



**AGENDA  
CITY COMMISSION  
JUNE 2, 2026  
ED "BOSH" FROEHLICH MEETING ROOM  
MANDAN CITY HALL  
5:30 PM  
[WWW.CITYOFMANDAN.COM](http://WWW.CITYOFMANDAN.COM)**

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**A. ROLL CALL**

1. Roll call of all City Commissioners

**B. THE PLEDGE OF ALLEGIANCE**

**C. ANNOUNCEMENTS**

1. Construction Project Updates
2. Buggies-N-Blues, June 12-14
3. Wrap-up Community Cleanup Month
4. New Employee Introduction: Meghan Cloninger - Engineering Intern
5. *Congratulations Mandan Girls Soccer Team (undefeated regular season, WDA Champions, 2nd at State), Coach Aaron McElwee (Coach of the Year), and Sara Helderop (Senior Athlete of the Year - scoring over 100 goals in her career, the only athlete in N.D. to accomplish this feat)*

**D. PUBLIC COMMENT**

**E. APPROVAL OF AGENDA**

**F. MINUTES**

1. Consider approval of the May 19, 2026 Board of City Commission Meeting Minutes

**G. PUBLIC HEARING**

**H. BIDS**

**I. CONSENT AGENDA**

1. Consider Abatements
  - a. Steinwand Abatement
  - b. Spilman Abatement
2. Consider approval of the following Gaming Site Authorizations:
  - a. *Bismarck Cancer Center Foundation at Prairie West Golf Course on June 18, 2026*
  - b. Furry Friends Rockin Rescue at Main Street Drive Thru Liquor from July 1, 2026 to June 30, 2027
  - c. Furry Friends Rockin Rescue at Chucker's Sports Bar from July 1, 2026 to June 30, 2027
  - d. Mandan Hockey Club, Inc. at Blackstone Tavern from July 1, 2026 to June 30, 2027
  - e. Mandan Fastpitch Association at Aviators from July 1, 2026 to June 30, 2027
3. Consider approval of the Memorandum of Understanding between Bismarck State College (BSC) Campus Police and Mandan Police Department (MPD)
4. Consider approval of the Class A, Spec. B, E, D, D1, BWO, and WB liquor license renewal applications effective July 1, 2026
5. Consider Task Order 12 with Moore Engineering for Cemetery Geotechnical Reports
6. *Consider approval of the Special B liquor permit for Funatix Events for July 2-4, 2026*

**J. OLD BUSINESS**

**K. NEW BUSINESS**

1. Consider a special use permit for Lot 1, Block 1, Vic Fleck Subdivision (2264 Sunny Road S)

2. Consider a special use permit for Lot 12, Block 18, Mandan Proper (210 5th Avenue NW)
3. Consider approving plans and specifications and authorizing the advertisement for bids for the Master Lift Station Intern Improvement project, Project 2026-20
4. Consider Task Order with AE2S for the Raw Water Intake Study

**L. RESOLUTIONS AND ORDINANCES**

1. ~~Second consideration of Ordinance 1485, a zone change from Agriculture and CA – Commercial to R7 and R3.2 (Residential), CA and CC (Commercial) for School District 8th Add.~~
2. Second consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems
3. First consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties
4. Consider resolutions necessary to create Street Improvement District 244, Project 2026-15, 8th/27th Phase II

**M. OTHER BUSINESS**

**N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS**

- - Tuesday, June 16, 2026 at 5:30 p.m.
  - Tuesday, July 7, 2026 at 5:30 p.m.
  - Tuesday, July 21, 2026 at 5:30 p.m.

**O. ADJOURN**

The Mandan City Commission met in regular session at 5:30 PM on May 19, 2026 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Assistant Finance Director Schulz, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O’Keefe, Business Development & Communications Director Cermak, Communications Specialist Schmidt, CIS Manager Mischel, Administrative Assistant Newman, and Assistant Attorney Sand.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Construction Project Updates.* City Engineer Wigness presented.
2. *Announce Aliyah Leingang as a scholarship recipient from the Bismarck Mandan Mayors Committee for People with Disabilities.* Mayor Froelich presented.
3. *Fire Department Public Information Meeting — June 1, 2026 at 6 p.m..* Fire Chief Bitz presented.
4. *Touch A Truck 2026 Event Overview.* Mandan Progress Organization Executive Director Matt Schanandore presented.
5. *Community Clean-Up Month.* Communications Specialist Schmidt presented.

D. PUBLIC COMMENT No public comments were received prior to the start of the meeting.

E. APPROVAL OF AGENDA Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 0, Nay 0. The motion passed.

F. MINUTES

1. *Consider approval of the May 5, 2026 Board of City Commission Meeting Minutes.* Commissioner Heinsohn moved and Commissioner Braun seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

1. *Consider a preliminary plat for Lakewood Commercial Park 7th Addition.* Building Official Singer presented. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Braun moved and Commissioner Sjoberg seconded to to approve the preliminary plat for Lakewood Commercial Park 7th Addition. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider a preliminary plat and zone change for School District 8th Addition.* Building Official Singer presented. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Sjoberg moved and Commissioner Braun seconded to to approve the preliminary plat and zone change for School District 8th Addition, contingent upon the inclusion of a roundabout. Roll Call vote: Aye 5, Nay 0. The motion passed.

H. BIDS

1. *Consider bids for the 2026 Striping Project 2026-21 (Documentation forthcoming).* Assistant City Engineer McAdoo-Roesler presented. Commissioner Braun moved and Commissioner Heinsohn seconded to reject bids for the 2026 Striping Project and authorize the Engineering Department to readvertise for bids with an extended timeline. Roll Call vote: Aye 4, Nay 1 Craig Sjoberg. The motion passed.

I. CONSENT AGENDA Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the Consent Agenda, including all sub-items. Roll Call vote: Aye 5, Nay 0. The motion passed.

1. *Consider approval of the following Gaming Site Authorizations:.*

a. *American Legion Post 91 at Send it 24/7 from July 1, 2026 to June 30, 2027.*

b. *Fort Abraham Lincoln at Lonesome Dove from July 1, 2026 to June 30, 2027.*

c. *Fort Abraham Lincoln at Midway Lanes from July 1, 2026 to June 30, 2027.*

d. *Fort Abraham Lincoln at The Paddle Trap from July 1, 2026 to June 30, 2027.*

e. *Mandan Moose Lodge #425 at Social Quarters from July 1, 2026 to June 30, 2027.*

f. *Mandan Touchdown Club at Starion Sports Complex from August 1, 2026 to December 1, 2026.*

g. *Mandan Touchdown Club at BSCL (Big Stick Cigar), LLC from July 1, 2026 to June 30, 2027.*

h. *Mandan Touchdown Club at Dickey's Barbecue Pit from July 1, 2026 to June 30, 2027.*

2. *Consider approval of the new Class C and E liquor license applications effective July 1, 2026.*

3. *Consider approval of the Class A, B, Special B, D, D1, E, F, ~~H~~, WB liquor license renewal applications effective July 1, 2026.*

4. *Consider the appointment of Jillian Lagasse to the Dakota Media Access Board of Directors.*

5. *Consider a minor plat for Bryan Subdivision.*

6. *Consider approval of monthly bills.*

7. *Consider approval of the 2026 Missouri River Recreational Boating Safety (RBS) grant agreement.*

8. *Consider approval of Retroactive Retirement Plan Eligibility Amendment and Trustee Updates.*

9. *Consider Mandan Progress Organization Event Grant Applications.*

J. OLD BUSINESS

K. NEW BUSINESS

1. *Presentation of the 2025 Annual Statistical Report.* Police Chief Ziegler presented.

L. RESOLUTIONS AND ORDINANCES

1. *To approve the first consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems.* Police Chief Ziegler presented.

Commissioner Sjoberg moved and Commissioner Heinsohn seconded to to approve the first consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems. Roll Call vote: Aye 5, Nay 0. The motion passed.

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *Tuesday, June 2, 2026, at 5:30 p.m.*
- *Tuesday, June 16, 2026, at 5:30 p.m.*
- *Tuesday, July 7, 2026, at 5:30 p.m.*

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O. ADJOURN There being no other business to come before the Board, the meeting was adjourned at 6:45 p.m.

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James Neubauer  
City Administrator

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James Froelich  
Board of City Commissioners



## City Commission Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 15, 2026  
**SUBMITTING DEPARTMENT:**  
**DEPARTMENT DIRECTOR:**  
**PRESENTER:**  
**SUBJECT:**

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**STATEMENT/PURPOSE:**

**BACKGROUND/ALTERNATIVES:**

**ATTACHMENTS:**  
None

**FISCAL IMPACT:**

**STAFF IMPACT:**

**LEGAL REVIEW:**

**RECOMMENDATION:**

**SUGGESTED MOTION:**



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 15, 2026  
**SUBMITTING DEPARTMENT:** Assessing  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Abatements for James and Karen Steinwand at 510 10th Ave SW

**STATEMENT/PURPOSE:**

To consider corrections to the 2024 and 2025 true and full values for property located at 510 10th Ave SW, Mandan ND 58554

**BACKGROUND/ALTERNATIVES:**

This parcel is also known as parcel 65-4847000 with a legal description of Lots 19-20 Block 19 Mandan Land & Improvement Co's South Side Add.

A correction to property characteristics of year built and basement adjustments.

**ATTACHMENTS:**

1. Abatement Forms-redacted

**FISCAL IMPACT:**

2024 All taxing entities= \$339.51, City Share= \$77.58  
 2025 All taxing entities= \$332.48, City Share= \$78.72

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

Submitted to City Attorney Oster

**RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the 2004 and 2025 Abatement Applications for James and Karen Steinwand at 510 10th

Ave SW as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 and 2025 Abatement Applications for James and Karen Steinwand at 510 10th Ave SW as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

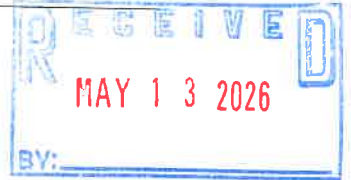
File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota  
County of MORTON  
Name STEINWAND/JAMES & KAREN  
Address 510 10TH AVE SW, MANDAN, ND 58554-0000

Assessment District CITY OF MANDAN  
Property I.D. No. 65-4847000  
Telephone No. \_\_\_\_\_

Legal description of the property involved in this application:

LOTS 19-20 BLOCK 19 MANDAN LAND & IMPROVEMENT CO'S SOUTH SIDE ADD



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

Land \$ 30,000  
Improvements \$ 146,100  
Total \$ 176,100  
(1)

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

Land \$ 30,000  
Improvements \$ 119,200  
Total \$ 149,200  
(2)

The difference of \$ 26,900 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- 10. Other (explain) \_\_\_\_\_

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

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

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

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

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

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

Applicant asks that VALUE BE APPROVED AS PRESENTED

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

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

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant Karen Steinwand

Date 5-13-26

# Application For Abatement Or Refund Of Taxes

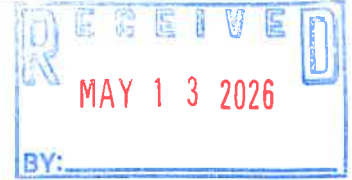
North Dakota Century Code § 57-23-04

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

State of North Dakota Assessment District CITY OF MANDAN  
County of MORTON Property I.D. No. 65-4847000  
Name STEINWAND/JAMES & KAREN Telephone No. \_\_\_\_\_  
Address 510 10TH AVE SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOTS 19-20 BLOCK 19 MANDAN LAND & IMPROVEMENT CO'S SOUTH SIDE ADD



Total true and full value of the property described above for the year 2025 is:

Land \$ 30,000  
Improvements \$ 154,000  
Total \$ 184,000  
(1)

Total true and full value of the property described above for the year 2025 should be:

Land \$ 30,000  
Improvements \$ 126,000  
Total \$ 156,000  
(2)

The difference of \$ 28,000 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- 2. Residential or commercial property's true and full value exceeds the market value
- 3. Error in property description, entering the description, or extending the tax
- 4. Nonexisting improvement assessed
- 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- 6. Duplicate assessment
- 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- 8. Error in noting payment of taxes, taxes erroneously paid
- 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- 10. Other (explain) \_\_\_\_\_

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

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that VALUE BE APPROVED AS PRESENTED

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

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

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

*Karen Steinwand*  
Signature of Applicant

*5-13-26*  
Date



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 22, 2026  
**SUBMITTING DEPARTMENT:** Assessing  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Abatements for Kathleen Spilman at 1122 24th St NW

**STATEMENT/PURPOSE:**

To consider corrections to the 2024 and 2025 true and full values for property located at 1122 24th St NW, Mandan, ND 58554. Changes to building value are due to corrections to the basement finish that were discovered during zone review.

**BACKGROUND/ALTERNATIVES:**

This parcel is also known as parcel 65-5153040 with a legal description of E 33.50' OF E 67' Lot 20 Tract 20B Block 3 Terra Vallee 1st.

**ATTACHMENTS:**

1. 2024 ABATEMENT - SIGNED
2. 2025 ABATEMENT - SIGNED

**FISCAL IMPACT:**

2024 All taxing entities= \$86.22, City Share= \$19.90

2025 All taxing entities= \$83.40, City Share= \$19.96

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

Submitted to City Attorney Oster

**RECOMMENDATION:**

**RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the 2024 and 2025 Abatement Applications for Kathleen Spilman at 1122 24th St NW as

presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 and 2025 Abatement Applications for Kathleen Spilman at 1122 24th St NW as presented.



**Recommendation of the Governing Body of the City or Township**

Recommendation of the governing board of \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 City Auditor or Township Clerk

**Action by the Board of County Commissioners**

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

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

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

Dated \_\_\_\_\_  
 \_\_\_\_\_  
 County Auditor Chairperson

**Certification of County Auditor**

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

\_\_\_\_\_  
 County Auditor Date

**Application For Abatement  
 Or Refund Of Taxes**

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 County Auditor's File No.

\_\_\_\_\_  
 Date Application Was Filed With The County Auditor

\_\_\_\_\_  
 Date County Auditor Mailed Application to Township Clerk or City Auditor  
(must be within the business days of filing date)

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota Assessment District CITY OF MANDAN

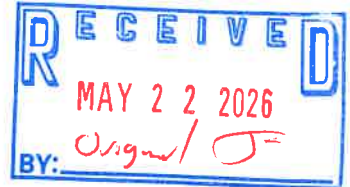
County of MORTON Property I.D. No. 65-5153040

Name SPILMAN/KATHLEEN M Telephone No.

Address 1122 24TH ST NW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

E 33.50 OF E 67 LOT 20 TRACT 20B BLOCK 3 TERRA VALLEE 1ST



Total true and full value of the property described above for the year 2025 is:

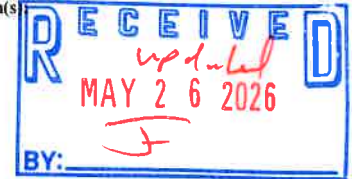
Land \$ 35,000
Improvements \$ 233,100
Total \$ 268,100 (1)

Total true and full value of the property described above for the year 2025 should be:

Land \$ 35,000
Improvements \$ 226,000
Total \$ 261,000 (2)

The difference of \$ 7,100.00 true and full value between (1) and (2) above is due to the following reason(s):

- 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
2. Residential or commercial property's true and full value exceeds the market value
3. Error in property description, entering the description, or extending the tax
4. Nonexisting improvement assessed
5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
6. Duplicate assessment
7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
8. Error in noting payment of taxes, taxes erroneously paid
9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
10. Other (explain)



The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.
1. Purchase price of property: \$ Date of purchase:
Terms: Cash Contract Trade Other (explain)
Was there personal property involved in the purchase price? yes/no Estimated value: \$
2. Has the property been offered for sale on the open market? yes/no If yes, how long?
Asking price: \$ Terms of sale:
3. The property was independently appraised: yes/no Purpose of appraisal:
Market value estimate: \$
Appraisal was made by whom?
4. The applicant's estimate of market value of the property involved in this application is \$
5. The estimated agricultural productive value of this property is excessive because of the following condition(s):

Applicant asks that removed basement finish incorrectly assessed

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

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

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

**Recommendation of the Governing Body of the City or Township**

Recommendation of the governing board of \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 \_\_\_\_\_  
 City Auditor or Township Clerk

**Action by the Board of County Commissioners**

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

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

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
 County Auditor Chairperson

**Certification of County Auditor**

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

\_\_\_\_\_  
 County Auditor Date

**Application For Abatement  
 Or Refund Of Taxes**

Name of Applicant \_\_\_\_\_

County Auditor's File No. \_\_\_\_\_

Date Application Was Filed With The County Auditor \_\_\_\_\_

Date County Auditor Mailed Application to Township Clerk or City Auditor \_\_\_\_\_

(must be within five business days of filing date)



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** n/a, entry item

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**STATEMENT/PURPOSE:**

n/a. entry item

**BACKGROUND/ALTERNATIVES:**

n/a

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

n/a

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

n/a, entry item

**SUGGESTED MOTION:**

n/a, entry item



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** June 1, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Bismarck Cancer Center Foundation at Prairie West Golf Course on June 18, 2026 Gaming Site Authorization

---

**STATEMENT/PURPOSE:**

To consider the gaming site authorization for Bismarck Cancer Center Foundation at Prairie West Golf Course on June 18, 2026

**BACKGROUND/ALTERNATIVES:**

received 5/29/26

**ATTACHMENTS:**

1. Bismarck Cancer Center Foundation - Prairie West Golf Course

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

reviewing and processing

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the gaming site authorization for Bismarck Cancer Center Foundation

City Commission

Agenda Documentation

June 2, 2026

Subject: *Bismarck Cancer Center Foundation at Prairie West Golf Course on June 18, 2026*

Page 2 of 2

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at Prairie West Golf Course on June 18, 2026.



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

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Site License Number  
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization  
**Bismarck Cancer Center Foundation**

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

Name of Location  
**Prarie West Golf Course**

Street <b>2709 Longspur Trail</b>	City <b>Mandan</b>	ZIP Code <b>58554</b>	County <b>Morton</b>
--------------------------------------	-----------------------	--------------------------	-------------------------

Beginning Date(s) Authorized <b>6/18/26</b>	Ending Date(s) Authorized <b>6/18/26</b>	Number of Twenty-One tables, if zero, enter "0"
--	---	---

Specific location where games of chance will be conducted and played at the site (required)  
**SE of Clubhouse**

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known  
*June 18, 2026*

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

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

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

<input type="checkbox"/> Bingo	<input type="checkbox"/> Club Special	<input type="checkbox"/> Sports Pools
<input type="checkbox"/> <b>ELECTRONIC</b> Quick Shot Bingo	<input type="checkbox"/> Tip Board	<input type="checkbox"/> Twenty-One
<input type="checkbox"/> Raffles	<input type="checkbox"/> Seal Board	<input type="checkbox"/> Poker
<input type="checkbox"/> <b>ELECTRONIC</b> 50/50 Raffle	<input type="checkbox"/> Punchboard	<input type="checkbox"/> Calcuttas
<input type="checkbox"/> Pull Tab Jar	<input type="checkbox"/> Prize Board	<input type="checkbox"/> Paddlewheel with Tickets
<input type="checkbox"/> Pull Tab Dispensing Device	<input type="checkbox"/> Prize Board Dispensing Device	<input type="checkbox"/> Paddlewheel Table
<input type="checkbox"/> <b>ELECTRONIC</b> Pull Tab Device		

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
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If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

**APPROVALS**

Attorney General	Date
Signature of City/County Official	Date

**PRINT** Name and official position of person signing on behalf of city/county above

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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



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

License Number (Office Use Only)
----------------------------------

Site Owner (Lessor) <b>Prarie West Golf Course - Mandan Parks District</b>		Site Name <b>Prairie West Golf Course</b>		Site Phone Number <b>701-751-6171</b>
Site Address <b>2709 Longspur Trail</b>	City <b>Mandan</b>	State <b>ND</b>	Zip Code <b>58554</b>	County <b>Morton</b>
Organization <b>Bismarck Cancer Center Foundation</b>	Rental Period <b>June 18, 2026 to June 18, 2026</b>			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		<input type="checkbox"/> No	<input type="checkbox"/> Yes	
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
4. Is Pull Tabs involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices _____		<input type="checkbox"/> No	<input type="checkbox"/> Yes	\$
Total Monthly Rent				\$
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input checked="" type="checkbox"/>				

**TERMS OF RENTAL AGREEMENT:**

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

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

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

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

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

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

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

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

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

Signature of Lessor <i>Brown</i>	Title <i>Golf Professional</i>	Date <i>5-18-26</i>
Signature of Lessee <i>Amy Gross</i>	Title <i>Executive Director</i>	Date <i>5-27-26</i>



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Furry Friends Rockin Rescue at Main Street Drive Thru Liquor from July 1, 2026 to June 30, 2027 gaming site authorization

---

**STATEMENT/PURPOSE:**

To consider the gaming site authorization for Furry Friends Rockin Rescue at Main Street Drive Thru Liquor from July 1, 2026 to June 30, 2027

**BACKGROUND/ALTERNATIVES:**

received 5/26/26

**ATTACHMENTS:**

1. Furry Friends Rockin Rescue - Main Street Drive Thru Liquor

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

reviewing and processing

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the gaming site authorization for Furry Friends Rockin Rescue at

City Commission

Agenda Documentation

June 2, 2026

Subject: Furry Friends Rockin Rescue at Main Street Drive Thru Liquor from July 1, 2026 to June 30, 2027

Page 2 of 2

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Main Street Drive Thru Liquor from July 1, 2026 to June 30, 2027.



