

# CITYscan

A PUBLICATION OF THE  
NORTH DAKOTA LEAGUE OF CITIES

**STRONG. DYNAMIC. CITIES.**

MARCH 2020

 For Elected and Appointed Officials  
Page 8 2020 spring workshop





# Making a difference in the communities we serve.

For nearly 60 years, cities across North Dakota have counted on Moore Engineering to help them build stronger, more sustainable communities.

## CONTACT US TODAY

[mooreengineeringinc.com](http://mooreengineeringinc.com)

701.282.4692

Bismarck · Minot · West Fargo · Williston



Join Us



- Water Resources
- Water & Wastewater
- Environmental
- Transportation
- Surveying
- Municipal
- Land & Site Development
- GIS
- Drones
- Airports



**moore**  
engineering, inc.

# FEATURED IN THIS ISSUE

From the NDLC Executive Director . . . . .	3	Public Finance Authority Programs Recap . . . . .	21
From the NDLC President. . . . .	4	Purchasing Pulse   State Contracts . . . . .	22
Municipal Law Books Available . . . . .	4	2020 Tourism Main Street Expansion Grants. . . . .	23
City Government Week . . . . .	5	Business Incentive Accountability Law Annual Report Due . . . . .	24
Product and Services Guide Available . . . . .	5	If I Were Mayor Essay Contest Rules . . . . .	27
What is the Leadership Training Program? . . . . .	6	6th Human Resource Conference for Local Governments. . . . .	30
<b>Leadership Training Program Award Winners.</b> . . . .	7	Community Forestry Grants Available Now . . . . .	31
An Election Primer for 2020 (Part Three). . . . .	12	Human Resources Corner. . . . .	32
Simple Ways to Reduce Slips, Trips, and Falls. . . . .	16	Scholarship Application - <b>LAST CALL!</b> . . . . .	33
2020 Community Challenge Grant Program to Help Make Communities Better for All Ages . . . . .	17	What is the NDLC Leadership Exchange Program? . . . . .	34
Use the Trash Can – Not The Toilet. . . . .	18	Random Drug and Alcohol Testing Program . . . . .	36
		GrantFinder Program – Robust Grant Database Grant Finder . . . . .	38

# IN EACH ISSUE

Ask NDLC . . . . .	25	Community Calendar . . . . .	40
Hometown, Homegrown . . . . .	32	2020 Municipal Calendar. . . . .	40
CITYBeat . . . . .	38	Bulletin Notes. . . . .	Inside Back Cover



**QUALITY INFRASTRUCTURE  
ENGINEERING SOLUTIONS  
FOR OUR LOCAL CITIES & TOWNS**

STREET DESIGN | STORM WATER MODELING  
WATER & SEWER DESIGN | FLOOD PLAIN ASSISTANCE  
SURVEY & GIS | CONSTRUCTION ADMINISTRATION  
PROJECT FUNDING ASSISTANCE



**Brosz**  
ENGINEERING, INC.

BOWMAN  
STANLEY  
WATFORD CITY  
**NORTH DAKOTA**  
broszeng.com

# ADVERTISERS INDEX

Ackerman-Estvold. . . . .	23	MDU Resources Group . . . . .	28
AE2S. . . . .	20	Moore Engineering. . . . .	Inside Front Cover
AE2S Nexus . . . . .	29	NDIRF . . . . .	16
Black Mountain Software . . . . .	24	NDLTAP . . . . .	35
Bolton & Menk. . . . .	25	ND State Procurement/Surplus Property . . . . .	11
Brosz Engineering. . . . .	1	Rath & Mehrer . . . . .	18
Dougherty & Company. . . . .	Outside Back Cover	SEH . . . . .	39
GovCard. . . . .	19	Stantec Consulting . . . . .	38
H & H Coating's, Inc. . . . .	10	Starion Bond Services . . . . .	6
Houston Engineering, Inc. . . . .	22	T & R Electric . . . . .	34
Interstate Engineering . . . . .	17	Widseth Smith Nolting . . . . .	5
Lewis & Clark Development Group . . . . .	30	Wold Engineering PC . . . . .	13

**CITYscan** is published 10 times yearly by the North Dakota League of Cities at 410 E Front Ave, Bismarck, ND 58504. Subscriptions are \$20 per year. Advertising rates on application. Deadline for advertising and copy is the first of the preceding month. Permission to use any original article if credit given. Opinions expressed in articles do not necessarily express the position taken by NDLC.

Editor: Chelsey Benson, NDLC  
 Advertising/Circulation: Carissa Richter, NDLC  
 Design Director: Chelly Ontis, Elegant Designs

## ND League of Cities Staff

(701) 223-3518 • www.ndlc.org

**Blake Crosby** • blake@ndlc.org  
 Executive Director

**Stephanie Dassinger** • stephanie@ndlc.org  
 Deputy Director and Staff Attorney

**Carissa Richter** • carissa@ndlc.org  
 Member Services and Office Manager

**Chelsey Benson** • chelsey@ndlc.org  
 Training Services and Communications Manager

POSTMASTER: SEND ADDRESS CHANGES TO:  
 NORTH DAKOTA LEAGUE OF CITIES,  
 410 E FRONT AVE, BISMARCK, ND 58504

## About NDLC

The North Dakota League of Cities has served as a key resource for cities and park districts since the early 1900s when the League of North Dakota Municipalities was organized in Grand Forks. City officials had a vision – they recognized the importance of joining together to speak as one voice for the benefit of all.



Those early city leaders also understood the benefits of sharing experiences. From the account of the first meeting on September 25, 1912: *"Another object of the League is to disseminate the information which the different cities may have on these and other city problems, so that when one has met and solved any problem, the other members of the League may have the benefit of its experience, without having to pass through the perplexities and uncertainties of the experimental stage."*

The League works with the Legislative Assembly to address the needs for our cities and municipal parks, and the staff informs city leaders about legislative changes that may affect cities. The League offers seminar and training opportunities for city elected and appointed officials through the year. Many of these opportunities are offered by the League's Leadership Training Program (LTP). LTP offers a four-tiered certificate program that provides tools for effective leadership.

Today, the League continues to encourage dynamic local leadership by providing educational opportunities and myriad services to city officials, by connecting resources with needs, and by representing the interests of municipalities in state and federal public policy discussions.



## About the Cover

*BNSF Railway Bridge between Bismarck & Mandan*

*About the photographer: Jason Burtness is a local photographer that enjoys capturing North Dakota through his lens. What started as a hobby has now turned into Burty's Photography. He can customize any job to fulfill a home or business owners requirements that will leave a lasting impression. You can reach Jason at burtyphotography@gmail.com.*

*Do you want to see your city on the cover?  
 Send your North Dakota city photo ideas to chelsey@ndlc.org.*

## NDLC Executive Board 2019-2020

President: Tate Cymbaluk, Commissioner, Williston  
 Vice President: Diane Affeldt, City Auditor, Garrison  
 Past President: Dan Stenvold, Mayor, Park River

### Regional Executive Board Members

- Tom Barry, City Manager, Minot
- Bethany Devlin, Council Member, Watford City
- Todd Feland, City Administrator, Grand Forks
- Tina Fisk, City Administrator, West Fargo
- Dwayne Heinrich, Mayor, Jamestown
- Corey Long, Mayor, Granville
- Candace Middlestead, City Auditor, Ellendale
- Jim Neubauer, City Administrator, Mandan
- Matt Oase, City Administrator, Killdeer
- Jeffrey Russo, Mayor, Lakota
- Jennifer Titus, City Auditor, Powers Lake
- Wanda Zimmerman, City Auditor, Lehr

## SOCIAL MEDIA Highlights

Has your city gone social? Next time you post on your social media accounts Tag #NDLCSocial on your city postings to be featured here in upcoming issues.





## From the NDLC Executive Director

Welcome to March, I hope that as you are reading this edition of *CITYScan* that some signs of spring are showing up. I'm ready!

We still need to be mindful of flood issues and you need to keep your city residents informed. The state has a single source website ([www.ndresponse.gov](http://www.ndresponse.gov)) that everyone can use for up-to-date information on all flood-related issues. As a city official you should be checking this site on a regular basis. Keep in mind that it has snowed in North Dakota every month except July and August!

Flood concerns are not just an eastern North Dakota issue. Western and central North Dakota went into winter with very saturated soil which can create above normal run-off conditions according to Allen Schlag, National Weather Service Hydrologist, Bismarck. We all need to pay attention.

In addition to reports on February 13 and 27, a final Spring Flood Outlook will be issued around March 12. That report will give us a good idea of where we stand. Hopefully we have not picked up much additional moisture in the last six weeks and we can relax a bit.

Below is some information you should share with your city residents:

- If you end up with water in your basement move your furniture, important documents, etc. to a higher floor/level.
- Make sure your neighbors are prepared, especially if they are elderly and not very mobile.
- Make sure your sump pump is working. Install a battery or other sort of back-up device. Some sump pumps have an app that tells you when and how often it is running.
- Clear leaves and other debris from gutters and downspouts. Keep water away from your foundation.
- Anchor basement fuel tanks.
- Put together an emergency supply kit.
- Have a plan for your pets.
- Take photos or video of household items so you have an inventory for insurance purposes.
- Stay informed. Regularly check the website mentioned above.

Going forward over the next number of months the League

will be partnering and collaborating with AARP North Dakota to provide information on how to make your city an age-friendly community. This is a three to four-year process and initiative by the national AARP and endorsed by the National League of Cities. Statistically, one in every six North Dakotans will be 65 or older by 2030. We need to start thinking about resources to support transportation services, housing, healthcare, social participation and civic engagement. They have supported us and our communities all their lives, now it is our opportunity to build them some support.

Municipal elections will be here soon. Special thanks to those of you that have served your community and will run for re-election; we look forward to your continued public service. A special thank you also to those of you who have decided to let someone else have the opportunity to be a public servant. In either situation, please start reaching out to your community members to encourage them to give serious consideration to throwing their hat in the ring. Local government success depends on local participation. Election information continues in this issue but if you have questions, send Stephanie an email or call her.

And, last but certainly not least, another plug for the 2020 Census. The data provided by the Census is very critical as we plan for the future of North Dakota cities. Let's make sure everyone in your city gets counted. The government will use your city's 2020 Census data for every formula, statistic and report until 2030 and I also will mention that many state funds are distributed on a per capita basis. Don't leave your city short.

Have a good month and get registered for the Spring Workshop in April. It will be another great educational opportunity and a chance to visit with your colleagues after a long winter.

Keep doing what you are doing to make your city a better place because **WE LIVE LOCAL**.



As you're reading through this month's *CITYScan* be on the lookout for this  image. Once you find the image email Chelsey at [chelsey@ndlc.org](mailto:chelsey@ndlc.org) with the page number where the image is located and you will be entered in a drawing for a prize from the League. Remember, this image can be anywhere within the publication. Good luck! *Last month's image was on page 23.*



## From the NDLC President

Believe it or not springtime is just around the corner. The days are getting longer, the temperatures are slowly rising, and flood preparation is in high gear. On January 24<sup>th</sup> the North Dakota League of Cities held their Executive Board meeting in Bismarck. One agenda item discussed was from Laura Horner of the State Water Commission Regulatory Division. Ms. Horner presented information about the North Dakota Risk Assessment MapService (NDRAM) that is an online flood map data viewer. NDRAM, is a joint effort with FEMA and the State Water Commission. With the current technology and infrastructure, it's a program to develop the base level engineering database for flood risk assessment that will create models of flood hazard areas and data. This is an extraordinary tool that can be utilized by all residents and all political subdivisions in North Dakota looking for guidance in flood risk assessments. The potential of flooding in certain areas of North Dakota is inevitable during certain times of the year and the spring of 2020 is already showing concerns of such potential flooding. Planning and proper assessment is essential to protecting your communities. There is an incredible amount of information about this program that can be found at [ndram.swc.nd.gov](http://ndram.swc.nd.gov).

We also had the privilege of having Senator Rich Wardner speak with us about the Legacy Fund Earnings Proposal. There has been much work done with the proposal and the work will continue. The primary purposes and focus of the proposal is to lower the tax burden, increase the quality of life and reduce the state's reliance on the federal government. Other areas that are being considered are low interest revolving infrastructure loan

funds for cities and counties and for certain water projects, a partial school building fund, school mill replacement, behavioral health projects and more. This proposal has the potential to be great for all areas of North Dakota. Many, many factors come into play, however, the bottom line is the proposal could certainly enhance the quality of life for every one of us in some form or fashion.

In March several of us will be heading off to Washington, DC to visit with our members of Congress – Senator Hoeven, Senator Cramer and Congressman Armstrong. The specific talking points have not yet been presented at the time of writing this article however, I am confident that we will discuss the importance of building a sustainable infrastructure and explain the importance of working together to better enhance our transportation system. We will also likely discuss the importance of expanding our broadband service in making it more available to all areas of the union, including North Dakota. We may be rural, but we too have great needs and clearly we are a large cog in the wheel of agriculture and energy in the United States. Ironically, three words come to mind- innovation, infrastructure, inclusion. This is something previously discussed and will continue to be discussed. Each state, each county and each community has needs and we must continue to focus and deliver when using these words. We must come together as one and make it work for that respective community for it is those communities who make us what we are. I have no doubt that our members of Congress, too, believe the same.

One State. One League. One Goal.

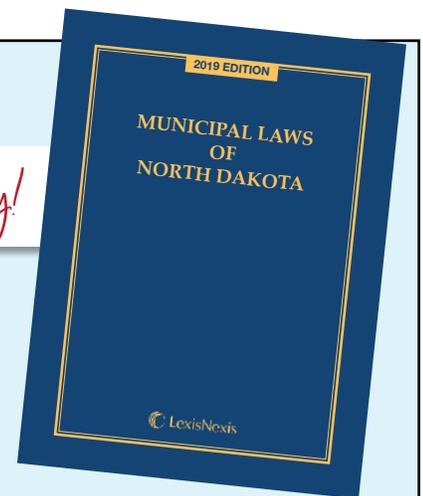
## Municipal Law Books Available

*Orders are now shipping! Order today!*

The North Dakota League of Cities has teamed up with the North Dakota Insurance Reserve Fund and LexisNexis, publisher of the North Dakota Century Code, to publish the 2019 Municipal Laws of North Dakota. This publication replaces the 2017 version.

