



AGENDA
MANDAN CITY COMMISSION
JANUARY 16, 2024
ED "BOSH" FROEHLICH MEETING ROOM,
MANDAN CITY HALL
5:00 P.M.
www.cityofmandan.com

The public may access the LIVE meeting at:

Watch & Listen Government Access (Midcontinent) cable channels 2 & 602 HD Streaming LIVE at: tinyURL.com/FreeTV-602 and on Roku or Apple TV	Listen Radio Access 102.5 FM RadioAccess.org
Or Telephone: Dial +1 312 626 6799 Webinar ID: 893 9226 9987	Web: https://us02web.zoom.us/j/89392269987

The City of Mandan is encouraging citizens to provide their comments for agenda items via email to info@cityofmandan.com. Please provide your comments by Noon on the day of the meeting. Include the agenda item number your comment references. Comments will be forwarded to the Commissioners and appropriate departments.

- A. ROLL CALL:**
 - 1. Roll call of all City Commissioners
- B. THE PLEDGE OF ALLEGIANCE**
- C. ANNOUNCEMENTS**
- D. APPROVAL OF AGENDA:**
- E. MINUTES:**
 - 1. Consider approval of the minutes from the January 2, 2024 Board of City Commissioners regular meeting
- F. PUBLIC HEARING:**
- G. BIDS:**
- H. CONSENT AGENDA:**
 - 1. Consideration of the following abatements:
 - i. Ripplinger 2022 and 2023
 - ii. Everson 2022 and 2023
 - iii. Horner 2023 Veterans Credit
 - 2. Consider approval of the Blackstone Tavern Class C Liquor license
 - 3. Consider Ohnstad Twichell Consultation Agreement
 - 4. Consider WBI Agreement Authorization

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5. Consider classification changes to Morton Mandan Public Library positions
6. Consider approval of monthly bills

I. OLD BUSINESS:

J. NEW BUSINESS:

1. Consider a Remodeling Exemption application for Texas Omkar LLC (*Former Blackstone*)
2. Consider Authorization of Urban Program Submittals

K. RESOLUTIONS AND ORDINANCES:

1. Second and final consideration of Ordinance 1442, a moratorium on self-storage developments to take effect February 15, 2024
2. First consideration of Ordinance 1443, an ordinance to amend and re-enact Section 2-1-2 of the Mandan Code of Ordinances relating to Municipal Judge and elections

L. OTHER BUSINESS:

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS:

1. February 6, 2024
2. February 20, 2024 at 5 p.m.
3. March 5, 2024

N. ADJOURN

The Mandan City Commission met in regular session at 5:30 p.m. on January 2, 2024 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Helbling called the meeting to order.

A. ROLL CALL

1. *Roll Call of all City Commissioner.* Those present were Mayor Helbling and Commissioners Braun, Camisa, Olson, and Rohr. Department heads present were City Administrator Neubauer, Finance Director Welch, Assessor Markley, Human Resource Director Cullen, Engineering Director Wigness, Police Chief Ziegler, Fire Chief/Public Works Director Bitz, Building Official Singer, Business Development & Communications Director Cermak, Planner Stromme, and Assistant City Attorney Sand.

B. PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Recognition of Community Beautification Recognition Program, 104 1st St NE*

Business Development & Communications Director Cermak stated that commercial property owned by The Curvy Flamingo Boutique was nominated by Layn Mudder for appealing, attention-getting seasonal or holiday displays. The Community Beautification Committee also recognized the artist, Kora McArthur, of the holiday displays. Both the property owner and artist were in attendance to accept the certificates.

D. ARRROVAL OF AGENDA

E. MINUTES

1. *Consider approval of the minutes from the December 19, 2023 Board of City Commission Regular Meeting.* Commissioner Camisa moved and Commissioner Braun seconded to approve the minutes as presented. Roll Call vote: Aye 5, Nay 0, Absent 0. The motion passed.

F. PUBLIC HEARING

G. BIDS

H. CONSENT AGENDA

1. *Consider Abatement Applications*
 - i. *Thomas & Marlene Janzer Abatement*
 - ii. *Justin Sauers Veterans Credit*
2. *Consider designation of financial institutions as depositories for City's funds*
3. *Consider Amendment No. 1 for Agreement for Application Hosting and Technology Support Services from Avenu Enterprise Solutions, LLC*
4. *Consider City's 2025 budget calendar*
5. *Consider Final Plat for Meadow Ridge 5th Addition*
6. *Consider approval to utilize 2023 Capital Improvement Fund for updating the Law Enforcement Center Fitness Room*

Commissioner Braun moved and Commissioner Rohr seconded to approve the consent agenda item 1 through 5 including all sub items as presented. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed. Mayor Helbling pulled consent item 6 for discussion. Police Chief Ziegler talked about the need for using the Law Enforcement Center (LEC) Capital Improvement Fund for updating the LEC Fitness Room. Commissioner Camisa moved and Commissioner Rohr seconded to approve consent agenda item 6 as presented. Roll Call vote: Aye 3, No 2 (Mayor Helbling and Commissioner Braun), Absent 0. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider entering into the Law Enforcement Center Operating Agreement between Morton County and the City of Mandan.* Administrator Neubauer presented the agreement. Commissioner Camisa moved and Commissioner Olson seconded to approve entering into the Law Enforcement Center Operating Agreement between Morton County and the City of Mandan. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *Second consideration of Ordinance 1440 related to a Zone Change from MC – Industrial to CB – Commercial with restrictions for Auditor's Lot 1 of F in the NW ¼ Section 22, Township 139N, Range 81W.* Planner Stromme presented the second consideration of the ordinance. Commissioner Camisa moved and Commissioner Rohr seconded to approve the second consideration of Ordinance 1440 related to a Zone Change from MC to CB. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

2. *First Consideration of Ordinance 1442 related to a moratorium on self-storage.* Planner Stromme presented the first consideration of the ordinance. Commissioner Braun moved and Commissioner Olson seconded to approve Draft B. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

3. *Second consideration of Ordinance 1441, and ordinance to enact new Section 2-1-2 of the Mandan Code or Ordinances relating to Governing Body and Elections.* Commissioner Camisa suggested a correction to the Section number rather than Section 2-1-2 it should be Section 2-1-3. Commission directed staff to bring back an ordinance that would also move the required number of signatures for the Municipal Judge petitions to one hundred twenty-five. Commissioner Camisa moved and Commissioner Braun seconded to approve. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

4. *Resolution establishing rates and charges for water meters.* Fire Chief/Public Works Director Bitz presented the resolution. Commissioner Camisa moved and Commissioner Rohr seconded to approve a resolution establishing rates and charges for water meters. Roll Call vote: Aye 5, No 0, Absent 0. The motion passed.

L. OTHER BUSINESS

Administrator Neubauer extended a thank you to Human Resource Director Cullen as her last day with the City of Mandan will be January 10.

N. ADJOURNMENT

There being no other business to come before the Board, Commissioner Camisa motioned and Commissioner Braun seconded to adjourn the meeting at 6:28 p.m. The motion received unanimous approval of the members present.

James Neubauer
City Administrator

Timothy Helbling
Board of City Commissioners



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: December 13, 2023
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Abatements for Jason Ripplinger/Ashlee Adamczyk at 1700 Spring Ct SW

STATEMENT/PURPOSE: To consider corrections to the 2022 & 2023 full & true values for property located at 1700 Spring Ct SW.

BACKGROUND/ALTERNATIVES: This parcel is also known as parcel #65-6111905 with a legal description of Lot 25 Block 4 Keidel's South Heart Terrace 2nd.

Reason for abatement: To correct the 2022 & 2023 full & true values. The correction is to remove basement finish assessed in error.

ATTACHMENTS: 2022 & 2023 Applications for Abatement

ESTIMATED FISCAL IMPACT:

2022 All taxing entities = \$482.37 City Share = \$107.17

2023 All taxing entities = \$471.71, City Share = \$107.31

STAFF IMPACT: NA

LEGAL REVIEW: Submitted to City Attorney Oster

RECOMMENDATION: I recommend a motion to recommend approval to the Morton County Commission of the 2022 & 2023 Abatement Applications for Jason Ripplinger/Ashlee Adamczyk at 1700 Spring Ct SW as presented.

SUGGESTED MOTION: I move to recommend approval to the Morton County Commission of the 2022 & 2023 Abatement Applications as presented for Jason Ripplinger/Ashlee Adamczyk at 1700 Spring Ct SW as presented.

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. 65-6111905

Name RIPPLINGER/JASON A & ASHLEE E ADAMCZYK

Telephone No.

Address 1700 SPRING CT SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 25 BLOCK 4 KEIDEL'S SOUTH HEART TERRACE 2ND



Total true and full value of the property described above for the year 2023 is:

Land \$ 60,000
Improvements \$ 241,500
Total \$ 301,500
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 60,000
Improvements \$ 204,200
Total \$ 264,200
(2)

The difference of \$ 37,300.00 true and full value between (1) and (2) above is due to the following reason(s):

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

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 Reduction due to error in property characteristics.

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

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

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

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. 65-6111905

Name RIPPLINGER/JASON A & ASHLEE E ADAMCZYK

Telephone No. 701-508-XXXX

Address 1700 SPRING CT SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 25 BLOCK 4 KEIDEL'S SOUTH HEART TERRACE 2ND

Total true and full value of the property described above for the year 2022 is:

Land	\$ <u>50,000</u>
Improvements	\$ <u>233,500</u>
Total	\$ <u>283,500</u>

(1)

Total true and full value of the property described above for the year 2022 should be:

Land	\$ <u>50,000</u>
Improvements	\$ <u>196,200</u>
Total	\$ <u>246,200</u>

(2)

The difference of \$ 37,300.00 true and full value between (1) and (2) above is due to the following reason(s):

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

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? _____ Estimated value: \$ _____
yes/no
2. Has the property been offered for sale on the open market? _____ If yes, how long? _____
yes/no
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: _____ Purpose of appraisal: _____
yes/no
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 Reduction due to error in property characteristics.

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

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

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant Jason Ripplinger

Date 1-4-24



Consent No 1ii

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: December 12, 2023
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Abatements for Jennifer Everson 3713 McKenzie Dr SE

STATEMENT/PURPOSE: To consider corrections to the 2022 & 2023 full & true values for property located at 3713 McKenzie Dr SE.

BACKGROUND/ALTERNATIVES: This parcel is also known as parcel #65-6110285 with a legal description of Lot 4 Block 2 Lakewood 6th.

Reason for abatement: To correct the 2022 & 2023 full & true values. The correction is to remove basement finish assessed in error.

ATTACHMENTS: 2022 & 2023 Applications for Abatement

ESTIMATED FISCAL IMPACT:

2022 All taxing entities = \$343.99, City Share = \$76.43
2023 All taxing entities = \$366.74, City Share = \$83.43

STAFF IMPACT: NA

LEGAL REVIEW: Submitted to City Attorney Oster

RECOMMENDATION: I recommend a motion to recommend approval to the Morton County Commission of the 2022 & 2023 Abatement Applications for Jennifer Everson at 3713 McKenzie Dr SE as presented.

SUGGESTED MOTION: I move to recommend approval to the Morton County Commission of the 2022 & 2023 Abatement Applications as presented for Jennifer Everson at 3713 McKenzie Dr SE as presented.