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

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Site License Number  
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization  
**Furry Friends Rockin Rescue**

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

Name of Location  
**Stryker Enterprises, LLC dba Main Street Drive Thru Liquor**

Street <b>1005 E Main Street</b>	City <b>Mandan</b>	ZIP Code <b>58554</b>	County <b>Morton</b>
-------------------------------------	-----------------------	--------------------------	-------------------------

Beginning Date(s) Authorized <b>July 1, 2026</b>	Ending Date(s) Authorized <b>June 30, 2027</b>	Number of Twenty-One tables, if zero, enter "0" <b>0</b>
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Specific location where games of chance will be conducted and played at the site (required)  
**See attachment-Bar Area**

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

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

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

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

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Bingo                      | <input type="checkbox"/> Club Special                  | <input type="checkbox"/> Sports Pools             |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo           | <input type="checkbox"/> Tip Board                     | <input type="checkbox"/> Twenty-One               |
| <input checked="" type="checkbox"/> Raffles                    | <input type="checkbox"/> Seal Board                    | <input type="checkbox"/> Poker                    |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle               | <input type="checkbox"/> Punchboard                    | <input type="checkbox"/> Calcuttas                |
| <input type="checkbox"/> Pull Tab Jar                          | <input type="checkbox"/> Prize Board                   | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table        |
| <input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device |  |   |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
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If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

**APPROVALS**

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

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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



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

License Number (Office Use Only)

Site Owner (Lessor) <b>Jerry &amp; Shawn Stryker-Stryker Enterprises, LLC</b>		Site Name <b>Main Street Drive Thru Liquor</b>		Site Phone Number <b>701-663-8888</b>
Site Address <b>1005 East Main Street</b>	City <b>Mandan</b>	State <b>ND</b>	Zip Code <b>58554</b>	County <b>Morton</b>
Organization <b>Furry Friends Rockin Rescue</b>		Rental Period <b>7/1/2026</b> to <b>6/30/2027</b>		Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
1a. If "Yes" to number 1 above, is Bingo the <b>primary</b> game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <b>400</b>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <u>4</u>		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <b>700</b>
<b>Total Monthly Rent</b>				\$ <b>1,100</b>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

**TERMS OF RENTAL AGREEMENT:**

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

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

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

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

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

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

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

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

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

Signature of Lessor <i>Shawn Stryker</i>	Title <i>Owner</i>	Date <i>5/25/26</i>
Signature of Lessee <i>Julie Sheridan</i>	Title <i>Board Pres</i>	Date <i>5/25/26</i>

### **North Dakota Century Code § 53-06.1-11 (Gross Proceeds - Allowable Expenses - Rent Limits)**

4. For a site where bingo is conducted:
  - a. If bingo is the primary game, the monthly rent must be reasonable
  - b. If bingo is not the primary game, but is conducted with twenty-one, paddlewheels, or pull tabs, no additional rent is allowed.
5. For a site where bingo is not the primary game.
  - a. If twenty-one or paddlewheels is conducted, the monthly rent may not exceed two hundred dollars multiplied by the necessary number of tables based on criteria prescribed by gaming rule. For each twenty-one table with a wager greater than five dollars, an additional amount up to one hundred dollars may be added to the monthly rent. If pull tabs is also conducted involving only a jar bar, the monthly rent for pull tabs may not exceed an additional one hundred seventy-five dollars. If pull tabs is conducted involving only a dispensing device or a jar bar and dispensing device, the monthly rent for pull tabs may not exceed an additional three hundred twenty-five dollars.
  - b. If twenty-one and paddlewheels are not conducted but pull tabs is conducted involving either a jar bar or dispensing device, the monthly rent may not exceed four hundred dollars.
  - c. If pull tabs is conducted using one or more electronic pull tab devices, the monthly rent may not exceed one hundred seventy-five dollars per machine for the first five machines in the same venue. For each additional machine in the same venue beyond five, the monthly rent may not exceed seventy-five dollars per machine up to a maximum of one thousand two hundred fifty dollars per month for all electronic pull tab devices in a single venue.

### **North Dakota Administrative Code § 99-01.3-02-06 (Rental Agreement)**

3. Rent must be a fixed dollar amount per month
  - a. A participatory or graduated rate arrangement based on gross proceeds or adjusted gross proceeds is prohibited.
  - b. If bingo is the primary game or if a site is leased by an organization that has the alcoholic beverage license for that site, the monthly rent must be reasonable. Factors include time usage, floor space, local prevailing rates, and available sites and services. An organization may pay seasonal expenses, such as snow removal, air-conditioning, and heating, to a vendor.
  - c. If bingo is not the primary game, the maximum monthly rent must be according to subsection 5 of North Dakota Century Code section 53-06.1-11.

Special considerations are:

    - (1) If two or more organizations conduct twenty-one or paddlewheels, or both, involving a table and pull tabs for less than a month at a temporary site which is a public or private premise, or if two or more organizations are issued site authorizations to conduct games at a site on different days of the week, the maximum monthly rent, in the aggregate, may not exceed the limit set by subsection 5 of North Dakota Century Code section 53-06.1-11; and
    - (2) If a raffle, calcutta, sports pool, or poker is conducted with twenty-one, paddlewheels or pull tabs, no additional rent is allowed.
  - d. Except for applying subsection 3 or 4 of section 99-01.3-03-04, and additional rent paid to a lessor for simulcast racing, an organization or employee may not pay any additional rent or expense, from any source, or for any other purpose, including office or storage space, snow removal, maintenance or cleaning fees, equipment, furnishings, entertainment, or utilities. Except for a leased site at which bingo is the primary game conducted, an organization may not pay for any capital or leasehold improvements or remodeling.
- \*4. If there is a change in the monthly rent or any other material change to a rental agreement, the agreement must be amended and a copy received by the attorney general before its effective date.

### **North Dakota Administrative Code § 99-01.3-08-01 (Restrictions and Requirements)**

4. An organization may pay monthly rent for more than one table provided that each additional table is used at least thirteen times a quarter. This level of activity is based on a site's historical experience, or seasonal activity, for each of the previous four quarters, regardless of which organization conducted twenty-one at the site. For a new site or a site that has been completely remodeled in appearance and function, the level of activity must be reviewed and reestablished after the first full quarter. If an additional table is used at least thirteen times in at least one but not all of the previous four quarters, the allowable monthly rent for that table must be prorated over all the active months of the licensing year. For example, if a second table was used at least thirteen times in only two of the previous four quarters, the additional monthly rent for the second table would be a maximum of two hundred dollars per month (or three hundred dollars per month if a wager greater than five dollars is accepted on the table) multiplied by six months (totaling one thousand two hundred dollars) and prorated to one hundred dollars per month for the licensing year. The organization shall document each table's usage, which includes the date, table number, and drop box cash amount for each table and how the prorated rental amounts were determined. This documentation must be retained with the organization's twenty-one records for three years.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Furry Friends Rockin Rescue at Chucker's Sports Bar from July 1, 2026 to June 30, 2027 gaming site authorization

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**STATEMENT/PURPOSE:**

To consider the gaming site authorization for Furry Friends Rockin Rescue at Chucker's Sports Bar from July 1, 2026 to June 30, 2027

**BACKGROUND/ALTERNATIVES:**

received 5/26/26

**ATTACHMENTS:**

1. Furry Friends Rockin Rescue - Chucker's Sports Bar

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

reviewing and processing

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the gaming site authorization for Furry Friends Rockin Rescue at

City Commission

Agenda Documentation

June 2, 2026

Subject: Furry Friends Rockin Rescue at Chucker's Sports Bar from July 1, 2026 to June 30, 2027

Page 2 of 2

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Chucker's Sports Bar from July 1, 2026 to June 30, 2027.



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

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Site License Number  
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization  
**Furry Friends Rockin Rescue**

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

Name of Location  
**Chucker's Sports Bar**

Street <b>1700 East Main Street</b>	City <b>Mandan</b>	ZIP Code <b>58554</b>	County <b>Morton</b>
--	-----------------------	--------------------------	-------------------------

Beginning Date(s) Authorized <b>July 1, 2026</b>	Ending Date(s) Authorized <b>June 30, 2027</b>	Number of Twenty-One tables, if zero, enter "0" <b>1</b>
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Specific location where games of chance will be conducted and played at the site (required)  
**See attached**

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known  
**Unknown at this time**

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

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

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Bingo                      | <input type="checkbox"/> Club Special                             | <input type="checkbox"/> Sports Pools             |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo           | <input type="checkbox"/> Tip Board                                | <input checked="" type="checkbox"/> Twenty-One    |
| <input checked="" type="checkbox"/> Raffles                    | <input type="checkbox"/> Seal Board                               | <input checked="" type="checkbox"/> Poker         |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle               | <input type="checkbox"/> Punchboard                               | <input type="checkbox"/> Calcuttas                |
| <input type="checkbox"/> Pull Tab Jar                          | <input checked="" type="checkbox"/> Prize Board                   | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input checked="" type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table        |
| <input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device |   |   |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

**APPROVALS**

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

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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



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

License Number (Office Use Only)

Site Owner (Lessor) <b>Send it! 24/7 Cornhole, Inc.</b>		Site Name <b>Chucker's Sports Bar</b>		Site Phone Number <b>701-751-2359</b>
Site Address <b>1700 East Main Street</b>	City <b>Mandan</b>	State <b>ND</b>	Zip Code <b>58554</b>	County <b>Morton</b>
Organization <b>Furry Friends Rockin Rescue</b>	Rental Period <b>July 1, 2026</b> to <b>June 30, 2027</b>		Monthly Rent Amount	
1. Is Bingo going to be conducted at the site?		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	
1a. If "Yes" to number 1 above, is Bingo the <b>primary</b> game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$
Number of Tables with wagers over \$5 <b>1</b> X Rent per Table \$ <b>300</b>				\$ <b>300</b>
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input checked="" type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <b>325</b>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <b>10</b>		<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	\$ <b>1,250</b>
Total Monthly Rent				\$ <b>1,875</b>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

**TERMS OF RENTAL AGREEMENT:**

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

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

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

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

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

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

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

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

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

Signature of Lessor 	Title <b>Owner / MGR</b>	Date <b>5/22/2026</b>
Signature of Lessee 	Title <b>Board Member</b>	Date <b>5-22-26</b>

### **North Dakota Century Code § 53-06.1-11 (Gross Proceeds - Allowable Expenses - Rent Limits)**

4. For a site where bingo is conducted:
  - a. If bingo is the primary game, the monthly rent must be reasonable
  - b. If bingo is not the primary game, but is conducted with twenty-one, paddlewheels, or pull tabs, no additional rent is allowed.
5. For a site where bingo is not the primary game.
  - a. If twenty-one or paddlewheels is conducted, the monthly rent may not exceed two hundred dollars multiplied by the necessary number of tables based on criteria prescribed by gaming rule. For each twenty-one table with a wager greater than five dollars, an additional amount up to one hundred dollars may be added to the monthly rent. If pull tabs is also conducted involving only a jar bar, the monthly rent for pull tabs may not exceed an additional one hundred seventy-five dollars. If pull tabs is conducted involving only a dispensing device or a jar bar and dispensing device, the monthly rent for pull tabs may not exceed an additional three hundred twenty-five dollars.
  - b. If twenty-one and paddlewheels are not conducted but pull tabs is conducted involving either a jar bar or dispensing device, the monthly rent may not exceed four hundred dollars.
  - c. If pull tabs is conducted using one or more electronic pull tab devices, the monthly rent may not exceed one hundred seventy-five dollars per machine for the first five machines in the same venue. For each additional machine in the same venue beyond five, the monthly rent may not exceed seventy-five dollars per machine up to a maximum of one thousand two hundred fifty dollars per month for all electronic pull tab devices in a single venue.

### **North Dakota Administrative Code § 99-01.3-02-06 (Rental Agreement)**

3. Rent must be a fixed dollar amount per month
  - a. A participatory or graduated rate arrangement based on gross proceeds or adjusted gross proceeds is prohibited.
  - b. If bingo is the primary game or if a site is leased by an organization that has the alcoholic beverage license for that site, the monthly rent must be reasonable. Factors include time usage, floor space, local prevailing rates, and available sites and services. An organization may pay seasonal expenses, such as snow removal, air-conditioning, and heating, to a vendor.
  - c. If bingo is not the primary game, the maximum monthly rent must be according to subsection 5 of North Dakota Century Code section 53-06.1-11.

Special considerations are:

    - (1) If two or more organizations conduct twenty-one or paddlewheels, or both, involving a table and pull tabs for less than a month at a temporary site which is a public or private premise, or if two or more organizations are issued site authorizations to conduct games at a site on different days of the week, the maximum monthly rent, in the aggregate, may not exceed the limit set by subsection 5 of North Dakota Century Code section 53-06.1-11; and
    - (2) If a raffle, calcutta, sports pool, or poker is conducted with twenty-one, paddlewheels or pull tabs, no additional rent is allowed.
  - d. Except for applying subsection 3 or 4 of section 99-01.3-03-04, and additional rent paid to a lessor for simulcast racing, an organization or employee may not pay any additional rent or expense, from any source, or for any other purpose, including office or storage space, snow removal, maintenance or cleaning fees, equipment, furnishings, entertainment, or utilities. Except for a leased site at which bingo is the primary game conducted, an organization may not pay for any capital or leasehold improvements or remodeling.
- \*4. If there is a change in the monthly rent or any other material change to a rental agreement, the agreement must be amended and a copy received by the attorney general **before** its effective date.

### **North Dakota Administrative Code § 99-01.3-08-01 (Restrictions and Requirements)**

4. An organization may pay monthly rent for more than one table provided that each additional table is used at least thirteen times a quarter. This level of activity is based on a site's historical experience, or seasonal activity, for each of the previous four quarters, regardless of which organization conducted twenty-one at the site. For a new site or a site that has been completely remodeled in appearance and function, the level of activity must be reviewed and reestablished after the first full quarter. If an additional table is used at least thirteen times in at least one but not all of the previous four quarters, the allowable monthly rent for that table must be prorated over all the active months of the licensing year. For example, if a second table was used at least thirteen times in only two of the previous four quarters, the additional monthly rent for the second table would be a maximum of two hundred dollars per month (or three hundred dollars per month if a wager greater than five dollars is accepted on the table) multiplied by six months (totaling one thousand two hundred dollars) and prorated to one hundred dollars per month for the licensing year. The organization shall document each table's usage, which includes the date, table number, and drop box cash amount for each table and how the prorated rental amounts were determined. This documentation must be retained with the organization's twenty-one records for three years.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Mandan Hockey Club, Inc. at Blackstone Tavern from July 1, 2026 to June 30, 2027 gaming site authorization

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**STATEMENT/PURPOSE:**

To consider the gaming site authorization for Mandan Hockey Club, Inc. at Blackstone Tavern from July 1, 2026 to June 30, 2027

**BACKGROUND/ALTERNATIVES:**

received 5/11/26

**ATTACHMENTS:**

1. Mandan Hockey Club, Inc. - Blackstone Tavern

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

reviewing and processing

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the gaming site authorization for Mandan Hockey Club, Inc. at

City Commission

Agenda Documentation

June 2, 2026

Subject: Mandan Hockey Club, Inc. at Blackstone Tavern from July 1, 2026 to June 30, 2027

Page 2 of 2

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Blackstone Tavern from July 1, 2026 to June 30, 2027.



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

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Site License Number  
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization  
**Mandan Hockey Club, Inc.**

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

Name of Location  
**Blackstone Tavern**

Street <b>2630 Old Red Trail</b>	City <b>Mandan</b>	ZIP Code <b>58554</b>	County <b>Morton</b>
-------------------------------------	-----------------------	--------------------------	-------------------------

Beginning Date(s) Authorized <b>7/1/2026</b>	Ending Date(s) Authorized <b>6/30/2027</b>	Number of Twenty-One tables, if zero, enter "0" <b>1</b>
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Specific location where games of chance will be conducted and played at the site (required)  
**North End of Bar**

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known  
**Event dates currently unknown**

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

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

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

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Bingo                             | <input type="checkbox"/> Club Special                  | <input type="checkbox"/> Sports Pools             |
| <input type="checkbox"/> <b>ELECTRONIC</b> Quick Shot Bingo           | <input type="checkbox"/> Tip Board                     | <input checked="" type="checkbox"/> Twenty-One    |
| <input checked="" type="checkbox"/> Raffles                           | <input type="checkbox"/> Seal Board                    | <input checked="" type="checkbox"/> Poker         |
| <input type="checkbox"/> <b>ELECTRONIC</b> 50/50 Raffle               | <input type="checkbox"/> Punchboard                    | <input type="checkbox"/> Calcuttas                |
| <input checked="" type="checkbox"/> Pull Tab Jar                      | <input type="checkbox"/> Prize Board                   | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device        | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table        |
| <input checked="" type="checkbox"/> <b>ELECTRONIC</b> Pull Tab Device |  |   |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

**APPROVALS**

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

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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



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

License Number (Office Use Only)

Site Owner (Lessor) <b>Shiv Patel</b>		Site Name <b>Blackstone Tavern</b>		Site Phone Number <b>701-663-8686</b>
Site Address <b>2630 Old Red Trail</b>		City <b>Mandan</b>	State <b>ND</b>	Zip Code <b>58554</b>
County <b>Morton</b>		Rental Period <b>7/1/2026</b> to <b>6/30/2027</b>		Monthly Rent Amount
Organization <b>Mandan Hockey Club, Inc.</b>				
1. Is Bingo going to be conducted at the site?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
1a. If "Yes" to number 1 above, is Bingo the <b>primary</b> game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <b>0.00</b>
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 <u>0</u> X Rent per Table \$ <u>0.00</u>		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ <b>0.00</b>
Number of Tables with wagers over \$5 <u>1</u> X Rent per Table \$ <u>300.00</u>				\$ <b>300.00</b>
3. Is Paddlewheels conducted at this site? Number of Tables <u>0</u> X Rent per Table \$ <u>0.00</u>		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$ <b>0.00</b>
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input checked="" type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ <b>325.00</b>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <u>10</u>		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ <b>1,250.00</b>
Total Monthly Rent				\$ <b>1875.00</b>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

**TERMS OF RENTAL AGREEMENT:**

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

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

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

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

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

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

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

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

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

Signature of Lessor 	Title <b>Owner</b>	Date <b>05/04/26</b>
Signature of Lessee 	Title <b>Gaming Manager</b>	Date <b>05/04/2026</b>

**CITY OF MANDAN**

**Receipt No:** 24801

**Date:** 5/11 2026

**Received of:** MANDAN HOCKEY CLUB

**\$** 100.00

**Dollars**

**Description:** GAMING SITE AUTH CREDIT CARD

**Code:** 100.32.233

**Customer #:** 45831 "NO DEPOSIT"

**Received by:** LISAS



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Mandan Fastpitch Association at Aviators from July 1, 2026 to June 30, 2027 gaming site authorization

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**STATEMENT/PURPOSE:**

To consider the gaming site authorization for Mandan Fastpitch Association at Aviators from July 1, 2026, to June 30, 2027

**BACKGROUND/ALTERNATIVES:**

received 5/27/26

**ATTACHMENTS:**

1. Mandan Fastpitch Association - Aviators

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

reviewing and processing

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the gaming site authorization for Mandan Fastpitch Association at Aviators from July 1, 2026 to June 30, 2027.

