



**AGENDA
CITY COMMISSION
DECEMBER 3, 2024
ED “BOSH” FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:30 PM
WWW.CITYOFMANDAN.COM**

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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 Nov. 19, 2024 Board of City Commissioners regular meeting

F. PUBLIC HEARING

1. Final presentation and consideration of the Arrive 2050 Metropolitan Transportation Plan

G. BIDS

H. CONSENT AGENDA

1. Consider the following committee appointments:
 - a. Darren Schmidt to the Renaissance Zone

- b. Victoria Vayda-Hammond to Code Enforcement Appeals Board
- c. Jonathan Hooker, Tyler Gangl & Clint Boyd to the Visitors Committee
- d. Heidi Belohlavek to the Special Assessment Commission
- 2. ARPA Fund 2024 Obligation of Funds
- 3. Consider the following Abatements:
 - a. Consider 2024 Abatement Application from Alvina Schwindt
 - b. Consider 2024 Veterans Credit Abatement for Jack Kroh
- 4. Consider acceptance of the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force
- 5. Consider approval of a Gaming Site Authorization for Mandan Baseball Club at Silver Dollar Bar from Jan. 1 to June 30, 2025
- 6. Consider Urban Maintenance Form

I. OLD BUSINESS

J. NEW BUSINESS

- 1. Consider acceptance of final report for Safe Routes to Services/Complete Streets study
- 2. Consider a Rapid Rectangular Flashing Beacon design budget amendment
- 3. Consider approval of the 2026 Budget Calendar

K. RESOLUTIONS AND ORDINANCES

- 1. Consider a resolution of adoption for the Arrive 2050 Metropolitan Transportation Plan
- 2. Second consideration of Ordinance 1458, a zone change from MA - Industrial to CB - Commercial for Helbling 7th Addition

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- December 17, 2024 at 5:30 p.m.

- January 7, 2025 at 5:30 p.m.
- January 21, 2025 at 5 p.m.

N. ADJOURN

The Mandan City Commission met in regular session at 5:30 PM on November 19, 2024 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Finance Director Welch, Assessor Markley, Human Resource Director Berger, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Planner Stromme, Communications Specialist Schmidt and Assistant City Attorney Sand.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Holiday Lights on Main & Upcoming Mandan Progress Organization events.* Mandan Progress Organization (MPO) Executive Director shared that the Grand Lighting for the Holiday Lights on Main will take place Friday, Nov. 29 at 6 p.m. The holiday lights will be open nightly from 5-10 p.m. through Jan. 4. Santa's Arrival is Saturday, Nov. 30 at 12:30 p.m. and kids can visit with Santa at the library from 1-3 p.m. The MPO will host the Santa Run on Dec. 14. The run will start and end at Dykshoorn Park. More information is available at visitmandan.com.

2. *Small Business Saturday, Nov. 30.* Business Development & Communications Director Cermak shared that Small Business Saturday is Nov. 30. She encouraged shoppers to shop Mandan.

3. *Introduce new Permit Technician Brittany Thomas.* Building Official Singer introduced Permit Technician Brittany Thomas.

D. APPROVAL OF AGENDA Commissioner Rohr moved and Commissioner Braun seconded to approve the agenda as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

E. MINUTES

1. *Consider approval of the minutes from the Nov. 5, 2024 Board of City Commissioners regular meeting*

. Commissioner Sjoberg moved and Commissioner Braun seconded to approve the minutes as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

F. PUBLIC HEARING

1. *Consider a zone change from MA - Industrial to CB - Commercial for Helblings 7th Addition.* Planner Stromme presented the item. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed.

G. BIDS

H. CONSENT AGENDA

1. *Consider approval of monthly bills.*

2. *Church of St Joseph Mandan Trustee Inc. 2024 Abatement Application.*

3. *Assessing Department Budget Transfer.*
4. *Consider approval of Administrative Assistant (Assessing) job description.*
5. *Consider approval of the special event permit for Grand Lighting of Lights on Main/Santa's arrival.*
6. *Consider approval of the special event permit for the North Dakota Santa Run.*

Commissioner Braun moved and Commissioner Rohr seconded to approve consent agenda items 1-6. Roll Call vote: Aye 5, Nay 0. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider approval for the purchase of Airburner-FireboxS220 from General Services Administration (GSA).* Public Works Director O'Keefe presented the item. Commissioner Braun moved and Commissioner Heinsohn seconded to approve the purchase of Airburner-FireboxS220 from General Services Administration (GSA). Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider acceptance as the Subgrantee for a Federal Emergency Management Agency 2022 grant for the Lower Heart River Flood Risk Reduction Project.* City Administrator Neubauer presented the item. He gave a timeline of the project: in Feb. 2022 the assessment district was created, the bid package is anticipated fall 2025, with 2026 and 2027 construction, wrapping up the project in 2028. The assessment is anticipated to appear on property tax statements in Dec. 2028. Partners in this project are the City of Mandan and Lower Heart Water Resource District. Commissioner Braun moved and Commissioner Sjoberg seconded to accept the Non-Disaster Grant Fiscal Year: 2022 Award. Roll Call vote: Aye 5, Nay 0. The motion passed.

K. RESOLUTIONS AND ORDINANCES

1. *First Consideration of Ordinance 1458, a zone change from MA - Industrial to CB - Commercial for Helbling 7th Addition.* Planner Stromme presented the item. Commissioner Braun moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Second Consideration of Ordinance 1457 related to Keidel Estates Annexation.* Planner Stromme presented the item. No changes have been made. Commissioner Braun moved and Commissioner Heinsohn seconded to approve the second and final consideration of Ordinance 1457. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

December 3, 2024 at 5:30 p.m..

December 17, 2024 at 5:30 p.m..

January 7, 2025 at 5:30 p.m..

N. ADJOURN There being no other business to come before the Board, Commissioner Rohr moved and Commissioner Braun seconded to adjourn at 5:56 p.m. Roll Call vote: Aye 5, Nay 0. The motion received unanimous approval of all the members present.

James Neubauer
City Administrator

James Froelich
President, Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 13, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jason Carbee
HDR
Kim Riepl
Bis-Man MPO
SUBJECT: Final Presentation and Consideration of the Arrive 2050 MTP.

STATEMENT/PURPOSE:

The Bismarck-Mandan MPO, and their consultant HDR, request a public hearing and the opportunity to present the final Arrive 2050 MTP to the Mandan City Commission for possible adoption.

BACKGROUND/ALTERNATIVES:

Arrive 2050 is the Metropolitan Transportation Plan (MTP) for the Bismarck-Mandan Metropolitan Planning Organization (BMMPO), which encompasses the City of Bismarck, City of Mandan, City of Lincoln, and portions of Burleigh County and Morton County. The MTP is a long-range transportation planning tool and covers a planning horizon for the future 25 years. As a master document, it will help shape federal transportation spending for the next 5 years. Likewise, it must be presented to the governing boards of all BMMPO jurisdictions for their review and approval.

The Bis-Man MPO, and their consultant HDR, request a public hearing and the opportunity to present the final Arrive 2050 MTP to the Mandan City Commission at their December 3, 2024 meeting. The MPO will provide an introduction and Jason Carbee, of HDR, will provide the presentation in person. The presentation will last approximately 10-15 minutes followed by a time for questions.

City of Mandan staff have been involved with the Arrive 2050 effort throughout its development, from its beginning RFP to the final document review. The process included multiple steering committee meetings, four public input opportunities, a study website, input/review by local, state and federal partners, and monthly progress updates

to the BMMPO Technical Advisory Committee and Policy Boards. Please see the cover letter and executive summary provided by the Bis-Man MPO for more details.

ATTACHMENTS:

1. Cover Letter
2. Arrive 2050 Executive Summary Final

FISCAL IMPACT:

There is no immediate financial impact for the City. Impact would occur if the city pursued a transportation project through the BMMPO's annual solicitation and was awarded federal funds by NDDOT.

STAFF IMPACT:

City of Mandan staff would assist in the implementation of the 2025-2050 MTP through the annual project solicitation process.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

The Arrive 2050 MTP was presented to the City of Mandan Planning & Zoning Commission at their October 28, 2024 meeting. The Planning and Zoning Commission recommended to approve the Arrive 2050 MTP.

Staff recommends conducting a public hearing and approval of the Resolution of Adoption under Resolutions and Ordinances No. 1.

SUGGESTED MOTION:

The Bismarck-Mandan MPO request a motion and approval of Arrive 2050, the 2025-2050 Metropolitan Transportation Plan, by Resolution of Adoption.

To: City of Mandan Board of City Commissioners
From: Rachel Lukaszewski, Executive Director– Bis-Man MPO
Jason Carbee Project Manager – HDR
Date: November 5, 2024
Re: Review and Resolution of Adoption for Arrive 2050 (BMMPO
2025-2050 Metropolitan Transportation Plan)

Introduction

Arrive 2050 is the Metropolitan Transportation Plan (MTP) for the Bismarck-Mandan Metropolitan Planning Organization (BMMPO), which includes the City of Bismarck, City of Mandan, City of Lincoln, Burleigh County, and Morton County. As a long-range planning tool, it covers a planning horizon for the future 25 years. Attached to this memorandum is an Executive Summary for the Arrive 2050 MTP. Also, the full document may be accessed from the study website, Arrive2050.com. **The BMMPO, and their consultant HDR, request a public hearing and the opportunity to present the final Arrive 2050 MTP to the Mandan Board of City Commissioners at their December 3, 2024 meeting.**

Summary

Arrive 2050 is designed to help the BMMPO and local jurisdictions meet current and future transportation needs and to gauge the success of these efforts with established performance measures. Arrive 2050 will guide the development of multimodal transportation systems throughout the Bismarck-Mandan metropolitan area for the next 5 years. It will be used to prioritize federal transportation spending throughout this period, and as such, it is vitally important that the plan reflect the choices and needs of the Bismarck-Mandan metropolitan area's residents, workers, and visitors. Since transportation has a broad impact on society, long-range transportation planning must consider concerns, such as impact upon the environment, land use, and economic development, in addition to traditional transportation-related issues, such as mobility and safety.

Plan Development Process

Development of Arrive 2050 includes the following key processes:

- Identify the baseline and future conditions based on historic growth and development, analyze the region's transportation system, and evaluate existing issues and needs.
- Create a transportation vision, goals, and objectives to guide the development.
- Establish a fiscal constraint.
- Evaluate options and alternatives that will address the region's transportation issues and needs and help meet the overall transportation vision for Bismarck-Mandan.
- Prioritize projects based on need, fiscal constraint and timeline for implementation.
- Plan review and approval by the Bismarck-Mandan MPO's Policy Board.

Public Engagement

The development of Arrive 2050 was conducted with a pro-active public involvement process. BMMPO staff also worked cooperatively with decision-makers of its member jurisdictions, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the North Dakota Department of Transportation (NDDOT), and the public to execute a continuous, cooperative, and comprehensive planning process and develop the highest quality public investment plan for our region.

A steering committee was established to provide technical direction and guidance of the Metropolitan Transportation Plan (MTP) development. Representation on the committee included:

- City of Bismarck
- City of Mandan
- City of Lincoln
- Burleigh County
- Morton County
- Federal Transit Administration
- Federal Highway Administration
- North Dakota Department of Transportation

Four rounds of public input opportunity were held at strategic phases of the MTP development process. Each phase was structured to ensure inputs from the public would support key elements of the Arrive 2050 MTP. Additional tools such as a project web page and social media were executed to engage the public and key stakeholders.

Vision, Goals, Objectives & Performance Measures

The future of the transportation system in the Bismarck-Mandan metropolitan area will be driven by the vision, goals, objectives, and performance measures developed for Arrive 2050. The goals developed for Arrive 2050 reflect guidance from MAP-21 planning factors, MAP-21 and FAST Act National Performance Goals, the Bipartisan Infrastructure Legislation, current Federal Planning Emphasis Areas, the NDDOT statewide transportation plan, and input from project stakeholders and community outreach.

Constrained & Prioritized Plan

Development of the project list for Arrive 2050 is based on an established fiscal constraint agreed to between the Bismarck-Mandan MPO and NDDOT. All projects were prioritized through a process which balanced technical analysis, public input, project needs and feasibility. These elements were used to determine which projects would be selected for the constrained funding plan and in what period the project(s) would be proposed (short, mid, or long-range).

Requested Action:

The Bismarck-Mandan MPO requests a motion and approval of Arrive 2050, the 2025-2050 Metropolitan Transportation Plan, by Resolution of Receipt.

