CITY OF MANDAN
"WHERE THE WEST BEGINS"

AGENDA
MANDAN CITY COMMISSION
JANUARY 7, 2014
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:30 P.M.
www.cityofmandan.com

A. ROLL CALL:
   1. Roll call of all City Commissioners and Department Heads.

B. APPROVAL OF AGENDA:

C. PUBLIC COMMUNICATIONS;

D. MINUTES:
   1. Consider approval of the minutes from the December 17, 2013 Board of City Commission meeting.

E. PUBLIC HEARING:

F. BIDS:

G. CONSENT AGENDA:
   1. Consider approval for advertising for bids for District No. 186 Project 2013-22 (Macedonia Hills 1st Addition). See Resolution No. 2.
   2. Consider for approval the final Replat of Lots 1-3, Block 1, Ol' Town Addition.
   3. Consider for approval the Proposal from Banyon Data Systems for Utility Billing Software.
   4. Consider finalizing Infrastructure Grant project completed by Swanberg Construction Co. and approve final pay estimate request.
   5. Consider approval of the Homestead Credit abatements.
   6. Consider approval of abatements for:
      i. Complete Reassessment of Properties – Jeromchek & Kraft
      ii. Unbuildable lot – Riverwood Commercial Park, LLC
      iii. Missed Property – Assessor Error – Wolff
      iv. 2-year Exemption – New Construction – Boyce

H. OLD BUSINESS:

I. NEW BUSINESS:
   1. Consider proposal for purchase and development of 611 W Main St
   2. Consider Renaissance Zone Committee recommendations
      i. Rehabilitation by Andra Miller of 106 11th Ave NE

ii. Lease by M3 Home Designs of 106 11th Ave NE
iii. Lease by ND Real Estate Brokers of 106 11th Ave NE

3. Consider Growth Fund Committee recommendations
   i. Storefront improvement application
   ii. Committee appointments
4. Consider placing for sale city owned property generally known as 211 W Main St. land only.

J. RESOLUTIONS AND ORDINANCES:
1. Second consideration and final passage of Ordinance 1136, an Ordinance for zoning change for Christianson's First Addition.
2. Consider the Resolution Directing Advertising for bids for District No. 186 Project 2013-22 (Macedonia Hills 1st Addition).

K. OTHER BUSINESS:

L. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. January 21, 2014 - 5 p.m. start
2. February 4, 2014
3. February 18, 2014 - 5 p.m. start

M. ADJOURN

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

Departmental planning meeting will be held the Monday prior to the Commission meeting, all Commissioners are invited, noon, former Morton County Library Room. Please notify the city administrator by 8:30 a.m. that Monday if you plan on attending. If more than two commissioners plan on attending, proper public notice must be given.

The Mandan City Commission met in regular session at 5:30 p.m. on December 17, 2013 in the Ed "Bosh" Froehlich Room at City Hall, Mandan, North Dakota. Commissioners present were Van Beek, Tibke, Rohr, Frank, and Braun. Department Heads present were Finance Director Welch, Police Chief Bullinger, City Attorney Brown, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development and Communications Director Huber, Planning & Engineering Director Froseth, Planner Decker, and Assessor/Building Official Lalim.

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

C. PUBLIC COMMUNICATIONS: Mayor Van Beek invited anyone to come forward to address items on the Agenda, excluding the Public Hearing item.

DeNae Kautzmann came forward and stated she is representing her partners in Kautzmann Land. She indicated that she would like to address the Resolution pursuant to 21.09.13(22b) regarding fees for the park district. She requested a clarification. This is going forward, correct, on the new subdivisions? Because Chapter 21.09 regulates subdivisions so this will be going forward and not affect subdivisions that are already in place. So if there are any empty lots in the City anyone who builds on them would not be assessed a $500 fee; for example, a single family dwelling. Would that be correct? City Attorney Brown replied that discussions have implied that it would not be appropriate to apply that to existing subdivisions. He stated that it is a Commission decision. Kautzmann stated that Chapter 21.09 regulates the subdivision of land and she requested clarification of that.

Kautzmann stated that the second item she wishes to address is regarding the zoning for Christianson's and she will address that at the Public Hearing portion of the meeting.

Dakotah Maixner from North Valley Homes came forward to comment. She missed the Planning and Zoning meeting that was held when the zoning on Meadows Sixth was addressed. When the Meadows Sixth Addition was changed from Commercial to R7 which excludes manufactured homes, it was actually mistakenly done that way. It was supposed to have been changed to the RMH which allows manufactured homes in there. She stated she feels it is important to continue with what zoning is already there. She stated that a manufactured home can be placed anywhere in Mandan unless a covenant restricts it per se. The only requirement is to have something around the perimeter to have it mock a modular. She stated that she is proposing that it is good to have an area that is designated for manufactured homes. She provided pictures and requested that each be identified as manufactured or modular. The point she brought out was that the intent was to be for manufactured homes, which are almost as expensive as any other home in that area. She stated that is what they, (North Valley Homes), intends to place there. She requested that the Commission reconsider. She mentioned that she had talked to Planner Decker who recommended a "Not Pass" at the Planning and Zoning meeting because of the drainage issue. The Inspection Department stated that it's really not an

"issue" but is actually mandatory by federal and state guidelines that there be proper drainage under the manufactured homes. Another point she brought forward is that in the covenants there is a specific type of skirting which would make it appear to be a modular home. They have skirting that looks like painted concrete on the homes where one cannot tell the difference other than the $10,000 cost to the homeowner. She requested the Commission reconsider the zoning.

Steve Mott, a Mandan resident who lives on 37th Avenue NW stated he was at the meeting where the Board declined to approve the change in the covenants and the planning. The first of a couple points he brought forward: Trailer homes come in on wheels. At the last Board meeting, the Board struck down the coding on it. He stated that there is a new school in this area that the residents of Mandan are paying for and now they have another subdivision they want to turn into a trailer park. He also indicated that the area was zoned a certain way for a reason. He does not feel the City Commission should override or change this policy that the Board has already laid down.

Mayor Van Beek once again invited anyone to come forward to speak. Hearing none, this portion of the public communications comment period was closed.

D. MINUTES:

1. Consider approval of the following minutes from the Board of City Commission regular meeting held December 3, 2013. Commissioner Tibke moved to approve the minutes as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

E. PUBLIC HEARING:

1. Consider approval of a zoning change for Christianson's First Addition. (First consideration of Ordinance #1136) (See Ordinances No. 5). Planner Decker stated this is the rezoning of the area they have already approved for a final plat. This is the Phase 1 area. It is shown as R7. Initially the developers were looking at multi-family north of Boundary Road. In discussions with them it was pointed out that Commercial zoning would allow multi-family but would also give us the opportunity to bring Commercial along Boundary which will eventually become the frontage road for I-94. He indicated that is how the adjustment was made to make that a commercial zone.

Mayor Van Beek announced this is a public hearing on the request for a zoning change for Christianson's First Addition. (First consideration of Ordinance #1136) and invited anyone to come forward to speak for or against the request.

DeNae Kautzmann representing Kautzmann Land came forward to speak. She stated their property is to the southeast of Christianson's First. She indicated that she is not particularly concerned with the zoning but what she is concerned with is the Storm Water Management plan. Chapter 14.01 of the Mandan Municipal Ordinances addresses storm water management. The partners of Kautzmann Land are concerned about storm water run-off. She mentioned she had spoken to Planner Bob Decker and he told her that the

developer was probably going to be using local retention ponds. She requested the maps of where the ponds would be located but was told that the locations were not decided yet and so there is nothing to view. In reviewing Chapter 14.01.03 it requires that the storm water management plan be approved before a subdivision is approved and it is her understanding this subdivision has already been approved. She indicated that they are concerned about erosion, sediment control and what measures are going to be used for this? What direction and what is the rate of storm water runoff? Where will the storm water be collected? Will storm sewers be utilized? There is a coulee that routes through her property and runoff is going through there right now and they are concerned about a river and concerned about their land being eroded away. Their property abuts the Park property and there may be concerns about that as well in the future. She stated that it is the City's responsibility to have a storm water system in place that is analyzed in order to protect the public as well as other property owners from adverse impact. The other concerns are the local retention ponds within the city limits which brings up health issues as well as other issues of public concern. She requested this matter be looked at before looking at a zoning ordinance is granted and requested this matter be tabled until the Storm Water Management Plan is in place.

Curtis Kovash came forward and stated that he is in opposition to the Christianson's Subdivision not developing the land in general. But rather he does believe issues are not being addressed as they should in that area. He commented that any changes on Division Street should be addressed before this Subdivision is allowed to go forward. He cited previous excerpts from Park Board meetings wherein there was discussion addressing they do not want it going through the park, they want it on the section line and the Park does not want it there. He inquired as to why these issues are not addressed before approving a subdivision?

Mayor VanBeek announced again that this is a public hearing on the request for a zoning change for Christianson's First Addition. (First consideration of Ordinance #1136) and invited anyone to come forward to speak for or against the request. Hearing none, this portion of the public hearing was closed.

Commissioner Rohr inquired as to what has been done to consider water run-off and what assurance has been given that this will not be a problem? Has that been given full consideration?

Decker commented that the final design work for the construction plan is progressing and planning for that is in that phase right now. None of the activities will go forward until there are design plans that show the proper amount of drainage and retention. That is the next step in this process of the construction plans with the developer. He stated that the issue now is to approve the final plat however with the actual construction of the subdivision – there are several other steps that have to go forward before any dirt is moved.

Commissioner Rohr inquired if these issues need to be considered before approval and will things fall into place properly before moving forward? City Attorney Brown

clarified that what is before the Board to decide now is the zoning issue. The Subdivision plat has been approved. Brown stated that Ms. Kautzmann is correct in stating that the Storm Water Management Plan should have been submitted with the plat before the plat was approved. Mr. Decker stated that no building permits will be issued until there is a Storm Water Management Plan. The issue before the Board is the question of whether the zoning should be R7 and CA or not?

Commissioner Frank commented that the testimony on this topic brought up points specifically geared towards further growth west of town. She stated she would like to see more discussion and further insight from the Planning Department regarding conversations surrounding Division Street. The way the zoning is proposed with the light commercial north of Boundary does provide for heavier traffic but the questions keep coming up about Division Street.

Planner Decker stated that there is a North Mandan plan for streets and that is included with the options for going farther to the west. The plan is to consider that as a minor arterial to connect with Main Street. There is a plan in place that has that plan identified and as that plan goes forward that will be addressed with the right of way that is required on any of those streets so that street can be developed further to the west.

Commissioner Frank inquired if an R7 zoning will inhibit traffic or is that associated with the infrastructure and not the street? Decker replied that in the case of Boundary they required the developer to redesign the alignment so that there are no residential lots fronting on Boundary. There is a separate local street that is their primary access. There will be restricted access from residential property. The development of this project will take 2 – 3 years to complete. As this is developed, water and sewer lines will have to be put in all the way to the lower end so they can make connection so when the streets are graded out there will be a secondary access available.

Commissioner Tibke questioned whether the Storm Water Management Plan will come before the City Commission before the building starts in the next couple of years? Decker replied that there is detailed criteria that must be looked at by the Engineering and Planning Department who will then sign off on those requirements. Commissioner Tibke voiced concern that the whole project plan was not properly brought before the Commission and she is wondering how that will be rectified because the Final Plat was not done in order? Attorney Brown clarified that Chapter 14.01.02 is very comprehensive and as Mr. Decker says it establishes responsibility of all the items in that ordinance to be followed. It is one of those things where staff has guidelines to follow.

Commissioner Frank moved to approve the zoning change for Christianson's First Addition. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

F. BIDS:

G. CONSENT AGENDA

1. Consider approval of monthly bills.

2. Consider reorganization in Building Inspection, Assessing & Finance personnel.

3. Consider approval of Special Sunday Openings for Bayside Tesoro for January 5, 2014 – June 29, 2014.

4. Consider amendment for increased allocation under U.S. Treasury State Small Business Credit Initiative.

5. Consider approval of the City of Mandan Voting Locations for the June 10, 2014 Election.

6. Consider the following abatements/exemptions: (i) Homestead Credit abatement – Henry Gustin (ii) Homestead Credit abatement – Mardella Meske (iii) Missed property Tax exemption – new or expanding Business – Jessara Properties, LLC (Assessor error).

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

H. OLD BUSINESS:

1. Discussion relative to activities of the Morton Mandan Combined Communications Center. Tom Doering, Morton County Emergency Management, stated he is representing the Communications Advisory Committee regarding consideration of three items pertaining to the Mandan/Morton Combined Communications Center (MMCCC). (1) Consideration of adding members to the Communications Advisory Board. (2) Consideration of using the Bismarck/Burleigh Computer Aided Dispatch (CAD) and accepting a Memorandum of Agreement. (3) Consider amending the 2014 alarm fund budget to include costs associated with a CAD system.

Doering provided a background/alternative summarized as follows: (1) The Communications Advisory Committee voted to add a representative from Metro Ambulance, A Mandan City Commissioner and a Morton County Commissioner to the Board and is requesting approval from the Mandan City Commission. (2) The Mandan/Morton dispatch center is in need of a CAD system with no provisions for such a purchase within the 2014 budget. The Mandan Fire Department has been authorized to add 4 new full time firefighters to staff Station No. 2 which requires an immediate need for a CAD. Fire Chief Nardello reported that Morton/Mandan could become a user of the Bismarck/Burleigh CAD at a minimal cost. The minimal cost for interface and mobile licensing is far less than purchasing one. A Memorandum Agreement has been reviewed by the Morton County State's Attorney with suggested modifications. The Morton/Mandan Communications Advisory Committee believes that cooperation between the two communication centers regarding the CAD will build strong relations for future joint purchases. A budget amendment for the associated cost is $15,793 was requested. At the present time there is $58,000 in the Alarm Fund to cover the costs. Training will be provided at no cost. Doering recommended approval of the members to the Mandan/Morton Communications Advisory Board and to approve the use of the

Bismarck/Burleigh CAD to include approval of the MOA and approve the requested budget amendment.

Mayor Van Beek asked for comments or questions from the commissioners. Commissioner Rohr asked if the Bismarck program changes if that will entail additional expenses at a later time? Doering stated that it is a 5-year agreement with an option to withdraw annually.

Commissioner Tibke stated she is comfortable moving forward with partnering for the CAD system for the Fire Department. In the interim she suggested that Mike Seminary from the Bismarck City Commission who is the Chair of the MBBM Committee be brought in along with the Sheriffs, the Police Chiefs, and the Emergency Managers to start discussing future collaborations in regards to all the additional stuff that was discussed at the last meeting. Commissioner Frank stated that she would support adding a representative from the City and County Commissions and the ambulance service. She volunteered herself to represent the Mandan City Commission. She disagreed with Commissioner Tibke with moving forward with the CAD system until there is discussion with several people involved in this subject in particular computer assisted dispatch. Doering stated that he understands that Bismarck does not have any intentions within the next 5 years to change CAD systems.

Mike Dannenfelzer, Bismarck/Burleigh Combined Communications Center Director came forward and commented that there is no plan within the next 5 years to replace their CAD system. He clarified there are problems with every system, and the mobile environment operates differently than the CAD system and that it is not tied directly to the network. The SunGard system has been in place since 2000 and upgrades and maintenance occur on a regular basis. Eight hours of training is given to newly hired employees and typically those individuals do not have any experience in dispatch. Based on experience of Mandan/Morton employees, four hours of training should be sufficient training for dispatchers. There is also a CAD training module available for everyone's use.

Commissioner Frank motioned to approve of the revision of the Memorandum of Understanding establishing the Morton/Mandan Combined Communications Center. Doering clarified the recommendations presented by the Communications Advisory Committee. Commissioner Frank revised her motion to add a representative from Metro Ambulance, a Mandan City Commissioner and a Morton County Commissioner to the Communications Advisory Committee. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

Commissioner Tibke moved to approve the use of the Bismarck/Burleigh CAD system. Commissioner Braun seconded the motion. Commissioner Frank commented that this matter is one that should have additional discussion if this is the right system for Mandan/Morton. She feels there is a much broader opportunity to work with a State system and recommended further discussion occur on a CAD system, just not this one in

particular. Commissioner Tibke clarified that the CAD system is not what the State is working on; rather the State is working on a Records Management System. For the CAD system, the Fire Chief would like to see it. The Advisory Committee has approved it. Bismarck has been using it for years with good success. It is a good first step while also addressing the larger issue records management system moving forward.

Roll call vote: Commissioner Rohr: No; Commissioner Tibke: Yes; Commissioner Frank: No; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

Commissioner Tibke motioned to appoint Commissioner Frank to the Communications Advisory Committee as the Mandan City Commission representative. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

Commissioner Tibke motioned to approve an amendment to the 2014 Alarm Fund Budget to include expenditures associated with implementing a CAD system of $15,793.91. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: No; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

I. NEW BUSINESS:

1. Consider approval of Engineering Services Agreement with Houston Engineering for construction observation of Sunset Drive. Planning & Engineering Director Froseth presented a request for the approval of an Engineering Services Agreement with Houston Engineering for construction observation of the Sunset Drive reconstruction project. He reviewed the project background from the 2009 original agreement at which time it was decided to remove the construction observation and administration out of the agreement but agreed to other items in the agreement that included product design and production of bid documents. In the spring of 2013 the project bid was awarded to Houston Engineering. There was no amendment to the original Engineering Service Agreement or a new ESA specifically for the construction observation that was brought forward by the City Commission. Froseth reviewed the estimate prepared by Houston Engineering for construction and observation costs and administration estimated cost of $617,746. This went up from the estimate in 2009 of $450,000 due to material testing services, NDDOT requirement of full time construction observation and a 6-day work week throughout the project and a 12.5% increase in wages between 2009 and 2013. Commissioner Frank commented that based on the oversight of this matter, would be any possibility that the increased costs could be assessed to those involved with the oversight? Froseth stated that he would not consider the City as absorbing these costs because the staff did look at how the assessment district reviewed with the finance office and determined there was enough to cover construction in this amount, not necessarily the 2009 dollar amount.

Finance Director Welch explained that when the City estimated the cost of the project a percentage of the project was calculated. As a result of approving this, the property

owners receiving the letter won't be paying any more as a result of what was stated in the letter. The City needs to finish the steps with the consultant engineer on this project. Finance Director Welch indicated that both parties share in the oversight, Houston Engineering for not making sure that an engineering contract should have been in place and the City should have made sure before these services were provided that we had a signed agreement in place with the consultant engineer. Froseth stated that since the project is nearing completion, they will be paid for services actually performed and not the $617,746. Welch stated that the project is substantially complete and there is only a punch-list of items remaining and that he feels comfortable that the project costs remaining will be approximately $30,000. Froseth commented that $30,000 will clean up the punch-list and the record drawings that are needed to be completed that may conflict slightly with the plans. Commissioner Rohr commented that he did not think there was a possibility of negotiating the project at this point in time.

Commissioner Rohr motioned to approve of Engineering Services Agreement with Houston Engineering for construction observation of Sunset Drive. Commissioner Tibke seconded the motion. Commissioner Frank expressed frustration and urged another review of this matter in that the Commission has an obligation to pay attention to the commitments made with contractors and to appreciate any cost savings to the taxpayers in any circumstance. She commented it is hopeful that these situations do not occur in the future.

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

2. Consider approval of amendments to water and sewer systems' Capital Improvements Plan. Planning & Engineering Director Froseth presented a request for the approval of Mandan Water and Wastewater Master Plan Amendments. Froseth stated that review and discussions have occurred with AE2S to review the existing Capital Improvement Plans (CIPs) prepared as part of the previous Water and Wastewater Master Plans for the City of Mandan. The original CIPs rolled out improvement programs with a schedule and costs for the following three infrastructure systems: (1) Water Treatment Facility in 2006 (2) Water Distribution Facilities in 2007 and (3) Wastewater Treatment and Collection System in 2012. Froseth reviewed the prioritization and evaluation process for revised CIP plans. Froseth recommended the City of Mandan adopt the amendments modifying the Master Plans as outlined.

Commissioner Tibke commented that she appreciates the work put into the Master Plan which makes it easier on the budget plan when mapping out the funding to pay for these projects when they come up.

Commissioner Rohr moved to approve the amendments to water and sewer systems' Capital Improvements Plan as presented. Commissioner Tibke seconded the motion.

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

3. Consider agreements with North Dakota State Water Commission for funding assistance for New Raw Water Intake and Water Treatment Plant Improvements Projects. City Administrator Neubauer stated that to go along with the Amendments to the Water and Sewer System Improvements Plan, the City has obtained approval from the State Water Commission for $1,996,000 dollars as a 50% grant on studying of a location on the new raw water intake project and also for high pressure pump improvements within the Water Treatment Plant. In 2015-2017 the City will be requesting additional funding for the project and also in 2017-2019. Commissioner Tibke extended a thank you to Neubauer and staff for their persistence in attending these meetings and keeping Mandan on the forefront for funding. The Intake structure is critical for the community.

Commissioner Tibke moved to approve the agreements with North Dakota State Water Commission for funding assistance for New Raw Water Intake and Water Treatment Plant Improvements Projects grant funds of $1,996,000 and related contracts. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

4. *Consider Renaissance Zone Committee recommendations.* Business Development and Communications Director Huber stated that the Renaissance Zone Committee met on 12/16/13 and presents the following recommendations:

(i) Lease by Sweet Beginnings Bakery/ We Ship & More of 300 W Main Street: This building rehab was Project No. 26 requested by Larry Goetzfridt in December 2007. He has a deadline of 12/31/13 to complete the project in order to qualify for Renaissance Zone exemptions. Sweet Beginnings Bakery/ We Ship & More is a business owned by Tami and Jim Helmers and Sweet Beginnings is currently located at 411 West Main. The Helmers are planning on expanding from 300 sq. ft. to 1,500 sq. ft. and will be adding more hours and more employees and a seating area. We Ship & More is currently located at 109 Collins Avenue NW and that business will expand from 500 sq. ft. with additional expansion to 1,100 sq. ft. Since both of these businesses are located within the Renaissance Zone and relocating, Renaissance Zone criteria are that the businesses must be expanding, which they are.. The Renaissance Zone Committee recommends approval of the lease by Sweet Beginnings Bakery and We Ship & More of 300 West Main with the contingency of providing a Certificate of Good Standing from the North Dakota Tax Department for the submission to the State and also that the building's rehab be completed by the building owner by the due date of 12/31/13.

Commissioner Frank moved to approve the application from Sweet Beginnings Bakery/ We Ship & More for the lease of 300 West Main Street as a Renaissance Zone Project. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

(ii) Three appointments for the 2014-2016 term. Business Development and Communications Director Huber stated there are three committee members whose terms expire in 2013: Darren Haugen, a Mandan citizen is from Starion Financial representing the financial services section. David Leingang, a Mandan citizen and member-at-large. Bob Vayda, a Mandan citizen and a member-at-large. All three candidates have submitted letters of interest. Additional letters of interest were received from Jeremy Bauer and Curtis Patzell, both Mandan citizens. The Renaissance Committee met with the three individuals who were present at the meeting, another one was available via speaker phone, and the last individual was unable to attend. The Renaissance Zone Committee agreed that it is of benefit to have the experienced applicants to continue on the committee. There is a total of 7 members on the RZC and there are only 3 members who have had more than three years' experience. One of them (Pat Maddock) submitted a last minute resignation that will be dealt with in 2014 (from the real estate sector). The Committee voted to recommend reappointment of Darren Haugen, a financial representative, (there were no letters of interest from any others in financial services), and also the reappointment of David Leingang and Bob Vayda, both candidates are members-at-large. Huber noted that Bauer and Patzell both submitted letters of interest for the Mandan Growth Fund Committee, which also requested letters of interest for its vacancies at the same time as the RZC. However, the Growth Fund Committee has not met yet to discuss this matter.

Commissioner Tibke moved to approve the re-appointments of Darren Haugen, David Leingang and Bob Vayda to the Renaissance Committee for the 2014-2016 term. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

5. Acting as Board of Adjustment, consider for approval the request to rezone Meadows 6th Addition from R7 Single Family Residential to RMH Residential Mobile Home Subdivision. Robert Decker, Principal Planner, reviewed with the Board a request to rezone Meadows 6th Addition from R7 Single Family Residential to RMH Residential Mobile Home Subdivision. This comes at the advice of the City Attorney because the recommendation from the Planning Commission was negative. The applicant was not in attendance at the Planning Commission so that didn't give them an opportunity to make their case. Decker recommended following the recommendation of the Planning Commission – to recommend denial of the rezoning request. Decker provided a brief explanation of manufactured homes vs. modular homes which, as he explained, basically has to do with skirting. He explained there are State rules that require the unit to be built up so it drains sufficiently. He said that the real difference is in the cost of the wall around the unit costing about $10,000 vs. the skirting.

Two Mandan residents came forward and spoke to the matter of the zoning discussion for Meadows 6th Addition. Lee Mitzel spoke in favor of the rezoning. Steve Mott requested the R7 Single Family zoning not be changed. Commissioner Frank inquired why there would only be manufactured homes on the east side of the street. Decker replied that is addressed in the covenants in Meadows 7th. Meadows 3rd, 4th, 5th, or 6th will not change.

Decker commented that it is unknown how the zoning changed from commercial.

Commissioner Frank motioned to grant the request for a rezoning of Meadows 6th Addition from R7 Single Family Residential to RMH Residential Mobile Home Subdivision. She commented that there is one home on the corner of 45th and 34th that falls into the RMH zoning area. She suggested there be a continuation of RMH zoning on the east side of the street in the proposed zone change map up to the RM designation, Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: No; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: No. The motion failed. (Attorney Brown explained that it requires 4 "yes" votes to change the decision of the Planning and Zoning Commission.)

City Attorney Brown stated that there will have to be an action to deny the appeal or affirm the action of the Planning and Zoning Commission.