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. 65-6110285

Name EVERSON/JENNIFER M

Telephone No. [REDACTED]

Address 3713 MCKENZIE DR SE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 4 BLOCK 2 LAKEWOOD 6TH

Total true and full value of the property described above for the year 2023 is:

Land	\$ <u>60.000</u>
Improvements	\$ <u>252.300</u>
Total	\$ <u>312.300</u>
	(1)

Total true and full value of the property described above for the year 2023 should be:

Land	\$ <u>60.000</u>
Improvements	\$ <u>223.300</u>
Total	\$ <u>283.300</u>
	(2)

The difference of \$ 29,000.00 true and full value between (1) and (2) above is due to the following reason(s):

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

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 Error in property characteristics

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. § 12.1-1-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) _____

Date _____

Jennifer Everson
Signature of Applicant

1-4-24
Date



Consent No. C1iii

Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 4, 2024
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veteran Credit Abatement for Albert Horner

STATEMENT/PURPOSE: To consider 2023 Application for Disabled Veterans Property Tax Credit for property located at 2045 Union Loop NW

BACKGROUND/ALTERNATIVES: This parcel is also known as parcel #65-1975000 with a legal description of Lot 12 Block 1 Lohstreter 2nd.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Application and documentation, which are on file in my office. This applicant qualifies for Disabled Veterans Property Tax Credit for 2023.

ATTACHMENTS: Applications for Abatement of Taxes and Veterans Credit Brochure provided by North Dakota Office of State Tax Commissioner

ESTIMATED FISCAL IMPACT: No fiscal impact to the City since the Tax Credit is reimbursed by the State of ND.

STAFF IMPACT: N/A

LEGAL REVIEW: Submitted to City Attorney Oster

RECOMMENDATION: I recommend a motion to recommend approval to the Morton County Commission of the 2023 Abatement Application for Albert Horner at 2045 Union Loop NW as presented.

SUGGESTED MOTION: I move to recommend approval to the Morton County Commission of the 2023 Abatement Application for Albert Horner at 2045 Union Loop NW as presented.

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. 65-1975000

Name HORNER/ALBERT L & LISA A

Telephone No.

Address 2045 UNION LOOP, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 12 BLOCK 1 LOHSTRETER 2ND



Total true and full value of the property described above for the year 2023 is:

Land \$ 59,000
Improvements \$ 318,400
Total \$ 368,400
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 59,000
Improvements \$ 318,400
Total \$ 368,400
(2)

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

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

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

2023 Get Credit

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

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

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date



DISABLED VETERANS

PROPERTY TAX CREDIT

The Disabled Veterans Credit is a property tax credit that is available to veterans of the United States Armed Forces with service-connected disability.

It may reduce the taxable value of a residence and associated taxes due.



ELIGIBILITY

1. You must be a disabled veteran of the United States Armed Forces with an armed forces service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an interest in the property, as of the assessment date.

APPLY

Applicants will need to provide their DD214 and the determination of disability by the VA to your local assessor or county director of tax equalization.

To apply, submit the Application for Disabled Veterans Property Tax Credit to your local assessor. The applications can be found at www.tax.nd.gov/veterans.



ADDITIONAL INFORMATION

The following table shows how taxable values may reduce with the credit.

Disability Percentage	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by February 1 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, contact your Veterans Service Office or the United State Department of Veterans Affairs at 866-634-8387.

Office of State Tax Commissioner
600 E. Boulevard Ave. Dept. 127
Bismarck, N.D. 58505-0599
701-328-7088
tax.nd.gov



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 11, 2024
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Class C Liquor License

STATEMENT/PURPOSE: To consider a Class C – Motel & Hotel On & Off Sale Beer and Liquor for OM Kanch LLC / Blackstone Tavern.

BACKGROUND/ALTERNATIVES: The Blackstone has been purchased by a new ownership group. Therefore, a new liquor license is required for the Blackstone Tavern.

Finance, Police, Building Inspection, Fire Department, and Western Plains Public Health have been looped in for consideration.

ATTACHMENTS: Liquor license application is available upon request

FISCAL IMPACT: n/a

STAFF IMPACT: n/a

LEGAL REVIEW: n/a

RECOMMENDATION: I recommend approval of the Class C liquor license application for OM Kanch LLC (dba) Blackstone Tavern.

SUGGESTED MOTION: I move to approve the Class C liquor license application for OM Kanch LLC (dba) Blackstone Tavern.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 10, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness, PE
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Ohnstad Twichell Consultation Agreement

STATEMENT/PURPOSE: To consider an agreement for consultation services with the Ohnstad Twichell law firm, related to the application of assessments.

BACKGROUND/ALTERNATIVES: Legal consultation services were sought to review and verify some of the City's anticipated special assessment methods. More specifically, the evaluation of estimated assessments that are related to the 8th Avenue NW project that is scheduled to be completed in the summer of 2024.

ATTACHMENTS:
1. Engagement Letter

FISCAL IMPACT: The engagement letter establishes rates ranging from \$225 – \$400 per hour, depending on the services provided. We anticipate the billable hours for this work to be very minimal, estimating it to be well under 10 at this time. These consultation services are project-related costs and can be assessed to the associated project.

STAFF IMPACT: Minimal

LEGAL REVIEW: All commission information has been forwarded to the City Attorney's Office for review.

RECOMMENDATION: We recommend entering into the agreement as presented

SUGGESTED MOTION: I move to enter into the agreement as presented.



Ohnstad Twichell
attorneys

Attorneys at Law

*Offices in West Fargo, Hillsboro,
Casselton and Fargo, North Dakota*

Manfred R. Ohnstad 1914 - 1987
Bradley J. Burgum 1952 - 2010
Daniel R. Twichell 1927 - 2013
Brian D. Neugebauer 1951 - 2014

January 5, 2024

Lukas D. Andrud*
Brent T. Boeddeker*
Leah R. Carlson*
Andrew D. Cook*
Lukas W. Croaker*
Tiffany J. Findlay*
Sean M. Fredricks*
Alexander B. Gruchala*
Tatiana J. Hackman*
Stephen J. Hilfer
Robert G. Hoy*
John A. Juelson
Brittney M. Kelley
Keven J. Kercher*
Tyler J. Leverington*
Delvin J. Losing*
Marshall W. McCullough*
Kathryn J. McNamara*
Jenna A. McPherson
Christopher M. McShane*
David C. Piper*
Katie J. Schmidt*
John T. Shockley*
Jeffrey R. Strom*
Sarah M. Wear*
Joshua J. Wolfe*
Katherine K. Wong*

*Also licensed in Minnesota

City of Mandan
205 Second Avenue NW
Mandan, ND 58554

ATTENTION: Jim Neubauer

Re: 8th Avenue NW – WBI Conflict

Mr. Neubauer:

Thank you for selecting Ohnstad Twichell, P.C., to represent the City of Mandan (the "City") for the purpose of consulting regarding the relocation of a WBI gas line and the levy of special assessments thereon. The scope of this engagement includes anything pertaining to the contract, including review of the agreement, analysis of associated legal issues, advice to the client, preparation of correspondence or documents, etc.

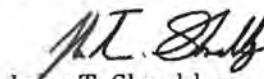
Upon execution of this engagement letter, the City will be our client, and an attorney-client relationship will exist between our firm and the City. In this capacity, our firm's fiduciary duty is to the City rather than to any employees of the city. Our services are limited to those contracted for in this letter; the City's execution of this engagement letter will constitute an acknowledgment of those limitations.

It is important to us that each of our clients understands our office billing procedures and the method by which we compute fees. Your file will be charged on an hourly basis for the legal services performed for you. At the present time, my hourly rate is \$400 per hour. If other attorneys in the firm assist in the handling of this matter, their time will be billed at their current hourly rates. If a legal assistant (or paralegal) performs services for you, those services are presently being billed at the rate of \$225 per hour. Our billing statements (for fees and out-of-pocket costs) are mailed out monthly, and are due and payable upon receipt. Enclosed is a one-page "General Information Memorandum Concerning Such Items as Office Procedures, Fees, and Billing," which describes procedures and billing policies utilized by our firm. Please review it carefully.

Should you have any questions concerning our billing statements, please contact me or our bookkeeper.

Sincerely yours,

OHNSTAD TWICHELL, P.C.


John T. Shockley

CAS
Enclosure

CLIENT ACCEPTANCE

I AGREE TO ENGAGE THE FIRM OF OHNSTAD TWICHELL, P.C. TO REPRESENT THE CITY OF MANDAN WITH REGARD TO THE MATTER(S) STATED ABOVE, ON THE TERMS SET FORTH ABOVE.

Date: _____

Jim Neubauer, City Administrator



OHNSTAD TWICHELL, P.C.

GENERAL INFORMATION MEMORANDUM CONCERNING SUCH ITEMS AS OFFICE PROCEDURES, FEES, AND BILLING

This memorandum is for general reference, furnished to you as a convenience and to cover items which might not have been covered in your first conferences with us. We would be glad to explain or supplement any of this material at your request.

OFFICE PROCEDURES AND COMMUNICATIONS SYSTEMS

West Fargo: Our West Fargo office is open from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 1 p.m. on Friday. The telephone number is (701) 282-3249, and the fax number is (701) 282-0825.

Hillsboro: Our Hillsboro office is open from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 1 p.m. on Friday. The telephone number is (701) 636-5700, and the fax number is (701) 636-4025.

Casselton: Our Casselton office is open from 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 1 p.m. on Friday. The telephone number is (701) 347-4652, and the fax number is (701) 347-4653.

Page: Our Page office is open on Thursdays from 9 a.m. to 4 p.m. The telephone number is (701) 668-2318. Closed Memorial Day through Labor Day.

Lawyers are usually in the office on weekdays during these hours. However, Ohnstad Twichell, P.C., is a service organization, and we will make ourselves available outside of office hours when reasonably required.

CONFLICTS OF INTEREST

It is necessary for us to check each job you ask us to handle for possible conflicts of interest. We need to know the names of all adverse parties in litigation situations, and the names of all parties which are "adverse" in the sense that they have interests different from yours (such as other parties to contracts) in all other situations. We also need the names of the principals of your company and of any company you list as being "adverse," as well as any affiliated companies or entities. Please furnish this information to the lawyer in charge of each project at your earliest convenience.

FEES

We base our fees for most kinds of work on the amount of lawyer time spent, subject to certain variables. Each lawyer in our office has an hourly billing rate, and the rate times the number of hours spent on a piece of work is usually the basis for the fee. Variations may be made on the basis of the degree of difficulty of the work, the extent of the responsibility involved, the result achieved, the efficiency of our work, and other factors which might cause us to increase or decrease the fee from the amount computed by multiplying hourly rate times hours. In practice, however, the fee is usually quite close to the hourly rates.

The current hourly rates of charge for lawyers in our office range from \$310 on up, depending primarily on the experience of the particular lawyer. Our rates may change from time to time, not only to reflect the increased skill and experience of some lawyers, but also to keep up with the unfortunate trend in the value of the dollar. The lawyer you deal with primarily may assign parts of your work to other lawyers in the office under his or her supervision, and may use other lawyers in the office for specialized work where expert help is needed. He or she will continue to be responsible to you for the entire assignment, however, and will be glad to discuss the use of other personnel with you before or after such assignments are made, as you prefer.

STATEMENTS

We customarily send out statements toward the beginning of every month for work done in the previous month, covering professional services rendered as well as any of our funds disbursed for the account of our client. These disbursements include such items as court costs, reports, subpoena costs, photocopies, witness fees, process service fees, mileage and travel expenses (including meals and lodging), deposition costs, court reporter costs, experts' fees and expenses, witness statements, long-distance telephone calls, research materials, legal computer research expense, filing fees, special postage, and fax copying expenses.

