



**AGENDA  
CITY COMMISSION  
OCTOBER 21, 2025  
ED “BOSH” FROEHLICH MEETING ROOM  
MANDAN CITY HALL  
5:30 PM  
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The City of Mandan is encouraging citizens to provide their comments for agenda items via email to [info@cityofmandan.com](mailto:info@cityofmandan.com). Please provide your comments before Noon on the day of the meeting. Include the agenda item number your comment references. Comments will be forwarded to the Commissioners and appropriate departments.

**A. ROLL CALL**

1. Roll call of all City Commissioners

**B. THE PLEDGE OF ALLEGIANCE**

**C. ANNOUNCEMENTS**

1. Morton Mandan Public Library ND Tourism Grant Award
2. Construction Update
3. *Mandan Art Alley Ribbon Cutting Wednesday, October 22, 2025, at 5:15 p.m.*
4. *Mandan Progress Organization Mix & Mingle Dakota Kustomz, Thursday, October 23, 2025, 5-7 p.m. RSVP to Mandan Progress Organization. Register at the [VisitMandan.com](http://VisitMandan.com) site*

**D. PUBLIC COMMENT**

1. The Mandan City Commission values public input. To speak, submit a completed speaker card before the meeting begins. Comments must relate to an item on the current or previous meeting agenda. Speakers have 3 minutes each, in the order cards are received. The total comment period is limited to 30

minutes.

**E. APPROVAL OF AGENDA**

**F. MINUTES**

1. Consider approval of the October 7, 2025 Board of City Commission Meeting Minutes

**G. PUBLIC HEARING**

**H. BIDS**

1. Consider awarding bids for Street Improvement District 240, Shores at Lakewood Phase II

**I. CONSENT AGENDA**

1. Consider approval of monthly bills
2. Considering removing hook-up fees that are held in abeyance for Red Trail Holding properties related to Sewer Improvement District 144
3. Consider approval for the engineering department to apply for the special road fund through the NDDOT for the Redwing Drive project
4. Consider an amendment to the 2026 Fire Department Budget - SAFER grant
5. Consider approving a Department of Water Resources preconstruction funding application for Mandan Proper NW
6. Consider scheduling a Public Hearing for December 2, 2025 to consider the vacation of a portion of Living Water Drive
7. Consider approval for the Mandan Police Department to close the 200 Block of 1st Ave NW on Friday, October 31, 2025, from 3:30 p.m. to 6:30 p.m.
8. *Consider a minor plat for Kendalls 2nd Addition*

**J. OLD BUSINESS**

**K. NEW BUSINESS**

1. Consider request from Mandan Progress Organization related to the July 3, 2026 United States 250th Celebration Fireworks Show
2. Consider the proposal from Starion Bank for the City's sale of Definitive

Improvement Warrants and Refunding Improvement Bonds

3. Long-Term Financial Planning Policy
4. Consider submitting a Highway Safety Improvement Program grant application to the Metropolitan Planning Organization
5. Consider submitting an Urban Grant Program application to the Metropolitan Planning Organization

**L. RESOLUTIONS AND ORDINANCES**

1. Consider the introduction and first consideration of Ordinance No. 1478 to Amend and Re-enact Section 117-3-7(2) of the Mandan Code of Ordinances, Relating to Coverage Ratio for Water and Sewer Revenue Bonds
2. Consider the introduction and first consideration of Ordinance No. 1479, Relating to Restricted Parking of Certain Vehicles and Trailers
3. Consider Resolution establishing Rates and Charges for Services from the Solid Waste Utility Fund

**M. OTHER BUSINESS**

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

- - November 4, 2025 at 5:30 p.m.
  - November 18, 2025 at 5:30 p.m.
  - December 2, 2025 at 5:30 p.m.

**O. ADJOURN**

## **MMPL Tourism Makerspace Hub Concept**

**Project Overview:** Provide a clear and concise description of the project

The Tourism Makerspace Hub at the Morton Mandan Public Library will transform an unused section of the library into a dynamic space where visitors don't just see North Dakota—they make a piece of it. Through hands-on workshops, guided tours, and interactive experiences, the hub will blend creativity, culture, and tourism.

Visitors will build personal memorabilia alongside local artisans, hear stories rooted in the region, and connect with North Dakota's heritage through crafts, food, and technology. The makerspace will also launch guided excursions within a 100-mile radius—such as music, hiking, recreational, Enchanted Highway, and ghost tours—each paired with suggested books, movies, and even augmented reality experiences from the library.

Open nearly 300 days a year, the hub will serve as both a multi-use and multi-season attraction, encouraging longer stays and deeper connections. Matching funds will support renovation of the empty space, equipment and technology, artisan partnerships, and tour development.

By combining creative making, storytelling, and regional exploration, the Tourism Makerspace Hub creates a new model of community-driven tourism that boosts the local economy, defines North Dakota's identity, and leaves every visitor with skills, stories, and a sense of belonging.

**Innovation:** Describe the originality and creativity of the project. How does the project offer a new or enhanced experience that will attract tourists to North Dakota?

The originality of Tourism Makerspace Hub comes from its bold reimagining of what a library can be. While libraries are often seen as quiet, traditional spaces, this project transforms an unused section of the Morton Mandan Public Library into a cultural driver for creative tourism—a tourism experience not currently available anywhere else in North Dakota. Instead of simply viewing heritage, visitors will participate in it, co-creating alongside local artisans, storytellers, and guides.

The project's creativity lies in its fusion of tradition and innovation. Guests will move fluidly between hands-on artisan practices and modern tools like augmented reality and digital storytelling, discovering how North Dakota's past and present connect. This blend of tactile craft, immersive technology, and library-curated collections produces an experience that is both authentic and forward-looking.

The Tourism Makerspace Hub provides an enhanced experience that sets Mandan apart as a destination. Unlike single-stop attractions, this hub integrates workshops, cultural programming, and excursions that change with the seasons. No two visits are alike, encouraging return trips and extended stays. Families seeking interactive activities, heritage travelers searching for authenticity, and younger audiences desiring immersive and sharable moments will all find something compelling.

Most importantly, this project will attract tourists to North Dakota by offering something rare: a chance to carry home not just a memory, but a personalized creation infused with local culture. By positioning the Morton Mandan Public Library as both a community hub and a tourism anchor, The Tourism Makerspace Hub strengthens the local economy while defining the state as a place where heritage and creativity intersect.



# Project Overview – Tourism Makerspace Hub

The **Tourism Makerspace Hub** will transform an unused section of the Morton Mandan Public Library's historic freight-house building in downtown Mandan, ND, into a dynamic destination where visitors don't just see North Dakota, they make a piece of it. Situated within the city's tourism corridor and adjacent to Dykshoorn Park, a community gathering space, the hub will blend creativity, heritage, and exploration into a year-round attraction.

## Facility Ownership & Location

The facility is owned by the City of Mandan and operated by the Morton Mandan Public Library (MMPL). Due to the scope, this project would be done through a collaboration of the Library Board of Trustees, the City Administrator and City Commission.

## Public Access

The Tourism Makerspace Hub will be open six days per week, year-round (~300 days annually), with extended hours during festivals, tourism events, and peak visitor seasons.

## Multi-Use, Multi-Season

The hub will serve as both a multi-use and multi-season attraction. Inside, visitors will engage in artisan-led workshops in pottery, beadwork, weaving, woodworking, and digital storytelling.

Souvenir-making stations will offer screen printing, 3D printing, and laser engraving, while a professional demonstration kitchen will host cooking classes and food tourism experiences that highlight North Dakota's culinary traditions. Tourism and tech features will include AR/VR postcards, a podcast booth, and interactive map-making. Outdoor locations will extend programming to seasonal markets, art festivals, and guided excursions throughout the year.

## Use of Matching Funds

- Renovation & outfitting of the unused freight-house space into the Tourism Makerspace Hub.
- Equipment & technology: AR/VR tools, podcast booth, 3D printers, screen-printing stations, and flexible creative furniture.
- Professional kitchen installation for culinary workshops, demonstrations, and farm-to-table partnerships.
- Artisan partnerships: residencies, stipends, and cultural programming.
- Guided excursions: training and coordination for music tours, hiking and recreation, the Enchanted Highway, and ghost tours with each being tied back to library resources.
- Marketing & tourism integration with the Bismarck-Mandan Visitors Bureau and regional partners.

## Alignment with Grant Objectives

- **New Experiences:** Visitors actively participate in North Dakota culture through hands-on making, food tourism, and guided excursions.
- **Major Expansion:** Converts underutilized space into a high-dem
- and regional attraction that extends MMPL's role as a cultural hub.
- **Operational Enhancements:** Merges makerspace tools, technology, and culinary arts with tourism to elevate visitor experiences.
- **Defining North Dakota:** Celebrates the state's unique identity through heritage crafts, landscapes, foodways, and storytelling.
- **Long-Term Impact:** Encourages extended stays, boosts local business spending, supports artisans and food producers, and strengthens the regional tourism economy.
- **Timely Completion:** Renovation and launch will be completed within 12–18 months, with programming and excursions phased in for full operation by 2027.

The **Tourism Makerspace Hub** will redefine tourism in North Dakota by shifting it from passive sightseeing to active participation. Every visitor will leave not only with souvenirs, but with new skills, recipes, stories, and a deeper connection to the people and places of the state.

## **Innovation– Tourism Makerspace Hub**

The **Tourism Makerspace Hub** is an original project that reimagines both tourism and library service in North Dakota. Located in the Morton Mandan Public Library, the Hub transforms unused space of this historic freight house into a vibrant destination where visitors are not only observers of heritage but co-creators of it. This innovative approach offers something found nowhere else in the state: a participatory, multi-use, multi-season experience rooted in North Dakota's stories, crafts, and culture.

The originality of the Tourism Makerspace Hub lies in its fusion of tradition and innovation. Guests will craft mosaics inspired by the Missouri River, leather goods recalling ranching traditions, or laser-cut art honoring Mandan's rail heritage all within a space equipped with both artisan stations and modern tools like 3D printers, woodworking benches, and digital design labs. A professional demonstration kitchen adds another dimension by hosting cooking classes and tastings that highlight regional food. Tourists will not only learn about North Dakota's heritage but also smell, taste, and create taking home edible memories alongside handmade keepsakes.

Unlike static attractions, the Hub is dynamic and evolving. Seasonal workshops, "make-and-take" sessions, and guided excursions—such as heritage walks, music tours, and storytelling events—ensure no two visits are the same. A traveler might extend their stay in Mandan to attend a winter cooking class or return in the summer to join a mosaic workshop. This ever-changing mix of activities encourages repeat visits, strengthens visitor spending, and supports the wider hospitality economy.

The project also builds on the Morton Mandan Public Library's reputation for initiating community innovation. From the beloved bookmobile, Morti, that travels 450 miles every two weeks, to public mosaic murals that transformed blank walls, to inviting spaces like "The Nest" for early learners and a teen-centered creative zone, MMPL has consistently redefined what a library can be. The Tourism Makerspace Hub is the next bold step in that evolution, extending the library's culture of belonging and creativity to a broader tourism audience.

What sets the Hub apart on a state and regional level is its embrace of creative tourism, a movement where visitors seek authentic, hands-on experiences. Rather than leaving with only photos, tourists will carry home a piece of North Dakota they made themselves, infused with local culture and story. This participatory model not only differentiates Mandan as a destination but also positions North Dakota as a place where heritage and creativity intersect.

By blending heritage crafts, cutting-edge tools, culinary exploration, and seasonal programming within the welcoming environment of the public library, the Tourism Makerspace Hub offers a one-of-a-kind attraction. It is participatory, authentic, and adaptable. It's an unforgettable experience that enhances North Dakota's tourism portfolio while celebrating community, creativity, and connection.

## **Cultural and Historical Significance: Tourism Makerspace Hub**

The **Tourism Makerspace Hub**, located within the Morton Mandan Public Library, transforms a site once central to North Dakota's rail commerce as an historic freight house, into a vibrant crossroads of culture, craft, and connection. This adaptive reuse honors the freight house's legacy as a place where goods and people converged, while reimagining it as a hub where ideas, traditions, and visitors meet.

Rooted in North Dakota's diverse cultural heritage, the Hub is designed to immerse travelers in authentic, hands-on experiences that celebrates both the region's and state's history and identity. Artisan-led workshops feature pottery, beadwork, quilting, weaving, and woodworking—skills passed down through generations of Indigenous peoples, homesteaders, and prairie families. Storytelling sessions draw on folklore and local voices, ensuring that visitors don't just hear about North Dakota's past, but actively participate in carrying it forward.

The addition of a professional demonstration kitchen deepens this connection by linking land to table. Guests will prepare traditional and contemporary recipes with local chefs and food producers, learning about the agricultural roots that have shaped prairie life for centuries. From Indigenous ingredients to farm-to-table practices, these culinary workshops highlight food as both sustenance and story, giving visitors a taste of heritage that they can recreate at home.

Importantly, the Hub extends beyond its walls. Guided excursions link indoor making with the broader cultural landscape: walks along Mandan's historic sites, visits to mosaic installations, journeys along country byways, and seasonal connections to festivals, farmers markets, and rodeo traditions. Augmented reality overlays animate the rail era and Main Street history, allowing visitors to step directly into the places where these traditions began.

For travelers and visitors, the **Tourism Makerspace Hub** offers immersion rather than observation. By crafting pottery with local makers, weaving alongside Indigenous teachers, or cooking regional recipes in the kitchen classroom, guests leave with both a handmade memento and a cultural story. These experiences transform history from something viewed in a display case into something lived, shared, and taken home.

This approach reflects Mandan's identity as a meeting place of cultures and stories. It also resonates with today's travelers, who seek deeper engagement and authentic connections. The Hub highlights what defines North Dakota—its ingenuity, resilience, and hospitality—while ensuring that heritage remains a living, participatory experience. Visitors depart with souvenirs infused with meaning, and more importantly, a lasting appreciation of the people, landscapes, and traditions that make North Dakota unique.

## **Tourism & Hospitality: Tourism Makerspace Hub**

The Tourism Makerspace Hub is rooted in the Morton Mandan Public Library's long tradition of welcoming both residents and travelers as a true community host. MMPL has continually demonstrated hospitality through services that extend far beyond book like passport and photo processing, engaging with rural Morton County communities, and open doors during Mandan's signature events such as Arts in the Park, the Mandan Independence Day Parade, and the Holiday Lights Festival, where the library provides shade, restrooms, and respite for thousands of attendees. These experiences have given staff a strong foundation in visitor services, blending efficiency with the warmth and care North Dakota is known for.

The Tourism Makerspace Hub builds on this foundation by expanding hospitality into an interactive cultural tourism experience. A professional demonstration kitchen will host cooking classes that highlight North Dakota's diverse food traditions, while local artisans lead hands-on workshops in pottery, beadwork, weaving, and storytelling. Visitors will be guided by makers and library staff who are experienced in engaging audiences of all ages and backgrounds, ensuring every guest feels included and supported.

Hospitality expertise is further strengthened by partnerships with the Bismarck-Mandan Visitor's Bureau, cultural organizations, and local entrepreneurs who bring valuable experience in hosting travelers. Together, these collaborators will collaborate to ensure the Hub is not only as a workshop space but also as a welcoming entry point into Mandan's cultural landscape. Guests will leave with handmade souvenirs, shared stories, and authentic connections that are tangible expressions of North Dakota hospitality that encourage longer stays and return visits.

## **Budget & Timeline: Tourism Makerspace Hub**

### **Project Vision**

The Tourism Makerspace Hub at the Morton Mandan Public Library will transform an unused section of the historic freight-house into a cultural and creative destination. By June 15, 2027, the Hub will be a fully operational attraction offering hands-on workshops in heritage crafts, storytelling, and food tourism, supported by a professional demonstration kitchen for cooking classes featuring local recipes and traditions. Visitors will not just see Mandan, Morton County, and regional interests, they will make a piece of it.

The Hub will expand North Dakota's tourism identity by blending culture, technology, and community collaboration into a space where travelers extend their stay, create meaningful connections, and contribute to the regional economy.

### **Implementation Timeline**

#### **Phase 1: Planning & Design (Nov 2025-Feb 2026)**

- Finalize architectural renderings and floor plans, including the demonstration kitchen.
- Engage artisans, cultural partners, and culinary experts to shape programming.
- Launch branding and marketing campaign.

#### **Phase 2: Construction & Infrastructure (Mar 2026–Mar 2027)**

- Renovate freight-house space with accessibility upgrades, HVAC, and flexible maker zones.
- Build the professional demonstration kitchen equipped for cooking classes and food tourism labs.
- Install high-speed internet, AR/VR systems, and podcast booth.
- Acquire heritage craft tools, 3D printers, laser engravers, and souvenir-making stations.

#### **Phase 3: Pilot Programming & Soft Launch (October 2026-May 2027, overlapping construction)**

- Host trial workshops: pottery, weaving, beadwork, storytelling, and regional cooking classes.
- Test AR/VR postcard creation, podcast travel diaries, and digital tourism features.

- Train artisans, chefs, and staff in visitor engagement, safety, and cross-cultural hospitality.

#### **Phase 4: Grand Opening & Full Operation (May-Jun 2027)**

- Launch a full calendar of workshops, culinary events, artist residencies, and pop-up markets.
- Integrate programming into regional tourism calendars and marketing initiatives.
- Conduct visitor impact evaluation and expand funding/partnership network for long-term sustainability.

#### **Full Project Budget (2025–2027)**

| <b>Category</b>                                | <b>Grant Funds</b> | <b>Matching Funds (Cash + In-Kind) Total</b>                       |                    |
|------------------------------------------------|--------------------|--------------------------------------------------------------------|--------------------|
| Planning & Design (Nov 2025)                   | \$75,000           | \$25,000 (volunteer design consultants, city staff support)        | \$100,000          |
| Construction & Renovation (2026)               | \$400,000          | \$150,000 (city/county facility support + donated materials)       | \$550,000          |
| Technology & Equipment (2026)                  | \$200,000          | \$50,000 (Friends fundraising + donations)                         | \$250,000          |
| Demonstration Kitchen Build & Equipment (2026) | \$100,000          | \$40,000 (in-kind supplier donations, culinary sponsorships)       | \$140,000          |
| Program Development & Training (2026)          | \$100,000          | \$30,000 (artisan/chef training, regional foundations support)     | \$130,000          |
| Marketing & Tourism Partnerships (2025–2027)   | \$50,000           | \$20,000 (sponsorships, CVB and regional foundations co-promotion) | \$70,000           |
| Operations: Pilot & Launch (2026–2027)         | \$100,000          | \$50,000 (local business partnerships, earned income reinvested)   | \$150,000          |
| <b>TOTAL</b>                                   | <b>\$1,025,000</b> | <b>\$365,000</b>                                                   | <b>\$1,390,000</b> |

#### **Overall Budget Totals**

- **Grant Funds Requested:** \$1,025,000
- **Matching Funds (cash + in-kind):** \$365,000
- **Overall Project Budget:** \$1,390,000

#### **Sources & Value of Matching Funds**

- **City & County Facility Support:** \$100,000 (space allocation, maintenance, utilities).
- **Regional Arts-Based Foundations:** \$50,000 (heritage programming and artisan stipends).
- **Friends of the Library & Local Business Sponsorships:** \$75,000 (cash and supplies).
- **In-Kind Contributions:** \$100,000 (artisan hours, donated materials, marketing).
- **Culinary Sponsorships & Supplier Donations:** \$40,000 (equipment, local produce for demonstrations).



## **Project Compatibility and Appeal:**

### **Collaboration (25 Points)**

The **Tourism Makerspace Hub** is built on the principle that the most meaningful tourism experiences emerge from collaboration. Located in a section of the historic freight-house that is the Morton Mandan Public Library, the Hub will connect local artisans, small businesses, educational institutions, and civic organizations with visitors in ways that are mutually beneficial and deeply rooted in community identity. By design, the Hub is not a stand-alone attraction—it is a catalyst that multiplies opportunities for economic, cultural, and educational synergy.

#### **Local and Regional Businesses.**

The Hub will feature rotating artisan-led workshops in pottery, beadwork, weaving, woodworking, and digital media, taught by local makers from organizations such as the North Dakota Pottery Association and the Sacred Pipe Resource Center. Downtown boutiques and vendors from the *Mandan Market Nights* will be featured in the Hub's Pop-Up Market Days, creating direct sales opportunities. The addition of a professional demonstration kitchen will enable partnerships with local chefs, restaurateurs, and food producers, turning North Dakota's culinary traditions into immersive visitor experiences. Regional favorites like bakeries from Mandan's Main Street, caterers, and family-owned farms will collaborate to host cultural food demonstrations, farm-to-table tastings, and cooking classes that celebrate the state's agricultural heritage while promoting local businesses.

#### **Educational and Cultural Organizations.**

The project builds upon existing partnerships that the Morton Mandan Public Library has cultivated. Collaborations with United Tribes Technical College will bring Indigenous knowledge into both craft and culinary programming, while Mandan High School's Four Directions Club and the North Dakota Asian-American Arts and Cultural Initiative (NDAAACI) will enrich cultural storytelling and festival events. Job Service North Dakota will connect New American families to training opportunities in hospitality and food tourism, fostering economic equity while diversifying the visitor experience.

#### **Civic and Tourism Stakeholders.**

The Hub aligns closely with civic efforts to position Mandan as a tourism destination. The Mandan Progress Organization (MPO) and Bismarck-Mandan Visitor's Bureau will integrate the Hub into their promotional campaigns, ensuring it is highlighted during signature community celebrations such as Arts in the Park, the Mandan Independence Day Parade, and Holiday Lights on Main. Through its adjacency to Dykshoorn Park, the Hub will seamlessly complement these festivals, providing visitors a welcoming space to rest, participate in hands-on activities, or attend live cooking demonstrations in the kitchen studio. Collaborations with the Northern Plains Heritage Foundation and city park departments will expand programming outdoors through public art tours, historic

walking excursions, and community mosaic projects that connect visitors with Mandan's cultural landscape.

### **Synergies with the Surrounding Community.**

The Hub's location in downtown Mandan ensures compatibility with the city's broader economic and cultural ecosystem. Visitors attending events or workshops will be encouraged to extend their stay by exploring local restaurants like Old 10 Bar & Grill and Dialectic Brewing, shopping at downtown boutiques, or strolling through the park. These natural synergies will strengthen downtown businesses, increase visitor spending, and create a loop of mutual benefit between the makerspace, civic partners, and the broader tourism economy.

In sum, the **Tourism Makerspace Hub** represents a collaborative model where artists, entrepreneurs, educators, and civic leaders work side by side with visitors. The addition of a professional demonstration kitchen strengthens its ability to celebrate regional food traditions and build bridges between cultural heritage and tourism. By weaving together community partnerships and tourism experiences, the Hub ensures long-term compatibility with Mandan's identity and establishes itself as both a local anchor and a statewide draw.

## **Community Benefit (20 Points)**

The **Tourism Makerspace Hub** is designed to enrich everyday life for Morton County residents while positioning the community as a place where people want to live, work, and stay. More than a tourism attraction, it will be a year-round resource that blends creativity, culture, and connection.

For residents, the hub provides opportunities to learn, gather, and share experiences that strengthen belonging and pride of place. Families can participate in pottery or weaving workshops, teens can explore digital design or AR/VR labs, and neighbors can collaborate on storytelling, art, or technology projects. The addition of a professional demonstration kitchen will expand these opportunities further—offering cooking classes, food tourism events, and cultural demonstrations that highlight local ingredients, traditions, and chefs. These experiences not only celebrate North Dakota’s diverse heritage but also create practical skills and confidence for participants of all ages.

The project directly enhances quality of life by offering inclusive, hands-on activities that reduce isolation, encourage cross-cultural understanding, and nurture lifelong learning. For New American families, retirees, and young professionals alike, the hub will be a welcoming place to connect with others and engage meaningfully in the community.

Just as importantly, the Tourism Makerspace Hub contributes to workforce attraction and retention. Today’s workforce, particularly families and young professionals, seek communities that provide cultural vitality, creative outlets, and spaces where they feel at home. By showcasing Mandan as a community that invests in innovation and belonging, the hub strengthens the region’s ability to recruit and retain workers in industries such as energy, agriculture, healthcare, and education.

Ultimately, the Tourism Makerspace Hub ensures that those who visit may leave with a story or a skill, but those who live here gain something even more lasting: a stronger sense of place, connection, and opportunity.

## **Economic Impact (30 Points)**

The **Tourism Makerspace Hub**, located in the Morton Mandan Public Library's historic freight-house building, will be a powerful driver of economic activity by turning tourism into hands-on cultural participation. With the addition of a professional demonstration kitchen, the Hub will expand its reach into culinary tourism, further increasing visitor spending, job creation, and regional tax revenue while enhancing quality of life for residents.

### **Boosting Visitor Spending and Retention**

Unlike traditional sightseeing, the Hub offers immersive workshops in pottery, weaving, beadwork, digital storytelling, and cooking with regional ingredients. Visitors will pay program fees, purchase locally made goods, and extend their stay to experience multiple activities. A cooking class in the demonstration kitchen or a heritage craft workshop often lasts two to three hours, encouraging participants to dine locally, book overnight accommodations, and shop in Mandan's downtown. These longer stays translate into measurable gains in lodging, dining, and retail sectors.

### **Job Creation and Entrepreneurial Growth**

The Hub will create direct jobs for instructors, coordinators, and support staff, while generating supplemental income for artisans and chefs who lead workshops. The demonstration kitchen will serve as a launchpad for food entrepreneurs to test and showcase products, creating new pathways for small business development. Pop-up maker markets and artisan residencies further strengthen local entrepreneurship, with ripple effects in the tourism supply chain—lodging, restaurants, catering, and retail.

### **Tax Revenue and Municipal Benefits**

The increased spending from extended stays directly contributes to sales and lodging tax revenues. By offering year-round programs that tie into signature events like *Arts in the Park*, *Mandan Rodeo Days*, *Buggies & Blues*, and *the Mandan Independence Day Parade*, the Hub will maximize existing visitor traffic and multiply its fiscal impact. This ensures that investments in downtown revitalization and library expansion continue to yield long-term returns for both the City of Mandan and Morton County.

### **Enhanced Quality of Life and Workforce Retention**

For residents, the Hub will provide affordable, enriching opportunities for families, students, and seniors to participate in new learning prospects and cultural tourism activities close to home. The demonstration kitchen doubles as a teaching space for workforce training, equipping residents with culinary and entrepreneurial skills. By offering meaningful, creative outlets, the Hub enhances community pride, helps retain young professionals and families, and positions Mandan as a vibrant place to live and work.

### **Defining Destination Identity**

The Tourism Makerspace Hub will itself become a signature North Dakota attraction:

*“Where visitors don’t just see the state—they make a piece of it.”* This unique positioning ensures repeat visitation, strong word-of-mouth promotion, and integration into statewide tourism itineraries. By tying creative expression to Mandan’s and Morton County’s heritage and expanding into culinary tourism, the Hub solidifies North Dakota’s identity as a place where culture, innovation, and hospitality converge.

In sum, the Tourism Makerspace Hub will directly increase visitor spending and retention, create jobs and entrepreneurial opportunities, grow tax revenues, and elevate quality of life all while strengthening North Dakota’s tourism economy with a fresh, distinctive destination experience.

## Project Compatibility and Appeal: Market Demand (50 Points)

### Tourism Makerspace Hub

#### 1. Meeting Tourism Needs at Local, Regional, and State Levels

The Tourism Makerspace Hub at the Morton Mandan Public Library (MMPL) responds to a growing trend in tourism: visitors increasingly seek interactive, hands-on experiences that reflect authentic local culture. Instead of passively observing, guests will create, learn, and take home unique pieces of North Dakota.

- **Local Market:** Mandan's annual festivals—*Arts in the Park*, *Buggies & Blues*, *The Mandan Independence Day Parade*, *Holiday Lights on Main*, and summer concert series—draw thousands of attendees. MMPL already serves as a rest stop during these events by providing shade, water, restrooms, and displays. The makerspace hub will extend this role by offering immersive workshops, souvenir-making, and cooking demonstrations with regional ingredients, encouraging visitors to extend their stay and return throughout the year.
  - **Regional Market:** Serving a city of nearly 25,000 and a county of 34,000, MMPL is a destination for rural families, day-trippers, and regional visitors. Its bookmobile, *Morti*, travels 450 miles every two weeks to seven rural communities, creating a strong awareness network that will drive regional traffic to the hub. The makerspace will give these visitors a reason to travel into Mandan, linking their trips with nearby trails, recreation, museums, historic sites, and downtown businesses.
  - **State Market:** Located within easy reach of Bismarck's airport and the State Capitol, Mandan is strategically positioned for statewide tourism. The makerspace fills a tourism gap by combining heritage crafts, technology, and a professional demonstration kitchen for cultural food experiences. This distinctive offering complements North Dakota's outdoor and heritage attractions by adding interactive, indoor, multi-season experiences that can sustain tourism year-round.
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#### 2. Current Visitation, Demographics, and Anticipated Changes

- **Visitation Numbers:** MMPL already welcomes tens of thousands of visits annually, supported by its role as a county-wide hub and outreach center. *Morti* adds thousands more through rural programming and book deliveries.
- **Demographics:** Library visitors include families, seniors, New Americans, and multicultural populations. In 2023, 21% of Mandan Public School students identified as part of a minority group, reflecting a diverse audience. Tourists who attend downtown events also regularly enter the library for respite.

- **Operational Hours:** The library is open six days a week with evening hours, and expands access during major downtown festivals.
- **Anticipated Post-Expansion Changes:** With the addition of the Tourism Makerspace Hub, including the demonstration kitchen, we anticipate a 20–30% increase in visitation. Tourists will stay longer, explore Mandan businesses, and, in many cases, plan overnight stays to fully experience the expanded offerings.

#### Visitor Origins:

- *Local:* Mandan and Morton County residents seeking cultural, family-friendly programming.
- *Regional:* Families and school groups traveling from Bismarck, Jamestown, and Dickinson.
- *Statewide & Out-of-State:* Heritage tourists, I-94 travelers, and attendees of Mandan’s hallmark festivals who are seeking a deeper cultural experience.

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### 3. Three-Year Visitation Projections (New Tourism Makerspace Hub)

| Year                 | Estimated Visitors | Key Drivers                                                                                                           |
|----------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Year 1 (2026)</b> | 7,500–10,000       | Launch events, integration with festivals, school partnerships, first-look publicity.                                 |
| <b>Year 2 (2027)</b> | 12,000–15,000      | Expansion of artisan workshops, demonstration kitchen classes, repeat visits, and regional promotions.                |
| <b>Year 3 (2028)</b> | 18,000–20,000      | State-level marketing, inclusion in North Dakota Tourism passport programs, and overnight packages with local hotels. |

#### Data Sources:

- MMPL’s existing service base of 59,000+ residents across city and county.
- Documented attendance at Mandan events (Arts in the Park, Rodeo Days, parades, etc.).
- Morti’s outreach influence (450 miles biweekly).
- National cultural tourism studies demonstrate demand for interactive, experiential travel.
- Internal visitation tracking, program participation numbers, and projections based on comparable tourism makerspaces.

## Conclusion

The **Tourism Makerspace Hub**—with its unique combination of heritage workshops, souvenir-making stations, digital creation labs, and a professional demonstration kitchen—directly meets tourism demand at the local, regional, and state levels. It builds upon MMPL’s already strong visitation, expands cultural offerings to diverse audiences, and establishes Mandan as a must-visit creative tourism destination. The Hub ensures longer stays, repeat visitation, and meaningful connections that showcase North Dakota’s identity in ways that resonate with visitors and support sustainable growth in the tourism economy.



## Operational Budget & Sustainability (40 Points)

### Tourism Makerspace Hub – Morton Mandan Public Library

#### Estimated Operating Budget (Post-Completion)

Once launched in June of 2027, the Tourism Makerspace Hub will require approximately **\$325,000 annually** to operate. This figure reflects both the innovative makerspace zones and the addition of a professional demonstration kitchen for food tourism experiences.

| Category                         | Estimated Annual Cost | Notes                                                                             |
|----------------------------------|-----------------------|-----------------------------------------------------------------------------------|
| Staffing & Benefits              | \$210,000             | Makerspace coordinator, artist stipends, and share of existing MMPL staff time    |
| Programs & Workshops             | \$35,000              | Heritage crafts, culinary workshops, guest instructors, marketing, special events |
| Supplies & Consumables           | \$25,000              | Craft materials, 3D printer filament, kitchen ingredients, printing supplies      |
| Equipment Maintenance & Upgrades | \$20,000              | Service contracts, licenses, repairs for tech, kitchen appliances, 3D printers    |
| Utilities & Overhead             | \$15,000              | Incremental building costs, energy for commercial-grade appliances                |
| Contingency                      | \$20,000              | Reserve for unexpected costs                                                      |
| <b>Total</b>                     | <b>\$325,000</b>      | Range: \$320,000–\$330,000                                                        |

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#### Funding Plan for Ongoing Costs

The Tourism Makerspace Hub is designed to minimize long-term dependency on grant funds by blending multiple, reliable revenue sources:

- **Integrated Library Support (55–60%)** – Core costs absorbed into MMPL’s annual city/county-supported budget, like past expansions.
- **Earned Income (15–20%)** – Program fees (\$10–15 per participant), sales of maker- and visitor-created souvenirs, kitchen-based cooking class fees, and occasional rentals of the demonstration kitchen for private cultural events.

- **Grants & Sponsorships (10–15%)** – Annual arts, culture, and tourism grants, plus local and corporate sponsorships for the demonstration kitchen, craft zones, and artist residencies.
- **Friends/Donations & In-Kind (5–10%)** – Fundraising by Friends of the Library, donor appeals, volunteer hours, and local business contributions of materials, food products, or professional expertise.

This **diversified model** builds resilience by embedding operating costs into MMPL's stable funding structure while creating new earned-income opportunities tied to tourism.

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## 10-Year Sustainability Plan

### 1. Financial Self-Sufficiency

- By Year 3, at least **60% of costs** covered through MMPL core funding and earned income.
- Creation of a **reserve fund (\$10k/year)** dedicated to equipment and kitchen appliance replacement ensures technology and facilities remain current without new grants.
- Growth of culinary tourism programs provides a unique earned-revenue streams

### 2. Community Integration

- Partnerships with Bismarck-Mandan Visitor's Bureau, Northern Plains Heritage Foundation, other regional foundations, and local artisans strengthen shared ownership.
- A rotating **artist- and chef-in-residence program** ensures fresh expertise, cultural relevance, and ongoing ties to local heritage.
- Morti (the bookmobile) will extend makerspace kits and possible mobile cooking demos into rural communities, broadening impact.

### 3. Tourism Adaptability

- Refresh cultural and culinary programs every 2–3 years with new seasonal events and updated technologies.
- Collect visitor data and trend analysis to adapt offerings to shifts in tourism behavior (e.g., family markets, culinary tourism, experiential travel).
- Demonstration kitchen positions Mandan as a regional food tourism destination, highlighting local recipes, agricultural products, and cultural cuisines.

### 4. Operational Integration

- The makerspace and kitchen are embedded in MMPL’s daily operations, leveraging existing staff and systems for efficiency.
- Cross training of staff ensures operational continuity during transitions.
- Integration into library events calendar guarantees steady usage and visibility.

## **5. Long-Term Impact**

- Projected to attract 15,000+ visitors annually by Year 10, extending average Mandan stays by 4–6 hours.
- Positions Mandan and Morton County as a cultural and culinary destination, increasing secondary tourism spending.
- Strengthens community pride and identity by turning visitors into participants, not just spectators.

## **6. Resilience**

- Strong mix of earned income, sponsorships, and public funding ensures long-term viability without recurring grants.
- MMPL’s proven adaptability— “not about shiny gadgets or big budgets but showing up with intention”—ensures the Tourism Makerspace Hub evolves with community needs and tourism trends.

## Tourism Growth Potential (30 Points)

### Tourism Makerspace Hub

The Tourism Makerspace Hub will redefine how visitors experience North Dakota by transforming tourism from passive observation into active, hands-on participation. Located within the Morton Mandan Public Library's historic freight-house, the Hub invites locals and travelers alike to create, learn, and take home a piece of North Dakota. With immersive workshops, innovative technology, and a professional demonstration kitchen, the Hub will become a year-round anchor attraction that attracts new audiences, inspires repeat visitation, and contributes to the long-term sustainability of the state's tourism economy.

### Attracting New Visitors

The Hub offers experiences found nowhere else in North Dakota:

- **Heritage & Culture Workshops:** Pottery, weaving, beadwork, woodworking, and Indigenous knowledge programs taught by local artisans.
- **Professional Demonstration Kitchen:** Culinary classes featuring regional recipes, farm-to-table demonstrations, and collaborative cooking with guest chefs, showcasing North Dakota's agricultural richness.
- **Tourism + Tech Experiences:** AR/VR postcard creation, interactive travel maps, and a podcast booth for "travel diary" recordings.
- **Souvenir-Making Stations:** Screen-printed designs, DIY photo books, and 3D-printed keepsakes tied to local landmarks.

These offerings respond directly to the growing demand for authentic, experiential travel and give North Dakota a distinctive draw compared to other Midwest destinations. The Hub also leverages Mandan's signature events like *Arts in the Park*, *Buggies & Blues the Mandan Independence Day Parade*, *Rodeo Days*, and *The Holiday Lights on Main* by offering add-on activities that extend visitor time in town.

