



AGENDA
MANDAN CITY COMMISSION
FEBRUARY 16, 2016
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M. (SPECIAL TIME)
www.cityofmandan.com

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- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. PUBLIC COMMUNICATIONS:
- D. MINUTES:
1. Consider approval of the minutes from the February 2, 2016 Board of City Commission Regular Meeting.
- E. PUBLIC HEARING:
- F. BIDS:
1. Consider award of bid and approving Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 202, Project 2015-13 (Lakewood 8th Addition).
- G. CONSENT AGENDA:
1. Consider approval of monthly bills.
2. Consider the approval of plans and specifications, Engineer's Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05.
3. Consider approval of a Disabled Veteran's Credit Abatement for 2015 for Brian Clouston.
4. Consider approval of out-of-state conference and trade show representation for Business Development & Communications Director.
5. Consider request from Darlene Forderer, Utility Billing Coordinator, to carryover 16.86 hours of annual leave for six months.
6. Consider approval of contract with Skeels for emergency generator at southside booster station.
7. Consider for approval plat of Aman Addition.
8. Consider the request from the Finance Department to dispose old records in accordance with the North Dakota Records Management Program.
- H. OLD BUSINESS:

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- I. NEW BUSINESS:
 - 1. Consider approval of Mandan's share of statewide road condition study in cooperation with the NDDOT and NDLC.

- J. RESOLUTIONS AND ORDINANCES:

- K. OTHER BUSINESS:

- L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
 - 1. March 1, 2016
 - 2. March 15, 2016
 - 3. April 5, 2016

- 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.

The Mandan City Commission met in regular session at 5:30 p.m. on February 2, 2016 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Tibke, Braun and Laber. Department Heads present were Finance Director Welch, Police Chief Ziegler, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development & Communications Director Huber, Planning & Engineering Director Froseth, Planner Decker, Assessor Shaw, and Building Official Lalim. Absent: Commissioner Rohr.

B. APPROVAL OF AGENDA: Commissioner Braun moved to approve the Agenda. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

C. PUBLIC COMMUNICATIONS: Mayor Van Beek invited anyone interested to speak for or against any items on the Agenda to come forward. A second announcement was made for anyone to come forward to speak on the Agenda. Hearing none, this portion of the Public Communications was closed.

D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission of January 19, 2016 regular meeting.* Commissioner Tibke moved to approve the minutes as presented. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

E. PUBLIC HEARING:

F. BIDS:

G. CONSENT AGENDA

1. *Consider the following proclamations: (b) Proclaiming May 21, 2016 as National Kids to Parks Day in the City of Mandan.*

3. *Consider designating April 30-May 7, 2016 as “Spring Clean-Up Week” in the City of Mandan.*

4. *Consider moving forward with the Big Sky Sanitary Sewer Extension project and approve the advertisement for bids.*

5. *Consider moving forward with the Annual Water main Replacement project and approve the advertisement for bids.*

6. *Consider the following games of chance: (a) Our Place Motorcycle Club at HIT Inc. on March 19, 2016; (b) Ronald McDonald House at Signature Events on May 7, 2016.*

7. *Consider annual leave carryover for Engineering Project Manager, Kim Fettig.*

Commissioner Tibke requested that Consent Agenda Item No. 1(a) be removed and Commissioner Laber requested that Consent Agenda Item No. 2 be removed for discussion.

Commissioner Laber moved to approve Consent Agenda items No. 1(b) and No. 3 through No. 7. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

1. *Consider the following proclamations: (a) Proclaiming 2016 as the Year of “WE SUPPORT THE BADGE” in the City of Mandan.* Commissioner Tibke requested that Mayor Van Beek read the proclamation and he proceeded to read it aloud. Commissioner Tibke stated that the City of Mandan, by supporting this proclamation, now has the opportunity to put words into action by providing the officers with a pension fund comparable to other cities to show support for all they do. It also shows support for public safety in Mandan by being able to retain and recruit the best officers.

Commissioner Tibke moved to approve the proclamation. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider approval of a correction in 2015 True & Full Value for land owned by Mike & Gwen Brady (Lower Heart River Water Resource District).* Commissioner Laber requested that City Assessor Shaw explain how this matter came up and how the issue was managed. She also wanted to let everyone know how these matters will be handled going forward, as well. Assessor Shaw stated that this land received just the standard vacant land increase that all the vacant land properties received starting back in 2013 and the value was applied in 2015. The records did not have information as to what this land was used for. It was listed as a vacant lot in the Assessing Office records. When the property owners received their tax statement in December they inquired why the huge increase and it was at that time they informed us it was part of the Lower Heart Drainage System. The City contacted Toman Engineering and asked if they had any records as to what this land was originally intended to be used for. She said that it is the responsibility of the property owners to provide information on what the property is used for.

Commissioner Laber stated that if this land is part of the Lower Heart Flood Water District Control Plans for the City, the City needs to be sure that any contiguous parcels of land that are part of this are recognized for their intended land use.

This is a serious issue because if this land owner wanted to bring in fill and blockade this and put up a 4-story building, (unless there is an easement or something in the records that says this land is needed for the greater area,) I don't know that with property rights that you can really control one person if it's part of a district for flood control. This is a huge issue for the community since the Heart River runs through our city. How do we manage it?

Ron Manchester from the Lower Heart Water Resource District came forward and pointed out the area where Mr. Brady's area is on the map. The shaded area represents the Auditors Lot A. The Lower Heart drainage storage area takes up that whole lot. This

is a plan from the Corp of Engineers Operational Maintenance Manual for the whole system so they could never build on this piece or haul fill in. It's part of an established drainage system.

Commissioner Laber asked whether without having any easements on the property, it would be like a taking? He said he would have to look back in the records stating that when all this internal drainage was developed, the Federal government required this on the property. Thus we have easements. It could not have been built without an easement. Mr. Manchester said he could look back on the documents. Mr. Brady is aware of the easement and that he can't build on it.

City Attorney Brown commented that in connection with doing work in approximately 1943 for the Lower Heart District, the City of Mandan basically required that all these easements be in place. He stated that he believes there is an existing easement on this property. Commissioner Laber recommended that the City have these water related easements in the records and that Assessor Shaw is aware of the location of those records. She requested that discussion be held with Morton County to insure the easements are recorded in the City's records due the importance of those records.

Commissioner Laber moved to approve the correction in 2015 True & Full Value for land owned by Mike & Gwen Brady (Lower Heart River Water Resource District).

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

H. OLD BUSINESS:

I. NEW BUSINESS:

1. *Consider approval of the Resolution creating district, Resolution approving Engineer's Feasibility Report, Resolution approving of Plans and Specifications, Resolution determining sufficiency of petition, and Resolution directing advertisement for bids for Street Improvement District No. 204, Project No. 2016-06 (Lakewood 9th Addition).* Planning & Engineering Director Froseth presented a request for a resolution to approve the Lakewood 9th Addition Street Improvement District. This property is located near the recently approved Lakewood 8th Addition area east of Prairie West Golf Course and 40th Avenue SE on the east side. The Engineer's estimate for the construction of the project would be \$2,218,183 and the engineering and administration costs will add \$776,357 for a total cost of the project at approximately \$2,994,520. This would be special assessed to the benefitting properties within the district. This assessment district has commercial, mixed family and residential parcels within this district. An approximate specials cost is \$17,300 with the mixed use and commercial lots receiving more units of cost. Director Froseth recommended moving forward with the project.

Commissioner Laber moved to approve the Resolution creating district, Resolution approving Engineer's Feasibility Report, Resolution approving of Plans and

Specifications, Resolution determining sufficiency of petition, and Resolution directing advertisement for bids for Street. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Braun: Yes; Commissioner Laber: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider approving the Feasibility Report and to approve of the Resolutions creating the district, approving Engineer's Report, approving Plans and Specifications, and Resolution of Necessity for Street Improvement District No. 205, Project No. 2015-06 (Old Red Trail Reconstruction).* Planning & Engineering Director Froseth stated these are the necessary resolutions required to create and allow the assessments of specials related to, and authorize the required paperwork for this project. This particular project came before this Board in October 2015 as a decision document to help decide some components that would be part of this project. For example, the west limit of 40th Avenue instead of the original 47th Avenue. There was a decision on the water main, regarding an expansion from 6" to 12" to help our future system. This matter was also discussed in January with regard to the reluctance of the NDDOT to allow bidding as to asphalt vs. concrete options. Thus, it was determined to go with the concrete option. The project is before the NDDOT for review and it is within their bid letting system to be bid on March 18, 2016. These are the necessary resolutions to create the street improvement district. The ND DOT has capped the project at \$3.2 million which leaves \$3.4 million at local funds with total project costs being estimated at \$6.63 million.