City Commission

Agenda Documentation

June 2, 2026

Subject: Mandan Fastpitch Association at Aviators from July 1, 2026 to June 30, 2027

Page 2 of 2

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

G - \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Site License Number  
 (Attorney General Use Only)

Full, Legal Name of Gaming Organization  
**Mandan Fastpitch Association**

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

Name of Location  
**Aviators**

Street <b>202 W Main St</b>	City <b>Mandan</b>	ZIP Code <b>58554</b>	County <b>Morton</b>
--------------------------------	-----------------------	--------------------------	-------------------------

Beginning Date(s) Authorized <b>July 1 2026</b>	Ending Date(s) Authorized <b>June 30 2027</b>	Number of Twenty-One tables, if zero, enter "0" <b>0</b>
--	--	---

Specific location where games of chance will be conducted and played at the site (required)  
**Sw corner of bar**

If conducting Raffle or Poker activity provide date(s) or month(s) of the event(s) if known  
**1 Gun raffle in fall**

**RESTRICTIONS FOR CITY/COUNTY USE ONLY**

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

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bingo                                 | <input type="checkbox"/> Club Special                  | <input type="checkbox"/> Sports Pools             |
| <input type="checkbox"/> ELECTRONIC Quick Shot Bingo           | <input type="checkbox"/> Tip Board                     | <input type="checkbox"/> Twenty-One               |
| <input type="checkbox"/> Raffles                               | <input type="checkbox"/> Seal Board                    | <input type="checkbox"/> Poker                    |
| <input type="checkbox"/> ELECTRONIC 50/50 Raffle               | <input type="checkbox"/> Punchboard                    | <input type="checkbox"/> Calcuttas                |
| <input type="checkbox"/> Pull Tab Jar                          | <input type="checkbox"/> Prize Board                   | <input type="checkbox"/> Paddlewheel with Tickets |
| <input checked="" type="checkbox"/> Pull Tab Dispensing Device | <input type="checkbox"/> Prize Board Dispensing Device | <input type="checkbox"/> Paddlewheel Table        |
| <input checked="" type="checkbox"/> ELECTRONIC Pull Tab Device |  |   |

Days of week of gaming operations (if restricted)	Hours of gaming (if restricted)
---	---------------------------------

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

**APPROVALS**

Attorney General	Date
Signature of City/County Official	Date

PRINT Name and official position of person signing on behalf of city/county above

**INSTRUCTIONS:**

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

**RETURN ALL DOCUMENTS TO:**

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



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

License Number (Office Use Only)

Site Owner (Lessor) <b>AUBRS LLC DBA: Aviators Bar</b>		Site Name <b>Aviators Bar</b>		Site Phone Number <b>701-751-0536</b>
Site Address <b>202 W Main St</b>		City <b>Mandan</b>	State <b>ND</b>	Zip Code <b>58554</b>
Organization <b>Mandan Fastpitch</b>		Rental Period <b>July 1 2026</b> to <b>June 30 2027</b>		County <b>Morton</b>
1. Is Bingo going to be conducted at the site?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		<input type="checkbox"/> No <input type="checkbox"/> Yes		\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: <input type="checkbox"/> Jar Bar <input checked="" type="checkbox"/> Standard Dispensing Device		<input type="checkbox"/> No <input type="checkbox"/> Yes		\$ <b>325</b>
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices <b>6</b>		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		\$ <b>950</b>
Total Monthly Rent				\$ <b>1275</b>
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. <input type="checkbox"/>				

**TERMS OF RENTAL AGREEMENT:**

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

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

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

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

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

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

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

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

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

Signature of Lessor 	Title <b>Managing Member</b>	Date <b>5-27-2026</b>
Signature of Lessee 	Title <b>GAMING MANAGER</b>	Date <b>5-27-2024</b>



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Memorandum of Understanding between Bismarck State College Campus Police and Mandan Police Department.

**STATEMENT/PURPOSE:**

To consider the Memorandum of Understanding between Bismarck State College Campus Police and Mandan Police Department.

**BACKGROUND/ALTERNATIVES:**

This Memorandum of Understanding (MOU) establishes the understanding and cooperative relationship between the Bismarck State College (BSC) Campus Police Department and the Mandan Police Department (MPD) regarding emergency assistance, mutual aid, information sharing, and coordinated response efforts to enhance public safety and promote effective coordination between agencies.

The parties acknowledge that collaboration between both agencies serves the interests of students, faculty, staff, visitors, Bismarck State College, and the City of Mandan.

**ATTACHMENTS:**

- 1. BSC MPD MOU 2026

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

City Attorney Amy Oster reviewed and approved the Memorandum of Understanding between Bismarck State College Campus Police and Mandan Police Department.

**RECOMMENDATION:**

To approve the Memorandum of Understanding between Bismarck State College Campus Police and Mandan Police Department.

**SUGGESTED MOTION:**

I move to approve the Memorandum of Understanding between Bismarck State College Campus Police and Mandan Police Department.

# MEMORANDUM OF UNDERSTANDING

## Between

Bismarck State College Campus Police Department

## and

Mandan Police Department

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

### I. PURPOSE

This Memorandum of Understanding (MOU) establishes the understanding and cooperative relationship between the Bismarck State College (BSC) Campus Police Department and the Mandan Police Department (MPD) regarding emergency assistance, mutual aid, information sharing, and coordinated response efforts to enhance public safety and promote effective coordination between agencies.

The parties acknowledge that collaboration between both agencies serves the interests of students, faculty, staff, visitors, Bismarck State College, and the City of Mandan.

### II. AUTHORITY

This MOU is entered into pursuant to applicable provisions of North Dakota law and any other statutory authority permitting interagency cooperation and mutual assistance among law enforcement agencies.

Nothing in this agreement shall supersede federal law, state law, local ordinances, or institutional policies.

### III. PARTIES

Bismarck State College Campus Police Department  
1500 Edwards Avenue  
Bismarck, North Dakota 58506

Mandan Police Department  
205 1st Avenue NW  
Mandan, North Dakota 58554

### IV. SCOPE OF AGREEMENT

- Mutual aid and emergency assistance
- Critical incident response
- Emergency response coordination

- Information sharing
- Incident command and communications
- Special event support when feasible

## **V. JURISDICTION AND RESPONSIBILITIES**

Each agency shall remain responsible for providing primary law enforcement services within its respective jurisdiction and area of responsibility.

The Bismarck State College Campus Police Department and Mandan Police Department agree to share the following responsibilities:

- Provide emergency assistance and law enforcement support to one another when requested and when staffing and operational needs allow
- Assist with active threats, critical incidents, large-scale emergencies, disasters, and incidents requiring additional manpower or resources
- Coordinate response efforts and maintain communication during incidents affecting either agency
- Share information consistent with applicable law and agency policy
- Maintain responsibility for their own agency operations, personnel, and primary jurisdictional obligations

Neither agency shall be obligated to provide assistance if doing so would negatively impact primary operational responsibilities.

## **VI. MUTUAL AID**

The parties agree to provide reasonable mutual aid and assistance during major incidents, natural disasters, severe weather emergencies, active threat situations, public safety emergencies, large-scale events, and other critical incidents requiring additional resources.

Either agency may request assistance from the other during critical incidents or emergency situations. Assistance shall be provided when staffing levels, resource availability, and operational demands permit.

Nothing within this agreement shall obligate either agency to provide assistance if doing so would adversely affect their ability to maintain essential services and responsibilities within their own jurisdiction.

## **VII. COMMUNICATIONS AND INFORMATION SHARING**

The parties agree to maintain open communication regarding incidents affecting public safety and share information consistent with applicable law and agency policy.

## **VIII. INCIDENT COMMAND**

For incidents requiring a multi-agency response, participating agencies shall operate under National Incident Management System (NIMS) and Incident Command System (ICS) principles. Unified Command may be established when appropriate.

#### **IX. LIABILITY**

Each agency shall remain responsible for the acts or omissions of its own employees, officers, and agents. Nothing in this agreement waives legal protections available under law.

#### **X. RECORDS AND CONFIDENTIALITY**

Records and information shared pursuant to this agreement shall be handled in accordance with applicable federal laws, North Dakota open records laws, privacy laws, and agency policies.

#### **XI. FINANCIAL RESPONSIBILITY**

Unless otherwise agreed in writing, each agency shall bear its own costs associated with activities performed under this agreement.

#### **XII. REVIEW, MODIFICATION, AND TERMINATION**

This agreement may be reviewed periodically and modified upon mutual written agreement. Either party may terminate this agreement by providing thirty (30) days written notice.

#### **XIII. EFFECTIVE DATE**

This agreement shall become effective upon execution by authorized representatives.

**SIGNATURES**

For Bismarck State College Campus Police  
Department:

For Mandan Police Department:

\_\_\_\_\_  
Michael McMerty  
Chief of Police  
Bismarck State College Campus Police  
Department

\_\_\_\_\_  
Jason Ziegler  
Chief of Police  
Mandan Police Department

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Annual Liquor License Renewals

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**STATEMENT/PURPOSE:**

All liquor licenses must be renewed and approved by the Board of City Commissioners on an annual basis.

**BACKGROUND/ALTERNATIVES:**

\*\*See attached spreadsheet for the received liquor license renewal applications to be approved.\*\*

**ATTACHMENTS:**

1. 2026-2027 Liquor License Renewals 06.02.26

**FISCAL IMPACT:**

Annual renewal fees are payable at the time of application.

**STAFF IMPACT:**

Reviewing and processing of the applications

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the Class A, Spec. B, E, D, D1, BWO, and WB liquor license renewal applications on the spreadsheet attached effective July 1, 2026.

City Commission

Agenda Documentation

June 2, 2026

Subject: Consider approval of the Class A, Spec. B, E, D, D1, BWO, and WB liquor license renewal applications effective July 1, 2026

Page 2 of 2

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**RENEWALS**

License Holder Name	Class Type	Class Description	License #	Fee Paid	Business Address
Weber's Golf Shop LLC - Prairie West Golf Course	Spec. B	Publicly Owned or Operated Facilities On Sale Beer	41	\$380	2709 Longspur Trail
Weber's Golf Shop LLC - Mandan Municipal Golf Course	Spec. B	Publicly Owned or Operated Facilities On Sale Beer	42	\$380	1002 7th St SW
Old 10 Bar & Grill, LLC	E	Restaurant On Sale Beer & Liquor	37	\$2,630	417 E Main St
Old Town Tavern Inc	A	General Retail On & Off Sale Beer & Liquor	17	\$4,100	109 1st Ave NW
Whiskey Gypsi - Scapegoat Bar	A	General Retail On & Off Sale Beer & Liquor	55	\$4,100	202 E Main St
B&B Inc - dba Broken Oar	A	General Retail On & Off Sale Beer & Liquor	2	\$4,100	4724 Pintail Loop
Dialectic Brewing Company LLC dba Buffalo Commons Brewing	WB	Winery or Brewery	9	\$820	416 West Main Street
Stage Stop Liquors, Inc dba Stage Stop	A	General Retail On & Off Sale Beer & Liquor	11	\$4,100	611 6th Ave SE
Bayside LLC dba Bayside Arco	D	Exclusive Off Sale Beer & Liquor	16	\$4,100	2701 46th Ave SE
Thomas & Moriarty's	E	Restaurant On Sale Beer & Liquor	26	\$2,630	200 W Main St
Strawberry Bar	A	General Retail On & Off Sale Beer & Liquor	31	\$4,100	210 W Main St
Parkland USA Corporation dba Superpumper #80238	D1	Exclusive Off Sale Beer & Wine	35	\$4,100	2901 Memorial Hwy
Legendary Beverage LLC	Spec. B	Publicly Owned or Operated Facilities On Sale Beer	38	\$380	3000 Northshore Loop SE
Parkland USA Corporation dba Superpumper #80152	D1	Exclusive Off Sale Beer & Wine	43	\$820	205 6th Ave SE
Parkland USA Corporation dba Superpumper #80141	D1	Exclusive Off Sale Beer & Wine	44	\$820	1410 Collins Ave
Ten Spot Lanes Inc	BWO	Retail On Sale Beer & Wine	46	\$1,210	107 11th Ave NE
V3NU3 LLC	BWO	Retail On Sale Beer & Wine	49	\$1,210	320 West Main Street
Send It! 24/7 Cornhole, Inc	A	General Retail On & Off Sale Beer & Liquor	50	\$4,100	1700 E Main St
East Main Investments LLC dba Silver Dollar Bar	A	General Retail On & Off Sale Beer & Liquor	59	\$4,100	200 E Main Sr
Bar Operators LLC dba Central Station	A	General Retail On & Off Sale Beer & Liquor	53	\$4,100	111 Collins Ave
La Cantina ND LLC	E	Restaurant On Sale Beer & Liquor	54	\$2,630	308 W Main St
G.D. Hooker LLC dba Black Lions Pub & Pizza	E	Restaurant On Sale Beer & Liquor	60	\$2,630	412 W Main St
Av8rs LLC dba Aviators Bar	E	Restaurant On Sale Beer & Liquor	61	\$2,630	202 W Main St
BSCL LLC dba Big Stick Cigar Lounge	A	General Retail On & Off Sale Beer & Liquor	62	\$4,100	104 2nd Ave NW
Vicky's Sports Bar Inc dba Vicky's Sports Bar	A	General Retail On & Off Sale Beer & Liquor	63	\$4,100	106 2nd Ave SW
Lonesome Dove, Inc.	A	General Retail On & Off Sale Beer & Liquor	22	\$4,100	3929 Memorial Highway
Bareknuckle Events LLC - Funatix Events	Spec. B	Publicly Owned or Operated Facilities On Sale Beer	52	\$380	2428 Longspur Trail

\*\*renewals\*\* for 6/2/26 CC approval



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Riley McAdoo-Roesler, Assistant City Engineer  
**SUBJECT:** Task Order 12 – Mandan Cemetery Civil and Geotechnical Engineering Report

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**STATEMENT/PURPOSE:**

To approve task order 12 for the Mandan Cemetery Civil and Geotechnical Engineering Report.

**BACKGROUND/ALTERNATIVES:**

The City of Mandan has contracted with Moore Engineering to complete an initial study of the Mandan Cemetery slope. Initial monitoring was completed in 2025 and is ongoing. The City was awarded a \$156,140.50 grant to complete a preliminary engineer’s report and develop a FEMA Application for the recommended solution. The preliminary engineer’s report will be complete by the end of the year. Upon report completion, a FEMA funding application would be submitted. This action would replace the existing task order for funding tracking purposes.

**ATTACHMENTS:**

1. 24338\_TaskOrder12

**FISCAL IMPACT:**

Task order 12 is for \$211,405. The City has received a \$156,140.50 grant. The local share is \$55,264.50. There is no additional cost to the City, as this Task Order would replace the existing one for funding tracking purposes.

**STAFF IMPACT:**

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

**LEGAL REVIEW:**

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

City Commission

Agenda Documentation

June 2, 2026

Subject: Consider Task Order 12 with Moore Engineering for Cemetery Geotechnical Reports

Page 2 of 2

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**RECOMMENDATION:**

Approve Task Order 12 for the Mandan Cemetery Civil and Geotechnical Engineering Report.

**SUGGESTED MOTION:**

I move to approve Task Order 12 for the Mandan Cemetery Civil and Geotechnical Engineering Report.

This is **Task Order 12**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order** dated September 5, 2023.

## Task Order No. 12

---

### 1. Background Data:

- a. Effective Date of Task Order: June 2, 2026
- b. Owner: City of Mandan, ND
- c. Engineer: Moore Engineering Inc.
- d. Specific Project: Mandan Cemetery – Civil and Geotechnical Engineering Report: Engineering services related to alternative development, opinion of cost, engineer’s report, FEMA HMGP Application, landowner coordination, and public involvement.

### GENERAL DESCRIPTION OF PROJECT:

This Task Order includes a study of the project area with the deliverables being: A Preliminary Engineering Report, 10% Design Deliverables, and a FEMA HMGP Funding application.

The Project area consists of the eastern portion of the Mandan Cemetery and the BNSF Railroad right-of-way shown on Figure 1.

The objective is to determine the causes of the slope stability issues, identify alternatives to address the issues, select the most feasible method to properly address the issues, identify project costs and assist the city in a FEMA HMGP application for project funding to address the issues.

It is assumed that the city will execute a future amendment to this contract to provide design and construction engineering phase services.

### Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:



1. **Part A. Preliminary Design:**
  - a. Begin draft Preliminary Engineer's Report
  - b. Hold two (2) field reviews with Public Works/Cemetery Representative to determine proposed street improvements, infrastructure re-routing, drainage adjustments. Determine supplemental infrastructure changes requested by the owner in this area:
    - 1) Drainage needs to be routed away from the area. It is assumed that the proposed project will include either a drainage swale, grading, and storm sewer improvements needed to direct runoff to the south.
    - 2) If storm sewer is requested, provide preliminary storm water modeling to size the storm sewer pipes for the purpose of estimating cost. No storm water pond sizing or modeling is included.
    - 3) Determine water distribution system re-routing and/or water main replacement needed to route water main away from this area.
    - 4) Provide roadway reconstruction costs (typical section provided by Mandan Engineering Department, no pavement design.)
  - c. Geotechnical Modeling: Identify three alternatives to resolve the land slide issues in the area. Develop each alternative to a 10% design level, analyze each alternative to perform preliminary geotechnical modeling to understand each method's effectiveness. Two 10 percent geotechnical designs are assumed to be completed using limit equilibrium and one 10 percent design assumed to be completed using finite difference for soil-structure interaction modeling. If any method is not feasible, and therefore a cost estimate is not possible, a fourth option will be analyzed and modeled.
  - d. Complete preliminary civil design (10% level) to determine limits of removals, working area and identify easement needs.
    - 1) Prepare existing conditions drawings and other drawings or exhibits related to existing conditions, traffic routing, typical sections, proposed street and utility considerations.
    - 2) Complete quantity take-offs and preliminary opinion of construction costs.
    - 3) Conduct up to two (2) field reviews with Owner to review design alternatives.
2. **Part B: Preliminary Engineer's Report:** Upon satisfactory completion of the preliminary engineering work and Owner's approval to proceed, Engineer shall:
  - a. Finalize Preliminary Engineer's Report:
    - 1) Geotechnical: Concept Drawings, Slope monitoring Memo, Alternatives, Preliminary Cost Estimates
    - 2) Civil: Identify full project scope, schedule and budget (Civil and Geotechnical) for purpose of FEMA HMGP funding application
3. **Part C: FEMA HMGP Funding Application:** Upon satisfactory completion of the initial Investigative work and Owner's approval to proceed, Engineer shall complete:

- a. Project Narrative, full application, public support documents, B/C spreadsheets, maps, Opinion of Cost, Budget Narrative, future O&M projections, life-cycle cost analysis, coordination with NDDDES (FEMA Region), Attachments, QA, review with owner, public meeting uploading and submitting
- B. Other Services - None
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order. The following items form the basis of the proposed
  - 1. The following items are specifically excluded:
    - a. Utility Coordination meeting
    - b. Engineering analysis and design for MDU pipeline or BNSF railway relocation/improvements
    - c. Pavement Life Cycle Cost Analysis
    - d. Lighting Design
    - e. Special Assessment District Services: No calculations or Improvement District Services are included in this phase to develop the PER.
    - f. Environmental Review (cultural, biological, wetland, etc), Environmental Clearance, Environmental Mitigation Measures are NOT included in this phase. It is not yet possible to accurately know what kind of environmental review/steps will be required until the report is finished. At the conclusion of the Report, Moore will provide a sample Environmental SOV letter which describes the proposed project. The City can send the SOV letters to their (or FEMA's) list of required agencies. Once the SOV responses are received, Moore will provide an Amendment with recommended next steps to address environmental concerns/requirements of the funding agency/owner.
    - g. Hydraulic modeling of water main or sanitary sewer
    - h. Structural analysis of existing retaining walls
    - i. This agreement is expected to take the project to a 10% design level. Final Design and Construction engineering services are not included. If these services are requested, an amendment to this Agreement for Engineering Services will be provided to the Owner

## 1. Additional Services

- D. Additional Services that may be authorized or necessary under this Task Order are: those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

## 2. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

- E. Attend meetings and provide direction as indicated in the above parts of this Task Order.
- F. Provide any records, reports of water main breaks, sewer televising tapes, deeds, title opinions, property surveys, plats, as-built drawings of infrastructure, previous engineer's reports, or any other historic records from this area.
- G. Pay for Railroad Permitting fees and/or railroad flagging (if required.)