Commissioner Tibke moved to affirm the action of the Planning and Zoning Commission. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: No; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

6. Consider for approval an agreement with Morton County for administration of zoning and subdivision regulations in the Extraterritorial Zone. Robert Decker, Principal Planner extended a thank you to Daniel Nairn, County Planner, for taking the lead on this matter and indicated that he met with Burleigh County and discussed how they arranged their Extraterritorial Zone. This is a simplified process explaining that the NDCC was amended in 2009 for administering an Extraterritorial Zone. The Amendments allowed jurisdictions to draft their own agreements that would supersede the formal process. Bismarck and Burleigh County have executed an agreement. Once this is adopted the City can amend the Resolution to adjust the properties to the jurisdiction of the zone. However, modifications can be made if needed depending on whose jurisdiction it falls under. Commissioner Rohr stated that he and Commissioner Frank are on the Planning and Zoning Committee and they are aware of the discussions that occurred on this matter. Decker said that issues have come up and this process provides assistance as to who is responsible and it gives the property owners certainty as to who to talk to. The City will be working closely with the County on the 911 system that was discussed earlier; for example, he explained how addresses are keyed into the zones so when those areas get annexed there will not have to be any changes to addresses.

Commissioner Rohr moved to approve the agreement and map with Morton County as presented. Commissioner Tibke seconded the motion. Commissioner Frank commented that this collaboration with the County will help to clarify who ultimately is responsible.

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

7. Consider appointments to the MARC Committee. Robert Vayda, President of the Mandan Architectural Review Committee (MARC) presented recommendations for the appointment of two individuals to the MARC Committee two vacancies for three year terms commencing January 1, 2014. Letters of Interest were received from four applicants - which were all interviewed by the MARC. The MARC recommends the appointment of Miles Mehlhoff and Paul Breiner to the Mandan Architectural Review Committee.

Commissioner Rohr motioned to approve the appointments of Miles Mehlhoff and Paul Breiner to the Mandan Architectural Review Committee (MARC). Commissioner Braun seconded the motion Commissioner Tibke extended a thank you and appreciation to the members who serve on the various committees for the City of Mandan. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

J. RESOLUTIONS AND ORDINANCES*:*

1. Consider Financing Resolution for Water and Sewer Improvement Districts #57, #60, and Street Improvement Districts #158, #159, #162, #167, #168, #169, #170, #171, #173 Definitive Improvement Warrants. (Note: Bond sale was approved by the Board on December 3, 2013). Finance Director Welch stated that Resolutions No. 1 and No. 2 are required Resolutions to complete the financing for the bond sale that was approved by the Board at the last meeting. Commissioner Tibke moved to approve the Financing Resolution for Water and Sewer Improvement Districts #57, #60, and Street Improvement Districts #158, #159, #162, #167, #168, #169, #170, #171, #173 Definitive Improvement Warrants bond sales approved by the Board on December 3, 2013. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

2. Consider Resolution Authorizing Issuance of $4,015,000 Refunding Improvement Bonds of 2013, Series C. (Note: Relates to Agenda item J.1.) Finance Director Welch stated that this action authorizes a single bond issue that is required by law to complete the financing that was approved by the Board at the last meeting. Commissioner Frank moved to approve the Resolution Authorizing Issuance of $4,015,000 Refunding Improvement Bonds of 2013, Series C. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

3. Consider Resolution Authorizing Issuance of $136,629.78 Sidewalk, Curb and Gutter Warrant of 2013. Finance Director Welch stated that the purpose of this Resolution is to provide long-term financing for the improvements for the construction and repair for sidewalk, curb and gutters of 2013. Starion Financial has agreed to purchase this warrant at the interest rate of 2.75%. The warrant is for 10 years and it matches the assessment term for the improvements. Commissioner Braun moved to approve the Resolution authorizing issuance of $136,629.78 Sidewalk, Curb and Gutter Warrant of 2013. Commissioner Frank seconded the motion. Roll call vote:

Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

4. Consider Resolution authorizing a fee to be used for park land acquisition and development within the City of Mandan. City Administrator Neubauer presented a Resolution which increases the fees from the $100 per unit dwelling and $100 for a commercial building which was set back in the early 1980's and have never been updated since that time. There has been discussion as to whether to do a land dedication or a cash transaction in lieu of an order to assist Park and Recreation Department in developing the property. It is the recommendation of the Park District to increase the fees for each multi-unit dwelling to $250 and for each single unit dwelling to $500 and for each commercial building to $1,000. Neubauer stated that an earlier discussion today addressed assessing building fees and stated that going forward is when the changes will take effect. Commissioner Frank inquired if the City Commission has the authority to require that the new fees are effective for all building permits regardless of when those subdivisions were platted? City Attorney Brown replied "yes" to Commissioner Frank's question. Attorney Brown noted that last revision to this issue may not be included in the packets. He said that Item 1-A should read for each unit and a multi-dwelling unit.

Commissioner Braun moved to approve the Resolution authorizing a fee to be used for park land acquisition and development within the City of Mandan. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

5. Introduction and first consideration of Ordinance 1136, an Ordinance for zoning change for Christianson's First Addition. Commissioner Frank moved to approve the Introduction and first consideration of Ordinance 1136, an Ordinance for a zoning change for Christianson's First Addition. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Braun: Yes; Commissioner Van Beek: Yes. The motion passed.

K. OTHER BUSINESS

1. Consider allowing the sale of fireworks within City limits. City Administrator Neubauer stated that when the City annexed some of the property surrounding the Tesoro Refinery 5-6 years ago there were some rental lease agreements in place for the sale of fireworks on the northeast corner of Collins and Old Red Trail. A Memorandum of Understanding was reached with the land owners regarding the sale of fireworks that the sales could continue until the development of the property starts to occur on the surrounding property. To date the property remains in the same state it was in 2006. The operator of the fireworks stand has inquired if he will be able to sell fireworks from December 26 through December 31st. In the past, the City requested permission from the property owner and requested that proof of city sales tax has been made and that has already been provided. They are currently concerned that there are fuel trucks parked on this property in which the landowner has agreed to move those vehicles off site. They will be allowed to put them offsite while the fireworks stand is there and no flame will be

utilized. Signs will be posted that fireworks will only be allowed to be lit off during the hours of 5 pm on December 31 through 1:00 a.m. on January 1st. Based on all the conditions having been met Neubauer recommended that Fireworks be sold at this location as requested for the time frame December 26 through December 31st.

Commissioner Tibke moved to allow the sale of fireworks within the City limits and to be allowed to operate a fireworks stand at the designated location from December 26th through December 31, 2013 provided all compliance is met for the conditions outlined above.

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

There being no further actions to come before the Board of City Commissioners, Commissioner Tibke moved to adjourn the meeting at 7:45 p.m. Commissioner Frank seconded the motion. The motion received unanimous approval of the members present. The motion passed.

James Neubauer,
City Administrator

Arlyn Van Beek,
President, Board of City Commissioners

Consent No. 1 & Res. No. 2

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 7, 2014
PREPARATION DATE: December 20, 2013
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Kim Fettig, Project Manager
SUBJECT: Consider approving advertisement for bids for Street Improvement District No. 186, Project No. 2013-22 (Macedonia Hills 1st Addition).

STATEMENT/PURPOSE: To approve advertising for bids for Street Improvement District No. 186, Project 2013-22.

BACKGROUND/ALTERNATIVES: The City Commission approved the creation of the district, the engineer's report, the plans and specifications for, sufficiency of petition and the feasibility report at the November 19, 2013 City Commission meeting. The developer now wants to advertise for bids for the work on this project.

ATTACHMENTS: 1. Resolution Directing Advertisement for Bid
2. District No. 186 Map

FISCAL IMPACT: Per the Engineer's estimate each lot would receive approximately $20,455.45 each. Lots in this area are zoned R3.2 which allows single family and two family dwellings on each lot. The lots that are developed with 2 units will be splitting the cost of the lot at $10,227.73 each.

STAFF IMPACT: Minimal

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

RECOMMENDATION: This office supports moving forward with the project.

SUGGESTED MOTION: I move to approve advertising for bids for Street Improvement District No. 186, Project No. 2013-22 (Macedonia Hills 1st Addition).

RESOLUTION DIRECTING ADVERTISEMENT FOR BIDS FOR STREET IMPROVEMENT DISTRICT NO. 186

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

1. The City Administrator, Deputy Auditor and City Engineer shall meet at the time and place specified in the notice authorized in paragraph 2 hereof, for the purpose of opening sealed bids for the work and material needed for the improvement project to be made in Street Improvement District No. 186 (Project # 2013-22) of the City of Mandan, as more fully described and referred to in the resolution creating said improvement district passed and approved by the Board on November 19, 2013, and in the plans and specifications for said improvement now on file in the office of the City Engineer.

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

ADVERTISEMENT FOR BIDS FOR STREET IMPROVEMENT DISTRICT NO. 186 MANDAN, NORTH DAKOTA

Notice is hereby given, that the City of Mandan, North Dakota will receive sealed bids at the office of the City Administrator until January 27th , 2014, at 10:00 a.m.**,** local time for the purpose of furnishing of materials, labor and skill needed for the new construction of storm sewer mains, asphalt streets, concrete curb and gutter and street lights and related work in accordance with the plans and specifications for Street Improvement District No. 186 (Project # 2013-22), for the City of Mandan. The Work consists of all labor, skill, and materials required to properly construct the improvement.

Plans and Specifications are on file in the office of the City Administrator and the City Engineer. Plans may be obtained at this office of the City Engineer, 205 2nd Avenue Northwest, Mandan, North Dakota 58554, upon a non-refundable deposit of $25.00. If Plans are mailed out and additional fee of $15.00 will be added for postage and handling.

The bid proposals must be submitted to the City Administrator by 10:00 a.m., local time, January 27, 2014 and shall be sealed and endorsed "Proposal for Street Improvement District No 189. Bids shall be delivered or mailed to: City Administrator, City of Mandan,

205 2nd Avenue NW, Mandan, ND 58554. Bids will be opened and read aloud in the City Commission Meeting Room at 10:00 a.m., local time, on January 27, 2014. All bidders are invited to be present at the public opening of the Bids.

All Bidders must be licensed for the highest amount of their Bids, as provided by Section 43-07-05 of the North Dakota Century Code. The Bidder shall include a copy of his license or certificate of renewal thereof enclosed in the required bid bond envelope as required pursuant to Section 43-07-12 of the North Dakota Century Code, as amended.

Each bid shall be accompanied by a separate envelope containing a bidder's bond in the amount of five (5) percent of the highest amount of the bids as required by Section 48-01.1-05 (3), North Dakota Century Code, as amended, and executed by the Bidder as principal and by a surety, conditioned that if the principal's bid is accepted and the contract awarded to the principal, the principal, within ten days after Notice of Award, shall execute and effect a contract in accordance with the terms of the bid, and a Contractor's Bond as required by law. No bid may be read or considered if it does not fully comply with the requirements of Section 48-01.1-05 of the North Dakota Century Code and any deficient bid must be resealed and returned to the bidder immediately.

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

Work shall be completed on or before the following dates with liquidated damages assessed as follows:

Completion date for the curb and gutter, electrical trenching, directional boring, and base lift of asphalt shall be no later than July 1, 2014. Electrical poles and related items, surface course and chip seal shall be completed no later than July 30, 2014. Any damage relative to base course asphalt before contract completion shall be removed and replaced at no additional costs to this project.

Liquidated damages of $200.00 per day will be assessed if any completion dates are exceeded.

Should the contractor fail to complete all of the work in a District according to the above date, or within such additional time as may have been granted by formal extensions of time approved by the City Engineer, there shall be deducted from any money due the contractor, the above mentioned sum for each calendar day the completion of the Work is delayed, for each District. Liquidated damages will continue to accumulate until the City Engineer determines winter weather prevents further construction. Liquidated damages will restart on the first day of construction in the Spring of 2015 and continue to accumulate until final project acceptance. The Contractor and his surety shall be liable for any excess. Such

payments shall be deducted from the final payment and shall be charged as liquidated damages and not as a penalty.

The Board of City Commissioners will meet on Tuesday, February 4, 2014, at 5:30 PM, local time, to determine the sufficiency of protests, to review the Bids submitted, consider the engineer's recommendation, and to award the contract to the successful Bidder, if protests have been deemed insufficient. The contract will be awarded on the basis of the low Bid submitted, on eligible areas, by a responsible and responsive Bidder deemed most favorable to the City's interest.

The City of Mandan reserves the right reject any or all bids, to waive any informality or irregularity, to hold all bids for a period of thirty (30) days after the date fixed for the opening thereof, and to accept the Bid deemed most favorable to the best interest of the City of Mandan.

Dated this 7th day of January, 2014

City of Mandan, North Dakota
BY: James Neubauer
City Administrator"

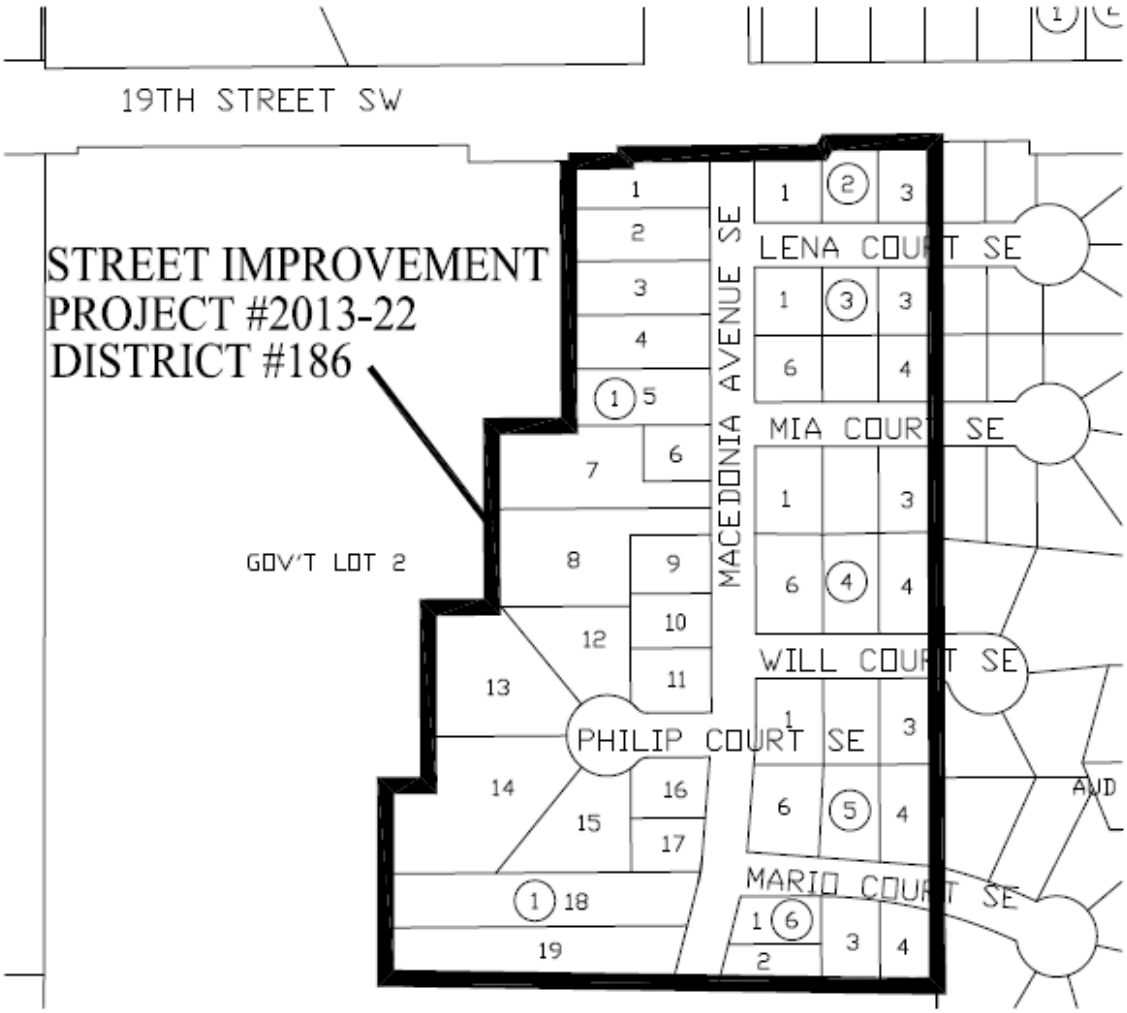
3. Each and all of the terms and provisions of the foregoing notice are hereby adopted as the terms and conditions for the award of said contract.

4. The Board of City Commissioners shall meet on Tuesday, February 4, 2014 at 5:30 pm, local time, to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder, subject to the Board finding that filed protests are insufficient to bar the work.

_____
President, Board of City Commissioners

ATTEST:

_____
City Administrator
Passed: January 7, 2014


19TH STREET SW
STREET IMPROVEMENT
PROJECT #2013-22
DISTRICT #186
GOV'T LOT 2
MACEDONIA AVENUE SE
LENA COURT SE
MIA COURT SE
WILL COURT SE
PHILIP COURT SE
MARIO COURT SE
AUD

Consent No. 2

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	December 30, 2013
SUBMITTING DEPARTMENT:	Engineering & Planning
DEPARTMENT DIRECTOR:	Justin Froseth
PRESENTER:	Robert Decker, Principal Planner
SUBJECT:	Consider for approval the final Replat of Lots 1-3, Block 1, Ol' Town Addition

STATEMENT/PURPOSE: To consider for approval the final Replat of Lots 1-3, Block 1, Ol' Town Addition.

BACKGROUND/ALTERNATIVES: Request from Samuel Towner for final plat approval to replat existing lots 1-3 to adjust lot lines. There already is a house on lot 3 that uses part of the original lot 2. The intent is to build a duplex for sale on lots 1 and the remainder of lot 2 after a portion of lot 2 is added to lot 3.

The Planning & Zoning Commission voted unanimously to approve the replat on December 23, 2013.

ATTACHMENTS:

1. Vicinity Map
2. Staff Report
3. Final Plat

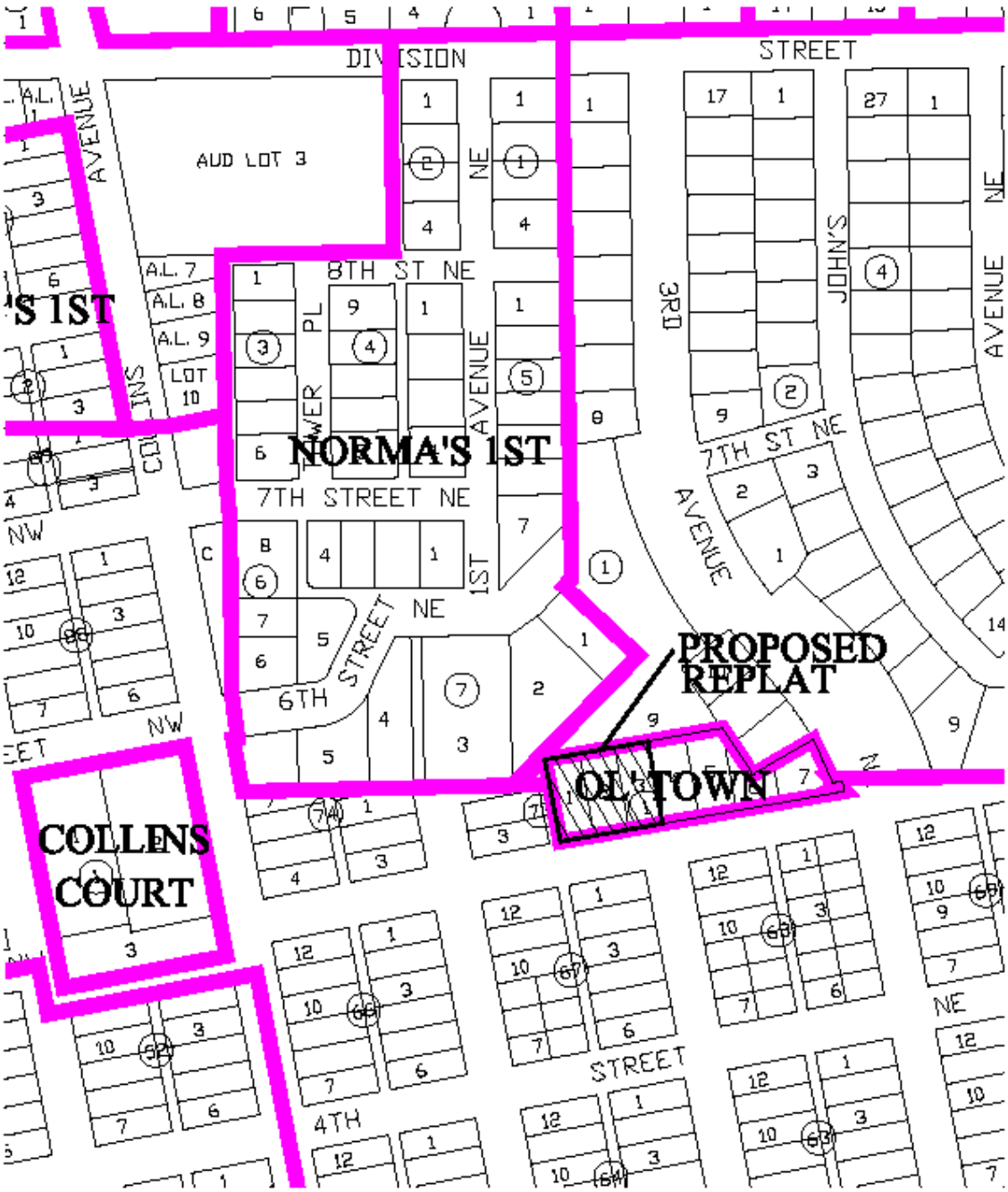
FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION: This office supports the approval of the subject replat.

SUGGESTED MOTION: I move to approve the final Replat of Lots 1-3, Block 1, Ol' Town Addition.


DIVISION
STREET
AUD LOT 3
8TH ST NE
NORMA'S 1ST
7TH STREET NE
7TH ST NE
6TH STREET NE
1ST AVENUE
3RD AVENUE
JOHN'S AVENUE
PROPOSED REPLAT
OL' TOWN
COLLINS COURT
4TH STREET NE

Mandan Planning and Zoning Commission Agenda Item
For Meeting on December 23, 2013
Mandan Engineering and Planning Office Report

Replat of Lots 1-3, Block 1, Ol' Town Addition

Requested Action

Adjust lot lines to allow construction of a duplex on one lot

Applicant	Owner	Subdivision	Legal Description	
Samuel Towner	Samuel Towner	Ol' Town Addition	Lots 1-3, Block 1, Ol' Town Addition	
Location		**Proposed Land Use**	**Parcel Size**	**Number of Lots**
5th St. NE & 2nd Ave. NE		residential	0.64 acres	3

Existing Land Use	Adjacent Land Uses	Current Zoning	Proposed Zoning	Adjacent Zoning
vacant	Residential	RM	RM	R7, R3.2 & RM

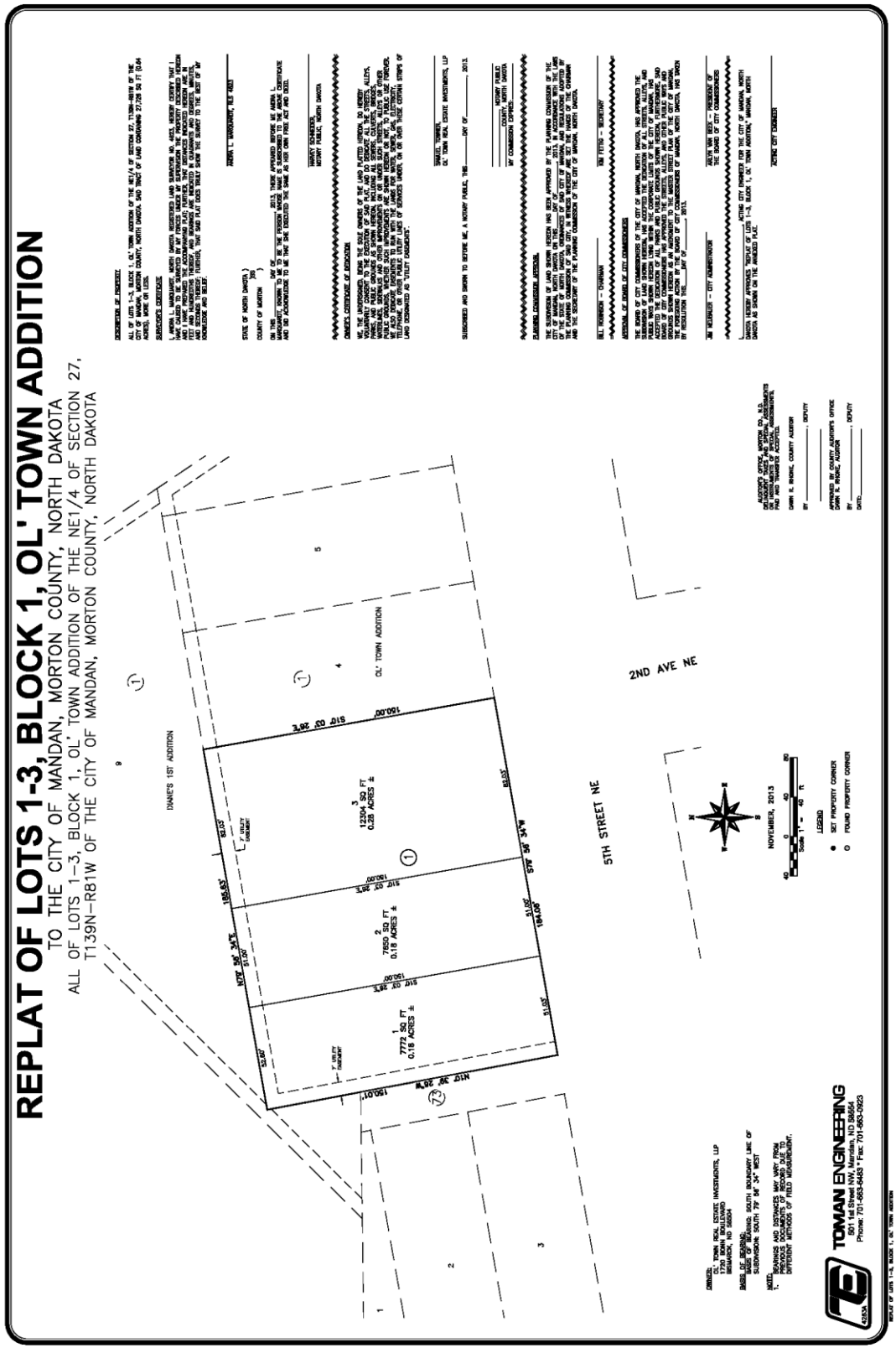
Fees	Date Paid	Adjacent Property Notification Sent	Legal Notices Published
$250.00	11/21/2013	12/10/2013	12/13 & 12/20

Agency & Staff Comments

USPS No Comments	**NDDOT** No Comments
Morton County Assessor/Recorder/Auditor No Comments	**Morton County Emergency Management** No Comments
Morton County Engineer No Comments	**Morton County Planning** No Comments
Mor-gran-sou No Comments	**Montana Dakota Utilities** No Comments
Mandan Public School District No Comments	**Park District** No Comments
MPO No Comments	**Fire Department** No Comments
Building & Assessing No Comments	**Police Department** No Comments
Water No Comments	**Wastewater** No Comments
Streets No Comments	**Solid Waste** No Comments

Engineering & Planning Recommendation - Engineer has corrected plat to show current lot configuration rather than original configuration. There were no issues raised at the review meeting. Staff recommends approval.