Executive Summary

October 2024

ARRIVE 2050

METROPOLITAN
TRANSPORTATION PLAN





The Metropolitan Transportation Plan

The MTP is the MPO's road map for navigating the region's future multimodal transportation system. The plan reflects local conditions and assesses the performance of the Bismarck-Mandan region's transportation system while meeting the metropolitan transportation planning requirements of the Bipartisan Infrastructure Law. Under these requirements, the MTP:

- Must be updated every 5 years;
- Must be fiscally constrained;
- Utilizes a planning horizon of at least 20 years;
- Consults local agencies, NDDOT, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA);
- Is a performance-based plan that guides progress toward regional performance measures and targets while supporting state performance targets.

Arrive 2050 builds off the 2045 MTP to continue transportation planning in the Bismarck-Mandan region while incorporating the findings and recommendations of plans and studies that have been completed since the publication of the 2045 MTP. The plan was developed in accordance with Bismarck-Mandan MPO's Public Participation Plan to ensure proactive public involvement throughout the MTP development process.

The Metropolitan Transportation Planning Process

Federal regulations related to metropolitan transportation planning require MPOs to develop four key documents (listed below) to ensure transportation planning in the region is performance based, multimodal, continuous, cooperative, and comprehensive.

Metropolitan Transportation Plan (MTP)



Guides the development of the area's transportation system over the next 20+ years. The MTP is required to be updated every 5 years for the MPO to maintain eligibility for federal transportation dollars. The MTP addresses transportation system needs and provides a set of methods, strategies, and actions for developing an integrated multimodal system that supports the efficient movement of people and goods, including pedestrians, bicyclists, automobile drivers, transit users, and freight shippers.

Transportation Improvement Program (TIP)



Identifies federally funded transportation improvements in the area over a 4-year time frame. Federal regulations require each MPO to develop a TIP for projects using federal transportation funding sources. The TIP is developed on an annual basis in cooperation with MPO area member jurisdictions, transit providers, and NDDOT.

Unified Planning Work Program



Describes the multimodal transportation planning projects to be conducted in the Bismarck-Mandan MPO area in any specified 2-year period. This biennial document is the foundation for requesting federal funds and a control tool for scheduling, budgeting, and monitoring the transportation planning process.

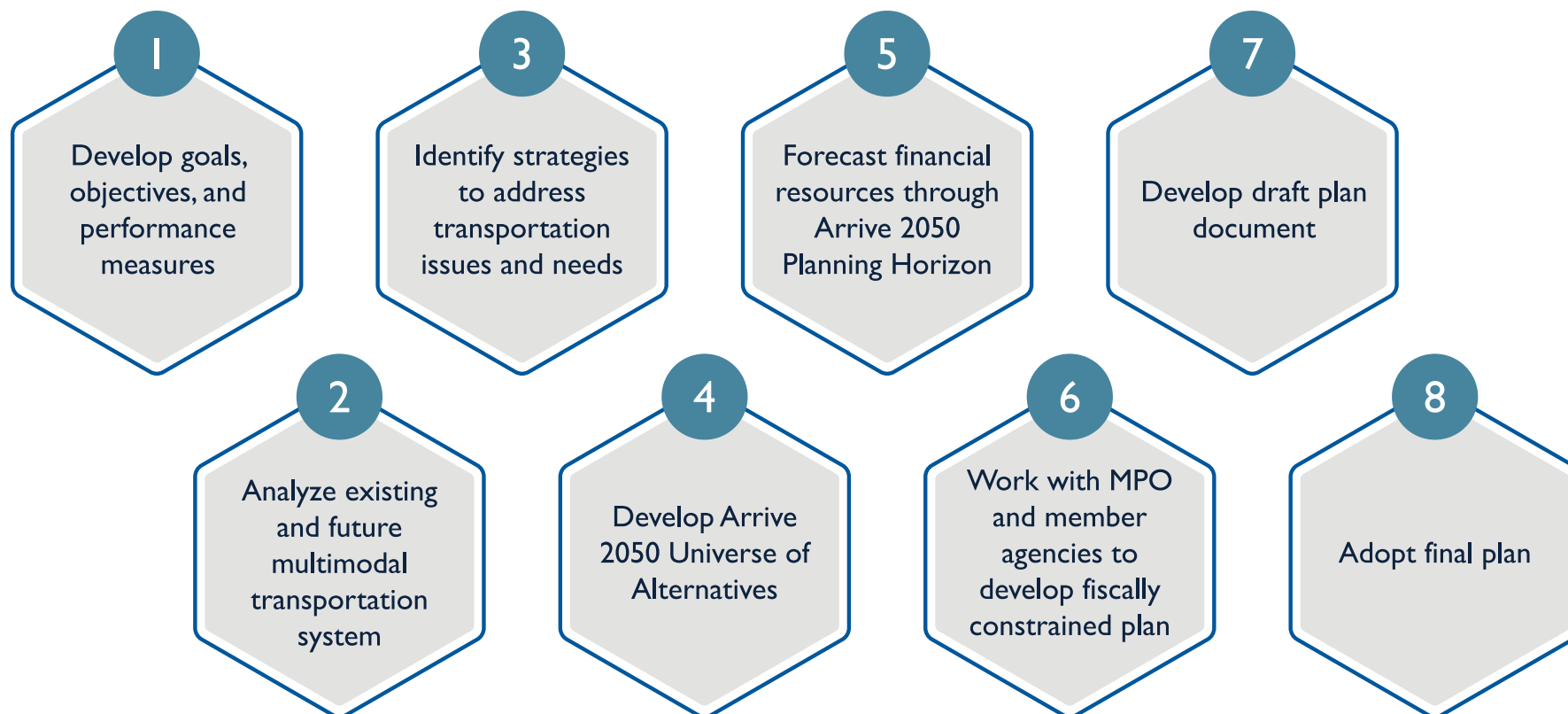
Public Participation Plan



Identifies the role of the MPO regarding public participation and provides guidelines to be followed in achieving public involvement through advertising, public meetings, hearings, and other relevant forums.



The Arrive 2050 Process





Arrive 2050 Goals



Safety



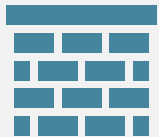
Maintenance



Economic



Forward-Thinking



Resilient



Active Transportation
and Transit



Efficiency and
Reliability



Equity



Public Engagement

Public engagement is a key driver of Arrive 2050 and was ongoing throughout the plan's development. Public engagement is critical to the transportation planning process. Public engagement activities held as a part of Arrive 2050 include:

Arrive 2050 Website



Online Surveys



Public Open Houses



Arrive 2050 Steering Committee



Stakeholder Meetings



MPO TAC, MPO Policy Board, and NDDOT Management Committee Updates



Public Open Houses

A series of public open houses were held at various milestones during the development of Arrive 2050:

Public Open House #1

November 2023

Gathered input on:

Arrive 2050 goals and priorities
Existing transportation system issues and needs

Public Open House #2

May 2024

Gathered input on:

Potential future transportation strategies and projects

Public Open House #3

July 2024

Provide opportunity for residents to share input on prioritizing Arrive 2050 projects

Public Open House #4

September 2024

Provide opportunity for residents to review draft Arrive 2050 MTP



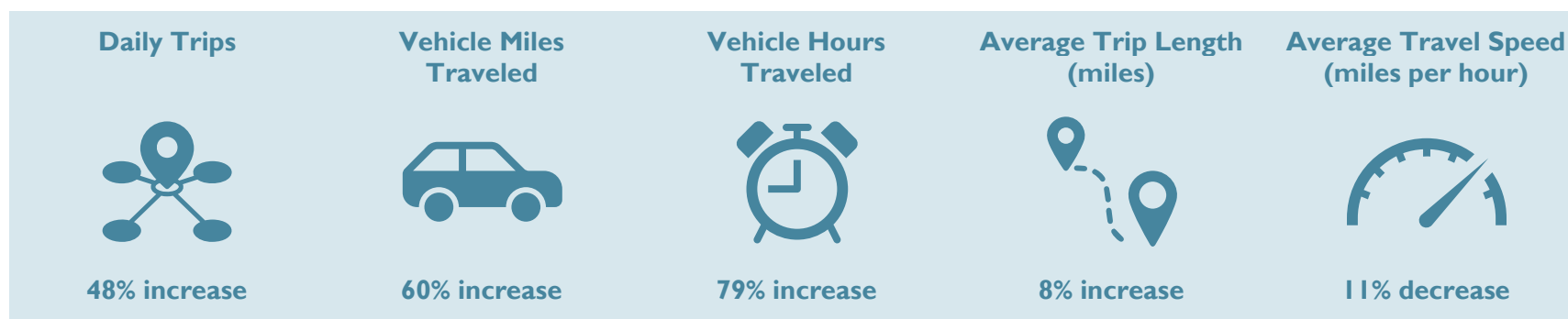
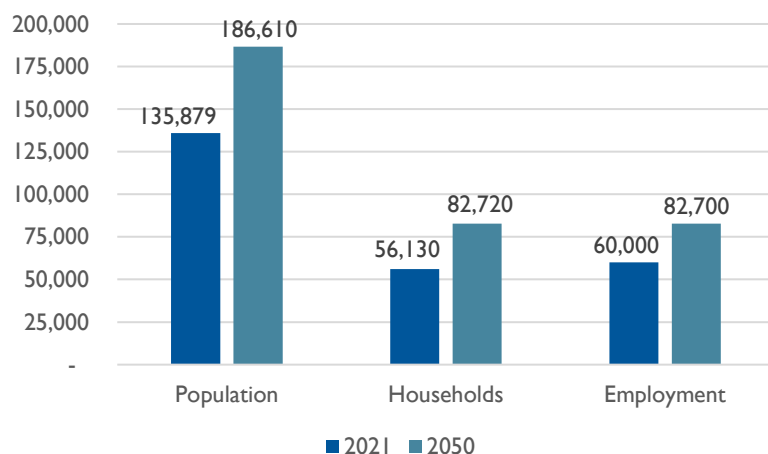
Baseline Transportation System Performance – Summary of Issues and Needs

	Safety	Frequent crashes occur along the MPO's higher-volume arterial roadway network; crashes resulting in serious injury have increased in the region.
	Traffic Operations	AM and PM peak hour congestion today due to high numbers of road users, future growth expected to lead to additional congestion.
	Freight	The presence of high freight-generating land uses in eastern and southern Bismarck highlights the need to provide efficient connections among freight destinations and the region's highways and interstate system.
	Bicycle Pedestrian System	The existing bicycle and pedestrian network provides a strong foundation for future expansion that can enhance system connectivity while providing increased access to community destinations.
	Transit Services	Transit ridership saw a significant decline in 2020, and ridership has begun to trend toward pre-2020 levels. Investment in transit-supportive improvements will encourage additional ridership in the future.
	Pavement Conditions	Continued investment and management of the MPO's pavement assets can address pavement deficiencies while preventing a decline in conditions that would result in deterioration beyond an acceptable level.
	Bridge Conditions	Several bridges are in poor condition, while others exhibit functional deficiencies that impact their ability to support usage by all types of vehicles. Improving these structurally and functionally deficient bridges can prevent load restrictions and/or closures in the future.
	Cross-area Travel	Cross-area travel and mobility has been identified as a significant issue, specifically north-south travel in Bismarck and east-west travel in Mandan. Barriers to continuous corridors and arterial access levels are some of the cross-area travel issues.



Growth and Performance of the Future Transportation System

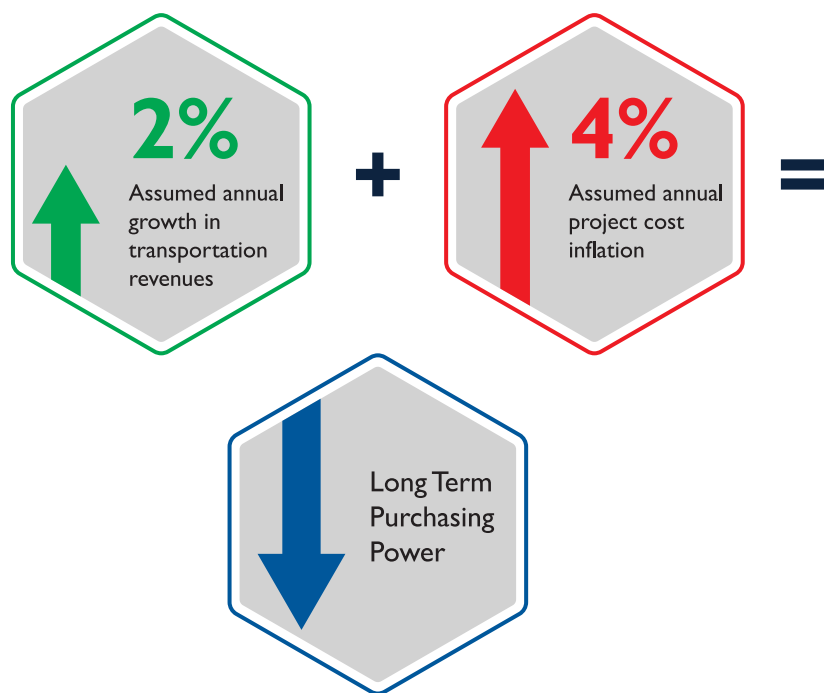
Based on anticipated growth trends for the MPO Area's household and employment levels, overall future travel conditions through the year 2050 were analyzed. This analysis resulted in the evaluation of key transportation performance measures and anticipated future issues.





