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The Mandan City Commission met in regular session at 5:30 p.m. on August 16, 2011 in the Ed “Bosh” Froehlich Room at City Hall. Commissioners present were Helbling, Tibke, Rohr, Frank and Jackson. 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, and City Assessor Barta. Absent: Engineering Project Manager Bechtel.

MINUTES: *Consider approval of the minutes for August 2, 2011, regular meeting.* Commissioner Jackson moved to approve the minutes of August 2, 2011, Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present.

PUBLIC HEARING:

1. *A Public Hearing to determine the sufficiency of protests Flood Improvement Project 2011-06 District #1.* City Administrator Neubauer reviewed with members the results of protests received regarding this project. He stated that there was 1 letter, 1 email and 1 phone call received in opposition. The threshold of 50% required to protest out the district was insufficient. Based on only 2% protests received, Neubauer recommended approval of the district as presented.

Mayor Helbling announced that this is a public hearing and invited citizens to come forward to comment regarding the flood improvement project 2011-06 District #1.

Doug Kocourek, 3017 East Harbor Road, Mandan, came forward and asked what is the size is of the district? (1) Is there a map of the district? (2) What is going to be included in the district as far as the flood costs, in particular who will be removing and/or paying for the removal of sandbags on properties?

Mayor Helbling replied that the map was published in the Mandan News and stated that there has not been a determination made as to what will be included within removal costs. No plans have been finalized for sandbag removal and a funding source will need to be determined before those plans can be made. He stated that the City is confident that FEMA will be reimbursing much of the costs involved with the project.

Kocourek questioned when the schedule will be made available as far as removing things for those residents. Mayor Helbling stated that the plans are in progress. It may be recommended that the bays remain plugged and that any primary interior diking be removed. Mayor Helbling stated that meetings are set up with the City and the Corps of Engineers to determine the project plan and that bids have been sent out for some of these projects but nothing is firmed up yet. He mentioned that when the plan has been determined, a City Commission meeting will be held so that everyone is properly notified of the plan.

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Mayor Helbling asked for further comments from the public to determine the sufficiency of protests for Flood Improvement Project 2011-06 District #1. Hearing none, this portion of the public hearing was closed.

Commissioner Tibke moved to approve the insufficiency of protests Flood Improvement Project 2011-06 District #1. Commissioner Jackson seconded the motion.

Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

2. *A Public Hearing to consider a five-year Ad Valorem Tax Exemption for High Plains Apache Sales and Service LLC.* City Assessor Barta reviewed with the Board a request to consider a five-year Ad Valorem Tax Exemption for High Plains Apache Sales and Service LLC. Barta stated that the Mandan Growth Fund met and determined the following: To recommend approval for High Plains Apache Sales & Service LLC the base exemption @100% for Y1 and Y2; @ 75% for Y3; @ 50% for Y4; @ 25% for Y5 – subject to jobs verification and meeting the employment goals outlined in the City’s property tax exemption policy by the end of Y2 that the business would then receive the 100% exemption in Y3, Y4 and Y5. The School District and Park District were notified of the proposed exemption.

Mayor Helbling announced that this is a public hearing and invited citizens to come forward to comment regarding the request for a five-year Ad Valorem Tax Exemption for High Plains Apache Sales and Service LLC. Mayor Helbling extended a second invitation for comments to the ad valorem tax exemption request. Hearing none, this portion of the public hearing was closed.

3. *A Public Hearing to consider a five-year Ad Valorem Tax Exemption for Shorestone Development Inc.* City Assessor Barta reviewed with the Board a request to consider a five-year Ad Valorem Tax Exemption for Shorestone Development Inc. Barta stated that Shorestone Development Inc. is requesting an exemption on three 32-unit apartment buildings. Barta stated that the Mandan Growth Fund met and determined the following: To recommend approval for a two-year exemption of 100% with each building being contingent upon commencement of construction occurring within one year of the City Commission approval and being completed within two years as outlined in the policy. The School District and Park District were notified of the proposed exemption.

