



**MANDAN PARKING AUTHORITY  
AGENDA  
APRIL 23, 2024  
VETERAN'S CONFERENCE ROOM  
CITY HALL, 205 SECOND AVENUE NW  
7:45 AM  
[WWW.CITYOFMANDAN.COM](http://WWW.CITYOFMANDAN.COM)**

The public may access the Zoom meeting online at:

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88576530775?pwd=EirqxG9ifYSxx6ID33IWPazgZuqXtF.1>

**Meeting ID:** 885 7653 0775

**One tap mobile (US):**

**Passcode:** 098792

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**A. INTRODUCTIONS**

**B. MINUTES**

- 1. Consider approval of the minutes from the November 21, 2023 Parking Authority meeting.**

*Staff Recommendation: It is recommended that the minutes from the 11/21/2023 parking authority minutes are approved.*

**C. OLD BUSINESS**

**D. NEW BUSINESS**

- 1. Consider selection of Chair and Vice-Chair.**

*Staff Recommendation: It is recommended that a current member be appointed as Chair and a current member be appointed as Vice-Chair of the Parking Authority.*

- 2. Consider adding two 90 Minute parking spots North of Bair Law Firm**

*Staff Recommendation: Recommendation to consider making two public spots North of Bair Law Firm, 210 1st Ave NW, be enforced with 90 minute parking.*

**3. Consider increasing monthly lot rent in city-owned parking lots.**

*Staff Recommendation: It is recommended to increase the monthly lot rent from \$20/month to \$30/month per spot.*

**4. Consider changes to parking violation fines.**

*Staff Recommendation: I recommend raising the current \$10 parking fines to \$15. If the same vehicle on the next day is in violation, the ticket will go up \$10 for a total of \$25 and continue every day thereafter until they reach the maximum of \$55 per ticket. Vehicle owners will be able to reset their ticket amount back to \$15 if there are no violations for 30 days straight.*

**5. Consider changing parking restrictions in front of 404 W. Main Street.**

*Staff Recommendation: It is recommended that the "Loading Zone" and "15 minute parking" signs would be changed to "90 minute parking" at 404 W Main Street.*

**E. OTHER BUSINESS**

**F. FUTURE MEETINGS**

**G. ADJOURN**

**Members**

Albert Kuntz - Chair,  
Business owner  
Term: 2022-2025

Renee Murrish - Business Owner  
Term: 2024-28

Melissa Barth - Resident  
Term: 2022-26

Josette Dupree - Business Owner  
Term: 2022-25

Dennis Rohr - City Commissioner  
Jason Ziegler - Police Chief

**Liaisons (City of Mandan)**

Chris Miller - Administrative Captain  
Megan Helbling - Administrative Asst.  
MPD Code Enforcement

**Mandan Parking Authority**

Mandan Code of Ordinances, Section 2-3-2(5) Parking Authority

1. The Mandan Municipal Parking Authority shall consist of five members and a city commissioner, all of whom shall be appointed by the Board of Commissioners in accordance with provisions of statute. In addition, the chief of police shall be a member, and the authority shall have a records clerk.
2. The Mandan Municipal Parking Authority is authorized to exercise all the powers and to assume all the duties and responsibilities as provided by state statute and shall have

jurisdiction over the acquisition, financing and operation of all municipal parking facilities and projects within any commercial or industrial zoning district of the City and such other areas within any residential zoning district as may hereafter be specifically designated by the resolution of the City Commissioners.

Source: MCC § 05-03-01 §05-03-02 (1979)



## Parking Authority Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** March 19, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Al Kuntz  
**SUBJECT:** Consider approval of the minutes from the November

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**STATEMENT/PURPOSE:**

Consider approval of the minutes from the November.

**BACKGROUND/ALTERNATIVES:**

Parking Authority minutes from 11/21/2023 are attached for approval.

**ATTACHMENTS:**

1. 11.21.2023 Meeting Minutes

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

It is recommended that the minutes from the 11/21/2023 parking authority minutes are approved.

**SUGGESTED MOTION:**

I motion that the minutes from the 11/21/2023 parking authority minutes are approved.

