



**AGENDA
CITY COMMISSION
DECEMBER 16, 2025
ED "BOSH" FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:30 PM
WWW.CITYOFMANDAN.COM**

[IGNORE INDENT]

The public may access the LIVE meeting at:

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Government Access (Midcontinent) cable channels 2 &
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Web: <https://us02web.zoom.us/j/89367694778>

The City of Mandan is encouraging citizens to provide their comments for agenda items via email to 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. Quarterly Employee Anniversary Recognition
2. New Employee Introductions
 - a. ~~Kailee Murphy - Laboratory Technician I - WWTP~~
 - b. McCain Kruger - Operator I - WTP
 - c. Denise Sather - Circulation Desk - Library
 - d. Lynelle Boucher - Records Technician - Mandan Police Department
 - e. *David Glatt - Fire*
3. Project Updates
4. Holiday Light Tour Map

5. *2025 North Dakota Santa Run on Saturday, Dec. 13 at 4:15 p.m. - Rescheduled to Saturday, Dec. 20 at 4:15 p.m.*

6. *Fireworks, December 31, 2025*

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 December 2, 2025 Board of City Commission Meeting Minutes

G. PUBLIC HEARING

1. *Consider a zone change from RM (Residential) and Agriculture to RM (Residential) and a minor plat for Big Sky Estates 8th Addition*
2. Consider Resolution Determining Insufficiency of Protests for the Lower Heart Levee project

H. BIDS

1. Consider Bids for Rock Prairie Estates, Street Improvement District 237

I. CONSENT AGENDA

1. Consider approval of monthly bills
2. Consider Annual Highway Closure Agreement for Special Events
3. Consider approval of the Special Event Permit for the New Year's Eve Fireworks Show
4. Consider approval of the raffle permit for North Dakota American Legion Auxiliary
5. Consider acceptance of the 2026 Lottery Grant Award for Metro Area Narcotics

6. Consider the appointment of Sherwin Wanner to the Special Assessment Commission
7. Consider the appointment of Jordan Schneider and Victora Vayda-Hammond to the Mandan Architectural Review Commission
8. Consider the appointment of Bill Robinson and Will Gardner to another term on the Planning & Zoning Commission
9. *Consider the appointment of Stephen Koppy to the Mandan Airport Authority*
10. Consider a minor plat for Mandan Industrial Park 15th Addition
11. Consider Change Order for Street Improvement District 235, Lohstreter Road and Shady Acres
12. Consider allowing staff to enter into negotiations for an agreement with EAPC Architects for design services related to Fire Station No. 3
13. Consider an Engineering service agreement with Swenson, Hagen & Company for construction oversight related to Rock Prairie Estates (SID 237)
14. ~~Consider approval of Gaming Site Authorization for the North Dakota Friends of NRA State Fund Committee, LLC~~

J. OLD BUSINESS

K. NEW BUSINESS

1. Consider Task Orders related to sanitary sewer collection and water distribution support
2. Consider Change Order for the Collins Ave Reservoir project
3. Consider Public Transportation Grant Program Application from Bis-Man Transit

L. RESOLUTIONS AND ORDINANCES

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - January 6, 2025 at 5:30 p.m.
 - January 20, 2026 at 5 p.m

- February 3, 2026 at 5:30 p.m.

O. ADJOURN

The Mandan City Commission met in regular session at 5:30 PM on December 2, 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, Assessor Fleischer, 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, Business Development & Communications Director Cermak, Planner Laqua, CIS Manager Mischel, Administrative Assistant Newman, Waste Water Treatment Plant Superintendent Malsam, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Mandan Progress Organization Holiday Lights Update.* Mandan Progress Organization Executive Director Matt Schanandore presented.

2. *Former High School Demolition timeline.* City Building Official Singer presented.

3. *Construction Project Updates.* City Engineer Wigness presented.

4. *Snowplow Art Partnership & Storm Response Update.* Public Works Director O'Keefe 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..* No one was in attendance for the public comment portion of the meeting, and no comments were received prior to the meeting.

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

F. MINUTES

1. *Consider Approval of the November 18, 2025 Board of City Commission Meeting Minutes.* Commissioner Rohr moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

1. *Consider a vacation of a portion of Living Water Drive.* Planner Laqua presented. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

H. BIDS

1. *Consider concurrence of award for the Memorial Highway West project.* City Engineer

Wigness presented. Commissioner Heinsohn moved and Commissioner Braun seconded to concur in awarding the contract to Northern Improvement Company and enter into the cost participation and maintenance agreement with the NDDOT, and to submit a Cost Share Request for the water main and sanitary sewer to the Department of Water Res. Roll Call vote: Aye 5, Nay 0. The motion passed.

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

1. *2027 Budget Calendar.*
2. *Consider Abatements:.*
 - a. *Consider 2024 Veterans Credit Abatement for Maurice Jasmann.*
3. *Consider approval of the Audit Engagement Letter from Brady Martz to provide audit services for the year ending December 31, 2025.*
4. *Consider a final plat for Evergreen Heights 5th Addition.*

J. OLD BUSINESS

K. NEW BUSINESS

1. *Consider an Engineering Service Agreement Amendment for the Raw Water Intake project.* City Engineer Wigness and AE2S Project Manager Laith Hintz presented. Commissioner Sjoberg moved and Commissioner Braun seconded to approve Amendment No. 5 with AE2S for engineering services related to the Raw Water Intake Project, as presented. Roll Call vote: Aye 4, Nay 1 Ryan Heinsohn. The motion passed.

2. *Consider the Inmate housing agreement for Burleigh Morton Detention Center (BMDC).* Police Chief Ziegler presented. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve the inmate housing agreement with the BMDC as presented, with the understanding that BMDC will revise Section 16 regarding medical services for specificity and bring proposed amendments to the City Commission for consideration and approval on or before March 31, 2026. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. RESOLUTIONS AND ORDINANCES

1. *Consider adoption of Resolution for the 2025 Morton County Multi-Hazard Mitigation Plan.* Morton County Emergency Manager Patrick Martin presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the resolution adopting the 2025 Morton County Multi-Hazard Mitigation Plan. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Second consideration of Ordinance 1480, a zone change from RMH & RH - Residential Mobile Home Park to RMH - Residential Residential Mobile Home Park for Block 2, Meadowlands 3rd Add..* City Building Official Singer presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve the second consideration of Ordinance 1480. Roll Call vote: Aye 5, Nay 0. The motion passed.

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *December 16, 2025 at 5:30 p.m.*

- *January 6, 2026 at 5:30 p.m.*
- *January 20, 2026 at 5 p.m.*

- .
- O. ADJOURN There being no other business to come before the Board, the meeting adjourned at 6:35 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 5, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Consider a zone change from RM (Residential) and Agriculture to RM (Residential) and a minor plat for Big Sky Estates 8th Addition.

STATEMENT/PURPOSE:

Shorestone Solutions, LLC request consideration of a zone change from RM (Residential) and Agriculture to RM (Residential) and a minor plat to be named Big Sky Estates 8th Addition.

BACKGROUND/ALTERNATIVES:

This is an application for a preliminary plat and zone change in Lots 12 and 13, Block 4, Big Sky Estates Third Addition, and Lot 1, Block 1, Seven Seas First Addition, SW1/4, Section 16, T139N R81W, City of Mandan, Morton County and a zone change from Ag to R-7 for a portion of Lots 12 and 13, Block 4, Big Sky Estates Third Addition, SW1/4, Section 16, T139N R81W

The plat, submitted on behalf of Shorestone Solutions, LLC, to be named Big Sky Estates Eighth Addition, is a replat of portions of Big Sky Estates Third Addition, Lot 1, Block 1, Seven Seas First Addition, and portions of ROW, currently zoned Ag.

The requested zone change for the old ROW to be incorporated into Lot 1, Big Sky Estates Eight Addition, currently zoned Ag, is to RM (Residential Multi-family Dwellings).

The property is located at the southeast corner of Viewpoint Lane and a length of ROW referred to as Hillside Road in previous certificates of survey, between Jude Lane NW and 31st St NW. Viewpoint Lane NW is labeled as Kingsley Road NW on the plat.

BACKGROUND/ALTERNATIVES:

Property History

This proposed minor plat is a rearrangement of lots in Big Sky Estates Third Addition, Seven Seas First Addition, and the adjacent ROW. The area in Big Sky Estates Third Addition that included in the plat was previously rezoned from R7 to RM in 2014. The portion of ROW to be included in the plat was granted to Shorestone Solutions, LLC via judgement on October 1st, 2025 in South Central District Court, recorded in Morton County as document #526577.

Minor Plat

The proposed plat contains ~~one lot of 1.2 acres~~ contains two lots containing 2.29 acres and 1.2 acres, and aggregates two existing lots and the portion of ROW between Big Sky Estates Third Addition and Seven Seas First Addition, while adding a small piece of ROW into what is shown as Lot 2, Big Sky Estates 8th Addition. An existing electric easement belonging to MGS Electric and running roughly northeast from Seven Seas First Addition, through the northwest corner of the plat, making a 90 degree turn to the northwest as it does so, is to be vacated via this plat.

The length of ROW to be included is approximately 370 feet, as measured on the approximate centerline. The entire width of the ROW is to be included in the plat; however, the NW 60' of the ROW will be transferred via this plat to Lot 2, allowing Lot 2 to maintain existing access to the back portion of their property.

The zoning change is stated to be from AG (Agriculture) to RM (Residential Multi-family Dwellings), within the former right of way that is being aggregated into the two existing lots, 12 and 13 of Block 4, Big Sky Estates Third Addition.

The plat also includes 10' utility easements along the north and west sides of the plat. proposed Lot 1 and maintains the utility easement on the NE corner of Lot 2.

Adjacent Zoning, Land Use, and Future Land Use

Adjacent properties to the proposed plat are zoned RM (Residential Multi-family Dwellings) to the east and southeast, CB (Business Commercial) to the south, R7 (Residential Single Family) to the west, and R3.2 (Residential Single & Two Family) to the north across Viewpoint Lane. The proposed minor plat and all neighboring properties are within city limits.

The future land use plan indicates this property as low density residential. However, a zoning change to RM was completed in 2014 and there is already multifamily development to the south and properties to the east are currently zoned RM,

The future corridor plans do not show collector or arterial streets in this area.

Public Outreach and Application Details

Application received: October 23, 2025

Application fee paid: \$900

Notifications: Nineteen letters were sent to adjacent property owners.

Staff Comments & Updates needed:

- The ROW to be vacated for the minor plat is unlikely to be necessary as adjacent properties do not use the ROW for access and the properties on the proposed minor plat are assumed to use Viewpoint Lane for access.
 - At the Planning and Zoning Commission meeting, a neighbor was present who does use the previous ROW to mow the back section of their lot, which is inaccessible from the road their property fronts on. They had been unaware of the judgment vacating the right of way. The property owner and neighbor were going to discuss the potential of allowing the neighbor to maintain access either through easement or sale of a portion of the previous ROW. This has not been determined but does not affect this application. This plat has been edited to reflect changes since P&Z, including the addition of Lot 2 to the plat.
 -
- While the future land use map indicates low density residential for this property, there is already multifamily development to the south and properties to the east are currently zoned RM. This property's use should not have a disproportionate negative impact on the neighborhood.

Findings of Fact - Minor Plat

1. All technical requirements for consideration of a minor plat have been met;
2. The proposed lot consolidation would likely not have substantial effects on the surrounding properties or generate significantly increased traffic;
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 consistent with the Comprehensive Plan, the Future Land Use Plan, and other plans and studies, policies and accepted planning practice;

6. The proposed subdivision would not adversely affect the public health, safety and general welfare.

ATTACHMENTS:

1. Application_Redacted
2. Location Map
3. draft Ordinance
4. Summary Judgement
5. 24178 Minor Plat REVISED 12-13-25

FISCAL IMPACT:

N/A

STAFF IMPACT:

Minimal staff time has gone into reviewing the proposed development.

LEGAL REVIEW:

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

RECOMMENDATION:

Planning Staff and Planning and Zoning Commission recommends to approve the minor plat and zone change request as presented.

SUGGESTED MOTION:

I move to approve the minor plat and zone change request as presented.

CITY OF MANDAN	
Development Review Application	
☒ Minor Plat (\$300)	☒ Zone Change (\$600)
☐ Preliminary Plat up to 20 acres (\$450)	☐ Planned Unit Development (\$700)
☐ Preliminary Plat more than 20 acres (\$500)	☐ Land Use and Transportation Plan Amendment (\$1,000)
☐ Final Plat up to 20 lots (\$450)	☐ Vacation (\$500)
☐ Final Plat 21 to 40 lots (\$600)	☐ Variance (\$400)
☐ Final Plat more than 40 lots (\$750)	☐ Special Use Permit (\$450)
☐ Annexation (\$450)	☐ Stormwater submittal (\$300)
☐ Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	☐ Stormwater 2 nd & 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)	

Engineer/Surveyor			Property Owner or Applicant		
Name Mark Isaacs - ILSE Inc			Name Shorestone Solutions, LLC		
Address [REDACTED]			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City [REDACTED]	State [REDACTED]	Zip [REDACTED]
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [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
☒ City	☐ ETA	☐ New	☒ Addition	RM & AG	RM	Big Sky Estates 8th Addition
Property Address 3009 Viewpoint Lane NW, Mandan, ND 58554				Legal Description Lots 12 & 13, Block 4 in Big Sky Estates 7th Addition		
Current Use Vacant				& Judgment recorded - Doc. #526577		
Proposed Use Multifamily				Section 16 Township 139 Range 81		
Parcel Size 1.20 Acres	Building Footprint NA	Stories NA	Building SF NA	Required Parking NA		Provided Parking NA

Print Name	Signature	Date

Office Use Only			
Date Received:	Initials: <i>nm</i>	Fees Paid: \$ 900	Date 10-23-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
☐ Approved	Approved with conditions:		
☐ Denied			



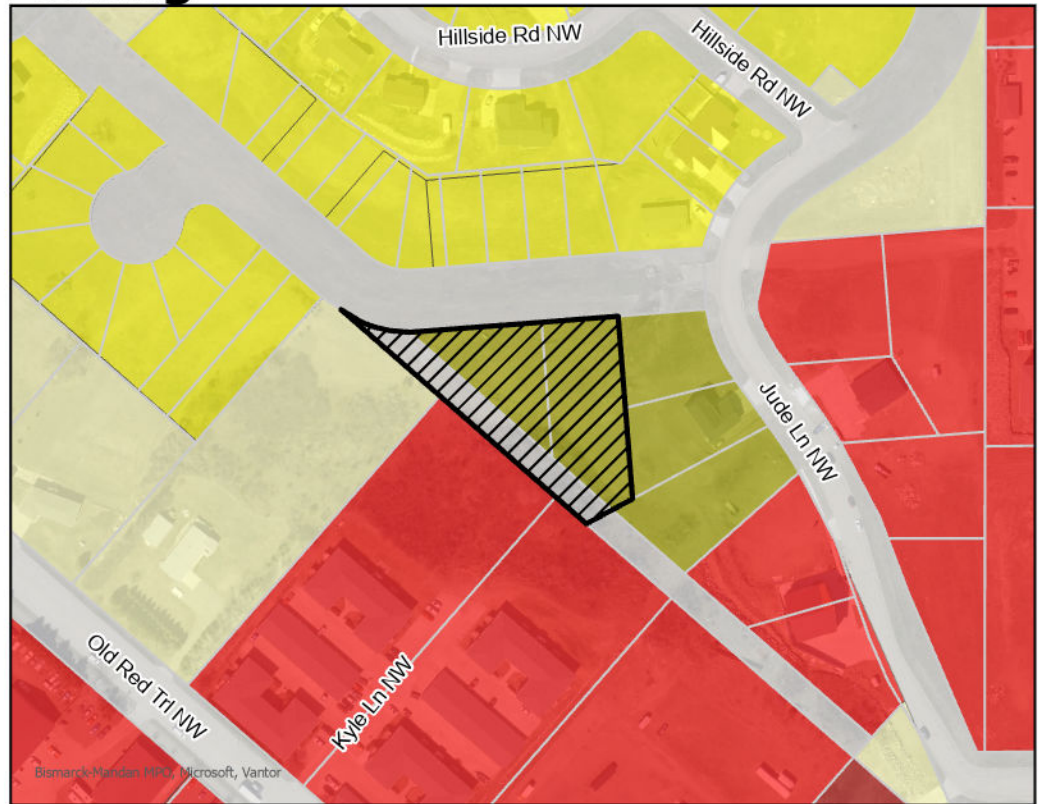
Zoning and Future Land Use Reference Map

Big Sky Estates 8th

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 |

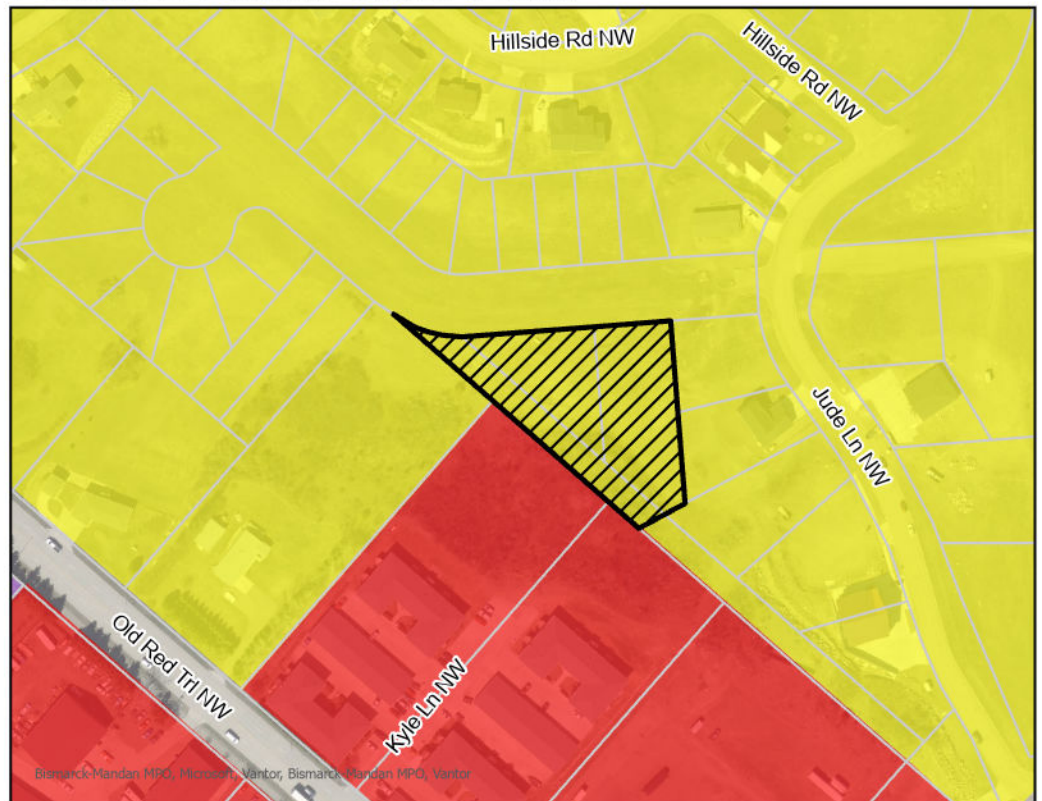
Zoning



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 |



ORDINANCE NO. XXXX

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

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as Industrial; and

WHEREAS, Adjacent properties to the north and west are zoned R3.2 – Single & Two Family Residential and R7 – Single Family Residential, to the east zoned RM – Multi Family Residential; and to the south CB – Business Commercial; whereas Multi Family Residential would be an appropriate use; and

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

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

BIG SKY ESTATES 8TH ADDITION IN SECTION 16, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 1.20 ACRES, MORE OR LESS.

- shall be removed from the RM – Residential Multi Family and Agriculture Districts and shall be included in the RM – Residential Multi Family District.

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

James Froelich, President
Board of City Commissioners

Attest:

Jim Neubauer
City Administrator

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

November 24, 2025
December 16, 2025
January 6, 2025

STATE OF NORTH DAKOTA

10/1/2025

IN DISTRICT COURT

COUNTY OF MORTON

SOUTH CENTRAL JUDICIAL DISTRICT

CIVIL NO. 30-2025-CV-00508

Shorestone Solutions, LLC,

Plaintiff,

The Estate of Bertha B. Love, deceased,
and all the unknown heirs of the above
named persons, and all other persons
unknown claiming any estate or interest in,
or lien or encumbrance upon the subject
property described in the Complaint,

Defendants.

JUDGMENT

[¶1] The above-entitled action, having come on for hearing before the Judge of the District Court, at the Morton County Courthouse in the Mandan, North Dakota, and the Court having considered the proof offered by Plaintiff and being fully advised in the premises, and the Court having made its Findings of Fact, Conclusions of Law and Order for Judgment;

[¶2] NOW, THEREFORE, IT IS ORDERED, That Plaintiff, Shorestone Solutions, LLC, does have and recover judgment against the Defendants as follows:

- A. That the Plaintiff, Shorestone Solutions, LLC, is adjudicated the owner in fee simple of the following described real property situated in the County of Morton, State of North Dakota:

Parcel ID: 65-6103242 Parcel ID: 65-6103249

PART OF LOTS 12 & 13, BLOCK 4 IN BIG SKY ESTATES 3RD ADDITION, CITY OF MANDAN, AND PART OF THE SOUTHWEST QUARTER OF SECTION 16; ALL IN TOWNSHIP 139 NORTH, RANGE 81 WEST, 5TH PRINCIPAL MERIDIAN IN MORTON COUNTY, NORTH DAKOTA, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 12; THENCE SOUTH 04°41' 44" EAST ON THE EAST LINE OF SAID LOT 12 A DISTANCE OF 221.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 04°41' 44" EAST ON SAID EAST LINE A DISTANCE OF 16.74 FEET TO THE SOUTHEAST CORNER OF SAID LOT 12; THENCE SOUTH 61°32' 18" WEST A DISTANCE OF 72.93 FEET TO THE EAST LINE OF LOT 3, BLOCK 1 IN SEVEN SEAS FIRST ADDITION; THENCE NORTH 48°56' 40" WEST ON THE EAST LINE OF SAID SEVEN SEAS FIRST ADDITION A DISTANCE OF 443.50 FEET TO THE SOUTH RIGHT OF WAY LINE OF KINGSLEY ROAD AND A PC OF A CURVE TO

Return To:
Kelsch Ruff Kranda Nagle & Ludwig
103 Collins Ave
Mandan, ND 58554-3104

Morton County
526577
County Recorder
Mandan ND 58554
Page 1 of 3

THE LEFT; THENCE SOUTHEASTERLY ON SAID CURVE FOR A
ARC DISTANCE OF 131.61 FEET AND HAVING A RADIUS OF
165.00 FEET; SAID CURVE HAS A CHORD BEARING SOUTH 71°50'
23" EAST A DISTANCE OF 128.15 FEET TO THE PC THEREOF;
THENCE NORTH 85°18'40" EAST ON SAID SOUGHT RIGHT OF
WAY LINE A DISTANCE OF 42.09 FEET; THENCE SOUTH 48°56'
40" EAST A DISTANCE OF 309.61 FEET TO THE POINT OF
BEGINNING CONTAINING 0.65 ACRES, MORE OR LESS, AND
SUBJECT TO ANY LEGAL RIGHTS OF WAY AND EASEMENTS OF
RECORD.

AS DEPICTED IN THE CERTIFICATE OF SURVEY FILED FOR
RECORD JULY 24, 2025 AS DOCUMENT NO. 525586.

(Hereinafter Referred to as the "subject parcel").

- B. That Plaintiff's title to the subject parcel is hereby quieted in Plaintiff and Defendants, and anyone claiming an interest through Defendants, are forever barred and enjoined from asserting any estate or interest in said real property.
- C. That the title of the Plaintiff in and to the subject parcel is hereby quieted against the claims of each and all of the Defendants to this action, and that all of the claims of Defendants to this action and each and all of them, known and unknown, in and to the subject parcel, are hereby adjudged null and void and that the Defendants or any of them have no estate or interest or lien or encumbrance upon the subject parcel aforesaid, adverse to the Plaintiff.

WITNESS, The Honorable Bobbi Weiler Judge of
the District Court, and my hand and seal of said
Court, at Mandan, North Dakota, on this ____ day
of 9/24/2025 9:28:43 AM, 2025.

Jackie Keller

Clerk of District Court

STATE OF NORTH DAKOTA }
COUNTY OF MORTON } SS

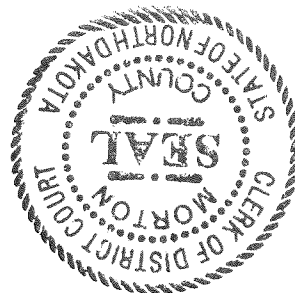
I, Jackie Keller, Clerk of District Court for Morton
County, North Dakota, DO HEREBY CERTIFY that I have
carefully compared the foregoing with the original record
in my office and that the same is a true and correct copy
thereof, IN WITNESS WHEREOF, I have signed and affixed
the seal of the Court, at Mandan, ND,
on this 29 day of September, 2025

JACKIE KELLER
CLERK OF DISTRICT COURT

By _____

Deputy

6



COUNTY RECORDER, MORTON COUNTY, ND

I certify that this instrument was filed and recorded.

526577

Nancy Seefeldt, County Recorder Fee \$20.00

Karen Schelake Deputy

10/1/2025 8:55:48 AM

Recorded Electronically

County Recorder

526577

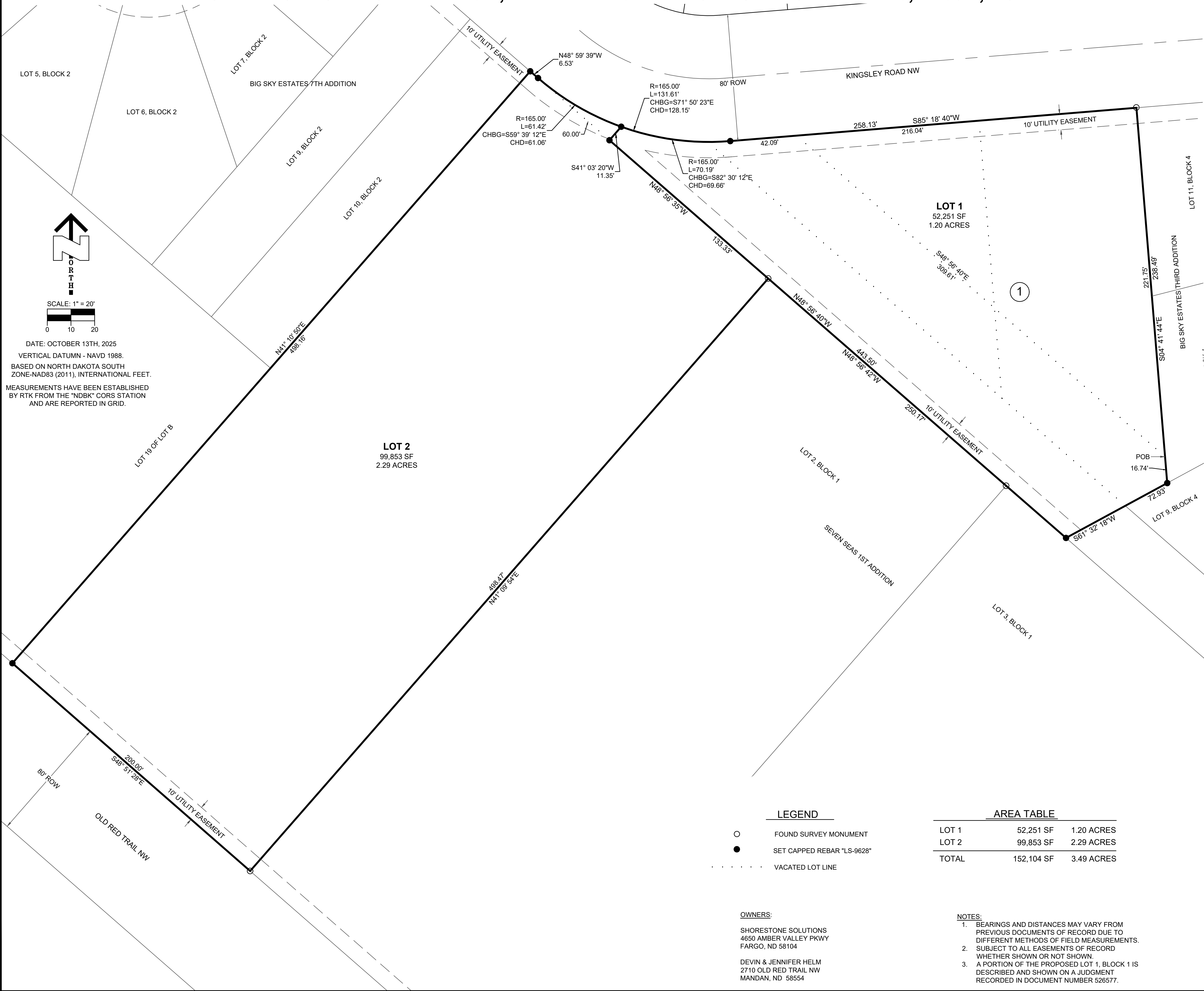
Morton County

Mandan ND 58554

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BIG SKY ESTATES 8TH ADDITION
TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
LOTS 12 & 13, BLOCK 4 IN BIG SKY ESTATES THIRD ADDITION AND LOT 1, BLOCK 1 IN
SEVEN SEAS FIRST ADDITION, AND PART OF THE SW 1/4 IN SECTION 16, T139N, R81 W



PROPERTY DESCRIPTION

ALL OF LOTS 12 & 13, BLOCK 4 IN BIG SKY ESTATES THIRD ADDITION, AND LOT 1, BLOCK 1 IN SEVEN SEAS FIRST ADDITION BOTH IN THE CITY OF MANDAN, NORTH DAKOTA, AND BEING A PART OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA, CONTAINING 2.84 ACRES MORE OR LESS AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS OF RECORD.

ALSO; THE FOLLOWING DESCRIPTION IS A JUDGMENT FILED IN THE OFFICE OF THE RECORDER OF MORTON COUNTY IN DOCUMENT NUMBER 526577 AS PART OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 139 NORTH, RANGE 81 WEST, 5TH PRINCIPAL MERIDIAN IN MORTON COUNTY, NORTH DAKOTA, BEING DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 12; THENCE SOUTH 04° 41' 44" EAST ON THE EAST LINE OF SAID LOT 12 A DISTANCE OF 221.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 04° 41' 44" EAST ON SAID EAST LINE A DISTANCE OF 16.74 FEET TO THE SOUTHEAST CORNER OF SAID LOT 12; THENCE SOUTH 61° 32' 18" WEST A DISTANCE OF 72.93 FEET TO THE EAST LINE OF LOT 3, BLOCK 1 IN SEVEN SEAS FIRST ADDITION; THENCE NORTH 48° 56' 40" WEST ON THE EAST LINE OF SAID SEVEN SEAS FIRST ADDITION A DISTANCE OF 443.50 FEET TO THE SOUTH RIGHT OF WAY LINE OF KINGSLEY ROAD AND A PC OF A CURVE TO THE LEFT; THENCE SOUTHEASTERLY ON SAID CURVE FOR A ARC DISTANCE OF 131.61 FEET AND HAVING A RADIUS OF 165.00 FEET; SAID CURVE HAS A CHORD BEARING SOUTH 71° 50' 23" EAST A DISTANCE OF 128.15 FEET TO THE PC THEREOF; THENCE NORTH 85° 18' 40" EAST ON SAID SOUTH RIGHT OF WAY LINE A DISTANCE OF 42.09 FEET; THENCE SOUTH 48° 56' 40" EAST A DISTANCE OF 309.61 FEET TO THE POINT OF BEGINNING CONTAINING 0.65 ACRES, MORE OR LESS. AND SUBJECT TO ANY LEGAL RIGHTS OF WAY AND EASEMENTS OF RECORD.

CONTAINING IN ALL 3.49 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, MARK R. ISAACS, A NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 9628, HEREBY CERTIFY THAT I HAVE CAUSED TO BE A 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".

JERRY BENSON, PRESIDENT
SHORESTONE SOLUTIONS, LLC
LOT 1, BLOCK 1

STATE OF _____ }
COUNTY OF _____ } SS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, THIS ____ DAY OF _____, 2025.

NOTARY PUBLIC _____

DEVIN HELM
LOT 2, BLOCK 1

JENNIFER HELM
LOT 2, BLOCK 1

STATE OF _____ }
COUNTY OF _____ } SS

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC, THIS ____ DAY OF _____, 2025.

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

JAREK WIGNESS, PE

I, JAREK WIGNESS, CITY ENGINEER FOR THE CITY OF MANDAN, NORTH DAKOTA. HEREBY APPROVES "BIG SKY 8TH ADDITION" OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA AS SHOWN ON THE ANNEXED PLAT.

BIG SKY ESTATES
8TH ADDITION
REPLAT OF LOTS
12 & 13, BLOCK 4
BIG SKY ESTATES 3RD ADD.
LOT 1, BLK 1 SEVEN SEAS 1ST ADD.
MANDAN, NORTH DAKOTA

SHEET: 1 OF 1
SCALE: 1"= 30'
DRAWN BY: LM
DWG DATE: 10/6/25
DWG NAME: 24178 Minor Plat.dwg

JOB NUMBER: 24178
DWG REVISION DATES
12/13/25 -
- -

Independent
Land
Surveying &
Engineering

4215 Old Red Trail NW
Mandan, ND 58554
Phone: 701-653-5184
Cell: 701-595-2079
mark@ilsurveynd.com



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 8, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Resolution Determining Insufficiency of Protests for the Lower Heart Levee project.

STATEMENT/PURPOSE:

To review protests received and consider a resolution determining the insufficiency of protest.

BACKGROUND/ALTERNATIVES:

The Lower Heart levee system was installed in the 1940's and 50's by the US Army Corps of Engineers. It is approximately 9 miles in length, and has been updated several times throughout its history. A 2012 Federal Emergency Management Agency (FEMA) study identified extensive freeboard issues. Freeboard is the distance between the top of a levee and a projected high-water event. Other deficiencies identified in a 2019 feasibility report included slope stability and seepage.

The proposed project would include levee realignment, levee raising, bank armoring, the installation of a new lift station and other improvements at several locations along the system. The most recent estimated cost for this work is just under \$34M. This project was awarded a Hazard Mitigation grant for preliminary geotechnical work and a Flood Mitigation Assistance grant for design and construction totaling \$13.8M. We also anticipate receiving \$10.6M from the State Water Commission and \$2.4M from the NDDOT. The remaining \$7M would be assessed City-wide based on contribution and inundation benefit categories.

The updated funding package includes an estimated cost of construction that is more than 140% of the estimate used during the original district creation in 2022. This necessitates revising and readvertising several resolutions associated with the district, which is the main purpose of tonight's item.

On November 4th, the City passed revised resolutions that updated the estimated cost

of construction and reinitiated the protest period for the district.

ATTACHMENTS:

1. Resolution of Insufficiency of Protests

FISCAL IMPACT:

The costs associated with this project will be assessed.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the resolution determining the insufficiency of protest, as presented.

SUGGESTED MOTION:

I move to approve the resolution determining the insufficiency of protest for Street Improvement District 239.

CITY OF MANDAN, NORTH DAKOTA

**RESOLUTION DETERMINING INSUFFICIENCY OF PROTESTS
LOWER HEART RIVER FLOOD RISK REDUCTION PROJECT**

WHEREAS, the Board of City Commissioners (the “Commission”) adopted a Resolution Creating Special Assessment District for Lower Heart River Flood Risk Reduction Project on January 18, 2022 (the “Improvement District”); and

WHEREAS, on November 4, 2025 the Commission approved a revised project cost estimate as required by North Dakota Century Code (“N.D.C.C.”) Section 40-22-10; and

WHEREAS, the Commission adopted a Resolution of Necessity and the City Administrator caused the same, together with a map of the City showing the proposed Improvement District, to be published once each week for two consecutive weeks in the official newspaper of the City pursuant to N.D.C.C. Section 40-22-15; and

WHEREAS, publication of the Resolution of Necessity provided notice to owners of property within the Improvement District of their right to protest the intended improvements by filing written objections within 30 days of the first publication; and

WHEREAS, property owned by a political subdivision is not included when determining whether protests are sufficient unless the political subdivision files a protest.

NOW THEREFORE BE IT RESOLVED by the Board of City Commissioners of the City of Mandan, North Dakota, as follows:

1. That owners of less than fifty percent of the property within the Improvement District have filed written protests to the planned improvements.
2. That due to the insufficiency of the protests filed objecting to the project, the project will proceed in accordance with the N.D.C.C.

Dated: December 16, 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 December 16, 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 _____



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 4, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER:
SUBJECT: Bid Award for Rock Prairie Estates, SID 237

STATEMENT/PURPOSE:

To award the bid for Rock Prairie Estates/SID 237 to Northern Improvement Company

BACKGROUND/ALTERNATIVES:

On November 4th, the Commission approved the creation of the district and advertisement for bids. Bids were opened on Monday, December 1st at 10:00am, there were two bidders. The Strata Corporation with a bid of \$1,315,619.01 and Northern Improvement with a bid of \$1,239,263.80. Northern Improvement was the low bid. The project was estimated to cost \$1,070,263.20 and the low bid is approximately 16% over the estimate. This project is a new development in northwest Mandan directly west of 47th Ave NW.