If you have any questions about our statements from time to time, feel entirely free to raise those questions. It is important to both of us that we proceed on a mutually clear and satisfactory basis. We are completely open to discussion of the amount of these statements, and we encourage you to be frank about them.

ESTIMATES OF FEES

Because our fees relate so directly to the amount of time spent on a project, and because it is usually not possible to predict what problems (or opposition) a particular job will run into, it is difficult to estimate the amount of our fees for most kinds of future services. You can keep the cost down by keeping us fully informed about the facts and about your objectives as we go along. Any estimate of fees is, consequently, usually a guess, and might create more problems than it would solve. We hope you will find that monthly statements will meet your needs.

PAYMENT

We expect payment within 30 days after delivery of a statement. Amounts not paid within 30 days will bear interest at the rate of .50% per month (6% per annum). Payment should be made in U.S. dollars, in checks or drafts payable to "Ohnstad Twichell, P.C." We also accept VISA and MASTERCARD, or paid online at www.ohnstadlaw.com.

In the course of time, some of this information will become outdated. We are sorry, but we are not in a position to keep you advised of all of these changes. We will, however, try to keep you informed at reasonable intervals. In spite of that problem, this will be a useful guide for some time. You should, of course, feel free to check with us about the current status of any of this information.

OHNSTAD TWICHELL, P.C.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 10, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness, PE
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider WBI Agreement Authorization

STATEMENT/PURPOSE: To consider the authorization for City staff to enter into an agreement with WBI related to the relocation of the gas line along 8th Ave NW.

BACKGROUND/ALTERNATIVES: The relocation of a WBI gas line is necessary to complete the City's 8th Avenue NW reconstruction project. The City, along with Moore Engineering, has been coordinating this effort with WBI. In order to secure a position on their 2024 construction schedule, the City must enter into an agreement with WBI by the end of January.

ATTACHMENTS:

FISCAL IMPACT: The fiscal impact would range from about \$570K to \$1M. The relocation costs are project-related and would be assessed to the benefitting properties within the 8th Avenue NW reconstruction special assessment district.

STAFF IMPACT: Minimal

LEGAL REVIEW: All commission information has been forwarded to the City Attorney's Office for review.

RECOMMENDATION: We recommend authorizing City staff to enter into an agreement with WBI to initiate project scheduling.

SUGGESTED MOTION: I move to authorize City staff to enter into an agreement with WBI to initiate project scheduling.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 8, 2024
SUBMITTING DEPARTMENT: Library & HR
DEPARTMENT DIRECTOR: Barb Sandstrom, MMPL Director
Jim Neubauer, City Administrator
PRESENTER: Barb Sandstrom
SUBJECT: Consider the proposed re-grading of four positions with the Library.

STATEMENT/PURPOSE: Consider the proposed re-grading of the Public Services Associate, Community Engagement Associate, Bookmobile Services Associate and Technical Services Associate with the Library.

BACKGROUND/ALTERNATIVES: Library Director Barb Sandstrom requested that we re-look at four positions with the Library – the Bookmobile Services Associate, Community Engagement Associate, the Public Services Associate, and the Technical Services Associate. There have been some changes to these positions over the last few years.

In consultation with Condrey, they agree that the changes to the positions support re-grading the positions from Grade 9 to Grade 12.

Library Director Sandstrom has presented these proposed changes to the Morton Mandan Public Library Board of Trustees and received their support.

ATTACHMENTS:

1. Revised Job Description for Bookmobile Services Associate.
2. Revised Job Description for Community Engagement Associate.
3. Revised Job Description for Public Services Associate.
4. Revised Job Description for Technical Services Associate.

FISCAL IMPACT: N/A.

STAFF IMPACT: N/A.

LEGAL REVIEW: Submitted to Attorney Oster for review.

Board of City Commissioners

Agenda Documentation

Meeting Date: January 16, 2024

Subject: Consider the proposed re-grade of four positions with the Library

Page 2 of 2

RECOMMENDATION: Staff recommend approving the re-grading of four positions with the Library as presented.

SUGGESTED MOTION: I move to approve the re-grading of four positions with the Library as presented.

City of Mandan
Outreach Bookmobile Services Assistant Associate (LIB/5)

Revised:	Condrey 2021; <u>December 2023</u>
Department:	Morton Mandan Public Library
Reports to:	Library d Director
Grade	<u>129</u>
Dept. Manager Signature:	
Human Resources Signature:	
Finance Director Signature:	
City Administrator Signature:	
Employee Signature:	

JOB SUMMARY

This position provides bookmobile activities and services to Morton County for the Morton Mandan Public Library.

~~This position assists in the provision of outreach services for the Morton Mandan Public Library.~~

MAJOR DUTIES

- Plans, schedules, and coordinates all bookmobile activities and services including schedules, calendars, brochures, and flyers. ~~outreach programs.~~
- Markets bookmobile activities and service programs; oversees bookmobile social media accounts.
- Purchases and maintains specific items for the bookmobile collection; assists in collection weeding and development.
- Maintains bookmobile statistics and usage; reports information to the Library Director.
- Maintains Baker and Taylor collection (ordering, returning, etc.)
- Coordinates, implements, and delivers/collects Book Bins for local schools, homeschools, after-school programs, care centers, and daycares.
- Coordinates, implements, and delivers/collects the Doorstep Library program for care centers and homebound patrons.
- Plans and implements summer programs, story time, and other activities; coordinates with towns to participate in larger community events (i.e. Touch A Truck, etc.)
- Keeps bookmobile stocked, prepared, and organized for stops and activities; organizes all school-stop library cards by town and grade.
- Coordinates with Community Engagement when applicable.

City of Mandan
Outreach Bookmobile Services Assistant Associate (LIB/5)

- Manages bookmobile volunteers and delegates tasks.
- Handles and reports bookmobile budget spending to the Library Director.
- Provides quality customer service to all patrons on board the bookmobile; fostering good relationships with county patrons, local businesses, and their school staff; greet and assist bookmobile patrons; check materials in and out; issue library cards; generate patron holds and other requests; handle overdue and lost notices; update patrons on new materials, new library programs and services.
- Drives and fuels bookmobile; performs bookmobile pre-checks before each outing; fills propane; schedules and maintains routine bookmobile maintenance checks and cleaning; reports maintenance and repair needs to the Library Director.
- Assists building maintenance in maintaining cleanliness and organization of garage stall regarding the bookmobile area.
- Performs routine circulation desk duties in the library as needed.
- ~~Drives the bookmobile to scheduled locations when the primary driver is unavailable.~~
- ~~Greets and assists bookmobile and library patrons; performs circulation desk duties; checks materials in and out; answers main phone line and directs calls; answers questions from the public; provides reference services; promotes library services; provides assistance in the use of library technology; locates library materials; empties book drop; performs opening and closing duties.~~
- ~~Coordinates and implements the Room Box program for local schools and senior care centers.~~
- ~~Coordinates and implements the Doorstep library program.~~
- ~~Coordinates and implements the Boredom Buster program.~~
- ~~Develops and maintains relationships with local schools and librarians.~~
- ~~Maintains bookmobile and library collections, including weeding, shelf reading and shifting, and collection development.~~
- ~~Assists the Outreach Services Assistant Driver with ensuring the bookmobile is stocked with necessary supplies for scheduled stops and programs.~~
- ~~Accepts passport applications and takes passport photos as assigned.~~
- ~~Notarizes documents as assigned.~~

~~• Assists in maintaining a neat and clean environment for the public.~~

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of library ~~outreach bookmobile and outreach~~ services principles and practices.
- Knowledge of library technology.
- Knowledge of bookmobile operation principles.
- ~~• Knowledge of ALA best practices and guidelines.~~
- Knowledge of collection management principles.
- Knowledge of program marketing principles.
- Knowledge of computers and job-related software programs.
- Skill in program development and implementation.
- Skill in interpersonal and public relations.
- Skill in report preparation.
- ~~• Skill in oral and written communication.~~
- Skill in operating a larger, camper-sized vehicle.

SUPERVISORY CONTROLS

The ~~Assistant~~ Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results. ~~May receive functional supervision from Outreach Services Assistant Driver.~~

GUIDELINES

Guidelines include ALA guidelines, traffic laws, passport regulations, notary guidelines, and city and library policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related patron services and vehicle operation duties. Frequent interruptions, inclement weather, and the unique needs of each patron contribute to the complexity of the position.
- The purpose of this position is to provide bookmobile activities and services ~~assist in the provision of outreach services~~ to library patrons. Successful performance in this position assures the effective and efficient delivery of services to those patrons.

CONTACTS

- Contacts are typically with coworkers, other city employees, school personnel, day care providers, senior citizens, children, other patrons, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, crouching, or stooping. The employee frequently lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell. The employee must push and pull heavy book trucks.
- The work is typically performed in a library, in a bookmobile, and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years. Two years of work experience in a library setting preferred or equivalent experience with public facing roles.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.

City of Mandan
Community Engagement ~~Assistant Associate~~ (LIB/6)

Revised:	Condrey 2021; April 2022
Department:	Morton Mandan Public Library
Reports to:	Library Director
Grade	12-9
Dept. Manager Signature:	
Human Resources Signature:	
Finance Director Signature:	
City Administrator Signature:	
Employee Signature:	

JOB SUMMARY

This position assists in creating experiences for library patrons by coordinating tween and young adult discovery programs. This position also focuses on promoting the Morton Mandan Public Library (MMPL) vision through creative communications and technology strategies and tools.

MAJOR DUTIES

- Develops participatory experiences through planning and conducting programs, presentations, and workshops for ~~tweens, and young adults~~.
- ~~Assists in developing and hosting participatory experiences for adults.~~
- Works with Community Engagement Coordinator and Outreach Services ~~Assistant Associate~~ to devise an overall community engagement plan.
- Utilizes and explores new technologies, applications, and techniques to further MMPL's story.
- Builds and manages the young adult and graphics collections to keep fresh and timely; follows collection and weeding schedule; provides reader advisory services.
- Forms connections to local schools and libraries.
- ~~Assists Community Engagement Coordinator, when needed.~~ Works in conjunction with the Community Engagement Coordinator to assure maximum success of all planned patron experiences.
- Prepares, evaluates, and submits statistical reports on tween and young adult experiences.
- Performs circulation desk duties; checks materials in and out; answers the phone; answers questions from patrons; provides reference services; etc.

City of Mandan
Community Engagement **Assistant Associate** (LIB/6)

- Collaborates with Community Engagement Coordinator and Outreach Services **Assistant Associate** to design a comprehensive communication and marketing plan, which includes using MMPL's brand guidelines to design materials in a variety of formats for multiple platforms.
- Leads in social media promotions and stays on top of new digital trends.
- Creates videos for promotions, staff, and volunteer training, with assistance from co-workers.
- Collectively designs printed materials; creates brochures, flyers, press releases and social media posts to market library programs and services.
- Manages digital display with input from Community Engagement Coordinator.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of program development, implementation, and evaluation principles.
- Knowledge of tween and young adult social and emotional development stages.
- Knowledge of the Dewey Decimal System for shelving materials.
- Knowledge of the core values of librarianship; ND State Library and ALA standards.
- Knowledge of youth collection development and management principles.
- Knowledge of program marketing principles.
- Knowledge of computers and job-related software programs.
- Skill in managing multiple projects, prioritizing effectively, meeting deadlines, and adapting to changing needs.
- Skill in concepts and principles of art, design, or marketing.
- Skill in interpersonal and public relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of general instructions. The supervisor spot-

checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results. May receive functional supervision from Community Engagement Coordinator.

