



AGENDA
MANDAN CITY COMMISSION
AUGUST 6, 2019
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:30 P.M.
www.cityofmandan.com

- A. ROLL CALL:
1. Roll call of all City Commissioners.
- B. APPROVAL OF AGENDA:
- C. MINUTES:
1. Consider approval of the minutes from the July 16, 2019 Board of City Commission regular meeting.
- D. PUBLIC HEARING:
- E. BIDS:
1. Request permission from the Street Department to advertise for private contractor rates for heavy equipment and operators.
- F. CONSENT AGENDA:
1. Consider approval of allowing Missouri West water service to property within our city extraterritorial limits.
 2. Consider proclaiming September 23-28, 2019 as Free Fall Landfill Week in the City of Mandan.
 3. Consider abatement of 2018 assessment for Leon Samuel.
 4. Consider approval of the Memorial Highway Preliminary Reimbursement Agreement.
 5. Consider approval of a Special Event Permit for Silver Dollar Bar street dance, beer garden and Dakota Riders Bike Show on August 17, 2019.
 6. Consider approval of a Special Event Permit for Mandan Progress Organization Main Event on August 9th, 2019.
- G. OLD BUSINESS:
- H. NEW BUSINESS:
1. Consider the Morton Mandan Public Library 2020 Budget.
 2. Consider the Mandan Airport Authority 2020 Budget.
 3. Consider a variance to our driveway width standards at 4200 Lakewood Drive SE.
- I. RESOLUTIONS AND ORDINANCES:

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1. First consideration of Ordinance 1317 to amend and re-enact Section 18-1-7 and Section 18-1-8 of the Mandan Code of Ordinances relating to the possession of marijuana and drug paraphernalia (marijuana).
 2. First consideration of Ordinance 1318 to create Section 6-3-1 of Article 6 of the Mandan Code of Ordinances relating to dogs and cats on public property.
 3. First consideration of Ordinance 1319 to amend and re-enact Section 24-7-17 and Section 24-7-18 of the Mandan Code of Ordinances relating to parking of certain vehicles and unattached trailers and restrictions on consecutive parking.
 4. Consider the introduction and first consideration, and call for a public hearing of Ordinance No. 1316 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2020, and ending December 31, 2020, and making the annual tax levy for the year 2019.
- J. OTHER BUSINESS:
1. Consider moving into executive session pursuant to North Dakota Century Code § 44-04-19.1(9) and 44-04-19.2(2) to discuss negotiation strategy related to litigation August Kersten, Brian Berube and Lonesome Dove, Inc. vs. City of Mandan.
- K. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:
1. August 20, 2019
 2. September 3, 2019 (5 p.m. start time)
 3. September 17, 2019
- L. ADJOURN

The Mandan City Commission met in regular session at 5:30 p.m. on July 16, 2019 in the Ed “Bosh” Froehlich Room at City Hall, Mandan, North Dakota. Mayor Helbling called the meeting to order.

A. ROLL CALL:

1. *Roll Call of All City Commissioners.* Present were Mayor Helbling and Commissioners Braun, Davis, Rohr and Larson. Department Heads present were, Finance Director Welch, Fire Chief Nardello, Building Official Ouradnik, Director of Public Works Bitz, Deputy Chief Flaten, Planning & Engineering Director Froseth, Principal Planner Van Dyke, Assessor Markley, Business Development and Communications Director Huber and Attorney Brown. Absent: Human Resource Director Cullen, Police Chief Ziegler and City Administrator Neubauer.

Mayor Helbling commented on recent events held in Mandan. A thank you was extended to those involved with the installation of the flower pots lined up on Main Street. A thank you was extended to the planning committees, volunteers and participants at the 4th of July events in Mandan including the rodeo, Art in the Park and Parade Committees and everyone else who volunteered and helped out. He reported that last weekend, a fire occurred and the community pulled together to help our first responders and the residents that were affected. A thank you was extended to the Mandan and Bismarck City and Rural Fire Departments, the Police and Sheriff Departments and Metro Ambulance and all the surrounding communities that helped out without being asked to do so.

2. *Presentation of plaques to businesses donating at least \$500 towards the boulevard tree-planting program.* Public Works Director Bitz presented information related to giving awards to businesses that have donated \$500 or \$1,000 to the community boulevard tree-planting program. He stated that earlier this year, the Forestry Department solicited donations for the community boulevard tree-planting program. As of June 1, 2019 the City has received \$2,000 in donations. Businesses donating \$500 or more will be presented today with a plaque. In addition, the names of donors contributing \$1,000 or more will be included on a permanent plaque that is displayed in the Ed “Bosh” Froehlich meeting room at Mandan City Hall. The City will match these donations up to \$2,500. Over 100 trees have been planted along city boulevards since 2017. These donations help the City of Mandan maintain its Tree City USA status, which has been in place for 43 years. Businesses donating \$1,000 includes Prairie View Landscaping and businesses donating \$500 include Al Fitterer Architect PC and Gate City Bank. Mayor Helbling extended a thank you to the donators.

3. *Recognition of Mandan Flower sponsors.* Amy Bickelman from Mandan Flowers came forward to present certificates to sponsors donating \$500 or more to the Mandan Flowers project. She reported that in early 2019, a 5-person team in the leadership Bismarck-Mandan Class of 2019 sought donations for Mandan Flowers, a beautification project bringing hanging flower baskets to downtown Mandan Main Street. Those sponsoring at the \$500 and above level will receive a certificate of appreciation. Stem sponsor \$1,000 includes Cloverdale Foods, Lignite Energy Council and Redmann Law Firm. There was one Planter sponsor \$500 presented to Starion Bank and there is one in-kind sponsor that will be acknowledged and that is BOS Solutions. Mayor Helbling extended a thank you to the donators and staff responsible for making this project happen.

B. APPROVAL OF AGENDA:

C. MINUTES:

1. *Consider approval of the minutes from the July 2, 2019 Board of City Commission regular meeting.* Commissioner Larson moved to approve the minutes as presented. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes. Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

D. PUBLIC HEARING:

E. BIDS:

1. *Consider bids for the water main replacement project by pipe bursting method.* Engineering & Planning Director Froseth presented a request to award a contract for bids received for a water main pipe project in the northwest Mandan. He said that on July 12, 2019, one bid was received. The Engineer's Estimate was \$349,190.00. The only bid was received by Basaraba Excavating and the bid was for a total project cost of \$436,360. He explained that the bid came in 25% higher than the engineer's estimate. The Engineering and Public Works staff discussed the pros and cons to accept vs. reject. He stated that it is possible that the City will not be able to get a better price to replace this segment of water main in 2019. He said that the city could rebid and set a deadline to complete in 2020, but with the amount of breaks experienced in this area over the years the same rate of breaks can be expected this upcoming winter. Therefore, it was recommended to award this project to Basaraba and complete it yet this year. In order to accomplish this project and take care of other water main replacement needs, he requested that the 2019 Water Utility Fund be amended by \$130,000 to meet the funding demand. He said that Finance Director Welch was consulted in the recommendation to amend utility funds and indicated that funds would be available to move to the Water Utility Fund for this project.

Director Froseth recommended approving the award for the Custer Drive Water Main Pipe Bursting Project #2019-06 that was opened July 12, 2019 to Basaraba Excavating and Dirt Works, LLC and to amend the 2019 Water Utility Fund budget by adding \$130,000 to cover this work.

Commissioner Rohr commented that since not many bids came for this project, that the City Commission should consider going over the bid due to the circumstances for this needed work to be done in the city.

Commissioner Braun moved to approve the resolution of award for the Custer Drive Water Main Pipe Bursting Project #2019-06 that was opened July 12, 2019 to Basaraba Excavating and Dirt Works, LLC, and to amend the 2019 Water Utility Fund budget by adding \$130,000 to cover this work. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

F. CONSENT AGENDA

1. *Consider approval of monthly bills*

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2. *Consider approval of Grant application between the City of Mandan, Central Dakota Forensic Nurse Examiners and Sanford Bismarck to fund examinations of Child victims of sexual assault and Abuse.*
 3. *Consider approval of Minor plat of Midway 16th Addition.*

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

G. OLD BUSINESS:

1. Mayor Helbling requested a brief update on the 16th Street Engineering Services Agreement item that was tabled at last City Commission meeting. He said that this report is for information only and no action will be recommended. Engineering & Planning Director Froseth stated that at the last meeting this item was tabled until this meeting to give an update even though he said he did not have enough information available today to give a recommendation. He said that he met with the Park District and property owners and was made aware last week that the Park District had a percentage allocation to pay towards the construction of the street. The parties were in agreement, verbally, as of today. The next step will be to obtain signatures and come back with a recommendation. It appears that the Park District's share will be about 20% of this construction cost as they had half the segment that was more northerly-southerly in direction and the segment easterly-westerly, the Park District would not be involved with. An agreement will be drafted and the properties involved will be required to sign off. That information along with the recommendation will be presented at the next City Commission meeting. Mayor Helbling commented that this update provides clarification that the process is moving along and an agreement will be a good thing to have in place.

H. NEW BUSINESS

1. *Consider joint community calendar project for 2020.* Business Development & Communications Director Huber presented a request to consider a recommendation from the Mandan Tomorrow Leadership, Pride and Image (LPI) Committee to create and publish a collaborative calendar for 2020 as part of the joint community marketing program. The LPI Committee was started by the Bismarck Mandan Chamber in 2009 as one of four committees charged with implementation of the Mandan Tomorrow strategic plan. The committee has assisted with the creation and ongoing implementation of an internal and external community marketing campaign to improve community pride throughout the region. Staffing services are provided by the City of Mandan Business Development and Communications Department. Committee involvement includes members from the Mandan Park District, Mandan Public School District and Morton County along with residents and business representatives.

Director Huber explained that the proposed calendar would provide residents, business people and visitors with important dates and resource information. A sample copy of the City of Grand Forks calendar was presented and she explained how it works. The calendar would also aid in marketing places and things to do in Mandan and Morton County. The calendar would be potentially displayed by recipients or retained for the year as a Mandan community directory. If approved, staff will seek project participation and financial support from the other local

governmental entities including the Mandan Progress Organization, the city's garbage and recycling contractors and Mandan businesses. Plans include establishing a steering committee comprised of representatives from participating local government entities to determine content. The calendar would include information about garbage and recycling collection days, particularly surrounding holidays. The plan would be that the LPI Committee leadership will meet with School District staff in July to provide a midyear update on 2019 joint community marketing activities and start discussing the 2020 plans. The School District has supported the joint community marketing program since its 2010 in an amount of \$4,500 annually and more recently at a level of \$2,500. Director Huber said that the Business Development and Communications Department budget for 2020 includes \$8,000 toward the joint community marketing program. The estimated cost of the calendar project is about \$16,000 for printing, mailing and a digital version. The goal is to cover all calendar costs and other 2020 community marketing projects with financial support from the local government entities and the private sector. Any revenues exceeding project costs would be applied toward additional joint community marketing projects for 2020. Budget amendments for 2019 and 2020 will be reviewed after revenues and costs are determined.

Director Huber recommended that the City of Mandan seek support from other entities and local organizations as described to create a collaborative 2020 community calendar as presented.

Commissioner Davis inquired if research has been done to create an app for the calendar? Director Huber replied that an app would be costly but research is being done to look into an online version, but not particularly an app due to cost restraints.

Commissioner Larson commented as a point of reference that different versions of the Business Leadership Program have come up, such as the flower pots on Main Street. If there is a potential for this project that group could possibly help with that research. Commissioner Rohr said that the calendar contains a lot of good information and will serve as a great point of reference. He prefers to have a paper copy of a calendar rather than electronic. Mayor Helbling agreed with the comments provided and encouraged the entities to work together to make this project work.

Commissioner Larson moved to authorize staff to seek additional financial support and involvement from other local government entities as well as local organizations and private business to create a collaborative community calendar for 2020. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

2. *Consider acceptance of offer for purchase of 100 5th St. NW.*

City Planner Van Dyke reported that there is an acceptance of an offer for the purchase of the property located at 100 5th St. NW. He reported that Clint Boyd has made an offer to purchase Lot 3, Block 1, Collins Court, also known as 100 5th St. NW. He said that Mr. Boyd intends to keep the property in its natural state at this time, addressing the lack of maintenance from mowing and weeds that affects the property periodically. The list price for the property is \$20,000 and was determined using assessor data along with current market data by Oaktree Realtors, LLC, and the brokerage firm handling properties for sale by the City. The offer from Mr. Boyd is for \$6,500 contingent on any liens, judgments, easements, restrictions, or limitations

that may arise during title work that the buyer will be responsible for financially. Title work is typically the responsibility of the seller. There is a specials balance of \$586.52. The buyer is asking that the specials be absorbed by the City as part of this offer. The Engineering Department has recommended approval of this offer. The property is currently not generating any tax revenue and has no operational value to the City. He said that the City Commissioners may accept, reject, or counter the offer provided by Mr. Boyd.

Commissioner Davis moved to approve the purchase agreement from Clint A Boyd for Lot 3, Block 1, Collins Court, also known as 100 5th St. NW as presented in Exhibit 2. Commissioner Larson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

3. *Consider approving the issuance of a Request for Qualifications for procurement and implementation of Brownfields Grants.* City Planner Van Dyke presented a request to approve the issuance of a Request for Qualifications for procurement and implementation of Brownfields grants. He said that staff recently met with Stantec to discuss the U.S. Environmental Protection Agency Brownfield Program. He explained tis program provides grant monies toward attaining the reuse of Brownfield sites. Brownfield sites are those properties where contaminates may be present and complicate redevelopment. One component of this program is an assessment grant, which provides up to \$200,000 in funding toward creating an inventory of properties, planning, environmental assessment, as well as community outreach. He stated that the U.S. Environmental Protection Agency Brownfield Program also includes three other grants for the establishment of a revolving loan fund, clean-up, and job training. The RFQ is not limited to this program but would seek a consultant to explore this and any other grants that may be of benefit to the City for the purpose of reusing Brownfields. There are no direct costs expected to be absorbed by the City through this program except for staff time necessary in evaluating RFQ submissions and project administration. The time related to implementation would be borne by the consultant.

Commissioner Davis inquired if it will assess the entire city? Planner Van Dyke stated it will be a city wide assessment and he stated that the Engineering and Planning Department recommended approval to issue a Request for Qualifications as presented.

Commissioner Davis moved to approve the issuance of a Request for Qualifications as presented in Exhibit 2. Commissioner Rohr seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

4. *Consider salary adjustment for Municipal Judge.* City Judge DeNae Kautzmann presented a request for salary increases for the City Municipal Judge and the City Clerk of Court. She said this item was on the City Commission Agenda for discussion earlier this month wherein she was requesting an amendment to the 2019 budget in order to accommodate salary increases for the municipal judge position and Clerk of Court. She said she has been the City of Mandan Municipal Judge since 2004 and she has never had a problem with the budget until last year (2018). She explained that the request is based on moving her salary closer to the mid-point of

the salary of Bismarck City judge and this goes back to when the City was looking at Bismarck's paygrade and that changed in 2016. She stated that her salary was significantly lower than the Bismarck judge. In comparison, she pointed out that the indigent defense counsel request was in the amount of \$6,000, with no justification and that amount was put in the budget however, the \$5,000 salary increase that she requested for the City Judge position had been removed. She said that signified that there were different criteria applied because when she asked why hers was taken out she was told that it was because she had not justified it; that there was not enough information and there were questions. She said the questions were never sent to her in order for her to respond. She contacted Finance Director Welch who told her that the 2019 budget could be amended at any time. She stated she brought this forward now as she did not want this to happen again in the 2020 budget. She said that while she was preparing the 2020 budget she looked at the salaries of the cities that were similar to Mandan. She also said that with her \$5,000 salary increase for 2019 she was still below the market in comparison to other cities when taking into consideration the caseloads and days spent in trial court. When she went to the 2020 Budget committee meeting she was told this was not the proper forum to discuss this and she thought she did something improper that she needed to go through the Budget Committee so she pulled it from the Agenda (July 2, 2019) to discuss with the Budget Committee before discussion would occur at this meeting. She stated that she compromised on her request that was presented and they discussed what was acceptable to her and they hit a stalemate. At that point she decided to ask the City Commission to consider the request that she had initially presented on July 2nd. In the course of that meeting, she admitted that she did not know how the process worked and it was apparent that the commission delegated authority to them (Budget Committee). She then went to Finance Director Welch and inquired why an elected official's salary would be reviewed by the Budget Committee? He told her there was nothing in writing. She questioned, that if there is a conflict or if the Budget Committee does not agree with a request, how is that handled? She said she has looked and she cannot find any policy anywhere that answers that question.

Ms. Kautzmann stated that in addition to criminal and traffic cases, she also handles parking stating that parking was not listed on her job responsibilities. She reported she had 250 cases by the end of May. The indigent defense counsel, she assigned 37 cases to them from January 1st to the end of May. Overall, she assigned 263 court cases and that is 7 times what the indigent counsel represented and on top of that there were 938 traffic cases and 250 in parking.

In doing research Ms. Kautzmann concluded that the salaries are inequitable based on the salary survey comparisons with Dickinson and Devils Lake. She stated she is below market. In looking at the Clerk of Court position, previously the City Commission agreed to increase the hours for the deputy clerk and she said she appreciated that, however, she believes the Clerk of Court salary is under market. In comparison, Mandan City Clerk of Court does all the financials wherein Dickinson Clerk of Court does not. Our Mandan Clerk of Court has an elevated responsibility in comparison to the other city clerks in the state. She requested the City Commission consider approval of the salary increase for the clerk as she is a valuable asset to the municipal court's office. Ms. Kautzmann requested that the City Commission amend the budget to include the salary increases that were requested as listed in her letter in accordance with the fiscal information that Finance Director Welch provided.

Commissioner Rohr commented that when looking at comparisons in particular, the judge's salary in Bismarck, one of the reasons that salary is high is due to longevity at the job. He said that in fairness, comparisons should be made with Devils Lake and Dickinson, not Bismarck. Ms. Kautzmann agreed and stated that when she did her comparisons she did not include the City of Bismarck, rather Devils Lake and Dickinson are more aligned with the City of Mandan and those were the two cities she compared with. Finance Director Welch said that he recalled that the City of Mandan followed the City of Bismarck pay scale at 95% for the minimum and maximum salaries in 2013-2014 and followed that through 2016. He does not believe the municipal judge salary was part of that survey but the municipal clerk of court salary was included. Ms. Kautzmann stated that is correct as Sandy Tibke had the portfolio for Finance at that time and when it was discussed, Ms. Kautzmann commented to Sandy Tibke, that the City of Mandan would not pay 95% of what the city judge in Bismarck is paid.

Commissioner Larson said she holds the municipal court portfolio however she was new to the process, stating that last year, the judge's salary increase was submitted after the budget process started but it needed to be presented to the public because salaries are paid by the taxpayers. Ms. Kautzmann stated that she submitted the request on May 18, 2018 and at that time she asked for a \$5,000 increase to get closer to the mid-point of the Bismarck City Judge's salary and that did not even get close. It was her understanding that the City of Mandan was still looking at the Bismarck pay scale.

Commissioner Larson said this matter was on the Agenda for discussion at the last commission meeting and then a Budget meeting was held. She said it was her understanding that the salary increase of \$5,000 seemed to be reasonable so if there is a challenge with that amount, it was a miscommunication. She thought the \$5,000 increase seemed to be reasonable and was an amount that would be considered. Because of those discussions, she thought it was pulled off the Agenda and was surprised that it came back on today's agenda. She said she is confused about what the disconnect is between that meeting and what is now represented today. She said that also during that budget committee meeting, there was discussion about the clerk of court hours and the salary increase for her and part of that discussion included that she has only been in her position for two years and that would put her out of the pay range.

Ms. Kautzmann explained her reason for pulling the item off the last agenda was because she was trying to find out what policy or procedure the Budget Committee was using. She said she was unable to find anything. She then contacted City Administrator Neubauer and was told that the \$5,000 was not an option. She said that she was told \$2,500 was what was determined. She emailed back and forth with Administrator Neubauer on this matter. Ms. Kautzmann stated that it is very important to her that the City make efforts to retain the (current) Clerk of Court since she has years of knowledge on the complex computer system used by the City Court offices.

Commissioner Rohr commented that when looking at the Clerk of Court salary, it is higher than what a police officer makes. He inquired if comparisons were made with other city clerks of similar size to Mandan. He said he supports the salary increase for the judge but not the increase for the Clerk of Court. Ms. Kautzmann encouraged the City Commission to consider the salary increase for the clerk based on reasons given today, and if necessary, the clerk can do a desk

audit to justify what she does and it will be compared with other similar sized city court jurisdictions.

Commissioner Larson, with regard to the police officers, those salaries were set based on the challenges to retain staff rather than fill positions.

Ms. Kautzman requested that the increases would be amended for the 2019 budget and then going forward in 2020. Commissioner Davis stated that in every department the wish lists are endless and an important thing to remember is that every position should be at market value to retain good employees. However, he does not think it is fair to other departments to bring this up at this meeting; rather it should go back to the Budget Committee to renegotiate.

Mayor Helbling stated that the City Judge position is very different than the Clerk of Court position. In this case, the clerk was brought in at a higher pay grade due to past work experience. The City Judge is an elected position and at the time the position was accepted the pay was set. When considering salaries, there has to be a balance of fairness to both the employee and the tax payer. He suggested that in order to resolve the City Judge salary, steps need to be taken that do not hurt the budget or hurt other city employees.

Ms. Kautzmann agreed with Mayor Helbling's comments, however, she stated that she believes the City Judge salary process was not handled in the proper way. The \$5,000 she requested was pulled from her budget request and she was not allowed to advocate for herself when that was done. She stated that is why she asked for the \$5,000 to be included in the 2019 budget. She felt she was not dealt with fairly, that's why she asked for it to be pulled from the July 2nd City Commission meeting Agenda. Mayor Helbling commented that after the Budget Committee meeting was held, there was no contact with Commissioner Larson who holds the portfolio and Ms. Kautzmann should have been working with her. Ms. Kautzmann replied that at times she would contact Commissioner Larson and after not hearing back from her, she decided to email Administrator Neubauer. She stated that communication can be improved both ways. Commissioner Larson commented that it is hoped that an agreement can be reached on this matter. Mayor Helbling commented that his recollection of the Budget Committee meeting there was a discussion that the City Judge salary increase would be recommended at \$2,500 (commencing July 1) and then to consider another \$2,500 at the next budget session (2020). Ms. Kautzmann said that was not what she recalled. Commissioner Larson stated this needs a point of clarification. Finance Director recalled that it was recommended that \$2,500 would be effective July 1, and then another \$2,500 incorporated into the 2020 budget for a total of \$5,000. Ms. Kautzmann stated that she sent an email to Administrator Neubauer indicating she thought about the discussion afterwards but it was her request to increase the salary the full \$5,000 (effective July 1st) but he replied back and said there were additional questions and issues but it was not clear to her what the questions were or where they came from. Ms. Kautzmann stated she was never asked any additional questions or ever told there were additional issues.

Mayor Helbling recommended this matter be tabled until Administrator Neubauer is present for the discussion and/or perhaps the Budget Committee can meet with the parties involved and work their way through this. Commissioner Larson agreed with Mayor Helbling's suggestion based on there appears to be somewhat of an agreement already.

Commissioner Larson moved to approve the salary increase for the Municipal Judge of \$2,500 beginning July 1, 2019. Commissioner Rohr seconded the motion.

Commissioner Rohr inquired if Ms. Kautzmann finds this amenable, in that if the City Commission will agree to the \$5,000 salary increase, and the balance of \$2,500 will not implement until January 1, 2020, will that have to go back through the budget committee? Mayor Helbling said that the City Commission has final approval of what the Budget Committee recommends. Commissioner Davis said he would prefer to table this matter and ask Commissioner Larson, Ms. Kautzmann and the Budget Committee to go back to the drawing board to come up with an agreement. He does not believe the amount is agreed upon by both parties at this time and would like to have that done before voting.

Based on the discussion, Commissioner Larson withdrew her motion. Commissioner Rohr withdrew his second to the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

Mayor Helbling said that the agreement is that Commissioner Larson and Ms. Kautzmann will revisit this matter with the Budget Committee to discuss the details for 2019 and what to do for 2020.

I. RESOLUTIONS AND ORDINANCES

1. *Second and final consideration of Ordinance No. 1315 to create a new Article 4-4 of the Mandan Code of Ordinances relating to Special Event Permit.* Attorney Brown stated that this Ordinance was suggested by the MPO and was created from a similar Ordinance that is in place in Fargo. There have been no comments or opposition received. It was recommended to approve the request.

Commissioner Braun moved to approve the Second and final consideration of Ordinance No. 1315 to create a new Article 4-4 of the Mandan Code of Ordinances relating to Special Event Permit. Commissioner Larson seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

J. OTHER BUSINESS:

Mayor Helbling invited Engineering & Planning Director Froseth and the engineers involved with the Southside project to give a summary of the progress thus far. Director Froseth reported that there are two water main crews currently working to replace the water mains in that area. They have completed the curb and gutter and concrete work for water conveyance. The city streets will have the cement stabilized base within the next couple days and some of the pavement will be put down later next week. A storm sewer will be started next week and approximately 25% of the street will have storm sewer underneath the street. Weekly meetings are being held and the public is welcome to attend the meetings on Tuesdays at 11 AM at the Public Works building and the information is also posted on the City of Mandan website. He said that the focus right now is to get the school done before school starts. Mayor Helbling extended a thank you to the all the crews working on the project.