### Encouraging Repeat Visits

Seasonal artist residencies and rotating workshop menus will ensure that each visit is unique. Visitors who engage in summer beadwork or cooking classes will be inspired to return in winter for quilting, holiday baking, or storytelling sessions. Pop-up maker markets and culinary showcases will highlight new local entrepreneurs, strengthening repeat visitation and ongoing engagement with the community.

### Quantified Growth Projections

With workshop capacity of 7,200 seats annually, plus drop-in use and event-day activations, the Hub anticipates:

- **Year 1:** 4,400 participants
- **Year 2:** 6,800 participants

- **Year 3:** 8,900 participants

Repeat visitation is projected to grow from 40% in the first year to more than 55% by Year 3 as the Hub builds loyalty and rotates new cultural offerings.

### **Overnight Conversion & Economic Impact**

Workshops average 2–3 hours, often paired with the demonstration kitchen or downtown events, naturally extending trips into the 4–6 hour stay threshold—a state tourism priority. This is projected to convert 3–7% of participants into overnight stays, generating:

- **Year 1:** 132 new overnights (\$49K additional visitor spend)
- **Year 2:** 340 overnights (\$127K)
- **Year 3:** 624 overnights (\$233K)

Across the biennium, this equates to 1,100+ new overnight stays and \$410K in direct visitor spending, not including multiplier effects on local dining, shopping, and lodging.

### **Long-Term Tourism Sustainability**

The Tourism Makerspace Hub ensures year-round activity that balances seasonal fluctuations. The combination of cultural workshops, culinary demonstrations, and technology-enhanced experiences will:

- **Extend stays and boost overnights**, directly increasing revenue for surrounding businesses.
- **Strengthen destination identity** by positioning Mandan as a creative and cultural anchor along the I-94 corridor.
- **Sustain repeat growth** with rotating residencies, evolving culinary programs, and ongoing community collaborations.
- **Create a legacy attraction** that ties together North Dakota's natural beauty, agricultural bounty, and cultural heritage in a format that adapts with tourism trends.

**In short:** The Tourism Makerspace Hub with its blend of heritage craft, innovative technology, and a professional demonstration kitchen—will attract new and repeat visitors, extend their stays, generate significant visitor spending, and define a sustainable, distinctive tourism identity for North Dakota.

## **Visitor Demographics (25 Points)**

The **Tourism Makerspace Hub** is designed as a welcoming, multi-use space that meets the needs of a wide spectrum of audiences—locals, regional visitors, and out-of-state tourists—through hands-on, authentic, and culturally relevant experiences. The addition of a professional demonstration kitchen expands its appeal, positioning the Hub as a premier destination for food-based tourism, culinary storytelling, and cultural exchange.

### **Target Audiences**

#### **Families**

The Hub offers safe, intergenerational activities that allow grandparents, parents, and children to learn and create together. From pottery and weaving workshops to screen-printed souvenirs and culinary demonstrations in the professional kitchen, families leave with both a keepsake and a shared memory. These experiences enrich traditional family travel itineraries by offering interactive activities that extend length of stay and increase regional spending.

#### **Cultural Tourists**

Visitors seeking authentic connections to North Dakota's history and heritage will find the Hub's artisan-led workshops, Indigenous beadwork, folklore storytelling, and food labs especially appealing. The demonstration kitchen highlights regional food traditions—ranging from German-Russian recipes to Native foods—providing an immersive taste of local culture. Cultural tourists value experiences that feel unique and place-based, making the Hub a meaningful addition to the state's tourism landscape.

#### **Adventure & Experience Travelers**

Modern travelers increasingly seek activities that move beyond passive sightseeing. At the Hub, these visitors can create AR/VR postcards, map out personalized travel routes, or record podcast travel diaries to share with friends. Coupled with hands-on cooking classes and DIY souvenir-making, the Hub provides experiential depth that aligns with adventure tourism trends.

#### **Local & Regional Residents**

The Hub is not only for tourists but also a year-round destination for Morton County and Mandan residents, as well as visitors from the Bismarck-Mandan metro and surrounding rural communities. Locals already connected to the library and bookmobile programs will discover fresh opportunities for creativity and cultural exchange. Pop-up markets and demonstration kitchen events will invite community members to host and attend culinary nights, maker showcases, and seasonal artisan residencies.

## **New Americans and Diverse Communities**

Western North Dakota continues to welcome New American populations and multicultural communities. The Hub intentionally reflects this diversity through bilingual programming, multicultural cooking classes, and collaborations with Indigenous, immigrant, and refugee makers. The demonstration kitchen will host events that celebrate global flavors alongside local traditions, making it a space of cultural pride and cross-community learning.

## **Geographic Reach**

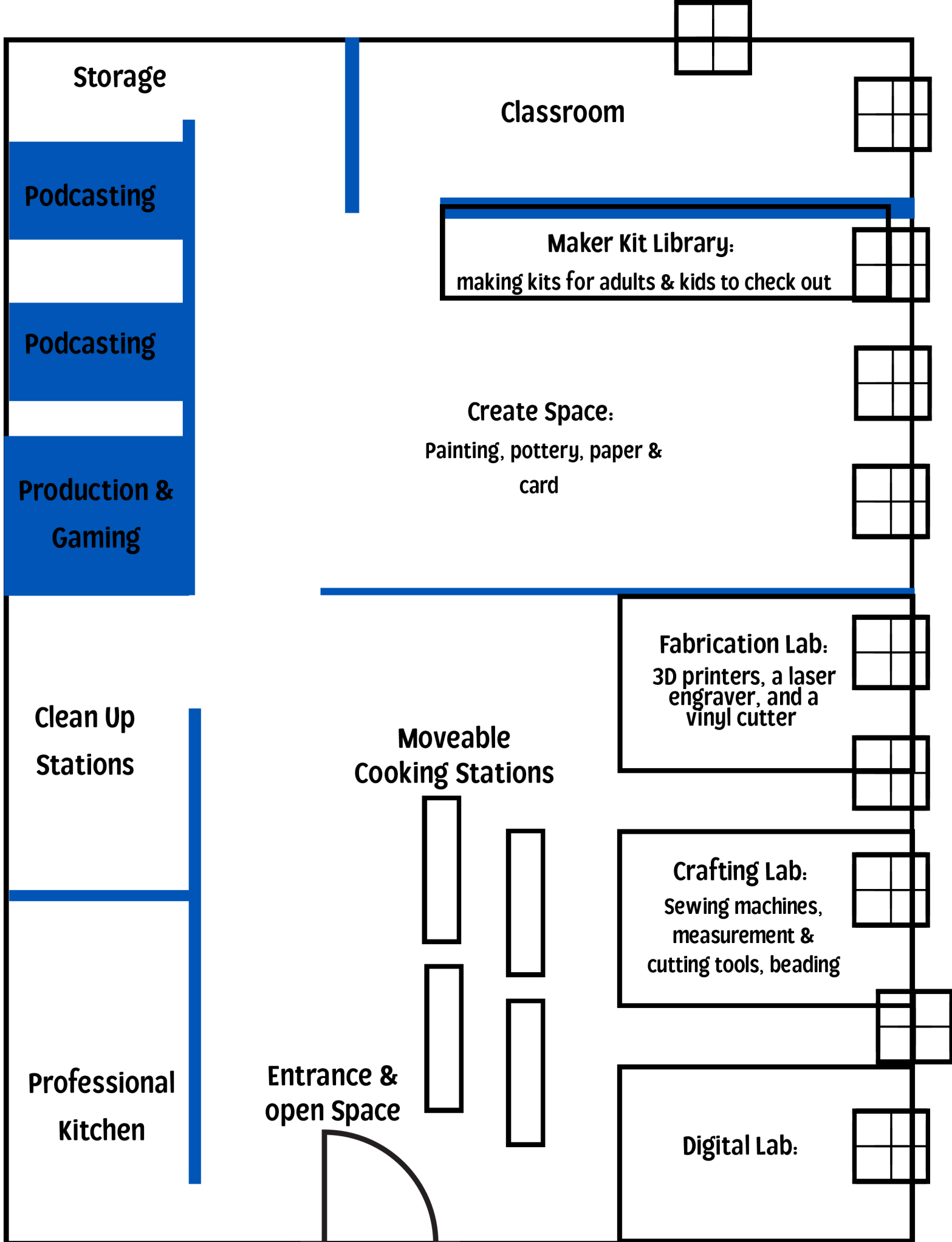
- **Local:** Morton County (~34,000) and Mandan city (~25,000) residents seeking innovative family and cultural programming.
- **Regional:** Day-trip visitors from Bismarck-Mandan metro and western ND counties attracted to unique cultural tourism.
- **Statewide:** Travelers exploring North Dakota heritage who add the Hub as a must-see destination during trips to Bismarck-Mandan.
- **Out-of-State:** Heritage and adventure travelers from Minnesota, Montana, South Dakota, and Canada, who are drawn to distinctive, hands-on cultural and culinary activities.

## **Appeal Across Demographics**

The **Tourism Makerspace Hub** redefines Mandan as a destination for active participation, creativity, and cultural immersion. Its mix of makerspace activities and a professional demonstration kitchen ensures:

- **Families** find interactive, educational fun.
- **Cultural tourists** access authentic heritage experiences.
- **Adventure travelers** discover novel, story-rich activities.
- **Locals and regional residents** gain a year-round cultural hub.
- **Diverse communities** see themselves reflected and celebrated.

By aligning with evolving tourism trends toward experiential, participatory travel, the Hub ensures that every visitor—whether local or global—can make, taste, and take home a piece of North Dakota.







## *Administration*

August 29, 2025

To Whom It May Concern,

As Mayor of Mandan, I fully support the Tourism Makerspace Hub at the Morton Mandan Public Library. This innovative project will transform unused space into a vibrant destination where visitors engage with North Dakota's culture through crafts, storytelling, and guided excursions.

The hub blends tradition with technology, offering immersive experiences that encourage longer stays and support our local economy. It positions Mandan as a leader in creative tourism and community development.

I strongly endorse this initiative and encourage others to support its success.

### Key Project Benefits:

- Transforms unused library space into a tourism asset
- Supports local artisans and small businesses
- Encourages longer visitor stays and repeat tourism
- Blends traditional crafts with modern technology
- Strengthens community identity and cultural engagement
- Boosts the local economy through creative tourism

Sincerely,

James A. Froelich,  
Mayor, City of Mandan

September 2, 2025

To whom it may concern,

This letter is sent in support of the Morton Mandan Public Library ND Destination Grant request for the proposed **Tourism Makerspace Hub** to be located in unused space in the upper level of the library.

As President of the Friends of Morton Mandan Public Library, I have the privilege of seeing first hand the dedication and forward thinking of the staff at MMPL. Through their partnerships with city leaders, local businesses, and the community as a whole, they have transformed the historic Mandan warehouse building into a modern library that has become a hub for information, education and resources, hosting a plethora of activities for all ages and cultures. The proposed **Tourism Makerspace Hub** takes that forward thinking initiative to the next level by providing a dedicated space for locals and tourists to meet and interact as they participate in their own learning, sharing creativity, culture and exploring the rich heritage of our state, and the community of Mandan and Morton County. What a fabulous addition to an already favorite family destination!

The Friends of Morton Mandan Public Library is a non-profit organization made up of volunteers who are dedicated to supporting the library through in-kind donations, fund raising and promotion of library programs and services. We love our library! Please feel free to contact me if you need additional information.

Linda Austin, President  
Friends of MMPL  
609 West Main Street  
Mandan, ND 58554  
mmplfriends@gmail.com





*Mandan Progress Organization  
Executive Director: Matt Schanandore  
Office: 701-751-2983  
Email: [info@mandanprogress.org](mailto:info@mandanprogress.org)*

North Dakota Department of Commerce  
Tourism Division

Attn: Destination Development Grant Review Committee  
Re: Support for Morton Mandan Public Library – Tourism Makerspace Hub

Dear Grant Review Committee,

On behalf of the Mandan Progress Organization, I am pleased to offer our strong support for the Morton Mandan Public Library's Tourism Makerspace Hub application to the Destination Development Grant Program.

This project will transform an unused section of the library into a unique, year-round destination where visitors can create, learn, and connect with North Dakota's culture and heritage. By combining artisan-led workshops, interactive storytelling, and guided regional excursions, the Makerspace Hub offers a one-of-a-kind experience that will encourage longer stays, strengthen Mandan's role as a tourism anchor, and showcase the authentic creativity of our state.

The MPO believes this project will complement our signature events and enhance the quality of life for residents while attracting new visitors to our community. We are confident in the library's ability to deliver on this vision and urge you to support their application.

Sincerely,

Matt Schanandore  
Executive Director  
Mandan Progress Organization

September 2, 2025

To whom it may concern,

I am writing to support the Morton Mandan Library Tourism Makerspace Hub project. Over the last few years, the Morton Mandan Library has become Mandan's community engagement center. The library has hosted numerous events that draw multigenerational audiences.

The Tourism Makerspace Hub would be an opportunity to continue serving multigenerational audiences, strengthening community culture, and encouraging tourism. As a parent educator for NDSU Extension, one of my favorite things to share in my classes is the importance of relationships and building memories and small moments with people we care about. I also love to share about Dr. Johnathan Haidt's new book, *The Anxious Generation*, where he explains how humans make memories by doing activities with others and how important this is for our overall well-being. He continues to explain that memories are not made on our cell phones.

The Tourism Makerspace would serve a human need of community engagement and a space to learn new trades: pottery, beadwork, weaving, and storytelling. This space is an opportunity to put down phones and do an activity that connects people to a culture, a community, and their families or friends.

The Tourism Makerspace also allows people to preserve their most precious memories, and I can't think of a better way for people to spend their time.

I fully support this project and would be excited to make and preserve my own memories in this space.

I would love to answer any questions that you may have,



Jacey Wanner

NDSU Extension Parent and Family Educator

[Jacey.p.wanner@ndsu.edu](mailto:Jacey.p.wanner@ndsu.edu)

701-667-3342



The Mandan City Commission met in regular session at 5:30 PM on October 7, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Finance Director Welch, Assistant Finance Director Schulz, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, CIS Manager Mischel, Attorney Oster, and Administrative Assistant Newman.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Fire Department Rescue Boat Appreciation.* Fire Chief Bitz presented.
2. *Fire Prevention Open House.* Fire Chief Bitz presented.
3. *Musicians Inducted into North Dakota Music Hall of Fame.* Marlo Anderson presented.
4. *K-9 Kupper Retirement.* Police Chief Ziegler presented.
5. *Business Pitch Challenge.* City Administrator Neubauer presented.
6. *Construction Update.* City Engineer Wigness presented.
7. *Mandan Art Alley Unveiling and Ribbon Cutting.* City Administrator Neubauer presented.
8. *Extra Mile Day.* Mayor Froelich presented.

D. PUBLIC COMMENT

1. *The Mandan City Commission values public input. To speak, submit a completed speaker card before the meeting begins. Comments must relate to an item on the current or previous meeting agenda. Speakers have 3 minutes each, in the order cards are received. The total comment period is limited to 30 minutes..* There was no one in attendance for the public comment portion of the meeting, and no comments were received prior to the meeting.

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

F. MINUTES

1. *Consider approval of the following Mandan Board of City Commissioners Meeting Minutes.:*

a. *Consider Approval of the September 16, 2025 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.

b. *Consider Approval of the September 29, 2025 Board of City Commission Special Meeting Minutes.* Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

- 
1. *Consider an amendment to a Special Use Permit for Lot 1, Block 1, Bridgeview Bay Addition*

H. BIDS

- I. CONSENT AGENDA Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

1. *Consider approval of a 3% budget increase to the Youthworks grant agreement.*
2. *Consider approval of the 2026 Vision Zero Law Enforcement Traffic Grant award.*
3. *Uniform Grant Guidance Policy for Federal Revenue Sources.*
4. *Consider Cost Participation and Maintenance Agreement for 1806 Mill & Overlay Project.*
5. *Consider Abatements:.*
  - a. *2023-2025 Abatements for Mor-Gran-Sou.*
6. *Consider extension of the recycling contract with Waste Management.*
7. *Consider approval of the raffle permit for the North Dakota Bowling Proprietors Association.*
8. *Consider approval of the raffle permit for The Optimist Club.*
9. *Consider approving recommended Dental and Vision insurance carrier changes for plan year 2026.*
10. *Consider Final Plat for Kahl Irey Addition.*
11. *Consider Engineering Task Order #23590 Amendment #3 for SID 235.*
12. *Consider Budget Amendment to the Police Department to accept a donation from the Mandan Eagles.*
13. *Consider accepting the Department of Homeland Security (DHS) Staffing for Adequate Fire and Emergency Response (SAFER) Grant.*
14. *Assessments for Weed Cutting of 2025, Health & Safety of 2025, Sidewalks of 2025, Delinquent Alarm System Accounts for 2025, and Delinquent Utility Billing Accounts for 2025.*
15. *National Opioid Settlements.*
16. *Finance/HR/IT Office Remodel.*

J. OLD BUSINESS

K. NEW BUSINESS

1. *Consider the appointment of Commissioner Ryan Heinsohn as Vice President of the Board of City Commissioners.* Commissioner Rohr presented. Commissioner Braun moved and Commissioner Sjoberg seconded to accept Commissioner Rohr's resignation of Vice President's position. Roll Call vote: Aye 5, Nay 0. The motion passed. Commissioner Rohr moved and Commissioner Sjoberg seconded the appointment of Commissioner Heinsohn as the Vice President of the Board of City Commissioners. Roll Call vote: Aye 5, Nay 0. The motion passed.
2. *Long-Term Financial Plan Adoption.* Assistant Finance Director Shulz presented.

Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the 5-Year Long Term Financial Plan for planning purposes and to be used as a guide for the annual budgeting process. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *Consider entering into an Engineering Service Agreement with Apex Engineering for services related to the Master Lift Station Interim Improvement Project.* City Engineer Wigness presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to enter into an Engineering Service Agreement with Apex Engineering. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Consider entering into an Engineering Service Agreement with Moore Engineering for services related to Mandan Proper NW and Street Rehabilitation 2026 - 3A.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve Task order 9 and 10 with Moore Engineering. Roll Call vote: Aye 5, Nay 0. The motion passed.

5. *Consideration of request for proposals for architectural services for Fire Station No. 3.* Fire Chief Bitz presented. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to authorize the Fire Department to issue a Request for Proposals (RFP) for architectural and engineering services related to Fire Station No. 3. Roll Call vote: Aye 5, Nay 0. The motion passed.

6. *Consider allowing HDR to perform a second opinion on the Waste Water Treatment Plant Masterplan.* City Engineer Wigness presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to sign a contract with HDR to perform a second opinion on the Waste Water Treatment Plant Masterplan. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. RESOLUTIONS AND ORDINANCES

1. *Consider the second and final consideration of Ordinance No. 1473 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2026, and ending December 31, 2026, and making the annual tax levy for the year 2025.* Finance Director Welch presented. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *October 21, 2025 at 5:30 p.m.*
- *November 4, 2025 at 5:30 p.m.*
- *November 18, 2025 at 5:30 p.m.*

O. ADJOURN There being no other business to come before the Board, the meeting adjourned at 6:32 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:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider awarding bids for Street Improvement District 240, Shores at Lakewood Phase II

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

To review and possibly award the bid for Street Improvement District 240, Shores at Lakewood Phase II.

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

At the September 16th, 2025 commission meeting. The City Commission approved the creation of Street Improvement District 240. Bids were then advertised, and opened on October 3rd. This project had an alternative bid of replacing the proposed 6-foot precast privacy fence with 6-foot vinyl fencing. The engineering department would recommend moving forward with the alternative bid for the 6-foot vinyl fencing due to the lower cost. There were two qualified bidders, Northern Improvement and the Knife River Corporation. The Knife River Corporation was the low bid with a bid of \$2,033,288.92. Northern Improvements bid was 2,044,748.20. Both of these bids are under the Engineer's estimate of \$2,709,420.

#### **ATTACHMENTS:**

1. Shores at Lakewood Phase 2 bid
2. SID 240 Recommendation to Award Letter
3. Shores at Lakewood Phase 2 SID 240 estimate
4. Resolution for Bids - Street Improvement District 240

#### **FISCAL IMPACT:**

With the award of base bid 1 and the alternative bid, the total project cost is \$2,033,288.92. These costs will be specially assessed back to the petitioning properties.



**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

All documents have been made available to the City Attorney for Review

**RECOMMENDATION:**

To award the base bid and alternate 1 to Knife River Corporation for Street Improvement District 240.

**SUGGESTED MOTION:**

I move to award the base bid and alternate bid to Knife River Corporation for Street Improvement District 240 and approve the resolution awarding the bid.

## Shores at Lakewood Phase 2 Street Improvements (#9853789)

Owner: City of Mandan

Solicitor: Mountain Plains, LLC

10/03/2025 01:00 PM CDT

|               |           |           |                  |       |                    | Knife River Corporation - |           |               | Northern Improvement |                  |                |
|---------------|-----------|-----------|------------------|-------|--------------------|---------------------------|-----------|---------------|----------------------|------------------|----------------|
|               |           |           |                  |       |                    | Engineer Estimate         |           | North Central |                      | Company-Bismarck |                |
| Section Title | Line Item | Item Code | Item Description | UoF   | Quantity           | Unit Price                | Extension | Unit Price    | Extension            | Unit Price       | Extension      |
| Base Bid      |           |           |                  |       |                    |                           | \$0.00    |               | \$2,101,695.57       |                  | \$2,116,755.20 |
|               | 1         | 204-3.1A  | Subgrade P       | Sq Yd | 19943.000000000000 |                           |           | \$3.25        | \$64,814.75          | \$3.20           | \$63,817.60    |
|               | 2         | 302-4.1   | Class 5 Agg      | Cu Yd | 3436.000000000000  |                           |           | \$71.00       | \$243,956.00         | \$69.40          | \$238,458.40   |
|               | 3         | 401-6.20  | AC Superpa       | Sq Yd | 17502.000000000000 |                           |           | \$37.67       | \$659,300.34         | \$32.90          | \$575,815.80   |
|               | 4         | 402-4.2   | Bituminous       | Gal   | 1750.000000000000  |                           |           | \$3.35        | \$5,862.50           | \$2.80           | \$4,900.00     |
|               | 5         | 403-4.1   | Bituminous       | Sq Yd | 17502.000000000000 |                           |           | \$5.24        | \$91,710.48          | \$5.70           | \$99,761.40    |
|               | 6         | 601-4.1   | 4" Concrete      | Sq Yd | 881                |                           |           | \$86.42       | \$76,136.02          | \$83.40          | \$73,475.40    |
|               | 7         | 601-4.4   | Detectable       | Sq Ft | 128                |                           |           | \$22.11       | \$2,830.08           | \$81.80          | \$10,470.40    |
|               | 8         | 602-4.2   | 8" Driveway      | Sq Yd | 36                 |                           |           | \$171.80      | \$6,184.80           | \$125.40         | \$4,514.40     |
|               | 9         | 603-5.3   | Standard C       | Ln Ft | 8549.000000000000  |                           |           | \$24.30       | \$207,740.70         | \$32.00          | \$273,568.00   |
|               | 10        | 1001-3.4  | Street Light     | Ea    | 1                  |                           |           | #####         | \$16,500.00          | #####            | \$17,490.00    |
|               | 11        | 1001-4.1  | Type B Stre      | Ea    | 26                 |                           |           | #####         | \$171,600.00         | #####            | \$181,896.00   |
|               | 12        | 1001-4.11 | Two-Inch C       | Ln Ft | 160                |                           |           | \$6.00        | \$960.00             | \$6.40           | \$1,024.00     |
|               | 13        | 1001-4.12 | Trenching -      | Ln Ft | 4345.000000000000  |                           |           | \$6.00        | \$26,070.00          | \$6.40           | \$27,808.00    |
|               | 14        | 1001-4.20 | Junction Bc      | Ea    | 1                  |                           |           | #####         | \$1,700.00           | #####            | \$1,802.00     |
|               | 15        | 1001-4.21 | 2 No. 4 Cor      | Ln Ft | 4811.000000000000  |                           |           | \$5.00        | \$24,055.00          | \$5.30           | \$25,498.30    |
|               | 16        | 1001-4.25 | No. 6 Copp       | Ln Ft | 4505.000000000000  |                           |           | \$1.50        | \$6,757.50           | \$1.60           | \$7,208.00     |
|               | 17        | 1201-2.1  | Topsoil          | Sq Yd | 6057.000000000000  |                           |           | \$0.99        | \$5,996.43           | \$3.60           | \$21,805.20    |
|               | 18        | 1202-2.1  | Seeding (Ty      | Sq Yd | 6057.000000000000  |                           |           | \$0.99        | \$5,996.43           | \$1.00           | \$6,057.00     |
|               | 19        | 1204-2.1  | Mulching         | Sq Yd | 6057.000000000000  |                           |           | \$0.99        | \$5,996.43           | \$1.00           | \$6,057.00     |
|               | 20        | 1206-4.1  | Adjust Man       | Ea    | 32                 |                           |           | #####         | \$62,091.20          | #####            | \$48,320.00    |
|               | 21        | 1206-4.7  | Adjust Type      | Ea    | 18                 |                           |           | \$311.75      | \$5,611.50           | #####            | \$27,180.00    |
|               | 22        | 1206-4.11 | Adjust Valv      | Ea    | 14                 |                           |           | #####         | \$16,275.98          | \$819.40         | \$11,471.60    |
|               | 23        | 1207-4.1  | Geogrid Re       | Sq Yd | 19943.000000000000 |                           |           | \$6.25        | \$124,643.75         | \$5.20           | \$103,703.60   |
|               | 24        | 1208-5.1  | 6-Foot Prec      | Ln Ft | 2483.000000000000  |                           |           | \$95.00       | \$235,885.00         | \$99.80          | \$247,803.40   |
|               | 25        | 1210-4.11 | Preformed        | Ln Ft | 332                |                           |           | \$15.02       | \$4,986.64           | \$21.60          | \$7,171.20     |

|                 |          |                    |                    |    |         |                |         |                |
|-----------------|----------|--------------------|--------------------|----|---------|----------------|---------|----------------|
|                 | 26       | 1210-4.13          | Preformed Ln Ft    | 54 | \$54.56 | \$2,946.24     | \$54.00 | \$2,916.00     |
|                 | 27       | 1212-4L            | Road Close Ea      | 4  | #####   | \$5,096.00     | #####   | \$6,048.00     |
|                 | 28       | 1212-6.1           | Flat Sheet f Sq Ft | 21 | \$39.00 | \$819.00       | \$54.00 | \$1,134.00     |
|                 | 29       | 1212-6.2           | Flat Sheet f Sq Ft | 24 | \$37.00 | \$888.00       | \$54.00 | \$1,296.00     |
|                 | 30       | -                  | Testing LS         | 1  | #####   | \$18,284.80    | #####   | \$18,284.50    |
| Alternate Bid   |          |                    |                    |    | \$0.00  | \$167,478.35   |         | \$175,796.40   |
| 24A             | 1208-5.1 | 6-FT Vinyl P Ln Ft | 2483.000000000000  |    | \$67.45 | \$167,478.35   | \$70.80 | \$175,796.40   |
| Base Bid Total: |          |                    |                    |    | \$0.00  | \$2,101,695.57 |         | \$2,116,755.20 |



October 7, 2025

Mr. Jarek Wigness, PE  
City Engineer  
City of Mandan, North Dakota  
205 Second Avenue NW  
Mandan, ND 58554

**Re: Recommendation to Award for SID 240 Shores at Lakewood Phase 2**

**To Whom It May Concern:**

We have reviewed the proposals opened at the bid opening on October 3<sup>rd</sup>, 2025, for the above-mentioned project. All submitted bids have been determined to be balanced and conforming. Bid tabulations have been compiled and sent to the City for record.

Knife River Corporation – North Central is the apparent low bidder for both the base bid and alternate bid items as submitted.

Knife River's prices for all bid items appear to be reasonable and conforming. Therefore, with the assumption that they are in good standing with the City of Mandan, we recommend awarding the entirety of the SID 240 Shores at Lakewood Phase 2 project to Knife River Corporation – North Central.

Please let me know should you have any questions or require further information.

Sincerely,

**Nick Nustad, PE**  
Civil Engineer  
Mountain Plains, LLC  
Direct: (701) 955-3122  
[nnustad@mtnplains.com](mailto:nnustad@mtnplains.com)

**Shores at Lakewood Phase 2 Street Improvement District Plans**

| <b>Spec</b> | <b>Code</b> | <b>Description</b>                                | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
|-------------|-------------|---------------------------------------------------|-------------|-----------------|-------------------|-------------------|
| 204         | 3.1A        | SUBGRADE PREPARATION (12" DEEP)                   | SY          | 19,943          | \$ 3.00           | \$ 59,829.00      |
| 302         | 4.1         | CLASS 5 AGGREGATE BASE                            | CY          | 3,350           | \$ 65.00          | \$ 217,750.00     |
| 401         | 6.20        | AC SUPERPAVE FAA CLASS 43 (5", TWO LIFTS)         | SY          | 17,502          | \$ 42.00          | \$ 735,084.00     |
| 402         | 4.2         | BITUMIONOUS TACK COAT                             | GAL         | 1,750           | \$ 3.00           | \$ 5,250.00       |
| 403         | 4.1         | BITUMINOUS SEAL COAT                              | GAL         | 7,002           | \$ 5.00           | \$ 35,010.00      |
| 601         | 4.1         | 4" CONCRETE SIDEWALK                              | SY          | 186             | \$ 95.00          | \$ 17,670.00      |
| 601         | 4.4         | DETECTABLE WARNING PANELS                         | SF          | 48              | \$ 90.00          | \$ 4,320.00       |
| 603         | 5.3         | STANDARD CURB AND GUTTER                          | LF          | 8,549           | \$ 25.50          | \$ 217,999.50     |
| 1001        | 4.1         | TYPE B STREET LIGHT UNITS                         | EA          | 26              | \$ 8,400.00       | \$ 218,400.00     |
| 1001        | 4.11        | TWO-INCH CONDUIT - PVC LAID IN TRENCH             | LF          | 160             | \$ 7.50           | \$ 1,200.00       |
| 1001        | 4.12        | TRENCHING - 27-INCH DEPTH                         | LF          | 4,345           | \$ 5.10           | \$ 22,159.50      |
| 1001        | 4.20        | JUNCTION BOXES                                    | EA          | 1               | \$ 3,750.00       | \$ 3,750.00       |
| 1001        | 4.21        | 2 NO. 4 CONDUCTORS                                | LF          | 4,811           | \$ 5.85           | \$ 28,144.35      |
| 1001        | 4.25        | NO. 6 COPPER GROUND - TYPE T                      | LF          | 2,406           | \$ 5.80           | \$ 13,954.80      |
| 1001        | 3.4         | STREET LIGHT FEED POINT                           | EA          | 1               | \$ 10,200.00      | \$ 10,200.00      |
| 1201        | 2.1         | TOPSOIL                                           | SY          | 6,057           | \$ 3.75           | \$ 22,713.75      |
| 1202        | 2.1         | SEEDING (TYPE II)                                 | SY          | 6,057           | \$ 1.50           | \$ 9,085.50       |
| 1204        | 2.1         | MULCHING                                          | SY          | 6,057           | \$ 8.00           | \$ 48,456.00      |
| 1206        | 4.1         | ADJUST MANHOLE CASTING IN ASPHALT PAVEMENT        | EA          | 32              | \$ 1,200.00       | \$ 38,400.00      |
| 1206        | 4.7         | ADJUST TYPE 72" INLET CASTING IN ASPHALT PAVEMENT | EA          | 18              | \$ 935.00         | \$ 16,830.00      |
| 1206        | 4.11        | ADJUST VALVE BOX IN ASPHALT PAVEMENT              | EA          | 14              | \$ 545.00         | \$ 7,630.00       |
| 1207        | 4.1         | GEOGRID REINFORCEMENT MATERIAL                    | SY          | 19,943          | \$ 5.00           | \$ 99,715.00      |
| 1208        | 5.1         | 6-FT PRECAST PRIVACY FENCE                        | LF          | 2,723           | \$ 153.00         | \$ 416,619.00     |
| 1210        | 4.11        | PREFORMED PATTERNED PVMT MARKING 6-IN LINE        | LF          | 252             | \$ 15.00          | \$ 3,780.00       |
| 1212        | 4L          | ROAD CLOSED TYPE III BARRICADES                   | EA          | 6               | \$ 500.00         | \$ 3,000.00       |
| 1212        | 6.1         | FLAT SHEET FOR SIGNS-TYPE XI REFL SHEETING        | SF          | 21              | \$ 20.00          | \$ 420.00         |
| 1212        | 6.2         | FLAT SHEET FOR SIGNS-TYPE IV REFL SHEETING        | SF          | 24              | \$ 20.00          | \$ 480.00         |

|  |                                         |           |                  |
|--|-----------------------------------------|-----------|------------------|
|  | SUBTOTAL                                | \$        | 2,257,850        |
|  | 10% CONTINGENCY                         | \$        | 225,785          |
|  | 10% DESIGN AND CONSTRUCTION ENGINEERING | \$        | 225,785          |
|  | <b>TOTAL</b>                            | <b>\$</b> | <b>2,709,420</b> |

**Shores at Lakewood Phase 2 Street Improvement District Plans Alternate Bid Items**

| <b>Spec</b> | <b>Code</b> | <b>Description</b>       | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Ext. Price</b> |
|-------------|-------------|--------------------------|-------------|-----------------|-------------------|-------------------|
| 1208        | 5.1         | 6-FT VINYL PRIVACY FENCE | LF          | 2,723           | \$ 65.00          | \$ 176,995.00     |

SUBTOTAL \$ 176,995

10% CONTINGENCY \$ 17,700

10% DESIGN AND CONSTRUCTION ENGINEERING \$ 17,700

**TOTAL \$ 212,394**

**STREET IMPROVEMENT DISTRICT NO. 240**  
(Project No. 2025-06)

BE IT RESOLVED by the governing body of the City of Mandan, North Dakota (the “City”), as follows:

1. It is hereby found and determined that this Board has heretofore caused Notice for Advertisement for Bids to be made for an improvement Street Improvement District No. 240 of said City, and has duly and publicly opened and considered said bids received pursuant to said Notice.
2. Said improvement is hereby ordered to be constructed in accordance with the plans and specifications therefore as heretofore adopted by this Board pursuant to a resolution duly adopted by this Board.
3. It is hereby found and determined that the lowest responsible bidder for various categories of the work, material and skill required for said improvement is Knife River Corporation whose bid provides for the construction of said improvement at a total estimated base price of \$2,033,288.92.
4. The President of the Board of City Commissioners of the City of Mandan and City Auditor are hereby authorized and directed to make and enter into a contract with said bidder on the part of the City, in the form prescribed by §40-22-35 and §40-22-35, N.D.C.C. as amended, provided that said bidder shall within ten (10) days from this date execute said contract and a construction bond conditioned in accordance with the provisions of §40-22-30 and 40-22-32 of said Code.

Dated this 21<sup>st</sup> day of October, 2025

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President Board of City Commissioners

Attest:

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James Neubauer,  
City Administrator



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** September 25, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Removal of hook-up fees for Red Trail Holding properties

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

Removing hook-up fees that are held in abeyance from Sewer Improvement District #144

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

In 2010, the city assessed approximately \$47K on property currently owned by Red Trail holdings to be held in abeyance. The assessment is from a project that installed the lift station that exists off the NW corner of Old Red Trail and 47th Street. Red Trail holding in conjunction with the City of Mandan constructed a new trunk sewer to service their proposed development, Rock Prairie Estates. The Rock Prairie development will not utilize the capacity that was planned for these properties.

#### **ATTACHMENTS:**

1. Abeyance Release Emails
2. O - West of West Hills

#### **FISCAL IMPACT:**

The bonds for this special assessment district are already paid in full due to sufficient cash collections from interest on the assessments. This was enough to retire the debt.

#### **STAFF IMPACT:**

None

#### **LEGAL REVIEW:**

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



City Commission

Agenda Documentation

October 21, 2025

Subject: Considering removing hook-up fees that are held in abeyance for Red Trail Holding properties related to Sewer Improvement District 144

Page 2 of 2

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**RECOMMENDATION:**

To remove the hook-up fees that are held in abeyance for the Red Trail Holding properties related to Sewer Improvement District 144.

**SUGGESTED MOTION:**

I move to remove the hook-up fees that are held in abeyance for the Red Trail Holding properties related to Sewer Improvement District 144.

## Greg Welch

---

**From:** Greg Welch  
**Sent:** Thursday, July 27, 2023 4:42 PM  
**To:** Jim Neubauer  
**Subject:** FW: Specials held in abeyance

Jim,

FYI – see response from Justin below.