Proposed Motion - Based on hearing no objections, move to recommend that Planning & Zoning approve the proposed Replat of Lots 1-3, Block 1, Ol'Town Addition.


REPLAT OF LOTS 1-3, BLOCK 1, OL' TOWN ADDITION
TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
ALL OF LOTS 1-3, BLOCK 1, OL' TOWN ADDITION OF THE NE1/4 OF SECTION 27, T139N-R81W OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
DESCRIPTION OF PROPERTY:
SURVEYOR'S CERTIFICATE:
OWNER'S CERTIFICATE OF DEDICATION:
NOTARY COMMISSION APPROVAL:
APPROVAL OF BOARD OF CITY COMMISSIONERS:
OL' TOWN ADDITION
DIANE'S 1ST ADDITION
2ND AVE NE
5TH STREET NE
12304 SQ FT
0.28 ACRES ±
7800 SQ FT
0.18 ACRES ±
7772 SQ FT
0.18 ACRES ±
NOVEMBER, 2013
SET PROPERTY CORNER
FOUND PROPERTY CORNER
TOMAN ENGINEERING
501 1st Street NW, Mandan, ND 58554
Phone: 701-663-6483 * Fax: 701-663-0923

Consent Agenda #3

CITY OF MANDAN
"WHERE THE WEST BEGINS"

Board of City Commissioners Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	January 2, 2014
SUBMITTING DEPARTMENT:	Finance
DEPARTMENT DIRECTOR:	Greg Welch
PRESENTER:	Greg Welch
SUBJECT:	Utility Billing Software

STATEMENT/PURPOSE:
Consider for approval the Proposal from Banyon Data Systems for Utility Billing Software.

BACKGROUND/ALTERNATIVES:
During the City's 2014 Budget process, the Finance and Utility Billing departments determined that the current Utility Billing Software (AS/400 version) has long exceeded its expected useful life and does not provide the features that are commonly available with Windows based programs. Also, the current Utility Billing Software is maintained by only one individual who the City has contracted with for many years. In the event that the current Software support would no longer be available, the City's immediate programming needs could result in the Software to no longer be accurate or functional. Furthermore, the City approved the Water Meter/MXU Replacement Project in the 2013 and 2014 Budgets; therefore, the timing is now appropriate to consider a new Utility Billing Software program to coincide with the Project.

As a result of the above, the City obtained cost Proposals from the following vendors:

- ACS Enterprise Solutions
- Banyon Data Systems
- Black Mountain Software
- National Information Solutions Cooperative (NISC)

The Finance and Utility Billing departments viewed Software demos from the first three vendors above. Darlene and I concluded that the Software from Banyon Data Systems would best meet the City's current and future needs, including support. The Software from Banyon will provide greater operational efficiencies, better customer service, and allow the Utility Billing Department to outsource the bill printing and mailing process if the City would choose based on a cost to benefit analysis.

The timing for the implementation of the new Utility Billing Software will be contingent upon the various completion phases of the Water Meter/MXU Replacement Project. As meter routes within the City are completed by the Project, the new Software will be used to bill those routes; however, the current Software will continue to be used to bill the routes that are not yet completed by the Project. It is projected that all the Water Meters and MXUs in the City will be billed with the new Software by October 2014. The City will be notifying customers on a frequent basis regarding the status of not only the Project but also the new Software and new customer services. The purchase of the new Utility Billing Software is necessary at this time to allow Banyon to perform data conversion, testing, and training before the Water Meter/MXU Replacement Project begins.

ATTACHMENTS:

- Proposal from Banyon Data Systems
- Software Features Overview

FISCAL IMPACT:
The Utility Billing Software is included in the 2014 Budget and is eligible for funding under the Clean Water State Revolving Fund (CWSRF) Loan for the City's Water Meter/MXU Replacement Project.

STAFF IMPACT:
The Finance, Utility Billing, and Meter Reading departments will be highly impacted by the implementation of the Utility Billing Software.

LEGAL REVIEW:
The purchase of the Utility Billing Software is in compliance with the City's procurement requirements.

RECOMMENDATION:
To approve the Proposal from Banyon Data Systems for the Utility Billing Software.

SUGGESTED MOTION:
Move to approve the Proposal from Banyon Data Systems for the Utility Billing Software.

Banyon Data Systems

350 W Burnsville Pkwy, Suite 125
Burnsville, Minnesota 55337
(800) 229-1130 - banyon.com

PROPOSAL

Date: 10/22/13
Expires: 01/22/14

For: CITY OF MANDAN
GREG WELCH
205 2ND AVE NW
MANDAN ND 58554

Phone: 701-667-3213
Fax:
Email: gwelch@cityofmandan.com

Banyon Contact	Title	Email/Phone	Delivery	Invoice #
Chris Olson	Sales Manager	Chriso@banyon.com		

Description	Amount
WinUB Utility Billing Software	$9,495.00
WinUB Meter Device Interface: Neptune	$1,695.00
WinUB WebPay Online Paymnts / eBills	$995.00
WinUB Onsite Training 1 day	$400.00
WinUB Annual Support	$1,090.00
WinUB Disconnect Notice	$295.00
WinUB Receipt Bar Code Scanning	$595.00
WinUB Tier Report Module	$395.00

For on-site training, please add travel expenses for places 400 miles round trip from Burnsville, MN.

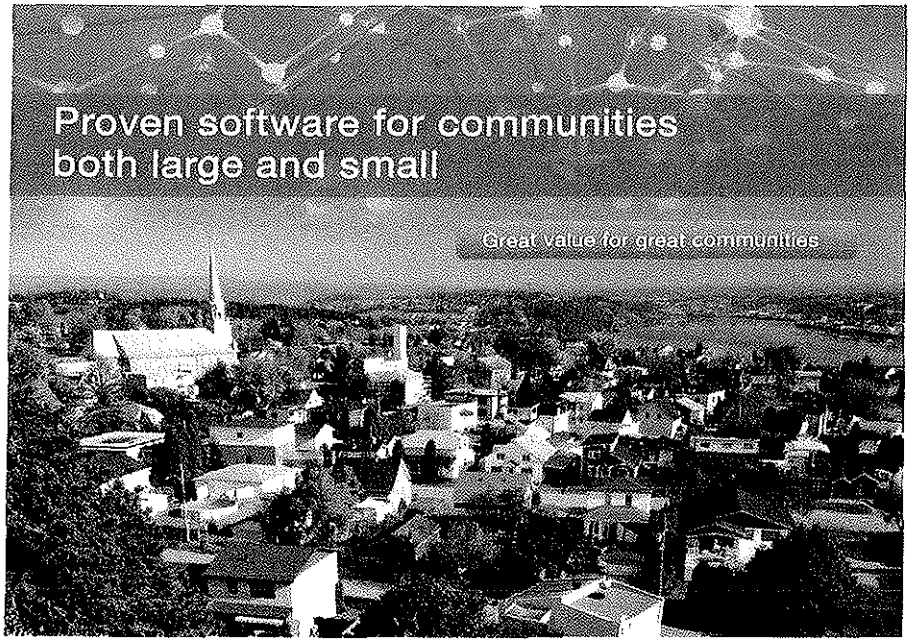
Sub-total	$14,960.00
Tax	$0.00
Total	$14,960.00

Banyon Data Systems, Inc. hereby proposes to provide the above stated product and service in accordance with the above specifications. All Product and service are guaranteed as specified. No returns will be accepted after 90 days from signed proposal date. If returned before 90 days then a restocking fee of 20% will be charged on software only. Training will not be refunded if already completed and annual support will be prorated from date on proposal.

I accept this proposal from Banyon Data Systems:_____

Acceptance Date:_____ Title/Position:_____

Banyon Authorized Signature: Chris Olson



Banyon
Data Systems

ACCREDITED BUSINESS BBB

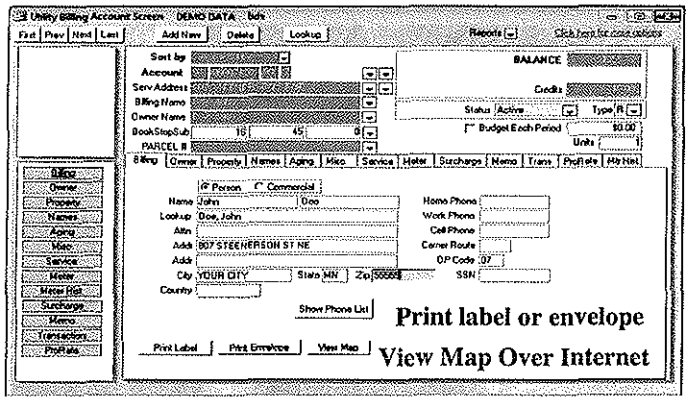
350 W. Burnsville Parkway #125
Burnsville, MN 55337

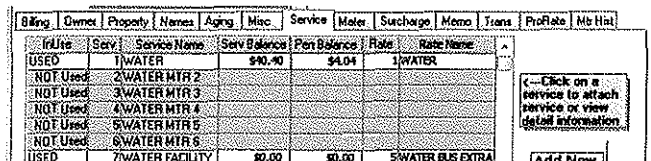
800.229.1130
Fax: 952.882.7734
sales@banyon.com
Banyon.com

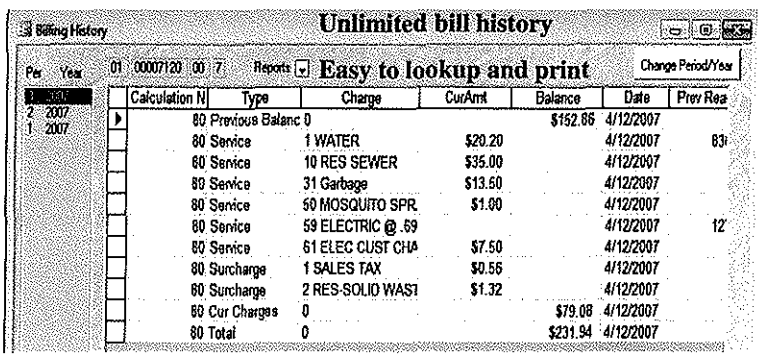
Schedule an online or onsite demo today!

Utility Billing Highlights

- Look up customer 7 different ways
- Unlimited services and rates
- Flexible payment/receipt priority
- Easily reprint customer bill & history
- Owner, penalty, & disconnect notices
- Print work orders & final read orders
- Easily un-post receipt or penalty
- Flag for high, low, & no usage/readings
- Certify unpaid balances to taxes
- Schedule services to bill by period(s)
- Estimate based on last usage or last year
- Use avg, low, high usages from period(s)
- Print postcard bills or full statement
- Interface to meter handhelds/radio reads
- Direct Payment, Email bill, Online Pay
- Easy & fast final bill process
- Tier Report module to do rate studies
- Year/month/quarter/DNR Report
- Receipts sent by batch to accounting
- Easily track customer complaints







WinUB Features Overview

- Look up account by acct. #, billing name, owner name, service address, PIN, Book/Stop.
- Use account templates when creating new accounts to save time.
- Unlimited # of services and rates with all being user defined.
- Schedule services to bill via "billing schedule"
- Auto pro-rate charges for final and new customers.
- Flexible payment/receipt priority for services.
- Set up budget billing for each account. Budget by service or all services.
- Easy & fast final bill process. Print final bills on demand or with cycle.
- Receipts are automatically sent over to WinFund to be previewed and posted.
- Easily reverse a receipt to a customer & automatically re-apply charges back to account.
- Easily print transaction listing for an account: adjustments, receipts, and usages.
- Reprint any period(s) of history for a customer.
- Print owner notices, penalty notices, & disconnects.
- Print out a work order for a meter and track history.
- Keep track of complaints or maintenance by date in complaint/maintenance section.
- Flag for high and low while entering meter readings or run the out of bounds report.
- Auto meter change out for new meters.
- Certify unpaid balances to taxes at end of year.
- Easily estimate new readings for all accounts.
- Use average, low, high usage from any combinations of months. Ex. In the summer for sewer, take the average water usage for Dec, Jan, Feb, to calculate the sewer usage.
- Customize & create reports or run our standard. Reports export to Word or Excel.
- Print laser postcard bills or full statement type.
- Download readings from meter handhelds or radio read devices.
- Direct Payment module using standard ACH file format.
- Feature to back out penalty on an account.
- Easy year/month/quarter end reports. Simply put in date for report to run (DNR & Tax).
- Email Bills to customers and save on postage.
- Online Web Payment will allow customers to view bill online and pay via credit card.
- Print unique bill message on customer bill or use global message.

Consent No. 4

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	January 2, 2014
SUBMITTING DEPARTMENT:	Public Works
DEPARTMENT DIRECTOR:	Jeff Wright
PRESENTER:	Jeff Wright, Public Works Director
SUBJECT:	Consider finalizing Infrastructure Grant project completed by Swanberg Construction Co. and approve final pay estimate request.

STATEMENT/PURPOSE: Consider finalizing flood control structure improvements, as part of an Infrastructure Grant, completed by Swanberg Construction Co.

BACKGROUND/ALTERNATIVES: In May of 2012 the City Commission approved, up to a $1,000,000 local match, to participate in an Energy Infrastructure and Impact Office Flood-Impacted Political Subdivision Infrastructure Grant to improve flood control structures within Mandan. This grant has a 50% local match. Projects were designed by Interstate Engineering in the Riverbend Addition and also in the Marina Bay area. These projects addressed deficiencies we discovered during the record flows and river elevations we experienced during the Missouri River flood of 2011. These bids included 2 alternate bid items, both additional flap gates on critical storm sewer pipes that discharge into the Missouri River.

The total cost of the project is $287,085.26 or 6% over the estimate, which includes the additional flap gates and some additional concrete restoration at Site 6. The total cost of the project will be submitted for 50% reimbursement. The WWTP outfall pipe lining project was also completed using the Infrastructure Grant.

ATTACHMENTS: Final Pay request from Swanberg Construction Co.

FISCAL IMPACT: Final payment of project will be submitted for 50% reimbursement.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend finalizing the flood control structure improvements project, as part of an Infrastructure Grant, and approve final payment of $8,810.85 to Swanberg Construction Co.

SUGGESTED MOTION: I Move to finalize the flood control structure improvements project, as part of an Infrastructure Grant, and approve final payment of $8,810.85 to Swanberg Construction Co.

FINAL ESTIMATE
FOR
WORK COMPLETED

Page 1 of 2

PROJECT	Mandan Flood Imrovements Project	ESTIMATE NO.	Final (3)
		FROM DATE	October 4, 2012
PROJECT NO.	M12-04-222	TO DATE	December 16, 2013
LOCATION	Mandan, N.D.		
		ORIGINAL COST	$ 270,710.00
Contractor:	Swanberg Construction Inc.	CHANGE ORDERS	$ 8,164.02
	P.O. Box 728	REVISED CONTRACT	$ 278,874.02
	Valley City, N.D. 58072		
		STARTING DATE	August 22, 2012
		TOTAL % COMPLETE	102.94%

CONTRACT CHANGE ORDER SUMMARY

Change Order No.	Amount
1	$ 2,415.00
2	$ 7,493.00
3	($1,743.98)
Net Contract Change	$ 8,164.02

TOTAL COST TO DATE		$ 287,085.26
LESS RETAINAGE	0.00%	$ -
STORED MATERIALS		$ -
TOTAL COSTS DUE		$ 287,085.26
LESS COSTS PAID IN PREVIOUS ESTIMATES		$ 278,274.41
NET COST DUE THIS ESTIMATE		**$ 8,810.85**

Certified as to Form, Quantities of Work, Price and Extensions:

Engineer: Interstate Engineering, Inc.

William Giuliani
TITLE: Project Engineer
DATE: December 16, 2013

Certified as to Quantities Completed:

Contractor: Swanberg Construction Inc.
(The Contractor will certify to this only on the FINAL EST.)

TITLE: PRES.
DATE: 12/19/13

Estimate Approved:
Owner: Mandan, N.D.

TITLE:
DATE:

Consent No. 5

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 7, 2014
PREPARATION DATE: December 17, 2013
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Shirley Shaw, City Assessor
PRESENTER: Shirley Shaw, City Assessor
SUBJECT: Homestead Credit Exemptions

STATEMENT/PURPOSE: To consider Homestead Credit exemptions for the year 2013 due to meeting all criteria.

BACKGROUND/ALTERNATIVES: Qualifications according to the guidelines established by the State for Homestead Credit have been met by the following home owners.

ATTACHMENTS: List of approve homeowners and abatement application.

FISCAL IMPACT: Please note that the amount is reimbursed by the State and the City is not actually losing any revenue.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested Homestead Credit exemptions for the year 2013.

SUGGESTED MOTION: I recommend a motion to approve the requested applications to receive the Homestead Credit exemption for the year 2013 due to meeting all criteria according to the guidelines established through the State.

CONSENT AGENDA: HOMESTEAD CREDITS FROM ASSESSING OFFICE

Tax Yr	Parcel #	City ID#	Owner's Name	Type of Abatement	% or $ Chg	Orig Value	New Value	Fiscal Impact	Notes
2013	65-0714000	685	Diane Heck	Homestead Credit	100%	$118,600	$118,600	$1,490	State Reimbursed
2013	65-3714000	4912	Clyde McHugh	Homestead Credit	100%	$91,400	$91,400	$1,362	State Reimbursed
2013	65-1779000	2244	Arthur Johnson	Homestead Credit	10%	$135,700	$135,700	$450	State Reimbursed
2013	65-0478000	450	George Frye	Homestead Credit	60%	$146,400	$146,400	$3,953	State Reimbursed
2013	65-2777000	3708	James Skoog	Homestead Credit	80%	$110,100	$110,100	$3,964	State Reimbursed
2013	65-4000185	1439 5	Kenneth Erlandson	Homestead Credit	100%	$160,100	$160,100	$1,490	State Reimbursed
2013	65-3347000	4405	Robert Geiss	Homestead Credit	100%	$134,000	$134,000	$1,490	State Reimbursed
2013	65-3791000	4998	Ronald Kudrna	Homestead Credit	100%	$142,500	$142,500	$1,490	State Reimbursed
2013	65-3627000	4699	Genevieve Backsen	Homestead Credit	100%	$109,100	$109,100	$1,490	State Reimbursed
2013	65-3448000	4507	Rosealley Heiser	Homestead Credit	80%	$86,000	$86,000	$774	State Reimbursed
2013	65-6100355	10108 9	Theodore Gray	Homestead Credit	100%	$131,400	$131,400	$1,490	State Reimbursed
2013	65-0562000	536	Mary Bader	Homestead Credit	60%	$151,800	$151,800	$895	State Reimbursed
2013	65-1192000	1062	Daniel Mischke	Homestead Credit	100%	$51,700	$51,700	$771	State Reimbursed
2013	65-0137000	137	Herbert Frohlich	Homestead Credit	60%	$150,000	$150,000	$894	State Reimbursed
2013	65-0665000	640	John Sonneson	Homestead Credit	10%	$139,400	$139,400	$300	State Reimbursed
2013	65-3389000	4448	Roy Severson	Homestead Credit	100%	$75,700	$75,700	$1,128	State Reimbursed
2013	65-3776000	4983	Doris Haff	Homestead Credit	40%	$148,200	$148,200	$596	State Reimbursed
2013	65-0162000	162	Aloysius Schatz	Homestead Credit	40% to 60%	$137,300	$137,300	$894	State Reimbursed
2013	65-6101918	10134 4	Roy Johnson	Homestead Credit	100%	$178,200	$178,200	$1,490	State Reimbursed
2013	65-0807160	7582	Henry Stegmiller	Homestead Credit	60%	$163,100	$163,100	$894	State Reimbursed
2013	65-1447000	1324	Micheal Martin	Homestead Credit	40%	$144,400	$144,400	$596	State Reimbursed
2013	65-3303000	4361	Virgil Sample	Homestead Credit	100%	$56,500	$56,500	$842	State Reimbursed
2013	65-6099895	10559	Thomas Veer	Homestead Credit	60%	$177,300	$177,300	$894	State Reimbursed
2013	65-4583000	5747	Lorraine Carlson	Homestead Credit	100%	$141,700	$141,700	$1,490	State Reimbursed

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name HECK DIANE I

Address 1502 3 AVE NE

Legal Description of the property involved in this application
LOT 12A

Property ID Number
City 685
County 65-714000

Block: 004
DIANE'S 2ND

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$7,700	Land	$7,700
Improvements	$110,900	Improvements	$110,900
Total (1)	$118,600	Total (2)	$118,600

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HER TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT.

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

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

_____ Signature of Preparer (if other than applicant) Date

Diane D. Heck 12-14-13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name BACKSEN GENEVIEVE

Address 506 9 ST NW

Property ID Number
City 4699
County 65-3627000

Legal Description of the property involved in this application
E 1/2 LOTS 7 & 8

Block: 105
N.P. 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$11,400	Land	$11,400
Improvements	$97,700	Improvements	$97,700
Total (1)	$109,100	Total (2)	$109,100

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that CORRECTIONS BE MADE TO REFLECT QUALIFICATIONS FOR HOMESTEAD CREDIT.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name MCHUGH CLYDE E

Address 205 5 AVE SW

Legal Description of the property involved in this application
LOTS 28 & 29

Property ID Number
City 4912
County 65-3714000

Block: 008
N.P. 2ND

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$12,800	Land	12,800
Improvements	$78,600	Improvements	78,600
Total (1)	$91,400	Total (2)	91,400

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that CORRECTIONS BE MADE TO REFLECT QUALIFICATIONS FOR HOMESTEAD CREDIT.

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

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

_____ Signature of Preparer (if other than applicant) Date

X Clyde McHugh 12-17-2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

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

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota
County of Morton
Name JOHNSON ARTHUR L
Address 1715 3 ST NE
Legal Description of the property involved in this application
Lot: 0002
Block: 002
KASPER

Property ID Number
City 2244
County 65-1779000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$12,800	Land	$12,800
Improvements	$122,900	Improvements	$122,900
Total (1)	$135,700	Total (2)	$135,700

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

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant 12/17/13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name FRYE GEORGE & SHARON

Address 809 3 AVE NE

Legal Description of the property involved in this application
Lot: 0004
Block: 001
DIANE'S 1ST

Property ID Number
City 450
County 65-478000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$15,800	Land	$15,800
Improvements	$130,600	Improvements	$130,600
Total (1)	$146,400	Total (2)	$146,400

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant George Frye 12-18-13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name SKOOG JAMES A & ARIANNE

Address 407 6 AVE NW

Legal Description of the property involved in this application
Lot: 0003
Block: 045
MANDAN PROPER (OT)

Property ID Number
City 3708
County 65-2777000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$11,300	Land	$11,300
Improvements	$98,800	Improvements	$98,800
Total (1)	$110,100	Total (2)	$110,100

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE THEIR TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT AT 80% FOR 2013.

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

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

Signature of Preparer (if other than applicant) Date

James A. Skoog 12-18-2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name ERLANDSON KENNETH & PAT

Address 3121 MARINA RD SE

Property ID Number
City 1439 5
County 65-4000185

Legal Description of the property involved in this application
AUD LOT A OF LOT 3 BLDG 2 UNIT 1

Block: 1
OLD HEART 2ND RE-PLAT

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$5,900	Land	$5,900
Improvements	$154,200	Improvements	$154,200
Total (1)	$160,100	Total (2)	$160,100

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT @ 100%

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

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

_____ Signature of Preparer (if other than applicant) Date

Kenneth Erlandson 12-16-13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name GEISS ROBERT J & S M

Address 605 5 AVE NW

Property ID Number

City 4405

County 65-3347000

Legal Description of the property involved in this application
E 120' OF S 20' LOT 3 & E 120' LOT 4

Block: 080
N.P. 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$11,800	Land	$11,800
Improvements	$122,200	Improvements	$122,200
Total (1)	$134,000	Total (2)	$134,000

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT AT 100%.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applications and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name KUDRNA RONALD & SHIRLEY

Address 905 13 AVE NW

Property ID Number
City 4998
County 65-3791000

Legal Description of the property involved in this application
Lot: 0001
Block: 004
NEFF KAUTZMAN

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$13,800	Land	$13,800
Improvements	$128,700	Improvements	$128,700
Total (1)	$142,500	Total (2)	$142,500

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT

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

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

_____ Signature of Preparer (if other than applicant) Date

Ronald C. Kudrna 12-13-2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name HEISER ROSESALLEY L

Address 104 6 ST NW

Property ID Number
City 4507
County 65-3448000

Legal Description of the property involved in this application
W 60' LOTS 5 & 6

Block: 088
N.P. 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$5,200	Land	$5,200
Improvements	$80,800	Improvements	$80,800
Total (1)	$86,000	Total (2)	$86,000

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 vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
___ 3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
1 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
1 10. Other (Explain) NDCC 57-02-08 HOMESTEAD CREDIT 80%

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HER TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013. 80%

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

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

Signature of Preparer (if other than applicant) Date

Rosesalley L Heiser 12/21/2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name GRAY THEODORE & COLLEEN

Address 2121 SUNDANCER LOOP SE UNIT 3

Legal Description of the property involved in this application
LOT 4 BLDG 21 UNIT 3

Property ID Number
City 10108 9
County 65-6100355

Block: 1
LAKEWOOD COMM PARK 3RD

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$5,800	Land	$5,800
Improvements	$125,600	Improvements	$125,600
Total (1)	$131,400	Total (2)	$131,400

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant T Gray 12/19/13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name BADER MARY A

Address 808 JOHNS DR NE

Legal Description of the property involved in this application
Lot: 0024
Block: 004
DIANE'S 1ST

Property ID Number
City 536
County 65-562000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$15,600	Land	15600
Improvements	$136,200	Improvements	136,200
Total (1)	$151,800	Total (2)	151,800

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised. _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE APPROVE THIS CREDIT DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT AT ____%.