Director Froseth stated that the special assessment district will cover the costs for more than \$1.5 million of which there will be approximately 900 lots in Mandan assessed if property owners do not protest it. A hearing about sufficiency of protests will be held at 5:30 p.m. on March 15, 2016. The proposed district boundary extends north to city limits - north of Old Red Trail Elementary, south to Interstate 94, west to city limits at Roughrider Estates and east to NISC. Director Froseth explained how the special assessments will affect the properties within the boundaries running approximately \$1,250 to \$1,750 per lot. Residential lots that benefit, but are not located immediately next to the road, will pay approximately \$500 to \$1,000. Commercial properties can expect to pay approximately \$1,500 to \$2,500 because commercial properties generate more vehicle use. The scope of the project involves widening the two lane rural road to three lanes and will include adding a curb and gutter to help eliminate a sharp ditch. The State Department of Transportation will contribute \$3.2 million of federal funding for the project, and a City-wide property tax will pay \$662,795 and an additional \$662,795 will come from the City Sales Tax Fund. Approximately \$600,000 of the project will involve a water main upgrade that increases water main measurements from 6" to 12" inches that will allow water to reach the north side of the City. These costs will either be covered by HUB funds or City Water Utility Funds.

City Administrator Neubauer said that the management team will be meeting on February 3rd to review projects that were selected for HUB City funding. Those recommendations will come back to the City Commission at the first meeting in March. There are approximately 7 or 8 projects that will have to be prioritized to see where they fall within the list of projects waiting to be completed. In correspondence with Senator Cook, the

question was asked if Mandan City HUB City funds were in jeopardy and his answer was “not likely”, but possible. Thus, the reason for reviewing the project list is to make sure the City has funds for the projects that are determined to move forward. Finance Director Welch stated that the City of Mandan has received close to \$1 million dollars already that is in the bank for HUB City funding. Commissioner Tibke commented that when she looked into the matter, there was indication that this may be affected by the percentage of employees in Mandan related to the oil and gas industry. She commented that the City needs to set its priorities and make sure there is buffer room for this type of impact and how it will affect the budget. There will be more on this matter in March.

Commissioner Laber stated that the oversizing of the line is what affects the HUB City funds. So if that is not addressed there, it will go into the Assessment District. Finance Director Welch explained that the default with the oversizing utilities would then require funds from the City Water and Sewer Utility fund because anything that is oversized is the responsibility of the City so that portion would not be assessed. He said that the Capital Reserve Fund would have funds available to absorb that cost in the event that the oversizing would have to come out of the Utility Fund. Commissioner Tibke suggested reviewing this matter in March if there are funds set aside for that purpose but there are no funds set aside for the expansion of Public Works, a new Fire Station, and other ticket items.

Commissioner Laber moved to approve the Feasibility Report and to approve of the Resolutions creating the district, approving Engineer’s Report, approving Plans and Specifications, and Resolution of Necessity for Street Improvement District No. 205, Project No. 2015-06 (Old Red Trail Reconstruction). Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Braun: Yes; Commissioner Laber: Yes; Commissioner Van Beek: Yes. The motion passed.

3. *Consider various recycling items.* Director of Public Works Wright stated that the recycling program has been in effect for approximately 1 month. As of January 29th the Mandan residents recycled 96 tons and kept that material out of the landfill. There is about 50% participation and that is expected to continue to rise. Along with the success of the program, there have also been concerns brought forward about the program. A list was compiled of the problems and was provided to the Commission. These problems were from about 2 to 2½% of the number of people doing the recycling. The City website has been updated with new material for residents. The February Messenger will also include the latest updates and try to address issues that come up. There have been about 115 complaints received. Director Wright recommended encouraging participation and monitoring the calls and then to provide to the Commission an updated report in June. Director Wright gave some details of what has transpired regarding the project. The recommendation is to not collect any of those totes until June. Some people want to share a tote. Most of these are coming from residents who live in duplexes or multi-family housing units. If we continue to encourage recycling, we could make arrangements to share totes for certain properties. A plan would be put together and reviewed with Dakota Sanitation. Another concern is that some residents want smaller

totes. We have had requests for additional totes. In addition there are those who are elderly and/or physically disabled and are unable to get the totes to the curb. Dakota Sanitation is looking into special needs requests and if a special arrangement is needed, they are requesting that a resident provide a physician's note stating the disability. This would then be handled by Dakota Sanitation. Dakota Sanitation will assist with problems that residents have with getting their totes to the curb or if they only have alley access. These are the main concerns that are on the list and Director Wright suggested addressing what can be taken care of tonight. Mayor Van Beek reviewed the first couple items on the list provided by Director Wright.

Commissioner Laber commented that Director Wright should have flexibility in working with the residents and Dakota Sanitation to encourage recycling. He should be allowed to use his judgment to resolve the questions that come up on this and that it would be appropriate for him to give an updated report on the outlined issues in June. Rick Anderson, Dakota Sanitation, came forward and commented that as time goes on recycling becomes more and more popular with residents. What normally happens in these situations is that residents end up getting smaller garbage dumpsters and larger recycling totes. He suggested giving the program time to develop rather than collecting the totes from residents who say they do not want them.

Commissioner Braun motioned to approve Public Works Director Wright's presentation of implementing the recommendations to address the concerns noted, and that this matter be brought back before the City Commission in June with updates to the various concerns of either Director Wright or of the Mandan City residents. Commissioner Laber seconded the motion. Mayor Van Beek extended congratulations to the citizens of Mandan for their participation in the recycling project thus far. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Braun: Yes; Commissioner Laber: Yes; Commissioner Van Beek: Yes. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

1. *Second Consideration and Final Passage of Ordinance 1233 related to water meter installation.* Commissioner Tibke moved to approve the Second Consideration and Final Passage of Ordinance 1233 related to water meter installation. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Absent; Commissioner Tibke: Yes; Commissioner Braun: Yes; Commissioner Laber: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Second Consideration and Final Passage of Ordinance 1234 An Ordinance to Amend and Re-enact Sections 4-1-3, 4-2-20(c) and 4-2-20(d)(2) of the Code of Ordinances of the City of Mandan relating to hours of alcohol sales.* Commissioner Laber moved to approve the Second Consideration and Final Passage of Ordinance 1234 An Ordinance to Amend and Re-enact Sections 4-1-3, 4-2-20(c) and 4-2-20(d)(2) of the Code of Ordinances of the City of Mandan relating to hours of alcohol sales. Commissioner Tibke seconded the motion.

Commissioner Braun voiced concern about the timeframe of the hours in that he would prefer keeping the opening time at noon rather than 11 a.m. He is in favor of going with the 1 a.m. closing time to be on board with Bismarck. Commissioner Braun motioned to amend the motion to go from noon to 1:00 rather than 11:00 to 1:00. The motion died for lack of a second.

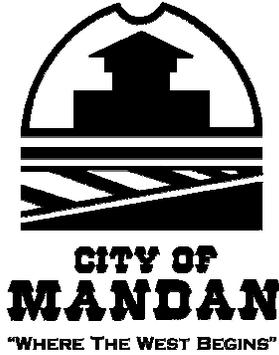
Roll call vote on the original motion: Commissioner Tibke: Yes; Commissioner Braun: No; Commissioner Laber: Yes; Commissioner Van Beek: Yes. Commissioner Rohr: Absent. The motion passed.

K. OTHER BUSINESS:

There being no further actions to come before the Board of City Commissioners, Commissioner Braun moved to adjourn the meeting at 6:27 p.m. Commissioner Tibke 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: February 16, 2016
PREPARATION DATE: February 10, 2016
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning & Engineering Director
SUBJECT: Consider award of bid and approving Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 202, Project 2015-13(Lakewood 8th Addition).

STATEMENT/PURPOSE: This is a review and possible award of bids for Street Improvement District No. 202, Project 2015-13 (Lakewood 8th Addition).

BACKGROUND/ALTERNATIVES: We received three bids on February 2, 2016 for the project and Northern Improvement Company was the low bidder. The bid amount was \$1,029,900.80. The Engineer's estimate was \$1,320,517.50. The bid is 22% lower than the engineer's estimate. Note; the estimate given to commission in December was \$1,254,325, but that changed due to the realization that some larger storm sewer components were needed which were addressed per addendum and reflected on this most recent estimate.

ATTACHMENTS:

1. Bid Tabulation
2. District Map
3. Resolution approving Contractor and Contractor's Bond

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 \$1,029,900.80 plus the engineering and administrative cost of \$360,465.28 totaling \$1,390,366.08. The special assessments will be assessed to the benefiting property.

STAFF IMPACT: Minimal

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider award of bid and approving Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 202, Project 2015-13 (Lakewood 8th Addition).

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

RECOMMENDATION: We would recommend awarding the project.

SUGGESTED MOTION: Move to award the bid to Northern Improvement Company as the low bidder of Street Improvement District 202 Project 2015-13 (Lakewood 8th Addition) in the amount of \$1,029,900.80 and approve the Resolution approving Contract and Contractor's Bond.

