



**AGENDA
CITY COMMISSION
AUGUST 19, 2025
ED “BOSH” FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:30 PM
WWW.CITYOFMANDAN.COM**

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A. ROLL CALL

1. Roll call of all City Commissioners

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. Construction Updates

D. PUBLIC COMMENT

1. The Mandan City Commission values public input. To speak, submit a completed speaker card before the meeting begins. Comments must relate to an item on the current or previous meeting agenda. Speakers have 3 minutes each, in the order cards are received. The total comment period is limited to 30 minutes.

E. APPROVAL OF AGENDA

F. MINUTES

1. Consider Approval of the August 5, 2025 Board of City Commission Meeting Minutes

G. PUBLIC HEARING

1. Consider a special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Fourth Replat (2510 40th Avenue SE)

2. Consider Preliminary Plat and Masterplan for Kahl Addition
3. Consider Schaff Estates 3rd Addition final plat

H. BIDS

I. CONSENT AGENDA

1. Consider approval of monthly bills
2. Consider a 2023-2025 Abatement application for Mor-Gran-Sou
3. Consider approval of the special event permit for the Stage Stop Back to School Party
4. Consider a minor plat for Lots 27a & 29a, Block 2, Lakewood Harbor 5th Addition
5. Consider a minor plat for Roller Subdivision
6. Consider 2025 budget amendment and contract Amendment 1, with Interstate Engineering for planning department assistance
7. Consider submitting a sole source request to the North Dakota Department of Transportation for Memorial Highway utility items
8. Consider approval of the City of Mandan and Dakota Children's Advocacy Center to apply for and accept any funding under the North Dakota Attorney General Justice Assistance Grant (JAG) for Human Trafficking

J. OLD BUSINESS

K. NEW BUSINESS

1. Consider the following flex fund applications
 - a. Riverwood Ave SE Reconstruction Project
 - b. The Mandan Proper Road Revitalization Project NW
2. Consider the following requests for proposals
 - a. ~~Preliminary Engineering Services for Redwing Dr. SE~~
 - b. Preliminary Engineering Services for Street Rehabilitation 2026 - Project Area 3a

- c. Preliminary Engineering Services for Mandan Proper NW
- d. Engineering Services for Master Lift Station Forcemain interim improvements
- 3. Consider the Waste Water Treatment Plant Master Plan update
- 4. Consider Change Order 4 for the 2024 Street Reconstruction Project

L. RESOLUTIONS AND ORDINANCES

- 1. Consider the introduction and first consideration of Ordinance No. 1474 to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds
- 2. First consideration of Ordinance No. 1475 to amend and re-enact Section 12-8-1 and 12-8-9 of the Mandan Code of Ordinances, relating to Cigar Lounges

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - September 2, 2025 at 5 p.m.
 - September 16, 2025 at 5:30 p.m.
 - October 7, 2025 at 5:30 p.m.

O. ADJOURN

The Mandan City Commission met in regular session at 5:30 PM on August 5, 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, 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, Communications Specialist Schmidt, CIS Manager Mischel, Library Director Sandstrom, Airport Manager Gerhardt, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Consider proclaiming August 14, 2025 as the 90th anniversary of Social Security.* Mayor Froelich proclaimed August 14, 2025 as the 90th anniversary of Social Security.

2. *Construction Update.* City Engineer Wigness gave a construction update. Commissioner Sjoberg mentioned the delay in the Memorial Highway Construction Project due to rainy conditions.

3. *Grill With a Cop - August 14.* Police Chief Ziegler invited the public to Grill With a Cop on August 14, 2025.

D. PUBLIC COMMENT

1. *The Mandan City Commission values public input. To speak, submit a completed speaker card before the meeting begins. Comments must relate to an item on the current or previous meeting agenda. Speakers have 3 minutes each, in the order cards are received. The total comment period is limited to 30 minutes.* . No speaker cards were submitted. The Mayor opened the meeting for public comment, there was no one in attendance that came forward to speak.

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

F. MINUTES

1. *Consider approval of the following Board of City Commission Meeting Minutes:.*

a. *July 15, 2025 Regular Meeting.* Commissioner Braun moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

b. *July 29, 2025 Special Meeting.* Commissioner Braun moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

1. *Consider a ten-year extension of the Mandan Renaissance Zone Program (see New Business No. 1 & Resolution No. 2).* Business Development & Communications Director Cermak presented on the consideration of a ten-year extension of the Mandan Renaissance Zone Program. Mayor Froelich opened the public hearing and invited the public to come forward to comment. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Rohr moved and

Commissioner Sjoberg seconded to the application to renew the Mandan Renaissance Zone program with an update of the development plan and also to approve the resolution for the extension of a Renaissance Zone in the City of Mandan with the tax exemptions and credits as provided for in the Renaissance Zone Act. Roll Call vote: Aye 5, Nay 0. The motion passed.

H. BIDS

I. CONSENT AGENDA Commissioner Heinsohn moved and Commissioner Rohr seconded to approve the consent agenda as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

1. ~~Consider approval of monthly bills.~~
2. *Consider an administrative cost-share amendment for the Memorial Highway (west) project.*
3. *Consider a request from Gate City Bank to be added as a designated and approved bank depository for the City of Mandan.*
4. *Consider approval of a raffle permit for Philinthropic Educational Organization Chapter AK.*
5. *Consider approval of a raffle permit for Mandan Progress Organization.*
6. *Consider the following gaming site authorizations: .*
 - a. *North Dakota Friends of NRA State Fund Committee LLC at Baymont Inn & Suites from August 8, 2025 to June 30, 2026.*
 - b. *Mystic Athletic Club at Ten Spot Lanes from August 6, 2025 to June 30, 2026.*
7. *Consider approval of grant application for Sanford Hospital and City of Mandan for Sexual Assault Nurse Examiner (SANE) Program through the North Dakota Attorney General's Office.*
8. *Consider approval for Budget Amendment to Public Works Forestry budget.*
9. *Consider approval of the Lottery Grant Application for Metro Area Narcotics Task Force (MANTF).*
10. *Consider approval of the North Dakota Internet Crimes Against Children (ICAC) Task Force Multi-Agency Law Enforcement Agreement.*
11. *Consider approval of a Justice Assistance Grant (JAG) application to fund Dakota Children's Advocacy Center (DCAC) to partially fund one Forensic Interviewer staff position..*

J. OLD BUSINESS

K. NEW BUSINESS

1. *Consider the Renaissance Zone Committee's recommendation of a 10-year extension of Mandan's Renaissance Zone Program. See Public Hearing Number 1.*
2. *Consider the Morton Mandan Public Library 2026 Budget.* Library Director Sandstrom presented on the Morton Mandan Public Library 2026 Budget. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.
3. *Consider the Mandan Airport Authority 2026 Budget.* Airport Manager Gerhardt presented on the Mandan Airport Authority 2026 Budget. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.
4. *Consider Change Order 1 for the Collins Avenue Reservoir Project.* City Engineer Wigness

presented on the consideration of Change Order 1 for the Collins Avenue Reservoir Project.

Commissioner Rohr moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 4, Nay 1 (Mike Braun). The motion passed.

5. *Consider Petition for Storm Sewer improvements and Engineering Service Agreement for Shores at Lakewood Phase II.* City Engineer Wigness presented on the Petition for Storm Sewer improvements and Engineering Service Agreement for Shores at Lakewood Phase II. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve the resolutions creating Storm Sewer Improvement district 33, determining the sufficiency of the petition, approving the Engineers report and the feasibility report, and to enter into an engineering service agreement with Mountain Plains LLC.. Roll Call vote: Aye 5, Nay 0. The motion passed.

6. *Consider approving plans and specifications for the 3-way agreement of Shores at Lakewood Phase 2.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Heinsohn seconded to approve the resolution approving plans and specifications for the 3-way agreement for Shores at Lakewood Phase II. Roll Call vote: Aye 5, Nay 0. The motion passed.

7. *Consider bid advertisement for Storm Sewer Improvement (SSI) 33 and 3-way agreement related to Shores at Lakewood Phase II.* City Engineer Wigness presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve the resolution directing advertisement for bids for the Storm Sewer Improvement District 33 and 3-way Agreement. Roll Call vote: Aye 5, Nay 0. The motion passed.

L. RESOLUTIONS AND ORDINANCES

1. *Second and final consideration of Ordinance 1469, an ordinance to amend and re-enact section 22-2-2 of the Mandan Code of Ordinances, relating to city sales, use and gross receipts tax under the Home Rule Charter of the City of Mandan.* Finance Director Welch presented. Commissioner Heinsohn moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider a resolution to renew Mandan's Renaissance Zone.* See Public Hearing Number 1.

3. *Consider the introduction and first consideration, and call for a public budget hearing of Ordinance No. 1473 making the annual appropriations for expenditures or expenses of the City of Mandan, North Dakota, for the fiscal year commencing January 1, 2026, and ending December 31, 2026, and making the annual tax levy for the year 2025.* Finance Director Welch and Assistant Finance Director Schulz presented. Commissioner Sjoberg moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Second consideration of Ordinance 1470, a zone change from CB - Commercial to RMH - Residential Mobile Home Park District for Lots 3-6, Block 2, Meadowlands Subdivision.* City Administrator Neubauer presented. Commissioner Heinsohn moved and Commissioner Braun seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

5. *Second consideration of Ordinance 1471, a zone change from RM - Residential to PUD - Planned Unit Development for Clover Grove.* City Administrator Neubauer presented. Commissioner Braun moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

6. *Second consideration of Ordinance 1472, a zone change from CB - Commercial to R7 - Residential for Lot 2, Block 1, Schaff Estates 3rd Addition.* City Administrator Neubauer presented.

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

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- *August 19, 2025 at 5:30 p.m.*
- *September 2, 2025 at 5 p.m.*
- *September 16, 2025 at 5:30 p.m.*

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O. ADJOURN There being no other business to come before the Board, the meeting adjourned at 7:19 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel Laqua
SUBJECT: Consider a request for a special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Add. 4th Replat (2510 40th Ave SE)

STATEMENT/PURPOSE:

Consider an application for a special use permit for multi-use shop condos on Lot 1B, Block 1, Lakewood Commercial Park 3rd Addition 4th Replat.

BACKGROUND/ALTERNATIVES:

Property History

The property is located at 2510 40th Ave SE and is currently a vacant lot zoned CB - Business Commercial.

The applicant has previously had a request for a special use permit denied, as the request included a city-owned lot to the east which bordered residential neighbors with concerns regarding the appearance and impact of the proposed development. This new application restricts the use to the applicant's property along 40th Ave SE and does not utilize the city-owned lot.

The property is zoned CB- Commercial, as are all surrounding properties.

Special Use Permit Request

The applicant is requesting a special use permit for a shop condo development, which is defined in Mandan City Code as: "Multi-use shop means two or more attached units that are designed and constructed as a single structurally dependent building or designed and constructed to allow individual units to be structurally independent from each other sharing a common wall on one or more sides. These are sometimes referred to as "shop-condos". These structures are unique from a twin/row home in that the residential use is accessory in nature. They are unique from a commercial strip mall in that they

often include a large garage or RV bay and rarely include the retail of products and visitation by the general public.”

The code notes in Section 105-1-5.k. that each multi-use condo development shall be reviewed as follows:

Multi-use shops. Each multi-use shop development may be permitted as a special use subject to the following minimum standards:

- (1) Each individual unit within the structure shall have an open space/yard or public way on no more than three sides.
- (2) Each individual unit within the structure shall have its own separate means of egress.
- (3) Such units shall only contain group business, factory, mercantile, or storage occupancy classifications as set forth by Section 3 of the North Dakota State Building Code.
- (4) Uses, whether commercial or accessory to residential, shall be declared at the time of the conditional use permit issuance. No change in use may be conducted unless reevaluated through the special use permitting process and the structure meets all building code requirements for the desired change of use.
- (5) Traditional mixed-use (residential and commercial combined) multi-use shops shall not be permitted. The declaration of either commercial or accessory to residential shall apply to all units within the structure and the structure will be constructed according to the minimum standards of the building code for the declared use.
- (6) Minimum off-street parking requirements shall be planned and provided for based on the declared uses. Any inadequate provision of parking within the development for a combination of uses may result in the revocation of the special use permit.
- (7) Each structure shall be limited to one curb stop accessible by city staff.
- (8) The declaration of commercial or accessory to residential shall in no way affect the way valuation, special assessments, utility rates, and other city fees are determined. These shall remain determined by separate city policy.
- (9) Covenants, conditions, and restrictions (CC&Rs) or another form of recorded agreement approved by the city attorney shall set out, at a minimum, provisions for access and responsibility for costs of inspections related to the fire suppression system, if any.
- (10) For the city's utility billing purposes, a recorded development association or another form of recorded agreement approved by the city attorney is required if any of the individual units within the development are not owned by the same owner of the development. The recorded development association or recorded agreement shall set out, at a minimum, the allocation of costs and statement of understanding of the collective responsibility of owners for payment of city utilities. If a recorded development association or another form of recorded agreement approved by the city attorney is in place, the city will issue one utility bill per month to one owner or representative of the structure for the entire structure's base charges and consumption or usage. The

monthly utility bill will not be sent to each individual owner within the structure. If ownership is divided after a special use permit has been obtained, the property owner shall furnish a copy of said recorded agreement to the city showing it meets this provision.

The applicant provided answers to the required questions below with their special use permit application, which can be found in the packet.

1. Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood?
2. Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors?
3. Will the hours of operation of the proposed use be different than the adjacent uses?
4. Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses?
5. Will the site of the proposed use have sufficient area to provide the parking required for the use?
6. Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district?

Staff Review

Staff note concerns regarding potential future declared uses which have not been declared via any official documentation. Staff have also not seen a detailed landscaping plan which would assist in determining compatibility with surrounding residential and lighter commercial uses.

Staff recommendation is that if approved, applicant provides a detailed covenant and use agreement to City with building permit and MARC application, as well as detailed building and landscaping plans at that time.

Adjacent Zoning, Land Use, and Future Land Use

Adjacent Zoning: North/South/East/West – CB- Commercial

Adjacent Land Use: Commercial to North, Residential to East, South and West.

Public Outreach and Application Details

Application Received: June 27, 2025

Application Fee: \$450.00

Notifications: Letters sent to 95 adjacent property owners

FINDINGS OF FACT

Special Use Permit

Will the proposed use be designed, constructed, operated, and maintained so as to be compatible in appearance with the existing or intended character of the neighborhood? Staff have not received a full use description and covenants for the property, nor a full landscape plan. Both may affect the compatibility of the use for the neighborhood. If approved, applicant should provide a detailed covenant and use agreement to City with building permit and MARC application, as well as detailed building and landscaping plans at that time.

Will the proposed use involve activities, processes, materials, equipment, or conditions of operation that will be incompatible with the neighborhood due to the production of traffic, noise, smoke, fumes, glare, or odors? All uses must be allowable in the CB zoning district, so may not involve such uses.

Will the hours of operation of the proposed use be different than the adjacent uses? All uses must be allowable in the CB zoning district, so should be similar to surrounding commercial uses. However, existing surrounding land uses are low-impact childcare and multifamily residential, so have very limited operational hours.

Will the proposed use require exterior lighting of a type and intensity greater than the adjacent uses? All uses must be allowable in the CB zoning district, so should be similar to surrounding commercial uses. However, existing surrounding land uses are low-impact childcare and multifamily residential, so have very limited exterior lighting.

Will the site of the proposed use have sufficient area to provide the parking required for the use? Yes, based on the use descriptions provided at this time.

Will the proposed use require adjustments to the normal lot size, height, and setback requirements of the district? No.

Attachments:

1. Application
2. Additional Submittal
3. Location Map
4. Building Rendering
5. Site Plan
6. Email from Andrew Stromme (submitted by applicant)

ATTACHMENTS:

Subject: Consider a special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Fourth Replat (2510 40th Avenue SE)

Page 5 of 5

1. Application (redacted info)
2. Additional Submittal
3. Location Map
4. Building Rendering
5. Site Plan
6. Email from Andrew Stromme
7. DRAFT Special Use Permit - Lakewood L1B B1

FISCAL IMPACT:

N/A

STAFF IMPACT:

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

LEGAL REVIEW:

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

RECOMMENDATION:

Planning Commission and City staff recommend approval of the special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Add. 4th Replat (2510 40th Ave SE), on the condition the applicant provides a detailed covenant and use agreement to the city with a building permit approved by the Mandan Architectural Review Committee, as well as detailed building and landscaping plans, at which time, includes storm water drainage.

SUGGESTED MOTION:

I move to recommend approval of the special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Addition 4th Replat (2510 40th Ave SE), on the condition the applicant provides a detailed covenant and use agreement to the city with a building permit approved by the Mandan Architectural Review Committee, as well as detailed building and landscaping plans, at which time, includes storm water drainage.

CITY OF MANDAN	
Development Review Application	
Minor Plat (\$300)	Zone Change (\$600)
Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
Final Plat up to 20 lots (\$450)	Vacation (\$500)
Final Plat 21 to 40 lots (\$600)	Variance (\$400)
Final Plat more than 40 lots (\$750)	☒ Special Use Permit (\$450)
Annexation (\$450)	Stormwater submittal (\$300)
Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 nd & subsequent resubmittal (\$50)
Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary)	
We are seeking a special use permit to develop our land per attached documents.	

Engineer/Surveyor			Property Owner or Applicant		
Name Swenson Hagen and Company			Name Steven and Erica Mittleider		
Address 909 Basin Ave			Address [REDACTED]		
City Bismarck	State ND	Zip 58504	City Mandan	State ND	Zip 58554
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [REDACTED]
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location			Type		Existing Zone	Proposed Zone	Project Name	
x	City	ETA	x	New	CB	CB	Mittleider	
Property Address					Legal Description			
2510 40th Ave SE					Lakewood Comm Park 3rd ADDN 4th RPLT			
Current Use								
Vacant Lot					Lot: 1B Block: 1			
Proposed Use								
Business Shop					Section 0	Township 0	Range 0	
Parcel Size 0.92	Building Footprint 48x136' & 60x136'	Stories 1	Building SF 14,688 sq ft	Required Parking 37	Provided Parking 38			

Print Name Steven Mittleider	Signature 	Date 6/27/2025
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Office Use Only			
Date Received:	Initials: <i>YM</i>	Fees Paid: \$450	Date: 6-27-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			

Additional Submittals

Conditional-Special Use Permit

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

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

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

Yes, please see included picture of map with similar properties in the near vicinity:
The Cove at Lakewood Shop Condos are 0.2 miles to the North on 21st street.
Monte Gawryluk Shop Condos are 0.4 miles to the East By Moritz Sport and Marine.
Lakewood Marina Boat, RV, and Auto storage is 0.5 miles to the South. By The Drink.

Having lived in the Lakewood area since 2007 and been part of multiple new builds, we are aware of the high aesthetic standards of the area. The proposed development will be visually attractive and maintain and or enhance the appearance of the area.

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

No, we have obtained legal counsel to help adopt covenants specifying these items as to not disrupt the neighborhood.

Traffic and parking at our property will be less than that of high density residential. When driving down 21st street, 24th street, and 40th Ave, with high density residential, there are cars lining the streets on both sides. Please see included pictures. Covenants will be in place to prevent unwanted parking over and above Mandan's city ordinance.

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

No

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

No

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

Yes, Swenson, Hagen, & Co. has calculated 1 parking spot per 400sq feet. Please see attached drawing from Swenson, Hagen, & Co. showing proper parking.

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

No, Swenson, Hagen, & Co. is keeping the project within the proper setbacks. Please see attached drawing from Swenson, Hagen, & Co. showing proper set backs.

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



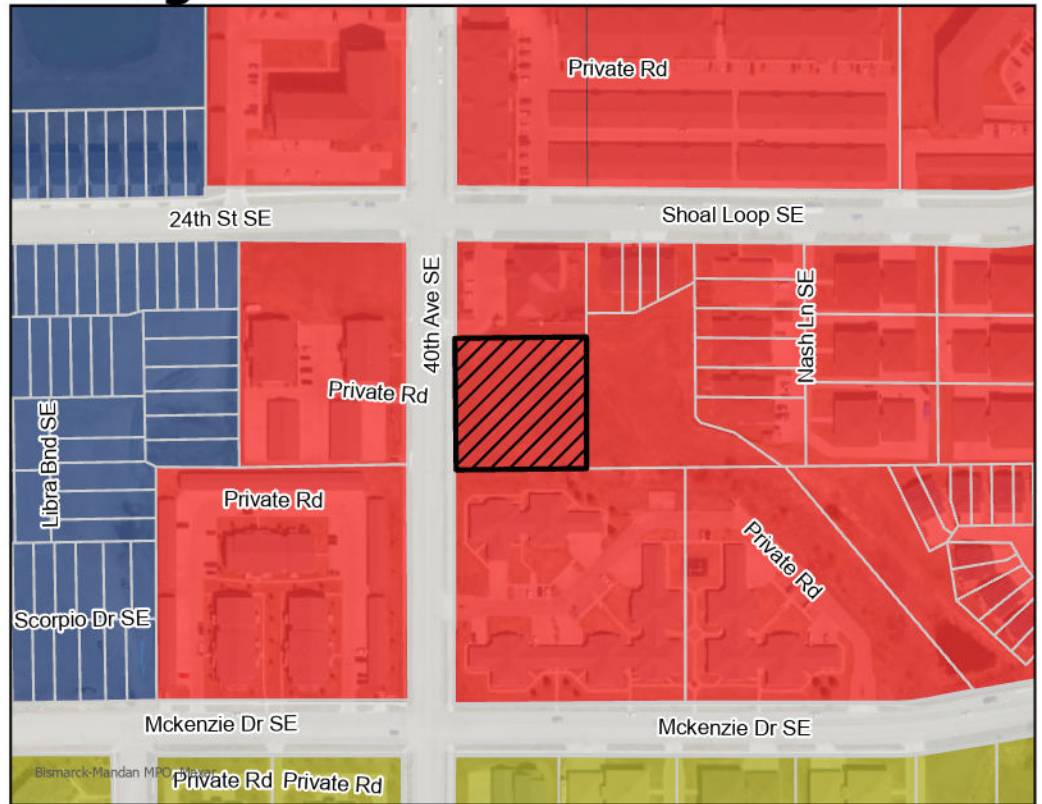
Zoning and Future Land Use Reference Map

Lakewood Commercial Park 3rd

Zoning Map Key

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

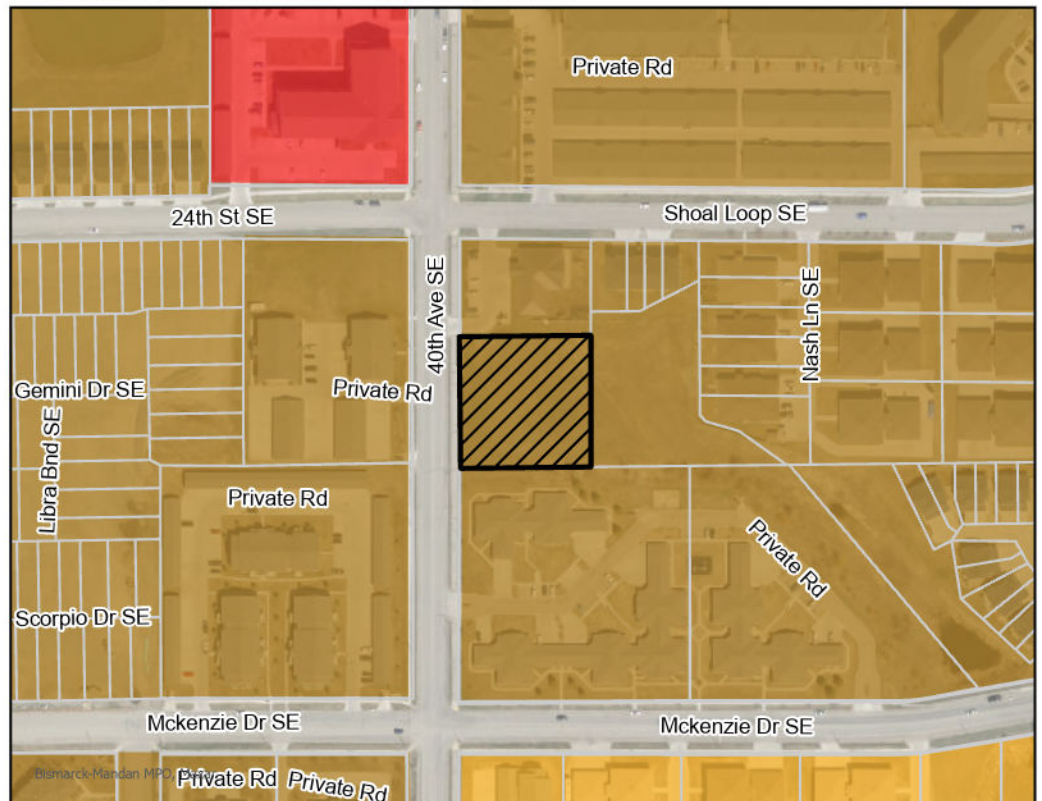
Zoning



Future Land Use Plan

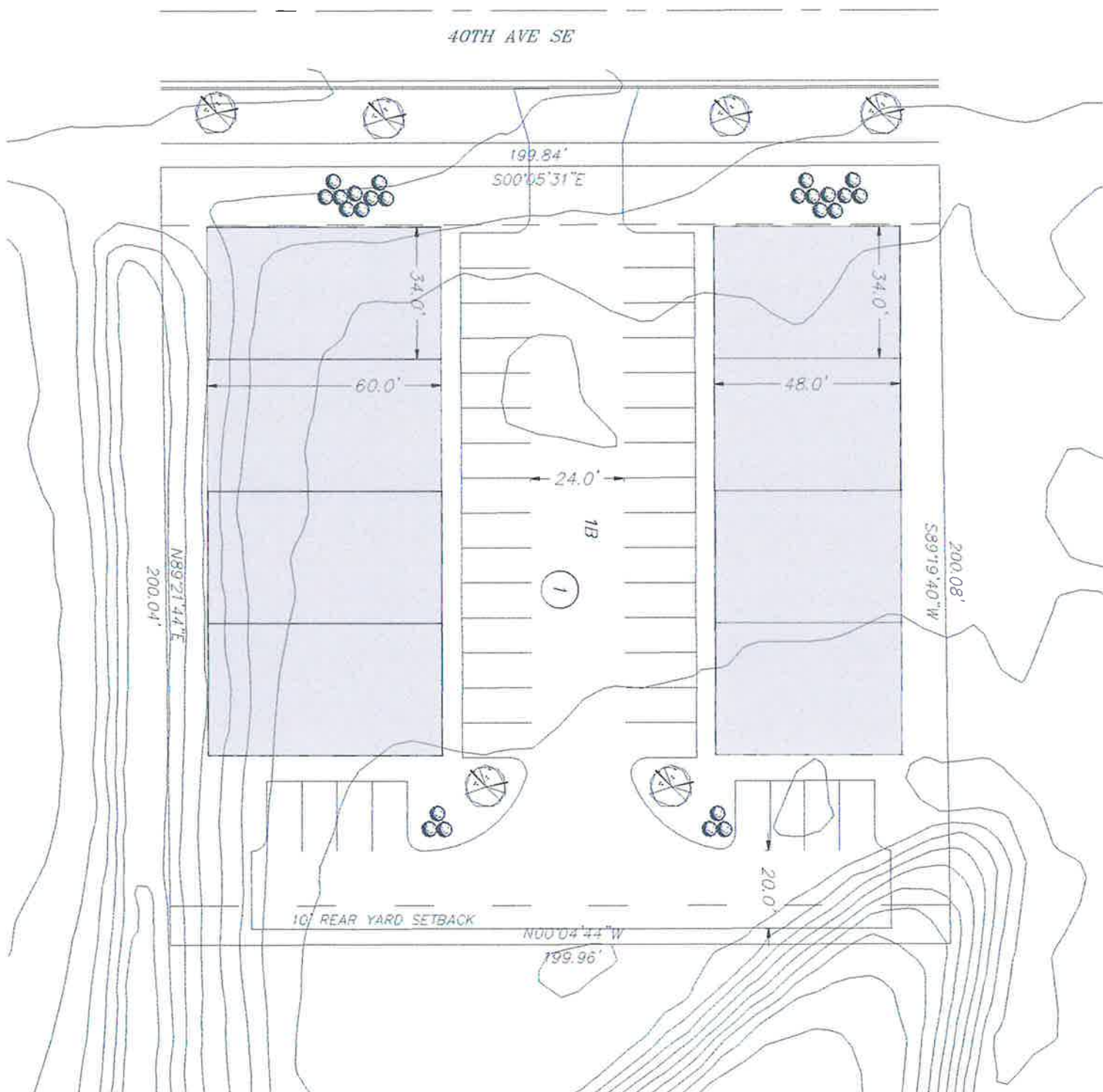
Future Land Use Plan Key

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



0 0.05 0.1 0.2 Miles







5 Messages



Andrew K. Stromme

8/12/24

Hey Scott, Something like that would be...

**Andrew K. Stromme**

8:08 AM

To: Scott Ritter >

RE: 2510 40th Ave SE

I apologize for reaching out again, but I'm assisting someone with this property and discovered that it's actually restricted from residential use due to the way the ordinance is worded. I'm sorry for any confusion this may have caused. It states no residential uses. We typically see restrictions in bulleted lists and not buried in paragraphs.

We would support a zone change to allow residential use, as the property is surrounded by residential areas and the commercial uses permitted in the CB zone might not be ideal. While we don't plan to initiate any changes ourselves since it's not our land, I wanted to share this perspective for consideration.

Again, I'm sorry for any misleading information previously provided.

Andrew

[See More](#)



SPECIAL USE PERMIT

For

2510 40th Ave SE

Lot 1B, Block 1,

Lakewood Commercial Park 3rd Add 4th Replat

The property owner(s) of Lot 1B, Block 1, Lakewood Commercial Park 3rd Add 4th Replat are granted a special use permit to allow multi-use shop in the CB-Commercial district as defined in Section 105-1-5(k) of the Mandan Code of Ordinances (MCO) subject to the following conditions:

1. Each individual unit within the structure shall have an open space/yard or public way on no more than three sides.
2. Each individual unit within the structure shall have its own separate means of egress.
3. Such units shall only contain group business, factory, mercantile, or storage occupancy classifications as set forth by Section 3 of the North Dakota State Building Code.
4. Uses, whether commercial or accessory to residential, shall be declared at the time of the conditional use permit issuance. No change in use may be conducted unless reevaluated through the special use permitting process and the structure meets all building code requirements for the desired change of use.
5. Traditional mixed-use (residential and commercial combined) multi-use shops shall not be permitted. The declaration of either commercial or accessory to residential shall apply to all units within the structure and the structure will be constructed according to the minimum standards of the building code for the declared use.
6. Minimum off-street parking requirements shall be planned and provided for based on the declared uses. Any inadequate provision of parking within the development for a combination of uses may result in the revocation of the special use permit.
7. Each structure shall be limited to one curb stop accessible by city staff.
8. The declaration of commercial or accessory to residential shall in no way affect the way valuation, special assessments, utility rates, and other city fees are determined. These shall remain determined by separate city policy.
9. Covenants, conditions, and restrictions (CC&Rs) or another form of recorded agreement approved by the city attorney shall set out, at a minimum, provisions

for access and responsibility for costs of inspections related to the fire suppression system, if any.

10. For the city's utility billing purposes, a recorded development association or another form of recorded agreement approved by the city attorney is required if any of the individual units within the development are not owned by the same owner of the development. The recorded development association or recorded agreement shall set out, at a minimum, the allocation of costs and statement of understanding of the collective responsibility of owners for payment of city utilities. If a recorded development association or another form of recorded agreement approved by the city attorney is in place, the city will issue one utility bill per month to one owner or representative of the structure for the entire structure's base charges and consumption or usage. The monthly utility bill will not be sent to each individual owner within the structure. If ownership is divided after a special use permit has been obtained, the property owner shall furnish a copy of said recorded agreement to the city showing it meets this provision.

In addition to the above requirements as required by Code Section 105-1-5(k), the owner is required to:

1. Provide a detailed covenant and use agreement, detailed building plans, detailed landscaping plans, and stormwater drainage plans to the City at the time of their building permit and Mandan Architectural Review Committee approval.

Dated this 19th day of August, 2025

President, Planning and Zoning Commission

ATTEST:

Planning and Zoning Secretary

Ratified by the Board of City Commissioners on _____.



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel Laqua
SUBJECT: Consider Preliminary Plat and Masterplan for Kahl Subdivision

STATEMENT/PURPOSE:

Consider Preliminary Plat and Master Plan for Kahl Subdivision

BACKGROUND/ALTERNATIVES:

This proposed preliminary plat is located in the SE1/4 of Section 32, T139N R81W, 5th PM, Morton County, ND, within the ETJ. This portion of the SE ¼ of Section 32 has been previously partially platted as Lot "A", and has four existing lots, Lot 1 of Lot "A", Lot 2 of Lot "A", Lot 3 of Lot "A", and the remainder of Lot "A". The applicant proposes to add two additional Lots, Lots 1 and 2 of Block 1, both containing 1.5 acres.

Staff requested that a master plan be created for the remainder of Lot "A" in the NE1/4SE1/4, though not the full extent of Lot "A", in order to have a future understanding of access and development potential. This has been included in the application and shows future roadway access surrounding the property as well as an internal 66' road right of way, with a potential for 8 additional large residential lots.

Preliminary Plat Details

Total Area: 3 acres to be platted into Lots 1 and 2 of Block 1

Configuration

Two lots within one block

Access

Access to both lots is via a 40' wide access easement running west across Lot "A" from existing 22 ½ Avenue through Lot 1, Block 1 to Lot 2, Block 1. A culvert may be required for this access during the driveway and building permit process.

Zone Change Request

- No zone change request is being made at this time.

Adjacent Zoning, Land Use, and Future Land Use

Adjacent Zoning: North/South/East/West – Agricultural

The future land use plan designates this area as public land, and is shown outside the 2030 growth boundary. The very low density residential nature of the development should be in line with this.

Public Outreach and Application Details

Application Received: June 26, 2025

Application Fee: \$450.00

Notifications: Letters sent to 3 adjacent property owners

Findings of Fact

Preliminary Plat

1. All technical requirements for approval of a preliminary plat have been met;
2. The proposed subdivision generally demonstrates an ability for the property to align with the Future Land Use Plan and other plans and studies;
3. The proposed subdivision is not located in the Special Flood Hazard Area or an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or areas that are topographically unsuited for development;
4. The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;
5. The proposed subdivision is generally consistent with the master plan, other adopted plans, policies and accepted planning practice; and
6. The proposed subdivision would not adversely affect the public health, safety, and general welfare.

Attachments:

1. Application
2. Location Map
3. Preliminary Plat
4. Exhibit
5. Future Plan

ATTACHMENTS:

1. Application (redacted info)
2. Location Map
3. Kahl Addition Preliminary Plat
4. Exhibit
5. Kahl Addition Future Plan

FISCAL IMPACT:

N/A

STAFF IMPACT:

A moderate amount of City Staff time has gone into reviewing the proposed development.

LEGAL REVIEW:

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

RECOMMENDATION:

Planning Commission and City Staff recommend approval of Kahl Addition Preliminary Plat and Proposed Master Plan, contingent on final plat approvals.

SUGGESTED MOTION:

I move to recommend approval of Kahl Addition Preliminary Plat and Master Plan, contingent on final plat approvals.

CITY OF MANDAN	
Development Review Application	
☐ Minor Plat (\$300)	☐ Zone Change (\$600)
☒ Preliminary Plat up to 20 acres (\$450)	☐ Planned Unit Development (\$700)
☐ Preliminary Plat more than 20 acres (\$500)	☐ Land Use and Transportation Plan Amendment (\$1,000)
☐ Final Plat up to 20 lots (\$450)	☐ Vacation (\$500)
☐ Final Plat 21 to 40 lots (\$600)	☐ Variance (\$400)
☐ Final Plat more than 40 lots (\$750)	☐ Special Use Permit (\$450)
☐ Annexation (\$450)	☐ Stormwater submittal (\$300)
☐ Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	☐ Stormwater 2 nd & subsequent resubmittal (\$50)
☐ Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	☐ Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary)	
The applicant wants to provide 2 lots for their children's homes. The applicant would prefer to have these lots platted as Auditor's Lots instead of a subdivision	

Engineer/Surveyor			Property Owner or Applicant		
Name Saubert Engineering			Name Kahl Family Trust		
Address [REDACTED]			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [REDACTED]
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location			Type		Existing Zone	Proposed Zone	Project Name	
City	X	ETA	X	New	Agriculture	Agriculture	Kahl Subdivision	
Property Address						Legal Description		
N/A						Portion of Lot A of the SE 1/4		
Current Use								
Agriculture								
Proposed Use								
Residential						Section 32	Township 139	Range 81
Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking			
3 Ac.								

Print Name Paige Ivey	Signature <i>Paige Ivey</i>	Date 5-28-25
--------------------------	--------------------------------	-----------------

Office Use Only			
Date Received:	Initials: nm	Fees Paid: \$ 450	Date 6-26-2025
Notice in paper	Mailed to neighbors:	P&Z meeting:	
Approved	Approved with conditions:		
Denied			



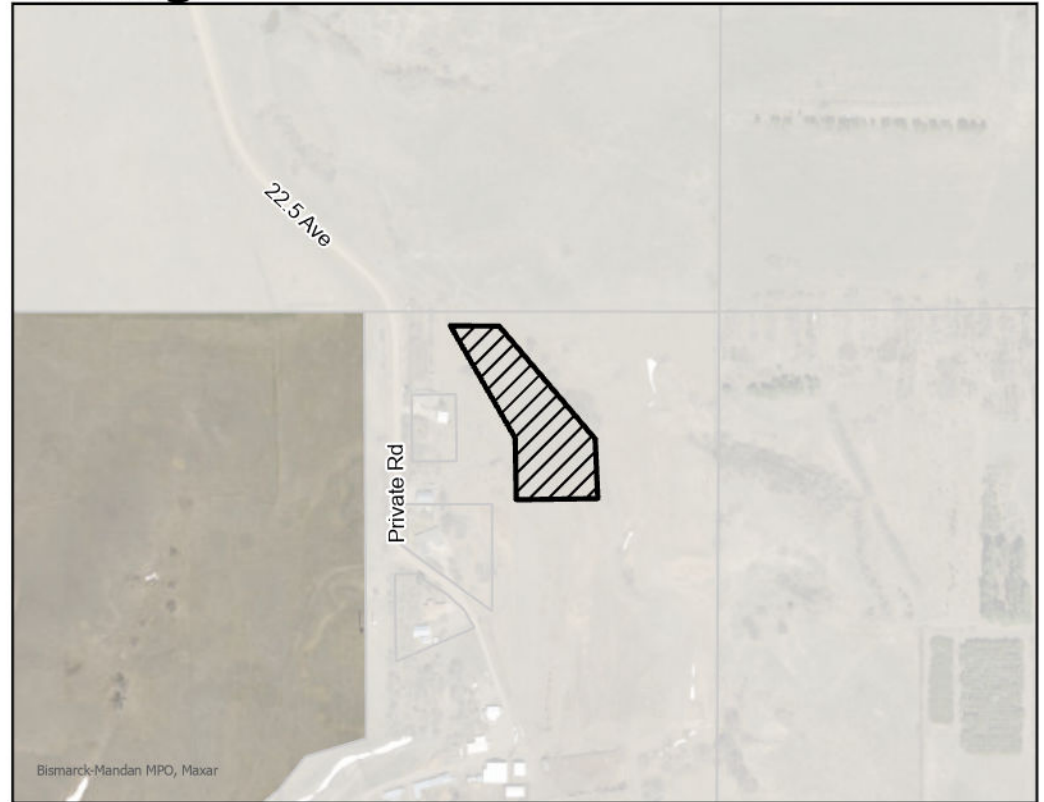
Zoning and Future Land Use Reference Map

Kahl Subdivision

Zoning

Zoning Map Key

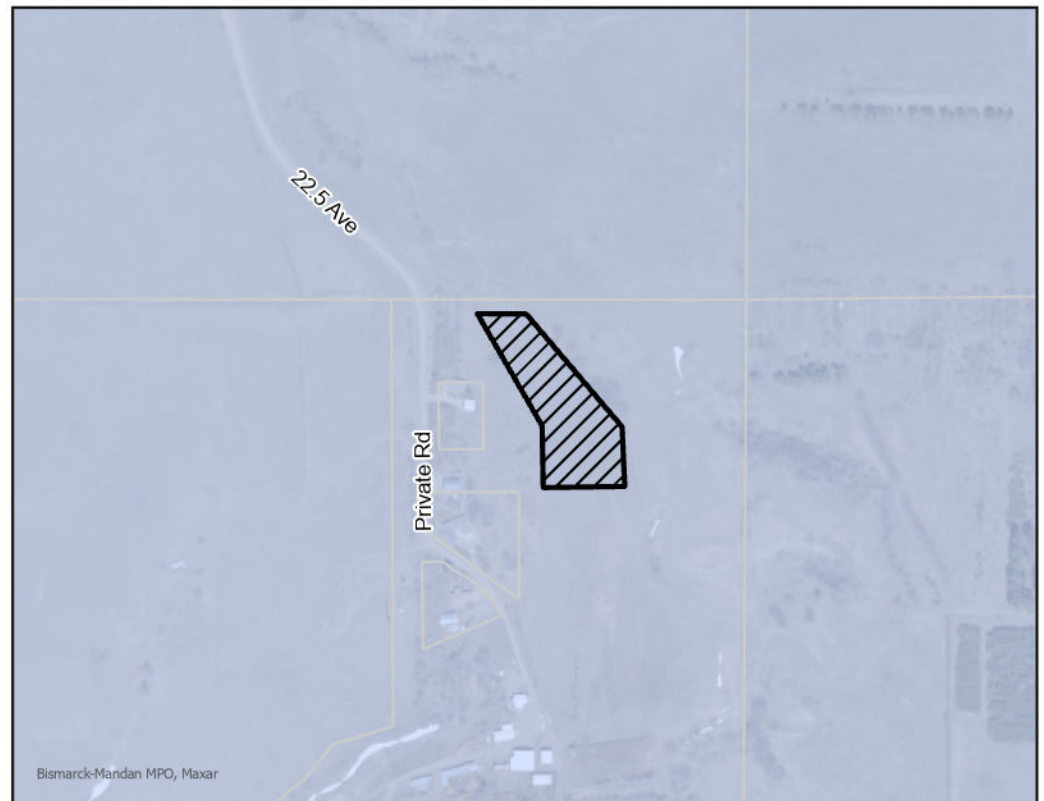
- | | |
|---|---|
| Agriculture - City of Mandan | MD - Heavy Commercial/Heavy Industrial Restricted |
| Agriculture - Morton County | MHS - Trailer Park |
| CA - Neighborhood Commercial | PUD - Planned Unit Development |
| CB - Business Commercial | R3.2 - Residential Single & Two Family |
| CC - Commercial/Light 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 |
| MB - Heavy Commercial/Heavy Industrial | June '25 Planning Activities |
| MC - Heavy Commercial/Light Industrial Restricted | |



Future Land Use Plan

Future Land Use Plan Key

- | |
|------------------------------|
| Rural Residential |
| Low Density Residential |
| Medium Density Residential |
| High Density Residential |
| Commercial |
| Industrial |
| Public/Semi-Public |
| Public Land |
| Park |
| Greenways |
| Open Space |
| Open Water |
| June '25 Planning Activities |

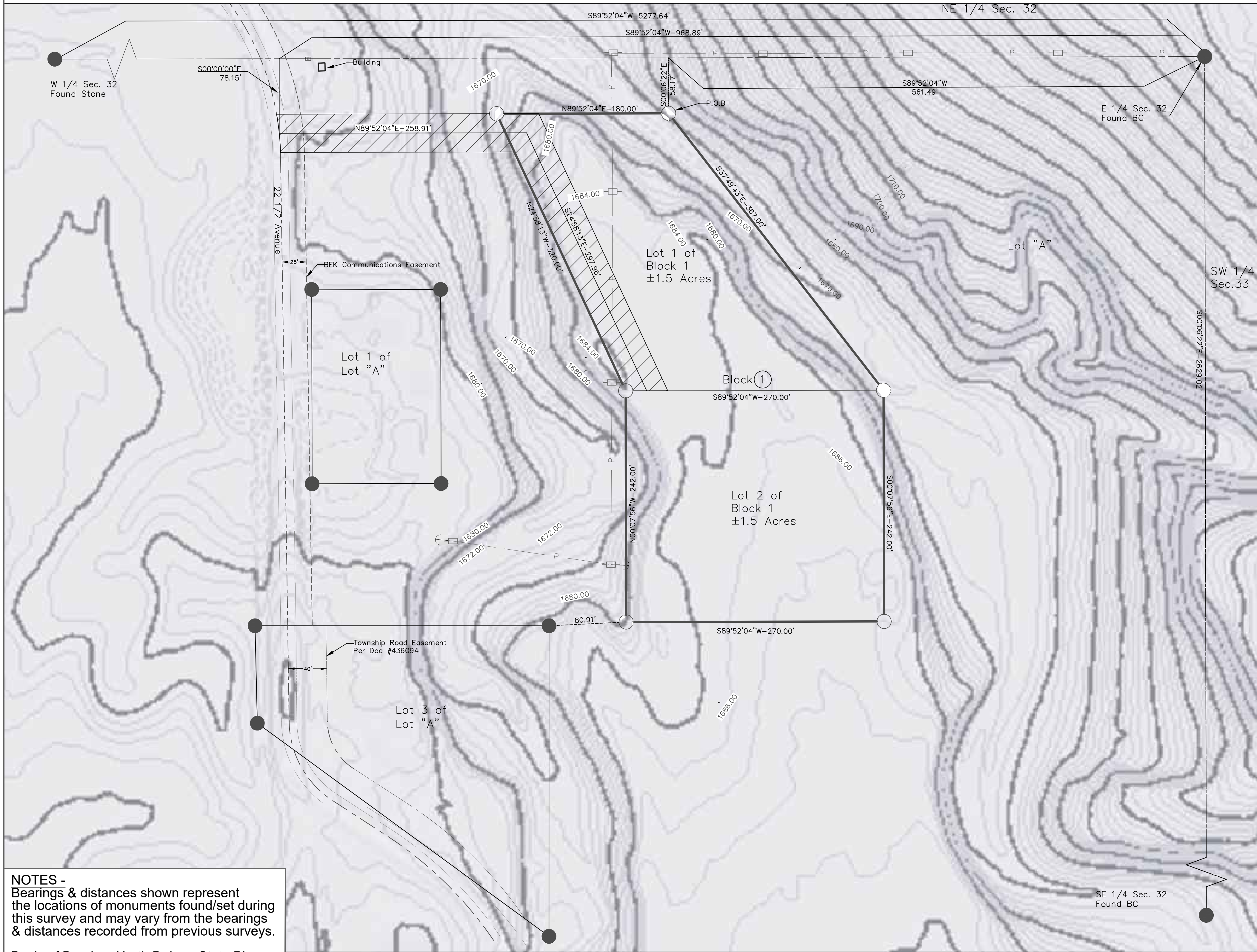


0 0.1 0.2 0.4 Miles

N

KAHL ADDITION

A PORTION OF LOT "A" OF THE SE 1/4 OF SECTION 32
TOWNSHIP 139 NORTH, RANGE 81 WEST, 5th PRINCIPAL MERIDIAN
MORTON COUNTY, NORTH DAKOTA



NOTES -
Bearings & distances shown represent the locations of monuments found/set during this survey and may vary from the bearings & distances recorded from previous surveys.