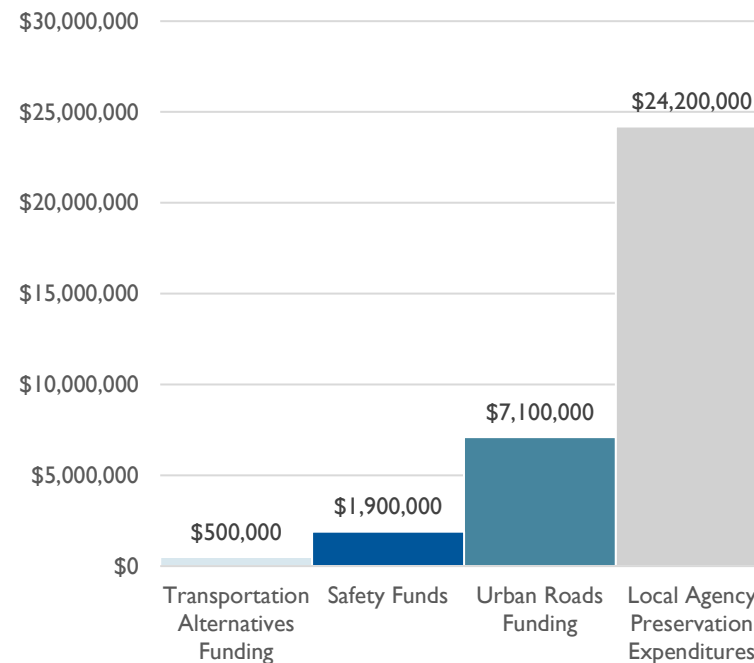
Arrive 2050 Funding Plan

Projected Future Funding Levels - The Arrive 2050 Plan is fiscally constrained. This means that we have estimated future transportation funding levels and evaluated transportation needs to create a plan that we can reasonably afford.



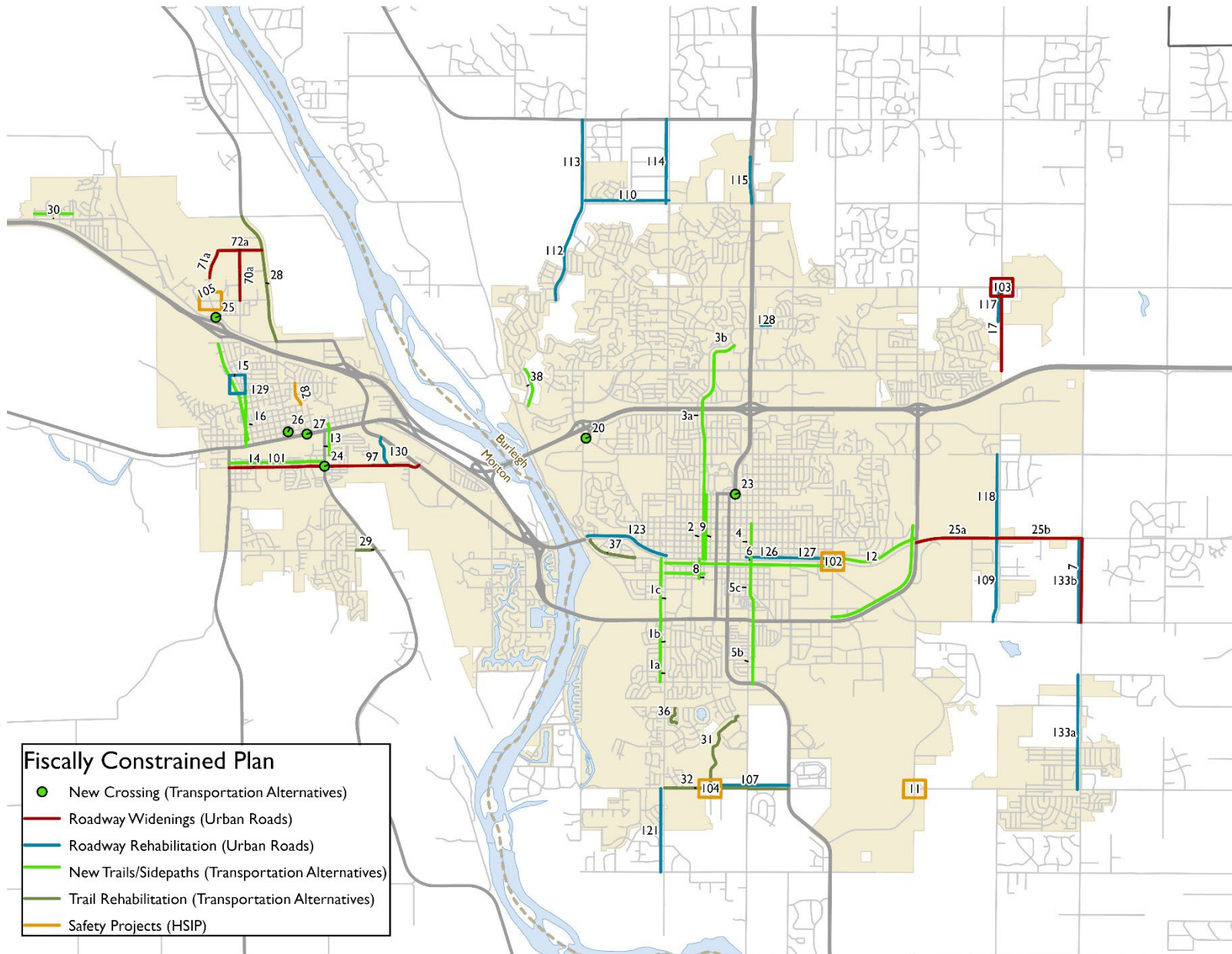
Annual future funding levels for the MPO's key transportation programs were forecasted through the year 2050 to understand the revenue levels the agency can reasonably expect through the life of Arrive 2050. These funds are federally-sourced and allocated to the MPO on an annual basis:

Annual Funding Levels for Transportation



Fiscally Constrained Plan

The Arrive 2050 plan evaluated available funding, anticipated needs to maintain the existing system, and the priorities for the transportation system to identify a fiscally constrained plan. There are numerous other priority projects that do not fit within current funding sources that the MPO and its partners will continue to look for opportunities to implement. The map below shows the range of project types that are part of the Arrive 2050 plan.



*This is a summary of the fiscally constrained plan. More details are available in the fiscally constrained chapter on page 142 (151/237 in pdf) at: arrive2050.com/meeting/assets/documents/Arrive_2050_Draft_Document_09232024.pdf



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 21, 2024
SUBMITTING DEPARTMENT: Business Development & Communications
DEPARTMENT DIRECTOR: Madison Cermak
PRESENTER: Madison Cermak, Business Development & Communications Director
SUBJECT: To consider appointing Darren Schmidt to the Renaissance Zone Committee for a 3-year term.

STATEMENT/PURPOSE:

To consider an appointment to the Renaissance Zone Committee.

BACKGROUND/ALTERNATIVES:

The seven-person Renaissance Zone committee makes recommendations to the City Commission regarding applications for investment in the purchase, rehabilitation, new construction and lease of commercial and residential properties in a 37-block area of downtown Mandan and a portion of Memorial Highway in accordance with state and local regulations. Benefits of being approved for a Renaissance Zone project are property tax and state income tax exemptions, ranging from 50 to 100 percent depending upon the extent of the improvements and investment. The committee meets a few times throughout the year or as needed to consider applications received.

Terms are three years. Members may be representatives of the business community through ownership or employment with a Mandan business or Mandan residents. Applications were sought through an October news release.

Members whose terms expire on Dec. 31, 2024 are:

- Darren Schmidt representing the real estate sector (term 2022-2024)

People who submitted applications are:

- Darren Schmidt

With only one application received, the committee did not meet. Staff is recommending the reappointment of Darren Schmidt, representing the real estate sector, for a three-year term from Jan. 1, 2025 through Dec. 31, 2027.

ATTACHMENTS:

1. RZ - Darren Schmidt 10 03 24_Redacted

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Reappoint Darren Schmidt to the Renaissance Zone Committee.

SUGGESTED MOTION:

I move to reappoint Darren Schmid, representing the real estate sector, to the Renaissance Zone Committee for a three-year term from Jan. 1, 2025 through Dec. 31, 2027.

From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Thursday, October 3, 2024 1:54:38 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Renaissance Zone Committee

Name (First & Last):: Darren Schmidt

Address::

Phone Number:: [REDACTED]

Are you currently a resident of the City of Mandan?:

No, but I own or work at a business in Mandan

Business or Organization Name (if applicable): Oaktree Realtors

Functional Title or Role: Broker/Owner

Please explain your reasons for wanting to serve on this board, commission, or committee:: Since 2019, I have found my experience on this committee enjoyable and appreciate the work this committee has completed to better the community of Mandan. The results from this committee's decisions strongly impact the community and residence & business owners has taken notice in a very positive way.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: My background to help continue serve my position includes being a REALTOR® since 2008 and broker/owner of Oaktree Realtors since 2015, with my office being located here in Mandan. I have worked with city staff on consultation of various land values and marketing city owned properties. I feel I can continue to be a strong asset to this committee.

Do Not Click Reply - This e-mail has been generated from a SmartForm.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Victoria Vayda-Hammond to Code Enforcement Appeals Board

STATEMENT/PURPOSE:

To consider the appointment of Victoria Vayda-Hammond to Code Enforcement Appeals Board

BACKGROUND/ALTERNATIVES:

The Code Enforcement Appeals Board meets as needed, when the code enforcement officers receive an appeal to any enforcement action. The board consists of five members. There is currently one opening on the Board. Applications were sought through an October 1 news release with a requested deadline for responses of October 31st or until positions are filled. Mrs. Vayda-Hammond was the only applicant, therefore, staff recommended the reappointment of Mrs. Vayda-Hammond to serve a four-year term beginning Jan. 1, 2025 through Dec. 31, 2028.

ATTACHMENTS:

1. Victoria Vayda-Hammond-Code Enforcement Appeals Board

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving Victoria Vayda-Hammond to the Code Enforcement Appeals Board for a four-year term starting January 1, 2025.

SUGGESTED MOTION:

I move to reappoint Victoria Vayda-Hammond to the Code Enforcement Appeals Board for a four-year term starting January 1, 2025.

Please indicate which board/committee(s) you are interested in::

Code Enforcement Appeals Board

Name (First & Last):: Victoria Vayda-Hammond

Address::

Phone Number:: -----

Email Address:-----

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee:: I have recently served two terms for the Code Enforcement Appeals Board and would like to renew my term.

I really enjoy serving on this board and the Code Enforcement covers a variety of codes and ordinances to the City of Mandan. The Code Enforcement Board Of Appeals is tied in with our Mandan Police Department. Our officers protect our communities 24/7 365 days out of the year.

The same time it helps maintain a safe community environment for our Mandan Businesses and the citizens of Mandan too. There is always room for improvement and to improve the quality of life in our neighborhoods.

Please reach out for any questions, comments, or concerns.

Thank you!

Victoria L. Vayda-Hammond

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I have served two terms on the Code Enforcement Appeals Board. I'm also a Planning and Zoning Commissioner and a MARC member who has extensive knowledge on codes and ordinances for the City of Mandan. I have been with the City of Mandan Committee Boards since 2017.

The qualifications and skills that I would bring to Code Enforcement is to look at our past and future ordinances regarding notices, citations, inspecting public and private property and also keeping our codes up-to-date and re-writing any codes that needs attention.

Thank you!



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: 2025 Appointments to Mandan Visitors Committee

STATEMENT/PURPOSE:

Consider appointments to the Mandan Visitors Committee.

BACKGROUND/ALTERNATIVES:

The Visitors Committee provides recommendations to the City Commission in administering proceeds from the 1 percent city restaurant and lodging tax. Funds may be used for capital construction and promotion projects to attract visitors to the community to use travel and tourism facilities.