Municipal Laws of North Dakota contains the laws found in Title 40 of the North Dakota Century Code, along with other selected statutes that impact cities. The needs of city and park district officials were carefully considered in the selection of statutes. The numbers of chapters and sections of laws are identical with those in the North Dakota Century Code, and the statutes are arranged in the same sequence. Copies are \$170.

To order your copy of Municipal Laws of North Dakota, visit [www.ndlc.org/municipallaws](http://www.ndlc.org/municipallaws)





**Carissa Richter**, Member Services and Office Manager  
 (701) 223-3518 ■ [carissa@ndlc.org](mailto:carissa@ndlc.org)

## Product and Services Guide

In February the Product and Services Guide was sent out to all cities. This yearly publication includes information about our current Business Associate members.

The League's Business Associate membership is designed to promote best practices through information sharing between businesses, organizations and individuals interested in building stronger cities.

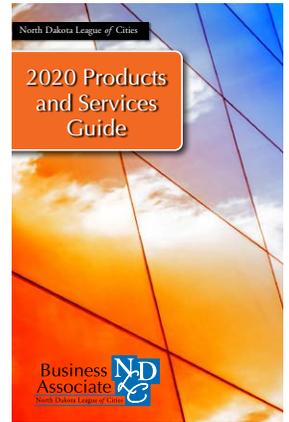
We encourage all cities to make it a priority to work with Business Associate members whenever possible. Their support and involvement allows the League to provide many of the services that cities rely on every day and we appreciate their

dedication to our League and municipal government.

Thanks to our RFP & RFQ Sharing Service, League members can use the League's Business Associate Program to help get their community's RFPs & RFQs to more prospective bidders.

Learn more about this service at [www.ndlc.org/rfp](http://www.ndlc.org/rfp) or on page 27.

*For questions about these programs or to obtain additional copies of the Guide, contact Carissa at 701-223-3518 or [carissa@ndlc.org](mailto:carissa@ndlc.org).*



## City Government Week

*Celebrate what makes your city great!*



April 6-10, 2020 has been designated City Government Week in North Dakota, and we encourage all cities to join with the League in celebrating local government. Use this as an opportunity to show off your city! From open houses to activities with the youth in your community, participate in any way you can imagine. Visit [www.ndlc.org/citymatters](http://www.ndlc.org/citymatters) for updated resources and ideas that you can adapt to create your own unique city celebration.



Serving our communities since 1975



**WIDSETH SMITH NOLTING**

Engineering | Architecture | Surveying | Environmental

3535 S. 31st Street, Suite 203, Grand Forks | 701.795.1975 | [grandforks@wsn.us.com](mailto:grandforks@wsn.us.com)



Chelsey Benson, Training Services & Communications Manager  
 (701) 223-3518 ■ [chelsey@ndlc.org](mailto:chelsey@ndlc.org)

# What is the Leadership Training Program?



The Leadership Training Program (LTP) is the foundation of the North Dakota League of Cities' commitment to provide city officials with the tools they need to govern effectively. The program runs January 1 through December 31 of each year.

The Leadership Training Program is a four-tiered certificate program that provides the tools for effective local leadership. There is no charge to enroll in the program, however, participants must enroll *prior* to earning any credits. Credits are earned at the rate of one credit per hour of training. The number of credits earned will be listed for each course. Participants can view their credits online at [www.ndlc.org/ltcredits](http://www.ndlc.org/ltcredits).

Participants can earn credits by attending the NDLC Annual Conference in the fall of each year, attending the Spring Workshop in the spring of each year, attending monthly webinars and participating in City Government Week.

Participants can also earn credits by serving on the NDLC Executive Board, testifying at the legislature, writing an article for *CITYScan* or presenting a training session. Keep in mind that our 2020 Spring Workshop is worth 16 credits!

LTP participants will be recognized at the awards luncheon during the Spring Workshop each year for reaching the four levels of achievement.

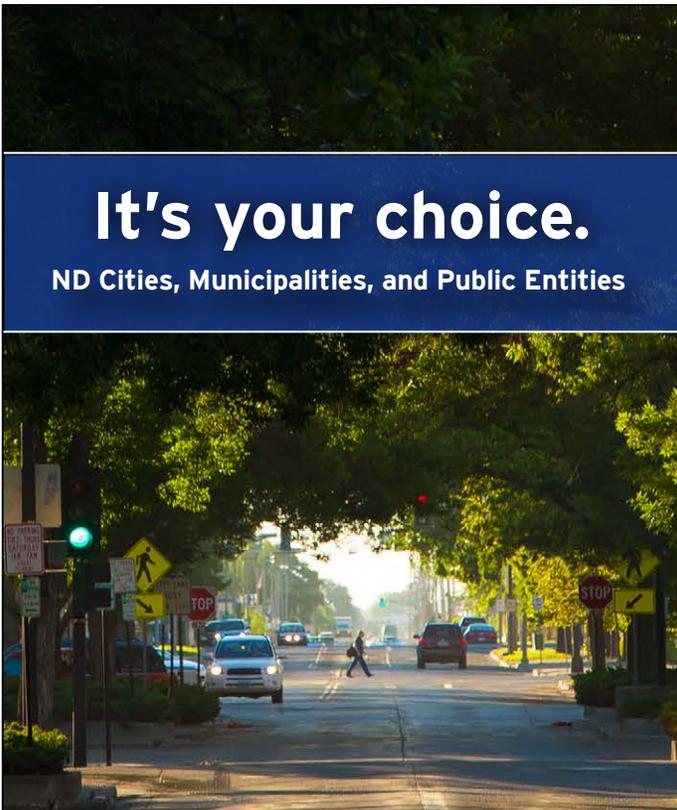
**Innovator Award:** 30 credits

**Visionary Award:** 30 credits (60 total)

**Leader Award:** 40 credits (100 total)

**110% Award:** 100 credits (200 total)

Enrollment in the Leadership Training Program is free of charge but required for participation. For more information and to enroll visit [www.ndlc.org/enroll](http://www.ndlc.org/enroll). I hope to see all Leadership Training Program participants at our Spring Workshop next month!



## Choose a North Dakota registrar, paying and dissemination agent

We are a registrar, paying and dissemination agent based in North Dakota. Let us take care of the accounting, payments and behind-the-scenes details so that investors across our state and nation can finance your projects and progress.

*We have served municipal, city and school financing consultants, and states of the upper Midwest since 1985.*

**Contact Lu Ann Berg**  
**Bond Services Specialist**  
**Bismarck**  
**701-250-1571**



# Leadership Training Program Award Winners

Congratulations to this year's Leadership Training Program Award Winners!

Those listed below will be acknowledged during our awards luncheon during our Spring Workshop on April 14-15, 2020 at the Ramkota Hotel & Conference Center in Bismarck.

## **110% have completed 200 hours of LTP training.**

Monte Erhardt, Hazen  
RoxAnne Hoffarth, Langdon  
Avis Richter, Valley City  
Jennifer Titus, Powers Lake

## **Leaders have completed 100 hours of LTP training.**

Gwen Crawford, Lisbon  
Becky Dunker, Casselton  
Desiree Hanson, Tioga  
Jonathan Harter, Steele  
Judy Pfeifer, Strasburg

## **Visionaries have completed 60 hours of LTP training.**

Brenda Dohn, Wishek  
Casey Eggermont, Harwood  
Travis Frey, Beulah  
Jennifer Gast, Carrington  
McKinzie Jensen, Kenmare  
Darla Knutson, Beulah  
Christine Olson, Cooperstown  
Peni Peterson, Watford City  
Sharon Toy, Drake

## **Innovators have completed 30 hours of LTP training.**

Evan Anderson, Casselton  
Tabitha Arnaud, Kindred  
Kim Azure, Rolette  
Tom Barry, Minot  
Julie Cole, Lisbon  
Bren D'Angelo, Williston  
Mary Liz Davis, Velva  
Travis Frey, Beulah  
Julie Hein, Wing  
Grant Johnson, Kenmare

Marci Johnson, Finley  
Sherie Lundmark, Grand Forks  
Terry Macdonald, Hazelton  
Ronica Pederson, Tioga  
Lucas Reski, Steele  
Abby Salinas, Tioga  
Jennifer Soli, Velva  
Becky Tebby, Benedict

## **The following have reached the 100% level and continue to earn credit by participating in League and LTP training:**

Diane Affeldt, Garrison (*Above and Beyond Award Winner*)  
Deborah Banish, Rutland  
Ann Berg, Park River  
Dwight Flygare, Kenmare  
Cherie Heisler, Harvey  
Dianne Hensen, Glenburn  
Mary Hirschberger, Mapleton  
Keith Hunke, Bismarck  
Darcie Huwe, Wahpeton  
Lyn James, Bowman  
Sheila Klevgard, Casselton  
Del Kolke, Riverdale  
Nancy Lunde, Cooperstown  
Candace Middlestead, Ellendale  
Karen Nordby, Harvey  
Penny Nostdahl, Bottineau  
George Ritzke, New Rockford  
Diane Schell, Underwood  
Kerry Schlenvogt, Rolla  
Clyde Schulz, Beulah  
Amie Vasichok, Lakota  
Donna Zeltinger, Glenburn  
Wanda Zimmerman, Lehr



For Elected and Appointed Officials  
**2020 spring workshop**

**Tuesday, April 14 – Wednesday, April 15, 2020**

Ramkota Hotel & Conference Center | 800 South 3rd Street, Bismarck, ND 58504

Join us for our 2020 Spring Workshop (formerly March Madness)

Registration and additional information at: [www.ndlc.org/springworkshop](http://www.ndlc.org/springworkshop)



Register Today!



## Register Now!

The workshop registration fee is \$170.

All cancellations must be sent to Chelsey at [chelsey@ndlc.org](mailto:chelsey@ndlc.org). No phone calls for cancellations will be accepted.

The cancellation deadline is Monday, April 6. No refund will be given, and outstanding invoices must be paid for cancellations after April 6.

Registration and additional information at:  
[www.ndlc.org/springworkshop](http://www.ndlc.org/springworkshop)

## Software Training

**Banyon Data Systems** will discuss the new features and screen of Version 12 Fund Accounting. They will also be showing utility billing features customers might not be utilizing.

**Black Mountain Software** will cover helpful topics in accounting, payroll, utility billing and cash receipting.

Software training will be held from 1:00 – 6:00 p.m. on Wednesday, April 15 at no additional cost.

Registration is required at [www.ndlc.org/springworkshop](http://www.ndlc.org/springworkshop).

## Hotel Information

Rooms are available by calling the Ramkota Hotel & Conference Center at 701-258-7700 (specify the ND League of Cities block of rooms). The room rate is \$109 plus tax. Contact the hotel directly to make your reservation. The release date for the room block is **March 23, 2020**. Room rates are not guaranteed at these rates after that date.

## Leadership Training Credits

Leadership Training Program participants will have the opportunity to receive 16 credits by filling out a LTP card (available at registration).

## 50/50 Raffle

We will be selling 50/50 tickets at the registration table on Tuesday, April 14 only. All proceeds will go towards the **Jan Jordan**



**Scholarship Fund**. The winner will be announced during the Networking Social at 5:30 p.m. on Tuesday, April 14. The winner must be present to win. Tickets will be sold for \$1.00 each at the registration table.

*Anyone who plans to attend this workshop and needs assistance because of a disability should contact the League at 701-223-3518.*

# Agenda

**Tuesday, April 14**

**7:15 a.m. Registration Open**

**7:45 a.m. Welcome and Introductions** (Lamborn Room)

**8:00 a.m. Can Small Towns be Cool?**

(Dr. David Ivan, PhD, Michigan State University Extension)

Today's millennial generation chooses a community before they pursue a job—an approach that places many smaller communities at a disadvantage. Achieving community vitality requires non-traditional community and economic development strategies. Based on the approaches of more than 300 high performing small to mid-sized towns across North America, this session provides real strategies from real communities on enhancing entrepreneurship, strengthening human talent, addressing youth migration, and enhancing place to make small towns a 'cool place' to live and visit.

**9:30 a.m. Sewer Backup Claims**

(Brennan Quintus, Chief Executive Officer, North Dakota Insurance Reserve Fund and Scott Faehnrich, Outside Claims Adjuster, North Dakota Insurance Reserve Fund) Sewer backup claims are frequently reported to the NDIRF by cities. While there are several causes for these types of claims, such as a malfunctioning lift station or blocked lines, the end result causes damage that is inconvenient, expensive and time consuming to repair.

**10:30 a.m. Vision West ND Planning & Zoning**

(Deb Nelson, ND Administrator, Vision West and Steve Josephson, Stark County Planner) This session will cover public notices required for changing your planning and zoning ordinances, contents of a comprehensive plan, and a brief discussion of conditional use/special use permits and variances.

**11:15 a.m. Legacy Fund Earnings**

(Senator Rich Wardner, Vice-Chair, Legacy Fund Earnings Committee) This will be a presentation on possible uses of Legacy Fund earnings, the amount of earnings that are projected for the next number of bienniums and citizen suggestions that were presented to the committee.

**Noon Lunch** (Patterson Room)

**1:00 p.m. An Update on the 2020 Census Operations and What to Expect Next**

(Kevin Iverson, Manager, Census Office) Information will be provided on the current status of the 2020 Census, completion of the self-response effort and the beginning of Non-Response Follow Up (NRFU) Operations. Kevin will also cover when to expect area population counts and supporting data to be released.

**2:00 p.m. Elections 2020**

(Stephanie Dassinger, Deputy Director/Staff Attorney, NDLC and Lee Ann Oliver, Elections Specialist, North Dakota Secretary of State's Office) Learn what city officials need to be aware of from now until the organization meeting. This presentation will discuss the things cities need to do before election day, what county officials are doing, provide an update on the state's new election system, and discuss the city's organization meeting.

**3:00 p.m. Networking Break**

**3:15 p.m. Clean Water and Drinking Water State Revolving Funds**

(Shannon Fisher, P.E., Division of Municipal Facilities, Manager, Drinking Water State Revolving Fund Program and Elizabeth Tokach Duran, Division of Municipal Facilities, Manager, Clean Water State Revolving Fund Program) This presentation will include the nuts and bolts of the Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) programs.