## PARKING AUTHORITY MEETING

November 21, 2023

### Minutes

Mandan Parking Authority met in the Veteran's Room at Mandan City Hall at 7:45 a.m.

Members present: Albert Kuntz, Josette Dupree, and Melissa Barth. Other personnel present were: City Administrator Jim Neubauer, Communications Specialist Kari Schmidt, Public Works Director Mitch Bitz and Public Works representative Brian Dirk, Chief of Police Jason Ziegler, Code Enforcement Allan Decker and Administrative Assistant Megan Helbling. Also in attendance was Renee Murrish, Business Owner and Parking Authority applicant.

### Meeting Agenda

1. Introductions of all attending
2. Minutes
  - a. Minutes from previous meeting (4/12/2023) were reviewed. Josette Dupree made a motion to approve the minutes as presented. Melissa Barth seconded the motion. Minutes were approved.
3. New Business
  - a. Two applicants for the vacant position on the Parking Authority were received; Renee Murrish (Owner of Signature Events) and Bobby Sanchez (resident). Renee Murrish was present at the meeting.
  - b. Renee introduced herself and her interest in the Parking Authority.
  - c. Josette Dupree motioned to recommend the appointment of Renee Murrish to the Parking Authority for a term beginning January 1, 2024 through December 31, 2028. Melissa Barth seconded the motion. Motion passed unanimously.
4. Old business
  - a. Megan Helbling went over the status of the city owned parking lots. This included what rented spots are available and the cost to rent each spot per month.
  - b. Discussion was held regarding a potential rate increase. Jim Neubauer advised the committee that if a rate increase were to be of interest it would need to be considered prior to June 2024 for the 2025 budget.
5. Next meeting date will be in April or May of 2024. A survey will be sent out in March 2024 to determine the date.
6. Adjourn.



## Parking Authority

### Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** April 16, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Jason Ziegler, Police Chief  
**SUBJECT:** Consider selection of Chair and Vice-Chair.

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**STATEMENT/PURPOSE:**

Consider the selection of Chair and Vice-Chair.

**BACKGROUND/ALTERNATIVES:**

Each year a Chair and Vice-Chair are voted on by the committee.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

It is recommended that a current member be appointed as Chair and a current member be appointed as Vice-Chair of the Parking Authority.

**SUGGESTED MOTION:**

I move to approve (a current member) be appointed as Chair of the Parking Authority. I also move to approve (a current member) be appointed as Vice-Chair of the Parking Authority.





## Parking Authority

### Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** April 11, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Allan Decker, Code Enforcement  
**SUBJECT:** Consider adding two 90 Minute parking spots North of Bair Law Firm

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**STATEMENT/PURPOSE:**

A request to make two of the spots North of Bair Law Firm for options for their clients due to limited parking was made by the law firm and Judge Kautzman.

**BACKGROUND/ALTERNATIVES:**

Parking spots North of Bair Law Firm are public parking and can be enforced by parking enforcement. Bair Law Firm and Judge Kautzman approached Code Enforcement about the possibility of making two spots as 90 minute options.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

Public works to be consulted on the cost of signage.

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

Recommendation to consider making two public spots North of Bair Law Firm, 210 1st Ave NW, be enforced with 90 minute parking.

**SUGGESTED MOTION:**

Parking Authority

Agenda Documentation

April 23, 2024

Subject: Consider adding two 90 Minute parking spots North of Bair Law Firm

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I move to approve the addition of two public spots North of Bair Law Firm, 210 1st Ave NW, subject to the 90 minute parking limitation.



## Parking Authority

### Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** April 3, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Renee Murrish  
**SUBJECT:** Consider increasing the monthly lot rent in city-owned parking lots.

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**STATEMENT/PURPOSE:**

Consider increasing the monthly lot rent in city-owned parking lots.

**BACKGROUND/ALTERNATIVES:**

At the November 21, 2023, Parking Authority meeting, it was discussed to consider increasing the monthly rate of rented spots that the city owns. The current rate is \$20/month and has never been considered for an increase. A vote to increase the lot rent would then move to the city commission for approval. There are currently 71 rented parking spots in the three city-owned parking lots with 68 of them under contract.