Mayor Helbling announced that this is a public hearing and invited citizens to come forward to comment regarding the request for a five-year Ad Valorem Tax Exemption for Shorestone Development Inc.

Mark Payne, a representative from Shorestone Development came forward. Payne stated that he discussed with the MGF the two year tax exemption and he stated that two years would be sufficient; explaining that the critical part of an apartment complex is within the first two years. He indicated that the two year exemption would provide some relief and would help move the project forward. If approved, he stated that he would do the project

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in two phases in which two of the 32-unit complexes would be started this fall. The third building would wait until those two units would be filled up to say the 80% range, in that area. The entire infrastructure would be put in for the third building. However, the third building wouldn't be built until the second stage, with plans to start construction approximately a year from now. Payne stated that the apartment units will be located in the Lakewood Development area at 4400 21<sup>st</sup> Street. Mayor Helbling pointed out that there is a one-year time period on the third building to be constructed. Payne requested that an extension be granted for the start of the construction on the third apartment building (beyond the one-year requirement).

Mayor Helbling announced that this is a public hearing and invited citizens to come forward to comment regarding the five-year Ad Valorem Tax Exemption for Shorestone Development Inc. Hearing none, this portion of the public hearing was closed.

BIDS:

CONSENT AGENDA:

1. *Consider approval of the monthly bills.* The Board approved of the monthly bills.
2. *Consider for approval the plans and specifications for and the execution of a 3-way agreement for the installation of water & sewer in Heart Ridge Addition.* The Board approved of the plans and specifications for and the execution of a 3-way agreement for the installation of water & sewer in Heart Ridge Addition.
3. *Consider the following abatements:*
  - i. *Michael Braun – Remodel Exemption*
  - ii. *Diana Schlosser – New Home Construction.* The Board approved of the abatements for: (i) Michael Braun – Remodel Exemption (ii) Diana Schlosser – New Home Construction.

Commissioner Jackson moved to approve the Consent Agenda as presented. Commissioner Tibke seconded the motion. The motion received unanimous approval of the members present.

OLD BUSINESS:

1. *Consider Tuition Assistance Policy.* City Administrator Neubauer reviewed with the Board some changes that have been made to the proposed Tuition Assistance Policy, a previous item that was discussed with the Board. He stated that the following changes were made: (1) Section A(a)(i) was deleted. This was language relating to taking courses in an employee's field of work. (2) Section B(e)(i): Included a provision as follows: The employee must have completed *at least one year of continuous service with the City of Mandan and not on probationary status.* (3) Provided a sample of a Tuition Assistance Plan.

Commissioner Rohr moved to approve the Tuition Assistance Policy. Commissioner Jackson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

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2. *Consider a proclamation to extend the State of Emergency within the City of Mandan pursuant to Section 06-03-07 of Mandan Code of Ordinances.* Mayor Helbling stated that this is the third extension of this proclamation related to the 2011 Flood.

Commissioner Jackson moved to approve that the proclamation currently existing to extend the State of Emergency within the City of Mandan pursuant to Section 06-03-07 of Mandan Code of Ordinances continue for a period of thirty (30) days. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Jackson: Yes; Commissioner Frank: Yes; Commissioner Helbling: Yes. The motion passed.

NEW BUSINESS:

1. *Consider the Morton Mandan Public Library's 2012 Budget.* Kelly Steckler, Director of the Morton-Mandan Public Library, reviewed the 2012 Library Budget with the Board. Steckler gave a brief summary of recent budget policies that were adopted that have directly impacted the Library. The main concern is that of an adequate capital outlay fund. The library has in the past reserved funds to maintain capital improvement projects without requesting additional city dollars. The library will absorb the Social Security and Medicare match of approximately \$21,350 and the library will absorb the operating subsidy plan of \$10,500 for FY 2012 leaving the budget policy expenditure of \$31,850 to be absorbed by the library. The Library Board of Trustees is currently researching what it will require to implement a Library Foundation. Steckler stated that in the upcoming year a new Bookmobile has been ordered and is expected to arrive in the spring of 2012. She provided details about the programs offered as well as attendance at the various events. She also stated that to date the Library has been able to fund the activities without requesting additional dollars. The Library Board has concerns for the upcoming budget year and the funds needed to earmark for capital improvement. Steckler stated that building improvements, such as window replacement as well as carpeting, painting and routine upkeep to the building will be needed. Commissioner Frank asked Steckler if she has been in contact with the Bismarck Library with regard to improvement costs and expenditures. Steckler stated she does not have anything specific with regard to that. However, she indicated she will be checking into how the Bismarck Foundation assisted with the upgrading of the children's section of the library.

