



**PRELIMINARY AGENDA  
CITY COMMISSION  
APRIL 15, 2025  
ED “BOSH” FROEHLICH MEETING ROOM  
MANDAN CITY HALL  
5:30 PM  
[WWW.CITYOFMANDAN.COM](http://WWW.CITYOFMANDAN.COM)**

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*The City of Mandan is encouraging citizens to provide their comments for agenda items via email to [info@cityofmandan.com](mailto:info@cityofmandan.com). Please provide your comments before Noon on the day of the meeting. Include the agenda item number your comment references. Comments will be forwarded to the Commissioners and appropriate departments.*

**A. ROLL CALL**

1. Roll call of all City Commissioners

**B. THE PLEDGE OF ALLEGIANCE**

**C. ANNOUNCEMENTS**

1. Proclaiming May as Welcome Month
2. Proclaiming May 2, 2025 as Arbor Day in the City of Mandan

**D. APPROVAL OF AGENDA**

**E. MINUTES**

1. Consider approval of the following Board of City Commission meeting minutes:
  - a. Apr. 1, 2025 Regular Meeting
  - b. Apr. 1, 2025 Board of Equalization
  - c. Apr. 8, 2025 Special Meeting

**F. PUBLIC HEARING**

1. Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition
2. Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB - Commercial for MDU Addition
3. Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

**G. BIDS**

**H. CONSENT AGENDA**

1. Consider approval of monthly bills
2. Consider the following Abatements:
  - a. Ripplinger Veterans Credit Abatement
  - b. Reimer Veterans Credit Abatement
  - c. Mertz Veterans Credit Abatements
  - d. Dittus Veterans Credit Abatements
  - e. Ereth Veterans Credit Abatement
  - f. Smith & Evans Veterans Credit Abatements
3. Consider the correction of Civil Service Commission Member's term date
4. Consider Mandan Progress Organization Event Grant Applications

**I. OLD BUSINESS**

**J. NEW BUSINESS**

1. Growth Fund recommendation on business assistance for Memorial Highway during construction
2. Consider Building Blocks Action Plan (Third Street SE Study)
3. Legislative Update

**K. RESOLUTIONS AND ORDINANCES**

1. First Consideration of Ordinance 1464, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block1, Developers West Acres 2nd Addition

2. First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block1, MDU Addition

**L. OTHER BUSINESS**

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

- - April 22, 2025 at 5:30 p.m., Special Meeting, Long Range Financial Planning
  - May 6, 2025 at 5:30 p.m., Regular Meeting
  - May 20, 2025 at 5:30 p.m., Regular Meeting
  - June 3, 2025 at 5:30 p.m., Regular Meeting

**N. ADJOURN**

*Departmental planning meeting will be held the Monday prior to the Commission meeting, all Commissioners are invited, noon, Veterans' Conference Room. Please notify the city administrator by 8:30 a.m. that Monday if you plan on attending. If more than two commissioners plan on attending, proper public notice must be given.*



# PROCLAMATION

**WHEREAS,** the cities of Mandan and Bismarck have long been recognized for their strong sense of community, rich heritage, vibrant culture, and fostering an environment where residents and businesses thrive together; and

**WHEREAS,** the municipal government for the City of Mandan and City of Bismarck, are important components to this growth, providing critical services each day and ensuring the Capital Metro flourishes with new residents, businesses and opportunities; and

**WHEREAS,** the importance of welcoming people to our communities is recognized as important aspects of strengthening our workforce, expanding the local economy and tax base, increasing the pool of volunteers and contributing vitality to our communities.

**WHEREAS,** the foundation of a welcoming and inclusive community begins with a simple gesture: saying “hello,” which serves as the first step in building meaningful connections, fostering sense of belonging, and strengthening our social fabric; and

**WHEREAS,** participating in the “**Where Home Means More Than Hello**” initiative seeks to create opportunities to welcome new residents by engaging residents and business owners to take an extra step to integrate them into the fabric of our community.

**THEREFORE, BE IT RESOLVED** that I, James Froelich, Mayor of the City of Mandan, on behalf of this Commission, do hereby proclaim May 2025, as **WELCOME MONTH** in Mandan-Bismarck. I urge all citizens of our community to learn more about how they can contribute to a more welcoming community, take action to join this effort, and let every individual who arrives in our community know they are truly home.

Signed this fifteenth day of April 2025.

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James Froelich, Mayor  
Mandan Board of City Commissioners





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 7, 2025  
**SUBMITTING DEPARTMENT:** Public Works (Forestry)  
**DEPARTMENT DIRECTOR:** Shane O'Keefe  
**PRESENTER:** Shane O'Keefe, Public Works Director  
**SUBJECT:** Proclaiming May 2<sup>nd</sup>, 2025 as Arbor Day in the City of Mandan.

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

Consider proclaiming May 2<sup>nd</sup>, 2025 as Arbor Day in the City of Mandan.

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

Each year, the Forestry Department (Public Works), in collaboration with the North Dakota Forest Service, partners with a class at a local elementary school to enhance students' understanding of trees and to plant a new tree on the school's grounds. This year, Custer Elementary has been selected for this initiative. This activity helps fulfill one of the requirements necessary to maintain our Tree City USA designation. Therefore, we officially proclaim this day as Arbor Day in the City of Mandan.

#### **ATTACHMENTS:**

1. Arbor Day Official Proclamation 2025

#### **FISCAL IMPACT:**

The purchase of the tree to be planted, in the amount of less than \$500.

#### **STAFF IMPACT:**

The forestry staff, in collaboration with the North Dakota Forest Service, will meet with the designated class of students, plant the tree on the school grounds, and document the entire process.

#### **LEGAL REVIEW:**

Attorney Oster's office has reviewed this document.

**RECOMMENDATION:**

To proclaim May 2nd, 2025 as Arbor Day in the City of Mandan.

**SUGGESTED MOTION:**

I move to proclaim May 2nd, 2025 as Arbor Day in the City of Mandan.



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## OFFICIAL PROCLAMATION

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

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

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

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

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

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

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

**NOW, THEREFORE,** I, \_\_\_\_\_, Mayor of the City of \_\_\_\_\_, do hereby proclaim \_\_\_\_\_ as **ARBOR DAY**  
In the City of \_\_\_\_\_, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

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

**DATED THIS** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Mayor \_\_\_\_\_

The Mandan City Commission met in regular session at 5:30 PM on April 1, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

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

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Bicycle Friendly Workshop May 21-22, 2025.* Planner Stromme presented the Bicycle Friendly Workshop taking place May 21-22.

2. *Wear Blue Day Proclamation.* Mayor Froelich signed the Wear Blue Day proclamation.

3. *Child Abuse Prevention Month Proclamation.* Mayor Froelich signed the proclamation for Child Abuse Prevention month in April.

4. *Consider proclaiming April 13-19, 2025 as National Public Safety Telecommunications Week.* Mayor Froelich signed the National Public Safety Telecommunications Week proclamation.

5. *Spring Clean Up Week April 19-26.* Public Works Director O'Keefe shared information on Spring Clean-Up Week.

6. *Consider launch of 2025 Neighborhood Revitalization Initiative with Gate City Bank and Capital Credit Union.* Planner Stromme announced that applications are being accepted for the 2025 Neighborhood Revitalization Initiative with Gate City Bank and Capital Credit Union. Additional information is available at [cityofmandan.com/neighborhoodrevitalization](http://cityofmandan.com/neighborhoodrevitalization).

D. APPROVAL OF AGENDA Commissioner Sjoberg moved and Commissioner Rohr seconded to approve as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

E. MINUTES

1. *Consider approval of the following Board of City Commissioners meeting minutes:.*

a. *March 18, 2025 regular meeting.* Commissioner Sjoberg moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

b. *March 25, 2025 special meeting.* Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

F. PUBLIC HEARING

1. *Public Hearing for Street Improvement District 236, 1st Street Improvements Phase I.*

Assistant City Engineer McAdoo-Roesler presented the item. The protest period has been extended to April 22 and will be brought back to commission on May 6. Mayor Froelich opened the public hearing and invited the public to come forward to comment. Business owner Melanie Lennie came forward to speak on the proposed parking changes and issues with the planned detour route. Business owners Steve Mott, Brady Zittleman, Building owners Josh Carter and Harvey Schneider came forward to speak on the proposed parking changes. Business Owner Brandon Charvat spoke against the proposed parking changes, the curbing of his parking lot, and the concrete flower planters. Resident Aaron Axvig came forward to speak in favor of the project. A second and third invitation for comment was given. Hearing none, the public hearing closed.

G. BIDS

1. *Consider Municipal Concrete Contract Bids.* Commissioner Braun moved and Commissioner Sjoberg seconded to move to award the Municipal Concrete project contract to Nuss Construction, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

2. *Consider bids for Water Sewer District 65, Monte Drive.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to award the construction contract to Strata Corporation for the 2025 Street and Water Reconstruction Project as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

3. *Consider award of the Rapid Rectangular Flashing Beacon Project.* Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to award the bid for the Rapid Rectangular Flashing Beacon Project to Knife River, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

4. *Consider bids for the Water Treatment Plant Phase III Optimization Project.* Engineer Wigness presented the item. Commissioner Rohr moved and Commissioner Sjoberg seconded to approve that award of the project to Swanberg Construction, Central Mechanical and Rafter Electric as presented, contingent on approval from the Department of Environmental Quality and approval of the cost-share construction funding application. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

H. CONSENT AGENDA

1. *Consider approval of the following raffle permits: .*

a. *Central Dakota Forensic Nurse Examiners.*

b. *Mandan's Monday Night Cruise Night.*

2. *Consider the following special event permits: .*

a. *Silver Dollar 3rd of July Street Dance.*

b. *Mandan Progress Organization's Touch a Truck, May 17.*

3. *Consider Flex PACE letter of support for financing of real estate purchase and construction for Vision Source Mandan.* Commissioner Sjoberg moved and Commissioner Rohr seconded to approve consent agenda items 1-3 including all sub items, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

I. OLD BUSINESS

J. NEW BUSINESS

1. *Consider driveway width variance request for 1207 1st Street SW.* Assistant City Engineer McAdoo-Roesler and City Engineer Wigness presented the variance request. The applicant was not in attendance. Commissioner Rohr moved and Commissioner Sjoberg seconded to table the item until the next City Commission meeting. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
2. *Consider Task Order for Construction Oversight of the Rapid Rectangular Flashing Beacon Project.* City Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Braun seconded to approve Task Order No. 4 Amendment 2 with Moore Engineering for construction engineering services for the 2024 RRFB Installations project. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
3. *Consider a Task Order Amendment to include construction oversight of the 2025 Reconstruction Project - Monte Drive.* Engineer Wigness presented the item. Commissioner Braun moved and Commissioner Sjoberg seconded to approve the amendment to Task Order 5, as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
4. *Consider a 2025 budget amendment for the Tree Inventory project.* Public Works Director O'Keefe presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to authorize a 2025 budget amendment of \$60,000 out of the City's sales tax fund to complete a tree inventory. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
5. *Consider Amendment to add construction oversight of the Water Treatment Plant Phase III Optimization project.* City Engineer Wigness presented the item. Commissioner Rohr moved and Commissioner Braun seconded to approve Amendment No. 3 with AE2S for construction oversight, as presented, contingent on the approval of the construction cost-share funding. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
6. *Request for Memorial Highway Improvements Project - West Half Pre-Construction Cost-Share.* Engineer Wigness presented the item. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve the request for Memorial Highway Improvements Project - West Half Pre-Construction Cost-Share. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed. In regard to Memorial Highway, Engineer Wigness shared that 19th Street SE is closed as of today and construction on the Memorial Highway project is beginning. There will be a public information meeting on the project on April 9 at Midway Lanes from 4-7 p.m.
7. *Legislative Update.* Administrator Neubauer presented the update. This was just an update, no action was taken.

#### K. RESOLUTIONS AND ORDINANCES

1. *Second consideration of Ordinance 1460, a zone change from A - Agriculture and MC - Industrial to A - Agriculture for HRWTC Addition.* Planner Stromme presented the ordinance. There have been no changes or comments received since the first consideration. The entity has changed its name to Heart River Corrections Center. Commissioner Sjoberg moved and Commissioner Braun seconded to approve the second consideration of Ordinance 1460 as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.
2. *Consider a Resolution establishing rates and charges for water meters.* Public Works Director O'Keefe presented the resolution, reflecting the sales tax change. Commissioner Rohr moved and Commissioner Braun seconded to approve the resolution establishing rates and charges for water meters for new construction from the Utility Maintenance department. Roll Call vote: Aye 4, Nay 0,

Absent Commissioner Heinsohn. The motion passed.

L. OTHER BUSINESS

M. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *April 8, 2025 at 5:30 p.m. Special Meeting, Working Session Long Range Financial Planning*
- *April 15, 2025 at 5:30 p.m.*
- *May 6, 2025 at 5:30 p.m.*
- *May 20, 2025 at 5:30 p.m.*

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N. ADJOURN There being no further business to come before the board, the meeting adjourned at 6:44 p.m.

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James Neubauer  
City Administrator

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James Froelich  
Board of City Commissioners

The Mandan City Commission met in regular session at 7:00 PM on April 1, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg. Commissioner Heinsohn was absent. Also, present were City Administrator Neubauer, Assessor Markley, Police Chief Ziegler, Business Development & Communications Director Cermak, Senior Real Property Appraiser Johnson, Real Property Appraiser Fleischer, Attorney Oster, Morton County Tax Director LaFleur, Morton County Commissioner Zachmeier, and resident Bill Pfau.

B. CITY BOARD OF EQUALIZATION SUMMARY

1. *Presentation of the City Board of Equalization documentation by the Mandan City Assessor.* Updated. Assessor Markley presented the 2025 Annual Board of Equalization report: [2025 Presentation of Assessment Rolls.pdf](#)

2. *Consider Approval of 2025 Annual Report- updated.* Commissioner Braun moved and Commissioner Sjoberg seconded to approve the recommendation of the 2025 Assessment Roll as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed.

C. OPEN FORUM

1. *The public is invited to express any questions, comments or concerns regarding annual report and 2025 property valuations at this time.* Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed.

D. NEW BUSINESS

1. *Recommendations for Appeals submitted to City Board of Equalization..* Assessor Markely presented the [appeal list](#) recommendations (see [Appeal List for BOE updated 4-1-25.pdf](#)). Commissioner Rohr asked to recuse himself from voting on item 1 on the appeals list due to a conflict of interest. Commissioner Sjoberg moved and Commissioner Braun seconded to approve items 2-15 on the appeals list as presented. Roll Call vote: Aye 4, Nay 0, Absent Commissioner Heinsohn. The motion passed. Commissioner Sjoberg moved and Commissioner Braun seconded to approve item 1 on the appeals list. Roll call vote: Aye 3, Nay 0 (Abstain Commissioner Rohr), Absent Commissioner Heinsohn. The motion passed. Assessor Markley stated anyone that missed or disagrees with City of Mandan Board of Equalization may appeal to Morton County Board of Equalization which will be June 10, 2025.

E. ADJOURN There being no further business to come before the board, the meeting adjourned at 7:19 p.m.

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James Neubauer  
City Administrator

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James Froelich  
Board of City Commissioners





The Mandan City Commission met in regular session at 5:30 PM on April 8, 2025 in the Ed “Bosh” Froehlich Meeting Room at City Hall, Mandan, North Dakota. Mayor Froelich called the meeting to order.

A. ROLL CALL

1. *Roll call of all City Commissioners.* Those present were Dennis Rohr, Mike Braun, James Froelich, Craig Sjoberg, Ryan Heinsohn. Department heads present were City Administrator Neubauer, Finance Director Welch, Assistant Finance Director Schulz, City Engineer Wigness, Assistant City Engineer McAdoo-Roesler, Police Chief Ziegler, Fire Chief Bitz, Public Works Director O’Keefe, Assessor Markley, Planner Stromme, Business Development & Communications Director Cermak, Communications Specialist Schmidt and Waste Water Superintendent Malsam.

B. THE PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

D. NEW BUSINESS

1. *Long Term Financial Planning.* Engineer Wigness presented project priorities for the next five years. The finance department is looking from consensus from the City Commission for the project priorities for the next five years.

E. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

F. ADJOURN There being no further business, the meeting adjourned at 7:30 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:** April 15, 2025  
**PREPARATION DATE:** April 7, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

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

Consider a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

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

Delton and Terrie Stein are requesting a zoning change from CA - Commercial to R7 - Residential for the property at 3801 43rd Street NW. Their plans include converting the existing commercial building into a residential structure and, at some point in the future, constructing an expansion of the shop/garage to the west.

