

AGENDA
MANDAN CITY COMMISSION
AUGUST 20, 2013
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:30 P.M.
www.cityofmandan.com

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- A. ROLL CALL:
1. Roll call of all City Commissioners and Department Heads.
 2. Presentation of years of service award to Raeann Drew, Public Works, for 14 years of service to the City of Mandan.
- B. APPROVAL OF AGENDA:
- C. PUBLIC COMMUNICATIONS:
- D. MINUTES:
1. Consider approval of the minutes from the August 6, 2013 Board of City Commission meeting.
- E. PUBLIC HEARING:
- F. BIDS:
1. Consider the award of bid for Street Improvement District 178, Project 2013-04(Keidel's South Heart Terrace Phase IV). (See Resolution No. 5)
- G. CONSENT AGENDA:
1. Consider approval of monthly bills.
 2. Consider approval of Beer Gardens for Spirit of Life Church on September 7, 2013.
 3. Consider approval of a Disabled Veteran Exemption for Boyd Gilchrist.
- H. OLD BUSINESS:
- I. NEW BUSINESS:
1. Consider the Mandan Airport Authority's 2014 Budget.
 2. Consider Renaissance Zone Committee recommendation for application for new construction by Crown Equity, LLC at Collins Avenue and Main Street
 3. Consider recommendations from Advanced Engineering and Environmental Services regarding the Water Meter/Reading Improvement Project.
 4. Update on potential land acquisition (former Cass Clay site)

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J. RESOLUTIONS AND ORDINANCES:

1. Second consideration and final passage of Ordinance 1161 relating to authorization for the off-sale of alcohol from a tapped keg in a defined container.
2. Second consideration and final passage of Ordinance No. 1162, An ordinance annexing certain adjoining lands to the City of Mandan, North Dakota, and extending the corporate boundaries thereof (tract of land being a part of S3-T138N-R81W).
3. Consider resolution annexing certain lands adjoining the City of Mandan generally north and west of highway 1806.
4. Consider Resolution Approving Contract and Contractor's Bond for Street Improvement District Nol. 178, Project 2013-04(Keidel's South Heart Terrace Phase IV).
5. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1163 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2014, and ending December 31, 2014, and making the annual tax levy for the year 2013.

K. OTHER BUSINESS:

L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:

1. September 3, 2013 – 5 p.m. start
2. September 17, 2013 – 5 p.m. start
3. October 1, 2013

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.

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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 6, 2013 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Rohr, Frank, and Braun. Department Heads present were: Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development and Communications Director Huber, Planning & Engineering Director Froseth, Engineering Project Manager Fettig, and Assessor/Building Official Lalim. Absent: Commissioner Tibke, Finance Director Welch.

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

C. PUBLIC COMMUNICATIONS:

Nick Renner, a Mandan resident came forward to make comments about the proposed annexation in the north part of Mandan. He stated that costs have been the biggest issue regarding the project and that is what has been bothering residents. In addition to who is going to pay for what? What costs will the City incur? What services will be available if the annexation goes through, such as snow removal and garbage pickup? He requested the City learn more about what the costs will be and how those costs are going to be assessed.

D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission meeting held on July 16, 2013 and the Joint Planning and Zoning Working Session and July 30, 2013.* Commissioner Frank moved to approve the minutes from the Board of City Commission meetings held on July 16, 2013 and the Joint Planning and Zoning Working Session and July 30, 2013. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

E. PUBLIC HEARING:

1. *Consider the annexation of a tract of land owned by Kevin Christianson, being a part of Government Lots 3 & 4 of Section 3, Township 138N, Range 81W. (Proposed Keidel’s South Heart Terrace 3rd Addition. (First consideration of ordinance #1162) (See Ordinances No. 6).* Engineering Project Manager Fettig reviewed with the Board a request from Kevin Christianson to annex part of Government Lots 3 & 4 of Section 3, Township 138N, Range 81W. (Proposed Keidel’s South Heart Terrace 3rd Addition. The subject land is on south 19th across from Keidel’s First and Second Addition.

Mayor Van Beek announced that this is a public hearing to annex a tract of land being a part of Government Lots 3 & 4 of Section 3, Township 138N, Range 81W. He invited anyone to come forward to comment for or against the annexation request. A second announcement was made inviting anyone to come forward. Hearing none, this portion of the hearing was closed.

2. *Consider approving Vacation of Utility Easement of the southerly 5' of the existing 15' utility easement less the easterly 60' of Lot 2, Block 1, Hoovestol's 2nd Addition. (See Resolutions and Ordinances No. 7).* Engineering Project Manager Fettig stated that this is a request from David Mees, Heart River Storage, to vacate 5' of the existing 15' of the utility easement that is in place. There were no comments received from any of the utilities. The purpose of the vacation is to allow Mees to build storage units on the property to fit the size of the lots and in order to do that it would have to be vacated 5'.

Mayor Van Beek announced that this is a public hearing to approve a request for the vacation of a Utility Easement of the southerly 5' of the existing 15' utility easement less the easterly 60' of Lot 2, Block 1, Hoovestol's 2nd Addition. He invited anyone to come forward to comment for or against the vacation request. A second announcement was made inviting anyone to come forward. Hearing none, this portion of the hearing was closed.

3. *Public Hearing to consider a two-year tax exemption for Edgewood Management Group, LLC. (See New Business No. 2.)* Assessor/Building Official Lalim reviewed with the Board a request from Edgewood Management Group to consider a 2-year 100% tax exemption for a commercial structure pursuant to NDCC 40-57.1. The notice to competitors was published in the Mandan News on July 5 and July 12, 2013. No written protests have been received. There was no opposition from Morton County, the Mandan School District or Park Board.

Mayor Van Beek announced that this is a public hearing to approve a request for a 2-year tax exemption request for Edgewood Management Group, LLC. He invited anyone to come forward to comment for or against the request for a 2-year tax exemption request.

Rex Carlson, Edgewood Management Group came forward and gave a status update as to what has transpired since October 2012 when the original exemption was granted. The project is the construction of an assisted living building in Mandan on McKenzie and 39th Avenue. He explained that the project will consist of two phases. Last year when this matter was before this Board the plan was to have two phases. The second phase will have to have a certificate of occupancy by February 1, 2014 in order to qualify for any exemption. The project will move forward sooner than anticipated. He explained how the Phase 2 part of the project will be implemented with plans to have a portion completed by the February 1, 2014 deadline. He said that at the Mandan Growth Fund Committee meeting he was told that in the event when the second phase is completed, an assessment will be completed to determine the number of exemptions that will be received.

A second announcement was made inviting anyone to come forward to speak for or against the request for a 2-year tax exemption request for Edgewood Management Group LLC. Hearing none, this portion of the hearing was closed.

F. BIDS:

1. *Consider award of bid for Street Improvement District 180 Project 2013-12(Plainview Heights 14th Addition). (See Resolution No. 2).* Engineering Project Manager Fettig reviewed with the Board the bids received on July 19, 2013 for this project and reported that Northern Improvement Company was the low bidder in the amount of \$434,997.79. The original Engineer's estimate was \$322,148.63 and the revised Engineer's estimate is \$452,390.50. The bid is 35% higher than the original Engineer's estimate. KLJ amended the Engineer's estimate after the approval to go out for bid; therefore, the original Engineer's estimate was used in calculating the percentage. The project will be paid for by special assessments is estimated to be in the amount of \$20,138.79 to each of the 27 benefiting lots. The total cost of the project is \$543,747.24 which includes the administrative cost of \$108,749.45 and construction costs of \$434,997.79.

Commissioner Rohr moved to approve the award of bid for Street Improvement District 180 Project 2013-12(Plainview Heights 14th Addition) to Northern Improvement Company, the low bidder in the amount of \$434,997.79. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider award of bid for Street Improvement District 181 Project 2013-15(Meadows 7th Addition). (See Resolution No. 3).* Engineering Project Manager Fettig reviewed with the Board the bids received on July 19, 2013 for this project and reported that Northern Improvement Company was the low bidder in the amount \$288,599.92. The original Engineer's estimate was \$243,640.52 and the revised Engineer's estimate is \$295,850.50. The bid is 18.4% higher than the original Engineer's estimate. KLJ amended the Engineer's estimate after the approval to go out for bid; therefore, the original Engineer's estimate was used in calculating the percentage. The project will be paid for by special assessments estimated to be in the amount of \$19,480.50 to each of the 20 benefiting lots. The total cost of the project is \$389,609.89 which includes the administrative cost of \$101,009.97 and construction costs of \$288,599.92.

Commissioner Rohr moved to approve the award of bid for Street Improvement District 180 Project 2013-12(Plainview Heights 14th Addition) to Northern Improvement Company, the low bidder in the amount of \$288,599.92. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider rejecting Mandan Lift Station Central Alarm System bids.* Jeff Wright, Director of Public Works, reviewed with the Board bids received for this project. He said that the Engineer's estimate for this project was \$350,000. Two bids were received with the low bid being \$696,902.45. The other bid was over \$826,000. Wright indicated that City staff met to discuss the bids received and they felt that with the lack of local contractors due to so much work being done in the area, the City was unable to get a

competitive bid. Wright recommended rejecting the bids and allowing staff to research other avenues and then to come back to this Board for potential re-bidding at a later time.

Commissioner Frank moved to reject the low bid in the amount of \$696,902.45 by Integrated Process Solutions which exceeds the Engineer's estimate of \$350,000 for the Mandan Lift Station Central Alarm System and to bring back recommendations and costs for proceeding with this project. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

G. CONSENT AGENDA

1. *Consider out of state travel for Chief Nardello to attend the International Code Conference.*
2. *Consider approving amended Engineer's Report and authorizing a call for bids on Street Improvement District No. 177, Project 2012-22 (Meadows 6th Addition)(Resolution No. 5).*
3. *Consider for approval the final plat of West Hills Estates 3rd Addition.*
4. *Consider authorizing a work change order on Street Improvement District No. 174, Project No. 2012-16 (Plainview Heights 13th Addition).*
5. *Consider authorizing a work change order on Street Improvement District No. 187, Project No. 2013-23 (Mandan Municipal Golf Course and Adjacent Alleys).*
6. *Consider authorizing a work change order on Street Improvement District No. 161, Project No. 2010-03 (Diane's).*
7. *Consider entering into a Cost Participation & Maintenance Agreement with North Dakota Dept. of Transportation for landscaping improvements from Memorial Bridge Interchange to the Expressway Bridge.*
8. *Consider the following abatements/exemptions: (i) Street Appraisal (Reduction in Market Value) – Monte Binstock (ii) Disabled Veteran – Roger Anderson (iii) Homestead Credit (iv) ~~Kurt Pflieger (Lot 1)~~ (v) Homestead Credit – Kurt Pflieger (Lot 2).*
9. *Consider proclaiming September 28, 2013 as National Public Lands Day in the City of Mandan. Mayor Van Beek read the Proclamation.*

Commissioner Frank moved to approve the Consent Agenda Items 1 through 9 noting that Item No. 8, Kurt Pflieger (Lot 1) was removed. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

H. OLD BUSINESS:

1. *Consider action related to the proposed annexation of certain lands in the general vicinity north of Mandan Middle School and Tesoro Refinery, and north and west of Highway 1806. City Administrator Neubauer stated that at the July 16, 2013 meeting there was sufficient protest at 32.93% (above 25%) to stop the proposed annexation. It was recommended bringing this matter to this meeting to discuss and review options. Those options are: (1) To drop the annexation (2) Ask the governor to appoint a mediator in an attempt to find some resolution to the matter. Neubauer stated the recommendation*

is to withdraw the current annexation proposal and recommend revising the boundaries to exclude what's been called the panhandle or the area east of 1806 along 38th Street. In further discussions with MDU and the Heskett Plant they would not be requiring running a water line down 38th at the present time to supply water to their facility. We would ask City Attorney Brown to prepare the appropriate Resolution for the City Commission to consider at its August 20, 2013 Commission meeting. If the Commission approves of the revised map, a meeting could be scheduled with the residents in that annexation area to discuss the project and to get an idea for what costs may be involved and how those would be assessed. If the area would be annexed City services would be available. The standard process for annexing would start all over with a revised map, a Resolution would be drawn up and there would also be a time period for protest. Commissioner Frank stated that the City has developed a publication that explains property taxes and a formula to calculate property tax based on a resident's home valuations and the current mill levy. The information is also available on the City of Mandan website. Neubauer stated that the 2014 City Budget will have a decrease in the mills, thus there will be some reduction seen there. Mayor Van Beek recommended that interested parties call the City staff to ask questions. Individuals or groups were encouraged to call.

Commissioner Frank moved to redraw the proposed annexation of certain lands in the general vicinity north of Mandan Middle School and Tesoro Refinery, and north and west of Highway 1806 and to request City Attorney Brown to prepare a Resolution and Map redrawing the boundaries of the annexation area to exclude the area along 38th Street.

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

I. NEW BUSINESS:

1. *Presentation of the final report on the North Mandan Subarea Transportation Study.* Bill Troe, the Transportation Planner with SRF Consulting, (who is a part of a group that has been assisting the MPO, the City and County with the North Mandan Study), presented the final report. The study includes the area from north of I-94 to Square Butte Drive and from the Missouri River to approximately 47th Avenue Northwest where the new school is going to be located. One of the keys to demonstrate the transportation process for long range planning and the environmental process is that those areas that will be federally funded. A Purpose and Needs for Action was developed and reviewed. The infrastructure will need to be maintained in that area. The system will also take into consideration pedestrians and bicyclists. It is anticipated that an additional 2800 households within the study area and similarly 5100 employees are in that study area. The vast majority will grow south of 38th Street, the river-crossing corridor in the area. There are two types of improvement for consideration (1) System Management (2) Expansion. There will be costs involved with these projects and subsequently priorities will have to be set.

Troe reviewed with a PowerPoint presentation the major areas that will be considered: (1) Sunset Drive Corridor – The interchange at I-94 additional signals will need to be

considered and other changes that will add capacity. Some suggestions would be to add a loop in the lower quadrant or modify the interchange to a single point under the interstate. (2) 1806/38th Street / Sunset Drive – three possible alternative routes were reviewed. Review of adding an interchange at 32nd that would reduce traffic. (3) Old Red Trail Corridor (4) Mandan Avenue Interchange. The development of Collins Avenue over to Mandan Avenue for future development (the new 1806?). The Department of Transportation will have to be included in all discussions for state highway considerations. (5) North of 38th Street and South of 38th Street; (6) Central Area arterials/collectors.

Alternatives to address current and future needs were reviewed for:

- (1) Transportation System Management including intersection improvements such as additional turn lanes, traffic signal improvements and corridor access management;
- (2) Transportation System Expansion is larger scale improvements that increase capacity and/or address safety concerns;
- (3) Non-Motorized facilities that would include new or improved pedestrian and bicycle facilities within the crossing and study areas.

Conclusions:

The North Mandan Subarea Study is an initial stage of a multi-step process for identifying, designing, approving and implementing multimodal transportation system improvements that meet identified needs in the focus area. Two critical elements of the next steps in the short and long term planning processes are: (1) Develop a program for integrating a traffic impact study process into project development (2) Advance the list of technically feasible projects through the planning and funding process, whether it be local/county/state funded or a federally funded project.

Troe reviewed the Next Steps – Advancing projects for locally funded projects and State/Federal funding. One of the things included from the policy statement that Troe suggested is that the City should develop a City Impact Process (study) for those developers of property that come into the City and there is additional traffic in certain areas. More information can be found at: northmandanstudy.com.

2. *Consider Growth Fund Committee recommendation regarding application for property tax exemption by Edgewood Management Group, LLC (See Public Hearing No.*
- 3). City Administrator Neubauer stated that the Mandan Growth Fund met on August 1, 2013 to consider the application. He stated that Mr. Carlson has described what the project consists of. He said that there was a City Commission Working Session on June 25 and, in addition on July 16th, which resulted in amendments to the policy on the exemptions. The MGF motion was if they were to follow the policy at the time the request was submitted on June 20th that it would meet a couple of the criteria in that policy and therefore recommended a 2-year 100% exemption. If the Commission looks at the amendments made to that policy that were adopted on July 16th which look at targeted areas of service that are lacking in the City and also targeted geographical areas as outlined in the amended policy, this application would not qualify. Therefore the 2-year request for property tax exemption should be denied.

Mayor Van Beek inquired if this exemption were to be granted if that would create an unfair advantage. Neubauer replied that the original policy was intended to target areas if the project would address areas in which the City was lacking. Those entities would receive the greatest reward. In this case Edgewood phase one and Lakewood Landing has another facility in the area so there are two facilities and this would be a third one.

Commissioner Frank inquired if this would qualify as a service and; if so, effective this month it would be ineligible. Neubauer replied that he believes this would qualify as a service industry therefore it would not be eligible for exemption going forward. City Attorney Brown stated that the law went into effect August 1, 2013. It applies to tax years after December 31, 2013. The State Tax Department thought the project would have to be completed by the end of this year to be eligible. Commissioner Rohr commented that in order to get things started – he said that he is not sure that when an exemption was granted and that it would include a continuous exemption.

Commissioner Frank commented that after taking into consideration the discussions held in October 2012 and what has transpired with the State with the exemptions since that time, she moved to deny the application for property tax exemption by Edgewood Management Group, LLC. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Bismarck-Mandan Development Association Mid-Year Report.* Brian Ritter, Acting Director, Bismarck-Mandan Development Association (BMDA) presented the June 2013 Mandan Site Inventory Report. Ritter provided a summary of the rankings of the three sites for Office, Industrial and Retail.

(1) Industrial: There are 15 sites located within the City.

(2) Office Properties: There are 13 properties. There has been movement in this market.

(3) Retail Sector: There is increase retail in Mandan. There are 22 potential sites and there are a lot of properties moving.

Commissioner Frank questioned Ritter as to where Mandan sits currently with the demand for industrial and what role can Mandan play in serving that need, if it exists? Ritter replied that the highest demand in industrial sector being seen is rail-serve property. The closest rail-serve property to Mandan is the Sunnyside Feeds site. There have been 3 projects in the last 60 days and that site has been submitted for consideration. Beyond that site the closest would probably be New Salem or Hebron. The rail-serve component is the one lacking the most in Mandan. The other issue we face right now is “price”. Industrial prices have been changing dramatically over the last 10 years. Commissioner Frank asked whether, when moving forward with industrial or commercial development, should the City Commission handle these case by case with investors to make these developments happen? Ritter replied that no two projects are the same. Thus it would be advised to work on a case by case basis as projects develop.

4. *Consider approving the plans and specifications and authorizing the execution of a 3-way agreement for the installation of water & sewer in Replat of Lot 10B Block 2 Lakewood 6th Addition, Project 2013-17. (See Resolutions No. 9).* Justin Froseth, Planning & Engineering Director presented a request for authorization and execution of a 3-way agreement on Lot 10B Block 2 Lakewood 6th Addition. The proposed utilities will only serve the developer of the benefiting land and therefore, this is being paid for under a 3-way agreement. The letter of credit has been secured. The agreement would be between the developer Easy Living LLC, the City of Mandan and Bowers Excavating, LLC.

Commissioner Rohr moved to approve the plans and specifications and authorize the execution of a 3-way agreement for the installation of water & sewer in Replat of Lot 10B Block 2 Lakewood 6th Addition, Project 2013-17. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

5. *Consider approving the plans and specifications and authorizing the execution of a 3-way agreement for the installation of water & sewer in Meadow Ridge 3rd Addition, Project 2013-09. (See Resolutions No. 10).* Justin Froseth, Planning and Engineering Director presented a request for authorization and execution of a 3-way agreement for the installation of water & sewer in Meadow Ridge 3rd Addition, Project 2013-09. The proposed utilities will only serve the developer of the benefiting land and therefore, this is being paid for under a 3-way agreement. The letter of credit has been secured. The agreement would be between WWW Ranch, the City of Mandan and Bowers Excavating, LLC.

Commissioner Rohr moved to approve the plans and specifications and authorize the execution of a 3-way agreement for the installation of water & sewer in Meadow Ridge 3rd Addition, Project 2013-09. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

6. *Consider the creation of, approval of the feasibility report for, approve the plans and specifications, approve engineer's report, direct advertisement for bids and approve sufficiency of petition for Street Improvement District No. 179, Project No. 2013-10 (Meadow Ridge 3rd Addition). (See Resolution No. 4).* Justin Froseth, Planning and Engineering Director presented a request to create and allow assessments of specials related to, authorize the required paperwork for the requested project and allow for the project to be bid. The Engineer's estimate for the construction is \$326,413.00 plus engineering and administrative costs of \$97,923.90 for a total cost of \$424,336.90. These costs would be special assessed to the benefiting properties.

Commissioner Frank moved to approve the creation of, approval of the feasibility report for, approve the plans and specifications, approve engineer's report, direct advertisement for bids and approve sufficiency of petition for Street Improvement District No. 179,

Project No. 2013-10. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

J. RESOLUTIONS

1. *Second consideration and final passage of Ordinance No. 1157 Zone Change for proposed West Hills Estates 3rd Addition – An ordinance to amend and reenact section 21-13-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map.* Commissioner Frank moved to approve the Second consideration and final passage of Ordinance No. 1157 Zone Change for proposed West Hills Estates 3rd Addition – An ordinance to amend and reenact section 21-13-02 of the Mandan Code of Ordinances relating to District Boundaries and Zoning Map. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 180, Project 2013-12 (Plainview Heights 14th Addition).* Commissioner Frank moved to approve the Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 180, Project 2013-12(Plainview Heights 14th Addition). Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 181, Project 2013-15(Meadows 7th Addition).* Commissioner Frank moved to approve the Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 181, Project 2013-15 (Meadows 7th Addition). Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

4. *Consider the Resolutions creating district, approving engineer's report, determining sufficiency of protest, approving the plans and specifications and directing advertisement for bids for Street Improvement District No. 179, Project No. 2013-10 (Meadow Ridge 3rd Addition).* Commissioner Braun moved to approve the Resolutions creating district, approving engineer's report, determining sufficiency of protest, approving the plans and specifications and directing advertisement for bids for Street Improvement District No. 179, Project No. 2013-10 (Meadow Ridge 3rd Addition). Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

5. *Consider Resolution approving Amended Engineer's Report and Resolution Directing Advertisement for Bids for Street Improvement District No. 177, Project 2012-*

22 (*Meadows 6th Addition*). Commissioner Braun moved to approve the Resolution approving the Amended Engineer's Report and Resolution Directing Advertisement for Bids for Street Improvement District No. 177, Project 2012-22 (*Meadows 6th Addition*). Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

6. *Consider first consideration of Ordinance No. 1162, An ordinance annexing certain adjoining lands to the City of Mandan, North Dakota, and extending the corporate boundaries thereof (tract of land being a part of S3-T138N-R81W).*

Commissioner Braun moved to approve the first consideration of Ordinance No. 1162, An ordinance annexing certain adjoining lands to the City of Mandan, North Dakota, and extending the corporate boundaries thereof (tract of land being a part of S3-T138N-R81W). Commissioner Frank seconded the motion.

Mayor Van Beek asked Engineering Project Manager Fettig if there has been any additional information obtained on 8th Avenue. Fettig replied there has not been a response from Toman Engineering regarding the USDA and getting it to work on 8th Avenue. Fettig said that matter will be discussed before the final plat comes back. Mayor Van Beek stated that there is also the one on 4th Avenue Southwest on the south side of the road that was brought up at Planning and Zoning – that they do not quite match up. He inquired if there has been any discussion on that? Fettig replied 4th Avenue will match up. It is just the way that it was put on the vicinity map that was drawn up. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

7. *Consider Resolution approving Vacation of Utility Easement of the southerly 5' of the existing 15' utility easement less the easterly 60' of Lot 2, Block 1, Hoovestol's 2nd Addition.* Commissioner Braun moved to approve the Resolution approving Vacation of Utility Easement of the southerly 5' of the existing 15' utility easement less the easterly 60' of Lot 2, Block 1, Hoovestol's 2nd Addition. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

8. *Consider ordinance relating to authorization for the off-sale of alcohol from a tapped keg in a defined container.* Business Development and Communications Director Huber stated that this was a topic that was brought to her attention by local brewing companies and off-sale establishments that specialize in craft beers. The current ordinance only allows for off-sale if the beer is produced onsite. There are local brewing companies that are making their own beer and distributing it through wholesalers in the region and sold in our community. Currently that can only be consumed onsite. This would provide for allowing more expansion of their market and in essence it is an option available in the City of Bismarck. North Dakota has been adapting its laws and this would allow for the sale of craft beers in establishments without a requirement as to

where it is produced. City Attorney Brown stated that Ordinance 1161 is identical to the City of Bismarck's which is commonly referred to as the "Growler" ordinance.

Commissioner Rohr moved to approve the ordinance relating to authorization for the off-sale of alcohol from a tapped keg in a defined container. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

9. *Consider Resolution approving plans and specifications and authorizing execution of 3-way agreement for water and sewer Improvement Project 2013-17.(Replat of Lot 10B Block 2 Lakewood 6th Addition).* Commissioner Frank moved to approve the Resolution approving plans and specifications and authorizing execution of 3-way agreement for water and sewer Improvement Project 2013-17.(Replat of Lot 10B Block 2 Lakewood 6th Addition). Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

10. *Consider Resolution approving plans and specifications and authorizing execution of 3-way agreement for water and sewer Improvement Project 2013-09 (Meadow Ridge 3rd Addition).* Commissioner Braun moved to approve the Resolution approving plans and specifications and authorizing execution of 3-way agreement for water and sewer Improvement Project 2013-09 (Meadow Ridge 3rd Addition). Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Absent; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

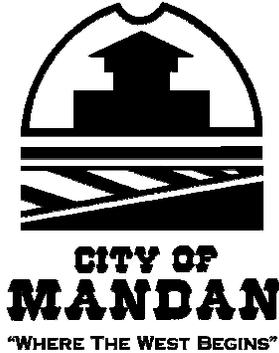
K. OTHER BUSINESS

1. Mayor Van Beek invited everyone out to the Wild West Grill Fest activity at Dykshoorn Park in Mandan on August 16th and 17th.

There being no further actions to come before the Board of City Commissioners, Commissioner Frank moved to adjourn the meeting at 7:30 p.m. Commissioner Braun seconded the motion. The motion received unanimous approval of the members present. The motion passed.

James Neubauer,
City Administrator

Arlyn Van Beek,
President, Board of City
Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 14, 2013
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth, Planning & Engineering Director
PRESENTER: Justin Froseth, Planning & Engineering Director
SUBJECT: Consider award of bids for Street Improvement District No. 178, Project 2013-04(Keidel's South Heart Terrace Phase IV).

STATEMENT/PURPOSE: This is a review and possible award of bids for Street Improvement District No. 178, Project 2013-04 (Keidel's South Heart Terrace Phase IV).

BACKGROUND/ALTERNATIVES: Bids were received on July 29 for the project and Northern Improvement Company was the only bidder. The bid amount was \$605,899.85. The Engineer's estimate was \$399,079.40. The Developer has decided to take on some of the financial costs of this bid to move the project forward. With the 2 items removed from the bid the engineer's estimate is \$379,063.40 and Northern Improvements bid was \$513,999.93. This bid is 35.6% higher than the engineer's estimate.

ATTACHMENTS:

1. Bid Tab
2. Engineer's Estimate
3. Northern Improvements Revised Bid
3. District Map
4. Resolution to Award Bid

FISCAL IMPACT: The Project will be paid for by special assessments from the benefiting properties within the District. The construction cost of the project is \$513,999.93 plus the engineering and administrative cost of \$179,899.98 totaling \$693,899.91. These costs would be entirely special assessed to the 38 single family residential lots. 36 of the lots would be receiving approximately \$18,754.05 in special assessments while two corner lots that are receiving specials from adjacent streets would be assessed ½ of the cost at \$9377.03 each.

STAFF IMPACT: Minimal

Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

Page 2 of 7

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

RECOMMENDATION: I would recommend awarding the project.