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

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

Signature of Preparer (if other than applicant) Date

Mary Ann Bader 12-31-13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant._____

County Auditor's File No._____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name MISCHKE DANIEL R

Address 208 12 AVE NW

Property ID Number
City 1062
County 65-1192000

Legal Description of the property involved in this application
Lot: 0004
Block: 007
HEARTVIEW

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$6,200	Land	$6,200
Improvements	$45,500	Improvements	$45,500
Total (1)	$51,700	Total (2)	$51,700

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

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT

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

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

_____ Date
Signature of Preparer (if other than applicant)

Daniel R. Mischke 12/13/2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name FROHLICH HERBERT J & DM

Address 1306 6 ST NW

Legal Description of the property involved in this application
Lot: 0007
Block: 002
ANK 2ND

Property ID Number
City 137
County 65-137000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$13,600	Land	$13,600
Improvements	$136,400	Improvements	$136,400
Total (1)	$150,000	Total (2)	$150,000

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE THE TAXES FOR 2013 DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT.

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

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

_____ Signature of Preparer (if other than applicant) Date

Herb Frohlich 12-26-13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name HAFF DORIS

Address 802 SWEETBRIAR RD NW

Property ID Number
City 4983
County 65-3776000

Legal Description of the property involved in this application
Lot: 0005
Block: 001
NEFF KAUTZMAN

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$13,800	Land	$13,800
Improvements	$134,400	Improvements	$134,400
Total (1)	$148,200	Total (2)	$148,200

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE HER TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT AT 40% REDUCTION.

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

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

_____ Signature of Preparer (if other than applicant) Date

Doris Haff Signature of Applicant 12/20/13 Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated_____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant_____

County Auditor's File No._____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name SCHATZ ALOYSIUS & ELSIE

Address 401 12 AVE NW

Property ID Number
City 162
County 65-162000

Legal Description of the property involved in this application
Lot: 0008
Block: 004
ANK 2ND

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$13,800	Land	$13,800
Improvements	$123,500	Improvements	$123,500
Total (1)	$137,300	Total (2)	$137,300

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that CHANGES BE MADE TO REFLECT QUALIFICATIONS FOR HOMESTEAD CREDIT.

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

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

Signature of Preparer (if other than applicant) — Date: 12-24-13 — Signature of Applicant: Aloysius Schatz — Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name SEVERSON ROY G & KAY

Address 702 6 AVE NW

Property ID Number
City 4448
County 65-3389000

Legal Description of the property involved in this application
Lot: 0008
Block: 083
N.P. 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$11,300	Land	$11,300
Improvements	$64,400	Improvements	$64,400
Total (1)	$75,700	Total (2)	$75,700

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

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013 AT 100%

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

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

Signature of Preparer (if other than applicant) Date

Dec 30 13 Roy G Severson

Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name SONNESON JOHN R & S

Address 500 6 AVE NE

Legal Description of the property involved in this application
Lot: 0019
Block: 009
DIANE'S 1ST

Property ID Number
City 640
County 65-665000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$15,600	Land	$15,600
Improvements	$123,800	Improvements	$123,800
Total (1)	$139,400	Total (2)	$139,400

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant Sharon Sonneson 12-27-13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name JOHNSON ROY S

Address 4001 LITTLE HEART WAY SE UNIT 101

Legal Description of the property involved in this application
LOT 3 BLDG 2 UNIT 101

Property ID Number
City 10134 4
County 65-6101918

Block: 1
LAKEWOOD 5TH

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$7,400	Land	$7,400
Improvements	$170,800	Improvements	$170,800
Total (1)	$178,200	Total (2)	$178,200

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 vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
___ 3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
_1_ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
_1_ 10. Other (Explain) NDCC 57-02-08 HOMESTEAD CREDIT

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE HIS TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013

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

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

Roy Johnson

Signature of Preparer (if other than applicant) Date

Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated_____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name STEGMILLER HENRY & LEONA

Address 1201 4 AVE NE

Legal Description of the property involved in this application
Lot: 4
Block: 1
DIANE'S 4TH

Property ID Number
City 7582
County 65-807160

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$15,600	Land	$15,600
Improvements	$147,500	Improvements	$147,500
Total (1)	$163,100	Total (2)	$163,100

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

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

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

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

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

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

Asking price: $ _____ Terms of sale: _____

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

_____ Market value estimate: $ _____

Appraisal was made by whom? _____

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

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

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013.

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

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

_____ Date
Signature of Preparer (if other than applicant)

Leona Stegmiller 12-30-13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated_____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota
County of Morton Michael
Name MARTIN ~~MICHAEL~~ & DOROTHY
Address 910 2 ST NE
Legal Description of the property involved in this application
LOTS 7-10

Property ID Number
City 1324
County 65-1447000

Block: 017
HELMSWORTH-MCLEAN 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$20,600	Land	$20,600
Improvements	$123,800	Improvements	$123,800
Total (1)	$144,400	Total (2)	$144,400

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT

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

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

_____ Signature of Preparer (if other than applicant) Date

Michael L. Martin 12-26-2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name SAMPLE VIRGIL R & KRISTI

Address 210 5 ST NW

Legal Description of the property involved in this application
LOTS 7 & 8 & E 1/2 VAC 2 AVE NW

Property ID Number
City 4361
County 65-3303000

Block: 076
N.P. 1ST

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$9,300	Land	$9,300
Improvements	$47,200	Improvements	$47,200
Total (1)	$56,500	Total (2)	$56,500

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013.

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

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

Signature of Preparer (if other than applicant) Date

Virgil Sample Signed by 12-30-13
Signature of Applicant Date
Kristi Sample

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name VEER THOMAS & FERN

Address 5008 37 AVE NW

Property ID Number
City 10559
County 65-6099895

Legal Description of the property involved in this application
Lot: 8
Block: 4
MEADOWS 4TH

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$23,000	Land	$23,000
Improvements	$154,300	Improvements	$154,300
Total (1)	$177,300	Total (2)	$177,300

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 vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
___ 3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
_1_ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
_1_ 10. Other (Explain) NDCC 57-02-08 HOMESTEAD CREDIT

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE THEIR TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT

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

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

Signature of Preparer (if other than applicant) Date

Thomas L. Veer
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated_____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant_____

County Auditor's File No._____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota
County of Morton
Name CARLSON LORRAINE I
Address 1205 MONTE DR NW
Legal Description of the property involved in this application
Lot: 0029
Block: 001
SHARON HEIGHTS 1ST

Property ID Number
City 5747
County 65-4583000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$13,400	Land	$13,400
Improvements	$128,300	Improvements	$128,300
Total (1)	$141,700	Total (2)	$141,700

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

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES DUE TO THE QUALIFICATION OF THE HOMESTEAD CREDIT FOR 2013.

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

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

Signature of Preparer (if other than applicant) Date

Lorraine Carlson 12/31/13
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Consent No. 6i

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	December 16, 2013
SUBMITTING DEPARTMENT:	Assessing/Bldg Inspections
DEPARTMENT DIRECTOR:	Shirley Shaw/Assessor
PRESENTER:	Shirley/Assessor
SUBJECT:	Complete Reassessment of properties

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

BACKGROUND/ALTERNATIVES:

ATTACHMENTS: Reassessed homes abatement forms.

FISCAL IMPACT: See attached list.

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

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

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

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name JEROMCHEK JAMES & JAMES

Address 104 4 ST NW

Legal Description of the property involved in this application
W 65' LOT 6

Property ID Number
City 3815
County 65-2884000

Block: 052
MANDAN PROPER (OT)

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$5,200	Land	$5,200
Improvements	$81,700	Improvements	$64,400
Total (1)	$86,900	Total (2)	$69,600

The difference of $17,300 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 vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
___ 3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
___ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
X 10. Other (Explain) HAD COMPLETE REASSESSMENT DONE ON 12-17-2013
CHANGE VALUES TO REFLECT CORRECT 2013 VALUES.

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

1. Purchase price of property: $ _____ Date of Purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
_____ Market value estimate: $ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that THEY BE ABATED DUE TO HAD COMPLETE REASSESSMENT DONE ON 12-17-13; CHANGE 2013 VALUES TO REFLECT UPDATED INFORMATION

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant 12-20-13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name KRAFT FRANK

Address 607 3 ST SW

Property ID Number
City 735
County 65-827000

Legal Description of the property involved in this application
LOTS 6 & 7 & E 11' LOT 8

Block:
DINSMORE-PETERSON

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$12,700	Land	$12,700
Improvements	$93,700	Improvements	$28,600
Total (1)	$106,400	Total (2)	$41,300

The difference of $65,100 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 vale defined in N.D.C.C § 57-02-27.2
____ 2. Residential or commercial peroperty's true and full value exceeds the market value
____ 3. Error in property description, entering the description, or extending the tax
____ 4. Nonexisting improvement assessed
____ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
____ 6. Duplicate assessment
____ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
____ 8. Error in noting payment of taxes, taxes erroneously paid
____ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
__1__ 10. Other (Explain) reduction in structure value due to street appraisal, complete reassessment was done.

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

1. Purchase price of property: $ _____ Date of Purchase: _____
   Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
   Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
   Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
   _____ Market value estimate: $ _____
   Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that adjustments be made to reflect the correct assessment for 2013.

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

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

Signature of Preparer (if other than applicant) Date

Franklin Kraft 12/23/2013
Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated_____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Consent No. 6ii

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	December 12, 2013
SUBMITTING DEPARTMENT:	Assessing Dept.
DEPARTMENT DIRECTOR:	Shirley Shaw, City Assessor
PRESENTER:	Shirley Shaw, City Assessor
SUBJECT:	Unbuildable Lot – Riverwood Commercial Park, LLC

STATEMENT/PURPOSE: City assessor requests to remove the value from this property that was deemed to be an unbuildable lot.

BACKGROUND/ALTERNATIVES: City Assessor is requesting to remove the value of this property that was deemed to be an unbuildable lot due to being an abandoned railroad tressel.

SHORT DESCRIPTION OF PROJECT: This is a vacant lot that was deemed unbuildable.

OF JOBS TO BE CREATED: N/A

This parcel is also known as Parcel # 2884 at 105 Riverwood Ave. SE on Lot C of SE 1/4, Blk. 26, Mandan Lands 139-81.

ATTACHMENTS: Abatement application.

FISCAL IMPACT: $ 1375.00 per year

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of removing the value on this unbuildable lot.

SUGGESTED MOTION: A motion to approve removing the value of this lot that was deemed unbuildable due to being an abandoned railroad tressel.

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name Riverwood Commercial Park LLC

Address 105 RIVERWOOD AVE SE

Property ID Number
City 2884
County 65-5741000

Legal Description of the property involved in this application
BALANCE OF LOT C OF SE 1/4

Block: 26
MANDAN LANDS 139-81

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$69,700	Land	$0
Improvements	$0	Improvements	$0
Total (1)	$69,700	Total (2)	$0

The difference of $69,700 true and full value between (1) and (2) above is due to the following reason(s):

___ 1. Agricultural property true and full value exceeds its agricultural vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
___ 3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
___ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
X 10. Other (Explain) PROPERTY WAS DEEMED TO BE UNBUILDABLE DUE TO BEING ABANDONED RAILROAD TRESSEL.

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

1. Purchase price of property: $ _____ Date of Purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
_____ Market value estimate: $ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that they be abated taxes for 2013 as this is unbuildable property.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant 12-12-13 Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ . _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

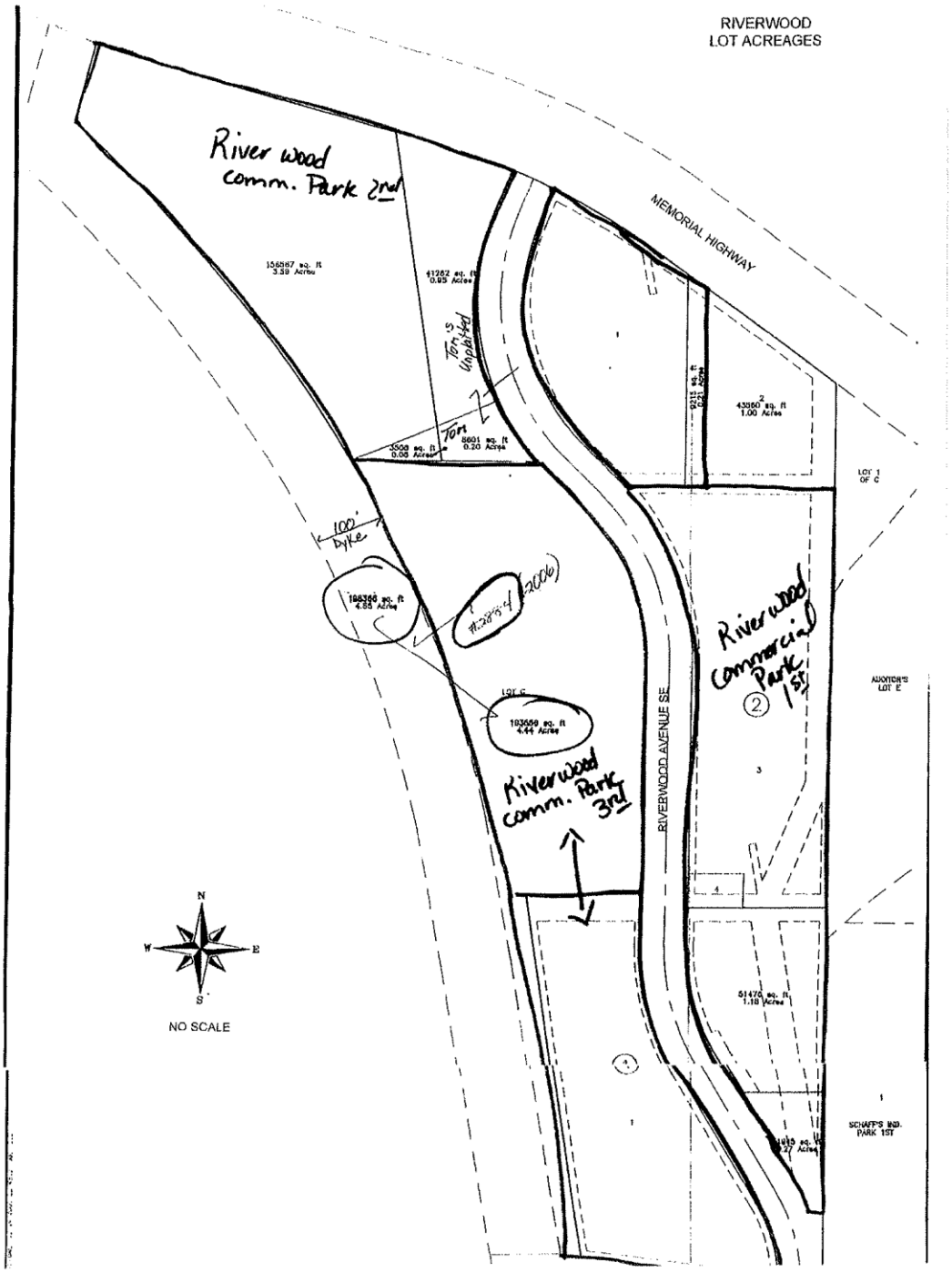
_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____


RIVERWOOD
LOT ACREAGES
MEMORIAL HIGHWAY
River wood
comm. Park 2nd
Tom's
Unplatted
Tom
100'
Dyke
Riverwood
Commercial
Park
1st
Riverwood
comm. Park
3rd
RIVERWOOD AVENUE SE
LOT 1
OF C
AUDITOR'S
LOT E
SCHAFF'S IND.
PARK 1ST
N
W
E
S
NO SCALE

City of Mandan
Assessing and Building Inspections Department
205 2nd Ave. NW
Mandan, ND 58554
701-667-3230

CITY OF MANDAN
"WHERE THE WEST BEGINS"

July 17, 2013

Diane Leingang
Senior Accounting Tech
City of Mandan

RE: City Parcel # 2884
Balance of Lot C of SE ¼ Sec 26 139-81

The Assessing department has determined that parcel #2884 Legal description; the Balance of Lot C of SE ¼ of Sec 26 139-81 is unbuildable due to being part of a dyke.

Please see attached data sheets. If you have any questions, please contact our office.

Thank you.

Doug Lalim
City Assessor/Building Official
City of Mandan

Consent No.6iii

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	December 17, 2013
SUBMITTING DEPARTMENT:	Assessing Dept.
DEPARTMENT DIRECTOR:	Shirley Shaw, City Assessor
PRESENTER:	Shirley Shaw, City Assessor
SUBJECT:	Assessor Error: Missed Property – Property Tax Exemption for Rehabilitation for Steve & Karen Wolff

---

STATEMENT/PURPOSE: To consider adding an approved property tax exemption for rehabilitation for a Mandan Renaissance Zone Project for Steve and Karen Wolff that was missed for the 2013 year due to assessor error.

BACKGROUND/ALTERNATIVES: City Assessor is asking for adding the missed exemption for 2013 due to assessor error. This missed Property Tax exemption was for rehabilitation for a Mandan Renaissance Zone Project for Steve and Karen Wolff.

SHORT DESCRIPTION OF PROJECT: Steve and Karen Wolff had been approved for a 100% exemption for five years once the project was completed. The project was completed in December of 2013 but the exemption was missed for the 2013 due to assessor error.

OF JOBS TO BE CREATED: N/A

This parcel is also known as Parcel # 3374 at 208 5th Ave NW on Lot 11, Blk. 18, Mandan Proper (OT) Addition.

ATTACHMENTS: Abatement application.

FISCAL IMPACT: $ 1,453 per year

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the missed 100% property tax exemption on the structure for 2013.

SUGGESTED MOTION: A motion to approve a missed 100% property tax exemption for rehabilitation of a Mandan Renaissance Zone Project for 2013 due to assessor error.

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

County of Morton

Name WOLFF STEVEN & KAREN

Address 208 5 AVE NW

Legal Description of the property involved in this application
Lot: 0011
Block: 018
MANDAN PROPER (OT)

Property ID Number
City 3374
County 65-2452000

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$23,200	Land	$23,200
Improvements	$97,500	Improvements	$0
Total (1)	$120,700	Total (2)	$23,200

The difference of $97,500 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 vale defined in N.D.C.C § 57-02-27.2
___ 2. Residential or commercial peroperty's true and full value exceeds the market value
3. Error in property description, entering the description, or extending the tax
___ 4. Nonexisting improvement assessed
___ 5. Complainant or property is exempt from taxation (Attach a copy of Application for Property Tax Exemption)
___ 6. Duplicate assessment
___ 7. Property improvement was damaged by fire, flood or tornado (see N.D.C.C. § 57-23-04(1)(g))
___ 8. Error in noting payment of taxes, taxes erroneously paid
___ 9. Property qualifies for Homestead Credit According to N.D.C.C. § 57-02-08.1 (Attach a copy of Homestead Credit Application)
1 10. Other (Explain) ASSESSOR ERROR: SHOULD HAVE HAD PROPERTY TAX EXEMPTION FOR RENAISSANCE PROJECT FOR 2013.

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

1. Purchase price of property: $ _____ Date of Purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
_____ Market value estimate: $ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE APPROVE TO ADD THIS MISSED PROPERTY TAX EXEMPTION FOR 2013 DUE TO ASSESSOR ERROR.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

Consent No. 6iv

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 7, 2014
PREPARATION DATE: December 31, 2013
SUBMITTING DEPARTMENT: Assessing Dept
DEPARTMENT DIRECTOR: Shirley Shaw, City Assessor
PRESENTER: Shirley Shaw, City Assessor
SUBJECT: 2-Year Exemption for Jeffery Boyce

STATEMENT/PURPOSE: To consider an exemption for new construction of a residential structure for the year 2013.

BACKGROUND/ALTERNATIVES: Mr. Boyce qualifies for an exemption of the first $75,000 of structure value on a new single family dwelling.

This parcel is also known as Lot 2 & Undivided 1/9 interest in Lot 5, Block 2, Lakewood Harbor 5th Addition at 4027 Bayport Pl SE on Parcel #10328.

ATTACHMENTS: Application.

FISCAL IMPACT: Approximately $1,331

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: Approval of the requested exemption for the first $75,000 of structure value for the year 2013 on a newly constructed single family dwelling due to all qualifications being met.

SUGGESTED MOTION: I recommend a motion to approve the request by Mr. Boyce for an exemption of the first $75,000 of structure value for the year 2013 on a newly constructed single family dwelling due to all qualifications being met.

Application For Abatement And Settlement Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota
County of Morton
Name DIVERSITY HOMES INC Jeffery Boyce
Address 4027 BAYPORT PL SE

Property ID Number
City 10328
County 65-6102125

Legal Description of the property involved in this application
LOT 2 & UNDIVIDED 1/9 INTEREST IN LOT 5 BL
1 LAKEWOOD HARBOR 6TH ADD #10619

Block: 2
LAKEWOOD HARBOR 5TH

Total true and full value of the property described above for the year 2013 is:		Total true and full value of the property described above for the year 2013 should be:	
Land	$40,200	Land	$40,200
Improvements	$222,800	Improvements	$147,800
Total (1)	$263,000	Total (2)	$188,000

The difference of $75,000 true and full value between (1) and (2) above is due to the following reason(s):

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

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

1. Purchase price of property: $ _____ Date of Purchase: _____
Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
Was there personal property involved in the purchase price? _____ Estimated value: $ _____
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
Asking price: $ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
_____ Market value estimate: $ _____
Appraisal was made by whom? _____
4. The applicant's estimate of market value of the property involved in this application is $ _____
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): _____

The Applicant asks that WE ABATE THE TAXES FOR THE 2013 YEAR AS THE PROPERTY TAX EXEMPTION WAS MISSED FOR 2013.

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

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

Signature of Preparer (if other than applicant) Date

Signature of Applicant Jeff Boyce 12-31-13
Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of Mandan City Commissioners

On _____ the governing board of this municipality, after examination of this applicationa and the facts, passed a resolution recommending to the Board of County Commissionsers thatt he application be _____

_____

_____

Dated this _____ day of _____ , _____ .

_____
City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

_____

_____

_____

Dated _____ , _____ .

_____
County Auditor

_____
Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

_____
County Auditor Date

Application For Abatement And Settlement Of Taxes

Name of Applicant _____

County Auditor's File No. _____

Date Application Was Filed With The County Auditor _____

New Business No. 1

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	December 31, 2013
SUBMITTING DEPARTMENT:	Business Development & Communications
DEPARTMENT DIRECTOR:	Ellen Huber, Business Development & Communications Director
PRESENTER:	Ellen Huber, Business Development & Communications Director
SUBJECT:	Response Summary for RFP for 611 W Main Street

STATEMENT/PURPOSE: To consider a proposal received for the purchase and development of the city-owned property at 611 W Main Street.

BACKGROUND/ALTERNATIVES: The City Commission approved issuance of a Request for Proposals for the property at its meeting on Nov. 5, 2013. Responses were due Dec. 20 by 11 a.m. One response was received by e-mail from Link Golz for purchase of the 25,798 square-foot property for $2.50 per square foot to construct a 9,072 square-foot True Value hardware store.

Hardware has been a top demand of community residents for many years. Nielsen Claritas estimates a $2.1 million retail gap in the hardware and $20 million for the total building material/garden equipment category.

With the recent closing of Central Market, Golz requests the opportunity to opt out of the project with a full refund of any money paid to the city if a new anchor for the property has not been secured by the time he is ready to start construction. Location in the former Central Market building could also be a consideration if a grocery store cannot be secured and another compatible use were to occupy the other half to two-thirds of the building.

ATTACHMENTS: Link Golz/True Value Hardware Store Proposal

FISCAL IMPACT: The City of Mandan would receive the proposed purchase price of $64,495, based on an offer of $2.50 per square foot.

The proposal also requests $70,000 in assistance from the Growth Fund for the Retail and Restaurant Incentive Program and the local match for a Bank of North Dakota FlexPACE

interest buydown. It also requests a Renaissance Zone five-year 100% tax exemption of the estimated $16,550 in annual property tax for a five-year benefit of $82,750. The land is likely also worth more than $2.50 per square foot. BNSF recently put a price of $3.50 psf on the adjacent property occupied by Cass Clay. This indicates an implied request for a land write-down with an estimated value of $25,798. The total value of the requested assistance is $178,548. The net difference is $114,053, which is about 7% of the estimated total project cost for the hardware store of $1,645,397.

STAFF IMPACT: Some staff time would be involved in assisting with business incentive programs and implementation of any agreements.

LEGAL REVIEW: Attorney Brown has reviewed the proposal and would be involved in crafting any development and purchase agreements to facilitate the sale and improvement of the property.