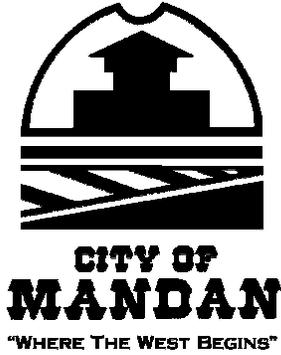
1. Consider moving into executive session pursuant to North Dakota Century Code § 44-04-19.1(9) and 44-04-19.2(2) to discuss negotiation strategy related to litigation August Kersten, Brian Berube and Lonesome Dove, Inc. vs. City of Mandan. Commissioner Braun motioned to recess the regular meeting and move into Executive Session at 6:39 pm. Commissioner Davis seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Davis: Yes; Commissioner Larson: Yes; Commissioner Braun: Yes; Mayor Helbling: Yes. The motion passed.

K. ADJOURNMENT:

There being no further actions to come before the Board of City Commissioners the regular meeting adjourned at 6:30 p.m.

James Neubauer
City Administrator

Tim Helbling
President, Board of City Commissioners



Bids No. 1

Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: July 24, 2019
SUBMITTING DEPARTMENT: Public Works - Streets
DEPARTMENT DIRECTOR: Mitch Bitz
PRESENTER: Mitch Bitz, Director of Public Works
SUBJECT: Contingent Heavy Equipment Rates

STATEMENT/PURPOSE: To allow city staff to advertise for private contractor rates for heavy equipment and operators, mainly utilized to assist in hauling snow.

BACKGROUND/ALTERNATIVES: Traditionally, city staff has utilized private contractors to augment our snow hauling efforts. We would like to solicit bids for the snow hauling operations, however we also feel it remains beneficial to establish rates for other heavy equipment as well should the need arise. As an example, if a natural disaster would strike, we will have established rates ahead of time. We would ask that contractors provide rates valid for a one year period, however I would like to point out that we did allow for a winter rate as well as a summer rate as many of the contractors are more readily available during the winter months.

ATTACHMENTS: Bidding Documents

FISCAL IMPACT: Will vary depending on weather conditions and needs

STAFF IMPACT: Minimal

LEGAL REVIEW: Attorney Brown's office has reviewed the documents

RECOMMENDATION: To allow staff to advertise for bids relating to heavy equipment rates

SUGGESTED MOTION: Move to approve staff advertising for bids related to contingency heavy equipment rates for the City of Mandan

REQUEST FOR BID

Contingent Heavy Equipment Rates for the Mandan Street Department, Mandan, ND

Bids due 10:00 a.m. Friday, August 23, 2019

Bids opened 10:00 a.m. Friday, August 23, 2019

The City of Mandan plans to provide for contingent on-call assistance for the 2019-2020 seasons in conjunction and cooperation with our current Public Works Department Street Division operation as deemed necessary. The length of the bid term will be from October 15th, 2019 – October 15th, 2020, to include availability for all Street Division shift schedules.

The City of Mandan requires that the successful bidder demonstrate their ability to access and provide within 5 hour notification by Brian Dirk, Public Works Street Superintendent or Mitch Bitz, Public Works Director:

- Minimum of 3 tandem trucks with a minimum of 20 yard boxes to include operators
- 2.5 yard Loader to include Operator
- Loader w/12' plow to include Operator
- Loader w/Blower attachment capable of loading truck at 2,000 tons/hr- Minimum
- Motor Grader w/12' plow to include Operator
- Skid-Steer to include Operator
- Skid-Steer w/Snow Blower to include Operator
- Skid-Steer w/Broom to include Operator

Tandem Trucks, Loaders, Grader, Skid-steer and Operators

General Specifications:

1. Truck(s) shall be clean North Dakota DOT inspected vehicles.
2. The successful bidder shall be responsible to provide adequate service, within Street Department timelines and response time, regardless of breakdowns or staffing issues. The successful bidder will be required to provide replacement equipment and/or drivers **within one hour** for scheduled snow removal service.
3. All truck drivers and equipment operators shall be qualified, competent, and safe operators with appropriate and applicable licenses.
4. The total bid price shall not include any North Dakota sales tax, for which an exemption certificate can be furnished.

5. Bids must be submitted on forms supplied by the City, and bidders must comply with all conditions in the bid specifications.
6. The City of Mandan reserves the right to reject any or all bids, or to accept the bid that is deemed to be in the best interest of the City of Mandan.
7. Work schedules will be communicated through Brian Dirk, Public Works Street Superintendent or his designee, to the successful bidder's point of contact listed on the bid form.
8. The right is reserved by either party to terminate this agreement with or without cause at any time if the recipient does not comply with the provisions of this agreement or its attachments.
9. The successful bidder further undertakes and agrees to and with the City of Mandan that it will protect, indemnify, and hold harmless the City of Mandan from any and all damages and liability whatsoever on account of any accident or injury which may occur or be caused directly or indirectly to any person or property on account of the performance of said work by the contractor.
10. It is hereby understood and agreed that any and all employees of the successful bidder and all other persons employed by the company in the performance of any of the services required or provided for under this agreement shall not be considered employees of the City of Mandan, and that any and all claims that may arise under the Worker's Compensation Act on behalf of said employees while so engaged and any and all claims by any third parties as a consequence of any act or omission on the part of said company's employees while so engaged in any of the services to be rendered under this agreement by the company shall in no way be the obligation or responsibility of the City of Mandan.
11. Bid submitted must contain- Proof of ND State Contractors License.
12. The successful bidder shall, within 10 days of bid award, furnish a Certificate of Insurance to the Mandan Public Works Office, as evidence of sufficient and satisfactory coverage.
13. Any deletions, variations, or exceptions to the specifications must be explained in detail within submitted bid document(s).

ADVERTISEMENT

The City of Mandan is seeking cost proposals for “Contingent Heavy Equipment Rates” for the Mandan Street Department, Mandan, ND.

Sealed bids for the “Contingent Heavy Equipment Rates” for the Mandan Street Department, Mandan, ND will be received in the office of the Public Works Director, until ten (10:00) o’clock a.m. on Friday, August 23rd, 2019 where bids will be publicly opened and reviewed at the Public Works Department, 411 6th Ave SW, Mandan, ND. All bidders are invited to be present at the opening of the proposals.

The proposals must be mailed to the Public Works Director, 411 6th Ave SW or otherwise deposited with the Public Works Director, 411 6th Ave SW and shall be sealed and endorsed:

**“Proposal – Contingent Heavy Equipment Rates
for the Mandan Street Department”
Name of the person, firm or corporation submitting the bid**

If a bid is to be faxed, the bid must be sent to a bidder’s agent, independent of the City of Mandan, placed in a sealed envelope, labeled according to this specification and delivered to the office of the Public Works Director prior to the bid deadline.

Bids must be submitted on forms furnished by the City of Mandan and in accordance with specifications and conditions therein contained. Copies of proposal forms and specifications may be obtained from the Public Works Director at 411 6th Ave SW, Mandan, ND or on the City of Mandan web site, www.cityofmandan.com.

The right is reserved to hold all bids for a period of thirty (30) days, to reject any and all bids, to waive technicalities or to accept such as may be determined to be for the best interest of the City of Mandan

Publish August 9th and 16th, 2019

City of Mandan
James Neubauer
City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 2, 2019
SUBMITTING DEPARTMENT: Engineering & Planning
DEPARTMENT DIRECTOR: Justin Froseth, PE
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Rural Water Allowance

STATEMENT/PURPOSE:

To consider allowing Missouri West Water System to serve a property within the cities extraterritorial zone.

BACKGROUND/ALTERNATIVES:

The Missouri West Rural Water System recently requested to serve a property outside of city limits but within the city's one mile extraterritorial zone. This property is at the NE ¼ of Section 8, Twp 139N, Rng 81W. Parcel ID# is 410032000

This property is about 1,000 feet from our nearest available watermain. There are about six houses between the end of our watermain and this property. Given this distance to available city watermain and that they are located outside of city limits, staff feels it would be an extraordinary hardship not to allow Missouri West to serve.

With this allowance, the city reserves the right to demand that the properties connect to the city water system at such time that the city installs watermain within 200 feet of each property.

ATTACHMENTS:

1. Map of property (red X denotes subject property, yellow line denotes about 1,000 feet between nearest city watermain and property).
2. Body of email from Karin of Missouri West making the request.

FISCAL IMPACT: minimal

STAFF IMPACT: minimal

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

RECOMMENDATION:

Recommend allowing Missouri West to serve County Parcel #410032000 with rural water.

SUGGESTED ACTION:

Move to approve the requests made by Missouri West to allow Missouri West to serve County Parcel #410032000 with rural water.



Hi Jim,

We have an application from Scott Norton to provide rural water service to the NE ¼ of Section 8, Twp 139N, Rng 81W. Parcel ID# is 410032000 (map attached).

As this is within one mile of the city limit of Mandan I am requesting approval from the city to serve this location. At this time the rural water system is providing water to a number of homes near this property.

Please let me know if further information is needed.

Thank you,

Karin Garvie, Assistant Manager
Missouri West Water System



FREE FALL LANDFILL WEEK PROCLAMATION

September 23rd – September 28th, 2019

HEREAS, This fall a special week has been set aside to encourage city wide clean-up effort; and

WHEREAS, Experience has shown that the efforts put forth during this week help to prevent accidents and fires and does much to promote a clean, attractive community; and

WHEREAS, The citizens of Mandan can participate in this program to the common benefit of the individual property owners and the community as a whole.

NOW THEREFORE, I, TIMOTHY A. HELBLING, President of the Board of City Commissioners of the City of Mandan, do hereby proclaim the week of September 23rd – September 28th, 2019 to be

FREE FALL LANDFILL WEEK

In the City of Mandan and do urge all citizens to participate in the efforts to keep Mandan the clean and attractive community that it is.

Signed this 6th day of August, the year 2019

Timothy A. Helbling,
President,
Board of City Commissioners

Attest:

James Neubauer City Administrator



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: July 31, 2019
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Abatement request Leon Samuel

STATEMENT/PURPOSE: To consider a reduction in 2018 Full & True value for the property at 2502 Michael Lane SE owned by Leon & Lavonne Samuel.

BACKGROUND/ALTERNATIVES: The property is also known as parcel #65-6104333 with a legal description of S 45.03' of Lot 10 Block 1 Koch's Lakewood Villas.

Reason for the abatement: To correct the 2018 Full & True value. Owner requested a review of the property during the 2019 City Board of Equalization. The property was reviewed by staff and presented to the Morton County Board of Equalization for correction. The 2019 value was reduced by Morton County Board of Equalization to correct assessment errors including basement size, plumbing fixtures, porches and decks. Mr. Samuel is now requesting the same value for the 2018 Full & True value.

ATTACHMENTS: Application for Abatement or Refund of Taxes

FISCAL IMPACT: All taxing entities = \$375.94, City share = \$88.71

STAFF IMPACT: NA

LEGAL REVIEW: Reviewed by City Attorney Malcolm Brown.

RECOMMENDATION: I recommend a motion to approve the abatement for Leon Samuel at 2502 Michael Lane SE owned by Leon & Lavonne Samuel.

SUGGESTED MOTION: A motion to approve the abatement as presented for 2502 Michael Lane SE.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota Assessment District City of Mandan

County of Morton Property I.D. No. 65-6104333

Name Leon Samuel Telephone No. _____

Address 2502 Michael Lane SE Mandan ND 58554

Legal description of the property involved in this application:
Subdiv: Koch's Lakewood Villas
Lot: 10 B1K1 545.03' of Lot 10 (10908A)

Total true and full value of the property described above for the year 2018 is:

Land \$ 15,000
Improvements \$ 306,500
Total \$ 321,500
(1)

Total true and full value of the property described above for the year 2018 should be:

Land \$ 15,000
Improvements \$ 275,000
Total \$ 290,000
(2)

The difference of \$ 31,500 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural 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 noting payment of taxes, taxes erroneously paid
- 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 (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- 10. Other (explain) Property be Valued similar To like property.

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 Property be reduced by \$31,500 for the 2018 assessment year.

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.

Leon Samuel
Signature of Preparer (if other than applicant)

Leon Samuel
Signature of Applicant

7-16-2019
Date



Board of City Commissioners Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 2, 2019
SUBMITTING DEPARTMENT: Planning and Engineering
DEPARTMENT DIRECTOR: Justin Froseth, PE
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: Memorial Highway Preliminary Engineering Reimbursement Agreement

STATEMENT/PURPOSE: As part of the deal to receive federal and state funds for projects addressing needs on our arterial and collector roadways, the DOT requires the city to enter into a Preliminary Engineering Reimbursement (PER) agreement that assures the DOT that the city will reimburse the DOT's engineering expenses should the city back out of project commitment.

BACKGROUND/ALTERNATIVES:

City staff and the NDDOT are in agreement with the need for the project to reconstruct Memorial Highway to address degrading roadway conditions and to introduce elements to properly convey stormwater among other concerns. The project design consultant, HDR, has been working on preliminary design of this project for a little over a half year. The city's share for this project is 10% for the roadway and storm sewer improvements that are being designed under the design agreement subject to this PER. This PER assures the NDDOT that if the city should decide not to cooperatively agree to move forward with the project, that the NDDOT would be fully reimbursed for design costs.

ATTACHMENTS:

- 1) Preliminary Engineering Reimbursement Agreement

FISCAL IMPACT: Minimal

STAFF IMPACT: Minimal

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

RECOMMENDATION: Approve the Preliminary Reimbursement Agreement.

SUGGESTED MOTION: Move approve the Preliminary Reimbursement Agreement for the Memorial Highway Reconstruction project.

Board of City Commissioners

Agenda Documentation

Meeting Date: August 6, 2019

Subject: Memorial Highway Preliminary Engineering Reimbursement Agreement

Page 2 of 6

NDDOT Contract No. 38191021
Project No. SU-1-094(197)917

**North Dakota Department of Transportation
PRELIMINARY ENGINEERING REIMBURSEMENT AGREEMENT**

This agreement is between the state of North Dakota, acting by and through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Mandan, North Dakota, hereinafter referred to as the City.

WHEREAS, the City has requested that NDDOT proceed with a project on Memorial Highway from Main Street to 46th Avenue for a roadway reconstruction project; and;

WHEREAS, the City requests that the project be designed in accordance with Attachment A, attached hereto and incorporated by reference.

NOW, THEREFORE, it is agreed that NDDOT will take all necessary steps to design and construct the project in accordance with the Environmental Document and plans approved by the City, and schedule a bid opening at such time as funding and plan completion allows.

The City agrees that should it unilaterally and voluntarily terminate this agreement by whatever means or action, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

The City further agrees that should it request or otherwise cause a material alteration to, or a reduction of the scope of the project, it shall reimburse NDDOT for any and all costs it has incurred for engineering services under this agreement.

In the event the City fails to reimburse NDDOT, such failure shall constitute an assignment of funds, derived from the State Highway Tax Distribution Fund now or hereafter coming into the hands of the State Treasurer to the credit of the City, and that the State Treasurer is hereby directed to deliver and pay over to NDDOT all funds credited to the City until the total thereof equals the sum billed pursuant to this agreement.

Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.



Executed by the city of Mandan, at Mandan North Dakota, the last date below signed.

APPROVED:

CITY ATTORNEY (TYPE OR PRINT)

City of _____

SIGNATURE

NAME (TYPE OR PRINT)

DATE

SIGNATURE

*

TITLE

DATE

ATTEST:

CITY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

Executed for the North Dakota Department of Transportation by the Director at Bismarck, North Dakota, the last date below signed.

APPROVED as to substance by:

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

DATE

*Mayor or President City Commission

CLA 17057 (Div. 38)
L.D. Approved 7-17-99: 08-18



Project No. SU-1-094(197)917

North Dakota Department of Transportation
AUTHORIZATION

At a _____ meeting held on the ____ day
of _____ 20____, it was moved by _____ and seconded by _____
that the attached agreement be approved and that the *
and city auditor be authorized to execute in behalf of the city of _____
and that two executed copies be returned to the North
Dakota Department of Transportation Director.

Adopted on a vote of _____ aye, _____ nay, _____ absent.

ATTEST:

APPROVED:

CITY AUDITOR (TYPE OR PRINT)

SIGNATURE

DATE

City of _____

NAME (TYPE OR PRINT)

SIGNATURE

*

TITLE

DATE

*Mayor or President City Commission



**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the Contractor under the contract until the Contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.



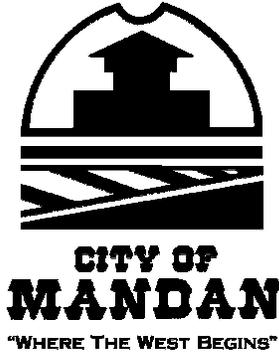
**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
APPENDIX E OF THE TITLE VI ASSURANCES**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes nondiscrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).





Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6th, 2019
PREPARATION DATE: July 31st, 2019
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief of Police J. Ziegler
PRESENTER: Deputy Chief L. Flaten
SUBJECT: Special Event Permit Application for Silver Dollar Beer Garden and Street Dance

STATEMENT/PURPOSE: Consider approval of the Special Event Permit Application for the Silver Dollar Bar beer garden and street dance for August 17th, 2019 for the Dakota Riders Bike Show.

BACKGROUND/ALTERNATIVES: The Silver Dollar Bar has asked to hold a beer garden and street dance in conjunction with a motorcycle show held by the Dakota Riders. The event will be held from 9pm on August 17th, 2019 to 1am on August 18th, 2019. The application has been reviewed and approved by Police, Fire, Public Works and Engineering departments. All permits needed will be obtained upon approval.

ATTACHMENTS: Special Events Permit application w/attachments.

FISCAL IMPACT: None

STAFF IMPACT: Police staff to work normal enforcement activities

LEGAL REVIEW: N/A

RECOMMENDATION: To approve the Silver Dollar Bar beer garden and street dance Special Events Application.

SUGGESTED MOTION: Move to approve Silver Dollar Bar beer garden and street dance Special Events Application.

Permit Application #: 19-09 Date Complete: _____
(For office use only)

Special Events Permit Application City of Mandan, ND

Mandan Police Department (Special Events) • 205 1st Ave. NW • Mandan, ND 58554
• Phone 701-667-3250 • FAX 701-667-3463

Date of Application: 7-15-19

30 days prior to the event with a **non-refundable administration application fee of \$25 attached**. Late applications are permitted and subject to an **additional \$50 processing fee** for those submitted within 20 days of an event. **Any application not submitted prior to 20 days before the event will not be accepted for consideration.**

The payment of fees does not guarantee event approval if submitted late. Permits are \$30 per day/Sunday Permit will be \$45, to a maximum of \$150.00 per event not to exceed 14 days (Includes Sundays).

All applicants will be charged fees as appropriate and are expected to fully reimburse the city for all services related to event production which may include, but are not limited to, Police Services, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering and Site Supervisors. (See Below Fee and Charges)

A storage fee of **\$500** will be assessed for all equipment not removed from any public venue or premises within 24 hours of the end of the event. Any vendor may request an extension for equipment removal and may be granted by the City Administrator. Full payment is due upon receipt of final invoice. Any property that is abandoned over 15 days will become property of the City of Mandan and may be sold to recoup any expenses accrued by the city.

Comprehensive site plans must accompany this application.

Street Dance: Beer Garden: Both: Parade or Other Public Event:

Section 1 – Applicant Information

Name of Event Manager: Greg DiDonna

Driver's License Number: _____ State ND

Date of Birth: _____ Phone Number: 7 _____ Email: _____

Address: _____ City: Bismarck State: ND Zip: 58501

Have you ever been convicted of a crime? YES NO

If yes please list charge(s) and year of conviction(s):

(List all Jurisdictions where you have been charged with a crime, also list any other names you have used when charged)

Name of Event Manager: _____

Driver's License Number: _____ State _____

Date of Birth: _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Have you ever been convicted of a crime? YES NO

If yes please list charge and year of conviction:

(List all Jurisdictions where you have been charged with a crime, also list any other names you have used when charged)

Permit Application #: _____ Date Complete: _____
(For office use only)

Business Address: 200 East main City: mandan State: ND Zip: 58554
Corporation/Organization: Silver Dollar Bar LLC State of Incorporation: ND
Tax ID #: 3459200 501(c)3 #: _____ City Sales Tax ID #: _____
Have you ever coordinated/promoted another event/s? YES NO

If yes, please provide the following:

Last event/s Location: _____ Date: _____
Contact Name: _____ Phone: _____
E-mail Contact: _____

Section 2 – Event Information

Event Name: Bike Show / Street Dance Anticipated Daily Attendance: 450
Event Date(s): Aug 17th Set-up Date: Aug 17 Hours: 8pm 1am
Hours of event each day: 9p-1am
(begin and end times)
Take Down Date(s): Aug 18th Hours: 1am-3am
E-Mail address for public information: _____
WEB address for public information: www.the silver dollar bar.com
Location of Event/physical address: west side of the building 200 E. main mandan, ND
Sponsors of the Event: Silver Dollar Bar
Brief Description of Event:
Street Dance with the Dakota Riders bike show
Street Dance held from 9pm on Aug 17 until
1am on Aug 18th

Has this event been held in another location? YES NO

If yes, please provide the following:

Last event/s Location: _____
Date: _____ Contact Name and Phone: _____

Section 3 – Event Features

Will there be an admission charge? Yes No
If yes, Printed ticket count: _____ Tickets for presale count: _____

Will there be entertainment? Yes No
If yes, please attach an itemized complete list of all entertainment.
(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized by the City Administrator.)

Will merchandise and/or food items be sold? Yes No
If yes, please attach a complete list of vendors.
(Each vender must have all valid permits and license to sell their product)

Permit Application #: _____ Date Complete: _____
(For office use only)

What type of advertising/promotion will be done prior to the event?

(Attach all promotional material.)

Radio: Yes No What Stations? mojo 107.5 & Hot 97.5

TV: Yes No What Stations? _____

Fliers/Posters: Yes No How many? approx 15-20 various locations

Press Releases: Yes No How many? _____

Newspaper Ads: Yes No What publication? _____

Is any other promoter/producer assisting you with your event? Yes No

Name of Promoter and Promotion Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Will the event include any of the following? (Indicate on site plan and/or vendor list)

Tents or Canopies: Yes No

Number of Tents: _____

(Tents require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics: Yes No

(Fireworks or Pyrotechnics require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics Production Company's name: _____

(A copy of the Production Company's License and Insurance is required with this application, only if fireworks or pyrotechnics are being requested for this event.) *A separate bond may be required for this event.

Require permits from the City of Mandan

Any person for on- or off-sale alcoholic beverage licensee desiring to conduct a public beer garden shall make application for a special permit to do so to the board, 30 days in advance of the proposed event.

Temporary Fencing: Yes No

Provide accurate dimensions of fenced area on site plan along with the site plan.

Company Contact Name: None (supply our own)

Contact phone: _____

Restroom Accommodations: 4 inside the Silver Dollar

Number of required portable toilets: 5 w/ wash station

Approved By: _____ Date Approved: _____ Initials: _____

Placement of sanitary toilet facilities must be on site plan.

Permit Application #: _____ Date Complete: _____
(For office use only)

Attach a copy of the letter from the Custer Health that indicates the site plan has been reviewed and the required number of proper sanitation facilities is attendance.

Company Contact name: Lanna Schmidt
Contact phone: 701-667-3370

Electrical Services/Generators Yes No
Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.

Company Contact name: _____
Contact phone: _____

Approved By: _____ Date Approved: _____ Initials: _____

Carnival/Amusement Rides: Yes No
A separate permit from the Fire Department may be required.

Company Contact name: _____
Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ Date Approved: _____ Initials: _____

Signs / Banners Yes No

Company Contact name: _____
Contact phone: _____

Approved By: _____ Date Approved: _____ Initials: _____

Inflatables Yes No

Company Contact name: _____
Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ Date Approved: _____ Initials: _____

Raffles

Will this event have a raffle? Yes No

If yes you must apply for a City Permit \$25 Raffle Permit (Attach copy of State Gaming License if issued)

Approved By: _____ Date Approved: _____ Initials: _____

Permit Application #: _____ Date Complete: _____
(For office use only)

Section 4 – Transportation

Does the event propose using, closing or blocking any of the following:
If yes, specify location and duration on site map, if on a DOT Highway or Roadway DOT authorization will be required.