**Greg Welch, CPA** | *Finance Director*  
*City of Mandan Finance Department*  
701.667.3213 | [gwelch@cityofmandan.com](mailto:gwelch@cityofmandan.com)  
205 2nd Ave NW, Mandan, ND 58554  
[www.cityofmandan.com/finance](http://www.cityofmandan.com/finance)

**From:** Ashley E. Haaland <[ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)>  
**Sent:** Thursday, July 27, 2023 3:17 PM  
**To:** Justin J. Froseth <[jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)>  
cc: Jarek W. Wigness <[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)>; Greg Welch <[gwelch@cityofmandan.com](mailto:gwelch@cityofmandan.com)>; Krissy M. Pfeifer <[kpfeifer@cityofmandan.com](mailto:kpfeifer@cityofmandan.com)>  
**Subject:** RE: Specials held in abeyance

Thanks Justin. I guess I just wanted to make sure that it wouldn't get forgotten after my departure and that the proper procedures were followed. Hopefully since it's on a few people's radar it won't get missed ☺



**Ashley Haaland** | *Senior Accountant*  
*City of Mandan Finance*  
701.667.3204 | [ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)  
205 2nd Ave NW, Mandan, ND 58554  
[www.cityofmandan.com/finance](http://www.cityofmandan.com/finance)

**From:** Justin J. Froseth <[jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)>  
**Sent:** Thursday, July 27, 2023 3:06 PM  
**To:** Ashley E. Haaland <[ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)>  
**Cc:** Jarek W. Wigness <[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)>; Greg Welch <[gwelch@cityofmandan.com](mailto:gwelch@cityofmandan.com)>; Krissy M. Pfeifer <[kpfeifer@cityofmandan.com](mailto:kpfeifer@cityofmandan.com)>  
**Subject:** RE: Specials held in abeyance

Hi Ashley,

I would consider it premature to either assess it or to request that commission waive assessments to it for the lift station. Through conversations and exhibits, it is clear to me that they intend to flow their sewer to the west and not

utilize this lift station directly. However, that is not committed to in the form of approved plans and I think there is a reasonable chance that plan could change. Therefore, I would recommend that it be reviewed when they come in with a final plan. Note, the developer has been alerted and thus will probably be more motivated to flow this area to the east unless they realize that isn't feasible as they get deeper into design.

Thanks,



**Justin Froseth, PE** | City Engineer  
City of Mandan | Engineering Department  
701.667.3227 | [jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)  
205 2<sup>nd</sup> Ave NW, Mandan, ND 58554  
[www.cityofmandan.com](http://www.cityofmandan.com)

**From:** Ashley E. Haaland <[ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)>  
**Sent:** Tuesday, July 25, 2023 10:50 AM  
**To:** Justin J. Froseth <[jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)>  
**Cc:** Jarek W. Wigness <[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)>; Greg Welch <[gwelch@cityofmandan.com](mailto:gwelch@cityofmandan.com)>; Krissy M. Pfeifer <[kpfeifer@cityofmandan.com](mailto:kpfeifer@cityofmandan.com)>  
**Subject:** RE: Specials held in abeyance

Has a decision been made on whether this will be assessed? Since putting the assessments into abeyance was approved by the Commission as part of the initial project, I would assume that any decision to waive the assessments would also need to be presented to the Commission?



**Ashley Haaland** | *Senior Accountant*  
City of Mandan Finance  
701.667.3204 | [ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)  
205 2<sup>nd</sup> Ave NW, Mandan, ND 58554  
[www.cityofmandan.com/finance](http://www.cityofmandan.com/finance)

**From:** Jessica Petrick, Realtor <[jessica@jessicapetrick.com](mailto:jessica@jessicapetrick.com)>  
**Sent:** Friday, April 21, 2023 11:38 AM  
**To:** Justin J. Froseth <[jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)>; Derek Zander <[zandeder@yahoo.com](mailto:zandeder@yahoo.com)>  
**Cc:** Jarek W. Wigness <[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)>; Ashley E. Haaland <[ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)>  
**Subject:** Re: Specials held in abeyance

Thank you, Justin.

I appreciate the thorough response. Please keep us updated on the assignment of this assessment.

Jessica Petrick, MBA  
Realty One Group Encore  
202 E Greenfield Lane Suite 170  
Bismarck, ND 58503  
m: 701.426.7284 | o: 701.751.7040  
[jessicaPetrick.com](http://jessicaPetrick.com)

**From:** Justin J. Froseth <jfroseth@cityofmandan.com>

**Sent:** Friday, April 21, 2023 11:33 AM

**To:** Jessica Petrick, Realtor <jessica@jessicapetrick.com>; Derek Zander <zandeder@yahoo.com>

**Cc:** Jarek W. Wigness <jarek.wigness@cityofmandan.com>; Ashley E. Haaland <ashley.haaland@cityofmandan.com>

**Subject:** RE: Specials held in abeyance

Hi Jessica,

Thanks for the question. I sent this information to Derek yesterday in order to be transparent with the information we have from 2010, when the lift station project was executed. It is apparent from that information that it was presumed that this lift station would benefit the identified area of the property that Red Trail Holdings is developing. Through meetings and information received from Red Trail Holdings, I know that the intent is not to drain back to the east and into that lift station. I think that upon agreeing to a city project for the sewer to flow to the west, it would be tough for the city to assign benefit for that area due to this 2010 project.

There is currently no active process to assign this assessment to the Red Trail Holdings property. If that is initiated, it is likely initiated this summer and the Red Trail Holdings group would be contacted and be given an opportunity to speak to the Special Assessment Commission and City Commission through the process. Circling back, I think that it is much less likely that happens if it can be shown that the Red Trail Holdings property will not drain back to that 2010 lift station, but at this time, that is not a certainty.

Let me know if any further questions or comments.

Thank you,



Justin Froseth, PE | City Engineer

City of Mandan | Engineering Department

701.667.3227 | jfroseth@cityofmandan.com

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

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

**From:** Jessica Petrick, Realtor <jessica@jessicapetrick.com>

**Sent:** Thursday, April 20, 2023 5:41 PM

**To:** Derek Zander <zandeder@yahoo.com>; Justin J. Froseth <jfroseth@cityofmandan.com>

**Subject:** Re: Specials held in abeyance

Hi Justin,

How can I testify against this since it was not disclosed in the sale and we are not using that lift station?

Please let me know the process.

Thanks!

Jessica Petrick, MBA

Realtor

Realty One Group Encore

202 E Greenfield Lane Suite 170

Bismarck, ND 58503

Text from my iPhone

On Apr 20, 2023, at 2:51 PM, Derek Zander <[zandeder@yahoo.com](mailto:zandeder@yahoo.com)> wrote:

Sent from Yahoo Mail on Android

----- Forwarded Message -----

**From:** "Justin J. Froseth" <[jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)>

**To:** "Derek Zander" <[zandeder@yahoo.com](mailto:zandeder@yahoo.com)>

**Cc:** "Andrew K. Stromme" <[andrew.stromme@cityofmandan.com](mailto:andrew.stromme@cityofmandan.com)>, "Jarek W. Wigness" <[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)>, "Ashley E. Haaland" <[ashley.haaland@cityofmandan.com](mailto:ashley.haaland@cityofmandan.com)>

**Sent:** Thu, Apr 20, 2023 at 11:41 AM

**Subject:** Specials held in abeyance

Hi Derek,

It is my duty to inform you that action in 2010 put about \$47K on your property in specials held in abeyance. The information that our Finance Department handed me is attached. This project installed the lift station that exists off the NW corner of Old Red Trail and 47<sup>th</sup> Street. My understanding is that you do no plan on shedding that direction with any of your development. Therefore, I am unsure at the moment of the city's ability to apply this amount in abeyance as intended but we are looking into that. Nevertheless, we wanted to make you aware as I don't recall forwarding this information to this point.

You can get ahold of me with any questions on this.

Thank you,

**Justin Froseth, PE** | City Engineer  
City of Mandan | Engineering Department  
701.667.3227 | [jfroseth@cityofmandan.com](mailto:jfroseth@cityofmandan.com)  
205 2<sup>nd</sup> Ave NW, Mandan, ND 58554  
[www.cityofmandan.com](http://www.cityofmandan.com)

DISTRICT BOUNDARY

SEWER IMPROVEMENT DISTRICT #144  
PROJECT # 2007-04

102.23 acres

*Hookup fee for this area  
#47,307.55*

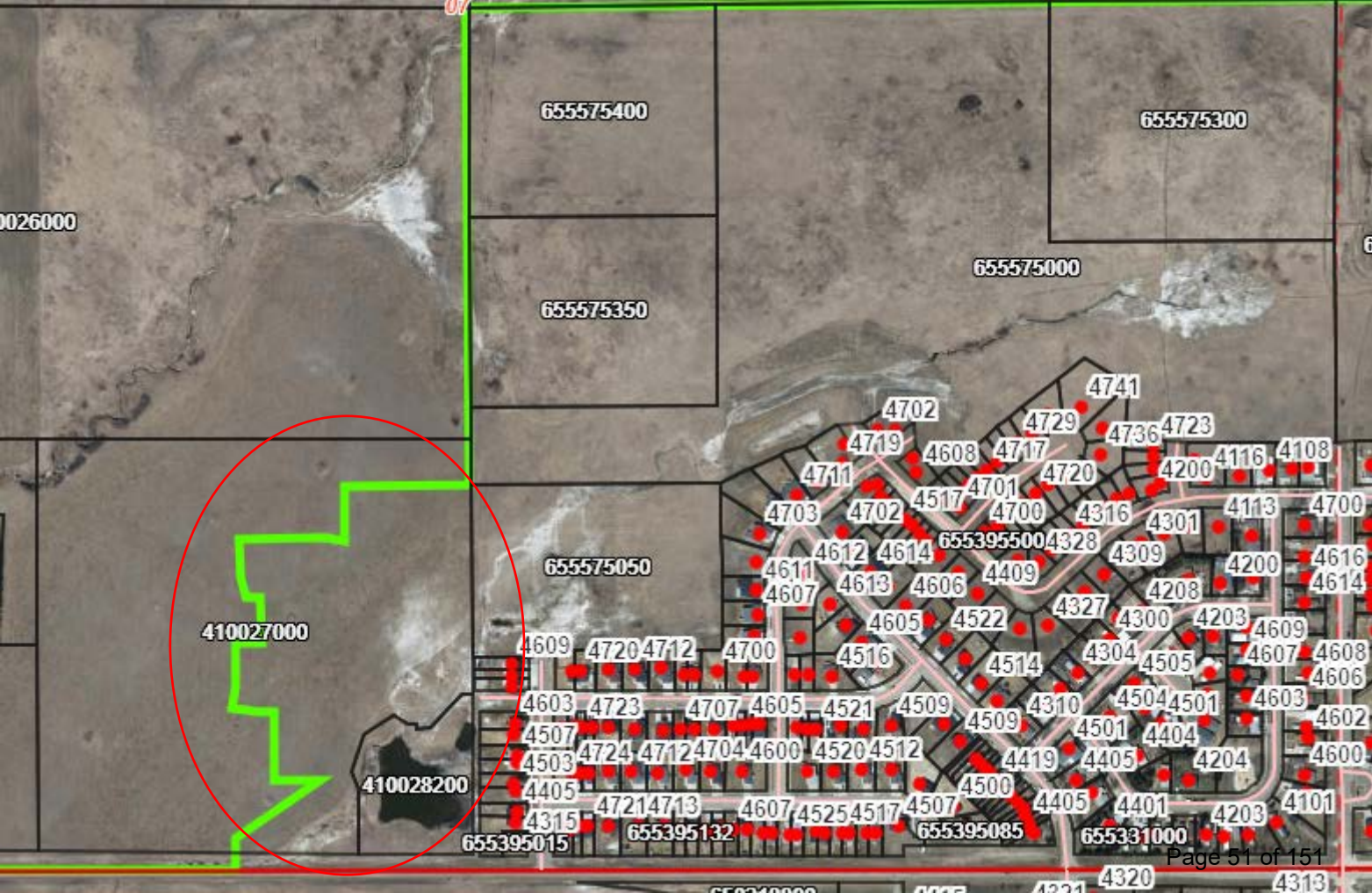
20.55 Acres

AUDITORS LOT A

AUD LOT







# LIEN

## NOTICE OF POTENTIAL SUPPLEMENTAL SPECIAL ASSESSMENT

*Lien needs  
to be  
released. Dave  
used wrong descrip  
of area.*

TAKE NOTICE that the real property described below, not currently within the City Limits of the City of Mandan, Morton County, North Dakota,

All that part of the southeast quarter of Section 7, Township 139 North, Range 81 West minus that part known as Ventures 1st Subdivision and any replats thereof; also Lots 22-24, Block 2, Crown Point Subdivision, lying with of Section 18, Township 139 North, Range 81 West

May be subject to assessments for benefits conferred by Sanitary Sewer Improvement District #144 pursuant to Section 9-01-04(7) of the Mandan Municipal Code in the event said property is annexed to the City of Mandan

Dated this 30<sup>th</sup> day of September, 2010.

CITY OF MANDAN

By: *Jim Neubauer*  
City Administrator



COUNTY RECORDER, MORTON COUNTY, ND

**430631**

I certify that this instrument was filed and recorded.  
Carrole Schaner, County Recorder Fee \$13.00 *ch*

By *Carrole Schaner* September 30, 2010 1:57:58 F

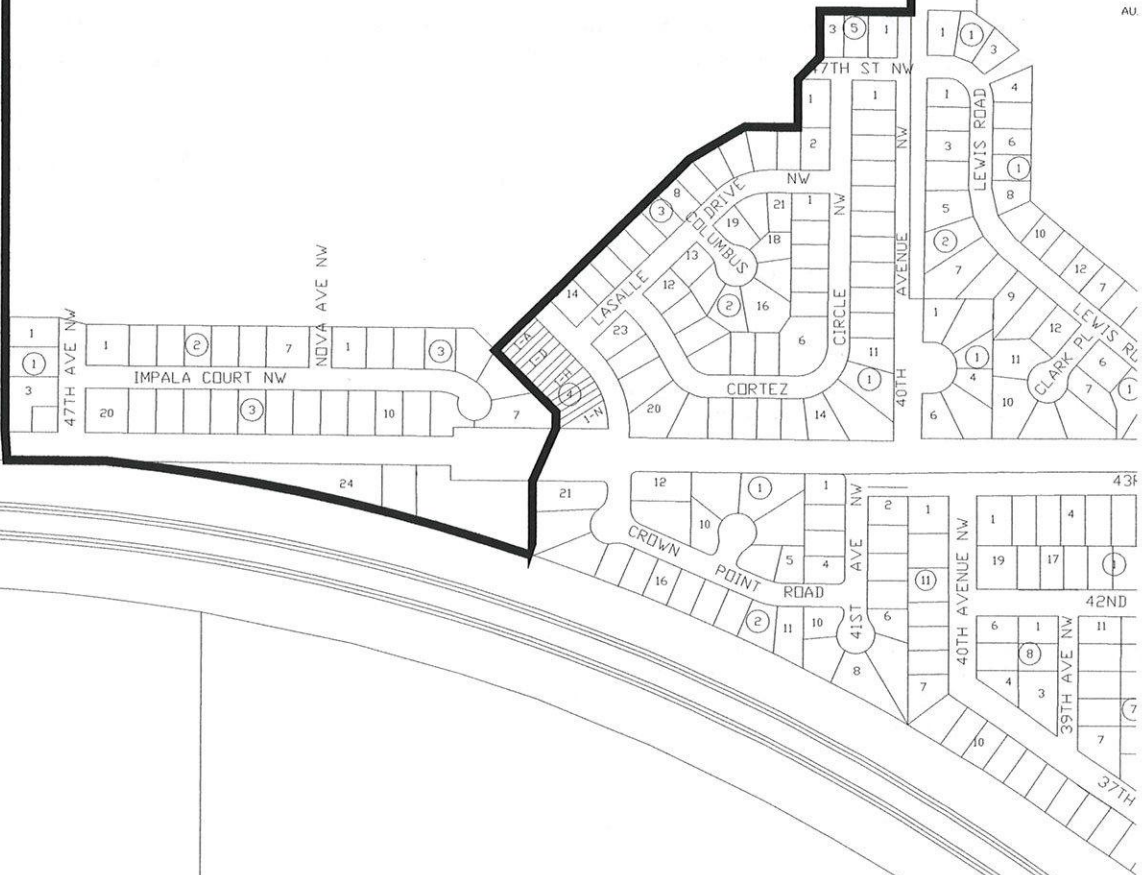
Return to:  
CITY OF MANDAN  
205 2ND AVE NW  
MANDAN ND 58554

County Recorder **430631**  
Morton County  
Mandan ND 58554  
Page 1 of 2



DISTRICT BOUNDARY

SEWER IMPROVEMENT DISTRICT #144  
PROJECT # 2007-04



CORPORATE LIMITS

DISTRICT BOUNDARY

SEWER IMPROVEMENT DISTRICT #144  
PROJECT # 2007-04

102.23 acres

Hookup fees for this area

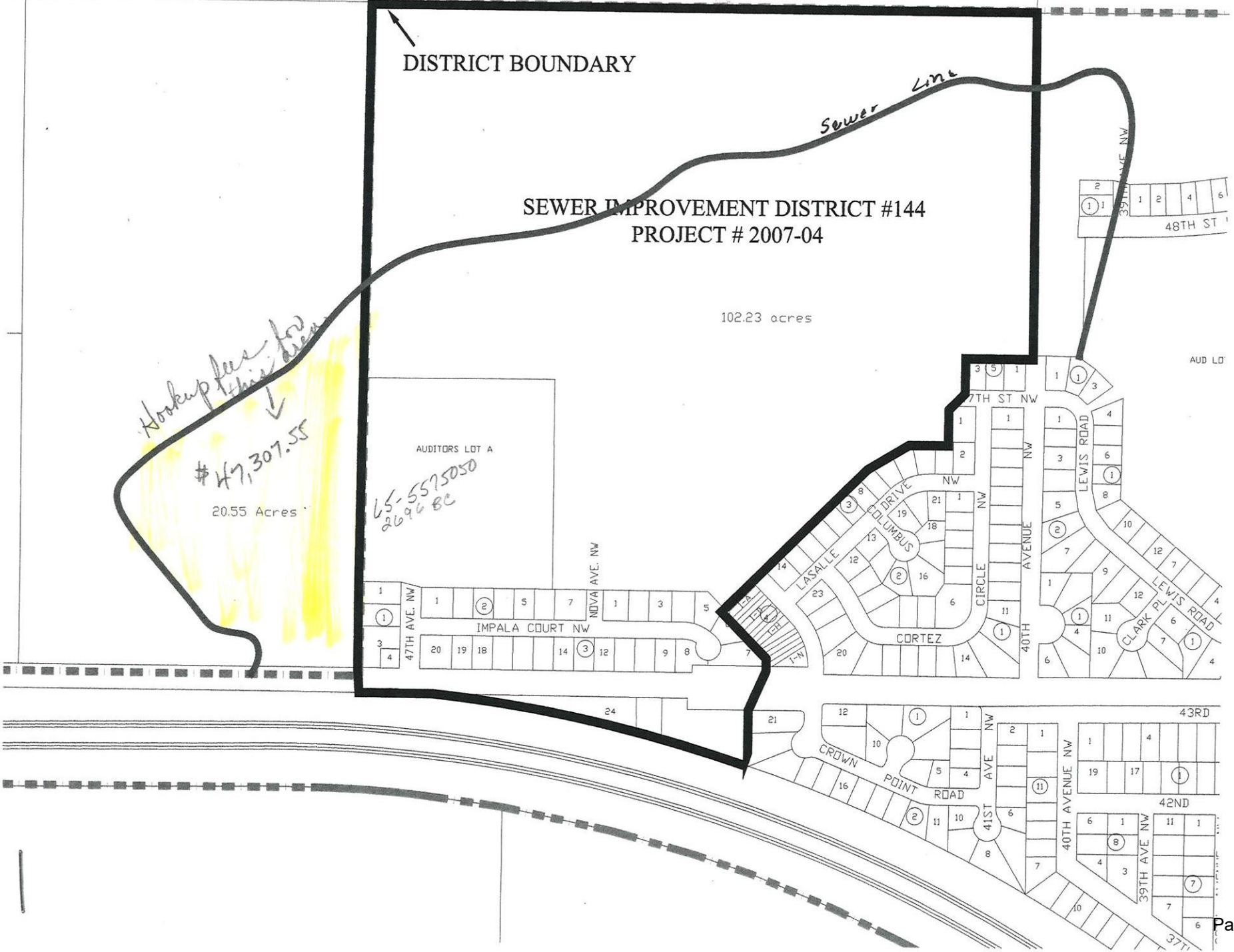
#47,307.55

20.55 Acres

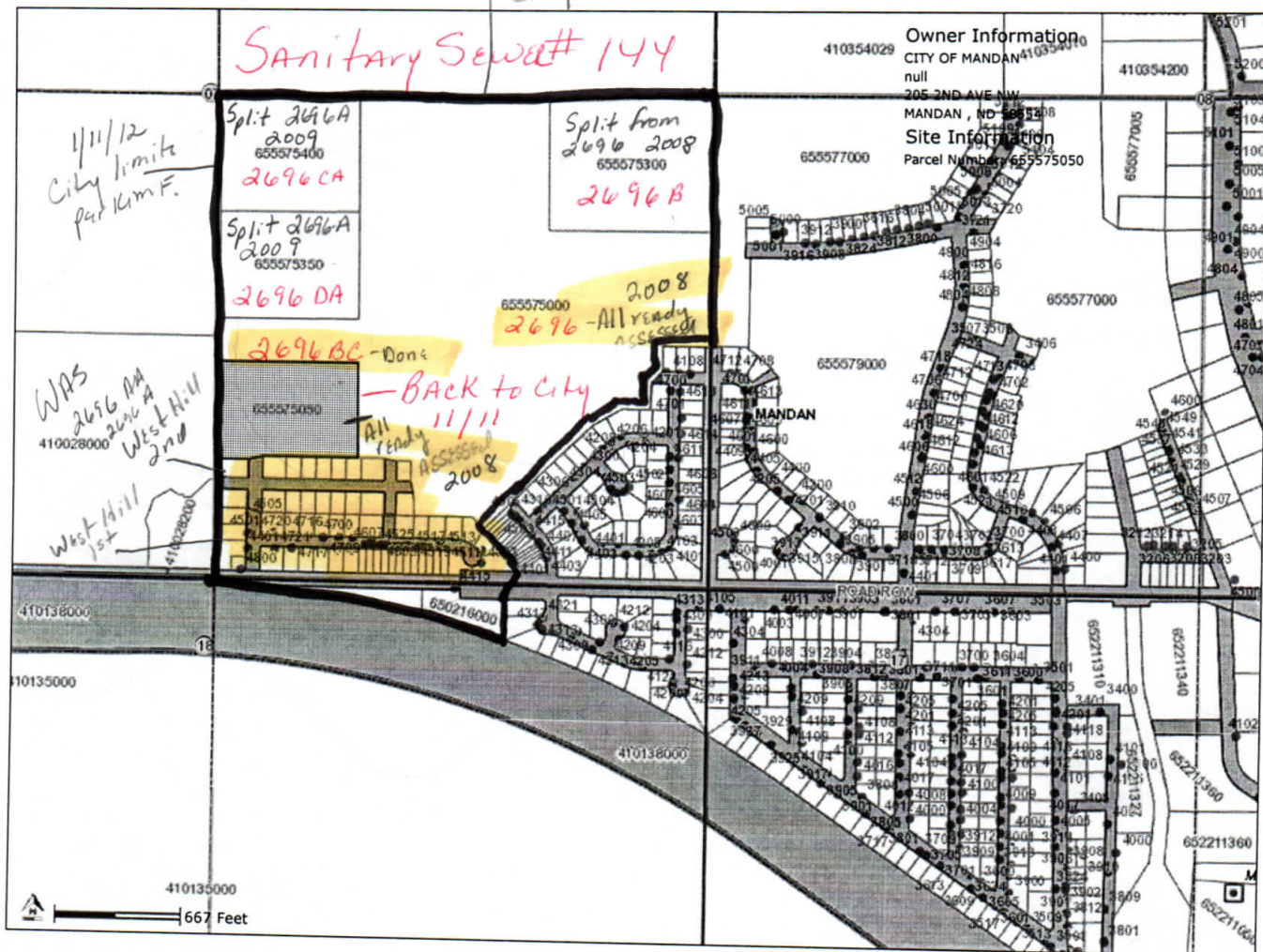
AUDITORS LOT A

65-5575050  
2696 BC

AUD LOT



1/11/12  
City limits per Kim F.



Please choose **Landscape** when you print. [Print Now](#)



Consent # 2iv

NOTICE OF HEARING OF OBJECTIONS TO SPECIAL  
ASSESSMENTS FOR SANITARY SEWER IMPROVEMENT DISTRICT #144

Notice is Hereby Given, that the Special Assessment Commission of the City of Mandan, North Dakota will meet at Mandan City Hall, 205 2<sup>nd</sup> Avenue NW on April 22, 2008 at 5:30 p.m. to hear objections which may be made to any of the foregoing assessments in Sanitary Sewer Improvement District #144 as shown in the foregoing list by any person interested or his agent or attorney.

Phyllis Hager, Deputy Auditor

NOTICE OF ASSESSMENTS FOR SANITARY SEWER IMPROVEMENT DIST. #144  
We the undersigned, constituting the Special Assessment Commission of the City of Mandan, do hereby certify that the following is a true and correct list of the particular lots or tracts of land which, in the opinion of the Commission, are especially benefited by the construction performed in Sanitary Sewer Improvement District #144 of the City of Mandan, showing the amount against each lot or tract, the same is a true and correct assessment of the property therein described to the best judgment of the members of the Commission. The items of expense in said improvement district and the assessments are as follows, to-wit:

|                                      |                  |
|--------------------------------------|------------------|
| Construction                         | \$288,341.50     |
| Engineering, Legal, Administration,  |                  |
| Inspection and Construction Interest | 29,591.72        |
| Bonding Costs                        | <u>14,417.08</u> |
| Amount to be assessed                | \$332,350.30     |

Crown Point Subdivision

| <u>Seg#</u> | <u>Block</u> | <u>Lot</u> | <u>Address</u>        | <u>Assessment</u> |
|-------------|--------------|------------|-----------------------|-------------------|
| 237         | 2            | 22         | 4415 Old Red Trail NW | \$ 3,548.25       |
| 240         | 2            | 23         | 4505 Old Red Trail NW | 1,182.75          |
| 242         | 2            | 24         | 4609 Old Red Trail NW | 1,182.75          |

West Hills Estates 1<sup>st</sup> Addition

|        |   |            |                                 |          |
|--------|---|------------|---------------------------------|----------|
| 10497  | 1 | 1          | 4505 47 <sup>th</sup> Avenue NW | 1,182.75 |
| 10498  | 1 | 2          | 4501 47 <sup>th</sup> Avenue NW | 1,182.75 |
| 10499  | 1 | 3          | 4401 47 <sup>th</sup> Avenue NW | 1,182.75 |
| 10501  | 2 | 1          | 4720 Impala Court NW            | 1,182.75 |
| 10502  | 2 | 2          | 4716 Impala Court NW            | 1,182.75 |
| 10503  | 2 | 3          | 4712 Impala Court NW            | 1,182.75 |
| 10504  | 2 | 4          | 4708 Impala Court NW            | 1,182.75 |
| 10505  | 2 | 5          | 4704 Impala Court NW            | 1,182.75 |
| 10506  | 2 | 6          | 4700 Impala Court NW            | 1,182.75 |
| 10507  | 2 | 7          | 4600 Impala Court NW            | 1,182.75 |
| 10508  | 3 | 1          | 4520 Impala Court NW            | 1,182.75 |
| 10509  | 3 | 2          | 4516 Impala Court NW            | 1,182.75 |
| 10510  | 3 | 3          | 4512 Impala Court NW            | 1,182.75 |
| 10511  | 3 | 4          | 4508 Impala Court NW            | 1,182.75 |
| 10512  | 3 | 5          | 4504 Impala Court NW            | 1,182.75 |
| 10513  | 3 | 6          | 4500 Impala Court NW            | 1,182.75 |
| 10514  | 3 | 7          | 4503 Impala Court NW            | 1,182.75 |
| 10515  | 3 | 8          | 4507 Impala Court NW            | 1,182.75 |
| 10516  | 3 | E1/2 of 9  | 4511 Impala Court NW            | 1,182.75 |
| 10516A | 3 | W1/2 of 9  | 4513 Impala Court NW            | 1,182.75 |
| 10517  | 3 | E1/2 of 10 | 4515 Impala Court NW            | 1,182.75 |
| 10517A | 3 | W1/2 of 10 | 4517 Impala Court NW            | 1,182.75 |
| 10518  | 3 | 11         | 4519 Impala Court NW            | 1,182.75 |
| 10519  | 3 | 12         | 4523 Impala Court NW            | 1,182.75 |
| 10520  | 3 | 13         | 4601 Impala Court NW            | 1,182.75 |
| 10521  | 3 | 14         | 4605 Impala Court NW            | 1,182.75 |
| 10522  | 3 | 15         | 4701 Impala Court NW            | 1,182.75 |
| 10523  | 3 | 16         | 4705 Impala Court NW            | 1,182.75 |
| 10524  | 3 | 17         | 4709 Impala Court NW            | 1,182.75 |
| 10525  | 3 | 18         | 4713 Impala Court NW            | 1,182.75 |
| 10526  | 3 | 19         | 4717 Impala Court NW            | 1,182.75 |

10527      3      20      4721 Impala Court NW      1,182.75

Mandan Lands

2696      SE4 Sec 7-139-81  
2696A      W753' of SE4 (less S1254.82') Sec 7-139-81  
2696BC      Auditor's Lot A of SE4 Sec 7-139-81

189,240.00

13,010.25

39,030.75

47,307.55

*split 2696B - 2008*

*= West Hills 1st + 2nd + 2696 CA + 2696 DA*  
*= went back to city 2011*

Hookup fees to be assigned to lands outside of city limits

Witness our hands officially as said Commission this 24<sup>th</sup> day of March, 2008.

/s/ Carl Jacobsen  
Chairman

/s/ Georgene Vredenburg  
Member

/s/ Keith Winks  
Member

Publish:    April 4, 2008  
              April 11, 2008

As of :  
3/26/2013

Parcel Number: 41-0028200

Payable Year: 2012

Previous Year Tax Stmt

Current Year Tax Stmt

General Info | Tax Info | Current Receipts | Special Asmts | Unpaid Tax | History |  
View Maps

**Taxpayer/Owner  
Information**

**Taxpayer #17800**  
STEVE THILMONY  
4705 SOUTH BAY DRIVE  
MANDAN ND 58554

**General**

**MP #17800 Re/Mh: REAL ESTATE**

| Twp/City | School | Fire | Park | Water |
|----------|--------|------|------|-------|
| 41       | 1      | 4    | 0    | 1     |

**Description**

| Sect | Twp | Range | Lot | Block |
|------|-----|-------|-----|-------|
| 7    | 139 | 81    |     | 0     |

A TRACT IN SW 1/4  
(TO BE PLATTED)  
3.37 ACRES

**Property Address**

**Escrow**  
0

**Deeded Acres: 3.37**

[Another Search](#) | [Back to ParcelList](#)

$$\begin{array}{r} 3'6'29 \\ 47,307.55 \\ - 7758.44 \\ \hline \end{array}$$

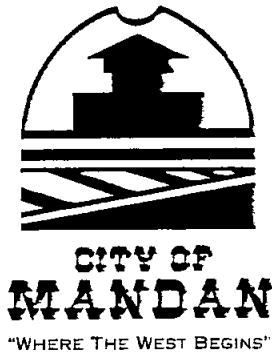
$$\begin{array}{r} 39,549.11 \\ \hline \end{array}$$
 Left to Assess  
to remaining 17.18 Acres

$$\begin{array}{r} 20.55 \overline{) 3.37} \\ \underline{20.55} \\ 3.37 \end{array}$$

$$\begin{array}{r} 2,302.07055961 / \text{per acre} \\ 47,307.55 \end{array}$$

$$\begin{array}{r} 2302.07 \\ \times 3.37 \\ \hline 7,757.9759 = 7,757.98 \text{ or } 7758.00 \end{array}$$

$$\begin{array}{r} 47,307.55 \\ \times 16.40\% \\ \hline 7,758.4382 \end{array}$$



## Board of City Commissioners

### Agenda Documentation

MEETING DATE: August 29, 2006  
PREPARATION DATE: August 24, 2006  
SUBMITTING DEPARTMENT: Administration  
DEPARTMENT DIRECTOR: Jim Neubauer, City Administrator  
PRESENTER: Jim Neubauer, City Administrator  
SUBJECT: Thilmony Request Lift Station

STATEMENT/PURPOSE: To consider a request from a developer for funding assistance related to property to be special assessed within the corporate limits and hook up fees for property outside corporate limits.

BACKGROUND/ALTERNATIVES: Steve Thilmony has requested the City of Mandan consider constructing a temporary lift station that would serve an area north and west of the Ventures addition. The issue relative to this discussion is that part of the area served by the lift station sits outside the corporate limits; therefore, a portion of the cost would have to be held in abeyance the costs to be recovered through hook up fees as the property would be annexed to the city. The estimated cost for construction and administration is \$245,250. Based on the benefiting property within city limits the amount for potential special assessment is 102 acres or \$204,195. The benefiting property outside corporate limits is 20 acres or \$41,055. *2001.92 per A*  
*2055* *2001.92 per A* *1997.81*

Mr. Thilmony would like a commitment from the City of Mandan to assist with the financing of the lift station by special assessment to the benefiting property within the corporate limits and hook up fees to the property outside the corporate limits.

ATTACHMENTS:

- Engineers Estimate
- Map of the affected area

FISCAL IMPACT:

- Special Assess \$204,195
  - Hook Up Fees \$ 41,055
    - These are estimates at August, 2006
- Depending on time of construction these prices may vary,

STAFF IMPACT:

- Staff time for assessment and engineering

LEGAL REVIEW: None at this time

RECOMMENDATION: While none of us have a crystal ball in order to tell how soon this area will develop, in order to promote and encourage development, this may be an appropriate step to take.

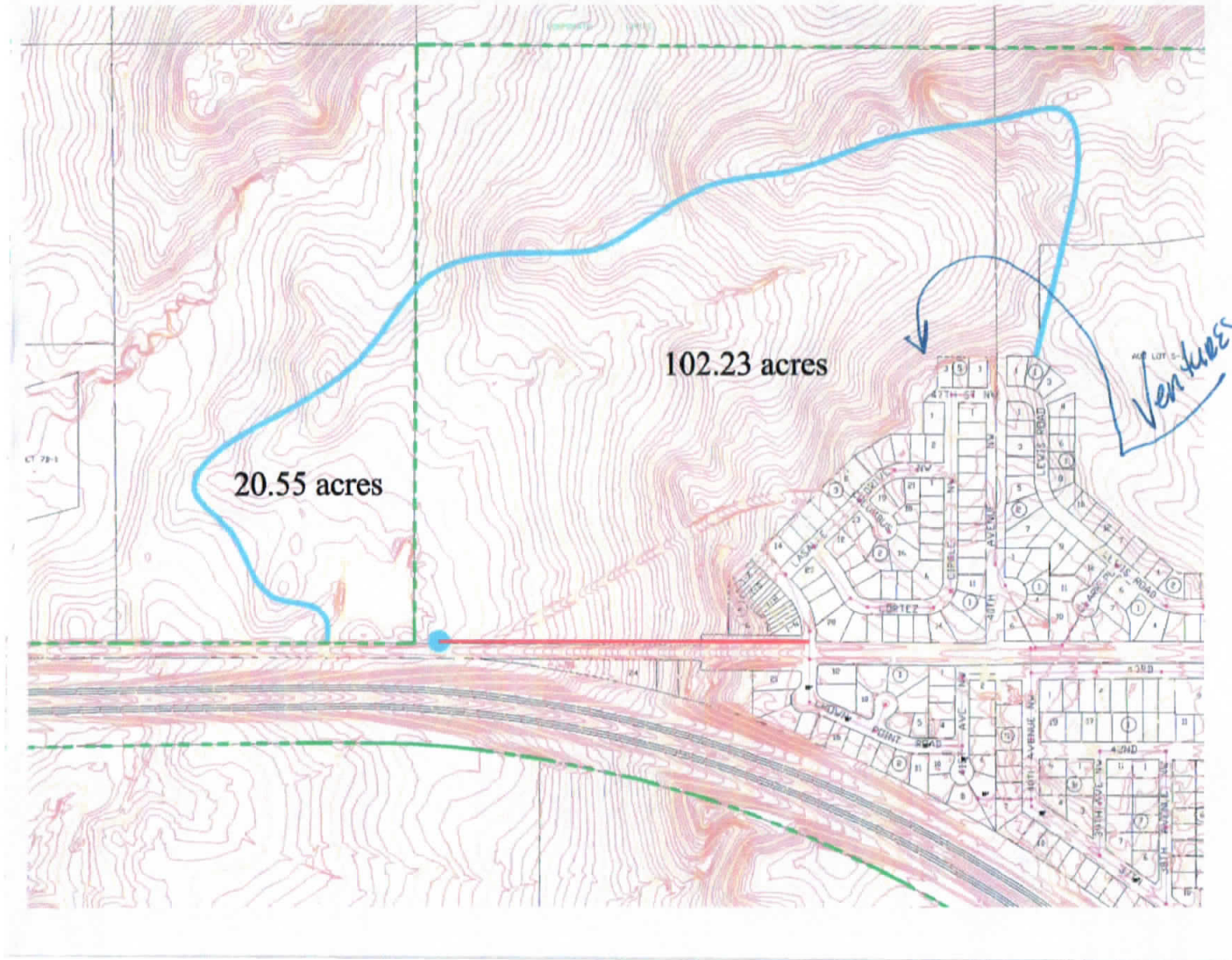
SUGGESTED MOTION: I move to fund the project through special assessments and hook up fees as outlined above provided the project remains as described.

