



AGENDA
CITY COMMISSION
APRIL 21, 2026
ED "BOSH" FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:30 PM
WWW.CITYOFMANDAN.COM

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A. ROLL CALL

1. Roll call of all City Commissioners

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. Proclaiming May 1, 2026 as Arbor Day in the City of Mandan
2. Proclaiming May 2026 as National Bike Month
3. Construction Updates
4. Spring Clean-Up Week (April 20-25)
5. Community Clean-Up Month (May)

D. PUBLIC COMMENT

E. APPROVAL OF AGENDA

F. MINUTES

1. Consider approval of the April 7, 2026 Board of City Commission Meeting Minutes
2. Consider approval of the April 7, 2026 City of Mandan Board of Equalization Minutes

G. PUBLIC HEARING

H. BIDS

1. Consider bids for the Municipal Sidewalk Improvement Project 2026-20
2. Consider concurring with the NDDOT's bid for the micro-surfacing work on 810 (Expressway)

I. CONSENT AGENDA

1. Consider approval of monthly bills
2. Authorization to Enter Contract with ABM equipment to Secure Production Slot – 2027 Bucket Truck (Sourcewell)
3. Consider the appointment of the City of Mandan Weed Board members
4. Consider a 2026 budget amendment for the Water Treatment Plant
5. Consider approval of the special event permit for Touch a Truck
6. Consider approval of the following Gaming Site Authorizations:
 - a. Mule Deer Foundation at Mandan Moose Lodge #425 for June 19, 2026
 - b. Mystic Athletic Club at 10 Spot Lanes for July 1, 2026 to June 30, 2027

J. OLD BUSINESS

1. Consider a preliminary plat for Meadowlands Third Addition and a zone change from RH (Residential Mobile Home Park) to RMH (Residential Mobile Home Subdivision)

K. NEW BUSINESS

1. Consider a request for a special use permit for shop condos for Lot 1, Block 1, Seibel Subdivision
2. Consider approval of the plans and specifications, Engineer's Report, and authorize the call for bids for the 2026 Striping Project 2026-21

L. RESOLUTIONS AND ORDINANCES

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - Tuesday, May 5, 2026 at 5:30 p.m.
 - Tuesday, May 19, 2026 at 5:30 p.m.
 - Tuesday, June 2, 2026 at 5:30 p.m.

O. ADJOURN



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 1, 2026
SUBMITTING DEPARTMENT: Public Works (Forestry)
DEPARTMENT DIRECTOR: Shane O'Keefe
PRESENTER: Shane O'Keefe, Public Works Director
SUBJECT: Proclaiming May 1st, 2026 as Arbor Day in the City of Mandan

STATEMENT/PURPOSE:

Consider Proclaiming May 1st, 2026 as Arbor Day in the City of Mandan

BACKGROUND/ALTERNATIVES:

Each year, the Forestry Department (Public Works), in collaboration with the North Dakota Forest Service, partners with a class at a local elementary school to enhance students' understanding of trees and to plant a new tree. This year, the Forestry Department will be working with two 5th grade classes from Lakewood Elementary. As part of this year's celebration, the planting will take place at Dykyschoorn Park, where two trees will be replanted to continue enhancing the community's urban forest.

This annual activity helps fulfill one of the requirements necessary to maintain the City's Tree City USA designation. This year's celebration is particularly meaningful, as the City of Mandan is recognizing its 50th year as a Tree City USA community.

Therefore, we officially proclaim May 1st, 2026, as Arbor Day in the City of Mandan.

ATTACHMENTS:

1. Arbor Day Official Proclamation 2026

FISCAL IMPACT:

The purchase of two trees to be planted, with a combined estimated cost not to exceed \$500.

STAFF IMPACT:

Forestry staff, in collaboration with the North Dakota Forest Service, will engage with

the selected classes of students to assist in planting the trees and documenting the process.

LEGAL REVIEW:

Attorney Oster's office has reviewed this document.

RECOMMENDATION:

To proclaim May 1st, 2026 as Arbor Day in the City of Mandan

SUGGESTED MOTION:

I move to proclaim May 1st, 2026 as Arbor Day in the City of Mandan.



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, James Froelich, Mayor of the City of Mandan, North Dakota, do hereby proclaim May 1st, 2026 as **ARBOR DAY**

In the City of Mandan, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 1st day of May, 2026

Mayor _____



PROCLAMATION

“National Bike Month”

April 21, 2026

WHEREAS the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of the city of Mandan’s scenic beauty; and

WHEREAS the city of Mandan’s trail system and attractions draw many bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

WHEREAS creating a bicycling-friendly community has been shown to improve citizens’ health, well-being, and quality of life, growing the economy of the city of Mandan, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

WHEREAS the City of Mandan is recognized as a Bronze Level Bicycle Friendly Community by the League of American Bicyclists, reflecting its commitment to advancing bicycle infrastructure, education, and encouragement; and

WHEREAS the Bicycle and Pedestrian Subcommittee of the Bismarck-Mandan Metropolitan Planning Organization, the League of American Bicyclists, local schools, parks and recreation departments, public health districts, and civic groups will be promoting bicycling during the month of May 2026; and

NOW THEREFORE, I, James Froelich, President of the Board of City Commissioners of the City of Mandan, do hereby proclaim May 2026 to be “National Bike Month” in the City of Mandan and do urge all citizens to participate in this observance.

James Froelich,
President,
Board of City Commissioners

Attest:

James Neubauer, City Administrator

The Mandan City Commission met in regular session at 5:30 PM on April 7, 2026 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Battalion Fire Chief Weltikol, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Planner Laqua, Communications Specialist Schmidt, CIS Manager Mischel, Administrative Assistant Newman, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Child Abuse Prevention Month Proclamation.* Mayor Froelich presented.
2. *Wear Blue Day Proclamation.* Mayor Froelich presented.
3. *National Public Safety Telecommunications Week (April 12-18, 2026) Proclamation.* Mayor Froelich presented.
4. *Quarterly Employee Anniversary Recognition.* Human Resources Director Berger presented.
5. *Spring Clean-Up Week, April 20-25.* Public Works Director O'Keefe presented.
6. *Community Clean Up Month is May.* Communications Specialist Schmidt presented.
7. *Notice of Fire Department Sales Tax Initiative Public Information Meeting.* Battalion Fire Chief Weltikol presented.
8. *Launch of 2026 Neighborhood Revitalization Initiative with Gate City Bank and Capital Credit Union.* City Administrator Neubauer presented.
9. *Celebrate 250 Announcements.* Mandan Progress Organization Executive Director Matt Schanandore presented.

D. PUBLIC COMMENT There was one public comment made by Tom Schoffstall in regard to the District 2B 242 petition.

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

F. MINUTES

1. *Consider approval of the March 17, 2026 Board of City Commission Meeting Minutes.* Commissioner Sjoberg moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.
2. *Consider approval of the March 30, 2026 Board of City Commission Special Meeting Minutes.* Commissioner Rohr moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

1. *Consider sufficiency/insufficiency of protest for Street Improvement District 243 (Mandan*

Proper Phase I) Documentation forthcoming. City Engineer Wigness presented.

H. BIDS

1. *Consider bids for Street Improvement District 241 (near Red Trail Elementary).* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Sjoberg seconded to award the construction contract to Strata Corporation and approve task order 9 amendment 2 with Moore Engineering to provide construction engineering services for Street Improvement District 241. Roll Call vote: Aye 5, Nay 0. The motion passed.

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

1. *Consider Abatements.*

a. *Consider 2024 & 2025 Veterans Credit Abatements for Steven Stone.*

b. *Consider 2024 & 2025 Veterans Credit Abatements for Gabriel Flores.*

2. *Consider approving a raffle permit for The Bee-lievers Inc..*

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

a. *Mandan Hockey Club at Black Lions from July 1, 2026 to June 30, 2027.*

b. *Mandan Hockey Club at Central Station LLC from July 1, 2026 to June 30, 2027.*

c. *Mandan Hockey Club at Vicky's Sports Bar from July 1, 2026 to June 30, 2027.*

d. *Mandan Hockey Club at Old 10 Bar & Grill from July 1, 2026 to June 30, 2027.*

e. *Prairie Public Broadcasting, Inc at Strawberry Bar & Grill from July 1, 2026 to June 30, 2027.*

4. *Consider approval of the Memorandum of Understanding (MOU) with Mandan Public Schools.*

5. *Consider approval of the Criminal Justice Information Services (CJIS) Information Exchange Agreement.*

6. *Consider change orders for the Memorial Highway Project.*

7. *Consider amendment four to the Memorial Highway cost-share agreement with the State Water Commission.*

8. *Consider Cost Participation and Maintenance Agreement for the ND 810 Microsurfacing Project.*

9. *Budget Transfer – Street Light Utility to Forestry Division.*

10. *Consider State Water Commission application for a Raw Water Intake study.*

11. *Consider Budget Transfer from Planning Dept to Administration.*

J. OLD BUSINESS

K. NEW BUSINESS

1. *Growth Fund recommendation on additional business assistance for Memorial Highway during construction.* Business Development & Communications Director Cermak presented. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve an additional \$5,000 to be allocated to the MPO for marketing and outreach efforts to communicate covering the buyer's eDelivery

fees. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider amendment to engineering service agreement with HDR for construction oversight of Memorial Highway.* City Engineer Wigness presented. Commissioner Rohr moved and Commissioner Sjoberg seconded to approve the amendment to the engineering service agreement with HDR for construction oversight. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *Consider entering into an Engineering Service Agreement with KLJ for construction oversight on Street improvement District 236, 1st Street Improvements.* Assistant City Engineer Mcadoo-Roesler presented. Commissioner Sjoberg moved and Commissioner Braun seconded to enter into an agreement with KLJ to perform construction oversight for phase I of the 1st Street improvement project. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Consider Water Treatment Plan Phase III Optimization Change Order.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve Change Order G-02, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

5. *Consider Raw Water Intake Project Change Order.* City Engineer Wigness and Laith Hintz with AE2S presented. Commissioner Rohr moved and Commissioner Braun seconded to approve the change order with Swanberg Construction related to the Raw Water Intake Project, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

6. *Consider a recommendation from the Mandan Visitors Committee.* City Administrator Neubauer and Mandan Progress Organization Executive Director Matt Schanandore presented. Commissioner Sjoberg moved and Commissioner Braun seconded to approve the recommendation from the Mandan Visitors Committee funding the request from the MPO up to \$325,000 for items outlined in their request and the Mandan Police Department for Archer Barriers up to \$180,000. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. RESOLUTIONS AND ORDINANCES

1. *Consider resolution of sufficiency/insufficiency for Street Improvement District 243 (Mandan Proper Phase I) **Documentation Forthcoming**.* City Engineer Wigness presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to determine insufficiency of protest for Street Improvement District 243 and enter into a contract with Moore Engineering to complete final design and bidding. Roll Call vote: Aye 5, Nay 0. The motion passed.

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *Tuesday, April 21, 2026 at 5:30 p.m.*
- *Tuesday, May 5, 2026 at 5:30 p.m.*
- *Tuesday, May 19, 2026 at 5:30 p.m.*

O. ADJOURN There being no other business to come before the Board, the meeting was adjourned at 6:44 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners

The City of Mandan Board of Equalization met at 7:00 p.m. on April 7, 2026, in the Ed “Bosh” Froehlich Room at City Hall.

Roll Call

Present: Roll call of all City Commissioners. Those present were Dennis Rohr, Mike Braun, Mayor James Froelich, Craig Sjoberg. Commissioner Heinsohn via Zoom. Also, present were City Administrator Neubauer, Assessor Markley, Police Chief Ziegler, Senior Real Property Appraiser Johnson, Senior Real Property Appraiser Fleischer, Attorney Oster, Morton County Tax Director LaFleur, Finance Director Welsch, Assistant Finance Director Schulz. Property owner present Bernard Kuntz, Steve Pletan, James & April Hall-Gorman, Mary Anderson, Marshall Feland, Ben Kappel, Parick Kellar, Tori Meyer, and Bernice Thomas.

Mayor Froelich invited Assessor Markley to come forward to present the 2026 Annual Board of Equalization Report. Link for report:

<https://mandannd.portal.civicclerk.com/event/572/files/attachment/4453>

Assessor Markley answered questions from the Board. Assessor Markley respectfully recommended motion for approval of the 2026 annual assessment roll.

Commissioner Sjoberg moved to approve the recommendation of the 2026 Assessment Roll as presented by City Assessor Markley. Commissioner Braun seconded the motion. Roll call vote: Commissioner Rohr: Yes; Commissioner Braun: Yes; Commissioner Sjoberg: Yes; Commissioner Heinsohn: Yes; Mayor Froelich: Yes. The motion passed.

Mayor Froelich opened the meeting to the public for anyone in person, online or via telephone to ask questions or provide comments or concerns against the 2026 Assessments. The following property owner shared their concerns regarding their 2026 property value:

Ben Kappel, 1712 14th Ave SE
April Gorham, 1812 12th Ave NE
Tori Meyer, 3103 Bay Shore Bend SE
Marshall Feland, 4504 Highland Road NW, 2203 14th Ave SE, 4400 19th St, 2329 Memorial Hwy, 4408 19th St SE, and 4500 19th St SE
Mary Anderson, 1607 Linda Dr NW
Patrick Kellar, 3320 Bay Shores Bend SE
Bernice Thomas, 1006 3rd St NE

Assessor Markley recommended approval of the recommendations for the updated 2026 appeals list that was submitted today with the following additions:

April Gorham, 1812 12th Ave NE
Marshall Feland, 4504 Highland Road NW, 2203 14th Ave SE, 4400 19th St, 2329 Memorial Hwy, 4408 19th St SE, and 4500 19th St SE
Mary Anderson, 1607 Linda Dr NW
Patrick Kellar, 3320 Bay Shores Bend SE

Bernard A Kuntz, 505 6th Ave NE
Bernice Thomas, 1006 3rd St NE

Link for list of Appeals: [City of Mandan Board of Equalization Appeal List April 7, 2026.pdf](#)

Commissioner Sjoberg made a motion to approve the recommendations as revised as submitted by City Assessor Markley. Seconded by Commissioner Braun. Roll call vote: Commissioner Rohr: Yes; Commissioner Sjoberg: Yes; Commissioner Braun: Yes; Commissioner Heinsohn: Yes; Mayor Froelich: Yes. The motion passed.

Mayor Froelich adjourned the City Board of Equalization at 8:21 p.m.

Kimberly Markley
Mandan City Assessor

James Froelich, President
Mayor, Mandan Board of Equalization



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 13, 2026
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Riley McAdoo-Roesler, Assistant City Engineer
SUBJECT: Consideration of bids for the 2026 Municipal Sidewalk Improvement project.

STATEMENT/PURPOSE:

To award bid to Sair Concrete LLC for the 2026 Municipal Sidewalk Improvement project.

BACKGROUND/ALTERNATIVES:

The Commission approved the advertisement for bids for this project at the March 17th meeting. This is an annual sidewalk construction project that is for the removal and replacing of existing sidewalks or aprons in need of repair. Work includes any concrete item within the public right-of-way that needs to be done. To promote city work being a priority for the selected contractor interim completion dates are included in the contract and are to be negotiated with the contractor.

There were two bidders for the project. The engineers' estimate (after issuing an addendum) for construction was \$209,028.49 with alternative #1 estimated at \$35,984.40. Sair concrete was the low bid with a bid of \$203,995.00 and a bid for alternative #1 of \$35,265.00. Strata was the other bidder with a bid of \$304,406.50 and a bid for alternative #1 of \$91,707.00. Sair's bid was approximately 2% under the estimate.

ATTACHMENTS:

1. Bid Tab

FISCAL IMPACT:

The projected total project cost is \$235,843.64.

STAFF IMPACT:

Staff will spend time coordinating and inspecting the contractors' work to ensure quality construction and timeline are both achieved.

LEGAL REVIEW:

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

RECOMMENDATION:

To award the bid for the 2026 Municipal Concrete Contract to Sair Concrete LLC. (This does not include Alternative #1 at this time)

SUGGESTED MOTION:

I move to award the base bid for the 2026 Municipal Concrete Contract to Sair Concrete LLC..

Strata

Item	Quantity	Unit	Unit Price	Total
TREE REMOVAL	5	E. A.	\$3,850.00	\$19,250.00
TREE ROOT CUTTING	15	E. A.	\$650.00	\$9,750.00
UNCLASSIFIED EXCAVATION	52	C. Y.	\$122.00	\$6,344.00
BLENDED BASE	98	TON	\$92.00	\$9,016.00
ADA CURB RAMPS	400	S. F.	\$27.00	\$10,800.00
4 IN CONCRETE	2730	S. F.	\$20.50	\$55,965.00
4 IN CONCRETE REMOVAL	2730	S. F.	\$9.75	\$26,617.50
6 IN CONCRETE	90	S. F.	\$30.60	\$2,754.00
6 IN CONCRETE REMOVAL	90	S. F.	\$10.75	\$967.50
8 IN CONCRETE	555	S. F.	\$26.85	\$14,901.75
8 IN CONCRETE REMOVAL	555	S. F.	\$11.65	\$6,465.75
8 IN CONCRETE VALLEY GUTTER	75	L. F.	\$193.00	\$14,475.00
STANDARD CURB & GUTTER	600	L. F.	\$75.50	\$45,300.00
CURB & GUTTER REMOVED	600	L. F.	\$32.50	\$19,500.00
SEEDING CLASS 2	400	S. Y.	\$9.00	\$3,600.00
ADJUST CURB BOX	4	E. A.	\$1,475.00	\$5,900.00
CONCRETE STEPS	100	S. F.	\$308.00	\$30,800.00
SIDEWALK TRENCH GRATE	5	EA	\$4,400.00	\$22,000.00
				\$304,406.50

Sair

Item	Quantity	Unit	Unit Price	Total
TREE REMOVAL	5	E. A.	\$850.00	\$4,250.00
TREE ROOT CUTTING	15	E. A.	\$150.00	\$2,250.00
UNCLASSIFIED EXCAVATION	52	C. Y.	\$30.00	\$1,560.00
BLENDED BASE	98	TON	\$85.00	\$8,330.00
ADA CURB RAMPS	400	S. F.	\$22.00	\$8,800.00
4 IN CONCRETE	2730	S. F.	\$17.50	\$47,775.00
4 IN CONCRETE REMOVAL	2730	S. F.	\$4.00	\$10,920.00
6 IN CONCRETE	90	S. F.	\$18.00	\$1,620.00
6 IN CONCRETE REMOVAL	90	S. F.	\$4.00	\$360.00
8 IN CONCRETE	555	S. F.	\$21.00	\$11,655.00
8 IN CONCRETE REMOVAL	555	S. F.	\$5.00	\$2,775.00
8 IN CONCRETE VALLEY GUTTER	75	L. F.	\$150.00	\$11,250.00
STANDARD CURB & GUTTER	600	L. F.	\$90.00	\$54,000.00
CURB & GUTTER REMOVED	600	L. F.	\$15.00	\$9,000.00
SEEDING CLASS 2	400	S. Y.	\$40.00	\$16,000.00
ADJUST CURB BOX	4	E. A.	\$150.00	\$600.00
CONCRETE STEPS	100	S. F.	\$66.00	\$6,600.00
SIDEWALK TRENCH GRATE	5	EA	\$1,250.00	\$6,250.00
				\$203,995.00



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 15, 2026
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Concurrence of bid with the NDDOT related to projects NHU-1-810(034)001, NHU-1-094(245)925, IM-1-094(252)155, IM-1-194(248)000, NHU-1-810(036)000

STATEMENT/PURPOSE:

To concur with the NDDOT's bid for the micro-surfacing work on 810 (expressway)

BACKGROUND/ALTERNATIVES:

The NDDOT had excess federal funds that needed to be obligated in 2024. The Bismarck District office identified a preventative maintenance project on the interstate through town. This project was attempted last summer, but was postponed and altered due to traffic complications. The microsurfacing project is the updated version, which should be able to be completed with less impact on traffic patterns.

Most of the work will be done on road segments that are classified as part of the "Interstate" system by the North Dakota Department of Transportation, which the City has no cost participation in. A small portion of the work will be done on North Dakota Highway 810, which is generally located between the Memorial and Expressway bridges. This segment of road is classified as part of the "Secondary Regional" system. For this class of road, the City has a 10% cost participation.

The CPM agreement was approved at the April 7th commission meeting.

ATTACHMENTS:

1. Request for Concurrence of Award_24404_NDDOT_City of Bismarck and City of Mandan

FISCAL IMPACT:

The total estimated cost to the City for this project is \$27,938, which is 10% of the estimate included in the commission packet. The Finance department indicated that the City would be able to pay for its share out of the 1% Sales Tax fund during the previous attempt at this project.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To concur with the NDDOT's bid award.

