

AGENDA
MANDAN CITY COMMISSION
FEBRUARY 4, 2014
ED "BOSH" FROELICH MEETING ROOM,
MANDAN CITY HALL
5:30 P.M.
www.cityofmandan.com

-
- 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 January 21, 2014 Board of City Commission meeting.
- E. PUBLIC HEARING:
- F. BIDS:
1. Consider for approval the award of the Concrete and Asphalt crushing project at the Landfill to Kraemer Trucking and Excavating, Inc.
- G. CONSENT AGENDA:
1. Consider approval of the following Exemptions/Abatements:
i. Disabled Veteran Exemption – DuWayne Houn
ii. Complete Reassessment of Property – Duane Wilhelm
iii. Remove Partial Value due to Demolished Bldg. – Developers, LLC
iv. Assessor Error: Remove Structure Value due to Fire Damage to Mobile Home – Jared Ohlhauser
2. Consider approval of games of chance for Prairie Learning Center at Dean's Steak House on February 16, 2014.
- H. OLD BUSINESS:
- I. NEW BUSINESS:
1. Consider for approval the Advertisement for Bids for the Mandan Water Meter Improvements Project.
2. Consider approval of Administering a Deadline for Street Improvement District Requests.
- J. RESOLUTIONS AND ORDINANCES:

K. OTHER BUSINESS:

L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:

1. February 18, 2014 – 5 p.m. start
2. March 4, 2014
3. March 18, 2014

M. ADJOURN

Public Communication

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

The Mandan City Commission met in regular session at 5:00 p.m. on January 21, 2014 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Tibke, Rohr, Frank, and Braun. Department Heads present were Finance Director Welch, 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: Police Chief Bullinger.

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

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

D. MINUTES:

1. *Consider approval of the following minutes from the Board of City Commission regular meeting held January 7, 2014.* Commissioner Tibke moved to approve the minutes as presented. Commissioner Braun 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 approval of monthly bills.*

2. *Consider approval of the pledge of securities reports as required by NDCC 21-04.*

3. *Consider the designation of depositories for the City’s public funds as required by NDCC 21-04.*

4. *Approval of Safe Routes o School Decision Document*

5. *Consider annual leave carryover allowance for Planning & Engineering Project Manager Fettig.*

6. *Consider the approval of plans and specifications, Engineer’s Report and authorize the call for bids for 2014 Municipal Sidewalk Improvement Project 2014-11.*

7. *Consider approval of Class D1 liquor license for Tri-Energy Corporation (Cenex) at 4426 Memorial Highway.*

8. *Consider approval of Sunday openings for Tri-Energy Corporation for Feb. 9, 2014 to June 29, 2014.*

9. *Consider ad for sale of Wastewater Treatment Plant dredging machine.*

10. *Consider approval of the Homestead Credit Abatements.*

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11. *Consider approval of abatements for (i) Complete Reassessment of property - Terry Haluzak, Sr. (ii) Missed 2-year exemption – Assessor Error – Travis Ben Bird.*
 12. *Consider approval of Special Sunday openings for Mandan Eagles for Feb, 23, 2014 & March 2, 2014.*
 13. *Consider games of chance for Dick Ressler Cattle Loss Benefit at Kist Livestock Auction from January 25, 2014 through May 7, 2014.*

Commissioner Rohr moved to approve the Consent Agenda as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

H. OLD BUSINESS:

I. NEW BUSINESS:

1. *Request for Qualifications for Engineering Services for design of federally funded street improvement projects.* Planning & Engineering Director Froseth reviewed with the Board a request allowing the Engineering Department to advertise for engineering services for federally funded street improvement projects. He stated that the City of Mandan has been approved by the ND Department of Transportation, Local Government Division, to construct three street improvement projects in 2014. Over eighty percent of the cost will be funded by the Urban Roads Program through NDDOT. He explained that it is necessary that these types of projects must go through the NDDOT bidding process. The Engineering Department is requesting to hire a consultant to design these projects. That cost will be included in the overall projected cost that will be part of the 20% local share. There are City funds in place to cover the design costs involved. He reviewed the timeline of events for this project which is anticipated to begin January 24, 2014 with a completion date of October 31, 2014. He recommended approval for the advertisement of Request for Qualifications as presented. This project will include 9th Avenue NE from Main Street to 5th Street.