**4:15 p.m. Part-Time Employment**

(Troy T. Seibel, Chief Deputy Attorney General, Office of Attorney General) This session will cover how cities should pay part-time employees along with benefits, unemployment and workforce safety. Troy will also give a review of the legal age of employees that may do things such as mowing, fertilizing and other tasks that may be considered hazardous or dangerous.

**5:30 p.m. Networking Social** (Patterson Room)

Connect with old friends and new as you discuss your challenges and success stories in a relaxed atmosphere with appetizers and beverages. Share and learn what your colleagues are doing to increase the vitality of their communities. We will draw the winning 50/50 ticket during the social.

*continued*



## Budget Day Agenda

**Wednesday, April 15**

**7:30 a.m. Continental Breakfast**

**8:00 a.m. Municipal Accounting Basics**

This session will cover why cost accounting is used, the basics of credits/ debits, and how cost accounting is different from other forms of accounting.

**9:00 a.m. Fund Accounting**

This session will cover the different funds a city may have and why, transferring between funds, cash dispersments to funds and how the year-end financials should look compared to a budget.

**10:00 a.m. Networking Break**

**10:15 a.m. The Budget Process**

(Amy Ones, City Auditor, City of Flaxton) This session will cover how to use the League's Revenue Projections, the process of estimating expenses, how to calculate the number of mills the city is levying and levy limitations and the levy

limitation schedule. Amy will also touch on presenting the budget to council, getting council approval for the preliminary budget and submitting the preliminary budget to the county auditor.

**Noon Leadership Training Program Awards Luncheon**  
(Patterson Room)

**1:00 p.m. – 6:00 p.m. Banyon Data Systems Training**

(Lamborn Room) Banyon Data will discuss the new features and screens of Version 12 Fund Accounting. They will also be showing utility billing features customers might not be utilizing. Every module available within each program will also be discussed so Banyon customers know the full capability of the software. This will include payments, ebills, and the customer portal.

**1:00 p.m. – 6:00 p.m. Black Mountain Software Training**

(Heart Room) Black Mountain Software will cover helpful topics in accounting, payroll, utility billing and cash receiving. This will be a fun and informative session!



*Register Today!*

[www.ndlc.org/springworkshop](http://www.ndlc.org/springworkshop)

April 14–15, 2020 | Ramkota Hotel & Conference Center | 800 South 3rd Street, Bismarck,



**404 ROBERTS STREET • DEVILS LAKE, ND 58301**  
**PH. (701) 662-8190 FAX (701) 662-3889**  
**Email : [hhcoat@gondtc.com](mailto:hhcoat@gondtc.com)**

**Guaranteed Work • Bonded & Insured  
Competitive Rates**

- Emergency freeze-up services •
- Structural Repairs • Containment • Sandblasting
- Complete tank evaluations • Maintenance contracts
- High quality coatings for potable water tanks •



**Full Service Coating, Sandblasting & Repair of Steel Structures**

# IS YOUR BUDGET BEING STRETCHED TO THE LIMIT?



## THE STATE CAN HELP YOU AFFORD WHAT YOU NEED.

SAVE TIME & MONEY WITH STATE SURPLUS PROPERTY & STATE COOPERATIVE PURCHASING CONTRACTS!

- Computers
- Copiers/Multifunctional Devices
- Software
- Vehicles
- Paper & Paper Products
- Janitorial Products & Trash Bags
- Batteries
- Food
- IT Consulting
- Government Credit Card

- Computers/Technology
- Office Equipment & Furniture
- Cold Weather Gear
- Rescue Vehicles
- Law Enforcement Equipment
- Mechanical Equipment
- Utility Vehicles
- Road Maintenance Machinery
- Tools
- First Aid Gear

NORTH  
**Dakota** | Procurement  
Be Legendary.™ MANAGEMENT AND BUDGET

701.328.2740 • INFOSPO@ND.GOV  
ND.GOV/OMB/CONTRACTS

NORTH  
**Dakota** | Surplus Property  
Be Legendary.™ MANAGEMENT AND BUDGET

1278 HEMLOCK ST. #12 • BISMARCK, ND  
701.328.9665 • SURPLUS@ND.GOV  
ND.GOV/SURPLUS

# An Election Primer for 2020

## (Part Three)

*With most cities holding city elections in conjunction with the state primary election on June 9, 2020, the League will be running a series of election-related articles. The goal of the series is to encourage public service by providing information on the election process.*

### Nominating Petition Filing

**April 6, 2020 - 4:00 p.m.:** The deadline for candidates for city offices to file their election petitions with the city auditor is 64 days before the election. Mailed petitions must be in the possession of the city auditor by 4:00 p.m. on April 6 as well. (NDCC 40-21-07) The North Dakota Secretary of State's office urges city auditors to make sure their offices are open at 4:00 p.m. on April 6 for candidates to file their nominating petitions. This is to avoid any issues that may arise if someone is unable to file a petition right at 4:00 p.m. on April 6.

**Verifying Petitions:** Once the nominating petitions are filed, the city auditor must verify the petitions. This process requires ensuring the petition has the required number of signatures and that the addresses of the people signing the petition are within the city boundaries and within the ward if city council members are elected by ward. Property tax records may be used to help with this process. Just a reminder, individuals signing the petition are not required to own property in the city, only to be a resident of the city. Consistent criteria should be used when verifying petitions.

**Number of Signatures Required:** Nominating petitions must be signed by not less than 10 percent of the number of qualified voters who voted for that office in the last city election. However, not more than 300 signatures may be required. (NDCC 40-21-07) How to calculate this number is best explained through an example:

In 2018, a city had 2 city council positions on the ballot for 4-year terms. There were a total of 250 votes for those 2 city council positions during the election. Each of those city council positions counts as an "office." So, first we divide 250 (total number of votes) by 2 (number of offices) to get the total number of votes for each office. That gives us 125 votes for each office.

$$\begin{array}{r} 250 \text{ (Total Number of Votes for City Council)} \\ \div 2 \text{ (Number of offices)} \\ \hline 125 \text{ (Votes for office)} \end{array}$$

A candidate is required to get signatures equal to 10% of the qualified voters for that office. In other words, we multiply 125 (number of votes for the office) by 10% which equals 12.5 signatures.

$$\begin{array}{r} 125 \text{ (Votes for office)} \\ \times .10 \text{ (Percentage required)} \\ \hline 12.5 \text{ (Signatures needed)} \end{array}$$

It is recommended that cities always round the number of signatures downward to avoid setting a larger burden than is in state law for a candidate to place his or her name on the ballot. Thus, under this example, a candidate is required to file a petition with 12 signatures to get his or her name on the ballot.

**Drawing For Order of Names on the Ballot:** Immediately after the filing deadline, and once all petitions have been verified, the city auditor shall conduct a drawing to determine the order of the names on the ballot. Candidates shall be given advance notice of the drawing. (NDCC 40-21-08)

**Notification of County Auditor:** Immediately after the filing deadline and drawing, the city auditor shall notify the county auditor of the offices to be filled at the election (including the candidates on the ballot for those positions in the order those candidates' names will appear on the ballot) and any ballot measures that will appear on the ballot. (NDCC 40-21-02)

**Reminder: The 2020 city election must include the question of whether the minutes of the city governing body shall be published in its official newspaper. This vote occurs every four years. (NDCC 40-01-09.1)**

The North Dakota Secretary of State's office has explained that the "immediately after" language in the statute means as soon as possible. The quicker a city auditor can send city election information to the county auditor, the easier it is for the county auditor to comply with his or her election deadlines. After the nominating petition filing deadline, the county auditors only have about 2 weeks to get every ballot in the county put together, proofread and printed to comply with federal law.

### How to run for city office in North Dakota

**Nominating Petitions:** To place their names on the ballot, candidates for city offices may file nominating petitions with the city auditor. Nominating petitions require not less than 10 percent of the number of qualified voters who voted for that office in the last city election. However, not more than 300

signatures may be required. Nominating petitions may be signed by qualified voters who reside within a ward or precinct if elected by ward or within the corporate limits if elected at large. Voters may sign nominating petitions for more than one candidate. Nominating petitions must be filed before 4:00 p.m. on the 64<sup>th</sup> day before the election (April 6). Nominating petitions must be in the physical possession of the city auditor by 4:00 p.m. on the filing deadline (April 6). (NDCC 40-21-07)

**Statement of Interests:** Every candidate for elective office in a city shall file a statement of interests with the city auditor at the time they file their nominating petition. The statement of interests applies to the candidate and the candidate's spouse and must include:

The name of the business or employer and an identification of the principal source of income of both the candidate and the candidate's spouse.

The name of each business or trust, not the principal source of income, in which the person making the statement, and that person's spouse, have a financial interest.

A list of the associations or institution with which the person making the statement, and that person's spouse, are closely associated, or for which they serve as a director or officer, and which may be affected by their actions as an officeholder.

The identity by name of all business offices, business directorships, and fiduciary relationships the person making the statement, and that person's spouse, have held in the preceding calendar year. (NDCC 16.1-09-03)

Persons who were elected by write-in vote shall file with the city auditor a statement of interests along with the written oath of office. (NDCC 16.1-09-02)

**Campaign Contribution Statement Candidate Filing:** Candidates in cities with a population of 5,000 or more must file campaign contribution statements with the city auditor 32 days before the election, covering contributions received between January 1 and 32 days before the election. Late filing fees start accruing if the statements are filed after the due date. There are also special requirements to file a supplemental contribution statement within 48-hours following receipt of a contribution or aggregate contribution from a contributor which is in excess of \$500. Finally, there is a requirement to file a year-end report. (NDCC 16.1-08.1)

**Election Forms:** Nominating petition forms, statement of interest forms, and campaign contribution statements are available at the Secretary of State's website at: <https://vip.sos.nd.gov/PortalListDetails.aspx?ptlhPKID=29&ptlPKID=3#content-start>

**Campaign don'ts:** Don't use any governmental services or property for political purposes. (NDCC 16.1-10-02)

Don't give, sell, or wear political badges, buttons, or insignia within 100 feet of a polling place when the polls are open. (NDCC 16.1-10-03)

Don't allow government employees to work on your campaign while at work. (NDCC 16.1-10-02)

Don't pay another person for (1) loss or damage suffered due to attendance at the polls; (2) registering; (3) expense of transporting to or from the polls; (4) personal services to be performed on the day of a caucus, primary election, or any election which tend in any way, directly or indirectly, to affect the result of such caucus or election. (NDCC 16.1-10-06.1)

Don't serve on an election board or have a relative serve on an election board. (NDCC 16.1-05-02(2))

Don't give anything of value, or promise to give anything of value, to another in return for the other's promise to vote or withhold his vote for or against any candidate. (NDCC 12.1-14-03)



*Envision an Idea...*

*Implement Solutions...*

*Deliver Results...*

*Understanding the needs of our local communities*

**Wold Engineering, P.C.**  
Consulting Engineers & Land Surveyors



**BOTTINEAU (701) 228-2292**  
**MINOT (701) 852-0338**  
**BISMARCK (701) 258-9227**  
**EMAIL: [wold@woldengr.com](mailto:wold@woldengr.com)**



# NORTH DAKOTA RISK MAP UPDATE

## NDRAM IS LIVE!

### NEW BASE LEVEL ENGINEERING (BLE) VIEWER – NORTH DAKOTA RISK ASSESSMENT MAPSERVICE (NDRAM) – LETS YOU ACCESS BLE DATA ACROSS THE STATE

On October 30, 2019, the North Dakota State Water Commission launched NDRAM, an online flood map data viewer.

NDRAM, designed by the Water Commission, provides flood risk information for every county in North Dakota. This user-friendly map service tool will help individuals learn about their local flood hazards. Also, residents, emergency managers, the technical community, and civic leaders can use it to get flood risk data that will help them make informed decisions about community development and flood preparedness.

Visit [ndram.swc.nd.gov](http://ndram.swc.nd.gov) to access the flood data viewer.

### WHAT IS NDRAM?

NDRAM, a new web-based tool, combines new Federal data with the agency’s existing IT and Geographic Information System capabilities to provide data in a user-friendly format. The Water Commission created NDRAM in collaboration with the Federal Emergency Management Agency (FEMA) Region VIII Office, using the Commission’s robust technology and infrastructure.

### WHAT IS BLE?

BLE is flood data created by combining high-resolution ground elevation information and modeling technology advancements that result in engineering models and flood hazard data. The BLE was made possible by previous investment in Light Detection and Ranging (LiDAR) data, which provided the high-resolution elevation information. FEMA Region VIII provided over \$6 million in Federal funding for the BLE project through the Cooperating Technical Partners Program, which supported a partnership between FEMA and the State Water Commission. In 2018, North Dakota became the first State to have completed BLE data for every county. In addition to producing quality flood data, BLE helps increase public awareness, which leads to collaborative efforts to reduce potential flood risk.

## NDRAM/BLE STATS

NORTH DAKOTA RISK ASSESSMENT MAPSERVICE AND BASE LEVEL ENGINEERING

NDRAM is a tool designed by the Water Commission that allows users to visually display current flood risks, both approximate floodplains from BLE, and effective regulatory floodplains from FEMA’s National Flood Insurance Program (NFIP).

This new tool provides users with water surface elevations, flood depths, and the ability to download engineering model data.	Displays multiple sized flood events <ul style="list-style-type: none"> <li>• 10% (10 year)</li> <li>• 4% (25 year)</li> <li>• 2% (50 year)</li> <li>• 1% (100 year)</li> <li>• 0.2% (500 year)</li> </ul> recurrence of interval events.	<p>COLLABORATIVE EFFORT</p> <p>23 TEAM MEMBERS</p> <p>NORTH Dakota   Water Commission Be Legendary™</p> <p>STATE ENGINEER’S MESSAGE</p> <p>“This innovative map viewer is an incredible asset for residents, emergency managers, and community leaders seeking flood risk information,” said State Engineer Garland Erbele. “NDRAM offers an invaluable service that will help generate informed decisions regarding flood preparedness and will increase public awareness.”</p>
<b>\$33</b> MILLION public investment represented in NDRAM forward-facing datasets.	500+ community stakeholders engage around the state, 86 in-person meetings, 429 community maps presented, 7,658 miles driven.	
<b>53</b> North Dakota is the first state to have base level engineering completed in every county.	<b>24</b> MONTHS It took 24 months of time and effort to create data and have it available to all North Dakotans.	
<b>47</b> Over 47 terabytes of data available to the general public.	Over 17% of the state has been BLE identified as having a high risk, 1% annual chance flood event. The NFIP only identifies 2.5% of the state as having a high flood risk.	
All products developed for BLE effort are available for download and are provided free of charge through NDRAM.	Provides live National Weather Service Warnings. Useful for planning, mitigation, and disaster recovery action.	