Basis of Bearing: North Dakota State Plane Coordinate System, South Zone - NAD83

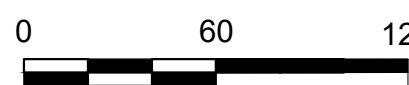
The Distances Reported are in Reference to the International Foot Definition and are at Ground Per NDDOT Combination Factor for Morton County (1/CF = 1.0001515230)

Field Survey Conducted on
-05/08/2025
-05/21/2025
Plat Drafted on 05/23/2025

LEGEND -

- Monument found ●
- Monument Set w/BPC (LS-8427) ○
- Qtr. Section Line ————
- Section Line ————
- Existing R/W ————
- 20' Access Easement

GRAPHIC SCALE (in feet)



1" = 60'

Existing Utilities -

BEK Communications - Communications Easement
20 foot strip lying within 40 feet easterly of 22 1/2 Street
Recorded Document #496456

Meredith Cable - Easement
"Placement of cable in east ditch of the road going to Kahl Property..."
Recorded Document #321031

I, Dawn Rhone, Auditor of Morton County, do hereby certify that all delinquent and current property taxes and installments of special assessments are paid and TRANSFER ENTERED this _____ day of _____, 20____

MORTON COUNTY AUDITOR

DESCRIPTION OF PROPERTY:

A Portion of lot "A" of the SE 1/4 of Section 32, Township 139 North, Range 81 West, 5th Principle Meridian, Morton County, North Dakota.

Commencing at the East Quarter Section Corner Brass Cap, thence S 89 Deg. 52 Min. 04 Sec. W along the latitudinal centerline of said section a distance of 561.49 feet to a point, thence S 00 Deg. 06 Min 22 Sec. E a distance of 58.17 feet to the Point of Beginning, thence S 37 Deg. 49 Min. 43 Sec. E a distance of 367.00 feet,thence S 00 Deg. 07 Min. 56 Sec. E a distance of 242.00 feet, thence S 89 Deg. 52 Min. 04 Sec. W a distance of 270.00 feet, thence N 00 Deg. 07 Min. 56 Sec. W a distance of 242.00 feet, thence N 24 Deg. 58 Min. 13 Sec. W a distance of 320.00 feet, thence N 89 Deg. 52 Min. 04 Sec. E a distance of 180.00 feet to the Point of Beginning

The described tract contains 3.0 acres more or less and are subject to any prior easements and reservations.

DESCRIPTION OF ACCESS EASEMENT:

A 40 foot wide strip of land lying 20 feet on each side of the following described centerline:

Commencing at the East Quarter Section Corner Brass Cap, thence S 89 Deg. 52 Min. 04 Sec. W along the latitudinal centerline of said section a distance of 968.89 feet to a point, thence S 00 Deg. 00 Min 00 Sec. E a distance of 78.15 feet to a point on the centerline of 22 1/2 Avenue and being the Point of Beginning, thence N 89 Deg. 52 Min. 04 Sec. E a distance of 258.91 feet, thence S 24 Deg. 58 Min. 13 Sec. E a distance of 297.96 feet to the North line of Lot 2 of Block 1.

The sidelines thereof are elongated or shortened to conform to the Grantors Property Lines.

The described tracts contains 0.51 acres more or less and are subject to any prior easements and reservations.

SURVEYORS CERTIFICATION:

I hereby certify that this plat was prepared by me or under my direct supervision, that the plat is a correct representation of the survey, the monuments are placed and that I am a duly Registered Land Surveyor under the laws of the State of North Dakota.

John Sauber Jr., PE/PLS

Date _____ Reg. No. LS-8427

STATE OF NORTH DAKOTA,

County of Morton.....} ss

Subscribed and sworn to before me this _____ day _____, 20____.

_____, Notary Public

My commission expires: _____

OWNER'S CERTIFICATE OF DEDICATION:

We, the undersigned being the duly authorized representatives of the Kahl Family Trust, whose address is 2226 Sunny Road South, Mandan, North Dakota 58554, owner of the land platted herein, do hereby voluntarily consent to the execution of said plat.

Allen Kahl

Larry Kahl

Randy Kahl

STATE OF NORTH DAKOTA,

County of Morton} ss

Subscribed and sworn to before me this _____ day _____, 20____.

_____, Notary Public

My commission expires: _____

PLANNING COMMISSION APPROVAL:

The subdivision of land shown herein has been approved by the Planning Commission of the City of Mandan, North Dakota, this _____ day of _____, 2025 in accordance with the laws of the State of North Dakota, ordinances of the City of Mandan, and regulations adopted by the Planning Commission of said City. In Witness whereof are set the hands of the chairman and the secretary of the Planning Commission of the City of Mandan, North Dakota

Bill Robinson - Chairman

Nancy Moses - 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 dedication of all parks and public grounds shown hereon, fruthermore, 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 _____, 2025

Jim Neubauer - City Administrator

James Froelich - President of the Board of
City Commissioners

CITY ENGINEER APPROVAL:

I, Jarek Wigness, City Engineer for the City of Mandan, North Dakota, Hereby Approves "Kahl Subdivision" of the City of Mandan, Morton County, North Dakota on the Annexed Plat.

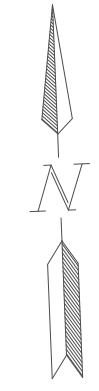
Jarek Wigness - Mandan City Engineer



2401 46th Ave. SE, Suite 110
PO Box 399
Mandan, ND 58554

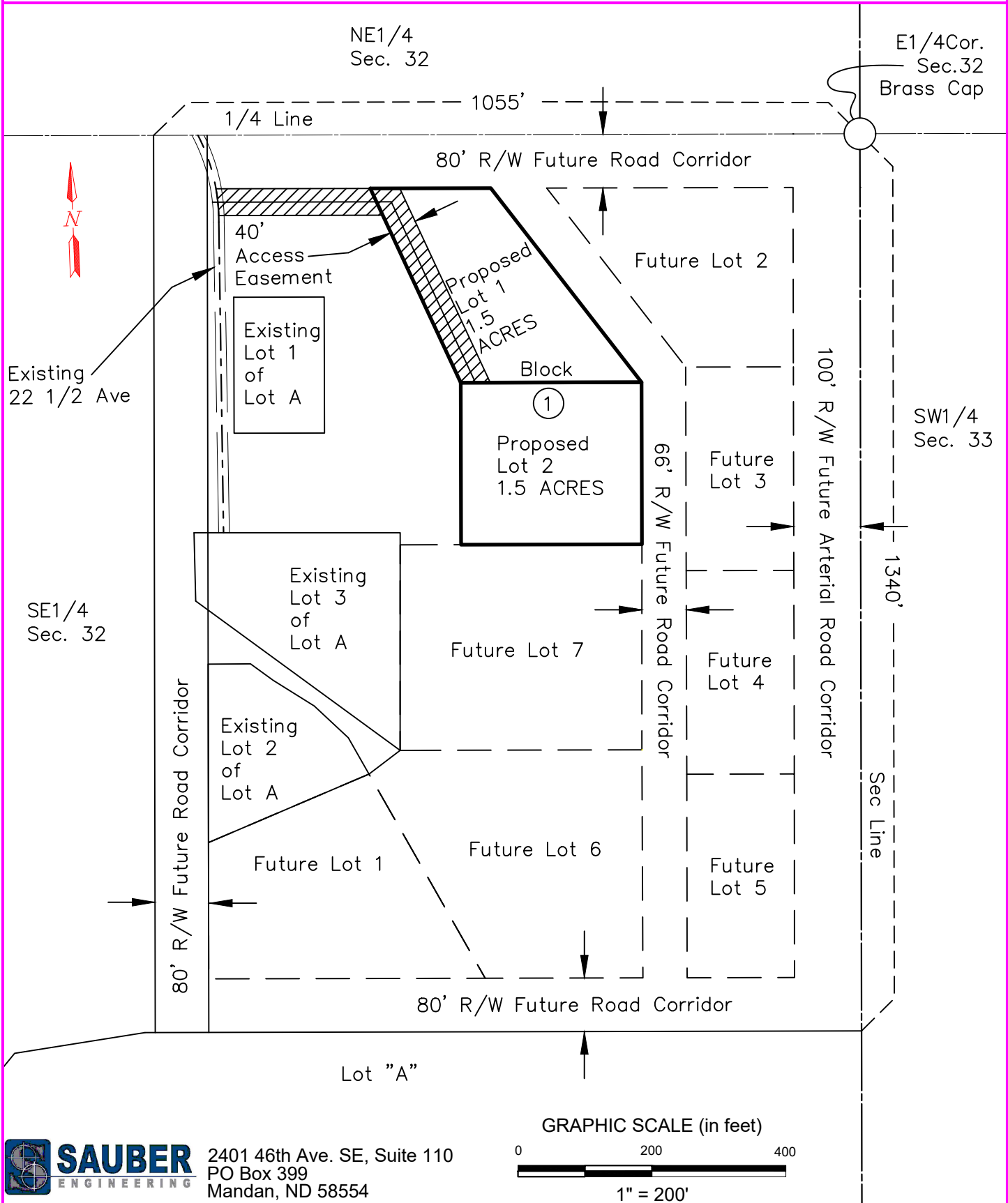
KAHL SUBDIVISION

A PORTION OF LOT "A" OF THE SE 1/4 OF SECTION 32
TOWNSHIP 139 NORTH, RANGE 81 WEST, 5th PRINCIPLE PAL MERIDIAN
MORTON COUNTY, NORTH DAKOTA



KAHL ADDITION FUTURE PLAN

A PORTION OF LOT "A" OF THE SE 1/4 OF SECTION 32
TOWNSHIP 139 NORTH, RANGE 81 WEST, 5th PRINCIPAL MERIDIAN
MORTON COUNTY, NORTH DAKOTA





City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Rachel Laqua
SUBJECT: Consider a request for a final plat for Schaff Estates 3rd Addition.

STATEMENT/PURPOSE:

Consider a Final Plat for Schaff Estates 3rd Addition, at 2392 37th Street

BACKGROUND/ALTERNATIVES:

BACKGROUND:

The Planning & Zoning Commission tabled the preliminary plat and zone change request at the May 28, 2025 meeting and recommended approval of the preliminary plat, zone change request for Lot 2, and Special Use Permit for Lot 2 at the June 23, 2025 meeting. City Commission approved the preliminary plat, zone change request for Lot 2, and Special Use Permit for Lot 2 at the July 15, 2025 meeting.

This is now the final plat for the Schaff Estates 3rd Addition, with Lot 1 containing 6.33 acres and zoned CB- Commercial and Lot 2 containing 2.84 acres, with a contingent zoning of R7- Residential and a contingent Special Use Permit for the parking and storage of a personal use commercial vehicle over 2.5 tones on a residential property (Code Section 105-1-3-(1)a.1&2). The residential property on Lot 2 will contain the existing shop and home. Lot 1 is currently vacant.

The property is located in the ETA. The surrounding properties are undeveloped, with the exception of the farmstead to the east zoned Agricultural. This area is identified in the future land use plan as a commercial intersection. The future beltway corridor connecting the interstate to north Bismarck would go by this property.

Final Plat Details

Total Area: 9.17 acres

Configuration: Two lots within one block

Lot 1: 6.33 acres (reserved for future use)

Lot 2: 2.84 acres (site of the existing residential home and shop)
Easements: One existing access easement in the NE corner of Lot 2; one 30' utility easement running east-west across Lots 1 and 2, as well as a 10' utility easement on the North sides of Lots 1 and 2 and the west side of Lot 1.

Adjacent Zoning, Land Use, and Future Land Use

Adjacent Zoning: North/South/East/West – Mix of Ag (Agriculture) and CB (Commercial)

Public Outreach and Application Details

Application Received: June 27, 2025

Application Fee: \$400.00

Notifications: Letters sent to 6 adjacent property owners

Findings of Fact

Final Plat

All technical requirements for approval of a final plat have been met;

The proposed subdivision generally demonstrates an ability for the property to align with the Future Land Use Plan and other plans and studies;

The proposed subdivision is not located in the Special Flood Hazard Area or an area where the proposed development would adversely impact water quality and/or environmentally sensitive lands, or areas that are topographically unsuited for development;

The proposed subdivision is consistent with the general intent and purpose of the zoning ordinance;

The proposed subdivision is generally consistent with the master plan, other adopted plans, policies and accepted planning practice; and

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

Attachments:

1. Application
2. Final Plat
3. Location Map

ATTACHMENTS:

1. Application (redacted info)
2. Schaff Estates 3rd Addition Final Plat revised 7-18-25
3. Location Map

FISCAL IMPACT:

N/A

STAFF IMPACT:

Considerable staff time has gone into the review of this request.

LEGAL REVIEW:

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

RECOMMENDATION:

Planning Commission and City staff recommend approval of the final plat for Schaff Estates 3rd Addition.

SUGGESTED MOTION:

I move to recommend approval of the final plat for Schaff Estates 3rd Addition.

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

Engineer/Surveyor			Property Owner or Applicant		
Name Mark R. Isaacs; ILSE, Inc.			Name David & Alexandria Weinreis		
Address [REDACTED]			Address [REDACTED]		
City	State	Zip	City	State	Zip
Mandan	ND	58554	Mandan	ND	58554
[REDACTED] email			[REDACTED] email		
Phone [REDACTED]		Fax	Phone [REDACTED]		Fax
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name	
☐ City	☒ ETA	☐ New	☒ Addition	CB	R7	Schaff Estates 3rd Addition	
Property Address				Legal Description			
2392 37th Street, Mandan				Lot 1, Block 1 in Schaff Estates			
Current Use				2nd Addition			
Residential							
Proposed Use							
Residential				Section 7	Township	139 N	Range 81 W
Parcel Size	Building Footprint	Stories	Building SF	Required Parking		Provided Parking	
9.17 Ac							

Print Name Alexandra Weinreis	Signature <i>Alexandra Weinreis</i>	Date 6-27-25
----------------------------------	--	-----------------

Office Use Only			
Date Received:	Initials: <i>nm</i>	Fees Paid: \$400	Date: 6-27-2025
Notice in paper		Mailed to neighbors	P&Z meeting
☐ Approved	Approved with conditions:		
☐ Denied			

ALL IN SECTION 7, T139N, R81W

I, MARK R. ISAACS, NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 9628, HEREBY CERTIFY THAT I HAVE CAUSED TO BE A SURVEYED BY MY FORCES UNDER MY SUPERVISION THE PROPERTY DESCRIBED HEREON AND I HAVE PREPARED THE ACCOMPANYING PLAT; FURTHER THAT DISTANCE INDICATES HEREON ARE IN FEET AND HUNDREDTHS THEREOF, AND BEARINGS AND INDICATED IN QUADRANTS AND DEGREES, MINUTES, AND SECONDS THEREOF; FURTHER THAT SAID PLAT DOES TRULY SHOW THE SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF.

MARK R ISAACS RLS 9628

LOT 1 BLOCK 1 SCHAFF ESTATES 2ND ADDITION IN SECTION 7, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN OF THE CITY OF MANDAN, MORTON COUNTY, CONTAINING 9.17 ACRES, MORE OR LESS, AND SUBJECT TO ALL LEGAL RIGHTS OF WAY AND EASEMENTS.

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 DESIGNATED AS "UTILITY EASEMENT".

SUBSCRIBED AND SWORN BEFORE ME, A NOTARY PUBLIC. THIS DAY OF , 2023

NOTARY PUBLIC

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, ORDINANCES OF THE CITY OF MANDAN, AND REGULATIONS ADOPTED BY THE PLANNING COMMISSION OF SAID CITY, IN WITNESS WHEREOF ARE SET THE HANDS OF THE CHAIRMAN AND THE SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF MANDAN, NORTH DAKOTA.

NANCY MOSER - SECRETARY

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

JAMES FROELICH - PRESIDENT OF THE BOARD
OF CITY COMMISSIONERS

JAREK WIGNESS, PE

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.

TOTAL 9.17 ACRES

○ FOUND REBAR MONUMENT
● SET 1/2" CAPPED REBAR "LS-9628"

SHEET: 1 OF 1	JOB NUMBER: 22153	
SCALE: 1"= 40'	DWG REVISION DATES	
DRAWN BY: MRI	7/18/25	-
DWG DATE: 6/26/25	-	-
DWG NAME: 22153 Final Plat 3rd Addition.dwg		

4215 Old Red Trail N
Mandan, ND 58554
Phone: 701-663-5188
Cell: 701-595-2079
mark@ilsurveynd.com



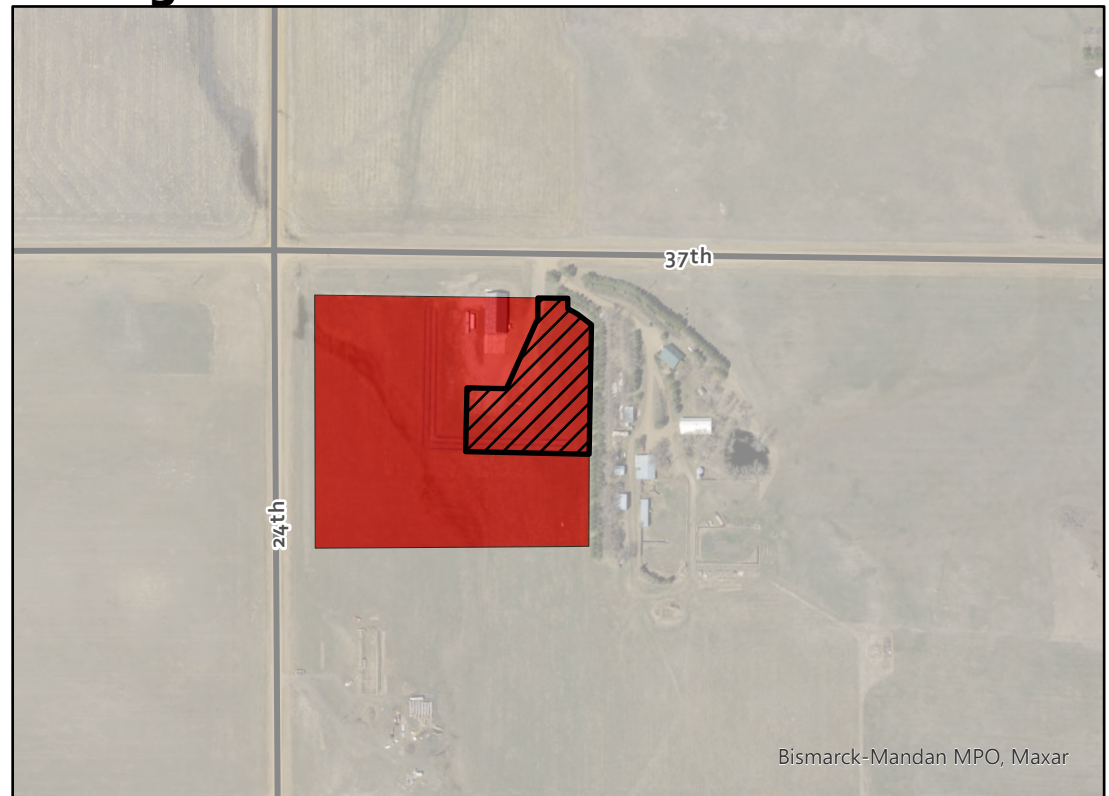
Zoning and Future Land Use Reference Map

Schaff Estates 3rd

Zoning

Zoning Map Key

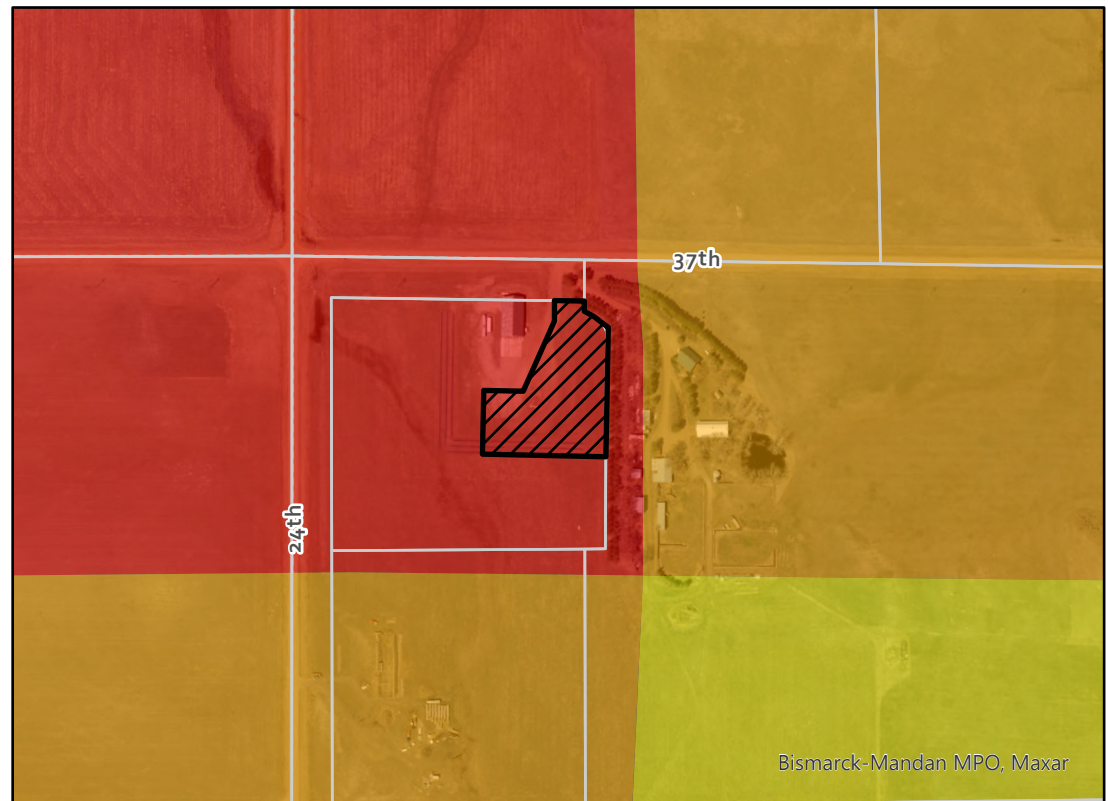
- Agriculture - City of Mandan
- Agriculture - Morton County
- CA - Neighborhood Commercial
- CB - Business Commercial
- CC - Commercial/Light Industrial Transition
- DC - Downtown Core
- DF - Downtown Fringe
- Industrial - Morton County
- LSMHS - Trailer Park Subdivision
- MA - Heavy Commercial/Light 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
- April '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
- April '25 Planning Activities

Future Land Use Plan





City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Abatements for Mor-Gran-Sou

STATEMENT/PURPOSE:

To consider corrections to 2023-2025 full & true values for property located at 3207 Nygren Dr NW.

BACKGROUND/ALTERNATIVES:

This parcel is also known as parcel #65-2211040 with a legal description of Lot 4 Block 1 Mandan Industrial Park 3rd. Changes to building value, due to incorrect square footage discovered during zone review.

ATTACHMENTS:

1. Signed Abatements

FISCAL IMPACT:

2023 All taxing entities = \$1,318.00 City share = \$303.03

2024 All taxing entities = \$1,334.20 City share = \$307.95

2025 All taxing entities = \$1,367.52 City share = \$315.64

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 2023-2025 Abatement applications for Mor-Gran-Sou at 3207 Nygren Dr NW.

City Commission

Agenda Documentation

August 19, 2025

Subject: Consider a 2023-2025 Abatement application for Mor-Gran-Sou

Page 2 of 2

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2023-2025 Abatement application for Mor-Gran-Sou at 3207 Nygren Dr NW 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. 65-2211040

Name MOR-GRAN-SOU

Telephone No. _____

Address PO BOX 297, FLASHER, ND 58535-0000

Legal description of the property involved in this application:

1.91 ACRES - 8563 LOT 4 BLOCK 1 MANDAN IND PARK 3RD

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

Land \$ 378,300

Improvements \$ 154,200

Total \$ 532,500

(1)

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

Land \$ 378,300

Improvements \$ 59,400

Total \$ 437,700

(2)

The difference of \$ 94,800.00 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 CORRECT BUILDING

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 8-6-25

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)

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. 65-2211040

Name MOR-GRAN-SOU

Telephone No. _____

Address PO BOX 297, FLASHER, ND 58535-0000

Legal description of the property involved in this application:

1.91 ACRES - 8563 LOT 4 BLOCK 1 MANDAN IND PARK 3RD

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

Land \$ 378,300
Improvements \$ 156,300
Total \$ 534,600
(1)

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

Land \$ 378,300
Improvements \$ 60,200
Total \$ 438,500
(2)

The difference of \$ 96,100.00 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 CORRECT BUILDING

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 8-6-25

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.

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				yes/no

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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)

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. 65-2211040

Name MOR-GRAN-SOU

Telephone No. _____

Address PO BOX 297, FLASHER, ND 58535-0000

Legal description of the property involved in this application:

1.91 ACRES - 8563 LOT 4 BLOCK 1 MANDAN IND PARK 3RD

Total true and full value of the property described above for the year 2025 is:

Land \$ 378.300
Improvements \$ 160.100
Total \$ 538.400
(1)

Total true and full value of the property described above for the year 2025 should be:

Land \$ 378.300
Improvements \$ 61.600
Total \$ 439.900
(2)

The difference of \$ 98.500.00 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.

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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): _____

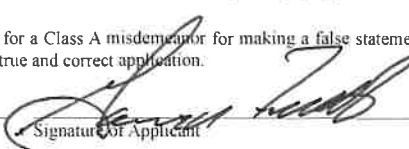
Applicant asks that CORRECT BUILDING

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 8-6-25

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)



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the special event permit for the Stage Stop Back to School Party

STATEMENT/PURPOSE:

Consider approval of the special event permit for the Stage Stop Back to School Party

BACKGROUND/ALTERNATIVES:

Stage Stop will have a band on Friday and Saturday nights, 8/22/25 and 8/23/25. On Saturday they will have inflatables and a kids foam party from 5:00 PM-7:00 PM, then an adult foam party follows. All City of Mandan departments have reviewed and signed off on this event. See attached special event permit application.

ATTACHMENTS:

1. Stage Stop Back to School Party-Special Event Permit - signed

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the special event permit for the Stage Stop Back to School Party.

SUGGESTED MOTION:

City Commission

Agenda Documentation

August 19, 2025

Subject: Consider approval of the special event permit for the Stage Stop Back to School Party

Page 2 of 2

I move to approve the special event permit for the Stage Stop Back to School Party.

Permit Application #: SE 15-08 Date Complete: _____
(For office use only)

Paid
\$85.00
ash

Special Events Permit Application

City of Mandan, ND

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

Date of Application: 07/21/2025

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

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

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

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

Comprehensive site plans must accompany this application.

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

Section 1 – Applicant Information

Name of Event Manager: Jamie Haff
Driver's License Number: HAF-76-4835 State N.D.
Date of Birth: 06/03/1976 Phone Number: 701-202-1065 Email: jamiehaff1@gmail.com
Address: 111 oakes ave City: Mandan State: N.D. Zip: 58554
Have you ever been convicted of a crime? ☐ YES ☒ NO
If yes please list charge(s) and year of conviction(s):

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

Name of Event Manager: _____
Driver's License Number: _____ State _____
Date of Birth: _____ Phone Number: _____ Email: _____
Address: _____ City: _____ State: _____ Zip: _____
Have you ever been convicted of a crime? ☐ YES ☐ NO
If yes please list charge and year of conviction:

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

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

Business Address: 611 6th ave se City: Mandan State: N.D. Zip: 58554
Corporation/Organization: Stage Stop Liquors State of Incorporation: N.D.
Tax ID #: 30-1090561 501(c)3 #: _____ City Sales Tax ID #: 33951733
Have you ever coordinated/promoted another event/s? ☒ YES ☐ NO

If yes, please provide the following:

Last event/s Location: 611 6th ave se Date: 06/09/2023
Contact Name: Luke Clausen Phone: 701-260-3412
E-mail Contact: lclausen@dtcenergygroup.com

Section 2 – Event Information

Event Name: Back to school party Anticipated Daily Attendance: 500
Event Date(s): 08/22/2025 thru 08/24/2025 Set-up Date: 08/22/2025 Hours: 12 hours
Hours of event each day: 1pm to 12:45am
(begin and end times)
Take Down Date(s): 08/24/2025 Hours: 5
E-Mail address for public information: info@stagestopsaloon.com
WEB address for public information: stagestopsaloon.com
Location of Event/physical address: 611 6th ave se Mandan, N.D. 58554
Sponsors of the Event: _____
Brief Description of Event:
We will have a band Friday night and Saturday we will have a kids foam party Saturday from 5pm to 7pm then adult foam party following.
Kid inflatables on Saturday

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

If yes, please provide the following:

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

Section 3 – Event Features

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

Will there be entertainment? ☒ Yes ☐ No
If yes, please attach an itemized complete list of all entertainment.
(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized by the City Administrator.)

Will merchandise and/or food items be sold? ☒ Yes ☐ No
If yes, please attach a complete list of vendors.
(Each vender must have all valid permits and license to sell their product)

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

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

(Attach all promotional material.)

Radio: ☒ Yes ☐ No What Stations? 96.5 fm _____

TV: ☐ Yes ☒ No What Stations? _____

Fliers/Posters: ☒ Yes ☐ No How many? 10 _____

Press Releases: ☐ Yes ☒ No How many? _____

Newspaper Ads: ☐ Yes ☒ No What publication? _____

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

Name of Promoter and Promotion Company: _____

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

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

Tents or Canopies: ☒ Yes ☐ No

Number of Tents: 2 _____

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

Fireworks or Pyrotechnics: ☐ Yes ☒ No

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

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

Require permits from the City of Mandan

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

Temporary Fencing: ☒ Yes ☐ No

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

Company Contact Name: mpo _____

Contact phone: 701-202-1065 _____

Restroom Accommodations: Spiffy Biff _____

Number of required portable toilets: 4 _____

Approved By: _____ Date Approved: _____ Initials: _____

Placement of sanitary toilet facilities must be on site plan.

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

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

Company Contact name: _____
Contact phone: _____

Electrical Services/Generators ☐ Yes ☒ No

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

Company Contact name: _____
Contact phone: _____

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

Carnival/Amusement Rides: ☐ Yes ☒ No

A separate permit from the Fire Department may be required.

Company Contact name: _____
Contact phone: _____

Bonded and Insured Amount: _____

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

Signs / Banners ☒ Yes ☐ No

Company Contact name: Stage Stop
Contact phone: 701-202-1065

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

Inflatables ☒ Yes ☐ No

Company Contact name: JT inflatables
Contact phone: 701-391-6839

Bonded and Insured Amount: _____

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

Raffles

Will this event have a raffle? ☐ Yes ☒ No

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

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

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

Section 4 – Transportation

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

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

City Streets ☐ Yes ☒ No (Number of locations: _____ attach list of locations.)

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

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

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

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

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

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

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

Approved By: _____ Date Approved: _____ Initials: _____

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

Section 5 – Use of City Utilities

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

Electric Location including amperage _____

Approved By: _____ Date Approved: _____ Initials: _____

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

Water Location(s) _____

Approved By: _____ Date Approved: _____ Initials: _____

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

If so, how will it be disposed? _____

Approved By: _____ Date Approved: _____ Initials: _____

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

Section 6 – Alcohol

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

Will alcohol be given away? ☐ Yes ☒ No

Will the alcohol be sold? ☒ Yes ☐ No

Will the alcohol be donated? ☐ Yes ☒ No

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

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

Approved By: _____ Date Approved: _____ Initials: _____

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

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

If yes, please explain:

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

21 and older will be identified with wristbands.

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

If yes, who provided the training: Jamie Haff, General Manager at Stage Stop

Date and time of most recent training: _____

Request Mandan Police Server Training: ☐ Yes ☒ No

If yes provide a contact person and contact information:

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

Section 7 – Event Security

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

Number of personnel requested: _____

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

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

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

Are you requesting private security? ☐ Yes ☒ No

Number of security personnel onsite: _____

Include security points and duties on event plans

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

Security Company and Contact Info: Bisman security 701-223-2328

Attach a copy of Company's License

Section 8 – Emergency Medical Services

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

Number of personnel requested: _____

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

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

Section 9 – Event Maintenance and Cleanup Plan Required

What is your trash removal and cleanup plan?

We will be using our own waste containers and company for removal.

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: _____

Contact Name: _____ Phone: _____

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

Section 10 – ADA Accessibility Requirements

Parking plan requirements

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

Section 11– Insurance and Bond Requirements

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

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

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

The certificate must show:

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

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

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

City Services

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

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

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

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

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

Miscellaneous fees

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

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

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

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

Fee Cost Worksheet

Police Services:

No. of Officers _____ x No. of Hours _____ = _____ x \$45 = \$ 0

Fire/EMT Services

No. of EMT's _____ x No. of Hours _____ = _____ x \$35 = \$ 0

Finance application processing Fee \$ _____

Trash Container Fee \$ _____

Custodial Fee \$ _____

Tent/Canopy Inspection and Permit \$ _____

Fireworks/Pyrotechnics Permit and Inspection Fee \$ _____

\$25 Application Fee \$ 25.00

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

Event Application Fee (See Attached Fee Schedule) \$ 60.00

TOTAL: \$ 85.00

Fees assessed by the Park District are not included.

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

Permit Application #: _____ Date Complete: _____

(For office use only)

Signature Page from City Officials and Department Heads

Mitch L. Bitz / 07/30/2025
Mitch L. Bitz (Jul 30, 2025 07:40:43 CDT)

Fire Department Date



Approved



Denied



Conditional—See Narrative

Patrick Haug / 07/29/2025
Patrick Haug (Jul 29, 2025 11:06:38 CDT)

Police Department Date



Approved



Denied



Conditional—See Narrative

Jack Nigro / 07/30/2025
Jack Nigro (Jul 30, 2025 07:40:43 CDT)

Engineering Department Date



Approved



Denied



Conditional—See Narrative

Shane O'Keefe / 08/12/2025
Shane O'Keefe (Aug 12, 2025 12:06:21 CDT)

Public Works Date



Approved



Denied



Conditional—See Narrative

Fire Department Narrative:

N/A

Police Department Narrative:

Engineering Narrative:

Public Works Narrative:

Special Event Guide

Sec. 12-9-1. - Definitions.

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

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

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

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

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

ARTICLE 4. – AMUSEMENTS

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

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

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

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

- (1) Public dance, as that term is defined by N.D.C.C. § 53-02-01.
 - (2) Any circus, carnival or similar event.
 - (3) Any theatrical exhibition, motion picture show, vaudeville performance, opera or variety theater.
 - (4) Any show, entertainment, gallery, stand or device of any description on the streets, alleys or public grounds within the city.
 - (5) Any merry-go-round, rides or similar devices.
- (Code 1979, §§ 10-04-02—10-04-05; Code 1994, § 13-04-02)

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

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

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

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

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

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

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

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

Sec. 12-9-2. - Penalty.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Each parade permit shall state the following information:

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

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

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

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

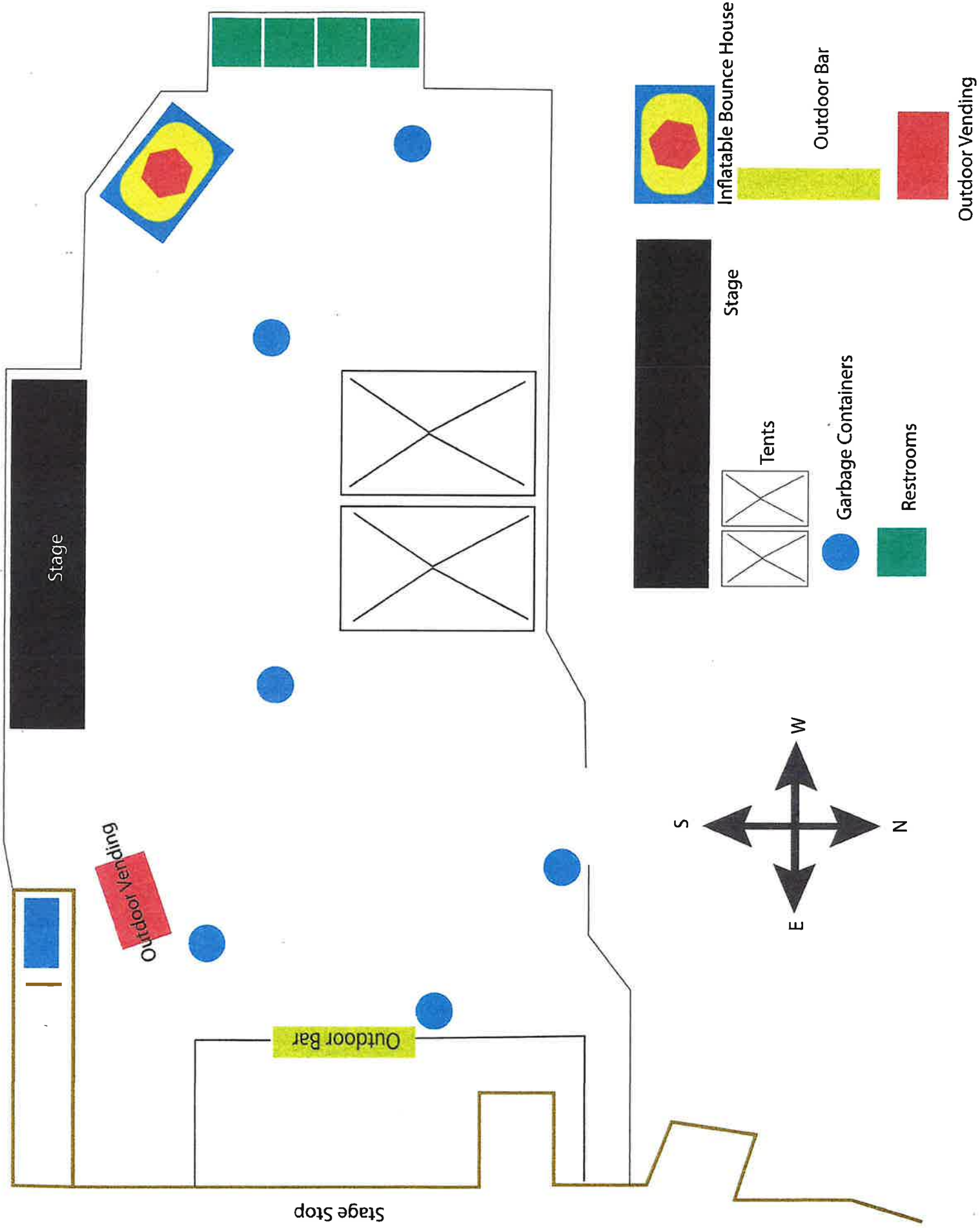
The parade chairperson or other person heading or leading such activity shall carry the parade permit upon their person during the conduct of the parade.

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

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

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

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



Bismarck Mandan Security Inc

P.O. Box 744
428 Airport Road
Bismarck, ND 58502
Phone 701-223-2328 Fax 701-223-7969

INVOICE

DATE	INVOICE #
7/28/2025	13758

Stage Stop Saloon
Jamie Haff
611 6th Avenue SE
Mandan, ND 58554

QUANTITY	ITEM	DESCRIPTION	RATE	AMOUNT
1	Guard	Security Guard Services - 8/22/25 2 Guards - 9pm-1am	304.00	304.00
1	Guard	Security Guard Services - 8/23/25 2 Guards - 9pm-1am	304.00	304.00
TERMS - NET 30. PLEASE REMIT TO ABOVE ADDRESS.			TOTAL	\$608.00

Stage Stop Back to School Party-Special Event Permit

Final Audit Report

2025-08-12

Created:	2025-07-29
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJE9A2V2iybw-wh4RgUqT2zkTU61GaSba

"Stage Stop Back to School Party-Special Event Permit" History

-  Document created by Tasha Scott (tasha.scott@mandanpd.com)
2025-07-29 - 3:37:08 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature
2025-07-29 - 3:50:34 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)
2025-07-29 - 4:04:35 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)
Signature Date: 2025-07-29 - 4:06:38 PM GMT - Time Source: server
-  Document emailed to mbitz@cityofmandan.com for signature
2025-07-29 - 4:06:41 PM GMT
-  Email viewed by mbitz@cityofmandan.com
2025-07-30 - 12:38:03 PM GMT
-  Signer mbitz@cityofmandan.com entered name at signing as Mitch L. Bitz
2025-07-30 - 12:40:41 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)
Signature Date: 2025-07-30 - 12:40:43 PM GMT - Time Source: server
-  Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature
2025-07-30 - 12:40:45 PM GMT
-  Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)
2025-07-30 - 1:03:04 PM GMT

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

Signature Date: 2025-07-30 - 1:03:52 PM GMT - Time Source: server

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2025-07-30 - 1:14:39 PM GMT

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2025-08-12 - 5:05:53 PM GMT

 Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)

Signature Date: 2025-08-12 - 5:06:21 PM GMT - Time Source: server

 Agreement completed.

2025-08-12 - 5:06:21 PM GMT



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Consider a request for a minor plat Lots 27a & 29a, Block 2, Lakewood Harbor 5th Addition.

STATEMENT/PURPOSE:

Consider a minor plat for Lots 27a & 29a, Lakewood Harbor 5th Addition.

BACKGROUND/ALTERNATIVES:

Applicant is requesting a minor plat approval to modify and combine a portion of 27A with 29A, Block 2, Lakewood Harbor 5th Addition. The property is located at 4000 South Bay Dr SE. Application and fee of \$300 was received on July 9, 2025.