There are three positions up for appointment. Representation is sought from both residents and businesses. Letters of interest were pursued through an October news release with a requested deadline for responses by Oct. 31 or until the positions are filled

Expiring/expired terms:

- Clint Boyd (Term: 2020-2023)
- Karmen Siirtola (Term: 2020-2024)
- Tyler Gangl (Term: 2022-2024)

Three applications were received, therefore staff is recommending the reappointment of Tyler Gangl for a five-year term beginning Jan. 1, 2025 through Dec. 31, 2029; reappointment of Clint Boyd for a three-year term beginning Jan. 1, 2025 through Dec. 31, 2027; and appointing Jonathan Hooker to the unexpired term which should have started Jan. 1, 2024 and runs through Dec. 31, 2027. *Staff did a random selection to match the interested individuals with the open terms.*

ATTACHMENTS:

1. MARC , Civil Service, Growth Fund, Visitors Committee - Jonathan Hooker 10 23 24._Redacted
2. Visitors - Clint Boyd 11 22 2024._Redacted
3. Visitors Committee - Tyler Gangl 11 07 2024._Redacted

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Staff recommends the reappointment of Tyler Gangl to a 5-year term; Clint Boyd to a 3-year term; and appointing Jonathan Hooker to fill the unexpired, 4-year term from 2024-2027 to the Mandan Visitors Committee.

SUGGESTED MOTION:

I move to reappoint Tyler Gangl to a 5-year term beginning Jan. 1, 2025; Clint Boyd to a 3-year term beginning Jan. 1, 2025; and to appoint Jonathan Hooker to the unexpired 4-year term from 2024-2027 to the Mandan Visitors Committee.

From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Wednesday, October 23, 2024 1:20:16 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Architectural Review Commission

Civil Service Commission

Growth Fund Committee

Visitors Committee

Name (First & Last):: Jonathan Hooker

Address::

Phone Number::

Email Address::

Are you currently a resident of the City of Mandan?:

No, but I own or work at a business in Mandan

Business or Organization Name (if applicable): The Innovation Barn

Functional Title or Role: Owner

Please explain your reasons for wanting to serve on this board, commission, or committee:: I am and always have been passionate about our community in Mandan. My primary goal in serving is the same goal I have in my business - to give back in a way that helps the people of Mandan prosper. I am flexible on which committee I serve on as I believe all have great value. I am particularly passionate about the growth committee as it directly impacts the small businesses I am so passionate about serving.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: My background is as an IT consultant, working up from simply doing tech work to leading a 40mm/yr business. From there I started Spark Group and The Innovation Barn where we serve local Mandan entrepreneurs through our startup incubation services and community coworking services. Beyond that, my wife and I serve as the Children's Directors at Engage Church in Mandan. In all things, I am passionate about finding ways to support and encourage the success of our local residents and small businesses in any way I can.

Do Not Click Reply - This e-mail has been generated from a SmartForm.

From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Friday, November 22, 2024 9:10:48 AM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Visitors Committee

Name (First & Last):: Clint Boyd

Address::

Phone Number::

Email Address::

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee:: I am honored to have served out one term on the Visitors Committee. During that time some great projects have passed through the committee that I am proud to have played a role in bringing them to our community. I would be honored to serve another term on the committee and to have the opportunity to help bring more great improvements to Mandan.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I manage the State's paleontology program at the North Dakota Geological Survey, overseeing six staff members and an extensive field and classroom based educational outreach program. I manage the program's budget, apply for grants, and oversee a field paleontology program that involves over 500 participants each summer. I oversee educational fossil exhibits in 26 locations across the state, including museums, libraries, and visitor centers. During legislative session I provide testimony for bills related to our program and provide informational documents upon request.

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From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Thursday, November 7, 2024 3:11:16 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Visitors Committee

Name (First & Last):: Tyler Gangl

Address::

Phone Number::

Email Address::

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable): Baymont Inn and Suites

Functional Title or Role: General Manager

Please explain your reasons for wanting to serve on this board, commission, or committee:: Currently on board. GM of the Baymont Inn and Suites

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: Experience in hospitality industry

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City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 25, 2024
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Riley McAdoo-Roesler, Assistant City Engineer
SUBJECT: To consider appointing Heidi Belohlavek to the Special Assessment Commission

STATEMENT/PURPOSE:

To consider appointing Heidi Belohlavek to the Special Assessment Commission

BACKGROUND/ALTERNATIVES:

The purpose of the Special Assessment Commission (SAC) is to determine the amount of benefits from construction projects and properly assess these costs to properties within the applicable district. The Special Assessment Commission consists of 3 members. The members will be expected to meet as a commission approximately 6 times per year to review district maps, assessment amounts, and tour completed projects, and preside over public hearings for hearing objections or corrections of the assessments of any affected properties within a district.

On September 25, 2024, Mike Kennedy resigned from their position on the SAC, leaving a vacancy. The SAC then asked for letters of interest. Receiving three letters, from Matthew Bradley, Jennifer Hatzenbuhler, and Heidi Belohlavek. The commission then met and determined Heidi Belohlavek would be best to fill the vacancy, due to their extensive expertise from being involved with the city of Bismarcks Engineering team.

ATTACHMENTS:

1. November 18, 2024 Minutes
2. MARC, Special Assessment Commission - Matthew Bradley 11 07 2024._Redacted
3. Special Assessments - Heidi Belohlavek 10 02 24._Redacted
4. Special Assessments - Jennifer Hatzenbuhler 10 02 24._Redacted

FISCAL IMPACT:

There is no Fiscal Impact related to this agenda Item.

STAFF IMPACT:

There is not a Staff Impact related to this agenda Item.

LEGAL REVIEW:

All documents have been made available to the City Attorney for review.

RECOMMENDATION:

The Special Assessment Commission recommends appointing Heidi Belohlavek to fill the vacant seat until December 31st, 2027.

SUGGESTED MOTION:

I move to appoint Heidi Belohlavek to fill the vacant seat on the Special Assessment Commission until December 31, 2027.

Meeting Minutes
Mandan Special Assessment Commission
Veterans Conference Room – City Hall
November 18, 2024 – 10:00 a.m.

Roll Call: Sherwin Wanner, Keith Winks, Riley McAdoo-Roesler

In attendance: Matthew Bradley, Applicant; Nancy Moser

AGENDA

1. Consider three letters of interest from applicants to one open seat on the commission.

Discussion about the applicants. The three applicants are Jennifer Hatzenbuhler, Heidi Belohlavek, and Matthew Bradley.

Jarek Wigness, City Engineer, could not make the meeting, but his recommendation would be Heidi Belohlavek because of her experience with City of Bismarck's special assessments. Sherwin Wanner thought the same.

Keith suggests Matthew because he is the only one that came to the meeting and it is important for all members to attend. Nancy says she did invite all three, but said it is not required to be considered.

Sherwin motions to nominate Heidi Belohlavek to the commission, if she is still interested. If she declines, the nomination would go to Matthew Bradley. Keith seconds. Upon vote, the motion passes unanimously.

2. *Sherwin motions to approve the August 28, 2024 minutes. Keith seconds. Upon vote, the motion passes unanimously.*
3. *Sherwin motions to adjourn. Keith seconds. Upon vote, the motion passes unanimously.*

Meeting adjourns at 10:34 a.m.

From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Thursday, November 7, 2024 4:00:46 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Architectural Review Commission

Special Assessment Commission

Name (First & Last):: Matthew Bradley

Address::

Phone Number:: [REDACTED]
[REDACTED]

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable):

Functional Title or Role: Civil Engineer

Please explain your reasons for wanting to serve on this board, commission, or committee:: I believe volunteering to be a member on either the Architectural Review Commission or the Special Assessment Commission would give me the opportunity to be more involved in the community and give back to the City of Mandan.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: As a Civil Engineer I am familiar with both the Special Assessment process and review of construction plans and documents.

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From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Wednesday, October 2, 2024 12:00:40 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Special Assessment Commission

Name (First & Last):: Heidi Belohlavek

Address::

Phone Number:: [REDACTED]

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee:: As a resident of Mandan, I am very invested in the well-being of our community. I am motivated by opportunity to serve, contribute and grow within this role as well as an opportunity to learn and develop personally and professionally.

I understand the challenges many residents face regarding financial difficulties and other hardships, yet I am also aware that policies and procedures are needed to be as fair across the board as possible. I am committed to supporting our community's needs and I see this as an opportunity to be involved and make an impact. I look forward to an opportunity to work with others who share similar ideas which address the needs of our residents as well as the infrastructure of our city.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I bring a strong set of skills and qualifications to this position that are particularly relevant. As an Engineering Technician II for the City of Bismarck, I have extensive experience managing improvement districts and special assessments. Approximately 80% of my job involves defining district boundaries, researching properties for potential benefits or adjustments, and ensuring all data is current for effective communication with residents.

I am proficient at handling property owner's questions and concerns, as well as explaining the complex process in a clear and approachable manner. My experience attending Special Assessment Committee meetings for the past two years has provided me with a better understanding of the policies and procedures necessary for implementing special assessments and how to best address community concerns.

My skills acquired through my position with the Engineering department for the City of Bismarck will enable me to contribute to the work of the board and help address the needs or concerns of our residents in Mandan.

In addition to my work related skills, I have a Bachelor's Degree in Business Management with a Minor in Accounting that I have obtained through the University of Mary.

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From: donotreply@form.govoffice.com
To: [Kari N. Schmidt](#)
Subject: Committee/Board Application (form) has been filled out on your site.
Date: Wednesday, October 2, 2024 7:12:06 PM

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL: www.cityofmandan.com

Please indicate which board/committee(s) you are interested in::

Special Assessment Commission

Name (First & Last):: Jennifer Hatzenbuhler

Address::

Phone Number::

Email Address::

Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee:: I have been a Realtor and resident of Mandan for over 20 years and would love to help out with the assessment process on properties. I have a huge interest in this due to the industry I'm in and working with a lot of new construction. I feel as a Director on the Bismarck Mandan Board of Realtors that I would be able to relay critical information to them regarding what would be coming up and how specials work.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I have served on several boards and committees. I am currently on the Huff Hills Sports foundation, Bismarck Mandan Board of Realtors Director, Christ the King Finance council and other smaller committees throughout the community. I love to be involved and work as a team with the public.

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City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Justin Schulz, Assistant Finance Director
SUBJECT: ARPA Fund 2024 Obligation of Funds

STATEMENT/PURPOSE:

To consider the approval of the obligation of the remaining ARPA funds.

BACKGROUND/ALTERNATIVES:

The City of Mandan received \$3,597,291.33 of ARPA funds with the Commission previously obligating \$3,000,000 of those funds to the Memorial Highway project. The City is required to have the remaining \$597,291.33 expended or obligated by December 31, 2024.

ATTACHMENTS:

None

FISCAL IMPACT:

\$597,291.33 will be utilized to reimburse the Water and Sewer Utility Fund for 2024 Salary and Benefit Expenses. These funds will be transferred to the Water and Sewer Utility Fund's operating cash balance.

STAFF IMPACT:

Transfer of funds and completion of the US Treasury's 2024 ARPA report.

LEGAL REVIEW:

Submitted to the City Attorney for review.

RECOMMENDATION:

To approve the use of the remaining ARPA funds of \$597,291.33 to reimburse the Water and Sewer Utility fund for 2024 Salary and Benefit expenditures.

SUGGESTED MOTION:

I move to approve the use of the remaining ARPA funds of \$597,291.33 to reimburse the Water and Sewer Utility fund for 2024 Salary and Benefit expenditures.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Assessing
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: 2024 Abatement Application from Alvina Schwindt

STATEMENT/PURPOSE:

To consider Application for Abatement of Taxes for the home located at 503 6th St NE.

BACKGROUND/ALTERNATIVES:

The parcel is also known as parcel #65-0520000 with a legal description of Lot 15 Block 3 Diane's 1st.

Reason for Abatement: I have reviewed the Application for Property Tax Exemption and documentation, which are on file in my office. This applicant qualifies for the blind exemption under North Dakota Century Code 57-02-08(22).

ATTACHMENTS:

1. Schwindt Abatement Application
2. North Dakota Century Code 57-02-08.22 Blind Exemption

FISCAL IMPACT:

2024 All taxing entities = \$2,023.34, City Share = \$460.30

STAFF IMPACT:

N/A

LEGAL REVIEW:

North Dakota Century Code 57-02-08 (22) provides for an exemption of a home owned by a blind person or spouse up to a taxable valuation of \$7200. Submitted for review to Attorney Oster.

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the 2024 Abatement Application for Alvina Schwindt at 503 6th St NE.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Alvina Schwindt at 503 6th St NE.

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 COUNTY OF MORTON

Property I.D. No. 65-0520000

Name SCHWINDT/ARLEY A + Alwina

Telephone No. _____

Address 503 6TH ST NE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 15 BLOCK 3 DIANE'S 1ST

Total true and full value of the property described above for the year 2024 is:

Land \$ 40,000
Improvements \$ 219,800
Total \$ 259,800
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 40,000
Improvements \$ 59,800
Total \$ 99,800
(2)

The difference of \$ 0.00 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 Owner qualifies for 2024 Blind Exemption.