Commissioner Tibke moved to approve the advertisement of Request for Qualifications for Engineering Services for three (3) street improvement projects. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. *Consider appointment to the Mandan Progress Organization Board of Directors.* City Administrator Neubauer stated that the Mandan Progress Organization (MPO) Bylaws indicate that a representative from the City of Mandan shall sit on that Board. He stated that in the past he has been appointed by the Commission to be the City's representative. Recent MPO board elections were held and Mayor Van Beek, Commissioner Rohr, and Administrator Neubauer would be considered Board members. In addition, Ellen Huber serves as an ex-officio member of the MPO Board. He commented that is a large number of Mandan City representatives that sit on that Board. He recommended that Mayor Van Beek be the City's appointed Commissioner on the

MPO Board of Directors. He volunteered to sit in on meetings when Mayor Van Beek would not be able to attend.

Commissioner Tibke moved to appoint Mayor Van Beek to the MPO Board of Directors to serve as the City of Mandan’s appointee. Commissioner Braun seconded the motion. The motion received unanimous approval of the members present. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

K. OTHER BUSINESS

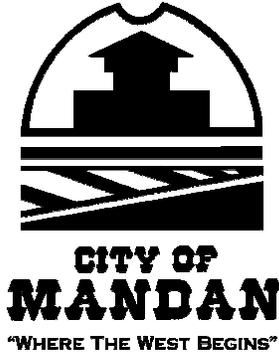
Mayor Van Beek announced the following:

1. The Mandan Progress Organization is turning “21”. He extended an invitation to everyone to join the MPO on January 27, 2014, at the Seven Seas Event Center. An RSVP is required by January 22nd. Please call (701) 751-2983 or contact Kristen Haug at the Mandan Progress Organization or via email kristinhaug@ mandanprogress.org.
2. Wednesday, January 22, 2014, 5:30 – 7:30 p.m. at the Mandan City Hall, Ed “Bosh” Froehlich Room, a public meeting is scheduled on the Long Range Transportation Plan for Bismarck/Mandan for 2015 thru 2040.

There being no further actions to come before the Board of City Commissioners, Commissioner Tibke moved to adjourn the meeting at 5:13p.m. Commissioner Frank 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



Bids No. 1

Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 30, 2014
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright, Public Works Director
PRESENTER: Jeff Wright, Public Works Director
SUBJECT: Consider for approval the award of the Concrete and Asphalt crushing project at the Landfill to Kraemer Trucking and Excavating, Inc.

STATEMENT/PURPOSE: To consider the award of bid for concrete and asphalt crushing at the landfill.

BACKGROUND/ALTERNATIVES: On January 14, 2014 bids were opened for the crushing of concrete and asphalt at the Landfill. Three bids were opened with Kraemer Trucking and Excavating, Inc. and JMAC Resources submitted identical, low bids. Under the advice of Attorney Brown, a coin flip between the two low bidders occurred on January 21, with Kraemer Trucking and Excavating, Inc. winning the bid.

We do the crushing to make the oversized chunks into usable material, to be used as road base, material for water break repairs and temporary road surface during winter months, and material that can be sold to contractors for similar use. This material is much in demand and we will not have any trouble selling this material. This material is taken at the landfill at no charge, solely for recycling, saving space in our inert landfill. We are charging \$12/ton.

ATTACHMENTS: Bid Tab

FISCAL IMPACT: \$50,000 has been approved for the 2014 Budget for crushing.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Recommend to award the Concrete and Asphalt Crushing Project to Kraemer Trucking and Excavating, Inc. for the amount of \$50,000.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Consider for approval the award of the Concrete and Asphalt crushing project at the Landfill to Kraemer Trucking and Excavating, Inc.

Page 2 of 2

SUGGESTED MOTION: Move to award the Concrete and Asphalt Crushing Project to Kraemer Trucking and Excavating, Inc. for the amount of \$50,000.

LANDFILL CONCRETE AND ASPHALT CRUSHING

BID TAB
BID OPENING – JANUARY 14, 2014, 4:00PM

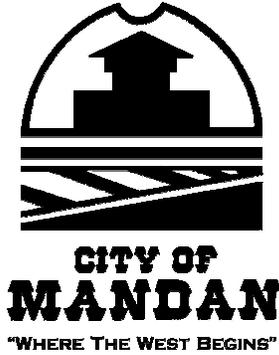
BID TAB

BIDDER: _____ **PRICE:**

Kraemer Trucking and Excavating, Inc.	Concrete	\$8.50
	Asphalt	\$5.00
	Mob.	\$5,000
RTS Shearing, LLC	Concrete	\$9.00
	Asphalt	\$7.50
	Mob.	\$17,500
** Requests time extension to May 25, 2014.		
JMAC Resources	Concrete	\$8.50
	Asphalt	\$5.00
	Mob.	\$5,000

On Tuesday, January 21, 2014 we met with JMAC and Kraemer Trucking to flip a coin to see who will be awarded the Crushing contract. Mayor Van Beek had the honors of flipping the coin and Kraemer Trucking was the winner. I recommend awarding the bid to **Kraemer Trucking and Excavating, Inc.**, not to exceed the \$50,000 budget.