ATTACHMENTS:

1. Applications (redacted info)
2. Location Map
3. Lakewood Harbor 5th Replat Lots 27a & 29a, Blk 2

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

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

RECOMMENDATION:

City Staff recommends approval of Lots 27a & 29a, Block 2, Lakewood Harbor 5th

City Commission

Agenda Documentation

August 19, 2025

Subject: Consider a minor plat for Lots 27a & 29a, Block 2, Lakewood Harbor 5th Addition

Page 2 of 2

Addition.

SUGGESTED MOTION:

I move to approve Lots 27a & 29a, Block 2, Lakewood Harbor 5th Addition.

CITY OF MANDAN		
Development Review Application		
X	Minor Plat (\$300)	Zone Change (\$600)
	Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
	Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
	Final Plat up to 20 lots (\$450)	Vacation (\$500)
	Final Plat 21 to 40 lots (\$600)	Variance (\$400)
	Final Plat more than 40 lots (\$750)	Special Use Permit (\$450)
	Annexation (\$450)	Stormwater submittal (\$300)
	Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 nd & subsequent resubmittal (\$50)
	Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary)		
Lot modification to combine portion of 27A with 29A BI		

Engineer/Surveyor			Property Owner or Applicant		
Name Swenson Hagen & Co			Name Andrew Landsberger		
Address 3002 Airway Ave			Address [REDACTED]		
City Bismarck	State ND	Zip 58504	City Mandan	State ND	Zip 58554
[REDACTED]			[REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [REDACTED]
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location		Type		Existing Zone	Proposed Zone	Project Name
City	ETA	New	Addition	RM		
Property Address 4000 South Bay Dr SE				Legal Description Lot 29A Lakewood Harbor 5th		
Current Use Twin Home & Vacant Property						
Proposed Use Same						
Parcel Size		Building Footprint	Stories	Building SF	Required Parking	Provided Parking

Print Name Andrew Landsberger	Signature [Signature]	Date 10-3-25
----------------------------------	--------------------------	-----------------

Office Use Only			
Date Received:	Initials: nm	Fees Paid: \$ 300	Date 7-9-2025
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			

CITY OF MANDAN		
Development Review Application		
X	Minor Plat (\$300)	Zone Change (\$600)
	Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
	Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
	Final Plat up to 20 lots (\$450)	Vacation (\$500)
	Final Plat 21 to 40 lots (\$600)	Variance (\$400)
	Final Plat more than 40 lots (\$750)	Special Use Permit (\$450)
	Annexation (\$450)	Stormwater submittal (\$300)
	Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 nd & subsequent resubmittal (\$50)
	Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary)		
Lot modification to combine portion of 27A with 29A B		

Engineer/Surveyor			Property Owner or Applicant		
Name Swenson Hagen & Co			Name Mylo & Kristie Wolding		
Address 3002 Airway Ave			Address [REDACTED]		
City Bismarck	State ND	Zip 58504	City Mandan	State ND	Zip 58554
[REDACTED]			email		
Phone [REDACTED]		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
City	ETA	New	Addition	RM		
Property Address				Legal Description		
4000 South Bay Dr SE				Lot 27A Lakewood Harbor 5th		
Current Use						
Twin Home & Vacant Property						
Proposed Use						
Same				Section 6	Township 138	Range 80
Parcel Size	Building Footprint	Stories	Building SF	Required Parking		Provided Parking

Print Name MYLO WOLDING	Signature Mylo Wolding	Date 6-8-2025
----------------------------	---------------------------	------------------

Office Use Only			
Date Received:	Initials:	Fees Paid: \$	Date 7-9-2025
Notice in paper		Mailed to neighbors	P&Z meeting See accompanying application
Approved	Approved with conditions:		
Denied			



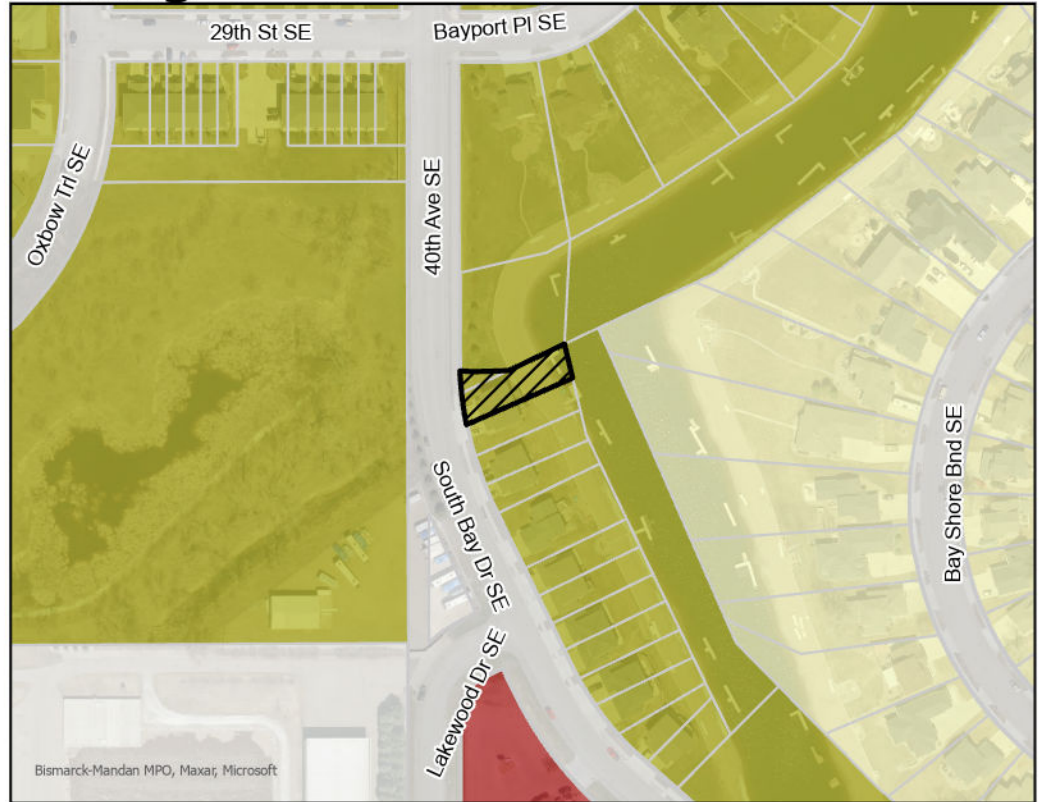
Zoning and Future Land Use Reference Map

Lakewood Harbor 5th Addition

Zoning Map Key

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

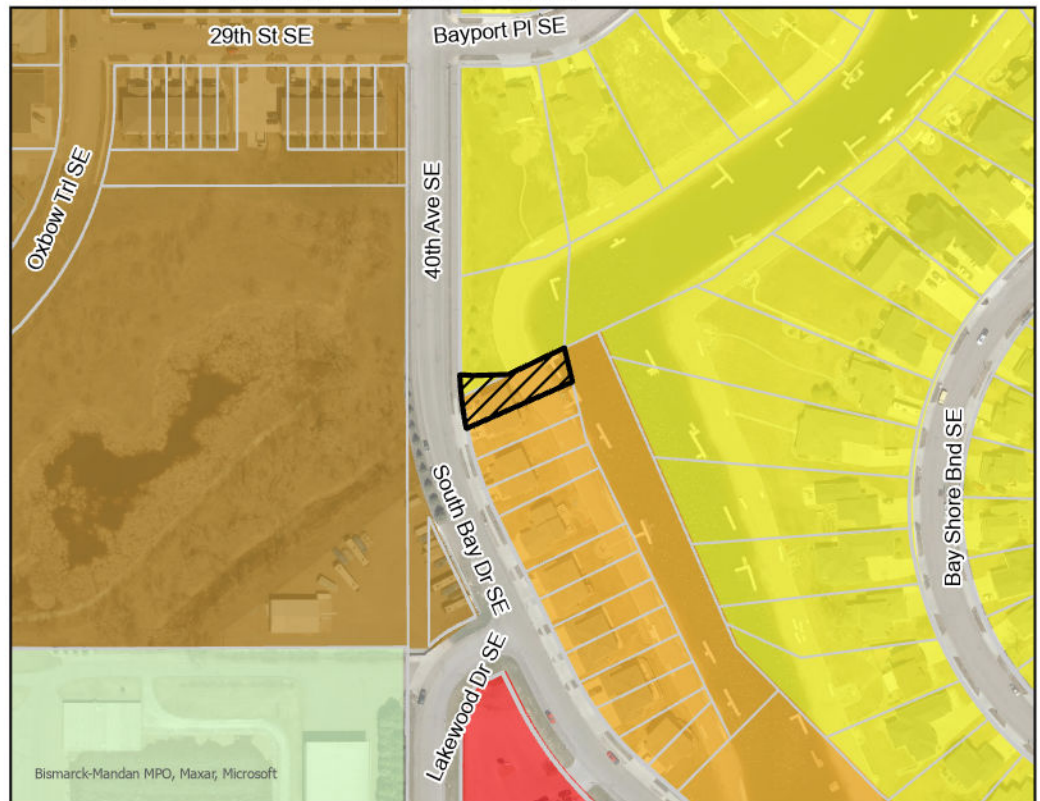
Zoning



Future Land Use Plan

Future Land Use Plan Key

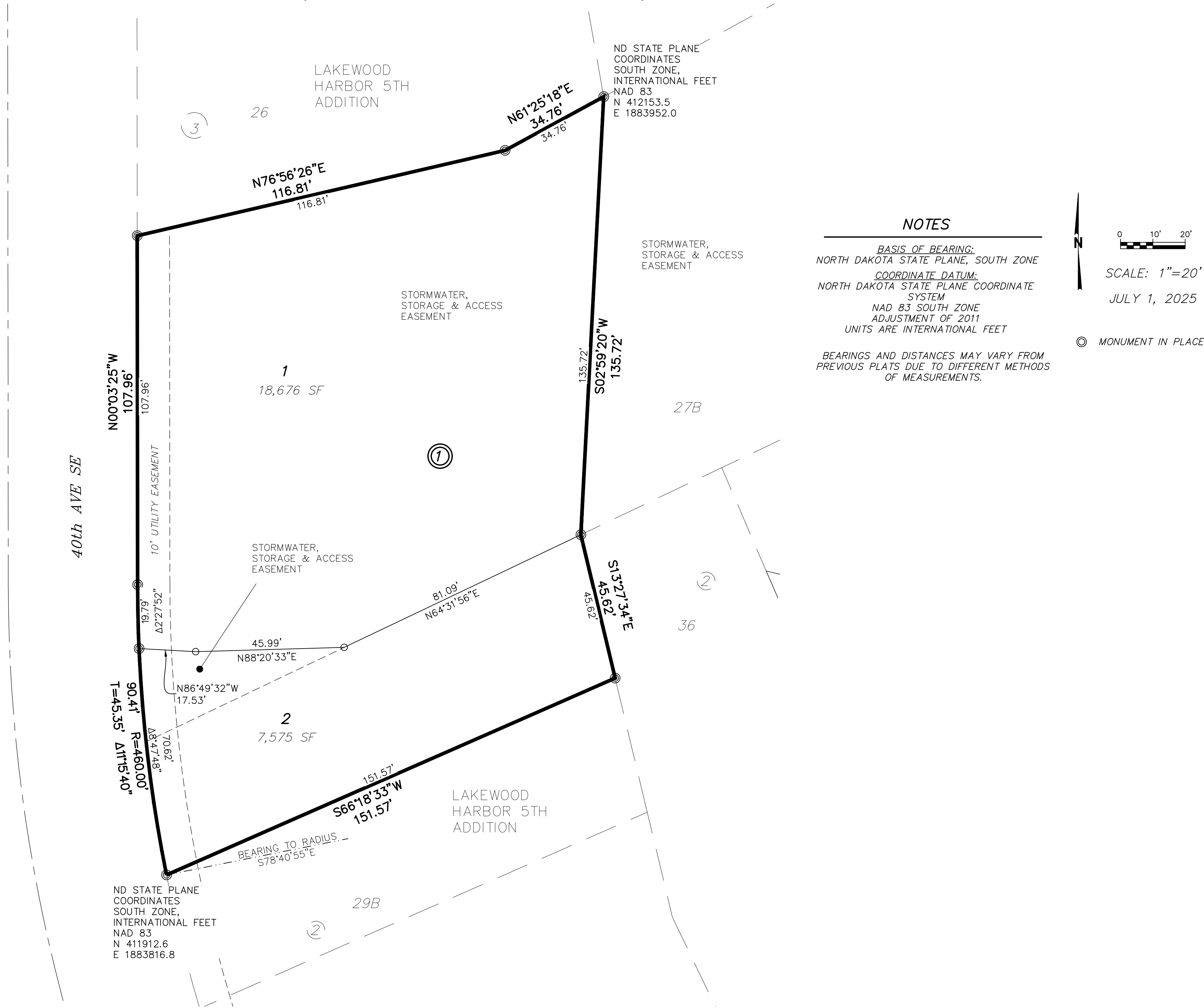
- | |
|----------------------------|
| Rural Residential |
| Low Density Residential |
| Medium Density Residential |
| High Density Residential |
| Commercial |
| Industrial |
| Public/Semi-Public |
| Public Land |
| Park |
| Greenways |
| Open Space |
| Open Water |
| Proposed Site |



LAKEWOOD HARBOR 5TH ADDITION REPLAT OF LOTS 27A & 29A BLOCK 2

BEING A REPLAT OF ALL OF LOTS 27A & 29A BLOCK 2
OF LAKEWOOD HARBOR 5TH ADDITION
OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 80 WEST
OF THE FIFTH PRINCIPAL MERIDIAN

MANDAN, MORTON COUNTY, NORTH DAKOTA



DESCRIPTION

BEING A REPLAT OF ALL OF LOTS 29A BLOCK 2 & PART OF 27A BLOCK 2 OF LAKEWOOD HARBOR 5TH ADDITION OF SECTION 6, TOWNSHIP 138 NORTH, RANGE 80 WEST OF THE FIFTH PRINCIPAL MERIDIAN, MANDAN, MORTON COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 29B BLOCK 2 LAKEWOOD HARBOR 5TH ADDITION; THENCE SOUTH 66 DEGREES 18 MINUTES 33 SECONDS WEST, ON THE NORTH LINE OF SAID LOT 29B, A DISTANCE OF 151.57 FEET TO THE EAST LINE OF 40TH AVE SE RIGHT-OF-WAY; THENCE NORTHERLY AND TO THE RIGHT, ON A 460.00 FOOT RADIUS CURVE, THE RADIUS OF WHICH BEAR SOUTH 78 DEGREES 40 MINUTES 55 SECONDS EAST, ON SAID EAST LINE, AN ARC LENGTH OF 90.41 FEET; THENCE NORTH 00 DEGREES 03 MINUTES 25 SECONDS WEST, CONTINUING ON SAID EAST LINE, A DISTANCE OF 107.96 FEET TO THE SOUTH LINE OF LOT 26 BLOCK 3 LAKEWOOD HARBOR 5TH ADDITION; THENCE NORTH 76 DEGREES 56 MINUTES 26 SECONDS EAST, ON SAID SOUTH LINE, A DISTANCE OF 116.81 FEET; THENCE NORTH 61 DEGREES 25 MINUTES 18 SECONDS EAST, CONTINUING ON SAID SOUTH LINE, A DISTANCE OF 34.76 FEET TO THE WEST LINE OF LOT 27B BLOCK 2 LAKEWOOD HARBOR 5TH ADDITION; THENCE SOUTH 02 DEGREES 59 MINUTES 20 SECONDS WEST, ON SAID WEST LINE, A DISTANCE OF 135.72 FEET TO THE WEST LINE OF LOT 36 BLOCK 2 LAKEWOOD HARBOR 5TH ADDITION; THENCE SOUTH 13 DEGREES 27 MINUTES 34 SECONDS EAST, ON SAID WEST LINE, A DISTANCE OF 45.62 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED TRACT CONTAINS 26,251 SF, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, TERRY BALTZER, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF NORTH DAKOTA, HEREBY CERTIFY THAT THE APPROVED PLAT IS A TRUE COPY OF THE NOTES OF A SURVEY PERFORMED UNDER MY SUPERVISION AND COMPLETED ON 2025, THAT ALL INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL MONUMENTS SHOWN HEREON ARE CORRECT, THAT ALL REQUIRED MONUMENTS HAVE BEEN SET, AND THAT ALL DIMENSIONAL AND GEODETIC DETAILS ARE CORRECT.

SWENSON, HAGEN & CO. P.C.
3002 AIRWAY AVE
BISMARCK, NORTH DAKOTA
58504

TERRY BALTZER
PROFESSIONAL LAND SURVEYOR
N.D. REGISTRATION NO. 3595

APPROVAL OF BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND AS SHOWN HEREON, THE FOREGOING ACTION BY THE BOARD OF CITY COMMISSIONERS OF MANDAN, NORTH DAKOTA, HAS TAKEN BY RESOLUTION THIS 2025.

JIM NEUBAUER--CITY ADMINISTRATOR

JAMES FROELICH--MAYOR

APPROVAL OF CITY ENGINEER

I, JAREK WIGNES, CITY ENGINEER OF THE CITY OF MANDAN, NORTH DAKOTA, HEREBY APPROVE "LAKEWOOD HARBOR FIFTH ADDITION REPLAT OF LOTS 27A AND 29A BLOCK 2", MANDAN, MORTON COUNTY, NORTH DAKOTA AS SHOWN ON THE APPROVED PLAT.

JAREK WIGNES
CITY ENGINEER

OWNER'S CERTIFICATE & DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT ANDREW LANDSBERGER, MYLO WOLDING, & KRISTIE WOLDING BEING THE OWNERS AND PROPRIETORS OF THE PROPERTY SHOWN HEREON HAVE CAUSED THAT PORTION DESCRIBED HEREON TO BE SURVEYED AND PLATTED AS "LAKEWOOD HARBOR FIFTH ADDITION REPLAT OF LOTS 27A AND 29A BLOCK 2", MANDAN, MORTON COUNTY, NORTH DAKOTA.

STATE OF NORTH DAKOTA)
COUNTY OF BURLEIGH)

ANDREW LANDSBERGER
4000 SOUTHBAY DRIVE SE
MANDAN, ND 58554

ON THIS 2025, BEFORE ME PERSONALLY APPEARED ANDREW LANDSBERGER, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND THEY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

STATE OF NORTH DAKOTA)
COUNTY OF BURLEIGH)

NOTARY PUBLIC
BURLEIGH COUNTY, NORTH DAKOTA
MY COMMISSION EXPIRES

MYLO WOLDING
3120 40TH AVE SE
MANDAN, ND 58554

ON THIS 2025, BEFORE ME PERSONALLY APPEARED MYLO WOLDING, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND THEY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
BURLEIGH COUNTY, NORTH DAKOTA
MY COMMISSION EXPIRES

STATE OF NORTH DAKOTA)
COUNTY OF BURLEIGH)

KRISTIE WOLDING
3120 40TH AVE SE
MANDAN, ND 58554

ON THIS 2025, BEFORE ME PERSONALLY APPEARED KRISTIE WOLDING, KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND THEY ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.

NOTARY PUBLIC
BURLEIGH COUNTY, NORTH DAKOTA
MY COMMISSION EXPIRES



SWENSON, HAGEN & COMPANY P.C.

Surveying
Hydrology
Land Planning
Civil Engineering
Landscape & Site Design
Construction Management

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



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Planning
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Consider a request for a minor plat for Roller Subdivision.

STATEMENT/PURPOSE:

Consider a request for a minor plat for Roller Subdivision.

BACKGROUND/ALTERNATIVES:

Applicant is requesting approval of a minor plat to split existing lot into two lots. Application and minor plat fee of \$300 was received on July 30, 2025. These are vacant lots located on 37th St N.

ATTACHMENTS:

1. Application (redacted info)
2. Roller Subdivision Final Plat
3. Location Map
4. Western Plains Public Health Letter (redacted info)

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

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

RECOMMENDATION:

City staff recommends approval of Roller Subdivision.

SUGGESTED MOTION:

I move to approve Roller Subdivision.

CITY OF MANDAN		
Development Review Application		
☒	Minor Plat (\$300)	Zone Change (\$600)
☐	Preliminary Plat up to 20 acres (\$450)	Planned Unit Development (\$700)
☐	Preliminary Plat more than 20 acres (\$500)	Land Use and Transportation Plan Amendment (\$1,000)
☐	Final Plat up to 20 lots (\$450)	Vacation (\$500)
☐	Final Plat 21 to 40 lots (\$600)	Variance (\$400)
☐	Final Plat more than 40 lots (\$750)	Special Use Permit (\$450)
☐	Annexation (\$450)	Stormwater submittal (\$300)
☐	Masterplanned Subdivision (not accepted without preliminary plat) (\$250)	Stormwater 2 nd & subsequent resubmittal (\$50)
☐	Appeals to Administrative Denials (Variance to Non-zoning/Non-subdivision regulations) (\$250)	Document Recording (\$30)
Summary of Request (Add separate sheet(s) as necessary)		
Split existing lot into two lots		

Engineer/Surveyor			Property Owner or Applicant		
Name Toman Engineering Co.			Name Gregory & Michelle Roller		
Address 501 1st St NW			Address [REDACTED]		
City Mandan	State ND	Zip 58554	City Mandan	State ND	Zip 58554
email [REDACTED]			email [REDACTED]		
Phone [REDACTED]		Fax [REDACTED]	Phone [REDACTED]		Fax [REDACTED]
If the applicant is not the current owner, the current owner must submit a notarized statement authorizing the applicant to proceed with the request.					

Location			Type			Existing Zone	Proposed Zone	Project Name		
City	X	ETA	New	X	Addition	R7	R7	Roller Subdivision		
Property Address						Legal Description				
N/A						Lot 4B of Replat of Lots 4-5-6				
Current Use										
None						Landeis Subdivision				
Proposed Use										
Residential						Section 4	Township 139 N	Range 81 W		
Parcel Size	Building Footprint		Stories	Building SF		Required Parking		Provided Parking		
2.46 AC										

Print Name Greg Roller	Signature [Signature]	Date 7-30-25
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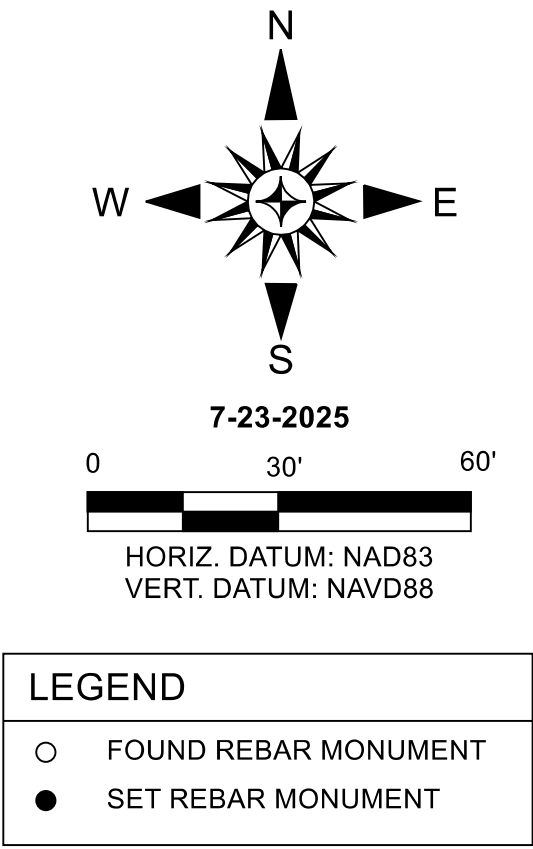
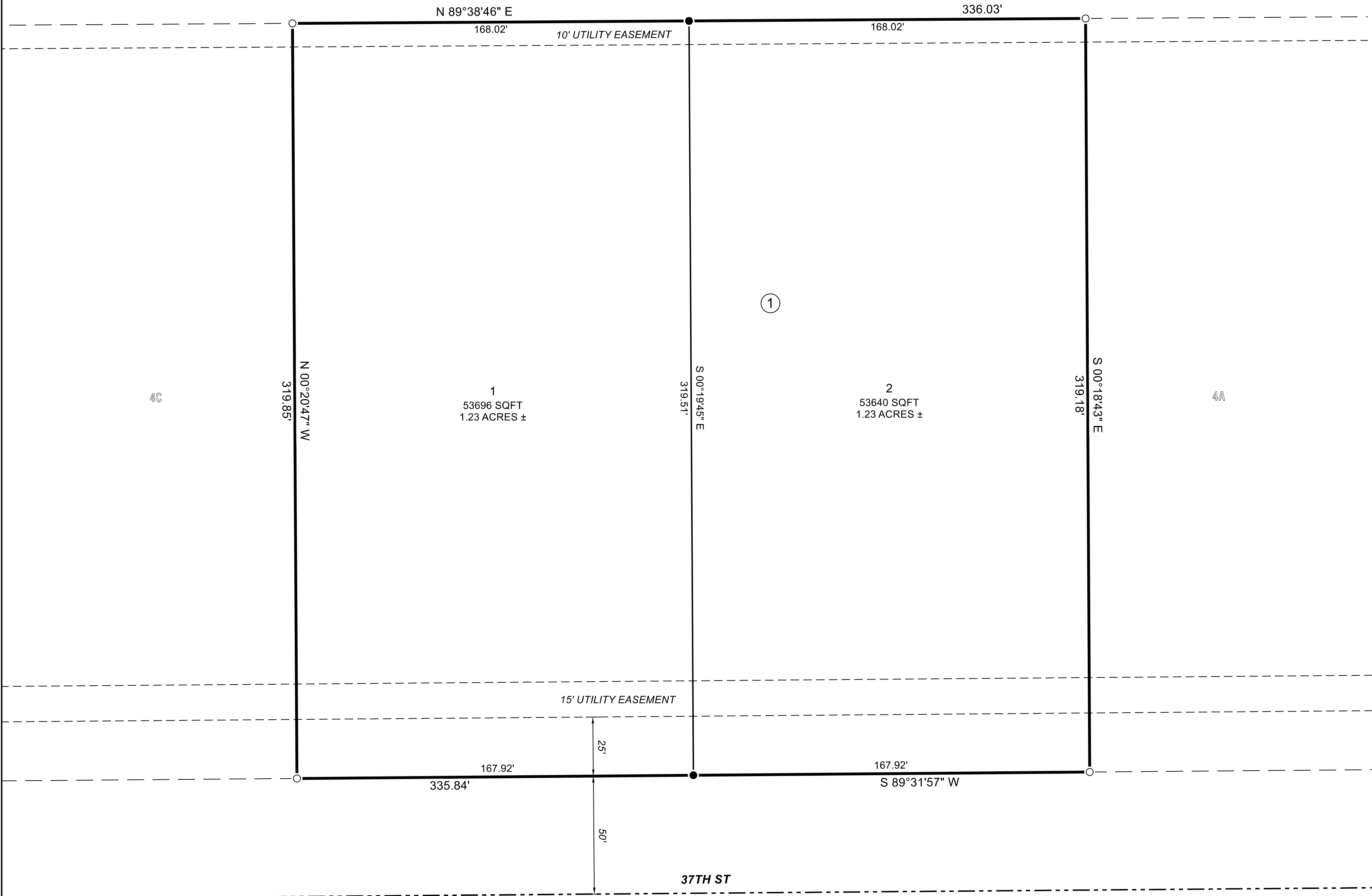
Office Use Only			
Date Received:	Initials: YM	Fees Paid: \$ 300	Date 7-30-2025
Notice in paper		Mailed to neighbors	P&Z meeting
☐ Approved	Approved with conditions:		
☐ Denied			

ROLLER SUBDIVISION

OF MORTON COUNTY, NORTH DAKOTA

LOT 4B OF REPLAT OF LOTS 4-5-6 LANDEIS SUBDIVISION OF THE SE1/4 OF SECTION 4, T139N-R81W

OF MORTON COUNTY, NORTH DAKOTA



DESCRIPTION OF PROPERTY

ALL OF LOT 4B OF THE REPLAT OF LOTS 4-5-6 LANDEIS SUBDIVISION OF THE SE1/4 OF SECTION 4, TOWNSHIP 139 NORTH, RANGE 81 WEST OF THE 5TH PRINCIPAL MERIDIAN, MORTON COUNTY, NORTH DAKOTA. SAID TRACT OF LAND CONTAINING 2.46 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, ANDRA MARQUARDT, NORTH DAKOTA REGISTERED LAND SURVEYOR NO. 4623, HEREBY CERTIFY THAT I HAVE CAUSED TO BE SURVEYED BY MY FORCES UNDER MY SUPERVISION THE PROPERTY DESCRIBED HEREON AND I HAVE PREPARED THE ACCOMPANYING PLAT; FURTHER, THAT DISTANCES INDICATED HEREON ARE IN FEET AND HUNDREDTHS THEREOF AND BEARINGS ARE INDICATED IN QUADRANTS AND DEGREES, MINUTES, AND SECONDS THEREOF; FURTHER, THAT SAID PLAT DOES TRULY SHOW THE SURVEY TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ANDRA MARQUARDT, RLS 4623

OWNER'S CERTIFICATE OF DEDICATION

WE, THE UNDERSIGNED, BEING THE 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 OF SERVICES UNDER, ON OR OVER THESE CERTAIN STRIPS OF LAND DESIGNATED AS "UTILITY EASEMENTS".

GREGORY ROLLER

MICHELLE ROLLER

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

_____, NOTARY PUBLIC
COUNTY, _____
MY COMMISSION EXPIRES: _____

APPROVAL OF BOARD OF CITY COMMISSIONERS

THE BOARD OF CITY COMMISSIONERS OF THE CITY OF MANDAN, NORTH DAKOTA, HAS APPROVED THE SUBDIVISION OF LAND SHOWN HEREON, HAS ACCEPTED THE DEDICATION OF ALL STREETS, ALLEYS, AND PUBLIC WAYS SHOWN HEREON LYING WITHIN THE EXTRA-TERRITORIAL LIMITS OF THE CITY OF MANDAN, HAS ACCEPTED THE DEDICATION OF ALL PARKS AND PUBLIC GROUNDS SHOWN HEREON, FURTHERMORE, SAID BOARD OF CITY COMMISSIONERS HAS APPROVED THE STREETS, ALLEYS, AND OTHER PUBLIC WAYS AND GROUNDS SHOWN HEREON AS AN AMENDMENT TO THE MASTER STREET PLAN OF THE CITY OF MANDAN, THE FOREGOING ACTION BY THE BOARD OF CITY COMMISSIONERS OF MANDAN, NORTH DAKOTA, HAS TAKEN BY RESOLUTION THIS ____ DAY OF ____, 2025.

JIM NEUBAUER -
CITY ADMINISTRATOR

JAMES FROELICH - PRESIDENT OF
THE BOARD OF CITY COMMISSIONERS

I, JAREK WIGNESS, CITY ENGINEER FOR THE CITY OF MANDAN, NORTH DAKOTA HEREBY APPROVES "ROLLER SUBDIVISION," BEING WITHIN THE EXTRA-TERRITORIAL JURISDICTION OF THE CITY OF MANDAN, MORTON COUNTY, NORTH DAKOTA AS SHOWN ON THE PLAT.

JAREK WIGNESS, PE

OWNER:
GREGORY & MICHELLE ROLLER
2133 37TH ST
MANDAN, ND 58554

BASIS OF BEARING:
SOUTH BOUNDARY LINE
SOUTH 89° 31' 57" WEST

NOTES

1. BEARINGS AND DISTANCES MAY VARY FROM PREVIOUS DOCUMENTS OF RECORD DUE TO DIFFERENT METHODS OF FIELD MEASUREMENT.
2. SUBJECT TO ALL EASEMENTS OF RECORD WHETHER SHOWN OR NOT SHOWN.



**TOMAN ENGINEERING
COMPANY**

501 1st Street NW, Mandan, ND 58554
Ph: 701-663-6483 * www.tomanengineering.com



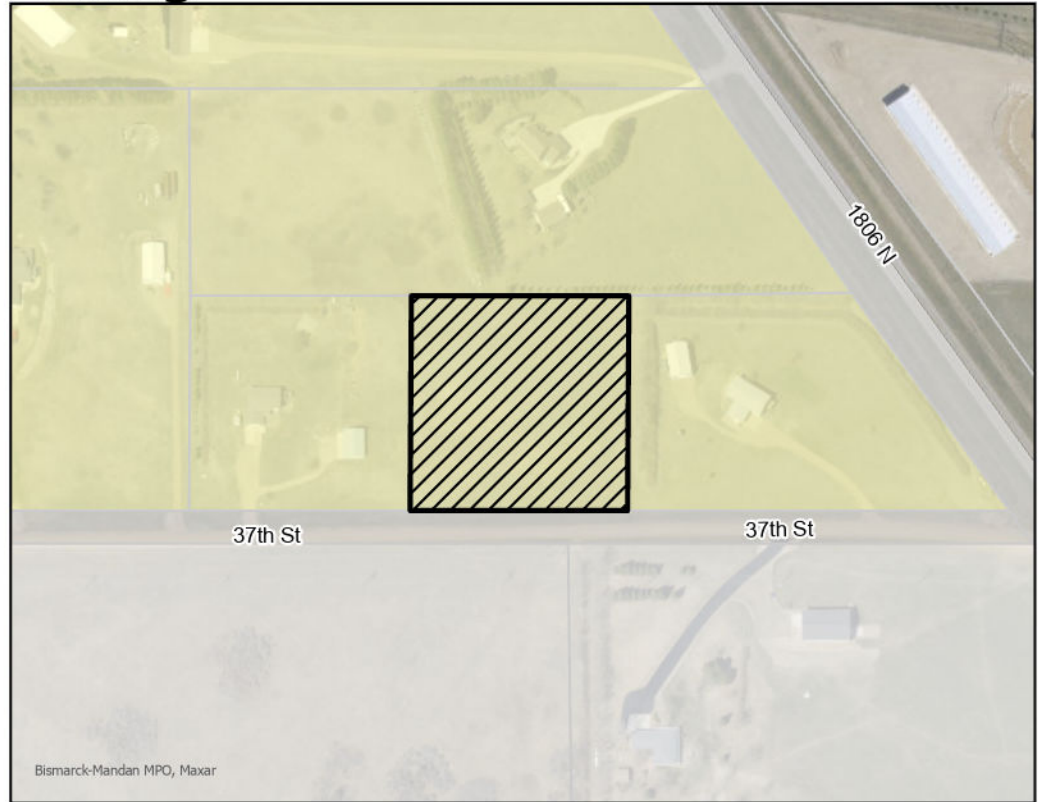
Zoning and Future Land Use Reference Map

Roller Subdivision

Zoning Map Key

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

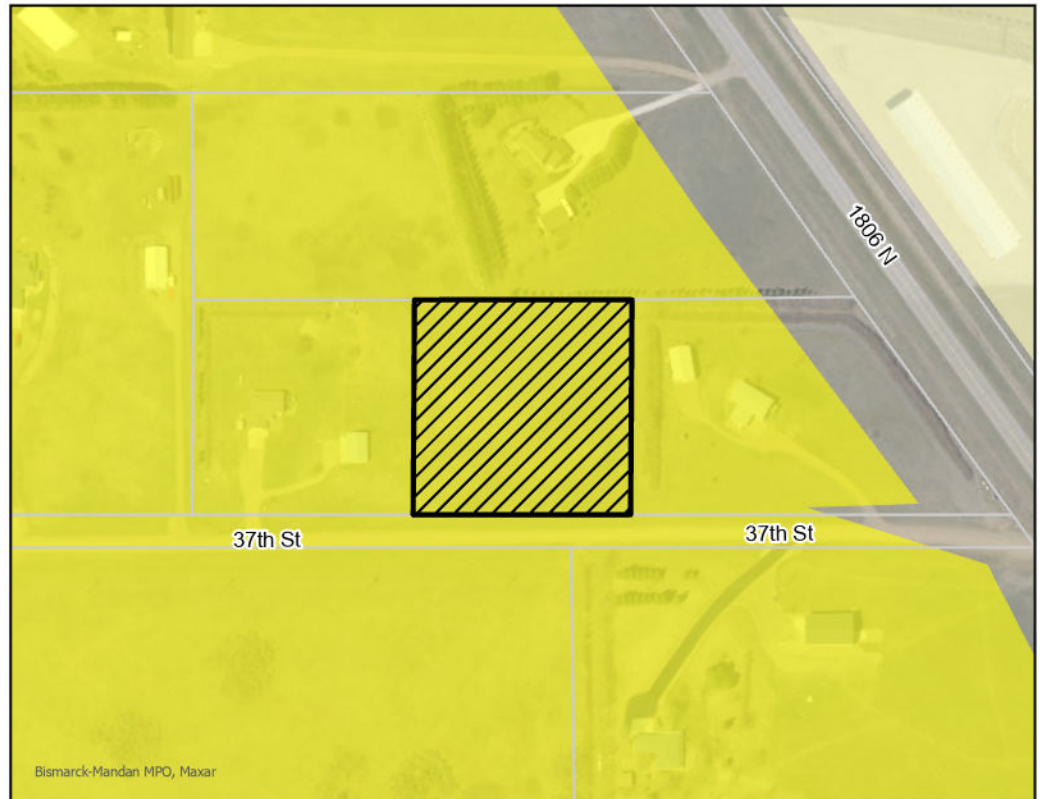
Zoning



Future Land Use Plan

Future Land Use Plan Key

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



0 0.05 0.1 0.2 Miles

Harvey Schneider

From: [REDACTED]
Sent: Thursday, July 24, 2025 2:41 PM
To: Harvey Schneider
Cc: [REDACTED]
Subject: Re: Roller Subdivision

Harvey,

Yes! Greg and I spoke on the phone. Based on the review of the Morton parcel GIS and soil maps for this location the split should be ok. Careful consideration should be taken when building on each lot so as to set aside ample space to construct a septic for both a new home as well as one for when the original system fails. This falls under the requirement of Western Plains Public Health septic code: Section IX General Provisions 3. The minimum lot size in which a new OSTS can be installed shall be 1 acre

I made the trip to the site and there is ample space for septic installation, however, the slope of the lots will need careful consideration for planning placement of buildings and septic.

I am assuming there isn't utilities running through either of the lots with my above statements. If there are water lines through either of the lots (besides the easement area), I need to review their locations to confirm proper setbacks can be attained.

Please let me know if you have any questions!

Lana Schmidt, REHS/RS
Environmental Health Practitioner

Phone: 701-667-3370
Fax: 701-667-3371
Mobile: 701-426-1600
Email: lschmidt@westernplainsph.org

403 Burlington Street SE
Mandan, ND 58554

www.westernplainsph.org



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From: Harvey Schneider <Harvey@tomanengineering.com>
Sent: Thursday, July 24, 2025 10:00 AM
To: Lana Schmidt <lschmidt@westernplainsph.org>
Cc: gregroller@msn.com <gregroller@msn.com>
Subject: FW: Roller Subdivision

Lana
Attached is the proposed Roller Subdivision being sent for your review and comments. This plat lies within the city's ETA. Greg had mentioned that he had talked with you about the proposed lot split. By splitting lot 4B in half the proposed lots would be 1.23 acres each. If you have any questions please call.

Thanks

Harvey Schneider
Toman Engineering Co.
harvey@tomanengineering.com
Office: 701-663-6483



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 13, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: 2025 Budget Amendment and Contract Amendment 1, with Interstate Engineering for Planning Services

STATEMENT/PURPOSE:

To consider 2025 Budget Amendment and Contract Amendment 1, with Interstate Engineering for planning services,

BACKGROUND/ALTERNATIVES:

With the departure of City Planner, Andrew Stromme, assistance will be necessary in the planning area to keep projects moving forward. We received proposals from Interstate Engineering and Houston Engineering. Upon evaluation of each, Andrew and I recommend entering into a contract with Interstate Engineering. Rachel LaQua, will be the primary contact with Interstate Engineering and she has experience both with the City of Williston and via her work with Interstate Engineering.

The original contract proposal's term is through August 31, 2025, and is on an as-needed basis with a not-to-exceed amount of \$50,000. Funds are available via unspent dollars allocated in the 2025 budget for an assistant city planner, and part of this request is to transfer the funds from salaries and benefits to the contractual services in the planning department.

We are in the final stages of the interview process for hiring a City Planner and hope this individual would be on board mid July.

Update:

We have an offer and acceptance for a new City Planner with an individual. However, the paperwork process on their end is taking longer than anticipated. Therefore, we are requesting an extension of the existing contract, approved June 3, to December 31, 2025. The planning work provided by Interstate Engineerings team has been outstanding, and we look forward to continuing this relationship to the end of the year.

ATTACHMENTS:

1. Amendment 1 Mandan Planning Interstate Engineering

FISCAL IMPACT:

Transfer funds (\$60,000) from the salaries and benefits items within the planning department to contractual services in the planning department. No additional funds beyond what is budgeted will be expended.

STAFF IMPACT:

Staff time and effort will be expended to handle the various tasks in the planning area.

LEGAL REVIEW:

Contract has been provided to Attorney Oster for review.

RECOMMENDATION:

I recommend a 2025 budget transfer of \$60,000 from the salaries and benefits line items within the planning department and contractual services within the planning department, and approve Amendment 1, to the original contract.

SUGGESTED MOTION:

I move to approve a 2025 budget transfer of \$60,000 from the salaries and benefits line items within the planning department to the contractual services within the planning department, and approve Amendment 1, to the original contract.



AMENDMENT NUMBER 1 TO
AGREEMENT TO FURNISH PLANNING SERVICES TO THE
CITY OF MANDAN, NORTH DAKOTA
For
MUNICIPAL PLANNING SERVICES

This Amendment provides for professional planning services to be performed by INTERSTATE ENGINEERING, INC., (hereinafter the PLANNER), for the CITY OF MANDAN, (hereinafter the OWNER), in accordance with the Agreement to furnish Planning Services to the OWNER, dated **June 3, 2025** (hereinafter the Agreement). This Amendment, when executed by both parties, shall become a supplement to and part of the basic Agreement.

1. BACKGROUND DATA:

- a. Specific Project Title: Municipal Planning Services for the City of Mandan
- b. Specific Project Description: Municipal planning services to be provided through December 31, 2025, with an expected rate of work of 24-36 hours per month.

2. DESCRIPTION OF MODIFICATIONS

- a. For the Additional Services or the modifications to services set forth, OWNER shall pay PLANNER the following additional or modified compensation: Additional compensation of \$60,000 (Not to Exceed) based on hourly rates will be needed due to the extension of planning services.
- b. The schedule for rendering services under this Agreement is modified as follows: Extend interim municipal planning services through December 31, 2025.

3. TASK ORDER SUMMARY (Reference only)

a. Original Task Order amount:	\$ <u>\$50,000.00</u>
b. Net change for prior amendments:	\$ <u>-</u>
c. This amendment amount:	\$ <u>\$60,000.00</u>
d. Adjusted Agreement amount:	\$ <u>\$110,000.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in the Agreement.

PLANNER hereby agrees to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.



The Effective Date of this Amendment is September 1, 2025.

OWNER:

By:

Date

Signed:

Name:

Title:

Attest:

Title:

PLANNER:

Rachel Laqua

By:

Rachel Laqua, AICP

Date

Signed:

August 13, 2025

Name:

Rachel Laqua, AICP

Title:

Planning Director, Interstate Engineering

Attest:

Title:



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 13, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider submitting a sole source request to the North Dakota Department of Transportation for Memorial Highway utility items

STATEMENT/PURPOSE:

To consider authorization to submit a sole source request letter for various utility items on the Memorial Highway Reconstruction project.

BACKGROUND/ALTERNATIVES:

The Memorial Highway Reconstruction project will include the replacement of many of the City's above- and below-ground utilities. City staff would like to request certain items to be sole-sourced for the project. The proposed letter contains 11 sole source requests to accommodate operational familiarity, technical compatibility, and inventory consistency for City Staff.

ATTACHMENTS:

1. Sole Source Memo - West Half

FISCAL IMPACT:

There would be minimal fiscal impact caused by this request.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To authorize City staff to submit the sole source request letter.

City Commission

Agenda Documentation

August 19, 2025

Subject: Consider submitting a sole source request to the North Dakota Department of Transportation for Memorial Highway utility items

Page 2 of 2

SUGGESTED MOTION:

I move to approve submitting a sole source request to the North Dakota Department of Transportation for Memorial Highway utility items, as presented.