#### **Property History**

Developer's West Acres was originally platted in 1976, with the shop constructed in 1990. The lot was re-platted in 1996 as part of Developer's West Acres 2nd Addition, which reconfigured the lots between 42nd Street NW and 43rd Street NW. Since the lot was already developed, its configuration remained unchanged. Ordinance 901 later modified the area's development plan by rezoning most neighboring lots from CA - Commercial to R7 - Residential or RM - Residential. Previously used as a commercial warehouse, the property was acquired by the Steins in 2024.

The property is roughly 32,000sf in size, and the existing building on this property is roughly 3,600sf in size. The proposed addition would extend the building further west.

#### **Zone Change**

The requested zone change would place the property in the R7 - Residential district which is similar to the zoning of properties to the south and west. It would permit the residential use of the property and associated accessory uses.

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

Adjacent properties to the west and south are zoned R7 - Residential and are used as single-unit detached residences. The adjacent properties to the east and north are zoned RM - Residential and are similarly used as single-unit detached residences. The proposed re-zoning to R7 - Residential aligns with the future land use plan recommendation of low-density residential land use on this property.

### **Additional Information and Public Outreach**

- The application and fee of \$600.00 was received on February 21, 2025.
- This item was published in the Mandan News as required. Thirty-six letters were sent to adjacent property owners on March 27, 2025.
- As of the drafting of this agenda document, no comments have been received by the City.

### **Staff Comments**

Although the Land Use Plan initially designates residential use for this property in broad terms, Goal 1 of the City's Future Land Use Plan emphasizes promoting a well-planned community that balances land uses and expands services. This goal includes a policy to establish neighborhood commercial centers that offer goods and services to the surrounding area. Given its location, this property has the potential to eventually serve as a convenient hub for such services in the neighborhood.

### **Planning and Zoning Commission Public Hearing**

The Planning and Zoning Commission considered this request at their March 2025 meeting and recommends approval.

### **Findings of Fact**

#### **Zone Change**

1. The City of Mandan and other agencies would be able to provide necessary public services, facilities and programs to serve the development allowed by this zone change;
2. The proposed zoning change is consistent with the general intent and purpose of the zoning ordinance;
3. The proposed zoning change is consistent with the Future Land Use Plan/Map, other adopted plans and policies, and accepted planning practice;
4. The proposed zoning change would not adversely affect public health, safety and general welfare.

**ATTACHMENTS:**

1. Application
2. Ordinance No. 1464
3. Images
4. Location Map

**FISCAL IMPACT:**

N/a

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Staff recommends conducting a public hearing for the zone change. Approval of the first consideration of the zone change may be made under Resolutions and Ordinances No. 1.

**SUGGESTED MOTION:**

CITY OF MANDAN	
Development Review Application	
<input type="checkbox"/> Minor Plat (\$300)	<input checked="" type="checkbox"/> Zone Change (\$600)
<input type="checkbox"/> Preliminary Plat up to 20 acres (\$400)	<input type="checkbox"/> Planned Unit Development (\$700)
<input type="checkbox"/> Preliminary Plat more than 20 acres (\$450)	<input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000)
<input type="checkbox"/> Final Plat up to 20 lots (\$400)	<input type="checkbox"/> Vacation (\$500)
<input type="checkbox"/> Final Plat 21 to 40 lots (\$550)	<input type="checkbox"/> Variance (\$400)
<input type="checkbox"/> Final Plat more than 40 lots (\$700)	<input type="checkbox"/> Special Use Permit (\$450)
<input type="checkbox"/> Annexation (\$450)	<input type="checkbox"/> Stormwater submittal (\$300)
<input type="checkbox"/> Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	<input type="checkbox"/> Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
<input type="checkbox"/> Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	
Summary of Request (Add separate sheet(s) as necessary)	
Change zoning from CA-Neighborhood Commercial to R-7.	

Engineer/Surveyor			Property Owner or Applicant		
Name Mark R. Isaacs, RLS - ILSE, Inc.			Name Delton D. & Terrie L. Stein		
Address 4215 Old Red Trail NW			Address 712 16th Avenue NW		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
email mark@ilsurveynd.com			email delton@csdoors.net		
Phone 701-595-2079		Fax	Phone 701-527-4527		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
<input checked="" type="checkbox"/> City	<input type="checkbox"/> ETA	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Addition	CA	R7	Developers West Acres 2nd Zoning
Property Address 3801 43rd Street NW, Mandan, ND 58554				Legal Description Lot 9, Block 1 in		
Current Use Shop				Developers West Acres 2nd Addition		
Proposed Use Shop with living quarters.				Section 17    Township 139    Range 81		
Parcel Size 0.74 Acres	Building Footprint	Stories	Building SF	Required Parking		Provided Parking

Print Name Delton Stein Terrie Stein	Signature <i>Delton Stein</i>	Date 2-21-25
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Office Use Only			
Date Received:	Initials: <i>nm</i>	Fees Paid: \$ 600	Date 2-21-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
<input type="checkbox"/> Approved	Approved with conditions:		
<input type="checkbox"/> Denied			

**ORDINANCE NO. 1464**

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

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as public land use; and

WHEREAS, Adjacent properties are zoned R7 - Residential and RM - Residential. The proposed use aligns with the future land use plan recommendation of residential use would be appropriate; and

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

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

LOT 9, BLOCK 1, DEVELOPERS WEST ACRES 2ND ADDITION OF SECTION 17, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING .74 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE CA - COMMERCIAL DISTRICT AND SHALL BE INCLUDED IN THE R7 – RESIDENTIAL DISTRICT.

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

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James Froelich, President  
Board of City Commissioners

Attest:

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Jim Neubauer  
City Administrator

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

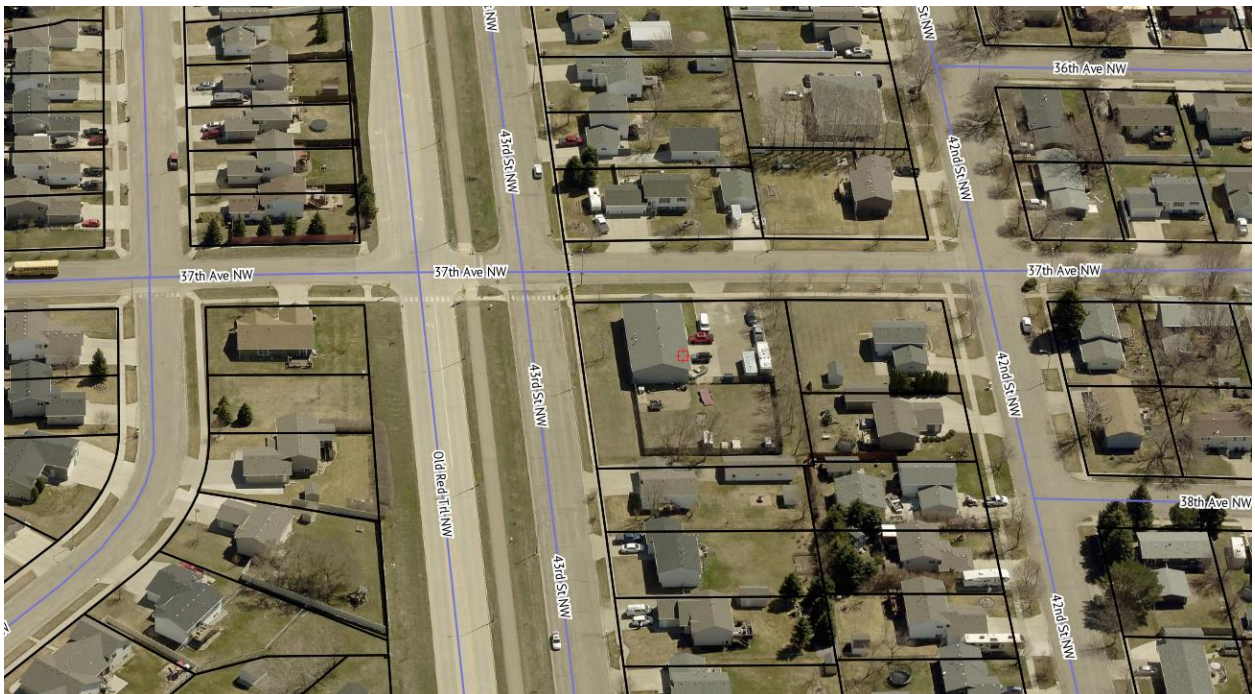
March 24, 2025  
April 15, 2025  
May 6, 2025



# IMAGES



*Oblique view of subject property from east*



*Oblique view of subject property from west*



## IMAGES



*View of subject property from northeast, looking southwest*



*View of subject property from south, looking northwest*





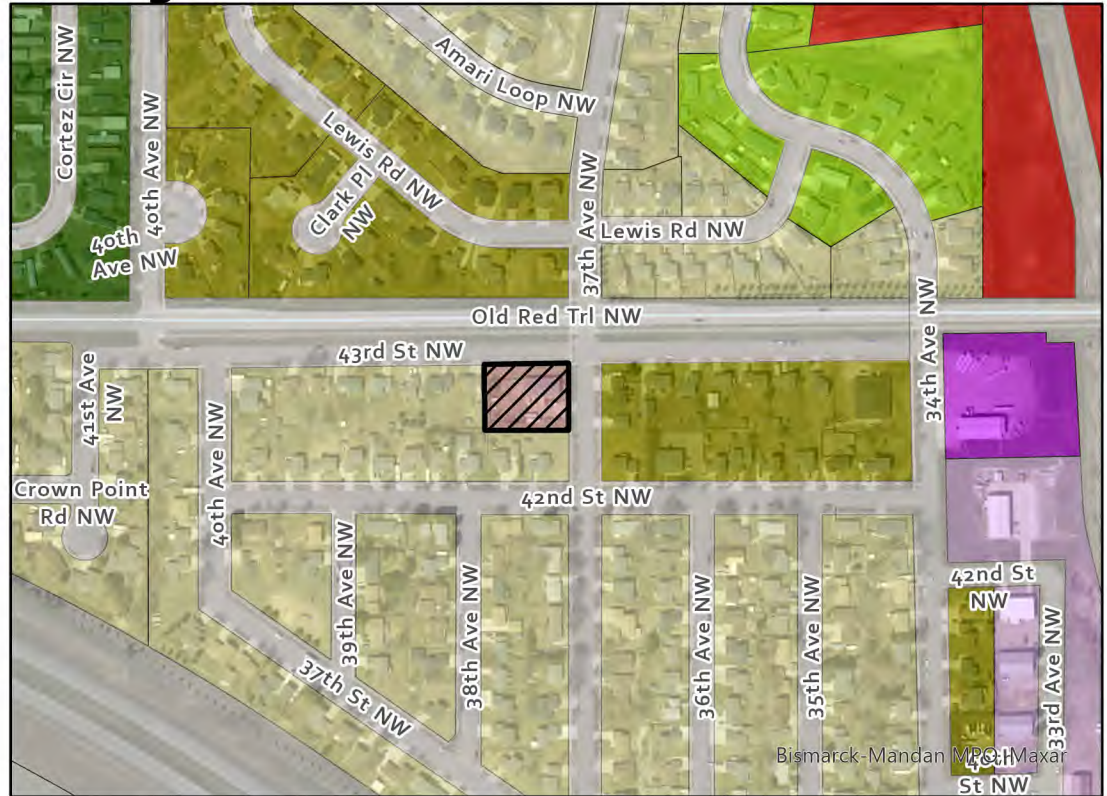
# Zoning and Future Land Use Reference Map

Lot 9, Block 1, Developers West

## Zoning

### Zoning Map Key

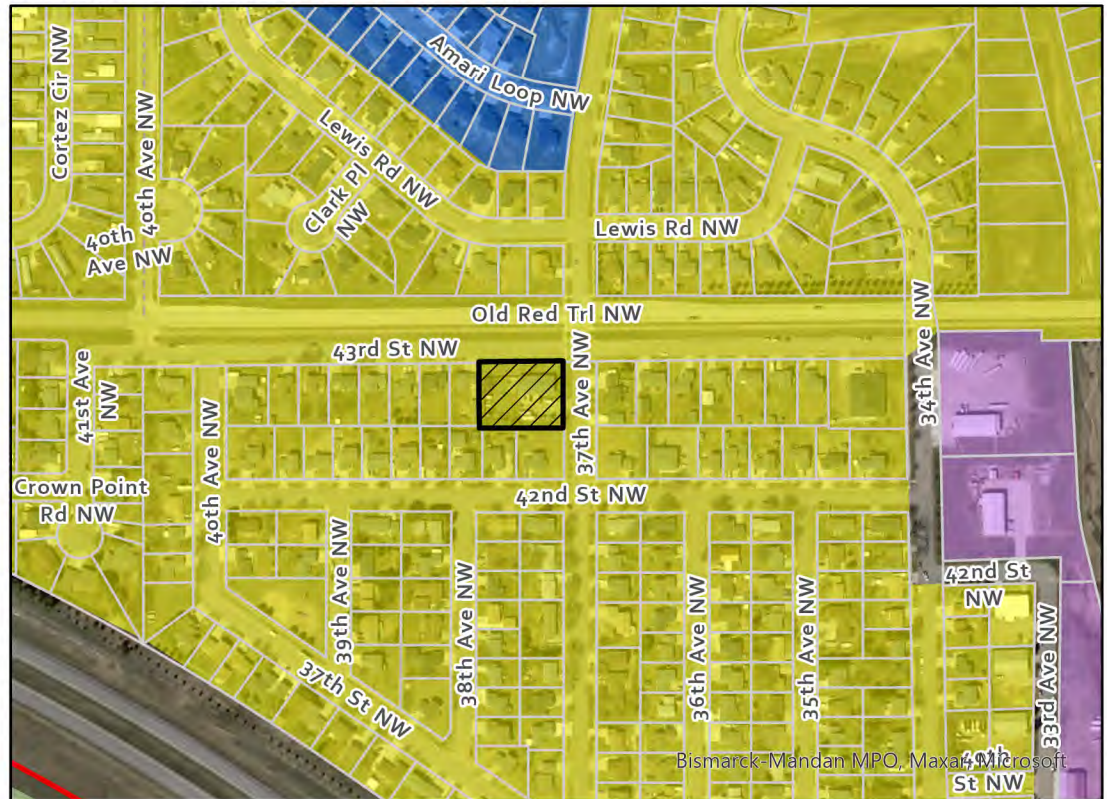
- Agriculture - City of Mandan
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- CB - Business Commercial
- CC - Commercial/Light Industrial Transition
- DC - Downtown Core
- DF - Downtown Fringe
- Industrial - Morton County
- LSMHS - Trailer Park Subdivision
- MA - Heavy Commercial/Light Industrial
- MB - Heavy Commercial/Heavy Industrial
- MC - Heavy Commercial/Light Industrial Restricted
- MD - Heavy Commercial/Heavy Industrial Restricted
- MHS - Trailer Park
- PUD - Planned Unit Development
- R3.2 - Residential Single & Two Family
- R7 - Residential Single Family
- RH - Residential Mobile Home Park
- RM - Residential Multi-family Dwellings
- RMH - Residential Mobile Home Subdivision
- Residential - County Residential Zoning
- ROW - Right-of-Way
- March '25 Planning Activities



### 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
- Parcels
- City Limits
- ETA Line
- Planning Activities

## Future Land Use Plan





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 7, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB - Commercial for MDU Addition.

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

Consider Final Plat and Zone Change for Lot 1 from A - Agriculture to CB - Commercial for MDU Addition.

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

Montana-Dakota Utilities (MDU) requests approval of a final plat and a zone change from A – Agriculture to CB – Commercial for the MDU Addition. The property is located in the northernmost section of Mandan’s Extraterritorial Area (ETA), east of Highway 1806 and south of County 37th Street.

#### **Request Overview**

The request aims to finalize the platting of the MDU Addition by consolidating multiple auditor’s lots into two platted lots. Lot 1, an 11.28-acre parcel, will be designated for the MDU Lineman Training Center and rezoned to CB – Commercial, which permits educational and workforce training uses. Lot 2, encompassing 100.22 acres, includes multiple easements and a major electrical substation. Lot 2 will retain its A – Agriculture zoning, with no further development planned at this time. Following approval and completion of the development review process, MDU will commence construction of the Lineman Training Facility. Attachments provide renderings of the proposed structure which is proposed for the west side of Lot 1 and will be 13,584 sf in size.

#### **Property History**

The property has historically hosted electrical transmission facilities related to the RM Heskett Station, located south of the site. Prior to 2009, the land was used as a tilled agricultural field with major electrical transmission lines crossing it.

