



**AGENDA  
CITY COMMISSION  
JUNE 16, 2026  
ED "BOSH" FROEHLICH MEETING ROOM  
MANDAN CITY HALL  
5:30 PM  
[WWW.CITYOFMANDAN.COM](http://WWW.CITYOFMANDAN.COM)**

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**A. ROLL CALL**

1. Roll call of all City Commissioners

**B. THE PLEDGE OF ALLEGIANCE**

**C. ANNOUNCEMENTS**

1. Construction Project Updates
2. New Employee Introductions - Assessing Department, Grayson Erling & Chuck Brandner
3. Buggies-N-Blues Recap & July 4 Festivities
4. Fire Department Pinning & Award Ceremony/Commissioner Rohr Open House
5. General Safety Planning

**D. PUBLIC COMMENT**

**E. APPROVAL OF AGENDA**

**F. MINUTES**

1. Consider approval of the June 2, 2026 Board of City Commission Meeting Minutes

**G. PUBLIC HEARING**

1. Consider a preliminary plat for Keidels South Heart Terrace 5th Addition

**H. BIDS**

**I. CONSENT AGENDA**

1. Consider approval of 2025 Records Disposal for the Assessing & *Finance Departments*
2. Consider Memorial Highway change orders 39 and 40
3. Consider approval of monthly bills
4. Consider a letter of support for the Coalition Against Bigger Trucks (CABT)
5. 2026 Budget Amendment – Grounds Maintenance Toolcat Replacement
6. Consider the following special event permits:
  - a. Silver Dollar 4th of July street dance
  - b. 2026 Mandan Independence Day Celebrations
  - c. Lyons Heart Gravel Classic
  - d. Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend
7. Consider accepting transportation alternative grant funding for the 1806 Pedestrian Trail Project 2026-14, #1018
8. ~~Consider approval of the new Class H liquor license application for 726 Services, LLC effective July 1, 2026~~
9. Consider approval of the Class A liquor license renewal application for Lakewood Bar & *Grill* dba The Drink effective July 1, 2026
10. Consider a mobile cigar sales permit for Big Stick Cigar Lounge at Mandan Police Department Cadet Explorers Golf Tournament on June 19, 2026

**J. OLD BUSINESS**

**K. NEW BUSINESS**

1. Salary Study Report and Recommendation
2. Emergency Water Main Replacement – Public Works Recommendation  
Location: 14th St NE & Collins Avenue

**L. RESOLUTIONS AND ORDINANCES**

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

**M. OTHER BUSINESS**

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

- - Tuesday, July 7, 2026 at 5:30 p.m.
  - Tuesday, July 21, 2026 at 5:30 p.m.
  - Tuesday, August 4, 2026 at 5:30 p.m.

**O. ADJOURN**

The Mandan City Commission met in regular session at 5:30 PM on June 2, 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, Finance Director Welch, Assistant Finance Director Schulz, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Building Official Singer, Battalion Fire Chief Weltikol, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Communications Specialist Schmidt, Administrative Assistant Newman, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Construction Project Updates.* City Engineer Wigness presented.  
2. *Buggies-N-Blues, June 12-14.* Mandan Progress Organization Assistant Executive Director Triston Kosek presented.

3. *Wrap-up Community Cleanup Month.* Communications Specialist Schmidt presented.

4. *New Employee Introduction: Meghan Cloninger - Engineering Intern.* City Engineer Wigness presented.

5. *Congratulations Mandan Girls Soccer Team (undefeated regular season, WDA Champions, 2nd at State), Coach Aaron McElwee (Coach of the Year), and Sara Helderop (Senior Athlete of the Year - scoring over 100 goals in her career, the only athlete in N.D. to accomplish this feat).* Mayor Froelich presented. City Administrator Neubauer informed the Commission of the Mandan Rural Fire Department vote scheduled for June 10, and clarified that this is totally unrelated to the measure related to the Mandan Fire Department to be voted on June 9.

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

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 May 19, 2026 Board of City Commission Meeting Minutes.* Commissioner Heinsohn moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

H. BIDS

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

1. *Consider Abatements.*

a. *Steinwand Abatement.*

b. *Spilman Abatement.*

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

J. OLD BUSINESS

K. NEW BUSINESS

1. *Consider a special use permit for Lot 1, Block 1, Vic Fleck Subdivision (2264 Sunny Road S).* Building Official Singer presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the Special Use Permit for Lot 1, Block 1, Vic Fleck Subdivision, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.
2. *Consider a special use permit for Lot 12, Block 18, Mandan Proper (210 5th Avenue NW).* Building Official Singer presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the special use permit for an event venue at Lot 12, Block 18, Mandan Proper, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.
3. *Consider approving plans and specifications and authorizing the advertisement for bids for the Master Lift Station Interm Improvement project, Project 2026-20.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve plans and specifications and authorize the advertisement for bids. Roll Call vote: Aye 5, Nay 0. The motion passed.
4. *Consider Task Order with AE2S for the Raw Water Intake Study.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Heinsohn seconded to approve entering into Task Order No. 17 with AE2S for engineering services related to the Raw Water Intake Phase III Project. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. RESOLUTIONS AND ORDINANCES

1. *Second consideration of Ordinance 1485, a zone change from Agriculture and CA-Commercial to R7 and R3.2 (Residential), CA and CC (Commercial) for School District 8th Add.*
2. *Second consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems.* Police Chief Ziegler presented. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the second and final consideration of Ordinance 1486 to amend and re-enact Article 2, Chapter 8 of the Mandan Code of Ordinances relating to alarm systems. Roll Call vote: Aye 5, Nay 0. The motion passed.

3. *First consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties.* Police Chief Ziegler presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve the first consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Consider resolutions necessary to create Street Improvement District 244, Project 2026-15, 8th/27th Phase II.* City Engineer Wigness presented. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the resolution creating the district, approve the engineer's report, approve the feasibility report and approve the resolution of necessity for Street Improvement District No. 244, Project No. 2026-15 (Mandan 8th Ave Reconstruct Phase II). Roll Call vote: Aye 5, Nay 0. The motion passed.

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

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

O. ADJOURN There being no other business to come before the Board, the meeting was adjourned at 6:18 p.m.

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James Neubauer  
City Administrator

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James Froelich  
Board of City Commissioners



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 8, 2026  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Rachel LaQua, Interim Planner  
**SUBJECT:** Consider a preliminary plat and zone change for Keidels South Heart Terrace 5th Addition

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#### STATEMENT/PURPOSE:

Consider a preliminary plat and zone change for Keidels South Heart Terrace 5th Addition

#### BACKGROUND/ALTERNATIVES:

##### Requested Preliminary Plat

##### **Background**

This is the preliminary plat for Keidel’s South Heart Terrace 5th Addition, located in the NW1/4 of Section 3, T138N R81W, 5th PM, Morton County, ND, within city limits. This portion of the NW1/4 of Section 3 has been previously platted as Keidel’s South Heart Terrace 4th, which was vacated. The applicant has met with City staff numerous times between this item being tabled originally in fall 2025 and now. Most recently, the applicant met with city staff at a pre-planning meeting on April 2, 2026. Since initial meetings, staff has had discussions with the applicant regarding the need for connectivity to the east, based on concerns regarding both fire department access and a general need for connections between subdivisions. Originally, these discussions were also based on a subdivision proposal and PUD approval to the east, which has not moved forward in recent months. The applicant has been provided with two options for connections, one of which was designed by the applicant's engineer and the other of which was designed by City staff.

##### **Preliminary Plat Details**

Total Area: 47.82 acres to be platted into 6 blocks with a total of 71 lots.

##### **Configuration**

The applicant proposes to create 6 blocks:

- Block 1 – 4 lots, ranging in size from 14,566 square feet to 19,204 square feet
- Block 2 – 16 lots, ranging in size from 14,398 square feet to 31,626 square feet
- Block 3 – 13 lots, ranging in size from 1,059 square feet to 20,749 square feet
- Block 4 – 18 lots, ranging in size from 11,418 square feet to 38,219 square feet
- Block 5 – 2 Lots, ranging in size from 13,830 Square feet to 17, 326 square feet
- Block 6 – 17 lots, ranging in size from 10,916 square feet to 389,818 square feet.  
Lot 16 is a drainage basin with a 40' stormwater and drainage easement across to Lot 17.

### **Access**

Block 1 accesses onto 8th Ave SW. Block 2 is accessed via 8th Ave SW, Cobblestone Loop, and a cul-de-sac created by 7th Ave SW. Block 3 is accessed via 6th Ave SW, Cobblestone Loop, and 4th Ave SW. Block 4 is accessed via Cobblestone Loop, 4th Ave SW, and a cul-de-sac at 2nd Ave SW. Block 5 is accessed via Cobblestone Loop and a cul-de-sac coming off of Cobblestone Loop labeled Liffrig Court.

Connection to existing roads is via extension of 8th Ave SW, 6th Ave SW, 4th Ave SW, and Cobblestone Loop from Keidel's South Heart Terrace 3rd Addition directly to the north. Cobblestone Loop is also proposed to connect to 8th Ave. Cobblestone Loop abuts adjacent property to the south between Blocks 1 & 5.

Proposed rights-of-way are 66 feet in width for Cobblestone Loops and 6th Ave SW, and 80 feet for 8th Ave SW and 4th Ave SW.

The plat shows 8th Ave SW moving eastward from its current orientation and shows multifamily lots on the west side of 8th Ave. City staff had requested minimal access points along 8th Ave SW as the potential buildout and platting of the land to the south may include intensive uses such as a hotel, conference center, or school. 8th Ave SW will operate as a collector and therefore access to 8th Ave must be appropriately managed.

The plat, updated since Planning and Zoning Commission on the requirement of the Planning and Zoning Commission recommendation, now shows 4th Ave SW meeting the south border of the proposed plat, allowing for additional access into the property to the south.

There is no access to the east of this subdivision. City staff had, after facilitating conversations with the proposed Clover Grove subdivision (approved PUD but which has not been subdivided) to the east, requested that at a minimum, staff would like to see an eastward right of way preserved through a dedication of the right of way during platting and/or a memorandum of understanding noting when future development of that

dedication would be developed. The currently shown cul-de-sac on the east side of the subdivision does not allow for continuation of Liffrig Court into the coulee between the Keidel's 5th Subdivision and Clover Grove. The applicant has noted that the construction of such a road would be costly. City staff acknowledged that but, in the interests of future connectivity, requested preservation of the option. This plat does not meet those requests. City staff have noted that this is a persistent occurrence on the south side of Mandan, with subdivisions being self-contained rather than providing east-west access, leading to a lack of connectivity for vehicular and pedestrian traffic and higher likelihood of future concerns as the south side of Mandan continues to develop.

### **Planning & Zoning Commission**

At the Planning and Zoning Discussion, staff and applicant both discussed this eastern connectivity. Staff noted the above concerns. The applicant noted his concern that the eastern connection, whether it was one prepared by the applicant's engineer or the City's Engineer, was undesirable, because it would remove well-priced, high-value lots from the subdivision, since it would eliminate Lot 13 and the proposed cul-de-sac, meaning that one lot would be removed and the higher-valued cul-de-sac lots replaced with street frontage lots. He also noted concern with the price of the road (as did two neighbors in attendance). Staff noted that the request is for a dedication of right of way rather than a built road.

The intention would be to require that the road be built at such a time as the property to the south develops and requires additional access. The future/use purpose of the south lot is uncertain. During the course of conversations with the applicant over the last 6 months or so, potential uses have included an event center, hotel, school, and Montessori academy. Each of these come with different traffic concerns, leading to some uncertainty about the future needs and therefore the need to preserve connectivity.

As a compromise, the Planning and Zoning Commission requested the addition of the extension of 4th Ave into the south property, and the requirement that when the south property develops and/or an entitlement is sought, an easement or dedication to the east will be included.

Mr. Liffrig has suggested the following language in a development agreement:

***"We understand that the City of Mandan is trying to connect neighborhoods whenever necessary and feasible. We therefore agree to provide street access to the east of our property should the City of Mandan determine that the traffic from future neighborhoods requires such connectivity. We agree to work with the City staff to include an easement for such connectivity as part of our upcoming Planned Unit Development."***

City staff would recommend that, if the Commission chooses to proceed with the

Planning Commission's recommendation, that the following language be included in a development agreement for Keidel's South Heart Terrace 5th Addition, be signed onto by the owners of the SE 1/4 NW 1/4 & NE 1/4 SW 1/4 80.00 ACRES, Section 3, Township 138 North Range 81 West, owned by Montessori for Everybody AND PT GOV LOTS 3 & 4 & SW 1/4 NW 1/4 (ANNEXED WITH ORDINANCE #1186)(LESS PT KEIDELS SOUTH HEART TERRACE 4TH)22.75 ACRES, Section 3, Township 138 North Range 81 West, owned by Michael Liffrig, AND GOV LOT 3 & GOV LOT 4 (LESS PT ANNEXED WITH ORDINANCE #1162 53.00AC) & SW 1/4 NW 1/4 & NW 1/4 SW 1/4 (LESS PT ANNEXED WITH ORDINANCE #1186 55.56AC) 56.60 ACRES, Section 3, Township 138 North Range 81 West, owned by Michael Liffrig, and be applicable to all future owners, successors, heirs and assigns:

*"With any requested development or entitlement of the SE 1/4 NW 1/4 & NE 1/4 SW 1/4 80.00 ACRES, Section 3, Township 138 North Range 81 West, owned by Montessori for Everybody AND PT GOV LOTS 3 & 4 & SW 1/4 NW 1/4 (ANNEXED WITH ORDINANCE #1186)(LESS PT KEIDELS SOUTH HEART TERRACE 4TH)22.75 ACRES, Section 3, Township 138 North Range 81 West, owned by Michael Liffrig, AND GOV LOT 3 & GOV LOT 4 (LESS PT ANNEXED WITH ORDINANCE #1162 53.00AC) & SW 1/4 NW 1/4 & NW 1/4 SW 1/4 (LESS PT ANNEXED WITH ORDINANCE #1186 55.56AC) 56.60 ACRES, Section 3, Township 138 North Range 81 West, owned by Michael Liffrig, the owners and/or developers shall include a dedicated right of way that connects to the east township road that runs along the border between Lot 16, Keidel's South Heart 5th Terrace, and GOV LOT 2 AKA NW 1/4 NE 1/4 (LESS OUTLOT A OF GOV LOT 2 3.29AC & LESS 19.22AC MACEDONIA HILLS 1ST) & PT SW 1/4 NE 1/4 (ANNEXED PER ORDINANCE #1142) 16.92 ACRES. Said right of way may or may not be required to be developed at time of entitlement request, the decision of which is at the discretion of City staff and Commission, based on traffic impact, requested development pattern, immediate need, and future build-out potential."*

**Requested Zone Change**

R7 – Residential for:

Lots 1-5 and 12-15, Block 2

Lots 6-9, Block 3

Lots 5-18, Block 4

Lots 1-2, Block 5

Lots 1-17, Block 6

RM – Residential for:

Lots 1-4, Block 1

Lots 6-11 and 16, Block 2

Lots 1-5 and 10-13, Block 3

Lots 1-4, Block 4

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

Adjacent properties to the north and south are zoned R7 – Residential and Agriculture, to the east zoned RM – Residential and Agriculture; and to the west is public right-of-way and Agriculture. The Future Land Use Plan designates this area as Low Density Residential.

### **Staff Comments**

Staff maintains concern regarding connectivity to the east with this platting process.

### **Findings of Fact Preliminary Plat**

- All technical requirements for consideration of a preliminary plat have been met;
- 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;
- The proposed plat does not include sufficient 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;
- 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.
- 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;
- The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;
- The proposed subdivision is not consistent with the Comprehensive Plan, the Future Land Use Plan, and other plans and studies, policies and accepted planning practice;
- The proposed subdivision would adversely affect public health, safety and general welfare.

### **Findings of Fact Zone Change**

1. Fulfills the goals, objectives, and policies of the future land use plan; and
2. Fulfills the goals, objectives, and policies of other plans as may be adopted by the city.

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

This item has been published in the Mandan News as required. An application and fee

was received on July 25, 2025. Letters were sent to eighty-two adjacent property owners on April 9, 2026.

**ATTACHMENTS:**

1. Application Redacted
2. Keidels 5th Preliminary Plat 5-29-26
3. Proposed Zoning Map
4. Location Map

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

There has been considerable staff time into reviewing the proposed development.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Planning and Zoning Commission recommended approval of the plat and zone change for Keidel's South Heart Terrace 5th Addition, if 4th Avenue SW were continued to the south and there was a requirement for access to the east to be provided with the next requested development to the south.

City staff recommend denial of the plat as presented because there is no access easement preserved to provide a future right of way to the east from Inspiration Court.

**SUGGESTED MOTION:**

Motion to **APPROVE**: I move to approve the preliminary plat, zone change and development agreement conditions as presented for Keidel's South Heart Terrace 5th Addition.

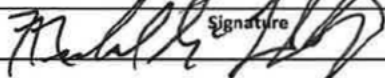
Motion to **APPROVE WITH CONDITIONS**: I move to approve the preliminary plat and zone change and development agreement conditions as presented, including \_\_\_\_\_ conditions \_\_\_\_\_ for Keidel's South Heart Terrace 5th Addition.

Motion to **DENY**: I move to deny the preliminary plat, zone change, and development agreement conditions as presented for Keidel's South Heart Terrace 5th Addition.

CITY OF MANDAN		
Development Review Application		
<input type="checkbox"/>	Minor Plat (\$300)	X Zone Change (\$600)
<input type="checkbox"/>	Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
X	Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
<input type="checkbox"/>	Final Plat up to 20 lots (\$450)	Vacation (\$500)
<input type="checkbox"/>	Final Plat 21 to 40 lots (\$600)	Variance (\$400)
<input type="checkbox"/>	Final Plat more than 40 lots (\$750)	Special Use Permit (\$450)
<input type="checkbox"/>	Annexation (\$450)	Stormwater submittal (\$300)
<input type="checkbox"/>	Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
<input type="checkbox"/>	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 Michael Liffrig		
Address [REDACTED]			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax	Phone [REDACTED]		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

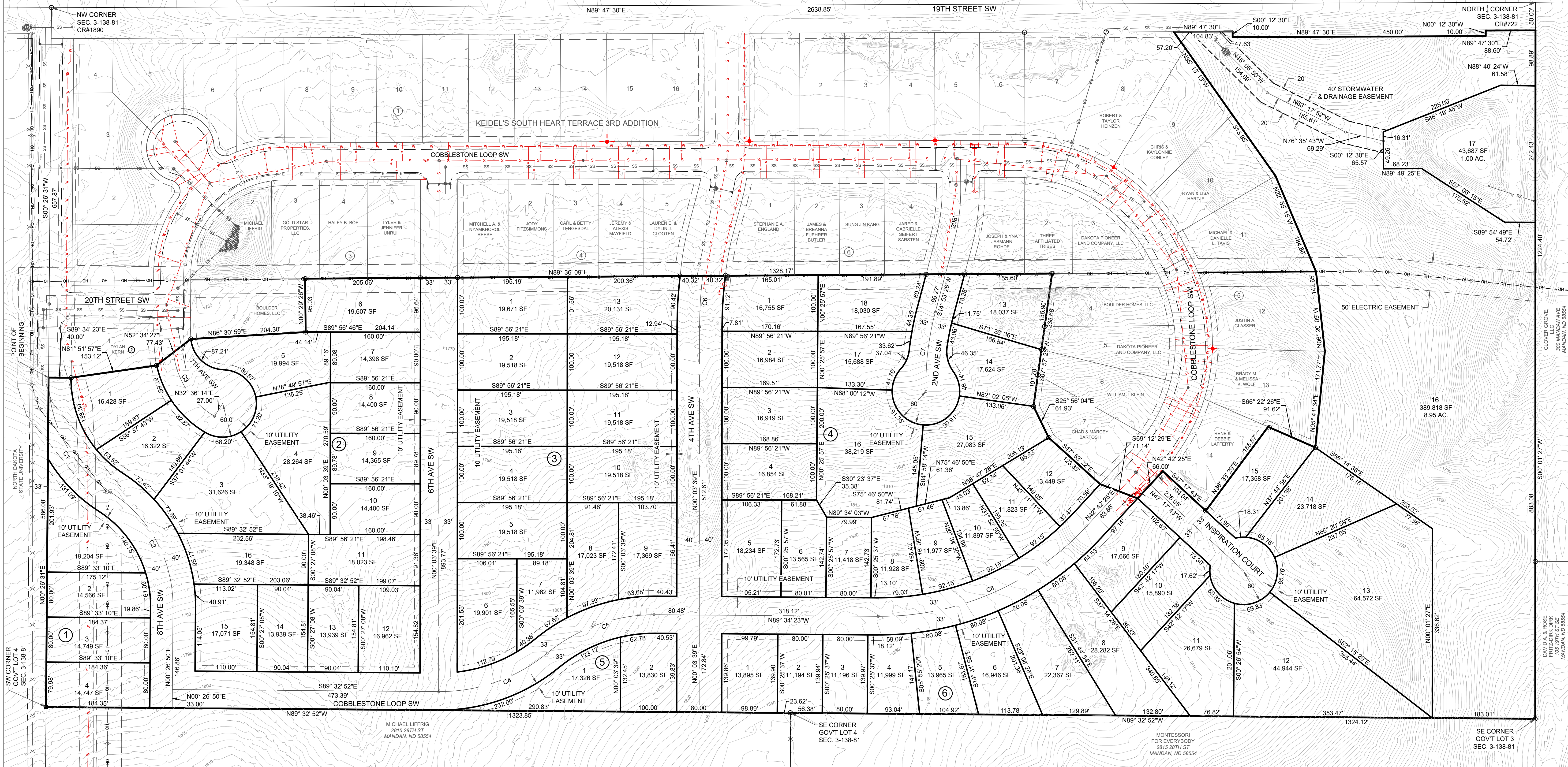
Location		Type		Existing Zone	Proposed Zone	Project Name	
X	City	ETA	New	Addition	R7	R3.2 & r7	Keidels South Heart Terrace 5th Addition
Property Address				Legal Description			
8th Ave SW				Part of NW Quarter S3-T138N-R81W			
Current Use							
Vacant							
Proposed Use							
Residential Subdivision				Section 3	Township 138	Range 81	
Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking		
47.82 Acres	NA	NA	NA	NA	NA		

Print Name Michael Liffrig	Signature 	Date 7/24/25
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Office Use Only			
Date Received:	Initials: <i>ym</i>	Fees Paid: \$ 1100	Date 7-25-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			

# PRELIMINARY PLAT

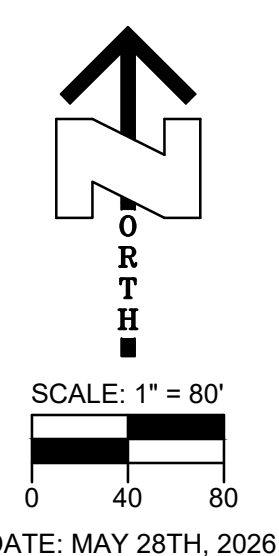
# KEIDEL'S SOUTH HEART TERRACE 5TH ADDITION TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA PART OF GOVERNMENT LOTS 3 AND 4 OF SECTION 3, T138N, R81W



**PROPERTY DESCRIPTION**

A TRACT OF LAND BEING A PART OF GOVERNMENT LOTS 3 AND 4 OF SECTION 3, TOWNSHIP 138 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 3 MARKED BY A 1/2" REBAR; THENCE SOUTH 00° 26' 31" WEST ON THE WEST LINE OF SAID SECTION 3 A DISTANCE OF 657.87 FEET TO A 1/2" REBAR WITH LS-9628 CAP BEING THE POINT OF BEGINNING; THENCE SOUTH 89° 34' 23" EAST A DISTANCE OF 40.00 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 81° 51' 57" EAST A DISTANCE OF 153.12 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 52° 34' 27" EAST A DISTANCE OF 77.43 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 86° 30' 59" EAST A DISTANCE OF 204.30 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 00° 29' 26" WEST A DISTANCE OF 95.03 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 89° 36' 09" EAST A DISTANCE OF 1328.17 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 07° 57' 38" WEST A DISTANCE OF 238.62 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 25° 56' 04" EAST A DISTANCE OF 61.93 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 47° 53' 22" EAST A DISTANCE OF 123.33 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 69° 12' 29" EAST A DISTANCE OF 71.14 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 42° 42' 25" EAST A DISTANCE OF 66.00 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 47° 17' 43" EAST A DISTANCE OF 104.04 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 36° 33' 29" EAST A DISTANCE OF 185.87 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE SOUTH 66° 22' 26" EAST A DISTANCE OF 91.62 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 05° 41' 34" EAST A DISTANCE OF 171.77 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 06° 20' 09" WEST A DISTANCE OF 142.65 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 22° 55' 15" WEST A DISTANCE OF 184.88 FEET TO A 1/2" REBAR WITH LS-4623 CAP; THENCE NORTH 35° 13' 13" WEST A DISTANCE OF 313.95 FEET TO A 1/2" REBAR WITH LS-4623 CAP AND THE SOUTH RIGHT OF WAY LINE OF 19TH STREET; THENCE NORTH 89° 47' 30" EAST ON SAID SOUTH LINE A DISTANCE OF 104.83 FEET; THENCE SOUTH 00° 12' 30" EAST ON SAID SOUTH LINE A DISTANCE OF 10.00 FEET; THENCE NORTH 89° 47' 30" EAST ON SAID SOUTH LINE A DISTANCE OF 450.00 FEET; THENCE NORTH 00° 12' 30" WEST ON SAID SOUTH LINE A DISTANCE OF 10.00 FEET; THENCE NORTH 89° 47' 30" EAST ON SAID SOUTH LINE A DISTANCE OF 88.60 FEET TO THE EAST LINE OF SAID NORTHWEST QUARTER; THENCE SOUTH 00° 01' 27" WEST ON SAID EAST LINE A DISTANCE OF 1224.40 FEET TO A 1/2" REBAR WITH LS-3595 CAP MARKING THE SOUTHEAST CORNER OF GOVERNMENT LOT 3; THENCE NORTH 89° 32' 52" WEST ON THE SOUTH LINE OF SAID LOT 3 A DISTANCE OF 1324.12 FEET TO A 1/2" REBAR WITH LS-951 CAP MARKING THE SOUTHEAST CORNER OF GOVERNMENT LOT 4; THENCE CONTINUING NORTH 89° 32' 52" WEST ON THE SOUTH LINE OF SAID LOT 4 A DISTANCE OF 1323.85 FEET TO A 1/2" REBAR WITH LS-9628 CAP MARKING THE SOUTHWEST CORNER OF SAID LOT 4; THENCE NORTH 00° 26' 31" EAST ON THE WEST LINE OF SECTION 3 A DISTANCE OF 586.08 FEET TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINING 46.76 ACRES, MORE OR LESS.



**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 IS R7 & A
- PROPOSED ZONING IS: R7

**ACREAGE TABLE**

LOT AREAS	39.19 ACRES
DEDICATED ROW	7.57 ACRES
TOTAL	46.76 ACRES

- LEGEND**
- FOUND SURVEY MONUMENT
  - SET CAPPED REBAR "LS-9628"
  - EXISTING POWER POLE
  - EXISTING GATE VALVE
  - EXISTING FIRE HYDRANT
  - EXISTING SANITARY SEWER
  - EXISTING STORM SEWER
  - EXISTING WATER MAIN
  - EXISTING OVERHEAD ELECTRIC
  - EXISTING UTILITY EASEMENT
  - EXISTING BARB WIRE FENCE
  - EXISTING CURB BACK
  - EXISTING ELECTRIC LINE

**CENTERLINE CURVE DATA**

CURVE #	ARC LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	242.18'	240.00'	S28° 28' 05"E	232.03'
C2	242.21'	240.00'	S28° 27' 51"E	232.06'
C3	140.00'	150.00'	S32° 41' 17"E	134.97'
C4	209.01'	300.00'	N70° 29' 36"E	204.81'
C5	205.93'	300.00'	N70° 11' 58"E	201.91'
C6	90.76'	750.00'	N03° 31' 40"E	90.71'
C7	142.83'	500.00'	N06° 42' 25"E	142.35'
C8	416.44'	500.00'	N66° 34' 01"E	404.50'

**OWNER/DEVELOPER:**  
MICHAEL LIFFRIG  
2815 28TH ST  
MANDAN, ND 58554

**KEIDEL'S SOUTH HEART TERRACE 5TH ADDITION GOV'T LOTS 3 & 4 SECTION 3-T138N-R81W MANDAN, NORTH DAKOTA**

SHEET: 1 OF 1 JOB NUMBER: 24026  
SCALE: 1" = 80' DWG REVISION DATES  
DRAWN BY: MRL 3/12/26 5/28/26  
DWG DATE: 7/23/25 3/31/26  
DWG NAME: 24026 Keidel's 5th Preliminary Plat

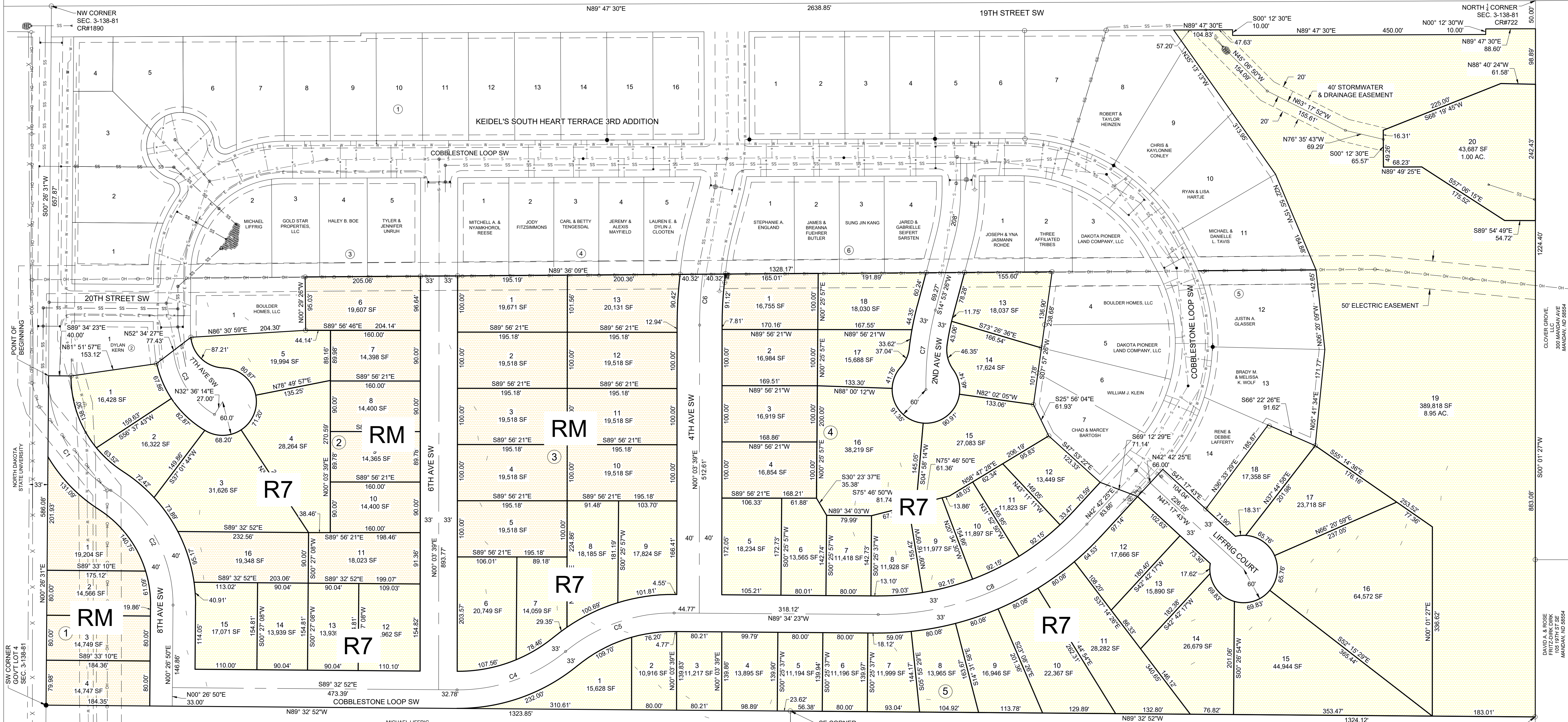
**Independent Land Surveying & Engineering**

4215 Old Red Trail NW  
Mandan, ND 58554  
Phone: 701-663-5184  
Cell: 701-595-2078  
mark@isurveynd.com

# PRELIMINARY PLAT

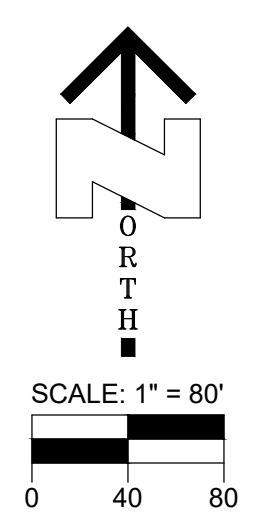
# KEIDEL'S SOUTH HEART TERRACE 5TH ADDITION

TO THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA  
PART OF GOVERNMENT LOTS 3 AND 4 OF SECTION 3, T138N, R81W



**PROPERTY DESCRIPTION**  
A TRACT OF LAND BEING A PART OF GOVERNMENT LOTS 3 AND 4 OF SECTION 3, TOWNSHIP 138 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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DATE: MARCH 31ST, 2026

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TOTAL	46.76 ACRES

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5TH ADDITION  
GOVT LOTS 3 & 4  
SECTION 3-T138N-R81W  
MANDAN, NORTH DAKOTA

Independent  
Land  
Surveying &  
Engineering

4215 Old Red Trail NW  
Mandan, ND 58554  
Phone: 701-663-5184  
Cell: 701-595-2079  
mark@isurveynd.com  
DWG NAME: 24026 Keidels 5th Preliminary Plat Proposed Zoning Map.dwg

SHEET: 1 OF 1 JOB NUMBER: 24026  
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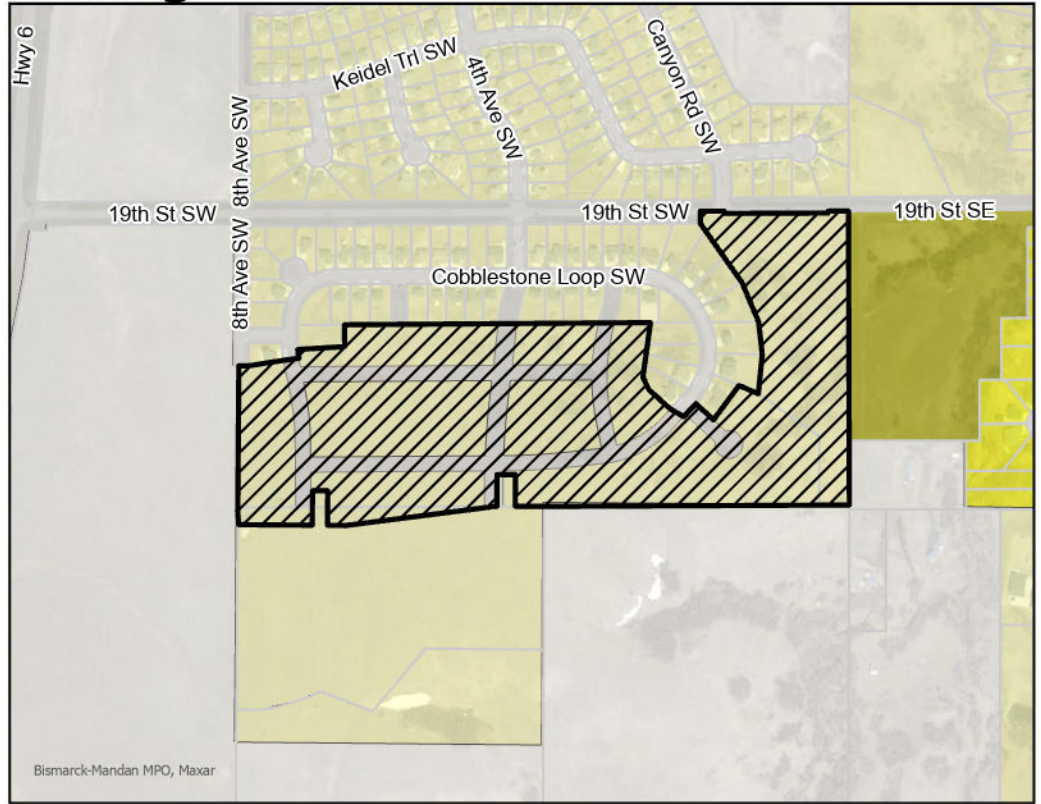
# Zoning and Future Land Use Reference Map

Keidels 5th

## 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                                     |

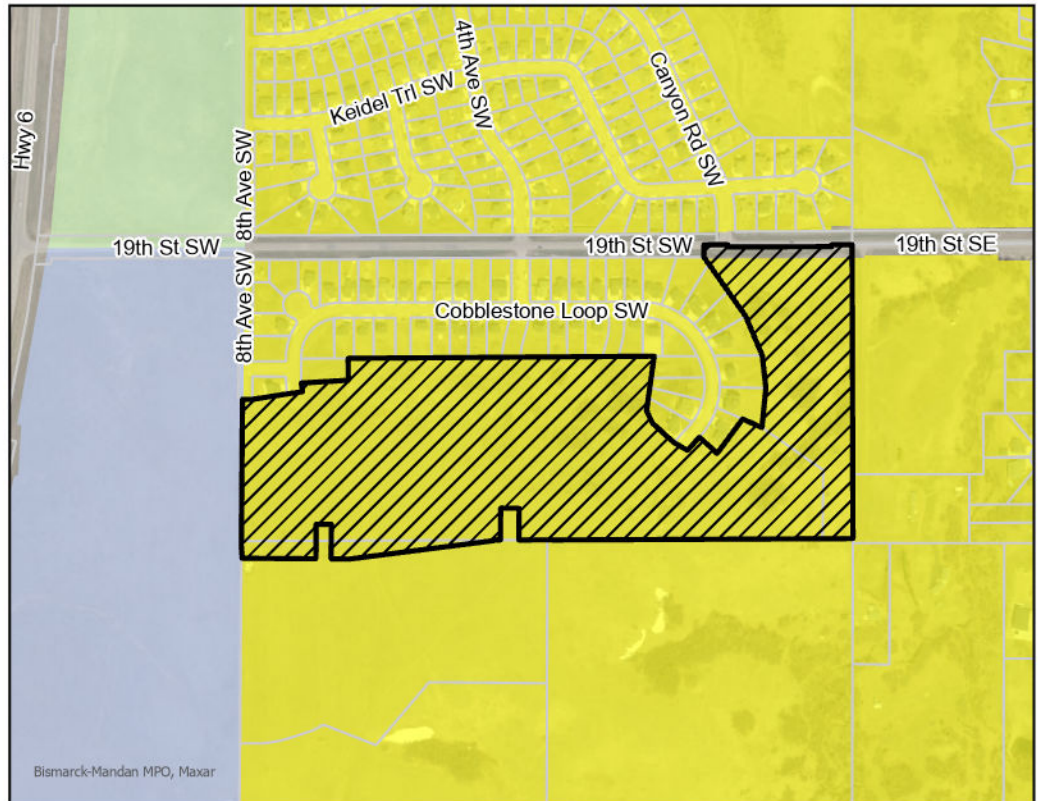
## Zoning



## 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              |





## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** May 29, 2026  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** 2025 Records Disposal

**STATEMENT/PURPOSE:**

To consider a request from the Assessing & Finance Departments to dispose of records in accordance with the North Dakota Century Code "Records Management Act" (NDCC 54-46-12) and City of Mandan records management policy.

