

AGENDA
MANDAN CITY COMMISSION
JANUARY 17, 2017
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M. (SPECIAL TIME)
www.cityofmandan.com

-
- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. MINUTES:
1. Consider approval of the minutes from the January 3, 2017 Board of City Commission Regular Meeting.
- D. PUBLIC HEARING:
- E. BIDS:
- F. CONSENT AGENDA:
1. Consider approval of monthly bills.
 2. Consider approval of pledge of securities reports as required by NDCC 21-04.
 3. Consider approval of Bismarck Mandan Young Professionals Network games of chance at Midway Lanes on February 11, 2017.
 4. Consider approval of a correction in 2016 True & Full Value for Scott & Derek Berger.
 5. Consider adding a Veteran's Credit for Ronald M. Balkowitsch for 2015 & 2016 tax years.
 6. Consider advertisement for Stormwater Masterplan Request For Proposal (RFP).
 7. Consider request for reimbursement money from Morton County and the ND Department of Emergency Services, which has been paid to the City of Mandan, be added back into the Police Department's 2016 budget.
 8. Consider extending vacation hour accrual past their anniversary date for Chauntel Sullivan and Al Fleck, Equipment Operators for the Public Works Department.
 9. Consider request to conduct a public hearing to consider vacation of a portion of public right-of-way on 5th Street SW
- G. OLD BUSINESS:
1. Discussion regarding existing new home construction first \$75,000 exemption.

*Agenda
Mandan City Commission
January 17, 2017
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H. NEW BUSINESS:

1. Consider alternatives for the McKenzie Drive reconstruction project to determine final design approach.
2. Consider Amendment with AE2S for GIS Services and GIS project update
3. Consider commission portfolio and committee assignments.
4. Discussion related to the possible formation of a snow removal committee.
5. Snow removal update – Public Works
6. Update on assistance to Morton County – Police Department
7. Legislative Report

I. RESOLUTIONS AND ORDINANCES:

1. Consider Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

J. OTHER BUSINESS:

1. Update on 30" water transmission line repairs
2. Update on scheduling organization meeting of the Code Enforcement Board of Appeals

K. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:

1. February 7, 2017
2. February 21, 2017 (5 p.m.)
3. March 7, 2017

L. ADJOURN

The Mandan City Commission met in regular session at 5:30 p.m. on January 3, 2017 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Helbling, Rohr, and Davis. Department Heads present were Finance Director Welch, Deputy Police Chief Leingang, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development and Communications Director Huber, Planning & Engineering Director Froseth, Principal Planner Decker, Deputy Assessor Railsback, and Building Official Lalim. Absent: Commissioners Laber and Braun, Police Chief Ziegler, and Assessor Shaw.

B. APPROVAL OF AGENDA:

C. MINUTES:

1. *Consider approval of the following Board of City Commission meetings: December 13, 2016, Regular Meeting (Rescheduled from December 6, 2016) and December 20, 2016, Regular Meeting.* Commissioner Rohr moved to approve the minutes as presented. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Absent; Commissioner Braun: Absent; Commissioner Helbling: Yes. The motion passed.

D. PUBLIC HEARING:

E. BIDS:

F. CONSENT AGENDA

1. *Consider approval of Cost Participation and Maintenance (CPM) Agreement with NDDOT for signs project.*
2. *Consider approval of Preliminary Engineering Reimbursement (PER) Agreement with NDDOT for Main Street Signals project.*
3. *Consider approval of the following Corrections to 2016 True & Full Value abatements: (i) Leo Snider; (ii) Kent & Gail Jacobson.*
4. *Consider approval of the following PD out of state training requests: (i) Det. Matthew Graves – Fire Investigation training in Emmitsburg, MD and Lt. Pat Haug – Improving Criminal Justice Response (Domestic Violence) orientation in Alexandria, VA Jan. 24-26, 2017. Both programs are federally reimbursable.*
5. *Consider approval for reimbursement money from the ND Department of Emergency Services (NDDDES), which has been paid to the City of Mandan, be added back into the Fire Department’s 2016 budget.*

Commissioner Davis moved to approve the Consent Agenda as presented. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Absent; Commissioner Braun: Absent; Commissioner Helbling: Yes. The motion passed.

G. OLD BUSINESS:

H. NEW BUSINESS:

1. *Consider Mandan Growth Fund (MGF) Committee appointments.*

Business Development & Communications Director Huber presented for consideration two appointments to the Mandan Growth Fund Committee. The MGF Committee is a nine-member committee that considers requests for economic development incentives. The committee makes recommendations to the City Commission related to applications for assistance to businesses desiring to expand or locate in the Mandan area.

There are two positions open for consideration with the following preferences: one representative of the Memorial Highway/east Mandan area, and one representative from the community and both terms are for three (3) years. The criteria for MGF Committee members are that they may be representatives of the Mandan business community through ownership or employment with a Mandan business or Mandan residents. Letters of interest were advertised on October 13, 2016, via a news release with a requested deadline for responses of November 1, 2016, or until positions are filled. The members whose terms are expiring include Jeremy Bauer (1st term) and Curtis Patzell (1st term). The different City committees have various term limitations.

The MGF Committee met on December 22, 2016 to consider letters of interests received from Jeremy Bauer, Susan Beehler and Curtis Patzell. After review of the letters and interviews of the applicants the Committee recommended the re-appointments of Jeremy Bauer and Curtis Patzell to second terms for three years, from January 1, 2017 through December 31, 2019.

Commissioner Rohr moved to approve the re-appointments to the Mandan Growth Fund Committee of Jeremy Bauer and Curtis Patzell to second terms of three years, from January 1, 2017 through December 31, 2019. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Absent; Commissioner Braun: Absent; Commissioner Helbling: Yes. The motion passed.

I. RESOLUTIONS AND ORDINANCES:

J. OTHER BUSINESS

1. *Consider declaring a state of emergency to include costs and damages from severe storm activity to limit the hardships and impact of this emergency upon the citizens of the City of Mandan.* Director of Public Works Wright reported that the snow removal efforts have been overwhelming over the last month. He requested that an emergency declaration be declared to assist the Public Works Department with any funding that may become available through the state or federal agencies to help defray the enormous costs. He also provided an update of the activities that have transpired during the last few weeks along with a plan for upcoming street snow removal. Regarding the 2016 snow removal budget, to date invoices have come in at just under \$80,000 from private contractors helping with the snow removal. With the additional contractors the city crews can spend more time in residential areas doing clean up in a timely manner. The City is a little over \$21,000 in the red in the snow removal budget category. Most of that is overtime, including 1,200 hours that were logged in December. Street Department crews have been averaging 65+ hours a week with only approximately 4 days off in the last month or so. The other expense is the snow hauling from private contractors which is about a \$13,000 deficit to date. The additional expenses will be reviewed with Finance Director Welch

with plans to amend the budget. Additional maintenance and supplies include cutting edges and chains for the equipment which have been required with these snowstorms. Those are over and above the budget. There is one loader inoperable at the present time and we are waiting for an estimate of that repair.

Mayor Helbling stated that the private contractors were hired at the onset of the first storms in December. We didn't wait until the emergency declaration was made. Trucks, loaders and snow blowers amounting to at least 20 pieces of equipment are running at various times. A thank you was extended to the Public Works Department for the work done thus far on snow removal.

Director Wright also thanked the other City departments for helping out. He indicated that the next step is to haul snow out from the residential streets and remove snow piles from intersections so that traffic can be seen better. Discussion ensued regarding places to put the snow; as well as the spring thaw with run off being something that should be considered. Director Wright explained the snow route priorities and how they are mapped out. The sidewalks remain to be an issue and are difficult to get to until the residential areas are opened up. Residents were encouraged to clean sidewalks where and when possible. Fire hydrants should also be cleared out by residents if possible.

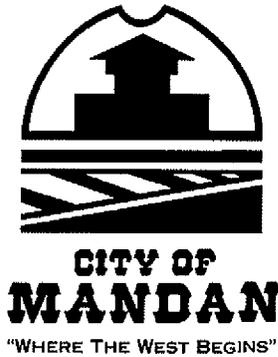
Commissioner Davis moved that the City of Mandan declare a state of emergency due to the snow storms and blizzard conditions that occurred on November 29, 2016, December 5, 2016, December 25, 2016 and January 2, 2017, to include costs and damages from severe storm activity to limit the hardships and impact of this emergency upon the citizens of the City of Mandan. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Absent; Commissioner Braun: Absent; Commissioner Helbling: Yes. The motion passed.

K. ADJOURNMENT:

There being no further actions to come before the Board of City Commissioners, Commissioner Rohr moved to adjourn the meeting at 5:50 p.m. Commissioner Davis seconded the motion. The motion received unanimous approval of the members present. The motion passed.

James Neubauer
City Administrator

Tim Helbling
President, Board of City Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 11, 2017
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Pledge of Securities Reports

PURPOSE

To consider approval of pledge of securities reports.

BACKGROUND

The board of any public corporation may accept from any financial institution, as security for repayment of deposits, a pledge of securities in lieu of a personal or surety bond. When securities are so pledged to the board of any public corporation, the board shall require security in the amount of one hundred ten dollars for every one hundred dollars of public deposits (NDCC 21-04-09).

The board of the public corporation, upon the acceptance of any securities as a pledge for repayment of deposits, shall make a complete and detailed record of such acceptance and approval and shall preserve the same with its other records. Such securities must be reapproved by the board at least semiannually (NDCC 21-04-11).

The City of Mandan currently utilizes the following financial institutions for banking services which meet the pledge of security requirements:

- Wells Fargo Bank
- Starion Bank

ATTACHMENTS

Pledge of securities reports:

- Wells Fargo Bank
- Starion Bank

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

In accordance with the provisions of NDCC 21-04.

RECOMMENDATION

To approve the following pledge of securities reports:

- Wells Fargo Bank
- Starion Bank

SUGGESTED MOTION

Move to approve the following pledge of securities reports:

- Wells Fargo Bank
- Starion Bank



STAGECOACH SWEEP
WELLS FARGO BANK, N.A.
Confirmation
Repurchase Agreement

CITY OF MANDAN
205 2ND AVE NW
MANDAN ND 58554

ACCOUNT SUMMARY

Date : 12/30/2016
Account :

ACCOUNT DETAIL

Investment : Repurchase Agreement

From Date : 12/30/2016
To Date : 01/03/2017

Rate : .01000000 %
Principal : \$ 5,986,352.02
Interest : \$ 6.65

REPURCHASE AGREEMENT DETAIL

Collateralized By : \$ 6,407,317.49
FHG-3 : G08671
% Due : 3.50 %
Maturity Date : 10/01/2045

CUSIP : 3128MJW97
Sequence : 123016
Price : 102.481254
Accrued Interest : \$ 18,688.01

INVESTMENTS NOT FDIC INSURED



BNY MELLON

Broker/Dealer Services
One Wall Street, Fourth Floor
New York, NY 10286

Date: 12/30/16

000445 XBGSCD01
ATTN: GREG WELCH, FINANCE DIRECTOR
CITY OF MANDAN
205 2ND AVE NW
MANDAN, ND 58554

Account Id:

Tax Id Number:

This advice is supplied as part of the Tri-Party Collateral agreement among the Customer, Wells Fargo Bank, N.A. and The Bank of New York Mellon. Any questions should be directed to Vinnette Frater, Senior Associate, BDS/Tri-Party Services,

As agent we confirm the following collateralized deposit information received from Wells Fargo Bank, N.A. as of close of business the last business day of the month.

Date: 12/30/16

The collateral segregated on your behalf on 12/30/16 is as follows:

CUSIP	DESCRIPTION	QUANTITY	MARKET VALUE
3138WHM33	FNMA FNMS 3.000% 07/01/36	341,000.00	327,769.57
TOTAL MKT VALUE			327,769.57

Pledges By Pledgee And Maturity



Pledged To: City of Mandan

Starfon Bank - Mandan, ND

As Of 12/31/2016

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Receipt# Safekeeping Location	CUSIP	ASC 320	Description Maturity Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged			
							Original Face	Par	Book Value	Market Value
WELL: WELLS FARGO	31381U4F1	AFS	FNMA Conv <7 Act/360 Balloon 07/01/19	471622 1.86		993,673.00 100.00%	993,673.00	903,025.14	911,659.60	901,333.56
WELL: WELLS FARGO	3138L3AC9	AFS	FNMA Conv <7 Act/360 Balloon 03/01/20	AM2702 1.94		1,500,000.00 100.00%	1,500,000.00	1,390,191.05	1,408,411.28	1,387,610.23
WELL: WELLS FARGO	892864DN6	AFS	TRAILL WTR RES DIST ND 21 05/01/21			300,000.00 100.00%	300,000.00	300,000.00	300,000.00	298,668.00
WELL: WELLS FARGO	3138E0KF5	AFS	FNMA 15YR 12/01/26	AJ7493 3.00		1,000,000.00 100.00%	1,000,000.00	393,518.40	406,393.03	401,675.62
WELL: WELLS FARGO	31417AM30	AFS	FNMA 15YR 12/01/26	AB3977 4.00		1,500,000.00 100.00%	1,500,000.00	422,115.56	444,996.57	446,934.82
WELL: WELLS FARGO	31417ARL5	AFS	FNMA 15YR 12/01/26	AB4090 3.00		2,421,513.00 100.00%	2,421,513.00	844,285.33	864,896.18	861,786.48
WELL: WELLS FARGO	3138E7TW4	AFS	FNMA 15YR 02/01/27	AK3264 3.00		1,000,000.00 100.00%	1,000,000.00	381,068.87	392,434.20	388,968.03
WELL: WELLS FARGO	3128MERE3	AFS	FHLMC 15YR 05/01/27	G15685 4.00		1,500,000.00 100.00%	1,500,000.00	1,162,547.13	1,234,024.91	1,218,276.23
WELL: WELLS FARGO	3138ELYF4	AFS	FNMA 15YR 10/01/28	AL4309 4.00		1,077,457.00 100.00%	1,077,457.00	522,566.97	554,603.10	554,442.69
WELL: WELLS FARGO	3128MEGJ4	AFS	FHLMC 15YR 04/01/30	G15401 3.50		1,175,000.00 100.00%	1,175,000.00	967,019.31	1,021,475.78	1,015,539.88
WELL: WELLS FARGO	3138ENV55	AFS	FNMA 20YR 05/01/34	AL6035 4.00		1,465,000.00 100.00%	1,465,000.00	1,096,139.72	1,198,045.32	1,167,315.32
WELL: WELLS FARGO	38380BGA7	AFS	GNR 2016-134 CJ 01/20/39			1,250,000.00 100.00%	1,250,000.00	1,239,058.94	1,278,698.42	1,259,146.69
WELL: WELLS FARGO	3137AMNN3	AFS	FHR 4012 JK 12/15/40			1,000,000.00 100.00%	1,000,000.00	421,059.71	436,678.02	436,204.26