In 2010, a substation was built in the center of the property, spanning multiple lots. In



2021, MDU developed an outdoor linemen training facility on the northern portion of the property, adjacent to 37th Street.

Staff understands that the City's Land Use Plan recommendation for open space is largely influenced by the significant presence of electrical transmission infrastructure on the site, which restricts conventional development. The proposed training facility aligns with the existing land use, and the planned buildings will incorporate materials similar to those found in the surrounding area.

### **Final Plat Details**

The final plat encompasses 113.57 acres and includes two lots within a single block:

- Lot 1: 11.28 acres designated for the lineman training center, which will be zoned CB – Commercial.
- Lot 2: 100.22 acres that will remain zoned A – Agriculture, containing multiple utility easements and a major electrical substation.

The plat dedicates 2.07 acres of right-of-way (ROW), including a 50-foot ROW dedication from the centerline of 37th Street, aligning with ROW dedications for neighboring subdivisions to the west. It also identifies major and minor utility transmission easements for various electrical utilities and includes a Morton County Water Resource District easement. Utility lines and easements affecting Lot 1 are for the existing training center.

### **Zone Change Request**

The property is currently zoned A – Agriculture. Following a thorough evaluation, staff has determined that the CB – Commercial zoning district is the most appropriate classification for the proposed training facility. The CB district provides the necessary entitlements for the training center while avoiding industrial uses that could negatively affect nearby residential areas. Additionally, the CB zoning serves as a logical extension of the existing commercial zoning immediately to the west.

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

The property is zoned Ag - Agriculture. Adjacent properties to the west are zoned Ag - Agriculture and CB - Commercial. Properties to the north are zoned Ag - Agriculture and County Residential. Properties to the north are County Industrial and property to the south are zoned Ag - Agriculture and County Industrial.

### **Additional Information and Public Outreach**

- The final plat application and fee of \$400.00 was received on February 21, 2025.
- The zone change application and fee of \$600.00 was received on December 26,

2024.

- This item was published in the Mandan News as required. Twenty-seven letters were sent to adjacent property owners on March 27, 2025.

## **Findings of Fact Final Plat**

1. All technical requirements for approval of a final plat have been met;
2. The final plat generally conforms to the preliminary plat for the proposed subdivision that was approved by the Planning and Zoning Commission;
3. The proposed subdivision generally demonstrates an ability for the property to align with the Future Land Use Plan and other plans and studies;
4. 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;
5. The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;
6. The proposed subdivision is generally consistent with the master plan, other adopted plans, policies and accepted planning practice; and
7. The proposed subdivision would not adversely affect the public health, safety, and general welfare.

## **Zone Change**

1. The City of Mandan and other agencies would be able to provide necessary public services, facilities and programs to serve the development allowed by this zone change;
2. The proposed zoning change is consistent with the general intent and purpose of the zoning ordinance;
3. The proposed zoning change is consistent with the Future Land Use Plan, other adopted plans and policies, and accepted planning practice;
4. The proposed zoning change would not adversely affect public health, safety and general welfare.

## **ATTACHMENTS:**

1. Final Plat Application
2. Zone Change Application
3. Ordinance No. 1465
4. MDU Addition Final Plat
5. MDU Training Facility

6. Location Map

**FISCAL IMPACT:**

N/A

**STAFF IMPACT:**

A considerable amount of staff time has been put in to the review of this request.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Planning Staff and the Planning and Zoning Commission recommend a public hearing for the Final Plat and Zone Change and to approve these items. A motion to approve the final plat may be made while on this item, and a motion regarding the first consideration of the zone change (Ord. 1465) may be made under Resolutions and Ordinances #3.

**SUGGESTED MOTION:**

I move to approve the final plat for MDU Addition.

CITY OF MANDAN	
Development Review Application	
<input type="checkbox"/> Minor Plat (\$300)	<input type="checkbox"/> Zone Change (\$600)
<input type="checkbox"/> Preliminary Plat up to 20 acres (\$400)	<input type="checkbox"/> Planned Unit Development (\$700)
<input type="checkbox"/> Preliminary Plat more than 20 acres (\$450)	<input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000)
<input checked="" type="checkbox"/> Final Plat up to 20 lots (\$400)	<input type="checkbox"/> Vacation (\$500)
<input type="checkbox"/> Final Plat 21 to 40 lots (\$550)	<input type="checkbox"/> Variance (\$400)
<input type="checkbox"/> Final Plat more than 40 lots (\$700)	<input type="checkbox"/> Special Use Permit (\$450)
<input type="checkbox"/> Annexation (\$450)	<input type="checkbox"/> Stormwater submittal (\$300)
<input type="checkbox"/> Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	<input type="checkbox"/> Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
<input type="checkbox"/> Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	
Summary of Request (Add separate sheet(s) as necessary)	
Create 2 lots for construction of MDU Training Facility	

Engineer/Surveyor			Property Owner or Applicant		
Name Mark R. Isaacs, RLS - ILSE, Inc.			Name Montana Dakota Utilities, Inc.		
Address 4215 Old Red Trail NW			Address PO Box 5650		
City Mandan	State ND	Zip 58554	City Bismarck	State ND	Zip 58506
email 255-7727 mark@ilsurveynd.com			email (nathan@northwestcontracting.com)		
Phone 701-595-2079		Fax	Phone		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name
<input type="checkbox"/> City	<input checked="" type="checkbox"/> ETA	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Addition	AG		MDU Addition
Property Address				Legal Description		
2806 37th Street, Mandan, ND				Auditor Lot "H" in the Northwest Quarter and		
Current Use				Part of the Northwest Quarter of		
Agriculture						
Proposed Use						
Training Facility				Section 10	Township 139	Range 81
Parcel Size 113.57 Acres	Building Footprint	Stories	Building SF	Required Parking		Provided Parking

Print Name Scott Obritsch	Signature <i>Scott M. Obritsch</i>	Date 02/20/2025
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Office Use Only			
Date Received:	Initials: <i>YM</i>	Fees Paid: \$ <i>400</i>	Date <i>2-21-2025</i>
Notice in paper	Mailed to neighbors	P&Z meeting	
<input type="checkbox"/> Approved	Approved with conditions:		
<input type="checkbox"/> Denied			



CITY OF MANDAN		
Development Review Application		
<input type="checkbox"/>	Minor Plat (\$300)	<input checked="" type="checkbox"/> Zone Change (\$600)
<input type="checkbox"/>	Preliminary Plat up to 20 acres (\$400)	<input type="checkbox"/> Planned Unit Development (\$700)
<input checked="" type="checkbox"/>	Preliminary Plat more than 20 acres (\$450)	<input type="checkbox"/> Land Use and Transportation Plan Amendment (\$1,000)
<input type="checkbox"/>	Final Plat up to 20 lots (\$400)	<input type="checkbox"/> Vacation (\$500)
<input type="checkbox"/>	Final Plat 21 to 40 lots (\$550)	<input type="checkbox"/> Variance (\$400)
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City Mandan	State ND	Zip 58554	City Bismarck	State ND	Zip 58506
email mark@ilsurveynd.com			email		
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Property Address				Legal Description			
2806 37th Street, Mandan, ND				Auditor Lot "H" in the Northwest Quarter and			
Current Use							
Agriculture				Part of the Northwest Quarter of			
Proposed Use							
Training Facility				Section 10	Township 139	Range 81	
Parcel Size 113.57 Acres	Building Footprint	Stories	Building SF	Required Parking		Provided Parking	

Print Name Scott Obritsch	Signature <i>Scott M. Obritsch</i>	Date 12/19/2024
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Office Use Only			
Date Received: 12-26-24	Initials: AS	Fees Paid: \$ 1,050	Date: 12-26-24
Notice in paper	Mailed to neighbors	P&Z meeting	
<input type="checkbox"/> Approved	Approved with conditions:		
<input type="checkbox"/> Denied			

**ORDINANCE NO. 1465**

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

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

WHEREAS, the open space designation reflects existing site constraints that limit the intensity of potential development on the property; and

WHEREAS, the proposed CB zoning is complimentary with adjacent land uses and zoning districts;

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

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

LOT 1, BLOCK 1, MDU ADDITION OF SECTION 10, TOWNSHIP 139N, RANGE 81W, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 11.28 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE AG – AGRICULTURE DISTRICT AND SHALL BE INCLUDED IN THE CB - COMMERCIAL DISTRICT.

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

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James Froelich, President  
Board of City Commissioners

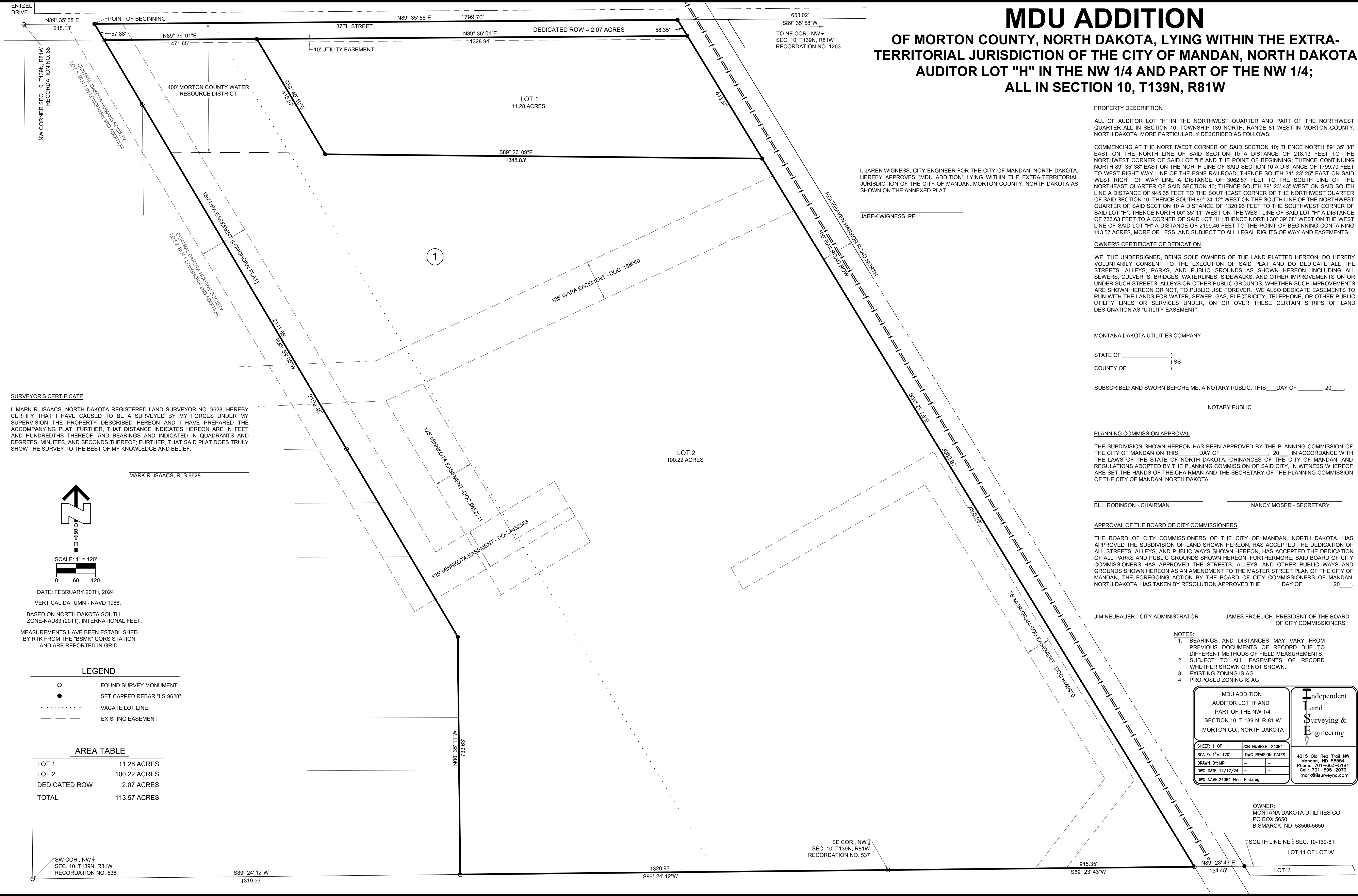
Attest:

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Jim Neubauer  
City Administrator

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

March 24, 2025  
April 15, 2025  
May 6, 2025



# MDU ADDITION

## OF MORTON COUNTY, NORTH DAKOTA, LYING WITHIN THE EXTRA-TERRITORIAL JURISDICTION OF THE CITY OF MANDAN, NORTH DAKOTA

### AUDITOR LOT "H" IN THE NW 1/4 AND PART OF THE NW 1/4; ALL IN SECTION 10, T139N, R81W

PROPERTY DESCRIPTION

ALL OF AUDITOR LOT "H" IN THE NORTHWEST QUARTER AND PART OF THE NORTHWEST QUARTER ALL IN SECTION 10, TOWNSHIP 139 NORTH, RANGE 81 WEST IN MORTON COUNTY, NORTH DAKOTA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 10; THENCE NORTH 89° 35' 38" EAST ON THE NORTH LINE OF SAID SECTION 10 A DISTANCE OF 218.13 FEET TO THE NORTHWEST CORNER OF SAID LOT "H" AND THE POINT OF BEGINNING; THENCE CONTINUING NORTH 89° 35' 38" EAST ON THE NORTH LINE OF SAID SECTION 10 A DISTANCE OF 1799.70 FEET TO WEST RIGHT WAY LINE OF THE BSNF RAILROAD; THENCE SOUTH 31° 23' 25" EAST ON SAID WEST RIGHT OF WAY LINE A DISTANCE OF 3062.87 FEET TO THE SOUTH LINE OF THE NORTHEAST QUARTER OF SAID SECTION 10; THENCE SOUTH 89° 23' 43" WEST ON SAID SOUTH LINE A DISTANCE OF 945.35 FEET TO THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF SAID SECTION 10; THENCE SOUTH 89° 24' 12" WEST ON THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 10 A DISTANCE OF 1320.93 FEET TO THE SOUTHWEST CORNER OF SAID LOT "H"; THENCE NORTH 00° 35' 11" WEST ON THE WEST LINE OF SAID LOT "H" A DISTANCE OF 733.63 FEET TO A CORNER OF SAID LOT "H"; THENCE NORTH 30° 39' 08" WEST ON THE WEST LINE OF SAID LOT "H" A DISTANCE OF 2199.46 FEET TO THE POINT OF BEGINNING CONTAINING 113.57 ACRES, MORE OR LESS, AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

OWNER'S CERTIFICATE OF DEDICATION

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

MONTANA DAKOTA UTILITIES COMPANY

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

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

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

PLANNING COMMISSION APPROVAL

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

BILL ROBINSON - CHAIRMAN NANCY MOSER - SECRETARY

APPROVAL OF THE BOARD OF CITY COMMISSIONERS

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

JIM NEUBAUER - CITY ADMINISTRATOR JAMES FROELICH- PRESIDENT OF THE BOARD OF CITY COMMISSIONERS

NOTES:

1. BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENTS.
2. SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.
3. EXISTING ZONING IS AG
4. PROPOSED ZONING IS AG

MDU ADDITION  
AUDITOR LOT 'H' AND  
PART OF THE NW 1/4  
SECTION 10, T-139-N, R-81-W  
MORTON CO., NORTH DAKOTA

SHEET: 1 OF 1  
SCALE: 1"= 120'  
DRAWN BY: MRI  
DWG DATE: 12/17/24  
DWG NAME: 24084 Final Plat.dwg