Engineering

August 14, 2025

Derek Pfeifer
Local Government
NDDOT
608 East Boulevard Avenue
Bismarck, ND 58505-0700

**RE: Certification of Products for Project SU-CPU-FTF-1-094(224)917, PCN 23278
City of Mandan Business Loop I-94
Memorial Highway –Main Avenue to 32nd Avenue SE**

Dear Derek:

The City of Mandan requests that the following items be specified:

1. APM Performance Infiltration and Inflow (I&I) Barrier by Strike Products.
2. American Flow Control gate valves.
3. Gate valve box debris plugs by Infact Corporation.
4. Gate valve adaptors by Adaptor Inc.
5. 48-inch Red FH800 American Series Fire Hydrant Marker by Flexstake Inc.
6. Tracer wire access box by Copperhead Industries.
7. Rain Bird Irrigation Controls and Sprinklers.
8. LED Luminaire model ATB2-60BLEDE70-MVOLT-R3-4000K-NL-NR by American Electric Lighting
9. Penn-Union IPBNA2/0XS Splice Connectors
10. Homac type RAB-X-URD-BUSS Submersible Insulated Subsurface Terminal Splice Connectors
11. Autoscope Vision Video Detection System

The City of Mandan requests to specify the following lift station equipment on the above federal aid project.

- Flygt Submersible Pumps
- Ductile Iron Pipe and Fittings Lining – Protecto 401
- Level Transducers – Keller LevelRat 1023.15807.0513XX.13 & KPSI Part #: 750S14D4015.000000.000C100X0A
- Anchor Kit – Anchor Scientific WRW
- Float Switches – Anchor Scientific S60NO
- Ambient Air Temperature Sensor – TCS/Basys Controls – TS1000
- Ambient Air Temperature Transmitter – TCS/Basys Controls – TX1505
- Valve Vault Lighting: Crouse-Hinds EV LED Series

Phone: 701-667-3225 • Fax: 701-667-3223 • 205 2nd Ave NW • Mandan, ND 58554
www.cityofmandan.com/engineering



Engineering

- Control Panel
 - Managed Ethernet Switch – Allen-Bradley Stratix 5700
 - Operator Interface Terminal (OIT) - Allen Bradley Panel View Plus 7 Series 2711P Standard 1000
 - Enclosure – SCE
 - Incoming Power Surge Protection Device (SPD) – Square D Class 6671
 - Panel Heater – Hoffman DAH
 - Terminal Blocks – Allen Bradley 1492-J4
 - Miniature Circuit Breakers – Eaton WMZT
 - Uninterruptible Power Supply (UPS) – Sola Hevi-Duty
 - PLC Components – Allen Bradley CompactLogix Platform
 - Power Supply: Allen-Bradley 1769-PA4
 - Processor: Allen-Bradley: 1769-L30ER
 - Analog Input Card: Allen-Bradley: 1769-IF4
 - Analog Output Card: Allen-Bradley 1769-OF4
 - Digital Input Card: Allen-Bradley 1769- IA16
 - Digital Relay / Contact Output Card: Allen-Bradley 1769-OW8I
- Radio – Cradlepoint IBR600C
- Cellular Antenna – Surecall SC-588W
- Power Monitor – SymCom MotorSaver 460
- Lightning Protection – Polyphaser TSX-NFF
- Generator Receptacle – Appleton ADR20044RS w/ AJA200 angle adapter
- Alarm Lights
 - High Level/Common Alarm: Red Constant On: Edwards Model #: 125XBRMR120AB
 - Pump(s) Running: Green Constant On: Edwards Model #: 125XBRMG120AB
 - 3-Phase Power OK: Blue Constant On: Edwards Model #: 125XBRMB120AB

The City of Mandan requests the NDDOT certify these items and equipment be installed for the project due to proven reliability of these items within the City, familiarity with these items by City staff, and conformity with existing like items already in use within the City.



**CITY OF
MANDAN** *Engineering*
WHERE THE WEST BEGINS

I, Jarek Wigness, City Engineer, do hereby certify that, in accordance with the requirements of the NDDOT Design Manual, the above proprietary items are essential for the standardization with existing facilities. The extent of this certification is specific to the City of Mandan Business Loop I-94 (Memorial Highway) project, SU-CPU-FTF-1-094(224)917, PCN 23278.

Thank you for your consideration regarding this use. Should you have any questions or if you would like to discuss this matter further, contact my office at 701-667-3225.

Sincerely,

Jarek Wigness, PE
Mandan City Engineer



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 13, 2025
SUBMITTING DEPARTMENT: Mandan Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the City of Mandan and Dakota Children Advocacy Center to apply for and accept any funding under the North Dakota Attorney General Justice Assistance Grant (JAG) grant.

STATEMENT/PURPOSE:

To allow the City of Mandan and Dakota Children Advocacy Center to apply for and accept funding through the North Dakota Attorney General's Office JAG, which will be used to fund human trafficking victims.

BACKGROUND/ALTERNATIVES:

The Dakota Children's Advocacy Center benefits the Bismarck-Mandan area, not just one jurisdiction. It is a vital program for local children who are victims of human trafficking. This funding will help Dakota Children Advocacy Center to conduct forensic interviews and mental health services to children who are victims of human trafficking.

The City of Mandan and Dakota Children's Advocacy Center have worked together under the JAG grant funding for many years to allow for the Dakota Children Advocacy Center program to provide vital mental health and forensic interviews during human trafficking investigations.

The grant recipient must be a political subdivision, which is why the Mandan Police Department is making this request. This JAG will fund forensic services and mental health services for children. The City of Mandan will be the pass-through for the funding, as required by the grant.

ATTACHMENTS:

1. 25-27 HTTF Application
2. Mandan City MOU - AG Human Trafficking 25-27

FISCAL IMPACT:

Subject: Consider approval of the City of Mandan and Dakota Children's Advocacy Center to apply for and accept any funding under the North Dakota Attorney General Justice Assistance Grant (JAG) for Human Trafficking

Page 2 of 2

Only impact is the amount of time needed by the Mandan Police Department and Finance Department to process the necessary paperwork and issue funds to Dakota Children's Advocacy Center.

STAFF IMPACT:

The Mandan Police Department will collect all needed paperwork from Dakota Children's Advocacy Center every quarter. This paperwork will be reviewed by the Mandan Police Department and Finance Department. All reimbursement requests are forwarded to the ND Attorney General's Office and, if approved, provide the necessary reimbursement funding to the City of Mandan. The City of Mandan will then issue a check to Dakota Children's Advocacy Center for the requested reimbursement.

LEGAL REVIEW:

Memorandum of Understanding (MOU) and other documentation have been reviewed in the past and approved. There has been no change in the MOU or other documents, other than the dates.

RECOMMENDATION:

I recommend approving the application for funding through the North Dakota Attorney General's Office Justice Assistance Grant and approving the Memorandum of Understanding between the City of Mandan and Dakota Children's Advocacy Center. I recommend the acceptance of any funding awarded through the ND Attorney General's JAG Grant.

SUGGESTED MOTION:

I move to approve the attached ND Attorney General JAG grant application to the ND Attorney General's Office and acceptance of any funds for the Dakota Children's Advocacy Center.

HUMAN TRAFFICKING - VICTIM TREATMENT & SUPPORT SERVICES

ND OFFICE OF ATTORNEY GENERAL

I – APPLICATION OVERVIEW

Name of Subrecipient - Subrecipients are state agencies, units of local government (such as a city or county), or other general-purpose political subdivisions of a state or Indian Tribe. City of Mandan		Unique Entity Identifier 05-826-1421	
Subrecipient Contact Name Patrick Haug		Email phaug@mandanpd.com	Telephone Number 701.667.3250
Subrecipient Street Address 205 1st Ave. NW		City Mandan	State ND
		Zip Code 58554	
Subrecipient Level of Government (check one) ☐ State ☐ County ☒ City/Town ☐ Indian Tribe ☐ Park District ☐ School District ☐ Local Government			
Authorized Official Name - The authorized official must have the legal authority to commit the subrecipient to a contract or other agreement. Overall responsibility for the administration of the project rests with this individual. Examples are the mayor, city or county auditor, director of the state agency, or Tribal Chairperson. James Froelich		Authorized Official Title Mayor	
Authorized Official Email Address james.froelich@cityofmandan.com		Authorized Official Telephone Number 701.301.6792	
Authorized Official Street Address 205 Second Ave. NW		City Mandan	State ND
		Zip Code 58554	

Implementing Agency Name - Implementing agencies are the agencies performing the project activities (such as a non-profit). Dakota Children's Advocacy Center		Multi Agency Project Yes ☒ No ☐		Multi-Jurisdiction Project Yes ☒ No ☐	
Implementing Agency Street Address 1800 E. Broadway Ave.		City Bismarck	State ND	Zip Code 58501	
Project Director Name - The project director has direct responsibility for implementation of the project activities. This person will prepare and submit all progress reports as required by the Office of Attorney General. Denis Otterness		Project Director Title Executive Director			
Project Director Email Address dotterness@dakotacac.org		Project Director Telephone Number 701.323.5626			
Project Director Mailing Address (if different)		City	State	Zip Code	
Fiscal Officer Name - The fiscal officer prepares and submits all financial reports as required by the Office of Attorney General and has responsibility for the financial administration of the project. . Cheryl Evensvold		Fiscal Officer Title Finance Director			
Fiscal Officer Email Address cevensvold@dakotacac.org		Fiscal Officer Telephone Number 701.595.1748			
Fiscal Officer Mailing Address (if different)		City	State	Zip Code	
Authorized Program Area (select all that apply) ☒ Direct Victim Support ☒ Support of Advocacy Services ☐ Emergency/Long Term Crisis Services ☐ Development and Implementation of Direct Care ☐ Residential Care ☒ Programs Promoting Positive Outcomes for Victims ☒ Training for Law Enforcement/victim Service Providers					

II - BUDGET NARRATIVE & CALCULATIONS - Totals must equal budget summary total for each section. Applicants should indicate the total cost for each category of the proposed project and indicate what portion of that project will be funded by this award, and what portion will be funded through other means.

A. Personnel - List each position by type. Compensation for employees engaged in grant activities must be consistent with that paid for similar work within the surrounding areas. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits may include common items such as payroll taxes, health and life insurance, and retirement contributions. **FOR SALARY/MONTH AND TOTAL MONTHS – USE NUMBERS ONLY – DO NOT USE CHARACTERS (such as: letter, commas, \$ signs, etc.)** Total cost will not calculate correctly if characters are used.

SALARY			
Name/Position	Salary/ Month	Total Months	Total Cost
Forensic Interviewer	106.91	24	2565.84
Forensic Services Director	138.67	24	3328.08
Mental Health Service Director	145.67	24	3496.08
Mental Health Therapist	123.41	24	2961.84
Mental Health Therpaist	106.81	24	2563.44
Education & Outreach Coor.	128.13	24	3075.12
Family Advocate	100.53	24	2412.72
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
	Total Request:		20403.12

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B. Travel & Training - Itemize travel expenses of project personnel by purpose (i.e. training, meetings, mileage, etc.). State rates for in-state travel, or GSA rates for out-of state travel apply. **FOR UNIT COST AND QUANTITY – USE NUMBERS ONLY – DO NOT USE CHARACTERS (such as: letter, commas, \$ signs, etc.)** Total cost will not calculate correctly if characters are used.

Purpose of Travel	Unit Cost	Quantity	Total Cost
2 night hotel stay	230	13	2990
Transportation rental	500	3	1500
Meals (federal per diem)	110	26	2860
			0
			0
			0
			0
			0
			0
			0
Total Request:		42	7350

C. Equipment - List non-expendable items that are to be purchased that are \$5000 each or more. Items that do not meet these criteria should be considered Supplies. Rented or leased equipment should be listed in the Equipment Rent/Lease category. Attach a sheet using this format if you have additional items. **FOR UNIT COST AND QUANTITY – USE NUMBERS ONLY – DO NOT USE CHARACTERS (such as: letter, commas, \$ signs, etc.)** Total cost will not calculate correctly if characters are used.

Description	Unit Cost	Quantity	Total Cost
			0
			0
			0
			0
			0
Total Request:			0

D. Consultants/Contracts - State service to be provided, anticipated hourly or daily rates, and estimated time on the project. Also include expenses to be paid to the consultants in addition to their fees (i.e., travel, meals, lodging, etc.) **FOR RATE/MONTH AND TOTAL MONTHS – USE NUMBERS ONLY – DO NOT USE CHARACTERS (such as: letter, commas, \$ signs, etc.)** Total cost will not calculate correctly if characters are used.

Consultant/Contract & Service to be Provided	Rate/Month	Total Months	Total Cost
			0
			0
			0
			0
			0
			0
			0
Total Request:			0

E. Other Costs - List items (i.e. direct victim support, victim service funds (10% cap), facility rent, printing, telephone/cell phone, janitorial or security services, cost allocation plans, shelter supplies). **FOR UNIT COST AND QUANTITY – USE NUMBERS ONLY – DO NOT USE CHARACTERS (such as: letter, commas, \$ signs, etc.)** Total cost will not calculate correctly if characters are used.

Description	Unit Cost	Quantity	Total Cost
Updating materials	150	1	150
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Request:			150

III - BUDGET SUMMARY

Category	Total Requests
A. Personnel	26451.36
B. Travel/Training	7350
C. Equipment	0
D. Consultants/Contracts	0
E. Other Costs	150
Total Request:	33951.36

IV - IMPLEMENTING AGENCY BUDGET SUMMARY - List the agency's entire budget for its current fiscal year, including all funding sources **AND** any pending or applied for awards and just note the status at the time of application. The total amount of the budget line items should equal the total amount of funding sources.

Line Item	Current Operating Budget Amounts	
Personnel	1599436	
Operating Expenses	737758	
Equipment		
Total Budget	2337194	
Funding Sources	Amount	Percentage of Total Agency Budget
Justice Assistance Grant-JAG (Federal Portion Only)	26873	1
State General Fund	704865	30
Local Government General Fund	5000	1
Community Development Block Grant		
Victims of Crime Act (VOCA)	306775	13
STOP Violence Against Women Act		
Federal Family Violence		
Domestic Violence Prevention Fund		
Crime Victims Assistance (CVA)	20000	1
United Way		
Foundations	120000	5
Donations	407000	17
Court Fees		
Other (specify)		
Other Federal & State	668146	29
Contract	78535	3
Total Funding	2337194	100%

V - AGENCY FUNDING SOURCES AND PROGRAM INCOME**A: Funding Sources**

Funding Sources List any other sources of grant funding supporting this project's activities INCLUDING any pending or applied for awards and just note the status at the time of application.	Amount
Other (specify):	
Total Funding	0

VI - PROJECT NARRATIVE

1. Project Description - Describe the proposed project and how it addresses specific problems, include specifics about the services to be provided, how the services will be provided, and the project deliverables.

Human trafficking is a hidden and complex crime that demands a highly specialized, trauma-informed response. Victims often do not disclose their experiences due to fear, coercion, or the lasting effects of trauma, making identification difficult. Without advanced, targeted training, even seasoned professionals may miss subtle warning signs or unintentionally retraumatize survivors during critical points of contact. Over the past two years, the Dakota Children's Advocacy Center (DCAC) has undergone significant staff and leadership changes. While these transitions have brought valuable skills and new perspectives, they have also created an urgent need to ensure that every current team member is equally prepared to respond effectively to human trafficking cases. Consistency in knowledge and practice across our agency—and among our multidisciplinary team (MDT) partners—is essential to protecting victims and delivering the highest quality care.

Through this project, DCAC will equip our forensic services and mental health services staff—those most often working directly with victims—with advanced training on human trafficking. These trainings will deepen understanding of the scope and forms of trafficking, improve skills for identifying victims who are not self-disclosing, and strengthen approaches for engaging survivors in ways that avoid retraumatization and foster trust. Staff who attend these trainings will return to share their knowledge through internal presentations and skill-building sessions, ensuring that all DCAC staff can provide consistent, best-practice responses to trafficking cases. We will also extend training to our MDT partners, including law enforcement, to strengthen a coordinated community response. To make this possible, DCAC will partner with organizations such as the 31:8 Project, the Treatment Collaborative for Traumatized Youth, and others currently hosting human trafficking trainings. While many of these training opportunities are offered free of charge, travel costs remain a barrier. We anticipate participation from thirteen staff members—including all forensic services staff, all mental health staff, and our executive director—and have budgeted for hotel accommodations, per diem, and transportation costs. By covering these expenses, we can ensure that frontline staff are able to attend the most relevant and high-quality training opportunities available.

In addition to training, DCAC will review and update our human trafficking outreach and educational materials to ensure accuracy, relevance, and alignment with current best practices. We have budgeted for printing costs so these updated materials can be distributed to staff, MDT partners, and community stakeholders, further enhancing awareness and identification efforts.

The requested funds will also cover a small percentage of seven key staff salaries—Forensic Services Director, Mental Health Services Director, Forensic Interviewer, Mental Health Therapist, Family Advocate, and Education & Outreach Coordinator—allowing them to dedicate time to directly serving victims of human trafficking and their families. This ensures that survivors receive continuous, specialized care from the first point of contact through their ongoing recovery.

Service delivery will occur through a combination of attendance at external training events and hosting expert trainers within our community. When staff return from external training, they will provide instruction to all DCAC team members using a “train-the-trainer” model, ensuring that the expertise gained is shared agency-wide and sustained long term.

By the end of the grant period, DCAC will have ensured that every staff member has received advanced human trafficking training, hosted at least three MDT training sessions for our partners, updated and distributed human trafficking educational materials, and developed an internal best practices guide that will serve as an ongoing reference tool. These efforts—combined with the direct work of our key staff—will significantly strengthen our collective ability to identify and support victims of human trafficking, ensuring that survivors and their families receive compassionate, coordinated, and trauma-informed care from the first point of contact through the entirety of their recovery journey.

2. Current Efforts - Clearly define what efforts are currently underway in response to the problems identified in the project description. Explain how current efforts relate to the project proposed here, will they be continued, modified or expanded? Additionally, provide relevant supporting data in the form of victim service data that reflects the agency's current and past efforts. **If requesting victim service funds in "other" provide information here as to what funds will be used for.**

The Dakota Children's Advocacy Center (DCAC) has an established history of responding to human trafficking in our community through both direct services and professional education. In the past, we have sponsored and hosted human trafficking trainings for our multidisciplinary team (MDT) partners, including law enforcement, child protection, and other community agencies, to strengthen early identification and coordinated response efforts. Most recently, our Education and Outreach Coordinator, advocates, forensic services department, and mental health department have been actively working with families and victims of human trafficking to promote stabilization, provide trauma-informed care, and connect them with ongoing resources and support throughout their recovery process.

Over the past two years, DCAC has served 21 identified victims of sex trafficking, along with their non-offending caregivers and family members. These cases reflect our agency's ongoing commitment to providing trauma-informed services, including forensic interviews, mental health therapy, family advocacy, and case coordination. While we are proud of the impact we have made, our experience also highlights the need for enhanced staff training to more accurately identify potential trafficking victims—particularly those who do not disclose their experiences—and to serve them with the highest level of care.

Unfortunately, significant staff and leadership transitions in recent years have created a gap in consistent, specialized expertise across the agency. The proposed project will address this gap by expanding and formalizing staff training in human trafficking identification, trauma-informed engagement, and culturally responsive practices. This will build on our existing efforts by ensuring all staff—especially those in forensic services, mental health services, family advocacy, and outreach—are confident and equipped to respond effectively to trafficking cases. The training opportunities will also allow us to expand the knowledge base of our MDT partners, creating a stronger, more unified community response.

In addition to training, we recognize the importance of ensuring that all outreach and educational materials provided to victims, families, and community members are accurate, up-to-date, and aligned with current best practices. We have therefore included printing costs in our funding request to update and distribute human trafficking materials as needed.

The requested funds will also support a small percentage of six key staff positions—the Forensic Services Director, Mental Health Services Director, Forensic Interviewer, Mental Health Therapist, Family Advocate, and Education & Outreach Coordinator—who work directly with human trafficking victims and their families. These positions are essential to delivering services that promote victim safety, family stability, and long-term recovery.

By expanding on our past and current efforts, this project will strengthen our agency's capacity to identify and serve more victims of human trafficking, increase victim trust in the system, and improve the quality and consistency of care provided to survivors and their families.

3. Collaboration with Other Agencies - Describe in detail how your agency has collaborated or cooperated with other agencies in providing human trafficking services, or describe how your agency intends to collaborate with other agencies/patterns during the grant period.

The Dakota Children's Advocacy Center (DCAC) has a long-standing commitment to working collaboratively with other agencies to identify and serve victims of human trafficking. In past efforts, we have sponsored and hosted human trafficking trainings for our multidisciplinary team (MDT) partners—including law enforcement, child protection services, prosecutors, and other community agencies—to increase awareness, strengthen early identification, and improve coordination of care. Our Education and Outreach Coordinator, advocates, forensic services department, and mental health department have worked closely with other service providers to address the complex needs of victims and their families, promoting stabilization and connecting them with critical resources.

During the grant period, we will continue to build and expand these collaborations. DCAC will partner with organizations such as the 31:8 Project, the Treatment Collaborative for Traumatized Youth, and other established human trafficking training providers to access specialized training opportunities for our staff and MDT partners. We will also explore partnerships with agencies that can bring expert trainers to our community, increasing accessibility for both our staff and partner agencies.

In addition to training-focused partnerships, DCAC will coordinate with local resource providers to ensure that victims and their families have access to the supports they need to stabilize their lives. This will include partnering with organizations like 701 Closet to meet clothing and basic needs, and connecting families with state-supported needs-based programs such as SNAP, TANF, and other assistance programs. When families require more long-term assistance than DCAC can provide directly, we will actively help them establish ongoing support with these organizations to ensure their needs continue to be met well beyond our immediate involvement.

Through these ongoing and expanded collaborations, DCAC will strengthen the collective capacity of our community to identify victims of human trafficking, provide coordinated responses, and deliver both immediate and long-term support to survivors and their families.

4. Continued Funding - Describe in detail what plans or steps are in place to assure continuing of the project after the grant period.

The Dakota Children's Advocacy Center's services are inherently and directly linked to addressing human trafficking due to the nature of the crime and the overlap with our core mission of serving child victims of abuse, exploitation, and trauma. Working with victims of human trafficking and their families is a priority for our agency, and these services will remain a critical component of our work well beyond the grant period.

Our existing infrastructure—including our forensic services department, mental health services department, advocacy program, and education and outreach efforts—is designed to identify, support, and advocate for victims of human trafficking. These services are embedded in our operational model and will continue regardless of the availability of external funding.

The funding requested through this grant will allow us to strengthen and expand our current capacity, particularly through enhanced staff training, updated victim materials, and additional coordination with community partners. However, even after the grant ends, we will maintain the same level of commitment to serving human trafficking victims. Our multidisciplinary team approach ensures ongoing collaboration with law enforcement, child protection services, prosecution, and community partners, providing a sustainable network of support.

In short, this project is not a stand-alone initiative—it is an investment in a long-term, integrated service model. While this funding will enhance our ability to provide high-quality, trauma-informed care, our commitment to working with human trafficking victims and their families will remain steadfast, and services will not change based on the funding status.

VII - PROJECT GOALS, OBJECTIVES, TIMELINE, AND PERFORMANCE MEASURES

1. Overall Project Goals - State the project's goals, in general or broad terms. Goals should address the specific problem/need identified in the application. Goals should be stated in terms of the outcomes that the project wants to achieve. (Example: Develop and sustain an effective mental health program.)

The goal of this project is to strengthen the Dakota Children's Advocacy Center's capacity to identify, serve, and support victims of human trafficking and their families through enhanced training, updated resources, and strengthened community partnerships. Specifically, we aim to:

- 1) Increase staff knowledge and skills to confidently identify signs of human trafficking, even when victims do not disclose, and provide trauma-informed care that avoids retraumatization.
- 2) Ensure all current staff, including those hired within the past two years, are fully prepared to meet the unique needs of human trafficking victims and their families.
- 3) Expand access to high-quality, specialized training opportunities for both DCAC staff and multidisciplinary team (MDT) partners, fostering a coordinated and informed community response.
- 4) Update and maintain current human trafficking outreach and informational materials to ensure victims and families have access to accurate, relevant resources.

The intended outcome of these goals is a more knowledgeable, coordinated, and resource-equipped network of providers who can effectively identify, serve, and support human trafficking victims, ultimately improving victim safety, stability, and recovery.

2. Objectives - (Activities directed at achieving goals): State the project's objectives, in terms of specific steps or benchmarks that will eventually lead to accomplishing the goals. Objectives must be clearly expressed and in measurable terms. (Example: Increase the number of mental health services available.)

Objective 1: Provide targeted human trafficking training to DCAC staff. By the end of the grant period, 100% of DCAC forensic services staff, mental health staff, advocacy staff, and education/outreach staff will have attended at least one specialized human trafficking training hosted by partner agencies such as Red River CAC, 31:8 Project, or Treatment Collaborative for Traumatized Youth. DCAC leadership staff will ensure all staff who attend external trainings share learned skills and information with the full DCAC team within 30 days of training completion, documented through meeting notes and training summaries.

Objective 2: Deliver specialized training to multidisciplinary team (MDT) partners. DCAC will host or coordinate at least three in-depth human trafficking trainings for MDT members, including law enforcement, by the end of the grant period. DCAC will achieve at least 80% partner satisfaction in post-training evaluations.

Objective 3: Update and distribute human trafficking resource materials. DCAC staff will review, revise, and print updated human trafficking informational materials within the first nine months of the grant period. DCAC will then distribute updated materials to 100% of victims and families served by DCAC, as well as to community partners.

Objective 4: Strengthen identification and response to potential victims. DCAC will increase the number of identified human trafficking victims served by DCAC by at least 10% compared to the previous year. DCAC staff members will document and track all cases where staff used enhanced identification skills learned through training. DCAC will also provide ongoing internal knowledge sharing.

3. Timeline - Provide a detailed timeline for expenditure of project funds and completion of project goals and objectives.

Quarter 1:

July 2025 – September 2025

- 1) Finalize grant award acceptance and initiate project kickoff.
- 2) Confirm partnerships with training providers (Red River CAC, 31:8 Project, Treatment Collaborative for Traumatized Youth, and others).
- 3) Schedule first round of human trafficking trainings for DCAC staff and MDT partners.
- 4) Begin review of all existing human trafficking materials for accuracy and needed updates.
- 5) Arrange travel logistics (hotel, per diem, mileage/car rental) for upcoming trainings.

Quarter 2:

October 2025 – December 2025

- 1) Conduct first series of staff trainings for forensic services, mental health services, advocacy, and education/outreach staff.
- 2) Host first MDT partner training session, tracking attendance and participant feedback.
- 3) Begin design and updates for printed materials.
- 4) Administer pre- and post-training assessments to measure knowledge gain.

Quarter 3:

January 2026 – March 2026

- 1) Continue staff participation in external trainings offered by partner agencies.
- 2) Update and print revised human trafficking materials for victims, families, and partners.
- 3) Distribute updated materials to clients and community partners.
- 4) Begin tracking victim identification and service delivery improvements.

Quarter 4:

April 2026 – June 2026

- 1) Host internal knowledge-sharing sessions to ensure all staff benefit from trainings.
- 2) Evaluate progress toward increased victim identification and service improvements.
- 3) Adjust outreach and identification strategies based on first-year results.

Quarter 5:

July 2026 – September 2026

- 1) Attend advanced or specialized trainings for targeted staff roles.
- 2) Host second MDT partner training with updated content and case-based learning.
- 3) Continue material distribution and victim/family resource support.

Quarter 6:

October 2026 – December 2026

- 1) Conduct follow-up evaluations to assess long-term application of training in casework.
- 2) Continue participation in relevant partner-led trainings.
- 3) Provide ongoing internal briefings for new or transitioning staff.

Quarter 7:

January 2027 – March 2027

- 1) Evaluate and refine victim identification protocols based on accumulated data.
- 2) Distribute updated printed resources if changes in best practices or legislation occur.
- 3) Continue collaborative work with community partners for long-term family support.

Quarter 8:

April 2027 – June 2027

- 1) Conduct final MDT partner training for the grant period.
- 2) Complete final impact evaluation, measuring training outcomes, victim services, and improvements in identification and response.
- 3) Finalize sustainability plan ensuring continued training, updated materials, and direct services after grant funding ends.

Final Month:

July 2027

- 1) Submit final project and financial report to funder.
- 2) Transition project activities fully into DCAC's ongoing operational budget and priorities.

4. Performance Measures - Describe the measures by which you will determine your project's success. Provide a description of how data supporting these measures will be collected: (Example: Number of victims served.)

The success of this project will be measured through both quantitative and qualitative data that directly reflects our ability to meet the stated goals and objectives. All data will be entered into and maintained in DCAC's secure case management system. Reports will be generated quarterly to monitor progress toward goals and objectives. Data will be analyzed to assess trends, identify areas for improvement, and ensure accountability to both the grant requirements and the community we serve.

Measure 1: Victims and Families Served

The number of human trafficking victims and their families served during the grant period will be tracked and reported. Service data will be drawn from DCAC's case management system, which documents all forensic interviews, mental health sessions, advocacy contacts, and outreach activities. These figures will be compared against baseline data from the previous two years, during which DCAC served 21 victims of sex trafficking and their families.

Measure 2: Staff and MDT Training Participation

The project will track both the number and percentage of DCAC staff and MDT partners who successfully complete specialized human trafficking training. Attendance will be documented through sign-in sheets and training logs for all sessions, while certificates of completion will be collected for external trainings.

Measure 3: Knowledge Gain and Application

Staff knowledge and confidence in identifying and serving human trafficking victims will be measured through pre- and post-training assessments administered to all participating staff. The application of skills learned will be evaluated through post-training follow-ups and case reviews to determine how effectively the training is being implemented in practice.

Measure 4: Updated Resource Materials

The number of updated human trafficking outreach and informational materials produced and distributed will be tracked. Printing and distribution logs will record quantities created and identify recipients, including DCAC staff, MDT partners, victims, and their families.

Measure 5: MDT Collaboration and Community Referrals

The project will track the number of MDT trainings held and the number of families connected to long-term support resources, including 701 Closet, SNAP, TANF, and other community agencies. Partner engagement and resource connections will be documented through training sign-in sheets, referral tracking logs, and detailed case notes.

Measure 6: Staff Time Dedicated to Direct Victim Work

The hours worked by the six key staff positions partially supported through this grant—Forensic Services Director, Mental Health Services Director, Forensic Interviewer, Mental Health Therapist, Family Advocate, and Education & Outreach Coordinator—will be tracked. Payroll records and staff activity logs will document the time dedicated to direct service provision for human trafficking victims and their families.

VIII – AUTHORIZED SIGNATURES

I certify that the project proposed in this application meets applicable requirements, that all information presented is correct, and that the applicant will comply with the provisions of the grant and all other applicable federal laws. By appropriate language incorporated in each grant, sub-grant, or other document under which funds are to be disbursed, the undersigned shall assure that the applicable conditions shown above apply to all recipients of these grant funds.

Signature of Authorized Official (political subdivision)

Date

Signature of Project Director

Date

Cheryl Evensvold

Signature of Fiscal Officer

8/13/2025

Date

**AGREEMENT BETWEEN
CITY OF MANDAN AND
DAKOTA CHILDREN'S ADVOCACY CENTER**

1. The City of Mandan (**City**) shall apply for an Attorney General Human Trafficking (the **Grant**) for the year 2026 and provide any proceeds received under the Grant to Dakota Children's Advocacy Center (**DCAC**), located at 1800 East Broadway, Bismarck, ND, conditioned upon **DCAC's** compliance with all the terms and conditions of the **Grant** and in accordance with any subsequent provisions, requirements and assurance promulgated by the State of North Dakota that apply to the **Grant**. Any subsequent requirements shall be specifically incorporated herein.
2. The **City** shall provide the **Grant** funds to **DCAC** only on the condition that said funds shall be available from the State of North Dakota. Failure of the **City** to receive grant funds from the State of North Dakota shall cause this agreement to be terminated. If the **City** receives funds less than the full amount anticipated in the contract, **DCAC** will receive the lesser amount.
3. **DCAC** agrees to, and shall follow and adhere to, all the provisions, requirements, and assurances of the Financial Assistance Award as set forth in Federal Register Vol. 78, No. 248, December 26, 2013, OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Further, **DCAC** agrees to and shall follow any subsequent provisions, requirements and assurances promulgated by the State of North Dakota and applicable to the **Grant**. Failure to adhere to the above-mentioned requirements, provisions, and assurances shall cause this Agreement to be terminated at the discretion of the **City** or State.
4. The Parties agree to hold each other harmless from any and all liability, claims, damages and litigations arising from, or under the terms of this Agreement. **DCAC**, its officers, agents and employees and assigns agree to hold the State of North Dakota harmless from any and all liability, claims, damages and litigations arising from, or under the terms of this Agreement.
5. **DCAC** and the **City** understand that the ownership of any equipment purchased under the terms and conditions of this agreement and costing \$5000 or more remains with the City and ownership of any equipment costing less than \$5000 shall remain with **DCAC** upon completion of the project.
6. This Agreement shall be binding upon **DCAC** and its successors and assigns, except that **DCAC** may not assign or transfer its rights without prior written consent of the **City** and the State. This Agreement shall inure to the benefit of the **City** and its successors and assigns.
7. All federal and state laws insofar as are applicable shall be specifically made a part of this Agreement.

8. This Agreement shall be governed by the laws of the State of North Dakota. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable the remaining provisions.
9. The terms and conditions of this Agreement may only be amended or supplemented by written agreement of both parties and with the concurrence of the State of North Dakota to make amendment or supplement. The **City** and **DCAC** agree that no oral change or modification of this Agreement shall be allowed and no claim based upon any purported oral change or modification shall be made.
10. It is agreed between the parties that this Agreement is the full and complete agreement between the parties and that there are no oral agreements or understandings between the parties other than what has been reduced to writing herein.
11. All information contained in the application as stated by **DCAC** is correct and accurate, any material misstatement verified by the State of North Dakota may be considered a breach of the grant award document, and may result in the termination of the grant award at the discretion of the state.
12. The Grant Award and Acceptance and the Certified Conditions Attorney General Human Trafficking Program are incorporated and made a part of this Agreement. All of the requirements of the grant regarding activities to be performed, time schedules, project policies, flow-through requirements, dollar limitations of the agreement, cost principals used in determining allowable costs and all other grant conditions, policies and procedures must be followed by **DCAC**.
13. This Agreement shall be effective upon the later date below.

By:

Dakota Children's Advocacy Center

James Froelich
Mayor, City of Mandan

Date

Date

Attest: _____

Mandan City Administrator



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT:
DEPARTMENT DIRECTOR:
PRESENTER:
SUBJECT:

STATEMENT/PURPOSE:

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:
None

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 19, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Application for Riverwood Ave SE for North Dakota Department of Transportation flex funding for the 2026-2027 biennium

STATEMENT/PURPOSE:

Consider allowing the Engineering Department to apply for flex funds for the Riverwood Ave SE reconstruction project.

BACKGROUND/ALTERNATIVES:

Riverwood Ave SE is sandwiched between Memorial Highway to the north and 3rd Street SE to the south. Riverwood Ave is functionally classified as a collector through the Bismarck-Mandan Metropolitan Planning Organization (MPO) and is home to many industrial businesses in Mandan. This project is to complete the final design, replace an existing sanitary force main and lift station, install storm sewer, and reconstruct the roadway. Portions of this roadway will be reconstructed as part of the ongoing Memorial Highway project; the Engineering Department would like to capitalize on this and reconstruct the remainder of the roadway. The construction for this project would start in 2027.

ATTACHMENTS:

1. Riverwood Map & non-oil-city-flex-fund-application-template

FISCAL IMPACT:

Through the recently adopted Capital Improvement Plan (CIP), the city has estimated approximately \$1.3 million in a combination of municipal infrastructure and utility funds for Riverwood Ave. (\$773,563.11 in MIF, and \$531,548.90 in utility funds). The estimated total project cost is \$2.1 million; therefore, the Engineering Department is applying for the 50% of total project cost estimated at \$1,062,852.60 from the flex fund.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

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

RECOMMENDATION:

To allow the Engineering Department to apply for flex funds for Riverwood Ave SE

SUGGESTED MOTION:

I move to approve the Engineering Department to apply for flex funds for Riverwood Ave SE.

Project Extents



TOWNSHIP APPLICATION

FLEXIBLE TRANSPORTATION FUND

DOCUMENT INSTRUCTIONS: This document is intended to collect information needed for submitting and application for the flexible transportation fund. This is for users that need to work on multiple applications simultaneously, or that will need help from NDDOT in submitting their application.

Items highlighted are headings (orange) and questions (blue and green) from the application. Text indicates responses to select, blanks indicate questions that will require custom information specific to your application. Some questions may not be shown to you when you are filling out the application, depending on which selections are made within the application.

For any questions on the application, please contact flexfund@nd.gov

LOCAL PUBLIC AGENCY TYPE

City

CITY NAME

Mandan

CITY PROJECT CONTACT PERSON

NAME

Riley McAdoo-Roesler

PHONE NUMBER

701-667-3225

EMAIL ADDRESS

Engineering@cityofmandan.com

CITY MAYOR/CHAIRPERSON

NAME

James Froelich

PHONE NUMBER

701-301-6792

EMAIL ADDRESS

james.froelich@cityofmandan.com

CITY AUDITOR/ADMINISTRATOR**NAME**

Jim Neubauer

PHONE NUMBER

701-667-3210

EMAIL ADDRESS

jneubauer@cityofmandan.com

CONSULTANT INFORMATION**HAS A CONSULTANT ENGINEER BEEN INVOLVED IN THE PROJECT?**

Yes

CONSULTANT ENGINEERING FIRM:

HDR

PROJECT MANAGER NAME:

Craig Mizera

PHONE NUMBER:

701-557-9604

EMAIL ADDRESS:

craig.mizera@hdrinc.com

DOES THE PROJECT INCLUDE MULTIPLE JURISDICTIONS?

No

DOES THE LPA MAINTAIN THE ROADWAY?

Yes

IS THE ROAD MAINTAINED BY NDDOT

No

TOTAL PROJECT COST

\$ 2,623,700

FLEX FUNDS REQUESTED

1,306,602.60

LOCAL FUNDING (\$)

1,317,097.40

OUTSIDE FUNDING (\$)

0

OUTSIDE FUNDING SOURCE (OTHER GRANTS OR PRIVATE FUNDS, NOT FEDERAL OR STATE FORMULA DOLLARS):

N/A

YEAR OF CONSTRUCTION:

2027

PROJECT LOCATION:

In folder

PROJECT LENGTH

.25mi

WHAT PHASES ARE INCLUDED IN THE APPLICATION (ONLY CHECKED ITEMS ARE ELIGIBLE FOR REIMBURSEMENT)

Preliminary Engineering, Construction, Construction Engineering, Utilities, Right of Way

WHAT PHASES ARE COMPLETED (ANYTHING CHECKED IS NOT ELIGIBLE FOR REIMBURSEMENT)

Preliminary Engineering, Construction, Construction Engineering, Utilities, Right of Way

WAS PRELIMINARY ENGINEERING FUNDED IN THE LAST ROUND OF THE FLEX FUND?

No

PRIMARY PROJECT WORK TYPE (SELECT ONE)

reconstruction

DOES THE PROJECT IMPROVE OR MAINTAIN AN PAVED OR UNPAVED ROADWAY OR BRIDGE?

Yes

DOES THE PROJECT INCLUDE A MAJOR STRUCTURE (SPAN GREATER THAN 20 FEET)

No

BRIDGE ID NUMBER

N/A

DOES THE PROJECT INCLUDE A MINOR STRUCTURE (SPAN LESS THAN OR EQUAL TO 20 FEET)

No

DIMENSIONS OF MINOR STRUCTURE

N/A

PROPOSED SURFACE TYPE

Pavement

AVERAGE DAILY TRAFFIC

918 (NDDOT)

SPEED LIMIT ON ROADWAY

25mph

DESIGN SPEED

25mph

PROPOSED CONSTRUCTION YEAR

2026

IS THE PROJECT READY TO BE ADVERTISED FOR BID?

No

DOES THE PROJECT SERVE AS A LOCAL CORRIDOR?

Yes

**DESCRIPTION OF PROJECT NEED (REVIEW GUIDANCE DOCUMENT
SCORING FOR INFORMATION TO INCLUDE)**

-OTHER SUPPORTING DOCUMENTS

- LETTERS OF SUPPORT
- TRAFFIC STUDIES
- PICTURES



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 8, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Riley McAdoo-Roesler, Assistant City Engineer
SUBJECT: Application for Mandan Proper NW for flex funding for the 2026-2027 biennium

STATEMENT/PURPOSE:

Consider allowing the Engineering Department to apply for flex funds for the Mandan Proper Road Revitalization project NW.

BACKGROUND/ALTERNATIVES:

Mandan Proper NW is located east of Sunset Dr./6th Ave NW and south of Division St NW. This project is part a four-phase effort being put forward by the Engineering Department to construct a complete infrastructure overhaul of a historic area. The proposed project will complete design and includes water main replacement, sanitary sewer rehabilitation, storm sewer replacements, electrical upgrades, pedestrian facilities, ADA improvements, and roadway reconstruction. This area of Mandan has experienced a lack of maintenance over the years that has now compounded into the need for all infrastructure in the area to be replaced. This project would begin construction in 2027.

ATTACHMENTS:

1. NW MP map
2. application-template

FISCAL IMPACT:

The Engineering Department is estimating the total project cost to be approximately \$11.4 million. The Engineering department hopes to acquire a Department of Water Resources (DWR) grant to participate in a 60% cost share of water-eligible items and has allocated an estimated \$3.2 million of municipal infrastructure funds. With the estimated DWR grant and municipal infrastructure funds, the remaining project cost is estimated to be \$5.9 million. The Engineering Department is going to request \$3.5

million from the North Dakota Department of Transportation flex fund. The remaining project costs will be special assessed to the property owners within the project area. If the project is awarded, the average special assessment will be approximately \$12,000. If the project is not awarded, those assessments increase to \$30,000.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

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

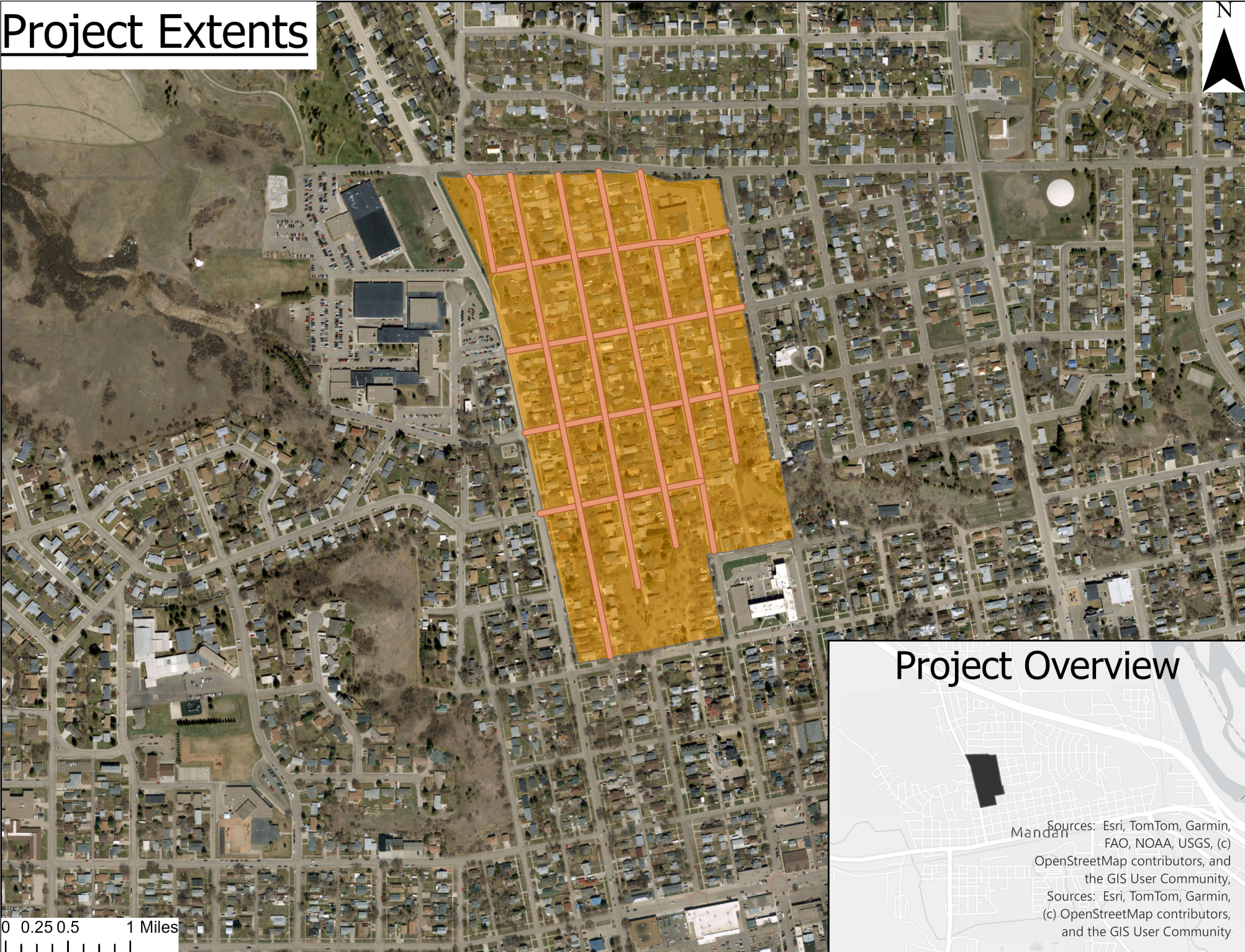
RECOMMENDATION:

To allow the Engineering Department to apply for flex funds for the Mandan Proper Road Revitalization Project NW.