Board of City Commissioners
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 Subject: Consider award of bid and approving Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 202, Project 2015-13 (Lakewood 8th Addition).
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Bid Tabulation
 STREET IMPROVEMENT PROJECT #2015-13 DISTRICT 202
 Lakewood 8th Addition Street Improvements
 City of Mandan, North Dakota

Item No.	Item Description	Unit	Quantity	Engineer's Estimate		Mariner Construction Inc.		Northern Improvement		Wagner Construction	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 16,500.00	\$ 16,500.00	\$ 10,942.00	\$ 10,942.00	\$ 107,500.00	\$ 107,500.00
2	Contract Bond	EA	1	\$ 5,000.00	\$ 5,000.00	\$ 6,536.97	\$ 6,536.97	\$ 2,400.00	\$ 2,400.00	\$ 11,000.00	\$ 11,000.00
3	Cleaning & Grubbing	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 4,000.00	\$ 4,000.00	\$ 1,253.00	\$ 1,253.00	\$ 500.00	\$ 500.00
4	Subgrade Preparation (1' Deep)	57	16,169	\$ 3.00	\$ 48,507.00	\$ 3.40	\$ 54,974.60	\$ 2.90	\$ 46,980.10	\$ 3.00	\$ 48,507.00
5	Stabilized Gravel Base (Class 5)	TON	5,052	\$ 35.00	\$ 176,820.00	\$ 33.50	\$ 169,242.00	\$ 29.50	\$ 149,034.00	\$ 30.00	\$ 151,560.00
6	AC Stabilized Base (Class B)	TON	1,528	\$ 100.00	\$ 152,800.00	\$ 93.50	\$ 142,868.00	\$ 88.90	\$ 135,839.20	\$ 94.00	\$ 143,632.00
7	AC Surfacing Course (Class B)	TON	1,833	\$ 550.00	\$ 1,009,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Asphalt Cement	GAL	1,375	\$ 3.00	\$ 4,125.00	\$ 2.45	\$ 3,368.75	\$ 2.20	\$ 3,025.00	\$ 2.45	\$ 3,368.75
9	Bluminous Tack Coat	57	13,745	\$ 2.50	\$ 34,362.50	\$ 2.45	\$ 33,675.25	\$ 2.30	\$ 31,613.50	\$ 2.45	\$ 33,675.25
10	Bluminous Seal Coat	LF	3,392	\$ 18.25	\$ 61,711.50	\$ 15.75	\$ 53,266.50	\$ 16.20	\$ 54,788.40	\$ 17.00	\$ 57,484.00
11	Standard Curb & Gutter	LF	3,334	\$ 20.00	\$ 66,680.00	\$ 15.75	\$ 52,510.50	\$ 16.20	\$ 54,030.80	\$ 17.00	\$ 56,678.00
12	Mountable Curb & Gutter	57	389	\$ 8.00	\$ 3,112.00	\$ 3.90	\$ 1,518.70	\$ 5.80	\$ 2,256.20	\$ 5.00	\$ 1,945.00
13	Remove Bluminous Pavement	LF	80	\$ 9.00	\$ 720.00	\$ 13.20	\$ 1,056.00	\$ 9.50	\$ 760.00	\$ 10.00	\$ 800.00
14	Remove Curb & Gutter	LF	358	\$ 45.00	\$ 16,110.00	\$ 42.00	\$ 15,036.00	\$ 38.90	\$ 13,926.20	\$ 67.00	\$ 23,986.00
15	15" RCP Storm Drain	LF	26	\$ 50.00	\$ 1,300.00	\$ 46.00	\$ 1,196.00	\$ 45.40	\$ 1,180.40	\$ 75.00	\$ 1,950.00
16	18" RCP Storm Drain	LF	1,030	\$ 70.00	\$ 72,100.00	\$ 59.50	\$ 61,285.00	\$ 58.30	\$ 60,049.00	\$ 77.00	\$ 79,310.00
17	24" RCP Storm Drain	LF	245	\$ 125.00	\$ 30,625.00	\$ 121.00	\$ 29,645.00	\$ 118.80	\$ 29,106.00	\$ 115.00	\$ 28,175.00
18	36" RC Flared End Section	EA	1	\$ 2,500.00	\$ 2,500.00	\$ 1,700.00	\$ 1,700.00	\$ 1,674.00	\$ 1,674.00	\$ 1,500.00	\$ 1,500.00
19	3-Street Sign & Post	EA	4	\$ 400.00	\$ 1,600.00	\$ 400.00	\$ 1,600.00	\$ 432.00	\$ 1,728.00	\$ 500.00	\$ 2,000.00
20	Stop Sign & Post	EA	1	\$ 400.00	\$ 400.00	\$ 350.00	\$ 350.00	\$ 432.00	\$ 432.00	\$ 500.00	\$ 500.00
21	48" Eccentric Manhole	EA	4	\$ 5,000.00	\$ 20,000.00	\$ 2,750.00	\$ 11,000.00	\$ 3,178.00	\$ 12,712.00	\$ 4,500.00	\$ 18,000.00
22	60" Eccentric Manhole	EA	2	\$ 5,200.00	\$ 10,400.00	\$ 3,740.00	\$ 7,480.00	\$ 4,150.00	\$ 8,300.00	\$ 5,500.00	\$ 11,000.00
23	167" Eccentric Manhole	EA	3	\$ 5,500.00	\$ 16,500.00	\$ 4,950.00	\$ 14,850.00	\$ 5,338.00	\$ 16,014.00	\$ 6,500.00	\$ 19,500.00
24	72" Eccentric Manhole	EA	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,198.00	\$ 10,198.00	\$ 13,500.00	\$ 13,500.00
25	84" Eccentric Manhole	EA	17	\$ 3,200.00	\$ 54,400.00	\$ 3,160.00	\$ 53,720.00	\$ 3,024.00	\$ 51,408.00	\$ 1,200.00	\$ 20,400.00
26	Manhole Type R-2495 36" Inlet	EA	1	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 1,350.00	\$ 1,350.00	\$ 1,000.00	\$ 1,000.00
27	Traffic Control	LS	1	\$ 200.00	\$ 200.00	\$ 660.00	\$ 660.00	\$ 648.00	\$ 648.00	\$ 750.00	\$ 750.00
28	ADA Curb Ramps	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,428.00	\$ 4,428.00	\$ 5,000.00	\$ 5,000.00
29	8" Concrete Valley Gutter	EA	1	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ 1.10	\$ 1.10	\$ -	\$ -
30	Subcut Gravel	TON	300	\$ 4.00	\$ 1,200.00	\$ 7.15	\$ 2,145.00	\$ 7.00	\$ 2,100.00	\$ 5.00	\$ 1,500.00
31	Rip Rap	57	600	\$ 4.00	\$ 2,400.00	\$ 7.15	\$ 4,290.00	\$ 7.00	\$ 4,200.00	\$ 5.00	\$ 3,000.00
32	Cluster Box Unit - 12 Boxes	EA	3	\$ 2,000.00	\$ 6,000.00	\$ 1,900.00	\$ 5,700.00	\$ 2,754.00	\$ 8,262.00	\$ 350.00	\$ 1,050.00
33	Cluster Box Unit - 16 Boxes	EA	2	\$ 2,100.00	\$ 4,200.00	\$ 2,000.00	\$ 4,000.00	\$ 3,024.00	\$ 6,048.00	\$ 500.00	\$ 1,500.00
34	Type B Street Light Unit	EA	23	\$ 6,200.00	\$ 142,600.00	\$ 3,465.00	\$ 79,695.00	\$ 3,369.60	\$ 77,500.80	\$ 4,000.00	\$ 92,000.00
35	#4 AWG Circuitry	LF	3,890	\$ 6.75	\$ 26,257.50	\$ 3.35	\$ 13,009.50	\$ 3.50	\$ 13,615.00	\$ 3.75	\$ 14,587.50
36	Trenching	LF	3,770	\$ 3.60	\$ 13,572.00	\$ 5.00	\$ 18,850.00	\$ 4.90	\$ 18,473.00	\$ 5.00	\$ 18,850.00
37	2" Conduit (Laid)	LF	300	\$ 8.25	\$ 2,475.00	\$ 2.00	\$ 600.00	\$ 1.90	\$ 570.00	\$ 2.00	\$ 600.00
38	Junction Boxes	EA	4	\$ 1,200.00	\$ 4,800.00	\$ 990.00	\$ 3,960.00	\$ 972.00	\$ 3,888.00	\$ 800.00	\$ 3,200.00
39	New Feed Point	EA	1	\$ 6,900.00	\$ 6,900.00	\$ 7,375.00	\$ 7,375.00	\$ 7,236.00	\$ 7,236.00	\$ 6,600.00	\$ 6,600.00
40	Utility Adjustments	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,500.00	\$ 10,500.00	\$ 12,268.00	\$ 12,268.00	\$ 7,500.00	\$ 7,500.00
41	Topsoil & Seeding	LS	1	\$ 30,000.00	\$ 30,000.00	\$ 37,050.00	\$ 37,050.00	\$ 31,129.00	\$ 31,129.00	\$ 15,000.00	\$ 15,000.00
					\$ 1,320,517.50		\$ 1,091,521.77		\$ 1,029,900.80		\$ 1,157,750.50
TOTAL CONSTRUCTION COST					\$ 1,320,517.50		\$ 1,091,521.77		\$ 1,029,900.80		\$ 1,157,750.50

Chris Jensen

TRUE TABULATION OF BIDS RECEIVED
 BID DATE: February 2, 2016 @ 10:00 am

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider award of bid and approving Resolution Approving Contract and Contractor's Bond for Street Improvement District No. 202, Project 2015-13 (Lakewood 8th Addition).