RECOMMENDATION: I recommend pursuing a development agreement and a purchase agreement with Link Golz. Such agreements would define a timeline with any extensions or significant changes to the project scope being subject to formal City Commission approval.

SUGGESTED MOTION: I move to authorize staff to work on development and purchase agreements for the 611 W Main property for sale to Link Golz for development of a hardware store. Such agreements would be subject to City Commission approval.

Land Purchase Price	$2.50 psf	$	64,495
Estimated Market Value	$3.50 psf	$	90,293
Est. Project Investment		$	1,645,397
Estimated Building Cost		$	1,000,000
Building Assessed Value		$	1,000,000
	x		50%
	x		10%
	x Mill Levy		0.331
= Estimated Annual Property Tax Bldg		$	16,550

Renaissance Zone			
	5 years		
	Property Tax x 5	$	82,750
Retail & Restaurant Incentive Program			
	Maximum request	$	20,000
Bank of ND FlexPACE Interest Buydown			
	Estimated local share	$	50,000
Land write-down			
	Market - Purchase Price	$	25,798
Total Value of Requested Incentives			
	Total	$	178,548
			10.9%

December 20, 2013

Link Golz
112 West Main
Ashley, ND 58413
linksctc@drtel.net
PH: 701-288-3421

Jim Neubauer
City Administrator
City Hall
2502 2nd Ave NW
Mandan, ND 58554

Dear Jim:

I Link Golz propose to purchase 25,798 sq. ft. of property located at 611 W Main Street at $2.50 per sq. ft. to build a 9,072sq ft. True Value hardware store. I would like to close on the property as early as possible and begin construction in the spring with a planned Grand Opening in the summer of 2014.

Attachment A shows the front elevation and attachment B shows a floor plan of the interior of the store. The estimated cost of the project will be approximately $1,245,000, please see attachment C. The cost of the project will be funded from my own personal savings, loans from Capital Credit Union, True Value Company and an SBA loan through Lewis and Clark Development Council (Attachment D). True Value Company will also provide inventory discounts, merchandising assistance and a Project Manager as outlined in attachment E. I request all possible financial assistance from the city of Mandan including a 5 year 100% property tax exemption, $20,000 from the Retail and Restaurant Incentive Program and the interest pay down incentive, estimate of $50,000, for my loan from Capital Credit Union.

True Value and I conservatively estimate the first year sales to be around $775,000 and by year 5 to be over $1,000,000. Total sales tax for the first five years of operation should exceed $225,000(1% Mandan=$45,160).

I bring over 25 years of retail hardware experience, including 15 years of ownership of Link's True Value in Ashley, ND. I am supported by True Value Company, one of the top hardware wholesale co-ops in the industry. Their Destination True Value store design is dynamic and a proven winner. My experience combined with True Values support will help me succeed in bringing Mandan the full service hardware store that they desire. Besides filling a need in the community I plan on employing 8 associates in the beginning and up to 12 in year 5.

I also feel that my plan of opening a new business of this magnitude will energize Main Street and truly benefit the city in attracting a new tenant for the recently vacated Central Market building. However, if no progress has been made to find a business that generates as much traffic as a grocery store by the time I am ready to start construction I reserve the right to cancel the project and be refunded any money paid to the city to acquire the property. I am confident that this won't be necessary.

I feel my offer for the property and the requested incentive amounts are all fair and necessary to make the business successful and become a cornerstone of Main Street for many years. In order to create a business that will thrive I need to invest a lot in marketing and advertising to change the shopping habits of my targeted customers. The offer price of the property and the requested incentives will allow me to spend money to accomplish this.

I aspire to become part of the Mandan community both personally and professionally. As I do so I believe my business will have a positive impact on the city.

Please see all attached and approve.

Sincerely,

Link Golz

Proposed Front Elevation

Proposed Side Elevation

True Value COMPANY

The Store Planning Department of the True Value Company prepared this plan to demonstrate a suggested general arrangement of fixtures and equipment in the Member's store for which it was drawn. All measurements are approximate and based on available information. Actual measurements must be verified onsite by the member purchaser of the plans or his/her contractor. Federal, state and local regulations apply to the design of retail establishments. It is the responsibility of the member purchasing these plans, in concert with his/her contractor, to ensure that these plans and the actual build out of such plans complies with all such federal, state and local requirements, including but not limited to ADA accessibility requirements. The True Value Company disclaims all responsibility for ensuring such legal compliance and for any work done by a contractor using this plan. This plan is an unpublished work, to which the True Value Company reserves common law rights pursuant to Title 17 of the United States Code. Unauthorized use, copying or publication of this plan is prohibited.

Store Planning and Design
8600 W. Bryn Mawr Ave. Chicago, IL 60631
Phil (773) 695-5000 Fax# (773) 695-5521

Vendor Contacts

Fixtures & Counter: Lozier Store Fixtures	1-800-226-9662
Graphics: GFX/Andrea International	1-866-276-6732
Lighting: Cooper Lighting	1-800-252-4352
Lighting: Halophane Lighting	1-800-252-4352
Exterior Elevations & Signage: Fluoresco	1-800-470-1711

Exterior Paint Scheme

PMS 186
Paint: True Value Red Neutral Base
Gallon Formula: KX 1Y, R 12Y, V24
Quart Formula: KX 12, R 3Y, V8

PMS 4535C
Paint: WeatherAll Satin (SHP-T)
Gallon Formula: B8, C1 Y44
Color: Titan

PMS Black 4 Coated
Paint: WeatherAll Satin (SHP-N)
Gallon Formula: B2 Y34, C1 Y11, F8
Color: Bronze

Exterior Sign Standards

Store Name
True Value
Store Name is to be 30% of the "T" in True Value Logo Sign

Channel Letter Signs	Size Ratio	Letter Color	LED Illuminated
True Value	100%	White	Yes
Store Name	30%	White	Yes
Department (Specialty department signs - ex. Rental, Lumber, Paint, Sporting Goods, etc...)	30%	Black	No

THIS PLAN IS A DESIGN CRITERIA. ALL ELEMENTS ON THIS DRAWING ARE ESTIMATES AND ALL SIZES MUST BE VERIFIED ON SITE. TRUE VALUE COMPANY ASSUMES NO RESPONSIBILITY FOR WORK DONE OR SIGNS ORDERED BASED ON DRAWING. THIS PLAN IS NOT FOR PERMIT OR FOR CONSTRUCTION.

#TBD
Links
True Value
Main Street
Mandan, ND
58554
Retailer: Link Golz Phone #: 000-000-0000

Project Scope

- ■ Groundup
- ☐ Relocation
- ☐ Expansion
- ☐ Remodel
- ☐ Remerchandise
- ☐ Decor
- ■ Branch store
- ☐ Prospect
- ☐ Other_____

BDC: Dayton Herbranson	RC: Matt Appleby
RIS: N/A	RM: Richard Grubbs

Project Notes

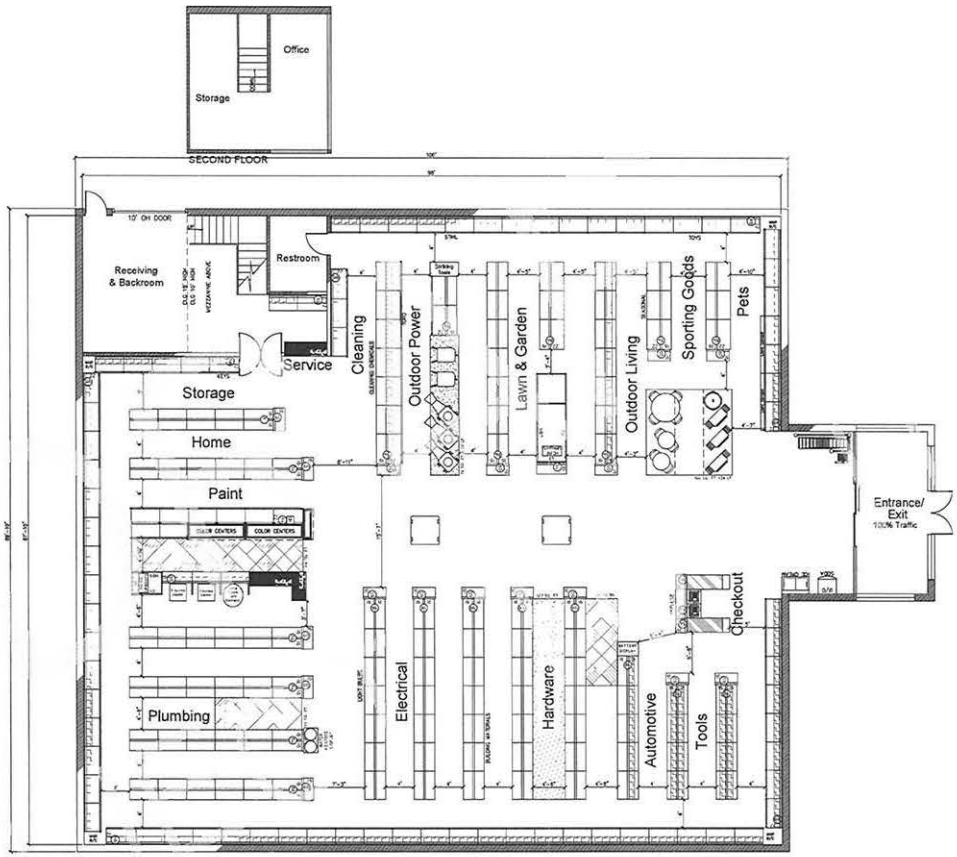
1. -

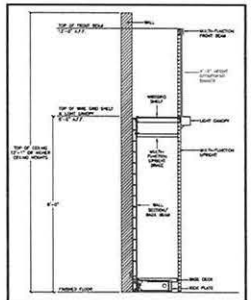
Date	File#	Project History
11/05/13	MandanTC1	Store Planning kick-off date
00/00/00	-	Concept review room posting
00/00/00	-	Concept recap revisions
00/00/00	-	BDC/RIS/Retailer conference call
00/00/00	-	Review Committee
00/00/00	-	CapX submittal
00/00/00	-	Merchandise plan review
00/00/00	-	Merchandise recap revisions
00/00/00	-	MAC/Retailer conference call
00/00/00	-	Complete set of plans released

Elevation Plan

Scale: Not To Scale
Drawn by: GK
Store Planner: Andrea de la Torre
Drawing File: Mandan TC2_11/13/13.dwg
Date: 11/13/2013

Sheet #: E1





DETAIL A — 4' HIGH DEPARTMENT BANNER INSTALLATION GUIDE FOR 12'-1" OR HIGHER CEILING HEIGHTS

SCALE: Not To Scale

#TBD LINK'S TRUE VALUE DEPARTMENT TABLE

CORE DEPARTMENT	EXISTING LINEAL FOOTAGE	PLAN LINEAL FOOTAGE	LINEAL FOOTAGE DIFF	QTY SMALL 8,370 SF	QTY MEDIUM 9,189 SF	QTY LARGE 12,550 SF	EXPANDED OPTIONAL
ELECTRICAL	0	152	152	152	152	194	268
HARDWARE	0	168	168	168	218	294	338
BUILDING MATERIALS	0	44	44	44	44	56	64
CLEANING/STORAGE	0	64	64	76	88	152	208
LAWN & GARDEN/CO POWER	0	240	240	144	272	216	424
OUTDOOR LIVING	0	84	84	84	107	168	372 *
PAINT	0	208	208	128	196	276	376
PLUMBING	0	160	160	144	276	264	344
TOOLS	0	104	104	92	104	144	264
TOTAL TV CORE	0	1,244	1,244	936	1261	1668	2720
NONCORE DEPARTMENTS							
AUTOMOTIVE	0	26	26	24	26	24	176
HOME	0	46	46	24	32	48	168
PETS	0	24	24	8	24	80	NC
SEASONAL	0	12	12	12	12	16	24
PAINT & BRUSH	0	0	0	0	0	0	0
WORKWEAR	0	0	0	0	0	0	0
SPORTING GOODS	0	24	24	0	0	0	96
TOTAL NONCORE	0	132	132	68	72	168	672
TOTAL TV LINEAL	0	1376	1376	1004	1433	2477	3392
OTHER RETAIL							
TOYS	0	0	0				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
TOTAL OTHER LINEAL	0	0	0	0	0	0	0
GRAND TOTAL LINEAL	0	1376	1376	1004	1433	2477	3392
RENTAL (SQ FT)	0	0	0	0	0	0	0

* Includes 200 L.F. of end caps. Typically 4 ft of core L.F. = 200 L.F. or 1200 S.F.

Note: Ceiling Height

Fixtures are planned for a 18'-0" ceiling throughout. Please confirm if different.

True Value COMPANY

The Store Planning Department of the True Value Company prepared this plan to demonstrate a suggested general arrangement of fixtures, and equipment in the Member's store for retail in true stores. All measurements are approximate and based on available information. Actual measurements must be verified onsite by the member purchaser of the plans, or his/her contractor. Federal, state and local regulations apply to the design of retail establishments. It is the responsibility of the member purchasing these plans, in conjunction with his/her contractor, to ensure that these plans, and the actual build out of such plans complies with all such federal, state and local requirements, including but not limited to ADA accessibility requirements. The True Value Company disclaims all responsibility for ensuring such legal compliance and for any work done by a contractor using the plan. This plan is an unpublished work, to which the True Value Company reserves common law rights pursuant to Title 17 of the United States Code. Unauthorized use, copying or publication of this plan is prohibited.

Store Planning and Design
8600W. Bryn Mawr Ave. Chicago, IL 60631
PH# (773) 695-5000 FAX# (773) 695-6521

Vendor Contacts

Fixtures & Counter	Lozier Store Fixtures	1-800-299-9682
Graphics	GFX/Andrea International	1-866-276-6702
Lighting	Cooper Lighting	1-800-252-1352
Lighting	Halo/Lumen Lighting	1-800-252-1352
Exterior Elevations & Signage	Fluorrence	1-800-479-1711

Design Specifications

LOZIER FIXTURE NOTES

Notes

1. -

#TBD
Links
True Value
Main Street
Mandan, ND
58554

Retailer: Link Golz Phone #: 000-000-0000

Lineal Ft Recap		Sq Ft Recap	
Floor Fixtures	1,014	TV Retail	8,159
Wall Fixtures	308	Rental	0
Floor Pad Display	56	Other dept	0
		Total Retail	8,159
Total Lineal Ft	1,378	Non Retail	913
End Cap Total =	18	Total Building	9,072
		Ceiling Ht	18'-0"

Project Scope:
■ Groundup ☐ Remodel ■ Branch store
☐ Relocation ☐ Remerchandise ☐ Prospect
☐ Expansion ☐ Decor ☐ Other

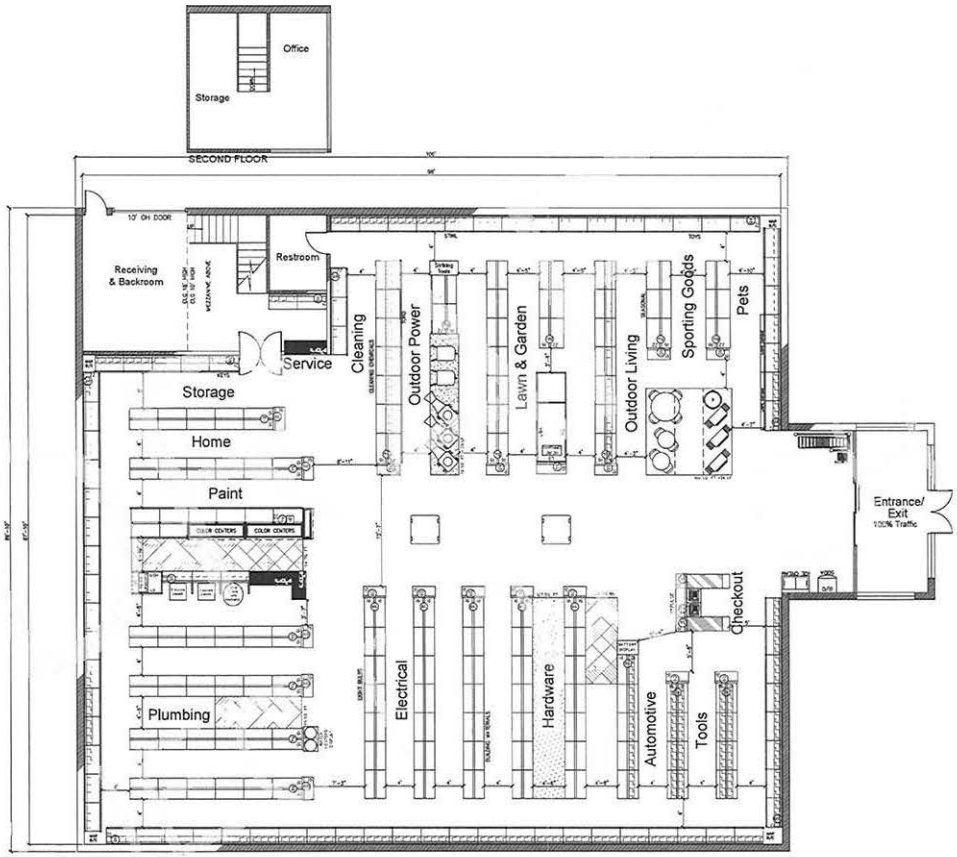
BDC: Dwyton Hertzenson	RC: Matt Appleby
RBS: N/A	RM: Richard Grubbs
MAC: TBD	PC: Cliff Rubinett

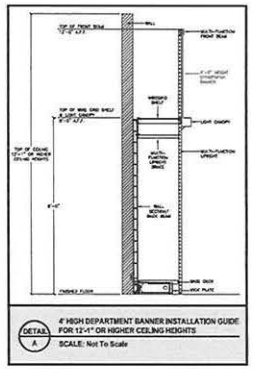
Date	Time	Project Meeting
11/05/13	Mandan,ND	Store Planning kick-off date
00/00/00	-	Concept review/ room posting
00/00/00	-	Concept recap revisions
00/00/00	-	BDC/RBS/Retailer conference call
00/00/00	-	Review Committee
00/00/00	-	CapX submittal
00/00/00	-	Merchandise plan review
00/00/00	-	Merchandise recap revisions
00/00/00	-	MAC/Retailer conference call
00/00/00	-	Complete set of plans released

Concept Plan

Scale: 1/8" = 1'-0"
Drawn by: AT
Store Planner: Andrea de la Torre
Drawing File: Mandan,ND_111513.dwg
Date: 11-15-2013

Sheet # A1





#TBD LINK'S TRUE VALUE DEPARTMENT TABLE

CORE DEPARTMENT	EXISTING LINEAL FOOTAGE	PLAN LINEAL FOOTAGE	LINEAL FOOTAGE DIFF	DTV SMALL 5,270 SF	DTV MEDIUM 8,100 SF	DTV LARGE 13,500 SF	ENHANCED OPTIONAL
ELECTRICAL	0	152	152	142	182	194	248
HARDWARE	0	180	180	164	218	244	328
BUILDING MATERIALS	0	16	16	12	42	56	68
LUMBER/STORAGE	0	64	64	76	88	116	148
LAWN & GARDEN/CO POWER	0	240	240	144	272	316	428
OUTDOOR LIVING	0	84	84	82	107	166	272*
PAINT	0	208	208	136	196	276	376
PLUMBING	0	160	160	144	216	264	344
TOOLS	0	104	104	92	124	164	224
TOTAL TV CORE	0	1,244	1,244	998	1,541	1,998	2,728
NON-CORE DEPARTMENTS							
AUTOMOTIVE	0	96	96	56	84	114	176
HOME	0	96	96	56	112	144	168
PETS	0	24	24	8	24	80	140
SEASONAL	0	12	12	12	12	28	56
FARM & RANCH	0	0	0	0	0	0	0
WORKWEAR	0	0	0	0	0	0	0
SPORTING GOODS	0	24	24	0	0	0	96
TOTAL NON-CORE	0	126	126	68	72	166	672
TOTAL TY LINEAL	0	1370	1370	1066	1613	2167	3372
OTHER RETAIL							
TOYS	0	4	4				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
OTHER DEPT	0	0	0				
TOTAL OTHER LINEAL	0	4	4	0	0	0	0
GRAND TOTAL LINEAL	0	1374	1374	1066	1613	2167	3372
RENTAL (SQ FT.)	0	0	0	0	0	0	0

*Includes 800 S.F. of area below. Total = 8% of core S.F. + 20% S.F. of 1200 S.F.

Note: Ceiling Height
Fixtures are planned for a 18'-0" ceiling throughout. Please confirm if different.

True Value. COMPANY

The Store Planning Department of the True Value Company prepared this plan to demonstrate a suggested general arrangement of fixtures and equipment for the Member's store for which it was drawn. All measurements are approximate and based on available information. Actual measurements must be verified onsite by the member purchaser of the plans or his/her contractor. Federal, state and local regulations apply to the design of retail establishments. It is the responsibility of the member purchasing these plans, in concert with his/her contractor, to ensure that these plans and the actual build out of such plans complies with all such federal, state and local requirements, including but not limited to ADA accessibility requirements. The True Value Company disclaims all responsibility for ensuring such legal compliance and for any work done by a contractor using the plan. The plan is an unpublished work, to which the True Value Company reserves common law rights pursuant to Title 17 of the United States Code. Unauthorized use, copying or publication of this plan is prohibited.

Store Planning and Design
6600 W. Bryn Mawr Ave. Chicago, IL 60631
PH# (773) 695-5000 FAX# (773) 695-5221

Vendor Contacts	
Fixtures & Counter: Lozier Store Fixtures	1-800-229-9682
Graphics: GFX/Andrea International	1-855-276-6702
Lighting: Cooper Lighting	1-800-252-5352
Lighting: Halo/Lumen Lighting	1-800-252-5352
Exterior Elevations & Signage: Fluorescos	1-800-370-1711

Design Specifications

LOZIER FIXTURE NOTES

Notes:

1. -

#TBD
Links
True Value
Main Street
Mandan, ND
58554

Retailer: Link Golz Phone #: 000-000-0000

Lineal Ft Recap		Sq Ft Recap	
Floor Fixtures	1,014	TV Retail	8,159
Wall Fixtures	359	Rental	0
Floor Pad Display	55	Other dept	0
Total Lineal Ft	1,378	Total Retail	8,159
End Cap Total =	18	Non Retail	913
		Total Building	9,072
		Ceiling Ht	18'-0"

Project Scope:
■ Groundup ☐ Remodel ■ Branch store
☐ Relocation ☐ Remerchandise ☐ Prospect
☐ Expansion ☐ Decor ☐ Other

BDC: Daylon Hertzenson	RC: Matt Appleby
RBS: N/A	RM: Richard Grubbs
MAC: TBD	PC: Cliff Rubinetti

Date	Plan	Project Steps
11/05/13	MandanTC1	Store Planning kick-off date
00/00/00	-	Concept review room posting
00/00/00	-	Concept recap revisions
00/00/00	-	BDC/RBS/Retailer conference call
00/00/00	-	Review Committee
00/00/00	-	CapX submittal
00/00/00	-	Merchandise plan review
00/00/00	-	Merchandise recap revisions
00/00/00	-	MAC/Retailer conference call
00/00/00	-	Complete set of plans released

Concept Plan

Scale: 1/8" = 1'-0"
Drawn by: AT
Store Planner: Andrea de la Torre
Drawing File: MandanTC2_111513.dwg
Date: 11/15/2013

Sheet #: A1

NEW STORE INITIAL INVESTMENT

2013.04.11 New Store RGF Wo

START-UP

Inventory)	$ 320,509			
Real Estate Fees	$ -			
Loan & Legal Fees	$ 33,513			
Employee Wages for Store Set-up	$ 7,200	# of Weeks = 4	Employees = 6	
Contract Merchandisers Total-	$ 11,250	# of Weeks = 5	Merchandisers = 1	
A Stock Investment & Starter Kit	$ 6,100			
Pre-Opening Utilities & Waste Removal	$ 2,000			
Grand Opening	$ 10,000	(added to first years advertising)		
Career Apparel	$ 700			
New Member Training	$ 750	# of Employees Attending	1	
Travel Expenses: Training & OSO-	$ 1,250	# of Trips	1	
TOTAL		**393,272**		

COMPUTER

		ENTER AMOUNT	
POS Computer	Rock Solid	18,000	
Additional Computer Cost -	(+ Scanning Tool)	4,000	
TOTAL Computer			**22,000**

Annual Computer Leasing Fees	0
Annual Computer Support Fees	2,200

FIXTURES

New Fixtures - Total Store	Yes	
New Fixtures - Addition Only	No	

			TV Vendor
Fixtures, (Includes Fixture Plan)	$	57,875	Lozier
Storage Fixtures	$	2,500	Lozier
Fixture Freight		3,600	North Central
Contract Fixture Installers		3,600	Lead Installer Only
TOTAL FIXTURES			**67,575**

EQUIPMENT

Office Equipment & Supplies	6,000	
Exterior Signs Installation & Freight	9,900	
Interior Décor (DTV)	4,400	
Telephone, Intercom & Speakers	7,500	
Store Lighting	0	
Color Computer	8,000	
Paint Color Center	4,500	
Paint Colorant Dispenser	1,900	
Paint Shaker	5,000	
Paint Can Lid Sealer	150	
Glass Rack & Glass Cutter	5,000	
Wire Measurer	500	
Pipe Cutter	4,000	
Mnfg Racks & Bins	5,000	
DTV Specific Racks & Bins	5,000	
Shopping Carts & Baskets	1,800	
Store Supplies	5,700	
Equipment "Other"	0	
TOTAL EQUIPMENT		**74,350**

JUST ASK RENTAL

Rental Equipment-	0		
Fixtures Decor & Rental Computer-	0		
Training & Survey	0		0
TOTAL		**0**	

NEW STORE INITIAL INVESTMENT - CONTINUED

Autos, Trucks & Other Rolling	ENTER AMOUNT	
Delivery Trucks	-	
Automobiles	-	
Fork Lift	5,000	
Pallet Jacks	500	
Other	-	
Other	-	
TOTAL		**5,500**

