

AGENDA
MANDAN CITY COMMISSION
SEPTEMBER 6, 2016
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M. (SPECIAL TIME)
www.cityofmandan.com

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- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. MINUTES:
1. Consider approval of the following Board of City Commission meetings:
 - i. August 16, 2016 - Regular Meeting
 - ii. August 16, 2016 – HUB City Working Session
- D. PUBLIC HEARING:
1. Public hearing regarding application by La Sagrada Familia Apartments, LLC,, for property tax relief for an affordable family housing project at 406 4th Street NW (see New Business No. 1)
- E. BIDS:
- F. CONSENT AGENDA:
1. Consider Proclaiming November 1, 2016 as "Extra Mile Day" in the City of Mandan.
 2. Consider confirmation of special assessments for Street Improvement District #198 and #200.
 3. Consider P.E.O. International, Chapter Ak, Mandan, ND games of chance at Baymont Inn and Suites on September 24, 2016.
 4. Consider allowing out-of-state travel for PD employee Bryce Klein to attend training in South Dakota.
 5. Consider Change Order for time extension on Emergency Generator Project.
 6. Consider approval of a correction in 2015 True & Full Value for Diversity Homes Inc.
 7. Consider Declaration of Appreciation declaring Sunday, September 11, 2016 be set aside to recognize the Emergency Responders in Mandan, ND.
 8. Consider agreement with CommunityWorks North Dakota for origination and servicing of loan to La Sagrada Familia Apartments, LLC.
 9. Consider approval of a correction in 2014 & 2015 True & Full Value for Redwing Dr. LLC.

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10. Consider a temporary removal of cap on comp time accruals for exempt PD officers, and temporary removal of cap on vacation accruals for all Mandan Police Officers.
11. Consider approval of the purchase of two (2) patrol rifles for the Mandan Police Department.
12. Consider proclaiming September 17, 2016 as National Gymnastics Day in the City of Mandan.

G. OLD BUSINESS:

H. NEW BUSINESS:

1. Consider Growth Fund Committee recommendations:
 - i. Application for property tax relief via payments in lieu of taxes (PILOT) by La Sagrada Familia Apartments, LLC.
 - ii. Application for the local match for a Bank of North Dakota Flex PACE interest buy down for La Sagrada Familia Apartments, LLC.
 - iii. Removing earmark on funding for Memorial Highway Storefront & Landscape Improvement Program
 - iv. Updating interest buy down guidelines
2. Acting as Board of Adjustment, consider for approval variance request to reduce required on-site parking from 2 spaces per dwelling unit to 1.5 spaces per dwelling unit for redevelopment of 406 4th St. NW (former junior high school).
3. Consider the Morton Mandan Public Library's 2017 Budget.
4. Presentation by Erin Pringle, Executive Director of SERVEYES.
5. Consider request to locate Municipal Court Judge and clerks workspace to Morton County Courthouse.
6. Consider approval of Old Red Trail Reconstruction project change order #3.
7. Consider approval of Beer Garden application for Spirit of Life Church on September 10, 2016.

I. RESOLUTIONS AND ORDINANCES:

1. Consider a resolution of support for La Sagrada Familia Apartments affordable family housing project
2. First consideration of Ordinance 1250 amending and reenacting PUD District 2015-01 related to Lakewood 9th Addition
3. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1249 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2017, and ending December 31, 2017, and making the annual tax levy for the year 2016.
4. Consider for approval the Resolution amending fees and charges administered by the Public Works Department.

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J. OTHER BUSINESS:

K. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:

1. September 20, 2016 (5 p.m.)
2. October 4, 2016
3. October 18, 2016

L. ADJOURN

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The Mandan City Commission met in regular session at 5:30 p.m. on August 16, 2016 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota.

Commissioners present were Helbling, Rohr, Braun, Davis, and Laber. Department Heads present were Finance Director Welch, Police Chief Ziegler, Deputy Chief Bier, City Administrator Neubauer, Director of Public Works Wright, Fire Chief Nardello, Business Development & Communications Director Huber, Planning & Engineering Director Froseth, Assessor Shaw, and Building Official Lalim, Absent: City Attorney Brown and Planner Decker.

B. APPROVAL OF AGENDA:

Commissioner Braun moved to approve the Agenda. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

C. PUBLIC COMMUNICATIONS:

D. MINUTES:

1. *Consider for approval of the minutes from the July 19, 2016 regular City Commission meeting and the August 2, 2016 regular City Commission meeting.*

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

E. PUBLIC HEARING: None.

F. BIDS: None.

G. CONSENT AGENDA

1. *Consider approval of monthly bills.*

2. *Consider road closure request of 15th Street NW, adjacent to Mandan Golden Age Services Senior Center*

3. *Consider authorization to offer for public sale a 1993 Pierce fire truck.*

4. *Consider road closed to through traffic request at 3rd Street NE, adjacent to St. Joseph Church.*

5. *Info item, change orders for Wastewater Treatment Facility Optimization project to extend final project completion.*

Commissioner Rohr moved to approve the Consent Agenda items 1 through 5 as presented. Commissioner Laber seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

H. OLD BUSINESS:

1. *Consider appointing committee members to the Off Highway Vehicle (OHV) Committee to update the city ordinances regarding these vehicles.* Deputy Chief Bier

presented a request to appoint committee members to the Off Highway Vehicle Committee to update the City Ordinances regarding these vehicles. He said that at the Commission meeting held on August 2, 2016, it was approved to form a committee to review and update the Off Highway Vehicle Ordinances that would also include snowmobiles and golf carts. The City advertised for seven days to the public that the committee was being formed and solicited interested people to contact the Police Department. Four individuals expressed interest in serving on the Committee: Dana Aitchinson of Open Road Honda; Steve Pletan with Action Motor Sports; Karl Liepitz – Mandan citizen; and Craig Ohlhauser – Mandan citizen. Deputy Bier recommended that these four Mandan residents, as well as himself, be appointed as the committee members to the Off Highway Vehicle (OHV) Committee. Mayor Helbling stated that the individuals who came forward all have an interest in OHV, thus it would have been ideal to also have a non-OHV linked resident on the committee. Deputy Bier commented that he is looking forward to the knowledge of the safety of the OHV and the manufacturing recommendations that the committee members have due to their business relations with these types of vehicles. Commissioner Braun suggested that the committee look into what other communities around the nation have in place for a similar policy.

Commissioner Rohr moved to approve the OHV Committee consisting of Dana Aitchison, Steve Pletan, Karl Liepitz, Craig Ohlhauser, and Deputy Jason Bier. Commissioner Davis seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

I. NEW BUSINESS:

1. *Consider approving the Resolution creating district, approving Resolution approving Engineer's Report, approving Resolution approving Plans and Specifications, approving Resolution determining sufficiency of petition, approving feasibility report and Resolution directing advertisement for bids for Street Improvement District No. 207, Project No. 2016-20 (8th Ave NW north of 27th Street NW).* Justin Froseth, Planning & Engineering Director presented a request to create and allow the assessments of specials related to, authorize the required paperwork for the requested project, and allow for the project to be bid. This project is at the Eagle Ridge Development east of Mandan Middle School. He said the developer is requesting that the City allow the special assessment of street costs to the benefitting properties for the development of 8th Avenue Northwest.

The approach to this street design for assessment district approval is fundamentally different from the typical requests because the section planned is rural. He recommended approval of this rural section for this specific corridor for the following reasons: (i) this corridor may be a collector road of the functional classification system. It would be eligible for federal funding in the future when higher traffic demands warrant a more robust section. The process used to select projects for federal funding consideration looks more favorably upon improving an existing roadway than it does building an all new roadway; (ii) This road would serve as a secondary access to the Eagle Ridge development. It would also relieve the congestion and conflicts with the Middle School, and would most likely not be pursued by the developer if required to be a full urban

section roadway; (iii) The only two connections to this roadway would be on the north end which would be in and out of the development and the access road to the city's lift station on the east side. There is no plan at this time to have on-street parking within this segment. There currently is no plan to reconstruct 8th Avenue, south of 27th Street that is in need of repairs. In its current state it needs to be reconstructed. The City has applied for this to be considered for federal funding given the collector nature of this roadway. It has not been selected as a Transportation Improvement Program (TIP) project yet. Director Froseth said that the engineer's estimated cost of the project would be about \$331,361.95, engineering and administration will add \$115,976.68, bringing the total to about \$447,338.63. This would be entirely special assessed to the developer and eventually to the benefitting properties. They will not be adding any water and sewer lines under 8th Avenue. The master plan has listed 1806 Corridor as the source for water and sewer for development in that area. Director Froseth recommended approval of the project.

Commissioner Laber moved to approve the Resolution creating district, approve Resolution approving Engineer's Report, approve Resolution of Plans and Specifications, approve Resolution determining sufficiency of petition, approve feasibility report and approve Resolution directing advertisement for bids for Street Improvement District No. 207, Project No. 2016-20 (8th Ave NW north of 27th Street NW). Commissioner Davis seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

2. *Consider approving the Resolution approving Plans and Specifications, approving Resolution determining sufficiency of petition and approving Resolution directing advertisement for bids for Water & Sewer Improvement District No. 62, Project No. 2016-17 (Collins Avenue).* Justin Froseth, Planning & Engineering Director presented a request to create and allow the assessments of specials related to, authorize the required documents for the requested project, and allow for the project to be bid. This was discussed at a previous meeting in June. He said the engineering office was approached by Toman Engineering who has been working with the property owners in this district to come up with a plan to better serve these properties with a sanitary sewer main. In discussing the options with the project engineer and the benefitting properties in the district, it was concluded that this sewer main would benefit the City and the property owners at the same time. In allowing this district and its subsequent project, the new sewer main would be more accessible to both the lots and the City when there is a need to maintain a fix. It would reduce the potential for other utility conflict during service installation and it would eliminate the need to remove Collins Avenue roadway surface for future installation or fixes. The service lines do need to extend a significant distance across Collins Avenue to tie into the nearest sewer main. This project will make it easier for those properties to access the service lines. The estimated cost of the project is \$52,962.50; engineering and administration will add \$18,536.88, for a total project cost of \$71,499.38. These items will be entirely special assessed to the benefitting properties. There are four lots within this special assessment district and that will be approximately \$17,874.85 per lot in specials. Consistent with most street projects, the assessment period

will be for 15 years. The owners of those four lots have signed their petition not to protest.

Commissioner Rohr moved to approve the Resolution approving Plans and Specifications, approve Resolution determining sufficiency of petition and approve Resolution directing advertisement for bids for Water & Sewer Improvement District No. 62, Project No. 2016-17 (Collins Avenue). Commissioner Laber seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

3. *Update regarding Growth Fund (MGF) finances and procedures.*

Ellen Huber, Business Development and Communications Director provided an update on the level of funding available in the Mandan Growth Fund (MGF) to assist in providing best guidance to future applicants. At the MGF meeting on August 11, 2016, the Mandan Committee reviewed the financial statement ending July 31, 2016. The balance for undesignated economic development projects is \$93,259.96. Director Huber explained the potential future revenue and expense streams for the fund:

Revenue Impacts

- ~ A Carter Chiropractic loan has a balloon payment of \$46,249 due January 1, 2017.
- ~ Loans approved for the local share of PACE and Flex PACE interest buy-downs will be repaid in the future in order to replenish the fund. The first of these payments will begin in mid-2017.
- ~ If City Business Development and Communications Department O & M costs remain similar in 2017 to the 2016 level, approximately \$50,000 (of the \$250,000 annual allocation) will be added to the economic development project line item January 1, 2017.
- ~ The MGF Committee requested an increase in annual funding for the Growth Fund to \$350,000 for 2017, as compared to the current funding level of \$250,000, which has been in place since the 1% local sales tax was approved in 1991. This would add another \$100,000 for economic development projects, if approved as part of budget discussions.

Expense Impacts

Applications are pending review for \$90,000 for storefront improvement projects and about \$375,000 for Flex PACE interest buy-downs within the next six months. This does not include restaurants and those dollars have been set aside.

Business Development and Communications Director Huber offered the following recommendations with regard to fund management and future procedures discussed at the last MGF meeting:

1) The MGF should retain unallocated funds for projects where assistance beyond a repayable loan is warranted. Examples would include forgivable loans for storefront improvement projects, retail incentives, or projects offering public benefits that merit an interest buy-down with the local share structured as a forgivable loan or at 0% interest.

2) The MGF should consider removing an earmark on any funds not approved for specific projects under the Memorial Highway Storefront Improvement Program that has

not been allocated to a specific project as of December 31, 2016. This line item currently has \$140,000 in uncommitted funds. These dollars could be moved to the overall economic development projects column. The program could remain available but without guaranteed funding, recognizing it would compete with other programs and projects with applicants.

3) Any amounts approved for interest buy-down under Bank of North Dakota PACE and Flex PACE programs could be paid annually rather than upfront and placed in escrow at the BND. There is a net present value discount for paying it upfront but it is not significant.

4) The MGF and City of Mandan Business Development Department should collaborate with the Lewis and Clark Regional Development Council for the sourcing of funds for the local share of standard projects applying for a Bank of North Dakota Flex PACE interest buy-down. Director Huber explained that a motion of City Commission support would be needed if the source were to be the ND Opportunity Fund, another revolving loan fund managed by the LCRDC. This is because the funds were allocated to a consortium led by Mandan with 37 other participating municipalities.

Director Huber said that the MGF did not take specific action with regard to the recommendations outlined. She said she would take any recommendations from the City Commission regarding this to the next meeting scheduled on August 29, 2016. There were no comments from the Commissioners. Mayor Helbling stated this item does not require any further action at this time.

4. *Consider Growth Fund Committee recommendations:* Ellen Huber, Business Development and Communications Director presented the following:

(i) *Un-committing funds for Gramma Brauns, Inc. (dba Classic Rock Coffee) interest buy-down.* This business is new to the community. Gramma Brauns, Inc., (dba Classic Rock Coffee), received approval from the City Commission at a previous meeting in December, 2015, with the local share toward a Bank of North Dakota Flex PACE interest buy-down. The local share was approved as a repayable loan in the amount of \$9,448.20. The owners Kevin and Kim Ressler along with Steve Fergel have indicated in e-mail correspondence that they paid off their loan that was subject to the interest buy-down. The Mandan Growth Fund reviewed the situation at its last meeting and recommended that funds committed to this buy-down be uncommitted and returned to the overall fund for economic development for other projects. The Growth Fund balance as of July 31, 2016 for undesignated economic development projects is \$93,259.96. The action will increase this balance to \$102,708.13. The MGF voted to recommend that funds previously committed to Gramma Brauns be uncommitted.

Mayor Helbling said that City Attorney Brown did not attend the last Mandan Growth Fund meeting and he is not at this meeting tonight to offer advice. He inquired if Attorney Brown has reviewed the documents for legal purposes? Director Huber replied that she does not believe Attorney Brown has had the opportunity to review the documents. However, he has been apprised of this situation as it was discussed at the last three MGF Committee meetings. She stated she is not aware of any legal intricacies with any of the projects brought forward this evening. If the City Commission wishes to

discuss concerns now or in the future, that would not be a problem. Mayor Helbling stated he does not believe there is any legal impact to this matter. Director Huber explained how this does not impact the committed vs. uncommitted funds for this program. She said this money never actually left the fund because that stage of the project was never reached.

Commissioner Braun moved to approve removing the commitment of \$9,448.20 previously approved for an interest buy-down for Gramma Brauns since the owners chose not to obtain longer-term financing for the project. Commissioner Davis seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

(ii) Application by Profloor, LLP (dba Imagine Home Center) for interest buy-down. This business has been in Mandan for about 7 years and has expanded over that time. This company is located on 46th Avenue SE and their plans are to expand to a new location at 4710 19th Street SE to a building being constructed by Flex Family Warehouse. They are requesting financing to assist with that project. The MGF reviewed an application for an interest buy-down of permanent financing for an expansion project utilizing the Bank of North Dakota (BND) Flex PACE program. Financing eligible for a BND interest buy-down totals \$400,000. Of this amount, \$200,000 is for leasehold improvements including construction of an enhanced storefront, retail showroom and shop space. The other \$200,000 is for buy-out of a partner by an employee seeking ownership in the business. Total project financing is \$550,000. The buy-down on the \$400,000 principal with a 10-year term is \$111,561.81 with 65% or \$72,515.15 that would come from BND and 35% or \$39,046.67 required as the local community share.

The MGF voted to recommend approval of the interest buy-down on a principal of \$400,000 with a request that the local share of the buy-down be sought from and favorably considered by the Lewis and Clark Regional Development Council through revolving loan pools established for new and expanding businesses in Mandan. Any Flex PACE buy-down is contingent upon approval of the financing by the lead lender and the Bank of North Dakota.

Commissioner Braun moved to approve the Growth Fund Committee's recommendation of support for the Profloor, LLP, expansion project with a request that the local share of the interest buy-down be deferred to the Lewis and Clark Regional Development Council.

Commissioner Laber seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

(iii) Application by Profloor, LLP (dba Imagine Home Center) for Retail Incentive. This project is related to the previous discussion and this item pertains to the

expansion portion of the project. The MGF reviewed an application for an expansion project, not a rent reduction program. Profloor, LLP is proposing to expand its business in its new location under the name of Imagine Home Center. As noted previously, the company has expanded from selling and installing flooring to covering cabinets, fixtures, lighting and other items needed in home construction and remodeling. This project is an expansion of Profloor, LLP, from an existing 1,200 sf space at 2010 46th Avenue SE to a new location with 4,200 sf at 4710 19th Street SE. The estimated expansion costs are in excess of \$600,000 and the balance is by owner equity. The business has a five-year lease agreement on the new space and the business partners are planning to make modifications to the newly constructed building. They will replace one of the overhead doors with storefront glass and put in a customer door with glass. These modifications and the business signage will require approval of Mandan Architectural Review Commission. The retail showroom will include displays of products sold. The business currently has 9 employees and expects to add 2 to 6 more employees in the next three years.

The rating system for the Retail and Restaurant Incentive Program has 13 different criteria that is conducted by the MGF committee. The average rating by 5 of the 9 MGF members present at the meeting was a 3.8 on a scale of 1 to 5 with 5 being the highest. This score warrants an incentive at $\frac{3}{4}$ of the maximum \$5-psf-rate, equal to \$3.75 psf for a total stipend of \$10,500.

The Growth Fund balance as of July 31, 2016, for undesignated economic development projects is \$93,259.96. Without including other actions recommended at this meeting that affect the MGF balance, if this stipend is approved, the new uncommitted balance will be \$82,759.96. The MGF voted 5-0 to recommend approval of an incentive for expansion of a retail showroom. The incentive rate based on committee scoring is recommend at \$3.75 per sf totaling \$10,500 in assistance over 12 months to begin one month after opening of the new showroom.

Commissioner Laber said she has reservations about the business itself, because its presence has not been well known to the community, even though they say they have been in existence for 7 years. Director Huber commented that the business financials, at the City's request, were reviewed by a third party. This third party reported the business has made year after year, income increases in sales and the income analysis; and they also indicated that they could meet the debt burden. Director Huber said she has viewed their website and other social media relations to the business. Mayor Helbling commented that he was at the MGF meeting and was satisfied with the discussions held with the business owners and he said he believes they have sincere intentions to remain in the community. Their goal is to have a complete showroom similar to ProBuild. They have expanded to new locations previously noting that this is already the third relocation to a larger building.

Commissioner Laber moved to approve \$10,500 as an incentive for Profloor, LLP, payable in 12 equal monthly installments after start of retail operations in the expanded

showroom. Commissioner Braun seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed. Director Huber provided a follow up on the website for Profloor, LLP. It is profloorkitchenandbath.com. Eventually they plan to change their name to Imagine Home Center.

(iv) Application by Pit Masters, LLC (dba Dickey's Barbecue) for Restaurant Rewards sales tax rebate. At a recent meeting the MGF reviewed the first application received under the Restaurant Rewards Program sales tax rebate approved in April, 2016. Restaurant representatives present to answer questions about the application included Randy and Lisa Rhone and Ben and Amanda Zachmeier. The restaurant will be located in the Memorial Square Shopping Center at 4524 Memorial Highway, Suite 103 and the plans are for it will be 2,240 sf of space. The owners have previous restaurant experience and they operate Dickey's Barbecue in Minot, which is a limited service restaurant where customers order at a counter. There will be seating for 50 people. Other sales will occur via take-out orders and off-site catering. The owners plan to apply for a Class F restaurant beer and wine liquor license. The restaurant plans to be open seven days a week from 10:30 am to 10 pm. The owners expect to have 5 full-time and 20 part-time employees. The anticipated opening is December 2016.

The sales tax rebate does not come from any existing revenue but rather forgoes future revenue that will result from the opening and sales that occur at Dickey's Barbecue Pit. Annual sales are estimated at \$1.3 million which would result in an approximate annual rebate of \$13,000 in collections from the 1% local sales tax that is authorized under this program for a projected 5-year benefit of \$65,000. There is no cap on the amount of the rebate, so the restaurant is more successful or less successful, this rebate number could vary. The restaurant ownership group is also applying for the component of the Restaurant Rewards Program that provides for an interest buy-down on financing for the new eatery.

City Attorney Malcolm Brown was not available to attend the Mandan Growth Fund meeting. He has previously drafted a recipient agreement for the sales tax rebate that may take more review and research to be certain it is in agreement with ND Tax Department procedures. The draft agreement is attached. A business incentive agreement is also required. The MGF voted 5-0 to recommend approval of the rebate of the 1% local sales tax for the first five years of operation for Pit Masters, LLC.

Commissioner Laber moved to approve the rebate of the 1% local sales tax for the first five years of operation for Pit Masters, LLC, subject to approval of a sales tax rebate recipient agreement. Commissioner Davis seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

(v) Application by Pit Masters, LLC (dba Dickey's Barbecue) for Restaurant Rewards interest buy-down. This matter is related to the previous item discussed. The

Mandan Growth Fund reviewed an application for an interest buy-down of permanent financing utilizing the Bank of North Dakota (BND) Flex PACE program from restaurant owners Randy and Lisa Rhone & Ben and Amanda Zachmeier. The total project cost for leasehold improvements and purchase of equipment for the restaurant to be located at Memorial Square Shopping Center, 4524 Memorial Highway is \$615,000. Of this amount the owners are financing \$400,000 of the amount on a loan that has a 7-year term. The total interest buy-down is \$58,202.52 with 65% or \$37,831.66 that would come from BND and 35% or \$20,370.86 required as the local community share.

The Growth Fund has set aside for the Restaurant Rewards Program interest buy-downs an amount of \$162,000. If this application for \$20,370.86 is approved the uncommitted balance will be \$141,629 remaining for other restaurant applicants. The money would be provided to the Bank of North Dakota annually.

As adopted by the City Commission in April 2016, the Restaurant Rewards Program allows for the local share of the interest buy-down to be provided in the form of a forgivable loan. The loan will be forgiven in accordance with the amortization schedule for repayment of the loan. If for any reason a restaurant would default on its loan payments, the Bank of North Dakota would cease the interest buy-down. The applicant is also seeking the Restaurant Rewards sales tax rebate. The anticipated date of opening is December 2016. Automatic doors are already installed for each unit of Memorial Square Shopping Center. A business incentive agreement is required because the total assistance if both applications for incentives by Pit Masters, LLC, are approved will exceed \$25,000. The MGF voted 5-0 to recommend approval of the interest buy-down for Pit Masters, LLC, with a local share of \$20,370.86 to be provided as a forgivable loan. Any Flex PACE buy-down is contingent upon approval of a lead lender and the Bank of North Dakota.

Commissioner Braun moved to approve the application for an interest buy-down for Pit Masters, LLC, with a local share of \$20,370.86 to be provided as a forgivable loan. Commissioner Laber seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

5. *Consider the Mandan Airport Authority's 2017 Budget.*

Marc Taylor, from the Mandan Airport Authority, came forward to provide a brief overview of why the Airport Authority would like to maintain the 4% mill levy. In 2009, there were approximately 30 based aircraft at the airport. Now in 2016, there are approximately 90+ aircrafts. Mandan is one of the largest general aviation airports in North Dakota. However, federal funding has dipped from 95% to 90%. At the time of planning for the new runway it was expected that we would have received the 95%, with estimates of \$5 million to build it. However, it ended up costing \$6.7 million. All those factors have been negative to the budget. Most of the funds received are from federal funding. The other change is that the FAA has changed in the last year in that they will not vary their specs. They used to allow state specs but to meet specs now will cost twice

as much for taxi ways because they required the gravel to be imported from Montana. Mr. Taylor strongly recommended the City consider supporting the 4% mill.

Jim Lawler, Airport Manager, presented a request for approval for the Mandan Airport Authority's 2017 Budget. He explained there are 8 sources of income including property tax, jet fuel sales, hangar rent, land lease, spray permits, federal funds, state and local funds. The largest source of revenue comes from property tax and fuel sales. But offset is required due to cost of the product on the fuel sales side. He provided a brief overview of the income and expenses, wages and salaries, fees and service charges, insurances, travel and training, utilities, repairs and maintenance, capital outlay to help with maintenance costs, etc. The Mandan Airport Authority manages the local airport facility. The Airport's five member board is appointed by the City Commission. The Airport is fiscally dependent upon the City because the City Commission levies taxes and must approve any debt issuances. The Airport is reported as a component unit in the City of Mandan's audited financial statements. The City of Mandan will levy the maximum of 4 mills or \$321,848 as requested by the Mandan Airport Authority for the 2017 Budget. The City also provides \$5,600 annually to the Airport for their share of the City's State Aid Distribution revenue from the State of North Dakota. The Airport's Authority Board approved the 2017 Budget at their July meeting. Commissioner Braun stated that as portfolio holder of the Airport Authority he believes the Airport Authority is conscientious about their income and expenses in order to maintain self-service options. He said they do not typically request funding help unless there would be an emergency situation.

Commissioner Braun moved to approve the Mandan Airport Authority's 2017 Budget. Commissioner Davis seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

6. *Consider the appointment of Morton Mandan Public Library Board of Trustees.* Sarah Warneke, Assistant Library Director, presented a request to appoint one City representative and the Board of County Commissioners appoint one County Representative to the Morton Mandan Public Library (MMPL) Board of Trustees. Per the Memorandum of Understanding (MOU) signed by both Commissions, MMPL operates with an equal number of city and county representatives. Since the joint board has equal representation per the MOU both the City and County Commissions should approve MMPL trustee appointments. The MMPL had two positions open as of July 2016; one County and one City vacancy. The positions have been advertised since June using the Library's website, Facebook page, news release and posting within the Library. Two responses were received; one for each. Trustee terms are for a three-year period and may be renewed once, thus serving a total of six years maximum. Letters of interest were received from Linda Ehreth (Mandan) and Robin Doll (New Salem). The MMPL Board of Trustees recommends appointing Linda Ehreth (a Mandan resident for 41 years and has had a library card all those years) to her first term as a new trustee on the Morton Mandan Public Library Board of Trustees. She was appointed to her first term by the

MMPL Board of Trustees at their July 25, 2016 meeting. She will serve July 2016-June 2019.

Commissioner Laber moved to approve the appointment of Linda Ehreth to the Morton Mandan Public Library (MMPL) Board of Trustees to a three-year term effective July 2016 and running until June 30, 2019. Commissioner Braun seconded the motion. Roll call vote: Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Laber: Yes; Commissioner Braun: Yes; Commissioner Helbling: Yes. The motion passed.

J. RESOLUTIONS AND ORDINANCES:

K. OTHER BUSINESS:

1. *Public Communications portion of the Agenda:* Commissioner Braun asked whether the Public Communications part of the agenda will remain or is it to be removed. It has been on the Agenda for the last four years. Mayor Helbling stated he prefers to have the public come to the podium at any time during the meeting rather than waiting until the end of the meeting. He stated that either preference will be allowed, (during the presentation of the item itself, or at the end of the agenda). City Administrator Neubauer stated the Agenda can be adjusted accordingly. No formal motion is needed for this action.

2. *Metropolitan Planning Organization (MPO) Representation:* Mayor Helbling indicated that at the Metropolitan Planning Organization meeting this afternoon it was recommended that a City Commissioner, as an elected official, attend the Metropolitan Planning Organization meetings. If that Commissioner is absent, (such as at the upcoming MPO meeting on Sept. 20th), Commissioner Rohr should attend the meeting in his absence if possible. He also recommended that Justin Froseth, Planning & Engineering Director, attend.

3. *Slide the City:* Commissioner Laber provided a reminder that Slide the City is scheduled for August 27, 2016. She encouraged all residents to attend the event and extended a thank you to all who organize and help with this event.

4. *Wild West Grill Fest:* Del Wetsch, Mandan Progress Organization (MPO) Director, provided a reminder that the 7th Annual Grill Fest is scheduled for the upcoming weekend, August 19-20, 2016 at Dykshoorn Park. He encouraged everyone to attend.

L. ADJOURNMENT:

There being no further actions to come before the Board of City Commissioners, Commissioner Braun moved to adjourn the meeting at 6:48 p.m. Commissioner Laber seconded the motion. The motion received unanimous approval of the members present. The motion passed.

/s/ James Neubauer
James Neubauer,
City Administrator

/s/ Timothy A. Helbling
Timothy A. Helbling,
President, Board of City
Commissioners

The Mandan City Commission met in a working session at 6:55 p.m. on August 16, 2016 in the Veterans' Conference Room at Mandan City Hall, 205 2nd Ave NW, Mandan, ND. Commissioners present were Helbling, Rohr, Laber, Braun, and Davis. City Department Heads present were Fire Chief Nardello, Police Chief Ziegler, Business Development and Communications Director Huber, Planning & Engineering Director Froseth, Assessor Shaw, Director of Public Works Wright, Building Official Lalim, Finance Director Welch, and City Administrator Neubauer. Absent: City Attorney Brown, Water Treatment Plant Superintendent Friesz, Wastewater Treatment Plant Superintendent Himmelspach, and Planner Decker.

NEW BUSINESS:

1. Discussion regarding Hub City Funds.

Commissioners received an update on the receipt of HUB city funds to date. Total expected to be received is \$4.25M, to date we have received roughly \$2M. None of the funds have been spent to date. Commissioners discussed possibly providing HUB city money for infrastructure to new areas for development to make land accessible to increase the tax base, do not mind setting aside the fire station for now, municipal court is having growth issues with case load and security concerns, the library is in need of repairs and funds may be needed to general budgetary needs. Commissioners discussed the desire to review this funding source on a quarterly basis, but for now the need is to get through this year's budget process. The main goal of the work session was to discuss the possible use of this funding (approximately \$500,000) for the 2017 budget and the commission is in support of this use. Discussion related to the projects of priority that included the Hydrocarbon detector (\$30k), Public Works Clear Span Building for Salt Sand (\$300k), Public Works office and storage (\$1M) and the city share of funding for Metropolitan Planning Organization city share (\$63k). Commissioners expressed that considerable thought went into the development of the exiting list of projects and that removing projects will put pressures on other areas of the budget.

HUB city funding will be a discussion point on future commission meeting schedules on a quarterly basis.

ADJOURN

There being no further actions to come before the Board Commissioner Rohr moved and Commissioner Laber seconded to adjourn at 7:38 p.m. The motion received unanimous approval of the Board members present and the meeting adjourned.

/s/ James Neubauer
James Neubauer,
City Administrator

/s/ Tim Helbling
Tim Helbling
President, Board of City
Commissioners

PUBLIC HEARING NO.1

La Sagrada Familia Apartments,
LLC

(See New Business No. 1)



"WHERE THE WEST BEGINS"

Consent No. 1

CITY OF MANDAN

MANDAN CITY HALL - 205 2nd Avenue NW
MANDAN, NORTH DAKOTA 58554
701-667-3215 • FAX: 701-667-3223 • www.cityofmandan.com

CITY DEPARTMENTS

ADMINISTRATION	667-3215
ASSESSING	667-3232
BUILDING INSPECTION	667-3270
BUSINESS DEVELOPMENT	667-3485
CEMETERY	667-6044
ENGINEER/PLANNING & ZONING	667-3225
FINANCE	667-3211
FIRE	667-3288
HUMAN RESOURCES	667-3217
LANDFILL	667-0184
MUNICIPAL COURT	667-3270
POLICE	667-3455
PUBLIC WORKS	667-3240
WASTEWATER TREATMENT	667-3278
SPECIAL ASSESSMENTS	667-3271
UTILITY BILLING	667-3219
WATER TREATMENT	667-3275

PROCLAMATION

**Extra Mile Day
November 1, 2016**

WHEREAS, Mandan, ND is a community which acknowledges that a **special vibrancy exists within the entire community** when its individual citizens collectively “go the extra mile” in **personal effort, volunteerism, and service**; and

WHEREAS, Mandan, ND is a community which encourages its citizens to **maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction** to their individual ambitions, family, friends, and community; and

WHEREAS, Mandan, ND is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a **difference and lift up fellow members of their community**; and

WHEREAS, Mandan, ND acknowledges the **mission of Extra Mile America to create 550+ Extra Mile cities in America** and is proud to support “Extra Mile Day” on **November 1, 2016**; and.

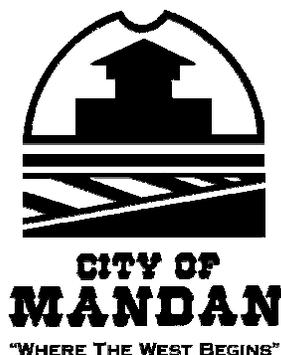
NOW THEREFORE, I, Timothy A. Helbling, Mayor of Mandan, ND, do hereby proclaim **November 1, 2016**, to be **Extra Mile Day**. I urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also **acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place**.

Signed this 6th day of September, 2016.

Timothy A. Helbling, President
Board of City Commissioners

Attest:

James Neubauer, City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE:	September 6, 2016
PREPARATION DATE:	August 30, 2016
SUBMITTING DEPARTMENT:	Special Assessments
DEPARTMENT DIRECTOR:	Justin Froseth, Planning & Engineering Director
PRESENTER:	Kim Fettig, Project Manager
SUBJECT:	Confirmation of special assessments for Street Improvement Districts #198 and #200.

STATEMENT/PURPOSE: To consider confirmation of special assessments for Street Improvement Districts #198 and #200.

BACKGROUND/ALTERNATIVES: The projects, along with cost and description of the improvements provided within each district, are as follows:

- **Street Improvement District #198 - (\$188,776.15)** New asphalt street construction took place on Action Drive SE in the Midway 14th Addition. The improvements also included the installation of curb & gutter, storm sewer, street lights, chip seal and related work.
- **Street Improvement District #200 - (\$227,515.98)** New asphalt street construction took place on 24th Street NW between 6th Avenue NW and 8th Avenue NW. The improvements also included the installation of curb & gutter, storm sewer, chip seal and related work.

The assessment lists for these districts were published in the Mandan News and the public hearing before the Special Assessment Commission was held on August 3, 2016. Members of the Special Assessment Commission voted to approve moving them on to the City Commission. There were no residents at the public hearing to comment on these projects. Assessments certified to Morton County by November 1st, 2016 to be included on December 2016 Tax Statements.

ATTACHMENTS:

1. Copies of the special assessments lists and maps of the respective districts.

FISCAL IMPACT: Total Amount Assessed:

Street Improvement District #198 - (\$188,776.15)
Years Assessed: 15
Estimated Interest Rate: 4.198%
No Interest Charged for the First Year

Street Improvement District #200 - (\$227,515.98)
Years Assessed: 15
Estimated Interest Rate: 4.198%
No Interest Charged for the First Year

STAFF IMPACT: maximum

LEGAL REVIEW: n/a

RECOMMENDATION: I would recommend the proposed assessments as certified by the Special Assessment Commission be confirmed on these two projects.

SUGGESTED MOTION: Move to approve the special assessments for certification on Street Improvement Districts #198 and #200.

NOTICE OF HEARING OF OBJECTIONS TO SPECIAL
 ASSESSMENTS FOR STREET IMPROVEMENT DISTRICT #198

Notice is Hereby Given that the Special Assessment Commission of the City of Mandan, North Dakota will meet at Mandan City Hall, 205 2nd Avenue NW on August 3, 2016 at 5:30 p.m. to hear objections which may be made to any of the foregoing assessments in Street Improvement District #198 as shown on the foregoing list by any person interested or his agent or attorney.

Kim Fettig, Engineering Project Manager

NOTICE OF ASSESSMENTS FOR STREET IMPROVEMENT DISTRICT #198

We the undersigned, constituting the Special Assessment Commission of the City of Mandan do hereby certify that the following is a true and correct list of the particular lots of land which, in the opinion of the Commission, are especially benefited by the construction performed in Street Improvement District #198 of the City of Mandan, showing the amount against each lot or tract, the same is a true and correct assessment of the property therein described to the best judgment of the members of the Commission. The items of expense in said improvement district and the assessments are as follows, to-wit.