**BACKGROUND/ALTERNATIVES:**

Records disposal should take place every year. The City of Mandan follows the record retention schedules provided from the League of Cities and State of North Dakota.

**ATTACHMENTS:**

1. Assessing Records Disposal Report May 2026 & Prior years
2. Finance Records Disposal Report May 2026

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

Information has been submitted to City Attorney Amy Oster for review.

**RECOMMENDATION:**

To approve the 2025 Records Disposal for the Assessing & Finance Departments in compliance with the record retention schedules in accordance with state law & city policy.

City Commission

Agenda Documentation

June 16, 2026

Subject: Consider approval of 2025 Records Disposal for the *Assessing & Finance Departments*

Page 2 of 2

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**SUGGESTED MOTION:**

I move to approve the 2025 record disposal for the Assessing & Finance Departments in compliance with the record retention schedules in accordance with state law & city policy.

**2025 Annual Certification of Records Disposal (due: 5/31/2026)  
City Assessor (8980-102)**

**Instructions:** Add volumes for each record series (indicate 'N/A', 'dash(-)', or other indicator in volume column if nothing disposed) and certify at the bottom of this report that disposals are/are not complete.

City of: Mandan

For more information, see: <https://apps.nd.gov/itd/recmgmt/rm/recSer/retention.pdf>

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method (this month/ year and before)	Paper (inches) (in inches)	Electronic (MB) (in MB)
Assessor	220312	CITY BOARD OF EQUALIZATION	Proceedings City Equalization Board info	Calendar Fiscal Year plus 5 years	2026	Shred/Delete	10	
Assessor	900101	SALES RATIO STUDIES	SALES RATIO STUDIES	Calendar Fiscal Year plus 10 years		Landfill/Delete backups		
Assessor	300502	DEEDS	This series contains copies of deeds from the county used to update assessment records.	2 Years		Dispose/Delete		
Assessor	720104	REAL ESTATE LISTING	This series contains multiple listings books which indicate property for sale, price, features, etc.	4 years	2026	Shred/Delete	6.5	2.09MB
Assessor	720201	INDEX	This series contains index by address to legal descriptions of property.	UD - Updated/update		Dispose/Delete		
Assessor	720404	PLATS	This series contains plats of city subdivisions with legal descriptions.	PERM - Permanent				
Assessor	800311	PROPERTY ASSESSMENT CARDS/FILES	This series contains legal description of property, lot and structure description and value, photograph of property, name, property address, etc.	PERM - Permanent		Transfer to Archives		
Assessor	800312	PROPERTY TAX EXEMPTION/CREDIT RECORDS	This series contains applications for tax abatements, applications by senior citizens and disabled citizens applying for property tax credit, or tax exemptions (residential and commercial) for new construction or property improvements, including but not limited to applications, correspondence and supporting documentation.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2026	Shred/Delete	9.5	39.4MB
Assessor	800313	NOTICE TO PROPERTY OWNERS	This series contains notices sent to property owners when their property appraisal goes up by more than 15 percent.	6 years	2026	Shred/Delete	9.125	249KB
Assessor	800314	BUILDING PERMITS	This series contains copies of building permits that give job address, work schedule, and fee schedule.	APC+3 - After Project Completed/Closed Plus 3 Years		Dispose/Delete		
Assessor	800315	FIELD BOOKS	This series contains descriptions of work to be done on property, sketch of property, notes, and a chart of progress on a detail list.	3 years	2026	Shred/Delete	14	
Assessor	800316	COUNTY ASSESSMENT ROLE	This series contains a summarized list of properties in each city, as well as the type of property, property market value, tax credit, assessment, and any adjustments to the assessment, etc.	3 years		Dispose/Delete		
General Schedule	010417	BUDGET	This series contains information related to the preparation and submission of the city budget.	CFY+4 - Calendar Fiscal Year Plus 4 Years	2026	Dispose/Delete		1.5MB
General Schedule	010610	BANK STATEMENTS/DEPOSIT RECORDS	This series contains bank statements, deposit records, and canceled checks for accounts maintained by the office.	6 years		Shred/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	011004	TAX REPORTING DOCUMENTATION	This series contains reporting and supporting documentation used for tax reporting purposes. This includes, but not limited to: 1042s, 1098 series (interest earned), 1099 series (for services rendered by independent contractors and non-employees), etc. reported to the Internal Revenue Service (IRS), and supporting documentation, such as: W-9s, W-8 series, and any related documentation. This also includes tax information reported to the state or county (i.e. quarterly tax reports, abstract of tax levies, etc.).	13 years		Shred/Delete		
General Schedule	011210	INVENTORY	This series contains an inventory of equipment, fixed assets, etc. for the office.	LOE+3 - Life of Equipment Plus 3 Years		Dispose/Delete		
General Schedule	011308	JOURNALS/LEDGERS	This series contains fund number and description, account number and description, credit and debit amounts, and account balance.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011519	PURCHASE ORDERS	This series contains purchase orders issued by the office.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011520	ACCOUNTS PAYABLE/VOUCHERS/EXPENSE REPORTS	This series contains payment vouchers, travel expense vouchers, abstracts for payment, claims for payment, vendor invoices, expense reports, and other supporting documents pertaining to disbursement of funds for expenditures.	CFY+4 - Calendar Fiscal Year Plus 4 Years	2026	Shred/Delete	0.50	
General Schedule	011521	WORKER COMPENSATION PROGRAM	This series contains certificate of premium paid, rate change statements, instructions, and application for worker compensation insurance, and any other documentation or reports associated with participation in the Worker Compensation program	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011610	PAYROLL RECORDS	This series contains reports and associated records that summarize payroll information for all city employees, including, but not limited to: retirement contribution reports (NDPERS and other provider reports), unemployment compensation reports, social security reports, payroll/wage reports (i.e. JSND's quarterly Employer Contribution and Wage Reports), etc.	6 years		Shred/Delete		
General Schedule	011612	INDIVIDUAL EMPLOYEE PAYROLL FILES	This series contains records relating to payroll information of an individual employee, for example, deduction forms, insurance forms, benefit forms, tax forms (including W-2s, etc.	ALA+6 - After Last Activity/After Last Action Plus 6 Years		Shred/Delete		
General Schedule	011701	MONTHLY FINANCIAL STATEMENTS	This series contains monthly financials showing fund activity and balance information.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011808	COLLECTION BUREAU ACCOUNTS	This series contains accounts receivables that have been turned over to collection bureaus, including debt collection reports.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011835	RECEIPTS/CASH BOOKS	This series contains records related to the receipt or payment of cash.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	011836	ACCOUNTS RECEIVABLE	This series contains a record of revenue generated for the office.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	050204	FEDERAL AGENCY CORRESPONDENCE	This series contains general correspondence and policy updates from federal agencies.	CFY+3 - Calendar Fiscal Year Plus 3 Years		Dispose/Delete		
General Schedule	100107	STATE AGENCY CORRESPONDENCE	This series includes correspondence and memos to/from state agencies. 2 years	2 years		Transfer to Archives		
General Schedule	140104	ASSOCIATIONS	This series contains correspondence, surveys, forms, reports, and informational material from forums and professional associations of which city employees are a member.	2 years		Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	180401	CIVIL RIGHTS-ADA,EEO & AFFIRMATIVE ACTION	This record series includes documents related to the city's compliance with civil rights laws and regulations, including the Civil Rights Act, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO) Commission, Affirmative Action, etc. Records may include correspondence, reports, workplace analysis and reviews, and action plans.	6 years		Dispose/Delete		
General Schedule	220338	CITY GOVERNING BOARD MEETINGS-OTHER	This series contains city governing board meeting information not kept in the official files maintained by the City office (i.e. copies of minutes, etc). Note: The City Auditor's Office will transfer the records to the State Archives	5 years		Transfer to Archives		
General Schedule	220339	CITY PLANNING AND ZONING MEETINGS-OTHER	This series contains general information from the city planning and zoning meetings not kept in the official files maintained by the Planning Division. Note: The City Planning Office will transfer the records to the State Archives.	5 years		Dispose/Delete		
General Schedule	220340	COUNTY PLANNING AND ZONING MINUTES	This series contains copies of proceedings from the county planning and zoning commission meetings.	5 years		Dispose/Delete		
General Schedule	220341	AGENDAS	This series contains agendas from various city meetings.	1 year		Dispose/Delete		
General Schedule	220344	COMMITTEE MEETING MINUTES AND SUPPORTING DOCUMENTATION	This series includes all minutes and supporting documentation created or received for meetings involving committees formed at the direction of a city governing board.	5 years		Transfer to Archives		
General Schedule	260201	HISTORICAL AUDIO VISUAL RECORDS	This series contains photographs and/or footage of historical events, employees, or activities of the department.	WA - While Active		Transfer to Archives		
General Schedule	260405	PUBLICATIONS	This series contains newsletters, brochures, or other publications prepared for distribution by the office.	UD - Updated/update		Transfer to Archives		
General Schedule	260406	AFFIDAVITS OF PUBLICATIONS	This series contains official statements (affidavits) from newspaper officials that a particular item was printed in the newspaper. The item is attached to the affidavit.	CFY+3 - Calendar Fiscal Year Plus 3 Years		Dispose/Delete		
General Schedule	260601	PRESS RELEASES	This series contains press releases created and distributed by the city.	CR+3 - Current Plus 3 Years		Transfer to Archives		
General Schedule	300106	CONTRACTS, LEASES, AND AGREEMENTS	This series includes contracts, leases, agreements (including for property, products, services, etc.), such as: mutual aid agreements, joint powers agreements, delegations of authority, liability waivers, memorandum of agreement/understanding (MOA/MOUs), and hold-harmless agreements.	LOC+6 - Life/Length of Contract Plus 6 Years		Dispose/Delete		
General Schedule	300107	CONTRACTS, LEASES, AGREEMENTS-NOT EXECUTED	This series contains contracts, leases, agreements, purchase orders, and proposals, which are cancelled, or not executed, prior to the letting of the contract, signing the lease or agreement, or issuing the purchase order.	3 years		Dispose/Delete		
General Schedule	300701	BIDS - AWARDED	This series contains specifications and awarded bids for equipment, services, insurance, vehicles, consulting services, etc. Files may include, but not limited to: requests for bids/proposals/information (RFP/RFI), bid evaluation worksheets, and supporting documentation.	LOC+6 - Life/Length of Contract Plus 6 Years		Shred/Delete		
General Schedule	300702	BIDS (NOT EXECUTED)	This series contains specifications and bids for equipment, services, insurance, vehicles, consulting services, etc. where an award was not made to any vendor.	1 year		Shred/Delete		
General Schedule	350106	TESTS AND CERTIFICATIONS	This series contains test copies, answer books, list of those taking tests, and test	CFY+3 - Calendar Fiscal Year Plus 3 Years		Dispose/Delete		
General Schedule	430107	EQUIPMENT FILES	This series contains all information related to equipment owned or leased by the office, including inspection reports, maintenance records, etc. Note: Owner's manuals can be disposed or transferred with the equipment.	LOE+3 - Life of Equipment Plus 3 Years		Dispose/Delete		
General Schedule	430402	VEHICLE USAGE RECORDS	This series includes records to track vehicle and heavy equipment usage, maintenance, expenses, mileage, and fuel consumption.	CFY+4 - Calendar Fiscal Year Plus 4 Years		Dispose/Delete		
General Schedule	440109	FORMS	This series contains the original forms created by/for the office.	UD - Updated/update		Dispose/Delete		1.39MB

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	450105	GENERAL CORRESPONDENCE (MAYOR CORR-ARCHIVES)	This series contains correspondence received from outside the office or created internally that does not relate to a specific program of the office or any federal or state agency.	1 year		Transfer to Archives		
General Schedule	450106	ELECTRONIC COMMUNICATION RECORDS	This series contains e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the department.	ACM - After Conditions Met		Dispose/Delete		
General Schedule	450107	INFORMATION REQUESTS	This record series includes all requests for information (including open records requests, etc.)	2 years		Dispose/Delete		32.2MB
General Schedule	470101	INSURANCE POLICIES	This series contains information relating to insurance carried by the office.	AE+3 - After Expired Plus 3 Years		Dispose/Delete		
General Schedule	470204	INSURANCE POLICY BACKUP INFORMATION	This series contains bids, correspondence, and any other information related to obtaining and administering the policy.	LOP+6 - Life of Program Plus 6 Years		Dispose/Delete		
General Schedule	470304	INSURANCE POLICY CLAIMS	This series contains information regarding claims filed on an insurance policy.	ACM - After Conditions Met		Dispose/Delete		
General Schedule	470305	WORKER COMPENSATION CLAIMS	This series contains claim correspondence, forms required to file a claim, and supporting documentation	ALA+6 - After Last Activity/After Last Action Plus 6 Years		Shred/Delete		
General Schedule	470403	EMPLOYEE BONDS	This series includes bonds to cover employees.	LB+3 - Life of Bond Plus 3 Years		Dispose/Delete		
General Schedule	500403	HEARING/LITIGATION CASE FILES	This record series is the official file of litigation involving the city and includes any orders, pleadings, correspondence, and discovery related to litigation. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be disposed by landfill when the file is closed. Note: NDCC sections 44-04-18(6) and 44-04-19.1 relate to confidential/exempt records when an attorney is involved.	ALA+6 - After Last Activity/After Last Action Plus 6 Years		Shred/Delete		
General Schedule	600203	HIRING PROCESS/RECRUITMENT RECORDS	This series contains the job announcements, employment applications, resumes, and other records related to the selection/hiring/recruitment of employees. These records are for individuals that are not hired or selected.	ACM+6 - After Conditions Met Plus 6 Years		Shred/Delete		
General Schedule	600614	EMPLOYEE FILES	This series contains all information related to individual employees of the office.	ALA+6 - After Last Activity/After Last Action Plus 6 Years		Shred/Delete		
General Schedule	600615	EMPLOYEE MEDICAL FILES	This series contains all medical information related to an employee of the office. Note: This record must be retained separate from the employee file.	ALA+6 - After Last Activity/After Last Action Plus 6 Years		Shred/Delete		
General Schedule	600715	TIME AND WORK RECORDS	This series contains time cards, requests for leave, leave reports, schedules, daily logs or journals and work records (hours worked on specific job/project/program, location, project details, work orders, etc.).	6 years		Dispose/Delete		
General Schedule	600903	JOB DESCRIPTIONS	This series contains descriptions of jobs, including job duties, responsibilities, and requirements for fulfilling the duties of a position.	UD+6 - Updated/update Plus 6 Years		Dispose/Delete		
General Schedule	601503	CRIMINAL HISTORY RECORD CHECKS	This series contains requests, correspondence and the results of statewide and nationwide criminal history record checks for those agencies authorized to conduct criminal history record checks under North Dakota Century Code	6 years		Shred/Delete		
General Schedule	601504	EMPLOYMENT SUMMARY HISTORY FILE/SERVICE RECRD	This series contains a summary of employment history with cities within the State of North Dakota, including dates of employment, rate of pay changes, and other personnel actions (used to refer to as Service Cards). This summarized information is used to verify previous employment with cities.	ALA+50 - After Last Activity/After Last Action Plus 50 Years		Transfer to Archives		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	650307	ORGANIZATION CHARTS	This series contains organizational flowcharts of the structure of the city.	UD+3 - Updated/update Plus 3 Years		Dispose/Delete		
General Schedule	720127	REFERENCE MATERIAL	This series contains all information collected and used for reference purposes only.	UD - Updated/update		Dispose/Delete		
General Schedule	750402	EMERGENCY PLANS	This series contains information related to the safety and security of personnel, buildings, and other resources.	UD - Updated/update		Dispose/Delete		
General Schedule	800504	ECONOMIC DEVELOPMENT RECORDS	This record series includes records related to city economic development programs and activities.	APC+6 - After Project Completed/Closed Plus 6 Years		Shred/Delete		
General Schedule	800519	RECORDS DISPOSAL RECORDS	This series contains records related to compliance with records management, including records retention and disposal.	10 years		Dispose/Delete		
General Schedule	800901	GRANTS	This series contains payroll, equipment, supplies, services, maps, pictures, bid specifications, bid tabulations, and other records related to grant projects.	AGC+5 - After Grant Closed Plus 5 Years		Dispose/Delete		
General Schedule	801339	MEDICAL EMERGENCY RECORDS	This series contains information related to medical emergency records (including, but not limited to: ambulance service records, billing information, medical insurance coverage, records containing date of ambulance call, reason for the call, log of what happened, medical condition of patient, etc.).	7 years		Shred/Delete		
General Schedule	801341	EMERGENCY/FEMA-ADMINISTRATIVE/PROGRAM RECORDS	This series contains financial, program and administrative records relating to emergency and disaster events and response including the Federal Emergency Management Agency (FEMA) records.	AAFA+3 - After Approved Federal Audit Plus 3 Years		Dispose/Delete		
General Schedule	801342	EMERGENCY/FEMA-FINAL REPORTS	This series contains the final reports sent to FEMA following emergency/disaster	AAFA+3 - After Approved Federal Audit Plus 3 Years		Transfer to Archives		
General Schedule	850101	STAFF MEETING RECORDS AND MINUTES	This series includes all staff meeting, any other supporting documentation created or received for these meetings and minutes for these meetings.	2 years		Dispose/Delete		
General Schedule	850501	ACTION MEMOS/DIRECTIVES TO DEPARTMENTS	This record series includes correspondence/notices sent to specific city offices with direction to take action (i.e. as a result of a meeting, for example a City Governing Body Meeting, summarizing actions/tasks each office is responsible for).	1 year		Dispose/Delete		
General Schedule	850601	EMPLOYEE CALENDARS	This series contains employee calendars of meetings and appointments for their position.	13 months		Shred/Delete		
General Schedule	900101	SURVEYS	This series contains survey results on things like wage and salary, landfill fees, housing market prices, and utility rates, etc. that are not part of the project files.	5 years		Dispose/Delete		
General Schedule	970103	VENDOR INFORMATION	This series contains correspondence, brochures, and product information from vendors for products not owned or leased by the office.	UD - Updated/update		Dispose/Delete		

City Assessor (898-102):

I certify that only those records approved on the City retention schedules have been transferred or disposed by the specified methods.

Name of Individual Authorizing Disposals	Telephone Number	Date
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I certify that records have not been disposed as specified on the City retention schedules for the reason(s) indicated below.

Explain	
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Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
Name of Individual Authorizing Disposals			Telephone Number			Date		

**2025 Annual Certification of Records Disposal (due: 5/31/2026)**  
**City Auditor (8980-103)**

**Instructions:** Add volumes for each record series (indicate 'N/A', 'dash(-)', or other indicator in volume column if nothing disposed) and certify at the bottom of this report that disposals are/are not complete.

City of: \_\_\_\_\_

For more information, see: <https://apps.nd.gov/itd/recmgmt/rm/recSer/retention.pdf>