## 3. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: services are to be finished in a timely matter as to provide adequate time to begin construction in April or May of 2027.

## 4. Payments to Engineer

- A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount
Modeling, Preliminary Design	\$162,360
Preliminary Engineer's Report	\$28,955
FEMA HMGP Application Preparation & Submission	\$20,090
<b>TOTAL COMPENSATION</b>	<b>\$211,405</b>

Hourly tasks will be billed on the category billing rate basis. Category billing rates are provided in the Master Service Agreement, are valid through the end of the current year, and may be adjusted annually to meet market conditions. Consultant Invoices that Moore Engineering retains will be multiplied by a multiplier of 1.10. Invoices will be submitted monthly based on the work completed. Moore may alter the distribution of compensation between individual phases listed above to be consistent with services actually rendered, but shall not exceed the total contract compensation amount unless approved in writing by the City.

- B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

## 5. Consultants retained as of the Effective Date of the Task Order:

- a. Barr Engineering Co. (Geotechnical)

## 6. Other Modifications to Agreement and Exhibits: None

## 7. Attachments:

- a. Project Area Map

**8. Other Documents Incorporated by Reference:** Master Service Agreement between Moore Engineering and City of Mandan dated September 5, 2023

**9. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June 2, 2026.

OWNER:  
By: \_\_\_\_\_

Print Name: James Froelich

Title: Mayor

ENGINEER:  
By: 

Print Name: Jerod Klabunde, PE

Title: Project Management Group Leader

Engineer License or Firm's  
Certificate No. (if required): 011C  
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Riley McAdoo-Roesler

Title: Assistant City Engineer

Address: 205 2<sup>nd</sup> Ave NW  
Mandan, ND 58554

E-Mail  
Address: Riley.mcadooroessler@cityofmandan.com

Phone: (701) 667-3225

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jerod Klabunde, PE

Title: Project Management Group Leader

Address: 4503 Coleman Street, Ste. 105  
Bismarck, ND 58503

E-Mail  
Address: Jerod.klabunde@mooreengineeringinc.com

Phone: (701) 751-8380



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** June 2, 2026  
**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Kari Schmidt, Communications Specialist  
**SUBJECT:** Special B Liquor Permit for Funatix on July 2-4

---

**STATEMENT/PURPOSE:**

Consider approving the Special B liquor permit for Funatix Events for the sale of liquor and beer at the Rodeo Arena during Mandan Rodeo Days on July 2-4.

**BACKGROUND/ALTERNATIVES:**

A special B liquor permit was recently received from Funatix Events to sell liquor at the Mandan Rodeo Days July 2-4. The regular Special B license is for the sale of beer only. This permit allows the applicant to sell liquor as well.

**ATTACHMENTS:**

- 1. Funatix Events Special B Liquor Permit

**FISCAL IMPACT:**

There is a \$100 fee associated with this permit.

**STAFF IMPACT:**

Minimal. Processing required

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

Approve, contingent on the fee being paid.

**SUGGESTED MOTION:**

I move to approve the Special B liquor permit for Funatix Events for July 2-4, contingent on the fee being paid.

City Commission

Agenda Documentation

June 2, 2026

Subject: *Consider approval of the Special B liquor permit for Funatix Events for July 2-4, 2026*

Page 2 of 2

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CITY OF MANDAN  
SPECIAL "B" LIQUOR PERMIT

Date of Application: 5/11/26

Name of Licensee: Funatix Events

Address of Licensee: 201 W Front Ave Bismarck, ND 58504

E-mail Address of Licensee: nate@larksbaseball.com

Phone Number of Licensee: 701-557-7600

Address of public facility if used: 2428 Longspur Trail Mandan, ND 58554

State the purpose for which this permit will be used:

This permit will be used for the sale of liquor and beer during the Mandan Rodeo Days on July 2nd, 3rd, 4th.

Date(s) of requested (not to exceed 3 days) July 2, 3, 4

Time of day which the applicant desires the permit to be in effect: 3pm-11:59pm

Does this organization have approval of the Mandan Park District for this application?

Yes  No



Signature of Applicant

Received by \_\_\_\_\_

Date Received: \_\_\_\_\_

Commission Approval: \_\_\_\_\_

\$100.00 per Event – Amount paid \$ \_\_\_\_\_



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 22, 2026  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Consider a special use permit for 2264 Sunny Road S

---

#### **STATEMENT/PURPOSE:**

Consider a special use permit for propane storage and distribution at 2264 Sunny Road S.

#### **BACKGROUND/ALTERNATIVES:**

This proposed special use permit is for the use of propane storage and distribution at the property described as Lot 1, Block 1, Vic Fleck Subdivision, T139N R81W, City of Mandan. The property address is 2264 Sunny Rd S.

#### **Property**

The property is zoned CB- Business Commercial and is shown in the future land use plan as rural residential, though this area is unlikely to be downzoned to rural residential. The owners are proposing to put 2- 30,000 gallon propane tanks in the existing truck yard, located on the south end of the site.

The building department will review the final plans and ensure that any needed floodplain regulations are followed as the floodplain is close to the proposed location.

Total Area: 21.7 acres. Access to the property is via Sunny Road S.

#### **Utilities and Easements**

No utilities should be affected by this installation.

#### **Findings of Fact**

### Special Use Permit

Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood?

Yes.

Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors?

No.

Will the hours of operation of the proposed use be different than the adjacent uses?

Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?

*No. Surrounding uses are similar or vacant.*

Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?

No.

Will the site of the proposed use have sufficient area to provide the parking required for the use?

Yes.

Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district?

No.

### Staff Comments

*no comments.*

### Adjacent Properties Zoning, Land Use and Future Land Use

The property is zoned CB - Business Commercial. Adjacent property to the north is

interstate, to the west and east is R7 - Single Family Residential, and to the south Agriculture.

**Public Outreach and Application Details**

Application and fee was received on April 24, 2026.

Letters were sent to thirteen adjacent property owners on May 8, 2026.

**Planning and Zoning Commission Meeting**

There were no comments at Planning and Zoning Commission. Planning and Zoning Commission recommended approval.

**ATTACHMENTS:**

1. Application - Redacted
2. Additional Submittal
3. Vic Fleck Authorization Letter\_Redacted
4. Exhibit
5. Fitterer Propone Location Map
6. Site Plan
7. Special Use Permit - Fitterer Propane Storage

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

To approve the Special Use Permit for Lot 1, Block 1, Vic Fleck Subdivision, as presented.

**SUGGESTED MOTION:**

I move to approve the Special Use Permit for Lot 1, Block 1, Vic Fleck Subdivision, as presented.

CITY OF MANDAN	
Development Review Application	
Minor Plat (\$300)	Zone Change (\$600)
Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
Final Plat up to 20 lots (\$450)	Vacation (\$500)
Final Plat 21 to 40 lots (\$600)	Variance (\$400)
Final Plat more than 40 lots (\$750)	x Special Use Permit (\$450)
Annexation (\$450)	Stormwater submittal (\$300)
Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
<b>Summary of Request (Add separate sheet(s) as necessary)</b>	
Propane storage / distribution facility added to parcel use.	

Engineer/Surveyor			Property Owner or Applicant		
Name Nicolas Cullen, Houston Engineering, Inc			Name Fitterer Sales Inc.		
Address [REDACTED]			Address [REDACTED]		
City Bismarck	State ND	Zip 58503	City New England	State ND	Zip 58647
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax	Phone [REDACTED]		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name	
City	x	ETA	x	New	Addition	Commercial	Commercial
Property Address				Legal Description			
2264 Sunny Road S				Lot 1 Block 1 Vic Fleck Subdivision			
Current Use							
Commercial/Industrial Excavating & Trucking							
Proposed Use							
Commercial/Industrial Excavating, Trucking, Propane Storage/Distribution				Section 29	Township 139	Range 81	
Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking		
20.62	N/A	N/A	N/A	N/A	N/A		

Print Name Austin Fitterer	Signature <i>Austin Fitterer</i>	Date 4/23/2026
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Office Use Only			
Date Received:	Initials: <i>nm</i>	Fees Paid: \$ Yes. <i>450.00</i>	Date <i>4-24-2026</i>
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			

## **Additional Submittals**

### **Conditional-Special Use Permit**

A special or conditional use permit application shall include the following additional submittals:

1. An answer with explanation for each of the following questions (please answer the below questions as completely as possible. Incomplete applications will not be accepted and may cause a delay in the application process):

- a. Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood?

Yes. The proposed propane storage and distribution use will be designed, constructed, operated, and maintained to be compatible with the existing and intended commercial/industrial character of the surrounding area. The subject property is currently utilized for commercial and industrial activities including excavating and trucking operations. The addition of propane storage and distribution is consistent with similar industrial uses in the area. The two 30,000-gallon propane tanks will be elevated and located near the south end of the site to minimize visual impacts, and no occupied structures are proposed as part of this improvement.

- b. Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors?

No. The proposed use will not involve activities, processes, or conditions of operation that are incompatible with the surrounding neighborhood. Propane storage will occur within sealed, code-compliant tanks designed to applicable safety standards. Normal operations will not generate smoke, odors, glare, or fumes. Traffic impacts are expected to be minimal and consistent with existing trucking and industrial operations currently occurring on the site. Noise levels will be limited to periodic delivery or loading activities and will be comparable to existing uses.

- c. Will the hours of operation of the proposed use be different than the adjacent uses?

No. The hours of operation for the proposed propane storage and distribution use are not anticipated to be materially different from those of adjacent or existing site uses. Propane deliveries and distribution activities will generally occur during normal business hours consistent with other commercial and industrial operations in the vicinity.

- d. Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?

No. The proposed use does not require exterior lighting of a type or intensity greater than adjacent uses. Any lighting required for safety or operational needs will be minimal and designed to be consistent with existing site lighting and surrounding properties. Lighting, if installed, will be directed downward and shielded to prevent spillover onto adjacent parcels.

- e. Will the site of the proposed use have sufficient area to provide the parking required for the use?

Yes. The site has sufficient area to provide any parking required for the proposed use. The propane storage and distribution improvements do not increase staffing levels or parking demand beyond existing site operations. Existing parking areas associated with current commercial and industrial uses are adequate to accommodate the proposed use.

- f. Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district?

No. The proposed use does not require adjustments to the normal lot size, height, or setback requirements of the zoning district.

The zoning map may be used to view the subject property and surrounding property's zoning and view property lines overlaid on aerials. The zoning map may be found on the City's website at [CityofMandan.com](http://CityofMandan.com) and selecting Departments → Engineering and Planning → Maps → Zoning Map or by clicking [here](#) if viewing this document digitally.



Austin Fitterer  
Fitterer Sales - Mandan  
[Redacted]  
Mandan, ND 58554  
4/23/2026

Subject: Special Use Permit Owner Statement

To Whom It May Concern,

This letter is to confirm that, Vic Fleck authorizes us permission, to move forward with the Special Use Permit Request.

This request allows Fitterer Sales to submit a Special Use Permit to the City of Mandan. This request is regarding Fitterer Sales moving our Propane Bulk facility.

If any additional information is needed, please feel free to contact myself [Redacted] or Chris Fitterer [Redacted]

X Austin Fitterer

Austin Fitterer  
Fitterer Sales Location Manager

X [Signature]

Chris Fitterer  
Fitterer Sales Owner

X Vic Fleck

Vic Fleck  
Property Owner

[Signature]

04/23/2020

Sincerely,  
Austin Fitterer

TRINITY LEMIEUX  
Notary Public  
State of North Dakota  
My Commission Expires April 25, 2028

# ArcGIS Web Map



7/23/2026, 3:35:59 PM

Override 1

Override 1

Morton Addresses

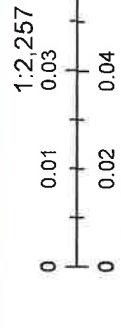
Sections

Roads\_County\_Cart

13-Private Rd

Roads\_City

13-Private Rd





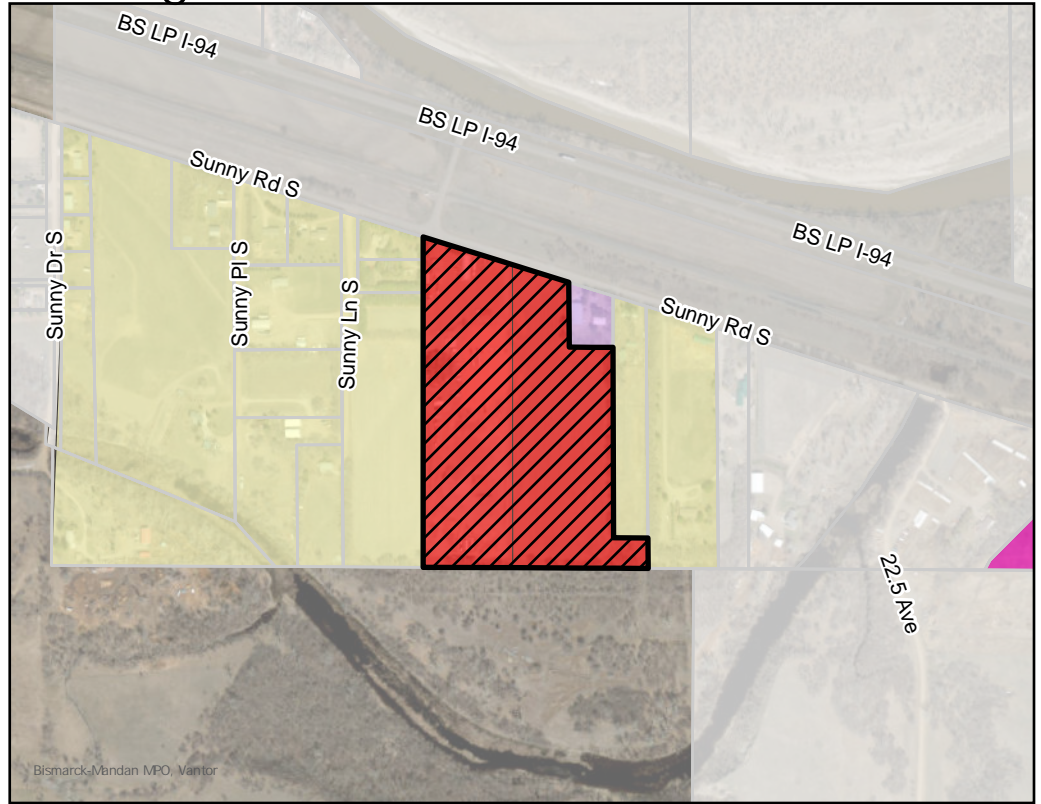
# Zoning and Future Land Use Reference Map

L1 Blk 1 Vic Fleck Subdivision

## Zoning Map Key

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

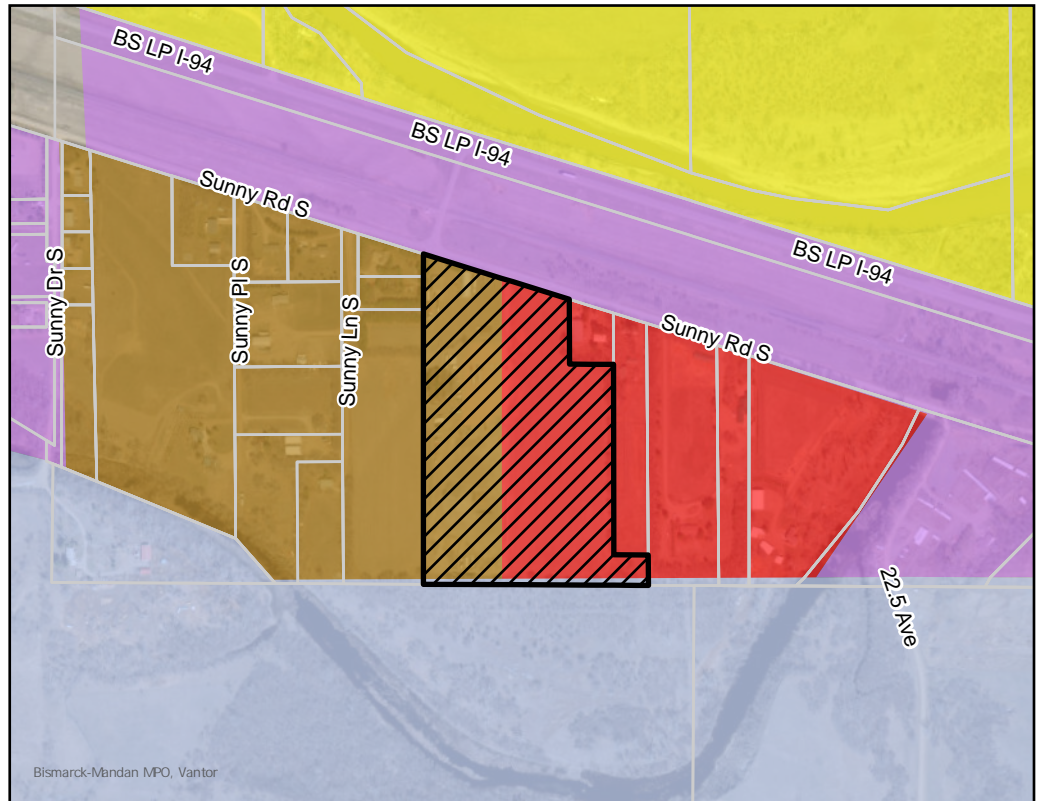
## Zoning

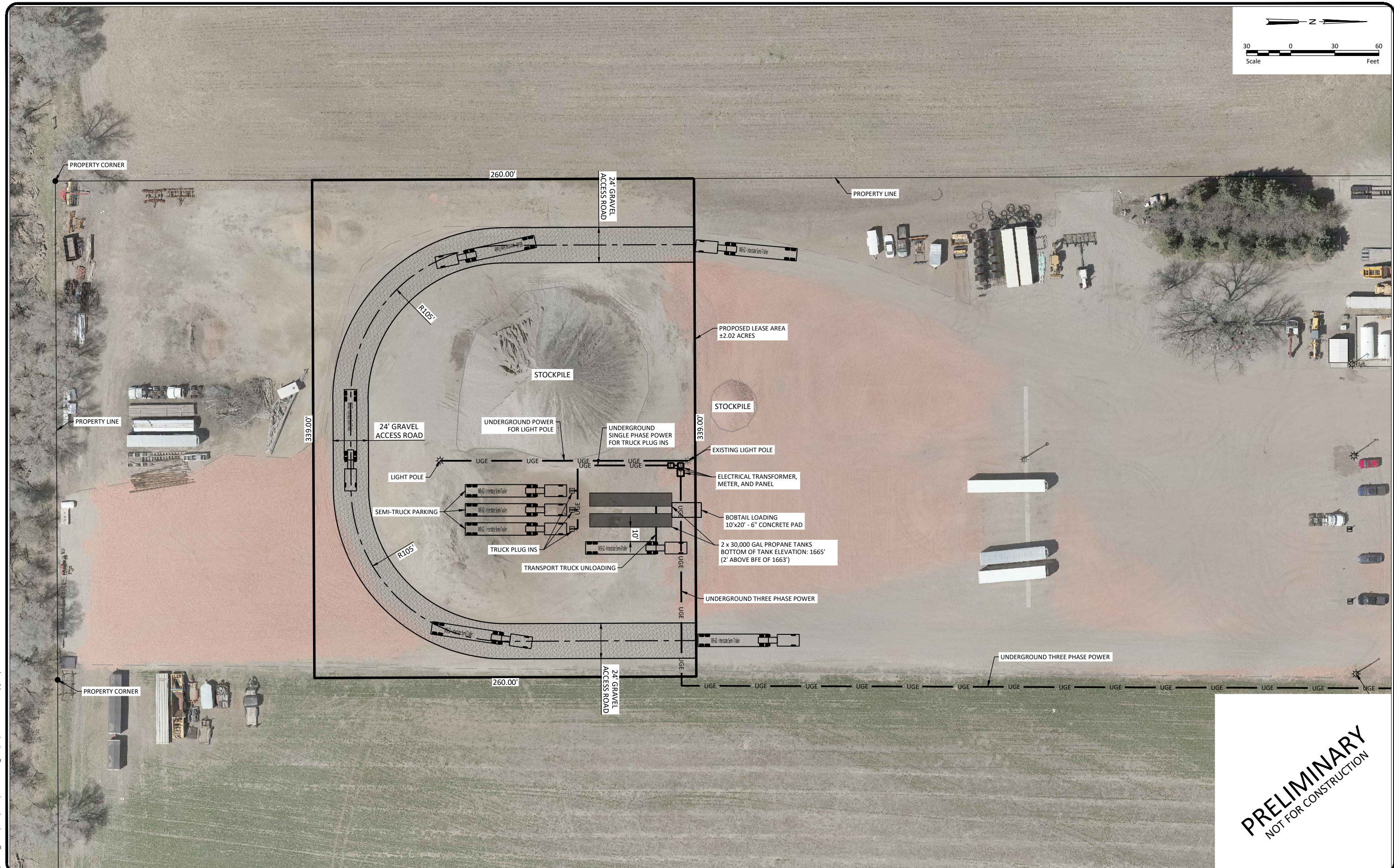
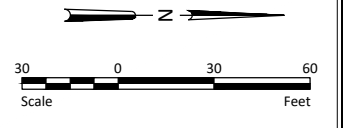