SUGGESTED MOTION: I move to award the bid to Northern Improvement Company as the low bidder of Street Improvement District 178 Project 2013-04 in the amount of \$513,999.93.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

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BID TAB
KEIDELS SOUTH HEART TERRACE 2ND ADDITION
STREET IMPROVEMENT DISTRICT NO. 178
CITY PROJECT NO. 2013-04

SPEC	ITEM DESCRIPTION	UNIT	QUANT.	UNIT PR.	NORTHERN IMP.
202-4.1	Unclassified excavation & embankment	CY	735	\$ 10.02	\$ 7,364.70
203-3.1	Watering	M.Gal.	32	\$ 14.40	\$ 460.80
204-3.1	Subgrade preparation (6")	SY	8,475	\$ 2.47	\$ 20,933.25
205-3.1	Silt fence	LF	200	\$ 11.42	\$ 2,284.00
302-4.1	Stabilized Gravel Base (Class 5)	Ton	50	\$ 40.00	\$ 2,000.00
304-6.1B	AC Base course (2-1/2")	Ton	1,073	\$ 101.25	\$ 108,641.25
401-6.2B	AC Surface course (2")	Ton	858	\$ 101.25	\$ 86,872.50
402-4.2	Bituminous tack coat	Gal.	386	\$ 2.20	\$ 849.20
403-4.1	Bituminous seal coat	SY	2,318	\$ 2.64	\$ 6,119.52
602-4.1	6" Concrete	SY	53	\$ 65.36	\$ 3,464.08
603-5.5	Install mountable curb & gutter	LF	3,477	\$ 20.62	\$ 71,695.74
603-5.6	Bedding Material	Ton	136	\$ 39.55	\$ 5,378.80
802-4.3	18" Storm Sewer Pipe	LF	482	\$ 74.18	\$ 35,754.76
802-4.53	18" Flared End Section	Each	2	\$ 2,300.00	\$ 4,600.00
1001-4.11	2"PVC Electric conduit	LF	95	\$ 2.42	\$ 229.90
1001-4.12	Trenching for conduit & circuitry	LF	1,484	\$ 4.60	\$ 6,826.40
1001-4.24	Copper Circuit Conductors (3#2s)	LF	1,484	\$ 7.48	\$ 11,100.32
1001-4.25	No. 6 Copper Ground - Type T or Bare	LF	1,484	\$ 1.04	\$ 1,543.36
1001-4.3	Type C Standard with Cooper Navion NVNT3A LED Luminaire	Each	10	\$ 3,164.00	\$ 31,640.00
1206-4.1	Adjust manhole casting-asphalt paving	Each	6	\$ 481.08	\$ 2,886.48
1206-4.5	Furnish & Adjust Type 36" Inlet	Each	2	\$ 5,158.45	\$ 10,316.90
1206-4.11	Adjust Valve Box- Asphalt Pavement	Each	2	\$ 368.30	\$ 736.60
1206-4.19	Adjust valve box-unpaved area	Each	12	\$ 255.53	\$ 3,066.36
1212-4A	Flat Sheets for Signs Type 3A	SF	6	\$ 28.64	\$ 171.84
1212-4B	Galv Steel Posts - Tel. Perf Tube	LF	9.50	\$ 21.05	\$ 199.98
1212-4.M	Relocate Road Closed	Each	1	\$ 460.00	\$ 460.00
SP#9	Respread 4" topsoil from onsite stockpile with seeding & hydromulch	Acre	1.0	\$ 39,697.90	\$ 39,697.90
SP#9	Respread 4" topsoil from onsite stockpile with seeding (no hydromulch)	Acre	1.8	\$ 55,128.00	\$ 99,230.40
SP#17	Apply soil sterilizer	Lot	1	\$ 4,008.68	\$ 4,008.68
SP#19	Street name post with 3 signs	Each	2	\$ 241.50	\$ 483.00
Sp#20	Stop Sign with Street Name Signs	Each	1.0	\$ 316.25	\$ 316.25
SP#19	Remove & stockpile 6" topsoil	Acre	2.8	\$ 13,059.60	\$ 36,566.88
TOTAL BID AMOUNT					\$ 605,899.85

Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

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KEIDELS SOUTH HEART TERRACE 2ND ADDITION PHASE 4
STREET IMPROVEMENT DISTRICT NO. 178
CITY PROJECT NO. 2013-04

SPEC NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PR.		TOTAL
				OR L.S.		
202-4.1	Unclassified excavation & embankment	CY	735	\$	6.00	\$ 4,410.00
203-3.1	Watering	M.Gal.	32	\$	22.50	\$ 720.00
204-3.1	Subgrade preparation (6")	SY	8,475	\$	1.80	\$ 15,255.00
205-3.1	Silt fence	LF	200	\$	7.00	\$ 1,400.00
302-4.1	Stabilized Gravel Base (Class 5)	Ton	50	\$	35.00	\$ 1,750.00
304-6.1B	AC Base course (2-1/2")	Ton	1,073	\$	91.90	\$ 96,608.70
401-6.2B	AC Surface course (2")	Ton	858	\$	91.90	\$ 78,850.20
402-4.2	Bituminous tack coat	Gal.	386	\$	2.20	\$ 849.20
403-4.1	Bituminous seal coat	SY	2,318	\$	2.30	\$ 5,331.40
602-4.1	6" Concrete	SY	53	\$	82.50	\$ 4,372.50
603-5.5	Install mountable curb & gutter	LF	3,477	\$	18.30	\$ 63,629.10
603-5.6	Bedding Material	Ton	136	\$	15.00	\$ 2,040.00
802-4.3	18" Storm Sewer Pipe	LF	482	\$	50.00	\$ 24,100.00
802-4.53	18" Flared End Section	Each	2	\$	2,500.00	\$ 5,000.00
1001-4.11	2"PVC Electric conduit	LF	95	\$	2.00	\$ 190.00
1001-4.12	Trenching for conduit & circuitry	LF	1,484	\$	4.90	\$ 7,271.60
1001-4.24	Copper Circuit Conductors (3#2s)	LF	1,484	\$	3.50	\$ 5,194.00
1001-4.25	No. 6 Copper Ground - Type T or Bare	LF	1,484	\$	3.50	\$ 5,194.00
1001-4.3	Type C Standard with Cooper Navion NVNT3A LED Luminaire	Each	10	\$	3,348.00	\$ 33,480.00
1206-4.1	Adjust manhole casting-asphalt paving	Each	6	\$	413.00	\$ 2,478.00
1206-4.5	Furnish & Adjust Type 36" Inlet	Each	2	\$	500.00	\$ 1,000.00
1206-4.11	Adjust Valve Box- Asphalt Pavement	Each	2	\$	350.00	\$ 700.00
1206-4.19	Adjust valve box-unpaved area	Each	12	\$	413.00	\$ 4,956.00
1212-4A	Flat Sheets for Signs Type 3A	SF	6	\$	50.00	\$ 312.50
1212-4B	Galv Steel Posts - Tel. Perf Tube	LF	9.50	\$	10.00	\$ 95.00
1212-4.M	Relocate Road Closed	Each	1	\$	118.80	\$ 118.80
SP#9	Respread 4" topsoil from onsite stockpile with seeding & hydromulch	Acre	1.0	\$	9,000.00	\$ 8,730.00
SP#9	Respread 4" topsoil from onsite stockpile with seeding (no hydromulch)	Acre	1.8	\$	6,270.00	\$ 11,286.00
SP#17	Apply soil sterilizer	Lot	1	\$	4,356.00	\$ 4,356.00
SP#19	Street name post with 3 signs	Each	2	\$	313.20	\$ 626.40
SP#19	Remove & stockpile 6" topsoil	Acre	2.8	\$	2,300.00	\$ 6,325.00
Sp#20	Stop Sign with Street Name Signs	Each	1.0	\$	450.00	\$ 450.00
CONSTRUCTION TOTAL						\$ 399,079.40

Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

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KEIDEL'S SOUTH HEART TERRACE 2ND ADDITION
PHASE 2
STREET IMP. DISTRICT NO. 178
CITY PROJECT NO. 2013-04

AREA 1						
SPEC NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	
202-4.1	UNCLASSIFIED EXCAVATION	CY	735	10.02	7,364.70	
203-3.1	WATERING	M GAL	32	14.40	460.80	
204-3.1	SUBGRADE PREPARATION (6")	SY	8,475	2.47	20,933.25	
205-3.1	SILT FENCE	LF	200	11.42	2,284.00	
302-4.1	STABILIZED GRAVEL BASE (CLASS 5)	TON	50	40.00	2,000.00	
304-6.1B	AC BASE COURSE (2-1/2")	TON	1,073	101.25	108,641.25	
401-6.2B	AC SURFACE COURSE (2")	TON	858	101.25	86,872.50	
402-4.2	BITUMINOUS TACK COAT	GAL	386	2.20	849.20	
403-4.1	BITUMINOUS SEAL COAT	SY	2,318	2.64	6,119.52	
602-4.1	6" CONCRETE	SF	53	65.36	3,464.08	
603-5.3	INSTALL MOUNTABLE CURB & GUTTER	LF	3,477	20.62	71,685.74	
603-5.6	BEDDING MATERIAL	TON	136	39.55	5,378.80	
802-4.3	18" STORM SEWER PIPE	LF	482	74.18	35,754.76	
802-4.53	18" FLARED END SECTION	EA	2	2300.00	4,600.00	
1001-4.11	2" PVC ELECTRIC CONDUIT	LF	95	2.42	229.90	
1001-4.12	TRENCHING FOR CONDUIT & CIRCUITRY	LF	1,484	4.60	6,826.40	
1001-4.24	COPPER CIRCUIT CONDUCTORS (3#2s)	LF	1,484	7.48	11,100.32	
1001-4.25	NO. 6 COPPER GROUND TYPE T OR BARE	LF	1,484	1.04	1,543.36	
1001-4.3	TYPE C STANDARD WITH COPPER NAVION NVNT3A LED LUMINAIRE	EA	10	3,164.00	31,640.00	
1206-4.1	ADJUST MANHOLE CASTING-ASPHALT PAVING	EA	6	481.08	2,886.48	
1206-4.5	FURNISH & ADJUST TYPE 36" INLET	EA	2	5,158.45	10,316.90	
1206-4.11	ADJUST VALVE BOX-ASPHALT PAVEMENT	EA	2	368.30	736.60	
1206-4.19	ADJUST VALVE BOX-UNPAVED AREA	EA	12	255.53	3,066.36	
1212-4A	FLAT SHEETS FOR SIGNS TYPE 3A	SF	6	28.64	171.84	
1212-4B	GALV STEEL POSTS-TEL.PERF TUBE	LF	9.50	21.05	199.98	
1212-4.M	RELOCATE ROAD CLOSED	EA	1	460.00	460.00	
SP #9	RESPREAD 4" TOPSOIL FROM ONSITE STOCKPILE WITH SEEDING & HYDROMULCH	ACRE	1.0	NO Bid	NO Bid	
SP #9	RESPREAD 4" TOPSOIL FROM ONSITE STOCKPILE WITH SEEDING (NO HYDROMULCH)	ACRE	1.8	NO Bid	NO Bid	
SP #17	APPLY SOIL STERILIZER	LOT	1	4008.68	4,008.68	
SP #19	STREET NAME POST WITH 3 SIGNS	EA	2	241.50	483.00	
SP #20	STOP SIGN WITH STREET NAME SIGNS	EA	1.0	316.25	316.25	
SP #21	REMOVE & STOCKPILE 6" TOPSOIL	AC	2.8	13,059.60	36,566.88	
	Mobilization	LS	1	47,028.38	47,028.38	
	TOTAL BID AMOUNT					

Total 513,999.93

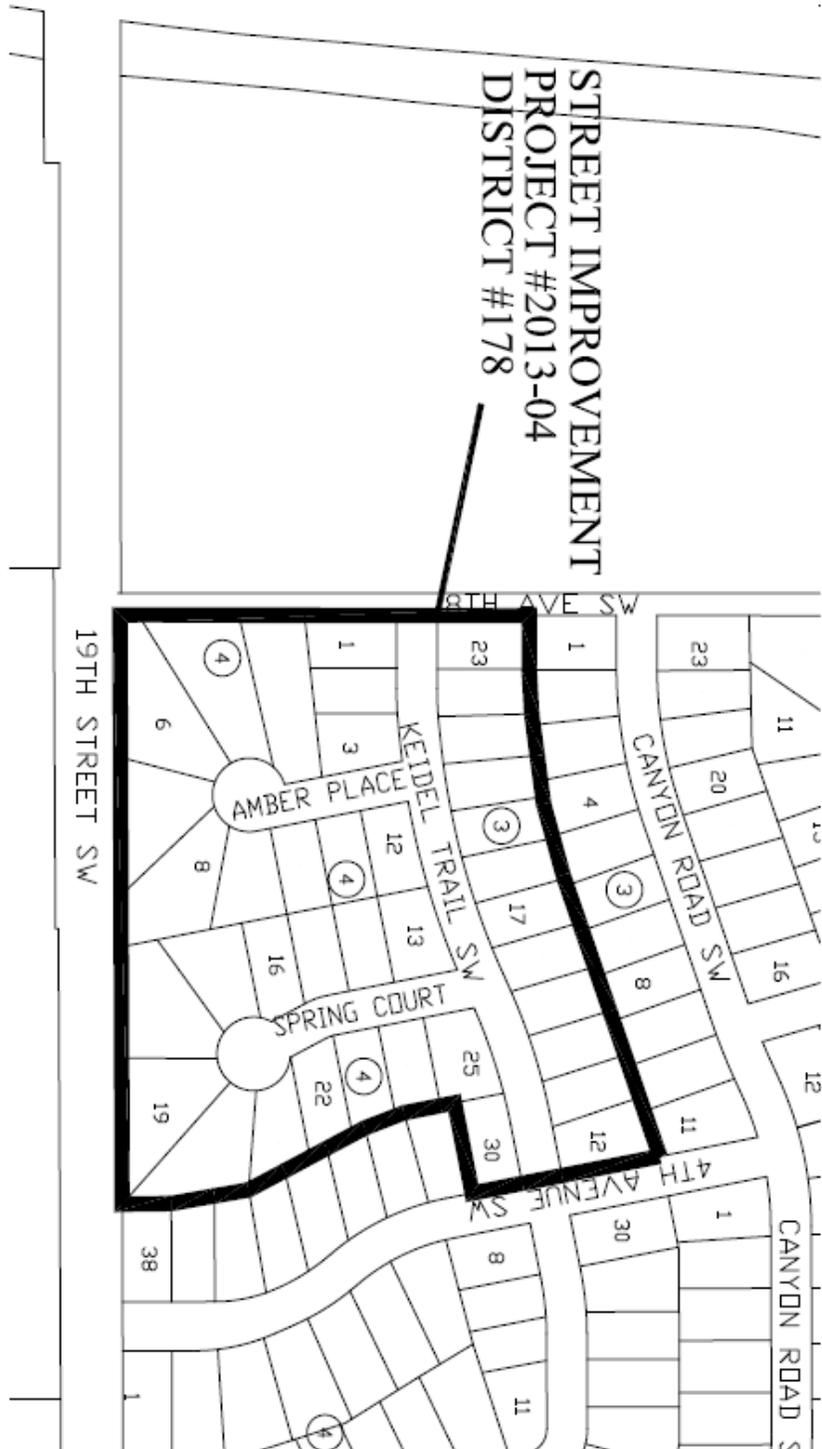
Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

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Board of City Commissioners

Agenda Documentation

Meeting Date: August 20, 2013

Subject: Award of Bids for Street Improvement District 178, Project 2013-04
(Keidel's South Heart Terrace Phase IV).

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RESOLUTION
APPROVING CONTRACT AND CONTRACTOR'S BOND FOR
STREET IMPROVEMENT DISTRICT NO. 178

(Project No. 2013-04)

BE IT RESOLVED by the governing body of the City of Mandan, North Dakota (the "City"), as follows:

1. It is hereby found and determined that this Board has heretofore caused Notice for Advertisement for Bids to be made for an improvement Street Improvement District No. 178 of said City, and has duly and publicly opened and considered said bids received pursuant to said Notice.
2. Said improvement is hereby ordered to be constructed in accordance with the plans and specifications therefore as heretofore adopted by this Board pursuant to a resolution duly adopted by this Board.
3. It is hereby found and determined that the lowest responsible bidder for various categories of the work, material and skill required for said improvement is Northern Improvement Company whose bid provides for the construction of said improvement at a total estimated base price of \$513,999.93.
4. The President of the Board of City Commissioners of the City of Mandan and City Auditor are hereby authorized and directed to make and enter into a contract with said bidder on the part of the City, in the form prescribed by Sections 40-22-35 and 40-22-35, N.D.C.C. as amended, provided that said bidder shall within ten (10) days from this date execute said contract and a construction bond conditioned in accordance with the provisions of Sections 40-22-30 and 40-22-32 of said Code.

Dated this 20th day of August, 2013

Arlyn Van Beek, President of the
Board of City Commissioners

Attest:

James Neubauer,
City Administrator

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: Raymond S. Morrell / Spirit of Life Church
Address: 3712 W. Meadows Drive N
Mandan ND 58554
Date of Birth: _____
Social Security or Drivers License: _____

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

Name: <u>Monique Ann Gion</u>	Name: <u>Raymond S. Morrell</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). Saturday, September 7, 2013

6:00 pm - 10:00 pm. Spirit of Life Catholic Church
801 1st Ave SE, Mandan, ND. West parking lot.

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 safety accommodated at the site and also estimate of the number of persons expected to attend:

Maximum Capacity 1,500
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, this is not a ticketed event, however, participants are requested to bring non-perishable food. Crowd control will be maintained at identified ingress/egress points

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

Number of toilet facilities 8-10

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

Yes ✓ No _____ Scott Johnson

14. Fencing & Barricades should be supplied on site plan. yes

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. Police committee is addressing signage and necessary vehicle control, normal parking is permitted in remaining property and adjacent property, coordination will be done by committee.

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 2 City Police _____

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

[Signature]
Signature of applicant
8/5/13
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.

see attached

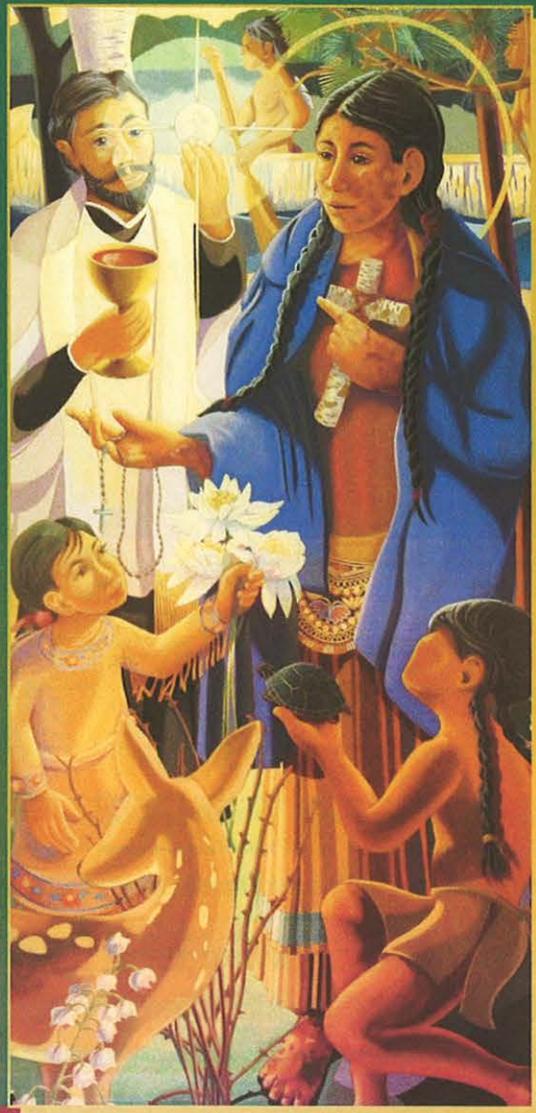
- barricades will be placed at parking lot / event egress points
 - they will be named.
- a four-foot plastic fence will surround perimeter of event
- a 6' high chain link fence will confine the beer gardens
- beer gardens will involve exchange of ticket for canned beer
 - tickets will be sold outside of beer gardens.
- event activities / food vendors / beer gardens will operate from 6:00 pm to 10:00 pm.
- band will perform from 7:00 pm to 10:00 pm.
- beer gardens will be provided by Harvest Grill
 - will only provide beer

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.

St. Kateri
Family
Block Party
Saturday,
Sept. 7th,
6-10 p.m.

Spirit of Life Church
801 1st St. SE, Mandan
701-663-1660
myspiritoflife.com



Burgers, Brats & Indian Tacos
will be served free of charge

Music provided
by the band
Dirty Word
7-10 p.m.

There will be entertainment
for the children, fun and
games for all!

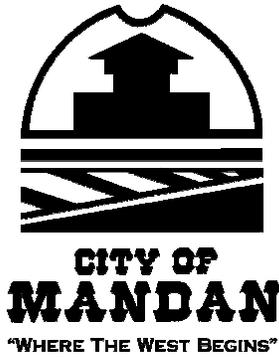
Bring a non-perishable
food item to donate for
those in need.

Mark your calendars and join us for
this community-wide celebration!



- Location of Food vendor booths
- Location of fenced beer gardens
- Location of kids games
- Location of stage/band

- Location of porta-potties
- Perimeter fence for event
- Fire lane for emergency vehicles



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 15, 2013
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Doug Lalim/Assessor & Building Official
PRESENTER: Doug Lalim/Assessor & Building Official
SUBJECT: Disabled Veteran Exemption for Boyd Gilchrist

STATEMENT/PURPOSE: To consider a 70% disabled veteran exemption for the year 2012.

BACKGROUND/ALTERNATIVES: Mr. Gilchrist meets all criteria according to North Dakota Century Code 57-02-08 (20)(b) to receive a 70% disabled veteran exemption.

This property is also known as Lot 11 & 12, Block 86, N.P. 1st Addition at 309 7th St. NW on Parcel #4489.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$1,145 for the year 2012. Please note that this amount is reimbursed by the State and the City is not actually losing any revenue.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval to receive a 70% disabled veteran exemption for the year 2012.

SUGGESTED MOTION: I recommend a motion to approve the applications from Mr. Gilchrist to receive a 70% disabled veteran exemption for the year 2012 by meeting all criteria according to North Dakota Century Code 57-02-08(20)(b).

Application For Abatement And Settlement Of Taxes
 North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name GILCHRIST BOYD K & L

Address 309 7 ST NW

Legal Description of the property involved in this application
 W 70' LOTS 11 & 12

Property ID Number

City 4489

County 65-3430000

Block: 086

N.P. 1ST

Total true and full value of the property described above for the year 2012 is:

Land \$11,300
 Improvements \$92,100
 Total (1) \$103,400

Total true and full value of the property described above for the year 2012 should be:

Land \$11,300
 Improvements \$92,100
 Total (2) \$103,400

The difference of \$0 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
- 6. Duplicate assessment
- 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
- 10. Other (Explain) NDCC 57-02-08 DISABLED VETERANS EXEMPTION FOR 2012

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

1. Purchase price of property: \$ _____ Date of Purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ Estimated value: \$ _____

2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
 Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: _____ Purpose of appraisal: _____
 _____ Market value estimate: \$ _____
 Appraisal was made by whom? _____

4. The applicant's estimate of market value of the property involved in this application is \$ _____

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that HE BE REIMBURSED AT 70% DUE TO THE QUALIFICATION OF THE
DISABLED VETERANS EXEMPTION FOR 2012.

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

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

Signature of Preparer (if other than applicant) _____ Date _____
 Signature of Applicant Boyd K. Gilchrist Date 8-14-2013

Application for Property Tax Exemption

This application must be filed with the assessor every year by February 1st of the year for which the exemption is claimed, except as stated in note (7) below.

Property Numbers: 4489 65- 3430000 Legal Description _____
 Property Owner: GILCHRIST BOYD K & L Lot: _____ Block: 086
 Property Address: 309 7 ST NW W 70' LOTS 11 & 12
 Telephone Number: _____ N.P. 1ST

Date property was acquired: _____ Market value of property claimed exempt: \$ _____

Exemption Claimed Pursuant to One of the Following Section of the North Dakota Century Code:

- 1. N.D.C.C. § 57-02-08(7)(9), property used exclusively for public workshop or property belonging to a religious organization and used for religious purposes: Church Parsonage Other(attach explanation)
- 2. N.D.C.C. § 57-02-08(8), property owned by an institution of public charity and used for the charitable purposes for which it was organized: Public Hospital (1) Nursing Home (1) Other(attach explanation) (1)
- 3. N.D.C.C. § 57-02-08(11), property owned by nonprofit lodges, clubs, etc. and used for their meetings and ceremonies:
 - a. If licensed to sell alcoholic beverages, describe each area of the building where these beverages are sold or consumed. _____
 - b. If food is sold, describe each area of the building where the food is sold or consumed. _____
- 4. N.D.C.C. § 57-02-08(20), buildings owned and occupied as a homestead by one of the following:
 - a. Paraplegic Disabled Veteran or Veteran awarded specially adapted housing (2)(4)(5)(6)(7)
 - b. Disabled Veteran (50% or greater disability) (2)(4)(5)(7)
 - c. Permanently and Totally Disabled Person Confined to a Wheelchair (2)
- 5. N.D.C.C. § 57-02-08(22), buildings owned and occupied as a home by a blind person or spouse. (2)
- 6. N.D.C.C. § 57-02-08(26), buildings owned and occupied as a homestead by a paraplegic disabled person (2)(3)
- 7. N.D.C.C. § 57-02-08(31), group homes owned by nonprofit corporations.
- 8. N.D.C.C. § 57-55-10, mobile home is exempt or the provisions of N.D.C.C. ch. 57-55 apply.
- 9. N.D.C.C. § _____ Subsection _____

For what purpose(s) was the property used during the 12-month period prior to the year for which this exemption is claimed? (Note: Be specific. If there were several types of use, indicate such usages by square foot areas of the building and floor location. If additional space is needed, attach another sheet.) _____

Is any income derived from the use of any portion of this property by other individuals or groups, whether considered as rent or reimbursement for expenses or services rendered? Yes No If Yes, give details. _____

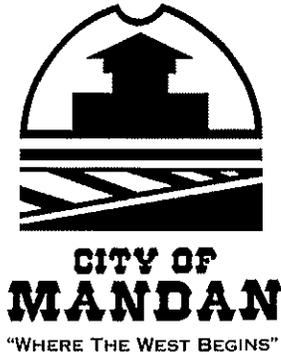
(1) Provide a current copy of organizational documents supporting claim (e.g., articles of incorporation and by-laws, etc.) if claiming exemption for first time upon request.
 (2) Provide an affidavit or physician's certificate if claiming exemption for first time.
 (3) Provide an annual statement that previous year's income did not exceed the amount provided in N.D.C.C. § 57-02-08.1.
 (4) Provide a copy of the DD Form 214 showing veteran's honorable discharge from active military service if claiming exemption for first time.
 (5) Provide a certificate from the Department of Veterans Affairs certifying to the percentage of disability when claiming exemption for the first time, or if the veteran receives a change in the percentage of certified rated service-connected disability.
 (6) Provide evidence from the Department of Veterans Affairs showing award of specially adapted housing if claiming exemption for this status for first time.
 (7) Exemption is automatically renewed each following year, but the veteran or veteran's unmarried surviving spouse must refile if that person sells the property or no longer claims it as a primary place of residence, or if the veteran dies or receives a change in the percentage of the certified rated service-connected disability.

I(We) make application for real property tax exemption for the year 2012 on the property described above and, in compliance with North Dakota Century Code § 57-02-14.1, certify the information is accurate to the best of my(our) knowledge and belief.

Note: N.D.C.C. § 12.1-11-02 provides that making a false statement in a governmental matter is punishable as a Class A misdemeanor.

Boyd K. Gilchrist 8-13-2013
 Applicant Date
Gabele Rastrop 8-14-13
 Assessor or Director of Tax Equalization Date

Application is: Approved Disapproved
 Percentage approved(4.b) 70 %



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 14, 2013
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Jim Lawler, Airport Manager
SUBJECT: Mandan Airport Authority's 2014 Budget

PURPOSE

To consider the Mandan Airport Authority's 2014 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 bond issuances. The Authority is reported as a component unit in the City of Mandan's audited financial statements.

The Authority's Board approved the 2014 Budget on July 15, 2013.