Floodplain Management • 701.328.2750

Visit [ndram.swc.nd.gov](http://ndram.swc.nd.gov) to access the flood data viewer  
December 2019

NDSWC *handout*

County	Mercer
Political Area	Beulah
Effective Date	October, 2018

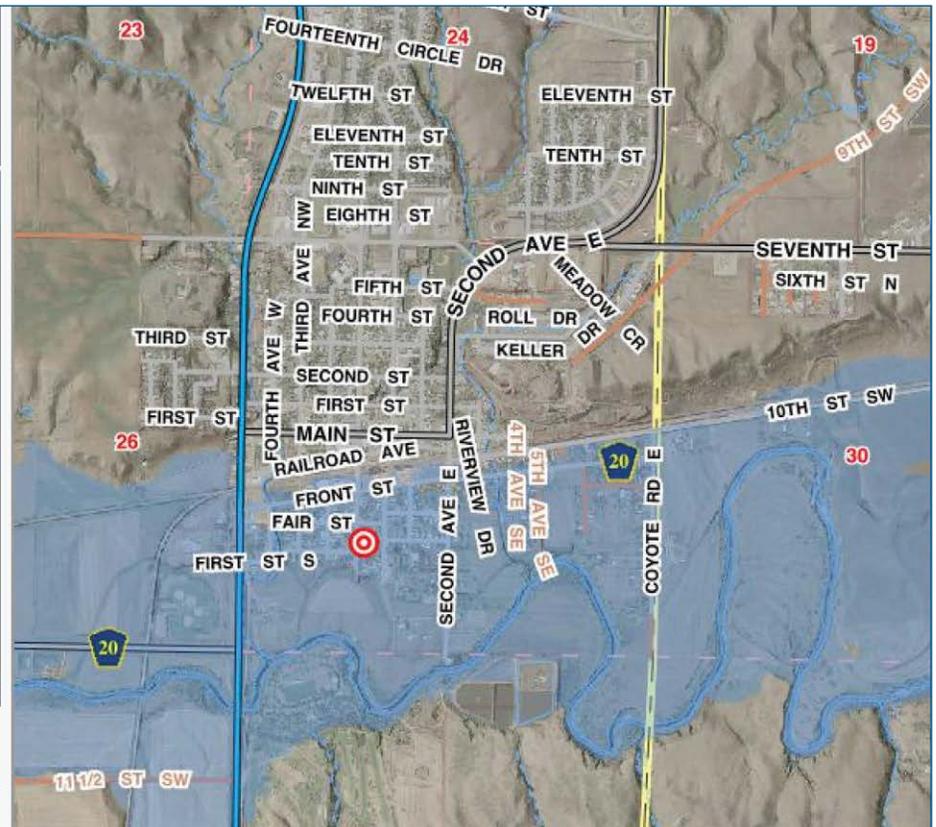
BLE Water Surface Elevation	
10% Annual Chance	N/A
4% Annual Chance	1777.8
2% Annual Chance	1778.8
1% Annual Chance	1779.9
0.2% Annual Chance	1782.3

1% Annual Chance Elevation: 1779.9      Depth: 2.3

Download Data    Print Map

LIDAR for LOMA Certification Letter



Beulah as shown on NDRAM

## NDRAM – BLE DATA DISPLAYED IN A USER-FRIENDLY FORMAT

NDRAM allows users to zoom in and visually display current flood risks throughout North Dakota. Both the digital regulatory Flood Insurance Rate Map (FIRM) data (where available) and the BLE data are available. Users can visualize the extents of flood events with a 10-percent, 4-percent, 2-percent, 1-percent, and 0.2-percent-annual-chance of occurring. The 1-percent-annual-chance flood event is also known as a base flood (it is “Special Flood Hazard Area” reflected on regulatory FIRMs). Whatever the status of their regulatory FIRMs, users can use NDRAM to display BLE data showing floodplains that reflect the current flood risks, as well as the associated technical engineering information supporting those approximate floodplain delineations.

The new tool also provides water surface elevations and flood depths, and users can download engineering model data and print customized maps. Another exciting feature of the tool is its ability to display real-time weather warnings from across the State; this is especially useful for planning, mitigation, and disaster recovery actions. This function of NDRAM was made possible by the National Climatic Data Center’s Next Generation Weather Radar.

**“In North Dakota, a lot of these areas have never been mapped until the base level engineering.”**

– *Dionne Haynes, State National Flood Insurance Program Coordinator*

**“The entire goal behind this platform is to educate and communicate risk.”**

– *Laura Horner, State Risk MAP Coordinator with the Water Commission.*

The sample graphic shown uses the city of Beulah to demonstrate how the BLE data will be displayed by NDRAM. Users will be able to choose a property, and the map service will provide relevant flood risk data. In this example, the small “target” at the bottom-center of the image represents the property chosen; the left-hand side of the screen is automatically populated with information, including elevation, flood zone, water surface elevations, and even the depth of flooding during a 1-percent-annual-chance event. This BLE data meets the specifications and guidelines of a FEMA approximate study.



FEMA

NORTH  
Dakota  
Be Legendary.

State Engineer

RiskMAP  
Increasing Resilience Together

# Simple Ways to Reduce Slips, Trips, and Falls

By Gordon Graham

Each year thousands of people are injured, some seriously, due to slips, trips, or falls. As winter turns to spring, these incidents continue to linger, especially during the seasonal transition.

Some of the most common hazards that lead to slips, trips, and falls include:

**Snow and Ice:** Snow and ice that melts during warmer daytime temperatures often re-freezes after cold nights. Be vigilant in performing walkway snow removal and have salt and/or sand readily available to apply as needed.

**Wet Floors:** Melting snow and ice brings the potential for wet floors within your building. Place rugs and mats in entrances to help catch snow and water in these areas and continuously monitor them, removing standing water as needed. You should also post signs, so visitors and employees are aware these areas have the potential of being slippery when wet. Also, if there is a liquid spill, be sure it is cleaned up immediately and a sign is posted to warn people the area may be slippery.

**Obstacles and Debris:** Keep walkways and visitor passageways clear by tucking

away obstacles in storage areas and removing debris to prevent trips and slips. Even a sheet of paper on a hard surface can be slippery and dangerous!

**Handrails:** Depending on the number of risers, stairs are required to have secure handrails that run the length of the staircase to assist people in ascending and descending steps. Be sure to fix loose or damaged sections of handrails immediately to reduce the chance of injury.

## What happens if a visitor falls on your premises?

First and foremost, make sure the injured person is okay and ask if emergency medical assistance is required.

You should then complete an incident report for your file. A liability incident report form can be found at [www.ndirf.com](http://www.ndirf.com) under the claims tab. Be as thorough as possible with details about the injured person including name, contact information, and explanation of injury. Also, make note of where the fall occurred and contributing factors to the fall. Take photos of the area where the fall

occurred. If there is a surveillance camera on premises that may have recorded the fall, be sure to review and save for documentation purposes.

Submit the completed incident report to your local insurance agent who will then submit it to the North Dakota Insurance Reserve Fund (NDIRF). By completing this report, you are not accepting liability for the fall. You are documenting the incident for the claim's investigation. Explain to the injured party that you will submit the information to your insurance company and the claim will be investigated. A member of the NDIRF claims team will be in contact with them. Advise them they may see a medical professional, but it is not assumed your entity will cover any medical costs until the claim is investigated and liability is determined.

*If you have any questions concerning these types of incidents or would like a liability survey conducted at your premises to help you determine if there are any slip, trip, or fall hazards, please contact NDIRF Director of Member Services Corey Olson at 701-751-9107 or [corey.olson@ndirf.com](mailto:corey.olson@ndirf.com).*

**NDIRF** NORTH DAKOTA  
INSURANCE  
RESERVE FUND

For North Dakota. For Local Government. For You.

[www.ndirf.com](http://www.ndirf.com)

# AARP Invites Applications for 2020 Community Challenge Grant Program to Help Make Communities Better for All Ages

AARP is accepting applications for the 2020 Community Challenge grant program to fund “quick-action” projects that spark change in local communities. Now in its fourth year, the grant program is part of AARP’s nationwide Livable Communities initiative, which aims to make communities great places to live for everyone.

Last year in North Dakota, Forman, Jamestown and West Fargo were each recipients of Community Challenge grants. In previous years, Grand Forks, Buxton, Hettinger and Bismarck received grants. Nationwide, 376 grants have been awarded since the program began in 2017.

“We are thrilled to bring this grant opportunity back to North Dakota and we encourage all eligible organizations to apply,” said AARP State Director Josh Askvig. “We’ve seen tangible results from the AARP Community Challenge grant program supporting communities in North Dakota as they make quick changes and inspire long-term progress.”

The Community Challenge is open to 501(c)(3), 501(c)(4) and 501(c)(6) nonprofits and government entities. Other types of organizations will be considered on a case-by-case basis. Grants can range from several hundred dollars for small, short-term activities to several thousand dollars for larger projects. AARP will prioritize projects with permanent or temporary solutions that aim to achieve one or more of the following outcomes:

- Increase civic engagement with innovative and tangible

projects. New in 2020, this category is intended to bring residents and local leaders together to address challenges and facilitate a greater sense of community inclusion and diversity.

- Create vibrant public places that improve open spaces, parks and access to other amenities.
- Deliver a range of transportation and mobility options that increase connectivity, walkability, bikeability, wayfinding, access to transportation options and roadway improvements.
- Support the availability of a range of housing that increases accessible and affordable housing options.
- Demonstrate the tangible value of “Smart Cities” with programs that engage residents in accessing, understanding and using data, and participating in decision-making to increase quality of life for all.
- Other innovative projects to improve the community.

The 2020 application deadline is April 1, 2020, and all projects must be completed by November 9, 2020. To submit an application or learn more, visit [www.AARP.org/CommunityChallenge](http://www.AARP.org/CommunityChallenge).

Please contact Josh Askvig, State Director at 701-355-3642 with any questions.



## EVERYTHING BEGINS WITH A CONNECTION



### Professionals You Need, People You Trust.

Engineering is about connections. We connect people to water, communities to counties, and counties to the rest of the world. Engineering connects people and families. Engineering is about making, building, and repairing connections.

Strong relationships built on trust connect our team with clients, building lasting relationships that last beyond a project and stretch into decades. [interstateeng.com](http://interstateeng.com)



transportation/water/sewer/funding/gis/urban & rural planning/surveys/project management

# Use the Trash Can – Not The Toilet

Prevent Sewer Backups and Reduce Pharmaceuticals in the Water Supply

*City of Bismarck Industrial Pretreatment Program and Public Works and Environmental Health Staff*

Have you ever had a plugged sink or sewer pipe blockage in your home? Keep reading on how to prevent sewer line blockage and backups, which can happen to your home if anyone is using your toilet as a trash can. People do not think about this until one day they have a huge clog and have to spend a lot of money to fix it. A leading cause of toilet overflows in homes is from running out of toilet paper. Without toilet paper, your friends and family have a tendency to grab the nearest facial tissue, wipe or paper towel, which do not disintegrate like toilet paper and tend to get hung up in the plumbing causing the toilet to overflow. Even if what you flush escapes your sewer pipe, it can affect pipes downstream and cause sewer backups in neighborhood homes causing costly damage.

In the photo is Cody, a Maintenance Technician with the city of Bismarck Public Works Department removing a clog from the sanitary sewer due to flushing wipes and paper towels. Wipes do not fall apart in sewers and can twist and become stronger, clogging pipes and sewer pumps, while attracting other materials to form solid masses of flushed items.

The two most common causes of sewer backups are usually due to clogs and damage from tree roots.

## A Clog

If just one toilet, sink or tub seems to be giving you a problem, it may be just a clog in that drain. If every flush creates a sewage backup in your home, you likely have a blockage in your service line or main sewer line.

Most sewer clogs can be prevented with regular maintenance and proper use of your drains. Here are a few tips that will help keep your sewer line clear.

- **Use the trash can, not the toilet** – Paper towels, facial tissues, baby wipes or other wipes (even if it says flushable), napkins, diapers, hair, coffee grounds, Q-tips, dental floss, cat litter, feminine hygiene products, condoms, and other waste should only go into your trash for disposal. Toilets are only for the three Ps: poo, pee, and toilet paper. Anything

else can clog your drains.

- **Beware of hair** – Hair will catch and stick to other items and is very difficult to get out of piping once it gets in. Keep hair from going into the pipes by using a fine drain screen to catch hair in your bathtub and shower and dispose of it properly in the trash. Flushing hair down your bathroom sink is a lead cause of sink clogs.



- **Use your garbage disposal sparingly** – Limit the disposal of food scraps through your garbage disposal. This will reduce solids from building up on the interior of your piping, which ultimately cause obstructions or blockages in your sewer line. Scrape food into the trash before doing dishes, even if you have a disposal.
- **Keep grease out of your drain** – Fats, oils, and greases are not just bad for your arteries and your waistline; they are bad for sewers too. Grease and fat, although liquid when poured down your drain, will harden within your plumbing, collecting debris and creating a stubborn clog. Allow grease to cool and scrape into the trash.

## Tree Roots

Another common cause of home sewer backups is tree roots. Although plastic sewer lines have now become the norm, older homes have sewer service lines built using cast iron and clay

Specializing in  
Governmental  
Auditing

# Rath & Mehrer

CERTIFIED PUBLIC ACCOUNTANTS

Jayson Rath, CPA  
Ken Mehrer, CPA  
Bryce Fischer, CPA

425 North Fifth Street, Bismarck, ND 58501 • (701) 258-4560

pipings, which have more joint areas for the tree roots to intrude and create sewer problems. Even if the area directly above your sewer line is free of trees, roots from a neighboring yard could be the cause of your sewer problem. Tree roots can cause various problems for your sewer lines. They can grow into the pipes and cause blockages or they may wrap around your sewer line and crush it.