### ENGINEER'S ESTIMATE

August 15, 2006

| <u>DESCRIPTION</u>                                     | <u>UNIT</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>TOTAL PRICE</u>         |
|--------------------------------------------------------|-------------|-----------------|-------------------|----------------------------|
| <b><u>BASE BID</u></b>                                 |             |                 |                   |                            |
| SANITARY LIFT STATION                                  | LS          | 1               | \$ 99,500.00      | \$ 99,500.00               |
| ELECTRICAL EQUIPMENT AND WIRING                        | LS          | 1               | \$ 29,500.00      | \$ 29,500.00               |
|                                                        |             |                 | \$                |                            |
| 4" PVC FORCEMAIN                                       | LF          | 1700            | 38.00             | \$ 64,600.00               |
| CONCRETE MANHOLE                                       | EA          | 1               | \$ 2,600.00       | \$ 2,600.00                |
| <b>TOTAL</b>                                           |             |                 |                   | <b>\$196,200.00</b>        |
| Estimate of Engineering costs                          |             |                 | 25%               | \$ 49,050.00               |
| Total Construction plus Engineering Estimate           |             |                 |                   | <b><u>\$245,250.00</u></b> |
| Total acres of benefit withing the city limits         |             |                 | 102.23            |                            |
| Total acres of benefit outside the city limits         |             |                 | 20.55             |                            |
| Total Acres of benefit                                 |             |                 | <u>122.78</u>     |                            |
| Percent to be outside city limits as hook up fee       |             |                 | 16.74%            |                            |
| Amount held in abeyance until property annexed to city |             |                 |                   | <b><u>\$41,054.85</u></b>  |



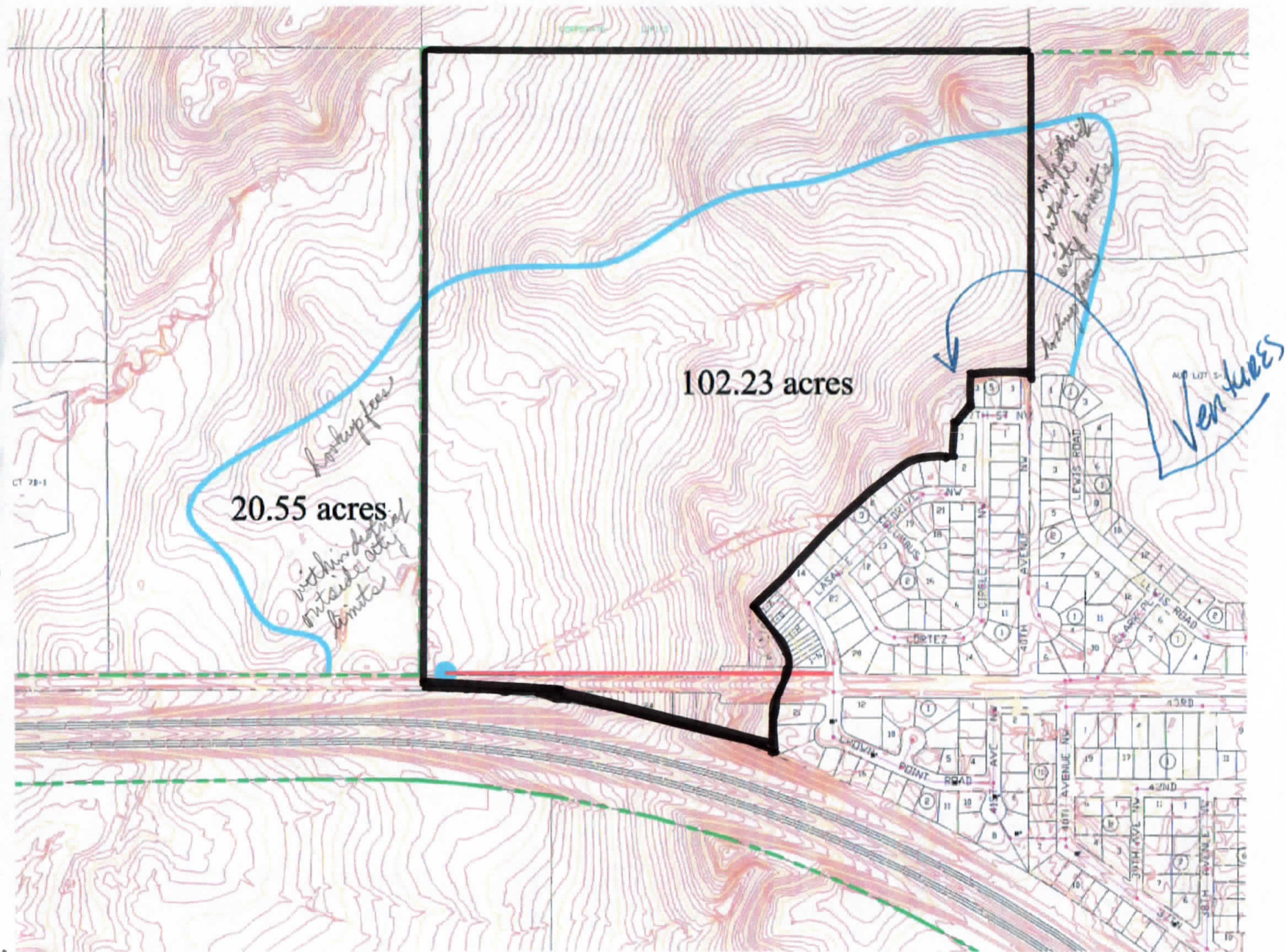


# ENGINEER'S ESTIMATE

August 15, 2006

| <u>DESCRIPTION</u>                                          | <u>UNIT</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>TOTAL PRICE</u>  |
|-------------------------------------------------------------|-------------|-----------------|-------------------|---------------------|
| <b><u>BASE BID</u></b>                                      |             |                 |                   |                     |
| SANITARY LIFT STATION                                       | LS          | 1               | \$ 99,500.00      | \$ 99,500.00        |
| ELECTRICAL EQUIPMENT AND WIRING                             | LS          | 1               | \$ 29,500.00      | \$ 29,500.00        |
| 4" PVC FORCEMAIN                                            | LF          | 1700            | \$ 38.00          | \$ 64,600.00        |
| CONCRETE MANHOLE                                            | EA          | 1               | \$ 2,600.00       | \$ 2,600.00         |
| TOTAL                                                       |             |                 |                   | \$196,200.00        |
| Estimate of Engineering costs                               |             |                 |                   | 25% \$ 49,050.00    |
| Total Construction plus Engineering Estimate                |             |                 |                   | <u>\$245,250.00</u> |
| Total acres of benefit withing the city limits              |             |                 |                   | 102.23              |
| Total acres of benefit outside the city limits              |             |                 |                   | <u>20.55</u>        |
| Total Acres of benefit                                      |             |                 |                   | <u>122.78</u>       |
| Percent to be outside city limits as hook up fee            |             |                 |                   | 16.74%              |
| Amount held in abeyance until property annexed to city      |             |                 |                   | <u>\$41,054.85</u>  |
| Amount Special Assessed to property within corporate limits |             |                 |                   | <u>\$204,195.15</u> |







## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 8, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider approval for the engineering department to apply for the special road fund through the NDDOT for the Redwing Drive project.

---

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

To consider and possibly approve the submission of a grant application to the NDDOT Special Road Fund for the Redwing Drive Reconstruction project.

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

The Engineering department was notified of a grant program known as the Special Road Fund that is administered through the NDDOT. This grant is limited to roads that provide access to and/or are within recreational, tourist, and historical areas. The intent of this program is to help finance roadway projects identified by political subdivisions, tribal governments and state agencies which typically have some funding but need additional help. The maximum NDDOT contribution will be limited to 80 percent, with the financial participation amount limited to \$500,000. The Engineering department identified Redwing Drive as a key recreational area in need of rehabilitation and recommends submitting an application for the maximum award of \$500,000.

#### **ATTACHMENTS:**

1. Map Option2

#### **FISCAL IMPACT:**

The estimated total project cost is \$1,269,000. If the grant is awarded for \$500,000, all remaining costs for the project would be specially assessed to the benefiting properties.

#### **STAFF IMPACT:**

Staff will spend time submitting the grant application.

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider approval for the engineering department to apply for the special road fund through the NDDOT for the Redwing Drive project

Page 2 of 2

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**LEGAL REVIEW:**

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

**RECOMMENDATION:**

To authorize the Engineering Department to submit a grant application for the Special Road Fund

**SUGGESTED MOTION:**

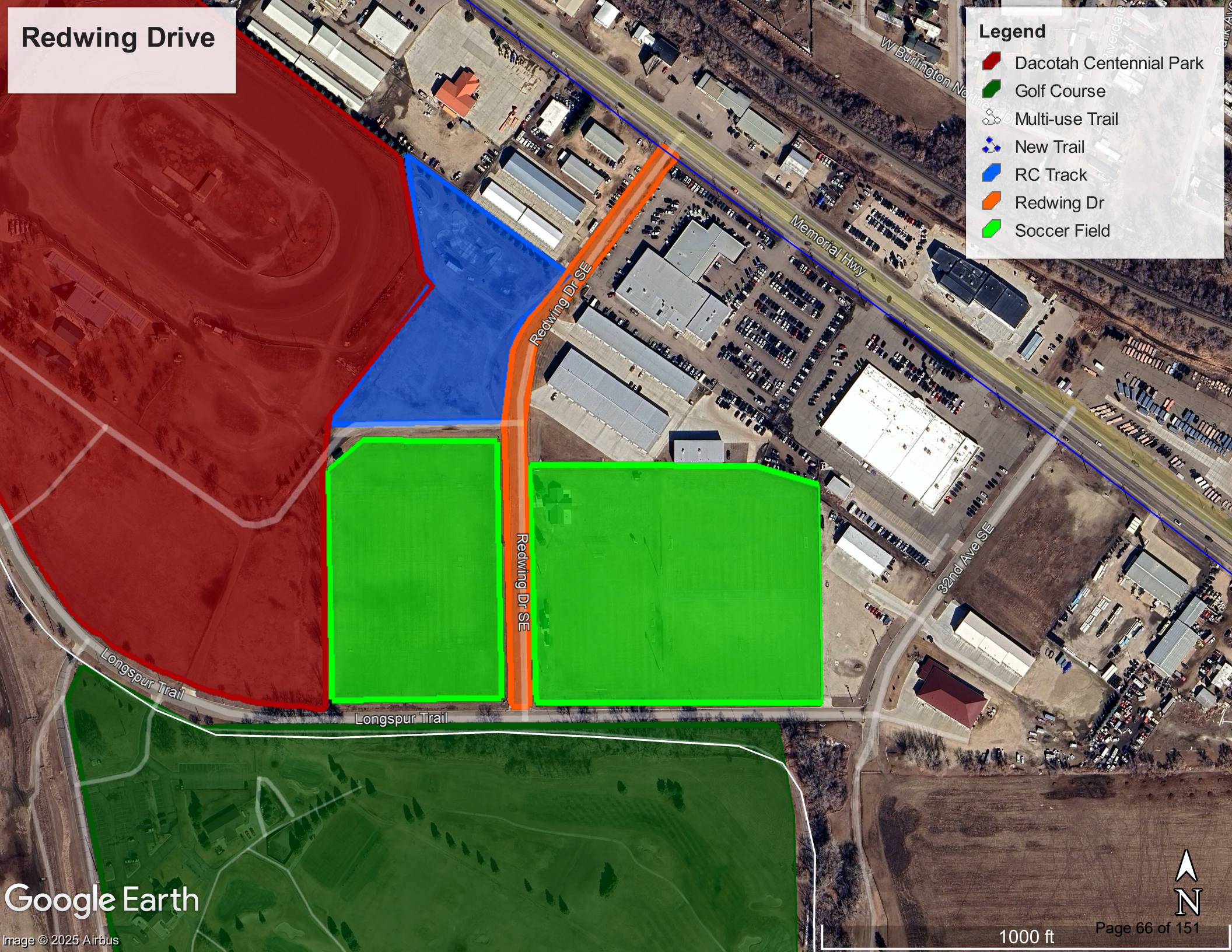
I move to authorize the Engineering Department to submit a Special Road Fund grant application for the Redwing Drive project.



# Redwing Drive

Legend

- Dacotah Centennial Park
- Golf Course
- Multi-use Trail
- New Trail
- RC Track
- Redwing Dr
- Soccer Field







## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 10, 2025  
**SUBMITTING DEPARTMENT:** Fire  
**DEPARTMENT DIRECTOR:** Mitch Bitz  
**PRESENTER:** Mitch Bitz, Fire Chief  
**SUBJECT:** Consider an amendment to the 2026 Fire Department Budget

---

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

Consider an amendment to the 2026 Fire Department Budget

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

The Mandan Fire Department respectfully requests an amendment to the 2026 Fire Department Budget to reflect the financial impact of the SAFER Grant accepted at the October 7, 2025 City Commission meeting. This grant provides funding to support the hiring of additional firefighter personnel, a critical step in addressing increased service demands and aligning with the department's long-term staffing goals.

The proposed amendment includes:

- Additional revenues of \$400,500 from the SAFER Grant
- Additional expenses of \$288,003 to cover salary and benefits for newly hired personnel

This budget adjustment ensures the department can begin onboarding staff in accordance with the grant's timeline and maintain compliance with its funding structure. It also supports the strategic goal of staffing Stations 1 and 2, while laying the groundwork for future expansion with Fire Station No. 3.

We appreciate the Commission's continued support in strengthening public safety and emergency response capabilities for the City of Mandan.

#### **ATTACHMENTS:**

None

**FISCAL IMPACT:**

2026 Fire Department Budget would realize \$400,500 of additional SAFER grant revenue.

2026 Fire Department Budget would incur additional personnel expenses of \$288,003.

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

Attorney Oster's Office has reviewed this item

**RECOMMENDATION:**

To approve the 2026 Fire Department Budget amendment pending the official award/acceptance of the grant once the Federal Government resumes operations

**SUGGESTED MOTION:**

I move to approve the 2026 Fire Department Budget amendment pending the official award/acceptance of the grant once the Federal Government resumes operations.





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider approving a Department of Water Resources preconstruction funding application for Mandan Proper NW

---

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

To consider and possibly approve an application to the Department of Water Resources for Preconstruction Funding for the Mandan Proper PH I - NW project.

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

Since 2008, the Mandan Proper NW area has experienced 10 costly and disruptive water main breaks. Additionally, the roadway, sanitary sewer, and storm sewer have surpassed their useful lives. The 2027 reconstruction project aims to rehabilitate the area and its utilities. In order to provide a feasible project, the City is seeking outside funding for eligible portions of the work.

#### **ATTACHMENTS:**

None

#### **FISCAL IMPACT:**

It is anticipated that the project will be funded using City Funds, special assessments, and DWR funding. The City is seeking preconstruction funding from DWR to fund up to 60% of all eligible water related items.

#### **STAFF IMPACT:**

Staff will spend time working with Moore Engineering.

#### **LEGAL REVIEW:**

All documents have been made available to the city attorney for review.

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider approving a Department of Water Resources preconstruction funding application for Mandan Proper NW

Page 2 of 2

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**RECOMMENDATION:**

To approve the Department of Water Resources funding application for the water reconstruction costs of Mandan Proper NW project.

**SUGGESTED MOTION:**

I move to approve the Department of Water Resources funding application for the Mandan Proper NW project.



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 15, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Consider scheduling a Public Hearing for December 2, 2025 to consider vacating a portion of Living Water Drive.

---

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

This request is associated with a preliminary plat that was approved in September by the name of the Evergreen 5th Addition.

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

#### **ATTACHMENTS:**

1. Schafer signed Application\_Redacted
2. Renner signed Application\_Redacted
3. Location Map
4. Survey Exhibit

#### **FISCAL IMPACT:**

N/A

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

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

#### **RECOMMENDATION:**

Planning staff recommends scheduling a public hearing for December 2, 2025 to consider this request.

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider scheduling a Public Hearing for December 2, 2025 to consider the vacation of a portion of Living Water Drive

Page 2 of 2

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**SUGGESTED MOTION:**

I move to schedule a public hearing for December 2, 2025 to consider this request.

| 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)                                                                                                                                   | 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><br>Complete vacation of Livingwater Dr, coinciding with<br>Evergreen Heights Aftn Addition Pending Plat |                                                            |

| Engineer/Surveyor                                                                                                                                     |             |              | Property Owner or Applicant |             |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------|-------------|--------------|
| Name<br>Greg Feser                                                                                                                                    |             |              | Name<br>Jacob L. Schaefer   |             |              |
| Address<br>[REDACTED]                                                                                                                                 |             |              | Address<br>[REDACTED]       |             |              |
| City<br>Bismarck                                                                                                                                      | State<br>ND | Zip<br>58501 | City<br>MANDAN              | State<br>ND | Zip<br>58554 |
| Phone<br>[REDACTED]                                                                                                                                   |             |              | Phone<br>[REDACTED]         |             |              |
| Fax<br>[REDACTED]                                                                                                                                     |             |              | Fax<br>[REDACTED]           |             |              |
| 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 |                                                           | NO CHANGE        | Livingwater Dr Project |
| Property Address<br>1900 Livingwater Dr  |                              |                              |                                   | Legal Description<br>Lot 1 Block 1 Livingwater            |                  |                        |
| Current Use                              |                              |                              |                                   | Addition                                                  |                  |                        |
| Proposed Use<br>NO CHANGE                |                              |                              |                                   | Section <b>35</b>   Township <b>139</b>   Range <b>81</b> |                  |                        |
| Parcel Size                              | Building Footprint           | Stories                      | Building SF                       | Required Parking                                          | Provided Parking |                        |

|                                 |                                       |                   |
|---------------------------------|---------------------------------------|-------------------|
| Print Name<br>Jacob L. Schaefer | Signature<br><i>Jacob L. Schaefer</i> | Date<br>9/25/2025 |
|---------------------------------|---------------------------------------|-------------------|

| Office Use Only                   |                           |                          |                       |
|-----------------------------------|---------------------------|--------------------------|-----------------------|
| Date Received:                    | Initials: <b>nm</b>       | Fees Paid: \$ <b>500</b> | Date <b>9-26-2025</b> |
| Notice in paper                   | Mailed to neighbors       | P&Z meeting              |                       |
| <input type="checkbox"/> Approved | Approved with conditions: |                          |                       |
| <input type="checkbox"/> Denied   |                           |                          |                       |

| 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)                                                               | 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)                                  |
| Summary of Request (Add separate sheet(s) as necessary)                                            |                                                            |
| Complete vacation of Livingwater Dr. coinciding with Evergreen Heights fifth Addition Pending Plat |                                                            |

| Engineer/Surveyor                                                                                                                                     |             |              | Property Owner or Applicant |             |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------------------|-------------|--------------|
| Name<br>Greg Feser                                                                                                                                    |             |              | Name<br>Valan Penner        |             |              |
| Address<br>[REDACTED]                                                                                                                                 |             |              | Address<br>[REDACTED]       |             |              |
| City<br>Bismarck                                                                                                                                      | State<br>ND | Zip<br>58501 | City<br>Mandan              | State<br>ND | Zip<br>58554 |
| Phone<br>[REDACTED]                                                                                                                                   |             |              | email                       |             |              |
| Fax<br>[REDACTED]                                                                                                                                     |             |              | Phone<br>[REDACTED]         |             |              |
| Fax<br>[REDACTED]                                                                                                                                     |             |              | Fax<br>[REDACTED]           |             |              |
| 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 |                           | No Change     | Livingwater Dr Project |  |
| Property Address                         |                              |                              |                                   | Legal Description         |               |                        |  |
| 900 Livingwater Dr                       |                              |                              |                                   | Lot 1 Block 1 Livingwater |               |                        |  |
| Current Use                              |                              |                              |                                   | Addition                  |               |                        |  |
| Proposed Use                             |                              |                              |                                   |                           |               |                        |  |
| No Change                                |                              |                              |                                   | Section 35                | Township 139  | Range 81               |  |
| Parcel Size                              | Building Footprint           | Stories                      | Building SF                       | Required Parking          |               | Provided Parking       |  |

|              |            |              |           |           |      |
|--------------|------------|--------------|-----------|-----------|------|
| Valan Penner | Print Name | Valan Penner | Signature | 8-26-2025 | Date |
|--------------|------------|--------------|-----------|-----------|------|

| Office Use Only |                           |                   |                |
|-----------------|---------------------------|-------------------|----------------|
| Date Received:  | Initials: nm              | Fees Paid: \$ 500 | Date 9-26-2025 |
| Notice in paper | Mailed to neighbors       | P&Z meeting       |                |
| Approved        | Approved with conditions: |                   |                |
| Denied          |                           |                   |                |





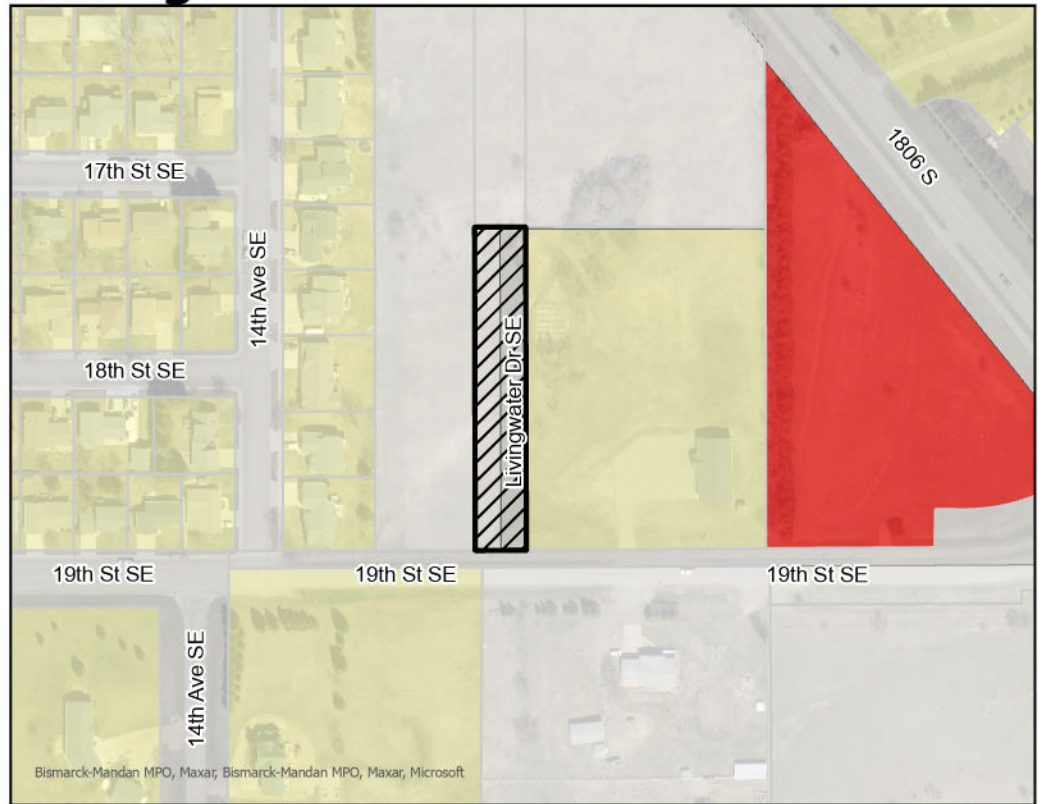
# Zoning and Future Land Use Reference Map

Living Water Dr.

## 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                                     |

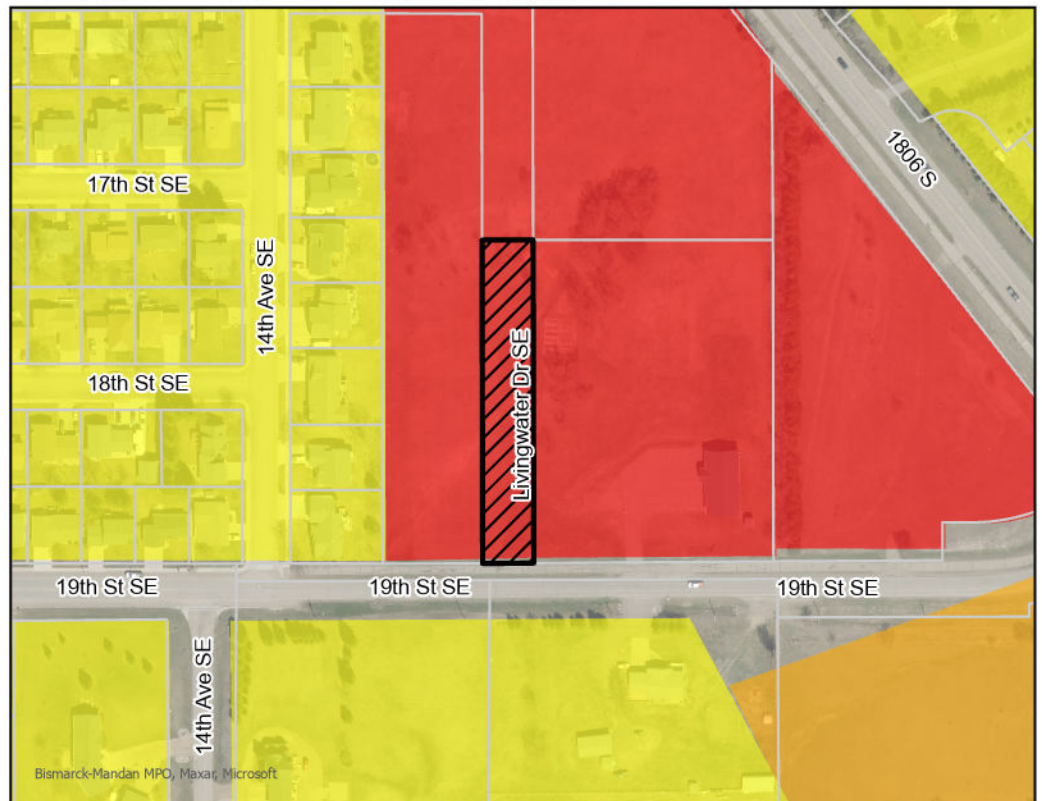
## Zoning



## Future Land Use Plan

### Future Land Use Plan Key

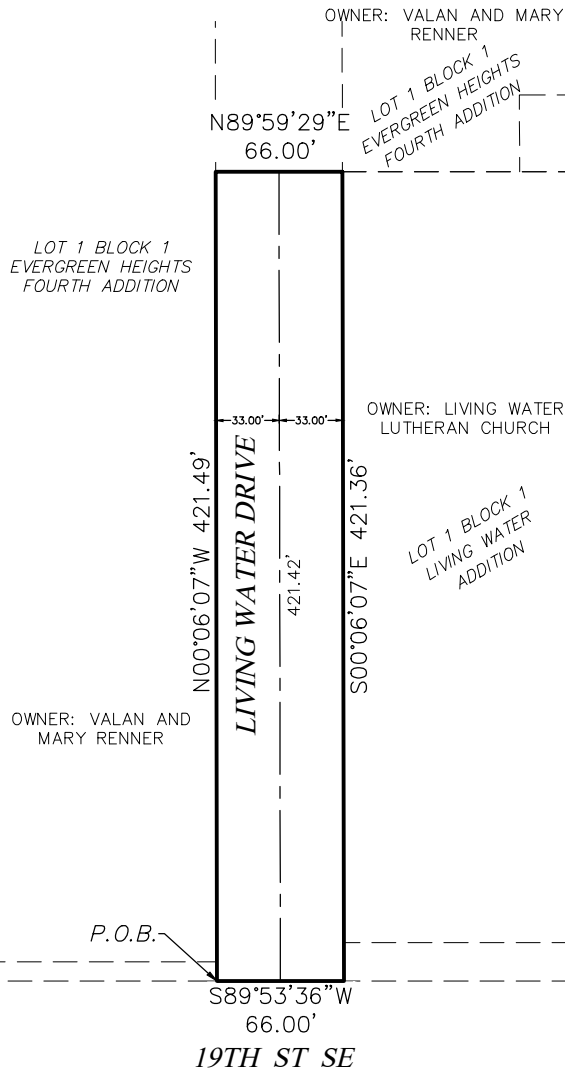
- |                            |
|----------------------------|
| Rural Residential          |
| Low Density Residential    |
| Medium Density Residential |
| High Density Residential   |
| Commercial                 |
| Industrial                 |
| Public/Semi-Public         |
| Public Land      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



0 0.04 0.09 0.17 Miles

# VACATION OF LIVING WATER DRIVE

## PART OF LIVING WATER ADDITION AND EVERGREEN HEIGHTS FOURTH ADDITION MANDAN, MORTON COUNTY, NORTH DAKOTA

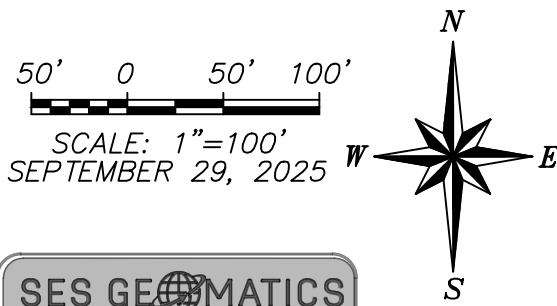


### DESCRIPTION

A TRACT OF LAND BEING PART OF LIVING WATER DRIVE, OF THE SOUTHWEST 1/4 SECTION 34, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, A PART OF LIVING WATER ADDITION AND EVERGREEN HEIGHTS FOURTH ADDITION, MANDAN, MORTON COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF LOT 1 BLOCK 1 OF EVERGREEN HEIGHTS FOURTH ADDITION ON THE NORTH RIGHT OF WAY LINE OF 19TH STREET SOUTHEAST AND SOUTHWEST CORNER OF LIVING WATER DRIVE; THENCE NORTH 00 DEGREES 06 MINUTES 07 SECONDS WEST ALONG THE EAST LINE OF LOT 1 BLOCK 1 EVERGREEN HEIGHTS FOURTH ADDITION AND THE WEST RIGHT OF WAY LINE OF LIVING WATER DRIVE A DISTANCE OF 421.49 FEET; THENCE NORTH 89 DEGREES 59 MINUTES 29 SECONDS EAST A DISTANCE OF 66.00 FEET TO THE NORTHWEST CORNER OF LOT 1 BLOCK 1 LIVING WATER ADDITION AND THE EAST RIGHT OF WAY LINE OF LIVING WATER DRIVE; THENCE SOUTH 00 DEGREES 06 MINUTES 07 SECONDS EAST ALONG THE WEST LINE OF LOT 1 BLOCK 1 LIVING WATER ADDITION AND THE EAST RIGHT OF WAY LINE OF LIVING WATER DRIVE A DISTANCE OF 421.36 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1 BLOCK 1 LIVING WATER ADDITION, THE SOUTHEAST CORNER OF LIVING WATER DRIVE AND THE NORTH RIGHT OF WAY OF 19TH STREET SOUTHEAST; THENCE SOUTH 89 DEGREES 53 MINUTES 36 SECONDS WEST ALONG THE NORTH RIGHT OF WAY LINE OF 19TH STREET SOUTHEAST A DISTANCE OF 66.00 FEET TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINING 0.64 ACRES, MORE OR LESS.ORE OR LESS.



**SES GEOMATICS**

**FESER**  
ENGINEERING, PC





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 15, 2025  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider approval for the Mandan Police Department to close the 200 Block of 1st Ave NW on Friday, October 31, 2025, from 3:30 PM - 6:30 PM

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

Consider approval for the Mandan Police Department to close the 200 Block of 1st Ave NW on Friday, October 31, 2025, from 3:30 PM - 6:30 PM

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

Mandan Police Department hosts an annual Trunk or Treat on Halloween. The event is held on October 31, 2025, from 4:00 PM to 6:30 PM. Local first responders, agencies and businesses attend and hand out candy and treats to the public. The event is held in front of the Law Enforcement Center and requires the street to be closed off to traffic.

#### **ATTACHMENTS:**

1. 2025 Trunk or Treat

#### **FISCAL IMPACT:**

N/A

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

N/A

#### **RECOMMENDATION:**

I recommend approving the Mandan Police Department to close the 200 Block of 1st Ave NW on Friday, October 31, 2025, from 3:30 PM - 6:30 PM.

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider approval for the Mandan Police Department to close the 200 Block of 1st Ave NW on Friday, October 31, 2025, from 3:30 p.m. to 6:30 p.m.

Page 2 of 2

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**SUGGESTED MOTION:**

I move to approve the Mandan Police Department to close the 200 Block of 1st Avenue Northwest on Friday, October 31, 2025, from 3:30 p.m. to 6:30 p.m.



**MANDAN POLICE  
MORTON  
COUNTY SHERIFF**

**7TH ANNUAL  
TRUNK OR TREAT**

**FRIDAY OCTOBER 31ST 2025  
4:00-6:30 PM  
205 1ST AVE NW**

**FIRST RESPONDER VEHICLES**

**LOCAL AGENCIES**

**AND AREA BUSINESSES**

**WILL HAVE THEIR TRUNKS FULL  
OF TREATS**



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 15, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Consider a request for a minor plat for Kendalls 2nd Addition.

---

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

Consider a request for a minor plat for Kendalls 2nd Addition.

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

Kendall and Nicole Zander request consideration for a minor plat to be approved, to be titled Kendall's 2nd Addition. The purpose of this plat is to combine Lots 4A and 4B, Block 1, Kendall's Addition. This property is located northwest of 8th Ave SW and Prairie View Drive.

#### **Property History**

The owners attempted to combine these two lots previously, and the lot combination was approved by City Commission. However, the plat that was recorded and filed doesn't clearly show that combination. A surveyor's affidavit was filed but also doesn't clearly shown the combination. Staff and surveyor worked to determine that either the surveyor and owner could file a second affidavit of correction or re-file a minor plat application and they chose to apply for the minor plat to clearly show the combination of the two lots into one. This is noted on the face of the plat.

#### **Minor Plat**

The minor plat combines Lots 4A and 4B into Lot 1, Kendall's 2nd Addition, containing 1.28 acres total. The minor plat also shows an existing utility easement on the north side of the lot, a water main easement on the west side of the lot, and a utility and access easement on the east side of the lot.

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

The property is zoned R7 - Single Family Residential. Properties to the north, south and east are also zoned R7 -Single Family Residential. To the West is zoned Agricultural.

The future land use plan designates this area as low density residential.

**Additional Information and Public Outreach**

- The application was received on September 30, 2025.

**Staff comments:**

This minor plat corrects a survey issue and has already been approved by the City Commission previously. There are no concerns from staff.

**Findings of Fact  
Minor Plat**

1. All technical requirements for approval of a minor plat have been met;
2. The proposed subdivision generally demonstrates an ability for the property to align with the Future Land Use Plan and other plans and studies;
3. The proposed subdivision is not located in the Special Flood Hazard Area or an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or areas that are topographically unsuited for development;
4. The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;
5. The proposed subdivision is generally consistent with the master plan, other adopted plans, policies and accepted planning practice; and
6. The proposed subdivision would not adversely affect the public health, safety, and general welfare.

**ATTACHMENTS:**

1. Application\_Redacted
2. Kendall's Second Addition
3. Location Map
4. Lot Survey Exhibit

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Planning staff recommends approval of the minor plat for Kendall's 2nd Addition.

**SUGGESTED MOTION:**

I move to recommend approval of the minor plat for Kendall's 2nd Addition.

| CITY OF MANDAN                                                   |                                                                                                |                                                            |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Development Review Application                                   |                                                                                                |                                                            |
| <input checked="" type="checkbox"/>                              | 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)                                                           | 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)                                  |
| Summary of Request (Add separate sheet(s) as necessary)          |                                                                                                |                                                            |
| To Vacate lot line between lots 4A & 4B and combine into one lot |                                                                                                |                                                            |

| Engineer/Surveyor                                                                                                                                     |             |              | Property Owner or Applicant     |             |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|---------------------------------|-------------|--------------|
| Name<br>Mark Isaacs - ILSE Inc                                                                                                                        |             |              | Name<br>Kendall & Nicole Zander |             |              |
| Address<br>[REDACTED]                                                                                                                                 |             |              | Address<br>[REDACTED]           |             |              |
| City<br>Mandan                                                                                                                                        | State<br>ND | Zip<br>58554 | City<br>Mandan                  | State<br>ND | Zip<br>58554 |
| email<br>[REDACTED]                                                                                                                                   |             |              | email<br>[REDACTED]             |             |              |
| Phone<br>[REDACTED]                                                                                                                                   |             | Fax          | Phone                           |             | 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 | New     | X           | Addition | R7                    | R7            | Kendall's Second Addition |  |  |
| Property Address                     |                    |     |         |             |          | Legal Description     |               |                           |  |  |
| 1214 8th Avenue SW, Mandan, ND 58554 |                    |     |         |             |          | Lots 4A & 4B, Block 1 |               |                           |  |  |
| Current Use                          |                    |     |         |             |          |                       |               |                           |  |  |
| Vacant                               |                    |     |         |             |          | Kendall's Addition    |               |                           |  |  |
| Proposed Use                         |                    |     |         |             |          |                       |               |                           |  |  |
| Residential                          |                    |     |         |             |          | Section 34            | Township 139  | Range 81                  |  |  |
| Parcel Size                          | Building Footprint |     | Stories | Building SF |          | Required Parking      |               | Provided Parking          |  |  |
| 1.28 Acres                           | NA                 |     | NA      | NA          |          | NA                    |               | NA                        |  |  |

|                                                 |                           |                                         |                |                                |
|-------------------------------------------------|---------------------------|-----------------------------------------|----------------|--------------------------------|
| Print Name<br>Kendall J Zander<br>Nicole Zander |                           | Signature<br>[Signature]<br>[Signature] |                | Date<br>9-29-2025<br>9/29/2025 |
| Office Use Only                                 |                           |                                         |                |                                |
| Date Received:                                  | Initials: nm              | Fees Paid: \$300                        | Date 9-30-2025 |                                |
| Notice in paper                                 |                           | Mailed to neighbors                     |                | P&Z meeting                    |
| <input type="checkbox"/> Approved               | Approved with conditions: |                                         |                |                                |
| <input type="checkbox"/> Denied                 |                           |                                         |                |                                |



KENDALL'S 2ND ADDITION  
TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA  
LOTS 4A AND 4B, IN BLOCK 1 KENDALL'S ADDITION  
IN THE NW 1/4 OF THE SW 1/4 OF SECTION 34, T139N, R81W

PROPERTY DESCRIPTION

LOTS 4A AND 4B, BLOCK 1 IN KENDALL'S ADDITION TO THE CITY OF MANDAN, NORTH DAKOTA AND SITUATED IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA, CONTAINING 1.28 ACRES (55,944 SQUARE FEET), MORE OR LESS; AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

SURVEYOR'S CERTIFICATE

I, MARK R. ISAACS, A NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 9628, HEREBY CERTIFY THAT I HAVE CAUSED TO BE SURVEYED BY MY FORCES UNDER MY SUPERVISION THE PROPERTY DESCRIBED HEREON AND I HAVE PREPARED THE ACCOMPANYING PLAT; FURTHER, THAT DISTANCES INDICATED HEREON ARE IN FEET AND HUNDREDTHS OF FEET THEREOF, AND BEARINGS ARE INDICATED IN QUADRANTS AND DEGREES, MINUTES, AND SECONDS THEREOF; FURTHER, THAT SAID PLAT DOES TRULY SHOW THE SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF.