Page 5 of 5

RESOLUTION
APPROVING CONTRACT AND CONTRACTOR'S BOND FOR
STREET IMPROVEMENT DISTRICT NO. 202
(Project No. 2015-13)

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

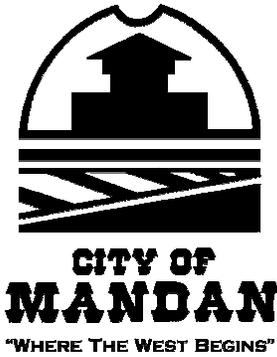
1. It is hereby found and determined that this Board has heretofore caused Notice for Advertisement for Bids to be made for an improvement Street Improvement District No. 202 of said City, and has duly and publicly opened and considered said bids received pursuant to said Notice.
2. Said improvement 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 \$1,029,900.80.
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 16th day of February, 2016

Arlyn Van Beek, President of the
Board of City Commissioners

Attest:

James Neubauer,
City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 10, 2016
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth, Planning & Engineering Director
PRESENTER: Kim Fettig, Project Manager
SUBJECT: Consider the approval of plans and specifications, Engineers Report, and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05.

STATEMENT/PURPOSE: To move forward with the project to repair sidewalks, driveways, and other concrete items throughout the City.

BACKGROUND/ALTERNATIVES: This is an annual sidewalk construction project that is for the removal and replacing of existing sidewalks or aprons in need of repair. Residents may elect to have sidewalk and/or apron work done to their existing sidewalk and/or apron that is adjacent to their property under this project, and to have that work assessed to their property. Sidewalks and/or aprons for new construction however are not eligible to participate. Work includes any concrete item within the public right-of-way that needs to be done.

Also included this year are concrete repairs needed to be done following the abandonment of the Mandan Remediation project wells. The abandonment includes removal of the top couple feet of the well and capping of the well. That will need to be followed by a new section of concrete at many of the abandonment locations.

ATTACHMENTS:

1. Engineer's Estimate
2. Resolution Approving Plans and Specifications
3. Resolution Approving Engineer's Report
4. Resolution Directing Advertisement for Bids

FISCAL IMPACT: Minimal, all work under this project is requested and special assessed to the benefitting property.

STAFF IMPACT: The Engineering staff will be performing the construction administration for this project.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

Page 2 of 9

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

RECOMMENDATION: This office supports moving forward with the said project.

SUGGESTED MOTION: I move to approve the resolution approving plans and specifications, approve the resolution approving engineer's report and approve the resolution directing advertisement for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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ENGINEER'S ESTIMATE

MUNICIPAL SIDEWALK IMPROVEMENT

February 16, 2016
PROJECT NO. 2016-05

TO THE HONORABLE PRESIDENT AND MEMBERS OF THE BOARD OF CITY COMMISSIONERS
CITY OF MANDAN, MANDAN, NORTH DAKOTA

GENTLEMEN:

I HEREWITH SUBMIT AN ESTIMATE OF THE PROBABLE COST OF THE CONSTRUCTION OF
MUNICIPAL SIDEWALK PROJECT NO. 2016-05 IN THE CITY OF MANDAN, N.D.

BID NO.	ITEM NO.	ITEM	APPROX QUANTITY		UNIT PRICE	AMOUNT
1	601	4" CONCRETE SIDEWALK	2,750	SF	\$5.25	\$14,437.50
2	601	6" CONCRETE SIDEWALK	1,100	SF	\$6.00	\$6,600.00
3	602	6" CONCRETE DRIVEWAY	1,200	SF	\$6.00	\$7,200.00
4	603	6" CURB AND GUTTER	200	LF	\$20.00	\$4,000.00
5	601	4" HANDICAP CURB RAMPS	40	SF	\$12.00	\$480.00
6	601	4" CONCRETE STEPS	40	SF	\$40.00	\$1,600.00
7	601	3/4" FELT EXPANSION MATERIAL	300	LF	\$1.00	\$300.00
8	202	UNCLASSIFIED EXCAVATION	200	CY	\$15.00	\$3,000.00
9	1504	CONCRETE REMOVAL	6,600	SF	\$2.00	\$13,200.00
10	1503	SAW CUTTING	1,640	LF	\$10.00	\$16,400.00
11	1505	ADJUST WATER CURB STOP	2	EA	\$45.00	\$90.00
12	1506	ADJUST WATER VALVE BOX	2	EA	\$45.00	\$90.00
13	1507	BLACK DIRT AND SEED	20	SY	\$12.00	\$240.00
14	1203	SOD	5	SY	\$15.00	\$75.00
15	201	TREE ROOT REMOVAL (2" TO 6")	2	EA	\$50.00	\$100.00
16	201	TREE ROOT REMOVAL (OVER 6" TO	2	EA	\$75.00	\$150.00
17	201	TREE ROOT REMOVAL (OVER 12")	2	EA	\$100.00	\$200.00
18	501	COLD WEATHER PROTECTION- CURB & GUTTER	30	LF	\$0.75	\$22.50
19	501	COLD WEATHER PROTECTION- CONCRETE PAVEMENT	300	SF	\$0.50	\$150.00
20	1513	8" CONCRETE	1,550	SF	\$6.75	\$10,462.50
21	1513	REMOVE & REPLACE 8" CURB & GUT	150	LF	\$30.00	\$4,500.00
TOTAL PROJECT COST						\$83,297.50

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
FOR MUNICIPAL SIDEWALK IMPROVEMENTS
PROJECT # 2016-05**

BE IT RESOLVED By the Board of City Commissioners of the City of Mandan, North Dakota, as follows:

Pursuant to the requirement of section 40-22-11 of the North Dakota Century Code, the Plans and Specifications for the improvement project in Project # 2016-05 of said City be and the same are hereby approved, ratified and confirmed as the plans and specifications in accordance with which said improvement project will be constructed, except as modified by this Board in accordance with law, and the City Administrator shall file the same in his office, open for public inspection.

Dated this 16th day of February, 2016.

President, Board of City Commissioners

ATTEST:

City Administrator

**RESOLUTION APPROVING ENGINEER'S REPORT AND
AUTHORIZING PREPARATION OF THE DETAILED PLANS
AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE
IMPROVEMENT IN MUNICIPAL SIDEWALK IMPROVEMENTS PROJECT
2016-05**

BE IT RESOLVED By the Board of City Commissioners of the City of Mandan, North Dakota, as follows:

1. That the report of the City Engineer with respect to the general nature, purpose, and feasibility of the proposed improvement and the estimate of the probable cost of the work to be done in Municipal Sidewalk Improvement Project 2016-05, as required by section 40-22-10 of the North Dakota Century Code, and hereto filed in the office of the City Administrator, is hereby accepted and approved and the proposed improvement project within said District is hereby determined and declared to be feasible.

2. The probable costs of the of the improvement project are estimated to be as follows:

a. Construction costs:	\$83,297.50
b. Other costs including necessary and reasonable change orders; engineering, fiscal agents' and attorneys' fees; cost of publication of legal notices; printing of warrant bonds; and all expenses incurred in the making of the improvement and levy of assessments therefor:	\$8,329.75
c. Total estimated costs of the improvement:	\$91,627.25

3. The Engineer is hereby authorized and directed to prepare detailed plans and specifications for the project to be constructed.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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4. This resolution shall be in full force and effect from and after its passage.

Dated this 16th day of February, 2016.

President, Board of City Commissioners

ATTEST:

City Administrator

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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**RESOLUTION DIRECTING ADVERTISEMENT FOR BIDS
FOR MUNICIPAL SIDEWALK IMPROVEMENT PROJECT 2016-05**

BE IT RESOLVED, By the Board of City Commissioners of the City of Mandan, North Dakota, as follows:

1. The City Administrator and City Engineer shall meet at the time and place specified in the notice authorized in paragraph 2 hereof, for the purpose of opening sealed bids for the work and material needed for the improvement project to be made in Municipal Sidewalk Improvement Project 2016-05 of the City of Mandan, as more fully described and referred to in the plans and specifications for said improvement now on file in the office of the City Engineer.