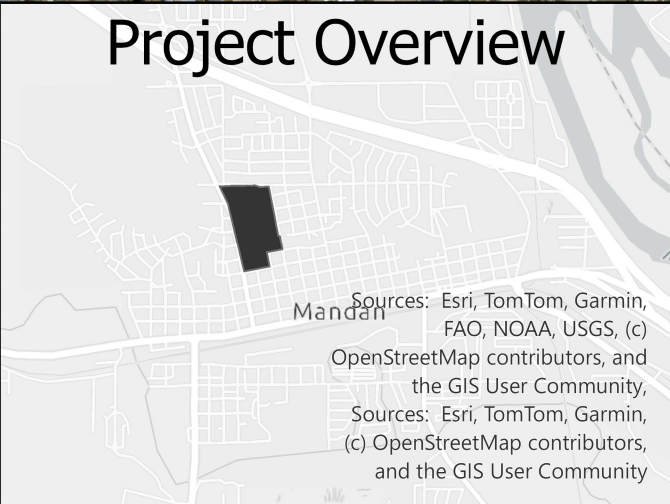
SUGGESTED MOTION:

I move to approve the Engineering Department to apply for flex funds for the Mandan Proper Road Revitalization Project NW.

Project Extents



Project Overview



Sources: Esri, TomTom, Garmin,
FAO, NOAA, USGS, (c)
OpenStreetMap contributors, and
the GIS User Community,
Sources: Esri, TomTom, Garmin,
(c) OpenStreetMap contributors,
and the GIS User Community

TOWNSHIP APPLICATION

FLEXIBLE TRANSPORTATION FUND

DOCUMENT INSTRUCTIONS: This document is intended to collect information needed for submitting and application for the flexible transportation fund. This is for users that need to work on multiple applications simultaneously, or that will need help from NDDOT in submitting their application.

Items highlighted are headings (orange) and questions (blue and green) from the application. Text indicates responses to select, blanks indicate questions that will require custom information specific to your application. Some questions may not be shown to you when you are filling out the application, depending on which selections are made within the application.

For any questions on the application, please contact flexfund@nd.gov

LOCAL PUBLIC AGENCY TYPE

City

CITY NAME

Mandan

CITY PROJECT CONTACT PERSON

NAME

Riley McAdoo-Roesler

PHONE NUMBER

701-667-3225

EMAIL ADDRESS

Engineering@cityofmandan.com

CITY MAYOR/CHAIRPERSON

NAME

James Froelich

PHONE NUMBER

701-301-6792

EMAIL ADDRESSjames.froelich@cityofmandan.com**CITY AUDITOR/ADMINISTRATOR****NAME**

Jim Neubauer

PHONE NUMBER

701-667-3210

EMAIL ADDRESSjneubauer@cityofmandan.com**CONSULTANT INFORMATION****HAS A CONSULTANT ENGINEER BEEN INVOLVED IN THE PROJECT?**

Yes

CONSULTANT ENGINEERING FIRM:

Moore Engineering

PROJECT MANAGER NAME:

Grant Dockter

PHONE NUMBER:

701-425-1842

EMAIL ADDRESS:Grant.Dockter@mooreengineeringinc.com

DOES THE PROJECT INCLUDE MULTIPLE JURISDICTIONS?

No

DOES THE LPA MAINTAIN THE ROADWAY?

Yes

IS THE ROAD MAINTAINED BY NDDOT

No

TOTAL PROJECT COST

\$11,423,062.31

FLEX FUNDS REQUESTED

3,521,242.50

LOCAL FUNDING (\$)

7,901,819.81

OUTSIDE FUNDING (\$)

0

OUTSIDE FUNDING SOURCE (OTHER GRANTS OR PRIVATE FUNDS, NOT FEDERAL OR STATE FORMULA DOLLARS):

N/a

YEAR OF CONSTRUCTION:

2027

PROJECT LOCATION:

PDF in folder

PROJECT LENGTH

2.62mi

WHAT PHASES ARE INCLUDED IN THE APPLICATION (ONLY CHECKED ITEMS ARE ELIGIBLE FOR REIMBURSEMENT)

Preliminary Engineering, Construction, Construction Engineering, Utilities, Right of Way

WHAT PHASES ARE COMPLETED (ANYTHING CHECKED IS NOT ELIGIBLE FOR REIMBURSEMENT)

Preliminary Engineering, Construction, Construction Engineering, Utilities, Right of Way

WAS PRELIMINARY ENGINEERING FUNDED IN THE LAST ROUND OF THE FLEX FUND?

No

PRIMARY PROJECT WORK TYPE (SELECT ONE)

Reconstruction

DOES THE PROJECT IMPROVE OR MAINTAIN AN PAVED OR UNPAVED ROADWAY OR BRIDGE?

No

DOES THE PROJECT INCLUDE A MAJOR STRUCTURE (SPAN GREATER THAN 20 FEET)

No

BRIDGE ID NUMBER

DOES THE PROJECT INCLUDE A MINOR STRUCTURE (SPAN LESS THAN OR EQUAL TO 20 FEET)

No

DIMENSIONS OF MINOR STRUCTURE

PROPOSED SURFACE TYPE

Pavement

AVERAGE DAILY TRAFFIC

Approx. 2569

SPEED LIMIT ON ROADWAY

25mph

DESIGN SPEED

25mph

PROPOSED CONSTRUCTION YEAR

2027

IS THE PROJECT READY TO BE ADVERTISED FOR BID?

No

DOES THE PROJECT SERVE AS A LOCAL CORRIDOR?

No

**DESCRIPTION OF PROJECT NEED (REVIEW GUIDANCE DOCUMENT
SCORING FOR INFORMATION TO INCLUDE)**

--

-OTHER SUPPORTING DOCUMENTS

- LETTERS OF SUPPORT
- TRAFFIC STUDIES
- PICTURES



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT:

STATEMENT/PURPOSE:

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:
None

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Preliminary engineering and district creation for Street Rehabilitation 2026

STATEMENT/PURPOSE:

To consider putting out a Request For Proposal (RFP) for preliminary engineering and district creation for Street Rehabilitation 2026.

BACKGROUND/ALTERNATIVES:

The Engineering and Public Work department identified this area in the capital improvement plan, and it was also identified in the 2024 Street Rehabilitation report. The first step for this project would be to get an engineering firm on board to begin preliminary engineering (30% plans) and district creation. The goal of engaging an engineering firm is to make public outreach a priority and ensure that all residents within the district are informed about the project. The project will be to design and construct a street rehabilitation project. All streets included in this project will require some form of maintenance. The project area can be described as north of Old Red Trail, west of 30th Ave NW and east of 47th Ave NW. This area is also defined as area 3A in the 2024 Street Rehabilitation report.

ATTACHMENTS:

1. RFP 3A

FISCAL IMPACT:

All costs related to this project would be assessed back to the district. This agenda item does not have any cost associated with it.

STAFF IMPACT:

Staff will spend some time ranking and selecting a consultant.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the RFP for Street Rehabilitation 2026.

SUGGESTED MOTION:

I move to approve the Request for Proposal for Street Rehabilitation 2026.

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Mandan hereby solicits written proposals from professional civil engineering firms for engineering services required for the purpose of:

Providing preliminary engineering services, special assessment district creation, and community engagement related to the reconstruction and maintenance of multiple roads in northwest Mandan. Initial services shall include preliminary design, cost estimation, special assessment estimation, property owner notification, public meeting(s), and support in creating the special assessment district for the project. The contract may be extended to include final design, pre-bid and bid services and construction oversight for the project. The project will be to design and construct a street rehabilitation project. All streets including in this project will require some form of maintenance. The project area can be described as north of Old Red Trail, west of 30th Ave NW and east of 47th Ave NW. This area is also defined as area 3A in the 2024 Street Rehabilitation report.

The target schedule of the project is to complete the special assessment district creation and preliminary engineering in the fall/winter of 2025 with final design being complete in early 2026 to allow for bid and construction in the summer of 2026.

Written proposals shall address, at a minimum, the following items of consideration, the firm's:

- 1) Past performance (Does not have to be with the City of Mandan)
- 2) Ability of professional personnel
- 3) Basic project understanding
- 4) Willingness to meet time and budget requirements
- 5) Location of firm's staff performing the work
- 6) Related experience on similar projects

The selection of the firm will be based on the evaluation of the written proposals and potential interviews by the selection committee. The selection committee may interview all or some of the firms based on the proposals. The selection committee will then forward their recommendations to the Board of City Commissioners for their consideration. Price will be negotiated with the selected firm. If an agreement on scope of work and cost is reached with that firm, an engineering agreement will be executed with them.

Written proposals from qualified consultants will be accepted until 4:30 p.m., Friday, September 5th. Proposal pages shall be numbered and limited to three (3) pages in length. Each proposal shall contain a cover letter signed by an authorized officer of the firm. The cover letter will not be counted as one of the three (3) pages. The proposal may include appendices for more robust or additional information such as resumes, references, past projects, etc. that support the firm's capability. The appendices will not be considered as part of the three (3) page proposal and are not limited. The city anticipates reviewing the proposals during the week following September 8th. Depending on the amount of proposals, the City may look to interview as early as the week of September 8th and as late as the week of September 15th. It is anticipated that a recommendation for selection will go before the Board of the City Commissioners for their consideration at either the September 16th or the October 7th City Commission meeting.

During the RFP period, the city will accept questions in written form by emailing Riley McAdoo-Roesler at riley.mcadooroessler@cityofmandan.com with the subject line including the text "Project 3A". All questions will be posted anonymously and answered within the [city's RFP section of the city website](#). Additionally, interested firms may request a half hour meeting with city engineering staff to ask questions about the project. Those questions are subject to posting on the city website as well.

For consideration, submit one (1) electronic copy of said proposal to:

City of Mandan
engineering@cityofmandan.com
Engineering Office
205 2nd Avenue NW
Mandan, ND 58554



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Preliminary engineering and district creation for Mandan Proper NW

STATEMENT/PURPOSE:

To consider putting out a request for proposal (RFP) for preliminary engineering and district creation for Mandan Proper NW.

BACKGROUND/ALTERNATIVES:

The Engineering and Public Works departments identified this area in the capital improvement plan, and it was also identified in the 2024 Street Rehabilitation report. The first step for this project would be to get an engineering firm on board to begin preliminary engineering (30% plans) and district creation. The goal of engaging an engineering firm is to make public outreach a priority and ensure that all residents within the district are informed about the project. The project will be to design and construct a street rehabilitation project. All streets included in this project will require some form of maintenance (likely reconstruction), along with an evaluation of the water, storm, and sanitary sewers to determine scope. The project area can be described as south of Division St NW, east of Sunset Dr, west of 3rd Ave NW and north of 4th St NW. This area is also defined as Mandan Proper Phase 1 in the 2024 Street Rehabilitation report. This is also tied to the approval of a flex fund application for Mandan Proper. To be bid ready by 2027, the preliminary engineering needs to start now.

ATTACHMENTS:

1. Mandan Proper NW RFP

FISCAL IMPACT:

All costs related to this project would be assessed back to the district. This agenda item does not have any cost associated with it.

STAFF IMPACT:

Staff will spend some time ranking and selecting a consultant.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the RFP for Mandan Proper NW.

SUGGESTED MOTION:

I move to approve the Request for Proposal for Mandan Proper NW.

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Mandan hereby solicits written proposals from professional civil engineering firms for engineering services required for the purpose of:

Providing preliminary engineering services, special assessment district creation, and community engagement related to the reconstruction and maintenance of multiple roads in the middle of Mandan. Initial services shall include preliminary design, cost estimation, special assessment estimation, property owner notification, public meeting(s), and support in creating the special assessment district for the project. The contract may be extended to include final design, pre-bid and bid services and construction oversight for the project. The project will be to design and construct a street rehabilitation project. All streets including in this project will require some form of maintenance (likely reconstruction), along with an evaluation of the water, storm and sanitary sewers to determine scope. The project area can be described as south of Division St NW, east of Sunset Dr, west of 3rd Ave NW and north of 4th St NW. This area is also defined as Mandan proper phase 1 in the 2024 Street Rehabilitation report.

The target schedule of the project is to complete the special assessment district creation and preliminary engineering in the fall of 2026 with final design being complete in early 2027 to allow for bid and construction in the summer of 2027.

Written proposals shall address, at a minimum, the following items of consideration; the firm's:

- 1) Past performance (Does not have to be with the City of Mandan)
- 2) Ability of professional personnel
- 3) Basic project understanding
- 4) Willingness to meet time and budget requirements
- 5) Location of firm's staff performing the work
- 6) Related experience on similar projects

The selection of the firm will be based on the evaluation of the written proposals and potential interviews by the selection committee. The selection committee may interview all or some of the firms based on the proposals. The selection committee will then forward their recommendations to the Board of City Commissioners for their consideration. Price will be negotiated with the selected firm. If an agreement on scope of work and cost is reached with that firm, an engineering agreement will be executed with them.

Written proposals from qualified consultants will be accepted until 4:30 p.m., Friday, September 5th. Proposal pages shall be numbered and limited to three (3) pages in length. Each proposal shall contain a cover letter signed by an authorized officer of the firm. The cover letter will not be counted as one of the three (3) pages. The proposal may include appendices for more robust or additional information such as resumes, references, past projects, etc. that support the firm's capability. The appendices will not be considered as part of the three (3) page proposal and are not limited. The city anticipates reviewing the proposals during the week following September 8th. Depending on the amount of proposals, the City may look to interview as early as the week of September 8th and as late as the week of September 15th. It is anticipated that a recommendation for selection will go before the Board of the City Commissioners for their consideration at either the September 16th or the October 7th City Commission meeting.

During the RFP period, the city will accept questions in written form by emailing Riley McAdoo-Roesler at riley.mcadooroessler@cityofmandan.com with the subject line including the text "Mandan Proper NW". All questions will be posted anonymously and answered within the [city's RFP section of the city website](#). Additionally, interested firms may request a half hour meeting with city engineering staff to ask questions about the project. Those questions are subject to posting on the city website as well.

For consideration, submit one (1) electronic copy of said proposal to:

City of Mandan
engineering@cityofmandan.com
Engineering Office
205 2nd Avenue NW
Mandan, ND 58554



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Engineering for Master Lift Station Forcemain interim Improvements

STATEMENT/PURPOSE:

To consider putting out a request for proposal (RFP) for engineering services for Master Lift Station Forcemain interim improvements

BACKGROUND/ALTERNATIVES:

In 2022, the City was awarded North Dakota Department of Emergency Services (NDDDES) grant funds to aid in an application for a Building Resilient Infrastructure and Communities (BRIC) grant for the master lift station and force main replacement project. Through the NDDDES funding, the city engaged with APEX Engineering. The BRIC grant is no longer funded through FEMA. However, the master lift station's forcemain has been experiencing an accelerated number of breaks. The Engineering and Public Works departments have been working alongside APEX Engineering and have determined an interim improvement of installing a new approximately 1,500 feet of forcemain and other improvements to the master lift station would be sufficient in the short term. This new force main would parallel the existing force main along the "dead heart" reconnecting near 3rd Street SE. This RFP would be to plan, design, and provide pre-bid and bid services for the interim improvements. This project is also identified in the capital improvement plan.

ATTACHMENTS:

1. MLS RFP

FISCAL IMPACT:

This agenda item does not have a direct cost associated with it. However, the estimated total project cost is \$2.1 million. The Engineering Department would propose that this project be funded through municipal infrastructure funds.

STAFF IMPACT:

Staff will spend some time ranking and selecting a consultant.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the RFP for engineering services related to master lift station forcemain interim improvements

SUGGESTED MOTION:

I move to approve the Request For Proposal for engineering services related to master lift station forcemain interim improvements.

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Mandan hereby solicits written proposals from professional civil engineering firms for engineering services required for the purpose of:

Provide planning, design engineering, pre-bid and bid services for updates to the master lift station and the replacement of approximately 1,500 of the master lift station force main. This project would install a new force main from the master lift station to connect back into the existing force main. This new force main would parallel the existing force main along the 'dead heart' reconnecting near 3rd Street SE.

The target schedule of the project is to complete an evaluation and design in late 2025 with final design being complete in early 2026 to allow for bid and construction in the summer of 2026.

Written proposals shall address, at a minimum, the following items of consideration; the firm's:

- 1) Past performance (Does not have to be with the City of Mandan)
- 2) Ability of professional personnel
- 3) Basic project understanding
- 4) Willingness to meet time and budget requirements
- 5) Location of firm's staff performing the work
- 6) Related experience on similar projects

The selection of the firm will be based on the evaluation of the written proposals and interviews by the selection committee. The selection committee may interview all or some of the firms based on the proposals. The selection committee will then forward their recommendations to the Board of City Commissioners for their consideration. Price will be negotiated with the selected firm. If an agreement on scope of work and cost is reached with that firm, an engineering agreement will be executed with them.

Written proposals from qualified consultants will be accepted until 4:30 p.m., Friday, September 5th. Proposal pages shall be numbered and limited to three (3) pages in length. Each proposal shall contain a cover letter signed by an authorized officer of the firm. The cover letter will not be counted as one of the three (3) pages. The proposal may include appendices for more robust or additional information such as resumes, references, past projects, etc. that support the firm's capability. The appendices will not be considered as part of the three (3) page proposal and are not limited. The city anticipates reviewing the proposals during the week following September 8th. Depending on the amount of proposals, the City may look to interview as early as the week of September 8th and as late as the week of September 15th. It is anticipated that a recommendation for selection will go before the Board of the City Commissioners for their consideration at either the September 16th or the October 7th City Commission meeting.

During the RFP period, the city will accept questions in written form by emailing Riley McAdoo-Roesler at riley.mcadooroessler@cityofmandan.com with the subject line including the text "MLS Forcemain". All questions will be posted anonymously and answered within the [city's RFP section of the city website](#). Additionally, interested firms may request a half hour meeting with city engineering staff to ask questions about the project. Those questions are subject to posting on the city website as well.

For consideration, submit one (1) electronic copy of said proposal to:

City of Mandan
engineering@cityofmandan.com
Engineering Office
205 2nd Avenue NW
Mandan, ND 58554



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider the Waste Water Treatment Plant Master Plan update

STATEMENT/PURPOSE:

To review and possibly adopt an update to the City's Waste Water Treatment Plant Master Plan.

BACKGROUND/ALTERNATIVES:

The City contracted with AE2S to update its 2012 Waste Water Treatment Plant Master Plan. This update includes the evaluation and recommendation of infrastructure improvements to be made at the facility with a planning horizon for 2045. Current infrastructure capacities, refined wastewater generation projections, and updated regulatory requirements were the basis for the recommendations. AE2S performed additional technical evaluations of a complete facility relocation and wastewater treatment regionalization with the City of Bismarck.

ATTACHMENTS:

1. Master Plan Update
2. Green Field Analysis Tech Memo

FISCAL IMPACT:

Adoption of this plan has no fiscal impact.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To adopt the Master Plan amendment, as presented.

SUGGESTED MOTION:

I move to approve to adopt the Waste Water Treatment Plant Master Plan, as presented.

MANDAN WASTEWATER TREATMENT FACILITY MASTER PLAN UPDATE

Report

September 2023

Prepared By:

**Advanced Engineering and Environmental
Services, LLC**

1815 Schafer Street, Bismarck, ND 58501

Ph: 701-221-0530 Web: www.AE2S.com

AE2S Project No. P00510-2018-005

MANDAN WASTEWATER TREATMENT FACILITY MASTER PLAN UPDATE

For

The City of Mandan



September 2023

Professional Certification

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of North Dakota.



Prepared By:

Advanced Engineering and Environmental Services, LLC (AE2S)

1815 Schafer Street, Suite 301
Bismarck, ND 58501



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1.0 INTRODUCTION

The City of Mandan has experienced a significant increase in population over the last decade in comparison to what was predicted in the 2011 Mandan Wastewater and Collection System Master Plan, hereinafter referred to as original Master Plan. The City of Mandan has identified the need to update the original Master Plan to address the Wastewater Treatment Facility (WWTF).

As such, the City of Mandan hired AE2S to update the original Master Plan and establish a plan that identifies prioritizing, expanding, and improving the WWTF. The following are the key focus areas for the overall study that establish a plan for treatment alternatives moving forward:

- Treatment Capacity
- Treatment Redundancy
- Future Regulations

1.1 Project Summary

This Report is intended to guide the City of Mandan through the process of prioritizing WWTF expansion projects to meet future capacity, redundancy, and regulations. The study involved analyzing the population study, “2050 Forecasts”, done for the Bismarck-Mandan Metropolitan Planning Organization’s (BMMPO) Travel Demand Model. The data was utilized to establish projected flows and loads. This Report outlines the following:

- Provide information on population projections that were developed as part of the BMMPO Travel Demand Model.
- Identify flow and load projections.
- Identify potential hydraulic and redundant restrictions.
- Revisit Alternatives A-E from the original Master Plan and Identify and recommend list of treatment alternatives and phasing options. Alternatives A-E are as follows:
 - Alternative A – Existing Facility Upgrade and Expansion with New Final Clarifiers
 - Alternative B – Existing Facility Upgrade and Expansion with MBR
 - Alternative C - Existing Facility Expansion and Upgrade with Flow Equalization
 - Alternative D – New Treatment Facility at Alternate Location
 - Alternative E – Existing Facility Upgrade and Expansion with New Aeration Basin and Final Clarifiers

- Prepare preliminary opinions of probable project costs.

2.0 BASIS OF PLANNING UPDATE

2.1 Background

The original Master Plan that was done in 2011 utilized a 25-year planning period. Starting in 2009, the study assumed a 1 percent nominal growth rate and estimated a population of 23,670 by the year 2035. According to the 2021 Census estimate, the City of Mandan's population is up 1 percent from 2020 and 33% from 2010, with a current population of 24,447.

An important factor in updating the original Master Plan is updating the flow projections and mass loading variations due to the faster-than-anticipated growth within the City. The analysis involves reviewing past constituent concentrations, flow rate variations, and population growth. It should be noted that the Mandan Wastewater Treatment Facility (WWTF) has no effluent phosphorous limits so it will not be evaluated in detail in this Report. The constituents of concern are determined as follows:

- 5 Day Biochemical Oxygen Demand (BOD5)
- Total Suspended Solids (TSS)
- Total Kjeldahl Nitrogen (TKN).

The flow rates that were analyzed and are updated as follows:

- Annual Average Flow
- Maximum Month
- Peak Day
- Peak Hour

2.2 Planning Periods

This master plan update is based on a 20-year planning period from 2025 to 2045.

2.3 Population Projection

The BMMPO hired Stantec in 2021 to develop a forecast study that addresses population projection to better plan for their Travel Demand Model. The study is titled Arrive 2050 Forecasts. As part of this study, population projections were developed for both Morton County and Burleigh County as well as the City of Mandan and Bismarck, individually. Based on the Arrive 2050 Forecasts study, the population for the City of Mandan was expected to increase from 24,760 people in 2021 to 40,190 people in 2050, representing an increase in population of 62.3% in

approximately 30 years. The population estimates per scenario developed from the study can be found in Figure 1.

Table 2.1 Arrive 2050 Forecasts – Mandan Population Projections

Mandan			
Year	Low	Medium	High
2021 ⁸	24,760	24,760	24,760
2025	25,910	25,910	25,910
2030	28,420	28,520	28,810
2035	30,820	31,210	31,970
2040	32,850	33,530	34,840
2045	34,660	35,590	37,580
2050	36,220	37,510	40,190
Growth Rate	1.3%	1.4%	1.7%

2.4 Flow Projections

The historical average day wastewater generation for the City of Mandan was calculated from daily and monthly wastewater metering records provided by the City. Annual population estimates were defined by the BMMPO plan as noted in Section 2.3. For this Report, the high growth rate scenario will be utilized for population projections on a 20-year planning period due to the unpredicted rapid growth in population that has taken place over the last decade.

The average daily flow per person, gallons per capita per day (gpcd), was then determined by dividing the average daily wastewater generation by the corresponding annual population estimate. Historical wastewater flow information is presented in Table 2.2 Historical Monthly Average Daily Influent Flows (MGD) which represents data from 2016 to 2022. This timeline was utilized due to realistic conditions that the Mandan WWTF consistently sees. This timeline utilizes the appropriate amount of data that is representative of the day-to-day operations.

2.4.1 Annual Average Flows

The original Master Plan utilized an average daily flow of 100 gpcd which is the recommended Standards for Wastewater Facilities from the Great Lakes – Upper Mississippi River Board of State and Provincial Health and Environmental Managers (Ten States Standards). From 2016 to 2022, the average daily per capita rate surpassed 70 gpcd four out of the seven years and reached as high as 78 gpcd on a wet year in 2019. To account for the higher daily per capita rate over the last seven years and basing the recommendations on consistent operational conditions, it is recommended that an average daily flow of 80 gpcd will be used for future flow projections. Based

on flow records, the average daily per capita rate has steadily decreased since the original Master Plan which is likely a result of I&I corrections, low flow fixtures, and general water conservation education.

Table 2.2 Historical Monthly Average Daily Influent Flows (MGD)

Month	2016	2017	2018	2019	2020	2021	2022
January	1.53	1.51	1.54	1.56	1.72	1.53	1.64
February	1.53	1.66	1.53	1.68	1.72	1.60	1.51
March	1.43	1.62	1.57	1.75	1.71	1.53	1.56
April	1.50	1.72	1.55	1.70	1.65	1.50	1.65
May	1.56	1.70	1.55	1.69	1.61	1.51	1.71
June	1.61	1.58	1.58	1.68	1.61	1.53	1.65
July	1.76	1.59	1.81	1.71	1.69	1.56	1.80
August	1.70	1.65	1.71	1.74	1.60	1.56	1.66
September	1.66	1.61	1.66	1.95	1.64	1.58	1.67
October	1.59	1.56	1.64	2.13	1.56	1.62	1.60
November	1.65	1.53	1.57	1.92	1.57	1.54	1.55
December	1.54	1.50	1.56	1.74	1.53	1.53	1.62
Average	1.59	1.60	1.61	1.77	1.63	1.55	1.64
Pop. Est.	22133	22356	22487	22670	24230	24447	24929
Peak Month	1.76	1.72	1.81	2.13	1.72	1.62	1.80
Per Capita	71.74	71.68	71.40	78.00	67.45	63.30	65.63

Table 2.3 shows the future average annual wastewater flow projections with the updated populations. The design flow and permitted capacity for the biological treatment process is based upon a peak month average flow.

Table 2.3 Average Annual Flow Projections

Year	Population	Average Annual Flow (gpcd)	Average Annual Flow (MGD)
2025	25,910	80.00	2.07
2030	28,810	80.00	2.30
2035	31,970	80.00	2.56
2040	34,840	80.00	2.79
2045	37,580	80.00	3.01

To establish the peak design flows, peaking factors are applied to the average flows. These factors were derived from historic flow data at the Mandan WWTF. In reviewing historic flow data available, the following sections indicate the relationship between the design flows and the annual average flows for the treatment facility. In addition, the sections indicate the design flow projections for the planning period.

As shown in Table 2.4 Historic Peak Month Flow Factors, the peak month ratio for the last 7 years ranges from 1.04 to 1.20 with an average of 1.14. The industry standard peak month factor is 1.18 and the last ten years show two years that were above that value. Although the average is 1.10, the standard peaking factor of 1.18 will be used for future flow projections. Table 2.5 shows the future peak month flow projections.

Table 2.4 Historic Peak Month Flow Factors

Year	Peak Month Flow (MGD)	Average Annual Flow (MGD)	Peak Factor
2016	1.76	1.59	1.11
2017	1.72	1.60	1.07
2018	1.81	1.61	1.13
2019	2.13	1.77	1.20
2020	1.72	1.63	1.05
2021	1.62	1.55	1.04
2022	1.80	1.64	1.10

Table 2.5 Peak Month Flow Projections

Year	Population	Peak Month Factor	Average Peak Month Flow (MGD)
2025	25,910	1.18	2.14
2030	28,810	1.18	2.38
2035	31,970	1.18	2.64
2040	34,840	1.18	2.88
2045	37,580	1.18	3.10

Peak Day and Peak Hour Flow

The peak day and peak hour flow factors are updated for the purpose of considerations for the hydraulic design. By examining daily flow logs for the treatment facility, the historical peak daily flow from 2016 to 2022 is shown in Table 2.6

Table 2.6 Historic Peak Day Flow Factors

Year	Peak Day Flow (MGD)	Average Annual Flow (MGD)	Peak Factor
2016	2.49	1.59	1.57
2017	2.20	1.60	1.37
2018	2.83	1.61	1.76
2019	2.73	1.77	1.55
2020	3.17	1.63	1.94
2021	2.25	1.55	1.46
2022	2.81	1.64	1.72

For this report, the peak factor values from 2016 to 2022 were used to determine the average peak day and peak hour factors. The original Master Plan modeled the city's sewer system and established a sizing basis for the infrastructure moving forward. Per Ten State Standards, a peak hour factor of 2.4 is used for a population of 40,000. Table 2.7 Peak Day and Peak Hourly Flow Projections identifies a peaking factor of 2.6 based on an average flow of 2.90 – 3.49 million gallons per day (MGD). A peak hour factor of 2.6 will be used for the purpose of this Report. Based on the flow records, the average peak day factor from 2016 to 2022 is 1.62. The highest peak day factor is 1.94 in 2020. For the purpose of this report, 1.94 will be used for a peak day factor to design on the conservative side. Table 2.7 presents peak day and peak hour flow projections.

Table 2.7 Peak Day and Peak Hourly Flow Projections

Year	Annual Average Flow (MGD)	Peak Day Factor	Peak Day Flow (MGD)	Peak Hour Factor	Peak Hour Flow (MGD)
2025	1.81	1.94	3.52	2.6	4.72
2030	2.02	1.94	3.91	2.6	5.24
2035	2.24	1.94	4.34	2.6	5.82
2040	2.44	1.94	4.73	2.6	6.34
2045	2.63	1.94	5.10	2.6	6.84

Summary

Table 2.8 shows a summary of the updated flow projections for the planning period for the Mandan Wastewater Treatment Facility.

Table 2.8 Summary of Flow Projections

Year	Annual Average Flow (MGD)	Average Peak Month Flow (MGD)	Peak Day Flow (MGD)	Peak Hour Flow (MGD)
2025	1.81	2.14	3.52	4.72
2030	2.02	2.38	3.91	5.24
2035	2.24	2.64	4.34	5.82
2040	2.44	2.88	4.73	6.34
2045	2.63	3.10	5.10	6.84

The 2045 designed average peak month flow is 3.10 MGD. Note, that this is slightly more than the 2.79 MGD that was predicted in the 2011 Masterplan. This is due to the increase in population. Average flow projections for this report were based on 80 gallons per capita as opposed to 100 gallons per capita used in the original Master Plan. This is due to operational data over the last 10 years and the reduction of peak flows through I&I correction efforts.

2.5 Load Projections

Table 2.9 illustrates the historic monthly average daily influent loads. The Ten States Standards indicates that minimum values of 0.17 pounds of BOD₅ per capita day and 0.20 pounds of TSS per capita day be utilized for evaluating treatment capacity unless existing information at the WWTF justifies a minimum value.

Table 2.9 Historic Monthly Average Daily Influent Loads (lbs/d)

Population	2016		2017		2018		2019		2020		2021		2022	
	BOD5	TSS	BOD5	TSS	BOD5	TSS	BOD5	TSS	BOD5	TSS	BOD5	TSS	BOD5	TSS
January	3,458	2,173	1,899	3,932	3,215	3,698	3,172	3,143	2,482	3,641	2,764	3,151	2,690	3,591
February	3,154	2,438	2,862	3,678	3,390	3,671	3,305	3,777	3,014	3,601	2,260	2,776	2,744	4,110
March	4,214	2,783	2,929	4,962	2,720	3,363	3,630	3,910	2,700	4,446	2,505	2,789	2,922	2,963
April	3,843	4,532	2,889	3,718	2,948	3,537	3,364	4,471	2,782	3,560	3,022	3,396	2,580	3,536
May	3,684	4,744	2,635	3,918	3,082	3,792	3,335	4,368	3,191	3,655	2,841	3,074	3,277	3,113
June	3,180	4,240	3,076	3,170	2,921	3,859	3,172	3,541	3,437	3,110	2,622	3,099	2,690	2,922
July	2,796	4,717	2,969	4,333	2,532	2,974	3,069	3,527	3,314	3,873	2,428	2,893	2,253	2,212
August	2,716	4,081	2,314	4,306	2,988	3,363	3,099	3,600	3,191	3,792	2,518	2,802	2,034	3,837
September	3,021	4,214	3,009	3,584	3,390	3,644	2,877	3,777	3,219	3,710	2,505	3,306	3,017	3,072
October	3,207	4,532	3,223	3,651	3,175	3,349	2,258	3,084	3,519	3,805	2,634	3,409	3,932	4,424
November	2,875	5,565	2,956	3,745	3,336	3,912	2,744	3,674	3,137	3,423	2,454	3,216	3,905	3,482
December	2,504	4,134	3,089	2,915	2,988	3,055	2,833	4,072	3,096	3,164	1,911	3,099	3,741	3,823
Average	3,221	4,013	2,821	3,826	3,057	3,518	3,072	3,745	3,090	3,648	2,539	3,084	2,982	3,424
Pop. Est.	22133	22133	22356	22356	22487	22487	22670	22670	24230	24230	24447	24447	24929	24929
Per Capita	0.15	0.18	0.13	0.17	0.14	0.16	0.14	0.17	0.13	0.15	0.10	0.13	0.12	0.14
Peak Month	4,214	5,565	3,223	4,962	3,390	3,912	3,630	4,471	3,519	4,446	3,022	3,409	3,932	4,424
Peak Factor	1.31	1.39	1.14	1.30	1.11	1.11	1.18	1.19	1.14	1.22	1.19	1.11	1.32	1.29

Typical biochemical oxygen demand (BOD) values for domestic wastewater range from 100 to 400 milligrams per liter (mg/L) where 190 mg/L is considered medium strength. Typical Total Suspended Solids (TSS) values for domestic wastewater range from 100 to 350 mg/L where 210 mg/L is considered medium strength.

The historical loadings from 2016 to 2022 are comparable with loading typical values from Metcalf and Eddy, 4th Edition, (2003), for "medium strength sewage". In the absence of analytical data, Total Kjeldahl Nitrogen (TKN) loading will be assumed to be "medium strength". Table 2.10 presents typical load factors that will be used for estimating future wastewater loads.

Table 2.10 Typical Loading Values and Peak Month Factors for Load Projections

Characteristic	Loading (pounds/capita-day)	Peak Month Loading Factor	Peak Day Loading Factor
BOD ₅	0.17	1.33 – 1.38	2.21 – 2.34
TSS	0.20	1.39 – 1.46	2.2 – 2.35
TKN as Nitrogen	0.0293	1.33 – 1.38	2.21 – 2.34

The average per capita loading BOD₅ loading value (pounds/capita-day) from 2006 to 2015 is approximately 0.182. From 2016 to 2022 the average BOD₅ loading value is 0.13. It is assumed that a I&I correction had taken place that resulted in the reduction of the loading values. For the purpose of this Report, 0.17 will be used for the peak month BOD₅ loading value per Ten State Standards. Similarly, with TSS, the peak month loading will be 0.20 per Ten State Standards. Due to high variation in historical loading data, the design load peaking factors for future flow projections will be those provided Table 2.10.

To accurately evaluate mechanical treatment plants and aeration systems, it is important to utilize the peak month and peak day loads. The peak loading factors were determined using the following equations from Viessman and Hammer, 5th Edition (1993). In general, the load peaking factors decrease as the average load increases. The peaking factors for TKS were assumed to be the same values as determined for the BOD₅ peak loading factors.

$$B_{PFm} = \left(\frac{1.91}{B^{0.0430}} \right)$$

$$B_{PFd} = \left(\frac{4.08}{B^{0.0732}} \right)$$

$$S_{PFm} = \left(\frac{2.18}{S^{0.05170}} \right)$$

$$S_{PFd} = \left(\frac{4.08}{S^{0.0716}} \right)$$

B = average annual BOD₅ load, lb/day

S = average annual TSS load, lb/day

B_{PFm}, *S_{PFm}* = average value during the peak month

B_{PFd}, *S_{PFd}* = average value during the peak day

BOD₅

The average BOD₅ loadings were calculated using population and per capita loading. The peak month and peak day load peaking factors were applied to the average annual loadings. Table 2.11 shows the BOD₅ load projections.

Table 2.11 Average Annual, Peak Month, and Peak Day BOD Projections

Year	Average Annual BOD (lbs/day)	Calculated Peak Month Factor	Peak Month BOD (lbs/day)	Calculated Peak Day Factor	Peak Day BOD (lbs/day)
2025	4,405	1.36	5,990	2.26	9,955
2030	4,898	1.35	6,612	2.25	11,020
2035	5,435	1.34	7,283	2.24	12,174
2040	5,923	1.34	7,937	2.22	13,149
2045	6,389	1.33	8,497	2.21	14,119

TSS

Average TSS loadings were calculated using population and per capita loading. The Peak month and peak day load peaking factors were applied to the average annual loadings. Table 2.12 shows the TSS load projections.

Table 2.12 Average Annual, Peak Month, and Peak Day TSS Projections

Year	Average Annual TSS (lbs/day)	Calculated Peak Month Factor	Peak Month TSS (lbs/day)	Calculated Peak Day Factor	Peak Day TSS (lbs/day)
2025	5,182	1.43	7,410	2.26	11,711
2030	5,762	1.42	8,182	2.25	12,965
2035	6,394	1.41	9,016	2.24	14,323
2040	6,968	1.38	9,613	2.22	15,469
2045	7,516	1.37	10,329	2.21	16,610

TKN

Average TKN Loadings were calculated using population and per capita loading. The peaking factors for TKN are approximately equal to the BOD5 peaking factors, therefore the peak month and peak day load peaking factors for BOD5 were applied to the average annual loadings. Table 2.13 shows the TKN loadings.

Table 2.13 Average Annual, Peak Month, and Peak Day TKN Projections

Year	Average Annual TKN (lbs/day)	Calculated Peak Month Factor	Peak Month TKN (lbs/day)	Calculated Peak Day Factor	Peak Day TKN (lbs/day)
2025	759	1.36	1,032	2.26	1,716
2030	844	1.35	1,140	2.25	1,899
2035	937	1.34	1,255	2.24	2,098
2040	1021	1.34	1,368	2.22	2,266
2045	1101	1.33	1,464	2.21	2,433

The average and peak monthly and daily values of BOD5, TSS, and TKN will be used in Section 3 and 5 to evaluate the existing treatment process and identify alternatives for any noticeable deficiencies, respectively. The results will then be compared against the original Master Plan and any updates will be recommended.

3.0 WASTEWATER TREATMENT FACILITY ASSESSMENT

3.1 Introduction

The purpose of this section is to summarize the adequacy and condition of the WWTF and identify any critical constraints that have emerged and taken higher priority than what was previously identified in the original Master Plan. The capacity of each unit was derived from the original Master Plan. For unit processes that have been upgraded since the original Master Plan, reports, record drawings of the facility upgrade, and equipment documents have been reviewed to determine updated capacity. Upgraded processes are further detailed in Section 3.2. Table 3.1 summarizes the existing hydraulic capacity of the major treatment unit processes based upon hydraulic calculations developed in the original Master Plan, manufacturer's data, or upgraded unit capacity.

Table 3.1 Unit Process Treatment Capacity

Process	No. of Units	Design Capacity
Fine Screen	1	6.8 MGD
Vortex Grit Removal	1	5.4 MGD
Parshall Flume	1	10.4 MGD
Selector Inlet Piping	-	5.0 MGD
Selector Basin	1	5.0 MGD
Biolac Basin	1	2.2 MGD (Max Month)
Clarifiers	4	4.0 MGD
Bypass to Pond 2	-	3 MGD
UV Disinfection	2 UV Banks	7 MGD
Effluent Lift Station	2	1,750 GPM
Facultative Sludge Basin (FSB)	1	230 days at 3% solids (at 1.94 MGD)
Outfall	1	5.0 MGD

3.2 Projects/Modifications from Original Master Plan

Since the original Master Plan, there have been three primary projects that have taken place to update existing treatment process. The facility upgrades and associated year completed are as follows:

- **Mandan WWTF Interim Treatment Phase I (year completed: 2012)**
 - Preliminary Treatment: New grit removal system.
 - Site Piping: Butterfly valve replacement.
- **Mandan WWTF Outfall Rehabilitation (year completed: 2013)**
 - Outfall: Existing manhole rehab and outfall pipeline lining.
- **Mandan WWTF Interim Optimization (year completed: 2016)**
 - Preliminary Treatment: Replaced fine screen, added a bypass microscreen, HVAC and odor control.
 - Selector Tank: Replaced mixers.
 - Ultraviolet (UV) System: New UV system.
 - Blower Building: New turbo blowers.

3.3 Wastewater Treatment Facility Condition

An assessment of the physical condition of the accessible portions of the WWTF was conducted through an on-site inspection conducted by various personnel at AE2S and the operations and maintenance staff at the facility. Additional information was provided by the WWTF staff and that includes recorded flows and loads dating back to 2009, and operational, structural, electrical, and I&C concerns of the WWTF. The facility condition described below will identify the issues outlined in the original Master Plan as well as identify any new constraints due to increased flows and loads.

3.3.1 Pretreatment Building

Screening

The fine screen was updated in the Mandan WWTF Interim Optimization project and a bypass microscreen was added on. The screening has a rated capacity of 6.8 MGD. The operations staff are satisfied with the performance and the condition.

Grit Removal

The vortex grit chamber was updated in 2012 with a JETA Grit Trap Model 300 with a rated capacity of 5.4 MGD. The grit classifier was updated to an Elmco Jones & Attwood Model 100 and equipped with a 12 revolution per minute (rpm) screw driven by a 1.0 hp motor. The maximum rated capacity for the grit cyclone and classifier is 250 gallons per minute (GPM) for both.

Parshall Flume

The influent flow is measured by a 12-inch throat width Parshall flume. The flume is designed to convey and measure flows between .078 and 10.4 MGD. The flooding issues identified in the original Master Plan indicated that there were hydraulic limitations with the piping downstream of the flume caused by butterfly valves due to debris obstruction. The butterfly valves were replaced with gate valves in the 2012 project, which alleviated the hydraulic concerns with the flume.

3.3.2 Selector Basin

The volume of the selector basin is approximately 450,000 gallons with a current detention time of approximately 2.2 hours at the historic peak day flow and 4.9 hours at design average flow of 2.2 MGD. The city has no phosphorous limits at this time, but the North Dakota Department of Water Quality could implement a limit in the future. As explained in the original Master Plan, the selector basin could be utilized to address phosphorus limits by operating the basins two compartments in anaerobic/anoxic configuration. Modifications to the return sludge piping would be necessary to optimize operating in a biological phosphorus mode. The selector basin structure is still in good condition with no visible signs of structural deterioration. The mixers were replaced in the 2016 project.

3.3.3 Extended Aeration (Biolac™)

With the projected flows and loads, the aeration basin is currently the primary bottleneck in terms of both capacity and lack of basin redundancy. The design loading is 6,350 lbs/day BOD₅ based upon a design flow of 2.2 MGD and design influent concentration of 346 mg/l. It is estimated that the design capacity will be exceeded by 2028.