Commissioner Frank commented that she is glad to see the list of perspective revenue sources listed for the Foundation. Commissioner Tibke asked how much is set aside for rent for the capital maintenance. Steckler stated that there isn't a certain dollar amount set aside and that the rent money has covered the increase in space and utilities from the old building to the new building. Mayor Helbling said that it would only be fair to ask the Library to be under the rules and guidelines as every other city department is required to do while recognizing that the library is a vital part of the community. Steckler stated that Rebecca Donovan, President of the MMPL Board of Trustees is available to answer any questions.

Commissioner Frank moved to approve the Morton Mandan Public Library's 2012 Budget. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr:

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Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

2. *Consider Mandan Growth Fund Committee recommendations:*

i. *Application for property tax exemption by High Plains Apache Sales and Service at 1701 Eastside Court.* Commissioner Jackson moved to approve the 5-year Ad Valorem Tax Exemption for High Plains Apache Sales and Service at 1701 Eastside Court. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

ii. *Application for property tax exemption by Shorestone Development, Inc at 4400 21<sup>st</sup> Street SE.* Commissioner Rohr stated that at the beginning of his term as City Commissioner he favored apartment complex construction. However, he stated that in regards to this request, he would agree that a 2-year Ad Valorem Tax Exemption would be appropriate rather than a 5-year exemption for the two 32-unit apartment complexes referenced in this matter. He commented that he would not favor approving the third 32-unit complex unit associated with this request based on a “not-for-sure” type of situation at this time. Mayor Helbling stated that all three units could be approved at this time and if the third one does not happen, it does not qualify for the exemption. There would have to be a re-application process in the future if that is the case.

Commissioner Tibke moved to approve for *Shorestone Development, Inc at 4400 21<sup>st</sup> Street SE*, a 2-year exemption of 100% for each of the three apartment complexes contingent upon commencement of construction occurring within one year of the City Commission approval and being completed within two years as per policy. Commissioner Frank seconded the motion.

Commissioner Jackson commented that there has been much discussion regarding these apartment complexes in the past. The policy that is in place currently is a compromised policy that was agreed to at one of the working sessions. Pursuant to that compromise, Jackson stated that he supports the request today before the Commission; however, he recommended the Commission revisit the policy. Many newspaper and/or news publications are currently commenting on the lack of housing in North Dakota and based on that, he does not think that the City is under any obligation to continue offering such excellent incentives to bring these high density type properties into the city. He stated that previously when these matters came before the City Commission requesting an Ad Valorem exemption, there was an understanding that when requested there would be a commercial component for these types of tax exemptions. There is no commercial component attached to this request. He stated that he does not believe these types of requests should be included within the ad valorem request process. He stated he disagrees that this will add to the tax base and encouraged the City Commission to reconsider that policy. Commissioner Rohr concurred with Commissioner Jackson about reviewing the policy and stated that he believes the intent is to look at businesses that will provide community growth in Mandan. Commissioner Tibke commented that the Commission needs to keep in mind that the car counts are what drives business.

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Commissioner Jackson stated that he believes the car counts are going the wrong way – they are going across the bridge over Expressway versus getting the car counts on Memorial Highway like we'd like them. Mayor Helbling stated that the commercial business will follow; however, Mandan is not at that point yet and also agreed that this matter should be discussed at a future meeting.