Jeff Wright, Public Works Director



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 27, 2014
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Shirley Shaw, City Assessor
PRESENTER: Shirley Shaw, City Assessor
SUBJECT: Disabled Veteran Exemption for DuWayne Houn

STATEMENT/PURPOSE: To consider a 50% disabled veteran exemption for the year 2013.

BACKGROUND/ALTERNATIVES: Mr. Houn meets all criteria according to North Dakota Century Code 57-02-08 (20)(b) to receive a 50% disabled veteran exemption.

This property is also known as Lot 6, Block 4, Terra Vallee 1st Addition at 2605 11th Ave NW on Parcel #7551.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately \$775 for the year 2013. 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 50% disabled veteran exemption for the year 2013.

SUGGESTED MOTION: I recommend a motion to approve the applications from Mr. Houn to receive a 50% disabled veteran exemption for the year 2013 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 HOUN DUWAYNE & MEGAN

Address 2605 11 AVE NW

Legal Description of the property involved in this application

Lot: 0006

Block: 004

TERRA VALLEE 1ST

Property ID Number

City 7551

County 65-5171000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	\$15,800	Land	\$15,800
Improvements	\$147,900	Improvements	\$147,900
Total (1)	\$163,700	Total (2)	\$163,700

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 VETERAN'S EXEMPTION

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

1. Purchase price of property: \$ _____ Date of Purchase: _____

Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____

Was there personal property involved in the purchase price? _____ Estimated value: \$ _____

2. Has the property been offered for sale on the open market? _____ If yes, how long? _____

Asking price: \$ _____ Terms of sale: _____

3. The property was independently appraised: _____ Purpose of appraisal: _____

_____ Market value estimate: \$ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE THE TAXES FOR 2013 DUE TO THE VETERAN'S EXEMPTION AT 50% EFFECTIVE MARCH 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 DuWayne Houn Date 1/27/14

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

 City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approve/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application for the following reason(s): _____

Dated _____, _____

 County Auditor Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid(if paid)	Payment Made Under Written Protest? yes / no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of Commissioners are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

 County Auditor Date

Application For Abatement
 And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed
 With The County Auditor _____

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:	7551 65- 5171000	Legal Description
Property Owner:	HOUN DUWAYNE & MEGAN	Lot: 0006 Block: 004
Property Address:	2605 11 AVE NW	TERRA VALLEE 1ST
Telephone Number:		

Date property was acquired: 9/21/2012 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.

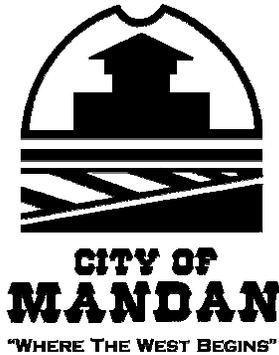
(1) Provide a current copy of organizational documents supporting claim (e.g., articles of incorporation and by-laws, etc.) if claiming exemption for first time upon request.
 (2) Provide an affidavit or physician's certificate if claiming exemption for first time.
 (3) Provide an annual statement that 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 2013 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.

<u>DuWayne Houn</u>	<u>1/27/14</u>
Applicant	Date
<u>Quinn Hastings</u>	<u>1-27-14</u>
Assessor or Director of Tax Equalization	Date

Application is: Approved Disapproved
 Percentage approved(4.b) 50 %



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 27, 2014
SUBMITTING DEPARTMENT: Assessing/Bldg Inspections
DEPARTMENT DIRECTOR: Shirley Shaw/Assessor
PRESENTER: Shirley/Assessor
SUBJECT: Complete Reassessment of property–Duane Wilhelm

STATEMENT/PURPOSE: To consider a reduction in the structure value for the 2013 year due to re-assessment that was made.

BACKGROUND/ALTERNATIVES:

ATTACHMENTS: Abatement form

FISCAL IMPACT: \$775

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve to lower the true and full value for the 2013 year for the approved reassessed property.

SUGGESTED MOTION: A motion to approve a reduction for the approved reassessed property in the 2013 year.

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 WILHELM DUANE

Address 5105 HIGHLAND RD NW

Legal Description of the property involved in this application

Lot: 0014

Block: 001

DIANA'S ACRES 1ST

Property ID Number

City 8083

County 65-821000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	\$17,200	Land	\$17,200
Improvements	\$211,000	Improvements	\$185,000
Total (1)	\$228,200	Total (2)	\$202,200

The difference of \$26,000 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) HAD A COMPLETE RE-ASSESSMENT DONE ON 1-21-2014.