MARK R. ISAACS, RLS 9628

OWNER'S CERTIFICATE OF DEDICATION

I, THE UNDERSIGNED, BEING SOLE OWNER OF THE LAND PLATTED HEREON, DO HEREBY VOLUNTARILY CONSENT TO THE EXECUTION OF SAID PLAT AND DO DEDICATE ALL THE STREETS, ALLEYS, PARKS, AND PUBLIC GROUNDS AS SHOWN HEREON, INCLUDING ALL SEWERS, CULVERTS, BRIDGES, WATERLINES, SIDEWALKS, AND OTHER IMPROVEMENTS ON OR UNDER SUCH STREETS, ALLEYS OR OTHER PUBLIC GROUNDS, WHETHER SUCH IMPROVEMENTS ARE SHOWN HEREON OR NOT, TO PUBLIC USE FOREVER. WE ALSO DEDICATE EASEMENTS TO RUN WITH THE LANDS FOR WATER, SEWER, GAS, ELECTRICITY, TELEPHONE, OR OTHER PUBLIC UTILITY LINES OR SERVICES UNDER, ON OR OVER THESE CERTAIN STRIPS OF LAND DESIGNATION AS "UTILITY EASEMENT".

KENDALL ZANDER

NICOLE ZANDER

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) SS

SUBSCRIBED AND SWORN BEFORE ME, AND NOTARY PUBLIC, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC.

APPROVAL OF THE BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND SHOWN HEREON; HAS ACCEPTED THE DEDICATION OF ALL STREETS, ALLEYS, AND PUBLIC WAYS SHOWN HEREON LYING WITHIN THE CORPORATE LIMITS OF THE CITY OF MANDAN; HAS ACCEPTED THE DEDICATION OF ALL PARKS AND PUBLIC GROUNDS SHOWN HEREON; FURTHERMORE, SAID BOARD OF CITY COMMISSIONERS HAS APPROVED THE STREETS, ALLEYS, AND OTHER PUBLIC WAYS AND GROUNDS SHOWN HEREON AS AN AMENDMENT TO THE MASTER STREET PLAN OF THE CITY OF MANDAN, THE FOREGOING ACTION BY THE BOARD OF CITY COMMISSIONERS OF MANDAN, NORTH DAKOTA, HAS TAKEN BY RESOLUTION APPROVED THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

JIM NEUBAUER - CITY ADMINISTRATOR

JAMES FROELICH - PRESIDENT OF THE BOARD  
OF CITY COMMISSIONERS

I, JAREK WIGNESS, CITY ENGINEER FOR THE CITY OF MANDAN, NORTH DAKOTA. HEREBY APPROVES "KENDALL'S 2ND ADDITION" OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA AS SHOWN ON THE ANNEXED PLAT.

JAREK WIGNESS, PE

OWNERS:  
KENDALL & NICOLE ZANDER  
1208 8TH AVENUE SW  
MANDAN, ND 58554

SITE ADDRESS:  
1214 8TH Ave. SW  
MANDAN, ND 58554

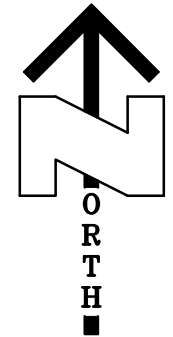
- NOTES:
- BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENTS.
  - SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.
  - THE INTENTION OF THE PLAT OF KENDALL'S ADDITION (DOC. # 523196) APPEARS TO HAVE BEEN TO VACATE THE LOT LINE BETWEEN LOTS 4A AND 4B, HOWEVER THE RECORDED PLAT DOES NOT REFLECT THAT. A SURVEYOR'S AFFIDAVIT WAS FILED WITH THE MORTON COUNTY RECORDER (DOC. #523980), WHICH ATTEMPTED TO CORRECT THE PLAT. THE PURPOSE OF THIS PLAT IS TO CREATE ONE LOT AS WAS INTENDED IN THE PREVIOUS PLAT AND SURVEYOR'S AFFIDAVIT.

AREA TABLE

|       |                        |
|-------|------------------------|
| LOT 1 | 1.28 ACRES (55,944 SF) |
| TOTAL | 1.28 ACRES (55,944 SF) |

LEGEND

- FOUND SURVEY MONUMENT
- SET CAPPED REBAR "LS-9628"
- ..... VACATED LOT LINE

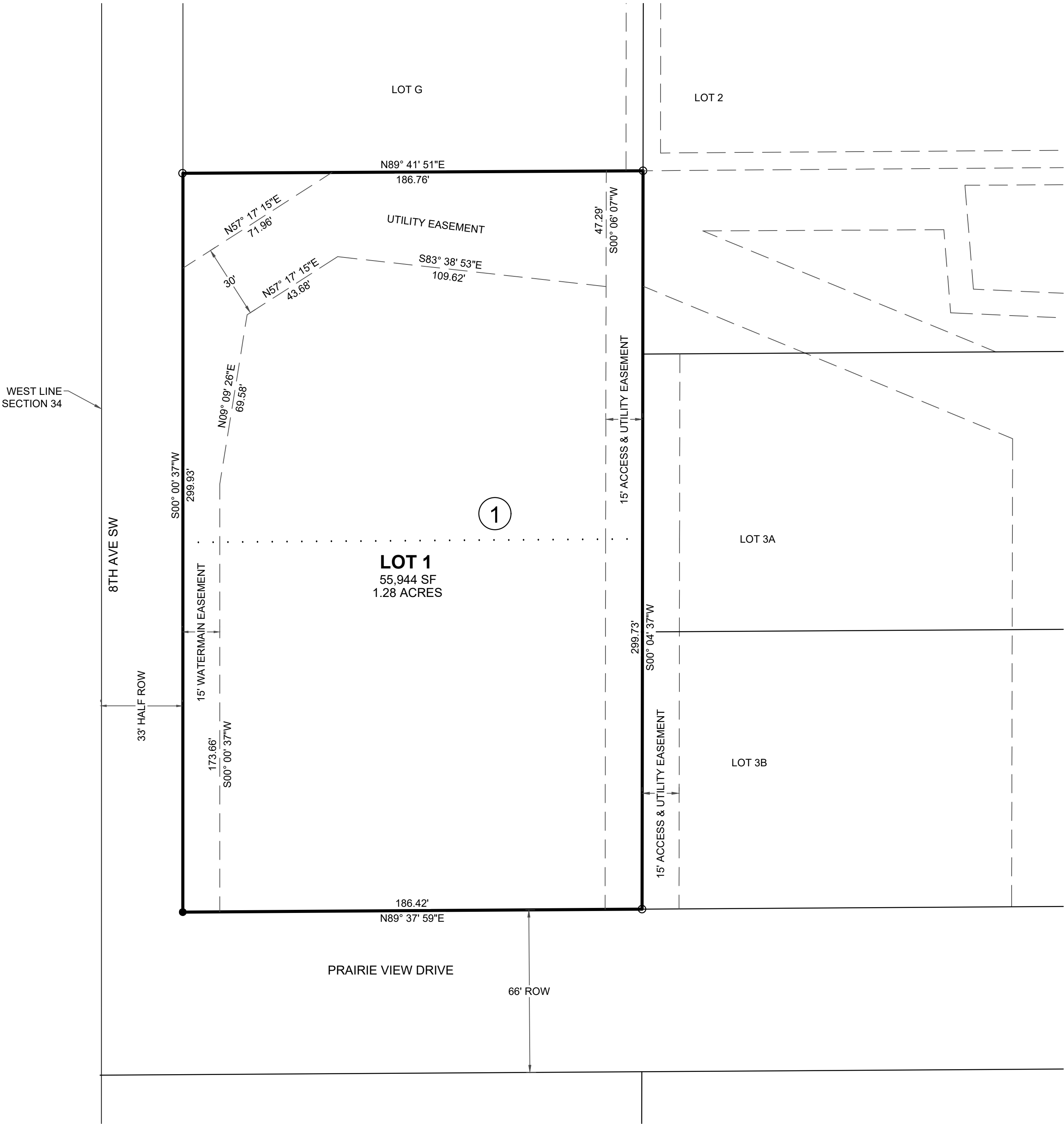


SCALE: 1" = 30'

DATE: SEPTEMBER 23RD, 2025

VERTICAL DATUM - NAVD 1988.

BASED ON NORTH DAKOTA SOUTH ZONE-NAD83(2011), INTERNATIONAL FEET.  
MEASUREMENTS HAVE BEEN ESTABLISHED BY RTK FROM THE "BSMK" CORS STATION AND ARE REPORTED IN GRID.







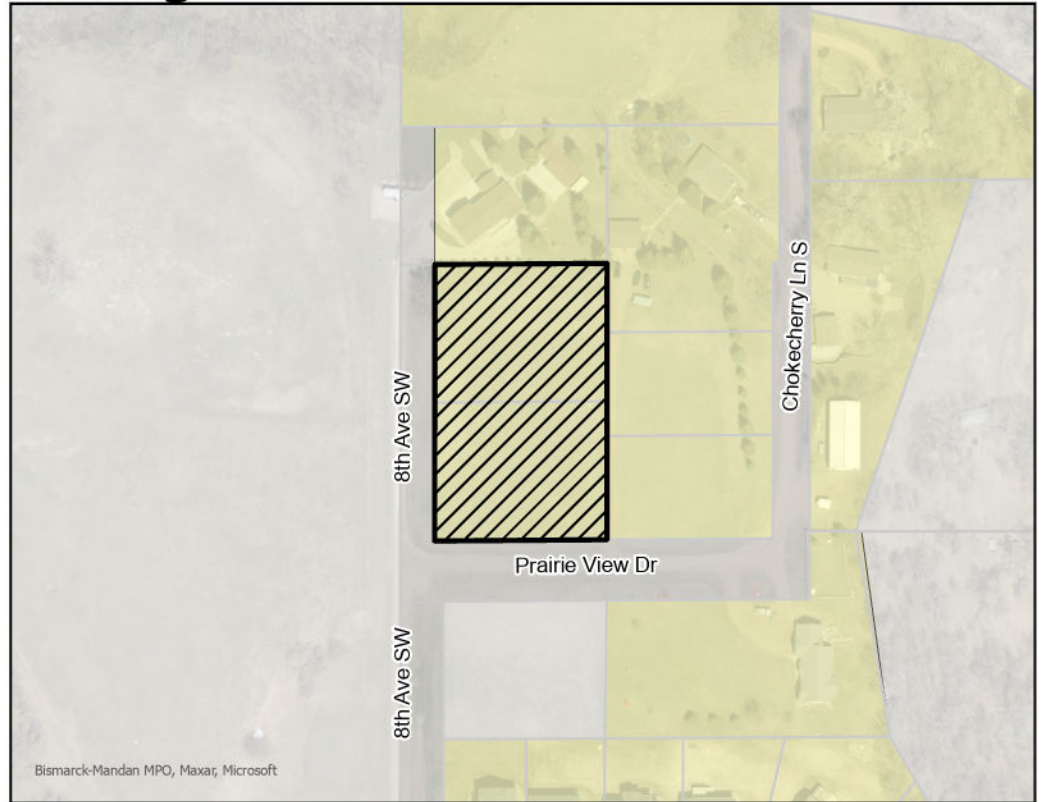
# Zoning and Future Land Use Reference Map

Kendall's 2nd Addition

## Zoning Map Key

- |                                             |                                                   |
|---------------------------------------------|---------------------------------------------------|
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| 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                                     |

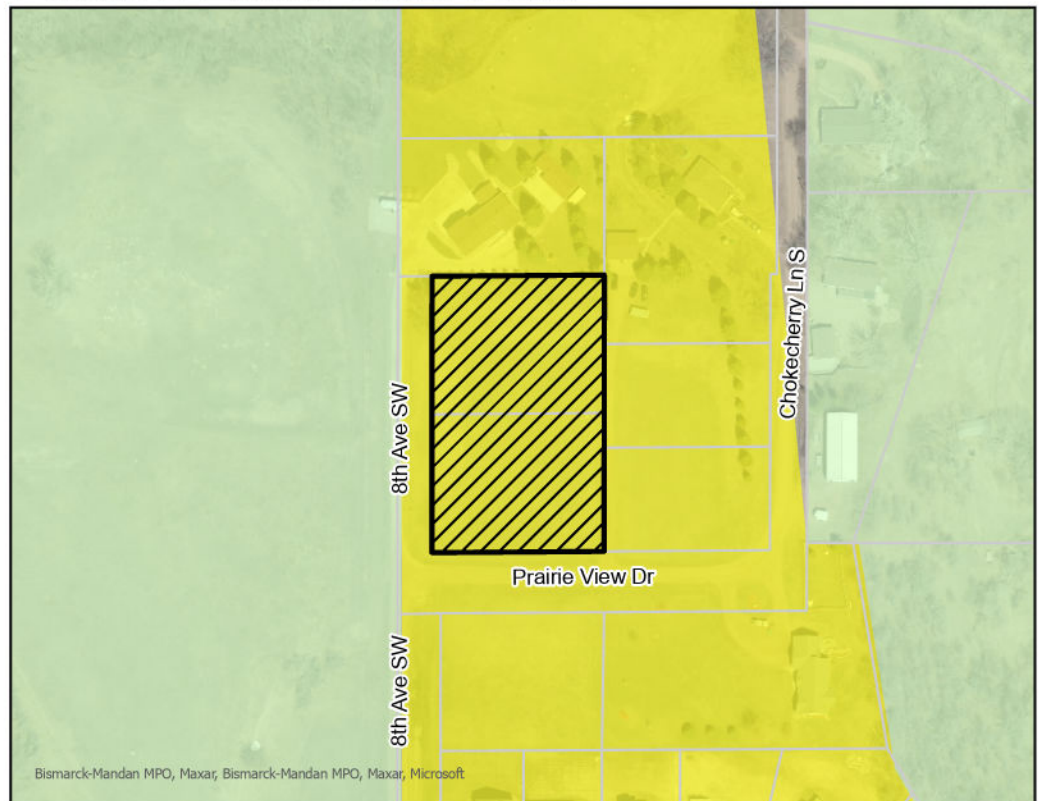
## Zoning



## 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              |



LOT SURVEY EXHIBIT

LOT 1 BLOCK 1  
SUBDIVISION KENDALL'S SECOND ADDITION  
ADDRESS 1214 8TH AVE. SW. MANDAN  
BUILDER ASPIRE HOMES



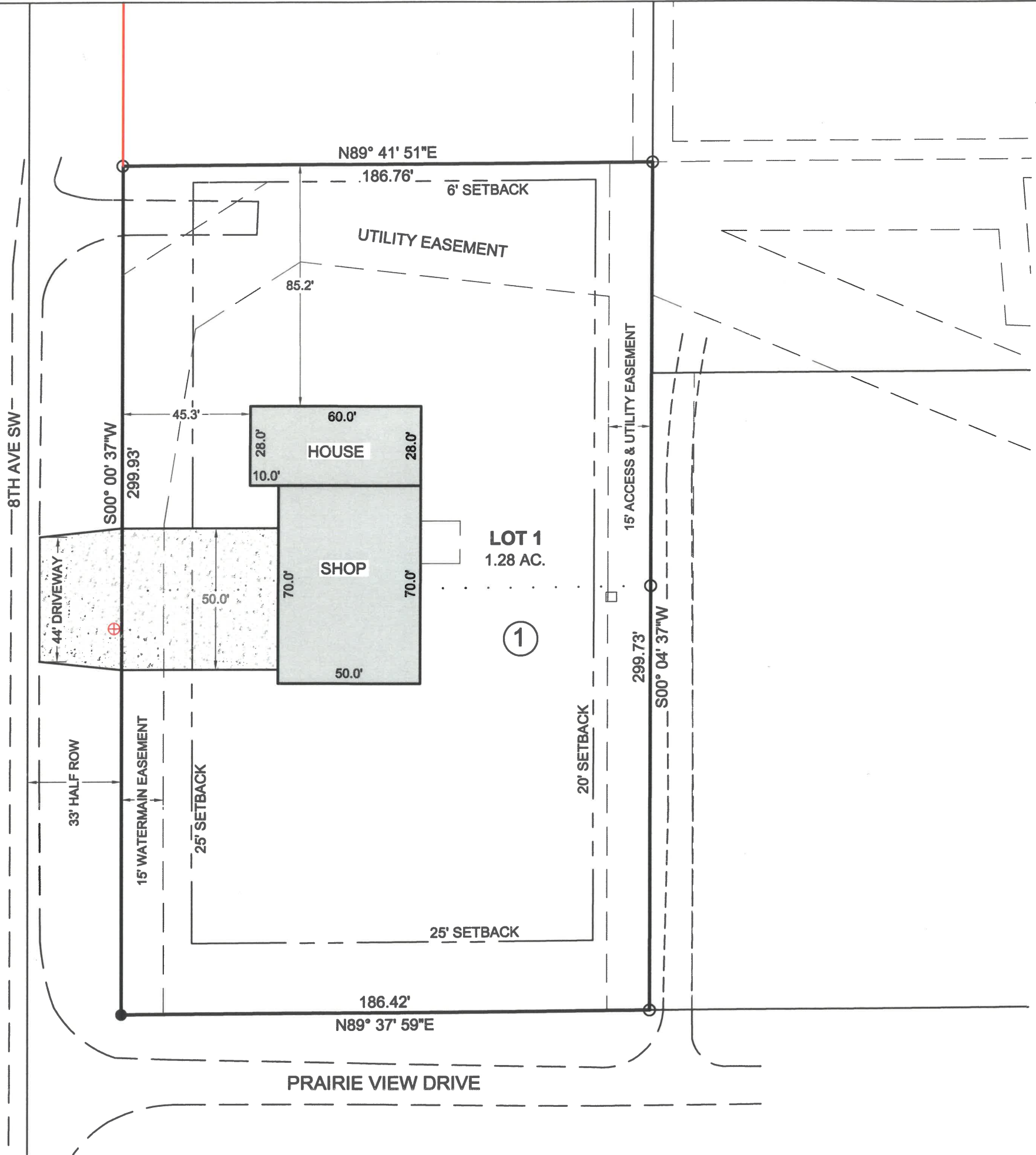
BASED ON NORTH DAKOTA SOUTH  
ZONE-NAD83, INTERNATIONAL FEET.  
MEASUREMENTS HAVE BEEN ESTABLISHED  
BY RTK FROM THE "BSMK" CORS  
STATION AND ARE REPORTED IN GRID.

- SYMBOL LEGEND**
- FOUND MONUMENT
  - SET MONUMENT
  - BUILDING SETBACK NAIL OR WOOD STAKE
  - ☼ LIGHT POLE
  - ⊠ UTILITY BOX
  - S— SANITARY SEWER MAIN
  - == BACK OF CURB
  - W— WATER MAIN



Independent  
Land  
Surveying &  
Engineering

4215 Old Red Trail NW  
Mandan, ND 58554  
Phone: 701-663-5184  
Cell: 701-585-2078  
mark@isurveynd.com  
JOB NUMBER: 25197





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 16, 2025  
**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Matt Schanandore  
**SUBJECT:** Funding Request Mandan Progress Organization  
(MPO) 250th Celebration Fireworks Show

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

To consider funding assistance to the MPO related the July 3, 2026, U.S. 250th Celebration Fireworks Show.

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

The MPO is respectfully requestinig financial support from the City of Mandan in the amount of \$50,000 for the planning and early commitments related to the July 3, 2026, U.S. 250th Celebration Fireworks Show.

This milestone event represents a once-in-a-generation opportunity for Mandan to take center stage in commemorating the 250th anniversary of the United States. The fireworks display will be the largest in our community's history and is anticipated to draw thousands of residents and visitors alike. It will not only serve as a centerpiece of pride for our city but also stimulate economic activity by bringing regional tourism to Mandan.

The funds requested will be used to:

- Secure the pyro company that will produce the fireworks show.
- Begin detailed planning and logistics for the display to ensure the safety and quality of the event.
- Provide upfront commitments needed to guarantee Mandan's role as the premier site for this statewide celebration.

**Funding Plan:** The City's \$50,000 contribution will allow MPO to secure production commitments and cover upfront logistical planning. Additional funding will be raised through corporate sponsorships and community contributions to meet the full project cost.

**ATTACHMENTS:**

1. MPO Funding request for 250th Celebrations

**FISCAL IMPACT:**

\$50,000 from the 2% Occupancy Tax to be used for promotions. There are adequate funds to cover this request.

**STAFF IMPACT:**

Minimal as MPO staff will be handling a majority of the tasks, there may be assistance needed from Public Works, Fire and Mandan Police Dept.

**LEGAL REVIEW:**

Information has been forwarded to Attorney Oster and Sand.

**RECOMMENDATION:**

I recommend approving \$50,000 funding assistance to the MPO from the City of Mandan's 2% occupancy tax promotion fund for the U.S. 250th Celebration Fireworks Show.

**SUGGESTED MOTION:**

I move to approve \$50,000 funding assistance to the Mandan Progress Organization from the City of Mandan's 2% occupancy tax promotion fund for the U.S. 250th Celebration Fireworks Show.



*Mandan Progress Organization  
Executive Director: Matt Schanandore  
Office: 701-751-2983  
Email: [info@mandanprogress.org](mailto:info@mandanprogress.org)*

Jim Neubauer  
City Administrator  
205 2nd Ave NW  
Mandan, ND 58554

Dear Mr. Neubauer,

On behalf of the Mandan Progress Organization (MPO), I am writing to respectfully request financial support from the City of Mandan in the amount of \$50,000 for the planning and early commitments related to the July 3, 2026, U.S. 250th Celebration Fireworks Show.

This milestone event represents a once-in-a-generation opportunity for Mandan to take center stage in commemorating the 250th anniversary of the United States. The fireworks display will be the largest in our community's history and is anticipated to draw thousands of residents and visitors alike. It will not only serve as a centerpiece of pride for our city but also stimulate economic activity by bringing regional tourism to Mandan.

**The funds requested will be used to:**

- Secure the pyro company that will produce the fireworks show.
- Begin detailed planning and logistics for the display to ensure the safety and quality of the event.
- Provide upfront commitments needed to guarantee Mandan's role as the premier site for this statewide celebration.

**Financial Snapshot**

- Total Event Cost: \$125,000
- Fireworks Show Production: \$75,000
- Logistical Costs (safety, staging, traffic control, support infrastructure, etc.): \$50,000

Funding Plan: The City's \$50,000 contribution will allow MPO to secure production commitments and cover upfront logistical planning. Additional funding will be raised through corporate sponsorships and community contributions to meet the full project cost.

This investment from the city will enable MPO to lock in production partners well in advance, an essential step given the scale and timing of the show. It also demonstrates a strong public-private partnership that can be leveraged to attract sponsors and regional participation.

We believe this celebration will be a defining moment for Mandan and will showcase our city's ability to host significant, large-scale events that enhance community pride and visibility across North Dakota.

Thank you for your consideration of this request. I look forward to the opportunity to discuss this further and to partner with the City of Mandan to make the 250th Celebration Fireworks Show an unforgettable success.

Sincerely,

Matt Schanandore  
Executive Director  
Mandan Progress Organization





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch  
**PRESENTER:** Greg Welch, Finance Director  
**SUBJECT:** Sale of Definitive Improvement Warrants and Refunding Improvement Bonds

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#### STATEMENT/PURPOSE:

1. To approve the Resolution Creating the Funds of Improvement Districts and Authorizing the Issuance of Improvement Warrants.
2. To approve the Resolution Authorizing the Issuance of \$8,717,190 Refunding Improvement Bonds, Series 2025.

#### BACKGROUND/ALTERNATIVES:

On September 16, 2025, the City Commission approved the special assessments for the following improvement districts:

- Street Improvement District #231 (8th Avenue NW)
- Street Improvement District #235 (2024 Street Rehabilitation)
- Water & Sewer Improvement District #64 (Northwest Trunk Sewer)
- Trails Improvement District #1 (ND 6 Shared Use Trail)
- Trails Improvement District #2 (Old Red Trail Phase I)

On September 18, 2025, the City issued a Request for Proposals to four financial institutions located in Mandan for the banks to provide financing for the City's improvement districts consisting of a 10-year term and a 15-year term. The City received four proposals by the October 2, 2025 deadline. Based on the proposals received, Starion Bank submitted the lowest interest rate of 5.00% for the 10-year term and 5.15% for the 15-year term.

**ATTACHMENTS:**

1. Warrants Resolution
2. Bonds Resolution

**FISCAL IMPACT:**

The proceeds from the sale of Warrants and Bonds will be used to reimburse the City for the costs of the improvements in the following districts:

- Street Improvement District #231 (8th Avenue NW) = \$1,989,483
- Street Improvement District #235 (2024 Street Rehabilitation) = \$5,934,310
- Water & Sewer Improvement District #64 (Northwest Trunk Sewer) = \$197,057
- Trails Improvement District #1 (ND 6 Shared Use Trail) = \$311,269
- Trails Improvement District #2 (Old Red Trail Phase I) = \$285,071

The interest rate from Starion Bank on the Warrants and Bonds will be as follows:

- Street Improvement District #231 (8th Avenue NW) = 5.15%
- Street Improvement District #235 (2024 Street Rehabilitation) = 5.15%
- Water & Sewer Improvement District #64 (Northwest Trunk Sewer) = 5.15%
- Trails Improvement District #1 (ND 6 Shared Use Trail) = 5.00%
- Trails Improvement District #2 (Old Red Trail Phase I) = 5.00%

The terms of the Warrants and Bonds will be as follows:

- Street Improvement District #231 (8th Avenue NW) = 15 years
- Street Improvement District #235 (2024 Street Rehabilitation) = 15 years
- Water and Sewer Improvement District #64 (Northwest Trunk Sewer) = 15 years
- Trails Improvement District #1 (ND 6 Shared Use Trail) = 10 years
- Trails Improvement District #2 (Old Red Trail Phase I) = 10 years

The City will repay the Warrants and Bonds through the collection of special assessments from the improvement districts. The interest rate for the special assessments will be the same as the interest rate for the Warrants and Bonds since the Warrants and Bonds are subject to optional redemption or prepayment as provided in the Resolutions.

**STAFF IMPACT:**

None

**LEGAL REVIEW:**

Arntson Stewart Wegner PC (Bond Counsel) prepared the Resolutions.

**RECOMMENDATION:**

1. To approve the Resolution Creating the Funds of Improvement Districts and Authorizing the Issuance of Improvement Warrants.
2. To approve the Resolution Authorizing the Issuance of \$8,717,190 Refunding Improvement Bonds, Series 2025.

**SUGGESTED MOTION:**

1. I move to approve the Resolution Creating the Funds of Improvement Districts and Authorizing the Issuance of Improvement Warrants.
2. I move to approve the Resolution Authorizing the Issuance of \$8,717,190 Refunding Improvement Bonds, Series 2025.



CITY OF MANDAN, NORTH DAKOTA

**RESOLUTION CREATING THE FUNDS OF IMPROVEMENT DISTRICTS  
AND AUTHORIZING THE ISSUANCE OF IMPROVEMENT WARRANTS**

**BE IT RESOLVED** by the Board of City Commissioners (the "Commission") of the City of Mandan, North Dakota (the "City"), as follows:

**SECTION 1. IMPROVEMENT DISTRICTS.**

**1.01.** It is hereby found, determined and declared that the City has heretofore duly created the following improvement districts within the City:

Street Improvement District #231 (Project #2021-06) (8<sup>th</sup> Avenue NW)  
Street Improvement District #235 (Project #2024-02) (2024 Street Rehabilitation)  
Water and Sewer Improvement District #64 (Project #2023-02) (Northwest Trunk Sewer)  
Trails Improvement District #1 (ND 6 Shared Use Trail)  
Trails Improvement District #2 (Old Red Trail Phase 1)

(collectively, the "Improvement Districts") and has ordered, received and approved plans and specifications, and estimates of the cost, for the construction of the improvements in the Improvement Districts; that the Commission determined the necessity of constructing the improvements; that the Commission having determined protests to be insufficient or having received a petition for improvements, determined the necessity of constructing the improvements; that contracts for construction of the improvements have been duly awarded and executed; that the contracts and contractors bonds have been and are hereby approved; that the improvement have or will be constructed; that the City possesses and has power to exercise through this Commission full and exclusive jurisdiction over all streets and places wherein the improvements are located; that the total cost of the improvements in excess of any other funds on hand and appropriated for the payment of such cost, including reimbursing other funds of the City for any amounts temporarily advanced to meet immediate expenses of the improvements is now estimated to be approximately \$8,717,190; that the total benefits to all lots, tracts and parcels of land liable to be specially assessed for benefits resulting from the improvements in the Improvement Districts will be not less than the cost of the improvements to be assessed against the properties as herein provided; and that all acts, conditions, and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed preliminary to the issuance and sale of the improvement warrants to provide moneys to pay for the improvements have been done, do exist, have happened and have been performed in regular and due form, time and manner as so required.

**1.02.** There is hereby created special funds of the City for the Improvement Districts, designated as follows:

Street Improvement District #231 Fund

Street Improvement District #235 Fund  
Water and Sewer Improvement District #64 Fund  
Trails Improvement District #1 Fund  
Trails Improvement District #2 Fund

(collectively, the "Funds"). The Funds shall be held and administered by the City Administrator separate and apart from all other funds of the City and shall be continued and maintained as herein directed until the warrants issued thereon shall have been fully paid with interest. In such Funds there shall be maintained two separate accounts to be designated as the "Construction Account" and "Principal and Interest Account," respectively.

**1.03.** There shall be credited to the Construction Account in the Fund the proceeds of the sale of the Warrants issued against such Funds except the accrued interest and any other amounts required to be deposited into the Principal and Interest Account. All costs and expenses of making the improvement, including interest coming due during construction, costs of issuance and payment of temporary warrants, shall be paid from time to time as incurred and allowed from the Construction Account, upon construction account warrants signed by the President and City Administrator and moneys in the Construction Account shall be used for no other purpose, provided, that if upon completion of the improvement and approval thereof by the Engineer for the City, and payment of all claims and expenses in respect to the improvement, there shall remain any unexpended balance in the Construction Account, such balance shall be transferred to the Principal and Interest Account and handled and accounted for in the same manner as other moneys in that account.

**1.04.** There shall be credited to the Principal and Interest Account in the Fund the accrued interest on the Warrants drawn on the Funds from the date of the Warrants to the date of delivery thereof to the purchaser, the entire amount of special assessments, any utility revenues appropriated to the Funds and any taxes to be levied with respect to that improvement as herein agreed, and any balance remaining in the Construction Account after completion of the improvement. Moneys in the Principal and Interest Account shall be used only for payment of the principal of and interest on the Warrants drawn against the Funds as such payments become due.

**1.05.** With respect to the Improvement Districts, the City covenants and agrees with all holders of the Warrants on the Funds of the Improvement Districts that it will perform, in accordance with law, all acts and things necessary for the final and valid levy of special assessments against properties within the Improvement Districts benefitted by the improvement, in an aggregate amount equal to the total cost of the improvements to the City, except any portion, not exceeding one-fifth (1/5) of the cost of the improvements and not exceeding any applicable constitutional or statutory debt limit, as the City may determine to pay by the levy of ad valorem taxes upon all taxable property within its corporate limits. Prior to November 1 of each year the City shall determine the amount of sales tax or other revenues, if any, to be appropriated to the Principal and Interest Account to pay the principal and interest on the Warrants coming due in the following year. The City shall direct the Morton County Auditor to reduce, by a proportionate amount, the total amount of special assessments that would otherwise be placed on the tax lists of the City to the extent sales tax or other revenues are appropriated to pay the Warrants. In the event

that the assessment should at any time be held invalid with respect to any lot or tract of land, due to any error, defect or irregularity in any action or proceeding taken or to be taken by the City or by the Commission or by any City officers or employees, whether in the making of the assessment or in the performance of any condition precedent thereto, the City and this Commission covenant and agree that they will forthwith do all such further acts and take all further proceedings as may be required by law to make such assessment a valid and binding lien upon such lot or tract. The City will continue to cause annual certification of balances of special assessments unpaid for the Improvement Districts to be certified for repayment over a period of years, subject to a reduction or extension of such period of time as may be deemed necessary by the City due to collection of assessments, with the first certification and for first collection in the years, as follows, and annually thereafter:

| <u>Improvement District</u>            | <u>Repayment<br/>Period<br/>(Years)</u> | <u>Year Of First<br/>Levy</u> | <u>Year Of First<br/>Collection</u> |
|----------------------------------------|-----------------------------------------|-------------------------------|-------------------------------------|
| Street Improvement District #231       | 15                                      | 2025                          | 2026                                |
| Street Improvement District #235       | 15                                      | 2025                          | 2026                                |
| Water & Sewer Improvement District #64 | 15                                      | 2025                          | 2026                                |
| Trails Improvement District #1         | 10                                      | 2025                          | 2026                                |
| Trails Improvement District #2         | 10                                      | 2025                          | 2026                                |

Installments of the special assessments (and taxes, if any) from time to time remaining unpaid shall bear interest at the rate not exceeding one and one-half percentage points above the interest rate on the Warrants.

**1.06.** The total cost of the improvements for the Improvement Districts, including construction, engineering, administrative, any land or easement acquisition required, and other fees and all other expenses incidental to the completion of the improvements, are estimated to be not less than as follows:

| <u>Fund</u>                            | <u>Principal Amount</u> |
|----------------------------------------|-------------------------|
| Street Improvement District #231       | \$1,989,483             |
| Street Improvement District #235       | \$5,934,310             |
| Water & Sewer Improvement District #64 | \$197,057               |
| Trails Improvement District #1         | \$311,269               |
| Trails Improvement District #2         | \$285,071               |
| <b>TOTAL</b>                           | <b>\$8,717,190</b>      |

**1.07.** With respect to the Funds, the City hereby recognizes its obligation with respect to the Warrants drawn against the Funds, as set forth in Section 40-26-08, North Dakota Century Code ("N.D.C.C."), that whenever all special assessments, utility revenues and taxes, if any, collected for the improvement are insufficient to pay principal of or interest then due on the Warrants, the Commission shall thereupon levy a tax upon all taxable property in the City for the payment of such deficiency; provided, that if the Warrants have been exchanged for refunding

improvement bonds pursuant to the provisions of Chapter 40-27, N.D.C.C., such deficiency tax may be made payable in the years and amounts required to pay the principal of and interest on the refunding improvement bonds as the same become due. Nothing herein contained shall be deemed to limit the power of the City and this Commission under the provisions of the Section 40-26-08, N.D.C.C., to levy a general tax in anticipation of a deficiency considered likely to occur in the Funds within one year. It is hereby declared to be the policy of the City that the Commission will annually review the current requirements and resources of the Fund, at the time of the preparation of and hearing on the City budget, in accordance with the provisions of Chapter 40-40, N.D.C.C., to the end that provision may be made in each annual budget for any deficiency in the Fund which is deemed likely to occur within one year. The City may also use funds in the general fund of the City to cover any deficiency and subsequently reimburse the general fund from future tax collections. Such taxes levied in accordance with the provisions of this paragraph in payment of a deficiency, or in anticipation of a deficiency, shall be paid upon collection into the Principal and Interest Account of the Funds and applied as provided herein.

**1.08.** In anticipation of the collection of special assessments, utility revenues and taxes, if any, and for the purpose of borrowing money to pay the cost of the improvements, the City shall issue its improvement Warrants on the Funds pursuant to N.D.C.C. Chapter 40-24. The Warrants shall be dated November 4, 2025. The Warrants shall be in registered form and shall bear interest from date of issue until paid at the rates set forth below, payable semiannually on each May 1 and November 1, commencing May 1, 2026. Principal shall be paid annually on the first day of May commencing May 1, 2026, with the final principal payment due at maturity, May 1, 2040, pursuant to the schedules set forth in the Warrants. The Warrants shall not be subject to redemption or exchange except through the issuance of refunding improvement bonds in accordance with the provisions of Chapter 40-27, N.D.C.C., for which purpose the Warrants may be redeemed or exchanged on any date at par and accrued interest. The principal of and interest on the Warrants shall be payable at the office of the City Administrator in Mandan, North Dakota. The Warrants drawn on the Funds shall be in the principal amounts set out herein.