Mayor Helbling requested a roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

*iii. Storefront Improvement application for 116 E Main Street by MM Restaurant Group.* Business Development and Communications Director Huber stated that there was an August 1, 2011 deadline for storefront improvement projects. There was one application received from the Mama Maria's Restaurant for improvements at 116 East Main. The MGF and Architectural Commission also reviewed the request. The total cost is \$225,000 for the overall renovation. Of the \$37,896.30 remaining unallocated balance in matching funds, \$10,000 was approved by the MGF contingent upon acquisition of the building by DeLanis and Linda Thomas for operations as Mama Maria's restaurant. Commissioner Jackson inquired whether the problems regarding the restaurant obtaining the necessary funds for the business have been resolved. Huber explained that there are two processes involved: storefront improvement and the application and if they are able to move forward, they would like to participate in the next program. That deadline would be November 1<sup>st</sup>. In terms of acquisition to the building, they continue to work on financing and they have until August 31, 2011 to do that.

Commissioner Tibke moved to approve the allocation of \$10,000 in matching funds for the Storefront Improvement application for 116 E Main Street by MM Restaurant Group contingent upon acquisition of the building by DeLanis and Linda Thomas for operations at Mama Maria's Italian Restaurant. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

3. *Consider renewal of real estate listing contract for city-owned properties (100 Collins, 104 E Main, 106 E Main, 108 E Main and 116 E Main).* Business Development and Communications Director Huber reviewed with members a request to renew a real estate listing agreement for the above listed city-owned real estate properties effective February 17, 2011, due to expire on August 17, 2011, with Oaktree Realty. Oaktree Realty is interested in renewing the agreement for another six-month period. Huber recommended the renewal, under the terms of the previous agreement. The provisions for commission payment of realtor fees would remain the same.

Commissioner Rohr motioned to approve renewal of real estate listing contract for city-owned properties (100 Collins, 104 E Main, 106 E Main, 108 E Main and 116 E Main) from August 17, 2011 through February 17, 2012. Commissioner Jackson seconded the motion. Commissioner Frank requested that the listing agent understand the terms of the

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agreement once the property is sold, indicating that the commission on the sale of the property is not that large. However, the community at large is very interested in moving the property. Mayor Helbling requested a roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

4. *Consider letter from Captain's Landing Township related to sanitary sewer services.* Richard Northrup, a resident of Captain's Landing Township presented a request as outlined in a letter from Captain's Landing Township related to sanitary sewer services. All the commissioners have received a copy of the letter. He stated that as a representative of a committee from the Township, they are looking for options to pursue in order to alleviate this type of situation in the future. One option the township is trying to pursue is to install a septic system for sewage and to have it deposited into a lift station belonging to Mandan and subsequently to have the sewage processed by the City of Mandan. The township is interested in entering into a Waste Processing Agreement between the residents of the Captain's Landing Township and the City of Mandan.

Mayor Helbling commented that this matter has come up several times in the past and the question that surfaces is whether to annex the township into the City and then have the City provide the services. If the City allows this to happen, is the City doing justice to the rest of the citizens of the community? In doing research into this matter as to what other cities have done, Mayor Helbling stated that they have all pursued annexation at some point through the process.

Commissioner Tibke questioned whether Captain's Landing Township had discussed the possibility of annexation? Northrup replied that it is discussed at every meeting held. He said that those discussions have resulted in requesting permission to tie in to the Mandan system. Commissioner Tibke indicated that while it is important to be a good neighbor, the pros and cons for the City of Mandan have an important role in the final outcome. Northrup stated that the township is willing to pay for the service from the City of Mandan at whatever fee the City deems appropriate for the sixty residents of the township. Speaking on behalf of his own personal choice, Northrup indicated that he would not be interested in annexation. Mayor Helbling commented that when this matter was addressed previously, the City Engineer looked at the possibility of installing curb, gutter, streets, sidewalks, etc. However, this commission has the ability to look at things differently, but whatever contract is entered into would be mirrored to some of the other contracts that are in effect and that annexation will have to be a part of the discussion at some point in time. Northrup replied that the draft agreement includes what the township feels the City would require and if the city feels it is important to address annexation that can be put in there. Any agreement will have to be voted upon by the township community. Mayor Helbling asked whether the township has the ability or power to special assess or borrow money within state law. Northrup replied "Yes". Mayor Helbling inquired that if the City chose to annex and there is outstanding debt, how does that debt transfer from a township to a city. City Attorney Brown replied that if a township ceases to exist, any debt that the township has would, in effect, come into the

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city to the extent that it is special assessed against the specific lots that would remain so it would not become a general obligation of the city.