- City Streets Yes No (Number of locations: _____ attach list of locations.)
- City Sidewalks Yes No (Number of locations _____ attached list of locations)
- City Bus Stops Yes No (Number of locations _____ attached list of locations)
- Public Parking Lots Yes No (Number of locations _____ attached list of locations)
- Public Bicycle Parking Yes No (Number of locations _____ attached list of locations)
- Multiuse Paths Yes No (Number of locations _____ attached list of locations)
- City Alleys Yes No (Number of locations _____ attached list of locations)
- City Right-of-Ways Yes No (Number of locations _____ attached list of locations)

Approved By: SUSAN FROST Date Approved: 7-31-19 Initials: SF
(Section 4 must be approved by Maudan City Engineer, and be approved by the City Commission before the event)

Section 5 – Use of City Utilities

Will any City electric hookups be used? Yes No
Electric Location including amperage _____

Approved By: _____ Date Approved: _____ Initials: _____

Will any City water hookups be used? Yes No
Water Location(s) _____

Approved By: _____ Date Approved: _____ Initials: _____

Will waste water/gray water be generated? Yes No
If so, how will it be disposed? Paper Potatoes with washstation will be removed by

Approved By: _____ Date Approved: _____ Initials: _____ vendor

Permit Application #: _____ Date Complete: _____
(For office use only)

Section 6 – Alcohol

Will there be alcohol at the event? Yes No

Will alcohol be given away? Yes No

Will the alcohol be sold? Yes No

Will the alcohol be donated? Yes No

Who is the alcohol being donated by or purchased through: _____

Is alcohol included in the admission price of the event? Yes No

Approved By: _____ Date Approved: _____ Initials: _____

If you answered Yes to any of the above, a City and State Liquor License will be required. Attach copy(s) of all liquor licenses with this application. (If a City Liquor License is needed please contact the City of Mandan's Finance Department to apply at Phone: (701) 667-3213)

Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? Yes No

If yes, please explain:

How will attendees be identified as minors or age 21 and over?

Have the alcohol servers received training in sale/service of alcoholic beverages? Yes No

If yes, who provided the training: _____

Date and time of most recent training: _____

Request Mandan Police Server Training: Yes No

If yes provide a contact person and contact information::

Permit Application #: _____ Date Complete: _____
(For office use only)

Section 7 – Event Security

Are you requesting off-duty Mandan Police officers? Yes No
Number of personnel requested: _____

After reviewing the event application, the Chief of Police may require the use of the City of Mandan Off-Duty Police Officers for the event.

To schedule Off-Duty Police Officers, please call 701-667-3250.

Officers must be requested 2 weeks prior to any event and there will be a minimum of 4 work hours per officers per event at \$45 per-hour per officer.

Are you requesting private security? Yes No
Number of security personnel onsite: 4

Include security points and duties on event plans

The City of Mandan requires only security companies that are licensed and bonded in the State of North Dakota.

Security Company and Contact Info: Bis man Security 701-223-2328
Attach a copy of Company's License

Section 8 – Emergency Medical Services

Are you requesting off-duty Mandan EMT's? Yes No
Number of personnel requested: _____

After reviewing the event application the Fire Chief may require the use of the City of Mandan Off-Duty EMT's or paramedics for the event.

EMTs or paramedics must be requested 2 weeks prior to any even and there will be the minimum of 4 work hours per employee per event \$35

Section 9 – Event Maintenance and Cleanup Plan Required

What is your trash removal and cleanup plan?

All street cleaning & trash removal will be done same night as the event. Garbage disposal will be in existing dumpsters
Street will be open by 3am Aug 18th

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: none
Contact Name: _____ Phone: _____

All costs for containers, dumping and the removing all trash are the responsibility of the applicant/promoter. The City of Mandan's property and or the event site must be returned to its original condition and all equipment removed or daily fees will be accessed.

Permit Application #:

Date Complete:

(For office use only)

Signature Page from City Officials and Department Heads

Fire Department Date

Police Department Date

Finance Department Date

Justin F... 17-31-19
Engineering Department Date

Public Works Date

City Administrator Date

Park District Designee Date

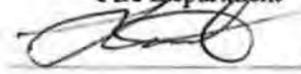
Date Approved by City Commission: _____

Permit Application #: 17-09 Date Complete: _____
(For office use only)

Signature Page from City Officials and Department Heads

 / 7-25

Fire Department Date

 / 07-31-19

Police Department Date

_____ / _____

Finance Department Date

_____ / _____

Engineering Department Date

_____ / _____

Public Works Date

_____ / _____

City Administrator Date

_____ / _____

Park District Designee Date

Date Approved by City Commission: _____

Permit Application #:

Date Complete:

(For office use only)

Signature Page from City Officials and Department Heads

Fire Department Date

Police Department Date

Finance Department Date

Engineering Department Date

[Signature] 12/25/19

Public Works Date

City Administrator Date

Park District Designee Date

Date Approved by City Commission: _____

No. AA-02930
Not Transferable

2019

**** NEW ****

is hereby authorized to sell BEER and LIQUOR at retail
at the premises located at the address above.

OFFICE OF ATTORNEY GENERAL

600 E. Boulevard Ave. • Licensing Section • Bismarck, ND 58505-0040

RETAIL ALCOHOLIC BEVERAGE LICENSE

DIDONNA GREGORIO
SILVER DOLLAR BAR
200 E MAIN ST
MANDAN, ND 58554-3329

Dated 04/16/2019

Post Conspicuously in Your Place of Business

Fee: \$166.66
Expires Dec. 31, 2019

2019



Wayne Stenehjem
ATTORNEY GENERAL

ALCOHOLIC BEVERAGE LICENSE

On & Off Sale (Liquor & Beer) (Non Transferable)

No. 9 A

Fee Received \$ 150.00

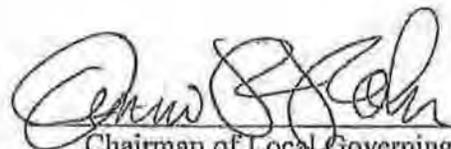
Gregorio C. Didonna dba Silver Dollar Bar of Mandan, North Dakota, is hereby licensed to sell alcoholic beverages as allowed under the provisions of Title V of the North Dakota Century Code, and acts supplemental and amendatory thereto for retail purposes at the following location: *200 East Main on the main floor on lot 15, Block 5, Mandan Proper*

For consumption off of (and on) said premises, for the period ending *June 30, 2019*.

Licensee hereinbefore named, in consideration of the issuance of this license, hereby agrees to abide by all State laws relating to sale of alcoholic beverages and in addition agrees to abide by all local regulations, ordinances, or resolutions regulating or restricting the operation and sale of alcoholic beverages by licensees and by any future amendments thereto **Chapter 4**.

This License Is Not Transferable Without Specific Authority From The Local issuing Governing Body And Only As Provided By The Laws Of The State Of North Dakota.

Dated This *5th* day of March A.D. *2019*


Chairman of Local Governing Body

Mandan City Commission
(State Exact Title of Local Governing Body)

(S E A L)

ATTEST: 

- **This License Must Be Posted Conspicuously In Place of Business On Premises Licensed.**

State of North Dakota
Sales and Use Tax Permit

Issued under the provisions of North Dakota Sales and Use Tax Acts,
345922 00

**SILVER DOLLAR BAR
SILVER DOLLAR BAR LLC
200 E MAIN ST
MANDAN ND 58554-3329**

is hereby licensed to engage in business as a retailer in the State of North Dakota.
This permit is not transferable. Post conspicuously in licensed place of business.

A person who does a temporary business at one place or who is a transient business (other than on a regular or permanent route) must exhibit this permit to a prospective customer before soliciting a sale.

Ryan Rauschenberger
State Tax Commissioner



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

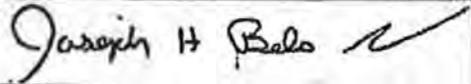
PRODUCER Dakota Community Insurance-BisTower 919 S 7th St Suite 101 Bismarck ND 58504	CONTACT NAME: Joseph H Belo Jr PHONE (A/C, No., Ext): 701-223-0200 FAX (A/C, No.): 701-530-9100 E-MAIL: jbelo@dakotacommunitybank.com ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: THE BIG M AGENCY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED SILVER DOLLAR BAR, LLC 200 E MAIN ST MANDAN ND 58554	

COVERAGES CERTIFICATE NUMBER: 20180607134904140 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	CIP356008	05/19/2018	05/19/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Fire Legal Liability \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Mandan (Special Events) 205 1st Ave NW MANDAN ND 58554 Fax: 701-667-3463	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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3D



* CLOSURE AREA MARKED IN RED

53°
AQI 25

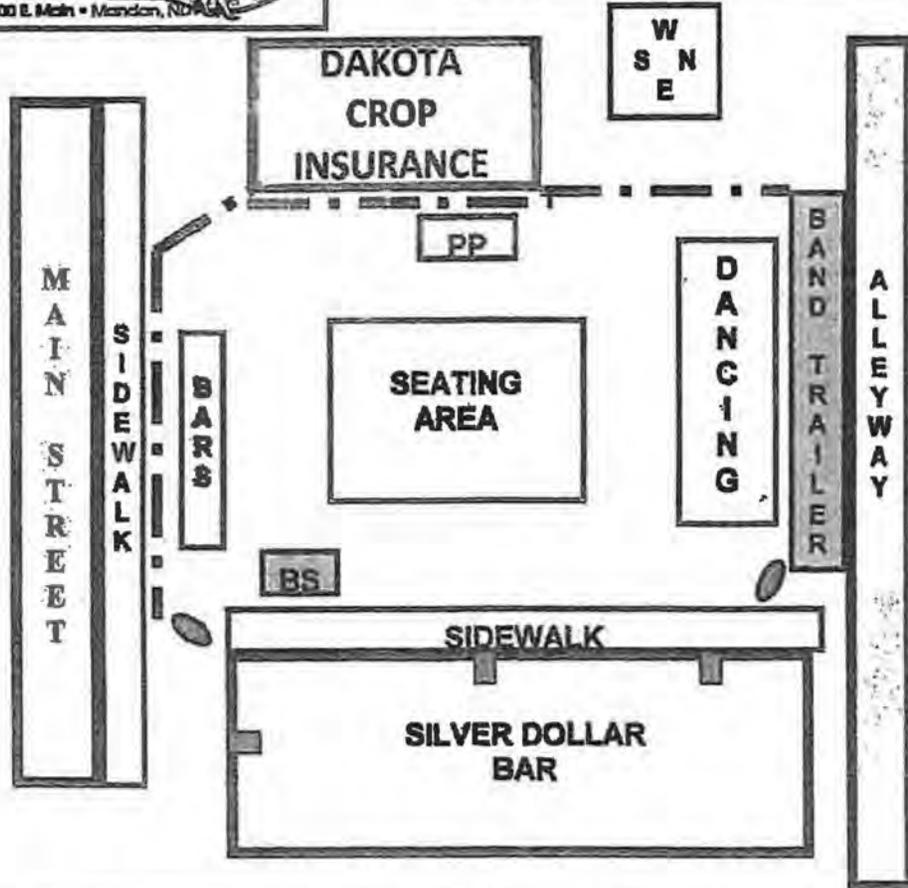
Search for a place or address

STREET AND SIDEWALK CLOSURE DETAIL:

- **1ST AVE NE from Main Street north to the alleyway. * alley will not be effected**
- **Sidewalk on the west side of the Silver Dollar Bar *as shown on site plan**



Silver Dollar Bar Street Dance Site Plan



LEGEND

- ENTRANCE
- PP: RESTROOMS
- BS: BEER STORAGE
- FENCING

***Note: Emergency exit in fencing directly behind bars**



Serving: Grant • Mercer • Morton • Oliver • Sioux Counties
www.custerhealth.com

Custer Health

For a healthier way of life.

403 Burlington St SE

Mandan, North Dakota 58554

701-667-3370 • Fax: 701-667-3371

1-888-667-3370

July 22, 2019

Gregorio Didonna
Silver Dollar Bar
Mandan, ND 58554

To Whom It May Concern:

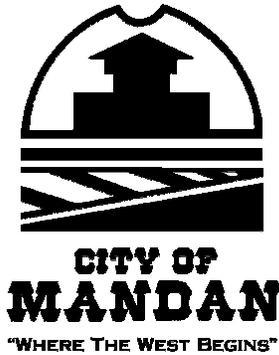
Custer Health was asked to make recommendations regarding portable sewage handling for The Silver Dollar Bars Street dance held August 17, 2019. Maximum capacity is 450 people. Event sized at 450 attendees with alcohol being served requires 9 toilet units. This will include the use of the interior restrooms; there are 4 inside the establishment which requires 5 portable toilets outside.

It is also recommended to have at least 1 hand washing unit and 1 handicap accessible restroom.

If there are any questions, please contact me at 701-667-3370.

Sincerely,

Erin Ourada
Environmental Health Practitioner



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6th, 2019
PREPARATION DATE: July 31st, 2019
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Chief of Police J. Ziegler
PRESENTER: Deputy Chief L. Flaten
SUBJECT: Special Event Permit Application for Mandan Progress Organization Main Event

STATEMENT/PURPOSE: Consider approval of the Special Event Permit Application for the Mandan Progress Organization Main Event on August 9th and 10th, 2019.

BACKGROUND/ALTERNATIVES: The Mandan Progress Organization traditionally held Grill Fest in August. They are replacing that event with a new one called the Main Event. This will be the first use of the new ordinance for the Class MPO liquor license. The event will be held on Main Street in the area in front of Dykshoorn Park and the Library building. The event will run from 5pm to 9pm on the 9th and from 11am to 9pm on the 10th. There will be food trucks, craft vendors and entertainment. The events application has been reviewed and approved by the Police, Fire, Public Works and Engineering departments. All necessary permits will be obtained upon approval.

ATTACHMENTS: Special Events Permit application w/attachments.

FISCAL IMPACT: None

STAFF IMPACT: Police staff to work normal enforcement activities

LEGAL REVIEW: N/A

RECOMMENDATION: To approve the Mandan Progress Organization Main Event Special Events Application.

SUGGESTED MOTION: Move to approve the Mandan Progress Organization Main Event Special Events Application.

Special Events Permit Application City of Mandan, ND

Mandan Police Department (Special Events) • 205 1st Ave. NW • Mandan, ND 58554
• Phone 701-667-3250 • FAX 701-667-3463

Date of Application: _____

30 days prior to the event with a **non-refundable administration application fee of \$25 attached**. Late applications are permitted and subject to an **additional \$50 processing fee** for those submitted within 20 days of an event. *Any application not submitted prior to 20 days before the event will not be accepted for consideration.*

The payment of fees does not guarantee event approval if submitted late. Permits are \$30 per day/Sunday Permit will be \$45, to a maximum of \$150.00 per event not to exceed 14 days (Includes Sundays).

All applicants will be charged fees as appropriate and are expected to fully reimburse the city for all services related to event production which may include, but are not limited to, Police Services, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering and Site Supervisors. (See Below Fee and Charges)

A storage fee of **\$500** will be assessed for all equipment not removed from any public venue or premises within 24 hours of the end of the event. Any vendor may request an extension for equipment removal and may be granted by the City Administrator. Full payment is due upon receipt of final invoice. Any property that is abandoned over 15 days will become property of the City of Mandan and may be sold to recoup any expenses accrued by the city.

Please become site plans must accompany this application.

Street Dance: Beer Garden: Both: Parade or Other Public Event:

Section 1 – Applicant Information

Name of Event Manager: Del Wetsch
Driver's License Number: _____ State ND
Date of Birth: _____ Phone Number: 751-2983 Email: dwetsch@mandanprogress.org
Address: 411 West Main ST City: Mandan State: ND Zip: 58554
Have you ever been convicted of a crime? YES NO
If yes please list charge(s) and year of conviction(s):

Name of Event Manager: _____
Driver's License Number: _____ State _____
Date of Birth: _____ Phone Number: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Have you ever been convicted of a crime? YES NO
If yes please list charge and year of conviction:

(List all Jurisdictions where you have been charged with a crime, also list any other names you have used when charged)

Business Address: 411 West Main St City: Mandan State: ND Zip: 58554
Corporation/Organization: Mandan Progress Organization State of Incorporation: ND
Tax ID #: 45-0439012 501(c)3 #: City Sales Tax ID #:

Have you ever coordinated/promoted another event/s? [X] YES [] NO

If yes, please provide the following:

Last event/s Location: Dykshoorn Park Date: July 2-3-4
Contact Name: Del Wetsch Phone: 701-220-2959
E-mail Contact: dwetsch@mandanprogress.org

Section 2 - Event Information

Event Name: Main Event Anticipated Daily Attendance: 2500
Event Date(s): August 9-10 Set-up Date: August 9 Hours: 8:00 a.m.
Hours of event each day: August 9 5 to 9 p.m August 10 11 to 9 p.m.
(begin and end times)

Take Down Date(s): August 10 Hours: after 9p.m.

E-Mail address for public information: dwetsch@mandanprogress.org

WEB address for public information: www.mandanprogressorganization.org

Location of Event/physical address: 400 block of West Main St.

Sponsors of the Event: Mandan Progress Organization

Brief Description of Event:
food trucks and vendors,craft vendors,music,kids events, inflatables

Has this event been held in another location? [] YES [X] NO

If yes, please provide the following:

Last event/s Location:

Date: Contact Name and Phone:

Section 3 - Event Features

Will there be an admission charge? [] Yes [X] No

If yes, Printed ticket count: Tickets for presale count:

Will there be entertainment? [X] Yes [] No

If yes, please attach an itemized complete list of all entertainment.
(A complete list of entertainment will be required before final approval. Once approved, no
changes may be made unless authorized by the City Administrator.)

Will merchandise and/or food items be sold? [X] Yes [] No

If yes, please attach a complete list of vendors.
(Each vender must have all valid permits and license to sell their product)

Permit Application #:

Date Complete:

(For office use only)

What type of advertising/promotion will be done prior to the event?

(Attach all promotional material.)

Radio: Yes No What Stations? I Heart, Mojo, Townsquare

*Main closed
Fri - through Sat*

TV: Yes No What Stations? _____

Fliers/Posters: Yes No How many? 100

Press Releases: Yes No How many? _____

Newspaper Ads: Yes No What publication? Finder

Is any other promoter/producer assisting you with your event? Yes No

Name of Promoter and Promotion Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Will the event include any of the following? (Indicate on site plan and/or vendor list)

Tents or Canopies: Yes No

Number of Tents: 6 conopie

(Tents require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics: Yes No

(Fireworks or Pyrotechnics require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics Production Company's name: _____

*(A copy of the Production Company's License and Insurance is required with this application, only if fireworks or pyrotechnics are being requested for this event.) *A separate bond may be required for this event.*

Require permits from the City of Mandan

Any person for on- or off-sale alcoholic beverage licensee desiring to conduct a public beer garden shall make application for a special permit to do so to the board, 30 days in advance of the proposed event.

Temporary Fencing: Yes No

Provide accurate dimensions of fenced area on site plan along with the site plan.

Company Contact Name: _____

Contact phone: _____

Restroom Accommodations: yes

Number of required portable toilets: 16 2hdcp 3sinks

Approved By: _____ Date Approved: _____ Initials: _____

Placement of sanitary toilet facilities must be on site plan.

Attach a copy of the letter from the Custer Health that indicates the site plan has been reviewed and the required number of proper sanitation facilities is attendance.

Company Contact name: _____

Contact phone: _____

Electrical Services/Generators Yes No

Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.

Company Contact name: _____

Contact phone: _____

Approved By: _____ Date Approved: _____ Initials: _____

Carnival/Amusement Rides: Yes No

A separate permit from the Fire Department may be required.

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ Date Approved: _____ Initials: _____

Signs / Banners Yes No

Company Contact name: MPO signage

Contact phone: 220-2959

Approved By: _____ Date Approved: _____ Initials: _____

Inflatables Yes No

Company Contact name: Mandan Inflatables

Contact phone: 701-659-3092

Bonded and Insured Amount: _____

Approved By: _____ Date Approved: _____ Initials: _____

Raffles

Will this event have a raffle? Yes No

If yes you must apply for a City Permit \$25 Raffle Permit

Approved By: _____ Date Approved: _____ Initials: _____

Section 4 – Transportation

Does the event propose using, closing or blocking any of the following:

If yes, specify location and duration on site map,

as applicable.

City Streets Yes No (Number of locations: _____ attach list of locations.)

City Sidewalks Yes No (Number of locations _____ attached list of locations)

City Bus Stops Yes No (Number of locations _____ attached list of locations)

Public Parking Lots Yes No (Number of locations _____ attached list of locations)

Public Bicycle Parking Yes No (Number of locations _____ attached list of locations)

Multiuse Paths Yes No (Number of locations _____ attached list of locations)

City Alleys Yes No (Number of locations _____ attached list of locations)

City Right-of-Ways Yes No (Number of locations _____ attached list of locations)

Approved By: JUSTIN FROST Date Approved: 7-31-19 Initials: JF

(Section 4 must be approved by Mandan City Engineer, and be approved by the City Commission before the event)

Section 5 – Use of City Utilities

Will any City electric hookups be used? Yes No

Electric Location including amperage Dykshoorn Park 110 and 220

Approved By: _____ Date Approved: _____ Initials: _____

Will any City water hookups be used? Yes No

Water Location(s) Dykshoorn Park

Approved By: _____ Date Approved: _____ Initials: _____

Will waste water/gray water be generated? Yes No

If so, how will it be disposed? by vendors

Approved By: _____ Date Approved: _____ Initials: _____

Section 6 – Alcohol

Will there be alcohol at the event? Yes No

Will alcohol be given away? Yes No

Will the alcohol be sold? Yes No

Will the alcohol be donated? Yes No

Who is the alcohol being donated by or purchased through: Seven Seas

Is alcohol included in the admission price of the event? Yes No

Approved By: _____ Date Approved: _____ Initials: _____

If you answered "Yes" to any of the above, a City and State Liquor License will be required. Attach copy(s) of all liquor licenses with this application. (If a City Liquor License is needed please contact the City of Mandan's Finance Department to apply at Phone: (701) 667-3213)

Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? Yes No

If yes, please explain:

How will attendees be identified as minors or age 21 and over?
yes i'd and wrist banded with Main Event wrist band

Have the alcohol servers received training in sale/service of alcoholic beverages? Yes No

If yes, who provided the training: Seven Seas bartenders

Date and time of most recent training: _____

Request Mandan Police Server Training: Yes No

If yes provide a contact person and contact information:

Section 7 – Event Security

Are you requesting off-duty Mandan Police officers? Yes No

Number of personnel requested: _____

After reviewing the event application, the Chief of Police may require the use of the City of Mandan Off-Duty Police Officers for the event.

To schedule Off-Duty Police Officers, please call 701-667-3250.

Officers must be requested 2 weeks prior to any event and there will be a minimum of 4 work hours per officers per event at \$45 per-hour per officer.

Are you requesting private security? Yes No

Number of security personnel onsite: 4

Include security points and duties on event plans

The City of Mandan requires only security companies that are licensed and bonded in the State of North Dakota.

Security Company and Contact Info: Spartan Securitas

Attach a copy of Company's License

Section 8 – Emergency Medical Services

Are you requesting off-duty Mandan EMT's? Yes No

Number of personnel requested: _____

After reviewing the event application the Fire Chief may require the use of the City of Mandan Off-Duty EMT's or paramedics for the event.

EMTs or paramedics must be requested 2 weeks prior to any even and there will be the minimum of 4 work hours per employee per event \$35

Section 9 – Event Maintenance and Cleanup Plan Required

What is your trash removal and cleanup plan?

Armstrong Sanitation and hired Boy Scout troop 54

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: ArmstrongSanitation

Contact Name: Peggy Phone: 220-4949

All costs for containers, dumping and the removing all trash are the responsibility of the applicant/promoter. The City of Mandan's property and or the event site must be returned to its original condition and all equipment removed or daily fees will be accessed.

