



**SPECIAL MEETING AGENDA
CITY COMMISSION
SEPTEMBER 29, 2025
DYKSHOORN CONFERENCE ROOM
MANDAN CITY HALL
10:00 AM
WWW.CITYOFMANDAN.COM**

The public may access the LIVE meeting at:

[Join the meeting now](#)

Meeting ID: 288 935 479 034 2

Passcode: HW6Kv9EL

A. ROLL CALL

1. Roll call of all City Commissioners

B. THE PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

D. CONSENT AGENDA

1. Consider a ~~raffle permit~~ gaming site authorization for Mystic Athletic Club at Dale Pahlke Rodeo Arena on Oct. 3 & 4

E. RESOLUTIONS AND ORDINANCES

1. Second and final consideration of Ordinance No. 1477, Relating to Retirement Plan Eligibility

F. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - Tuesday, Oct. 7, 2025 at 5:30 p.m.
 - Tuesday, Oct. 21, 2025 at 5:30 p.m.
 - Tuesday, Nov. Nov. 4, 2025 at 5:30 p.m.

G. ADJOURN



City Commission

Agenda Documentation

MEETING DATE: September 29, 2025
PREPARATION DATE: September 26, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Gaming Site Authorizaiton for Mystic Athletic Club at Dale Pahlke Rodeo Arena on Oct. 3 & 4

STATEMENT/PURPOSE:

Consider a Gaming Site Authorization for Mystic Athletic Club

BACKGROUND/ALTERNATIVES:

A gaming site authorization for Mystic Athletic Club was recieved on Sept. 26, 2025.

ATTACHMENTS:

1. Mystic Athletic Club at Dale Pahlke Rodeo Arena Gaming Site Authorization
2. Mystic Athletic Club at Dale Pahlke Rodeo Arena Rental Agreement

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Approve as presented.

SUGGESTED MOTION:

I move to approve the gaming site authorization for Mystic Atheltic Club at Dale Pahlke Rodeo Arena on Oct. 3 & 4.

City Commission

Agenda Documentation

September 29, 2025

Subject: Consider a ~~raffle permit~~ gaming site authorization for Mystic Athletic Club at Dale Pahlke Rodeo Arena on Oct. 3 & 4

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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

Mystic Athletic Club

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

Dalke Pahlke Arena @ Dakota Community Bank & Trust Rodeo Grounds

Street	City	ZIP Code	County
2428 Longspur Trail	Mandan	58554	Morton
Beginning Date(s) Authorized	Ending Date(s) Authorized	Number of Twenty-One tables, if zero, enter "0"	
Oct. 3rd 2025	Oct. 4th 2025	0	

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

Will draw the winner in the rodeo press box

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

50/50 drawing one drawing Friday Oct. 3rd one drawing Saturday Oct. 4th

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

License Number (Office Use Only)

Site Owner (Lessor) Mandan Parks and Recreation		Site Name Dale Pahlke Arena		Site Phone Number
Site Address 2428 Longspur Trail	City Mandan	State ND	Zip Code 58554	County Morton
Organization Mystic Athletic Club	Rental Period Oct. 3rd 2025 to Oct. 4th 2025			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		☒ No ☐ Yes		
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		☐ No ☐ Yes		\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		☒ No ☐ 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 \$ _____		☒ No ☐ Yes		\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: ☐ Jar Bar ☐ Standard Dispensing Device		☒ No ☐ Yes		\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices _____		☒ No ☐ Yes		\$
Total Monthly Rent				\$

6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☒

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

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

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

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

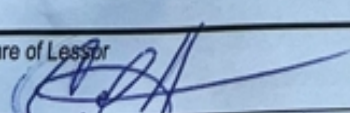
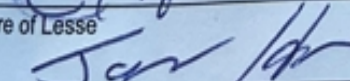
The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

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

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

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

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

Signature of Lessor 	Title Eric D. De...	Date 9-26-25
Signature of Lessee 	Title General Manager	Date 9-26-25



City Commission

Agenda Documentation

MEETING DATE: September 29, 2025
PREPARATION DATE: September 25, 2025
SUBMITTING DEPARTMENT: HR
DEPARTMENT DIRECTOR: Amy Berger
PRESENTER: Amy Berger, HR Director
SUBJECT: Consider the second and final consideration of Ordinance No. 1477, Relating to Retirement Plan Eligibility

STATEMENT/PURPOSE:

To approve the second and final consideration of an Ordinance to Amend and Re-enact Section 20-8-1 of the Mandan Code of Ordinances, Relating to Retirement Plan Eligibility.

BACKGROUND/ALTERNATIVES:

During the Sept. 16 City Commission meeting proposed plan amendments to the City and Park District's shared retirement plan through Trustage, including a reduction of the minimum eligibility age from 19 to 18 years old. Contingent upon approval of the consent agenda request for retirement plan amendments, the City ordinance must be revised to reflect the new eligibility age.

The proposed revision below ensures consistency between the ordinance and the retirement plan documents:

Sec. 20-8-1. – Participation and eligibility.

b) Eligible employee. All benefit-eligible employees of the City of Mandan, Morton Mandan Public Library, Mandan Park District and Mandan Airport Authority, who are ~~19~~ **18** years of age or older and who have completed one hour of service are eligible to participate in the plan at their discretion.

ATTACHMENTS:

1. Ordinance 1477 - Retirement Eligibility(30083352.1)

FISCAL IMPACT:

N/A

STAFF IMPACT:

Minimal

LEGAL REVIEW:

Attorney Oster has drafted the attached ordinance.

RECOMMENDATION:

I recommend to approve Ordinance No. 1477 as presented.

SUGGESTED MOTION:

I move to approve Ordinance No. 1477, as presented.

ORDINANCE NO. 1477

An Ordinance to Amend and Re-enact
Section 20-8-1 of the Mandan Code of Ordinances, Relating to Retirement Plan Eligibility

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

Sec. 20-8-1. – Participation and eligibility.

- (a) *Participation.* On October 9, 1977, by resolution of the board of city commissioners, the city established a retirement plan for the employees of the city. This plan was amended effective January 1, 1989 in order to comply with TRA-86 IRS requirements. All full-time employees with six months' service to the city, as of the date of the adoption of the city employee retirement plan, became participants in the plan. All employees who meet the plan's eligibility requirements may participate in the city employee retirement plan.
- (b) *Eligible employee.* All benefit-eligible employees of the City of Mandan, Morton Mandan Public Library, Mandan Park District and Mandan Airport Authority, who are ~~19~~18 years of age or older and who have completed one hour of service are eligible to participate in the plan at their discretion.
- (c) Employees participating in the city employee retirement plan shall follow the plan requirements and criteria as identified in the respective plan documents.
- (d) Sworn police officers hired after July 1, 2016, and career firefighters hired after July 1, 2018, are enrolled in the North Dakota Public Employee Retirement System (NDPERS) and follow the NDPERS Public Safety Plan requirements and criteria. These employees are not eligible to participate in the city employee retirement plan.
 - (1) Sworn police officers hired before July 1, 2016, and career firefighters hired before July 1, 2018, had a one-time election upon the initial offering of the NDPERS Public Safety Plan to either stay in the city employee retirement plan or participate in the NDPERS Public Safety Plan. Participation in both plans is not permitted. After the initial offering period, the employee's election may not be changed.

By: _____
James Froelich, President, Board of
City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: September 16, 2025

Second Consideration and Final Passage: _____