GUIDELINES

Guidelines include ND State Library and ALA standards and city and library policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related **community engagement** duties. Frequent interruptions and changing trends in teen programming contribute to the complexity of the position.
- The purpose of this position is to coordinate tween and young adult engagement programs as a creative experience for library patrons. Successful performance in this position assures the effective and efficient delivery of services to those patrons as determined by quality and engagement.

CONTACTS

- Contacts are typically with coworkers, other city employees, patrons, members of the news media, school personnel, performers and program providers, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and a cause for action.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell. The employee must push and pull heavy book trucks.
- The work is typically performed in a library and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.

City of Mandan
~~Circulation Desk Assistant~~ Public Services Associate (LIB/09)

Revised:	Condrey 2021; April 2023
Department:	Morton Mandan Public Library
Reports to:	Library Director
Grade	12 9
Dept. Manager Signature:	
Human Resources Signature:	
Finance Director Signature:	
City Administrator Signature:	
Employee Signature:	

JOB SUMMARY

This position assists in the operations of ~~the circulation desk~~ public services to library patrons and supports the Public Services Coordinator.

MAJOR DUTIES

- Greets and assists patrons; checks materials in and out; issues library cards; generates patron holds and other requests; handles overdue and lost notices; updates patrons on new materials, new library programs, and library services.
- Assists patrons in locating library materials; ~~serves as a liaison for patrons at reference desk; responds to patron reference questions by telephone, email, and in person.~~
- ~~Responds to patron reference questions by telephone, email, and in person~~
- Assists patrons in the use of library computers, including internet navigation, the use of software programs, and the use of the library's digital resources.
- ~~Processes interlibrary loans.~~
- ~~Assists in daily accounting functions; counts and reconciles daily and weekly petty cash.~~
- ~~Assists in technology management; monitors library email account.~~
- ~~Assists with collection development, weeding, and processing new materials.~~
- ~~Assists in training Circulation Desk Assistants, Library Page, and volunteers; guides them in difficult or complicated interactions and interpreting policies and procedures regarding the public.~~
- ~~May oversee the work of Circulation Desk Assistants, Library Page, and volunteers as assigned.~~

City of Mandan
~~Circulation Desk Assistant~~ Public Services Associate (LIB/09)

- Fulfills the responsibilities of the Public Services Coordinator in their absence.
- Assists with developing circulation desk schedule; generates and assists in analyzing and completing circulation reports.
- May be assigned a portfolio task to support other areas of the library, such as cataloging, programming, passport applications, notary, etc.
- ~~Performs library opening and closing procedures; sorts and distributes mail; processing daily courier shipments.~~
- Assists in maintaining a neat, clean, and welcoming environment for the public; performs regular library walk-throughs to ensure safety and cleanliness.
- ~~Shelves items; performs shelf reading, straightening, and displays (face outs).~~
- ~~Accepts payments for printing, copying, meeting rooms, and lost books.~~
- ~~Aids patrons with problem transactions and relays library policies and procedures to the public as need arises~~
- ~~Utilizes the circulation module of the library management software to complete circulation tasks.~~
- Performs related and other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of circulation, reference, and other patron service principles.
- Knowledge of library technology.
- Knowledge of materials preparation and repair principles.
- Knowledge of computers and job-related software programs.
- ~~Knowledge of library policies and procedures.~~
- Skill in resolving technology issues for staff and the public.
- Skill in interpersonal and public relations.
- Skill in oral and written communication.

- ~~• Skill in performing basic cash register procedures and daily reconciliation of cash drawer.~~

SUPERVISORY CONTROLS

The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results. May receive supervision from Public Services Coordinator.

GUIDELINES

Guidelines include city and library policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related patron service duties. Frequent interruptions and the unique needs of each patron contribute to the complexity of the position.
- ~~• The purpose of this position is to assist in quality patron services. Successful performance in this position assures patrons leave happy and satisfied.~~ The purpose of this position is to assist in the provision of patron services. Successful performance in this position assures the effective and efficient delivery of services to those patrons.

CONTACTS

- Contacts are typically with coworkers, other city employees, couriers, patrons, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects and climbs a stepstool. The employee must push and pull heavy book trucks.
- The work is typically performed in a library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

~~None.~~ May be assigned functional supervision over Circulation Desk Assistants, Library Page, and volunteers.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform basic mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, ~~usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.~~
- Possession of or ability to readily obtain and maintain a valid driver's license for the type of vehicle or equipment operated.

City of Mandan
Technical Services ~~Assistant Associate~~ (LIB/7)

Revised:	Condrey 2021; <u>November 2023</u>
Department:	Morton Mandan Public Library
Reports to:	Library Director
Grade	<u>129</u>
Dept. Manager Signature:	
Human Resources Signature:	
Finance Director Signature:	
City Administrator Signature:	
Employee Signature:	

JOB SUMMARY

This position provides library technical services~~assistance for library technical and circulation services.~~

MAJOR DUTIES

- Catalogs, classifies, and processes incoming library materials, including books, magazines, DVDs, audio books, reference materials, and other items.
- Maintains, receives, organizes, updates, and weeds periodicals; corrects subscription issues as needed. (may be designated to Public Services Coordinator)
- ~~Processes Interlibrary Loan requests; creates and maintains related records.~~
- ~~Accepts passport applications and takes passport photos as assigned.~~
- Communicates with Central Dakota Library Network cataloger to ensure the integrity of records.
- Develops a weeding chart that incorporates procedures, collection areas, and timelines.
- Weeds collection and discards according to the chart and weeding records. Reports to the Library Director and coworkers about what is being weeded and why.
- With assistance from the Public Services and Community Engagement Coordinators, devises a collection development plan that is reviewed annually.
- Works with Public Services Coordinator and Public Services Associates on processing guidelines for all materials being shelved in the collection.
- In conjunction with the Public Services Coordinator, trains volunteers on steps in processing materials for the shelves.
- Prepares monthly cataloging stats for the Library Director

- ~~Updates and maintains records and completes required reports.~~
- Performs circulation desk duties; checks materials in and out; answers main phone line and directs calls; answers questions from the public; provides reference services; promotes library services; provides assistance in the use of library technology; locates library materials; empties book drop; performs opening and closing duties.
- Assists in maintaining a neat, clean, and welcoming environment for the public.
- ~~Notarizes documents.~~
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of contemporary bibliographic maintenance standards and practices, including cataloging rules, the Dewey Decimal System, Library of Congress subject headings, MARC records, and library automation principles.
- Knowledge of library technical services principles and practices.
- Knowledge of collection management principles.
- Knowledge of library technology.
- Knowledge of library patron services.
- ~~Knowledge of Interlibrary Loan policies and procedures.~~
- Knowledge of computers and job-related software programs.
- Skill in interpersonal and public relations.
- Skill in report preparation.
- Skill in oral and written communication.
- Skill in giving close attention to detail.

SUPERVISORY CONTROLS

The Library Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include ~~passport regulations, notary guidelines, and~~ city and library policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related duties. Frequent interruptions and the unique needs of each patron contribute to the complexity of the position.
- The purpose of this position is to provide ~~assistance for~~ assigned library technical services. Successful performance in this position assures the effective and efficient delivery of services to patrons.

CONTACTS

- Contacts are typically with coworkers, other city employees, patrons, representatives from the North Dakota State Library, librarians from other libraries, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color. The employee must push and pull heavy book trucks.
- The work is typically performed in a library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

City of Mandan
Technical Services ~~Assistant~~ Associate (LIB/7)

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota for the type of vehicle or equipment operated.



Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 3, 2024
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley
SUBJECT: Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2

STATEMENT/PURPOSE: To consider a three year exemption for remodeling and upgrades to the existing structure pursuant to North Dakota Century Code 57-02.2.

BACKGROUND/ALTERNATIVES: Texas Omkar LLC is applying for the three year property tax exemption for remodeling of the structure located at 2630 Old Red Trail NW. The exemption will be applied to the value added due to remodeling. This parcel is also known as Lot 4 Block 1 Seven Seas, parcel number 65-4549000. The original building was built in 1983. The application attached details the planned remodeling to guestrooms and public areas.

ATTACHMENTS: Application with attached detailed remodeling plans, 2015 City of Mandan Guidelines for Property Tax Exemption of Improvements to Commercial & Residential Buildings, current exterior pictures

ESTIMATED FISCAL IMPACT: The value of the remodeling is estimated to have a value of \$1,340,000. Based on that amount, with the 2023 mill levy of 281 mills, the estimated annual exemption is \$18,828.34 for all taxing entities and \$4,283.31 for the City of Mandan. The actual exemption will be subject to prevailing market values and actual mill rates during the three-year exemption period.

STAFF IMPACT: N/A

LEGAL REVIEW: City of Mandan Municipal Code 111-2-9 requires: "Every building open to public use that has received the benefit of public funds from the city shall provide for the installation of an automatic door for at least one main entrance to the building." Reviewed by City Attorney Amy Oster.

Board of City Commissioners

Agenda Documentation

Meeting Date: January 16, 2024

Subject Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2

Page 2 of 2

RECOMMENDATION: Approval of the Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2 located at 2630 Old Red Trail NW.

SUGGESTED MOTION: I move to approve the Application for Property Tax Exemption for Improvements to Commercial & Residential Buildings North Dakota Century Code 57-02.2 located at 2630 Old Red Trail NW.

**Application For Property Tax Exemption For Improvements
To Commercial And Residential Buildings**
N.D.C.C. ch. 57-02.2

(File with the city assessor or county director of tax equalization)

Property Identification

1. Legal description of the property for which exemption is claimed	<u>Lot 4, Block 1,</u> <u>Seven seas First addition to the city of mandan, Morton county,</u>
2. Address of Property	<u>2630 Old Red Trail, mandan, ND-58554</u>
3. Parcel Number	<u>65-4549000</u>
4. Name of Property Owner	<u>Texasomkar LLC (Shiv Patel)</u> Phone No. <u>512-757-9338</u>
5. Mailing Address of Property Owner	<u>2630 Old Red Trail, mandan, ND-58554</u>

Description Of Improvements For Exemption

6. Describe type of renovating, remodeling, alteration or addition made to the building for which exemption is claimed (attach additional sheets if necessary).		<u>see attached</u>	
7. Building permit No.	<u>To be done</u>	8. Year built (residential property)	<u>1985 (approx)</u>
9. Date of commencement of making the improvements	<u>Feb, 3rd, 2024</u>		
10. Estimated market value of property before the improvements	<u>\$ 1.5 million</u>		
11. Cost of making the improvement (all labor, material and overhead)	<u>\$ 1.2 million</u>		
12. Estimated market value of property after the improvements	<u>\$ 2.8 million</u>		

Applicant's Certification And Signature

13. I certify that the information contained in this application is correct to the best of my knowledge.	
Applicant <u>Shiv Patel</u>	Date <u>1/9/2024</u>

Assessor's Determination And Signature

14. The assessor/county director of tax equalization finds that the improvements described in this application do ☐ do not ☐ meet the qualifications for exemption for the following reason(s):	
Assessor/Director of Tax Equalization	Date

Action Of Governing Body

15. Action taken on this application by the governing board of the county or city: Approved ☐ Denied ☐	
Approval is subject to the following conditions:	
Exemption is allowed for years 20__, 20__, 20__, 20__, 20__.	
Chairperson	Date

Scope of Work

Everything from the room is going to be removed. We will be installing everything new as per Days inn Brand standards. Utility efficiency has also been kept in mind to lower the operating cost and adding guest satisfaction. This is a older hotel so we need to replace everything in the hotel besides the walls and follow the new brand standards of Days Inn. Many small things will be changed which may not be mentioned here.