JOB NUMBER: 24084  
DWG REVISION DATES  
- -  
- -  
- -

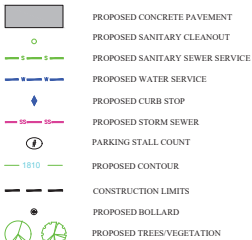
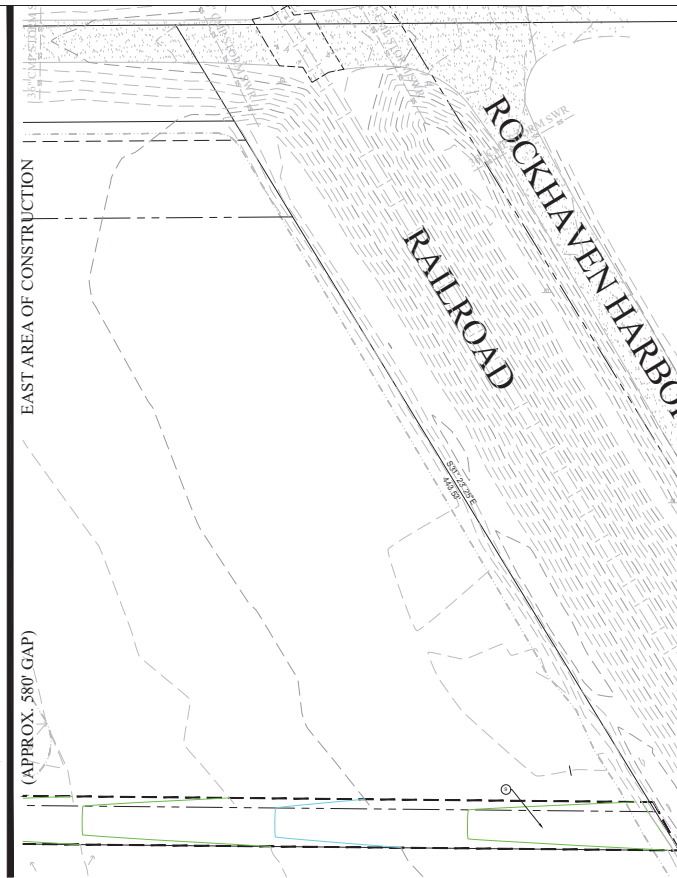
**I**ndependent  
**L**and  
**S**urveying &  
**E**ngineering

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

OWNER:  
MONTANA DAKOTA UTILITIES CO.  
PO BOX 5650  
BISMARCK, ND 58506-5650

SOUTH LINE NE ¼ SEC. 10-139-81  
LOT 11 OF LOT 'A'

LOT 'I'







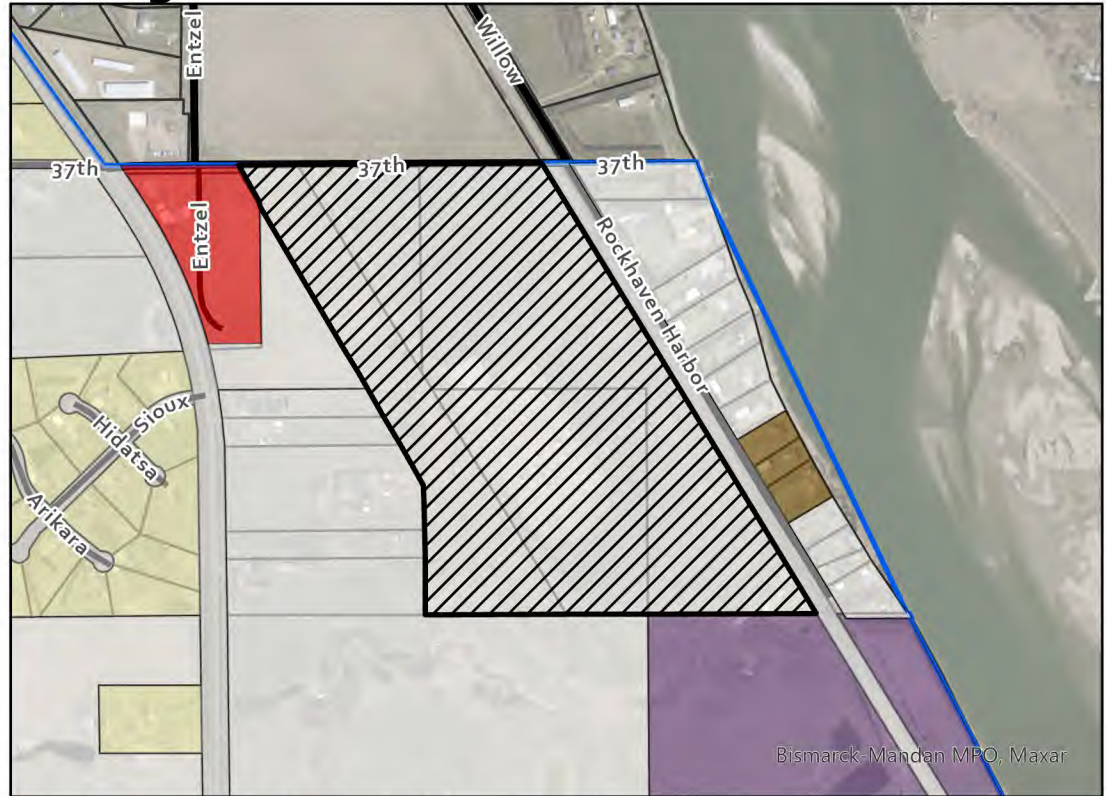
# Zoning and Future Land Use Reference Map

MDU Addition

## Zoning Map Key

- |   |   |
|---|---|
| Agriculture - City of Mandan                      | MD - Heavy Commercial/Heavy Industrial Restricted |
| Agriculture - Morton County                       | MHS - Trailer Park                                |
| CA - Neighborhood Commercial                      | PUD - Planned Unit Development                    |
| CB - Business Commercial                          | R3.2 - Residential Single & Two Family            |
| CC - Commercial/Light Industrial Transition       | R7 - Residential Single Family                    |
| DC - Downtown Core                                | RH - Residential Mobile Home Park                 |
| DF - Downtown Fringe                              | RM - Residential Multi-family Dwellings           |
| Industrial - Morton County                        | RMH - Residential Mobile Home Subdivision         |
| LSMHS - Trailer Park Subdivision                  | Residential - County Residential Zoning           |
| MA - Heavy Commercial/Light Industrial            | ROW - Right-of-Way                                |
| MB - Heavy Commercial/Heavy Industrial            | City Limits                                       |
| MC - Heavy Commercial/Light Industrial Restricted | ETA Line  |
|   | January '25 Planning Activities                   |

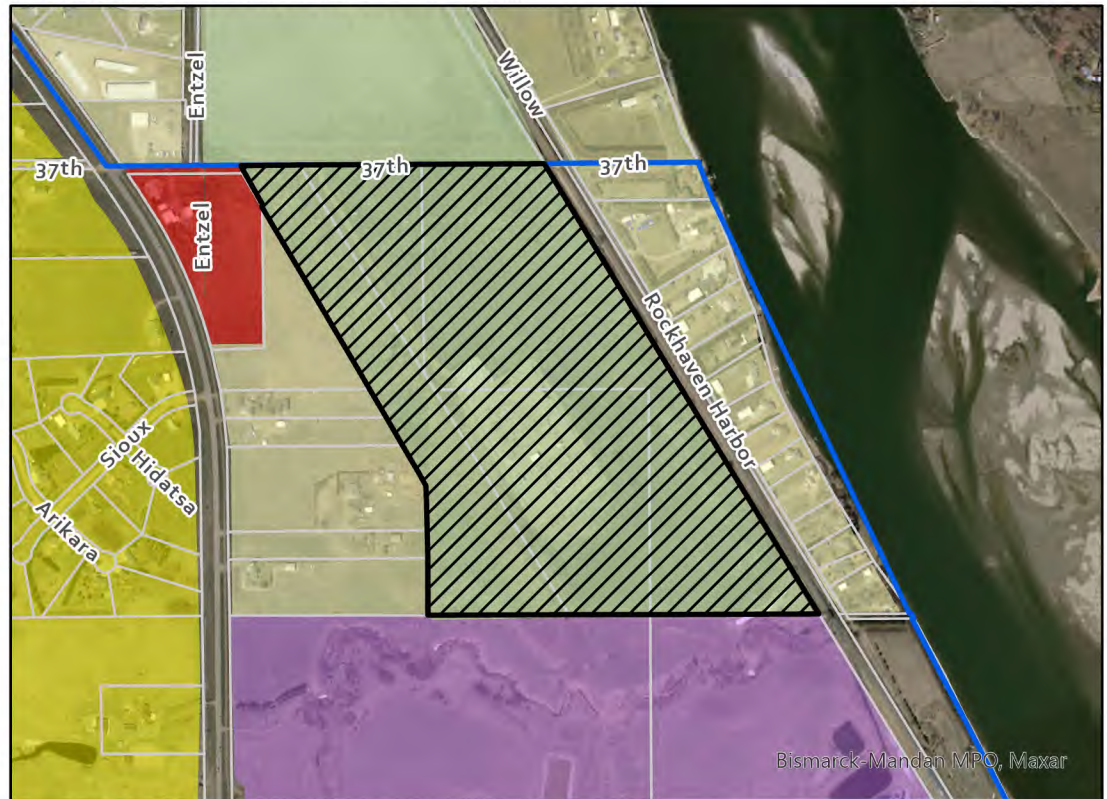
## Zoning



## 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                      |
| Parcels                         |
| City Limits                     |
| ETA Line                        |
| January '25 Planning Activities |

## Future Land Use Plan





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 8, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

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

Consider a variance for Lot 2, Block 1, North Prairie Subdivision Replat

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

Cheydan Gordon requests consideration of a variance to Section 105-1-3 (4) of the City Code of Ordinances related to the size of accessory buildings in the R7 – Residential zoning district. The property is located in the extraterritorial area north of Mandan, south of 37th Street NW, west of Highland Rd.

#### **History and Request Overview:**

In 2023, the Planning & Zoning Commission recommended approval of a variance request allowing the applicant to construct an 8,000 square foot accessory building, exceeding the maximum allowed size for accessory buildings in the R7 – Residential zoning district, which is based on the size of the home it is accessory to.

The home on the property is ~6,200sf in size. The applicant now seeks permission to increase the square footage of accessory buildings on the property to 11,000 to permit both the 8,000sf shop and a newly-desired 3,000sf cold storage building.

At its March 2025 meeting, Mandan's Planning and Zoning Commission considered this request and recommends approval of the variance to allow up to 11,000 square feet of accessory buildings on the property, configured as two structures—an 8,000 square foot building and a 3,000 square foot building. The recommendation is based on the applicant's statement of hardship and the finding that special circumstances exist on the property, coupled with the fact that the zoning ordinance does not currently provide a mechanism to accommodate the request.

### **Requested Variance:**

The applicant's current request would substantially increase the total accessory building space on the property. While the original request sought an increase from the previously-allowable ~4,800 square feet to 8,000 square feet, the updated request would result in a cumulative accessory building total of 11,000 square feet — which is ~6,380sf larger than what is allowed by zoning (pending final finished square footage of the home).

### **Adjustment of Site Planning/Ghost Plat**

The original variance allowed the 8,000-square-foot structure, which would have been placed along the northern property line. The applicant now proposes to locate both the 8,000 square foot accessory building and the 3,000-square-foot cold storage building on the south side of the property, adjacent to the existing 3,000-square-foot shop.

The "ghost plat", which is intended to reserve areas for future development, includes both a five-acre tract of land west of the building/home site and a 100' corridor reservation for an eventual public road connecting development to the south with the future Beltway to the north. It would be supplemented by an updated development agreement if the Commission chooses to grant the variance.

### **Relevant Plans and Studies**

The property remains in a key growth area, as identified in the following plans:

- Mandan Land Use and Transportation Plan
- Mandan Morton Fringe Area Road Masterplan
- Regional Beltway Study

These studies prioritize urban single-family residential development in this area, with a preferred minimum density of three dwelling units per acre. Additionally, this area is part of the future alignment for a collector roadway, intended to connect Old Red Trail to the planned Beltway/Northern Bridge Corridor. The applicants' existing and proposed land uses are significant departures from what the City has planned for this area and may disrupt orderly growth and development in this part of Mandan.

### **Impact on Growth and Development**

Permitting the construction of multiple large accessory structures of this scale in a prime urban growth area introduces the risk of disorderly urban development by encouraging rural-style land use patterns. Such low-density, rural-style development can contribute to fragmented infrastructure, increased service costs, and inefficient land use. The City is going to continue growing to the northwest, and this area will not be rural in nature.

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

The properties surrounding this property are zoned R7 – Residential and MA – Industrial. The future land use plan identifies this area for low-density residential and for



commercial uses along the beltway corridor. Existing land uses are rural residential, vacant, a laydown yard and a shop. The property is roughly 1/3 mile from Red Trail Elementary School.

### **Additional Information and Public Outreach**

- Application and fee of \$400 was received on February 21, 2025.
- Letters were sent to 6 adjacent property owners.

### **Findings of Fact Zoning Variance**

1. The need for a variance **is based on special circumstances or conditions unique to the specific parcel of land** involved that are not generally applicable to other properties in this area or within the R7 - Residential District
2. The hardship **is caused by** the provisions of the Zoning Ordinance.
3. Strict application of the provisions of the Zoning Ordinance **would not deprive** the property owner of the reasonable use of the property.
4. The requested variance **is not the minimum variance** that would accomplish the relief sought by the applicant.
5. The granting of the variance **is not in harmony** with the general purposes and intent of the Zoning Ordinance.

### **ATTACHMENTS:**

1. Application
2. Additional Submittal
3. Ghost Plat
4. Applicable Ordinance
5. Relevant Plans and Studies
6. FARMP Alignment
7. Images
8. Location Map
9. Variance Process Overview

### **FISCAL IMPACT:**

N/A

### **STAFF IMPACT:**

Significant staff time has gone into the review of this project between previous and current requests.

**LEGAL REVIEW:**

This item has been reviewed as part of the agenda packet

**RECOMMENDATION:**

The Planning and Zoning Commission considered this request at their March 2025 meeting and recommends approval, contingent upon a development agreement, which will be presented at the May 6, 2025 City Commission meeting.

**SUGGESTED MOTION:**

I move to approve the request, contingent upon a development agreement.

Due: 2/21/25

CITY OF MANDAN	
Development Review Application	
Minor Plat (\$300)	Zone Change (\$600)
Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
Final Plat up to 20 lots (\$450)	Vacation (\$500)
Final Plat 21 to 40 lots (\$600)	<input checked="" type="checkbox"/> Variance (\$400)
Final Plat more than 40 lots (\$750)	Special Use Permit (\$450)
Annexation (\$450)	Stormwater submittal (\$300)
Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 <sup>nd</sup> & subsequent resubmittal (\$50)
Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary) <div style="text-align: center; font-family: cursive;">50 x 60 x 16 post frame building not heated</div>	

Engineer/Surveyor			Property Owner or Applicant		
Name <i>Independent Land Surveying Mark Isaacs</i>			Name <i>Cheydan Gordon</i>		
Address <i>4215 Old Red Trail</i>			Address <i>5721 Highland Rd</i>		
City <i>Mandan</i>	State <i>ND</i>	Zip <i>58554</i>	City <i>Mandan</i>	State <i>ND</i>	Zip <i>58554</i>
email <i>mark@isurveynd.com</i>			email <i>kiotinc@yahoo.com</i>		
Phone <i>701 595 2079</i>		Fax	Phone <i>701 425 9915</i>		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name
City	ETA	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Addition			<i>Gordon out Building</i>
Property Address				Legal Description		
<i>5721 Highland Rd Mandan, ND 58554</i>				<i>Lot 2 Block 1 North Prairie</i>		
Current Use				<i>Sub division replat</i>		
Proposed Use						
				Section <i>8</i>	Township <i>139</i>	Range <i>81</i>
Parcel Size	Building Footprint	Stories	Building SF	Required Parking		Provided Parking
<i>10 acres</i>	<i>50 x 60 x 16</i>	<i>1</i>	<i>3000</i>			

Print Name <i>Cheydan Gordon</i>	Signature 	Date <i>2/21/25</i>
-------------------------------------	---	------------------------

Office Use Only			
Date Received:	Initials: <i>nm</i>	Fees Paid: <i>\$400</i>	Date <i>2-21-2025</i>
Notice in paper		Mailed to neighbors	
P&Z meeting			
Approved	Approved with conditions:		
Denied			