Permit Application #:

Date Complete:

(For office use only)

Signature Page from City Officials and Department Heads

Fire Department Date
[Signature] 10-31-19

Police Department Date

Finance Department Date
[Signature] 1-7-31-19

Engineering Department Date

Public Works Date

City Administrator Date

Park District Designee Date

Date Approved by City Commission: _____

Signature Page from City Officials and Department Heads

_____ / _____	
Fire Department	Date
_____ / _____	
Police Department	Date
_____ / _____	
Finance Department	Date
_____ / _____	
Engineering Department	Date
<i>[Signature]</i>	17-25-19
Public Works	Date
_____ / _____	
City Administrator	Date
_____ / _____	
Park District Designee	Date

Date Approved by City Commission: _____

Permit Application #: 19-10 Date Complete:
(For office use only)

Signature Page from City Officials and Department Heads

 7-25

Fire Department Date

_____ / _____

Police Department Date

_____ / _____

Finance Department Date

_____ / _____

Engineering Department Date

_____ / _____

Public Works Date

_____ / _____

City Administrator Date

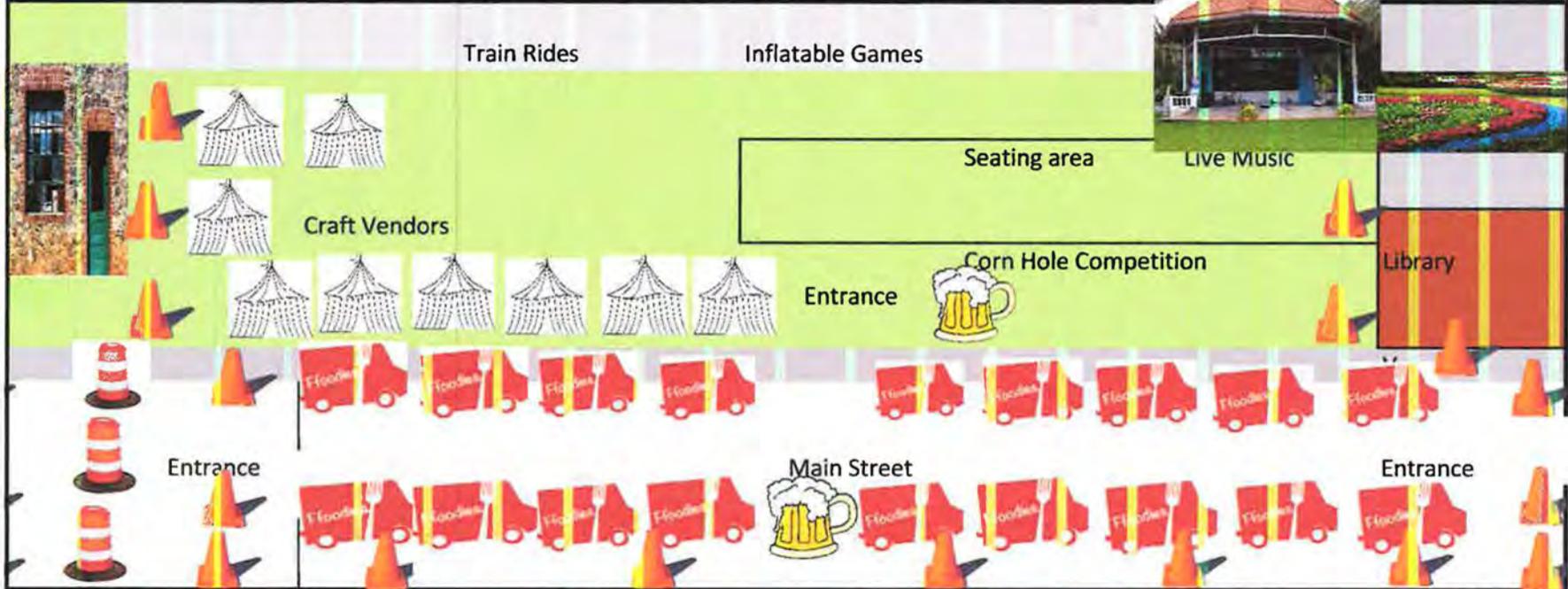
_____ / _____

Park District Designee Date

Date Approved by City Commission: _____

THE MAIN EVENT

AUG 8 & 9, 2019



3 rd Ave NW

Est linear feet PER block	600 to 700	
Food Vendors (25 ft each)	25	625 ft
Bars (20 feet each)	1	
BLOCK LENGTH: 300 TO 350 FEET	4th Ave NW	



Family Event
 Food Vendors & Beer Serving on the street
 Time of Event: Friday 4:00- 9:00
 Saturday: 11:00 to 9:00



Designated area with cones & tape

Traffic Barriers

411 West Main Street
Mandan, North Dakota 58554

For More Information
701-751-2983
www.mandanprogress.org



To: Brian Dirk City Shop and Lori Flaten Mandan Police Dept.

Fr: Del Wetsch

Re: Street closure Main Event

By Thursday August 8th could we get 6 barrels placed at the East end of the Morton Mandan Library and a detour sign and a merge left traffic sign delivered to the stop light at 6th Ave. NW. A Street closed sign delivered to the West end of the Morton Mandan Library. Three barricades delivered to the alley by Hersch Flooring on 4th Ave. NW.

6 barrels and 6 stick cones, detour sign arrow going north, and merge right traffic sign delivered to Dykshoorn Park by the clock tower.

Two stop signs delivered to the corner of 3rd Ave. NW and 1st Street NW. by Eyecare Professionals and Al Fitterer Architect

We will be closing the 400 block of West Main St. from 8:00 a.m. Friday August 9th to 9:00 p.m. on Saturday August 10th for the Main Event. Post NO PARKING signs on the 400 block of West Main Street and half block of 4th Ave. NW by Thursday August 8th for no parking Friday starting at 1:00 a.m. or violators will be towed.

Mow grass by Wednesday, August 7th and move picnic tables into the park.

MAKING A DIFFERENCE!





Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 2, 2019
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch, Finance Director
PRESENTER: Jackie Hawes, Library Director
SUBJECT: Morton Mandan Public Library 2020 Budget

PURPOSE

To consider the Morton Mandan Public Library 2020 Budget as recommended by the Library Board of Trustees.

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 are 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 budget, levies taxes, and must approve any debt issuances. The Library is reported as a component unit in the City of Mandan audited financial statements. The City currently owns the Library building.

The Library Board of Trustees approved the 2020 Budget on June 24, 2019. The Director presented the Library 2020 Budget to the Morton County Commission on July 11, 2019.

ATTACHMENTS

- Morton Mandan Public Library 2020 Budget
- Presentation

FISCAL IMPACT

The City of Mandan will levy 5.50 Mills or approximately \$528,822 as requested by the Library Board of Trustees for the 2020 Budget. The City also provides \$10,650 annually to the Library for their share of 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 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 2019 by the U.S Census Bureau (as of July 1, 2018) were as follows:

- Morton County = 31,095
- City of Mandan = 22,519

Based on the recent population statistics above, the City of Mandan population is 72% of the population of Morton County.

The Library 2020 Budget reflects the following funding contributions from each entity:

	2020 Budget	
Morton County	\$ 218,856	28%
City of Mandan	\$ 574,142	72%
Total	\$ 792,998	100%

<u>Morton County</u>	
Taxes	\$ 199,000
State Grants (NDSL)	\$ 19,856
Total	\$ 218,856

<u>City of Mandan</u>	
Property Taxes	\$ 528,822
Electric Taxes	\$ 350
Mobile Home Taxes	\$ 5,700
State Grants (NDSL)	\$ 17,820
State Aid Distribution	\$ 10,650
Disabled Veterans Credit	\$ 3,450
Homestead Credit	\$ 7,350
Total	\$ 574,142

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

To consider the Morton Mandan Public Library 2020 Budget as recommended by the Library Board of Trustees.

SUGGESTED MOTION

Move to consider the Morton Mandan Public Library 2020 Budget as recommended by the Library Board of Trustees.

**Morton Mandan Public Library
2020 Budget**

General Fund

	<i>Original Budget FY 2019</i>	<i>Revised Budget FY 2019</i>	<i>Proposed Budget FY 2020</i>
Revenues			
Taxes:			
Property Taxes (City)	\$ 517,468	\$ 491,650	\$ 528,822
Electric Taxes (City)	\$ 300	\$ 350	\$ 350
Mobile Home Taxes (City)	\$ 4,850	\$ 5,700	\$ 5,700
Total Taxes	\$ 522,618	\$ 497,700	\$ 534,872
Intergovernmental:			
State Grants:			
NDSL (City)	\$ 20,789	\$ 20,789	\$ 17,820
NDSL (County)	\$ 21,398	\$ 21,398	\$ 19,856
State Aid Distribution (City)	\$ 10,650	\$ 10,650	\$ 10,650
Disabled Veterans Credit (City)	\$ 4,000	\$ 3,450	\$ 3,450
Homestead Credit (City)	\$ 9,750	\$ 7,350	\$ 7,350
Morton County	\$ 195,539	\$ 195,539	\$ 199,000
Total Intergovernmental	\$ 262,126	\$ 259,176	\$ 258,126
Charges for Services:			
Miscellaneous Charges	\$ 6,200	\$ 6,200	\$ 50
Copier/Fax/Computer Fees	\$ 5,300	\$ 5,300	\$ 5,300
New Card Fees	\$ 150	\$ 150	\$ 150
Passport Fees	\$ -	\$ -	\$ 8,500
Photo Fees	\$ -	\$ -	\$ 4,000
Total Charges for Services	\$ 11,650	\$ 11,650	\$ 18,000
Fines and Forfeits:			
Fines	\$ 5,500	\$ 5,500	\$ 4,500
Total Fines and Forfeits	\$ 5,500	\$ 5,500	\$ 4,500
Miscellaneous:			
Interest Earnings	\$ 200	\$ 600	\$ 600
Rent:			
Rice Bowl	\$ 33,100	\$ 33,100	\$ 34,100
Donations:			
Donations	\$ 3,500	\$ 3,500	\$ 3,500
Noon Kiwanis-Summer Kids' Programming	\$ 2,000	\$ 2,000	\$ 2,000
Noon Kiwanis-Teen Programming	\$ 500	\$ 500	\$ 500
Refunds	\$ 50	\$ 50	\$ -

**Morton Mandan Public Library
2020 Budget**

General Fund

	<u>Original Budget FY 2019</u>	<u>Revised Budget FY 2019</u>	<u>Proposed Budget FY 2020</u>
Other	\$ 2,500	\$ 2,500	\$ 2,500
Total Miscellaneous	\$ 41,850	\$ 42,250	\$ 43,200
Total Revenues	\$ 843,744	\$ 816,276	\$ 858,698

Expenditures

Library:

Salaries and Benefits:

Director (Jackie Hawes)	\$ 72,159	\$ 72,176	\$ 73,632
Assistant Director	\$ 56,826	\$ 55,702	\$ 52,000
Public Services Coordinator (Mary Henderson)	\$ 50,752	\$ 50,502	\$ 51,522
Youth Services Coordinator (Linda Austin)	\$ 46,571	\$ 46,571	\$ 47,507
Technical Services Assistant (Matt Engel)	\$ 34,944	\$ 30,056	\$ 30,659
Technical Services Assistant (Susan Harmon)	\$ 20,813	\$ 20,813	\$ 21,229
Outreach Services Driver Librarian (Belinda Neibel)	\$ 25,334	\$ 26,239	\$ 26,767
Outreach Services Assistant (Amy Rask)	\$ 29,702	\$ 29,702	\$ 30,306
Youth Services Assistant	\$ 26,749	\$ 26,000	\$ 29,203
Public Services Assistant (Barb Sandstrom & Seasor	\$ 12,480	\$ 12,844	\$ 24,523
Page (Kayla Steinwand)	\$ 4,273	\$ 4,362	\$ 4,451
Social Security and Medicare	\$ 29,116	\$ 28,685	\$ 29,973
Pension	\$ 29,108	\$ 28,621	\$ 29,026
Unemployment Compensation	\$ 381	\$ 100	\$ -
Workers' Compensation	\$ 1,350	\$ 1,100	\$ 1,100
Health Insurance	\$ 83,800	\$ 82,500	\$ 87,800
Long Term Disability Insurance	\$ 1,350	\$ 1,050	\$ 1,050
Term Life Insurance	\$ 400	\$ 450	\$ 450
Total Salaries and Benefits	\$ 526,108	\$ 517,473	\$ 541,198

Fees and Other Service Charges:

Audit Fees	\$ 600	\$ 600	\$ 600
Accounting Fees	\$ 4,800	\$ 4,800	\$ 4,900
Courier Fees	\$ 3,660	\$ 3,660	\$ 3,750
Computer Telecommunications	\$ 1,000	\$ 1,000	\$ 1,100
System-Related Charges (CDLN Contract)	\$ 16,000	\$ 16,000	\$ 15,000
Technology Support (NRG Server)	\$ 18,000	\$ 20,500	\$ 23,000
Total Fees and Other Service Charges	\$ 44,060	\$ 46,560	\$ 48,350

Insurance:

**Morton Mandan Public Library
2020 Budget**

General Fund

	<i>Original Budget FY 2019</i>	<i>Revised Budget FY 2019</i>	<i>Proposed Budget FY 2020</i>
Insurance	\$ 4,150	\$ 4,350	\$ 4,350
Total Insurance	<u>\$ 4,150</u>	<u>\$ 4,350</u>	<u>\$ 4,350</u>
Rentals:			
Building Rental	\$ 800	\$ 800	\$ 800
Total Rentals	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>
Travel and Training:			
Staff Training	\$ 8,000	\$ 8,000	\$ 8,000
Board Expenses	\$ 100	\$ 100	\$ -
Program Mileage	\$ 1,000	\$ 1,000	\$ 2,500
Total Travel and Training	<u>\$ 9,100</u>	<u>\$ 9,100</u>	<u>\$ 10,500</u>
Utilities:			
Utilities	\$ 22,050	\$ 21,300	\$ 21,300
Telephone	\$ 5,750	\$ 2,350	\$ 2,350
Total Utilities	<u>\$ 27,800</u>	<u>\$ 23,650</u>	<u>\$ 23,650</u>
Publishing and Printing:			
Advertising/Public Relations	\$ 2,500	\$ 2,500	\$ 2,500
Total Publishing and Printing	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>
Library Materials:			
Dues and Memberships	\$ 900	\$ 900	\$ 750
Adult Materials	\$ 45,000	\$ 45,000	\$ 45,000
Electronic Resources	\$ 8,000	\$ 8,000	\$ 8,000
Juvenile Materials	\$ 30,000	\$ 30,000	\$ 30,000
Periodicals	\$ 5,000	\$ 5,000	\$ 4,500
Software Materials	\$ 1,500	\$ 1,500	\$ 1,500
Audiovisuals	\$ 16,000	\$ 16,000	\$ 16,000
Young Adult Materials	\$ 10,000	\$ 10,000	\$ 10,000
Satellite/Movie Services	\$ 550	\$ 550	\$ 750
Total Library Materials	<u>\$ 116,950</u>	<u>\$ 116,950</u>	<u>\$ 116,500</u>
Supplies and Maintenance:			
Office Supplies	\$ 5,500	\$ 5,500	\$ 4,500
Postage and Sort Fees	\$ 3,000	\$ 3,000	\$ 4,000
Janitorial Supplies	\$ 4,000	\$ 4,000	\$ 4,500
Gas, Oil, Grease	\$ 4,100	\$ 3,250	\$ 3,250

**Morton Mandan Public Library
2020 Budget**

General Fund

	<i>Original Budget FY 2019</i>	<i>Revised Budget FY 2019</i>	<i>Proposed Budget FY 2020</i>
Copier/Fax/Computer	\$ 3,500	\$ 3,500	\$ 3,500
Materials Processing	\$ 4,500	\$ 4,500	\$ 4,500
Program Supplies:			
Children	\$ 6,500	\$ 6,500	\$ 7,500
Teen	\$ 2,500	\$ 2,500	\$ 3,000
Adult	\$ 2,000	\$ 2,000	\$ 2,500
Total Supplies and Maintenance	<u>\$ 35,600</u>	<u>\$ 34,750</u>	<u>\$ 37,250</u>
Repairs and Maintenance:			
Equipment Repairs and Maintenance	\$ 1,000	\$ 1,000	\$ 500
Building Repairs and Maintenance	\$ 22,000	\$ 22,000	\$ 14,000
Maintenance Contracts:			
Maintenance Contracts	\$ 8,000	\$ 8,000	\$ 9,100
City of Mandan	\$ 10,450	\$ 10,450	\$ 20,000
Vehicle Repairs and Maintenance	\$ 7,300	\$ 7,300	\$ 5,000
Total Repairs and Maintenance	<u>\$ 48,750</u>	<u>\$ 48,750</u>	<u>\$ 48,600</u>
Capital Outlay:			
Office Equipment/Furniture	\$ 4,500	\$ 7,000	\$ 15,000
Total Capital Outlay	<u>\$ 4,500</u>	<u>\$ 7,000</u>	<u>\$ 15,000</u>
Transfers:			
Bookmobile Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reserve Fund	\$ 13,426	\$ 13,426	\$ -
Total Transfers	<u>\$ 23,426</u>	<u>\$ 23,426</u>	<u>\$ 10,000</u>
Total Expenditures	<u>\$ 843,744</u>	<u>\$ 835,309</u>	<u>\$ 858,698</u>

**Morton Mandan Public Library
2020 Budget
General Fund**

Summary

	<i>Original Budget FY 2019</i>	<i>Revised Budget FY 2019</i>	<i>Proposed Budget FY 2020</i>
Actual Fund Balance-January 1	\$ 397,893	\$ 397,893	
Estimated Fund Balance-January 1			\$ 378,860
Operating:			
Revenues	\$ 843,744	\$ 816,276	\$ 858,698
Expenditures	\$ 820,318	\$ 811,883	\$ 848,698
Excess of Revenues Over (Under) Expenditures	<u>\$ 23,426</u>	<u>\$ 4,393</u>	<u>\$ 10,000</u>
Non-Operating:			
Expenditures:			
Transfers:			
Bookmobile Replacement Fund	\$ 10,000	\$ 10,000	\$ 10,000
Capital Reserve Fund	\$ 13,426	\$ 13,426	\$ -
Estimated Fund Balance-December 31	<u>\$ 397,893</u>	<u>\$ 378,860</u>	<u>\$ 378,860</u>
<u>Estimated Fund Balance-December 31</u>			
Reserved (17%)	\$ 139,454	\$ 144,279	\$ 144,279
City of Mandan (Library Building)	\$ 129,139	\$ 122,465	\$ 122,465
Unreserved	\$ 129,300	\$ 112,116	\$ 112,117
Total	<u>\$ 397,893</u>	<u>\$ 378,860</u>	<u>\$ 378,860</u>

**Morton Mandan Public Library
2020 Budget**

Bookmobile Replacement Fund

Statement of Purpose: To be used as future replacement of Bookmobile unit.

	<i>Original Budget <u>FY 2019</u></i>	<i>Revised Budget <u>FY 2019</u></i>	<i>Proposed Budget <u>FY 2020</u></i>
Actual Fund Balance-January 1	\$ 83,661	\$ 83,661	
Estimated Fund Balance-January 1			\$ 93,661
Revenues			
Transfers:			
General Fund	\$ 10,000	\$ 10,000	\$ 10,000
Total Transfers	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Total Revenues	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Expenditures			
Capital Outlay:			
Bookmobile	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Estimated Fund Balance-December 31	<u>\$ 93,661</u>	<u>\$ 93,661</u>	<u>\$ 103,661</u>

The Bookmobile was purchased in 2012 for a total cost of \$184,745 with a life expectancy of 15-20 years.

**Morton Mandan Public Library
2020 Budget**

Capital Reserve Fund

Statement of Purpose: To be used for future building and capital improvements over \$5,000.

	<i>Original Budget <u>FY 2019</u></i>	<i>Revised Budget <u>FY 2019</u></i>	<i>Proposed Budget <u>FY 2020</u></i>
Actual Fund Balance-January 1	\$ 52,106	\$ 52,106	
Estimated Fund Balance-January 1			\$ 65,532
Revenues			
Transfers:			
General Fund	\$ 13,426	\$ 13,426	\$ -
Total Transfers	<u>\$ 13,426</u>	<u>\$ 13,426</u>	<u>\$ -</u>
Total Revenues	<u>\$ 13,426</u>	<u>\$ 13,426</u>	<u>\$ -</u>
Expenditures			
Repairs and Maintenance:			
Building Repairs and Maintenance	\$ -	\$ -	\$ -
Total Repairs and Maintenance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Capital Outlay:			
Building Improvements	\$ -	\$ -	\$ -
Office Equipment/Furniture	\$ -	\$ -	\$ -
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess of Revenues Over (Under) Expenditures	<u>\$ 13,426</u>	<u>\$ 13,426</u>	<u>\$ -</u>
Estimated Fund Balance-December 31	<u>\$ 65,532</u>	<u>\$ 65,532</u>	<u>\$ 65,532</u>



MORTON MANDAN PUBLIC LIBRARY

MORE THAN JUST BOOKS

PROVIDING THE HUB FOR COMMUNITY ENRICHMENT, EDUCATION, & ENTERTAINMENT...

116,881 visits in 2018

100,521 items
checked out in 2018



LIBRARY BECAME A PASSPORT ACCEPTANCE FACILITY...

400+ passport applications

500+ passport photos



Ready to see the world?

**APPLY FOR YOUR
PASSPORT AT THE MORTON
MANDAN PUBLIC LIBRARY!**

We now offer passport acceptance and passport photo services. Appointments are **REQUIRED** for executing a passport application or taking a photo. Various passport-related forms are available for free. Please allow at least 6-8 weeks for your passport to arrive.

Application fee (paid to U.S. Dept. of State):
Price varies based on type of application

Passport photos (paid to library):
\$15 per person

Application execution fee (paid to library):
\$35 per person

Call the library to make an appointment:
701-667-5365



INCREASED OUTREACH SERVICES...

Otto Bremer Trust Grant

Computer &
Internet Access

Homebound
Services

Outreach
Programming

Expand Summer
Reading
Program

Marketing

PROVIDE COMPUTER & INTERNET ACCESS...

*Purchased new laptop for public use at bookmobile stops & outreach events

*Mobile hotspot for internet access



NEW HOMEBOUND SERVICES...

- *Established the Doorstep Library service
- *provides library service to homebound patrons
- *application process



PROVIDE OUTREACH PROGRAMMING COUNTY WIDE...

- *Survey & meet-n-greets to determine community needs

- *weekly pop-up events in county

- *summer activities in county



PROVIDE OUTREACH PROGRAMMING COUNTY WIDE...

*Continuing to provide monthly programming in county

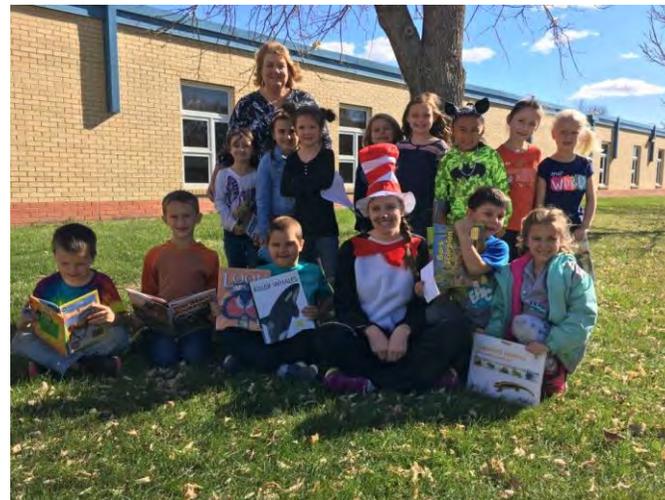
*adding 2 new program stops



PROVIDE OUTREACH PROGRAMMING COUNTY WIDE...

*Daycare & Head Start Story Times

*Parades, festivals, & community events



EXPAND OUR SUMMER READING PROGRAM...

*Signup events out in the county

*Partnering with Summer MAC & MREC programs



INCREASE OUR MARKETING EFFORTS...

- *Get the word out about services & programs offered
- *Added marketing as a job duty to a position
- *Develop a marketing plan

AGES 10 AND UNDER WITH AN
ADULT
Hey Flasher!
Build your own "Out of this World" Alien to take home.

**BOOK BUDDY
WORKSHOP**

JULY 31 • 5:00PM
Registration is recommended. Call the library
(701-667-5365) or email Amy (arask@cdln.info).
We'll be at the park right after that afternoon's pop up.



WE'VE BEEN VERY BUSY THIS YEAR...

454 programs in 2018

14,374 attendees in 2018

179 programs THIS SUMMER
(144 summer 2018)



SUMMER READING PROGRAM

CHILDREN, TEENS, & ADULTS



468 participants
(so far)

CHILDREN'S PROGRAMS



StemZone



Book Buddy
Workshop



Lego Robotics

CHILDREN'S PROGRAMS...

Astronaut
Academy

Electrical
Engineer Lab

Lunar Party

Electro
Dough

Cosmic Art:
3D Saturn

Jr. Coders:
Airblocks

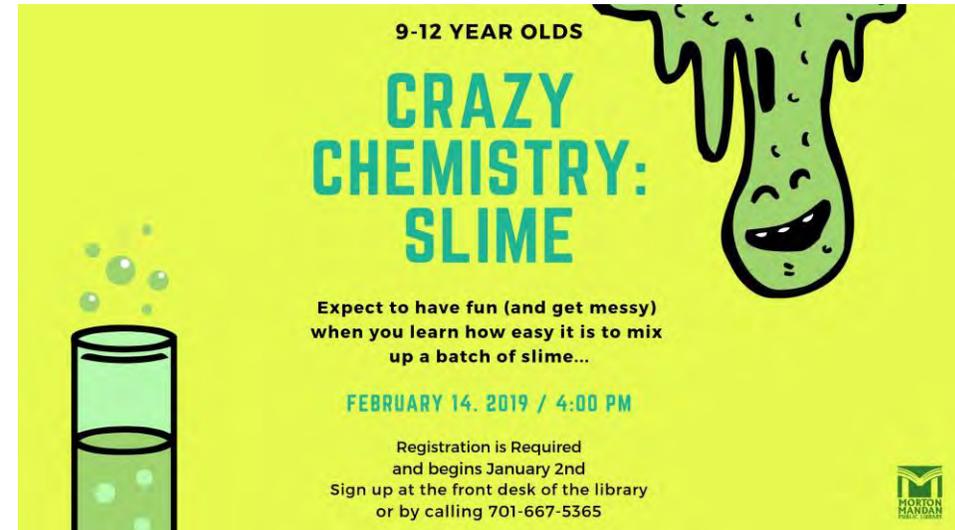
9-12 YEAR OLDS

CRAZY CHEMISTRY: SLIME

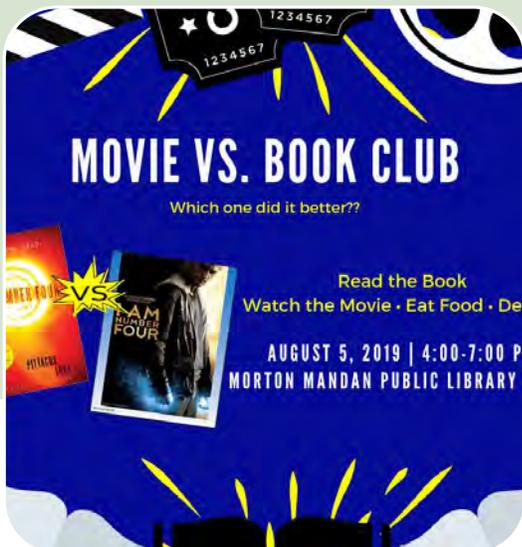
Expect to have fun (and get messy)
when you learn how easy it is to mix
up a batch of slime...