ATTACHMENT

Mandan Airport Authority's 2014 Budget

FISCAL IMPACT

The City of Mandan has included the following revenues for the Mandan Airport Authority in the City's 2014 Budget:

- Property Taxes (4 Mills) = \$193,250
- Delinquent Taxes = \$7,200
- Mobile Home Taxes = \$2,300
- State Aid Distribution = \$5,600
- Disabled Veterans Credit = \$1,250
- Homestead Credit = \$2,150
- Operating Subsidy = \$5,350
- Total = \$217,100

STAFF IMPACT

None

LEGAL REVIEW

None

RECOMMENDATION

To consider the Mandan Airport Authority's 2014 Budget.

SUGGESTED MOTION

Move to consider the Mandan Airport Authority's 2014 Budget.

Mandan Airport Authority
Revenue and Expense Report
 January through December 2014

Budget	Mandan Airport Auth. 2014	<u>Jan - Dec 2014</u>
Revenue		
Revenue		
	800.31.101 Property Tax	214,500.00
	800.33.301 Federal Grants	150,000.00
	800.33.303 State Aid	130,100.00
	800.34.418 Fuel Sale	275,000.00
	800.34.418 Jet Fuel	105,000.00
	800.36.601 Interest Income	0.00
	800.36.602 Hangar Rent	95,000.00
	800.36.602 Land Lease	<u>6,665.00</u>
	Total Revenue	976,265.00
 Expense		
	51001 Payroll Expenses	
	Health	6,065.00
	Pension	5,520.00
	Social Security/Medicare	5,500.00
	Term Life	52.00
	Unemployment	60.00
	Workers Comp	500.00
	51001 Payroll Expenses - Other	<u>68,000.00</u>
	Total 51001 Payroll Expenses	85,697.00
	 52001 Fees & Services Charges	
	Accounting Fees	800.00
	Auditor Fees	750.00
	Bank Service Charges	4,000.00
	Garbage	700.00
	Legal Fees	2,500.00
	Postage Fees	900.00
	Web Page	<u>900.00</u>
	Total 52001 Fees & Services Charges	10,550.00
	 53001 Insurance	
	Automobile	400.00
	Building	1,450.00
	Fuel Tank	500.00
	Inland Marine	1,500.00
	Liability	<u>2,200.00</u>
	Total 53001 Insurance	6,050.00
	 55001 Travel & Training	
	Mileage	1,000.00
		<u>5,500.00</u>
	Total 55001 Travel & Training	6,500.00
	 56001 Utilities	
	Cable TV	550.00
	Electric	<u>17,000.00</u>

Mandan Airport Authority
Revenue and Expense Report
 January through December 2014

Budget	Mandan Airport Auth. 2014	<u>Jan - Dec 2014</u>
	Propane	5,000.00
	Telephone	3,000.00
	Water	<u>1,800.00</u>
	Total 56001 Utilities	27,350.00
	57001 Publishing & Printing	
	Advertising/Public Relations	2,500.00
	Legal Notices	<u>250.00</u>
	Total 57001 Publishing & Printing	2,750.00
	58001 Dues and Subscriptions	2,000.00
	59001 Supplies & Maintenance	
	Avgas	240,000.00
	AWOS Maintenance	3,000.00
	Diesel Fuel	5,000.00
	Electrical Supplies	2,000.00
	Grounds Supplies	4,000.00
	Janitorial Supplies	1,000.00
	Jet Fuel	100,000.00
	Miscellaneous Supplies	500.00
	Motor Vehicle Supplies	1,000.00
	Office Supplies	3,000.00
	Safety	2,000.00
	Shop Supplies	1,000.00
	Signage	500.00
	Small Tools	<u>1,500.00</u>
	Total 59001 Supplies & Maintenance	364,500.00
	60001 Repairs & Maintenance	
	Asphalt Repairs	25,000.00
	Building Repairs	5,000.00
	Electrical	1,000.00
	Equipment Repairs	4,000.00
	Fire Ext.	500.00
	Fuel System	2,500.00
	Plumbing & Septic System	<u>1,000.00</u>
	Total 60001 Repairs & Maintenance	39,000.00
	62001 Capitol Outlay	
	Machinery, Equipment, Const.	<u>10,000.00</u>
	Total 62001 Capitol Outlay	10,000.00
	62001 New Construction	
	FAA Project	
	Advertising	
	Construction	
	Engineering	
	Testing	
	Total FAA Project	<u>165,000.00</u>

Mandan Airport Authority
Revenue and Expense Report
 January through December 2014

Budget	Mandan Airport Auth. 2014	<u>Jan - Dec 2014</u>
	Architect	
	Electrical	0.00
	General Construction	0.00
	State Grant Expenses	130,000.00
	Testing	<u>0.00</u>
	Total T-hangar	<u>0.00</u>
	Total 62001 New Construction	130,000.00
	 63001 Debt Service	
	Interest Revenue Bonds	10,000.00
	Interest Loan	4,000.00
	Principal Revenue Bonds	<u>90,000.00</u>
	Total 63001 Debt Service	104,000.00
	 64001 Misc	
	Possessory Leasehold Tax	<u>20,000.00</u>
	Total 64001 Misc	<u>20,000.00</u>
	 Total Expense	 <u>973,397.00</u>
	 Other Expense	
	Other Expenses	<u>0.00</u>
	 Total Other Expense	 <u>0.00</u>
		<u>0.00</u>
		<u>0.00</u>
	 Net Revenue	 2,868.00

Mandan Municipal Airport
Profit & Loss Budget Overview
January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Ordinary Income/Expense						
Income						
800.31.101 Property Tax	211,761.80	199,200.00	186,554.10	201,300.00	0.00	214,500.00
800.33.301 Federal Grants	224,445.00	150,000.00	460,766.00	4,320,000.00	0.00	150,000.00
800.33.303 State Aid	6,093.13	9,500.00	32,868.11	245,600.00	0.00	130,100.00
800.34.418 Fuel Sale	281,308.26	230,000.00	128,583.56	125,000.00	0.00	275,000.00
800.34.418 Jet Fuel	21,318.85		11,704.73	20,000.00	0.00	105,000.00
800.34.420 Garbage In	180.00		140.00		0.00	
800.34.420 Water	350.00		0.00		0.00	
800.36.601 Interest Income	1,210.86	1,500.00	474.87		0.00	
800.36.602 Hangar Rent	100,309.07	99,000.00	77,223.50	100,000.00	0.00	95,000.00
800.36.602 Land Lease	5,968.86	3,824.00	7,444.85	2,500.00	0.00	6,665.00
800.36.611 Rebates	9.18		0.00		0.00	
800.36.612 Other	6,282.00		491.00		0.00	
800.36.618 Assesment	603.43		5,000.00		0.00	
Total Income	859,840.44	693,024.00	911,250.72	5,014,400.00	0.00	976,265.00
Gross Profit	859,840.44	693,024.00	911,250.72	5,014,400.00	0.00	976,265.00
Expense						
51001 Payroll Expenses						
51001 Payroll	71,240.45	62,000.00	29,183.41	65,000.00	0.00	68,000.00
Health	5,930.08	5,500.00	2,280.80	5,750.00	0.00	6,065.00
Pension	4,986.85	4,500.00	2,042.84	4,550.00	0.00	5,520.00
Social/Medicare	5,097.43	5,000.00	2,159.56	4,875.00	0.00	5,500.00
Term Life	52.00	48.00	20.00	50.00	0.00	52.00
Unemployment	49.71	800.00	73.08	50.00	0.00	60.00
Workers Comp	0.00	550.00	620.70	500.00	0.00	500.00
51001 Payroll Expenses - Other	-4,929.77		-6,852.94		0.00	
Total 51001 Payroll Expenses	82,426.75	78,398.00	29,527.45	80,775.00	0.00	85,697.00
52001 Fees & Services Charges						

Mandan Municipal Airport
Profit & Loss Budget Overview
January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Accounting Fees	760.00		365.00	500.00	0.00	800.00
Audit Fees	700.00	800.00	100.00	600.00	0.00	750.00
Bank Service Charges	4,453.90	4,500.00	954.95	4,000.00	0.00	4,000.00
Boiler Inspection	0.00		90.00		0.00	
Engineering Fees	0.00		1,388.33		0.00	
Garbage	649.00	1,000.00	275.00	600.00	0.00	700.00
International TXN Fee	0.00		0.27		0.00	
Legal Fees	420.00	250.00	3,011.35	250.00	0.00	2,500.00
Postage Fees	793.95	600.00	120.05	600.00	0.00	900.00
Web Page	779.40	180.00	772.20	180.00	0.00	900.00
Total 52001 Fees & Services Charges	8,556.25	7,330.00	7,077.15	6,730.00	0.00	10,550.00
53001 Insurance						
Automobile	0.00	350.00	250.00	400.00	0.00	400.00
Building	1,391.96	1,500.00	0.00	1,450.00	0.00	1,450.00
Fuel Tank	500.00	400.00	0.00	500.00	0.00	500.00
Hangar Keepers	50.00		0.00		0.00	
Inland Marine	8.00	1,500.00	1,067.00	1,500.00	0.00	1,500.00
Liability	1,985.09	2,200.00	2,205.00	2,200.00	0.00	2,200.00
Workforce Safety	506.38		0.00		0.00	
Total 53001 Insurance	4,441.43	5,950.00	3,522.00	6,050.00	0.00	6,050.00
55001 Travel & Training						
Mileage	5,106.85	6,000.00	3,568.11	5,500.00	0.00	5,500.00
55001 Travel & Training - Other	1,690.50	1,000.00	722.70	1,000.00	0.00	1,000.00
Total 55001 Travel & Training	6,797.35	7,000.00	4,290.81	6,500.00	0.00	6,500.00
56001 Utilities						
Cable TV	737.87	830.00	232.00	700.00	0.00	550.00
Electric	16,237.31	17,000.00	8,048.67	17,000.00	0.00	17,000.00
Propane	3,209.51	7,500.00	1,380.10	7,500.00	0.00	5,000.00
Telephone	2,728.15	2,750.00	1,350.34	2,750.00	0.00	3,000.00

Mandan Municipal Airport
Profit & Loss Budget Overview
January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Water	1,632.17	1,800.00	784.87	1,800.00	0.00	1,800.00
Total 56001 Utilities	24,545.01	29,880.00	11,795.98	29,750.00	0.00	27,350.00
57001 Publishing & Printing						
Advertising Other	1,362.62	2,500.00	145.00		0.00	
Advertising/Public Relations	2,021.63	250.00	1,035.16	2,500.00	0.00	2,500.00
Legal Notices	70.20		81.12	250.00	0.00	250.00
57001 Publishing & Printing - Other	392.51		0.00		0.00	
Total 57001 Publishing & Printing	3,846.96	2,750.00	1,261.28	2,750.00	0.00	2,750.00
58001 Dues and Subscriptions	1,186.95	2,500.00	1,430.20	2,500.00	0.00	2,000.00
59001 Supplies & Maintenance						
Avgas	235,680.04	200,000.00	81,243.82	115,000.00	0.00	240,000.00
AWOS Maintenance	0.00		0.00	3,000.00	0.00	3,000.00
Building Repairs						
Electrical Repairs	926.44		0.00		0.00	
Building Repairs - Other	550.45		0.00		0.00	
Total Building Repairs	1,476.89		0.00		0.00	
Cust Appreciate	44.50		0.00		0.00	
Diesel Fuel	3,272.91	5,000.00	1,840.41	5,000.00	0.00	5,000.00
Electrical Supplies	612.73	2,000.00	317.99	2,000.00	0.00	2,000.00
Equipment Maintenance						
CX 60	36.49		0.00		0.00	
JD544C	400.75		0.00		0.00	
Equipment Maintenance - Other	56.84		405.00		0.00	
Total Equipment Maintenance	494.08		405.00		0.00	
Fly In						
Drink Fly in	18.97		0.00		0.00	
Food Fly In	166.64		0.00		0.00	
Hardware Fly in	1,371.15		0.00		0.00	

Mandan Municipal Airport
Profit & Loss Budget Overview
 January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Paper Products Fly in	74.00		0.00		0.00	
Printing Fly in	117.60		0.00		0.00	
Fly In - Other	638.03		192.10		0.00	
Total Fly In	2,386.39		192.10		0.00	
Fuel System	321.02		0.00		0.00	
Gas, Oil, Grease	327.51		87.64		0.00	
Grounds Supplies	3,290.43	4,000.00	1,021.97		0.00	4,000.00
Hardware	103.04	250.00	10.43	250.00	0.00	
Janitorial Supplies	787.29	1,000.00	270.10	1,000.00	0.00	1,000.00
Jet Fuel	45,230.62		0.00	24,000.00	0.00	100,000.00
Miscellaneous Supplies	0.00		0.00	500.00	0.00	500.00
Motor Vehicle Supplies	407.49	500.00	272.47	1,000.00	0.00	1,000.00
Office Supplies	2,442.09	3,000.00	468.21	3,000.00	0.00	3,000.00
Pilot Supplies	30.00		0.00		0.00	
Safety	61.98	500.00	0.00	2,500.00	0.00	2,000.00
Shop Supplies	678.43	1,000.00	506.25	1,000.00	0.00	1,000.00
Signage	175.00	500.00	0.00	500.00	0.00	500.00
Small Tools	1,053.73	2,000.00	793.03	2,000.00	0.00	1,500.00
Total 59001 Supplies & Maintenance	298,876.17	219,750.00	87,429.42	160,750.00	0.00	364,500.00
60001 Repairs & Maintenance						
Asphalt	0.00		0.00		0.00	25,000.00
Building Repairs	1,563.51	10,000.00	0.00	10,000.00	0.00	5,000.00
Electrical						
Beacon	501.47		417.46		0.00	
Electrical - Other	150.40	6,500.00	0.00	3,500.00	0.00	1,000.00
Total Electrical	651.87	6,500.00	417.46	3,500.00	0.00	1,000.00
Equipment Repairs						
Avgas Truck	94.14		236.12		0.00	
CX 60	309.44		501.00		0.00	

Mandan Municipal Airport
Profit & Loss Budget Overview
January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Fuel Trailer	0.00		1,404.90		0.00	
JD 544	290.39		741.28		0.00	
Jet Fuel Truck	0.00		20.20		0.00	
Woods Mower	643.60		0.00		0.00	
Equipment Repairs - Other	39.47	5,000.00	339.14	5,000.00	0.00	4,000.00
Total Equipment Repairs	1,377.04	5,000.00	3,242.64	5,000.00	0.00	4,000.00
Fire Ext.	79.55	250.00	0.00	500.00	0.00	500.00
Fuel System	23,813.04	2,500.00	1,071.39	2,500.00	0.00	2,500.00
Motor Vehicle	654.37		0.00		0.00	
Nav Aid	0.00		85.07		0.00	
Plumbing & Septic System	450.00	1,500.00	2,500.00	1,500.00	0.00	1,000.00
Total 60001 Repairs & Maintenance	28,589.38	25,750.00	7,316.56	23,000.00	0.00	39,000.00
62001 Capitol Outlay						
Machinery and Equipment	0.00	30,000.00	1,500.00	30,000.00	0.00	
62001 Capitol Outlay - Other	0.00		0.00		0.00	10,000.00
Total 62001 Capitol Outlay	0.00	30,000.00	1,500.00	30,000.00	0.00	10,000.00
62001 New Construction						
FAA Project						
Advertising	0.00	500.00	0.00		0.00	
Construction	0.00	140,000.00	0.00		0.00	
Engineering	0.00	15,000.00	0.00		0.00	
Testing	0.00	2,000.00	0.00		0.00	
FAA Project - Other	0.00		0.00	4,800,000.00	0.00	
Total FAA Project	0.00	157,500.00	0.00	4,800,000.00	0.00	
62001 New Construction - Other	0.00		0.00		0.00	295,000.00
Total 62001 New Construction	0.00	157,500.00	0.00	4,800,000.00	0.00	295,000.00
63001 Debt Service						

Mandan Municipal Airport
Profit & Loss Budget Overview
January 2012 through December 2014

	Jan - Dec 12	Budget	Jan - Dec 13	Budget	Jan - Dec 14	Budget
Interest Revenue Bonds	43,463.26	43,463.26	20,472.53	40,077.51	0.00	10,000.00
Loan Interest	0.00		0.00		0.00	4,000.00
Principal Revenue Bonds	0.00	66,663.95	0.00	70,049.69	0.00	90,000.00
Total 63001 Debt Service	43,463.26	110,127.21	20,472.53	110,127.20	0.00	104,000.00
64001 Misc						
Possessory Leasehold Tax	13,064.61	15,000.00	0.00	20,000.00	0.00	20,000.00
Total 64001 Misc	13,064.61	15,000.00	0.00	20,000.00	0.00	20,000.00
65001 Depreciation Expense	204,500.00		0.00		0.00	
Avgas	2,458.94		-8,503.18		0.00	
Interest Expense	-921.00		0.00		0.00	
Refund						
800.36.602 Refund	0.00		555.00		0.00	
Total Refund	0.00		555.00		0.00	
Void	0.00		0.00		0.00	
Total Expense	721,832.06	691,935.21	167,675.20	5,278,932.20	0.00	973,397.00
Net Ordinary Income	138,008.38	1,088.79	743,575.52	-264,532.20	0.00	2,868.00
Net Income	138,008.38	1,088.79	743,575.52	-264,532.20	0.00	2,868.00
Construction in progress	-197,722.59		-723,204.81			
Machinery	-35,673.24					
Land	-34,803.45					

Presentation to Mandan City Commissioners

- Tour of Mandan
- Aug 20, 2013

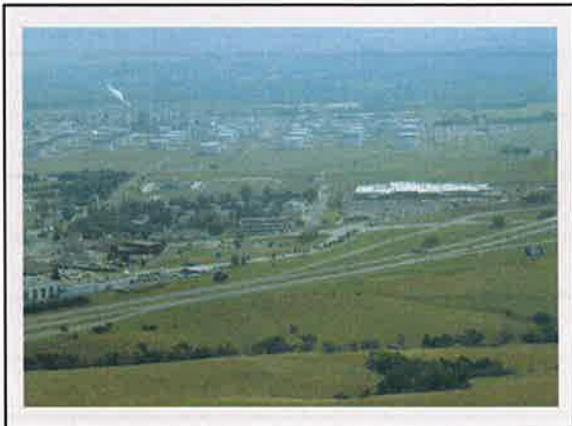








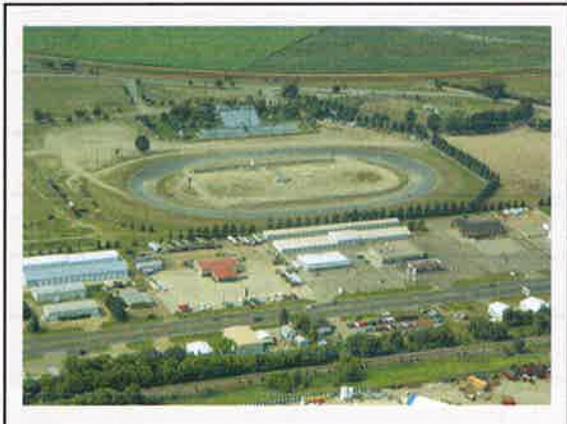
























- Update on Mandan Airport
- Request funding for Support and Economic Development
- Introduce members of the Mandan airport Authority

Intent of presentation

NPIAS/CIP

AIRPORT NAME: Mandan Municipal Airport
 ASSOCIATED CITY: Mandan, North Dakota
 COUNTY NAME: Morton
 COUNTY CODE: _____

NPIAS NO.: 38-0035
 SITE NO.: _____
 LOCAL IDENT.: Y19
 SMSA NO.: _____

	BASED AIRCRAFT	SCHEDULED SERVICE ANNUAL ENPLANEMENTS	SCHEDULED SERVICE ANNUAL OPERATIONS	AIR TAXI ANNUAL ENPLANEMENTS	MAIL SERVICE (Y OR N)	AIRPORTS ANNUAL INTINERANT OPERATIONS	AIRPORTS ANNUAL TOTAL OPERATIONS	PROPOSED NEW RUNWAYS	PROPOSED NEW RUNWAY EXTENSIONS
CURRENT:	71	0	0	1,140	Y	8,000	24,740		
1 TO 5 YEARS:	80	0	0	1,300	Y	9,000	26,000		
6 TO 10 YEARS:	90	0	0	1,500	Y	10,000	30,000		Runway 31 - 1,100 feet to 5,500 feet length

ITEM NO.	ITEM DESCRIPTION	YEAR	TOTAL COST	FAA SHARE AVAILABLE	SPONSOR SHARE	NDAC SHARE (5% SHOWN)	FUNDING SHORTFALL	Remarks
1	Master Plan / Airport Layout Plan Update	2013	\$ 250,000	\$ -	\$ 12,500	\$ 12,500	\$ 225,000	2013 non-primary entitlements dedicated to the Runway 13-31 reconstruction project
2	Wetland Mitigation Plan / Implementation: Off-Site Wetland Mitigation	2013	200,000	-	10,000	10,000	180,000	
3	Construct Parking Lot	2013	200,000	-	10,000	10,000	180,000	
4	Construct Hangar Taxilanes (approx. 7,000 S.Y.)	2014	800,000	150,000	40,000	40,000	570,000	
5	Environmental Assessment for 1100' Runway 31 Extension	2014	200,000		10,000	10,000	180,000	
6	Rehabilitate Taxiways, Apron, Parking Lot, & Access Road (pavement maintenance-rejuvenator), Airport Pavement Crack Sealing and Polypatch	2014	150,000		7,500	7,500	135,000	
7	Hangar Area Drainage Improvements / On-Site Wetland Mitigation	2014	250,000		12,500	12,500	225,000	
8	Reconstruct North Apron for Use By Large Aircraft	2015	800,000	150,000	40,000	40,000	570,000	
9	Airport Pavement Crack Sealing and Polypatch	2015	20,000	-	1,000	1,000	18,000	
10	Construct New 10-Unit T-hangar	2015	600,000	-	600,000		-	non-AIP
11	Land Acquisition for 1,100' Runway 31 Extension (approx. 48 ac. fee simple)	2016	200,000	150,000	10,000	10,000	30,000	
12	Construct T-Hangar Pavement	2016	350,000	-	17,500	17,500	315,000	
13	Airport Pavement Crack Sealing and Polypatch	2016	35,000	-	1,750	1,750	31,500	
14	County Road Relocation and Powerline Relocation for 1,100' Runway 31 Extension	2017	600,000	150,000	30,000	30,000	300,000	
15	Airport Pavement Crack Sealing and Polypatch	2017	20,000	-	1,000	1,000	18,000	
16	Airport Terminal Expansion (approximately 1,500 S.F.)	2017	???	???	???		-	
17	Construction of 1,100' Runway 31 Extension, Runway Grooving, Pavement Maintenance	2018	4,200,000	150,000	210,000	210,000	3,630,000	
18	Construct Wildlife & Chain Link Perimeter Fence (approx. 19,000 L.F.)	2018	500,000	-	25,000	25,000	450,000	
19	Purchase 100LL Fuel Truck	2018	50,000	-	50,000		-	non-AIP
20	Airport Pavement Crack Sealing and Polypatch	2019	15,000	13,500	750	750	-	
21	Construct Corporate Area (approx. 5,700 S.Y.) & Parking Area (approx. 2,080 S.Y. paved)	2020	1,200,000	286,500	60,000	60,000	793,500	
22	Upgrade SRE Equipment	2020	150,000	-	7,500	7,500	135,000	
23	Airport Pavement Crack Sealing and Polypatch	2020	20,000	-	20,000	20,000	(20,000)	

AIRPORT NAME: Mandan Municipal Airport
 ASSOCIATED CITY: Mandan, North Dakota
 COUNTY NAME: Morton
 COUNTY CODE: _____

NPIAS NO.: 38-0035
 SITE NO.: _____
 LOCAL IDENT.: Y19
 SMSA NO.: _____

	BASED AIRCRAFT	SCHEDULED SERVICE ANNUAL ENPLANEMENTS	SCHEDULED SERVICE ANNUAL OPERATIONS	AIR TAXI ANNUAL ENPLANEMENTS	MAIL SERVICE (Y OR N)	AIRPORTS ANNUAL INTINERANT OPERATIONS	AIRPORTS ANNUAL TOTAL OPERATIONS	PROPOSED NEW RUNWAYS	PROPOSED NEW RUNWAY EXTENSIONS
CURRENT:	71	0	0	1,140	Y	8,000	24,740		
1 TO 5 YEARS:	80	0	0	1,300	Y	9,000	26,000		
6 TO 10 YEARS:	90	0	0	1,500	Y	10,000	30,000		Runway 31 - 1,100 feet to 5,500 feet length

ITEM NO.	ITEM DESCRIPTION	YEAR	TOTAL COST	FAA SHARE AVAILABLE	SPONSOR SHARE	NDAC SHARE (5% SHOWN)	FUNDING SHORTFALL	Remarks
24	Construct Corporate Hangar (approx. 100'x100')	2021	400,000	150,000	20,000	20,000	210,000	rough estimation of cost only
25	Airport Pavement Crack Sealing and Polypatch	2021	20,000	-	1,000	1,000	18,000	
26	Realign Parallel Taxiway	2022	2,000,000	150,000	100,000	100,000	1,650,000	rough estimation of cost only
27	Airport Pavement Crack Sealing and Polypatch	2022	20,000	-	1,000	1,000	18,000	
28	Apron expansion (approx. 9,780 S.Y.)	2023	600,000	150,000	30,000	30,000	390,000	
29	Airport Pavement Crack Sealing and Polypatch	2023	20,000	-	1,000	1,000	18,000	
30	Runway 13-31 Pavement Maintenance	2024	50,000	45,000	2,500	2,500	-	
31	Jet Fueling System Upgrade	2024	100,000	-	100,000			non-AIP
32	Reconstruct Hangar #2 Approach Apron	2024	???	???	???			Unsure of costs or eligibility
33	Demolition of Existing T-hangar	2025	???	???	???			Unsure of costs or eligibility
Total Project Costs			\$ 14,020,000	\$ 1,545,000	\$ 1,432,500	\$ 682,500	\$ 10,360,000	
2013 Total			\$ 650,000	\$ -	\$ 32,500	\$ 32,500	\$ 585,000	
2014 Total			\$ 1,400,000	\$ 150,000	\$ 70,000	\$ 70,000	\$ 1,110,000	
2015 Total			\$ 1,420,000	\$ 150,000	\$ 641,000	\$ 41,000	\$ 588,000	

* For FAA use.

- Clear Skies Aviation Building
- Mandan Aviation Building
- Sprayers Inc. Expansion
- Expansion of Current Mechanic Shop (Employees)
- Two New Private Hangars
- New Navigation Equipment for this area installed by the Federal Government

Private Investment



Mandan Airport Facilities

Spina chemical company had over 3 million sales last year

Crops spraying: combine ground and air 70,000 acres

Jobs: Spraying - 7, Airframe(plane repair) 3 full time, two partime One fulltime airport manager
Clear skies aviation will add unknown number of jobs

Taxes paid to county:

Hartli	1243
Clear Skies	1400
Airport	17,500(hangars and other buildings)
Sprayers	1065
Roxweck	354
Laubner	400
Hemmer	333
Total	33,395

Current Employment and Tax

- North Dakota Economic Impact of aviation December 2010
- Prepared for:
- The North Dakota Aeronautics Commission
- Mandan Municipal Airport 31 Jobs \$1,003,600 payroll \$4,390,900 total output
- Hosted the International Flying Farmers Convention with a Direct Impact of \$100,000 plus

Economic impact



- FAA – Planning, Acquisition, Construction 90% of eligible projects
- State Aeronautics Commission – same - 5% to 90% funding level
- Fuel Sales – Operations 5%
- Hangar rent – Debt 10%
- 4mill levee thru the City – Debt, Operations, Planning, Construction, Payroll 85%
- 2014 Estimated Budget Almost 1 Million

Source of current funds

- Because of rapid growth usually the projects require us to pay 5% of the costs
- With the rapid improvement at the airport we may have projects which we have to decline as we don't have the 5% funds
- Growth potential for airport is huge with Bismarck airport not being as friendly to general aviation
- Limited by state law to 4 mils direct funding(\$170,600 2012 Budget)

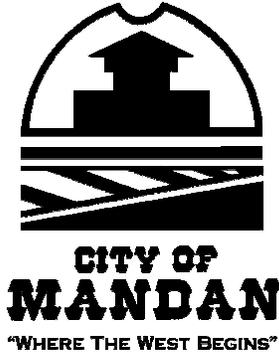
Reason for needed additional funds

- Annual commitment of at least \$25,000 to help grow the business at Mandan Airport

Request

- Picture coming soon

New Mandan Airport Runway



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 14, 2013
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Business Development & Communications
Director Ellen Huber
PRESENTER: Business Development & Communications
Director Ellen Huber
SUBJECT: Renaissance Zone Committee recommendation for
new construction by Crown Equity LLC

STATEMENT/PURPOSE: To consider Mandan Renaissance Zone Committee recommendation for approval of an application for new construction by Crown Equity LLC at the corner of Collins Avenue and Main Street (Block 6, Lots 11-15, Mandan Proper).