The Dawn Package is attached because this is what we use to find out the standards for the Days Inn Brand. The Days Inn Brand standard will help make the building look more inviting, up to date and clean. In the orange box below will be a breakdown of the 78 Rentable Rooms.

ROOM TYPE	# of Room's
KING BED	22
TWO QUEEN BED	35
HANDICAP KING BED	3
KITCHENETTE KING	14
TWO FULL XL BED KITCHENNETE	3
HANDICAP KITCHENETTE KING	1
TOTAL	<u>78</u>

Bathroom Category

- Install new Metal Cast Bathtubs
- Install new Bathtub surround Tiles and Soap dish
- Bathtub curved shower rods
- Install New Bathroom Grab bar for safety outside of Bathtubs
- Install new Toilet Tissue Holder
- Install Robe Hooks. New Depending on Condition to be like new.
- On 1st Floor , Replace all toilets to New from 3.5 GPF to 1.8 or 1.2 GPF.
- On 2nd Floor - Will have to uninstall old toilets to replace the bathtubs. As such will install new wax rings, toilet to tank bolts, toilet to floor kit with wax ring, and remove flapper system and put New flushing system to avoid any leaks or maintenance issues for future. Or Depending on Budget may Replace toilets from 3.5 GPF to 1.8 pr 1.2 GPF.
- Install new Waterproof LVT Flooring in Bathroom, Vanity Area and Entrance of Each Rooms
- Caulking Bathtub surround and toilet
- Ceiling popcorn & Texture to remove/flatten out to get a smooth wall finish and paint wall

Vanity Area

- Remove and install New white Quartz vanity and undermount sink
- install new lavatory Faucet and Drain. Saving Water also
- install New LED internally illuminated light mirrors.
- replaced all drains PVC pipes under the sink.
- repair texture as needed & paint as per brand standard
- Add a piece of furniture to put Towels under the Sink.

Closet

- install new iron & iron boards Yellow wood panel as per brand standard
- install New Iron and Iron Board
- repair the uneven texture and paint.
- install new wooden hangers.
- As needed, Closet Hanger Rod to change as to appear as new
- some rooms still have wallpaper in vanity & closet area which has to be removed & then apply matching texture & paint.
- Install new LVT Flooring as per Brand Specs

Entryway of Guestrooms

- Install new security latch on each door
- Install new rules and regulations sign behind the door
- Paint door inside and out as per Days inn Brand Standards
- Bondo the door frame as needed and paint as per Brand specs
- Repair door holes with wood filler & bondo to appear like new
- New LVT install in entry way
- Install New Door Bumpers as needed to appear as new.

Guestrooms

- remove & trash all old furniture, drapes, beds, bed frame, carpet etc
- remove Caulking & Recaulk around windows.
- repair texture as needed and paint Rooms walls and Ceiling as per Brand standards.
- remove and reinstall new Hard Surface window sill and Decorative wooden trim around it and Caulk, prime/paint
- remove whatever loose popcorn Texture from ceiling and paint as per brand standards
- change electric plugs and switch which are visible from old to new - white color
- install wood blocking for the furniture and all that goes in bathroom as needed.
- install new furniture, lounge chair, TV panel, TV's mounts, lighting package, Art work Package, mini fridge and carpet and Vinyl carpet base in all Rooms
- extend and add one more electric plug from TV wall for Desk Lamp at Desk height to share for New coffee maker as well.
- New Long Mirrors and Decorative Round mirrors as per brand standards to install
- Install new window drapes
- Install new bed frames, mattress, bed sheets, towels, etc
- new batteries for locks
- for 18 rooms addition to all mentioned in standard room above will have kitchenettes rooms for extended stay guest. To add mounted portable size electric stove, midsize refrigerator, midsize microwave with internal Vent, Dish Washer, small kitchen sink, faucet and drain to be provided. A 48-inch Cabinet and wall hung cabinet, 2 electric plugs that are 110 volt circuit to add and 3 electrical new outlet at the kitchen cabinet.
- change all air conditioner breakers from 15 AMP to 20 AMP as wiring is compatible
- Delete the summer and winter switch and put a Blank plate
- Change air conditioner plugs as required for new Air Conditions
- AC wiring to reconfigure to delete heat board and winter / summer switch
- Add Thermostat if Possible or as Budget Allows to save Electricity Dollars
- Remove the Heat Board for Stagnant heat and install new Air conditioner to provide cool/heat as needed making it more energy efficient.
- Install new wall light as its connected with switch at the entry door to flip on at entry of guests.
- Repair Texture and or Remove Existing Wallpaper to Texture and Paint as per Brand specs.

Hallways

- Remove existing wallpaper and install new wall paper
- Remove existing Wood Panels, Finish out the wall to Install new Wallpaper
- paint ceiling tiles grid, paint ceiling tiles and replace as needed to match the design. If Budget allows then Change all to New.
- Paint each Rooms and Public area door frames and Doors as per brand standards
- Change Doors which are Damaged to New
- prime and paint the wall wood panels in entire of stairs to match wallpaper color
- install 2 exhaust fans in hallways where more kitchenette rooms are. To Increase Fresh Air Flow.
- install new hallway carpet and Carpet Base
- entire hallway doors and Trims to paint includes guest room and all public area doors as per Brand Standards.

Front Desk & Lobby

- on Front Desk Counter to remove existing stone and install new quartz that will be white
- remove all existing LVT flooring at front desk, Lobby, Bar area, Hallway, restrooms, restrooms hallway, dart room and install new modern porcelain tiles
- make a small sliding drawer in front at front desk counter to serve ADA guest
- redesign the outside of front desk to make it appear modern
- remove the Black color stones from the back of the front desk and store for exterior repairs in future
- paint door behind front desk and install accent wallpapers on all wall behind front desk
- all lobby area will have new wallpaper to get a modern, clean, and welcoming look
- install a home depot cabinet and paint for the breakfast- Grab & Go Breakfast
- Paint the Dart Room & All doors & Trims in Dart Room
- Install new padding and carpet behind front desk
- Depending on the BUDget the exterior entrance door can be New Automatic doors. Or can be done in stage 2 of Reno.

Bar

- Paint exterior hallway trim and door to the bar
- Install new Broadloom carpet in bar and carpet tiles in casino area
- Hide open wiring in channels or in false ceiling or cut sheet rock as need - texture/paint walls

Guest Laundry/Vending

- Add 4 Electric circuits to install a brand-new ice machine, 1 additional washer and dryer, coke machine and snack vending machine
- install or cut the entry door to add glass view on the door for safety

- add a partition wall in between where the original wall was before. This room is besides the front desk where existing guest laundry is located.
- add exhaust fan.
- add dryer vent thru the wall
- repair texture as needed and paint
- add a folding table that is wall mounted

Fitness Room

- add 4 circuits for new treadmill, bike ,elliptical, and water station
- change the flooring to rubber flooring as per brand standard
- install 4 new fitness equipment
- 1 wall install big Mirror and add frame around it
- texture and paint the walls
- Add Lookout glass to the door for safety or add a new door with glass

Hotel Laundry

- install new ceiling lights
- install new LVT off white color flooring add metal racks from Lowes as needed
- add New metal sink where the vanity is present for soaking linens for spots treatment
- uninstall and reinstall toilet after replacing all guts in the tank and new parts of floor to toiler and toilet to tank
- clean up as needed and paint off white color on the walls
- In future depending on busines growth may have to install another washer. And repair the present one to be perfect.

Common items

- all storages to clean up, add racks as needed to organize and apply the leftover paint
- entire hotel hallway side trims & doors to paint
- install new garbage cans in exterior at each entrances
- new housekeeping carts, vacuums, booms, etc to (start fresh) as presently there is Rusted carts
- install public area garbage cans
- provide new Wi-Fi equipment or add to what is as per brand approval
- new phone system at desk as right now it is outdated
- restaurant flooring from leftover tiles or LVT to install and paint and texture walls and all wood trims in it to look modern
- Restaurant table and chairs to change to new as and how budget allows to put a quartz table top
- One room has exterior glass door which will be removed when the weather gets better and will make it a wall with matching sliding. Turning it into a fitness room again. Or may just add the same size window as door is.

Public Restrooms (Men's/Women's)

- Remove wall tiles, vanity, mirror and flooring
- refinish drywall to texture & paint
- install new flooring, LED light mirror and 2 Bay Vanity with new Faucet
- Paint the bisections of toilets.
- add a new trash can.
- Install new commercial toilets with higher flush capacity.
- Add tiles upto 5 feet all around toilets to keep it cleanable.

Parking lot

- Repair potholes in parking lot
- seal and stripe
- install new LED lights on the exterior poles
- install new lights at each entrance door
- power wash the exterior of building
- add some plant pots near entrance
- add cigarette urns as needed (bar door and entry points)

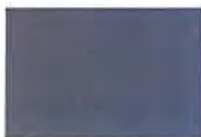
There are many small changes which might have no been conveyed here. But as and how Budget allows we would like to make the Hotel pleasant for the guests with No Flaws until the physical structure allows it.



SW 7012 CREAMY
UPPER SECTION



SW 7029 AGREEABLE GRAY
COLUMNS



SW 6257 GIBRALTOR
MIDDLE SECTION



SW 6524 COMMADORE
DOORS, BUILDING BASE &
ACCENTS



SW 6522 SPORTY BLUE
DOOR TRIM



SW 7050 USEFUL GRAY
LOWER SECTION



SW 6258 TRICORN BLACK
RAILINGS



The Intent is to paint two exterior windows and two guestroom doors as alternate colors. For exterior corridor conditions, the doors and trim can be painted the same color on the Guestroom side as well.