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.
1/3/2017 7:56 AM - JHK / BISM

Pledges By Pledgee And Maturity



Pledged To: City of Mandan

Starion Bank - Mandan, ND

As Of 12/31/2016

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Receipt# Safekeeping Location	CUSIP	ASC 320	Description Maturity Prerefund	Pool/Type Coupon	Moody S&P	Original Face Pledged Percent	Pledged			
							Original Face	Par	Book Value	Market Value
WELL: WELLS FARGO	3136AGPP1	AFS	FNR 2013-105 PJ 11/25/41	3.50		1,575,000.00 100.00%	1,575,000.00	899,328.21	931,029.62	932,089.39
WELL: WELLS FARGO	36179MLL2	AFS	GNMA II 5x1 08/20/42	MA0331 2.50		1,900,000.00 100.00%	1,900,000.00	618,368.70	640,674.11	639,794.87
15 Securities Pledged To: - City of Mandan							19,657,643.00	11,560,293.04	12,024,020.14	11,909,786.07

Although the information in this report has been obtained from sources believed to be reliable, its accuracy cannot be guaranteed.
1/3/2017 7:56 AM - JHK / BISM



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

Type: Local Permit * Charity Local Permit

Permit Number
2017-02

Name of Organization Bismarck Mandan Young Professionals Network		Date(s) Authorized (Read instruction 2) 2/11/2017 to 2/11/2017 Beginning Ending	
Contact Person Steven Richard	Business Phone Number		
Mailing Address	City	State	Zip Code
Site Name Midway Lanes	Site Address 3327 Memorial Hwy		
City Mandan	State ND	ZIP Code 58554-001	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 checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input 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 1/9/2017	Signature of: <input checked="" type="checkbox"/> City Auditor <input type="checkbox"/> County Auditor	Printed Name of City or County Auditor Patrick B Haug	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.

2017-02

pd
\$25
1-6-17



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT
OFFICE OF ATTORNEY GENERAL
SFN 9338 (9-2009)

Application for: Local Permit Charity Local Permit (one event per year)

Name of Non-profit Organization Bismarck-Mandan Young Professionals Network		Date(s) of Activity 2/11/2017 to 2/11/2017	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Steven Richard		Title Co-leader	Business Phone Number
Business Address	City	State	Zip Code
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted Midway Lanes		Site Address 3327 Memorial Highway	
City Mandan	State ND	Zip Code 58554-4696	County Morton
Check the Game(s) to be Conducted: *Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
50/50 Raffle	50% of cash pot	\$1,000.00			
Total:					(Limit \$12,000 per year) \$ 1,000.00

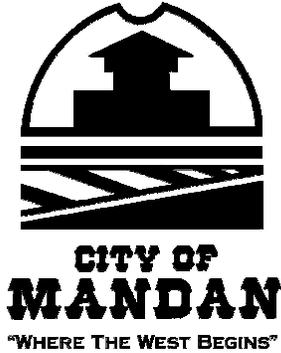
Intended uses of gaming proceeds: Cash donation to the Bismarck Cancer Center Foundation, EIN 26-0466647

Does the organization presently have a state gaming license? No Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? No Yes - If "Yes," indicate the total value of all prizes previously awarded: \$ _____. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official <i>Steven Richard</i>	Date 1/6/2017	Title Co-leader Service Team	Business Phone Number
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Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 10, 2017
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw
PRESENTER: Shirley Shaw
SUBJECT: Correction to 2016 Values

STATEMENT/PURPOSE: To consider a correction in 2016 True & Full Value for Scott & Derek Berger

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #65-2604000 E1/2 Lot 6 Block 31 Mandan Proper (OT)

Reason for abatement: To correct the 2016 market value of the property

ATTACHMENTS: Property Record Sheets, Tax Statement

FISCAL IMPACT: \$275

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve to correct values as presented for 2016 for Scott & Derek Berger.

SUGGESTED MOTION: A motion to approve to correct values as presented for 2016 for Scott & Derek Berger

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

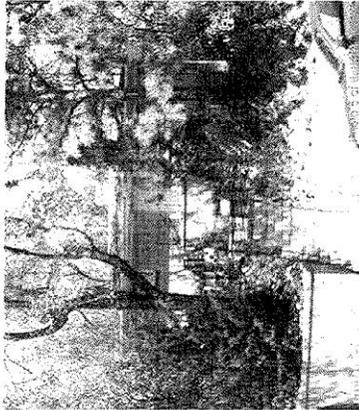
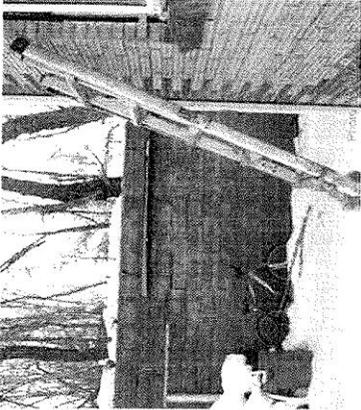
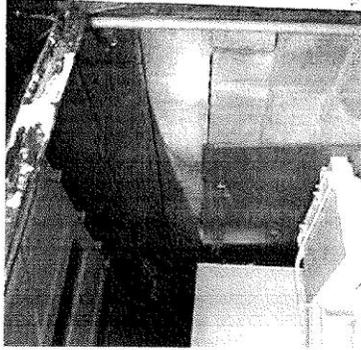
Subject: Consider a correction in 2016 True & Full Value for Scott & Derek Berger

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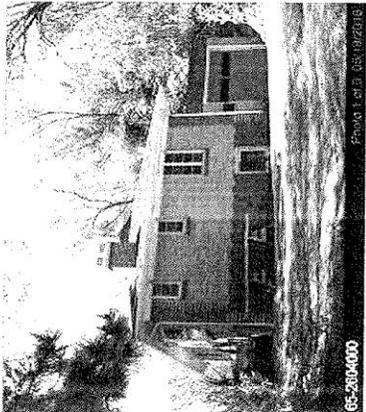
Thu, 12/22/2016, 4:39 PM Page 4

Prior Year	Comment	Value Type	Location	Class	Land Value	Dwelling Value	Improvement Value	M & E Value	Total Value
1991		Import	Urban	Res	\$4,800	\$43,600	\$0	\$0	\$48,400
1992		Import	Urban	Res	\$4,800	\$44,000	\$0	\$0	\$48,800
1993		Import	Urban	Res	\$4,800	\$45,800	\$0	\$0	\$50,600
1994		Import	Urban	Res	\$4,600	\$55,500	\$0	\$0	\$60,100
1995		Import	Urban	Res	\$4,400	\$55,100	\$0	\$0	\$59,500
1996		Import	Urban	Res	\$4,400	\$57,100	\$0	\$0	\$61,500
1997		Import	Urban	Res	\$4,400	\$53,700	\$0	\$0	\$58,100
1998		Import	Urban	Res	\$4,400	\$58,500	\$0	\$0	\$62,900
1999		Import	Urban	Res	\$4,400	\$60,100	\$0	\$0	\$64,500
2000		Import	Urban	Res	\$4,400	\$59,000	\$0	\$0	\$63,400
2001		Import	Urban	Res	\$4,300	\$58,200	\$0	\$0	\$62,500
2002		Import	Urban	Res	\$4,200	\$57,600	\$0	\$0	\$61,800
2003		Import	Urban	Res	\$4,500	\$62,200	\$0	\$0	\$66,700
2004		Import	Urban	Res	\$4,600	\$63,400	\$0	\$0	\$68,000
2005		Import	Urban	Res	\$4,600	\$66,300	\$0	\$0	\$70,900
2006		Import	Urban	Res	\$4,600	\$67,300	\$0	\$0	\$71,900
2007		Import	Urban	Res	\$4,600	\$67,000	\$0	\$0	\$71,600
2008		Import	Urban	Res	\$4,800	\$73,800	\$0	\$0	\$78,600
2009		Import	Urban	Res	\$4,900	\$75,600	\$0	\$0	\$80,500
2010		Import	Urban	Res	\$4,900	\$73,700	\$0	\$0	\$78,600
2011		Import	Urban	Res	\$5,000	\$84,100	\$0	\$0	\$89,100
2012		Import	Urban	Res	\$5,200	\$77,900	\$0	\$0	\$83,100
2013		Import	Urban	Res	\$5,200	\$103,500	\$0	\$0	\$108,700
2014		Import	Urban	Res	\$5,700	\$106,600	\$0	\$0	\$112,300
2015	Import from County file.	Appr	Urban	Res	\$12,500	\$127,500	\$0	\$0	\$140,000
2016		Appr	Urban	Res	\$12,500	\$139,200	\$0	\$0	\$151,700

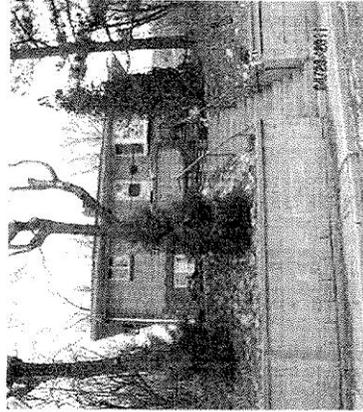
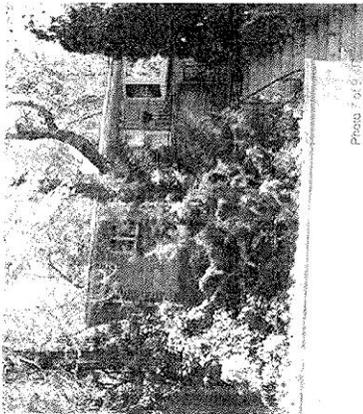
Thu, 12/22/2016, 4:39 PM Page 5



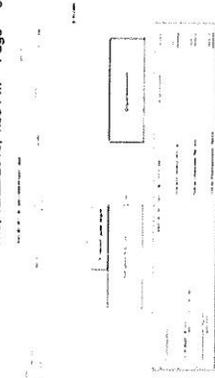
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Thu, 12/22/2016, 4:39 PM Page 6



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Notes:

Note Title: Original AS-400 Notes

12/22/2016-COMPLETED REASSESSMENT OF HOME EXTR ONLY-HOME WAS BUILT BACKED UP TO A HILL, THE TREE ROOTS AND EROSION HAVE CAUSED THE HILL TO PUSH ON THE GARAGE WALL CREATING BULGING AND BREAK DOWN TO THE STRUCTURAL INTEGRITY. THE WHOLE HOME SITS ON A STEEP HILL AND HAS EROSION ON THE FRONT OF RETAINING WALLS AS WELL-REDUCED BY 10% UNTIL REVIEW OF REMODEL PERMIT TO RE-DETERMINE %.

05/18/2016- SALE REVIEW OF HOME-PER GRADE GUIDE MADE ADJUSTMENT. HOME APPEARS TO BE LISTED APPROPRIATELY TO REPLACEMENT COST-NO OTHER CHANGES. PER PICTURES AND PERMITS HOME HAS BEEN MAINTAINED AND IS IN GOOD COND. HOME HAS MASONARY FP 2 STORY -IN LOWER AND UPPER LEVEL LIVING RMS-MELANIEA

2016 MLS LISTING; CHECK OUT THIS GREAT INVESTMENT PROPERTY! THIS ALL BRICK DUPLEX HAS GREAT RENTAL HISTORY. THE UPPER UNIT HAS TWO BEDROOMS, A FULL BATH, THEIR OWN WASHER AND DRYER, A BAY WINDOW AND CURRENTLY RENTS FOR \$900 PER MONTH. THE LOWER UNIT HAS ONE BEDROOM, A FULL BATH, THEIR OWN WASHER AND DRYER AND IN CURRENTLY RENTED FOR \$550 PER MONTH. BOTH UNITS HAVE A WOOD BURNING FIREPLACE IN THE LIVING ROOMS AND WINDOW AIR CONDITIONING. THE GARAGE IS ATTACHED AND HAS A PRIVATE ENTRY INTO THE LOWER UNIT. THERE IS A PATIO AREA IN THE FRONT YARD AND BACK YARD.