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method (this month/ year and before)	Paper (inches) (in inches)	Electronic (MB) (in MB)
Auditor	010101	CUSTOMER ADJUSTMENTS	This series contains adjustments to customer utility billings.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010102	TRIAL BALANCE ADJUSTMENTS	This series contains account number, actual balance, year-to-date debits, year-to-date credits, and the adjustment workpapers.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010103	RATE CHANGE RECORD	This series contains utility forms that show additional units, increased time, etc. from which rate adjustments are calculated.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010201	CITY AUDITS	This series contains audits and yearly financial statements of the city by outside accounting firms or state auditor's office.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Transfer to Archives		
Auditor	010202	PROJECT AUDITS	This series contains audits of city projects such as grant programs, employee pension plans, etc.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010301	BANK ACCOUNT RECORDS	This series includes records related to opening/closing an account, transfers, signature/authorization cards, etc.	WA+3 - While Active Plus 3 Years	2021 WA+3	Shred/Delete		
Auditor	010401	CITY BUDGET	This series contains fund number, description, department, account number and description, previous years' budgets and previous years' actual expenditures along with current year's approved budget and any amendments that may have been made to the budget.	10 years	2014	Dispose/Delete		
Auditor	010403	BUDGET WORKPAPERS	This series contains budget proposals from city departments, past years' budgets, past years' fund and department expenditures plus any forecasting information used for budgeting purposes.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010404	STATEMENT OF ACTUAL TO ESTIMATED EXPENSES	This series contains report tracking actual departmental expenses against those estimated. Usually report gives percent of budget expended to date. Also may break out departmental expenditures by type of expense, for example: office expense, travel expense, salaries, etc.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010405	TRIAL BALANCES	This series contains handwritten workpapers or computer reports containing fund account number, account description, transaction description, debits, credits, and balances (usually done monthly).	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	010406	INTERIM REVENUE STATEMENT	This series contains fund number and description, department number and description, current year's estimated revenue, current month's actual revenue, year-to-date actual revenue, and unrealized revenue.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	011001	TREASURER'S REPORT	This series contains monthly reports to governing body of receipts and disbursements.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	011702	CHART OF ACCOUNTS	This series contains list of account numbers and description of accounts used by the city.	UD - Updated/update	UD	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
Auditor	011704	UTILITY BILLING ACTIVITY	This series contains all records including, but not limited to, the water meter reading, customer billings, month-end activity and year-end activity reports (summarizing account status, consumption, balance, and payment information), account aging reports (showing account payment information, 30, 60, 90-day balances, outstanding balance, etc.), and past due/shut-off notices.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete	78	
Auditor	011705	ANNUAL FINANCIAL STATEMENTS	Records showing fund activity and balances for the calendar year end.	PERM - Permanent	PERM			
Auditor	011814	CERTIFICATION OF ASSESSMENT	This series contains statement from county as to city share of taxes collected, reconciled against city records, many include legal descriptions, improvement district, and principal and interest amount.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
Auditor	012401	BANKRUPTCY NOTICES	This record series includes notifications that amounts owed to the city be written off due to individual bankruptcy.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Shred/Delete		
Auditor	012601	CERTIFICATE-DEPOSIT & SUPPORTING DOCUMENTATN	This series includes the actual certificate of deposit, and any supporting documentation, such as the bank statement indicating CD interest earned, schedule of investments, monthly pledge of securities, renewal information, bids, rate change information, etc.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
Auditor	012602	SAVINGS INTEREST STATEMENT	This series contains bank statements indicating savings account interest for the statement period.	6 years	2018	Dispose/Delete		
Auditor	220304	RECORDINGS OF MEETINGS	This series contains recorded minutes of the city council, city commission (city governing boards), or other meetings. This does not include the executive portion of the meeting (see 220345).	2 months	2 MO	Dispose/Delete		
Auditor	220342	CITY GOVERNING BOARD MINUTES	This series contains the official minutes from the city governing board meetings	PERM - Permanent	PERM	Transfer to Archives		
Auditor	220345	EXECUTIVE SESSION RECORDINGS	This series includes the executive session recordings of city governing board meetings or other meetings.	6 months	6 MO	Shred/Delete		
Auditor	220501	COMMITTEE CORRESPONDENCE	This series contains letters, memos, and information other than minutes and agendas used by committees and commissions.	3 years	2021	Dispose/Delete		
Auditor	300101	FRANCHISE FILES	This series contains information pertaining to franchise agreements with companies such as cable TV, MDU, and Northwestern Bell. Documents include correspondence, copies of related city minutes and/or ordinances, franchise bonds, agreements, copies of related insurance policies, and maps.	AE+7 - After Expired Plus 7 Years	2017 AE+7	Dispose/Delete		
Auditor	300102	PLEDGE OF SECURITIES	This series contains agreements between banks and cities as to securities pledged to cover assets over and above that which is insured by federal entities.	ACM+5 - After Conditions Met Plus 5 Years	2019 ACM+5	Dispose/Delete		
Auditor	300503	LAND ABSTRACTS	This series contains original land abstracts to city-owned property.	ACM - After Conditions Met	ACM	Dispose/Delete		
Auditor	300505	EASEMENTS	This series contains documents either given or received by a city that entitles the document owner to a specific limited use of the land named in the document.	AE+6 - After Expired Plus 6 Years	2018 AE+6	Dispose/Delete		
Auditor	300507	DEEDS	This series contains original deeds to city-owned property.	PERM - Permanent	PERM	Transfer to Archives		
Auditor	300801	VEHICLE TITLES	This series contains titles to city owned vehicles.	LOE - Life of Equipment	LOE	Dispose/Delete		
Auditor	300901	BEER AND LIQUOR PERMITS	This series contains application for beer and/or liquor. Form includes information on type of license or permit, person applying, date, and license fee.	AE+4 - After Expired Plus 4 Years	2020 AE+4	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
Auditor	300902	GAMING PERMITS	This series contains gaming permit application and permit copy that includes information such as date, type, fee, charitable organization, etc.	AE+6 - After Expired Plus 6 Years	2018 AE+6	Dispose/Delete		
Auditor	300903	LICENSES AND PERMITS	This series contains copies of licenses and permits issued to individuals and businesses within the city engaged in activities that require them (includes pets, trailer courts, master craftsmen, auctioneers, taxi cabs, burn permits, etc.).	AE+4 - After Expired Plus 4 Years	2020 AE+4	Dispose/Delete		
Auditor	300904	CONDITIONAL AND SPECIAL USE PERMITS	This series contains correspondence, hearing notices, list of affected property owners, copies of resolutions and/or minutes, and/or ordinances.	AE+5 - After Expired Plus 5 Years	2019 AE+5	Dispose/Delete		
Auditor	500201	PETITIONS	This series contains documents usually signed by a specified number of people calling for some specific action.	ALA+5 - After Last Activity/After Last Action Plus 5 Years	2019 ALA+5	Dispose/Delete		
Auditor	501001	WILLS	This series contains copies of wills of individuals leaving property or money to the city. Many include correspondence related to the receipt of the inheritance and its use.	ACM - After Conditions Met	ACM	Dispose/Delete		
Auditor	501102	OATHS OF OFFICE	This series contains forms with official oath statement signed by office holders.	AE+6 - After Expired Plus 6 Years	2018 AE+6	Dispose/Delete		
Auditor	550403	ORDINANCES	This series contains official ordinances of the city.	PERM - Permanent	PERM	Transfer to Archives		
Auditor	550501	RESOLUTIONS	This series contains official resolutions passed by governing body.	PERM - Permanent	PERM	Transfer to Archives		
Auditor	650303	FACILITIES MASTER PLANS	This series contains facilities' master plans, usually done by consultants with recommendations for short and long-term projects. This copy is usually kept separately of project files.	PERM - Permanent	PERM			
Auditor	650401	RECORD RETENTION SCHEDULES	This series contains manual listing city records with brief descriptions and suggested retention periods.	UD - Updated/update	UD	Dispose/Delete		
Auditor	720212	INDEX	This series contains cards or listings used to reference files. Used most often when information is filed numerically or in the case of minutes, chronologically.	UD - Updated/update	UD	Dispose/Delete		
Auditor	720406	MAPS AND PLATS	This series contains maps and plats of the state, county, city, subdivisions, etc. that are not part of the current project files.	UD - Updated/update	UD	Dispose/Delete		
Auditor	800317	ELECTION POLL BOOKS	This series contains a list of voter's names and addresses, candidates, and number of votes received.	10 years	2014	Dispose/Delete		
Auditor	800318	PETITION OF ELECTORS - CANDIDATES ELECTED	This series contains petitions of candidates with appropriate number of signatures for candidates who are elected.	ACM - After Conditions Met	ACM	Dispose/Delete		
Auditor	800319	PETITION OF ELECTORS - CANDIDATES NOT ELECTED	This series contains petitions of candidates with appropriate number of signatures for candidates who not are elected.	1 year	2023	Dispose/Delete		
Auditor	800320	ELECTION INFORMATION	This series contains general information files on city and special elections. May include certificates of publication, vote tabulations, election cost bills, newspaper articles, petitions, and ward and precinct maps.	10 years	2014	Dispose/Delete		
Auditor	800321	HOUSING REHABILITATION	This series contains project applications, copies of tax returns, approval letters, grant agreements, work write-ups, inspection reports, certificates of job completion, etc.	AFRS+5 - After Final Report Submitted Plus 5 Years	2019 AFRS+5	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
Auditor	800322	IMPROVEMENT PROJECTS- ADMINISTRATIVE RECORDS	This series contains records relating to all improvement projects (i.e. water/sewer, sidewalk/curb-gutters, street/alley/parking lots, street lights/recreation projects, etc.) funded through special assessments or the general fund. Administrative records may include, but are not limited to: performance bonds, excerpts of minutes, contractor's license certificate of renewal, advertisements for bids, affidavits of publication, final payment slips, projects specs, project payroll, correspondence, notes, newspaper clippings, maps, and plans.	ACM+5 - After Conditions Met Plus 5 Years	2019 ACM+5	Dispose/Delete		
Auditor	800326	BOND AND WARRANT ISSUES	This series contains revenue bonds, refunding improvement bonds, MIDA bonds, etc. Files may include copies of minutes related to bonds, bid forms, affidavits of publication, bond execution documents, correspondence, city prospectus, bank payment summaries, payment schedules, etc.	AFP+5 - After Final Payment Plus 5 Years	2019 AFP+5	Dispose/Delete		
Auditor	800327	BOND COUPONS	This series contains coupons or payment stubs, the bearer of which is paid the amount indicated on the coupon.	AFP+5 - After Final Payment Plus 5 Years	2019 AFP+5	Dispose/Delete		
Auditor	800399	FINANCIAL DISCLOSURES - CANDIDATE ELECTED	This series contains candidate financial disclosure forms for the candidate(s) who are elected.	ACM - After Conditions Met	ACM	Dispose/Delete		
Auditor	800501	FINANCIAL DISCLOSURE - CANDIDATE NOT ELECTED	This series contains candidate financial disclosure forms for the candidate(s) who are not elected.	1 year	2023	Dispose/Delete		
Auditor	800505	CENSUS RECORDS	This record series includes information from the most current official census.	10 years	2014	Transfer to Archives		
Auditor	800513	ELECTION BALLOTS	This series contains ballots for all elections conducted by city governments.	CFY+3 - Calendar Fiscal Year Plus 3 Years	DECEMBER 2021 CFY	Dispose/Delete		
Auditor	801103	DEPARTMENT REPORTS	This series contains department monthly or quarterly reports of city department activities, especially for police and fire departments. This information is usually summarized in annual reports.	3 years	2021	Dispose/Delete		
Auditor	801105	WATER AND WASTE REPORTS	This series contains water test results, water usage amounts, memos, correspondence, agreements, and discharge monitoring reports.	12 years	2012	Dispose/Delete		
Auditor	801302	PROJECT MAPS/PLATS/PLANS	This series contains maps, plats, and plans related to projects, usually having a project number but may be filed in separate map storage areas.	UD - Updated/update	UD	Dispose/Delete		
Auditor	801340	ENERGY ASSISTANCE PROGRAM RECORDS	This series includes documentation that supports the energy assistance program. This includes documentation between the City Auditor's office and the County Social Services offices regarding approvals, who is eligible for fuel assistance, what each family's payment will be, and what amount comes back to the city on behalf of each recipient.	CFY+3 - Calendar Fiscal Year Plus 3 Years	DECEMBER 2021 CFY	Shred/Delete		
Auditor	900602	DEDICATION BOOKLETS	This series contains booklets for dedication programs such as dedication of new buildings.	5 years	2019	Transfer to Archives		
General Schedule	010417	BUDGET	This series contains information related to the preparation and submission of the city budget.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	010610	BANK STATEMENTS/DEPOSIT RECORDS	This series contains bank statements, deposit records, and canceled checks for accounts maintained by the office.	6 years	2018	Shred/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	011004	TAX REPORTING DOCUMENTATION	This series contains reporting and supporting documentation used for tax reporting purposes. This includes, but not limited to: 1042s, 1098 series (interest earned), 1099 series (for services rendered by independent contractors and non-employees), etc. reported to the Internal Revenue Service (IRS), and supporting documentation, such as: W-9s, W-8 series, and any related documentation. This also includes tax information reported to the state or county (i.e. quarterly tax reports, abstract of tax levies, etc.).	13 years	2011	Shred/Delete		
General Schedule	011210	INVENTORY	This series contains an inventory of equipment, fixed assets, etc. for the office.	LOE+3 - Life of Equipment Plus 3 Years	2021 LOE+3	Dispose/Delete		
General Schedule	011308	JOURNALS/LEDGERS	This series contains fund number and description, account number and description, credit and debit amounts, and account balance.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011519	PURCHASE ORDERS	This series contains purchase orders issued by the office.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011520	ACCOUNTS PAYABLE/VOUCHERS/EXPENSE REPORTS	This series contains payment vouchers, travel expense vouchers, abstracts for payment, claims for payment, vendor invoices, expense reports, and other supporting documents pertaining to disbursement of funds for expenditures.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete	104	
General Schedule	011521	WORKER COMPENSATION PROGRAM	This series contains certificate of premium paid, rate change statements, instructions, and application for worker compensation insurance, and any other documentation or reports associated with participation in the Worker Compensation program	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011610	PAYROLL RECORDS	This series contains reports and associated records that summarize payroll information for all city employees, including, but not limited to: retirement contribution reports (NDPERS and other provider reports), unemployment compensation reports, social security reports, payroll/wage reports (i.e. JSND's quarterly Employer Contribution and Wage Reports), etc.	6 years	2018	Shred/Delete		
General Schedule	011612	INDIVIDUAL EMPLOYEE PAYROLL FILES	This series contains records relating to payroll information of an individual employee, for example, deduction forms, insurance forms, benefit forms, tax forms (including W-2s, etc.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
General Schedule	011701	MONTHLY FINANCIAL STATEMENTS	This series contains monthly financials showing fund activity and balance information.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011808	COLLECTION BUREAU ACCOUNTS	This series contains accounts receivables that have been turned over to collection bureaus, including debt collection reports.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011835	RECEIPTS/CASH BOOKS	This series contains records related to the receipt or payment of cash.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	011836	ACCOUNTS RECEIVABLE	This series contains a record of revenue generated for the office.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	050204	FEDERAL AGENCY CORRESPONDENCE	This series contains general correspondence and policy updates from federal agencies.	CFY+3 - Calendar Fiscal Year Plus 3 Years	DECEMBER 2021 CFY	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	100107	STATE AGENCY CORRESPONDENCE	This series includes correspondence and memos to/from state agencies. 2 years	2 years	2022	Transfer to Archives		
General Schedule	140104	ASSOCIATIONS	This series contains correspondence, surveys, forms, reports, and informational material from forums and professional associations of which city employees are a member.	2 years	2022	Dispose/Delete		
General Schedule	180401	CIVIL RIGHTS-ADA,EEO & AFFIRMATIVE ACTION	This record series includes documents related to the city's compliance with civil rights laws and regulations, including the Civil Rights Act, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO) Commission, Affirmative Action, etc. Records may include correspondence, reports, workplace analysis and reviews, and action plans.	6 years	2018	Dispose/Delete		
General Schedule	220338	CITY GOVERNING BOARD MEETINGS-OTHER	This series contains city governing board meeting information not kept in the official files maintained by the City office (i.e. copies of minutes, etc). Note: The City Auditor's Office will transfer the records to the State Archives	5 years	2019	Transfer to Archives		
General Schedule	220339	CITY PLANNING AND ZONING MEETINGS-OTHER	This series contains general information from the city planning and zoning meetings not kept in the official files maintained by the Planning Division. Note: The City Planning Office will transfer the records to the State Archives.	5 years	2019	Dispose/Delete		
General Schedule	220340	COUNTY PLANNING AND ZONING MINUTES	This series contains copies of proceedings from the county planning and zoning commission meetings.	5 years	2019	Dispose/Delete		
General Schedule	220341	AGENDAS	This series contains agendas from various city meetings.	1 year	2023	Dispose/Delete		
General Schedule	220344	COMMITTEE MEETING MINUTES AND SUPPORTING DOCUMENTATION	This series includes all minutes and supporting documentation created or received for meetings involving committees formed at the direction of a city governing board.	5 years	2019	Transfer to Archives		
General Schedule	260201	HISTORICAL AUDIO VISUAL RECORDS	This series contains photographs and/or footage of historical events, employees, or activities of the department.	WA - While Active	WA	Transfer to Archives		
General Schedule	260405	PUBLICATIONS	This series contains newsletters, brochures, or other publications prepared for distribution by the office.	UD - Updated/update	UD	Transfer to Archives		
General Schedule	260406	AFFIDAVITS OF PUBLICATIONS	This series contains official statements (affidavits) from newspaper officials that a particular item was printed in the newspaper. The item is attached to the affidavit.	CFY+3 - Calendar Fiscal Year Plus 3 Years	DECEMBER 2021 CFY	Dispose/Delete		
General Schedule	260601	PRESS RELEASES	This series contains press releases created and distributed by the city.	CR+3 - Current Plus 3 Years	2021 CR+3	Transfer to Archives		
General Schedule	300106	CONTRACTS, LEASES, AND AGREEMENTS	This series includes contracts, leases, agreements (including for property, products, services, etc.), such as: mutual aid agreements, joint powers agreements, delegations of authority, liability waivers, memorandum of agreement/understanding (MOA/MOUs), and hold-harmless agreements.	LOC+6 - Life/Length of Contract Plus 6 Years	2018 LOC+6	Dispose/Delete		
General Schedule	300107	CONTRACTS, LEASES, AGREEMENTS-NOT EXECUTED	This series contains contracts, leases, agreements, purchase orders, and proposals, which are cancelled, or not executed, prior to the letting of the contract, signing the lease or agreement, or issuing the purchase order.	3 years	2021	Dispose/Delete		
General Schedule	300701	BIDS - AWARDED	This series contains specifications and awarded bids for equipment, services, insurance, vehicles, consulting services, etc. Files may include, but not limited to: requests for bids/proposals/information (RFP/RFI), bid evaluation worksheets, and supporting documentation.	LOC+6 - Life/Length of Contract Plus 6 Years	2018 LOC+6	Shred/Delete		
General Schedule	300702	BIDS (NOT EXECUTED)	This series contains specifications and bids for equipment, services, insurance, vehicles, consulting services, etc. where an award was not made to any vendor.	1 year	2023	Shred/Delete		
General Schedule	350106	TESTS AND CERTIFICATIONS	This series contains test copies, answer books, list of those taking tests, and test	CFY+3 - Calendar Fiscal Year Plus 3 Years	DECEMBER 2021 CFY	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	430107	EQUIPMENT FILES	This series contains all information related to equipment owned or leased by the office, including inspection reports, maintenance records, etc. Note: Owner's manuals can be disposed or transferred with the equipment.	LOE+3 - Life of Equipment Plus 3 Years	2021 LOE+3	Dispose/Delete		
General Schedule	430402	VEHICLE USAGE RECORDS	This series includes records to track vehicle and heavy equipment usage, maintenance, expenses, mileage, and fuel consumption.	CFY+4 - Calendar Fiscal Year Plus 4 Years	DECEMBER 2020 CFY	Dispose/Delete		
General Schedule	440109	FORMS	This series contains the original forms created by/for the office.	UD - Updated/update	UD	Dispose/Delete		
General Schedule	450105	GENERAL CORRESPONDENCE (MAYOR CORR-ARCHIVES)	This series contains correspondence received from outside the office or created internally that does not relate to a specific program of the office or any federal or state agency.	1 year	2023	Transfer to Archives		
General Schedule	450106	ELECTRONIC COMMUNICATION RECORDS	This series contains e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the department.	ACM - After Conditions Met	ACM	Dispose/Delete		
General Schedule	450107	INFORMATION REQUESTS	This record series includes all requests for information (including open records requests, etc.)	2 years	2022	Dispose/Delete		
General Schedule	470101	INSURANCE POLICIES	This series contains information relating to insurance carried by the office.	AE+3 - After Expired Plus 3 Years	2021 AE+3	Dispose/Delete		
General Schedule	470204	INSURANCE POLICY BACKUP INFORMATION	This series contains bids, correspondence, and any other information related to obtaining and administering the policy.	LOP+6 - Life of Program Plus 6 Years	2018 LOP+6	Dispose/Delete		
General Schedule	470304	INSURANCE POLICY CLAIMS	This series contains information regarding claims filed on an insurance policy.	ACM - After Conditions Met	ACM	Dispose/Delete		
General Schedule	470305	WORKER COMPENSATION CLAIMS	This series contains claim correspondence, forms required to file a claim, and supporting documentation	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
General Schedule	470403	EMPLOYEE BONDS	This series includes bonds to cover employees.	LB+3 - Life of Bond Plus 3 Years	2021 LB+3	Dispose/Delete		
General Schedule	500403	HEARING/LITIGATION CASE FILES	This record series is the official file of litigation involving the city and includes any orders, pleadings, correspondence, and discovery related to litigation. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be disposed by landfill when the file is closed. Note: NDCC sections 44-04-18(6) and 44-04-19.1 relate to confidential/exempt records when an attorney is involved.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
General Schedule	600203	HIRING PROCESS/RECRUITMENT RECORDS	This series contains the job announcements, employment applications, resumes, and other records related to the selection/hiring/recruitment of employees. These records are for individuals that are not hired or selected.	ACM+6 - After Conditions Met Plus 6 Years	2018 ACM+6	Shred/Delete		
General Schedule	600614	EMPLOYEE FILES	This series contains all information related to individual employees of the office.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
General Schedule	600615	EMPLOYEE MEDICAL FILES	This series contains all medical information related to an employee of the office. Note: This record must be retained separate from the employee file.	ALA+6 - After Last Activity/After Last Action Plus 6 Years	2018 ALA+6	Shred/Delete		
General Schedule	600715	TIME AND WORK RECORDS	This series contains time cards, requests for leave, leave reports, schedules, daily logs or journals and work records (hours worked on specific job/project/program, location, project details, work orders, etc.).	6 years	2018	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	600903	JOB DESCRIPTIONS	This series contains descriptions of jobs, including job duties, responsibilities, and requirements for fulfilling the duties of a position.	UD+6 - Updated/update Plus 6 Years	2018 UD+6	Dispose/Delete		
General Schedule	601503	CRIMINAL HISTORY RECORD CHECKS	This series contains requests, correspondence and the results of statewide and nationwide criminal history record checks for those agencies authorized to conduct criminal history record checks under North Dakota Century Code	6 years	2018	Shred/Delete		
General Schedule	601504	EMPLOYMENT SUMMARY HISTORY FILE/SERVICE RECRD	This series contains a summary of employment history with cities within the State of North Dakota, including dates of employment, rate of pay changes, and other personnel actions (used to refer to as Service Cards). This summarized information is used to verify previous employment with cities.	ALA+50 - After Last Activity/After Last Action Plus 50 Years	1974 ALA+50	Transfer to Archives		
General Schedule	650307	ORGANIZATION CHARTS	This series contains organizational flowcharts of the structure of the city.	UD+3 - Updated/update Plus 3 Years	2021 UD+3	Dispose/Delete		
General Schedule	720127	REFERENCE MATERIAL	This series contains all information collected and used for reference purposes only.	UD - Updated/update	UD	Dispose/Delete		
General Schedule	750402	EMERGENCY PLANS	This series contains information related to the safety and security of personnel, buildings, and other resources.	UD - Updated/update	UD	Dispose/Delete		
General Schedule	800504	ECONOMIC DEVELOPMENT RECORDS	This record series includes records related to city economic development programs and activities.	APC+6 - After Project Completed/Closed Plus 6 Years	2018 APC+6	Shred/Delete		
General Schedule	800519	RECORDS DISPOSAL RECORDS	This series contains records related to compliance with records management, including records retention and disposal.	10 years	2014	Dispose/Delete		
General Schedule	800901	GRANTS	This series contains payroll, equipment, supplies, services, maps, pictures, bid specifications, bid tabulations, and other records related to grant projects.	AGC+5 - After Grant Closed Plus 5 Years	2019 AGC+5	Dispose/Delete		
General Schedule	801339	MEDICAL EMERGENCY RECORDS	This series contains information related to medical emergency records (including, but not limited to: ambulance service records, billing information, medical insurance coverage, records containing date of ambulance call, reason for the call, log of what happened, medical condition of patient, etc.).	7 years	2017	Shred/Delete		
General Schedule	801341	EMERGENCY/FEMA-ADMINISTRATIVE/PROGRAM RECORDS	This series contains financial, program and administrative records relating to emergency and disaster events and response including the Federal Emergency Management Agency (FEMA) records.	AAFA+3 - After Approved Federal Audit Plus 3 Years	2021 AAFA+3	Dispose/Delete		
General Schedule	801342	EMERGENCY/FEMA-FINAL REPORTS	This series contains the final reports sent to FEMA following emergency/disaster	AAFA+3 - After Approved Federal Audit Plus 3 Years	2021 AAFA+3	Transfer to Archives		
General Schedule	850101	STAFF MEETING RECORDS AND MINUTES	This series includes all staff meeting, any other supporting documentation created or received for these meetings and minutes for these meetings.	2 years	2022	Dispose/Delete		
General Schedule	850501	ACTION MEMOS/DIRECTIVES TO DEPARTMENTS	This record series includes correspondence/notices sent to specific city offices with direction to take action (i.e. as a result of a meeting, for example a City Governing Body Meeting, summarizing actions/tasks each office is responsible for).	1 year	2023	Dispose/Delete		
General Schedule	850601	EMPLOYEE CALENDARS	This series contains employee calendars of meetings and appointments for their position.	13 months	13MO	Shred/Delete		
General Schedule	900101	SURVEYS	This series contains survey results on things like wage and salary, landfill fees, housing market prices, and utility rates, etc. that are not part of the project files.	5 years	2019	Dispose/Delete		

Division	RCN	Title	Record Series Description	Total Retention	Eligible Disposal Date	Disposal Method	Paper (inches)	Electronic (MB)
General Schedule	970103	VENDOR INFORMATION	This series contains correspondence, brochures, and product information from vendors for products not owned or leased by the office.	UD - Updated/update	UD	Dispose/Delete		

City Auditor (8980-103):

I certify that only those records approved on the City retention schedules have been transferred or disposed by the specified methods.

Name of Individual Authorizing Disposals	Telephone Number	Date
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I certify that records have not been disposed as specified on the City retention schedules for the reason(s) indicated below.

Explain <input type="checkbox"/>		
Name of Individual Authorizing Disposals	Telephone Number	Date



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 3, 2026  
**SUBMITTING DEPARTMENT:** Engineering  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Consider Memorial Highway change orders 39 and 40

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**STATEMENT/PURPOSE:**

To consider and possibly approve a pair of change orders related to the east half of the Memorial Highway project.

**BACKGROUND/ALTERNATIVES:**

Change orders 39 and 40 are related to field design changes to the City's water and sanitary sewer improvements being constructed in conjunction with the roadway project. Change order 39 adds a water service to the project, and change order 40 corrects a previous deduct related to sanitary sewer manhole removals.

**ATTACHMENTS:**

1. Change Orders 39 & 40

**FISCAL IMPACT:**

Change orders 39 and 40 are estimated to be an increase of just over \$40k to subproject 5, which are the water and sanitary improvements. If approved, subproject 5 would have a net decrease of about \$480k to date.

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

To approve change orders 39 and 40.

**SUGGESTED MOTION:**

I move to approve change orders 39 and 40, as presented.

**North Dakota Department of Transportation  
Change Order**

Change Order No: 39  
SubProject: 5 SANITARY SEWER, WATERMAIN, & LIFT STATION

Project: SU-CPU-FTF-1-094(223)919 PCN: 23277  
County: Morton

For: RECONSTRUCTION, MEDIAN, DRAINAGE, SHARED USE PATH, LIGI

Contractor: REEDE CONSTRUCTION INC  
5237 HIGHWAY 12 E STE 1  
ABERDEEN, SD 57401-9516

Original Contract Amount:  
\$37,999,840.45

Spec No	Code No	Item of Work	Unit	Original Quantity	+ or - Quantity	Unit Price	Increase Amount	Decrease Amount
		INCREASE TO BID ITEM						
		NON-PARTICIPATING (SU MANDAN CITY FUNDS)						
724	616	WATER SERVICE LINE 1 1/2IN	LF	877.00	350.00	101.890*	35,661.50	
Net Increase or Decrease to Date				-398,587.34	Part			
				-81,747.50	Non-Part	<b>TOTALS</b>	35,661.50	
						<b>NON-PARTICIPATING</b>	35,661.50	
						<b>PARTICIPATING</b>		

Due to This Change, the Contract Time:  
NO CHANGE.

**Classification**

Administrative Change

**EXPLANATION OF CHANGE IN PLAN RECOMMENDED**

If the federal funds authorized in the cost participation agreement with the local agency is exceeded and federal funds are not available for this change, the local agency will assume the total cost of this change order.

The existing water service line for Cincy Used Tire is fed from an adjacent house behind the business. The line that feeds this house could not be located. This change order pays for the water service line to be bored underneath the concrete parking lot back to the house so they can both be fed from the new watermain.

 5/27/26  
\_\_\_\_\_  
Prime Contractor DATE

\_\_\_\_\_  
County/City Official DATE

\_\_\_\_\_  
Project Engineer DATE

\_\_\_\_\_  
Team Leader DATE

\_\_\_\_\_  
District 1 DATE

\_\_\_\_\_  
District 1 DATE

**North Dakota Department of Transportation  
Change Order**

Change Order No: 40

Project: SU-CPU-FTF-1-094(223)919

PCN: 23277

SubProject: 5 SANITARY SEWER, WATERMAIN, & LIFT STATION

County: Morton

For: RECONSTRUCTION, MEDIAN, DRAINAGE, SHARED USE PATH, LIGI

Contractor: REEDE CONSTRUCTION INC  
5237 HIGHWAY 12 E STE 1  
ABERDEEN, SD 57401-9516

Original Contract Amount:  
\$37,999,840.45

Spec No	Code No	Item of Work	Unit	Original Quantity	+ or - Quantity	Unit Price	Increase Amount	Decrease Amount
ADDED CONTRACT ITEM								
NON-PARTICIPATING (SU MANDAN CITY FUNDS)								
722	9001	Monolithic SSMH Material Cost	L SUM	0.00	1.00	5,282.880	5,282.88	
Net Increase or Decrease to Date				-398,587.34	Part	-76,464.62	Non-Part	<b>TOTALS</b>
							5,282.88	
								<b>NON-PARTICIPATING</b>
								5,282.88
								<b>PARTICIPATING</b>

Due to This Change, the Contract Time:  
NO CHANGE.

**Classification**

Administrative Change

**EXPLANATION OF CHANGE IN PLAN RECOMMENDED**

If the federal funds authorized in the cost participation agreement with the local agency is exceeded and federal funds are not available for this change, the local agency will assume the total cost of this change order.

As a part Change Order 30, the Designers were able to eliminate Sanitary Sewer Manholes 69, 71, and 72 from the project after field verifying there were no crossing conflicts. The monolithic bases for these manholes are special made for the project specifics and cannot be used elsewhere. This change order pays for the materials cost of the monolithic bases. Bases are to become the property of the Contractor.

 5/27/26  
Prime Contractor DATE

\_\_\_\_\_  
County/City Official DATE

\_\_\_\_\_  
Project Engineer DATE

\_\_\_\_\_  
Team Leader DATE

\_\_\_\_\_  
District 1 DATE



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 3, 2026  
**SUBMITTING DEPARTMENT:**  
**DEPARTMENT DIRECTOR:**  
**PRESENTER:**  
**SUBJECT:**

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**STATEMENT/PURPOSE:**

**BACKGROUND/ALTERNATIVES:**

**ATTACHMENTS:**  
None

**FISCAL IMPACT:**

**STAFF IMPACT:**

**LEGAL REVIEW:**

**RECOMMENDATION:**

**SUGGESTED MOTION:**



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Supporting the mission of CABT

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

To submit a letter of support to congress regarding the proposed legislation that would increase the legal weight allowed on roads

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

The Coalition Against Bigger Trucks (CABT) is trying to stop legislation in congress from allowing the legal weight and length of semi-trucks to be increased. The Engineering department is in support of CABT's mission. Bigger trucks could mean exponentially greater damage to local roadways, an increase in crash severity and create maneuverability issues.

#### **ATTACHMENTS:**

1. City of Mandan Template
2. Pilot Project White Paper 01.09.26
3. Proposed Configurations 01.02.26

#### **FISCAL IMPACT:**

None.

#### **STAFF IMPACT:**

None.

#### **LEGAL REVIEW:**

All documents have been made available to the City Attorney.

#### **RECOMMENDATION:**

To submit letters to congress supporting the Coalition Against Bigger Trucks.

City Commission

Agenda Documentation

June 16, 2026

Subject: Consider a letter of support for the Coalition Against Bigger Trucks (CABT)

Page 2 of 2

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**SUGGESTED MOTION:**

I move to submit letters to congress supporting the Coalition Against Bigger Trucks.

The Honorable Senator Kevin Cramer  
313 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Cramer:

I am writing on behalf of the City of Mandan to urge you to oppose the inclusion of any truck size and weight pilot project in the upcoming highway reauthorization bill.

As a community located along the I-94 corridor, Mandan sees firsthand the importance of freight movement to North Dakota's economy. While North Dakota already permits trucks weighing up to 105,500 pounds on many roads, most freight traffic still operates under the national 80,000-pound standard. Raising the federal weight limit would inevitably result in heavier trucks operating on state and local infrastructure throughout North Dakota.

From a public works perspective, this proposal would function as an unfunded mandate on local governments. Truck trips do not begin and end on the Interstate System. Every shipment relies on local roads, intersections, and bridges at some point during its journey. More than one in ten bridges in North Dakota are already rated in poor condition, and many smaller communities face limited tax bases and aging infrastructure. Communities should not be forced to choose between raising taxes, delaying critical projects, or allowing roads and bridges to deteriorate further.

The truck configuration proposed under this pilot project was found in the U.S. Department of Transportation's 2015 study to have a 47 percent higher crash rate than standard five-axle tractor-trailers. At a time when truck crash fatalities have increased by 33 percent since 2010, Congress should not authorize a nationwide experiment simply to generate more data.

I respectfully urge you to oppose any truck size and weight pilot project and instead support policies that preserve infrastructure, protect taxpayers, and improve highway safety.

Thank you for your consideration.

Sincerely,

The Honorable Senator John Hoeven  
338 Russell Senate Office Building  
Washington, DC 20510

Dear Senator Hoeven:

I am writing on behalf of the City of Mandan to urge you to oppose the inclusion of any truck size and weight pilot project in the upcoming highway reauthorization bill.

As a community located along the I-94 corridor, Mandan sees firsthand the importance of freight movement to North Dakota's economy. While North Dakota already permits trucks weighing up to 105,500 pounds on many roads, most freight traffic still operates under the national 80,000-pound standard. Raising the federal weight limit would inevitably result in heavier trucks operating on state and local infrastructure throughout North Dakota.

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I respectfully urge you to oppose any truck size and weight pilot project and instead support policies that preserve infrastructure, protect taxpayers, and improve highway safety.

Thank you for your consideration.

Sincerely,

The Honorable Representative Julie Fedorchak  
1607 Longworth House Office Building  
Washington, DC 20515

Dear Representative Fedorchak:

I am writing on behalf of the City of Mandan to urge you to oppose the inclusion of any truck size and weight pilot project in the upcoming highway reauthorization bill.

As a community located along the I-94 corridor, Mandan sees firsthand the importance of freight movement to North Dakota's economy. While North Dakota already permits trucks weighing up to 105,500 pounds on many roads, most freight traffic still operates under the national 80,000-pound standard. Raising the federal weight limit would inevitably result in heavier trucks operating on state and local infrastructure throughout North Dakota.

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I respectfully urge you to oppose any truck size and weight pilot project and instead support policies that preserve infrastructure, protect taxpayers, and improve highway safety.

Thank you for your consideration.

Sincerely,

# Heavier Truck “Pilot Project” Proposals Turns Motorists into Guinea Pigs

Prepared by CABT, January 2026

Certain business interests are lobbying for legislation that would create a “pilot project” (H.R. 3372 in the 118<sup>th</sup> Congress) to allow any state to increase truck weights from 80,000 pounds to 91,000 pounds for up to 10 years on its interstates. **The goal, according to the legislation: to track crashes involving these heavier trucks, including injuries and fatalities.** This does nothing more than turn interstates into test tracks and motorists into guinea pigs.

As the Virginia Department of Transportation stated when analyzing potential involvement in a pilot project:

***Safety must remain a primary consideration. Increases in crash rates among the heavier trucks could occur and although a decrease in safety would be a trigger for discontinuation of the pilot, any injuries or loss of life resulting from the pilot would be unacceptable.***<sup>1</sup>

In 2016, the U.S. Department of Transportation (USDOT) delivered its three-year Comprehensive Truck Size and Weight Limits Study Report requested by Congress. That report found that heavier trucks had serious safety problems and would impose additional costs on our highway infrastructure. The Department recommended that Congress not approve any heavier trucks.<sup>2</sup>

## **“Pilot Project” for Heavier Trucks Means Experimenting with Motorists**

A “pilot project” for heavier trucks is misguided and dangerous because of the threat to public safety and damage to infrastructure. So-called “pilot projects” amount to little more than experimenting with heavier trucks on public roads and bridges with motorists. The information sought includes the number of crashes, including injuries and fatalities involving heavier trucks. USDOT<sup>3</sup> and the Transportation Research Board (TRB)<sup>4</sup> have recommended better ways of obtaining this information without further endangering motorists or damaging our infrastructure.

## **Previous research shows that a heavier truck is a more dangerous truck**

After reviewing decades of safety research, there does not appear to be any studies that say a heavier truck is a safer truck. On the contrary, numerous studies have found increased danger. Along with the most recent studies from USDOT, VDOT and the Insurance Institute for Highway Safety, other studies have found increased risks to public safety. These include reports from the Wisconsin Department of Transportation,<sup>5</sup> the Transportation Research Board,<sup>6</sup> and the University of Michigan Transportation Research Institute.<sup>7</sup> Given these concerns, additional data should not be collected using methods that put lives at stake.

## **Heavier Trucks Are More Dangerous Trucks**

**More crashes.** 91,000-pound, six axle trucks had a 47 percent higher crash rate than 80,000-pound, five axle trucks in limited state testing. 97,000-pound trucks had even higher crash rates, from 99-400 percent higher than 80,000-pound, five axle trucks.<sup>8</sup>:

<sup>1</sup> Virginia Department of Transportation; 2019. *Impact of Virginia Participation in a Federal Pilot Study of 91,000-Pound, Six-Axle Vehicles Utilizing the Interstate*

<sup>2</sup> USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress*

<sup>3</sup> Ibid

<sup>4</sup> Transportation Research Board; 2019. *Research to Support Evaluation of Truck Size and Weight Regulations*

<sup>5</sup> National Center for Freight & Infrastructure Research and Engineering; 2009. *Wisconsin Truck Size and Weight Study*

<sup>6</sup> Transportation Research Board; 1990. *Truck Weight Limits: Issues and Options*

<sup>7</sup> University of Michigan Transportation Research Institute; 1988. *Analysis of Accident Rates of Heavy Duty Vehicles.*

<sup>8</sup> USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress*

**More severe crashes.** The severity of a crash is determined by the velocity and mass of a vehicle. If its weight increases, so does the potential severity of a crash. Any increase in crash severity increases the likelihood of injuries becoming more serious or resulting in fatalities.

**More likely to roll over.** Heavier trucks tend to have a higher center of gravity because the additional weight is often stacked vertically. Raising the center of gravity increases the risk of rollovers.<sup>9</sup>

**Increased wear and tear.** Increasing the weight of trucks causes additional wear and tear on key safety components. The 2016 USDOT study found that trucks weighing over 80,000 pounds had higher overall out-of-service (OOS) rates and **18 percent higher brake violation rates** compared to those at or below 80,000 pounds.<sup>10</sup> This is especially important because a 2016 study by the Insurance Institute for Highway Safety found that trucks with any out-of-service violation are **362 percent more likely to be involved in a crash.**<sup>11</sup>

### **Heavier Trucks Would Cause Significant Infrastructure Damage**

Bridges don't care about axles – bridge damage is a function of gross vehicle weight. The USDOT study examined interstate and US highway bridges and found thousands of structures that would have to be repaired or replaced to accommodate 91,000-pound trucks. A recent report that evaluated local bridges the USDOT did not examine found more than 68,000 bridges would be put at-risk by 91,000-pound trucks. These bridges would cost \$78.7 billion to replace, leaving taxpayers to foot the bill.<sup>12</sup>

### **Heavier interstate weight limits will not take trucks off local roads**

No truck trip begins or ends on the interstate system. These trucks would operate on all roadways. Several states allow higher interstate weight limits, including New Hampshire, North Dakota, Vermont and South Dakota. In these states, 53%-73% of heavy truck traffic continues to take place off the interstate system, which exceeds the national average of 44%.<sup>13</sup>

### **A Safe Alternative**

If proponents are serious about collecting more comprehensive information about the impacts of heavier trucks, they should support the comprehensive research plans initiated by USDOT and TRB. Conducting test track operations of bigger trucks and improving the collection of crash and travel data in the states where heavier trucks already operate is the logical next step as opposed to expanding the operation and increasing the dangers. Specific recommendations include the following:

- Reinstitute and expand the collection of higher-quality, impartial data nationwide (i.e., TIFA and VIUS), including VMT, and implement a uniform crash report form that accurately collects the number of trailers and axles, truck weight and length, and road type where the crash occurred.
- Collect and analyze data on the impacts of bigger-truck operations on local roads and bridges.
- Conduct operational tests of bigger-truck configurations at track testing facilities, fully evaluating vehicle dynamics in real-world conditions.

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<sup>9</sup> USDOT; 2000. *Comprehensive Truck Size and Weight Study*

<sup>10</sup> USDOT; 2016. *Comprehensive Truck Size and Weight Limits Study, Final Report to Congress*

<sup>11</sup> Insurance Institute for Highway Safety; 2016. *Crash Risk Factors for Interstate Large Trucks in North Carolina*

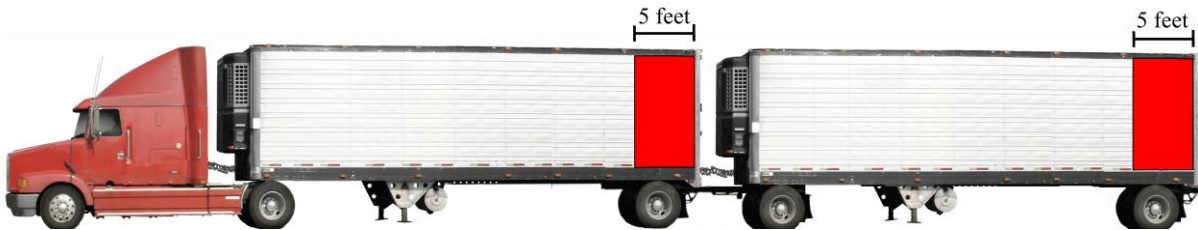
<sup>12</sup> Bailey, Harvill et al; 2025. *The Impacts of Heavier Trucks on Local Bridges: 2025 Update*

<sup>13</sup> Bureau of Transportation Statistics; 2023. *Vehicle Miles Traveled by Highway Category and Vehicle Type*

## Proposed Bigger Truck Configurations

Prepared by CABT, January 2026

### Longer Double Trailer Trucks



- FedEx, UPS, Amazon and a handful of other companies have lobbied for legislation that would force states to allow double trailer trucks 91 feet in length, called “Double 33s,” on the federally designated National Network, which includes 200,000 miles of roadways. These are 10 feet longer than today’s twin trailers and 17 feet longer than standard single trailer trucks.
- Double 33s were rejected in the U.S. Senate in November of 2015 on a 56-31 vote.
- The U.S. Department of Transportation (USDOT) determined in 2016 that Double 33s take 252 feet to stop— 22 feet longer than today’s twin trailer configuration.
- USDOT also found that Double 33s would result in the largest increase in pavement damage compared to all other studied configurations. This would result in \$1.2 billion to \$1.8 billion in estimated pavement damage every year.

### Heavier Single Trailer Trucks



- Certain shippers have lobbied to allow heavier single trailer trucks weighing 91,000 pounds—an increase of 11,000 pounds compared to today’s trucks—as part of a 10 year pilot program in an unlimited number of states. Legislation has also been introduced in the past to raise the national weight limit to 97,000 pounds.
- Legislation to allow 91,000 pound trucks was defeated in the U.S. House in 2015 on a 187-236 vote.
- These 91,000 pound trucks were found in limited state testing by USDOT in 2015 to have 47 percent higher crash rates and cause \$1.1 billion in additional bridge costs.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Public Works- Grounds Maintenance  
**DEPARTMENT DIRECTOR:** Shane O'Keefe  
**PRESENTER:** Shane O'Keefe, Public Works Director  
**SUBJECT:** 2026 Budget Amendment – Grounds Maintenance Toolcat Replacement

**STATEMENT/PURPOSE:**

Request approval of a 2026 budget amendment to advance the replacement of one Public Works Toolcat and authorize the associated purchase and trade-in.

**BACKGROUND/ALTERNATIVES:**

Public Works currently operates two Bobcat Toolcats that are utilized across multiple divisions for grounds maintenance, cemetery operations, snow removal, material transport, forestry operations (including stump grinding support, tree removal cleanup, and debris removal), and general maintenance activities. Both units are experiencing increasing reliability issues, resulting in higher maintenance costs and a growing risk of operational downtime.

The City's adopted 10-Year Capital Improvement Plan currently schedules two Toolcat replacements in 2027 and an additional Toolcat in 2028. Staff is requesting to advance one replacement into 2026 to maintain reliable operations and begin transitioning toward a structured replacement and buy-back program.