\$596,340 @ 5.00% maturing May 1, 2035  
Trails Improvement District #1  
Trails Improvement District #2

\$8,120,850 @ 5.15% maturing May 1, 2040  
Street Improvement District #231  
Street Improvement District #235  
Water & Sewer Improvement District #64

**1.09.** The Commission has received a proposal from Starion Bank, Mandan, North Dakota (the "Bank"), to purchase the Warrants upon the terms and conditions set forth therein and in the Bank proposal dated September 23, 2025. The Commission hereby finds and determines the proposal to be in the best interest of the City. The sale of the Warrants is hereby awarded to the Bank.

## **SECTION 2. WARRANT TERMS, EXECUTION, AND DELIVERY.**

**2.01.** The Warrants shall be designated Definitive Improvement Warrants, Series 2025, dated November 4, 2025.

**2.02.** The Warrants shall be prepared for execution under the direction of the City Administrator and shall be executed on behalf of the City by the signature of the President, countersigned by the City Administrator. When executed, the Warrants shall be delivered by the City Administrator to the Bank upon payment of the purchase price agreed upon, and the Bank shall not be obligated to see to the application of the purchase price.

**2.03.** The City may prepay the Warrants in whole or in part, without incurring any penalty, on any date at a price equal to 100% of the principal amount to be repaid, together with accrued interest thereon to the redemption date.

**2.04.** Books for the registration and for the transfer of the Warrants as provided in this Resolution shall be kept by the City Administrator, who is hereby appointed the Registrar and Paying Agent of the City for the Warrants. Upon surrender for transfer of any Warrant at the principal office of the Registrar duly endorsed for transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing, the City shall execute and the Registrar shall authenticate and deliver in the name of the transferee or transferees a new Warrant for a like aggregate principal amount.

The Registrar shall not be required to (i) transfer or exchange the Warrants during the period of 15 days next preceding any payment date or, (ii) transfer or exchange a Warrant selected, called, or being called for redemption in whole or in part.

## **SECTION 3. FORM OF WARRANTS.**

**3.01.** The Warrants shall be printed in substantially the form on file with the City Administrator.

## **SECTION 4. SINKING FUND AND PLEDGE.**

**4.01.** So long as the Warrants are outstanding and unpaid, the City Administrator shall maintain the Principal and Interest Account as a sinking fund, which may be a separate and special bookkeeping account on the official books and records of the City, to be used for no purpose other than the payment of the principal of and interest on the Warrants and such other obligations of the City as have been or may be directed to be paid from the Principal and Interest Account. The Principal and Interest Account shall be applied as to interest commencing May 1, 2026, and annually thereafter to and including May 1, 2040, and as to principal commencing May 1, 2026, and annually thereafter to and including May 1, 2040, as such principal and interest becomes due.

**4.02.** Moneys on deposit in the Fund may be invested as permitted by the N.D.C.C., provided, however, such investments shall mature at such times and in such amounts as will permit payments on the Warrants when due.

## **SECTION 5. CERTIFICATIONS OF PROCEEDINGS.**

**5.01.** The City Administrator and the Morton County Auditor are authorized and directed to prepare and furnish to the Bank certified copies of all proceedings and records relating to the establishment and construction of the improvements and the operation and maintenance thereof, and the levy of special assessments and taxes therefor and for the issuance of the improvement Warrants, which may be necessary or proper to show the validity and marketability of the Warrants, and all instruments and transcripts so furnished, constitute representations of the City as to the correctness of the facts as stated or recited therein. The City agrees to furnish additional certifications of its officers as are necessary to establish the validity of the Warrants, the absence of litigation materially affecting the issuance of the Warrants and any other certifications or information reasonably necessary to insure marketability and compliance with the conditions of underwriting.

**5.02.** The President and City Administrator in consultation with counsel, are hereby authorized to deliver certificates which cure ambiguities, defects or omissions herein, correct, amend or supplement any provision herein, lessen the obligations of the City hereunder, add to the rights or options of the City, or otherwise make changes to the provisions hereof, all in furtherance of the financing contemplated herein. Any supplemental or amended documents may be executed by City officers without Commission approval.

**5.03.** The Commission authorizes the President and the City Administrator to execute documents relating to the issuance of the Warrants using electronic signatures. The electronic signatures of the President and the City Administrator shall be as valid as an original signature of such official and shall be effective to bind such official to any document relating to the issuance of the Warrants. For purposes hereof, "electronic signature" means a manually signed original signature that is then transmitted by electronic means.

## **SECTION 6. COVENANTS OF CITY; DEFEASANCE.**

**6.01.** If the balance in the Principal and Interest Account should at any time be insufficient to pay all principal and interest then due on the Warrants, such balance shall be used first to pay the interest due, and the remainder shall be applied in payment of the principal due on the Warrants in direct order of maturity years and pro rata as to Warrants installments maturing in the same year.

The City reserves the privilege of refunding any maturity of the Warrants, the payment of which moneys are not at the time available, by issuing new warrants, bonds or notes payable from the Principal and Interest Account, on a parity with those theretofore issued as to interest charges therein, but the maturity of any such new warrants, bonds or notes shall be subsequent to the

maturities of the Warrants payable from the Principal and Interest Account which then remain outstanding.

**6.02.** When the Warrants have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this Resolution shall cease. The City may discharge the Warrants due on any date by depositing with the Bank on or before that date a sum sufficient for the payment thereof in full; or if the Warrants should not be paid when due, the same may nevertheless be discharged by depositing with the Bank a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The City may also discharge the Warrants called for redemption on any date when it is prepayable according to its terms, by depositing with the Bank on or before said date the principal, premium, if any, and interest then coming due.

Dated: October 21, 2025.

**CITY OF MANDAN, NORTH DAKOTA**

Attest:

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

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

The governing body of the City acted on the foregoing resolution at a properly noticed meeting held in Mandan, North Dakota, on October 21, 2025, with the motion for adoption made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and the roll call vote on the motion was as follows:

"Aye" \_\_\_\_\_

"Nay" \_\_\_\_\_

Absent \_\_\_\_\_

Abstain \_\_\_\_\_

CITY OF MANDAN, NORTH DAKOTA

**RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$8,717,190 REFUNDING IMPROVEMENT BONDS, SERIES 2025**

**BE IT RESOLVED** by the Board of City Commissioners (the "Commission") of the City of Mandan, North Dakota (the "City"), as follows:

1. **WARRANTS.** In and by a resolution heretofore adopted this date (the "Warrant Resolution"), the City authorized the issuance of definitive improvement warrants in the aggregate principal amount of \$8,717,190 (the "Warrants") payable from the Funds of Street Improvement District #231, Street Improvement District #235, Water and Sewer Improvement District #64, Trails Improvement District #1, and Trails Improvement District #2 and subject to the terms, provisions and covenants set forth in the Warrant Resolution, which is hereby incorporated herein and made a part hereof.

2. **AUTHORIZATION OF REFUNDING IMPROVEMENT BONDS.** It is hereby found, determined and declared that the improvement Warrants were duly and legally authorized under authority of and in accordance with the provisions of Chapters 40-22 through 40-27 of the North Dakota Century Code ("N.D.C.C."); that there is not at the present time in the Improvement District Funds sufficient money to pay the Warrants drawn thereon with interest, and by the exchange of the Warrants for refunding improvement bonds the interest rate and interest costs thereon will be substantially reduced, and the general tax which the City may become obligated to levy for any deficiencies in the funds can be reduced and equalized, and the burden on the taxpayers and property owners will be substantially reduced; that the Warrants are subject to exchange at the option of the City for the purpose of issuing refunding improvement bonds of the City in accordance with the provisions of Chapter 40-27; that all acts, conditions and things required by the Constitution and laws of the State of North Dakota to be done, to exist, to happen and to be performed precedent to the issuance of the refunding improvement bonds hereinafter described have been done, do exist, have happened and have been performed in due form, time and manner as so required; and that the issuance of the refunding improvement bonds is necessary and expedient and for the best interest of the City and its inhabitants, taxpayers, and the owners of property liable to be assessed for the improvements.

Pursuant to the authority of Chapter 40-27 of the N.D.C.C. and the provisions of this Resolution, a bond of the City of Mandan, North Dakota entitled to the benefits, protection and security of such provisions is hereby authorized in the aggregate principal amount of not to exceed \$8,717,190. The Bonds shall be designated "\$8,717,190 City of Mandan, North Dakota, Refunding Improvement Bonds, Series 2025" (the "Bonds"). The Bonds are issued for the purpose of refunding the Warrants and paying related costs of issuance.

3. **SALE.** The City has received a proposal from Starion Bank, Mandan, North Dakota (the "Bank"), to purchase the Bonds upon the terms and conditions set forth therein. The



President and City Administrator (the "Authorized Officers") are authorized to execute any agreements required by the Bank consistent with this resolution.

**4. TERMS.** The Bonds shall be dated November 4, 2025. The Bonds shall be issued in fully registered form as two term bonds numbered R-1 and R-2. The Bonds shall bear interest from the date of closing until the principal amount of the Bonds are paid, at the rates set forth in Exhibit A hereof. Such interest (computed upon the basis of a 360-day year consisting of twelve months of 30 days each) is payable annually on the first day of May commencing May 1, 2026, as to interest. Principal shall be paid annually on the first day of May commencing May 1, 2026, with the final principal payment due at maturity, May 1, 2040. The principal installments shall be made as set forth in Exhibit A hereto. Interest on the Bonds shall cease at maturity or on a date prior thereto on which the principal installments have been duly called for redemption unless the holder thereof shall present the same for payment and payment is refused. The Bonds shall be payable from the Bond Fund established herein.

Principal of and interest on the Bonds shall be paid in lawful money of the United States by the City Administrator (the "Registrar") by check, wire or other electronic transfer to the name and address of the registered owners as they appear on the Bond Register as of the fifteenth day (whether or not a business day) of the immediately preceding month.

**5. OPTIONAL REDEMPTION.** The Bonds are subject to redemption and prepayment, in whole or in part, and if in part from maturities selected by the City, at the option of the City on any date at a price equal to the principal amount thereof and accrued interest. Not less than thirty (30) days prior to the date specified for redemption and prepayment of any of the Bonds the City will cause notice of call to be mailed to the registered holders thereof.

**6. FORM OF BONDS.** The Bonds shall be in substantially the form on file with the City Administrator.

**7. PREPARATION, EXECUTION AND DELIVERY OF BONDS.** The Bonds shall be initially issued as registered bonds in the name of the Bank. The Bonds shall be printed under the direction of the City Administrator and shall be executed on behalf of the City by the manual signatures of the Authorized Officers. When the Bonds have been prepared and executed, the City Administrator shall deliver the same to the Bank at closing upon receipt of the purchase price. The Bank shall not be obligated to see to the application of the purchase price.

**8. REGISTRATION, TRANSFER AND EXCHANGE.** Books for the registration and for the transfer of the Bonds as provided in this Resolution shall be kept by the City Administrator. Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar duly endorsed for transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing, the City shall execute and the Bond Registrar shall authenticate and deliver in the name of the transferee or transferees a new Bond or Bonds for a like aggregate principal amount.

The Bond Registrar shall not be required to transfer or exchange any Bonds (i) during the period commencing on the fifteenth (15<sup>th</sup>) day of the month next preceding any Interest Payment Date and ending on such Interest Payment Date, (ii) fifteen (15) days before the day for the selection of Bonds to be redeemed or, (ii) selected, called, or being called for redemption in whole or in part.

The Bonds are issuable as registered Bonds without coupons in the denomination of \$1,000 and integral multiples thereof and shall be numbered in consecutive numerical order from R-1 upwards as issued. Subject to the limitations of and upon payment of the charges provided for in this Resolution, registered Bonds may be exchanged for a like aggregate principal amount of other authorized denominations of registered Bonds of the same Series and the same maturity.

As to any Bond, the person in whose name the same shall be registered shall be deemed and regarded by the Bond Registrar, the City and Paying Agent as the absolute owner thereof for all purposes. Payment of or on account of either principal or interest on any Bond shall be made only to or upon the written order of the registered owner thereof or his legal representative and neither the City nor the Bond Registrar nor any Paying Agent shall be affected by any notice to the contrary, but such registration may be changed as hereinabove provided. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums paid.

The Bond Registrar shall require the payment by any bondholder requesting exchange or transfer of a sum sufficient to cover any tax or other governmental charge that may be imposed on the City or the Bond Registrar with respect to such exchange or transfer and a sum sufficient to pay the cost of preparing each new Bond issued upon such exchange or transfer.

**9. 2025 REFUNDING IMPROVEMENT BOND FUND.** There shall be and is hereby created a special fund to be maintained by the City Administrator separate and apart from all other funds of the City to be designated as the 2025 Refunding Improvement Bond Fund (the "Bond Fund"). To the Bond Fund shall be credited the Warrants when received by the City Administrator, which Warrants shall thereupon become and shall thereafter be held as assets of the Bond Fund, and the proceeds of all collections on the Warrants so acquired shall be held by the City in trust for the use and benefit of the holders from time to time of the Bonds herein authorized. The Funds of the Improvement Districts described in the Warrant Resolution shall be continued and payments shall be made therefrom on the Warrants drawn thereon in the same manner as though the Warrants had not been exchanged. All payments of principal and interest made on the Warrant shall be credited to the Bond Fund and shall be used and applied in payment of the principal of and interest on the Bonds as such principal and interest becomes due.

**10. COVENANTS AND AGREEMENTS OF THE CITY.** The City covenants and agrees with the holders from time to time of each of the Bonds, (a) that the Warrants were validly issued, that the special assessments have been assessed or consented to, that the City will annually certify to the Morton County Auditor all uncertified installments of assessments per N.D.C.C. Section 40-24-11 and will take all action under N.D.C.C. Section 40-24-12, and that the City will timely make the principal and interest payments on the Warrants from the special assessments levied and

collected by Morton County; (b) that it will use due diligence to collect the Warrants and special assessments; (c) that it will preserve and enforce for the benefit of the holders of the Bonds all of the rights, powers, and privileges reserved to holders of the Bonds, and all of the covenants of the City provided in the Warrant Resolution; (d) that in the event of a deficiency in the improvement district fund for the payment of principal and interest on Warrants drawn thereon, the City Commission will, at the time and in the manner prescribed by Section 40-26-08, N.D.C.C., levy a tax upon all of the taxable property in the City for the payment of such deficiency; and (e) that if the balance in the Bond Fund should at any time be insufficient to pay all principal and interest then due on the Bonds issued under this Resolution, such balance shall be used first to pay the interest due, and the remainder shall be applied in payment of the principal due on the Bonds in direct order of maturity years and pro rata as to Bonds maturing in the same year. The City reserves the privilege of refunding any of such matured Bonds for the payment of which moneys are not at the time available by issuing new bonds payable from the fund, on a parity with those theretofore issued as to interest charges therein, but the maturity of any such new bonds shall be subsequent to the maturity of all Bonds payable from the fund which then remain outstanding.

**11. DISCHARGE.** When all of the Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this Resolution shall cease. The City may discharge all Bonds due on any date by depositing with the Paying Agent on or before that date a sum sufficient for the payment thereof in full; or if any Bond should not be paid when due, the same may nevertheless be discharged by depositing with the Paying Agent a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The City may also discharge all Bonds at any time by irrevocably depositing in escrow with a suitable bank, for the purpose of paying all principal and interest when due on such Bond, a sum of cash and securities of the types described in Section 40-27-13, N.D.C.C., or deposits in the Bank of North Dakota which, as provided by Section 6-09-10, N.D.C.C., are guaranteed by the state, in such aggregate amount, bearing interest at such rates and maturing or callable at the holder's option on such dates as shall be required to provide funds sufficient for this purpose.

**12. FURNISHING DOCUMENTS.** The Authorized Officers and the Morton County Auditor are authorized and directed to prepare and furnish to the Bank and to the attorneys approving the same, certified copies of all ordinances, resolutions, affidavits or other instruments relating to the establishment and construction of the Improvements and the operation and maintenance thereof, and the levy of special assessments and taxes therefor or the issuance of the Bonds, which may be necessary or proper to show the validity of marketability of the Bonds, and all instruments and transcripts so furnished, constitute representations of the City as to the correctness of the facts as stated or recited therein. The City agrees to furnish additional certifications of its officers as are necessary to establish the validity of the Bonds, the absence of litigation materially affecting the issuance of the Bonds and any other certifications or information reasonably necessary to insure marketability and compliance with the conditions of underwriting. Delivery of the Bonds is subject to the approving opinion of bond counsel and customary closing certificates, including a certificate as to absence of material litigation and an arbitrage certificate.

**13. AMENDMENT OF RESOLUTION.** This Resolution may not be amended without the consent of the Bank.

**14. TAX COVENANTS.** The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit, nor fail to take or permit, any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations, amended regulations and proposed regulations issued thereunder, as now existing or as hereinafter amended or proposed and in effect at the time of such action.

**15. NOT QUALIFIED TAX-EXEMPT OBLIGATIONS.** The Bonds are not designated as "qualified tax-exempt obligations" for purposes of paragraph (3) of Section 265(b) of the Code.

**16. ARBITRAGE.**

(a) Unless and until the regulations under Section 148 of Code have been modified or amended in pertinent part, the City Administrator shall ascertain monthly the amount on deposit in the Principal and Interest Account of the fund of the improvement district referred to in paragraph 1 hereof and in the Bond Fund. If the aggregate amount on deposit in such Principal and Interest Account and in the Bond Fund ever exceeds the aggregate amount of principal and interest due and payable from the Bond Fund within 13 months thereafter (except for a reasonable carryover), such excess shall not be invested except at a yield less than or equal to the yield on the Bonds, based upon their amounts, maturities and interest rates on their dates of issue, computed by the actuarial method.

(b) On the date fixed for the delivery of the Bonds, the President and the City Administrator shall make and file in the office of the City Administrator and deliver to the purchaser a certificate in accordance with the provisions of Section 148 of the Code and Treasury Regulations Sections 1.148-2(b) stating that on the basis of the facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, as such facts, estimates and circumstances are set forth in the certificate, it is not expected that the proceeds of the Bonds will be used in a manner that would cause the Bonds to be arbitrage bonds within the meaning of the Code and Regulations.

**17. CERTIFICATES.** The Authorized Officers, in consultation with counsel, are hereby authorized to deliver certificates which cures ambiguities, defects or omissions herein, correct, amend or supplement any provision herein, all in furtherance of the financing contemplated herein. Any supplemental or amended documents may be executed by the Authorized Officers without Commission approval.

**18. ELECTRONIC SIGNATURES.** The Commission authorizes the Authorized Officers to execute documents relating to the issuance of the Bond using electronic signatures. The electronic signatures of the Authorized Officers shall be as valid as an original signature of such official and shall be effective to bind such official to any document relating to the issuance of the Bond. For purposes hereof, "electronic signature" means a manually signed original signature that is then transmitted by electronic means.

Dated: October 21, 2025.

**CITY OF MANDAN, NORTH DAKOTA**

Attest:

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

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

The governing body of the City acted on the foregoing resolution at a properly noticed meeting held in Mandan, North Dakota, on October 21, 2025, with the motion for adoption made by \_\_\_\_\_ and seconded by \_\_\_\_\_, and the roll call vote on the motion was as follows:

"Aye" \_\_\_\_\_

"Nay" \_\_\_\_\_

Absent \_\_\_\_\_

Abstain \_\_\_\_\_

\$8,717,190  
CITY OF MANDAN, NORTH DAKOTA  
REFUNDING IMPROVEMENT BONDS, SERIES 2025

**SCHEDULE OF MATURITIES AND INTEREST RATES**

Term Bonds

\$596,340 @ 5.00% Term Bond Maturing May 1, 2035

| <u>Year*</u> | <u>Amount</u> |  | <u>Year*</u> | <u>Amount</u> |
|--------------|---------------|--|--------------|---------------|
| 2026         | \$24,870      |  | 2031         | \$62,996      |
| 2027         | \$51,827      |  | 2032         | \$66,145      |
| 2028         | \$54,418      |  | 2033         | \$69,453      |
| 2029         | \$57,139      |  | 2034         | \$72,925      |
| 2030         | \$59,996      |  | 2035         | \$76,571      |

\* May 1 of each year.

\$8,120,850 @ 5.15% Term Bond Maturing May 1, 2040

| <u>Year*</u> | <u>Amount</u> |  | <u>Year*</u> | <u>Amount</u> |
|--------------|---------------|--|--------------|---------------|
| 2026         | \$191,987     |  | 2034         | \$569,017     |
| 2027         | \$400,369     |  | 2035         | \$598,322     |
| 2028         | \$420,988     |  | 2036         | \$629,135     |
| 2029         | \$442,669     |  | 2037         | \$661,536     |
| 2030         | \$465,466     |  | 2038         | \$695,605     |
| 2031         | \$489,438     |  | 2039         | \$731,429     |
| 2032         | \$514,644     |  | 2040         | \$769,097     |
| 2033         | \$541,148     |  |              |               |

\* May 1 of each year.



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch  
**PRESENTER:** Justin Schulz, Assistant Finance Director  
**SUBJECT:** Long-Term Financial Planning Policy

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

To consider the approval of the update to the Long-Term Financial Planning Policy.

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

On August 20, 2024, the City Commission approved to move the Long-Term Financial Planning Policy from three to five years. During the 2025 working sessions, it was recommended that, following the completion of the five-year plan, that the city move to a ten-year plan.

The Budget and Finance Committee recommended to revise the length of the City's long-term financial plan from five years to ten years, along with the department managers to present their long-term plans to the City Administrator and their portfolio Commissioner prior to the City Commission working session(s). Following the working session(s), the Budget and Finance Committee will establish funding recommendations for the long-term plans. The Budget and Finance Committee will then present the funding recommendations at a special City Commission meeting to adopt the long-term plans.

#### **ATTACHMENTS:**

1. Long-Term Financial Planning Policy - REVISED 21Oct2025

#### **FISCAL IMPACT:**

No fiscal impact to update the Long-Term Financial Planning Policy

#### **STAFF IMPACT:**

Significant staff impact may be required for certain departments to annually prepare and update the long-term plans and for presenting the long-term plans to the City

Commission. The finance department staff is also impacted by computing the ongoing cash flow projections for major funds and by providing various funding options to address the budget requests from department managers and the spending priorities set forth by the City Commission.

**LEGAL REVIEW:**

Submitted to the City Attorney for review.

**RECOMMENDATION:**

To approve the update to the Long-Term Financial Planning Policy.

**SUGGESTED MOTION:**

I move to approve the update to the Long-Term Financial Planning Policy.



# LONG-TERM FINANCIAL PLANNING POLICY

## Why a Policy on Long-Term Financial Planning is important

The City of Mandan adopts an annual budget. A balanced budget is critical, but it only looks one year into the future. A thriving community requires a long-term perspective because financial challenges are often created over many years and can take more than a year to solve. A long-term financial plan and budget allows the City to remain mindful of its long-term financial health.

## Length of the Financial Plan

The City will forecast operating revenues, expenses, and financial position at least **five ten** years into the future. **The length of the financial plan will be longer if five years is not enough to address issues that are a threat to the financial health of the City.**

## Frequency of Financial Planning

The long-term financial plan will be updated annually before the budget process to inform decision-makers of the City's financial position going into budget discussions.

## Scope of the Financial Plan

The long-term financial plan will include all major funds of the City. Department managers are to prepare and update a long-term plan for personnel and machinery & equipment or capital requests for the next **five ten** fiscal years. The engineering and public works departments are to prepare and update a long-term capital improvement plan for infrastructure projects for the next **five ten** fiscal years. Department managers are to present the long-term plans to the **City Commission City Administrator and their portfolio Commissioner. for review and for the City Commission to determine the spending priorities for long-term financial planning purposes. The City Commission will conduct a working session(s) with the City Administrator and department managers to review and discuss the long-term plans, and the Budget & Finance Committee will present funding recommendations for the long-term plans.**

## Assumptions and Analysis

The City's finance department will prepare a forecast that is based on assumptions that best reflect the status quo condition of the City. The forecast will not assume any major changes in policy where such change is speculative. Other assumptions behind the forecast will be made clear. This includes assumed growth rates in operating revenues and expenses. It also includes assumptions about forces that impact operating revenues and expenses. Examples might include changes in population, property values, taxable sales and purchases, federal & state grants and shared revenues, salaries and benefits, O&M costs, etc.

## Long-Term Financial Plan

The goal of the City is for the financial plan to be balanced over the time period of the forecast. Therefore, the City will maintain a long-term financial plan that describes how the City will achieve and/or maintain balance over a multi-year period.



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Highway Safety Improvement Program (HSIP) grant application for Sunset & 27th Roundabout

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

To submit an application to the MPO for the HSIP grant to construct a roundabout at the intersection of Sunset Drive and 27th Street.

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

As identified in the 5-year CIP, the plan is to construct a roundabout at the intersection of Sunset Drive and 27th Street. The area surrounding Sunset Drive and 27th St NW is continuing to develop and grow. Traffic improvements are necessary to calm traffic during peak hours. The area has several businesses, hotels, and schools. The grant application is for fiscal year 2030, which is the same year that is listed in the CIP.

#### **ATTACHMENTS:**

1. CIP Sheets
2. Genral Map
3. Supporting documents
4. Updated Cost Esitmate

#### **FISCAL IMPACT:**

The total project cost is estimated to be approximately 2.7 million. If HSIP funding is awarded, the project would have 90% Federal Funding. As represented in the 5-year CIP, the remaining is planned to be paid for through special assessments.

#### **STAFF IMPACT:**

Staff will spend time submitting a grant application to the MPO.

#### **LEGAL REVIEW:**

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider submitting a Highway Safety Improvement Program grant application to the Metropolitan Planning Organization

Page 2 of 2

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

**RECOMMENDATION:**

To authorize the Engineering Department to submit an HSIP application for the Sunset & 27th roundabout to the MPO.

**SUGGESTED MOTION:**

I move to authorize the Engineering Department to submit a Highway Safety Improvement Program application for the Sunset Drive & 27th Street roundabout.



CAPITAL IMPROVEMENT PLAN - PROJECT SUMMARY

Owner ID  
N/A

City of Mandan, ND  
Sunset Drive/27th St NW Roundabout

2030  
Estimated Year

PURPOSE AND NEED

The area surrounding Sunset Drive and 27th St NW is continuing to develop and grow. Traffic improvements are necessary to calm traffic during peak hours. The area has several businesses, hotels, and schools in the area.

|              |
|--------------|
| CIP Status   |
| NE           |
| Phase        |
| Concept      |
| 5% Complete  |
| Priority     |
| Low          |
| Category     |
| Urbanization |
| Department   |
| Engineering  |

SCOPE

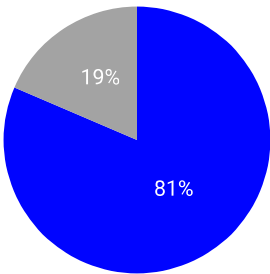
The project scope includes installation of a roundabout and any roadway improvements necessary to complete the project.

\$3,250,000  
Total Project Cost

FUNDING INFORMATION

\*Cost includes 5% inflation per year

|                     |           |                 |             |
|---------------------|-----------|-----------------|-------------|
| Local Funding       | \$603,119 | Outside Funding | \$2,646,881 |
| Special Assessments | \$603,119 | Federal (DOT)   | \$2,646,881 |

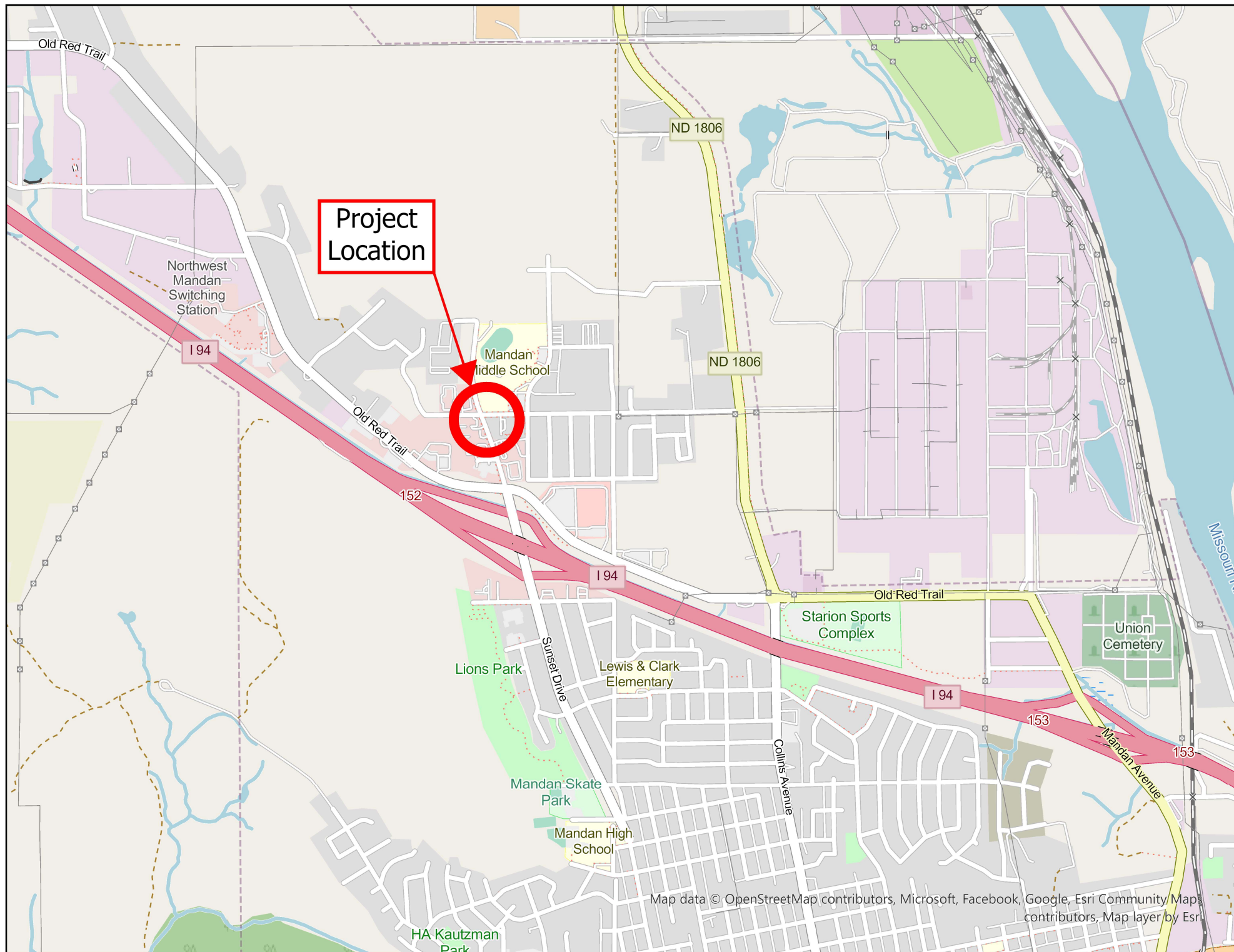


PROJECT LOCATION



PROJECT PICTURES

No Project Pictures



Map data © OpenStreetMap contributors, Microsoft, Facebook, Google, Esri Community Maps contributors, Map layer by Esri



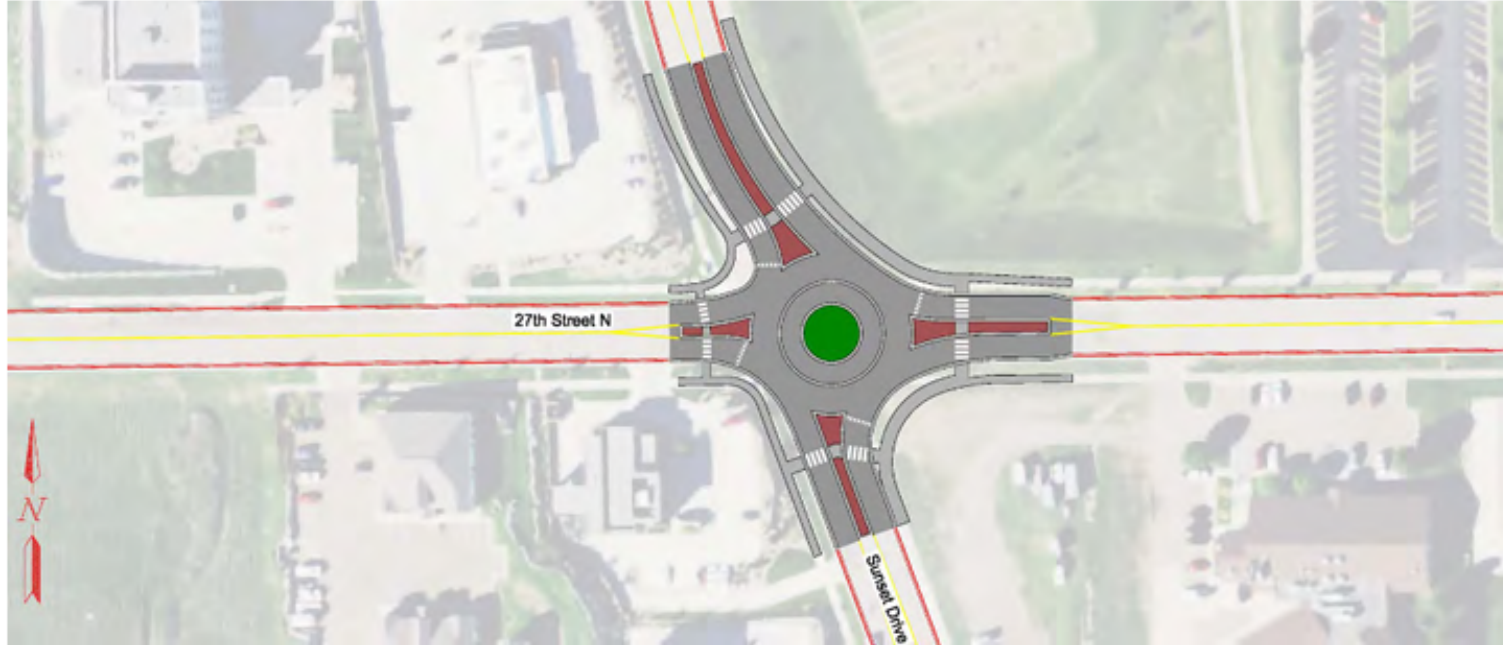


Figure 1, Proposed Roundabout concept from the 2023 Sunset Drive Corridor Study

| Sunset Dr Intersection | Traffic Control | Mainline Operations (PM) | Side Street Operations (PM) | Notes                                                                               |
|------------------------|-----------------|--------------------------|-----------------------------|-------------------------------------------------------------------------------------|
| 27 <sup>th</sup> St NW | SSS             | A (5 sec)                | <b>F (100+ sec)</b>         | Either a traffic signal or roundabout would increase the <b>LOS to C or better.</b> |

Figure 2, Information presented regarding roundabout in the 2023 Sunset Drive Corridor Study

|            |              |                            |  |            |             |             |        |             |           |
|------------|--------------|----------------------------|--|------------|-------------|-------------|--------|-------------|-----------|
| <b>105</b> | Sunset Drive | 27 <sup>th</sup> Street NW |  | Roundabout | \$2,250,000 | \$2,960,000 | Mandan | \$2,664,000 | \$296,000 |
|------------|--------------|----------------------------|--|------------|-------------|-------------|--------|-------------|-----------|

The 27th Street intersection should reserve enough right-of-way to accommodate both traffic control options, specifically a roundabout since it requires the most. Per Figure 5 on page 6 the roundabout could take advantage of the undeveloped land east of the intersection and place a centroid of the possible roundabout at 46° 51' 00.40" N, 100° 54' 34.30" E with a radius of 80 feet. See Figure 7 for roundabout setbacks.



| Item                 | Unit | Quantity | Unit Price    | Cost          |
|----------------------|------|----------|---------------|---------------|
| Remove Pavement      | SY   | 1270     | \$ 40.00      | \$ 60,000.00  |
| Remove curb & Gutter | LF   | 600      | \$ 20.00      | \$ 12,000.00  |
| Remove Sidewalk      | SY   | 400      | \$ 20.00      | \$ 8,000.00   |
| Removal of Inlets    | EA   | 4        | \$ 1,920.00   | \$ 8,000.00   |
| Concrete Pavement    | SY   | 3220     | \$ 200.00     | \$ 700,000.00 |
| Curb & Gutter        | LF   | 1400     | \$ 50.00      | \$ 70,000.00  |
| Stamped Concrete     | SY   | 600      | \$ 220.00     | \$ 140,000.00 |
| Aggregate Base       | CY   | 1240     | \$ 110.00     | \$ 140,000.00 |
| Sidewalk             | SY   | 400      | \$ 90.00      | \$ 40,000.00  |
| Turf Establishment   | LSUM | 1        | \$ 63,820.00  | \$ 70,000.00  |
| Earthwork            | CY   | 1200     | \$ 20.00      | \$ 30,000.00  |
| Inlets               | EA   | 4        | \$ 10,220.00  | \$ 50,000.00  |
| striping             | LF   | 500      | \$ 10.00      | \$ 5,000.00   |
| Signing              | LSUM | 1        | \$ 6,390.00   | \$ 7,000.00   |
| Traffic Control      | LSUM | 1        | \$ 38,290.00  | \$ 40,000.00  |
| Mobilization         | LSUM | 1        | \$ 240,000.00 | \$ 240,000.00 |
| Lighting             | EA   | 8        | \$ 3,200.00   | \$ 30,000.00  |
| ROW                  | LSUM | 1        | \$ 130,000.00 | \$ 130,000.00 |

|                           |                 |
|---------------------------|-----------------|
| Construction Subtotal     | \$ 1,780,000.00 |
| Engineering & Legal (20%) | \$ 356,000.00   |
| Contingencies (30%)       | \$ 534,000.00   |
| Total Project Cost        | \$ 2,670,000.00 |



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 14, 2025  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Urban Grant Program application for phase 2 of the 1st street improvements.