BACKGROUND/ALTERNATIVES: The RZ Committee met Aug. 6, 2013, to review the application. Crown Equity LLC is planning to invest \$3,885,000 in construction of a four-story, mixed-use building consisting of 3,000 square feet of commercial space with 29 units of one-, two-, and three-bedroom apartments. The building plan indicates a footprint of 11,513 square feet with total area of 46,052 square feet.

The minimum investment for new construction per Mandan Renaissance Zone criteria is \$55 per square foot. The project exceeds the minimum with an estimated investment of \$84 psf. The building's estimated value upon completion is \$3 million. Another Renaissance goal or objective is that any new construction include street level retail and off-street parking. The developer plans to have approximately 12 parking spaces on the interior of the lot and intends to enter into a rental agreement with the City of Mandan for approximately 25 available spaces in the lot to the east of the Fire Station.

The project has been formally approved by the Mandan Architectural Review Commission.

ATTACHMENTS: RZ application and RZ business incentive agreement

FISCAL IMPACT: The projected value of the building upon completion is \$3 million. Estimated taxes on the building using the 2012 levy of 394 mills (1.97% of value) total \$59,100. The commercial portion of the building is expected to account for 20% of the building's value. This puts the estimated annual property tax on the commercial section at \$11,820 and the tax on the apartment portion at \$47,280.

The City Commission and Dakota Commercial Development previously entered into a business incentive agreement for the acquisition of the property for \$16,250 and development of the property that outlined accountability provisions beyond normal Renaissance Zone requirements:

- The City agreed to assist the Developer in the application process for full Renaissance Zone tax benefits for the retail portions of the property and two years on the residential portions of the project.
- If Developer does not have the commercial space fully leased or sold and occupied within one year of the issuance of the Certificate of Occupancy for the remainder of the building, 50% of any Renaissance Zone tax benefits granted for the commercial space would be withdrawn.
- If Developer does not have the commercial space fully leased or sold and occupied within two years of the Certificate of Occupancy for the remainder of the building the remaining 50% of any Renaissance Zone tax benefits for the commercial space would be withdrawn.

Given these parameters, which were included in the Renaissance Zone Committee's recommendation for approval, the estimated property tax benefit is \$59,100 on the commercial portion over 5 years and \$94,560 on the residential portion for 2 years, for a total estimated tax savings of \$153,660.

The estimated state income tax exemption is zero as the owner will opt for depreciation of the asset instead.

The North Dakota Housing Finance Agency approved the project for a commitment of \$1 million from the Housing Incentive Fund (HIF) to provide for affordable housing. The funding is contingent upon the dollars being raised by citizens willing to designate their state income tax liability toward the project. *Individuals and businesses contributing to HIF receive a dollar-for-dollar state tax credit. Contributions can be directed to a specific project or community. NDHFA is authorized to issue tax credit certificates to contributors on a first-come, first-served basis up to a maximum \$20 million.*

STAFF IMPACT: Minimal staff time is needed for submission of the RZ application to the N.D. Department of Commerce Division of Community Services and for follow-up, review of actual expenditures and finalization of the exemptions upon completion

LEGAL REVIEW: Information has been submitted to Attorney Brown. The building will need one or more automatic doors depending upon the final build-out and lease of the commercial space with at least one per business space (unless a space is accessible from an entrance with an automated door). The applicant has also signed a business incentive agreement as required by the N.D. Commerce Department Division of Community Services.

RECOMMENDATION: The Renaissance Zone Committee unanimously voted (4-0 with 3 absent) to recommend approval of the application with the tax exemptions as outlined in the previous agreement with the City of Mandan.

SUGGESTED MOTION: I move to approve of the application for new construction at the corner of Collins and Main by Crown Equity LLC as a Renaissance Zone project with the tax exemptions as outlined in the previous agreement with the City of Mandan.



RENAISSANCE ZONE PROJECT APPLICATION

A Renaissance Zone project must be approved by the Mandan Renaissance Zone Committee, Mandan City Commission and the N.D. Commerce Department — Division of Community Services before the qualifying event occurs (purchase, rehabilitation, lease or new construction). Submit applications to the City of Mandan Business Development Office, 205 Second Avenue NW, Mandan, ND 58554, phone 701-667-3485.

APPLICANT INFORMATION

1. Type of project

- Commercial/Business
- Residential

2. Name of applicant(s)/or business name Crown Equity LLC

Tax identification or social security number (both for joint filers)

46-0957696 / _____

Legal name (if different than trade name) _____

Type of entity (for commercial/ business applications)

- Partnership
- Corporation
- Subchapter S corporation
- Cooperative
- Sole proprietorship
- Limited liability company
- Limited liability partnership_

3. Mailing address PO Box 14010, Grand Forks, ND 58208-4010

4. Phone number 701-772-3101

5. E-mail address kritterman@dakotacommercial.com

PROJECT INFORMATION

6. Street address of proposed project Collins Ave. and Main Street

7. Legal description Lots 11 - 15, Block 6, Original Townsite

8. Current owner (if different than applicant) City of Mandan

9. Current use of property vacant

10. Parcel size (in square feet) 16,250

11. Building floor area (in square feet) 11,513

12. Type of project

- New construction
- Purchase with improvements
- Rehabilitation
- Leasehold improvements
- Lease
 - New
 - Expansion – additional square footage _____
 - Continuation of a lease

If a lease project, does it involve relocation of a business from one location in the city's Renaissance Zone to another location in the Renaissance Zone?

- Yes
- No

13. Project description (scope of work including breakout of capital improvements)

This is a new construction 4 story, mixed-use project consisting of 3,000 sq.ft. of commercial space with 29 units of mixed one, two and three bedroom apartments.

14. Current true and full value of the building ---

15. Total estimated cost of improvements (attach cost estimates) 3,885,000

Note: Any grant funds may not be counted in determining if the cost of improvements or rehabilitation meets or exceeds the minimum requirements.

16. Estimated value of building after improvements have been completed 3,000,000

17. Estimated property tax benefit (annually) \$11,820-commercial (five years) \$59,100
\$47,280-apartments X 2 yrs \$94,560 153,660.

18. Estimated state income tax benefit (annually) 0 (five years) _____

Is the entity subject to the financial institution tax (NDCC 57-35.3)?

- Yes
- No

19. Describe how the project benefits the community (Examples: Business created, expanded or retained, additional jobs created, additional products or services available, improved property, etc.)

This project adds apartment units and commercial space that is greatly needed in Mandan, ND.

20. Project timeline including anticipated start and completion dates.

September 2013 - September 2014

21. Does this project involve historical preservation or renovation?

- Yes
 No

For projects that involve historical preservation or renovation, but are not part of a rehabilitation project, provide a description of the work and the estimated costs. A **letter of approval from the Historical Society is required to claim any historical tax credits either on a rehabilitation project or renovation.** Information for historical properties may be obtained by contacting the Historical Society at: (701) 328- 2666.

22. Evidence that the taxpayer is current on local and state taxes?

- Yes
 No

Attach copy of certificate of Good Standing from the N.D. Tax Department and proof of payment of current real estate taxes such as a copy of a receipt from the Morton County Treasurer's Office.

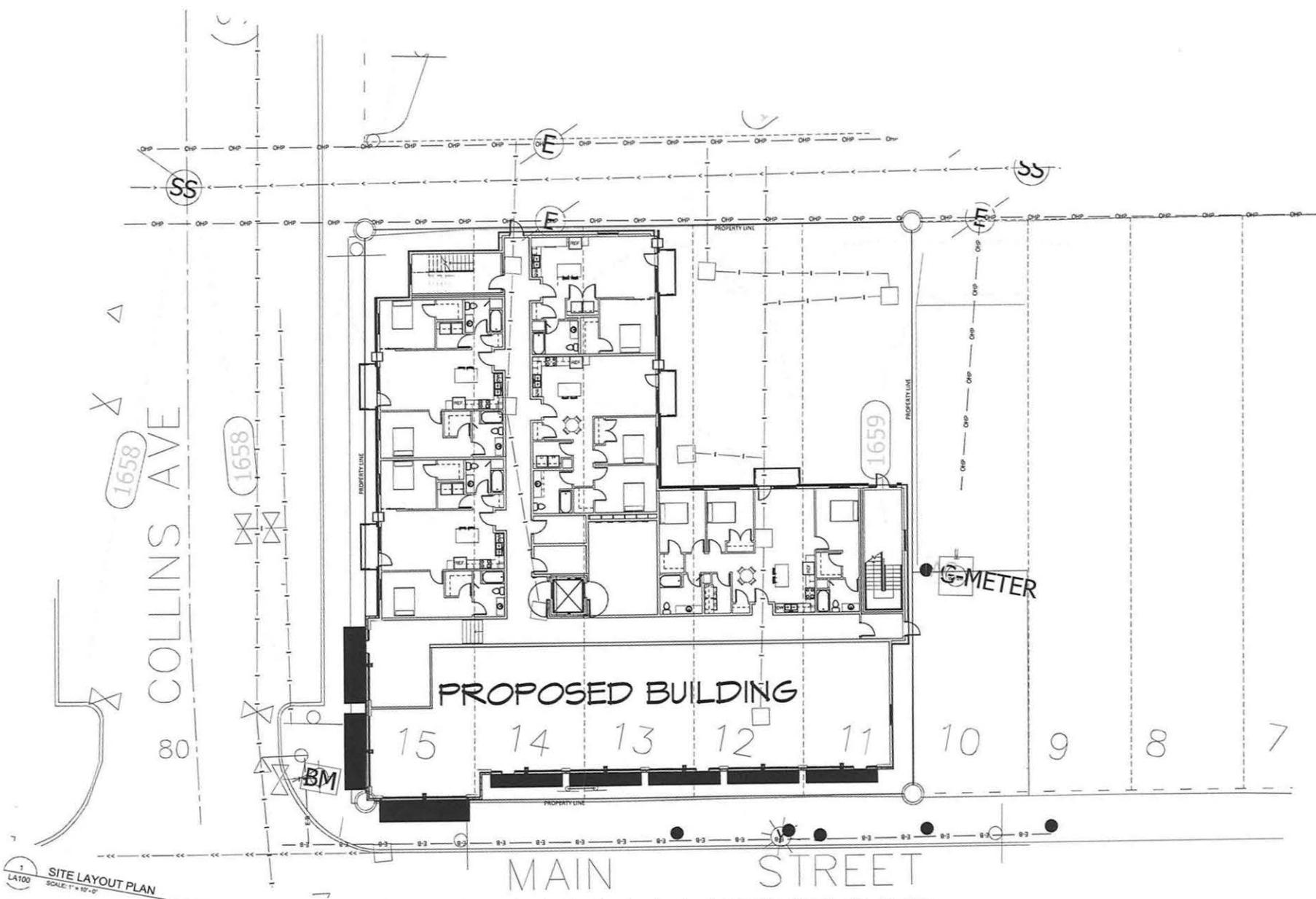
23. For residential projects, please provide evidence that the home is the taxpayer's primary residence.

SUMMARY OF ATTACHMENTS

Documents to be submitted along with application:

- Certificate of Good Standing from N.D. Tax Commissioner
- Proof of payment of current real estate taxes
- Contractor(s) detailed cost estimate(s) — for improvements, rehab or new construction with capital improvements delineated as compared to non-capital improvements. Capital improvements include, but are not limited to, replacement or updating of roof, foundation, structure, siding, windows, doors or other weatherization improvements, electrical, plumbing, heating, ventilation or central air conditioning. Non-capital improvements are items such as floor coverings, wall treatments, cabinets, furnishings, and window treatments.
 - o Rehabilitation
 - Commercial — must demonstrate that the proposed re-investment is at least 50 percent of the current and true value of the, of which not less than 80 percent will be used for capital improvements
 - Residential — must demonstrate that the proposed re-investment is at least 20 percent of the current and true value of the building, of which not less than 80 percent will be used for capital improvements and no more than 20 percent for detached out buildings
 - o New construction — documentation that the proposed investment is at least \$55 per square foot
- Current photo(s) of property showing all sides of any existing building(s) — for improvements, rehab
- Site plan — for new construction or expansion
- Proposed building elevations, with exterior building material and color clearly indicated — for improvements, rehab, new construction
- Proof of primary residence — for residential applications
- Proof of benefit from property tax exemption — for leasehold improvement applications
- Business Incentive Agreement (see SF 59686 (11/2010))





1
LA100
SITE LAYOUT PLAN
SCALE: 1" = 10'-0"

REVISION	DATE

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
MANDAN, ND

DATE
07.29.13
PHASE
PRE-DESIGN
PROJECT
JLG_12108
SHEET
LA100
SITE LAYOUT



JLG
architects
Bismarck
416 East Main Avenue
Bismarck, ND
58004
723.699.2825 55.1637
www.jlgarchitects.com
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JLG
 Bismarck
 435 East Main Avenue
 Bismarck, ND 58505
 phone 701.225.1117
 fax 701.225.1117
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No.	Description	Date

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
 Mandan, ND

DATE
 7/29/13
 PRE-DESIGN
 PROJECT
 JLG_12108
 SHEET
A201
 FIRST FLOOR PLAN

7/29/2013 4:57:21 PM



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 Bismarck
 416 East Main Avenue
 Bismarck, ND 58501
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 facsimile 701.255.1618
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No.	Description	Date

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
 Mandan, ND

DATE
 7/29/13
 PHASE
 PRE-DESIGN

PROJECT
 JLG 12108

SHEET
A202
 SECOND FLOOR
 PLAN



1 03-THIRD FLOOR
1/8" = 1'-0"

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 Bismarck, ND 58501
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No.	Description	Date

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
 Mandan, ND

DATE
 07/29/13
 PHASE
 PRE-DESIGN

PROJECT
 JLG_12108

17090013
A203
 THIRD FLOOR PLAN



1 04-FOURTH FLOOR
1/8" = 1'-0"



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Fax 701.255.6127
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No.	Description	Date

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
Mandan, ND

DATE
07/29/13
PRE-DESIGN

PROJECT
JLG_12108

A204
FOURTH FLOOR
PLAN



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① SOUTH ELEVATION
 1/8" = 1'-0"

No.	Description	Date



② WEST ELEVATION
 1/8" = 1'-0"

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
 Mandan, ND

DATE
 8/4/11
 PHASE
 PRE-DESIGN

PROJECT
 JLG_12108

SHEET
A301
 EXTERIOR
 ELEVATIONS



Bismarck
415 East Main Avenue
Bismarck, ND 58501
phone: 701.223.5161
fax: 701.223.5167
www.jlgntests.com
copyright © 2013

No.	Description	Date



② NORTH ELEVATION
1/8" = 1'-0"



① EAST ELEVATION
1/8" = 1'-0"

DAKOTA COMMERCIAL & DEVELOPMENT CO.
COLLINS PLACE
Mandan, ND

DATE
07/29/13
PHASE
PRE-DESIGN

PROJECT
JLG_12108

SHEET
A302
EXTERIOR
ELEVATIONS



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
Cory Fong, Commissioner

August 6, 2013

Ref: L1956192512

CROWN EQUITY LLC
PO BOX 14010
GRAND FORKS ND 58208-4010

RE: Renaissance Zone Certificate Of Good Standing, State Income And Sales Taxes Only

This letter is evidence of good standing as required by the North Dakota Division of Community Services for purposes of obtaining final approval of a renaissance zone project.

As of the date of this letter, the records in the North Dakota Office of State Tax Commissioner do not show probable cause to believe that any income taxes (including income tax withheld from wages) or sales and use taxes are due and owing to the State of North Dakota by the following taxpayer:

Taxpayer's Name: CROWN EQUITY LLC
SSN or FEIN: 46-0957696

The enclosed copy of this letter must be submitted (as part of the zone project application) to the local zone authority for the renaissance zone in which the proposed zone project will be located. Please keep this original letter for your records.

/s/ Lorie Bowker

Lorie Bowker
Supervisor, Individual Income Tax and Withholding
Phone: (701) 328-1296
Email: lbowker@nd.gov

Enc.



BUSINESS INCENTIVE AGREEMENT
 NORTH DAKOTA DEPARTMENT OF COMMERCE
 SFN 59686 (04/2012)

The RECIPIENT specified below has been approved to receive a business incentive from the state of North Dakota. Therefore, in fulfillment of the requirements of North Dakota Century Code § 54-60.1-03, the grantor of the business incentive (**GRANTOR**) and the entity to receive the business incentive (**RECIPIENT**) must enter into a **Business Incentive Agreement**. This Business Incentive Agreement provides project data and specifies the goals the RECIPIENT has agreed to meet in order to receive the state business incentive.

Should the value of this incentive be less than \$25,000, and should the RECIPIENT receive no additional incentives to bring the total to \$25,000 or more within one year, the reporting requirements outlined in North Dakota Century Code § 54 -60.1-05, and in this agreement, will not go into effect.

Grantor

Name of GRANTOR	On Behalf Of		
Address	City	State	Zip Code

Recipient

Name of RECIPIENT Business Crown Equity LLC	Also known as Collins Place		
Mailing Address PO Box 14010	City Grand Forks	State ND	Zip Code 58208-4010
Street Address 615 1st Ave. N. Suite A	City Grand Forks	State ND	Zip Code 58203
Main Contact Person Kevin Ritterman	Email Address kritterman@dakotacommercial.com		
Business Classification of RECIPIENT (3 digit NAICS code) 053			

Location of RECIPIENT prior to receiving this business incentive (if different from above)

Street Address	City	State	Zip Code
Parent Company of RECIPIENT (if any)			
Street Address	City	State	Zip Code

Project Information

(For office use only) Project Number	File Number	Incentive Value \$153,660	Benefit Date 2015-2019
Incentive Type Reduction or deferral of taxes and/or fees			
Incentive Description Renaissance Zone Commercial/Apartments			
Is this incentive tax increment financing? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, describe the type of district:			
Project Description: 3,000 sq.ft. commercial space and 29 unit apartment building			

Public Purpose (check only one)

<input checked="" type="checkbox"/>	Assisting community development
<input type="checkbox"/>	Increasing tax base
<input type="checkbox"/>	Directly creating employment opportunities
<input type="checkbox"/>	Indirectly creating employment opportunities through increased economic activity
<input type="checkbox"/>	Job Retention (only in cases where job loss is specific and demonstrable)

Current Employment, Wages, Benefits and Compensation

Current Number of jobs (FTE's): 0	FTE Definition: For our reporting purposes, full time equivalent employees work 32 hours per week or greater. The exception is when a single position is filled by two people. In this instance each person needs to work 20 hours per week or greater to be considered an FTE. Please round total job numbers to the nearest half FTE (0.5 FTE).	
Average Hourly Wage	Value of Average Benefits Per hour	Average Hourly Compensation (Wages plus benefits)
<input type="checkbox"/> Seasonal	Explain	

* If this is a new business, check here and please enter 0 for jobs, wages, benefits and compensation. If this is an existing business with employees, please enter information that reflects your current status with regard to jobs, wages, benefits and compensation.

Annual Job Verification Contact

Name Kevin Ritterman	Email kritterman@dakotacommercial.com	Phone 701-772-3101
-------------------------	--	-----------------------

Goal Information

In exchange for the incentive provided by the GRANTOR, the RECIPIENT agrees to, within 2 years, (check only one) <input checked="" type="checkbox"/> Create Jobs <input type="checkbox"/> Retain Jobs <input type="checkbox"/> Neither create nor retain jobs**		in (Location) Mandan
Number of jobs (FTE's) to be created or retained: 10	FTE Definition: For our reporting purposes, full time equivalent employees work 32 hours per week or greater. The exception is when a single position is filled by two people. In this instance each person needs to work 20 hours per week or greater to be considered an FTE. Please round total job numbers to the nearest half FTE (0.5 FTE).	
Average Hourly Wage \$15	Value of Average Benefits Per hour \$5	Average Hourly Compensation (Wages plus benefits) \$20

**If 'neither' is check marked, please enter 0 for number of jobs, wages, etc. Even RECIPIENTS with no job goals must file recipient reports as described on page 3 of this document. Any increase in jobs, wages, benefits or total compensation will be reported as a bonus above and beyond project goals.

Business Owners or Shareholders

List the names and addresses of any individuals or shareholders owning twenty percent (20%) or more of this business.

Owner or Shareholder	Mailing Address	City	State	Zip
Kevin Ritterman	PO Box 14010	Grand Forks	ND	58208-4010

In addition to meeting the goals outlined in this document, the RECIPIENT agrees to the following terms as specified by N.D.C.C. §54-60.1:

- The RECIPIENT shall continue operation in the jurisdiction in which the business incentive is used for five years or more after the benefit date.
- RECIPIENT reports requesting current job, wage and benefit information will be mailed to the RECIPIENT by the GRANTOR. The RECIPIENT shall complete, sign and return this annual recipient report to the GRANTOR on or before March 1 of each year for two years or until the goals specified in the Business Incentive Agreement have been met, whichever is later.

If no report is received by March 8th, the GRANTOR shall mail the RECIPIENT a warning letter. The RECIPIENT then has 14 days from the postmarked date of that warning letter to file a report. If the recipient report is still not received, the RECIPIENT agrees to pay \$100 to the GRANTOR for each subsequent day until the report is filed. The maximum penalty under this section may not exceed one thousand dollars (\$1,000).
- If, after 2 years, the job and compensation goals listed in this document are not met, the RECIPIENT shall continue to provide recipient reports to the state grantor until the incentive is repaid. At a minimum, a recipient that fails to meet business incentive agreement goals shall pay back the value of the incentive to the GRANTOR prorated to reflect any partial fulfillment of the job and compensation goals. There is an exception to this financial obligation for any unmet goals that result from an act of God or terrorism.
- This Business Incentive Agreement shall only be modified or extended by the GRANTOR pursuant to N.D.C.C. §54-60.1-04.
- If the terms of this Business Incentive Agreement are not met, RECIPIENT shall not receive a business incentive from any GRANTOR for a period of five years from the date of failure or until RECIPIENT satisfies its repayment obligation.

By signing this document, RECIPIENT agrees to the terms noted herein, verifies that it has not failed to meet the terms of any business incentive agreement in the last five years and confirms that it has disclosed, in Attachment "A" of this agreement, all additional financial assistance received from state or political subdivision GRANTORS for this project.

GRANTOR	RECIPIENT
Authorized Signature 	Authorized Signature
Title 	Title
Date 7/31/13	Date

ATTACHMENT "A"

RECIPIENT verifies it has received additional financial assistance from state or political subdivision GRANTORS from the following listed entities for this project since its inception. A listing of incentives from past projects (i.e. past expansions) is not required.

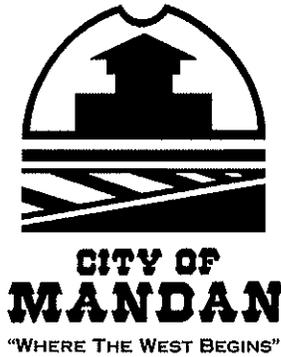
GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		

GRANTOR		On Behalf Of
Benefit/Pending Benefit Date	Value of Assistance	Type of Incentive
Description of Assistance		



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 16, 2013
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Ken Weber, Advanced Engineering and Environmental Services
SUBJECT: Water Meter/Reading Improvement Project

STATEMENT/PURPOSE:

Consider recommendations from Advanced Engineering and Environmental Services regarding the Water Meter/Reading Improvement Project.

BACKGROUND/ALTERNATIVES:

With Board of City Commission approval, the Meter Reading Department began replacing old Water Meters/MXUs in 2002. Since then, approximately 2,750 old Water Meters/MXUs have been replaced by the Department. However, due to the lack of consistency and efficiency, the City is now in the process of establishing a water meter/reading replacement strategy for its existing water meter/reading program. The City currently has approximately 6,500 water meters ranging in size from 5/8 inch to 6 inch in diameter. The City uses its water meter readings to bill its customers for water and sewer usage on a monthly basis.

On July 18, 2013, Advanced Engineering and Environmental Services completed a review evaluating the water meter/reading inventory to provide a recommended water meter/reading upgrade and possible replacement strategy. The purpose of the study was to bring consistency and efficiency to the City's water meter reading and billing system by identifying incompatible radio read technology and outdated water meters. A practical approach includes integrating all metered users into a single, consistent data collection system by replacing old water meter/reading assemblies with new, compatible components and incorporating the data into the current or new billing software.

The Technical Memorandum summarizes the conclusions derived from the data analysis and provides recommendations for the water meter upgrades along with the data collection upgrades.

ATTACHMENTS:

- Executive Summary
- Technical Memorandum

FISCAL IMPACT:

Approximately \$2.4M

- \$1.8M was included in the 2013 Budget and the Water and Sewer Base Rates were increased accordingly.
- \$0.6M is included in the 2014 Budget and the Water and Sewer Based Rates will be increased accordingly.
- A Loan application would be completed and submitted to the Drinking Water State Revolving Fund Program to finance the Project.

STAFF IMPACT:

The Finance Department, Meter Reading Department, Public Works Department, and Utility Maintenance Department will continue to meet and monitor the progress of the Project until completion.

LEGAL REVIEW:

Submitted to Malcolm Brown, City Attorney, on August 15, 2013.

RECOMMENDATION:

To approve the recommendations from Advanced Engineering and Environmental Services regarding the Water Meter/Reading Improvement Project and to request entering into a Professional Services Agreement with Advanced Engineering and Environmental Services on September 3, 2013.

SUGGESTED MOTION:

Move to approve the recommendations from Advanced Engineering and Environmental Services regarding the Water Meter/Reading Improvement Project and to request entering into a Professional Services Agreement with Advanced Engineering and Environmental Services on September 3, 2013.



City of Mandan Water Meter Improvements Executive Summary of July 18, 2013 Technical Memorandum

The City of Mandan requested that AE2S provide assistance in helping to select and implement upgrades to its existing water meter program. This assistance included new water meter assemblies and methods for improved monthly data collection. Water meter assemblies consist of two main parts: the meter which measures the quantity of water consumed by a user; and the MXU, a device, usually radio transmitting, which communicates the data measured by the meter to the meter reader, either a person reading the MXU visually or, more commonly, an electronic receiver. This executive summary condenses the findings expressed in greater detail in the Technical Memorandum, dated July 18, 2013.

The City provided AE2S a spreadsheet document cataloguing all of its meter assemblies. This spreadsheet was analyzed by sorting data to determine the total numbers, varieties, and ages of meter assemblies. The City's existing system is comprised of approximately 6,500 meters ranging in size from 5/8" to 6". Additionally, the City currently utilizes several meter reading methods to fully collect its data on a monthly basis. These methods include visual readings, touch-pad technology, and radio receivers. With knowledge of the existing meter assemblies, AE2S began to develop alternative solutions which meet the City's goal of a standardized and efficient water meter reading and billing system. In general, two applicable meter reading systems exist: a fixed network system and a drive-by system. Fixed network systems read data on demand through a series of fixed radio receiver towers located at strategic points throughout the city and communicate that data to a central computer located within city offices. Drive-by systems require city staff to traverse the city by vehicle with a radio receiving device to collect data from meter assemblies. Both options are available through *Sensus* and *Neptune Technology Group*. Options from both companies are proposed since each manufactured a significant quantity of meters the City already utilizes in its water meter program. Moving forward with an upgrade strategy supplied by either company allows the city to take advantage of a certain number of compatible meter assemblies already installed throughout its system. AE2S recommends that the city initially upgrade to a drive-by reading system with the contingency that it be upgradable to a true fixed network for possible future improvement.

Additionally, other alternatives recommended for Mandan's water meter program include improvements to the City's data storage capabilities and accounting software. Data associated with an upgrade will likely require more digital storage space either through online data hosting services or through the purchase of new in-office data servers capable of handling the volume of data generated. Upgrading accounting software may also provide more seamless operations between data collection and the management and accounting of said data.