ATTACHMENTS:

1. Bid Recommendation Letter

FISCAL IMPACT:

All costs associated with this project will be assessed to the development.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

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

RECOMMENDATION:

To award the bid for SID 237 to Northern improvement company.

City Commission

Agenda Documentation

December 16, 2025

Subject: Consider Bids for Rock Prairie Estates, Street Improvement District 237

Page 2 of 2

SUGGESTED MOTION:

I move to award the bid for SID 237 to Northern improvement company.



SWENSON, HAGEN & CO. P.C.

civil engineering . surveying . land planning . hydrology
landscape & site design . construction management

December 8, 2025

Riley McAdoo-Roesler
City of Mandan - Assistant Engineer
205 2nd Avenue NW
Mandan, ND 58554

Re: Rock Prairie Estates Addition, Street Improvement District 237, Project 2024-10
Mandan, North Dakota

Dear Mr. McAdoo:

We have reviewed the proposals from the bid opening on December 1st for the above mentioned project. Enclosed is a tabulation of the proposal. Swenson, Hagen & Co. received two bids during the bid opening. Northern Improvement Inc. is the low bidder \$1,239,263.80.

Swenson, Hagen & Co. has worked with Northern Improvement Inc. in the past and feel they would be capable of constructing the project. Therefore, we recommend awarding the project to Northern Improvement Inc.

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

Sincerely,

Jason Petryszyn, PE

Enclosure

**CONSTRUCTION OF STORM SEWER, STREET PAVING & LIGHTING
STREET IMPROVEMENT DISTRICT 237 - PROJECT 2024-10
ROCK PORAIRIE ESTATES**

December 7, 2025

STORM SEWER ITEMS	QUANTITY		NORTHERN IMPROVEMENT		STRATA CORPORATION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Straw Wattles, 9" Diameter	80	LF	\$ 4.30	\$ 344.00	\$ 4.00	\$ 320.00
Bedding Material	195	TON	\$ 39.50	\$ 7,702.50	\$ 37.00	\$ 7,215.00
Rock Excavation	50	CY	\$ 21.30	\$ 1,065.00	\$ 20.00	\$ 1,000.00
36" Storm Sewer	20	LF	\$ 277.30	\$ 5,546.00	\$ 260.00	\$ 5,200.00
42" Storm Sewer	224	LF	\$ 309.30	\$ 69,283.20	\$ 290.00	\$ 64,960.00
36" Flared End Section	1	EA	\$ 2,453.20	\$ 2,453.20	\$ 2,300.00	\$ 2,300.00
42" Flared End Section	4	EA	\$ 3,190.00	\$ 12,760.00	\$ 2,900.00	\$ 11,600.00
Type 72" Inlet	2	EA	\$ 11,732.60	\$ 23,465.20	\$ 11,000.00	\$ 22,000.00
RipRap (Type H)	260	TON	\$ 96.00	\$ 24,960.00	\$ 90.00	\$ 23,400.00
RipRap (Type VL)	8	TON	\$ 117.30	\$ 938.40	\$ 110.00	\$ 880.00
Scourstop Mat (4'x4')	4	EA	\$ 346.60	\$ 1,386.40	\$ 325.00	\$ 1,300.00
Seeding	850	SY	\$ 0.60	\$ 510.00	\$ 0.55	\$ 467.50
Mulching	850	SY	\$ 0.70	\$ 595.00	\$ 0.70	\$ 595.00
GRADING ITEMS						
Grading	1	LS	\$ 28,557.60	\$ 28,557.60	\$ 8,000.00	\$ 8,000.00
Subgrade Preparation (0.5' Deep)	5,776	SY	\$ 3.30	\$ 19,060.80	\$ 3.95	\$ 22,815.20
Subgrade Preparation (1.0' Deep)	2,888	SY	\$ 3.70	\$ 10,685.60	\$ 4.50	\$ 12,996.00
Subgrade Preparation (1.5' Deep)	2,888	SY	\$ 4.40	\$ 12,707.20	\$ 5.00	\$ 14,440.00
Stabilize Boulevard	4,575	LF	\$ 3.30	\$ 15,097.50	\$ 3.05	\$ 13,953.75
Geogrid	11,552	SY	\$ 4.50	\$ 51,984.00	\$ 8.00	\$ 92,416.00
6" Gravel (Class V)	4,500	TON	\$ 38.50	\$ 173,250.00	\$ 41.00	\$ 184,500.00
ASPHALT ITEMS						
Remove Asphalt Pavement	160	SF	\$ 6.30	\$ 1,008.00	\$ 16.17	\$ 2,587.20
2.5" AC Base Course (FAA 42)	1,545	TON	\$ 109.20	\$ 168,714.00	\$ 124.00	\$ 191,580.00
2" AC Surface Course (FAA 42)	1,236	TON	\$ 109.20	\$ 134,971.20	\$ 124.00	\$ 153,264.00
6" AC Patch (FAA 42)	160	SF	\$ 22.80	\$ 3,648.00	\$ 16.57	\$ 2,651.20
Bituminous Tack Coat	1,100	GAL	\$ 2.50	\$ 2,750.00	\$ 4.20	\$ 4,620.00
Bituminous Seal Course	10,116	SY	\$ 4.30	\$ 43,498.80	\$ 4.18	\$ 42,284.88
Blotter Sand	15	TON	\$ 10.00	\$ 150.00	\$ 78.03	\$ 1,170.45
Adjust Manhole Casting in Asph Pvmnt	10	EA	\$ 1,246.30	\$ 12,463.00	\$ 1,662.23	\$ 16,622.30
Adjust Valve Box in Asph Pvmnt	9	EA	\$ 356.50	\$ 3,208.50	\$ 402.62	\$ 3,623.58
CONCRETE ITEMS						
Remove Curb and Gutter	80	LF	\$ 31.30	\$ 2,504.00	\$ 12.15	\$ 972.00
Standard Curb & Gutter	4,575	LF	\$ 31.60	\$ 144,570.00	\$ 25.00	\$ 114,375.00
4" Concrete Sidewalk	3,524	SF	\$ 19.50	\$ 68,718.00	\$ 14.59	\$ 51,415.16
8" Concrete Driveway	1,492	SF	\$ 17.40	\$ 25,960.80	\$ 21.00	\$ 31,332.00
2' x 4' Detectable Warning Panels	19	EA	\$ 211.20	\$ 4,012.80	\$ 157.47	\$ 2,991.93
Adjust 72" Type Inlet Casting	2	EA	\$ 3,307.50	\$ 6,615.00	\$ 823.18	\$ 1,646.36
MISCELLANEOUS ITEMS						
Adjust Valve Box in Unpaved Area	1	EA	\$ 80.00	\$ 80.00	\$ 76.30	\$ 76.30
Road Closed Barricade	4	EA	\$ 959.90	\$ 3,839.60	\$ 900.00	\$ 3,600.00
Erosion Control	1	LS	\$ 2,400.00	\$ 2,400.00	\$ 4,172.12	\$ 4,172.12
Traffic Control	1	LS	\$ 800.00	\$ 800.00	\$ 1,621.08	\$ 1,621.08
Signage	1	LS	\$ 2,026.50	\$ 2,026.50	\$ 1,900.00	\$ 1,900.00
Straw Wattles, 9" Diameter	300	LF	\$ 4.30	\$ 1,290.00	\$ 4.00	\$ 1,200.00
ELECTRICAL ITEMS						
Type C Street Light Unit	13	EA	\$ 7,039.60	\$ 91,514.80	\$ 9,300.00	\$ 120,900.00
#6 AWG Circuitry	3,004	LF	\$ 6.40	\$ 19,225.60	\$ 6.25	\$ 18,775.00
Trenching (27" Deep)	2,465	LF	\$ 6.90	\$ 17,008.50	\$ 11.00	\$ 27,115.00
Directional Boring	345	TON	\$ 10.70	\$ 3,691.50	\$ 12.00	\$ 4,140.00
2" Conduit (Laid)	275	LF	\$ 6.90	\$ 1,897.50	\$ 11.00	\$ 3,025.00
Junction Box	3	EA	\$ 1,919.90	\$ 5,759.70	\$ 3,500.00	\$ 10,500.00
Feedpoint Modifications	1	EA	\$ 4,586.40	\$ 4,586.40	\$ 7,100.00	\$ 7,100.00
			TOTAL	\$ 1,239,263.80	TOTAL	\$ 1,315,619.01



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 1, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider annual highway closure agreement

STATEMENT/PURPOSE:

To consider approving of the agreement necessary for the closure of state highways for events.

BACKGROUND/ALTERNATIVES:

Primarily, this agreement is to allow the Mandan Progress Organization to hold their events on state highways, typically Main Street. Individual permits will still need to be submitted to the city for each event that explains the details of the road closures. These special event permits are forwarded on to the North Dakota Department of Transportation district office for review and comments.

ATTACHMENTS:

None

FISCAL IMPACT:

Minimal.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the agreement with the NDDOT.

SUGGESTED MOTION:

I move to approve of the Long-Term Temporary Highway Closure Agreement, as presented.



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 1, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the Special Event Permit for the New Year's Eve Fireworks Show

STATEMENT/PURPOSE:

Consider approval of the Special Event Permit for the New Year's Eve Fireworks Show

BACKGROUND/ALTERNATIVES:

The New Year's Eve Fireworks Show is the 250th Kick-Off Celebration with a World Record show produced by Pegasus Illuminations. It will be a 20-minute firework show with the goal of achieving the most Roman Candle shots in a show. Public viewing will be in the Mandan High School Parking Lot. Tickets will be sold to control traffic and prevent over parking in the Mandan High School lot. The show will start at 10:00 PM and conclude at 10:25 PM. See attached Special Event Permit application. All city departments have reviewed and signed off on this event.

ATTACHMENTS:

1. 2025 New Years Eve Permit - signed

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the Special Event Permit for the New Year's Eve Fireworks Show.

SUGGESTED MOTION:

I move to approve the Special Event Permit for the New Year's Eve Fireworks Show.

Permit Application #: _____ Date Complete: _____
(For office use only)

Special Events Permit Application

City of Mandan, ND

Mandan Police Department (Special Events) • 205 1st Ave. NW • Mandan, ND 58554
• Phone 701-667-3250 • FAX 701-667-3463

Date of Application: 11/17/2025

30 days prior to the event with a **non-refundable administration application fee of \$25 attached**. Late applications are permitted and subject to an **additional \$50 processing fee** for those submitted within 20 days of an event. **Any application not submitted prior to 20 days before the event will not be accepted for consideration.**

The payment of fees does not guarantee event approval if submitted late. Permits are \$30 per day/Sunday Permit will be \$45, to a maximum of \$150.00 per event not to exceed 14 days (Includes Sundays).

All applicants will be charged fees as appropriate and are expected to fully reimburse the city for all services related to event production which may include, but are not limited to, Police Services, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering and Site Supervisors. (See Below Fee and Charges)

A storage fee of **\$500** will be assessed for all equipment not removed from any public venue or premises within 24 hours of the end of the event. Any vendor may request an extension for equipment removal and may be granted by the City Administrator. Full payment is due upon receipt of final invoice. Any property that is abandoned over 15 days will become property of the City of Mandan and may be sold to recoup any expenses accrued by the city.

Comprehensive site plans must accompany this application.

Street Dance: ☐ Beer Garden: ☐ Both: ☐ Parade or Other Public Event: ☒

Section 1 – Applicant Information

Name of Event Manager: Matt Schanandore

Driver's License Number: SCH-83-6204 State ND

Date of Birth: 7/10/1983 Phone Number: 701-934-4540 Email: matt@mandanprogress.org

Address: 2209 Westview Pl SE City: Mandan State: ND Zip: 58554

Have you ever been convicted of a crime? ☐ YES ☐ NO

If yes please list charge(s) and year of conviction(s):

(List all Jurisdictions where you have been charged with a crime, also list any other names you have used when charged)

Name of Event Manager: _____

Driver's License Number: _____ State _____

Date of Birth: _____ Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Have you ever been convicted of a crime? ☐ YES ☐ NO

If yes please list charge and year of conviction:

(List all Jurisdictions where you have been charged with a crime, also list any other names you have used when charged)

Permit Application #: _____ **Date Complete:** _____
(For office use only)

Business Address: 411 West Main St City: Mandan State: ND Zip: 58554
Corporation/Organization: Mandan Progress Organization State of Incorporation: _____
Tax ID #: 45-0439012 501(c)3 #: _____ City Sales Tax ID #: _____
Have you ever coordinated/promoted another event/s? ☒ YES ☐ NO

If yes, please provide the following:

Last event/s Location: Buggies and Blues, Mandan Rodeo Days Parade, Touch a Truck Date: May June, July 2023
Contact Name: Matt Schanandore Phone: 701-751-2983
E-mail Contact: Matt@mandanprogress.org

Section 2 – Event Information

Event Name: New Years Eve Firework Show Anticipated Daily Attendance: 5000
Event Date(s): Dec 31st, 2025 Set-up Date: Dec 28th - Dec 31st Hours: 9am to 6pm
Hours of event each day: December 31st, 2025 7pm to 11pm
(begin and end times)
Take Down Date(s): Jan 1st, 2026 Hours: 9am to 6pm
E-Mail address for public information: Matt@mandanprogress.org
WEB address for public information: www.visitmandan.com,
Location of Event/physical address: Mandan High School Parking Lot - Parcel 65614 - Meadow Ridge Business Park
Sponsors of the Event: Mandan Progress Organization, Pegasus Illuminations
Brief Description of Event:
250th US Kick Off Celebration with a Word Record show produced by Pegasus Illuminations. The Firework show will be a 20 min show
with the goal of achieving the most Roman Candle Shots in a show. Public viewing will be in the Mandan High School Parking Lot. Tickets will
sold to control traffic and prevent over parking in the MHS Lot. Show will take place a 10pm and conclude at 10:25pm

Has this event been held in another location? ☒ YES ☒ NO

If yes, please provide the following:

Last event/s Location: _____
Date: _____ Contact Name and Phone: _____

Section 3 – Event Features

Will there be an admission charge? ☒ Yes ☐ No
If yes, Printed ticket count: 950 Tickets for presale count: _____

Will there be entertainment? ☐ Yes ☒ No

If yes, please attach an itemized complete list of all entertainment.

(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized by the City Administrator.)

Will merchandise and/or food items be sold? ☐ Yes ☒ No

If yes, please attach a complete list of vendors.

(Each vender must have all valid permits and license to sell their product)

Permit Application #: _____ **Date Complete:** _____

(For office use only)

What type of advertising/promotion will be done prior to the event?

(Attach all promotional material.)

Radio: ☒ Yes ☐ No What Stations? I Heart Media

TV: ☒ Yes ☐ No What Stations? KXMB TV KFYZ-TV

Fliers/Posters: ☐ Yes ☒ No How many? _____

Press Releases: ☒ Yes ☐ No How many? 2

Newspaper Ads: ☐ Yes ☒ No What publication? _____

Is any other promoter/producer assisting you with your event? ☐ Yes ☒ No

Name of Promoter and Promotion Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Will the event include any of the following? (Indicate on site plan and/or vendor list)

Tents or Canopies: ☒ Yes ☐ No

Number of Tents: 1 Operations _____

(Tents require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics: ☒ Yes ☐ No

(Fireworks or Pyrotechnics require permits from the Fire Department and inspection fees will be applied.)

Fireworks or Pyrotechnics Production Company's name: Pegasus Illuminations

(A copy of the Production Company's License and Insurance is required with this application, only if fireworks or pyrotechnics are being requested for this event.) *A separate bond may be required for this event.

Require permits from the City of Mandan

Any person for on- or off-sale alcoholic beverage licensee desiring to conduct a public beer garden shall make application for a special permit to do so to the board, 30 days in advance of the proposed event.

Temporary Fencing: ☐ Yes ☒ No

Provide accurate dimensions of fenced area on site plan along with the site plan.

Company Contact Name: _____

Contact phone: _____

Restroom Accommodations: _____

Number of required portable toilets: _____

Approved By: _____ Date Approved: _____ Initials: _____

Placement of sanitary toilet facilities must be on site plan.

Permit Application #: _____ **Date Complete:** _____

(For office use only)

Attach a copy of the letter from the Custer Health that indicates the site plan has been reviewed and the required number of proper sanitation facilities is attendance.

Company Contact name: Spiffy Biffs Arranged by MPO

Contact phone: _____

Electrical Services/Generators ☐ Yes ☒ No

Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.

Company Contact name: _____

Contact phone: _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Carnival/Amusement Rides: ☐ Yes ☒ No

A separate permit from the Fire Department may be required.

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Signs / Banners ☒ Yes ☐ No

Company Contact name: _____

Contact phone: _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Inflatables ☐ Yes ☒ No

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Raffles

Will this event have a raffle? ☐ Yes ☒ No

If yes you must apply for a City Permit \$25 Raffle Permit (Attach copy of State Gaming License if issued)

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Permit Application #: _____ **Date Complete:** _____
(For office use only)

Section 4 – Transportation

Does the event propose **using, closing or blocking** any of the following:

*If yes, specify location and duration on site map, **if on a DOT Highway or Roadway DOT authorization will be required.***

City Streets ☒ Yes ☐ No (Number of locations: 2 Old Red Trai attach list of locations.)

City Sidewalks ☒ Yes ☐ No (Number of locations 2 Old Red Trai attached list of locations)

City Bus Stops ☐ Yes ☒ No (Number of locations _____ attached list of locations)

Public Parking Lots ☒ Yes ☐ No (Number of locations MHS Parking Lot attached list of locations)

Public Bicycle Parking ☐ Yes ☒ No (Number of locations _____ attached list of locations)

Multiuse Paths ☐ Yes ☒ No (Number of locations _____ attached list of locations)

City Alleys ☐ Yes ☒ No (Number of locations _____ attached list of locations)

City Right-of-Ways ☐ Yes ☒ No (Number of locations _____ attached list of locations)

Approved By: _____ **Date Approved:** _____ **Initials:** _____

(Section 4 must be approved by Mandan City Engineer, and be approved by the City Commission before the event)

Section 5 – Use of City Utilities

Will any City electric hookups be used? ☐ Yes ☒ No

Electric Location including amperage _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Will any City water hookups be used? ☐ Yes ☒ No

Water Location(s) _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Will waste water/gray water be generated? ☐ Yes ☒ No

If so, how will it be disposed? _____

Approved By: _____ **Date Approved:** _____ **Initials:** _____

Permit Application #: _____ Date Complete: _____
(For office use only)

Section 6 – Alcohol

Will there be alcohol at the event? ☐ Yes ☒ No

Will alcohol be given away? ☐ Yes ☒ No

Will the alcohol be sold? ☐ Yes ☒ No

Will the alcohol be donated? ☐ Yes ☒ No

Who is the alcohol being donated by or purchased through: _____

Is alcohol included in the admission price of the event? ☐ Yes ☒ No

Approved By: _____ Date Approved: _____ Initials: _____

If you answered *Yes to any of the above*, a City and State Liquor License will be required. Attach copy(s) of all liquor licenses with this application. (If a City Liquor License is needed please contact the City of Mandan's Finance Department to apply at Phone: (701) 667-3213)

Has the applicant/organization ever had a liquor license or event permit denied, revoked or suspended? ☐ Yes ☐ No

If yes, please explain:

How will attendees be identified as minors or age 21 and over?

Have the alcohol servers received training in sale/service of alcoholic beverages? ☐ Yes ☐ No

If yes, who provided the training: _____

Date and time of most recent training: _____

Request Mandan Police Server Training: ☐ Yes ☐ No

If yes provide a contact person and contact information::

Permit Application #: _____ Date Complete: _____
(For office use only)

Section 7 – Event Security

Are you requesting off-duty Mandan Police officers? ☐ Yes ☒ No

Number of personnel requested: _____

After reviewing the event application, the Chief of Police may require the use of the City of Mandan Off-Duty Police Officers for the event.

To schedule Off –Duty Police Officers, please call 701-667-3250.

Officers must be requested 2 weeks prior to any event and there will be a minimum of 4 work hours per officers per event at \$45 per-hour per officer.

Are you requesting private security? ☐ Yes ☒ No

Number of security personnel onsite: _____

Include security points and duties on event plans

The City of Mandan requires only security companies that are licensed and bonded in the State of North Dakota.

Security Company and Contact Info: _____

Attach a copy of Company's License

Section 8 – Emergency Medical Services

Are you requesting off-duty Mandan EMT's? ☐ Yes ☒ No

Number of personnel requested: _____

After reviewing the event application the Fire Chief may require the use of the City of Mandan Off-Duty EMT's or paramedics for the event.

EMTs or paramedics must be requested 2 weeks prior to any even and there will be the minimum of 4 work hours per employee per event \$35

Section 9 – Event Maintenance and Cleanup Plan Required

What is your trash removal and cleanup plan?

Armstrong Sanitation Dumpsters and Totes

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: _____

Contact Name: _____ Phone: _____

All costs for containers, dumping and the removing all trash are the responsibility of the applicant/promoter. The City of Mandan's property and or the event site must be returned to its original condition and all equipment removed or daily fees will be accessed.

Section 10 – ADA Accessibility Requirements

Parking plan requirements

Attach a copy of your parking plan and include in the plan the necessary handicap parking areas and any code required handicap accessibility requirements. Also include medical access points and safe medical response routs for the event.

Section 11– Insurance and Bond Requirements

The City of Mandan has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Mandan, a certificate of insurance or a copy of the required bond that complies with the requirements referenced below must be attached.

All special event applicants shall name the City of Mandan as an “Additional Insured”, per item one below, on all policy(ies), except workers compensation and shall reflect this on a Certificate of Insurance. Applicant agrees that any insurance available to the applicant shall be primary and non-contributory to the city’s self-insured retention.

Applicant shall obtain certificates of insurance from all vendors participating in this event unless covered under applicant’s insurance policy. Vendors must comply with all requirements listed in this section. Complete and accurate certificates must be received by the Special Events Office a minimum of five (5) working days prior to the event. Separate certificates of insurance shall be provided by all carnival and amusement companies and firework production companies with the limits shown in this section and shall name the City of Mandan as “Additional Insured” as per item one below. Additional coverage may be required depending upon the nature and scope of the event. For more information or questions regarding insurance requirements, please contact our City Administrator’s Office at 701-667-3214. The City Administrator reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Mandan, its agents, officers, employees and volunteers are named as “Additional Insured.” All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The City of Mandan shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium is required..
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the City of Mandan.
4. General Liability Including: Bodily Injury Contractual Independent Contractors
Comprehensive Form Product/Completed Operations Hazard
Premises Operation Personal injury Broad Form Property Damage

Permit Application #: _____ **Date Complete:** _____
(For office use only)

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates shall be received no less than thirty (30) working days prior to the event.

City Services

Police..... \$45 per hour, per officer, 4 hour minimum

Fire/EMS..... \$35 per hour, per staff 4 hour minimum

Barricades.....Amount charged by contracted barricade provider

Trash Container drop-off/pick-up..... \$____ prices vary

Custodial..... \$____ per hour, per staff person

Miscellaneous fees

Tent/Canopy Permit.....\$____ per tent or canopy (Check with the Fire Department to ascertain if a permit is necessary)

Fireworks Permit..... \$____ per location

The Park District may require separate fees or permit if on Park District property. It is required that the event host checks with the Park District when planning an event on Park District property to avoid delays with the permitting process.

Permit Application #: _____ **Date Complete:** _____
(For office use only)

Fee Cost Worksheet

Police Services:

No. of Officers _____ x No. of Hours _____ = _____ x \$45 = \$ _____

Fire/EMT Services

No. of EMT's _____ x No. of Hours _____ = _____ x \$35 = \$ _____

Finance application processing Fee \$ _____

Trash Container Fee..... \$ _____

Custodial Fee..... \$ _____

Tent/Canopy Inspection and Permit..... \$ _____

Fireworks/Pyrotechnics Permit and Inspection Fee..... \$ _____

\$25 Application Fee..... \$ _____

\$50 Late application Processing Fee (if Applicable)..... \$ _____

Event Application Fee (See Attached Fee Schedule)..... \$ _____

TOTAL: \$ _____

Fees assessed by the Park District are not included.

Date Fees Paid: _____ **Initials:** _____

Permit Application #: _____ Date Complete: _____

(For office use only)

Signature Page from City Officials and Department Heads

<u>Mitch L. Bitz</u> Mitch L. Bitz (Nov 21, 2025 13:48:14 CST)	/ 11/21/2025	☐	Approved	☐	Denied	☒	Conditional—See Narrative
Fire Department	Date						
<u>Patrick Haug</u> Patrick Haug (Nov 21, 2025 10:06:50 CST)	/ 11/21/2025	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Police Department	Date						
<u>Jack W. [Signature]</u> [Signature]	/ 12/01/2025	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Engineering Department	Date						
<u>Shane O'Keefe</u> Shane O'Keefe (Dec 1, 2025 11:54:43 CST)	/ 12/01/2025	☐	Approved	☐	Denied	☐	Conditional—See Narrative
Public Works	Date						

Fire Department Narrative:

An MOU between the organizer and the neighboring building owner (Eide Dealership) will be required, the MOU must contain an indemnification clause releasing the city from any liability. All tall grass not on a slope must be cut. During the fireworks show, the event must have a drone with thermal capabilities to monitor the b

Police Department Narrative:

N/A

Engineering Narrative:

Public Works Narrative:

Special Event Guide

Sec. 12-9-1. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public concert: means a musical performance by one or more groups held either indoors or outdoors where the audience is seated by reserve or general admission, free of charge or otherwise, with the audience being present primarily for the purpose of listening to music and the location of such musical performance having a seating capacity of at least 1,000 people, or, if the concert is outdoors, the site has a capacity of at least 300 persons.

Public dance: means any dance held either indoors or outdoors where the public may participate, whether an admission fee is charged or not, and is present primarily for the sole purpose of dancing, and where the location of the dance has a capacity of at least 100 persons.

Public event: means a music festival, public dance or public concert.

(Code 1979, § 10-04-07; Code 1994, § 12-03-09; Ord. No. 744, § 2, 1989)

ARTICLE 4. – AMUSEMENTS

Sec. 12-4-1. - Required to operate public amusements.

- a) It is unlawful to conduct or operate any amusement which is open to the public and for which an admittance fee is charged without having first secured a license from the city. The license fee for amusements shall be determined by resolution of the board.
- b) No license fee is required if a show, exhibition, entertainment, gallery, stand or other device is operated or given under the auspices of and for the benefit of a church or school, or charitable, fraternal or political organization. (Code 1979, § 10-04-01; Code 1994, § 13-04-01)

Sec. 12-4-2. - Public amusements for which license is required.

A person may not conduct, operate or maintain the following activities without first obtaining a license from the city:

- (1) Public dance, as that term is defined by N.D.C.C. § 53-02-01.
- (2) Any circus, carnival or similar event.
- (3) Any theatrical exhibition, motion picture show, vaudeville performance, opera or variety theater.
- (4) Any show, entertainment, gallery, stand or device of any description on the streets, alleys or public grounds within the city.
- (5) Any merry-go-round, rides or similar devices.

(Code 1979, §§ 10-04-02—10-04-05; Code 1994, § 13-04-02)

Sec. 12-4-3. - Liability insurance or bond required.

A person may not conduct, operate, manage or sponsor any Ferris wheel, merry-go-round or other amusement ride operated for hire, or for the purpose of promoting or advertising any trade or business, without first filing with the city license officer a bond indemnifying the public against damages sustained by reason of operation of the ride, or certificate of liability insurance, in the amount of at least \$500,000.00. Such bond or certificate of insurance is subject to the approval of the city attorney. This section applies to all persons, whether or not such persons are exempted from any other provision of this article. (Code 1994, § 13-04-03)

Sec. 12-4-4. - Licensee to maintain order.

Any licensee engaged in giving or conducting any public amusement for pay shall preserve good order in and about the place of exhibition or public amusement, and if necessary for that purpose, shall employ, at the licensee's own expense, a sufficient security force. (Code 1979, § 10-04-06; Code 1994, § 13-04-04)

Sec. 12-4-5. - Policing of dances, music festivals or public concerts.

A public dance or public dancing place or hall may not be conducted, maintained or operated, unless the same is policed as provided by N.D.C.C. § 53-02-08. A music festival or public concert, as defined in N.D.C.C. § 53-02-01, shall be policed as provided in N.D.C.C. § 53-02-08. The cost of the policing, as determined by the chief of police, must be paid by the applicant at the time of the license application or, at the discretion of the chief of police, a cash bond in a reasonable amount may be posted, which shall be refunded upon payment of costs of policing following the event. (Code 1994, § 13-04-05)

Sec. 12-4-6. - Use of streets.

It is unlawful for any person to play any game, sport or amusement upon any public right-of-way of the city, except as permitted by the board. (Code 1994, § 13-04-06)

Sec. 12-9-2. - Penalty.

Any person who gives, holds or conducts a public event in violation of this article or in violation of the conditions of the public event permit, who furnishes information required by this article which is false or misleading, or who violates any provision of this chapter shall be guilty of a Class B misdemeanor. (Code 1979, § 10-04-07; Code 1994, § 12-03-17; Ord. No. 744, § 2, 1989)

Sec. 12-9-3. - Required; nontransferable; fees.

No person shall give, hold or conduct a public event unless the owner of the place where the public event is given, or the person giving the same or in charge thereof, first shall have procured a permit to give, hold and conduct such public event. A permit may be issued for one or more public dances or public concerts. If a permit is issued to any person to conduct a public event, the event may be conducted in such place only by the person to whom the permit is issued. Such permit shall not be transferable. A permit fee shall be assessed for each event held within a 24-hour period or an annual permit fee may be assessed if the site location is intended to be a permanent site, and the amount of the fees shall be set from time to time by resolution of the board. A permit, other than an annual permit, shall not be valid for a period of greater than three consecutive days.

(Code 1979, § 10-04-07; Code 1994, § 12-03-10; Ord. No. 744, § 2, 1989)

Sec. 12-9-4. - Application; special permits.

Any person desiring to conduct a public event at a public building or site or any outdoor location shall make application for a permit to do so to the board, 30 days in advance of the proposed event. In the event the applicant proposes to sell or dispense or permit the consumption of alcoholic beverages at such public event, an application for a special permit under the provisions of sections [4-2-16](#) and [4-2-20](#) shall accompany the application for the public event. Four copies of the application shall be filed with the city license officer and shall set forth the following information:

Sec. 4-2-20. - Sunday alcoholic beverage permit.

Permit required. No person may dispense, sell or permit the consumption of alcoholic beverages within a licensed premises or publicly owned or operated facility on any Sunday unless said person has been granted a permit under the provisions of this section. The authority to issue a Sunday alcoholic beverage permit rests solely with the board.

Permit Application #: _____ **Date Complete:** _____

(For office use only)

- 1) Identification of applicant. The application shall include the name, address and driver's license number of the applicant and the name, address and driver's license number of the person who will manage or conduct the public event. The application shall also state whether the applicant or the person who will manage or conduct the event has been convicted of any crime relating to the sale of alcoholic beverages or controlled substances or within the past five years has been convicted of any crime against persons, including assault, disorderly conduct, sexual assault, rape or murder, and whether the applicant or the person who will manage or conduct the event has ever had a license of any kind revoked or cancelled by any municipal, state or federal authority.
- 2) Date, time and place. The place, date and hours of the proposed event shall be clearly identified.
- 3) Site plan. The person conducting the event shall include in the application a site plan which details the exact placement of the stage, lighting and other electrical equipment, public seating, toilet facilities, fencing or other barricades, parking, marked fire lanes, and the proximity of public roadways. The site plan submitted by the applicant shall be reviewed by the city engineer, who shall submit Estimate of attendance, his recommendations to the board.
- 4) The applicant shall provide an estimate of the number of persons that the person conducting the event has determined can be safely accommodated within the chosen site and an estimate of the number of persons expected to attend.
- 5) Ticket sales. The application shall contain information relating to ticket sales, which addresses the control of attendance to meet the site plan limitations, if any. If the person conducting the event intends to open the event to the general public without prior ticket sales, the application shall address the manner in which the person intends to limit the size of the crowd to meet the site plan limitations.
- 6) Traffic control. The application shall specify the proximity of public roadways to the site of the event and to the proposed parking area and shall contain a description of the manner in which traffic control will be handled to ensure the safe ingress and egress of pedestrians and vehicles. Appropriate arrangements shall be made by the person conducting the event to ensure that no interference will occur with the public use of any adjacent public roadways. The traffic control proposal shall be subject to the approval of the city engineer.
- 7) Parking. The application and site plan shall specify the planned accommodations for public parking. The person conducting the event shall provide adequate parking for persons in attendance commensurate with the estimated number of persons that the selected site can accommodate. Under no circumstances will parking be permitted upon public roadways if said parking would be in violation of posted parking restrictions.
- 8) Sanitation. The application shall include the number and placement of sanitary toilet facilities which will be provided by the person conducting the event. The application shall be accompanied by a letter from the city health officer that indicates that he has reviewed the site plan and estimate of the number of persons in attendance and has determined that the number and kind of proposed toilet facilities is adequate to meet the needs of persons in attendance at the event.
- 9) Garbage. The application shall include a description of the size and number of available garbage disposal units on the site of the event in addition to the arrangements made to clean up the site after the event has ended.
- 10) Fencing and barricades. The application shall contain a description of the fencing and barricade system which is intended to control access to the event site, if such event is to be outdoors, and the location of the fencing and barricade system shall be noted on the site plan. If alcoholic beverages are to be dispensed or consumed at the public event, which event is outdoor, the perimeter of the site must be surrounded by a six-foot cyclone-style fence or enclosed within a tent which has four sides. For all events, whether outdoors or indoors, adequate provisions for entrances and exits and access by fire, police and other emergency personnel or vehicles shall also be noted in the application and on the site plan.
- 11) Signing. The application shall contain a description of the signing which is proposed to control pedestrian and vehicular traffic, parking, and provide appropriate notices to the persons in

attendance at the event. The size, wording and placement of the signs shall be included in the description and shall be subject to the approval of the city engineer.

- 12) Sale or consumption of alcoholic beverages. If the applicant intends to sell or allow the consumption of alcoholic beverages at the public event the identity of the alcoholic beverage licensee who will be dispensing said beverages shall be provided. The board may, by resolution or by condition attached to the permit, restrict the sale, dispensing and consumption of alcoholic beverages to beer or beer and wine only at the event or series of events. Therefore, the person holding the event shall include within the application a description of the efforts that will be taken to prevent the consumption of other alcoholic beverages at the event, including those alcoholic beverages attempted to be brought in by members of the public. At all such events the dispensing of alcoholic beverages in glass bottles, glass drinking cups or any other glass containers shall be prohibited.
- 13) Security. N.D.C.C. § 53-02-08 requires the city police department to police the event at the expense of the person conducting the event, which payment must be received by the city license officer 72 hours in advance of the event. The application shall contain, in addition to the estimated number of persons in attendance, an estimate of the number of police officers which will be needed to adequately police the event. The chief of police will be responsible for making the final determination of the number of officers that will be required.
- 14) Bond required. The person conducting the event shall file with the city license officer a cash bond in an amount to be set by resolution of the board. The bond shall be returned to the person after the event if the site has been adequately cleaned and if no additional costs or property damage has resulted from or as a result of the event.
- 15) Cost to the city. If the proposed event necessitates any expenditures on the part of the city, excluding the cost of providing police security, such costs shall be paid to the city by the person conducting the event. The posted cash bond shall be used by the city to cover the costs associated with the event and the balance, if any, will be returned to the person conducting the event. If the cash bond does not cover the costs resulting from the public event, the person conducting the event shall be assessed the additional costs. Costs within this section include, but are not limited to, the following:
 - a. Costs of cleanup or garbage removal;
 - b. Costs of traffic signing, fencing or barricades;
 - c. Any property damage to public property which occurred during or as a result of the event; and
 - d. Any additional costs associated with crowd control, including injury to city employees or other persons, which occurred during or as a result of the event.
- 16) Temporary vacation of streets. If the site plan proposed by the applicant requires the use of any public street, alley or right-of-way, the application and the site plan shall clearly designate the portion of the public street, alley or right-of-way to be temporarily vacated. In no event shall more of a public street adjoining one-half of a public block be vacated and, in each instance, adequate access for emergency vehicles shall be provided. The temporary vacation of any public street or right-of-way shall be subject to the approval of the city engineer. The board shall determine whether any public street, alley or right-of-way may be temporarily vacated for a public event on a case-by-case basis.
(Code 1979, § 10-04-07; Code 1994, § 12-03-11; Ord. No. 744, § 2, 1989)

Sec. 12-9-5. - Inquiry and investigation.

The board shall make such inquiry and investigation as to the propriety of granting or refusing such permit as shall be deemed necessary.

(Code 1979, § 10-04-07; Code 1994, § 12-03-12; Ord. No. 744, § 2, 1989)

Sec. 12-9-6. - Refusal and revocation of public event permit for cause.