2011 - WOOD TRIM IS NOT OAK. MAIN FLOOR RENTS FOR \$615 + MDU 7-11 BASEMENT RENTS FOR \$470 + MDU DIRT/GRAVEL DRIVEWAY, RETAINING WALLS. MADE OF CONCRETE AND SOME MADE OF CLUNKERS; WOOD SOFFITS ;DAY LIGHT BASEMENT ON SOUTHSIDE OF HOUSE ;ENTIRE HOUSE IS SLIDING DOWN THE HILL. BOWING CRACKS NORTH WALL IN GARAGE AND BF FRONT STEPS AND FRONT RETAINING WALL CRUMBLING LEAKING PLUMBING CAUSING MOLD ISSUES INSIDE THE HOME

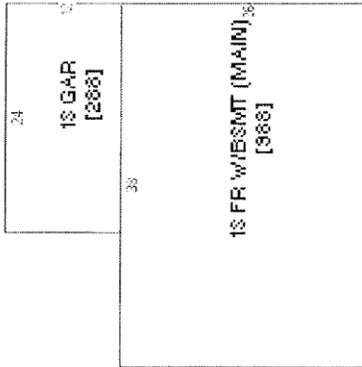
Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: Consider a correction in 2016 True & Full Value for Scott & Derek Berger

Page 9 of 10



Board of City Commissioners
 Agenda Documentation
 Meeting Date: January 17, 2017
 Subject: Consider a correction in 2016 True & Full Value for Scott & Derek Berger
 Page 10 of 10

2016 MORTON COUNTY REAL ESTATE TAX STATEMENT

Parcel Number: 65-2604000
Jurisdiction: CITY OF MANDAN
Physical Location: SCOTT BERGER & DEREK BERGER, 510 2ND ST NE
Legal Description: BLK-031, MANDAN PROPER, E 1/2 LOT 6

Statement No: 1321

2016 TAX BREAKDOWN
 Net consolidated tax 1,609.18
 Plus: Special Assessments 271.46
 Total tax due 1,880.64
 Less: 5% discount 90.45
 if paid by Feb. 15th
Amount due by Feb. 15th 1,800.19
 Or pay in two installments (with no discount):
 Payment 1: Pay by Mar. 1st 1,076.05
 Payment 2: Pay by Oct. 16th 804.59

ACRES: .08

Legislative tax relief (3-year comparison):

	2014	2015	2016
State school levy reduction	631.75	787.50	953.36
12% state-paid tax credit	190.46	211.49	219.43
Total legislative tax relief	822.21	998.99	1,072.81

Tax distribution (3-year comparison):

	2014	2015	2016
True And Full Value	112,300	140,000	151,700
Taxable Value	5,054	6,300	6,827
Less: Homestead credit			
Veterans' credit			
Net Taxable Value	5,054	6,300	6,827
Mill Levy	314.050	279.750	267.850

Taxes By District (in dollars):

	2014	2015	2016
State	5.05	6.30	6.83
County	431.41	508.28	510.25
City/Twp CITY OF MANDAN	379.20	419.96	401.70
School MANDAN PUBLIC SCHOOL	545.88	608.52	691.64
CO WIDE	23.80	9.95	10.79
CITY PARKS 65	181.64	189.76	189.31
WATER RES 2	20.22	19.66	18.09

Consolidated Tax	1,587.20	1,762.43	1,828.61
Less: 12% state-paid credit	190.46	211.49	219.43
Net consolidated tax	1,396.74	1,550.94	1,609.18
Net effective tax rate	1.24%	1.11%	1.06%

Detach here and mail with your payment

Please Indicate Address Change, if Any
 Providing a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or process the payment as a check transaction. Inquiries please call 701-667-3310

Penalty on 1st Installment & Specials	
March 2	3%
May 1	6%
July 3	9%
October 17	12%
Penalty on 2nd Installment	
October 17	6%

FOR ASSISTANCE, CONTACT:

Office: Morton County Treasurer
 Phone: 701-667-3310
 Website: www.co.morton.nd.us

Credit cards and Visa debit cards will be accepted at the office or www.co.morton.nd.us.
 To pay by phone: 1-888-272-9829 (Code 4402).
 Service Fees will apply to all credit/debit card payments.

2016 Morton County Real Estate Tax Statement

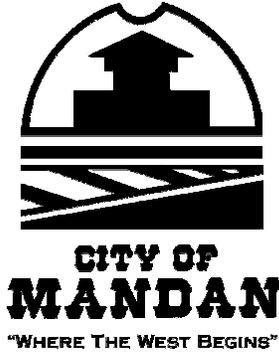
Your canceled check is your receipt for your payment.
 No receipt will be issued.

Parcel Number: 65-2604000 **MP #** 72974
Statement Number: 1321 **Taxpayer #** 72974

Total Tax due 1,880.64
 Less 5% discount 80.45
Amount due by Feb. 15th 1,800.19
 Or pay in two installments (with no discount):
 Payment 1: Pay by Mar. 1st 1,076.05
 Payment 2: Pay by Oct. 16th 804.59

SCOTT BERGER & DEREK BERGER
 510 2ND ST NE
 MANDAN ND 58554

MAKE CHECK PAYABLE TO:
MORTON COUNTY TREASURER
 210 2ND AVE NW
 MANDAN ND 58554



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 10, 2017
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw
PRESENTER: Shirley Shaw
SUBJECT: Abatement for Veteran's Credit 2015 & 2016

STATEMENT/PURPOSE: To add Veteran's Credit for Ronald M Balkowitsch for 2015 & 2016 tax years.

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #65-0054000 Lot 7 Block 4 Albers Neff 2nd

Reason for abatement: To apply a 70% Veteran's Credit for 2015 & 2016 tax years

ATTACHMENTS: 2015 Application, 2015 Abatement, 2016 Application, & 2016 Abatement

FISCAL IMPACT: \$0-Reimbursement from State

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve the Veteran's Credit for 2015 & 2016 for Ronald Balkowitsch

SUGGESTED MOTION: A motion to approve Veteran's Credit as presented for 2015 and 2016 tax years for Ronald Balkowitsch

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: To add Veteran's Credit for Ronald M Balkowitsch for 2015 & 2016 tax years.

Page 2 of 5

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 - Scheduler 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: 65-0054000 CITY ID 0054
Property Owner: RONALD M BALKOWITSCH
Property Address: 908 6TH ST NW MANDAN, ND 58554
Legal Description: LOT 7 BLOCK 4 ALBERS NEFF 2ND

Is this property the applicant's homestead? Yes [X] No []
Taxable valuation of fixtures buildings, and improvements: \$

Enter the percentage of the veteran's disability compensation rating for service-connected disabilities as certified by the Department of Veterans' Affairs for the purpose of applying for a property tax credit. 70 %

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

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 [X]
B. Is being purchased by you under a contract for deed []
C. Is held in joint tenancy with one other than spouse []
D. Is held under a life estate in property []
E. Is held in a revokable trust []

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 exemption for first time. (This document is confidential.)

Provide a certificate from the Department of Veterans' Affairs certifying to the percentage of service-connected disability when claiming exemption 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 2015 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 [X] Disapproved []

Percentage approved 70 %

x Eligible Taxable value \$

Valuation exempted \$

Ronald M Balkowitsch 1/17/2017
Applicant Date
Marilyn G. ... 12/25/16
Assessor or Director of Tax Equalization Date

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: To add Veteran's Credit for Ronald M Balkowitsch for 2015 & 2016 tax years.

Page 3 of 5

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 I.D. No. 165-0054000, Name Ronald M Balkowitsch, Telephone No., Address 908 4th St NW Mandan ND

Table with 2 columns: Total true and full value of the property described above for the year 2015 is: Land \$ 20,000, Improvements \$ 128,400, Total \$ 148,400. Total true and full value of the property described above for the year 2015 should be: Land \$ 20,000, Improvements \$ 128,400, Total \$ 148,400.

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

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
2. Residential or commercial property's true and full value exceeds the market value
3. Error in property description, entering the description, or extending the tax
4. Nonexisting improvement assessed
5. Complaint 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 making 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) Property qualifies for Veterans Credit

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 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 Veterans Credit be applied for 70% disability rating.

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

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: To add Veteran's Credit for Ronald M Balkowitsch for 2015 & 2016 tax years.

Page 4 of 5

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 - Scheduler 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: 65-0054000 CITY ID 0054
Property Owner: RONALD M BALKOWITSCH
Property Address: 908 6TH ST NW MANDAN, ND 58554
Legal Description: LOT 7 BLOCK 4 ALBERS NEFF 2ND

Is this property the applicant's homestead? Yes [x] No []
Taxable valuation of fixtures buildings, and improvements: \$

Enter the percentage of the veteran's disability compensation rating for service-connected disabilities as certified by the Department of Veterans' Affairs for the purpose of applying for a property tax credit. 70 %

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

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 [x]
B. Is being purchased by you under a contract for deed []
C. Is held in joint tenancy with one other than spouse []
D. Is held under a life estate in property []
E. Is held in a revokable trust []

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 exemption for first time. (This document is confidential.)

Provide a certificate from the Department of Veterans' Affairs certifying to the percentage of service-connected disability when claiming exemption 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 [x] Disapproved []

Percentage approved 70 %

x Eligible Taxable value \$

Valuation exempted \$

Applicant signature and date
Assessor or Director of Tax Equalization signature and date

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: To add Veteran's Credit for Ronald M Balkowitsch for 2015 & 2016 tax years.

Page 5 of 5

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 I.D. No. 65-0054000
Name Ronald M. Balkowitsch Telephone No.
Address 908 6th St NW Mandan ND

Legal description of the property involved in this application:

Total true and full value of the property described above for the year 2016 is:
Land \$ 20,000
Improvements \$ 140,400
Total \$ 160,400 (1)

Total true and full value of the property described above for the year 2016 should be:
Land \$ 20,000
Improvements \$ 140,400
Total \$ 160,400 (2)

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 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) property qualifies for Veterans Credit

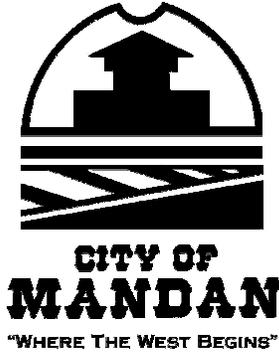
The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.
1. Purchase price of property: \$ Date of purchase:
Terms: Cash Contract Trade Other (explain)
Was there personal property involved in the purchase 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 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 Veterans credit be applied for 70% disability rating

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.

Melanie Meschler 1/20/16
Signature of Preparer (if other than applicant) Date Signature of Applicant Date



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Consider Advertisment for Stormwater Masterplan Request for Proposal (RFP)

STATEMENT/PURPOSE: To seek approval of advertisement of the Stormwater Masterplan RFP.

BACKGROUND/ALTERNATIVES: During the first December of 2016 City Commission meeting I presented basic goals and objectives of a requested city-wide Stormwater Masterplan. It was at that time that our office was directed to develop those goals and objectives into an RFP in order to find an engineering consultant firm with the resources and expertise to create this masterplan. Our office has put together such an RFP with is attached in draft form. We would like to start advertising this RFP on January 20th in order to reach an agreement with a consultant in March.

ATTACHMENTS:

- 1) Request for Proposal Advertisement
- 2) DRAFT form of Stormwater Masterplan

FISCAL IMPACT: Estimate it would take about \$200,000 to reasonably cover project deliverables. Utility funds have been identified for the masterplan with hub city funds still a consideration.

STAFF IMPACT: Minimal

LEGAL REVIEW: All items forwarded to City Attorney for his review.

RECOMMENDATION: Approve of advertisement for the Stormwater Masterplan RFP

SUGGESTED MOTION: I move to approve advertisement of the Stormwater Masterplan RFP.

ADVERTISEMENT

January 20, 2017

Notice is hereby given that the City of Mandan Engineering Department will receive sealed proposals for a qualified and experienced firm to conduct a stormwater masterplan study and provide a masterplan report as outlined in the request for proposal (hereinafter "RFP") for the City. Proposals should be submitted in a sealed package to the city engineering office, by **4:00p.m. Friday, February 17th, 2017** at which time the proposals will be publicly opened and acknowledged in the City's Commission Chambers.

The main objectives of this RFP in order of priority are to 1) Analyze existing conditions at known existing stormwater problem and complaint areas as directed by city staff throughout the city to complete correction recommendations. 2) Audit City's current stormwater ordinance and review processes to complete ordinance revision and review recommendations. 3) Consider the feasibility and recommend processes to realize regional stormwater management facilities in future large-scale growth areas. 4) Assist the City in implementing systems of review and action items necessary to stay consistent with the City's MS4 permit. Proposals must be submitted in accordance with the conditions outlined in the RFP.

Refer to the City of Mandan's website, under the "Bids & Request for Proposals" category for the entire RFP. Dates are outlined as follows:

Release RFP: January 20, 2017

Question Deadline: February 9th, 2017

Proposal Deadline: February 17th, 2017 (4:00p.m.)

Interviews (By Invite): Week of March 6th or March 13th

Recommend Selection to City Commission: March 21st

Start Project: March of 2017 (After contract execution)

Complete Project: 2018

Publish: 1/20/17 & 1/27/17

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2016

Consider Advertisement for Stormwater Masterplan Request for Proposal (RFP)

Page 3 of 9

REQUEST FOR PROPOSALS

Stormwater Masterplan



**CITY OF
MANDAN**
"WHERE THE WEST BEGINS"

City of Mandan
Engineering Department
205 2nd Avenue NW
Mandan, ND 58554

January 2017

City of Mandan Request for Proposal Stormwater Masterplan

January 20, 2017

Notice is hereby given that the City of Mandan Engineering Department will receive sealed proposals for a qualified and experienced firm to conduct a stormwater masterplan study and provide a masterplan report as outlined in the request for proposal (hereinafter "RFP") for the City. Proposals should be submitted in a sealed package to the city engineering office, by **4:00p.m. Friday, February 17th, 2017** at which time the proposals will be publicly opened and acknowledged in the City's Commission Chambers.

The main objectives of this RFP in order of priority are to 1) Analyze existing conditions at known existing stormwater problem and complaint areas as directed by city staff throughout the city to complete correction recommendations. 2) Audit City's current stormwater ordinance and review processes to complete ordinance revision and review recommendations. 3) Consider the feasibility and recommend processes to realize regional stormwater management facilities in future large-scale growth areas. 4) Assist the City in implementing systems of review and action items necessary to stay consistent with the City's MS4 permit. Proposals must be submitted in accordance with the conditions outlined in the RFP.

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Recommend Selection to City Commission: March 21st

Start Project: March of 2017 (After contract execution)

Complete Project: 2018

Publish: 1/20/17 & 1/27/17

City of Mandan Request for Proposal Stormwater Masterplan

Background Information

The City of Mandan has a population of 21,382 people according to a 2015 estimate and consists of approximately 14 square miles of land area. Mandan is the county seat of Morton County in south-central North Dakota.

Currently the City of Mandan operates a stormwater utility that includes the collection and conveyance of runoff to established outfalls. Operation of the public stormwater system is permitted by the North Dakota Department of Health through the State's Municipal Separate Storm Sewer System (MS4) Permit.