SUGGESTED MOTION:

I move to concur with the NDDOT's bid award.

April 13, 2026

Gabe Schell
City Engineer
221 N 5th Street
Bismarck, ND 58506

Jarek Wigness
City Engineer
205 Second Ave NW
Mandan, ND 58554

PROJECTS: NHU-1-810(034)001, NHU-1-094(245)925, IM-1-094(252)155, IM-1-194(248)000, NHU-1-810(036)000, PCN 24404, 24403, 24743, 24744, 24745 – ND 810 FROM EXPRESSWAY BRIDGE TO MAIN AVENUE, I-94 BUS; MAIN AVE TO END OF ASPHALT; WEST MIDWAY TO E OF JCT US 83; HWY 194; JCT 1-94 TO ND 810; MANDAN ND 810 FROM MEMORIAL HWY I-94

Bids for the construction on the above noted project were taken at our bid opening of April 10, 2026. A copy of the Contract Detail Estimate and Abstract of Bids are enclosed.

The low bid for Microsurfacing and pavement marking was submitted by Asphalt Surface Technologies Corporation of Saint Cloud, MN in the amount of \$3,948,742.68. According to the agreement with the City of Bismarck, the City's share of project **NHU-1-810(034)001** is estimated to be \$181,019.17. The City's share of project **NHU-1-094(245)925** is estimated to be \$10,159.48.

According to the agreement with the City of Mandan, the City's share of project **NHU-1-810(036)000** is estimated to be \$24,624.76. The Cities do not have any cost for tied projects **IM-1-094(252)155 & IM-1-194(248)000**. See contract detail estimates for cost breakdown and limits.

Before we can award to the low bidder, we need the City of Bismarck and the City Mandan to **concur**, in writing, in the estimated amount before April 21, 2026, if possible.

Questions should be addressed to the Construction Services Division at 701-328-2566.

Sincerely,



Phillip Murdoff, PE
Construction Services Engineer

80/pm/jmm
Enclosure

North Dakota **FEDERAL AID**

Project Number: **NHU-1-094(245)925**

PCN: **24403**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Signed Date:

Contract with **ASPHALT SURFACE TECHNOLOGIES CORPORATION SAINT CLOUD, MN**

County(s): **BURLEIGH**

Location: **I 94 BUS; MAIN AVE TO S OF ROSSER AVE EB/WB - BISMARCK**

Roadway: **URBAN**

S94E000B147.183_03 RP 925.209 (0.0001) TO 925.331 (0.1217)

S94W000B147.183_03 RP 925.209 (0.0001) TO 925.331 (0.1215)

Type: **MICROSURFACING**

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	0.020	L SUM	\$10,000.00	\$200.00
421	0011	AGGREGATE FOR MICROSURFACING TYPE III	106.000	TON	\$135.00	\$14,310.00
421	0020	ASPHALT EMULSION FOR MICROSURFACING	3,542.000	GAL	\$2.50	\$8,855.00
702	0100	MOBILIZATION	0.020	L SUM	\$668,000.00	\$13,360.00
704	1500	OBLITERATION OF PAVEMENT MARKING	2,183.000	SF	\$1.79	\$3,907.57
704	4011	PORTABLE CHANGEABLE MESSAGE SIGN	1.000	EA	\$8,400.00	\$8,400.00
762	0122	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	96.000	SF	\$36.75	\$3,528.00
762	0430	SHORT TERM 4IN LINE-TYPE NR	3,756.000	LF	\$0.21	\$788.76
762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	189.000	LF	\$42.00	\$7,938.00
762	1305	PREFORMED PATTERNED PVMT MK 4IN LINE-GROOVED	3,756.000	LF	\$6.30	\$23,662.80
762	1309	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	588.000	LF	\$12.60	\$7,408.80
Subtotal						\$92,358.93
Eng and Contg						\$9,235.89
Total						\$101,594.82

Length **0.1300 Miles**

Estimated Cost		Construction
		\$101,594.82
NHU FEDERAL FUNDS	80.93%	\$82,220.69
NHU STATE FUNDS	9.07%	\$9,214.65
NHU BISMARCK CITY FUNDS	10.00%	\$10,159.48

North Dakota **FEDERAL AID**

Project Number: **NHU-1-094(245)925**

PCN: **24403**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Summary for Project

Length

0.1300 Miles

BURLEIGH

0.1300 Miles

Estimated Total Construction Cost:

\$92,358.93

Estimated Total Eng and Contg:

\$9,235.89

	Construction	Total
Estimated Cost	\$101,594.82	\$101,594.82
NHU FEDERAL FUNDS	\$82,220.69	\$82,220.69
NHU STATE FUNDS	\$9,214.65	\$9,214.65
NHU BISMARCK CITY FUNDS	\$10,159.48	\$10,159.48

North Dakota FEDERAL AID		Bid Opening Date: 4/10/2026
Project Number: NHU-1-810(034)001	PCN: 24404	
	Job Number: 24404	English/Metric: ENGLISH
Contract with ASPHALT SURFACE TECHNOLOGIES CORPORATION SAINT CLOUD, MN		Signed Date:
County(s): BURLEIGH		
Location: ND 810, W OF WASHINGTON ST (EXPRESSWAY BRIDGE) E TO MAIN AVE EB/WB - BISMARCK		

CONTRACT DETAIL ESTIMATE UPON WHICH PROJECT AGREEMENT IS TO BE BASED

North Dakota **FEDERAL AID**

Project Number: **NHU-1-810(034)001**

PCN: **24404**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Roadway: **URBAN**
LRS_ID S810E000M RP 1.320 (1.3214) TO RP 5.741 (5.7801)
LRS_ID S810W000M RP 1.320 (1.3097) TO RP 5.741 (5.7526)

Type: **MICROSURFACING**

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	0.330	L SUM	\$10,000.00	\$3,300.00
107	0100	RAILWAY PROTECTION INSURANCE	0.500	L SUM	\$2,500.00	\$1,250.00
107	0140	RAILROAD COORDINATION	0.500	L SUM	\$1,500.00	\$750.00
107	0145	RAILROAD FLAGGING	1,600.000	DAY	\$3.00	\$4,800.00
421	0011	AGGREGATE FOR MICROSURFACING TYPE III	1,898.000	TON	\$135.00	\$256,230.00
421	0020	ASPHALT EMULSION FOR MICROSURFACING	63,293.000	GAL	\$2.50	\$158,232.50
702	0100	MOBILIZATION	0.330	L SUM	\$668,000.00	\$220,440.00
704	0100	FLAGGING	200.000	MHR	\$60.00	\$12,000.00
704	1000	TRAFFIC CONTROL SIGNS	2,242.000	UNIT	\$3.15	\$7,062.30
704	1052	TYPE III BARRICADE	20.000	EA	\$78.75	\$1,575.00
704	1060	DELINEATOR DRUMS	60.000	EA	\$21.00	\$1,260.00
704	1067	TUBULAR MARKERS	396.000	EA	\$7.35	\$2,910.60
704	1087	SEQUENCING ARROW PANEL-TYPE C	1.000	EA	\$1,050.00	\$1,050.00
704	1500	OBLITERATION OF PAVEMENT MARKING	25,073.000	SF	\$1.79	\$44,880.67
704	4011	PORTABLE CHANGEABLE MESSAGE SIGN	1.000	EA	\$8,400.00	\$8,400.00
762	0122	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	1,944.000	SF	\$36.75	\$71,442.00
762	0430	SHORT TERM 4IN LINE-TYPE NR	85,402.000	LF	\$0.21	\$17,934.42
762	1255	PREFORMED THERMO PLASTIC PVMT MK 6IN LINE	4,981.000	LF	\$15.75	\$78,450.75
762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	1,516.000	LF	\$42.00	\$63,672.00
762	1305	PREFORMED PATTERNED PVMT MK 4IN LINE-GROOVED	85,402.000	LF	\$6.30	\$538,032.60
762	1309	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	12,060.000	LF	\$12.60	\$151,956.00
Subtotal						\$1,645,628.84
Eng and Contg						\$164,562.88
Total						\$1,810,191.72

Length **4.3780 Miles**

Estimated Cost		Construction
		\$1,810,191.72
NHU FEDERAL FUNDS	80.93%	\$1,464,988.16
NHU STATE FUNDS	9.07%	\$164,184.39
NHU BISMARCK CITY FUNDS	10.00%	\$181,019.17

North Dakota **FEDERAL AID**

Project Number: **NHU-1-810(034)001**

PCN: **24404**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Summary for Project

Length

4.3780 Miles

BURLEIGH

4.3780 Miles

Estimated Total Construction Cost:

\$1,645,628.84

Estimated Total Eng and Contg:

\$164,562.88

	Construction	Total
Estimated Cost	\$1,810,191.72	\$1,810,191.72
NHU FEDERAL FUNDS	\$1,464,988.16	\$1,464,988.16
NHU STATE FUNDS	\$164,184.39	\$164,184.39
NHU BISMARCK CITY FUNDS	\$181,019.17	\$181,019.17

North Dakota **FEDERAL AID**

Project Number: **IM-1-094(252)155**

PCN: **24743**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Contract with **ASPHALT SURFACE TECHNOLOGIES CORPORATION SAINT CLOUD, MN**

Signed Date:

County(s): **BURLEIGH MORTON**

Location: **I-94, E END OF MAIN AVE (EXIT 155) - MANDAN TO E OF JCT US 83 EB/WB- BISMARCK**

Roadway: **URBAN**

I94E000M RP 155.210 (155.4176) TO RP 162.095 (162.1022)

I94W000M RP 155.210 (155.507) TO RP 162.095 (162.0311)

Type: **MICROSURFACING**

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	0.510	L SUM	\$10,000.00	\$5,100.00
421	0011	AGGREGATE FOR MICROSURFACING TYPE III	4,590.000	TON	\$135.00	\$619,650.00
421	0020	ASPHALT EMULSION FOR MICROSURFACING	153,004.000	GAL	\$2.50	\$382,510.00
702	0100	MOBILIZATION	0.510	L SUM	\$668,000.00	\$340,680.00
704	0100	FLAGGING	50.000	MHR	\$60.00	\$3,000.00
704	1000	TRAFFIC CONTROL SIGNS	4,076.000	UNIT	\$3.15	\$12,839.40
704	1052	TYPE III BARRICADE	15.000	EA	\$78.75	\$1,181.25
704	1060	DELINEATOR DRUMS	300.000	EA	\$21.00	\$6,300.00
704	1067	TUBULAR MARKERS	600.000	EA	\$7.35	\$4,410.00
704	1087	SEQUENCING ARROW PANEL-TYPE C	3.000	EA	\$1,050.00	\$3,150.00
704	1500	OBLITERATION OF PAVEMENT MARKING	69,613.000	SF	\$1.79	\$124,607.27
704	4011	PORTABLE CHANGEABLE MESSAGE SIGN	4.000	EA	\$8,400.00	\$33,600.00
762	0103	PVMT MK PAINTED-MESSAGE	64.000	SF	\$7.35	\$470.40
762	0200	RAISED PAVEMENT MARKERS	180.000	EA	\$5.25	\$945.00
762	0432	SHORT TERM 6IN LINE-TYPE NR	470,916.000	LF	\$0.21	\$98,892.36
762	0437	SHORT TERM 12IN LINE-TYPE NR	18,050.000	LF	\$0.42	\$7,581.00
762	0442	SHORT TERM MESSAGE-TYPE NR	128.000	SF	\$8.40	\$1,075.20
762	1106	PVMT MK PAINTED 6IN LINE	276,313.000	LF	\$0.17	\$46,973.21
762	1112	PVMT MK PAINTED 12IN LINE	7,825.000	LF	\$0.42	\$3,286.50
Subtotal						\$1,696,251.59
Eng and Contg						\$169,625.16
Total						\$1,865,876.75

Length **6.2600 Miles**

Construction		
Estimated Cost		\$1,865,876.75
IM FEDERAL FUNDS	90.00%	\$1,679,289.07
IM STATE FUNDS	10.00%	\$186,587.68

CONTRACT DETAIL ESTIMATE UPON WHICH PROJECT AGREEMENT IS TO BE BASED

North Dakota **FEDERAL AID**

Project Number: **IM-1-094(252)155**

PCN: **24743**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Summary for Project

Length	6.2600 Miles	BURLEIGH	3.8403 Miles	MORTON	2.4197 Miles
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Estimated Total Construction Cost:	\$1,696,251.59
Estimated Total Eng and Contg:	\$169,625.16

	Construction	Total
Estimated Cost	\$1,865,876.75	\$1,865,876.75
IM FEDERAL FUNDS	\$1,679,289.07	\$1,679,289.07
IM STATE FUNDS	\$186,587.68	\$186,587.68

North Dakota **FEDERAL AID**
Project Number: **IM-1-194(248)000**
Contract with **ASPHALT SURFACE TECHNOLOGIES CORPORATION SAINT CLOUD, MN**
County(s): **MORTON**
Location: **I-194, JCT I-94 TO ND 810 EB/WB - MANDAN**
Roadway: **URBAN**
Type: **MICORSURFACING**

PCN: **24744**
Job Number: **24404**

Bid Opening Date: **4/10/2026**
English/Metric: **ENGLISH**
Signed Date:

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	0.080	L SUM	\$10,000.00	\$800.00
107	0100	RAILWAY PROTECTION INSURANCE	0.500	L SUM	\$2,500.00	\$1,250.00
107	0140	RAILROAD COORDINATION	0.500	L SUM	\$1,500.00	\$750.00
107	0145	RAILROAD FLAGGING	1,600.000	DAY	\$3.00	\$4,800.00
421	0011	AGGREGATE FOR MICROSURFACING TYPE III	790.000	TON	\$135.00	\$106,650.00
421	0020	ASPHALT EMULSION FOR MICROSURFACING	26,332.000	GAL	\$2.50	\$65,830.00
702	0100	MOBILIZATION	0.080	L SUM	\$668,000.00	\$53,440.00
704	0100	FLAGGING	50.000	MHR	\$60.00	\$3,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	14,119.000	SF	\$1.79	\$25,273.01
762	0103	PVMT MK PAINTED-MESSAGE	96.000	SF	\$7.35	\$705.60
762	0432	SHORT TERM 6IN LINE-TYPE NR	70,954.000	LF	\$0.21	\$14,900.34
762	0436	SHORT TERM 24IN LINE-TYPE NR	64.000	LF	\$16.80	\$1,075.20
762	0437	SHORT TERM 12IN LINE-TYPE NR	6,434.000	LF	\$0.42	\$2,702.28
762	0442	SHORT TERM MESSAGE-TYPE NR	192.000	SF	\$8.40	\$1,612.80
762	1106	PVMT MK PAINTED 6IN LINE	35,477.000	LF	\$0.17	\$6,031.09
762	1112	PVMT MK PAINTED 12IN LINE	3,217.000	LF	\$0.42	\$1,351.14
762	1124	PVMT MK PAINTED 24IN LINE	32.000	LF	\$14.70	\$470.40
Subtotal						\$290,641.86
Eng and Contg						\$29,064.19
Total						\$319,706.05

Length **0.9910 Miles**

Estimated Cost		Construction
		\$319,706.05
IM FEDERAL FUNDS	90.00%	\$287,735.44
IM STATE FUNDS	10.00%	\$31,970.61

North Dakota FEDERAL AID		Bid Opening Date: 4/10/2026	
Project Number: IM-1-194(248)000		PCN: 24744	
		Job Number: 24404	English/Metric: ENGLISH
Summary for Project			
Length	0.9910 Miles	MORTON	0.9910 Miles
Estimated Total Construction Cost:			\$290,641.86
Estimated Total Eng and Contg:			\$29,064.19
		<u>Construction</u>	<u>Total</u>
Estimated Cost		\$319,706.05	\$319,706.05
IM FEDERAL FUNDS		\$287,735.44	\$287,735.44
IM STATE FUNDS		\$31,970.61	\$31,970.61

North Dakota **FEDERAL AID**
Project Number: **NHU-1-810(036)000**

PCN: **24745**
Job Number: **24404**

Bid Opening Date: **4/10/2026**
English/Metric: **ENGLISH**

Contract with **ASPHALT SURFACE TECHNOLOGIES CORPORATION SAINT CLOUD, MN**
Signed Date:

County(s): **MORTON**
Location: **ND 810, JCT 94B (MEMORIAL HIGHWAY) TO EXPRESSWAY BRIDGE EB/WB - MANDAN**

Roadway: **URBAN**
LRS_ID S810E000M RP 0 (0.0001) TO RP 0.863 (0.8671)
LRS_ID S810W000M RP 0 (0.0001) TO RP 0.863 (0.8573)

Type: **MICROSURFACING**

Participating: **Y**

Spec	Code	Item Description	Quantity	Unit	Unit Price	Amount
103	0100	CONTRACT BOND	0.060	L SUM	\$10,000.00	\$600.00
421	0011	AGGREGATE FOR MICROSURFACING TYPE III	562.000	TON	\$135.00	\$75,870.00
421	0020	ASPHALT EMULSION FOR MICROSURFACING	18,744.000	GAL	\$2.50	\$46,860.00
702	0100	MOBILIZATION	0.060	L SUM	\$668,000.00	\$40,080.00
704	0100	FLAGGING	50.000	MHR	\$60.00	\$3,000.00
704	1500	OBLITERATION OF PAVEMENT MARKING	14,010.000	SF	\$1.79	\$25,077.90
762	0432	SHORT TERM 6IN LINE-TYPE NR	75,812.000	LF	\$0.21	\$15,920.52
762	0436	SHORT TERM 24IN LINE-TYPE NR	196.000	LF	\$16.80	\$3,292.80
762	0437	SHORT TERM 12IN LINE-TYPE NR	3,574.000	LF	\$0.42	\$1,501.08
762	1106	PVMT MK PAINTED 6IN LINE	37,906.000	LF	\$0.17	\$6,444.02
762	1112	PVMT MK PAINTED 12IN LINE	1,787.000	LF	\$0.42	\$750.54
762	1124	PVMT MK PAINTED 24IN LINE	98.000	LF	\$14.70	\$1,440.60
762	1350	PAVEMENT MARKING MESSAGE-MASKING	48.000	SF	\$63.00	\$3,024.00
Subtotal						\$223,861.46
Eng and Contg						\$22,386.15
Total						\$246,247.61

Length **0.7350 Miles**

		Construction
Estimated Cost		\$246,247.61
NHU FEDERAL FUNDS	80.93%	\$199,288.19
NHU STATE FUNDS	9.07%	\$22,334.66
NHU MANDAN CITY FUNDS	10.00%	\$24,624.76

CONTRACT DETAIL ESTIMATE UPON WHICH PROJECT AGREEMENT IS TO BE BASED

North Dakota **FEDERAL AID**

Project Number: **NHU-1-810(036)000**

PCN: **24745**

Job Number: **24404**

Bid Opening Date: **4/10/2026**

English/Metric: **ENGLISH**

Summary for Project

Length

0.7350 Miles

MORTON

0.7350 Miles

Estimated Total Construction Cost:

\$223,861.46

Estimated Total Eng and Contg:

\$22,386.15

	Construction	Total
Estimated Cost	\$246,247.61	\$246,247.61
NHU FEDERAL FUNDS	\$199,288.19	\$199,288.19
NHU STATE FUNDS	\$22,334.66	\$22,334.66
NHU MANDAN CITY FUNDS	\$24,624.76	\$24,624.76