- (a) The board may revoke the public event permit at any time for violation of any of the provisions of this chapter. The board shall refuse to issue such permit, and shall revoke a permit already issued, where it appears that:
- 1) The permitted site is or is likely to become a public nuisance or detrimental to public health, safety or order;
 - 2) The provisions of this chapter are being violated;
 - 3) An alcoholic beverage or controlled substance is being sold, or given away, except as authorized by terms of the permit;
 - 4) Any of the city ordinances or state laws are being violated;
 - 5) The chief of police determines that adequate security cannot be provided to the public event either by city police officers, special police or a combination thereof; or
 - 6) The board has determined that the number of like events needs to be limited in order to ensure the health, safety and security of the public.
 - 7) The chief of police shall report any violations of the permit or violations of city ordinances or state laws immediately to the board. Notwithstanding any of the provisions of this chapter, if the chief of police determines that the conduct of any public event has become a public nuisance or injurious to the public peace, health or safety, the chief of police shall immediately cause said event to be closed to the public and thereafter notify the board of the action and reasons therefor.
- (Code 1979, § 10-04-07; Code 1994, § 12-03-14; Ord. No. 744, § 2, 1989)

Sec. 12-9-7. - Restrictions and conditions attached to public event permit.

If the board determines that the public event will not unduly interfere with the peace, health or safety of the public or the neighborhood in which the event will occur and that the applicant is in compliance with the requirements for sanitation and garbage disposal; parking, fencing, traffic and crowd control; security; and regulation of alcoholic beverage consumption, the board may approve the issuance of the permit to be effective for the dates designated and subject to any necessary restrictions and conditions, including the following restrictions and conditions:

- 1) Alcoholic beverages may be distributed and consumed, and dancing may be permitted only in those areas specifically designated in the site plan and approved by the board;
 - 2) Dancing and the distribution of alcoholic beverages shall be permitted only during the hours designated by the board, which in no event shall be before the hour of 12:00 noon on the date specified in the permit and after 1:00 a.m. of the following day;
 - 3) No person having a permit to hold a public event at which alcoholic beverages are to be sold, distributed or consumed shall permit in any such event any person who is obviously intoxicated or who is under 21 years of age, except persons under 21 years of age may be permitted at a public event if the sale and consumption of alcoholic beverages is segregated and constricted to an area barricaded from the public event by a six-foot cyclone-style fence or structure to which access by such persons is prohibited;
 - 4) The licensee as a condition to the issuance of such permit consents and agrees that any city police officer or special police officer may enter upon and inspect the licensed premises or site or any part at any time for the purpose of determining compliance with the conditions of the permit and city ordinances; and
 - 5) The licensee shall comply with all other applicable ordinances and laws relating to health and sanitation and the use and sale of alcoholic beverages in the city.
- (Code 1979, § 10-04-07; Code 1994, § 12-03-14; Ord. No. 744, § 2, 1989)

Sec. 12-9-8. - Limits on number of public event permits.

The board may, by resolution, set a maximum limit on the number of public event permits which will be granted during any period of time. Notwithstanding any restrictions on the number of events, the board may deny any application for a permit if it determines that adequate provision for traffic control, health, safety or security cannot be provided for the event.

(Code 1979, § 10-04-07; Code 1994, § 12-03-15; Ord. No. 744, § 2, 1989)

Sec. 12-9-9. - Indemnification of city.

A person may not give, hold or conduct a public event, nor may the board approve a permit for such public event, without the person having first filed with the city license officer a bond or certificate of insurance in the amount as specified by resolution of the board, indemnifying the city and the public against personal injury or property damages occurring at or as a result of the public event. The person giving, holding or conducting the public event agrees to save and hold harmless the city for any personal injury or property damage resulting from actions of any city employees, police officers or special officers in the course of their employment, which actions are directly related to the conduct of the public event.

(Code 1979, § 10-04-07; Code 1994, § 12-03-16; Ord. No. 744, § 2, 1989)

Sec. 24-9-3. - Parade permit required.

No person shall engage in, participate in, aid, form or start any parade without a parade permit issued by the city.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-4. - Application for parade permit.

- a. A person desiring a parade permit shall file an application with the city on forms provided by the city. Such application shall be filed not less than seven days nor more than 60 days before the date on which it is proposed to conduct the parade.
- b. The application for a parade permit shall contain all information deemed necessary by the city in order to fully evaluate the request
- c. The city, where good cause is shown therefor, may consider any application which is filed less than seven days before the date such parade is proposed to be conducted.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-5. - Standards for issuance of parade permit.

The city shall issue a parade permit when, from a consideration of the application and from such other information as may otherwise be obtained, it finds that:

- 1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- 2) The conduct of the parade will not require the diversion of so great a number of police officers to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the city.

- 3) The conduct of such parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city other than that to be occupied by the proposed line of march and areas contiguous thereto.
- 4) The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas.
- 5) The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire.
- 6) The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.
- 7) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
- 8) The parade is not to be held for the sole purpose of advertising any product, cause, goods or events and is not designed to be held purely for private profit.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-6. - Notice of denial of parade permit.

If the city disapproves the application for a parade permit, the city shall mail to the applicant, within three days after the date upon which the application was filed, a notice of such action.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-7. - Alternative parade permit.

The city, in denying an application for a parade permit, may authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of such action, file a written notice of acceptance with the city. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit under this article.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-8. - Contents of parade permit.

Each parade permit shall state the following information:

- 1) Starting time.
- 2) Minimum speed.
- 3) Maximum speed.
- 4) Maximum interval of space to be maintained between the units of the parade.
- 5) The portions of the streets to be traversed that may be occupied by the parade.
- 6) The maximum length of the parade in miles or fractions thereof.
- 7) Such other information as the governing body shall find necessary to the enforcement of this article.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Permit Application #: _____ **Date Complete:** _____
(For office use only)

Sec. 24-9-9. - Carrying parade permit.

The parade chairperson or other person heading or leading such activity shall carry the parade permit upon their person during the conduct of the parade.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)

Sec. 24-9-10. - Revocation of parade permit.

The city may, after a hearing affording due process, revoke a parade permit issued under this article upon application of the standards for issuance as set forth in this article.

(Code 1979, § 9-01-01; Code 1994, § 20-09-02; Ord. No. 658, § 1, 1982; Ord. No. 789, § 1-3, 1991)



24th St NW

8th Ave NW

8th Ave NW

8th Ave NW

Mandan High School

Parking Lot E

Parking Lot D

Parking Lot C VIP

Parking Lot B

Parking Lot A

4th Ave NW

4th Ave NW

1806

Old Red Trail

1806

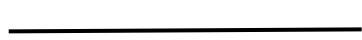
ve NW



Site Plan Descriptions



Road closures needed 9:50pm to 10:20 or until show is over.



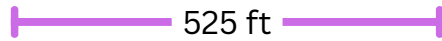
Single shot comets and mines considered close proximity, not to exceed 50mm bore size.



Safe distance from shells to interstate.



Safe distance from shells to nearest spectators.



525 ft

Safe distance from shells to habited building.



There will be 5 positions of cakes X and 3 spots for shells ●

Note: there will be no cakes exceeding 3in in diameter. In the shell positions there will be 3", 4", and 5" shells.

No shell size will exceed 5in in diameter.



The roman candle location for all racks to light world record. Note due to the angles on the racks, this length of site will be 400ft wide by 130 ft deep.



Each fireball tube will not exceed 10 gallons of gas.

NOTE: Total shoot site span encompassing all product line placements will be 450ft wide and 350ft deep.

NOTE: NFPA guidelines is 70' per inch of shell to nearest spectator or habited building. Our placements are within these guidelines.

Pegasus Team Setup Schedule

Sunday Dec. 28th Pegasus Team will arrive to shoot site with trailers and equipment. Tent will be set up and generators placed where needed. Team will have 3-5 trailers on site at all times along with up to 20 vehicles. We will also be utilizing 2 side-by-sides.

Monday Dec. 29th - Product will be set out on site. No product will be connected to electronic firing system until December 31st.

Tuesday, Dec. 30th - Product will be continue to be set out on site. Still no connection to firing system.

Wednesday, Dec. 31st - All product will be connected to firing system and checked for final continuity for show.

Thursday, Jan. 1st - Final cleaning and tear down of shoot site. *Backup date in case of inclement weather.

Firework Display Specific Needs

- 1. Fire department with truck on site from 9:50 pm to final clear from Pegasus Team that site is deemed safe from fires.**
- 2. Access to school entrance on Dec. 28th through Jan. 1st.**
- 3. Parking will also need to be allowed from Dec. 28th through Jan. 1st as well.**
- 4. When will security be available? This will determine when Pegasus Team needs to keep a crew member on site once product is set up beginning on the 29th.**
- 5. Tele-handlers will need to be delivered by Dec. 30th. They must have a block heater in order to be plugged in.**
- 6. Work light generators will need to be there on the 29th.**
- 7. Side-by-sides will need to be there by the 29th.**
- 8. Showtime will be 10:00 p.m. CST - approximately 20 mins**

2025 New Years Eve Permit

Final Audit Report

2025-12-01

Created:	2025-11-19
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQoE5mgB9FBW4qe25ns9JTqbODB9u1yF8

"2025 New Years Eve Permit" History

-  Document created by Tasha Scott (tasha.scott@mandanpd.com)
2025-11-19 - 6:17:32 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature
2025-11-19 - 6:25:25 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)
2025-11-21 - 4:05:21 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)
Signature Date: 2025-11-21 - 4:06:30 PM GMT - Time Source: server
-  Document emailed to mbitz@cityofmandan.com for signature
2025-11-21 - 4:06:35 PM GMT
-  Email viewed by mbitz@cityofmandan.com
2025-11-21 - 7:41:01 PM GMT
-  Signer mbitz@cityofmandan.com entered name at signing as Mitch L. Bitz
2025-11-21 - 7:48:12 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)
Signature Date: 2025-11-21 - 7:48:14 PM GMT - Time Source: server
-  Document emailed to Shane OKeefe (shane.okeefe@cityofmandan.com) for signature
2025-11-21 - 7:48:18 PM GMT
-  Email viewed by Shane OKeefe (shane.okeefe@cityofmandan.com)
2025-12-01 - 5:54:15 PM GMT
-  Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)
Signature Date: 2025-12-01 - 5:54:43 PM GMT - Time Source: server

 Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature

2025-12-01 - 5:54:46 PM GMT

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)

2025-12-01 - 7:43:26 PM GMT

 Document e-signed by Jarek Wigness (jarek.wigness@cityofmandan.com)

Signature Date: 2025-12-01 - 7:45:41 PM GMT - Time Source: server

 Agreement completed.

2025-12-01 - 7:45:41 PM GMT



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 1, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the raffle permit for North Dakota American Legion Auxiliary

STATEMENT/PURPOSE:

Consider approval of the raffle permit for North Dakota American Legion Auxiliary

BACKGROUND/ALTERNATIVES:

The North Dakota American Legion Auxiliary will hold a chinese raffle on 1/24/2026 at the Baymont Inn & Suites. Proceeds will go to Eastern & Western Honor Flight & the NDSU Bison Strides Equine Assisted Activities & Therapy Program for veterans and their families.

ATTACHMENTS:

1. 2025-73 ND American Legion Auxillary

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the raffle permit for North Dakota American Legion Auxiliary.

SUGGESTED MOTION:

I move to approve the raffle permit for North Dakota American Legion Auxiliary.

City Commission

Agenda Documentation

December 16, 2025

Subject: Consider approval of the raffle permit for North Dakota American Legion Auxiliary

Page 2 of 2



LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (8-2025)

Permit Number
2025-73

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games Authorized

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One* ☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group North Dakota American Legion Auxillary		Dates Authorized (Read Instruction 2) 1/24/26	
Organization or Group Contact Person Candace Berg	E-mail icebergartcreations@gmail.com	Telephone Number 701-740-7144	
Mailing Address 1801 23rd Ave N. Room 113	City Fargo	State ND	ZIP Code 58102

SITE INFO

Site Name Baymont Inn & Suites of Mandan		County Morton	
Site Address 2611 Old Red Trail	City Mandan	State ND	ZIP Code 58554
If the city or county is placing restrictions on the permit, please explain N/A			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Chinese Raffle to be held on 1/24/2026 at the Baymont Inn and Suites in a conference room.			

Permits must be issued prior to the 1st event date.

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

- a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

- (1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.
(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official Tasha Scott	Title of City or County Official Administrative Assistant	Telephone Number 701-667-3250	E-mail Address tasha.scott@mandanpd.com
Signature of City or County Official 		Date 12/1/2026	Issuing Governing Body ☒ City ☐ County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.

Information required to be preprinted on a standard raffle ticket:

1. Name of Organization;
2. Ticket Number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player or option to convert a **merchandise** prize to a cash prize that is limited to the lesser of the value of the merchandise prize or fifteen thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. Print the authorizing city or county and permit number
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an non-guaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or fifteen thousand dollars.

North Dakota Administrative Code 99-01.3-05-02(4) states that an employee may not sell a ticket on a site where another organization is licensed or has a permit unless the employee is granted permission by the lessor and other organization.

North Dakota Administrative Code 99-01.3-05-01 through 99-01.3-05-05 (Raffles) in its entirety can be reviewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

INSTRUCTIONS:

After a city or county governing board has authorized an organization to receive a local permit or restricted event permit, the city or county must complete the form.

1. Enter the city or county assigned "Permit Number".
2. Enter the beginning and ending date(s) for which the permit is authorized. **Note: Unexact blanket dates will not be accepted**
 - a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar year basis.
 - b. A local permit can be issued for one or more events per fiscal year.
 - c. The "Dates Authorized" must only be the actual dates of the event(s) and does not include the dates the organization is selling tickets.
 - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
 - e. If a local permit is issued for more than one event, enter the date of the first event as the beginning date and the date of the last event as the ending date.
 - f. A permit may not be issued more than twelve months prior to the first raffle drawing date.
 - g. A restricted event permit may be issued for only one event per year. If the organization has received a local permit during a fiscal year, it may not receive a restricted event permit. If the organization received a restricted event permit during the fiscal year, it may not receive a local permit.
3. Permits must provide the specific dates of event(s), site name, and site physical address. If there are multiple event dates that do not fit on the permit, a separate sheet must be submitted with the permit that provides a list of all event dates.
4. Enter any restriction place on the organization or group, such as days of the week or designation of an area at a site where games may be conducted.
5. When a restricted event permit is issued, provide a "Report on a Restricted Event Permit (SFN 52880)" form to the organization or be sure they know the form is available at <https://attorneygeneral.nd.gov/licensing-and-gaming/licensing/charitable-gaming> by scrolling to the bottom of the page.
6. Give the organization or group the completed permit form, keep a copy for your records, and send a copy within 14 days of issuance of the permit. However, all permits must be sent to the Gaming Division, no later than 7 days prior to the first event date by email to agogaming@nd.gov or fax to (701) 328-3535.

If you have questions on the local permit or restricted event permit process, please call: 1-800-326-9240.

Office of Attorney General
Gaming Division
600 E Blvd Ave, Dept. 125
Bismarck, ND 58505-0040



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

Applying for (check one)							
☒ Local Permit		☐ Restricted Event Permit*					
Games to be conducted							
☐ Bingo		☒ Raffle		☐ Raffle Board		☐ Calendar Raffle	
				☐ Sports Pool		☐ Poker*	
				☐ Twenty-One*		☐ Paddlewheels*	
*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.							
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS							

ORGANIZATION INFO

Name of Organization or Group North Dakota American Legion Auxiliary		Dates of Activity (Does not include dates for the sales of tickets) 1/24/2026	
Organization or Group Contact Person Candace Berg	E-mail icebergartcreations@gmail.com	Telephone Number 1-701-740-7144	
Business Address 1801 23rd Ave N, Room 113	City Fargo	State ND	ZIP Code 58102
Mailing Address (if different) 917 9th St NE	City Devils Lake	State ND	ZIP Code 58301

SITE INFO

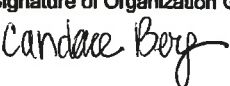
Site Name Baymont Inn & Suites of Mandan		County Morton	
Site Physical Address 2611 Old Red Trail NW	City Mandan	State ND	ZIP Code 58554
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) January 24, 2026			

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Chinese Raffle	American Legion Decanter (2 @ 50.)	\$100.00
Chinese Raffle	American Flag blanket (\$50.) + Patio table light (\$30.)	\$80.00
Chinese Raffle	Gift baskets	\$3,000
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Eastern & Western Honor Flight & the NDSU Bison Strides Equine Assisted Activities & Therapy Program for veterans & their families	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Candace Berg	Telephone Number 1-701-740-7144	E-mail Address icebergartcreations@gmail.com
Signature of Organization Group's Permit Organizer 	Title Department President (Department President)	Date 9-10-2025



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 3, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider acceptance of the 2026 Lottery Grant Award for Metro Area Narcotics

STATEMENT/PURPOSE:

Consider acceptance of the 2026 Lottery Grant Award for Metro Area Narcotics

BACKGROUND/ALTERNATIVES:

The City of Mandan has participated for a number of years in the Lottery Grants to provide funding for the Metro Area Task Force. This grant award is for the time period of 1/1/2026–12/31/2026. The amount awarded from the Lottery Grant is \$123,000 and will be utilized for operating costs and equipment.

ATTACHMENTS:

1. 2026 Lottery Grant #LOT2605 Award Documents

FISCAL IMPACT:

N/A 100% State funded

STAFF IMPACT:

Deputy Chief Bier is the Fiscal Officer for this grant.

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend accepting the 2026 Lottery Grant Award for Metro Area Narcotics.

SUGGESTED MOTION:

I move to approve the acceptance of the 2026 Lottery Grant Award for Metro Area

Narcotics.



STATE OF NORTH DAKOTA
OFFICE OF ATTORNEY GENERAL

www.attorneygeneral.nd.gov
(701) 328-2210

Drew H. Wrigley
ATTORNEY GENERAL

November 24, 2025

S/A Luke Kapella,
NDBCI/MANTF
1720 Burlington Dr Ste B
Bismarck, ND 58504

Dear S/A Kapella,

Your agency has been awarded \$123,000 in Multijurisdictional Task Force Lottery funds for the program period of January 1, 2026, through December 31, 2026. These funds are to be used in support of your agency's approved project.

To accept this award, please review, complete, sign, and return the enclosed documents (listed below) to the Office of Attorney General by Friday, December 19, 2025:

1. Grant Award and Acceptance
2. Detailed Budget
3. Subgrantee Information (update and return)
4. Non-Supplanting Certification Form
5. Certified Conditions

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

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

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

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

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

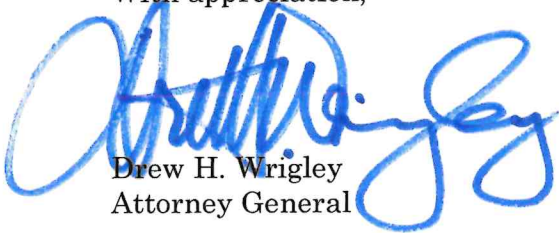
- Your project period is January 1, 2026 – December 31, 2026.
- The total amount of the funds awarded by the Drug and Violent Crime Policy Board has been inserted on the Grant Award and Acceptance Form.

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

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

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

With appreciation,



Drew H. Wrigley
Attorney General

Enclosures:

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



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

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

Subgrantee City of Mandan	Unique Entity Identifier STTML83LTFK3	Grant Number LOT2605	
Implementing Agency Metro Area Narcotics Task Force			
Project Director Luke Kapella	Title S/A	Email LK426@nd.gov	Phone 701-220-7026
Fiscal Officer Jason Bier	Title Deputy Chief	Email jbier@mandanpd.com	Phone 701-667-3250
Project Period January 1, 2026 – December 31, 2026			

AWARD SUMMARY				
ITEM	PROJECT COST	SOURCE OF FUNDS		PERCENTAGE
Personnel		STATE	\$123,000.00	
Operating	\$109,600			
Equipment	\$13,400			
TOTAL	\$123,000	TOTAL	\$123,000.00	100%

GENERAL AND SPECIAL CONDITIONS

Cannot spend or commit funds until January 1, 2026.

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

Date Awarded September 15, 2025	Signature of Attorney General or Designee <i>Rachel Kmetz</i>	Printed Name and Title Rachel Kmetz, Director of Finance and Administration
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ACCEPTANCE

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

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



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

Grant # LOT2605

Recipient: City of Mandan
Implementing Agency: Metro Area Narcotics Task Force
Contact Name (P.D.): Luke Kapella

CY2026 Request Detail					Approved	Denied	CY2026 Approved Budget				
Operating							Operating				
Item	Qty	Unit	\$/Unit	Total			Item	Qty	Unit	\$/Unit	Total
Supplies			-	-	x		Supplies	-	-	-	-
Office Supplies	1	year	7,500.00	7,500.00	x		Office Supplies	1.00	year	7,500.00	7,500.00
Investigative/Maintenance Supplies	1	year	7,500.00	7,500.00	x		Investigative/Maintenance Supplies	1.00	year	7,500.00	7,500.00
Total Supplies				15,000.00			Total Supplies				\$ 15,000.00
Communications			-	-	x		Communications	-	-	-	-
ITD services, Cell phones, Scanners	12	months	1,250.00	15,000.00	x		ITD services, Cell phones, Scanners	12.00	months	1,250.00	15,000.00
Total Communications				15,000.00			Total Communications				\$ 15,000.00
Equipment Rent/Lease			-	-	x		Equipment Rent/Lease	-	-	-	-
12 month vehicle leases	6	TF Vehicles	9,000.00	54,000.00	x		12 month vehicle leases	6.00	TF Vehicles	9,000.00	54,000.00
Total Equipment				54,000.00			Total Equipment Rent/Lease				\$ 54,000.00
Travel/Training			-	-	x		Travel/Training	-	-	-	-
Various trainings for TFO's	1	year	#####	20,000.00	x		Various trainings for TFO's	1.00	year	20,000.00	20,000.00
Total Travel/Training				20,000.00			Total Travel/Training				\$ 20,000.00
Other			-	-	x		Other	-	-	-	-
Body Armor	4	year	1,000.00	4,000.00	x		Body Armor	4.00	year	1,000.00	4,000.00
Plate Carriers	2	each	300.00	600.00	x		Plate Carriers	2.00	each	300.00	600.00
MANTF Office Cleaning	1	year	4,500.00	4,500.00		x	MANTF Office Cleaning	1.00	year	4,500.00	4,500.00
Battle Belt & Accessories	500	each	2.00	1,000.00	x		Battle Belt & Accessories	500.00	each	2.00	1,000.00
MANTF Surveillance Van Insurance	1	year	2,600.00	2,600.00		x	MANTF Surveillance Van Insurance	1.00	year	2,600.00	2,600.00
Cellebrite	1	year	8,800.00	8,800.00		x	Cellebrite	1.00	year	8,800.00	8,800.00
Total Other				21,500.00			Total Other				\$ 5,600.00
Total Operating Requested \$ 125,500.00							Total Operating Awarded \$ 109,600.00				
Equipment							Equipment				
Item	Qty	Unit	\$/Unit	Total			Item	Qty	Unit	\$/Unit	Total
Tactical Shield	1	each	13400.00	13,400.00	x		Tactical Shield	1.00	each	13,400.00	13,400.00
Total Equipment Requested \$ 13,400.00							Total Equipment Awarded \$ 13,400.00				
Total Request Including Match				\$ 138,900.00			Total Award				\$ 123,000.00

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



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

Non-Supplanting Certification

We certify that:

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

Certified By:

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



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

CONTACT INFORMATION

PLEASE COMPLETE AND RETURN WITH AWARD DOCUMENTS

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

Subgrantee Name (City/County)	Telephone	Email	Fax
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Subgrantee Mailing Address	City, State, Zip
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Contact Name	Telephone	Email
--------------	-----------	-------

Implementing Agency & Project Director: Manages day-to-day activities of the project/grant

Implementing Agency

Mailing Address	City, State, Zip
-----------------	------------------

Project Director & Title	Telephone	Email
--------------------------	-----------	-------

Fiscal Officer: Responsible for grant budgets, submits requests for reimbursement (SFR's). (May be the same as the project director)

Fiscal Officer	Title & Agency	Telephone	Email
----------------	----------------	-----------	-------

Person completing SFR (if not Fiscal Officer)	Title & Agency	Telephone	Email
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Mailing Address	City, State, Zip
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CERTIFIED CONDITIONS
North Dakota Multijurisdictional Task Force Lottery Program
OFFICE OF ATTORNEY GENERAL
11/2017

I. INTRODUCTION

Eligible Applicants

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

Subgrantee

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

Implementing Agency

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

Authorized Official

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

Project Director

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

Fiscal Officer

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

II. PROJECT COMMENCEMENT

Project Spending/Committing of Funds

Cannot spend or commit funds until January 1, 2026.

Failure to Commence Project

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

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

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

III. COOPERATION

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

IV. THIRD-PARTY PARTICIPATION

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

V. WRITTEN APPROVAL REQUIRED FOR CHANGES

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

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

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

VI. PROGRESS REPORTS

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

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

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

Progress Report Requirements

Progress reports should include the following:

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

Due Dates

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

Failure to Submit the Progress Report

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

VII. FINANCIAL MANAGEMENT

Accounting Requirements and Procedures

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

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

Non-Supplanting

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

Cash Match

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

Pre-Agreement Costs

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

Budget Deviation

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

Unexpended Funds

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

Reimbursement/Allowable Expenses

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

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

A. Personnel Expenditures

Includes: Salary, overtime, and benefits.

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

B. Operating Expenditures

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

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

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

C. Equipment

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

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

D. Travel

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

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

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

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

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

E. Contracts, Leases, and Agreements

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

Unallowable Expenses

Federal funds may not be expended for the following items:

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

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

Project Income and Interest

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

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

VIII. INSPECTION OF RECORDS

Retention of Records

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

Records Inspection

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

Monitoring

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

IX. PROCUREMENT

Level of Competition Required

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

X. EQUIPMENT

Equipment Inventory

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

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

Ownership of Equipment

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

Disposition

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

XI. OTHER APPLICABLE LAWS AND REGULATIONS

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



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

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

Signature of Authorized Official

Date

Signature of Project Director

Date

Signature of Fiscal Officer

Date

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



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 4, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Riley McAdoo-Roesler, Assistant City Engineer
SUBJECT: Appointment to the Special Assessment Commission

STATEMENT/PURPOSE:

To make an appointment to the Special Assessment Commission

BACKGROUND/ALTERNATIVES:

On Thursday the 4th of December, the special assessment commission met to discuss their recommendation of who should fill the upcoming vacancy. Sherwin Wanner, a current member whose term was ending in 2025, was selected to serve another term on the commission.

ATTACHMENTS:

1. Minutes for 12-4 meeting

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To appoint Sherwin Wanner to the Special Assessment Commission.

SUGGESTED MOTION:

I move to appoint Sherwin Wanner to the Special Assessment Commission.

City Commission

Agenda Documentation

December 16, 2025

Subject: Consider the appointment of Sherwin Wanner to the Special Assessment Commission

Page 2 of 2

AGENDA
SPECIAL ASSESSMENT COMMISSION PUBLIC HEARING
Thursday, December 4, 2025 @ 4:00 p.m.
“Bosh Froehlich Meeting Room”
Mandan City Hall

A. Roll Call

Special Assessment Commission – Members Sherwin Wanner, Heidi Belohlavek and Chairman Keith Winks

City Officials – Assistant City Engineer Riley McAdoo-Roesler and City Engineer Jarek Wigness

Present at the meeting:

Sherwin Wanner

Heidi Belohlavek

Keith Winks

Jarke Wigness

Riley McAdoo-Roesler

B. Consider approving minutes from August 20, 2025

Motion: Belohlavek

Second: Wanner

Passed

C. Consider appointment of Sherwin Wanner

Motion: Belohlavek

Second: Wink

Passed

D. Adjourn

Motion: Belohlavek

Second: Wink

Passed



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 9, 2025
SUBMITTING DEPARTMENT: Building Inspection
DEPARTMENT DIRECTOR: Jordan Singer
PRESENTER: Jordan Singer, Building Official
SUBJECT: Consider Jordan Schneider and Victoria Vayda-Hammond for Mandan Architectural Review Commission.

STATEMENT/PURPOSE:

Consider Jordan Schneider and Victoria Vayda-Hammond for Mandan Architectural Review Commission.

BACKGROUND/ALTERNATIVES:

On Tuesday the 12th of November and 9th of December, the MARC Commission met to discuss the applicants of who should fill the upcoming vacancy. Victoria Vayda-Hammond, a current member whose term is ending in 2025, was the only applicant to apply for the new term. Jordan Schneider was selected to apply for MARC after the two positions were filled by the Planning and Zoning commission. We asked him if he would like to serve on MARC for a three-year term. On December 9th the commission voted to add him to fill the last vacant position on the board.

ATTACHMENTS:

1. jordanschneider
2. Victoria Vayda-Hammond application

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

STAFF IMPACT:

N/A

LEGAL REVIEW:

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

RECOMMENDATION:

To recommend the appointment of Jordan Schneider and Victoria Vayda-Hammond to the MARC Commission for three-year terms beginning Jan. 2026 and ending Dec. 31, 2028.

SUGGESTED MOTION:

I move to appoint Jordan Schneider and Victoria Vayda-Hammond to the MARC Commission for three-year terms beginning Jan. 2026 and ending Dec. 31, 2028.

Name: Jordan Schneider

Are you currently a resident of the City of Mandan?

Yes.

Business or Organization Name (if applicable): State of North Dakota Functional Title or Role: GIS Pipelines Engineering Technician.

Please explain your reasons for wanting to serve on this board, commission, or committee: I have about 10 years' experience in Public Sector (Federal - US Army, State - ND, City - Nacogdoches, TX) and I would welcome an opportunity to further develop my public administration skills. I have 5+ years' experience utilizing GIS in government and I could certainly volunteer and produce maps for Planning & Zoning or any other commission/committee. I can budget around 15-20 hours for the City of Mandan as needed and I would also be interested in any of the other openings if they go unfilled. I am very well versed in database management, and I would have no issues producing reports or anything.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee: I currently manage the GIS Gathering Pipelines Program for the State of North Dakota - Oil & Gas Division. I majored in Geography at the University of Massachusetts - Amherst and I am very passionate about city planning and I was originally going to go into city planning but the city where I got my first GIS job had the GIS department attached to Engineering and not Planning so I got on the fast track for Pipeline Data Management. As a US Army veteran, I have lived and worked in several states throughout my life, and I am knowledgeable as to what works in cities and what does not work. I just recently purchased a property in Mandan and will be in Mandan for the foreseeable future. I work in Bismarck for the State but primarily spend my time in Mandan. I would be a very professional asset for the commission, and I could be very helpful with any IT needs as well. Thank you for your time and feel free to reach out for any questions.

Victoria Vayda-Hammond

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

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee. After completing 2 successful terms and approving a lot of important projects for the City of Mandan. I would like to be considered for another term for the Mandan Architectural Review Commission.

I am a life long resident of Mandan. I have an extensive background history with the City of Mandan and also a wealth of knowledge that dates back to 1979. I'm also a story-teller and I love telling people stories of what buildings used to exist in Mandan and how the traffic flow was different in the 1970s compared to today and how economic development was different in the 1970s and 1980s and what it is for today. i am a people-person.

The City of Mandan gives back to the community. I also give back to the community. I serve on different boards and organizations. Currently I just celebrated 10 years with Mandan Walmart and currently was made Store Sponsor. I teach and train and help new associates in all areas of the store.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee. I have seen a lot of changes and development in all of my years living in Mandan. I love seeing people who never live in our city before to bring in there ideas or a business pitch and they want to plant their roots in our city.

Mandan is a very strong community and we are growing by the seconds. We are branching out in the community, from a new high school that was built for our teachers and students to learn, to grow and to teach to a Starion Sports Complex to play sports and to hold our graduations at, to downtown Mandan where new businesses are coming in and opening up and to people would like to start a family and to raise their children in Mandan. We are Mandan Strong!

I do have extensive knowledge and background on MARC, to improving big projects, to attending every important meeting, making sure the specifications and storm-water plans are met to having a knowledge for materials, textures and color samples.

Please do not hesitate to ask any questions.

Thank you,

Victoria Vayda-Hammond



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 5, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Consider appointing Bill Robinson and Will Gardner to the Planning & Zoning Commission.

STATEMENT/PURPOSE:

To appoint Bill Robinson and Will Gardner to the Planning & Zoning Commission.

BACKGROUND/ALTERNATIVES:

The Planning & Zoning Commission voted, at the regular scheduled meeting on November 24, to reappoint Bill Robinson and Will Gardner to 2 At Large open positions with terms that run from January 2025 to 2030.

Applications were received from incumbents Robinson and Gardner along with Joe Camisa and Jordan Schneider and Scott McClintock. Mr. McClintock withdrew his application as he is not yet a resident of Mandan.

Applications are attached.

ATTACHMENTS:

1. P & Z Applications

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

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

RECOMMENDATION:

The Planning & Zoning Commission recommends appointing Bill Robinson and Will Gardner to the Planning & Zoning Commission for a period beginning Jan. 1, 2026 through Dec. 31, 2030.

SUGGESTED MOTION:

I move to appoint Bill Robinson and Will Gardner to the Planning & Zoning Commission for a period beginning Jan. 1, 2026 through Dec. 31, 2030.



Planning & Zoning Commission

Agenda Documentation

MEETING DATE: November 24, 2025
PREPARATION DATE: November 17, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Appointments to the board.

STATEMENT/PURPOSE:

Appointments to two open At Large commission terms.

BACKGROUND/ALTERNATIVES:

There are two At Large terms expiring on December 31, 2025. One expiring term is held by Chair Robinson and the other by Commissioner Gardner. They have both expressed interest in serving another term. We have received two other letters of interest from Joe Camisa and Jordan Schneider. All interest letters are attached. Interest was also received from Scott McClintock, who has withdrawn because he is not yet a resident of Mandan, but hopes to be soon.

The new terms will begin January 1, 2026 and end on December 31, 2030.

ATTACHMENTS:

1. Joe Camisa_Redacted
2. Jordan Schneider_Redacted
3. Will Gardner_Redacted
4. Bill Robinson_Redacted

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

This item has reviewed as part of the agenda packet.

RECOMMENDATION:

SUGGESTED MOTION:

Nancy R. Moser

From: donotreply@form.govoffice.com
Sent: Tuesday, October 21, 2025 2:06 PM
To: Kari N. Schmidt; Ashlee Newman
Subject: Joseph Camisa - Planning & Zoning Commission

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

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL:

<https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cityofmandan.com%2F&data=05%7C02%7Cashlee.newman%40cityofmandan.com%7Ccbb599ea191c44aec15208de10d4e543%7C85e60136b6964b9787755816d76f9434%7C0%7C0%7C638966703746514497%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoitWFpbClslldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=DKWPF44nIEg9zs1d1KbOEoO1X7NXTrXDc1liMoxGchs%3D&reserved=0>

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

Planning & Zoning Commission

Name (First & Last):: Joseph A Camisa Jr

Address::

Phone Number:: [REDACTED]

Email Address:: [REDACTED]

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

Yes

Business or Organization Name (if applicable):

Functional Title or Role:

Please explain your reasons for wanting to serve on this board, commission, or committee:: For close to 10 years, I have worked with the City of Mandan either as an employee, on volunteer boards, or as an elected official. Having previously served on both the Mandan City Commission and the Planning and Zoning Commission, I desire to continue serving the Mandan community.

I am choosing to apply once again to the Planning & Zoning Commission because I have an appreciation for the important role thoughtful planning plays in shaping Mandan's growth and livability. I want to continue contributing to the city's success by supporting responsible development that aligns and grows with our City's long-term vision, which reflects our community values.

Serving on the P&Z Commission allows me to use my skills and experience to help ensure that Mandan continues to develop in a way that attracts new residents and businesses while maintaining the small-town character and quality of life that make our community unique. I believe my experience in local government, public policy, and community engagement can once again provide valuable contributions to future planning efforts.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I bring extensive experience in municipal government, policy development, and community planning, developed through my four-year term as Vice President of the Mandan City Commission and prior five years of service on the Planning and Zoning Commission.

As a City Commissioner, I held a number of department portfolios, including engineering, planning, inspection, and property assessment, which allowed me to work collaboratively with staff and the public to review zoning ordinances, development proposals, and land-use policies.

Professionally, I currently serve as a program manager at Bismarck State College, where I lead workforce training and career development initiatives across the southwest region of North Dakota, skills that translate directly to strategic planning and community collaboration.

My combined background in government administration, higher education, and small business ownership in Mandan allows me to approach the role with a balanced understanding of economic growth, public interest, and sustainable community design.

I am happy to provide my full resume upon request. My past City roles are below:

Mandan City Commission, Commissioner & VP (last half of term), 2020 to 2024 City of Mandan Planning and Zoning Commission, 2018 to 2022 Mandan City Noxious Weed Control Board, Chair, 2016 to 2019 Mandan City Police Department, Code Enforcement, 2015 to 2017

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

Nancy R. Moser

From: donotreply@form.govoffice.com
Sent: Friday, October 3, 2025 11:29 AM
To: Kari N. Schmidt; Ashlee Newman
Subject: Jordan Schneider - Planning & Zoning Committee

Follow Up Flag: Follow up
Flag Status: Flagged

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

Your Site has received new information through a form.