Construction	\$159,192.55
Engineering, Legal, Administration	\$ 24,067.09
Testing & Inspection	\$ 1,815.00
Bonding Costs	\$ 3,701.51
Amount to be Assessed	\$188,776.15

<u>Seq #</u>	<u>Lot</u>	<u>Block</u>	<u>Address</u>	<u>Amount Assessed</u>
<u>Midway 14th Addition</u>				
1202-01	1	1	1400 Action Drive SE	\$63,653.75
1202-02	2	1	1440 Action Drive SE	\$40,696.22
1202-03	3	1	1450 Action Drive SE	\$18,375.91
1202-04	4	1	1447 Action Drive SE	\$26,567.17
1202-05	5	1	1439 Action Drive SE	\$17,541.77
1202-06	6	1	1401 Action Drive SE	\$21,941.33

Witness our hands officially as said Commission this 30th day of June, 2016.

/s/ Carl Jacobsen
 Chairman
/s/ Keith Winks
 Member
/s/ Deborah Holter
 Member

Publish: July 15 & July 22, 2016



NOTICE OF HEARING OF OBJECTIONS TO SPECIAL
ASSESSMENTS FOR STREET IMPROVEMENT DISTRICT #200

Notice is Hereby Given that the Special Assessment Commission of the City of Mandan, North Dakota will meet at Mandan City Hall, 205 2nd Avenue NW on August 3, 2016 at 5:30 p.m. to hear objections which may be made to any of the foregoing assessments in Street Improvement District #200 as shown on the foregoing list by any person interested or his agent or attorney.

Phyllis Hager, Special Assessment Analyst

NOTICE OF ASSESSMENTS FOR STREET IMPROVEMENT DISTRICT #200

We the undersigned, constituting the Special Assessment Commission of the City of Mandan do hereby certify that the following is a true and correct list of the particular lots of land which, in the opinion of the Commission, are especially benefited by the construction performed in Street Improvement District #200 of the City of Mandan, showing the amount against each lot or tract, the same is a true and correct assessment of the property therein described to the best judgment of the members of the Commission. The items of expense in said improvement district and the assessments are as follows, to-wit.

Construction	\$197,395.83
Engineering, Legal, Administration	\$ 22,228.05
Testing & Inspection	\$ 3,431.00
Bonding Costs	\$ 4,461.10
Amount to be Assessed	\$227,515.98

<u>Seq #</u>	<u>Lot</u>	<u>Block</u>	<u>Address</u>	<u>Amount Assessed</u>
11645	PT NW 1/4 SEC 16-139-81			\$227,515.98

Witness our hands officially as said Commission this 30th day of June, 2016.

/s/ Carl Jacobsen

Chairman

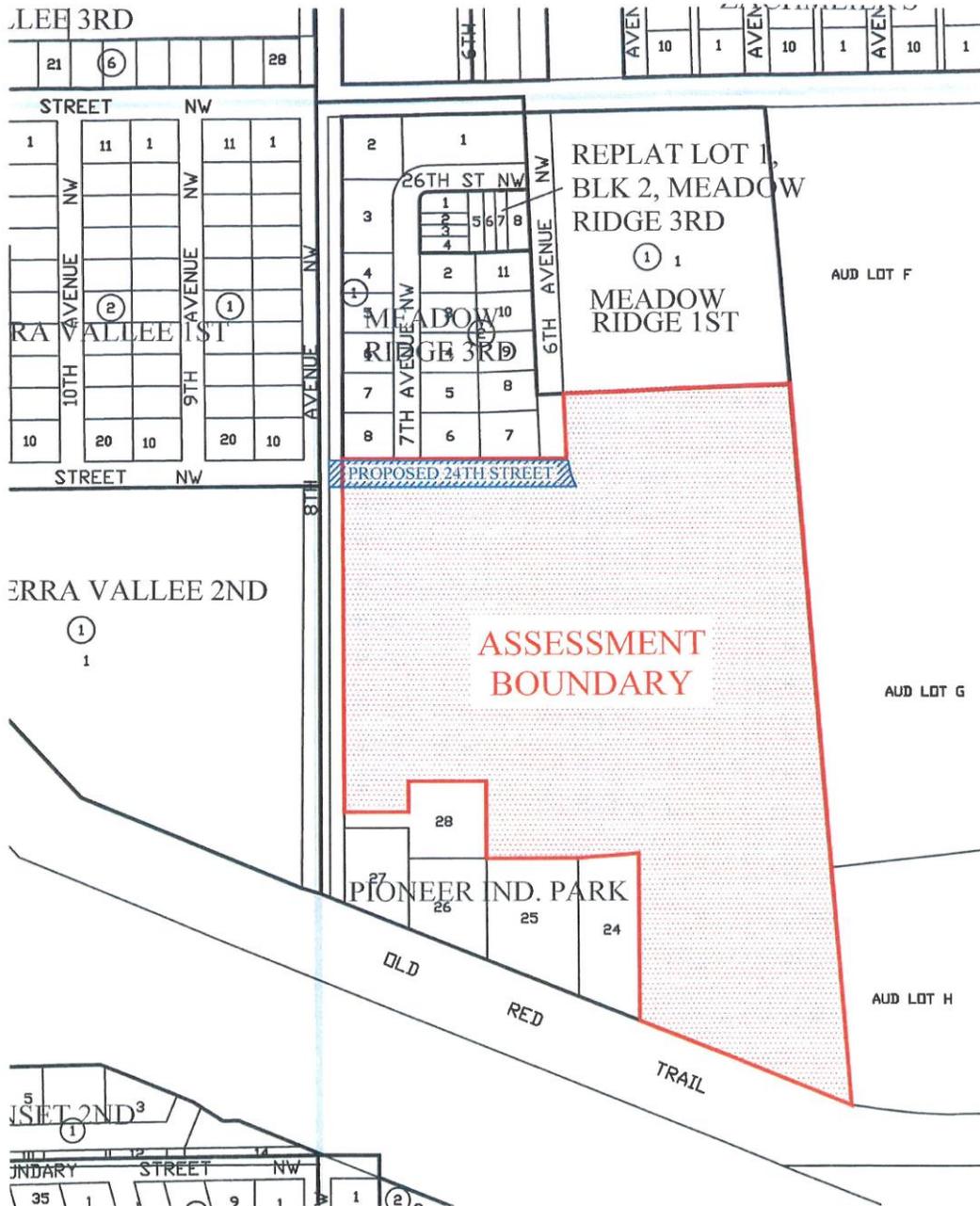
/s/ Keith Winks

Member

/s/ Deborah Holter

Member

Publish: July 15 & July 22, 2016





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

Consent No. 3

Type: Local Permit * Charity Local Permit

Permit Number
2016-47

Name of Organization Peo International Chapter Ak, Mandan Nd		Date(s) Authorized (Read instruction 2) 9/24/2016 to 9/24/2016 Beginning Ending	
Contact Person Nancy Spilde	Business Phone Number		
Mailing Address 4048 Dawning St	City Bismarck	State ND	Zip Code 58554-0000
Site Name Baymont Inn And Suites	Site Address 2611 Old Red Trail		
City Mandan	State ND	ZIP Code 58554-0000	County Morton
Check the Game(s) Authorized: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker* <input type="checkbox"/> Twenty-one* <input type="checkbox"/> Paddlewheels*			
Restriction:			
Requirement: For a "Charity Local Permit," the organization must file a "Report on a Charity Local Permit" with the city or county auditor <u>and</u> Office of Attorney General within 30 days of the event.			
Date 8/23/2016	Signature of <input checked="" type="checkbox"/> City Auditor <input type="checkbox"/> County Auditor <i>Patrick B Haug</i>	Printed Name of City or County Auditor Patrick B Haug	Auditor Telephone Number (701) 667-3250

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

cut along this line

INFORMATION REQUIRED TO BE PREPRINTED ON A STANDARD RAFFLE TICKET:

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



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL

SFN 9338 (9-2009)

June 11

pd
8-23-16

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

Name of Non-profit Organization Peo International, Chapter Ak, Mandan, Nd		Date(s) of Activity Sept. 24, 2016	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Nancy Spilde		Title Co-chairman	Business Phone Number
Business Address 4048 Downing St (home)	City Bismarck	State ND	Zip Code
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted Baymont Inn and Suites	Site Address 2611 Old Red Trail		
City Mandan	State ND	Zip Code	County Morton
Check the Game(s) to be Conducted: *Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit.			
<input type="checkbox"/> Bingo <input checked="" type="checkbox"/> Raffle <input type="checkbox"/> Calendar Raffle <input type="checkbox"/> Sports Pool <input type="checkbox"/> Poker * <input type="checkbox"/> Twenty-one * <input type="checkbox"/> Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Drawing	Painting	\$500.00			
Total:					(Limit \$12,000 per year) \$ 500.00

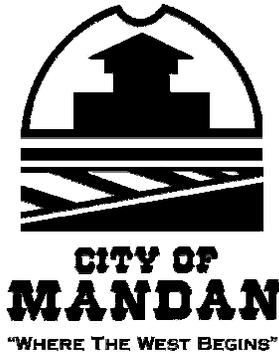
Intended uses of gaming proceeds: Scholarships for Women. Our organization funds scholarships for women.
We have 8 different scholarships, locally, state wide and nationally that we contribute money toward.

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

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

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

Signature of Organization's Top Executive Official <i>Karen Fischer</i>	Date 8-23-16	Title Vice President	Business Phone Number
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Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: August 30, 2016
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief Jason Ziegler
PRESENTER: Chief Jason Ziegler
SUBJECT: Out of state travel / training

STATEMENT/PURPOSE: To consider allowing out of state travel for employee Bryce Klein to attend training in South Dakota.

BACKGROUND/ALTERNATIVES: The Police Department is looking to send an officer to a specialized school which will train him to become a Field Training Officer. This training in South Dakota is currently the closest one available to our city. Dates of the training are September 19, 2016 through September 23, 2016. The distance from Mandan is approximately 215 miles.

ATTACHMENTS: None

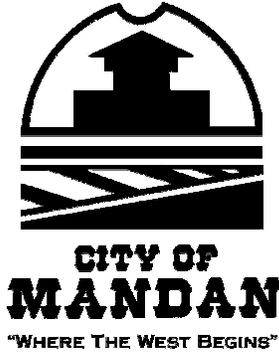
FISCAL IMPACT: This travel/training will be paid from the current Training budget of the Police Department.

STAFF IMPACT: Minimal. Bryce Klein will be traveling and at training for a total of 6 days. There is staff to cover his vacancy for that time.

LEGAL REVIEW: None

RECOMMENDATION: I recommend approval of the out of state travel request for Bryce Klein.

SUGGESTED MOTION: I move to approve the out of state travel request for Bryce Klein to attend training in South Dakota.



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: August 31, 2016
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright, Public Works Director
PRESENTER: Jeff Wright
SUBJECT: Consider Change Order for time extension on
Emergency Generator Project.

STATEMENT/PURPOSE:

Consider approving the change order allowing for a time extension of the Emergency Generator Project, substantial completion to September 30, 2016, and ready for final payment to October 28, 2016.

BACKGROUND/ALTERNATIVES:

The Change order extends the substantial completion from August 1, 2016 to September 30, 2016. The generator is scheduled to be delivered and set up September 8, 2016. The change order also extends the final payment deadline from September 1, 2016 to October 28, 2016. FEMA earlier approved to extend the final closeout of the project to December 31, 2016. The contract price will remain unchanged with this change order.

ATTACHMENTS: Change Order Information

FISCAL IMPACT: No change in original contract

STAFF IMPACT: N/A

LEGAL REVIEW: Attorney Brown has reviewed my documentation.

RECOMMENDATION: Recommend approval of change order for time extension on the Emergency Generator project as presented.

SUGGESTED MOTION: Move to approve the change order for time extension on the Emergency Generator project as presented.

Change Order
No. E-1

Date of Issuance: August 29, 2016 Effective Date: September 1, 2016

Project: <u>Mandan South Side PS - Emergency Generator</u>	Owner: <u>City of Mandan, ND</u>	Owner's Contract No.: <u>2015-21</u>
Contract: <u>Electrical Construction</u>	Date of Contract: <u>January 27, 2016</u>	
Contractor: <u>Skeels Electrical Company</u>	Engineer's Project No.: <u>P00510-2015-005-060</u>	

The Contract Documents are modified as follows upon execution of this Change Order:

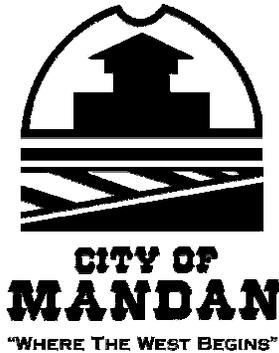
Description of Change: Provide labor, equipment, and materials for the following:

Item	Description	Cost Adjustment
1	Contract time adjustment	NA
Total Net Change - CO E-1		\$0.00

Attachments: NA

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price:	<u>\$215,000.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days	
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0 :	<u>\$0.00</u>	Substantial completion (days or date):	<u>August 1, 2016</u>
Contract with [Increase] [Decrease] from previously approved Change Orders	\$ <u>\$215,000.00</u>	Ready for final payment (days or date):	<u>September 1, 2016</u>
[Increase] [Decrease] of this Change Order	\$ <u>\$0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0 :	
Contract Price incorporating this Change Order:	\$ <u>\$215,000.00</u>	Substantial completion (days):	<u>0</u>
		Ready for final payment (days):	<u>0</u>
		Contract Times prior to this Change Order:	
		Substantial completion (days or date):	<u>August 1, 2016</u>
		Ready for final payment (days or date):	<u>September 1, 2016</u>
		[Increase] [Decrease] Time of this Change Order:	
		Substantial completion (days or date):	<u>60</u>
		Ready for final payment (days or date):	<u>57</u>
		Contract Times with all approved Change Orders:	
		Substantial completion (days or date):	<u>September 30, 2016</u>
		Ready for final payment (days or date):	<u>October 28, 2016</u>

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u>	By: _____	By: _____
Engineer (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Date: <u>8/29/16</u>	Date: _____	Date: _____
Approved by Funding Agency (if applicable):	_____	Date: _____



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: August 19, 2016
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw
PRESENTER: Shirley Shaw
SUBJECT: Correction to 2015 Value

STATEMENT/PURPOSE: To consider a correction in 2015 True & Full Value for Diversity Homes Inc.

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #65-6116080 Lot 3 Block 1 Lakewood Commercial Park Replat Block 2

Reason for abatement: To remove the structure value that had been erroneously placed on this parcel of land for 2015; as this is a vacant lot.
Was; 2015 Land- \$71,900 Structure- \$364,100 Total True & Full Value- \$436,000
Should Be; 2015 Land-\$60,000 Structure- \$0 Total True & Full Value- \$60,000

ATTACHMENTS: Property Record Sheets, Ariel Maps, Copy of Tax Statement

FISCAL IMPACT: Approximately \$5,253.31 Total Tax Amount

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve to correct values as presented for 2015 for Diversity Homes Inc.

SUGGESTED MOTION: A motion to approve to correct values as presented for 2015 for Diversity Homes Inc.

Application for Abatement or Return of Taxes
 North Dakota Century Code § 57-23-04

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

State of North Dakota Assessment District City of Mandan
 County of Mandan Property L.D. No. 65-6116980
 Name Diversity Homes Inc Telephone No. _____
 Address 4610 21st St. SE

Legal description of the property involved in this application:

Lot 3 Block 1
Lake wood Commercial Park Replat Block 2

Total true and full value of the property described above for the year 2015 is:

Land \$ 71,900
 Improvements \$ 364,100
 Total \$ 436,000
(1)

Total true and full value of the property described above for the year 2015 should be:

Land \$ 60,000
 Improvements \$ 0
 Total \$ 60,000
(2)

The difference of \$ 376,000 true and full value between (1) and (2) above is due to the following reason(s):

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

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

1. Purchase price of property: \$ _____ Date of purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? yes/no _____ Estimated value: \$ _____

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

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

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

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

Applicant asks that corrections be made to reflect this property as a vacant lot for 2015. Error made in putting structure information put on wrong lot. Structure is on 65-6116065

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

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

Shirley Shaw 8/19/16
 Signature of Person Other than Applicant Date Signature of Applicant Date

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: To consider a correction in 2015 True & Full Value for Diversity Homes Inc.

PDF#PIN: 011+65-6116080		City of Mandan		WORKING		Fri, 8/19/2016, 10:24 AM		Page 1	
4610 21 ST SE, MANDAN		Deed: DIVERSITY HOMES INC		Map Area: Zone 11 - Vacant Lnd		Checks/Tags:			
Mell To: 4601 BORDEN HARBOR DR SE		Contract: 09880-B		Route: 000-000-000		Lister/Date: SS, 08/19/2016			
MANDAN, ND 58554-0000		DBA:		Tax Dist: M1		Review/Date: GR, 11/25/2015			
Urban/Commercial		MLS:		Plat Page:		Entry Status: Estimated			
Legal: LOT 3 BLOCK 1 LAKEWOOD COMM PARK REPLAT BLOCK 2		Subdiv: LAKEWOOD COMM PARK RPT B2							

Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres	Depth	EFF	Qual./Land	Unit Price	Total	Topo	Econ	Other	\$Adj	Land Total (incl. base)
Lump Sum						23,991.00	0.551					\$60,000	0%	0%	0%	\$0	\$60,000
Grand Total						23,991.00	0.551					\$60,000	0%	0%	0%	\$0	\$60,000

Lump Sum	Street	Hd Surface	Sales	Date	NUTC	Recording	Date	Number	Tag	\$ Amount	Reason	Values					
												Land	Dwlg	Impr	Total		
				08/01/2013						\$106,732	D017	#51760					

Morton County, ND | Map Print

<http://mortonnd.mygisonline.com/print/?extent=1884895.09317501...>



Vacant Lot

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: To consider a correction in 2015 True & Full Value for Diversity Homes Inc.
 Page 5 of 12

2015 MORTON COUNTY REAL ESTATE TAX STATEMENT

Parcel Number: 65-6116080
Jurisdiction: CITY OF MANDAN
Physical Location: 4610 21ST ST SE
Legal Description: LOT- 3 BLK-001
 LAKEWOOD COMM PARK RPLT L2B OF L2 & L3A1,
 3A2 & 3B OF L3 B2
 ACRES: .55

Statement No: 3526

2015 TAX BREAKDOWN
 Net consolidated tax 5,366.72
 Plus: Special Assessments 994.17
 Total tax due 6,360.89
 Less: 5% discount 268.33
 if paid by Feb. 16th
Amount due by Feb. 16th 6,092.56
 Or pay in two installments (with no discount)
 Payment 1: Pay by Mar. 1st 3,677.53
 Payment 2: Pay by Oct. 17th 2,683.36

	2013	2014	2015
Legislative tax relief (3-year comparison):			
State school levy reduction	.00	315.63	2,725.00
12% state-paid tax credit	.00	95.16	731.83
Total legislative tax relief	.00	410.79	3,456.83
Tax distribution (3-year comparison):			
True And Full Value	N/A	50,500	436,000
Taxable Value	N/A	2,525	21,800
Less: Homestead credit			
Veterans' credit			
Net Taxable Value	N/A	2,525	21,800
Mill Levy	N/A	314.050	279.750
Taxes By District (in dollars):			
State	N/A	2.53	21.80
County	N/A	215.53	1,758.82
City/Twp	N/A	189.45	1,453.19
School 1	N/A	272.73	2,105.66
CO WID	N/A	11.89	34.44
CITY P 65		90.75	656.62
WATER 2		10.10	68.02
Consolidated Tax	N/A	792.98	6,098.55
Less: 12% state-paid credit	.00	95.16	731.83
Net consolidated tax	N/A	697.82	5,366.72
Net effective tax rate		1.38%	1.23%

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

Penalty on 1st Installment & Specials
 March 2..... 3%
 May 2..... 6%
 July 1..... 9%
 October 17..... 12%
 Penalty on 2nd Installment
 October 18..... 6%

FOR ASSISTANCE, CONTACT:

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

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

Detach here and mail with your payment

2015 Morton County Real Estate Tax Statement

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

Parcel Number: 65-6116080 **MP #** 66677
Statement Number: 3526 **Taxpayer #** 66677

Total tax due 6,360.89
 Less 5% discount 268.33
Amount due by Feb. 16th 6,092.56
 Or pay in two installments (with no discount):
 Payment 1: Pay by Mar. 1st 3,677.53
 Payment 2: Pay by Oct. 17th 2,683.36

DIVERSITY HOMES INC
 2101 46TH AVE SE #1
 MANDAN ND 58554

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

Board of City Commissioners

Agenda Documentation

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Structure is on 65-6114065

Has 5 yr. Tiered New Business Exemption
2013-2017

Board of City Commissioners

Agenda Documentation

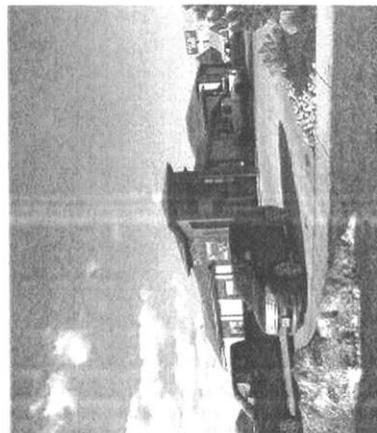
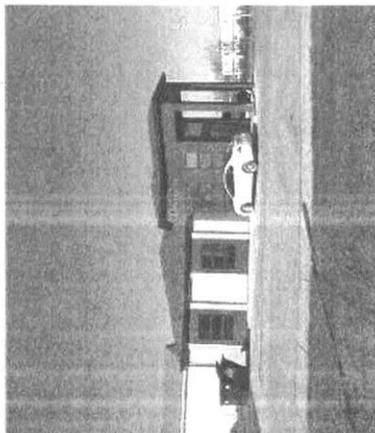
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Prior Year	Comment	Value Type	Location	Class	Land Value	Dwelling Value	Improvement Value	M & E Value	Total Value
2013		Import	Urban	Comm	\$166,200	\$0	\$448,700	\$0	\$614,900
2014	Import from County file.	Import	Urban	Comm	\$170,600	\$0	\$0	\$0	\$170,600
2015	w/Ex: \$200,700 Total; \$161,400 Land; \$0 Dw	Eq	Urban	Comm	\$161,400	\$0	\$333,800	\$0	\$495,200
2016	w/Ex: \$374,850 Total; \$161,400 Land; \$0 Dw	Appr	Urban	Comm	\$161,400	\$0	\$426,900	\$0	\$588,300



Board of City Commissioners

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Meeting Date: September 6, 2016

Subject: To consider a correction in 2015 True & Full Value for Diversity Homes Inc.

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Notes:

Note Title: Original AS-400 Notes

5 YEAR NEW BUSINESS TIERED EXEMPTION @ 100% FOR 2013-2017. 100% FOR 2013-2014, 75% FOR 2015, 50% FOR 2016, 25% FOR 2017.

2013 2017 100% 30 NEW BUSINESS 5 YR TIER OFFICE BLDG WITH GARAGES

2014 - ANNEXED (2002) ORD 948 SPLIT (2012) W/9880-A MIDDLE OFFICE RENTS FOR \$1850/MONTH +UTILITIES GRANITE COUNTERS

2013 - ANNEXED (2002) ORD 948 SPLIT (2012) W/9880-A MIDDLE OFFICE RENTS FOR \$1850/MONTH +UTILITIES GRANITE COUNTERS

Board of City Commissioners

Agenda Documentation

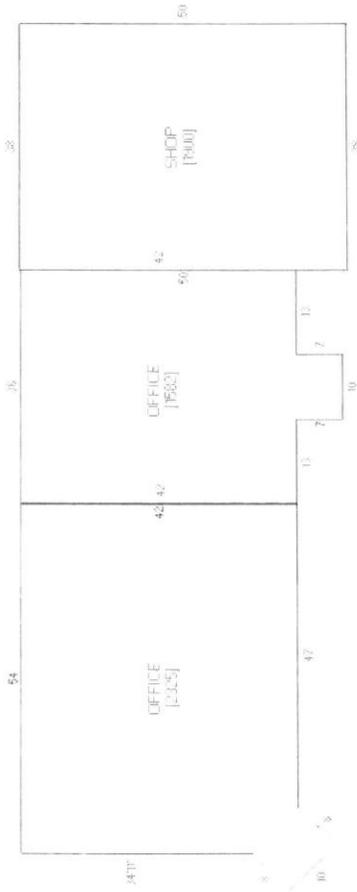
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Subject: To consider a correction in 2015 True & Full Value for Diversity Homes Inc.

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PDF+PIN: 011+65-6116065 Fri, 8/19/2016, 10:37 AM Page 5

Exempt Reason	Start Year End Date	Base Land Value Exempt Land Value	Base Dwg Value Exempt Dwg Value	Base Impr Value Exempt Impr Value	Base Other Value Exempt Other Value	Exempt Acres CSR Points
NEW BUSINESS EXEMPTION	2013 01/01/2017	\$0 \$0	\$0 \$0	\$426,900 \$213,450	\$0 \$0	0.000 0.000
Total Exempt Values		\$0	\$0	\$213,450	\$0	





"WHERE THE WEST BEGINS"

Consent No. 7

CITY OF MANDAN

MANDAN CITY HALL - 205 2nd Avenue NW
MANDAN, NORTH DAKOTA 58554
701-667-3215 • FAX: 701-667-3223 • www.cityofmandan.com

CITY DEPARTMENTS	
ADMINISTRATION	667-3215
ASSESSING	667-3212
BUILDING INSPECTION	667-3230
BUSINESS DEVELOPMENT	667-3485
CEMETERY	667-6044
ENGINEER/PLANNING & ZONING	667-3225
FINANCE	667-3233
FIRE	667-3288
HUMAN RESOURCES	667-3217
LANDFILL	667-0184
MUNICIPAL COURT	667-3270
POLICE	667-3455
PUBLIC WORKS	667-3240
WASTEWATER TREATMENT	667-3278
SPECIAL ASSESSMENTS	667-3271
UTILITY BILLING	667-3219
WATER TREATMENT	667-3275

Emergency Responders Declaration of Appreciation September 11, 2016

WHEREAS the world can be a dangerous place; and

WHEREAS there are some who, when disaster strikes run toward the danger; and

WHEREAS these are the first responders, firefighters, police and EMT's; and

WHEREAS they live out their baptismal vocation in service to their communities in times of intense need; and

WHEREAS they do God's work with their hands.

FURTHERMORE, the City of Mandan, North Dakota and First Lutheran Church of Mandan, would like to express our sincere appreciation to all of those who serve on our behalf.

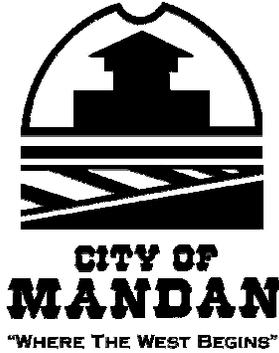
NOW THEREFORE LET IT BE RESOLVED, I, Timothy A. Helbling, President of the Board of City Commissioners of the City of Mandan, hereby declare that Sunday, September 11, 2016 be set aside to recognize the emergency responders in our communities for their tireless service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Mandan to be affixed on September 6, 2016.

Timothy A. Helbling, President
Board of City Commissioners

Attest:

James Neubauer City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 2, 2016
SUBMITTING DEPARTMENT: Business Development & Communications Department
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: CWND agreement for loan origination & servicing

STATEMENT/PURPOSE: To consider a proposed agreement with CommunityWorks North Dakota (CWND) for origination and servicing of a loan under consideration at this meeting for Flex PACE interest buy down for affordable housing.

BACKGROUND/ALTERNATIVES: The Lewis and Clark Regional Development Council has been assisting the City of Mandan Growth Fund with origination and servicing of loans for the local share of Bank of North Dakota interest buy downs. Its affiliated non-profit organization, CWND, has the mission of providing affordable housing and development opportunities to revitalize communities and improve the standard of living and quality of life for North Dakota residents.

CWND is willing to originate and service the loan under consideration at this meeting. The loan is for part of the local match required for a Bank of North Dakota Flex PACE interest buy down for affordable housing. The applicant is La Sagrada Familia Apartments, LLC, which is seeking to rehabilitate the former junior high school for use as 39 units of multi-family housing.

Under the proposed agreement, CWND will charge a flat \$1,500 fee for loan origination and servicing to be paid by the borrower, plus any hard costs for filing fees, etc.

ATTACHMENTS: Proposed agreement

FISCAL IMPACT: None

STAFF IMPACT: None

LEGAL REVIEW: Attorney Brown for review the proposed agreement.

RECOMMENDATION: I recommend approval of the proposed agreement with CommunityWorks North Dakota for origination and servicing of a loan associated with a Bank of North Dakota Flex PACE interest buy down for La Sagrada Familia Apartments, LLC.

SUGGESTED MOTION: I move to approve the proposed agreement with CommunityWorks North Dakota for origination and servicing of a loan associated with a Bank of North Dakota Flex PACE interest buy down for La Sagrada Familia Apartments, LLC.

CONTRACT FOR COLLECTION SERVICES

This agreement is made this ____ day of _____, 2016, by and between the City of Mandan, 205 2nd Avenue, NW, Mandan, North Dakota (hereinafter referred to as "City"), and CommunityWorks North Dakota, 200 1st Avenue NW, Mandan, North Dakota, North Dakota (hereinafter referred to as "CWND").

WHEREAS, it is the desire of the City to have CWND perform certain origination, collection, and administrative functions with respect to the loan provided by the City to Sagrada Familia Apartments, LLC (herein after referred to as "Borrower");

WHEREAS, the CWND has prior knowledge and experience relating to the Borrower, revolving loan fund management, origination of loan documents collection, administration and servicing of loan programs.

NOW THEREFORE, for aforementioned consideration, the sufficiency of which is hereby acknowledged, the undersigned hereby covenant and agree as follows:

The CWND will provide the following services:

1. CWND will prepare all loan and security documents as required by the terms and conditions set forth by the City of Mandan. Borrower will be assessed a one-time origination and servicing fee of \$1,500.00 and will be required to pay any hard costs, including but not limited to security filing fees, lien searches, and credit report fees.
2. CWND will maintain all security filings, collateral listings, insurance documentation and other documents and filings as may be required in the loan documents.
3. CWND will prepare and deliver to the Borrower all forms necessary for automatic payment.
4. Borrower will be required to make all payments via ACH automatic withdraw.
5. All loan payments received from the Borrower shall be deposited by CWND in a FDIC-insured institution. Payments received from the Borrower will be tracked separately from payments received from other borrowers.
6. Council will mail or deliver to the City a check for the full amount received from the Borrowers less the amount allowable to be retained by the Council under terms of this agreement. Council shall send to City documentation of payments made. Payments received from Borrowers between the 1st and 31st of the previous month will be submitted to the City prior to the 15th of the subsequent month.
7. CWND shall receive from and review all reports from the Borrower, such as financial reports, as may be required by the loan documents and by the City for purposes of the loan, and shall deliver copies of said reports to the City as may be required.

8. CWND shall provide City with periodic reports, at least annually, of the status of the loan and shall provide such necessary information and account status to any legal representative retained by the City for purposes of collection of any loans.
9. CWND shall provide limited assistance with respect to the collection of past-due loan payments. Said limited assistance may be as follows:
 - a. As soon as is practical after notification of ACH return, CWND will send a notice to the Borrower requiring payment via cashier's check.
 - b. A \$25.00 return ACH fee will be assessed to the borrower upon notification of ACH return.
 - c. A late fee of 15% of the payment amount shall be assessed to the Borrower upon the payment being ten (10) days past due. Collection of late fees shall be at the sole discretion of the CWND. CWND shall retain all late fees collected.
 - d. As soon as is practical after payments are thirty (30) days past due, CWND will attempt to contact the Borrower by telephone or other means to determine the cause of late payment and if any assistance is needed.
 - e. If not already done, and as soon as is practical after payments are sixty (60) days late, CWND will attempt to visit with the Borrower in-person.
 - f. The City will be informed by CWND in writing if the Borrower is more than ninety (90) days past due.
 - g. At any time during the life of the loan, CWND will attempt to provide technical assistance to the Borrower as may be requested by the Borrower or as may be determined necessary by the CWND or by the City.
10. If situations arise that may require any changes or amendments to the loan agreements, CWND will confer with the Borrower and present to the City its recommendations, including terms for work-out agreements and other, as may be advisable. If approved by the City, CWND will assist in preparing or presenting such proposed changes to the City for its approval. If such changes or amendments are approved by the City, CWND will prepare all necessary documents.
11. The City shall be responsible to determine when, or if, legal action shall be initiated on any loan for default or breach of contract and for all costs and expenses related to or incurred in such legal proceedings. If legal action is initiated, CWND will make available to the City or to any legal representative retained by the City for purposes of collection on any loans all documents and other information it may have related to the loan.
12. As compensation for its services, CWND shall charge a one-time fee to the Borrower of \$1,500.00.
13. The City accepts all risks with the enforceability and collectability of the loan, and it shall have sole responsibility for program evaluation, approval and accountability.

14. Servicing and collection responsibilities of the CWND shall commence upon the date of closing and terminate automatically once the loan is repaid in full or, unless otherwise mutually agreed upon by both parties, at such time as any unpaid principal balance has been referred by the City for formal legal proceedings. Upon termination, CWND shall provide the City with a report of the status of the loan payments made thereupon.
15. This agreement may be amended or terminated for cause or by mutual consent according to the following:
 - a. If the City believes that CWND is in breach of the terms of this agreement, the City shall provide CWND with written notice specifying all defaults. CWND shall have thirty (30) days to cure such defaults or to establish that no default exists. If the defaults are not cured within 30 days, the City may terminate this agreement.
 - b. By mutual consent, this contract may be amended or terminated by instrument and signatures of both parties.
16. CWND has, or will secure at its own expense, all personnel required in performing services under this contract. Such personnel shall not be employees of or have any contractual relationship with the City. None of the work or services covered by this contract shall be sub-contracted without prior written approval of the City.
17. CWND will maintain and make available all records pertaining to the above services and activities in accordance with and for periods of time as required by the City and federal law and regulations. During such time, and for sixty (60) days thereafter, the City may take possession of said records upon written request.
18. This agreement shall not be deemed to create a joint venture relationship or principal-agent relationship between the City and CWND. At all times material, CWND shall be deemed an independent contractor of the City.
19. This agreement shall be construed under the laws of the State of North Dakota.

APPROVED:

City of Mandan

CommunityWorks North Dakota

By: Tim Helbling, Mayor

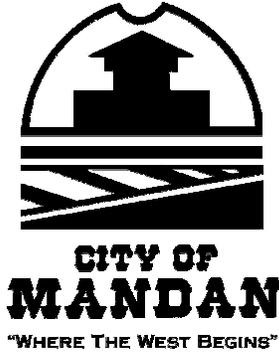
By: Brent Ekstrom, Executive Director

Date

Date

By: Jim Neubauer, City Administrator

Date



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Shirley Shaw
PRESENTER: Shirley Shaw
SUBJECT: Correction to 2014 & 2015 Values

STATEMENT/PURPOSE: To consider a correction in 2014 & 2015 True & Full Value for Redwing Dr. LLC

BACKGROUND/ALTERNATIVES: This parcel is also known as Parcel #65-6100138 Lot 1(Less Tract 1A & 1B & Less part for BLDG) Block 1 Midway 12th Addition

Reason for abatement: To correct the vacant lot size and market value for this parcel to correctly reflect how much acreage is actually left after being subdivided into Shop condo's that were individually sold off.

ATTACHMENTS: Property Record Sheets, Ariel Maps, Plat Map, List of individual parcels showing shop condos

FISCAL IMPACT: 0; As each individual parcel for the shop condos were valued for 2014 & 2015

STAFF IMPACT: N/A

LEGAL REVIEW: N/A

RECOMMENDATION: I recommend a motion to approve to correct values as presented for 2014 & 2015 for Redwing Dr LLC

SUGGESTED MOTION: A motion to approve to correct values as presented for 2014 & 2015 for Redwing Dr LLC

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

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

State of North Dakota Assessment District City of Mandan
 County of Morton Property L.D. No. 65-6100138
 Name Redwing DR LLC Telephone No. _____
 Address 3205 Memorial Hwy Mandan ND 58534
 Legal description of the property involved in this application:

Total true and full value of the property described above for the year <u>2015</u> is:		Total true and full value of the property described above for the year <u>2015</u> should be:	
Land	\$ <u>275,700</u>	Land	\$ <u>25,000</u>
Improvements	\$ <u>0</u>	Improvements	\$ _____
Total	\$ <u>275,700</u>	Total	\$ <u>25,000</u>

The difference of \$ 250,000 true and full value between (1) and (2) above is due to the following reason(s):

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

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

1. Purchase price of property: \$ _____ Date of purchase: _____
 Terms: Cash _____ Contract _____ Trade _____ Other (explain) _____
 Was there personal property involved in the purchase price? _____ yes/no _____ Estimated value: \$ _____

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

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

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

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

Applicant asks that corrections be made to vacant lot square footage and values to reflect the true & full market. Property had been subparted into shop condos.