The alternative is to continue operating the existing equipment and address repairs as needed; however, this approach is already resulting in higher maintenance costs and is expected to require additional repairs moving forward. Continued use may also lead to reduced reliability and potential service disruptions.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

Approval of the budget amendment will authorize \$80,000 in General Fund Capital Outlay funding for the purchase of a replacement unit, offset by the trade-in value of one existing Toolcat (2019 model). The final purchase amount will be adjusted based on the accepted trade-in value.

**STAFF IMPACT:**

Replacement of the Toolcat will improve equipment reliability, reduce downtime, support operational efficiency across multiple divisions, and help ensure the department maintains a minimum of two operational Toolcats at all times.

**LEGAL REVIEW:**

Attorney Oster has reviewed.

**RECOMMENDATION:**

Staff recommends approval of the 2026 budget amendment and authorization of the purchase and trade-in of one Toolcat as presented.

**SUGGESTED MOTION:**

Move to approve the 2026 budget amendment for the advancement of one Toolcat replacement and authorize the associated purchase and trade-in as presented.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 1, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider approval of the special event permit for the Silver Dollar 4th of July street dance.

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**STATEMENT/PURPOSE:**

Consider approval of the special event permit for the Silver Dollar 4th of July street dance.

**BACKGROUND/ALTERNATIVES:**

Silver Dollar 4th of July street dance is a two-night event. Bands will play on July 2 and July 3 from 9pm to midnight. See attached special event permit application. All city officials have reviewed and signed off on this event with the condition that there is an approved method to protect patrons from vehicular traffic.

**ATTACHMENTS:**

1. Special Event Permit-Silver Dollar 4th of July Street Dance

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

I recommend approving the special event permit for the Silver Dollar 4th of July street dance.

**SUGGESTED MOTION:**

I move to approve the special event permit for the Silver Dollar 4th of July street dance.

Permit Application #: SE 26-04 Date Complete: \_\_\_\_\_  
(For office use only)

# Special Events Permit Application

## City of Mandan, ND <sup>3/26</sup>

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

Date of Application: \_\_\_\_\_

**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 permits are \$45, to a maximum of \$150.00 per event not to exceed 14 days (including 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, Park and Facility Maintenance, Field Services, 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 the 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.

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

### **Section 1 – Applicant Information**

Name of Event Manager: Ryan Karsy

Driver's License Number: \_\_\_\_\_ State ND

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ 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 crime, also list any other names you have used when charged)*

Name of Event Manager: Corey Mohl

Driver's License Number: \_\_\_\_\_ State ND

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: 3915 ClarkPlace NW City: Mandan State: ND Zip: 58554

Have you ever been convicted of a crime?  Yes  No

If yes please list charge and year of conviction:

DUI in 2009. Morton County ND

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

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

Business Address: 200 East Main City: Mandan State: ND Zip: 58554  
Corporation/Organization: East Main Investments LLC State of Incorporation: \_\_\_\_\_  
Tax ID #: 92-3635583 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: Silver Dollar 4th of July Street Dance Date: 07-03-2025  
Contact Name: Corey Mohl Phone: \_\_\_\_\_  
E-mail Contact: \_\_\_\_\_

**Section 2 – Event Information**

Event Name: Silver Dollar 4th of July Street Dance Anticipated Daily Attendance: 300  
Event Date(s): 07-02-2026 / 07-03-2026 Set-up Date: 07-02-2026 Hours: 8:00am  
Hours of event each day: 10am-1am bar open and close. Starting set up at 8:00am july 2nd  
(begin and end times)  
Take down Date(s): 07-04-2026 Hours: 1 am  
E-Mail address for public information: silverdollarmandan@gmail.com  
WEB address for public information: Facebook & silverdollarmandan.com  
Location of Event/physical address: 200 East Main & 1st Ave NE  
Sponsors of the Event: Silver Dollar Bar

Brief Description of Event:

Two night event. Bands will be playing from 9pm-midnight both nights. Boys of summer on July 2nd and Unleashed July 3rd. May partner with 701 cornhole and throw cornhole tournaments during the day. Bar opens at 10am and 12:30am both nights. Overnight security will be provided the night of July 2nd till the morning of the 3rd. Will Leave the fence up overnight and tear down before sunrise on the 4th for the parade.

Estimated number of attendees: 600 for the 2 days  
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: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**Section 3 – Event Features**

Will there be an admission charge?  Yes  No

If yes, Printed ticket count: \_\_\_\_\_ Tickets for pre-sale 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 be sold?  Yes  No

Will Food be sold?  Yes  No

Catered Food  Yes  No

Food Trucks  Yes  No ↴

Other Food None \_\_\_\_\_

Contacted Western Plains Health?  Yes  No

***\*If food is present (sold or given away) applicant is required to contact Western Plain’s Health prior to submitting application to Mandan Police Department. Western Plains Health 701-667-3370.***

List of all vendors/food trucks None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(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? Possibly 101.5

TV:  Yes  No What Stations? \_\_\_\_\_

Fliers/Posters:  Yes  No How many? 25-30

Press Releases:  Yes  No How many? \_\_\_\_\_

Newspaper Ads:  Yes  No What publication? Add in MPO 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 vender list)

Tents or Canopies  Yes  No

Number of Tents: Zero Tents and 2 canopies over the bar area

*(Tents require Fire Department inspection.)*

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: The bar will borrow the MPO Fencing

Contact phone: 701-751-2983

Restroom Accommodations: 2 male and 2 female restrooms inside the bar and 6 unisex portable restrooms outside

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 Western Plains Public Health that indicates the site plan has been reviewed and the required number of proper sanitation facilities is attendance.

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Electrical Services/Generators  Yes  No

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

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Carnival/Amusement Rides:  Yes  No

A separate permit from the Fire Department may be required.

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Bonded and Insured Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Signs / Banners  Yes  No

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Inflatables  Yes  No

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Bonded and Insured Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

### Raffles

Will this event have a raffle?  Yes  No

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

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

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

**Section 4 – Transportation**

Does the event propose using, closing or blocking any of the following:  
*If yes, specify location and duration on site map, if on a DOT Highway or Roadway DOT authorization will be required.*

- City Streets  Yes  No (Number of locations: 1 \_\_\_\_\_ attach list of locations.)
- City Sidewalks  Yes  No (Number of locations 1 \_\_\_\_\_ attached list of locations)
- City Bus Stops  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)
- Public Parking Lots  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)
- Public Bicycle Parking  Yes  No (Number of locations 1 \_\_\_\_\_ 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 200 East Main 50 amp service \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Will any City water hookups be used?  Yes  No

Water Location(s) \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Will waste water/graywater be generated?  Yes  No

If so, how will it be disposed of? Sanitation Facility providing Toilets \_\_\_\_\_

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: Dolls, Jeromes, Southern Glasser

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?

Will have security checking ID's at both entrances.

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

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

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?  
Number of personnel requested: 2 EachDay for 4 hours each

*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 officer per event at \$75.00 per-hour per officer.*

Will there be private security?  Yes  No

If so, Number of Security Personnel? 3

Include security points and duties on event plans

***\*Security is required if alcohol is sold, dispensed, or consumed off and away from a licensed premises in an outdoors setting, including sites which may be protected from the elements by completely enclosed tents.***

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

Security Company and Contact Info: Using our Own employees  
Attach a copy of Company's License

**Section 8 – Event Maintenance and Cleanup Plan Required**

What is your trash removal and cleanup plan?  
Adding an extra dumpster for the event  
Making a donation to Mandan fastpitch softball for clean up help

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: Eco Sanitation  
Contact Name: \_\_\_\_\_ Phone: 701-595-5555

*All costs for containers, dumping and 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.*

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

### **Section 9 – 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 routes for the event.

### **Section 10– 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.**

Applicants 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.....\$75.00 per hour, per officer, 4 hour  
Minimum  
Barricades.....Amount charged by contract  
Barricade provider

**Miscellaneous fees**

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 2 each night x No. of Hours 4 = 16 x \$75 = \$ 1200

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

\$25 Application Fee..... \$ \_\_\_\_\_

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

Event Application Fee (Refer to page 1)

Each day of event \$30.00 x number of days..... \$ 60

Sunday \$45.00 per day..... \$ \_\_\_\_\_

TOTAL: \$ 1260

Fees assessed by the Park District are not included.

**Date Fees Paid:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Required Documents-With Application**

- Private Security Contract (if alcohol present)
- Porta Potty Contract
- Site Map(comprehensive)

**Any required documents not included can delay application approval or result in application being denied.**

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### Signature Page from City Officials and Department Heads

<u>Mitch L. Bitz</u> <small>Mitch L. Bitz (May 26, 2026 11:42:21 CDT)</small>	<u>05/26/2026</u>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Conditional—See Narrative
Fire Department	Date			
<u>Patrick Haug</u> <small>Patrick Haug (May 26, 2026 11:25:54 CDT)</small>	<u>05/26/2026</u>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Conditional—See Narrative
Police Department	Date			
<u>Shane Winters</u> <small>Shane Winters (May 26, 2026 14:10:16 CDT)</small>	<u>06/01/2026</u>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Conditional—See Narrative
Engineering Department	Date			
<u>Shane Winters</u> <small>Shane Winters (May 26, 2026 14:10:16 CDT)</small>	<u>05/28/2026</u>	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input checked="" type="checkbox"/> Conditional—See Narrative
Public Works	Date			

Fire Department Narrative:

Conditional approval, pending approved method to protect patrons from vehicular traffic

Police Department Narrative:

Mandan Police Department will not be providing Officers to work this event due to staffing and MPO €

Engineering Narrative:

NA

Public Works Narrative:

Conditional approval, pending approved method to protect patrons from vehicular traffic

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

## 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)

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**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

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

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)

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

**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, therefore.  
(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)

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

**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 therefore, 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.

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

- 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)

Mandan PD  
205 1st Ave NW  
Mandan, ND 58554-3162 USA  
+17016673250  
records@mandanpd.com  
<https://www.mandanpd.com/>

# SALES RECEIPT

**BILL TO**  
Silver Dollar Bar

**SALES # 1102**  
**DATE 05/19/2026**

**P.O. NUMBER**  
Ck#1294

**PMT METHOD**  
Check

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Special Event Permit	Special Event Permit	1	60.00	60.00


TOTAL 60.00  
BALANCE DUE **\$0.00**

---

## Silver Dollar Traffic Control Layout for street dance. July 2nd and 3rd

---

**From** Corey Mohl <cmohl@nicnd.com>  
**Date** Wed 2026-05-20 18:32  
**To** Pat Haug <phaug@mandanpd.com>  
**Cc** Corey Mohl <coreymohl@hotmail.com>; ryankarsky@yahoo.com <ryankarsky@yahoo.com>

 1 attachment (6 MB)  
Proposed traffic control layout.pdf;

You don't often get email from cmohl@nicnd.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.

Good afternoon Captain Haug!

Attached is the traffic control layout for our proposed street dance at the. Please review and let me know if you'd like to make any changes.

I plan on bringing the sign set up myself but, I have talked with Dillan Dewald with TSS for the possibility of needing to use them as well which he is fine with.

The layout itself conforms with the Manual on Uniform Traffic Control Devices, or MUTCD, that are required on almost all city and state projects.

All signs closing off the road will have 3 type three barricades, middle one having the road closed sign.

We will have a road closed to through traffic on 1<sup>st</sup> ST and 1<sup>st</sup> Ave as well.

Also will have road closed ahead signs posted in all four directions on main as well as 1<sup>st</sup> ST one block prior to the road.

I have talked with Dillan about TSS just grabbing the signs when they close down main for the fourth parade to get them off the road.

I am also a certified Traffic Control supervisor through the state as well but, I do have TSS lined up for help if I need it.

Here's the attachment as a link for your review:

[Proposed traffic control layout.pdf](#)

Add your comments and collaborate with others in real time. You don't need to download Acrobat or sign up to access the file.

Let me know if you have any questions.

Thank you

Corey Mohl  
General Superintendent  
Northern Improvement Co.  
4458 3<sup>rd</sup> Ave West  
Dickinson, ND 58601  
Ofc: (701) 225-5197  
Cell: (701) 290-7362  
Fax: (701) 225-0207

# TSS Road Closure Signage Locations.





## Silver Dollar Bar Mandan Cover Letter for Event Application

Listed below is the narrative for our proposed street dance if approved.

Western Plains Public Health has been given site map for proposed sanitation facilities.

Waiting for a response, used last year's numbers and added one from 5 portable toilets to 6 on the site map, one being handicap assessable.

Will be made available as soon as received

Insurance company has been contacted to include the City of Mandan on the insurance policy.

Will be made available as soon as permit approved.

Attached is the site map for the event.

Attached is the sanitation quote that will be signed as soon as the approved permit.

### Proposed Event Schedule

July 2<sup>nd</sup> Close down First Ave NE at around 8-9am to allow time for set up

Back ground Music starts at 10:00 am bar open during set up

Band starts at 9pm – 12pm Boys of Summer

Alcohol service stops at 12:30am Close at 1

Overnight security provided

July 3<sup>rd</sup> Bar open at 10:00am and background music starts

In talks with 701 Corn hole about having a possible cornhole tournament

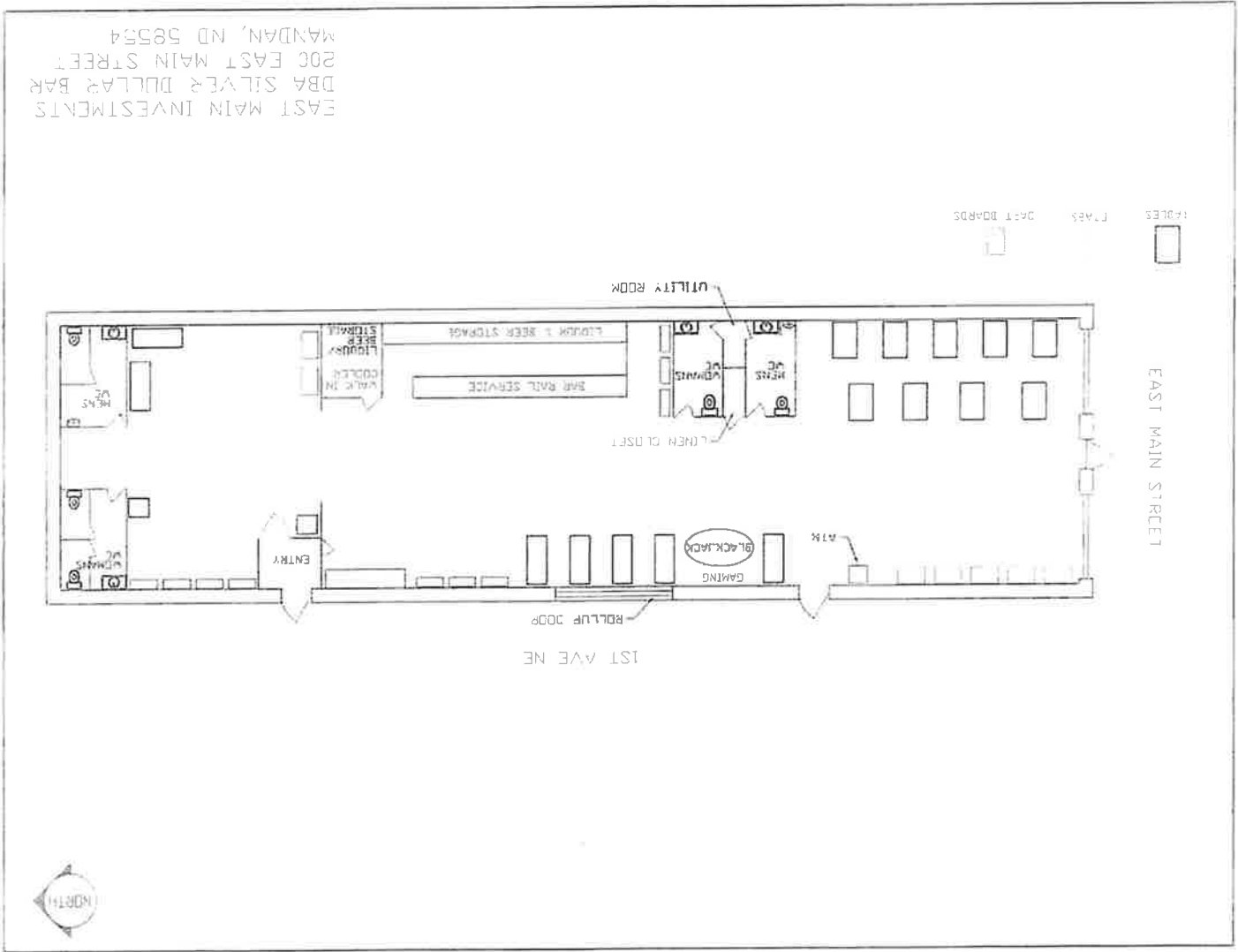
Starting at noon?

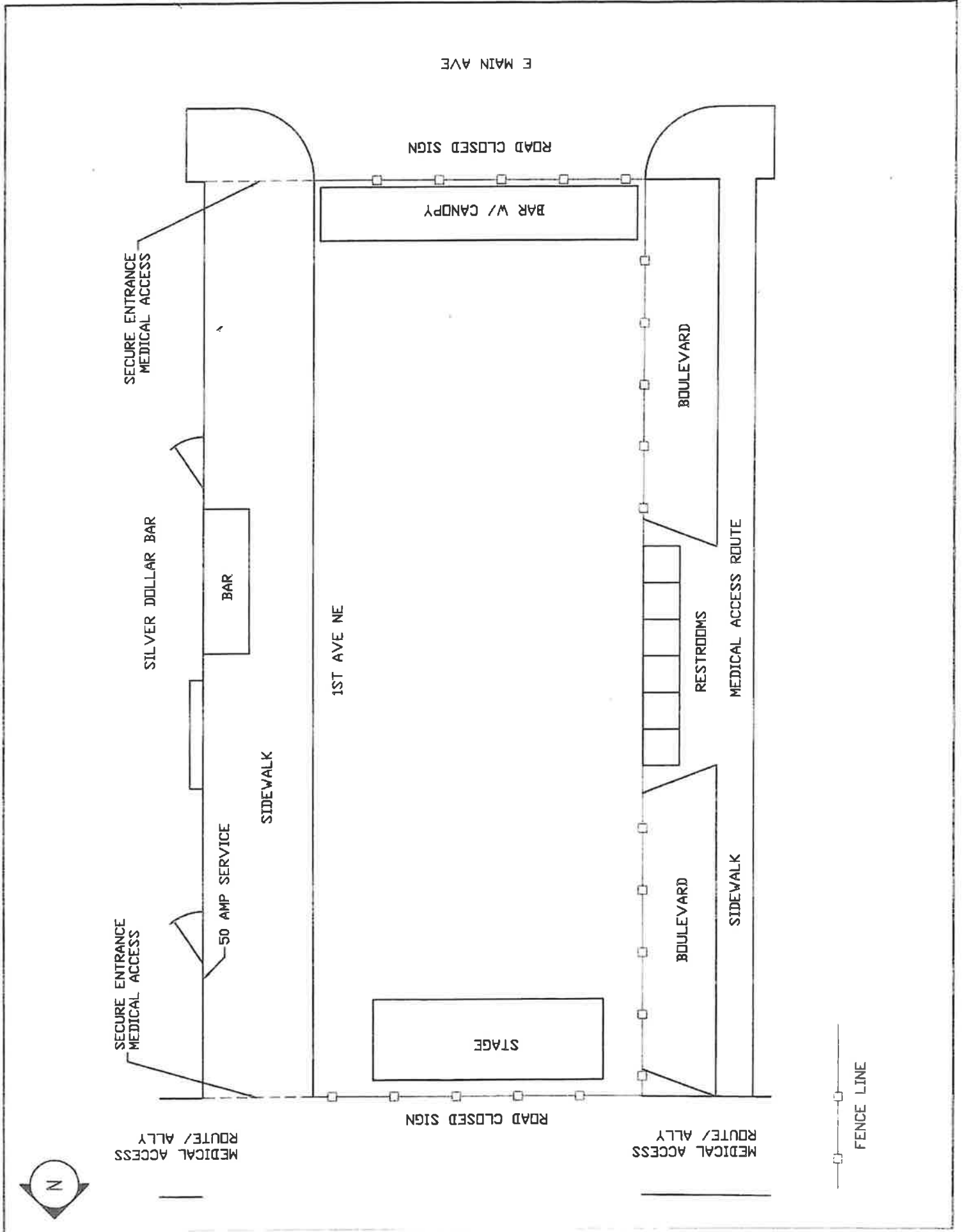
Band starts at 9pm-12pm Unleashed

Alcohol service stops at 12:30am Close at 1 Tear down begins and

All cleaned up for the parade!

EAST MAIN INVESTMENTS  
DBA SILVER DOLLAR BAR  
200 EAST MAIN STREET  
MANDAN, ND 58554





# INVOICE

Mighty Rentals  
905 Highway 8 N  
Halliday, ND 58636

Salcon@gomightyrentals.com  
+1 (701) 421-8229



**Bill to**  
Silver dollar bar

## Invoice details

Invoice no.: 1281  
Invoice date: 05/07/2026  
Due date: 05/07/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Handicap toilet rental	July 2-3rd	1	\$150.00	\$150.00
2.		Special event daily rental and service	July 2-3rd	5	\$40.00	\$200.00
3.		Service- Portables	optional July 3rd	6	\$30.00	\$180.00
4.		Pick up		1	\$70.00	\$70.00
5.		Sanitizer		6	\$10.00	\$60.00
6.		Special service Discount	Prod#103241		-\$200.00	-\$200.00
					<b>Total</b>	<b>\$460.00</b>

## Ways to pay



## Note to customer

Thank you for your business.












# 4596\_001 (002)


Final Audit Report


2026-06-01


Created:	2026-05-26
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoogkIDDyrMYZ3C0j_FoZYQJpi1N4HTsl


## "4596\_001 (002)" History


-  Document created by Tasha Scott (tasha.scott@mandanpd.com)  
2026-05-26 - 3:46:08 PM GMT
-  Document emailed to Pat Haug (phaug@mandanpd.com) for signature  
2026-05-26 - 3:46:18 PM GMT
-  Document emailed to Mitch Bitz (mbitz@cityofmandan.com) for signature  
2026-05-26 - 3:46:18 PM GMT
-  Document emailed to Shane O'Keefe (shane.okeefe@cityofmandan.com) for signature  
2026-05-26 - 3:46:19 PM GMT
-  Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature  
2026-05-26 - 3:46:19 PM GMT
-  Email viewed by Pat Haug (phaug@mandanpd.com)  
2026-05-26 - 4:23:14 PM GMT
-  Signer Pat Haug (phaug@mandanpd.com) entered name at signing as Patrick Haug  
2026-05-26 - 4:25:52 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)  
Signature Date: 2026-05-26 - 4:25:54 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Email viewed by Mitch Bitz (mbitz@cityofmandan.com)  
2026-05-26 - 4:39:05 PM GMT
-  Signer Mitch Bitz (mbitz@cityofmandan.com) entered name at signing as Mitch L.Bitiz  
2026-05-26 - 4:42:19 PM GMT
-  Document e-signed by Mitch L.Bitiz (mbitz@cityofmandan.com)  
Signature Date: 2026-05-26 - 4:42:21 PM GMT - Time Source: server - Signature Appearance Selected: TYPE

 Email viewed by Shane O'Keefe (shane.okeefe@cityofmandan.com)  
2026-05-28 - 7:08:05 PM GMT

 Document e-signed by Shane O'Keefe (shane.okeefe@cityofmandan.com)  
Signature Date: 2026-05-28 - 7:10:16 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE\_DRAW

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
2026-06-01 - 1:31:14 PM GMT

 Document e-signed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
Signature Date: 2026-06-01 - 1:33:32 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.  
2026-06-01 - 1:33:32 PM GMT



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider approval of the special event permit for the 2026 Mandan Independence Day Celebrations

---

**STATEMENT/PURPOSE:**

Consider approval of the special event permit for the 2026 Mandan Independence Day Celebrations

**BACKGROUND/ALTERNATIVES:**

On July 2–4, 2026, The Mandan Progress Organization will hold several Independence Day activities, including Art in the Park, Mandan Road Race, Mandan Pyro-Musical Firework Show and the Mandan Independence Day Parade. See the attached special event permit. All City of Mandan officials have reviewed and signed off on this event.

**ATTACHMENTS:**

1. 2026 Mandan Independence Day Celebrations Packet - signed

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

I recommend approving the special event permit for the 2026 Mandan Independence Day Celebrations.

**SUGGESTED MOTION:**

I move to approve the special event permit for the 2026 Mandan Independence Day Celebrations.

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

# Class MPO License Application

## City of Mandan, ND <sup>4/26</sup>

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

Date of Application: \_\_\_\_\_

Application due to the Mandan Police Department 15 days prior to event, preferably 30 days prior to event.

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

### Section 1 – Applicant Information

Name of Event Manager: Matt Schanandore

Driver's License Number: \_\_\_\_\_ State ND

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: matt@mandanprogress.org

Organization Name: Mandan Progress Organization

Business Address: 411 West Main St 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)*

### Section 2 – Event Information

Event Name: Mandan Independence Day Anticipated Daily Attendance: 50,000-75,000

Event Date(s): July 2nd - 4th Set-up Date: July 2 Hours: Start at 7am

Hours of event each day: 7/2 6am to 7pm 7/3 9am to 11pm 7/4 6am to 6pm

(begin and end times)

Take down Date(s): July 4th Evening and July 5th - 6th Hours: 8am to 5pm

E-Mail address for public information: info@MandanProgress.org

WEB address for public information: www.visitmandan.com

Location of Event/physical address: Dykshoorn Park/Heritage Park/Main St./Land N. Middle

Sponsors of the Event: Multiple Sponsors

Brief Description of Event:

Mandan Independence Day Activities - Art-in-the-Park, Mandan Road Race

Mandan Pyro-Musical Firework Show, Mandan Independence Day Parade

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: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**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 be sold?  Yes  No

Will Food be sold?  Yes  No

Catered Food  Yes  No

Food Trucks  Yes  No

Other Food \_\_\_\_\_

Contacted Western Plains Health?  Yes  No

***\*If food is present (sold or given away) applicant is required to contact Western Plain’s Health prior to submitting application to Mandan Police Department. Western Plains Health 701-667-3370.***

List of all vendors/food trucks See Attached Document

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

*(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? KXMB

TV:  Yes  No What Stations? IHeart

Fliers/Posters:  Yes  No How many? 500

Press Releases:  Yes  No How many? \_\_\_\_\_

Newspaper Ads:  Yes  No What publication? \_\_\_\_\_

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

Name of Promoter and Promotion Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Tents or Canopies  Yes  No

Number of Tents: 80+

(Tents require Fire Department inspection.)

Fireworks or Pyrotechnics:  Yes  No

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

Fireworks or Pyrotechnics Production Company's name: Pegasus Illuminations

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

**Require permits from the City of Mandan**

All vendors serving alcoholic beverages shall complete a City of Mandan Caterers Permit Application and submit the application to the Mandan Police Department 7 days prior to the event.

Temporary Fencing:  Yes  No

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

Company Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Restroom Accommodations: \_\_\_\_\_

Number of required portable toilets: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

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

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Electrical Services/Generators  Yes  No

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

Company Contact name: MPO \_\_\_\_\_

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: MPO \_\_\_\_\_

Contact phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Inflatables  Yes  No

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Bonded and Insured Amount: \_\_\_\_\_

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: Main St. 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 attached list of locations)
- Public Bicycle Parking  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)
- Multiuse Paths  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)
- City Alleys  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)
- City Right-of-Ways  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Section 4 must be approved by Mandan City Engineer, and be approved by the City Commission before the event)

**Section 5 – Use of City Utilities**

Will any City electric hookups be used?  Yes  No

Electric Location including amperage \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Will any City water hookups be used?  Yes  No

Water Location(s) \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Will waste water/gray water be generated?  Yes  No

If so, how will it be disposed? \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**Section 6 – Alcohol**

Will there be alcohol at the event?  Yes  No

Will alcohol be given away?  Yes  No

Will the alcohol be sold?  Yes  No

Will the alcohol be donated?  Yes  No

Who is the alcohol being donated by or purchased through: \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

**If you answered Yes to any of the above, a City and State Liquor License will be required. Attach copy(s) of all liquor licenses with this application. (If a City Liquor License is needed, please contact the City of Mandan Police Department to apply at Phone: (701) 667-3250)**

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?

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

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**Section 7 – Event Security**

Are you requesting off-duty Mandan Police officers?

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 officer per event at \$75.00 per hour per officer.**

Will there be private security?  Yes  No

If so, number of Security Personnel: Spartan Security

**Include security points and duties on event plans**

***\*Security is required if alcohol is sold, dispensed, or consumed off and away from a licensed premises in an outdoors setting, including sites which may be protected from the elements by completely enclosed tents.***

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

Security Company and Contact Info: \_\_\_\_\_

**Attach a copy of Company's License**

**Section 8 – Event Maintenance and Cleanup Plan Required**

What is your trash removal and cleanup plan?

MPO - Eco Sanitation

\_\_\_\_\_

\_\_\_\_\_

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: Eco-Sanitation

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### **Section 9 – 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 routes for the event.

### **Section 10– 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.....\$75.00 per hour, per officer, 4 hour minimum  
Barricades.....Amount charged by contract  
barricade provider

**Miscellaneous fees**

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.

**Fee Cost Worksheet**

**Police Services:**

No. of Officers \_\_\_\_\_ x No. of Hours \_\_\_\_\_ = \_\_\_\_\_ x \$75 = \$ \_\_\_\_\_

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

TOTAL: \$ \_\_\_\_\_

Fees assessed by the Park District are not included.

**Date Fees Paid:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Required Documents-With Application**

- Private Security Contract (if alcohol is present)
- Porta Potty Contract
- Site Map(comprehensive)

**Any required documents not included can delay application approval or result in application being denied.**

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### Signature Page from City Officials and Department Heads

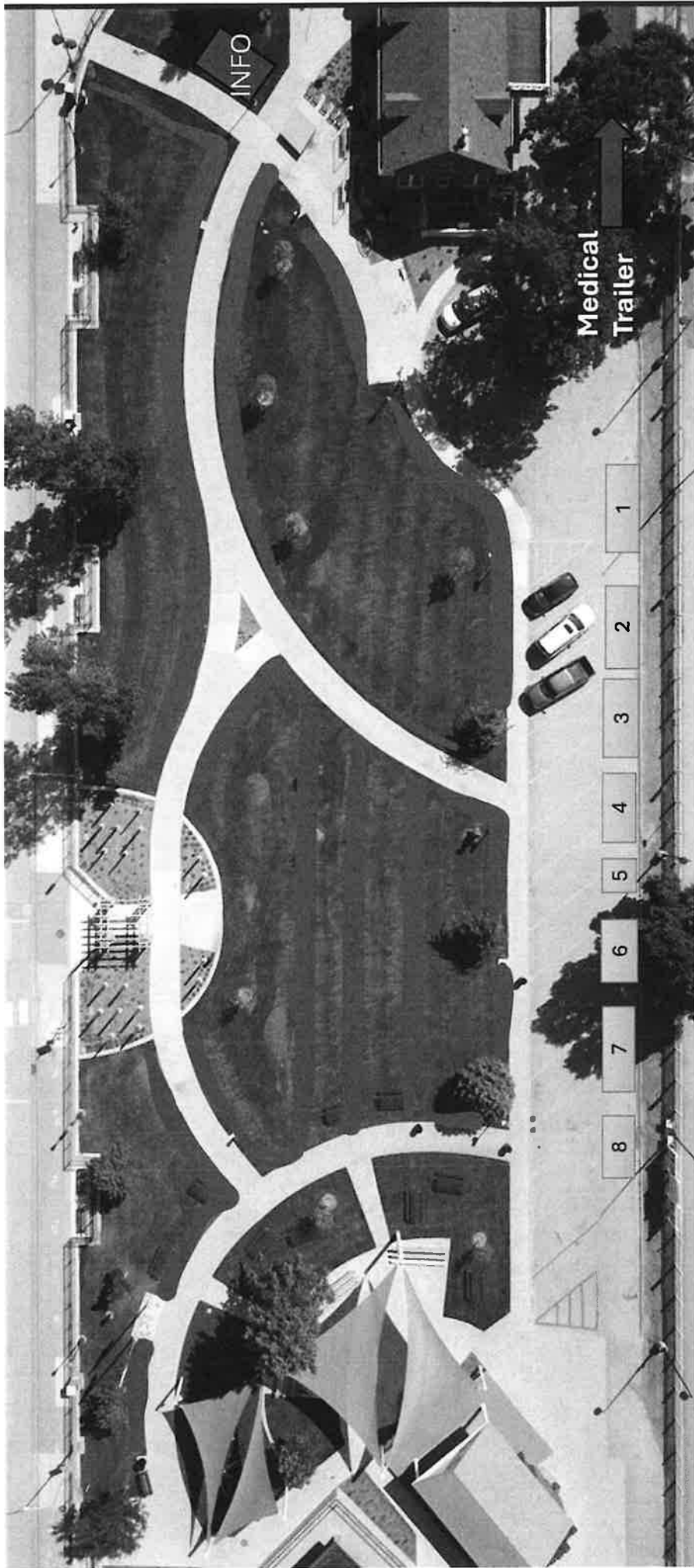
<u>Mitch L. Bitz</u> <small>Mitch L. Bitz (Jun 6, 2025 07:49:15 CDT)</small>	<u>06/06/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Fire Department	Date						
<u>Patrick Haug</u> <small>Patrick Haug (Jun 4, 2025 14:39:11 CDT)</small>	<u>06/04/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Police Department	Date						
<u>Jack Higgins</u> <small>Jack Higgins (Jun 8, 2025 09:10:49 CDT)</small>	<u>06/09/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Engineering Department	Date						
<u>Shane O'Keefe</u> <small>Shane O'Keefe (Jun 8, 2025 09:10:49 CDT)</small>	<u>06/08/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Public Works	Date						

Fire Department Narrative:

Police Department Narrative:  
N/A

Engineering Narrative:

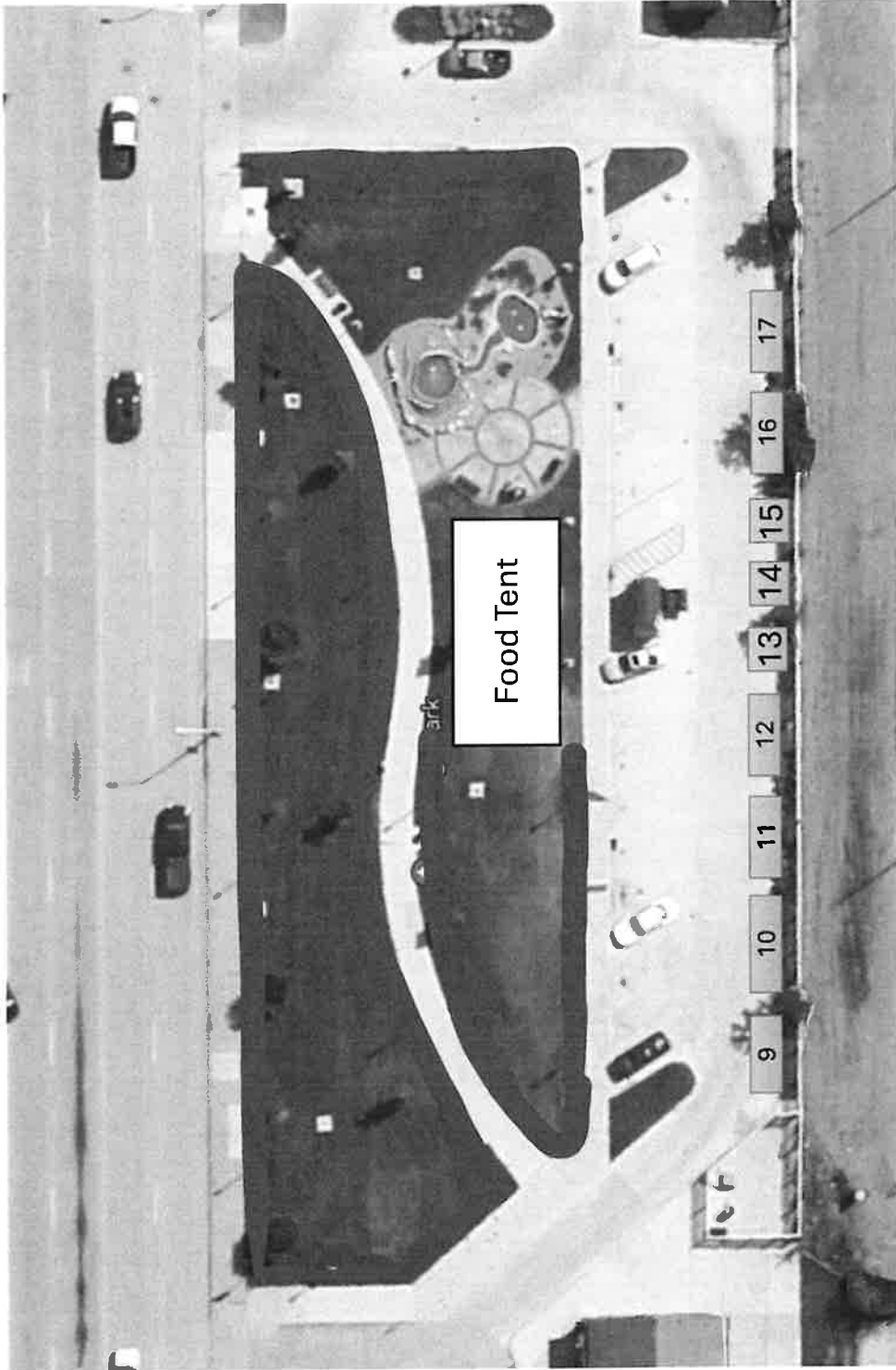
Public Works Narrative:



- 1- L&J
- 2- Sweet Dreams
- 3- Shea's

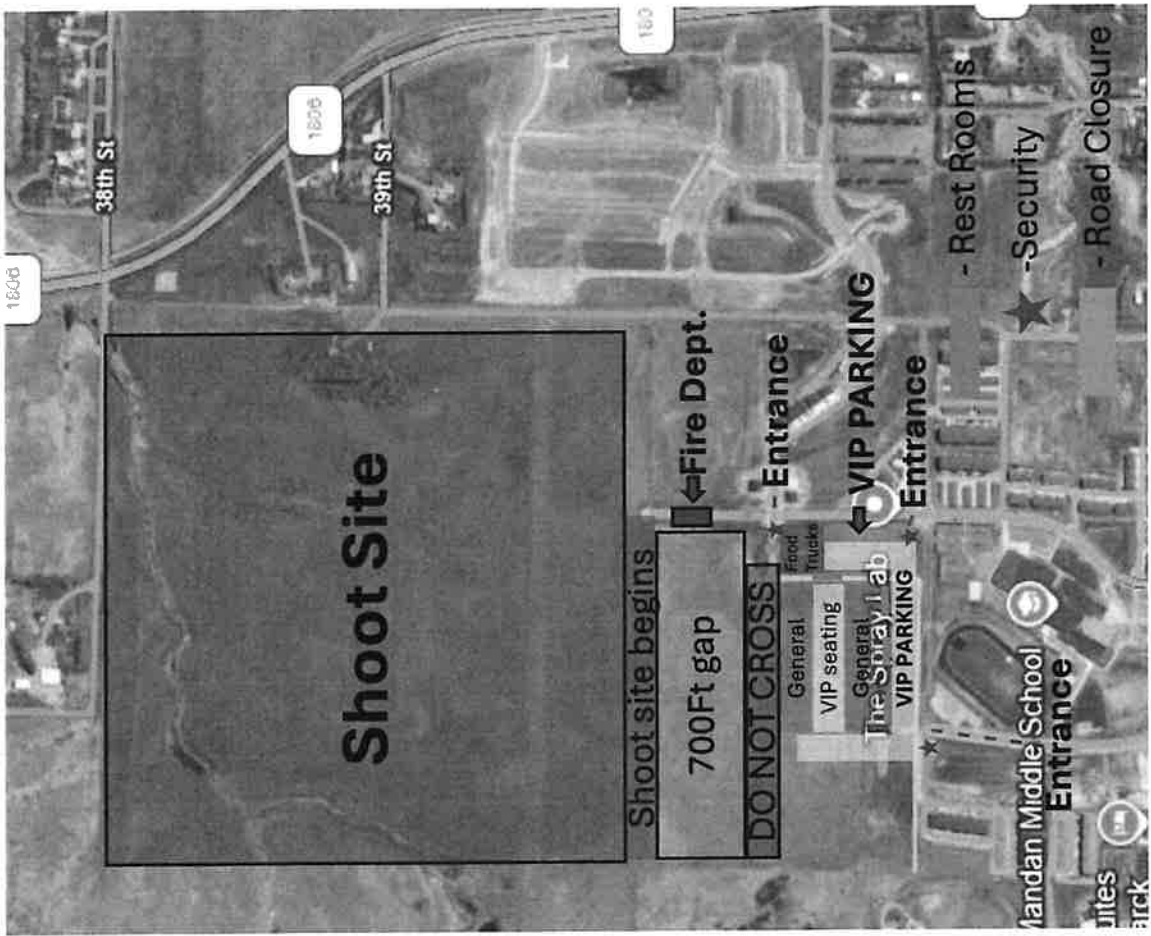
- 4-
- 5- The Lemon Pit
- 6- Corner Café

- 7- Street Eats
- 8-



- 9- 12- Squeaky cheese
- 10- 15- Jocelyn Fae
- 11- Street Eats
- 13- Reidt
- 14- Bronson's
- 16- FLAVAH
- 17- 17-











# 2026 Mandan Independence Day Celebrations Packet


Final Audit Report


2026-06-09


Created:	2026-06-04
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZHE2qsK3ulWY35iGE8Px5laRcfsypcnX


## "2026 Mandan Independence Day Celebrations Packet" History


-  Document created by Tasha Scott (tasha.scott@mandanpd.com)  
2026-06-04 - 7:27:05 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature  
2026-06-04 - 7:33:53 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)  
2026-06-04 - 7:37:43 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)  
Signature Date: 2026-06-04 - 7:39:11 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to mbitz@cityofmandan.com for signature  
2026-06-04 - 7:39:15 PM GMT
-  Email viewed by mbitz@cityofmandan.com  
2026-06-06 - 12:48:35 PM GMT
-  Signer mbitz@cityofmandan.com entered name at signing as Mitch L. Bitz  
2026-06-06 - 12:49:14 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)  
Signature Date: 2026-06-06 - 12:49:16 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Shane OKeefe (shane.okeefe@cityofmandan.com) for signature  
2026-06-06 - 12:49:19 PM GMT
-  Email viewed by Shane OKeefe (shane.okeefe@cityofmandan.com)  
2026-06-08 - 2:10:02 PM GMT

 Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)  
Signature Date: 2026-06-08 - 2:10:49 PM GMT - Time Source: server - Signature Appearance Selected: DRAW

 Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature  
2026-06-08 - 2:11:08 PM GMT

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
2026-06-08 - 2:43:15 PM GMT

 Document e-signed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
Signature Date: 2026-06-09 - 8:42:05 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.  
2026-06-09 - 8:42:05 PM GMT



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider approval of the special event permit for the Lyons Heart Gravel Classic

---

**STATEMENT/PURPOSE:**

Consider approval of the special event permit for the Lyons Heart Gravel Classic

**BACKGROUND/ALTERNATIVES:**

The Lyons Heart Gravel classic is a 35, 65, and 100 mile bike race starting at Dykshoorn Park and taking place on gravel roads in Southern Morton County and finishing back at Dykshoorn Park. The event will take place on July 10-11, 2026. See attached special event permit. All City Officials have reviewed and signed off on this event.

**ATTACHMENTS:**

1. 2026 Lyons Heart Gravel Classic Event Permit Packet - signed

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

I recommend approving the special event permit for the Lyons Heart Gravel Classic.

**SUGGESTED MOTION:**

I move to approve the special event permit for the Lyons Heart Gravel Classic.

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

# Class MPO License Application

## City of Mandan, ND <sup>4/26</sup>

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

Date of Application: \_\_\_\_\_

Application due to the Mandan Police Department 15 days prior to event, preferably 30 days prior to event.

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

### Section 1 – Applicant Information

Name of Event Manager: Matt Schanandore - Melissa Marquardt

Driver's License Number: \_\_\_\_\_ State ND

Date of Birth: \_\_\_\_\_ (Phone Number: \_\_\_\_\_, Email: \_\_\_\_\_)

Organization Name: MPO & 701 Cycle

Business Address: 411 Fraine Barracks Rd City: Bismarck State: ND Zip: 58504

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)*

### Section 2 – Event Information

Event Name: Lyons Heart Gravel Classic Anticipated Daily Attendance: 200

Event Date(s): July 10 - 11 Set-up Date: July 10 Hours: 8am to 5pm

Hours of event each day: 6am to 5pm

(begin and end times)

Take down Date(s): July 11th 5pm to 7pm Hours: 5pm to 7pm

E-Mail address for public information: info@mandanprogress.org

WEB address for public information: www.visitmandan.com

Location of Event/physical address: Dykshoorn Park Mandan

Sponsors of the Event: See Attached Sponsor List

Brief Description of Event:

Lyon Heart - is 35, 65 and 100 mile bike race starting at Dykshoorn Park in Mandan  
and taking place on Gravel Roads in Southern Morton County  
races will finish at Dykshoorn Park

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: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**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 be sold?  Yes  No

Will Food be sold?  Yes  No

Catered Food  Yes  No

Food Trucks  Yes  No

Other Food \_\_\_\_\_

Contacted Western Plains Health?  Yes  No

***\*If food is present (sold or given away) applicant is required to contact Western Plain's Health prior to submitting application to Mandan Police Department. Western Plains Health 701-667-3370.***

List of all vendors/food trucks Hensly's, FOMO

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

*(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

Press Releases:  Yes  No How many? 2

Newspaper Ads:  Yes  No What publication? \_\_\_\_\_

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

Name of Promoter and Promotion Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Tents or Canopies  Yes  No

Number of Tents: 6 to 12

*(Tents require Fire Department inspection.)*

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**

All vendors serving alcoholic beverages shall complete a City of Mandan Caters Permit Application and submit the application to the Mandan Police Department 7 days prior to the event.

Temporary Fencing:  Yes  No

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

Company Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Restroom Accommodations: \_\_\_\_\_

Number of required portable toilets: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

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

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Electrical Services/Generators  Yes  No

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

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Carnival/Amusement Rides:  Yes  No

A separate permit from the Fire Department may be required.

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Bonded and Insured Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Signs / Banners  Yes  No

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Inflatables  Yes  No

Company Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Bonded and Insured Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_

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: 3rd ave/6t 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 Dyksh 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 Main 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 Food Vendors Dykshoorn Park
- Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_
- Will any City water hookups be used?  Yes  No  
Water Location(s) Dykshoorn Park
- Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_
- Will waste water/gray water be generated?  Yes  No  
If so, how will it be disposed? Deuces Wild
- 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: Gideon's Brewing

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 Police Department to apply at Phone: (701) 667-3250)**

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?

Wristbands/Carding  
\_\_\_\_\_  
\_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**Section 7 – Event Security**

Are you requesting off-duty Mandan Police officers?

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 officer per event at \$75.00 per hour per officer.**

Will there be private security?  Yes  No

If so, number of Security Personnel: 1

**Include security points and duties on event plans**

***\*Security is required if alcohol is sold, dispensed, or consumed off and away from a licensed premises in an outdoors setting, including sites which may be protected from the elements by completely enclosed tents.***

***\*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 – Event Maintenance and Cleanup Plan Required**

What is your trash removal and cleanup plan?

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

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: Eco Sanitation

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### **Section 9 – 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 routes for the event.

### **Section 10– 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.....\$75.00 per hour, per officer, 4 hour minimum

Barricades.....Amount charged by contract  
barricade provider

**Miscellaneous fees**

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.

**Fee Cost Worksheet**

**Police Services:**

No. of Officers \_\_\_\_\_ x No. of Hours \_\_\_\_\_ = \_\_\_\_\_ x \$75 = \$ \_\_\_\_\_

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

TOTAL: \$ \_\_\_\_\_

Fees assessed by the Park District are not included.

Date Fees Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

**Required Documents-With Application**

- Private Security Contract (if alcohol is present)
- Porta Potty Contract
- Site Map(comprehensive)

**Any required documents not included can delay application approval or result in application being denied.**

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### Signature Page from City Officials and Department Heads

Mitch L. Bitz / 06/06/2026  Approved  Denied  Conditional—See Narrative  
Mitch L. Bitz (Jun 6, 2026 07:50:00 CDT)

Fire Department Date

Patrick Haug / 06/04/2026  Approved  Denied  Conditional—See Narrative  
Patrick Haug (Jun 4, 2026 14:37:33 CDT)

Police Department Date

Jack Weyant / 06/09/2026  Approved  Denied  Conditional—See Narrative

Engineering Department Date

Shane O'Keefe / 06/08/2026  Approved  Denied  Conditional—See Narrative  
Shane O'Keefe (Jun 8, 2026 09:11:28 CDT)

Public Works Date

Fire Department Narrative:

Police Department Narrative:

N/A

Engineering Narrative:

Public Works Narrative:

## Lyons-Heart Gravel Classic Tentative Schedule of Events:

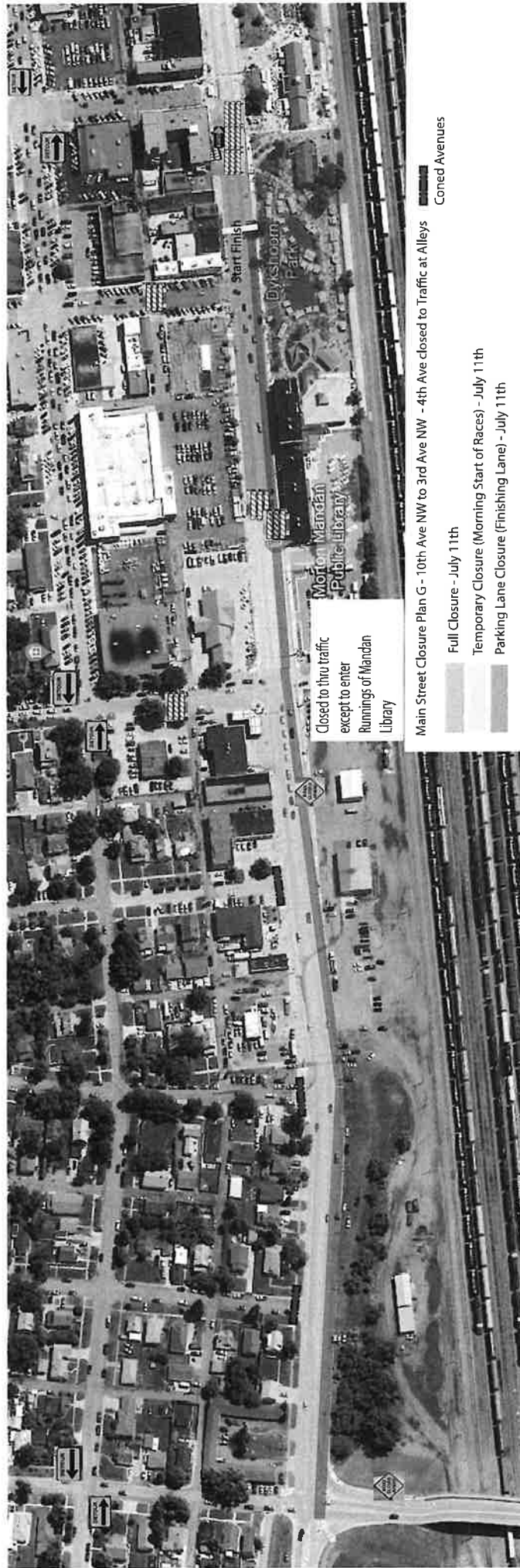
### Friday, July 10, 2026:

- 10:00am Shakeout Ride @ Dykshoorn Park
- 12:00pm-6:00pm Industry Vendor Expo, Craft Vendors, & Food Trucks Dykshoorn Park
- 12:00pm-7:00pm All Racer Packet Pickup – Community Room @ Morton Mandan Public Library
- 5:00pm Racer Meeting - Community Room (Open to all racers. Mandatory for 100mi racers)
- 5:30pm Pro Panel Q & A – ??? TBD

### Saturday, July 11, 2026:

- 7:00am **100-mile Race Start** – Main Street in Mandan
- 7:30-8:15am 65-mi/35-mile ONLY Packet Pickup - Community Room @ Morton Mandan Public Library
- 9:00am **65-/35-Mile Race Start** – Main Street in Mandan
- 10:00am-5:00pm Art Vendors/Food Vendors @ Dykshoorn Park
- 11:00am-5:00pm Beer Vendor @ Dykshoorn Park
- 2:00pm-5:00pm Live Music from Avantide
- 3:00pm 65-Mile Awards – Dykshoorn Park Bandshell
- 4:00pm 100-Mile Awards – Dykshoorn Park Bandshell
- 4:00-5:00pm Finish Line Party @ Dykshoorn Park (Food Trucks, Beer Garden, Live Music)

Business Name:	Email Address:	Website/Social Media	Type of Product to be sold:
Shea's Foods	<a href="mailto:Ptshea27@gmail.com">Ptshea27@gmail.com</a>	<a href="http://SheasFoods.com">SheasFoods.com</a>	Mini Donuts , deep fried Oreos, scooped Polka Dot Ice Cream
CS Designs	<a href="mailto:courtney.csdesigns@hotmail.com">courtney.csdesigns@hotmail.com</a>	CS Designs	Flannel blankets and burp cloths, wooden angels, essential oil creams, clay
ENERGY Wave	<a href="mailto:penny.energywave@gmail.com">penny.energywave@gmail.com</a>	None	Clay art pendants for essential oils, hidden angles pictures, essential oils cr
CS Designs	<a href="mailto:shannon.csdesigns@hotmail.com">shannon.csdesigns@hotmail.com</a>	None	Tile coasters and photo stands
Forever	<a href="mailto:the4familyyh@gmail.com">the4familyyh@gmail.com</a>	<a href="https://www.forever.cor">https://www.forever.cor</a>	Memory Storage, Digitization, Print Items
Dandysnap Studios	<a href="mailto:dandysnapstudios@gmail.com">dandysnapstudios@gmail.com</a>	<a href="https://www.dandysnapstudios">@dandysnapstudios</a>	handmade baskets, and basket making supplies Gourmet Cookies Banana Bread Cakesicles Mini loaf cakes
Simply Sweet Treats	<a href="mailto:lorischmidt_91@yahoo.com">lorischmidt_91@yahoo.com</a>	Simply Sweet Treats	Fac Mini Chocolate Chip Cookie Cakes Non-Profit Providing Information on Home Health, Hospice, and Volunteer
Sanford Home Health an	<a href="mailto:judith.daniels@sanfordhealth.org">judith.daniels@sanfordhealth.org</a>	<a href="https://www.sanfordhee">https://www.sanfordhee</a>	Opportunities Art and other things I create like jewelry, resin trays, stickers, prints,
Josea's Art World	<a href="mailto:JoseaRae@icloud.com">JoseaRae@icloud.com</a>	<a href="https://www.joseasartworld">@joseasartworld</a>	on inst: crystal pyramids.
Alzheimer's Association	<a href="mailto:jedanks@alz.org">jedanks@alz.org</a>	<a href="http://alz.org/mnnd">alz.org/mnnd</a>	No Cost education and resources on Brain Health and caregiver resources
The Matcha Stu.	<a href="mailto:jazzlymmunvir@gmail.com">jazzlymmunvir@gmail.com</a>	<a href="https://www.thematchastu">@thematchastu</a>	on instr: Matcha Lattes
Sweet Sunshine	<a href="mailto:maranblair@yahoo.com">maranblair@yahoo.com</a>	<a href="https://www.instr.ee/Sweets">https://www.instr.ee/Sweets</a>	Crochet, baked goods, pillow covers, and decor
Snarky Mommas	<a href="mailto:2SnarkyMommas@gmail.com">2SnarkyMommas@gmail.com</a>	<a href="https://www.facebook.c">https://www.facebook.c</a>	Shirts, candles, water bottles, you name it!
DragonFly Metalsmithing	<a href="mailto:smaccap@aol.com">smaccap@aol.com</a>	Facebook, Sharon Lange	jewelry, crocheted slippers, lotion, wallets
Jaydobo	<a href="mailto:Email@jaydobo.com">Email@jaydobo.com</a>	<a href="http://www.jaydobo.com">www.jaydobo.com</a>	Jaydobo sauces and seasonings Wood burning, skulls (buffalo longhorn, deer, just longhorns, jewelry, cow
Wild Wood Art	<a href="mailto:andyschneider71@yahoo.com">andyschneider71@yahoo.com</a>	Facebook wild wood art	skin



Main Street Closure Plan G - 10th Ave NW to 3rd Ave NW - 4th Ave closed to Traffic at Alleys  
 Closed Avenues

- Full Closure - July 11th
- Temporary Closure (Morning Start of Races) - July 11th
- Parking Lane Closure (Finishing Lane) - July 11th

Closed to thru traffic  
 except to enter  
 Runnings of Mandan  
 Library











# 2026 Lyons Heart Gravel Classic Event Permit Packet


Final Audit Report

2026-06-09


Created:	2026-06-04
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABrEiqSk4_12IP0LsUHLtSU2ofZG3Obd

## "2026 Lyons Heart Gravel Classic Event Permit Packet" History


-  Document created by Tasha Scott (tasha.scott@mandanpd.com)  
2026-06-04 - 7:18:33 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature  
2026-06-04 - 7:25:46 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)  
2026-06-04 - 7:35:47 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)  
Signature Date: 2026-06-04 - 7:37:33 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to mbitz@cityofmandan.com for signature  
2026-06-04 - 7:37:38 PM GMT
-  Email viewed by mbitz@cityofmandan.com  
2026-06-06 - 12:49:36 PM GMT
-  Signer mbitz@cityofmandan.com entered name at signing as Mitch L. Bitz  
2026-06-06 - 12:49:58 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)  
Signature Date: 2026-06-06 - 12:50:00 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Document emailed to Shane OKeefe (shane.okeefe@cityofmandan.com) for signature  
2026-06-06 - 12:50:03 PM GMT
-  Email viewed by Shane OKeefe (shane.okeefe@cityofmandan.com)  
2026-06-08 - 2:10:54 PM GMT

 Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)  
Signature Date: 2026-06-08 - 2:11:28 PM GMT - Time Source: server - Signature Appearance Selected: DRAW

 Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature  
2026-06-08 - 2:11:31 PM GMT

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
2026-06-09 - 8:42:13 PM GMT

 Document e-signed by Jarek Wigness (jarek.wigness@cityofmandan.com)  
Signature Date: 2026-06-09 - 8:42:28 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

 Agreement completed.  
2026-06-09 - 8:42:28 PM GMT



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider approval of the special event permit for the Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend

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**STATEMENT/PURPOSE:**

Consider approval of the special event permit for the Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend

**BACKGROUND/ALTERNATIVES:**

Last call bar is holding a street dance with a beer garden on June 26, 2026, from 6:00 PM to 1:00 AM with music from 8:00 PM to midnight in Dykshoorn Park. See attached special event permit.

**ATTACHMENTS:**

1. 2026 Special Event Permit-Street Dance & Beer Garden - unsigned

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

I recommend approving the special event permit for the Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend.

City Commission

Agenda Documentation

June 16, 2026

Subject: Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend

Page 2 of 2

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**SUGGESTED MOTION:**

I move to approve the special event permit for the Last Call Bar Street Dance and Beer Garden June 26, 2026 for McQuades softball weekend.

Permit Application #: SE 24-03 Date Complete: \_\_\_\_\_  
(For office use only)

# Special Events Permit Application City of Mandan, ND

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

Date of Application: 06/08/2026

**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: Shawn Ressler

Driver's License Number: [REDACTED] State: \_\_\_\_\_

Date of Birth: [REDACTED] Phone Number: [REDACTED] Email: [REDACTED]

Address: [REDACTED] City: Mandan State: \_\_\_\_\_ Zip: 58554

Have you ever been convicted of a crime?  YES  NO

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

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*(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:

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*(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: 118 west Main \_\_\_\_\_ City: Mandan \_\_\_\_\_ State: ND \_\_\_\_\_ Zip: \_\_\_\_\_  
Corporation/Organization: Lastcall Bar \_\_\_\_\_ State of Incorporation: \_\_\_\_\_  
Tax ID #: 931496996 \_\_\_\_\_ 501(c)3 #: \_\_\_\_\_ City Sales Tax ID #: 37549800 \_\_\_\_\_  
Have you ever coordinated/promoted another event/s?  YES  NO  
If yes, please provide the following:  
Last event/s Location: Dykshoorn Park \_\_\_\_\_ Date: 07/04/2025-07/05/2025  
Contact Name: Shawn Ressler \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail Contact: \_\_\_\_\_

**Section 2 – Event Information**

Event Name: McQuades Softball Weekend \_\_\_\_\_ Anticipated Daily Attendance: 500 \_\_\_\_\_  
Event Date(s): June 26 2026 \_\_\_\_\_ Set-up Date: June 26 \_\_\_\_\_ Hours: \_\_\_\_\_  
Hours of event each day: 6 PM-1 AM Music from 8-12 \_\_\_\_\_  
(begin and end times)  
Take Down Date(s): June 26th after event \_\_\_\_\_ Hours: \_\_\_\_\_  
E-Mail address for public information: \_\_\_\_\_  
WEB address for public information: \_\_\_\_\_  
Location of Event/physical address: Dykeshoorn Park \_\_\_\_\_  
Sponsors of the Event: Last Call Bar \_\_\_\_\_  
Brief Description of Event:  
Street dance and beer garden \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: Cover Charge at Gate \_\_\_\_\_ 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? All Mandan Bismarck Stations

TV:  Yes  No What Stations? \_\_\_\_\_

Fliers/Posters:  Yes  No How many? \_\_\_\_\_

Press Releases:  Yes  No How many? \_\_\_\_\_

Newspaper Ads:  Yes  No What publication? \_\_\_\_\_

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

Name of Promoter and Promotion Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Tents or Canopies:  Yes  No

Number of Tents: 0

*(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 Biff

Number of required portable toilets: 6

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 Western Plains Public Health that indicates the site plan has been reviewed and the required number of proper sanitation facilities is attendance.

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Electrical Services/Generators  Yes  No  
*Generators must be separated from tents by a minimum of 20' and shall be isolated from contact by fencing or other approved means.*

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Carnival/Amusement Rides  Yes  No  
A separate permit from the Fire Department may be required.

Company Contact name: \_\_\_\_\_  
Contact phone: \_\_\_\_\_  
Bonded and Insured Amount: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Initials: \_\_\_\_\_

Signs / Banners  Yes  No  
Company Contact name: Lastcall Bar

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: \_\_\_\_\_ 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 <sup>1</sup> \_\_\_\_\_ attached list of locations)

Public Bicycle Parking  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)

Multiuse Paths  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)

City Alleys  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)

City Right-of-Ways  Yes  No (Number of locations \_\_\_\_\_ attached list of locations)

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

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

### **Section 5 – Use of City Utilities**

Will any City electric hookups be used?  Yes  No

Electric Location including amperage \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Will any City water hookups be used?  Yes  No

Water Location(s) \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Will waste water/gray water be generated?  Yes  No

If so, how will it be disposed? \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date Approved:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

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

**Section 6 – Alcohol**

Will there be alcohol at the event?  Yes  No

Will alcohol be given away?  Yes  No

Will the alcohol be sold?  Yes  No

Will the alcohol be donated?  Yes  No

Who is the alcohol being donated by or purchased through: Local Distributors

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?

Gate Guard and Wrist Bands  
\_\_\_\_\_  
\_\_\_\_\_

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

If yes, who provided the training: Mandan PD

Date and time of most recent training: 3/1/2026

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: 2

*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: Bis-Man

**Attach a copy of Company's License**

**Section 8 – Event Maintenance and Cleanup Plan Required**

What is your trash removal and cleanup plan?

Lastcall will provide cleanup crew

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### **Section 9 – 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 routes for the event.

### **Section 10– 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: \_\_\_\_\_  
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**Fee Cost Worksheet**

**Police Services:**

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

**Fire/EMT Services**

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

**Finance application processing Fee** ..... \$ \_\_\_\_\_

**Trash Container Fee** ..... \$ \_\_\_\_\_

**Custodial Fee** ..... \$ \_\_\_\_\_

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

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

\$25 Application Fee ..... \$ \_\_\_\_\_

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

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

TOTAL: \$ \_\_\_\_\_

*Fees assessed by the Park District are not included.*

**Date Fees Paid:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

### Signature Page from City Officials and Department Heads

<u>Shane Weltikol</u>	<u>06/08/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Fire Department	Date						
<u>Patrick Haug</u>	<u>06/08/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
<small>Patrick Haug (Jun 8, 2026 12:24:22 CDT)</small>							
Police Department	Date						
_____	_____	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
Engineering Department	Date						
<u>Shane O'Keefe</u>	<u>06/08/2026</u>	<input checked="" type="checkbox"/>	Approved	<input type="checkbox"/>	Denied	<input type="checkbox"/>	Conditional—See Narrative
<small>Shane O'Keefe (Jun 8, 2026 12:50:48 CDT)</small>							
Public Works	Date						

Fire Department Narrative:

Police Department Narrative:

All security requirements have been met, to include MPD and private security working the event.

Engineering Narrative:

Public Works Narrative:

NA

## 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)

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**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

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

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)

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

**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.

Permit Application #: \_\_\_\_\_ Date Complete: \_\_\_\_\_

(For office use only)

- 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)



MPO Has Spicy Biff  
 Already there We can  
 Use .

# FOOD SAFETY GUIDE FOR TEMPORARY EVENTS AND OTHER APPROVED FOOD SERVICE

The state regulations for Temporary Food Events have been condensed for this guidebook.

For more detailed descriptions of food safety requirements, refer to the F.D.A. Food Code as adopted by the State of North Dakota and Western Plains Public Health.

## Definitions

The following definitions will be used throughout this guidebook:

**Beverage**— A liquid for drinking. Includes water, soda, juice, or alcohol.

**Employee**— The permit holder, person-in-charge, supervisor, or person with responsibilities to do any of the following: serve consumers, cook or prepare food, cleaning responsibilities, etc. This includes both paid and volunteer workers.

**Food**— A raw, cooked, or processed edible substance. Includes beverages or any ingredient used for or intended for human consumption.

**Health Department**— The local regulatory authority or authorized county representative having jurisdiction over the Temporary Food Service Establishment.

**Person-in-Charge**— The individual present at a temporary food booth or establishment who is responsible for the operation at the time of inspection.

**Public Event**— A temporary food service event which is:

- (a) Advertised in any way to the public, or other inducements are offered for the public to attend, and
- (b) Participation by the public will be allowed.

**Sanitization**— Any application of cumulative heat or chemicals on cleaned food contact surfaces that, when evaluated, yield a 99.999% reduction rate of hazardous bacteria.

**Single-use articles**— Any utensils, serving containers, or bulk food containers designed and constructed to be used once and then discarded.

**Time Temperature Controlled for Safety (TCS)/ Potentially Hazardous Foods (PHF)**- A food that is capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms (i.e. *Clostridium botulinum* or *Salmonella enteritidis*).

TCS foods include:

- (a) Foods of animal origin that are raw or heat-treated.
- (b) Foods of plant origin that are heat-treated or consist of raw seed sprouts.
- (c) Cut melons.
- (d) Raw cut tomatoes.
- (e) Garlic-in-oil mixtures.

**Temporary Food Service Establishment– Includes:**

- (a) A food establishment that is permitted by the Health Department to operate in a temporary manner in conjunction with single events or celebrations.
- (b) An element of the establishment such as a transportation vehicle or a separate preparation facility that supplies a vending location.
- (c) An operation that is conducted in a temporary facility or location; where food is prepared and intended for individual portion consumption, whether consumption is on or off the premises; and whether or not there is a charge for the food.

**Temporary Food Service Establishment– Does not include:**

- (a) Permanent location and food service, or the intention of permanent location and food service.
- (b) A produce stand that offers only whole, uncut fresh fruits and vegetables.
- (c) A private home where food is prepared and/or served for private family, religious, or charitable functions where the public is not invited or allowed.
- (d) The premises of a church, temple, synagogue or other location where food is normally prepared and/or served only for private family, religious or charitable functions to which the public (other than members of the organization) is not invited.
- (e) A cart, vehicle, trailer or other mobile food service establishment permitted for permanent operation by the North Dakota Department of Food and Lodging.

**Warewashing**– The cleaning and sanitizing of food-contact surfaces of equipment and utensils.

### **Fees**

Fees will be collected after facility inspection but prior to opening at the event, if applicable. Information regarding fees for the event can be discussed with the event coordinator or Western Plains Public Health staff.

### **Food Handler Training**

Before opening for business, the person-in-charge, or establishment manager will obtain or already have, a current Food Handler Card (food safety training certificate). Call the local Health Department for class information.

### **Approved Source**

Food shall be obtained from sources that comply with laws. Packaged food shall be labeled appropriately. Food prepared in a private home may not be used or offered for human consumption in a food establishment.

### **Structures**

Vendors may do all preparation, cooking, storage, and clean-up at the temporary event site location, as long as these procedures comply with the regulations. Items may be prepared at a permanent licensed kitchen and transported to the event.

**\*A private home may not be used for storage, clean-up, preparation, or cooking of food intended for the public.\***

Operators must vend from a site that meets the following minimum structural requirements:

- (a) A roof, awning, or other top covering, impermeable to weather, over the entire food preparation, service, clean-up, and storage area.
- (b) Two side walls (screening), which will reduce the entry of dust and dirt, and exclude non-authorized personnel.
- (c) The floor must be a surface of plywood, concrete, asphalt or other acceptable material.

**Flooring must be supplied only if the vending site is on dirt, gravel, grass, or poorly drained surfaces.**

Higher standards for booth structure may be imposed, if necessary, for adequate food sanitation and protection of the public health.