AE2S's recommendations for meter assemblies range in price from \$2.3M to \$2.4M; drive-by reading systems cost \$20,000 to \$35,000 compared to \$300K to \$600K-plus for a fixed network system. Data storage servers run between \$40K and \$55K.





Finally, the proposed project schedule, presented below, projects bidding in spring 2014 and completion in fall 2014.

Mandan Water Meter Improvements - Schedule of Project Activities

City Commission Receives Recommendations	August 20, 2013
Professional Services Agreement Authorization	September 3, 2013
Project Kickoff Meeting	September 17, 2013
Vendor Presentations Complete	October 1, 2013
Preliminary Engineering Complete	November 1, 2013
Final Engineering Review & EOC	December 1, 2013
Authorization to bid	December 17, 2013
AFB to Mandan News	January 6, 2014
Advertisement	January 10, 2014
Bid Opening	February 5, 2014
Bid Recommendations to Commission	February 12, 2014
Notice of Award	February 19, 2014
Notice to Proceed	March 15, 2014
Start Construction	April 1, 2014
End Construction	October 15, 2014





TECHNICAL MEMORANDUM

To: Greg Welch

From: Kenneth J. Weber, P.E. 

CC: Dave Auch, Darlene Forderer, Jay Perkins

Re: **City of Mandan Water Meter Improvements**

Date: July, 18 2013

1.0 INTRODUCTION

The City of Mandan is in the process of establishing a meter replacement strategy for its existing water meter program. The City currently has approximately 6,500 meters ranging in size from 5/8-inch to six-inch diameter. The City uses its water meter readings to bill its customers for water and sewer usage on a monthly basis.

AE2S has completed a review evaluating water meter inventory to provide a recommended meter upgrade and possible replacement strategy. The purpose of this study is to bring consistency and efficiency to the city's water meter reading and billing system by identifying incompatible radio read technology and outdated water meters. A practical approach includes integrating all metered users into a *single, consistent* data collection system by replacing old meter-assemblies with new, compatible components and incorporating said data into the current billing software. This memorandum summarizes conclusions derived from the data analysis and provides recommendations for meter upgrades along with possible data collection upgrades.

2.0 DATA SUMMARY

To aid in the formulation of an optimized upgrade strategy, The City of Mandan provided AE2S a spreadsheet on June 18, 2013, containing meter system information. Of significant importance to AE2S's analysis were the total number, age variety, and combinations of existing meter-assemblies. Data was initially sorted into the four following categories based on the date-of-installation of the known meter-assemblies: 1) meters installed 2007 to present, 2) meters installed 2002-2006, 3) meters installed 1971-2001, and 4) meters with unknown installation dates. It should be noted that the term "present" in the first meter-assembly date-of-installation category refers to June 12, 2013, as that is the most recent install date provided in the spreadsheet data from the City of Mandan. Any new installations since that date should be compatible with the proposed strategies.



Summary Memorandum

City of Mandan Water Meter Improvements

July 31, 2013

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Next, to further classify the combinations of meter-assemblies present in Mandan, the varieties of existing meter and MXU components are identified. MXUs are the radio transmitting component of the meter-assembly. Mandan's meter assemblies consist of four primary meter varieties, namely, a visual/remote/or read inside variety, and ARB, PRO, and Invensys varieties. Additionally, the following 3 varieties of primary MXUs exist: AMR, FLEX, and unknown. A fourth unidentified P-code also appears in the varieties of MXUs, however, the only 2 occurrences appearing in the spreadsheet were installed between 1971 & 2002. Because the age of installation governs AE2S's recommendation to replace all P-code MXUs, no formal inquiry was submitted to the city to clarify the exact variety of MXU designated by this P-code. Also note some assemblies had unidentified MXUs, labeled in this memo as "Unknown."

With the varieties of meter and MXU components identified, sorting queries were conducted to determine the number of assemblies that fell into one of 16 possible assembly combinations achievable through the 4 varieties of both meters and MXUs. The summary of these possible assembly combinations is presented in matrix format found in **Table 1**, below. The vertical columns list the 4 possible meter components while the horizontal rows list the 4 possible MXU components. The number of existing assemblies consisting of any given combination is identified at the intersection of the column – containing its respective meter – and row – containing its respective MXU. This is done for each date-of-installation category as well as for a "TOTAL" matrix, which provides the combined sum of the four date-of-installation matrices.

Some locations were identified as having multiple meters which are read from a single MXU, termed "Secondary Meters" in this memorandum. These secondary meters primarily exist in apartment complexes or condominiums and are identified in the spreadsheet at locations containing an identification number in the "MXUID2" column of the provided spreadsheet. To ensure a significant number of secondary meters was not overlooked when calculating a suggested total number of meters to be replaced, a summary of secondary meters was drafted in **Table 2**, below. It should be realized that all MXU's corresponding to these secondary meters are accounted for in Table 1. Table 2 lists the number of meters that are not accounted for in Table 1 and also categorizes them based on their date of installation.

In addition to knowing the number of meters existing in the system, some information regarding the size of meters is also pertinent. **Table 3**, on page 4, organizes the information pertaining to those meters which are greater than 1". These meters are most probably non-residential meters and would be priced differently from standard residential meters, which typically range in size from 5/8" to 1." Table 3 lists the number of non-residential sized meters categorized by install date. Both the meters and MXU's are previously accounted for in Table 1; therefore these numbers are not in addition to numbers seen in Table 1. Table 3 is merely intended to identify the number meters listed in Table 1 larger than a standard residential meter.



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City of Mandan Water Meter Improvements

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TABLE 1: MATRIX SUMMARY OF METER ASSEMBLIES IN MANDAN, ND

Mandan Water Meter and MXU Distribution As of 6/12/2013					
METERS					
Installation Period	MXU TYPE	Visual, Remote, or Read Inside	ARB	PRO	Invenys
		Installed 2007-Present	AMR		
	FLEX				276
	P-code				
	Unknown				89
Subtotal:					1755
Installed 2002-2006	MXU TYPE	Visual	ARB	PRO	Invenys
		AMR			3
	FLEX				19
	P-code				
	Unknown				5
Subtotal:					2364
Installed 1971-2001	MXU TYPE	Visual	ARB	PRO	Invenys
		AMR			448
	FLEX		2	7	3
	P-code			2	
	Unknown	58	906	596	19
Subtotal:					2135
Install Unknown	MXU TYPE	Visual	ARB	PRO	Invenys
		AMR			6
	FLEX				
	P-code				
	Unknown	82	138	10	1
Subtotal:					244
TOTAL	MXU TYPE	Visual	ARB	PRO	Invenys
		AMR			464
	FLEX		2	7	298
	P-code			2	
	Unknown	140	1044	606	114
Total:					6498



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City of Mandan Water Meter Improvements

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TABLE 2: SECONDARY METER ASSEMBLIES IN MANDAN, ND

(METERS ARE IN ADDITION TO THOSE IN TABLE 1; MXU'S ARE PREVIOUSLY ACCOUNTED FOR IN TABLE 1)

	Secondary Meters				
	Manual Read	ARB	PRO	Invensus	Total:
Installed 2007-Present	-	-	-	-	-
Installed 2002 to 2007:	-	-	2	1	3
Installed Prior to 2002:	-	-	9	-	9
Total:	-	-	11	1	12

TABLE 3: METERS WHICH ARE GREATER THAN 1 INCH.

(NUMBER OF BOTH METERS AND MXUS ARE PREVIOUSLY ACCOUNTED FOR IN TABLE 1)

	Non-Residential Meters Greater than 1"					
	1.5"	2"	3"	4"	6"	ALL
Installed 2007 - Present:	44	18	9	1	0	72
Installed 2002 to 2007:	84	26	7	2	1	120
Installed Prior to 2002:	50	15	8	4	7	84
Total:	178	59	24	7	8	276

3.0 ANALYSIS

The following section uses the data summarized above to develop alternatives for improvement strategies. The primary goal is to bring consistency and efficiency to both the method by which Mandan reads its meters and bills its customers. The paragraphs below outline upgrade strategies based on the most current meter-reading technology offered by both *Sensus* and *Neptune*. The alternatives listed below, and their subsequent cost estimates seen later, are based on the logistics, components, software, and pricing provided through meetings with FargoH2O, a distributor of *Sensus*, and Ferguson Waterworks, a distributor of *Neptune*. Both *Sensus* and *Neptune* offer similar products and therefore the system alternatives are also very similar. Provided below is a brief discussion of both *Sensus* and *Neptune* followed by proposed alternatives that are compatible with both systems.

3.1 SENSUS-FLEXNET

The City of Mandan already utilizes a majority of meter-assemblies compatible with *Sensus*' FlexNet System. This compatibility provides an initial benefit of continuing with *Sensus* meter-assemblies and its FlexNet data collection system. Meter-assemblies upgraded or installed from about 2002 to present would already be



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City of Mandan Water Meter Improvements

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compatible with the FlexNet system. Therefore, upgrading all meters to be compatible with the FlexNet system would require the City to purchase roughly 2400 *Sensus* meter-assemblies and an additional 3900 Flex MXU's.

3.2 NEPTUNE

A second improvement alternative would be to select a system distributed by *Neptune*. The city also utilizes a certain percentage of Neptune meters within its system and, therefore, helps limit the required number of MXUs and complete meter-assemblies the city would need to purchase. A *Neptune* system would require the purchase of 4200 Neptune Brand MXUs and 2400 *Neptune* meter-assemblies for compatibility and increased efficiency. In order to determine the number of base stations needed to work with Neptune's fixed network collection system, Neptune would complete a propagation study. For purposes of this memorandum and cost estimate, 10 stations were assumed to be needed based on a rough estimate provided by the Neptune dealer.

Both the Neptune system and the FlexNet system allow for either a fixed network system or mobile read option. Additionally, different data storage options exist for both systems, allowing for either new on site servers or web-based storage. The upgrade options outlined below are applicable for both brands.

3.3 DATA COLLECTION

Two alternative methods are provided below for proposed data collection. The first option – labeled "Option B-1" – includes a drive-by unit which reads all water meter data remotely as city staff travel through the city with the remote reading unit. The second option – labeled "Option B-2" – would provide the city with the capability to read all water meters in real-time from within the office and therefore also requires the additional construction of exterior base stations with antennas. The base stations have a larger data collection range than the drive by units and communicate this data directly to an in-office radio receiver, called an RNI. This central RNI also has the capability to retrieve off-schedule readings quickly. Appendix A provides a map, prepared by Sensus, identifying the general configuration and placement of the proposed antennas along with the coverage area achieved by the two proposed base stations. Sensus proposes the entire city be served by two base stations, and very little, if any, supplemental drive by collection. In the cost estimate sheet, however, the cost of a third station has been added for the possibility of unforeseen field issues in the computer-based propagation study provided by Sensus. As stated above, Neptune has not yet completed their propagation study to establish the number of base stations needed to operate its fixed network system in the City of Mandan. Below, each option is briefly highlighted, additionally, a cost estimate can be found in **Table 4** on page 7.

OPTION #B-1: DRIVE-BY READING

- Complete reading of registered meters through use of drive by units
- Sufficient for municipalities with populations 100,000 people and less
- Not route specific

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OPTION #B-2: CENTRAL RADIO READ

- Instantaneous data reading of all meters from central location
- Ability to retrieve instant data from isolated assembly
- FlexNet System allows for future automated control of other utilities
- Neptune records "Data Plus" for troubleshooting of leaks and any tampering done to the units
- Typically, ideal for municipalities with populations greater than 100,000 people

3.2 DATA STORAGE

To facilitate the increased data management, data storage upgrades are likely necessary. Option #C-1, highlighted below, entails the acquisition of a new, on-site data storage server. The benefits of this option include the City's ownership of its storage server. Option #C-2, includes the city purchasing an annual license for off-site storage available through system vendors, or other sources. This requires no on-site space to house a new data storage server and technical support may be available to assist in setup, hosting, training, and implementation of the data stored, depending on the source of web-based storage.

OPTION #C-1: NEW DATA STORAGE SERVER

- Requires new on-site server for increased storage space
- Managed on-site with no external annual fees
- Requires programming Integration w/ AS400

OPTION #C-2: WEB-BASED STORAGE

- Offsite storage of data accessible through an online account
- Requires annual membership fee
- New computer and workstation
- Requires programming integration w/ AS400
- Option may not be available with Neptune

4.0 COST ESTIMATE

Table 4 and Table 5 provide an estimated cost analysis of each alternative listed above for *Sensus* and *Neptune*, respectively. Notice labor for installation of meter components has been included. The costs for base stations include installation, setup, and commissioning of equipment. Costs for data servers and work stations include installation and setup.

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City of Mandan Water Meter Improvements

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TABLE 4: ALTERNATIVE COST ESTIMATES FOR SENSUS WATER METER SYSTEMS

Sensus Water Meter System: Alternatives and Cost Estimate					
	Units	Parts	Labor	Price	
A) Meter Hardware					
Option A-1: Sensus Water Meter Assemblies					
FLEX MXU's	3900	\$ 130.00	\$ 100.00	\$ 897,000.00	
METER & MXU	2400	\$ 250.00	\$ 150.00	\$ 960,000.00	
Subtotal				\$ 1,857,000.00	
Engineering and Contingencies					
Engineering Design, Bidding Services	10%		\$ 185,700.00	\$ 185,700.00	
Contingencies	15%		\$ 278,550.00	\$ 278,550.00	
Total:				Option A-1 \$ 2,321,250.00	
B) Data Reading					
Option B-1: Sensus Drive-by Reading System					
Drive By Reading Unit	1	\$ 30,000.00		\$ 30,000.00	
Subtotal:				\$ 30,000.00	
Engineering and Contingencies					
Contingencies	15%		\$ 4,500.00	\$ 4,500.00	
Total:				Option B-1 \$ 34,500.00	
Option B-2: Sensus Fixed Network System					
Base Stations w/ Antenna	3	\$ 80,000.00		\$ 240,000.00	
Radio Comm. to Central RNI	3	\$ 8,000.00		\$ 24,000.00	
RNI	1	\$ 15,000.00		\$ 15,000.00	
Subtotal:				\$ 279,000.00	
Engineering and Contingencies					
Contingencies	15%		\$ 41,850.00	\$ 41,850.00	
Total:				Option B-2 \$ 320,850.00	
C) Data Storage					
On-Site Storage	Option C-1: New Data Storage Server				
	Data Collection/Storage	LS	\$ 12,000.00	\$ 12,000.00	
	Programming Integration w/ AS400	LS	\$ 10,000.00	\$ 10,000.00	
	FlexNet Training and Setup	LS	\$ 17,000.00	\$ 17,000.00	
	Subtotal:				\$ 39,000.00
Web-Based Storage	Engineering and Contingencies				
	Contingencies	15%	\$ 5,850.00	\$ 5,850.00	
	Total:				Option C-1 \$ 44,850.00
	Option C-2: Web-based Storage for Sensus				
	Year 1 fees (< 10,000 meters)		\$ 42,432.00	\$ 42,432.00	
Includes: setup, hosting, training, and implementation.					
Programming Integration w/ AS400	LS	\$ 5,000.00		\$ 5,000.00	
Subtotal:				\$ 47,432.00	
Web-Based Storage	Engineering and Contingencies				
	Contingencies	15%	\$ 7,114.80	\$ 7,114.80	
	Total:				Option C-2 (Year 1) \$ 54,546.80



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City of Mandan Water Meter Improvements

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TABLE 5: ALTERNATIVE COST ESTIMATE FOR NEPTUNE WATER METER SYSTEMS

Neptune Water Meter System: Alternatives and Cost Estimate				
	Units	Parts	Labor	Price
A) Meter Hardware				
Option A-2: Neptune Water Meter Assemblies for Fixed Network				
Neptune MXU's	4200	\$ 130.00	\$ 100.00	\$ 966,000.00
Neptune Assemblies	2400	\$ 250.00	\$ 150.00	\$ 960,000.00
Subtotal				\$ 1,926,000.00
Engineering and Contingencies				
Engineering, Design, and Bid Services	10%		\$ 192,600.00	\$ 192,600.00
Contingencies	15%		\$ 288,900.00	\$ 288,900.00
Total:				Option A-2
				\$ 2,407,500.00
B) Data Reading				
Option B-3: Neptune Drive-by Reading System				
Drive By Reading Unit	1	\$ 20,000.00		\$ 20,000.00
Subtotal:				\$ 20,000.00
Engineering and Contingencies				
Contingencies	15%		\$ 3,000.00	\$ 3,000.00
Total:				Option B-3
				\$ 23,000.00
Option B-4: Neptune Fixed Network System				
Base Stations w/ Antenna	10	\$ 55,000.00		\$ 550,000.00
Subtotal:				\$ 550,000.00
Engineering and Contingencies				
Contingencies	15%		\$ 82,500.00	\$ 82,500.00
Total:				Option B-4
				\$ 632,500.00
C) Data Storage				
Option C-3: New Data Storage Server				
On-Site Storage	Data Collection/Storage	LS	\$ 12,000.00	\$ 12,000.00
	Programming Integration w/ AS400	LS	\$ 10,000.00	\$ 10,000.00
	Software, training and setup	LS	\$ 12,000.00	\$ 12,000.00
	Subtotal:			
Engineering and Contingencies				
Contingencies	15%		\$ 5,100.00	\$ 5,100.00
Total:				Option C-3
				\$ 39,100.00
Web-Based Storage	Option C-4: Web-based Storage for Neptune			
	Neptune Web-Based Storage			NA
Subtotal:				Option C-4
				NA



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City of Mandan Water Meter Improvements

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5.0 RECOMMENDATIONS

It is AE2S's opinion that every replacement meter-assembly be of like size with each meter currently installed. Any future residential construction should then be assigned a standard 1" meter-assembly. Larger meters should be installed where required by estimated or actual water demand. This will save the city both time and monetary costs in replacement parts inventory and related plumbing issues. The City should be aware, however, of incidental costs nearly guaranteed to exist in a certain percentage of homes. These costs include the replacement of internal valves and other related plumbing in addition to the installation or upgrade of the establishment's meter-assembly. The cost of such plumbing is technically billable to the homeowner via direct billing or taxes; however, the city should negotiate the cost of these incidentals within the contract to avoid receipt of bills for additional parts and labor above and beyond reasonably expected prices.

A drive-by system is initially recommended for the City of Mandan since current technology surrounding fixed network systems are typically feasible options for communities with populations of roughly 100,000 and greater. With that said, technological advances may arise within the design life of any chosen improvement strategy which could then make it more feasible for a city the size of Mandan to make further upgrades towards a true, fixed network. Therefore, AE2S's recommendation of a drive-by system includes the capability of such a system to undergo further upgrades to a true, fixed network.

Finally, although it is believed that the City of Mandan's current accounting and billing software, AS400, can be integrated into any of the upgrade alternatives presented in this document, AE2S recommends the City investigate the options available to incorporate newer accounting software when upgrading its meter-reading technology. New accounting programs may operate more seamlessly with upgraded meter reading systems and could therefore bring further efficiencies to the City's water meter program.

6.0 PROJECT SCHEDULE

To ensure timely management, implementation, and realization of improvements to Mandan's water-meter program, a schedule of project activities is presented below. This schedule outlines, among other things, milestone dates for vendor presentations to the City, engineering completion dates, the bidding process, and, ultimately, construction. **Figure 1**, below, provides this schedule in greater detail.

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City of Mandan Water Meter Improvements

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Mandan Water Meter Improvements - Schedule of Project Activities

City Commission Receives Recommendations	August 20, 2013
Professional Services Agreement Authorization	September 3, 2013
Project Kickoff Meeting	September 17, 2013
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Advertisement	January 10, 2014
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Bid Recommendations to Commission	February 12, 2014
NOA	February 19, 2014
NTP	March 15, 2014
Start Construction	April 1, 2014
End Construction	October 15, 2014

FIGURE 1: SCHEDULE OF PROJECT ACTIVITIES

7.0 SUMMARY AND CONCLUSION

AE2S received data regarding, among other things, the age, size, and manufacturer of the water-meter assemblies currently existing in Mandan's water meter system on June 18, 2013. Through analysis of this data, AE2S developed a matrix-style summary of the meter-assemblies classified into meter type, MXU type, and date of installation. Other parameters were also analyzed, such as locations where two or more meters were read by a single MXU and occurrences of non-residential meters larger than 1 inch. With this information known, AE2S then identified possible upgrade alternatives. Factors influencing the alternatives presented included the age at which existing meters were installed, and which, if any of the existing meter-assemblies, would be compatible with a proposed upgrade strategy. AE2S then presented meter-assemblies and respective reading technology based on technology offered by two water meter manufacturers: *Sensus* and *Neptune*. Alternatives for both drive-by reading technology and fixed meter reading technology were presented. Possible upgrades to the City's storage method of water meter data were also discussed, including new on-site storage capability or a possible web-based storage option. Then, cost estimates were outlined for drive-by and fixed network systems available through both *Neptune* and *Sensus*. Additionally, cost-estimates for said data storage alternatives were included. Next, AE2S discussed its recommendation for a drive-by meter reading system and why it should have the capability for future upgrades to a true, fixed network system.



Summary Memorandum

City of Mandan Water Meter Improvements

July 31, 2013

Page 11 of 12

Finally, a schedule of recommended project activities is included. This schedule outlines milestone dates for items such as decisions, engineering, bidding, and construction.

The information presented in this document and summarized above is intended to assist the City of Mandan in its budgeting and decision-making processes pertaining to the upgrade its meter-reading system; however, final upgrade decisions are ultimately left to the City of Mandan.

AE2S is pleased to submit this Technical Memorandum to the City of Mandan and is confident that this preliminary analysis will satisfy the City's desires for budgeting and selecting an upgrade strategy for its meter reading system. If the City has any questions or comments, it should contact Kenneth J. Weber, P.E. at 701-221-0530 or by e-mailing ken.weber@ae2s.com.



APPENDIX A: SENSUS PROPAGATION STUDY MAP

FlexNet Propagation Analysis

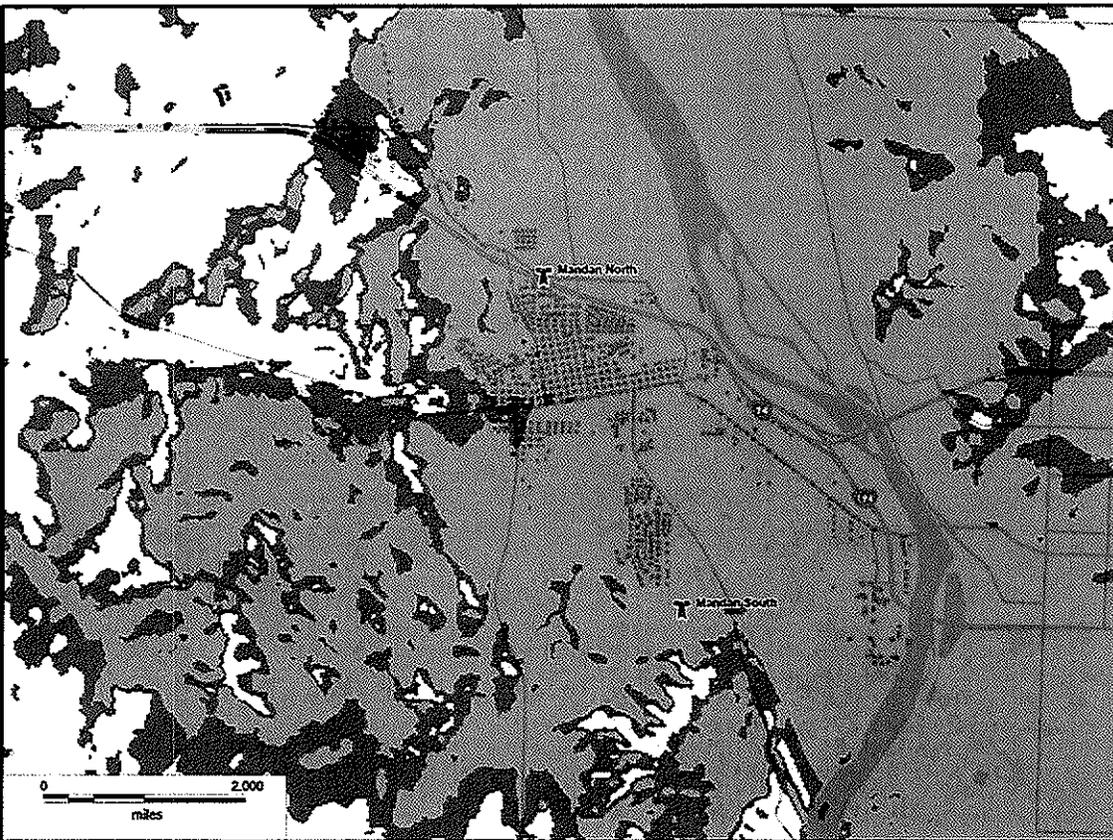
Mandan, ND

BTS Best Server Coverage
Mandan North
Mandan South

Signal Strength Ranges	Covered Meters	Percentage of Total Meters
-122 to -102	5,233	85.34%
-112 to -102	683	11.14%
-122 to -112	143	2.33%
-200 to -122	73	1.19%
Total Meters	6,132	

LEGEND

-  BTS
-  Meters
-  -102 dBm
-  -112 dBm
-  -122 dBm

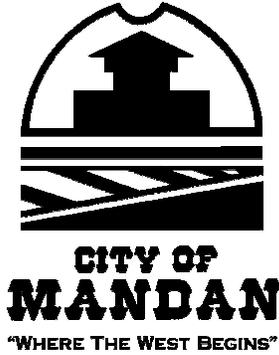


This propagation study is based on actual information provided by the utility pertaining to meter type, meter location, potential antennae height on structure, structure height, and structure location. Any changes, deletions and/or additions that are not provided to the design engineers during the creation of this design may result in a study that does not correlate to actual field conditions.

For all tower mounted antennas, a minimum antenna standoff of 3' is required from the tower.

FIGURE 2: MANDAN WATER METER READING





Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 16, 2013
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Potential Purchase of former Cass Clay Creamery Site and Buildings

STATEMENT/PURPOSE: To consider purchase of property formerly known as the Cass Clay Creamery.

BACKGROUND/ALTERNATIVES: Spring of 2013 the City of Mandan learned of plans for the upcoming demolition of the structures on the Kemps or formerly known as the Cass Clay site on west Main Street in Mandan. We began inquiring as to the status of situation and found the following:

- ✓ Cass Clay purchased by Associated Milk Producers Inc (AMPI)
- ✓ March 2012, AMPI sells its Cass Clay Creamery to Kemps, LLC. (except for the buildings in Mandan)
- ✓ AMPI wishes to terminate their interest at the Mandan location (thus the demolition)
- ✓ Kemps does not wish to own the buildings but would like to remain at the facility while they determine their strategy for western North Dakota

Representatives from Kemps have indicated a willingness to continue to lease the facility and thus have approached the City of Mandan asking if the City would be willing to acquire the buildings and in turn the Kemps lease would be with the City. We responded that we would not be interested in acquiring buildings on leased land from BNSF. However, we would contact BNSF to gauge their interest in selling the property.

BNSF is willing to sell the property. Our preference would be that a transaction such as this occurs between private parties without City involvement. We posed that question to BNSF and their response: "Given the property's designation as 1864 Act of Congress right of way, the property can only be sold to (1) the existing Lessee or (2) a condemning authority such as the City of Mandan." This existing Lessee is not interested; therefore we are at option 2.

Items we are working through at the present time include:

- ✓ Investigate any potential environmental issues on the site. (ND Dept of Health has no indication of petroleum contamination at the site)
- ✓ Negotiate a purchase price for the property with BNSF. (BNSF operating easements, which affect the future uses of the property are a sticking point at the current time)
- ✓ Negotiate with AMPI to turn the buildings over to the City of Mandan
- ✓ Negotiate a proposed lease with Kemps and the City of Mandan
- ✓ Funding for the property acquisition (positive discussions have been held with the Mandan Supplemental Environmental Projects Trust members)

Our ultimate goal is to keep an ongoing business in Mandan; therefore, we continue to have discussions with representatives from AMPI (the owners of the buildings) Kemps (the Lessee) and BNSF (owners of the land).

ATTACHMENTS:

- ✓ Aerial of the property
- ✓ Map with property boundaries and operating easements identified.