Aeration Capacity

The blower capacity was upgraded with two turbo blowers in 2016. The blowers have the capacity to meet peak day air demands through 2035. Three of the existing centrifugal blowers were left in service for additional redundancy.

Redundancy and Reliability

A single aeration basin and the inability to isolate the basin from the integral clarifiers does not provide any redundancy for maintenance. While work on the aeration diffusers can be done above water, there is currently no set up to clean out the basin of the solids that have accumulated over time or take the basin down in the event of a liner failure. Cleaning out the basin could be done but would be expensive and/or operationally challenging to maintain compliance during cleaning operations. As treatment alternatives are identified in Section 5, redundancy and the continued use of the existing facilities will be an integral part of the evaluation process.

3.3.4 Clarification

The issues that were identified in the original Master Plan still hold true as there have been no upgrades to the clarifiers. The clarifiers do not conform with typical engineering design practices for clarifiers, resulting in the clarifiers being overloaded at peak flows. This intensifies the problems with poor settling that have been experienced by the WWTF. In addition, the clarifiers are at the end of their useful life and need to be addressed.

Redundancy and Reliability

As noted above and expressed by the facility staff, the primary concern is the inability to isolate any of the clarifier chambers from the process flow. This does not allow for the staff to perform maintenance tasks without having to bypass the entire secondary treatment system. The staff also stated the hydraulic short circuiting expressed in the original Master Plan does still occasionally occur, which could result in reduced clarifier efficacy and elevated TSS in the effluent. The recommended long-term solution would be to construct new clarifiers that are compliant with Ten States Standards and that can be isolated from the aeration basin. Modifications would be required to take the existing clarifiers out of service and there are constructability concerns due to the direct connection of the clarifiers to the aeration basin. Aeration and/or mixing would need to be added to keep solids from settling in the existing clarifiers.

3.3.5 Ultraviolet Light Disinfection

The ultraviolet (UV) light system was upgraded during the 2016 project. The UV system has a design capacity of 7 MGD and can be expanded to 11 MGD. The UV room is in good condition with no visible structural deficiencies. Based on the updated flows, the UV system has the capability to operate up until 2045 or the equipment design life, whichever comes first.

3.3.6 Effluent Lift Station

The effluent lift station contains two submersible pumps that were installed in 1998. The pumps have 14 HP motors and can pump up to 1,750 gpm. The effluent lift station can be utilized or bypassed depending on the Missouri River water surface elevation at the outlet pipe. The firm capacity of the effluent lift station is currently exceeded, as identified in the original Master Plan as no updates have been made since. Both pumps would likely be required during a wet weather event with no pumping redundancy. The effluent lift station structure is in good condition and has seen minimal use and expected to last through the design life period.

3.3.7 Blower Building

Two 200 horse power (hp) high efficiency turbo blowers were installed during the 2016 project. Three of the existing 60 hp Sutorbilt were left in service for redundancy. The Sutorbuilt rotary positive displacement blowers are capable of providing 1,650 standard cubic feet per minute (scfm) at 6 pounds per square inch (psi).

3.3.8 Site Piping

The site piping between the Pretreatment Building and Selector basin is sized to handle a peak flow of 5 MGD. Typical WWTF gravity site piping is designed for a flow velocity between 2 feet per second (fps) and 3 fps. The current 18-inch ductile iron pipe (DIP) has a velocity of approximately 4.4 fps at 5 MGD. The original Master Plan recommended the existing 18-inch DIP be upsized to a 24-inch DIP and replacing butterfly valves with gate valves. These issues result in excessive headloss at peak hour flows resulting in hydraulic issues upstream at the parshall flume.

3.3.9 Outfall

The outfall piping was rehabilitated with a cure-in-place liner and manholes were installed to address capacity issues in the 2013 Outfall rehabilitation project. The length of the outfall piping is approximately 5,900 feet. The capacity of the updated 36-inch inverted syphon that spans underneath Lakewood harbor area development has a capacity of approximately 7.5 MGD but also serves as a sediment trap at low velocities. The 24-inch outfall has a free flow capacity of 5.0 MGD, which will be exceeded in 2035 based on flow projections. The condition of the outfall is adequate but as pointed out in the original Master Plan, there is significant root intrusion through joints, resulting in significant infiltration. A hydraulic analysis of the outfall was completed in the original Master Plan and found the capacity to be approximately 6.8 MGD under surcharge conditions. Figure 1 Outfall Map shows the location of the outfall project.



Figure 1 Outfall Map

3.3.10 Facultative Sludge Basin

The facultative Sludge Basin (FSB) continues to operate in the same manner as presented in the original Master Plan. In a step to address the odor problems, the WWTF had recirculation mixers (Solarbees) installed in 2014. These units do not provide sufficient oxygen transfer to eliminate all odors. When the FSB turns over in the spring and fall, the odor is still present and City staff has identified odor control from the FSB as a priority to be addressed.

Biosolids Disposal

Sludge from the FSB is dredged and pumped to a sludge load-out station where it is delivered to tanker trucks and hauled away for land application. City staff have expressed concern with this liquid sludge hauling approach, and the long-term availability of land application sites and/or farmers willingness to continue to take the biosolids within a reasonable distance to keep sludge hauling cost effective. Another long-term concern is the potential regulations imposed on Per- and Polyfluorinated Substances (PFAS), explained in more detail in Section 4. It is assumed that if there are future limits to PFAS, then land application of biosolids may no longer be allowed in the

case that land application is still allowed, farmers may not want the biosolids due to their own concerns. Other likely disposal options would be the landfill, but there may be concerns that the biosolids would add to the potential PFAS problem with landfill leachate. Regardless, to landfill the biosolids the City would need to dewater the biosolids. While the landfill may not require treatment of the biosolids, at a minimum stabilizing the biosolids to Class B prior to dewatering would be recommended to minimize the potential for odors which has already been a long-standing concern. Further stabilization to a Class A biosolids would improve the quality and perhaps provide additional options for beneficial reuse; however, it does not mean that the potential PFAS issues would be solved. There are technologies that have shown promise in the reduction of PFAS in biosolids, but due to the very high costs associated with treatment it will likely not be feasible for most small to medium size facilities to implement.

3.3.11 Ancillary WWTP Systems

SCADA

WWTF staff has indicated that the current SCADA system has been fault-prone and needs to be upgraded. The current control system consists of (2) SLC Allan Bradley PLCs communicating over a DH+ Network. The current SCADA computer is running Wonderware and is acting as the server. The current SCADA computer does not run well as a server due to hardware limitations. The communications over the DH+ Network make troubleshooting difficult when a communications problem occurs. The SLC PLCs have been discontinued for many years and it is becoming increasingly difficult to find replacement parts.

It is recommended that as part of an upgrade project, the SCADA be upgraded from the Wonderware software to Ignition and install it on a new server with a secondary backup server. The Ignition Software will include a historian and alarm dialer replacing Win911. Furthermore, both control panels should be replaced with Compact/Control Logix PLCs to allow for Ethernet/Fiber communications.

Additional recommended upgrades would be to add a software for operations and maintenance.

Pretreatment Building – Mechanical and HVAC Systems

An odor control system (biofilter) was installed in 2016 to reduce Hydrogen Sulfide (H₂S) concentrations and corrosion concerns. The odor control system consisted of an air scrubber unit that provides moisture control and conditioning of the odorous air for treatment in a dual media biofilter. The media consists of wood chips and haydite (lightweight aggregate). The staff has expressed satisfaction with the unit and believes it to be working as designed, nearly eliminating the H₂S odor at the pretreatment building.

3.4 Critical Constraints

The existing constraints and impending constraints at the WWTF are summarized in this section from both a liquids and solids treatment standpoint. These constraints will reaffirm the constraints identified in the original Master Plan as well as supplement based on projected increased flows and loads.

3.4.1 Liquid Treatment

Redundancy/Reliability

It is a common design practice to include a redundant treatment unit process in treatment facilities to allow for routine maintenance.

The Mandan WWTF has just one extended aeration basin known as the Biolac basin. The Biolac's redundancy design is to allow for the diffusers to be worked on above the water surface, without having to shut the entire basin down. While it can be considered redundant, there is no way that staff can work in the basin without taking the entire system off-line.

Effluent from the Biolac basin enters the clarifier through openings in the concrete at the bottom of the clarifier that span the entire length. The staff has no way to isolate the clarifiers from the Biolac basin which results in the inability to maintain the clarifiers unless staff bypasses the Biolac entirely and sends all flow to Pond No. 2. The clarifier units cannot be isolated from one another which results in a reliability concern with the failure of equipment and no way to repair or replace equipment in either clarifier.

The effluent lift station does not have full redundancy. The pumps are rated for 1,750 gpm (2.5 MGD), which is nearly half the peak flow at firm capacity. Table 3.2 summarizes the liquid redundancy and reliability issues and the associated solution.

Table 3.2 Redundancy/Reliability/Deficiencies and Solutions

Redundancy/Reliability Concerns	Solutions
Extended Aeration Basin (Biolac)	Add second aeration basin
Clarification	New clarifiers Alternate treatment process
Effluent Pumping	Add additional pumps and capacity

Hydraulic Constraints

Portions of the existing WWTF were nominally designed for a peak hydraulic capacity of 5.0 MGD. The 2045 designed peak hour flow is 7.82 MGD. Site piping, clarification, and effluent pumping are hydraulically limited for future peak flows.

The existing clarifiers have a side water depth of 11 feet, which does not meet Ten State Standards recommended 12-foot minimum side water depth. The clarifiers were designed for a peak flow of 5.0 MGD, but the existing configuration limits their capacity to approximately 4.0 MGD. Clarifier upgrades are recommended for each alternative from both a hydraulics and redundancy standpoint.

The effluent lift station does not have sufficient pumping capacity. As mentioned above, the firm capacity is rated for 1,750 gpm (2.5 MGD). Additional pumps are needed to provide firm pumping capacity for peak flow. These pumps are only used when there is a high water level in the Missouri River. The need to replace and upgrade is important in the event flooding occurs.

The outfall is dependent on the water level in the Missouri River. When the water level is below the outfall, it serves as a gravity sewer. Once the water level surpasses the outfall elevation, the effluent pump station is utilized to lift the water. The outfall will be sufficient out to 2045, assuming the lift station is upgraded accordingly. A secondary outfall location shall be considered beyond 2045 to meet the ultimate build out as identified in the original Master Plan.

The selector inlet piping has a hydraulic capacity of 4 MGD. Upsizing the selector inlet piping is recommended for all alternatives.

Loading Constraints

The extended aeration basin has a design BOD loading capacity of 6,350 lb day. Peak hydraulic flows may be in excess of the Biolac's load treatment capacity prior to 2028. Due to the large volume in the Biolac, high flows are unlikely to cause significant process upsets. Additional diffusers could potentially be added to the existing diffuser chains. It is anticipated that an increase of approximately 15% could be gained through additional drops on the diffuser chains and an additional blower. A new activated sludge system or upgrades to the existing Biolac basin is recommended to meet future wastewater generations; however, it is noted that simply just making improvements to the existing Biolac system will not provide the capacity required through 2045. Table 3.3 summarizes the hydraulic deficiencies, the year it reaches capacity, and an associated solution.

Table 3.3 Hydraulic Deficiencies and Solutions

Hydraulic Deficiency	Replacement (year) <i>Based on Flow & Load Projections</i>	Solutions
Pretreatment	2028	New preliminary treatment facility with improved hydraulics.
Selector Tank Influent Piping	2028	Increase pipe sizing to 24"
Activated Sludge Bypass Piping	2028	Increase pipe sizing to Cell (Pond) No. 2 to 24"
Extended Aeration Basin (Biolac)	2028*	Add secondary Conventional Activated Sludge Basin
Clarification	2028	New clarifiers Alternate treatment process

*Peak hydraulic flows may be in excess of the Biolac's load treatment capacity prior to 2028. Due to the large volume in the Biolac, high flows are unlikely to cause significant process upsets.

Nutrients

Table 5-5: Future Nutrient Removal Deficiencies and Solutions, in the original Master Plan shall still be referred to in part of this Report. Nutrient regulations have not changed since 2011 and the Mandan WWTF continues to operate in the same manner as far as nitrogen and phosphorus limits. It is recommended that provisions be made to allow for the incorporation of future facilities that will be able to meet effluent nutrient standards.

3.4.2 Solids Treatment and Handling

The existing Facultative Sludge Basin (FSB) continues to present odor issues. The primary issue results from the anaerobic layers in the settled sludge that releases hydrogen sulfide and other odorous gases over time and is especially prevalent in the spring when the pond turns over due to the rapid temperature changes.

The FSB may have sufficient capacity to store solids for liquid land application, but the system will require modification to alleviate the odors. Furthermore, the potential implementation of PFAS limits in the future is a concern as it may eliminate the option for liquid land application. The existing WWTF is not equipped to address PFAS limits.

3.5 Summary

The wastewater treatment facility assessment in conjunction with the anticipated regulations identified in Section 4 will be used to aid in the development of treatment system alternatives outlined in Section 5.

4.0 REGULATORY UPDATE

Section 4 will outline current and anticipated regulation requirements for discharge permits that have been implemented since the original Master Plan

4.1 Existing Permit Characteristics

The City's current North Dakota Pollutant Discharge Elimination System (NDPDES) Permit ND00228861 issued on October 1, 2021, is in effect from October 2021 through September 2026. The permit authorizes the City of Mandan to discharge from its Wastewater Treatment Facility through the outfall into the Missouri River. The permit contains discharge conditions including flow and load parameters called Effluent Limits. Effluent Limits must be met to meet the conditions of the permit and be allowed to discharge. The current Effluent Limits are shown in Table 4.1

Table 4.1 Existing NDPDES Permit

Parameter	30 Day Consecutive Average	7 Day Consecutive Averages
BOD5	25 mg/L	45 mg/L
TSS	30 mg/L	45 mg/L
Escherichia coli (E.coli)	126/100 mL	409/100 mL
pH – Standard Units	6.5 – 9.0	6.5 – 9.0
Oil and Grease	10 mg/L	10 mg/L

4.2 Future Permit Characteristics

Based on recent wastewater treatment facility projects within the State of North Dakota, AE2S staff have communicated with the North Dakota Department of Health (NDDH) and monitored any future changes in effluent parameters and regulations. Similar to what was stated in the original Master Plan, there is no known timeline for a change in nutrient limits. The Environmental Protection Agency (EPA) has been developing guidelines for implementation of nutrient controls, primarily phosphorous.

4.2.1 Limits

The limits described in the original Master Plan: BOD, TSS, ammonia, total phosphorous, and total nitrogen are all still applicable as there have been no new limit implementations. It is noted that there is currently no limit on ammonia, total phosphorus, and total nitrogen. Future numeric limits are a possibility and should be monitored by city staff but not anticipated during this planning period due to the characteristics of the Missouri River.

4.2.2 Polyfluoroalkyl Substances (PFAS)

PFAS have been designed by scientists not to break down in the environment, which is why they are often called “forever chemicals”. PFAS enters wastewater treatment plants from a variety of industrial, commercial, and domestic sources and are not destroyed during the treatment process, often resulting in biosolids that contain PFAS. Therefore, when the biosolids are land applied, landfilled, or incinerated, there are risks of contamination and further complications of uptake and distribution.

The EPA has acknowledged that they are widely present in the environment. Due to their prevalence and evolving concerns around risks they may pose to human health and the environment. EPA in 2021 published its most recent PFAS Strategic Roadmap, which committed the Agency to an integrated approach focusing on investigating, restricting, and remediating PFAS contamination. The EPA has committed to completing the roadmap by 2024.

States are subject to federal regulation under 40 CFR Part 503 for biosolid use and disposal, but also have the authority to make independent decisions about how to further manage biosolids while complying with the rule. Currently, 40 CFR Part 503 allows for land application on food crops (with restrictions). Class B biosolids have detectable levels of pathogens which results in certain restrictions per EPA guidelines. Class A biosolids, which cannot contain measurable quantities of pathogens, must meet stricter EPA guidelines for land application, allowing them to be used for not only agricultural purposes but also in public residential and commercial areas. Very few states have enacted or proposed legislation for managing PFAS in biosolids. Future PFAS effluent limits cannot be predicted at this time, but planning and designing a system for ease of implementation for future limits is incorporated into this study.

5.0 TREATMENT ALTERNATIVE EVALUATION

The treatment alternatives discussed in this section were derived from the review of the treatment alternatives identified in the original Master Plan, increased population projections, the existing facility condition assessment, and future regulations.

Section 5.1 will discuss liquid treatment alternatives with phasing options available. For each alternative that utilizes new final clarifiers, it is proposed that new clarifiers be built out in the first phase of the project, and the existing clarifiers be taken out of service since they are both at capacity and at the end of their useful life. Additionally, the solids handling process will also be addressed in Section 5.2, with phasing options available.

It should be noted that Section 5, 6 and 7 address liquid and solids treatment alternatives, phasing options, cost estimates, and recommended scenarios. Phase 1 of each recommendation addresses the flow and load capacity, which are the immediate concerns. The future phases are focused on future nutrient limits, if/when they are implemented. Future numeric ammonia, total phosphorous, and total nitrogen limits are a possibility and should be monitored by city staff but not anticipated during this planning period due to the characteristics of the Missouri River.

5.1 Liquid Treatment Alternatives

Three alternatives were considered for liquid biological treatment which include:

- Extended Aeration (EA)
- Integrated Fixed Film Activated Sludge (IFAS)
- High Rate with Immersed Membrane Bioreactor (MBR)

5.1.1 Liquid Alternative 1 (L1) – Existing Facility Upgrade and Expansion with Extended Aeration (EA)

Liquid Alternative L1 is intended to address the constraints identified in Section 3. The operation will be very similar to the current treatment system. The lack of redundancy and limited capacity of both the existing Biolac basin and the final clarifiers will be addressed. The existing clarifiers will be eliminated from use and new final clarifiers will be constructed.

This alternative is similar to Alternative A in the original Master Plan with new extended aeration activated sludge basins being considered in lieu of the existing Biolac system due to improved flexibility with nutrient removal and the provisions for redundant basins. The UV disinfection system would be relocated due to modification of the hydraulic profile for the new final clarifiers if a new preliminary treatment building is not constructed as part of this phase. The existing effluent lift station will be upgraded to provide the necessary capacity and redundancy.

The proposed EA treatment system will provide biological treatment in a very similar manner to the existing Biolac basin as they both have long hydraulic residence times (HRT). EA treatment

systems are low loading per cubic foot volume systems that provide stability in varying load conditions and offer operational forgiveness. Long hydraulic detention times (24 to 32 hours) and high mean cell residence times (20 to 30 days) allow for aerobic metabolism of organic wastewater and for nitrification of ammonia. For each liquid treatment alternative, the tertiary treatment will consist of filters to address future nutrient limits.

An aerial layout of Liquid Alternative 1 is shown in Figure 2 which shows a phased implementation option offering financial flexibility.

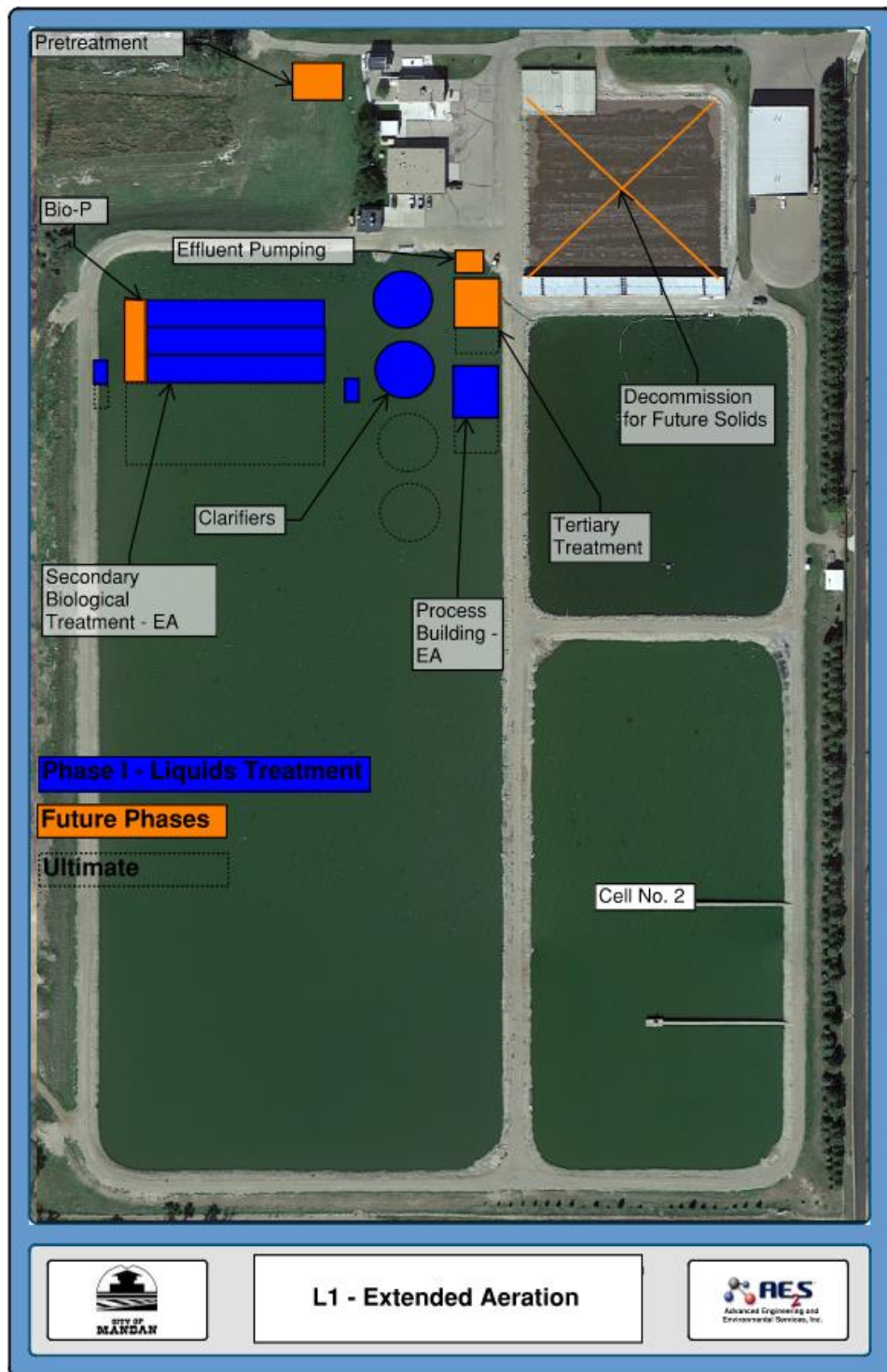


Figure 2 Liquid Treatment Alternative 1 (L1)

5.1.2 Liquid Alternative 2 (L2) – Existing Facility Upgrade and Expansion with Integrated Fixed Film System (IFAS)

Alternative L2 is similar to L1 except IFAS is used in lieu of an extended aeration basin for secondary treatment. L2 consists of the addition of an integrated fixed film activated sludge (IFAS) process to address the capacity and redundancy concerns of the existing Biolac system. IFAS processes are continuous flow through, non-clogging bio-film reactors containing “carrier elements” or media with a high specific surface area to volume ratio. The integrated system includes both free-floating biomass (activated sludge) and biomass attached to the media. This combination of suspended growth and submerged attached growth microbial populations results in a higher net density of microorganisms with a basin volume compared to a conventional activated sludge system. The free-floating biomass passes through the reactor, is settled, and recycled back to the reactor. The media and attached biofilm always remain in the reactor.

A portion of the biomass that treats the wastewater is attached to the media surface. The media is designed to provide a large, protected surface area for the biofilm and optimal conditions for biological activity when suspended in water. Media of different shapes and sizes provide flexibility to use the most suitable type depending on wastewater characteristics, discharge standards and available volumes. Typical media is made from plastics and has a density slightly less than water. The media is retained in the basin using mesh screens. The media does not require backwashing or cleaning other than the mixing of the aeration system. Energy requirements are higher due to additional power required to keep the media mixed.

Three separate aeration process trains would be provided with flexibility for O&M of the system over a wide range of flows. An Example of IFAS process configuration is presented in Figure 3

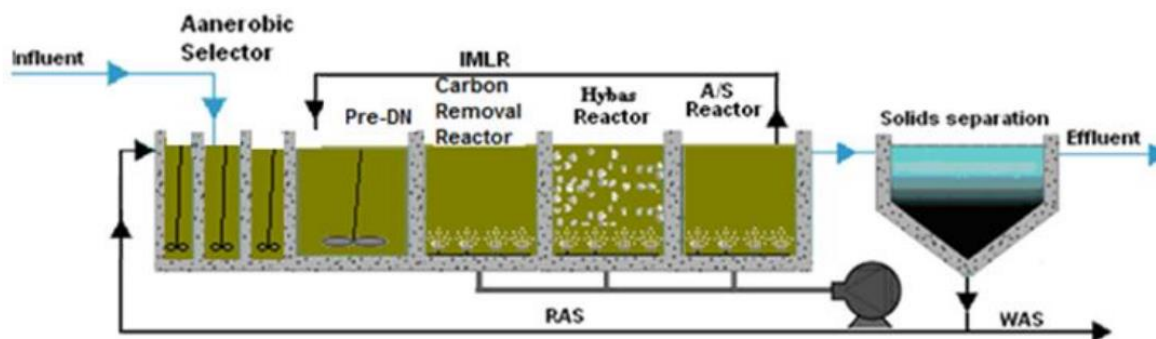


Figure 3 IFAS Process Configuration

An aerial layout of Liquid Alternative L2 is shown in Figure 4, below.

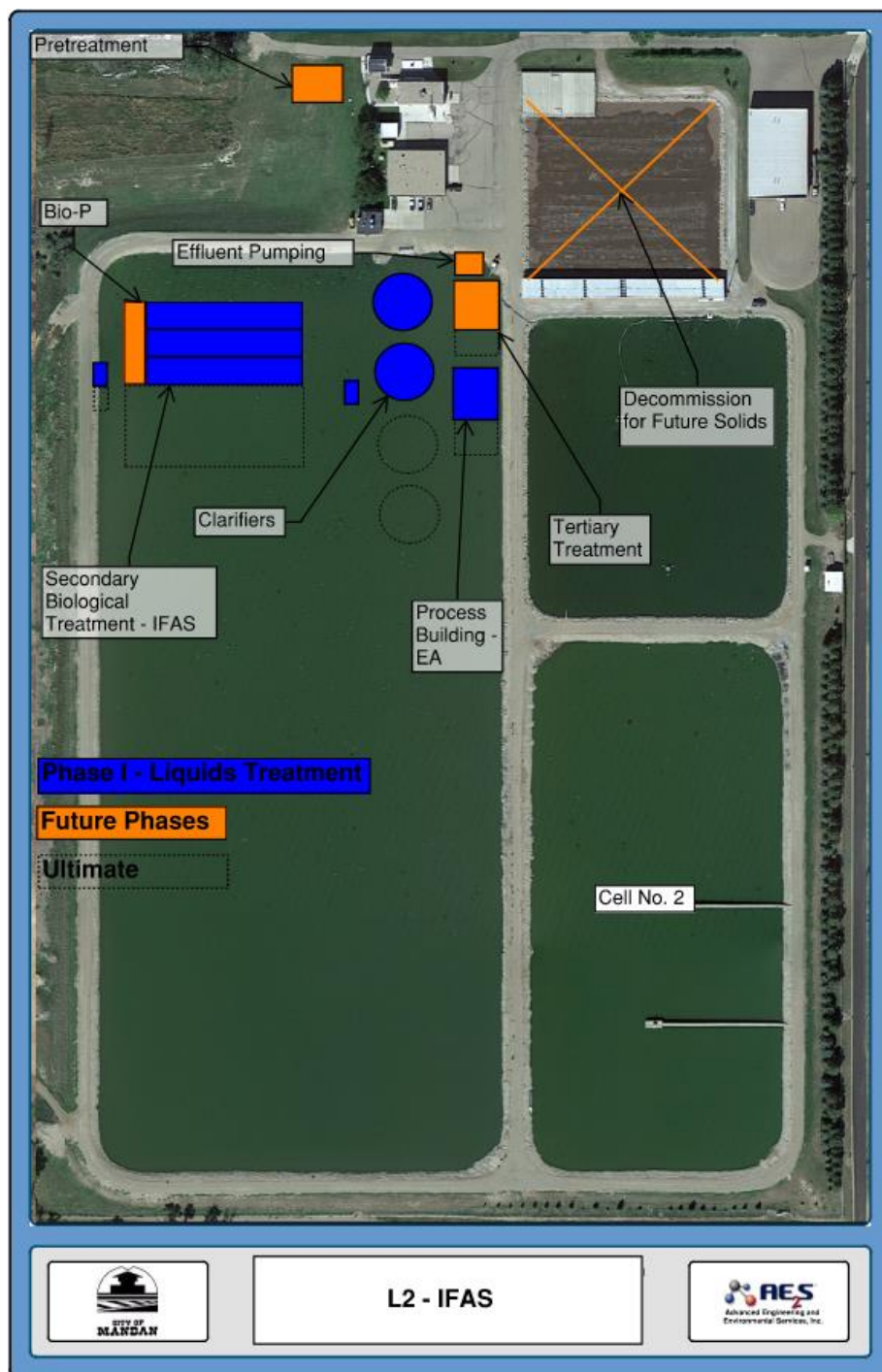


Figure 4 Liquid Treatment Alternative 2 (L2)

5.1.3 Liquid Alternative 3 – Existing Facility Upgrade and Expansion with Membrane Bioreactor (MBR)

Alternative L3 is similar to that of Alternative B in the original Master Plan with the addition of an MBR in order to address the capacity and redundancy concerns for the existing Biolac. It should be noted that MBR does not use clarifiers.

The advantages of Membrane Bioreactor (MBR) systems over conventional biological systems include better effluent quality, smaller space requirements, and near perfect solids/liquids separation compared to gravity clarifiers. Specifically, MBRs operate at higher volumetric loading rates which result in lower hydraulic retention times. The low retention times mean that less space is required compared to a conventional system.. The effluent from MBRs contain low concentrations of bacteria, TSS, BOD, and phosphorus, which facilitates high levels of disinfection with less UV energy.

The primary disadvantage of MBR systems is typically higher capital and operating costs than conventional systems for the same throughput. O&M costs include membrane cleaning and fouling control, and eventual membrane replacement. Energy costs are also higher because of the need for air scouring to control bacterial growth on the membranes. Given that the WWTF has the ability to discharge into the Missouri River, the dilution rates are significant, which results in higher allowable effluent nutrient limits. To better visualize what an MBR looks like, refer to Figure 5 below.

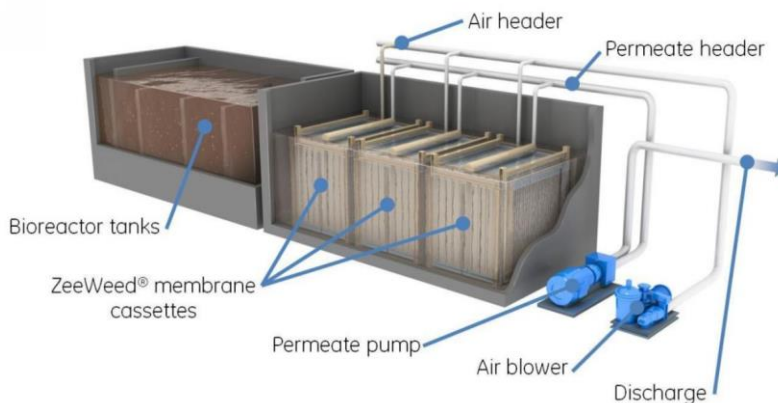


Figure 5 Membrane Bioreactor (MBR) Process Configuration

An aerial layout of Liquid Alternative L3 is shown in Figure 6.

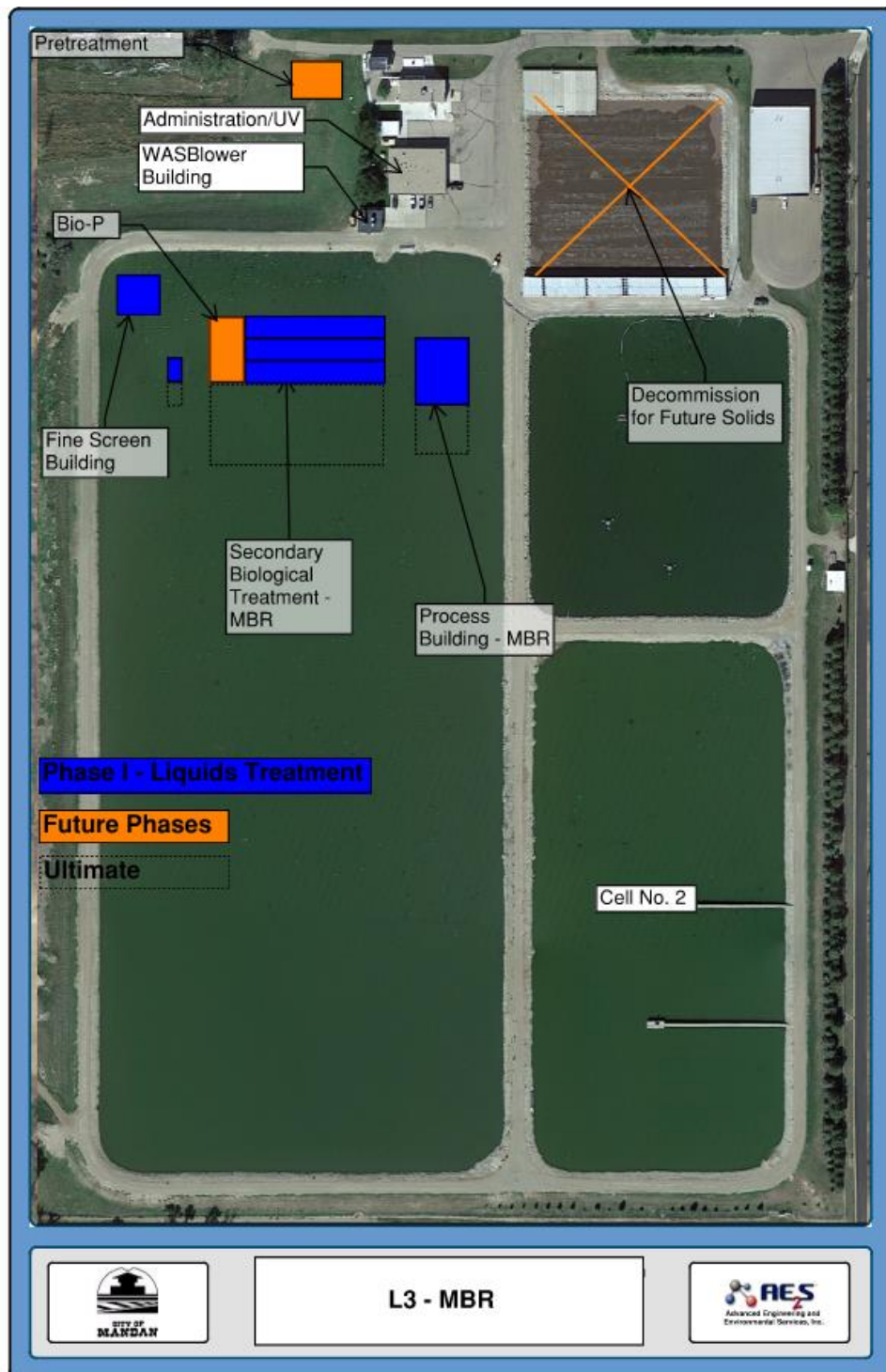


Figure 6 Liquid Treatment Alternative 3 (L3)

5.1.4 Liquid Alternative 4 – Enhanced Biolac Upgrades

Alternative L4 is intended to serve as an interim option to extend the life of the existing Biolac basin a few more years while utilizing new clarifiers. The Biolac is near capacity and will continue to approach capacity as population grows. There is room on the diffuser assembly to add more air nozzles that can effectively be utilized out to 2035. This is not a long-term plan but will present more affordable costs for the first phase.

If the desired route for solids treatment is to use the existing Biolac for a sludge aeration basin in future solids treatment phasing, then L4 alternative would be the most expensive. The process will consist of putting money into the existing Biolac for liquid treatment upgrades which eventually will cost more money in the future phases as an additional modification the Biolac will need to be made to accommodate activated sludge basin. The first biological train will be built on the north half of Cell (Pond) No. 3. Furthermore, the footprint of Cell (Pond) No. 3 will be reduced even further due to additional solids handling equipment needed while the existing FSB basin remains in operation. The solids handling equipment includes aerated sludge holding, solids transfer building, and sludge storage tanks. An aerial layout of Liquid Alternative L4 is shown in Figure 7.

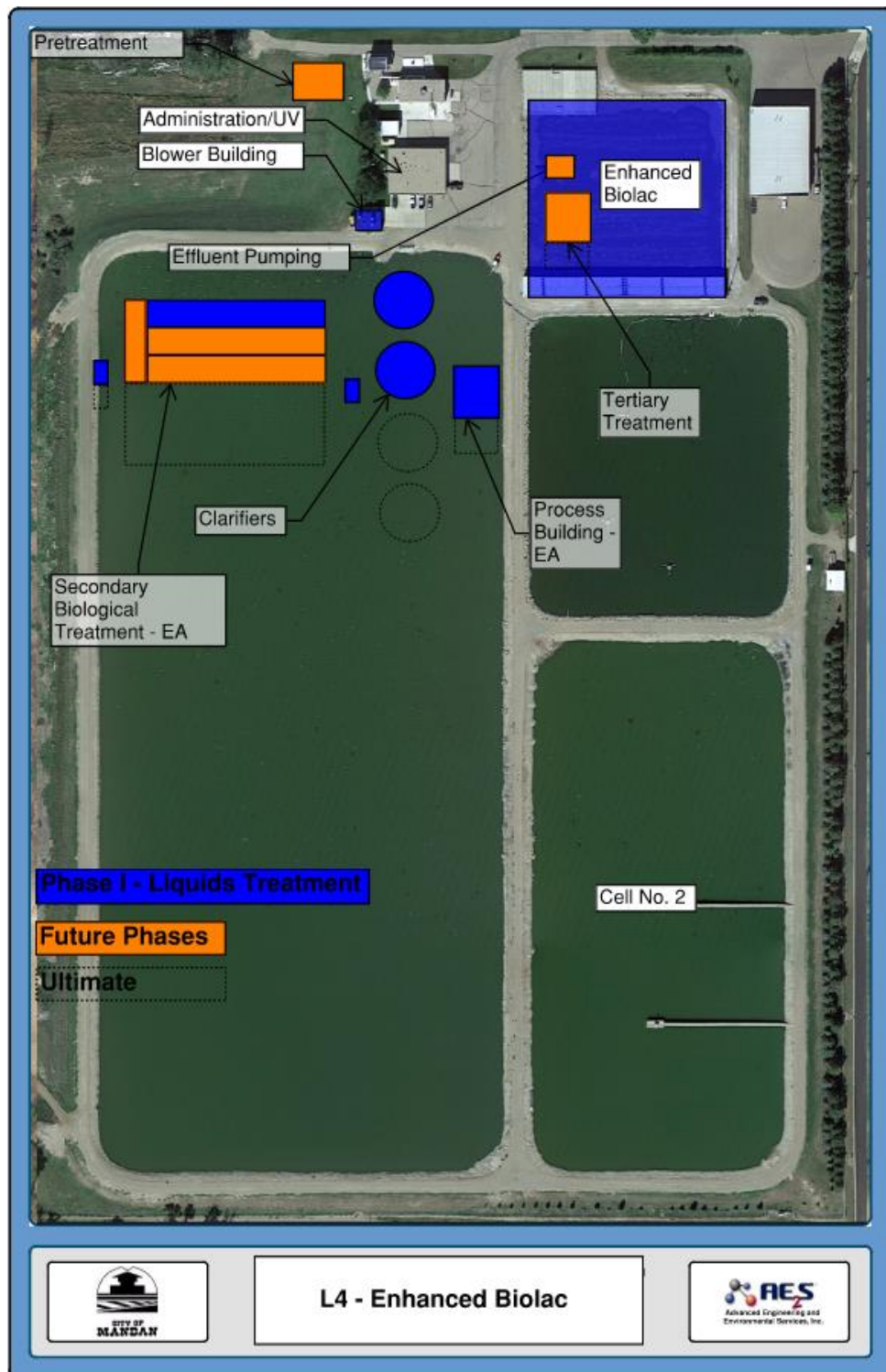


Figure 7 Liquid Treatment Alternative 3 (L3A)

5.2 Solids Treatment Alternative

The costs and limitations for treating, hauling, and disposing of biosolids from a facility can vary widely depending on the quality, quantity, and location available for disposal. The purpose of this section is to provide the City solids treatment alternatives and associated costs for treating, hauling, and disposing of biosolids generated from the WWTF as well as addressing the concerns identified in Section 3 and 4. A recommendation is also provided based on the preferred disposal and treatment options. An opinion of probable capital costs and ongoing operation and maintenance costs has been prepared and presented in Section 6.

The final form of disposed biosolids is either in a liquid or cake form. Liquid biosolids typically range from 0.7-percent to 7-percent solids. Cake has had more water taken out of it and is typically anywhere from 16-percent to 35-percent solids. The two classifications of treated biosolids are Class B and Class A quality as regulated by the EPA. They differ based upon the level of treatment for pathogens and vector attraction reduction (VAR).

The three alternatives that were considered for solids treatment are as follows and explained in further detail in their respective sections:

- Aerated Sludge Holding (ASH)/ Sludge Storage (SS)/ Liquid Land Application (LLA)
- Aerated Sludge Holding (ASH)/ Dewatering (DW)/ Landfill (LF)
- Aerated Sludge Holding (ASH)/ Dewatering (DW)/ Cake Storage (CS)/ Cake Land Application (CLA)
- Aerated Storage (AS) in the Biolac/ Liquid Land Application (LLA)

Each solids treatment alternative assumes the decommissioning of the FSB to address the odor issues by either utilizing the existing Biolac basin for aerated sludge holding or new sludge storage tanks, either in the form of cake storage or tank sludge storage. It should also be noted that the location and constructability of the aerated sludge holding for each solids treatment alternative will be dictated by the use of the existing Biolac for the liquids treatment alternatives.

5.2.1 Hauling Options

This section provides a summary of each hauling application to allow the City to better evaluate each solids treatment alternative for hauling biosolids that are produced from WWTF. These options include hauling liquid or dewatered cake.

Land Application

- Liquid Hauling & Application: Hauling biosolids in liquid form requires specialized equipment for land application. The biosolids, whether Class A or Class B, must be injected into the soil and incorporated at the same time. Enough storage must be provided at the WWTF to allow for application twice a year in the spring and fall or sometimes even once a year in areas with difficult climates. It is typically more costly to

haul liquid biosolids than dewatered cake since there is more water that must be hauled. If the City does not have a contractor hired to haul liquid storage, the City would need to continue to invest in one or multiple liquid land application tankers.

Furthermore, if the City finds themselves in a position where local farmers are no longer taking their liquid biosolids then there is no redundant location where they can continue to haul to unless treatment upgrades are made to deliver to the local landfill.

- Dewatered Cake Hauling & Application: Hauling biosolids in dewatered cake form does not require near the amount of specialized equipment for land application in comparison to liquid biosolids. Typically, the dewatered cake is hauled in standard dump trucks to the designated field. The biosolids are then transferred to a spreader and pulled by a tractor which distributes the biosolids evenly over the field. Enough storage must be provided at the WWTF to allow for application twice a year in the spring and fall. Dewatering the biosolids reduces the amount of water being hauled. For a cake hauling application, the City would need to invest in one or multiple dump trucks if they choose to haul themselves. If the City chooses to contract haul the dewatered biosolids, the contractor will typically charge on a per ton basis depending on the hauling distance from the WWTF to the field.

Landfill Disposal

- Dewatered Cake Hauling: Hauling biosolids in dewatered cake form to the landfill requires the least amount of equipment and storage. Dewatered cake is hauled in standard dump trucks. Dewatered cake is then dumped from the trucks into the landfill which is then incorporated into the municipal waste. Hauling cake to the landfill would be done every day by city staff. This would allow for a reduced amount of cake storage in comparison to land application as the biosolids are continuously being removed.