2. The City Administrator is authorized and directed to cause notice of advertisement for bids to be published once each week for two consecutive weeks in the Mandan News, the official newspaper, the first of such publications to be at least twenty-one days before the date specified for receipt of bids, which notice shall be in the following form:

**“ADVERTISEMENT FOR BIDS FOR
2016 MUNICIPAL SIDEWALK IMPROVEMENT PROJECT #2016-05
MANDAN, NORTH DAKOTA**

Notice is hereby given, that the City of Mandan, North Dakota, will receive sealed bids at the Office of the City Engineer, City Hall, until March 15, 2016, at 10:00 a.m., local time, for the purpose of the construction and repair of sidewalks, curb and gutters, and all other work related to the 2016 Municipal Sidewalk Improvement Project 2016-05. The work consists of all labor, skill and materials required to properly construct the improvement.

Contractors and vendors desiring plans and specifications for personal use may secure digital copies from www.questcdn.com for a fee of \$25.00. These documents may be downloaded by selecting this project from the “Bid Documents” tab and by entering Quest Project Number #3684065 on the “Search Projects” page. For assistance and the free membership registration, contact QuestCDN at

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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(952)233-1632 or info@questcdn.com. Paper copies of the bid documents may be obtained from the City of Mandan Engineering office, 205 2nd Avenue Northwest, Mandan, North Dakota 58554 upon non-refundable payment of \$50.00 for each set. If Plans are mailed out and additional fee of \$15.00 will be added for postage and handling.

The Contractor shall include a copy of his license or certificate or renewal thereof enclosed in the required bid bond envelope as required pursuant to Section 43-07-12 of the North Dakota Century Code, as amended. Unless a bidder obtains a contractor's license for the full amount of its bid within twenty days after it is determined the bidder is the lowest and best bidder, the bid must be rejected and the contract awarded to the next lowest, best, and licensed bidder.

Each bid shall be accompanied by a separate envelope containing a bidder's bond in the amount of five (5) percent of the amount of the bids as required by Section 48-01.1-05, North Dakota Century Code, as amended, and executed as provided by law. The bid bond shall be conditioned that if the principal's bid is accepted and the contract awarded to the principal, the principal, within ten days after notice of award shall execute a contract in accordance with the terms of the bid and a contractor's bond as required by law and the regulations and determinations of the city's governing body.

Bids shall be made on the basis of cash payment for the work to be done. All work under this advertisement shall be started on a date to be specified in a written order from the Board of City Commissioners, or no later than ten (10) days after written notice to proceed has been received from the city.

All work shall be completed no later than December 31, 2016. If the contractor fails to complete all the work within this time, or such additional time as has been granted for excusable delays, there shall be deducted from any money due the contractor the sum of One Hundred Dollars for each calendar day the completion of the work is delayed. Such deducted amounts shall be charged as liquidated damages and not as a penalty.

The bid proposals shall be sealed and endorsed "Proposal for the 2016 Municipal Sidewalk Improvement Project #2016-05". Bids shall be delivered or mailed to: City Engineer, 205 2nd Avenue NW, Mandan, ND 58554. Bids will be opened and read aloud in the City Commission Meeting Room at 10:00 a.m., local time, on March 15, 2016. All bidders are invited to be present at the public opening of the bids. No bid may be read or considered if it does not fully comply with the requirements of NDCC '48-01.1-05 and any deficient bid submitted must be resealed and returned to the bidder immediately.

The Board of City Commissioners of the City of Mandan, North Dakota, will meet at the City Hall in said city on Tuesday, April 5, 2016 at 5:30 p.m., local time, to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder, subject to the Board finding filed protests are insufficient to bar the work. The contract will be awarded on the basis of the low bid

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider the approval of Plans and Specifications, Engineers Report and authorize the call for bids for the 2016 Municipal Sidewalk Improvement Project 2016-05

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submitted by a responsible and responsive bidder deemed most favorable to the City's interest.

The Board of City Commissioners reserves the right to hold all bids for a period of thirty (30) days after the date fixed for the opening thereof, and to reject any or all bids and to waive irregularities whenever it is in the best interest of the City of Mandan.

Dated this 16th day of February, 2016.

City of Mandan, North Dakota

BY: James Neubauer

City Administrator

Publication Dates: February 19 & February 26, 2016"

3. Each and all of the terms and provisions of the foregoing notice are hereby adopted as the terms and conditions for the award of said contract.

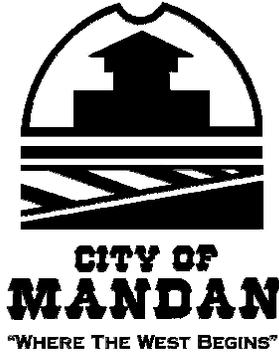
4. The Board of City Commissioners shall meet on Tuesday, April 5, 2016 at 5:30 pm, local time, to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder.

President, Board of City Commissioners

ATTEST:

City Administrator

Passed: February 16th, 2016



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 1, 2016
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw
PRESENTER: Shirley Shaw
SUBJECT: Disabled Veteran's Credit Qualification

STATEMENT/PURPOSE: To consider an Abatement for 2015 for Brian Clouston Disabled Veteran Credit Application

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #65-1059000 Lot 2 Block 1 Evergreen Heights 1st ; City ID #8536

Reason for abatement: To approve an Abatement for 2015 property taxes for Brian Clouston as he is 90% Veteran Disabled. He is approved for 2016, and he would also qualify for 2015 as he owned his home as of the assessment date.

ATTACHMENTS: Abatement Application, Disabled Veteran Application, 2015 Morton County tax statement, Copy of Warranty Deed showing ownership.

FISCAL IMPACT: 0 as this is a State paid credit.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve the Abatement for Brian Clouston as he qualifies at 90% and has submitted all his paperwork.

SUGGESTED MOTION: A motion to approve the Abatement application as presented for Brian Clouston for 2015 Disabled Veteran's Credit at 90%.

Application For Abatement Or Refund Of Taxes
 North Dakota Century Code § 57-23-04

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

State of North Dakota _____ Assessment District City of Mandan
 County of Morton _____ Property L.D. No. 05-1059000
 Name Brian Clouston _____ Telephone No. _____
 Address 1608 14th Ave SE Mandan _____

Legal description of the property involved in this application:
Lot 2 Block 1 Evergreen Heights 1st

Total true and full value of the property described above for the year <u>2015</u> is:	Total true and full value of the property described above for the year <u>2015</u> should be:
Land \$ <u>20,000</u>	Land \$ <u>20,000</u>
Improvements \$ <u>206,100</u>	Improvements \$ <u>206,100</u>
Total \$ <u>226,100</u>	Total \$ <u>226,100</u>

- 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 destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
 - 8. Error in adding 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): _____

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly 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? yes/no _____ Estimated value: \$ _____

2. Has the property been offered for sale on the open market? yes/no _____ If yes, how long? _____
 Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: yes/no _____ Purpose of appraisal: _____
 Market value estimator: \$ _____
 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): _____

Applicant asks that applicant qualifies for Veteran's Credit @ 90%

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 governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Shirley Shaw 2-1-16 BAC 2-1-16
 Signature of President (if other than applicant) Date Signature of Applicant Date

Application for Disabled Veterans Property Tax Credit
Disabled Veteran of United States Armed Forces with Service Connected Disability of 50 Percent or More or Extra - Schedular Rating that Brings the Total Disability Rating to 100 Percent

This application must be filed with the county auditor by February 1 of the first year for which the credit is claimed. A person shall furnish to the assessor or other assessment officials when requested to do so, any information which is believed will support the claim for credit for any subsequent year. A qualifying disabled veteran who acquires the homestead during the year may apply for credit for the portion of the year during which the veteran owns the homestead.

Property Number: 65-1059000
 Property Owner: Brian Clouston
 Property Address: 1608 14th Ave SE, Mandan, ND 58554

Legal Description
Lot 2 Block 1
Evergreen Heights 1st

Is this property the applicant's homestead? Yes No Taxable valuation of the homestead: \$ 10,175

Enter the percentage of the veteran's disability compensation rating or unemployment rating for service-connected disabilities as certified by the Department of Veterans Affairs for the purpose of applying for a property tax credit. 90%

The applicant is a: Disabled veteran Unremarried surviving spouse of a disabled veteran
 Unremarried spouse receiving DVA dependency and indemnity compensation (100 percent credit)

Marital status: Married Single

Which of the following would best describe the type of ownership of the homestead property (check only one):	
A. Is recorded in your (and spouse's) name as owner <input checked="" type="checkbox"/>	D. Is held under a life estate in property <input type="checkbox"/>
B. Is being purchased by you under a contract for deed <input type="checkbox"/>	E. Is held in a revocable trust <input type="checkbox"/>
C. Is held in joint tenancy with one other than spouse <input type="checkbox"/>	

Credit Claimed Pursuant to North Dakota Century Code Section 57-02-08.8
Instructions

Provide a copy of the DD Form 214 showing veteran's honorable discharge from active military service if claiming credit for first time. (This document is confidential.)