### **Food Safety**

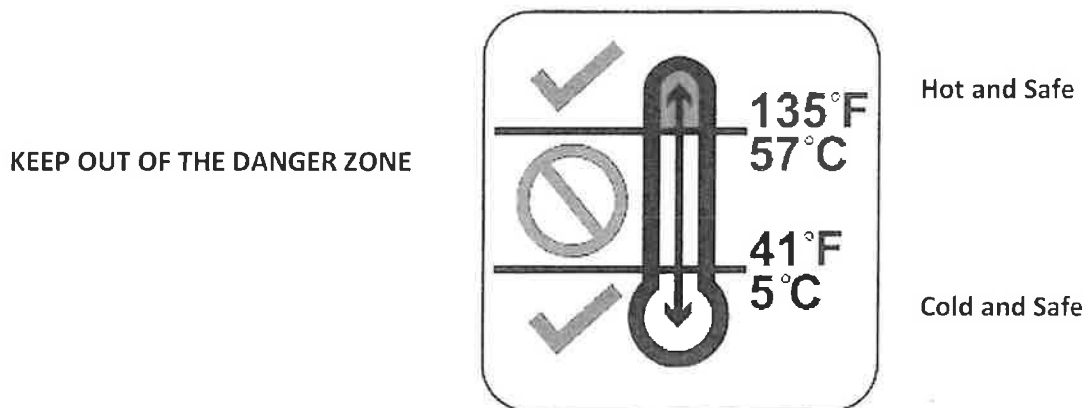
#### **Cooking and hot-holding**

Maintaining safe food temperatures is a primary concern of food service. An establishment must be provided with adequate means for cooking, cooling, reheating, and hot and cold-holding equipment as needed for the menu.

**\*Sterno-type chafing dishes are not allowed for outdoor food service. They do not produce adequate heat to keep foods safe.\***

Establishments must have an accurate probe-type thermometer to check food temperatures. It must have both a hot and cold scale (0°F to 220°F). Be sure to clean and sanitize before each use (alcohol swabs are appropriate).

Except during preparation, TCS/PHF must be maintained at 41°F (or lower) or 135°F (or higher). After any room temperature preparation, TCS/PHF must be cooked as rapidly as possible.



### Meat

Hamburgers are a high-risk food because of the dangers of *E. coli* contamination. Hamburgers and other ground beef products must be cooked to 155°F for 15 seconds or more. Poultry products must be cooked to 165°F and pork to 155°F for 15 seconds or more.

### Reheating

Rapidly reheat previously prepared foods to 165°F or higher. They can then be maintained at 135°F or higher. **Do not use crock pots or steam tables to reheat foods.**

### TCS/PHF and cold storage

Coolers must be provided with thermometers so temperatures can be monitored.

Frozen TCS/PHF cannot be thawed at room temperature. Use thawing methods that keep foods cold, such as thawing in a cooler, in a microwave, as part of the cooking process, or under cool running water.

If ice chests are used to keep foods cold, be sure to layer ice and food, using sufficient ice to keep items at 41°F or lower. Ice chests must be drained.

### Ice

Ice used to cool cans and bottles, or for cooling food items cannot be used in beverages or as food. It must also be stored separately from ice that will be placed in or served as food. Use a scoop with a handle to dispense ice. Keep scoop handle from touching the ice. **Never use hands or a cup dragged through the ice.**

### Transportation

Vehicles used for food transport must be kept clean. When foods are taken from one location to another, they must be covered for protection and always kept at appropriate temperatures. Hot or cold holding containers must be able to maintain proper temperatures. Storage and service equipment in the booth should already be at proper temperatures before putting food in them.

### Equipment

Adequate equipment for maintaining TCS/PHF at required temperatures **must** be used. Operators need to be familiar with the performance of equipment under temporary or outdoor conditions.

Cutting boards and knives used for raw meats **must not** be used for any other food items until they have been washed, rinsed, sanitized, and air dried. Extended hours of service requires changing of utensils every 4 hours OR wash, rinse, sanitize and air dry of utensils every 4 hours.

During outdoor service, food must be kept covered to protect them from insects, dust and dirt in the air. Use lids, plastic wrap, foil, or store inside cabinets.

Service equipment may not be placed on front tables/counters, where food may be contaminated by customers. Serve food items from side or back booth tables.

### Hand Washing and Personal Hygiene

#### **Water**

Each establishment must provide both adequate water and wastewater containers for hand washing during the course of business. On-site water sources must be of culinary quality. The vendor is responsible for the disposal of wastewater to the sanitary sewer system.

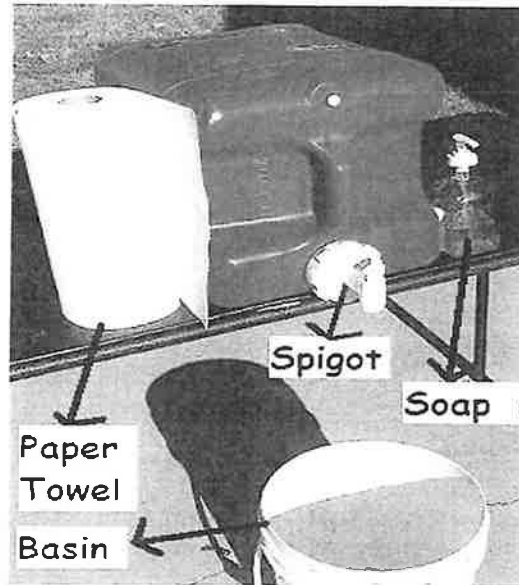
**\*Wastewater cannot be dumped into storm drains, gutters, parking lots, on the ground or on grass.\***

#### **Hand Wash Station**

A hand wash station is required in the food preparation area. A permanently plumbed sink is not needed, but the minimum requirements are as follows:

1. 5-gallon container with a spigot that provides a continuous flow of water
2. Catch basin or bucket.
3. Soap.
4. Paper towels.

**\*ANY Temporary Food Establishment found without an adequate hand washing station will be closed or required to stop selling or giving away food until the violations are corrected.\***



### Hand Washing

Food handlers must wash their hands before starting to work with food, clean equipment, and utensils, as well as unwrapped single-service and single use articles.

Food handlers must also wash hands after:

- Handling anything dirty (such as bagging garbage or picking anything up from the floor).
- Touching their hair, face, glasses, or other parts of their body and, after caring for or handling service animals or aquatic animals.
- After sneezing, coughing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking.
- When switching between working with raw food and working with ready-to-eat food.
- After engaging in other activities that contaminate the hands.

### Bare Hand Contact

Bare hand contact with ready-to-eat foods is prohibited. Suitable utensils for handling ready-to-eat foods include tongs, spatulas, deli tissues, or single-use gloves. The use of disposable gloves can provide an additional barrier to contamination, but **gloves do not replace hand washing.**

When gloves are worn, they must be used for only *one* task such as working with ready-to-eat food or with raw animal food, and discarded when damaged or soiled, or when interruptions occur in the operation.

#### **Cashiers and Other Workers**

Cashiers and other workers handling money must not handle food. If a money handler must temporarily work with food, he or she must first adequately wash their hands. Employee assignments should be made so that money handlers will not work directly with food.

### **Clean Hands For Clean Foods**

It is important that all staff at temporary food service events be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and water.
- Rub hands vigorously while washing them for a minimum of 20 seconds.
- Wash all surfaces, including the back of hands, wrists, between fingers, and under fingernails (using a good brush).
- Rinse hands well.
- Dry hands with a paper towel.
- Do not share or reuse cloth towels.
- Turn off the water using paper towel instead of bare hands.

Wash hands before beginning work and frequently during the day, especially after performing any of these activities: using the toilet, disposing of garbage, handling raw food, handling soiled items, coughing, or sneezing, scraping tableware, touching hair face or body, smoking, handling money or any other action that may cause contamination of hands.

### **Hygiene**

Food workers must wear clean clothing and restrain their hair. Even workers with short hair must use hair control. Hair must be restrained in such a way that it is unlikely to fall on and contaminate food and does not need to be touched or brushed out of the way by hands.

There is NO smoking or eating allowed in food preparation, ware washing or storage areas.

Only healthy workers can prepare and serve food. Anyone who shows symptoms of a disease such as nausea, fever, vomiting, diarrhea, sore throat, jaundice, excessive coughing and sneezing, etc., cannot work with food until they are well. Anyone with open sores or infected cuts on the hands should not work with food unless the affected areas are bandaged and gloved.

Only *authorized food workers* are allowed in the preparation area. Visitors, other family members, small children, and animals must be excluded.

## Cleaning, Sanitation and Storage

### Ware washing

All food contact items such as cooking equipment, storage containers, utensils, cutting boards, and service items must be washed, rinsed, sanitized, and air dried in such a way to effectively kill germs. This may be done on site or at another approved location.

**\*Homes are NOT an approved location! \***

A permanently plumbed three-compartment sink is not required at temporary events. Bus tubs, dishpans, or temporarily plumbed three-compartment sinks may be used. Each vendor is responsible for their own clean-up arrangements including hot water, the presence of test strips, and an approved sanitizer.

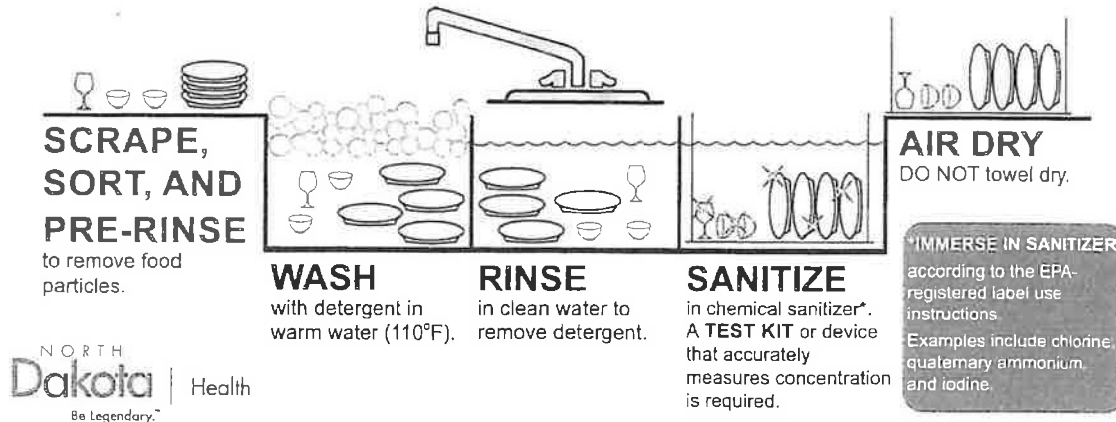
Wash equipment and utensils using this five-step process:

1. Scrape off any excess food.
2. Wash in 110°F, soapy water
3. Rinse in hot water
4. Rinse with a chemical sanitizer, leave in sink at least ten seconds for a chlorine solution and thirty seconds for a quaternary ammonia solution.
5. Air dry

**\*\*Wastewater shall be disposed of in an approved location. Do not dump it on the ground. \*\***

## Manual Dishwashing Procedure

CLEAN SINKS PRIOR TO USE



### Sanitizer

Test strips are necessary to determine the correct concentration of sanitizer. Be sure the strips purchased are appropriate for the type of sanitizer that is being used.

**Chlorine** (white test strips that turn blue)  
to a concentration of **100 ppm (parts per million)**.

**Quaternary Ammonia** (Orange strips that turn green) to a  
concentration of **200 ppm or as recommended on the  
Sanitizer bottle**.

Single-use articles such as plastic utensils, paper plates, and cups are recommended.  
**Never wash and reuse disposable ware.**

**\*\*Please note that standard household wipes such as Lysol or Clorox generally are not food safe. While they may be good for an initial wipe down, this is not the only step needed to clean and sanitize your food service area. \*\***

### Wiping Cloths

Wet wiping cloths must be stored in a bucket with sanitizer. Check the concentration with test strips and follow the guidance above. Change the solution frequently. Wiping cloths that are used to clean-up food spills **cannot** be used for anything else.

### Waste Control

All food waste should be placed in trash bags. Put food and paper waste in a refuse container with a tight-fitting lid. Do not allow boxes or sacks of waste to accumulate in food preparation areas or outside the booth.

### Storage

Opened bulk food containers such as rice or flour sacks must be stored in covered containers. All food (even if in boxes or cans) and food-contact items (sleeves of paper plates, cups, cooking equipment, etc.) must be stored at least 6" above the ground. Keeping floors clean must still be possible.



← If sanitizer bucket like the one shown is not available, please label sanitizer bucket properly.

## Safety

### **Hot Equipment**

Place grills and other hot equipment in the booth so there will be no dangerous exposed areas. The back and sides of this type of equipment can cause burns.

### **Fire Extinguishers**

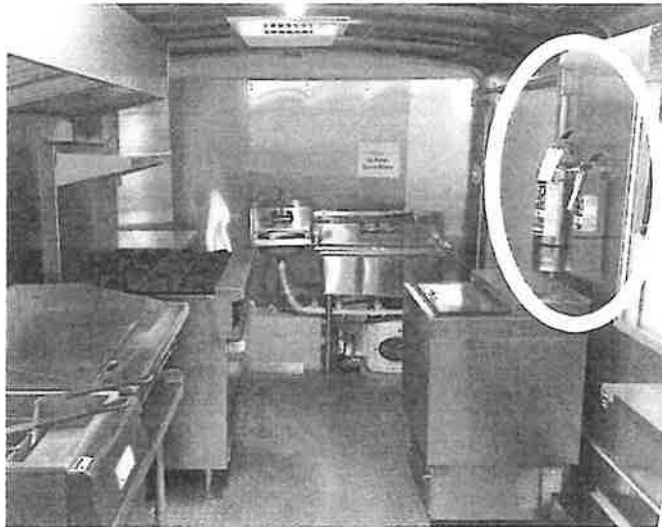
Have fire extinguishers present when using equipment with open flames. Propane tanks for grills or any other pressurized tanks, such as those used for fountain soft drinks, must be secured so they cannot fall and damage valves.

### **Toxic Chemicals**

Toxic chemicals such as cleaners and sanitizers must be stored separately from and completely below both food and equipment. Read labels carefully and use only as directed. "The label is the law".

**\*In case of fire, please contact the nearest fire department.\***

Example of proper fire extinguisher in food truck



## Top Six Causes of Food Poisoning

From experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the most likely to cause illnesses. Check through the list to make sure your establishment has addressed these common causes of food borne disease.

### **Inadequate Cooling and Cold Holding**

More than half of all food poisonings are due to keeping foods out at room temperature for more than two to four hours.

### **Preparing Food Too Far Ahead of Service**

Food prepared 12 or more hours before service increases the risk of temperature abuse.

### **Poor Personal Hygiene and Infected Personnel**

Poor hand washing habits and food handlers working while ill are implicated in one out of every four food poisonings.

### **Inadequate Reheating**

If leftovers are not reheated to 165°F or above, illness often results.

### **Inadequate Hot Holding**

Cooked foods not held at 135°F or above until served can become highly contaminated.

### **Raw Foods and Ingredients**

Serving raw shellfish or raw milk, or the use of raw eggs in sauces and dressings, has often led to outbreaks of food borne illness. It is always safer to use cooked or pasteurized products.

Operation of a temporary food establishment can be difficult due to the nature of the environment. It is important to remember that the facility is operated to a standard that would be acceptable in a permanent, licensed facility to safeguard public health.

Please contact the Environmental Health Division for further inquiries:



403 Burlington St SE  
Mandan, ND 58554

701.667.3370

[westernplainsph.org](http://westernplainsph.org)

**FW: New payment request from Bruce's Manufactured Housing, Inc / Spiffy Biffs - invoice 48597**

---

**From** Shawn Ressler <shawn@resslersiding.com>

**Date** Mon 2026-06-08 08:27

**To** Pat Haug <phaug@mandanpd.com>

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

**Letter From Health Dept.**

---

**From:** Terry Sonnenberg <terry@resslersiding.com>

**Sent:** Monday, June 8, 2026 8:24 AM

**To:** Shawn Ressler <shawn@resslersiding.com>

**Subject:** FW: New payment request from Bruce's Manufactured Housing, Inc / Spiffy Biffs - invoice 48597

---

**From:** Lana Schmidt <[lschmidt@westernplainsph.org](mailto:lschmidt@westernplainsph.org)>

**Sent:** Monday, June 8, 2026 8:10 AM

**To:** Terry Sonnenberg <[terry@resslersiding.com](mailto:terry@resslersiding.com)>

**Subject:** Re: New payment request from Bruce's Manufactured Housing, Inc / Spiffy Biffs - invoice 48597

Hi Terry,

I've reviewed your contract and find it appropriate for the event you're planning.

Thanks

**Lana Schmidt, REHS/RS**  
*Environmental Health Practitioner*

---

**Phone:** 701-667-3370  
**Fax:** 701-667-3371  
**Mobile:** 701-426-1600  
**Email:** [lschmidt@westernplainsph.org](mailto:lschmidt@westernplainsph.org)

403 Burlington Street SE  
Mandan, ND 58554

[www.westernplainsph.org](http://www.westernplainsph.org)



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<https://www.westernplainsph.org/accessibility>

---

**From:** Terry Sonnenberg <[terry@resslersiding.com](mailto:terry@resslersiding.com)>  
**Sent:** Friday, June 5, 2026 12:48 PM  
**To:** Lana Schmidt <[lschmidt@westernplainsph.org](mailto:lschmidt@westernplainsph.org)>  
**Subject:** FW: New payment request from Bruce's Manufactured Housing, Inc / Spiffy Biffs - invoice 48597

Can you look this over and respond to this email stating this should be sufficient for the event.

Thanks  
Terry S

---

**From:** Bruce's Manufactured Housing, Inc / Spiffy Biffs <[quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com)>  
**Sent:** Friday, June 5, 2026 11:17 AM  
**To:** Terry Sonnenberg <[terry@resslersiding.com](mailto:terry@resslersiding.com)>  
**Subject:** New payment request from Bruce's Manufactured Housing, Inc / Spiffy Biffs - invoice 48597



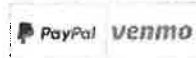
Your invoice is ready!

BALANCE DUE **\$725.28**

[View and pay](#)



BANK



Please note the INVOICE NUMBER(S) paid with each Payment you send. Thank you!

---

Ressler Siding & Windows,

Please see the attached invoice. Let us know if you have any questions.

Thanks for your business!

[View and pay](#)

Bruce's Manufactured Housing, Inc, / Spiffy Biffs

1414 Continental Ave Bismarck, ND 58504

[accounts@spiffybiffs.com](mailto:accounts@spiffybiffs.com)

If you receive an email that seems fraudulent, please check with the business owner before paying.



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# ← License

Shawn, attached is our Business Permit.  
Thank you and let us know if there's anything you need.



*Bismarck-Burleigh Public Health*



### 2026 BISMARCK FOOD SERVICE LICENSE

This license is non-transferrable and must be posted in a location which is conspicuous to customers within your establishment.

The license holder shall cease operations and contact Bismarck-Burleigh Public Health's Environmental Health Division if an imminent health hazard is created by way of fire, flood, interruption of water or electrical services, sewer backup, apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstances that may endanger public health.

You must also contact Bismarck-Burleigh Public Health in advance, if any of the follow actions are planned:

- Changing the products or services provided to customers
- Any remodeling of the facility or changes in equipment
- A change in ownership of the establishment
- Relocation of business

If you have questions or concerns, contact us at:

Bismarck-Burleigh Public Health  
Environmental Health Division  
407 S 26<sup>th</sup> St. Bismarck, ND 58504  
Phone: (701) 355-3400  
Email: [bbph@bismarcknd.gov](mailto:bbph@bismarcknd.gov)

ISSUED DATE: 2/11/2026  
EXPIRATION DATE: 3/31/2027



BISMARCK-BURLEIGH PUBLIC HEALTH  
407 S 26<sup>th</sup> St. BISMARCK, ND 58504

**BISMARCK**

701-355-3400  
bbph@bismarcknd.gov

LICENSE #: FOOD2023-022  
LICENSE TYPE: FOOD SERVICE  
LICENSE SUBTYPE: MOBILE FOOD 2

The below named establishment has met the City of Bismarck's licensure requirements and agrees to comply with the applicable Code of Ordinances. Failure to comply with these regulations may result in license suspension or revocation.

**Auntie Jades Catering LLC**  
4113 ROOSEVELT DR  
BISMARCK, ND 58503

To view previous establishment inspection  
reports scan QR code and enter License #  
FOOD2023-022



CS Scanned with CamScanner

📁 Sent

↩️ ✓ Reply



**Bruce's Manufactured  
Housing, Inc. / Spiffy Biffs**  
1414 Continental Ave  
Bismarck, ND 58504  
accounts@spiffybiffs.com



# INVOICE

**BILL TO**  
Ressler Siding & Windows  
2020 46th Ave SE  
Suite 100  
Mandan, ND 58554

**SHIP TO**  
Dykshoorn Park  
511 W Main St  
Mandan ND 58554

**INVOICE #** 48597  
**DATE** 04/27/2026  
**DUE DATE** 06/30/2026

**SHIP DATE**  
06/25/2026

**PURCHASE ORDER**  
June 26, 2026, Street Dance

ACTIVITY	QTY	RATE	AMOUNT
Portable Toilet Delivery or Pickup	2	85.00	170.00T
Portable Toilet (Special)	5	80.00	400.00T
ADA Portable Toilet (Special)	1	95.00	95.00T
Fuel Surcharge	1	5.00	5.00T

Please note the INVOICE NUMBER(S) paid with each Payment you send. Thank you!

SUBTOTAL	670.00
TAX	55.28
TOTAL	725.28
<b>BALANCE DUE</b>	<b>\$725.28</b>

## Ways to pay



[View and pay](#)

# Special Event Request

**Company Name:**

Last Call Bar

**Date:** 6/8/2026

**Address:**

**Address:**

118 W. Main St.

**City /State /Zip:**

Mandan, ND 58554

**Contact Name:**

Shawn Ressler

**Telephone:**

**Email:**

**Billing Address if Different than Above:**

**Event Start Date:**

June 26th, 2026

**Event End Date:**

**Location:**

Dykshoorn Park: 411 W. Main St, Mandan, ND 58554

**Hours Wanted:**

06:00pm -01:00am

**Days Wanted:**

Friday

**Number of Guards:**

(4)

**Patrol Type:**

Unarmed Uniformed Guard

**Hourly Rate:**

\$38.00

**Mileage:**

**Travel Rate:**

**Comments:**

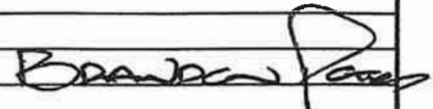
**Monthly Rate:**

**Total Billing:**

\$1,064.00

**Other:**

**Signature:**



CP26-08



**CATERER'S PERMIT**  
**City of Mandan**  
**Finance Department**  
 205 2<sup>nd</sup> Ave NW  
 Mandan, ND 58554  
 701-667-3210

**PERMIT APPLICATION TO SELL  
 ALCOHOLIC BEVERAGES AT A  
 SPECIAL EVENT DESIGNATED  
 PREMISES**

**Applications must be approved by the Mandan Police Department. Any application filed less than 7 days prior to the first day of the event must pay a fee of double the established fee.**

Applicant (Please Print): LC Bar, Inc - Shawn Ressler		Title: Owner		Phone Number: [REDACTED]	
Name of Licensee: LC Bar, Inc		Name of Business (DBA): LC Bar, Inc.			
State of ND Alcohol Beverage License Number(s): <b>AA-03774</b>		City of Mandan Alcohol Beverage License Number(s): <b>56</b>			
Mailing Address: 2020 46th Ave SE		City: Mandan	State: ND	Zip: 58554	
Email Address: [REDACTED]					
Fully Describe Event: Outdoor street dance held in the <del>parking lot</del> <b>Dykhshorn Park</b> across main st from Last Call Bar, Live Music and Beer Garden					
Name of Building Where Event Will Be Held: <b>Parking Lot Dykhshorn Park</b>		Address of Premises Where Event is Being Held: <del>Across street from 118 W Main St</del>			
Date(s) of Special Event: June 26, 2026		Start Time: 1:00pm		End Time: 1:00 AM	
Does the building meet all state and local sanitation and safety requirements?    Yes <input type="checkbox"/> No <input type="checkbox"/>					
The permit fee is <b>\$25.00</b> for each permit. One permit may be used up to 14 days for a reoccurring event at one location within the identified premises. Multiple events with varying locations at the same facility each require an individual permit.					
<b>Description of Premises:</b> On the next page, draw a clear and understandable floor plan of the premises. Show all exits, bars, dining areas (if any), beverage coolers and beverage storage areas. Indicate which are solid walls, half walls, dividers and movable partitions. If any area is enclosed by fences or the like, explain type and height.					

SEE DIAGRAM ATTACHED <sup>North</sup> SPECIAL EVENT PERMIT

I understand that the issuance of a permit does not authorize any activity other than the sale of alcoholic beverages.

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



(Licensee)

**FOR OFFICE USE ONLY**

The above named licensee is hereby authorized to sell alcoholic beverages in accordance with law and ordinances at the premises and on the date(s) set forth in this application subject to such other than the sale of alcoholic beverages.

Approved by:

Mandan Police Department:



Date:

4/27/2026

**APPROVED**

Page 2 of 2

Phone: 701-667-3210 • Fax: 701-667-3223 • 205 2<sup>nd</sup> Ave NW • Mandan, ND 58554  
[info@cityofmandan.com](mailto:info@cityofmandan.com)

BY:  DATE: 



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 9, 2026  
**SUBMITTING DEPARTMENT:** Engineering Department  
**DEPARTMENT DIRECTOR:** Jarek Wigness  
**PRESENTER:** Jarek Wigness, City Engineer  
**SUBJECT:** Transportation Alternative (TA) grant for 1806 pedestrian trail Improvements

---

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

To consider grant funding for the 1806 pedestrian trail project

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

The City and Mandan Parks District submitted a combined application requesting funding from the NDDOT Transportation Alternatives program. The TA program provides up to an 80% grant for pedestrian trail projects. Park districts are not eligible to apply for this program, but the City has applied on their behalf on many occasions, often passing local costs to the Mandan Parks District through special assessments.

For this project, the City and Mandan Parks combined applications for adjacent improvements in the interest of making the application more competitive and to take advantage of economies of scale.

The proposed 2028 project includes a mill and overlay of the existing trail surface along Collins and Highway 1806 from 14th St. NE to 38th St. Included in the proposed project are pedestrian safety improvements under the Interstate 94 bridge to separate the path and the roadway along with drainage improvements along Highway 1806. The project aligns with the Arrive 2045 MPO Transportation Plan and is located in an anticipated high growth area according to the 2015 Mandan Land Use & Transportation Plan.

This application was originally unsuccessful, but was reallocated funds at the end of May.

#### **ATTACHMENTS:**

1. 1806 Trail - 2028 Award Letter
2. 1806 Trail - FY28 Application

**FISCAL IMPACT:**

The total estimate of the project is about \$1,100,000. The TA grant would typically cover up to 80% of the construction costs, which would be \$741,986.47. The State only had \$687,847 to reallocate to the project, so this award is likely capped at that amount.

Considering our share of construction along with design and oversight, the local cost is estimated to be \$412,153. The City's "half" of the project is estimated to represent about 20% of the construction costs, while the Park's "half" is estimated to be 80% of the construction costs. The commission approved the use of sales tax dollars to cover some local costs, in an amount that is proportionate to the City's share of construction costs. We are estimating that to be about \$82,430, or about 7.5% of total project cost. The remaining costs would be assessed to the Mandan Parks District. Mandan Parks has concurred with this proposed cost-split method.

**STAFF IMPACT:**

Staff will spend time coordinating with involved parties.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

To accept the TA for the 1806 pedestrian trail.

**SUGGESTED MOTION:**

I move to accept the Transportation Alternatives grant for the 1806 pedestrian trail.

June 2, 2026

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

Dear Mr. Wigness:

**SUBJECT: 2028 TRANSPORTATION ALTERNATIVES (TA) PROGRAM PROJECTS**

It is my pleasure to inform you that the Mandan Highway 1806 Pedestrian Trail Improvements project was selected for TA funding. This project was awarded funding of \$687,847 for construction in 2028, pending TA funding in the next federal highway funding bill. The current federal highway funding bill expires on September 30, 2026. Please contact Joe Snustad in the Local Government Division with any questions you may have regarding the TA program, at 701-328-3555 or jsnustad@nd.gov.

It is encouraging to see the commitment the City of Mandan has made on the continued development of safe and accessible pedestrian and bicycle facilities. This project is beneficial and indicative of the ongoing efforts to make our communities and North Dakota a better place.

Sincerely,



Derek Pfeifer, PE  
Local Government Engineer

38/jks

# NDDOT Transportation Alternatives Program Application FY 2028

## Mandan Highway 1806 Pedestrian Trail Improvements FY 2028



**GRANT DOCKTER, PE | PROJECT MANAGER**

701.425.1842 | [grant.dockter@mooreengineeringinc.com](mailto:grant.dockter@mooreengineeringinc.com)  
4503 Coleman Street, Suite 105 | Bismarck, ND 58503



[mooreengineeringinc.com](http://mooreengineeringinc.com)

## NDDOT's Transportation Alternatives Program Application

- 1. Project Name** Mandan Highway 1806 Pedestrian Trail Improvements
- 2. Project Location** Mandan, North Dakota
- 3. Project Contact** City of Mandan
- 4. Contact Person** Jarek Wigness, City Engineer  
City of Mandan  
205 Second Ave NW  
Mandan, ND 58554  
(701) 667-3225  
[jarek.wigness@cityofmandan.com](mailto:jarek.wigness@cityofmandan.com)
- 5. Project Sponsor** City of Mandan
- 6. Sponsoring Official** Mr. James Froehlich, Mayor  
205 Second Avenue NW  
Mandan, ND 58554  
(701) 667-7460  
[james.froehlich@cityofmandan.com](mailto:james.froehlich@cityofmandan.com)

### **7. Project Description**

The project consists of pedestrian trail improvements from 14<sup>th</sup> St NW north on Highway 1806 past 27<sup>th</sup> St N. Improvements will include milling and overlay the existing deteriorated asphalt surface, drainage improvements to prevent flooding of the pedestrian trail, and pedestrian safety enhancements under the I-94 bridge. The existing trail was constructed in 2006. Approaching 20 years old, the pavement is beginning to fail and is in need of rehabilitation. This pedestrian trail is critical to Mandan as it connects the universal playground, Mandan High School and middle school, and many residential developments. A mill and overlay will provide the trail with a new surface and additional life expectancy. Typically, if the trail is well maintained and receives routine maintenance, a mill and overlay can last up to 15 years. Mandan Parks and Recreation recently completed a capital improvement for their asphalt trails. The plan includes routine maintenance and helps them plan and budget for rehabilitation. Drainage improvements will need to be incorporated to ensure that the trail along Highway 1806 does not flood. A majority of northeast Mandan drains through a designated drainage way that discharges through 3 large culverts. The discharge is directed over the pedestrian trail as a low water crossing. During times of significant rainfall or runoff, the pedestrian trail becomes inundated with water. To correct the drainage issue, it is proposed to add a small pedestrian bridge through the sag in the trail. This would allow drainage to continue uninhibited and protect the trail from water erosion and flooding. Additionally, the pedestrian trail is in need of safety improvements underneath the I-94 bridge. Currently, there is not any separation between the trail and the roadway surface, making it easy for vehicles to veer onto the trail. A physical separation barrier, such as a curb, along with a visual barrier, such as delineator posts, will be included to prevent this from happening in the future. The project will also improve ADA crossings to adhere to federal regulations. The City applied for TA funds for 2027 and was selected as an alternate project. Eventually, the project was not awarded. During the ranking process, the MPO ranked

this project as the top priority out of 5 projects for FY2027. The City is now reapplying with the same project for TA funds. It is an important trail for Mandan as the City continues to grow, specifically in the Northern part of Mandan.

#### **8. Project Cost**

The estimated construction cost of the proposed trail is \$771,175 including a 10% contingency to allow for items, conditions, or events which are uncertain at this time. The estimated cost also includes a 12% inflationary rate for year of expenditure dollars (FY 2028). The city is requesting a \$624,111.93 grant to cover 80.93% of project costs.

#### **9. What TA Category Best Fits Your Project?**

Category A: Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990. This trail connects the new High School and Middle School to the Universal Playground in Mandan. The Universal Playground is an important amenity to Mandan as it was designed considering peoples physical, sensory, social, communication and cognitive abilities. The universal playground is made with a rubberized poured in place surface. This surface allows people to use their senses to know 'safe zones' when referring to where playground equipment is located. The surface also allows people with wheelchairs to easily access the playground and provides a soft surface if anyone was to fall.

#### **10. Supporting Data**

a. Is your project part of an identified recreation or transportation plan?

- i. *Arrive 2045*, the Bismarck-Mandan Metropolitan Planning Organization's (BMMPO) Metropolitan Transportation Plan has a strong bicycle and pedestrian trail priority. Goal 5 of *Arrive 2045* is to increase alternative transportation modes to automobile travel, with a critical objective to:

Improve bicycle and pedestrian system accessibility and connectivity opportunities while maintaining safety by implementing transportation investments in the most recent Bismarck-Mandan MPO Bicycle and Pedestrian Plan.

- ii. The Bismarck-Mandan Bicycle + Pedestrian Plan's goals three and four reference maintaining safe and comfortable bicycle facilities for people of all ages and protecting the public's investment in the bicycling system over the long-term.
- iii. The 2015 Mandan Land Use & Transportation Plan identifies the Northwest Growth Area surrounding the new Mandan High School, where the proposed project is to take place, as one of the highest anticipated growth areas.
- iv. The Mandan Parks & Recreation Plan 2021-2023 Strategic Plan states an initiative to prioritize use of resources in operation and align the District to address economic/legislative actions, optimize alternative revenue sources, capitalize on partnerships, and pursue funding options. Pursuing TA funding is

a strategic priority of the Mandan Park District and will also help the agency meet another strategic initiative, to provide high quality parks and amenities and provide for their upkeep, maintenance, and replacement.

- v. The 2018-2022 North Dakota State Comprehensive Outdoor Recreation Plan identifies Non-Motorized Trails, such as pedestrian trails, as the number one priority of Region 7, which includes Morton County. 66% of Region 7 households identified trails for walking, running, bicycling, or horseback riding as a primary outdoor recreational need.

**b. Is your project tied to another project?**

- i. No, the work is independent.

**c. How does your project fit with similar projects in your community and/or region?**

- i. Mandan Park District is committed to providing a comprehensive trail system for the betterment of the community. MPD continues to rehabilitate existing trails and expand on the trail system as growth continues to occur.
- ii. Mandan Park District completed a Capital Improvement Plan for their parking lot and trail network in 2025. The Capital Improvement Plan provides a plan to maintain existing asphalt and concrete paths and parking lots.

All applicable references from recreation and transportation plans are included in Exhibit C.

**d. Provide documentation of governmental agencies that are in support of this project. Also please provide documentation of support, if any, from the general public, other groups, and organizations.**

- i. City of Mandan
- ii. Bismarck-Mandan Metropolitan Planning Organization

**11. Public Accessibility**

Mandan Park District will own and operate the facility. Mandan trails are available free of charge to all users.