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

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

Signature of Preparer (if other than applicant) _____ Date _____ Signature of Applicant [Signature] Date 9-1-16

Board of City Commissioners

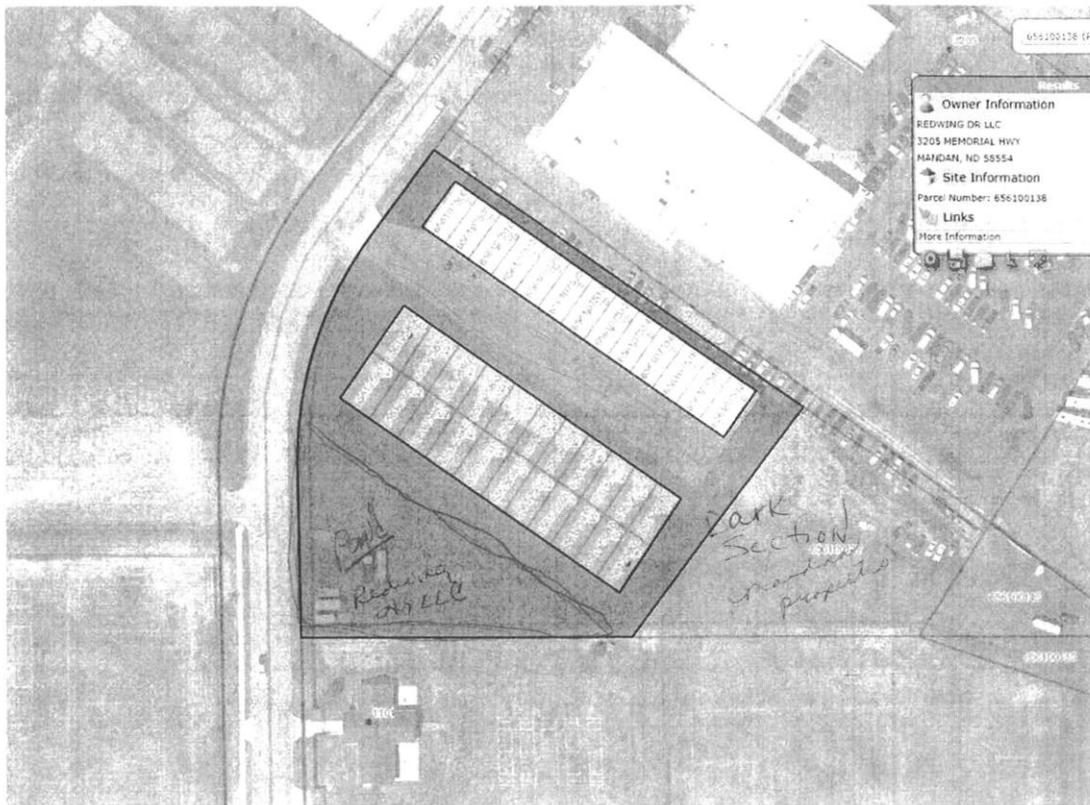
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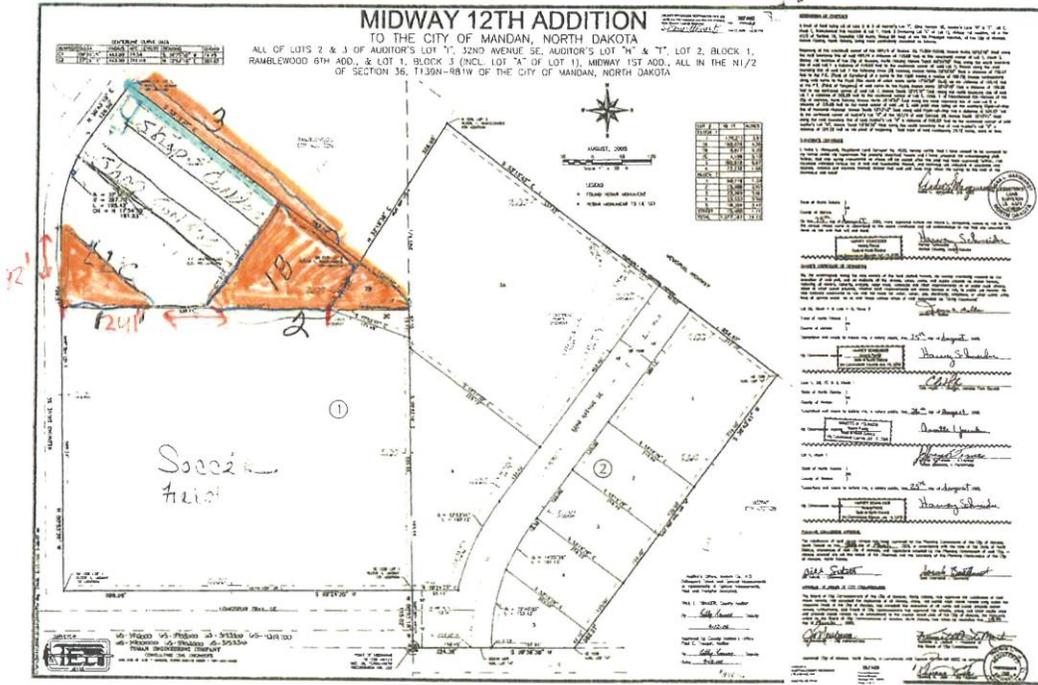
Subject: consider a correction in 2014 & 2015 True & Full Value for Redwing

Dr. LLC

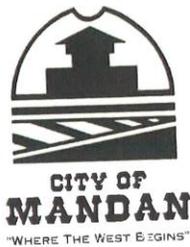
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drw



Red wing LLC
 LT. 1 BK 1
 Rock
 Strip
 1. Pond
 2. behind bowling Alley
 3. Strip behind Condo's
 where we park
 Vehicles.



SHIRLEY SHAW
 MANDAN CITY ASSESSOR
 205 2nd Ave. NW
 Mandan, ND 58554

Phone: 701-667-3232
 Fax: 701-667-3481
 E-mail: sshaw@cityofmandan.com

X
 1/16

Board of City Commissioners
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Dr. LLC
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Morton County, ND | Map Print

<http://mortonnd.mygisonline.com/print/?extent=1879805.64524129...>



Advanced Parcel Search Results

For City of Mandan

Thu, September 1, 2016 11:49 AM Page: 1

Line	HOUSENUM	ADDRESS	PARCELPIN	PDFNUM	CITY	COMPUTERID	DBA
1	801	REDWING DR SE	65-6125900		10 MANDAN	08289	
2	900	REDWING DR SE	65-6100138		10 MANDAN	10138-AA	
3	900	REDWING DR SE	65-6100139		10 MANDAN	10138-A	
4	1101	REDWING DR SE	65-6100135		10 MANDAN	10138	
5	902	REDWING DR SE UNIT 101	65-6125850		10 MANDAN	10138-14	
6	902	REDWING DR SE UNIT 102	65-6125855		10 MANDAN	10138-15	
7	902	REDWING DR SE UNIT 103	65-6125860		10 MANDAN	10138-16	
8	902	REDWING DR SE UNIT 104	65-6125865		10 MANDAN	10138-17	
9	902	REDWING DR SE UNIT 105	65-6125870		10 MANDAN	10138-18	
10	902	REDWING DR SE UNIT 106	65-6125875		10 MANDAN	10138-19	
11	902	REDWING DR SE UNIT 107	65-6125880		10 MANDAN	10138-20	
12	902	REDWING DR SE UNIT 108	65-6125885		10 MANDAN	10138-21	
13	902	REDWING DR SE UNIT 109	65-6125890		10 MANDAN	10138-22	
14	902	REDWING DR SE UNIT 110	65-6125895		10 MANDAN	10138-23	
15	902	REDWING DR SE UNIT 111	65-6125900		10 MANDAN	10138-24	
16	902	REDWING DR SE UNIT 112	65-6125905		10 MANDAN	10138-25	
17	902	REDWING DR SE UNIT 113	65-6125910		10 MANDAN	10138-26	
18	902	REDWING DR SE UNIT 114	65-6125915		10 MANDAN	10138-27	
19	902	REDWING DR SE UNIT 115	65-6125920		10 MANDAN	10138-28	
20	902	REDWING DR SE UNIT 116	65-6125925		10 MANDAN	10138-29	
21	902	REDWING DR SE UNIT 117	65-6125930		10 MANDAN	10138-30	
22	902	REDWING DR SE UNIT 118	65-6125935		10 MANDAN	10138-31	
23	902	REDWING DR SE UNIT 119	65-6125940		10 MANDAN	10138-32	
24	902	REDWING DR SE UNIT 120	65-6125945		10 MANDAN	10138-33	
25	902	REDWING DR SE UNIT 121	65-6125950		10 MANDAN	10138-34	
26	902	REDWING DR SE UNIT 122	65-6125955		10 MANDAN	10138-35	
27	900	REDWING DR SE UNIT A	65-6107500		10 MANDAN	10138-1	
28	900	REDWING DR SE UNIT B	65-6107505		10 MANDAN	10138-2	
29	900	REDWING DR SE UNIT C	65-6107510		10 MANDAN	10138-3	
30	900	REDWING DR SE UNIT D	65-6107515		10 MANDAN	10138-4	
31	900	REDWING DR SE UNIT E	65-6107520		10 MANDAN	10138-5	
32	900	REDWING DR SE UNIT F	65-6107525		10 MANDAN	10138-6	
33	900	REDWING DR SE UNIT G	65-6107530		10 MANDAN	10138-7	
34	900	REDWING DR SE UNIT H	65-6107535		10 MANDAN	10138-8	
35	900	REDWING DR SE UNIT I	65-6107540		10 MANDAN	10138-9	

Continued »

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: consider a correction in 2014 & 2015 True & Full Value for Redwing

Dr. LLC

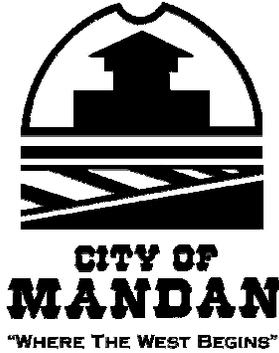
Page 9 of 9

Advanced Parcel Search Results

For City of Mandan

Thu, September 1, 2016 11:49 AM Page: 2

Line	HOUSENUM	ADDRESS	PARCELPIN	PDFNUM	CITY	COMPUTERID	DBA
36	900	REDWING DR SE UNIT J	65-6107536		10 MANDAN	10138-10	
37	900	REDWING DR SE UNIT K	65-6107538		10 MANDAN	10138-11	
38	900	REDWING DR SE UNIT L	65-6107540		10 MANDAN	10138-12	
39	900	REDWING DR SE UNIT M	65-6107542		10 MANDAN	10138-13	
40	800	REDWING DRIVE SE	65-6100137		10 MANDAN	10138-AB	



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief Jason Ziegler
PRESENTER: Chief Jason Ziegler
SUBJECT: Comp / vacation time for Officers

STATEMENT/PURPOSE: To consider a temporary removal of the cap on comp time accruals for exempt officers, and a temporary removal of the cap on vacation accruals for all Mandan Police Officers.

BACKGROUND/ALTERNATIVES: The Police Department has recently been assisting the Morton County Sheriff's Department during their current state of emergency. Our agency has been providing much support from our Administrative Officers and also Police Officers in the field. This has been at the request of the Morton County Sheriff's Department. Our time and expenses will be reimbursed from Morton County. Our department continues to provide full services to the City of Mandan residents while also assisting Morton County. This added work load is causing our exempt employees (Chief and 2 Deputy Chiefs) to work an excessive amount of hours. City ordinance allows exempt employees to accrue up to 60 hours of comp time which must be used by December 31st each year, or it will be lost. I am asking that the cap on comp time accruals for exempt employees be removed for 6 months and the December 31st, 2016 deadline be removed. This will allow the officers to accrue extra comp hours during this emergency and they will have until March 6th, 2017 to bring their balance below 60 hours.

The added work for our officers has also made it difficult for them to use their vacation hours that have accrued. The police department has a temporary order prohibiting any vacation use. This is to insure we have staff available for emergencies that may arise on short notice due to current events. Under city ordinance, vacation hours up to 120 hours can be carried forward past an employee's anniversary date, and any hours over 120 are lost. We are asking for a 6 month extension past each officer's anniversary date for those dates through December 31st, 2016. This would allow those affected officers an extra 6 months to bring their vacation balance back down to 120 hours or less.

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider temporary removal of cap on comp time accruals for exempt officers,
and temporary removal of cap on vacation accruals for all Mandan Police Officers

Page 2 of 3

ATTACHMENTS: (1) Memo from Chief Ziegler.

FISCAL IMPACT: None

STAFF IMPACT: None

LEGAL REVIEW: These documents have also been sent to City Attorney Brown.

RECOMMENDATION: I recommend a temporary 6 month removal of the 60 hour comp time cap for exempt employees of the police department and removal of the December 31st, 2016 deadline. I also recommend a 6 month extension to Officer's anniversary dates, for those whose dates are on or before December 31st, 2016, for the purpose of vacation time accruals.

SUGGESTED MOTION: I move to approve a temporary 6 month removal of the 60 hour comp time cap for exempt employees of the police department and removal of the December 31st, 2016 deadline. I also recommend a 6 month extension to Officer's anniversary dates for those whose dates are on or before December 31st, 2016 for the purpose of vacation time accruals.

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider temporary removal of cap on comp time accruals for exempt officers,
and temporary removal of cap on vacation accruals for all Mandan Police Officers

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**MANDAN
CITY POLICE**

MEMO

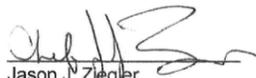
8-23-16

TO: Administrator Jim Neubauer
FROM: Police Chief Jason Ziegler
CC:
RE: Comp hour cap for exempt employees

Mandan PD administration has been requested to assist the Morton County Sheriff's Department during their current emergency situation. For the past couple of weeks, we have been assisting them by providing our off-duty Police Officers and help from our Administrative Staff.

As you know, our administrative employees are exempt. This includes the Police Chief and 2 Deputy Chiefs. By city ordinance, these employees are allowed to accrue up to 60 hours of comp time, anything after that, they are not compensated for. All three employees have recently been working with Morton County during their emergency situation and providing aid in planning and organizing public safety for our city and all whom visit. Mandan PD will be seeking reimbursement from Morton County for the time any of our employees spend assisting them in this emergency.

Our non-exempt employees are getting paid as normal through the city. Our exempt employees are at or near their maximum comp time accruals and I am requesting that the 60 hour accrual cap be removed for exempt employees until this emergency situation is resolved. I feel removing this cap is necessary to be fair to our employees, so that we can continue providing assistance to the Morton County Sheriff during this time of need, and to continue providing the best possible services to the citizens and visitors of the City of Mandan.


Jason J. Ziegler
Chief of Police
City of Mandan



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: August 16th, 2016
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler
SUBJECT: Budget Amendment

STATEMENT/PURPOSE: Seeking authorization to spend \$2,900 from the Equipment Reserve Fund to purchase two (2) patrol rifles and accessories consisting of extra magazines and slings.

BACKGROUND/ALTERNATIVES: The Mandan Police Department has one patrol rifle assigned to each patrol car. Many of the patrol cars are still equipped with the patrol rifles borrowed to us by the United States Government and consist of Vietnam war era rifles.

Three years ago we started to upgrade our patrol rifles by purchasing two (2) rifles per years. There is an expected fund balance of \$36,267 in the Equipment Reserve Fund by end of fiscal year 2016 and we are requesting permission to purchase two rifles at this time.

ATTACHMENTS: None

FISCAL IMPACT: None

STAFF IMPACT: None

LEGAL REVIEW: None

RECOMMENDATION: Recommend the approval of two (2) patrol rifles.

SUGGESTED MOTION: I make a motion to authorize the purchase of two (2) patrol rifles for the Mandan Police Department.



"WHERE THE WEST BEGINS"

CITY OF MANDAN

MANDAN CITY HALL - 205 2nd Avenue NW
MANDAN, NORTH DAKOTA 58554
701-667-3215 • FAX: 701-667-3222 • www.cityofmandan.com



CITY DEPARTMENTS

ADMINISTRATION	667-3215
ASSESSING	667-3232
BUILDING INSPECTION	667-3230
BUSINESS DEVELOPMENT	667-3485
CEMETERY	667-6044
ENGINEER/PLANNING & ZONING	667-3225
FINANCE	667-3213
FIRE	667-3288
HUMAN RESOURCES	667-3217
LANDFILL	667-0184
MUNICIPAL COURT	667-3270
POLICE	667-3455
PUBLIC WORKS	667-3240
WASTEWATER TREATMENT	667-3278
SPECIAL ASSESSMENTS	667-3271
UTILITY BILLING	667-3219
WATER TREATMENT	667-3275

Proclamation

- Whereas:** USA Gymnastics and its member clubs across the nation annually celebrate National Gymnastics Day to showcase the sport of gymnastics and to encourage and promote physical fitness among our nation's youth
- Whereas:** Gymnastics provides a great foundation for building strength, flexibility, and fitness and also for life skills, enhancing self-esteem and goal-setting abilities
- Whereas:** On National Gymnastics Day, gymnastics clubs across the United States partner with USA Gymnastics to heighten visibility of the sport and encourage participation at the grassroots level
- Whereas:** Collectively, our nation, our state, and USA Gymnastics strive to encourage greatness and achievement in our young people
- Whereas:** National Gymnastics Day is integrated as a means of promotion for the sport of gymnastics globally
- Whereas:** On National Gymnastics Day USA Gymnastics focuses clubs toward creating activities centered on gymnastics as a means of fitness, education, diversity, and inclusion
- Whereas:** Grants awarded to clubs for National Gymnastics Day support grassroots growth as well as diversity and inclusion in the sport through events/initiatives held at or by gym clubs on National Gymnastics Day
- Whereas:** Grants will also be awarded to support clubs providing scholarships to athletes in need of financial assistance to remain active in the sport

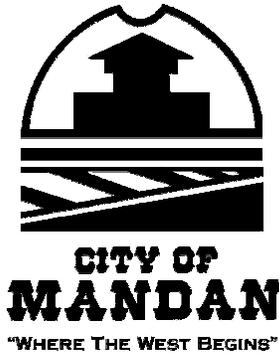
On behalf of the City of Mandan I, Mayor Timothy A. Helbling, join USA Gymnastics and its clubs in proclaiming September 17, 2016 as National Gymnastics Day in the City of Mandan.

Dated this 6th day of September, 2016

Timothy A. Helbling, President
Board of City Commissioners

Attest:

James Neubauer, City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director; and Erin Anderson, The Commonwealth Companies
SUBJECT: MGF Recommendation on PILOT for La Sagrada Familia Apartments, LLC

STATEMENT/PURPOSE: To conduct a public hearing regarding an application for payments in lieu of taxes (PILOT) by La Sagrada Familia Apartments, LLC, and to consider a Mandan Growth Fund (MGF) Committee recommendation regarding the application.

BACKGROUND/ALTERNATIVES: At an Aug. 29, 2016, meeting, the MGF received an overview of the proposed redevelopment of the former junior high school at 406 4th Street NW and reviewed the PILOT application. The Commonwealth Companies of Fond Du Lac, Wisconsin, have formed the LLC for the purposes of acquiring the former junior high property from Mother Teresa Outreach, LLC, which is affiliated with the Spirit of Life Catholic Church of Mandan. Commonwealth plans to submit an application due by Sept. 30 to the N.D. Housing Finance Agency for the Low Income Housing Tax Credit Program, which utilizes federal tax credits that are sold to investors to generate equity for the project. Other program options may include the N.D. Housing Trust Fund and federal historic preservation tax credits.

The overall plan is to invest approximately \$8.3 million into renovation of the property for 39 units of affordable housing. The application is to pay \$20,000 in property taxes for the building as improved for the first 15 years following is proposed renovation.

Representatives of Morton County, the Mandan School District and Mandan Park District were all in attendance at the MGF meeting, with the county appearing neutral on the topic and school and park representatives indicating support.

ATTACHMENTS: Site plan, project overview and PILOT application. Proforma for 15 years available upon request.

FISCAL IMPACT: The property currently has a value of \$494,100 on assessing records. This includes \$270,000 on the land and \$224,100 on the structures. The structures are generating about \$3,137 in property taxes using the 2015 levy of 280 mills (1.57% of value for commercial property).

The land is eligible for property tax exemption. Under the proposal, the renovated buildings will generate \$20,000 annually in taxes for the first 15 years of the project. This is an approximate 36 percent reduction from the \$31,220, again using the present tax rate, that would otherwise be due given its estimated value upon completion of \$2.5 million.

The applicant explains that if the project were owned by a non-profit entity, it could then potentially be eligible for a state exemption that would reduce taxes to \$13,000. Thus, the \$20,000 annually that the applicant is offering is substantially above this amount.

The community and neighborhood will benefit from rehabilitation of this otherwise blighted property as well as from the resulting affordable housing needed to meet growing workforce needs.

STAFF IMPACT: Minimal

LEGAL REVIEW: A legal notice of the public hearing was published in the *Mandan News* on Aug. 12 and Aug. 19, 2016. E-mail notices were also sent to Morton County, the Mandan Public School District and the Mandan Park District regarding the Growth Fund Committee meeting date for consideration of the application as well as the public hearing date.

City Attorney Malcolm Brown has reviewed the application. The applicant will need to enter into a business incentive agreement with the City of Mandan and will need to submit an annual jobs verification report for five years during the period of property tax exemption. An automatic door will also be required.

RECOMMENDATION: The MGF voted 7-0 to recommend approval of the request for payments in lieu of taxes in the amount of \$20,000 annually for the first 15 years following renovation of the buildings at 406 4th Avenue NW for La Sagrada Familia Apartments, LLC.

SUGGESTED MOTION: I move to approve the request for payments in lieu of taxes in the amount of \$20,000 annually for the first 15 years following renovation of the buildings at 406 4th Avenue NW for La Sagrada Familia Apartments, LLC.

Spirit of Life
Roman Catholic Church



New High Quality Housing Proposed at 406 4th Street NW – Bringing New Life to the Former Mandan Junior High

Nestled within an existing mature neighborhood in Mandan, blocks from Main Street, the adaptive reuse of the former Mandan Junior High will consist of a 39-unit housing community with an elevator, abundant community amenities, and surface parking. The high-quality housing will meet the needs of the growing workforce in Mandan and provide additional options for low-maintenance housing with modern amenities and community space.

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: MGF Recommendation on PILOT
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In 2015, neighboring cities of Bismarck and Mandan commissioned a housing study to report on housing market conditions in the two Cities to project housing growth potential in the community through 2025. In this report, it was identified that a total of 240 renter occupied units for Household Median Incomes between 31% and 60% between 2015-2030. Mandan's stable and diverse economic base shows that growing sectors such as hospitality, retail and information, wages are lower than what the market rents support, and there is a lack of quality affordable housing.

With this need for additional housing, site selection that is location efficient as well as makes good use of existing infrastructure and connectivity to community resources is important. The site is well situated in a neighborhood that has many wonderful resources nearby such as schools, restaurants, coffee shops, groceries, and shopping. The unit mix will be as follows:

- 3 – 1 Bedrooms
- 28 – 2 Bedrooms
- 8 – 3 Bedrooms
- 39 Total Units

An increase of density of this magnitude will not adversely impact the neighborhood. Rather, it will be designed to blend in with the neighborhood. There is significant research and data to evidence that compact redevelopment with professional management such as the one proposed do not have an adverse impact on established neighborhoods, rather they enhance the neighborhood in a positive way¹. People who need the housing already live and work in your community, and housing with the proposed stable rent structure helps maintain a stable neighborhood.¹ Incorporating careful design, the additional proposed housing fits into the existing community. Librarians, sheriffs' deputies, nurses, fire fighters, and many other vital members of our communities all need affordable housing.

The proposed rents are as follows:

INCOME	Unit Type	# Units	Rent Rate	2016 Limit	Annual
30% County Median Income	Two Bedroom	4	452	569	21,696
	Two Bedroom Housing Trust F	6	289	569	20,808
	Three Bedroom	2	500	657	12,000
50% County Median Income Limit	One Bedroom	3	595	791	21,420
	Two Bedroom	18	690	948	149,040
	Three Bedroom	6	770	1,096	55,440
Gross Rental	Total/Average	39	599		280,404
100.00%	Add: Misc	5	/unit		2,340
	Add:		/mo		-
Net Rental income					282,744
	Less: Vacancy	7.00%			(19,792)
Effective Gross Income					262,952

¹ <http://www.hcd.ca.gov/housing-policy-development/mythsinfacts.pdf>

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: MGF Recommendation on PILOT
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The proposed expenses are as follows:

EXPENSES			
Office/Advertising	340	/unit	13,260
Personnel (Site Manager and Maintenance)	1,160	/unit	45,240
Utilities (Sewer/Water & Common Area)	600	/unit	25,733
Property Taxes	513	/unit	20,000
Insurance	400	/unit	15,600
Other:		/unit	
Repairs & Maint.	850	/unit	33,150
Property Mgmt.	6%		15,777
Accounting/Audit			6,500
NDHFA Compliance	35	/unit	1,415
Replacement Reserve	350	/unit	13,650
Total Operating Expenses	406.68	/unit	190,325
Expense Ratio			72%
Expense Per Unit	407	PUPM	4,880
NET OPERATING INCOME			72,627
Debt Service (Hard)			53,743
Debt Coverage			1.30000
NOI Available for Debt Service			55,866.77

Amenities included will be a wellness center, elevator, office, chapel, playground and community rooms. Additional landscaping and greenspace will enhance the neighborhood. Six of the units will be designated as supportive housing to provide permanent housing with services to the formerly homeless and will have operating assistance from the North Dakota Housing Finance Agency's Housing Trust Fund.

The property will be owned by an Sagrada Familia Apartments, LLC, of which Commonwealth will be the Managing Member. MetroPlains Management, LLC, North Dakota's most experienced affordable housing property management company, will provide the property management. The Church of Spirit of Life will provide the Support Services for the 6 Permanent Supportive Housing Units. The Bismarck-Mandan community has little to no place for homeless families to find permanent supportive housing. This will fulfill a community need the Church sees on a daily basis.

Development Timeline:

- September 1, 2016 – Submission of Pre-Application for Affordable Housing Tax Credits and Housing Trust Fund
- September 30, 2016 – Submission of final application for Affordable Housing Tax Credits
- February 2017 – Start Construction
- December 2018 – Construction completion and occupancy.

Sources and Uses of Funds:

The housing tax credits are a highly competitive process, and in order to maximize the potential for funding we are requesting that the City of Mandan Community Buydown portion equal \$83,186 so that we can receive local committed leverage points on our application. This means the amount requested from Community Works would equal \$89,905.

Board of City Commissioners
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Sources of Funds			
Equity			6,987,522
First Mortgage	Affordable Flexpace		929,628
Other: Housing Trust Fund	SOFT- 30 year deferred	0.00%	400,000
Total Third Party Sources			8,317,150
Deferred Developer Fee		0.18%	1,398
TOTAL			8,318,548

Use of Funds			
	Amount	Unit	Cost
A. Land & Buildings			
Land	-	/unit	90,000
House & Lot	0%	/unit	-
Building		/unit	60,000
Subtotal			150,000
B. Site Work			
Demolition	-	/unit	60,000
Off-site improvements	-	/unit	100,000
Landscaping	-	/unit	100,000
Subtotal			260,000
C. Rehab & New Construction			
Rehab Construction Costs		/unit	-
New Construction (NOT Including Daycare)	125,000	/unit	4,846,364
Contingency	136,692	5,331,000	484,636
General Requirements	5.25%	291,716	291,716
Overhead	2.00%	116,964	116,964
Contractor P & L	5.25%	313,172	313,172
Subtotal	721,852.00	155,201	6,052,852
Subtotal	260,000		-
Construction Cost Subtotal		165,714	6,462,852
D. Architectural			
Architect - Design		3,590	130,000
Architect - Supervision			10,000
Legal			
Surveying			12,000
Engineering			25,000
State Plan Review			2,500
Third Party Fees			-
Subtotal			179,500

E. Interim Costs			
Construction Insurance			24,073
Construction Period Interest			300,000
Construction Loan Fee			60,000
Real Estate Taxes			10,000
LOC Fees			-
Subtotal			394,073
F. Financing Fees & Exp.			
Permanent Loan Fee			13,338
Recording			-
Title & Recording	0.0030		17,000
Other: Syndication Fees			25,000
Subtotal			55,338
G. Soft Costs			
Appraisal			8,000
Market Study			6,500
Environmental			20,000
NDHFA Fees	1,800	/unit	70,191
Rent-up Marketing			40,000
Cost Certification			15,000
Historic Consultant			4,501
Furniture			25,000
Green Communities			40,000
Legal			100,000
Subtotal			329,192
I. Developer's Fee			
Developer's Overhead			-
Developer's Profit			775,000
Other: Consultant -			-
Subtotal			775,000
			0
J. Development Reserves			
Debt Service Reserve	-	/unit	-
Operating Reserve	-		122,593
			-
Subtotal			122,593
Intermediary Cost Total			1,855,696
TOTAL DEVELOPMENT COST		213,296	8,318,548

A 15 year proforma and the Bank of North Dakota Flex Pace Payment Schedule are attached showing the need for the Payment in Lieu of taxes and Community Buydown Amounts. Please note, by year 15 the property is able to achieve just over a breakeven operation at 1.1 Debt Service Coverage Ratio.

**Application For Property Tax Incentives For
 New or Expanding Businesses**

N.D.C.C. Chapter 40-57.1

Project Operator's Application To City of Mandan
City or County

File with the City Auditor for a project located within a city; County Auditor for locations outside of city limits.

A representative of each affected school district and township is included as a non-voting member in the negotiations and deliberation of this application.

This application is a public record

Identification Of Project Operator

1.	Name of project operator of new or expanding business	<u>La Sagrada Familia Apartments, LLC</u>
2.	Address of project	<u>406 4th Street NW</u>
	City	<u>Mandan</u> County <u>Morton</u>
3.	Mailing address of project operator	<u>9 Sheboygan Street</u>
	City	<u>Fond du Lac</u> State <u>WI</u> Zip <u>54935</u>
4.	Type of ownership of project	
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Subchapter S corporation
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Cooperative
		<input type="checkbox"/> Individual proprietorship
		<input checked="" type="checkbox"/> Limited liability company
5.	Federal Identification No. or Social Security No.	<u>EIN 31-401522</u>
6.	North Dakota Sales and Use Tax Permit No.	<u>NA</u>
7.	If a corporation, specify the state and date of incorporation	<u>NA</u>
8.	Name and title of individual to contact	<u>Erin Anderson</u>
	Mailing address	<u>213 4th Street E, 4th Floor #421</u>
	City, State, Zip	<u>St. Paul, MN 55101</u> Phone No. <u>612.791.0496</u>

Project Operator's Application For Tax Incentives

9.	Indicate the tax incentives applied for and terms. Be specific.		
	<input type="checkbox"/> Property Tax Exemption	<input checked="" type="checkbox"/> Payments In Lieu of Taxes	
	<u> </u> Number of years	<u>2018</u> Beginning year	<u>2033</u> Ending year
	<u> </u> Percent of exemption	<u>20,000</u> Amount of annual payments (attach schedule if payments will vary)	
10.	Which of the following would better describe the project for which this application is being made:		
	<input checked="" type="checkbox"/> New business project	<input type="checkbox"/> Expansion of a existing business project	

Description of Project Property

11. Legal description of project real property <u>All Block 55, Addition 21, Mandan Proper (OT), City of Mandan, Morton County</u>	
12. Will the project property be owned or leased by the project operator? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased If the answer to 12 is leased, will the benefit of any incentive granted accrue to the project operator? <input type="checkbox"/> Yes <input type="checkbox"/> No If the property will be leased, attach a copy of the lease or other agreement establishing the project operator's benefits.	
13. Will the project be located in a new structure or an existing facility? <input type="checkbox"/> New construction <input checked="" type="checkbox"/> Existing facility If existing facility, when was it constructed? <u>Original 1917, with additions in 1924, 1954, 1966, 1977</u> If new construction, complete the following: a. Estimated date of commencement of construction of the project covered by this application _____ b. Description of project to be constructed including size, type and quality of construction <u>This project involves the adaptive reuse of the former Mandan Junior High to convert it into housing. The amount of work is significant as all new mechanical, plumbing, and life safety systems will need to be installed, so, while this is not new construction, it is a substantial rehabilitation within the historic buildings.</u> c. Projected number of construction employees during the project construction <u>90</u>	
14. Approximate date of commencement of this project's operations <u>12/1/18</u>	
15. Estimated market value of the property used for this project: a. Land..... \$ <u>270,000</u> b. Existing buildings and structures for which an exemption is claimed..... \$ <u>2,230,000</u> c. Newly constructed buildings and structures when completed \$ _____ d. Total..... \$ <u>2,500,000</u> e. Machinery and equipment \$ _____	16. Estimate taxable valuation of the property eligible for exemption by multiplying the market values by 5 percent: a. Land (not eligible) [REDACTED] b. Eligible existing buildings and structures..... \$ <u>111,500</u> c. Newly constructed buildings and structures when completed..... \$ _____ d. Total taxable valuation of property eligible for exemption (Add lines b and c)..... \$ <u>111,500</u> e. Enter the consolidated mill rate for the appropriate taxing district <u>0.28</u> f. Annual amount of the tax exemption (Line d multiplied by line e)..... \$ <u>31,220.00</u>

Description of Project Business

Note: "project" means a newly established business or the expansion portion of an existing business. Do not include any established part of an existing business.

17. Type of business to be engaged in: Ag processing Manufacturing Retailing
 Wholesaling Warehousing Services

18. Describe in detail the activities to be engaged in by the project operator, including a description of any products to be manufactured, produced, assembled or stored (attach additional sheets if necessary).

The proposed project is the adaptive reuse of the former Mandan Junior High into 39 units of affordable housing. Please see attached detailed description.

19. Indicate the type of machinery and equipment that will be installed

Not Applicable

20. For the project only, indicate the projected annual revenue, expense, and net income (before tax) from either the new business or the expansion itself for each year of the requested exemption.

Year (12 mo. periods)	New/Expansion Project only				
	Year 1	Year 2	Year 3	Year 4	Year 5
Annual revenue	275,101	280,603	286,215	291,940	297,778
Annual expense	256,444	262,288	268,307	274,507	280,893
Net income	18,657	18,315	17,908	17,432	16,885

21. Projected annual average number of persons to be employed by the project itself at the project location for each year for the first five years and the estimated annual payroll.

Year	Company-wide (before project)	New/ Expansion Project only	New/ Expansion Project only	New/ Expansion Project only	New/ Expansion Project only	New/ Expansion Project only
		Year 1	Year 2	Year 3	Year 4	Year 5
No. of Employees	(1) 0					
	(2) 0	2	2	2	2	2
Estimated payroll	(1) 0					
	(2) 0	45,240	45,240	45,240	45,240	45,240

(1) - full time
 (2) - part time

PRIVACY ACT NOTIFICATION

In compliance with the Privacy Act of 1974, disclosure of a social security number or Federal Employer Identification Number (FEIN) on this form is required under N.D.C.C. §§ 40-57.1-03, 40-57.1-07, and 57-01-15, and will be used for tax reporting, identification, and administration of North Dakota tax laws. Disclosure is mandatory. Failure to provide the social security number or FEIN may delay or prevent the processing of this form.

Certification of Governing Body (To be completed by the Auditor of the City or County)

The municipality shall, after granting any property tax incentives, certify the findings to the State Tax Commissioner and Director of Tax Equalization by submitting a copy of the project operator's application with the attachments. The governing body, on the ____ day of _____, 20____, granted the following:

Property Tax Exemption

____ Number of years

____ Percent of exemption

Payments in lieu of taxes

____ Beginning year ____ Ending year

____ Amount of annual payments (Attach schedule if payments will vary)

Auditor

**Notice To Competitors Of Hearing On Application
For Property Tax Incentives**

Notice is hereby given that the Mandan City Commission
(City or county governing body)

of Mandan
(City or county), North Dakota, will meet at 5 p.m.
(Time)

on September 6 at 205 2nd Ave NW, Mandan to consider the application of
(Date) (Location)
La Sagrada Familia Apartments, LLC

(Project operator name and address)

for property tax relief on the project which the applicant will use in the operation of
redevelopment of the former junior high school for affordable family housing
(Type of business)

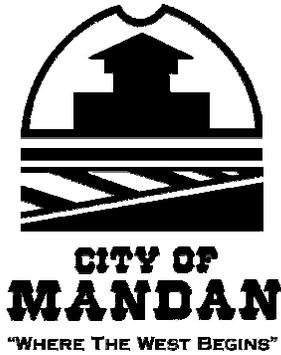
at 406 4th Street NW
(Address)

All Block 55, Addition 21, Madnan Property (OT), City of Mandan, Morton County, N.D.
(Legal description)

Any competitor of that applicant may appear and be heard by the Mandan City Commission
(City or county governing body)

at the time and place designated herein. A competitor may provide written comments to the governing
body before the scheduled hearing.

This notice is given by the above-named applicant pursuant to the provisions of North Dakota Century
Code § 40-57.1-03



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director; and Erin Anderson, The Commonwealth Companies
SUBJECT: MGF Recommendation on Interest Buy Down for La Sagrada Familia Apartments, LLC

STATEMENT/PURPOSE: To consider a Mandan Growth Fund (MGF) Committee recommendation regarding an application by La Sagrada Familia Apartments, LLC, for a portion of the local match required to receive a Bank of North Dakota (BND) Flex PACE interest buy down for affordable housing.

