Assessments Fund	108,450
Cemetery Fund	199,400
City Visitors' Promotion Fund	58,850
Alarm-Equipment Reserve Fund	2,000
City Sales Tax Fund	2,549,450
Public Transportation System Fund	116,350
Fire Equipment Reserve Fund	20,700
Mandan Growth Fund	191,950
Narcotics Task Force Grant Fund	93,500
Police Equipment Reserve Fund	18,750
BNSF Settlement Fund	2,950
Mandan SEP Trust Fund	1,900
Downtown Redevelopment Fund	59,950
Health and Safety Fund	20,750
Mandan Community Center Revenue Bonds of 2005 Fund	141,100
Liberty Memorial Bridge General Obligations Bonds Fund	61,900
Refunding Improvement Bonds Fund	5,773,300
City Visitors' Promotion Capital Construction Fund	160,100
Water and Sewer Utility Fund	7,250,550
Solid Waste Utility Fund	1,830,000
Street Light Utility Fund	430,900
City Shop Fund	350,650
Morton Mandan Public Library	684,335
Mandan Airport Authority	619,980

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 2014 for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota.

General Fund	\$3,323,301
City's Share of Special Assessments Fund	90,950
Cemetery Fund	114,676
Public Transportation System Fund	114,676
General Obligation Bonds Fund:	
Liberty Memorial Bridge	66,831
Refunding Improvement Bonds Fund:	
Street Improvement District #145	33,508
Street Improvement District #148	11,810
Mandan Airport Authority	229,351
Morton Mandan Public Library	401,365

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 Consideration: August 19, 2014  
Second Consideration: September 16, 2014  
Final Passage and Adoption: September 16, 2014