BUILDING (If Purchasing)		
Purchase price of land	75,000	
Purchase price of building	0	
Land Preparations	0	
Parking Lot, Lighting, etc.	0	
Building Materials and Construction	1,000,000	
Heating & Air Conditioning	0	
Sprinkler System	0	
Floors	0	
Specialty Flooring	2,700	
Ceilings	0	
Additional Lighting or Electrical	0	
Carpentry	0	
Burglary Protection	5,000	
Leasehold Improvements	0	
Other Improvements	0	
TOTAL		**1,082,700**

Project Funding Sources

Total Cost of Project	$1,245,000
Less True Value Loan	$200,000
Amount to Finace Outside of True Value	$1,045,000
SBA portion (40%)	$418,000
Private Lender (50%)	$522,500
Personal Contribution (10%)	$104,500
Total	$1,045,000

Additional True Value Contributions

OSO Inventory Credit	$262,808
Merchandise Credit $1.50/sq ft	$12,240
Total	$275,048

Year	Sales	Sales Tax	Mandan Sales Tax
1	$ 775,000.00	$38,750	$ 7,750.00
2	$ 855,000.00	$42,750	$ 8,550.00
3	$ 920,000.00	$46,000	$ 9,200.00
4	$ 966,000.00	$48,300	$ 9,660.00
5	$ 1,000,000.00	$50,000	$ 10,000.00
Five Year Total Sales Tax		**$225,800**	**$ 45,160.00**

For Use With Retailer

NEW STORE DATA FOR A GROUND-UP STORE

STORE NAME	Mandan True Value - Draft v12-9-13a
BUSINESS ADDRESS	611 West Main Street
TEMP MAIL ADDRESS	Link Golz, 112 W Main, Ashely, ND, 58413
CITY, STATE, ZIP	Mandan, ND 58554

Last Revision: December 9, 2013
By Whom: Dayton herbranson - BDC
Opening Date: ○ Jan ○ Feb ○ Mar ○ Apr ◉ May ○ Jun ○ Jul ○ Aug ○ Sep ○ Oct ○ Nov ○ Dec — ○ 2012 ○ 2013 ◉ 2014

	New Store	Current Location	Increase in Sq Ft
TV RELATED RETAIL SELLING AREA	8,159	-	8,159
NON-TV RELATED SELLING AREA	-		-
JUST ASK RENTAL SQ FT	-	-	-
ALL OTHER SQ FT	913	-	913
TOTAL SQUARE FOOTAGE	9,072	-	9,072

Major Relocation Only	0
Increased TV Selling Area -	8,159
Estimated Share of Wallet -	100%
Program Eligible Square Feet -	8,159

Project Type: Ground Up — Option: 1

True Value POG & Qty		LF
TV Core	(up to 2,000 LF)	1,210
TV Non-Core	(& all other TV LF)	92
Non TV		-
Direct Ship		76
JAR		-
TOTAL		1,378

Comments/Detail:

Project Incentives -	Based on Program Eligible Sales Area		
Opening Stock Order Discount	100% Core/50% Non-Core	$ 262,808	$ 262,808
Other Incentive - See Detail	Manual Adj - Provide Detail		
Handled Purchase Credit	N/A		$ -
Merchandising Assistance	$1.50 per sq ft	$ 12,240	
True Value Rewards	N/A	$ -	YES
Circulars	N/A	$ -	
True Value Loan	$25 per sq ft	$ 200,000	YES
	TOTAL	$ 475,048	

** OSO Discount is an Estimate and is Subject to OSO Ordered**

LOANS AND INVESTED MEMBER CAPITAL

ENTER NAME OF LENDER		int rate %	Years	Amount
Loan #1	SBA/Lender - Invento	4.500%	10	$ -
Loan #2	LCRDC ND Opportuni	4.250%	7	$ -
Loan #3	Loan #3	4.200%	20	$ -
Loan #4	True Value	3.100%	10	$ 200,000
TOTAL PROPOSED LOANS:				$ 200,000

EQUITY INVESTMENT INTO PROJECT

(If Equity Investment is from new Cash then - "Yes") Yes

MEMBER EQUITY INVESTMENT - $ 25,000

Note -Optional Additional Investment $ -

	With Incentives	W/O Incentives
Invested	60.0%	11.1%
Borrowed	40.0%	88.9%

148 Days of Cash Reserve - Beginning of the Year — 40 Days of Cash Reserve - End of Year 1

Based on TV Related Retail Selling Area:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	0.00%	10.32%	7.60%	5.00%	3.52%
ANNUAL NET SALES - Hardware Only	$ 775,000	$ 855,000	$ 920,000	$ 966,000	$ 1,000,000
NET SALES PER SQ FT	$ 95	$ 105	$ 113	$ 118	$ 123
GROSS PROFIT PERCENTAGE	40.00%	40.50%	40.90%	41.20%	41.40%
ENTER INVENTORY TURNS HERE	1.536	1.619	1.680	1.712	1.732
INVENTORY PER LINEAR FOOT	$ 233	$ 241	$ 249	$ 255	$ 260
TOTAL NEW STORE INVENTORY	320,509				
Less: Current Inventory Adjustments	$ -				
Current Non-DTV Inventory	$ -	(Inventory amount to be returned to RDC for Credit)		0.00%	Re-Stock Fee
Non-Current Inventory to be Liquidated	$ -	(Inventory amount to be liquidated to cash)		0.00%	Off of Cost
ESTIMATED INVENTORY TO BE ORDERED (OSO)	$ 320,509	TV Handled OSO	85.0%	$ 272,433	$209/ LF
% OF TV SHARE OF WALLET	100%	TV Direct OSO	15.0%	$ 48,076	
INV TO BE ORDERED FROM TV	$ 320,509	TOTAL Total OSO	100.0%	$ 320,509	$233/ LF

Based on NON-TV Related Retail Selling Area:

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ANNUAL NON-TV SALES	$ -	$ -	$ -	$ -	$ -
NET NON-TV SALES PER SQ FT	$ -	$ -	$ -	$ -	$ -
GROSS PROFIT PERCENTAGE	0.00%	0.00%	0.00%	0.00%	0.00%
ENTER INVENTORY TURNS HERE	-	-	-	-	-
INVENTORY PER LINEAR FOOT	$ -	$ -	$ -	$ -	$ -
TOTAL NEW STORE INVENTORY	$0				
Less: Inventory adjustments	-	Enter as a negative number			
INVENTORY TO BE ORDERED	$0				

New Business No. 2i, 2ii & 2iii

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	January 2, 2014
SUBMITTING DEPARTMENT:	Business Development & Communications Department
DEPARTMENT DIRECTOR:	Ellen Huber, Business Development & Communications Director
PRESENTER:	Ellen Huber, Business Development & Communications Director
SUBJECT:	RZ Committee Recommendations on Applications Pertaining to 106 11th Avenue NE

STATEMENT/PURPOSE: To consider recommendations by the Renaissance Zone Committee regarding an application by Andra Miller for rehabilitation of 106 11th Avenue NE as a Renaissance Zone project and for applications for lease projects by her businesses: M3 Home Designs, LLC, and N.D. Real Estate Brokers, LLC.

BACKGROUND/ALTERNATIVES: The RZ Committee met to consider the applications on Dec. 31, 2013.

2i —Miller is planning to invest about $119,000 in rehabilitation of 106 11th Avenue NE, converting what has been a 1,000 sf single family home to an office for her two businesses. Improvements are to include new siding and windows, awnings, trusses and a new roof over a flat-roof portion of the structure, fascia, soffit and gutters, new furnace and central air, electrical, plumbing, insulation, flooring, new cabinets and counter tops, painting, and an automatic door. The proposed investment by far exceeds the minimum of $12,600, which is 50% of the building's $25,200 value. Miller hopes to complete the project by mid-March.

2ii—M3 Design Homes plans to lease 500 sf in the building. The business specializes in residential home building and remodeling. The business will be relocating from Bismarck, where it has outgrown its current space. The business has one full-time employee and works with several subcontractors. Owner Andra Miller believes the business will generate more foot traffic.

2iii—N.D. Real Estate Brokers plans to lease 500 sf in the building. The business is a real estate agency that currently has Miller as an agent and one other. Again, the office is a relocation from Bismarck and has the potential to generate foot traffic.

ATTACHMENTS: Applications by Miller (cost estimates by project component available for review upon request), M3 Design Homes, and N.D. Real Estate Brokers

FISCAL IMPACT:

2i - The building's estimated value with improvements is $144,200. Annual property tax on the building is estimated at $2,387 for a five-year total of $11,934. The estimated state income tax exemption is $380 annually or $1,900 for five years.

Note: Miller is also applying for the Storefront Improvement Program. The Growth Fund Committee will consider that application Jan. 3, 2013. The project needs to independently meet the investment requirements for each program to be eligible for both.

2ii – The estimated state income tax exemption for M3 Home Designs is $1,333 annually or $6,665 over the five years.

2iii- The estimated state income tax exemption for ND Real Estate Brokers is $1,333 annually or $6,665 over the five years.

STAFF IMPACT: Minimal

LEGAL REVIEW: An automatic door is required. The N.D. Commerce Department requires business incentive agreements for each application.

RECOMMENDATION:

2i - The Renaissance Zone Committee voted unanimously to recommend approval of the application by Andra Miller for rehabilitation of 106 11th Avenue NE as a Renaissance Zone project with the five-year 100% property tax exemption and the five-year 100% state income tax exemption.

2ii – The Renaissance Zone Committee voted unanimously to recommend approval of the application by M3 Design Homes for lease of space at 106 11th Avenue NE, a building being rehabilitated as a Renaissance Zone project, with a 100% five-year state income tax exemption.

2iii- The Renaissance Zone Committee voted unanimously to recommend approval of the application by N.D. Real Estate Brokers for lease of space at 106 11th Avenue NE, a building being rehabilitated as a Renaissance Zone project, with a 100% five-year state income tax exemption.

SUGGESTED MOTIONS:

2i – I move to approve the application by Andra Miller for rehabilitation of 106 11th Avenue NE as a Renaissance Zone project with the five-year 100% property tax exemption and the five-year 100% state income tax exemption.

2ii – I move to approve the application by M3 Design Homes for lease of space at 106 11th Avenue NE, a building being rehabilitated as a Renaissance Zone project, with a 100% five-year state income tax exemption.

2iii- I move to approve the application by N.D. Real Estate Brokers for lease of space at 106 11th Avenue NE, a building being rehabilitated as a Renaissance Zone project, with a 100% five-year state income tax exemption.

CITY OF MANDAN
"WHERE THE WEST BEGINS"

RENAISSANCE ZONE PROJECT APPLICATION

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

APPLICANT INFORMATION

1. Type of project

   ☑ Commercial/Business
   ☐ Residential

2. Name of applicant(s)/or business name Andra Miller

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

   _____

   Legal name (if different than trade name) _____

   Type of entity (for commercial/ business applications)

   ☐ Partnership
   ☐ Corporation
   ☐ Subchapter S corporation
   ☐ Cooperative
   ☑ Sole proprietorship
   ☐ Limited liability company
   ☐ Limited liability partnership

3. Mailing address 1713 River DR NE Mandan
4. Phone number 701 527-1012
5. E-mail address Andra@Midconetwork.com

PROJECT INFORMATION

6. Street address of proposed project 106 11th Ave NE
7. Legal description Blk 5, Lots 19 & 20; Helmsworth McLeon 1st Add
8. Current owner (if different than applicant) Same

9. Current use of property Residential - convert to Commercial

10. Parcel size (in square feet) 7000

11. Building floor area (in square feet) 1000

12. Type of project

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

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

- ☐ Yes
- ☑ No

13. Project description (scope of work including breakout of capital improvements)
Rehabing a 1930's home to convert into an office. We will add insulation, new windows/doors, siding, flooring, texture, paint, base case, new kitchen, bathroom, add Handicap door & Signage New furnace Central Air remove bad Pipes. New electric wiring Add new roof over flat roof fascia Soffit gutters.

14. Current true and full value of the building $25,200.00

EH noted #119,000

15. Total estimated cost of improvements (attach cost estimates) $150,000
Note: Any grant funds may not be counted in determining if the cost of improvements or rehabilitation meets or exceeds the minimum requirements.

$144,200

16. Estimated value of building after improvements have been completed $175,000

$2,387 $11,935

17. Estimated property tax benefit (annually) 2800.00 (five years) $14,600

18. Estimated state income tax benefit (annually) $380.00 (five years) $1900.00

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

- ☐ Yes
- ☑ No

19. Describe how the project benefits the community (Examples: Business created, expanded or retained, additional jobs created, additional products or services available, improved property, etc.)
Relocating current business from Bismarck to Mandan
Have 3 full-time employees & 1 full time subcontractor. 1
Improving the property

20. Project timeline including anticipated start and completion dates.

2 months - March 15th 2014

21. Does this project involve historical preservation or renovation?

☐ Yes
☑ No

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

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

☑ Yes – Eff – not yet received as of 12-31-13. Any approval needs to be contingent upon. -Received 12-31-13.
☐ No

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

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

SUMMARY OF ATTACHMENTS

Documents to be submitted along with application:

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

NOTICE OF ADDITIONAL LOCAL REQUIREMENT

Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Include an estimate for an automatic door at least for the main entrance if subject building or business space does not have one.

APPLICANT CERTIFICATION

Applicant certifies that, to the best of his or her knowledge and belief, the information contained in the application and attached hereto is true and correct.

Signature of applicant: _____ **Date:** 11/26/2013

BUILDING OWNER CERTIFICATION — For lease-hold improvement projects only

I, as owner of the property at _____, which includes an approximate _____ square foot lease space addressed _____, grant permission to _____ (applicant) to make leasehold improvements to this space as a Renaissance Zone project. I understand and acknowledge that if there is any rehabilitation to the building at a future date that this space does not qualify as a Renaissance Zone project.

_____ _____

Building Owner Name – printed Building Owner Signature

_____

Date

FOR OFFICE USE ONLY

	Date	Recommendation
Review by Mandan Renaissance Zone Committee	_____	Approval or Denial
Review by City Commission	_____	Approval or Denial
Review by N.D. Commerce Department Division of Community Services	_____	Approval or Denial

Renaissance Zone Block _____ Renaissance Zone Project _____

Date of actual project completion _____

PROPOSALS

106-11TH AVE NE, MANDAN ND

OFFICE HEADQUARTERS

NORTH DAKOTA REAL ESTATE BROKERS, LLC

M3 DESIGN HOMES, LLC

CONTRACTOR	DESCRIPTION	AMOUNT	TOTAL AMOUNT
CAPITOL IMPROVEMENTS			
Allied Building	siding	$ 9,053.21	
Ben's Electric	electrical	$ 9,500.00	
Frontier Plumbing		$ 6,602.00	
Front Street Millwork	millwork pack	$ 6,377.47	
Homes Plus, Inc.	remodel, carpentry	$ 8,125.00	
Indigo Signs	4 awnings	$ 5,000.00	
Indigo Signs	signage	$ 1,000.00	
M3 Design Homes	landscaping, old building, gutters, decks, siding, electronic door, replace doors & windows, remove air conditioner & repair wall, install garage roof trusses.	$ 35,390.00	
Mark's Heating & Cooling	install furnace & air conditioner	$ 4,400.00	
NAIL 2 NAIL	paint, texture walls	$ 4,789.45	
Pella	doors & windows	$ 12,736.64	
Valor Insulation	insulation	$ 1,591.00	
CAPITOL IMPROVEMENTS Total			$ 104,564.77
NON CAPITOL IMPROVEMENTS			
House of Color	flooring, cabinets	$ 16,372.18	
Precision Tops	countertops	$ 2,295.53	
NON CAPITOL IMPROVEMENTS Total			$ 18,667.71
INELIGIBLE EXPENSES			
Boundary Construction	off street parking	$ 10,000.00	
M3 Design Homes	roof addition	$ 3,715.00	
Midwest Drafting		$ 500.00	
Pacific Sound	security	$ 2,500.33	
INELIGIBLE EXPENSES Total			$ 16,715.33
		PROPOSAL Total	**$ 139,947.81**

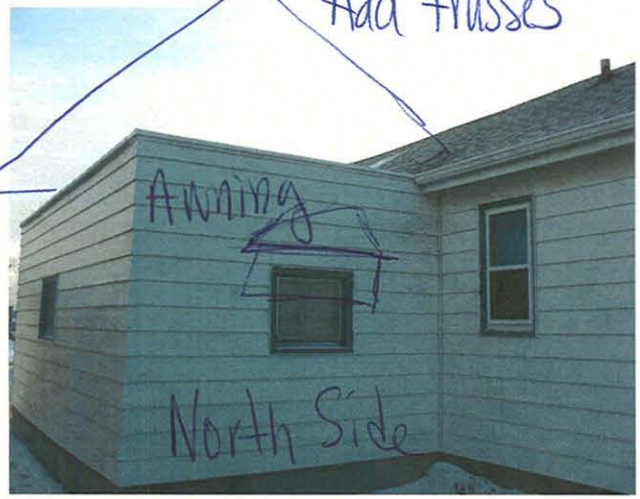
$4,500 ineligible for landscaping etc

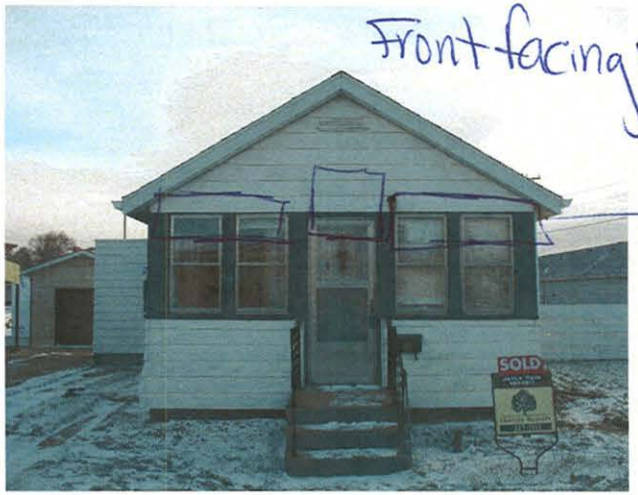
non capital

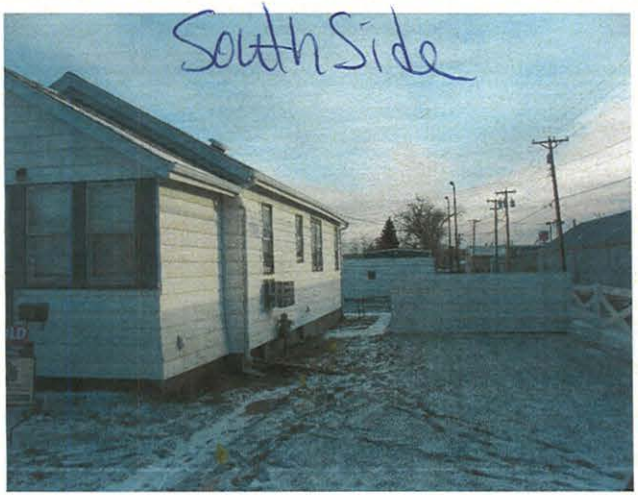
eligible

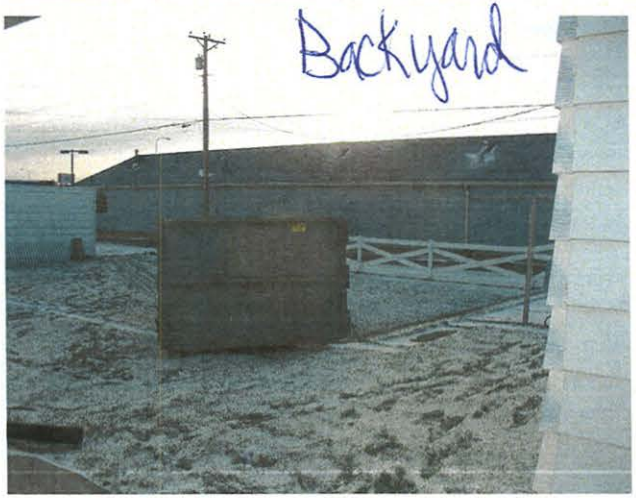
Peligible

Attachment #1
Storefront Improvement
Attachment #1

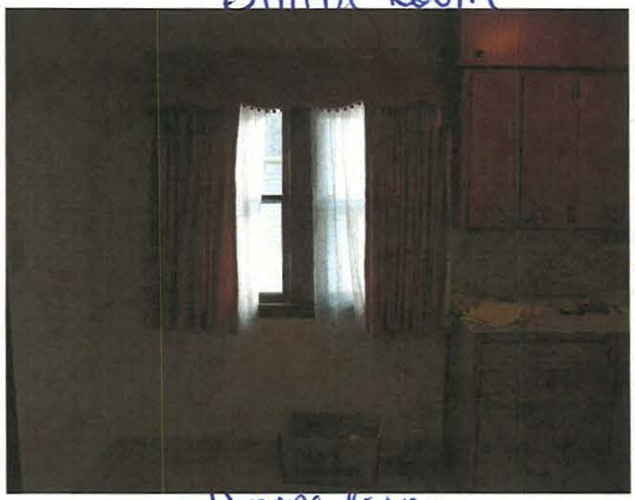






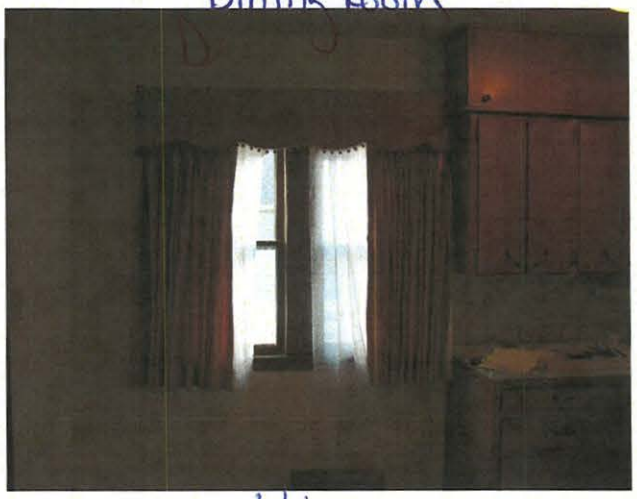


3rd office


Dining Room

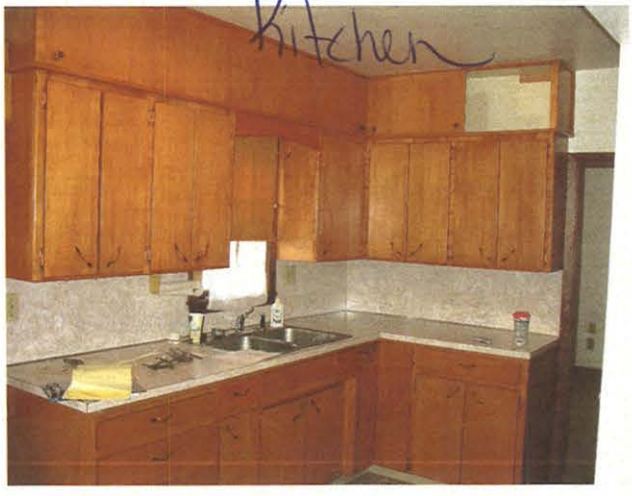
Kitchen

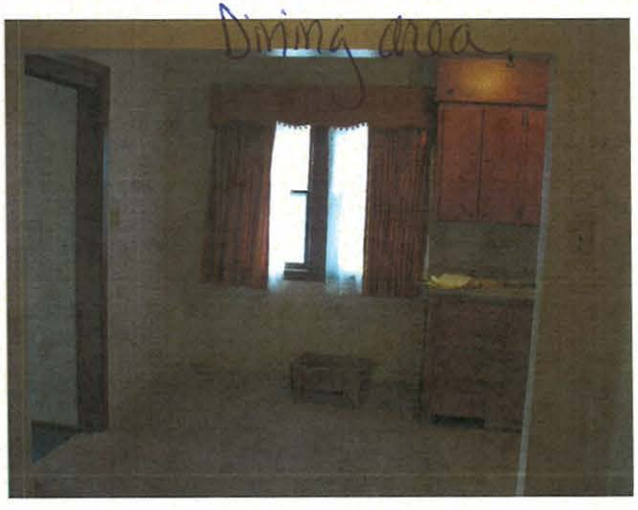
2nd office


Dining Room

Bathroom

Front porch
converts to reception

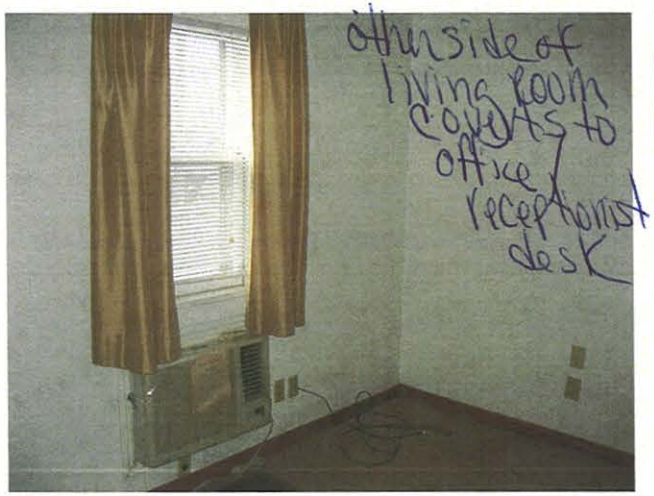

Kitchen


Dining area

Front entry (Porch)
Converts to reception area

living room
Converts to
office/receptionist
desks

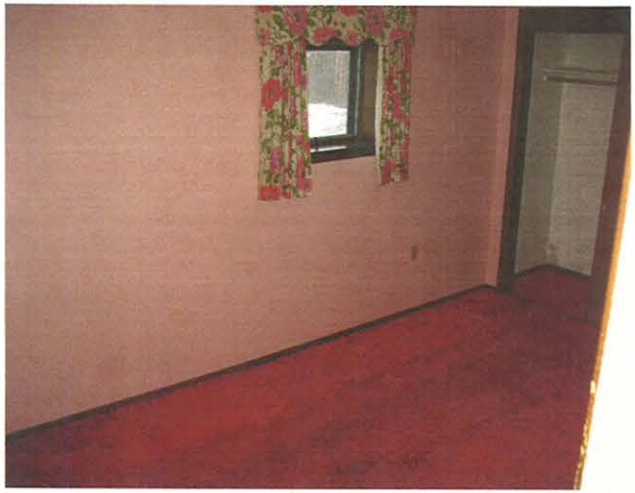
part of porch
Converts to reception area



other side of
living room
converts to
office/
receptionist
desk

new window
added

1st office



2nd office

Bathroom

Midwest Drafting
& Design

Midwest Drafting & Design

1204 Johns Drive
Mandan, ND 58554
Cell # 400-5081
ddavearch@hotmail.com

The Plans and elevations are only conceptual & give the client and example of what is to be built. A contractor or an Architect is responsible for verifying the dimensions & other information on these plans. Midwest Drafting & Design can not be held responsible for inaccurate information that may lead to additional cost for the owner or a delay in the project.