ND DEPARTMENT OF TRANSPORTATION				SHEET NO 1 OF 1		ABSTRACT OF BIDS RECEIVED			
PROJECT NO. NHU-1-810(034)001 NHU-1-094(245)925 IM-1-094(252)155 COUNTY & DATE BURLEIGH (015) AND MORTON APR 10, 2026 09:30AM LENGTH & TYPE 12.494 ND 810, EXPRESSWAY BR TO MAIN AVE - BIS COMPLETION TIME 10/10/26 MICROSURFACING				NO. 24404		BIDDER ENGINEERS ESTIMATE		BIDDER ASPHALT SURFACE TECH NOLOGIES CORPORATION	
						SAINT CLOUD, MN		WEST SACRAMENTO, CA	
				C.C. CHECK RANK 00		C.C. BOND RANK 01		C.C. BOND RANK 02	
SPEC. NO.	ITEM DESCRIPTION	UNIT	QUANTITY	BID PRICE	AMOUNT	BID PRICE	AMOUNT	BID PRICE	AMOUNT
103	CONTRACT BOND	L SUM	1000	27000000	27000000	10000000	10000000	40000000	40000000
107	RAILWAY PROTECTION INSURANCE	L SUM	1000	5000000	5000000	2500000	2500000	16500000	16500000
107	RAILROAD COORDINATION	L SUM	1000	8000000	8000000	1500000	1500000	16500000	16500000
107	RAILROAD FLAGGING	DAY	3200000	2000	6400000	3000	9600000	30000	9600000
421	AGGREGATE FOR MICROSURFACING TYPE III	TON	7946000	117000	92968200	135000	107271000	205000	162893000
421	ASPHALT EMULSION FOR MICROSURFACING	GAL	264915000	3300	874219500	2500	662287500	8000	2119320000
702	MOBILIZATION	L SUM	1000	430000000	430000000	668000000	668000000	1042480380	1042480380
704	FLAGGING	MHR	350000	57770	20219500	60000	21000000	165000	57750000
704	TRAFFIC CONTROL SIGNS	UNIT	6318000	2360	14910480	3150	19901700	3300	20849400
704	TYPE III BARRICADE	EA	35000	118310	4140850	78750	2756250	82500	2887500
704	DELINEATOR DRUMS	EA	360000	26020	9367200	21000	7560000	22000	7920000
704	TUBULAR MARKERS	EA	996000	5470	5448120	7350	7320600	7700	7669200
704	SEQUENCING ARROW PANEL-TYPE C	EA	4000	1281250	5125000	1050000	4200000	1100000	4400000
704	OBLITERATION OF PAVEMENT MARKING	SF	124998000	2600	324994800	1790	223746420	1870	233746260
704	PORTABLE CHANGEABLE MESSAGE SIGN	EA	6000	6744600	40467600	8400000	50400000	8800000	52800000
762	PVMT MK PAINTED-MESSAGE	SF	160000	5180	828800	7350	1176000	7700	1232000
762	PREFORMED PATTERNED PVMT MK-MESSAGE(GROOVED)	SF	2040000	40000	81600000	36750	74970000	38500	78540000
762	RAISED PAVEMENT MARKERS	EA	180000	2110	379800	5250	945000	5500	990000
762	SHORT TERM 4IN LINE-TYPE NR	LF	89158000	210	18723180	210	18723180	220	19614760
762	SHORT TERM 6IN LINE-TYPE NR	LF	617682000	350	216188700	210	129713220	220	135890040
762	SHORT TERM 24IN LINE-TYPE NR	LF	260000	8050	2093000	16800	4368000	17600	4576000
762	SHORT TERM 12IN LINE-TYPE NR	LF	28058000	420	11784360	420	11784360	440	12345520
762	SHORT TERM MESSAGE-TYPE NR	SF	320000	6010	1923200	8400	2688000	8800	2816000
762	PVMT MK PAINTED 6IN LINE	LF	349696000	170	59448320	170	59448320	180	62945280
762	PVMT MK PAINTED 12IN LINE	LF	12829000	650	8338850	420	5388180	440	5644760
762	PVMT MK PAINTED 24IN LINE	LF	130000	6880	894400	14700	1911000	15400	2002000
762	PREFORMED THERMO PLASTIC PVMT MK 6IN LINE	LF	4981000	12110	60319910	15750	78450750	16500	82186500
762	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	LF	1705000	44500	75872500	42000	71610000	44000	75020000
762	PREFORMED PATTERNED PVMT MK 4IN LINE-GROOVED	LF	89158000	7500	668685000	6300	561695400	6600	588442800
762	PREFORMED PATTERNED PVMT MK 8IN LINE-GROOVED	LF	12648000	13960	176566080	12600	159364800	13200	166953600
762	PAVEMENT MARKING MESSAGE-MASKING	SF	48000	12070	579360	63000	3024000	66000	3168000
TOTAL					408920051		394874268		659012000
						NO LIMIT		NO LIMIT	
ACTION TAKEN BY DEPARTMENT OF TRANSPORTATION Deputy Director For Engineering:				AWARD TO: ASPHALT SURFACE TECHNOLOGIES CORPORATION				WHEN PRELIMINARY ARRANGEMENTS ARE COMPLETED.	
41				DATE OF AWARD				DEPARTMENT OF TRANSPORTATION Deputy Director For Engineering	



City Commission

Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 15, 2026
SUBMITTING DEPARTMENT:
DEPARTMENT DIRECTOR:
PRESENTER:
SUBJECT:

STATEMENT/PURPOSE:

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:
None

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: March 30, 2026
SUBMITTING DEPARTMENT: Public Works-Utility Department
DEPARTMENT DIRECTOR: Shane O'Keefe
PRESENTER: Shane O'Keefe, Public Works Director
SUBJECT: Authorization to Enter Contract with ABM equipment to Secure Production Slot – 2027 Bucket Truck (Sourcewell)

STATEMENT/PURPOSE:

Authorization to Enter Contract with ABM equipment to Secure Production Slot – 2027 Bucket Truck (Sourcewell)

BACKGROUND/ALTERNATIVES:

The Public Works Department is requesting authorization to enter into a contract for the purchase of a bucket truck planned for the 2027 budget year. Due to current industry lead times exceeding 12 months for specialized equipment, early procurement is necessary to secure a production slot and ensure delivery aligns with operational needs.

The department has obtained a cooperative purchasing quote through Sourcewell in the amount of \$229,421 for a fully outfitted aerial bucket truck, including a Versalift insulated 40-foot platform mounted on a Ford F-550 chassis.

Approval at this time will allow the City to enter into a contract and initiate the build process; however, no payment will be due until the unit is completed and delivered, which is anticipated to align with the 2027 budget year.

ATTACHMENTS:

1. Quote 000290 - 2026-04-16

FISCAL IMPACT:

Approval of this item authorizes the City to enter into a contract to secure a production slot for a bucket truck; however, no payment will be due until delivery, which is

anticipated in April of 2027. Due to extended lead times for specialty equipment such as bucket trucks, staff is recommending securing a 2027 production slot now through Sourcewell to ensure availability and pricing. While delivery and payment will not occur until 2027, this action allows the City to proactively commit Street Light Utility Fund resources ahead of formal budget adoption, helping to avoid delays, cost increases, and procurement uncertainty.

The estimated total cost of \$229,421 is planned and will be included in the 2027 budget.

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

Staff recommends authorizing the Public Works Department to enter into a contract through Sourcewell to secure a production slot for a 2027 bucket truck, in an amount not to exceed \$229,421, with payment to occur upon delivery. This action will also lock in the use of funds from the Street Light Utility Fund in advance of the formal adoption of the 2027 budget.

SUGGESTED MOTION:

Move to authorize the Public Works Department to enter into a contract through Sourcewell to secure a production slot for a 2027 bucket truck, in an amount not to exceed \$229,421, with payment due upon delivery, and to commit Street Light Utility Fund dollars for this purchase in advance of the 2027 budget approval.



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QUO000290
Date: 4/16/2026

Customer

North Dakota State Government
411 6th Ave SW
Mandan ND 58554
United States

Customer Representative

Name: Brad Glass
Phone: +17016673243
Email: brad.glass@cityofmandan.com

Initials: _____

ABM Representative

Jerad Steichen

Initials: _____

Name	Quantity
VERSALIFT SOURCEWELL CONTRACT #110421-TIM	1
SOURCEWELL N-26214	

Unit

Versalift VST-40-I Insulated 40 ft. 4 Inches telescopic/articulating aerial platform lift, including the items listed: 1

Hydraulic platform rotator.
Full pressure turret mounted lower controls with override.
Engine start/stop from platform and lower controls.
Continuous rotation including one pass slip ring for start/stop system.
Six gpm open center hydraulic system at 3000 psi
Side mounted telescopic upper boom for low stowed platform. Fiberglass inner boom and ELECTROGARD provide insulation gap
Chassis insulating system (fiberglass lower boom insert) providing 12 in. insulation gap and including accommodations to bridge insulation gap for testing per ANSI A92.2.
ELECTROGARD and inner boom finished with white urethane paint over a white gel coat.
Non-lube bearings used throughout.
One set of hydraulic tool outlets at platform without quick disconnect fittings (throttle control recommended). Includes adjustable pressure limit.
Integral hydraulic oil reservoir with dual sight gauges and 17 gallon capacity. Bottom suction with a gate valve is provided.
Walk-in 24 in. X 30 in. X 42 in. fiberglass platform open to curbside (In end hung position).
Master/slave hydraulic leveling with upper and lower control to tilt for cleanout or rescue.
Upper boom storage cradle with ratchet type tie down strap and tubular rubber platform support.
Two operator's manuals and two service manuals (in English).
ANSI A92.2 data plate.
Two Slope Indicators with decals.
TruGuard™ dielectric isolating system with 4-Axis Right hand Single Stick control. All control handles are isolated and Tested per ANSI A92.2. The high resistive dielectric system is protected from direct environmental and job related contamination. TruGuard™ technology incorporates the use of full hydraulic controls with durable metal handles and linkages. Includes 180° platform rotator.

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QU0000290
Date: 4/16/2026

Name	Quantity
Heavy duty rotator and platform support. Required with platform elevator. Platform elevator. The elevator lifts the platform 24 inches vertically using a telescopic cylinder. This option adds seven inches of length from the centerline of the platform rotator and is not available with aluminum platform. Category D 46 KV and below. NOT designed for gloving work methods. Walk-In door with L/H hinge Manlift platform capacity of 500 lbs. Jib socket cover. Required for insulated units without jib and winch. Taller pedestal for 18 in. (457 mm) additional clearance. 64-1/4 in. tall pedestal 2019+ Ford F350-F600 2 Speed Throttle (Gas/Diesel compatible) Backup pump for 12V chassis (Requires 1 slip ring) Lift throttle Insulated (required with 2-speed throttle control) 2019+ Ford F350-F600 Start/Stop (Gas/Diesel compatible -- High Idle) Lift Start/Stop for Single Wire S/S Chassis (requires 1 slip ring) in Lieu of Standard 12V Collector ring, 3-pass Upper boom rest from 23 in. Tubular rubber platform support 5 in. high Full body harness and lanyard (extra-large) ARC Flash Rated Mounting hardware for 19,500 GVWR chassis with pedestal mounted outrigger (34-1/2 in. ship loose subframe). Modified-A-Frame Main Outriggers 30-35 Inch Frame Height 3000 PSI H-Frame 4X6 Cross Tube Auxiliary Outriggers 30-42 Inch Frame Height 3,000 PSI 12v/24v Outrigger/Boom switch kit Outrigger switch kit for main outriggers Outrigger valves with integral microswitches (energized when control handle is activated) dual set	

Body	
BRANDFX 84DLS FIBERGLASS SERVICE BODY	1
OVERALL LENGTH = 132"	
OVERALL WIDTH - 94.00"	
STREETSIDE COMPARTMENT WIDTHS = 30.5 / 30.5 / 40 / 31"	
CURBSIDE COMPARTMENT WIDTHS = 31.75 / WU / 42 / 31"	
WALKUP WIDTH = 27.25"	
COMPARTMENT PACK DEPTH - 20.00"	
COMPARTMENT PACK HEIGHT - 42.00"	
CARGO FLOOR WIDTH - 54.00"	
BODY MOUNTING HEIGHT - 25.00"	
STEEL UNDERSTRUCTURE - ALUM TREAD FLOOR	
SMOOTH ALUMINUM BULKHEAD	

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QUO000290
Date: 4/16/2026

Name	Quantity
ALUMINUM TAILSKIRT	
STANDARD BRIGHT WHITE GELCOAT	
STAINLESS STEEL ROTARY LATCH	
TYPE 304 STAINLESS STEEL HARDWARE	
TYPE 304 STAINLESS STEEL DOOR HINGE	
VINYL COVERED S/S CABLE DOOR STOPS	
NON-SKID COMPARTMENT TOPS	
SPRING MOUNT KIT	
ALUMINUM ROCK GUARDS (DRW)	
BLACK PLASTIC FUEL BEZEL (1 STANDARD)	
AUTOMOTIVE GRADE BUBBLE GASKET	
ONE PIECE MOLDED DOORS WITH AUTOMOTIVE FINISH BOTH SIDES	
RECESSED DOOR JAMBS	
FLOW THROUGH VENTILATION SYSTEM	
REMOVEABLE WHEEL WELL PANELS	
WHITE COMPARTMENT INTERIORS	
RECESSED DOOR SEAL SYSTEM	
LIGHT ADAPTOR FOR SPECIFIED CHASSIS	
FULL LED LIGHTING PACKAGE	
STOP / TAIL / TURN / MARKER & BACK-UP LIGHT	
6" RECYCLED PLASTIC TAILBOARD - DROP IN BETWEEN CARGO AREA & TAILSHELF	
HOTSTICK DOOR - STREETSIDE	
HOTSTICK SHELF - STREETSIDE	
STREETSIDE FRONT COMPT	
-- HOOK ASSEMBLY 1-3-1	
-- OUTRIGGER CUTOUT	
STREETSIDE FRONT COMPT #2	
-- TWO ADJUSTABLE SHELVES	
STREETSIDE HORIZONTAL COMPT	
-- FIXED SHELF	
STREETSIDE REAR COMPT	
-- OPEN	
CURBSIDE FRONT COMPT	
-- HOOK ASSEMBLY 1-3-1	
-- OUTRIGGER CUTOUT	

Thank you for your business



333 2nd Street NE
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Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QUO000290
Date: 4/16/2026

Name	Quantity
CURBSIDE FRONT COMPT #2 (WALKUP) -- 6" RECYCLED PLASTIC TAILBOARD - DROP IN AT TOP OF STEPS -- FRONT COMPARTMENT #2 ACCESS STEPS (ALUM) SIDE ENTRY GRIPSTRUT STEPS -- TWO STAINLESS STEEL GRAB HANDLES, ONE EACH SIDE CURBSIDE HORIZONTAL COMPT -- COMPARTMENT BOTTOM TRAY CURBSIDE REAR COMPT -- THREE ADJUSTABLE SHELVES -- THREE DIVIDER PACKS - 2" FIBERGLASS - 4 PER PACK FLEXGLO COMPARTMENT LIGHTING TOP & SIDES OF DOOR EACH COMPARTMENT THREE LED CARGO AREA LIGHTS TWO MOUNTED IN SIDEWALLS, ONE EACH SIDE ONE MOUNTED IN WALKUP AREA ALUMINUM TREADPLATE COMPARTMENT TOPS LOADWALL LINERS -- LOADWALL LINER, ALUMINUM (STREETSIDE) -- LOADWALL LINER, ALUMINUM (C1) -- LOADWALL LINER, ALUMINUM (C3-C4) TWO WHEEL CHOCK HOLDERS, CURBSIDE FENDER TWO OUTRIGGER PAD HOLDERS, MOUNTED UNDER BODY NEAR OUTRIGGERS	
Installs	
Cab Guard Platform	1
Railing on streetside	
DECK SPAN 7X2.0 12GA GALV	3
(1) 18" Step on front of streetside sidepack (1) 18" Step in streetside front of cargo area (Steps to cab guard can be installed on curbside upon request)	
GRAB HANDLE STAINLESS STEEL 12"	2
(1) each side of boom support	
BUCKET COVER 24X30" SHORT SIDE CONTROLS	1
HYDRAULIC OIL (5606-VI)	27

Thank you for your business



333 2nd Street NE
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Fax 952-938-0159

New Equipment
Quote #QU0000290
Date: 4/16/2026

Name	Quantity
COUPLER BODY HTMA 1/2"	1
For hydraulic tool outlets at platform	
COUPLER NOSE HTMA 1/2"	1
For hydraulic tool outlets at platform	
O/R CONTROL BOX	1
Mounted under tailshelf with guard around controls	
O/R CONTROL BOX CURBSIDE	1
Mounted under tailshelf with guard around controls	
PVC ELECTRICAL BOX ENCLOSURE	1
Control box for 2-speed start stop Mounted under curbside of tailshelf with outrigger controls	
PUSH BUTTON - GREEN	1
Start button	
PUSH BUTTON - RED	1
Stop button	
ECCO LED BEACON-AMBER	2
(1) mounted upside down each front corner of cab guard	
ECCO LINEAR AMBER LED 6 LIGHT	2
(1) mounted each side on rear of cab guard under platform facing rear	
ECCO LED WORK LIGHT	1
Rear facing work light Mounted on Pedestal below rotation	
ECCO LED FLASHER 4" RND-AMBER	2
Flush mount 4.5" LED rear strobes Mounted in tailshelf	
ECCO AMBER LED FLASHER	2
Ultra thin, low-profile linear amber LED front strobes Mounted in grill	
STRYKER LED GOLIGHT-WHITE	1

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QU0000290
Date: 4/16/2026

Name	Quantity
Remote controlled spotlight Mounted curbside hood	
ICC BUMPER WITH 2 1/2" RECEIVER TUBE	1
With two safety chain rings and a breakaway ring	
DECK SPAN ALUM 4"X2" 10 GA.	2
Fold-down step at walkup	
FOLDING STEP BRACKET	2
BLACK SUREFOOT PAINT	2
Non-slip paint on all walking surfaces	
PINTLE/BALL COMBO HITCH 2-5/16	1
PINTLE MNT PLATE 8-HOLE RPM-10	1
RECEIVER ADAPTER - 2-1/2" x 2"	1
HITCH PIN	1
GROUNDING LUG	1
Mounted under tailshelf.	
CURT 7-WAY RV SOCKET KIT-FORD	1
7-WAY TRL PLUG BRACKET	1
WHEEL CHOCK 10x5x8 RUBBER W HNDL	2
ABM OUTRIGGER PAD, 21.5 X 23.5	4
24" X 24" ABM MUD FLAP	2
Mount OEM backup camera	1
Wire OEM backup alarm as outrigger alarm	1
4" EXHAUST- ALUMINIZED	1
Extend exhaust to edge of body	
FIRE EXTINGUISHER-5# (B402T)	1

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QUO000290
Date: 4/16/2026

Name	Quantity
With mount bracket Ship loose	
TRIANGLE FLARE KIT	1
Ship loose	
TIGER TOUGH SEAT COVERS-FORD	1
CHELSEA PTO-FORD DIESEL	1
Installation	1
Chassis	
2026 Ford F550 Diesel 4x2 RegCab DRW	1
169 INCH WHEELBASE	
OXFORD WHITE EXTERIOR	
40/20/40 CLOTH SEATS	
MEDIUM DARK SLATE INTERIOR	
PREFERRED EQUIPMENT PKG.663A	
XLT TRIM	
AM/FM STEREO MP3/CLK	
6.7L POWER STROKE V8 DIESEL	
10-SPEED AUTO TORQSHIFT	
225/70R19.5G TRACTION TIRES	
4.30 RATIO LIMITED SLIP AXLE	
PAYLOAD PLUS PACKAGE UPGRADE 1	
CARPET DELETE	
PLATFORM RUNNING BOARDS	
19500# GVWR PACKAGE	
ENGINE BLOCK HEATER	
50 STATE EMISSIONS	
HIGH CAPACITY TRAILER TOW PKG	
JACK	
POLISHED FORGED ALUM 19.5" WHL	
350 AMP ALTERNATOR	
EXTRA HEAVY DUTY FRONT END SUS	
EXTERIOR BACKUP ALARM	
REMARKS TRAILER	
LOW DEFLECTION SPACER	

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QU0000290
Date: 4/16/2026

Name	Quantity
REAR VIEW CAMERA & PREP KIT CONN PKG: 1 YR INCL W/FORD APP	
DOT Inspection & Certification	1
Freight - Inbound	1
Unit FOB Hopkins MN Delivery to customer location is available upon request.	

Subtotal	\$229,421.00
Total	\$229,421.00

Thank you for your business



333 2nd Street NE
Hopkins, MN 55343-8337
Phone 952-229-5451
Fax 952-938-0159

New Equipment
Quote #QUO000290
Date: 4/16/2026

Estimated Completion Date: Subject to availability, based on information at the time of quote.
Validity of Quote: 30 Days - please contact ABM Equipment for an updated proposal after expiration.
Payment: Payment terms are Net 10 days. Any amount paid by a credit card will be subject to a surcharge fee.
A monthly interest charge of 1/2% will be added for late payments.

Taxes and Fees: This quote does not include applicable local, state, or (F.E.T.) federal taxes unless indicated. This quote does not include title or licensing fees unless indicated.

Delivery: Unless noted on this quotation, equipment is sold F.O.B. point of shipment, and ABM Equipment, LLC's responsibility shall cease upon delivering the equipment in good order to the carrier. ABM Equipment, LLC shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes and supply chain issues.

ABM Equipment, LLC shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes and supply chain issues.

Warranty: Warranty coverage shall be based on the manufacturer's warranty terms. Warranty work is to be performed at ABM Equipment, LLC. The warranty does not include travel charges.

Cancellation: It is understood that any order on this quotation and accepted by the seller shall be firm in as much as ABM Equipment, LLC, in turn, must place firm orders for the equipment and the parts thereof. No cancellations may be made except on terms agreed to by ABM Equipment, LLC in writing.

Liability: ABM Equipment, LLC assumes no liability for damage due to theft, vandalism, fire, weather, or damage due to gradual deterioration or inherent defects in such property. In addition, we are not responsible for any damage while storing your chassis or parts on our premises while waiting for modification or installation. The storage location of the property shall be determined by ABM Equipment, LLC, at its discretion.