## Future Land Use Plan

### Future Land Use Plan Key

- |                            |
|----------------------------|
| Rural Residential          |
| Low Density Residential    |
| Medium Density Residential |
| High Density Residential   |
| Commercial                 |
| Industrial                 |
| Public/Semi-Public         |
| Public Land                |
| Park                       |
| Greenways                  |
| Open Space                 |
| Open Water                 |
| Proposed Site              |





PRELIMINARY

NOT FOR CONSTRUCTION

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No.	Revision	Date	By

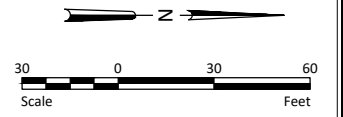


Drawn by TP	Date 5-20-26
Checked by NC	Scale AS SHOWN

FITTERER PROPANE STORAGE & DISTRIBUTION  
FITTERER OIL  
MORTON COUNTY, NORTH DAKOTA

SITE PLAN I  
PROJECT NO. 14871-0001

SHEET  
C-2



**PRELIMINARY**  
NOT FOR CONSTRUCTION

H:\JBM\148001\14871\14871\_0001\CAD\Plans\Site Plan.dwg-2-5/20/2026 12:08 PM-(tpaul)

No.	Revision	Date	By



Drawn by TP Date 5-20-26  
Checked by NC Scale AS SHOWN

FITTERER PROPANE STORAGE & DISTRIBUTION  
FITTERER OIL  
MORTON COUNTY, NORTH DAKOTA

SITE PLAN II  
PROJECT NO. 14871-0001

SHEET C-3



# SPECIAL USE PERMIT

For

## Propane Storage and Distribution

The property owner(s) of the Lot 1, Block 1, Vic Fleck Subdivision are granted a special use permit for propane storage and distribution at 2264 Sunny Road S. subject to the following conditions:

1. Propane bulk storage on the site shall be strictly limited to a maximum capacity of two (2) 30,000-gallon tanks (totaling 60,000 gallons aggregated capacity).
2. The physical placement of the tanks must strictly adhere to the submitted Fitterer Propane Location Map and Site Plan, restricted entirely to the designated truck yard on the south end of the 21.7-acre parcel.
3. No secondary manufacturing, processing, or non-propane chemical distribution is authorized under this permit.
4. Because of the proximity to the floodplain, final foundation and tank anchoring engineering plans must be submitted to and approved by the City Building Department prior to any site grading or equipment installation to prevent tank buoyancy or displacement during a flood event.
5. The installation, security fencing, crash-protection bollards, and remote emergency shutoff systems must fully comply with NFPA 58 (Liquefied Petroleum Gas Code) and all applicable state and federal safety mandates.
6. The operator must submit an updated Emergency Action Plan to the Mandan Fire Department and provide an annual site-safety walkthrough for local first responders.
7. Any new exterior security lighting installed around the propane storage area must be downward-facing, fully shielded, and cut off to eliminate light pollution onto adjacent R7 (Single Family Residential) and Agricultural properties.
8. All operations and distribution traffic must utilize the existing Sunny Road S. access point. No secondary construction or haul-route access points are permitted.
9. The tank enclosure area must be secured by an industrial-grade, lockable security fence at least six (6) feet in height, featuring clear hazard placarding.

10. This Special Use Permit is granted to the property location and specific use described herein. Any change in operational ownership requires a formal administrative filing with Planning & Zoning Department to verify continued compliance.
11. The City of Mandan reserves the right to inspect the site and review compliance with these conditions annually or upon receiving justified public complains regarding operations.

Dated this 27<sup>th</sup> day of May, 2026

\_\_\_\_\_  
President, Planning and Zoning Commission

ATTEST:  
\_\_\_\_\_  
Planning and Zoning Secretary

Ratified by the Board of City Commissioners on \_\_\_\_\_.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 22, 2026  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Consider a special use permit for Lot 12, Block 18, Mandan Proper (210 5th Avenue NW).

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#### **STATEMENT/PURPOSE:**

To consider a special use permit for Lot 12, Block 18, Mandan Proper (210 5th Avenue NW).

#### **BACKGROUND/ALTERNATIVES:**

This proposed special use permit is for the use of a former church as a wedding and event venue at the property described as Lot 12, Block 18, Mandan Proper, T139N R81W, City of Mandan. The property address is 210 5<sup>th</sup> Ave NW.

#### **Property**

The property is zoned DF – Downtown Fringe.

The property is the site of a former church in a largely residential area on the corner of 2<sup>nd</sup> St NW and 5<sup>th</sup> Ave NW. Total Area: 0.16 acres. Parking for the property is provided via on-street parking and off-street parking stalls that have been created out of the boulevard.

The application plans to use the location for weddings, receptions, or other events. There are about 23 existing parking spaces. The applicant is also planning to purchase the neighboring home for later use. That home is not part of this special use permit. The application states that hours of operation would cease at midnight.

In a pre-planning meeting, the applicant stated that alcohol would be served, likely a beer and wine license. At that meeting, city staff encouraged the applicant to meet with neighbors and discuss the proposed use.

### **Staff Review:**

Concerns regarding parking were the main item of concern at the pre-planning meeting. Staff is confident that the surrounding public parking on street, particularly a block south in commercial diagonal on-street parking, will be able to handle the parking needs of the facility.

### **Access:**

Access will remain in existing locations.

### **Utilities and Easements**

Utilities will not change; there are no known easements.

### **Adjacent Zoning, Land Use, and Future Land Use**

Property on all sides is zoned DF.

The future land use plan designates this area as Commercial.

This use is generally considered a commercial use.

### **Public Outreach and Application Details**

Application and fee was received on April 24, 2026.

Letters were sent to ninety-nine adjacent property owners on May 8, 2026.

### **Findings of Fact**

#### Special Use Permit

Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood?

*Yes; the previous use was also a congregational assembly use.*

Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors?

*No. Operator will need to follow Mandan Noise regulations.*

Will the hours of operation of the proposed use be different than the adjacent uses?

Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?

*Surrounding properties are residential in nature. Operating hours are estimated to end at midnight. Additional lighting would be to illuminate a sign and would not be pointed into neighboring residences.*

Will the site of the proposed use have sufficient area to provide the parking required for the use?

Yes.

Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district?

No.

### **Planning and Zoning Commission**

There were several public comments at the Planning and Zoning Commission meeting; some speaking in opposition to the Special Use Permit request. The general concerns from neighbors are parking, removal of parking spots resulting from the current construction project, evening use of the property, smokers, and general noise concerns.

The applicant also spoke, discussing her existing venues downtown and the need for a mid-size event venue.

The Planning and Zoning Commission recommended approval of the Special Use Permit, with several members noting that they did not want to see the building go unused.

### **ATTACHMENTS:**

1. Application - redacted
2. Additional Submittal
3. L12, Mandan Proper Location Map
4. Franciere Letter\_Redacted
5. Serhienko Letter\_Redacted
6. Special Use Permit - Event Venue
7. D Kautzmann re special use permit for 210 5th ave nw

### **FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

The Planning and Zoning Commission recommended approval of the special use permit for an event venue at Lot 12, Block 18, Mandan Proper, as presented.

**SUGGESTED MOTION:**

I move to approve the special use permit for an event venue at Lot 12, Block 18, Mandan Proper, as presented.

CITY OF MANDAN	
Development Review Application	
Minor Plat (\$300)	Zone Change (\$600)
Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
Final Plat up to 20 lots (\$450)	Vacation (\$500)
Final Plat 21 to 40 lots (\$600)	Variance (\$400)
Final Plat more than 40 lots (\$750)	x Special Use Permit (\$450)
Annexation (\$450)	Stormwater submittal (\$300)
Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
<b>Summary of Request (Add separate sheet(s) as necessary)</b>	

Engineer/Surveyor			Property Owner or Applicant		
Name			Name <b>Cassandra Chapa</b>		
Address			Address [REDACTED]		
City	State	Zip	City	State	Zip
			<b>Mandan</b>	<b>ND</b>	<b>58554</b>
email			email [REDACTED]		
Phone		Fax	Phone [REDACTED]		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name	
<input checked="" type="checkbox"/> City	<input type="checkbox"/> ETA	<input type="checkbox"/> New	<input type="checkbox"/> Addition		DF	Event Venue	
Property Address				Legal Description			
210 5th Avenue NW, Mandan ND				Lot 12, Block 18, Mandan Proper to the City of Mandan, Morton County, State of North Dakota (PID #65-2453000)			
Current Use							
Church/Assembly							
Proposed Use							
				Section	Township	Range	
Parcel Size	Building Footprint	Stories	Building SF	Required Parking		Provided Parking	
.161 Acre		1	7,000			30 Existing + DF Street	

Print Name Cassandra Chapa	Signature <i>CChapa</i>	Date 4/24/26
-------------------------------	----------------------------	-----------------

Office Use Only			
Date Received:	Initials: <i>Ym</i>	Fees Paid: \$ <i>150.00</i>	Appear <input checked="" type="checkbox"/> Date <i>4-24-2026</i>
Notice in paper		Mailed to neighbors	P&Z meeting
<input type="checkbox"/> Approved	Approved with conditions:		
<input type="checkbox"/> Denied			

## **Additional Submittals**

### **Conditional-Special Use Permit**

A special or conditional use permit application shall include the following additional submittals:

1. An answer with explanation for each of the following questions (please answer the below questions as completely as possible. Incomplete applications will not be accepted and may cause a delay in the application process):
  - a. Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood?

Appearance will remain relatively similar. Buyer may paint the exterior to a more modern color scheme for their business. Operations of the Event Venue would remain similar to that of a church. (place of assembly, gathering, music, and hosting events)

- b. Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors?

Noise and traffic would remain similar to the current operations of a church. The current operations of the church use include music, speakers, organ, singers, large assembly and gathering. Event venue would use music, speakers, or singers as well. Assembly and gathering would be of the same relative numbers and degree. Traffic patterns would remain similar to that of a church. Current occupancy 166. Event venue's operation would plan for 150 occupancy or less.

- c. Will the hours of operation of the proposed use be different than the adjacent uses?

Hours of operation would be similar, but differ in some ways; some week days, primarily weekends. This is dependent on the schedule of events. Weddings during the afternoons are typical with receptions ending around 11:00pm-midnight. 8am-midnight are the set hours of operation. This would be similar to the operations of the Buyer's currently established business on Main Street in Mandan, V3NU3 in Downtown Mandan.

- d. Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?

Buyer would like to install lighting on the existing monument sign, illuminate sign on the building, and ambience lighting for the building. There are no set plans yet for lighting, but lighting would be designed not be disruptive or not shining onto other buildings.

- e. Will the site of the proposed use have sufficient area to provide the parking required for the use?

Current parking accommodations for the church, 30 onsite spots and DF street parking, would be utilized in a similar manner by the Event Veue to that of the church.

- f. Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district?

No.

The zoning map may be used to view the subject property and surrounding property's zoning and view property lines overlaid on aerials. The zoning map may be found on the City's website at [CityofMandan.com](http://CityofMandan.com) and selecting Departments → Engineering and Planning → Maps → Zoning Map or by clicking [here](#) if viewing this document digitally.



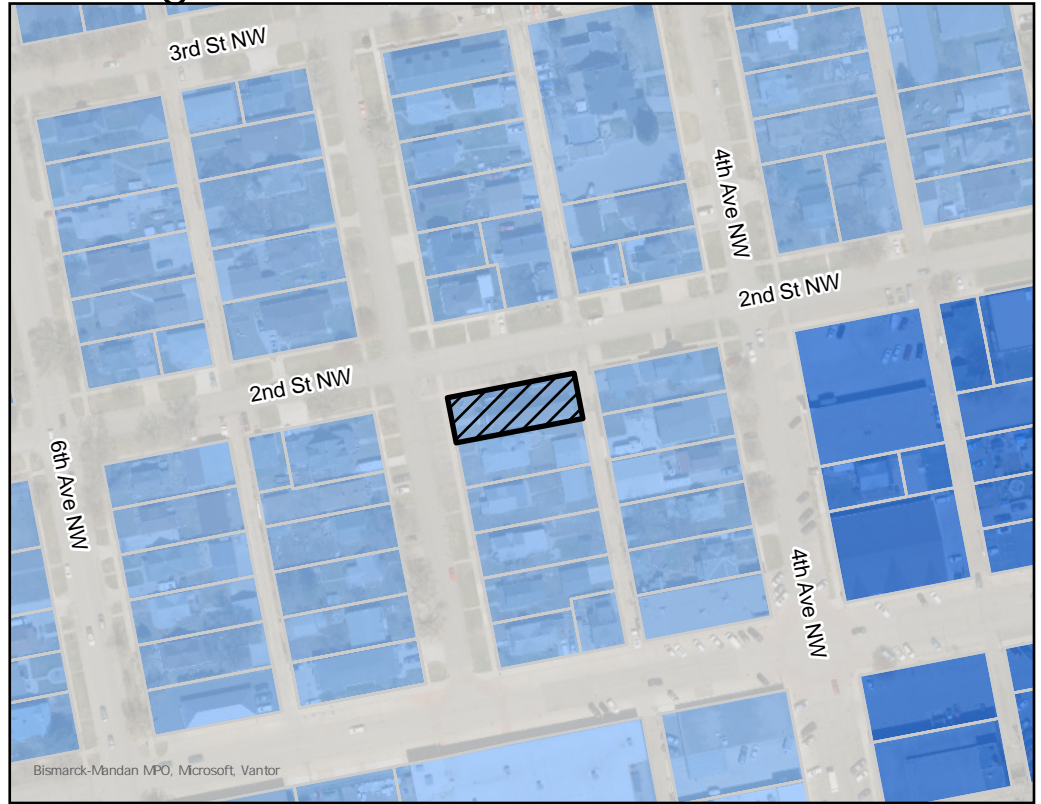
# Zoning and Future Land Use Reference Map

L12 Blk 18 Mandan Proper

## Zoning

### Zoning Map Key

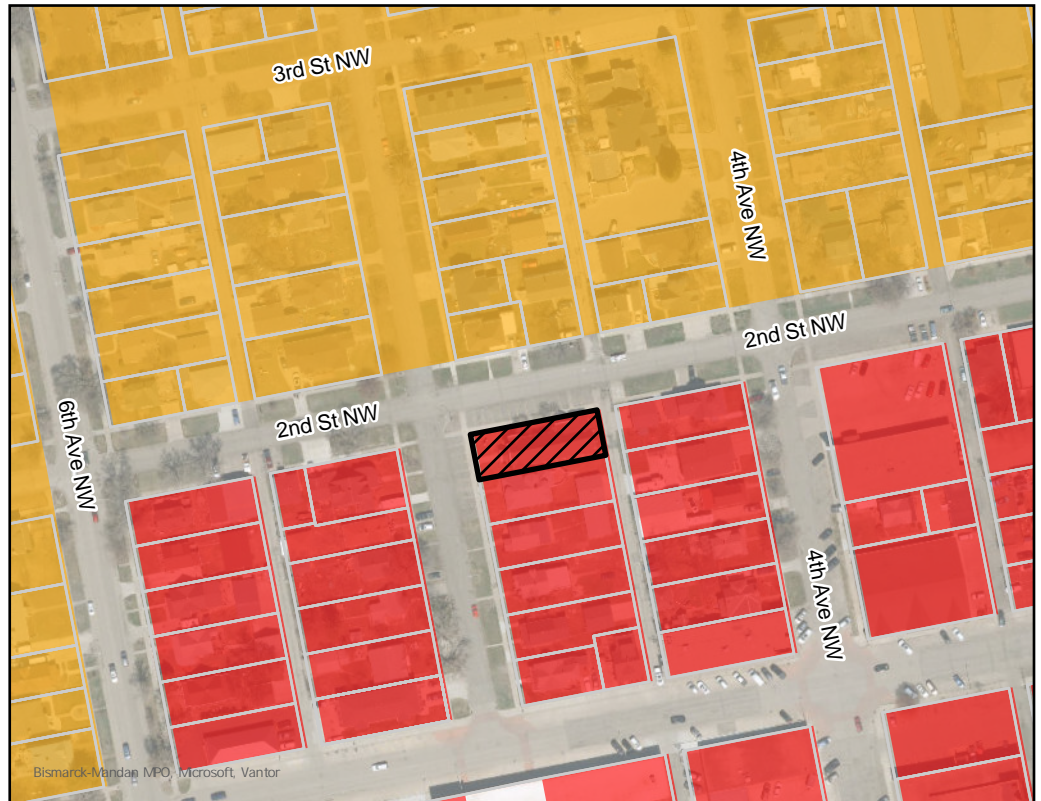
- |   |   |
|---|---|
| Agriculture - City of Mandan                | MC - Heavy Commercial/Light Industrial Restricted |
| Agriculture - Morton County                 | MD - Heavy Commercial/Heavy Industrial Restricted |
| CA - Neighborhood Commercial                | MHS - Trailer Park            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



## Future Land Use Plan

### Future Land Use Plan Key

- |                            |
|----------------------------|
| Rural Residential          |
| Low Density Residential    |
| Medium Density Residential |
| High Density Residential   |
| Commercial                 |
| Industrial                 |
| Public/Semi-Public         |
| Public Land                |
| Park                       |
| Greenways                  |
| Open Space                 |
| Open Water                 |
| Proposed Site              |



Susan Franciere

May 13, 2026

Mandan Planning Department  
Attn: Planning and Zoning Commission  
205 Second Ave NW  
Mandan, ND 58554

**Response: Your letter of 8 May regarding an event venue on 5<sup>th</sup> Ave NW.**

Dear Commissioners,

The term “event venue” can mean anything and everything. It has very little in common with religious observances. It is often a euphemism for commercialized parties with attendant adult behavior and street spillovers, particularly when open until midnight.

Fifth Avenue is sheltered from Main Street by the north wall of Runnings. It has remained a stable, quiet and restful residential environment, especially at night. Many children openly play about and do not need to be exposed to certain adult behaviors at any time.

Although alcohol has never been mentioned, its use is inevitable at adult gatherings that are supposed to end at midnight. Who will check? Mandan Police are already overwhelmed. They do not need more work.

Late night traffic in a quiet residential area can be stressful and disruptive for everyone living there. The corner location of the proposed venue can disrupt a very wide area extending beyond the 300 block of 5<sup>th</sup> Avenue to 2<sup>nd</sup> Street & even 3<sup>rd</sup> Street and 6<sup>th</sup> and 4<sup>th</sup> Avenues.

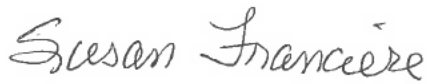
It may be useful to contrast religious and “events” use.