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

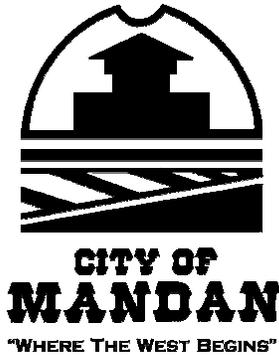
1. Purchase price of property: \$ _____ Date of Purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ Estimated value: \$ _____
2. Has the property been offered for sale on the open market? _____ If yes, 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 THEY BE ABATED AND CORRECTIONS MADE TO REFLECT THE COMPLETE REASSESSMENT THEY HAD COMPLETED ON 1-21-2014.

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 Duane Wilhelm Date 1-27-2014



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 24, 2014
SUBMITTING DEPARTMENT: Assessing Dept.
DEPARTMENT DIRECTOR: Shirley Shaw, City Assessor
PRESENTER: Shirley Shaw, City Assessor
SUBJECT: Remove Partial Value Due to Demolished Building – Developers LLC

STATEMENT/PURPOSE: City assessor requests to remove partial value from this property that was demolished in October 2013.

BACKGROUND/ALTERNATIVES: City Assessor is requesting to remove the partial value of this property that was demolished in October 2013.

SHORT DESCRIPTION OF PROJECT: This building was a motel that was demolished in October 2013; therefore, part of the value needs to be removed.

This parcel is also known as Parcel # 4155 at 4524 Memorial Hwy SE on Lot 1, Blk. 1, Sylvester's Industrial Park 4th.

ATTACHMENTS: Abatement application.

FISCAL IMPACT: \$ 1060.00

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of removing the partial value of this demolished motel in October of 2013.

SUGGESTED MOTION: A motion to approve removing the partial value of this demolished motel in October 2013.

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 County 65-5099010
 County of Morton _____ Property I.D. No. 4155
 Name Developers LLC _____ Telephone No. (701) 471-9451
 Address 4524 Memorial Hwy SE _____

Legal description of the property involved in this application:

Lot:0001
 Block:001
 Sylvesters Ind Park 4th

Received by the Morton County Auditor

Date 1-23-14 *KK*

Total true and full value of the property described above for the year 2013 is:

Land \$ 240,000
 Improvements \$ 316,400
 Total \$ 556,400
 (1)

Total true and full value of the property described above for the year 2013 should be:

Land \$ 320,600
 Improvements \$ 200,200
 Total \$ 520,800
 (2)

The difference of \$ 64,000.00 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 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) Buildings were completely demolished in October 2013

corrected
1-24-14
RR

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? _____ Estimated value: \$ _____
 yes/no

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

3. The property was independently appraised: _____ Purpose of appraisal: _____
 yes/no
 Market value estimate: \$ _____
 Appraisal was made by whom? _____

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

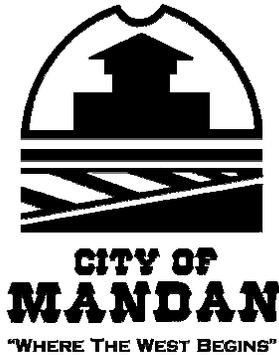
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

Applicant asks that Be abated and correct value applied for 2013 to reflect demolition of building structure

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.

Signature of Preparer (if other than applicant) _____ Date _____ Signature of Applicant _____ Date 1/23/14
1/24/14



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 29, 2014
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw, Assessor
PRESENTER: Shirley Shaw, Assessor
SUBJECT: Assessor Error: Remove Structure Value due to Fire Damage to Mobile Home – Jared Ohlhauser

STATEMENT/PURPOSE: To consider abatement on taxes for a mobile home due to fire that destroyed the home on July 27, 2012. Remove structure value for 2013.

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #5014 on Lot 9, Block 1, Nicola's 1st.

Reason for abatement: To abate the taxes on this mobile home due to a fire on July 27, 2012 that completely destroyed the home. Abate the taxes for 2013 year.

ATTACHMENTS: Application for abatement.

FISCAL IMPACT: Approximately \$766

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve to abate the taxes on the mobile home for 2013 due to assessor error.

SUGGESTED MOTION: A motion to approve to abate the taxes on the mobile home for 2013 due to assessor error.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Assessor Error: Remove Structure Value due to Fire Damage to Mobile Home – Jared Ohlhauser

Page 2 of 3

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

Property ID Number

Name OHLHAUSER JARED

City 5014

Address 1216 7 AVE SE

County 65-3807000

Legal Description of the property involved in this application

Lot: 0009

Block: 001

NICOLA'S 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	\$12,100	Land	\$12,100
Improvements	50,700	Improvements	\$0
Total (1)	62,800	Total (2)	\$12,100

The difference of \$50,700 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)
- 1 10. Other (Explain) ASSESSOR ERROR-VALUE NEEDS TO BE REMOVED FOR 2013 DUE TO MOBILE HOME FIRE IN 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 WE ABATE THE TAXES FOR MOBILE HOME FOR 2013.