**12. Matching Funds Provided By:**

City of Mandan will provide matching funds. If awarded a TA program grant, the City of Mandan is committed to providing \$301,298.07 of local funds for the 19.07% match requirement of the program.

**13. Will Right of Way For This Project Be Needed?**

The proposed project is within existing city right-of-way and no additional right-of-way will be necessary for the project.

**14. Maintenance of This Project Will Be Provided By:**

The Mandan Park District will provide the required trail maintenance for this project.

**15. Environmental Impacts**

- a. Land Use: The existing trail lies on Mandan Parks & Recreation land. The proposed trail improvements are parallel to Highway 1806 from 14<sup>th</sup> St NW to 38<sup>th</sup> Street.

- b. Farmland: No farmland will be taken out of production as a result of the proposed pedestrian trail.
- c. Social: The proposed pedestrian trail will improve access to and from various neighborhoods (both established and new), recreational areas, businesses and employment opportunities, public facilities, schools, and parks through alternative modes of transportation. The proposed project will ensure the future success, sustainability, and positive impact on the health and wellbeing of Mandan residents by encouraging more pedestrian and bicycle use and less dependency on motor vehicle travel.
- d. Section 4(f) & 6(f): No Section 4(f) or Section 6(f) properties will be impacted by the proposed pedestrian trail improvements.
- e. Economic: Positive economic benefits to the immediate area are expected to be small but may include increased residential property values (across the country, adjacent trails have been proven to increase neighborhood desirability and therefore residential property values). The economic benefit to the Mandan community, is expected to be much greater.
- f. Relocation: Neither people nor businesses will be relocated by this project.
- g. Wetlands: The proposed project will avoid or mitigate impacts to any wetlands.
- h. Floodplain: The proposed project is not within a floodplain.
- i. Threatened or Endangered Species: There are no known threatened or endangered species within the project vicinity.
- j. Cultural Resources: There are no properties on or eligible to be on the National Register of Historic Places within the project vicinity.

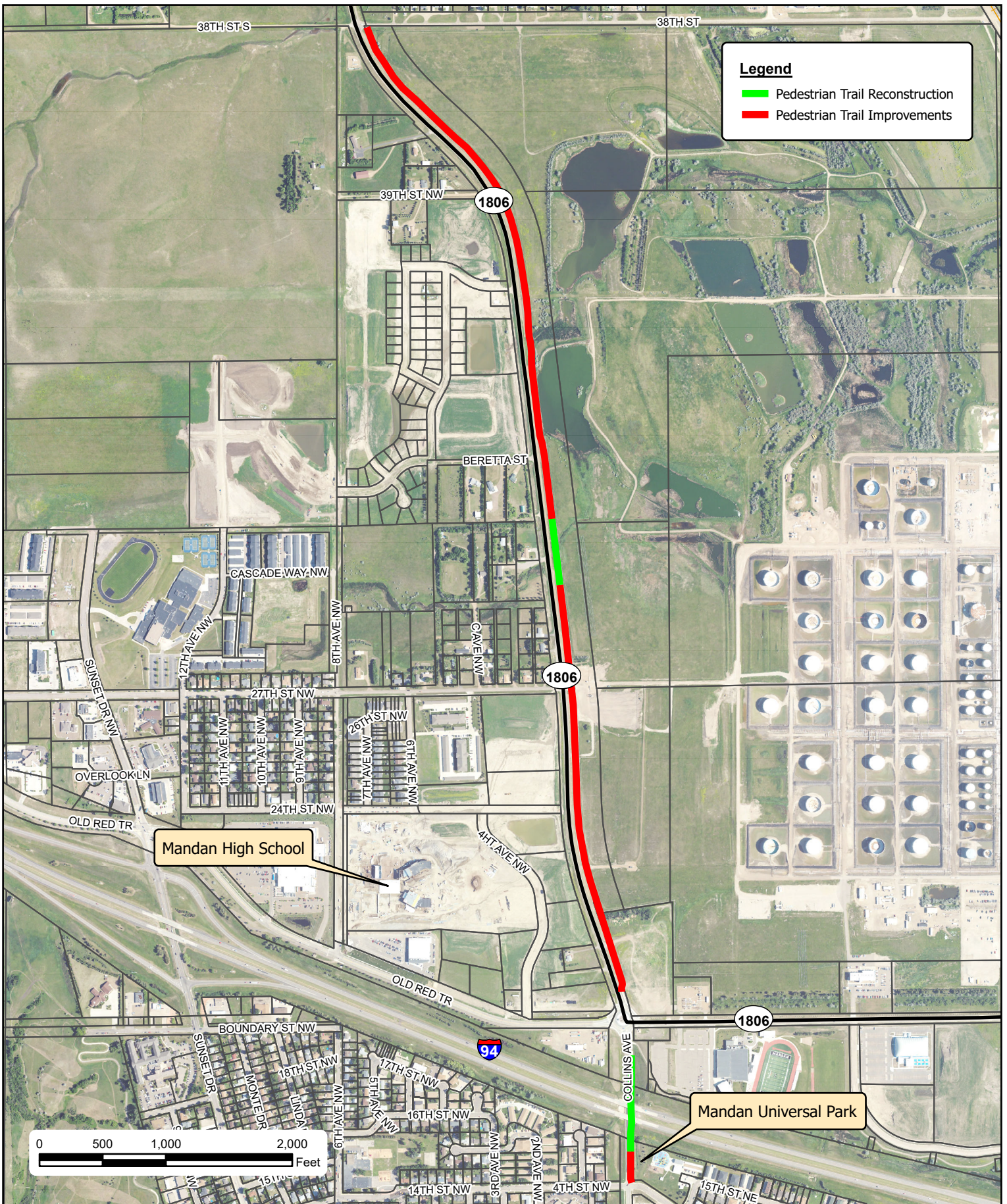
**16. Hazardous Waste:** There are no known hazardous waste sites within the project area.

**17. Required Signatures and Dates**

Contact Person: <u>Cole Higlin</u>	Date: _____
Sponsor: <u>Jarek Wigness</u>	Date: _____
MPO Official: _____	Date: _____

**18. Attachments**

- Exhibit A – Location Map**
- Exhibit B – Cost Estimate**
- Exhibit C – Applicable Plan References**

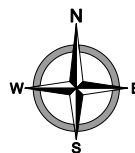


**Legend**

- Pedestrian Trail Reconstruction
- Pedestrian Trail Improvements

**HIGHWAY 1806 PEDESTRIAN TRAIL IMPROVEMENTS  
MANDAN, NORTH DAKOTA**

Created By: KMV Date Created: 09/30/24 Date Saved: 10/01/24 Date Exported: 10/01/24  
 Plotted By: kyle.volk Parcel Date: XX/XX/20 Aerial Image: 2023 County NAIP SIDS Elevation Data: N/A  
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988  
 T:\Projects\24100\24150\10\_ArcPro\24150\_Ped\_Trail\_Imp\24150\_Ped\_Trail\_Imp.aprx



**moore**  
engineering, inc.

**Highway 1806 Pedestrian Trail Improvements  
Mandan, ND  
Preliminary Opinion of Cost**

<b><u>Base Bid</u></b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1. Mobilization	LSUM	1	\$150,000.00	\$150,000.00
2. Testing Allowance	ALLOW	1	\$15,000.00	\$15,000.00
3. Stormwater Management	LSUM	1	\$5,000.00	\$5,000.00
4. 2" Mill	SY	10000	\$7.50	\$75,000.00
5. Superpave FAA 42/43	TON	1250	\$160.00	\$200,000.00
6. Detectible Warning Panel	SF	36	\$150.00	\$5,400.00
7. Concrete - 4"	SY	575	\$85.00	\$48,875.00
8. Concrete - 6"	SY	20	\$110.00	\$2,200.00
9. Curb & Gutter Type 1	LF	550	\$135.00	\$74,250.00
10. Full Depth Reclamation	SY	575	\$15.00	\$8,625.00
11. Subgrade Preparation	SY	575	\$10.00	\$5,750.00
12. Aggregate Base Course CL5	TON	200	\$50.00	\$10,000.00
13. Geosynthetic Material Type R1	SY	575	\$7.00	\$4,025.00
14. Borrow Material	CY	1000	\$50.00	\$50,000.00
15. Pedestrian Bridge	LSUM	1	\$70,000.00	\$70,000.00
16. Traffic Control	LSUM	1	\$5,000.00	\$5,000.00
17. Topsoil	SY	700	\$5.00	\$3,500.00
18. Seeding	SY	700	\$3.00	\$2,100.00
19. Guardrail	LF	550	\$70.00	\$38,500.00
20. Fog Seal	SY	10575	\$4.00	\$42,300.00
21. Concrete Removal	SY	20	\$65.00	\$1,300.00
22. Construction Contingencies	LSUM	1	\$100,000.00	\$100,000.00
			Construction Subtotal	\$916,825.00
			Engineering, Legal, Administration	\$183,175.00
			<b>TOTAL PROJECT COST</b>	<b>\$1,100,000.00</b>
			<b>Local Share</b>	<b>\$358,013.53</b>
			<b>TA Grant</b>	<b>\$741,986.47</b>

\*Construction prices based on estimated 2028 project construction









13 FT 9 IN

















## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 10, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** New Liquor License Application

---

**STATEMENT/PURPOSE:**

All new liquor license applications must be approved by the Board of City Commissioners.

**BACKGROUND/ALTERNATIVES:**

Application available upon request.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

Review and processing of the applications

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

Approve as presented

**SUGGESTED MOTION:**

I move to approve the new Class H liquor license application for the year from July 1, 2026 to June 30, 2027 for 726 Services, LLC, contingent on the establishment meeting all fire, health, safety, and building inspection codes, all fees and all property taxes

City Commission

Agenda Documentation

June 16, 2026

Subject: ~~Consider approval of the new Class H liquor license application for 726 Services, LLC effective July 1, 2026~~

Page 2 of 2

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being paid.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 11, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Annual Liquor license Renewals

---

**STATEMENT/PURPOSE:**

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

**BACKGROUND/ALTERNATIVES:**

Application available upon request.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

Annual renewal fees are payable at the time of application.

**STAFF IMPACT:**

Review and processing of the applications

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the Class A liquor license renewal application for the year from July 1, 2026 to June 30, 2027 for Lakewood Bar & Grill dba The Drink, contingent on the establishment meeting all fire, health, safety, and building inspection codes, all fees and

City Commission

Agenda Documentation

June 16, 2026

Subject: Consider approval of the Class A liquor license renewal application for Lakewood Bar & Grill dba The Drink effective July 1, 2026

Page 2 of 2

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property taxes being paid.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 11, 2026  
**SUBMITTING DEPARTMENT:** Administration/Business Development & Communications  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Mobile Cigar Sales Permit

---

**STATEMENT/PURPOSE:**

All Mobile Cigar Sales Permits must be approved by the Board of City Commissioners.

**BACKGROUND/ALTERNATIVES:**

Received 6/11/26

**ATTACHMENTS:**

1. BSCL LLC - Big Stick Cigar Lounge - Mandan PD Cadet Explorers Golf Tournament -REDACTED

**FISCAL IMPACT:**

n/a

**STAFF IMPACT:**

Review and processing of the application

**LEGAL REVIEW:**

n/a

**RECOMMENDATION:**

to approve

**SUGGESTED MOTION:**

I move to approve the Big Stick Cigar Lounge Mobile Cigar Sales Permit at Mandan PD Cadet Explorers Golf Tournament for June 19, 2026.

City Commission

Agenda Documentation

June 16, 2026

Subject: Consider a mobile cigar sales permit for Big Stick Cigar Lounge at Mandan Police Department  
Cadet Explorers Golf Tournament on June 19, 2026

Page 2 of 2

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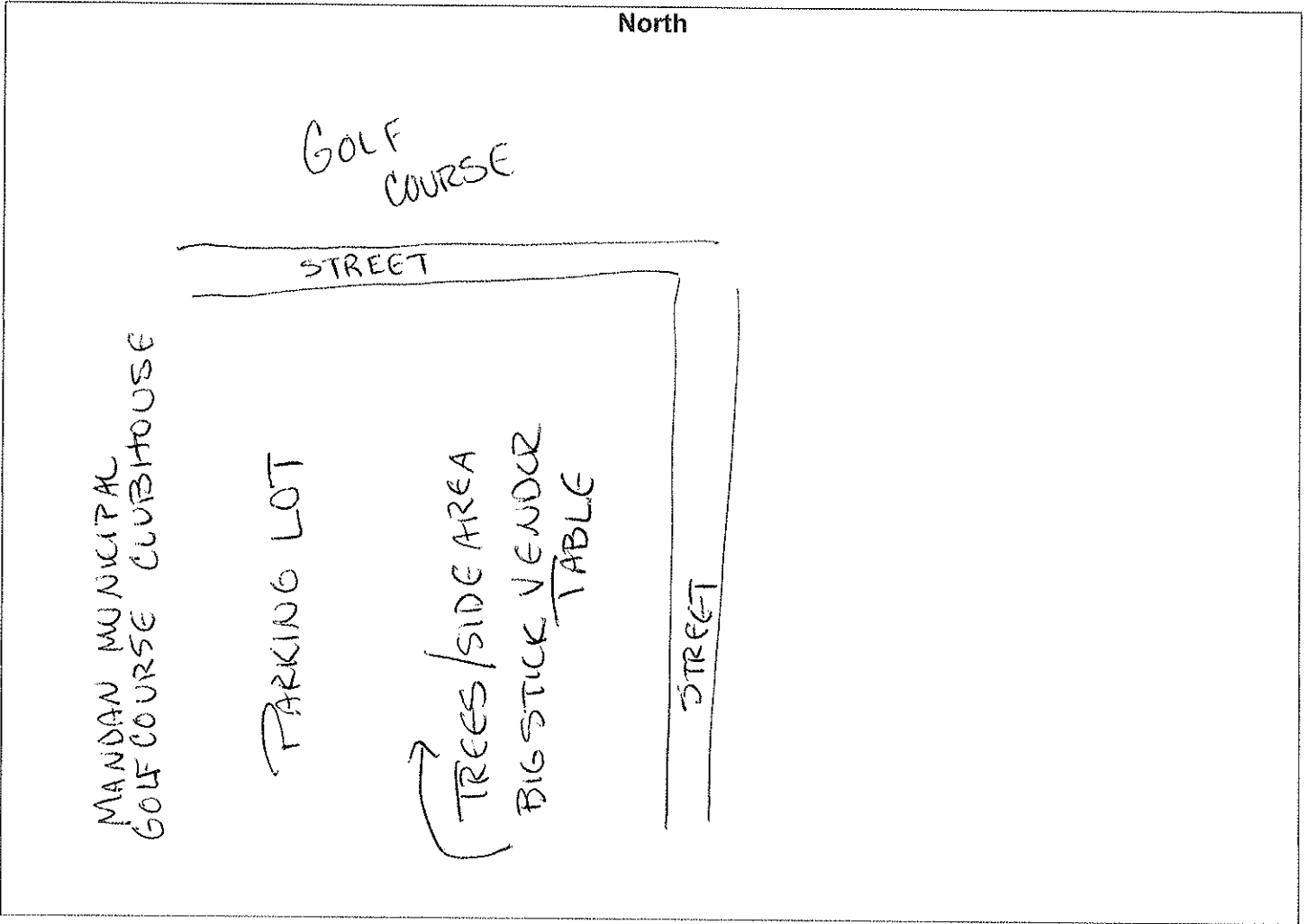
**MOBILE CIGAR SALES PERMIT**  
**City of Mandan**  
**Finance Department**  
 205 2<sup>nd</sup> Ave NW  
 Mandan, ND 58554  
 701-667-3210

**PERMIT APPLICATION FOR  
 MOBILE CIGARS AT A SPECIAL  
 EVENT DESIGNATED  
 PREMISES**

**Applications must be approved by the Mandan Police Department and the Finance Department issuing the permit. Any application filed less than 7 days prior to the first day of the event must pay a fee of double the established fee.**

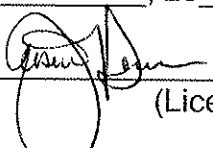
Applicant (Please Print): <b>JOSETTE DUPREE</b>		Title: <b>CO-OWNER/GEN. MGR.</b>	Phone Number: [REDACTED]
Name of Licensee: <b>BSCCL LLC</b>		Name of Business (DBA): <b>BIGSTICK CIGAR LOUNGE</b>	
State of ND Tobacco License Number(s): [REDACTED]		City of Mandan Tobacco License Number(s): [REDACTED]	
Mailing Address: [REDACTED]	City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]
Email Address: [REDACTED]			
Fully Describe Event: <b>MANDAN PD CADET EXPLORERS GOLF TOURNAMENT</b>			
Name of Building Where Event Will Be Held: <b>MANDAN MUNICIPAL GOLF COURSE</b>		Address of Premises Where Event is Being Held: <b>1002 7TH ST SW MANDAN, ND 58554</b>	
Date(s) of Special Event: <b>FRIDAY, JUNE 19</b>		Start Time: <b>9</b>	End Time: <b>3</b>
Does the building meet all state and local sanitation and safety requirements? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
The permit fee is <b>\$25.00</b> for each permit. One permit may be used up to 14 days for a reoccurring event at one location within the identified premises. Multiple events with varying locations at the same facility each require an individual permit.			
<b>Description of Premises:</b> On the next page, draw a clear and understandable floor plan of the premises. Show all exits and area intended for sale of cigars. Indicate which are solid walls, half walls, dividers and movable partitions. If any area is enclosed by fences or the like, explain type and height.			

North



I understand that the issuance of a permit does not authorize any activity other than the mobile sale of cigars.

Dated this 6.11.26 <sup>11<sup>th</sup></sup> day of JUNE, 20 26.

  
 \_\_\_\_\_  
 (Licensee)

**FOR OFFICE USE ONLY**

The above named licensee is hereby authorized to sell cigars in accordance with law and ordinances at the premises and on the date(s) set forth in this application subject to such other than the mobile sale of cigars.

Approved by:

Mandan Police Department: \_\_\_\_\_ Date: \_\_\_\_\_

City of Mandan Finance Department: \_\_\_\_\_ Date: \_\_\_\_\_



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 1, 2026  
**SUBMITTING DEPARTMENT:** HR  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
Amy Berger  
Greg Welch  
**PRESENTER:** Amy Berger, HR Director  
**SUBJECT:** Salary Study Report and Recommendations

---

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

To consider compensation recommendations resulting from the Salary and Classification Study.

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

On January 20, 2026, the Commission approved a compensation study with Condrey and Associates. The approved study was a smaller-scale review than the comprehensive study completed in 2020. The study was conducted to inform 2027 budget development and support improved long-term salary forecasting.

#### **Salary Study History:**

- 1997 - Fox Lawson
- 2007 - Condrey
- 2013 - Internal study compared only to City of Bismarck in 2013 at 95% of their pay scale for comparable positions. Implemented 7/1/2013.
- 2014 & 2015 - Cost of Living Adjustment (COLA) and Merit Adjustments
- 2015, the city commission adopted 100% of the City of Bismarck's salary scale for new police officers and made equity adjustments for existing officers.
- 2016 & 2017 - No salary adjustments (COLA or Merit)
- 2018, 2019, & 2020 - COLA adjustments only, approximately 2% per year.
- 2020 – Condrey full study Study completed. Implemented in 2021
- 2022 (2.4%) 2023 (4%), 2024(5%), 2025(5%), 2026 (3%) COLA adjustments

The 2026 study included a review and update of the City's classification plan, an internal analysis of positions and organizational structure, and an external market compensation analysis.

Condrey & Associates, represented by Jan Hansford, Steve Condrey, and Greg Reece, will present an overview of the salary and classification study process, findings, recommendations, and attached report.

A summary of items that will be reviewed in Condrey's presentation and in the attached report are as provided below:

- Departments were asked to provide any proposed revisions to their current job descriptions and were then scheduled an interview with the consultants to review the department and information around positions and information with Condrey Consultants.
- Recommended grade placement changes for 20 positions and also recommended the implementation of career ladders for 12 positions.
- The City's current compensation structure was found to be approximately 90% of the labor market, and 94.5% of the market compared to the City of Bismarck.
- Compensation plan options were developed for an open-range salary plan: Plan A (102.5%), Plan B (100%), and Plan C (97.5%) of the labor market.
- Multiple equity adjustment options were developed based on employee years of service with a standard and modified option:
  - The calculations for Plans A, B and C are based on a maximum 2% increase for employees with 1–3 year(s) of service and a 4% increase for employees with 4 or more years of service as of December 31, 2026. The calculations for Plans A, B and C Modified are based on a maximum 2% increase for employees with 1 or more year(s) of service as of December 31, 2026.

**Additional City recommendations:**

- The City of Mandan recommends adopting the salary plan and grading presented along with open range salary plan C (97.5% of the market) with up to 4% equity adjustments for internal employees.

- In addition to the recommendations provided by Condrey & Associates, staff recommends a minimum employee increase of 3.5% for all employees. This recommendation is based on the March 2026 Employment Cost Index published by the United States Bureau of Labor Statistics and is intended to ensure all employees receive at least a market-based adjustment while implementing the updated salary plan.
- Staff also recommends adoption of the proposed Compensation Market Alignment Policy. The policy establishes a long-term compensation planning benchmark of 97.5% of the labor market and is intended to guide future salary structure decisions, compensation studies, and market alignment efforts.

### **Communication and Review Process**

- City Administrator Neubauer, Finance Director Welch, Assistant Finance Director Schulz, and HR Director Berger met with Condrey & Associates to review the study findings, recommendations, implementation options, and financial impacts.
- The recommended salary plan and study results were reviewed with department managers through meetings, departmental communications, and follow-up discussions. Department managers were provided department-specific information and given opportunities to ask questions, provide feedback, and discuss the recommendations.
- City Administrator Neubauer, Finance Director Welch, Assistant Finance Director Schulz, and HR Director Berger also met with Mayor Froelich, Finance and Human Resources Portfolio Holder, to review the final study results and recommendations.
- Additional communications were provided to department managers regarding the recommended open range salary plan, implementation options, estimated department impacts, and clarification of compensation plan alternatives.

If recommendations for Open Range Salary Plan C (2% and 4% equity adjustments) are approved, the City would move forward with finalizing Job Descriptions and collaborating with departments to implement the proposed career ladders.

### **ATTACHMENTS:**

1. Mandan Report - Open Range June 2026
2. Compensation Market Alignment Policy\_Draft\_2026-06-10

3. Condrey\_Mandan Powerpoint final\_2026-06-15

**FISCAL IMPACT:**

Open Range Salary Plan C, including equity adjustments up to 4%, has an estimated implementation cost of \$598,871.38.

The additional adjustments recommended ensuring every employee receives a minimum increase of 3.5% are estimated at approximately \$10,000.

These amounts, along with the associated benefit adjustments tied to the increases, have been reviewed by Finance Director Welch and Assistant Finance Director Schulz. They have also modeled this into the 10-year long-term plan and are considered sustainable.

Because these changes would be implemented in 2027, it is important to note that the final costs are approximate. Adjustments may change due to new hires, terminations, promotions, and other employee status changes.

**STAFF IMPACT:**

Supports employee retention and recruitment through compensation adjustments.

**LEGAL REVIEW:**

Information sent to City Attorney, Amy Oster.

**RECOMMENDATION:**

- Staff recommends adoption of Condrey's open range salary and classification study effective in 2027.
- Staff recommends approval of Open Range Salary Plan C, which places the City at 97.5% of the market and includes equity adjustments of up to 4%. The plan would be effective with the first pay period of 2027, beginning December 27, 2026.
- Staff recommends a minimum employee increase of 3.5%.
- Staff recommends approval of the proposed Compensation Market Alignment Policy to provide guidance for future compensation decisions and aid in long-term budgeting and compensation planning. The policy establishes a planning benchmark of maintaining the City's salary structure at a minimum of 97.5% of the market.

**SUGGESTED MOTION:**

I move to approve the compensation study, salary grading structure, and Open Range Salary Plan C as presented by Condrey & Associates, with implementation effective the first pay period of 2027 beginning December 27, 2026.

I move to approve a minimum employee increase of 3.5%, based on the March 2026 Employment Cost Index, to coincide with implementation of the salary grading structure and Open Range Salary Plan C effective the first pay period of 2027 beginning December 27, 2026.

I move to approve the Compensation Market Alignment Policy as presented to provide guidance for future compensation decisions and support long-term budgeting and compensation planning.

Final Report:  
A JOB CLASSIFICATION AND  
COMPENSATION PLAN  
FOR THE CITY OF  
MANDAN, NORTH DAKOTA

June 2026

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## Introduction

At the request of the City of Mandan, Condrey and Associates, Inc. entered into a contract with the city for the development of an updated job classification and compensation plan.

The objectives of the study included:

1. Reviewing and revising the current classification system and pay plan for all employees;
2. Collecting salary data; and
3. Producing a recommended pay plan based on job analysis, job evaluation, and wage survey data.

The process used to collect the necessary data and develop the classification and compensation plan consisted of several steps or phases. The first step involved the distribution of job descriptions to the department heads for review. After reviewing the revised job descriptions, Condrey and Associates interviewed department heads concerning the duties and responsibilities of each position in their department and developed a classification recommendation for each position.

The next phase in the work plan involved evaluating each classification for grade assignment. In order to provide a reliable set of ratings, all positions were rated by Condrey and Associates utilizing the Factor Evaluation System (FES). An explanation of FES follows in another section of the report.

The project also involved collecting salary survey information. Condrey and Associates conducted a salary survey of selected organizations specifically for this study. The survey

respondents for the City of Mandan are listed in Table I. Appendix C displays the Salary Survey Summary.

Even after completion of these phases, it will be necessary to reevaluate positions based on a change in duties or on a refocused job description. It is the intention of Condrey and Associates to provide technical assistance in this process.

Table I  
Salary Survey Respondents  
City of Mandan Personnel Project

**NORTH DAKOTA**

City of Bismarck  
City of Dickinson  
City of Fargo  
City of Grand Forks  
City of Jamestown  
City of Minot  
City of Valley City  
City of West Fargo  
City of Williston  
Burleigh County  
State of North Dakota

**SOUTH DAKOTA**

City of Aberdeen  
City of Brookings  
City of Fort Pierre  
City of Pierre  
City of Rapid City  
City of Spearfish

## The Classification Plan

The system used to classify the jobs in the City of Mandan is an adapted version of the Factor Evaluation System (FES). FES is considered to be a state-of-the-art system in public human resource management.

FES is a point-factor-comparison evaluation system that uses nine factors for the evaluation of jobs: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this setting, a tenth factor covering supervisory responsibility was added by Condrey and Associates. The factors are weighted (i.e., Knowledge Required by the Position "counts more" than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its assignment to a grade in the classification plan. Appendix A depicts the grade level assigned all city positions. The assigned grade levels reflect a combination of data generated by FES, the salary survey, and a review of organizational relationships within the government.

## The Compensation Plan

The compensation plan developed for the city is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an externally equitable and competitive pay system.

The pay plans for the City of Mandan consists of twenty-seven grades. Tables II-A, II-B and II-C display the proposed salary scales for the City. The salary range for each grade is fifty percent. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

In order to keep the proposed salary tables current, an annual market adjustment should be considered. This adjustment should be applied as an increase to the salary schedule and as a general percentage salary increase for all employees when market conditions dictate. An excellent source to determine market conditions is the Employment Cost Index published by the United States Bureau of Labor Statistics. If the City applies approximately 75% - 100% of this index to the salary plans on an annual basis, a review and update of the City's personnel system will not be necessary for three to four years. This market adjustment should be made in addition to employee performance increases. Thus, the City may budget for two annual personnel cost adjustments: 1) an across-the-board increase which would raise every employee salary and every pay range equally when market conditions dictate, and 2) increases linked to employee performance.

Table II-A  
Proposed Salary Scale  
City of Mandan Personnel Project

Grade	MINIMUM	1 <sup>st</sup> QUARTILE	MID-POINT	3 <sup>rd</sup> QUARTILE	MAXIMUM
1	30,025.33	33,778.50	37,531.66	41,284.83	45,038.00
2	31,545.36	35,488.53	39,431.70	43,374.87	47,318.04
3	33,142.35	37,285.14	41,427.93	45,570.73	49,713.52
4	34,820.18	39,172.70	43,525.22	47,877.74	52,230.27
5	36,582.95	41,155.82	45,728.69	50,301.56	54,874.42
6	38,434.96	43,239.33	48,043.70	52,848.07	57,652.44
7	40,380.73	45,428.32	50,475.91	55,523.51	60,571.10
8	42,425.01	47,728.13	53,031.26	58,334.38	63,637.51
9	44,572.77	50,144.37	55,715.96	61,287.56	66,859.16
10	46,829.27	52,682.93	58,536.59	64,390.24	70,243.90
11	49,200.00	55,350.00	61,500.00	67,650.00	73,800.00
12	51,690.75	58,152.09	64,613.44	71,074.78	77,536.13
13	54,307.59	61,096.04	67,884.49	74,672.94	81,461.39
14	57,056.92	64,189.03	71,321.15	78,453.26	85,585.37
15	59,945.42	67,438.60	74,931.78	82,424.96	89,918.13
16	62,980.16	70,852.68	78,725.20	86,597.72	94,470.24
17	66,168.53	74,439.60	82,710.66	90,981.73	99,252.80
18	69,518.31	78,208.10	86,897.89	95,587.68	104,277.47
19	73,037.68	82,167.39	91,297.10	100,426.81	109,556.51
20	76,735.21	86,327.11	95,919.01	105,510.91	115,102.81
21	84,701.31	95,288.98	105,876.64	116,464.30	127,051.97
22	93,494.40	105,181.20	116,868.00	128,554.80	140,241.60
23	103,200.32	116,100.37	129,000.41	141,900.45	154,800.49
24	113,913.85	128,153.08	142,392.31	156,631.54	170,870.77
25	125,739.57	141,457.02	157,174.47	172,891.91	188,609.36
26	145,819.36	164,046.78	182,274.20	200,501.62	218,729.04
27	177,666.73	199,875.07	222,083.41	244,291.75	266,500.09

Table II-B  
Proposed Salary Scale  
City of Mandan Personnel Project

Grade	MINIMUM	1 <sup>st</sup> QUARTILE	MID-POINT	3 <sup>rd</sup> QUARTILE	MAXIMUM
1	29,293.01	32,954.63	36,616.26	40,277.88	43,939.51
2	30,775.96	34,622.96	38,469.95	42,316.95	46,163.95
3	32,334.00	36,375.75	40,417.50	44,459.25	48,501.00
4	33,970.91	38,217.27	42,463.63	46,709.99	50,956.36
5	35,690.68	40,152.02	44,613.35	49,074.69	53,536.02
6	37,497.52	42,184.71	46,871.90	51,559.09	56,246.28
7	39,395.84	44,320.31	49,244.79	54,169.27	59,093.75
8	41,390.25	46,564.03	51,737.81	56,911.59	62,085.37
9	43,485.63	48,921.33	54,357.04	59,792.74	65,228.45
10	45,687.09	51,397.98	57,108.86	62,819.75	68,530.64
11	48,000.00	54,000.00	60,000.00	66,000.00	72,000.00
12	50,430.00	56,733.75	63,037.50	69,341.25	75,645.00
13	52,983.02	59,605.90	66,228.77	72,851.65	79,474.53
14	55,665.28	62,623.44	69,581.61	76,539.77	83,497.93
15	58,483.34	65,793.76	73,104.17	80,414.59	87,725.01
16	61,444.06	69,124.57	76,805.07	84,485.58	92,166.09
17	64,554.66	72,624.00	80,693.33	88,762.66	96,832.00
18	67,822.74	76,300.59	84,778.43	93,256.27	101,734.12
19	71,256.27	80,163.30	89,070.34	97,977.37	106,884.40
20	74,863.62	84,221.57	93,579.52	102,937.48	112,295.43
21	82,635.43	92,964.86	103,294.28	113,623.71	123,953.14
22	91,214.05	102,615.81	114,017.56	125,419.32	136,821.07
23	100,683.24	113,268.65	125,854.05	138,439.46	151,024.87
24	111,135.46	125,027.39	138,919.33	152,811.26	166,703.19
25	122,672.76	138,006.85	153,340.94	168,675.04	184,009.13
26	142,262.79	160,045.64	177,828.48	195,611.33	213,394.18
27	173,333.39	195,000.07	216,666.74	238,333.42	260,000.09

Table II-C  
Proposed Salary Scale  
City of Mandan Personnel Project

Grade	MINIMUM	1 <sup>st</sup> QUARTILE	MID-POINT	3 <sup>rd</sup> QUARTILE	MAXIMUM
1	28,578.54	32,150.86	35,723.18	39,295.50	42,867.81
2	30,025.33	33,778.50	37,531.66	41,284.83	45,038.00
3	31,545.36	35,488.53	39,431.70	43,374.88	47,318.05
4	33,142.35	37,285.14	41,427.93	45,570.73	49,713.52
5	34,820.18	39,172.70	43,525.22	47,877.75	52,230.27
6	36,582.95	41,155.82	45,728.69	50,301.56	54,874.43
7	38,434.96	43,239.33	48,043.70	52,848.07	57,652.44
8	40,380.73	45,428.32	50,475.92	55,523.51	60,571.10
9	42,425.01	47,728.13	53,031.26	58,334.39	63,637.51
10	44,572.77	50,144.37	55,715.97	61,287.56	66,859.16
11	46,829.27	52,682.93	58,536.59	64,390.25	70,243.91
12	49,200.00	55,350.00	61,500.00	67,650.00	73,800.00
13	51,690.75	58,152.10	64,613.44	71,074.78	77,536.13
14	54,307.60	61,096.05	67,884.50	74,672.94	81,461.39
15	57,056.92	64,189.03	71,321.15	78,453.26	85,585.38
16	59,945.42	67,438.60	74,931.78	82,424.96	89,918.14
17	62,980.16	70,852.68	78,725.20	86,597.72	94,470.24
18	66,168.53	74,439.60	82,710.67	90,981.73	99,252.80
19	69,518.31	78,208.10	86,897.89	95,587.68	104,277.47
20	73,037.68	82,167.39	91,297.10	100,426.81	109,556.52
21	80,619.93	90,697.42	100,774.91	110,852.41	120,929.90
22	88,989.32	100,112.98	111,236.65	122,360.31	133,483.98
23	98,227.56	110,506.00	122,784.45	135,062.89	147,341.34
24	108,424.85	121,977.95	135,531.06	149,084.16	162,637.27
25	119,680.74	134,640.83	149,600.93	164,561.02	179,521.11
26	138,792.97	156,142.09	173,491.21	190,840.33	208,189.45
27	169,105.76	190,243.97	211,382.19	232,520.41	253,658.63

### Cost of Implementation

The following presents three implementation plans for the city's consideration. The cost figures do not include benefit costs. Thus, the following cost figures do not represent the city's total personnel costs for these positions.