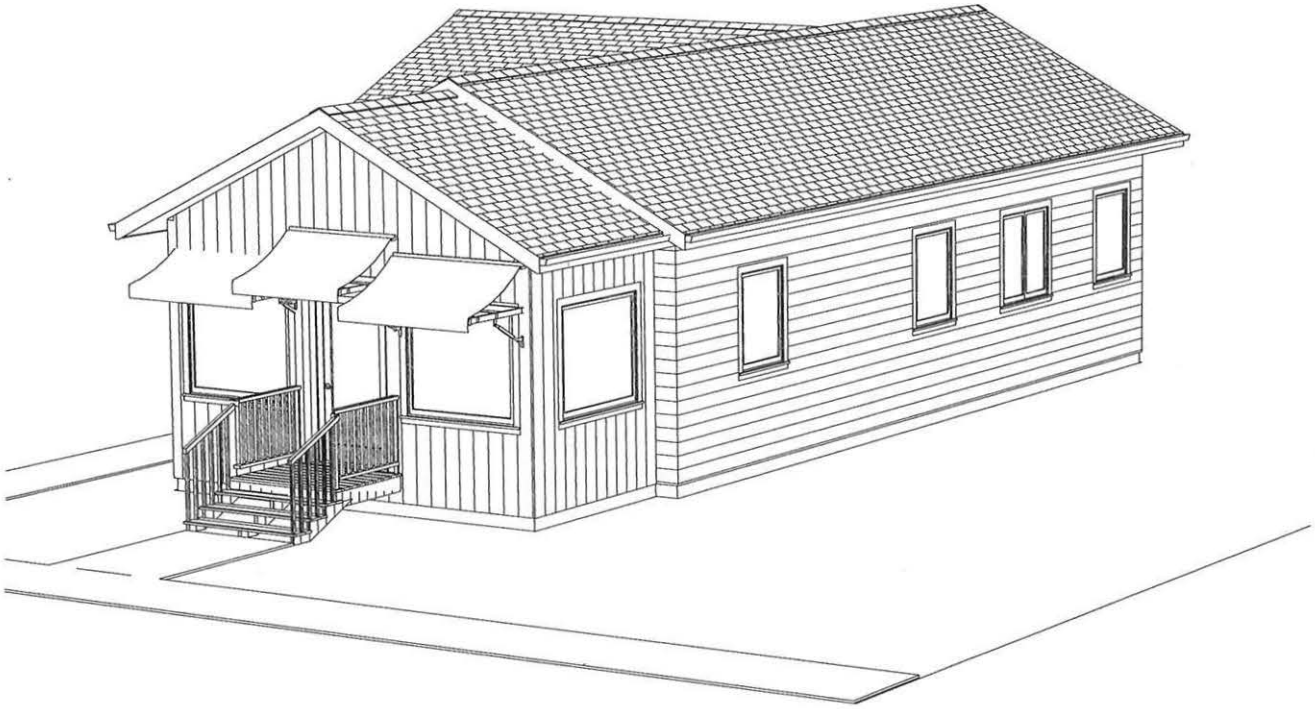
Name: M3 Design Homes

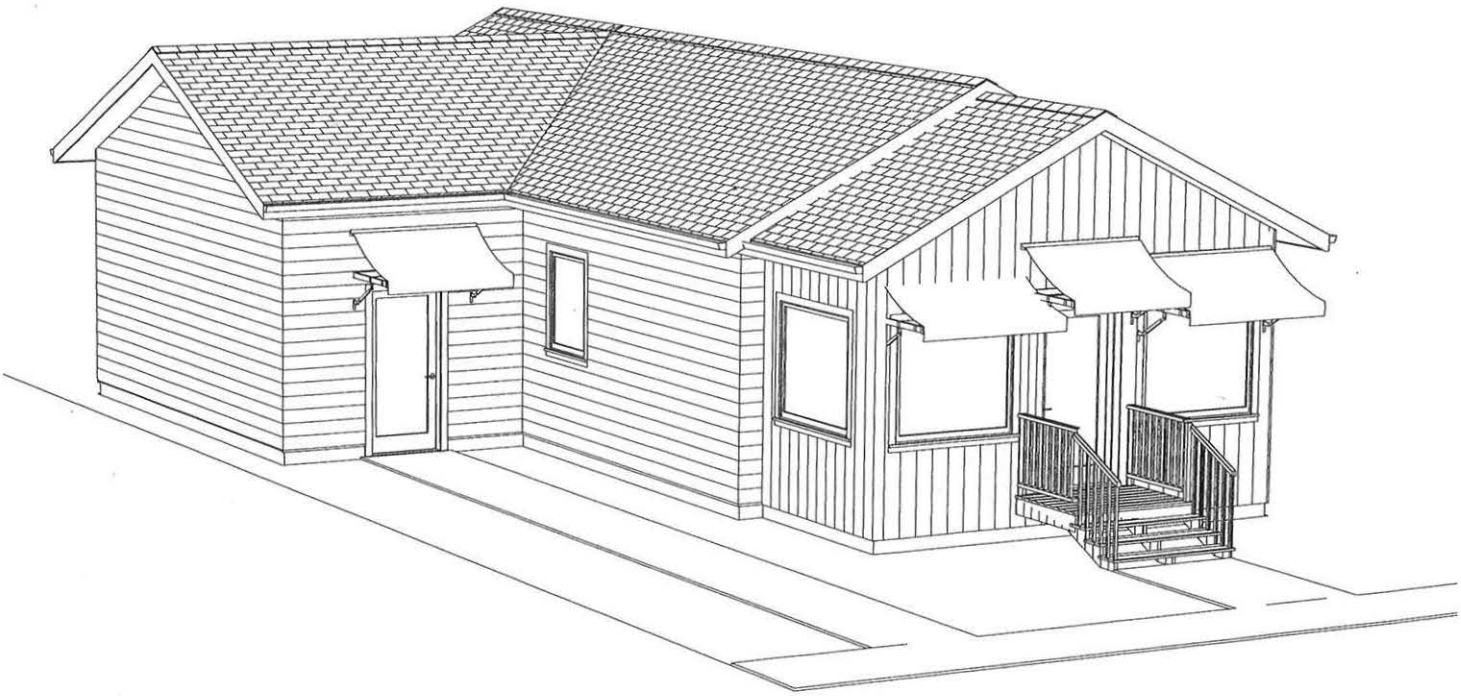
Address: 106 11th Ave. NE, Mandan ND

Square Footage

Main FL =
Second FL =
Lower Level =
Garage =

Date- 12-20-13





Midwest Drafting & Design

1204 Johns Drive,
Mandan ND 58554
(701)-400-5081
ddavearch@hotmail.com

STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

Cory Fong, Commissioner

December 30, 2013 Ref: L0449106176

ANDRA MILLER
1713 RIVER DR NE
MANDAN ND 58554-2238

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

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

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

Taxpayer's Name: ANDRA MILLER
SSN or FEIN: [redacted]

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

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

Enc.

CITY OF MANDAN
"WHERE THE WEST BEGINS"

RENAISSANCE ZONE PROJECT APPLICATION

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

APPLICANT INFORMATION

1. Type of project

   ☑ Commercial/Business
   ☐ Residential

2. Name of applicant(s)/or business name NB Design Homes, LLC

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

   90-075 9477

   Legal name (if different than trade name) NA

   Type of entity (for commercial/ business applications)

   ☐ Partnership
   ☐ Corporation
   ☐ Subchapter S corporation
   ☐ Cooperative
   ☐ Sole proprietorship
   ☑ Limited liability company
   ☐ Limited liability partnership

3. Mailing address 725 Memorial Hwy, Bismarck ND 58504
4. Phone number 701-527-1013
5. E-mail address Andra@Midconetwork.com

PROJECT INFORMATION

6. Street address of proposed project 106 11th Ave NE Mandan ND
7. Legal description Blk 5; Lots 19 & 20 Hemsworth, McLean's
8. Current owner (if different than applicant) Andra J. Miller

M3 Design Homes, LLC

9. Current use of property Residential convert to Commercial

10. Parcel size (in square feet) 7000

11. Building floor area (in square feet) ~~1000~~ 500 sq' AJM

12. Type of project

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

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

- ☐ Yes
- ☑ No

13. Project description (scope of work including breakout of capital improvements)
Residential Home Builder: remodel existing residential properties.

14. Current true and full value of the building N/A

15. Total estimated cost of improvements (attach cost estimates) N/A
Note: Any grant funds may not be counted in determining if the cost of improvements or rehabilitation meets or exceeds the minimum requirements.

16. Estimated value of building after improvements have been completed N/A

17. Estimated property tax benefit (annually) N/A AJM (five years) _____

18. Estimated state income tax benefit (annually) ~~$1600~~ $1333.06 (five years) ~~$20,000~~ $6665 AJM

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

- ☐ Yes
- ☑ No

19. Describe how the project benefits the community (Examples: Business created, expanded or retained, additional jobs created, additional products or services available, improved property, etc.)
Relocating office from Bismarck to Mandan because we have outgrown our current space & want to relocate to be closer to our projects. Currently, we work mainly with subcontractors. When these sub-contractors stop by the office they use other venues or businesses in the area. We will create more foot traffic. 1 full time employee. 1 full time independent

20. Project timeline including anticipated start and completion dates.

4-15-2014

21. Does this project involve historical preservation or renovation?

☐ Yes
☑ No

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

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

☑ Yes
☐ No

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

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

SUMMARY OF ATTACHMENTS

Documents to be submitted along with application:

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

NOTICE OF ADDITIONAL LOCAL REQUIREMENT

Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Include an estimate for an automatic door at least for the main entrance if subject building or business space does not have one.

APPLICANT CERTIFICATION

Applicant certifies that, to the best of his or her knowledge and belief, the information contained in the application and attached hereto is true and correct.

Signature of applicant: Andra J Miller **Date:** 12-28-13

BUILDING OWNER CERTIFICATION — For lease-hold improvement projects only

I, as owner of the property at 106 11th Ave NE which includes an approximate 1000 square foot lease space addressed 106 11th Ave NE, grant permission to M3 Design Homes (applicant) to make leasehold improvements to this space as a Renaissance Zone project. I understand and acknowledge that if there is any rehabilitation to the building at a future date that this space does not qualify as a Renaissance Zone project.

Andra J. Miller
Building Owner Name – printed

Andra J. Miller
Building Owner Signature

12-28-13
Date

FOR OFFICE USE ONLY

	Date	Recommendation
Review by Mandan Renaissance Zone Committee	_____	Approval or Denial
Review by City Commission	_____	Approval or Denial
Review by N.D. Commerce Department Division of Community Services	_____	Approval or Denial

Renaissance Zone Block _____ Renaissance Zone Project _____

Date of actual project completion _____

STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

Cory Fong, Commissioner

December 30, 2013 Ref: L2059718912

M3 DESIGN HOMES LLC
725 MEMORIAL HWY
BISMARCK ND 58504-5393

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

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

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

Taxpayer's Name: M3 DESIGN HOMES LLC
SSN or FEIN: 90-0759477

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

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

Enc.

CITY OF MANDAN
"WHERE THE WEST BEGINS"

RENAISSANCE ZONE PROJECT APPLICATION

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

APPLICANT INFORMATION

1. Type of project

   ☑ Commercial/Business
   ☐ Residential

2. Name of applicant(s)/or business name ND Real Estate Brokers, LLC

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

   20-3523931 /

   Legal name (if different than trade name) n/a

   Type of entity (for commercial/ business applications)

   ☐ Partnership
   ☐ Corporation
   ☐ Subchapter S corporation
   ☐ Cooperative
   ☐ Sole proprietorship
   ☑ Limited liability company
   ☐ Limited liability partnership

3. Mailing address 725 Memorial Hwy

4. Phone number 701-527-1012

5. E-mail address andra@midnetwork.com

PROJECT INFORMATION

6. Street address of proposed project 106 - 11th Ave NE

7. Legal description Blk 5, Lots 19 & 20, Helmsworth McLean 1st add

8. Current owner (if different than applicant) Andra Miller

ND Real Estate Brokers

9. Current use of property Residental Convert to Commercial

10. Parcel size (in square feet) 7000

11. Building floor area (in square feet) 1000 500 Sq ft/m

12. Type of project

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

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

- ☐ Yes
- ☑ No

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

Assist people to buy and sell real estate.

14. Current true and full value of the building N/a

15. Total estimated cost of improvements (attach cost estimates) N/a

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

16. Estimated value of building after improvements have been completed N/A

17. Estimated property tax benefit (annually) N/A (five years) N/A

18. Estimated state income tax benefit (annually) ~~$400~~ $133.33 (five years) ~~$2400~~ $6665.00

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

- ☐ Yes
- ☑ No

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

Relocating office from Bismarck to Mandan. We have outgrown current office space. Create more foot traffic. Bring in additional business.

20. Project timeline including anticipated start and completion dates.

4/15/2013

21. Does this project involve historical preservation or renovation?
- ☐ Yes
- ☑ No

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

22. Evidence that the taxpayer is current on local and state taxes?
- ☑ Yes
- ☐ No

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

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

SUMMARY OF ATTACHMENTS

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

NOTICE OF ADDITIONAL LOCAL REQUIREMENT

Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Include an estimate for an automatic door at least for the main entrance if subject building or business space does not have one.

APPLICANT CERTIFICATION

Applicant certifies that, to the best of his or her knowledge and belief, the information contained in the application and attached hereto is true and correct.

Signature of applicant: Andra J. Miller **Date:** 12-28-13

BUILDING OWNER CERTIFICATION — For lease-hold improvement projects only

I, as owner of the property at 106-11th Ave NE which includes an approximate 1000 square foot lease space addressed at 106-11th Ave NE grant permission to ND Real Estate Brokers (applicant) to make leasehold improvements to this space as a Renaissance Zone project. I understand and acknowledge that if there is any rehabilitation to the building at a future date that this space does not qualify as a Renaissance Zone project.

Andra J. Miller
Building Owner Name – printed

Andra J. Miller
Building Owner Signature

12-28-13
Date

FOR OFFICE USE ONLY

	Date	Recommendation
Review by Mandan Renaissance Zone Committee	_____	Approval or Denial
Review by City Commission	_____	Approval or Denial
Review by N.D. Commerce Department Division of Community Services	_____	Approval or Denial

Renaissance Zone Block _____ Renaissance Zone Project _____

Date of actual project completion _____

STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

Cory Fong, Commissioner

December 30, 2013 Ref: L0985977088

ND REAL ESTATE BROKERS
725 MEMORIAL HWY
BISMARCK ND 58504-5393

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

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

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

Taxpayer's Name: ND REAL ESTATE BROKERS
SSN or FEIN: 20-3523931

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

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

Enc.

New Business No. 3i

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	January 3, 2014
SUBMITTING DEPARTMENT:	Business Development & Communications Department
DEPARTMENT DIRECTOR:	Ellen Huber, Business Development & Communications Director
PRESENTER:	Ellen Huber, Business Development & Communications Director
SUBJECT:	Growth Fund Committee Recommendation on Storefront Improvement Application

---

STATEMENT/PURPOSE: To consider a recommendation by the Mandan Growth Fund (MGF) Committee regarding an application by Andra Miller for storefront improvement matching funds for 106 11th Avenue NE.

BACKGROUND/ALTERNATIVES: The MGF met to consider the application Jan. 3, 2014. Miller recently purchased a single family home at 106 11th Avenue NE and is remodeling it both inside and out. She plans to lease it to her two businesses for use as an office headquarters. The businesses are M3 Home Designs, a home construction and remodeling business that works primarily with subcontractors, and N.D. Real Estate Brokers, a real estate agency.

Exterior improvements are to include new siding ,windows and doors (including an automatic door), awnings, trusses and a new roof over a flat-roof portion of the structure, fascia, soffit and gutters, two new decks, removal of a wall air conditioner, landscaping and signage. The estimated investment is $59,964.85. The request for matching funds is at a rate of 50% equal to $29,732.42.

Miller has also applied for Renaissance Zone benefits for rehabilitation of the structure. The minimum required investment for a RZ rehab project is 50% of the building's value. In this case, the minimum is $12,600 with the building's value listed as $25,200 on the assessing data sheet. With total estimated investment in building rehab of $119,000, no grant dollars would be used to meet the Renaissance Zone required investment and no portion of the Renaissance Zone minimum would overlap with the needed match for the Storefront program.

Miller hopes to complete the project by mid-March.

ATTACHMENTS: Miller application. Detailed cost estimates available for review upon request.

FISCAL IMPACT: Up to $30,000 in matching funds at a 50% rate subject to actual final investment in qualified exterior improvements. The balance in the Growth Fund for Storefront Improvement is $87,896 and there is $514,963 for unspecified types of economic development projects.

STAFF IMPACT: Minimal

LEGAL REVIEW: An automatic door is required. There's also a recipient agreement that calls for a notice of potential lien on the property following project completion and issuance of matching funds in the form of a forgivable loan. The notice of potential lien requires that the building and improvements remain intact for 3 years with funding forgiven on a prorated basis over those three years.

RECOMMENDATION: The MGF voted to recommend approval of the application by Andra Miller for storefront funds at a 50% match rate up to $30,000. The recommendation is contingent upon a favorable preview of the project by the Mandan Architectural Review Commission, which is slated for Jan. 7 at 1 p.m.

SUGGESTED MOTION: I move to approve the storefront improvement application by Andra Miller at a 50% match rate to the actual investment, for up to $30,000 in matching funds, to be provided as a forgivable loan upon project completion.

Renaves
4

STOREFRONT IMPROVEMENT APPLICATION

CITY OF MANDAN

PRIMARY CONTACT INFORMATION FOR THIS APPLICATION

Name: Andra Miller

Address: 1713 River Dr NE, Mandan

Phone: 701-527-1012 **Fax:** 701-222-8866

E-mail: andra@midconetwork.com

Applicant Name: (name of person/entity to receive grant) _____

Property Owner: Andra Miller

Property Address: 106 11th Ave NE, Mandan.

Architect/Firm: (if applicable) -

Description of Property

Current tenant(s): ☑ Commercial _____

☐ Residential **# occupied:** _____ **# vacant:** _____

Building History (if available): Has been a residential home prior to my purchase.

Total Cost of façade renovation. $59,464.85

Forgivable Loan Amount of Requested: 29,732.42

Is the façade renovation part of a larger project?

Yes ☑ No, the façade is the only work I am doing ☐

If yes, please describe comprehensive project.

Replace windows, doors, siding, cabinets, flooring, awnings, Handicap door Install insulation, off street parking, sheetrock + texturing + paint, signage security system, update plumbing + electrical, landscaping

I will turn the property into a commercial building. As an individual I will own the property and lease to two businesses.

Summary of Existing Condition of Façade: (please attach pictures – Attachment 1)

Needs new windows, doors, siding, awning, signage, landscaping, fascia, soffits & gutters. Condition of the home is poor. Steel siding is discolored, fading & dented. Gutters leak. Windows are single pane & leak. No insulation in attic or walls or very little. Doors don't fit properly.

Summary of Proposed Scope of Work: (materials, color schemes, etc.) Please attach colorized drawings that include pre- and post- rehab detail, indicating specifically what will be modified and how (Attachment 2). Bids or official estimates from licensed commercial contractors or other providers of needed services and materials are required. (Attachment 3)

The enclosed porch will have windows on 3 sides w/ awnings over the front windows. The exterior window color is black as well as the awnings & white LP siding with Red Board & Batten Siding on the front porch only. The old garage will get a new roof/trusses and a handicap electronic door & black awning. Signage will be added & the property landscaped. New fascia, soffits & gutters

Historic Character: How will proposed project affect historic character? ***(if applicable)***

N/A

How will your project complement downtown redevelopment efforts?

Improve area. Total Interior & exterior remodel. Will improve value of property which benefits surrounding area.

For more information, call Business Development Director Ellen Huber at 701-667-3485.

Signature of applicant: Lindsay J. Miller **Date:** 12/12/2013

Signature of property owner: _____ **Date:** _____
(if different than applicant)

Special Notices

1) Properties are eligible only once to receive Storefront Improvement funds.

2) Voters in the Nov. 4, 2008, election in the City of Mandan approved an initiated ordinance that states, "Installation of electric handicap accessible entrance doors are required on every building open to the public that has received public funds in any form whatsoever." Any property receiving Storefront Improvement funds since Nov. 14, 2008, is subject to the requirement. Include an estimate for an automatic door at least for the main entrance if you do not have one.

STORE FRONT PROPOSAL			
106-11TH AVE NE, MANDAN ND			
OFFICE HEADQUARTERS			
NORTH DAKOTA REAL ESTATE BROKERS, LLC			
M3 DESIGN HOMES, LLC			
CONTRACTOR	**DESCRIPTION**	**AMOUNT**	**TOTAL AMOUNT**
Allied Building	siding	$ 9,053.21	
Indigo Signs	4 awnings	$ 5,000.00	
Indigo Signs	signage	$ 1,000.00	
M3 Design Homes	landscaping, old building, gutters, decks, siding, electronic door, replace doors & windows	$ 31,675.00	
Midwest Drafting		$ 500.00	
Pella	doors & windows	$ 12,736.64	
		STORE FRONT PROPOSAL Total	**$ 59,964.85**

M3 Design Homes
725 Memorial Highway
Bismarck, ND 58504

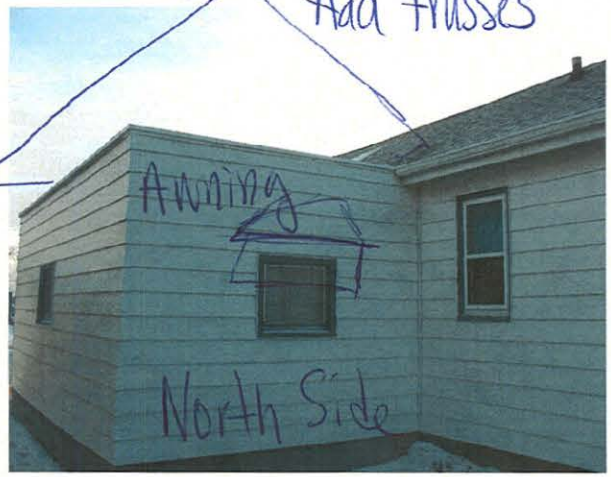
Estimate

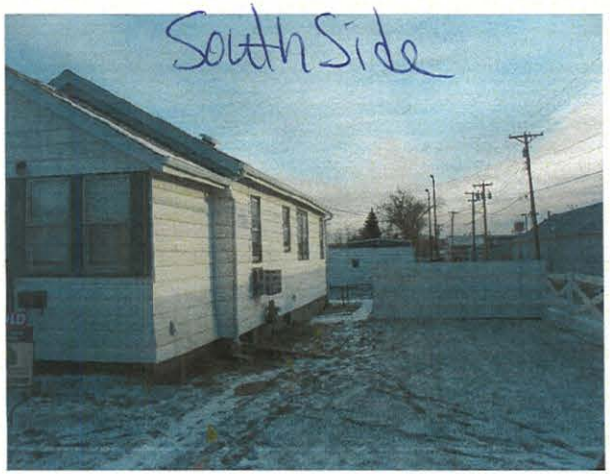
Date	Estimate #
12/19/13	20131

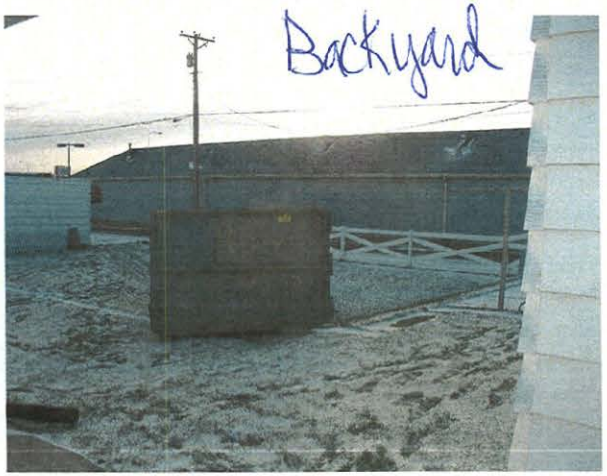
Name / Address
106 11th Ave NE M3 Design Homes Office Mandan ND 58554

Description	Total
General Landscaping - Rock Edging, Shrubs, Flowers, Remove Fence, Tear Down Old Building	4,500.00
Install Gutters - Labor & Materials	700.00
Install two 6 x 6 Decks, Steps and Railing - Labor & Materials. Remove Old Steps, Front & Back Decks. Install 3 Exterior Doors	10,300.00
Remove & Install Siding - Labor Only	7,850.00
Electronic Door	1,800.00
Replace Doors & Windows	5,500.00
Remove Wall Air Conditioner Unit & Repair Wall	1,025.00
-Eligibility of fence removal & demo of old bldg.	
Thank You	**Total** $31,675.00

Attachment #1
Storefront Improvement
Attachment #1







Midwest Drafting
& Design

Midwest Drafting & Design

1204 Johns Drive
Mandan, ND 58554
Cell # 400-5031
ddavearch@hotmail.com

The Plans and elevations are only conceptual & give the client and example of what is to be built. A contractor or an Architect is responsible for verifying the dimensions & other information on these plans. Midwest Drafting & Design can not be held responsible for inaccurate information that may lead to additional cost for the owner or a delay in the project.