- Intermittent organ music or singing usually once a week in the mornings; loud noise possible, multiple times a week at night
- One quiet light shining; commercialized (neon?) outdoor signs that invite different behaviors from passersby.
- Church members on Sunday mornings and other occasions are quiet, respectful and courteous, even at times helpful; night time revelers will tend to be noisy and loud especially when speakers and popular music are used.

- Cars and traffic are usually gone by noon on Sundays and remain minimal during the week; disruptive night traffic is accelerated with expected peaks late to midnight.
- The number of church members are generally stable; keeping the number of event attendees stable may be difficult given the amount of party-hopping in vogue.

While fresh, new ideas in business should always be encouraged and welcomed, and while rightly or wrongly the area in question has been zoned commercial, an event venue at this time at 210 5<sup>th</sup> Avenue NW is not a correct or compatible use of the property.

Thank you for your consideration,



Susan Franciere

Connie Serhienko

May 13, 2026

Mandan Planning Department  
Attn: Planning and Zoning Commission  
205 Second Ave NW  
Mandan, ND 58554

**RE: Opposition to Proposed Special Use Permit for 210 5<sup>th</sup> Avenue NW**

Dear Commissioners,

I am writing as a concerned resident of the neighborhood next to 210 5<sup>th</sup> Ave NW to formally oppose the proposed conversion of this property from a house of worship into a commercial event and wedding venue.

While a church is a compatible and respectful neighbor within a residential area, the transition to a high-volume event center—operating from 8:00 a.m. until midnight—presents significant conflicts with the character and safety of our community. My primary concerns include:

- **Noise Disturbance:** Unlike the occasional and respectful gatherings of a church congregation, a wedding and reception venue involves amplified music, microphones, and outdoor celebrations. Extending these activities until midnight in a residential area is inherently disruptive to families and quiet enjoyment of our homes.
- **Traffic and Parking:** Our residential streets are not designed to accommodate the heavy influx of vehicles that a wedding venue attracts. This transition will lead to significant congestion, street parking shortages for residents, and increased safety risks for local children and pedestrians.

The City's own zoning standards note that **Conditional or Special Uses** should not be detrimental to surrounding properties. I believe a midnight-closing event center in the heart of our neighborhood would be exactly that.

I respectfully ask the Commission to deny this request or, at the very least, implement strict restrictions on operating hours, noise levels, and guest capacity to protect our neighborhood's integrity.

Thank you for your consideration of these concerns.

Sincerely,



Connie Serhienko



# SPECIAL USE PERMIT

## For Event Venue

The property owner(s) of the Lot 12, Block 18, Mandan Proper are granted a special use permit for an event venue at 210 5<sup>th</sup> Avenue NW subject to the following ongoing regulations and compliance milestones:

1. Total occupancy for any single event shall be strictly governed by the maximum capacity limits determined by the Building Official and Fire Marshal in accordance with the current adopted International Building Code (IBC) and International Fire Code (IFC).
2. The calculated maximum occupancy placard must be permanently and prominently posted near the main entrance of the facility.
3. At no time shall the number of guests, staff, and vendors inside the venue exceed this building-size safety cap, ensuring the 23 nearby parking stalls and public commercial street parking are not overwhelmed.
4. All event activities, including music, entertainment, and alcohol service, must cease completely by 12:00 AM (midnight).
5. Staff and vendor teardown must be completed quietly to minimize late-night disruption to the surrounding residential properties.
6. The service of alcohol is strictly limited to beer and wine and requires the appropriate municipal and state licensing prior to operating the first event.
7. Alcohol consumption must be contained entirely within the designated interior building footprints or approved boundaries of the 0.16-acre lot. No open containers are permitted on public sidewalks or the boulevard.
8. The operator must strictly adhere to the City of Mandan Noise regulations. Amplified sound or music must be modulated to prevent disturbing adjacent residential neighbors.
9. Any exterior signage illumination or security lighting must be downward-facing and shielded so that light is not directed toward or cast onto neighboring residences.
10. Event attendees shall utilize the 23 existing boulevard/on-street spaces and the commercial diagonal public parking located one block south.

11. No parking or event use is authorized on the adjacent residential property proposed for future purchase until a separate application process is completed.

Dated this 27<sup>th</sup> day of May, 2026

\_\_\_\_\_

President, Planning and Zoning Commission

ATTEST:

\_\_\_\_\_

Planning and Zoning Secretary

Ratified by the Board of City Commissioners on \_\_\_\_\_.

## Special Use Permit Church on 5th

---

**From** DeNae Kautzmann <pdemand3@bis.midco.net>

**Date** Fri 5/29/2026 2:03 PM

**To** Craig R. Sjoberg <craig.sjoberg@cityofmandan.com>; Ryan M. Heinsohn <ryan.heinsohn@cityofmandan.com>; Dennis Rohr <drohr@cityofmandan.com>; James A. Froelich <james.froelich@cityofmandan.com>; Michael R. Braun <mbraun@cityofmandan.com>

**Cc** Jim Neubauer <jneubauer@cityofmandan.com>

[Some people who received this message don't often get email from pdemand3@bis.midco.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

\*\*\*WARNING: EXTERNAL EMAIL\*\*\* DO NOT click links or open attachments unless you recognize the sender, and NEVER provide your username/password.

Mr. Mayor and City Commission:

Please vote no on the special use application for an event center on 5th St filed by Ms. Chapa.

This application states it has 30 parking spaces which is a flat out lie. It doesnt meet the city ordinance parking requirement. Comparing its events to church events is like comparing apples to oranges. Events will be held all week, it will cater to a different population group, if alcohol is served there will be more police calls and disturbances in the neighborhood, an event center on the fringe of downtown would ruin the residential neighborhood and change it completely.

This is not the area of town for an event center, there is no parking lot to accommodate people attending events with no possible chance to provide a parking lot. We dont have enough parking downtown which causes parking to spill into residential neighborhoods. This will exacerbate the parking issue Mandan already faces. Running events in a residential area will impact the neighborhood adversely in terms of traffic, late night noise levels, police presence for fights etc.

We need an event center but it needs to be in a commercial area such as the strip or near the Starion sports center where several lots are available.

Thank you for your time and consideration.

DeNae Kautzmann

Sent from my iPad



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider approving plans and specifications and authorizing the advertisement for bids for Master Lift Station (MLS) Interm Improvements.

---

#### **STATEMENT/PURPOSE:**

To consider and possibly approve plans and specifications and authorize the advertisement for bidding for MLS Interm Improvements

#### **BACKGROUND/ALTERNATIVES:**

Apex Engineering has completed final plans and specifications for the Master Lift Station (MLS) Interm improvement project. The MLS is location north of 3rd Street SE and west of the Meadowlands mobile home park. This project would replace critical components at the Lift Station, such as pumps and control panels. It would also replace approximately 1500-feet of dual 16-inch AC forcemains with a single 20" forcemain. The existing dual 16-inch forcemain has become very brittle and has broken 4 times in the past 2 years. The project would also set up a bypassing system that could be utilized in the future to continue the project to the south, as the forcemain runs to the waste water treatment plan approximately 3 miles away.

A proposed project time can be found below:

- 06/06-13-20/2026 – Advertise & Prebid Conference
- 06/30/2026 – Open Bids
- 10/06/2026 – 98 Day Bid Hold / USACE 408 Permit / City Commission Award
- 11/03/2026 – Executed Contracts & Notice to Proceed

**ATTACHMENTS:**

1. MLS Forcemain Interim Improvements Cut Sheets

**FISCAL IMPACT:**

The estimated cost of construction is \$2,224,639. *This was listed as MLS Forcemain Interim Improvements (Project Number 1046) in the 2025 Capital Improvement Plan, estimated at \$2,100,000 at the time. This project would be paid for through a combination of Utility and Municipal Infrastructure Funds.*

**STAFF IMPACT:**

Significant time and effort working alongside Apex Engineering on this project.

**LEGAL REVIEW:**

All commission documents have been forwarded to the City Attorney for review.

**RECOMMENDATION:**

To approve plans and specifications and authorize advertisement for bids.

**SUGGESTED MOTION:**

I move to approve plans and specifications and authorize the advertisement for bids.



**Project: MLS Forcemain Interim Improvements**

**Site: Master Lift Station and Forcemain**

**Project Description:**

Interim project to install 36-inch gravity sewer line from the existing MLS to the proposed Master PS site at 3rd street. Exploring if it is viable to use the proposed gravity line as a temporary forcemain. The existing forcemain was installed in the 1970s and has experienced two breaks in the past year.

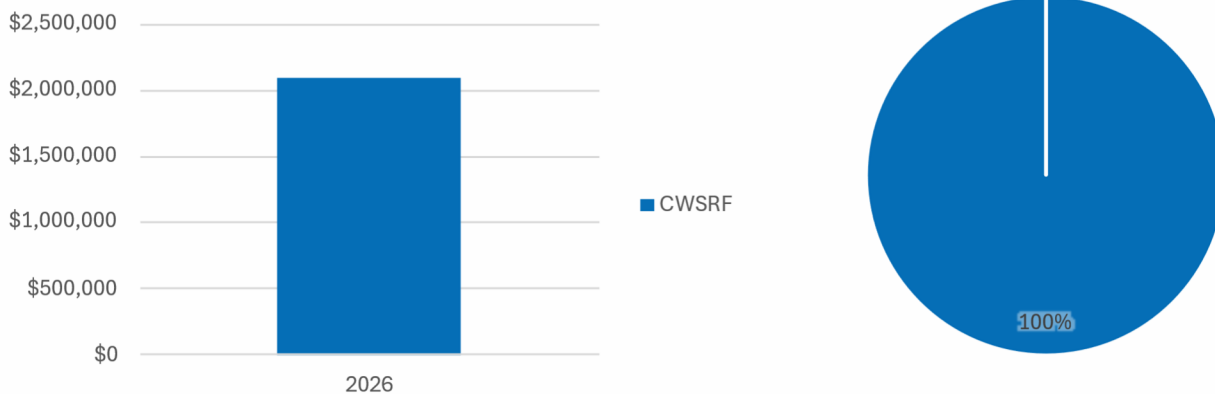
**Project Information:**

Category	Priority	Project Start Year	Project Duration (yr)	Estimated Construction Cost
Wastewater	1	2026	1	\$2,100,000

**Funding Plan:**

	2026	Total
% Total Funding per Year	100.0%	100.0%
Annual Project Cost	\$2,100,000	\$2,100,000
% Yearly Funding and Payment Amount per Funding Package		Total
CWSRF	100.0% \$2,100,000	\$2,100,000

Capital Cost Breakdown





## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider Task Order for the Raw Water Intake (RWI) Phase III Project

---

#### **STATEMENT/PURPOSE:**

To consider and possibly approve a task order with AE2S for professional services related to the Raw Water Intake Phase III Project.

#### **BACKGROUND/ALTERNATIVES:**

The Raw Water Intake project is nearing completion. The City began using the new intake in August 2023 and the Mandan Refinery (MPC) began using their portion of the intake April 2024. As remaining items were being completed, the river shifted and the site is experiencing a buildup of sand. While the current intake site was selected using historical and survey data collected over the past several years, sand accumulation patterns have shifted unexpectedly. This study includes additional data gathering, building and developing river model scenarios, and evaluating potential intake modifications or improvements to improve resiliency.

#### **ATTACHMENTS:**

1. Raw Water Intake Study Task Order

#### **FISCAL IMPACT:**

Study costs are \$225,000 and are eligible for SWC Cost-Share participation. An application has been submitted for consideration at the June 9, 2026, SWC Meeting but feedback from the Pre-Commission Meeting indicates funding is unlikely. The following table shows cost breakout without SWC funding assistance. Recall that Marathon Petroleum (MPC) is partnering with costs.

<b>Phase</b>	<b>Total Anticipated Cost</b>	<b>City</b>	<b>MPC</b>
Study	\$225,000	\$112,500	\$112,500

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Enter into a Task Order agreement with AE2S for study services related to the Raw Water Intake Phase III Project.

**SUGGESTED MOTION:**

I move to approve entering into Task Order No. 17 with AE2S for engineering services related to the Raw Water Intake Phase III Project.

**Task Order No. 17**

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 21, 2020, and as amended January 20, 2023 ("Agreement"), Owner and Engineer agree as follows:

**1. Background Data**

- a. Effective Date of Task Order: June 2, 2026
- b. Owner: City of Mandan
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Mandan Raw Water Intake Phase III
- e. Specific Project (description): Study and report services to review the current raw water intake sand accumulation, additional data gathering, building and developing river model scenarios, and evaluating potential intake modifications or improvements to improve resiliency.

**2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
  - 1. Project Management and Administration
    - a. Project Management including contract coordination, coordinating staff, schedule development and monitoring, budget review and control, and monthly project status reports.
    - b. Project Administration including monthly invoicing.
  - 2. Study and Report Phase as set forth in Exhibit A, Paragraph A1.01 with the following additions or modifications:
    - a. Consult with Owner and Marathon Petroleum Corporation (MPC) to define and clarify Owner’s requirements for the Phase III Project. The project will include additional data gathering, modeling scenarios, intake modifications or improvements, and opinions of probable construction costs (OPCC). Up to three alternatives will be evaluated with the anticipated modifications and improvements to include:
      - 1) Modifications to the existing intake structure.
      - 2) River jetty.

- 3) Secondary location for an intake structure.
- b. Site visits as needed to support Consultant.
  - c. Engineer intends to contract with a Consultant (WEST Consultants) to provide the following services:
    - 1) Data Collection and Review – Research, collect, and review data applicable to the study reach.
    - 2) Assist with collecting bed material samples and Acoustic Doppler Current Profiler measurements to support the model.
    - 3) Hydrology – Define the hydrology for the project site including peak discharge and hydrographs up to five different flows along with determining flow duration curves.
    - 4) Geomorphic assessment to assess long-term bed profiles, sediment transport potential, dune formation, sandbar stability and sediment budget.
    - 5) 2D HEC-RAS Model for Existing Conditions – Model existing conditions at low, moderate, and high flow conditions.
    - 6) 2D HEC-RAS Model Development for Proposed Alternatives – Model up to three alternatives.
    - 7) Prepare technical report.
  - d. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve portions of the Phase III Project to be designed or specified by Engineer. The following agencies are anticipated:
    - 1) US Army Corps of Engineers – NW permit.
    - 2) ND Department of Water Resources – Sovereign Lands permit.
    - 3) ND Department of Environmental Quality – Dewatering and/or water quality permit.
  - e. Provide a technical memorandum documenting the recommended Phase III alternative, opinion of costs, implementation schedule, and conceptual sketches showing potential modification/improvements.
    - 1) Technical Memorandum will:
      - Document the hydraulic modeling and results provided by the Consultant.
      - Provide recommendation for the preferred intake structure modification or improvement alternative.
      - Summarize anticipated permitting requirements.

- Sketches will consist of markups on record drawing PDFs of the approximate alternative along with notations of any necessary changes to the structure and other future design considerations.
  - Opinion of Probable Construction Costs will represent Class 4 Estimate based upon the definition of the Association for Advancement of Cost Engineering (AACE) International. This level of cost opinion is appropriate for feasibility level and should include applicable contingency factors if used for budget authorization.
  - Implementation schedule for improvements.
- f. Prepare for and facilitate up to three (3) review/progress meetings (Kickoff, Draft Review, and one Additional Review) at Mandan City Hall and present a summary of the technical memorandum at one (1) City Commission Meeting.
- g. Funding Assistance consisting of the primary tasks identified below:
- 1) General support for funding with ND Department of Water Resources (DWR) and ND DEQ Drinking Water State Revolving Fund (DWSRF) program.
  - 2) Prepare and submit DWR funding reimbursement requests. Anticipate every two to three months.
  - 3) Prepare and submit a DWR Cost-Share request for pre-construction funding to support the recommended alternative. Includes a life cycle cost analysis spreadsheet.
  - 4) Prepare a Facility Plan for use in applying for ND DEQ SRF Loan Funding. Includes environmental solicitation requests to various agencies.

B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

### **4. Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

### **5. Task Order Schedule**

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

- Kickoff Meeting approximately 2-weeks from signed Task Order.
- Draft Deliverable Review Meeting approximately 6 months after Kickoff Meeting.
- Final Deliverables approximately 2 months from Draft Deliverable Review Meeting.

**6. Payments to Engineer**

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services (Part 1 of Exhibit A)		
Study and Report Phase (A1.01)	\$225,000	Hourly
<b>TOTAL COMPENSATION</b>	<b>\$225,000</b>	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

**7. Consultants retained as of the Effective Date of the Task Order:**

- a. WEST Consultants

**8. Other Modifications to Agreement and Exhibits: None**

**9. Attachments:**

- 2026 Hourly Fee and Expense Schedule

**10. Other Documents Incorporated by Reference: None.**

**11. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June 2, 2026.

**OWNER:**  
City of Mandan

**ENGINEER:**  
Advanced Engineering and Environmental Services,  
LLC

**By:**

**By:** Brian R. Bergantine  
Brian R. Bergantine (Jun 1, 2026 11:41:42 CDT)

**Print name:** Jarek Wigness

**Print name:** Brian R. Bergantine

**Title:** City Engineer

**Title:** Project Quality Director

**Date Signed:**

**Date Signed:**  
Jun 1, 2026

**DESIGNATED REPRESENTATIVE FOR TASK ORDER:**

**DESIGNATED REPRESENTATIVE FOR ORDER:**

**Name:** Jarek Wigness

**Name:** Jasper Klein

**Title:** City Engineer

**Title:** Senior Project Manager

**Address:** 205 2nd Ave NW  
Mandan, ND 58554

**Address:** 1815 Schafer Street, Suite 301  
Bismarck, ND 58501

**E-Mail Address:** jarek.wigness@cityofmandan.com

**E-Mail Address:** jasper.klein@ae2s.com

**Phone:** (701) 667-3227

**Phone:** 701-221-0530

## **ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC**

### **2026 HOURLY FEE AND EXPENSE SCHEDULE**

#### **Labor Rates\***

Administrative 1	\$73.00	IT 1	\$145.00
Administrative 2	\$88.00	IT 2	\$196.00
Administrative 3	\$103.00	IT 3	\$241.00
Communications Specialist 1	\$117.00	Land Surveyor Assistant	\$107.00
Communications Specialist 2	\$137.00	Land Surveyor 1	\$129.00
Communications Specialist 3	\$158.00	Land Surveyor 2	\$156.00
Communications Specialist 4	\$190.00	Land Surveyor 3	\$175.00
Communications Specialist 5	\$210.00	Land Surveyor 4	\$193.00
		Land Surveyor 5	\$213.00
Construction Services 1	\$140.00	Operations Specialist 1	\$112.00
Construction Services 2	\$171.00	Operations Specialist 2	\$140.00
Construction Services 3	\$190.00	Operations Specialist 3	\$173.00
Construction Services 4	\$211.00	Operations Specialist 4	\$198.00
Construction Services 5	\$232.00	Operations Specialist 5	\$222.00
Engineering Assistant 1	\$94.00	Project Coordinator 1	\$130.00
Engineering Assistant 2	\$111.00	Project Coordinator 2	\$145.00
Engineering Assistant 3	\$140.00	Project Coordinator 3	\$162.00
Engineer 1	\$152.00	Project Coordinator 4	\$178.00
Engineer 2	\$182.00	Project Coordinator 5	\$201.00
Engineer 3	\$213.00		
Engineer 4	\$246.00	Project Manager 1	\$229.00
Engineer 5	\$264.00	Project Manager 2	\$251.00
Engineer 6	\$279.00	Project Manager 3	\$269.00
		Project Manager 4	\$284.00
Engineering Technician 1	\$93.00	Project Manager 5	\$303.00
Engineering Technician 2	\$117.00	Project Manager 6	\$317.00
Engineering Technician 3	\$141.00		
Engineering Technician 4	\$158.00	Sr. Designer 1	\$199.00
Engineering Technician 5	\$181.00	Sr. Designer 2	\$221.00
		Sr. Designer 3	\$238.00
Financial Analyst 1	\$126.00		
Financial Analyst 2	\$142.00	Sr. Financial Analyst 1	\$236.00
Financial Analyst 3	\$171.00	Sr. Financial Analyst 2	\$257.00
Financial Analyst 4	\$187.00	Sr. Financial Analyst 3	\$279.00
Financial Analyst 5	\$209.00		
GIS Specialist 1	\$117.00	Technical Expert 1	\$361.00
GIS Specialist 2	\$142.00	Technical Expert 2	Negotiable
GIS Specialist 3	\$168.00		
GIS Specialist 4	\$188.00		
GIS Specialist 5	\$210.00		
I&C Assistant 1	\$112.00		
I&C Assistant 2	\$139.00		
I&C 1	\$166.00		
I&C 2	\$196.00		
I&C 3	\$221.00		
I&C 4	\$234.00		
I&C 5	\$246.00		

**Reimbursable Expense Rates**

Transportation	\$0.83/mile
Survey Vehicle	\$1.05/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS/USV – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$60.00/day
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

\* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 22, 2026  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Second consideration of Ordinance 1485, a zone change from Agriculture and CA - Commercial to R7 and R3.2 (Residential), CA and CC (Commercial).