**ATTACHMENTS:**

1. LotStatusReport
2. Lot D
3. Parking Lot E & F Map
4. 4.23.24 Proposed Parking Lot spaces increase

**FISCAL IMPACT:**

Increase in revenue from rented spots from \$20/month (\$17,040/annually) to \$30/month (\$25,560/annually) would cause an increase of \$8,520 annually, with all spots under contract.

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

Parking Authority

Agenda Documentation

April 23, 2024

Subject: Consider increasing monthly lot rent in city-owned parking lots.

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**RECOMMENDATION:**

It is recommended to increase the monthly lot rent from \$20/month to \$30/month per spot.

**SUGGESTED MOTION:**

Motion to put the recommendation forward to the City Commission to increase the monthly lot rent fees for the 2025 calendar year from \$20/month to \$30/month.

# LOT STATUS REPORT

Sorted by Lot, Space #

Lot F East side of Fire Station			Lot E South side of Fire Station		
Open: 3 Rented: 47 Pending: 0			Open: 0 Rented: 12 Pending: 0		
1	Recurring	Haga Kommer	39	Recurring	Anthony Feist
2	Recurring	Haga Kommer	40	Open	
3	Recurring	Collins Place A...	41	Recurring	Starion Bank
4	Recurring	Collins Place A...	42	Recurring	Starion Bank
5	Recurring	Collins Place A...	43	Recurring	Starion Bank
6	Recurring	Collins Place A...	44	Recurring	Starion Bank
7	Recurring	Collins Place A...	45	Open	
8	Recurring	Collins Place A...	46	Recurring	Kelsch Law Firm
9	Recurring	Collins Place A...	47	Open	
10	Recurring	Collins Place A...	48	Recurring	Jason Arenz
11	Recurring	Collins Place A...	49	Recurring	Collins Place A...
12	Recurring	Collins Place A...	50	Recurring	Collins Place A...
13	Recurring	Collins Place A...	<b>Lot D South of Home Life Extended Care</b>		
14	Recurring	Collins Place A...	15	Recurring	Starion Bank
15	Recurring	Collins Place A...	16	Recurring	Starion Bank
16	Recurring	Collins Place A...	17	Recurring	Starion Bank
17	Recurring	Collins Place A...	18	Recurring	Starion Bank
18	Recurring	Collins Place A...	19	Recurring	Starion Bank
19	Recurring	Collins Place A...	20	Recurring	Starion Bank
20	Recurring	Collins Place A...	21	Recurring	Starion Bank
21	Recurring	Collins Place A...	22	Recurring	Starion Bank
22	Recurring	Collins Place A...	23	Recurring	Starion Bank
23	Recurring	Collins Place A...			
24	Recurring	Collins Place A...			
25	Recurring	Collins Place A...			
26	Recurring	Collins Place A...			
27	Recurring	Collins Place A...			
28	Recurring	Collins Place A...			
29	Recurring	Collins Place A...			
30	Recurring	Collins Place A...			
31	Recurring	Starion Bank			
32	Recurring	Starion Bank			
33	Recurring	Starion Bank			
34	Recurring	Starion Bank			
35	Recurring	Starion Bank			
36	Recurring	Express Yourself...			
37	Recurring	Express			
38	Recurring	Yourself Anthony Feist			





**Parking Authority Meeting  
April 23, 2024 @ 7:45am**

**Issue:**

Mandan City rented parking lots need to be adjusted due to lack of increases for decades and need to be caught up with the current market.

**Propose by René Murrish:**

Raising the monthly rate starting January 1, 2025, for Mandan City Parking Lot E, Lot F, and Lot D to \$35 per month an \$15 per month increase from the current \$20 per month rate.