BACKGROUND/ALTERNATIVES: At an Aug. 29, 2016, meeting, the MGF received an overview of the proposed redevelopment of the former junior high school at 406 4th Street NW. The overall project cost is about \$8.3 million for renovation of the property for 39 units of affordable housing. See New Business 1i for additional background information.

The MGF application is for \$83,186, or 1% of total project costs, to be applied toward the 35% local share required for a BND interest buy down. The proposal is to provide the funding in the form of a repayable loan at a 0 percent interest rate for the 15-year buy down period and a 10-year repayment period thereafter, for a total loan period of 25 years.

The applicant is requesting that the City of Mandan assist with 1% of projects costs with the loan for the local match of an interest buy down because of its application to the N.D. Housing Finance Agency for tax credits. This is a very competitive process with 5 key points awarded for local support. To receive even 1 point requires a commitment of assistance in the amount of 1% of project costs. To get the full 5 points requires assistance with 5% of the costs, which is beyond the MGF's current capacity.

The applicant has approval for the remainder of the local match, \$89,904.20, to be provided in the form of a loan from CommunityWorks North Dakota (CWND). The approval is contingent upon the approval of the City of Mandan match. BND would be providing 65% of the buy down, or \$321,453.50. The buy down is for a mortgage for a portion of the project costs in the amount of \$929,628.

ATTACHMENTS: Application available upon request.

FISCAL IMPACT: The MGF balance of uncommitted funds is \$102,708. If this request is approved, the uncommitted balance would be reduced to \$19,522. Additional recommendations forwarded from the MGF at this meeting should help to address this low balance and alleviate some future demands.

The funds requested from the MGF would be structured as a repayable loan at a 0% interest rate. The loan would be for 25 years total including the buy down period of 15 years and a 10-year repayment period thereafter.

CWND has agreed, contingent upon approval by the City of Mandan for its requested share, to loan the applicant the additional funds needed for the 35% local match for the BND interest buy down.

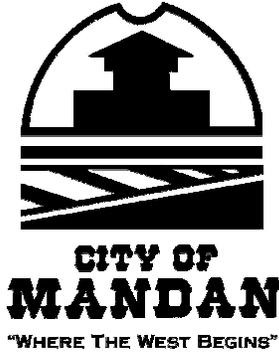
CWND has also agreed to administer and service the loan for the MGF for a flat fee of \$1,500 to be paid by the applicant. The proposed agreement is included under the consent agenda.

STAFF IMPACT: Minimal

LEGAL REVIEW: City Attorney Malcolm Brown has reviewed the application. The applicant will need to enter into a business incentive agreement with the City of Mandan and will need to submit an annual jobs verification report for five years during the period of property tax exemption. An automatic door will also be required.

RECOMMENDATION: The MGF voted 7-0 to recommend approval of the request for by La Sagrada Familia Apartments, LLC, for \$83,186 to be provided toward the local share of an interest buy down with the funding structured as a repayable loan at a 0% interest rate over a 15-year buy down period and 10 –year repayment period thereafter.

SUGGESTED MOTION: I move to approve loaning \$83,186 to La Sagrada Familia Apartments, LLC, at the rate and terms outlined, contingent upon approval of overall financing and advancement of the project in 2017 as well as the need for the remainder of the local match to be provided by CommunityWorks North Dakota.



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 2, 2016
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: MGF Recommendation on Memorial Highway Storefront Funds

STATEMENT/PURPOSE: To consider a Mandan Growth Fund (MGF) Committee recommendation to remove an earmark on funds for the Memorial Highway Storefront and Landscape Improvement Program.

BACKGROUND/ALTERNATIVES: At an Aug. 29, 2016, meeting, the MGF Committee returned to its review of the fund's current financial situation including potential future projects and revenue projections.

The Memorial Highway Storefront and Landscape Improvement Program was approved and launched in September 2014 with a \$200,000 set aside in the MGF for matching funds to be structured as forgivable loans of up to \$30,000 for up to 50 percent of investment in eligible exterior building and landscape improvements. The program was aimed at helping to encourage redevelopment and improve the appearance of a key city entrance and corridor. In the time since the program has been in place, there have been only two applications. One project is complete, Event Motorway, and another is nearly complete, Schmidt Auto Sales. There have been several other inquiries, but the businesses have decided either not to pursue the improvements or were interested in improvements such as hard surfacing of parking lots that weren't an eligible project component.

An amount of \$140,000 remains in funds not committed to a specific project. These dollars could be moved to the overall economic development projects column on the balance sheet. The program could remain available, like the downtown version, but without guaranteed funding, recognizing it would compete with other programs and projects with applicants considered on a first-come, first-served basis.

ATTACHMENTS: MGF Financial Statement

FISCAL IMPACT: The MGF balance of uncommitted funds was \$102,708 as of Aug. 25, 2016. If the request for the Flex PACE buy down for affordable housing is approved at this meeting, the uncommitted balance would be reduced to \$19,522. Removing the earmark on uncommitted Memorial Highway Storefront Improvement Program funds would increase the amount of uncommitted funds for overall economic development projects to \$159,522.

STAFF IMPACT: Minimal.

LEGAL REVIEW: City Attorney Malcolm Brown was present at the MGF meeting where the recommendation was approved.

RECOMMENDATION: The MGF voted 7-0 to recommend removal of an earmark on funds not approved for specific projects under the Memorial Highway Storefront Improvement Program.

SUGGESTED MOTION: I move to approve removal of the earmark on \$140,000 in uncommitted funds available under the Memorial Highway Storefront Improvement Program.

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: MGF Recommendation on Memorial Hwy Storefront Funds
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CITY OF MANDAN
 MANDAN GROWTH FUND
 AUGUST 25, 2016

	BUSINESS DEVELOPMENT AND COMMUNICATIONS DEPARTMENT	ECONOMIC DEVELOPMENT	STOREFRONT IMPROVEMENT PROGRAM	RETAIL AND RESTAURANT INCENTIVE PROGRAM	MEMORIAL HIGHWAY STOREFRONT AND LANDSCAPE IMPROVEMENT PROGRAM	RESTAURANT REWARDS PROGRAM	TOTAL
CASH BALANCE-JANUARY 1, 2016	\$ -	\$ 538,149.88	\$ 13,505.88	\$ 23,312.50	\$ 200,000.00	\$ -	\$ 774,968.26
RECEIPTS:							
STATE GRANTS:							
ND DEPARTMENT OF COMMERCE-2016 MARKETING	\$ -						\$ -
PAYMENTS FROM LOCAL GOVERNMENTS:							
PARK DISTRICT-COMMUNITY MARKETING	\$ 4,500.00						\$ 4,500.00
SCHOOL DISTRICT-COMMUNITY MARKETING	\$ -						\$ -
STATE SMALL BUSINESS CREDIT INITIATIVE CHARGES	\$ 813.65						\$ 813.65
OTHER:							
MPO-JOINT MARKETING ACTIVITY	\$ 500.00						\$ 500.00
LOAN REPAYMENTS:							
CARTER CHIROPRACTIC CLINIC		\$ 2,756.43					\$ 2,756.43
COFFEES AND KITCHENS		\$ 660.45					\$ 660.45
HUFF HILLS SKI AREA		\$ 5,520.17					\$ 5,520.17
LINDY SUE'S CANDIES & SODA FOUNTAIN		\$ 350.00					\$ 350.00
ND SMALL BUSINESS INVESTMENT COMPANY		\$ 800.79					\$ 800.79
TRANSFERS IN-1% CITY SALES TAX FUND	\$ 197,200.00	\$ 52,800.00					\$ 250,000.00
TOTAL RECEIPTS	\$ 203,013.65	\$ 62,887.84	\$ -	\$ -	\$ -	\$ -	\$ 265,901.49
EXPENSES:							
SALARIES AND BENEFITS	\$ 91,694.08						\$ 91,694.08
PROFESSIONAL FEES AND SERVICES	\$ -						\$ -
TRAVEL/MEALS	\$ 5,873.18						\$ 5,873.18
TRAINING	\$ 365.00						\$ 365.00
TELEPHONE	\$ 589.04						\$ 589.04
ADVERTISING/PUBLIC RELATIONS	\$ 24,927.98						\$ 24,927.98
LEGAL NOTICES	\$ 89.62						\$ 89.62

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: MGF Recommendation on Memorial Hwy Storefront Funds
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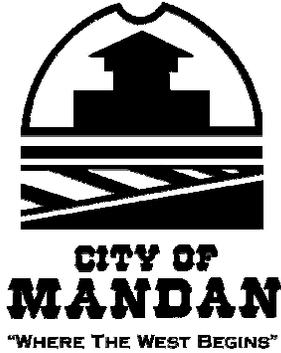
CITY OF MANDAN
 MANDAN GROWTH FUND
 AUGUST 25, 2016

	BUSINESS DEVELOPMENT AND COMMUNICATIONS DEPARTMENT	ECONOMIC DEVELOPMENT	STOREFRONT IMPROVEMENT PROGRAM	RETAIL AND RESTAURANT INCENTIVE PROGRAM	MEMORIAL HIGHWAY STOREFRONT AND LANDSCAPE IMPROVEMENT PROGRAM	RESTAURANT REWARDS PROGRAM	TOTAL
PRINTING	\$ 11,406.48						\$ 11,406.48
DUES AND MEMBERSHIPS	\$ 1,154.00						\$ 1,154.00
OFFICE SUPPLIES	\$ 2,354.22						\$ 2,354.22
BOOKS AND SUBSCRIPTIONS	\$ -						\$ -
EQUIPMENT UNDER \$5,000	\$ 750.00						\$ 750.00
SUBSIDIES:							
ECONOMIC DEVELOPMENT:							
MEMORIAL SQUARE SHOPPING CENTER-4524 EAST MEMORIAL HIGHWAY		\$ -					\$ -
NATIONAL INFORMATION SOLUTIONS COOPERATIVE-3201 NYGREN DRIVE NW		\$ -					\$ -
MALLOY ELECTRIC-1439 ACTION DRIVE SE		\$ 53,389.00					\$ 53,389.00
PRAIRIE ROSE FAMILY DENTISTS-OVERLOOK LANE NW		\$ -					\$ -
STOCKMEN'S SUPPLY WEST-1440 ACTION DRIVE SE		\$ -					\$ -
ROCKS THAT TALK-122 EAST MAIN STREET		\$ -					\$ -
STOREFRONT IMPROVEMENT PROGRAM:							
BEARSCAT BAKEHOUSE-111 5TH AVENUE NE			\$ 160.00				\$ 160.00
SCHWARTZ FAMILY CHIROPRACTIC CENTER-301 EAST MAIN STREET			\$ -				\$ -
RETAIL AND RESTAURANT INCENTIVE PROGRAM:							
BEARSCAT BAKEHOUSE-111 5TH AVENUE NE				\$ 5,000.00			\$ 5,000.00
DAKOTA PROMOTIONS & PRINTING-105 3RD AVENUE NW				\$ 1,062.00			\$ 1,062.00
IMAGINE HOME CENTER-4710 19TH STREET SE				\$ -			\$ -
MEMORIAL HIGHWAY STOREFRONT AND LANDSCAPE IMPROVEMENT PROGRAM:							
EVENT MOTORWAY-4018 EAST MEMORIAL HIGHWAY					\$ 30,000.00		\$ 30,000.00
SCHMIDT SALES-3420 EAST MEMORIAL HIGHWAY					\$ -		\$ -
RESTAURANT REWARDS PROGRAM:							
DICKEY'S BARBEUCUE PIT-4524 MEMORIAL HIGHWAY						\$ -	\$ -
TOTAL EXPENSES	\$ 139,203.60	\$ 53,389.00	\$ 160.00	\$ 6,062.00	\$ 30,000.00	\$ -	\$ 228,814.60
CASH TRANSFERS:							
CITY COMMISSION APPROVED APRIL 5, 2016	\$ -	\$ (162,000.00)	\$ -	\$ -	\$ -	\$ 162,000.00	\$ -
CITY COMMISSION APPROVED JUNE 7, 2016	\$ -	\$ (17,195.00)	\$ 17,195.00	\$ -	\$ -	\$ -	\$ -

Board of City Commissioners
 Agenda Documentation
 Meeting Date: September 6, 2016
 Subject: MGF Recommendation on Memorial Hwy Storefront Funds
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CITY OF MANDAN
 MANDAN GROWTH FUND
 AUGUST 25, 2016

	BUSINESS DEVELOPMENT AND COMMUNICATIONS DEPARTMENT	ECONOMIC DEVELOPMENT	STOREFRONT IMPROVEMENT PROGRAM	RETAIL AND RESTAURANT INCENTIVE PROGRAM	MEMORIAL HIGHWAY STOREFRONT AND LANDSCAPE IMPROVEMENT PROGRAM	RESTAURANT REWARDS PROGRAM	TOTAL
CASH BALANCE-AUGUST 25, 2016	\$ 63,810.05	\$ 368,453.72	\$ 30,540.88	\$ 17,250.50	\$ 170,000.00	\$ 162,000.00	\$ 812,055.15
COMMITMENTS:							
ECONOMIC DEVELOPMENT:							
MEMORIAL SQUARE SHOPPING CENTER-4524 EAST MEMORIAL HIGHWAY		\$ 53,846.18					\$ 53,846.18
NATIONAL INFORMATION SOLUTIONS COOPERATIVE-3201 NYGREN DRIVE NW		\$ 74,207.24					\$ 74,207.24
PRAIRIE ROSE FAMILY DENTISTS-OVERLOOK LANE NW		\$ 53,846.14					\$ 53,846.14
STOCKMEN'S SUPPLY WEST-1440 ACTION DRIVE SE		\$ 53,846.00					\$ 53,846.00
ROCKS THAT TALK-122 EAST MAIN STREET		\$ 30,000.00					\$ 30,000.00
STOREFRONT IMPROVEMENT PROGRAM:							
BEARSCAT BAKEHOUSE-111 5TH AVENUE NE			\$ 540.71				\$ 540.71
SCHWARTZ FAMILY CHIROPRACTIC CENTER-301 EAST MAIN STREET			\$ 30,000.00				\$ 30,000.00
RETAIL AND RESTAURANT INCENTIVE PROGRAM:							
BEARSCAT BAKEHOUSE-111 5TH AVENUE NE				\$ 2,500.00			\$ 2,500.00
DAKOTA PROMOTIONS & PRINTING-105 3RD AVENUE NW				\$ 3,191.00			\$ 3,191.00
IMAGINE HOME CENTER-4710 19TH STREET SE				\$ 10,500.00			\$ 10,500.00
MEMORIAL HIGHWAY STOREFRONT AND LANDSCAPE IMPROVEMENT PROGRAM:							
SCHMIDT SALES-3420 EAST MEMORIAL HIGHWAY					\$ 30,000.00		\$ 30,000.00
RESTAURANT REWARDS PROGRAM:							
DICKEY'S BARBECUE PIT-4524 MEMORIAL HIGHWAY						\$ 20,370.86	\$ 20,370.86
TOTAL COMMITMENTS	\$ -	\$ 265,745.56	\$ 30,540.71	\$ 16,191.00	\$ 30,000.00	\$ 20,370.86	\$ 362,848.13
CASH BALANCE (AFTER COMMITMENTS)	\$ 63,810.05	\$ 102,708.16	\$ 0.17	\$ 1,059.50	\$ 140,000.00	\$ 141,629.14	\$ 449,207.02



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 2, 2016
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director
SUBJECT: MGF Recommendation on Interest Buy Down Guidelines

STATEMENT/PURPOSE: To consider a Mandan Growth Fund (MGF) Committee recommendation to revise interest buy down guidelines to reflect a new recommended procedure.

BACKGROUND/ALTERNATIVES: At an Aug. 29, 2016, meeting, the MGF Committee returned to its review of the fund's current financial situation including potential future projects and revenue projections.

The MGF further discussed the opportunity to further collaborate with the Lewis and Clark Regional Development Council (LCRDC) for the sourcing of funds for the local share of standard, new and expanding business projects applying for a Bank of North Dakota Flex PACE interest buy down.

Businesses may apply directly to the LCRDC for the local share of a buy down through the Mandan intermediary relending program (IRP) revolving loan pools. These loan pools were established in 2007 and 2009 with a \$250,000 match each time from the MGF to obtain long-term loans of \$750,000 each time from the USDA Rural Development Program. The loan pools are specifically for new and expanding businesses in Mandan and a 10-mile radius in Morton County. The use of loan proceeds must comply with the IRP program requirements. Interest rates and terms would be determined by the LCRDC capital fund board for the IRP funds. Interest rates, at least in the near term, are expected to be at a rate of 5% or less.

ATTACHMENTS: Proposed revision to guidelines.

FISCAL IMPACT: The recommended action will help alleviate demand for loans from the Mandan Growth Fund and shift this demand to the LCRDC. This will allow the MGF to retain unallocated funds for projects where assistance beyond a repayable loan is warranted. Examples would include forgivable loans for Storefront Improvement projects, retail incentives, or projects offering public benefits that merit an interest buy down with the local share structured as a forgivable loan or at 0% interest.

STAFF IMPACT: Staff time needed to facilitate applications will be reduced.

LEGAL REVIEW: City Attorney Malcolm Brown was present at the MGF meeting where the recommendation was approved.

RECOMMENDATION: The MGF voted 7-0 to recommend updating MGF interest buy down guidelines to direct requests for the local share of a Bank of North Dakota (BND) Flex PACE interest buy down to apply for financing from revolving loan pools established for Mandan businesses with the Lewis and Clark Regional Development Council.

SUGGESTED MOTION: I move to approve updating MGF interest buy down guidelines to direct requests for the local share of a Bank of North Dakota (BND) Flex PACE interest buy down to apply for financing from revolving loan pools established for Mandan businesses with the Lewis and Clark Regional Development Council.

MANDAN GROWTH FUND INTEREST BUY DOWN GUIDELINES

Application to the Mandan Growth Fund for the local match required for an interest buy-down under the Bank of North Dakota PACE or Flex PACE programs may be considered for new and expanding businesses.

Program Overview. The Bank of North Dakota (BND) offers a PACE program and Flex PACE program that provides an interest buy down that can reduce the borrower's rate of interest by as much as 5%. The programs have two major requirements:

1. participation by BND with a local lender in a community based loan,
2. participation by the PACE Fund with the local community in reducing the borrower's overall interest rate.

Additional information available on the Bank of North Dakota website, banknd.nd.gov.

BND sets the match requirement on an annual basis. Currently, the City of Mandan's level is 35% of the total buy down cost with the BND providing the remaining 65%.

PACE. A borrower needs to be a "primary sector" business. The borrower shall demonstrate that within one year there will be a minimum of one job created and retained for every \$100,000 of total loan proceeds. Otherwise, the interest buy down will be prorated to reflect any partial fulfillment. BND will provide up to \$300,000 for the interest buy down. This puts the maximum local share at \$161,538 for a maximum total interest buy down of \$461,538.

Flex PACE. The community determines eligibility and accountability standards based on community needs. Here are the options:

- **Regular projects.** BND will provide up to \$100,000 for the interest buy down, putting the maximum local share at \$53,846 for a maximum total interest buy down of \$153,846.
- **Affordable housing projects (as defined by BND).** BND will provide up to \$500,000 for the interest buy down, putting the maximum local share at \$269,231 for a maximum total interest buy down of \$769,231.
- **Licensed child care projects.** BND will provide up to \$300,000 for the interest buy down, putting the maximum local share at \$161,538 for a maximum total interest buy down of \$461,538.

Application. Application for the community-based loan and interest buy down needs to be from the borrower's lead North Dakota lender. Once a lead lender and the Bank of North Dakota are on board with the project, the applicant may apply for the local share of the interest buy down ~~by completing a Mandan Growth Fund application.~~ Standard applications for Flex PACE should be submitted to the Lewis and Clark Regional Development Council (LCRDC) for consideration by the capital fund board overseeing Mandan intermediary relending program (IRP) revolving loan pools. These loan pools were established in 2007 and 2009 with a \$250,000 match each time from the Mandan Growth Fund to attain long-term loans from the USDA Rural Development Program. The loan pools are specifically for new and expanding businesses in Mandan and a 10-mile radius in Morton County. The use of loan proceeds must comply with the IRP program requirements. Interest rates and terms are determined by the LCRDC capital fund board for the IRP funds. Interest rates will typically be at 5% or less. To apply, or for more information, contact the LCRDC, 200 First Avenue NW, Mandan, ph. 701-667-7620, www.lewisandclarkrdc.org.

Applications for PACE or Flex PACE for affordable housing or childcare may be submitted to the City of Mandan for Mandan Growth Fund consideration using its application form.

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: MGF Recommendation on Interest Buy Down Guidelines

Page 4 of 4

Terms for local share. The Mandan Growth Fund Committee will generally require repayment of the principal of the local match after the term of the buy down is complete (usually five years). The interest rate and repayment terms will be determined based on the nature of the project and public benefits provided. Criteria include jobs creation, job quality, contribution to the local economy, project scope and level of private investment, generation of sales tax, and extent to which the borrower is provided a product or service missing or in greater need in the community. Priority projects in the areas of primary sector businesses, retail, child care and affordable housing will generally be considered for a 0% interest rate. The maximum interest rate is 5%. Interest shall start accruing on any loan for the local share of the buy down at the beginning of the buy-down period, however repayment cannot begin until the buy down has been fully expended. Loan security provisions may be required and will be considered on a case by case basis.

*Approved by the Mandan City Commission – Feb. 18, 2014; Updated Dec. 15, 2015;
Proposed Revisions Aug. 29, 2016*



Board of City Commissioners

Agenda Documentation

MEETING DATE:	September 6, 2016
PREPARATION DATE:	September 2, 2016
SUBMITTING DEPARTMENT:	Engineering & Planning
DEPARTMENT DIRECTOR:	Justin Froseth
PRESENTER:	Robert Decker, P.E., Principal Planner
SUBJECT:	Acting as Board of Adjustment, consider for approval variance request to reduce required on-site parking from 2 spaces per dwelling unit to 1.5 spaces per dwelling unit for redevelopment of 406 4 th St. NW (former junior high school).

STATEMENT/PURPOSE:

The project will redevelop the former junior high school into 39 apartments.

Request is to reduce required on-site parking from 2 spaces per dwelling unit to 1.5 spaces per dwelling unit and to take credit for additional parking provided in the boulevard around the perimeter of the property that brings the total available parking to 2.2 spaces per dwelling unit.

BACKGROUND/ALTERNATIVES:

Parking requirements were changed about 3 years ago from a minimum of one space per dwelling unit to a minimum of two spaces per dwelling unit. This was done in response to the large number of boats, RV's, cars and pickups that were being parked in the public right-of-way in new subdivisions due to limited on-site parking.

This project is not a normal subdivision. The residents in this project will be renters with fewer vehicles than the property owners in a new subdivision. In some cases the residents will not have a personal vehicle and will rely on public transportation.

Numerous properties in the neighborhood rely on parking pads developed in the boulevard. Using the boulevard to provide a portion of the parking for this development is appropriate.

The number of boulevard spaces will be expanded over what is currently available. It is unlikely that the boulevard spaces will be used by the residents of this development on a regular basis. Since these spaces are in the public right-of-way, they will be available to neighborhood residents. This project will provide an increase in available neighborhood parking.

ATTACHMENTS:

1. Site plan

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION:

Section 105-1-12 of the city code provides criteria for granting a variance.

Variances. On appeal from an order, requirement, decision or determination made by an administrative official, the board of adjustment may vary or adjust the strict application of any of the requirements of this title in the case of an exceptionally irregular, narrow, shallow or steep lot or other exceptional physical or topographical condition, by reason of which the strict application of the provisions of the title would result in unnecessary hardship that would deprive the owner of a reasonable use of the land or building involved, but in no other case. No adjustment in the strict application of any provisions of this title shall be granted by the board of adjustment unless it finds:

a. That there are special circumstances or conditions, fully described in the findings of the board, applying to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or building, and do not apply generally to land or buildings in the neighborhood, and have not resulted from any act of the applicant taken subsequent to the adoption of this title, whether in violation of the provisions of the title, or not;

b. That, for reasons fully set forth in the findings of the board, the circumstances or conditions so found are such that the strict application of the provisions of this title would deprive the applicant of the reasonable use of said land or building, and the granting of the variance is necessary for the reasonable use of the land or building, and that the variance as granted by the board is the minimum variance that will accomplish the relief sought by the applicant;

c. That the grant of the variance will be in harmony with the general purposes and intent of this title, and not be injurious to the neighborhood or otherwise detrimental to the public welfare

The former junior high was developed over many years and buildings occupy the majority of the site. Most of the parking was provided around the perimeter of the site, primarily in the boulevard area of the public right-of-way.

One building will be removed as part of this project in order to provide on-site parking and open space.

This request meets the criteria established for granting a variance.

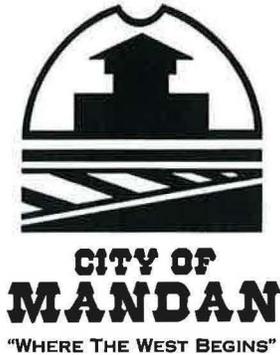
After hearing testimony on the details of the project, the Planning and Zoning Commission, at

their August 29, 2016 meeting, voted unanimously to recommend that this variance be granted.

SUGGESTED ACTION:

Move to approve variance request for 406 4th St. NW to reduce the required on-site parking from 2 spaces per dwelling unit to 1.5 spaces per dwelling unit.





Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 2, 2016
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch, Finance Director
PRESENTER: Kelly Steckler, Library Director
SUBJECT: Morton Mandan Public Library's 2017 Budget

PURPOSE

To consider the Morton Mandan Public Library's 2017 Budget.

BACKGROUND

The Morton Mandan Public Library serves all citizens of Morton County and the City of Mandan, and is governed by a Board of Trustees which is appointed by the County Commission and the City Commission. The Library is fiscally dependent upon the County and the City because the County Commission and the City Commission consider the Library's budget, levies taxes, and must approve any debt issuances. The Library is reported as a component unit in the City of Mandan's audited financial statements.

The Library's Board of Trustees approved the 2017 Budget on August 29, 2016. The Director presented the Library's 2017 Budget to the Morton County Commission on September 1, 2016.

ATTACHMENTS

- Morton Mandan Public Library's 2017 Budget
- Request from the Morton Mandan Public Library to levy 7 Mills for the 2017 Budget.
- Memorandum of Understanding between Morton County Public Library and Mandan Public Library

FISCAL IMPACT

The City of Mandan will levy the maximum of 7 Mills or \$563,235 as requested by the Morton Mandan Public Library for the 2017 Budget. The City also provides \$10,650 annually to the Library for their share of the City's State Aid Distribution revenue from the State of ND.

According to the 2006 Memorandum of Understanding (MOU) between the Morton County Public Library and Mandan Public Library, the funding formula from each entity for the Library's budget is to be "based on population statistics" and "if in the future the population statistics shift, the future board would then determine the most equitable formula." At the time the MOU was approved, the contribution formula was "2/3 city and 1/3 county since the City of Mandan is approximately 2/3 of the population of Morton County."

The most recent population estimates released in 2016 by the U.S Census Bureau (as of July 1, 2015) were as follows:

- Morton County = 30,310
- City of Mandan = 21,382

Based on the recent population statistics above, the City of Mandan's population is 70.5% of the population of Morton County.

The Library's 2017 Budget reflects the following funding contributions from each entity:

	2017 Budget	
Morton County	\$ 203,056	25.5%
City of Mandan	\$ 592,181	74.5%
Total	\$ 795,237	100%

Morton County

Taxes	\$ 180,125
State Grants (NDSL)	\$ 22,931
Total	\$ 203,056

City of Mandan

Property Taxes	\$ 535,073
Delinquent Taxes	\$ 6,900
Electric Taxes	\$ 350
Mobile Home Taxes	\$ 4,950
State Grants (NDSL)	\$ 23,008
State Aid Distribution	\$ 10,650
Disabled Veterans Credit	\$ 3,100
Homestead Credit	\$ 8,150
Total	\$ 592,181

Since the Morton County Commission, on September 1, 2016, recommended to not increase the funding for the Library's 2017 Budget, the City's funding contribution percentage would increase to 74.5% or 4.0% more than the City's current portion of the recent population estimate for Morton County. Consequently, the City's funding contribution for the Library's 2017 Budget would be approximately \$108K more than required under the MOU based on Morton County's funding contribution for 2017. As a result, the City would need to retain the \$108K from the Library during 2017 until the Library Board of Trustees reviews and provides recommendations to the Morton County Commission and the City Commission for joint approval concerning the contribution or funding formula for the Library's 2017 Budget and for future budgets.

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

To consider the Morton Mandan Public Library's 2017 Budget and retain \$108K from the Library during 2017 until the Library Board of Trustees reviews and provides recommendations to the Morton County Commission and the City Commission for joint approval concerning the contribution or funding formula for the Library's 2017 Budget and for future budgets.

SUGGESTED MOTION

Move to consider the Morton Mandan Public Library's 2017 Budget and retain \$108K from the Library during 2017 until the Library Board of Trustees reviews and provides recommendations to the Morton County Commission and the City Commission for joint approval concerning the contribution or funding formula for the Library's 2017 Budget and for future budgets.

**Morton Mandan Public Library
2017 Budget**

7/25/16 MMPL draft; 8/12/16 budget cmte draft; 8/29/16 MMPL; 9/1/16 MC

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year

	<u>Original Budget FY 2016</u>	<u>Revised Budget FY 2016</u>	<u>Proposed Budget FY 2017</u>
Revenues			
Taxes:			
Property Taxes (City)	\$ 459,850	\$ 454,950	\$ 535,073
Delinquent Taxes (City)	\$ 7,850	\$ 6,900	\$ 6,900
Electric Taxes (City)	\$ 400	\$ 350	\$ 350
Mobile Home Taxes (City)	\$ 4,950	\$ 4,950	\$ 4,950
Total Taxes	\$ 473,050	\$ 467,150	\$ 547,273
Intergovernmental:			
State Grants:			
NDSL (City)	\$ 25,592	\$ 21,327	\$ 23,008
NDSL (County)	\$ 22,170	\$ 22,170	\$ 22,931
State Aid Distribution (City)	\$ 10,650	\$ 10,650	\$ 10,650
Disabled Veterans Credit (City)	\$ 3,100	\$ 3,100	\$ 3,100
Homestead Credit (City)	\$ 8,150	\$ 8,150	\$ 8,150
Morton County	\$ 180,125	\$ 180,000	\$ 180,125
Total Intergovernmental	\$ 249,787	\$ 245,397	\$ 247,964
Charges for Services:			
Miscellaneous Charges	\$ 50	\$ 50	\$ 50
Copier/Fax/Computer Fees	\$ 3,500	\$ 5,380	\$ 5,300
New Card Fees	\$ 100	\$ 100	\$ 100
Total Charges for Services	\$ 3,650	\$ 5,530	\$ 5,450
Fines and Forfeits:			
Fines	\$ 6,000	\$ 5,580	\$ 5,500
Total Fines and Forfeits	\$ 6,000	\$ 5,580	\$ 5,500
Miscellaneous:			
Interest Earnings	\$ 180	\$ 240	\$ 240
Rent:			
Rice Bowl	\$ 31,200	\$ 30,600	\$ 30,600
Thermo Cool	\$ 4,800	\$ 4,800	\$ 4,800
Donations:			
Donations	\$ 3,000	\$ 3,000	\$ 3,000
Noon Kiwanis-Summer Kids' Programming	\$ 2,000	\$ 2,000	\$ 2,000

**Morton Mandan Public Library
2017 Budget**

7/25/16 MMPL draft; 8/12/16 budget cmte draft; 8/29/16 MMPL; 9/1/16 MC

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year

	Original Budget FY 2016	Revised Budget FY 2016	Proposed Budget FY 2017
Noon Kiwanis-Teen Programming	\$ 1,000	\$ 1,000	\$ 800
Refunds	\$ 150	\$ 150	\$ 150
Other	\$ 3,000	\$ 3,850	\$ 3,000
Total Miscellaneous	<u>\$ 45,330</u>	<u>\$ 45,640</u>	<u>\$ 44,590</u>
Total Revenues	<u>\$ 777,817</u>	<u>\$ 769,297</u>	<u>\$ 850,777</u>

Expenditures

Library:

Salaries and Benefits:

Assistant Director	\$ 54,863	\$ 54,863	\$ 54,863
Reference/InterLibrary Loan Aid	\$ 33,415	\$ 33,415	\$ 33,415
Children's Program Coordinator	\$ 44,757	\$ 44,757	\$ 44,757
Technical Services/Circulation Assistant	\$ 19,890	\$ 19,890	\$ 19,890
Director	\$ 72,159	\$ 66,227	\$ 72,159
Children's Program Assistant	\$ 24,320	\$ 24,320	\$ 29,702
Circulation Assistant I	\$ 13,000	\$ 13,031	\$ 13,000
Outreach Services Coordinator	\$ 48,521	\$ 48,521	\$ 48,521
Outreach Services Assistant I	\$ 29,120	\$ 29,120	\$ 29,120
Outreach Services Driver Librarian	\$ 21,621	\$ 21,203	\$ 21,621
Page	\$ 4,419	\$ 4,419	\$ 4,419
Social Security and Medicare	\$ 27,450	\$ 25,700	\$ 28,417
Pension	\$ 25,750	\$ 24,600	\$ 29,364
Unemployment Compensation	\$ 350	\$ 350	\$ 371
Workers' Compensation	\$ 650	\$ 650	\$ 650
Health Insurance	\$ 55,850	\$ 55,850	\$ 66,000
Long Term Disability Insurance	\$ 900	\$ 900	\$ 900
Term Life Insurance	\$ 400	\$ 400	\$ 400
Total Salaries and Benefits	<u>\$ 477,435</u>	<u>\$ 468,216</u>	<u>\$ 497,569</u>

Fees and Other Service Charges:

Audit Fees	\$ 600	\$ 600	\$ 650
Accounting Fees	\$ 4,600	\$ 4,600	\$ 4,600
Courier Fees	\$ 3,000	\$ 3,000	\$ 3,132
Computer Telecommunications	\$ 850	\$ 1,166	\$ 1,380
System-Related Charges (CDLN Contract)	\$ 12,100	\$ 12,100	\$ 12,100
Technology Support (NRG Server)	\$ 12,000	\$ 12,000	\$ 12,000

**Morton Mandan Public Library
2017 Budget**

7/25/16 MMPL draft; 8/12/16 budget cmte draft;8/29/16 MMPL; 9/1/16 MC

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year

	<i>Original Budget FY 2016</i>	<i>Revised Budget FY 2016</i>	<i>Proposed Budget FY 2017</i>
Total Fees and Other Service Charges	\$ 33,150	\$ 33,466	\$ 33,862
Insurance:			
Insurance	\$ 4,450	\$ 4,100	\$ 4,200
Total Insurance	\$ 4,450	\$ 4,100	\$ 4,200
Rentals:			
Building Rental	\$ 870	\$ 870	\$ 870
Total Rentals	\$ 870	\$ 870	\$ 870
Travel and Training:			
Staff Training	\$ 2,500	\$ 10,000	\$ 7,000
Board Expenses (53117)	\$ 800	\$ 1,500	\$ 400
Program Mileage (53118)	\$ 800	\$ 800	\$ 1,200
Total Travel and Training	\$ 4,100	\$ 12,300	\$ 8,600
Utilities:			
Utilities	\$ 18,000	\$ 17,600	\$ 18,000
Telephone	\$ 2,150	\$ 2,150	\$ 2,150
Total Utilities	\$ 20,150	\$ 19,750	\$ 20,150
Publishing and Printing:			
Advertising/Public Relations	\$ 2,500	\$ 2,000	\$ 2,500
Total Publishing and Printing	\$ 2,500	\$ 2,000	\$ 2,500
Library Materials:			
Dues and Memberships	\$ 1,000	\$ 500	\$ 700
Adult/General Fiction Materials (58115)	\$ 49,000	\$ 59,000	\$ 50,000
Adult Non-Fiction Materials (58116)	\$ 20,000	\$ 15,000	\$ 21,000
Reference, Incl Electronic E-books (58117)	\$ 20,000	\$ 15,000	\$ 16,000
Easy Materials(58118)	\$ 12,000	\$ 11,000	\$ 13,000
Periodicals(58119)	\$ 6,000	\$ 6,000	\$ 6,000
Junior Fic Materials(58120)	\$ 8,171	\$ 7,540	\$ 8,200
Software Materials (58121)	\$ 1,000	\$ 1,000	\$ 1,500
Audiovisuals (58123)	\$ 7,500	\$ 7,550	\$ 8,500
Young Adult Materials(58124)	\$ 7,000	\$ 6,000	\$ 7,500
Satellite/Movie Services (58125)	\$ 500	\$ 600	\$ 500

**Morton Mandan Public Library
2017 Budget**

7/25/16 MMPL draft; 8/12/16 budget cmte draft; 8/29/16 MMPL; 9/1/16 MC

General Fund

Statement of Purpose: To account for operating revenue and expenditures for the current fiscal year

	<i>Original Budget FY 2016</i>	<i>Revised Budget FY 2016</i>	<i>Proposed Budget FY 2017</i>
Reference/Junior Materials(58122)	\$ 2,000	\$ 2,000	\$ 2,500
Total Library Materials	<u>\$ 134,171</u>	<u>\$ 131,190</u>	<u>\$ 135,400</u>
 Supplies and Maintenance:			
Office Supplies	\$ 7,000	\$ 7,000	\$ 6,000
Postage and Sort Fees	\$ 4,000	\$ 4,000	\$ 3,500
Janitorial Supplies	\$ 4,500	\$ 4,500	\$ 4,500
Gas, Oil, Grease	\$ 3,450	\$ 3,450	\$ 3,450
Copier/Fax/Computer	\$ 2,500	\$ 3,000	\$ 3,500
Materials Processing	\$ 5,500	\$ 4,000	\$ 4,500
Program Supplies:			
Preschool to Grade 6	\$ 7,500	\$ 4,500	\$ 6,500
Teens	\$ 2,000	\$ 2,000	\$ 2,000
Total Supplies and Maintenance	<u>\$ 36,450</u>	<u>\$ 32,450</u>	<u>\$ 33,950</u>
 Repairs and Maintenance:			
Equipment Repairs and Maintenance(60310)	\$ 2,000	\$ 2,000	\$ 2,000
Building Repairs and Maintenance(60321)	\$ 14,000	\$ 15,000	\$ 15,000
Maintenance Contracts:			
Maintenance Contracts(60329)	\$ 5,000	\$ 4,850	\$ 12,000
City of Mandan	\$ 10,000	\$ 10,000	\$ 10,000
Vehicle Repairs and Maintenance(60331)	\$ 2,000	\$ 1,500	\$ 2,500
Total Repairs and Maintenance	<u>\$ 33,000</u>	<u>\$ 33,350</u>	<u>\$ 41,500</u>
 Capital Outlay:			
Building repair/windows(62112)	\$ -	\$ -	\$ -
Office Equipment/Furniture (62113)	\$ 2,000	\$ 2,000	\$ 4,500
Total Capital Outlay	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 4,500</u>
 Transfers:			
Bookmobile Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reserve Fund(401)	\$ 20,000	\$ 20,000	\$ 57,676
Total Transfers	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 67,676</u>
 Total Expenditures	 <u>\$ 778,276</u>	 <u>\$ 769,692</u>	 <u>\$ 850,777</u>



609 West Main St.
Mandan, ND 58554
Phone: 701-667-5365
Toll-free: 1-800-260-4291
Fax: 701-667-5368
www.mortonmandanlibrary.org

To: Mandan City Commission
From: Morton Mandan Public Library
Date: 9/1/16
Re: Why 7 mills?