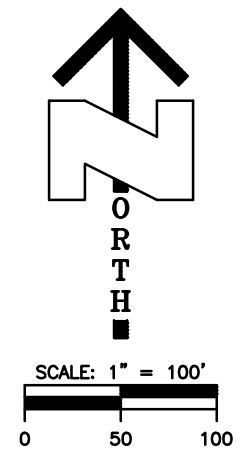
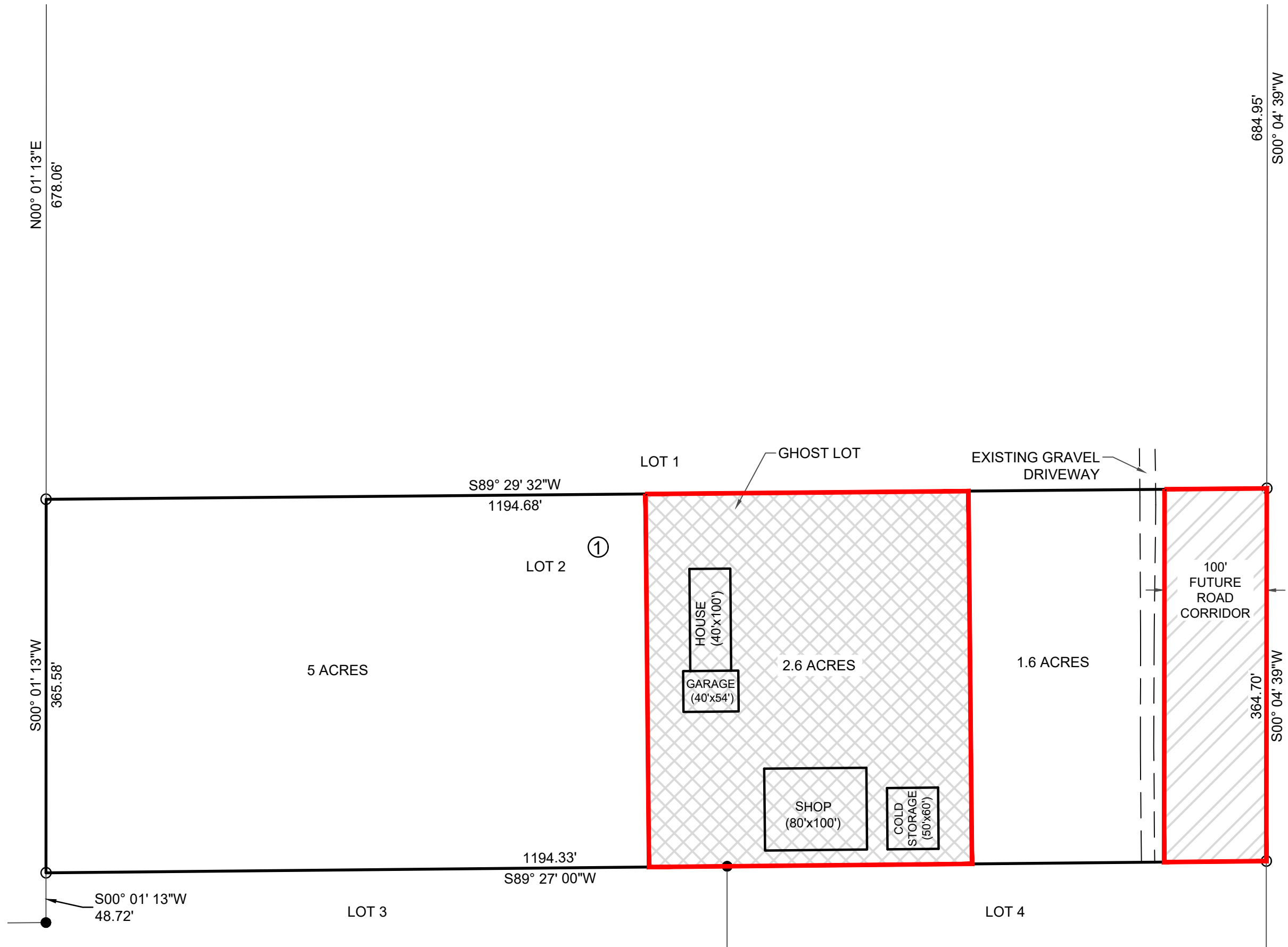
## Additional Submittals

### Variance

A zoning variance application shall include a detailed statement with the following information:

1. The circumstances or conditions applying to the land or buildings for which the variance is sought *Zoned R7 Even though we have 50 acres*
2. How the applicant is deprived of a reasonable use of said land or building;  
*we own over 100 acres in the adjoining or relative area of the property. Several adjacent property's have multiple said building in the area or more than two.*
3. How the grant of a variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare; and *we have a private rd not maintained by city or county you have to access private property in order to get to current property*
4. The minimum variance that will accomplish the relief sought. *50 x 10 x 16 Post frame*

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



BASED ON NORTH DAKOTA SOUTH ZONE-NAD83, INTERNATIONAL FEET.

MEASUREMENTS HAVE BEEN ESTABLISHED BY RTK FROM THE "BSMK" CORS STATION AND ARE REPORTED IN GRID.

<b>CHEYDAN GORDON LOT SURVEY</b>		<b>I</b> ndependent <b>L</b> and <b>S</b> urveying & <b>E</b> ngineering
<b>LOT 2, BLOCK 1</b>		
<b>NORTH PRAIRIE SUBDIVISION</b>		
<b>MANDAN, ND</b>		
SHEET: 1 OF 1	JOB NUMBER: 23057	4215 Old Red Trail NW Mandan, ND 58554 Phone: 701-863-5184 Cell: 701-595-2079 mark@ilsurveynd.com
SCALE: 1"= 100'	DWG REVISION DATES	
DRAWN BY: MRI	2/20/25 -	
DWG DATE: 6/9/23	-	
DWG NAME: 23057 Ghost Plat.dwg		

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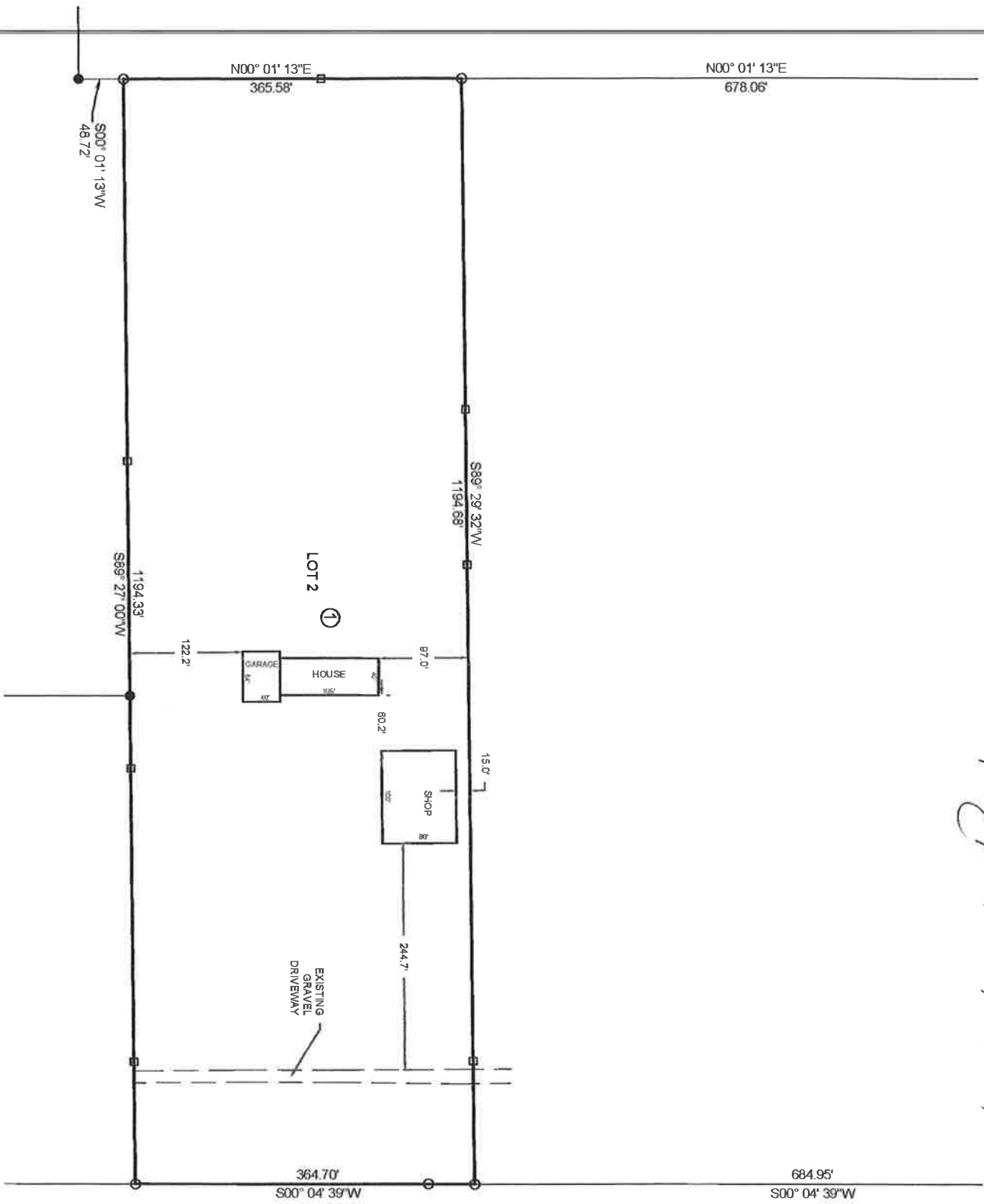
### Sec. 105-1-3. Incidental uses.

The uses of land and buildings permitted in the several districts established by this chapter are designed by listing the principal uses permitted. In addition to such principal uses, it is the intent of this chapter and this section to permit, in each district, those uses customarily incidental to any principal use permitted in the district. Such permitted incidental uses are specifically listed as follows, and any listed use is permitted on the same lot with the principal use to which it is incidental:

(4) *Accessory structures.*

- g. *Size.* For R3.2, R4, R7, RH and RMH districts, the total square footage of all accessory buildings may not exceed ten percent of the lot area and the maximum size of any accessory building shall be no greater than 75 percent the size of the primary structure on the lot. For RM, CA, and CB and CC districts, the total square footage of all accessory buildings may not exceed 20 percent of the lot area.

Highland Rd



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

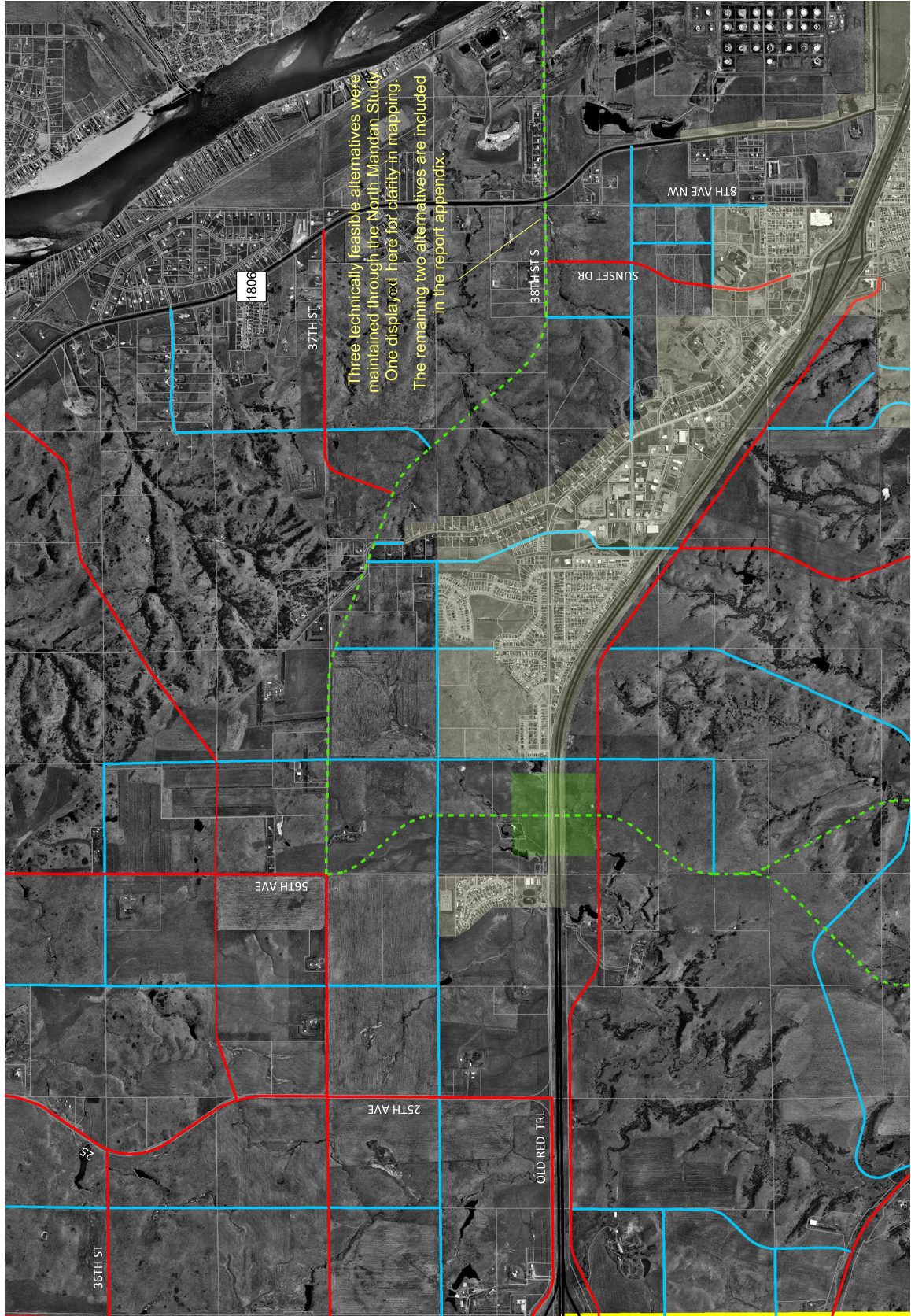
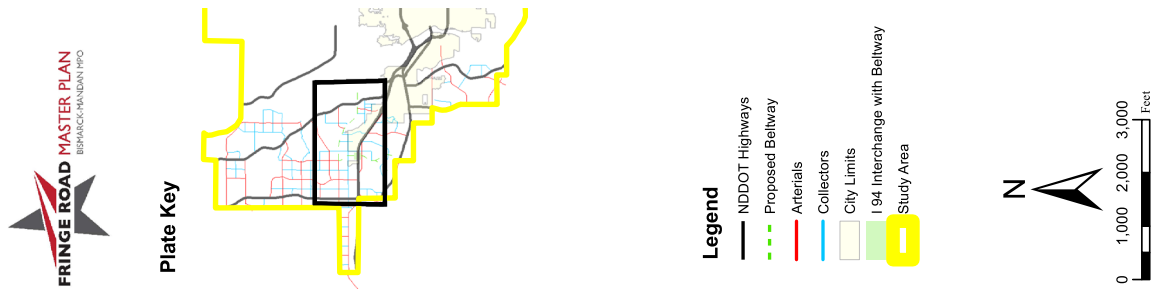


LEGEND

- FOUND SURVEY MONUMENT
- SET 1/2" CAPPED REBAR "LS-9628"
- ✕ EXISTING FENCE
- (R) RECORD DEED MEASUREMENT
- SET WOOD STAKE

CERTAIN GORDON LOT ESTATE LOT 2, BLOCK 1 NORTH PALMER SUBDIVISION MANLY, ND		Independent Surveying & Engineering 4115 Old Hwy 103 NE PO Box 701-285-2079 Fargo ND 58103-2079 info@indyeng.com
SHEET 1 OF 1 SCALE 1"=100' DRAWN BY: JMS DATE: 4/23/23 JOB NO: 22087	JOB NUMBER: 22087 DATE: 4/23/23 JOB NAME: Surveying	