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 Jared Ohlhauser Date 01-29-14

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Assessor Error: Remove Structure Value due to Fire Damage to Mobile Home – Jared Ohlhauser

Page 3 of 3

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____

City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approve/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application for the following reason(s): _____

Dated _____, _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest? yes / no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of Commissioners are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement
And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed
With The County Auditor _____



LOCAL PERMIT OR CHARITY LOCAL PERMIT
 NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
 LICENSING SECTION
 SFN 17926 (10/2012)

Consent No. 2

Type: Local Permit * Charity Local Permit

Permit Number
2014-08

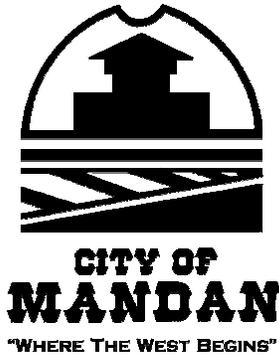
Name of Organization Prairie Learning Center		Date(s) Authorized (Read instruction 2)		
Contact Person Dean Ulmer	Business Phone Number (605) 848-2524	2/16/2014 Beginning	to Ending	
Mailing Address 2815 Memorial Highway	City Mandan	State ND	Zip Code 58554-0000	
Site Name Dean's Steak House	Site Address 2815 Memorial Highway			
City Mandan	State ND	ZIP Code 58554-0000	County Morton	
Check the Game(s) Authorized: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.				
<input type="checkbox"/> Bingo <input type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input checked="" type="checkbox"/> Poker* <input type="checkbox"/> Twenty-one* <input type="checkbox"/> Paddlewheels*				
Restriction:				
Requirement: For a "Charity Local Permit," the organization must file a "Report on a Charity Local Permit" with the city or county auditor <u>and</u> Office of Attorney General within 30 days of the event.				
Date 1/31/2014	Signature of: <input checked="" type="checkbox"/> City Auditor <input type="checkbox"/> County Auditor <i>Jay Gruebele</i>	Printed Name of City or County Auditor Jay Gruebele		Auditor Telephone Number (701) 667-3250

Please see the instructions on the backside of this form on how to complete the Permit.
 For a raffle or calendar raffle, read "Information Required to be Preprinted on a Standard Raffle Ticket" below.

cut along this line

INFORMATION REQUIRED TO BE PREPRINTED ON A STANDARD RAFFLE TICKET:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or four thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty dollars, an organization may state the total number of minor prizes and their total retail price;
5. For a licensed organization, print "office of attorney general" and license number. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on a same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the department of transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of minimum age, a statement that a person must be at least "___" years of age to buy a ticket, or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or four thousand dollars.



Board of City Commissioners Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 30, 2014
SUBMITTING DEPARTMENT: Finance, Meter Reading, Public Works, and Utility Maintenance
DEPARTMENT DIRECTOR: Greg Welch, Finance Director
Jeff Wright, Public Works Director
PRESENTER: Ken Weber, AE2S
SUBJECT: Advertisement for Bids for the Mandan Water Meter Improvements Project.

STATEMENT/PURPOSE:

Consider the Advertisement for Bids for the Mandan Water Meter Improvements 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 6,600 water meters ranging in size from 5/8" to 6" 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.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Advertisement for Bids for the Mandan Water Meter Improvements Project.

Page 2 of 7

On August 20, 2013, Advanced Engineering and Environmental Services presented the recommendations from the Technical Memorandum to Board of City Commissioners. The Board approved the recommendations and requested to enter into a Professional Services Agreement with Advanced Engineering and Environmental Services on September 3, 2013.

On September 3, 2013, the Board of City Commissioners approved to enter into an Agreement with Advanced Engineering and Environmental Services for engineering services for the Project.

On October 1, 2013, the Board of City Commissioners approved a Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Safe Drinking Water Act.

On November 18, 2013 the City was approved by the Industrial Commission of North Dakota for a Loan in the amount of \$2,400,000 from the North Dakota Public Finance Authority's Clean Water State Revolving Fund Program to finance the Project. The interest rate on the Loan is 2.0% plus a 0.5% administrative fee and the maturity date is September 1, 2033.

The Loan will be repaid from user fees. The City is only obligated for the Loan draw requests.