5.2.2 Solids Alternative 1 – Aerated Sludge Holding/Sludge Storage/Liquid Land Application

Alternative S1 solids handling process is similar to that of Alternative A in the original Master Plan. It will consist of four (4) aerated sludge holding tanks with a total retention of approximately 30 days. The tanks will be designed with the ability to decant liquid from the top of the tanks in order to concentrate the sludge to approximately 1.5 percent solids. The tanks will be aerated to further stabilize the sludge prior to placement in sludge storage. The aerated sludge holding tanks would be covered. The sludge storage tanks would be sized for approximately 365 days with the assumption that the City would haul the biosolids once a year in the fall. The sludge storage tanks

will be covered, include odor control, and will also include a decant system to allow for further concentration of the waste solids to approximately 3 percent solids.

The most common type of liquid storage is using glass lined steel tanks. At least two tanks are used for the flexibility to load and unload separately. The tanks are typically covered with aluminum geodesic domes for odors and protection from weather. An example of a glass lined steel tank is presented in Figure 8 below.



Figure 8 Glass Lined Steel Tank

Alternative S1 is assuming the existing Biolac was enhanced for liquid treatment and is still in operation, which results in the need to build the aerated sludge holding at a different location and keeping the existing FSB in commission until the sludge holding tanks are operable.

An aerial layout of Alternative S1 is shown in Figure 9.



Figure 9 Solids Treatment Alternative 1 (S1)

5.2.3 Solids Alternative 2 – Aerated Sludge Holding/Dewatering/Landfill

The aerated sludge holding will be the same process as Solids Alternative 1 (S1). Dewatering is a procedure used to increase the solids content of biosolids by removing a portion of the liquid. Dewatering is typically done after a stabilization process such as aerated sludge holding, aerobic digestion, anaerobic digestion, or autothermal thermophilic aerobic digestion (ATAD). Dewatering is performed for and can achieve the following:

- Reduce hauling costs by reducing weight and volume of biosolids hauled (removing water weight);
- Increase the ability to handle biosolids through use of conveyors and loaders;
- Reduce the size and cost of storage space needed;
- Required prior to disposing in a landfill; and
- Reduce equipment sizes and increase efficiency before stabilization processes.

Dewatering can be accomplished by natural or mechanical methods. Natural methods rely on evaporation or percolation. Mechanical methods rely on filtration, squeezing, capillary action, centrifugal separation, and compaction. Mechanical methods are generally preferred as they require less land and aren't as labor intensive as the natural methods. Biosolids from stabilization processes will typically leave the process anywhere from 1.5-percent to 4.5-percent solids depending on whether thickening was performed. Dewatering equipment can generally dewater the stabilized biosolids to approximately 16-percent to 25-percent solids depending on the characteristics of the biosolids and the type of equipment used. The most common dewatering processes include centrifuges, belt filter presses, screw presses, and drying beds. The selection of the dewatering equipment should be determined by the characteristics of the biosolids at the WWTF. An example of a screw press is presented in Figure 10 below.

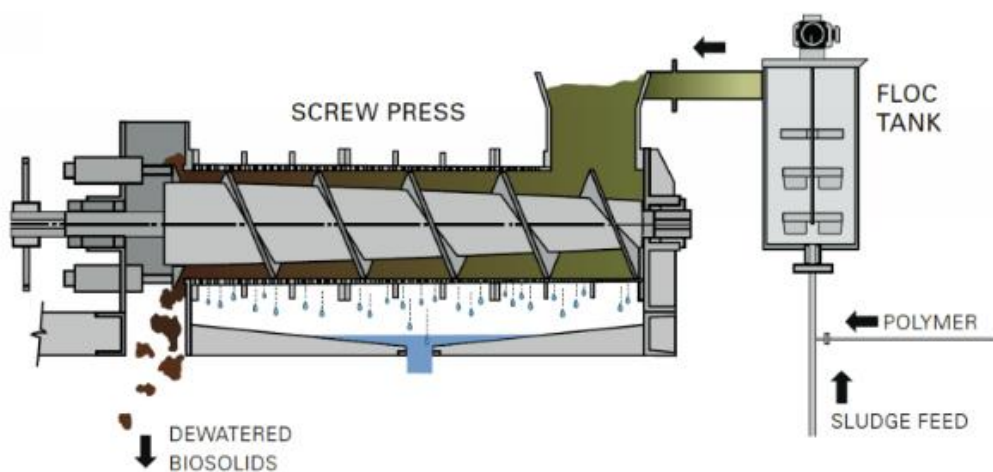


Figure 10 Screw Press

Alternative S2 is assuming the existing Biolac was enhanced for liquid treatment and is still in operation, which results in the need to build the aerated sludge holding at a different location and keeping the existing FSB in commission until the aerated sludge holding is operable.

An aerial layout of Alternative S2 is shown in Figure 11.



Figure 11 Solids Treatment Alternative 2 (S2)

5.2.4 Solids Alternative 3 – Aerated Sludge Holding/Dewatering/Cake Storage/Cake Land Application

The aerated sludge holding and dewatering applications will be same as Solids Alternative 2 (S2). The final forms of the disposed biosolids are either in a liquid or cake form. Liquid biosolids are typically anywhere from 0.7-percent to 7-percent solids. Cake has had some of the water taken out of it and is typically anywhere from 16-percent to 35-percent solids. Dried biosolids have even more water taken out and are typically anywhere from 50 to 95 percent solids.

Storage is required for land application of dewatered cake biosolids. A common type of cake storage is using truss arch fabric covers to cover concrete pad area much like you would with sand or salt materials. These can also come in any size but common widths include 35-feet, 65-feet, and 100-feet. Cake storage is recommended if land application is being performed once a year. Biosolids are typically delivered to the building with a conveyor and spread out with a loader. A loader is also used when loading up dump trucks for land application. An example of cake storage is shown in Figure 12 and an aerial layout of Alternative S3 is shown in Figure 13 below



Figure 12 Cake Storage Structure

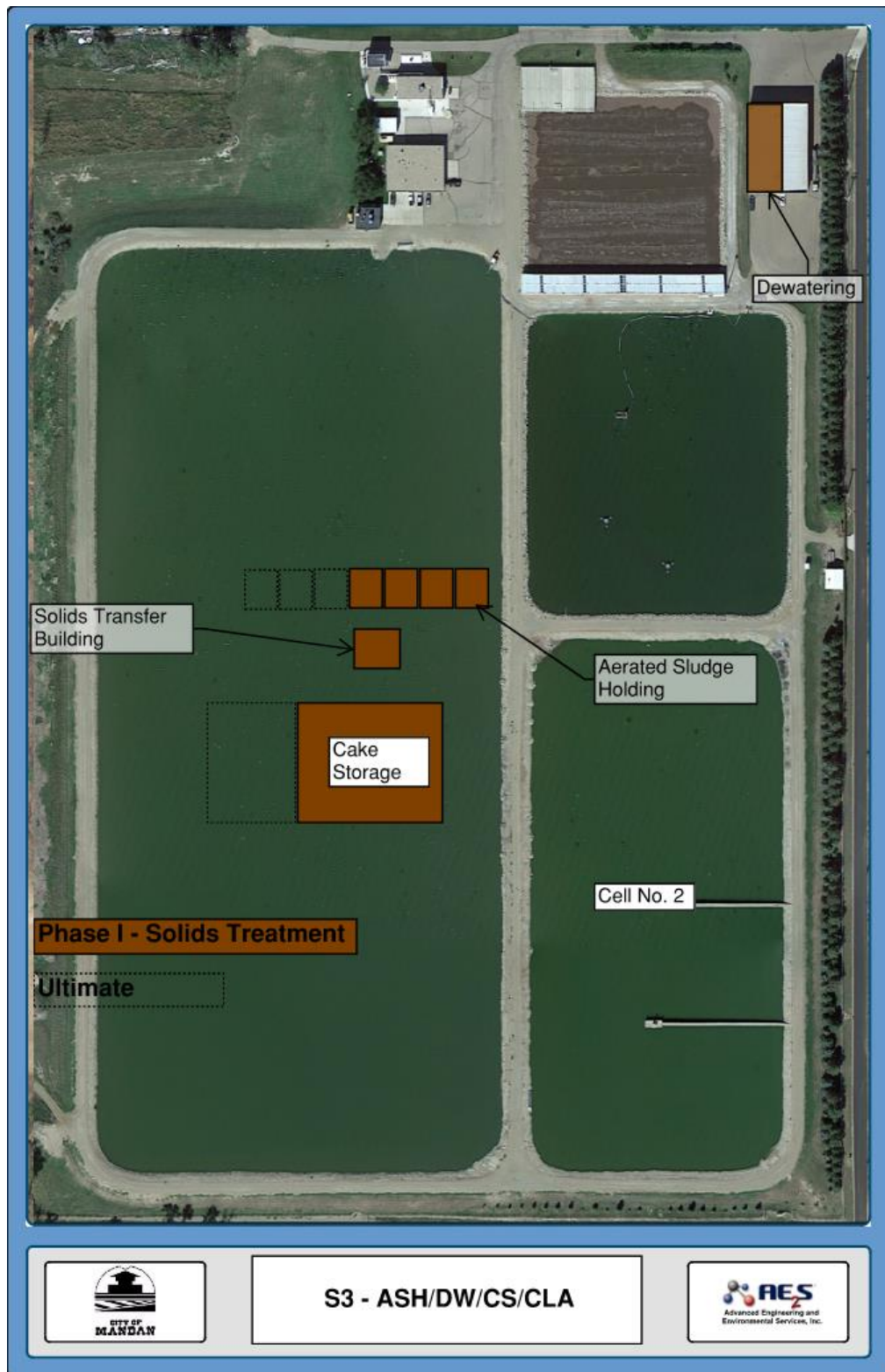


Figure 13 Solids Treatment Alternative 3 (S3)

5.2.5 Solids Alternative 4 – Aerated Storage (Biolac)/Liquid Land AP

Alternative 4 is intended to utilize the existing Biolac basin for WAS. The Biolac is currently equipped with an aeration system that can be utilized to stabilize the waste activated sludge for liquid land application. It should be noted that this alternative would reduce the existing odor concerns but not eliminate. This would allow for future expansion into dewatering and cake land application. The future phasing allows for dewatering, cake storage and cake land application to be built out at a later date to offer financial flexibility. Figure 14 shows the arial layout for Alternative S4.

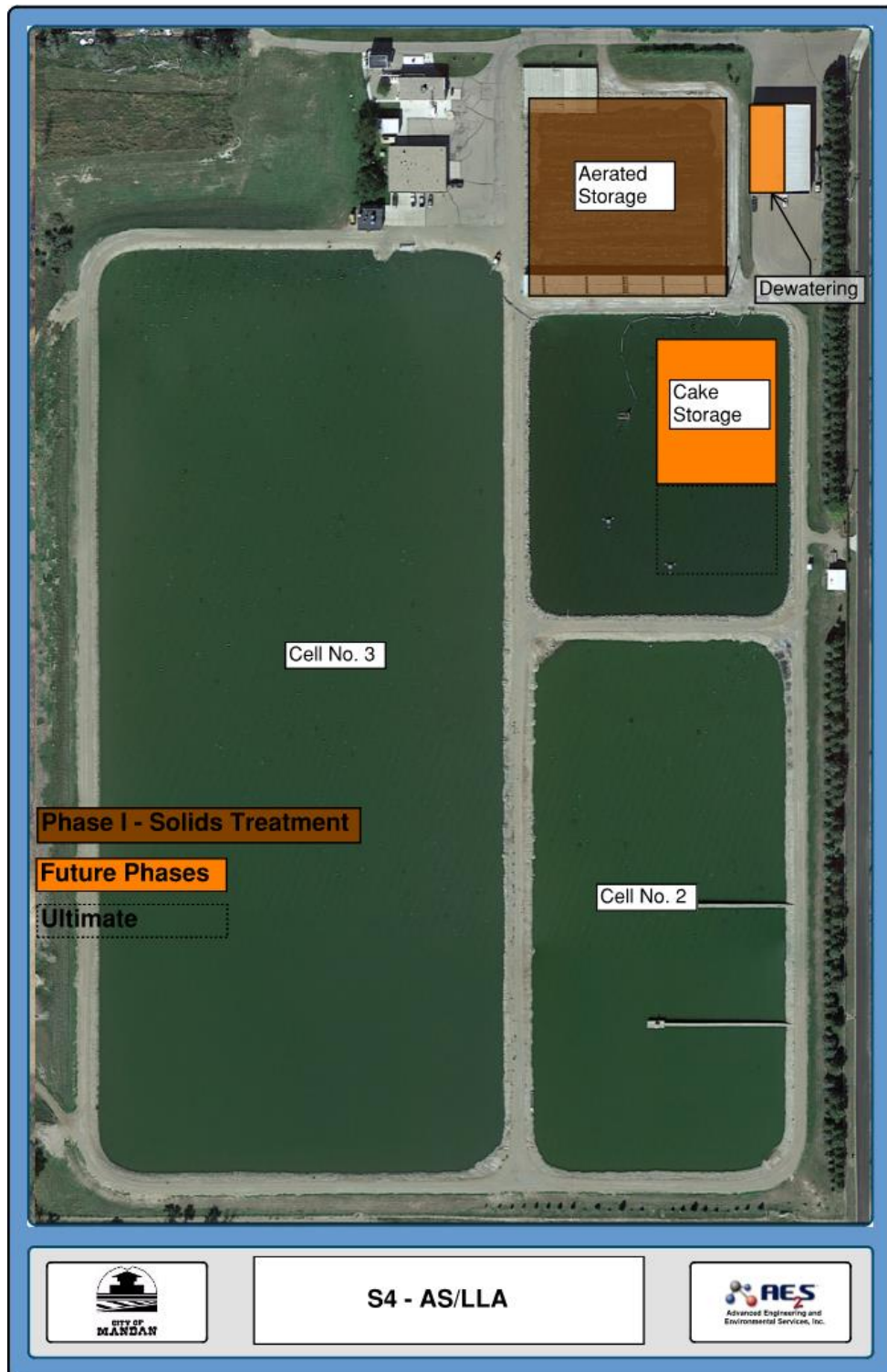


Figure 14 Solids Treatment Alternative 4 (S4)

6.0 OPINION OF PROBABLE PROJECT COST (OPPC)

The OTPC for each alternative was developed based on previous project data and contractor quotes on recent local wastewater projects. Conceptual costs corresponding to an Engineering News Record Construction Cost Index (ENR CCI) of 13,007 for January of 2023. These cost opinions represent a Class IV estimate based on definitions of the Association for Advancement of Cost Engineering (AACE) International. This level of cost opinion is appropriate for planning level evaluations made with incomplete information. The cost opinion at this level of engineering is considered to have an accuracy range of +50/-30 percent. The construction cost and operation and maintenance cost opinions presented in the following sections are based on 2023 dollars. Throughout the life of the facility, a detailed financial analysis should provide an inflation factor which is checked and adjusted annually. A summary of the opinion of project costs (OPPC) are presented in Table 6.1 through Table 6.6.

6.1 Liquid Treatment Alternatives – Opinion of Probable Project Cost

Table 6.1 Liquid Treatment Alternatives Phase 1 – Opinion of Probable Project Cost

Phase 1 Improvements				
Item	Alt L1 – EA	Alt L2 – IFAS	Alt L3 – MBR	Alt L4 – EBIO
Mobilization, Bonds, Insurance	\$2,313,000	\$2,332,000	\$2,575,000	\$1,617,000
Site Work	\$2,000,000	\$2,000,000	\$1,800,000	\$900,000
Yard Piping	\$3,000,000	\$2,750,000	\$2,000,000	\$950,000
Existing System Modifications	\$750,000	\$750,000	\$750,000	\$750,000
Pretreatment	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Fine Screening			\$3,500,000	
Splitter Structure	\$200,000	\$200,000	\$200,000	\$200,000
Secondary Biological Treatment	\$8,465,000	\$8,853,000	\$6,040,000	\$3,390,000
Final Clarifiers	\$4,000,000	\$4,000,000		\$4,000,000
Process Building	\$4,195,000	\$4,285,000	\$10,390,000	\$4,020,000
Mechanical	\$750,000	\$750,000	\$1,800,000	\$750,000
Electrical/I&C	\$4,670,000	\$4,720,000	\$5,300,000	\$3,130,000
Construction Subtotal	\$35,343,000	\$35,640,000	\$39,355,000	\$24,707,000
Unidentified Design Elements (30%)	\$10,603,000	\$10,692,000	\$11,807,000	\$7,413,000
Construction Contingency (10%)	\$4,595,000	\$4,634,000	\$5,117,000	\$3,212,000
Opinion of Probable Construction Cost	\$50,550,000	\$50,970,000	\$56,280,000	\$35,340,000
Engineering Design/Legal/Administration (20%)	\$10,110,000	\$10,200,000	\$11,260,000	\$7,070,000
Opinion of Project Cost	\$60,660,000	\$61,170,000	\$67,540,000	\$42,410,000

Table 6.2 Liquid Treatment Alternatives Future Phase – Opinion of Probable Project Cost

Future Phase Improvements				
Item	Alt L1 – EA	Alt L2 – IFAS	Alt L3 – MBR	Alt L4 – EBIO
Mobilization, Bonds, Insurance	\$984,000	\$984,000	\$373,000	\$1,656,000
Biological P Removal	\$1,400,000	\$1,400,000	\$1,600,000	\$1,400,000
Tertiary Treatment	\$4,500,000	\$4,500,000		\$4,500,000
Effluent Pumping/UV	\$2,000,000	\$2,000,000	\$750,000	\$2,000,000
Secondary Biological Treatment				\$6,000,000
Process Building				\$550,000
Mechanical	\$900,000	\$900,000	\$900,000	\$900,000
Electrical/I&C	\$4,000,000	\$4,000,000	\$1,470,000	\$4,000,000
Site Work	\$500,000	\$500,000	\$250,000	\$1,800,000
Yard Piping	\$750,000	\$750,000	\$350,000	\$2,500,000
Construction Subtotal	\$15,034,000	\$15,034,000	\$5,693,000	\$25,306,000
Unidentified Design Elements (30%)	\$4,511,000.0	\$4,511,000.0	\$1,708,000.0	\$7,592,000.0
Construction Contingency (10%)	\$1,955,000.0	\$1,955,000.0	\$741,000.0	\$3,290,000.0
Opinion of Probable Construction Cost	\$21,500,000	\$21,500,000	\$8,150,000	\$36,190,000
Engineering Design/Legal/Administration (20%)	\$4,300,000	\$4,300,000	\$1,630,000	\$7,240,000
Opinion of Project Cost	\$25,800,000	\$25,800,000	\$9,780,000	\$43,430,000

Table 6.3 Liquid Treatment Alternatives – Summary of Opinion of Probable Project Cost

All Phase Improvements				
Item	Alt L1 – EA	Alt L2 – IFAS	Alt L3 – MBR	Alt L4 – EBIO
Phase 1 Improvements	\$60,660,000	\$61,170,000	\$67,540,000	\$42,410,000
Future Phases	\$25,800,000	\$25,800,000	\$9,780,000	\$43,430,000
Opinion of Probable Project Cost	\$86,460,000	\$86,970,000	\$77,320,000	\$85,840,000
Without Tertiary Filtration	\$79,710,000	\$80,220,000	\$70,570,000	\$79,090,000

6.2 Solids Treatment Alternatives – Opinion of Probable Project Cost

Table 6.4 Solids Treatment Alternatives Phase 1 – Opinion of Probable Project Cost

Phase 1 Improvements				
Item	Alt S1 – ASH/SS/LLA	Alt S2 – ASH/DW/LF	Alt S3 – ASH/DW/CS/CLA	Alt S4 – AS/LLA
Mobilization, Bonds, Insurance	\$1,297,000	\$1,070,000	\$1,315,000	\$177,000
Site Work	\$1,200,000	\$1,000,000	\$1,200,000	\$250,000
Yard Piping	\$900,000	\$750,000	\$950,000	\$350,000
Existing System Modifications				\$1,500,000
Aerated Sludge Holding	\$4,040,000	\$4,040,000	\$4,040,000	
Solids Process Building	\$2,542,000	\$2,542,000	\$2,542,000	
Sludge Storage Tanks	\$6,873,000			
Dewatering		\$3,145,000	\$3,145,000	
Cake Storage			\$3,206,000	
Mechanical	\$550,000	\$1,250,000	\$1,250,000	
Electrical/I&C	\$2,420,000	\$2,550,000	\$2,450,000	\$420,000
Construction Subtotal	\$19,822,000	\$16,347,000	\$20,098,000	\$2,697,000
Unidentified Design Elements (30%)	\$5,947,000	\$4,905,000	\$6,030,000	\$810,000
Construction Contingency (10%)	\$2,577,000	\$2,126,000	\$2,613,000	\$351,000
Opinion of Probable Construction Cost	\$28,350,000	\$23,380,000	\$28,750,000	\$3,860,000
Engineering Design/Legal/Administration (20%)	\$5,670,000	\$4,680,000	\$5,750,000	\$780,000
Opinion of Total Project Cost	\$34,020,000	\$28,060,000	\$34,500,000	\$4,640,000

Table 6.5 Solids Treatment Alternatives Phase 2 – Opinion of Probable Project Cost

Future Phase Improvements				
Item	Alt S1 – ASH/SS/LLA	Alt S2 – ASH/DW/LF	Alt S3 – ASH/DW/CS/CLA	Alt S4 – AS/LLA
Mobilization, Bonds, Insurance				\$719,000
Dewatering				\$3,420,000
Cake Storage				\$3,206,000
Mechanical				\$500,000
Electrical/I&C				\$1,340,000
Site Work				\$1,000,000
Yard Piping				\$800,000
Construction Subtotal	\$0	\$0	\$0	\$10,985,000
Unidentified Design Elements (20%)	\$0.0	\$0.0	\$0.0	\$3,296,000.0
Construction Contingency (20%)	\$0.0	\$0.0	\$0.0	\$1,429,000.0
Opinion of Probable Construction Cost	\$0	\$0	\$0	\$15,710,000
Engineering Design/Legal/Administration (20%)	\$0	\$0	\$0	\$1,840,000
Opinion of Total Project Cost	\$0	\$0	\$0	\$17,550,000

Table 6.6 Solids Treatment Alternatives – Summary of Opinion of Probable Project Cost

All Phase Improvements				
Item	Alt S1 – ASH/SS/LLA	Alt S2 – ASH/DW/LF	Alt S3 – ASH/DW/CS/CLA	Alt S4 – AS/LLA
Phase 1 Improvements	\$34,020,000	\$28,060,000	\$34,500,000	\$4,640,000
Future Phases	\$0	\$0	\$0	\$17,550,000
Opinion of Total Probable Project Cost	\$34,020,000	\$28,060,000	\$34,500,000	\$22,190,000
Without Tertiary Filtration	\$27,270,000	\$21,310,000	\$27,750,000	\$15,440,000

6.3 Treatment Operations, Maintenance, and Replacement (O,M&R)

Operations, maintenance and replacement (O,M&R) costs are a significant portion of the total annual cost of wastewater treatment. A summary of the O,M&R costs for the liquid treatment alternatives is presented in Table 6.7. The O,M&R costs include labor for the liquid process, but not items that are common for all three like preliminary treatment, UV, lab, admin, etc. The labor cost is \$100/hr. The fine screening and tertiary treatment include all the items above (labor, power, maintenance, equipment replacement) for specifically the associated process since they are not common to all three alternatives. For biosolids, in Table 6.7, extended aeration is the lowest sludge production so there is no additional cost, which is considered the no-cost baseline for this report. For IFAS and MBR, additional sludge production results in an incremental cost increase for biosolids processing. A summary of the O,M&R cost for the solids treatment alternatives is presented in Table 6.8. If the city desires a more accurate number for the O,M&R for the solids treatment, it is recommended that a detailed model be performed to determine the variance in sludge production.

Table 6.7 Liquid Treatment Alternatives – Summary of Probable OM&R Costs

Description	EA	IFAS	MBR
Labor	\$494,000	\$520,000	\$525,200
Power	\$162,000	\$193,400	\$240,300
Maintenance	\$61,500	\$83,300	\$75,100
Equipment Replacement	\$68,500	\$109,300	\$95,100
Chemicals	\$5,000	\$5,000	\$17,000
Fine Screening (2mm)	\$0	\$100,000	\$100,000
Tertiary Treatment	\$140,000	\$140,000	\$0
Biosolids	\$0	\$50,000	\$40,000
Opinion of Annual OM&R Cost	\$931,000	\$1,201,000	\$1,093,000
Opinion of Annual OM&R Cost (No Tertiary)	\$791,000	\$1,011,000	\$1,053,000

Table 6.8 Solids Treatment Alternatives – Summary of Probable OM&R Costs

Description	Alternative S1 ASH/SS/LLA	Alternative S2 ASH/DW/LF	Alternative S3 ASH/DW/CS/CLA	Alternative S4 ASH/LLA
Labor	\$100,000	\$200,000	\$250,000	\$75,000
Power	\$142,000	\$101,000	\$101,000	\$100,000
Maintenance	\$25,000	\$40,000	\$40,000	\$17,000
Equipment Replacement	\$63,000	\$100,000	\$100,000	\$43,000
Solids Hauling	\$80,000	\$309,000	\$16,000	\$95,000
Chemicals	\$0	\$123,000	\$123,000	\$0
Opinion of Annual OM&R Cost	\$410,000	\$873,000	\$630,000	\$330,000

7.0 EVALUATION OF SCENARIOS

Typically, as you look out on a 20-year planning horizon, it is common to phase projected improvements in a manner that promotes cost effective growth. Phasing upgrades have the advantage of spreading costs over a longer period of time, but the total cost of the upgrades is generally higher when split into separate phases. In looking at phasing alternatives, the goal is to balance the short term needs with long term needs in a cost-effective manner. Phasing for the alternatives was broken down into the categories as follows:

- Capacity, Redundancy, and Reliability Related Improvements
- Solids Handling Odor Abatement Improvements and Future Effluent Standards Related to Improvements

The existing treatment facility currently does not have the hydraulic capacity to handle wet weather events and peak hydraulic capacity may be exceeded as early as 2028. But the situation has been handled by bypassing to Cell No. 3. Bypassing to Cell No. 3 during peak events will likely be necessary until the preferred alternative is implemented. Furthermore, the facility exceeds capacity for the anticipated BOD and TSS loading in 2028. The Biolac basin capacity is a concern and the interim rehab project consists of adding more diffusers into the existing system. All scenarios address the clarifier capacity concern as well as aging equipment. The existing site has sufficient area for expansion, but the area of the existing lagoon cells will be reduced. All scenarios are sized for the projected 2045 buildout population equivalent of 37,580.

Scenario A and D address the immediate hydraulic capacity concerns in Phase 1 for the next 25 years. Scenario B and C result in a less expensive Phase 1 liquids project to load treatment capacity for the next 10 years. This includes increasing the capacity of the existing Biolac by adding additional diffusers to the existing system. It should be noted that if the desired route for the solids is to use the existing Biolac for aerated sludge holding, both scenarios B and C

result in investing money into upgrading the Biolac for the short term while ultimately needing to rehab it again in the future aerated sludge holding.

7.1 Scenario A – Alt L1 & Alt S4

The principal features of Scenario A include new extended aeration basins, new final clarifiers, new UV disinfection, new chemical feed, expanded effluent piping, and upgraded solids handling. This scenario addresses the primary liquid treatment concerns in the first phase and utilizes existing infrastructure to accommodate the solids handling and to better set up Phase 2. The odor problems with the solids would not be addressed until Phase 2 in this scenario.

The proposed Phase 1 would build out the liquid process on the north half of Cell No. 3 and utilize the existing Biolac for Aerated sludge holding for the solids treatment. Liquid land application would still be utilized until Phase 2 is built out for dewatering and cake storage. Phase 2 for the liquid treatment would include the tertiary treatment which would address future nutrient limits. Given that the City of Mandan has the luxury of discharging into the Missouri, future nutrient limits are unlikely. Figure 15 shows the phasing for Scenario A.

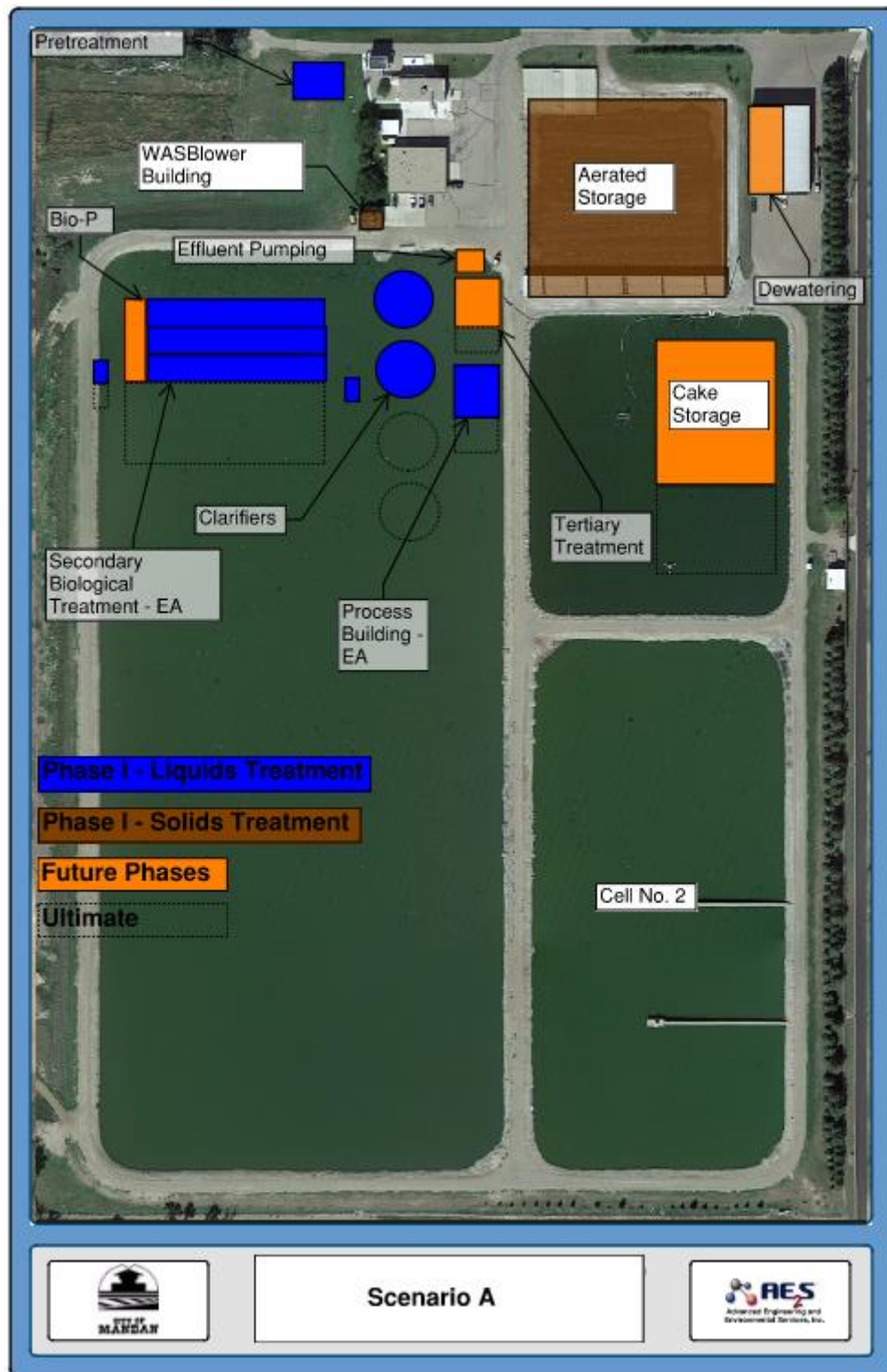


Figure 15 Scenario A

7.2 Scenario B – Alt L4 & Alt S1

Scenario B will address the immediate capacity concern with the clarifier and upgrade the existing Biolac by adding on more air diffusers to the existing system as well as constructing the first extended aeration basin to address the redundancy issues in the Biolac. This will increase the capacity of the Biolac for the short term but will also result in the need for Phase 2 liquid treatment to take place sooner than both Scenarios A and D. Scenario B addresses all solids treatment in future phases. Since the existing Biolac is being upgraded for the liquids treatment, the solids treatment becomes more expensive as sludge storage tanks would need to be built. Upgrading the Biolac basin results in the solids treatment infrastructure being built more into Cell No. 3. Which would reduce the cell's footprint more than Scenarios A and D. Figure 16 shows the phasing for Scenario B.

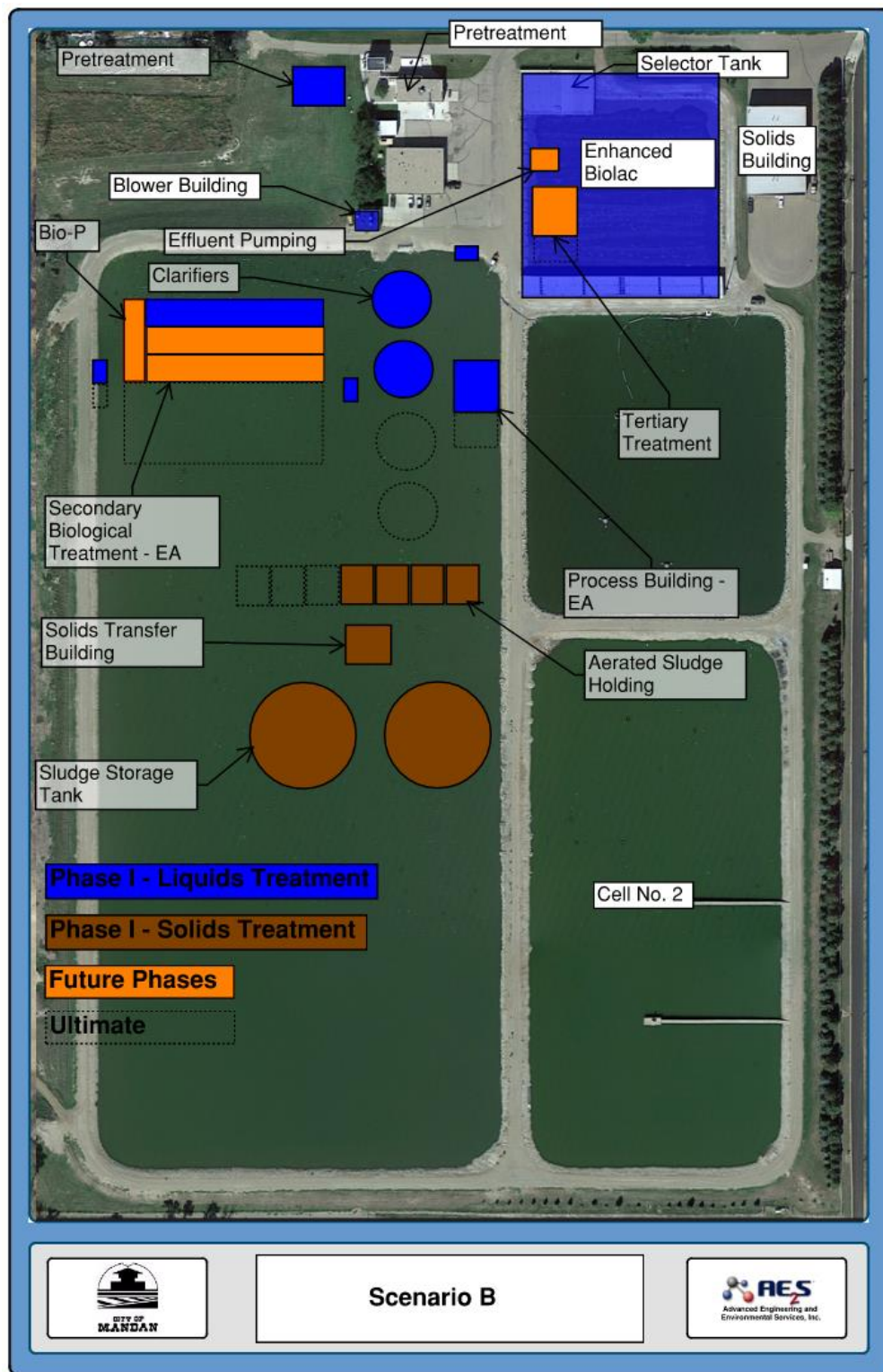


Figure 16 Scenario B

7.3 Scenario C – Alt L4 & Alt S3

Scenario C has the same liquid treatment alternative as Scenario B. The solids treatment in Scenario C would use dewatering and cake storage. This option is more expensive due to the dewatering process which also allows the WWTF staff the ability to spread at the City's land fill if it's classified as Class B. Figure 17 shows the phasing for Scenario C.

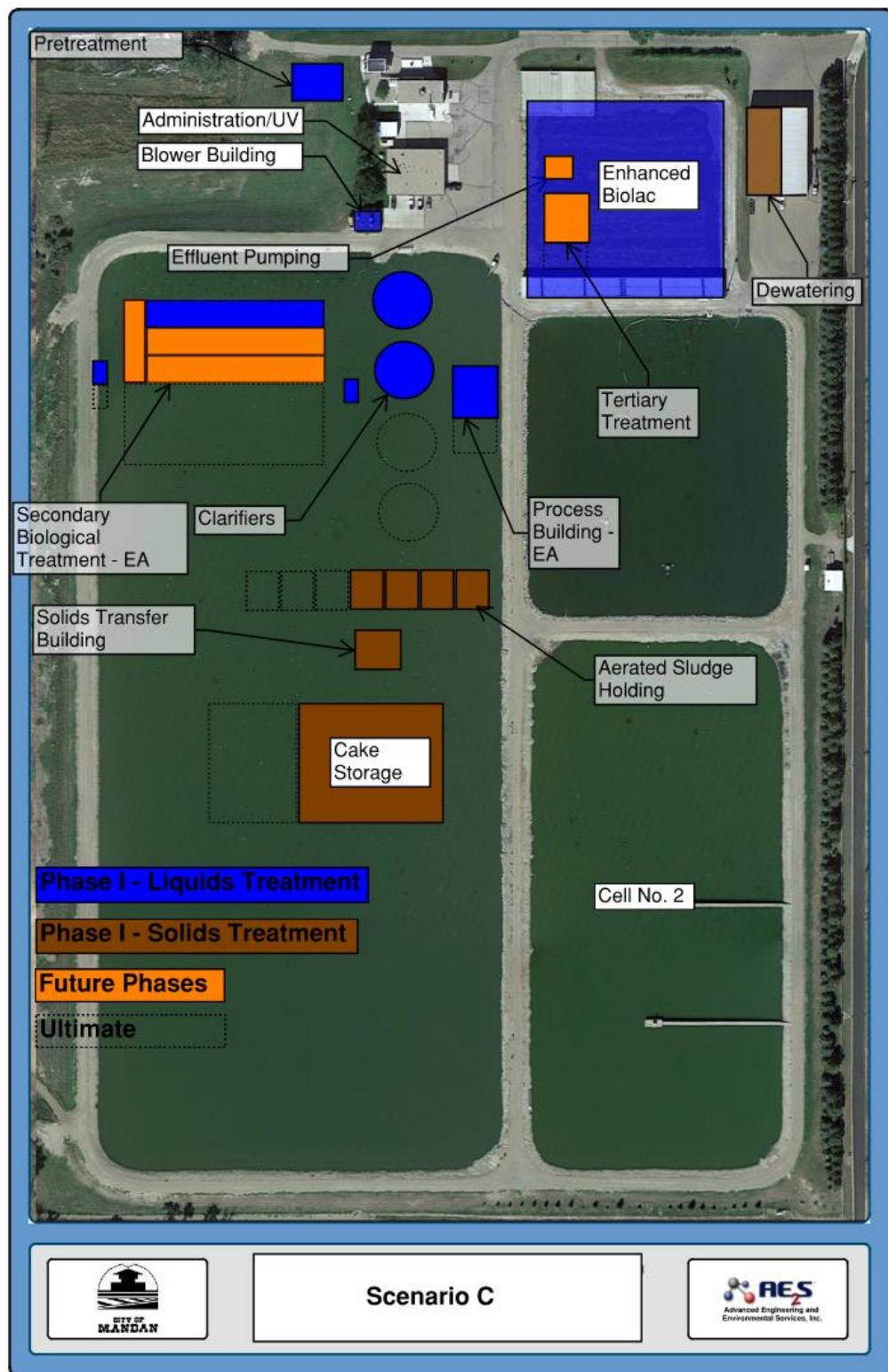


Figure 17 Scenario C

7.4 Scenario D – Alt L3 & Alt S4

Scenario D has the same solids treatment alternative as Scenario A. The liquids treatment utilizes MBR. Phase 2 project for Scenario D is less expensive than the rest due to the treatment capability of the MBR. It should be noted that MBR does not use clarifiers. If the City prefers MBR for the long-term liquid treatment solution, then upgrading the existing Biolac for a Phase 1 project would not be a feasible option due to the build out of clarifiers in a Phase 1 project which ultimately would not be needed in the long term for MBR. Figure 18 shows the phasing for Scenario D.

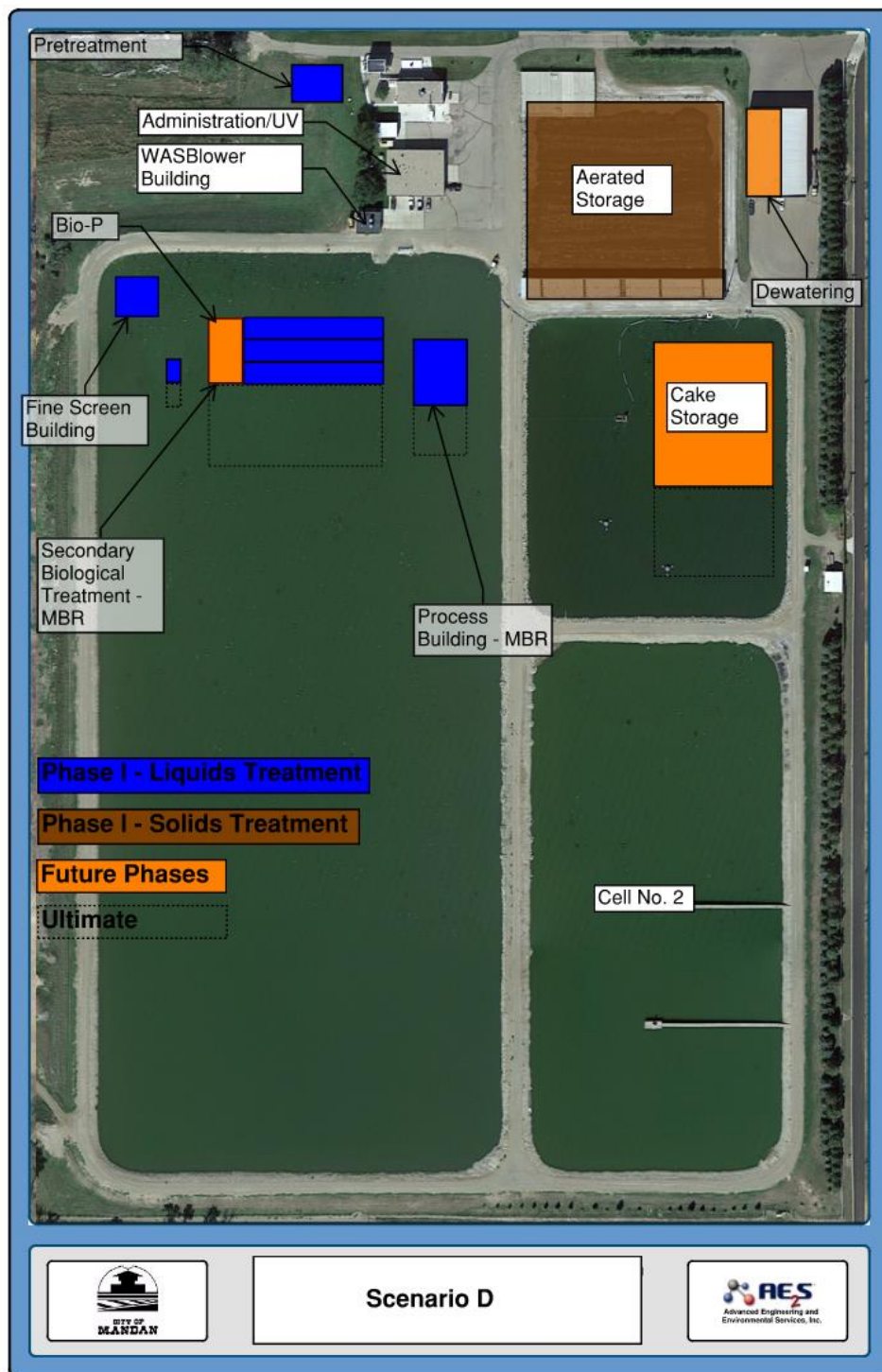


Figure 18 Scenario D

7.5 Treatment Cost Considerations

The individual scenarios and phased alternatives are analyzed based on total present worth below. Note that scenarios cannot be evaluated based on net present worth alone because some scenarios provide a greater level of redundancy, reliability, etc. However, the net present worth evaluation helps to clarify the cost of the enhanced features and flexibility. Results of the scenarios present worth analysis are given in Table 7.1.