FEBRUARY 14, 2019 / 4:00 PM

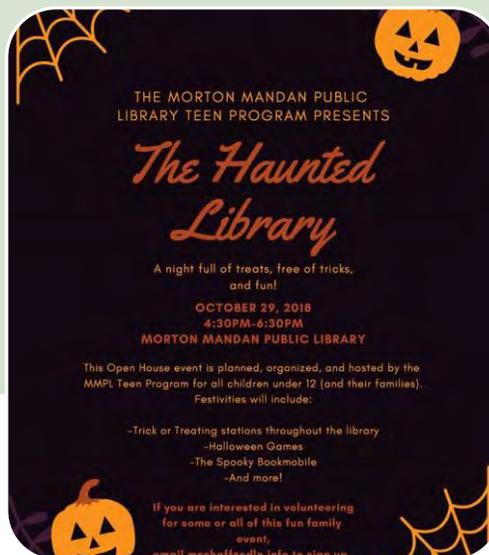
Registration is Required
and begins January 2nd
Sign up at the front desk of the library
or by calling 701-667-5365



TEEN PROGRAMS



Movie Vs. Book Club



Haunted Library



Dr. Seuss Party

TEEN PROGRAMS...

Escape
Rooms

Board Game
Bonanza

Murder
Mystery
Events

Electronic
Playground

Ultimate
Frisbee

Splatter-
Painting



IT'S BACK BY POPULAR DEMAND...

Join us for an epic NERF battle in the library, and reign supreme!

BRING YOUR OWN NERF WEAPON AND DARTS. NO SHIELDS.

REGISTRATION REQUIRED by JUNE 14

JUNE 21 • 5:00-8:00PM

MORTON MANDAN PUBLIC LIBRARY TEEN PROGRAM

RSVP to Michaela at mschaff@cdln.info • (701) 667-5365
A limited supply of NERF weapons is available to reserve



WANT TO MAKE A DIFFERENCE AT YOUR LIBRARY?
ARE YOU BETWEEN AGES 13-18? JOIN THE:

Teen Advisory Board

Help the Morton Mandan Public Library Youth Services Assistant develop the MMPL Teen Program.

Being a TAB Member includes:

- Planning Teen Programs
- Helping Redesign the Teen Zone
- Volunteering in the community
- Making YOUR voice heard
- Having fun!

Want to learn more?
Email mschaff@cdln.info for more info, or ask for an application at the front desk of the library!

ADULT PROGRAMS



Galaxy Painting



How To Be a Photo Whiz



Sit and Be Fit

ADULT PROGRAMS...

Leash &
Learn

Book
Clubs

Movie
Day



A poster for an 'Etch 'n Sip' event. It features a central image of a glass with the words 'Etch 'n Sip' etched on it. The background is dark with a reflection of the glass. Text on the left provides the date and registration information. Text on the right describes the activity. A logo is in the bottom left corner.

**AUGUST 22
7:00PM**

Registration by
August 17th is
required to reserve
supplies

MORTON MANDAN
PUBLIC LIBRARY
ADULT MAKE 'N TAKE

Etch a design
of your own
choosing onto
a glass using
etching paste,
then take your
creation home!

MORTON
MANDAN
PUBLIC LIBRARY



A poster for a 'How to Be Money Smart' event. The background is a collage of US dollar bills. A light blue cloud is at the top right, with several green dollar bills falling from it into a brown money bag with a dollar sign. Text on the left provides the date and a list of topics. A logo is in the bottom right corner.

MORTON MANDAN PUBLIC LIBRARY
ADULT PROGRAMMING PRESENTS...

HOW TO BE MONEY SMART

MARCH 28 • 7 PM

Learn tips to help you get started on
making wise financial decisions,
including:

- Savings Plans
- Budgeting
- Retirement

MORTON
MANDAN
PUBLIC LIBRARY

LIBRARY IMPROVEMENTS...

THANK YOU BOBCAT!



TEEN ZONE (BEFORE & AFTER)...



BOOKMOBILE IMPROVEMENTS...



BOOKMOBILE IMPROVEMENTS

New tires

Opening
flag

New sound
system

Outdoor
speakers



DECK REPAIRS... (BEFORE & AFTER)



FUTURE NEEDS

More
space

Paint

Replace 51
more
windows

Masonry
Tuck-pointing

HVAC
System

Carpet

New Roof

Deck Repairs

WITH THE HELP OF GENEROUS DONATIONS... THANK YOU ENERGY TRANSFER!



MEETING THE NEEDS OF OUR COMMUNITY

We are continuing to

Change

Grow

Evolve

With our **COMMUNITY!**



2020 BUDGET





Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 2, 2019
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch, Finance Director
PRESENTER: Jim Lawler, Airport Manager
SUBJECT: Mandan Airport Authority 2020 Budget

PURPOSE

To consider the Mandan Airport Authority 2020 Budget as recommended by the Airport Board.

BACKGROUND

The Mandan Airport Authority manages the local airport facility. The Airport 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 audited financial statements.

The Airport Board approved the 2020 Budget on July 15, 2019.

ATTACHMENTS

- Mandan Airport Authority 2020 Budget
- Presentation

FISCAL IMPACT

The City of Mandan will levy the maximum of 4 Mills or approximately \$384,598 as requested by the Airport Board for the 2020 Budget. The City also provides \$5,600 annually to the Airport for their share of State Aid Distribution revenue from the State of ND.

STAFF IMPACT

None

LEGAL REVIEW

N/A

RECOMMENDATION

To consider the Mandan Airport Authority 2020 Budget as recommended by the Airport Board.

SUGGESTED MOTION

Move to consider the Mandan Airport Authority 2020 Budget as recommended by the Airport Board.

Mandan Municipal Airport
Operating, Capital and Finance Budget Summary
Year Ending December 31, 2020

Fuel Gross Margin	\$ 44,995		Avgas Sales	\$ 200,000
Hanger Rent	125,000		Avgas Cost of Sales	<u>(164,675)</u>
Land Lease	21,000		Avgas Gross Margin	\$ 35,325
Property Tax & Other	384,596			
Interest	1,500		Jet Fuel Sales	\$ 43,000
Other	-		Jet Fuel Cost of Sales	<u>(33,330)</u>
Total Operating Income	\$ 577,091		Jet Fuel Gross Margin	\$ 9,670
Payroll	\$ 94,614			
Fees and Charges	5,320			
Insurance	10,600			
Travel/Training	4,000			
Utilities	29,040			
Advertising/Printing	3,250			
Dues & Subscriptions	2,000			
Supplies & Maintenance	33,900			
Leasehold Tax	14,000			
Interest Expense on Bonds	42,000			
Repairs	10,250			
Total Operating Expenses	\$ 248,974			
Net Operating Income	\$ 328,117	A	Hanger Project Sources and (Uses)	
Hanger Construction	\$ (850,000)		Construction Costs	\$ (850,000)
Taxilane/Apron Construction	(2,550,000)		New Bond Issue - Hanger Project	600,000
Machinery & Equipment Purchases	(75,000)		Net Project Funding Required	<u>\$ (250,000)</u>
FAA Funding - Hanger & Taxilane Project	1,350,000			
State Funding - Hanger & Taxilane Project	555,000			
Net Capital Project Inflows / (Outflows)	\$ (1,570,000)	B	Taxilane/Apron Project Sources and (Uses)	
Principal Payments on Bonds (Outflow)	\$ (147,250)		FAA Eligible Construction Costs	\$ (1,500,000)
New Bond Issue - Hanger Project	600,000		FAA Funding - 90%	1,350,000
Net Financing Inflows / (Outflows)	\$ 452,750	C	State Funding (FAA Eligible) - 5%	75,000
			FAA Ineligible Construction Costs	(1,050,000)
			State Funding (FAA Ineligible) - 50 %	480,000
			Net Project Funding Required	<u>\$ (645,000)</u>
Net Budgeted Cash Flow	\$ (789,133)	A+B+C	*Additional State Funding of this project	
Estimated Cash Available @ 1/1/2020	\$ 800,000		to be awarded in 2020	

Mandan Municipal Airport Profit & Loss Budget Overview January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
800.31.101 Property Tax	\$ 384,596
800.34.418 Fuel Sale	\$ 200,000
800.34.418 Jet Fuel	\$ 43,000
800.34.418 Split Load Fuel	\$ -
800.36.601 Interest Income	\$ 1,500
800.36.602 Hangar Rent	\$ 125,000
800.36.602 Land Lease	\$ 21,000
800.36.608 Sale of Bonds	\$ 600,000
800.36.611 Refunds	\$ -
800.36.612 Other	\$ -
800.36.618 Assessment	\$ -
Total Income	\$ 1,375,096
Gross Profit	\$ 1,375,096
Expense	
51001 Payroll Expenses	
51001 Payroll	\$ 73,514
Health	\$ 8,800
LTD Insurance	\$ 250
Pension	\$ 6,000
Social/Medicare	\$ 5,800
Term Life	\$ 50
Unemployment	\$ 50
Workforce Safety & Insurance	\$ 150
51001 Payroll Expenses - Other	\$ -
Total 51001 Payroll Expenses	\$ 94,614
52001 Fees & Services Charges	
Audit Fees	\$ 800
Bank Service Charges	\$ -
Boiler Inspection	\$ 250
Credit Card Security Fee	\$ 360
Garbage	\$ 960
Late Fee	\$ -
Legal Fees	\$ 1,000
Postage Fees	\$ 750
Recording Fees	\$ -
Web Page	\$ 1,200
52001 Fees & Services Charges - Other	\$ -
Total 52001 Fees & Services Charges	\$ 5,320
53001 Insurance	
Automobile	\$ 400
Building	\$ 1,500
Environmental Ins.	\$ 4,000

Mandan Municipal Airport
Profit & Loss Budget Overview
 January through December 2020

	<u>Jan - Dec 20</u>
Fuel Tank	\$ 500
Inland Marine	\$ 2,200
Liability	\$ 2,000
Total 53001 Insurance	\$ 10,600
55001 Travel & Training	
Mileage	\$ 4,000
55001 Travel & Training - Other	\$ -
Total 55001 Travel & Training	\$ 4,000
56001 Utilities	
Cable TV	\$ 840
Electric	\$ 16,000
Propane	\$ 7,000
Telephone	\$ 4,200
Water	\$ 1,000
Total 56001 Utilities	\$ 29,040
57001 Publishing & Printing	
Advertising Other	\$ 1,500
Advertising/Public Relations	\$ 500
Clothing	\$ 1,000
Legal Notices	\$ 250
Total 57001 Publishing & Printing	\$ 3,250
58001 Dues and Subscriptions	\$ 2,000
59001 Supplies & Maintenance	
AWOS Maintenance	\$ 1,500
Building Repairs	\$ 1,500
Diesel Fuel	\$ 3,000
Electrical Supplies	\$ 2,000
Equipment Maintenance	
CX 60	\$ 1,000
JD 644K	\$ 1,000
Kubota	\$ 500
Land Pride Mower	\$ 1,000
Total Equipment Maintenance	\$ 3,500
Fly In	\$ 2,500
Gas, Oil, Grease	\$ 500
Gifts	\$ 150
Grounds Supplies	\$ 10,000
Hardware	\$ 250
Janitorial Supplies	\$ 500
Motor Vehicle Supplies	\$ 500
Nav Aid	\$ -
Office Supplies	\$ 3,500
Pilot Supplies	\$ 500
Shop Supplies	\$ 1,000

Mandan Municipal Airport
Profit & Loss Budget Overview
 January through December 2020

	<u>Jan - Dec 20</u>
Signage	\$ 1,000
Small Tools	\$ 1,000
Technology	\$ 1,000
Total 59001 Supplies & Maintenance	\$ 33,900
59002 Airplane Fuel	
Avgas	
Bank Fees	\$ 4,250
Federal Excise Tax	\$ 8,750
Federal Lust Tax	\$ 50
Federal Oil Spill Tax	\$ 125
ND Excise Tax	\$ 4,000
Avgas - Other	\$ 145,000
Total Avgas	\$ 162,175
Fuel System	\$ 2,500
Jet Fuel	
Federal Excise Tax Jet A	\$ 2,500
Federal Lust Fee	\$ 10
Federal Oil Spill Fee	\$ 20
ND Jet A Excise Tax	\$ 800
Jet Fuel - Other	\$ 30,000
Total Jet Fuel	\$ 33,330
Split Load Fuel	\$ -
Total 59002 Airplane Fuel	\$ 198,005
60001 Repairs & Maintenance	
Asphalt	\$ 2,500
Building Repairs	\$ -
Courtsey Car	\$ 1,000
Electrical	\$ 500
Equipment Repairs	
Avgas Truck	\$ 500
Courtesy Car	\$ -
CX 60	\$ 1,000
JD 644K	\$ 500
Jet Fuel Truck	\$ 1,000
Loftness	\$ 500
Equipment Repairs - Other	\$ -
Total Equipment Repairs	\$ 3,500
Fire Ext.	\$ 250
JD 644	\$ -
Nav Aid	\$ -
Plumbing & Septic System	\$ 2,500
Total 60001 Repairs & Maintenance	\$ 10,250
62001 Capitol Outlay	
Building Improvement	\$ 850,000

Mandan Municipal Airport
Profit & Loss Budget Overview
 January through December 2020

	Jan - Dec 20
Machinery and Equipment	\$ 75,000
Total 62001 Capitol Outlay	\$ 925,000
63001 Debt Service	
Interest Revenue Bonds	\$ 42,000
63001 Debt Service - Other	\$ 147,250
Total 63001 Debt Service	\$ 189,250
64001 Misc	
Possessory Leasehold Tax	\$ 14,000
Total 64001 Misc	\$ 14,000
65001 Depreciation Expense	\$ -
Pass Through Income & Expense	\$ -
Refund	
800.36.602 Refund	\$ -
Total Refund	\$ -
Total Expense	\$ 1,519,229
Net Ordinary Income	\$ (144,133)
Other Income/Expense	
Other Income	
800.33.301 Federal Grants	\$ 1,350,000
800.33.303 State Aid	\$ 555,000
Other Income	\$ -
Total Other Income	\$ 1,905,000
Other Expense	
Other Expenses	\$ 2,550,000
Total Other Expense	\$ 2,550,000
Net Other Income	\$ (645,000)
Net Income	\$ (789,133)

Mandan Airport Authority



2020 Budget

Agenda

- City Development Photos
- Mandan Airport Economic Activity
- Mandan Airport Community Activity
- Mandan Airport Construction/Project Photos
- Summary 2019 Budget

City Development Photos











Airport Economic Activity

- Based FBOs (Fixed Business Operations)
- Agricultural Spray Operations
- Flight Instruction
- Civil Air Patrol Operations
- Bismarck Career Academy Training
- Flight School
- Aviation Medical Examiner

Airport Community Activity

- Community Pancake Breakfast and Fly-in
 - Each year 600-1,000+ served (new record in 2019)
 - Engages the community in aviation
 - Focus on youth
- Experimental Aircraft Assoc. – Young Eagles Program
 - Hosted several times per year
 - Providing youth with an introduction to flight
- Charitable Flying / Angel Flights
- Props n' Hops Benefit

Airport Project Photos









Summary 2020 Budget



A LOOK
at the
BUDGET





Board of City Commissioners Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 1, 2019
SUBMITTING DEPARTMENT: Planning and Engineering
DEPARTMENT DIRECTOR: Justin Froseth, PE
PRESENTER: Justin Froseth, Planning and Engineering Director
SUBJECT: 4200 Lakewood Drive SE Driveway Variance

STATEMENT/PURPOSE: The Planning and Engineering office received a variance request to allow two driveways at this residential property whose sum exceed the maximum allowable width of 36-feet. The following outlines the request as compared to code language for consideration.

BACKGROUND/ALTERNATIVES:

Subsection (5) of section 115-5-4 of the Mandan municipal code states the below:

“(5) Residential lots. Each lot may have one or two driveways. The combined total width of the driveway or driveways shall be no greater than 36 feet, plus any required flares, measured at the curb line. If there are two driveways, they must be separated by a distance of at least twenty-four feet measured at the curb line. If there is a fire hydrant located between the driveways, the twenty-four feet shall be measured from the fire hydrant to the edge of a driveway apron not counting any required apron flare. Except for properties with adjoining driveways that are built up to the property line, the driveway apron must be placed a distance from the property line sufficient to allow for construction of a flare.”

Below are the variance requirements under section 105-1-12 of city code and city staff comments under each in *italics*.

(1) Variances.

a. 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 chapter 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 chapter 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.

b. No adjustment in the strict application of any provisions of this chapter shall be granted by the board of adjustment unless it finds that:

1. 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 chapter, whether in violation of the provisions of the chapter, or not;

Building on the west side of the existing garage on the western side of the lot is not an option because of a storm sewer easement and the storm sewer pipe that resides underground and within that easement. In the Lakewood area, there may be 10-20 such easements within a couple hundred lots, but they are not common. If not for that storm sewer, the applicant has stated that they would have built on the west side and made use of the existing driveway.

2. 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 chapter 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;

Our office does not believe that the strict application of the driveway dimensional rules would deprive the applicant reasonable use of the property. However, we concede that this is a subjective criteria check and would invite the applicant to speak on the hardship they would endure if not granted.

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

Our office does not believe this request to be in harmony with the general purpose of the rules relating to allowable driveway dimensions. It would limit our ability to put snow in the boulevard, the main intent of the driveway width rules. That concern is mitigated by the width of the lot though. Therefore, we do not see the granting of the variance to be injurious or detrimental to the public.

In conclusion, the Planning and Engineering Department finds that this request does not strictly meet the criteria needed to grant. We believe it is appropriate for the applicant to speak of the hardship if not granted however as our department cannot fully and accurately express that component.

ATTACHMENTS:

- 1) Application
- 2) Area Map
- 3) Exhibit from applicant showing plan
- 4) Pictures of house from street

FISCAL IMPACT: Minimal

STAFF IMPACT: Minimal

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

RECOMMENDATION: Deny the variance request because denial does not result in “...unnecessary hardship that would deprive the owner of a reasonable use of the land or building...”

SUGGESTED MOTION: Move to deny the variance request because denial does not result in “...unnecessary hardship that would deprive the owner of a reasonable use of the land or building...”

CITY OF MANDAN	
Development Review Application	
Minor Plat (\$300)	Zone Change (\$600) <input type="checkbox"/>
Preliminary Plat up to 20 acres (\$350)	Planned Unit Development (\$700)
Preliminary Plat more than 20 acres (\$400)	Zone Change with Minor Plat (\$400)
Final Plat up to 20 lots (\$350)	Vacation (\$500)
Final Plat 21 to 40 lots (\$475)	Variance (\$400) <input checked="" type="checkbox"/>
Final Plat more than 40 lots (\$700)	Special Use Permit (\$450)
Annexation (\$450)	Stormwater submittal (\$300)
Annexation with Minor Plat (\$200)	Stormwater 2 nd & subsequent resubmittal (\$50)

Summary of Request
 Add additional Driveway to access proposed New garage Addition. Addition cannot be constructed to use existing driveway due to the existance of storm water easement on West side of lot. Request a New driveway width of 14'.

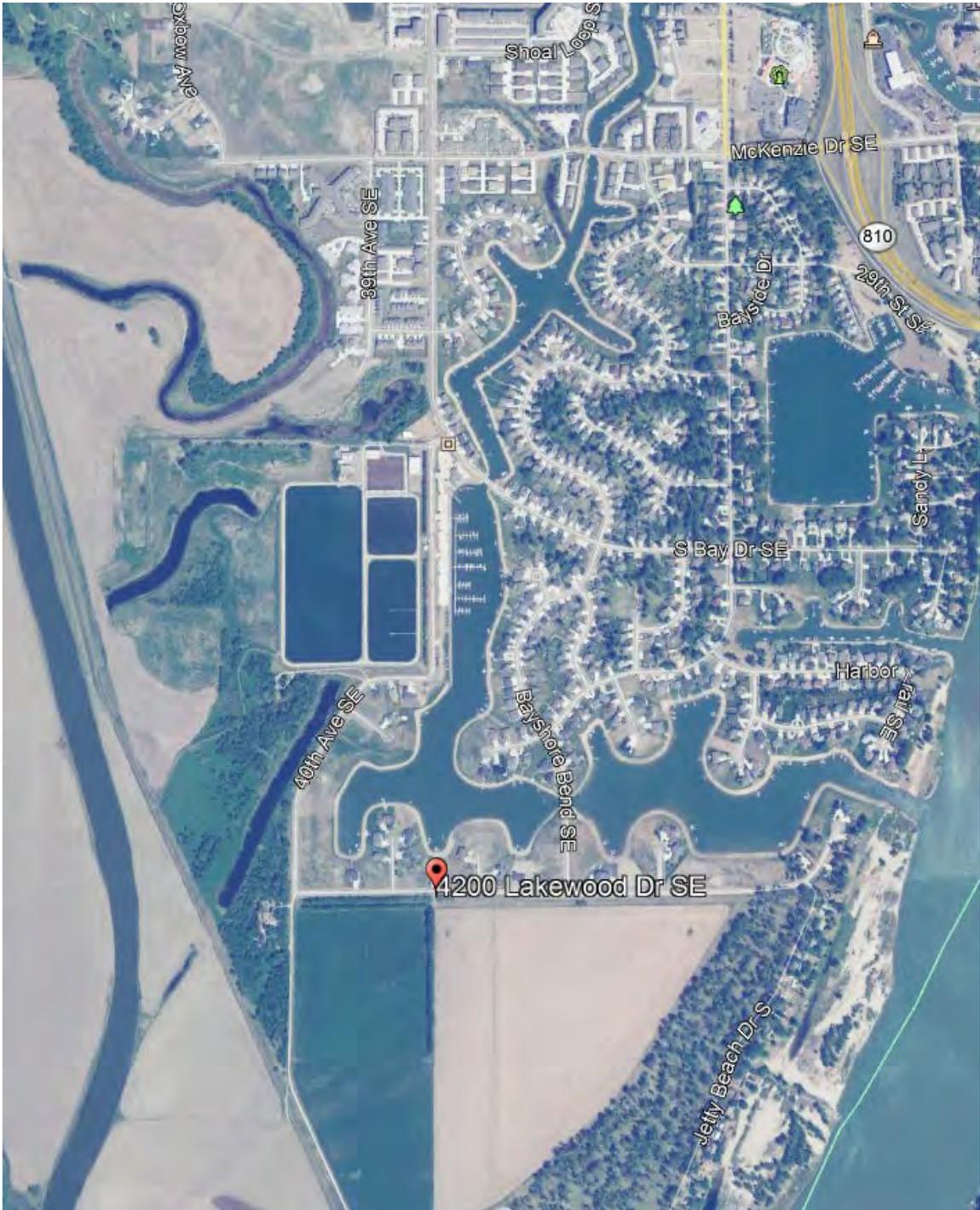
Engineer/Surveyor			Property Owner or Applicant		
Name Sauber Engineering Inc.			Name John D. & Kathryn Sauber		
Address PO Box 399			Address 4200 Lakewood Dr. SE		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]			Phone [REDACTED]		
Fax [REDACTED]			Fax [REDACTED]		

If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.

Location		Type		Existing Zone	Proposed Zone	Project Name
<input checked="" type="checkbox"/> City	<input type="checkbox"/> ETA	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Addition	Residential	Same	
Property Address 4200 Lakewood Drive SE				Legal Description Lot 11, Block 2		
Current Use Residence				Lakewood Harbor 3rd Add.		
Proposed Use Residence						
Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking	

Print Name	Signature	Date
John D. Sauber	[Signature]	7-08-2019

Office Use Only			
Date Received:	Initials:	Fees Paid: \$	Date
Notice in paper	Mailed to neighbors	P&Z meeting	
<input type="checkbox"/> Approved	Approved with conditions:		
<input type="checkbox"/> Denied			







ORDINANCE NO. 1317

An Ordinance to Amend and Re-enact
Section 18-1-7, Possession of Marijuana, and
Section 18-1-8, Drug Paraphernalia (Marijuana).
of the Mandan Code of Ordinances

Be it Ordained by the Board of City Commissioners as follows:

Sec. 18-1-7. Possession of Marijuana.

(a) Any person in possession of ~~not~~ more than one-half ounce of marijuana, as that term is defined by N.D.C.C. §19-03.1-01, within the City of Mandan, shall be charged with an offense.

(b) Any person in possession of not more than one-half ounce of marijuana, as that term is defined by N.D.C.C. §19-03.1-01, within the City of Mandan, shall be charged with an offense infraction.

Sec. 18-1-8. Drug Paraphernalia (Marijuana).

A person may not use or possess with the intent to use drug paraphernalia to ingest, inhale, or otherwise introduce into the human body marijuana in violation of N.D.C.C. ch. 19. A person violating this subsection shall be charged with an offense infraction.