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**STATEMENT/PURPOSE:**

Second consideration of Ordinance 1485, a zone change from Agriculture and CA - Commercial to R7 (Single Family Residential) and R3.2 (Two Family Residential), CA (Commercial) and CC (Commercial) for School District 8th Addition.

**BACKGROUND/ALTERNATIVES:**

The first consideration and public hearing of this item was approved at the May 19, 2026 City Commission meeting.

**ATTACHMENTS:**

1. Ordinance 1485

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

Moderate

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Staff and the Planning and Zoning Commission recommend approval of the second consideration of Ordinance 1485.

City Commission

Agenda Documentation

June 2, 2026

Subject: ~~Second consideration of Ordinance 1485, a zone change from Agriculture and CA-Commercial to R7 and R3.2 (Residential), CA and CC (Commercial) for School District 8th Add.~~

Page 2 of 2

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**SUGGESTED MOTION:**

I move to approve the second consideration of Ordinance 1485.

**ORDINANCE NO. 1485**

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

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as Public and Park land; and

WHEREAS, Adjacent properties to the north and south is zoned R7 – Residential Single Family and Agriculture, to the east zoned R3.2 – Two-Family Residential; and to the west is R7; and

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

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

SCHOOL DISTRICT 8<sup>TH</sup> ADDITION IN SECTION 28, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 27.84 ACRES, MORE OR LESS.

- shall be removed from the Agriculture and CA – Commercial Districts and shall be included in the following:

R7 – Single-Family Residential for Lot 3, Block 1, and Lot 1, Block 4

R3.2 – Two-Family Residential for Lot 3, Block 3

CA – Commercial for Lot 2, Block 3

CC - Commercial for Lots 1 & 2, Block 1; Lot 1, Block 2; and Lot 1, Block 3

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

---

James Froelich, President  
Board of City Commissioners

Attest:

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Jim Neubauer  
City Administrator

Planning and Zoning Commission: April 27, 2026  
First Consideration: May 19, 2026  
Second Consideration and Final Passage: June 2, 2026



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** To approve the second and final consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems

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**STATEMENT/PURPOSE:**

To consider the second consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems.

**BACKGROUND/ALTERNATIVES:**

This ordinance amends the Mandan Code of Ordinances to better reflect the process and procedures related to false alarms received by the Mandan Police Department and Mandan Fire Department.

**ATTACHMENTS:**

1. Ordinance 1486 - Alarm Systems

**FISCAL IMPACT:**

In 2024, \$12,135 was collected and in 2025, \$11,160 was collected. These fees will no longer be charged.

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

City Attorney Amy Oster has drafted and reviewed the attached ordinance.

**RECOMMENDATION:**

To approve the second and final consideration of Ordinance 1486 to amend and re-

City Commission

Agenda Documentation

June 2, 2026

Subject: Second consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems

Page 2 of 2

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enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems.

**SUGGESTED MOTION:**

I move to approve the second and final consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems.

# ORDINANCE NO. 1486

## An Ordinance to Amend and Re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances Relating to Alarm Systems

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

### ARTICLE 2. – ALARM SYSTEMS

#### Sec. 8-2-1. - Establishment of alarm site; annual fee.

- (a) Any person who installs, establishes, ~~installs or connects~~ or operates any fire or security alarm system at a residence, business, or other location within the city may register the alarm system with the police and/or fire department. ~~designed to directly notify the police department of an emergency shall be assessed an annual fee which will be set from time to time by resolution of the board of city commissioners. The annual fee is due and payable upon activation of the alarm site. An alarm site refers to the location of an alarm system. The fee schedule shall include an annual fee for the following categories of alarm systems:~~
- ~~(1) Alarm sites which are directly monitored by the system (hard wire) located at the police department.~~
  - ~~(2) Alarm sites which are connected by telephone lines through a commercial alarm notification system (auto-dialer) to the police department.~~
  - ~~(3) Alarm sites which are connected by telephone lines and programmed to directly contact the police department.~~
- (b) ~~The city finance director is authorized and directed to deposit the moneys received under this act in a separate account to be kept and administered by him under the directions of the board, in the same manner as other public moneys are kept and administered, and the funds in said account shall be used solely for the purpose of purchasing, maintaining and replacing any equipment or facilities used or useful in providing the monitoring, dispatch and response services of the police and fire department.~~

#### Sec. 8-2-2. - ~~Notification of establishment required; use of 911 system~~ connection prohibited.

No person may connect any alarm system to the city's 911 emergency system. No person may program, connect, or configure any alarm system or automated dialing device to directly dial or otherwise transmit signals to the city's 911 emergency system.

- ~~(a) Notification of establishment of alarm site required. Any person who establishes any alarm site, as set forth in section 8-2-1, shall notify the police department, in writing and on the forms provided, within 48 hours of the alarm site activation and shall pay the annual fee.~~
- ~~(b) Use of 911 system prohibited. No person may connect any alarm system to the city's 911 emergency system.~~

**Sec. 8-2-3. - False alarms; fee assessed.**

- (a) As used in this article, the term "false alarm" means an alarm which is caused due to system failure, improper or negligent maintenance, operation or control, but not one due to an act of God. ~~In the event any false alarm occurs and results in the dispatch and response of the police or fire department, the responding department shall notify the city administrator.~~ Any ~~alarm site~~location which has more than three false alarms ~~resulting in the dispatch and response of the police or fire department~~ in a one-year period from January 1 through December 31 ~~shall~~may be assessed a fee for each false alarm in excess of three. ~~The fee shall be established by resolution of the board of city commissioners. No fee shall be assessed for the first three (3) false alarms within the same calendar year.~~
- ~~(b) Each false alarm shall be billed by the responding department(s). The city finance director shall bill, on a quarterly basis, the assessments for false alarms to the owner of the business, organization, establishment or residence of the alarm site, and the assessments shall be due and payable to the city finance director within 30 days after the bill is mailed. The funds received through this assessment shall be deposited in the fund established under this article.~~
- ~~(b)(c)~~ Funds received from false alarm fees shall be deposited in the appropriate fund and used for police and fire department equipment, services, and operating costs.

**Sec. 8-2-4. - ~~Collection of past due fees~~Fees.**

~~The false alarm fee schedule shall be established by resolution of the board of city commissioners and may be amended as the city commission determines necessary.~~ In the event the ~~annual or false alarms~~ fees provided for by this article are not paid when due, such fees may be recovered by the city in an action at law against the owner of the alarm site, or such fees may be assessed against the premises served by the alarm site and collected and returned in the same manner as other county and municipal taxes and assessments are assessed, certified, collected, and returned.

**Sec. 8-2-5. -- Violations.**

~~Any person who fails to notify the police department within 48 hours of an alarm site activation, fails to pay the annual assessment or false alarm fee, or connects any alarm system to the city's 911 emergency system shall be guilty of an infraction.~~

By: \_\_\_\_\_  
James Froelich, President, Board of  
City Commissioners

Attest:

\_\_\_\_\_  
James Neubauer, City Administrator

First Consideration: May 19, 2026  
Second Consideration and Final Passage: June 2, 2026



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 26, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** First consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties.

---

**STATEMENT/PURPOSE:**

First consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties.

**BACKGROUND/ALTERNATIVES:**

This ordinance amends the Mandan Code of Ordinances to better reflect the process and procedures related to doubling of traffic fines.

**ATTACHMENTS:**

1. Ordinance 1487 - Traffic Penalties

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

City Attorney Amy Oster has drafted and reviewed the attached ordinance.

**RECOMMENDATION:**

To approve the first consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties.

**SUGGESTED MOTION:**

City Commission

Agenda Documentation

June 2, 2026

Subject: First consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties

Page 2 of 2

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I move to approve the first consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties.

## ORDINANCE NO. 1487

An Ordinance to Amend and Re-enact  
Sections 24-1-2 of the Mandan Code of Ordinances, Relating to Traffic Penalties

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

### Sec. 24-1-2. – Penalties.

- (a) Any person violating any of the provisions of this chapter for which another criminal penalty is not provided specifically is guilty of an infraction. As used in this section, the term “another criminal penalty” includes provision for payment of a fixed fee for violating another section in this chapter, but does not include any other administrative sanction which may be imposed.
- (b) For all non-criminal traffic dispositions contained in Title 39 of the North Dakota Century Code, the fees shall be as set by N.D.C.C. Title 39, plus an additional one hundred percent for a total of double the statutory fine for violations referenced in N.D.C.C. § 39-06.1-06, except for a violation of a speed limitation and the violations referenced in article 7 of this chapter (Stopping, Standing, and Parking) and in N.D.C.C. § 39-06.1-06(1) (nonmoving violations). For all non-criminal traffic dispositions not contained in Title 39 of the North Dakota Century Code, the fees are as set out in this chapter, or, if no fee is set out, fifty dollars.
- (c) The fine for violating article 7 of this chapter (Stopping, Standing, and Parking) is \$15.00 unless another amount for a specific infraction is established by ordinance or resolution of the board of city commissioners. The fine for any loading zone or fire lane violation is \$50.00. The fine for parking within ten feet of a fire hydrant is \$20.00.

By: \_\_\_\_\_  
James Froelich, President, Board of  
City Commissioners

Attest:

\_\_\_\_\_  
James Neubauer, City Administrator

First Consideration: June 2, 2026

Second Consideration and Final Passage: June 16, 2026

Publication: \_\_\_\_\_



## City Commission

### Agenda Documentation

**MEETING DATE:** June 2, 2026  
**PREPARATION DATE:** May 27, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Mandan Street Improvement District 244 (8th Ave Reconstruct Phase II) Resolutions

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#### **STATEMENT/PURPOSE:**

To move forward with the resolutions necessary to approve Mandan Street Improvement District 244.

#### **BACKGROUND/ALTERNATIVES:**

In 2024, 8th Ave NW was completed from Old Red Trail to 24th St. The City has received additional federal funding to complete 8th Ave from 24th St to 27th St and 27th St from 8th Ave to Highway 1806. The project will expand the pavement section to accommodate additional traffic and provide safety enhancements for vehicles and pedestrians. The project will address all needs in the area to avoid a separate project in the coming years. The full scope will include roadway reconstruction, water main replacement, storm sewer installation, streetlight installation, striping, signing, pavement rehabilitation, and other related work.

*Through the Capital Improvement Planning process, this project was highly prioritized as the second-highest scoring project.*

Public input meeting #1 was held on May 14th. An additional public input meeting will be held on June 25th at Mandan High School. Residents within the proposed district should be receiving a letter from the City of Mandan this week with additional information.

#### **ATTACHMENTS:**

1. 22183A\_Res\_Direct\_EngineerPrepReport
2. Resolution Creating Improvement District
3. SID Engineers Report
4. V2 Mandan 8th Ave NW & 27th St NW Reconstruction Project FAQs
5. Resolution of Necessity

6. 8th and 27th Schedule

**FISCAL IMPACT:**

The total cost for the project is estimated to be \$6,780,000. *The City secured \$4.2M of federal funds and is contributing local utility funds for the underground improvements. The remaining amount to be assessed to benefiting properties within the district is approximately \$2,139,000.*

**STAFF IMPACT:**

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

**LEGAL REVIEW:**

All commission documents have been forwarded to the City Attorney for review.

**RECOMMENDATION:**

Approve the resolutions necessary to move forward with the Mandan 8th Ave Reconstruct Phase II Project (SID 244).

**SUGGESTED MOTION:**

I move to approve the resolution creating the district, approve the engineer's report, approve the feasibility report and approve the resolution of necessity for Street Improvement District No. 244, Project No. 2026-15 (Mandan 8th Ave Reconstruct Phase II)

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the City Council of the City of Mandan, North Dakota deemed it necessary to make certain necessary Street Improvement District No. 244 consisting of asphalt resurfacing by reconstruction and chip seal, and related work be constructed and made in City of Mandan, the City hereby directs Grant Dockter, Moore Engineering, Inc., being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed improvements to be made in and for the District, and an estimate of the probable cost of the improvement.

APPROVED:

\_\_\_\_\_

Mayor - \_\_\_\_\_

ATTEST:

\_\_\_\_\_

City Administrator - \_\_\_\_\_

**RESOLUTION CREATING  
STREET IMPROVEMENT DISTRICT NO. 244**  
Project No. 2026-15

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

1. There is hereby created Street Improvement District No. 244 (the “District”) (Project#2026-15) of the City of Mandan for the purpose of making an improvement project of the type specified in Section 40-22-01(2), N.D.C.C., to improve those parts of the municipal street system listed below. The improvement to said streets within this improvement district shall include, but not be limited to, 4<sup>th</sup> Ave NW, 6<sup>th</sup> Ave NW, 7<sup>th</sup> Ave NW, 8<sup>th</sup> Ave NW, 9<sup>th</sup> Ave NW, 10<sup>th</sup> Ave NW, 11<sup>th</sup> Ave NW, 12<sup>th</sup> Ave NW, from 27<sup>th</sup> St N to 24 St NW, and 27<sup>th</sup> St N from 12<sup>th</sup> Ave NW to HWY 1806 and includes asphalt resurfacing by reconstruction, chip seal, and spot repair along with curb and gutter improvements, water main replacement, storm sewer installation, street light replacement, and related work.

2. Consultation with respect thereto having been had with the City Engineer, as to the property to be benefitted by said improvement project and the most practical size, form and location of said District, said District shall include all the lots, tracts and parcels of land laying within the City of Mandan and its additions within the following boundary lines, namely:

Those Additions, and portions of Additions to the City of Mandan, Morton County, North Dakota, described as follows:

Those Additions, and portions of Additions to the City of Mandan, Morton County, North Dakota, described as follows:

Block 1, Block 2 and Block 4, Heck Addition

Meadow Ridge Business Park

Meadow Ridge First Addition

Terra Vallee First Addition

Replat of Terra Vallee 2<sup>nd</sup> Addition

Lots 3-4 and Lots 7-8, Block 3, Terra Vallee Third Addition

Lots 17-28, Block 6, Terra Vallee Fourth Addition

Del’s Estates Subdivision

Eagle Ridge First Addition

Lot 1, Block 2, School District 5<sup>th</sup> Addition

Hatzenbeler Estates

Zachmeier’s Subdivision

Zachmeier’s Third Subdivision

Lot 2 and Lot 7, Block 1, Meadow Ridge Third Addition

Replat of Lot 1, Block 1, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lot 3, Block 1, Meadow Ridge 3<sup>rd</sup> Addition  
Corrective Replat of Lot 4, Block 1, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lot 5, Block 1, Meadow Ridge Third Addition  
Replat of Lot 6, Block 1, Meadow Ridge Third Addition  
Replat of Lot 8, Block 1, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lot 1, Block 2, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lots 2-4, Block 2, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lot 5, Block 2, Meadow Ridge 3<sup>rd</sup> Addition  
Meadow Ridge Third Addition Replat of Lot 6 Block 2  
Replat of Lot 7, Block 2, Meadow Ridge Third Addition  
Replat of Lot 8, Block 2, Meadow Ridge Third Addition  
Replat of Lot 9, Block 2, Meadow Ridge 3<sup>rd</sup> Addition  
Replat of Lot 10, Block 2, Meadow Ridge Third Addition  
Replat of Lot 11, Block 2, Meadow Ridge Third Addition

And that unplatted part of the NW1/4 of Section 22, T139N, R81W, Morton County, North Dakota, described as follows:

Auditor's Lot "F" of the NW1/4 of said Section 22, less Lot 1 of said Auditor's Lot "F"

And those unplatted parts of the SW1/4 of Section 15, T139N, R81W, Morton County, North Dakota, described as follows:

Auditor's Lot "A" of the SW1/4 of said Section 15  
Auditor's Lot "B" of the SW1/4 of said Section 15  
Auditor's Lot "C" of the SW1/4 of said Section 15  
Auditor's Lot "D" of the SW1/4 of said Section 15  
Auditor's Lot "J" of the SW1/4-SW1/4 of said Section 15  
Lot 1 of Auditor's Lot "K" of the SW1/4-SW1/4 of said Section 15  
Lot 2 of Auditor's Lot "K" of the SW1/4-SW1/4 of said Section 15  
Lot 4 of Auditor's Lot "K" of the SW1/4-SW1/4 of said Section 15  
The East Half of Auditor's Lot "I" of the SW1/4 of said Section 15

That part of the S1/2-SW1/4 of said Section 15 bounded on the southerly side by Zachmeier's Subdivision; bounded on the westerly side by Auditor's Lot "D" of the SW1/4 of said Section 15; bounded on the northerly side by Auditor's Lot "C" of the SW1/4 of said Section 15; and bounded on the easterly side by the westerly right of way line of North Dakota State Highway No. 1806.

3. Pursuant to section 40-22-10 of the North Dakota Century Code, the City Engineer is hereby authorized and directed to prepare a report as to the general nature, purpose and feasibility of the proposed improvement and an estimate of the probable cost of the improvement.

4. This resolution shall be in full force and effect from and after its passage.

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President, Board of City Commissioners

ATTEST:

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City Administrator

Date of Passage: June 2, 2026

**RESOLUTION APPROVING ENGINEER’S REPORT AND  
AUTHORIZING PREPARATION OF THE DETAILED PLANS  
AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE  
IMPROVEMENT IN STREET IMPROVEMENT DISTRICT 244**

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

1. That the report of the City Engineer with respect to the general nature, purpose, and feasibility of the proposed improvement and the estimate of the probable cost of the work to be done in Street Improvement District 244 (Project #2026-15), as required by section 40-22-10 of the North Dakota Century Code, and hereto filed in the office of the City Administrator, is hereby accepted and approved and the proposed improvement project within said District is hereby determined and declared to be feasible.

2. The probable costs of the improvement project are estimated as follows:

a. Construction costs:	\$5,478,493.00
b. Other costs including necessary and reasonable change orders; engineering, fiscal agent’s, and attorneys’ fees; cost of publication of legal notices; printing of warrant bonds; and all expenses incurred in the making of the improvement and levy of assessments therefor:	\$1,301,507.00
c. Total estimated costs of the improvement:	\$6,780,000.00

3. The Engineer is hereby authorized and directed to prepare detailed plans and specifications for the project to be constructed.

4. This resolution shall be in full force and effect from and after its passage.  
Dated this 2<sup>nd</sup> day of June 2026.

\_\_\_\_\_  
President, Board of City Commissioners

ATTEST:

\_\_\_\_\_  
City Administrator

**FEASIBILITY AND EVALUATION OF IMPROVEMENTS FOR STREET IMPROVEMENT DISTRICT 244,  
PROJECT 2026-15**

1.) General Nature of Project

The district has been created to allow for street improvements to the areas identified in the map and includes roadway reconstruction, roadway rehabilitation, ADA ramp improvements, tree trimming, electrical improvements, water main replacement, storm sewer installation, and other related work.

2.) Location of Proposed Construction

The proposed construction will take place throughout the areas identified on the map.

3.) Environmental Impact

It is anticipated that there will be some dirt, noise, and pollutants during the construction period as a result of the use of necessary equipment. There will also be some surplus or waste construction materials that will need to be disposed of by the contractor at his or her expense. The contractors will be responsible for leaving the area in an attractive and neat condition. Sensitivity to contaminants from construction will be addressed by the contractor as part of the construction documents and storm water management permitting procedures.

4.) Feasibility of Project

The work in the Street Improvement District will reconstruct failing roadways and chip seal roads showing early signs of wear. Reconstructing failing roadways will significantly reduce operation and maintenance costs for the City. In the opinion of the undersigned this project is feasible and needed throughout the indicated area to reconstruct and maintain roadways.