Mayor Helbling stated that he would not have a problem proceeding with this as long as it has an annexation clause included in the contract similar to contracts out there wherein the property owners would waive the right to protest should the City decide to annex at some future date. The costs need to be borne by the township and it needs to be done under City standards. Attorney Brown reviewed what Grand Forks and Fargo have done regarding these types of situations. Grand Forks has currently not done this, however, Fargo does have agreements with some of the subdivisions and more than likely the City of Mandan will follow some of those guidelines that are in place so as not to reinvent the wheel. Commissioner Tibke recommended that these discussions be made a part of the upcoming budget reviews so that any upgrades that might be needed be made a part of the budget discussion. Commissioner Frank concurred with the discussion that annexation be part of the contract and that fire and police services would provide protection for the benefit of the township. Commissioner Jackson stated that he would rather see annexation immediately rather than in a year's time. When working with a compromised situation he would suggest that annexation be made a part of the contract pointing out that Marina Road is a road that the township has not contributed to in the past, which in reality is a free service to the township people. Jackson suggested that when this matter is taken back to the township meeting it be addressed that annexation is something that has to be essential for Captain's Landing. Currently, the protocol is that the city fire department does not have jurisdiction to go to Captain's Landing. Mayor Helbling recommended that Captain's Landing work out with the county the current flood issues that need to be addressed. Mayor Helbling recommended that Captain's Landing borrow the money to install the services and then, in the future, the city would take over what's left. Mayor Helbling also stated that he would rather have the township work among themselves to come up with the agreements with the homeowners to annex so that that in the future it would avoid additional duties imposed upon city staff.

Commissioner Jackson recommended tabling this matter until the Township presents an agreement. Northrup stated that before he can go back to the Township he will need some kind of a cost assessment stating what it is going to cost. That cannot be done until the township has knowledge that the city will approve some hook-up to the township sewer system.

Commissioner Tibke motioned to instruct City Attorney Brown and City Administrator Neubauer to start discussions with the township representatives regarding sanitary sewer services to include annexation language and timelines. (It was suggested that this should be accomplished before the next City Commission meeting so there can be discussion and an opportunity to vote on it at that time in order to move the process on more quickly.) Commissioner Jackson seconded the motion. Mayor Helbling opened the floor for discussion on this matter.

Richard Northrup indicated that by including annexation language into the contract, his opinion is that the suggestion would be a non-starter as far as the township committee is

concerned. He stated there are very few people who would vote for annexation. He stated there are only three people who are having problems and they will have to have their septic system rebuilt. The rest of the people in the township will not have problems once the water goes down. The issues right now are convenience more so than anything - the same with the water system. Mayor Helbling stated that this matter has to get to a point without a lot of effort in order to make it a working document in order to move it forward. City Attorney Brown commented that the township is saying “No” to annexation whether it is now or five years from now and; at that, it makes no sense to move this forward. Mayor Helbling stated that there still should be something drafted by the City and if the township rejects it or there is some common ground, there is something to work on.