Proper stormwater management is an objective of the City, and for good reason. If not properly controlled, runoff from spring snowmelt, prolong periods of rain, or powerful storms has the potential to impact public safety, cause property damage, and pollute waterways. A formal stormwater management effort was implemented in 2006 with the City adopting an ordinance to require stormwater management planning. Our ordinance demands that multi-family, commercial, and industrial sites, along with residential subdivisions, submit a stormwater management plan before proceeding with their development.

Project Overview

This Request for Proposals (RFP) is for Stormwater Management Master Planning services to be provided to the City of Mandan. The intent of this RFP is to gather pertinent information concerning the ability of consultants to meet the needs of the City with the type of services as outlined within the Proposed Scope of Work section.

In general, the Consultant will need to assist the City in determining regional stormwater management facilities for developing areas, establishing stormwater quality requirements for development projects, provide recommendations to improve the efficiency of issuing stormwater approvals for development projects, and provide an audit for the City's compliance with the requirements of the MS4 permit.

It is expected that the majority of this project be performed in 2017 with some tasks falling into 2018. The City of Mandan has budgeted \$200,000 for this project.

Proposed Scope of Work

1. **Existing Storm Sewer System Assessment:** Address existing stormwater management problems throughout the City by:
 - a. Analyze areas where problems are apparent and complaints are common.
 - b. Form recommendations for the City to cost effectively correct problem areas.
 - c. Prioritize existing problem areas.

City of Mandan Request for Proposal Stormwater Masterplan

- d. Prepare a capital improvement plan for existing problem areas.
2. **Development Process Assessment:** Make recommendations for the City to improve its handling of stormwater management for development projects:
 - a. Audit past plans for proper adherence to stormwater ordinance. Estimate of 15-20.
 - b. Audit past project construction for adherence to plans. Estimate of 15-20.
 - c. Audit current ordinance and corresponding stormwater manual to suggest changes to streamline and improve.
 - d. Audit our technical review of submitted Stormwater Management Plans and suggest improvements for consistent quality control of each plan.
3. **Regional Stormwater Management Recommendations:** Consider areas of town where large scale development is most likely to occur and provide guidance for implementation of regional stormwater management facilities including:
 - a. Location
 - b. Size, considering type of development
 - c. Hydraulic Impact
 - d. Administrative setup and funding
4. **MS4 Program Assessment:** Provide a review and audit of the City MS4 Program and provide recommendations to bring our system of stormwater management in continuity with the current North Dakota MS4 permit.

Proposal Requirements

Four hard copies and one electronic copy (on flash drive or CD in a PDF format) of the proposals shall be submitted. The proposals shall be labeled "Stormwater Masterplan" and mailed or delivered to:

City of Mandan Engineering Department
205 2nd Avenue NW
Mandan, ND 58554

The proposal should include the following information. Items 2-7 are to be part of written response and to be kept to a maximum of 10 pages. The proposal cover and table of contents are not included in the page limit. The required appendices (A-D) also do not have a page limit.

City of Mandan Request for Proposal Stormwater Masterplan

1. Cover letter to generally explain consultant's capability and willingness to perform the project as described. The cover letter shall be signed by an official of the firm who has the authority to enter into an agreement.
2. Information on the consultant's experience as it relates to the following:
 - a. Stormwater Modeling
 - b. Stormwater Utility Rates
 - c. Stormwater Ordinance Review and Writing
 - d. MS4 Permitting and Compliance
 - e. Stormwater Master Plans for Developing Areas
3. Explain Basic Project Understanding
4. Proposed Project Approach:
 - a. Provide a recommendation for deliverables that meet the proposed scope of work described above.
 - b. Identify interim and final deliverables for each of the objectives listed in the section above.
 - c. Describe how City staff and their input will be integrated into the completion of the project.
5. Qualifications
 - a. Overall company qualifications.
 - b. Description of project team including roles and responsibilities.
 - c. Notable qualifications of key team members (Resumes in Appendix A).
 - d. Relevant project experience along with project reference contact information (Appendix C).
6. Location of firm and staff performing the work. If not in the Bismarck-Mandan metro area, how might that geographical gap be bridged during the project?
7. Willingness to meet time and budget requirements.

Appendix A: Resumes of key staff

Appendix B: Summary of similar past projects

Appendix C: Minimum of three (3) references

Appendix D: Fee schedule that includes hourly rates for project personnel.

Also included within Appendix D, estimate the percentage of time each grade level of employee will spend on each project task. For example, if it is thought that task 3 will

City of Mandan Request for Proposal Stormwater Masterplan

require 50% of time from a junior level GIS technician, and 50% of time from a senior level GIS technician indicate that along with the associated fees for each. Table format is preferred for this.

Evaluation Criteria and Process

A selection committee will conduct an evaluation of proposals based on the previously listed proposal requirements and appendices. The committee will select consultants based on the proposals to interview and demonstrate their capabilities in person. The expected schedule of evaluation and selection is as follows:

Release RFP: January 20, 2017

Question Deadline: February 9th, 2017

Proposal Deadline: February 17th, 2017 (4:00p.m.)

Interviews (By Invite): Week of March 6th or March 13th

Recommend Selection to City Commission: March 21st

Start Project: March of 2017 (After contract execution)

Complete Project: 2018

Miscellaneous

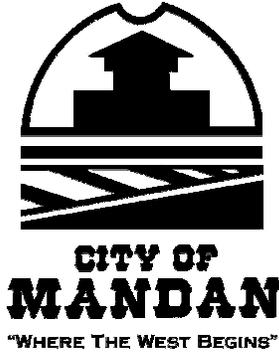
1. All costs directly or indirectly related to preparation of a response to this RFP, any oral presentations required to supplement and/or clarify a proposal, and/or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of and shall be borne completely by the proposer.
2. All proposals must include a statement that they are valid for a minimum period of ninety (90) days subsequent to the RFP closing date.
3. The City reserves the right to require additional technical and pricing information during the evaluation period. Each proposal must designate person(s) who will be responsible for answering technical and contractual questions.
4. The City reserves the right to negotiate all elements of a proposal to ensure that the best possible consideration be afforded to all concerned. The City reserves the right to reject any or all proposals and to re-solicit for services.

City of Mandan Request for Proposal Stormwater Masterplan

5. Questions pertaining to this document shall be e-mailed to Justin Froseth (jfroseth@cityofmandan.com) no later than 11:59 PM local time, Thursday, February 9th, 2017 to guarantee a response. All questions and their answers will be posted on the City's website by Monday, February 13th. However, staff will strive to answer questions and post them on the city website in a timely manner after they have been asked.

End of Document

DRAFT



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17th, 2017
PREPARATION DATE: January 12th, 2017
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief Jason Ziegler
PRESENTER: Chief Jason Ziegler
SUBJECT: Budget Amendment -NDDDES Reimbursements

STATEMENT/PURPOSE: To request approval for reimbursement money from Morton County and the ND Department of Emergency Services, which has been paid to the City of Mandan, be added back into the Police Department's 2016 budget.

BACKGROUND/ALTERNATIVES:

Expenses directly related to the Mandan Police Department's assistance to the Morton County Sheriff's Department have initially been paid from the police department's budget. These expenses began in August 2016 and are currently continuing each month. They include wages, mileage, and some miscellaneous expenses. The police department has recently submitted another request for reimbursement to the ND Department of Emergency Services.

ATTACHMENTS: None

FISCAL IMPACT: The reimbursement totals for this request are:

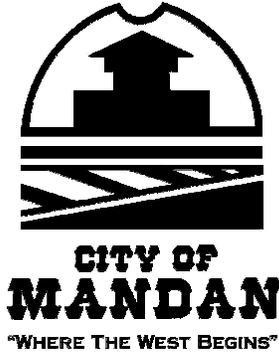
- Personnel Costs = \$39,927.52
- Transportation Costs = \$623.70
- Total = \$40,551.22

STAFF IMPACT: None

LEGAL REVIEW: None

RECOMMENDATION: Approve the transfer of the reimbursed funds back into the police department's budget.

SUGGESTED MOTION: Move to approve for the reimbursement dollars from ND Department of Emergency Services, for police department expenses, be moved back into the Police Department's 2016 budget.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright
PRESENTER: Jeff Wright, Public Works Director
SUBJECT: Consider extending vacation hour accrual past their anniversary date for Chauntel Sullivan and Al Fleck, Equipment Operators for the Public Works Department.

STATEMENT/PURPOSE: Due to the winter conditions we have experienced this year, Chauntel Sullivan and Al Fleck are unable to get their vacation accrual below the 120 hour carry over at their anniversary date. Please consider extending the time to use their excess vacation hours to June 30, 2017.

BACKGROUND/ALTERNATIVES: Al Fleck was unable to use vacation during these snowstorms and while laid up after his knee surgery, Al will be over 180 hours of vacation accrual after January 13, 2017. Al's anniversary date is February 20. He will be able to use some of this vacation between now and February 20, but not all.

Chauntel is over 164 hours of vacation accrual and has an anniversary date of January 28, again she will be able to use some but not all of her hours before January 28.

I would like to thank Public Works staff for their efforts in cleaning up after the 50 plus inches of snow, which includes sacrificing time off to help dig out the City.

ATTACHMENTS: N/A
FISCAL IMPACT: N/A
STAFF IMPACT: N/A
LEGAL REVIEW: N/A

RECOMMENDATION: Approve extending vacation hour accrual past their anniversary date for Chauntel Sullivan and Al Fleck, Equipment Operators for the Public Works Department.

SUGGESTED MOTION: Move to extend vacation hour accrual past their anniversary date for Chauntel Sullivan and Al Fleck, Equipment Operators for the Public Works Department.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 11, 2017
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright
PRESENTER: Jeff Wright
SUBJECT: Consider for approval request to conduct a public hearing to consider vacation of a portion of the public right-of-way of 5th Street SW

STATEMENT/PURPOSE:

Changes have been proposed for the buildings at the Public Works maintenance yard located along 6th Avenue SW. In order to accommodate those changes, a portion of 5th Street SW needs to be vacated.

BACKGROUND/ALTERNATIVES:

The proposed design includes adding additional building space and reconfiguring parking. Utilities will be relocated to allow this project to proceed.

In order to accommodate the design, 5th Street needs to be vacated.

The process for vacation of a public right-of-way is as follows:

1. City Commission votes to schedule a public hearing to consider vacation of public right-of-way.
2. The notice of public hearing is published four (4) times with the first notice being at least thirty (30) days prior to the public hearing.
3. Letters are sent to all property owners within three hundred (300) feet of the proposed vacation.
4. The City Commission conducts the public hearing to consider the proposed vacation of public right-of-way.
5. After holding the public hearing, the City Commission adopts a resolution vacating the public right-of-way.

The limits of the proposed vacation of public right-of-way are as follows:

As shown on the plat of the Southside Second Addition to the City of Mandan, beginning at the northwest corner of the intersection of 6th Avenue S.W. and 5th Street S.W. proceed west a distance of 310.00 feet along the north boundary of 5th Street S.W. to the centerline of the vacated right-of-way of Railway Avenue S.W., thence south eighty (80) feet along the centerline of the vacated Railway Avenue S.W., thence east a distance of 310.00 feet along the southern boundary of 5th Street S.W. to the southwest corner of the intersection of 6th Avenue S.W. and 5th Street S.W., thence eighty (80) feet north to the point of beginning.

FISCAL IMPACT: minimal

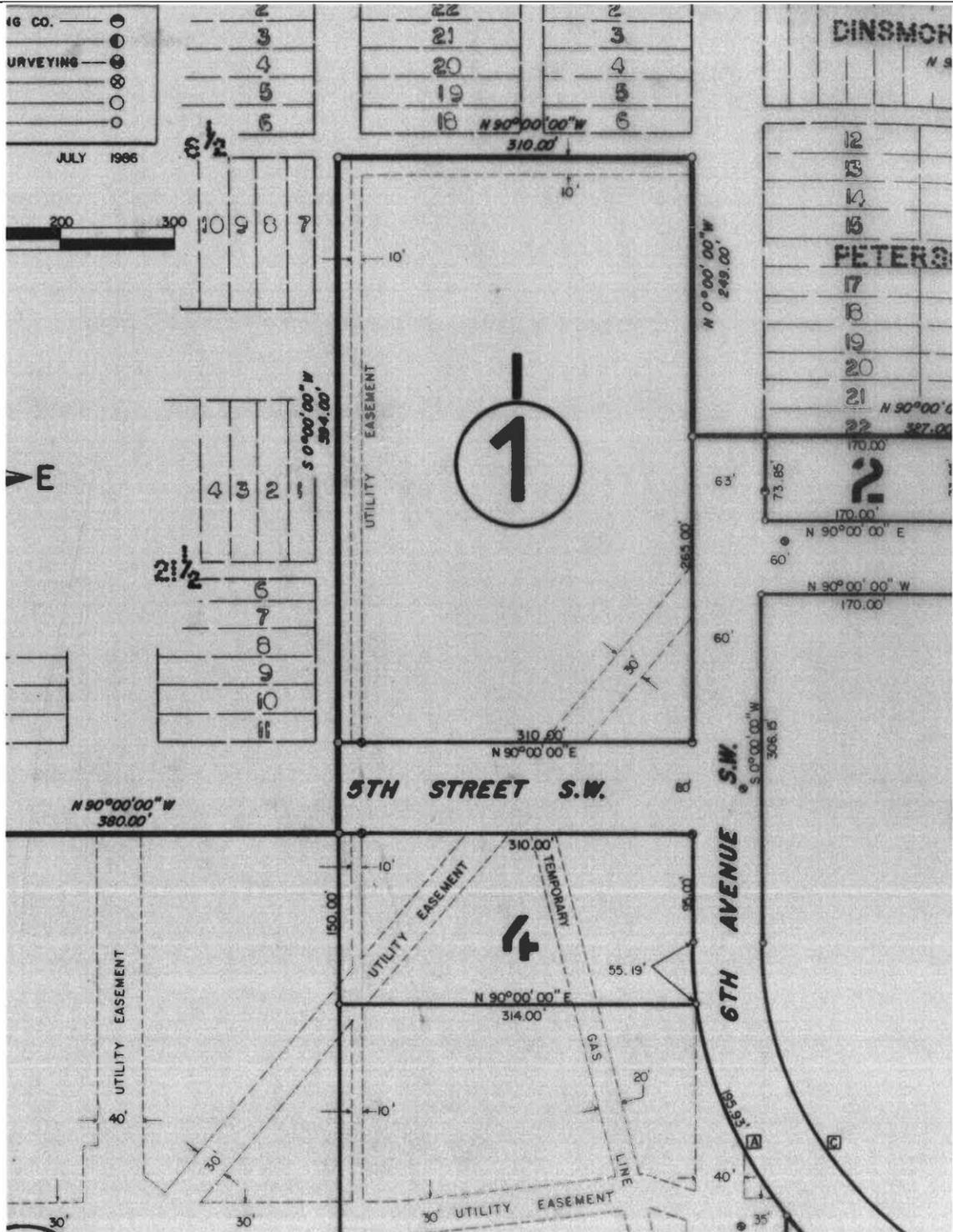
STAFF IMPACT: Engineering and Planning Department administrative assistant to send notice to newspaper and letters to neighboring property owners

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

RECOMMENDATION: Staff recommends proceeding with consideration of this proposed vacation of right-of-way.