Provide a certificate from the Department of Veterans Affairs certifying to the percentage of service-connected disability or unemployment rating when claiming credit for the first time, or if the veteran receives a change in the percentage of certified rated service-connected disability. (This document is confidential.)

I make application for real property tax credit for the year 2016 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 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.

Application is: Approved Disapproved

Percentage approved 90 %

x Eligible Taxable value \$ _____

Taxable value of credit \$ _____

Brian Clouston 2-1-16
 Applicant Date
Shirley Shaw 2-1-16
 Assessor or Director of Tax Equalization Date

Board of City Commissioners
 Agenda Documentation
 Meeting Date: February 16, 2016
 Subject: Consider an Abatement for 2015 for Brian Clouston Disabled Veteran Credit Application
 Page 4 of 5

Parcel Search Results

<http://ndpropertytax.org/tax/Parcel.asp?pid=65-1059000&tid=1&ci...>

As of : **2/1/2016**

Parcel Number: **65-1059000**

Payable Year: 2015

[General Info](#) | [Tax Info](#) | [Current Receipts](#) | [Special Asmts](#) | [Unpaid Tax](#) | [History](#) | [View Maps](#)

General

Receipt #	2886	Name	BRIAN & TAWNIA CLOUSTON
ASMT	201 RESIDENTIAL	MP#	70105
Homestead	0 NON HOMESTEAD	MP Name	BRIAN & TAWNIA CLOUSTON
HS Percent	.00		

Market/Tax

T & F Land	20,000	Tax State	10.18	Gross Tax	2,846.47
T & F Building	206,100	Tax County	820.92	ST PD Cred	341.58
Total T & F	226,100	Tax Twp/Cty	678.27	Special Asmt	315.55
Assessed	113,050	Tax School	982.80	Tax Due	2,820.44
Taxable	10,175	Tax Cnty.WD	16.08		
HSTD Credit	0	Tax Increm	0.00	Disc Avail	125.24
Net Taxable	10,175	Fire	0.00	Net Tax Due	2,695.20
Mill Rate	279.75	Park	306.47		
Statement #	2886	Water	31.75	Tax AB/Adds	0.00
				S A AB/Adds	0.00
		Tax Penalty	0.00	Adj.NT.Due	2,695.20
		Tax Interest	0.00	Total Receipts	0.00
		SA Penalty	0.00	Disc Taken	0.00
		SA Interest	0.00	Remain Due	2,695.20
		Cost			

[Another Search](#) | [Back to ParcelList](#) |

Board of City Commissioners
Agenda Documentation
Meeting Date: February 16, 2016
Subject: Consider an Abatement for 2015 for Brian Clouston Disabled Veteran Credit Application
Page 5 of 5

COUNTY RECORDER, MORTON COUNTY, ND
I certify that this instrument was filed and recorded.
Carrole Schaner, County Recorder Fee \$13.00
By Alamy Siefert Deputy

450163

Return To:
Bismarck Title Company
421 N 4th Street
Bismarck, ND 58502

Morton County

450163

County Recorder
Mandan ND 58554
Page 1 of 2

5/24/2013 12:29:25 PM

WARRANTY DEED



THIS INDENTURE, Made this 23rd day of May 2013
between Tim T. Gannon and Tina V. Gannon, husband and wife, as grantors, and Brian Clouston
and Tawnya Clouston, as grantees, whose post office address is 1608 14th Ave South East
MANDAN, ND 58554

WITNESSETH, for and in consideration of the sum of Ten Dollars (\$10.00), grantors do hereby GRANT to the grantees, as joint tenants and not as tenants in common, with right of survivorship, all of the following real property lying and being in the County of Morton, State of North Dakota, and described as follows, to-wit:

Parcel ID: 65-1059000

LOT 2, BLOCK 1, EVERGREEN HEIGHTS ADDITION TO THE CITY OF
MANDAN, MORTON COUNTY, NORTH DAKOTA

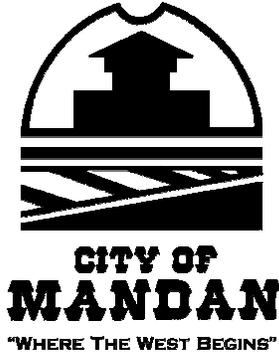
Subject to easements, rights-of-way, restrictive covenants, and mineral conveyances and reservations of record.

The legal description was prepared by Bismarck Title Company, 207 S. Washington St., Bismarck, ND 58504 or obtained from a previously recorded instrument.

I certify: a) that the full consideration for the property conveyed by this deed is \$ 264,000 or
b) that a statement of full consideration has been filed with the state board of equalization.

[Signature]
Grantee or Agent

And the grantors for themselves, their heirs, executors and administrators, do covenant with the grantees that they are well seized in fee of the land and premises aforesaid and have good right to sell and convey the same in manner and form aforesaid; that the same are free from all incumbrance, except installments of special assessments or assessments for special improvements which have not been certified to the County Auditor for collection, and the above granted lands and premises in the quiet and peaceable possession of the grantees, against all persons lawfully claiming or to claim the whole or any part thereof, the said grantors will warrant and defend.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 12, 2016
SUBMITTING DEPARTMENT: Business Development & Communications Department
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: Out-of-state travel requests

STATEMENT/PURPOSE: Consider approval of out-of-state travel for 1) the U.S. Treasury State Small Business Development Credit Initiative annual conference in Washington, D.C. on May 2 to 4 and 2) the International Council of Shopping Centers (ICSC) Global Retail Real Estate Convention in Las Vegas on May 22-24.

BACKGROUND/ALTERNATIVES: 1) Participation at the SSBCI 2016 National Conference would be to attend training on compliance and small business financing related to oversight as the lead city in the 38-city consortium. Lewis and Clark Regional Development Council Executive Director Brent Ekstrom and Commercial Lender Matt Burthold are attending as well. Travel costs and time are entirely reimbursable through the SSBCI fund.

2) ICSC expo is an opportunity to hold discussions with national retailers and commercial/retail real estate developers from around the country through meetings at the conference arranged in advance and through booth visits. The meetings provide a means of gaining direct feedback on interest in our market and potential for locating here, to answer questions and provide information on potential sites. Our phone calls and e-mails to many of these contacts might otherwise go unanswered.

The City of Mandan has been represented at the expo during the last decade by BMDA staff. City staff accompanied BMDA staff on four previous occasions and the City was represented in 2012 by a retail consultant. BMDA plans to send Director of Business Development Nathan Schneider to the expo. We work in tandem. Some local and regional commercial real estate agents will also be in attendance. Other North Dakota cities are sometimes represented, too.

ATTACHMENTS: Conference schedule available at www.icsc.org/2016RECON.

FISCAL IMPACT: 1) SSBCI conference expenses will be reimbursed including time. 2) The estimated registration (\$570 through April 29), airfare, lodging and meal expense of \$2,000 is included in 2016 budget.

STAFF IMPACT: 1) Attendance at the SSBCI conference would require Sunday travel and 3 days away from the office. 2) Attendance at the ICSC retail expo would likely require Saturday travel and 2-3 days away from the office.

LEGAL REVIEW: n/a

RECOMMENDATION: Commissioner Braun and City Administrator Neubauer have indicated support for participating in the proposed conference and trade show.

SUGGESTED MOTION: I move to approve out-of-state travel as proposed for the City Business Development and Communications Director.



Consent #5

Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 10, 2016
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Carryover of Annual Leave

PURPOSE

To consider the request from Darlene Forderer, Utility Billing Coordinator, to carryover 16.86 hours of annual leave for six months.

BACKGROUND

Due to the City's new Recycling Program and the amount of staff time that was required by the Utility Billing Coordinator to communicate with the Public Works Department and Dakota Sanitation in determining the correct number of customer accounts to be billed for the monthly recycling service and to also work with the utility billing software (AS/400) programmer to establish the new recycling charge on the utility bills. As a result, Darlene was not able to use 16.86 hours of annual leave before the February 6, 2016 deadline. Consequently, Darlene has lost these hours since an employee can only carryover no more than 120 hours of annual leave as of their hire date. Therefore, the request is to reinstate the 16.86 hours of annual leave and allow Darlene to use these hours within the next six months.