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 Alwina Schwandt

Date 11-13-24

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

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

Dated this _____ day of _____

City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____

County Auditor

Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement Or Refund Of Taxes

Name of Applicant

Alvina Schwindt

County Auditor's File No.

66655

Date Application Was Filed
With The County Auditor

11-13-2024

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

11-13-2024

(must be within the business days of filing date)

North Dakota Century Code 57-02-08.22

22. All or any part of fixtures, buildings, and improvements upon any nonfarmland up to a taxable valuation of seven thousand two hundred dollars, owned and occupied as a home by a blind person. Residential homes owned by the spouse of a blind person, or jointly owned by a blind person and spouse, shall also be exempt within the limits of this subsection as long as the blind person resides in the home. For purposes of this subsection, a blind person is defined as one who is totally blind, has visual acuity of not more than 20/200 in the better eye with correction, or whose vision is limited in field so that the widest diameter subtends an angle no greater than twenty degrees. The exemption provided by this subsection extends to the entire building classified as residential, and owned and occupied as a residence by a person who qualifies for the exemption as long as the building contains no more than two apartments or rental units which are leased.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: 2024 Vet Credit Application for Jack Kroh

STATEMENT/PURPOSE:

To consider 2024 Application for Disabled Veterans Property Tax Credit for property located at 1309 2nd Ave NW.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-1666000 with a legal description of Lot 1 Block 1 Hillcrest 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 the Disabled Veterans Property Tax Credit for 2024. This abatement is to correct the percentage of disability compensation rating that was given for 2024.

ATTACHMENTS:

1. Kroh 2024 Abatement Application
2. Vet Credit Flyer

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 Amy Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jack Kroh at 1309 2nd Ave NW as presented.

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jack Kroh at 1309 2nd Ave 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. 65-1666000

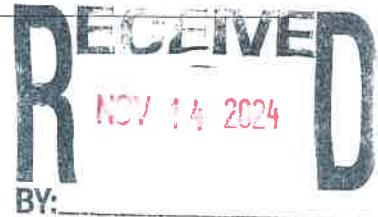
Name KROH/JACK L

Telephone No. _____

Address 1309 2ND AVE NW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 1 BLOCK 1 HILLCREST 2ND



Total true and full value of the property described above for the year 2024 is:

Land \$ 40,000
Improvements \$ 223,400
Total \$ 263,400
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 40,000
Improvements \$ 223,400
Total \$ 263,400
(2)

The difference of \$ 0.00 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) change in %

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 2024 Veterans 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 Jack L. Kroh

Date 11-14-24

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

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

Dated this _____ day of _____

City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached, _____

Dated _____

County Auditor

Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

Application For Abatement Or Refund Of Taxes

Name of Applicant

Jack Kroh

County Auditor's File No.

6656

Date Application Was Filed
With The County Auditor

11-14-2024

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

11-14-2024

(must be within five business days of filing 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



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 25, 2024
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider acceptance of the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force.

STATEMENT/PURPOSE:

Consider acceptance of the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force.

BACKGROUND/ALTERNATIVES:

The City of Mandan has participated for a number of years in the Lottery Grants to provide funding for the Metro Area Narcotics Task Force. This grant award is for the time period between 1/1/2025-12/31/2025. The amount awarded from the Lottery Grant is \$109,600.45 and will be utilized for operating costs.

ATTACHMENTS:

1. 2025 Lottery Grant #LOT2505 Award Documents

FISCAL IMPACT:

N/A 100% State funded

STAFF IMPACT:

Deputy Chief Bier is the Fiscal Officer for this grant.

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend accepting the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force.

City Commission

Agenda Documentation

December 3, 2024

Subject: Consider acceptance of the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force

Page 2 of 2

SUGGESTED MOTION:

I move to approve the acceptance of the 2025 Lottery Grant Award for the Metro Area Narcotics Task Force.



STATE OF NORTH DAKOTA
OFFICE OF ATTORNEY GENERAL
www.attorneygeneral.nd.gov
(701) 328-2210

Drew H. Wrigley
ATTORNEY GENERAL

November 21, 2024

S/A Luke Kapella
Metro Area Narcotics Task Force
1720 Burlington Dr, Suite B
Bismarck, ND 58504

Dear S/A Kapella,

Your agency has been awarded \$109,600.45 in Multijurisdictional Task Force Lottery funds for the calendar year 2025 to be used towards your agency's approved project.

To accept this award, please review, complete, sign, and return the enclosed documents (listed below) to the Office of Attorney General by Friday, December 13, 2024:

1. Grant Award and Acceptance
2. Budget Detail
3. Non-Supplanting Certification
4. Contact Information Document
5. Certified Conditions

**Please be sure to retain a copy of the above documents for your grant file.*

Carefully review all of the award documents. Reimbursements will only be paid via electronic funds transfer. Funds will not be disbursed until these forms have been completed, signed, and returned to:

ND Office of Attorney General
Grants Management Division
Attention: Mary Morrell
600 E. Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040

You may also choose to email the signed forms to: mjmorrell@nd.gov

Please take note of the following information contained in the award documents:

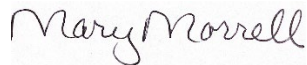
- Your project period is January 1, 2025 - December 31, 2025.
- Cannot spend or commit funds until January 1, 2025.
- The total amount of the funds awarded by the Drug and Violent Crime Policy Board has been inserted on the Grant Award and Acceptance Form.

- Projects are required to commence within 60 days of the scheduled beginning date.
- The Budget Summary has been completed according to recommendations made by the Drug and Violent Crime Policy Board. Any expenditure not in compliance with this Budget Summary will be considered unallowable and will not be reimbursed without prior approval.
- Please be sure to review the Special Condition/Funding Restriction Section to determine if special conditions and/or funding restrictions are attached to the grant award.
- The certified conditions in this document need to be reviewed and followed to stay in compliance with state regulations. The project director, authorized official, and fiscal officer must sign this certification indicating that they have read, understood, and agreed to abide by all the conditions pertaining to the administration of this grant award.

Reimbursements will be issued following the submission and approval of subrecipient Summary Financial Reports (SFR).

We look forward to working with you on this project. If you have any questions or require additional information, please call me at (701) 328-5507.

Sincerely,



Mary Morrell
Grants/Contracts Officer

MM/gb

Enclosures: Grant Award and Acceptance
 Budget Detail
 Non-Supplanting Certification
 Contact Information Document
 Certified Conditions



GRANT AWARD AND ACCEPTANCE
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL
11/2017

The North Dakota Office of Attorney General has approved a grant of state funds under the following conditions:

Subgrantee City of Mandan	Unique Entity Identifier STTML83LTFK3	Grant Number LOT2505	
Implementing Agency Metro Area Narcotics Task Force			
Project Director Luke Kapella	Title S/A	Email lk426@nd.gov	Phone 701-220-7026
Fiscal Officer Jason Bier	Title Deputy Chief	Email jbier@mandanpd.com	Phone 701-667-3426
Project Period January 1, 2025 – December 31, 2025			

AWARD SUMMARY				
ITEM	PROJECT COST	SOURCE OF FUNDS		PERCENTAGE
Personnel		STATE	\$109,600.45	
Operating	\$104,400.45			
Equipment	\$5,200.00			
TOTAL	\$109,600.45	TOTAL	\$109,600.45	100%

GENERAL AND SPECIAL CONDITIONS

Cannot spend or commit funds until January 1, 2025.

The terms and conditions of this grant are outlined above and on the attached pages.

Date Awarded November 20, 2024	Signature of Attorney General or Designee <i>Becky Keller</i>	Printed Name and Title Becky Keller, Director of Finance and Administration
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ACCEPTANCE

The subgrantee and implementing agency accept this grant and promises to comply with all general and special conditions and terms that apply to it. The project director and fiscal officer agree to submit timely financial and progress reports as set forth in the certified conditions.

Signature of Authorized Official	Print Name and Title	Date Accepted
Signature of Project Director	Print Name and Title	Date Accepted
Signature of Fiscal Officer	Print Name and Title	Date Accepted



BUDGET DETAIL
ND Multijurisdictional Task Force Lottery Program
Office of Attorney General

Grant # LOT2505

Recipient: City of Mandan
Implementing Agency: Metro Area Narcotics Task Force
Contact Name (P.D.): Luke Kapella
Email (PD): LK426@nd.gov

CY2025 Request Detail



CY2025 Approved Budget

Operating						
Item	Qty	Unit	\$/Unit	Total		
Supplies					x	
Office Supplies	1	year	7,500.00	7,500.00	x	
Investigative/Maintenance Supplies	1	year	7,500.00	7,500.00	x	
Total Supplies				15,000.00		
Communications					x	
ITD services, Cell phones, Scanners	12	months	1,250.00	15,000.00	x	
Total Communications				15,000.00		
Equipment Rent/Lease					x	
12 month vehicle leases	6	TF Vehicles	8,350.00	50,100.00	x	
Total Equipment				50,100.00		
Equipment supplies					x	
digital storage divices - cell phone data	1	year	5,200.00	5,200.00	x	
Less Lethal Equipment	1	year	6,000.00	6,000.00		x
Total Contratual Services				11,200.00		
Travel/Training					x	
Various trainings for TFO's	1	year	20,000.00	20,000.00	x	
Total Travel/Training				20,000.00		
Other					x	
CovertTrack Tracking Device	1	year	400.00	400.00	x	
CovertTrack 1yr Tracking Plan	1	year	600.00	600.00	x	
MANTF Office Cleaning	1	year	4,500.00	4,500.00		x
TFO Digital Storage Devices	15	each	150.00	2,250.00	x	
MANTF Surveillance Van Insurance	1	year	2,600.00	2,600.00	x	
Total Other				10,350.00		
Total Operating Requested				\$ 121,650.00		

Total Request Including Match \$ 121,650.00

Operating						
Item	Qty	Unit	\$/Unit	Total		
Supplies						
Office Supplies	1.00	year	7,500.00	7,500.00		
Investigative/Maintenance Supplies	1.00	year	7,500.00	7,500.00		
Total Supplies				\$ 15,000.00		
Communications						
ITD services, Cell phones, Scanners	12.00	months	1,250.00	15,000.00		
Total Communications				\$ 15,000.00		
Equipment Rent/Lease						
12 month vehicle leases	6.00	TF Vehicles	8,350.00	50,100.00		
Total Equipment Rent/Lease				\$ 50,100.00		
Equipment supplies						
digital storage divices - cell phone data	1.00	year	5,200.00	5,200.00		
Less Lethal Equipment	1.00	year	6,000.00	6,000.00		
Total Contratual Services				\$ 5,200.00		
Travel/Training						
Various trainings for TFO's	1.00	year	20,000.00	20,000.00		
Total Travel/Training				\$ 20,000.00		
Other						
CovertTrack Tracking Device	1.00	year	400.00	400.00		
CovertTrack 1yr Tracking Plan	1.00	year	600.00	600.00		
MANTF Office Cleaning	1.00	year	4,500.00	4,500.00		
TFO Digital Storage Devices	15.00	each	150.00	2,250.00		
MANTF Surveillance Van Insurance	1.00	year	2,600.00	1,050.45		
Total Other				\$ 4,300.45		
Total Operating Awarded				\$ 109,600.45		

Total Award \$ 109,600.45

Signature	Date
Authorized Official	
Signature	Date
Project Director	
Signature	Date
Fiscal Officer	



NON-SUPPLANTING CERTIFICATION
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL

Non-Supplanting Certification

We certify that:

- Grant funds received do not supplant existing funds from program activities (personnel, operating or equipment) and do not replace those funds which have been appropriated for the same purpose.
- Use of these grant funds will not supplant our General Fund Budget.
- If a position is fully funded by grant funds, each FTE is exclusively dedicated to the grant activities and a position description is on file.
- If a position is partially funded, it is dedicated to that extent to grant activities.
- The grant position(s), if fully funded, would be terminated if the funding were not available.
- The position(s), if partially funded by the grant, would have hours reduced accordingly, if funding were not available.

Certified By:

Signature of Authorized Official	Print Name and Title	Date Accepted
Signature of Project Director	Print Name and Title	Date Accepted
Signature of Fiscal Officer	Print Name and Title	Date Accepted



CONTACT SHEET
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL

CONTACT INFORMATION

PLEASE COMPLETE AND RETURN WITH AWARD DOCUMENTS

Subgrantee: Receives/passes through funding. Reimbursements will be mail to this location. Must be a city or county.