SUGGESTED MOTION: Move to approve holding a public hearing on February 21, 2017 to consider vacation of a portion of 5th Street SW.





NOTICE OF PUBLIC HEARING
MANDAN CITY COMMISSION

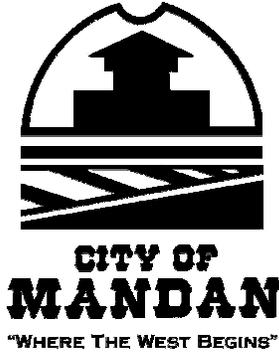
Notice is hereby given that the City of Mandan intends to conduct a public hearing at their regularly scheduled meeting on February 21, 2017, beginning at 5:30 PM in City Hall, 205 2nd Avenue NW to consider vacation of public right-of-way. Description of the proposed vacation follows:

As shown on the plat of the Southside Second Addition to the City of Mandan, beginning at the northwest corner of the intersection of 6th Avenue S.W. and 5th Street S.W., then proceeding west a distance of 310.00 feet along the north boundary of 5th Street S.W. to the centerline of the vacated right-of-way of Railway Avenue S.W., thence south eighty (80) feet along the centerline of the vacated Railway Avenue S.W., thence east a distance of 310.00 feet along the southern boundary of 5th Street S.W. to the southwest corner of the intersection of 6th Avenue S.W. and 5th Street S.W. and thence eighty (80) feet north to the point of beginning.

Any person may appear and be heard concerning this matter. A copy of this proposal is on file at the Mandan Engineering and Planning Office and available for review during normal business hours.

Jim Neubauer
City Administrator

Publish: January 20, 2017, January 27, 2017, February 3, 2017 and February 10, 2017



Board of City Commissioners

Agenda Documentation

MEETING DATE: ~~June 7, 2016~~ Revisit - January 17, 2017
PREPARATION DATE: June 3, 2016
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: New home construction 1st \$75k exemption

STATEMENT/PURPOSE: To consider options relative to the \$75,000 exemption for new residential construction.

BACKGROUND/ALTERNATIVES: As we look at declining revenues related our State Aid Distribution, one of the exemptions that Mandan currently provides is the first \$75,000 for two years on the purchase of new homes or condominiums. Morton County and Bismarck do not currently offer this exemption, Lincoln recently eliminated the exemption and Burleigh County offers a similar exemption if the purchaser takes the opportunities afforded the First Time Homebuyers Program.

Based upon the 2015 mill levy, and 204 exemptions at \$75,000 each would amount to an additional \$46,000 in the City's General Fund. Other taxing districts (County, Schools, Park, etc.) would also see their general fund revenue increase. The effect of the exemption on a home valued more than \$75k to the city is \$225/year. When including the other taxing districts the effect is \$944/year (based upon the 2015 mill levy). The total increase in revenue for all taxing districts would have amounted to \$192,608/year. (Based upon the 2015 mill levy)

There are certainly pros and cons to this issue. It could be argued that removing the exemption increases the cost of new home ownership and thus may have an effect on new home sales. By Mandan offering this exemption, potential buyers may chose Mandan rather than elsewhere. On the other hand, when the exemption was first enacted, the price of a new home may have been in the \$75,000 range and with today's entry level home priced between \$200 - \$300,000 the effect of the exemption is minimal. There is no limit (other than \$75,000) to the price of the home under the current exemption.

Options for consideration:

- a) Continue with the exemption
- b) Discontinue the exemption

Board of City Commissioners

Agenda Documentation

Meeting Date: ~~July 5, 2016~~ Revisit - January 17, 2017

Subject: New home construction 1st \$75k exemption

Page 2 of 4

- c) Limit the exemption to buyers that take the opportunity afforded by the First Time Home Buyers Program (currently in Burleigh County, seldom used)
- d) Allow the exemption for homes with a purchase price of equal to or less than \$----
- e) Phase out the exemption over time
- f) Schedule a time at a future commission meeting for public input

This item is placed on the agenda for discussion and direction to staff.

ATTACHMENTS: n/a

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

Minutes from July 5, 2016

Discussion regarding new home construction first \$75,000 exemption.

City Administrator Neubauer stated this item was discussed previously by the Commission on June 21st and it was requested to bring it back to this meeting for further discussion. In the previous discussion, these options were presented for consideration: (i) Continue with the exemption as it stands today; (ii) Discontinue the exemption; (iii) Set a cap by limiting the exemption to buyers that take the opportunity afforded by the First Time Home Buyers Program; (iv) Allow the exemption for homes with a purchase price of equal to or less than a determined dollar amount; and (v) Phase out the exemption over time. There have been discussions held with the Bismarck Mandan Home Builders Association. He said that Dot Frank, Executive Director of the Home Builders Association is present and is prepared to discuss this matter.

Commissioner Rohr stated that this issue has been discussed on several occasions including keeping in mind that the budget will need to be intact while having the funds available for 1st time homebuyers. He said that some of the homebuilders have reported that the exemption has made a difference to some home buyers to purchase a home. He commented on the pros and cons of the program and encouraged discussion by the City Commission as to how to address the exemption for future purposes.

Commissioner Laber stated that she views this matter as a subsidy rather than an exemption. She pointed out that the schools, the County and the City do not receive funds when those exemptions are given vs. a new restaurant incentive and other incentives that are a stronger push for the community. She recommended the program phase out by 2018 giving the home builders and others time to be aware of the program phasing out. She would rather re-prioritize community funding and move this program off the list.

Commissioner Davis commented that he is in favor of incentives for families who want to move to Mandan. He said that a budget review is in line to see where the City is for the upcoming year with regard to state distribution of funds.

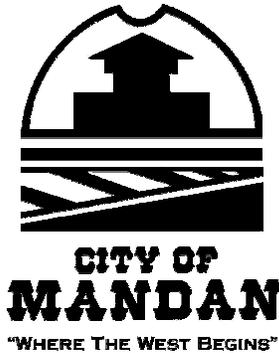
Commissioner Braun stated that he utilized this program when he purchased his home and that the exemption provided the extra funds needed for him to move into his house. He was looking for clarification on how many new homes were built last year that utilized the exemption. Administrator Neubauer reported that in 2014 (which are the exemptions for 2015) there were 128 residential units and 8 condo units that benefited from the first \$75,000 exemption. For homes under \$200,000 there were 42; between \$200,000 - \$250,000 there were 83; between \$250,000 - \$300,000 there were 45; between \$300,000 - \$350,000 there were 20; between \$350,000 - \$400,000 there were 11; and over \$400,000 there were 5. Commissioner Braun summarized that the data reported by Administrator Neubauer show that people are using this program and that it does bring people to Mandan. He said he would consider continuing the program and

that he is leaning towards increasing the exemption amount. Mayor Helbling stated that he knows of residents that have utilized this exemption that have moved from Bismarck to Mandan who gave that as a reason for moving here. He said that to overcome what Bismarck has in place, the 1% tax for roadways, if it passes; Mandan will need to get over the obstacles and that the exemption should be left in place for now. He recommended that we give it another 6 months and see how the figures come out.

Commissioner Laber commented that the risk for that recommendation is that a budget needs to be developed for 2017 so if it is not reviewed for 6 months, we need to budget for it. Mayor Helbling clarified that the big picture needs to be reviewed, not just this one line item on the budget. He said he would like further information before making a decision now on this matter.

Dot Frank, Bismarck Mandan Home Builders Association (BMHBA) came forward and stated that with the options available, the BMHBA would like to see the option as allowed by the state, be increased to \$150,000. She stated that the \$75,000 currently in place goes back to the 1990's and at that time the price of a new home was about \$75,000. She provided stats from 1992 wherein the average price of a new home was \$54,000 and now in 2016 the average price of a new home is \$236,000. The incentive remains the same at \$75,000. She stated that housing should be treated as a high priority pointing out that housing is what fills the schools, restaurants and businesses with ongoing business. She encouraged the Commissioners to think of this program not as a budgetary item but rather as an opportunity to grow the City of Mandan. Commissioner Laber said that if this matter is delayed past the budgetary cycle, she would be comfortable delaying further discussion until the January 17, 2017 City Commission meeting.

Commissioner Laber moved to table this item until the January 17, 2017, City Commission meeting. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present. The motion passed.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: McKenzie Drive Project Consultant Selection

STATEMENT/PURPOSE: Consider approval for selection of preferred design option to include in NDDOT decision document.

BACKGROUND/ALTERNATIVES: Ulteig Engineers in coordination with the City of Mandan and the NDDOT have worked in collaboration to develop design alternatives for the reconstruction of McKenzie Drive from 46th Ave SE to the Bismarck Expressway west ramps. Through preliminary review, three intersection design alternatives were developed to be included with the widening of McKenzie drive to a three lane urban section roadway with varied intersection improvement options. These intersection options included installation of a signalized intersection, single lane roundabout, and a mini-roundabout.

Ulteig developed a series of detailed traffic demand models to analyze how each the intersection options would perform in existing traffic conditions as well as under 20-year traffic projections. As part of any Federal Highway funded project where the installation of a traffic signal is considered, a warrant analysis is required to be completed to determine if a signalized intersection can be constructed. Ulteig determined that the current to 5-year traffic projections do not satisfy any of the 8 Federal Highway warrants, one of which must be met to install traffic signals using Federal Highway funding. For this reason Ulteig does not recommend pursuing a signalized intersection at this time.

The second design alternative studied was the single lane roundabout. This option would have the capacity to adequately serve the intersection for many decades to come, however, given the geometry constraints and cost associated with resolving these constraints Ulteig does not recommend moving forward with this option.

Following the elimination of two of the initial design options Ulteig further refined the study to focus on two specific options which would be able to adequately serve the

region. These two final design options are summarized below.

Option 1 – Reconstruct McKenzie Drive from 46th Ave SE to the Expressway west ramps to a wider urban section roadway with no major intersection improvements to be done at this time.

Option 2 – Reconstruct McKenzie Drive from 46th Ave SE to the Expressway west ramps to a wider urban section roadway with construction of a mini-roundabout at the intersection of 46th Ave SE.

Preliminary total project cost estimates for the two design options are as follows:

Option 1 – Roadway Improvements Only – \$1,015,000

Option 2 – Roadway and Mini-Roundabout - \$1,730,000

ATTACHMENTS:

1. Road Improvement Exhibit
2. Mini-Roundabout Layout Exhibit

FISCAL IMPACT: The city stands to receive about \$800,000 in federal funds for this project. The local share of the project would likely be paid for by using our typical allocation for Urban Roads Program projects. Local share would be up to 10% of total project out of the sales tax fund and up to 10% of total project out of city-wide property tax. The remainder of the local share would then be by special assessments to properties in the area that receive a more direct benefit. Though the exact boundaries have not been set for an assessment district, the general approach discussed by the engineering department is to include all properties south of 19th Street SE and between the Heart and Missouri Rivers. That approach would bring in about 1,100 properties for which approximately \$600,000 would be spread over with the Mini-Roundabout project making the average per lot total assessment amount about \$550. That total amount would be paid in installments over a 20-year assessment period.

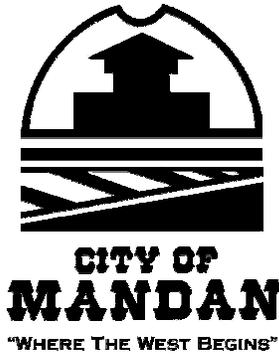
STAFF IMPACT: Coordination with Ulteig Engineers

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

RECOMMENDATION: Through detailed evaluation and consideration for meeting the specific needs of this intersection and surrounding neighborhoods, Ulteig is recommending that the City of Mandan choose to select Option 2 – Roadway and Mini-Roundabout Construction as the preferred design option to include in the decision documents submitted to the NDDOT. The city engineering department agrees with this recommendation.

SUGGESTED MOTION: I move to;

1. Move to approve Ulteig to include Option 2 as the selected design option in the Decision Document presented to the NDDOT and begin final design pending approval of the Phase 2 scope and fee.
2. Move to give the mayor signature authority to sign the Decision Document following his review to allow for submission to the NDDOT.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: December 30, 2016
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: GIS Project Amendment and Update.

STATEMENT/PURPOSE: To brief commission on project activity and to consider amendment to agreement to cover additions to the planned scope.

BACKGROUND/ALTERNATIVES: AE2S has been actively working with the city since entering into contract for this project in 2015. The largest task with the AE2S contracted portion of the project, data collection is 95%-97% complete. What remains will need to be picked up in the spring after snow melt. Though we have a small amount of data collection remaining, that doesn't restrict us from using the system to see the information for the data that was collected. AE2S has also been working behind the scenes on tying the items such as the sewer manholes and watermain valves together with line-work that represents the locations of the water and sewer mains. Aside from that, other items that are being worked on but are yet to complete include:

- Hyperlinks on the GIS map to link to record drawings on the computer screen.
- Finalize software and web-based configuration.
- Set up work order management system.
- Data Collection Quality Assurance/Quality Control completion.
- System use training and first year technical support.