- If tree roots are an issue, in the spring and fall flush a quart of chlorine bleach and let it set overnight in your sewer service line. This will kill the roots within the sewer pipe and it will help to prevent regrowth. Tree root foaming agents that touch the roots may be effective too.
- Cleaning and placing a hard liner within your sewer service line is an option to consider with tree root issues if the pipe is in good condition.
- If your home is older, your sewer backup could be caused by broken, cracked or collapsed lines. Digging up and replacing the sewer service line may be the best option; however, it may be more costly.

#### Proper use of chemicals and disposal of unused medication

Harsh chemicals can damage your plumbing pipes

- Use sewer pipe cleaning chemicals carefully and sparingly! Follow label instructions closely to avoid dangerous fumes, skin and eye injury, and pipe and fixture damage. Proper care of your home sewer pipes will decrease the need for chemicals.

#### Safely Dispose of Unused Prescription Medication

Most medications are not removed by wastewater treatment plants or septic systems. Medications that are flushed or poured down the drain pollute our waters, impacting aquatic life, and contaminating food and water supplies. Prescription drug abuse continues to be the fastest-growing drug problem in the nation. Help keep unused medications out of the wrong hands and prevent environmental contamination by responsibly disposing of unused medication.

**MedSafe Drop Box at Participating Pharmacies.** Return your unused medications to a local MedSafe drop box at a local pharmacy near you. This is a safe and environmentally friendly way to dispose of unused medication.

**Local Law Enforcement Agencies.** Take Back locations are offered at local police stations. The Bismarck Police Department has a take back location that can be accessed 24/7.

**Neutralization.** The Detera Drug Deactivation System deactivates drugs preventing misuse and protecting the environment. The simple three-step process is easy to use and it's a low-cost way to dispose of unused medications at home. The deactivation kits are available at the city of Bismarck Public Works (601 S 26<sup>th</sup> St.) and Public Health (500 E Front Ave) departments.

*For more information, contact the Bismarck-Burleigh Public Health at 355-1540. [www.bismarcknd.gov/publichealth](http://www.bismarcknd.gov/publichealth)*

To learn more, including how to get rid of things you no longer want or need, visit us on the Web at [www.bismarcknd.gov](http://www.bismarcknd.gov) or call Bismarck Public Works at 701-355-1700.

## North Dakota League of Cities Win with GovCard!

With the NDLC-endorsed GovCard program, your city will eliminate its payment processing costs and give your citizens superior service. GovCard allows citizens the option of paying online, or in person, with a credit card, debit card, or ACH.

The city wins with improved cash flow, automated payments and a reduction of in-office traffic.

Today's consumer appreciates the convenience of paying online and with a card. GovCard delivers...at no cost to the Municipality.

Offering white-glove service, the highest security standards and tools to automate your receivables, GovCard offers a powerful payment processing platform that delivers value to citizens and your Municipality.

Call us today and find out how GovCard can work for you.

**Cary Conner**  
**888.311.7248 Ext 3000**  
**[cconner@apsolutions.net](mailto:cconner@apsolutions.net)**

 GovCard  
[www.govcard.org](http://www.govcard.org)



THE COMPREHENSIVE PAYMENT PLATFORM FOR MUNICIPALS Powered by Approval Payment Solutions

Approval Payment Solutions, Inc. is a registered ISO/MSP of Wells Fargo Bank, N.A., Concord, CA., Synovus Bank, Columbus, GA., and Fifth Third Bank, Cincinnati, OH.



# Tips and Tricks for More Productive Meetings



## Open Meeting Laws – Definition of Meeting

Open meeting laws apply to any meetings of the city governing body. Meeting is broadly defined in open meeting laws as explained below.

Meeting means any gathering of a quorum (one-half or more) of the members of a city governing body regarding public business, and includes committees and subcommittees, informal gatherings or work sessions, and discussions where a quorum of members are participating by



phone or any other electronic communication (either at the same time or in a series of individual contacts).

- If a city governing body delegates any authority to two or more people, the newly formed committee is subject to the open meetings law even if the committee does not have final authority or is just fact-finding. What it is called does not matter, it is still a committee. Committee meetings must be noticed and minutes taken.
- Portfolios are a committee of the city governing body if more than one commissioner holds the portfolio.
- Emails or text messages between members of a committee or subcommittee regarding public business may constitute a meeting and violate open meeting laws if a quorum of the committee or subcommittee is involved in the communication.

Training seminars and purely social gatherings attended by a quorum of a public entity are not meetings, however, as soon as the members discuss any public business, it becomes a “meeting.”

# IT MATTERS.

**WATER.** It grows our children and crops.  
It develops our cities and country.  
It powers our industries and businesses.  
It cleanses our bodies and the land.

Providing water engineering and related services to help clients achieve success.

WATER ENGINEERING | CIVIL ENGINEERING | LAND SERVICES | SURVEY/MAPPING/GIS  
MUNICIPAL FINANCIAL SERVICES | ASSET MANAGEMENT | INSTRUMENTATION & CONTROLS  
ELECTRICAL ENGINEERING | STRUCTURAL ENGINEERING | COMMUNICATION SERVICES

THINK BIG. GO BEYOND.



Advanced Engineering and Environmental Services, Inc.

North Dakota Offices: Grand Forks, Fargo, Bismarck, Minot, Dickinson, Williston, Watford City

[www.ae2s.com](http://www.ae2s.com)

# Public Finance Authority (PFA)

## Capital Financing Program (CFP) | Disaster Financing Availability (DFA)

In 2011 the Industrial Commission authorized the North Dakota Public Finance Authority (PFA) to utilize the Capital Financing Program (CFP) to provide loans for political subdivisions impacted by weather related events. Under its Capital Financing Disaster Loan Program (Disaster Program), the PFA makes loans for the purpose of providing disaster assistance to political subdivisions affected by weather related events until federal and state money is available and/or to assist in cash flowing local match requirements.

Any North Dakota political subdivision that is within a county that has received a Presidential Public Disaster Declaration, or a gubernatorial executive order or proclamation of a state disaster or emergency is eligible to apply. The political subdivision must show ability to repay the financing either from Federal or State government disaster payments or from tax receipts. The interest rate payable by a political subdivision is the 1-month LIBOR plus 2% adjusted monthly with a floor of 2%. Currently, the approximate rate would be 3.66%.

The PFA also has the CFP, which can be used to make loan financing projects or improvements for which political subdivisions are legally authorized to borrow money with no declaration necessary. Financing is available in any dollar amount as long as the borrower shows the ability to repay from Federal or State government payments, tax receipts, special assessments, utility or sales tax revenues.

The interest rates payable by a political subdivision are market rates, which are set through a competitive bid process when the PFA issues and sells its bonds to fund a loan. The interest rates paid by the PFA on its bonds are the same rates a political subdivision will pay on its CFP loan. The CFP has a rating of AA- from Standard & Poor's.

Loan applications for both programs are available at [www.nd.gov/pfa/](http://www.nd.gov/pfa/). Questions regarding PFA programs and loan applications can be directed to DeAnn Ament at [dament@nd.gov](mailto:dament@nd.gov) or 701.426.5723.

- Purpose:** This program provides disaster assistance to political subdivisions affected by weather related events until federal and state money is available or to assist in cash flowing local match requirements.
- Applicant:** Any North Dakota political subdivision that is within a county that has received a Presidential Public Disaster Declaration or a gubernatorial executive order or proclamation of a state disaster or emergency.
- Lender:** Public Finance Authority. The process requires the political subdivision to submit a Capital Financing Program Disaster Financing application to the PFA. Approval is subject to credit review and approval by the PFA Advisory Committee and when applicable, the Industrial Commission.
- Use of Proceeds:** To provide short term funding for a political subdivision while the entity is waiting for reimbursement from either the federal or state government or to provide cash flow financing until sufficient tax revenues have been received to meet the local match requirements.
- Terms:** The terms of the bonds will be flexible maturities of five years or less. The interest rate is the one-month LIBOR (or any successor benchmark) + 2% adjusted monthly with a floor of 2%.
- Fees:** Bond counsel fees are the responsibility of the borrower.
- Collateral:** The political subdivision must show ability to repay the financing either from Federal or State government disaster payments or from tax receipts.

Does your city have an upcoming event to announce? Or maybe some great news to share?  
Send your information to Chelsey ([Chelsey@ndlc.org](mailto:Chelsey@ndlc.org)) and we'll share it in an upcoming CITYScan issue.

# Purchasing Pulse

## State Contracts

*By: Sherry Neas, Central Services Director, Office of Management and Budget*

The Office of Management and Budget (OMB) State Procurement Office has nearly 300 state contracts for commonly used goods and services. Many of these contracts are available to political subdivisions, public schools, tribal entities and public transit authorities. The OMB State Procurement Office has conducted the procurement process, so government entities can simply purchase from the contracts.

Visit the OMB website for a complete listing: [www.nd.gov/omb/public/cooperative-purchasing](http://www.nd.gov/omb/public/cooperative-purchasing)

### Facility Maintenance and Operating Supplies

Facility maintenance is a big responsibility. Several state contracts provide maintenance, repair and operating supplies for buildings. Using state contracts for the following purchases can help you save time and money:

- Air Filters
- Copiers and multi-functional devices
- Delivery services
- Disposal and Electronic Waste Services
- Security and Fire Protection Services – Johnson Controls

- HVAC Systems – Johnson Controls
- Fire Extinguishers
- Fire System Services
- Flags
- Floor Mats and Facility Services
- Furniture – Systems and Ergonomic Sit-Stand Desks
- Headsets and Portable Speakers
- Computer Equipment
- Janitorial Products and Disposable Food Service
- Laundry Products
- Lighting – Lamps
- Mailroom Equipment
- Maintenance Repair and Operating Supplies
- Moving Services
- Paper
- Parks & Recreation Equipment and Athletic Surfaces
- STAGenet Network Equipment/Audio/Visual/Video
- Secure Shedding
- Trash Bags
- Waste Disposal and Recycling
- Wiping Rags



Management and Budget

*Cooperative purchasing from state contracts is a great way to save time and money. Check it out online at [www.nd.gov/omb/public/cooperative-purchasing](http://www.nd.gov/omb/public/cooperative-purchasing).*

**enhancing communities**  
one project at a time

**SITE DEVELOPMENT | TRANSPORTATION | MUNICIPAL  
LANDSCAPE ARCHITECTURE | URBAN PLANNING | ENVIRONMENTAL**



[houstoneng.com](http://houstoneng.com)



# 2020 Tourism Main Street Expansion Grants

The North Dakota Department of Commerce announced nine recipients of 2020 Tourism Main Street Expansion Grants.

Main Street Expansion Grants support new or expanding businesses and activities that provide an improved visitor experience, with an emphasis on attracting new visitors to North Dakota communities.

“These grants will help communities develop or enhance vibrant downtowns and draw visitors to enjoy unique architecture, local culture and diverse activities,” North Dakota Tourism Director Sara Otte Coleman said.

The grants are intended to fund new projects that attract visitors from outside of North Dakota for at least one overnight stay with the goal of giving communities and the state another experience to entertain visitors and potential new residents.

## Grant recipients for 2020:

- **Bike Sharing System, City of Cavalier:** Installation of bike sharing system on Main Street and nearby at Icelandic State Park.
- **The Cubby Hole, Garrison Improvement Association:** Creation of downtown multi-use facility and pocket park.

- **Fort Seward Glamping Experience, Discover Jamestown Tourism:** Reconstruction of authentic frontier Army site camping experience at Fort Seward.
- **Multipurpose venue to house 50,000 pencil collection, City of Wahpeton:** Multipurpose venue will house collection of 50,000 pencils, research center and Wahpeton historical artifacts.
- **McHenry County Western Museum, McHenry County Historical Society:** Rehabilitation of the future McHenry County Western Museum.
- **The Clubhouse, Hillsboro:** Golf simulator and recreation and entertainment destination.
- **Ellendale Opera House Entryway, O.P.E.R.A. Inc.:** Upgrade entryway, expand access for the disabled at Ellendale Opera House.
- **Nome Schoolhouse, Shepherd Industries:** Renovation of old schoolhouse for use as bed and breakfast, art space and retreat center.
- **Passenger Van, Chasing Horses:** Purchase of 13-passenger van for group photography tours into Theodore Roosevelt National Park from Medora.

# HOME GROWN



[WWW.ACKERMAN-ESTVOLD.COM](http://WWW.ACKERMAN-ESTVOLD.COM)

---

What's the [link](#) between all of these young engineers? These twenty-somethings have been afforded the opportunity to return to their roots and begin their careers right in their home territory. All have dedicated their summers interning for us, learning from our industry professionals. And we've learned a thing or two, also! They've now become an integral part of our team, bringing new and innovative ideas to communities across our region. At Ackerman-Estvold, we have a passion for growing our own.

---



MINOT, ND • WILLISTON, ND • BOISE, ID

# Business Incentive Accountability Law Annual Report Due by April 1

Political subdivisions that granted business incentives must prepare an annual grantor report by April 1. This annual requirement is part of the Business Incentive Accountability law in N.D.C.C. Chapter 54-60.1 and applies to business incentives totaling \$25,000 or more within a year, with some exemptions listed in N.D.C.C. 54-60.1-01. Cities and counties are not required to submit the report to the North Dakota Department of Commerce but the report must be available upon request.

Prior to granting a business incentive, political subdivisions are responsible to verify the eligibility of each recipient business. A recipient business must be in compliance with past state business incentive agreements to be eligible for additional state or local incentives. To verify eligibility, visit the North Dakota Department of Commerce website at [www.NDCommerce.com/Accountability](http://www.NDCommerce.com/Accountability) and select the link entitled 'BIA Search' on the right hand side of the page. The search results are real-time and accurate only at the time the search is completed.

If you have any questions regarding the Business Incentive Accountability law, please visit the North Dakota Department of Commerce website at [www.NDCommerce.com/Accountability](http://www.NDCommerce.com/Accountability).



Thanks to our RFP & RFQ Sharing Service, League members can now use the League's Business Associate Program to help get their community's RFPs & RFQs to more prospective bidders.



Question about this program? Contact Carissa at [carissa@ndlc.org](mailto:carissa@ndlc.org) or visit [www.ndlc.org](http://www.ndlc.org), under services tab.

FUND ACCOUNTING | UTILITY BILLING

## Software solutions for your everyday needs.



### Black Mountain Software

combines easy-to-use functions and efficient processes for time-savings and improved productivity.