Form: Committee/Board Application

Site URL:

<https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cityofmandan.com%2F&data=05%7C02%7Cashlee.newman%40cityofmandan.com%7C9b6ed82086a14b7911f908de0299feea%7C85e60136b6964b9787755816d76f9434%7C0%7C0%7C638951057587899572%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMlslkFOlJoiTWFpbGZsb3d8UlJjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=t5KMUY4okWCPD3FfxV56MaH9qzotHhvkI6t72dxTmq0%3D&reserved=0>

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

Planning & Zoning Commission

Name (First & Last):: Jordan Schneider

Address::

Phone Number:: [REDACTED]

Email Address:: [REDACTED] Are you currently a resident of the City of Mandan?:

Yes

Business or Organization Name (if applicable): State of North Dakota Functional Title or Role: GIS Pipelines Engineering Technician Please explain your reasons for wanting to serve on this board, commission, or committee:: i have about 10 years experience in Public Sector (Federal - US Army, State - ND, City - Nacogdoches, TX) and I would welcome an opportunity to further develop my public administration skills. i have 5+ years experience utilizing GIS in government and i could certainly volunteer and produce maps for Planning & Zoning or any other commission/committee. i can budget around 15-20 hours for the City of Mandan as needed and i would also be interested in any of the other openings if they go unfilled. I am very well versed in database management and i would have no issues producing reports or anything Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee:: I currently manage the GIS Gathering Pipelines Program for the State of North Dakota - Oil & Gas Division. i majored in Geography at the University of Massachusetts - Amherst and i am very Passionate about city planning and i was originally going to go into city planning but the city where i got my first GIS job had the GIS department attached to Engineering and not Planning so i got on the fast track for Pipeline Data Management. as a US Army veteran i have lived and worked in several states throughout my life and i am knowledgeable as to what works in cities and what does not work. i just recently purchased a property in Mandan and will be in Mandan for the foreseeable future. i work in Bismarck for the State but primarily spend my time in Mandan. i would be a very professional asset for the commission and i could be very helpful with any IT needs as well. thank you for your time and feel free to reach out for any questions

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

Nancy R. Moser

From: [REDACTED]
Sent: Thursday, October 23, 2025 11:32 AM
To: Nancy R. Moser
Subject: Re: FW: Seeking Volunteers to Serve on City Boards

WARNING: EXTERNAL EMAIL DO NOT click links or open attachments unless you recognize the sender, and NEVER provide your username/password.
Nancy, if it is not too late I would be willing to serve another term. [REDACTED]

Will Gardner
[REDACTED]

On Tue, Sep 30, 2025, 9:16 AM Nancy R. Moser [REDACTED]

Hi Bill and Will,

Notice for appointments to boards on expiring terms have been published. Both of your terms are up at the end of the year. Please consider if you want to serve another term and submit a "letter" or note to me (email is ok) by the end of October.

There is one mistake in the Planning & Zoning Commission openings, whereas both terms are 5 years (2026-2030), and it was accidentally posted as one term being 4 years.



Nancy Moser | *Administrative Assistant*

City of Mandan Engineering & Planning

[REDACTED]
205 2nd Ave NW, Mandan, ND 58554

Nancy R. Moser

From: William Robinson <[REDACTED]>
Sent: [REDACTED]
To: [REDACTED]
Subject: Re: P&Z Term - Letter of Interest

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

I am interested in serving another term with Mandan P&Z. Thank you.

Bill Robinson

[REDACTED]

Hi Bill,

Can you email me a short message saying you would like to serve another term on P&Z, so I can include it in the agenda packet?



Nancy Moser | *Administrative Assistant*

City of Mandan Engineering & Planning

[REDACTED]

205 2nd Ave NW, Mandan, ND 58554

www.cityofmandan.com



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 15, 2025
SUBMITTING DEPARTMENT: Airport Authority
DEPARTMENT DIRECTOR: Lindsay Gerhardt
PRESENTER: Lindsay Gerhardt, Airport Manager
SUBJECT: New Airport Authority board member election

STATEMENT/PURPOSE:

The Board of City Commissioners makes appointments to the Mandan Airport Authority.

BACKGROUND/ALTERNATIVES:

The Mandan Airport Authority consists of 5 members who are Craig Sjoberg (commissioner), Marc Taylor, Justin Reisenauer, Dan Polk, and Chris Brown. The Airport Authority is tasked with managing the affairs of Mandan Airport. There is currently one position up for appointment due term expiration, 12/31/2025, Chris Brown. The term would be January 1, 2026, through December 2030. To solicit interested parties' announcements were placed with the City of Mandan Board openings solicitation, on the City of Mandan's website and word of mouth.

ATTACHMENTS:

1. Stephen Koppy - Airport Authority - 10-5-25
2. Dale Klein - Airport Authority - 10-2-25.msg
3. Anthony Broussard - Airport Authority

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

The Mandan Airport Authority met on December 15, 2025, and discussed 3 applicants, and through motion, recommends the reappointment of Steven Koppy to the Mandan Airport Authority. The term of the position on Mandan Airport Authority will be January 1, 2026, through December 31, 2030.

SUGGESTED MOTION:

I move to appoint Steven Koppy to the Mandan Airport Authority for a 5-year term ending December 31, 2025.

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

Name (First & Last): Stephen Koppy

Are you currently a resident of the City of Mandan?: No

Please explain your reasons for wanting to serve on this board, commission, or committee: I have spent over 32 years working for the Federal Aviation Administration promoting and supporting aviation safety. Serving on the Airport Authority Board would allow for me to assist with the Board's task of supporting the Airport Manager with guidance and input, making the Mandan Regional Airport-Lawler Field a safe aviation facility for the flying public.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee: I have 21 years as a FAA Airway Transportation Systems Specialist (ATSS) and 11 years as the FAA System Support Center (SSC) Manager. As an ATSS, I maintained and held certifications on ILS, VOR/DME, NDB, AIR-GND Communications along with Terminal Radar/Data and Flight Data I/O. Also maintained and certified Approach Lighting Systems, Wind Direction/Speed Sensor Equipment and conducted Non-Fed inspections on AWOS equipment at Non-Fed airports.

As the SSC Manager in Bismarck, I managed the SSC budget, maintenance task completion, and supervised the technical work force that maintained the Western Dakota Area Commercial Airports. I worked with local airport management to insure safety for the flying public.

I worked closely in Bismarck with the Airports District Office (ADO) providing information and support concerning aviation projects (G/A and Commercial airports) in the Dakotas.

I retired in January, 2022 and reside just 2 miles west of the Mandan Regional Airport-Lawler Field.

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

Name (First & Last): Dale Klein

Are you currently a resident of the City of Mandan?: No

Business or Organization Name (if applicable): retired

Functional Title or Role: none

Please explain your reasons for wanting to serve on this board, commission, or committee: I previously served on the Mandan Airport authority and was chair for 9 years. I resigned when I was appointed to be Board chair for Blue Cross and Blue Shield of North Dakota. I have been a tenant at the airport since the late 90s. I have been a pilot for over 25 years. I am retired now from being a family physician and have more time to commit to the airport. I also was an aviation medical examiner for 20 years so I am familiar with many of the area pilots. I am proud of what the airport accomplished during my previous service and look forward to the continued growth of the airport. I am familiar with the airport manager and I feel I could have a good working relationship with her. In full disclosure I do spend 4 months in Mesa, Arizona during the winter but I am comfortable with Zoom, Teams, etc for meeting which I understand the airport uses for their meetings

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee: I served and was chair of Blue Cross and Blue Shield of North Dakota for 12 years. I served on the board of Starion Bank for 20 years. I am familiar with committees including Risk, HR, Quality, Compliance, Audit, Governance and many subcommittees. I also served on the North Dakota Tobacco Prevention Committee so I am familiar with serving on a public entity committee and the requirements for open meetings. I also served on and was chair of the national Finance and Insurance committee for the American Academy of Family Medicine. I also served on the Medcenter One board and was vice-chair prior to merger with Sanford.

I believe my people skills and past experience will serve the Airport Authority well!

Thanks for you consideration.

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

Name (First & Last): Anthony Broussard

Are you currently a resident of the City of Mandan?: No

Functional Title or Role: Mechanical Engineer

Please explain your reasons for wanting to serve on this board, commission, or committee: I'm interested in serving on the Mandan airport committee board because I care deeply about the airport's role in our region's connectivity, economy, and quality of life. As a private pilot with an aircraft based on the field, I have a personal stake in the airport's success and a strong appreciation for its day-to-day operations. I want to help ensure the airport continues to grow responsibly, meet the needs of all its users, and remain a valuable asset for the community.

Please give a brief explanation of the skills or qualification you could bring to this board, commission or committee: Professionally, I bring a background in mechanical engineering, with strong experience in systems thinking, infrastructure, and long-term planning. My technical expertise allows me to contribute to discussions around facility maintenance, operational efficiency, and sustainable development. Combined with my hands-on aviation experience, I offer a practical, solutions-oriented perspective that reflects both engineering insight and the real-world needs of pilots and airport users. I would be honored to bring this balanced viewpoint to the board.



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 5, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Consider a minor plat for Mandan Industrial Park 15th Addition.

STATEMENT/PURPOSE:

Consider a minor plat for Mandan Industrial Park 15th Addition.

BACKGROUND/ALTERNATIVES:

This plat is a request to separate one lot into three, to be called the Mandan Industrial Park 15th Addition.

Property History

The prior plat on this property combined lots into one, which was known as Lot 4, Block 1, Mandan Industrial Park 14th Addition.

Minor Plat

This plat creates 3 lots from 2.03 acres, with Lot 1 containing .88 acres, Lot 2 .77 acres, and Lot 3 .40 acres. Each lot has a 30' access easement around side and rear lot lines, and all take access from 32nd Ave NW.

Findings of Fact

Minor Plat

1. All technical requirements for consideration of a minor plat have been met;
2. The proposed lot configuration would likely not have substantial effects on the surrounding properties or generate significantly increased traffic;
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 consistent with the Comprehensive Plan, the Future Land Use Plan, and other plans and studies, policies and accepted planning practice;
6. The proposed subdivision would not adversely affect the public health, safety and general welfare.

ATTACHMENTS:

1. Application_Redacted
2. Mandan Industrial Park 15th Add.
3. Location Map

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 Mandan Industrial Park 15th Addition.

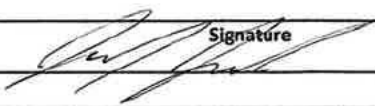
SUGGESTED MOTION:

I move to recommend approval of the minor plat for Mandan Industrial Park 15th Addition.

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)	Variance (\$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 nd & 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 create 2 additional lots		

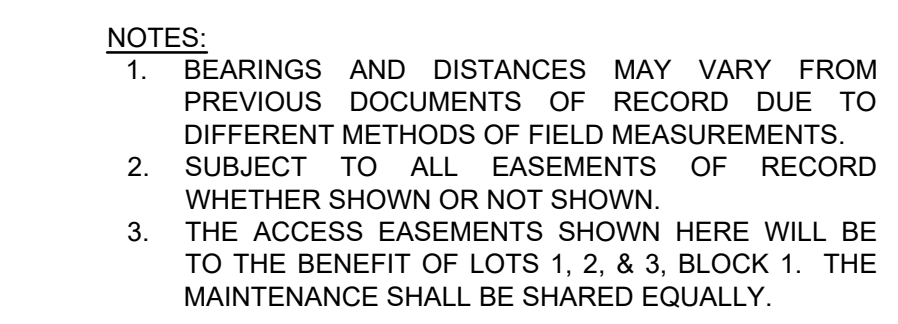
Engineer/Surveyor			Property Owner or Applicant		
Name Mark Isaacs - ILSE Inc			Name JLJ Development Group, LLC		
Address [REDACTED]			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City Bismarck	State ND	Zip 58503
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [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	
☒	City	ETA	☐ New	☒ Addition	MA	MA	Mandan Industrial Park 15th Addition	
Property Address 4321 30th Avenue NW, Mandan, ND 58554						Legal Description Lot 4, Block 1		
Current Use Vacant						Mandan Industrial Park 11th Addition		
Proposed Use Shop Condos						Section 17	Township 139	Range 81
Parcel Size 2.05 Acres	Building Footprint NA	Stories NA	Building SF NA		Required Parking NA		Provided Parking NA	

Print Name James Jeromchek - President	Signature 	Date 11-7-25
---	--	-----------------

Office Use Only			
Date Received:	Initials: <i>YM</i>	Fees Paid: \$ 300	Date 11-7-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			

**TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
LOT 4, BLOCK 1 IN MANDAN INDUSTRIAL PARK 11TH ADDITION
ALL IN THE NORTH HALF OF SECTION 17, T139N, R81W**



ALL OF LOT 4, BLOCK 1 IN MANDAN INDUSTRIAL PARK 11TH ADDITION, SITUATED IN THE NORTH HALF OF SECTION 17, TOWNSHIP 138 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN IN MORTON COUNTY, NORTH DAKOTA, SAID TRACT OF LAND CONTAINS 2.05 ACRES (89,142 SQUARE FEET) MORE OR LESS, AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

I, MARK R. ISAACS, NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 9628, HEREBY CERTIFY THAT I HAVE CAUSED TO BE A SURVEYED BY MY FORCES UNDER MY SUPERVISION THE PROPERTY DESCRIBED HEREON AND I HAVE PREPARED THE ACCOMPANYING PLAT; FURTHER, THAT DISTANCE INDICATES HEREON ARE IN FEET AND HUNDREDTHS THEREOF, AND BEARINGS AND 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.

WE, THE UNDERSIGNED, BEING SOLE OWNERS 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".

STATE OF _____)
COUNTY OF _____) SS

NOTARY PUBLIC _____

THE SUBDIVISION SHOWN WHEREON HAS BEEN APPROVED BY THE PLANNING COMMISSION OF THE CITY OF
MANDAN ON THIS _____ DAY OF _____, 20____, IN ACCORDANCE WITH THE LAWS OF THE STATE
OF NORTH DAKOTA, ORDINANCES OF THE CITY OF MANDAN, AND REGULATIONS ADOPTED BY THE PLANNING
COMMISSION OF SAID CITY, IN WITNESS WHEREOF ARE SET THE HANDS OF THE CHAIRMAN AND THE
SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF MANDAN, NORTH DAKOTA.

NANCY MOSER - SECRETARY

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____.

**JAMES FROELICH - PRESIDENT OF THE BOARD
OF CITY COMMISSIONERS**

JAREK WIGNESS, PE

Independent
Land
Surveying &
Engineering



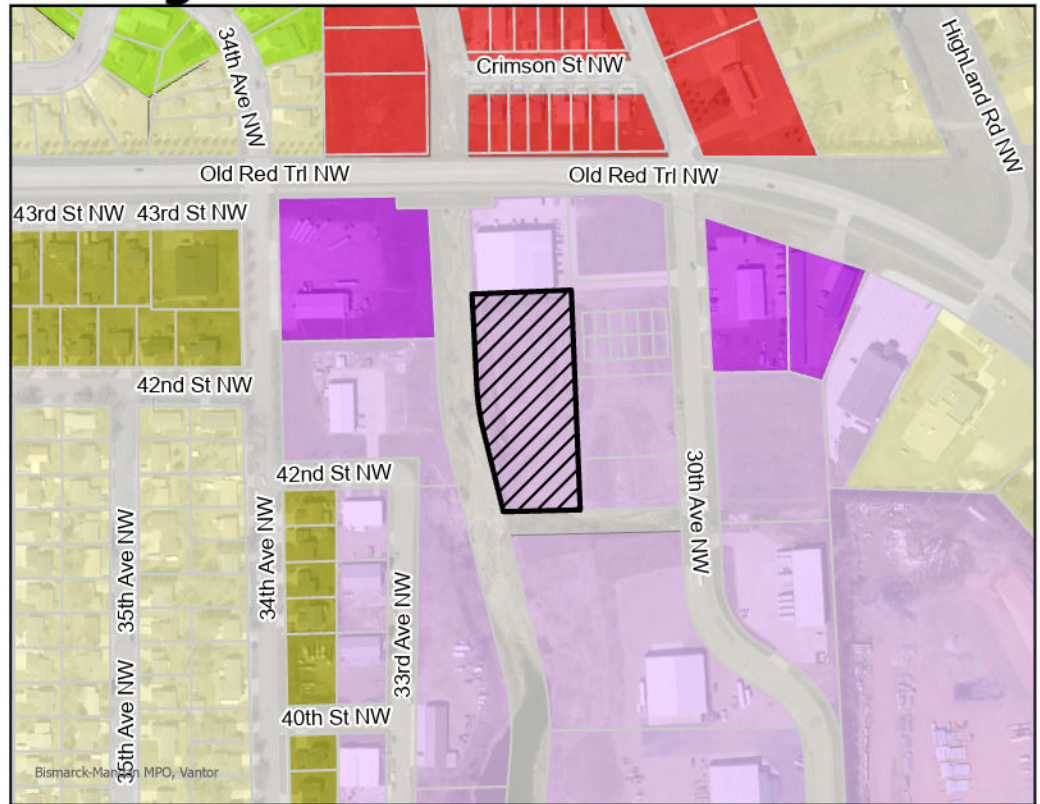
Zoning and Future Land Use Reference Map

Mandan Industrial Park 15th

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 |

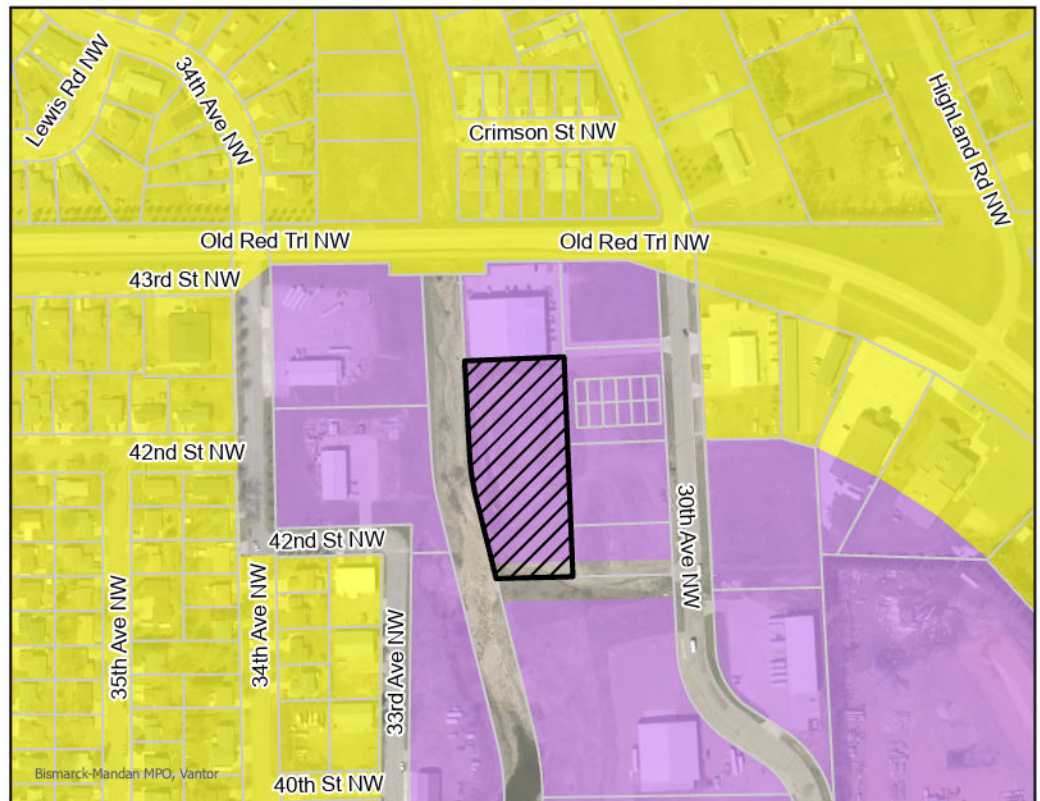
Zoning



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 0.05 0.1 0.2 Miles



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 8, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: 2024 Street Rehabilitation (SID 235) – Construction Change Order 5

STATEMENT/PURPOSE:

To review and consider change order 5 for the 2024 Street Rehabilitation Project: SID 235. Change order 5 includes the replacement of 1 additional manhole and a time extension for chip seal work to be included in 2026.

BACKGROUND/ALTERNATIVES:

Knife River is currently under contract for SID 235 construction. The contractor has completed all underground work and road reconstruction/rehabilitation. Based on the temperatures and ground condition, the contractor is requesting to complete the chip seal on all improved roads in 2026.

Additionally, after construction operations were complete, it was discovered that a sanitary sewer manhole needed improvements. The sanitary sewer in this area was not a part of the project. The contractor mobilized to site to make the repairs to the manhole and sanitary sewer mains to maintain sanitary sewer flow through this critical section

This project took place in two different areas, most recognizable as "shady acres" and "the Lohstreter area". Shady acres has the boundary of Missouri Drive and East Main Street. Lohstreter is best defined as north and west of Christ the King.

ATTACHMENTS:

1. 23590_C941ChangeOrder_No5

FISCAL IMPACT:

Change Order 5 is \$18,055. The project has sufficient contingency funds remaining

STAFF IMPACT:

Significant effort working alongside Moore Engineering during the project.

LEGAL REVIEW:

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

RECOMMENDATION:

Approve change order 5 in the amount of \$18,055.

SUGGESTED MOTION:

I move to approve change order 5 for Mandan 2024 Street Rehabilitation Project (SID 235).

CHANGE ORDER NO.: 5

Owner: City of Mandan Owner's Project No.:
Engineer: Moore Engineering, Inc. Engineer's Project No.: 23590
Contractor: Strata Corporation Contractor's Project No.:
Project: Mandan SID 235
Contract Name: General

Date Issued: 12/1/2025 Effective Date of
Change Order: 12/1/2025

The Contract is modified as follows upon execution of this Change Order:

Description: This change order adds delineators to curb islands as requested by City Streets Superintendent during project walkthrough. It also adds a manhole replacement within the project area that was discovered to have crushed pipes on both the inlet and outlet. This change order also formalizes the contractor's request to extend the chipseal to 2026.

Attachments:

Contractor's Change Proposal Breakdowns

Email from Contractor Requesting Extension

Exhibit A

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 6,222,569.05	Original Contract Times: Substantial Completion: October 31, 2025 Ready for final payment: November 21, 2025
Increase from previously approved Change Orders No. 1 to No. 4: \$ 330,007.25	Increase from previously approved Change Orders No. 1 to No. 4: Substantial Completion: NA Ready for final payment: NA
Contract Price prior to this Change Order: \$ 6,552,576.30	Contract Times prior to this Change Order: Substantial Completion: October 31, 2025 Ready for final payment: November 21, 2025
Increase this Change Order: \$ 18,055.00	Increase this Change Order: Substantial Completion: 231 Days Ready for final payment: 231 Days
Contract Price incorporating this Change Order: \$ 6,570,631.30	Contract Times with all approved Change Orders: Substantial Completion: June 19, 2026 Ready for final payment: July 10, 2026

Recommended by Engineer (if required)
By: Aidan Kelly, EI *Aidan Kelly*
Title: Project Engineer
Date: 12/1/2025

Authorized by Owner
By: _____
Title: _____
Date: _____

Accepted by Contractor
By: *[Signature]* (STEVE GRIFFIN)
Title: VICE PRESIDENT
Date: 12/1/25

Approved by Funding Agency (if applicable)
By: _____
Title: _____
Date: _____

Strata Corporation

Change Order

1771 W Cavalry Dr
Bismarck, ND 58504
Office 701-258-3925 Fax 701-258-8987

DATE: October 30, 2025
Job # 2-24-911
48252052

Project Owner:
City of Mandan
Moore Engineering
Grant Dockter

Project Name Mandan 235

DESCRIPTION	MEASURE	QTY	UNIT PRICE	AMOUNT
Mobilization (Tand)	EA	1.00	\$ 3,300.00	\$ 3,300.00
Mobilization (Strata)	EA	1.00	\$ 1,500.00	\$ 1,500.00
Manhole Removal	EA	1.00	\$ 1,650.00	\$ 1,650.00
Install New Manhole	EA	1.00	\$ 11,000.00	\$ 11,000.00
All Patching, Excavation, Gravel Base to be paid by Bid Item Pricing				
SUBTOTAL				\$ 17,450.00
TOTAL				\$ 17,450.00

Approved _____ Denied _____

CHANGE AMOUNT \$ 17,450.00

Owner Authorized Signature _____

SID 235 Manhole Replacement

From angelo santovito <ASantovito@TandInc.com>

Date Thu 10/30/2025 7:25 AM

To Nieuwsma, Jesse <Jesse.Nieuwsma@kniferiver.com>; Schonert, Tom <Tom.Schonert@kniferiver.com>

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Good morning Jesse,

Below is our number to remove existing manhole, install the new manhole, 8" sewer pipe, and backfill with existing soils. Any extra material needed to be hauled in, subgrade work/prep and asphalt patching is excluded from this quote. Please let me know if you want a formal estimate and not an email.

Mob - \$3,000.00

Existing manhole removal - \$1,500.00

Install new manhole and 10' of 8" sewer pipe/fittings - \$10,000.00

Total - \$14,500.00

Please let me know if you all accept the quote, so I can send the manhole specs to Rinker for design and submit it to Aiden for approval.

Thank You,

Angelo Santovito
Project Manager, Tand Construction
1916 40th Avenue SE, Mandan ND 58554
Office-(701) 663-8600
Cell-(702) 351-6835
asantovito@tandinc.com

From: Aidan Kelly <Aidan.Kelly@mooreengineeringinc.com>

Sent: Wednesday, October 29, 2025 4:53 PM

To: angelo santovito <ASantovito@TandInc.com>; Nieuwsma, Jesse <Jesse.Nieuwsma@kniferiver.com>; Tracy Hoherz <tracy@tandinc.com>

Cc: Schonert, Tom <Tom.Schonert@kniferiver.com>; Grant Dockter <Grant.Dockter@mooreengineeringinc.com>

Subject: Re: SID 235 Manhole Replacement

Angelo,

Yes, a 48" manhole, nothing special. Standard City of Mandan details and specs. No steps in the manhole. The existing manhole is about 11.5' deep. If you need a plan sheet, I may be able to get you one tomorrow. Please let me know.

Data below:

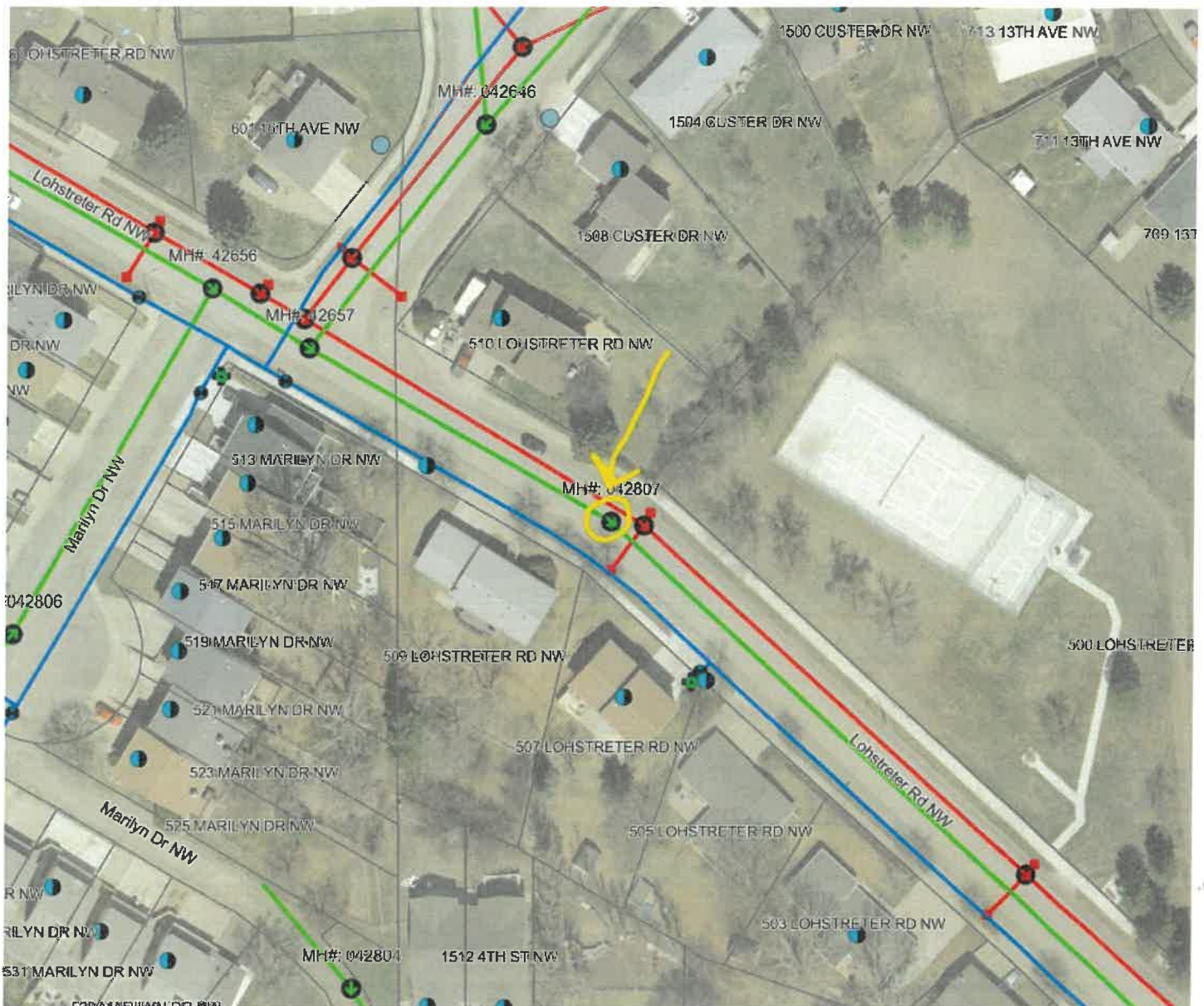
RIM: 1754.69

NW Invert: 1743.29

SE Invert: 1743.25

Thanks,
Aidan Kelly, EI
Project Engineer





Their records indicate the following existing conditions:

RIM: 1754.69

NW Invert: 1743.29

SE Invert: 1743.25

Both pipes are 8" PVC.

We would like the manhole replaced and approx 5' of new PVC connected to the existing on each side.

Please let me know if you are willing to do this work, and if so, the approximate estimated price.

Thanks,

Aidan Kelly, EI

Project Engineer



Mobile 701.400.2380 | Direct 701.751.8388
 4503 Coleman St Suite 105, Bismarck, ND 58503
www.mooreengineeringinc.com
 Proudly employee-owned

Mandan 235 Chip Seal Extension Request

From Nieuwsma, Jesse <Jesse.Nieuwsma@kniferiver.com>

Date Mon 8/18/2025 8:30 AM

To Aidan Kelly <Aidan.Kelly@mooreengineeringinc.com>

Cc Schonert, Tom <Tom.Schonert@kniferiver.com>

Aidan,

Knifer River is requesting the chip seal and fog seal of this project be extended to June 19th 2026.. This season has been unusually wet with July being the 11th wettest on record. Along with multiple days that work could not occur during the rain, the extra time that it has taken to prep and then re-prep the subgrade on multiple occasions was unforeseen and required additional time. We have also accepted additional items to the contract along with some unforeseen delays that arise in a project of this size the date to complete the chip seal by could not be met this year.

Jesse Nieuwsma

1771 W Cavalry Dr

Bismarck, ND 58504

mobile 701-471-3280



**EXHIBIT A
CHANGE ORDER NO. 5**

<u>Item No. & Description</u>		<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
C05.1	Mobilization (3D)	EA	1	\$ 242.00	\$	242.00
C05.2	Flexible Delineators	EA	6	\$ 60.50	\$	363.00
C05.3	Mobilization (Tand)	EA	1	\$ 3,300.00	\$	3,300.00
C05.4	Mobilization (Strata)	EA	1	\$ 1,500.00	\$	1,500.00
C05.5	Manhole Removal	EA	1	\$ 1,650.00	\$	1,650.00
C05.6	Install New Manhole	EA	1	\$ 11,000.00	\$	11,000.00
					\$	-
					\$	-
					\$	-
TOTALS					\$ -	\$ 18,055.00
NET CHANGE IN CONTRACT PRICE						\$ 18,055.00

ORIGINAL CONTRACT PRICE	\$	6,222,569.05
AMOUNT FROM PREVIOUS CHANGE ORDER	\$	330,007.25
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER	\$	6,552,576.30
INCREASE THIS CHANGE ORDER	\$	18,055.00
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER	\$	6,570,631.30

JUSTIFICATION

1. This change order adds delineators to curb islands as requested by City Streets Superintendent during project walkthrough. It also adds a manhole replacement within the project area that was discovered to have crushed pipes on both the inlet and outlet.



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 9, 2025
SUBMITTING DEPARTMENT: Fire
DEPARTMENT DIRECTOR: Mitch Bitz
PRESENTER: Mitch Bitz, Fire Chief
SUBJECT: Consider allowing staff to enter negotiations for an agreement with EAPC Architects for design services related to Fire Station No.3

STATEMENT/PURPOSE:

To consider allowing staff to enter negotiations for an agreement with EAPC Architects for design services related to Fire Station No.3

BACKGROUND/ALTERNATIVES:

At the October 7, 2025, City Commission meeting, the Commission approved the Fire Department's request to issue a Request for Proposals (RFP) for architectural services for the new Mandan Fire Station No. 3 project. The RFP was publicly advertised for three consecutive weeks on October 17, October 24, and October 31, 2025.

The following city expectations were specifically mentioned in the RFP

- Confirming proper site selection
- Ability to design Fire Station 3 as well as evaluate options for a possible EOC to be included with the build
- Evaluate land options for Fire Station 4
- Assist with a comprehensive public engagement and communication plan as the fire station will likely need voter approval in the spring of 2026.

A total of four architectural firms submitted proposals. All four firms were invited to interview and interviews were conducted on December 8, 2025, at Mandan City Hall. The evaluation committee consisting of staff from Fire, Finance, Building Inspections,

Engineering, and Administration reviewed written proposals and conducted the in-person interviews. The firms were evaluated on their professional ability, past public safety facility experience, willingness to meet time and budget limitations, basic project understanding, and experience in general. Following the scoring process and committee discussion, EAPC was identified as the top-ranked firm and is recommended for selection based on its qualifications, project approach, and relevant fire station design experience.

ATTACHMENTS:

1. Mandan Fire Station 3 RFP
2. Station 3 RFP Interview Totals Rank by Interviewer
3. Station 3 RFP Interview Totals

FISCAL IMPACT:

Staff will return to the City Commission with a proposed contract and associated costs for consideration.

STAFF IMPACT:

N/A

LEGAL REVIEW:

This item has been reviewed by Attorney Oster's office.

RECOMMENDATION:

Recommend allowing staff to begin negotiations for a contract with EAPC as the architectural firm for the design of the new Mandan Fire Station No. 3

SUGGESTED MOTION:

I move to allow staff to begin negotiations for a contract with EAPC as the architectural firm for the design of the new Mandan Fire Station No. 3

**MANDAN FIRE STATION 3
REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES**

The Mandan Fire Department requests written qualifications from professional Architectural/Engineering firms for the following:

The Mandan Fire Department has identified the need to construct an additional fire station in Northwest Mandan. A city owned lot at 3600 Old Red Trail NW is currently available for this project, however, the city is open to considering alternative site locations that may provide improved operational or community benefits.

The new facility may also serve as the City's Emergency Operations Center (EOC). Respondents are required to provide design and cost estimates for both the fire station and the potential EOC components, with pricing estimates presented separately to allow the city to evaluate options independently.

In addition, the selected firm will assist the city in identifying and evaluating potential land options for a future Fire Station in the Southeast or Southwest areas of Mandan to support long term growth and service needs.

The successful applicant will provide professional consulting services for the Mandan Fire Station No. 3 project, including preliminary design and cost estimation, full design development, preparation of contract documents, bidding assistance, and contract administration.

Because construction of Fire Station No. 3 will be decided by a public vote, the selected firm shall also assist the City in developing and executing a comprehensive public engagement and communication plan, including preparation of clear visual concepts, cost and tax-impact summaries, FAQs, and participation in public meetings and media outreach as requested.

Qualifications Statements from consultants, six (6) hard copies and one digital copy, will be accepted until 5:00 pm CT on Monday, November 10th, 2025, in the format prescribed by the City. Mail or deliver documents to Mandan City Hall, Attn: Fire Chief Mitch Bitz.

Mailing Address: 205 2nd Avenue NW Mandan, ND 58554

Physical Address: 205 2nd Avenue NW Mandan, ND 58554

Written proposals shall address the firm's experience and ability to perform the defined services in a timely manner. Written proposals shall be limited to a maximum of 20 single sided or 10 double sided pages on standard letter (8-1/2x11) paper, using 12-point font. The primary items for consideration will be, but are not limited to the firms:

1. Technical capabilities of Firm and of proposed project team.
2. Experience and performance of Firm and of proposed project team.
3. Understanding of project and proposed work approach.
4. Knowledge of regulations and local conditions.
5. Ability to respond in a timely manner.
6. Availability of qualified personnel.
7. Experience with similar types of projects.

The architect/engineer will be selected based upon Statements of Qualification and/or oral interviews. A selection committee will recommend a single firm to the Board of City Commissioners. A detailed scope of work will be developed, and prices will be negotiated with the firm selected. Failure to reach an agreement acceptable to the City of Mandan will result in negotiation with the second most qualified firm. A professional services agreement will be executed with a single firm.

All inquiries shall be in writing and directed to Fire Chief Mitch Bitz at:
mbitz@cityofmandan.com

Site Visit: This land is city owned property and is available to be viewed at any time.

The City reserves the right to reject any or all proposals or inquiries, waive any informality in the process or to accept any response it may deem to be in the best interest of the City.