The Morton Mandan Public Library is requesting that the City of Mandan levy 7 mills for the Library's FY2017 budget.

- Without 7 mills, the library stands to lose funding mechanisms. The primary mechanism is that of State Aid via the North Dakota State Library. This allows for a broad array of material purchases to programming, etc.
- The library is subject to Library Standards as written by the ND Coordinating Council. These standards must be met to keep up with population demands and changing needs. If these standards aren't met, the library is not able to apply for grants offered from the ND State Library.
- Several new book clubs would be cut to the tune of \$8,000 as well as the reserve fund to the bookmobile which has \$10,000 added annually, to name a few.

**Memorandum of Understanding
between Morton County Public Library and Mandan Public Library**

PARTIES:

- This Memorandum of Understanding (MOU) is made and entered into by and between the Mandan Public Library, authorized by the Mandan City Commission; and the Morton County Library, authorized by the Morton County Commission.
- The above parties, recognizing the value of information, and recognizing that access to this information is important to the citizens of Morton County, and acknowledging the responsibilities and benefits of the Mandan City library system and the Morton County library system, have agreed to the terms of these merger details.

PURPOSE:

- The purpose of this MOU is to establish a merger plan between the Mandan Public Library and the Morton County Public Library.

STATEMENT OF MUTUAL BENEFITS AND INTERESTS

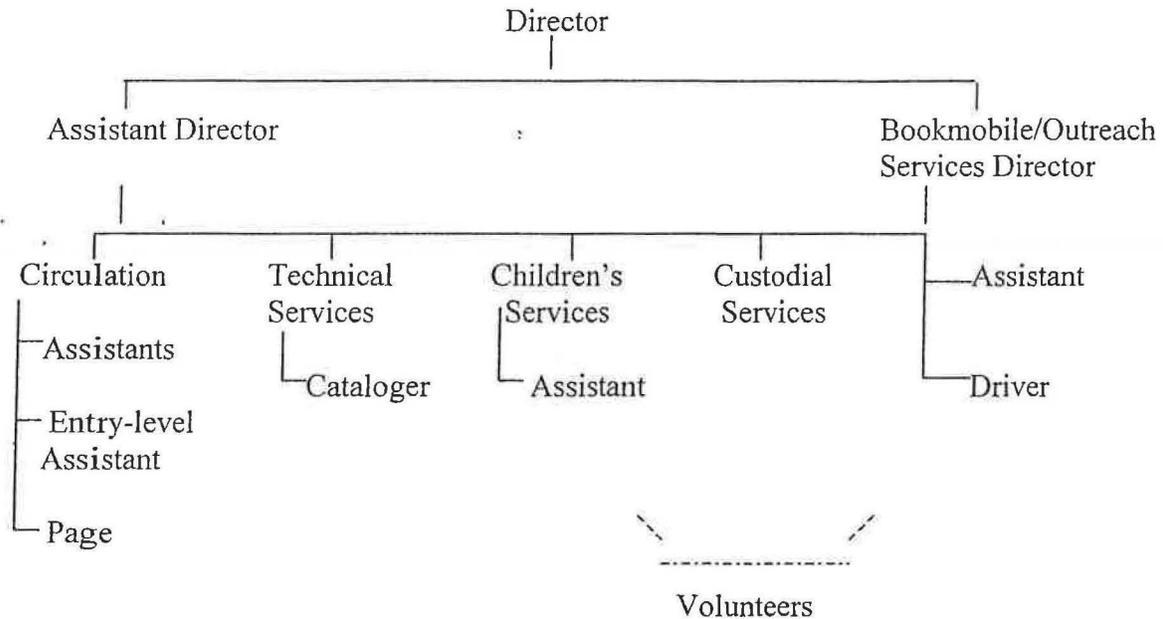
- Increased collection size for Mandan and Morton County library patrons.
- Improved services, including shared public hours, a joint staff, and shared equipment and programming.
- Additional bookmobile stops both around the county and within the city.
- Increased space for county patrons.

IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

- The initial merged library board will be a 10-member board consisting of the five current board members from each library. (NDCC 40-38-11 #3 requires that the merged board consist of equal representation from county and city.)
- After one (1) year, the newly formed board can determine if they would keep the number at 10 members or reduce it as terms expire while still maintaining equal representation.

- The name of the newly formed library will be the Morton Mandan Public Library.
- All existing staff positions will be retained.
- The following administrative structure and administrative strategy will be used:

ADMINISTRATIVE STRUCTURE



STAFFING STRATEGIES:

- The unified board will make future decisions regarding staffing needs.
- Cross training will occur as needed.
- Current Morton County Library staff would move under the umbrella of the City's benefit and salary structure once the libraries merged as it is much more beneficial to the employees.
- Because the collection will be increased and the budget for acquiring new materials with it, the need for additional professional cataloging and administrative service is a consideration for the new board.

BUDGET STRATEGIES:

- In order to create an equitable plan and finance a joint library while providing enhanced services, both budgets would be merged into one.
- This will take fiscal year dollars from each library and create one budget.
- The budget would allocate for all existing library services and operations.
- Based on population statistics, a contribution formula of 2/3 city and 1/3 county will be used. (The City of Mandan is approximately 2/3 of the population of Morton County.)
- The joint library board will appoint a treasurer to manage the fund in accordance with NDCC 40-38-11 #6. The City of Mandan is willing to administer the joint fund and the City Finance Director will act as treasurer for the joint budget. It is recommended that the Morton County Auditor issue a check in the amount of the annual allocated budget dollars to the City of Mandan and those dollars would be used to administer the joint budget of the merged library. In order to maintain equitable cash flow, the annual amount would be divided into 12 payments issued monthly.
 - *For example, using FY 2006 data, the county would contribute \$107,988 (FY 2006) to the city. The city would levy \$334,219 (FY 2006) thus creating one budget of \$442,207.*

City of Mandan	\$334,219	68%
<u>Morton County</u>	<u>\$107,988</u>	<u>32%</u>
Total Budget	\$442,207	100% funding

- It would be up to the new board to manage the budget based upon the first year of operations as a combined library.
- If in the future the population statistics shift, the future board would then determine the most equitable formula.
- The combined budget will allow for cost centers. These detailed areas within the budget will track specific library services and allow for future planning and funding needs. While within one combined budget, budget capabilities will allow for the bookmobile /outreach services department its own cost center within the budget. This will allow for quantification of specific costs associated within the general fund of the combined library budget.
- The county currently pays the city \$15,200 for maintenance fees for the space in the existing building from the county's general fund. Based on the 1976 opinion of Attorney Dick Gallagher and the 2006 opinion of Attorney Malcolm Brown of

Chapter 174 of NDCC, the City of Mandan would not require the maintenance fee payment if Morton County is not using the space. See attachments.

- The bookmobile will add stops in outlying Mandan areas, Mandan nursing homes and senior centers. The bookmobile/outreach services director and staff will develop a schedule for existing and additional routes within the city and county.
- The library director will obtain estimates for a staff area in the west end of the building. This will be a circulation/reference desk area, with a locked entrance, computer, and workspace for processing materials. This area will be utilized by all staff as needed.
- The library director will work to develop a plan for the west exit door to allow easier loading of the bookmobile. Possibilities include a ramp or drive-up capabilities.
- The children's programming coordinator and bookmobile/outreach services director will work together to establish programming on the bookmobile. The following outline would need at least one year, possibly more, to implement.
 - Develop a schedule for story times. Once established, a consistent schedule would be kept.
 - Story times would happen off of the bookmobile. Suggested places for these to happen are: parks, schools, community center, polling places, churches, halls, etc.; possible purchase of an awning or some type of simple shelter to sit next to the bookmobile.
 - During the school year, the bookmobile story time coordinator could partner with the public schools, daycares, headstart programs, etc. for programming.
 - Children's programming would be an extended service of the bookmobile.
 - Depending on the number of programs implemented, consideration should be given for an assistant to the children's coordinator so the existing programs at the on-site library aren't diminished.

CIRCULATION MANAGEMENT AND COLLECTION CONVERSION:

- Use of system personnel such as System Administrator and System Cataloger will be made available for conversion to INFO*LYNX.
- Collection codes will be established to allow for proper fine structure and checkout/due date flexibility between patrons.
- The MDU Resources Group will write a grant proposal to cover the one-time cost of a migration.

- Collection analysis will occur before total migration. Estimates for additional shelving will be obtained.
- Estimates for storage closets will be obtained for book boxes and given to the unified board for consideration.
- North Dakota public library guidelines will be used to make decisions regarding seating, meeting rooms, and the numbers and types of books on shelves.
- All Morton Mandan Public Library patrons will be able to place holds and have access to the collection of all member libraries through INFO*LYNX, exponentially expanding the number of books to which they have access.
- When a new bookmobile is purchased it will be handicap accessible to meet ADA Guidelines.

OTHER:

- This issue will be voted upon on November 7, 2006.
- Two separate ballots will run; one for Morton County residents, one for City of Mandan residents. Both sides must pass by at least 51% for the merger to be approved.
- The Morton County Auditor will manage the election at no special election charge to the City of Mandan.
- The actual move will begin approximately six months after the election. This allows time for collection management, conversion of materials records, and organizing of shelving and staffing areas. The newly combined board will begin joint meetings January 2007, in order to coordinate the merger into one new library.

SIGNATURES:

In witness whereof, the parties to this Memorandum of Understanding through their duly authorized representatives have executed this Memorandum of Understanding on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Memorandum of Understanding as set forth herein.

The effective date of this Memorandum of Understanding is the last date of the signature last affixed to this Memorandum of Understanding.

Matthew R. Paul
President, Morton County Commission

9-6-06
Date

Frank L. Mont
President, Mandan City Commission

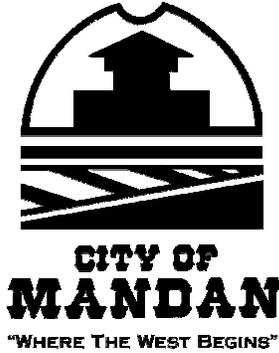
9-19-06
Date

Laura A. Weir
President, Morton County Public Library Board of Trustees

9-28-06
Date

Kristen K. Baesler
President, Mandan Public Library Board of Trustees

9-28-06
Date



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Municipal Court Space

STATEMENT/PURPOSE: To consider requesting space for Mandan Municipal Judge and its clerks in the Morton County Courthouse.

BACKGROUND/ALTERNATIVES: Security for judicial staff has become increasingly important over the past few years. Recently Morton County has upgraded their security at the Morton County Courthouse where Mandan Municipal Court is held. We have had preliminary discussions with Morton County Commissioner Zachmeier regarding moving our court clerks and the Elected Judge to the Courthouse. Sharing the courtrooms with District Court has worked very well throughout the years. Having all court functions held in the same building makes sense from a security and an efficiency standpoint but also is much less confusing for the public. City Hall routinely sees folks looking for District Court and I am sure the Courthouse sees folks looking for Municipal Court.

ATTACHMENTS: Letter from Municipal Judge Kautzmann, Letter from Presiding Judge Hagerty.

FISCAL IMPACT: unknown at this time

STAFF IMPACT: minimal

LEGAL REVIEW: Attorney Brown would be involved in crafting a lease agreement with Morton County

RECOMMENDATION: I recommend that the City Commission authorize staff to begin discussion with the appropriate folks from Morton County to draft a lease agreement with Morton County for office space related to the operations of Mandan Municipal Court to be brought back before the City Commission for its consideration.

SUGGESTED MOTION: I move that the City Commission authorize staff to begin discussion with the appropriate folks from Morton County to draft a lease agreement with Morton County for office space related to the operations of Mandan Municipal Court to be brought back before the City Commission for its consideration.

MANDAN MUNICIPAL COURT

205 Second Avenue NW • Mandan, ND 58554

DeNae Kautzmann, Judge
Candy Fleck, Clerk

701-667-3270
Fax: 701-667-3223

Sept 8, 2016

Dear City Commissioners:

The Mandan Municipal Court respectfully requests to moving its offices to the Morton County Courthouse. Office staff includes two clerks and the Elected Judge position. Currently the Municipal court has 525 square feet for the clerks and 150 square feet designated for the Judge's area. Therefore, the total square footage request is approximately 675 square feet.

It is our understanding that the County Commissioners are applying for a Court improvement grant. If it is awarded, a new jury courtroom with Judge's chambers, court reporter offices, a law clerk office, and conference room will be constructed in the old Custer Health space. This will then free up district judicial space that Municipal Court could rent on a permanent basis. The final configuration after the improvements should include a clerk's office with a private office for the Judge. However, if space is not available for a private office the visiting Judge's chambers will accommodate the need for work space.

Given the widely publicized safety issues faced by those enforcing law and order, the primary reason for this request is the need for security for the judicial staff. Currently, Municipal Court uses Courtroom 200 for Wednesday Court and Courtroom 204 for bail hearings and trials. Sharing the courtrooms with District Court works very well, therefore we are not requesting space for a Municipal Courtroom. However, since Municipal Court is held in the Courthouse it makes sense for staff to be located in the same space as the other Court functions within Morton County. This consistency of purpose will work well to avoid confusion for the public, lend to efficient use of staff time and alleviate, to the extent possible, the threat of a member of the general public doing harm to our Municipal Court staff.

Thank you for your consideration.

Sincerely,


DeNae Kautzmann
Municipal Judge

GAIL HAGERTY
PRESIDING DISTRICT JUDGE

STATE OF NORTH DAKOTA
DISTRICT COURT
SOUTH CENTRAL JUDICIAL DISTRICT
P.O. Box 1013
BISMARCK, NORTH DAKOTA 58502

(701) 222-6682
FAX (701) 222-6689
GHAGERTY@NDCOURTS.GOV

August 18, 2016

Mr. Cody Schulz
Chair
Morton County Commission
210 2nd Ave. NW
Mandan, ND 58554

Dear Chair Schulz:

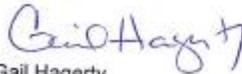
I am writing on behalf of the judges of the South Central Judicial District to thank the Morton County Commission for its consideration of the need for space for court functions in Morton County. We especially appreciate the upgraded security provided for the courthouse. As you know, there are three district judges with offices in Morton County. We endeavor to have the judges located where the judicial need is located.

We are chronically short of courtroom space in this judicial district. None of the judges have an assigned courtroom. Instead, courtroom space is assigned according to case type and need. We appreciate your long-term planning to add additional office space and courtroom space. We understand that the plan will require grant funding and matches for grants and will likely have to be phased.

We know that the City of Mandan is working with the commission concerning their space needs. Our only concern with regard to that planning is that the Commission not enter into any agreements which would limit options as funding for district court space becomes available.

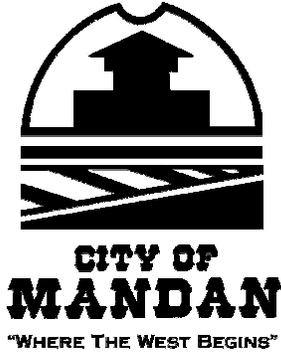
Again, please know that we recognize and appreciate the efforts the Commission has made in providing space for the district court. We believe your actions result in better judicial service to the citizens of Morton County.

Sincerely,



Gail Hagerty
Presiding Judge

Copies: Mandan Mayor Tim Helbling
Morton County Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Consider Change Order #3 for Street Improvement District 205 Project # 2015-06. (Old Red Trail Reconstruction)

STATEMENT/PURPOSE: To consider change order #3 for Street Improvement District No. 205, Project No. 2015-06 (Old Red Trail).

BACKGROUND/ALTERNATIVES: The segment of Old Red Trail between 37th Street and where the current Old Red Trail reconstruction starts, which is a few hundred feet southeast of Highland Road, will remain as an asphalt segment between concrete segments. The reasons it wasn't selected for reconstruction as part of this project is that it exists with adequate width and curb and gutter. Also, it exists in fair shape. Therefore, it was decided early on not to include this segment within the reconstruction limits in order to go as far west with the reconstruction as we could while utilizing the federal highway aid funds. The project scope includes only pavement markings (striping) and signing for this paved segment in order to layout a three lane section.

Though not selected as part of the reconstruction limits, this segment would benefit from a much less costly approach of mill and overlay. As mentioned, it is in fair shape, but there are areas of roughness and cracking. Without a project for this particular segment on the horizon, and considering the advantages of having a contractor already on the job such as no extra mobilization cost and traffic control in place, it would be a good time to perform such a mill and overlay. The construction cost of this work to complete is outlined below:

- 3,111 SY Milling @ \$6.90/SY= \$ 21,465.90
- 820 Tons HBP @ \$130/Ton= \$ 106,600
- 3,111 Gal of CRS2P @ \$3.60/Gal= \$ 11,199.60
- 7,777 SY of CL 43 Cover Coat @ \$1.10/SY = \$ 8,554.70
 - Total= **\$ 147,820.20**

Since this is a substantial change order, we believe engineering administration and contingency should be acknowledged at a rate of 20%. That would bring the total cost to an estimated $147,820.20 \times 1.2 = \mathbf{\$177,384.24}$

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider Change Order #3 for Street Improvement District 205 Project # 2015-06. (Old Red Trail Reconstruction)

Page 2 of 5

If approved by this commission, the change order is still subject to DOT approval since it would be done under this federal aid project contract.

ATTACHMENTS:

1. City Change Order Form
2. E-mail from KLJ with unit costs and change order particulars
3. Change Order Area Map

FISCAL IMPACT: Since the federal match for this project is at its maximum before this change order proposal, the city would need to fund the entire change order. After consulting with the finance office, we believe that the city sales tax fund can be used in lieu of adding to already advertised special assessment allocations. If cost were spread over all properties within the district, the added assessment would be roughly \$150 to all properties and more to the commercial properties based on size.

STAFF IMPACT: Minimal

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

RECOMMENDATION: This office supports approving this change order.

SUGGESTED MOTION: I move to approve change order #3 for Street Improvement District 205 Project #2015-06 (Old Red Trail).

CONTRACT CHANGE ORDER FORM

DEPARTMENT

Contract between the City of Mandan and Veit Construction

Contract Number: City Project # 2015-06 Change Order Number: 3

Project/Subproject: Old Red Trail Reconstruction Original Contract Amt: \$3,761,743.90

Project Description: Street Improvement District #205

Previous Contract Amount: \$3,767,170.15

Change Order Amount: \$147,820.20

Original Contract Date: 5-9-2016 Change in Contract Timeline: Yes, Extend to October 31 for overlay. Chip seal in 2017.

Within Project Scope: Yes Within Project Funding: Adjustment Necessary

Type of Change Order:

Non Design-related Change Order: These change orders include unforeseen conditions, code-related issues, and building inspector changes.

Design-related Change Order: These change orders include unforeseen conditions that affect the appearance, layout, functionality, dimensions, and/or quality of the project.

Emergency Field Condition Change Orders: These change orders include any condition that causes an emergency situation where safety or other immediate losses may occur.

Other:

Project Manager (Department Head) Signature (<\$25,000): _____ Date

ADMINISTRATION

City Administrator Signature (<\$50,000): _____ Date

Add to Commission Consent Agenda

COMMISSION APPROVAL

Commission Approval Date: _____

Attach Minutes for Commission Approval

Fiscal

Comments: _____

TO ALL DEPARTMENTS: Please attach a copy of the change order.

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider Change Order #3 for Street Improvement District 205 Project # 2015-06. (Old Red Trail Reconstruction)

Page 4 of 5

From: Jim Jackson [mailto:jim.jackson@kljeng.com]
Sent: Wednesday, August 31, 2016 2:45 PM
To: Justin J. Froseth <jfroseth@cityofmandan.com>
Subject: Paving CO for Old Red Trail

Justin,

To follow up on our phone conversation, Veit is willing to perform the Change Order work on Old Red Trail from 37th St. NW to station 80+00. This work will not take place until after the original scope of work is completed for the Old Red Trail project. The work will consist of 8' edge milling on both sides of the roadway and a 2" overlay. The roadway length is 1750'. The resulting quantity for milling will be 3,111 SY. Due to the varying depth of the milling, we will be paying plan quantity of 3,111 SY for the milling and will not be requiring the use of scale tickets. In addition, the contractor will haul the millings to the Mandan yard on the south side of Mandan. The following is the quote provided by Matt Olson with Veit:

3,111 SY Milling @ \$6.90/SY = \$21,465.90
820 Tons HBP @ \$130/Ton = \$106,600

One thing we haven't discussed is the potential to chip seal this section of roadway. The chip seal for the tie-ins will be completed next year. To be clear, Veit has not provided us with an estimate on the chip seal but using the unit prices provided in the bid we are looking at:

3,111 Gal of CRS2P @ \$3.60/Gal = \$11,199.60
7,777 SY of CL 43 Cover Coat @ \$1.10/SY = \$8,554.70

Let me know if you have any questions or if you need more information.

Thanks,

Jim Jackson, PE



701-355-8467 **Direct**
701-355-8781 **Fax**
4585 Coleman Street
Bismarck, ND 58503
kljeng.com

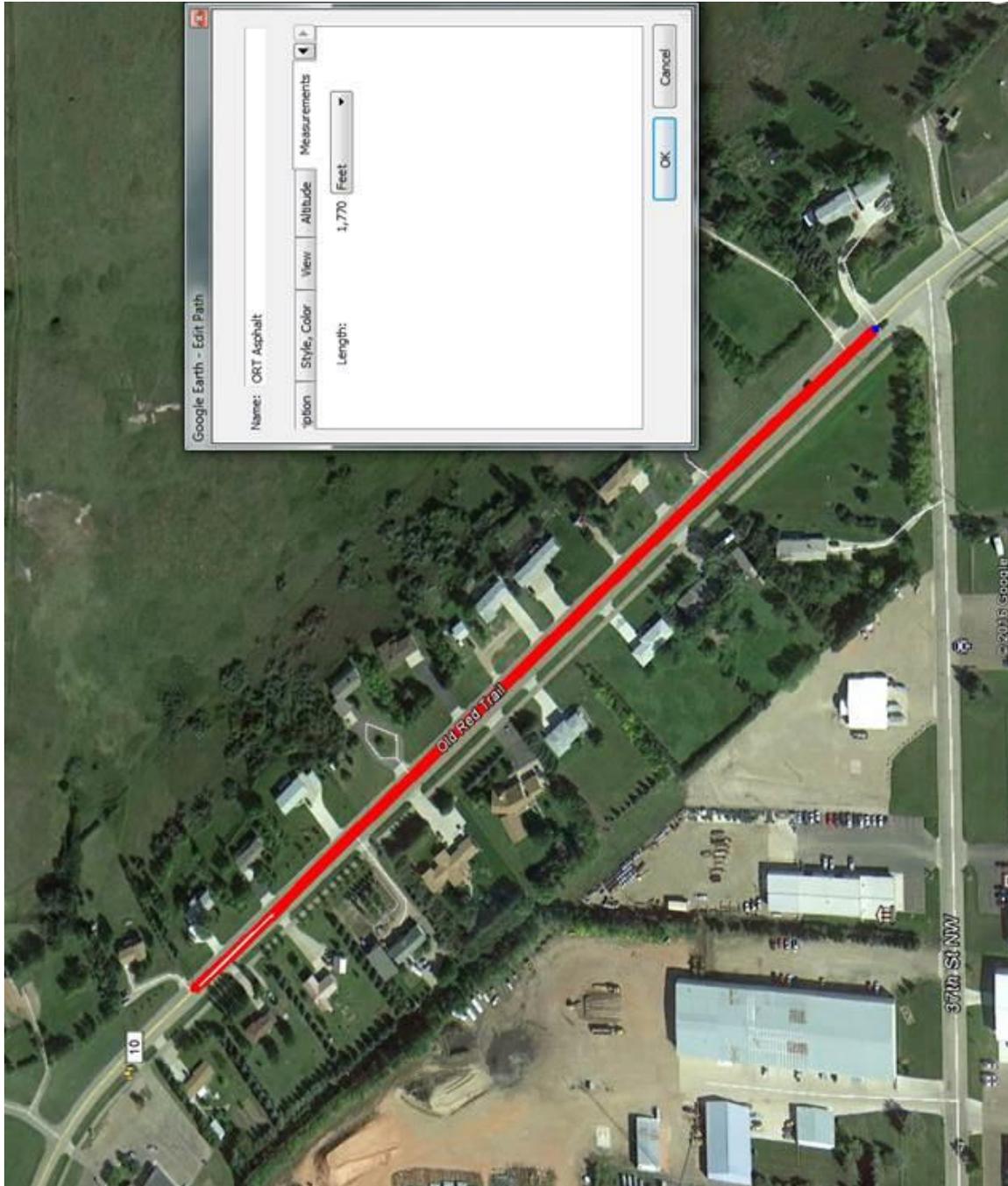
Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider Change Order #3 for Street Improvement District 205 Project # 2015-06. (Old Red Trail Reconstruction)

Page 5 of 5





Type of License being applied for:

- Street Dance (\$10.00 per day, per event)
- Beer Gardens
- Both

1. Applicant

Name: Spirit of Life Raymond Horrell
 Address: 801 1st Ave SE 372 W Meadows Dr W
 Date of Birth: _____
 Social Security or Driver's License Number: _____

2. Name of individual or individuals who will manage or conduct the event:

Name: Margaret Anderson Name: Cheryl Hauser
 Address: 801 1st Ave SE Address: 7725 Birchcrest Dr B.S
 Date of Birth: _____ Date of Birth: _____
 SSN # or DL #: _____ SSN # or DL #: _____

3. Have any of the individuals listed in answer to Questions #1 & #2 ever had a license of any kind revoked or cancelled by any municipal, state or federal authority? *If yes, explain in detail on a separate sheet, providing the date, place and type of business.* Yes No

4. Have any of the individuals listed in answer to Questions #1 & #2 ever been convicted of any crime relating to the sale of alcoholic beverages or controlled substances? *If yes, explain in detail on a separate sheet, providing the date, place and type of business.* Yes No

5. If you should be applying for a public dance or concert permit, have any of the individuals in answer to Questions #1 & #2 been convicted within the past five years of any crimes against persons, including assault, disorderly conduct, sexual assault, rape and murder? *If yes, explain in detail on a separate sheet.* Yes No

6. List the place, date and hours of the proposed event. Spirit of Life Catholic Church
801 1st St SE, Friday Sept 9 From 5:00 pm - 10:00 pm

All applications must be received 30 days in advance

7. Site Plan: See attached sheets.

8. Please provide an estimate of the number of persons that can be safely accommodated at the site and also an estimate of the number of persons expected to attend:

Maximum Capacity: 4,000

Expected Attendance: 2,000

9. Will tickets be sold in advance? Yes No

If yes, please list the maximum amount to be sold: _____

10. If there are no advance ticket sales, what are the plans to limit attendance? yes, egress points

11. Please list the number and provide the on-site plan for the placement of sanitary toilet facilities:

Number of toilet facilities: 14

12. Has the City Health Officer reviewed your plan to determine if your proposed toilet facilities are adequate to meet the attendance? Yes No

13. Fencing and barricades should be supplied in the on-site plan.

14. Describe the proposed signing to control pedestrian and vehicular traffic, parking and notices to those in attendance.

please reference site plan

15. Do you intend to use private security or city police officers?

Private City Police

16. List the number of security personnel you plan on using. Street dances require the use of police officers.

Private 3 City Police _____

17. If the event is a street dance or concert, have you enclosed the fees for the charges for city police officers?

List the amount : _____

Signature of applicant

Date

Telephone number

A. SITE PLAN FOR BEER GARDEN APPLICATION:

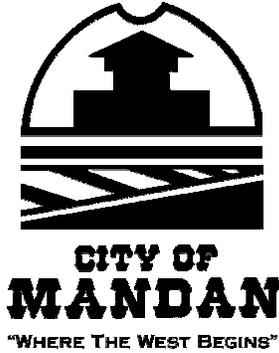
Please provide a site plan which details the exact placement of the beer garden, lighting and other electrical equipment, public seating, toilet facilities, fencing or other barricades, parking, marked fire lanes and the proximity of public roadways.

B. SITE PLAN FOR STREET DANCE APPLICATION:

Please provide a site plan which details the exact placement of the stage, lighting and other electrical equipment, audience seating, toilet facilities, fencing or other barricades, parking, marked fire lanes and the proximity of public roadways. The site plan submitted by the applicant shall be reviewed by the city engineer, who shall submit his recommendations to the board of City Commissioners.

3rd Annual St Kateri Community Block Party
Saturday, September 12, 2015 - 5:00 PM through 10:00 PM
Spirit of Life Catholic Church - 801 1st Street SE, Mandan
(beer gardens hosted by Stations West, Mandan)
Primary Contact: Ray Morrell—





Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: September 1, 2016
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Ellen Huber, Business Development & Communications Director
PRESENTER: Ellen Huber, Business Development & Communications Director; and Erin Anderson, The Commonwealth Companies
SUBJECT: Resolution of support for La Sagrada Familia Apartments, LLC

STATEMENT/PURPOSE: To consider a resolution of support for the plan for rehabilitation of 406 4th Avenue NW for reuse as affordable housing by La Sagrada Familia Apartments, LLC.

BACKGROUND/ALTERNATIVES: The resolution of support will be included in the application by La Sagrada Familia Apartments, LLC, for financing assistance through the N.D. Housing Finance Agency.

ATTACHMENTS: Proposed resolution.

FISCAL IMPACT: n/a

STAFF IMPACT: None

LEGAL REVIEW: Attorney Brown has reviewed information associated with the project.

RECOMMENDATION: I recommend adoption of the proposed resolution.

SUGGESTED MOTION: I move to approve the resolution of support for the La Sagrada Familia Apartment affordable housing project.

RESOLUTION _____
EXPRESSING GENERAL SUPPORT OF
LA SAGRADA FAMILIA APARTMENTS
AFFORDABLE HOUSING PROJECT

WHEREAS, Commonwealth and Mother Teresa Outreach, LLC, Members of La Sagrada Familia Apartments, LLC, propose to convert the former Mandan Junior High located at 406 4th Street NW into 39-units of affordable housing, to meet a locally-identified housing need of low to moderate income housing as further described in the Bismarck and Mandan, North Dakota Housing Demand Analysis prepared in October 2015; and,

WHEREAS, the City of Mandan supports the application of La Sagrada Familia Apartments, LLC for Low Income Housing Tax Credits through North Dakota Housing Finance Agency; and,

WHEREAS, the Mandan Comprehensive Plan calls for additional housing in this location; and,

WHEREAS, the Commonwealth project will utilize existing infrastructure including water and sewer lines; and,

WHEREAS, the City of Mandan supports incentives to make La Sagrada Familia Apartments affordable for low income individuals and families by providing incentives such as Payment in Lieu of Taxes (PILOT) and a Mandan Growth Fund 0% Interest deferred loan.

NOW, THEREFORE, BE IT RESOLVED, that City Commission of the City of Mandan this resolution expressing its general support for the housing by La Sagrada Familia Apartments, LLC and its commitment to provide ongoing assistance to bring the project to completion, including consideration of financial assistance as deemed to be appropriate in the sole discretion of the City Commission.

This resolution is hereby passed this _____.

Tim Helbling, Mayor

ATTEST:

Jim Neubauer, City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE:	September 6, 2016
PREPARATION DATE:	September 2, 2016
SUBMITTING DEPARTMENT:	Engineering and Planning
DEPARTMENT DIRECTOR:	Justin Froseth, P.E.
PRESENTER:	Robert Decker, P.E., Principal Planner
SUBJECT:	First consideration of Ordinance 1250 amending and reenacting PUD District 2015-01 related to Lakewood 9 th Addition

STATEMENT/PURPOSE: Request is to add a requirement to PUD District 2015-01 specifying a side yard setback for Block 1. This requirement was requested by the developer but omitted when the ordinance was drafted.

BACKGROUND/ALTERNATIVES: Area is east of Prairie West Golf Course and south of Kist Livestock Auction.

Request is to modify the PUD ordinance to add one condition related to side yard setback.

The code language that is proposed to be modified is stated below.

Sec. 105-3-1. - R7 Residential District.

(8) Side yards. Each lot shall have two side yards, one on each side of the principal building. The sum of the widths of the two side yards shall be not less than 20 percent of the average width of the lot. On any lot having an average width of 60 feet or less, each side yard shall be not less than ten percent of the width of the lot, and in no case shall a side yard be less than five feet in width. On any lot having an average width greater than 60 feet, neither side yard shall be less than six feet in width. In no event shall any side yard be less than the requirements set forth in this subsection, provided that in computing the side yard width on any lot 60 feet or more in width, the first two feet of any overhang for eaves shall not be counted, and in computing the side yard width on any lot less than 60 feet in width, the first one foot of any overhang for eaves shall not be counted.

The current requirement creates computational difficulty for issuance of a building permit.

- The average width of the lot must be computed
- The standard is different if the average width of the lot is less than 60 feet
- The setback is different based on the width of the eave overhang and the amount of eave overhang that applies varies with the width of the lot
- There is a conflict in what is required since in one place it says you can have a specified minimum width and in another place it says the minimum must be 10% of the lot width
- The dimensional accuracy is not specified for computing the minimum setback
- The requirement is written differently in different zones
- The standards are different than building code requirements

The computational difficulty built into the current standard does not provide any benefit over a specified minimum width.

A side yard setback is partly based on a consideration of how a building is to be constructed for fire safety. A 5 foot setback that creates a minimum of 10 feet between structures meets the requirements contained in the adopted state building code for not requiring a fire rated wall. This includes an allowance for up to 2 feet for the roof eave overhang.

The request is to set the minimum side yard setback in Block 1 at 5 feet. Many of the lots in Block 1 are irregular in shape. The Building Official would prefer this single standard since it removes the computational difficulties with applying the current variable standards to irregularly shaped lots. This is the same setback as was approved for Block 2.

ATTACHMENTS: Ordinance

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION:

Sec. 105-4-3 (e) specifies the requirements for amending a PUD district. This proposed ordinance meets those requirements.

The Planning and Zoning Commission, at their August 29, 2016 meeting, voted unanimously to recommend that this ordinance be adopted. Staff recommends adoption of this ordinance.

SUGGESTED MOTION: Move to approve the first consideration of Ordinance No. 1250 amending and reenacting PUD District 2015-01 related to Lakewood 9th Addition.