Subgrantee Name (City/County)	Telephone	Email	Fax
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Subgrantee Mailing Address	City, State, Zip
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Contact Name	Telephone	Email
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Implementing Agency & Project Director: Manages day-to-day activities of the project/grant

Implementing Agency

Mailing Address	City, State, Zip
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Project Director & Title	Telephone	Email
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Fiscal Officer: Responsible for grant budgets, submits requests for reimbursement (SFR's). (May be the same as the project director)

Fiscal Officer	Title & Agency	Telephone	Email
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Person completing SFR (if not Fiscal Officer)	Title & Agency	Telephone	Email
---	----------------	-----------	-------

Mailing Address	City, State, Zip
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CERTIFIED CONDITIONS
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL
11/2017

I. INTRODUCTION

Eligible Applicants

Multijurisdictional drug task forces operating within the state of North Dakota.

Subgrantee

Subgrantees are state agencies, units of local government (such as a city or county), other general-purpose political subdivisions of a state, or Indian Tribes.

Implementing Agency

The implementing agency has direct responsibility for carrying out the activities of the grant (such as a police department or sheriff's office).

Authorized Official

The authorized official must have the legal authority to commit the subgrantee to a contract or other agreement. Examples are the mayor, city auditor, county auditor, director of the state agency, or Tribal Chairperson. Overall responsibility for the administration of the project rests with this individual.

Project Director

The project director has direct responsibility for implementation of the project activities. This person will prepare and submit all progress reports as required by the Office of Attorney General.

Fiscal Officer

The fiscal officer prepares and submits all financial reports as required by the Office of Attorney General and has responsibility for the financial administration of the project.

II. PROJECT COMMENCEMENT

Project Spending/Committing of Funds

Cannot spend or commit funds until January 1, 2025.

Failure to Commence Project

If a project has not commenced operation within 60 days of the beginning project date, the project director will report, in writing, the steps taken to initiate the project, the reasons for

the delay, and the expected starting date. Failure to submit this report when required may result in cancellation of the grant.

If a project has not begun operation within 90 days of the beginning project date, the project director must submit a second written report updating the information supplied in the first report. If this report is not received, or if the Office of Attorney General (OAG) determines that the delay is not desirable, the project will be canceled.

III. COOPERATION

Subgrantee and implementing agency agree to work with local, state, and federal criminal justice agencies in the performance of the project.

IV. THIRD-PARTY PARTICIPATION

No contract or agreement may be entered into by the subgrantee and implementing agency for execution of project activities or provision of services for a grant project, unless the contract or agreement was part of the original grant award or is approved in advance by the OAG (exception: purchase of supplies, or standard commercial or maintenance services). Any contract or agreement entered into shall provide that the subgrantee and implementing agency retain ultimate control and responsibility for the grant project and that the contractor shall be bound by these conditions and any other requirements applicable to the subgrantee and implementing agency in the conduct of the project.

V. WRITTEN APPROVAL REQUIRED FOR CHANGES

Subgrantee and implementing agency must obtain prior written authorization from the OAG for major project changes including:

- A. Changes of substance in project activities, designs, or research plans as set forth in the approved application;
- B. Changes in the project director or key professional personnel identified in the approved application;
- C. Changes in the approved project budget as specified under financial conditions; and
- D. Grant extensions.

A grant extension must be requested in writing before the project period end date. The written request for an extension must state the need for the extension and indicate the additional time frame required to complete the project. In order to receive approval for an extension, financial and progress reports must be completed and submitted to the OAG.

VI. PROGRESS REPORTS

Subgrantees must submit Progress Reports to the OAG. Progress Reports have the following purposes:

- A. To determine if the subgrantee operated the project as agreed;

- B. To determine the outcome of the project;
- C. To develop data for criminal justice planning and the North Dakota Drug and Violent Crime Control Strategy;
- D. To help other agencies which might undertake a similar project; and
- E. To present information to Congress and the legislature.

Progress Report Requirements

Progress reports should include the following:

- A. Data and narrative showing the progress on meeting the project's goals and objectives;
- B. Project activities linked to the specific objectives of the project period; and
- C. Problems encountered.

Due Dates

Subgrantees must submit monthly Progress Reports. **Reports are to be based on that period's activities.** Progress Reports are due at the end of the month following the reporting period.

Failure to Submit the Progress Report

The OAG will not reimburse any expenditure if any Progress Report is outstanding. Failure to submit the Progress Reports may also result in the suspension of processing new or continuation projects.

VII. FINANCIAL MANAGEMENT

Accounting Requirements and Procedures

Subgrantee and implementing agency agree to establish financial accounting procedures to assure proper disbursement and accounting for all multijurisdictional task force lottery funds as well as required non-federal matching funds. These procedures should include timely recording and documentation of receipts and expenditures. At a minimum, your accounting system must:

- A. Separately account for the receipt of Multijurisdictional Task Force Lottery and matching funds under each grant awarded; and
- B. Separately account for expenditures under each subgrant, even though it may be a project that is receiving continuation funding. Total costs and receipts must be identifiable under each grant award.

Non-Supplanting

The subgrantee and implementing agency agree that state funds made available through the Multijurisdictional Task Force Lottery Program must be used to supplement existing funds for program activities and cannot replace, or supplant, state, local, or other non-federal funds that have been appropriated for the same purpose.

Cash Match

The applicant assures that matching funds are non-federal dollars. All subgrantees must maintain records, which clearly show the source, the amount, and the timing of all matching contributions. Failure to provide the approved match will require you to refund the state funds to the Office of Attorney General.

Pre-Agreement Costs

The OAG reimburses only for goods or services purchased during the grant period. Expenditures or costs incurred prior to the "beginning date" listed on the Grant Award and Acceptance will not be allowed.

Budget Deviation

All expenditures of the project must be in accordance with the detailed Budget Summary of the Grant Award and Acceptance. The OAG will not reimburse expenses which are not in the approved budget. Requests to purchase items that are not in accordance with the detailed Budget Summary must be made in advance, in writing, to the OAG and will be considered on a case-by-case basis.

Unexpended Funds

Funds not expended for the specific purposes or conditions of the grant during the grant period must be returned to the Office of Attorney General. These funds will be awarded to applicants during the next grant award process.

Reimbursement/Allowable Expenses

OAG reimburses actual expenses on a quarterly basis unless otherwise agreed upon by the OAG and the subgrantee. The Summary Financial Report (known as the SFR) must be used to report all grant expenditures and a template will be provided to you. The report is required quarterly and must be submitted to OAG within 30 days following the end of the reporting period.

The SFR must show all project expenditures during the period of the report. Expenditures should be reported as actual amounts and must be accompanied by complete documentation as indicated below.

A. Personnel Expenditures

Includes: Salary, overtime, and benefits.

Documentation required: Hourly rates, copies of check stubs or payroll ledgers, itemization of withholding amounts and benefits paid, and supporting calculations of wages paid (timesheets may be reviewed during audits).

B. Operating Expenditures

Includes: Utilities, office supplies, travel expenses, training, etc.

Documentation required: Invoices, vouchers, receipts, purchase orders, bids

and/or sole source documentation, or other supporting documentation. Note check number and payment date on supporting documentation.

C. Equipment

Includes: Tangible personal property having an acquisition cost of \$5,000 or more per unit and a useful life of more than one year.

Documentation required: Invoices, vouchers, receipts, purchase orders, bids and/or sole source documentation if necessary, or other supporting documentation. Note check number and payment date on supporting documentation.

D. Travel

Includes: Meals, lodging, mileage, and commercial transportation for travel approved in the subgrantee's application will be approved.

Documentation required: Sufficient detail must be submitted to support the claim. Include destination, purpose of travel, dates, and authorization.

Mileage, meals and lodging: Will be reimbursed at the local or state rate - whichever is lower; Or for out of state travel, GSA rates will prevail. Current State rates are as follows:

Meals: To receive reimbursement for meals you must document departure and arrival times, and you must travel a minimum of four (4) hours, which cover the following time frames:

<u>Meals</u>	<u>State Rate</u>
Breakfast (leave on or before 7:00 a.m.)	\$ 9.00
Lunch (11:00 a.m. - 6:00 p.m.)	\$14.00
Dinner (5:00 p.m. – 12:00 midnight)	\$22.00

E. Contracts, Leases, and Agreements

Consultant and contractual services, leases, and agreements must be supported by written contracts stating the services to be provided, rate of compensation, and length of time over which the services will be provided. Payments must be supported by invoices providing details on the services provided and when these services were provided. (Subgrantees must submit a copy of approved contracts, leases, or agreements before reimbursement will be made.)

Unallowable Expenses

Federal funds may not be expended for the following items:

- A. Items not part of the approved budget **unless** approved by the OAG
- B. Land acquisition
- C. Acquisition or construction of buildings
- D. Real estate mortgages or taxes, **unless** specifically provided for in the grant agreement
- E. Purchase of automobiles or other automotive vehicles **unless** provided for in the grant agreement
- F. Compensation to federal employees
- G. Travel of federal employees

- H. Military-type equipment
- I. Lobbying
- J. Fund raising
- K. Corporate formation
- L. Imputed interest
- M. Indirect (overhead) costs
- N. Bonuses, honoraria, or commissions
- O. Entertainment and related costs
- P. Social activities, i.e. sports, movies, etc.
- Q. Tips
- R. Bar charges/Alcoholic beverages
- S. Guns, ammunition, tasers
- T. Acquisition of Canines and/or canine expense, **unless** pre-approved for tactical team purposes.
- U. Unmanned Aircraft Systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

Project Income and Interest

All interest or other income earned as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, asset forfeitures, etc.) must be reported on a Progress Report. Program income may be retained and used for any purpose that furthers the objectives of the project.

Program income from asset seizures and forfeitures is considered earned by the project at the time of seizure, and is available for use by the subgrantee upon forfeiture.

VIII. INSPECTION OF RECORDS

Retention of Records

Subgrantees must maintain their project file and financial records for three years after the close of the grant and completion of an audit.

Records Inspection

Subgrantee and implementing agency gives the Office of Attorney General or its representatives permission to audit and inspect any records, objects, or premises pertaining to this grant and to evaluate and monitor the project at any reasonable time.

Monitoring

Program monitoring involves the ongoing collection of information to determine if programs are operating according to plan. Monitoring also provides ongoing information on program implementation and functioning. It is our policy that the Office of Attorney General or its representatives will monitor your program on an annual basis via telephone, desk review, or on-site visit.

IX. PROCUREMENT

Level of Competition Required

All procurement transactions, whether negotiated or competitively bid, and without regard to dollar value, should be conducted in a manner so as to provide maximum open and free competition. Subgrantees must adhere to their local procurement policies and may be required to provide copies of such policies to OAG upon request.

X. EQUIPMENT

Equipment Inventory

Equipment having an acquisition cost of \$5,000 or more must be reported on the Project Equipment Inventory Report (provided by BCI) and submitted with the final Summary Financial Report and Expenditure Report for the grant period. The inventory should be itemized and include the following for each piece of equipment:

- A. Equipment description
- B. Brand name
- C. Model numbers
- D. Serial numbers
- E. Unit cost

Ownership of Equipment

Subgrantees and implementing agencies shall exercise due care in the maintenance, protection, and preservation of such property during the period of project use. Equipment acquired under a grant shall be managed in accordance with your respective laws and procedures. Title to equipment acquired under a grant will vest in the subgrantee and implementing agency and must be used for criminal justice purposes.

Disposition

When equipment is no longer needed for criminal justice purposes, the subgrantee must contact the OAG for disposition instructions.

XI. OTHER APPLICABLE LAWS AND REGULATIONS

The subgrantee and implementing agency shall abide by all other state laws and regulations as may be applicable to the project and stipulated in the certified conditions issued by the Office of Attorney General.



CERTIFIED CONDITIONS Signature Page
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL

I certify that the project proposed in this application meets all the requirements of the North Dakota Multijurisdictional Task Force Lottery Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with all federal laws, regulations, and guidelines. The undersigned has reviewed the above-certified conditions and agrees that the applicable conditions above will be followed.

Signature of Authorized Official

Date

Signature of Project Director

Date

Signature of Fiscal Officer

Date

Please retain a copy for your records and return the original with the other required award and acceptance documents to ND Office of Attorney General.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 25, 2024
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Gaming Site Authorization for Mandan Baseball Club at Silver Dollar Bar

STATEMENT/PURPOSE:

Consider a gaming site authorization.

BACKGROUND/ALTERNATIVES:

A gaming site authorization for Mandan Baseball Club at Silver Dollar Bar was received on Nov. 25, 2024. The application is for a beginning date of Jan. 1, 2025 through June 30, 2025.

ATTACHMENTS:

1. Gaming Site Authorization - Mandan Baseball Club at Silver Dollar Bar 01 01 25

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Approve the gaming site authorization.