Mandan News Adv: 10/17/2025, 10/24/2025, 10/31/2025

	<u>Interviewer 1</u>	<u>Interviewer 2</u>	<u>Interviewer 3</u>	<u>Interviewer 4</u>	<u>Interviewer 5</u>
Ranking #1	EAPC (80)	EAPC (95)	EAPC (97)	EAPC (93)	EAPC (88)
Ranking #2	ICON (77)	ICON (89)	ICON (95)	ICON (88)	ICON (88)
Ranking #3	Zerr-Berg (76)	Zerr-Berg (79)	Zerr-Berg (79)	Zerr-Berg (81)	Zerr-Berg (76)
Ranking #4	Schutz Foss (60)	Schutz Foss (74)	Schutz Foss (67)	Schutz Foss (40)	Schutz Foss (61)

	Interviewer 1	Interviewer 2	Interviewer 3	Interviewer 4	Interviewer 5	Total PTS Combined
EAPC	80	95	97	93	88	453
ICON	77	89	95	88	88	437
Zerr-Berg	76	79	79	81	76	391
Schutz-Foss	60	74	67	40	61	302



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: October 31, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER:
SUBJECT: Engineering Service agreement for construction oversight on Rock Prairie Estates/SID 237

STATEMENT/PURPOSE:

To enter into an engineering service agreement with Swenson, Hagen & Co. to perform construction oversight on Rock Prairie Estates/SID 237

BACKGROUND/ALTERNATIVES:

Rock Prairie Estates is located in northwest Mandan, west of 47th Ave NW. This development is approximately 33 lots. With this agenda item, Swenson, Hagen and Company will be contractually obligated to provide the city of Mandan with project construction records, record drawings and preform construction observation.

ATTACHMENTS:

1. City of Mandan Revised 12-25
2. Signed First Page

FISCAL IMPACT:

The contract total is \$47,000. All costs associated with the agenda item will be assessed to the district.

STAFF IMPACT:

Staff will spend time coordinating with Swenson, Hagen & Co.

LEGAL REVIEW:

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

RECOMMENDATION:

To enter into an agreement with Swenson, Hagen & Company for Engineering

City Commission

Agenda Documentation

December 16, 2025

Subject: Consider an Engineering service agreement with Swenson, Hagen & Company for construction oversight related to Rock Prairie Estates (SID 237)

Page 2 of 2

Services.

SUGGESTED MOTION:

I move to enter into an agreement with Swenson, Hagen & Company for Engineering Services.



SWENSON, HAGEN & CO. P.C.

civil engineering . surveying . land planning . hydrology
landscape & site design . construction management

AUTHORIZATION AND AGREEMENT FOR SERVICES

Date Received: _____ Taken By: _____ Job Number: _____

CLIENT INFORMATION

Name: City of Mandan Contact Person: _____
Billing Address: 205 2nd Ave NW
City: Mandan State: ND Zip: 58554
Phone: _____ Email: _____ Fax: _____

PROJECT INFORMATION

Job Title: Rock Prairie Estates
Job Location – City: Mandan County: Morton
Description of Work: Construction services as per proposal dated 12-16-25

Billing Arrangements: \$47,000 as per proposal dated December 16, 2025

Client agrees to the General Terms and Conditions (reverse side) which are a part of this Agreement. Work will not commence or be scheduled until an executed copy is returned. This instrument shall not constitute an agreement or contract between the parties until executed by Swenson, Hagen & Co. Returning fully executed copy to Swenson, Hagen & Co. shall constitute a notice to Swenson, Hagen & Co. to proceed with the work.

BY: _____ Date: _____
Person Responsible for Payment (or Authorized Agent)

SIGN HERE

Please Read Reverse Side and Initial at Bottom of Page 2

APPROVED AND ACCEPTED BY SWENSON, HAGEN & CO.

BY: _____ Date: _____

3002 Airway Avenue . Bismarck, North Dakota 58504
(701) 223-2600 . (701) 223-2606 Fax
sheng@swensonhagen.com

Page 1 of 2

GENERAL TERMS AND CONDITIONS

Where applicable, proposed fees constitute our best estimate of the charges required to perform the services as defined. Except as provided otherwise, the project scope will not be modified without written mutual agreement. Where project scope is expanded by Client, Client will be responsible for payment for services resulting therefrom. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, if facts are uncovered which may alter the scope, SH&C will inform the Client of such situation so that changes in scope and compensation can be negotiated as required.

SH&C will provide all services in accordance with generally accepted professional practices. SH&C will not provide or offer to provide services inconsistent with or contrary to such practices nor make any warranty or guarantee, expressed or implied, nor to have any agreement or contract for services subject to the provisions of any uniform commercial code. Client recognizes that neither SH&C nor any of SH&C's subconsultants owe any fiduciary responsibility to the client.

In the event that the Client makes a claim against SH&C for any alleged error, omission, breach of contract, or other act arising out of the performance of our professional services, and the Client fails to prove such claim upon final adjudication, and judgment is rendered in favor of SH&C, then the Client shall pay all costs incurred by SH&C in defending itself against the claim, including but not limited to, personnel-related costs, attorney's fees, court costs and other claim-related expenses.

Cancellation of this project by the Client shall be effective seven (7) days after written notice to SH&C. The written notice shall include the reasons and details for cancellation. A final invoice will be prepared for all charges incurred through the date of cancellation; and payment will be due as stated elsewhere herein.

If the Client violates any of the agreements entered into between SH&C and the Client, or if the Client fails to carry out any of the duties contained in these terms and conditions, SH&C may, upon seven (7) days' written notice to the Client, suspend its services and/or terminate this agreement with the Client without further obligation or liability to SH&C, unless within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of SH&C.

Voiding of any element of this contract affects only that element; all other provisions remain in force.

The Client recognizes that it is impossible for SH&C to assure the accuracy, completeness and sufficiency of information provided by others relative to hidden conditions, such as, but not limited to, soils reports, ground water, buried utilities, etc.

PAYMENT FOR SERVICES

Method of payment shall be as identified elsewhere. SH&C will bill the Client monthly or as otherwise determined applicable, as work progresses. Invoice amounts are due and payable in full within thirty (30) days of the invoice date. Accounts unpaid after said 30 day period shall be in default and shall be subject to a default or late payment charge computed at the rate of one and one-half percent (1.5%) per month, based upon the unpaid balance of the account dating from the invoice date, and accrued and compounded monthly.

SH&C may give notice by regular mail and suspend services on all projects for any Client whose account is in default; and materials and information relating to such work will not be released until all amounts owing, including service charges, collection costs/fees, etc., are paid in full. SH&C will not be responsible for any penalty, damages or hardship that may result from such suspension of work.

Accounts remaining unpaid for a period of sixty (60) days after the invoice date will be subject to collection by any legal action deemed appropriate. The expense of collection, including attorney's fees, SH&C personnel time and/or collection service fees used in the pursuit of collection will be added to accounts in default.

Work performed on an hourly basis will be billed at the current hourly charge rate established for each employee providing services. Actual expenses times 1.1 shall be added to all hourly work, except for those applicable items where established charges may apply, such as for reproduction, mileage, etc.

The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project. Re-use of any documents pertaining to this project by the Client on extensions of this project or on any other project shall be at the Client's risk and the Client agrees to defend, indemnify and hold harmless SH&C from all claims, damages and expenses, including attorney's fees, arising out of such re-use of the documents by the Client or by others acting through the Client.

Nothing in this agreement shall be construed to subject or extend to SH&C the responsibility or authority to direct or supervise construction means, methods, techniques, sequence or procedures of construction selected by contractors or subcontractors or the safety precautions and programs incidental to the work of the contractors or subcontractors.

LIMITATION OF PROFESSIONAL LIABILITY

The Client agrees to limit SH&C's liability to the Client to the fullest extent permitted by law arising from SH&C's negligent acts, errors or omissions in the performance of services hereunder, such that the total aggregate liability of SH&C shall not exceed \$50,000 or SH&C's total fee for the services rendered on the project, whichever is greater. It is suggested to the Client that its contractors and subcontractors also obtain and maintain a similar limitation of liability.

NEITHER party shall be responsible or held liable to the other for consequential damages including loss of profit, loss of investment, loss of product or business interruption. The obligations and remedies provided herein are exclusive and in lieu of any other rights or remedies available at law or in equity. Indemnifications, releases from liability and limitations of liability shall apply notwithstanding the fault or negligence of the party indemnified, released or whose liability is limited.

INSURANCE

SH&C will endeavor to maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	\$2,000,000
Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

TIME AND PERIOD OF PERFORMANCE - ASSIGNMENT OF CONTRACT

SH&C shall perform the described work as expeditiously as is consistent with professional skill and care and the orderly progress of the work. The anticipated schedule is based upon a reasonable estimate of the time required to perform the work and does not include allowances for periods of time required for the Client's review and approval of submissions and for approvals of authorities having jurisdiction over the project. The schedule shall be adjusted as required as the work proceeds in the event there are delays in any required approvals; for any other delays beyond the control of SH&C, in the event the scope of the work is changed in any respect or if more time is required to perform the work than was originally estimated or anticipated by SH&C.

Client shall not assign this agreement without the authorized written consent of SH&C. This agreement shall extend to and be binding upon the respective heirs, personal representatives, successors and assigns of the parties hereto.

I have read the above and acknowledge it as part of the contract.

Please Initial _____



SWENSON, HAGEN & CO. P.C.

civil engineering . surveying . land planning . hydrology
landscape & site design . construction management

December 16, 2025

City of Mandan
Jarek Wigness
205 2nd Ave NW
Mandan, ND 58554

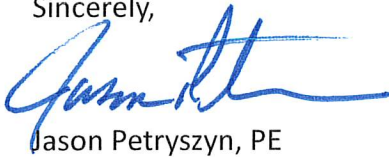
RE: Proposal for Services for Rock Prairie Estates, Mandan, ND

1. CONSTRUCTION SERVICES- \$47,000
 - a. Construction Staking - \$10,000
 - i. Special Assessment Construction Staking
 1. Provide construction staking and layout services for the General Contractor and/or Subcontractors for surface and underground improvements as shown within the Plans provided for this project.
 2. Fee includes providing cut and offset stakes for Storm Sewer, Street & Lighting
 - a. Offset stakes for underground infrastructure (Storm) includes stakes every 25' of pipe, double offsets at structures.
 - b. Staking of curb/gutter at 25' intervals and 15' intervals along curves.
 - c. Staking of street light poles and junction boxes.
 3. Fee accounts for 40 hours of a 2-person survey crew, plus office prep time and coordination with the licensed Professional Land Surveyor and Professional Engineer.
 - b. Construction Administration-\$5,000
 - i. Special Assessment Construction Administration
 1. Provide documentation and record keeping services of project quantities for the City of Mandan to ensure the project quantities remain within the scope of the project
 2. Record drawings
 3. 11-month warranty walk through and punchlist

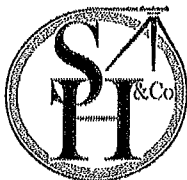
4. Fee accounts for 15 hours of Licensed Professional Engineer time and 5 hours of Engineering Technician time.
- c. Construction Observation - \$32,000
 - i. Special Assessment Construction Observation
 1. Provide full time observation & documentation services for the Owner/Developer to ensure the project is constructed within compliance of the Plans and Specifications for the project.
 2. Fee accounts for 20 hours of Licensed Professional Engineer time and 25 hours of Engineering Technician time.

If any additional services are requested, they will be performed and billed on an hourly basis.

Sincerely,



Jason Petryszyn, PE
Swenson, Hagen & Co.



SWENSON, HAGEN & CO. P.C.

civil engineering, surveying, land planning, hydrology
landscape & site design, construction management

AUTHORIZATION AND AGREEMENT FOR SERVICES

Date Received: _____ Taken By: _____ Job Number: _____

CLIENT INFORMATION

Name: City of Mandan Contact Person: _____
Billing Address: 205 2nd Ave NW
City: Mandan State: ND Zip: 58554
Phone: _____ Email: _____ Fax: _____

PROJECT INFORMATION

Job Title: Rock Prairie Estates
Job Location – City: Mandan County: Morton
Description of Work: Construction services as per proposal dated 9-11-25

Billing Arrangements: \$47,000 as per proposal dated 9-11-25

Client agrees to the General Terms and Conditions (reverse side) which are a part of this Agreement. Work will not commence or be scheduled until an executed copy is returned. This instrument shall not constitute an agreement or contract between the parties until executed by Swenson, Hagen & Co. Returning fully executed copy to Swenson, Hagen & Co. shall constitute a notice to Swenson, Hagen & Co. to proceed with the work.

BY: _____ Date: _____
Person Responsible for Payment (or Authorized Agent)

Please Read Reverse Side and Initial at Bottom of Page 2

APPROVED AND ACCEPTED BY SWENSON, HAGEN & CO.

BY: [Signature] Date: 12/8/25

3002 Airway Avenue, Bismarck, North Dakota 58504
(701) 223-2600, (701) 223-2606 Fax
sheng@swensonhagen.com



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 11, 2025
SUBMITTING DEPARTMENT:
DEPARTMENT DIRECTOR:
PRESENTER:
SUBJECT:

STATEMENT/PURPOSE:

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:

1. Gaming Site Authorization 6-25-26 North Dakota Friends of NRA State Fund Committee, LLC

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



GAMING SITE AUTHORIZATION
OFFICE OF ATTORNEY GENERAL
SFN 17996 (02/2018)

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

Full, Legal Name of Gaming Organization North Dakota Friends of NRA State Fund Committee, LLC

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

Name of Location Baymont Inn & Suites			
Street 2611 Old Red Trail	City Mandan	ZIP Code 58554	County Morton
Beginning Date(s) Authorized 6/25/26	Ending Date(s) Authorized 6/25/26	Number of twenty-one tables if zero, enter "0": 0	
Specific location where games of chance will be conducted and played at the site (required) Baymont Inn			
If conducting Raffle or Poker activity provide date(s) or month(s) of event(s) if known 6/25/2026			

RESTRICTIONS (City/County Use Only)

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

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

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

License Number (Office Use Only)

Site Owner (Lessor) Baymont By Wyndham		Site Name Baymont Inn and Suites		Site Phone Number 701-663-7401
Site Address 2811 Old Red Trail	City Mandan	State ND	Zip Code 58554	County Morton
Organization ND Friends of NRA State Fund Committee LLC		Rental Period JUNE 25-2026 to JUNE 25-2026		Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		☒ No ☐ Yes		
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		☒ No ☐ Yes		\$ 0
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 X Rent per Table \$		☒ No ☐ Yes		\$ 0
Number of Tables with wagers over \$5 X Rent per Table \$				\$ 0
3. Is Paddlewheels conducted at this site? Number of Tables X Rent per Table \$		☒ No ☐ Yes		\$ 0
4. Is Pull Tabs involving either a jar bar or standard dispensing device conducted at this site? Please Check: ☐ Jar Bar ☐ Standard Dispensing Device		☒ No ☐ Yes		\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices		☒ No ☐ Yes		\$
Total Monthly Rent				\$ 0
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☒				

TERMS OF RENTAL AGREEMENT:

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

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

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

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

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

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

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

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

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

Signature of Lessor 	Title Director of sales	Date 11/6/25
Signature of Lessee 	Title Pres. Dir	Date 11-6-25



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: November 12, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Task Orders with AE2S related to Water Distribution and Sanitary Sewer Collection system support

STATEMENT/PURPOSE:

To consider and possibly approve task orders with AE2S for continued professional services related to the on-call services requested by our Public Work Director or City Engineer.

BACKGROUND/ALTERNATIVES:

We have on-call service agreements with AE2S to assist with hydraulic modeling, instrumentation and controls, and other technical engineering support for both the water distribution and wastewater collection systems. The task orders presented renew these services from 2026 through 2028.

ATTACHMENTS:

1. Collection Support Agreement
2. Distribution Support Agreement

FISCAL IMPACT:

Each task order provides on-call services up to \$25,000 annually (\$50,000 total per year).

STAFF IMPACT:

Minimal time spent coordinating with AE2S

LEGAL REVIEW:

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

RECOMMENDATION:

To enter into the task orders with AE2S for services related to Water Distribution and Wastewater Collection Systems hourly assistance support.

SUGGESTED MOTION:

I move to approve entering into Task Order No. 13 – Water Distribution and Task Order No. 14 – Collection System On-Call Professional Services with AE2S, as presented.

Task Order No. 14

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

1. Background Data

- a. Effective Date of Task Order: January 1, 2026
- b. Owner: City of Mandan
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): 2026-2028 Collection System On-Call Services
- e. Specific Project (description): On-call, or on demand, services as requested by Owner's Public Works Director or City Engineer to provide hydraulic modeling support, instrumentation and controls, and other general engineering support for the wastewater and collection system.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
 - 1. Periodically respond to questions from Owner's staff regarding hydraulic model outputs, review of Owner generated model results, and other as requested efforts by the Owner's staff associated with ongoing use of the water collection model.
 - 2. Periodic working sessions with the Owner's staff regarding model training, to evaluate and support operational decisions, and to identify possible system upgrades related to hydraulic and water quality improvements.
 - 3. Prepare reports or supporting documentation suitable for presentation to the public, outside agencies, or other City personnel and departments.
 - 4. Periodically respond to questions from Owner's staff regarding the wastewater CIP, funding support, and wastewater treatment and operations.
 - 5. I&C support includes periodically responding to questions and requests from Owner's staff to:
 - a. Review of control panels to verify control panel operation is in conformance with planned operations.
 - b. Modify Programmable Logic Controllers (PLC) as requested for each treatment process, including process alteration, associated input/output (IO) devices, communication modules and general control networking.

- c. Modify Human Machine Interface (HMI) applications as requested for treatment processes to reflect additions or modifications.
- d. Assist in the coordination of systems or services supplied by contractor or any other third party which require integration or coordination with the SCADA system.
- e. Provide service and support as requested for control operations and / or any issues related to the following control components: control hardware, networking, servers, databases, SCADA software, VPNs, reports, licensing,
- f. Verify all IO points are operational and provide checkout for all associated systems. This could include level, flow, pressure and any other process or general building status monitoring.
- g. Provide manual and automatic process programming as requested, process and operations to be reviewed and revised as desired by Owner.
- h. Provide programming to include the ability to remotely monitor treatment facilities. This shall include all necessary data mapping, messaging and creation of tag database necessary to display all system components at a central Human Machine Interface (HMI) computer.
- i. Work with Owner to develop and customize reports. This may include daily, weekly, or monthly flow reports as well as any custom reporting functions as requested by Owner.
- j. Work with Owner to develop startup plans which will minimize downtime and provide a smooth transition to any upgraded control systems. This may include installation and configuration of interim solutions if the complete system is not operational.
- k. Develop overview and individual, detailed control screens and integrate into the HMI system, allowing Owner to control all devices connected to the SCADA system. Develop local Operator Interface Terminal (OIT) applications for associated sites, allowing operators to control local functions of each site from the control panel mounted touch screen OIT.

6. Other tasks as may be defined by the Owner, but not specifically listed herein.

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

3. Additional Services

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

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

4. Owner's Responsibilities

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

5. Task Order Schedule

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

- Services will be rendered as “on-call” services as requested by the Owner’s Public Works Director, City Engineer, or designated representative.
- Basic Services and Additional Services completion shall be no later than December 31, 2028.

6. Payments to Engineer

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

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$25,000 annually	Hourly
TOTAL COMPENSATION	\$75,000	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

- An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any.
- Engineer shall use Standard Hourly Rates at the time of rendering services. Standard hourly rates will be adjusted January 1 of each year for 2027 and 2028.

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

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

- 2026 Hourly Fee and Expense Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

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

The Effective Date of this Task Order is January 1, 2026.

OWNER:

City of Mandan

By:

Print name: James Froelich

Title: Mayor

Date Signed:

ENGINEER:

Advanced Engineering and Environmental Services,
LLC

By: Jordan Geiger
Jordan Geiger (Nov 10, 2025 10:43:57 CST)

Print name: Jordan Geiger

Title: Operations Manager

Date Signed:
Nov 10, 2025

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jarek Wigness

Title: City Engineer
205 2nd Ave NW

Address: Mandan, ND 58554

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

Phone: 701-667-3227

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Laith Hintz

Title: Project Manager
1815 Schafer Street, Suite 301

Address: Bismarck, ND 58501

E-Mail Address: laith.hintz@ae2s.com

Phone: 701-221-0530

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

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

Reimbursable Expense Rates

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

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

Task Order No. 13

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

1. Background Data

- a. Effective Date of Task Order: January 1, 2026
- b. Owner: City of Mandan
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): 2026-2028 Water Distribution On-Call Services
- e. Specific Project (description): On-call, or on demand, services as requested by Owner's Public Work Director or City Engineer to provide hydraulic modeling support, instrumentation and controls, and other general engineering support for the water distribution and storage system.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:
 - 1. Periodically respond to questions from Owner's staff regarding model outputs, review of Owner generated model results, and other as requested efforts by the Owner's staff associated with ongoing use of the water distribution model.
 - 2. Periodic working sessions with the Owner's staff regarding model training, to evaluate and support operational decisions, and to identify possible system upgrades related to hydraulic and water quality improvements.
 - 3. Prepare reports or supporting documentation suitable for presentation to the public, outside agencies, or other City personnel and departments.
 - 4. I&C support includes periodically responding to questions and requests from Owner's staff to:
 - Review of control panels to verify control panel operation is in conformance with planned operations.
 - Modify Programmable Logic Controllers (PLC) as requested for each treatment process, including process alteration, associated input/output (IO) devices, communication modules and general control networking.

- Modify Human Machine Interface (HMI) applications as requested for treatment processes to reflect additions or modifications.
- Assist in the coordination of systems or services supplied by contractor or any other third party which require integration or coordination with the SCADA system.
- Provide service and support as requested for control operations and / or any issues related to the following control components: control hardware, networking, servers, databases, SCADA software, VPNs, reports, licensing,
- Verify all IO points are operational and provide checkout for all associated systems. This could include level, flow, pressure and any other process or general building status monitoring.
- Provide manual and automatic process programming as requested, process and operations to be reviewed and revised as desired by Owner.
- Provide programming to include the ability to remotely monitor treatment facilities. This shall include all necessary data mapping, messaging and creation of tag database necessary to display all system components at a central Human Machine Interface (HMI) computer.
- Work with Owner to develop and customize reports. This may include daily, weekly, or monthly flow reports as well as any custom reporting functions as requested by Owner.
- Work with Owner to develop startup plans which will minimize downtime and provide a smooth transition to any upgraded control systems. This may include installation and configuration of interim solutions if the complete system is not operational.
- Develop overview and individual, detailed control screens and integrate into the HMI system, allowing Owner to control all devices connected to the SCADA system. Develop local Operator Interface Terminal (OIT) applications for associated sites, allowing operators to control local functions of each site from the control panel mounted touch screen OIT.

5. Other tasks as may be defined by the Owner, but not specifically listed herein.

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

3. Additional Services

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

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

4. Owner's Responsibilities

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

5. Task Order Schedule

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

- Services will be rendered as “on-call” services as requested by the Owner’s Public Works Director, City Engineer, or designated representative.
- Basic Services and Additional Services completion shall be no later than December 31, 2028.

6. Payments to Engineer

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

Description of Service	Amount	Basis of Compensation
1. Basic Services	\$25,000 annually	Hourly
TOTAL COMPENSATION	\$75,000	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any. Standard hourly rates are subject to change January 1 of each year for 2027 and 2028.

Engineer shall use Standard Hourly Rates at the time of rendering services.

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

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

- 2026 Hourly Fee and Expense Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

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

The Effective Date of this Task Order is January 1, 2026.

OWNER:

City of Mandan

By:

Print name: James Froelich

Title: Mayor

Date Signed:

ENGINEER:

Advanced Engineering and Environmental Services,
LLC

By: Jordan Geiger
Jordan Geiger (Nov 10, 2025 10:44:04 CST)

Print name: Jordan Geiger

Title: Operations Manager

Date Signed:
Nov 10, 2025

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jarek Wigness

Title: City Engineer
205 2nd Ave NW

Address: Mandan, ND 58554

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

Phone: 701-667-3227

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Laith Hintz

Title: Project Manager
1815 Schafer Street, Suite 301

Address: Bismarck, ND 58501

E-Mail Address: laith.hintz@ae2s.com

Phone: 701-221-0530

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2026 HOURLY FEE AND EXPENSE SCHEDULE

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UAS – Survey	\$50.00/hour
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All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$302.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 5, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Constriction Change Order for Collin Ave Reservoir project

STATEMENT/PURPOSE:

To consider and possibly approve a change order with DN Tanks, LLC related to the Collins Ave Reservoir Replacement Project

BACKGROUND/ALTERNATIVES:

Progress on the Collins Ave Reservoir Replacement Project has continued through the fall. The new reservoir was tested, disinfected, and placed into service this month. Additionally, the new distribution infrastructure including the 20" diameter pipelines and a control vault were installed.

During construction five changes were identified and are addressed in this Change Order. Items include:

- Removal of the Tank Logo and Graffiti Resistant Coatings.
- Addition of a flanged cap on drain piping inside pump house to address valve that doesn't fully seat/close.
- Additional materials/labor to tie into 12" storm drain outfall piping due to change in existing pipe materials.
- Additional excavation to locate and identify unknown pipelines.
- Additional excavation and repair work on an unidentified pipeline.

Removal of the Tank Logo and Graffiti Resistant Coatings:

- City staff has elected to remove the planned logo and graffiti resistant coating on the exterior of the tank, allowing more time for the City of Mandan to determine the desired finish. This resulted in a cost savings to the City.

Addition of flanged cap on drain piping inside pump house:

- City staff identified that drain piping valve within pump house didn't fully seat/close

and to address the issue a cap was installed.

Storm drain outfall tie-in:

- Construction plans indicated that storm drain outfall piping on the site was 18-inch RCP and it was discovered that piping was 12-inch corrugated steel pipe. This line item covers labor and materials to tie-into the 12-inch corrugated steel pipe in lieu of the 18-inch RCP.

Additional excavation to locate and identify unknown pipelines:

- While excavating for the control vault the Contractor uncovered abandoned underground piping. Historical records do not include these pipes, and they were not identified during the design process. After their discovery, City staff and AE2S determined that these pipes were abandoned and should be removed. This resulted in additional time and cost for the Contractor.

Additional excavation and repair work on an unidentified pipeline:

- While excavating at another location on the site an additional unidentified pipeline was uncovered. City staff and AE2S determined that this pipeline was still active and needed to be repaired and placed back into service. The Contractor modified this pipeline to accommodate the new infrastructure, resulting in additional time and cost to the Contractor.

ATTACHMENTS:

1. Change Order DN-02

FISCAL IMPACT:

Recall we currently have an agreement with SWC for cost-share funding (27%).

- DN Tanks Construction increase of \$36,909.90.

Total Construction Budget/Funding	\$6,780,432
Estimated Total Expenditures	\$6,322,956
Estimated Contingency Remaining	\$457,476

STAFF IMPACT:

Minimal

LEGAL REVIEW:

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

RECOMMENDATION:

To approve Change Order DN-02 for DN Tanks related to the Collins Ave Reservoir Replacement Project.

SUGGESTED MOTION:

I move to approve Change Order DN-02, as presented.

Change Order
No. DN-02

Date of Issuance: December 16, 2025

Effective Date: December 16, 2025

Project: Mandan Collins Avenue Reservoir Replacement	Owner: City of Mandan, ND	Owner's Contract No.: 2024-04
Contract: Collins Avenue Reservoir Replacement	Date of Contract: September 13, 2024	
Contractor: DN Tanks, LLC	Engineer's Project No.: P00510-2016-002	

The Contract Documents are modified as follows upon execution of this Change Order:

Description of Change

Item	Description	Cost Adjustment
WCD-03	Logo and Graffiti Resistant Coating Removal	(\$37,003.00)
WCD-04	Repair Inside the Pumphouse	\$963.90
WCD-05	18" Storm Tie In	\$1,853.25
WCD-06	Unforeseen Pipe Excavation	\$50,815.91
WCD-07	Watermain Break Repair	\$20,279.84
Total Net Change: CO-DN-02		\$36,909.90

Attachments: WCD 3-7

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price:		Original Contract Times	
\$ <u>5,935,800.00</u>		Substantial completion:	<u>June 1, 2026</u>
		Milestone 1:	<u>November 30, 2025</u>
Increase from previously approved Change Orders		Ready for final payment:	<u>August 1, 2026</u>
\$ <u>135,746.48</u>		Additional contract days from previously approved Change Orders	
		Substantial completion:	<u>11</u>
Contract Price from previously approved Change Orders		Milestone 1:	<u>11</u>
\$ <u>6,071,546.48</u>		Ready for final payment:	<u>11</u>
Increase of this Change Order		Contract Times from previously approved Change Orders	
\$ <u>\$36,909.90</u>		Substantial completion:	<u>June 12, 2026</u>
		Milestone 1:	<u>December 11, 2025</u>
Contract Price incorporating this Change Order:		Ready for final payment:	<u>August 12, 2026</u>
\$ <u>6,108,456.38</u>		Increase Time of this Change Order:	
		Substantial completion:	<u>5</u>
		Milestone 1:	<u>5</u>
		Ready for final payment:	<u>5</u>
		Contract Times with all approved Change Orders:	
		Substantial completion:	<u>June 17, 2026</u>
		Milestone 1:	<u>December 16, 2025</u>
		Ready for final payment:	<u>August 17, 2026</u>

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 12/10/2025

Approved by Funding Agency (if applicable):

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 12/09/25

Date: _____

WORK CHANGE DIRECTIVE NO. 03

Owner:	City of Mandan	Owner's Project No.:	2024-04
Engineer:	AE2S	Engineer's Project No.:	P00510-2016-002
Contractor:	DN Tanks, LLC	Contractor's Project No.:	
Project:	Collins Avenue Reservoir Replacement		
Contract Name:	Collins Avenue Reservoir Replacement		
Date Issued:	10/2/2025	Effective Date of Work Change Directive:	10/2/2025

Contractor is directed to proceed promptly with the following change(s):

Description:

The City of Mandan has elected to remove the logo and graffiti resistant coating from the Project. Remove all work associated with the design and installation of the logo and graffiti resistant coating. Provide a credit for the work not performed.

Attachments: None.

Purpose for the Work Change Directive:

Remove logo and graffiti resistant coating from Project.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

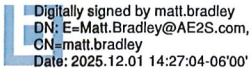
Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$ 37,003 (credit)

Contract Time: 0 days

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	<i>Matt Bradley</i>  Digitally signed by matt.bradley DN: E=Matt.Bradley@AE2S.com, CN=matt.bradley Date: 2025.12.01 14:27:04-06'00'	
Title:	Matt Bradley - Project Engineer	
Date:	12/01/2025	



Date: _____
 Job Name: 241837 - Mandan Collins Ave Reservoir Replacement
 Job Address: 908 Collins Ave, Mandan, ND
 Project Manager: Blake Smith
 Owner: City of Mandan
 Describe Work: WO Misc- Fix Valve in Pumphouse Extra

Additional Work Authorization T&M Summary		
Date	Description of Work	Daily Total \$
6/3/2025	Repair Inside Pumphouse	\$918.00
TOTAL BILLED \$		\$918.00

Regards,

Blake Smith

U.S. SiteWork, Inc.
 11040 183rd Circle NW
 Suite B
 Elk River, MN 55330
 Main: 763-280-8508
 Fax: 763-280-8506
www.ussitework.com

DNT 5% markup \$45.90

Total \$963.90



Date: 6/3/2025
Job Name: 241837 - Mandan Collins Ave Reservoir Replacement
Job Address: 908 Collins Ave, Mandan, ND
Project Manager: Blake Smith
Owner: City of Mandan

Describe Work:	Fixing valve that was inside pump house with 8" flange, For the City Staff
----------------	--

Labor						
Name	Position	Date	Hours	Rate	Total	
Richard Azure	Laborer, Sewer	6/3/2025		1.0	\$116.00	\$116.00
Adan Galindo	Laborer	6/3/2025		1.0	\$110.00	\$110.00
	Per Diem	6/3/2025		0.0	\$190.00	\$0.00
				Subtotal Labor:		\$226.00
Equipment						
Description	Date	Hours	Rate	Total		
Truck, Pickup (W/ Small Tools)	6/3/2025		1.0	\$30.00	\$30.00	
				Subtotal Equipment:		\$30.00
Materials						
Description	Date	Quantity	Rate	Total		
8" and 2" Misc Parts	6/3/2025		1	\$618.69	\$618.69	
Flange, Bolts, Plug						
				Subtotal Materials:		\$618.69
Daily Totals		Signatures for Approval				
Labor Total:	\$226.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work				
Equipment Total:	\$30.00					
Materials Cost:	\$618.69	Owner Superintendent				
Total Cost:	\$874.69	Owner Project Manager	Marc Bliven			
7 % Materials Markup:	\$43.31	US SiteWork Superintendent				
Total Billed:	\$918.00	US SiteWork Project Manager	Blake Smith			



WCD_05

Date: _____
Job Name: 241837 - Mandan Collins Ave Reservoir Replacement
Job Address: 908 Collins Ave, Mandan, ND
Project Manager: Blake Smith
Owner: City of Mandan
Describe Work: WO Misc- 18 Storm Tie In

Additional Work Authorization T&M Summary		
Date	Description of Work	Daily Total \$
4/29/2025	18" Storm Tie In, Plan Change	\$1,765.00
TOTAL BILLED \$		\$1,765.00

Regards,
Blake Smith
U.S. SiteWork, Inc.
11040 183rd Circle NW
Suite B
Elk River, MN 55330
Main: 763-280-8508
Fax: 763-280-8506
www.ussitework.com

DNT 5% markup \$88.25

Total \$1,853.25

Job Name: 241837 - Mandan Collins Ave Reservoir Replacement
Job Address: 908 Collins Ave, Mandan, ND

Owner: City of Mandan

Setting storm MH01, the pipe that was to be RCP was broken clay, so we had to dig the line up about 20 feet from MH01

There was fiber and power we were digging around this was additional 2 HR repair

We then started installing 18 inch pipe per plan

Page 152 of 231

Mandan, ND - Collins Ave Reservoir Project

11/21/2025

Work Description: Exploratory digging to expose existing pipe conflicts - Rev1**Work Dates : 6/17-6/20, 6/23****5 days****Labor**

Description	Qty	Unit	Rate	Total
Orencio Zamarippa - Site Super	40	HR	\$ 135.00	\$ 5,400.00
Labor Total				\$ 5,400.00

	Qty	Unit	Rate	Total
Per diem	5	Day	\$ 125.00	\$ 625.00
Per Diem Total				\$ 625.00

<u>Material</u>	Qty	Unit	Rate	Total
Material Total				\$ -

<u>Equipment</u>	Qty	Unit	Rate	Total
Orencio - Vehicle allowance	5	Day	\$ 115.00	\$ 575.00
Equipment Total				\$ 575.00

<u>Rental</u>	Qty	Unit	Rate	Total
Rental Total				\$ -

<u>Sub</u>	Qty	Unit	Rate	Total
US Site Work (See attached)	1	LS	\$ 42,110.39	\$ 42,110.39
Subcontractor Total				\$ 42,110.39

Sub-total \$ 48,710.39

Sub Markup 5% \$ 2,105.52

Total \$ 50,815.91



Date: **REV 1**
 Job Name: **241837 - Mandan Collins Ave Reservoir Replacement**
 Job Address: **908 Collins Ave, Mandan, ND**
 Project Manager: **Blake Smith**
 Owner: **City of Mandan**
 Describe Work: **WO 04- 20" Tie In, 12" Lowering, Exploratory Digging, Pipe Conflicts**

Additional Work Authorization T&M Summary		
Date	Description of Work	Daily Total \$
6/17/2025	Prepare for 20" Tie In, Discovered Conflict, Alert Project Team- NO COST, BASE BID TIME	\$0.00
6/18/2025	12" Pipe Conflict Lowering, Exploratory Excavation	\$17,939.89
6/19/2025	Exposing Buried Pipe, Exploratory Excavation	\$9,580.00
6/20/2025	Exposing Buried Pipe, Exploratory Excavation	\$6,258.00
6/23/2025	Exposing Buried Pipe, Exploratory Excavation, City Staff Confirmation Dead Lines	\$8,332.50
TOTAL		\$42,110.39

Regards,
Blake Smith
 U.S. SiteWork, Inc.
 11040 183rd Circle NW
 Suite B
 Elk River, MN 55330
 Main: 763-280-8508
 Fax: 763-280-8506
www.ussitework.com

U.S. SITEWORK

Describe Work:

Labor						
Name	Position	Date	Hours	Rate	Total	
				Subtotal Labor:		\$0.00
Equipment						
Description	Date	Hours	Rate	Total		
				Subtotal Equipment:		\$0.00
Materials						
Description	Date	Quantity	Rate	Total		
				Subtotal Materials:		\$0.00
Daily Totals			Signatures for Approval			
Labor Total:	\$0.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work				
Equipment Total:	\$0.00					
Materials Cost:	\$0.00					
Total Cost:	\$0.00	Owner Superintendent				
7 % Materials Markup:	\$0.00	Owner Project Manager				
	\$0.00	US SiteWork Superintendent				
Total Billed:	\$0.00	US SiteWork Project Manager	Blake Smith			

Additional Work Authorization Form



Date: 6/18/2025
 Job Name:
 Job Address: 908 Collins Ave, Mandan, ND
 Project Manager: Blake Smith
 Owner: City of Mandan

Describe Work:

Installed 12" lowered/drop on the existin 12" water line to be able to do the 20" Tie In
 City staff worked to find valves to shut it down
 Continue chasing buried pipe, exploratory

Labor					
Name	Position	Date	Hours	Rate	Total
Jim Shores	Foreman	6/18/2025	8.0	\$121.00	\$968.00
Jim Shores	Foreman- OT	6/18/2025	2.0	\$157.00	\$314.00
Dana Kompaa	Operator	6/18/2025	8.0	\$119.00	\$952.00
Dana Kompaa	Operator- OT	6/18/2025	2.0	\$154.00	\$308.00
Alan Meyhoff	Operator	6/18/2025	6.5	\$119.00	\$773.50
Alan Meyhoff	Operator- OT	6/18/2025	0.0	\$154.00	\$0.00
Dale Doering	Operator	6/18/2025	6.5	\$119.00	\$773.50
Dale Doering	Operator- OT	6/18/2025	0.0	\$154.00	\$0.00
Richard Azure	Pipelayer, Sewer	6/18/2025	8.0	\$116.00	\$928.00
Richard Azure	Pipelayer, Sewer- OT	6/18/2025	2.0	\$150.00	\$300.00
Adan Galindo	Laborer	6/18/2025	8.0	\$110.00	\$880.00
Adan Galindo	Laborer- OT	6/18/2025	2.0	\$143.00	\$286.00
	Per Diem		6.0	\$190.00	\$1,140.00
Subtotal Labor:					\$7,623.00
Equipment					
Description	Date	Hours	Rate	Total	
Truck, Pickup (W/ Small Tools)	6/18/2025	10.0	\$30.00	\$300.00	
Backhoe, Komatsu 360	6/18/2025	10.0	\$170.00	\$1,700.00	
Backhoe, Komatsu 390	6/18/2025	6.5	\$250.00	\$1,625.00	
Loader, Komatsu 320	6/18/2025	6.5	\$140.00	\$910.00	
Skidsteer, Caterpillar	6/18/2025	1.5	\$85.00	\$127.50	
Subtotal Equipment:					\$4,662.50
Materials					
Description	Date	Quantity	Rate	Total	
12" WM Parts	6/18/2025	1.00	\$5,284.48	\$5,284.48	
45s, 12" Pipe, Accessories					
Subtotal Materials:					\$5,284.48
Daily Totals			Signatures for Approval		
Labor Total:	\$7,623.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work			
Equipment Total:	\$4,662.50				
Materials Cost:	\$5,284.48	Owner Superintendent			
Total Cost:	\$17,569.98	Owner Project Manager			
7 % Materials Markup:	\$369.91	US SiteWork Superintendent			
Total Billed:	\$17,939.89	US SiteWork Project Manager	Blake Smith		

Additional Work Authorization Form



Date: 6/19/2025

Job Name:

Job Address: 908 Collins Ave, Mandan, ND

Project Manager: Blake Smith

Owner: City of Mandan

Describe Work:

Exploratory excavating 20" vault line area. Lots of pipe in the way. Lots of hand digging.