ORDINANCE NO. 1250

AN ORDINANCE TO AMEND AND REENACT PUD DISTRICT 2015-01

BE IT ORDAINED By the Board of City Commissioners of the City of Mandan, Morton County, North Dakota, as follows:

SECTION 1. AMENDMENT. In conformance with the requirements of Sec. 105-4-3 (e), PUD District 2015-01 is amended to read as follows:

1. Add the following requirement to PUD District 2015-01:
 - dd. All lots in Block 1 shall have a minimum side yard setback of 5 feet.

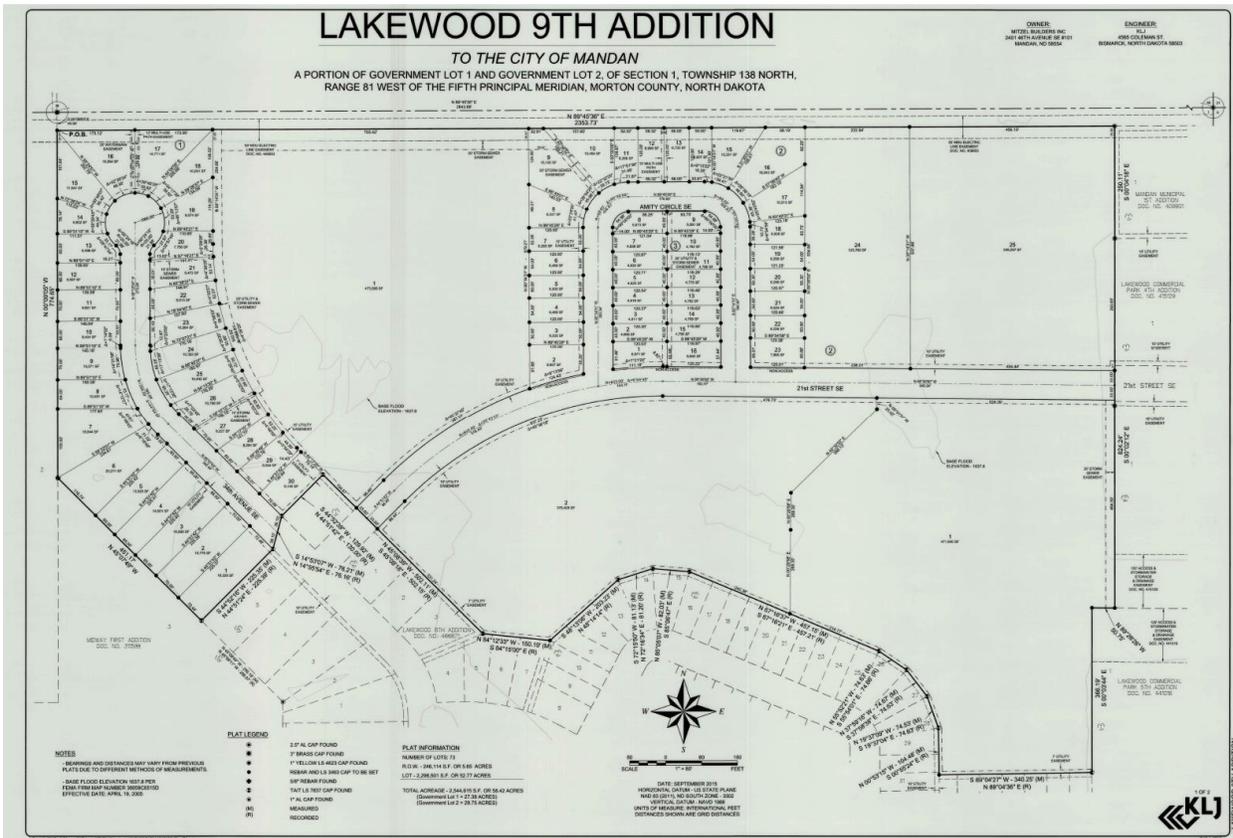
SECTION 2. RE-ENACTMENT. PUD District 2015-01 is hereby re-enacted as amended. The city principal planner is authorized and directed to make the necessary changes upon the official zoning map of the city.

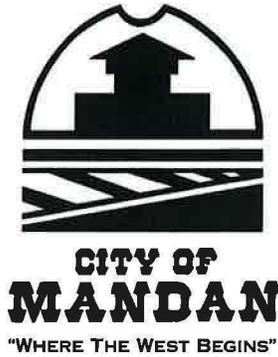
 Tim Helbling, President
 Board of City Commissioners

Attest:

 Jim Neubauer
 City Administrator

First Consideration: _____
 Second Consideration and Final Passage: _____





Board of City Commissioners

Agenda Documentation

MEETING DATE: September 6, 2016
PREPARATION DATE: August 31, 2016
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Preliminary 2017 Budget

PURPOSE

To consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1249 adopting the 2017 Budget.

BACKGROUND

The City of Mandan is required to prepare the annual Budget in accordance with the North Dakota Century Code, Chapters 40-40 and 57-15. In addition, the City's Budget Policies provide further direction and guidance to the budget development process.

The Budget is coordinated by the Finance Department under the direction of the City's Budget and Finance Committee with the assistance from Commissioners, Department Managers, Supervisors and staff.

The City continues to be a growing community and with growth come the challenges and responsibilities to deliver and provide quality services to citizens in an effective and efficient manner while at the same time offering those services at an affordable cost to taxpayers and customers. The Budget achieves the goal of balancing services with cost.

The Budget is submitted to you as a recommendation from the City's Budget and Finance Committee. The Committee consists of the following members:

- Tim Helbling, Mayor (Finance Portfolio)
- Jim Neubauer, City Administrator
- Greg Welch, Finance Director
- Krissy Pfeifer, Assistant Finance Director

The City will publish a Notice of Public Hearing on September 16, 2016 for the second and final consideration of Ordinance No. 1249 adopting the 2017 Budget on October 4, 2016.

The Preliminary 2017 Budget will also be posted on the City's website at cityofmandan.com.

ATTACHMENTS

- Preliminary 2017 Budget
- Ordinance No. 1249

FISCAL IMPACT

See Preliminary 2017 Budget

The annual cost for City services for an existing \$250,000 residential property with a valuation increase of 12.7% and using 8 units of water per month, excluding special assessments:

Property Taxes:

- 2017 Budget = \$750
- 2016 Budget = \$750
- Annual increase = \$0

Utility Bill:

- 2017 Budget = \$1,012
- 2016 Budget = \$995
- Annual increase = \$17

Total:

- 2017 Budget = \$1,762
- 2016 Budget = \$1,745
- Annual increase = \$17

STAFF IMPACT

None

LEGAL REVIEW

The City of Mandan is required to prepare the annual Budget in accordance with the North Dakota Century Code, Chapters 40-40 and 57-15.

RECOMMENDATION

To approve the introduction and first consideration, and call for a public hearing of Ordinance No. 1249 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2017, and ending December 31, 2017, and making the annual tax levy for the year 2016.

SUGGESTED MOTION

Move to approve the introduction and first consideration, and call for a public hearing of Ordinance No. 1249 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2017, and ending December 31, 2017, and making the annual tax levy for the year 2016.



**CITY OF
MANDAN**

“WHERE THE WEST BEGINS”

**PRELIMINARY
2017 BUDGET**

PRELIMINARY 2017 BUDGET

SUMMARY

Revenues = \$31M

- \$1.2M decrease from 2016 Budget.

Expenditures = \$30.1M

- \$928K decrease from 2016 Budget.

REVENUES

- Property Taxes = \$3.6M (12% of total revenues)
- 1% & 0.75% City Sales Taxes = \$4.1M (13% of total revenues)
- Licenses and Permits = \$990K (3% of total revenues)
- Intergovernmental = \$4.3M (14% of total revenues)
- Water, Sewer, Solid Waste, Street Light Utility Charges = \$10.2M (33% of total revenues)
- Fines and Forfeits = \$178K (1% of total revenues)
- Special Assessments = \$5.6M (18% of total revenues)
- Other/Miscellaneous = \$1.8M

EXPENDITURES

- Salaries and Benefits = \$10.2M (34% of total expenditures)
- Operations and Maintenance = \$7.2M (24% of total expenditures)
- Debt Service = \$10.9M (36% of total expenditures)
- Capital Outlay = \$1.7M (6% of total expenditures)

SALARIES AND BENEFITS

Salaries = \$7.4M

- \$117K decrease from 2016 Budget.
 - \$74K decrease in overtime.
 - \$20K decrease in part time.
- No employee market or performance adjustments, except for promotions.
- City intends to fully staff police and fire departments.
- Re-evaluate vacant or unfilled positions in General Fund based on need (essential vs. non-essential), except for police and fire departments.
- No additional employees.

Benefits = \$2.7M

- \$61K increase from 2016 Budget.
 - \$23K decrease in pension.
 - \$82K increase in health insurance.
- 15% projected increase in health insurance (NDPERS) premiums, effective July 2017.
 - City will continue to evaluate and review health care plans to manage future costs and attempt to offer employees more selective options.

Salaries and Benefits = \$10.2M

- \$56K decrease from 2016 Budget.

OPERATIONS AND MAINTENANCE

Operations and Maintenance = \$7.2M

- \$84K decrease from 2016 Budget.
 - \$325K increase in professional fees and services.
 - \$43K increase in prisoner lodging fees (police department).
 - \$125K increase in the CenCom Center (police department).
 - \$47K increase in consultant fees (business development).
 - \$40K increase in garbage collection fees.
 - \$47K increase in garbage disposal fees.
 - \$24K increase in garbage recycling fees.
 - \$197K decrease in supplies and maintenance.
 - \$187K decrease in subsidies.

DEBT SERVICE

Debt Service = \$10.9M

- Capital Leases = \$196K
- General Obligation Bonds = \$68K
- Special Assessment Bonds = \$6.5M
- Revenue Bonds = \$4M

Debt Outstanding (as of August 2016) = \$112.9M (principal and interest)

- Principal = \$89.9M
- Interest = \$22.9M
- Capital Leases = \$1.3M (principal and interest)
 - Machinery and equipment.
 - Financed by various departments.
- General Obligation Bonds = \$677K (principal and interest)
 - Liberty Memorial Bridge (City cost share).
 - Financed by property taxes.
- Special Assessment Bonds = \$45.6M (principal and interest)
 - Sidewalk, curb and gutter, street, water and sewer improvements
 - Financed primarily by special assessments.
- Revenue Bonds = \$65.2M (principal and interest)
 - Mandan Sports Complex = \$34.9M
 - Financed by 0.75% city sales taxes.
 - Water and Sewer Utility = \$29.8M
 - Financed by utility bill rates and charges.

CAPITAL OUTLAY

Capital Outlay = \$1.7M

- See schedule of capital outlay items.

FUND TRANSFERS

Transfers = \$3.9M

- See schedule of transfers in/out between funds.

ESTIMATED FUND BALANCES

The purpose of this schedule is to summarize the City's funds and to indicate the estimated change in Fund Balances from January 1, 2016 to December 31, 2017 for each fund.

GENERAL FUND

Revenues = \$10.5M

- \$35K decrease from 2016 Budget.
 - \$125K decrease in 1% city sales taxes.
 - 50% of the 1% city sales tax revenues are transferred to the General Fund for property tax reduction.
 - \$686K decrease in state aid distribution.
 - Consists of sales, gross receipts, use and motor vehicle excise taxes collected by the State of ND. A portion of the taxes are distributed quarterly pursuant to a population based formula as spelled out in NDCC 57-39.2-26.1.
 - \$396K decrease in highway tax distribution.
 - Consists of motor vehicle registration, fuel taxes, use taxes and special fuels excise taxes collected by the State of ND. Distributed monthly to counties and cities monthly pursuant to NDCC 54-27-19.
 - Transferred from the City's Highway Distribution Fund to the General Fund to pay for street department operations.
 - \$211K increase in Morton County-E911 fees (new revenue).
 - The Central Dakota Communications Center (CenCom) Agreement between the City of Mandan, City of Bismarck, and Burleigh County was approved in November 2015, after the 2016 Budget was adopted. According to the Agreement, the 911 fees collected from Morton County are remitted by the City of Mandan to Burleigh County for management under the Central Dakota 911 Authority.
 - \$496K increase in special assessment fees (new revenue).
 - Due to the significant reduction in state aid distribution and highway tax distribution revenue from the State of ND, the General Fund will need to receive 5% of the City's current 25% administration fee allowed for special assessment improvement projects. According to NDCC 40-23.1-04, the City may include in the cost of improvements, *"a reasonable allowance as determined by the governing body for cost of extra work which may be authorized under the plans and specifications; engineering, fiscal agent's, and attorney's fees for any services in connection with the authorization and financing of the improvement; cost of publication of required notices and printing of improvement warrants; and all expenses incurred in the making of the improvement and levy of assessment therefor."* The City's administrative functions to conduct special assessment projects is performed by certain departments in the General Fund. Historically, the City has not reimbursed the General Fund with special assessment bond proceeds since the General Fund has relied upon revenues from other sources (i.e. 1% city sales taxes, state aid, etc...) to pay for departmental staff time and expenses in administering special assessment projects. Since the City typically determines the special assessment amount at the project's substantial completion stage or when final, the actual cost for administration has generally been less than 25% for most projects. The special assessment fee for the General Fund will not cause the total "administration fee" or cost for a special assessment project to exceed 25%.

- \$492K increase in transfers.
 - \$500K from the City's Hub City Fund to offset approximately 50% of the decrease in state aid.

Expenditures = \$10.7M

- \$292K decrease from 2016 Budget.
 - \$95K increase salaries and benefits.
 - \$84K increase in health insurance.
 - \$56K decrease in operations and maintenance.
 - \$43K increase in prisoner lodging fees (police department).
 - \$125K increase in the CenCom Center (police department).
 - \$206K decrease to the Mandan Park District for the 30% share of the City's state aid.
 - \$15K increase in debt service.
 - Capital lease payments.
 - \$346K decrease in capital outlay.
- The following law enforcement operations within the City's General Fund are recommended to be combined with the police department for budgetary efficiency:
 - Law Enforcement Center (City cost share)
 - Parking Authority
 - Corrections (City cost share)
 - Animal Control

Nonoperating Revenues/Expenditures

- Allowed for debt service and one-time or capital outlay related items.
- Revenues = \$53K
 - Transfer from the City's Hub City Fund for patrol vehicle (police department).
- Debt Service = \$40K
 - Capital lease payments.
- Capital Outlay = \$125K

Fund Balance (estimated December 31, 2017) = \$3.3M

- Reserved (17%) = \$1.8M
- Unreserved = \$1.5M
 - \$454K decrease from 2016 Budget.
 - \$240K decrease from 2016 Budget (revised).

CEMETERY FUND

- No increase in Charges for Services.
 - 2011 – last rate adjustment.

MANDAN GROWTH FUND

- \$50K increase in transfer from the 1% City Sales Tax Fund for business and economic development purposes.

CITY SHOP FUND

The City Shop Fund accounts for the salaries and benefits of the City's Mechanic, purchase of fuel, and for repairs and maintenance of City vehicles, and machinery and equipment.

- The Fund charges the departments for services provided and for reimbursement of expenditures.

UTILITY FUNDS

Water and Sewer Utility Fund:

- Water and Wastewater Base Charge:
 - Increase pending updated cost share funding from the ND State Water Commission and timing of Water Treatment Capital Improvement Projects.
 - 2015 – last rate adjustment.
- Water Usage Charge:
 - \$0.10 increase per 100 cubic feet.
 - 2013 – last rate adjustment.
- Wastewater Usage Charge:
 - \$0.05 increase per 100 cubic feet.
 - 2013 – last rate adjustment.
- Missouri West Water System:
 - \$0.07 increase per 1,000 gallons.
 - 2013 – last rate adjustment.
 - Water Supply Contact expires on April 30, 2037.

Solid Waste Utility Fund:

- Solid Waste Collection and Hauling Base Charge:
 - \$0.05 increase per month.
 - Solid waste collection services.
 - Solid Waste Collection Services Agreement with Armstrong Sanitation & Roll-Offs expires on October 31, 2017.
 - Solid Waste Hauling Services Agreement with Armstrong Sanitation & Roll-Offs expires on October 31, 2017.
- Solid Waste Recycling Base Charge:
 - \$0.15 increase per month.
 - Recycling Collection, Transportation and Processing Contract with Dakota Sanitation expires on December 31, 2020.
- Landfill Tipping Charge:
 - \$3.00 increase per ton (\$45.00 to \$48.00).

Street Light Utility Fund:

- No increase in Charges for Services.
 - 2013 – last rate adjustment.

Utility Bill (residential property using 800 cubic feet or 8 units of water):

- \$1.40 increase per month.

TAXABLE VALUATION

Taxable Valuation (estimated) = \$80.4M

- 17.6% increase from tax year 2015 (2016 Budget).
- 1 Mill = \$80,462
- Increases from 2015 to 2016 (Morton County Board of Equalization):
 - Residential property = 12.8%
 - Commercial property = 30.9%

MILL LEVY

Mill Levy:

- City operations = 48.15
 - General Fund = 41.52
 - 6.89 mills decrease from tax year 2015 (2016 Budget).
- Airport operations = 4.00
 - No decrease in mills from tax year 2015 (2016 Budget).
- Library operations = 7.00
 - No decrease in mills from tax year 2015 (2016 Budget).
- Total = 59.15
 - 7.51 mills decrease from tax year 2015 (2016 Budget).
- City's share of 1 mill for Tax Year 2015 (2016 Budget) = 24%

PROPERTY TAXES

Property Taxes:

- City operations = \$3.8M
 - General Fund = \$3.3M
 - \$28K increase from tax year 2015 (2016 Budget).
- Airport operations = \$321K
 - \$48K increase from tax year 2015 (2016 Budget).
- Library operations = \$563K
 - \$84K increase from tax year 2015 (2016 Budget).
- Total = \$4.7M
 - \$198K increase from tax year 2015 (2016 Budget).
 - New construction and expired exemptions:
 - Commercial = \$117K
 - Residential = \$81K

Two year \$75,000 property tax exemption for new residential construction:

- City tabled further discussion until January 2017.

No increase in City property taxes for an existing residential property valued at \$250,000 with a valuation increase of 12.7% in the true and full value, excluding special assessments.

- Existing properties with a valuation increase under 12.7% will pay less.
- Existing properties with a valuation increase over 12.7% will pay more.

ANNUAL COST FOR CITY SERVICES

The annual cost for City services for an existing \$250,000 residential property with a valuation increase of 12.7% and using 8 units of water per month, excluding special assessments:

- Property Taxes = \$750
 - No increase from 2016 Budget.
- Utility Bill = \$1,012
 - \$17 increase from 2016 Budget.
- Total = \$1,762
 - \$17 increase from 2016 Budget.

**CITY OF MANDAN
PRELIMINARY 2017 BUDGET
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PRELIMINARY 2017 BUDGET
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ANNUAL COST FOR CITY SERVICES

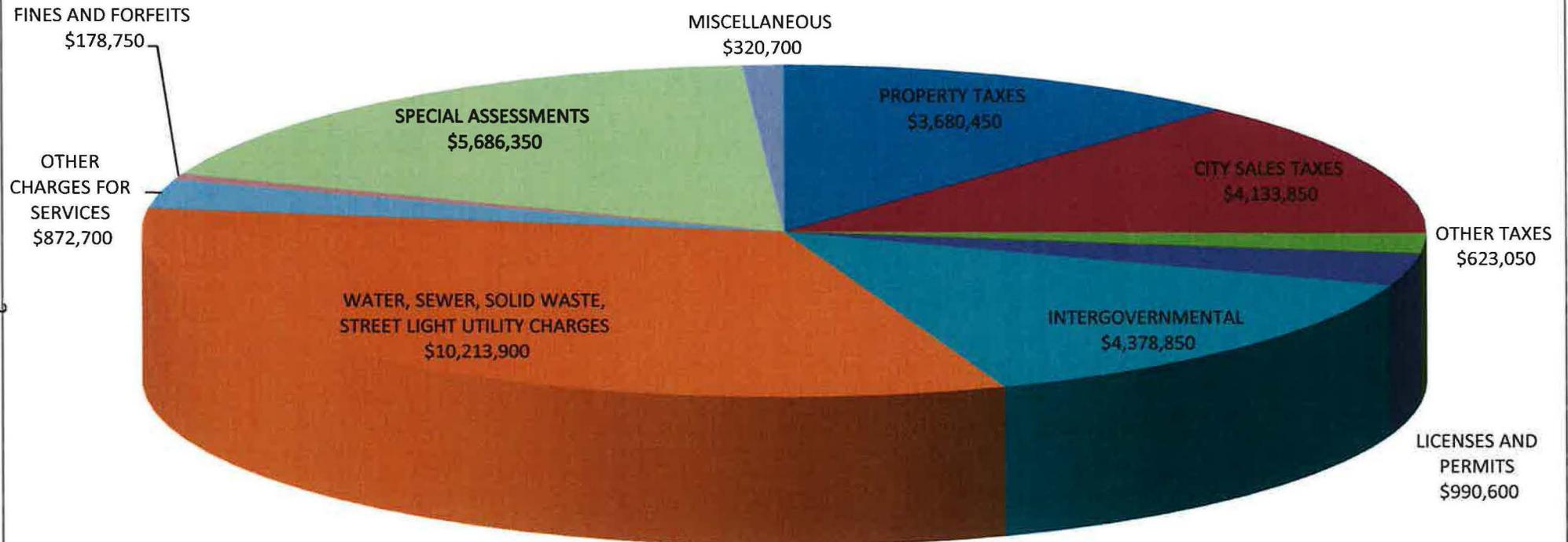
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SUMMARY

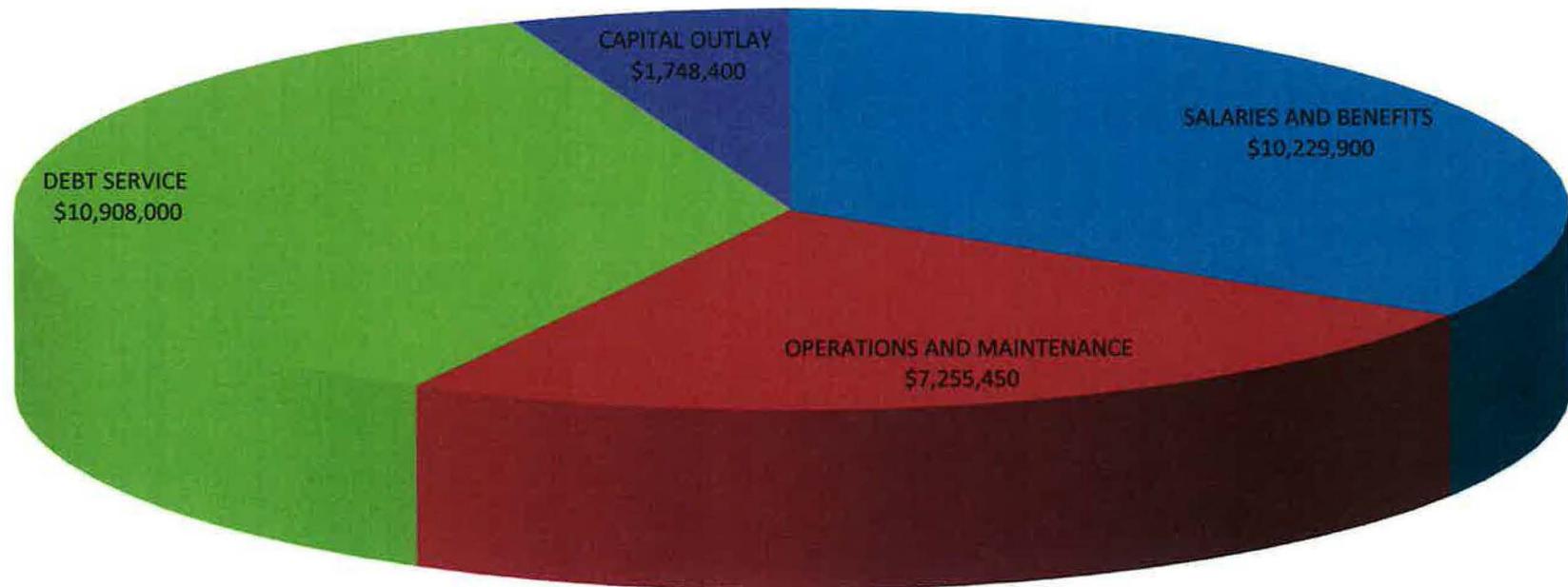
**CITY OF MANDAN
2017 BUDGET
SUMMARY**

	<u>2016 BUDGET</u>	<u>2017 BUDGET</u>	<u>INCREASE (DECREASE)</u>
REVENUES:			
TAXES	\$ 8,806,150	\$ 8,437,350	\$ (368,800)
LICENSES AND PERMITS	\$ 980,350	\$ 990,600	\$ 10,250
INTERGOVERNMENTAL	\$ 6,245,700	\$ 4,378,850	\$ (1,866,850)
CHARGES FOR SERVICES	\$ 10,427,500	\$ 11,086,600	\$ 659,100
FINES AND FORFEITS	\$ 205,550	\$ 178,750	\$ (26,800)
SPECIAL ASSESSMENTS	\$ 5,294,800	\$ 5,686,350	\$ 391,550
MISCELLANEOUS	\$ 312,700	\$ 320,700	\$ 8,000
TOTAL	<u>\$ 32,272,750</u>	<u>\$ 31,079,200</u>	<u>\$ (1,193,550)</u>
EXPENDITURES:			
SALARIES AND BENEFITS	\$ 10,286,100	\$ 10,229,900	\$ (56,200)
OPERATIONS AND MAINTENANCE	\$ 7,339,600	\$ 7,255,450	\$ (84,150)
DEBT SERVICE	\$ 11,066,350	\$ 10,908,000	\$ (158,350)
CAPITAL OUTLAY	\$ 2,378,350	\$ 1,748,400	\$ (629,950)
TOTAL	<u>\$ 31,070,400</u>	<u>\$ 30,141,750</u>	<u>\$ (928,650)</u>

2017 BUDGET REVENUES



2017 BUDGET EXPENDITURES



REVENUES

**CITY OF MANDAN
2017 BUDGET
REVENUES**

	2016 BUDGET	2017 BUDGET	INCREASE (DECREASE)
TAXES:			
PROPERTY	\$ 3,620,150	\$ 3,680,450	\$ 60,300
1% CITY SALES	\$ 2,613,100	\$ 2,362,200	\$ (250,900)
0.75% CITY SALES	\$ 1,959,850	\$ 1,771,650	\$ (188,200)
1% RESTAURANT AND LODGING	\$ 406,850	\$ 446,600	\$ 39,750
2% OCCUPANCY	\$ 65,850	\$ 63,650	\$ (2,200)
OTHER	\$ 140,350	\$ 112,800	\$ (27,550)
LICENSES AND PERMITS:			
BUILDING INSPECTION PERMITS	\$ 502,000	\$ 498,300	\$ (3,700)
CABLE TV FRANCHISE FEES	\$ 348,050	\$ 365,750	\$ 17,700
BEER AND LIQUOR LICENSES	\$ 91,600	\$ 87,750	\$ (3,850)
OTHER	\$ 38,700	\$ 38,800	\$ 100
INTERGOVERNMENTAL:			
STATE AID DISTRIBUTION	\$ 2,290,200	\$ 1,603,650	\$ (686,550)
OIL AND GAS PRODUCTION TAXES	\$ 2,155,000	\$ 1,166,650	\$ (988,350)
HIGHWAY TAX DISTRIBUTION	\$ 1,373,500	\$ 977,200	\$ (396,300)
MORTON COUNTY-E911 FEES	\$ -	\$ 211,750	\$ 211,750
FIRE INSURANCE TAXES	\$ 151,450	\$ 154,550	\$ 3,100
OTHER	\$ 275,550	\$ 265,050	\$ (10,500)
CHARGES FOR SERVICES:			
WATER, SEWER, SOLID WASTE, STREET LIGHT UTILITY	\$ 9,943,150	\$ 10,213,900	\$ 270,750
SPECIAL ASSESSMENT FEES	\$ -	\$ 496,200	\$ 496,200
FUEL	\$ 241,700	\$ 124,800	\$ (116,900)
GRAVE OPENING AND CLOSING	\$ 55,300	\$ 61,650	\$ 6,350
OTHER	\$ 187,350	\$ 190,050	\$ 2,700
FINES AND FORFEITS	\$ 205,550	\$ 178,750	\$ (26,800)
SPECIAL ASSESSMENTS	\$ 5,294,800	\$ 5,686,350	\$ 391,550
MISCELLANEOUS	\$ 312,700	\$ 320,700	\$ 8,000
TOTAL	<u>\$ 32,272,750</u>	<u>\$ 31,079,200</u>	<u>\$ (1,193,550)</u>

EXPENDITURES

**CITY OF MANDAN
2017 BUDGET
SALARIES AND BENEFITS**

	<u>2016 BUDGET</u>	<u>2017 BUDGET</u>	<u>INCREASE (DECREASE)</u>
SALARIES:			
FULL TIME	\$ 7,052,900	\$ 7,030,400	\$ (22,500)
OVERTIME	\$ 282,650	\$ 208,300	\$ (74,350)
PART TIME	\$ 221,700	\$ 201,350	\$ (20,350)
TOTAL	<u>\$ 7,557,250</u>	<u>\$ 7,440,050</u>	<u>\$ (117,200)</u>
BENEFITS:			
SOCIAL SECURITY AND MEDICARE	\$ 578,550	\$ 572,400	\$ (6,150)
PENSION	\$ 639,100	\$ 615,800	\$ (23,300)
UNEMPLOYMENT COMPENSATION	\$ 7,800	\$ 7,600	\$ (200)
WORKERS' COMPENSATION	\$ 82,850	\$ 91,100	\$ 8,250
HEALTH INSURANCE	\$ 1,395,100	\$ 1,477,600	\$ 82,500
LONG TERM DISABILITY INSURANCE	\$ 14,400	\$ 14,300	\$ (100)
TERM LIFE INSURANCE	\$ 8,450	\$ 8,400	\$ (50)
EMPLOYEES ASSISTANCE PROGRAM	\$ 2,450	\$ 2,500	\$ 50
DENTAL ADMINISTRATION FEES	\$ 150	\$ 150	\$ -
TOTAL	<u>\$ 2,728,850</u>	<u>\$ 2,789,850</u>	<u>\$ 61,000</u>
TOTAL	<u>\$ 10,286,100</u>	<u>\$ 10,229,900</u>	<u>\$ (56,200)</u>

**CITY OF MANDAN
2017 BUDGET
OPERATIONS AND MAINTENANCE**

	2016 BUDGET	2017 BUDGET	INCREASE (DECREASE)
PROFESSIONAL FEES AND SERVICES	\$ 2,635,850	\$ 2,961,050	\$ 325,200
INSURANCE	\$ 160,050	\$ 159,600	\$ (450)
RENTALS	\$ 22,150	\$ 20,350	\$ (1,800)
TRAVEL AND TRAINING	\$ 68,900	\$ 86,250	\$ 17,350
UTILITIES	\$ 921,400	\$ 875,200	\$ (46,200)
PUBLISHING AND PRINTING	\$ 87,600	\$ 72,550	\$ (15,050)
DUES AND MEMBERSHIPS	\$ 26,300	\$ 24,000	\$ (2,300)
SUPPLIES AND MAINTENANCE	\$ 1,166,300	\$ 968,950	\$ (197,350)
REPAIRS AND MAINTENANCE	\$ 874,300	\$ 916,100	\$ 41,800
CITY SHARE OF SPECIAL ASSESSMENTS	\$ 106,550	\$ 92,700	\$ (13,850)
MISCELLANEOUS	\$ 68,050	\$ 64,400	\$ (3,650)
SUBSIDIES	\$ 1,202,150	\$ 1,014,300	\$ (187,850)
TOTAL	<u>\$ 7,339,600</u>	<u>\$ 7,255,450</u>	<u>\$ (84,150)</u>

**CITY OF MANDAN
2017 BUDGET
DEBT SERVICE**

PRINCIPAL	\$ 8,236,750
INTEREST	\$ 2,508,650
SERVICE CHARGES	\$ 160,950
ISSUANCE COSTS	\$ 1,650
TOTAL	<u>\$ 10,908,000</u>

CAPITAL LEASES	\$ 196,100
GENERAL OBLIGATION BONDS	\$ 68,800
SPECIAL ASSESSMENT BONDS	\$ 6,579,050
REVENUE BONDS	\$ 4,064,050
TOTAL	<u>\$ 10,908,000</u>

GENERAL FUND	\$ 40,100
0.75% CITY SALES TAX FUND	\$ 1,119,600
FIRE EQUIPMENT RESERVE FUND	\$ 57,300
MCC REVENUE BONDS FUND	\$ 142,000
LMB GENERAL OBLIGATION BONDS FUND	\$ 68,800
REFUNDING IMPROVEMENT BONDS FUND	\$ 6,579,050
WATER AND SEWER UTILITY FUND	\$ 2,802,450
SOLID WASTE UTILITY FUND	\$ 98,700
TOTAL	<u>\$ 10,908,000</u>

**CITY OF MANDAN
2017 BUDGET
CAPITAL OUTLAY**

GENERAL FUND

INFORMATION TECHNOLOGY

COMPUTER EQUIPMENT \$ 19,450

POLICE

VEHICLE (PATROL) \$ 53,000

2 VEHICLES (INVESTIGATIONS) \$ 53,200

TOTAL \$ 125,650

CEMETERY FUND

54" ZERO TURN MOWER \$ 10,000

1% CITY SALES TAX FUND

NDDOT-HIGH MAST LIGHTING (ND 810/I-194) \$ 20,100

POLICE EQUIPMENT RESERVE FUND

2 IN-CAR VIDEO RECORDERS \$ 8,650

WATER AND SEWER UTILITY FUND

AUDITOR

NORTHWEST WATER RESERVOIR PROJECT \$ 91,750

STORM WATER MASTER PLAN \$ 200,000

MASTER LIFT STATION STUDY \$ 400,000

WATER TREATMENT

ROOF REPAIRS (VARIOUS BUILDINGS) \$ 50,000

WATERLINE MAINTENANCE

WATERMAIN REPLACEMENT PROJECT \$ 415,450

SEWERLINE MAINTENANCE

CAMERA TRAILER (COMPUTER EQUIPMENT) \$ 10,000

ODOR CONTROL PROJECT \$ -

COLLECTION SYSTEM PROJECTS \$ 297,800

METER READING

WATER METERS (NEW CONSTRUCTION) \$ 50,000

TOTAL \$ 1,515,000

SOLID WASTE UTILITY FUND

20 YARD RECYCLING CONTAINERS (GRASS) \$ 15,000

STREET LIGHT UTILITY FUND

LED LIGHTS REPLACEMENT PROJECT \$ 54,000

TOTAL \$ 1,748,400

FUND TRANSFERS

**CITY OF MANDAN
2017 BUDGET
TRANSFERS**

<u>TRANSFER IN</u>	<u>TRANSFER OUT</u>			
CITY SHOP	GENERAL-AUDITOR	\$	115,700	INTERDEPARTMENTAL SERVICES/PUBLIC WORKS
GENERAL	HIGHWAY DISTRIBUTION	\$	977,200	STREET DEPARTMENT-MAINTENANCE
GENERAL	HUB CITY	\$	500,000	STATE AID DISTRIBUTION/HIGHWAY TAX DISTRIBUTION
GENERAL	HUB CITY	\$	53,000	POLICE DEPARTMENT-VEHICLE (PATROL)
CEMETERY	HUB CITY	\$	10,000	54" ZERO TURN MOWER
STREET CONSTRUCTION	CITY'S SHARE OF SPECIAL ASSESSMENTS	\$	17,800	STREET #163 (YEAR 4 OF 15)
GENERAL	CEMETERY	\$	109,150	GROUNDS MAINTENANCE DEPARTMENT/FUND BALANCE
GENERAL	1% CITY SALES TAX	\$	1,181,100	PROPERTY TAX REDUCTION
GENERAL	1% CITY SALES TAX	\$	170,000	REVENUE STABILIZATION
MANDAN GROWTH	1% CITY SALES TAX	\$	300,000	BUSINESS AND ECONOMIC DEVELOPMENT
MCC REVENUE BONDS OF 2005	1% CITY SALES TAX	\$	142,000	DEBT SERVICE
SEWERMAIN CONSTRUCTION	1% CITY SALES TAX	\$	4,450	STORM SEWER #32 (YEAR 4 OF 15)
STREET CONSTRUCTION	1% CITY SALES TAX	\$	17,800	STREET #163 (YEAR 4 OF 15)
WATER AND SEWER CONSTRUCTION	1% CITY SALES TAX	\$	10,050	WATER AND SEWER #61 (YEAR 4 OF 15)
WATER AND SEWER UTILITY	1% CITY SALES TAX	\$	-	RATE STABILIZATION
STREET LIGHT UTILITY	1% CITY SALES TAX	\$	54,000	LED LIGHTS REPLACEMENT PROJECT
GENERAL	FIRE EQUIPMENT RESERVE	\$	86,700	FIRE DEPARTMENT-PENSION
GENERAL	BNSF SETTLEMENT	\$	170,000	REVENUE STABILIZATION
GENERAL	WATER AND SEWER UTILITY-AUDITOR	\$	50,000	ASSESSING DEPARTMENT-MARY HIMMELSPACH
SEWERMAIN CONSTRUCTION	WATER AND SEWER UTILITY-AUDITOR	\$	4,450	STORM SEWER #32 (YEAR 4 OF 15)
WATER AND SEWER CONSTRUCTION	WATER AND SEWER UTILITY-AUDITOR	\$	10,050	WATER AND SEWER #61 (YEAR 4 OF 15)
	TOTAL	\$	<u>3,983,450</u>	