ATTACHMENT

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

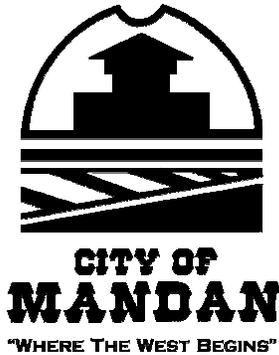
N/A

RECOMMENDATION

To approve the request from Darlene Forderer, Utility Billing Coordinator, to carryover 16.86 hours of annual leave for six months.

SUGGESTED MOTION

Move to approve the request from Darlene Forderer, Utility Billing Coordinator, to carryover 16.86 hours of annual leave for six months.



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 12, 2016
SUBMITTING DEPARTMENT: Public Works/Engineering Departments
DEPARTMENT DIRECTOR: Jeff Wright, Public Works Director
Justin Froseth, Engineering/Planning Director
PRESENTER: Jeff Wright, Public Works Director
SUBJECT: Consider Executing the Contract for the Southside
Emergency Generator Project

STATEMENT/PURPOSE: Consider moving forward with the Southside Emergency Generator Project and executing the contract and Notice to Proceed with Skeels Electric, the low bidder.

BACKGROUND/ALTERNATIVES: The emergency generator installation at the Plainview Heights Water Reservoir and Pump Station location was approved by the City Commission on August 18, 2015.

The generator will supply emergency power to the pump station and the Emergency 911 Communications tower located on site, the generator power will continue to supply potable water/fire protection to the Plainview area residents and communications between emergency responders during a power outage.

The project is part of the FEMA Mitigation program from which funding assistance was applied for and approved once the Morton County Mitigation Plan was completed.

The Notice to Award was approved by commission on January 19th. Since that time, the contract documents were sent to Skeels Electric for them to sign which they have done along with providing the required bonding and insurance documents. The contract documents and Notice to Proceed are now ready for the city to execute. Contract documents available to view upon request.

ATTACHMENTS:

1. Notice to Proceed

Board of City Commissioners

Agenda Documentation

Meeting Date: February 16, 2016

Subject: Consider Executing the Contract for the Southside Emergency Generator Project

Page 2 of 3

<u>FISCAL IMPACT:</u>	Project Cost Estimate:	\$266,577
	Federal Funding (75%):	\$199,933
	State Funding (10%):	\$ 26,658
	Local Funding (15%):	\$ 39,986

STAFF IMPACT: Minimal

LEGAL REVIEW: All Commission information has been forwarded to the City Attorney for his review

RECOMMENDATION: Recommend executing the contract.

SUGGESTED MOTION: I move to execute the contract and Notice to Proceed with Skeels Electric for the installation of the Southside Booster Station Emergency Generator.

NOTICE TO PROCEED

DATE: FEBRUARY 16, 2016

TO: SKEELS ELECTRIC COMPANY
(Contractor)

ADDRESS: 217 NORTH 23RD STREET
BISMARCK, ND 58501

PROJECT: Mandan South Side Pump Station Emergency Generator
City of Mandan, North Dakota

CONTRACT FOR: CONTRACT NO. 1 – ELECTRICAL CONSTRUCTION

You are hereby notified to commence **WORK** in accordance with the Agreement dated JANUARY 27, 2016. You are to have all **WORK** completed and ready for final payment on or before SEPTEMBER 1, 2016.

City of Mandan
(Owner)

By: _____
(Authorized Signature)

(Title)

ACCEPTANCE OF NOTICE:
Receipt of the above NOTICE TO PROCEED
is hereby acknowledged by:

(Contractor)

(Authorized Signature)

(Title)

Date: _____, 2016

Copy to ENGINEER
FRM (Use Certified Mail, Return Receipt Requested)



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 12, 2016
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Robert Decker, P.E., Principal Planner
SUBJECT: Consider for approval plat of Aman Addition

STATEMENT/PURPOSE:

Request is to plat a portion of Lots 3 and 4 of Lot E located in Section 29, Township 139 North, Range 81 West within the city's extraterritorial jurisdiction.

BACKGROUND/ALTERNATIVES:

There is a house and large garage on the property. Sunny Road is maintained by Morton County.

The property has never been platted. The property is being sold and in order for the new owner to make any improvements that require a building permit, the property must be within a platted subdivision.

There have been different zoning categories applied to this area over the years. However, city code section 105-2-3 specifies that an area that is platted for the first time is automatically zoned R7 unless a zoning ordinance is approved designating another zoning district. There has been no request to zone the property anything other than R7. Therefore, if this plat is approved, the property will be designated R7.

ATTACHMENTS:

1. Aerial photo
2. plat

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION:

Recommend approval.

SUGGESTED ACTION:

Move to approve plat of Aman Addition and affirm that the newly platted area is to be placed in the R7 zoning district as specified by Sec. 105-2-3 of the municipal code.





Consent No. 8

Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 11, 2016
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Dispose old Records

PURPOSE

Consider the request from the Finance Department to dispose old records in accordance with the North Dakota Records Management Program.

BACKGROUND

According to the City's Records Management Policy, departments are required to retain and dispose records in connection with their department's Records Management and Retention Plan based on the North Dakota Records Management Program.

ATTACHMENT

Request from Julie Frye, Records Management Coordinator

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

In accordance with the provisions of the North Dakota Records Management Program.

RECOMMENDATION

To approve the request from the Finance Department to dispose old records in accordance with the North Dakota Records Management Program.

SUGGESTED MOTION

Move to approve the request from the Finance Department to dispose old records in accordance with the North Dakota Records Management Program.

Date: February 16, 2016

To: Jim Neubauer
City Administrator

From: Julie Frye
Records Management Coordinator

Re: Commission Consent Agenda Item for February 16, 2016
**Request for permission to dispose Payroll Records and Hiring Process Records
in accordance with the records retention schedule.**

Please schedule this item for consideration by the Board of Commissioners at their meeting on Tuesday, February 16, 2016

1. The Records Management Department has identified Payroll Records and Hiring Process Records for disposal in accordance with the Records Retention Plan. The items to be disposed are inventoried as follows:

1 Box 1989 through 2005

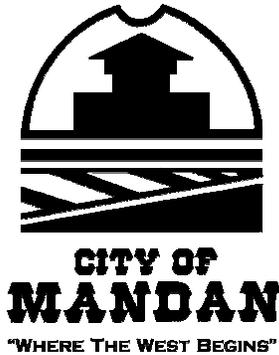
Payroll Records

The retention schedule for reports and associated records that summarize payroll information is six years after last action.

Hiring Process

The retention schedule for documents and records that summarize the hiring process for individuals that are not selected is six years after selection is completed.

Julie Frye
Records Management Coordinator



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 16, 2016
PREPARATION DATE: February 12, 2016
SUBMITTING DEPARTMENT: Planning and Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Engineering/Planning Director
SUBJECT: Consider Participation in Urban Transportation Needs Study

STATEMENT/PURPOSE: Consider approving of a statewide survey and study of urban functionally classified roads through the city.

BACKGROUND/ALTERNATIVES: The city was invited to the table by the North Dakota League of Cities (NDLC) to discuss the need for an effort to survey and study urban roads that are eligible for state and federal funding. Also at the two meetings to discuss were representatives, mostly engineers, from many of the state's other 14 largest cities. The concern as expressed by the NDLC is that the cities lost out on some state funding outside of the Transportation Improvement Program (TIP) funding sources in the 2015 legislative session that the counties were successful in getting. The common concern heard from state decision makers is that there wasn't a uniform way to compare needs from city to city for any of these additional funds like there was for the counties who had such a study done and ready for the 2015 session. This survey and study sets out to correct that problem by uniformly surveying and studying conditions of urban roads statewide ahead of the 2017 session. Though additional funds are not guaranteed, if the city does not participate in this effort, it would be very unlikely we would be eligible for any additional state road funds should they be identified.

Aside from the possibility of being eligible for additional funding, this study will give the engineering department valuable up to date information about road conditions at a very reasonable cost. This survey and study differs from the road condition study done in 2012 led by the Metropolitan Planning Organization (MPO) in that it will give state decision makers one state-wide study to determine the urban roads system needs instead of taking information from each individual jurisdictions' studies separately.

ATTACHMENTS:

1. E-mailed Letter of Request from the NDLC
2. Overview of Pavement Data Collection/Analysis Process

FISCAL IMPACT: The NDLC estimates that the City of Mandan's portion of the study will be between \$4,800-\$6,100. This is based on Mandan's miles of functionally classified roads as compared to the miles of urban functionally classified road throughout the state. The finance department has indicated that there are carry-over funds from the 2015 engineering budget that we would use towards this study.

STAFF IMPACT: Minimal

LEGAL REVIEW: All Commission information has been forwarded to the City Attorney for his review

RECOMMENDATION: Recommend participating in this survey and study.

SUGGESTED MOTION: I move to approve of participation in the Urban Transportation Needs Study.