And when you need software support, we provide reliable, experienced, "small town" friendly assistance to ensure your results are exceptional.

Making your work day easier, more productive, and your customers happier.

**It's what we do best.**

Applications include:

- Accounting
- Utility Billing
- Cash Receiving
- Accounts Receivable
- Payroll
- Budget Prep
- Service Orders
- Asset Manager
- and many more!



For more information and to schedule a **FREE** online demo, call **800.353.8829**.

Proudly serving North Dakota clients from our Montana office.

[www.blackmountainsoftware.com](http://www.blackmountainsoftware.com)





League staff provides technical assistance to North Dakota cities and this regular column contains summaries of recent inquiries. For frequently asked questions visit [www.ndlc.org/faq](http://www.ndlc.org/faq). Direct your questions to Stephanie at 701-223-3518 ext. 1 or 1-800-472-2692 or email [stephanie@ndlc.org](mailto:stephanie@ndlc.org).

### Where do city officials file their oaths of office?

Every person elected or appointed to any city office, before the person enters upon the discharge of the duties of the office, shall take and subscribe the oath of office prescribed for civil officers, and, except in the case of the city auditor, shall file the oath with the city auditor within ten days after notice of election or appointment has been given. The oath of the city auditor shall be filed in the office of the county auditor. Refusal to take the oath of office shall also be deemed a refusal to serve and, therefore, a failure to qualify. (NDCC 40-13-03)

### How often is a park board required to meet?

The board of park commissioners shall have a regular meeting at least once each month at a time and place to be designated by ordinance and such special meetings as it may deem necessary. A special meeting may be called at any time by the president or any two members of the board to consider matters specified in the call of such meeting. (NDCC 40-49-11)

### Who is responsible for providing security at a public dance?

The person conducting the dance, music festival, or public concert shall pay to the sheriff, peace officer, or licensed private security provider the expense of any deputy sheriff, special officer, or licensed private security officer required for the proper policing of the dance, music festival, or public concert. No dance, music festival, or public concert may be permitted to proceed unless the officer or officers are present and the fees are paid. (NDCC 53-02-08)

### Who determines how much security is needed for a public dance, music festival, or public concert?

The sheriff in any county in which any public dance, music festival, or public concert is held outside of an incorporated city, and the chief peace officer of the city where the dance, music festival, or public concert is held within the limits of a city, may police the event so that law and order are maintained. The sheriff or chief peace officer shall determine the number, if any, of deputy sheriffs, special officers, or licensed private security officers needed to police the dance, music festival, or public concert properly. (NDCC 53-02-08)

We take a personal interest in the work being done around us. And at the end of the day, we're

## Real People offering Real Solutions.

- Civil & Municipal Engineering & Planning
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Bridge & Structural Services
- Aviation Services
- Water Resources Engineering
- Planning & Urban Design
- Land Surveying
- Geographic Information System
- Project Funding & Financing



## BOLTON & MENK

Real People. Real Solutions.

[Bolton-Menk.com](http://Bolton-Menk.com)

# Census 2020

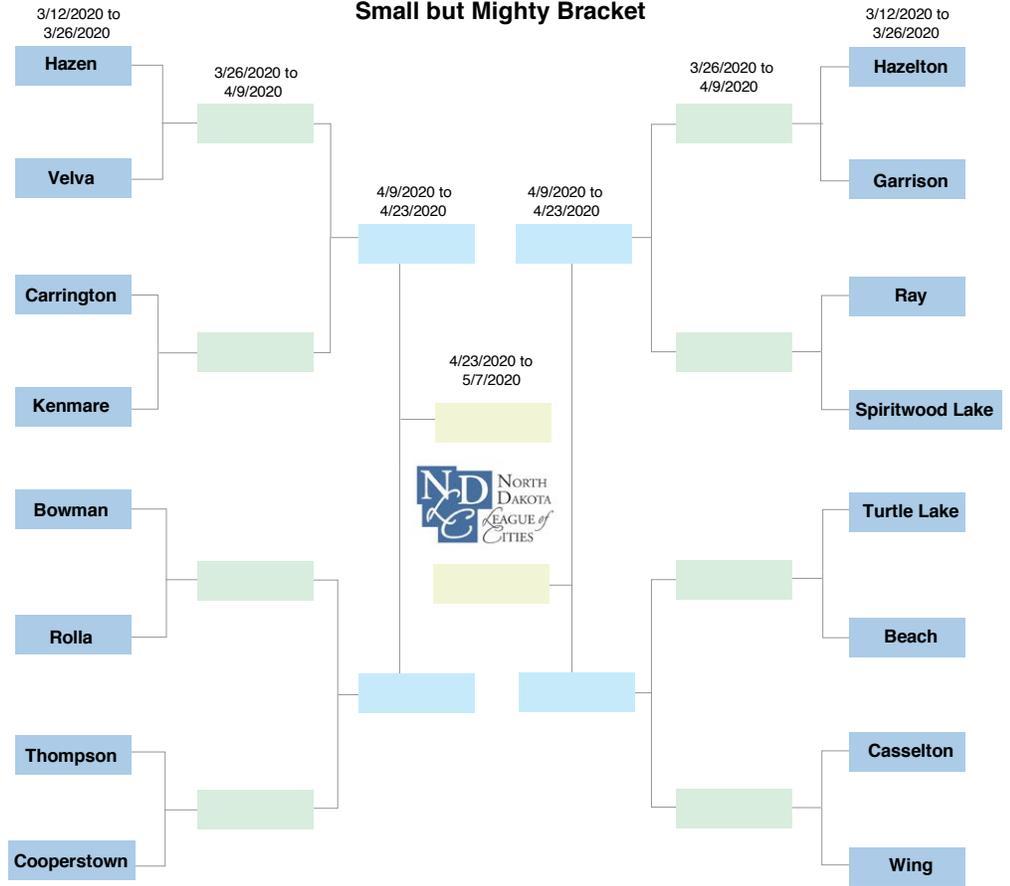
## North Dakota League of Cities Census Craziiness Tournament

The North Dakota League of Cities is hosting a friendly competition between cities based on 2020 Census self-response rates. The response rates are based on a percentage of households responding and will be updated on the US Census Bureau's webpage daily starting mid-March. The contest will take place from March 12 to May 7, 2020.

Getting an accurate Census count is vital to North Dakota's future. It is estimated that **every person** who is missed in the counting results in a **loss of \$19,100**. The tournament is intended to increase city official awareness about the Census and to encourage city officials to do what they can to encourage citizens to respond to the Census.

The competition will be bracket style with each competition period covering two weeks. The response rate reported at 4:00 p.m. on the last day of the two-week period will be used to determine the winning city that will move forward in the competition. There will be two different divisions that cities will compete in – the Big City Bracket and the Small but Mighty Bracket. The Big City Bracket is a competition between the 16 largest cities in North Dakota based on the most recent 2018 Census estimates. The Small but Mighty Bracket is a competition between 16 of the smaller cities that opted into the competition. The winning city from each bracket will receive a pizza party at their city council/city commission meeting and will be honored at the League's Annual Conference in September.

### Census Craziiness Tournament Small but Mighty Bracket



### Census Craziiness Tournament Big City Bracket



# If I Were Mayor Essay Contest Rules

Third and seventh grade students living in North Dakota can participate in this annual essay contest designed to get them thinking about civic leadership. Please share this opportunity with local schools and the citizens of your city.



## The rules are simple:

- Essays must be the original work of third graders and seventh graders in North Dakota schools or home schools. Essays may be typed.
- Any third or seventh grade student may submit one essay; multiple entries from one author will not be accepted.
- Essays should be no longer than one page in length and must answer the following questions:
  1. *Why is your city great - what makes it special?*
  2. *What would you do to improve your city if you were mayor?*
- Essays may deal with community issues. Originality of thought and creativity will be considered.

2019 Essay  
Winners



Paityn Bader,  
Wishek Public School



Michael Moore,  
Burlington-Des Lacs School

Entries submitted by teachers must include the author's name, school and teacher's name. Entries submitted by individual students must include the author's name, address, parent's name and phone number.

## Essays may be submitted in the following ways:

- Mail to North Dakota League of Cities, 410 E Front AVE, Bismarck, ND 58504 and postmarked no later than March 13, 2020
- Email to [carissa@ndlc.org](mailto:carissa@ndlc.org) no later than March 13, 2020

## 2020 NDLC Business Associates

Approval Payment Solutions/GovCard –  
ENDORSED PARTNER

Ackerman-Estvold

AE2S

AE2S Nexus

AMKO Advisors, LLC

Apex Engineering Group

Armor Interactive

Bank of North Dakota

Bartlett & West

Black Mountain Software, Inc.

Blue Cross Blue Shield ND

Bolton & Menk, Inc.

Braun Intertec Corporation

Bremer Bank

Brosz Engineering

Circle Sanitation Inc.

EAPC Architects Engineers

Eide Bailly LLP

Friesens Corporation-History Book Division

HDR

Interstate Engineering

Lewis & Clark Development Group

Moore Engineering, Inc.

North Dakota Insurance Reserve Fund

North Dakota Rural Water Systems  
Association

North Dakota State Procurement  
Office

North Dakota Surplus Property

SEH

SRF Consulting Group, Inc.

Stantec Consulting Services Inc.

Ulteig

Widseth Smith Nolting

Wold Engineering, P.C.



Our Business Associate program helps businesses learn more about the municipal marketplace and better serve the needs of North Dakota cities. The financial support of Business Associates assists the League with educational programs and special projects.

Business Associates are able to use the NDLC Business Associate logo, receive complimentary copies of League publications and be listed on the League's website and in each issue of CITYScan.

For more information about the Business Associate program, contact Carissa Richter at 701-223-3518 ([carissa@ndlc.org](mailto:carissa@ndlc.org)).

\*\* The designation of Business Associate does not imply League endorsement or certification of quality.



# Building a Strong America®

Our legacy of Building a Strong America® began in 1924 when we brought energy to towns on the Montana-North Dakota border. Today, from our headquarters in Bismarck, North Dakota, we operate in 45 states, delivering energy and providing construction materials and services. We power homes, businesses and industry with electricity and natural gas. We connect homes, factories, offices and stores with pipelines and wiring. We keep our country moving by building and maintaining the transportation network of roads, highways and airports. We are your resources, for today and tomorrow.

1200 W. Century Ave., Bismarck, N.D. | [www.MDU.com](http://www.MDU.com)

 **MDU RESOURCES**  
GROUP, INC.

# NDLC's Auditor's Certification Program

*Did you know...*

As of January 1, 2018, NDCC 40-16-03(18) requires new city auditors to complete training based on a curriculum set by NDLC. Training must be completed within one year of assuming office.



The program curriculum is developed within Lessonly, which is a web-based platform providing the learner with the ability to have a flexible and independent schedule. This certification program is to be completed at your own pace but there is a one-year deadline requirement. The information and resources in each completed course remain accessible to the learner for future reference. The Lessonly application will be administered through the North Dakota League of Cities.

*Who should sign up?*

**The courses are available not only to new city auditors but also to any existing city auditors, city employees or city officials interested in furthering their education.**

There are five courses to be completed:

- Course 1: The Basics** – Designed to go over essential skills needed for the city auditor's position.
- Course 2: Taxes and Budgeting** – Touches on the processes for property tax calculations, project management and budgeting.
- Course 3: Meetings and Records** – Explains and outlines the laws and procedures for open meetings and records and the requirements for records retention.
- Course 4: Human Resources** – Provides basic information on the laws and policies that affect employment and the payroll process.
- Course 5: Communications** – Reviews the key points and importance of communication, not only written and oral, but also electronic.

*How to enroll:*

Visit [www.ndlc.org/auditortraining](http://www.ndlc.org/auditortraining) for more information and to enroll. This certification program is \$150 for all five courses or \$30 per course.



Questions about this program?  
Contact Chelsey at [chelsey@ndlc.org](mailto:chelsey@ndlc.org)

**Begin your training today!**

*Additional lessons will be available soon, watch the League's website for information. [www.ndlc.org/auditortraining](http://www.ndlc.org/auditortraining)*

## BRIDGING THE FINANCING GAP

Sometimes projects need a boost when trying to cross over from concept to reality. AE2S Nexus helps bridge that gap. We focus on creating solid plans, aggressively pursuing funding options, and assisting you with implementation to make sure your project is on solid ground.

### SERVICES

- Utility Rate Analysis
- Funding/Financing
- Project Development and Administration
- Economic Development
- Asset Management
- Municipal Financial Services



[www.AE2SNexus.com](http://www.AE2SNexus.com)



# 6th Human Resource Conference for Local Governments



**HR**  
TODAY AND BEYOND  
CONFERENCE FOR LOCAL GOVERNMENT  
APRIL 21 & 22, BISMARCK, ND

## The 6th Human Resource Conference for Local Governments

will be held April

21-22, 2020, at the Ramkota Hotel in Bismarck.

The conference will begin with a motivational session offered by Dawn Kaiser called *Navigating Seasons of Change in Life: Let Your Joy be Bigger than Your Fear*. Dawn is favorite presenter at this conference because of her energy, common sense and practical ideas. This session will invite participants to consider how they navigate change.

The second plenary session will focus on how to structure human resource management. This session will be a panel discussion with an elected official, an executive leader, a human resource professional and an organizational resource. The group will discuss the unique challenges from the smallest units of government to the largest. Specifically, there will be discussion

on roles and responsibilities and boundary issues with time for questions and answers.

There will also be a new three-session track on Human Resources Basics that will provide an overview for new human resource individuals in local governments or for elected/appointed officials who want to see the full picture. Tanya Weiler and Chuck Horter will lead this new track using the newly revised HR Reference Guide.

An additional 15 breakout sessions will be offered to address key emerging human resource issues and sessions on improving workplace culture and leadership.

Finally, the Keeping it Legal presentation will be a panel that includes Troy Siebel, Brian Schmidt and Amy Dekok discussing emerging issues and changes in laws related to human resources.

Registration is open at the HR Collaborative website at <http://www.hrndgov.org>. Remember to register on this website to get regular human resources updates/

Contact the Ramkota Hotel directly for room reservations at 701-258-7700. Ask for the "ILG HR" block.

## Essential Public Employee Program

Assisting those who  
keep North Dakota Strong

EP2 provides down payment and closing cost assistance for individuals employed by state, city, and county governments, school districts, medical and long-term care facilities, and other qualified public employees.