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

To submit an urban grant program application to the Metropolitan Planning Organization for phase 2 of the 1st Street improvement project.

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

The primary goal and objective of the entire project is to reconstruct 1st Street NW and several Avenues in the core downtown area of Mandan. Construction is intended to occur in three phases in order to utilize Urban Grant Program (UGP) funding and for the City of Mandan to provide the local match required from available funds. Phase 1 utilized UGP funding that was granted for FY 2026. This application is for Phase 2 in fiscal year 2029. The City intends to submit another UGP application for Phase 3 with the next UGP grant cycle. This project is outlined in the City's 5-year CIP.

#### **ATTACHMENTS:**

1. 20251013-MandanDowntown-Phase2-UrbanGrantProgram-FY29-Application-toCity

#### **FISCAL IMPACT:**

Phase 2 total project cost is estimated to be \$6.2 million dollars. The city is applying for \$3.75 million dollars in UGP funds. The remaining project cost would be paid for through a combination of Municipal Infrastructure Funds, Utility Funds, Sales tax funds, Department of Water Resources funds and special assessments, similar to how Phase 1 of the project is being funded.

#### **STAFF IMPACT:**

Minimal.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

To authorize the Engineering Department to submit an Urban Grant Program application to the MPO for phase 2 of the downtown street improvement district.

**SUGGESTED MOTION:**

I move to authorize the Engineering Department to submit an Urban Grant Program application for Phase 2 of the Downtown Street Improvement project.

# Urban Grant Program Application

## Coversheet

### LPA

City of Mandan

### Contact Person (Name and Title)

Jarek Wigness, City Engineer

### Address

205 2nd Avenue Northwest, Mandan, ND 58554

### Telephone

701-667-3227

### Email

Jarek.wigness@cityofmandan.com

### Project Name

Mandan Downtown 1st Street and Avenues Reconstruct (Phase 2)

### LPA Applicant Signature (Highest Elected Official)

\_\_\_\_\_ James Froelich, Mayor

### NDDOT District Engineer Signature if project is located on/impacts a State Highway

\_\_\_\_\_

### Date Submitted

12/31/2025

### Required Attachments:

- ☒ Relevant excerpts from adopted plans   ☒ Project location map   ☒ Cross Section of Roadway/facility  
☒ Map of underground utilities (water, sanitary sewer)

### Optional Attachments:

- ☒ Other Attachments (describe)   ☒ Relevant supporting data, pictures, graphics, and/or visual aids

Detailed Total Project Cost Breakdown dated October 2025

### For NDDOT use only:

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

Is this Project Title 23 Code of Federal Regulation Eligible including location on a federal aid route?

Yes ☐      No ☐

## General Project Information

### Project Description (include location and scope of work)

The primary goal and objective of the entire project is to reconstruct 1<sup>st</sup> Street NW and several Avenues in the core downtown area of Mandan (see Appendix A). Construction is intended to occur in three phases in order to utilize Urban Grant Program (UGP) funding and for the City of Mandan (City) to provide the local match required from available funds. Phase 1 utilized UGP funding that was granted for FY 2026. Per UGP Policy, the City will ensure each construction phase has stand-alone or independent utility and does not require the completion of other phase(s) to meet the project's intended purpose or function. As this application is for Phases 2, the City intends to submit another UGP application for Phase 3 with the next UGP grant cycle, and understands it will need to compete with other projects on an equal basis.

A full reconstruct is needed as opposed to a less intense approach, such as a mill and overlay. This is due to:

- Current road conditions so deteriorated that a mill and overlay would not be a sufficient or cost-effective
- Curb, gutter, and sidewalk conditions are in very poor condition, and not all meet ADA compliance
- Watermain under these Avenues needs replacement

The proposed project will also provide beautification elements such as landscaping and streetscape improvements integrated throughout. The Project will continue incorporating features like the Main Street project (2019) and 1st Street NW project (2026 – Phase 1). Examples of items planned are in Appendix E.

As a demonstration of its commitment to the project as a priority, the City has already expended \$600,000 of local funds to-date to complete design and boundary surveys, preliminary environmental studies, data collection, preliminary engineering and detailed cost analyses. This work occurred in 2020 to determine project phases and primarily in 2025 with Phase 1 final design, to be constructed in 2026.

### Total Project Cost

Phase 2 total project cost including contingency, design and construction engineering is estimated to be \$5.9M with Phase 2 participating estimate, including engineering, is \$5.2M. In addition to the participating items, the city also plans to replace watermain in this area for a cost of about \$0.7M and understands that those costs cannot be shared through this program. Refer to the Cost Estimate section below and attached detailed cost estimate for more information (see Appendix F).

### Amount of Grant Funds Requested (cannot exceed 80% of total project cost)

\$3.5M

## Competitive Criteria

1. **Community Need for Project:** Explain why the project is needed including appropriate detail. Include any 100% locally funded components of the project. Documentation of information to support the need such as relevant data, existing and projected conditions, and any related analysis through studies or reports would be appropriate to identify in this section. Attachments such as but not limited to: maps, pictures, other graphics; and supporting data demonstrating the need for the project is encouraged.

The City, in partnership with the Bismarck-Mandan Metropolitan Planning Organization (BMMPO), previously completed the Study in late 2016, and many of the existing problems were discussed by the Study's steering committee members. City staff had three actively engaged representatives that participated in the Study's steering committee and continue in that ad hoc capacity today by participating in beautification discussions

regarding the downtown area. Some reoccurring concerns from the meetings, which have also been expressed since the Study was completed, include:

- Poor pavement conditions of Avenues in the core downtown area (Appendix C).
- Poor sidewalk conditions of Avenues in the core downtown area. Many which are non-compliant with ADA requirements, as illustrated in Figure 187 from the Study draft plan (Appendix C).
- Unsightly downtown infrastructure (streets and sidewalks), as illustrated in Appendix D.
- Requests have been made for the possibility of using Avenue sidewalks for patron seating areas if infrastructure improvements are made.

With the above concerns in mind, along with a desire to make Mandan's core downtown area more pedestrian friendly for all users, the Study team provided ideas to revitalize the downtown Avenues. The ideas for the Avenues have not yet been developed to the level of detail of our primary corridors (Main Street and 1<sup>st</sup> Street), but the Study has brought forward ideas with a welcoming environment in mind to revitalize and make the core downtown area more pedestrian friendly.

Addressing the condition of the road segments targeted for this project, pavement condition studies done in both 2012 and 2016 show predominately poor conditions for these segments.

2. **Community Impact of Project:** Describe how the project will offer significant long-term value to the community specifically in addressing the following program objectives (a-f):

**a) Preserve existing transportation assets**

The project will reconstruct existing core downtown roadways with pedestrian safety improvements and beautification enhancements. Streets are one of our most valuable assets in the community as they accommodate all modes of transportation in the heart of the city.

**b) Ensure safety of all users of the transportation system**

The Project will improve deficiencies in the sidewalk system on all reconstructed streets to meet ADA compliance requirements. We will explore the widening of sidewalks during preliminary design to see if that would be the best approach for the City, while balancing roadway needs. Safety for pedestrians will be increased by shortening crossing distance at intersections with bump-outs. We are not calling for drastic changes to vehicle operation on the avenues with this plan.

**c) Improve multi-modal transportation options such as walking, bicycling, and public transportation**

The improved safety, aesthetics, and ADA accessibility enhancements of the project will greatly improve the accessibility for all users of multi-modal transportation to access downtown Mandan. As a result, we anticipate these changes will promote more pedestrians, bicyclists, and users of public transportation to frequent downtown Mandan to access goods and services.

**d) Enhance the economic vitality of the area by providing transportation assets that support: revitalization efforts; development of vacant or underutilized parcels within existing urban areas; and/or redevelopment of established portions of communities**

The project will have a positive effect on revitalizing downtown Mandan. It will improve accessibility for all users of multi-modal transportation and accommodate the area for goods and services which will stimulate the downtown economic growth.

There have been many positive developments recently in downtown Mandan highlighted by improvements to Main Street (a UGP recipient), major improvements to Dykshoorn Park, just on the south side of Main Street and many new service-oriented businesses choosing downtown Mandan. Phase 2 will aim to capitalize on and extend that success further within our core downtown area.

**e) Support economically sustainable growth, lessening the need for outward expansion of community transportation infrastructure and associated services**

This project will make downtown Mandan more accessible, with the anticipation that these improvements will help drive more commercial investment to the heart of downtown resulting in a decreased need for that investment to expand to the fringes of the city.

3. **Consistency with an LPA Associated Plan:** Document linkage between the proposed project and a publicly accepted/adopted plan(s) and/or public involvement process. Clear linkage should be demonstrated between the proposed project and the associated public acceptance/support which would include documenting the reference(s) in the plan and/or public involvement process and attach relevant excerpts. Examples of publicly accepted/adopted plans include but are not limited to: Community Comprehensive Plan; Downtown Master Plan; Neighborhood/Subarea/Corridor Plan; Bicycle/Pedestrian Plan; Housing Plan; Long Range Transportation Plan; Transit Development Plan; and/or Renaissance Zone Plan. A stand-alone public involvement process which demonstrates community support for the specific project is also acceptable and should be documented in the application.

This project is inspired by several LPA plans that promote an active and thriving community. A summary of key objectives and relevant excerpts from these plans are included below:

Mandan Downtown Subarea Study (2018)

- The Study was led by the BMMPO in partnership with the City. The Study received final approval from both the City Commission and the Metropolitan Planning Organization Policy Board.
- Public and stakeholder involvement occurred regularly throughout the study process. The following includes a summary of different types of engagement:
  - Monthly briefs with MPO Technical Advisory Committee and Policy Boards
  - Six focus groups with 44 attendees
  - Presentations to the Mandan Progress Organization and Mandan City Commission
  - Public input and Steering Committee meetings
  - Online survey taken by 186 members of the community and project website with more than 3,500 unique visitors

Bismarck-Mandan Bicycle & Pedestrian Plan (2017)

- The route for the Mandan walk audit were within the core downtown
- Intersection concerns were a common theme along the audit alignment and were determined to be problematic within the business district located along 1st Street NW. Proper pedestrian visibility within intersections was difficult due to wide roadways and deep setbacks of sidewalks.

Renaissance Zone Plan (2005)

- The Renaissance Zone program is to revitalize communities in our state and encourage development through tax incentives.
- Mandan City Commission approved a ten-year renewal on August 5, 2025.

More information located in Appendix C and found on the City's website: <https://www.cityofmandan.com/plans>

4. **Project Support of Urban Core/Central Business District:** Projects which directly support the urban core/central business district (CBD) will be given preferential consideration. Identify the project location and how it will support the urban core/CBD. (Attach 8.5" x 11" or 11" x 17" color map depicting project location in relation to urban core/CBD)

Project location map, existing municipal utilities, and urban core figures are included in Appendices A – C. Separate phases are represented by different colors on both maps.

5. **Projects that Maximize the Return on Investment from Public Funds:** Projects which can demonstrate a positive private return on investment of public funds will be given preferential consideration. Examples of this may include but not be limited to increased retail sales, new jobs, and/or new dwelling units anticipated as a direct result of the proposed project.

The City has already laid the groundwork in revitalizing downtown Mandan and continues to do so through various projects. Some examples include the investments incentive programs such as the restaurant sales tax incentive and the Renaissance Zone building improvements program (Appendix C). More recently, the City purchased property that sat vacant for years between 4<sup>th</sup> and 6<sup>th</sup> Avenues just north of Main, and since then a prominent retail store and locally owned restaurant have relocated to this area. This project fits well with the previous efforts to improve vibrancy of our downtown area while allowing us to realize significant economic benefits.

## Existing Conditions

(information requested in this section may not be appropriate for all project types)

### Functional Classification of Roadway

1<sup>st</sup> Street NW is a minor arterial. The avenues identified are collectors.

### Cross Section of Roadway (attach graphics depicting current dimensions and key roadway elements)

Avenues are approximately 60 feet wide from face of curb to face of curb with angled parking allowed on both sides and one driving lane in each direction, unstriped. They are typically lined with sidewalk against the curb and gutter. The sidewalk is about 10 feet wide except for where a basement access was allowed to protrude out into the sidewalk space. Appendix D shows existing conditions for each block and includes a typical cross section of these segments.

### Pavement rating or condition

Avenues are unsatisfactory and 1<sup>st</sup> Street NW is mostly classified as degraded according to the 2012 Mandan State of the Streets Technical Report.

[https://www.cityofmandan.com/vertical/sites/%7B38C3EFDC-F4D8-4D02-9E13-0987A081A7A4%7D/uploads/Dynatest\\_PCI.pdf](https://www.cityofmandan.com/vertical/sites/%7B38C3EFDC-F4D8-4D02-9E13-0987A081A7A4%7D/uploads/Dynatest_PCI.pdf)

Appendix C includes the Pavement Condition Index (PCI) map.

### Year of Last Federal Investment at this Location

2023.

### When was the current section built?

Record not found.



**Year last surfaced or received maintenance?**

1998.

**Lighting**

Yes. A mix of LED and high-pressure sodium.

**Signals**

No.

**Crash Rate or Number of Crashes?**

Minimal concern within the corridors of this project.

**Other Known Safety Concerns?**

Yes. Pedestrian crossing conflicts, poor bicycling conditions, and non-compliant ADA accessibility.

**Is parking allowed and what type?**

Yes. Predominately angled parking.

**Are there any bridges, box culverts, etc. within the project corridor?**

No.

**What is the condition of the existing sanitary sewer, storm sewer, and water lines?**

Watermain needs replacement under much of the proposed project area, and possibly sanitary sewer unless we accomplish that with trenchless methods. That decision has yet to be made. It is anticipated that a fair amount of storm inlet work will be needed and about 750 feet of storm sewer main replacement as well.

**Are there any Access points to adjoining property that present a special concern?**

None of particular concern.

**Bicycle/Pedestrian Facilities (Sidewalk, shared use paths, bicycle lanes)?**

Sidewalk of varying widths along most of these corridors. An important element of this project would be to make sure sidewalks meet ADA compliance standards and that they fit with the goal of creating a more accessible district.

**Is there an existing transit or other public transportation facility or route located within the project limits?**

The Capital Area Transit (CAT) fixed route service comes within a block of the west side of the project limits.

**Does a RR crossing or RR facility exist within the project limits?**

No. BNSF main line and rail yard is a couple blocks south of most of this work, just south of Main Street.

## Proposed Improvements

(information requested in this section may not be appropriate for all project types)

**What are the proposed Improvements (specific scope of work)?**

This project's main goal and objective is to reconstruct 1<sup>st</sup> Street NW from east of 4<sup>th</sup> Avenue NW to 2<sup>nd</sup> Avenue NW intersection, in addition to 3<sup>rd</sup> Avenue NW and 4<sup>th</sup> Avenue NW between Main Street and 1<sup>st</sup> Street NW, within the core downtown area of Mandan. The proposed project will entail new pavement, beautification elements such as landscaping and streetscape improvements, pedestrian facilities, lighting, as well as replacement of municipal utility infrastructure as needed. As described above, the City's intent is to phase these improvements.

**Proposed Length**

Approximately 4,500 feet for the 3 phases of the project. Approximately 1,900 feet for Phase 1, approximately 1,600 feet for anticipated Phase 2 (this application), and approximately 1,300 feet for anticipated Phase 3.

**Proposed Cross Section (attach graphics depicting current dimensions and key roadway elements)**

Proposed cross sections will be similar to the existing as seen above. During preliminary design, we will evaluate sidewalk widths vs. roadway widths to determine if changes will help accomplish the goal of making the district more pedestrian friendly. Changes to the existing cross sections are not anticipated to be major in nature.

**Proposed Surfacing Type**

The preferred surfacing will be concrete pavement. The estimate provided reflects all concrete surface.

**Proposed Lighting, if applicable**

We prefer to incorporate new LED lighting into this project. We will explore decorative where it makes sense.

**Proposed Traffic Signals or Pedestrian Beacons**

No.

**Proposed Safety Improvements**

Reconstruct sidewalks to meet ADA compliance. Update signage and pavement markings to make traffic flow clearer to all modes of transportation. Evaluate opportunities to improve parking configurations.

**Proposed Intersection Improvements**

Intersection warrants concluded that existing traffic controls are sufficient during Phase 1 preliminary design. Roundabouts were considered and not anticipated for Phase 2. Alternatively, curb bulb outs at 1<sup>st</sup> Street intersections are planned with improvements to sidewalk ramps as well.

**Proposed Traffic Calming Measures**

Urban design elements to narrow the feel of the corridor, such as planters and bulb outs, will be considered.

**Will parking be allowed and type?**

Yes. We will keep angled parking for some the corridor and consider parallel parking for sections that are restricted by encroaching elements within the roadway right-of-way.

**Will any bridges, box culverts, etc. be built/replaced within the project corridor and how will they be modified?**

No.

**Will any private or public utilities, water lines, sanitary sewer, and/or storm sewer lines need to be replaced or worked on with this project? Have private utilities been coordinated with?**

Yes, most of the watermain under many of these streets will need to be replaced. Also, expect that a decent amount of the storm sewer will need to be replaced that runs under many of these streets. Sanitary sewer replacement should be minimal since it mostly runs through alleys in the project area. What does not could be done with trenchless technologies. Private companies with utilities within Phase 1 have been informed that the City intends to continue downtown reconstruction eastward. Future coordination with them will occur throughout the design process.

**Are there any access points along the project corridor that need to be addressed for mobility or safety concerns?**

Access points near roadway intersections will be evaluated. Potential closures would apply to properties that have alternate or multiple accesses.

**Will a Sidewalk, shared use path, or biker lane be installed or replaced?**

Yes. Most of the sidewalk along these streets are in poor condition and in need of replacement.

**Proposed ADA improvements**

Currently, there are many areas of non-compliance as previously stated. We will bring all sidewalk within these project limits up to ADA compliance.

**Proposed transit improvements**

None anticipated.

**Proposed Railroad Crossing Work**

No.

**Proposed Aesthetic Improvements**

The proposed project will provide beautification elements such as landscaping and streetscape improvements integrated throughout. The Project will incorporate examples highlighted in the Downtown Subarea Study (Study) that will work best for the streets and avenues once the project gets to final design. Examples of items planned to incorporate included in Appendix X.

## Environmental/Cultural Issues on the proposed Projects

Identify *Yes*, *No*, or *Unknown* for each environmental/cultural issue. If *Yes*, provide a brief description of the issue in the *Comments* box.

**Agricultural, Archeological sites, and/or Historical sites**

None anticipated.

**Lakes, waterways, floodplains, wetlands**

No.

**Stormwater management**

Updated stormwater facilities throughout planned. However, no major stormwater issues exist in this particular project area.

**Hazardous materials**

The project area is in direct correlation with the diesel spill recovery effort that has been ongoing for over 10 years. The recovery has been a great success with complete recovery, and wells have been retired.

**Endangered/threatened/migratory species**

None.

**Section 4(f)** (Refers to the use of publicly owned park and recreational lands, wildlife and waterfowl refuges, and significant historical or archeological sites in transportation project development.)

Areas of the project are located within a historical district, and some architectural sites are directly adjacent (Appendix C).

**Section 6(f)** (Refers to Land and Water Conservation Fund (LWCF) Act - the conversion to other use of lands or facilities acquired with LWCF Act funds and requires replacement of used land with lands of equal value and use.)

None known of.

**Through/adjacent to tribal land**

None known of.

**Additional comments on Environmental/Cultural Issues section**

Historic nature being in the core downtown area of the City.

## Miscellaneous Issues of Proposed Improvements

### Construction Restrictions (*migratory bird, local events, etc.*)

Mandan Progress Organization events occur typically about five or six weekends over the summer months. During construction, we would want to be cognizant of those and prepare accordingly.

### Right-of-Way Required (*parcels, owners, relocations, etc.*) (NOTE: It is recommended that local funds be used to acquire right-of-way on the LPA system.)

None anticipated. However, full reconstruction of all sidewalks will be right up to the property line with zero building setbacks in many cases. Will need to be cognizant of that throughout.

### Proposed Traffic Control during Construction

Temporary traffic control will be utilized to get the public through the site. Closures are expected since the project is a full reconstruct. The City will coordinate with the property owners and businesses as much as possible.

### Ineligible Project Items

We recognize that the watermain replacement and any sanitary sewer work will all need to be locally funded. We may want to address the condition of our alleyways at the same time as well. If so, we recognize that will be locally funded as well.

### Additional comments on Miscellaneous Issues section

None.

## Cost Estimate

**Itemized Project Cost Estimate (For roadway projects this might include things like preliminary engineering, right-of-way, utilities, construction, construction engineering, bridges, and miscellaneous. For other types of projects include relevant items. Rows can be added as to the following table as necessary).**

| Item                                                         | Total<br>(Phase 2) | Federal<br>(Phase 2) | State<br>(Phase 2) | Local<br>(Phase 2) |
|--------------------------------------------------------------|--------------------|----------------------|--------------------|--------------------|
| Preliminary & Final Engineering                              | \$391,181          | \$0                  | \$0                | \$391,181          |
| Eligible Item Construction and Contingency                   | \$4,694,176        | \$3,755,341          | \$0                | \$938,835          |
| Construction Engineering                                     | \$391,181          | \$0                  | \$0                | \$391,181          |
| Subtotal – UGP Eligible (Participating)                      | \$5,476,538        | \$3,755,341          | \$0                | \$1,721,197        |
|                                                              |                    |                      |                    |                    |
| Watermain Replacement (Engineering and contingency included) | \$742,430          | \$0                  | \$0                | \$742,430          |
| Temporary Construction Easement                              | \$20,000           | \$0                  | \$0                | \$20,000           |
| Totals                                                       | \$6,238,968        | \$3,755,341          | \$0                | \$2,483,627        |

Appendix F includes a preliminary detailed cost estimate.

### What is the source of the local funds?

City-wide sales/property taxes and special assessments to benefiting properties. If Municipal Infrastructure Funds are deposited as scheduled, we plan to ask our commission about the possibility of applying those as well.



# MANDAN DOWNTOWN

## PROJECT LOCATION & PHASES



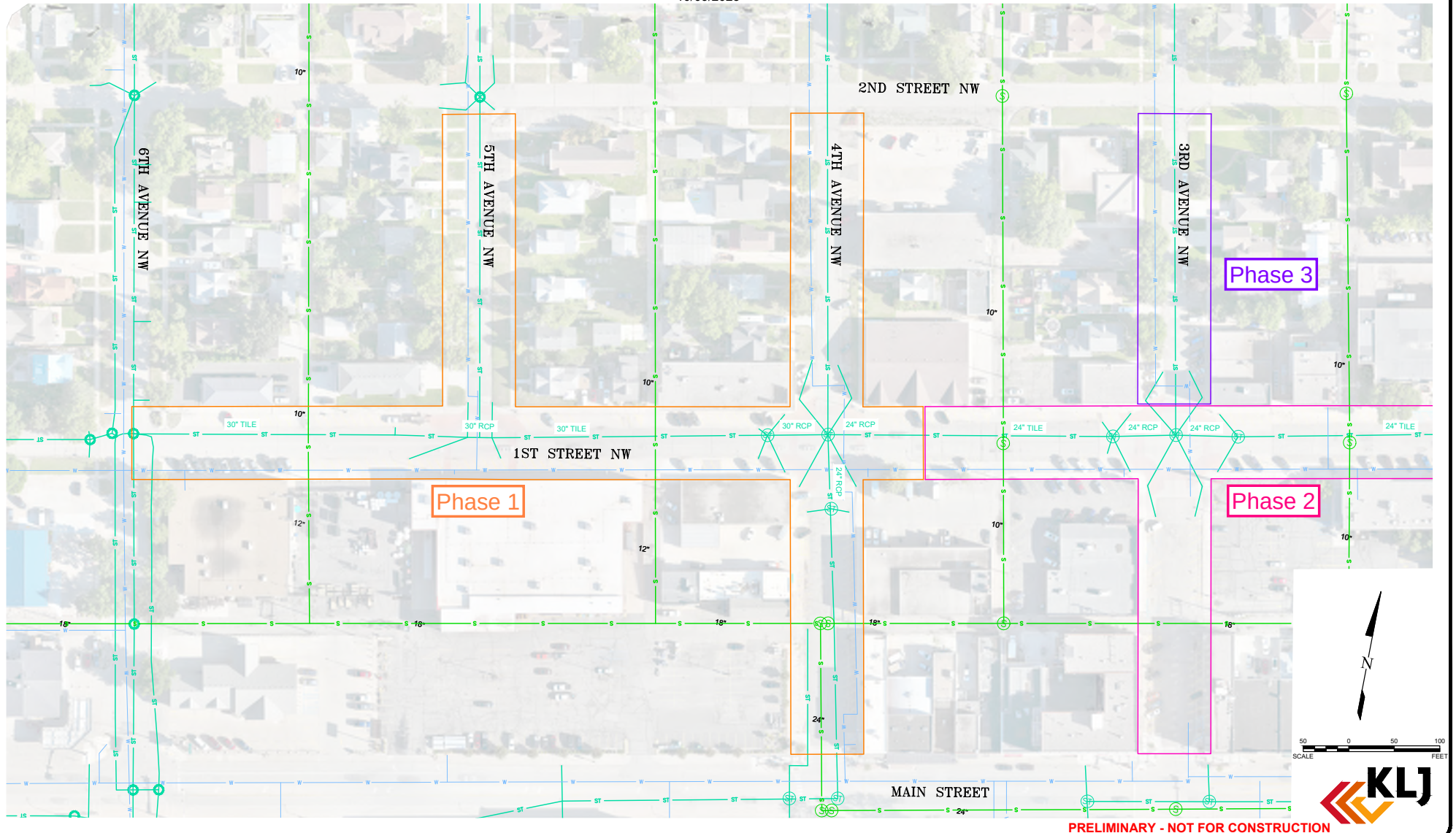


# MANDAN DOWNTOWN UTILITY MAP - EXHIBIT 1

10/09/2025

## NOTE(S)

1. UTILITIES BASED ON 2019 GIS DATA.



PRELIMINARY - NOT FOR CONSTRUCTION

Oct 09, 2025 - 10:23am - C:\Users\AUSTIN-1\AppData\Local\Temp\AcPublish\_4891611904-02191-MandanDowntownSID236-ExistingUtilitiesExhibit.dwg (Exhibit1)

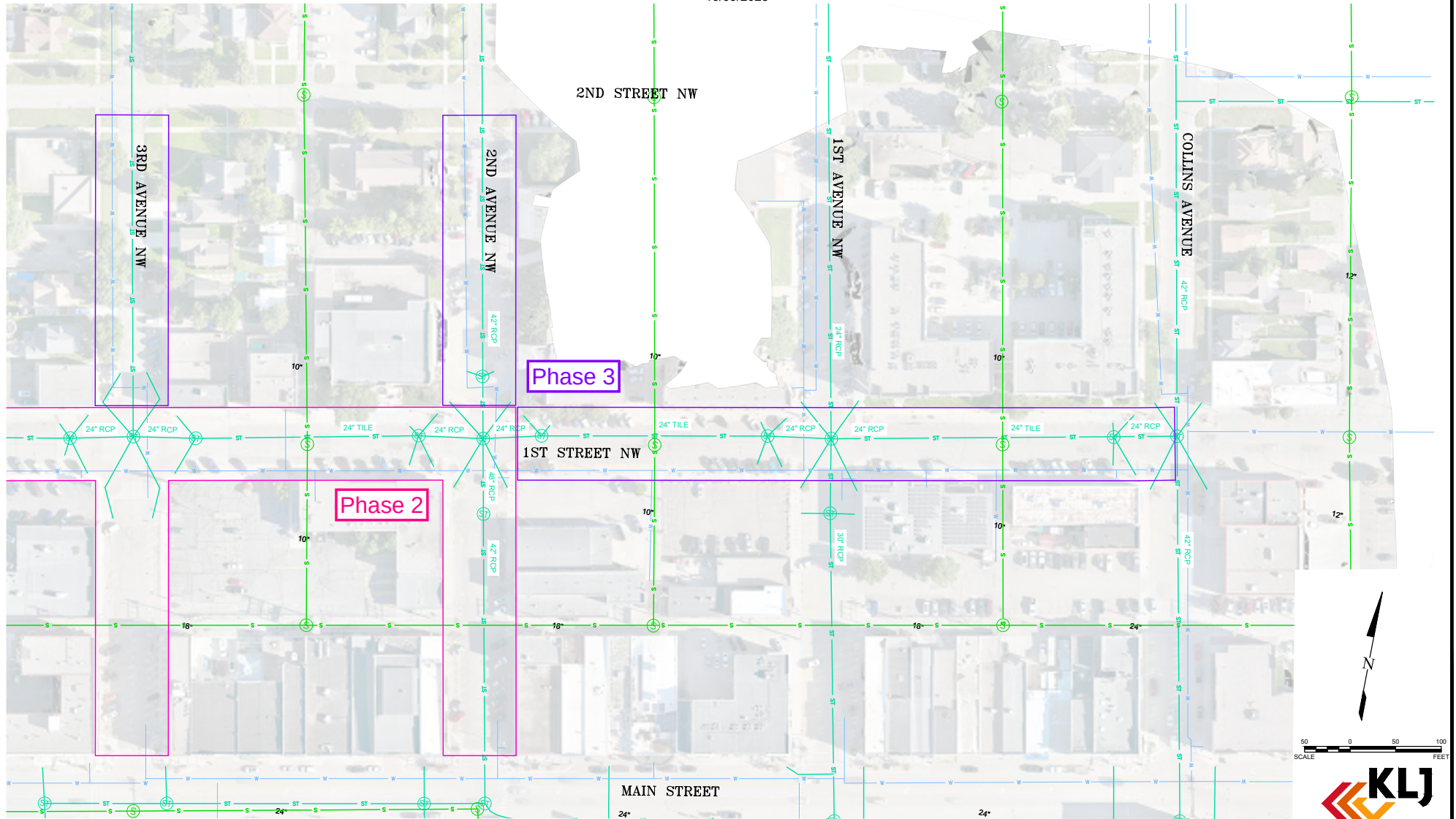
© KLJ 2025

# MANDAN DOWNTOWN EXISTING UTILITY MAP - EXHIBIT 2

10/09/2025

## NOTE(S)

1. UTILITIES BASED ON 2019 GIS DATA.



Oct 09, 2025 - 10:23am - C:\Users\AUSTIN-1\AppData\Local\Temp\AcPublish\_4891611904-02191-MandanDowntownSID236-ExistingUtilitiesExhibit.dwg (Exhibit2)

© KLJ 2025



Figures from “Mandan Downtown Subarea Study (2018)” showing urban core boundary, existing pavement conditions, and pedestrian deficiencies.

Figure 76: Downtown Zoning Map, 2017

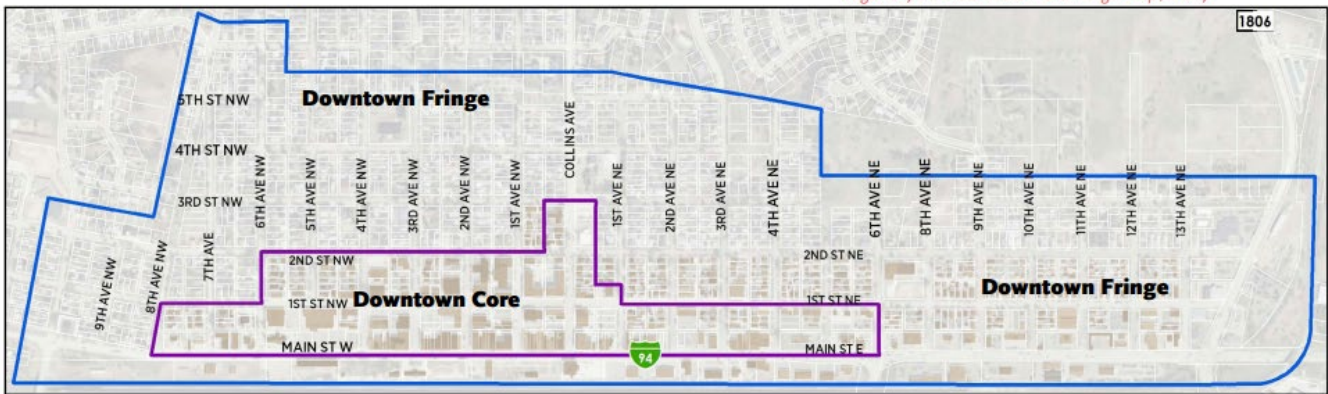


Figure 27: Pavement Conditions in Downtown Mandan

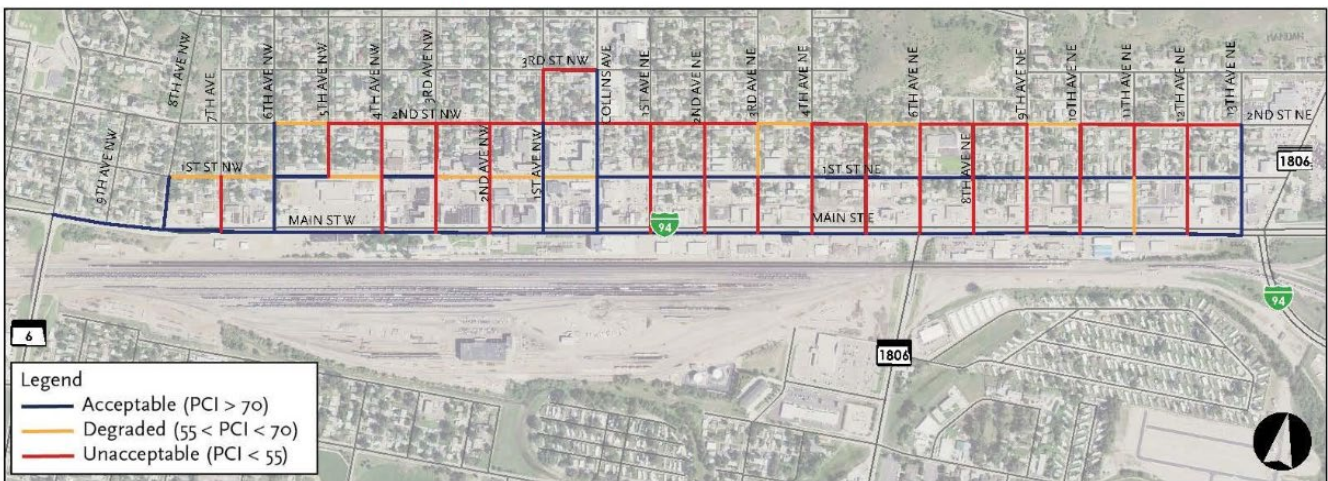
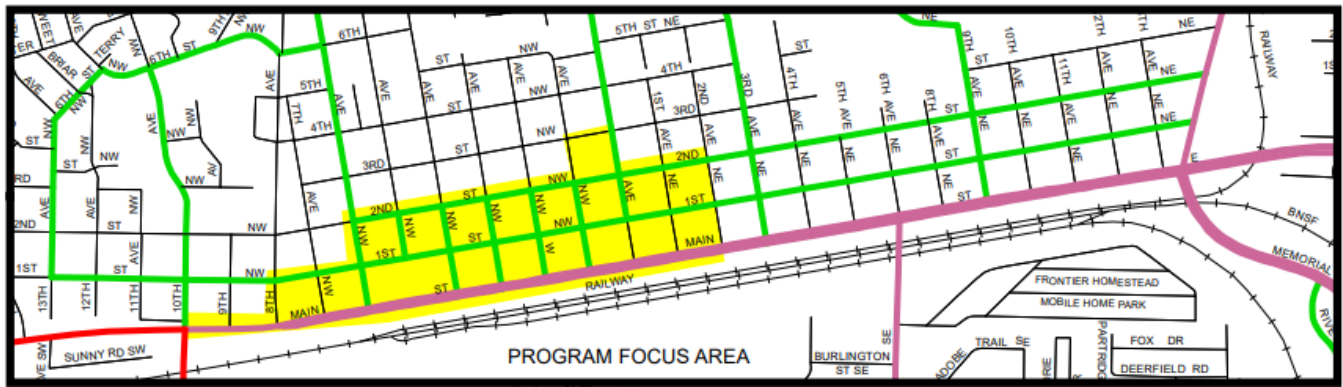


Figure 187: Pedestrian Deficiencies

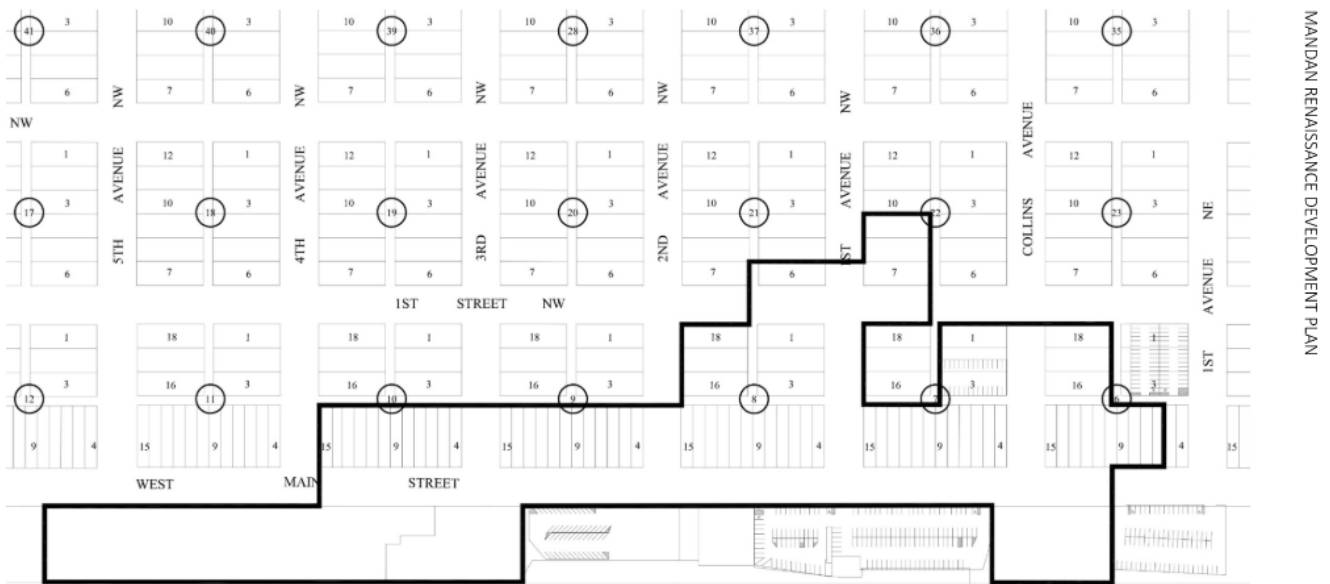




NDDOT UGP program focus area below.