Locating lines and chasing pipe. Stockpiling dirt, need to move it. Kept moving north. Pipe all over.

City staff working on answers and solutions. No answer yet.

Labor					
Name	Position	Date	Hours	Rate	Total
Jim Shores	Foreman	6/19/2025	8.0	\$121.00	\$968.00
Jim Shores	Foreman- OT	6/19/2025	0.0	\$157.00	\$0.00
Dana Kompaa	Operator	6/19/2025	8.0	\$119.00	\$952.00
Dana Kompaa	Operator- OT	6/19/2025	0.0	\$154.00	\$0.00
Alan Meyhoff	Operator	6/19/2025	8.0	\$119.00	\$952.00
Alan Meyhoff	Operator- OT	6/19/2025	0.0	\$154.00	\$0.00
Dale Doering	Operator	6/19/2025	0.0	\$119.00	\$0.00
Dale Doering	Operator- OT	6/19/2025	0.0	\$154.00	\$0.00
Richard Azure	Pipelayer, Sewer	6/19/2025	8.0	\$116.00	\$928.00
Richard Azure	Pipelayer, Sewer- OT	6/19/2025	0.0	\$150.00	\$0.00
Adan Galindo	Laborer	6/19/2025	8.0	\$110.00	\$880.00
Adan Galindo	Laborer- OT	6/19/2025	0.0	\$143.00	\$0.00
Brenden Chouinard	Operator	6/19/2025	0.0	\$119.00	\$0.00
Brenden Chouinard	Operator- OT	6/19/2025	0.0	\$154.00	\$0.00
	Per Diem		7.0	\$190.00	\$1,330.00
Subtotal Labor:					\$6,010.00
Equipment					
Description	Date	Hours	Rate	Total	
Truck, Pickup (W/ Small Tools)	6/19/2025	10.0	\$30.00	\$300.00	
Backhoe, Komatsu 360	6/19/2025	10.0	\$170.00	\$1,700.00	
Backhoe, Komatsu 390					
Loader, Komatsu 320	6/19/2025	10.0	\$140.00	\$1,400.00	
Skidsteer, Caterpillar	6/19/2025	2.0	\$85.00	\$170.00	
Subtotal Equipment:					\$3,570.00
Materials					
Description	Date	Quantity	Rate	Total	
Subtotal Materials:					\$0.00
Daily Totals			Signatures for Approval		
Labor Total:	\$6,010.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work			
Equipment Total:	\$3,570.00				
Materials Cost:	\$0.00	Owner Superintendent			
Total Cost:	\$9,580.00	Owner Project Manager			
7 % Materials Markup:	\$0.00	US SiteWork Superintendent			
Total Billed:	\$9,580.00	US SiteWork Project Manager	Blake Smith		

Additional Work Authorization Form



Date: 6/20/2025
 Job Name: _____
 Job Address: 908 Collins Ave, Mandan, ND
 Project Manager: Blake Smith
 Owner: City of Mandan

Describe Work:

Exploratory excavating 20" vault line area. Lots of pipe in the way. Lots of hand digging.
We think these pipe are live. We do not know.
City staff working with us to help identify pipe. No staff today (Friday?)

Labor					
Name	Position	Date	Hours	Rate	Total
Jim Shores	Foreman	6/20/2025	8.0	\$121.00	\$968.00
Jim Shores	Foreman- OT	6/20/2025	0.0	\$157.00	\$0.00
Dana Kompaa	Operator	6/20/2025	8.0	\$119.00	\$952.00
Dana Kompaa	Operator- OT	6/20/2025	0.0	\$154.00	\$0.00
Richard Azure	Pipelayer, Sewer	6/20/2025	8.0	\$116.00	\$928.00
Richard Azure	Pipelayer, Sewer- OT	6/20/2025	0.0	\$150.00	\$0.00
Adan Galindo	Laborer	6/20/2025	8.0	\$110.00	\$880.00
Adan Galindo	Laborer- OT	6/20/2025	0.0	\$143.00	\$0.00
	Per Diem		4.0	\$190.00	\$760.00
				Subtotal Labor:	\$4,488.00
Equipment					
Description	Date	Hours	Rate	Total	
Truck, Pickup (W/ Small Tools)	6/20/2025	8.0	\$30.00	\$240.00	
Backhoe, Komatsu 360	6/20/2025	8.0	\$170.00	\$1,360.00	
Backhoe, Komatsu 390					
Loader, Komatsu 320					
Skidsteer, Caterpillar	6/20/2025	2.0	\$85.00	\$170.00	
Compactor, 66" Roller					
Compactor, Walk Behind					
				Subtotal Equipment:	\$1,770.00
Materials					
Description	Date	Quantity	Rate	Total	
				Subtotal Materials:	\$0.00
Daily Totals			Signatures for Approval		
Labor Total:	\$4,488.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work			
Equipment Total:	\$1,770.00				
Materials Cost:	\$0.00	Owner Superintendent			
Total Cost:	\$6,258.00	Owner Project Manager			
7 % Materials Markup:	\$0.00	US SiteWork Superintendent			
Total Billed:	\$6,258.00	US SiteWork Project Manager	Blake Smith		

Additional Work Authorization Form



Date: 6/23/2025
 Job Name:
 Job Address: 908 Collins Ave, Mandan, ND
 Project Manager: Blake Smith
 Owner: City of Mandan

Describe Work:

Vault exploratory excavating. Lots of pipe in the way. Lots of hand digging. 7 AM to 330 PM
 Working to see if pipe can be moved. 5 pipe running each direction. Very slow. Lines are in vault area.
 City staff working with us to help identify pipe. City staff finally confirmed most were inactive

Labor					
Name	Position	Date	Hours	Rate	Total
Jim Shores	Foreman	6/23/2025	8.0	\$121.00	\$968.00
Jim Shores	Foreman- OT	6/23/2025	0.5	\$157.00	\$78.50
Dana Kompaa	Operator	6/23/2025	8.0	\$119.00	\$952.00
Dana Kompaa	Operator- OT	6/23/2025	0.5	\$154.00	\$77.00
Richard Azure	Pipelaye, Sewer	6/23/2025	8.0	\$116.00	\$928.00
Richard Azure	Pipelaye, Sewer- OT	6/23/2025	0.5	\$150.00	\$75.00
Adan Galindo	Laborer	6/23/2025	3.5	\$110.00	\$385.00
Adan Galindo	Laborer- OT	6/23/2025	0.0	\$143.00	\$0.00
Alan Meyhoff	Operator	6/23/2025	8.0	\$119.00	\$952.00
Alan Meyhoff	Operator- OT	6/23/2025	0.5	\$154.00	\$77.00
	Per Diem		5.0	\$190.00	\$950.00
				Subtotal Labor:	\$5,442.50
Equipment					
Description	Date	Hours	Rate	Total	
Truck, Pickup (W/ Small Tools)	6/23/2025	8.5	\$30.00	\$255.00	
Backhoe, Komatsu 360	6/23/2025	8.5	\$170.00	\$1,445.00	
Backhoe, Komatsu 390					
Loader, Komatsu 320	6/23/2025	8.5	\$140.00	\$1,190.00	
Skidsteer, Caterpillar					
Compactor, 66" Roller					
Compactor, Walk Behind					
				Subtotal Equipment:	\$2,890.00
Materials					
Description	Date	Quantity	Rate	Total	
				Subtotal Materials:	\$0.00
Daily Totals			Signatures for Approval		
Labor Total:	\$5,442.50	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work			
Equipment Total:	\$2,890.00				
Materials Cost:	\$0.00				
Total Cost:	\$8,332.50				
7 % Materials Markup:	\$0.00				
Total Billed:	\$8,332.50	Owner Superintendent			
		Owner Project Manager			
		US SiteWork Superintendent			
		US SiteWork Project Manager	Blake Smith		

Additional Work Authorization Form



11040 183rd Circle NW Suite B
Elk River, MN 55330
(763) 280-8508—Main
(763) 280-8506—Fax

10010

Date: 6/10/25
Job Name: Mandan turn
Job Address: _____
Project Manager: _____
Owner: _____
Describe Work: pipe for inlet B to be lowered to the
B 20" pipe elevation.
The Horizontal line.

Labor				
Name	Position	Hours	Rate	Total
Jim Shores	Foreman	2.5		
Dana Kamppe	Operator	2.5		
Richard A. Surc	Pipelayer	2.5		
Alan Galindo	Labor	2.5		
Subtotal Labor:				

Equipment			
Number & Description	Hours	Rate	Total
Komatsu 360			
Subtotal Equipment:			

Materials			
Description	Quantity	Rate	Total
Subtotal Materials:			

Labor Total: _____ Equipment Total: _____ Materials Cost: _____ Total Cost: _____ 10% Overhead: _____ 5% Profit: _____ Total Billed: _____	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work: Phone Number: _____ Date: <u>6/10/25</u> Print Name: <u>ORENIO ZAMARIPA</u> Owner Signature: <u>[Signature]</u> US SiteWork Superintendent Signature: _____
--	---

Additional Work Authorization Form


 11040 183rd Circle NW Suite B
 Elk River, MN 55330

 (763) 280-8508—Main
 (763) 280-8506—Fax

10011

Date:

6/11/25

Job Name:

Mandan Tank

Job Address:

Project Manager:

Owner:

Describe Work:

Pipe A pulling out of Hole

Regrading with Rock then Set 20" pipe in new spot.

Labor

Name	Position	Hours	Rate	Total
Jim Shores	Paraman	2.5		
Dana Kumpe	operator	2.5		
Adam Galindo	Labor	2.5		
Rickard Asure	Pipe layer	2.5		
Subtotal Labor:				

Equipment

Number & Description	Hours	Rate	Total
Honda 360	2.5		
259 Skid	.5		
Gravel/rock			
Subtotal Equipment:			

Materials

Description	Quantity	Rate	Total
Leveling Rock	9.5 yds		
Subtotal Materials:			

Labor Total:

Equipment Total:

Materials Cost:

Total Cost:

10% Overhead:

5% Profit:

Total Billed:

 On behalf of the contracting authority, I hereby agree with and
 authorize full payment of the additional work:

Phone Number:

Date:

6/11/25

Print Name:

ORENCIO ZAMARRA

Owner Signature:

US SiteWork Superintendent Signature:

Additional Work Authorization Form



11040 183rd Circle NW Suite B
Elk River, MN 55330
(763) 280-8508—Main
(763) 280-8506—Fax

10013

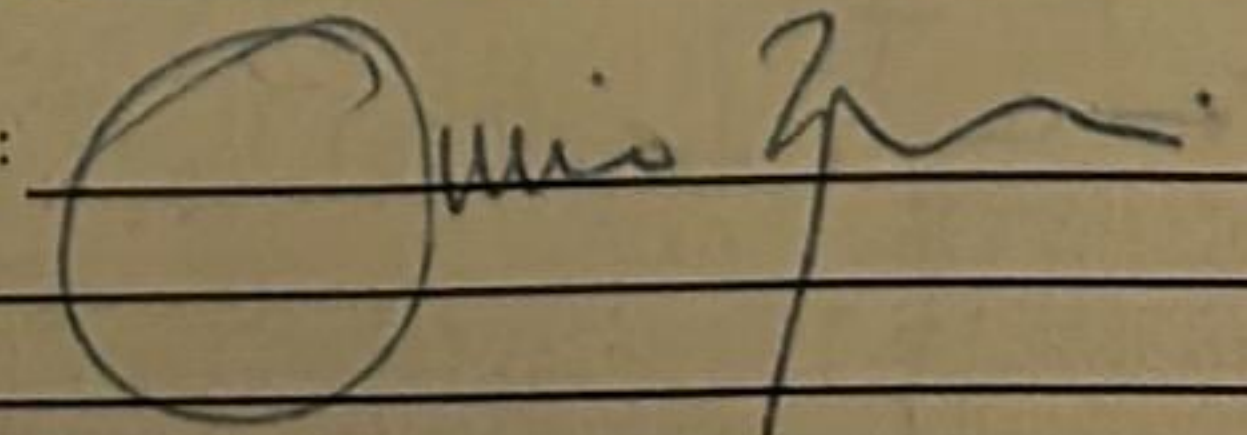
Date: 6/18/25
Job Name: Mandan Tank P/N Tank
Job Address: _____
Project Manager: _____
Owner: _____
Describe Work: _____

Installed 12 inch Drop on 12 inch water line to be able to do the 20" Tie in

Labor				
Name	Position	Hours	Rate	Total
Tim Shores	Foreman	10		
Dana Kumpka	Operator	10		
Richard A. Svirsky	Pipe Layer	10		
Adan Galindo	Laborer	10		
Allan Meyhoss	Operator	6.5		
Dale Doring	Operator	6.5		
Subtotal Labor:				

Equipment			
Number & Description	Hours	Rate	Total
Komatsu 360 2603	10		
Omc Truck 0028	10		
Shidco 259D 5302	1.5		
Komatsu 390	6.5		
Komatsu loader	6.5		
Subtotal Equipment:			

Materials			
Description	Quantity	Rate	Total
4 45° Elbow and Accessories			
One 20' Stick of 12" C900 pipe			
Subtotal Materials:			

Labor Total: _____ Equipment Total: _____ Materials Cost: _____ Total Cost: _____ 10% Overhead: _____ 5% Profit: _____ Total Billed: _____	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work: Phone Number: _____ Date: <u>6/18/25</u> Print Name: <u>ORENCO ZAMAKIPA</u> Owner Signature:  US SiteWork Superintendent Signature: _____
---	--

Additional Work Authorization Form



11040 183rd Circle NW Suite B
Elk River, MN 55330
(763) 280-8508—Main
(763) 280-8506—Fax

10014

Date: 6/19/25
Job Name: main Tank / D/N Tank
Job Address: _____
Project Manager: _____
Owner: _____
Describe Work: Digging out for ~~new~~ Valve Vault locating water
lines as we go not enough DO Room for Dirt so had help with other
Equipment to move out of the way. we kept moving north with the Digging
and the lines were still in the way! Waiting on answer from City.

Labor				
Name	Position	Hours	Rate	Total
Jim Shores	Foreman	8		
Dana Kumppe	operator	8		
Adam Galindo	labor	8		
Rickard Asuncion	pipe layer	8		
Al Meyhoff	operator	8.5		
		6.5		
Subtotal Labor:				

Equipment			
Number & Description	Hours	Rate	Total
GMC 0028	8		
Komatsu 360	8		
Loader Komatsu	8		
Subtotal Equipment:			

Materials			
Description	Quantity	Rate	Total
Subtotal Materials:			

Labor Total: Equipment Total: Materials Cost: Total Cost: 10% Overhead: 5% Profit: Total Billed:		On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work: Phone Number: _____ Date: <u>6/19/25</u> Print Name: <u>ORENDO ZAMALUZA</u> Owner Signature: <u>[Signature]</u>
US SiteWork Superintendent Signature: _____		

Additional Work Authorization Form



11040 183rd Circle NW Suite B
Elk River, MN 55330
(763) 280-8508—Main
(763) 280-8506—Fax

10015

Date: 6/23/25
Job Name: mandan Tank D/N Tank
Job Address: _____
Project Manager: _____
Owner: _____
Describe Work: Locating water line locating to see where they may go to. So we are able to Abandon the lines. City of mandan Didn't know where the line went. The line was Rite in the way of Value Vault Started at 700 Am Done with looking by 330 Pm

Labor

Name	Position	Hours	Rate	Total
Jim Shores	Foreman	8.5		
Dana Kumppe	operator	8.5		
Richard Asura	Pip layer	8.5		
Alan Galindo	Labor	3.5		
Al mullhoff	operator	8.5		
Subtotal Labor:				

Equipment

Number & Description	Hours	Rate	Total
0028 Gmc	8.5		
Komatsu 360 2603 Excavator	8.5		
Komatsu 320 load 0676	8.5		
Subtotal Equipment:			

Materials

Description	Quantity	Rate	Total
Subtotal Materials:			

Labor Total:	
Equipment Total:	
Materials Cost:	
Total Cost:	
10% Overhead:	
5% Profit:	
Total Billed:	
US SiteWork Superintendent Signature:	

On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work:

Phone Number: _____

Date: 6/23/25

Print Name: SKENCIO ZAMAKUHA

Owner Signature: [Signature]



Date: **REV 0**
 Job Name: **241837 - Mandan Collins Ave Reservoir Replacement**
 Job Address: **908 Collins Ave, Mandan, ND**
 Project Manager: **Blake Smith**
 Owner: **City of Mandan**
 Describe Work: **WO 06- East Side of Vault Pipe Conflicts**

Additional Work Authorization T&M Summary		
Date	Description of Work	Daily Total \$
10/13/2025	Pipe Conflict Lowering, Valve Hit, Dewater	\$9,587.98
10/14/2025	Pipe Conflict Lowering, Valve Hit, Dewater	\$2,072.00
10/21/2025	12" Iron Line Repair Obstruction	\$7,654.15
TOTAL		\$19,314.13

Regards,

Blake Smith

U.S. SiteWork, Inc.
 11040 183rd Circle NW
 Suite B
 Elk River, MN 55330
 Main: 763-280-8508
 Fax: 763-280-8506
www.ussitework.com

DN 5% = \$965.71

Total = \$20,279.84

Describe Work:

[illegible][illegible][illegible]

Daily Totals		Signatures for Approval		
Labor Total:	\$5,175.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work		
Equipment Total:	\$3,957.00			
Materials Cost:	\$426.15			Owner Superintendent
Total Cost:	\$9,558.15			Owner Project Manager
7 % Materials Markup:	\$29.83			US SiteWork Superintendent
Total Billed:	\$9,587.98	US SiteWork Project Manager	Blake Smith	

Describe Work:

Page 167 of 231

Additional Work Authorization Form



Date: 10/21/2025
 Job Name: Mandan Tank
 Job Address: 908 Collins Ave, Mandan, ND
 Project Manager: Blake Smith
 Owner: City of Mandan

Describe Work:

Fixing in place iron line that was in the way. Wrapped fitting, lay pipe, and compact.
10 ft of 12" Pipe, 2 EACH sleeves and 1 EACH 45 Bend

Labor					
Name	Position	Date	Hours	Rate	Total
Jim Shores	Foreman	10/21/2025	4.0	\$121.00	\$484.00
Jim Shores	Foreman- OT		0.0	\$157.00	\$0.00
Dana Kompaa	Operator		4.0	\$119.00	\$476.00
Dana Kompaa	Operator- OT		0.0	\$154.00	\$0.00
Brenden Chouinard	Operator		4.0	\$119.00	\$476.00
Brenden Chouinard	Operator- OT		0.0	\$154.00	\$0.00
Adan Galindo	Laborer		4.0	\$110.00	\$440.00
Adan Galindo	Laborer- OT		0.0	\$143.00	\$0.00
Richard Azure	Pipelayer, Sewer		4.0	\$116.00	\$464.00
Richard Azure	Pipelayer, Sewer- OT		0.0	\$150.00	\$0.00
	Per Diem		5.0	\$190.00	\$950.00
				Subtotal Labor:	\$3,290.00
Equipment					
Description	Date	Hours	Rate	Total	
Truck, Pickup (W/ Small Tools)	10/21/2025	4.0	\$30.00	\$120.00	
Backhoe, Komatsu 360				\$0.00	
Backhoe, Komatsu 390		4.0	\$250.00	\$1,000.00	
Loader, Komatsu 320					
Skidsteer, Caterpillar		4.0	\$85.00	\$340.00	
Compactor, 66" Roller					
Compactor, Walk Behind		4.0	\$43.00	\$172.00	
				Subtotal Equipment:	\$1,632.00
Materials					
Description	Date	Quantity	Rate	Total	
WM Parts 12" Bends, Sleeves, Restraints, nuts, Bolts(we had pipe onsite)	10/21/2025	1.00	\$2,553.41	\$2,553.41	
				Subtotal Materials:	\$2,553.41
Daily Totals		Signatures for Approval			
Labor Total:	\$3,290.00	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work			
Equipment Total:	\$1,632.00				
Materials Cost:	\$2,553.41	Owner Superintendent			
Total Cost:	\$7,475.41	Owner Project Manager			
7 % Materials Markup:	\$178.74	US SiteWork Superintendent			
Total Billed:	\$7,654.15	US SiteWork Project Manager	Blake Smith		

Date: 10/14
 Job Name: Menden Tank
 Job Address: _____
 Project Manager: _____
 Owner: _____

Describe Work: there was a 'shot' time for about 2 hours that we stopped work waiting for Direction to proceed

Labor

Name	Position	Hours	Rate	Total
Jim Shores	Foreman	2		
Dana Kiamppa	operator	2		
Richard Asure	pipelayer	2		
Adam Balindo	Labor	2		
Brendan Chlnord	operator	2		
Subtotal Labor:				

Equipment

Number & Description	Hours	Rate	Total
Gmc Truck 0046	2		
390 Komatsu excavator	2		
259 Skid y	2		
Rented 2" pump	12		
Subtotal Equipment:			

Materials

Description	Quantity	Rate	Total
Subtotal Materials:			

Labor Total: Equipment Total: Materials Cost: Total Cost: 10% Overhead: 5% Profit: Total Billed:	On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work: Phone Number: _____ Date: _____ Print Name: _____ Owner Signature: _____
US SiteWork Superintendent Signature: _____	

Date: 10/21
 Job Name: Mendon Tank
 Job Address: _____
 Project Manager: _____
 Owner: _____
 Describe Work: Putting 12" water line together
with one 45 Elbow and two sleeves and Accessories

Labor				
Name	Position	Hours	Rate	Total
Jim Shores	Foreman	4		
Dana Komppa	operator	4		
Richard Asunc	pipe layer	4		
Adam Galindo	Labor	4		
Brendan Chlward	operator	4		
Subtotal Labor:				

Equipment			
Number & Description	Hours	Rate	Total
Gmc Truck 0046	4		
390 Komatsu excavator	4		
Bomag Roller CPO022	4		
259 Skid	4		
Subtotal Equipment:			

Materials			
Description	Quantity	Rate	Total
One 12" C900 pipe			
One 12" 45 Elbow			
two 12" Sleeves			
and all accessories			
Subtotal Materials:			

Labor Total:	
Equipment Total:	
Materials Cost:	
Total Cost:	
10% Overhead:	
5% Profit:	
Total Billed:	
US SiteWork Superintendent Signature:	

On behalf of the contracting authority, I hereby agree with and authorize full payment of the additional work:

Phone Number: _____ Date: _____

Print Name: _____

Owner Signature: _____



City Commission

Agenda Documentation

MEETING DATE: December 16, 2025
PREPARATION DATE: December 9, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Deidre Hughes
SUBJECT: Public Transportation Grant Application, Bis-Man Transit

STATEMENT/PURPOSE:

To consider a funding request from Bis-Man Transit via the Public Transportation Grant Program.

BACKGROUND/ALTERNATIVES:

Bis-Man Transit seeks funding to address the projected 2025 budget shortfall, ensuring the continuity of transit services while positioning the system for future growth. Funding will enable us to explore strategic expansion opportunities throughout 2026, with plans to enhance both fixed-route and paratransit services beginning in the second quarter of the year.

ATTACHMENTS:

1. 2025-12 Bis Man Transit Funding Application

FISCAL IMPACT:

\$110,664.21 is requested to address the 2025 Operating Shortfall. Funding is available within the one-half cent city sales tax fund, of which two-tenths of a cent is dedicated to public transportation needs.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

Information was submitted to Attorney Oster for review.

RECOMMENDATION:

I recommend approval of the Bis-Man Transit request for funding assistance from the one-half cent city sales tax fund in the amount of \$110,664.21 to address the 2025 Operating Shortfall.

SUGGESTED MOTION:

I move to approve the Bis-Man Transit request for funding assistance from the one-half cent city sales tax fund in the amount of \$110,664.21 to address the 2025 Operating Shortfall.

City of Mandan

Public Transportation Grant Program Policies

Policy Guidelines

1. Program Objectives

- Provide consistent and reliable transportation services, including but not limited to those that cater to elderly, disabled, and disadvantaged individuals.
- Promote equity and accessibility in public transportation.

2. Lead Department and Grant Review Process

- **Lead Department:** City of Mandan Administration Department, with support from Finance.
- **Administrator:** Jim Neubauer.
- **Grant Review Team:** Comprised of City staff from Administration, Planning, Finance, Business Development + Communications, and other designees of the City Commission Portfolio Holder.

3. Eligibility Criteria

- Applicants must be a registered nonprofit, for-profit, or government entity.
- Must provide services primarily to elderly, disabled, or disadvantaged populations.
- Both existing and new service providers are eligible to apply.

4. Application Process

- The City prefers to receive applications during its annual budget process. However, applications are accepted on a rolling basis.
- Completed applications must be submitted at least **30 days prior** to a City Commission meeting for consideration.
- Incomplete applications will be returned for revision and may delay processing.

5. Evaluation Criteria

Applications will be reviewed based on:

- Alignment with program objectives and goals.
- Clear and compelling evidence of need for the proposed service.
- Demonstrated efficiency and cost-effectiveness in the planned use of funds.
- Well-defined and measurable metrics for evaluating program success.
- Financial stability and sustainability of the applicant organization.
- Efforts to leverage additional funding sources to maximize impact.
- Initiatives to enhance the service's appeal, accessibility, or utility.
- Availability of funds, recommendations, and goals the City has adopted in relevant planning documents.
- Professional opinions of the grantee selection team.

6. City Review and Approval Process

- Applications are reviewed by City staff to ensure completeness and eligibility.
- Recommendations are made based on the evaluation criteria outlined above.
- Final approval of funding requests will be determined by the Board of City Commissioners during a public meeting.
- Applicants will be notified of the Commission's decision within **10 business days** of the meeting.

7. Funding Amount and Disbursement

- Applicants may request up to **\$500,000.00 annually**.
- Funds may be disbursed as:
 - Monthly installments
 - Quarterly installments
- The City of Mandan will not allocate more funds annually than the amount collected through the sales tax.

8. Application Requirements

Applicants must submit the following:

- Completed Grant Application Form.
- Detailed budget breakdown for the requested funds.
- Organization's approved annual budget for the funding year.
- Supporting documentation, including metrics for success and evidence of need.
- Narrative that provides a background of the grantee organization and how funds will be used.
- Additional materials, if requested, to aid in evaluation.
- Annual financial statements will be required, and the City reserves the right to review business plans for startup providers.

9. Reporting Requirements

Grantees must submit annual progress reports, including:

- Detailed account of funds expended.
- Metrics for success achieved (e.g., ridership, service area).
- Description of challenges encountered and adjustments made.
- Reports must be submitted by **December 31 of each year.**

10. Audit and Compliance

- The City reserves the right to audit grantees to ensure appropriate use of funds.
- Non-compliance with program guidelines may result in:
 - ☐ Termination of funding.
 - ☐ Required repayment of disbursed funds.

11. Renewal and Reapplication

- Grants are valid for **one year.**
- Grantees must reapply annually and provide evidence of:
 - ☐ Continued need.
 - ☐ Success in achieving program objectives.

12. Contact Information

For questions about the application or policy guidelines, contact:

- **Name:** Jim Neubauer
 - **Title:** City Administrator
 - **Email:** jneubauer@cityofmandan.com
 - **Phone:** 701-667-3210
-

City of Mandan

Public Transportation Grant Application Form

1. Organization Information

- **Organization Name:** Bis-Man Transit Board
 - **Mailing Address:** 3750 East Rosser Avenue, Bismarck, ND 58501
 - **Contact Name:** Deidre Hughes
 - **Title:** Executive Director
 - **Phone Number:** 701-258-6817
 - **Email Address:** dhughes@bismantransit.com
 - **Organization Type:**
 - ☒ Existing Service Provider
 - ☐ New Service Provider
 - **Nonprofit Status:**
 - ☒ Nonprofit
 - ☐ For-profit
 - **Previous Grantee:**
 - ☐ Previously received funds
 - ☒ Not previously received funds
-

2. Service Description

- **Organization's Mission:** Bis-Man Transit delivers valued public transportation, linking people, jobs and communities.
- **Alignment with Transportation Needs:** Providing ongoing public transportation options for the general public as well as elderly and disabled populations.
- **Target Population:** Bis-Man Transit provides public transportation service to the elderly, individuals with disabilities, and the general public. The total service area population served by Bis-Man Transit is 102,085.
- **Service Area & Hours:**
 - Fixed-Route (CAT Bus)
 - Monday to Friday: 6:30 AM to 7:00 PM
 - Saturday: 7:30 AM to 7:00 PM
 - Paratransit/Demand Response
 - Monday to Saturday: 5:30 AM to Midnight
 - Sunday: 7:30 AM to 2:30 PM
 - Service Area

- Bismarck
 - Mandan
 - Lincoln
 - ¾ of a mile from every fixed-route
-

3. Use of Funds

- **Requested Funding Amount:** \$110,664.21
 - **Intended Use:**
 - ☐ Vehicle purchase/lease
 - ☐ Operating expenses
 - ☐ Driver wages/training
 - ☐ Accessibility enhancements
 - ☒ Other: Provide financial support to address the 2025 operating shortfall for Bis-Man Transit, ensuring uninterrupted public transportation services for the community.
 - **Detailed Fund Use:**
 - The “Bis-Man Transit 2025 Deficit” spreadsheet details how the requested amount was determined.
 - **Annual Budget:** Attachment #1
-

4. Metrics for Success

- **How success will be measured:**
 - ☒ Number of rides
 - ☐ Reduction in wait times
 - ☐ Expanded service area
 - ☒ Increased ridership
 - ☒ Satisfaction surveys
 - ☒ Other: Trip duration and missed trips for paratransit/demand response
 - **Anticipated Outcomes:** Bis-Man Transit seeks funding to address the projected 2025 budget shortfall, ensuring the continuity of transit services while positioning the system for future growth. Funding will enable us to explore strategic expansion opportunities throughout 2026, with plans to enhance both fixed-route and paratransit services beginning in the second quarter of the year.
-

5. Disbursement Plan

- **Preferred Disbursement Method:**

- ☐ Monthly
- ☒ Quarterly

6. Certification

- **Signature:** *Deidre Hughes*
- **Title:** Executive Director, Bis-Man Transit Board
- **Date:** November 20, 2025

7. Attachments Checklist

- ☒ Budget Breakdown
- ☒ Approved Annual Budget
- ☒ Grant Narrative
- ☒ Additional Supporting Documentation (if applicable)



City of Mandan Public Transportation Grant Application

Organization Overview

The Bis-Man Transit Board operates fixed-route and paratransit/demand-response services, providing an average of 750 daily trips and facilitating 211,745 annual trips (2024 statistics). Our mission is to deliver valued public transportation, linking people, jobs, and communities.

As of October 31, 2025, Bis-Man Transit has provided 116,396 fixed-route trips, a 16.91% increase over the prior year-to-date ridership. 78,697 paratransit/demand-response trips, 4.91% more than the prior-year-to-date, have been provided.

Statement of Need

At the beginning of 2025, our agency projected an operating deficit of \$955,516.40 driven by:

Rising Costs: Fuel, vehicle repairs, increased contractor expenses, and higher staff pay necessary for retention have all impacted the Bis-Man Transit budget.

Revenue Shortfalls: While expenses continue to rise due to industry-wide inflation, Bis-Man Transit is not receiving a proportionate increase in revenues through local, state, and federal funding. The 2025 5307 standard operating grant for Bis-Man Transit increased by just 2.3%. This grant is awarded to urbanized areas with populations of 50,000 or more and is based on legislative formulas. Unfortunately, the projected annual operating expenses increased by 8.87% from 2024 to 2025.

Service Demands: The growing needs of the community necessitate sustained or expanded service levels, particularly for low-income individuals, seniors, and individuals with disabilities, despite financial constraints. Recently, one of the area's major taxi providers discontinued services. This has caused an even greater need for public transportation in our community.

Without additional funding, we risk service cuts, which would disproportionately harm the elderly, disabled, and disadvantaged populations.

It is important to note that Bis-Man Transit has worked hard to reduce this deficit, and as of November 20, 2025, the projected 2025 deficit is \$214,286 less than anticipated.

Purpose of Funding Request

We seek to:

- Cover operating expenses, including the operating contract with WeDriveU, fuel, insurance, utilities, and marketing.
- Maintain current service levels for both fixed-route and paratransit/demand response services.

Budget Justification



- City of Mandan Request: \$110,664.21. This amount was determined based on each community's projected annual sales tax funding.
 - Projected Mandan sales tax funds allocated to public transit - \$750,000 (14.56% of total)
 - Projected Bismarck sales tax funds allocated to public transit - \$4,400,258 (85.44% of total)
- Bis-Man Transit's total 2025 deficit is \$741,229.92.

Conclusion

Bis-Man Transit is a lifeline for the Mandan and Bismarck communities, connecting people to jobs, healthcare, shopping, and recreational activities. The \$741,229.92 deficit threatens our ability to deliver this needed service. We respectfully request \$110,664.21 to sustain vital public transit services.