Visit [www.lcdgroup.org](http://www.lcdgroup.org) or call (701) 667-7600 to learn more about EP2 and other home loan, business loan, community grants, and multi-family and development programs.



NMLS# 177084

# Community Forestry Grants Available Now

**WHAT:** North Dakota Forest Service (NDFS) Community Forestry Grants are available for tree planting and program development projects throughout the state.

**WHEN:** Applications will be accepted March 1 through April 30, 2020.

**WHO:** Eligible applicants include counties, townships, cities, park districts, school districts, and tribal equivalents. All grants require a match from the applicant, in the form of cash or in-kind.

## Tree Planting Projects

In every North Dakota community, there is room for more trees! Eligible grant projects **MUST:**

1. Be located on public property (city park, school grounds, county park, city boulevard)
2. Include a design plan with planting locations clearly specified. Use Google Earth to create a map of the project location within the community. OR – if your community has completed a CTAP inventory, use the ND TIP Tool to create the map.
3. Use a variety of species that are northern hardy and suitable for the site. Work with a reputable nursery to obtain approximate tree costs for your project budget.
4. Discuss your project with NDFS Community Forestry staff. While some grant information is available on the NDFS website, grant applications are available from CF staff, only. We want to review your project with you to make the best use of grant funding.

Street tree inventories (CTAP – Community Threat Assessment Protocol) conducted by NDFS in nearly 100 communities across the state reveal that green ash averages 46% of the total street tree population. As of October 2019, Emerald ash borer (EAB) is now established and confirmed in 35 states including Minnesota and South Dakota, and Winnipeg. The pest is inching ever closer to North Dakota! All ash trees are susceptible to EAB and the best defense for North Dakota is reduce the numbers of ash and to plant a variety of northern hardy trees.

Smaller-scale planting projects are well suited for the **Community Family Forest** grant, with awards up to \$2,000 for Tree City USA communities and \$1,500 awards for all other North Dakota communities. Applicants must match the award 80:20.

For larger-scale planting projects, the **America the Beautiful (ATB) Tree Planting** grant offers awards up to \$10,000 with a match of 50:50.

## Program Development Projects

Program development grants will fund community forestry efforts other than planting trees. These are some recent successful program development projects:

- The city of Garrison and Ft. Stevenson State Park partnered to hire a seasonal worker to plant and maintain trees.
- To diversify its street tree inventory, the city of Cando removed ash trees on one city block and replaced them with species including Kentucky coffeetree and ironwood trees.
- Following a windstorm that destroyed over 1,000 trees in the community, the New Rockford Cemetery Association hired and worked with a landscape architect to create a Master Plan – a visual guide for future management and replanting throughout the cemetery.
- The cities of Elgin, Lakota, McVile, New Town and Stanley hired contractors to remove DED (Dutch elm diseased) trees.

The **ATB Program Development** grant is available for these types of projects, with awards up to \$10,000 and a 50:50 match from the applicant.

## Use the ND TIP Tool to Plan & Implement Your Grant

Use the ND TIP Tool and receive extra points during the grant scoring process! All North Dakota CTAP communities can access their community inventory at <https://ndcitytrees.org>. To access full features of the ND TIP Tool, you must have a login and password. On the TIP Tool home page, click on “Learn More’.

From this point, the ND TIP Tool can be used to:

- Create a map showing the location of the proposed grant project
- Identify trees for removal, based on “condition” rating of inventoried trees
- Mark locations for planting trees
- Update your community inventory once the project is completed

Grant program details are available at [www.ag.ndsu.edu/ndfs/](http://www.ag.ndsu.edu/ndfs/) (click on “CF Grants”) during the grant period, from March 1 through April 30. For Tree City USA communities, completed grant projects qualify as Growth Award activities. Many grant projects can easily be worked into an Arbor Day event, recognizing your community’s forestry accomplishments and making the celebration truly memorable.

Contact Gerri Makay, Community Forestry Program Manager, at 701-652-2951 or [Gerri.Makay@ndsu.edu](mailto:Gerri.Makay@ndsu.edu) for more information.

Workers Compensation (WC) Insurance is an insurance program required by each state, paid for by the employer, and designed to protect the workers involved in a workplace injury and illness by providing reimbursement toward their medical bills and lost income.

In North Dakota, the Workforce Safety and Insurance Agency (WSI) manages the program for the state, including government agencies and political subdivisions.

An effective WC program needs to be based upon a strong safety program with emphasis on reduction or minimizing accidents, injuries, and illnesses. WC costs or premiums are

strongly based upon an organization's number of past losses history: the fewer number of WC claims/losses, the lower the premium and the greater the claims/losses, the higher the WC premium/costs. Workers compensation costs are controlled by implementing a strong prevention component (safety) and a strong or aggressive reactive component (claims management). See: [www.workforcesafety.com/](http://www.workforcesafety.com/)

*Taken from the "Human Resource Reference Guide for Local Governments in North Dakota" published by the Human Resources Collaborative. To access the Guide and other HR resources, go to [www.hrndgov.org/hr-reference-guide/](http://www.hrndgov.org/hr-reference-guide/).*



## 2020 MFOA Membership Application

Please circle your region: NE NW SE SW *(Regions are divided by Highway 200 and 83)*

Make \$30 check payable to MFOA and send along with this application form to:

**MFOA, c/o Casey Eggermont, PO Box 65, Harwood, ND 58042**

Name

Title

Address, City, State, Zip

Email

Phone

Fax



## Hometown Homegrown

### Taco Casserole

*Della Pomplun, Deputy Auditor, City of Ellendale*

- 1 ½ lbs. hamburger*
- 1 large onion, chopped*
- 1 package taco seasoning*
- 1 can kidney or chili beans, undrained*

- 1 can black olives, chopped*
- 1 15 oz. can tomato sauce*
- 1 8 oz. bag shredded cheddar cheese*
- 1 bag broken nacho cheese chips*

Brown the hamburger with copped onion. Put into a 9x13-inch pan. Sprinkle taco seasoning over the hamburger. Layer the remaining ingredients over the hamburger and bake at 350 for 30 minutes. Top with shredded lettuce and salsa.

Jan Jordan  
**Scholarship**  
 FUND

# 2020 Scholarship Application



*The Municipal Government Academy will award three \$1,000 college scholarships to outstanding students in North Dakota.*



## LAST CALL!

### QUALIFICATIONS

- Age: 17-22 years old
- Child or grandchild of a current city employee or elected city official
- Registered full-time student in an accredited North Dakota university, college or vocational/technical certification program. Full-time status is determined by the criteria of the institution attended.
- Previous winners are not eligible

### REQUIRED MATERIALS CHECKLIST

Clearly label each item:

- A resume or list of work experience, volunteerism, awards/recognition, etc.
- Two letters of recommendation
- Most recent transcript (sealed)
- Personal statement about your academic goals and expectations (limit 500 words)
- Essay on how you can change your community for the better (limit 500 words)

### Student Information

Full name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

College you will be attending in the 2020-2021 school year \_\_\_\_\_

Year in college for 2020-2021:  Freshman  Sophomore  Junior  Senior  Certification

Relationship of city official or employee:  Mother  Father  Grandmother  Grandfather

Name(s) of those checked above \_\_\_\_\_

City and position \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

*Previous winners are not eligible. Please address all materials to MGA - Jan Jordan Scholarship Fund, ND League of Cities, 410 E Front Ave, Bismarck, ND 58504. **DEADLINE:** All materials must be postmarked no later than **Friday, March 13, 2020.***

*Submit all materials in one package. If letters or transcripts are sent separately, it is the applicant's responsibility to ensure they are received by the deadline. For questions or information, call the League at 701-223-3518.*



# What is the NDLC Leadership Exchange Program?

Although there are many training opportunities available and plenty of people will be standing by to give a newly elected or appointed officials their advice, sometimes the greatest knowledge can be gained by talking with someone who is walking in your shoes.

The Leadership Exchange Program is a mentorship program designed to connect newly elected or appointed officials with experienced city officials. *The League is looking for you!* The League is seeking leaders from cities of all sizes and locations to participate.



**Mentors:** Any elected or appointed city official that has completed 200+ hours of the Leadership Training Program. (Innovator, Visionary, Leader and 100% levels have been completed).

**Mentees:** Any elected or appointed city official looking for guidance with becoming an effective leader for their North Dakota community.

*For more information on the Leadership Exchange Program and to register as a mentor or mentee please visit [www.ndlc.org/leadershipexchange](http://www.ndlc.org/leadershipexchange).*

**T&R ELECTRIC**  
SUPPLY COMPANY INCORPORATED  
BOX 180  
COLMAN, SOUTH DAKOTA 57017  
"THE TRANSFORMER PEOPLE" ©

**CALL TOLL-FREE**  
800-843-7994 • FAX 605-534-3861  
E-MAIL: [t-r@t-r.com](mailto:t-r@t-r.com) • Internet: [www.t-r.com](http://www.t-r.com)

# TRANSFORMERS

## DISTRIBUTION AND SUBSTATION

**Modern Rewind Facilities**  
**More than 61 Acres Inventory**  
**Prompt Delivery—Coast to Coast**  
**BUY — SELL — RENT**  
**Complete Outdoor Substations, Circuit Breakers, Regulators & Switchgear**



## OUR SERVICES

Supporting communities with drinking water, wastewater & solid waste since 1979.

### ABOUT US

Midwest Assistance Program (MAP) is a member of the national organization Rural Community Assistance Partnership (RCAP [www.rcap.org](http://www.rcap.org)). Through individualized support from staff, communities and systems find the solutions that will help revitalize their communities and sustain their infrastructure. MAP consists of a highly professional and competent staff that has a deep commitment to the strength, future and vitality of rural America.

MAP is funded by various federal, regional and state grants and contracts, which allows the majority of services to be provided at no cost to the community.

### WHAT WE DO

MAP provides drinking water, wastewater and solid waste solutions to more than 400 communities and tribal nations each



year in Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming.

### MAP NORTH DAKOTA STAFF

MAP currently has two Technical Assistance Providers (TAPs) in North Dakota. TAPs in North Dakota travel throughout the state assisting rural communities, having a population of 3,330 or less, with technical, managerial, and financial capacity building and support. We have developed a strong working relationship with state and federal agencies here in North Dakota and we look forward to working with the ND League of Cities on future projects. MAP will have a booth at the ND League of Cities Spring Workshop where you can meet our TAPs in person. If you would like to know if MAP can be of assistance to your community, please feel free to reach out to one of our staff members.

**OUR MISSION** Midwest Assistance Program, Inc. is dedicated to helping rural communities improve their environment, quality of life and achieve self-sustainability.

**Brian Day – ND TAP**

(701)217-8315 | [b.day@map-inc.gov](mailto:b.day@map-inc.gov)

**Karen Thomas – ND TAP**

(701) 595-3696 | [kthomas@map-inc.gov](mailto:kthomas@map-inc.gov)

ND APWA | SMALL COMMUNITY OUTREACH PROGRAM

# NDLTAP TRAINING

*Helping communities expand their skills  
Delivering all your training needs*

**NDSU** | UPPER GREAT PLAINS TRANSPORTATION INSTITUTE  
NORTH DAKOTA LOCAL TECHNICAL ASSISTANCE PROGRAM

[WWW.NDLTAP.ORG](http://WWW.NDLTAP.ORG)

## NDLC Elected Official Workshops coming soon!

*Watch CITYScan and our Facebook page for more details to come.*



North Dakota League of Cities

## Random Drug and Alcohol Testing Program

The North Dakota League of Cities has partnered with Global Safety Network to offer a random drug and alcohol testing program for qualifying city employees. This article addresses the limitations on cities using random drug and alcohol testing for city employees and explains how the random drug and alcohol testing program works.

### Limited Random Testing of City Employees

The United States Constitution only allows cities to require certain employees to participate in a random drug and alcohol testing pool. In other words, cities cannot require all city employees to participate in a random drug and alcohol testing pool.

Only city employees who perform jobs that are considered safety sensitive jobs can be required to participate in a random drug and alcohol testing program. To determine whether a position is safety sensitive, the employee's job duties must be closely examined. A position can be considered a safety sensitive position if the employee's duties are fraught with such "risks of injury to others that even a momentary lapse of attention can have disastrous consequences." The following positions are examples of positions that courts have found meet the requirements to be considered safety sensitive:

- Police Officers
- Firefighters
- Heavy Equipment Operators
- Sanitation Drivers
- Waste and Sewage Treatment Plant Operators
- Drivers Driving with Commercial Drivers Licenses or US Department of Transportation Licenses

This list is not exhaustive, and cities need to pay close attention to what duties employees are performing before requiring employees to participate in a random drug and alcohol testing pool. Please note that federal law requires certain employees with Commercial Drivers Licenses or U.S.

Department of Transportation drivers licenses to participate in a random drug and alcohol testing pool.

It is also important to point out that courts have found that duties that involve interacting with the public or handling large amounts of money are not, by themselves, enough to justify requiring an employee to participate in a random drug and alcohol testing pool.

If a city has a question about whether a specific employee should be required to participate in the random drug and alcohol testing program, the city should consult its city attorney.

### Employee Handbook

Prior to requiring employees to participate in a random drug and alcohol testing program, cities should ensure that their employee handbook contains a drug and alcohol testing policy. The policy should include language about which positions are covered by the policy, the process used, how employees will be selected, the confidentiality of the records, and the ramifications of a positive test. The policy should also identify that random drug and alcohol testing requirements are administered in an equitable and non-discriminatory manner.