Throughout the project, the city has met with AE2S to discuss ways to improve the data collection so that the data put into the system would be of greatest use to the city. Because the items collected are more than the original contract scope projections and because work has been subject to additions as AE2S has outlined in their additional services justification letter, our office believes the amendment is warranted.

ATTACHMENTS:

- 1) AE2S Technical Memo with Project Status
- 2) AE2S Amendment Justification Letter
- 3) AE2S Amendment

FISCAL IMPACT: The agreement amendment is to add a not to exceed amount of \$31,000. That amount reflects a 10.5% increase to the original contract amount of \$294,607 which would bring the new total contract amount to \$325,607. The project funding comes from the city's utility fund.

STAFF IMPACT: Minimal

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

RECOMMENDATION: Approve the agreement amendment

SUGGESTED MOTION: I move to approve the GIS project amendment with AE2S.

TECHNICAL MEMORANDUM

To: Justin Froseth, PE, Planning and Engineering Director, [City of Mandan](#)
From: Lucas Rengstorf, GIS Coordinator, [AE2S](#)
Re: **Mandan Geographical Information System Improvements**
Date: January 12, 2017

The items below provide an update for the Mandan Geographic Information System Improvements project.

1.0 - Task Status

- **Tasks Completed**
 - 1. Needs Assessment
 - 2.1 Establish Primary Control
 - 2.2 Base Map Optimization
 - 2.4 Scan and Link Documents
- **Tasks Partially Completed**
 - 2.3 Utility and Sign Inventory (Data Collection)
 - 3.1 Software and Web-based Configuration
- **Tasks Not Started**
 - 3.2 Work Order Management System
 - 3.3 Implementation of Standards
 - 4. Training

2.0 - Data Collection Status

- **Surface Collection of Water, Sanitary, and Storm Features 100% complete**
 - **Number of Features Collected:**

▪ Sanitary Manholes – 1,859	▪ Trench, Slotted, or Concrete Drain – 24
▪ Sanitary Valves – 16	▪ Storm Lift or Pump Station - 6
▪ Sanitary Lift Station - 36	▪ Water ARV, PRV, Valve Vault - 42
▪ Storm Manholes – 551	▪ Water Hydrants – 1,287
▪ Storm Inlets – 1,531	▪ Water Manhole - 13
▪ Storm Discharge – 453	▪ Water Valves – 2,707
▪ Flood Control Structure- 5	

- Sub-surface Data Collection and Data Input Over 97% Complete
 - Storm Manholes 96% complete
 - Sanitary Manholes 97% complete
 - Storm Inlets 96% complete
- Pipeline realignments is approximately 98% Complete
 - Water System over 98% complete
 - Sanitary System over 98% complete
 - Storm System over 98% complete
 - Final QAQC is needed for all systems 50% complete

3.0 - Budget Update

- All tasks on track expect Utility Inventory
- Utility Inventory is \$31,000 over budget (17%)
 - Proposing an amendment for \$31,000
- Amount left in the budget is \$18,000 (10%)

4.0 - Projected Schedule

- QAQC Utility Survey – January/February
- Web-based Configuration – January/February
- Work-Order Management System – February/March
- Onsite Configuration and Training – February/March



December 29, 2016

Justin Froseth, Planning and Engineering Director
Mandan City Hall
202 North 2nd Avenue
Mandan, ND 58554

Re: Mandan Geographical Information System Improvements – Additional Services

Dear Justin:

Thank you for your consideration to have AE2S provide addition Geographical Information System (GIS) services for the City of Mandan GIS Improvements project. The Mandan GIS Improvements project has seen an addition in scope through an increase in the amount of data collected, data processed and data attributes to input information. We feel this additional scope requires your consideration for additional fees as detailed below.

There are two service items which have been impacted by the additional scope. These items and the associated justifications are as follows:

A. Service Item 1 - Additional data to collect and process:

- A.1 Dipped 320 (15%) more manholes than planned
Justification: The planned manhole number of 2,127 was based on a project comparison estimate and an overview check. Below are more details on the estimates:
- o Project Comparison Estimate – Reviewed the cost and number of features for our previous city-wide GIS collection project, which was Watford City. We scaled the number of manholes proportionate to the increase in city area and population between Watford City and Mandan. All values were scaled up by a factor of 6.8 and we came up with 2,073 manholes.
 - o Verification of Actual – We checked the scaled factor of 6.8 against the total manholes in sanitary sewer model and the total number of hydrants in the water model. This factor was similar at 6.6.
 - o Overview Check – We assumed there would be two manholes per intersection throughout the city. We took the number of intersection within the project area, which we estimate to be 1,091 and times it by two. This estimate came out to be 2,182 manholes.
- A.2 Collected 1,042 (25%) more hydrants and gate valves than planned
Justification: The original estimate and fees were based off the number of hydrants and gate valves in the water model. We assumed the model would be missing 10% because of the data gaps for gate valves. The data collected indicated the missing data was actually 35%.



A.3 Located more buried manholes than planned
Justification: AE2S did not plan to dip manholes that are buried, only provide a location based on metal detection or verify with field tools. The City has offered a lot of assistance with digging up the manholes, which saved a lot of hours and cost had we planned to do that ourselves. Even with this help there is more coordination and travel time needed for this additional work.

B. Service Item 2 - Additional attribute data to input:

- B.1 Enter to and from invert elevation for pipelines and to and from manhole numbers (sanitary and storm system).
Justification: In the scope it was identified to input invert elevation for manhole attributes. In our needs assessment meeting and pilot study review meeting it was decided it would be valuable to have invert elevation and to and from manhole numbers on the pipes.
- B.2 Enter flow direction within manholes attribute and attach sketches to manholes (sanitary and storm system).
Justification: In our needs assessment meeting and pilot study review meeting, we agreed it would be valuable to show the flow of the sanitary and storm systems and attach a sketch of the manholes. To show the flow direction within the web/mobile GIS, the flow direction needed to be added to the manhole attribute. Sketches were scanned, renamed, and attached to the manholes.

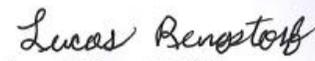
For the additional service items AE2S proposes to render professional services on an hourly basis for a total amount not to exceed \$31,000. Monthly invoices will be provided to the City of Mandan with regular updates on the total fees incurred. The list below shows the number of hours and cost per service item.

Service Item 1 - Additional data to collect and process
Proposed Cost is \$19,908 for approximately 249 hours

Service Item 2 - Additional attribute data to input
Proposed Cost is \$11,092 for approximately 139 hours

Thank you again for the opportunity to provide additional service to the City of Mandan. We look forward to your response to this request. If you have any questions, please feel free to give me a call.

Sincerely,


Lucas R. Rengstorf, GISP
Project Manager

**AMENDMENT NO. 1
TO
AGREEMENT BETWEEN OWNER AND
ENGINEER FOR STUDY AND REPORT PHASE PROFESSIONAL SERVICES
DATED
January 17, 2017**

This Amendment No. 1 is effective as of January 17, 2017 ("Effective Date") between City of Mandan, 205 2nd Avenue NW, Mandan, ND 58554-3125 ("OWNER") and Advanced Engineering and Environmental Services, Inc., 1815 Schafer Street, Suite 301, Bismarck, ND 58501 ("ENGINEER").

The document amends the Agreement between Owner and Engineer for Study and Report Phase Professional Services dated September 15, 2015 ("Agreement") for:

Mandan Geographical Information System Improvements – Additional Services (Project).

All provisions not amended remain in full force and effect.

OWNER and ENGINEER, in consideration of their mutual covenants as set forth herein, agree to amend the Agreement in accordance with Paragraph 4.02.C "*For Additional Services*" as outlined below.

1. Additional Compensation:

The total additional compensation for two additional services is estimated to be \$31,000.00 based on current hourly rates with the following distribution of compensation:

i. Service Item 12 – Additional data to collect and process	\$19,908
ii. Service Item 13 – Additional attribute data to input	\$11,092

2. Additional Services Description

Add the following additional two work elements to Exhibit SR-A, Engineer's Services:

12. Additional data to collect and process –

- a. Dip 320 manholes
- b. Collect 1,042 gate valves
- c. Locate buried manholes

13. Additional attribute data to input

- a. Enter to and from invert elevation for pipelines and to and from manhole numbers (sanitary and storm systems)
- b. Enter flow direction within manholes attributes and attach sketches to manholes (sanitary and storm systems)

Board of City Commissioners
Agenda Documentation
Meeting Date: January 17, 2017
Subject: GIS Project Amendment and Update
Page 8 of 8

IN WITNESS WHEREOF, the parties hereto have executed this Amendment, the Effective Date of which is indicated on page 1.

OWNER:

Jim Neubauer (City of Mandan)

By: _____

Title: City Administrator

Date Signed: _____

ATTEST: _____

Name: _____

Title: _____

Address for giving notices:

City of Mandan

205 2nd Avenue NW

Mandan, ND 58544-3125

Designated Representative (paragraph 6.02.A):

Justin Froseth PE

Title: City Engineer

Phone Number: (701) 667-3227

Facsimile Number: _____

E-Mail Address: jfroseth@cityofmandan.com

ENGINEER:

Jasper Klein PE

By: 

Title: Operations Manager

Date Signed: _____

ATTEST: 

Name: Kenneth Weber, PE

Title: Senior Project Manager

Address for giving notices:

Advanced Engineering and Environmental Services, Inc.

1815 Schafer Street, Suite 301

Bismarck, ND 58501

Designated Representative (paragraph 6.02.A):

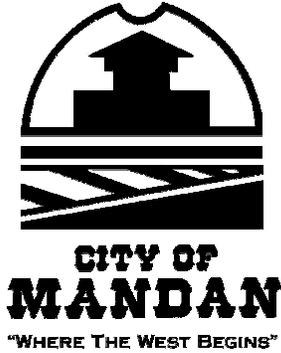
Lucas R Rengstorf

Title: GIS Coordinator

Phone Number: (701) 746-8087

Facsimile Number: _____

E-Mail Address: Lucas.Rengstorf@ae2s.com



New Business No. 3

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Tim Helbling, Mayor
SUBJECT: Commission Portfolio & Committee Assignments

STATEMENT/PURPOSE: To consider portfolio and committee assignments for the Board of City Commissioners.

BACKGROUND/ALTERNATIVES: After the June election portfolio assignments were approved at the July 5, 2016 City Commission meeting. It was recommended that the assignments be reviewed at the January 17, 2017 commission meeting. Therefore, this item is being brought before the Board for your consideration.

ATTACHMENTS: Current portfolio and committee assignments.

FISCAL IMPACT: n/a

STAFF IMPACT: n/a

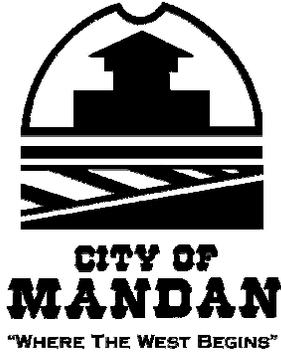
LEGAL REVIEW: n/a

RECOMMENDATION:

SUGGESTED MOTION: I move to approve the portfolio and committee assignments as discussed.

Board of City Commissioners
 Agenda Documentation
 Meeting Date: January 17, 2017
 Subject: Portfolio and Committee Assignments
 Page 2 of 2

<i>Portfolio</i>	7/5/2016	1/17/2017
Health Inspection	Braun Mike	
Cemetery	Braun, Mike	
Mandan Airport Authority	Braun, Mike	
Engineering	Braun, Mike	
Water and Sewer Treatment	Braun, Mike	
Morton Mandan Public Library	Braun, Mike	
Planning & Zoning	Braun, Mike	
Safety & Wellness Committee	Davis, Scott	
Assessing	Davis, Scott	
Building Inspection	Davis, Scott	
Business Development	Helbling, Tim	
Public Buildings	Helbling, Tim	
Finance	Helbling, Tim	
Municipal Court	Laber, Shauna	
Streets forestry	Laber, Shauna	
Waterline & Sewerline Maintenance	Laber, Shauna	
Solid Waste Utility	Laber, Shauna	
Street Light Utility	Laber, Shauna	
Mandan Parking Authority	Rohr, Dennis	
Fire	Rohr, Dennis	
Police	Rohr, Dennis	
<i>Committees</i>		
Cemetery Advisory Committee	Braun, Mike	
Law Enforcement Center Advisory Committee	Davis, Scott	
CennCom	Davis, Scott - Alternate	
City Planning & Zoning	Helbling, Tim	
Renaissance Zone	Helbling, Tim	
Mandan Growth Fund	Helbling, Tim	
Mandan Visitors Committee	Helbling, Tim	
BMDA Board of Directors	Helbling, Tim	
Finance Committee	Helbling, Tim	
Dakota Media Access	Laber, Shauna	
City Planning & Zoning - as a resident	Laber, Shauna	
County Planning & Zoning	Laber, Shauna	
Law Enforcement Center Advisory Committee	Rohr, Dennis	
CennCom	Rohr, Dennis	
County Planning & Zoning	Rohr, Dennis	
Mandan Progress Organization	Helbling, Tim	



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Possible Snow Removal Committee

STATEMENT/PURPOSE: To consider creating a committee to discuss snow removal options for the City of Mandan.

BACKGROUND/ALTERNATIVES: During the late November, December and January snow storms, public works has been receiving many compliments and many suggestions on how snow removal could or should be done within the City of Mandan. A citizen suggested that a committee be formed to discuss and suggest ways in which we could improve our methods. Therefore this item is on the agenda for discussion amongst staff and the commission.

ATTACHMENTS:

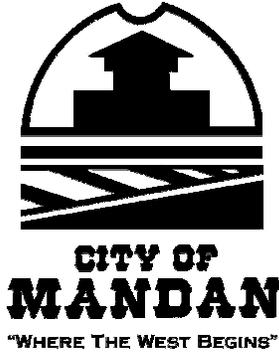
FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright
PRESENTER: Jeff Wright, Public Works Director
SUBJECT: Snow removal update

STATEMENT/PURPOSE: Update the commission on snow removal.