DAYS INN EXTERIOR/INTERIOR PAINT SCHEME- JUNE 2020
CREATED BY WYNDHAM DESIGN TEAM.
FOR ANY QUESTIONS, PLEASE CONTACT INTERIOR.DESIGN@WYNDHAM.COM



PT-01 SW 7043 WORLDLY GRAY
GUESTROOM, BATHROOM & CORRIDOR
GENERAL WALL PAINT- EGGSHELL



PT-02 SW 7005 PURE WHITE
GUESTROOM, BATHROOM & CORRIDOR
CEILING PAINT-FLAT

PT-03 SW 9171 FELTED WOOD
GUESTROOM, BATHROOM & CORRIDOR
DOOR & TRIM PAINT- SEMI GLOSS



DAYS INN EXTERIOR/INTERIOR PAINT SCHEME- JUNE 2020
CREATED BY WYNDHAM DESIGN TEAM,
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PT-08 SW 6519 HINTING BLUE
CORRIDOR GENERAL WALL PAINT- EGGSHELL



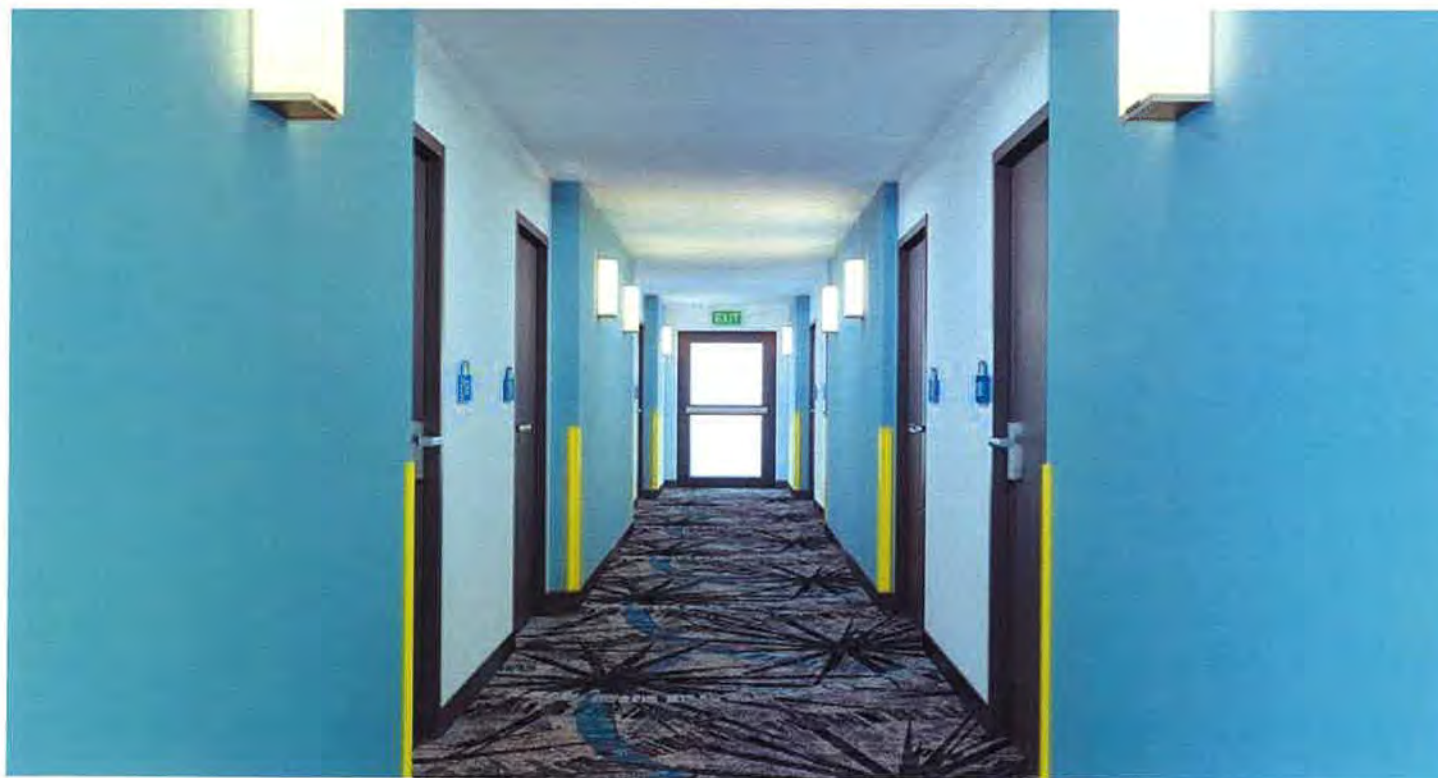
PT-02 SW 7005 PURE WHITE
CORRIDOR CEILING PAINT-FLAT



PT-07 SW 6257 GIBRALTOR
CORRIDOR DOOR & TRIM PAINT- SEMI GLOSS



PT-04 SW 6501 MANITOU BLUE
CORRIDOR ACCENT PAINT- EGGSHELL



DAYS INN EXTERIOR/INTERIOR PAINT SCHEME- JUNE 2020
CREATED BY WYNDHAM DESIGN TEAM.
FOR ANY QUESTIONS, PLEASE CONTACT INTERIOR.DESIGN@WYNDHAM.COM



SHERWIN-WILLIAMS



DAYS INN EXTERIOR/INTERIOR PAINT SCHEME- JUNE 2020
CREATED BY WYNDHAM DESIGN TEAM.
FOR ANY QUESTIONS, PLEASE CONTACT INTERIOR.DESIGN@WYNDHAM.COM



PT-07 SW 7022 ALPACA
GENERAL WALL PAINT- EGGSHELL



PT-02 SW 7005 PURE WHITE
CEILING PAINT-FLAT



PT-05 SW 7048 URBANE BRONZE
PUBLIC SPACE ACCENT PAINT- EGG SHELL &
DOOR AND TRIM PAINT- SEMI GLOSS



PT-06 SW 6500 OPEN SEAS
ACCENT WALL PAINT & BACK WALL OF
BREAKFAST COUNTER- EGG SHELL



DAYS INN EXTERIOR/INTERIOR PAINT SCHEME- JUNE 2020
CREATED BY WYNDHAM DESIGN TEAM.
FOR ANY QUESTIONS, PLEASE CONTACT INTERIOR.DESIGN@WYNDHAM.COM

Room Number	Room types	
100	NQQ	
101	NKC1	
102	NQQ	
104	NQQ	
105	NQQ	
106	NQQ	
107	NQQ	
108	NK	
109	NK	
110	NK	
111	NQQ	
112	NK	
113	NQQ	
114	NQQ	
115	FITNESS	
138	NK	
140	NQQ	
142	NK	
143	HNK	ADJOINS 145
144	HNK	
145	NQQ	ADJOINS 143
146	NKC1	
147	NKC1	
148	NQQ	
149	NKC1	
150	NKC1	
151	NQQ	ADJOINS 153
152	NKC1	
153	HNK	ADJOINS 151
154	HNKC1	
156	NDD1	
157	NK	ADJOINS 159
159	NQQ	ADJOINS 157
200	NQQ	
201	NKC1	
202	NQQ	
204	NQQ	
205	NQQ	
206	NQQ	
207	NQQ	
208	NK	
209	NK	
210	NK	
211	NQQ	
212	NK	
213	NQQ	
214	NK	
215	NK	
216	NK	
217	NQQ	
218	NQQ	
219	NK	
221	NQQ	

FRONT DESK SIDE	TOTAL NK	12
	TOTAL NQQ	20
	TOTAL HNK	0
	TOTAL NKC1	2
	TOTAL NDD1	0
	TOTAL HNKC1	0
	<u>Grand Total</u>	<u>34</u>
	1st Flr NK	4
	NQQ	9
	NKC1	1
	HNK	0
	NDD1	0
	HNKC1	0
	HNK	0
	FITNESS	1
	GUEST LAUNDRY	0
1ST FLR FRONT DESK SIDE	<u>TOTAL ON 1st Flr</u>	<u>14</u>
2ND FLR FRONT DESK SIDE	2nd Flr NK	8
	NQQ	11
	NKC1	1
	HNK	0
	NDD1	0
	HNKC1	0
	<u>TOTAL ON 2nd Flr</u>	<u>19</u>
BAR SIDE	TOTAL NK	10
	TOTAL NQQ	15
	TOTAL HNK	3
	TOTAL NKC1	12
	TOTAL NDD1	3
	TOTAL HNKC1	1
	<u>Grand Total</u>	<u>44</u>
1ST FLR BAR SIDE	1st Flr NK	3
	NKC1	5
	NQQ	5
	NDD1	1
	HNKC1	1
	HNK	3
	<u>TOTAL ON 1st Flr</u>	<u>18</u>
2ND FLR BAR SIDE	2nd Flr NQQ	10
	NK	7
	NKC1	7
	NDD1	2
	PERSONAL	1
	<u>TOTAL ON 2nd Flr</u>	<u>26</u>

ROOM TYPE	#
NK	22
NQQ	35
HNK	3
NKC1	14
NDD1	3
HNKC1	1
TOTAL	78

NK	KING BED
NQQ	TWO QUEEN BED
HNK	HANDICAP KING BED
NKC1	KITCHENETTE KING
NDD1	TWO XL DOUBLE BED
HNKC1	HANDICAP KITCHENETTE KING

0

225	PERSONAL	ADJOINS TO 229
229	PERSONAL	ADJOINS TO 225
231	NQQ	
233	NQQ	
234	NQQ	
235	NK	
236	NQQ	
237	NQQ	
238	NK	
239	NQQ	
240	NQQ	
241	NQQ	
242	NK	
243	NK	
244	NK	
245	NQQ	
246	NK	
247	NK	
248	NKC1	
249	NKC1	
250	NKC1	
251	NQQ	ADJOINS 253
252	NKC1	
253	NKC1	ADJOINS 251
254	NDD1	
256	NDD1	
257	NKC1	ADJOINS 259
259	NKC1	ADJOINS 257



How to Buy **Days Inn Dawn**

The only approved room package for Days Inn® by Wyndham*

September 2023



FF&E Manufacturer Direct Program

Total King Room Package Pricing*:

**Price
Drop!**

\$2,395 USD / Key

Includes: Caseloads, Lighting, Full Length Mirror, Window Treatment, Artwork, Seating, Top of Bed, Carpet, and Wall Base

See Pages 2 - 5 for pricing and contact info.

Questions?

Contact **Interior.Design@wyndham.com**

Wyndham Hotels & Resorts Approved Distributors & Procurement Service Providers

Total King Room Package Pricing*:

Varies, call for a quote

Services may include project management and other services where fees are charged.

See page 6 for contact info.

Questions?

Contact **Strategic.Sourcing@wyndham.com**

* Refer to brand standards for additional details regarding deadlines to complete all Dawn guestroom elements.

* Pricing not inclusive of Queen/Queen room furniture or alternate upgrades. Pricing not inclusive of tax and freight charges. FF&E Manufacturer Direct Program Pricing available to properties in the USA only.

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FF&E Manufacturer Direct Program Pricing

King Room Casegoods

US \$999

PHASE THREE REQUIRED TO MEET BRAND STANDARD #700.04.13, #700.04.14, #700.04.15, #700.04.16



King Headboard
GR-308-CG
9'-8"W x 2'-0"H



King Nightstand
GR-306-CG
1'-4"W x 2'-0"H x 1'-3"D
(Two Nightstands Included)

Interior Cubby Clearance:
Upper 6'H x 12-1/2"W x 12-3/4"D
Lower 9-3/4"H x 14-1/4"W x 13"D



Desk
GR-304-CG
3'-6"W x 2'-6"H x 1'-7"D



Credenza
GR-303-CG
4'-0"W x 3'-0"H x 1'-10"D

Interior Cubby Clearance
Upper Right: 14-3/4"H x 22-1/2"W x 20-1/2"D
Lower Right: 13"H x 21"W x 20-1/2"D
Left: 30-1/2"H x 22-1/2"W x 20-1/2"D



Ironing Board Panel
GR-302-CG
1'-7"W x 6'-0"H



Luggage Bench & Closet Panel
GR-305-CG & GR-301-CG
3'-6"W x 6'-6"H x 1'-6"D

Interior Cubby Clearance:
Right Cubby 12-1/2"H x 19-3/4"W x 16-1/2"

Manufacturers:	Estimated Lead Times:	Warranty:
IE Furniture	8-10 Weeks	10 Year
Dickson Furniture	8 Weeks	10 Year
Premier Furniture Industries	12-16 Weeks	10 Year

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

*Coordinates with the approved microwave
Danby 7 Cu. Ft. Microwave DBMW0721BBS, 10-1/2"H x 17-1/2"W x 13"D
**Coordinates with the approved microfridge:
Danby Compact Refrigerator DAR023C1BSLDB, 25"H x 19"W x 18"D

King Room Lighting US \$192

RECOMMENDED TO MEET BRAND STANDARD #700.04.08, #700.04.04



Nightstand Lamp
GR-502-LT
(Two Lamps Included)



Desk Lamp
GR-504-LT



Ceiling Light
GR-503-LT

Manufacturer:	Estimated Lead Time:	Warranty:
Malar Lighting	2-4 Weeks	1 Year

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

King Room Artwork US \$123

PHASE ONE REQUIRED TO MEET BRAND STANDARD #700.04.07



Headboard Artwork
GR-101-ART

Manufacturer:	Estimated Lead Time:	Warranty:
Interia	6-8 Weeks	1 Year

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Window Treatments

US \$208*

PHASE TWO REQUIRED TO MEET BRAND STANDARD #700.04.10, #700.04.06, #700.04.05



Blue Version
GR-401.1-WTF



Yellow Version
GR-401.1-ALT-WTF

Manufacturer:	Estimated Lead Times:	Warranty:
Amerifab International	6-12 Weeks	1 Year
Eagle Contract	4-6 Weeks	1 Year

*Per 6'-0"W x 5'-6"H Window
Installation not included.
Includes 8"H Painted Cornice, Blackout Drapery Panels and Hardware.