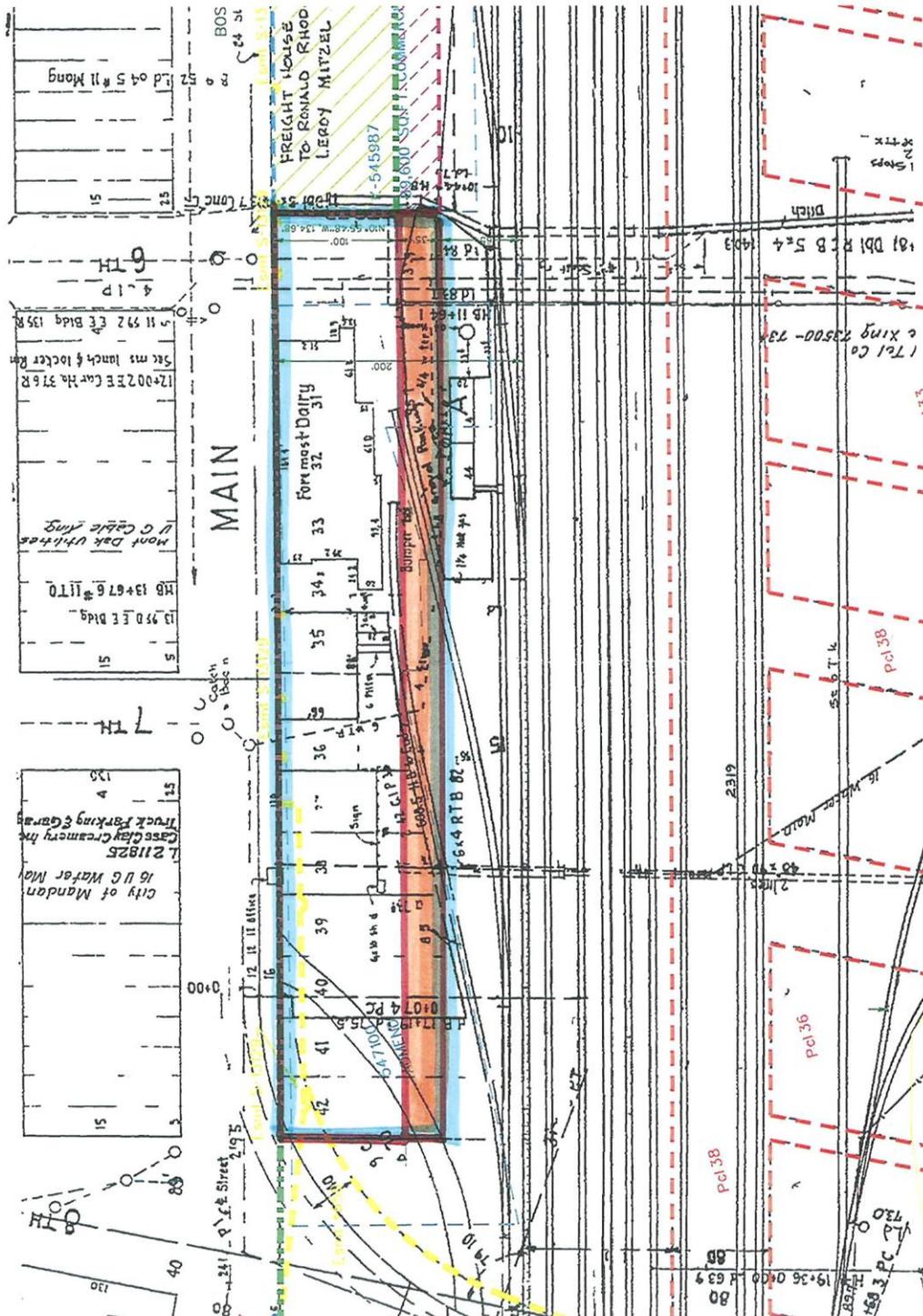
FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION: This is an update for the commission on activities, and barring any commission opposition we will continue negotiating with the vested parties.

SUGGESTED MOTION:



ORDINANCE NO. 1161

An Ordinance to Create a New
Section 12-01-01 of the Mandan Code of Ordinances
Relating to Definitions

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

A new addition to Section 12-01-01 of the Mandan Code of Ordinances, Definitions, is hereby created to read as follows:

Section 12-01-01.

“Growler” means a glass bottle not to exceed 64 ounces that is filled with beer by a licensee or an employee of a licensee with beer from a keg. The sale of Growlers, in compliance with this Chapter, is authorized only for licensees approved to sell alcoholic beverages both on-sale and off-sale. The filling of Growlers by means of tapped keg shall not constitute the breaking of a package as defined in this Chapter. Growlers may only be filled from kegs procured by the licensee from a duly licensed wholesaler or produced by the licensee pursuant to applicable laws. Only professionally sanitized and sealed Growlers may be filled and made available for retail sale. The sale of a filled Growler shall be considered off-sale. A Growler with a broken seal shall be considered an open container for the purposes of City Ordinance.

By: _____
President, Board of City Commissioners

Attest:

City Administrator

First Consideration: August 6, 2013
Second Consideration
and Final Passage: August 20, 2013
Publication Date: September 13, 2013

ORDINANCE NO. 1162

AN ORDINANCE ANNEXING CERTAIN ADJOINING LANDS TO THE CITY OF MANDAN,
MORTON COUNTY, NORTH DAKOTA, AND EXTENDING THE CORPORATE
BOUNDARIES THEREOF.

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

WHEREAS, the City of Mandan, Morton County, North Dakota has determined it to be its interests to annex the hereinafter described property, which is contiguous to the City of Mandan, Morton County, North Dakota, but not embraced within the limits thereof, and has met all requirements as directed by Section 40-51.2-03 of the North Dakota Century Code.

SECTION 1. Property Annexed. The following described land is situated in the County of Morton, State of North Dakota, and contiguous to the corporate limits of the City of Mandan, North Dakota, is hereby added to, taken into, annexed and made part of the City of Mandan, namely:

A tract of land being a part of Government Lots 3 & 4 of Section 3, Township 138 North, Range 81 West of the 5th Principal Meridian, Morton County, North Dakota, being more particularly described as follows:

Commencing at the northwest corner of Section 3, Township 138N, Range 81W; thence South 00°25'37" West along the west boundary line of said Section 3 for 55.00 feet to the Point of Beginning, said point also being on the south Right of Way line of 19th Street SW; thence along said south Right of Way line the following seven (7) courses; thence North 89°47'30" East for 550.65 feet; thence North 0°12'30" West for 5.00 feet; thence North 89°47'30" East for 1550.00 feet; thence South 00°12'30" East for 10.00 feet; thence North 89°47'30" East for 450.00 feet; thence North 00°12'30" West for 10.00 feet; thence North 89°47'30" East for 90.49 feet to a point on the east boundary line of Government Lot 3 of said Section 3; thence South 00°08'11" West along said east boundary line for 876.17 feet; thence South 89°47'30" West for 2645.48 feet to a point on the west boundary line of said Section 3; thence North 00°25'37" East along said west boundary line for 871.21 to the Point of Beginning. Said tract of land containing 53.00 Acres, more or less.

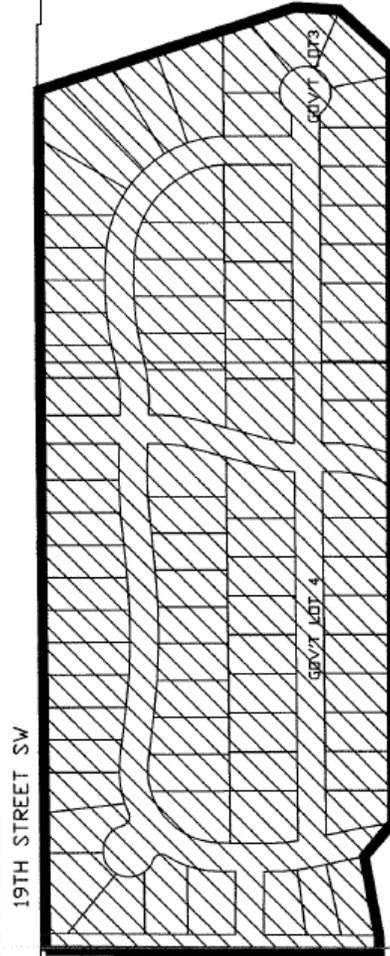
SECTION 2. Corporate Boundary Extended. Upon the taking effect of this Ordinance, the corporate limits and boundary lines of the City of Mandan shall thereafter include said lands.

By: _____
Arlyn Van Beek, President,
Board of City Commissioners

Attest

James Neubauer, City Administrator

First Consideration: August 6, 2013
Second Consideration
and Final Passage: August 20, 2013
Date of Recording: _____



PROPOSED ANNEXATION

**RESOLUTION PROPOSING TO ANNEX CERTAIN ADJOINING
LANDS INTO THE CORPORATE BOUNDARIES OF THE CITY OF MANDAN,
NORTH DAKOTA, AND DIRECTING PUBLICATION OF NOTICE OF TIME
AND PLACE OF HEARING TO DETERMINE SUFFICIENCY OF
WRITTEN PROTESTS AGAINST SUCH PROPOSED ANNEXATION**

BE IT RESOLVED By the Board of City Commissioners of the City of Mandan, North

Dakota, as follows:

1. It is hereby found, determined and declared that this Board deems it necessary and in the best interests of the City of Mandan and of the electors residing within and the owners of property situated within the territory hereinafter described, which territory is contiguous to, but not embraced within the corporate boundaries of the said city, that such territory be annexed to and incorporated within the corporate boundaries of the City of Mandan, Morton County, North Dakota.

2. That to annex the hereinafter described territory will, among other things: a) recognize the present uses and planned future uses or development of the area; b) recognize that the area is a part of the community of said city; c) acknowledge the educational, recreational, civic, social, religious, industrial, commercial, and city facilities and services now available by or in said city to any resident, business, industry, or employee of the business or industry located in the area; d) acknowledge the existing governmental services and facilities of said city presently available and which can be made available to the area; and e) give recognition to the economic, physical, and social relationship and interdependence of the inhabitants, businesses, or industries of the area to said city and to the school districts and other political subdivisions affected.

3. That the area sought to be annexed is not located within the extraterritorial zoning or subdivision regulation authority of another city.

4. That the area the City of Mandan proposes to annex is situated in the County of Morton and State of North Dakota, is contiguous to the city's corporate boundaries, and lies within the following described boundary line:

A tract of land being a part of Sections 8, 9, 15, 16, 17 and 22, Township 139 North, Range 81 West of the 5th Principal Meridian, Morton County, North Dakota, being more particularly described as follows:

Beginning at the northeast corner of Debbie's Acres of the City of Mandan, Morton County, North Dakota, said point also being on the north boundary line of the SE1/4 of Section 8, T139N-R81W;

thence easterly along said north boundary line to the northwest corner of Tract 9A of the SW1/4 of Section 9, T139N-R81W; thence continuing easterly along the north boundary line of said Tract 9A to the northeast corner of said Tract 9A; thence southerly along the east boundary line of said Tract 9A to a point on the north Right-of-Way line of the proposed Northern Bridge Corridor; thence easterly along said north Right-of-Way line to a point on the to the intersection of the westerly Right-of-Way line of North Dakota Highway 1806 and the northwest corner of Section 15, T139N-R81W; thence westerly along the north boundary line of said Section 15 to a point 125 feet east of and parallel to the easterly Right-of-Way line of ND Highway 1806; thence southerly along said parallel line to a point on the existing City of Mandan Corporate Limit line; thence westerly along said Corporate Limit line to a point on the westerly Right-of-Way line of ND Highway 1806; thence southerly along said westerly Right-of-Way line to a point on the north Right-of-Way line of Old Red Trail; thence westerly along said north Right-of-Way line to the southeast corner of Lot 25, Block 2, Pioneer Industrial Park 1st Addition of the City of Mandan, Morton County, North Dakota; thence northerly along the east boundary line of said Lot 25 to the northeast corner of said Lot 25; thence westerly along the north boundary line of said Lot 25 to the northwest corner of said Lot 25; thence southerly along the west boundary line of said Lot 25 to a point on the north Right-of-Way line of Old Red Trail; thence westerly along said north Right-of-Way line to a point on the west boundary line of Section 22, T139N-R81W; thence northerly along said west boundary line to the point of intersection of said west boundary line and the south boundary line of Lot 28, Block 2 of said Pioneer Park Industrial Park 1st Addition; thence easterly along said south boundary line extended west to the southeast corner of said Lot 28; thence northerly along the east boundary line of said Lot 28 to the northeast corner of said Lot 28; thence westerly along the north boundary line of said Lot 28 to the point of intersection of said east boundary line and the west boundary line of said Section 22; thence north along said west boundary line line to a point on the existing City of Mandan Corporate Limit line; thence easterly along said Corporate Limit line a distance of 624 feet, more or less; thence northerly continuing along said Corporate Limit line to the southwest corner of Lot 1, Block 1, Meadow Ridge 1st Addition; thence easterly along the south boundary line of said Lot 1 to the southeast corner of said Lot 1; thence northerly along the east boundary line of said Lot 1 to the north boundary line of said Section 22; thence westerly along said north boundary line to the southeast corner of Section 16, T139N-R81W; thence northerly along the east boundary line of said Section 16 to the southeast corner of the N1/2 of the SE1/4 of said Section 16; thence westerly along the south boundary line of said N1/2 to the southwest corner of said N1/2; thence northerly along the west boundary line of said N1/2 to the southeast corner of the NW1/4 of said Section 16; thence westerly along the south boundary line of said NW1/4 to the southeast corner of Pattie's Acres 2nd Addition of the City of Mandan, Morton County, North Dakota; thence northerly along the east boundary line of said Pattie's Acres 2nd Addition to the northeast corner of said Pattie's Acres 2nd Addition; thence westerly along the north boundary line of said Pattie's Acres 2nd Addition to a point on the east Right-of-Way line of Hillside Road NW; thence northerly along said east Right-of-Way line to a point of intersection of said east Right-of-Way line and the north boundary line of Lot A of the NW1/4 of said Section 16; thence westerly along said north boundary line extended easterly to a point on the east boundary line of Pattie's Acres 1st Addition of the City of Mandan, Morton County, North Dakota; thence northerly along said east boundary line to the southeast corner of said Debbie's Acres; thence continuing northerly along the east boundary line of said Debbie's Acres to the Point of Beginning.

5. That NOTICE IS HEREBY GIVEN that owners of any real property lying within the territory proposed to be annexed, and described above, may file written protests with the City Administrator of said city, protesting against the proposed annexation within thirty (30) days of the first publication of this resolution and notice, namely by 4:30 pm on September 23, and this Board shall meet at the City Hall, 205 2 Avenue NW, Mandan, North Dakota, on October 1, 2013 at 5:30 p.m., local time, to hear and determine the sufficiency of any written protests so filed.

6. That NOTICE IS FURTHER GIVEN, that in the absence of written protest filed by the owners of more than one-fourth of the area proposed to be annexed as of the date of the adoption of this resolution, the City of Mandan shall annex the territory described in paragraph 4 herein.

7. The City Administrator is hereby authorized and directed to cause this resolution and notice, and a map of the area proposed to be annexed, to be published once each week for two consecutive weeks in the official newspaper of said city.

8. The City Engineer is hereby directed to mail a notice of the public hearing and a copy of this resolution and map to the owner of each parcel of real property located within the area proposed to be annexed at the person's last known mailing address, by certified mail.

Dated this 20th day of August, 2013

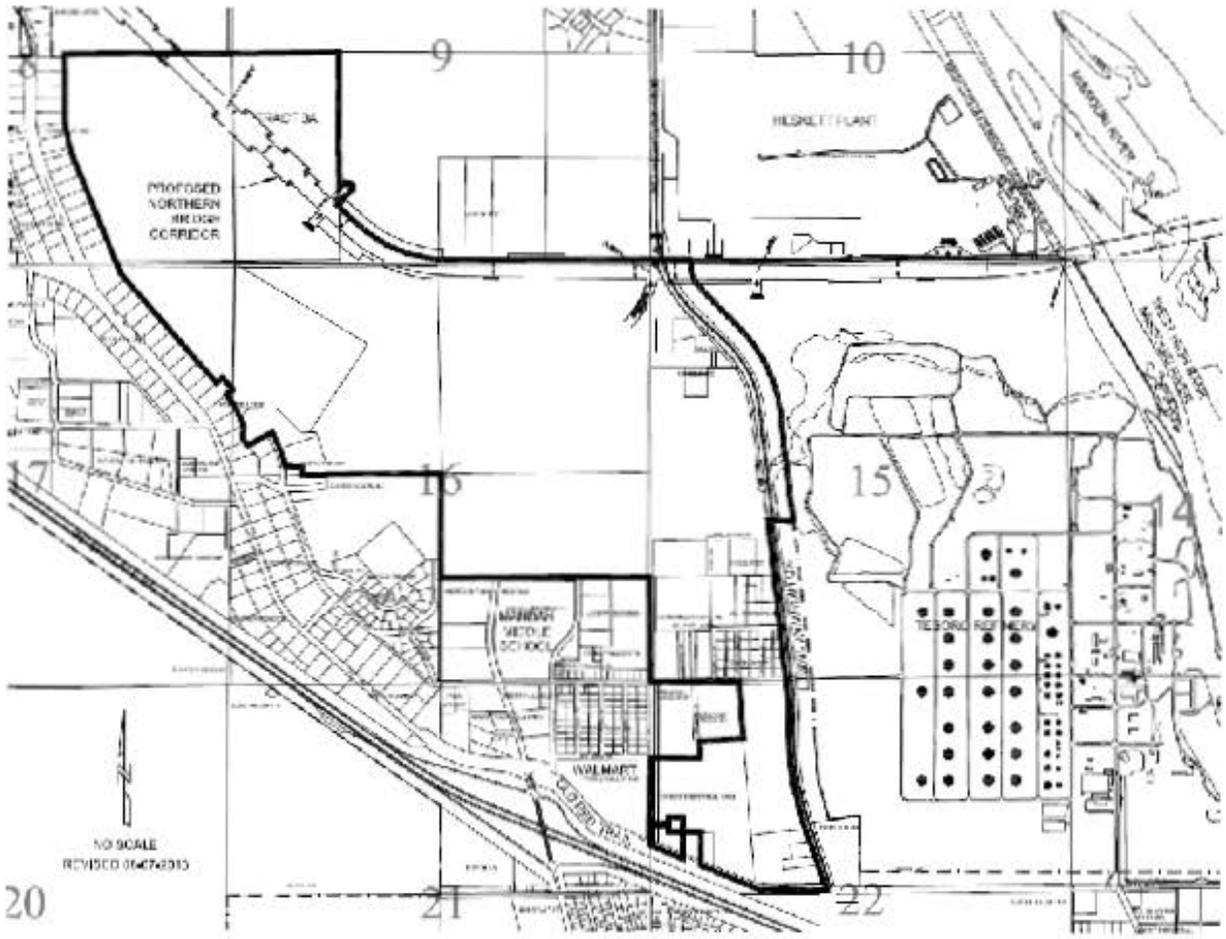
President Board of City Commissioners

ATTEST:

City Administrator

Publication Dates: August 23 and August 30, 2013

Map of Area to be Annexed to be Published with Resolution



RESOLUTION
APPROVING CONTRACT AND CONTRACTOR'S BOND FOR
STREET IMPROVEMENT DISTRICT NO. 178
(Project No. 2013-04)

BE IT RESOLVED by the governing body of the City of Mandan, North Dakota (the "City"), as follows:

1. It is hereby found and determined that this Board has heretofore caused Notice for Advertisement for Bids to be made for an improvement Street Improvement District No. 178 of said City, and has duly and publicly opened and considered said bids received pursuant to said Notice.
2. Said improvement is hereby ordered to be constructed in accordance with the plans and specifications therefore as heretofore adopted by this Board pursuant to a resolution duly adopted by this Board.
3. It is hereby found and determined that the lowest responsible bidder for various categories of the work, material and skill required for said improvement is Northern Improvement Company whose bid provides for the construction of said improvement at a total estimated base price of \$513,999.93.
4. The President of the Board of City Commissioners of the City of Mandan and City Auditor are hereby authorized and directed to make and enter into a contract with said bidder on the part of the City, in the form prescribed by Sections 40-22-35 and 40-22-35, N.D.C.C. as amended, provided that said bidder shall within ten (10) days from this date execute said contract and a construction bond conditioned in accordance with the provisions of Sections 40-22-30 and 40-22-32 of said Code.

Dated this 20th day of August, 2013

Arlyn Van Beek, President of the
Board of City Commissioners

Attest:

James Neubauer,
City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 20, 2013
PREPARATION DATE: August 15, 2013
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch
SUBJECT: Preliminary 2014 Budget

PURPOSE

To consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1163 adopting the 2014 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, contracts 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 2014 Budget is in compliance with these legal requirements and City Policies.

The proposed Budget for 2014 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 30, 2013 for the second and final consideration of Ordinance No. 1163 adopting the 2014 Budget on September 17, 2013.

The Preliminary 2014 Budget will also be posted on the City's website at cityofmandan.com.

ATTACHMENTS

- Preliminary 2014 Budget
- Ordinance No. 1163

FISCAL IMPACT

See Preliminary 2014 Budget

The annual cost for City services for an existing \$200,000 residential home with an average valuation increase of 6.8% (Board of Equalization) and using 8 units of water per month, excluding special assessments:

Property Taxes:

- 2013 Budget = \$842
- 2014 Budget = \$794
- Annual decrease = \$48

Utility Bill:

- 2013 Budget = \$836
- 2014 Budget = \$878
- Annual increase = \$42

Total:

- 2013 Budget = \$1,678
- 2014 Budget = \$1,672
- Annual decrease = \$6

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. 1163 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2014, and ending December 31, 2014, and making the annual tax levy for the year 2013.

SUGGESTED MOTION

Move to approve the introduction and first consideration, and call for a public hearing of Ordinance No. 1163 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2014, and ending December 31, 2014, and making the annual tax levy for the year 2013.



**CITY OF
MANDAN**

“WHERE THE WEST BEGINS”

**PRELIMINARY
2014 BUDGET**

PURPOSE

To consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1163 adopting the 2014 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, contracts 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 2014 Budget is in compliance with these legal requirements and City Policies.

The proposed Budget for 2014 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 = \$25,657,750

- Property Taxes = \$3,459,500 or 13%
- 1% City Sales Taxes = \$2,535,200 or 10%
- Other Taxes = \$726,700 or 3%
 - 1% Restaurant and Lodging Taxes = \$431,450
 - 2% Occupancy Taxes = \$81,600
- Licenses and Permits = \$769,900 or 3%
- Intergovernmental = \$3,931,900 or 15%
 - State Aid Distribution = \$2,020,250
 - Highway Tax Distribution = \$1,267,850
 - Fire Insurance Taxes = \$134,250
- Water, Sewer, Solid Waste, Street Light Utility Charges = \$8,663,900 or 34%
- Other Charges for Services = \$448,750 or 2%
 - Fuel (City Shop) = \$231,300
 - Grave Opening and Closing (Cemetery) = \$64,000
- Fines and Forfeits = \$190,750 or 1%
- Special Assessments = \$4,582,300 or 18%
- Miscellaneous = \$348,850 or 1%
 - Interest = \$65,300
 - Loan Repayments (Mandan Growth Fund) = \$18,750
 - Sale of Lots (Cemetery) = \$34,900

EXPENDITURES

Total = \$26,793,450

- Salaries and Benefits = \$8,911,900 or 33%
 - Salaries = \$6,630,600
 - Benefits = \$2,281,300
- Operations and Maintenance = \$6,591,500 or 25%
- Debt Service-Principal and Interest = \$8,440,950 or 31%
- Capital Outlay = \$2,849,100 or 11%

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
- Cemetery Fund
- Mandan Growth Fund
- Water and Sewer Utility Fund:
 - Base Rate increase:
 - Residential = \$3.50 per month
 - Commercial and Industrial = \$7.00 per month
 - Apartment (3+ units) = \$10.50 per month
 - Purpose: Capital Outlay improvements
- Solid Waste Utility Fund
- Street Light Utility Fund

TAXABLE VALUATION

Taxable Valuation (estimated) = \$50,857,611

- Increase from Tax Year 2012 (2013 Budget) = 9.1%
- 1 Mill = \$50,857
- Increase from 2012 to 2013:
 - Residential property = 14.4%
 - Commercial property = 1.6%

MILL LEVY

Mill Levy = 82.61 Mills

- Decrease from Tax Year 2012 (2013 Budget) = 10.94 Mills
- 3 step process:
 - 1) Average city levy of the 11 largest cities (excluding Mandan) for Tax Year 2012 (2013 Budget):
 - Reduction from 93.55 Mills to 89.45 Mills = 4.10 Mill Levy decrease
 - 2) Zero increase in Property Taxes for a residential home valued at \$200,000 with an average valuation increase of 6.8% (Board of Equalization) in the true and full value:
 - Reduction from 89.45 Mills to 87.59 Mills = 1.86 Mill Levy decrease

- 3) Additional Property Tax reduction from the City Sales Tax Fund (40% to 50%) to the General Fund:
 - Reduction from 87.59 Mills to 82.61 Mills = 4.98 Mill Levy decrease
- City's share of 1 Mill for Tax Year 2012 (2013 Budget) = 24%

PROPERTY TAXES

Property Taxes = \$4,201,120

- Decrease from Tax Year 2012 (2013 Budget) = \$160,543
- The decrease in the City property taxes for an existing residential home valued at \$200,000 with an average valuation increase of 6.8% (Board of Equalization) in the true and full value, excluding special assessments = \$47.95

SALARIES AND BENEFITS

Salaries = \$6,630,600

- Increase from 2013 Budget (revised) = \$851,600 or 14.7%
- Salary ranges for comparable positions are at 95% of the City of Bismarck, effective July 1, 2013.
 - Board of City Commissioners approved on June 18, 2013.
 - Future market adjustments based on the annual Salary Study will be effective January 1.
 - Maximum employee increase per year = 5%
- Performance adjustment = 2.5%
 - Consumer Price Index (Midwest urban less than 50,000)
 - No Cost of Living Adjustment (COLA) on January 1.
- New employees = 12
 - Administration Department = ½ (see Business Development)
 - Finance Department = 1
 - Police Department = 5
 - COPS Hiring Program Grant (75%) for 2 officers over 3 years.
 - Fire Department = 4
 - Business Development = ½ (see Administration Department)
 - Utility Maintenance Department = 1
- Part-time employees:
 - Hourly rates for Volunteer Firefighters and seasonal/temporary employees were adjusted to conform to the new salary ranges.