SUGGESTED MOTION:

I move to approve the Gaming Site Authorization for Mandan Baseball Club at Silver Dollar Bar from Jan. 1, 2025 to June 30, 2025

City Commission

Agenda Documentation

December 3, 2024

Subject: Consider approval of a Gaming Site Authorization for Mandan Baseball Club at Silver Dollar Bar
from Jan. 1 to June 30, 2025

Page 2 of 2



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (4-2023)

G - _____ (_____) _____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

Mandan Baseball Club, Inc.

This organization is authorized to conduct games of chance under the license granted by the North Dakota Attorney General at the following location

Name of Location

Silver Dollar Bar

Street 200 E. Main Street	City Mandan	ZIP Code 58554	County Morton
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Beginning Date(s) Authorized 1/1/25	Ending Date(s) Authorized 6/30/25	Number of Twenty-One tables, if zero, enter "0" 1
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Specific location where games of chance will be conducted and played at the site (required)

Games will be conducted in the bar area, excluding restrooms.

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization must provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

☐ Bingo	☐ Club Special	☐ Sports Pools
☐ ELECTRONIC Quick Shot Bingo	☐ Tip Board	☒ Twenty-One
☒ Raffles	☐ Seal Board	☒ Poker
☐ ELECTRONIC 50/50 Raffle	☐ Punchboard	☐ Calcuttas
☒ Pull Tab Jar	☐ Prize Board	☐ Paddlewheel with Tickets
☒ Pull Tab Dispensing Device	☐ Prize Board Dispensing Device	☐ Paddlewheel Table
☒ ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

1. City/County - Retain a **copy** of the Site Authorization for your files.
2. City/County - Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) East Main Investments, LLC		Site Name Silver Dollar Bar		Site Phone Number (701) 663-5248
Site Address 200 E. Main Street	City Mandan	State ND	Zip Code 58554	County Morton
Organization Mandan Baseball Club, Inc.	Rental Period 1/1/25 to 6/30/25			Monthly Rent Amount
1. Is Bingo going to be conducted at the site? ☒ No ☐ Yes				
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.				\$
2. Is Twenty-One conducted at this site? ☐ No ☒ Yes				\$
Number of Tables with wagers up to \$5 <u> </u> X Rent per Table \$ <u> </u>				
Number of Tables with wagers over \$5 <u>1</u> X Rent per Table \$ <u>300</u>				\$ 300
3. Is Paddlewheels conducted at this site? ☒ No ☐ Yes				\$
Number of Tables <u> </u> X Rent per Table \$ <u> </u>				
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? ☐ No ☒ Yes				\$ 325
Please Check: ☒ Jar Bar ☒ Standard Dispensing Device				
5. Are Electronic Pull-Tabs conducted at this site? ☐ No ☒ Yes				\$ 1250
If "Yes" please indicate the number of devices <u>10</u>				
Total Monthly Rent				\$ 1,875
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☐				

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance. The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor 	Title Owner	Date 11-01-24
Signature of Lessee 	Title President	Date 11-20-2024



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 26, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Urban Maintenance Form

STATEMENT/PURPOSE:

To review and potentially sign the North Dakota Department of Transportation's (NDDOT) urban maintenance form, which certifies that the City is regulating and maintaining roads that have been improved using NDDOT programs.

BACKGROUND/ALTERNATIVES:

This is an annual letter that is provided to the NDDOT to certify that local agencies have been following through on maintenance responsibilities outlined in the Cost Participation and Maintenance agreements associated with past projects.

ATTACHMENTS:

1. Urban Maintenance Form

FISCAL IMPACT:

None.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

To sign and return the form, as presented.

SUGGESTED MOTION:

I move to approve signing and returning the Urban Maintenance Form, as presented.

MAINTENANCE CERTIFICATION
URBAN FEDERAL AID PROJECT

North Dakota Department of Transportation, Local Government
SFN 51027 (8-2017)

All federal aid street projects have been inspected and are being maintained in a good and safe condition for general public use. Maintenance is in accordance with the North Dakota Department of Transportation "Cost Participation and Maintenance Agreements".

Approved as to form:

City Attorney (Type or print)
Signature

City of
Date

City Auditor (Type or print)
Signature

Mayor or President City Commission (Type or print)
Signature

Recommended for approval

City Engineer (Type or print)
Signature



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 26, 2024
SUBMITTING DEPARTMENT: Planning, Engineering
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
Mike Bittner
Bolton & Menk
SUBJECT: Consider Acceptance of Final Report for Safe Routes to Services/Complete Streets Study

STATEMENT/PURPOSE:

Consider Acceptance of Final Report for Safe Routes to Services/Complete Streets Study

BACKGROUND/ALTERNATIVES:

The Bismarck-Mandan MPO (BMMPO) and Bolton & Menk, on behalf of the City of Mandan, have completed a transportation planning study intended to identify and evaluate issues and barriers in the transportation system.

This initiative focused on developing a transportation network that emphasizes the disadvantaged population of users, which is instrumental in ensuring safer travel within the community for all. The study investigated critical infrastructure aspects, such as safety, connectivity, and equity, to formulate effective recommendations.

These recommendations encompass a range of themes, including policies, transportation services, programs, procedures, design standards, and guidelines. The study findings will support regional leadership's decision-making to enhance transportation quality and safety within the community.

City of Mandan staff have been involved with the Safe Routes to Services/Complete Streets Study effort since its inception and throughout its development. The study process included multiple steering committee meetings; public input opportunities; and a project website complete with an interactive map. Additionally, comment boxes were placed in strategic locations in Mandan and flyers for the open house were distributed through door to door visits along with social media outreach. Input and review by local,

state, and federal partners was provided; and monthly progress reports were presented to the BMMPO Technical Advisory Committee and Policy Board.

Viewing the plan:

The Final Report Executive Summary is provided in an interactive Story Map and can be accessed

at <https://storymaps.arcgis.com/stories/c3549129c9aa4ab5939bbe9d82a6209d>.

The full version of the draft Final Report can be accessed at [BisMan SR2S - Final Report.pdf](#).

ATTACHMENTS:

None

FISCAL IMPACT:

The City participated in this planning study at its standard cost-share rate with the MPO. The study outlines construction alternatives that could have potential fiscal impacts in the future. Many, if not all, of these alternatives may qualify for federal or state grant funding.

STAFF IMPACT:

A considerable amount of staff time went into the creation of this plan.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

City of Mandan Staff and the Bismarck-Mandan MPO recommend acceptance of the final report for the Safe Routes to Services/Complete Streets Study.

SUGGESTED MOTION:

I move to accept the final report for the Safe Routes to Services/Complete Streets study.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 18, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Mandan 2024 Rectangular Rapid Flashing Beacon Installations Task Order Amendment

STATEMENT/PURPOSE:

To consider and possibly amend an agreement with Moore Engineering for design engineering services for the 2024 Rectangular Rapid Flashing Beacon Installations (RRFB). The amendment adds an additional RRFB location and accounts for several design alternatives that were developed.

BACKGROUND/ALTERNATIVES:

The City of Mandan originally intended to construct four Rectangular Rapid Flashing Beacon (RRFB) crossing locations according to the 2016 Safe Routes to School study and the approved Highway Safety Improvement Program (HSIP) funding application dated November 22, 2019. Since then, one location previously designed was eliminated from the project scope and a new location was added. In addition, the original anticipated scope of work for survey and design has changed, and more detailed effort was required to survey and design the RRFB crossings, which included unanticipated drainage accommodations and grading details. These efforts also extended the timeline of the project and required additional coordination with Owner, NDDOT and property owners. The purpose of this Amendment is to address the unanticipated additional services and provide design and related services to include the new location.

ATTACHMENTS:

1. Amendment 1

FISCAL IMPACT:

In 2019, the City applied for a \$150K project, which included a request for \$131,500 in funding from North Dakota Department of Transportation (NDDOT). In March 2024, a task order with Moore Engineering was approved to create and submit plans to the

NDDOT. After looking at the scope of the improvements, working with the NDDOT and creating revised estimates, we expect the total project to be closer to \$400,000. Of this total amount, we would be eligible to receive \$220,000. This engineering task order amendment would increase the Task Order amount by \$69,585 to a total of \$149,885. This is about \$8,000 higher than the amount budgeted for this work between 2024 and 2025.

STAFF IMPACT:

Moderate time and effort working alongside Moore Engineering on this project.

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Approve Task Order No. 4 Amendment 1 with Moore Engineering for design services for the 2024 RRFB Installations project.

SUGGESTED MOTION:

I move to approve Task Order No. 4 Amendment 1 with Moore Engineering and authorize an additional \$7,885 out of the City's sales tax fund for 2025.

Amendment No. 1 To Task Order No. 4

1. Background Data:

- A. Effective Date of Task Order: March 5, 2024
- B. Owner: City of Mandan
- C. Engineer: Moore Engineering, Inc.
- D. Specific Project: 2024 Rectangular Rapid Flashing Beacon Installations

2. Description of Modifications

Background: Owner originally intended to construct four Rectangular Rapid Flashing Beacon (RRFB) crossing locations according to the 2016 Safe Routes to School study and the approved Highway Safety Improvement Program (HSIP) funding application dated November 22, 2019. Since then, one location previously designed was eliminated from the project scope and a new location was added. In addition, the original anticipated scope of work for survey and design has changed, and more detailed effort was required to survey and design the RRFB crossings, which included unanticipated drainage accommodations and grading details. These efforts also extended the timeline of the project and required additional coordination with Owner, NDDOT and property owners. The purpose of this Amendment is to address the unanticipated additional services and provide design and related services to include the new location.

- A. Engineer shall perform the following Additional Services:
 - 1. Environmental Document. Update the Categorical Exclusion by Definition (CED) checklist. As part of the CED, a cultural resources Class I Report (literature review) will be completed. Due to the nature of the project, field investigations and other state and federal permits are not anticipated.
 - 2. Preliminary and Final Design Services
 - a. Obtain existing utility information and coordinate one-call locates. Coordinate with utility owners to address conflicts.
 - b. Survey will include control, boundary and design data collection, and base map preparation.
 - c. Complete the necessary civil and electrical design, modeling and preliminary drawings for recommended improvements, RRFB placement and ADA improvements. Additional design efforts relate to drainage and storm sewer system accommodations, evaluating mountable curbs and bulb-outs, and addressing removal impacts to a greater extent than originally anticipated.
 - d. Produce a new design model for sidewalk along 46th Street, and modify based on feedback from Owner and NDDOT.

- e. Prepare draft technical specifications and applicable plan notes.
 - f. Calculate quantities and prepare an opinion of construction cost.
 - g. Submit preliminary design phase documents for review.
 - h. Facilitate a preliminary design phase review meeting. Following Owner's review and comments, and approval to commence with final design, complete the below tasks.
 - i. Prepare utility conflict plans.
 - j. Prepare curb ramp agreements.
 - k. Complete final civil and electrical design and plan preparation.
 - l. Submit preliminary bid documents for Owner's review and comment, then revise based on Owner's comments and complete final bid documents.
 - m. Prepare final bid documents.
- B. The Scope of Services currently authorized to be performed by Engineer in accordance with the Task Order and previous amendments, if any, is modified as follows: see "Background" above.
- C. The responsibilities of Owner with respect to the Task Order are modified as follows: N/A
- D. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation: \$69,585.00. Part 6.A of the Task Order is modified as follows:
- | | | | |
|------------------------|------------------|---------------------|----------------|
| Design & Bidding Phase | <u>\$149,885</u> | \$80,300 | Standard Rates |
|------------------------|------------------|---------------------|----------------|
- E. The schedule for rendering services under this Task Order is modified as follows: due to changes requested, the anticipated completion date is November 1, 2024.
- F. Other portions of the Task Order (including previous amendments, if any) are modified as follows: N/A
- G. Attachments: N/A

3. Task Order Summary (Reference only)

- | | | |
|----|----------------------------------|-----------|
| a. | Original Task Order amount: | \$80,300 |
| b. | Net change for prior amendments: | \$0 |
| c. | This amendment amount: | \$69,585 |
| d. | Adjusted Task Order amount: | \$149,885 |

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is October 1, 2024.