# Images





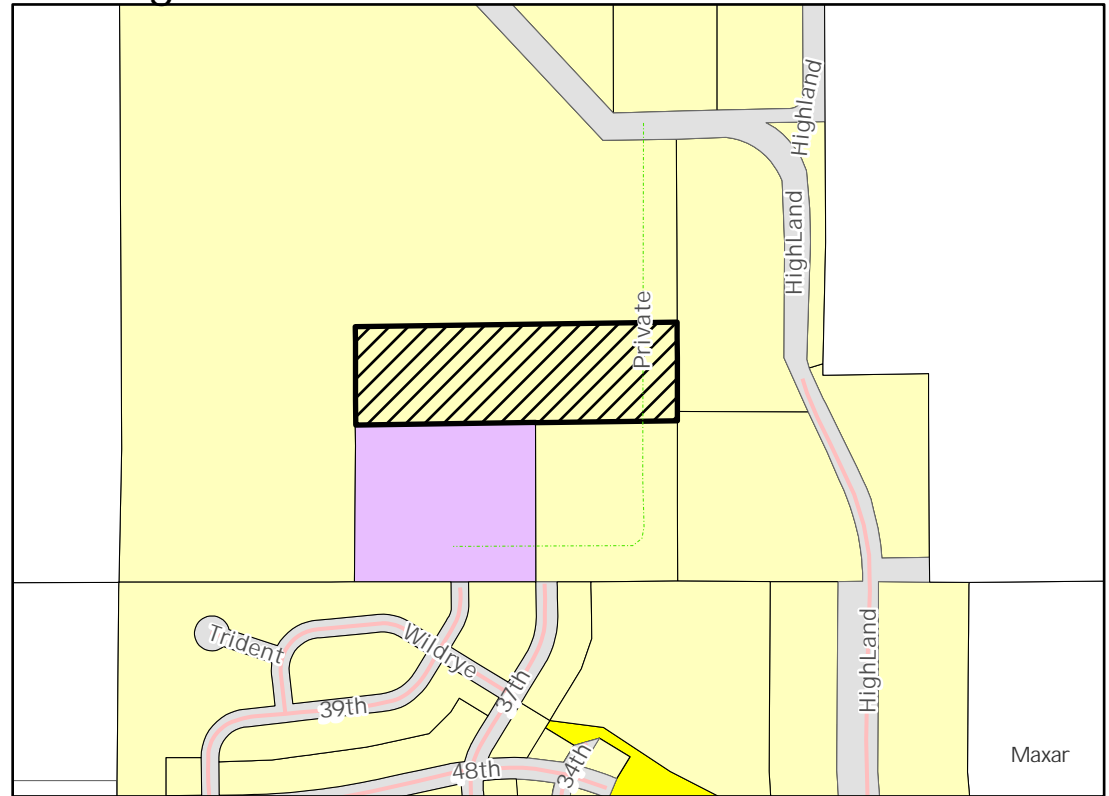
# Zoning and Future Land Use Reference Map

Lot 2, Block 1, North Prairie Subdivision Replat

## Zoning

### Zoning Map Key

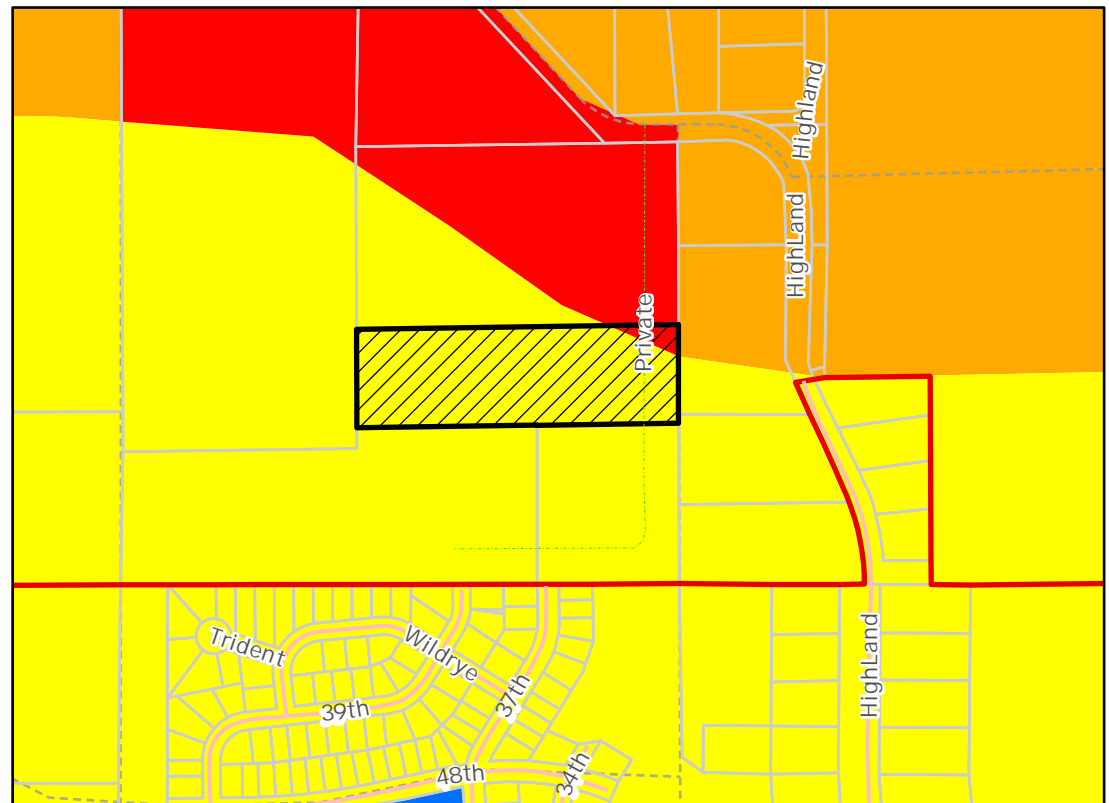
- |   |   |
|---|---|
| Agriculture - City of Mandan                      | MD - Heavy Commercial/Heavy Industrial Restricted |
| Agriculture - Morton County                       | MHS - Trailer Park                                |
| CA - Neighborhood Commercial                      | PUD - Planned Unit Development                    |
| CB - Business Commercial                          | R3.2 - Residential Single & Two Family            |
| CC - Commercial/Light Industrial Transition       | R7 - Residential Single Family                    |
| DC - Downtown Core                                | RH - Residential Mobile Home Park                 |
| DF - Downtown Fringe                              | RM - Residential Multi-family Dwellings           |
| Industrial - Morton County                        | RMH - Residential Mobile Home Subdivision         |
| LSMHS - Trailer Park Subdivision                  | Residential - County Residential Zoning           |
| MA - Heavy Commercial/Light Industrial            | ROW - Right-of-Way 06-Township Gravel             |
| MB - Heavy Commercial/Heavy Industrial            | 09-City Secondary Streets                         |
| MC - Heavy Commercial/Light Industrial Restricted | 13-Private Rd                                     |



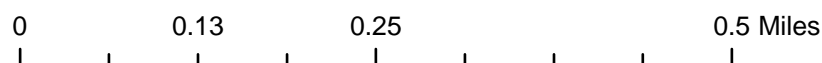
### Future Land Use Plan Key

- |                            |
|----------------------------|
| Rural Residential          |
| Low Density Residential    |
| Medium Density Residential |
| High Density Residential   |
| Commercial                 |
| Industrial                 |
| Public/Semi-Public         |
| Public Land                |
| Park                       |
| Greenways                  |
| Open Space                 |
| Open Water                 |
| Parcels                    |
| Future Roadway Alignment   |
| City Limits                |
| ETA Line                   |
| August Planning Activities |
| 06-Township Gravel         |
| 09-City Secondary Streets  |
| 13-Private Rd              |

## Future Land Use Plan



City of Mandan  
Planning Department  
8/9/23





# *Planning & Zoning*

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## **Variance Overview and Review Process**

### **Overview:**

The Planning and Zoning Commission considers requests to vary from regulations outlined in the zoning ordinance, and makes a recommendation to the Board of City Commissioners to deny, approve, or approve with conditions. A variance is permission granted by the Board of City Commissioners to waive or alter a requirement in the zoning ordinance. The Board of City Commissioners then chooses to deny, approve, or approve with conditions all requests received.

The intent of zoning regulations is to preserve and protect property use and value, promoting health and general welfare. Zoning regulations are laws, and staff review applications for compliance with these laws. If a project does not meet regulations outlined in the zoning ordinance, it cannot be administratively approved by staff. Property owners may apply to the Planning and Zoning Commission for a variance. The Planning and Zoning Commission and City Commission may find a hardship unique to the property and may grant a variance after findings of fact to support the Board's decision are made.

Hardships can be proven when a special circumstance exists within a property that does not generally apply to other properties. Special circumstances **MUST** involve: "exceptionally irregular, narrow, shallow or steep lot or other exceptional physical or topographical condition by reason which the strict application of the provisions of the chapter would result in unnecessary hardship that would deprive the owner of a reasonable use of the land or building involved, but in no other case."

### **Review Process**

#### Staff Reports and Staff Review

Staff Reports for variance requests outline the applicants request, identify sections of the zoning ordinance the applicant is requesting to vary from, and will include a standard list of five findings of fact outlined in the zoning ordinance and a recommendation. A statement of hardship is submitted by the applicant, and supplements the staff report.

The findings of fact included in a staff report are modeled from the zoning ordinance, and are written assuming that none of the findings of fact needed to approve the request can be met. They are written this way because the project cannot be administratively approved by staff, as it does not meet the regulations outlined in the zoning ordinance.

The recommendation included is not specific to an approval or denial of the request, staff has previously determined that the request cannot be administratively approved for failure to meet regulations outlined in

the zoning ordinance. The recommendation is for commissioners to review the staff report, identify a hardship, and to modify the findings of fact as necessary to support the board's motion.

### Planning and Zoning Commission Review

For each request for a variance, the Planning and Zoning Commission reviews the request, findings of fact, identifies a hardship and modifies the findings of fact as necessary to support the decision. This should involve amending all the findings of fact.

### Findings: Any Variance

**To grant a variance**, the commission must find that:

1. There are special circumstances or conditions applying to the land or buildings for which the variance is sought, which circumstances or conditions are peculiar to such land or building, and do not apply generally to land or buildings in the neighborhood or zoning district.
  - a. **Examples**
    - i. Exceptionally irregular lot
    - ii. Exceptionally narrow lot
    - iii. Exceptionally shallow lot
    - iv. Exceptionally steep lot
    - v. Other exceptional physical condition or
    - vi. Other exceptional topographical condition.
2. By reason of item #1 above, strict application of the zoning ordinance would result in an unnecessary hardship that would deprive the owner of a reasonable use of the land or structure.
3. If #1 and #2 are found, then the Board must also make all of the following additional findings:
  - a. The variance is necessary for the reasonable use of the land or building
  - b. It is the minimum variance that will accomplish the relief for the applicant
  - c. This variance is in harmony with the general purposes and intents of the zoning ordinances, and
  - d. This variance will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

### Motion:

Staff includes two proposed motions, one recommending approval of the variance request and another recommending denial of the variance request.

- Motion to recommend approval of a variance request:
  - This must include an identification of hardship, and modification to the findings of fact.
  - Example: I move to *approve* this variance request from [section of the ordinance] to [applicant's request] **due to the hardship being** [insert unique circumstance of the property].
  - Staff will prompt commissioners to modify the findings of fact.
- Motion to recommend denial of a variance request:
  - Example: I move to deny this variance request from [section of ordinance] to [insert applicant request] on [lot/property] **due to no hardship being identified**.
    - This would accept the findings of fact staff presented.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** March 27, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatement for Lawrence Ripplinger

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

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 510 8th Ave SW.

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

This parcel is also known as parcel #65-4875000 with a legal description of Lot 19 & 20 Block 21 Mandan Land & Improvement Co's South Side Addition.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

#### **ATTACHMENTS:**

1. RIPPLINGER VETERANS CREDIT ABATEMENT
2. VETERANS CREDIT FLYER

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Lawrence Ripplinger at 510 8th Ave SW as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Lawrence Ripplinger at 510 8th Ave SW as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-4875000

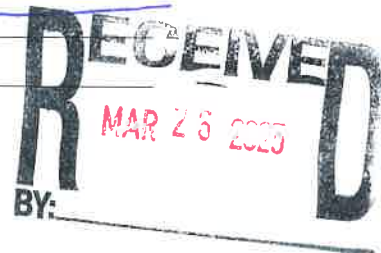
Name RIPPLINGER/LAWRENCE & M R

Telephone No. \_\_\_\_\_

Address 510 8TH AVE SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOTS 19 & 20 BLOCK 21 MANDAN LAND & IMPROVEMENT CO'S SOUTHSIDE ADD



Total true and full value of the property described above for the year 2024 is:

Land \$ 30,000  
Improvements \$ 140,100  
Total \$ 170,100  
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 30,000  
Improvements \$ 140,100  
Total \$ 170,100  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no

2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_

3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_

4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_

5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2024 Veteran's Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant Larry Ripplinger

Date 3-26-25



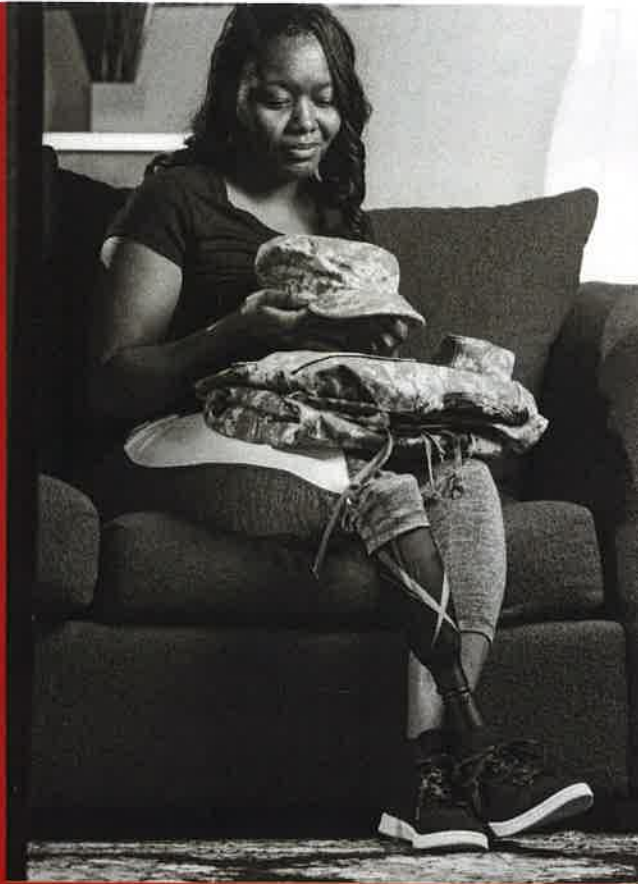
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



# Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
propertytax@nd.gov

701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



Visit [tax.nd.gov](http://tax.nd.gov) for more information.





## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 3, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatement for Jared J Reimer

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

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 2513 34th Ave SE.

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

This parcel is also known as parcel #65-6110665 with a legal description of Lot 8 Block 1 Lakewood 7th.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

#### **ATTACHMENTS:**

1. Reimer 2024 Abatement form
2. Veterans Credit Flyer

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Jared J Reimer at 2513 34th Ave SE as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jared J Reimer at 2513 34th Ave SE as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6110665

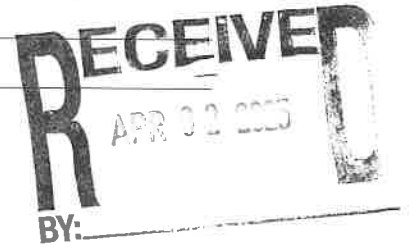
Name REIMER/NICOLE E & JARED J REIMER

Telephone No. \_\_\_\_\_

Address 2513 34TH AVE SE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT18 BLOCK 1 LAKEWOOD 7TH



Total true and full value of the property described above for the year 2024 is:

Land \$ 150,000  
Improvements \$ 299,100  
Total \$ 449,100  
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 150,000  
Improvements \$ 299,100  
Total \$ 449,100  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27,2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08,1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08,8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05,1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant [Signature]

Date 2 APR 25

### Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of \_\_\_\_\_

On \_\_\_\_\_, \_\_\_\_\_, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

City Auditor or Township Clerk

### Action by the Board of County Commissioners

Application was \_\_\_\_\_ by action of \_\_\_\_\_ County Board of Commissioners.  
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ \_\_\_\_\_. The Board accepts \$ \_\_\_\_\_ in full settlement of taxes for the tax year \_\_\_\_\_.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. \_\_\_\_\_

Dated \_\_\_\_\_,

County Auditor

Chairperson

### Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

### Application For Abatement Or Refund Of Taxes

Name of Applicant

County Auditor's File No.

Date Application Was Filed  
With The County Auditor

Date County Auditor Mailed  
Application to Township  
Clerk or City Auditor

(must be within five business days of filing date)

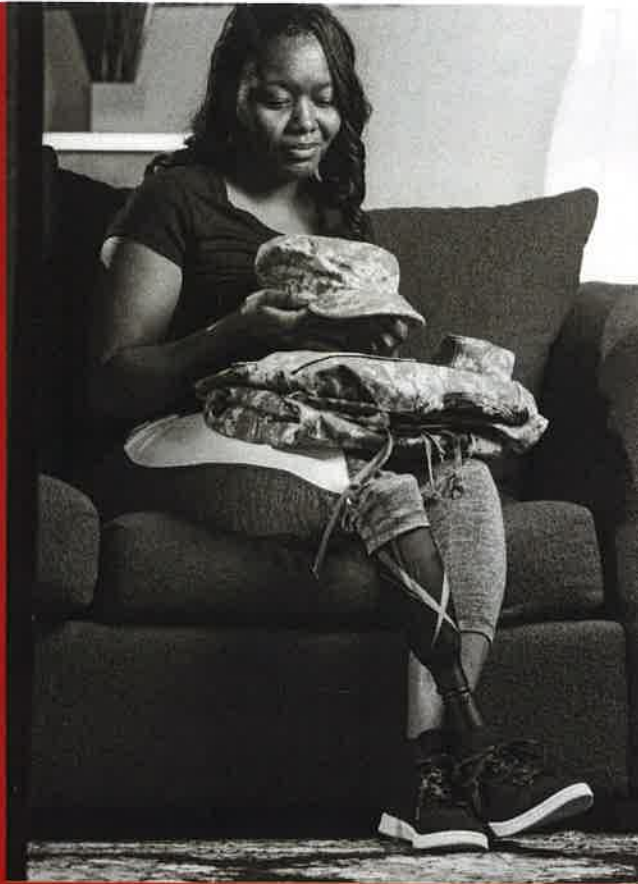
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



# Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
propertytax@nd.gov

701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



Visit [tax.nd.gov](http://tax.nd.gov) for more information.





## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 4, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatements for Betty Mertz

---

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

To consider the 2023 & 2024 Abatement Applications for Disabled Veterans Property Tax Credit for property located at 2904 Bay Shore Bend SE Unit 4.

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

This parcel is also known as parcel #65-1804465 with a legal description of Lot 4 & N 18' Lot 5 Unit 4 Block 2 Lakewood 1st.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2023 & 2024.

#### **ATTACHMENTS:**

1. Mertz 2023 & 2024 Abatement Applications
2. Veterans Credit Flyer

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the

2023 & 2024 Abatement Applications for Betty Mertz at 2904 Bay Shore Bend SE Unit 4 as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2023 & 2024 Abatement Applications for Betty Mertz at 2904 Bay Shore Bend SE Unit 4 as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota Assessment District CITY OF MANDAN  
County of COUNTY OF MORTON Property I.D. No. 65-1804465  
Name MERTZ/BETTY L/E Telephone No. \_\_\_\_\_  
Address 2904 BAY SHORE BND SE UNIT 4, MANDAN, ND 58554-6247

Legal description of the property involved in this application:

LOT 4 & N 18' LOT 5 UNIT 4 BLOCK 2 LAKEWOOD 1ST

Total true and full value of the property described above for the year 2023 is:

Land \$ 35,000  
Improvements \$ 198,400  
Total \$ 233,400  
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 35,000  
Improvements \$ 198,400  
Total \$ 233,400  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2  
☐ 2. Residential or commercial property's true and full value exceeds the market value  
☐ 3. Error in property description, entering the description, or extending the tax  
☐ 4. Nonexisting improvement assessed  
☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.  
☐ 6. Duplicate assessment  
☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))  
☐ 8. Error in noting payment of taxes, taxes erroneously paid  
☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.  
☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no  
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_  
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_  
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_  
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2023 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Betty H Mertz  
Signature of Applicant

Date

4-3-25

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-1804465

Name MERTZ/BETTY L/E

Telephone No. \_\_\_\_\_

Address 2904 BAY SHORE BND SE UNIT 4, MANDAN, ND 58554-6247

Legal description of the property involved in this application:

LOT 4 & N 18' LOT 5 UNIT 4 BLOCK 2 LAKEWOOD 1ST

Total true and full value of the property described above for the year 2024 is:

Land \$ 35,000  
Improvements \$ 218,600  
Total \$ 253,600  
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 35,000  
Improvements \$ 218,600  
Total \$ 253,600  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ yes/no Estimated value: \$ \_\_\_\_\_
2. Has the property been offered for sale on the open market? \_\_\_\_\_ yes/no If yes, how long? \_\_\_\_\_  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ yes/no Purpose of appraisal: \_\_\_\_\_  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant Betty L Mertz

Date 4-3-25

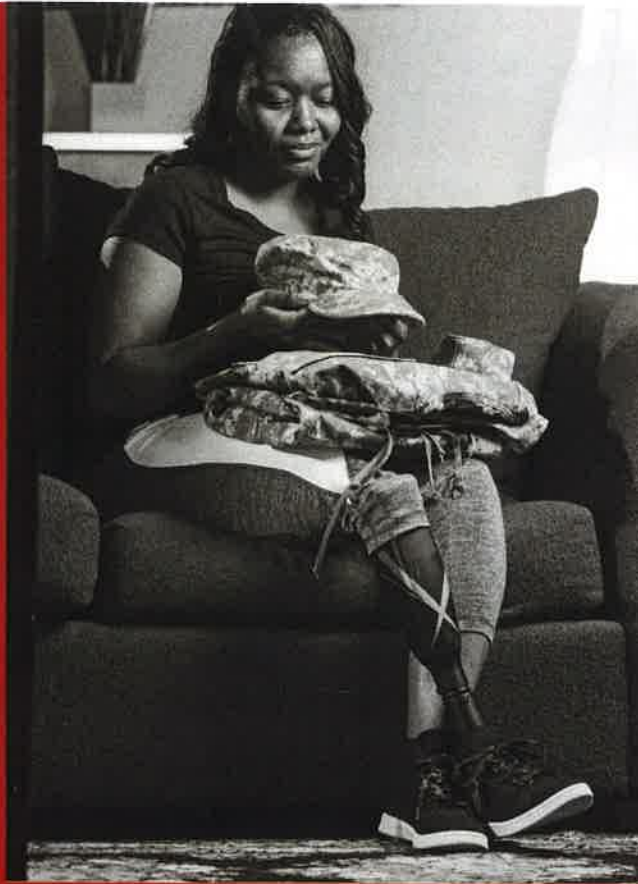
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



## Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
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701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



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## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 4, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatement for Jason Dittus JR

---

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

To consider the 2023 & 2024 Abatement Applications for Disabled Veterans Property Tax Credit for property located at 812 Keidel Trail SW.

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

This parcel is also known as parcel #65-6111655 with a legal description of Lot 23 Block 3 Keidel's South Heart Terrace 2nd.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2023 & 2024.

#### **ATTACHMENTS:**

1. DITTUS 2023 & 2024 ABATEMENT APPLICATIONS
2. VETERANS CREDIT FLYER

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the

2023 & 2024 Abatement Applications for Jason Dittus JR at 812 Keidel Trail SW as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Jason Dittus JR at 812 Keidel Trail as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6111655

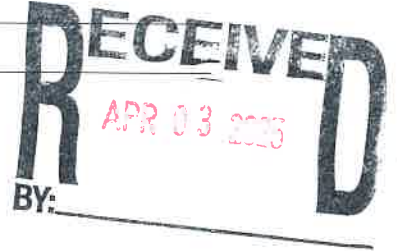
Name DITTUS/JASON JR

Telephone No. \_\_\_\_\_

Address 812 KEIDEL TRL SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 23 BLOCK 3 KEIDEL'S SOUTH HEART TERRACE 2ND



Total true and full value of the property described above for the year 2023 is:

Land \$ 60,000  
Improvements \$ 248,500  
Total \$ 308,500  
(1)

Total true and full value of the property described above for the year 2023 should be:

Land \$ 60,000  
Improvements \$ 248,500  
Total \$ 308,500  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ yes/no Estimated value: \$ \_\_\_\_\_
2. Has the property been offered for sale on the open market? \_\_\_\_\_ yes/no If yes, how long? \_\_\_\_\_  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ yes/no Purpose of appraisal: \_\_\_\_\_  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2023 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date 3 Apr 2015

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6111655

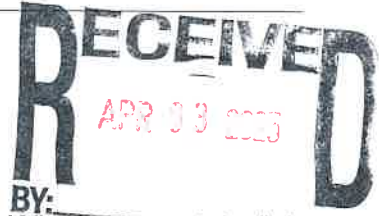
Name DITTUS/JASON JR

Telephone No. \_\_\_\_\_

Address 812 KEIDEL TRL SW, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 23 BLOCK 3 KEIDEL'S SOUTH HEART TERRACE 2ND



Total true and full value of the property described above for the year 2024 is:

Land \$ 60.000  
Improvements \$ 256.800  
Total \$ 316.800  
(1)

BY: \_\_\_\_\_  
Total true and full value of the property described above for the year 2024 should be:

Land \$ 60.000  
Improvements \$ 256.800  
Total \$ 316.800  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

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- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that 2024 Veterans Credit be approved.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date 3 Apr 2025

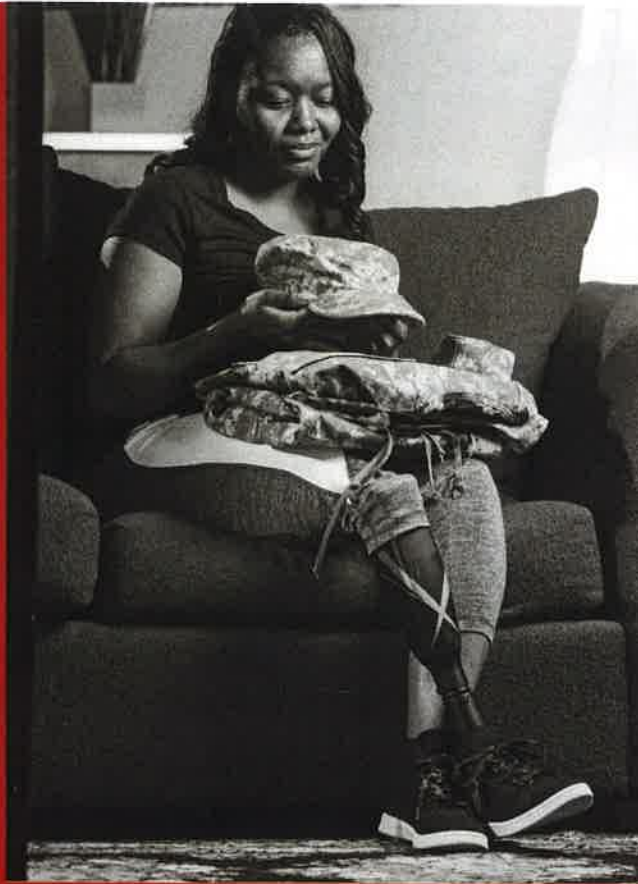
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



## Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
propertytax@nd.gov

701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



Visit [tax.nd.gov](http://tax.nd.gov) for more information.





## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 8, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatement for Clyde A Ereth

---

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

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 4520 Sundancer Loop SE Unit 5.

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

This parcel is also known as parcel #65-6100490 with a legal description of Lot 4 Block 1 Lakewood Commercial Park 3rd Bldg 25 Unit 5.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for 2024.

#### **ATTACHMENTS:**

1. Ereth 2024 Abatement Application
2. VETERANS CREDIT FLYER

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**

I recommend a motion to recommend approval to the Morton County Commission of the

2024 Abatement Application for Clyde A Ereth at 4520 Sundancer Loop SE Unit 5 as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Clyde A Ereth at 4520 Sundancer Loop SE Unit 5 as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6100490

Name ERETH/CLYDE A

Telephone No. \_\_\_\_\_

Address 4520 SUNDANCER LOOP SE #5, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 4 BLOCK 1 LAKEWOOD COMMERCIAL PARK 3RD BLDG 25 UNIT 5

Total true and full value of the property described above for the year 2024 is:

Land \$ 35,000  
Improvements \$ 192,500  
Total \$ 227,500  
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 35,000  
Improvements \$ 192,500  
Total \$ 227,500  
(2)

The difference of \$ 0 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that Veterans Credit percentage change.

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant [Signature]

Date 4-3-25

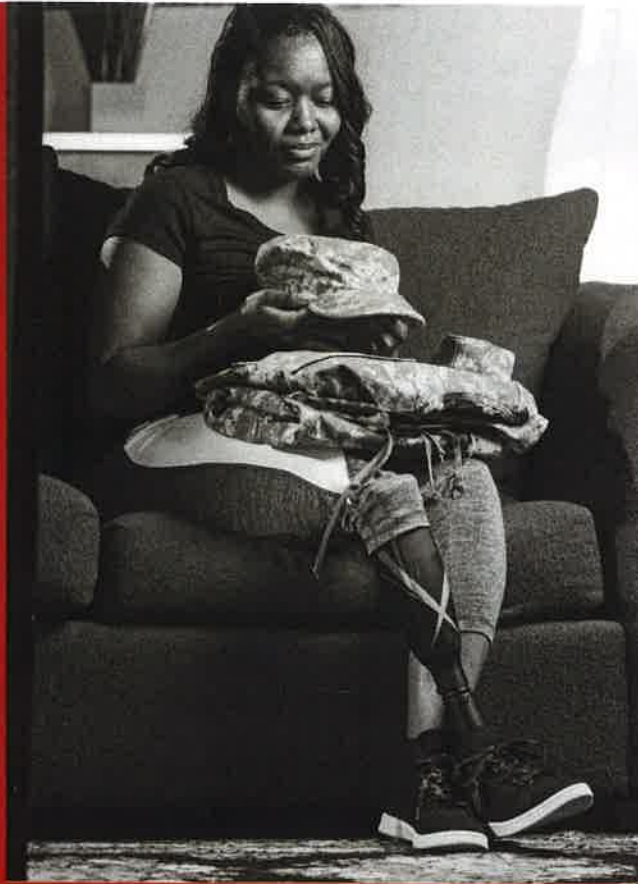
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



## Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
propertytax@nd.gov

701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



Visit [tax.nd.gov](http://tax.nd.gov) for more information.





## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 9, 2025  
**SUBMITTING DEPARTMENT:** Assessing Department  
**DEPARTMENT DIRECTOR:** Kimberly Markley  
**PRESENTER:** Kimberly Markley, City Assessor  
**SUBJECT:** Veterans Credit Abatement for Devon P Smith SR & Angelica M Evans

---

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

To consider the 2024 Abatement Application for Disabled Veterans Property Tax Credit for property located at 3611 Woodbend DR SE.

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

This parcel is also known as parcel #65-1811790 with a legal description of Lot 12 Block 3 Lakewood Harbor 4th.

Reason for Abatement: I have reviewed the Disabled Veterans Property Tax Credit Applications and documentation, which are on file in my office. This applicant qualifies for the Disabled Veterans Property Tax Credit for a 9-month proration in 2024.

#### **ATTACHMENTS:**

1. SMITH & EVANS 2024 ABATEMENT APPLICATION
2. VETERANS CREDIT FLYER

#### **FISCAL IMPACT:**

No fiscal impact on the City since the Tax Credit is reimbursed by the State of ND.

#### **STAFF IMPACT:**

N/A

#### **LEGAL REVIEW:**

Submitted to City Attorney Amy Oster

#### **RECOMMENDATION:**



I recommend a motion to recommend approval to the Morton County Commission of the 2024 Abatement Application for Devon P Smith SR & Angelica M Evans at 3611 Woodbend DR SE as presented.

**SUGGESTED MOTION:**

I move to recommend approval to the Morton County Commission of the 2024 Abatement Application for Devon P Smith SR & Angelica M Evans at 3611 Woodbend DR SE as presented.

# Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota

Assessment District CITY OF MANDAN

County of MORTON

Property I.D. No. 65-1811790

Name SMITH SR/DEVON P SR & ANGELICA M EVANS

Telephone No. 401-808-9068

Address 3611 WOODBEND DR SE, MANDAN, ND 58554-0000

Legal description of the property involved in this application:

LOT 12 BLOCK 3 LAKEWOOD HARBOR 4TH

Total true and full value of the property described above for the year 2024 is:

Land \$ 99,000  
Improvements \$ 262,000  
Total \$ 361,000  
(1)

Total true and full value of the property described above for the year 2024 should be:

Land \$ 99,000  
Improvements \$ 262,000  
Total \$ 361,000  
(2)

The difference of \$ 0.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) \_\_\_\_\_

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ \_\_\_\_\_ Date of purchase: \_\_\_\_\_  
Terms: Cash \_\_\_\_\_ Contract \_\_\_\_\_ Trade \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Was there personal property involved in the purchase price? \_\_\_\_\_ Estimated value: \$ \_\_\_\_\_  
yes/no
2. Has the property been offered for sale on the open market? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
yes/no  
Asking price: \$ \_\_\_\_\_ Terms of sale: \_\_\_\_\_
3. The property was independently appraised: \_\_\_\_\_ Purpose of appraisal: \_\_\_\_\_  
yes/no  
Market value estimate: \$ \_\_\_\_\_  
Appraisal was made by whom? \_\_\_\_\_
4. The applicant's estimate of market value of the property involved in this application is \$ \_\_\_\_\_
5. The estimated agricultural productive value of this property is excessive because of the following condition(s): \_\_\_\_\_

Applicant asks that PRORATION OF 2024 VETERANS CREDIT

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date 3/28/25

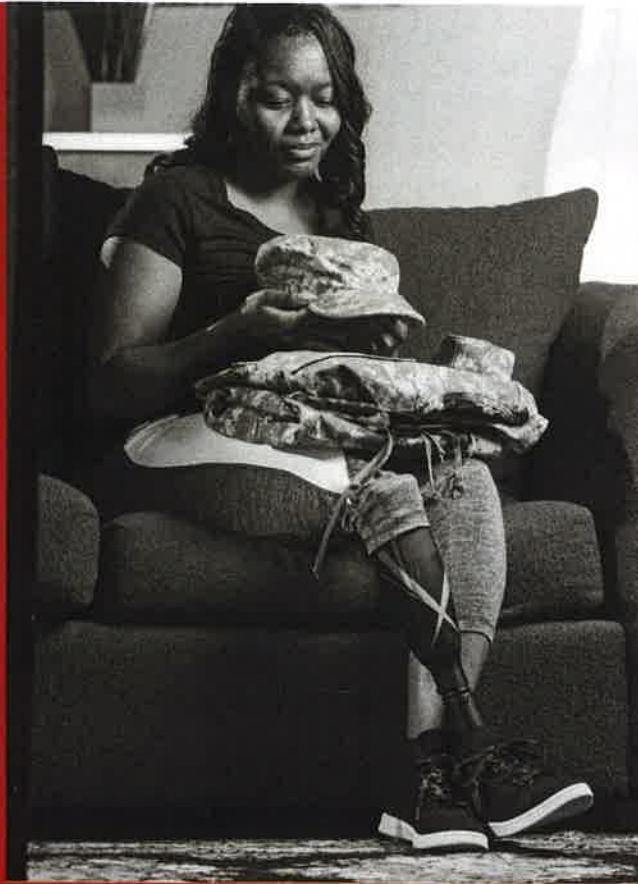
## Additional Information

To qualify, veterans must meet all eligibility requirements and file an application with the local assessor or county director of tax equalization, by March 31 in the year that the property is assessed and credit is requested.

To obtain disability and honorable discharge documentation, please contact the North Dakota Department of Veterans Affairs at 866-634-8387.

The following table shows how taxable values may be reduced with the credit.

Disability %	Maximum Reduction
100%	\$8,100
90%	\$7,290
80%	\$6,480
70%	\$5,670
60%	\$4,860
50%	\$4,050



# Disabled Veterans

**PROPERTY TAX CREDIT**

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner  
Brian Kroshus  
Tax Commissioner

600 E. Boulevard Ave., Dept. 127  
Bismarck, ND 58505-0599  
propertytax@nd.gov

701-328-3127 or 877-328-7088  
800-366-6888 (TTD)



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## The Program

The Disabled Veterans Credit is a property tax credit program that is available to veterans of the United States Armed Forces with a service-connected disability.

This credit may help reduce the taxable value of a residence and associated taxes due.

## Eligibility Details

1. You must be a disabled veteran of the United States Armed Forces with a service-connected disability of 50% or greater in the year for which your application is made.
2. You must have received an honorable discharge or be retired from the United States Armed Forces.
3. You must reside on and have an ownership interest in the property, as of the assessment date.



Applicants will need to provide their Certificate of Release or Discharge from Active Duty (DD214) provided by the U.S. Department of Defense and the determination of disability by the U.S. Department of Veterans Affairs to your local assessor or county director of tax equalization.

To apply, please submit the Application for Disabled Veterans Property Tax Credit to your local assessor.

Download the application at **[tax.nd.gov/veterans](https://tax.nd.gov/veterans)** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **[tax.nd.gov](https://tax.nd.gov)**.





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 4, 2025  
**SUBMITTING DEPARTMENT:** HR  
**DEPARTMENT DIRECTOR:** Amy Berger  
**PRESENTER:** Amy Berger, HR Director  
**SUBJECT:** Consider the correction of a Civil Service Commission Member's term date

---

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

Consider the correction of a Civil Service Commission Member's term date

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

At the City Commission meeting held on December 17, 2024, an item listed on the consent agenda to appoint Jennifer Gosch to the Civil Service Commission for a three-year term had the wrong date listed for her term length.

##### **The request stated:**

I move to appoint Jennifer Gosch to the vacant term of the Civil Service Commission for a 3-year term from Jan. 1, 2025 to December 31, 2027.

##### **The correct request should have stated:**

I move to appoint Jennifer Gosch to the vacant term of the Civil Service Commission for a 3-year term from Jan. 1, 2025 to December 31, 2028.

The three-year term will create a staggered term schedule to avoid multiple openings occurring in the same year. This will provide continuity within the Civil Service Commission.

#### **ATTACHMENTS:**

None

#### **FISCAL IMPACT:**

NA

**STAFF IMPACT:**

NA

**LEGAL REVIEW:**

NA

**RECOMMENDATION:**

I recommend approving the correction of the term date for Civil Service Commission Member, Jennifer Gosch, for a term from January 1, 2025–December 31, 2028.

**SUGGESTED MOTION:**

I move to approve the correction of the term date for Civil Service Commission Member, Jennifer Gosch, for a term from Jan. 1, 2025 to December 31, 2028.





## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 10, 2025  
**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Mandan Progress Organization Event Grants

---

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

To consider approval of the Mandan Progress Organization Event Grant recommendations.

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

City of Mandan has continuously provided \$20,000 to the Mandan Progress Organization (MPO) to be utilized to assist funding events. The MPO has an application and ranking process whereby they make a recommendation to the City regarding the organizations to receive a portion of the \$20,000.

#### **ATTACHMENTS:**

1. MPO Grant Funding Request 2025

#### **FISCAL IMPACT:**

\$20,000 budgeted via Sales Tax Fund

#### **STAFF IMPACT:**

n/a

#### **LEGAL REVIEW:**

n/a

#### **RECOMMENDATION:**

I recommend approval of the funding recommendations as submitted by the MPO.

#### **SUGGESTED MOTION:**

I move to approve the funding recommendations as submitted by the MPO.





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

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

Dear Mr. Neubauer,

The Mandan Progress Organization is the community leader for executing great experiences and events that benefit the Mandan community. The City of Mandan provides the MPO funds each year to bring new events to the community and assist in keeping established events a continued growth, which allows for the betterment to the citizens of Mandan and its visitors. Provides a basis for an economic impact on the business community and for citizens and its visitors a quality of life. Grant monies are awarded divided between 50% in Mandan Bucks and 50% in a check. Money is derived from the 1% city sales tax fund and it is budgeted at \$20,000 for the year.

I request the opportunity to come before the Mandan City Commission on April 15th, 2025, to request the \$20,000 grant monies budgeted for 2025. Please see attached Agenda Documentation. The 2025 grant cycle received 15 applications with a combined request of \$43,770.00

The 2025 event grant review committee recommended the following grant applications with the recommended funding amount for each awardee.

- Dacotah Speedway - \$1,000
- ND Railroad Museum Watermelon Days - \$500
- Dacotah Lions "Come See What We Do" - \$540
- Friends of Fort Lincoln - \$500
- Mandan Touch -a-Truck - \$2,360
- Musicians Association – Summer Band Series - \$1,000
- Mandan Horse and Saddle Summer Events - \$1,000
- ND Santa Run - \$1,000
- Mandan Independence Day - \$3,100
- Mandan Holiday Lights on Main - \$3,000
- Mandan Buggies N Blues - \$3,020
- Bismarck Cancer Center "4<sup>th</sup> of July Road Race" – \$400
- Morton Mandan Public Library – "Summer Reading" - \$1,000
- Mandan Rodeo Ned Ledoux Concert - \$800
- Mandan Airport "Planes and Pancakes" - \$780

Total amount awarded - \$20,000

Thanks for your time.

Sincerely,

Matt Schanandore

Executive Director

Mandan Progress Organization.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 7, 2025  
**SUBMITTING DEPARTMENT:** Business Development & Communications  
**DEPARTMENT DIRECTOR:** Madison Cermak  
**PRESENTER:** Madison Cermak, Business Development & Communications Director  
**SUBJECT:** Growth Fund recommendation on business assistance for Memorial Highway during construction

---

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

To consider a Growth Fund recommendation to allocate dollars to the Mandan Progress Organization (MPO) for business assistance for Memorial Highway during construction.

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

The Mandan Growth Fund (MGF) Committee met Jan. 21, 2025, expressing interest in supporting businesses on Memorial Highway during construction. The MPO presented a proposal for business assistance to the MGF at its Feb. 22, 2025 meeting. The proposal included a rewards gift card program that would allow locals to purchase a digital gift card for face value and have 25% of that purchase matched by funds allocated from the MGF. The program's funding structure includes \$40,000 in the gift card incentive program and \$10,000 dedicated to marketing and outreach efforts.

The MPO surveyed businesses to see interest in the gift card incentive program and shared the results at the MGF March 27, 2025 meeting. The survey was sent to 130 businesses in the special assessment district for the Memorial Highway reconstruction project. There were 36 responses for a 28% return rate. Of the 36 responses, over 80% were in favor of the program.

The benefits for businesses include increased consumer spending during road construction, a seamless digital gift card system with no added technology requirements, no cost to participate and no administrative fees for businesses, and a stronger local economy by keeping dollars circulating in Mandan.

#### **ATTACHMENTS:**

None

**FISCAL IMPACT:**

The Growth Fund has an uncommitted balance of \$133,712.12 for economic development as of March 31, 2025. The request is for \$50,000.

**STAFF IMPACT:**

Minimal

**LEGAL REVIEW:**

N/A

**RECOMMENDATION:**

The MGF voted 8-0 (1 absent) to recommend approval of \$50,000 be allocated to the MPO for a gift card incentive program, set as they see fit, for businesses in the Memorial Highway construction area.

**SUGGESTED MOTION:**

I move to approve of \$50,000 be allocated to the MPO for a gift card incentive program, set as they see fit, for businesses in the Memorial Highway construction area.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 10, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** Consider Building Blocks Action Plan (Third Street SE Study)

---

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

Consider Building Blocks Action Plan (Third Street SE Study)

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

in 2024 and 2025 the City of Mandan leveraged EPA's Building Blocks for Sustainable Communities technical assistance to develop a strategic plan for the 3rd Street Southeast corridor. The planning process—centered around the “Supporting Equitable Development Tool”— facilitated community engagement and planning to address longstanding issues and opportunities in south-central Mandan.

A link to the action plan may be found at [CityofMandan.com/brownfieldsgrant](https://CityofMandan.com/brownfieldsgrant)

The outcomes of this process may help local governments, planners, community organizations, and funders:

- Align future investments with community-identified priorities.
- Support grant applications with clear goals and data-driven needs.
- Guide zoning updates and policy changes that reflect long-term community vision.
- Coordinate efforts across departments and with external partners to improve housing, transportation, and public health outcomes.

#### **Key Goals Identified for the 3rd Street SE Corridor:**

- Attainable Housing: Ensure a sustainable mix of high-quality, affordable housing options.



- **Safe Multi-Modal Transportation:** Improve safety and access for walking, biking, transit, and reduce impacts from cut-through traffic.
- **Community Development & Character:** Promote compact, walkable development that maintains Mandan's unique small-town identity.
- **Community Health:** Foster healthy living environments through infrastructure, food access, programs, and environmental quality.

**Why It Matters:** The process was grounded in local knowledge, driven by a steering committee of residents and stakeholders, and built through a series of structured workshops, meetings, and site visits. The final plan reflects a shared vision that can now guide investment, policy, and partnerships for years to come.

**Next Steps for Mandan and Other Communities:**

- Use the plan to prioritize public investments—in housing, infrastructure, parks, and transportation.
- Apply for state and federal funding using the plan to demonstrate need and community support.
- Engage additional partners—from nonprofits to developers—to implement shared goals.
- Incorporate the plan into broader comprehensive planning efforts to ensure long-term consistency and accountability.

The City is grateful to its partners at EPA Region 8 and the Office for Sustainable Communities for its support in this project.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

This technical assistance was provided to the City at no cost.

**STAFF IMPACT:**

Considerable staff time went into this effort.

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Staff recommends acceptance of the action plan.

**SUGGESTED MOTION:**

I move to accept the Building Blocks Action Plan.



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 8, 2025  
**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Jim Neubauer  
**PRESENTER:** Jim Neubauer, City Administrator  
**SUBJECT:** Legislative Update

---

**STATEMENT/PURPOSE:**

To update the City Commission related to legislative items.

**BACKGROUND/ALTERNATIVES:**

Information will be provided prior to the Commission Meeting.

**ATTACHMENTS:**

None

**FISCAL IMPACT:**

**STAFF IMPACT:**

**LEGAL REVIEW:**

**RECOMMENDATION:**

**SUGGESTED MOTION:**



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 7, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** First Consideration of Ordinance 1458, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block 1, Developers West Acres 2nd Addition

---

**STATEMENT/PURPOSE:**

Zone Change from CA - Commercial to R7 - Residential related to Lot 9, Block 1, Developers West Acres 2nd Addition.

**BACKGROUND/ALTERNATIVES:**

Detailed background on this request can be found under Public Hearing No. 1.

**ATTACHMENTS:**

1. Ordinance No. 1464

**FISCAL IMPACT:**

N/a

**STAFF IMPACT:**

Minor

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Staff and the Planning and Zoning Commission recommend approval of the first consideration of Ordinance 1464.

**SUGGESTED MOTION:**

I move to approve the first consideration of Ordinance 1464.

City Commission

Agenda Documentation

April 15, 2025

Subject: First Consideration of Ordinance 1464, a zone change from CA - Commercial to R7 - Residential for Lot 9, Block1, Developers West Acres 2nd Addition

Page 2 of 2

---

**ORDINANCE NO. 1464**

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

WHEREAS, The Mandan Land Use and Transportation Plan designates the subject property as public land use; and

WHEREAS, Adjacent properties are zoned R7 - Residential and RM - Residential. The proposed use aligns with the future land use plan recommendation of residential use would be appropriate; and

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

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

LOT 9, BLOCK 1, DEVELOPERS WEST ACRES 2ND ADDITION OF SECTION 17, TOWNSHIP 139N, RANGE 81W, CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING .74 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE CA - COMMERCIAL DISTRICT AND SHALL BE INCLUDED IN THE R7 – RESIDENTIAL DISTRICT.

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

---

James Froelich, President  
Board of City Commissioners



Attest:

---

Jim Neubauer  
City Administrator

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

March 24, 2025  
April 15, 2025  
May 6, 2025



## City Commission

### Agenda Documentation

**MEETING DATE:** April 15, 2025  
**PREPARATION DATE:** April 8, 2025  
**SUBMITTING DEPARTMENT:** Planning  
**DEPARTMENT DIRECTOR:** Andrew Stromme  
**PRESENTER:** Andrew Stromme, City Planner  
**SUBJECT:** First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block 1, MDU Addition

---

**STATEMENT/PURPOSE:**

Zone Change from Ag - Agriculture to CB - Commercial for Lot 1, Block 1, MDU Addition.

**BACKGROUND/ALTERNATIVES:**

Detailed background on this request can be found under Public Hearing No. 2.

**ATTACHMENTS:**

1. Ordinance No. 1465

**FISCAL IMPACT:**

N/a

**STAFF IMPACT:**

Minor

**LEGAL REVIEW:**

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

**RECOMMENDATION:**

Staff and the Planning and Zoning Commission recommend approval of the first consideration of Ordinance 1465.

**SUGGESTED MOTION:**

I move to approve the first consideration of Ordinance 1465.

City Commission

Agenda Documentation

April 15, 2025

Subject: First Consideration of Ordinance 1465, a zone change from Ag - Agriculture to CB - Commercial for Lot 1, Block1, MDU Addition

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**ORDINANCE NO. 1465**

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

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

WHEREAS, the open space designation reflects existing site constraints that limit the intensity of potential development on the property; and

WHEREAS, the proposed CB zoning is complimentary with adjacent land uses and zoning districts;

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

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

LOT 1, BLOCK 1, MDU ADDITION OF SECTION 10, TOWNSHIP 139N, RANGE 81W, MORTON COUNTY, NORTH DAKOTA:

SAID TRACT OF LAND CONTAINING 11.28 ACRES, MORE OR LESS.

- SHALL BE REMOVED FROM THE AG – AGRICULTURE DISTRICT AND SHALL BE INCLUDED IN THE CB - COMMERCIAL DISTRICT.

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

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James Froelich, President  
Board of City Commissioners

Attest:

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Jim Neubauer  
City Administrator

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

March 24, 2025  
April 15, 2025  
May 6, 2025