By: _____
Tim Helbling, President
Board of City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: August 6, 2019
Second Consideration and Final Passage: _____
Publication: _____

ORDINANCE NO. 1318

An Ordinance to Create Section 6-3-1 of
Article 6 of the Mandan Code of Ordinances
Relating to Dogs and Cats

Be it Ordained by the Board of City Commissioners:

An Ordinance to create Section 6-3-1 of Article 6 of the Mandan Code of Ordinances relating to Dogs and Cats is hereby created to read as follows:

Sec. 6-3-1. Public Property Prohibition.

(a) By resolution, the City Commission may prohibit the presence of dogs and cats in or upon any publicly owned property. Appropriate signage explaining the prohibition must be posted in and upon the publicly owned property.

(b) A violation of this section is an infraction.

CITY OF MANDAN

By: _____
Tim Helbling, President
Board of City Commissioners

ATTEST:

James Neubauer, City Administrator

First Consideration: August 6, 2019
Second Consideration and Final Passage: _____
Publication: _____

ORDINANCE NO. 1319

An Ordinance to Amend and Re-enact
Section 24-7-17, Parking of Certain Vehicles and Unattached Trailers Restricted,
and Section 24-7-18, Restrictions on Consecutive Parking,
of the Mandan Code of Ordinances

Be it Ordained by the Board of City Commissioners as follows:

Sec. 24-7-17. - Parking of certain vehicles and ~~unattached~~ trailers restricted.

(a) It is unlawful for any person to park or leave standing on any public street in a residential district, mobile home park or trailer court in the city between sunset and sunrise any attended or unattended truck or other motor vehicle licensed for a gross weight in excess of ~~4,000~~ 10,000 pounds.

(f) It is unlawful for any person to park or leave standing any trailer, boat trailers, bumper-pull travel trailers, pull-type campers, fifth wheelers, pickup camper, mini-home, house car or motor home which exceeds a width of ~~eight~~ 8 feet or a length of 20 feet on any street or alley within any residential district, mobile home park or trailer court in the city.

(g) A person may park or leave standing, directly in front of the registered owner's residence, any trailer, boat trailers, bumper-pull travel trailers, pull-type campers, fifth wheelers pickup camper, mini-home, house car or motor home excluding those described in subsection (f), ~~or vehicle described in subsections (e) and (f) of this section~~ on a street for the limited purpose of loading and unloading, provided that the period of loading and unloading does not exceed 12 hours. ~~For the time from May 15th to September 15th, a trailer or vehicle may be parked on a street for a period not to exceed 24 hours.~~

(h) Any person violating the provisions of this section shall pay a fine of ~~\$10.00~~ \$50.00, and any ~~police~~ police officer of the police department is authorized to impound and remove any vehicle in violation of this section in accordance with the provisions of section 24-7-2.

Sec. 24-7-18. - Restrictions on consecutive parking.

(c) Any vehicle or motorcycle left parked or standing on any public street or highway for a consecutive period longer than allowed in this section shall be considered abandoned, and any ~~police~~ police officer is authorized to impound and remove any vehicle in violation of this section in accordance with the provisions of section 24-7-2.

~~(e) No trailer, boat, motor home, bus, camper, fifth wheel trailer or travel trailer may be parked on a public street between December 1 and March 31. The fine for violating this section is \$15.00 per day. After 48 hours, the vehicle or equipment will be considered abandoned and may be towed at the owner's expense.~~

By: _____
Tim Helbling, President
Board of City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: August 6, 2019

Second Consideration and Final Passage: _____

Publication: _____



Board of City Commissioners

Agenda Documentation

MEETING DATE: August 6, 2019
PREPARATION DATE: August 2, 2019
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Preliminary 2020 Budget

PURPOSE

To consider the introduction and first consideration, and call for a public budget hearing of Ordinance No. 1316 adopting the 2020 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 and the Board's annual Budget Working Session provide further guidance to the budget development process.

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

The City's preliminary 2020 Budget is submitted to the Board as a recommendation from the 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

On August 7, 2019, the City will provide a copy of the preliminary 2020 budget statement and budget hearing date to the Morton County Auditor.

By August 31, 2019, the Morton County Treasurer will provide a written notice to the owner of each parcel of taxable property the estimated property tax, based on the preliminary 2020 budget statement, and the budget hearing date.

On September 17, 2019, the City will conduct a public budget hearing at 6:00 p.m. and pass the second and final consideration of Ordinance No. 1316 adopting the 2020 Budget and approve the Resolutions establishing the rates and charges for services.

On September 18, 2019, the City will submit a certified copy of the levy as adopted and a certified copy of the final 2020 Budget to the Morton County Auditor.

The preliminary 2020 Budget will be posted on the City's website at cityofmandan.com.

ATTACHMENTS

- Preliminary 2020 Budget presentation
- Ordinance No. 1316

FISCAL IMPACT

The annual cost for City services for an existing \$275,000 residential property and using 8 units of water per month, excluding special assessments:

NO VALUATION INCREASE				
	2019	2020	ANNUAL INCREASE	
	BUDGET	BUDGET		
PROPERTY TAXES	\$ 774	\$ 786	\$ 12	1.5%
UTILITY BILL	\$ 1,052	\$ 1,073	\$ 21	2.0%
TOTAL	\$ 1,826	\$ 1,859	\$ 33	1.8%

1% VALUATION INCREASE				
	2019	2020	ANNUAL INCREASE	
	BUDGET	BUDGET		
PROPERTY TAXES	\$ 774	\$ 794	\$ 20	2.5%
UTILITY BILL	\$ 1,052	\$ 1,073	\$ 21	2.0%
TOTAL	\$ 1,826	\$ 1,867	\$ 41	2.2%

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 budget hearing of Ordinance No. 1316 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2020, and ending December 31, 2020, and making the annual tax levy for the year 2019.

SUGGESTED MOTION

Move to approve the introduction and first consideration, and call for a public budget hearing of Ordinance No. 1316 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2020, and ending December 31, 2020, and making the annual tax levy for the year 2019.

ORDINANCE NO. 1316

AN ORDINANCE MAKING THE ANNUAL APPROPRIATIONS FOR EXPENDITURES OR EXPENSES OF THE CITY OF MANDAN, NORTH DAKOTA, FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020, AND ENDING DECEMBER 31, 2020, AND MAKING THE ANNUAL TAX LEVY FOR THE YEAR 2019.

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, 2020, and ending December 31, 2020.

	EXPENDITURES/EXPENSES					TRANSFERS
	SALARIES AND BENEFITS	OPERATIONS AND MAINTENANCE	DEBT SERVICE	CAPITAL OUTLAY	TOTAL	
GENERAL FUND	\$ 8,563,050	\$ 3,488,700	\$ 15,000	\$ 761,800	\$ 12,828,550	\$ -
<u>SPECIAL REVENUE FUNDS</u>						
HIGHWAY DISTRIBUTION FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,181,850
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	\$ -	\$ 78,200	\$ -	\$ 110,000	\$ 188,200	\$ 56,150
MUNICIPAL INFRASTRUCTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
CEMETERY FUND	\$ 130,650	\$ 41,300	\$ -	\$ 10,000	\$ 181,950	\$ -
CITY VISITORS' PROMOTION FUND	\$ -	\$ 48,750	\$ -	\$ -	\$ 48,750	\$ -
ALARM-EQUIPMENT RESERVE FUND	\$ -	\$ 17,950	\$ -	\$ -	\$ 17,950	\$ -
1% CITY SALES TAX FUND	\$ -	\$ 274,000	\$ -	\$ -	\$ 274,000	\$ 1,789,550
PUBLIC TRANSPORTATION SYSTEM FUND	\$ -	\$ 188,600	\$ -	\$ -	\$ 188,600	\$ -
0.75% CITY SALES TAX FUND	\$ -	\$ -	\$ 1,071,100	\$ -	\$ 1,071,100	\$ -
FIRE EQUIPMENT RESERVE FUND	\$ -	\$ -	\$ 57,350	\$ -	\$ 57,350	\$ 84,250
MANDAN GROWTH FUND	\$ 152,600	\$ 114,250	\$ -	\$ -	\$ 266,850	\$ -
ABUSED ADULT RESOURCE CENTER GRANT FUND	\$ 70,450	\$ -	\$ -	\$ -	\$ 70,450	\$ -
BNSF SETTLEMENT FUND	\$ -	\$ 7,650	\$ -	\$ -	\$ 7,650	\$ -
MANDAN SEP TRUST FUND	\$ -	\$ 1,650	\$ -	\$ -	\$ 1,650	\$ -
HEALTH AND SAFETY FUND	\$ -	\$ 107,600	\$ -	\$ -	\$ 107,600	\$ -
<u>DEBT SERVICE FUNDS</u>						
LIBERTY MEMORIAL BRIDGE GENERAL OBLIGATION BONDS FUND	\$ -	\$ -	\$ 67,800	\$ -	\$ 67,800	\$ -
REFUNDING IMPROVEMENT BONDS FUND	\$ -	\$ -	\$ 6,046,100	\$ -	\$ 6,046,100	\$ -
<u>BUDGETS NOT REQUIRED UNDER NDCC 40-40-05</u>						
CITY VISITORS' PROMOTION CAPITAL CONSTRUCTION FUND	\$ -	\$ 10,550	\$ -	\$ -	\$ 10,550	\$ -
WATER AND SEWER UTILITY FUND	\$ 1,955,150	\$ 1,464,750	\$ 2,707,800	\$ 1,679,700	\$ 7,807,400	\$ 459,000
SOLID WASTE UTILITY FUND	\$ 423,700	\$ 1,769,700	\$ 86,950	\$ 37,000	\$ 2,317,350	\$ -
STREET LIGHT UTILITY FUND	\$ 73,250	\$ 313,600	\$ -	\$ 55,000	\$ 441,850	\$ -
CITY SHOP FUND	\$ -	\$ 165,900	\$ -	\$ -	\$ 165,900	\$ -
TOTAL	\$ 11,368,850	\$ 8,093,150	\$ 10,052,100	\$ 2,653,500	\$ 32,167,600	\$ 6,070,800
MORTON MANDAN PUBLIC LIBRARY (GENERAL FUND)	\$ 541,198	\$ 292,500	\$ -	\$ 15,000	\$ 848,698	\$ 10,000
MANDAN AIRPORT AUTHORITY	\$ 94,614	\$ 310,365	\$ 189,250	\$ 3,475,000	\$ 4,069,229	\$ -

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 2019 for the purpose of paying expenditures or expenses of the City of Mandan, North Dakota.

GENERAL FUND	\$ 4,820,750
<u>SPECIAL REVENUE FUNDS</u>	
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	\$ 4,807
CEMETERY FUND	\$ 65,789
PUBLIC TRANSPORTATION SYSTEM FUND	\$ 192,299
<u>DEBT SERVICE FUNDS</u>	
GENERAL OBLIGATION BONDS FUND:	
LIBERTY MEMORIAL BRIDGE	\$ 73,332
REFUNDING IMPROVEMENT BONDS FUND:	
STREET IMPROVEMENT DISTRICT #145	\$ 33,508
STREET IMPROVEMENT DISTRICT #148	\$ 9,700
MANDAN AIRPORT AUTHORITY	\$ 384,598
MORTON MANDAN PUBLIC LIBRARY	<u>\$ 528,822</u>
TOTAL	<u>\$ 6,113,605</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.

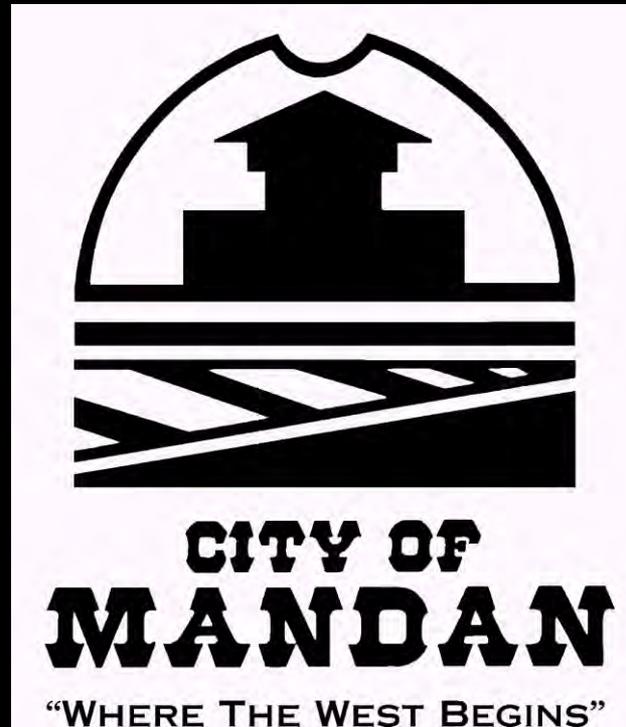
President, Board of City Commissioners

Attest:

City Administrator

First Consideration: August 6, 2019
Second Consideration: September 17, 2019
Final Passage and Adoption: September 17, 2019

Preliminary 2020 Budget



Greg Welch, CPA
Finance Director

Funds

GENERAL FUND

Primary operating fund

Accounts for all financial resources not accounted for in another fund

Departments

16

SPECIAL REVENUE FUNDS

18

Accounts for specific revenue sources that are restricted or committed to expenditure for specified purposes

Highway Distribution,
Cemetery,
City Sales Tax,
Mandan Growth,
etc.

DEBT SERVICE FUNDS

2

Accounts for the accumulation of resources that are restricted, committed, or assigned to expenditure for principal and interest

Funds

CITY VISITORS' PROMOTION CAPITAL CONSTRUCTION FUND

1% City restaurant and lodging tax

Purchase, equipping, improving, construction, maintenance, repair, and acquisition of buildings or property consistent with visitor attraction and promotion

ENTERPRISE FUNDS

3

Operations are financed primarily through user charges

Operated in a manner similar to private business enterprises

Water and Sewer Utility

Departments

8

Solid Waste Utility

Street Light Utility

CITY SHOP FUND

Accounts for the purchase of fuel

Revenues & Expenses



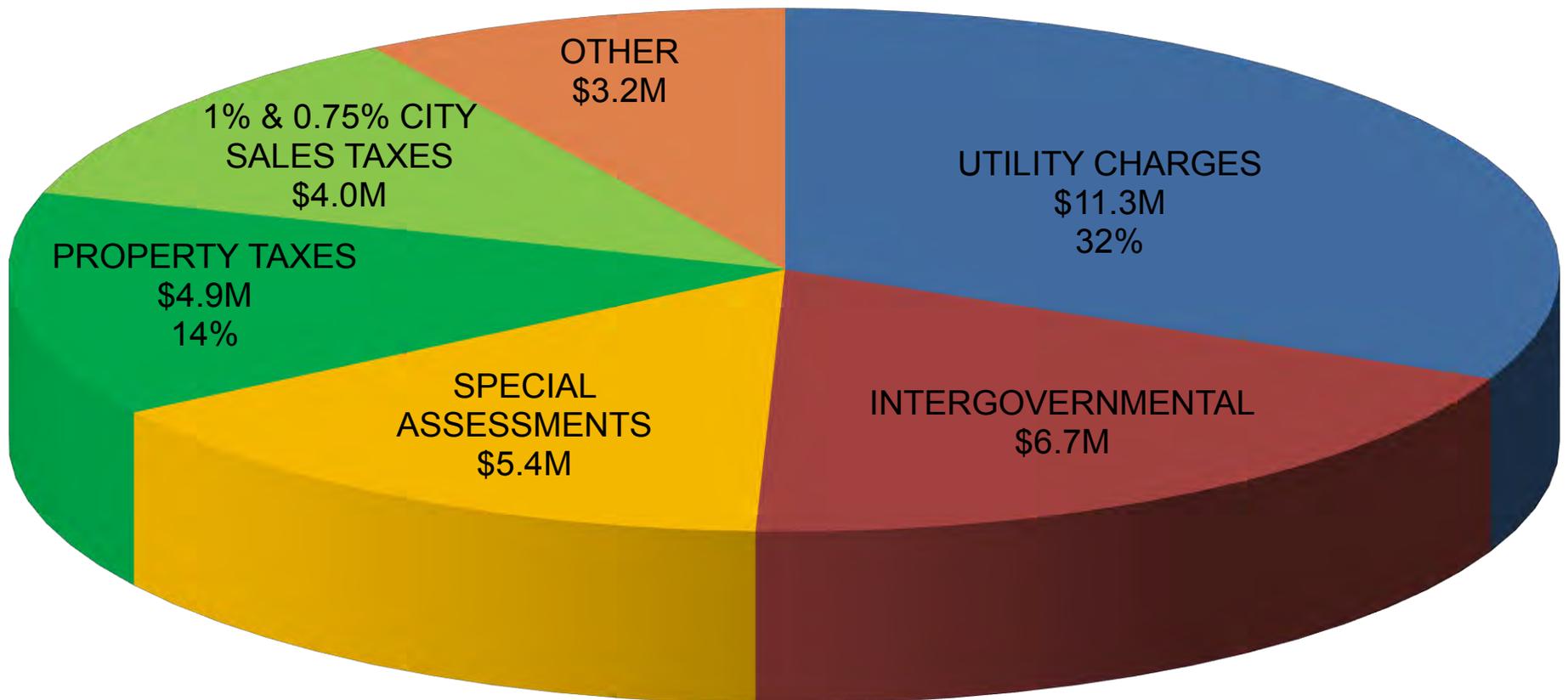
REVENUES

\$35.5M

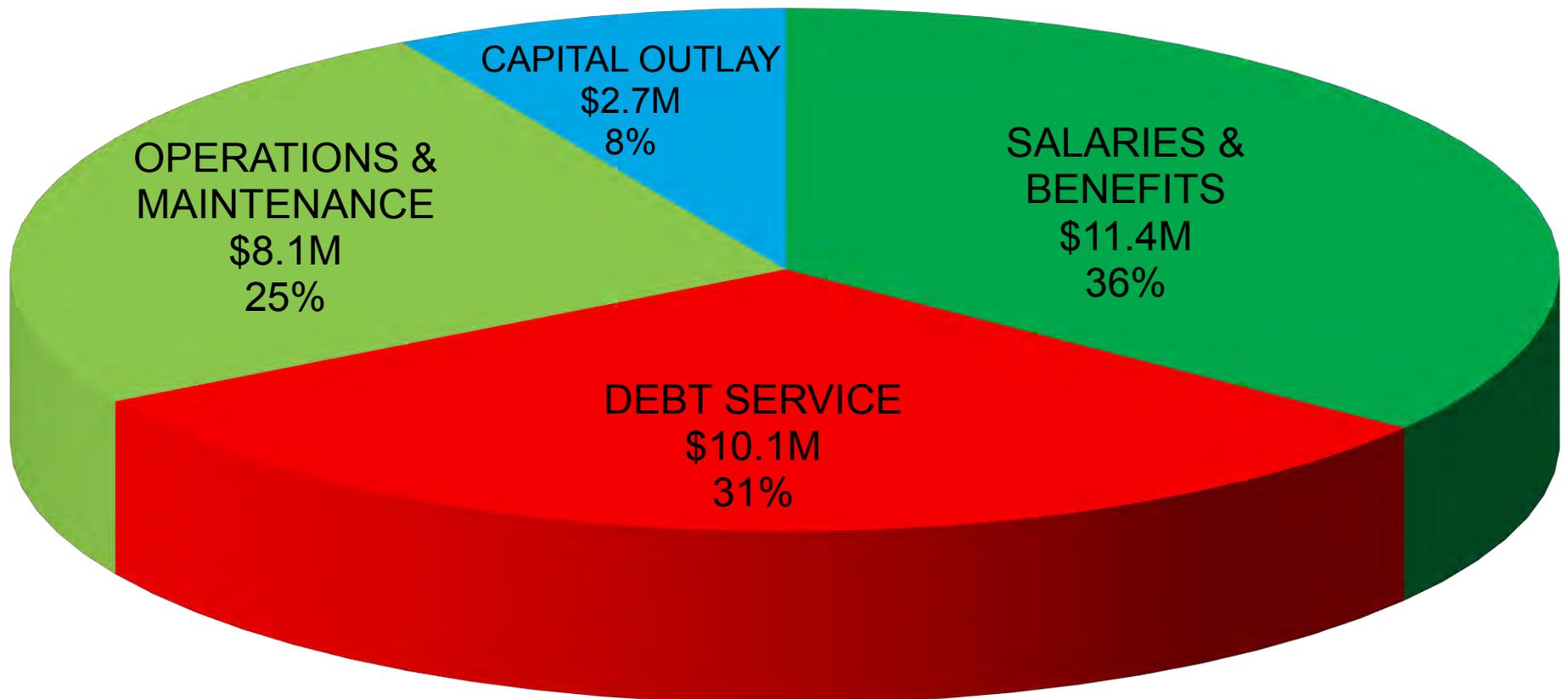
EXPENSES

\$32.2M

Revenues = \$35.5M



Expenses = \$32.2M



Salaries = \$8.0M



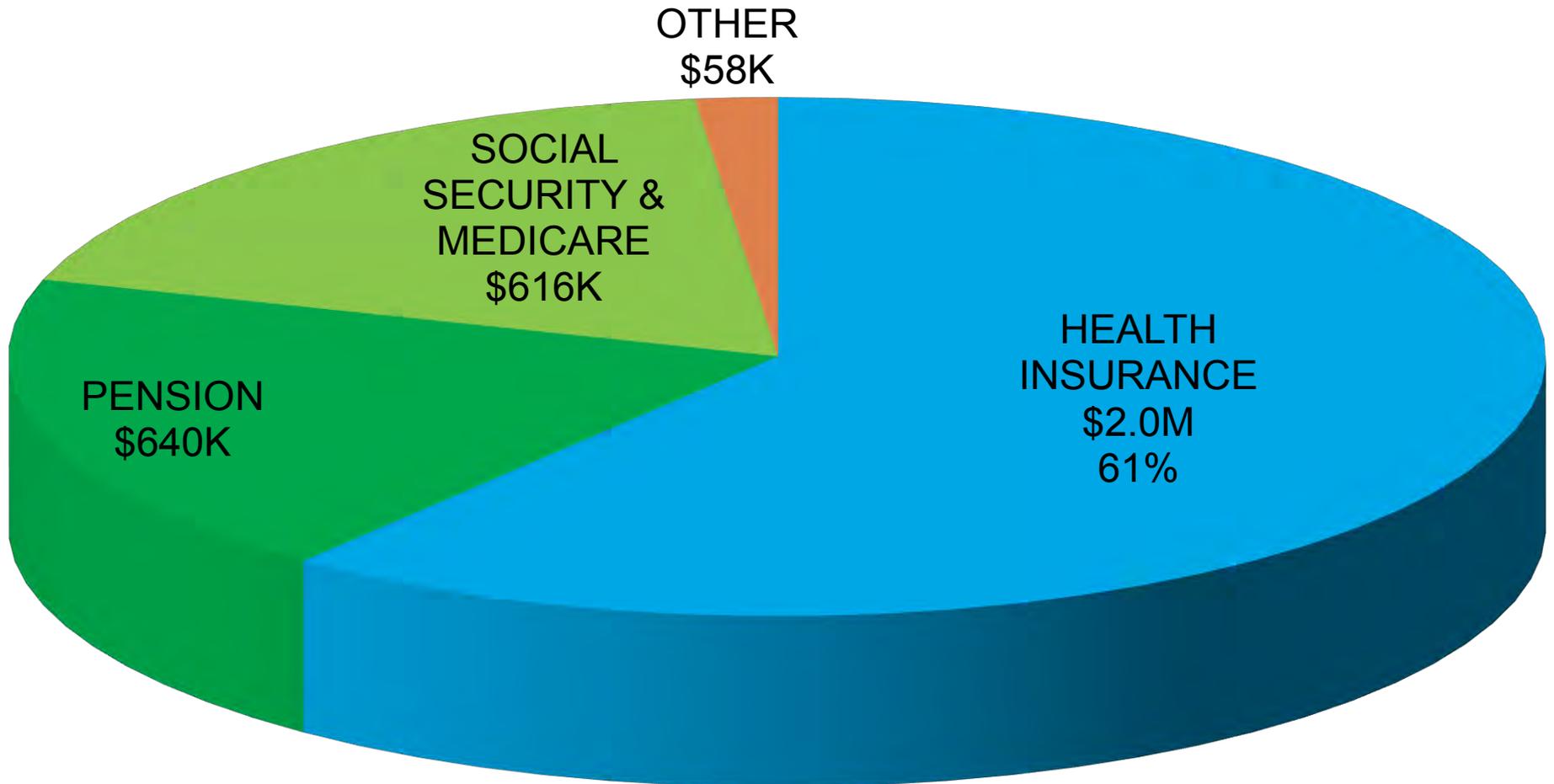
Salary Adjustment & New Employees

2% Salary increase for City Staff

2 new Employees (full time)

- General Fund
 - Police Department
 - Police Officer-Detective
 - Street Department
 - Mechanic