**ESTIMATED
FUND
BALANCES**

**CITY OF MANDAN
2017 BUDGET
ESTIMATED FUND BALANCES**

	<u>ACTUAL FUND BALANCE 1-1-2016</u>	<u>REVISED 2016 BUDGET REVENUES</u>	<u>REVISED 2016 BUDGET EXPENDITURES</u>	<u>ESTIMATED FUND BALANCE 12-31-2016</u>	<u>2017 BUDGET REVENUES</u>	<u>2017 BUDGET EXPENDITURES</u>	<u>ESTIMATED FUND BALANCE 12-31-2017</u>
GENERAL FUND	\$ 4,733,415	\$ 11,063,450	\$ 12,228,400	\$ 3,568,465	\$ 10,515,300	\$ 10,755,900	\$ 3,327,865
HIGHWAY DISTRIBUTION FUND	\$ 133,690	\$ 1,016,850	\$ 1,150,500	\$ 40	\$ 977,200	\$ 977,200	\$ 40
HUB CITY FUND	\$ 937,500	\$ 2,145,800	\$ 1,300,000	\$ 1,783,300	\$ 1,166,650	\$ 563,000	\$ 2,386,950
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	\$ 350,275	\$ 130,200	\$ 118,000	\$ 362,475	\$ 93,300	\$ 110,500	\$ 345,275
CEMETERY FUND	\$ 117,084	\$ 258,700	\$ 349,800	\$ 25,984	\$ 272,000	\$ 272,000	\$ 25,984
CITY VISITORS' PROMOTION FUND	\$ 36,064	\$ 63,650	\$ 57,300	\$ 42,414	\$ 63,650	\$ 57,300	\$ 48,764
ALARM-EQUIPMENT RESERVE FUND	\$ 66,741	\$ 17,900	\$ 30,200	\$ 54,441	\$ 18,950	\$ 18,500	\$ 54,891
10 1% CITY SALES TAX FUND	\$ 2,144,569	\$ 2,368,200	\$ 2,119,100	\$ 2,393,669	\$ 2,368,200	\$ 2,050,750	\$ 2,711,119
PUBLIC TRANSPORTATION SYSTEM FUND	\$ -	\$ 136,600	\$ 136,600	\$ -	\$ 159,650	\$ 159,650	\$ -
0.75% CITY SALES TAX FUND	\$ 248,176	\$ 24,582,400	\$ 22,540,850	\$ 2,289,726	\$ 1,771,650	\$ 1,119,600	\$ 2,941,776
FIRE EQUIPMENT RESERVE FUND	\$ 205,529	\$ 417,700	\$ 405,400	\$ 217,829	\$ 154,550	\$ 144,000	\$ 228,379
MANDAN GROWTH FUND	\$ 760,402	\$ 275,200	\$ 671,400	\$ 364,202	\$ 381,550	\$ 243,650	\$ 502,102
POLICE EQUIPMENT RESERVE FUND	\$ 52,867	\$ 2,300	\$ 25,350	\$ 29,817	\$ 6,450	\$ 21,000	\$ 15,267
BNSF SETTLEMENT FUND	\$ 468,226	\$ 2,400	\$ 5,350	\$ 465,276	\$ 2,400	\$ 174,050	\$ 293,626
MANDAN SUPPLEMENTAL ENVIRONMENTAL PROJECTS TRUST FUND	\$ 1,580,528	\$ 3,700	\$ 2,000	\$ 1,582,228	\$ 3,700	\$ 2,000	\$ 1,583,928
HEALTH AND SAFETY FUND	\$ (121,607)	\$ 41,750	\$ 59,450	\$ (139,307)	\$ 37,050	\$ 46,900	\$ (149,157)
MANDAN COMMUNITY CENTER REVENUE BONDS FUND	\$ 141,500	\$ 141,650	\$ 141,650	\$ 141,500	\$ 142,000	\$ 142,000	\$ 141,500
LIBERTY MEMORIAL BRIDGE GENERAL OBLIGATIONS BONDS FUND	\$ 39,608	\$ 70,750	\$ 65,500	\$ 44,858	\$ 74,350	\$ 68,800	\$ 50,408
REFUNDING IMPROVEMENT BONDS FUND	\$ 6,578,080	\$ 10,777,800	\$ 11,795,300	\$ 5,560,580	\$ 5,663,400	\$ 6,579,050	\$ 4,644,930

**CITY OF MANDAN
2017 BUDGET
ESTIMATED FUND BALANCES**

	<u>ACTUAL FUND BALANCE 1-1-2016</u>	<u>REVISED 2016 BUDGET REVENUES</u>	<u>REVISED 2016 BUDGET EXPENDITURES</u>	<u>ESTIMATED FUND BALANCE 12-31-2016</u>	<u>2017 BUDGET REVENUES</u>	<u>2017 BUDGET EXPENDITURES</u>	<u>ESTIMATED FUND BALANCE 12-31-2017</u>
CITY VISITORS' PROMOTION CAPITAL CONSTRUCTION FUND	\$ 975,720	\$ 459,050	\$ 365,200	\$ 1,069,570	\$ 459,050	\$ 163,000	\$ 1,365,620
WATER AND SEWER UTILITY FUND	\$ 5,707,387	\$ 7,440,950	\$ 8,730,350	\$ 4,417,987	\$ 7,579,750	\$ 7,613,850	\$ 4,383,887
SOLID WASTE UTILITY FUND	\$ 1,647,506	\$ 2,779,700	\$ 2,570,900	\$ 1,856,306	\$ 2,298,400	\$ 2,114,250	\$ 2,040,456
STREET LIGHT UTILITY FUND	\$ 302,429	\$ 512,800	\$ 460,950	\$ 354,279	\$ 488,750	\$ 428,150	\$ 414,879
CITY SHOP FUND	\$ (4,561)	\$ 286,600	\$ 282,000	\$ 39	\$ 240,500	\$ 240,500	\$ 39

**MAJOR
OPERATING
FUNDS**

**CITY OF MANDAN
2017 BUDGET**

	<u>GENERAL FUND</u>	<u>CEMETERY FUND</u>	<u>MANDAN GROWTH FUND</u>	<u>CITY SHOP FUND</u>
FUND BALANCE-DECEMBER 31, 2016	\$ 3,568,465	\$ 25,984	\$ 364,202	\$ 39
OPERATING REVENUES	\$ 10,462,300	\$ 262,000	\$ 381,550	\$ 240,500
OPERATING EXPENDITURES	<u>\$ 10,590,150</u>	<u>\$ 262,000</u>	<u>\$ 243,650</u>	<u>\$ 240,500</u>
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (127,850)</u>	<u>\$ -</u>	<u>\$ 137,900</u>	<u>\$ -</u>
NONOPERATING REVENUES (EXPENDITURES):				
TRANSFERS	\$ 53,000	\$ 10,000		
CAPITAL LEASES AND CAPITAL OUTLAY	<u>\$ (165,750)</u>	<u>\$ (10,000)</u>		
INCREASE (DECREASE) IN FUND BALANCE	<u>\$ (240,600)</u>	<u>\$ -</u>	<u>\$ 137,900</u>	<u>\$ -</u>
FUND BALANCE-DECEMBER 31, 2017	<u>\$ 3,327,865</u>	<u>\$ 25,984</u>	<u>\$ 502,102</u>	<u>\$ 39</u>
<u>FUND BALANCE-DECEMBER 31, 2017</u>				
RESERVED	\$ 1,800,326	\$ 25,984		
UNRESERVED	\$ 1,527,539			\$ 39
BUSINESS AND ECONOMIC DEVELOPMENT			<u>\$ 502,102</u>	
TOTAL	<u>\$ 3,327,865</u>	<u>\$ 25,984</u>	<u>\$ 502,102</u>	<u>\$ 39</u>

GENERAL FUND

**CITY OF MANDAN
2017 BUDGET
GENERAL FUND**

SUMMARY

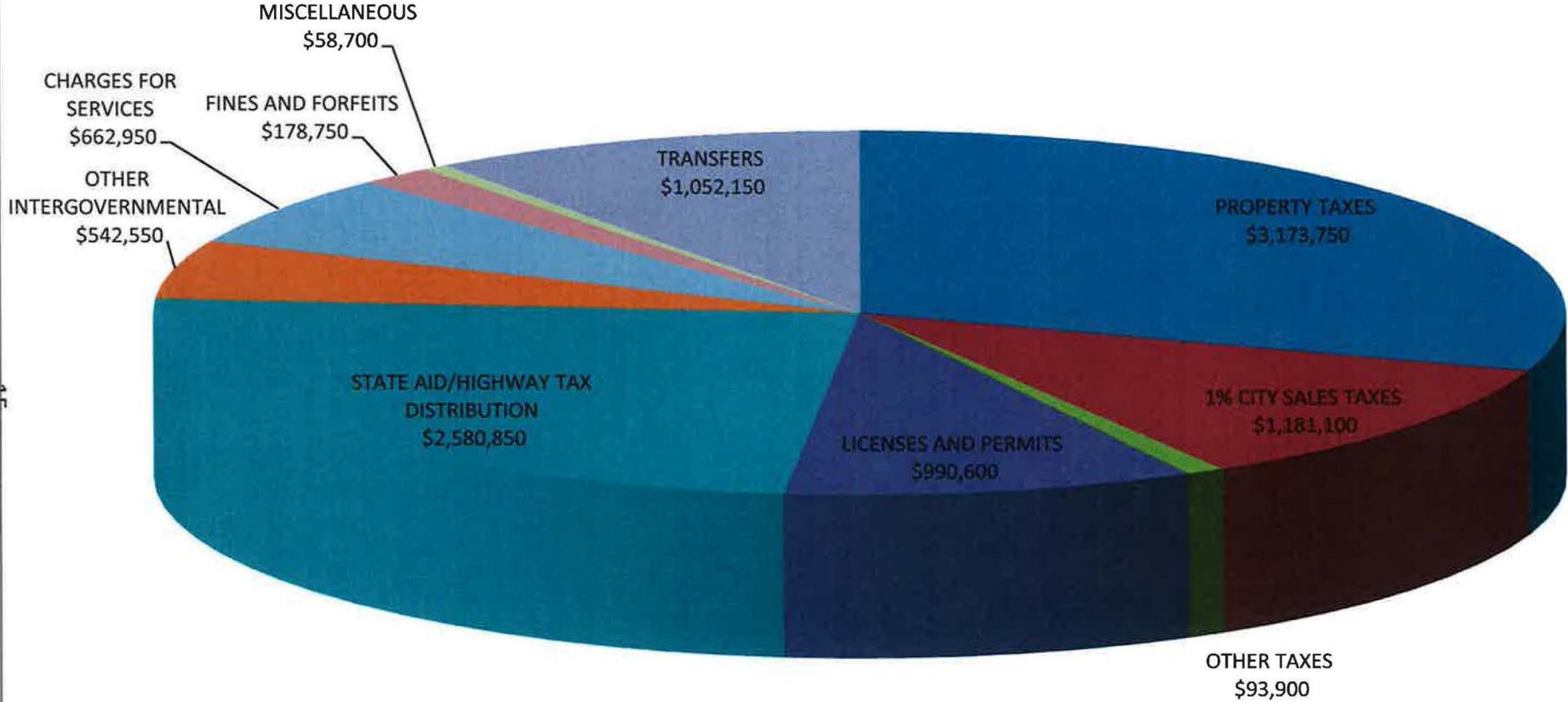
	<u>2016 BUDGET</u>	<u>2017 BUDGET</u>	<u>INCREASE (DECREASE)</u>
REVENUES:			
TAXES	\$ 4,569,200	\$ 4,448,750	\$ (120,450)
LICENSES AND PERMITS	\$ 980,350	\$ 990,600	\$ 10,250
INTERGOVERNMENTAL	\$ 4,004,300	\$ 3,123,400	\$ (880,900)
CHARGES FOR SERVICES	\$ 165,600	\$ 662,950	\$ 497,350
FINES AND FORFEITS	\$ 205,550	\$ 178,750	\$ (26,800)
MISCELLANEOUS	\$ 65,500	\$ 58,700	\$ (6,800)
TRANSFERS	\$ 560,100	\$ 1,052,150	\$ 492,050
TOTAL	<u>\$ 10,550,600</u>	<u>\$ 10,515,300</u>	<u>\$ (35,300)</u>
EXPENDITURES:			
SALARIES AND BENEFITS	\$ 7,448,000	\$ 7,543,750	\$ 95,750
OPERATIONS AND MAINTENANCE	\$ 3,102,600	\$ 3,046,400	\$ (56,200)
DEBT SERVICE	\$ 25,150	\$ 40,100	\$ 14,950
CAPITAL OUTLAY	\$ 472,600	\$ 125,650	\$ (346,950)
TOTAL	<u>\$ 11,048,350</u>	<u>\$ 10,755,900</u>	<u>\$ (292,450)</u>

**CITY OF MANDAN
2017 BUDGET
GENERAL FUND**

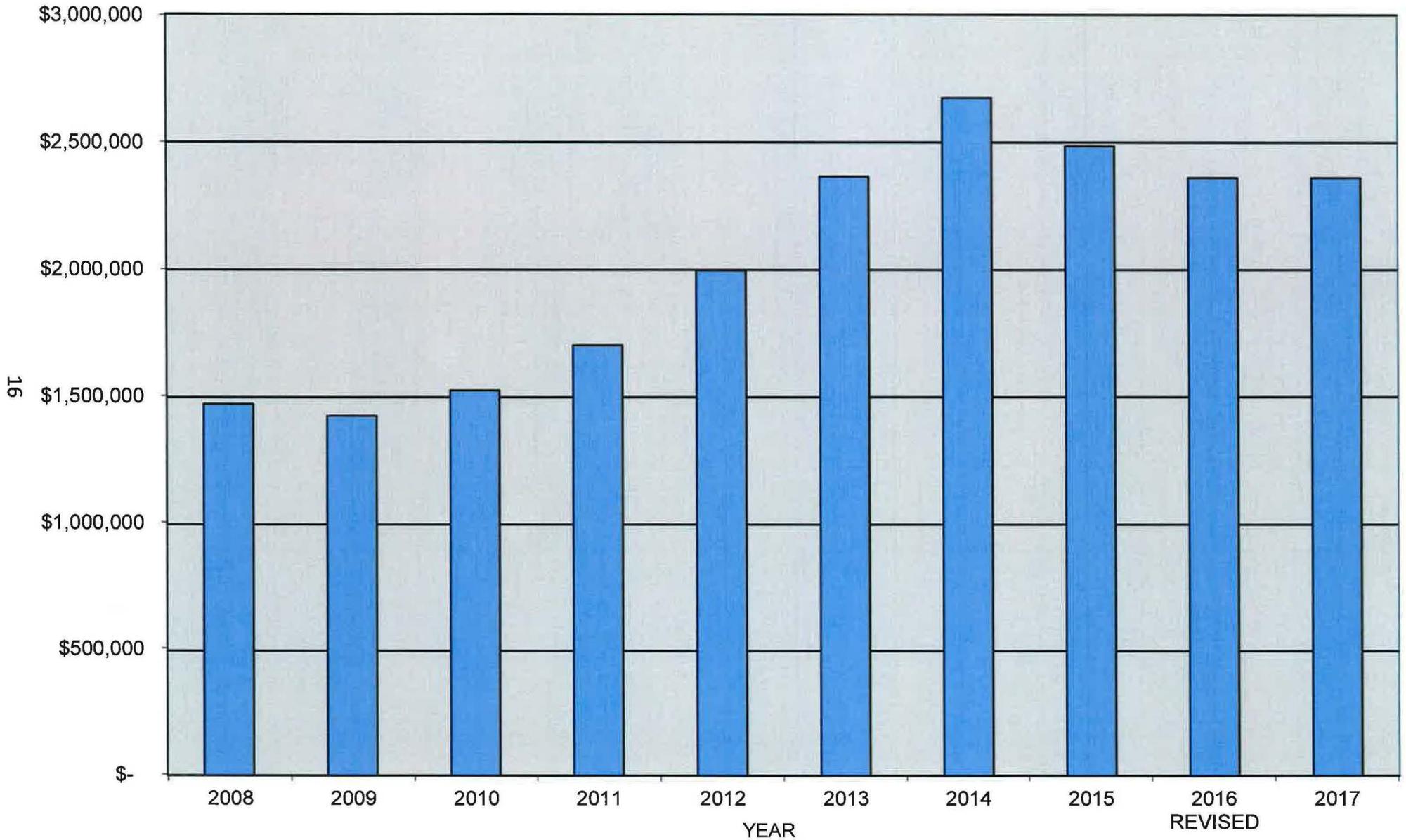
REVENUES

	<u>2016 BUDGET</u>	<u>2017 BUDGET</u>	<u>INCREASE (DECREASE)</u>
TAXES:			
PROPERTY	\$ 3,146,200	\$ 3,173,750	\$ 27,550
1% CITY SALES (TRANSFER)	\$ 1,306,600	\$ 1,181,100	\$ (125,500)
OTHER	\$ 116,400	\$ 93,900	\$ (22,500)
LICENSES AND PERMITS:			
BUILDING INSPECTION PERMITS	\$ 487,000	\$ 498,300	\$ 11,300
CABLE TV FRANCHISE FEES	\$ 348,050	\$ 365,750	\$ 17,700
BEER AND LIQUOR LICENSES	\$ 91,600	\$ 87,750	\$ (3,850)
OTHER	\$ 53,700	\$ 38,800	\$ (14,900)
INTERGOVERNMENTAL:			
STATE AID DISTRIBUTION	\$ 2,290,200	\$ 1,603,650	\$ (686,550)
HIGHWAY TAX DISTRIBUTION (TRANSFER)	\$ 1,373,500	\$ 977,200	\$ (396,300)
MORTON COUNTY-E911 FEES	\$ -	\$ 211,750	\$ 211,750
FIRE INSURANCE TAXES (TRANSFERS)	\$ 86,050	\$ 86,700	\$ 650
OTHER	\$ 254,550	\$ 244,100	\$ (10,450)
CHARGES FOR SERVICES:			
SPECIAL ASSESSMENT FEES	\$ -	\$ 496,200	\$ 496,200
OTHER	\$ 165,600	\$ 166,750	\$ 1,150
FINES AND FORFEITS	\$ 205,550	\$ 178,750	\$ (26,800)
MISCELLANEOUS	\$ 65,500	\$ 58,700	\$ (6,800)
TRANSFERS	\$ 560,100	\$ 1,052,150	\$ 492,050
TOTAL	<u>\$ 10,550,600</u>	<u>\$ 10,515,300</u>	<u>\$ (35,300)</u>

GENERAL FUND REVENUES

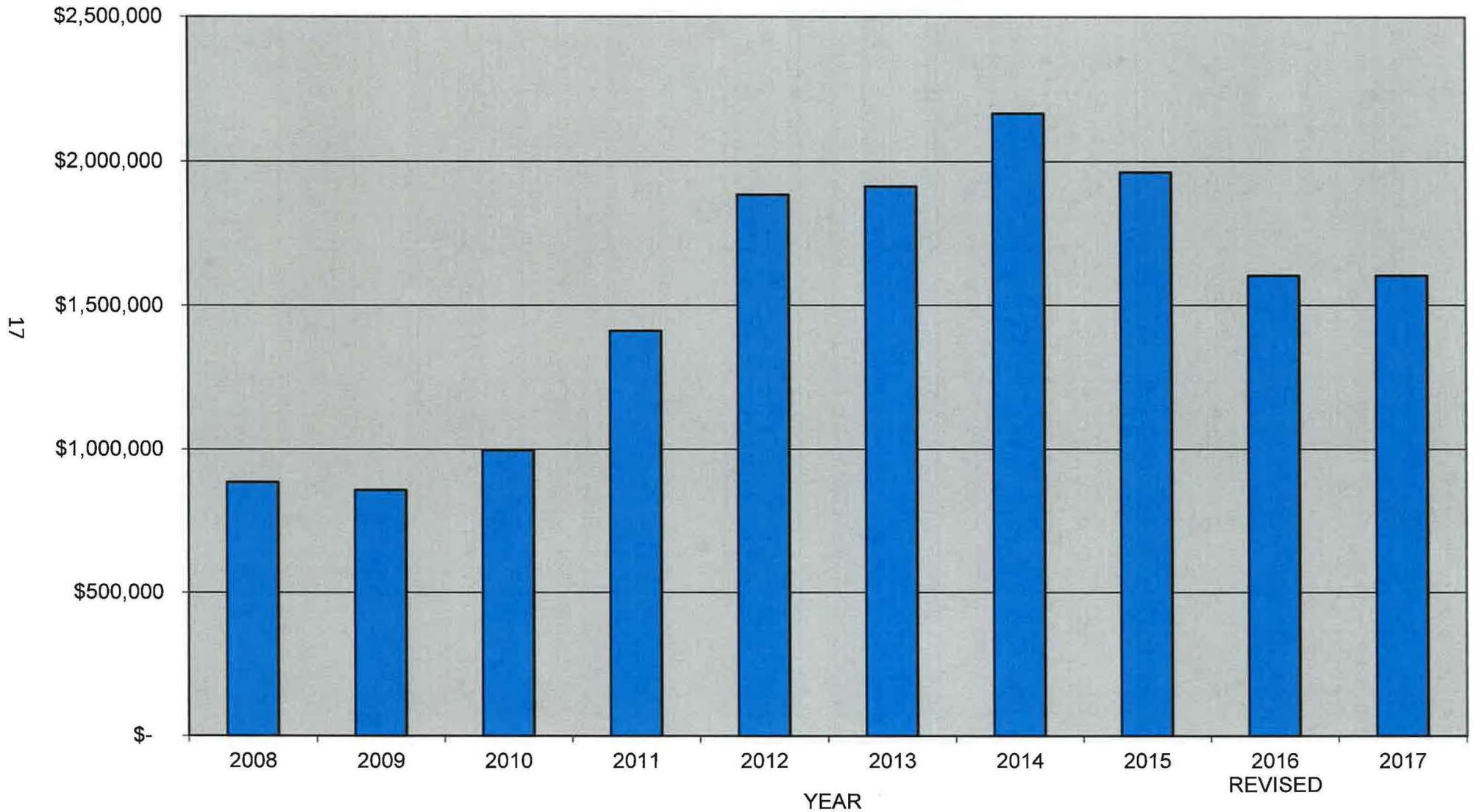


1% CITY SALES TAXES

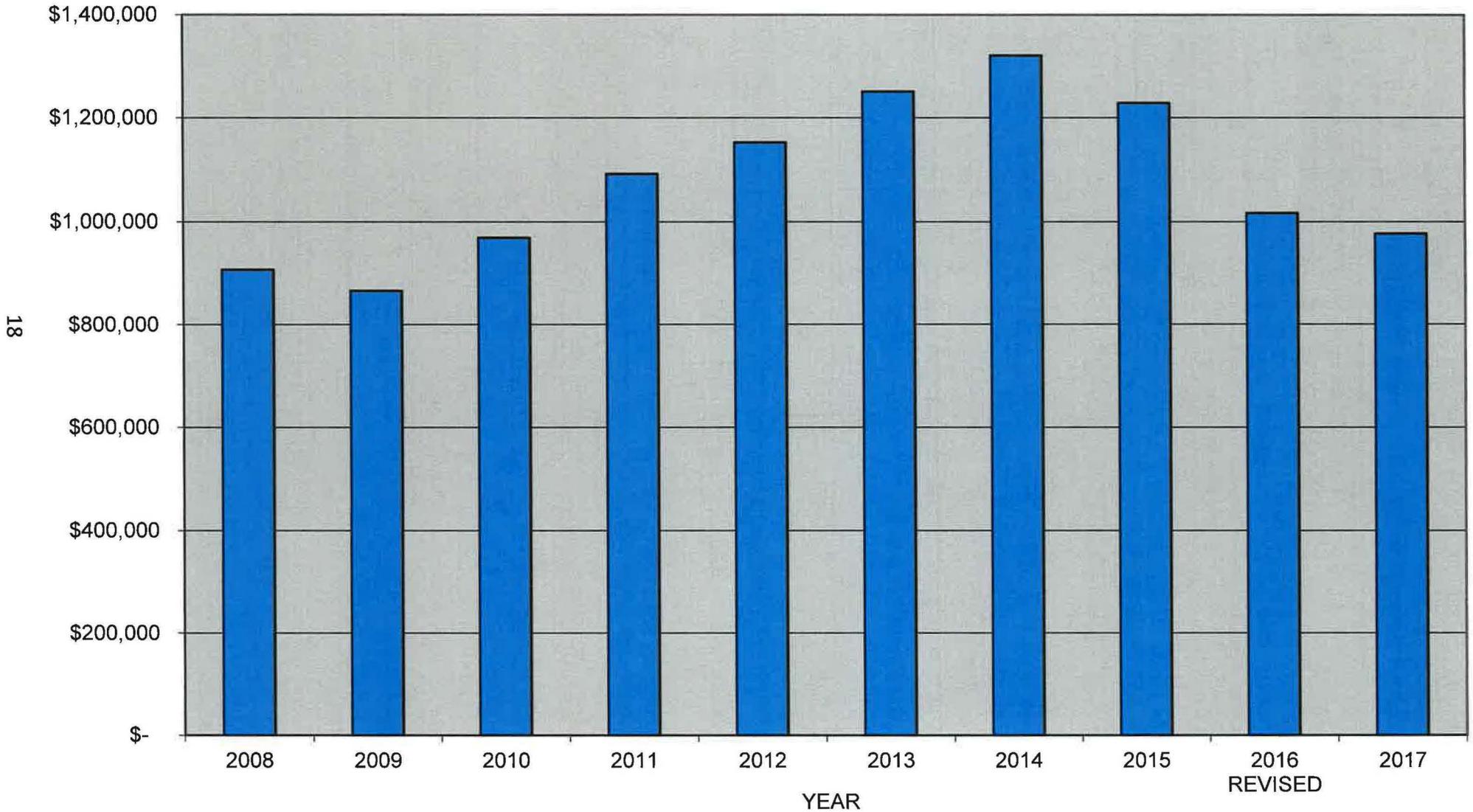


50% TRANSFERRED TO GENERAL FUND FOR PROPERTY TAX REDUCTION

STATE AID DISTRIBUTION



HIGHWAY TAX DISTRIBUTION



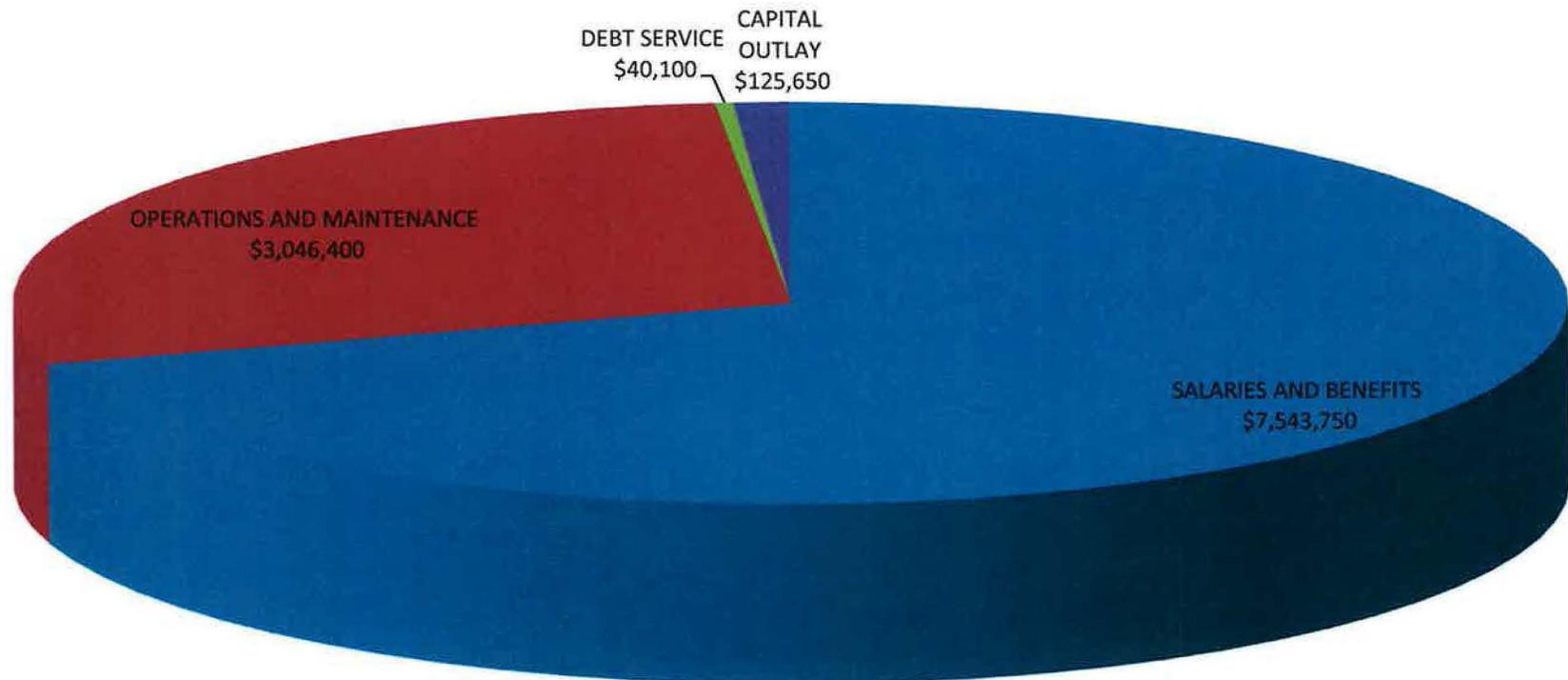
TRANSFERRED FROM HIGHWAY DISTRIBUTION FUND TO GENERAL FUND FOR STREET DEPARTMENT OPERATIONS

**CITY OF MANDAN
2017 BUDGET
GENERAL FUND**

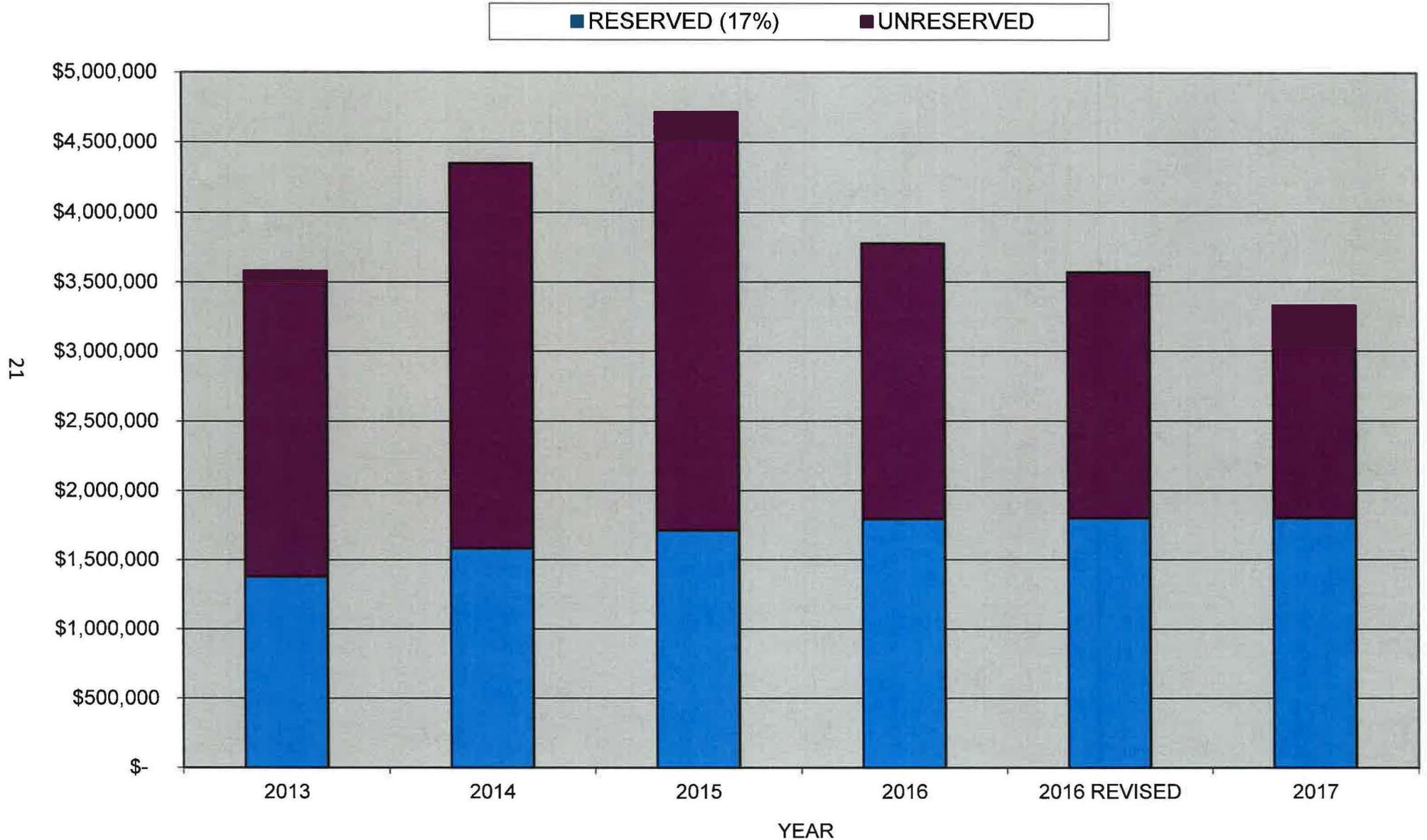
EXPENDITURES

	<u>2016 BUDGET</u>	<u>2017 BUDGET</u>	<u>INCREASE (DECREASE)</u>
SALARIES AND BENEFITS:			
FULL TIME	\$ 5,135,850	\$ 5,228,550	\$ 92,700
OVERTIME	\$ 206,250	\$ 153,050	\$ (53,200)
PART TIME	\$ 156,400	\$ 125,850	\$ (30,550)
SOCIAL SECURITY AND MEDICARE	\$ 420,900	\$ 425,250	\$ 4,350
PENSION	\$ 479,450	\$ 467,100	\$ (12,350)
UNEMPLOYMENT COMPENSATION	\$ 5,650	\$ 5,600	\$ (50)
WORKERS' COMPENSATION	\$ 58,150	\$ 68,100	\$ 9,950
HEALTH INSURANCE	\$ 965,500	\$ 1,050,300	\$ 84,800
LONG TERM DISABILITY INSURANCE	\$ 10,550	\$ 10,550	\$ -
TERM LIFE INSURANCE	\$ 6,700	\$ 6,750	\$ 50
EMPLOYEES ASSISTANCE PROGRAM	\$ 2,450	\$ 2,500	\$ 50
DENTAL ADMINISTRATION FEES	\$ 150	\$ 150	\$ -
OPERATIONS AND MAINTENANCE:			
PROFESSIONAL FEES AND SERVICES	\$ 1,141,600	\$ 1,309,200	\$ 167,600
INSURANCE	\$ 106,350	\$ 105,900	\$ (450)
RENTALS	\$ 9,000	\$ 6,600	\$ (2,400)
TRAVEL AND TRAINING	\$ 50,550	\$ 67,800	\$ 17,250
UTILITIES	\$ 157,700	\$ 119,900	\$ (37,800)
PUBLISHING AND PRINTING	\$ 29,700	\$ 37,150	\$ 7,450
DUES AND MEMBERSHIPS	\$ 21,300	\$ 19,150	\$ (2,150)
SUPPLIES AND MAINTENANCE	\$ 358,950	\$ 327,300	\$ (31,650)
REPAIRS AND MAINTENANCE	\$ 465,050	\$ 497,450	\$ 32,400
MISCELLANEOUS	\$ 58,050	\$ 58,600	\$ 550
SUBSIDIES	\$ 704,350	\$ 497,350	\$ (207,000)
DEBT SERVICE:			
PRINCIPAL	\$ 17,950	\$ 28,700	\$ 10,750
INTEREST	\$ 7,200	\$ 11,400	\$ 4,200
CAPITAL OUTLAY			
	<u>\$ 472,600</u>	<u>\$ 125,650</u>	<u>\$ (346,950)</u>
TOTAL	<u><u>\$ 11,048,350</u></u>	<u><u>\$ 10,755,900</u></u>	<u><u>\$ (292,450)</u></u>

GENERAL FUND EXPENDITURES



GENERAL FUND BALANCE



REVENUE STABILIZATION TRANSFERS FROM OTHER FUNDS: (2016 = \$158K) (2017 = \$890K)