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Please see page 5 for manufacturer contact information.
PRICING NOT INCLUSIVE OF TAX AND FREIGHT CHARGES. PRICING VALID IN U.S.A. ONLY.

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WYNDHAM
HOTELS & RESORTS

FF&E Manufacturer Direct Program Pricing

Seating

US \$417

RECOMMENDED TO MEET BRAND STANDARD #700.04.08, #700.04.17, #700.04.04, #700.04.11



Desk Chair
Grey Version
GR-201-SG



Desk Chair
Yellow Version
GR-201-SG

Manufacturer:
Hospitality Essentials
Estimated Lead Time:
12-14 Weeks
Warranty:
5 Year

Task Chair Only: \$158

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.



Lounge Chair
(26"W x 25"D x 34"H)
GR-202-SG

Manufacturer:
Hospitality Essentials
Estimated Lead Time:
12-14 Weeks
Warranty:
5 Year
Lounge Chair Only: \$259

Available in: Yellow Fabric, Blue Fabric, Tan Vinyl, Blue Vinyl

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.



Blue Vinyl



Tan Vinyl



Blue Fabric



Yellow Fabric

Guestroom Flooring - Carpet US \$335*

PHASE TWO

REQUIRED TO MEET BRAND STANDARD #700.04.10, #700.04.06, #700.04.05



Blue Version
CP-01A



Yellow Version
CP-01A-ALT

Manufacturer:
Tarkett
Estimated Lead Time:
6-8 Weeks
Warranty:
10 Year

**Based on 250 sqft rooms / 28 sqyds
**Carpet Pad sold separately*

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Mirror US \$50

RECOMMENDED TO MEET BRAND STANDARD #700.04.08, #700.04.0



Full Length Mirror
GR-802-MR

Manufacturer:
Interia
Estimated Lead Time:
6-8 Weeks
Warranty:
1 Year

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Guestroom Wall Base US \$52

PHASE TWO

REQUIRED TO MEET BRAND STANDARD #700.04.10, #700.04.06, #700.04.05



Rubber Profile Base
148VS Natural 00710
RB-01

Manufacturer:
Shaw Contract
Estimated Lead Time:
1-2 Weeks
Warranty:
5 Year

**Based on 250 sqft rooms / 75 Linear Feet*

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Top of Bed US \$19

PHASE ONE

REQUIRED TO MEET BRAND STANDARD #700.03.05



Cumulus Top Sheet

Manufacturer:
Standard Textile
Estimated Lead Time:
6-8 Weeks
Warranty:
Products are guaranteed first quality, free of material defects and workmanship. Laundry instructions available upon request.

Warranty is provided by each manufacturer and not Wyndham Hotels & Resorts Inc. or Days Inns Worldwide Inc.

Price Drop

Please see page 5 for manufacturer contact information.

PRICING NOT INCLUSIVE OF TAX AND FREIGHT CHARGES. PRICING VALID FOR U.S.A ONLY.

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FF&E Manufacturer Direct Program Pricing

ALTERNATES & UPGRADES

RECOMMENDED TO MEET BRAND STANDARD #700.04.08, #700.04.17, #700.04.04, #700.04.11 #700.03.06

Alternates not included in total King room package pricing.



LVT-01A - LVT Vendor Option 1
Everlife Rigid Core Andover in
Bayhill Blonde, Click Installation
MSI Surfaces
US \$159/SQ FT



LVT-02B - LVT Vendor Option 2
BS583-90250 Respite in Path,
Click Installation
Shaw Contract
US \$170/SQ FT



GR-104-ART - Artwork at Bathroom
Interia Hospitality
US \$20.00/EA



GR-203-SG - Full Size Sleeper Sofa
Hospitality Essentials
US \$1,135.00/EA
Available in Blue Fabric



GR-303-ALT-CG - Dresser with Drawers
Dickson Furniture, IE Furniture, Premier
Furniture
US \$294.00 - \$305.00/EA



GR-303-ALT2-CG - 42"H Credenza
Dickson Furniture, IE Furniture, Premier
Furniture
US \$238.00 - \$265.00/EA



GR-312-CG - Activity Table
Dickson Furniture, IE Furniture, Premier
Furniture
US \$162.00 - 179.00/EA



GR-204-SG - Activity Chair
Hospitality Essentials
US \$229.00/EA
*Available in Blue Fabric, Yellow Fabric,
Tan Vinyl, and Blue Vinyl*



GR-402-WT - Rollershades w/ Fascia and
Side Channels
Available in Blue or Yellow



GR-306-ALT-CG - King Nightstand
with Outlets
Dickson Furniture, IE Furniture, Premier
Furniture
US \$121.00 - \$139.00/EA



GR-308-ALT-CG - King Headboard
with Neutral Laminate
Dickson Furniture, IE Furniture, Premier
Furniture
US \$118.00 - \$165.00/EA



GR-311-CG - TV Panel
Dickson Furniture, IE Furniture, Premier
Furniture
US \$74.00 - \$82.00/EA



GR-313-CG - Bathroom Vanity
Dickson Furniture, IE Furniture, Premier
Furniture
US \$377.00 - \$679.00/EA
Available in three different sizes



GR-501A-LT - Floor Lamp
Malar Lighting
US \$58.49/EA



GR-502-ALT-LT - Nightstand Sconce
Malar Lighting
US \$23.49/EA



GR-506-LT - Backlit Vanity Mirror
Hospitality Essentials
US \$171.00 - 186.00/EA
*Available in 36"W x 36"H or 48"W x 36"H,
(36"W x 42"H ADA Version - Not Pictured)*



Platform Bed Base
SleepNest
*Verify that the type/model is supported by
the mattress warranty
**Contact vendor for pricing



Drip Tray for Credenza Must be purchased
for existing fridge/freezer combo
Danby
*Contact casegood vendor for pricing

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FF&E Manufacturer Direct Program Pricing

ALTERNATES & UPGRADES

Alternates not included in total King room package pricing.



CP-02A - Corridor Carpet Option 1
Blue and Grey
Broadloom, 36 oz
Tarkett
US \$14.90/ sqyd



CP-02A-ALT - Corridor Carpet Option 2
Yellow and Grey
Broadloom, 36 oz
Tarkett
US \$14.90/ sqyd



GR-801-MR - Round Mirror at Desk
36" Dia
Interia Hospitality
US \$50.00/ EA



December 31, 2021

Headboard Wall Art
& Cumulus Top Cover



December 31, 2023

Window Treatment,
Paint & Carpet/Luxury
Vinyl Tile (LVT) Flooring



December 31, 2026

Casegoods Package

QUEEN / QUEEN ROOM FF&E MANUFACTURER DIRECT PACKAGE US \$2,375/ KEY

INCLUDES: CASEGOODS, LIGHTING, FULL LENGTH MIRROR, WINDOW TREATMENT, ARTWORK, SEATING, TOP OF BED, CARPET, AND WALL BASE

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MANUFACTURER DIRECT PROGRAM CONTACT INFORMATION

To take advantage of our Manufacturer Direct Program pricing as seen on the previous pages, please contact the vendors below.

Artwork and Mirror



Interia
Contact: Lisa Johnson
Phone: 1 (800) 999-0955
E-Mail: wyndham@interiahospitality.com

Lit Mirror - Alternate Upgrade



Hospitality Essentials
Contact: Pooja Patel
Phone: (610) 273-8220 x 1
E-Mail: daysinn@hospitalityessentials.com

Top of Bed



Standard Textile
Contact: Rebecca Mackert
Phone: (513) 761-9255 x2352
E-Mail: rmackert@standardtextile.com

Carpet



Tarkett
Contact: Jackie Passaro
Phone: (703) 919-4751
E-Mail: jackie.passaro@tarkett.com or
wyndhamorders@tarkett.com

Lighting



Malar Contract Lighting, Inc
Contact: Kim Jones
Phone: (423) 587-2196
E-Mail: kim@malarlighting.com

Window Treatments



Amerifab International
Contact: Naman Shah
Phone: (336) 889-9897
E-Mail: namans@amerifabintl.com

Wall Base

LVT - Alternate Upgrade

ShawContract*

Shaw Industries
Contact: Courtney Cartwright
Phone: (706) 532-7406
E-Mail: courtnei.cartwright@shawinc.com

LVT - Alternate Upgrade



MS International
Contact: Anil Palasamudram
Phone: (713) 570-7000 x 1501
E-Mail: daysinn.dawn@msisurfaces.com

Window Treatments



Eagle Contract
Contact: Brandi Lightfoot
Phone: (817) 427-4854
E-Mail: brandi@eaglecontract.com

Casegoods



IE Furniture
Contact: Jackie Hedgecock
Phone: (336) 474-9006
E-Mail: jhedgecock@iefurniture.com
Made in the USA

Platform Bed Base - Alternate Upgrade



SleepNest Beds
Contact: Akbar Shah
Phone: (909) 301-0500 x 125
E-Mail: akbar@sleepnestbeds.com or
sales@sleepnestbeds.com

Paint



PPG Industries
Contact: Tracy Wilson
Phone: (407) 340-1843
E-Mail: tracy.wilson@ppg.com

Casegoods



Dickson Furniture Manufacturers
Contact: Paul Mougell
Phone: (713) 747-0341
E-Mail: wyndham@dicksonfurniture.com
Made in the USA

Seating Hospitality Essentials

Hospitality Essentials
Contact: Pooja Patel
Phone: (610) 273-8220 x 1
E-Mail: daysinn@hospitalityessentials.com



Sherwin Williams
Contact: Matthew Wessel
Phone: (412) 953-9872
E-Mail: matthew.m.wessel@sherwin.com

Casegoods



Premier Furniture Industries
Contact: Shivani Sapra or Rupal Patel
Phone: (214) 399-4134 or (972) 795-1060
E-Mail: shivani@pfindustries.com or
rupal@pfindustries.com



Reference latest paint flyers for exact colors and placements in the guestrooms.

For PPG Paint Flyer, click [here](#).

For Sherwin Williams Paint Flyer, click [here](#).