Entire Agreement: This quotation sets forth the full terms and conditions applicable to the equipment described herein and may not be modified without ABM Equipment, LLC written consent. The terms and conditions of this quotation shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

Confidentiality: The information in this quote; and all supporting documentation is confidential and may only be used by ABM Equipment, LLC, and the customer listed on this quote.

Chassis: You agree to accept the following when purchasing a new chassis through ABM Equipment.

1. ABM provided chassis - Pay for the chassis in full as soon as it is available to ABM Equipment for the mounting of the quoted components.
2. Customer supplied chassis - If the chassis is late or cancelled customer must pay for ABM ordered equipment, parts and components. Labor for the installation will be billed upon completion of the unit.
3. Chassis pricing should be considered a budgetary only and is subject to change when specific model year pricing becomes available from the OEM.

Additionally, the chassis model year is subject to change based on availability at the time of the order.

*Due to extended lead times and market volatility, we reserve the right to impose a surcharge on the quoted price. We are experiencing surcharges from our suppliers, and passing these on to our customers has become necessary. ABM Equipment will inform you about these surcharges before you begin the build for your order. If ABM Equipment cannot proceed with the build at the scheduled time because of the unavailability of the chassis, ABM Equipment will invoice the customer for the cost of the equipment on hand, and payment will be due according to our standard terms.

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted. The changes of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by ABM Equipment, LLC.

Customer

Signature: _____

Name: _____

Title: _____

Date: _____

PO#: _____

ABM Equipment, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

Thank you for your business



City Commission

Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 8, 2026
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider the appointment of the City of Mandan Weed Board members.

STATEMENT/PURPOSE:

To approve the reappointment of Jarek Wigness to a four-year term on the City of Mandan Weed Board and the appointment of Brian Dirk to a four-year term and Cody Schnabel to a two-year term.

BACKGROUND/ALTERNATIVES:

Previous Weed Board members, including Fire Chief Mitch Bitz, Grounds Maintenance Superintendent Jason Herman, and Park Board Operations Manager Dustin Fleck, were all contacted and have indicated they are not seeking reappointment.

Jarek Wigness, the City of Mandan's Engineer, is recommended for reappointment. He oversees Engineering Department operations, including management of staff and projects, as well as the Water Treatment Plant and Wastewater Treatment Plant. He resides in Mandan.

Brian Dirk, the City of Mandan's Street Maintenance Superintendent, is recommended for appointment. He manages the Street Maintenance Department and Landfill operations. He resides in Mandan.

Cody Schnabel, Morton County Director of Parks and Weed Control Officer, is recommended for appointment. He maintains certifications in noxious weed control and eradication. He resides in Mandan.

All recommended appointees have been contacted and have accepted their respective appointments and positions on the Board.

A Code Enforcement Officer will serve as a non-voting liaison representing the Police

Department. Police Department Administrative Assistant will provide administrative support, including meeting preparation and minute-taking.

ATTACHMENTS:

None

FISCAL IMPACT:

N/A

STAFF IMPACT:

Minimal

LEGAL REVIEW:

N/A

RECOMMENDATION:

It is recommended the City of Mandan approve a three-member Weed Board consisting of Jarek Wigness as Chairman, with a term ending May 31, 2030; Brian Dirk as Vice Chairman, with a term ending May 31, 2030; and Cody Schnabel as Secretary/Treasurer, with a term ending May 31, 2028.

SUGGESTED MOTION:

I move to appoint Jarek Wigness as Chairman of the Weed Board, with a term ending May 31, 2030; Brian Dirk as Vice Chairman, with a term ending May 31, 2030; and Cody Schnabel as Secretary/Treasurer, with a term ending May 31, 2028.



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 13, 2026
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: A budget amendment for the Water Treatment Plant

STATEMENT/PURPOSE:

To consider and possibly approve a 2026 budget amendment for a spare pump at the Water Treatment Plant

BACKGROUND/ALTERNATIVES:

With the current river status, the raw water intake is drawing in an increased volume of sand and other abrasive materials. This is causing additional wear on the pumps at the intake site. In the interest of redundancy and operational continuity, City water treatment staff would like to purchase a reserve pump to have on standby. At that point, future pump maintenance could be addressed by swapping and repairing pumps as they wear down.

ATTACHMENTS:

None

FISCAL IMPACT:

The estimated cost is \$35,000. Future anticipated pump repairs would be included in annual maintenance budgets, and would be at a reduced cost.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To amend the Water Treatment Plant's 2026 maintenance budget for the purchase of a

new pump at the intake site.

SUGGESTED MOTION:

I move to amend the Water Treatment Plant's 2026 maintenance budget for the purchase of a new pump at the intake site.



City Commission

Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 14, 2026
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the special event permit for Touch a Truck

STATEMENT/PURPOSE:

Consider approval of the special event permit for Touch a Truck

BACKGROUND/ALTERNATIVES:

Touch a Truck will take place on May 16, 2026, on Main Street from Collins Ave. to 6th Ave NW from 10:00 AM to 3:00 PM. Touch a Truck has trucks of all shapes and sizes lined up on Main Street for kids to come visit, view and explore. All city of Mandan departments have viewed and signed off on this event, with the condition that it is approved by the North Dakota Department of Transportation. See attached special event application.

ATTACHMENTS:

1. 2026 Touch a Truck Final Packet - signed

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the special event permit for Touch a Truck.

City Commission

Agenda Documentation

April 21, 2026

Subject: Consider approval of the special event permit for Touch a Truck

Page 2 of 2

SUGGESTED MOTION:

I move to approve the special event permit for Touch a Truck.

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: 3/30/2025

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: _____

Date of Birth: 07/10/1983 Phone Number: 7019344540 Email: matt@mandanprogress.org

Address: 2209 Westview Place 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 W Main St. City: Mandan State: ND Zip: 58554
Corporation/Organization: Mandan Progress Organization State of Incorporation: ND
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: Past Touch a Truck Events Date: May 17th 2025
Contact Name: Matt Schanandore Phone: 701-934-4540
E-mail Contact: matt@mandanprogress.org

Section 2 – Event Information

Event Name: Touch a Truck Anticipated Daily Attendance: 5000
Event Date(s): May 16th Set-up Date: May 16th Hours: 7am - 5pm
Hours of event each day: 10am - 3pm
(begin and end times)
Take Down Date(s): May 16th Hours: 3pm - 5pm
E-Mail address for public information: info@mandanprogress.org
WEB address for public information: www.VisitMandan.com
Location of Event/physical address: Main Street - from Collins Ave to 6th Ave NW
Sponsors of the Event: Various See Attached
Brief Description of Event:
Trucks of all shapes and sizes line up on Main Street for kids to come visit, view and explore.

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: _____ 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? _____

TV: ☐ Yes ☒ No What Stations? _____

Fliers/Posters: ☒ Yes ☐ No How many? 50 - 100

Press Releases: ☒ Yes ☐ No How many? 1 - 2

Newspaper Ads: ☒ Yes ☐ No What publication? Mandan Magazine

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: Business Vendors

(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: _____

(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: Spiffy Biffs

Number of required portable toilets: 12

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

Contact phone: 701-224-0856

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 attach list of locations.)

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

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

Public Parking Lots ☒ Yes ☐ No (Number of locations 2 Heritage & Hirsch 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 Dykshoorn and Heritage Parks

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

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

Water Location(s) Dykshoorn and Heritage Parks

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

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

If so, how will it be disposed? Dykshoorn and Heritage Parks Waste Water barrels provided

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: 4 _____

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: Spartan Security

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?

Garbage containers will be placed along Main Street. We will have volunteers pull and replace full garbages.

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: ECO-Sanitation

Contact Name: Kelly Christopherson

Phone: 701-565-5555

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..... \$ **25.00**

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

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

TOTAL: \$ 25.00

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 (Apr 1, 2026 16:17:14 CDT)	/ 04/01/2026	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Fire Department	Date						
<u>Patrick Haug</u> Patrick Haug (Apr 1, 2026 13:32:07 CDT)	/ 04/01/2026	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Police Department	Date						
<u>Jack Wiggins</u> Jack Wiggins (Apr 14, 2026 10:14:44 CDT)	/ 04/14/2026	☒	Approved	☐	Denied	☒	Conditional—See Narrative
Engineering Department	Date						
<u>Shane OKeefe</u> Shane OKeefe (Apr 13, 2026 15:51:44 CDT)	/ 04/13/2026	☐	Approved	☐	Denied	☐	Conditional—See Narrative
Public Works	Date						

Fire Department Narrative:

Police Department Narrative:

Engineering Narrative:

Approved, pending additional NDDOT input

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)



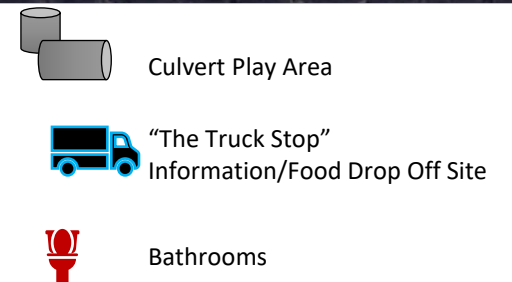
1. Knife River Corporation
2. Farstad Oil
3. Bis-Man transit
4. Big O Tires
5. Wallwork Truck Center
6. Morton Mandan Public Library
7. City Of Mandan Public Works
8. Purple Wave Auction
9. Red Top Recovery
10. Barnhart Crane & Rigging
11. Ascendum Machinery
12. Montana Dakota Utilities
13. Northwest Contracting
14. Lincoln Repair
15. Fort Abraham Lincoln State Park

16. Mandan Police Dept.
17. Metro Ambulance
18. Mandan Fire Dept.
19. North Dakota Highway Patrol
20. Heritage Exteriors
21. Precision Underground
22. Basin Electric
23. Northwest Tire
24. Harlow's School Bus Service
25. Northern Improvement Company
26. Trans Trash
27. Bobcat Of Mandan
28. ND Dept. Of Transportation
29. Waste Management
30. Bergs Towing

31. Arrow Service Team
32. Custom Truck Equipment
33. Dacotah Speedway
34. Mann Signs
35. Servpro of Bismarck
36. Allstate Peterbilt
37. Marathon
38. ND. Dept. of Water Resources
39. General Equipment & Supply
40. Mor Gran Sou
41. Tri Energy Cenex
42. NorthStar Ready-Mix
43. Central West Services
44. West River Equipment

1A. Copper Kettle Corn 2A. FOMO Creamery

New for 2026
Kilde Construction
Butler Machine
Equipment Share
ABRA
BSC
Antique Tractors?
Magnum TLT



Street Closures in RED.



Main Street Closure Plan B - 6th Ave NW to Collins, With Access To Runnings, Ave's Closed to Traffic at Alleys





MPO Summer Events: Full Vendor List [3.25.2026]

Touch A Truck

Food Vendor (FULL)

- Squeaky Cheese Tacos
- JOMO HOUSE
- Street Eats
- Bronson's Concessions LLC
- Shea's Foods
- Udderly Amazing Treats & Eats
- Mama Mac's Kitchen
- Chuggs Coffee
- Reidt Sales

Craft Vendors

- Reds 3d printing
- Hatitude
- LeafFilter Gutter Protection
- A Sister Thing Boutique
- Snugly Knots
- Tellie Studios
- Unique Creations
- The girl with the trinkets.
- Scouting America

Buggies-N-Blues

Food Vendors (FULL)

- Squeaky Cheese Tacos
- JOMO HOUSE
- Reidt Sales. Fresh Squeezed Lemonade
- Corner cafe
- Joslynn Fae Sales
- Bronson's Concessions LLC
- Shea's Foods
- FLAVAH
- Eleveses Baking Co.
- TOP Concessions, LLP
- Los lunas
- Udderly Amazing Treats & Eats
- Chinese & American

Food Vendors (Sunday ONLY)

- Mama Mac's Kitchen
- Chuggs Coffee
- Shinbys food truck
- Copper Kettle Korn
- Posh Ice
- L & J Concessions

Craft Vendors

- Reds 3d printing
- Hatitude
- LeafFilter Gutter Protection
- A Sister Thing Boutique
- Barn & Batch
- Tellie Studios
- Larry Quality Wood Working
- The world of macarons



MPO Summer Events: Full Vendor List [3.25.2026]

Art in the Park

Food Vendors (FULL)

- Squeaky Cheese Tacos
- Reidt Sales
- Corner cafe
- Sweet Dreams Mini Donuts
- Street Eats
- Joslynn Fae Sales
- Bronson's Concessions LLC
- The Lemon Pit
- Shea's Foods
- FLAVAH
- TOP Concessions, LLP
- Santa Lucia Greek Grill
- Chinese & American
- Chuggs Coffee
- Shinby's food truck
- Pacific Rim Noodles
- L & J Concessions
- HongKong Restaurant Inc
- Rock N Roll Tacos
- Copper Kettle Korn
- The Nut Hutte

Craft Vendors

- Reds 3d printing
- Hatitude
- Popple Tree Creek Farms
- Yellow Chair Press
- All Natural Shea Butter
- Mark Levsen Woodcarving
- Southwind Treasures
- LeafFilter Gutter Protection
- LeafFilter Gutter Protection
- Okie Brittle
- J & J welding & plasma designs
- SP Handmade
- A Sister Thing Boutique
- 316 Legacy LLC

- GOC Rocks
- The Little Apiary
- Reflections of Minnesota
- EASY TIMES
- STUDIO FSR
- First Due Creations
- Barn & Batch
- Daron Krueger Photography
- Leashes by Liz
- Time Vault Treasures
- Colorado Crazy Cocktails
- Legends Of Africa
- Created By JT
- Tellie Studios
- Dakota Crafts
- Yeti Scrubs
- 5280 Gourmet LLC
- Sage Winds
- Norenwood
- Darrel Bowman Pottery
- Bare Naked Soap Company
- James Hill
- ANGRY TOMATO SALSA
- Bonnie's Crafting Den
- Gideon's Brewing Company
- Bubble Island Bath Treats
- Up Here Gear
- FireFly Tattoo's
- Gratefully Crafted
- Personal Touch Designs
- The world of macarons
- 1377 Threads

2026 Touch a Truck Final Packet

Final Audit Report

2026-04-14

Created:	2026-04-01
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAACZ1QQ9x8LOyxcPK285two1sYzBN1a2

"2026 Touch a Truck Final Packet" History

-  Document created by Tasha Scott (tasha.scott@mandanpd.com)
2026-04-01 - 4:08:42 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature
2026-04-01 - 4:15:09 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)
2026-04-01 - 6:30:33 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)
Signature Date: 2026-04-01 - 6:32:07 PM GMT - Time Source: server
-  Document emailed to mbitz@cityofmandan.com for signature
2026-04-01 - 6:32:15 PM GMT
-  Email viewed by mbitz@cityofmandan.com
2026-04-01 - 9:16:24 PM GMT
-  Signer mbitz@cityofmandan.com entered name at signing as Mitch L. Bitz
2026-04-01 - 9:17:12 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)
Signature Date: 2026-04-01 - 9:17:14 PM GMT - Time Source: server
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2026-04-01 - 9:17:18 PM GMT
-  Email viewed by Shane OKeefe (shane.okeefe@cityofmandan.com)
2026-04-13 - 8:51:17 PM GMT
-  Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)
Signature Date: 2026-04-13 - 8:51:44 PM GMT - Time Source: server



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

2026-04-13 - 8:51:49 PM GMT



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2026-04-14 - 1:19:12 PM GMT



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

Signature Date: 2026-04-14 - 1:21:43 PM GMT - Time Source: server



Agreement completed.

2026-04-14 - 1:21:43 PM GMT





City Commission

Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 16, 2026
SUBMITTING DEPARTMENT: Administration/Business Development & Communications
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Gaming Site Authorizations

STATEMENT/PURPOSE:

n/a, entry item

BACKGROUND/ALTERNATIVES:

n/a

ATTACHMENTS:

None

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

n/a

SUGGESTED MOTION:

n/a



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 15, 2026
SUBMITTING DEPARTMENT: Administration, Business Development & Communications
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Gaming Site Authorization

STATEMENT/PURPOSE:
approval of a Gaming Site Authorization

BACKGROUND/ALTERNATIVES:
n/a

ATTACHMENTS:
1. Mule Deer Foundation - Mandan Moose Lodge #425

FISCAL IMPACT:
n/a

STAFF IMPACT:
n/a

LEGAL REVIEW:
n/a

RECOMMENDATION:
to approve

SUGGESTED MOTION:
I move to approve the Gaming Site Authorization for the Mule Deer Foundation at Mandan Moose Lodge #425 on June 19, 2026.



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

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

Full, Legal Name of Gaming Organization

Mule Deer Foudation

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

Name of Location

Mandan Moose Lodge #425

Street

111 11TH AVE NE

City

Mandan

ZIP Code

58554

County

Morton

Beginning Date(s) Authorized

6/19/26

Ending Date(s) Authorized

6/19/26

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)

Event Room

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

6/19/26

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

License Number (Office Use Only)

Site Owner (Lessor) Mandan Moose Lodge #425		Site Name Mandan Moose Lodge #425		Site Phone Number 701-663-9425	
Site Address 111 11TH AVE NE		City Mandan		State ND	Zip Code 58554
County Morton		Rental Period June 19, 2026 to June 19, 2026		Monthly Rent Amount	
Organization Mule Deer Foundation					
1. Is Bingo going to be conducted at the site?		☒ No ☐ Yes			
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		☐ No ☐ Yes		\$	
2. Is Twenty-One conducted at this site?		☒ No ☐ Yes		\$	
Number of Tables with wagers up to \$5 _____ ☒ Rent per Table \$ _____				\$	
Number of Tables with wagers over \$5 _____ ☒ Rent per Table \$ _____				\$	
3. Is Paddlewheels conducted at this site?		☒ No ☐ Yes		\$	
Number of Tables _____ ☒ Rent per Table \$ _____				\$	
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site?		☒ No ☐ Yes		\$	
Please Check: ☐ Jar Bar ☐ Standard Dispensing Device				\$	
5. Are Electronic Pull-Tabs conducted at this site?		☒ No ☐ Yes		\$	
If "Yes" please indicate the number of devices _____				\$	
Total Monthly Rent				\$	
6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☒					
TERMS OF RENTAL AGREEMENT: This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance. The LESSOR agrees that no game will be directly operated as part of the lessor's business. The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization. The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed. If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site. The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds. The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee. The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name. A LESSOR who is an officer or board member of an organization may not participate in the organization's decision-making that is a conflict of interest. At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.					
Signature of Lessor <i>Scott Meidinger</i>		Title <i>SC Manager</i>		Date <i>4-7-26</i>	
Signature of Lessee <i>Dan [Signature]</i>		Title Regional Director		Date 4/7/26	



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 16, 2026
SUBMITTING DEPARTMENT: Administration/Business Development & Communications
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Gaming Site Authorization

STATEMENT/PURPOSE:

to approve Gaming Site Authorization for Mystic Athletic Club at 10 Spot Lanes for July 1, 2026 to July 30, 2027

BACKGROUND/ALTERNATIVES:

Received 4/15/26.

ATTACHMENTS:

1. Mystic Athletic Club - 10 Spot Lanes
2. Mystic Athletic Club - 10 Spot Lanes - Rental Agreement

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

n/a

RECOMMENDATION:

to approve

SUGGESTED MOTION:

I move to approve the Gaming Site Authorization for the Mystic Athletic Club at 10 Spot Lanes for July 1, 2026 to June 30, 2027.

City Commission

Agenda Documentation

April 21, 2026

Subject: Mystic Athletic Club at 10 Spot Lanes for July 1, 2026 to June 30, 2027

Page 2 of 2



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

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

Full, Legal Name of Gaming Organization

Mystic Athletic Club

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

Name of Location

10 Spot Lanes

Street

107 11th Ave NE

City

Mandan

ZIP Code

58554

County

Morton

Beginning Date(s) Authorized

July 1st, 2026

Ending Date(s) Authorized

June 30th, 2027

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)

Will be in the Southeast Corner of building

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

N/A

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

License Number (Office Use Only)

Site Owner (Lessor) Leroy Krein		Site Name 10 Spot Lanes		Site Phone Number 701-663-3779
Site Address 107 11th Ave NE	City Mandan	State ND	Zip Code 58554	County Morton
Organization Mystic Athletic Club		Rental Period July 1st, 2026 to June 30th, 2027		Monthly Rent Amount
1. Is Bingo going to be conducted at the site?		☒ No ☐ Yes		
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.		☒ No ☐ Yes		\$
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____		☒ No ☐ Yes		\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				\$
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____		☒ No ☐ Yes		\$
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site? Please Check: ☐ Jar Bar ☐ Standard Dispensing Device		☒ No ☐ Yes		\$
5. Are Electronic Pull-Tabs conducted at this site? If "Yes" please indicate the number of devices 6		☐ No ☒ Yes		\$ 950
Total Monthly Rent				\$ 950.-

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 MPR 390-7362	Date 3-18-26
Signature of Lessee 	Title GAMING MANAGER	Date 3-18-26



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 17, 2026
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Meadowlands Request for Reconsideration of preliminary plat for Meadowlands Third Addition

STATEMENT/PURPOSE:

The applicant has asked for another opportunity to present their plan from a November 18, 2025, Public Hearing, as there were audio technical difficulties.