Benefits = \$2,281,300

- Increase from 2013 Budget (revised) = \$238,700 or 11.7%
- City Pension contribution increased from 7% to 8%, effective July 1, 2013.
 - Board of City Commissioners approved on June 18, 2013.
- Health Insurance monthly premiums are fixed until June 30, 2015.
- Human Resources Department and Finance Department are considering and reviewing the following options:
 - City to contribute more to the employee share of a family policy for the purpose of recruitment and retention.
 - Long-term Disability
 - Cafeteria Plan

Salaries and Benefits = \$8,911,900

- Increase from 2013 Budget (revised) = \$1,090,300 or 13.9%
 - Salary Study adjustments = \$224,400
 - 12 new employees = \$658,750
 - 2.5% Performance adjustments = \$153,050
 - Part-time adjustments = \$32,450

OPERATIONS AND MAINTENANCE

Operations and Maintenance = \$6,591,500

- Decrease from 2013 Budget (revised) = \$1,062,600 or 13.9%
 - Professional Fees and Services = \$102,950
 - Water and Sewer Utility Fund = \$90,900
 - Subsidies = \$838,250
 - City Visitors' Promotion Capital Construction Fund = \$846,000
- Increase in departmental base spending = \$211,850
 - General Fund = \$113,050
 - Information Technology Department = \$20,850
 - Police Department = \$82,650
 - Cemetery Fund = \$900
 - Mandan Growth Fund = \$600
 - Business Development
 - Water and Sewer Utility Fund = \$52,600
 - Water Treatment = \$57,350
 - Solid Waste Utility Fund = \$44,700

DEBT SERVICE

Debt Service-Principal and Interest = \$8,440,950

- Total Principal and Interest = \$71,760,357
 - General Obligation Bonds = \$864,783
 - Special Assessment Bonds = \$41,943,248
 - Revenue Bonds = \$28,952,326
- Amortization:
 - % of Debt Service retired in 10 years = 85%
 - % of Debt Service retired in 15 years = 99%
- \$2.4M Loan is anticipated from the Drinking Water State Revolving Fund Program to finance the Water Meter/Reading Improvement Project.
- Bond Rating = A1

CAPITAL OUTLAY

Capital Outlay = \$2,849,100

- General Fund = \$1,041,550
 - Street Department = \$750,000
 - Snow Blower
 - 2 Tandem Dump Trucks
 - 2 Street Sweepers

- Cemetery Fund = \$410,000
 - Office/Maintenance Building = \$400,000
 - General Fund = 50%
 - City Sales Tax Fund = 50%
- City Sales Tax Fund = \$152,600
 - Traffic Signal Improvements
- Police Equipment Reserve Fund = \$16,250
- Water and Sewer Utility Fund = \$983,500
 - Waterline Maintenance Department = \$484,950
 - Tandem Dump Truck
 - Watermain Replacement Project
 - Sewerline Maintenance Department = \$310,500
 - Storm Lift Station Project (River Drive)
 - Sewermain Replacement Project
 - Meter Reading Department = \$100,000
 - Water Meters (new construction)
- Solid Waste Utility Fund = \$187,000
 - Crush Recycled Asphalt/Concrete Project
 - Concrete Project (Southside of Transfer Station)
- Street Light Utility Fund = \$58,200
 - LED Lights Replacement Project
 - City Sales Tax Fund = \$35,950

ANNUAL COST FOR CITY SERVICES

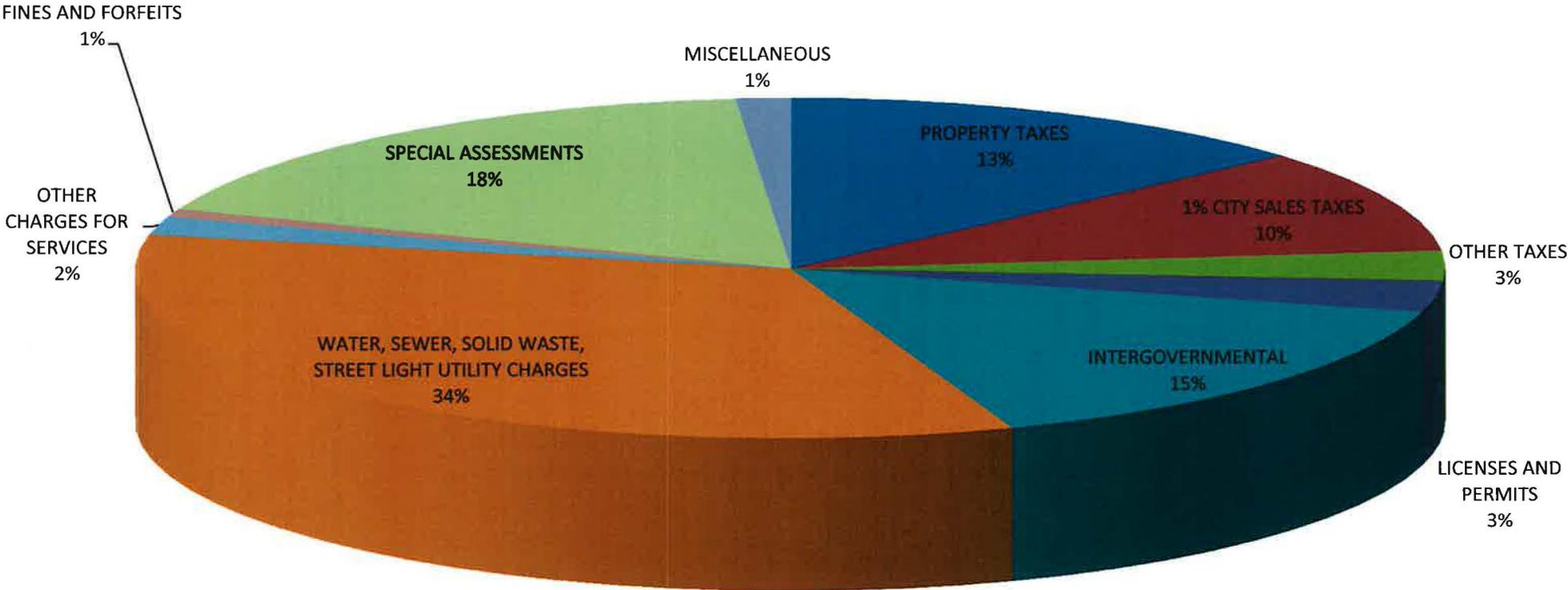
The annual cost for City services for an existing \$200,000 residential home with an average valuation increase of 6.8% (Board of Equalization) and using 8 units of water per month, excluding special assessments = \$1,672

- Decrease from 2013 Budget = \$6

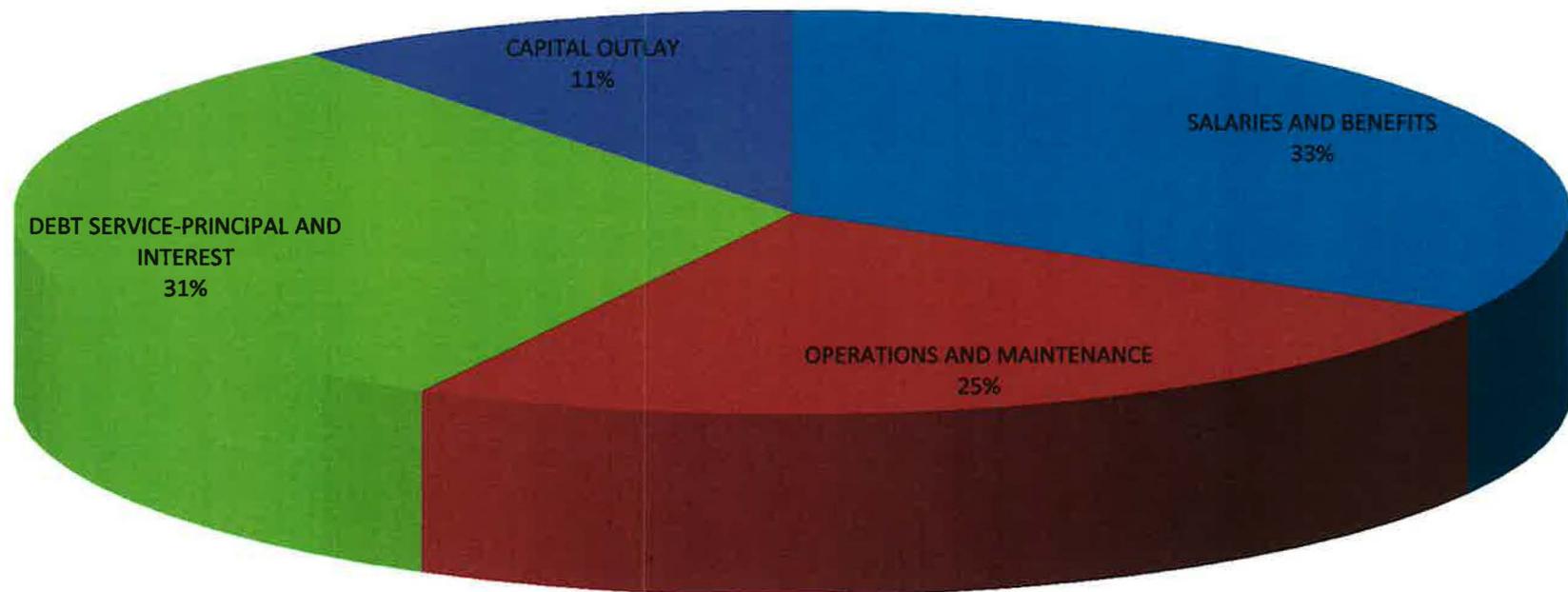
The City will publish a Notice of Public Hearing on August 30, 2013 for the second and final consideration of Ordinance No. 1163 adopting the 2014 Budget on September 17, 2013.

The Preliminary 2014 Budget will also be posted on the City's website at cityofmandan.com.

CITY OF MANDAN 2014 BUDGET REVENUES



CITY OF MANDAN 2014 BUDGET EXPENDITURES



**CITY OF MANDAN
2014 BUDGET**

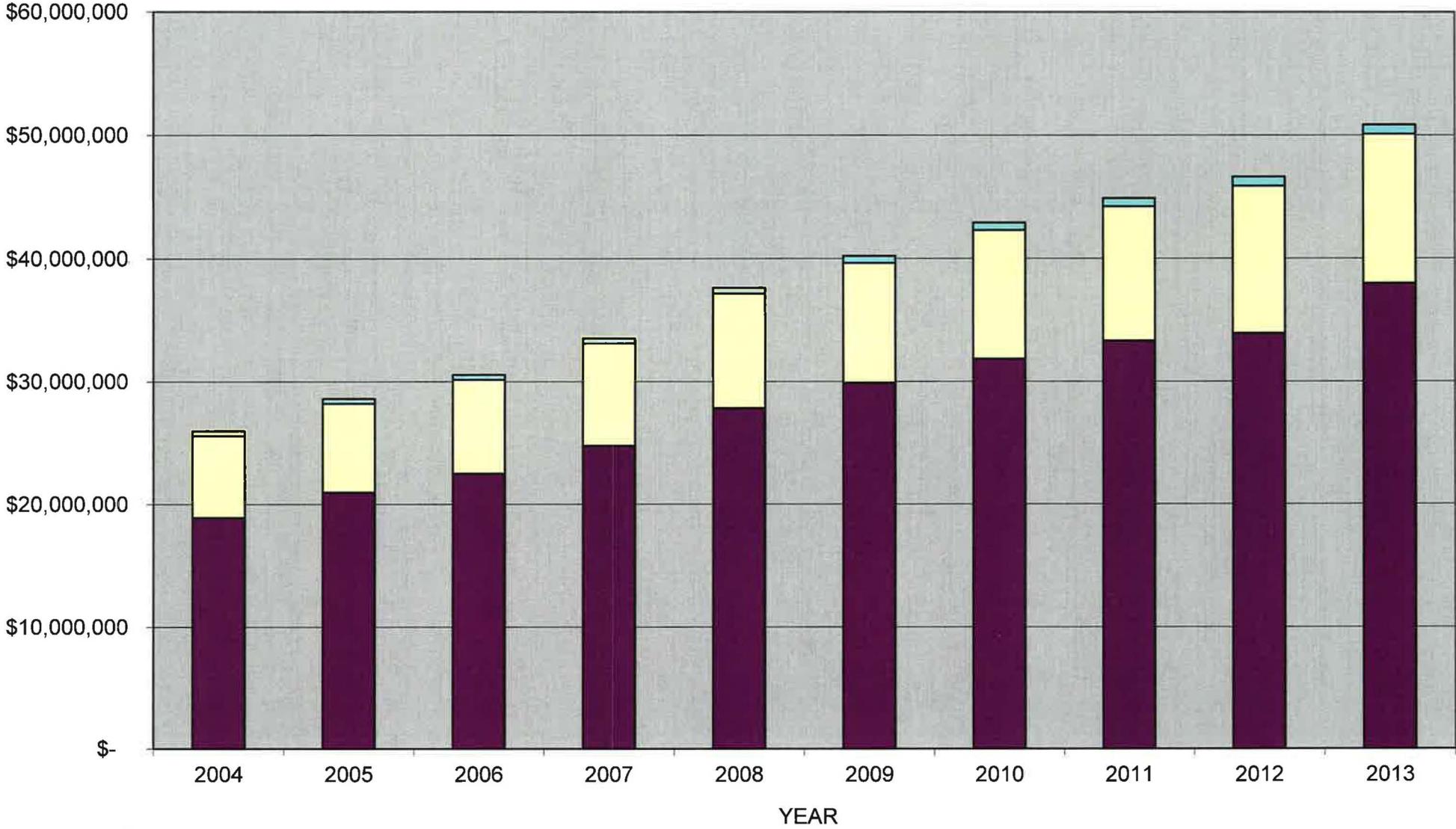
	<u>GENERAL FUND</u>	<u>CEMETERY FUND</u>	<u>MANDAN GROWTH FUND</u>
FUND BALANCE-DECEMBER 31, 2013	\$ 5,307,214	\$ 98,388	\$ 534,388
REVENUES	\$ 9,437,200	\$ 601,600	\$ 285,550
EXPENDITURES	<u>\$ 9,354,150</u>	<u>\$ 188,800</u>	<u>\$ 181,100</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 83,050</u>	<u>\$ 412,800</u>	<u>\$ 104,450</u>
CAPITAL OUTLAY	<u>\$(1,041,550)</u>	<u>\$ (410,000)</u>	<u>\$ -</u>
INCREASE (DECREASE) IN FUND BALANCE	<u>\$ (958,500)</u>	<u>\$ 2,800</u>	<u>\$ 104,450</u>
FUND BALANCE-DECEMBER 31, 2014	<u><u>\$ 4,348,714</u></u>	<u><u>\$ 101,188</u></u>	<u><u>\$ 638,838</u></u>
<u>FUND BALANCE-DECEMBER 31, 2014</u>			
RESERVED	\$ 1,582,514	\$ 24,792	
CAPITAL IMPROVEMENT	2,766,200	76,396	
ECONOMIC DEVELOPMENT			\$ 521,669
STOREFRONT IMPROVEMENT PROGRAM			87,896
RETAIL AND RESTAURANT INCENTIVE PROGRAM			29,272
TOTAL	<u><u>\$ 4,348,714</u></u>	<u><u>\$ 101,188</u></u>	<u><u>\$ 638,838</u></u>

**CITY OF MANDAN
2014 BUDGET**

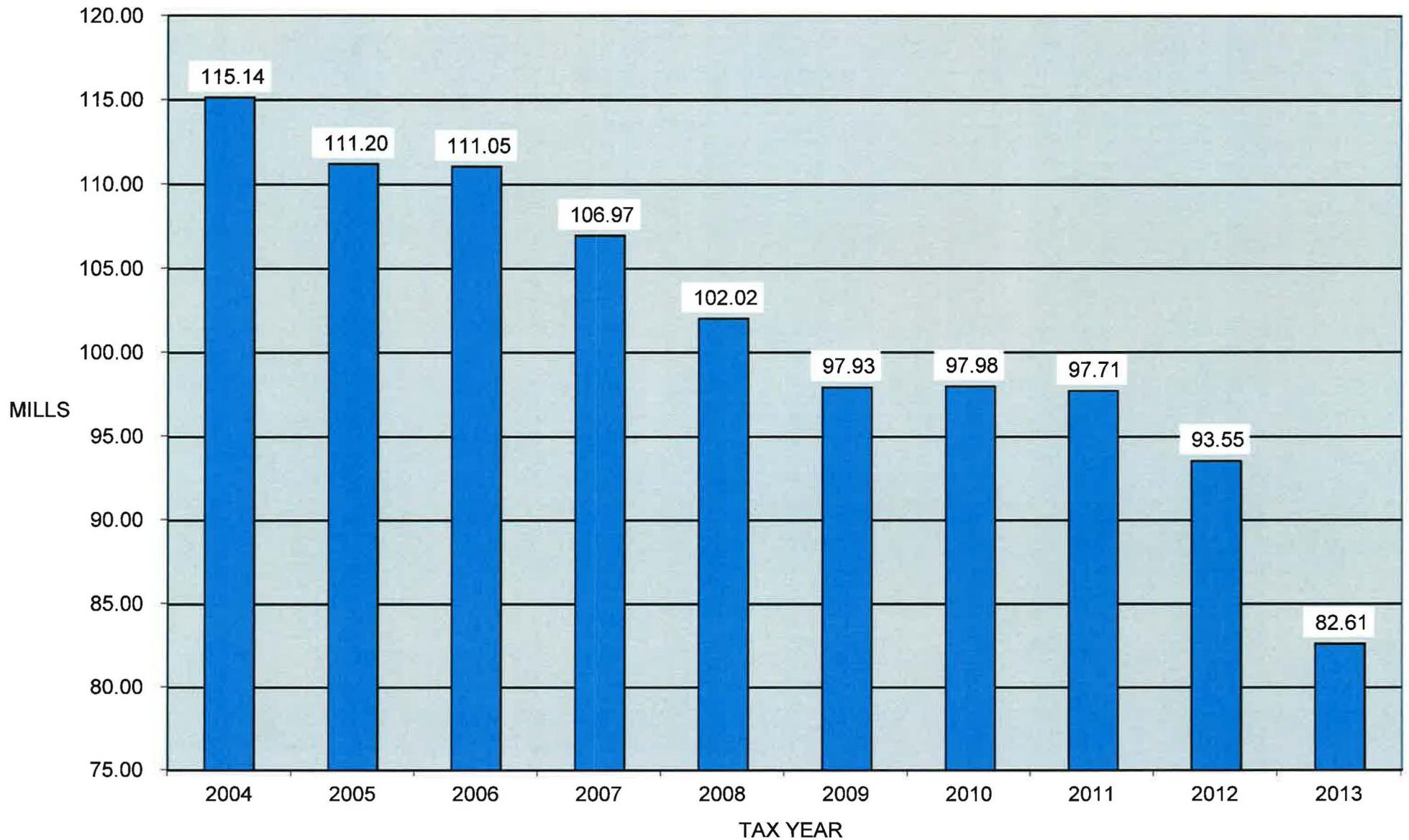
	WATER & SEWER UTILITY FUND	SOLID WASTE UTILITY FUND	STREET LIGHT UTILITY FUND
FUND BALANCE-DECEMBER 31, 2013	\$ 2,960,638	\$ 1,714,160	\$ 128,680
REVENUES	\$ 6,728,000	\$ 1,641,250	\$ 442,450
EXPENSES	\$ 5,643,100	\$ 1,481,300	\$ 368,850
EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 1,084,900	\$ 159,950	\$ 73,600
CAPITAL OUTLAY	\$ (983,500)	\$ (187,000)	\$ (58,200)
INCREASE (DECREASE) IN FUND BALANCE	\$ 101,400	\$ (27,050)	\$ 15,400
FUND BALANCE-DECEMBER 31, 2014	<u>\$ 3,062,038</u>	<u>\$ 1,687,110</u>	<u>\$ 144,080</u>
<u>FUND BALANCE-DECEMBER 31, 2014</u>			
RESERVED	\$ 808,588	\$ 382,231	\$ 94,553
CAPITAL IMPROVEMENT	42,763	304,879	49,526
REVENUE BONDS	2,210,687		
LANDFILL AND TRANSFER STATION		1,000,000	
TOTAL	<u>\$ 3,062,038</u>	<u>\$ 1,687,110</u>	<u>\$ 144,080</u>

CITY OF MANDAN TAXABLE VALUATIONS

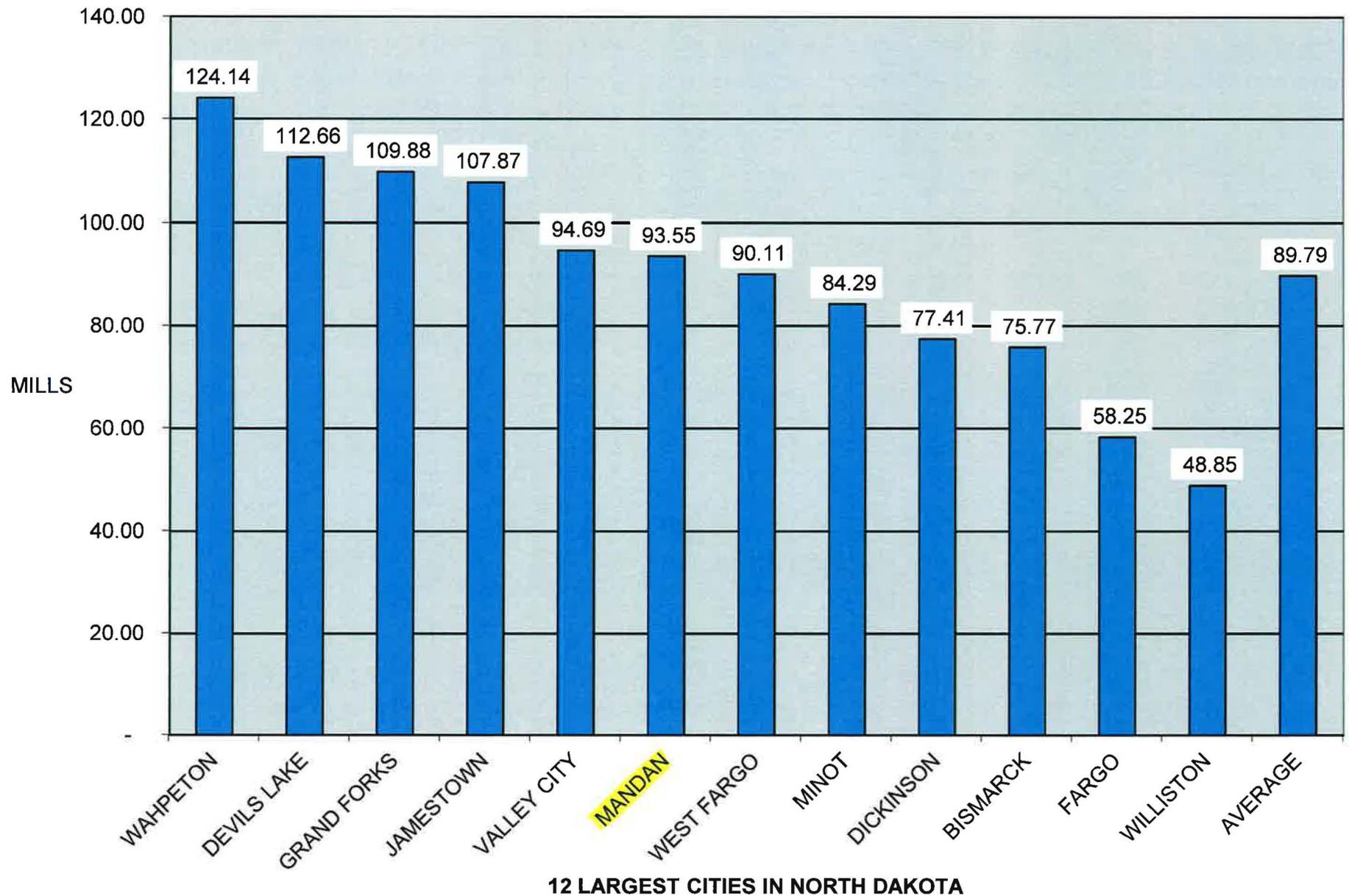
■ AGRICULTURAL ■ RESIDENTIAL □ COMMERCIAL □ OTHER



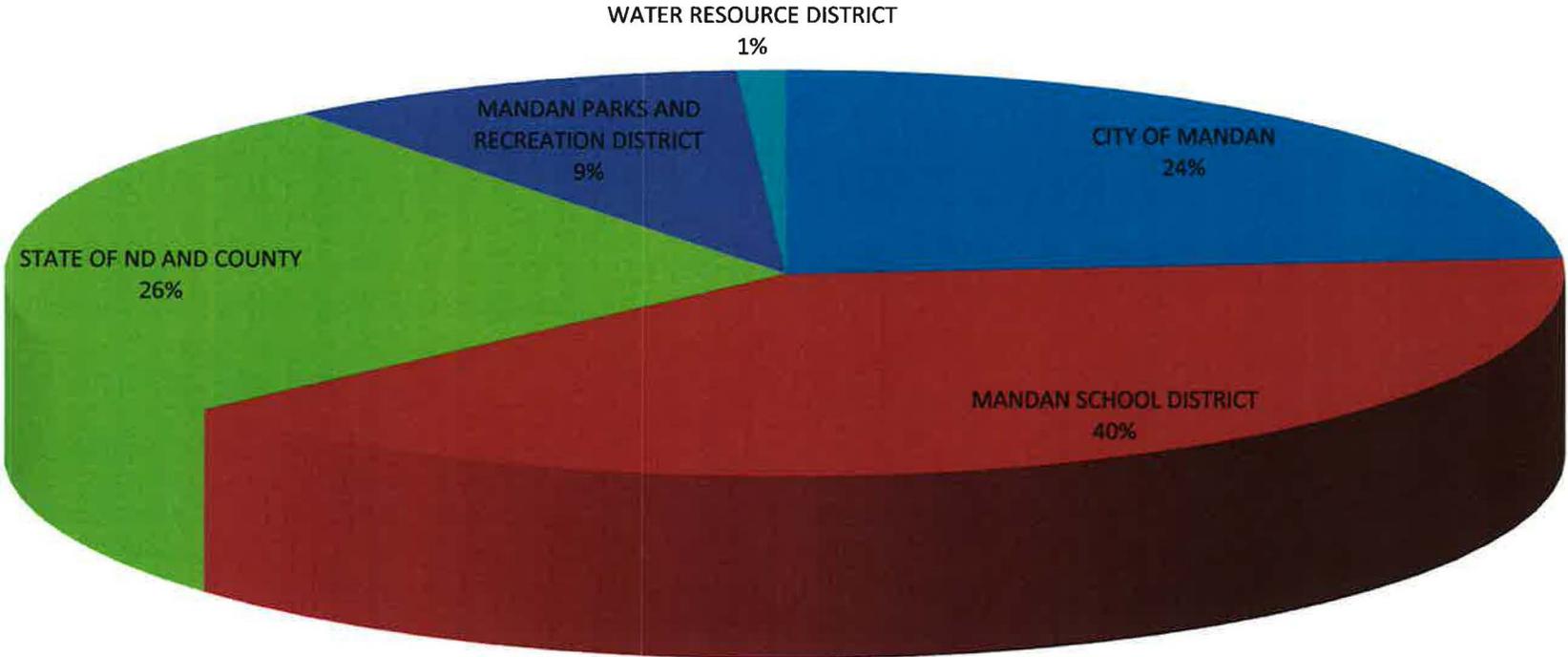
CITY OF MANDAN PROPERTY TAX RATES



CITY MILL LEVY TAX YEAR 2012



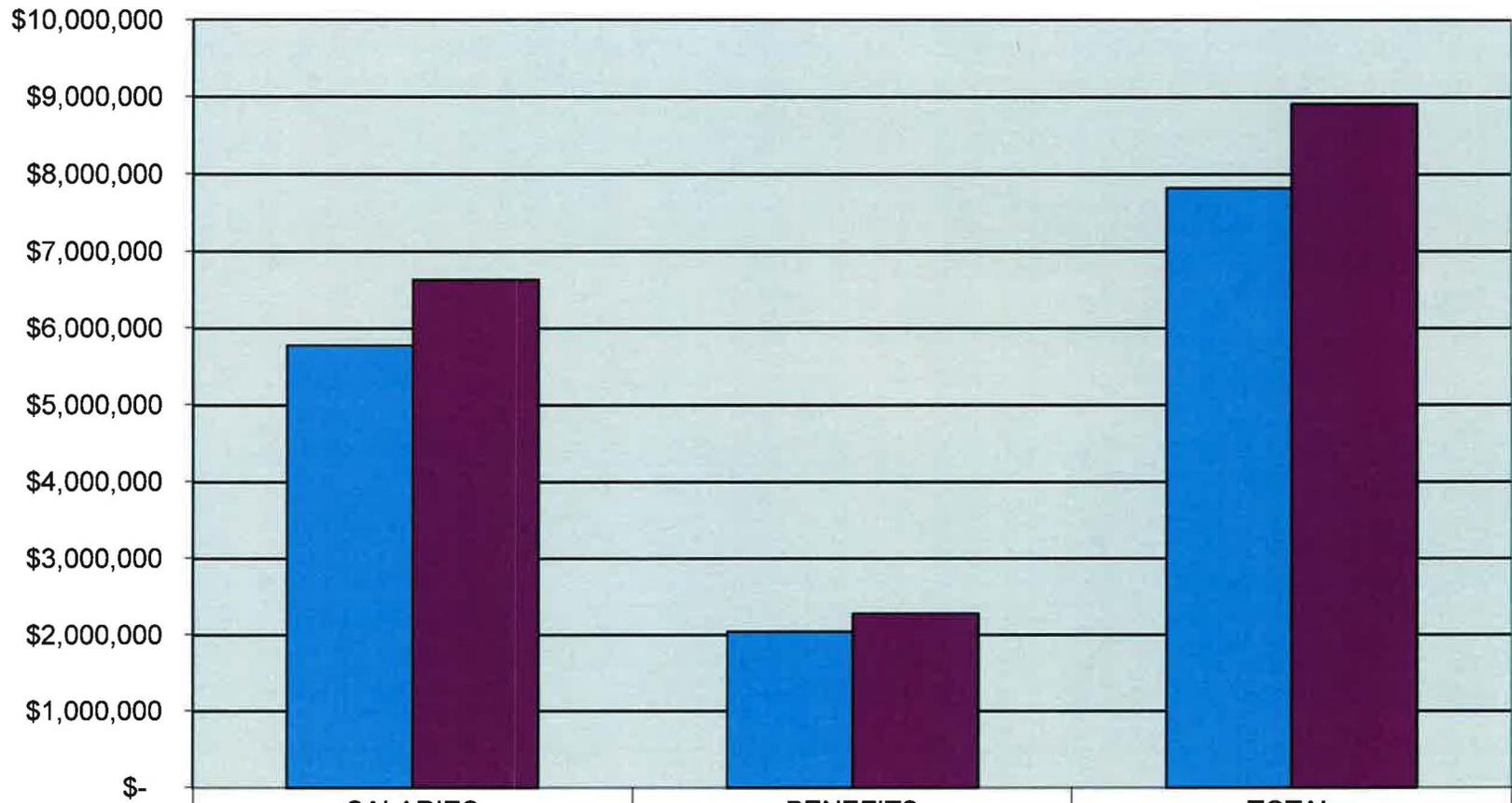
PROPERTY TAX RATES TAX YEAR 2012



**CITY OF MANDAN
2014 BUDGET
MILL LEVY AND PROPERTY TAXES**

<u>FUND</u>	<u>MILL LEVY</u>	<u>PROPERTY TAXES</u>
GENERAL	63.38	\$ 3,223,355
SPECIAL REVENUE FUNDS:		
CITY'S SHARE OF SPECIAL ASSESSMENTS	1.99	\$ 101,000
CEMETERY	2.00	\$ 101,715
PUBLIC TRANSPORTATION SYSTEM	2.00	\$ 101,715
DEBT SERVICE FUNDS:		
GENERAL OBLIGATION BONDS:		
LIBERTY MEMORIAL BRIDGE	1.34	\$ 68,371
REFUNDING IMPROVEMENT BONDS:		
STREET IMPROVEMENT DISTRICT #145	0.66	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	0.24	\$ 12,021
MANDAN AIRPORT AUTHORITY	4.00	\$ 203,430
MORTON MANDAN PUBLIC LIBRARY	7.00	\$ 356,003
TOTAL	<u>82.61</u>	<u>\$ 4,201,120</u>