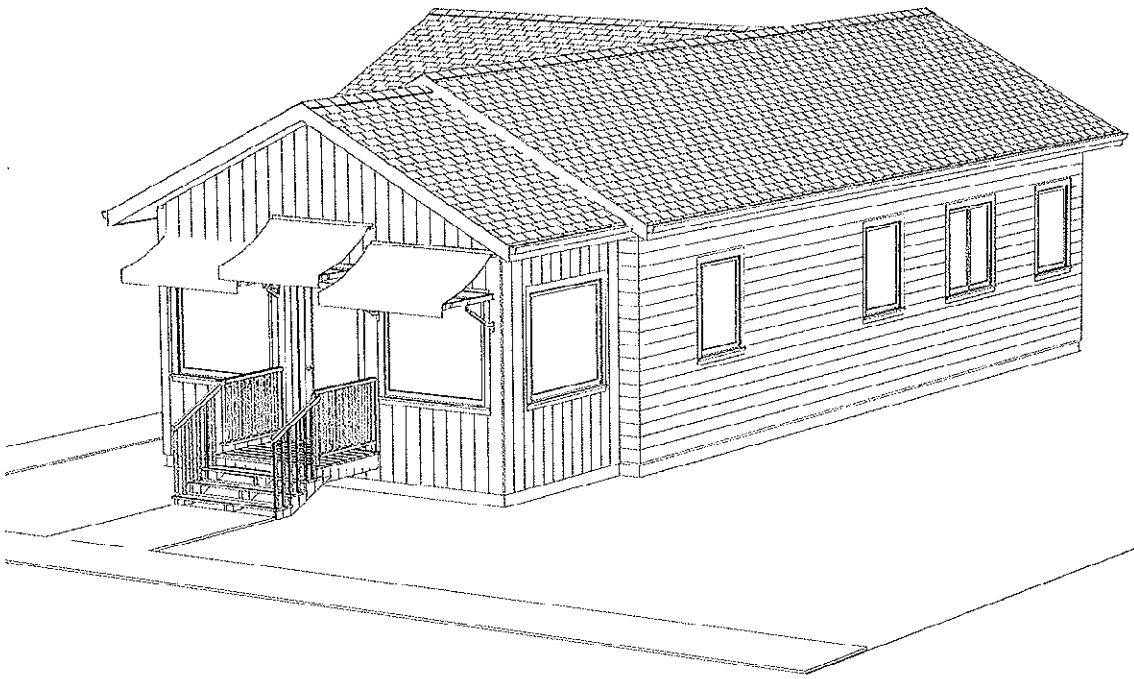
Name: M3 Design Homes

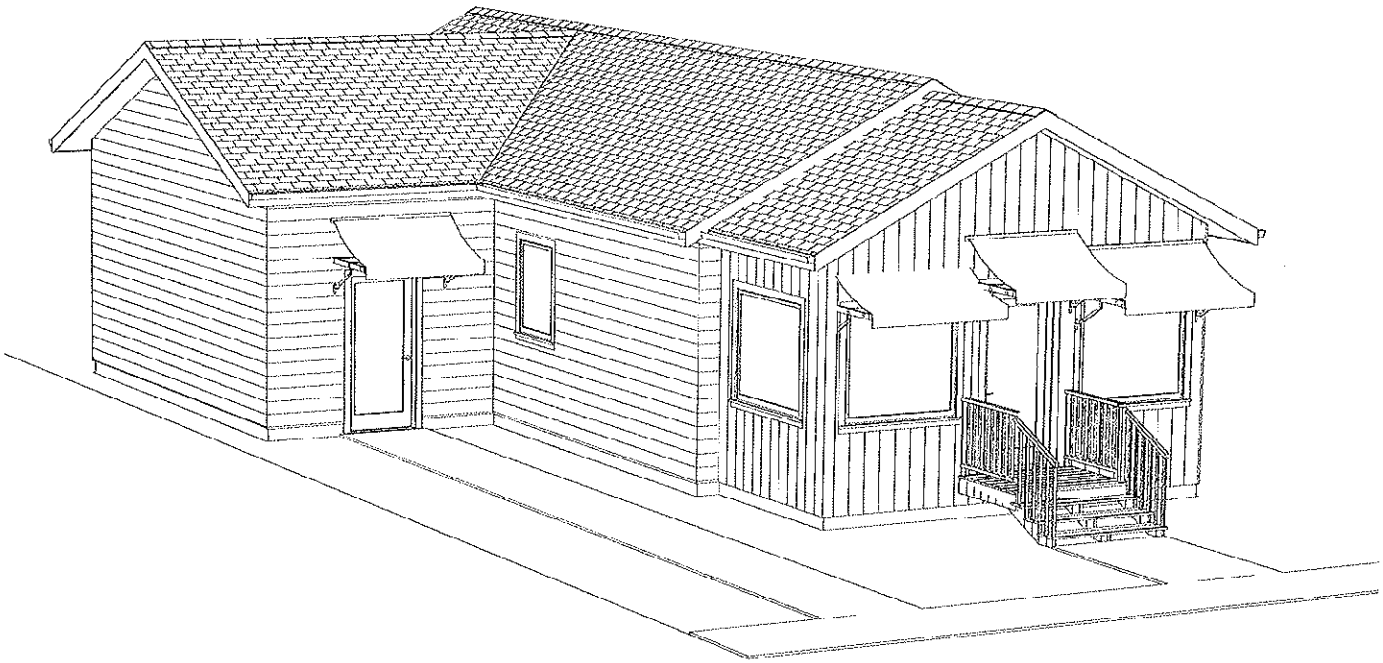
Address: 109 11th Ave. NE, Mandan ND

Square Footage

Main FL =
Second FL =
Lower Level =
Garage =

Date- 12-20-13





Midwest Drafting & Design

1204 Johns Drive,
Mandan ND 58554
(701)-400-5081
ddavearch@hotmail.com

New Business No. 3ii

Board of City Commissioners

Agenda Documentation

MEETING DATE:	January 7, 2014
PREPARATION DATE:	January 3, 2014
SUBMITTING DEPARTMENT:	Administration
DEPARTMENT DIRECTOR:	Jim Neubauer, City Administrator
PRESENTER:	Jim Neubauer, City Administrator
SUBJECT:	Mandan Growth Fund Recommendation –Appointment

STATEMENT/PURPOSE: The Mandan Growth Fund (MGF) passes recommendations for funding assistance to the Board of City Commissioners for consideration and final approval. The MGF recommends approval of the action outlined below; therefore, their recommendation is before the Board of City Commissioners.

BACKGROUND/ALTERNATIVES: The MGF had one position for which a term expired on December 31, 2013 and one resignation. Therefore, two open positions exist. Todd Steinwand has served on the MGF since 1999 and Dennis Friesz has served since 1998. Our thanks to both Todd and Dennis for their long term commitment to Mandan.

The MGF met on January 3, 2014 to consider an appointment to the MGF. A public announcement in October asking that parties express their interest by December 6, 2013. Four individuals submitted letters of interest, Jeremy Bauer, Fred Bott, Matt Engel and Curtis Patzell. Their letters of interest are attached.

The MGF is recommending that Jeremy Bauer and Curtis Patzell be appointed for a three year terms.

The MGF expressed their appreciation to the other candidates and encouraged them to express interest in December 2014 as there will be four appointments that expire at that time.

ATTACHMENTS:

- Current listing of MGF Members
- Letters of interest

FISCAL IMPACT: n/a

STAFF IMPACT: n/a

LEGAL REVIEW: n /a

RECOMMENDATION: The MGF recommends appointing Jeremy Bauer and Curtis Patzell to the MGF for terms ending December 31, 2016.

SUGGESTED MOTION: I move to appoint Jeremy Bauer and Curtis Patzell to the MGF for terms ending December 31, 2016

December 31, 2014	**December 31, 2015**	**December 31, 2016**
Annette Behm-Caldwell (Memorial Highway)	Don Boehm	Vacant
Rick Horn	Michael J.B. Schaff (Downtown)	Vacant
Mark Weide (Financial Institutions)	Timothy Spilman	
Jeff Erickson (Financial Institutions)		

December 6, 2013

Mandan City Commission
205 Second Avenue NW
Mandan, ND 58554

To the Members of the Growth Fund Committee:

I would like to express my interest in applying for one of the two open seats on the Growth Fund Committee. I think that I am a strong candidate for this position for several reasons, below is a little about myself and what I may bring to this committee:

1: I have a great stake in our community as a resident of Mandan for 17 years and a parent of two children who currently attend Lewis and Clark Elementary. My wife, Cassie, was born and raised in Mandan and she's an active member on the Parent Teacher Organization at the school. I am also a volunteer coach for the Mandan Youth Football.

2: I am currently employed with Coco-Cola as an Account Manager and have been for two years, prior to that I was employed with Bobcat Co. With Bobcat I was in a leadership role, I have strong communication skills, verbally and via email. I've worked with a diverse group and handle myself diplomatically with professionals of all levels. I have a strong work ethic, loyal and dependable.

3: A driving factor in my interest in serving on the Board is to continue moving Mandan forward. I believe our community has come far but this is an exciting time in our history and I would like to assist in that continued movement.

I'd very much like to be part of the growth and I appreciate you taking the time to review my letter of intent. If you have any questions please call me at 391-5460. I hope that you will find me to be a worthwhile addition.

Thank you,

Jeremy Bauer
2701 11th Ave NW
Mandan, ND 58554
391-5460

NORTH DAKOTA LEAGUE of CITIES
410 East Front Avenue ▫ Bismarck, ND 58504-5641
Phone: 701-223-3518 ▫ Toll Free (in state): 1-800-472-2692
Fax: 701-223-5174 ▫ Web: www.ndlc.org

Dec. 2

Dear Mr. Neubauer,

I would like to have my name considered for one of the two upcoming vacancies on the Growth Fund Committee.

During the 20 years that I served on the Devils Lake City Commission, I saw the value of a Growth Fund Committee as a way to enable the city to compete against a strong eastern competitor for businesses and consumers.

Thank you for your consideration.

Sincerely,
Fred Bott
3100 Sundancer Loop SE #6
Mandan, ND
58554

December 6, 2013

Matthew Engel
1208 1st Street NE
Mandan, ND 58554
matthew_engel3@yahoo.com

Jim Neubauer
City Administrator
205 2nd Avenue NW
Mandan, ND 58554

Mr. Neubauer,

This letter is to express my interest in serving on the **Growth Fund Committee**. As an educator, I am a firm believer in public service that betters the local community, and I think I would be an asset as one of the nine members of that committee.

When I taught an Urban Studies course, one project had my students explore a downtown area on foot and identify potential improvements to businesses that were small in scope, but would make a decent impact. I challenged the students to note repairs or quick fixes that were less than $100 and could be completed in an afternoon. It was eye-opening as a teacher to see the compiled lists, from signage that fails to advertise the business to people passing by, storefronts with chipped or peeling paint around the windows, dingy awnings, and so forth. While these class projects were useful in compiling lists of potential improvements, I would like to help business owners *solve* those issues, and serving on the Growth Fund Committee would be an avenue to do so.

One of the frustrations I have as a resident of Mandan is watching many people from our city do the majority of their shopping across the river. I appreciate the high degree of cooperation among the three cities in the metropolitan area, but I would like to see more people in Mandan spend their dollars in our city. Continuing to improve the attractiveness of downtown and the businesses along the strip is key to the financial future of this city – we need more dollars spent locally, and more attractive commercial districts will facilitate that. Money spent on this side of the river contributes to our tax base, which will be critical for a city growing as rapidly as we are.

I am impressed by the strides that Mandan has made in the last five years, such as increasing the occupancy of storefronts along Main Street, and landing a Wal-Mart that will keep consumers here who would otherwise travel to Bismarck. There will be challenges, including the immediate one of finding a good business to occupy the Central Market location – but this could be a great opportunity for the Growth Fund Committee to assist a business owner convert that site to suit their needs. I can see one possibility here – working with the individual who might build a True Value hardware store west of the library and determine if the Central Market building could be converted into a suitable space for that business.

If selected to serve, I look forward to the possibility of working with the other eight members of this committee and Mandan city officials, and I thank you for your consideration.

Sincerely,

Matthew Engel

Curtis Patzell

3905 Edgewater PL SE
Mandan ND 58554
C- (701)400-6637
H- (7010663-3545
Curtispat@aol.com

December 4, 2013

Jim Neubauer,
City Administrator
205 Second Avenue NW
Mandan, ND 58554
jneubauer@cityofmandan.com

Dear Mr. Neubauer,

I'm contacting you in regards to the Mandan City Board positions that are currently open and posted on the Mandan ND website.

I have spent the last 32 years in retail. The last 23 years as store manager of the Wal-Mart Store in Bismarck ND. I have recently retired from that position and am interested is using my knowledge and experience to provide guidance in other areas. As a resident of Mandan, I am interested in being involved in the city, and being part of the continued growth and development of the community.

During my time as Store manager, I have always been involved committees and groups, and I feel that it is important to give back to the communities that have provided for me over the years. In addition to my experience in retail and leadership, I also have a Bachelors degree in Business Administration from Kansas State University.

I am interested in the open positions on the **Growth Fund Committee** or the **Renaissance Zone Committee.** I believe that either of these committees would benefit from my experience and leadership.

Thank you for your consideration.
Best regards,

Curtis Patzell

New Business No. 4

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 7, 2014
PREPARATION DATE: January 2, 2014
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Consider sale of land at 211 West Main

STATEMENT/PURPOSE: Consider placing for sale city owned property generally known as 211 W Main St. land only.

BACKGROUND/ALTERNATIVES: John Sayler, owner of the building located at 211 West Main Street, houses Papa Murphy's and Lisa's Gluten Free stores would like the City to consider selling the property on which the building sits with parking to the west.

City of Mandan obtained the subject property as part of the settlement with BNSF and has been receiving land rent payments from Mr. Sayler of approximately $2,400/year.

If the commission approves placing the property for sale, we have to make it available for public bids. One drawback to placing the property for sale would be the opportunity for another party to purchase the land and adjust current lease amounts.

Valid arguments can be made on either side of the City keeping the property as the city has substantial property both the east and west of the subject property and selling the property may hamper some unknown development in the future. On the other hand, the building owner may be more willing to make investments in the property should they own the land underneath.

ATTACHMENTS: Map of property & Mr. Sayler's letter

FISCAL IMPACT:

STAFF IMPACT: n/a

LEGAL REVIEW: n/a at this point.

RECOMMENDATION: I am torn on this decision and would certainly support a motion to place the referenced property for sale or continue to lease the property to Mr. Sayler.

Option A: Place the reference property for sale for a minimum of 30 days, with a minimum sales price of $ / ft.

Option B: Continue to lease the reference property to Mr. Sayler.

SUGGESTED MOTION:

J&K INVESTMENTS INC.

December 16, 2013

MR. JIM NEUBAUER
CITY ADMINISTRATOR
CITY OF MANDAN
205 2ND AVE NW
MANDAN ND 58554

Dear Jim,

I enjoyed visiting with you on Tuesday.

As we have discussed in the past, the city of Mandan would consider selling the land under our building once the diesel remediation was resolved. The time appears to be here and I would like to work with the city to purchase the lot.

Please feel free to call me anytime at 701-426-7110. I'd be happy to further discuss this with you.

Sincerely,

John F. Sayler
J&K Investments

PO BOX 36 • WISHEK ND • 58495
PHONE: 701-452-2531 • FAX: 701-452-2533

Res. & Ord. # 1

ORDINANCE NO. 1136

AN ORDINANCE TO AMEND AND REENACT SECTION 21-03-02 OF ORDINANCE 1088 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP.

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

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

The following described property located within the City of Mandan, Morton County, North Dakota shall be excluded from the A (Agricultural) and CC (Heavy Commercial) zoning and shall be included in R7 (Single-Family Residential) and CA (Light Commercial and Services) zoning namely,

> A replat of Lot A of Lot 3, Block 1, Boutrous Addition of the NE ¼, a portion of the SW ¼ and a portion of the NW ¼ in Section 21 and a portion of the NW ¼ in Section 28, Township 139N, Range 81W in the City of Mandan, Morton County, North Dakota. (Proposed Christianson's First Addition)

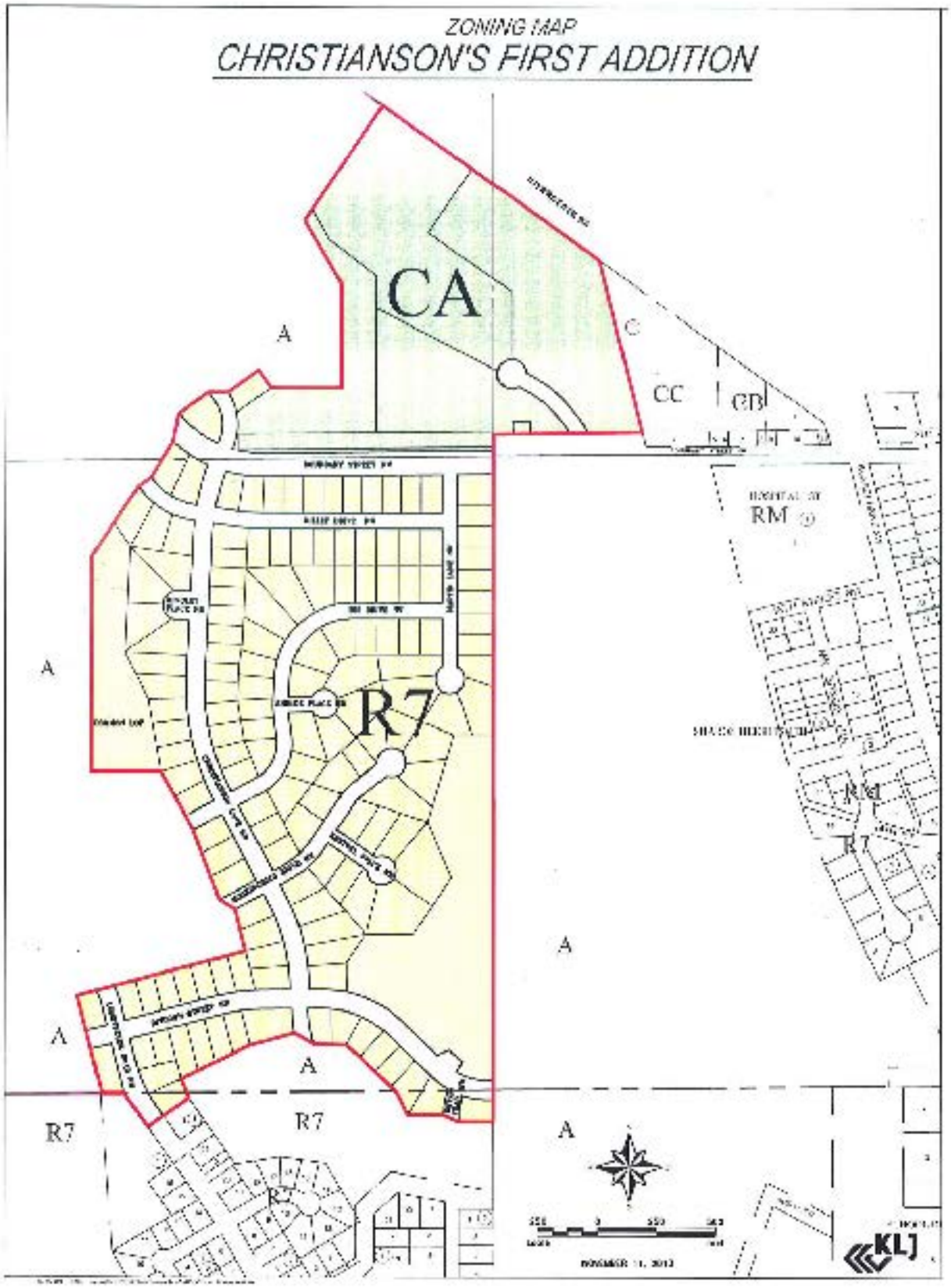
and as so amended said section is hereby reenacted. The city administrator is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

_____
President, Board of City Commissioners

Attest:

_____
City Administrator

Public Hearing:	November 25, 2013
First Consideration:	December 17, 2013
Second Consideration and Final Reading:	January 7, 2014
Publication Date:	January 31, 2014
Recording Date:	


ZONING MAP
CHRISTIANSON'S FIRST ADDITION
CA
A
C
CC
CB
RM
R7
A
A
A
A
R7
R7
A
KLJ

RESOLUTION DIRECTING ADVERTISEMENT FOR BIDS FOR STREET IMPROVEMENT DISTRICT NO. 186

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

1. The City Administrator, Deputy Auditor and City Engineer shall meet at the time and place specified in the notice authorized in paragraph 2 hereof, for the purpose of opening sealed bids for the work and material needed for the improvement project to be made in Street Improvement District No. 186 (Project # 2013-22) of the City of Mandan, as more fully described and referred to in the resolution creating said improvement district passed and approved by the Board on November 19, 2013, and in the plans and specifications for said improvement now on file in the office of the City Engineer.

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

ADVERTISEMENT FOR BIDS FOR STREET IMPROVEMENT DISTRICT NO. 186 MANDAN, NORTH DAKOTA

Notice is hereby given, that the City of Mandan, North Dakota will receive sealed bids at the office of the City Administrator until January 27th , 2014, at 10:00 a.m.**,** local time for the purpose of furnishing of materials, labor and skill needed for the new construction of storm sewer mains, asphalt streets, concrete curb and gutter and street lights and related work in accordance with the plans and specifications for Street Improvement District No. 186 (Project # 2013-22), for the City of Mandan. The Work consists of all labor, skill, and materials required to properly construct the improvement.

Plans and Specifications are on file in the office of the City Administrator and the City Engineer. Plans may be obtained at this office of the City Engineer, 205 2nd Avenue Northwest, Mandan, North Dakota 58554, upon a non-refundable deposit of $25.00. If Plans are mailed out and additional fee of $15.00 will be added for postage and handling.

The bid proposals must be submitted to the City Administrator by 10:00 a.m., local time, January 27, 2014 and shall be sealed and endorsed "Proposal for Street Improvement District No 189. Bids shall be delivered or mailed to: City Administrator, City of Mandan, 205 2nd Avenue NW, Mandan, ND 58554. Bids will be opened and read aloud in the City Commission Meeting Room at 10:00 a.m., local time, on January 27, 2014. All bidders are invited to be present at the public opening of the Bids.

All Bidders must be licensed for the highest amount of their Bids, as provided by Section 43-07-05 of the North Dakota Century Code. The Bidder shall include a copy of his license or certificate of renewal thereof enclosed in the required bid bond envelope as required pursuant to Section 43-07-12 of the North Dakota Century Code, as amended.

Each bid shall be accompanied by a separate envelope containing a bidder's bond in the amount of five (5) percent of the highest amount of the bids as required by Section 48-01.1-05 (3), North Dakota Century Code, as amended, and executed by the Bidder as principal and by a surety, conditioned that if the principal's bid is accepted and the contract awarded to the principal, the principal, within ten days after Notice of Award, shall execute and effect a contract in accordance with the terms of the bid, and a Contractor's Bond as required by law. No bid may be read or considered if it does not fully comply with the requirements of Section 48-01.1-05 of the North Dakota Century Code and any deficient bid must be resealed and returned to the bidder immediately.

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

Work shall be completed on or before the following dates with liquidated damages assessed as follows:

Completion date for the curb and gutter, electrical trenching, directional boring, and base lift of asphalt shall be no later than July 1, 2014. Electrical poles and related items, surface course and chip seal shall be completed no later than July 30, 2014. Any damage relative to base course asphalt before contract completion shall be removed and replaced at no additional costs to this project.

Liquidated damages of $200.00 per day will be assessed if any completion dates are exceeded.

Should the contractor fail to complete all of the work in a District according to the above date, or within such additional time as may have been granted by formal extensions of time approved by the City Engineer, there shall be deducted from any money due the contractor, the above mentioned sum for each calendar day the completion of the Work is delayed, for each District. Liquidated damages will continue to accumulate until the City Engineer determines winter weather prevents further construction. Liquidated damages will restart on the first day of construction in the Spring of 2015 and continue to accumulate until final project acceptance. The Contractor and his surety shall be liable for any excess. Such payments shall be deducted from the final payment and shall be charged as liquidated damages and not as a penalty.

The Board of City Commissioners will meet on Tuesday, February 4, 2014, at 5:30 PM, local time, to determine the sufficiency of protests, to review the Bids submitted, consider the engineer's recommendation, and to award the contract to the successful Bidder, if protests have been deemed insufficient. The contract will be awarded on the basis of the low Bid submitted, on eligible areas, by a responsible and responsive Bidder deemed most favorable to the City's interest.

The City of Mandan reserves the right reject any or all bids, to waive any informality or irregularity, to hold all bids for a period of thirty (30) days after the date fixed for the opening thereof, and to accept the Bid deemed most favorable to the best interest of the City of Mandan.

Dated this 7th day of January, 2014

City of Mandan, North Dakota
BY: James Neubauer
City Administrator"

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

4. The Board of City Commissioners shall meet on Tuesday, February 4, 2014 at 5:30 pm, local time, to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder, subject to the Board finding that filed protests are insufficient to bar the work.

_____

President, Board of City Commissioners

ATTEST:

City Administrator

Passed: January 7, 2014