ATTACHMENTS:

- Schedule of Project Activities
- Opinion of Probable Cost
- Advertisement for Bids

FISCAL IMPACT:

- The revised estimated cost of the Project ranges from \$2.2M to \$2.5M.
- The City included this Project in the 2013/2014 Budgets and adjusted the Water and Sewer Base Rate to service the debt on the Loan.

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 January 30, 2014.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Advertisement for Bids for the Mandan Water Meter Improvements Project.

Page 3 of 7

RECOMMENDATION:

To approve the Advertisement for Bids for the Mandan Water Meter Improvements Project.

SUGGESTED MOTION:

To approve the Advertisement for Bids for the Mandan Water Meter Improvements Project.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Advertisement for Bids for the Mandan Water Meter Improvements Project.

Page 4 of 7



Mandan Water Meter Improvements Project
City of Mandan, North Dakota

Schedule of Project Activities

Project Kickoff Meeting	September 17, 2013
Vendor Presentations Complete (subject to vendor availability)	October 1, 2013
Preliminary Engineering Complete	November 1, 2013
Final Engineering Review & EOC	January 31, 2014
Authorization to Bid	February 4, 2014
Final Review with the City	February 6, 2014
Advertisement to Mandan News	February 10, 2014
Advertisement for Bids	February 14, 2014
Bid Opening	March 11, 2014
Bid Recommendations to Commission	March 18, 2014
Notice of Award	April 4, 2014
Notice to Proceed	April 8, 2014
Start Construction	April 9, 2014
End Construction	January 31, 2015

Mandan Water Meter Improvements Project
Opinion of Probable Cost



CONTRACT 1 - "DRIVE-BY" AUTOMATED METER READING SYSTEM

ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
A Bonding	1	LS	\$ 30,000.00	\$ 30,000.00
B Mobilization	1	LS	\$ 10,000.00	\$ 10,000.00
C Residential Water Meter Assembly				
1 Meter Size: 5/8" w/ Transceiver	279	ea	\$ 127.00	\$ 35,433.00
2 Meter Size: 3/4" w/ Transceiver	1126	ea	\$ 127.00	\$ 143,002.00
3 Meter Size: 1" w/ Transceiver	883	ea	\$ 127.00	\$ 112,141.00
D Commercial Water Meters				
1 Meter Size: 1_1/2" w/ Transceiver	58	ea	\$ 1,110.00	\$ 64,380.00
2 Meter Size: 2" w/ Transceiver	45	ea	\$ 1,400.00	\$ 63,000.00
3 Meter Size: 3" w/ Transceiver	21	ea	\$ 1,800.00	\$ 37,800.00
4 Meter Size: 4" w/ Transceiver	5	ea	\$ 2,800.00	\$ 14,000.00
5 Meter Size: 6" w/ Transceiver	9	ea	\$ 4,700.00	\$ 42,300.00
E Meter Interface Units				
1 Radio Transceivers	3900	ea	\$ 50.00	\$ 195,000.00
F Scheduling and Installation				
1 Scheduling	6326	ea	\$ 90.00	\$ 569,340.00
2 Installation of Residential Water Meter Assemblies	2288	ea	\$ 120.00	\$ 274,560.00
3 Installation of Commercial Water Meter Assemblies	138	ea	\$ 750.00	\$ 103,500.00
4 Intallation of Transceivers on existing meters	3900	ea	\$ 50.00	\$ 195,000.00
G Meter Reading Equipment and Training				
1 Laptop Computer	1	ea	\$ 1,200.00	\$ 1,200.00
2 Mobile data Collector	2	ea	\$ 5,000.00	\$ 10,000.00
3 Set-up and Integration with existing billing software	1	ea	\$ 2,500.00	\$ 2,500.00
4 Training	1	LS	\$ 12,000.00	\$ 12,000.00
H Accessories				
1 Curb Stop Replacement	25	ea	\$ 550.00	\$ 13,750.00
SUBTOTAL				\$ 1,928,906.00
Contingencies 8%				\$ 154,312.48
Engineering, Design, and Bidding Services				\$ 175,100.00
TOTAL				\$ 2,258,318.48

ALTERNATE ADDITION - CHANGES TO BASE BID FOR SYSTEM PERFORMANCE AND MANUFACTURER REQUIREMENTS

The scope shall include the supply and construction of hardware and infrastructure to provide a "Fixed-Network" Automated Meter Reading system. In lieu of

ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Accessories				
A1 Tranceivers to replace existing Sensus 510M	300	ea	\$ 50.00	\$ 15,000.00
A2 Additional Scheduling, install, set-up to replace existing Sensus 510M	300	ea	\$ 137.00	\$ 41,100.00
Fixed-Network Automated Meter Reading System				
B1 Fixed Base Station Radio Communicators	1	LS	\$ 63,500.00	\$ 63,500.00
B2 Installation/construction	1	LS	\$ 100,000.00	\$ 100,000.00
B3 Set-up and Integration with existing billing software	1	LS	\$ 2,500.00	\$ 2,500.00
B4 Host Software for Fixed Network	1	ea	\$ 4,300.00	\$ 4,300.00
Meter Reading Equipment				
C1 Handheld data collector	2	ea	\$ 6,800.00	\$ 13,600.00
C2 Host Software for Drive-by	1	ea	\$ 4,300.00	\$ 4,300.00
Base Bid Cost				\$ 1,928,906.00
Alternate Additions				\$ 244,300.00
Subtotal				\$ 2,173,206.00
Contingencies 8%				\$ 173,856.48
Engineering, Design, and Bidding Services				\$ 175,100.00
TOTAL				\$ 2,522,162.48

ADVERTISEMENT FOR BIDS

00030

NOTICE IS HEREBY GIVEN, that the City of Mandan, North Dakota, will receive sealed Bids at the Office of the City Administrator until March 11, 2014 at the hour of 2:00 p.m. local time, for the purpose of furnishing goods and special services for the MANDAN WATER METER IMPROVEMENTS PROJECT, and incidental items, for said City, as is more fully described and set forth in the Equipment Bid Manual which is now on file in the office of the City Engineer. Bids will be opened in the City Commission Chambers at 2:15 p.m. local time and read aloud.

The Work consists of all labor, skill, and materials required to construct the Improvements properly. Major components of the Project are described below.

The Work shall include the supply, scheduling, and installation of water meters, all hardware and software necessary for a fully functional automated water meter reading system, and any supplementary plumbing or piping appropriately associated with each meter. The project generally consists of the following: furnish and install approximately 2300 residential and 150 commercial water meters sized 5/8", 3/4", 1", 1/1/2" 2", 3", 4", and 6"; furnish and install approximately 6600 radio frequency meter interface units (transceivers); furnish and activate water meter reading hardware; furnish and install water meter reading software; and provide training for City staff to operate the automated meter reading system as detailed in the bid form. The system must be compatible with the City's billing software. Work will also require the communication with home and property owners to schedule and coordinate water meter service appointments, and inspection and replacement of any curb stops. Account information of each metered user will be collected and coordinated with the City for use in billing and GIS software. Alternate bids will be considered for accessories, a fixed-network automated meter reading system, and additional meter reading equipment.

Complete digital project bidding documents, pursuant to which labor, materials, or services must be furnished, are available at www.AE2S.com or www.questcdn.com. You may download the digital plan documents for Twenty-Five Dollars and No Cents (\$25.00) by inputting Quest project #3084284 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with this digital project information. Copies of the Bidding Documents may be seen and examined at the office of Advanced Engineering and Environmental Services, Inc. (AE2S), 1815 Schafer Street Suite 301, Bismarck, ND 58501 (701 221-0530). The Bidding Documents are available in the form of printed specifications by request from AE2S, 3101 Frontage Road South, Moorhead, MN for a **NON-REFUNDABLE** charge of Fifty Dollars and No Cents (\$50.00) for each set of Specifications requested. Bidding Documents may also be examined at the following locations: Builders Exchanges in Bismarck, ND; Mandan, ND; Minot, ND; Fargo, ND; Grand Forks, ND; Rapid City, SD; Minneapolis, MN. All Work shall be done according to the Bidding Documents.

All Bids are to be submitted on the basis of cash payment for the Work and materials, and each Bid shall be accompanied by a separate envelope containing a Bidder's Bond, payable to the City of Mandan, in a sum equal to five percent (5%) of the full amount of the Bid, executed by the Bidder as principal and by a surety company authorized to do business in the State of North Dakota, conditioned that if the principal's Bid be accepted and the contract awarded, principal, within fifteen (15) days after Notice of Award, will execute and effect a Contract in accordance with the terms of the principal's Bid and a Contractor's Bond as required by the laws of the State of North Dakota and the regulations and determinations of the City Commission of the City of Mandan, North Dakota. All bidders shall provide a North Dakota Contractor's License in the separate envelope as described and listed in the instructions to bidders.

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Advertisement for Bids for the Mandan Water Meter Improvements Project.

Page 7 of 7

All Bidders must be licensed for the highest amount of their Bids, as provided by Section 43-07-05 of the North Dakota Century Code. Cost of preparation of Bids by Bidder.