BACKGROUND/ALTERNATIVES:

Minutes from November 18, 2025, City Commission Meeting.

Consider a preliminary plat for Meadowlands Third Addition and a zone change from RH (Residential Mobile Home Park) to RMH (Residential Mobile Home Subdivision). Approve the preliminary plat and zone change for Meadowlands 3rd Addition, as presented, with staff comments above to be addressed prior to or with final plat application. Planner Laqua and Building Official Singer presented. Abe Ulmer with Independent Land Surveying and Engineering (ILSE) came forward. Commissioner Heinsohn moved and Commissioner Rohr seconded to recommend approval of the preliminary plat and zone change for Meadowlands 3rd Addition, as presented, with staff comments above to be addressed prior to or with final plat application. Roll Call vote: Aye 5, Nay 0. The motion passed.

At issue is the public right of way connecting Gateway Park through the Meadowlands development. Staff continues to feel strongly that this access point is significant for emergency access as well as from a traffic standpoint should remain and be constructed.

The staff recommendation is and continues to be:
Staff recommend that the applicant work with Gateway MHP to the west to secure a connection to S Frontier Trail via the access easement shown on the plat, with

development of this street connection to be required as part of the development agreement. The applicant has informed staff that he is not in favor of making this street a public through-street.

ATTACHMENTS:

1. Meadowlands Request
2. 24140 Meadowlands Third Addition Preliminary Plat With Access Question 3-27-26
3. Consider a preliminary plat for Meadowlands Third

FISCAL IMPACT:

n/a

STAFF IMPACT:

n/a

LEGAL REVIEW:

Information has been forwarded to Attorney Oster.

RECOMMENDATION:

Staff continues to recommend the applicant work with Gateway MHP to the west to secure a connection to S Frontier Trail via the access easement shown on the plat, with development of this street connection to be required as part of the development agreement.

SUGGESTED MOTION:

I move to recommend that the applicant work with Gateway MHP to the west to secure a connection to S Frontier Trail via the access easement shown on the plat, with development of this street connection to be required as part of the development agreement.

Meadowlands Agenda Item Request April 22 Meeting

From Meadowlands 55+ Community <info@meadowlandspark.com>

Date Fri 3/27/2026 11:48 AM

To Jim Neubauer <jneubauer@cityofmandan.com>

Cc Michael R. Braun <mbraun@cityofmandan.com>; James A. Froelich <james.froelich@cityofmandan.com>; Ryan M. Heinsohn <ryan.heinsohn@cityofmandan.com>; Dennis Rohr <drohr@cityofmandan.com>; Craig R. Sjoberg <craig.sjoberg@cityofmandan.com>; abe@ilsurveynd.com <abe@ilsurveynd.com>; Ben Jennings <BenjaminPJennings@gmail.com>

 1 attachment (944 KB)

24140 Meadowlands Third Addition Preliminary Plat With Access Question 3-27-26.pdf;

You don't often get email from info@meadowlandspark.com. [Learn why this is important](#)

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

Jim,

I would like to request that a discussion of Meadowlands Development's Phase 2 Preliminary Plat approval be placed on the 4/22/26 Mandan City Commission agenda. Meadowlands Development is requesting a decision by the Commission whether the Commission will require a public right of way be built from Gateway Park through Meadowlands.

Due to faulty audio at the November 18, 2025, meeting, Meadowlands Development was unable to voice the numerous concerns about the Mandan Planning Department's public right of way suggestion.

Subsequently, Meadowlands Development attempted to discuss these concerns with the commissioners but was told by you that we couldn't talk to the commissioners individually.

Although the Phase 2 Preliminary Plat was approved at the November 18 meeting, Meadowlands Development does not want to move forward with the final platting process and development without an open discussion and decision around a new public right of way creation so that the Commission is aware of all of the issues involved and are then able to make an informed decision on the public right of way. Given the circumstances, we request an opportunity to express these concerns at the 4/22/26 meeting and get a decision from the Commission on the public right of way.

Barry Jennings

701-712-1353

Meadowlands Development

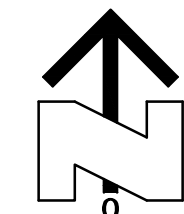
MEADOWLANDS THIRD ADDITION

PRELIMINARY PLAT

TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
LOT 6, BLOCK 1 IN MEADOWLANDS SECOND ADDITION, AND
LOTS 3, 4, 5, & 6, BLOCK 2 IN MEADOWLANDS ADDITION ALL
SITUATED IN SECTION 26, T139N, R81W

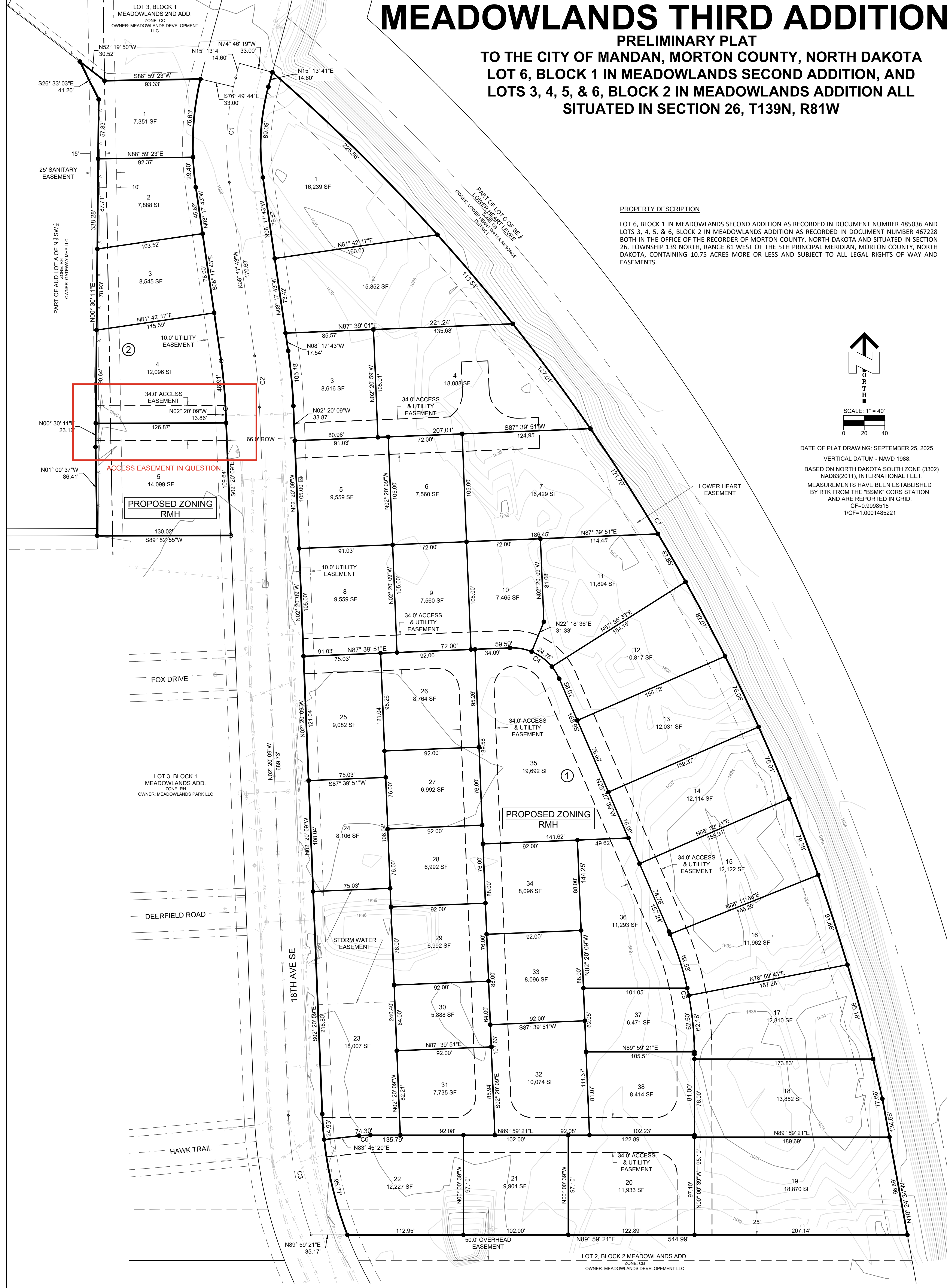
PROPERTY DESCRIPTION

LOT 6, BLOCK 1 IN MEADOWLANDS SECOND ADDITION AS RECORDED IN DOCUMENT NUMBER 485036 AND
LOTS 3, 4, 5, & 6, BLOCK 2 IN MEADOWLANDS ADDITION AS RECORDED IN DOCUMENT NUMBER 467228
BOTH IN THE OFFICE OF THE RECORDER OF MORTON COUNTY, NORTH DAKOTA AND SITUATED IN SECTION
26, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH
DAKOTA, CONTAINING 10.75 ACRES MORE OR LESS AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND
EASEMENTS.



SCALE: 1" = 40'
0 20 40

DATE OF PLAT DRAWING: SEPTEMBER 25, 2025
VERTICAL DATUM - NAVD 1988.
BASED ON NORTH DAKOTA SOUTH ZONE (3302)
NAD83(2011), INTERNATIONAL FEET.
MEASUREMENTS HAVE BEEN ESTABLISHED
BY RTK FROM THE "BSMK" CORS STATION
AND ARE REPORTED IN GRID.
CF=0.9998515
1/CF=1.0001485221



ACREAGE TABLE

BLOCK 1	9.60 ACRES
BLOCK 2	1.15 ACRES
TOTAL	10.75 ACRES

NOTES:

- BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENTS.
- SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.
- EXISTING ZONING: BLOCK 1 - CB
- PROPOSED ZONING IS RMH

LEGEND

○	FOUND SURVEY MONUMENT
●	SET CAPPED REBAR "LS-9628"
—○—	EXISTING POWER POLE
—○—	EXISTING GATEVALVE
—○—	EXISTING FIRE HYDRANT
—○—	EXISTING WATER MAIN
—○—	EXISTING SANITARY MANHOLE
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—○—	EXISTING STORM SEWER
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—○—	EXISTING ACCESS & UTILITY EASEMENT
—○—	EXISTING BARBWARE FENCE
—○—	EXISTING CURB BACK
—○—	EXISTING ELECTRIC LINE

CENTERLINE CURVE DATA

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C7	1181.89'	1859.92'	N30° 43' 16"W	1162.11'

OWNER/DEVELOPER:
MEADOWLANDS DEVELOPMENT LLC
P.O. BOX 1264
MANDAN, ND 58554

MEADOWLANDS 3RD ADDITION
LOT 6, BLOCK 1 IN
MEADOWLANDS 2ND ADDITION
LOTS 3, 4, 5 & 6, BLOCK 2 IN
MEADOWLANDS ADDITION
SEC. 26 - T139N - R81W
MANDAN, NORTH DAKOTA

SHEET: 1 OF 1
SCALE: 1"= 40'
DRAWN BY: PF
DWG DATE: 9/25/25
JOB NUMBER: 24140
DWG REVISION DATES

Independent
Land
Surveying &
Engineering

4215 Old Red Trail NW
Mandan, ND 58554
Phone: 701-663-5184
Cell: 701-595-2079
mark@isurveynd.com



City Commission

Agenda Documentation

MEETING DATE: November 18, 2025
PREPARATION DATE: November 10, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Consider a preliminary plat for Meadowlands Third Addition and a zone change from RH (Residential Mobile Home Park) to RMH (Residential Mobile Home Subdivision).

STATEMENT/PURPOSE:

This is an application for a preliminary plat and zone change in Lot 6, Block 1, Meadowlands Second Addition, and Lots 3, 4, 5, & 6, Block 2, Meadowlands Addition, all in Section 26, T139N R81W, City of Mandan, Morton County.

The plat, to be named Meadowlands Third Addition, is a replat of portions of Meadowlands Addition and Meadowlands Second Addition. The zone change is being requested for the portion in Meadowlands Second. The zone change is from RH (Residential Mobile Home Park) to RMH (Residential Mobile Home Subdivision).

The property is located on either side of 18th Ave south of Memorial Highway and north of 3rd St SE.

BACKGROUND/ALTERNATIVES:

Property History

This proposed plat is a rearrangement of lots in Meadowlands First and Second Additions. The proposed plat contains two blocks. Block 1 has approximately 9.60 acres on the east side of 18th Ave in the Meadowlands First Addition and block 2 has approximately 1.15 acres on the west side of 18th Ave in the Meadowlands Second Addition.

Project Overview

The proposed plat shows manufactured home lots varying in size between 5,888 square feet and the largest at 18,870 square feet. Lots on the west side of 18th Ave use 18th

Ave for access, while lots on the east side of 18th Ave have varied points of access, including the construction of new private streets, shown as access and utility easements that are 34' wide. One private street on the plat dead-ends at a wye. City Code 109-3-2.13.b requires that any permanent dead end be a cul-de-sac and does not contemplate a wye. However, Fire Code does allow for this and it has been determined to be acceptable by Engineering and Planning. The plat also includes easements for an overhead transmission line, utilities, and a stormwater easement.

The zoning change is requested for the proposed Block 2, on the west side of 18th Ave, which is currently zoned RMH (Residential Mobile Home Park). The east side of 18th was previously rezoned to RMH at the June Planning and Zoning Commission meeting and the July 15 City Commission meeting. RMH is intended for manufactured home units with fee-simple lot ownership. At the time the applicant intended to have 40-50 lots on the east side of 18th. The preliminary plat shows 38 lots on the east side of 18th in Block 1 and 5 lots on the west side of 18th in Block 2.

Preliminary Plat

The plat includes:

- 43 lots;
- 10.75 acres

Connections to the property are along 18th Ave SE. The easternmost proposed private street is shown to terminate at the southern edge of the plat, where it connects to Lot 2, Block 2, Meadowlands Addition, which is currently undeveloped. The plat also shows a private street going west from 18th Ave between Lots 4 and 5, Block 2, which would connect to S Frontier Trail to the west of the property within the existing mobile home community. There is currently a privacy fence blocking this connection.

All lots meet minimum size requirements. The minimum lot area shall be 3,000 square feet. This minimum lot area appears to be met exclusive of the access and utility easement fronting each lot, but should be confirmed prior to final plat.

Internal Access Easements and Street Connectivity

All private streets appear to meet maximum grade requirements, but should be confirmed prior to final plat.

All access to interior lots is taken from the private street shown as an access and utility

easement. This easement is 34' wide, which is significantly smaller than the required 66'-80' road width for a local road. The existing mobile home park zoned RMH to the west has what appears to be 38' private roads, with small sidewalks directly along the street. The 34' easement proposed here accommodates 4' sidewalks. The most recent private street easement approved by the City was in Clover Grove PUD, which allowed a 51' easement, with a 31' paved area, a 5' boulevard, and a 5' sidewalk on both sides of the street surface. To the west of 18th, Deerfield Rd and Fox Drive, which are both private street easements in the RMH district, are shown on the plat as 32' access easements with a 7' utility easement, which appears to be where the sidewalk/stormwater infrastructure is located. After discussion with the applicant prior to the Planning and Zoning Commission meeting, Engineering and Planning feel that the 34' width is acceptable, with some conditions. Between Planning and Zoning Commission and City Commission, staff clarified with the applicant that "City Staff has some concerns regarding the feasibility of this roadway width. We are of the opinion that it will work if it is signed as a no parking, fire access lane on both sides, and the 18th Street improvement project include striping of parking lanes. City Staff prior to final plat would like to understand the snow removal plan. Our opinion is that if a 26' wide street is going to work no snow can be stored on the street or the sidewalk." In addition, Staff clarified that an accessibility plan would be requested at the final plat stage.

Two access points onto 18th from the east lots (Block 1) are provided, which was noted as a requirement in the original zoning approval in July of 2025.

The zoning change approval in July 2025 required that the connection of 18th Avenue into Memorial Highway would need be completed as part of the 18th Avenue construction that would be required as part of the development of Lots 3-6 Meadowlands, which is being proposed as the preliminary plat of Meadowlands 3rd Addition. Currently, an informal but clearly used vehicle trail continues where 18th Ave terminates, connecting to Memorial Highway across the former railroad bed. The informal road uses an access point along Memorial Highway that is signed as a private road for BNSF use only.

Prior to the Planning and Zoning Commission public hearing, the applicant provided information noting that the connection plan to Memorial Highway would follow traffic studies and proposed layouts from 2014, which show a Right-In, Right – Out connection. Since Planning and Zoning Commission, the applicant has provided the traffic studies from that time.

Zoning Change

The portion of the plat referred to as Block 2 on the west side of 18th is requested to be rezoned from RH to RMH. The proposed uses in the rezoned portion would likely be compatible with uses in neighboring properties to the south and west. This zoning change would create one uniform zoning district throughout the proposed plat.

Lot Layout

The applicant has provided a proposed lot layout for the development. All lots appear to meet the RMH standards.

Items Required from Prior Approval

When the rezoning to RMH for Lots 3-6, now proposed to be known as Block 1 of the Meadowlands 3rd Addition, was requested, the Planning and Zoning Commission and City Commission approved based on several items, including:

- Construction of 18th Avenue would be required as part of the development of Lots 3-6, with no building permits being issued until the road construction is substantially complete.
- Layout and platting of site will be required. All streets and utilities internal to the property will be privately owned and maintained via an HOA.
- Buffering on east side of the property between Lots 3-6, Meadowlands Subdivision and industrially zoned Riverwood Commercial Park shall be maintained or replaced as part of development.
- Connection of 18th Avenue into Memorial Highway will need to be completed as part of the 18th Avenue construction.
- Approved development agreement
- Streetlights
- All road standards and access management requirements being met.

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

Adjacent properties to the proposed Block 1 are zoned CB (Business Commercial) on all sides except for 18th Ave. Adjacent properties to the proposed Block 2 are zoned CC (Commercial/Light Industrial Transition) to the north and RH (Residential Mobile Home Park) to the south and west. The proposed preliminary plat and all neighboring properties are within city limits.

The future land use plan indicates this property as Industrial.

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

Additional Information and Public Outreach

Application and fee were received on September 26, 2025.

Staff Comments & Updates needed:

- Staff recommend that the applicant work with Gateway MHP to the west to secure a connection to S Frontier Trail via the access easement shown on the plat, with development of this street connection to be required as part of the development agreement. **The applicant has informed staff that he is not in favor of making this street a public through-street.**
- With final plat application, the applicant should provide a plan for connection to Memorial Highway.

Findings of Fact - Preliminary Plat

1. All technical requirements for consideration of a preliminary plat have been met;
2. The proposed subdivision would likely not have substantial effects on the safety and circulation of public roadways in the vicinity, and therefore no traffic impact study is required;
3. The proposed plat provides easements and rights-of-way to provide for orderly development and provision of municipal services beyond the boundaries of the subdivision for projects identified in City masterplans;
4. The City of Mandan and other agencies would be able to provide necessary public services, facilities and programs to serve the development allowed by the proposed subdivision at the time of development.
5. 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;
6. The proposed subdivision and zoning change is consistent with the general intent and purpose of the zoning ordinance;
7. The proposed subdivision and zoning change is consistent with the Comprehensive Plan and accepted planning practice;
8. The proposed subdivision would not adversely affect the public health, safety and general welfare;

9. The proposed zoning change is consistent with surrounding land uses.

ATTACHMENTS:

1. Application_Redacted
2. Location Map
3. Meadowlands Third Add. Preliminary Plat
4. Building Layout
5. Draft Ordinance

FISCAL IMPACT:

N/A

STAFF IMPACT:

Significant staff time has gone into reviewing this proposal.

LEGAL REVIEW:

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

RECOMMENDATION:

Planning Staff and the Planning and Zoning Commission recommend approval of the preliminary plat and zone change for Meadowlands 3rd Addition, as presented, with staff comments above to be addressed prior to or with final plat application.

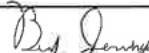
SUGGESTED MOTION:

I move to recommend approval of the preliminary plat and zone change for Meadowlands 3rd Addition, as presented, with staff comments above to be addressed prior to or with final plat application. .