**Comparisons from Bismarck:**



**Parkade Parking Ramp**

- \*432 Spaces
- \*Offer Hourly & Monthly
- \*Monthly- Covered-\$64 and Roof Top-\$40



**Galleria -7<sup>th</sup> & Broadway Ramp**

- \*282 Spaces
- \*Offer Hourly & Monthly
- \*Monthly-\$64 for all spaces



**6<sup>th</sup> & Thayer Ramp**

- \*500 Spaces
- \*Offer Hourly & Monthly
- \*Monthly-Covered \$64 and Roof Top \$40



**3<sup>rd</sup> & Main**

- \*450 Spaces
- \*Offer Hourly & Monthly
- \*Monthly- Covered \$64 | Roof Top \$40 | Alley \$70- For business owners



**Rosser Parking Surface Lot**

- \*61 Spaces
- \*No electricity
- \*Monthly \$64



**5<sup>th</sup> & Thayer Surface Lot**

- \*63 Spaces
- \*No Electricity
- \*Monthly \$64



## Parking Authority

### Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** April 16, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Renee Murrish  
**SUBJECT:** Consider changes to parking violation fines

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**STATEMENT/PURPOSE:**

Parking fines have not been updated or increased in many years. Currently, our fines are lower than in our neighboring city.

**BACKGROUND/ALTERNATIVES:**

Current parking violations are primarily a \$10 fine for a violation, depending on the violation. The fine doubles after 10 days of non-payment. After 20 days, it is sent to the Municipal Court and additional court fees are included. If the ticket is not paid, a warrant is issued for the registered owner of the vehicle for non-payment of violation. There are violations that are more than \$10 and that is determined based on the municipal code of which the vehicle is in violation.

**ATTACHMENTS:**

1. 4.23.24 Parking Ticket Increase proposal

**FISCAL IMPACT:**

Revenue from tickets would increase.

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

No review at the time of consideration.

**RECOMMENDATION:**

I recommend raising the current \$10 parking fines to \$15. If the same vehicle on the next day is in violation, the ticket will go up \$10 for a total of \$25 and continue every day

Parking Authority

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Subject: Consider changes to parking violation fines.

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thereafter until they reach the maximum of \$55 per ticket. Vehicle owners will be able to reset their ticket amount back to \$15 if there are no violations for 30 days straight.

**SUGGESTED MOTION:**

I move to approve raising the current \$10 parking fines to \$15. If the same vehicle on the next day is in violation, the ticket will go up \$10 for a total of \$25 and continue every day thereafter until they reach the maximum of \$55 per ticket. Vehicle owners will be able to reset their ticket amount back to \$15 if there are no violations for 30 days straight.

**Issue:**

Parking ticket system needs to be challenged to address business owners concerns on Main Street

**Proposed by Reneé Murrish:**

Raise the 1<sup>st</sup> offense to \$15 – come back in 100 minutes and if vehicle is still in violation add another \$15 ticket keep going until vehicle is out of violation. If same vehicle on the next day is in violation the ticket will go up \$10 for a total of \$25 and every day until they reach the maximum of \$55 per ticket. NOW, there is a way for the said owner of the vehicle to reset their ticket amount back to the \$15 and that is by not getting a violation for 30 days straight.

**Comparison:**

Bismarck does the exact what is proposed per my conversation with the Bismarck Police Department | Parking Enforcement department.



## Parking Authority

### Agenda Documentation

**MEETING DATE:** April 23, 2024  
**PREPARATION DATE:** April 19, 2024  
**SUBMITTING DEPARTMENT:** Police Department  
**DEPARTMENT DIRECTOR:** Jason Ziegler  
**PRESENTER:** Allan Decker, Code Enforcement  
**SUBJECT:** Consider changing parking restrictions in front of 404 W Main Street.

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**STATEMENT/PURPOSE:**

To change the current parking restriction in front of 404 W Main Street (Lewis and Clark Apartments) to conform to all the parking restrictions along Main Street.

**BACKGROUND/ALTERNATIVES:**

There are two parking spots in front of 404 W Main Street, on the north side of the street, that are designated as "Loading Zone" and "15 minute parking". These spots would be better utilized as "90 minute parking" and would conform with all other parking on the north side of Main Street.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

N/A

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

It is recommended that the "Loading Zone" and "15 minute parking" signs would be changed to "90 minute parking" at 404 W Main Street.

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Subject: Consider changing parking restrictions in front of 404 W. Main Street.

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**SUGGESTED MOTION:**

I move to approve that the "Loading Zone" and "15 minute parking" signs be changed to "90 minute parking" at 404 W Main Street.