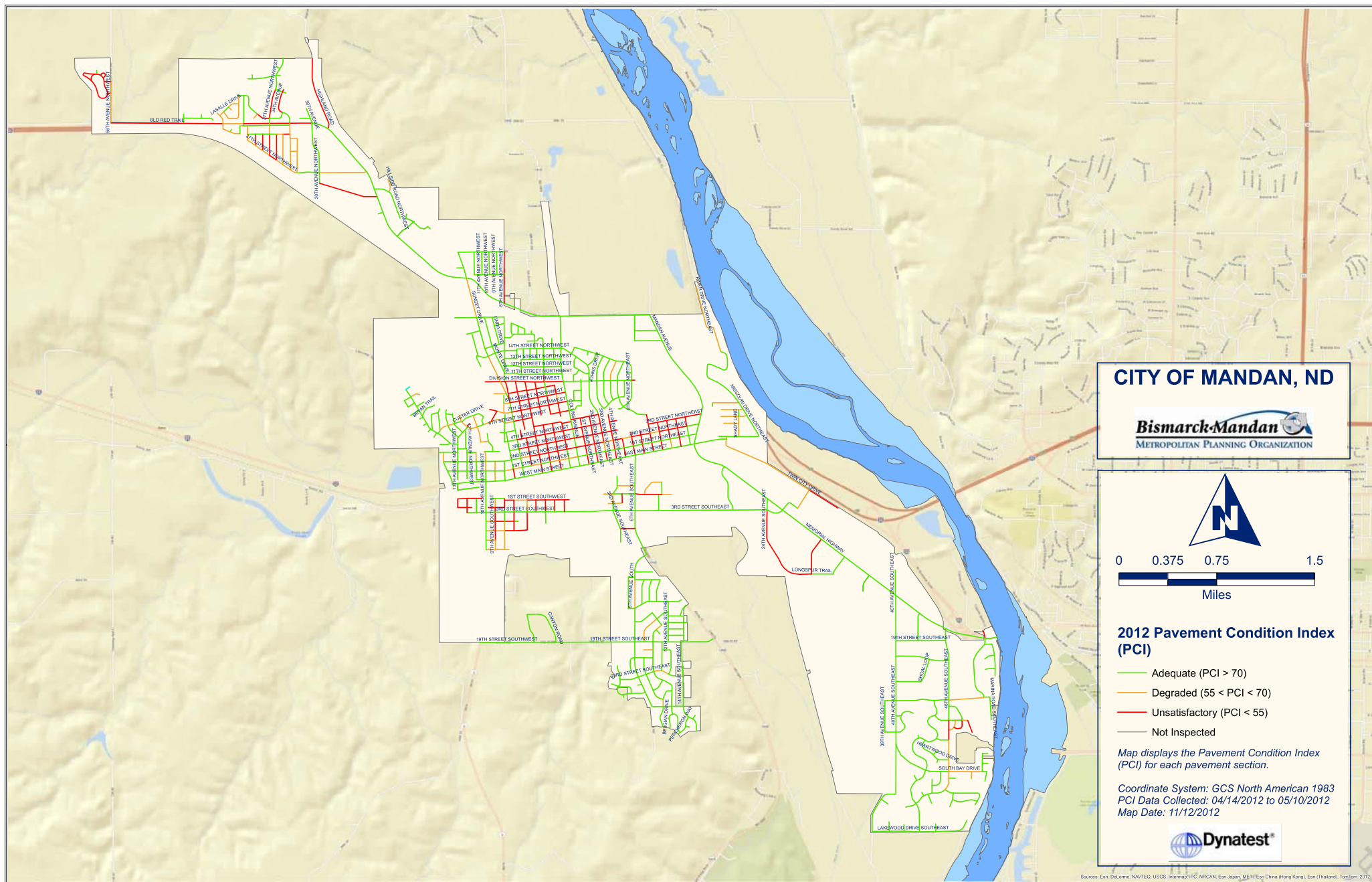
Mandan Historical District boundary below.



Mandan Renaissance Development area below.



Figure 1: Main Street & Downtown – Blocks 1-35





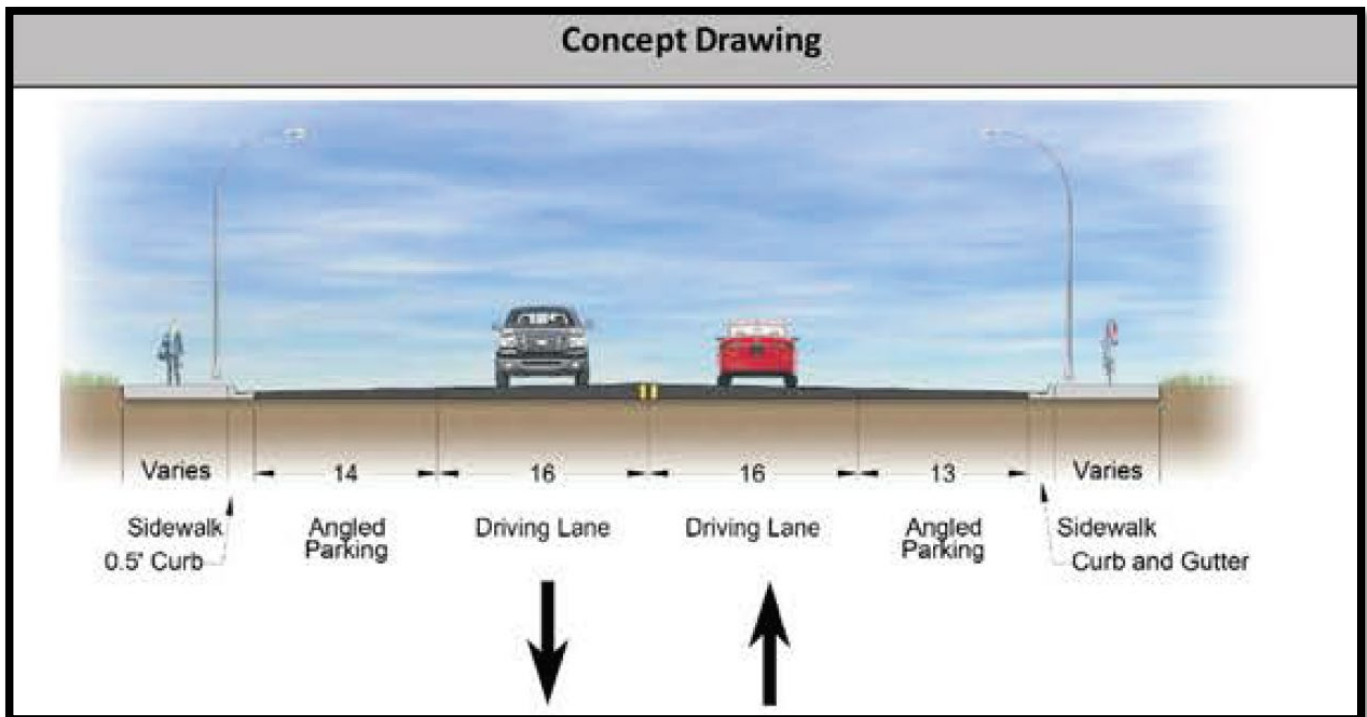
1<sup>st</sup> Street NW between 3<sup>rd</sup> and 4<sup>th</sup> Avenue looking east to 3<sup>rd</sup> Avenue below



1<sup>st</sup> Street NW between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue looking east to 2<sup>nd</sup> Avenue below



Below is the existing cross section of 1st Street.





Intersection of 1<sup>st</sup> Street NW and 3<sup>rd</sup> Avenue NW looking west below



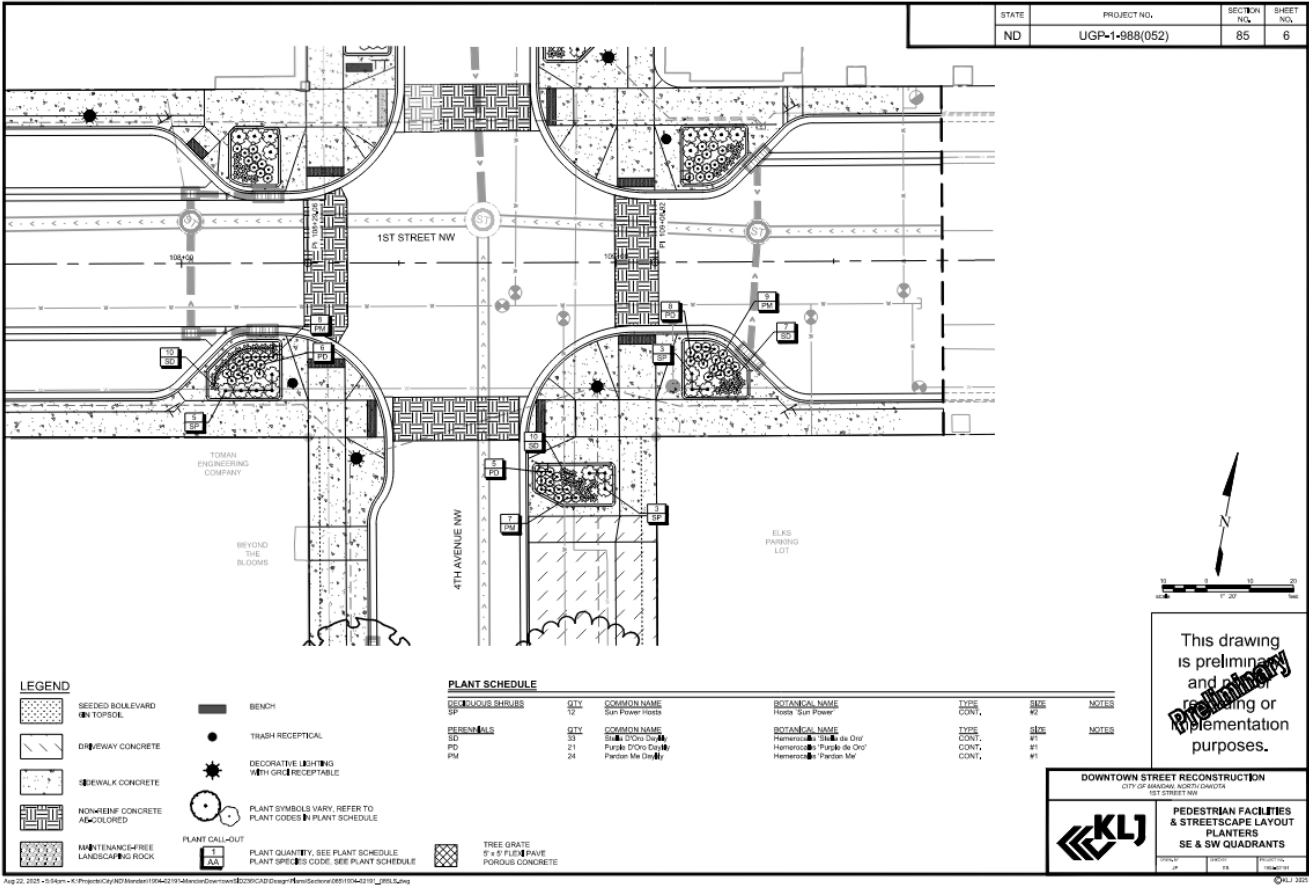
3<sup>rd</sup> Avenue NW just north of Main Street looking north to 1<sup>st</sup> Street NW below



2<sup>nd</sup> Avenue NW just north of Main Street looking north to 1<sup>st</sup> Street NW below



All images shown above in this section are Google Earth street view screenshots from August 2019



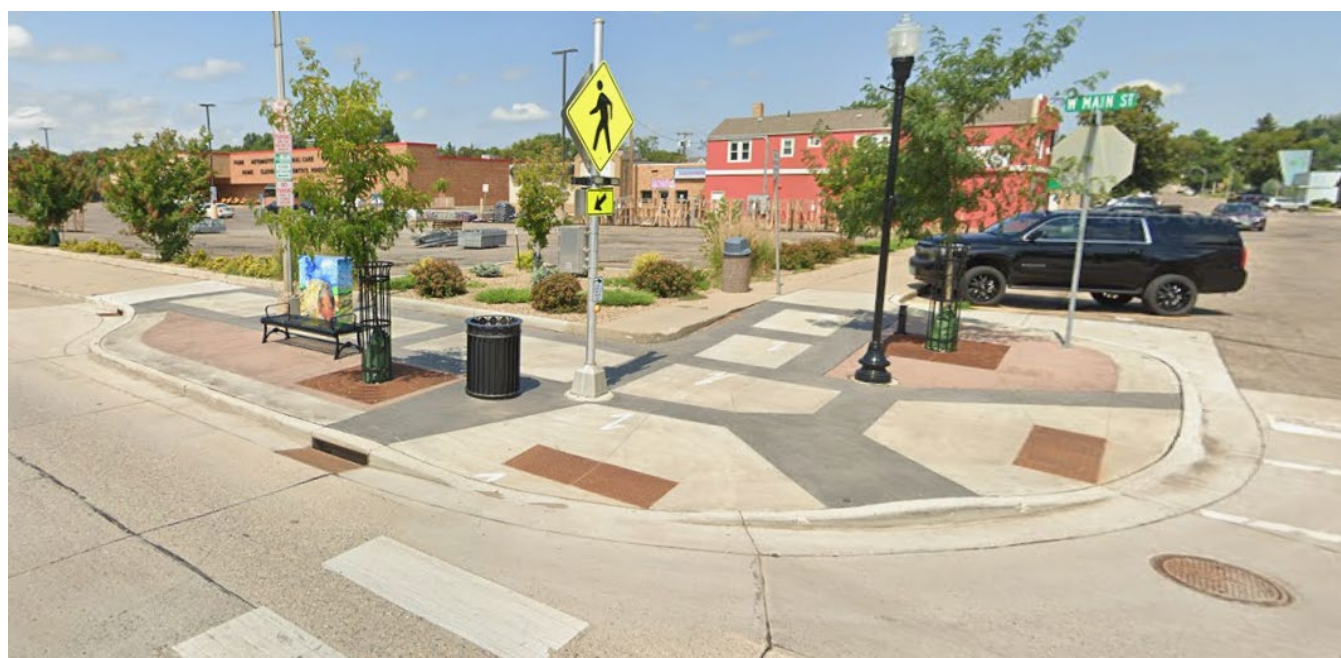




### Option B.1 - Typical Proposed Bulb-outs

### PLAN VIEW

### PERSPECTIVE VIEWS



| SPEC | CODE | ITEM DESCRIPTION                                | UNIT  | TOTAL QUANTITY | UNIT PRICE | 2029 COST<br>(ANTICIPATED<br>PHASE 2) |
|------|------|-------------------------------------------------|-------|----------------|------------|---------------------------------------|
| 103  | 0100 | * CONTRACT BOND                                 | L SUM | 1              | \$30,000   | \$ 30,000                             |
| 202  | 0136 | REMOVAL OF PAVEMENT                             | SY    | 9,721          | \$24       | \$ 228,453                            |
| 202  | 0130 | REMOVAL OF CURB & GUTTER                        | LF    | 2,618          | \$14       | \$ 36,652                             |
| 202  | 0230 | REMOVAL OF INLETS                               | EA    | 7              | \$1,150    | \$ 8,050                              |
| 203  | 0101 | COMMON EXCAVATION-TYPE A                        | CY    | 358            | \$18       | \$ 6,265                              |
| 216  | 0100 | WATER                                           | M GAL | 120            | \$53       | \$ 6,296                              |
| 230  | 0300 | SUBGRADE PREPARATION-TYPE A                     | STA   | 16             | \$3,500    | \$ 56,000                             |
| 251  | 0000 | EROSION CONTROL                                 | L SUM | 1              | \$18,500   | \$ 18,500                             |
| 302  | 0120 | AGGREGATE BASE COURSE CL 5                      | TON   | 5,697          | \$75       | \$ 427,275                            |
| 550  | 0112 | 8IN NON-REINF CONCRETE PAVEMENT CL AE           | SY    | 7,502          | \$140      | \$ 1,050,280                          |
| 570  | 0713 | 8IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWELED | SY    | 232            | \$230      | \$ 53,360                             |
| 702  | 0100 | ** MOBILIZATION                                 | L SUM | 1              | \$365,000  | \$ 365,000                            |
| 704  | 1100 | TRAFFIC CONTROL                                 | L SUM | 1              | \$80,000   | \$ 80,000                             |
| 709  | 0151 | GEOSYNTHETIC MATERIAL TYPE R1                   | SY    | 8,375          | \$5        | \$ 37,687                             |
| 714  | 0210 | PIPE CONC REINF 15IN CL III-STORM DRAIN         | LF    | 418            | \$130      | \$ 54,340                             |
| 714  | 0620 | PIPE CONC REINF 24IN CL III-STORM DRAIN         | LF    | 385            | \$160      | \$ 61,600                             |
| 714  | 0825 | PIPE CONC REINF 30IN CL III-STORM DRAIN         | LF    | 180            | \$200      | \$ 36,000                             |
| 714  | 1010 | PIPE CONC REINF 42IN CL III-STORM DRAIN         | LF    | 180            | \$230      | \$ 41,400                             |
| 722  | 0110 | MANHOLE 60IN                                    | EA    | 5              | \$18,500   | \$ 92,500                             |
| 722  | 3510 | INLET-TYPE 2                                    | EA    | 7              | \$8,700    | \$ 60,900                             |
| 722  | 4060 | INLET MOUNTABLE CURB-TYPE B                     | LF    | 8              | \$8,700    | \$ 69,600                             |
| 722  | 6200 | ADJUST MANHOLE                                  | EA    | 2              | \$3,600    | \$ 7,200                              |
| 724  | 0310 | GATE VALVE & BOX 8IN                            | EA    | 5              | \$8,700    | \$ 43,500                             |
| 724  | 0314 | GATE VALVE & BOX 12IN                           | EA    | 3              | \$10,500   | \$ 31,500                             |
| 724  | 0291 | REMOVE & REPLACE GATE VALVE W/BOX 4IN           | EA    | 4              | \$5,200    | \$ 20,800                             |
| 724  | 0311 | REMOVE & REPLACE GATE VALVE W/BOX 8IN           | EA    | 2              | \$5,800    | \$ 11,600                             |
| 724  | 0313 | REMOVE & REPLACE GATE VALVE W/BOX 12IN          | EA    | 2              | \$10,500   | \$ 21,000                             |
| 724  | 0611 | WATER SERVICE LINE 1IN                          | LF    | 494            | \$90       | \$ 44,496                             |
| 724  | 0636 | WATER SERVICE LINE 6IN                          | LF    | 289            | \$210      | \$ 60,711                             |
| 724  | 0412 | 8IN HYDRANT                                     | EA    | 2              | \$18,000   | \$ 36,000                             |
| 724  | 0430 | REMOVE HYDRANT                                  | EA    | 2              | \$2,300    | \$ 4,600                              |
| 724  | 0830 | WATERMAIN 8IN PVC                               | LF    | 568            | \$230      | \$ 130,640                            |
| 724  | 0850 | WATERMAIN 12IN PVC                              | LF    | 492            | \$255      | \$ 125,460                            |
| 748  | 0140 | CURB & GUTTER-TYPE I                            | LF    | 2,618          | \$58       | \$ 150,535                            |
| 750  | 0030 | PIGMENTED IMPRINTED CONCRETE                    | SY    | 174            | \$230      | \$ 40,020                             |
| 750  | 0100 | SIDEWALK CONCRETE                               | SY    | 1,778          | \$115      | \$ 204,470                            |
| 750  | 0107 | SIDEWALK - DECORATIVE                           | SY    | 193            | \$230      | \$ 44,390                             |
| 750  | 0150 | SIDEWALK TRENCH DRAIN                           | EA    | 4              | \$5,800    | \$ 23,200                             |
| 750  | 0300 | STEPS CONCRETE                                  | L SUM | 1              | \$17,500   | \$ 17,500                             |
| 750  | 1016 | DRIVEWAY CONCRETE 6IN REINFORCED                | SY    | 471            | \$185      | \$ 87,154                             |
| 750  | 1021 | DRIVEWAY CONCRETE 8IN REINFORCED                | SY    | 214            | \$185      | \$ 39,498                             |
| 750  | 2115 | DETECTABLE WARNING PANELS                       | SF    | 217            | \$70       | \$ 15,190                             |
| 754  | 0000 | PERMANENT SIGNING                               | L SUM | 1              | \$12,500   | \$ 12,500                             |
| 762  | 0000 | PERMANENT PAVEMENT MARKING                      | L SUM | 1              | \$75,000   | \$ 75,000                             |
| 770  | 9402 | LIGHTING SYSTEM (AESTHETIC)                     | L SUM | 1              | \$300,000  | \$ 300,000                            |
| 970  | 0001 | LANDSCAPING APPURTENANCES                       | L SUM | 1              | \$75,000   | \$ 75,000                             |

|                                                  | Phase 2               |
|--------------------------------------------------|-----------------------|
| Subtotal - Participating                         | \$3,911,813.00        |
| Contingency (20%) - Participating                | \$782,363.00          |
| Prelim & Final Engineering (10%) - Participating | \$391,181.00          |
| Construction Engineering (10%) - Participating   | \$391,181.00          |
| <b>Total Cost - Participating (Storm + Road)</b> | <b>\$5,476,538.00</b> |
|                                                  |                       |
| Subtotal - Watermain                             | \$530,307.00          |
| Contingency (20%) - Watermain                    | \$106,061.00          |
| Prelim & Final Engineering (10%) - Watermain     | \$53,031.00           |
| Construction Engineering (10%) - Watermain       | \$53,031.00           |
| <b>Total Cost - Watermain</b>                    | <b>\$742,430.00</b>   |
|                                                  |                       |
| Temporary Construction Easements                 | \$20,000.00           |
| Utility Relocation                               |                       |
|                                                  |                       |
| <b>Total Project Cost</b>                        | <b>\$6,238,968.00</b> |

\*\* Mobilization approximately 9% of construction cost





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 3, 2025  
**SUBMITTING DEPARTMENT:** Finance  
**DEPARTMENT DIRECTOR:** Greg Welch  
**PRESENTER:** Greg Welch, Finance Director  
**SUBJECT:** Coverage Ratio for Water and Sewer Revenue Bonds

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

To approve the introduction and first consideration of Ordinance No. 1478 to Amend and Re-enact Section 117-3-7(2) of the Mandan Code of Ordinances, Relating to Coverage Ratio for Water and Sewer Revenue Bonds.

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

The Mandan Code of Ordinances currently requires that net revenues from the City's water and sewer utility equal at least 125 percent of the annual principal and interest due on outstanding water and sewer revenue bonds. This provision establishes a debt service coverage ratio intended to ensure adequate revenues are available to meet bond obligations and maintain financial stability in the City's utility operations.

When originally enacted, the 125 percent coverage ratio reflected prevailing lending requirements at that time. However, current municipal finance practices and recent bond issuances in North Dakota generally require a coverage ratio of 110 percent, unless a higher percentage is specifically required by the lender or bond purchaser. For instance, according to the North Dakota Public Finance Authority (State Revolving Fund) -- bond resolutions for loans backed by revenue bonds covenant that the borrower will charge fees that will generate net revenues that are at least 1.10 times the average annual debt service for all outstanding revenue bonds. Adjusting the City's ordinance to 110 percent aligns the Code with modern lending standards, avoids imposing a higher-than-necessary coverage requirement on ratepayers, and provides flexibility to meet lender expectations in future financing.

#### **ATTACHMENTS:**

Subject: Consider the introduction and first consideration of Ordinance No. 1478 to Amend and Re-enact Section 117-3-7(2) of the Mandan Code of Ordinances, Relating to Coverage Ratio for Water and Sewer Revenue Bonds

Page 2 of 2

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1. Ordinance No. 1478

**FISCAL IMPACT:**

None

**STAFF IMPACT:**

None

**LEGAL REVIEW:**

The Ordinance was prepared by the City Attorney with assistance from the City's Bond Counsel.

**RECOMMENDATION:**

To approve the introduction and first consideration of Ordinance No. 1478 to Amend and Re-enact Section 117-3-7(2) of the Mandan Code of Ordinances, Relating to Coverage Ratio for Water and Sewer Revenue Bonds.

**SUGGESTED MOTION:**

I move to approve the introduction and first consideration of Ordinance No. 1478 to Amend and Re-enact Section 117-3-7(2) of the Mandan Code of Ordinances, Relating to Coverage Ratio for Water and Sewer Revenue Bonds.

# ORDINANCE NO. 1478

An Ordinance to Amend and Re-enact  
Section 117-3-7(2) of the Mandan Code of Ordinances,  
Relating to Coverage Ratio for Water and Sewer Revenue Bonds

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

## **Sec. 117-3-7. – Provision for financing capital improvements.**

In borrowing money for capital improvements, extensions, or additions to said utility, the following provisions shall at all times be observed:

...

- (2) Except as provided in subsections (3) and (4) of this section, no obligations shall be issued and made payable from the revenue bond account or the improvement warrant account at any time unless the net revenues of the utility, as defined in subsection (2) of section 117-3-6, received during the then next preceding fiscal year, shall have been in an aggregate amount at least equal to 110 percent or such higher percentage as required by the lender of the average annual principal and interest payments due on all bonds payable from the revenue bond account which are then outstanding or then to be issued, plus percentage of the average of the annual principal and interest payments due on each issue of improvement warrants then outstanding or then to be issued as shall be payable from said net revenues, which averages shall be computed on the basis of the principal and interest payments due in the fiscal years of the then remaining term of all such revenue bonds and improvement warrants then outstanding. For the purpose of such computation, whenever rates for potable water, sanitary sewer or stormwater service have been changed in the course of any fiscal year, the net revenues for such year shall be deemed to be those which would have been received if such amended rates had been in effect during the entirety of such years, based upon the actual quantities of service furnished to each class of customers and the actual expenses of the utility during such year; provided that in no case shall the net revenues so computed be deemed to exceed 110 percent or such higher percentage as required by the lender of the net revenues actually received during such year.

...

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

Attest:

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

First Consideration: October 21, 2025

Second Consideration and Final Passage: November 4, 2025



## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 7, 2025  
**SUBMITTING DEPARTMENT:** Legal  
**DEPARTMENT DIRECTOR:** Amy Oster  
**PRESENTER:** Ben Sand, Assistant City Attorney  
**SUBJECT:** Introduction and first consideration of Ordinance No. 1479

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

Consider the Introduction and First Consideration of Ordinance No. 1479, which will amend Section 24-7-17(c) of the Mandan Code of Ordinances, relating to restricted parking of certain vehicles and trailers.

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

The Police Department has requested this ordinance change. This revision will clarify that it is unlawful to park or leave standing on any street in the city any vehicle which is unlicensed or for which current number plates and tab are not displayed. Previously, the ordinance referred only to expired registrations (without specifically stating that the current number plates and tab must be displayed as required under Mandan Code of Ordinances Section 24-12-1).

#### **ATTACHMENTS:**

1. Ordinance 1479 - Registration

#### **FISCAL IMPACT:**

N/A

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Attorney Oster has drafted the attached ordinance.

#### **RECOMMENDATION:**

City Commission

Agenda Documentation

October 21, 2025

Subject: Consider the introduction and first consideration of Ordinance No. 1479, Relating to Restricted Parking of Certain Vehicles and Trailers

Page 2 of 2

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I recommend to approve the introduction and first consideration of Ordinance No. 1479 as presented.

**SUGGESTED MOTION:**

I move to approve the introduction and first consideration of Ordinance No. 1479 as presented.

## ORDINANCE NO. 1479

An Ordinance to Amend and Re-enact  
Section 24-7-17(c) of the Mandan Code of Ordinances,  
Relating to Restricted Parking of Certain Vehicles and Trailers

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

### **Sec. 24-7-17. – Parking of certain vehicles and trailers restricted.**

...

- (c) It is unlawful for any person to park or leave standing on any street in the city, including any streets within mobile home parks or trailer courts, any vehicle which is unlicensed or for which the ~~registration has expired~~ current number plates and tab are not displayed as required under Section 24-12-1 of the Mandan Code of Ordinances.

...

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

Attest:

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

First Consideration: October 21, 2025

Second Consideration and Final Passage: November 4, 2025





## City Commission

### Agenda Documentation

**MEETING DATE:** October 21, 2025  
**PREPARATION DATE:** October 7, 2025  
**SUBMITTING DEPARTMENT:** Finance and Public Works  
**DEPARTMENT DIRECTOR:** Shane O'Keefe  
Greg Welch  
**PRESENTER:** Shane O'Keefe, Public Works Director  
Greg Welch, Finance Director  
**SUBJECT:** Resolution establishing rates and charges for services from the Solid Waste Utility Fund

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

Resolution establishing rates and charges for services from the Solid Waste Utility Fund

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

Garbage collection & disposal monthly base charge increase per family living unit:

> Residential account = \$0.05

> Contract with Eco Sanitation expires on October 31, 2027

Recycling collection & disposal monthly base charge increase per family living unit:

> Residential account = No change for year 2026

> Contract with Waste Management expires on December 31, 2028

Landfill rates shall be updated to reflect current operational costs and remain consistent with pricing structures at neighboring regional landfills. These adjustments are intended to ensure fair and comparable rates while continuing to support the effective operation of the landfill.

#### **ATTACHMENTS:**

1. Solid Waste Utility Fund Rates
2. Solid Waste Utility Fund Rates

#### **FISCAL IMPACT:**

The garbage and recycling rate increases are included in the City's 2026 Budget.

**STAFF IMPACT:**

none

**LEGAL REVIEW:**

The rates and charges were prepared in accordance with the Mandan Code of Ordinances.

**RECOMMENDATION:**

To approve the Resolution establishing rates and charges for services from the Solid Waste Utility Fund.

**SUGGESTED MOTION:**

I move to approve the Resolution establishing rates and charges for services from the Solid Waste Utility Fund.

# RESOLUTION ESTABLISHING RATES AND CHARGES FOR SERVICES FROM THE SOLID WASTE UTILITY FUND

BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota, pursuant to the provisions of the Mandan Code of Ordinances, that the following rates and charges are hereby established for services from the Solid Waste Utility Fund:

- 1) Residential area. For garbage and rubbish collection and disposal services for residential areas, there shall be a charge of ~~\$41.85~~ **\$11.90** per month, per family living unit. Residents who deliver garbage and rubbish, excluding inert materials, to the Mandan Municipal Landfill Facility will be charged \$60.00 per ton and will be charged a minimum of \$12.00. For curbside recycling collection and disposal services for residential areas provided with 96 gallon totes, there shall be a charge of \$9.37 per month, per family living unit.
- 2) Non-residential area. For garbage and rubbish disposal services for non-residential establishments, there shall be a charge of ~~\$62.00~~ **\$74.00** per ton. Non-residents who deliver garbage and rubbish, excluding inert materials, to the Mandan Municipal Landfill Facility will be charged a minimum of \$15.00.

| 3) <u>Other disposal charges:</u>                                               | Resident                                | Commercial/<br>Non-resident             |
|---------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| a) Major appliances and furniture                                               | <del>\$40.00</del> <b>\$15.00</b>       | <del>\$20.00</del> <b>\$25.00</b>       |
| b) Refrigerated appliances                                                      | \$20.00                                 | <del>\$25.00</del> <b>\$30.00</b>       |
| c) Tires:                                                                       |                                         |                                         |
| Auto                                                                            | <del>\$4.00</del> <b>\$6.00</b>         | <del>\$6.00</del> <b>\$10.00</b>        |
| <u>Auto/with rim</u>                                                            | <del>\$12.00</del>                      | <del>\$12.00</del>                      |
| Truck                                                                           | <del>\$15.00</del> <b>\$20.00</b>       | \$20.00                                 |
| <u>Truck/with rim</u>                                                           | <del>\$50.00</del>                      | <del>\$50.00</del>                      |
| Tractor                                                                         | <del>\$30.00</del> <b>\$75.00</b>       | \$75.00                                 |
| d) Minimum charge inert (includes scale usage)                                  | \$8.00                                  | \$12.00                                 |
| e) Minimum monthly charge for services billed on account (includes scale usage) | \$5.00                                  | \$5.00                                  |
| f) Untarped and unsecured garbage                                               | \$25.00                                 | \$25.00                                 |
| g) Electronics                                                                  | \$10.00                                 | \$15.00                                 |
| h) Mobile homes                                                                 | <del>\$1,200.00</del> <b>\$1,300.00</b> | <del>\$1,350.00</del> <b>\$1,500.00</b> |

Grass clippings and leaves are exempt from all charges.

- 4) Inert materials. For disposal of inert materials there shall be a charge of ~~\$25.00~~ **\$30.00** per ton for Mandan Residents and ~~\$45.00~~ **\$50.00** per ton for Commercial and Non-Residents. Inert materials shall be materials so defined by the North Dakota State Department of Health including trees, lumber, demolition lumber, wooden furniture, metal, bricks, concrete, bottom ash from coal fired boilers and asphalt roofing. For separated, burnable wood materials there shall be a charge of \$25.00 per ton for Commercial and Non-Residents, this does not include painted, stained or sealed wood or railroad ties.
- 5) No motor vehicle bodies or dangerous, flammable or hazardous material may be deposited at the Mandan Municipal Landfill Facility.

BE IT FURTHER RESOLVED that the rates and charges for services from the Solid Waste Utility Fund shall be effective as of the first billing after January 1, 2026 for Utility services and as of January 1, 2026 for Landfill services.

Dated this 21st day of October, 2025.

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

Attest:

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

## RESOLUTION ESTABLISHING RATES AND CHARGES FOR SERVICES FROM THE SOLID WASTE UTILITY FUND

BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota, pursuant to the provisions of the Mandan Code of Ordinances, that the following rates and charges are hereby established for services from the Solid Waste Utility Fund:

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- 2) Non-residential area. For garbage and rubbish disposal services for non-residential establishments, there shall be a charge of \$74.00 per ton. Non-residents who deliver garbage and rubbish, excluding inert materials, to the Mandan Municipal Landfill Facility will be charged a minimum of \$15.00.

| 3) <u>Other disposal charges:</u>                                               | Resident   | Commercial/<br>Non-resident |
|---------------------------------------------------------------------------------|------------|-----------------------------|
| a) Major appliances and furniture                                               | \$15.00    | \$25.00                     |
| b) Refrigerated appliances                                                      | \$20.00    | \$30.00                     |
| c) Tires:                                                                       |            |                             |
| Auto                                                                            | \$6.00     | \$10.00                     |
| Auto/with rim                                                                   | \$12.00    | \$12.00                     |
| Truck                                                                           | \$20.00    | \$20.00                     |
| Truck/with rim                                                                  | \$50.00    | \$50.00                     |
| Tractor                                                                         | \$75.00    | \$75.00                     |
| d) Minimum charge inert (includes scale usage)                                  | \$8.00     | \$12.00                     |
| e) Minimum monthly charge for services billed on account (includes scale usage) | \$5.00     | \$5.00                      |
| f) Untarped and unsecured garbage                                               | \$25.00    | \$25.00                     |
| g) Electronics                                                                  | \$10.00    | \$15.00                     |
| h) Mobile homes                                                                 | \$1,300.00 | \$1,500.00                  |

Grass clippings and leaves are exempt from all charges.

- 4) Inert materials. For disposal of inert materials there shall be a charge of \$30.00 per ton for Mandan Residents and \$50.00 per ton for Commercial and Non-Residents. Inert materials shall be materials so defined by the North Dakota State Department of Health including trees, lumber, demolition lumber, wooden furniture, metal, bricks, concrete, bottom ash from coal fired boilers and asphalt roofing. For separated, burnable wood materials there shall be a charge of \$25.00 per ton for Commercial and Non-Residents, this does not include painted, stained or sealed wood or railroad ties.
- 5) No motor vehicle bodies or dangerous, flammable or hazardous material may be deposited at the Mandan Municipal Landfill Facility.

BE IT FURTHER RESOLVED that the rates and charges for services from the Solid Waste Utility Fund shall be effective as of the first billing after January 1, 2026 for Utility services and as of January 1, 2026 for Landfill services.

Dated this 21st day of October, 2025.

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

Attest:

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