BACKGROUND/ALTERNATIVES: At the January 3rd commission meeting I updated you on the effects of the 50 plus inches of snow we have gotten, where Public Works employees had logged over 1200 hours of overtime clearing and hauling snow and sanding icy streets. The snow events experienced this last month had also taken the efforts of the landfill staff, utility staff, fire department staff and grounds maintenance staff, all pitching in where and when needed. Also at that time, we discussed the use of private contractors to assist in clearing and hauling snow from city streets. The use of private trucks, loaders, skid steers and snow blowers have allowed city crews to continue to work in residential areas when they would have to be hauling business district streets. As of January 1, we totaled about \$120,000 in snow removal costs paid to contractors.

So far in January, we continue to have private trucks, loaders and a snow blower assist in clearing city residential streets to make them passable and safe for the motoring public. Since January 1, we are averaging about \$5,000 per day for snow removal costs or a total of about \$57,000 through January 12. As many as 12 trucks, 3 loaders, a snow blower and maintainer have been used to assist in snow removal. Our snow removal budget is \$19,000. Although over budget, the use of contractors have increased our output and ability to be in more than one or two places at once, which allows us to hit problem areas and take care of issues in a timely manner. Currently, our contracted snow blower has concentrated on the northwest part of town where drifting totally closed off residential streets, areas included are West Hills Estates (Impala, 47th Ave NW), Ventures Add. (LaSalle, Cortez Circle), and Red Trail Elementary area (37th Ave NW, 48th St), they have also assisted in keeping arterial streets cleared in this area with all the blowing and drifting snow. We plan to keep them north of I-94 for the next week or two to get through Terra Vallee area, Developers and Roughriders. Additional week would be about \$20,000, two weeks would be \$45,000.

City crews are now hauling arterial streets and scheduling residential areas to be hauled, areas to be scheduled starting the week of January 17 are, all Streets and Avenues between Collins Ave and 6th Ave NW/Sunset Dr. from 2nd St to 17th St NW. Narrow streets, curbside sidewalks and clearing storm drains make this area a high priority. We anticipate this taking 3 weeks, weather permitting. Loaders and hauling trucks are removing large piles of snow pushed up by our snowplows in cul-de-sacs, intersections, etc. starting from west to east between Main St and I-94. This will increase visibility at intersections. Please refer to Facebook, the City website and media announcements to find out when we will be in your area.

ATTACHMENTS: N/A

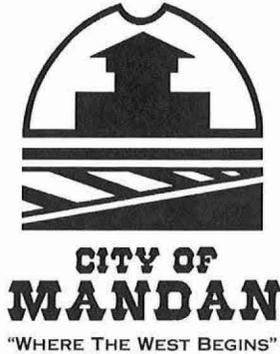
FISCAL IMPACT: Overtime and snow hauling budget for 2016 will need to be amended along with the 2017 snow removal budget. I will meet with Finance Director Welch to finalize our budget amendment.

STAFF IMPACT: Currently, staff is working a 40-hour week and will continue to do so while hauling snow from city streets. New snow would modify those hours.

LEGAL REVIEW: N/A

RECOMMENDATION:

SUGGESTED MOTION:



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17th, 2017
PREPARATION DATE: January 13th, 2017
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief Jason Ziegler
PRESENTER: Chief Jason Ziegler
SUBJECT: Update on assistance to Morton County

STATEMENT/PURPOSE: To update the commission on the assistance Mandan PD has given to Morton County during the state of emergency.

BACKGROUND/ALTERNATIVES: The Police Department has continued to assist the Morton County Sheriff's Office during the state of emergency due to active protest against the Dakota Access Pipeline since August 10th, 2016. The police department has been providing ongoing support from our administrative staff and also police officers in the field.

To date the City of Mandan's Police Department has contributed 4,167.33 manpower hours and have been reimburse \$54,766.50 to date and have submitted \$125,963.40 for reimbursement. The numbers from November 28th 2016 to the end of December are currently being evaluated and submitted within the next two weeks. At this time there is currently no end date predicted.

When the state of emergency is retracted and the police department has resumed normal operations, a complete assessment of comp and vacation time will be reviewed. Upon completion of the review, options for the Police Department to manage the reduction of comp and vacation time and realign it with pre state of emergency hours will be reviewed and the most efficient and effective option will be implemented.

ATTACHMENTS: Comp-Time and Vacation time overview

FISCAL IMPACT: On going, with reimbursement from DES

STAFF IMPACT: Managing personnel's time and reimbursement request

LEGAL REVIEW: None

Board of City Commissioners
Agenda Documentation
Meeting Date: January 17th, 2017
Subject: Update on assistance to Morton County
Page 2 of 2

RECOMMENDATION: None

SUGGESTED MOTION: None

Mandan Police Department

DAPL Time Update

Name	Accrual Date	Comp Balance	Vacation Balance	Total Hours
Lori Falten	08/04/77	0	146.08	148.08
Daniel Poppe	03/24/97	0	229.66	229.66
Scot Stromsodt	06/12/89	0	235.17	235.17
Brent Wilmeth	11/12/91	0	273.20	273.20
Patrick Haug	01/22/07	0	180.54	180.54
Jason Bier	11/01/04	51.74	220.32	272.06
Rick Widicker	08/31/09	0	175.30	175.30
David Raugust	10/02/06	0	244.82	244.82
Pet Czapiewski	01/06/07	0	140.73	140.73
Jason Neuberger	03/10/08	0	139.92	139.92
Brent Brandner	07/27/15	0	167.18	167.18
April Jose	12/05/11	0	199.45	199.45
Matthew Graves	11/11/13	0	92.36	92.36
Bryce Klein	01/27/14	0	185.33	185.33
Scott Warzecha	03/24/14	0	54.68	54.68
Tricia Schmeichel	08/11/14	0	197.06	197.06
Dominic Hanson	01/05/15	0	250.80	250.80
Jessica Kraft	03/16/15	0	88.94	88.94
Michael Breid	04/06/15	0	207.38	207.38
Bruce Tessness	05/26/15	0	197.41	197.41
Tyler Henry	07/27/15	0	197.16	197.16
Matthew Howell	09/14/15	0	91.48	91.48
Jason Ziegler	01/04/16	270.00	123.63	393.63
Michael Wood	04/18/16	0	112.90	112.90
David Tomlinson	04/18/16	0	89.59	89.59
Darin Rixen	05/16/16	0	112.45	112.45
Leo Belgarde	05/31/16	0	102.43	102.43
Jessie Hutchison*	09/19/16	0	39.92	39.92
Steven Horner*	01/03/17	0	3.69	3.69
Kyler Holzer*	01/03/17	0	3.69	3.69
Paul Leingang	06/03/80	195.00	217.50	412.50
Nickolas Pynnonen	01/09/12	0	152.61	152.61
Riley Gentzkow*	01/09/17	0	0	0
Megan Helbling*	05/16/12	0	89.12	89.12

*New Employees in the training program

Payout option for any personnel over 120hrs of vacation and 60hrs of comp time, payouts would be to bring the employee down to the 120hrs and 60 comp time hours. An employee can opt out but would have one year to bring time down to the required hours.

MPD Protest Personnel Hours and Costs

Morton Reimbursements

Man hours 8/10-8/18 = 267.24
Dollars \$10,675.10 Already Reimbursed

State Reimbursements

Man Hours 8/18/16-9/3/16 = 490.54
Dollars \$21,284.46 Already Reimbursed

Man Hours 9/4/16-10/01/16 = 159.78
Dollars \$6,224.66 Already Reimbursed

Man Hours 9/4/16-10/01/16 = 355.14
Dollars \$16,582.28 Already Reimbursed

Man Hours 10/2/16 – 10/16/16 = 615.09
Dollars \$26,553.60 Not yet reimbursed.

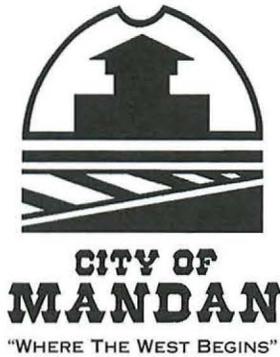
Man Hours 10/17/16 – 10/30/16 = 901.13
Dollars \$39,927.52 Not yet reimbursed.

Man Hours 10/31/16 – 11/13/16 = 544.10
Dollars \$23,045.84 Not yet reimbursed.

Man Hours 11/14/16 – 11/27/16 = 834.31
Dollars \$36,436.80 Not yet reimbursed.

*December numbers are not yet done.

Total Personnel Hours up to the end of November = 4,167.33
Dollar Amount Already Reimbursed = \$54,766.50
Amount Not Yet Reimbursed = \$125,963.76



New Business No. 7

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 13, 2017
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Legislative Report

STATEMENT/PURPOSE: To update the Board of City Commissioners on legislative activities that may affect the City of Mandan.

BACKGROUND/ALTERNATIVES: The North Dakota League of Cities continually lobbies on behalf of North Dakota Cities and a list of bills tracked may be found on their webpage. A list of bills that we are currently tracking is attached and would recommend the commission review, discuss and approve the positions under the general frame work and also actions under “comment” section of the Legislative Report.

ATTACHMENTS: Legislative Report

FISCAL IMPACT: n/a

STAFF IMPACT: n/a

LEGAL REVIEW:

RECOMMENDATION: I recommend the commission review, discuss and approve the positions under the general frame work and also actions under “comment” section of the Legislative Report.

SUGGESTED MOTION: I move to approve the positions under the general framework and also actions under “comment” section of the Legislative Report.

The list of positions below is a general framework that we would recommend taking. With that said, each bill has its own nuances and thus we would be reviewing individual bills for consideration. Past practice has had department managers consult with their portfolio commissioner regarding specific bills and testimony.

Bank of North Dakota Business Development and Infrastructure Loan Programs:

The City supports the continuation of the business development and infrastructure revolving loan programs administered by the Bank of North Dakota. The City supports the expansion of allowable infrastructure projects that qualify for the infrastructure revolving loan program.

Behavioral Health Services:

The City supports all efforts and programs that address the increasing demand for behavioral health services.

Design Build Project Delivery Method:

The City supports the use of the design-build delivery method for state and local infrastructure projects.

Housing Programs:

The City supports the continuation of state investment in the Housing Incentive Fund for affordable multi-family housing.

Public Safety:

The City supports funding for onetime capital improvement investments to upgrade state-wide 911 emergency communications, as well as multi hazard public safety emergency responder training. The City supports the current assignment of the Fire Insurance Premium Tax Payments to the Fire Departments and the ability to allow firefighters to join a statewide defined benefit retirement plan at the city's option.

Renaissance Zone Program:

The City supports the continuation of the current Renaissance Zone program and its opportunity to realize all benefits of the program including a full five year extension of the City's program

State Aid Distribution Fund:

The City supports funding the State Aid Distribution Fund to Cities and Public Libraries based on current per capita funding formula.

Tax Exemptions:

The City supports efforts to reduce sales tax exemptions.

Tax Relief/Reform:

The City supports the current Property Tax Relief and Reform efforts and further supports overall tax relief efforts.

Transportation Funding:

The City supports transportation funding at current or increasing levels. If decreases in federal funding are realized, the City supports requests for replacement of the lost federal funding from the State of North Dakota.

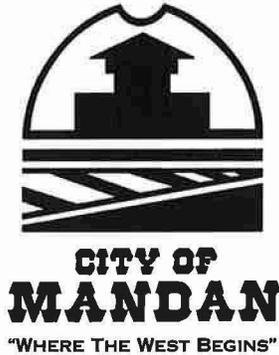
North Dakota Legislative Branch

Legislative Bill Tracking - Sixty-fifth Assembly (2017) - View Bill Tracking List: Legislative Report

[Tracking Lists](#) | [Today's Calendar](#) | [Committee Hearings](#) | [Conference Committee Hearings](#) | [Bill Status](#) | [Bills Introduced Since 01/13/2017](#)
[Manage Mobile Devices](#)

Select All None	Bill	Title	Description	Comment	Action
<input type="checkbox"/>	HB 1010	A BILL for an Act to provide an appropriation for defraying the expenses of the insurance commissioner; and to provide an appropriation for the distribution of funds from the insurance tax distribution fund.	Fire Department	support	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1044	Relating to a uniform definition of a primary sector business; and to provide an effective date.	Business Development & Assessing	monitor	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1047	Relating to an income tax credit for purchases of manufacturing machinery and equipment for automating manufacturing processes; and to provide an effective date.	Business Development	support	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1070	Relating to the commissioner's salary.	Fire Department	Part of this bill relates to Ins Premium that comes back to the city, oppose due to cut in amount of distributions to the cities	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1148	Relating to a public employee retirement plan for firefighters.	Fire Department	support	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1168	Relating to restricting compensation and travel reimbursement for public employees for attendance at legislative meetings.	Administration	oppose	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1182	Relating to development zones; to amend and reenact sections 40-63-02, 40-63-03, 40-63-04, 40-63-05, and 40-63-06, subsection 4 of section 40-63-07, and sections 57-38-30.3 and 57-38-75 of the North Dakota Century Code, relating to the renaissance zone program; to repeal chapter 40-63 relating to the renaissance zone program; and to provide an effective date.	Business Development	oppose	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1258	Relating to extraterritorial zoning and subdivision authority; and to repeal sections 40-47-01.1, 40-48-18, 40-51.2-02.1, 40-51.2-02.2, and 61-35-26.3 of the North Dakota Century Code, relating to extraterritorial zoning and subdivision authority.	Planning & Zoning	monitor	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	HB 1276	Relating to a limitation on property tax increases by taxing districts without voter approval; and to provide an effective date.	Finance	oppose	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	SB 2054	Relating to higher education tuition and fees waivers for law enforcement officers.	Police Department	Support	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	SB 2055	Relating to a requirement that cities applying for designation of a renaissance zone submit letters of support from affected political subdivisions.	Business Development	monitor	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	SB 2086	Relating to participation in city governing body meetings by residents of areas within the extraterritorial zoning jurisdiction of the city; and to amend and reenact section 40-21-01 of the North Dakota Century Code, relating to qualified electors in city elections.	Planning & Zoning	monitor	Follow this Bill - RSS View Edit Delete
<input type="checkbox"/>	SB 2166	Relating to a prohibition on property receiving benefits from both a renaissance zone and a tax increment financing district.	Business Development	oppose	Follow this Bill - RSS View Edit Delete

[Return](#)
[Copy to List](#)



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 17, 2017
PREPARATION DATE: January 11, 2017
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

PURPOSE

To consider a Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

BACKGROUND

The firm capacity of the existing High Service Pump system is not adequate to meet projected demands. In order to meet existing and future demands of the facility, additional high service pump capacity will be required. In addition, the bottom elevation of Clearwell No. 1 is higher than Clearwell No. 2 which leaves a significant amount of water inaccessible to three of the high service pumps. The project consists of replacement of high service pumps and piping, replacement of existing electrical gear, a 3,400 square foot two story building addition, and miscellaneous improvements throughout the water treatment plant.