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PROCUREMENT SERVICE PROVIDERS (PSP) CONTACT INFORMATION

Looking for project management support or design services? Contact a procurement service provider today.
(Additional fees apply)

- Translate a Property Improvement Plan (PIP)
- Prepare project plan, budget, track orders and delivery/install schedule to meet owner's needs
- Maintain project financial schedule & manage damages, returns, & replacements

CPNA

(800) 567-9917
 info@cpnainc.com
 www.cpnainc.com
Servicing U.S. only

Design Environments

(Previously known as Boston Trade Interior Solutions)
 (800) 858-6565
 wyndham@designenvironments.com
 www.designenvironments.com
Servicing U.S. only

Hospitality Furnishings & Design (HFD)

(877) 452-2117
 info@hfdcorp.com
 www.hfdcorp.com
Servicing U.S. only

Hotel Design Services

(908) 222-8181
 wyndham@hdesignservices.com
 www.hoteldesignservices.com
Servicing U.S. only

Innvision Hospitality

(888) 465-0111 ext. 2075
 wyndhamleads@innvision.net
 www.innvision.net
Servicing U.S. only

Valiant Products Corporation

Mark Wooten
 (800) 347-2727 ext. 375
 mwooten@valiantproducts.com
 www.valiantproducts.com
Servicing U.S. only

FF&E DISTRIBUTOR CONTACT INFORMATION

Need to order FF&E replenishment items? Contact an FF&E distributor listed below*

**Pricing may vary by distributor*

AMTEX, a CHS Brand

(800) 650-3360
 www.myamtex.com
Servicing U.S. only

AVM Enterprises, Inc.

(800) 218-3995
 www.goavm.com
Servicing U.S. only

Champion Supply Co.

(405) 681-5551
 www.championok.com
Servicing U.S. only

Guest Supply

(800) 642-9086
 wyndhamhotelgroup@guestsupply.com
 www.guestsupply.com
Servicing U.S. only

HD Supply

(800) 431-3000
 customercare@hdsupply.com
 www.hdsupplysolutions.com
Servicing U.S. only

Pacific Lodging Supply

(800) 537-7915
 www.pactex.com
Servicing U.S. only

FINANCIAL LENDING ASSISTANCE



Ascentium Capital
 (281) 902-1948
 markkerrutt@ascentiumcapital.com
 www.Ascentium.Info/Wyndham20
Servicing U.S. only



Balboa Capital
 (949) 798-6405
 rishi.mani@balboacapital.com
 (949) 316-3856
 michael.veneziano@balboacapital.com
 www.balboacapital.com
Servicing U.S. only

 Wyndham Responsible Supplier  Wyndham Diverse Supplier  Wyndham Green Supplier

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

City of Mandan
Assessing Department
205 2nd Ave. NW
Mandan, ND 58554
701-667-3232

2015 CITY OF MANDAN GUIDELINES FOR PROPERTY TAX EXEMPTION OF IMPROVEMENTS TO COMMERCIAL & RESIDENTIAL BUILDINGS

State Guideline Requirements: N.D.C.C. 57-02.2

1. The governing body of the county, for property outside city limits, or the governing body of the city, for property within city limits, must pass a resolution to allow the exemption.
2. The governing body may limit or impose conditions upon exemptions, including limitations on the length of time during which an exemption is allowed, not exceeding five years. The requirements must be applied equitably to all applicants.
3. The exemption is valid for the prescribed period and does not terminate upon the sale or exchange of the property. It is transferable to subsequent owners.
4. The resolution may be rescinded or amended at any time by the governing body of the county or city.

Improvements that Qualify:

5. Improvements to commercial or residential buildings or structures by renovation, remodeling, alteration or an addition to residential may qualify for exemption:
 - a. Renovation- Restoring to a previous condition or to a good state of repair.
 - b. Remodeling- Changing the plan, form or style of a building, to correct functional deficiencies.
 - c. Alteration- Changing, modifying or varying; changing materially.
 - d. Addition- A structure attached to an existing building to increase its size.
6. A residential building must be 25 years old or older on the assessment date to qualify for the exemption. This provision does not apply to commercial buildings.
7. The renovation, remodeling or alteration of an apartment or residential building into a commercial building or structure is eligible for exemption, whether or not the apartment or residential building is 25 years old. However, if a commercial building is renovated, remodeled, or altered into an apartment or residential building, the commercial building must be 25 years old or older to qualify for the exemption.

Improvements that Do Not Qualify:

8. Improvements begun before the governing body passed the resolution do not qualify for exemption.
9. The complete replacement of one building with another building does not qualify for exemption.
10. A separate structure that is not attached to the existing building does not qualify for exemption.

Procedures:

11. The property owner files an application with the assessor of the assessment district where the property is located.
12. The assessor determines if the improvements qualify for exemption. The governing body of the county or city must approve the exemption before it becomes effective.
13. If the renovation, remodeling, or alteration or addition qualifies, the last assessment on the building prior to the start of making the improvement remains for the prescribed period unless equalization or reevaluation of building values is necessary.
14. The exemption is effective beginning with the first assessment date following the date of commencement of making the improvements.
15. Land values may be changed on any assessment date when justified.

City of Mandan Policy:

1. The exemption will be for a maximum of 3 years.
2. Additions to commercial properties could qualify for the exemption upon approval by the city commissioners if the project qualifies or meets the criteria requirements.
3. The property owner must apply for the exemption and be approved with the Assessor's office once a complete reassessment is done and final approval made by city commissioners prior to the commencement of the improvement. Commencement of the improvement means the start of any remodeling, pouring of footings or foundations. The moving of dirt is not considered the commencement of improvement.
4. A permit must be issued prior to commencement of the improvement.
5. The exemption will not be allowed for repairs due to flood, fire, or tornado damages, or other insurable events.
6. A property may be allowed one exemption per property per assessment year. The first remodeling exemption must be complete and expired prior to the approval of the 2nd application for the remodeling exemption. This would include Renaissance, store front improvement matching funds, or new business exemptions.

*Approved by the Mandan City Commission
January 20, 2015*









Board of City Commissioners

Agenda Documentation

MEETING DATE: January 16, 2024
PREPARATION DATE: January 10, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness, PE
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Authorization of Urban Program Submittals

STATEMENT/PURPOSE: To consider the authorization for City staff to submit projects to the Metropolitan Planning Organization (MPO) for the Urban Roads and Urban Regional programs for fiscal year 2028.

BACKGROUND/ALTERNATIVES: The North Dakota Department of Transportation (NDDOT) solicited applications for the Urban Roads and Urban Regional programs. The City has identified one project for each. For Urban Roads, the planned application would be to complete 8th Avenue NW reconstruction up to 27th Street and reconstruction 27th Street to 1806. The Urban Regional application would be a project addressing drainage issues at the 6th Ave SE underpass, just south of Main Street. These projects were both submitted for fiscal year 2027, but neither were successful. The applications are due to the MPO on February 2nd. City staff would work to refine the applications between

ATTACHMENTS:

1. Preliminary Submission Summary

FISCAL IMPACT: Each of these projects are estimated to cost around \$6,000,000, with a local share of around \$600,000. The local costs would likely be paid using a combination of Municipal Infrastructure Funds, Utility Funds, property tax and special assessments. The estimated costs are from last year's submission, and will be updated prior to submittal to the MPO.

STAFF IMPACT: Minimal

LEGAL REVIEW: All commission information has been forwarded to the City Attorney's Office for review.

Board of City Commissioners

Agenda Documentation

Meeting Date: January 16, 2024

Subject: Consider Authorization of Urban Program Submittals

Page 2 of 2

RECOMMENDATION: We recommend authorizing City staff to submit projects to the Urban Roads and Urban Regional programs as presented.

SUGGESTED MOTION: I move to authorize City staff to submit projects to the Urban Roads and Urban Regional programs as presented.

PROJECT SUBMITTAL LIST

Entity: City of Mandan		Contact Person: Jarek Wigness				Revision: November 2019				
Date: January 16, 2024		Phone Number: 667-3227				If you have questions with filling out the list, please contact Stacey Hanson at 701-328-4469				
FISCAL YEAR	FUNDING CATEGORY ⁽¹⁾	FUNCTIONAL CLASSIFICATION ⁽²⁾	INVESTMENT STRATEGY ⁽³⁾	TYPE OF WORK ⁽⁴⁾	PROJECT LOCATION	PROJECT COST				
						TOTAL	FEDERAL	STATE	LOCAL	NON-PARTICIPATING
2028-1	SecR	Principal Arterial	MaR	Drainage Improvements	1806/6th Avenue SE, just south of Main Street	\$ 6,000,000	\$ 4,855,800	\$ 544,200	\$ 600,000	\$ -
2028-1	URP	Collector	MaR	Reconstruct	8th Avenue from 24th to 27th Street and 27th Street from 8th Avenue to Hwy 1806.	\$ 6,000,000	\$ 4,046,500	\$ 544,200	\$ 600,000	

Notes	Description
(1)	PriR = Primary Regional, SecR = Secondary Regional, URP = Urban Roads Program, INT = Interstate, BRI = Bridge
(2)	Interstate, Principal Arterial, Minor Arterial, Collector
(3)	PM = Preventive Maintenance, MiR = Minor Rehabilitation, SI = Structural Improvement, MaR = Major Rehabilitation, N/R = New/Reconstruction
(4)	Brief description of the project (Exs: Thin Lift Overlay, Mill and Overlay, Concrete Pavement Repair, etc.)

ORDINANCE NO. 1442

AN ORDINANCE ADOPTING AND ESTABLISHING A TEMPORARY MORATORIUM PROHIBITING THE CITY OF MANDAN FROM RECEIVING AND PROCESSING APPLICATIONS FOR SELF-STORAGE FACILITIES WITHIN THE CITY LIMITS OF MANDAN AND ITS EXTRA-TERRITORIAL ZONING JURISDICTION.

WHEREAS, the City of Mandan has undertaken a comprehensive examination and evaluation of its zoning and land development ordinances, encompassing regulations concerning self-storage facilities, with the intention of utilizing the findings to recommend and propose amendments to the Planning and Zoning and City Commissions for consideration;

WHEREAS, an initial audit report for this ongoing study has revealed that the existing regulations pertaining to self-storage development do not align with adopted plans and best planning best practices. This study will involve a thorough assessment of facility locations and requirements. The City of Mandan foresees the enactment of new code provisions, rendering this moratorium unnecessary, upon adoption of the new code, or within one year from the date of this resolution's adoption.

BE IT HEREBY ORDAINED BY THE CITY COMMISSION OF THE CITY OF MANDAN, NORTH DAKOTA, PURSUANT TO THE HOME RULE CHARTER OF THE CITY OF MANDAN, NORTH DAKOTA, THAT:

No applications for self-storage facilities within the City of Mandan and its extra-territorial zoning jurisdiction will be processed.

This ordinance shall be in full force and effect after its passage and approval as provided by law.

Tim Helbling
President, Board of City Commissioners

Jim Neubauer
City Administrator

INTRODUCTION:	December 19 th , 2023
FIRST CONSIDERATION:	January 2 nd , 2024
SECOND CONSIDERATION:	January 16, 2024

ORDINANCE NO. 1443

An Ordinance to Amend and Re-enact Section 2-1-2 of the
Mandan Code of Ordinances Relating to Municipal Judge and Elections

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

Sec. 2-1-2. – Municipal judge.

N.D.C.C. provides for the election of a municipal judge. The procedures set forth in N.D.C.C. shall be followed, with the exception that the petition required for nomination under N.D.C.C. section 40-21-07 must be signed by not less than 125 qualified electors of the city. All other provisions of N.D.C.C. section 40-21-07 remain in effect. Procedures for operation of the municipal court are contained in chapter 14.

By: _____
Tim Helbling, President, Board of
City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: January 16, 2024
Second Consideration and Final Passage: February 6, 2024