Attachment

- Bis-Man Transit 2024 Profit and Loss
- Bis-Man Transit 2024 Audit
- Bis-Man Transit 2025 Budget
- Bis-Man Transit 2025 Profit and Loss *through October 2025
- Ridership data by mode and community
- Letters of support



3750 E Rosser Avenue,
Bismarck, ND 58501



info@bismantransit.com



701.258.6817



www.bismantransit.com

2025 Deficit Breakdown

January - October 2025		November 2025 - Projection		December 2025 - Projection	
Distribution account	Total	Distribution account	Total	Distribution account	Total
Income		Income		Income	
201312 Paratransit Refunds	-317.00	40101 Fare Box Income Paratransit	44,072.26	40101 Fare Box Income Paratransit	20,000.00
40100 Late Fee on Past Due Invoice	17.93	40102 Fare Box Income Fixed Route	6,257.17	40102 Fare Box Income Fixed Route	6,222.35
40101 Fare Box Income Paratransit	220,310.91	40700 Advertising Sales	12,555.28	40700 Advertising Sales	12,555.28
40102 Fare Box Income Fixed Route	73,399.17	40800 40800 - Matchable Funds for FTA		40800 40800 - Matchable Funds for FTA	
40700 Advertising Sales	108,190.94	40801 Investment Income	9,212.27	40801 Investment Income	9,212.27
40800 40800 - Matchable Funds for FTA		40806 ND Medicaid	1,110.00	40806 ND Medicaid	1,110.00
40801 Investment Income	129,648.79	40840 City of Bismarck Mill Levy	4,481.87	40840 City of Bismarck Mill Levy	18,583.49
40806 ND Medicaid	9,227.01	40850 City of Mandan Mill Levy	2,015.54	40850 City of Mandan Mill Levy	90,645.57
40812 GF2G Vending	506.13	Total for 40800 40800 - Matchable Funds for FTA	\$16,819.68	Total for 40800 40800 - Matchable Funds for FTA	\$119,551.33
40814 ND Department of Transportation	228,923.00	40811 WEST RIVER RENT	1,000.66	40811 WEST RIVER RENT	1,000.66
40815 City of Lincoln	10,000.00	40880 JEFFERSON LINES CONTRACT - RENT	2,490.40	40880 JEFFERSON LINES CONTRACT - RENT	2,490.40
40840 City of Bismarck Mill Levy	1,499,014.50	40996 Jefferson Lines Service Agree	3,056.40	40996 Jefferson Lines Service Agree	3,056.40
40850 City of Mandan Mill Levy	186,871.38	41000 Total Federal Funds		41000 Total Federal Funds	
40860 Training Room Rental	400.00	41400 FTA 5307 Funds Operations 50/50	226,981.00	41400 FTA 5307 Funds PM 80/20	15,750.00
Total for 40800 40800 - Matchable Funds for FTA	\$2,064,590.81	41406 FTA 5307 Funds 1% Security	9,403.00	41406 FTA 5307 Funds 1% Security	3,819.00
40811 WEST RIVER RENT	10,006.60	41409 FTA 5310 Operating Grant	50,064.00	41409 FTA 5310 Operating Grant	50,064.00
40880 JEFFERSON LINES CONTRACT - RENT	24,904.00	41409A FTA 5310 Mobility Manager	7,424.00	41409A FTA 5310 Mobility Manager	7,424.00
40995 Fed 941 Fuel Reimbursement	13,294.00	Total for 41000 Total Federal Funds	\$293,872.00	Total for 41000 Total Federal Funds	\$77,057.00
40996 Jefferson Lines Service Agree	30,881.12	Total for Income	\$380,123.85	Total for Income	\$77,057.00
40999 Miscellaneous Income	20.70	Expenses		Expenses	
41000 Total Federal Funds		50111 Service Fees		50111 Service Fees	
41400 FTA 5307 Funds Operations 50/50	346,288.00	50111A Credit Card Sales Fees	710.96	50111A Credit Card Sales Fees	750.00
41401 FTA 5307 Funds for Maint. 80/20	35,037.00	Total for 50111 Service Fees	\$710.96	Total for 50111 Service Fees	\$750.00
41402 FTA 5307 CCOC Funds 80/20	1,491,564.00	50112 UTILITIES		50112 UTILITIES	
41406 FTA 5307 Funds 1% Security	7,203.00	100A Bismarck Water Department	426.90	100A Bismarck Water Department	426.90
41409 FTA 5310 Operating Grant	75,920.00	100B Capital Electric	2,000.00	100B Capital Electric	2,000.00
41409A FTA 5310 Mobility Manager	13,656.00	100D MDU	2,000.00	100D MDU	2,000.00
Total for 41409 FTA 5310 Operating Grant	\$89,576.00	100F Garbage & Recycling	146.00	100F Garbage & Recycling	146.00
41417 FTA 5339 Capital Grant FY25	418,476.00	Total for 50112 UTILITIES	\$4,572.90	Total for 50112 UTILITIES	\$4,572.90
41418 FTA 5339 Capital Grant FY26	33,163.00	50302 SALARIES & BENEFITS		50302 SALARIES & BENEFITS	
Total for 41000 Total Federal Funds	\$2,421,307.00	50302A EMPLOYEE SALARIES	19,256.76	50302A EMPLOYEE SALARIES	19,856.76
Total for Income	\$4,966,606.18	50302B PAYROLL TAXES	1,453.44	50302B PAYROLL TAXES	1,453.44
Gross Profit	\$4,966,606.18	50302F IRA Match	414.74	50302F IRA Match	414.74
Expenses		50302G FSA/DCAP	59.17	50302G FSA/DCAP	59.17
50110 RETURNED DEPOSIT ITEM FEE	0.00	Total for 50302 SALARIES & BENEFITS	\$21,184.11	Total for 50302 SALARIES & BENEFITS	\$21,784.11
50111 Service Fees		50303 INSURANCE BENEFITS		50303 INSURANCE BENEFITS	
50111A Credit Card Sales Fees	7,784.47	50303A HEALTH INSURANCE	3,844.62	50303A HEALTH INSURANCE	3,844.62
50111C VISA ANNUAL SERVICE FEE	25.00	50303B DENTAL INSURANCE	263.72	50303B DENTAL INSURANCE	263.72
50111E Secretary of State Fees	116.22	50303C VISION INSURANCE	63.01	50303C VISION INSURANCE	63.01
Total for 50111 Service Fees	\$7,925.69	Total for 50303 INSURANCE BENEFITS	\$4,171.35	Total for 50303 INSURANCE BENEFITS	\$4,171.35
50112 UTILITIES		50313 Equipment and Parts		50313 Equipment and Parts	
100A Bismarck Water Department	5,164.65	50313A SHOP EQUIPMENT/SOFTWARE	8,150.00	50313A SHOP EQUIPMENT/SOFTWARE	700.00
100B Capital Electric	16,200.15	Total for 50313 Equipment and Parts	\$8,150.00	Total for 50313 Equipment and Parts	\$700.00
100D MDU	11,615.67	50316 50316 Shelter and Bus Maint.		50316 50316 Shelter and Bus Maint.	
100F Garbage & Recycling	1,460.00	50316B BENCH/SHELTER REPAIR	1,845.26	50316B BENCH/SHELTER REPAIR	2,100.00
Total for 50112 UTILITIES	\$34,440.47	Total for 50316 50316 Shelter and Bus Maint.	\$1,845.26	Total for 50316 50316 Shelter and Bus Maint.	\$2,100.00
50302 SALARIES & BENEFITS		50499 Supplies		50499 Supplies	
50302A EMPLOYEE SALARIES	190,565.68	50499A Office Supplies	300.00	50499A Office Supplies	100.00
50302B PAYROLL TAXES	14,373.40	Total for 50499 Supplies	\$300.00	Total for 50499 Supplies	\$100.00
50302E WORKFORCE SAFETY INSURANCE	250.00	50502 Telephone	505.29	50502 Telephone	505.29

50302F IRA Match	4,005.87
Simple IRA Emp. 5%	1,710.87
Total for 50302F IRA Match	\$5,716.74
50302G FSA/DCAP	591.70
Total for 50302 SALARIES & BENEFITS	\$211,497.52
50303 INSURANCE BENEFITS	
50303A HEALTH INSURANCE	33,679.33
50303B DENTAL INSURANCE	2,556.08
50303C VISION INSURANCE	630.10
Total for 50303 INSURANCE BENEFITS	\$36,865.51
50313 Equipment and Parts	
50313A SHOP EQUIPMENT/SOFTWARE	30,028.00
Total for 50313 Equipment and Parts	\$30,028.00
50316 50316 Shelter and Bus Maint.	
50316B BENCH/SHELTER REPAIR	3,575.78
Total for 50316 50316 Shelter and Bus Maint.	\$3,575.78
50499 Supplies	
50499A Office Supplies	1,460.12
Total for 50499 Supplies	\$1,460.12
50502 Telephone	5,060.27
50502E Admin Cell Phone	651.97
50502F Internet Service	1,562.05
Total for 50502 Telephone	\$7,274.29
50600A BUILDING INSURANCE	3,420.00
50600 Insurance	128,366.83
50704 Vehicle Costs	
50704B REPAIRS	
50704B1 FIXED ROUTE PARTS	37,557.20
50704B2 FIXED ROUTE- LABOR	3,587.05
50704B3 PARATRANSIT- PARTS	9,300.83
Total for 50704B REPAIRS	\$50,445.08
50704E Bus Security Cameras	8,641.72
50704G VEHICLE SIGNAGE	1,104.83
Total for 50704 Vehicle Costs	\$60,191.63
50705 Vehicle Purchase	
50705A New Vehicle Registration Fee	46.00
50705C PARATRANSIT VEHICLE PURCHASE	665,690.98
Total for 50705 Vehicle Purchase	\$665,736.98
50803 Operations Contract	
50803A Paratransit	2,206,919.39
50803B Fixed Route (CAT)	1,334,581.82
50803D Jefferson Lines	29,418.10
50803E Liquidated Damages -PERFORMANCE	-37,390.00
50803I LIQUIDATED DAMAGES - ACCIDENTS	-15,000.00
50803K Wrong Fuel Deduction	-337.70
Total for 50803 Operations Contract	\$3,518,191.61
50805 VEHICLE FUEL	
50805A FUEL FIXED ROUTE (DIESEL)	166,528.77
50805B FUEL PARATRANSIT (GASOLINE)	189,922.13
50805C SERVICE VEHICLE (GASOLINE)	1,027.93
50805E FUEL STORE DISCOUNT	-14,916.18
Total for 50805 VEHICLE FUEL	\$342,562.65
50902 Travel	

50502E Admin Cell Phone	65.17
50502F Internet Service	156.22
Total for 50502 Telephone	\$726.68
50600A BUILDING INSURANCE	342.00
50600 Insurance	14,079.64
50704 Vehicle Costs	
50704B REPAIRS	
50704B1 FIXED ROUTE PARTS	9,962.61
Total for 50704B REPAIRS	\$9,962.61
50704E Bus Security Cameras	766.67
Total for 50704 Vehicle Costs	\$10,729.28
50803 Operations Contract	
50803A Paratransit	255,616.00
50803B Fixed Route (CAT)	135,636.24
50803D Jefferson Lines	2,906.40
50803I LIQUIDATED DAMAGES - ACCIDENTS	-1,500.00
Total for 50803 Operations Contract	\$392,658.64
50805 VEHICLE FUEL	
50805A FUEL FIXED ROUTE (DIESEL)	17,481.94
50805B FUEL PARATRANSIT (GASOLINE)	18,746.86
50805C SERVICE VEHICLE (GASOLINE)	152.37
50805E FUEL STORE DISCOUNT	-1,508.35
Total for 50805 VEHICLE FUEL	\$34,872.82
50908 Advertising	
50908A MEDIA ADVERTISING	129.00
Total for 50908 Advertising	\$129.00
50991 Printing & Copying	
50991B EXTERNAL	189.00
Total for 50991 Printing & Copying	\$189.00
50992 Postage	
50992B POSTAGE COST	200.00
50992C POSTAGE MACHINE LEASE	62.38
Total for 50992 Postage	\$262.38
51000 Accounting & Auditing	
51000A QUICKBOOK PRO	69.50
Total for 51000 Accounting & Auditing	\$69.50
51401 Computer Costs	
51401D SOFTWARE/HARDWARE	53.94
Total for 51401 Computer Costs	\$53.94
Total for Expenses	\$495,047.46
Net Income	\$ (114,923.61)
January - October 2025 Net Income	\$ (219,014.63)
November 2025 Net Income	\$ (114,923.61)
December 2025 Net Income	\$ (426,118.12)
Total Deficit	\$ (760,056.36)

City of Bismarck (85.44%)	\$ (649,392.15)
City of Mandan (14.56%)	\$ (110,664.21)
Fiscal Year 2025 Total Deficit	\$ (760,056.36)

50502E Admin Cell Phone	65.17
50502F Internet Service	156.22
Total for 50502 Telephone	\$726.68
50600A BUILDING INSURANCE	342.00
50600 Insurance	14,079.64
50704 Vehicle Costs	
50704B REPAIRS	
50704B1 FIXED ROUTE PARTS	4,962.61
Total for 50704B REPAIRS	\$4,962.61
50704E Bus Security Cameras	766.67
Total for 50704 Vehicle Costs	\$5,729.28
50803 Operations Contract	
50803A Paratransit	259,610.00
50803B Fixed Route (CAT)	147,618.24
50803D Jefferson Lines	3,003.28
50803I LIQUIDATED DAMAGES - ACCIDENTS	-1,500.00
Total for 50803 Operations Contract	\$408,731.52
50805 VEHICLE FUEL	
50805A FUEL FIXED ROUTE (DIESEL)	17,481.94
50805B FUEL PARATRANSIT (GASOLINE)	18,746.86
50805C SERVICE VEHICLE (GASOLINE)	152.37
50805E FUEL STORE DISCOUNT	-1,508.35
Total for 50805 VEHICLE FUEL	\$34,872.82
50902 Travel	
50902C MILEAGE REIMBURSEMENT	170.38
Total for 50902 Travel	\$170.38
50908 Advertising	
50908A MEDIA ADVERTISING	129.00
Total for 50908 Advertising	\$129.00
50991 Printing & Copying	
50991B3 CAT Maps	4,000.00
Total for 50991 Printing & Copying	\$4,000.00
50992 Postage	
50992B POSTAGE COST	200.00
50992C POSTAGE MACHINE LEASE	62.38
Total for 50992 Postage	\$262.38
51000 Accounting & Auditing	
51000A QUICKBOOK PRO	69.50
Total for 51000 Accounting & Auditing	\$69.50
51401 Computer Costs	
51401D SOFTWARE/HARDWARE	53.94
Total for 51401 Computer Costs	\$53.94
Total for Expenses	\$503,175.12
Net Income	\$ (426,118.12)

50902C MILEAGE REIMBURSEMENT	456.09
Total for 50902 Travel	\$456.09
50908 Advertising	
50908A MEDIA ADVERTISING	1,290.00
50908B MISC ADVERTISING	147.93
50908F MARKETING MATERIALS (non-FTA)	3,367.58
Total for 50908 Advertising	\$4,805.51
50910 Dues/Membership	
50910A DTA DUES	510.00
50910D CHAMBER OF COMMERCE	325.00
50910E Downtowners	245.00
Total for 50910 Dues/Membership	\$1,080.00
50991 Printing & Copying	
50991A INTERNAL	2,818.71
50991B EXTERNAL	1,152.06
50991B4 Genfare Fare Media	1,738.13
Total for 50991B EXTERNAL	\$2,890.19
Total for 50991 Printing & Copying	\$5,708.90
50992 Postage	
50992B POSTAGE COST	1,378.87
50992C POSTAGE MACHINE LEASE	623.04
Total for 50992 Postage	\$2,001.91
51000 Accounting & Auditing	3,800.00
51000A QUICKBOOK PRO	736.00
51000B City of Bismarck Accounting Fee	33,468.00
51000C Annual Audit	24,335.00
Total for 51000 Accounting & Auditing	\$62,339.00
51401 Computer Costs	
51401A INSTALLATION	125.00
51401B ANTI-VIRUS PROTECTION	155.88
51401C NEW COMPUTERS	1,240.37
51401D SOFTWARE/HARDWARE	3,163.14
51401F Annual Back Up	900.00
Total for 51401 Computer Costs	\$5,584.39
51403 Building Costs	
51403M Building Securities	11,961.91
51403N Facility Repairs	31,532.25
Total for 51403 Building Costs	\$43,494.16
53000 PROPERTY TAXES	4,113.88
54000 NON-FTA EXPENSE	4,499.89
Total for Expenses	\$5,185,620.81
Net Income	-\$219,014.63

Profit and Loss
Bis-Man Transit Board
January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL
Income	
201312 Paratransit Refunds	-99.00
40000 Donor Restriction Contrib Rev	53,402.00
40100 Late Fee on Past Due Invoice	104.90
40101 Fare Box Income Paratransit	245,275.63
40102 Fare Box Income Fixed Route	80,089.40
40400 Repair of Vehicles	2,375.00
40600 Insurance Deposits	778.00
40700 Advertising Sales	123,953.29
40800 40800 · Matchable Funds for FTA	
40801 Investment Income	280,930.92
40806 ND Medicaid	12,860.22
40812 GF2G Vending	554.58
40814 ND Department of Transportation	449,981.00
40815 City of Lincoln	15,000.00
40840 City of Bismarck Mill Levy	1,451,167.51
40850 City of Mandan Mill Levy	248,556.77
40860 Training Room Rental	420.00
Total for 40800 40800 · Matchable Funds for FTA	\$2,459,471.00
40811 WEST RIVER RENT	11,658.12
40880 JEFFERSON LINES CONTRACT - RENT	25,429.56
40910 City of Bismarck Contribution	230,335.00
40950 LEASE IN-KIND CONTRIBUTION	1,931,244.00
40995 Fed 941 Fuel Reimbursement	12,784.00
40996 Jefferson Lines Service Agree	36,366.67
40997 Insurance Premium Reimbursement	5,258.00
40999 Miscellaneous Income	455.31
41000 Total Federal Funds	
41400 FTA 5307 Funds Operations 50/50	1,055,339.00
41401 FTA 5307 Funds for Maint. 80/20	54,636.00
41402 FTA 5307 CCOC Funds 80/20	1,260,960.00
41406 FTA 5307 Funds 1% Security	16,488.00
41409 FTA 5310 Operating Grant	\$143,413.00
41409A FTA 5310 Mobility Manager	25,222.00
41409B FTA 5310 Capital Grant	364,368.00
Total for 41409 FTA 5310 Operating Grant	\$533,003.00
41413 FTA 5339 Capital Grant FY20	72,927.00
41415 FTA 5339 Capital Grant FY22	364,201.00
Total for 41000 Total Federal Funds	\$3,357,554.00
43002 NDSCDD Travel Training Reimbursement	2,381.09

Profit and Loss

Bis-Man Transit Board

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL
46401 BAD DEBT RECOVERY	28.00
Total for Income	\$8,578,843.97
Gross Profit	\$8,578,843.97
Expenses	
50111 Service Fees	
50111A Credit Card Sales Fees	7,182.78
50111C VISA ANNUAL SERVICE FEE	25.00
Total for 50111 Service Fees	\$7,207.78
50112 UTILITIES	
100A Bismarck Water Department	6,142.69
100B Capital Electric	19,047.91
100D MDU	10,993.91
100F Garbage & Recycling	1,656.00
Total for 50112 UTILITIES	\$37,840.51
50302 SALARIES & BENEFITS	\$0.00
50302A EMPLOYEE SALARIES	241,043.54
50302B PAYROLL TAXES	17,897.62
50302C HEALTH INSURANCE	0.00
50302E WORKFORCE SAFETY INSURANCE	250.00
50302F IRA Match	7,067.59
50302G FSA/DCAP	500.00
Total for 50302 SALARIES & BENEFITS	\$266,758.75
50303 INSURANCE BENEFITS	
50303A HEALTH INSURANCE	32,805.79
50303B DENTAL INSURANCE	2,343.60
50303C VISION INSURANCE	583.92
Total for 50303 INSURANCE BENEFITS	\$35,733.31
50313 Equipment and Parts	
50313A SHOP EQUIPMENT/SOFTWARE	8,125.68
50313D OFFICE EQUIPMENT	646.63
Total for 50313 Equipment and Parts	\$8,772.31
50316 50316 Shelter and Bus Maint.	
50316B BENCH/SHELTER REPAIR	3,144.11
Total for 50316 50316 Shelter and Bus Maint.	\$3,144.11
50499 Supplies	
50499A Office Supplies	797.08
50499B CLEANING SUPPLIES	
50499B4 Retention Disposal	731.21
Total for 50499B CLEANING SUPPLIES	\$731.21
Total for 50499 Supplies	\$1,528.29

Profit and Loss

Bis-Man Transit Board

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL
50502 Telephone	\$7,527.95
50502E Admin Cell Phone	681.44
50502F Internet Service	1,837.88
Total for 50502 Telephone	\$10,047.27
50600A BUILDING INSURANCE	3,606.46
50600 Insurance	156,611.41
50704 Vehicle Costs	
50704B REPAIRS	
50704B1 FIXED ROUTE PARTS	21,223.00
50704B2 FIXED ROUTE- LABOR	11,053.83
50704B3 PARATRANSIT- PARTS	5,827.50
Total for 50704B REPAIRS	\$38,104.33
50704E Bus Security Cameras	12,037.96
50704G VEHICLE SIGNAGE	701.58
Total for 50704 Vehicle Costs	\$50,843.87
50705 Vehicle Purchase	\$1,100,918.00
50705A New Vehicle Registration Fee	102.00
Total for 50705 Vehicle Purchase	\$1,101,020.00
50803 Operations Contract	
50803A Paratransit	2,408,619.61
50803B Fixed Route (CAT)	1,575,248.72
50803D Jefferson Lines	34,779.32
50803E Liquidated Damages -PERFORMANCE	-40,500.00
50803I LIQUIDATED DAMAGES - ACCIDENTS	-10,250.00
50803K Wrong Fuel Deduction	-399.16
Total for 50803 Operations Contract	\$3,967,498.49
50805 VEHICLE FUEL	
50805A FUEL FIXED ROUTE (DIESEL)	196,948.03
50805B FUEL PARATRANSIT (GASOLINE)	233,279.42
50805C SERVICE VEHICLE (GASOLINE)	1,470.16
50805E FUEL STORE DISCOUNT	-16,648.02
Total for 50805 VEHICLE FUEL	\$415,049.59
50806 Transloc Contract	
50806B Fixed Route Subscription Costs	1,532.50
Total for 50806 Transloc Contract	\$1,532.50
50898 NDSCDD Travel Training	445.41
50902 Travel	
50902C MILEAGE REIMBURSEMENT	721.93
Total for 50902 Travel	\$721.93

Profit and Loss

Bis-Man Transit Board

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL
50908 Advertising	
50908A MEDIA ADVERTISING	1,704.24
50908B MISC ADVERTISING	119.97
50908D RADIO/TV	1,420.00
50908F MARKETING MATERIALS (non-FTA)	1,903.12
Total for 50908 Advertising	\$5,147.33
50910 Dues/Membership	
50910A DTA DUES	480.00
50910D CHAMBER OF COMMERCE	325.00
50910E Downtowners	230.00
50910F MV Homeless Coalition	200.00
Total for 50910 Dues/Membership	\$1,235.00
50991 Printing & Copying	
50991A INTERNAL	2,256.69
50991B EXTERNAL	\$1,097.20
50991B3 CAT Maps	3,634.48
50991B4 Genfare Fare Media	4,356.84
Total for 50991B EXTERNAL	\$9,088.52
Total for 50991 Printing & Copying	\$11,345.21
50992 Postage	
50992B POSTAGE COST	2,399.37
50992C POSTAGE MACHINE LEASE	847.58
Total for 50992 Postage	\$3,246.95
50994 Miscellaneous Expense	
50994B VEHICLE SIGNAGE	1,938.69
Total for 50994 Miscellaneous Expense	\$1,938.69
51000 Accounting & Auditing	\$3,500.00
51000A QUICKBOOK PRO	766.80
51000B City of Bismarck Accounting Fee	38,571.00
51000C Annual Audit	23,190.00
Total for 51000 Accounting & Auditing	\$66,027.80
51401 Computer Costs	
51401A INSTALLATION	138.03
51401B ANTI-VIRUS PROTECTION	186.18
51401C NEW COMPUTERS	1,778.17
51401D SOFTWARE/HARDWARE	3,478.10
51401F Annual Back Up	900.00
Total for 51401 Computer Costs	\$6,480.48

Profit and Loss

Bis-Man Transit Board

January-December, 2024

DISTRIBUTION ACCOUNT	TOTAL
51403 Building Costs	\$988.00
51403M Building Securities	5,549.16
51403N Facility Repairs	53,814.39
Total for 51403 Building Costs	\$60,351.55
51405 TWO-WAY RADIOS	2,973.98
53000 PROPERTY TAXES	4,243.06
54000 NON-FTA EXPENSE	\$1,520.06
54000A CLOSED MEETING MEALS	49.90
Total for 54000 NON-FTA EXPENSE	\$1,569.96
65200 BAD DEBT EXPENSE	0.00
Total for Expenses	\$6,232,922.00
Net Operating Income	\$2,345,921.97
Other Expenses	
55000 LEASE EXPENSE	2,216,959.00
Total for Other Expenses	\$2,216,959.00
Net Other Income	-\$2,216,959.00
Net Income	\$128,962.97

BIS-MAN TRANSIT BOARD
BISMARCK, NORTH DAKOTA
AUDITED FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Bis-Man Transit Board
Bismarck, North Dakota

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Bis-Man Transit Board (a nonprofit organization), which comprise the statements of financial position as of December 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Bis-Man Transit Board as of December 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Bis-Man Transit Board and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bis-Man Transit Board's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bis-Man Transit Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Bis-Man Transit Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 24, 2025 on our consideration of the Bis-Man Transit Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bis-Man Transit Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bis-Man Transit Board's internal control over financial reporting and compliance.



**BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA**

March 24, 2025

BIS-MAN TRANSIT BOARD
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS		
Cash and Cash Equivalents	\$ 3,849,327	\$ 3,183,578
Certificates of Deposit	2,708,613	2,572,746
Accounts Receivable, Net	70,506	61,659
Contribution Receivable, Net - Current	225,545	232,312
Medicaid Receivable	1,194	903
Grant Receivable	171,496	642,037
Other Receivables	317,508	203,568
Due from National Express	2,290	120
Deposit on Equipment	-	85,735
Prepaid Expenses	42,515	66,878
Total Current Assets	<u>7,388,994</u>	<u>7,049,536</u>
NONCURRENT ASSETS		
Contribution Receivable, Net - Noncurrent	1,095,895	1,321,441
Total Assets	<u><u>\$ 8,484,889</u></u>	<u><u>\$ 8,370,977</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 347,730	\$ 359,585
Accrued Expenses	13,299	21,115
Deferred Revenue	41,343	36,723
Total Current Liabilities	<u>402,372</u>	<u>417,423</u>
NET ASSETS		
With donor restrictions	1,321,440	1,553,753
Without donor restrictions	6,761,077	6,399,801
Total Net Assets	<u>8,082,517</u>	<u>7,953,554</u>
Total liabilities and net assets	<u><u>\$ 8,484,889</u></u>	<u><u>\$ 8,370,977</u></u>

See Notes to Financial Statements

BIS-MAN TRANSIT BOARD
STATEMENTS OF ACTIVITIES FOR THE YEAR
ENDED DECEMBER 31, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE, GAINS, AND SUPPORT			
Public support			
Federal Cash Grants and Reimbursements	\$ 3,357,554	\$ -	\$ 3,357,554
State Cash Grants and Reimbursements	452,362	-	452,362
Local cash grants and reimbursements	1,945,059	53,402	1,998,461
Total public support	5,754,975	53,402	5,808,377
Revenue, gains and other support			
Advertising	123,953	-	123,953
In-Kind Lease Contribution	1,931,244	-	1,931,244
Medicaid	12,860	-	12,860
Non-FTA Service Agreement	36,367	-	36,367
Passenger Fares	325,365	-	325,365
Rental	37,508	-	37,508
Interest Income	280,931	-	280,931
Other Income	22,239	-	22,239
Total revenue, gains, and other support	2,770,467	-	2,770,467
Net assets released from restriction	285,715	(285,715)	-
Total revenue, gains, and support	8,811,157	(232,313)	8,578,844
EXPENSES			
Program Expenses			
Transit Board	7,723,037	-	7,723,037
Bus Depot	34,779	-	34,779
Transit Facility	127,359	-	127,359
Total Program Expenses	7,885,175	-	7,885,175
Supporting Expenses			
Management and General	564,706	-	564,706
Total Expenses	8,449,881	-	8,449,881
CHANGE IN NET ASSETS	361,276	(232,313)	128,963
NET ASSETS , beginning of year	6,399,801	1,553,753	7,953,554
NET ASSETS , end of year	\$ 6,761,077	\$ 1,321,440	\$ 8,082,517

See Notes to Financial Statements

BIS-MAN TRANSIT BOARD
STATEMENTS OF ACTIVITIES FOR THE YEAR
ENDED DECEMBER 31, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE, GAINS, AND SUPPORT			
Public support			
Federal Cash Grants and Reimbursements	\$ 3,070,190	\$ -	\$ 3,070,190
State Cash Grants and Reimbursements	397,375	-	397,375
Local cash grants and reimbursements	1,850,014	46,433	1,896,447
Total public support	5,317,579	46,433	5,364,012
Revenue, gains and other support			
Advertising	122,098	-	122,098
In-Kind Lease Contribution	1,571,316	-	1,571,316
Medicaid	14,678	-	14,678
Non-FTA Service Agreement	29,494	-	29,494
Passenger Fares	308,438	-	308,438
Rental	36,907	-	36,907
Interest Income	118,595	-	118,595
Other Income	12,951	-	12,951
Sale of Assets	8,300	-	8,300
Conferment	15,390	-	15,390
Total revenue, gains, and other support	2,238,167	-	2,238,167
Net assets released from restriction	285,714	(285,714)	-
Total revenue, gains, and support	7,841,460	(285,714)	7,602,179
EXPENSES			
Program Expenses			
Transit Board	6,090,000	-	6,090,000
Bus Depot	27,965	-	27,965
Transit Facility	107,976	-	107,976
Total Program Expenses	6,225,941	-	6,225,941
Supporting Expenses			
Management and General	655,336	-	655,336
Total Expenses	6,881,277	-	6,881,277
CHANGE IN NET ASSETS	960,183	(239,281)	720,902
NET ASSETS , beginning of year	5,439,618	1,793,034	7,232,652
NET ASSETS , end of year	\$ 6,399,801	\$ 1,553,753	\$ 7,953,554

See Notes to Financial Statements

**BIS-MAN TRANSIT BOARD
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2024**

	Program Services				Management and General	Total
	Transit Board	Bus Depot	Transit Facility	Total		
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ 241,044	\$ 241,044
Payroll Taxes	-	-	-	-	17,898	17,898
Employee Benefits	-	-	-	-	43,551	43,551
Advertising	-	-	-	-	5,147	5,147
Audit and Accounting	-	-	-	-	66,028	66,028
Building Repairs and	-	-	63,496	63,496	-	63,496
Computer Costs	-	-	-	-	6,480	6,480
Contracted Services	-	34,779	-	34,779	-	34,779
Dues and Subscriptions	-	-	-	-	1,235	1,235
Equipment	-	-	8,126	8,126	647	8,772
Lease Expense	2,216,959	-	-	2,216,959	-	2,216,959
Insurance	-	-	3,606	3,606	156,611	160,218
Miscellaneous	-	-	-	-	9,500	9,500
Office Supplies	-	-	-	-	797	797
Postage and Printing	-	-	-	-	14,592	14,592
Property Taxes	-	-	4,243	4,243	-	4,243
Purchased Transportation						
Paratransit	2,357,470	-	-	2,357,470	-	2,357,470
Fixed Route	1,575,249	-	-	1,575,249	-	1,575,249
Telephone	-	-	10,047	10,047	-	10,047
Transloc Contract	1,533	-	-	1,533	-	1,533
Training	-	-	-	-	731	731
Travel	-	-	-	-	445	445
Utilities	-	-	37,841	37,841	-	37,841
Vehicle Costs	1,571,826	-	-	1,571,826	-	1,571,826
Total Expenses	<u>\$ 7,723,037</u>	<u>\$ 34,779</u>	<u>\$ 127,359</u>	<u>\$ 7,885,175</u>	<u>\$ 564,706</u>	<u>\$ 8,449,881</u>

See Notes to Financial Statements

BIS-MAN TRANSIT BOARD
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023

	Program Services				Management and General	Total
	Transit Board	Bus Depot	Transit Facility	Total		
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ 225,848	\$ 225,848
Payroll Taxes	-	-	-	-	17,537	17,537
Employee Benefits	-	-	-	-	39,310	39,310
Advertising	-	-	-	-	4,927	4,927
Audit and Accounting	-	-	-	-	59,558	59,558
Building Repairs and	-	-	43,441	43,441	-	43,441
Computer Costs	-	-	-	-	8,213	8,213
Contracted Services	-	27,965	-	27,965	-	27,965
Dues and Subscriptions	-	-	-	-	1,345	1,345
Equipment	-	-	5,646	5,646	22,746	28,392
Lease Expense	1,857,030	-	-	1,857,030	-	1,857,030
Insurance	-	-	2,943	2,943	224,016	226,959
Miscellaneous	-	-	-	-	36,141	36,141
Office Supplies	-	-	-	-	1,157	1,157
Postage and Printing	-	-	-	-	13,091	13,091
Property Taxes	-	-	3,663	3,663	-	3,663
Purchased Transportation	-	-	-	-	-	-
Paratransit	1,803,252	-	-	1,803,252	-	1,803,252
Fixed Route	1,276,996	-	-	1,276,996	-	1,276,996
Telephone	-	-	9,940	9,940	-	9,940
Transloc Contract	18,433	-	-	18,433	-	18,433
Training	-	-	-	-	400	400
Travel	-	-	-	-	1,047	1,047
Utilities	-	-	42,343	42,343	-	42,343
Vehicle Costs	1,134,289	-	-	1,134,289	-	1,134,289
Total Expenses	<u>\$ 6,090,000</u>	<u>\$ 27,965</u>	<u>\$ 107,976</u>	<u>\$ 6,225,941</u>	<u>\$ 655,336</u>	<u>\$ 6,881,277</u>

See Notes to Financial Statements

BIS-MAN TRANSIT BOARD
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 128,963	\$ 720,902
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Changes in assets and liabilities		
Accounts Receivables, net	(8,847)	(46,422)
Contribution Receivable, net	232,313	239,281
Medicaid Receivable	(291)	9,253
Grants Receivable	470,541	428,818
Other Receivables	(113,940)	(43,645)
Due from National Express	(2,170)	(120)
Deposit on Equipment	85,735	-
Prepaid Expenses	24,363	(11,376)
Certificate of Deposit - Accrued Interest	(180,449)	-
Deferred Revenue	4,621	9,600
Accounts Payable	(11,855)	131,492
Accrued Expenses	(7,816)	3,912
Accrued Interest		(28,783)
Net cash provided (used in) operating activities	<u>621,168</u>	<u>1,412,912</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from Maturity of Certificates of Deposit	44,581	-
Purchase of Certificates of Deposit	-	(500,000)
Net cash provided (used in) investing activities	<u>44,581</u>	<u>(500,000)</u>
 NET CHANGE IN CASH AND CASH EQUIVALENTS	 665,749	 912,912
 CASH AND CASH EQUIVALENTS, beginning of period	 3,183,578	 2,270,666
 CASH AND CASH EQUIVALENTS, end of period	 <u>\$ 3,849,327</u>	 <u>\$ 3,183,578</u>

See Notes to Financial Statements

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

Bis-Man Transit Board (the Board) is a nonprofit organization incorporated on April 28, 1987 under the provisions of the North Dakota Nonprofit Corporation Act. The primary purpose of the Board is to identify, promote, coordinate, and establish transportation services for the elderly and handicapped individuals in the Bismarck and Mandan area as they relate to employment, medical, and recreational issues by utilizing federal, state, county and local funding sources. The Board also provides fixed route public transportation to the Bismarck-Mandan communities.

The Board's three main programs are as follows:

1. Transit Board Provides daily transportation services to the elderly and disabled individuals in the Bismarck and Mandan communities through an on-demand system. Provides daily transportation services to all individuals in the Bismarck and Mandan communities through a fixed-route system.
2. Bus Depot Operates the Jefferson Line Bus Depot, which services the Bismarck, Mandan, and surrounding communities.
3. Facility Operation of the transit facility constructed in Bismarck which provides a central location for the operations of the Transit Board, the Bus Depot, and several other transportation providers and services for the Bismarck-Mandan communities.

Basis of Accounting

The Board's financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles. The significant accounting policies are described below to enhance the usefulness of the financial statements to readers.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board Accounting Standards Codification (ASC), which requires the Board to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

The Board reports gifts of cash and other assets as support with restrictions if they are received with donor stipulations that limit the use of the donated assets, unless the restriction expires in the fiscal year in which it is received. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash and all highly liquid financial instruments with original maturities of three months or less, and which are neither held for nor restricted by donors for long term purposes.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Certificates of Deposit

Certificates of deposit are considered current assets if the maturity date is within one year of the financial statement date. They are considered noncurrent assets if the maturity date is greater than one year from the financial statement date. All certificates of deposit are valued at cost plus any accrued interest.

Contribution Receivable

The Board recorded a contribution receivable for donated building use at net realizable value. The contribution receivable expected to be donated by the City of Bismarck in future years was initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statements of activities. As of December 31, 2024 and 2023, no allowance was considered necessary.

Receivables and Credit Policies

Accounts receivable consist primarily of noninterest-bearing amounts due for transportation services. Medicaid receivable consists of transportation services for medical appointments to be reimbursed by the North Dakota State Medicaid program. Grants receivable consist of grant reimbursement requests outstanding at year-end. Other receivables consist primarily of amounts due from local, state, or federal taxes and grants. Trade receivables are recorded at the invoice amount, less an allowance for credit losses, which represents the amount expected to be collected as of the statement of financial position date.

The allowance for credit losses is based on management's expectation of the credit losses expected to arise over the life of the asset as of the statement of financial position date, and is updated to reflect any changes in credit risk as of each subsequent reporting date. The Board estimates its allowance for credit losses starting with an evaluation of historical credit loss write-offs, applied to an analysis of outstanding aged receivables, and updated for current economic conditions, and reasonable and supportable forecasted economic conditions. Management's estimate of the allowance for credit losses were \$2,283 and \$2,359 as of December 31, 2024 and 2023, respectively.

Receivables are written off as a reduction in the allowance for credit losses when deemed uncollectible. Recoveries of accounts previously written off (if any) will be recognized in income in the year of recovery.

Prepaid Expenses

Prepaid expenses consist primarily of prepaid insurance and license expenses.