On January 19, 2016, the Board of City Commissioners approved to enter into an Agreement for Cost-Share Reimbursement from the State Water Commission (SWC) for the Water Treatment Plant High Service Pump Station Improvements (Phase 1) project. According to the Agreement, the SWC will reimburse the City for 35% of pre-construction engineering costs and 60% of construction engineering and construction costs, not to exceed \$1,873,000. The City's cost share for the project is \$1,363,000, for a total project cost \$3,236,000.

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

Page 2 of 3

On March 15, 2016, the Board of City Commissioners approved to enter into an Agreement with Advanced Engineering and Environmental Services for engineering services for the Water Treatment Plant High Service Pump Station Improvements (Phase 1) project.

On September 20, 2016, the Board of City Commissioners approved to award the bids for the Water Treatment Plant High Service Pump Station Improvements (Phase 1) project.

To finance the local cost share (\$1,363,000) of the project, the City will apply for a Loan from the State Revolving Fund Program (SRF) through the North Dakota Public Finance Authority. The Loan will be for a period of 20 years at an interest rate of 1.5% plus a 0.5% administrative fee. The Loan will be repaid from user fees. The City is only obligated for the Loan draw requests.

ATTACHMENTS

- North Dakota Public Finance Authority's summary of the State Revolving Fund Program.
- North Dakota Drinking Water State Revolving Fund Program (DWSRF) Loan Application Package cover page and list of Contents and Instructions.
- Opinion of Probable Costs prepared by Advanced Engineering and Environmental Services
- Budget Sheet
- Resolution

FISCAL IMPACT

Project cost estimate:

- Construction = \$2,483,000
- Engineering = \$645,000
- Administration = \$10,000
- Contingency = \$98,000
- Total = \$3,236,000

Project funding:

- State Water Commission Grant = \$1,873,000
- SRF Loan = \$1,363,000
- Total = \$3,236,000

Board of City Commissioners

Agenda Documentation

Meeting Date: January 17, 2017

Subject: Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

Page 3 of 3

To service the debt on the Loan, the City would be required to adjust the monthly water and wastewater base charge per meter as follows:

- Residential = \$0.90
- Mobile Home/Trailer Park = \$0.90
- Commercial = \$1.80
- Apartment = \$2.70

The City would propose the base charge increase to go into effect for the 2018 Budget.

STAFF IMPACT

None

LEGAL REVIEW

The Resolution is in accordance with the requirements of the North Dakota Department of Health and the North Dakota Public Finance Authority.

RECOMMENDATION

To approve the Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

SUGGESTED MOTION

Move to approve the Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.



ND Public Finance Authority

- » STATE REVOLVING FUND
- » CAPITAL FINANCING
- » DISASTER FINANCING
- » SCHOOL FINANCING
- » INDUSTRIAL DEVELOPMENT
- » BOND ISSUE DOCUMENTS
- » FINANCIAL INFORMATION
- » FEEDBACK
- » LINKS
- » HOME

1200 Memorial Highway
 PO Box 5509
 Bismarck, ND 58506-5509

701.328.7100 : phone
 800.526.3509 : toll-free
 701.328.7130 : fax
ndpfa@nd.gov

Search:

GO!

State Revolving Fund Program

The State Revolving Fund Program (SRF) was established in 1990 to enable North Dakota to receive federal capitalization grants as authorized under the Clean Water Act. In 1998, the SRF was amended to enable the State to receive capitalization grants as authorize under the Safe Drinking Water Act. The SRF grants, received from the United States Environmental Protection Agency, are to be used to make below-market interest rate loans to political subdivisions for the purpose of financing authorized projects, to establish reserve funds, and for other purposes allowed under the Clean Water and Safe Drinking Water Acts. Authorized projects under the SRF include wastewater treatment facilities, non-point source pollution control projects, and public water systems. The North Dakota Department of Health and the Authority jointly administer the SRF.

The interest rates on SRF loans are set by the Department of Health in consultation with the Authority. The interest rates are fixed for a term up to 20 years. Currently, the interest rate for all SRF loans is 2.5%, which includes a .5% administrative fee.

The SRF Program has been assigned ratings of "Aaa" by Moody's Investor's Service, Inc. and "AAA" by Standard & Poor's Ratings Services.

Loan Applications

- » [Clean Water State Revolving Fund](#) (2.8Mb pdf)
- » [Drinking Water State Revolving Fund](#) (3.3Mb pdf)

Bond Counsel

- » [Bond Counsel](#) (19kb pdf)

Publications

- » [SRF Project Flowchart](#) (210kb pdf)
- » [SRF Program Project Manual](#) (1.9Mb pdf)

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Greg Welch

From: Schmitt, Bryan R. <brSchmitt@nd.gov>
Sent: Wednesday, September 07, 2016 4:32 PM
To: Bruschwein, David J.; Bergsagel, David L.; Kern, David W.
Subject: North Dakota Request for Projects - 2017 Intended Use Plan - Attachments Included
Attachments: DWSRF_Ranking_Questionnaire.pdf; DWSRF_Update_Questionnaire.pdf; DWSRF_FY2017_Memo_to_cities_engineers_Final_9-1-2016.pdf

Attachments Included

Ladies & Gentlemen:

The Drinking Water State Revolving Fund (DWSRF) is again in the process of developing our Intended Use Plan and Project Priority List for 2017. We are requesting that any new projects and projects already on the 2016 Project Priority List fill out the DWSRF Ranking Questionnaire and DWSRF Update Questionnaire, respectively. Both questionnaires are attached, and a link to the online version is provided in the memo sent out to the cities and consultants. The deadline for questionnaires to be submitted is October 17, 2016.

* The DWSRF loan program is considering reducing the interest rate effective January 1, 2017. The proposed interest rate for most projects will be reduced to an effective 2%. This includes 1.5% interest rate plus a 0.5% administrative fee.

This email may go to only one person in your firm, so please forward it to those who may be interested in DWSRF funding.

Please contact David Bruschwein at 701.328.5259 should you have any questions.

Best Regards,

Bryan R. Schmitt, EIT

Environmental Engineer

Drinking Water State Revolving Loan Fund

North Dakota Department of Health

918 East Divide Avenue, 3rd Floor

Bismarck, ND 58501-1947

Phone: (701) 328-5299



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**NORTH DAKOTA DRINKING WATER
STATE REVOLVING FUND
PROGRAM (DWSRF)**

Loan Application Package

 **NORTH DAKOTA
DEPARTMENT *of* HEALTH**
Division of Municipal Facilities

and

North Dakota Public Finance Authority

Bismarck, North Dakota

CONTENTS AND INSTRUCTIONS

CONTENTS OF APPLICATION PACKAGE

1. SRF Program Application
2. Budget Sheet
3. Request for Supplemental Information
4. Debarment and Suspension Certification
5. Preaward Compliance Review Report
6. Resolution of Governing Body

APPLICATION SUBMISSION

Complete items 1-6 and submit with original signatures to:

North Dakota Department of Health (NDDoH)
Division of Municipal Facilities
918 East Divide Avenue, Third Floor
Bismarck, ND 58501-1947

APPLICATION PROCESS

1. Project must be on the Department of Health's Intended Use Plan (IUP)
2. Application is reviewed by ND Public Finance Authority (PFA)
3. Application is reviewed by PFA's Advisory Committee
4. Application is reviewed by the ND Industrial Commission
5. Political subdivision's bond counsel prepares bond documents
6. Bond documents are filed with the PFA
7. Political subdivision may submit loan draw requests to the NDDoH

IMPORTANT REMINDERS

- The political subdivision is responsible for selecting and retaining bond counsel.
- DWSRF loans are federal funds and subject to specific auditing procedures. Please alert your auditor.
- Revenue bonds require 120 percent coverage and a reserve fund.
- Audit reports or financial statements must be filed annually with the PFA.

This fillable form has text in GREEN that can be changed by the user.

QUESTIONS REGARDING:

Completing pages 1 – 7 of the application:

ND Public Finance Authority

Phone: 1.800.526.3509 or 701.328.7100

Fax: 701.328.7130

Email: ndpfa@nd.gov

Website: www.nd.gov/pfa

Project Approval and IUP:

ND Department of Health

Phone: 701.328.5211

Fax: 701.328.5200

Email: dbruschw@nd.gov

Website: <http://www.ndhealth.gov/MF/>

**Attachment #1
Current Estimate of Cost**

**CITY OF MANDAN, ND
HIGH SERVICE PUMP IMPROVEMENTS PH I
OPINION OF TOTAL PROBABLE PROJECT COST**

9/1/15

	QUANTITY	UNIT	UNIT COST	MATERIAL COST	INSTALLED COST
1.0 General Conditions					
a. Insurance, Bonds, Mobilization, Etc.	1	l.s.		\$2,320,000	\$142,912
2.0 General Construction					
a. Misc. Demolition	1	l.s.	\$50,000	\$50,000	\$67,500
b. High Service Pumps (2000 gpm each)	4	ea.	\$100,000	\$400,000	\$500,000
c. Piping, Valves, & Appurtenances	1	l.s.	\$150,000	\$150,000	\$187,500
d. WTP Structure Expansion (40'x50'), Gen., Mech., Elec., & Fin.	2,000	s.f.	\$275	\$550,000	\$687,500
3.0 Mechanical Construction					
a. HVAC Mech. Constr., & Elect. Constr.	1	l.s.	\$125,000	\$125,000	\$168,750
b. General Mechanical	1	l.s.	\$125,000	\$125,000	\$168,750
4.0 Electrical Construction					
a. MCC, Controls, and Instrumentation	1	l.s.	\$300,000	\$300,000	\$405,000
b. Controls and Instrumentation	1	l.s.	\$100,000	\$100,000	\$135,000
Subtotal					\$2,320,000
Total Probable Construction Costs					\$2,463,000
Contingencies (10%)					\$246,000
Legal fiscal and Administration					\$10,000
Pre-Engineering					\$252,000
Construction/Post construction Engineering					\$265,000
ROUNDED ESTIMATE					\$3,236,000

BUDGET SHEET

(Please round to the nearest thousand)

COST CLASSIFICATION	SRF	SWC Grant			TOTAL																									
1. Administrative expenses	\$ 10,000				\$ 10,000																									
2. Land, structures, rights-of-way					\$ 0																									
3. Engineering basic fees	\$ 186,000	\$ 122,000			\$ 308,000																									
4. Other engineering fees	\$ 44,000	\$ 66,000			\$ 110,000																									
5. Project inspection fees	\$ 91,000	\$ 136,000			\$ 227,000																									
6. Land development					\$ 0																									
7. Relocation expenses					\$ 0																									
8. Construction and project improvement	\$ 993,000	\$ 1,490,000			\$ 2,483,000																									
9. Equipment					\$ 0																									
10. Capitalized interest					\$ 0																									
11. Other					\$ 0																									
12. Miscellaneous					\$ 0																									
13. SUBTOTAL	\$ 1,324,000	\$ 1,814,000	\$ 0	\$ 0	\$ 3,138,000																									
14. Contingencies	\$ 39,000	\$ 59,000			\$ 98,000																									
15. TOTAL	\$ 1,363,000	\$ 1,873,000	\$ 0	\$ 0	\$ 3,236,000																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">16. SRF Funds</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: right;">\$ 1,363,000</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>17. SWC Grant Funds</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 1,873,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td>18. Funds</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>19. Funds</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>20. TOTAL All Funds</td> <td style="border-bottom: 1px solid black; text-align: right;">\$ 3,236,000</td> <td></td> <td></td> <td></td> </tr> </table>						16. SRF Funds	\$ 1,363,000				17. SWC Grant Funds	\$ 1,873,000				18. Funds	\$ 0				19. Funds	\$ 0				20. TOTAL All Funds	\$ 3,236,000			
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RESOLUTION OF GOVERNING BODY OF APPLICANT

Resolution authorizing filing of application with the North Dakota Department of Health for a Loan under the Clean Water Act.

WHEREAS, under the terms of the Clean Water Act, the United States of America has authorized the making of loans to authorized applicants to aid in the construction of specific public projects: Now, Therefore, BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota;
(Governing Body of Applicant)

1. That Tim Helbling, Mayor and President be and is hereby authorized to execute
(Designate Official)
and file an application on behalf of the City of Mandan with the North
(Legal Name of Applicant)

Dakota Department of Health for a loan to aid in the construction of:

The High Service Pump Station Improvements at the Mandan Water Treatment Facility.

(Brief Project Description)

2. That Jim Neubauer, City Administrator, be and is
(Name of Authorized Representative) *(Title)*
hereby authorized and directed to furnish such information as the North Dakota Department of Health may reasonably request in connection with the application which is herein authorized to be filed, to sign all necessary documents, and, on behalf of city, to accept loan offer and receive payment of loan funds.

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified and acting City Administrator of the
(Title of Officer)
City of Mandan does hereby certify:
(Legal Name of Applicant)

That the attached resolution is a true and correct copy of the resolution, authorizing the filing of application with the North Dakota Department of Health, as regularly adopted at a legally convened meeting of the Board of City Commissioners duly held on the 17th day of
(Name of Governing Body of Applicant)
January, 2017; and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

In WITNESS WHEREOF, I have hereunto set my hand this 17th day of January, 2017.

(SEAL)
If applicant has
an official seal,
impress here.

(Signature of Recording Officer)
City Administrator

(Title of Recording Officer)