UTILITY FUNDS

**CITY OF MANDAN
2017 BUDGET**

	WATER & SEWER UTILITY FUND	SOLID WASTE UTILITY FUND	STREET LIGHT UTILITY FUND
FUND BALANCE-DECEMBER 31, 2016	\$ 4,417,987	\$ 1,856,306	\$ 354,279
OPERATING REVENUES	\$ 7,579,750	\$ 2,298,400	\$ 434,750
OPERATING EXPENSES	<u>\$ 6,098,850</u>	<u>\$ 2,000,550</u>	<u>\$ 374,150</u>
OPERATING REVENUES OVER (UNDER) EXPENSES	<u>\$ 1,480,900</u>	<u>\$ 297,850</u>	<u>\$ 60,600</u>
NONOPERATING REVENUES (EXPENSES):			
TRANSFERS			\$ 54,000
CAPITAL LEASES AND CAPITAL OUTLAY	<u>\$ (1,515,000)</u>	<u>\$ (113,700)</u>	<u>\$ (54,000)</u>
INCREASE (DECREASE) IN FUND BALANCE	<u>\$ (34,100)</u>	<u>\$ 184,150</u>	<u>\$ 60,600</u>
FUND BALANCE-DECEMBER 31, 2017	<u><u>\$ 4,383,887</u></u>	<u><u>\$ 2,040,456</u></u>	<u><u>\$ 414,879</u></u>
<u>FUND BALANCE-DECEMBER 31, 2017</u>			
RESERVED	\$ 857,350	\$ 500,138	\$ 93,538
CAPITAL IMPROVEMENT	\$ 1,080,006	\$ 540,318	\$ 321,341
REVENUE BONDS	\$ 2,446,531		
LANDFILL AND TRANSFER STATION		\$ 1,000,000	
TOTAL	<u><u>\$ 4,383,887</u></u>	<u><u>\$ 2,040,456</u></u>	<u><u>\$ 414,879</u></u>

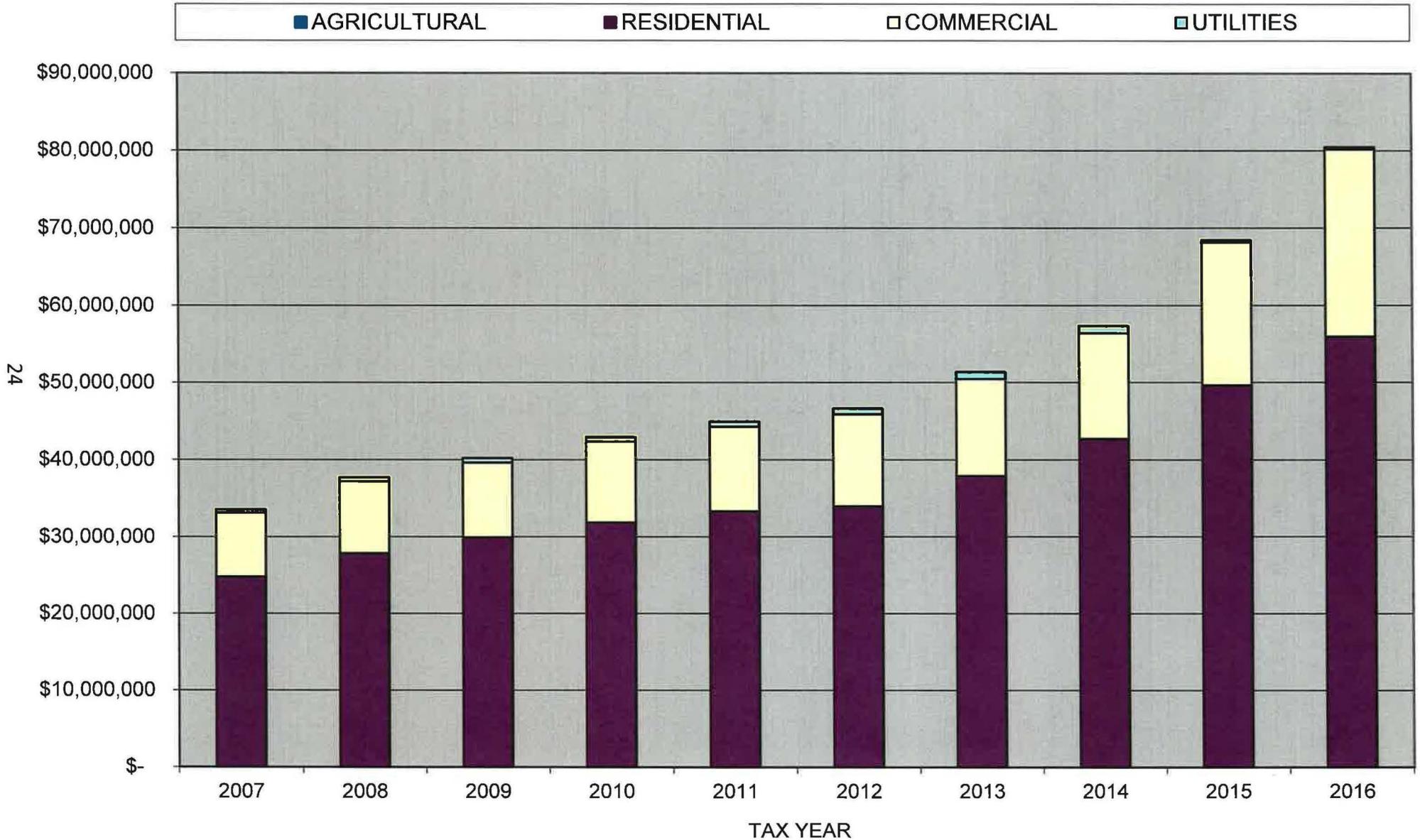
**CITY OF MANDAN
2017 BUDGET
UTILITY BILL**

RESIDENTIAL PROPERTY USING 800 CUBIC FEET OR 8 UNITS OF WATER

	PER MONTH		
	2016 BUDGET	INCREASE	2017 BUDGET
WATER AND WASTEWATER-BASE CHARGE	\$ 24.95	\$ -	\$ 24.95
WATER-USAGE CHARGE	\$ 22.40	\$ 0.80	\$ 23.20
WASTEWATER-USAGE CHARGE	\$ 12.80	\$ 0.40	\$ 13.20
STORMWATER-BASE CHARGE	\$ 2.00	\$ -	\$ 2.00
SOLID WASTE COLLECTION AND HAULING-BASE CHARGE	\$ 10.90	\$ 0.05	\$ 10.95
SOLID WASTE RECYCLING-BASE CHARGE	\$ 5.50	\$ 0.15	\$ 5.65
STREET LIGHTS-BASE CHARGE	\$ 4.40	\$ -	\$ 4.40
TOTAL	<u>\$ 82.95</u>	<u>\$ 1.40</u>	<u>\$ 84.35</u>

**TAXABLE
VALUATIONS,
MILL LEVIES &
PROPERTY TAXES**

TAXABLE VALUATIONS



2016 INCREASES: (RESIDENTIAL = 12.8%) (COMMERCIAL = 30.9%) (TOTAL = 17.6%)

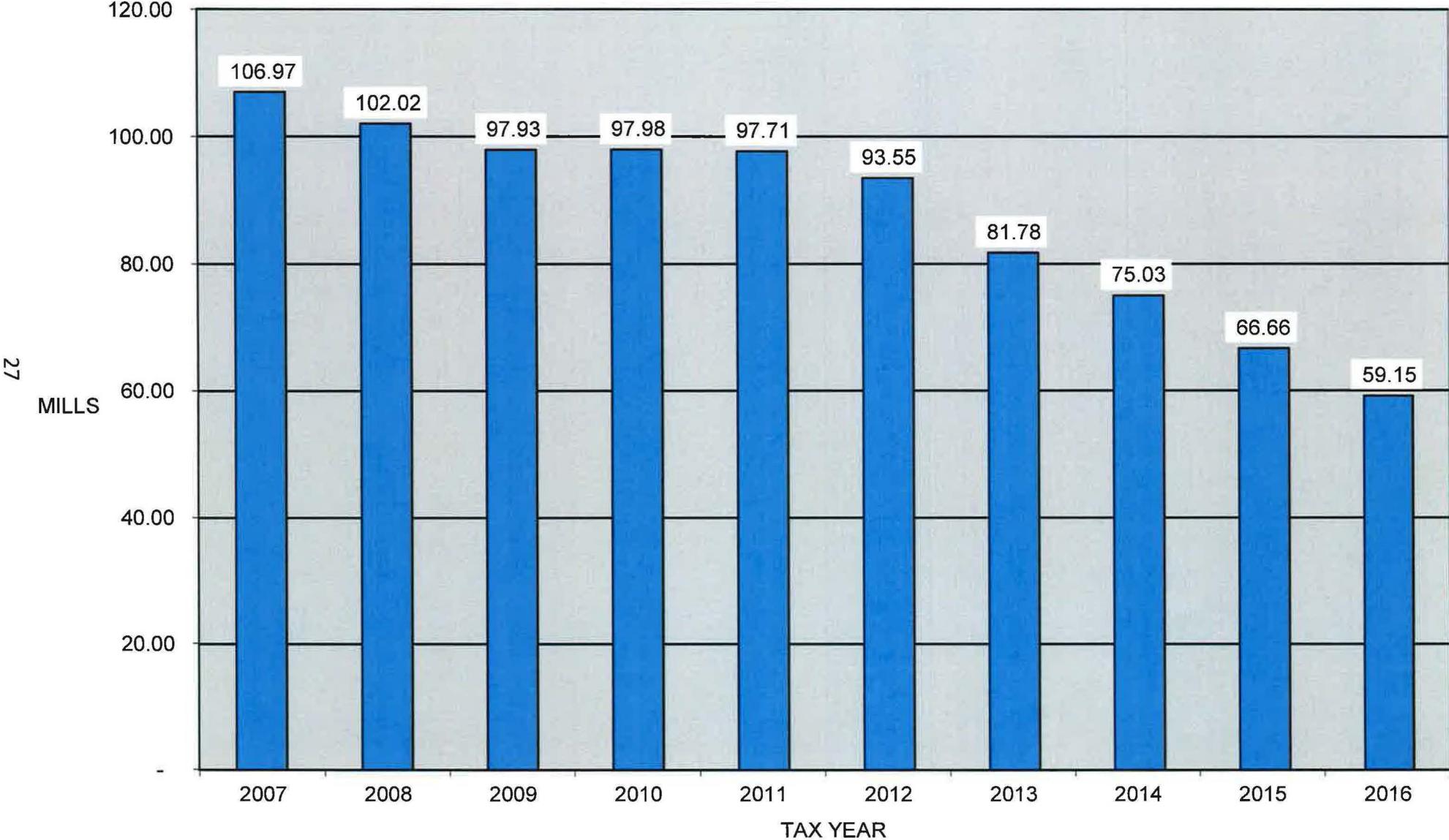
**CITY OF MANDAN
2017 BUDGET
ZERO INCREASE MILL LEVY**

	2015	2016
TAXABLE VALUATION	\$ 68,418,167	\$ 80,462,109
<u>LESS: NEW CONSTRUCTION INCREASES</u>		
<u>COMMERCIAL PROPERTY</u>		
TRUE AND FULL VALUE		\$ 39,741,100
ASSESSED VALUATION-50% OF TRUE AND FULL VALUE		<u>\$ 19,870,550</u>
TAXABLE VALUATION-10% OF ASSESSED VALUATION		<u>\$ 1,987,055</u>
<u>RESIDENTIAL PROPERTY</u>		
TRUE AND FULL VALUE		\$ 30,462,500
ASSESSED VALUATION-50% OF TRUE AND FULL VALUE		<u>\$ 15,231,250</u>
TAXABLE VALUATION-9% OF ASSESSED VALUATION		<u>\$ 1,370,813</u>
TOTAL TAXABLE VALUATION INCREASES		<u>\$ 3,357,868</u>
TAXABLE VALUATION LESS INCREASES		<u><u>\$ 77,104,242</u></u>
MILL LEVY	66.66	59.15
PROPERTY TAXES LEVIED	\$ 4,560,756	
ZERO INCREASE MILL LEVY (NDCC 57-15-02.1)		<u>59.15</u>
TOTAL MILL LEVY INCREASE (DECREASE)		<u><u>(0.00)</u></u>

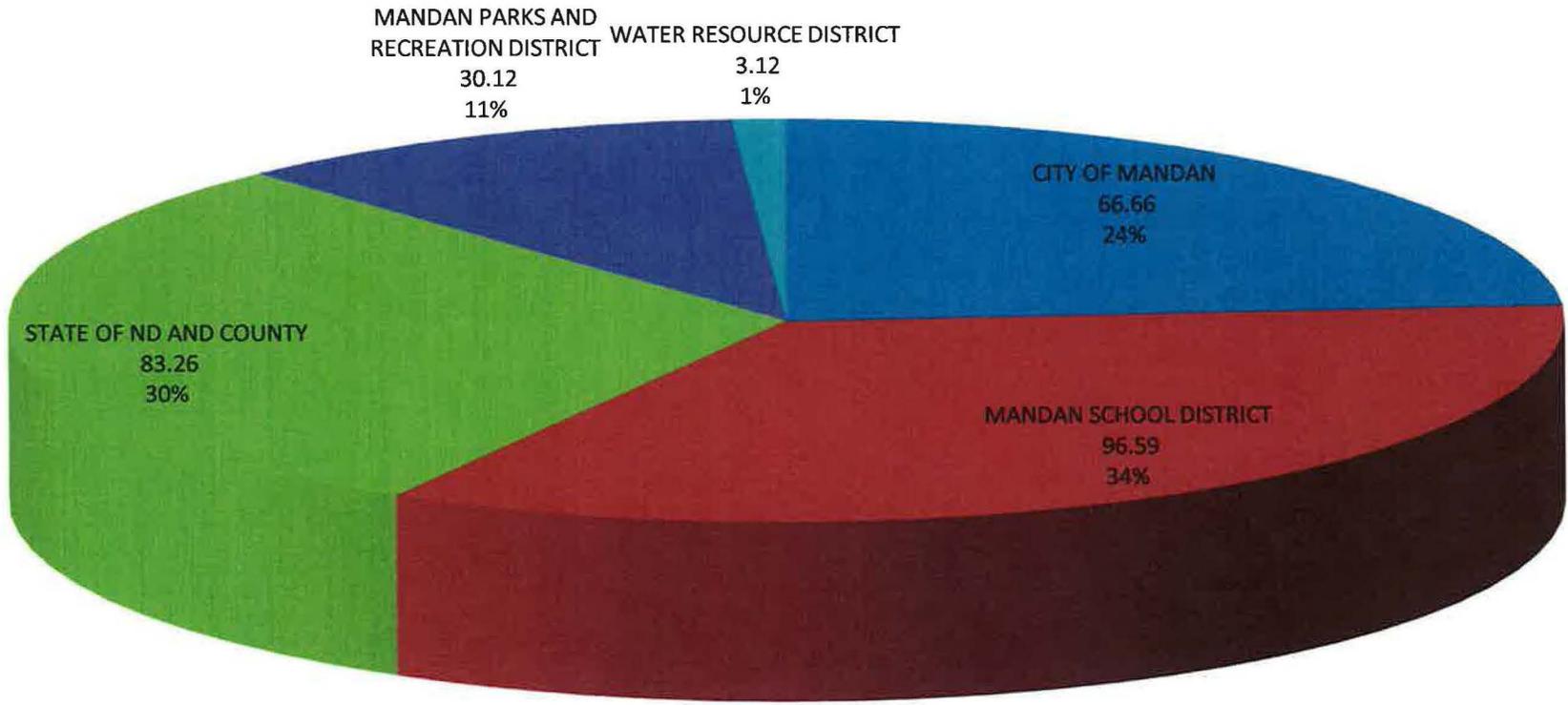
**CITY OF MANDAN
2017 BUDGET
MILL LEVY AND PROPERTY TAXES**

	<u>MILL LEVY</u>	<u>PROPERTY TAXES</u>
GENERAL FUND	41.52	\$ 3,340,787
<u>SPECIAL REVENUE FUNDS</u>		
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	1.15	\$ 92,700
CEMETERY FUND	2.00	\$ 160,924
PUBLIC TRANSPORTATION SYSTEM FUND	2.00	\$ 160,924
<u>DEBT SERVICE FUNDS</u>		
GENERAL OBLIGATION BONDS FUND:		
LIBERTY MEMORIAL BRIDGE	0.92	\$ 74,286
REFUNDING IMPROVEMENT BONDS FUND:		
STREET IMPROVEMENT DISTRICT #145	0.42	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	0.14	\$ 11,156
MANDAN AIRPORT AUTHORITY	4.00	\$ 321,848
MORTON MANDAN PUBLIC LIBRARY	7.00	\$ 563,235
TOTAL	<u>59.15</u>	<u>\$ 4,759,368</u>

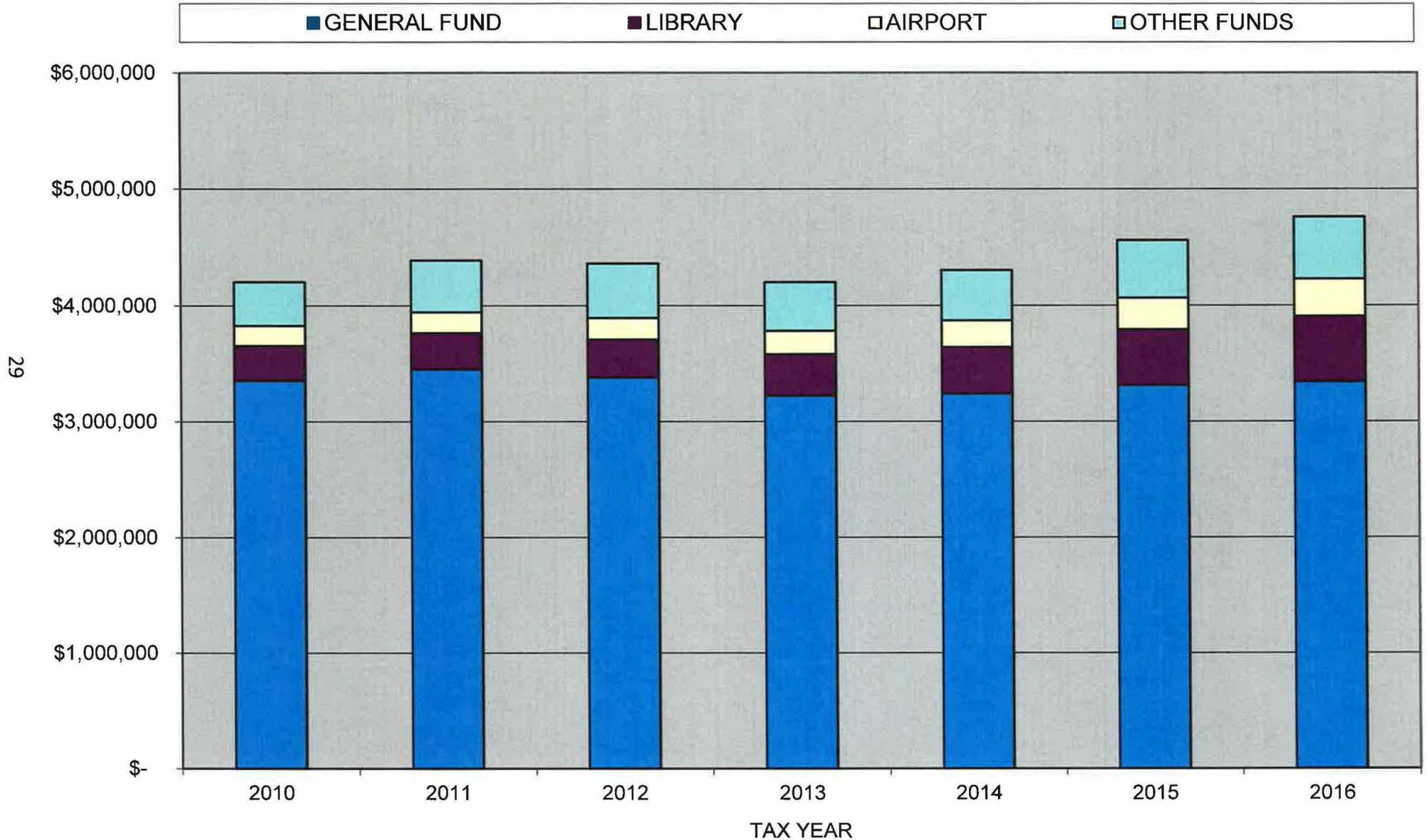
PROPERTY TAX RATES



PROPERTY TAX RATES TAX YEAR 2015



PROPERTY TAXES



GENERAL FUND PROPERTY TAXES HAS REMAINED STABLE SINCE 2010

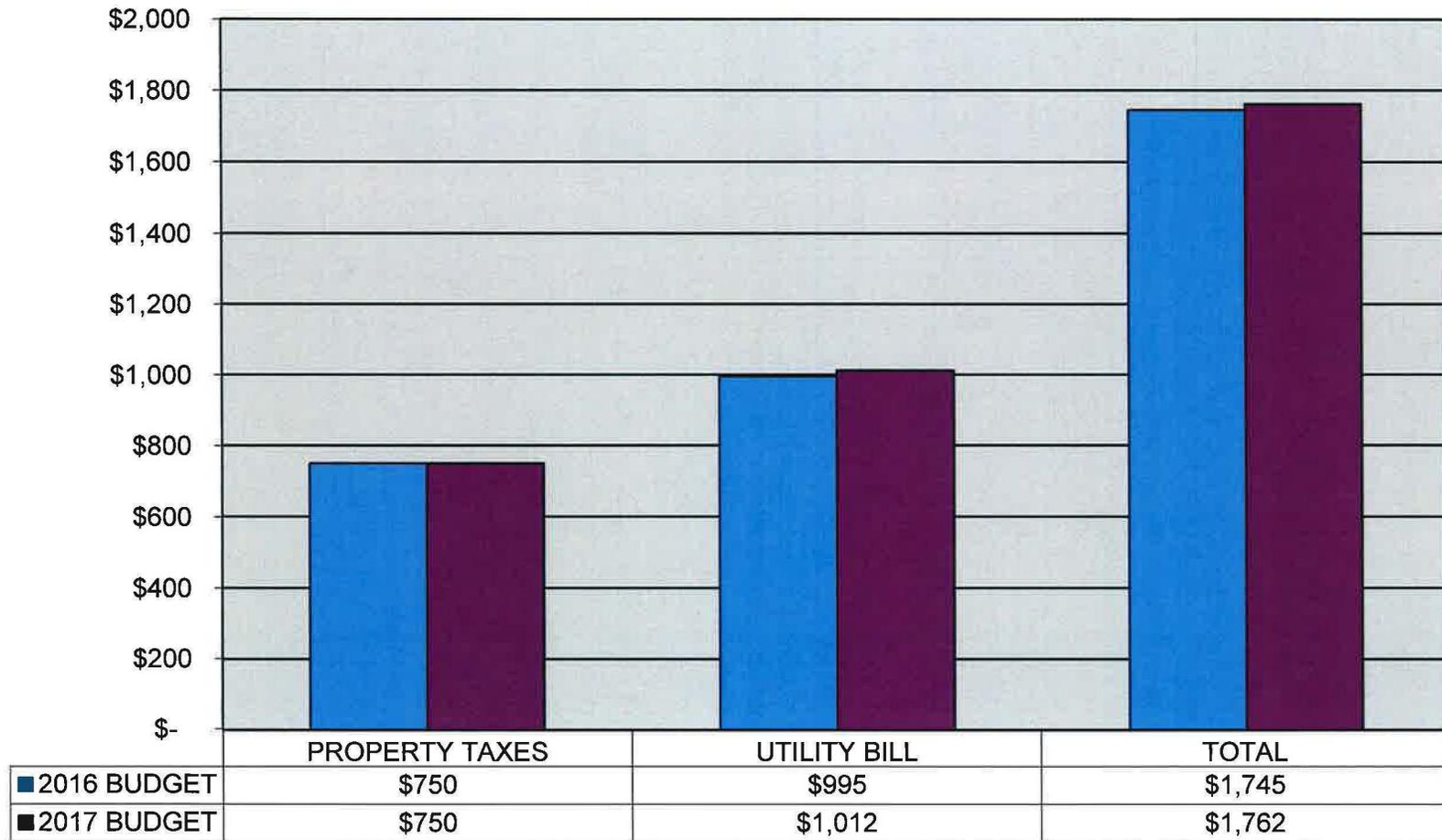
**CITY OF MANDAN
2017 BUDGET
PROPERTY TAXES**

RESIDENTIAL PROPERTY VALUED AT \$250,000 WITH A VALUATION INCREASE OF 12.7%

	2016 BUDGET	2017 BUDGET
TRUE AND FULL VALUE	\$ 250,000	\$ 250,000
TRUE AND FULL VALUE INCREASE %		12.7%
TRUE AND FULL VALUE INCREASE \$		\$ 31,750
ADJUSTED TRUE AND FULL VALUE		\$ 281,750
ASSESSED VALUATION (50% OF TRUE AND FULL VALUE)	\$ 125,000	\$ 140,875
TAXABLE VALUATION (9% OF ASSESSED VALUATION)	\$ 11,250	\$ 12,679
X MILL LEVY	66.66	59.15
TOTAL	\$ 750	\$ 750

**ANNUAL COST
FOR
CITY SERVICES**

ANNUAL COST FOR CITY SERVICES



**EXISTING \$250,000 RESIDENTIAL PROPERTY
(WITH A VALUATION INCREASE OF 12.7% AND USING 8 UNITS OF WATER PER MONTH,
EXCLUDING SPECIAL ASSESSMENTS)**

ORDINANCE NO. 1249

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OR EXPENSES OF THE CITY OF MANDAN, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2017, AND ENDING DECEMBER 31, 2017, AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2016.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA:

Section 1. There are hereby appropriated the following sums of money for so much thereof that may be necessary for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2017, and ending December 31, 2017.

		EXPENDITURES/EXPENSES					
		SALARIES AND BENEFITS	OPERATIONS AND MAINTENANCE	DEBT SERVICE	CAPITAL OUTLAY	TOTAL	TRANSFERS
GENERAL FUND		\$ 7,453,000	\$ 3,021,450	\$ 40,100	\$ 125,650	\$ 10,640,200	\$ 115,700
CITY SHOP		\$ 90,750	\$ 24,950	\$ -	\$ -	\$ 115,700	\$ -
	TOTAL GENERAL FUND	<u>\$ 7,543,750</u>	<u>\$ 3,046,400</u>	<u>\$ 40,100</u>	<u>\$ 125,650</u>	<u>\$ 10,755,900</u>	<u>\$ 115,700</u>
SPECIAL REVENUE FUNDS							
HIGHWAY DISTRIBUTION FUND		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 977,200
HUB CITY FUND		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 563,000
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND		\$ -	\$ 92,700	\$ -	\$ -	\$ 92,700	\$ 17,800
CEMETERY FUND		\$ 129,650	\$ 23,200	\$ -	\$ 10,000	\$ 162,850	\$ 109,150
CITY VISITORS' PROMOTION FUND		\$ -	\$ 57,300	\$ -	\$ -	\$ 57,300	\$ -
ALARM-EQUIPMENT RESERVE FUND		\$ -	\$ 18,500	\$ -	\$ -	\$ 18,500	\$ -
1% CITY SALES TAX FUND		\$ -	\$ 151,250	\$ -	\$ 20,100	\$ 171,350	\$ 1,879,400
PUBLIC TRANSPORTATION SYSTEM FUND		\$ -	\$ 159,650	\$ -	\$ -	\$ 159,650	\$ -
0.75% CITY SALES TAX FUND		\$ -	\$ -	\$ 1,119,600	\$ -	\$ 1,119,600	\$ -
FIRE EQUIPMENT RESERVE FUND		\$ -	\$ -	\$ 57,300	\$ -	\$ 57,300	\$ 86,700
MANDAN GROWTH FUND		\$ 142,050	\$ 101,600	\$ -	\$ -	\$ 243,650	\$ -
POLICE EQUIPMENT RESERVE FUND		\$ -	\$ 12,350	\$ -	\$ 8,650	\$ 21,000	\$ -
BNSF SETTLEMENT FUND		\$ -	\$ 4,050	\$ -	\$ -	\$ 4,050	\$ 170,000
MANDAN SEP TRUST FUND		\$ -	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -
DOWNTOWN REDEVELOPMENT FUND		\$ -	\$ 59,600	\$ -	\$ -	\$ 59,600	\$ -
HEALTH AND SAFETY FUND		\$ -	\$ 46,900	\$ -	\$ -	\$ 46,900	\$ -
DEBT SERVICE FUNDS							
MCC REVENUE BONDS OF 2005 FUND		\$ -	\$ -	\$ 142,000	\$ -	\$ 142,000	\$ -
LIBERTY MEMORIAL BRIDGE GENERAL OBLIGATION BONDS FUND		\$ -	\$ -	\$ 68,800	\$ -	\$ 68,800	\$ -
REFUNDING IMPROVEMENT BONDS FUND		\$ -	\$ -	\$ 6,579,050	\$ -	\$ 6,579,050	\$ -
BUDGETS NOT REQUIRED UNDER NDCC 40-40-05							
CITY VISITORS' PROMOTION CAPITAL CONSTRUCTION FUND		\$ -	\$ 163,000	\$ -	\$ -	\$ 163,000	\$ -
WATER AND SEWER UTILITY FUND		\$ 1,872,850	\$ 1,359,050	\$ 2,802,450	\$ 1,515,000	\$ 7,549,350	\$ 64,500
SOLID WASTE UTILITY FUND		\$ 466,900	\$ 1,533,650	\$ 98,700	\$ 15,000	\$ 2,114,250	\$ -
STREET LIGHT UTILITY FUND		\$ 74,700	\$ 299,450	\$ -	\$ 54,000	\$ 428,150	\$ -
CITY SHOP FUND		\$ -	\$ 124,800	\$ -	\$ -	\$ 124,800	\$ -
	TOTAL	<u>\$ 10,229,900</u>	<u>\$ 7,255,450</u>	<u>\$ 10,908,000</u>	<u>\$ 1,748,400</u>	<u>\$ 30,141,750</u>	<u>\$ 3,983,450</u>
MORTON MANDAN PUBLIC LIBRARY (GENERAL FUND)		\$ 497,569	\$ 281,532	\$ -	\$ -	\$ 779,101	\$ 38,671
MANDAN AIRPORT AUTHORITY		\$ 94,952	\$ 467,050	\$ 110,000	\$ 240,000	\$ 912,002	\$ -

Section 2. There are hereby levied the following sums of money on all taxable property in the City of Mandan, North Dakota, for the year 2016 for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota.

GENERAL FUND	\$ 3,340,787
<u>SPECIAL REVENUE FUNDS</u>	
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	\$ 92,700
CEMETERY FUND	\$ 160,924
PUBLIC TRANSPORTATION SYSTEM FUND	\$ 160,924
<u>DEBT SERVICE FUNDS</u>	
GENERAL OBLIGATION BONDS FUND:	
LIBERTY MEMORIAL BRIDGE	\$ 74,286
REFUNDING IMPROVEMENT BONDS FUND:	
STREET IMPROVEMENT DISTRICT #145	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	\$ 11,156
MANDAN AIRPORT AUTHORITY	\$ 321,848
MORTON MANDAN PUBLIC LIBRARY	\$ 563,235
TOTAL	<u>\$ 4,759,368</u>

Section 3. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

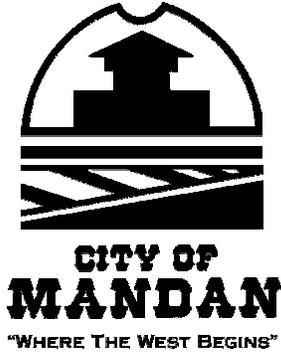
Section 4. Taking Effect. This ordinance shall be in full force and effect from and after its final passage and adoption.

President, Board of City Commissioners

Attest:

City Administrator

First Consideration: September 6, 2016
Second Consideration: October 4, 2016
Final Passage and Adoption: October 4, 2016



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 19, 2016
PREPARATION DATE: January 11, 2016
SUBMITTING DEPARTMENT: Public Works
DEPARTMENT DIRECTOR: Jeff Wright
PRESENTER: Jeff Wright, Public Works Director
SUBJECT: Consider for approval the Resolution amending fees and charges administered by the Public Works Department

STATEMENT/PURPOSE: Consider the approval of the resolution amending the fees and charges by the Public Works Department.

BACKGROUND/ALTERNATIVES: Made some minor changes (bold and underlined) to hourly rates for curb stop shut off and turn on rates to better clarify the \$50 charge to shut off and \$50 charge to turn on. This wordage would be consistent with our delinquent account letters.

ATTACHMENTS: Resolution and fee list

FISCAL IMPACT: N/A

STAFF IMPACT: N/A

LEGAL REVIEW: Attorney Brown has reviewed my agenda documents.

RECOMMENDATION: This office supports the amended fees and charges.

SUGGESTED MOTION: I move to approve the amended fees and charges.

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider for approval the Resolution amending fees and charges administered by the Public Works Department

Page 2 of 4

RESOLUTION AMENDING FEES ADMINISTERED BY THE PUBLIC WORKS DEPARTMENT FOR THE CITY OF MANDAN, NORTH DAKOTA

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

WHEREAS, the City of Mandan is empowered to charge fees relating to Public Works Department services and material; and

WHEREAS, the City of Mandan has provided by Ordinance the fees for such services and materials may be determined from time to time by resolution of the Board of City Commissioners; and

WHEREAS, it is the desire of the Board of City Commissioners to establish such fees as may be necessary for the orderly cost effective administration of services and materials;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA, AS FOLLOWS;

1. The fees for services and materials administered and regulated by the City of Mandan Public Works Department, shall be amended as denoted on the attached schedules, and as so amended shall be adopted.
2. The amended fee schedule shall be in full force and effect from and after the 7th day of September, 2016.
3. A copy of the amended fee schedule shall be filed in the office of the city auditor.

Dated this 6th day of September, 2016.

President, Board of City Commissioners

Attest:

City Administrator

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider for approval the Resolution amending fees and charges administered by the Public Works Department

Page 3 of 4

**2016
CITY OF MANDAN
DEPARTMENT OF PUBLIC WORKS
FEES AND SERVICES**

<u>Machine/Manpower</u>		<u>Cost</u>
2 Ton Truck		\$ 85 per hour
Tandem Truck		\$110 per hour
Backhoe		\$150 per hour
Backhoe with Jackhammer		\$175 per hour
Bucket Truck		\$150 per hour
Utility Pickup		\$ 40 per hour
Sewer Jetter		\$275 per hour
Maintainer		\$120 per hour
Loader		\$100 per hour
Blower with Loader		\$180 per hour
Bobcat		\$ 80 per hour
Winch Truck		\$120 per hour
Sweeper		\$100 per hour
Generator		\$ 50 per hour
		\$375 per day
Tractor/Mower		\$75 per hour
Riding Mower		\$45 per hour
Equip. Operator	Reg	\$31 per hour
	O.T.	\$47 per hour
Street Superintendent	Reg	\$38 per hour
	O.T.	\$57 per hour
Asphalt Repair		\$150 per ton/includes Roller and Manpower
Utility Operator	Reg	\$33 per hour
	O.T.	\$49 per hour

Board of City Commissioners

Agenda Documentation

Meeting Date: September 6, 2016

Subject: Consider for approval the Resolution amending fees and charges administered by the Public Works Department

Page 4 of 4

Utility Superintendent	Reg	\$44 per hour
	O.T.	\$66 per hour
Administrative Fee		\$50

Water Taps	1" - \$55 ea.
	1 1/2" - \$70 ea.
	2" - \$90 ea.

Turn on/off Curb Stops **8:00AM to 4:30PM (Monday–Friday) – \$50 to disconnect**
After hours, weekends or holidays – \$50 + \$75 (call out) to disconnect
8:00AM to 4:30PM (Monday–Friday) – \$50 to hook-up
After hours, weekends or holidays – \$50 + \$75 (call out) to hook-up

<u>Service</u>	<u>Summer Cost</u>	<u>Winter Cost</u>
Replace Curb Stop	Per Hour - \$2,000 Maximum	Per Hour - \$2,500 Maximum
Replace Box/Rod	Per Hour - \$1,000 Maximum	Per Hour - \$1,200 Maximum
Adjust Curb Stop	Per Hour - \$ 250 Maximum	Per Hour - \$ 400 Maximum

Hydrant Meter Hookup	\$40
Hydrant Meter	\$350 Deposit
	1-7 days - \$25 + water usage
	8 + days - \$50 + water usage

Weed Control	
Light duty mowing (developed lots)	\$150 Fee + \$150 per hour, 1 hour Minimum
Heavy duty mowing (undeveloped lots)	\$150 Fee + \$150 per hour, 1 hour minimum
Lot Cleanup	\$ 150 Fee + Labor & Equipment, 1 hour minimum