Bidders on this Work will be required to comply with Title 40 CFR 35.3145(d). The requirements for Bidders and Contractors under this regulation concerning utilization of Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and Small Business Enterprises (SBE) are explained in the Specifications. The goal for MBE is 1% of the total dollar value of the Project. The goal for WBE is 2% of the total dollar value of the Project.

Bidders are notified that all applicable provisions of the Copeland Act (29CFR Part 3) and the Davis-Bacon Act (29 CFR Parts 1, 3, and 5) are in force on this project.

Bidders on this Work will be required to comply with the President's Executive Order No. 11246, as amended. The requirements for Bidders and Contractors under this order are explained in the Specifications.

Contracts shall be awarded on the basis of the low Bid submitted by a responsible and responsive Bidder deemed most favorable to the City's interest.

All Bids shall be contained in a sealed envelope plainly marked showing that such envelope contains a Bid for the Project. In addition, the Bidder shall place upon the exterior of such envelope the required information as directed by Section 00100 Instruction to Bidders; Article 15.

Bids shall be delivered or mailed to:

City Administrator
City of Mandan
205 2nd Avenue NW
Mandan, ND 58554

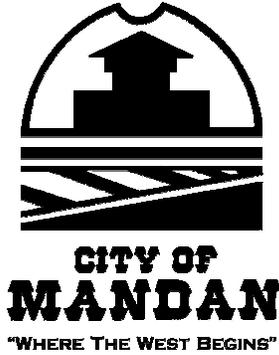
The City of Mandan reserves the right to reject any and all Bids, to waive any informality in any Bid, to hold all Bids for a period not to exceed thirty (30) days from the date of opening Bids, and to accept the Bid deemed most favorable to the interest of the City. After the Bid opening; the Owner will return Bid Security of all except the three lowest responsible Bidders. When a Contract is awarded, the remaining unsuccessful Bidder's Bonds will be returned.

The Work shall be completed and ready for Final Payment no later than January 31st, 2015 with intermediate completion dates for critical Work as detailed in the Specifications. Should the Contractor fail to complete the Work within the time required, as set forth in the Agreement, or within such extra time as may have been granted by formal extensions approved by the City and Engineer, there shall be deducted from any amount due him the sum of \$500.00 per day as compensation to the City for each day and every day that the completion of the Work is delayed. The Contractor and his surety shall be liable for any excess. Such payment shall be as and for liquidated damages and not as a penalty.

All Bidders are invited to be present at the public opening of the Bids.

Dated this 10th day of February, 2014.
Publish: 02/14/14, 02/21/14, 02/28/2014

By: /s/ Jim Neubauer, City Administrator
Mandan, North Dakota



Board of City Commissioners

Agenda Documentation

MEETING DATE: February 4, 2014
PREPARATION DATE: January 31, 2014
SUBMITTING DEPARTMENT: Planning and Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth
SUBJECT: Consider approval of Administering a Deadline for Street Improvement District Requests

STATEMENT/PURPOSE: To consider the approval of administering a deadline for Street Improvement District Requests.

BACKGROUND/ALTERNATIVES: At the end of the 2013 construction season, six street improvement district projects did not meet their contractual completion deadlines. Of these six projects, one was bid in May, one in June, two in July, and two in August. Each project had its own set of conditions. However, a reoccurring theme was that because of the late start in planning, and the infrastructure construction not being completed until late summer or early fall, the street improvement projects were pushed back to a short window for construction. Add to that, the abnormally high amounts of rain the area received in September and October of 2013, meeting these completion deadlines was not reasonable.

Our office believes that in order to promote proactive planning of this year's projects, and to minimize the risk of assessment district projects not meeting contractual deadlines this season, a deadline for bid dates of these projects should be established. This will also ensure that the developers and engineers know the date they need to get their projects in for SID consideration this year.

After some discussion internally and with local engineering firms, we decided to choose July 1st 2014 as the date for which the projects would need to be bid by to participate in a SID. The July 1st date would require that the plans and specs be approved at or before the June 3rd city commission meeting. As always, developers would still have the option to build their streets outside of a lot assessed SID, if they so choose and would not be bound by this deadline.

ATTACHMENTS: None

FISCAL IMPACT: Minimal

STAFF IMPACT: Minimal

Board of City Commissioners

Agenda Documentation

Meeting Date: February 4, 2014

Subject: Consider approval of Administering a Deadline for Street Improvement District Requests

Page 2 of 2

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

RECOMMENDATION: Approve of administering a bid date deadline for assessed Street Improvement District projects of July 1st 2014 for 2014 projects.

SUGGESTED MOTION: I move to approve of administering a bid date deadline for assessed Street Improvement District projects of July 1st 2014 for 2014 projects.