OWNER: **City of Mandan**

ENGINEER: **Moore Engineering, Inc.**

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date
Signed: _____

Date
Signed: _____



															
Project Name: Mandan RRFB - Amendment 1															
Project Number: 23694															
Client: City of Mandan															
DATE: 10/1/2024															
PHASE	TASK NO.	PHASE DESCRIPTION	Defined Limits	Duration	TASK HOURS TOTAL	PRINCIPAL	SENIOR PE	PROJECT ENGINEER	CADD TECH III	SURVEY MANAGER	SURVEY CREW CHIEF II	SURVEY TECH II			
200		200 - Environmental Document													
200	200.001	Catex Document			3.00			3							
PHASE 200 - Environmental Document SUBTOTAL									3						
310		310 - Preliminary Design													
310	310.001	Preliminary Design & Modeling			32.00			16	16						
310	310.002	ADA Design			70.00			70							
310	310.003	Utility Coordination			24.00			24							
PHASE 310 - Preliminary Design SUBTOTAL									110	16					
320		320 - Final Design													
320	320.001	Final Design & Plan Preparation			80.00			40	40						
320	320.002	Utility Conflict Plans			24.00			24							
320	320.003	Curb Ramp Agreements / Temporary Easement			80.00			80							
320	320.004	QAQC			8.00		8								
320	320.005	Project Management			18.00	2	16								
PHASE 320 - Final Design SUBTOTAL						2	24	144	40						
670		670 - Subconsultants													
670	670.001	Prairie Engineering													
PHASE 670 - Subconsultants SUBTOTAL															
960		960 - Topographic Survey													
960	960.001	Survey Control & Boundary Survey		Assume 1 day	10.00					2	4	4			
960	960.002	Preliminary Survey		Assume 2 days	20.00					4	8	8			
960	960.003	CADD Editing			32.00				32						
PHASE 960 - Topographic Survey SUBTOTAL									32	6	12	12			
						2	24	257	88	6	12	12			



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: 2026 Budget Calendar

STATEMENT/PURPOSE:

To approve the 2026 Budget Calendar.

BACKGROUND/ALTERNATIVES:

The annual budget calendar provides a road map for the City's budget development process. On August 20, 2024, the Board of City Commissioners approved the update to the Long-Term Financial Planning Policy (LTFP). The changes to the LTFP that will impact the City's budget development process are as follows:

- Increase the length of the LTFP from three fiscal years to five fiscal years.
- Department managers will prepare and update their long-term plan for personnel and machinery & equipment or capital requests for the next five fiscal years.
- The engineering and public works departments will prepare and update their long-term capital improvement plan for infrastructure projects for the next five fiscal years.
- Department managers will present their long-term plans to the City Commission for review.
- The City Commission will determine the spending priorities for long-term financial planning purposes.

ATTACHMENTS:

1. 2026 Budget Calendar

FISCAL IMPACT:

None

STAFF IMPACT:

The City's annual budget process is coordinated by the finance department under the direction of the Budget & Finance Committee with the assistance of commissioners, department managers, supervisors, and staff.

Significant staff time will be required for certain departments to prepare and update their long-term plans, and to present their long-term plans to the City Commission. The finance department will also be impacted by computing the long-term cash flow projections for the City's major funds and by providing various funding options to the Budget & Finance Committee to address the long-term plans presented by the department managers and the spending priorities determined by the City Commission. The City Commission will conduct Working Sessions with department managers and the City will also conduct a Public Information Session to present the City's long-term plans for personnel, machinery & equipment, public facilities and infrastructure. The Budget & Finance Committee will complete the preliminary Long-Term Financial Plan and guidelines for preparing the 2026 Budget, and present their recommendations to the City Commission. The City Commission will approve the final Long-Term Financial Plan and guidelines for preparing the 2026 Budget.

LEGAL REVIEW:

The City is required to prepare the annual budget in accordance with the North Dakota Century Code.

RECOMMENDATION:

To approve the 2026 Budget Calendar.

SUGGESTED MOTION:

I move to approve the 2026 Budget Calendar.

**CITY OF MANDAN
2026 BUDGET CALENDAR**

January 13, 2025	Board of City Commissioners to conduct a Working Session with department managers and engineering firms to review and discuss the preliminary long-term planning needs for personnel, machinery & equipment, public facilities and infrastructure.
February 4, 2025	Department managers and engineering firms to present the preliminary long-term planning needs to the Board of City Commissioners. Board of City Commissioners to prioritize and approve the long-term planning needs for personnel, machinery & equipment, public facilities and infrastructure, and to direct the Budget & Finance Committee to provide funding recommendations for the Working Session in March.
February 25, 2025	City to conduct a Public Information Session for the approved long-term planning needs for personnel, machinery & equipment, public facilities and infrastructure.
March 13, 2025	Budget & Finance Committee to review, discuss, and approve funding recommendations for the approved long-term planning needs for personnel, machinery & equipment, public facilities and infrastructure.
March 27, 2025	Board of City Commissioners to conduct a Working Session with department managers. Budget & Finance Committee to present funding recommendations for the approved long-term planning needs for personnel, machinery & equipment, public facilities and infrastructure.
April 8, 2025	Budget & Finance Committee to review, discuss, and approve funding recommendations for the preliminary Long-Term Financial Plan and guidelines for preparing the 2026 Budget.
April 15, 2025	Budget & Finance Committee to present the preliminary Long-Term Financial Plan and guidelines for preparing the 2026 Budget to the Board of City Commissioners. Board of City Commissioners to approve the final Long-Term Financial Plan and guidelines for preparing the 2026 Budget.
May 1, 2025	Finance department to provide budget instructions & worksheets to department managers.
May 30, 2025	Budget worksheets due from department managers to the finance department.

June 2025	Finance department to review and update 2025 Budget projections.
July 2025	Budget & Finance Committee to review, discuss, and approve recommendations for the preliminary 2026 Budget.
August 5, 2025	Budget & Finance Committee to present the preliminary 2026 Budget to the Board of City Commissioners. Board of City Commissioners to approve the introduction and first consideration, and call for a public budget hearing of the Ordinance adopting the 2026 Budget.
August 6, 2025	City to provide a copy of the preliminary 2026 budget statement and notice of the public budget hearing date to the Morton County Auditor.
By August 31, 2025	Morton County Treasurer to provide a written notice to the owner of each parcel of taxable property with the total estimated property tax, based on the preliminary 2026 budget statement, and the date, time and location of the public budget hearing.
September 16, 2025	Board of City Commissioners to conduct a public budget hearing at 6:00 p.m. and approve the second and final consideration of the Ordinance adopting the 2026 Budget, and approve the Resolutions establishing the rates and charges for services.
September 17, 2025	City to submit a certified copy of the levy as adopted and a certified copy of the final 2026 Budget to the Morton County Auditor.



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 13, 2024
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jason Carbee
HDR
Kim Riepl
Bis-Man MPO
SUBJECT: Consider Resolution of Adoption for the Arrive 2050
MTP

STATEMENT/PURPOSE:

The Bismarck-Mandan MPO, and their consultant HDR, request a public hearing and the opportunity to present the final Arrive 2050 MTP to the Mandan City Commission for possible adoption (Public Hearings No.1).

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:

1. Resolution of Adoption Arrive 2050

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

The Arrive 2050 MTP was presented to the City of Mandan Planning and Zoning Commission at their October 28, 2024 meeting. The Planning and Zoning Commission recommended to approve the Arrive 2050 MPT.

Staff recommends conducting a public hearing (P.H. 1) and approval of the Resolution of Adoption.

SUGGESTED MOTION:

The Bismarck-Mandan MPO requests a motion and approval of Arrive 2050, the 2025-2050 Metropolitan Transportation Plan, by Resolution of Adoption.

Resolution of Adoption

For the 2025-2050 Bismarck-Mandan
Metropolitan Transportation Plan

Whereas, the U.S. Department of Transportation requires the development, approval, and maintenance of a Metropolitan Transportation Plan for the Bismarck-Mandan Metropolitan Planning Organization (MPO) as a condition of Federal transportation funding; and

Whereas, the MPO has been designated by the Governor of North Dakota as the organization responsible for preparing and maintaining the Metropolitan Transportation Plan; and

Whereas, the MPO after an extensive public and stakeholder involvement process and substantial consideration of technical, environmental, financial, and social factors has prepared the 2025-2050 Metropolitan Transportation Plan which is in compliance with Federal and State transportation planning guidance; and

Whereas, City of Mandan staff has actively participated in Plan development and has had the opportunity to review the 2020-2045 Metropolitan Transportation Plan, and any comments received have been addressed within the Plan; and

Whereas, all relevant State and Federal agencies have had the opportunity to review the Plan and any comments received have been addressed within the Plan; and

Whereas, notice was published for a public hearing in accordance with the MPO Public Participation Plan, and the Mandan Planning Commission held a public hearing on the 2025-2050 Metropolitan Transportation Plan and has approved it as a guide for their future planning and development policies, and has recommended it to the Mandan City Commission; and

Now Therefore be it Resolved, by the Mandan City Commission that it adopts the 2025-2050 Metropolitan Transportation Plan; and

Be It Further Resolved, that City of Mandan staff is directed to implement or support the 2025-2050 Metropolitan Transportation Plan.

CERTIFICATE

The undersigned representatives of the City of Mandan certify that the forgoing is true and correct copy of a Resolution, adopted at a legally convened meeting of the Mandan City Commission held on December 3, 2024.

By: _____

James Froelich
President, Mandan City Commission

Date

Attest: _____

Jim Neubauer
Administrator, City of Mandan

Date



City Commission

Agenda Documentation

MEETING DATE: December 3, 2024
PREPARATION DATE: November 22, 2024
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Andrew Stromme
PRESENTER: Andrew Stromme, City Planner
SUBJECT: Second Consideration of Ordinance 1458, a zone change from MA - Industrial to CB - Commercial for Helbling 7th Addition

STATEMENT/PURPOSE:

Zone Change from MA - Industrial to CB - Commercial related to Helbling 7th Addition.

BACKGROUND/ALTERNATIVES:

The first reading and public hearing of this item was approved at the October 1, 2024 City Commission agenda.

ATTACHMENTS:

1. Ordinance No. 1458
2. Location Map

FISCAL IMPACT:

N/a

STAFF IMPACT:

Minor

LEGAL REVIEW:

This item has been reviewed as part of the agenda packet.

RECOMMENDATION:

Staff and the Planning and Zoning Commission recommend approval of the second consideration of Ordinance 1458.

SUGGESTED MOTION:

City Commission

Agenda Documentation

December 3, 2024

Subject: Second consideration of Ordinance 1458, a zone change from MA - Industrial to CB - Commercial for Helbling 7th Addition

Page 2 of 2

I move to approve the second consideration of Ordinance 1458.

ORDINANCE NO. 1458

AN ORDINANCE TO AMEND AND REENACT SECTION 105-2-2 OF THE MANDAN CODE OF ORDINANCES RELATING TO DISTRICT BOUNDARIES AND ZONING MAP OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA.

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as High Density Residential; and

WHEREAS, Adjacent properties to the north are zoned CB-Business, to the west zoned R3.2 - Residential, to the east zoned MA – Heavy Commercial/Light Industrial, and to the south MA – Heavy Commercial/Light Industrial. The MA – Heavy Commercial/Industrial zoning & CB - Business would be appropriate; and

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

SECTION 1. ZONING AMENDMENT. Section 105-2-2 of the Mandan Code of Ordinances is amended to read as follows:

LOTS 1-3, 7-10, & 12, BLOCK 1, HELBLINGS 2ND ADDITION (TO BE PLATTED AS HELBLINGS 7TH ADDITION) OF SECTION 34, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 3.52 ACRES, MORE OR LESS.

- Lot 1, Block 1, Helblings 7th Addition shall be zoned CB – Business, and Lot 2, Block 1, Helblings 7th Addition shall be included in the MA – Heavy Commercial/Industrial District.

SECTION 2. RE-ENACTMENT. Section 105-2-2 of the Mandan Code of Ordinances is hereby re-enacted as amended. The city planner is authorized and directed to make the necessary changes upon the official zoning map of the city in accordance with this section.

James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

Planning and Zoning Commission:
First Consideration:
Second Consideration and Final Passage:

October 28, 2024
November 19, 2024
December 3, 2024



Zoning and Future Land Use Reference Map

Helbling 7th

Zoning

Zoning Map Key

- Agriculture - City of Mandan
- Agriculture - Morton County
- CA - Neighborhood Commercial
- CB - Business Commercial
- CC - Commercial/Light Industrial Transition
- DC - Downtown Core
- DF - Downtown Fringe
- Industrial - Morton County
- LSMHS - Trailer Park Subdivision
- MA - Heavy Commercial/Light Industrial
- MB - Heavy Commercial/Heavy Industrial
- MC - Heavy Commercial/Light Industrial Restricted
- MD - Heavy Commercial/Heavy Industrial Restricted
- MHS - Trailer Park
- PUD - Planned Unit Development
- R3.2 - Residential Single & Two Family
- R7 - Residential Single Family
- RH - Residential Mobile Home Park
- RM - Residential Multi-family Dwellings
- RMH - Residential Mobile Home Subdivision
- Residential - County Residential Zoning
- ROW - Right-of-Way
- Zone Change Area



Future Land Use Plan Key

- Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Commercial
- Industrial
- Public/Semi-Public
- Public Land
- Park
- Greenways
- Open Space
- Open Water
- Parcels
- City Limits
- ETA Line
- Zone Change Area

Future Land Use Plan