Benefits = \$3.3M

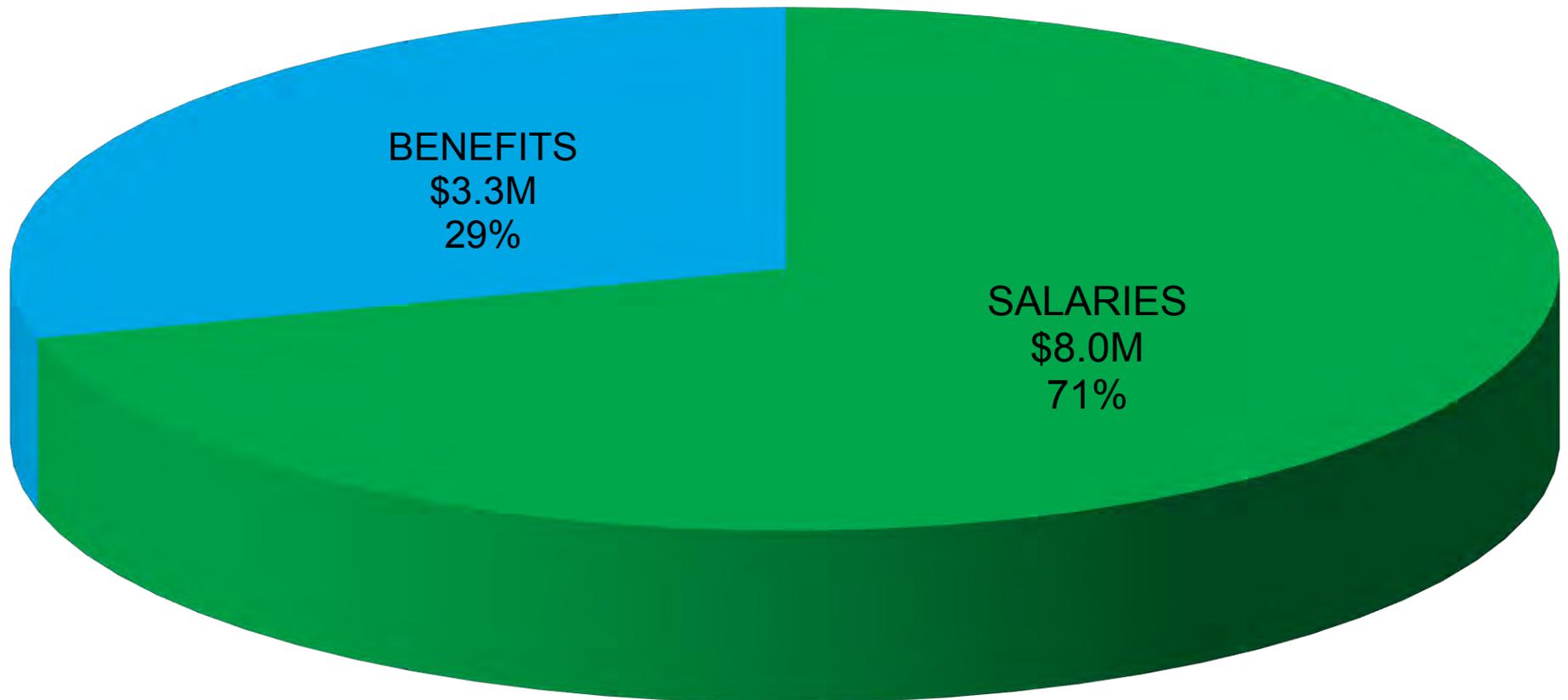


Health Insurance

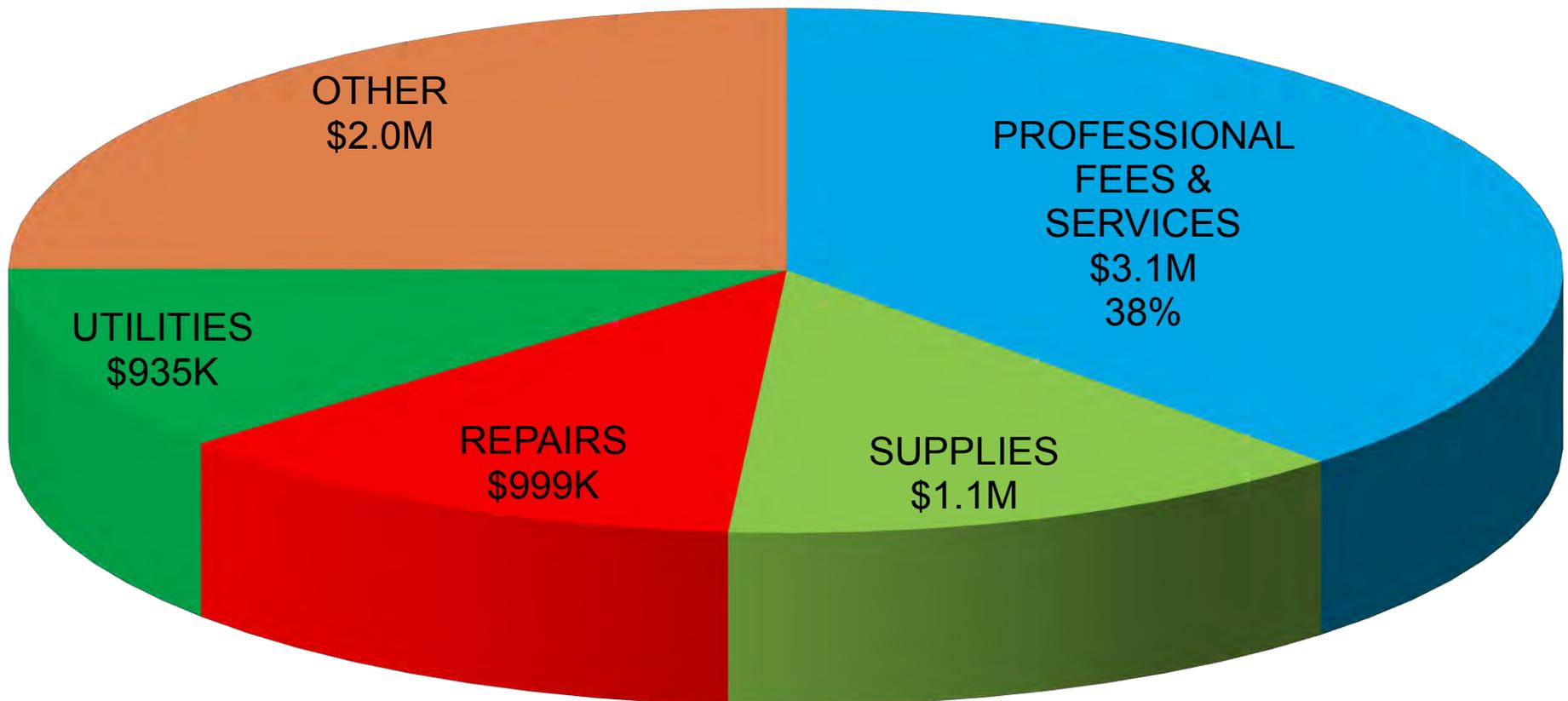
15% increase in Health Insurance (NDPERS) monthly premiums, effective July 2019 through June 30, 2021.

Continue to evaluate and review health care plans to manage future costs and attempt to offer employees more selective options.

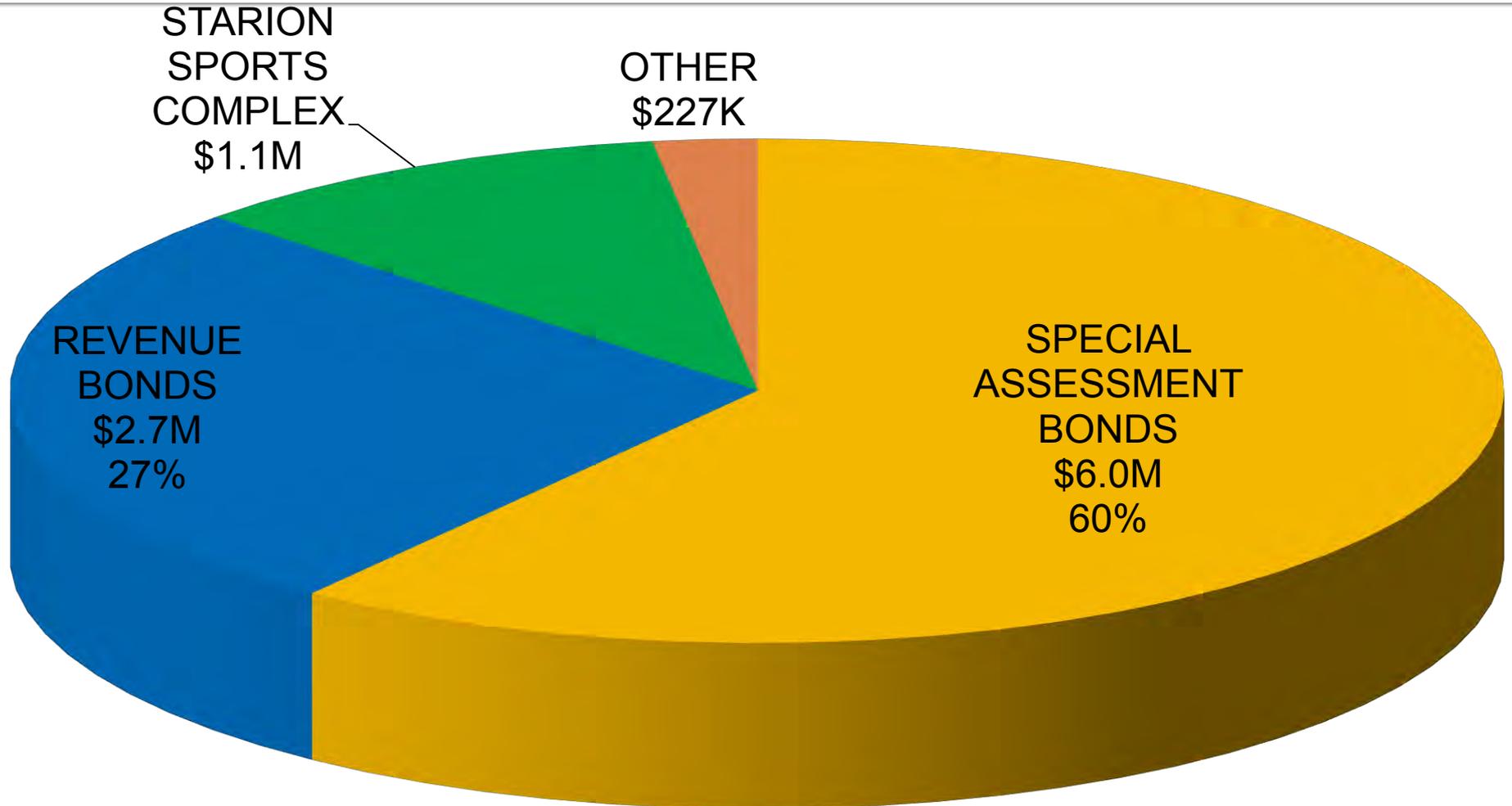
Salaries & Benefits = \$11.4M



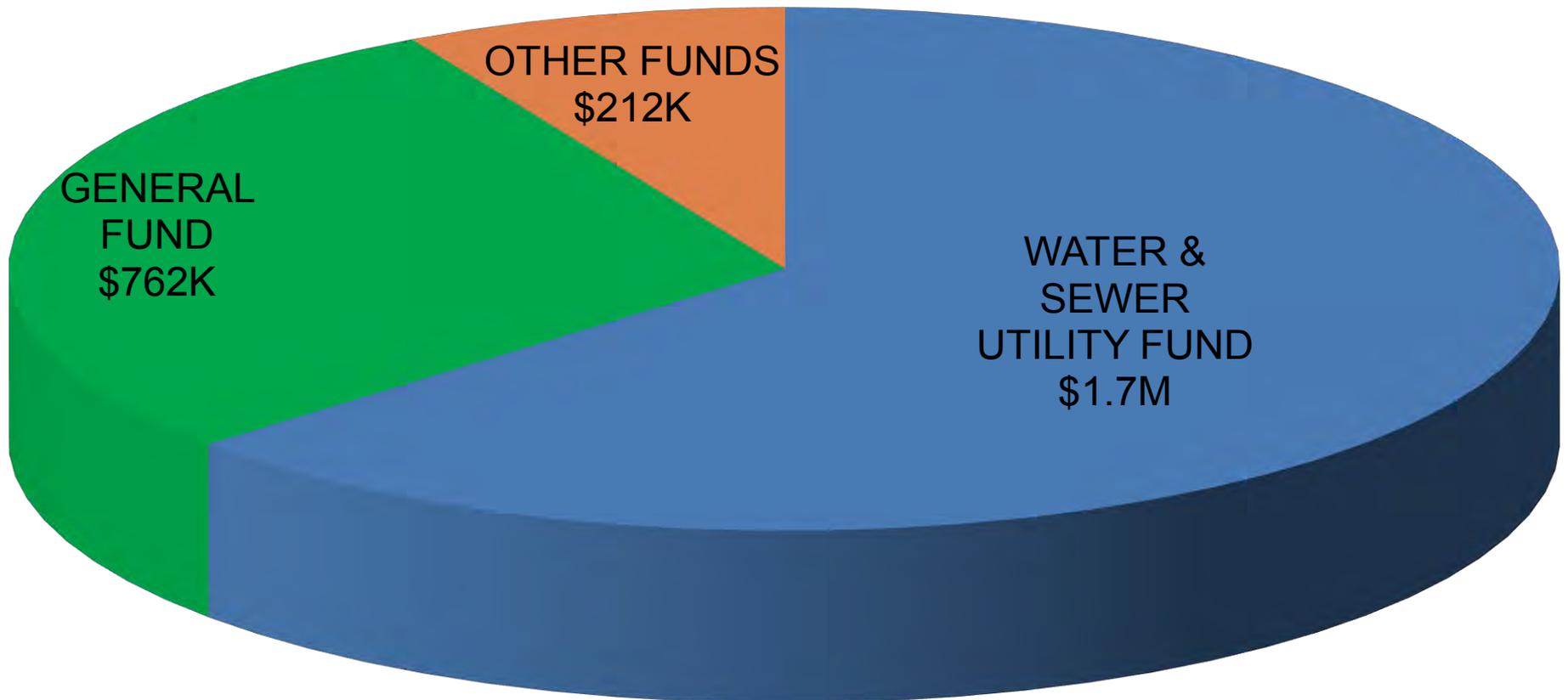
Operations & Maintenance = \$8.1M



Debt Service = \$10.1M



Capital Outlay = \$2.7M



Capital Outlay (Long-term Planning)

City departments are continuing to develop a long-term equipment replacement plan in order to properly address the City's future Capital Outlay needs and to establish an Equipment Replacement Fund to budget the expenditures for various departments with anticipated or projected funding sources.

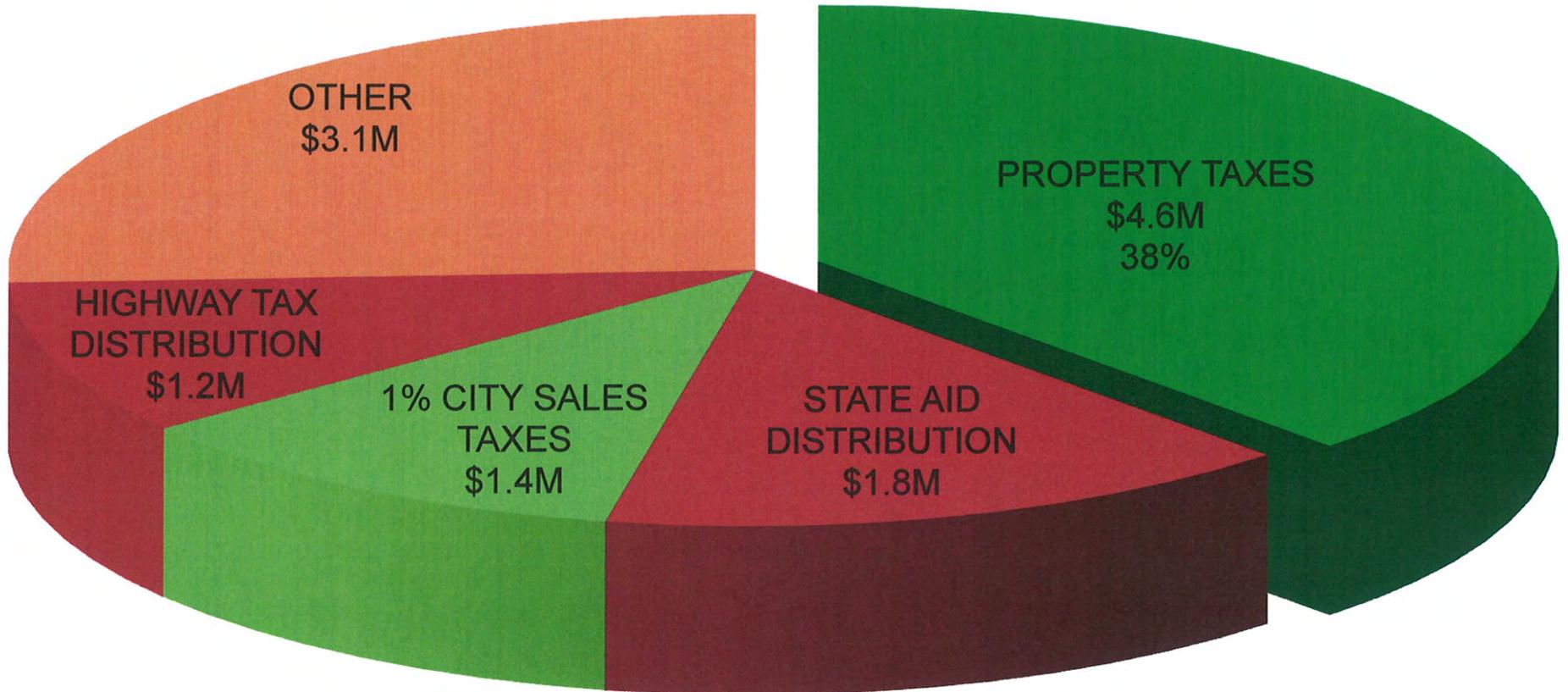
2020 Infrastructure Projects (not included in Capital Outlay)

- Street Utility Improvement (East of Collins Avenue to 4th Avenue NE)
- Street Improvement (various locations north of Old Red Trail)
- Paving at Public Works Facility

Infrastructure Projects (Long-term Planning)

City departments are continuing to update the long-term Capital Improvement Plan in order to properly address the City's future infrastructure projects and to match those projects with anticipated or projected funding sources.

General Fund Revenues = \$12.1M



General Fund

Revenue Increase = \$855K

Property Taxes = \$220K

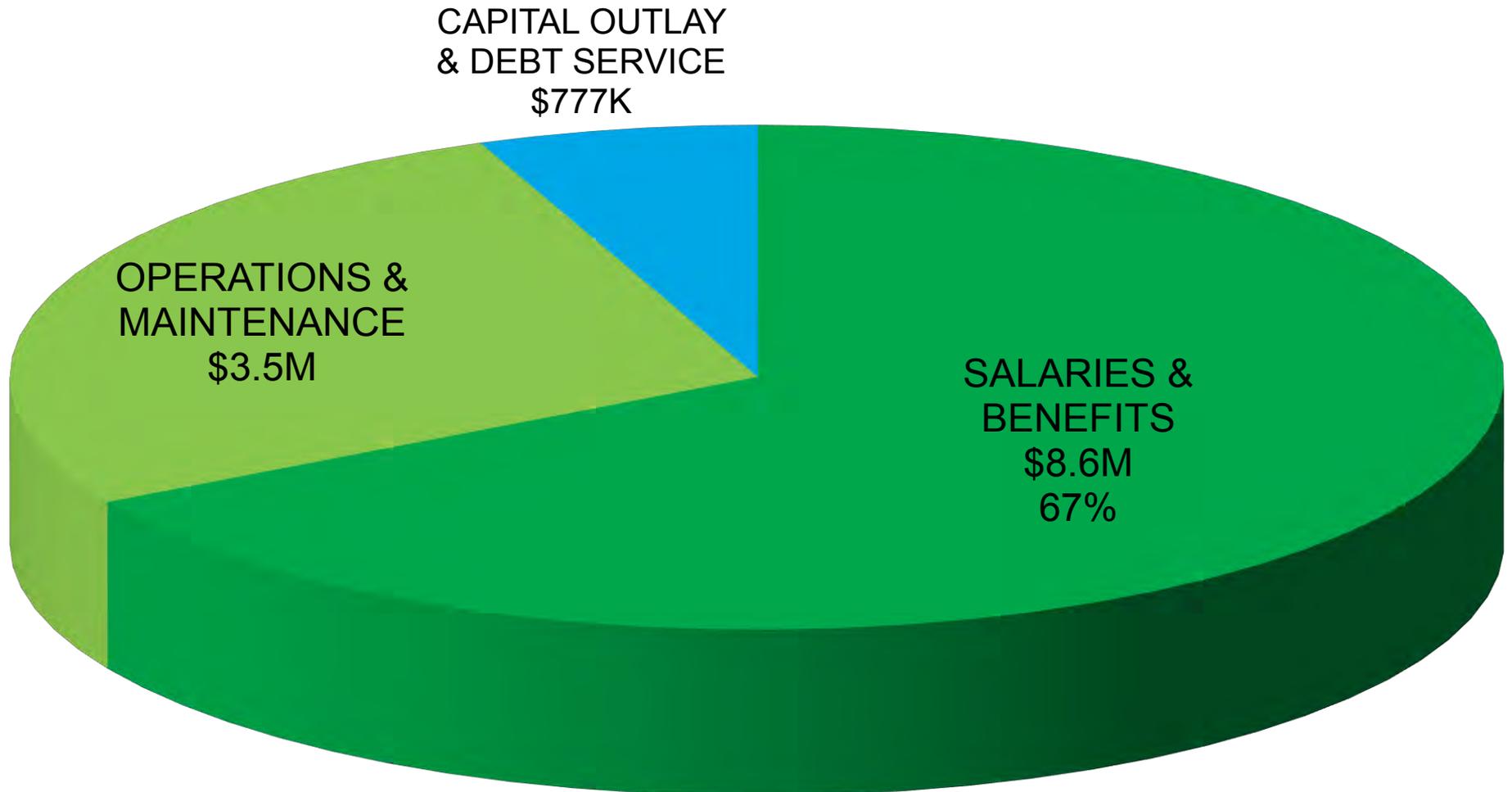
Building Inspection Permits = (\$106K)