Mayor Helbling requested a roll call vote on the motion directing City Attorney Brown and City Administrator Neubauer to draft an agreement regarding the request from Captain’s Landing Township for the City of Mandan to provide sanitary sewer services. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

#### RESOLUTIONS & ORDINANCES:

*1. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1102 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012, and making the annual tax levy for the year 2011.*

Finance Director Welch stated that the purposes of the presentation are to review and discuss the City of Mandan’s Preliminary 2012 Budget, and to consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1102 adopting the 2012 Budget. Welch explained that the City of Mandan is required to prepare the annual Budget in accordance with the Municipal Budget Law (North Dakota Century Code Chapter 40-40) and also with existing City Ordinances, Resolutions, contracts and agreements. Welch further explained that in addition to these legal requirements, the City’s Significant Budget Policies continue to provide further direction and guidance to the budgeting process. Welch stated that the Preliminary 2012 Budget is in compliance with these legal requirements and City Policies. Welch said that the proposed Budget for 2012 is submitted to the Board as a recommendation from the City’s Budget Committee. Welch indicated that the Budget Committee consisted of the following members; Sandy Tibke, City Commissioner (Finance Portfolio), Jim Neubauer, City Administrator, and Greg Welch, Finance Director. Welch also stated that the Preliminary 2012 Budget was posted on the City’s website at [www.cityofmandan.com](http://www.cityofmandan.com).

Finance Director Welch reviewed the proposed 2012 Budget as follows:

#### REVENUES

Total = \$22,203,350

- Property Taxes = \$3,698,550 or 17%

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- 1% City Sales Taxes = \$1,527,000 or 7%
  - Licenses and Permits = \$595,900 or 3%
  - Intergovernmental = \$2,372,950 or 11%
    - State Aid Distribution
    - Highway Tax Distribution
  - Water, Sewer, Solid Waste, Street Light Utility Charges = \$7,087,650 or 32%
  - Fines and Forfeits = \$182,000 or 1%
  - Special Assessments = \$5,442,800 or 24%
  - Miscellaneous = \$323,650 or 1%

### EXPENDITURES

Total = \$21,771,250

- Salaries and Benefits = \$7,086,100 or 33%
- Operations and Maintenance = \$5,517,800 or 25%
- Debt Service-Principal and Interest = \$8,548,400 or 39%
- Capital Outlay = \$618,950 or 3%

### MAJOR FUNDS

All Major Funds have met required minimum fund balance operating reserves.

- Provides for economic stability.
- Assists in maintaining the City's bond rating.
- General Fund and Cemetery Fund = 17%
- Utility Funds = 25%

Condensed Operating Statements:

- General Fund
- Cemetery Fund
- Water and Sewer Utility Fund:
  - Base Rate increase:
    - Residential = \$2.53 per month
    - Commercial and Industrial = \$5.06 per month
    - Apartment (3+ units) = \$7.59 per month
    - \$.05 per month = \$17,320 per year
  - Purpose: Debt Service for the \$7M Residual Management Facility Project at the Water Treatment Plant.
- Solid Waste Utility Fund:
  - Base Rate increase = \$0.05 per month
  - \$.05 per month = \$13,636 per year
  - Purpose: Operations and Maintenance costs of residential garbage collection and disposal services.
  - Last Base Rate increase was July 1993.
- Street Light Utility Fund
  - Public Works Director Wright provided a summary of the Street Light Project in that the city is looking at different ways to come up with ways

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to replace old lighting systems and feed points in the future with replacing with LED lighting.

### TAXABLE VALUATION

Taxable Valuation (estimated) = \$44,894,498

- Increase from Tax Year 2010 (2011 Budget) = 4.6%
- 1 Mill = \$44,894

### MILL LEVY

Mill Levy = 97.72 mills

- Decrease from Tax Year 2010 (2011 Budget) = 0.26 mills
- Average city levy of the 11 largest cities (excluding Mandan) for Tax Year 2010 (2011 Budget) = 97.72 mills
- City's share of 1 mill for Tax Year 2010 (2011 Budget) = 24%

### PROPERTY TAXES

Property Taxes = \$4,387,134

- Increase from Tax Year 2010 (2011 Budget) = \$183,412
- The increase in the City property taxes for an existing residential home valued at \$175,000 with an average valuation increase of 2.31% (Board of Equalization) in the true and full value, excluding special assessments = \$15.73