Property and Equipment

In accordance with the directives from the Federal Transportation Agency, capital assets purchased by the Board are donated to the City of Bismarck. The Board is responsible for the

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

maintenance, operation, and disposal of the property and equipment. The Board records the contributed use of the property and equipment at fair value at the date of donation. The Board donated capital assets totaling \$1,100,918 and \$627,770 as of December 31, 2024 and 2023, respectively.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net assets without donor restrictions: Net assets that are not subject to donor imposed restrictions and may be expended for any purpose in performing the primary objectives of the Board. These net assets may be used at the discretion of the Board's management and the board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Board or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds must be maintained in perpetuity.

Advertising Costs

Advertising costs are expensed as incurred.

Income Tax Exemption

Bis-Man Transit Board is organized as a nonprofit corporation and has been recognized by the Internal Revenue Service (IRS) as exempt from federal income taxes under Section 501(c)(3), qualify for the charitable contribution deduction under Sections 170(b)(1)(A)(vi) and (viii), and has been determined not to be a private foundation under Sections 509(a)(1) and (3), respectively. The entity is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, the entity is subject to income tax on net income that is derived from business activities that are unrelated to its exempt purposes. The Board has determined that the entity is not subject to unrelated business income tax and therefore is not required to file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

The Board believes that the entity has appropriate support for any tax positions taken affecting its annual filing requirements, and as such, does not have any uncertain tax positions that are material to the financial statements. The Board would recognize future accrued interest and penalties related to unrecognized tax benefits and liabilities in income tax expense if such interest and penalties are incurred.

With few exceptions, the Board is no longer subject to U.S. federal, state and local or non-U.S. income tax examinations by tax authorities for years before 2021.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Board to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Functional Expenses

The costs of providing various programs and supporting services activities have been summarized on a functional basis in the statements of functional expenses and present the natural classification detail of expenses by function. The expenses are generally attributable to a functional category with no significant allocations between program service activities and supporting service activities occurring.

Financial Instruments and Credit Risk

The Board manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by the Board to be creditworthy. At times, amounts on deposit may exceed insured limits or include uninsured investments in money market mutual funds. Balances in excess of FDIC limits as of December 31, 2024 and 2023 were \$6,307,941 and \$5,506,324, respectively. To date, the Board has not experienced losses in any of these accounts. Credit risk associated with accounts receivable and grants receivable is considered to be limited due to high historical collection rates and because of substantial portions of the outstanding amounts are due from governmental agencies and foundations supportive of the Board's mission. Investments are made by diversified investment managers whose performance is monitored by management and the Finance Committee of the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, management and the Finance Committee believe that the investment policies and guidelines are prudent for the long-term welfare of the organization.

Concentrations

For the years ended December 31, 2024 and 2023, approximately 57% and 40%, respectively, of the Board's revenues are received from federal support and grants, while 35% and 25%, respectively, of the Board's revenues are received from local government support and grants.

NOTE 2 – LIQUIDITY AND AVAILABILITY

The Board manages their exposure to liquidity risk by regularly monitoring the liquidity required to meet operating needs and other contractual commitments. The Board prepares annual budgets to manage liquidity and to determine general expenditures over the next 12 months and anticipate collection revenue sufficient to cover general expenditures during that period.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the date of the statement of financial position comprise the following:

Financial assets at year end:	2024	2023
Cash and Cash Equivalents	\$ 3,849,327	\$ 3,183,578
Certificates of Deposit	2,708,613	2,572,746
Accounts Receivable, Net	70,506	61,659
Contribution Receivable - Current	225,545	232,312
Medicaid Receivable	1,194	903
Grant Receivable	171,496	642,037
Other Receivables	317,508	203,568
Due from National Express	2,290	120
	<u>\$ 7,346,479</u>	<u>\$ 6,896,923</u>

NOTE 3 – LEASE COMMITMENTS

As Lessee

The Board entered into an agreement with the City of Bismarck to lease the transit facility, vehicles, and equipment from the City at no cost to the Board other than for normal repairs and maintenance. Accounting Standards Codification Topic 958, Revenue Recognition – Contributions of Use of Property, Utilities, or Advertising Time requires use of long-lived assets (such as building or other facilities) for a specified number of periods in which the donor retains legal title to the long-lived assets in connection with leases be reported as revenue. This contributed revenue would be reported for the difference between the fair rental value of the property and the stated amount of the lease payments. As the Board does not incur any lease payments with the City of Bismarck the respective lease expense would be equal to the estimated fair rental value of the property.

The leased fair rental value of the property includes:

	2024	2023
Building	\$ 1,372,500	\$ 1,372,500
Vehicles and Equipment	558,744	484,530
	<u>\$ 1,931,244</u>	<u>\$ 1,857,030</u>

As Lessor

The Board entered into an operating lease agreement as landlord with West River Transit. The lease was began January 1, 2024 and is a term of three years ending December 31, 2026.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

Monthly rent is set at \$972 per month for 2024, \$1,001 per month for 2025, and \$1,031 per month for 2026.

The Board entered into an operating lease agreement as landlord with Jefferson Lines. The Board will receive the monthly payment of \$2,119 for office and outdoor parking spaces in the BismarckMandan Intermodal Ground with a term of January 1, 2024 to December 31, 2024. On October 24, 2024 this lease was renewed to a lease term of January 1, 2025 to December 31, 2025 with a monthly lease payment of \$2,490.

Future minimum rental payments consist of the following:

	2025	2026
West River Transit	\$ 12,008	\$ 12,368
Jefferson Lines	29,885	-
Total Rent	<u>\$ 41,893</u>	<u>\$ 12,368</u>

NOTE 4 – REVENUE RECOGNITION IN ACCORDANCE WITH FASB ASC 606

The Board's revenue from exchange transactions with passenger fares, contracted fare services, and Medicaid being recognized at a point in time. The Board recognizes revenue from fares at a point in time when tickets are sold. Advertising revenue is recognized over a period of time. Revenue from contracts with customers consists of the following:

	2024	2023
Passenger Fares	\$ 325,365	\$ 308,438
Medicaid	12,860	14,678
Advertising	123,953	122,098
Total Revenue From Contracts With Customers	<u>\$ 462,178</u>	<u>\$ 445,214</u>

Accounts receivable from contracts with customers are as follows:

	2024	2023
Beginning of Year	\$ 61,659	\$ 15,237
End of Year	70,506	61,659

NOTE 5 – CONTRACT LIABILITIES

The Board's contract liabilities consist of advertising revenue that has been received but not yet earned.

Contract liabilities consists of the following for the years ended December 31:

	2024	2023
Contract Liabilities	\$ 41,344	\$ 36,723

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

NOTE 6 – RISK MANAGEMENT

The Board participates in the North Dakota Fire and Tornado Fund under the City of Bismarck policy. The annual premium provides replacement cost coverage for the Bis-Man Transit building, business personal property and outdoor property per location. The Fire and Tornado Fund is reinsured by a third-party insurance carrier for losses in excess of one million dollars per occurrence during a twelve-month period.

The Board pays an annual premium to a third-party insurer for Alliance of Nonprofits for Insurance (ANI) coverage of general insurance, personal injury insurance, equipment and auto insurance. The coverage by ANI is limited to losses of \$1,000,000 per occurrence for general liability and \$1,000,000 per occurrence for errors and omissions. The equipment and auto coverage have a combined single limit of \$3,000,000 and a deductible of \$1,000.

NOTE 7 – FEDERAL GRANT RISK

The Board participates in federal programs, which are governed by various rules and regulations of the grantor agency. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agency; therefore, to the extent that the Board has not complied with rules and regulations governing the grants, refunds of any money received may be required. In the opinion of the Board, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

NOTE 8 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of the remaining value of the donated building lease from the City of Bismarck. Net assets released from restrictions totaled \$285,715 in 2024 and \$285,714 in 2023, and represents the current year in-kind lease expense.

NOTE 9 - CONTRIBUTED NONFINANCIAL ASSETS

The Board entered into a lease agreement with the City of Bismarck for equipment and buildings for which the rental payments stated in the agreement are \$1 per year. This is much less than the amount that would be charged for similar equipment and space that is rented under similar terms. Using publicly available commercial real estate rental listings, the Board estimated the contributed rental payment amount and recorded a contribution receivable in the accompanying statements of financial position, and the related rent expense is recorded straight line over the life of the lease in the accompanying statements of activities. The value of the equipment is recorded using annual depreciation for such pieces of equipment which is deemed to approximate fair value rent. The expense is recorded in the accompanying statements of activities.

**BIS-MAN TRANSIT BOARD
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2024 AND 2023**

NOTE 10 - CONTRIBUTION RECEIVABLE

Contributions receivable consists of the following at December 31, 2024 and 2023:

	2024	2023
Contribution Receivable	\$ 1,809,523	\$ 2,095,238
Less: Discount to net Present Value at 3%	(488,083)	(541,485)
Net Contribution Receivable	1,321,440	1,553,753
Less: Current Portion	225,545	232,312
Long Term Portion	1,095,895	1,321,441
Amounts Recognized In:		
Less Than One Year	225,545	232,312
One to Five Years	1,583,978	1,862,926
Total	\$ 1,809,523	\$ 2,095,238

NOTE 11 – CURRENT VULNERABILITY DUE TO CERTAIN CONDITIONS

The board received 39% of its funding from federal sources for the year ended December 31, 2024. As of the date of these financial statements, there is uncertainty regarding the continued availability or adequacy of this funding in future periods.

The operations of the Board are subject to the administrative directives, rules and regulations of federal regulatory agencies, including, but not limited to, the U.S. Department of Transportation (DOT). Such administrative directives, rules and regulations are subject to change by an act of Congress, or an administrative change mandated by the DOT. Such changes may occur with little notice or inadequate funding to pay for the related cost, including the additional administrative burden, to comply with a change.

NOTE 12 - SUBSEQUENT EVENTS

The Board has evaluated subsequent events through March 24, 2025 the date which the financial statements were available to be issued.

BIS-MAN TRANSIT BOARD
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Pass-Through Entity Identifying Number	Federal AL Number	Expenditures
U.S. Department of Transportation:			
Federal Transit Cluster:			
Passed through the City of Bismarck:			
Federal Transit - Formula Grants (Urbanized Area	ND-2023-012-00	20.507	\$ 291,237
Formula Program)	ND-2024-008-00	20.507	<u>2,096,186</u>
Total AL 20.507			<u>2,387,423</u>
Passed through the North Dakota Department of			
Transportation			
FTA - Bus and Bus Facilities Formula Program	N/A	20.526	72,927
FTA - Bus and Bus Facilities Formula Program	N/A	20.526	<u>364,201</u>
Total AL 20.526			<u>437,128</u>
Total Federal Transit Cluster			<u>2,824,551</u>
Transit Services Program Cluster:			
Enhanced Mobility of Seniors and Individuals with	N/A	20.513	168,635
Disabilities			
Passed through the North Dakota Department of			
Transportation			
Enhanced Mobility of Seniors and Individuals with	N/A	20.513	<u>364,368</u>
Disabilities			
Total Transit Services Program Cluster			<u>533,003</u>
Total Federal Financial Assistance			<u>\$ 3,357,554</u>

See Notes to the Schedule of Expenditures of Federal Awards

**BIS-MAN TRANSIT BOARD
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures in the schedule of expenditures of federal awards (the schedule) are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. No federal financial assistance has been provided to a subrecipient.

NOTE 2 – INDIRECT COST RATE

Bis-Man Transit Board does not draw for indirect administrative expenses and has not elected to use the 10% de minimis cost rate.

NOTE 3 – BASIS OF PRESENTATION

The accompanying schedule includes the federal award activity of the Bis-Man Transit Board under programs of the federal government for the year ended December 31, 2024. The information is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Bis-Man Transit Board, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Bis-Man Transit Board.

NOTE 4 – PASS THROUGH IDENTIFYING NUMBERS

Bis-Man Transit Board received money passed through multiple grantor agencies. There were three awards identified with the grants above that do not identify a pass-through identifying number.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors
Bis-Man Transit Board, Inc.
Bismarck, North Dakota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bis-Man Transit Board (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 24, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Bis-Man Transit Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bis-Man Transit Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bis-Man Transit Board's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bis-Man Transit Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on

compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



**BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA**

March 24, 2025

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
Bis-Man Transit Board, Inc.
Bismarck, North Dakota

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Bis-Man Transit Board's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Bis-Man Transit Board's major federal programs for the year ended December 31, 2024. Bis-Man Transit Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Bis-Man Transit Board complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Bis-Man Transit Board and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Bis-Man Transit Board's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Bis-Man Transit Board's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Bis-Man Transit Board's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Bis-Man Transit Board's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Bis-Man Transit Board's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Bis-Man Transit Board's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Bis-Man Transit Board's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our

audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



BRADY, MARTZ & ASSOCIATES, P.C.
FARGO, NORTH DAKOTA

March 24, 2025

BIS-MAN TRANSIT BOARD
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2024

Section I – Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	<u>Unmodified</u>		
Internal control over financial reporting:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified?	<u> </u> yes	<u> x </u> none reported	
Noncompliance material to financial statements noted?	<u> </u> yes	<u> x </u> no	

Federal Awards

Internal control over major programs:			
Material weakness(es) identified?	<u> </u> yes	<u> x </u> no	
Significant deficiency(ies) identified?	<u> </u> yes	<u> x </u> none reported	
Type of auditor's report issued on compliance for major programs:	<u>Unmodified</u>		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u> </u> yes	<u> x </u> no	

<u>Identification of major federal program(s):</u>	<u>AL Number</u>
Federal Transit Cluster	
Federal Transit – Formula Grants (Urbanized Area Formula Program)	20.507
Federal Transit – Bus and Bus Facilities Formula Program	20.526

Dollar threshold used to distinguish between Type A and Type B programs:	<u>\$750,000</u>
Auditee qualified as a low-risk auditee?	<u> x </u> yes <u> </u> no

Section II – Financial Statement Findings and Questioned Costs

No items to be reported under this section.

Section III – Federal Award Findings and Questioned Costs

No items to be reported under this section.

BIS-MAN TRANSIT BOARD
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2024

Section II – Financial Statement Findings and Questioned Costs

No items to be reported under this section.

Section III – Federal Award Findings and Questioned Costs

No items to be reported under this section.

2025 Budget Draft

Finance Committee Reviewed 11.11.24 & 11.19.24

Board Approved 11.21.24

Account	2025
Income	
201312 Paratransit Refunds	\$ (250.00)
40100 Late Fee on Past Due Invoice	\$ 50.00
40101 Fare Box Income Paratransit	\$ 270,000.00
40102 Fare Box Income Fixed Route	\$ 80,000.00
40700 Advertising Sales	\$ 95,000.00
Other Income	
Late Fee Income	\$ 20.00
40800 40800 · Matchable Funds for FTA	
40801 Investment Income	\$ 110,265.00
40806 ND Medicaid	\$ 10,500.00
40812 GF2G Vending	\$ 475.00
40814 ND Department of Transportation	\$ 464,714.71
40815 City of Lincoln	\$ 10,000.00
40840 City of Bismarck Mill Levy	\$ 1,575,313.00
40850 City of Mandan Mill Levy	\$ 262,929.00
40860 Training Room Rental	\$ 400.00
Total for 40800 40800 · Matchable Funds for FTA	
40811 WEST RIVER RENT	\$ 12,007.92
40880 JEFFERSON LINES CONTRACT - RENT	\$ 29,884.77
40995 Fed 941 Fuel Reimbursement	\$ 12,500.00
40996 Jefferson Lines Service Agree	\$ 36,000.00
41000 Total Federal Funds	
41400 FTA 5307 Funds Operations 50/50	\$ 698,946.00
41401 FTA 5307 Funds for Maint. 80/20	\$ 112,000.00
41402 FTA 5307 CCOC Funds 80/20	\$ 1,357,138.00
41406 FTA 5307 Funds 1% Security 80/20	\$ 21,899.00
41409 FTA 5310 Operating Grant	\$ 237,673.00
41409A FTA 5310 Mobility Manager	\$ 31,160.00
41409B FTA 5310 Capital Grant	\$ 147,141.00
Total for 41409 FTA 5310 Operating Grant	
41417 FTA 5339 Capital Grant FY26	\$ 36,800.00
41413 FTA 5339 Capital Grant FY25	\$ 441,522.00
41415 FTA 5339 Capital Grant FY22	\$ 72,000.00
Total for 41000 Total Federal Funds	
46401 BAD DEBT RECOVERY	
40300 Sale of Assets	\$ 8,000.00
46400 Other Types of Income	\$ -

Total for Income		
Gross Profit	\$	6,134,088.40
Expenses		
50111 Service Fees		
50111A Credit Card Sales Fees	\$	9,000.00
50111C VISA ANNUAL SERVICE FEE	\$	25.00
50111E Secretary of State Fees	\$	75.00
Total for 50111 Service Fees		
50112 UTILITIES		
100A Bismarck Water Department	\$	6,500.00
100B Capital Electric	\$	20,000.00
100D MDU	\$	18,000.00
100F Garbage & Recycling	\$	2,160.00
Total for 50112 UTILITIES		
50302 SALARIES & BENEFITS		
50302A EMPLOYEE SALARIES	\$	250,232.83
50302B PAYROLL TAXES	\$	19,017.69
50302E WORKFORCE SAFETY INSURANCE	\$	250.00
50302F IRA Match	\$	7,506.98
50302G FSA/DCAP ADMIN FEE	\$	710.00
Total for 50302 SALARIES & BENEFITS		
50303 INSURANCE BENEFITS		
50303A HEALTH INSURANCE	\$	42,000.00
50303B DENTAL INSURANCE	\$	3,100.00
50303C VISION INSURANCE	\$	780.00
Total for 50303 INSURANCE BENEFITS		
50313 Equipment and Parts		
50313A SHOP EQUIPMENT/SOFTWARE	\$	50,000.00
Total for 50313 Equipment and Parts		
50316 50316 Shelter and Bus Maint.		
50316B BENCH/SHELTER REPAIR	\$	7,500.00
Total for 50316 50316 Shelter and Bus Maint.		
50499 Supplies		
50499A Office Supplies	\$	2,000.00
50499B CLEANING SUPPLIES		
50499B4 Retention Disposal	\$	1,500.00
Total for 50499B CLEANING SUPPLIES		
Total for 50499 Supplies		
50502 Telephone		
50502E Admin Cell Phone	\$	780.00
50502F Internet Service	\$	1,980.00
Total for 50502 Telephone		
50600A BUILDING INSURANCE	\$	3,500.00

50600 Insurance	\$	167,966.10
50704 Vehicle Costs		
50704B REPAIRS		
50704B1 FIXED ROUTE PARTS	\$	51,000.00
50704B2 FIXED ROUTE- LABOR	\$	15,000.00
50704B3 PARATRANSIT- PARTS	\$	9,000.00
50704B4 PARATRANSIT- LABOR	\$	1,500.00
Total for 50704B REPAIRS		
50704E Bus Security Cameras	\$	15,000.00
50704G VEHICLE SIGNAGE	\$	3,000.00
Total for 50704 Vehicle Costs		
50705 Vehicle Purchase		
50705A New Vehicle Registration Fee	\$	140.00
50705B FIXED ROUTE VEHICLE PURCHASE		
50705C PARATRANSIT VEHICLE PURCHASE	\$	840,692.00
Total for 50705 Vehicle Purchase		
50803 Operations Contract		
50803A Paratransit	\$	3,095,330.00
50803B Fixed Route (CAT)	\$	1,605,808.00
50803D Jefferson Lines	\$	35,361.20
50803E Liquidated Damages -PERFORMANCE	\$	(32,000.00)
50803I LIQUIDATED DAMAGES - ACCIDENTS	\$	(8,000.00)
50803K Wrong Fuel Deduction	\$	(200.00)
Total for 50803 Operations Contract		
50805 VEHICLE FUEL		
50805A FUEL FIXED ROUTE (DIESEL)	\$	242,400.00
50805B FUEL PARATRANSIT (GASOLINE)	\$	364,800.00
50805C SERVICE VEHICLE (GASOLINE)	\$	1,500.00
50805E FUEL STORE DISCOUNT	\$	(14,000.00)
Total for 50805 VEHICLE FUEL		
50902 Travel		
50902C MILEAGE REIMBURSEMENT	\$	1,400.00
50902A LODGING	\$	3,500.00
50902B AIRLINES	\$	3,500.00
50902E TRANSPORTATION	\$	150.00
50902F PARKING	\$	150.00
50902G Per Diem	\$	500.00
Total for 50902 Travel		
50908 Advertising		
50908A MEDIA ADVERTISING	\$	3,500.00
50908B MISC ADVERTISING	\$	1,500.00
50908D RADIO/TV	\$	2,000.00
50908F MARKETING MATERIALS (non-FTA)	\$	3,400.00

50908C BUSINESS CARDS	\$	150.00
50908G Legal Advertisement	\$	750.00
Total for 50908 Advertising		
50910 Dues/Membership		
50910A DTA DUES	\$	520.00
50910D CHAMBER OF COMMERCE	\$	350.00
50910E Downtowners	\$	250.00
50910F MV Homeless Coalition	\$	250.00
Total for 50910 Dues/Membership		
50991 Printing & Copying - INTERNAL	\$	2,700.00
50991B EXTERNAL	\$	1,500.00
50991B3 CAT Maps	\$	8,000.00
50991B4 Genfare Fare Media	\$	5,500.00
50992 Postage		
50992B POSTAGE COST	\$	2,800.00
50992C POSTAGE MACHINE LEASE	\$	1,000.00
50992A POSTAGE MACHINE INK	\$	300.00
Total for 50992 Postage		
50994 Miscellaneous Expense		
50994A BOARD MEETING MEALS- PUBLIC	\$	50.00
Total for 50994 Miscellaneous Expense		
51000 Accounting & Auditing	\$	4,000.00
51000A QUICKBOOK PRO	\$	800.00
51000B City of Bismarck Accounting Fee	\$	42,000.00
51000C Annual Audit	\$	24,335.00
Total for 51000 Accounting & Auditing		
51401 Computer Costs		
51401A INSTALLATION	\$	700.00
51401B ANTI-VIRUS PROTECTION	\$	225.00
51401C NEW COMPUTERS	\$	2,500.00
51401D SOFTWARE/HARDWARE	\$	3,500.00
51401F Annual Back Up	\$	1,200.00
Total for 51401 Computer Costs		
51403 Building Costs		
51403M Building Securities	\$	21,360.00
51403N Facility Repairs	\$	80,000.00
Total for 51403 Building Costs		
53000 PROPERTY TAXES	\$	4,500.00
54000 NON-FTA EXPENSE	\$	4,500.00
51600 Training		
51600A REGISTRATION FEES	\$	3,000.00
Total for 51600 Training		
62100 Contract Services		

62140 Legal Fees	\$	2,000.00
Total for 62100 Contract Services		
65100 Other Types of Expenses		
65101 Meeting Space Rental	\$	150.00
Total for 65100 Other Types of Expenses		
Total for Expenses	\$	7,089,604.80
Total for Other Income	\$	6,134,088.40
Deficit	\$	(955,516.41)

Profit and Loss YTD Comparison

Bis-Man Transit Board

January 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
Income		
201312 Paratransit Refunds	-317.00	-317.00
40100 Late Fee on Past Due Invoice	17.93	17.93
40101 Fare Box Income Paratransit	220,310.91	220,310.91
40102 Fare Box Income Fixed Route	73,399.17	73,399.17
40700 Advertising Sales	108,190.94	108,190.94
40800 40800 · Matchable Funds for FTA		
40801 Investment Income	129,648.79	129,648.79
40806 ND Medicaid	9,227.01	9,227.01
40812 GF2G Vending	506.13	506.13
40814 ND Department of Transportation	228,923.00	228,923.00
40815 City of Lincoln	10,000.00	10,000.00
40840 City of Bismarck Mill Levy	1,499,014.50	1,499,014.50
40850 City of Mandan Mill Levy	186,871.38	186,871.38
40860 Training Room Rental	400.00	400.00
Total for 40800 40800 · Matchable Funds for FTA	\$2,064,590.81	\$2,064,590.81
40811 WEST RIVER RENT	10,006.60	10,006.60
40880 JEFFERSON LINES CONTRACT - RENT	24,904.00	24,904.00
40995 Fed 941 Fuel Reimbursement	13,294.00	13,294.00
40996 Jefferson Lines Service Agree	30,881.12	30,881.12
40999 Miscellaneous Income	20.70	20.70
41000 Total Federal Funds		
41400 FTA 5307 Funds Operations 50/50	346,288.00	346,288.00
41401 FTA 5307 Funds for Maint. 80/20	35,037.00	35,037.00
41402 FTA 5307 CCOC Funds 80/20	1,491,564.00	1,491,564.00
41406 FTA 5307 Funds 1% Security	7,203.00	7,203.00
41409 FTA 5310 Operating Grant	\$75,920.00	\$75,920.00
41409A FTA 5310 Mobility Manager	13,656.00	13,656.00
Total for 41409 FTA 5310 Operating Grant	\$89,576.00	\$89,576.00
41417 FTA 5339 Capital Grant FY25	418,476.00	418,476.00
41418 FTA 5339 Capital Grant FY26	33,163.00	33,163.00
Total for 41000 Total Federal Funds	\$2,421,307.00	\$2,421,307.00
Total for Income	\$4,966,606.18	\$4,966,606.18
Cost of Sales		
Gross Profit	\$4,966,606.18	\$4,966,606.18
Expenses		
50110 RETURNED DEPOSIT ITEM FEE	0.00	0.00

Profit and Loss YTD Comparison

Bis-Man Transit Board

January 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
50111 Service Fees		
50111A Credit Card Sales Fees	7,784.47	7,784.47
50111C VISA ANNUAL SERVICE FEE	25.00	25.00
50111E Secretary of State Fees	116.22	116.22
Total for 50111 Service Fees	\$7,925.69	\$7,925.69
50112 UTILITIES		
100A Bismarck Water Department	5,164.65	5,164.65
100B Capital Electric	16,200.15	16,200.15
100D MDU	11,615.67	11,615.67
100F Garbage & Recycling	1,460.00	1,460.00
Total for 50112 UTILITIES	\$34,440.47	\$34,440.47
50302 SALARIES & BENEFITS		
50302A EMPLOYEE SALARIES	190,565.68	190,565.68
50302B PAYROLL TAXES	14,373.40	14,373.40
50302E WORKFORCE SAFETY INSURANCE	250.00	250.00
50302F IRA Match	\$4,005.87	\$4,005.87
Simple IRA Emp. 5%	1,710.87	1,710.87
Total for 50302F IRA Match	\$5,716.74	\$5,716.74
50302G FSA/DCAP	591.70	591.70
Total for 50302 SALARIES & BENEFITS	\$211,497.52	\$211,497.52
50303 INSURANCE BENEFITS		
50303A HEALTH INSURANCE	33,679.33	33,679.33
50303B DENTAL INSURANCE	2,556.08	2,556.08
50303C VISION INSURANCE	630.10	630.10
Total for 50303 INSURANCE BENEFITS	\$36,865.51	\$36,865.51
50313 Equipment and Parts		
50313A SHOP EQUIPMENT/SOFTWARE	30,028.00	30,028.00
Total for 50313 Equipment and Parts	\$30,028.00	\$30,028.00
50316 50316 Shelter and Bus Maint.		
50316B BENCH/SHELTER REPAIR	3,575.78	3,575.78
Total for 50316 50316 Shelter and Bus Maint.	\$3,575.78	\$3,575.78
50499 Supplies		
50499A Office Supplies	1,460.12	1,460.12
Total for 50499 Supplies	\$1,460.12	\$1,460.12
50502 Telephone	\$5,060.27	\$5,060.27
50502E Admin Cell Phone	651.97	651.97
50502F Internet Service	1,562.05	1,562.05
Total for 50502 Telephone	\$7,274.29	\$7,274.29

Profit and Loss YTD Comparison

Bis-Man Transit Board

January 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
50600A BUILDING INSURANCE	3,420.00	3,420.00
50600 Insurance	128,366.83	128,366.83
50704 Vehicle Costs		
50704B REPAIRS		
50704B1 FIXED ROUTE PARTS	37,557.20	37,557.20
50704B2 FIXED ROUTE- LABOR	3,587.05	3,587.05
50704B3 PARATRANSIT- PARTS	9,300.83	9,300.83
Total for 50704B REPAIRS	\$50,445.08	\$50,445.08
50704E Bus Security Cameras	8,641.72	8,641.72
50704G VEHICLE SIGNAGE	1,104.83	1,104.83
Total for 50704 Vehicle Costs	\$60,191.63	\$60,191.63
50705 Vehicle Purchase		
50705A New Vehicle Registration Fee	46.00	46.00
50705C PARATRANSIT VEHICLE PURCHASE	665,690.98	665,690.98
Total for 50705 Vehicle Purchase	\$665,736.98	\$665,736.98
50803 Operations Contract		
50803A Paratransit	2,206,919.39	2,206,919.39
50803B Fixed Route (CAT)	1,334,581.82	1,334,581.82
50803D Jefferson Lines	29,418.10	29,418.10
50803E Liquidated Damages -PERFORMANCE	-37,390.00	-37,390.00
50803I LIQUIDATED DAMAGES - ACCIDENTS	-15,000.00	-15,000.00
50803K Wrong Fuel Deduction	-337.70	-337.70
Total for 50803 Operations Contract	\$3,518,191.61	\$3,518,191.61
50805 VEHICLE FUEL		
50805A FUEL FIXED ROUTE (DIESEL)	166,528.77	166,528.77
50805B FUEL PARATRANSIT (GASOLINE)	189,922.13	189,922.13
50805C SERVICE VEHICLE (GASOLINE)	1,027.93	1,027.93
50805E FUEL STORE DISCOUNT	-14,916.18	-14,916.18
Total for 50805 VEHICLE FUEL	\$342,562.65	\$342,562.65
50902 Travel		
50902C MILEAGE REIMBURSEMENT	456.09	456.09
Total for 50902 Travel	\$456.09	\$456.09
50908 Advertising		
50908A MEDIA ADVERTISING	1,290.00	1,290.00
50908B MISC ADVERTISING	147.93	147.93
50908F MARKETING MATERIALS (non-FTA)	3,367.58	3,367.58
Total for 50908 Advertising	\$4,805.51	\$4,805.51

Profit and Loss YTD Comparison

Bis-Man Transit Board

January 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
50910 Dues/Membership		
50910A DTA DUES	510.00	510.00
50910D CHAMBER OF COMMERCE	325.00	325.00
50910E Downtowners	245.00	245.00
Total for 50910 Dues/Membership	\$1,080.00	\$1,080.00
50991 Printing & Copying		
50991A INTERNAL	2,818.71	2,818.71
50991B EXTERNAL	\$1,152.06	\$1,152.06
50991B4 Genfare Fare Media	1,738.13	1,738.13
Total for 50991B EXTERNAL	\$2,890.19	\$2,890.19
Total for 50991 Printing & Copying	\$5,708.90	\$5,708.90
50992 Postage		
50992B POSTAGE COST	1,378.87	1,378.87
50992C POSTAGE MACHINE LEASE	623.04	623.04
Total for 50992 Postage	\$2,001.91	\$2,001.91
51000 Accounting & Auditing	\$3,800.00	\$3,800.00
51000A QUICKBOOK PRO	736.00	736.00
51000B City of Bismarck Accounting Fee	33,468.00	33,468.00
51000C Annual Audit	24,335.00	24,335.00
Total for 51000 Accounting & Auditing	\$62,339.00	\$62,339.00
51401 Computer Costs		
51401A INSTALLATION	125.00	125.00
51401B ANTI-VIRUS PROTECTION	155.88	155.88
51401C NEW COMPUTERS	1,240.37	1,240.37
51401D SOFTWARE/HARDWARE	3,163.14	3,163.14
51401F Annual Back Up	900.00	900.00
Total for 51401 Computer Costs	\$5,584.39	\$5,584.39
51403 Building Costs		
51403M Building Securities	11,961.91	11,961.91
51403N Facility Repairs	31,532.25	31,532.25
Total for 51403 Building Costs	\$43,494.16	\$43,494.16
53000 PROPERTY TAXES	4,113.88	4,113.88
54000 NON-FTA EXPENSE	4,499.89	4,499.89
Total for Expenses	\$5,185,620.81	\$5,185,620.81
Net Operating Income	-\$219,014.63	-\$219,014.63
Other Income		

Profit and Loss YTD Comparison

Bis-Man Transit Board
January 1-October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - OCT 31 2025	JAN 1 - OCT 31 2025 (YTD)
Other Expenses		
Net Other Income		
Net Income	-\$219,014.63	-\$219,014.63

Ridership by Community

2024 Total Ridership

County	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Bismarck	13075	13945	13831	13701	14139	13108	13078	15943	15492	18183	15959	15337	175,791
Mandan	2795	2926	3032	2961	2882	2743	2998	3231	2952	3553	2960	2921	35,954
Total	15870	16871	16863	16662	17021	15851	16076	19174	18444	21736	18919	18258	211,745

2025 Total Ridership

County	January	February	March	April	May	June	July	August	September	October	TOTAL
Bismarck	16886	15415	17195	18169	17534	16076	15485	15606	15737	17386	165,489
Mandan	3159	2920	2953	2944	2943	2820	2966	3083	2749	3067	29,604
Total	20045	18335	20148	21113	20477	18896	18451	18689	18486	20453	195,093



May 15, 2025

Dear Mayor and City of Mandan Commissioners,

As you consider the applications for funding from the Public Transportation Grant Program, the Bismarck Mandan Chamber EDC would like to encourage you to strongly consider the request from Bis-Man Transit.

As you are aware, they've been providing services to Bismarck and Mandan for quite some time and their overall funding operating budget has been in flux causing concerns for what they can offer. The City of Bismarck is working through a Transportation Steering Committee to determine how to utilize sales tax dollars to assist with the budget of Bis-Man Transit as there is a demonstrated need for vulnerable populations as well as low socio-economic riders and others to get to work. The need is smaller in Mandan, but the need is there.

As the Chamber EDC works to engage with all levels of workforce, we want to see transportation opportunities made available for employees on both sides of the river. We also desire transportation opportunities for the elderly who are no longer able to drive to appointments and certainly the disabled population are in need of Bis-Man Transit transportation.

Bis-Man Transit has the ability to provide consistent and reliable transportation services including but not limited to those that cater to elderly, disabled, and disadvantaged individuals in your community. Please give their application for funding serious consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brenda Nagel". The signature is fluid and cursive, with a large initial "B".

Brenda Nagel
President & CEO



May 19, 2025

Deidre Hughes
Executive Director, Bis-Man Transit
3750 E Rosser Ave
Bismarck, ND 58501

Ms. Hughes,

AARP is a non-profit, non-partisan membership organization with approximately 83,000 members in North Dakota. Our mission is to empower people to choose how they live as they age.

Transportation greatly impacts older adults' ability to choose how they live as they age. It is an important issue for individuals 50+ in North Dakota as evidenced by our 2020 Vital Voices Survey of older adults. As you can see in the chart below 79% of respondents said "Getting to the places you need to go independently" is extremely or very important to older North Dakotans.

Whether by choice or necessity, public transportation is a critical service for many people, including older adults. Older adults outlive their ability to drive by 7-10 years. According to AARP Public Policy Institute's analysis of the 2017 National Household Travel Survey, fully 18 percent of older adults 65 and older do not drive, and 35 percent of women over 75 don't drive at all.

For decades our nation's transportation policy has favored personal vehicles over other ways of getting around our communities. This has reduced transit options for those without access to a personal vehicle, such as some older adults, people with disabilities, and people with low incomes. Yet, transit service in many areas of the country is lacking because of insufficient funding to maintain or expand service, land use patterns that make it hard for transit to efficiently operate, and policies that prioritize the personal automobile over public transit options. In fact, 45 percent of Americans have no access to public transportation. A growing number of communities are continuing efforts to expand transit service and improve on-demand service to provide better transportation options.

Specialized transportation services, such as door-to-door paratransit and escorts to physician's offices, are critically important for many older adults yet these too are not always readily

available. Transit reduces isolation particularly for seniors and people with disabilities, by providing access to grocery stores, medical services, jobs, and schools. Imagine what your life would be like if you were totally dependent on others for your transportation, economic constraints restricted your ability to pay for taxis or rideshare trips, and you lived in a community where there were no taxis and only rideshare trips available.

As you know, last year the City of Mandan approved a slight increase in the sales tax to fund public transit services to enhance public transit funding. This was proceeded by efforts to secure supplemental funding from the Mandan City Commission, which we supported, from the general fund. AARP supports the goals of ensuring uninterrupted service and improving transportation access for all, particularly for those who depend on public transit as a lifeline.

We understand that Bis-Man Transit is preparing a funding request to the City of Mandan to cover the Mandan portion (between 14-21%) of its projected 2025 operating deficit. The goals of this proposal align with AARP's transportation and livable communities' principles as we acknowledge that maintaining existing service levels is an important step toward ensuring that residents can access work, medical appointments, social activities, and essential services.

AARP has previously collaborated with Bis-Man Transit as a recipient of the AARP Community Challenge grants for instructional videos demonstrating transit ridership, volunteer participation on the Transit Advisory Committee, and sharing information related to the ballot measure on transit funding, among others. AARP appreciates the opportunity to stay engaged in efforts that promote independence and mobility for older adults.

We welcome the chance to be a resource and partner as you pursue this and future opportunities to support public transit in Mandan.

Thank you for your time and attention.

A handwritten signature in blue ink, appearing to read 'Josh Askvig', is positioned above the typed name.

Josh Askvig
State Director
AARP North Dakota