CITY OF MANDAN SALARIES AND BENEFITS



	SALARIES	BENEFITS	TOTAL
■ 2013 BUDGET (REVISED)	\$5,779,000	\$2,042,600	\$7,821,600
■ 2014 BUDGET	\$6,630,600	\$2,281,300	\$8,911,900

**CITY OF MANDAN
2014 BUDGET
NEW EMPLOYEES**

POSITION:	ASSISTANT FINANCE DIRECTOR	POLICE OFFICER		FIREFIGHTER/ EMT	DEVELOPMENT/ COMMUNICATIONS COORDINATOR	UTILITY OPERATOR I
# OF EMPLOYEES:	1	5		4	1	1

<u>PER EMPLOYEE</u>	<u>FINANCE</u>	<u>POLICE</u>	<u>(PROMOTIONS) POLICE</u>	<u>FIRE</u>	<u>BUSINESS DEVELOPMENT</u>	<u>UTILITY MAINTENANCE</u>	<u>TOTAL</u>
SALARY	\$ 64,341	\$ 39,500	\$ 10,490	\$ 37,619	\$ 42,000	\$ 34,121	\$ 228,071
SOCIAL SECURITY AND MEDICARE	\$ 4,922	\$ 3,022	\$ 802	\$ 2,878	\$ 3,213	\$ 2,610	\$ 17,447
PENSION	\$ 5,147	\$ 3,160	\$ 839	\$ 3,010	\$ 3,360	\$ 2,730	\$ 18,246
UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WORKERS' COMPENSATION	\$ 86	\$ 414	\$ -	\$ 1,256	\$ 86	\$ 1,168	\$ 3,009
HEALTH INSURANCE	\$ 6,061	\$ 6,061	\$ -	\$ 6,061	\$ 6,061	\$ 6,061	\$ 30,304
TERM LIFE INSURANCE	\$ 48	\$ 48	\$ -	\$ 48	\$ 48	\$ 48	\$ 240
TOTAL	<u>\$ 80,604</u>	<u>\$ 52,204</u>	<u>\$ 12,132</u>	<u>\$ 50,872</u>	<u>\$ 54,768</u>	<u>\$ 46,737</u>	<u>\$ 297,317</u>
X # OF EMPLOYEES	1	5		4	1	1	12
TOTAL	<u>\$ 80,604</u>	<u>\$ 261,021</u>	<u>\$ 12,132</u>	<u>\$ 203,486</u>	<u>\$ 54,768</u>	<u>\$ 46,737</u>	<u>\$ 658,749</u>
LESS: COPS HIRING PROGRAM GRANT		<u>\$ (78,306)</u>					<u>\$ (78,306)</u>
TOTAL	<u>\$ 80,604</u>	<u>\$ 182,715</u>	<u>\$ 12,132</u>	<u>\$ 203,486</u>	<u>\$ 54,768</u>	<u>\$ 46,737</u>	<u>\$ 580,442</u>

<u>FUND</u>	<u>FINANCE</u>	<u>POLICE</u>	<u>(PROMOTIONS) POLICE</u>	<u>FIRE</u>	<u>BUSINESS DEVELOPMENT</u>	<u>UTILITY MAINTENANCE</u>	<u>TOTAL</u>
GENERAL	\$ 40,302	\$ 182,715	\$ 12,132	\$ 203,486	\$ 27,384		\$ 466,019
MANDAN GROWTH					\$ 27,384		\$ 27,384
WATER AND SEWER UTILITY	\$ 24,181					\$ 44,401	\$ 68,582
SOLID WASTE UTILITY	\$ 12,091						\$ 12,091
STREET LIGHT UTILITY	\$ 4,030					\$ 2,337	\$ 6,367
TOTAL	<u>\$ 80,604</u>	<u>\$ 182,715</u>	<u>\$ 12,132</u>	<u>\$ 203,486</u>	<u>\$ 54,768</u>	<u>\$ 46,737</u>	<u>\$ 580,442</u>

**CITY OF MANDAN
2014 BUDGET
OPERATIONS AND MAINTENANCE**

EXPENDITURES OVER (UNDER) BASE SPENDING

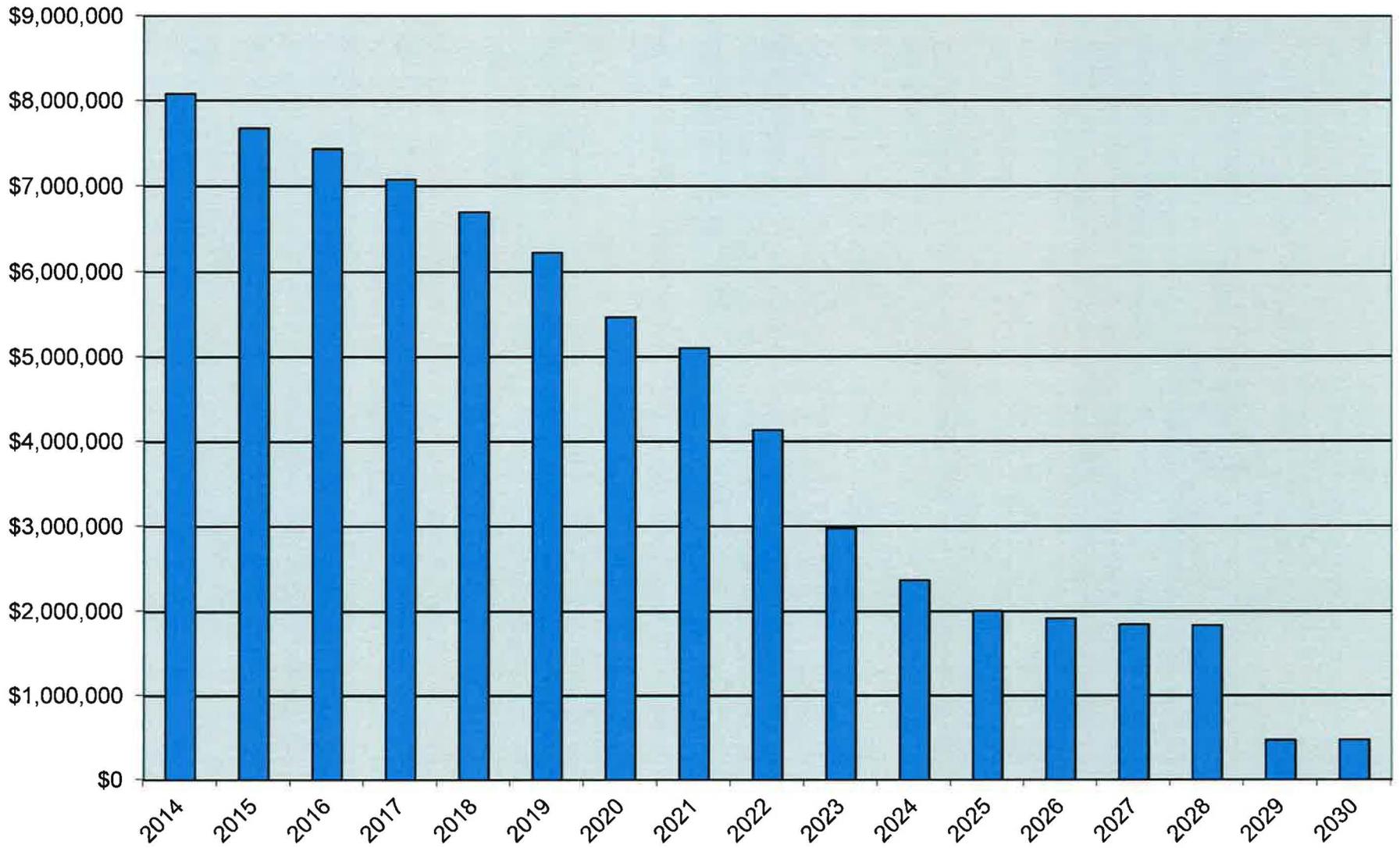
GENERAL FUND	TOTAL
MUNICIPAL COURT	\$ -
ADMINISTRATION AND FINANCE	\$ 5,400
ASSESSING	\$ 850
PLANNING AND ZONING	\$ 3,850
ENGINEERING	\$ 5,500
MEMORIAL BUILDING MAINTENANCE	\$ -
INFORMATION TECHNOLOGY	\$ 20,850
POLICE	\$ 82,650
LAW ENFORCEMENT CENTER	\$ (4,050)
PARKING AUTHORITY	\$ 450
FIRE	\$ (6,050)
CORRECTIONS	\$ -
BUILDING INSPECTION	\$ 3,000
ANIMAL CONTROL	\$ 350
STREET	\$ -
FORESTRY	\$ -
WEED CONTROL	\$ 250
TOTAL	\$ 113,050
 CEMETERY FUND	 \$ 900
 MANDAN GROWTH FUND	 \$ 600
 <u>WATER AND SEWER UTILITY FUND</u>	
UTILITY BILLING	\$ 1,700
WATER TREATMENT	\$ 57,350
WASTEWATER TREATMENT	\$ (6,750)
WATERLINE MAINTENANCE	\$ -
SEWERLINE MAINTENANCE	\$ -
METER READING	\$ 300
TOTAL	\$ 52,600
 SOLID WASTE UTILITY FUND	 \$ 44,700
 STREET LIGHT UTILITY FUND	 \$ -
TOTAL	\$ 211,850

**CITY OF MANDAN
DEBT SERVICE**

AMORTIZATION SCHEDULE

YEAR	GENERAL OBLIGATION BONDS LIBERTY MEMORIAL BRIDGE	SPECIAL ASSESSMENT BONDS SIDEWALK, CURB AND GUTTER	SPECIAL ASSESSMENT BONDS 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	REVENUE BONDS- WATER AND SEWER OF 2005 WATERMAIN	REVENUE BONDS- WATER OF 2008 SOUTH SIDE WATER RESERVOIR	REVENUE BONDS- SEWER OF 1997 WASTEWATER TREATMENT PLANT	REVENUE BONDS- SEWER OF 2008 WASTEWATER TREATMENT PLANT	REVENUE BONDS- SEWER OF 2008 SOUTH SIDE SEWERMAIN	TOTAL
2014	\$ 62,155	\$ 258,398	\$ 4,123,536	\$ 1,378,327	\$ 139,100	\$ 281,675	\$ 284,750	\$ 448,666	\$ 76,600	\$ 527,809	\$ 330,750	\$ 103,500	\$ 65,000	\$ 8,080,265
2015	\$ 60,755	\$ 237,259	\$ 3,862,694	\$ 1,236,090	\$ 139,975	\$ 281,900	\$ 284,875	\$ 450,856	\$ 79,580	\$ 532,345	\$ 333,625	\$ 106,750	\$ 63,875	\$ 7,670,579
2016	\$ 64,255	\$ 206,621	\$ 3,717,245	\$ 1,180,211	\$ 140,548	\$ 282,975	\$ 284,875	\$ 447,762	\$ 77,430	\$ 531,390	\$ 331,250	\$ 104,875	\$ 62,750	\$ 7,432,186
2017	\$ 67,533	\$ 166,982	\$ 3,504,067	\$ 1,063,386	\$ 140,868	\$ 282,875	\$ 284,750	\$ 449,526	\$ 75,255	\$ 535,109	\$ 333,750	\$ 108,000	\$ 61,625	\$ 7,073,725
2018	\$ 65,688	\$ 128,667	\$ 3,253,037	\$ 969,430	\$ 140,868	\$ 281,625	\$ 289,500	\$ 451,006	\$ 77,945	\$ 538,337	\$ 331,000	\$ 106,000	\$ 65,500	\$ 6,698,602
2019	\$ 68,740	\$ 91,782	\$ 2,918,528	\$ 858,074	\$ 140,603	\$ 282,250	\$ 289,000	\$ 452,202	\$ 75,498	\$ 541,074	\$ 333,125	\$ 109,000	\$ 64,250	\$ 6,224,124
2020	\$ 66,665	\$ 70,859	\$ 2,721,342	\$ 787,926		\$ 283,700	\$ 288,375	\$ 458,114	\$ 77,910	\$ 543,321		\$ 106,875	\$ 63,000	\$ 5,468,087
2021	\$ 69,460	\$ 45,574	\$ 2,456,426	\$ 690,706		\$ 284,950	\$ 292,625	\$ 458,600	\$ 80,000	\$ 545,078		\$ 109,750	\$ 66,750	\$ 5,099,918
2022	\$ 67,123	\$ 20,135	\$ 1,918,892	\$ 577,516			\$ 291,625	\$ 458,802	\$ 76,880	\$ 546,344		\$ 107,500	\$ 65,375	\$ 4,130,192
2023	\$ 69,650		\$ 1,117,784	\$ 243,803			\$ 290,500	\$ 458,720	\$ 78,640	\$ 547,119		\$ 110,250	\$ 64,000	\$ 2,980,466
2024	\$ 67,040		\$ 633,673	\$ 109,159			\$ 294,250	\$ 463,354	\$ 75,280	\$ 547,404		\$ 107,875	\$ 67,625	\$ 2,365,660
2025	\$ 69,290		\$ 368,884				\$ 297,750	\$ 462,562	\$ 76,800	\$ 552,199		\$ 110,500	\$ 66,125	\$ 2,004,110
2026	\$ 66,430		\$ 352,210				\$ 296,000	\$ 466,486		\$ 556,339		\$ 113,000	\$ 64,625	\$ 1,915,090
2027			\$ 340,478				\$ 299,125	\$ 469,984		\$ 554,826		\$ 110,375	\$ 68,125	\$ 1,842,912
2028			\$ 333,548				\$ 287,000	\$ 473,056		\$ 562,822		\$ 112,750	\$ 61,500	\$ 1,830,675
2029								\$ 470,702						\$ 470,702
2030								\$ 473,064						\$ 473,064
TOTAL	\$ 864,783	\$ 1,226,277	\$ 31,622,343	\$ 9,094,628	\$ 841,960	\$ 2,261,950	\$ 4,355,000	\$ 7,813,462	\$ 927,818	\$ 8,161,512	\$ 1,993,500	\$ 1,627,000	\$ 970,125	\$ 71,760,356
SUMMARY														
PRINCIPAL	\$ 660,000	\$ 1,143,183	\$ 27,282,957	\$ 7,837,488	\$ 735,000	\$ 2,027,000	\$ 3,590,000	\$ 6,115,000	\$ 710,000	\$ 6,355,000	\$ 1,830,000	\$ 1,340,000	\$ 800,000	\$ 60,425,628
INTEREST	\$ 204,783	\$ 83,094	\$ 4,339,386	\$ 1,257,140	\$ 106,960	\$ 234,950	\$ 765,000	\$ 1,698,462	\$ 217,818	\$ 1,806,512	\$ 163,500	\$ 287,000	\$ 170,125	\$ 11,334,728
TOTAL	\$ 864,783	\$ 1,226,277	\$ 31,622,343	\$ 9,094,628	\$ 841,960	\$ 2,261,950	\$ 4,355,000	\$ 7,813,462	\$ 927,818	\$ 8,161,512	\$ 1,993,500	\$ 1,627,000	\$ 970,125	\$ 71,760,356

CITY OF MANDAN DEBT SERVICE



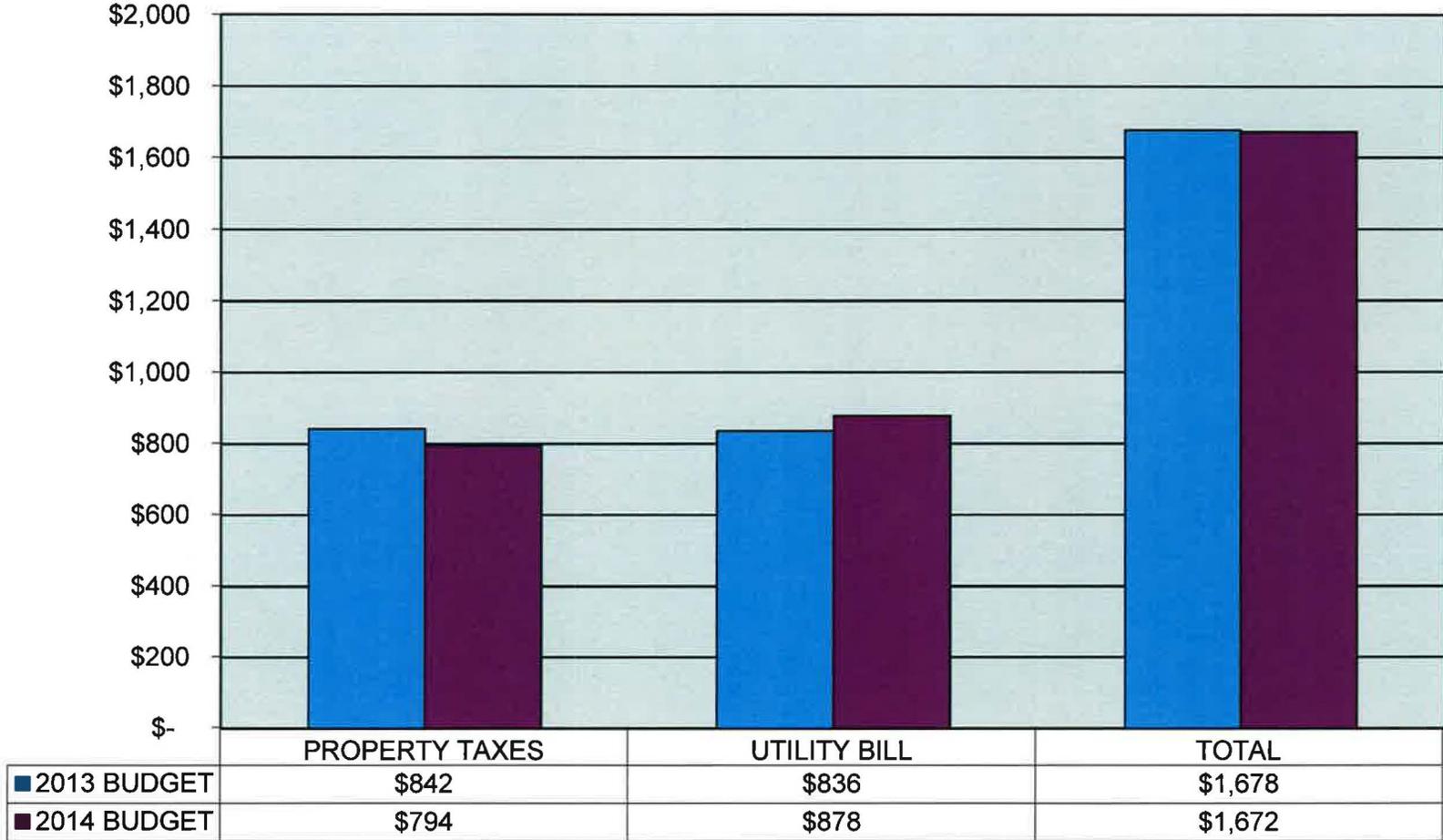
**CITY OF MANDAN
2014 BUDGET
CAPITAL OUTLAY**

	<u>TOTAL</u>
<u>GENERAL FUND</u>	
<u>AUDITOR</u>	
UPGRADE EQUIPMENT TO HD (COMMISSION ROOM)	\$ 65,000
<u>ADMINISTRATION AND FINANCE</u>	
OFFICE EQUIPMENT	\$ 11,500
<u>ASSESSING</u>	
VEHICLE	\$ 14,500
VALUATION SOFTWARE	\$ 39,500
<u>HUMAN RESOURCES</u>	
2 AEDS (SAFETY COMMITTEE)	\$ 3,650
<u>INFORMATION TECHNOLOGY</u>	
COMPUTER EQUIPMENT	\$ 55,300
<u>POLICE</u>	
2 PATROL VEHICLES	\$ 59,450
<u>FIRE</u>	
KITCHEN FLOOR (STATION NO. 1)	\$ 3,850
CHAIRS (TRAINING ROOM)	\$ 8,800
<u>BUILDING INSPECTION</u>	
VEHICLE	\$ 14,500
<u>STREET</u>	
SNOW BLOWER	\$ 120,000
2 TANDEM DUMP TRUCKS	\$ 250,000
2 STREET SWEEPERS	\$ 380,000
<u>WEED CONTROL</u>	
UTILITY TRAILER	\$ 3,500
MOWER	\$ 12,000
TOTAL	<u>\$ 1,041,550</u>
<u>CEMETERY FUND</u>	
20 YARD HYDRANTS AND 2 BACK FLOW PREVENTERS	\$ 10,000
OFFICE/MAINTENANCE BUILDING	\$ 400,000
TOTAL	<u>\$ 410,000</u>
<u>CITY SALES TAX</u>	
TRAFFIC SIGNAL IMPROVEMENTS (NDDOT-CITY'S SHARE)	\$ 152,600
<u>POLICE EQUIPMENT RESERVE FUND</u>	
2 TASERS	\$ 2,250
5 HAND GUNS	\$ 2,900
2 RIFLES	\$ 2,900
5 BALLISTIC VESTS	\$ 3,200
31 FLASHLIGHTS	\$ 5,000
TOTAL	<u>\$ 16,250</u>

**CITY OF MANDAN
2014 BUDGET
CAPITAL OUTLAY**

	<u>TOTAL</u>
<u>WATER AND SEWER UTILITY FUND</u>	
<u>UTILITY BILLING</u>	
UTILITY BILLING SOFTWARE (WATER METER/READING IMPROVEMENTS PROJECT)	\$ 7,000
<u>WATER TREATMENT</u>	
PARKING LOT PROJECT	\$ 4,000
WATER RESERVOIR PROJECT (SUNSET DRIVE)	\$ 8,000
<u>WASTEWATER TREATMENT</u>	
PRESSURE WASHER	\$ 1,500
3 ACTUATORS	\$ 3,300
DOWNCOMER HOSE/DIFFUSER ASSEMBLY SHEATHS/LABOR	\$ 64,250
<u>WATERLINE MAINTENANCE</u>	
TANDEM DUMP TRUCK	\$ 97,500
WATERMAIN REPLACEMENT PROJECT (CAPITAL IMPROVEMENT PROGRAM)	\$ 387,450
<u>SEWERLINE MAINTENANCE</u>	
PUMP (LIFT STATION #7)	\$ 12,000
MANHOLE REHABILITATION PROJECT	\$ 20,000
3/4 TON VEHICLE	\$ 26,000
STORM LIFT STATION PROJECT (RIVER DRIVE)	\$ 80,000
SEWERMAIN REPLACEMENT PROJECT (CAPITAL IMPROVEMENT PROGRAM)	\$ 172,500
<u>METER READING</u>	
WATER METERS (NEW CONSTRUCTION)	<u>\$ 100,000</u>
TOTAL	<u>\$ 983,500</u>
<u>SOLID WASTE UTILITY FUND</u>	
FENCE	\$ 5,000
2 COMPOST BOXES	\$ 9,500
2 COMPACTOR BOXES	\$ 21,500
3/4 TON VEHICLE	\$ 26,000
CRUSH RECYCLED ASPHALT/CONCRETE PROJECT	\$ 50,000
CONCRETE PROJECT (SOUTHSIDE OF TRANSFER STATION)	<u>\$ 75,000</u>
TOTAL	<u>\$ 187,000</u>
<u>STREET LIGHT UTILITY FUND</u>	
WIRE TRACER LOCATOR	\$ 4,200
LED LIGHTS REPLACEMENT PROJECT	<u>\$ 54,000</u>
TOTAL	<u>\$ 58,200</u>
TOTAL	<u><u>\$ 2,849,100</u></u>

ANNUAL COST FOR CITY SERVICES



**EXISTING \$200,000 RESIDENTIAL HOME
 (WITH AN AVERAGE VALUATION INCREASE OF 6.8% AND USING 8 UNITS OF WATER PER MONTH,
 EXCLUDING SPECIAL ASSESSMENTS)**

ORDINANCE NO. 1163

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OR EXPENSES OF THE CITY OF MANDAN, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2014, AND ENDING DECEMBER 31, 2014, AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2013.

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, 2014, and ending December 31, 2014.

General Fund	\$10,395,700
Highway Distribution Fund	1,267,850
City's Share of Special Assessments Fund	118,500
Cemetery Fund	598,800
City Visitors' Promotion Fund	73,450
Alarm-Equipment Reserve Fund	29,300
City Sales Tax Fund	2,229,950
Public Transportation System Fund	103,000
Mandan Growth Fund	181,100
Narcotics Task Force Grant Fund	91,000
Police Equipment Reserve Fund	16,250
Narcotics Task Force Grant Fund-HIDTA	61,750
BNSF Settlement Fund	1,800
Mandan SEP Trust Fund	1,850
Downtown Redevelopment Fund	61,050
Mandan Community Center Revenue Bonds of 2005 Fund	139,800
Liberty Memorial Bridge General Obligations Bonds Fund	63,200
Refunding Improvement Bonds Fund	5,778,950
City Visitors' Promotion Capital Construction Fund	158,800
Water and Sewer Utility Fund	6,626,600
Solid Waste Utility Fund	1,668,300
Street Light Utility Fund	427,050
City Shop Fund	330,200
Morton Mandan Public Library	
Mandan Airport Authority	973,397

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 2013 for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota.

General Fund	\$3,223,355
City's Share of Special Assessments Fund	101,000
Cemetery Fund	101,715
Public Transportation System Fund	101,715
General Obligation Bonds Fund:	
Liberty Memorial Bridge	68,371
Refunding Improvement Bonds Fund:	
Street Improvement District #145	33,508
Street Improvement District #148	12,021
Mandan Airport Authority	203,430
Morton Mandan Public Library	356,003

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 20, 2013
Second Consideration: September 17, 2013
Final Passage and Adoption: September 17, 2013