5.) Estimate of Cost

Attached is a map showing the area and the district boundary. The construction costs are estimated at \$5,478,493.00. Other costs of making the improvement necessary include necessary and reasonable change order, engineering, fiscal agents' and attorneys' fees, publication of legal notices, printing of warrants, and all expenses incurred in the making of the improvement and levy of assessments therefore are estimated at \$1,301,507.00. The total cost for the improvement is estimated at \$6,780,000.00.

Dated this 2<sup>nd</sup> day of June 2026.

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Jarek Wigness, PE  
City Engineer

**Mandan 8th Ave Reconstruct - Phase II**

**Mandan, ND**

*Engineer's Preliminary Opinion of Cost*

<i>BID ITEM NO. &amp; DESCRIPTION</i>			<i>UNIT</i>	<i>BID QUANTITY</i>	<i>UNIT PRICE</i>	<i>TOTAL</i>
<b><u>Base Bid</u></b>						
103	0100	CONTRACT BOND	L SUM	1	\$35,000.00	\$35,000.00
201	0300	CLEARING & GRUBBING	ACRE	0.032	\$90,000.00	\$2,880.00
201	0370	REMOVAL OF TREES 10IN	EA	3	\$950.00	\$2,850.00
201	0395	STUMP REMOVAL	EA	1	\$1,275.00	\$1,275.00
202	0021	REMOVE AGGREGATE BASE & SURFACING	TON	613	\$22.00	\$13,486.00
202	0114	REMOVAL OF CONCRETE PAVEMENT	SY	2558	\$18.50	\$47,323.00
202	0128	REMOVE AGGREGATE BASE	TON	3096	\$23.75	\$73,530.00
202	0130	REMOVAL OF CURB & GUTTER	LF	1072	\$18.00	\$19,296.00
202	0132	REMOVAL OF BITUMINOUS SURFACING	SY	5889	\$9.75	\$57,417.75
202	0169	REMOVAL OF END SECTION-ALL TYPES & SIZES	EA	1	\$500.00	\$500.00
202	0170	REMOVAL OF CULVERTS-ALL TYPES & SIZES	LF	485	\$32.00	\$15,520.00
202	0174	REMOVAL OF PIPE ALL TYPES AND SIZES	LF	923	\$54.00	\$49,842.00
202	0260	REMOVAL OF PAVERS	SY	9	\$30.00	\$270.00
202	0400	REMOVAL OF RIPRAP - LOOSE ROCK	CY	17	\$55.00	\$935.00
203	0101	COMMON EXCAVATION-TYPE A	CY	1715	\$18.00	\$30,870.00
203	0109	TOPSOIL	CY	2255	\$20.00	\$45,100.00
203	0113	COMMON EXCAVATION-WASTE	CY	5043	\$22.25	\$112,206.75
216	0100	WATER	M GAL	595	\$38.00	\$22,610.00
230	0165	SUBGRADE PREPARATION-TYPE A-12IN	STA	30	\$1,900.00	\$57,000.00
251	0300	SEEDING CLASS III	ACRE	2.049	\$3,100.00	\$6,351.90
253	0201	HYDRAULIC MULCH	ACRE	2.049	\$3,125.00	\$6,403.13
261	0112	FIBER ROLLS 12IN	LF	1175	\$3.50	\$4,112.50
261	0113	REMOVE FIBER ROLLS 12IN	LF	875	\$1.00	\$875.00
261	0120	FIBER ROLLS 20IN	LF	1130	\$5.00	\$5,650.00
261	0121	REMOVE FIBER ROLLS 20IN	LF	1130	\$1.00	\$1,130.00
302	0120	AGGREGATE BASE COURSE CL 5	TON	6013	\$56.00	\$336,728.00
302	0356	AGGREGATE SURFACE COURSE CL 13	TON	43	\$75.00	\$3,225.00
401	0050	TACK COAT	GAL	642	\$3.50	\$2,247.00
401	0070	FOG SEAL	GAL	642	\$5.50	\$3,531.00
430	0043	SUPERPAVE FAA 43	TON	3568	\$100.00	\$356,800.00
430	1000	CORED SAMPLE	EA	18	\$85.00	\$1,530.00
430	5815	PG 58S-34 ASPHALT CEMENT	TON	207	\$750.00	\$155,250.00
702	0100	MOBILIZATION	L SUM	1	\$400,000.02	\$400,000.02
704	0100	FLAGGING	MHR	120	\$70.00	\$8,400.00
704	1001	TRAFFIC CONTROL SIGNS	L SUM	1	\$200,000.00	\$200,000.00
704	1052	TYPE III BARRICADE	EA	7	\$135.00	\$945.00
704	1054	SIDEWALK BARRICADE	EA	4	\$82.50	\$330.00
704	1058	PEDESTRIAN WALKWAY	LF	120	\$14.50	\$1,740.00
704	1060	DELINEATOR DRUMS	EA	16	\$35.00	\$560.00
704	1080	STACKABLE VERTICAL PANELS	EA	160	\$25.00	\$4,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	SF	24	\$10.00	\$240.00
704	2108	TEMPORARY CURB RAMP	EA	4	\$625.00	\$2,500.00
708	1540	INLET PROTECTION-SPECIAL	EA	18	\$260.00	\$4,680.00
708	1541	REMOVE INLET PROTECTION-SPECIAL	EA	18	\$65.00	\$1,170.00
709	0100	GEOSYNTHETIC MATERIAL TYPE G	SY	14688	\$2.50	\$36,715.00
714	0210	PIPE CONC REINF 15IN CL III-STORM DRAIN	LF	1108	\$145.00	\$160,660.00
714	0315	PIPE CONC REINF 18IN CL III-STORM DRAIN	LF	1235	\$165.00	\$203,775.00
714	0620	PIPE CONC REINF 24IN CL III-STORM DRAIN	LF	115	\$185.00	\$21,275.00
714	0825	PIPE CONC REINF 30IN CL III-STORM DRAIN	LF	165	\$200.00	\$33,000.00
714	0910	PIPE CONC REINF 36IN CL III-STORM DRAIN	LF	431	\$210.00	\$90,510.00
714	1010	PIPE CONC REINF 42IN CL III-STORM DRAIN	LF	714	\$250.00	\$178,500.00

714	3005	END SECT-CONC REINF 15IN	EA	1	\$2,150.00	\$2,150.00
714	3040	END SECT-CONC REINF 42IN	EA	2	\$3,750.00	\$7,500.00
714	9659	REMOVE & RELAY PIPE-ALL TYPES & SIZES	LF	64	\$242.00	\$15,488.00
714	9696	EDGEDRAIN NON PERMEABLE BASE	LF	5333	\$11.25	\$59,996.25
722	0100	MANHOLE 48IN	EA	6	\$9,500.00	\$57,000.00
722	0110	MANHOLE 60IN	EA	4	\$12,500.00	\$50,000.00
722	0120	MANHOLE 72IN	EA	3	\$13,750.00	\$41,250.00
722	1100	MANHOLE RISER 48IN	LF	43.18	\$365.00	\$15,760.70
722	1110	MANHOLE RISER 60IN	LF	43.6	\$550.00	\$23,980.00
722	1120	MANHOLE RISER 72IN	LF	36.03	\$725.00	\$26,121.75
722	3510	INLET-TYPE 2	EA	10	\$6,200.00	\$62,000.00
722	3520	INLET-TYPE 2 DOUBLE	EA	6	\$10,000.00	\$60,000.00
722	3701	INLET SPECIAL-TYPE 2 48IN	EA	1	\$7,250.00	\$7,250.00
722	3740	INLET SPECIAL CATCH BASIN-TYPE A 48IN	EA	6	\$9,500.00	\$57,000.00
722	3761	INLET SPECIAL-TYPE 2 60IN	EA	0	\$10,250.00	\$0.00
722	4005	INLET CATCH BASIN	EA	6	\$3,100.00	\$18,600.00
722	6200	ADJUST MANHOLE	EA	4	\$5,500.00	\$22,000.00
724	0270	REMOVE GATE VALVE & BOX	EA	4	\$1,575.00	\$6,300.00
724	0300	GATE VALVE & BOX 6IN	EA	3	\$4,300.00	\$12,900.00
724	0310	GATE VALVE & BOX 8IN	EA	2	\$5,380.00	\$10,760.00
724	0400	HYDRANT-INSTALL 6IN	EA	3	\$18,000.00	\$54,000.00
724	0430	REMOVE HYDRANT	EA	2	\$1,575.00	\$3,150.00
724	0670	TEMPORARY WATER SERVICE	L SUM	1	\$150,000.00	\$150,000.00
724	0810	WATERMAIN 6IN PVC	LF	37	\$165.00	\$6,105.00
724	0830	WATERMAIN 8IN PVC	LF	944	\$200.00	\$188,800.00
724	0955	WATER SERVICE CONNECTION 1IN	EA	4	\$775.00	\$3,100.00
724	1036	SPRINKLER REPAIR	L SUM	1	\$10,000.00	\$10,000.00
744	0100	POLYSTYRENE INSULATION BOARD	BD FT	0	\$4.75	\$0.00
748	0140	CURB & GUTTER-TYPE I	LF	5687	\$42.75	\$243,119.25
748	1280	VALLEY GUTTER SPECIAL	LF	164	\$135.00	\$22,140.00
750	0030	PIGMENTED IMPRINTED CONCRETE	SY	189	\$300.00	\$56,700.00
750	0115	SIDEWALK CONCRETE 4IN	SY	1777	\$175.00	\$310,975.00
750	0140	SIDEWALK CONCRETE 6IN	SY	32	\$200.00	\$6,400.00
750	1000	DRIVEWAY CONCRETE	SY	888	\$200.00	\$177,600.00
750	2115	DETECTABLE WARNING PANELS	SF	71	\$70.00	\$4,970.00
752	0660	FENCE CHAIN LINK REMOVE & RESET	LF	162	\$150.00	\$24,300.00
752	0911	TEMPORARY SAFETY FENCE	LF	400	\$5.50	\$2,200.00
754	0110	FLAT SHEET FOR SIGNS-TYPE XI REFL SHEETING	SF	86	\$32.00	\$2,752.00
754	0112	FLAT SHEET FOR SIGNS-TYPE IV REFL SHEETING	SF	72	\$33.00	\$2,376.00
754	0206	STEEL GALV POSTS-TELESCOPING PERFORATED TUBE	LF	209	\$22.00	\$4,598.00
762	0110	EPOXY PVMT MK 4IN LINE-GROOVED	LF	7213	\$6.00	\$43,278.00
762	0112	EPOXY PVMT MK MESSAGE	SF	400	\$22.50	\$9,000.00
762	0131	EPOXY PVMT MK 6IN LINE-GROOVED	LF	261	\$8.00	\$2,088.00
762	0132	EPOXY PVMT MK 8IN LINE-GROOVED	LF	214	\$10.00	\$2,140.00
762	0135	EPOXY PVMT MK 24IN LINE-GROOVED	LF	174	\$50.00	\$8,700.00
766	0120	RESET MAILBOX	EA	24	\$550.00	\$13,200.00
770	0001	LIGHTING SYSTEM	EA	1	\$250,000.00	\$250,000.00
Subtotal Construction Cost						\$4,978,493.00

**Part II**

CHIP SEAL	SY	30,000	\$10.00	\$300,000.00
PATCHING	SY	1,000	\$200.00	\$200,000.00
Subtotal Construction Cost				\$500,000.00
Total Construction Cost				\$5,478,493.00
Contingencies				\$547,233.06
Engineering				\$746,773.95
Legal, Advertising, Bonding				\$7,500.00
Total Project Cost				\$6,780,000.00



# Mandan 8th Ave NW & 27th St NW Reconstruction Project FAQs

**Q: WHAT IS THE ESTIMATED TOTAL COST OF THE PROJECT AND THE PROJECT SCOPE?**

**A:** The preliminary cost estimate for the project is \$6,780,000. The project scope will include roadway reconstruction and urbanization of 8th Ave and 27th St NW. The reconstruction will include water main replacement, storm sewer installation, signing updates, pavement markings, and street light replacement. Additionally, all roadways within the district will be chip-sealed to help extend the pavement's life expectancy.

*Additional federal funding has significantly reduced the estimated cost to property owners compared to the 2022 special assessment estimates.*

**Q: WHAT WILL MY SPECIAL ASSESSMENT BE?**

**A:** Properties within the special assessment district are classified as either adjacent or non-adjacent to the roadway construction work.

- o **Adjacent properties** are those with curb frontage along the project corridor, primarily along 8th Ave NW and 27th St NW
- o Preliminary assessment: ~ \$4,750 - \$5,250 per single-family residential parcel. (~64% reduction from 2022)
- o **Non-adjacent properties** are all other parcels within the special assessment district
- o Preliminary assessment: ~ \$2,380 - \$2,630 per single-family residential parcel. (~64% reduction from 2022)

**Q: HOW WAS THE SPECIAL ASSESSMENT DISTRICT BOUNDARY DETERMINED?**

**A:** The assessment district boundary was established using the City of Mandan's Special Assessment Policy, which follows North Dakota Century Code (NDCC) Chapter 40-22.

For arterial roadway improvements, costs are typically distributed to benefitting properties extending approximately halfway to the next arterial roadway.

**Q: HOW IS THE PROJECT BEING FUNDED?**

**A:** The project will be funded through a combination of federal grants, City utility funding, and low-interest financing. **Current estimates indicate the project is approximately 80% federally funded, compared to approximately 32.7% in the 2022 special assessment estimates.**

Funding Source	Amount	Match Requirement	Details
Federal Urban Roads Grant	\$4,000,000	80% federal / 20% local	City must contribute about \$1,000,000 to access full funding. Federal share is capped at \$4 million.
Federal Transportation Alternatives Grant	~\$206,000	80% federal / 20% local	Applies only to shared use path on east side of 8th Ave NW. About \$51,500 required as local match. Covers ~80% of eligible path costs.
City Utility Fund	\$435,000	No match noted	Funded through utility payments. Used for storm sewer, watermain, and sanitary sewer improvements.
State Revolving Fund (SRF) Loan	Not specified	Loan (not grant)	Low-interest loan from the Bank of North Dakota. Estimated 2% interest over 15 years. Backed by special assessments.



**Q: WHY ISN'T THE SPECIAL ASSESSMENT SPREAD CITYWIDE IF EVERYONE USES THESE ROADS?**

A: The district boundary is similar in size to other similar projects in the City of Mandan. While the assessment district is not technically citywide, project costs are shared more broadly than just adjacent homeowners.

- Utility fund contributions come from utility users across the entire city
- The school district will also receive a special assessment, which may ultimately be repaid through a property tax levy affecting property owners throughout the entire school district
- Significant federal funding is also helping reduce the local cost burden

**Q: HOW MUCH WILL THE SCHOOL DISTRICT BE ASSESSED?**

A: The school district's preliminary assessment is estimated at approximately \$360,000, representing roughly 17% of the total assessed amount. If repaid through a tax levy, property owners throughout and around Mandan would contribute toward those costs through annual property taxes

**Q: WHY IS THIS PROJECT ELIGIBLE FOR FEDERAL FUNDING?**

A: The roadways are functionally classified by the Bismarck-Mandan Metropolitan Planning Organization (MPO), making them eligible for federal funding programs. Because the middle school and high school are located nearby, these roadways qualify for programs such as the Urban Grants Program or Transportation Alternatives Program.

**Q: WHEN IS THE PROTEST PERIOD?**

A: The protest period will run from June 12 through July 13. After the City Council formally creates the special assessment district at the June 2 Council meeting, property owners within the district will receive a letter detailing the assessed amount to their property and instructions on how to protest the project.

**Q: WHY ARE THERE MULTIPLE PROJECT NUMBERS?**

A: The single project includes two separate federal grants, each with different funding administration requirements. As a result, there are two project numbers:


- SU-1-988(055) – roadway reconstruction project
- TAU-1-988(053) – shared use path project

**Q: WHY WASN'T A NEW TRAFFIC STUDY COMPLETED?**

A: In 2022, a traffic study was completed during the design process of the project. The study accounted for expected traffic increases associated with the new high school, including projected future development, and forecasted traffic volumes through the year 2042.

Roadway projects are typically designed based on the expected 20-year lifespan of the pavement, and this project was designed to accommodate projected 2042 traffic volumes. In addition, the City of Mandan collected updated Average Daily Traffic (ADT) counts on February 3rd and 4th in 2026 to confirm current traffic conditions.

Intersection	2024 predictions from the 2022 Traffic Study		City of Mandan Feb. 2026 Traffic Counts	
	Major Road ADT	Minor Road ADT	Major Road ADT	Minor Road ADT
<b>27th St NW and 6th Ave NW</b>	1500	300	1510	135
<b>27th St NW and 8th Ave NW</b>	1350	300	1296	482
<b>8th Ave NW and 24th St NW</b>	900	550	641	652



Scan above to visit the project website or go to <https://arcg.is/1uvGii5>

**RESOLUTION DECLARING THE NECESSITY OF AN  
IMPROVEMENT PROJECT IN AND FOR  
STREET IMPROVEMENT DISTRICT NO. 244 OF THE CITY OF MANDAN  
TO BE PAID BY THE LEVY OF SPECIAL ASSESSMENTS  
ON PROPERTY BENEFITTED THEREBY**

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

1. It is hereby found, determined and declared that it is necessary for the City of Mandan to construct a street improvement project of the type specified in Subsection 40-22-01(2), North Dakota Century Code, in and for Street Improvement District No. 244 (Project #2026-15) of said City. Said improvement project shall include, but not be limited to the improvements of streets, as well as all other work and materials which are necessary or reasonably incidental to the completion of the project; all in accordance with and as described in the resolution creating said district adopted June 2, 2026; which is on file in the offices of the City Engineer and open for public inspection by anyone interested therein. Most of the proposed construction will take place on streets between Highway 1806 and 12<sup>th</sup> Ave NW and between 27<sup>th</sup> St N and 24<sup>th</sup> St NW.

2. The cost of said improvement project shall be paid for by special assessments to be levied against the respective lots, tracts and parcels of land within said improvement district benefited by the improvement in amounts proportionate to and not exceeding such benefits and the Board of City Commissioners reserves the right to provide for the payment of a portion of the costs of such improvement from such other funds and may be properly available for such purpose.

3. The City Administrator is authorized and directed to cause this resolution, together with a map of the City showing the improvement district, which is attached hereto, to be published once each week for two (2) consecutive weeks in the official newspaper of the City.

4. The owners of property within said improvement district and liable to be specially assessed for said improvement shall be afforded the opportunity to file written protest with the City Administrator at any time within thirty (30) days after the first publication of this resolution. Written protests must be submitted to the City Administrator no later than 4:30 pm, local time, July 13, 2026. The Board of City

Commissioners shall, at its next meeting after the expiration of said period, July 21, 2026 at 5:30 o'clock p.m., meet at the City Hall, 205 2nd Ave N.W., Mandan, ND, to hear and determine the sufficiency of any of the protests so filed and to take such other and further action with reference to said improvement district as may then be deemed necessary and expedient.

5. This resolution shall be in full force and effect from and after its passage.

Dated this 2<sup>nd</sup> day of June, 2026.

A public input meeting will be held on June 25<sup>th</sup>, 2026 at Mandan High School at 6:00 PM. The meeting will provide additional information regarding the project and the special assessment process.

APPROVED:

James Froelich

Mayor

ATTEST:

Jim Neubauer

City Administrator

STATE OF NORTH DAKOTA            )  
  ) ss. )

COUNTY OF MORTON

I, Jim Neubauer, the duly appointed, qualified and acting City Administrator of the City of Mandan do hereby certify the foregoing to be a full, true and correct copy of the resolution adopted by the City Commission of the City of Mandan at the meeting of the Commission held on the 2nd day of June, 2026, and that such Resolution is now a part of the permanent records of the City of Mandan, as such records are filed in the office of the City Administrator.

IN WITNESS WHEREOF, I have hereunto set my hand this 2<sup>nd</sup> day of June 2026.

Jim Neubauer  
City Administrator  
Mandan, North Dakota

Publication Dates: June 13<sup>th</sup>, June 20<sup>th</sup>, 2026





# Overall Project Schedule