Table III depicts the cost to implement the new compensation plans. The annualized cost to implement classification changes necessitated by Plan A is \$570,754, or 5.12% of current payroll cost (approximately 102.5% of the labor market for comparable organizations). The new plan places the City's pay scale slightly above the mean of the labor market when compared to similar organizations and should prove to be effective in attracting and retaining a quality workforce. The cost to implement Plan B is \$396,903, or 3.56% of payroll cost (approximately 100% of the labor market). Plan C's cost to implement is \$242,443, or 2.18% of payroll cost (approximately 97.5% of the labor market).

Condrey and Associates will be available to assist the City of Mandan in implementing any of the pay plans. Implementing the new plan will result in further pay compression (position salaries grouped closely together regardless of length or quality of service to the organization). To help ameliorate this problem, Condrey and Associates recommends that a one-time equity adjustment be applied to employee salaries as outlined in Table III. The cost of the equity adjustment for Plans A, B and C is approximately 3.12% of adjusted payroll cost. The cost of the equity adjustment for Plans A, B and C Modified is approximately 1.88% of adjusted payroll cost.

Table III  
 Cost of Implementation  
 City of Mandan Personnel Project

	<b>Classification Changes<sup>1</sup></b>	<b>Equity Adjustment<sup>2</sup></b>	<b>Total Implementation Cost</b>
Plan A	\$570,754 (5.12%)	\$365,124 (3.12%)	\$935,878
Plan B	\$396,903 (3.56%)	\$360,430 (3.12%)	\$757,333
Plan C	\$242,443 (2.18%)	\$356,428 (3.13%)	\$598,871
Plan A Modified	\$570,754 (5.12%)	\$220,039 (1.88%)	\$790,793
Plan B Modified	\$396,903 (3.56%)	\$216,910 (1.88%)	\$613,813
Plan C Modified	\$242,443 (2.18%)	\$214,160 (1.88%)	\$456,603

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<sup>1</sup> Increases are projected based on current payroll total of \$11,144,556. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.

<sup>2</sup> Figures presented are the estimated cost for equity adjustment increases. The calculations for Plans A, B and C are based on a maximum 2% increase for employees with 1-3 year(s) of service and a 4% increase for employees with 4 or more years of service as of December 31, 2026. The calculations for Plans A, B and C Modified are based on a maximum 2% increase for employees with 1 or more year(s) of service as of December 31, 2026.

Appendix A  
Position/Grade Analysis by Department  
City of Mandan Personnel Project

DEPT	POSITION	GRADE
ADM/1	City Administrator	27
ADM/2	Assistant City Administrator	26
ADM/3	Senior Building and Grounds Worker	11
ADM/4	Building and Grounds Worker	10
AIR/1	Airport Manager	22
BD/1	Business Development and Communications Director	24
BD/2	Communications Specialist	21
BD/3	Administrative Assistant	12 <sup>1</sup>
BI/1	Building Official	23
BI/2	Building Inspector	17 <sup>2</sup>
BI/3	Permit Technician	12 <sup>3</sup>
CA/1	City Assessor	23
CA/2	Real Property Appraiser Supervisor	19
CA/3	Real Property Appraiser	16 <sup>4</sup>
CA/4	Real Property Appraiser Technician	12 <sup>5</sup>
ENG/1	City Engineer	25
ENG/2	Assistant City Engineer	23
ENG/3	GIS Coordinator	19 <sup>6</sup>
ENG/4	Engineering Technician	16 <sup>7</sup>
ENG-WT/1	Water Treatment Plant Superintendent	22
ENG-WT/2	Assistant Water Treatment Plant Superintendent	19
ENG-WT/3	Lead Water Treatment Plant Operator	17
ENG-WT/4	Water Treatment Plant Operator I	12 <sup>8</sup>
ENG-WWT/1	Wastewater Treatment Plant Superintendent	22

<sup>1</sup> May be designated Senior Administrative Assistant and placed at grade 14.

<sup>2</sup> May be designated Senior Building Inspector and placed at grade 18.

<sup>3</sup> May be designated Senior Permit Technician and placed at grade 14.

<sup>4</sup> May be designated Senior Real Property Appraiser and placed at grade 18.

<sup>5</sup> May be designated Senior Real Property Appraiser Technician and placed at grade 14.

<sup>6</sup> May be designated Senior GIS Coordinator and placed at grade 20

<sup>7</sup> May be designated Senior Engineering Technician and placed at grade 17.

<sup>8</sup> May be designated Operator II and placed at grade 13 or Operator III and placed at grade 14.  
Advance 5% within grade if in possession of Class IV license.

DEPT	POSITION	GRADE
ENG-WWT/2	Assistant Wastewater Treatment Plant Superintendent	19
ENG-WWT/3	Wastewater Treatment Plant Laboratory Technician I	13 <sup>9</sup>
ENG-WWT/4	Wastewater Treatment Plant Operator I	12 <sup>10</sup>
FD/1	Fire Chief	25
FD/2	Deputy Fire Chief	23
FD/3	Fire Captain	21
FD/4	Firefighter/EMT	17
FD/5	Administrative Assistant	12 <sup>1</sup>
FIN/1	Finance Director	25
FIN/2	Assistant Finance Director	23
FIN/3	Accountant	17 <sup>11</sup>
FIN/4	Payroll and Benefits Specialist	14 <sup>12</sup>
FIN/5	Accounting Technician	13 <sup>13</sup>
HR/1	Human Resources Director	24
HR/2	Human Resources Generalist	17 <sup>14</sup>
IT/1	Information Technology Manager	23
IT/2	Systems Administrator	19 <sup>15</sup>
LIB/1	Library Director	23
LIB/2	Community Engagement Coordinator	16
LIB/3	Bookmobile Services Coordinator	16
LIB/4	Public Services Coordinator	16
LIB/5	Community Engagement Associate	12
LIB/6	Bookmobile Services Associate	12
LIB/7	Public Services Associate	12
LIB/8	Technical Services and Circulation Associate	12
LIB/9	Senior Building and Grounds Worker	11
LIB/10	Circulation Desk Assistant	9
LIB/11	Building and Grounds Worker	10
LIB/12	Library Page	7

<sup>9</sup> May be designated Technician II and placed at grade 14 or Technician III and placed at grade 15. Advance 5% within grade upon passage of the Operator IV exam.

<sup>10</sup> May be designated Operator II and placed at grade 13 or Operator III and placed at grade 14. Advance 5% within grade if in possession of Class IV license.

<sup>11</sup> May be designated Senior Accountant and placed at grade 19.

<sup>12</sup> May be designated Senior Benefits Specialist and placed at grade 16.

<sup>13</sup> May be designated Senior Accounting Technician and placed at grade 15.

<sup>14</sup> May be designated Human Resources Generalist II and placed at grade 18; Senior Human Resources Generalist and placed at grade 19.

<sup>15</sup> May be designated Senior Systems Administrator and placed at grade 20.

DEPT	POSITION	GRADE
MC/1	Clerk of Municipal Court	17
MC/2	Deputy Court Clerk	12
PD/1	Police Chief	25
PD/2	Deputy Police Chief	23
PD/3	Police Captain	22
PD/4	Police Lieutenant	21
PD/5	Police Sergeant	20
PD/6	Detective	17 <sup>16</sup>
PD/7	Police Officer	17 <sup>17</sup>
PD/8	Code Enforcement Officer	14 <sup>18</sup>
PD/9	Police Evidence Technician	14 <sup>19</sup>
PD/10	Administrative Assistant	12 <sup>1</sup>
PD/11	Police Records Technician	10 <sup>20</sup>
PL/1	City Planner	23
PL/2	Administrative Assistant	12 <sup>1</sup>
PW/1	Public Works Director	25
PW/2	Street and Landfill Maintenance Superintendent	22
PW/3	Grounds Maintenance Superintendent	20
PW/4	Assistant Street and Landfill Maintenance Superintendent	19
PW/5	Public Works Crew Supervisor	17
PW/6	Mechanic Supervisor	17
PW/7	Mechanic	15
PW/8	Equipment Operator I	12 <sup>21</sup>
PW/9	Administrative Assistant	12 <sup>1</sup>
PW/10	Building and Grounds Worker	10
PW-UT/1	Utility Maintenance Superintendent	22
PW-UT/2	Assistant Utility Maintenance Superintendent	19
PW-UT/3	Utility Crew Supervisor	17
PW-UT/4	Utility Operator I	12 <sup>22</sup>
PW-UT/5	Administrative Assistant	12 <sup>1</sup>

<sup>16</sup> May be designated Master Detective and placed at grade 18.

<sup>17</sup> May be designated Master Police Officer and placed at grade 18.

<sup>18</sup> May be designated Senior Code Enforcement Officer and placed at grade 15.

<sup>19</sup> May be designated Senior Police Evidence Technician and placed at grade 15.

<sup>20</sup> May be designated Senior Police Records Technician and placed at grade 11.

<sup>21</sup> May be designated Equipment Operator II and placed at grade 13 or Equipment Operator III and placed at grade 14.

<sup>22</sup> May be designated Utility Operator II and placed at grade 13 or Utility Operator III and placed at grade 14.

Appendix B  
Position/Grade Analysis by Grade  
City of Mandan Personnel Project

DEPT	POSITION	GRADE
ADM/1	City Administrator	27
ADM/2	Assistant City Administrator	26
ENG/1	City Engineer	25
FIN/1	Finance Director	25
FD/1	Fire Chief	25
PD/1	Police Chief	25
PW/1	Public Works Director	25
BD/1	Business Development and Communications Director	24
HR/1	Human Resources Director	24
ENG/2	Assistant City Engineer	23
FIN/2	Assistant Finance Director	23
BI/1	Building Official	23
CA/1	City Assessor	23
PL/1	City Planner	23
FD/2	Deputy Fire Chief	23
PD/2	Deputy Police Chief	23
IT/1	Information Technology Manager	23
LIB/1	Library Director	23
AIR/1	Airport Manager	22
PD/3	Police Captain	22
PW/2	Street and Landfill Maintenance Superintendent	22
PW-UT/1	Utility Maintenance Superintendent	22
ENG-WWT/1	Wastewater Treatment Plant Superintendent	22
ENG-WT/1	Water Treatment Plant Superintendent	22
BD/2	Communications Specialist	21
FD/3	Fire Captain	21
PD/4	Police Lieutenant	21
PW/3	Grounds Maintenance Superintendent	20
PD/5	Police Sergeant	20
PW/4	Assistant Street and Landfill Maintenance Superintendent	19
PW-UT/2	Assistant Utility Maintenance Superintendent	19
ENG-WWT/2	Assistant Wastewater Treatment Plant Superintendent	19
ENG-WT/2	Assistant Water Treatment Plant Superintendent	19

DEPT	POSITION	GRADE
ENG/3	GIS Coordinator	19 <sup>6</sup>
CA/2	Real Property Appraiser Supervisor	19
IT/2	Systems Administrator	19 <sup>15</sup>
FIN/3	Accountant	17 <sup>11</sup>
BI/2	Building Inspector	17 <sup>2</sup>
MC/1	Clerk of Municipal Court	17
PD/6	Detective	17 <sup>16</sup>
FD/4	Firefighter/EMT	17
HR/2	Human Resources Generalist	17 <sup>14</sup>
ENG-WT/3	Lead Water Treatment Plant Operator	17
PW/6	Mechanic Supervisor	17
PD/7	Police Officer	17 <sup>17</sup>
PW/5	Public Works Crew Supervisor	17
PW-UT/3	Utility Crew Supervisor	17
LIB/3	Bookmobile Services Coordinator	16
LIB/2	Community Engagement Coordinator	16
ENG/4	Engineering Technician	16 <sup>7</sup>
LIB/4	Public Services Coordinator	16
CA/3	Real Property Appraiser	16 <sup>4</sup>
PW/7	Mechanic	15
CA/4	Real Property Appraiser Technician	15 <sup>5</sup>
PD/8	Code Enforcement Officer	14 <sup>18</sup>
FIN/4	Payroll and Benefits Specialist	14 <sup>12</sup>
PD/9	Police Evidence Technician	14 <sup>19</sup>

<sup>2</sup> May be designated Senior Building Inspector and placed at grade 18.

<sup>4</sup> May be designated Senior Real Property Appraiser and placed at grade 18.

<sup>5</sup> May be designated Senior Real Property Appraiser Technician and placed at grade 14.

<sup>6</sup> May be designated Senior GIS Coordinator and placed at grade 20

<sup>7</sup> May be designated Senior Engineering Technician and placed at grade 17.

<sup>11</sup> May be designated Senior Accountant and placed at grade 19.

<sup>12</sup> May be designated Senior Benefits Specialist and placed at grade 16.

<sup>14</sup> May be designated Human Resources Generalist II and placed at grade 18; Senior Human Resources Generalist and placed at grade 19.

<sup>15</sup> May be designated Senior Systems Administrator and placed at grade 20.

<sup>16</sup> May be designated Master Detective and placed at grade 18.

<sup>17</sup> May be designated Master Police Officer and placed at grade 18.

<sup>18</sup> May be designated Senior Code Enforcement Officer and placed at grade 15.

<sup>19</sup> May be designated Senior Police Evidence Technician and placed at grade 15.

DEPT	POSITION	GRADE
FIN/5	Accounting Technician	13 <sup>13</sup>
ENG-WWT/3	Wastewater Treatment Plant Laboratory Technician I	13 <sup>9</sup>
BD/3	Administrative Assistant	12 <sup>1</sup>
FD/5	Administrative Assistant	12 <sup>1</sup>
PD/10	Administrative Assistant	12 <sup>1</sup>
PL/2	Administrative Assistant	12 <sup>1</sup>
PW/9	Administrative Assistant	12 <sup>1</sup>
PW-UT/5	Administrative Assistant	12 <sup>1</sup>
LIB/6	Bookmobile Services Associate	12
LIB/5	Community Engagement Associate	12
MC/2	Deputy Court Clerk	12
PW/8	Equipment Operator I	12 <sup>21</sup>
BI/3	Permit Technician	12 <sup>3</sup>
LIB/7	Public Services Associate	12
LIB/8	Technical Services and Circulation Associate	12
PW-UT/4	Utility Operator I	12 <sup>22</sup>
ENG-WWT/4	Wastewater Treatment Plant Operator I	12 <sup>10</sup>
ENG-WT/4	Water Treatment Plant Operator I	12 <sup>8</sup>
ADM/3	Senior Building and Grounds Worker	11
LIB/9	Senior Building and Grounds Worker	11
ADM/4	Building and Grounds Worker	10
LIB/11	Building and Grounds Worker	10
PW/10	Building and Grounds Worker	10
PD/11	Police Records Technician	10 <sup>20</sup>

<sup>1</sup> May be designated Senior Administrative Assistant and placed at grade 14.

<sup>3</sup> May be designated Senior Permit Technician and placed at grade 14.

<sup>8</sup> May be designated Operator II and placed at grade 13 or Operator III and placed at grade 14.  
Advance 5% within grade if in possession of Class IV license.

<sup>9</sup> May be designated Technician II and placed at grade 14 or Technician III and placed at grade 15.  
Advance 5% within grade upon passage of the Operator IV exam.

<sup>10</sup> May be designated Operator II and placed at grade 13 or Operator III and placed at grade 14.  
Advance 5% within grade if in possession of Class IV license.

<sup>13</sup> May be designated Senior Accounting Technician and placed at grade 15.

<sup>20</sup> May be designated Senior Police Records Technician and placed at grade 11.

<sup>21</sup> May be designated Equipment Operator II and placed at grade 13 or Equipment Operator III and placed at grade 14.

<sup>22</sup> May be designated Utility Operator II and placed at grade 13 or Utility Operator III and placed at grade 14.

DEPT	POSITION	GRADE
LIB/10	Circulation Desk Assistant	9
LIB/12	Library Page	7

Appendix C  
Salary Survey Summary  
Mandan Personnel Project

<b>Position Title</b>	<b>Minimum Annual Rate Mean</b>	<b>Minimum Annual Rate Median</b>	<b>Maximum Annual Rate Mean</b>	<b>Maximum Annual Rate Median</b>	<b>Average Annual Mean</b>	<b>Average Annual Median</b>
City Administrator	\$163,856	\$168,312	\$240,194	\$244,671	\$200,547	\$207,013
Assistant City Administrator	\$149,086	\$145,261	\$209,555	\$210,726	\$182,538	\$168,454
Accountant	\$65,598	\$66,318	\$97,828	\$99,477		
Accounting Technician	\$52,358	\$51,737	\$75,573	\$78,400		
Administrative Assistant	\$48,631	\$49,296	\$70,240	\$72,758		
Building and Grounds Worker	\$46,712	\$47,495	\$67,945	\$67,350		
Building Inspector	\$62,183	\$62,959	\$89,823	\$92,054		
Building Official	\$90,547	\$88,438	\$134,113	\$128,504		
Circulation Desk Assistant	\$43,540	\$44,126	\$59,655	\$57,770		
City Assessor	\$95,651	\$89,208	\$141,492	\$132,430		
City Engineer	\$124,580	\$126,609	\$184,916	\$190,765		
City Planner	\$95,309	\$85,287	\$140,248	\$128,504		
Clerk of Municipal Court	\$65,598	\$68,875	\$97,073	\$102,759		
Deputy Court Clerk	\$48,507	\$49,304	\$70,791	\$71,491		
Deputy Police Chief	\$102,363	\$102,381	\$154,950	\$152,859		
Equipment Operator III	\$55,596	\$55,456	\$78,689	\$81,511		
Finance Director	\$126,043	\$126,609	\$187,321	\$190,772		
Fire Captain	\$82,309	\$80,392	\$113,958	\$112,984		
Fire Chief	\$127,075	\$124,210	\$185,334	\$184,850		
Firefighter/EMT	\$61,580	\$62,985	\$87,220	\$88,402		
Human Resources Director	\$116,587	\$114,831	\$168,634	\$172,824		
Human Resources Generalist	\$64,066	\$64,784	\$94,317	\$93,862		
Library Director	\$102,038	\$102,898	\$150,197	\$156,570		
Mechanic	\$55,750	\$57,454	\$79,263	\$83,915		

<b>Position Title</b>	<b>Minimum Annual Rate Mean</b>	<b>Minimum Annual Rate Median</b>	<b>Maximum Annual Rate Mean</b>	<b>Maximum Annual Rate Median</b>	<b>Average Annual Mean</b>	<b>Average Annual Median</b>
Permit Technician	\$49,305	\$50,721	\$71,804	\$73,639		
Police Captain	\$93,205	\$94,141	\$140,318	\$141,845		
Police Chief	\$125,990	\$125,382	\$187,104	\$190,778		
Police Lieutenant	\$85,694	\$87,595	\$127,751	\$130,312		
Police Officer	\$64,091	\$63,900	\$90,998	\$92,078		
Police Sergeant	\$76,003	\$78,236	\$111,239	\$112,438		
Public Works Crew Supervisor	\$66,131	\$65,250	\$95,256	\$96,577		
Public Works Director	\$123,872	\$125,382	\$182,789	\$189,769		
Real Property Appraiser	\$59,759	\$58,096	\$88,667	\$90,513		
Utility Maintenance Superintendent	\$85,319	\$88,306	\$123,704	\$125,060		
Utility Operator I	\$51,236	\$51,327	\$75,333	\$76,361		
Wastewater Treatment Plant Laboratory Tech III	\$59,253	\$59,281	\$89,052	\$88,414		
Wastewater Treatment Plant Operator III	\$56,739	\$56,701	\$82,227	\$84,432		
Wastewater Treatment Plant Superintendent	\$93,440	\$92,913	\$136,364	\$139,568		
Water Treatment Plant Operator III	\$56,640	\$55,915	\$82,144	\$84,432		
Water Treatment Plant Superintendent	\$90,057	\$88,910	\$131,823	\$133,786		



## City of Mandan, Human Resources Compensation Market Alignment Policy

Approved: **XX/XX/2026**

The City of Mandan is committed to fair, consistent, and competitive compensation practices that support organizational goals, employee retention, and responsible financial management.

### **Purpose:**

To establish a consistent and fiscally responsible approach for aligning employee compensation with the external labor market while maintaining internal equity and aligning with the City's long-term financial planning process.

### **Scope:**

This policy provides direction for the City's salary plan and compensation practices within the framework established in Mandan Municipal Code, Article 6 – Classification and Salary Plans, with a focus on market alignment and related compensation considerations.

### **Market Alignment**

The City utilizes external market data, benchmark positions, and compensation studies as tools to evaluate the competitiveness of its salary structure.

For long-term planning purposes, the City will strive to maintain salary structures at or above 97.5% of the labor market, as measured through compensation studies and benchmark positions. This benchmark is intended to guide compensation planning and support the City's recruitment, retention, and compensation objectives.

The 97.5% benchmark serves as a planning guideline and may be reviewed periodically based on compensation studies, labor market conditions, organizational needs, and financial considerations.

# City of Mandan

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## *Classification and Compensation Plan*

June 2026

Condrey and Associates, Inc.

# *Objectives of the Study*

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- Review and upgrade the current classification system and pay plan for all employees of the City of Mandan
  - Collect salary survey data and produce a recommended pay plan based on job analysis, job evaluation, and salary survey data
-

# *Study Steps*

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- Distributed job descriptions to department heads for review and update
  - Interviewed department heads
  - Conducted internal analysis
  - Conducted external analysis
-

# *Salary Survey Participants*

## **NORTH DAKOTA**

City of Bismarck  
City of Dickinson  
City of Fargo  
City of Grand Forks  
City of Jamestown  
City of Minot  
City of Valley City  
City of West Fargo  
City of Williston  
Burleigh County  
State of North Dakota

## **SOUTH DAKOTA**

City of Aberdeen  
City of Brookings  
City of Fort Pierre  
City of Pierre  
City of Rapid City  
City of Spearfish

# *Proposed Salary Scale - A*

Grade	MINIMUM	1 <sup>st</sup> QUARTILE	MID-POINT	3 <sup>rd</sup> QUARTILE	MAXIMUM
1	30,025.33	33,778.50	37,531.66	41,284.83	45,038.00
2	31,545.36	35,488.53	39,431.70	43,374.87	47,318.04
3	33,142.35	37,285.14	41,427.93	45,570.73	49,713.52
4	34,820.18	39,172.70	43,525.22	47,877.74	52,230.27
5	36,582.95	41,155.82	45,728.69	50,301.56	54,874.42
6	38,434.96	43,239.33	48,043.70	52,848.07	57,652.44
7	40,380.73	45,428.32	50,475.91	55,523.51	60,571.10
8	42,425.01	47,728.13	53,031.26	58,334.38	63,637.51
9	44,572.77	50,144.37	55,715.96	61,287.56	66,859.16
10	46,829.27	52,682.93	58,536.59	64,390.24	70,243.90
11	49,200.00	55,350.00	61,500.00	67,650.00	73,800.00
12	51,690.75	58,152.09	64,613.44	71,074.78	77,536.13
13	54,307.59	61,096.04	67,884.49	74,672.94	81,461.39
14	57,056.92	64,189.03	71,321.15	78,453.26	85,585.37
15	59,945.42	67,438.60	74,931.78	82,424.96	89,918.13
16	62,980.16	70,852.68	78,725.20	86,597.72	94,470.24
17	66,168.53	74,439.60	82,710.66	90,981.73	99,252.80
18	69,518.31	78,208.10	86,897.89	95,587.68	104,277.47
19	73,037.68	82,167.39	91,297.10	100,426.81	109,556.51
20	76,735.21	86,327.11	95,919.01	105,510.91	115,102.81
21	84,701.31	95,288.98	105,876.64	116,464.30	127,051.97
22	93,494.40	105,181.20	116,868.00	128,554.80	140,241.60
23	103,200.32	116,100.37	129,000.41	141,900.45	154,800.49
24	113,913.85	128,153.08	142,392.31	156,631.54	170,870.77
25	125,739.57	141,457.02	157,174.47	172,891.91	188,609.36
26	145,819.36	164,046.78	182,274.20	200,501.62	218,729.04
27	177,666.73	199,875.07	222,083.41	244,291.75	266,500.09

# *Proposed Salary Scale - B*

Grade	MINIMUM	1 <sup>st</sup>	MID-POINT	3 <sup>rd</sup>	MAXIMUM
		QUARTILE		QUARTILE	
1	29,293.01	32,954.63	36,616.26	40,277.88	43,939.51
2	30,775.96	34,622.96	38,469.95	42,316.95	46,163.95
3	32,334.00	36,375.75	40,417.50	44,459.25	48,501.00
4	33,970.91	38,217.27	42,463.63	46,709.99	50,956.36
5	35,690.68	40,152.02	44,613.35	49,074.69	53,536.02
6	37,497.52	42,184.71	46,871.90	51,559.09	56,246.28
7	39,395.84	44,320.31	49,244.79	54,169.27	59,093.75
8	41,390.25	46,564.03	51,737.81	56,911.59	62,085.37
9	43,485.63	48,921.33	54,357.04	59,792.74	65,228.45
10	45,687.09	51,397.98	57,108.86	62,819.75	68,530.64
11	48,000.00	54,000.00	60,000.00	66,000.00	72,000.00
12	50,430.00	56,733.75	63,037.50	69,341.25	75,645.00
13	52,983.02	59,605.90	66,228.77	72,851.65	79,474.53
14	55,665.28	62,623.44	69,581.61	76,539.77	83,497.93
15	58,483.34	65,793.76	73,104.17	80,414.59	87,725.01
16	61,444.06	69,124.57	76,805.07	84,485.58	92,166.09
17	64,554.66	72,624.00	80,693.33	88,762.66	96,832.00
18	67,822.74	76,300.59	84,778.43	93,256.27	101,734.12
19	71,256.27	80,163.30	89,070.34	97,977.37	106,884.40
20	74,863.62	84,221.57	93,579.52	102,937.48	112,295.43
21	82,635.43	92,964.86	103,294.28	113,623.71	123,953.14
22	91,214.05	102,615.81	114,017.56	125,419.32	136,821.07
23	100,683.24	113,268.65	125,854.05	138,439.46	151,024.87
24	111,135.46	125,027.39	138,919.33	152,811.26	166,703.19
25	122,672.76	138,006.85	153,340.94	168,675.04	184,009.13
26	142,262.79	160,045.64	177,828.48	195,611.33	213,394.18
27	173,333.39	195,000.07	216,666.74	238,333.42	260,000.09

# *Proposed Salary Scale - C*

Grade	MINIMUM	QUARTILE	MID-POINT	QUARTILE	MAXIMUM
1	28,578.54	32,150.86	35,723.18	39,295.50	42,867.81
2	30,025.33	33,778.50	37,531.66	41,284.83	45,038.00
3	31,545.36	35,488.53	39,431.70	43,374.88	47,318.05
4	33,142.35	37,285.14	41,427.93	45,570.73	49,713.52
5	34,820.18	39,172.70	43,525.22	47,877.75	52,230.27
6	36,582.95	41,155.82	45,728.69	50,301.56	54,874.43
7	38,434.96	43,239.33	48,043.70	52,848.07	57,652.44
8	40,380.73	45,428.32	50,475.92	55,523.51	60,571.10
9	42,425.01	47,728.13	53,031.26	58,334.39	63,637.51
10	44,572.77	50,144.37	55,715.97	61,287.56	66,859.16
11	46,829.27	52,682.93	58,536.59	64,390.25	70,243.91
12	49,200.00	55,350.00	61,500.00	67,650.00	73,800.00
13	51,690.75	58,152.10	64,613.44	71,074.78	77,536.13
14	54,307.60	61,096.05	67,884.50	74,672.94	81,461.39
15	57,056.92	64,189.03	71,321.15	78,453.26	85,585.38
16	59,945.42	67,438.60	74,931.78	82,424.96	89,918.14
17	62,980.16	70,852.68	78,725.20	86,597.72	94,470.24
18	66,168.53	74,439.60	82,710.67	90,981.73	99,252.80
19	69,518.31	78,208.10	86,897.89	95,587.68	104,277.47
20	73,037.68	82,167.39	91,297.10	100,426.81	109,556.52
21	80,619.93	90,697.42	100,774.91	110,852.41	120,929.90
22	88,989.32	100,112.98	111,236.65	122,360.31	133,483.98
23	98,227.56	110,506.00	122,784.45	135,062.89	147,341.34
24	108,424.85	121,977.95	135,531.06	149,084.16	162,637.27
25	119,680.74	134,640.83	149,600.93	164,561.02	179,521.11
26	138,792.97	156,142.09	173,491.21	190,840.33	208,189.45
27	169,105.76	190,243.97	211,382.19	232,520.41	253,658.63

# *Proposed Cost of Implementation Schedule*

	<b>Classification Changes</b>	<b>Equity Adjustment</b>	<b>Total Implementation Cost</b>
Plan A	\$570,754 (5.12%)	\$365,124 (3.12%)	\$935,878
Plan B	\$396,903 (3.56%)	\$360,430 (3.12%)	\$757,333
Plan C	\$242,443 (2.18%)	\$356,428 (3.13%)	\$598,871
Plan A Modified	\$570,754 (5.12%)	\$220,039 (1.88%)	\$790,793
Plan B Modified	\$396,903 (3.56%)	\$216,910 (1.88%)	\$613,813
Plan C Modified	\$242,443 (2.18%)	\$214,160 (1.88%)	\$456,603

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<sup>1</sup> Increases are projected based on current payroll total of \$11,144,556. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.

<sup>2</sup> Figures presented are the estimated cost for equity adjustment increases. The calculations for Plans A, B and C are based on a maximum 2% increase for employees with 1-3 year(s) of service and a 4% increase for employees with 4 or more years of service as of December 31, 2026. The calculations for Plans A, B and C Modified are based on a maximum 2% increase for employees with 1 or more year(s) of service as of December 31, 2026..



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 10, 2026  
**SUBMITTING DEPARTMENT:** Public Works  
**DEPARTMENT DIRECTOR:** Shane O'Keefe  
**PRESENTER:** Shane O'Keefe, Public Works Director  
**SUBJECT:** Emergency Water Main Replacement – Public Works Recommendation  
Location: 14th St NE & Collins Avenue

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

Emergency Water Main Replacement – Public Works Recommendation  
Location: 14th St NE & Collins Avenue

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

Emergency Water Main Replacement – Public Works Recommendation  
Location: 14th St NE & Collins Avenue (just south of Eagles Park)

Public Works recently responded to a water main failure near 14th Street NE and Collins Avenue, just south of Eagles Park, which impacted service reliability to multiple commercial properties. While initial repairs were completed, subsequent evaluation determined that failures persist within the same segment of water main. This confirms the issue is not an isolated break, but rather systemic deterioration of the pipe.

The existing water main is asbestos cement (AC) pipe that has exceeded its service life. The segment has undergone numerous historical repairs, including clamps, sleeves, and partial replacements; however, failures continue to occur in close proximity.

Compounding the issue, the pipeline is installed significantly deeper than standard bury depth, which results in:

- Increased excavation risk and safety concerns
- Additional requirements for trench stabilization and OSHA-compliant shoring

- Increased repair complexity, duration, and cost

Due to the ongoing instability of the system, three commercial customers are currently requiring temporary bypass water service to maintain operations during construction.

#### Emergency Declaration and Delivery Approach

Public Works is requesting the Commission designate this project as emergency work. This designation is not intended to bypass the competitive bidding process, but rather to shorten procurement timelines and accelerate project delivery. Timely completion is critical to minimizing the duration that affected businesses rely on temporary water service and to prevent additional system failures.

Consistent with sound procurement practices, Public Works will still solicit quotes from a minimum of three qualified contractors to ensure competitive pricing and responsible use of public funds.

#### Recommended Project Scope

Public Works recommends full replacement and abandonment of the compromised AC water main segment through trenchless construction methods. The proposed scope includes:

- Installation of approximately 500 linear feet of new 8-inch water main
- Installation via horizontal directional drilling (HDD) or jack-and-bore, based on final site conditions
- Isolation and permanent retirement of the existing AC water main
- Implementation of a temporary bypass water system for affected businesses
- Installation of all necessary connections, valves, and system components, including restoration

#### Project Benefits

This approach:

Eliminates the deteriorated and failure-prone segment entirely

Reduces future maintenance and emergency repair risk

Avoids deep open trench excavation and associated safety concerns

Expedites restoration of reliable service to impacted commercial customers

#### **ATTACHMENTS:**

None

**FISCAL IMPACT:**

Public Works is requesting a budget amendment of \$200,000 within the Water & Sewer Utility Fund (601.630.60317) to complete this emergency replacement.

Costs include:

- Specialized trenchless installation contractor services
- Temporary water service system
- Traffic control and site safety measures
- Restoration and contingencies associated with deep utility work

This project was not anticipated in the current budget due to the emergency nature of the failure and escalation beyond standard repair.

**STAFF IMPACT:**

Staff impact is expected to be minimal. Currently, Public Works crews are responding repeatedly to failures in this segment in an attempt to maintain service. Completion of this project will reduce ongoing emergency repair responses and allow staff to redirect time and resources to planned maintenance and operations.

Aside from coordination and oversight during construction, no significant additional staffing impacts are anticipated.

**LEGAL REVIEW:**

**RECOMMENDATION:**

Public Works recommends the Commission declare the water main replacement project located at 14th Street NE and Collins Avenue as emergency work due to ongoing system failures and impacts to commercial water service.

This emergency designation will expedite project delivery and reduce the duration of temporary water service to affected businesses. This request is not intended to waive competitive pricing practices. Public Works will still solicit a minimum of three quotes from qualified contractors prior to awarding the work.

Public Works further recommends proceeding with:

- Full replacement of approximately 500 linear feet of 8-inch water main using trenchless methods
- Installation via horizontal directional drilling (HDD) or jack-and-bore, based on site conditions
- Abandonment of the existing asbestos cement (AC) water main
- Temporary bypass water service for affected commercial customers during construction
- All necessary connections, valves, and site restoration

**SUGGESTED MOTION:**

I move to declare the water main replacement project at 14th Street NE and Collins Avenue, as emergency work due to ongoing infrastructure failure and impacts to commercial service reliability. This declaration is intended to expedite project delivery and reduce the duration of temporary water service to affected businesses, and does not waive competitive pricing requirements. Public Works will solicit at least three quotes from qualified contractors prior to awarding the project.

I further move to approve a budget amendment of \$200,000 within the Water & Sewer Utility Fund (601.660.60317) to complete this emergency replacement. Project costs include specialized trenchless installation contractor services, temporary water service systems, traffic control and site safety measures, and restoration and contingencies associated with deep utility work.

This project was not anticipated in the current budget due to the emergency nature of the failure and escalation beyond standard repair. I also move to approve proceeding with the proposed replacement and abandonment of the existing water main as presented.



## City Commission

### Agenda Documentation

**MEETING DATE:** June 16, 2026  
**PREPARATION DATE:** June 8, 2026  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Second consideration of Ordinance 1487 to amend and re-enact Sections 24-1-2 of the Mandan Code of Ordinances, relating to traffic penalties

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**STATEMENT/PURPOSE:**

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

**BACKGROUND/ALTERNATIVES:**

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

**ATTACHMENTS:**

1. Ordinance 1487 - Traffic Penalties

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

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

**SUGGESTED MOTION:**

City Commission

Agenda Documentation

June 16, 2026

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

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

# ORDINANCE NO. 1487

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

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

## Sec. 24-1-2. – Penalties.

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

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

Attest:

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

First Consideration: June 2, 2026

Second Consideration and Final Passage: June 16, 2026

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