### SALARIES AND BENEFITS

Salaries = \$5,288,950

- Cost Of Living Adjustment (COLA) = 2.5% or \$117,150
  - Current Pay Plan began 2008
  - Consumer Price Index (Midwest urban less than 50,000):
    - December 2007 to June 2011 = 8.5%
  - City COLA:
    - 2009 Budget to 2012 Budget = 9.0%
- No merit or step increases.
- Assessing Department decrease = \$54,600
- Overtime decrease = \$29,300
- Overtime-Grants increase = \$20,450
- Part Time decrease = \$1,750
- Increase from 2011 Budget (revised) = \$55,950 or 1.1%

Benefits = \$1,797,150

- Health Insurance increase (net) = \$23,950
  - NDPERS-July 1, 2011 to June 30, 2013
  - Single Policy = \$456.16 per month (7.3% increase)
  - Family Policy = \$1,102.08 per month (7.4% increase)
- Increase from 2011 Budget (revised) = \$31,550 or 1.8%

Salaries and Benefits = \$7,086,100

- Increase from 2011 Budget (revised) = \$87,500 or 1.3%

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DEBT SERVICE

Debt Service-Principal and Interest = \$8,548,400

- Total Principal and Interest = \$83,382,026
- Amortization:
  - % of Debt Service retired in 10 years = 81%
  - % of Debt Service retired in 15 years = 95%
- Bond Rating = A1

CAPITAL OUTLAY

Capital Outlay = \$618,950

- General Fund = \$96,450
- Water and Sewer Utility Fund = \$465,500
- Solid Waste Utility Fund = \$57,000
- See attachment.

ANNUAL COST FOR CITY SERVICES

The annual cost for City services for an existing \$175,000 residential home with an average valuation increase of 2.31% (Board of Equalization) and using 8 units of water per month, excluding special assessments = \$1,578

- Increase from 2011 Budget = \$47

Finance Director Welch stated that the City will publish a Notice of Public Hearing on August 26, 2011 for the second and final consideration of Ordinance No. 1102 adopting the 2012 Budget on September 6, 2011.

Commissioner Jackson moved to approve the introduction and first consideration, and call for a public hearing of Ordinance No. 1102 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2012, and ending December 31, 2012, and making the annual tax levy for the year 2011. Commissioner Frank seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

2. *Consider the introduction and first consideration of Ordinance No. 1103 related to annual leave cutoff date.* City Administrator Neubauer reviewed with members an action that was reviewed previously stating that a revision was made to the proposed Ordinance No. 1103 regarding the revising of the cutoff date for annual leave for employees. Commissioner Jackson moved to approve the introduction and first consideration of Ordinance No. 1103 related to annual leave cutoff date. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

3. *Consider introduction and first consideration of Ordinance No. 1104 – An ordinance to amend Chapter 17-04 to the Mandan Code of Ordinances Relating to*

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*Noxious Weeds.* Fire Chief Nardello provided a brief summary of a revision to Ordinance No. 1104 that would allow weed control notification to include the month of October. The current cutoff date is September. Commissioner Jackson moved to approve the introduction and first consideration of Ordinance No. 1104 – An ordinance to amend Chapter 17-04 to the Mandan Code of Ordinances Relating to Noxious Weeds. Commissioner Tibke seconded the motion. Roll call vote: Commissioner Rohr: Yes;

Commissioner Tibke: Yes; Commissioner Frank: Yes; Commissioner Jackson: Yes; Commissioner Helbling: Yes. The motion passed.

OTHER BUSINESS:

1. *Grill Fest 2011:* On behalf of the Mandan Progress Organization, Mayor Helbling extended an invitation to everyone to come out and enjoy the Grill Fest activities being held this weekend in Mandan.

There being no further actions to come before the Board, Commissioner Tibke moved to adjourn the meeting at 7:50 p.m. Commissioner Rohr seconded the motion. The motion received unanimous approval of the members present.

/s/ James Neubauer

James Neubauer,  
City Administrator

/s/ Timothy A. Helbling

Timothy A. Helbling,  
President, Board of City  
Commissioners