Justin J. Froseth

From: Blake Crosby <blake@ndlc.org>
Sent: Monday, January 25, 2016 11:27 AM
To: Justin J. Froseth
Subject: Urban Transportation Needs Study
Attachments: Overview of Pavement Data Collection attachment.docx

Justin:

This letter is a request for you, as one of the 14 largest cities in North Dakota, to participate in an urban transportation infrastructure needs study on a cost-shared basis with NDDOT. The attached material explains the details of data gathering and analysis process to be performed by Upper Great Plains Transportation Institute (UGPTI). The analysis will be presented to the Governor's office for consideration for additional budgeting for the 2017-19 legislature.

UGPTI gathered and analyzed road infrastructure needs and projected costs for counties and townships for the 2015-17 legislative session. The same data and analysis for cities was not available so the legislature requested comparable data for 2015-17. In the Fall of 2015, NDDOT approached the League of Cities and offered to participate in funding of an Urban Needs Study. NDDOT suggested NDLC ask a small group of cities to meet and discuss the need to have comparable data and the logistics on gathering city infrastructure needs metrics. Since UGPTI did the county and township study it was recommended by the group UGPTI also perform the city needs study so there could be an apples-to-apples comparison for appropriation request purposes. To create a valid analysis it was also recommended the study involve all cities with a population of 4000 or more.

The scope of the study in each city will be a network of streets covering collectors and higher but not including state system routes. (The State System routes are being covered by the Statewide Needs Analysis that UGPTI is doing for the NDDOT) Residential streets will generally not be included. A map for the routes in your city is attached and we ask you to also verify in writing the portion of the network for which you currently do pavement maintenance. The scope of the study will also include a review of your most recent Long Range Transportation Plan (LRTP) to identify future collector-or-higher streets to present in out-years of the analysis.

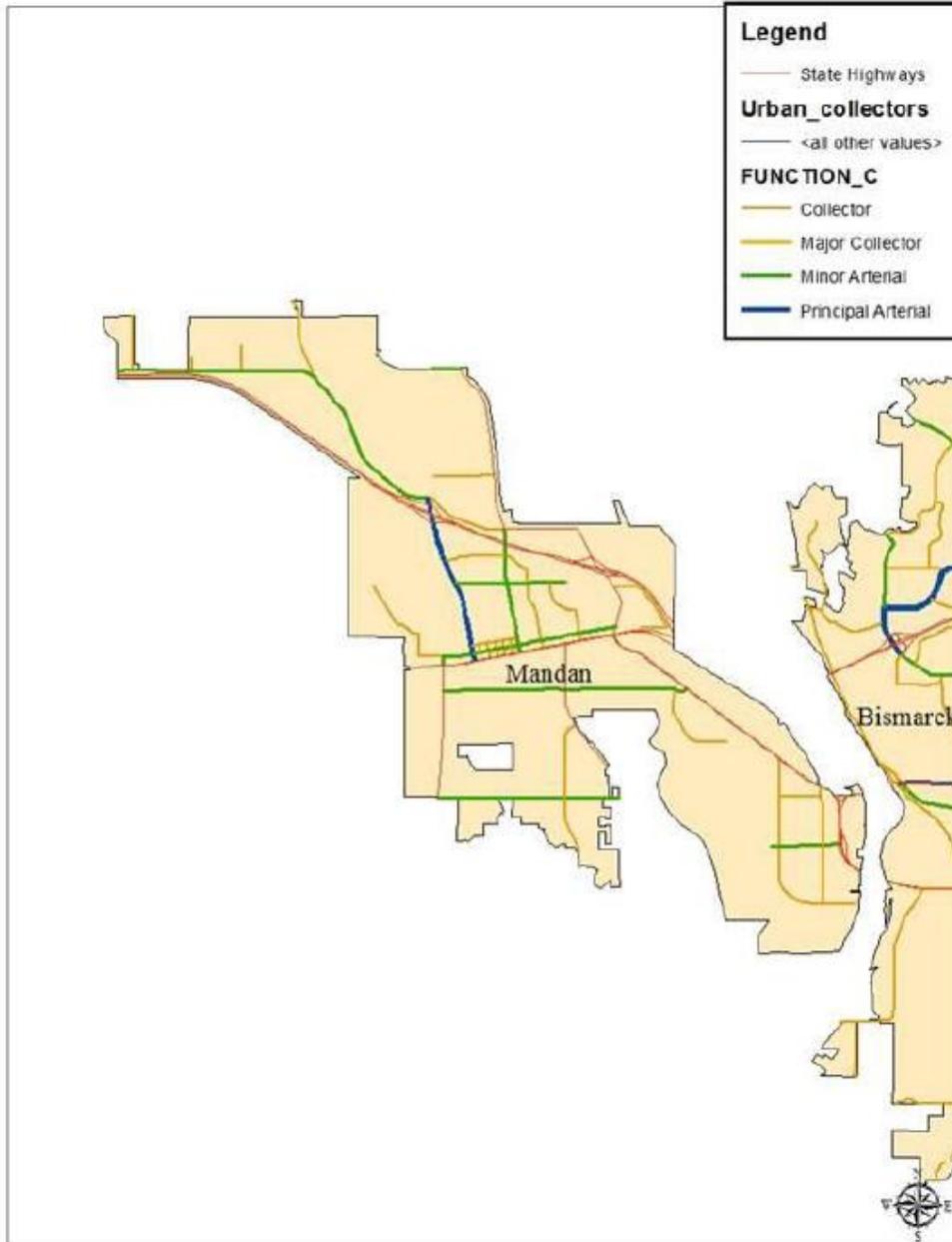
The NDDOT has offered to pick up UGPTI's analysis cost of \$80,000 however, they are unable to pick up the Pavement Management Data Collection costs (ride and distress survey). It is recommended that the Pavement Management Data Collection costs be pro-rated based on the road miles to be surveyed in your city as determined by quotes to be obtained for consultant based pavement ride and distress data. The total cost of this Data Collection is estimated to be between \$100,000 and \$125,000. Presuming participation by all 14 cities, the estimated share for Mandan is between \$4,800 and \$6,100 based on a preliminary mileage of 28 miles. (see map below. If you have added street miles contact Andrew Wrucke Andrew.wrucke@ndsu.edu).

In addition to participating in a pro-rated share of the pavement data collection costs, (ride and distress survey), each city must agree to provide essential pavement data on the network to be collected. The data will generally cover: pavement thickness, pavement age, base thickness, number of lanes and total width of the street. UGPTI will provide a GIS based interface for adding this essential data.

Please carefully review the attached material. This is an opportunity for your city to become eligible for transportation infrastructure appropriations not only in 2017-19 but going forward. Questions on the components of the study should be directed to Tim Horner, PE, Program Director, UGPTI at timothy.horner@ndsu.edu or call (701) 328-9859.

If your city decides to participate, or not participate, please email Blake blake@ndlc.org. A response by February 26 would be appreciated.

Thank you for your time and consideration.



R Blake Crosby
ND League of Cities | *Executive Director*
410 E Front Ave | Bismarck, ND 58504

Overview of Pavement Data Collection/Analysis Process

Pavement Data Collection:

Pavement data used in the past North Dakota Department of Transportation (NDDOT) Needs Study and the County/Township Needs Study was collected via a van with the capability of collecting pavement images and pavement roughness. The pavement images are used to determine relevant pavement rutting, faulting, cracking (fatigue, transverse, longitudinal, and block) and surface texture (raveling, bleeding) conditions. This information is used to develop a pavement distress score. The ride data must be conveyed in inches per mile in the format of the international roughness index (IRI). In order to make the Urban Needs Study similar to the NDDOT and County/Township studies, it is proposed to collect pavement distress and ride data using a similar van. Several companies offer this service. The data would be collected in one lane, in one direction for each city's collector-and-higher system (excluding the NDDOT state system). (See accompanying map).



Pavement Data Analysis:

Pavement Condition: PSR (Pavement Serviceability Rating) scores run from 0 to 5, with 5 being the best or like new. The PSR will be obtained by combining the pavement distress score with the pavement ride score to achieve the final PSR used in this study's AASHTO-93 analysis. Initial and terminal (reconstruction needed) PSR scores are determined based on engineering judgment and discussion with various cities.

An analysis and forecast of needed pavement improvements for the next 20 years will be performed based on the pavement design methods defined in the AASHTO Guide for Design of Pavement Structures (1993). The AASHTO Guide uses design equations derived empirically from data collected at the AASHTO Road Test of the 1950s. The structural design equations relate pavement structure and traffic loading to loss of pavement serviceability.

Pavement structure and age data supplied by the cities, along with UGPTI traffic volume forecasts, will provide the remaining foundation of the AASHTO 1993 analysis. Design inputs, when necessary, will be based on reasonable assumptions and using feedback from the various cities.