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 Meadowlands Development, LLC		
Address [REDACTED]			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
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	RMH & RH	RMH	Meadowlands 3rd Addition
Property Address				Legal Description		
92 18th Avenue SE, Mandan, ND 58554				Lot 6, Block 1 in Meadowlands 2nd Addition		
Current Use						
Vacant				Lots 3, 4, 5, & 6, Block 2 in Meadowlands Addition		
Proposed Use						
Residential Subdivision				Section 36	Township 139	Range 81
Parcel Size 10.75 Acres	Building Footprint NA	Stories NA	Building SF NA	Required Parking NA	Provided Parking NA	

Print Name Benjamin Jennings	Signature 	Date 9/26/2025
---------------------------------	--	-------------------

Office Use Only			
Date Received:	Initials: BM	Fees Paid: \$ 1050	Date 9-26-2025
Notice in paper		Mailed to neighbors	
P&Z meeting			
☐ Approved	Approved with conditions:		
☐ Denied			



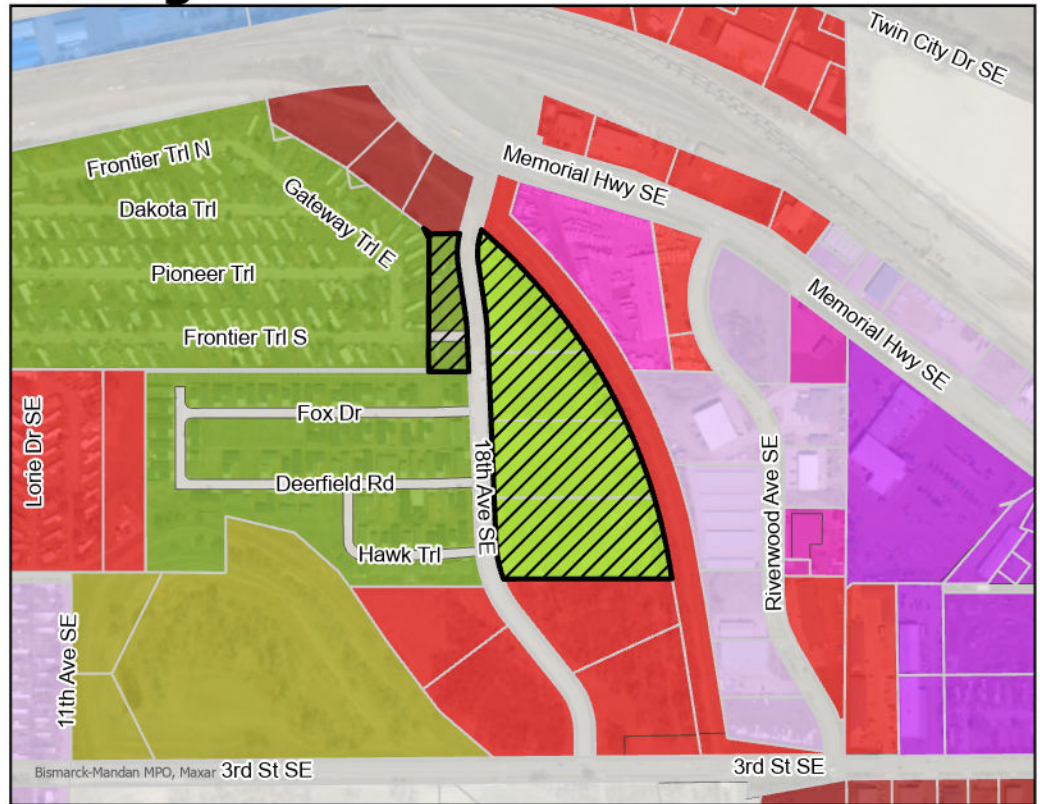
Zoning and Future Land Use Reference Map

Meadowlands 3rd

Zoning Map Key

- | | |
|--|---|
| | MC - Heavy Commercial/Light Industrial Restricted |
| | MD - Heavy Commercial/Heavy Industrial Restricted |
| | MHS - Trailer Park |
| | PUD - Planned Unit Development |
| | R3.2 - Residential Single & Two Family |
| | R7 - Residential Single Family |
| | RH - Residential Mobile Home Park |
| | RM - Residential Multi-family Dwellings |
| | RMH - Residential Mobile Home Subdivision |
| | Residential - County Residential Zoning |
| | ROW - Right-of-Way |
| | |

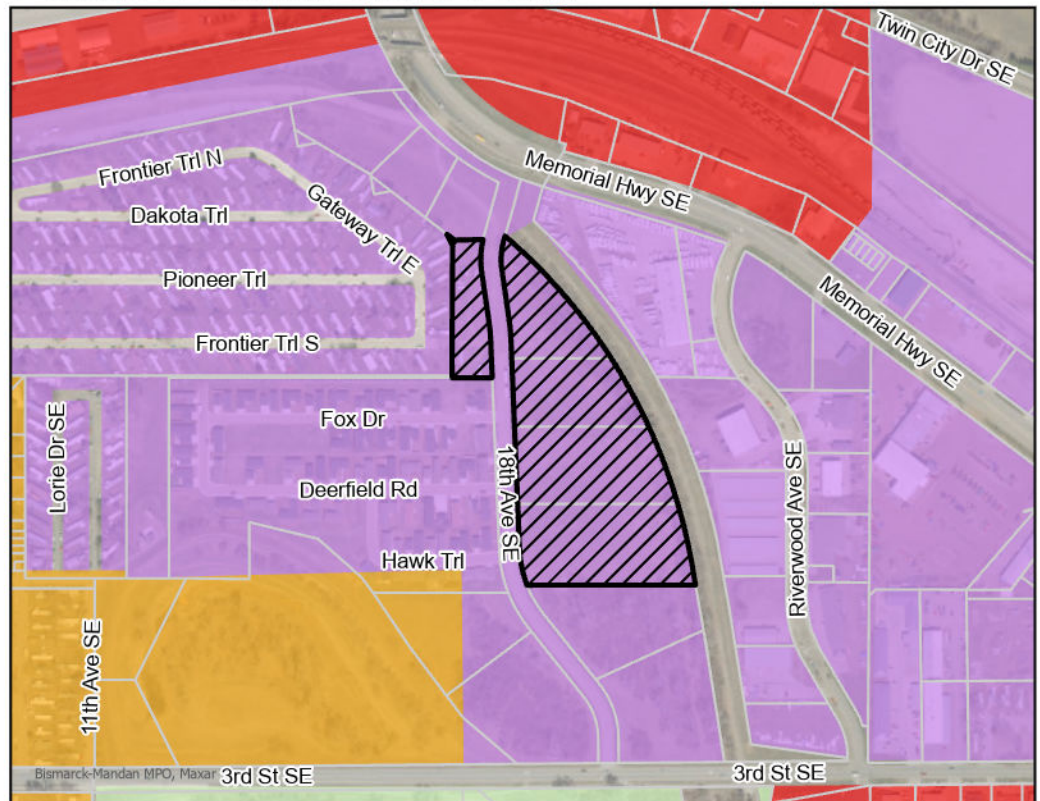
Zoning



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 |
| | |



0 0.1 0.2 0.4 Miles

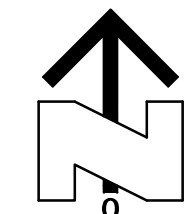
MEADOWLANDS THIRD ADDITION

PRELIMINARY PLAT

TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA
LOT 6, BLOCK 1 IN MEADOWLANDS SECOND ADDITION, AND
LOTS 3, 4, 5, & 6, BLOCK 2 IN MEADOWLANDS ADDITION ALL
SITUATED IN SECTION 26, T139N, R81W

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DATE OF PLAT DRAWING: SEPTEMBER 25, 2025
VERTICAL DATUM - NAVD 1988.
BASED ON NORTH DAKOTA SOUTH ZONE (3302)
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PROPOSED ZONING
RMH

PROPOSED ZONING
RMH

ACREAGE TABLE

BLOCK 1	9.60 ACRES
BLOCK 2	1.15 ACRES
TOTAL	10.75 ACRES

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BLOCK 2 - RH
- PROPOSED ZONING IS RMH

LEGEND

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—○—	EXISTING FIRE HYDRANT
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OWNER/DEVELOPER:
MEADOWLANDS DEVELOPMENT LLC
P.O. BOX 1264
MANDAN, ND 58554

MEADOWLANDS 3RD ADDITION
LOT 6, BLOCK 1 IN
MEADOWLANDS 2ND ADDITION
LOTS 3, 4, 5 & 6, BLOCK 2 IN
MEADOWLANDS ADDITION
SEC. 26 - T139N - R81W
MANDAN, NORTH DAKOTA

SHEET: 1 OF 1
SCALE: 1"= 40'
DRAWN BY: PF
DWG DATE: 9/25/25
JOB NUMBER: 24140
DWG REVISION DATES

Independent
Land
Surveying &
Engineering

4215 Old Red Trail NW
Mandan, ND 58554
Phone: 701-663-5184
Cell: 701-595-2079
mark@isurveynd.com

MEADOWLANDS ADDITIONS
RMH PRELIMINARY LAYOUT
MANDAN, MORTON COUNTY, NORTH DAKOTA



LANDMARK	11 EACH
LEGACY 412	6 EACH
LEGEND 518	2 EACH
LEGEND 98	4 EACH
ASPEN	6 EACH
SWEET DREAMS	8 EACH
RISING SUN	2 EACH
THREE BIRDS	4 EACH
TOTAL UNITS	43 UNITS

SHEET	PRELIMINARY NOT FOR CONSTRUCTION	Independent Land Surveying & Engineering Inc. 4215 OLD RED TRAIL NW, Mandan, ND 58534 Phone: 701-663-5184 PROJ # 24111	REVISIONS			
			REV#	DESCRIPTION	BY	DATE
			1	RMH LAYOUT	AU	9/14/25
			2	RMH LAYOUT	AU	9/19/25

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 south is zoned CB – Commercial, to the west zoned LSMHS – Trailer Park Subdivision; and to the east MA – Heavy Commercial/Light Industrial. RMH – Residential Mobile Home Park zoning would be appropriate; 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:

BLOCK 2, MEADOWLANDS 3RD ADDITION IN SECTION 26, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 1.15 ACRES, MORE OR LESS.

- shall be removed from the RMH & RH – Residential Mobile Home Park District and shall be included in the RMH – Residential Mobile Home Park 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:

October 27, 2025
November 18, 2025
December 2, 2025



City Commission

Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 6, 2026
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel LaQua, Interim Planner
SUBJECT: Consider a request for a special use permit for shop condos for Lot 1, Block 1, Seibel Subdivision

STATEMENT/PURPOSE:

To consider a request for a special use permit to allow shop condos for Lot 1, Block 1, Seibel Subdivision

BACKGROUND/ALTERNATIVES:

Jason Seibel, Dakota Mini Storage, request consideration of a Special Use Permit for shop condos at Lot 1, Block 1, Seibels Subdivision (902 Missouri Dr NE).

Project Overview

This proposed special use permit is for the use of multi-use shops (aka “shop-condos”) at the property described as Lot 1, Block 1, Seibel Subdivision, T139N R81W, City of Mandan. The property address is 902 Missouri Dr NE.

Property Information + History

The property is zoned CC - Commercial/Light Industrial and is within the Gateway Overlay District.

The property is currently vacant.
Total Area: 2.34 acres.

Access to the property is via Missouri Dr (labeled as Division Street on the exhibit).

The application plans for 7 shop condos of 800 square feet each and one warehouse (not a shop condo) of 4,000 square feet. The remainder of the property would be used for 46 traditional storage units. There are 9 parking spaces provided for the shop condos.

The application states:

- that the proposed units would be constructed in line with requirements of the Gateway Overlay District;
- that the shop condos are intended for personal use;
- would not require additional lighting, and;
- would provide sufficient off-street parking spaces.

The Gateway Overlay District requires landscape buffers (Sec. 105-4-6.) The exhibit submitted with the application includes landscape buffering along the south and west sides of the property, consisting of a mix of evergreen and deciduous trees.

The buffer yard requires **five** *buffer points* per the screening requirements in the Gateway Overlay District. Based on the exhibit provided by the applicant, staff believes the proposed landscaping would fulfill buffer yard point totals. Any final buffer yard and planting plan will require the approval of the Mandan Architectural Review Commission.

Multi-use shops are regulated by Sec. 150-1-5 in city ordinances. These standards include, but are not limited to the following:

- Each individual unit within the structure shall have an open space/yard or public way on no more than three sides.
- Uses, whether commercial or accessory to residential, shall be declared at the time of the conditional use permit issuance. No change in use may be conducted unless reevaluated through the special use permitting process and the structure meets all building code requirements for the desired change of use.
- Minimum off-street parking requirements shall be planned and provided for based on the declared uses. Any inadequate provision of parking within the development for a combination of uses may result in the revocation of the special use permit.

The applicant has communicated that the multi-use shops will be limited to uses under Section 105-1-6(11) Wholesale, manufacturing, industrial plants, storage, business service establishments, etc..

The large structure on the northwest portion of the exhibit was previously planned to be an additional shop condo but has since been changed to a warehouse.

Outreach to the State Historical Society of North Dakota indicated the presence of

recorded human burials in the vicinity of the property. It should be noted that state burial laws (NDCC 23-06-27 and NDAC 40-02-03) should be followed in the event of inadvertent discovery of human remains.

Adjacent Zoning, Land Use, and Future Land Use

Vacant property to the west across Mandan Ave is zoned R7. Property to the south is zoned CC and is developed as storage units. Property to the east and north is ROW for I-94.

The future land use plan designates this area as Commercial.

Staff Review

Since the meeting at Planning and Zoning Commission, applicant has supplied staff with a detailed landscaping plan, converted the northwest unit into a warehouse, and provided a condominium agreement. Staff deem the condominium agreement and landscaping plan sufficient, however the landscaping plan will require approval of MARC.

Additional Information and Public Outreach

- The application was received on January 15, 2026.
- This item was published in the Mandan News as required. Four letters were sent to adjacent property owners on February 5, 2026. As of the time this staff report was written, the Planning Department received no comments or questions regarding the proposal.

Conditions of Approval

Findings of Fact

Special Use Permit

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

Applicant has provided detailed landscaping plan.

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

The shops are to be limited uses under Section 105-1-6(11).

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

No. Surrounding uses are identical or vacant.

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

No.

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

Yes.

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

No.

ATTACHMENTS:

1. Application_Redacted
2. Additional Submittals
3. Location Map
4. Exhibit updated Feb. 9, 2026
5. Rental - Covenants Agreement
6. Landscaping Plan
7. Special Use Permit - Seibels Shop Condos

FISCAL IMPACT:

N/A

STAFF IMPACT:

A considerable amount of staff time has gone into reviewing the request and preparing a recommendation.

LEGAL REVIEW:

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

RECOMMENDATION:

Planning staff recommends approval of the special use permit for shop condos for Lot 1, Block 1, Seibel Subdivision.

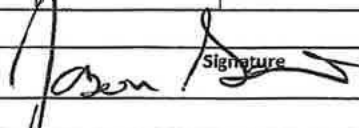
SUGGESTED MOTION:

I move to recommend approval of the special use permit for shop condos for Lot 1, Block 1, Seibel Subdivision.

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)	
Special Use to allow Shop Condos in CC district.	

Engineer/Surveyor			Property Owner or Applicant		
Name Swenson Hagen & Co			Name Jason Seibel/Dakota Mini Storage		
Address [REDACTED]			Address [REDACTED]		
City Bismarck	State ND	Zip 58504	City Mandan	State ND	Zip 58554
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	CC		Seibel Shops	
Property Address					Legal Description		
902 Missouri Dr NE					Lot 1 Block 1		
Current Use					Seibel Subdivision		
Vacant							
Proposed Use							
Storage Units/Shop Condos					Section 26	Township 139	Range 81
Parcel Size 2.34	Building Footprint varies	Stories 1	Building SF varies	Required Parking tbd	Provided Parking		

Print Name Jason Seibel	Signature 	Date 1/14/26
----------------------------	--	------------------------

Office Use Only			
Date Received:	Initials: ym	Fees Paid: \$ 450	Date 1-15-2026
Notice in paper		Mailed to neighbors	P&Z meeting
☐ Approved	Approved with conditions:		
☐ Denied			

Additional Submittals

Conditional-Special Use Permit

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

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

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

The proposed shops will follow the city of Mandan's requirements for the Gateway Overlay District. The properties to the north, west, & east are vacant. The property to the south is developed as a storage unit facility.

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

The majority of the project will be storage units, with a small number of shops for personal use. We do not anticipate any incompatible uses with the neighborhood.

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

No. The surrounding uses are either identical or vacant.

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

No. The use will follow the gateway overlay district requirements and will be similar to the adjacent uses.

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

Yes. Parallel parking will be provided for the storage units, and the shops will have sufficient spaces for their uses.

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

No.

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



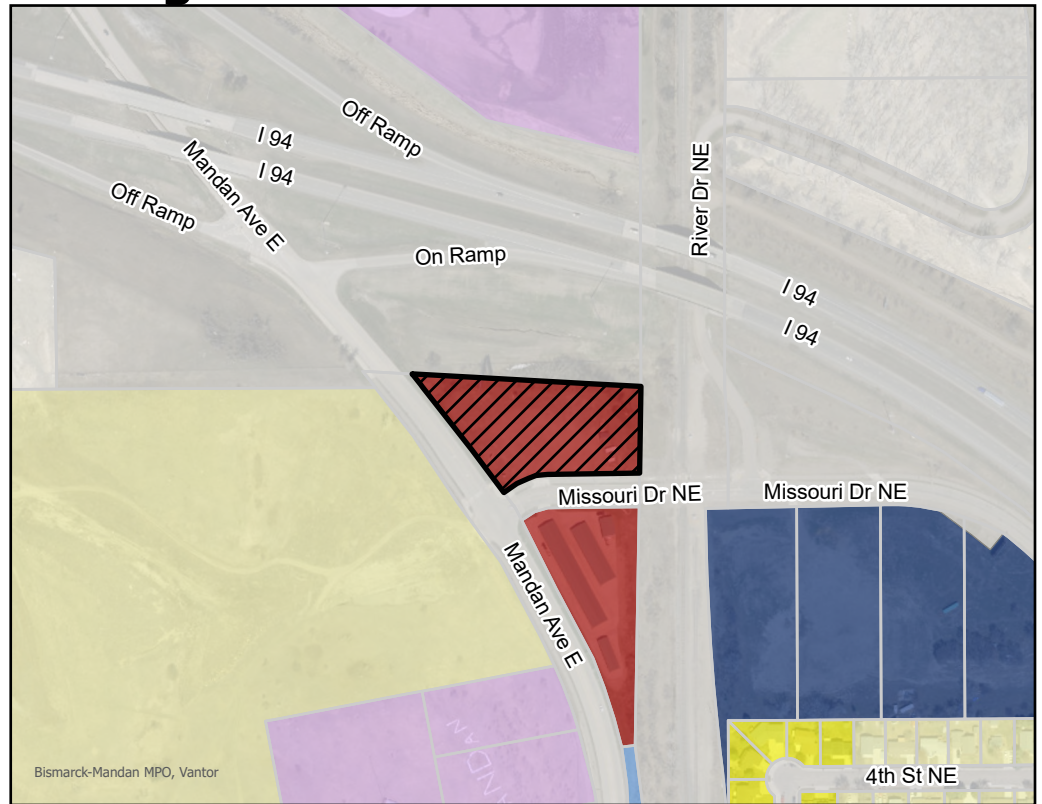
Zoning and Future Land Use Reference Map

L1 Seibel Subdivision

Zoning Map Key

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

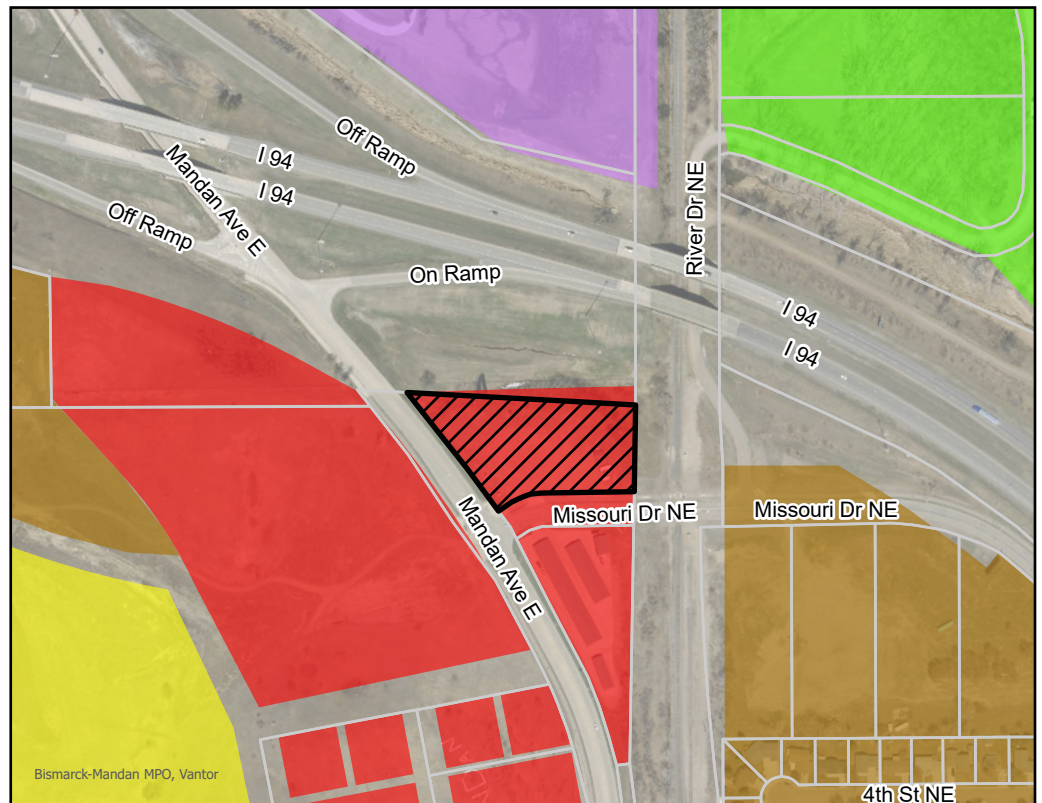
Zoning



Future Land Use Plan

Future Land Use Plan Key

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



0 0.07 0.15 0.3 Miles

SPECIAL USE PERMIT EXHIBIT
LOT 1 BLOCK 1 SEIBEL SUBDIVISION



Dakota Mini Storage, LLC. - Shop Rental Agreement

901 Missouri Dr NE Mandan, ND 58554 - (701) 250-8569

dakotaministoragellc.com

Occupant:

4/7/2026

Dakota Mini Storage, LLC

901 Missouri Dr NE

Mandan, ND 58554

Home Phone: (701) 250-8569

Business Phone: _____

1) TERM: This agreement is for a 1 year period with agreement starting on _____ paid as rent for the premises for the sum _____ per month. .