State Aid Distribution = \$331K

Interest = \$381K

General Fund

Expenditures = \$12.8M



General Fund

Expenditure Increase = \$992K

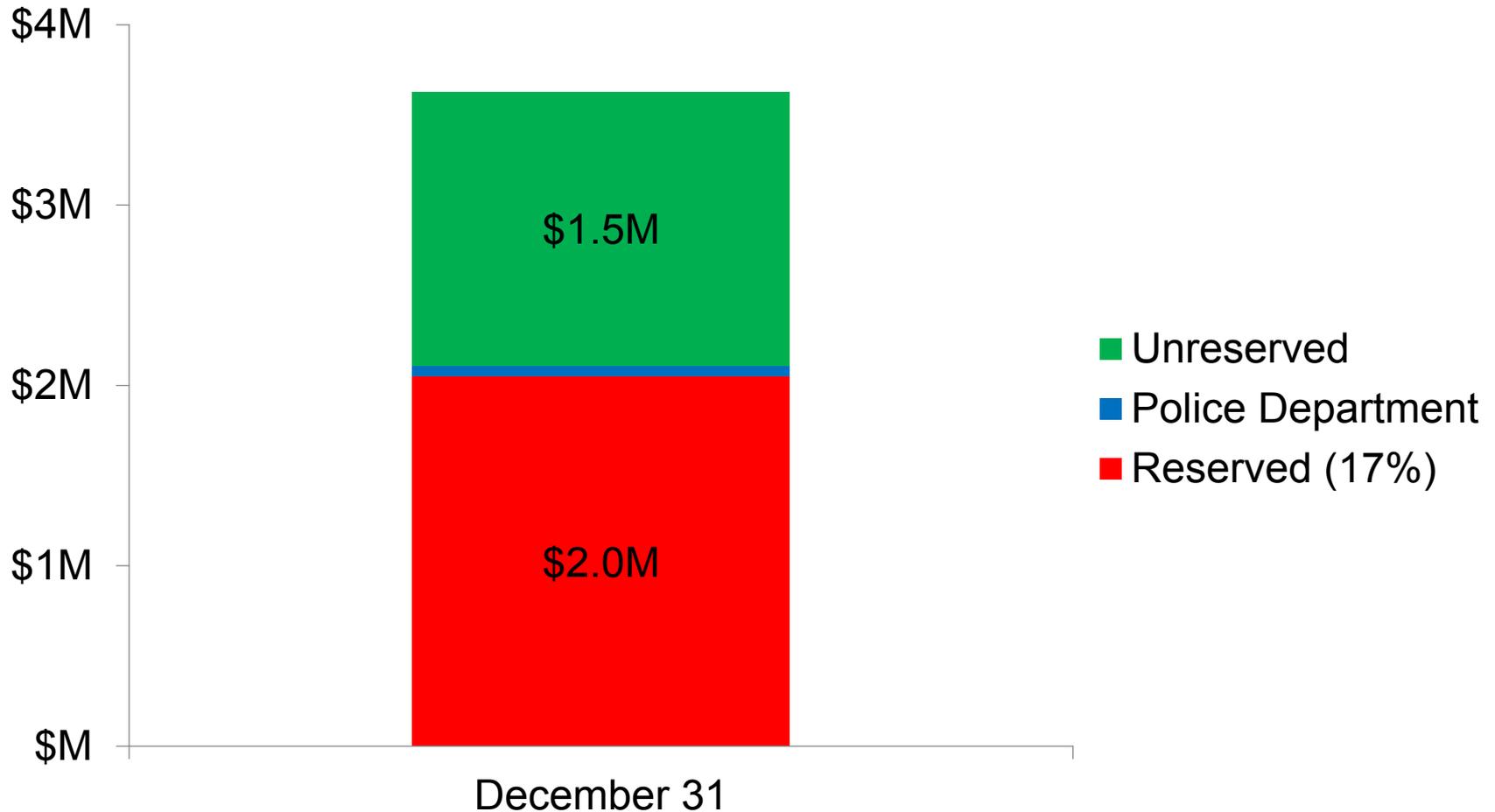
Salaries & Benefits = \$506K

Operations & Maintenance = \$321K

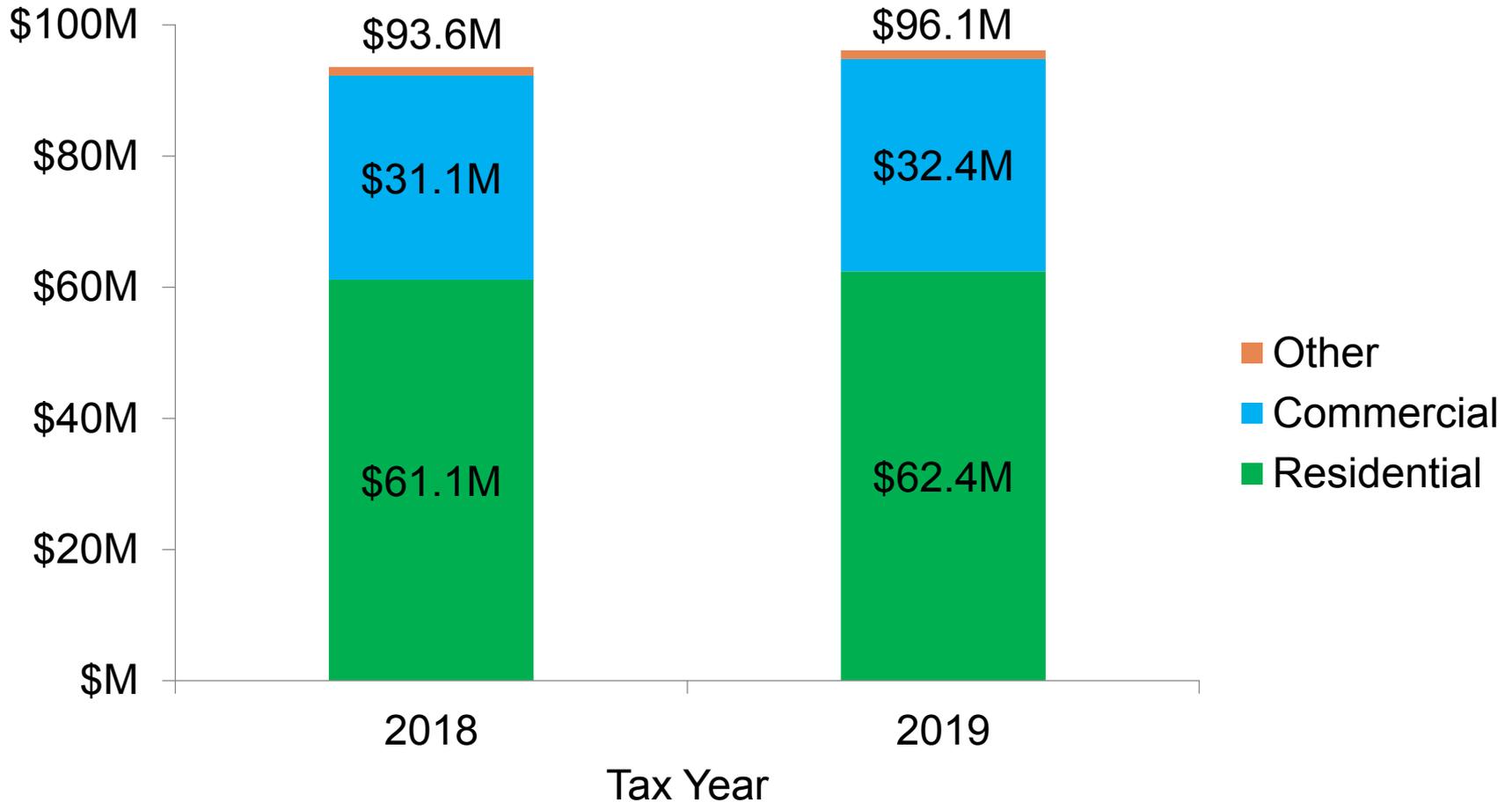
Capital Lease Payments = (\$203K)

Capital Outlay = \$369K

General Fund Balance = \$3.6M

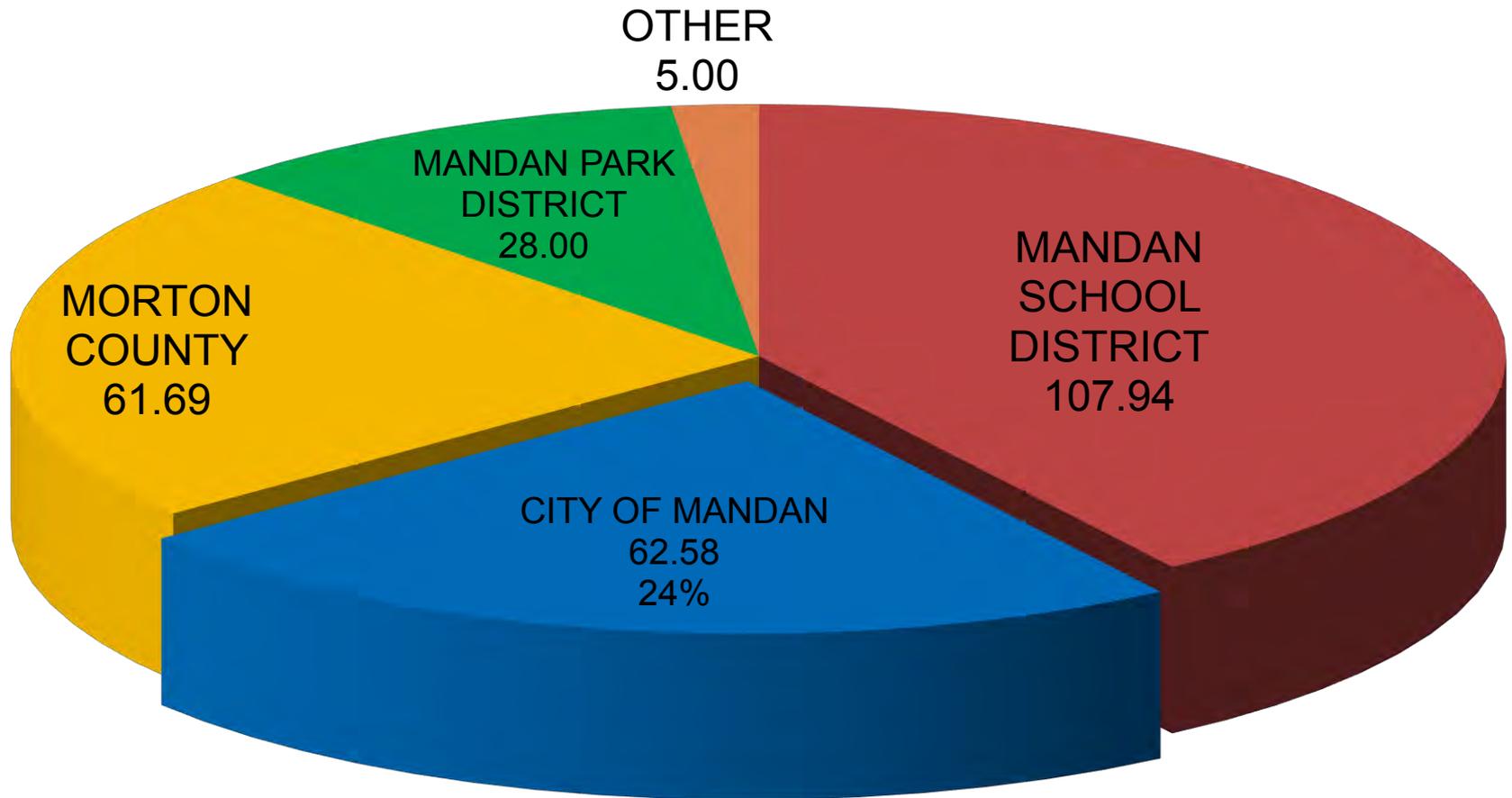


Taxable Valuation



Property Tax Rates in Mills

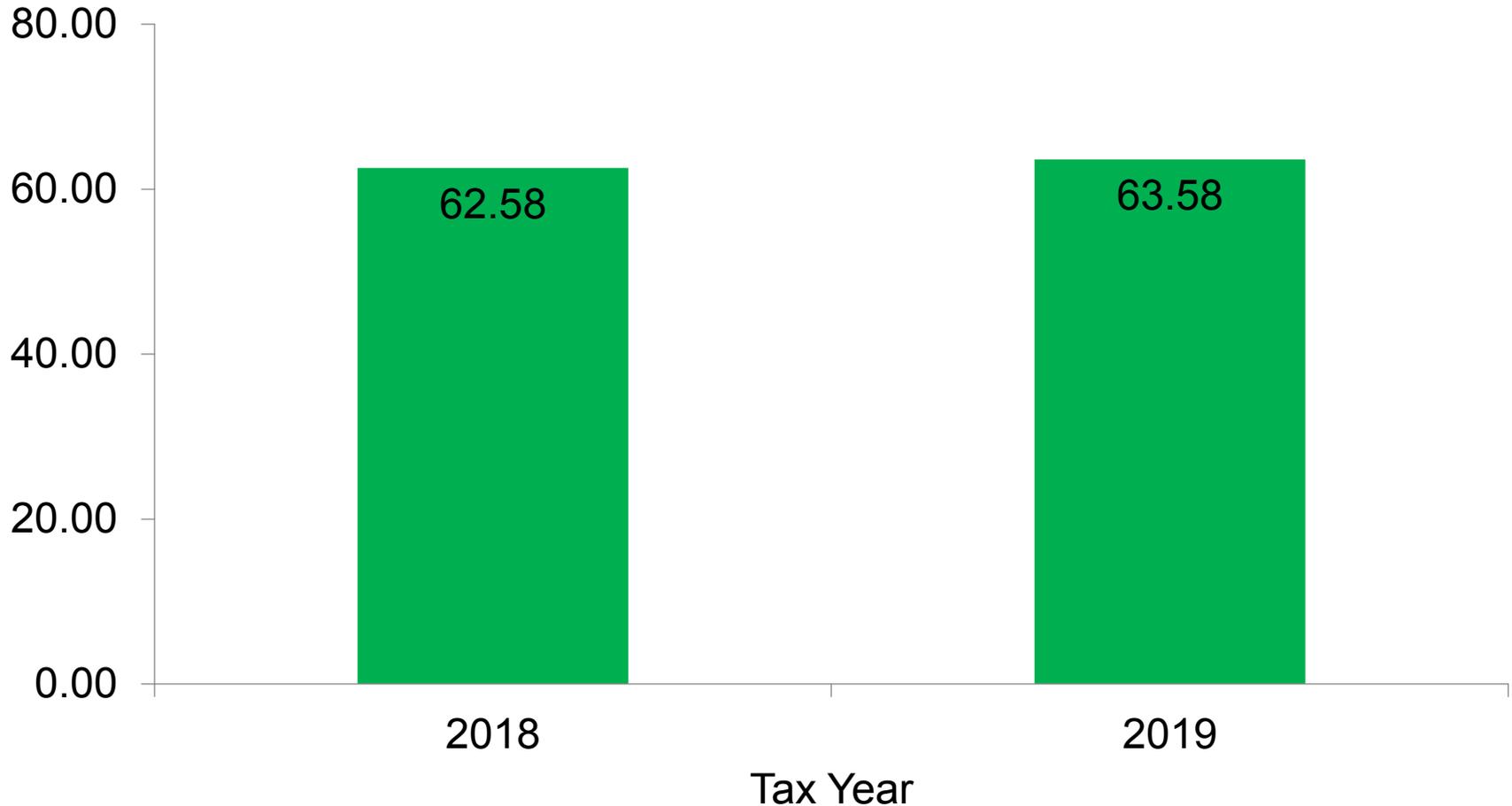
Tax Year 2018 (2019 Budget)



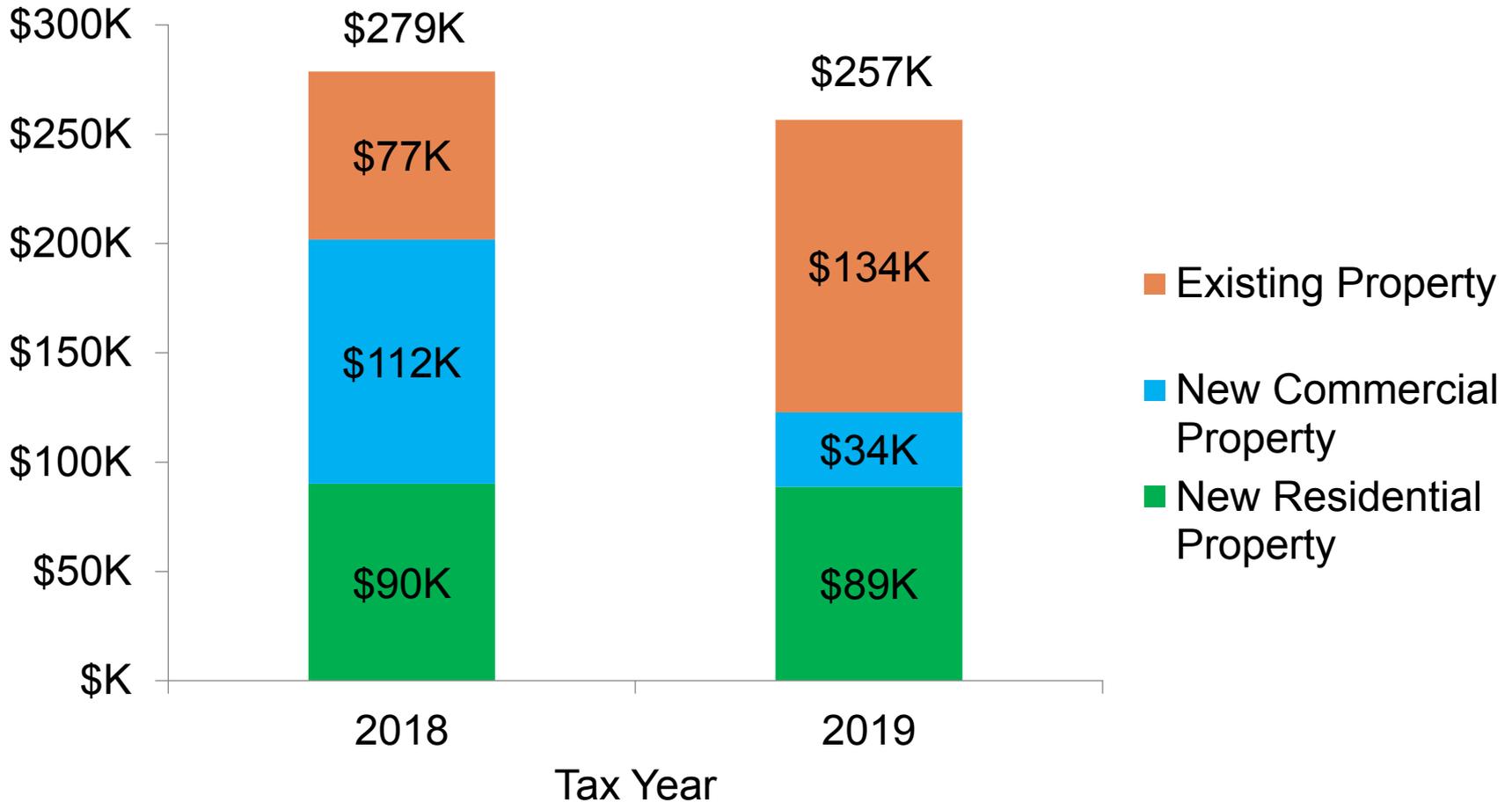
Mill Levy & Property Taxes

	<u>MILL LEVY</u>	<u>PROPERTY TAXES</u>
GENERAL FUND	50.14	\$4,820,750
CITY'S SHARE OF SPECIAL ASSESSMENTS FUND	0.05	\$ 4,807
CEMETERY FUND	0.68	\$ 65,789
PUBLIC TRANSPORTATION SYSTEM FUND	2.00	\$ 192,299
GENERAL OBLIGATION BONDS FUND	0.76	\$ 73,332
REFUNDING IMPROVEMENT BONDS FUND	0.45	\$ 43,208
MANDAN AIRPORT AUTHORITY	4.00	\$ 384,598
MORTON MANDAN PUBLIC LIBRARY	<u>5.50</u>	<u>\$ 528,822</u>
TOTAL	<u>63.58</u>	<u>\$6,113,605</u>

Property Tax Rate in Mills



Property Tax Increase



Property Tax Increase

Existing Property = \$134K

Pays for 2 new Employees (full time)

- General Fund
 - Police Department
 - Police Officer-Detective
 - Street Department
 - Mechanic

Property Tax Increase

RESIDENTIAL PROPERTY VALUED AT \$275,000 WITH NO VALUATION INCREASE

	<u>2019</u>	<u>2020</u>	<u>INCREASE</u>
	<u>BUDGET</u>	<u>BUDGET</u>	
TRUE AND FULL VALUE	\$ 275,000	\$ 275,000	
ASSESSED VALUATION	\$ 137,500	\$ 137,500	
TAXABLE VALUATION	\$ 12,375	\$ 12,375	
X MILL LEVY	62.58	63.58	
TOTAL CITY PROPERTY TAXES	<u>\$ 774</u>	<u>\$ 786</u>	<u>\$ 12</u>

RESIDENTIAL PROPERTY VALUED AT \$275,000 WITH A 1% VALUATION INCREASE

	<u>2019</u>	<u>2020</u>	<u>INCREASE</u>
	<u>BUDGET</u>	<u>BUDGET</u>	
TRUE AND FULL VALUE	\$ 275,000	\$ 275,000	
ASSESSED VALUATION	\$ 137,500	\$ 138,875	
TAXABLE VALUATION	\$ 12,375	\$ 12,499	
X MILL LEVY	62.58	63.58	
TOTAL CITY PROPERTY TAXES	<u>\$ 774</u>	<u>\$ 794</u>	<u>\$ 20</u>

Property Tax Increase

NO VALUATION
INCREASE



1% VALUATION
INCREASE



ANNUAL INCREASE FOR AN EXISTING RESIDENTIAL PROPERTY VALUED AT
\$275,000, EXCLUDING SPECIAL ASSESSMENTS

Utility Bill

RESIDENTIAL PROPERTY USING 800 CUBIC FEET OR 8 UNITS OF WATER

	PER MONTH		
	2019 BUDGET	INCREASE	2020 BUDGET
WATER AND WASTEWATER-BASE CHARGE	\$ 27.30	\$ 1.55	\$ 28.85
WATER-USAGE CHARGE	\$ 23.20	\$ -	\$ 23.20
WASTEWATER-USAGE CHARGE	\$ 13.20	\$ -	\$ 13.20
STORMWATER-BASE CHARGE	\$ 2.00	\$ -	\$ 2.00
SOLID WASTE COLLECTION AND HAULING-BASE CHARGE	\$ 11.55	\$ 0.05	\$ 11.60
SOLID WASTE RECYCLING-BASE CHARGE	\$ 6.00	\$ 0.15	\$ 6.15
STREET LIGHTS-BASE CHARGE	\$ 4.40	\$ -	\$ 4.40
TOTAL	<u>\$ 87.65</u>	<u>\$ 1.75</u>	<u>\$ 89.40</u>

Utility Bill

Water and Wastewater-Base Charge

- Raw Water Intake Project = \$20.8M
 - Cost share funding with ND State Water Commission = \$12.6M
 - Local cost share = \$8.2M
 - Marathon Petroleum = \$4.1M
 - City of Mandan = \$4.1M
 - \$2.80/month/residential account
 - ✓ 2020 Budget = \$1.55
 - ✓ 2021 Budget = \$1.25

Utility Bill

Solid Waste Collection and Hauling-Base Charge

- Solid Waste Collection and Hauling Services Agreement with Armstrong Sanitation & Roll-Off expires on October 31, 2027.
 - Solid Waste = \$0.05/month/residential account

Solid Waste Recycling-Base Charge

- Recycling Collection, Transportation and Processing Services Agreement with Waste Management expires on December 31, 2020.
 - Recycling = \$0.15/month/residential account

Utility Bill

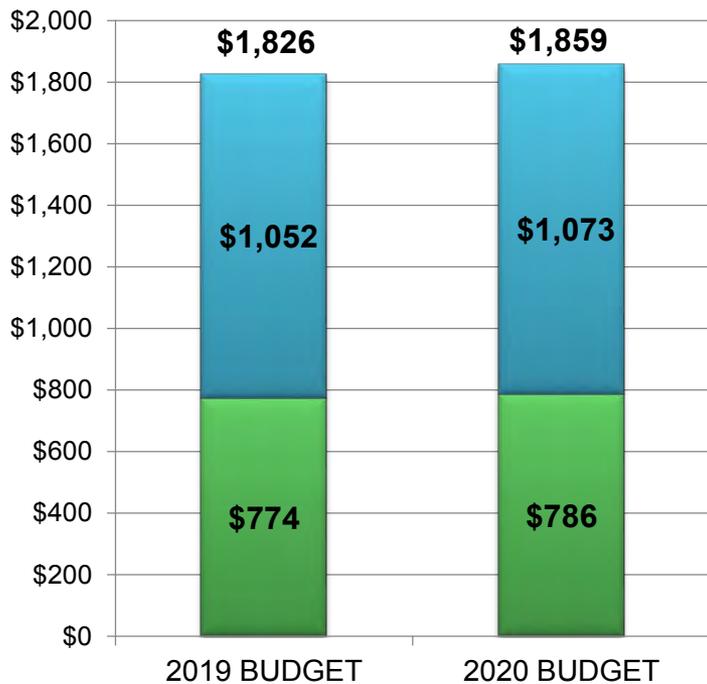


ANNUAL INCREASE FOR AN EXISTING RESIDENTIAL PROPERTY USING
800 CUBIC FEET OR 8 UNITS OF WATER PER MONTH

Annual Cost for City Services

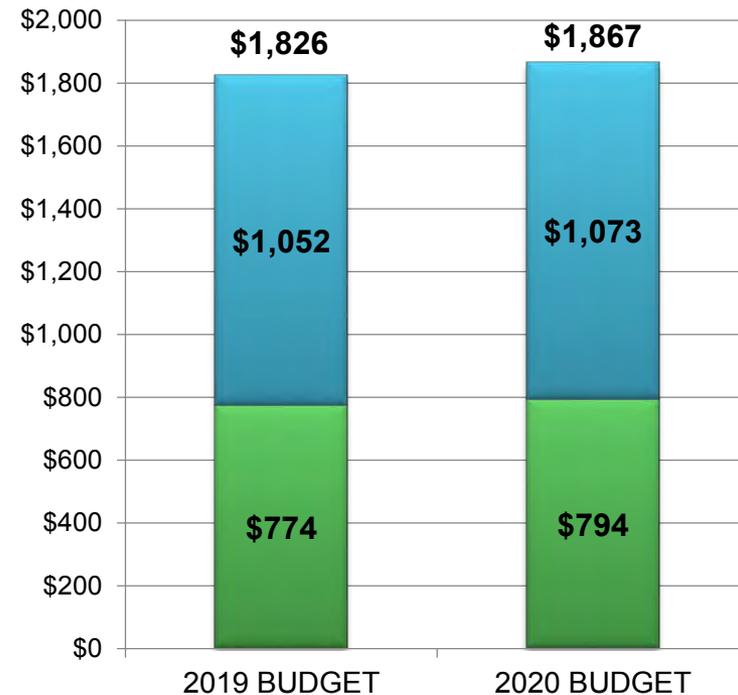
Existing \$275,000 Residential Property
 (Using 8 units of water per month, excluding special assessments)

NO VALUATION INCREASE



\$33 or 1.8% INCREASE

1% VALUATION INCREASE



\$41 or 2.2% INCREASE

What's Next

August 7

2019

The City will provide a copy of the preliminary 2020 budget statement and budget hearing date to the Morton County Auditor.

By August 31

2019

The Morton County Treasurer will provide a written notice to the owner of each parcel of taxable property the estimated property tax, based on the preliminary 2020 budget statement, and the budget hearing date.

September 17

2019

The City will conduct a public budget hearing at 6:00 p.m. and pass the second and final consideration of Ordinance No. 1316 adopting the 2020 Budget and approve the Resolutions establishing the rates and charges for services.

September 18

2019

The City will submit a certified copy of the levy as adopted and a certified copy of the final 2020 Budget to the Morton County Auditor.

The preliminary 2020 Budget will be posted on the City's website at cityofmandan.com

Questions?

Comments?