### Random Drug and Alcohol Testing Program

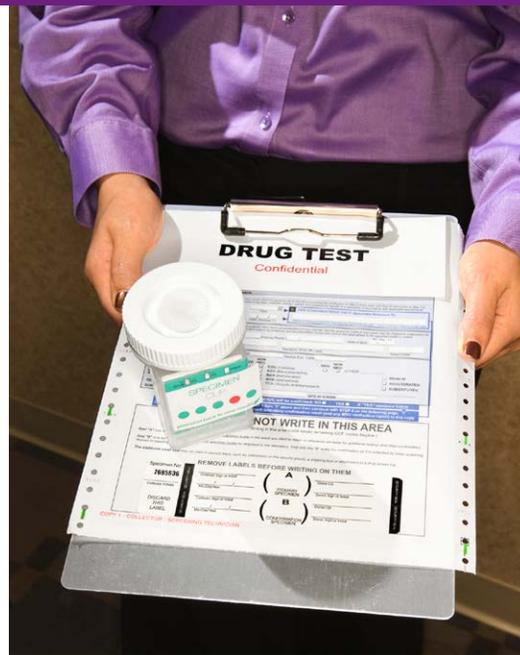
The League maintains two different groups, known as pools, that are used for drawing which employees need to submit to the random drug or alcohol test. Each employee can only be in one of the following pools:

1. The **DOT Pool** which includes employees with commercial driver licenses (CDLs) or U.S. Department of Transportation licenses who are required by federal law to participate in a random drug and alcohol testing program; or
2. The **Safety Sensitive Pool** which includes employees whose job duties are fraught with such risk of injury that a momentary lapse in judgment could result in injury to other people but are not required by federal law to be included in a random drug and alcohol testing program.

### Here's how the random drug and alcohol testing program works:

- The city contacts the League and asks to be included in the North Dakota League of Cities random drug and alcohol testing program.
- The city completes the drug testing enrollment form, including indicating how many employees are being enrolled in each pool- either the DOT Pool or Safety Sensitive Pool.
- The League charges each participating city an annual flat rate of \$60 for each employee included in a random testing pool. The fee includes: collection, lab/medical review officer testing & reporting, random selections, maintenance of random pool, annual statistical reports and administrative fees.
- The city provides Global Safety Network with employee information through Global Safety Network's online portal.
- Global Safety Network reminds cities participating in the program to update their employee lists quarterly in the event that city employees have changed.
- Quarterly random selections from the DOT and from the Safety Sensitive pools are computer generated. Drug tests are performed on 35% of employees in each pool annually. Alcohol tests are performed on 10% of employees in each pool annually.
- Global Safety Network charges the League for all random drug and alcohol tests performed.

As stated, these are random testing pools. That means that names are drawn from the employees submitted by all participating cities. The possibility exists that no employee from a city will be drawn during the calendar year. However, the possibility also exists that multiple employees from a city could be drawn during the calendar year. The drawing process is completely random although the drawing software does take



into account geographical regions of the state so that employees being drawn come from all parts of the state.

The program meets the requirements of 49 CFR (Code of Federal Regulations)

40, 199, 382, 391 and 395. The service provided by Global Safety Network is confidential. All records and results are housed in-office and are accessed only by Global Safety Network authorized employees. Reporting is done by email, fax, telephone or mail. In accordance with the DOT regulations, negative records are kept for two years and positives are kept for five years. DOT test results are reviewed by a certified Medical Review Officer (MRO) to ensure confidentiality. The MRO has training in substance abuse and will review results and recommend action consistent with all federal regulations.

The Specimen Testing Lab meets all federal requirements and is certified by the Substance Abuse and Mental Health Service Administration (SAMHSA). All drug screens are performed by immunoassay and all positives confirmed by GC/MS or LC/MS/MS. Only DOT authorized devices are used to perform alcohol testing.

Global Safety Network offers on-site/mobile collections at its locations and will arrange for certified third-party collectors throughout the state. Properly trained collectors make a difference in reducing possible liability. Only collectors that are trained using the US Department of Health and Human Services "mandatory guidelines for Federal Workplace Drug and Alcohol Testing Programs" will perform collection services.

The North Dakota League of Cities Random Drug and Alcohol Testing Program does not include pre-employment, reasonable suspicion testing, or post-accident testing. Cities can contract directly with Global Safety Network or another company for additional drug testing services.

Contact Carissa at the League with questions or to enroll at 701-223-3518 or [carissa@ndlc.org](mailto:carissa@ndlc.org).

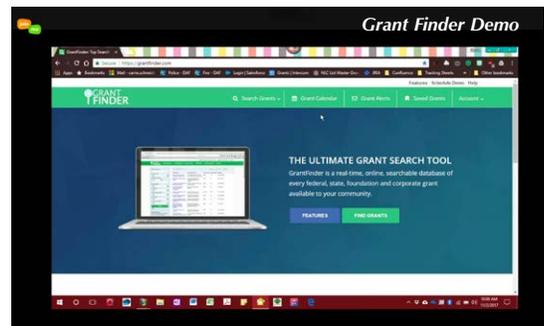
Dakota Community Bank donated \$2,500 to the **Hebron** ambulance; the funds will be used for training by the ambulance squad...City of **Garrison** has created a Police Department and hired their first Chief of Police... Renovations to a historic bank in **Anamoose** have been completed. Established in 1909, the bank has received new life through grants from USDA Rural Development and local fundraisers and was opened as 1909 Steakhouse in December 2019... The Bank of ND FlexPace funding program is now available for downtown **Devils Lake** building owners and businesses. Also, the city has also submitted an application to create a Main Street district to take advantage of CDBG funds that are available to help improve blighted downtown properties. These two programs are being implemented to help build on the momentum for the downtown Devils Lake Main Street revitalization project in which this past year over \$8 million dollars was invested in street improvements...

*... and the beat goes on.*

## GrantFinder Program Offers Cities Robust Grant Database

The North Dakota League of Cities has partnered with Praetorian Digital's EfficientGov, an information service that tracks innovative solutions to fiscal and operational challenges facing cities and towns across the country. Through this partnership, the League is able to offer 100 of our members an annual subscription to GrantFinder, the largest searchable database of private, state and federal grants available to municipalities, park districts and local nonprofits. In addition to the database, GrantFinder allows users to develop a grant calendar, set grant alerts and save previous grant applications and resources.

*A demo of the GrantFinder program can be found at [www.ndlc.org/grantfinder](http://www.ndlc.org/grantfinder).*



A subscription for 2020 costs only \$50 and is available on a first come, first serve basis until all subscriptions are purchased. Subscriptions are for the 2020 calendar year.

If you are interested in subscribing to the GrantFinder program, please complete the online order form at [www.ndlc.org/grantfinder](http://www.ndlc.org/grantfinder).

*If you have questions or need more information about the program, please contact Carissa at 701-223-3518 or [carissa@ndlc.org](mailto:carissa@ndlc.org).*



We create places that help communities thrive



Design with community in mind  
[stantec.com/north-dakota](http://stantec.com/north-dakota)

# North Dakota Cares Community Program

The **ND Cares Community Program** was created as an important extension of the mission of North Dakota Cares to strengthen an accessible, seamless network of support for service members, Veterans, families and survivors.



Establishing your community events, and displaying your community sign, will demonstrate your dedication to the heroes living in and supporting your community.

**To request a sign for your community, contact the ND Cares Community Program at (701) 333-2015 or [ndcares@nd.gov](mailto:ndcares@nd.gov).**



**Let's show the world what we can do together.**

Day by day. Project by project.  
Together we're bridging what's possible and moving the world forward.



Engineers | Architects | Planners | Scientists

Building a Better World for All of Us®

[sehinc.com/subscribe](http://sehinc.com/subscribe) • 701.354.7121



March 7 Feast of Nations, Alerus Center, Grand Forks

March 7 2020 Polar Plunge, Prairie Hills Mall, Dickinson

March 11-12 Fun Zone for Ages 10 and under, Municipal Auditorium, Minot

March 13-15 2020 KX Sport Show, ND State Fair, Center, Minot

March 17 Multi-Industry Job Fair, Biesiot Activities Center, Dickinson

March 17-21 Fargo Film Festival, Fargo Theatre

March 17 Baby Shark Live! Chester Fritz Auditorium, Grand Forks

March 21 Runnin' O the Green, 1838 Third Ave, SE, Jamestown

March 21 Make-A-Wish 2020, West River Ice Center, Dickinson

March 26 2020 Minot Prairie Quilt Festival, Clarion Hotel & Convention Center, Minot



## 2020 Municipal Calendar

View the Municipal Calendar at [www.NDLC.org](http://www.NDLC.org)

Monthly – City auditor submits to the governing body of the city a monthly financial statement showing revenues, expenditures, transfers, and fund balances. (NDCC 40-16-04)

### MARCH 2020

**By March 1** – City auditor shall cause to be published in the official newspaper the financial statement for the preceding year showing the receipts and disbursements on account of each fund. (NDCC 40-16-05)

**By March 1** – In cities with a renaissance zone, a renaissance zone annual progress report must be submitted to the North Dakota Department of Commerce. (NDCC 40-63-03)

**March 1** – On or before - City auditor submits to the governing board an annual financial statement showing revenues, expenditures, transfers, and fund balances of the city for the year ended December 31. (NDCC 40-16-04)

**March 1** – First installment of real estate taxes and yearly installments of special assessment taxes becomes delinquent. (NDCC 57-20-01)

**By March 6** – Thirty days before the filing deadline for candidates' names to be printed on the ballot (April 6, 2020), an official notice of this deadline must be published in the official newspaper (even-numbered years). (NDCC 40-21-02)

**March 15** – On or before - At the discretion of the governing body, the city auditor of each city may advertise in the official newspaper once each week for two consecutive weeks for bids for the furnishing of gravel in place for gravel surfacing of highways within the city, upon a cubic yard basis. (NDCC 40-54-01)

**By March 31** an annual report on transportation project funding and expenditures shall be submitted to the tax commissioner within 90 days of the close of the calendar year. (NDCC 54-27-26)

**Before April 1** of each year, each political subdivision that granted a business incentive during the previous calendar year shall prepare an annual political subdivision grantor report. (NDCC 54-60.1-08)



## NDLC Calendar

**CITY government week**

April 6-10, 2020



For Elected and Appointed Officials

**2020 spring workshop**

April 14-15 2020 | Ramkota Hotel & Conference Center

**annual conference**

September 24-26, 2020 • Bismarck Event Center



# Bulletin Notes

## North Dakota PLACE NAMES

**PEKIN** – This city is located in Nelson County and was named by the settlers from Pekin, Illinois, which was named for Pekin (Peking), China because it was thought that the site was exactly halfway around the world from China. Pekin was incorporated as a village in 1912.

*Reprinted with permission from "North Dakota Place Names" by Douglas A. Wick, PO Box 7399, Bismarck, ND 58507.*

## Twenty-five years ago (from the League Bulletin)

### Problems & Progress of ND Cities

The April issue of the Bulletin contained an article stating Rugby is considering a cardboard and newspaper recycling program.

*Find resources from  
your League-*  
[www.ndlc.org](http://www.ndlc.org)

Publications      Events  
Updates            Webinars

## Highway Tax Distribution December 2019

State . . . . .	\$ 17,796,395.09
Township . . . . .	\$ 783,854.27
Public Transportation . . . . .	\$ 435,474.59
County . . . . .	\$ 6,426,148.18
City . . . . .	\$ 3,589,767.49
City per capita (average) . . . . .	7.09

## Directory Changes

*Please contact our office with any changes in your city.*

### Adams

Add: Sarah Arndt, Auditor  
Remove: Deanne Vigen, Auditor

### Benedict

Add: Joel Cote-Kanning, Auditor

### Gilby

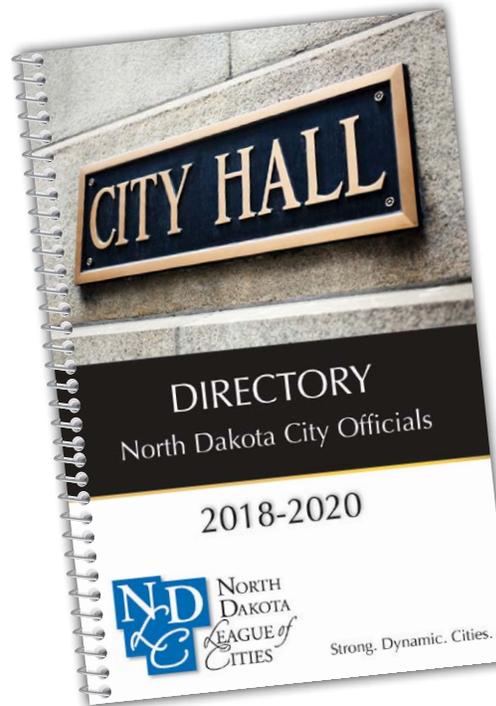
Add: Emily Goodoin, Council Member  
Remove: Kim Magnus, Council Member

### Pekin

Add: Steven Johnston, Council Member  
Remove: Dean Ensrud, Council Member

### Williston

Add: Hercules Cummings, Auditor  
Remove: John Kautzman, Auditor



## Workplace Posters

Some of the statutes and regulations enforced by the U.S. Department of Labor (DOL) require that notices be provided to employees and/or posted in the workplace. The Department of Labor provides free electronic copies of the required posters and some of the posters are available in languages other than English. You can find these posters at [www.dol.gov/general/topics/posters](http://www.dol.gov/general/topics/posters).

## League Holiday Closings

Good Friday, April 10	Veterans Day, November 11
Memorial Day, May 25	Thanksgiving, November 26 & 27
Independence Day (observed), July 3	Christmas Day, December 25
Labor Day, September 7	

## Know your cities

*Unscramble the letters to spell out the name of a North Dakota city.*

- |                   |                  |
|-------------------|------------------|
| 1. MRATIN _____   | 4. YCRUBUS _____ |
| 2. LEDLFEIB _____ | 5. OCNYAW _____  |
| 3. EPISK _____    |                  |

Answers at: [www.ndlc.org](http://www.ndlc.org)



## EXPERTISE IN MUNICIPAL BOND FINANCING

**EXPERIENCE** Dougherty & Company LLC has served municipalities in the upper Midwest since 1977. The qualified professionals at Dougherty & Company have a lengthy record providing public finance services to North Dakota municipalities and have consistently **ranked as one of the top providers of public financing in the state since 2003.**

**COMMITMENT** We understand public financing in North Dakota and are committed to working with our clients to help develop solutions best suited to meet their unique needs. Our clients value our depth and range of experience. We specialize in a variety of sectors, including government finance projects, senior living, healthcare and education.

**David Juran**

Executive Vice President | 612.376.4075

**Mike Manstrom**

Vice President | 701.222.1616

## *New Issues and Refunding Bonds*

Government Finance Projects | Senior Living | Healthcare | Education



## DOUGHERTY & COMPANY LLC

120 North Third Street, Suite 125 • Bismarck, ND 58501

Phone: 701/222-1616 • Toll-free: 866/793-8618