2) DEPOSIT: Occupants shall pay in advance a security, cleaning, and damage deposit equal to one month's rent to be held by owner for the faithful performance of the terms of this agreement, for cleaning and repair of the premises after surrender of the same by the occupant. The deposit shall be refunded to the occupant within four (4) weeks after occupant vacates the premises, less all charges for cleaning, repairing, replacement of any missing items, or other amounts due under this agreement when necessary to compensate owner for loss or damage caused by the breach of occupant, including any amounts necessary to compensate owner for delinquent rent owed by occupant. If the occupant fails to perform the above activities they will be charged the proper fees determined by Dakota Mini Storage, LLC. to compensate the owner for loss or damage caused by the breach of occupant.

3) RENTAL: Rental for the space _____ is the sum of _____ monthly to owner at its address hereinbefore set out. In the event the rent is not paid within tens days after due date, occupant agrees to pay \$30.00 as liquidated damages for said late payment as additional rent. After the 15th of the month, the owner has the right to serve eviction papers.

4) OCCUPANCY AND COMPLIANCE WITH THE LAW: The premises shall be used and occupied by Occupant exclusively for warehouse, service business and/or storage purposes. The premises can not be used for a retail business with daily retail customers. By no means is the occupant or anyone associated with them allowed to live in the said shop unit. Also no pets are allowed to live in said shop unit. Occupant shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy and preservation of the demised premises during the term of the rental agreement. Owner reserves the right to inspect and supervise the placement of all items in the rental space to insure compliance with the provisions hereof.

5) CONDITION AND ALTERATION OF PREMISES: Occupant accepts premises as being in good order and condition and agrees to pay owner promptly for any repairs of the premises caused by occupants negligence or misuse. Occupant shall make no alterations without the prior written consent of owner. All alterations changes and improvements built, constructed, or placed on the premises by Occupant, with the exception of fixtures removable without damage to the premises and movable personal property, shall, unless otherwise provided by written agreement between Owner and Occupant, be the property of Occupant and remain on the premises at the expiration or sooner termination of the rental agreement.

6) ASSIGNMENT AND SUBLETTING: Without the prior written consent of the Owner, Occupant shall not assign this rental agreement, or sublet or grant any concession or license to use the premises or any part thereof. An assignment or subletting by operation of Law, shall be void and null, at Owners's option, terminate the rental agreement.

7) DANGEROUS MATERIAL: Occupant shall not keep or have on the leased premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the leased

premises or that might be considered hazardous or extra hazardous by any responsible insurance company. This also includes the storage of oil products.

8) PARKING: Occupants may park only in front of their shop unit during normal business hours. You can not leave any vehicles in front of the shop unit overnight. Overnight parking can only be 1 vehicle per shop unit in designated parking spaces on the property. No trailers or extra equipment can be stored on property outside your shop unit

9) SIGNS: Owner shall approve all signs, and trade fixtures attached to the premises. Upon the expiration of the rental agreement, the Occupant shall remove all signs and restore to original condition. Occupant will not place on any door, wall or window of the shop unit premises any sign, awning, or canopy, advertising matter, and will not place or maintain any decoration, lettering or advertising matter on the glass of any window or door of the shop unit premises without first obtaining Owner's written approval and consent. Occupant further agrees to maintain such sign, awning, canopy, decoration, lettering, advertising matter or other things as may be approved in good condition and repaired at all times.

10) INSURANCE: Owner agrees to carry adequate fire extended coverage insurance on buildings herein. Occupant shall, at its expense, at all times during the term of this rental agreement, maintain in force an insurance policy or policies insuring occupant against liability for injury, death, loss, or damage to property occurring in or about the premises and such liability insurance shall not be less than \$1,000,000 for any one person injured or killed, and \$2,000,000 for any one occurrence. Owner shall be named as an additional insured under such policy, and such policy. In the event there are any unused premiums for such liability insurance policy or policies at the termination of this rental agreement Occupant shall be entitled to the return of any such unused premiums. Occupant shall provide, at the expense, for insurance covering losses to its personal property, inventory, merchandise, and fixtures located on the demised premises. Owner shall not be held liable for any loss of said property. All insurance provided for herein shall be written by one or more responsible insurance carriers. Licensed to do business in the State of North Dakota. Occupant shall furnish Owner certificates of insurance for those coverages required to be obtained by Occupant as herein described. Owner to provide Occupant with proof of insurance.

11) UTILITIES/LAWN/SNOW/MAIL: Occupant shall be solely responsible for and promptly pay before it shall become delinquent, all charges for heat, gas, electricity, or any other utility used or consumed in the rental agreement premises. Utilities shall be separately metered and located with the rental agreement premises or in a common utility area. All meters, including the cost of installation shall be Occupant's sole expense. In no event shall the Owner be liable for an interruption or failure in the supply of any such utilities to the rental agreement premises.

HEAT: The unit is heated with natural gas. Occupant is responsible for contacting MDU to set up account for natural gas.

ELECTRICITY: Electricity is serviced by MDU. Occupant will be responsible for electricity to the unit. Utilities need to be transferred by occupancy date and the owner needs to be notified on the end date.

WATER: City water is paid by the Owner and serviced through City of Mandan.

MAIL: Mailbox can be provided by the Owner. Mail delivery will need to be set up with the post office by Occupant.

LAWN/SNOW: The owner will be responsible for snow removal and lawn maintenance.

GARBAGE: Garbage dumpster is provided by the landlord. But any personal garbage items like household garbage, appliances, furniture, etc. and or any large crates, automobile parts etc. put in the dumpster will result in a garbage bill to the Occupant that placed such materials in the dumpsters. Any business operating out of said shop must provide their own garbage disposal.

SECURITY: The landlord will provide an exterior security system, including cameras on the outside of the building. The Occupant agrees to keep all vehicles and building doors locked when personally not on the premises.

TAXES AND SPECIAL ASSESSMENTS: The Owner shall be responsible for all real estate taxes and specials

due and owing on the property.

12) RIGHTS OF INSPECTION: Owner and her agents shall have the right at all reasonable times during the term of this rental agreement and any renewal thereof to enter the demised premises for the purpose of inspecting the premises and all buildings and improvements thereon without notice to the Occupant.

13) HOLDOVER BY OCCUPANT: Should Occupant remain in possession of the demised premises with the consent of Owner after the natural expiration of this rental agreement, a new tenancy from month to month shall be created between Owner and Occupant which shall be subject to all the terms and conditions hereof but shall be terminable on the thirty days written notice served by either Owner or Occupant on the other party.

14) DEFAULT: Default is made in the performance of or compliance with any other term or condition hereof, the rental agreement, at the option of Owner, shall terminate and be forfeited, and Owner may re-enter the premises and remove all persons there from. Occupant shall be given written notice of any default or breach, and termination and forfeiture of the rental agreement shall not result if, within 15 days of receipt of such notice, Occupant has corrected the default or breach or has taken action reasonably likely to affect such correction within a reasonable time. Access for Repair Owner shall be entitled, at all reasonable times, to enter into and upon the rental agreement premises and shall have the rights and may enable it promptly, efficiently, and economically to carry on work of repair, reconstruction, or restoration as to which it is obligated hereunder.

15) INDEMNIFICATION: Occupant shall indemnify Owner against all expenses, liabilities, and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity arising out of any injury or damage happening on or about the demised premises, failure to comply with any law of any governmental authority, or any mechanic's lien on security interest filed against the demised premises or equipment, materials, or alterations of buildings or improvements thereon caused by Occupant.

16) FIRST OPTION TO RENEW: At the end of the term of this lease, if Owner decides to again rent out the premises leased herein, Occupant shall have first option to lease the premises from Owner for the same terms at which Owner would be able to Lease the premises to a third party.

17) ABANDONMENT: If at any time during the term of this rental agreement. Occupant abandons the demised premises or any part thereof, Owner may, at Owner's option, enter the demised premises by any means without being liable for any prosecution therefore, and without becoming liable to Occupant for damages or for any payment of any kind whatever and may, at Owner's discretion, as agent for Occupant, relet the demised premises, or any part thereof, for the whole or any part of the unexpired term, and may receive and collect all rent payable by virtue of such reletting, and at Owner's option, hold Occupant liable for any difference between the rent that would have been payable under this rental agreement during the balance of the unexpired term, if this lease had continued in force and the net rent for such period realized by Owner's by means of such reletting. If Owner's right of re-entry is exercised following abandonment of the premises by Occupant, then Owner may consider any personal property belonging to Occupant and left on the premises to also have been abandoned, in which case Owner may dispose of all such personal property in any manner Owner shall deem proper and is hereby relieved of all liability for doing so.

18) DESTRUCTION OF LEASED PREMISES: If the leased premises shall be damaged by fire, the elements, unavoidable accident or other casualty, but are thereby rendered untenable in whole or in part, Owner, shall at its own expense, cause such damage to be repaired, to the extent provided hereinafter, and the rent shall not be abated. If by any reason of such occurrence, the premises shall be rendered untenable only in part, Owner shall at its own expense cause the damage to be repaired, and the fixed minimum rent meanwhile shall be abated proportionately as to the portion of the premises rendered untenable. If the premises shall be rendered untenable by reason of such occurrence, the Owner shall, at its own expense, cause such damage to be repaired, and the leased premises restored and rendered tenantable, or Owner may, at its election, terminate this lease and the tenancy hereby created by giving to Occupant within 60 days following the date of said occurrence written notice of Owner's election so to do and in the event of such termination rent shall be adjusted as of such date. Owner's responsibility to repair as above provided shall be limited to restoring leased premises to the condition existing at the inception of this rental agreement and shall not extend to the repair of any alteration, leasehold improvements or items or decor added or installed by Occupant nor to the repair or replacement of any Occupant's furnishings, trade fixtures, or inventory. Nothing in this section shall be constructed to permit the abatement in whole or in part of the percentage rent, but for the purpose of this agreement, the computation of percentage rent shall be based upon the revised minimum rent as the same may be abated pursuant to this Section. Termination Either party may terminate the rental agreement by

providing a one month written notification to the other party, mailed by certified mail to the last known address of the party, which shall terminate said agreement one month from the date of mailing. The parties agree to arbitration if there's a dispute. Surrender of Premises At the expiration of the rental agreement term, Occupant shall quit and surrender the premises derby demised in as good a state and condition as they were at the commencement of this Rental agreement, reasonable use and wear thereof and damages by elements excepted.

19) ATTORNEY'S FEES: In the event that attorneys fees, costs or any other expenses are incurred by Dakota Mini Storage, LLC. due to the Occupant's default or breach of this agreement, the Occupant hereby agrees to pay said attorney's fees, costs and expenses in connection therewith.

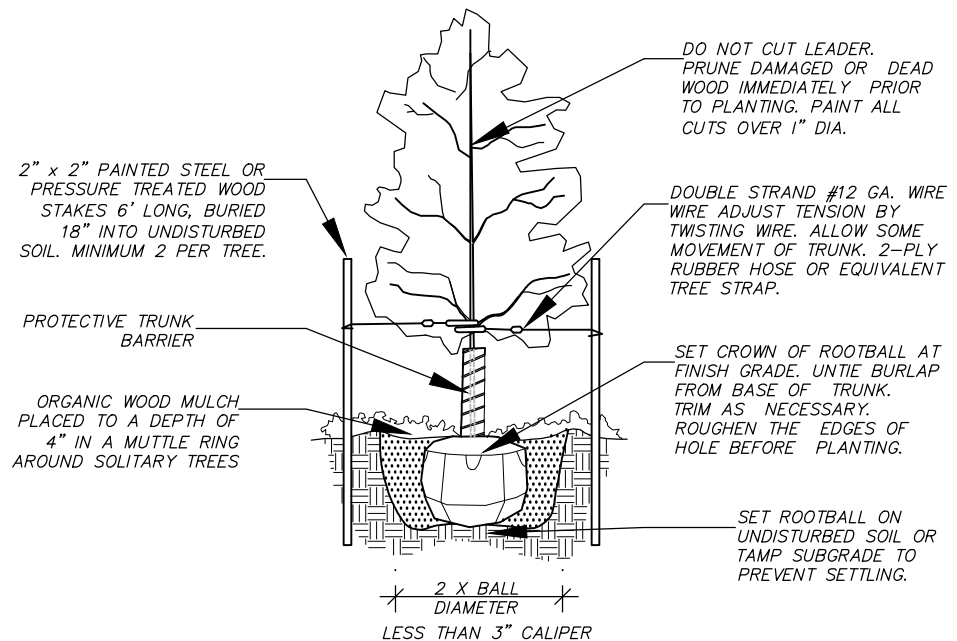
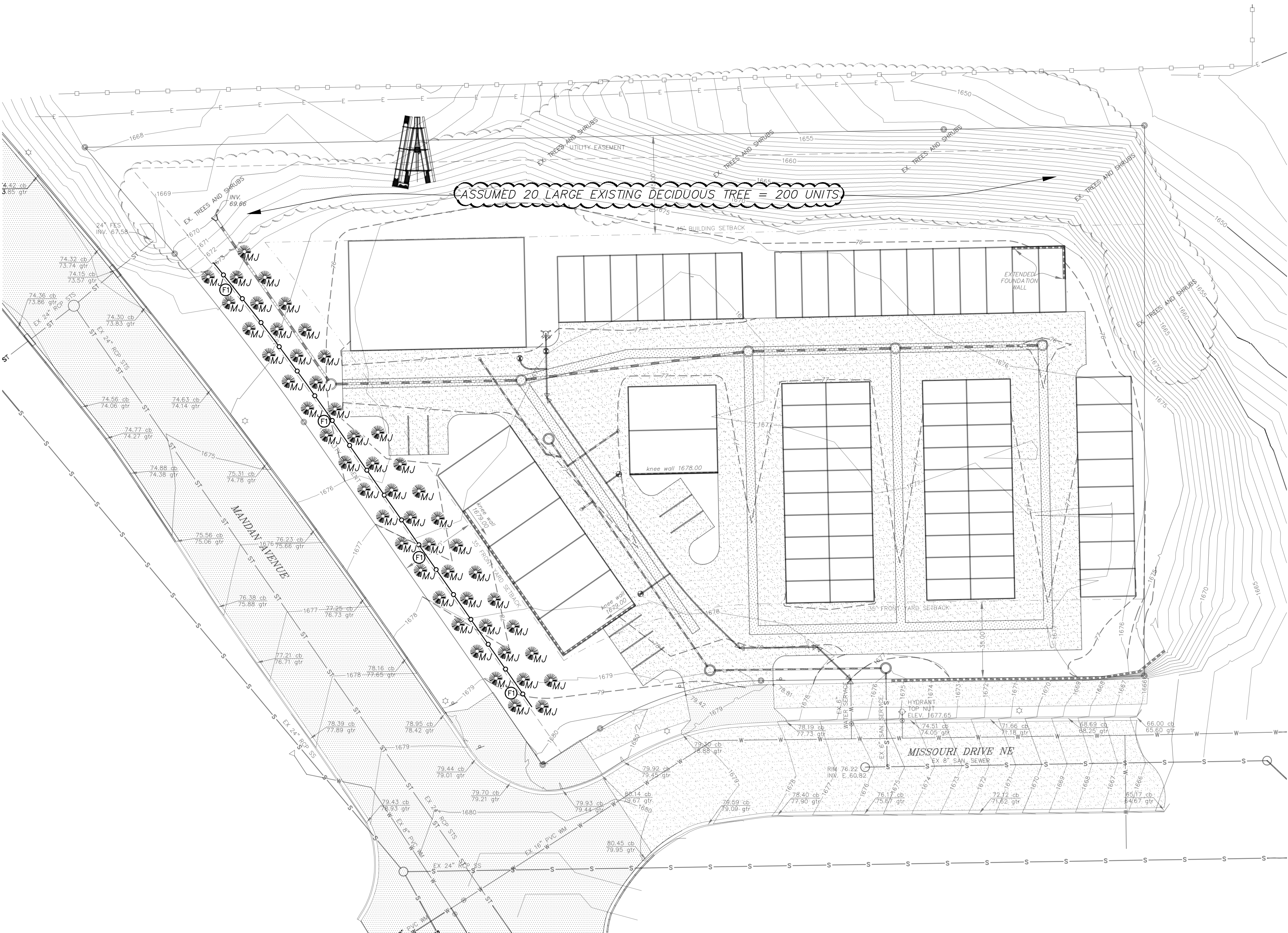
20) BINDING EFFECT: This rental agreement shall insure to the benefit of and be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

DAKOTA MINI STORAGE, LLC.

By: _____ Date 4/7/2026
Dakota Mini Storage, LLC. Representative

Occupant Date _____

All Correspondence: Dakota Mini Storage, LLC. 901 Missouri Dr NE Mandan, ND 58554



TREE PLANTING DETAIL
TYPICAL FOR ALL DECIDUOUS, SINGLE-TRUNK, TREES NTS

WARRANTY / DISCLAIMER
The designs represented in these plans are in accordance with established practices of civil engineering. However, neither Swenson, Hagen & Co. nor its personnel can or do warrant these plans as constructed except in the specific cases where Swenson, Hagen & Co personnel inspect and control the physical construction on a full time basis.

SAFETY NOTICE TO CONTRACTOR
In accordance with generally accepted construction practices the contractor will be solely and completely responsible for the conditions of the job site, including safety of all persons and property during performance of the work. This requirement will apply continuously and not be limited to normal business hours.

NOTICE TO CONTRACTOR
The location of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representatives. The Contractor shall determine the exact location of all existing utilities before commencing work, and agree to be fully responsible for any and all damages which might be occasioned by the Contractor's failure to exactly locate and preserve any and all underground utilities.

CALL BEFORE YOU DIG
NORTH DAKOTA
UTILITIES UNDERGROUND LOCATION SERVICE
1-800-795-0555

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GENERAL LANDSCAPING NOTES FOR ALL SHEETS

- ALL CONTRACTORS WISHING TO SUBMIT BIDS FOR THIS LANDSCAPING PROJECT SHALL BE RESPONSIBLE FOR FIELD VERIFYING ALL CONDITIONS.
- PROTECT THE IMPROVEMENTS ON SITE AND ON THE ADJOINING PROPERTIES. PROVIDE BARRICADES, COVERINGS OR OTHER TYPE OF PROTECTION AS NECESSARY TO PREVENT DAMAGE AND TO SAFEGUARD AGAINST INJURY TO EXISTING UTILITIES.
- DAMAGE THAT OCCURS TO PLANTS DURING TRANSPORTATION AND INSTALLATION WILL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR.
- ALL LANDSCAPE PLANTINGS SHALL BE WATERED BY THE LANDSCAPE CONTRACTOR THE SAME DAY THAT THE PLANTING OCCURS. IF WATER IS NOT AVAILABLE AT THE BUILDING, THE LANDSCAPE CONTRACTOR SHALL PROVIDE ALTERNATIVE METHODS FOR WATERING.
- SOLITARY TREES DO NOT NEED TO BE EDGED AROUND, HOWEVER ORGANIC WOOD MULCH SHALL BE PLACED AROUND THE TREE IN A MUTTLE RING THAT CONFORMS TO THE DETAIL PROVIDED FOR TREE PLANTINGS.
- CONTRACTOR SHALL PROVIDE WRITTEN WARRANTIES CONFIRMING THE FOLLOWING:
 - FURNISHED TREES GUARANTEED TO LIVE AND REMAIN STRONG, VIGOROUS, AND HEALTHY CONDITION FOR 365 DAYS MINIMUM FROM DATE LANDSCAPE INSTALLATION IS ACCEPTED AS COMPLETED.

TOPSOIL NOTES

- TOPSOIL IS STOCKPILED ON SITE AND WILL BE PLACE FOR THE LANDSCAPE CONTRACTOR TO SPREAD AND FINISH GRADE (ADDITIONAL IMPORT MAY BE REQUIRED). ALL PORTIONS OF THE SITE NOT RECEIVING CONCRETE OR OTHER IMPROVEMENTS SHALL BE COVERED WITH A MINIMUM OF 4" OF TOPSOIL AND SEEDING ACCORDING TO SPECIFICATIONS.
- TOPSOIL SHALL BE PLACED AND SEEDING AS SOON AS PRACTICAL TO MINIMIZE WIND AND WATER EROSION. BACKFILL BEHIND CONCRETE AS SOON AS REASONABLE TO PREVENT STANDING WATER AND PROTECT THE IMPROVEMENTS.

SEEDING NOTES

- SEEDING SHALL BE PERFORMED IN ACCORDANCE WITH THE MOST RECENT CITY OF MANDAN CONSTRUCTION SPECIFICATION FOR MUNICIPAL PUBLIC WORKS IMPROVEMENTS EXCEPT WHERE MODIFIED BELOW.
- SEED SHALL BE CLASS II IN ALL AREAS DEPICTED ON PLAN.
- CLEAR AND GRUB SITE BEFORE SEEDING ENSURING THAT THE SITE IS IN A SMOOTH CONDITION WITH NO DEBRIS OR ROCKS LARGER THAN 2" IN DIAMETER.
- FERTILIZE SOIL DURING THE SEEDING PROCESS USING AN APPROPRIATE APPLICATION PROCESS. FERTILIZER SHALL BE 10-10-10 AND APPLIED AT A RATE OF 4 LBS. PER 1000 SQUARE FEET.
- SEED SHALL BE DRILL SEEDING TO A DEPTH OF 1/4" TO 1/2" AND SHALL BE EVENLY SPREAD. AFTER SEED HAS BEEN SOWN, THE SOIL SHALL BE REPAKED IMMEDIATELY AFTER THE SEED IS APPLIED TO FIRM THE SOIL AROUND THE SEED. NO SEED SHALL BE PLACED ON DAYS WHERE THE WIND IS STRONG ENOUGH TO PREVENT IT FROM BEING PROPERLY IMBEDDED INTO THE SOIL.
- SEED MUST SHOW A DENSITY OF 20 TO 30 SEEDLINGS PER SQUARE FOOT BEFORE ACCEPTANCE WILL OCCUR. THE CONTRACTOR SHALL FURNISH AND REPLACE WITHOUT ADDITIONAL COMPENSATION THEREFORE, ANY SEED FOR AREAS THAT HAVE NOT GERMINATED, HAVE DIED, OR ARE DAMAGED TO THE EXTENT THAT REPLACEMENT IS REQUIRED TO CONFORM TO THE REQUIREMENTS OUTLINED ABOVE. THE CONTRACT WARRANTY PERIOD SHALL ALSO APPLY TO THIS ITEM.
- CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR ANY EROSION SCARS OR WASHOUTS UNTIL THE DATE THAT FINAL SEED STAND IS ACCEPTED. SEE EROSION CONTROL PLAN FOR EROSION CONTROL METHODS.
- HYDRO MULCH ALL SEEDING AREAS PER CITY OF MANDAN SPECIFICATIONS.

IRRIGATION PERFORMANCE SPECIFICATION

- CONTRACTOR SHALL DESIGN AND PROVIDE A PRICE FOR AN IRRIGATION SYSTEM ON THIS SITE FOR ALL GRASSED AREAS OR AS DESIGNATED BY THE OWNER.
- SYSTEM SHALL BE DESIGNED FOR 100% HEAD TO HEAD COVERAGE PROVIDING AT LEAST 1" OF MOISTURE PER WEEK. OVERSPRAY SHALL BE MINIMIZED ONTO PAVEMENT, SIDEWALKS, AND BUILDINGS. QUICK COUPLERS SHALL BE PROVIDED FOR WINTERIZATION.
- IRRIGATION CONTRACTOR SHALL MAKE ANY FIELD ADJUSTMENTS NECESSARY TO INSURE THAT THE COVERAGE IS HEAD TO HEAD. ALL CHANGES MUST BE DOCUMENTED. UPON COMPLETION OF THE JOB AN AS BUILT DRAWING INCLUDING PIPE SIZES, VALVE LOCATIONS AND HEAD LOCATIONS MUST BE GIVEN TO THE OWNER OR OWNERS REPRESENTATIVE.
- IRRIGATION CONTRACTOR SHALL FOLLOW ALL RECOMMENDED PRACTICES AS SET FORTH BY THE MANUFACTURER'S SPECIFICATIONS AND THE IRRIGATION ASSOCIATION.
- IRRIGATION CONTRACTOR SHALL INCLUDE THE FIRST YEARS WINTERIZATION IN THE COST OF THE PROJECT.
- IRRIGATION CONTROLLER LOCATION TO BE COORDINATED WITH THE OWNER.

FENCING NOTES

- INSTALL 6" HIGH OPAQUE VINYL FENCE ALONG WEST PROPERTY LINE AS DEPICTED ON THE PLANS

PLANT PALETTE

	SYM.	COMMON NAME	SCIENTIFIC NAME	SIZE	QNTY.
TREES	MJ	MEDORA JUNIPER	Juniperus scopulorum 'Medora'	+4'	49

LANDSCAPING REQUIREMENTS

105-1-14-(4.C.2) 10% OF THE LOTS DEVELOPABLE AREA MUST BE LANDSCAPED (GRASS, TREES, SHRUBS, ETC.)

AREA OF DEVELOPABLE LOT AREA MINUS SLOPED AREA = 78,730 SF

105-4-6-(E.4) 4 PLANT UNITS/1,000 SF OF DEVELOPABLE LOT AREA = 315 PLANT UNITS

LARGE MATURE DECIDUOUS TREE 10 UNITS
LARGE MATURE EVERGREEN TREE 10 UNITS
SMALL MATURE DECIDUOUS TREE 5 UNITS
SMALL MATURE EVERGREEN TREE 2.5 UNITS
MATURE SHRUB 1 UNIT
PERENNIALS

NORTH PLANTINGS
ASSUMING AT LEAST 20 EXISTING LARGE DECIDUOUS TREES = 200 PLANT UNITS

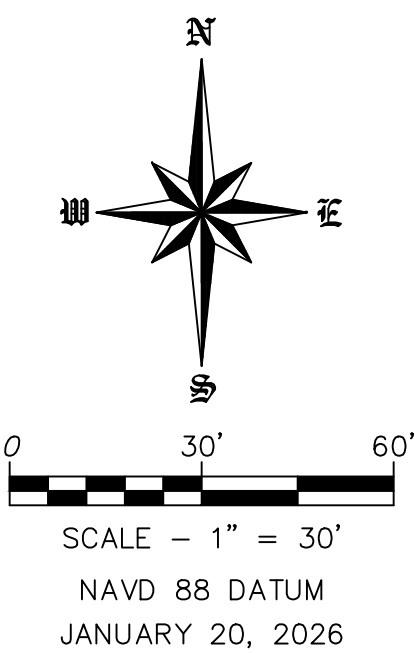
WEST PLANTINGS
49 SMALL EVERGREEN TREES = 245 UNITS

TOTAL UNITS
200 EXISTING UNITS
245 PROPOSED UNITS
= 445 TOTAL UNITS

105-4-6-(L) BUFFER YARDS

PROJECT SITE IS NEIGHBORHOOD COMMERCIAL
R7 ZONING WEST ACROSS MANDAN AVE
REQUIRED BUFFER YARD POINTS

35 FEET OF SEPARATION 1 POINT
THREE ROWS OF CONIFERS 3 POINTS
6-FOOT HIGH SOLID FENCE 1 POINT
TOTAL PROVIDED BUFFER YARD POINTS 5 POINTS

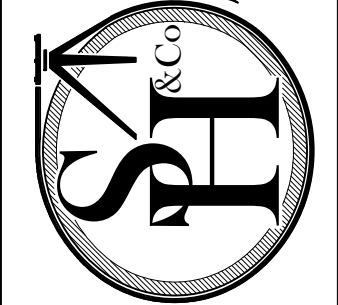


PRELIMINARY NOT FOR CONSTRUCTION RECORDING PURPOSES OR IMPLEMENTATION

DATE	
REVISIONS	

LANDSCAPE PLAN
LOT 1 BLOCK 1 SEIBELS SUBDIVISION

SWENSON, HAGEN & COMPANY P.C.
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Phone (701) 223-2600
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Surveying
Hydrology
Land Planning
Civil Engineering
Landscape & Site Design
Construction Management



DRAWN BY: CK
CHECK BY: CK, TR
DATE: 01-20-2026
PROJ.#:
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ND\Wandan\Seibel
Sub\Lot 1 Bk 1 (Storage
Units)\L1B1 Storage
Units.SP.dwg

SHEET
C5.0



SPECIAL USE PERMIT

For

Multi-use

Shops

Lot 1, Block 1, Seibel Subdivision

The property owner(s) of Lot 1, Block 1, Seibel Subdivision are granted a special use permit for multi-use shops. This special use permit (SUP) will allow multi-use shops to be built on Lot 1, Block 1, Seibel Subdivision.

1. This SUP is for two (2) structures.
 - a. One structure (east) with 2 units
 - b. One structure (west) with 5 units
2. The structures are limited to uses permitted within the CC - Commercial/Light Industrial district. Upon transfer of units, the uses allowed within CC - Commercial/Light Industrial at the time of transfer will apply.
3. Residential uses of any type are not allowed under this SUP.
4. Access to these structures will be from within the property. No direct access to individual units will be allowed from public street.
5. Each individual unit within the structures shall have its own separate means of egress.
6. Such units shall only contain group business, factory, mercantile, or storage occupancy classifications as set forth by Section 3 of the North Dakota State Building Code.
7. The structures will be constructed according to the minimum standards of the building code for the declared use(s).
8. Minimum off-street parking requirements shall be planned and provided for based on the declared uses. Any inadequate provision of parking within the development for a combination of uses may result in the revocation of this special use permit.
9. There will be one curb stop installed per structure. An access agreement between the city and developer must be created which allows access for city employees to access curb stops.

10. The declaration of commercial or accessory to residential shall in no way affect the way valuation, special assessments, utility rates, and other city fees are determined. These shall remain determined by separate city policy.
11. Covenants, conditions, and restrictions (CC&Rs) or another form of recorded agreement approved by the city attorney shall set out, at a minimum, provisions for access and responsibility for costs of inspections related to the fire suppression system, if any.
12. If the property owner should choose to condo plat the structures for the purpose of selling individual units they are required to abide by the following requirement:
 - a. For the city's utility billing purposes, a recorded development association or another form of recorded agreement approved by the city attorney is required if any of the individual units within the development are not owned by the same owner of the development. The recorded development association or recorded agreement shall set out, at a minimum, the allocation of costs and statement of understanding of the collective responsibility of owners for payment of city utilities. If a recorded development association or another form of recorded agreement approved by the city attorney is in place, the city will issue one utility bill per month to one owner or representative of the structure for the entire structure's base charges and consumption or usage. The monthly utility bill will not be sent to each individual owner within the structure. If ownership is divided after a special use permit has been obtained, the property owner shall furnish a copy of said recorded agreement to the city showing it meets this provision.
13. External, structural illumination shall be downward and inward facing. Onsite property lighting shall be downward facing. No external illumination shall leave the property.
14. Noise-producing business-related activities, other than those of an office or clerical nature, are limited to between 6:00am and 10:00pm. Nothing in this condition permits exceeding the requirements of the MCO pertaining to noise nuisances.
15. Landscape buffer(s) shall be planted along the west property line of the development that adheres to the City of Mandan Gateway Screening requirement and is approved by the Mandan Architectural Review Commission (MARC).
16. Boulevard landscaping consisting of one tree of at least 1 ¼" caliper and approved by the City Forestry Department shall be installed and maintained as shown in the approved site plan along Mandan Ave.
17. Landscaping and screening shall be installed per the approved site plan.
18. Any modification to this Special Use Permit must be reviewed in accordance with City Ordinances in effect at the time of proposed changes.

Dated this day of _____, 2026

President, City Commission

ATTEST:

Planning and Zoning Secretary



City Commission Agenda Documentation

MEETING DATE: April 21, 2026
PREPARATION DATE: April 15, 2026
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Riley McAdoo-Roesler, Assistant City Engineer
SUBJECT: Consider the approval of the plans and specification, Engineer's Report, and authorize the call for bids for the 2026 Striping Project 2026-21

STATEMENT/PURPOSE:

To move forward with project 2026-21 to stripe main street.

BACKGROUND/ALTERNATIVES:

Public Works and the Engineering Team have been working closely to develop a plan to address striping needs in Mandan. This is a project to replace the age pavement marking along the Main Street corridor with grooved and epoxy stripes. This will refresh all of Main Street and the intersections spanning from 10th Ave SW to 13th Ave NE, including crosswalk striping along 1st Street. The required completion date for this project will be June 26, 2026.

ATTACHMENTS:

1. Resolution Ad for Bids Project 2026-21
2. Resolution Approve Plans & Specs Project 2026-21
3. Ad for 2026 Striping Project Bids
4. Resolution Approve Engineer Report Project 2026-21

FISCAL IMPACT:

The estimated cost is \$292,647.70. After speaking with the Finance department, Flex Fund is the most appropriate source for this project.

STAFF IMPACT:

Staff will need to spend time working closely with the contractor to ensure all work is completed in a timely manner.

City Commission

Agenda Documentation

April 21, 2026

Subject: Consider approval of the plans and specifications, Engineer's Report, and authorize the call for bids for the 2026 Striping Project 2026-21

Page 2 of 2

LEGAL REVIEW:

All documents have been made available to the City Attorney.

RECOMMENDATION:

To authorize the engineering department to advertise for bids for the 2026 Striping Project.

SUGGESTED MOTION:

I move to authorize the engineering department to advertise for bids for the 2026 Striping Project.

**RESOLUTION DIRECTING ADVERTISEMENT FOR BIDS
FOR 2026 STRIPING PROJECT 2026-21**

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

1. The City Engineer and staff shall meet at the time and place specified in the notice authorized in paragraph 2 hereof, for the purpose of opening sealed bids for the work and material needed for the improvement project to be made in 2026 Striping Project 2026-21 of the City of Mandan, as more fully described and referred to in the plans and specifications for said improvement now on file in the office of the City Engineer.

2. The City Administrator is authorized and directed to cause notice of advertisement for bids to be published once each week for two consecutive weeks in the Mandan News, the official newspaper, the first of such publications to be at least twenty-one days before the date specified for receipt of bids, which notice shall be in the following form:

3. Each and all of the terms and provisions of the foregoing notice are hereby adopted as the terms and conditions for the award of said contract.

4. The Board of City Commissioners shall meet in April to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder.

President, Board of City Commissioners

ATTEST:

City Administrator

Passed: April 21, 2026

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
FOR 2026 STRIPING PROJECT # 2026-21**

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

Pursuant to the requirement of the North Dakota Century Code §40-22-11, the Plans and Specifications for the improvement project in Project # 2026-21 of said City be and the same are hereby approved, ratified and confirmed as the plans and specifications in accordance with which said improvement project will be constructed, except as modified by this Board in accordance with law, and the City Administrator shall file the same in his office, open for public inspection.

Dated this 21st day of April, 2026.

President, Board of City Commissioners

ATTEST:

City Administrator

**ADVERTISEMENT FOR BIDS FOR
2026 STRIPING PROJECT #2026-21
MANDAN, NORTH DAKOTA**

Notice is hereby given, that the City of Mandan, North Dakota, will receive sealed bids at the Office of the City Engineer, City Hall, until Friday, May 15, 2026, at 11:00 a.m., local time, for the purpose of the construction of the Striping Project 2026-21. The work consists of all labor, skill and materials required to properly construct the improvement.

Contractors and vendors desiring plans and specifications for personal use may secure digital copies from www.questcdn.com for a fee of \$25.00. These documents may be downloaded by selecting this project from the "Bid Documents" tab and by entering Quest Project Number **#10166297** on the "Search Projects" page. For assistance and the free membership registration, contact QuestCDN at (952) 233-1632 or info@questcdn.com. Paper copies of the bid documents may be obtained from the City of Mandan Engineering office, 205 2nd Avenue Northwest, Mandan, North Dakota 58554 upon non-refundable payment of \$50.00 for each set. If Plans are mailed out and additional fee of \$15.00 will be added for postage and handling.

The Contractor shall include a copy of his license or certificate or renewal thereof enclosed in the required bid bond envelope as required pursuant to §43-07-12 of the North Dakota Century Code, as amended. Unless a bidder obtains a contractor's license for the full amount of its bid within twenty days after it is determined the bidder is the lowest and best bidder, the bid must be rejected and the contract awarded to the next lowest, best, and licensed bidder.

Each bid shall be accompanied by a separate envelope containing a bidder's bond in the amount of five (5) percent of the amount of the bids as required by North Dakota Century Code (NDCC) §48-01.2-05, as amended, and executed as provided by law. The bid bond shall be conditioned that if the principal's bid is accepted and the contract awarded to the principal, the principal, within ten days after notice of award shall execute a contract in accordance with the terms of the bid and a contractor's bond as required by law and the regulations and determinations of the city's governing body.

Bids shall be made on the basis of cash payment for the work to be done. All work under this advertisement shall be started on a date to be specified in a written order from the Board of City Commissioners, or no later than ten (10) days after written notice to proceed has been received from the city.

All guaranteed work listed in the special provisions is subject to interim completion dates. If the contractor fails to complete all the work within this time, or such additional time as has been granted for excusable delays, there shall be deducted from any money due the contractor the sum of One Hundred Dollars for each calendar day the completion of the work is delayed. Such deducted amounts shall be charged as liquidated damages and not as a penalty.

The bid proposals shall be sealed and endorsed "Proposal for the 2026 Striping Project #2026-21". Bids shall be delivered or mailed to: City Engineer, 205 2nd Avenue NW, Mandan, ND 58554. Bids will be opened and read aloud in the City Commission Meeting Room at 11:00 a.m.,

local time, on Friday, May 15, 2026. All bidders are invited to be present at the public opening of the bids. No bid may be read or considered if it does not fully comply with the requirements of NDCC §48-01.1-05 and any deficient bid submitted must be resealed and returned to the bidder immediately.

The Board of City Commissioners of the City of Mandan, North Dakota, will meet at the City Hall in May to review the bids submitted, consider the engineer's recommendation, and to award the contract to the successful bidder. The contract will be awarded on the basis of the low bid submitted by a responsible and responsive bidder deemed most favorable to the City's interest.

The Board of City Commissioners reserves the right to hold all bids for a period of forty-five (45) days after the date fixed for the opening thereof, and to reject any or all bids and to waive irregularities whenever it is in the best interest of the City of Mandan.

Dated this 24th day of April, 2026.

City of Mandan, North Dakota

BY: Jim Neubauer
City Administrator

**RESOLUTION APPROVING ENGINEER'S REPORT AND
AUTHORIZING PREPARATION OF THE DETAILED PLANS
AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE
IMPROVEMENT IN 2026 STRIPING PROJECT 2026-21**

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

1. That the report of the City Engineer with respect to the general nature, purpose, and feasibility of the proposed improvement and the estimate of the probable cost of the work to be done in 2026 Striping Project 2026-21, as required by North Dakota Century Code §40-22-10, and hereto filed in the office of the City Administrator, is hereby accepted and approved and the proposed improvement project within said District is hereby determined and declared to be feasible.

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

a. Construction costs:

\$243,873.08

b. Other costs including necessary and reasonable change orders; engineering, fiscal agents' and attorneys' fees; cost of publication of legal notices; printing of warrant bonds; and all expenses incurred in the making of the improvement and levy of assessments therefor:

\$48,774.62

c. Total estimated costs of the improvement:

\$292,647.70

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

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

Dated this 21st day of April 2026

President, Board of City Commissioners

ATTEST:

City Administrator