Table 7.1 Net Present Worth Summary

Description	Opinion of probable Project Cost
<i>Scenario A – Alt L1 (EA) & Alt S4 (AS, LLA)</i>	\$108,650,000
Phase 1	\$65,300,000
Future Phases	\$43,350,000
<i>Scenario B – Alt L4 (EBIO) & Alt S1 (ASH, SS, LLA)</i>	\$119,860,000
Phase 1	\$42,410,000
Future Phases	\$77,450,000
<i>Scenario C – Alt L4 (EBIO) & Alt S1 (ASH, DW, CS)</i>	\$120,340,000
Phase 1	\$76,910,000
Future Phases	\$43,430,000
<i>Scenario D – Alt L3 (MBR) & Alt S1 (ASH, LLA)</i>	\$99,510,000
Phase 1	\$72,180,000
Future Phases	\$27,330,000

The city staff requested that an OM&R opinion of cost be put together primarily based on the three liquid treatment alternatives: extended aeration (EA), integrated fixed film activated sludge (IFAS), and membrane bioreactor (MBR). As stated in section 6, these do not include OM&R costs for liquid treatment that are common to all three processes. Table 7.2 summarizes the opinion of O,M&R cost for the three liquid treatment alternatives and is converted to a net present worth value for the 20 year planning period for comparison purposes. An interest rate of 5 percent was used.

Table 7.2 Net Present Worth Liquid Treatment OM&R

Alternative	OM&R Annual Cost	OM&R Annual Cost (No Tertiary)	OM&R Net Present Worth	OM&R Net Present Worth (No Tertiary)
Extended Aeration (EA)	\$931,000	\$791,000	\$13,117,790	\$11,145,190
Integrated fixed film activated sludge (IFAS)	\$1,201,000	\$1,011,000	\$16,922,090	\$14,244,990
Membrane Bioreactor (MBR)	\$1,093,000	\$1,053,000	\$15,400,370	\$14,836,770

Table 7.3 summarizes the advantages and disadvantages of each scenario.

Table 7.3 Scenarios Advantages/Disadvantages Summary

	Advantages	Disadvantages
Scenario A	- Provides redundant clarifiers and extended aeration basins for operational flexibility. - Provides expanded capacity. - Increased depth in final clarifiers for phosphorous removal (future regulations) - Utilize existing Biolac for aerated sludge holding.	Could potentially alter the hydraulics of the system (further hydraulic analysis should be performed)
Scenario B	- Ability to upgrade existing infrastructure and continue to use while striving for a more affordable liquid treatment project. - Similar to Scenario A, new clarifiers and one EA basin allow for redundancy.	- Does not address capacity on a 20 year basis, but rather out to 2035. This means the future phase project would need to take place before 2035 to address the Biolac basin capacity. - Solids treatment infrastructure would need to take up more footprint on

		existing Cell No. 3 while Biolac is upgraded and maintained. • Need to build sludge holding tanks as opposed to using existing infrastructure on site. • Continue to liquid land (future PFAS regulations and potential lack of farmers wanting the biosolids)
Scenario C	• Liquids treatment advantages are similar to that of Scenario B. • Solids treatment uses dewatering and cake storage which. • Addresses odor issues.	• The disadvantages to phasing and not addressing the capacity on a 20-year basis are similar to that of Scenario B.
Scenario D	• Clarifiers are eliminated • Provides redundancy • Enhanced liquids-solids separation for improved phosphorous removal (future regulations) • Lower TSS from MBR effluent will improve UV disinfection	• Expensive technology • High effluent quality is not required for current or future anticipated discharge limits • Liquid land apply until Phase 2.

8.0 CONCLUSIONS AND RECOMMENDATIONS

8.1 Conclusions

During the development of this study, key issues were analyzed based on increase flows and loads, existing WWTF condition, future regulations, and all in conjunction with information obtained from the original Master Plan. These issues are listed below and have resulted in recommendations, which are presented later in this section.

- The existing clarifiers have reached both their hydraulic capacity and end of their useful life.
- The existing clarifiers cannot be isolated or taken down for service, which does not provide sufficient reliability or meet redundancy requirements.
- Various treatment components are either at capacity or near capacity.

- There have been odor complaints related to the facility, and the primary odor contributor is the FSB.
- Future nutrient limits are not anticipated to take place soon, but if limits are implemented, the secondary treatment system has limited flexibility for supplementing biological phosphorous removal and/or total nitrogen removal.
- Treatment scenarios are based upon a 2045 planning period with a population equivalent of 37,580.
- Scenarios B and C provide the most affordable liquid treatment phase 1 alternative but only addresses capacity out to 2035. A Phase 2 would need to be implemented prior to 2035.
- Scenarios A and D both address capacity and redundancy issues out to 2045.
- Scenario D is the most expensive treatment alternative, but it also addresses both capacity, redundancy, and future regulations concerns.

8.2 Recommendations

8.2.1 General Considerations

- Effluent nutrient standards and limits should be closely monitored.
- The city must decide whether to complete all the improvements or phase the improvements.
- Funding programs should be explored for project funding.

8.2.2 Specific Recommendations

- Scenario A is the preferred alternative and should be included in the Capital Improvements Plan (CIP) based on the two phases (liquids and solids) identified.
- The City should move forward with Scenario B only if the Scenario A is cost prohibitive. For Scenario B, the city staff shall monitor the capacity of the Biolac basin after upgrades are made to the system.
- Given the current capacity constraints, proceed with the design for a phased project that addresses the clarifiers in the near term.

8.3 Implementation Schedule

Detailed anticipated implementation schedules were developed for the treatment systems upgrades because these projects are very expensive and complex. The existing clarifier peak hour hydraulic capacity is already exceeded. All scenarios will replace the clarifiers as well as the pretreatment facility to resolve any unidentified hydraulic issues.

Table 8.1 is an estimated schedule for design and construction activities for the WWTF Scenario A and B. The implementation schedule should be defined during the pre-design stage to determine if a single construction season is feasible. Pre-design activities should be initiated early 2025 for construction to take place in 2026.

Table 8.1 Phase 1 Project Schedule

Activity	Anticipated Start Date
Pre-Design/Funding	Spring 2025
Regulatory Review	Summer 2025
Detailed Design	Summer 2025 – Winter 2026
Regulatory Approval	Spring 2026
Bidding	Summer 2026
Construction Submittals	Summer 2026
Construction Work	Fall 2026 – Summer 2028
Improvements Online	Fall 2028

9.0 CAPITAL IMPROVEMENTS PLAN

A CIP identifies capital projects and equipment purchases, illustrates a planning schedule, and provides details and anticipated costs in future years for financial planning. Typically, a CIP can span a term of five to twenty-five years, depending on the needs of the City. The goal is to provide an overall planning tool for municipal departments and policy makers, as well as other local government entities to map a comprehensive and strategic plan and to assist with the entity's annual projected budgeted process.

The Capital Improvements Plan (CIP) for the Mandan WWTF distributes the opinion of project cost over several years to illustrate how expenditures are anticipated over time. Table 9.1 and 9.2 show the projected CIP. Scenario A addresses the overall capacity of the plant out to 2045, with a higher first phase project cost. Scenario B addresses the capacity out to 2035 to provide a more affordable Phase 1 project. Future phases would need to begin in 2034 to address the capacity once again.

Table 9.1 Scenario A CIP

City of Mandan – Capital improvements Plan (CIP) for Wastewater Treatment Facility (WWTF) Scenario A							
Project Description	2023 Opinion of Project Cost	Anticipated Start	Indexed Cost (3.5% Annual Inflation)	2025	2026	2027	2045
3.5% Multiplier	1.0			1.07	1.11	1.15	2.13
Phase 1 – Liquid Treatment	\$60,660,000	2025	\$67,750,000	\$6,500,000	\$40,360,000	\$20,890,000	
Phase 1 – Solids Treatment	\$4,640,000	2025	\$5,190,000	\$500,000	\$3,090,000	\$1,600,000	
Phase 1 Subtotal	\$65,300,000		\$72,940,000	\$7,000,000	\$43,450,000	\$22,490,000	
Future Phase – Liquid Treatment	\$25,800,000	2045	\$55,000,000				\$55,000,000
Future Phase – Solids Treatment	\$17,550,000	2045	\$37,410,000				\$37,410,000
Future Phase Subtotal	\$43,350,000		\$92,410,000				\$92,410,000

Table 9.2 Scenario B CIP

City of Mandan – Capital improvements Plan (CIP) for Wastewater Treatment Facility (WWTF) Scenario B									
Project Description	2023 Opinion of Project Cost	Anticipated Start	Indexed Cost (3.5% Annual Inflation)	2025	2026	2027	2034	2035	2036
3.5% Multiplier	1.0			1.07	1.11	1.15	1.46	1.51	1.56
Phase 1 – Liquid Treatment	\$42,410,000	2025	\$47,370,000	\$4,550,000	\$28,220,000	\$14,600,000			
Phase 1 Subtotal	\$42,410,000		\$47,370,000						
Future Phase – Liquid Treatment	\$43,430,000	2034	\$66,110,000				\$6,350,000	\$39,380,000	\$20,380,000
Future Phase – Solids Treatment	\$34,020,000	2034	\$51,790,000				\$4,970,000	\$30,850,000	\$15,970,000
Future Phase Subtotal	\$77,450,000		\$117,900,000				\$11,320,000	\$70,230,000	\$36,350,000



TECHNICAL MEMORANDUM

To: Jarek Wigness, PE,
City Engineer
City of Mandan, ND

From: Zac Ranisate, PE,
Project Manager

Jason Benson, PE,
Senior Project Manager
AE2S, LLC

Re: **2023 WWTF Master Plan Update – Green Field Analysis**

Date: February 11, 2025

EXECUTIVE SUMMARY

This technical memorandum provides an update to the 2023 Mandan Wastewater Treatment Facility (WWTF) Master Plan Update and evaluates two new alternatives for addressing Mandan's wastewater treatment needs. The primary objectives are to refine cost opinions, update project timelines, and assess the feasibility of two additional alternatives:

- Update the opinions of cost for two (2) of the treatment alternatives outlined in the 2023 WWTF Master Plan Update that the City felt were most beneficial for their needs.
- Revise the project timeline with milestones for the Construction Manager at Risk (CMAR) delivery method which the City has expressed interest in pursuing for the project.
- Alternative 1: Assess the feasibility of a Green Field WWTF Treatment Alternative, including site selection, infrastructure considerations, and opinion of cost.
- Alternative 2: Assess the feasibility, opinions of cost, and infrastructure requirements for transferring Mandan's wastewater to the City of Bismarck WWTF for treatment.

The analysis aims to equip the City of Mandan with the information necessary to make an informed decision that balances operational efficiency, sustainability, and fiscal responsibility.

Opinion of Cost Updates for Liquid and Solids Treatment

Based upon a review of the liquid and solids treatment alternatives presented in the Master Plan Update, the Extended Aeration (EA) and Membrane Bioreactor (MBR) processes were chosen for liquid treatment options. Various solids treatment alternatives were considered and narrowed to a configuration that includes aerated sludge holding, dewatering, and cake storage. Updated opinions of probable cost for both liquid treatment alternatives and the solids treatment alternative are presented in this memorandum.

CMAR Delivery Method Timeline

ACTIVITY	ANTICIPATED START DATE
SOQ/Engineering Contract	February 2025 – April 2025
Pre-Design/Funding	Summer 2025
CMAR Contract	Fall 2025
Detailed Design	Fall 2025 – Spring 2027
CMAR GMP	Spring 2027
Construction Submittals	Summer 2027
Construction Work	Fall 2027 – Fall 2029
Improvements Online	Fall 2029

Alternative 1: Green Field WWTF

The evaluation of Alternative 1 revealed significant challenges and costs associated with relocating the WWTF to Site 2. The estimated cost of this alternative exceeds \$200 million, driven by the need for new infrastructure, utility rerouting, and extensive permitting. Challenges include topographic constraints, complex river and state park crossings, and the relocation of utilities. The permitting process alone introduces substantial delays, making this option incompatible with the city's immediate need for upgrades to its existing WWTF.

Alternative 2: Pumping Wastewater to Bismarck

Alternative 2 involves constructing a 5.3-mile forcemain to transfer Mandan's wastewater to the Bismarck WWTF. While technically feasible, this option presents considerable financial and operational hurdles. The Missouri River crossing, necessary to connect the two cities, would require costly trenchless construction methods and face uncertain permitting timelines.

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Additionally, hydraulic challenges along the route necessitate high-capacity pump stations or equalization infrastructure, which adds cost and potential for odor issues.

The analysis found that with a nearly \$60 million dollar investment in a lift station and forcemain to convey the flow to the City of Bismarck's WWTF the total capital investment could be between \$150 to \$200 million given that the capital investment in treatment and future expansion at the Bismarck WWTF could be considered as a similar cost to building the necessary expansion in Mandan. Furthermore, the uncertainty surrounding permitting and potential capacity constraints at the Bismarck WWTF introduces additional risks.

Recommendations

Given the immediate condition and capacity needs of the existing WWTF, upgrading the current facility remains the most viable path forward. This approach offers cost savings, operational continuity, and the opportunity to address long-standing issues, such as odor reduction and the elimination of liquid land application. It aligns with Mandan's long-term planning goals and provides the best balance of financial responsibility and community benefit. Selecting the MBR liquid treatment alternative with solids treatment that includes dewatering, the City can address urgent capacity and condition needs, reduce odor concerns, ensure compliance with future regulatory requirements, mitigate risk associated with biosolids disposal, and provide the best potential for reuse. This approach represents the most feasible, cost-effective, and community-focused solution for Mandan's wastewater treatment needs.

INTRODUCTION

In October of 2023, the Mandan Wastewater Treatment Facility (WWTF) Master Plan Update Report was completed and presented to the City of Mandan staff, including the mayor and portfolio holder, a representative on the city commission assigned to oversee the wastewater treatment plant, acting as a liaison between the commission, city staff, and the community. At that time, it was decided to pause further action until after the November elections and the resolution of North Dakota Measure #4, ensuring that any decisions would reflect the perspectives of new city leadership and updated public priorities. This approach allowed for a comprehensive review under the guidance of the newly elected mayor and portfolio holder ensuring alignment with the community's evolving needs.

The city requested AE2S to update the technical memorandum. This memorandum provides updates to the 2023 Mandan Wastewater Treatment Facility (WWTF) Masterplan Update and evaluates a Green Field WWTF Alternative as well as a new option for wastewater management: pumping Mandan's wastewater to the City of Bismarck for treatment. The objectives of this memorandum are to:

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- Update the opinions of cost for two (2) of the treatment alternatives outlined in the 2023 WWTF Master Plan Update that the City felt were most beneficial for their needs.
- Revise the project timeline with milestones for the Construction Manager at Risk (CMAR) delivery method.
- Alternative 1: Assess the feasibility of a Green Field WWTF Treatment Alternative, including site selection, infrastructure considerations, and opinion of cost.
- Alternative 2: Assess the feasibility, opinions of cost, and infrastructure requirements for transferring Mandan's wastewater to the City of Bismarck WWTF for treatment.

This expanded evaluation aims to ensure that the City of Mandan can make an informed decision that balances operational efficiency, long-term sustainability, and community priorities.

UPDATES TO THE 2023 WWTF MASTER PLAN UPDATE

Liquid Treatment

The **Extended Aeration (EA)** and **Membrane Bioreactor (MBR)** technologies both provide effective liquid treatment solutions, but they come with different benefits and challenges.

The EA process is the most similar operationally to the existing system and is simple to operate with lots of forgiveness for variable conditions. The biological treatment basins are larger due to the extended retention time and clarifiers are required for settling solids. Tertiary filtration is recommended to reliably meet low-level nutrient limits.

The MBR process combines biological treatment with membrane filtration, offering a tertiary-quality effluent without the additional steps of clarification and tertiary filtration. MBR systems have the most compact footprint and provide consistent performance for variable conditions like the EA process. While the MBR provides a significant footprint savings, it is a process that relies heavily on automation and requires chemicals for membrane cleaning.

The decision between EA and MBR largely depends on the City's priorities – whether that's treatment quality, space availability, operations, or long-term cost considerations. While EA might be more cost-effective and simpler operationally when tertiary filtration isn't needed, the MBR process provides a higher quality effluent for stricter effluent standards and potential reuse opportunities.

Solids Treatment

The EA and MBR options both include solids treatment alternatives comprising of aerated sludge holding, dewatering, and cake storage. This addition is critical for the City of Mandan, as it addresses the challenges of liquid land application, which has been increasingly problematic. The city faces difficulty in securing farm fields for land application, and even more concerning is the growing awareness of **PFAS** (per- and polyfluoroalkyl substances) contamination associated

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with land application of wastewater solids. PFAS compounds are persistent in the environment and are a significant concern for public health and environmental safety, making land application a less viable option.

Implementing a dedicated solids treatment system will also play a key role in reducing odors related to the sludge storage pond, which have been a longstanding issue at the current plant. The city has struggled with odor complaints from nearby residents, and this new treatment system will help mitigate that concern, improving the ambient environment around the plant.

Furthermore, the solids treatment infrastructure positions the city for future regulatory compliance, ensuring it can meet evolving environmental standards. By eliminating the need for liquid land application and reducing odor, the city can proactively address community concerns while also improving its wastewater management system. This upgrade will ensure that Mandan can handle future growth and meet regulatory requirements in a sustainable and community-friendly manner.

Updated Opinion of Cost

Extended Aeration (EA) and Solids Buildout

Table 1 EA and Solids Buildout OPPC

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Mandan WWTF Expansion Project - Extended Aeration and Full Solids Build Out					
2024					
Item #	Description	Unit	Unit Price	Quantity	Total Cost
1	Insurance, Bonds, Mobilization, Travel Ect.	LS	\$ 4,292,000	1	\$ 4,292,000
Liquids Treatment					
2	Site Work	LS	\$ 2,000,000	1	\$ 2,000,000
3	Yard Piping	LS	\$ 3,000,000	1	\$ 3,000,000
4	Existing System Modifications	LS	\$ 1,000,000	1	\$ 1,000,000
5	Pretreatment	LS	\$ 5,000,000	1	\$ 5,000,000
6	Splitter Structure	LS	\$ 300,000	1	\$ 300,000
7	Secondary Biological Treatment	LS	\$ 8,465,000	1	\$ 8,465,000
8	Final Clarifiers	LS	\$ 4,000,000	1	\$ 4,000,000
9	Process Building	LS	\$ 4,195,000	1	\$ 4,195,000
10	Biological P Removal	LS	\$ 1,400,000	1	\$ 1,400,000
11	Tertiary Treatment	LS	\$ 4,500,000	1	\$ 4,500,000
12	Effluent Pumping/UV	LS	\$ 2,000,000	1	\$ 2,000,000
13	Mechanical	LS	\$ 1,500,000	1	\$ 1,500,000
14	Electrical/I&C	LS	\$ 5,000,000	1	\$ 5,000,000
Liquids Treatment Subtotal					\$ 42,360,000
Solids Treatment					
15	Site Work	LS	\$ 1,500,000	1	\$ 1,500,000
16	Yard Piping	LS	\$ 1,000,000	1	\$ 1,000,000
17	Aerated Sludge Holding	LS	\$ 6,500,000	1	\$ 6,500,000
18	Dewatering	LS	\$ 3,500,000	1	\$ 3,500,000
19	Cake Storage	LS	\$ 3,250,000	1	\$ 3,250,000
20	Mechanical	LS	\$ 750,000	1	\$ 750,000
21	Electrical/I&C	LS	\$ 2,450,000	1	\$ 2,450,000
Solids Treatment Subtotal					\$ 18,950,000
22	Unidentified Design Elements			30%	\$ 19,680,600
Construction Subtotal					\$ 85,282,600
Construction Contingency 10%					\$ 8,529,000
Opinion of Total Probable Construction Costs (2024\$)					\$ 93,820,000
Opinion of Total Probable Construction Costs (2028\$)					\$ 109,760,000
Engineering, Legal, and Administrative Costs					\$ 10,300,000
GRAND TOTAL PROJECT COST					\$ 120,060,000

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Membrane Bioreactor (MBR) and Solids Buildout

Table 2 MBR and Solids Buildout OPPC

Mandan WWTF Expansion Project - MBR and Full Solids Build Out						
Item #	Description	Unit	2024		Quantity	Total Cost
			Unit Price			
1	Insurance, Bonds, Mobilization, Travel Ect.	LS	\$ 4,134,000		1	\$ 4,134,000
Liquids Treatment						
2	Site Work	LS	\$ 1,800,000		1	\$ 1,800,000
3	Yard Piping	LS	\$ 2,000,000		1	\$ 2,000,000
4	Existing System Modifications	LS	\$ 750,000		1	\$ 750,000
5	Pretreatment	LS	\$ 5,000,000		1	\$ 5,000,000
6	Fine Screening	LS	\$ 3,500,000		1	\$ 3,500,000
7	Splitter Structure	LS	\$ 300,000		1	\$ 300,000
8	Secondary Biological Treatment	LS	\$ 6,050,000		1	\$ 6,050,000
9	Process Building	LS	\$ 13,000,000		1	\$ 13,000,000
12	Mechanical	LS	\$ 2,000,000		1	\$ 2,000,000
13	Electrical/I&C	LS	\$ 5,700,000		1	\$ 5,700,000
Liquids Treatment Subtotal						\$ 40,100,000
Solids Treatment						
14	Site Work	LS	\$ 1,500,000		1	\$ 1,500,000
15	Yard Piping	LS	\$ 1,000,000		1	\$ 1,000,000
16	Aerated Sludge Holding	LS	\$ 6,500,000		1	\$ 6,500,000
17	Dewatering	LS	\$ 3,500,000		1	\$ 3,500,000
18	Cake Storage	LS	\$ 3,250,000		1	\$ 3,250,000
19	Mechanical	LS	\$ 750,000		1	\$ 750,000
20	Electrical/I&C	LS	\$ 2,450,000		1	\$ 2,450,000
Solids Treatment Subtotal						\$ 18,950,000
21	Unidentified Design Elements				30%	\$ 18,955,200
Construction Subtotal						\$ 82,139,200
Construction Contingency 10%						\$ 8,214,000
Opinion of Total Probable Construction Costs (2024\$)						\$ 90,360,000
Opinion of Total Probable Construction Costs (2028\$)						\$ 105,710,000
Engineering, Legal, and Administrative Costs						\$ 9,900,000
GRAND TOTAL PROJECT COST						\$ 115,610,000

Updated Project Timeline

Table 3 Updated Project Timeline

ACTIVITY	ANTICIPATED START DATE
SOQ/Engineering Contract	February 2025 – April 2025
Pre-Design/Funding	Summer 2025
CMAR Contract	Fall 2025
Detailed Design	Fall 2025 – Spring 2027
CMAR GMP	Spring 2027
Construction Submittals	Summer 2027
Construction Work	Fall 2027 – Fall 2029
Improvements Online	Fall 2029

ALTERNATIVE 1: EVALUATION OF GREEN FIELD WWTF TREATMENT ALTERNATIVE

Site Identification and Suitability Analysis

Preliminary Site Selection

When identifying potential sites for the Green Field WWTF, the primary objective was to locate areas with relatively low elevations or elevations similar to the existing WWTF site. This approach

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aligns with common wastewater treatment plant design practices, which typically place such facilities at low points in the surrounding topography. Locating the plant at a lower elevation minimizes pumping requirements, optimizes gravity flow in the collection system, and reduces overall operational costs.

The evaluation focused on areas south of the existing plant, as Mandan's existing collection system either gravity flows or is pumped to the current WWTF. Extending this flow direction southward is the most feasible approach, ensuring alignment with the city's existing infrastructure and master planning efforts. This strategic focus also leverages the existing system's design, minimizing the need for significant reconfigurations while supporting long-term infrastructure planning goals.

Two potential sites were identified for the Green Field WWTF alternative.

Site One

The first site, illustrated in Appendix A - Figure 1, located within a 1.25-mile radius of the existing plant and on the east side of the Heart River, included two parcels that were initially considered due to their proximity and potential for minimizing infrastructure extension costs. However, upon further evaluation, both parcels were deemed unfeasible. One parcel had significant portions within a floodplain, presenting substantial challenges in permitting and compliance with government regulations. The other parcel was subject to a conservation easement tied to Fort Abraham Lincoln State Park, which prohibits development to preserve the scenic integrity of the area. Given these constraints, the site was deemed unfeasible, and further analysis was not pursued. Refer to Appendix B Figure 1 for easement documentation.

Site Two

Given the limitations of the first site, the evaluation shifted to a second location with a focus on moving the WWTF farther away from town and future development. This approach aimed to minimize impacts on residential and commercial growth areas.

During the initial evaluation for site two, illustrated in Appendix A - Figure 2, areas closer to town along the west side of Highway 1806 were considered. However, these locations were ultimately deemed unsuitable due to the topography along 1806 which would position the plant at the crest of a hill, resulting in significant elevation differences that would complicate pumping and discharge operations. This configuration would not only increase operational inefficiencies but also lead to higher infrastructure and maintenance costs. Consequently, the focus shifted to identifying a site farther south at a lower elevation, where infrastructure design could be optimized, and pumping requirements minimized.

The second site is located south of Fort Abraham Lincoln State Park, on the south side of Highway 1806, approximately 3.5 miles from the existing WWTF, as the crow flies. The second

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site was selected as a general area rather than a specific parcel, allowing flexibility for further evaluation of land availability and suitability.

Regardless of the site's proximity to town, the location presents challenges due to its position outside the City of Mandan's extraterritorial area (ETA), which currently ends at the intersection of 19th Street SE and Highway 1806. Being beyond the ETA means the city has limited jurisdiction over zoning and land use for this property. To address this issue, the city may need to negotiate agreements with Morton County to extend its authority or pursue annexation to bring the site within its jurisdiction. This process would likely require coordination with county officials, updates to local land-use plans, and potentially public hearings to ensure compliance with state and local regulations. In addition, the city would need to make sure they are beyond the Morton County's Future Land Use designation of "Limited Open Space". Refer to Appendix A – Figure 3 for the Future Land Use designation in the area of Site 2.

While the second site provides a viable alternative, it is acknowledged that Highway 1806 still presents topography challenges, particularly regarding elevation changes along the route for the proposed infrastructure. These challenges, including their potential impact on forcemain routing and design, will be discussed in the following sections.

Site Suitability Evaluation

Each Site was evaluated for:

- Land Availability
- Topography

Land Availability

The second site identified for the Green Field WWTF alternative spans approximately 200 acres, offering more than sufficient space to meet the long-term needs of the facility. A minimum of 50 acres is recommended to accommodate the treatment processes necessary for an estimated average peak month flow of 3.55 million gallons per day (MGD) in 2045. This area will house the primary treatment infrastructure, including treatment basins, administrative buildings, and necessary utilities. Additionally, the 50-acre minimum provides space for essential buffer zones to minimize impacts on neighboring properties and allows for future capacity expansion to meet projected population growth.

Located outside of commercial and residential development, this site provides ample room for the facility and separation as it's bordered by fields on all four sides. Initial assessments indicate the land is largely undeveloped, and further coordination with landowners will confirm its availability for purchase or easement agreements.

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Topography

The existing WWTF is situated at an elevation of approximately 1,642 feet, while the proposed Site 2 is at a slightly higher elevation of approximately 1,652 feet. While the 10-foot elevation difference at the site itself does not pose significant challenges, the routing of utilities introduces two potential paths, each with unique topographic and logistical considerations. At this stage, more detailed analysis is required to determine which route is better suited for the project. The purpose of this report is to provide a high-level evaluation and present a cost estimate as a range, allowing the City to assess whether Site 2 is a feasible option overall, regardless of the chosen route.

Route 1: Through the State Park and Across the Heart River

Route 1 spans approximately 4.5 miles, traversing through Fort Abraham Lincoln State Park and crossing the Heart River. This shorter alignment minimizes the length of the forcemain, potentially reducing material and construction costs. To address the challenges of crossing the Heart River, trenchless construction methods, such as directional drilling, would likely be required to minimize environmental impacts and protect the riverbank. However, this route introduces complexities, including coordination with State Park officials and regulatory agencies for permitting and easements. These additional requirements could lead to delays and uncertainties in the project timeline.

Route 2: Along Highway 1806

Route 2 follows a longer alignment of approximately 8 miles along Highway 1806, avoiding the Heart River crossing and the State Park entirely. While this route eliminates some regulatory challenges, it introduces significant topographic concerns, with an elevation gain of over 200 feet from the existing master lift station to the site. Refer to Appendix A, Figure 4 for Route 2 Plan and Profile. This elevation change would require a more complex hydraulic design, including strategically placed air release valves (ARVs) at high points to maintain system efficiency. Additionally, the increased pumping head would result in larger pump requirements, leading to higher energy demands and operational costs.

Both routes present unique challenges and benefits, but this report does not attempt to make a recommendation on which alignment is better. Instead, a cost estimate is presented as a range, which accounts for the differing lengths, construction complexities, and operational requirements of the two routes. This approach ensures that the City can determine the overall feasibility of Site 2 as a viable option, without committing to a specific route at this stage. A more detailed analysis, including hydraulic modeling, permitting timelines, and environmental impact studies, would be necessary to identify the preferred route if the City decides to proceed with further evaluation.

Infrastructure Relocation and Rerouting Feasibility

The feasibility of relocating or rerouting essential infrastructure to serve Site 2 was evaluated based on the availability and challenges associated with natural gas, electricity, water service, gravity sewer, and sanitary sewer forcemains. While the evaluation considered two potential forcemain routes—one crossing the Heart River and traversing Fort Abraham Lincoln State Park (Route 1) and another following Highway 1806 (Route 2)—this report does not recommend a specific forcemain route. Both routes present unique challenges and costs, and further detailed analysis is required to determine the optimal alignment.

Additional infrastructure considerations, including utilities and their associated challenges, are detailed below to provide a comprehensive understanding of the feasibility of serving Site 2.

Natural Gas

Natural gas service presents a significant challenge for Site Two. Discussions with a representative from Montana Dakota Utilities (MDU) revealed that their existing gas service ends approximately 1,000 feet north of the intersection of 20th Avenue and County Road 138. Extending a gas line 3.5 miles south along Highway 1806 to Site Two would require a major system rebuild. This effort would involve significant costs and coordination with MDU to upgrade the existing infrastructure and ensure adequate supply to the new facility.

Electricity

Electricity for Site Two would need to be provided by Mor-Gran-Sou Electric Cooperative, as the site falls within their service territory. While Mor-Gran-Sou has infrastructure in the area, extending service to the new WWTF site will require detailed coordination to determine capacity, routing, and costs associated with the electrical connection.

Water Service

The City of Mandan does not currently have water service near Site Two. Extending city water infrastructure to this location would involve significant costs and may not be feasible given the distance from existing services. An alternative option is to tie into the Missouri West Water System, which provides rural water service in the area. Coordination with Missouri West would be required to confirm capacity and the feasibility of providing service to the WWTF site.

Regulatory and Environmental Considerations

Permitting Requirements

The permitting process will involve addressing both the decommissioning of the existing facility and the development of the new WWTF. Key considerations include:

- **Decommissioning Permits:** Permits will be required to decommission and demolish the existing WWTF. This includes ensuring proper handling of residual wastewater and sludge, site cleanup, and compliance with environmental standards.
- **Construction Permits:** Development of the new facility will require local building permits and compliance with construction standards for large-scale infrastructure projects. Coordination with Morton County will be necessary, as the site is outside the City of Mandan's ETA.
- **Stormwater Permits:** A stormwater pollution prevention plan (SWPPP) and associated permits will be required during construction to mitigate runoff and sedimentation impacts.

Effluent Discharge Analysis

Effluent discharge from the proposed WWTF has been analyzed from a high-level perspective:

- **Discharge Location:** The Missouri River will remain the receiving waterbody, ensuring consistency with current discharge practices. The new outfall location will be downstream from the existing site, necessitating updates to the NDPDES permit to reflect this change.
- **Water Quality Standards:** Preliminary findings suggest no significant changes to water quality compliance requirements, as the Missouri River has the assimilative capacity to receive the proposed flows.

Regulatory Review

A high-level review of regulatory requirements and permitting coordination has identified the following key agencies and considerations:

- **North Dakota Department of Environmental Quality (NDDEQ):** The effluent discharge will remain in the Missouri River, albeit at a different location. As a result, significant changes to the NDPDES permit are not anticipated, though modifications will be required to reflect the new outfall location.
- **U.S. Army Corps of Engineers (USACE):** Permits will be necessary for crossing the Heart River with the sanitary sewer forcemains and any associated impacts on waters of the United States. Coordination with USACE will focus on ensuring compliance with federal standards and minimizing environmental impacts.
- **U.S. Environmental Protection Agency (EPA):** Oversight of Clean Water Act compliance through the NDPDES program.
- **U.S. Fish and Wildlife Service:** Review of potential impacts on protected species and habitats, particularly near Fort Abraham Lincoln State Park and the new outfall location.

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- **State Historic Preservation Office (SHPO):** As the site is located near Fort Abraham Lincoln State Park, consultation with SHPO will be required to assess potential impacts on cultural or historic resources.
- **Morton County:** Coordination for zoning, land use, and permitting outside the City of Mandan's ETA. This will involve negotiations or potential annexation efforts to ensure jurisdictional authority over the site.
- **Fort Abraham Lincoln State Park:** Engagement to address potential impacts on park lands and to secure easements for utility routing through the park.

By addressing these regulatory requirements, the City of Mandan can proceed with confidence in meeting compliance standards while minimizing project risks.

Noise and Odor Considerations

High-level findings indicate that noise and odor impacts from the proposed WWTF at Site Two will be minimal. The site is located sufficiently far from residential and commercial development, reducing the potential for disturbances to surrounding communities. Given its distance from the city center, the facility is well positioned to avoid significant noise and odor impacts.

The proposed site allows for the inclusion of buffer zones around the facility, further mitigating any potential noise or odor issues. These buffer zones can be designed with strategic plantings of trees or other vegetation, which will serve to further shield the facility from neighboring areas and reduce the impact of any sounds or smells associated with wastewater treatment processes.

Overall, the combination of distance from development and the ability to implement buffer zones ensures that the proposed WWTF will not pose a significant risk of noise or odor disruptions to nearby residents or businesses.

Feasibility-Level Opinion of Cost

Cost estimates for the Green Field WWTF Treatment Alternative include:

- Land Acquisition
- Construction of New Facility
- Decommissioning and Demolition of Existing Facility
- Infrastructure Connections

The cost analysis for relocating the wastewater treatment facility (WWTF) to Site Two, located south of Fort Abraham Lincoln State Park, suggests that the project would incur significant expenses. Refer to Table 4: Green Field Feasibility -Level Opinion of Cost. At a high level, it is estimated that the total cost would be in a range of \$200 to \$250 million. This estimate includes the major cost drivers associated with infrastructure construction, forcemain rerouting, utility

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connections, and land acquisition, but does not account for the more detailed costs that would emerge during the design phase.

A substantial portion of the cost is attributed to the construction of new infrastructure, particularly the extension and upgrade of the wastewater forcemain. This would involve laying two 24-inch forcemains along an approximately 8-mile route, including the challenging crossing of the Heart River and potential passage through the Fort Abraham Lincoln State Park. Specialized construction techniques such as trenchless methods or directional drilling would be necessary to mitigate environmental impacts and ensure the integrity of the existing infrastructure, which significantly drives up costs.

Additionally, the relocation of the WWTF would require extensive site development and utility connections, including negotiations with Morton County to extend jurisdiction and potentially annex the site into Mandan's extraterritorial area (ETA). This administrative process could introduce further costs and delays. The topography of the site also presents challenges for utility installation, particularly the elevation change along Highway 1806, which would necessitate additional infrastructure to manage pressure variations, further adding to both the upfront and long-term costs.

At a very high level, the cost to relocate the WWTF to Site Two far exceeds the estimated cost to rebuild at the existing location. This figure is an estimate, and the actual cost could be higher depending on the specific requirements of the project, such as regulatory permitting, environmental mitigation, and unforeseen challenges that arise during design and construction. Given the magnitude of the costs and the complexities associated with infrastructure, land acquisition, and permitting, this option does not appear to be a feasible solution for the city of Mandan at this time.

Table 4 Green Field Feasibility-Level Opinion of Cost

Item	Cost
Insurance, Bonds, Mobilizations	\$5M-\$10M
Land Acquisition	\$2M-\$4M
Utilities/Infrastructure Water Service Forcemain Natural Gas Electricity Tele/fiber	\$40-\$80M
Master Lift Station	\$25M-\$30M
New WWTF	\$90-\$100M
Decommission Existing WWTF	\$3M-\$5M
Permitting and Negotiating	\$2M-\$3M
Engineering/Legal/Administrative (20%)	\$33M-\$46M
Opinion of Probable Project Cost	\$200M-\$278M

ALTERNATIVE 2: EVALUATION OF PUMPING TO BISMARCK

As part of the high-level evaluation of alternatives to address Mandan’s wastewater treatment needs, the option of pumping wastewater to the City of Bismarck’s Wastewater Treatment Facility (WWTF) was explored. This option was reviewed to determine its feasibility, cost implications, and alignment with Mandan’s long-term infrastructure goals. Conversations with the City of Bismarck staff were conducted to gauge initial interest and potential challenges associated with this alternative. While Bismarck staff did not provide an absolute objection to the concept, their feedback indicated that further analysis would be necessary to assess the capacity of their existing WWTF and the infrastructure improvements required to accommodate Mandan’s flows.

This section provides a high-level review of the technical, regulatory, and financial considerations associated with this alternative. The evaluation also addresses the complexities of routing a forcemain under the Missouri River and the challenges related to intercity coordination, permitting, and timeline uncertainties. While the concept was not immediately ruled out, the findings highlight significant challenges that may render this alternative impractical when compared to upgrading Mandan’s existing WWTF.

Bismarck WWTF Capacity Assessment

Based on input from Bismarck WWTF staff, once the Flow Equalization project is completed in 2026, the facility will have a permitted capacity of approximately 13 MGD. Currently, the plant treats an average daily flow of around 7 MGD, leaving roughly 6 MGD of available capacity under normal operating conditions. However, peak events can significantly reduce this margin, with peak hourly flows reaching 15–20 MGD and the system being capable of handling up to 22 MGD with flow equalization. Recent data indicate that, in the past two years, the facility has experienced a peak day of 10.1 MGD and a peak month of 7.8 MGD.

The plant's design projects an average annual flow of about 9 MGD for 2039, and incorporating Mandan's wastewater would exceed this projection, placing additional strain on critical processes. For instance, operating at a flow near 13 MGD would reduce the disinfection contact chamber's detention time to only 20 minutes—a situation that requires careful management. Furthermore, the increased flows would challenge the three existing final clarifiers' ability to maintain compliance on TSS levels, likely necessitating the addition of a clarifier splitter box or even a fourth clarifier. In pretreatment, a fourth drum screen might also be required to handle peak flows while maintaining redundancy per regulatory standards.

Beyond the liquid treatment processes, the solids handling system would also be significantly impacted. The expected 30% increase in solids loading from Mandan's connection would overwhelm the current configuration, reducing redundancy in the digesters and necessitating an expansion of the dewatering pad. Although the screw press and dewatering processes could technically manage the increased loads, additional staffing hours would be required to accommodate the changes.

Overall, incorporating Mandan's wastewater would consume a significant portion of Bismarck's future growth capacity, potentially exceeding the 2039 basis of design for flow, BOD, and TSS loading. A more detailed evaluation would be required to fully quantify these impacts, but current assessments indicate that connecting Mandan's flows poses substantial capacity and operational challenges for the Bismarck WWTF.

Technical Feasibility

One of the most significant challenges of pumping wastewater from Mandan to the Bismarck WWTF is the need to route a pipeline beneath the Missouri River. To achieve this, trenchless technology such as horizontal directional drilling (HDD) would be required. A high level route feasibility analysis was completed for routing the proposed forcemain over to Bismarck's WWTF. Refer to Appendix A Figure 5. While HDD is a reliable method for crossing rivers, it comes with inherent complexities. The subsurface conditions beneath the river must be carefully studied to

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ensure the stability of the bore path and to avoid risks such as collapse or settlement during construction. Furthermore, the permitting process for a river crossing involves multiple regulatory agencies, including the U.S. Army Corps of Engineers and state environmental authorities. These approvals can take years to obtain and carry no guarantees, particularly for projects near sensitive waterways like the Missouri River. The environmental risks associated with such construction, such as sediment disruption or accidental drilling fluid releases, add further layers of scrutiny and complexity to the permitting process.

Beyond the river crossing, the distance and elevation changes between Mandan and Bismarck introduce additional technical hurdles that complicate the feasibility of pumping wastewater to Bismarck's WWTF. Although the existing Mandan WWTF and the Bismarck WWTF are at nearly the same elevation, the forcemain would need to remain sufficiently deep to pass under the Missouri River. This depth requirement is driven by regulatory and environmental considerations, including the need to minimize disturbance to the riverbed and avoid impacting the stability of the riverbanks.

Furthermore, the route would need to avoid disturbing any houses or structures in the Whispering Bay Development, necessitating careful alignment and possibly trenchless construction methods such as horizontal directional drilling. These methods, while technically feasible, significantly increase construction complexity and cost.

Once the river crossing is completed, the forcemain would span approximately 5.3 miles from the existing master lift station in Mandan to the Bismarck WWTF. The pressure demands associated with this distance, coupled with the need to overcome localized elevation changes along the route, would require substantial upgrades to the pumping infrastructure. This includes installing high-capacity pumps capable of managing the hydraulic demands and pressure surges, as well as strategically placing air release valves (ARVs) to prevent air entrapment and maintain system efficiency.

Further investigation is required to determine the precise routing of the forcemain to the Bismarck WWTF. Elevation variations along the route present additional complexities, requiring either multiple pumping stations or a high-capacity lift station at Mandan's existing WWTF site. This lift station would need to accommodate Mandan's 2045 projected peak hour flows, significantly increasing the energy demands and operational costs over time. Alternatively, flow equalization could be introduced at the pump site to manage peak hour flows; however, this would add substantial costs associated with constructing equalization basins, as well as ongoing concerns related to odor generation from the stored wastewater.

Redundancy would also need to be built into the system to ensure reliable operation and mitigate the risk of failures, further increasing both capital investment and long-term maintenance expenses. These additional design considerations highlight the complexity and high cost of implementing this alternative.

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The timing of these technical and permitting challenges becomes even more critical when considering the current condition of Mandan's WWTF. The plant is in immediate need of upgrades, particularly to the clarifier, which is nearing the end of its operational life. The lack of redundancy in the clarifier system also limits the ability to perform essential maintenance, further compounding the urgency. Given these conditions, the uncertainty surrounding the permitting timeline for the river crossing makes this alternative impractical.

Ultimately, while it is technically feasible to pump wastewater to Bismarck, the challenges of routing the pipeline, obtaining permits, and constructing the necessary infrastructure make this option unworkable within the timeframe needed to address Mandan's pressing wastewater treatment needs. The immediacy of the situation at the existing WWTF highlights the need for solutions that can be implemented without the delays and uncertainties associated with this alternative

Feasibility-Level Opinion of Cost

A high-level evaluation was conducted to assess the feasibility of transferring Mandan's wastewater to Bismarck's WWTF. This assessment considered the necessary infrastructure investments, operational requirements, and long-term financial implications compared to upgrading Mandan's existing WWTF.

This alternative would require significant capital investment, including a new master lift station and a 5.3-mile forcemain with a complex trenchless Missouri River crossing, estimated to cost approximately \$50–\$60 million. Additionally, modifications to some treatment processes at Bismarck's WWTF would be necessary at the time of connection to accommodate the increased flow, with infrastructure costs estimated in the range of \$20–\$30 million. However, Bismarck's current expansion is being designed to meet projected wastewater flows through 2039. Accepting Mandan's flow would exceed that projection, potentially requiring Bismarck to accelerate its next expansion, increasing the overall capital investment. Ultimately making the capital investment for treatment at the Bismarck WWTF similar to a new facility in Mandan. The total capital investment for treatment and for the lift station and forcemain could be between \$150 and \$200 million.

Beyond initial construction, this approach would introduce ongoing operational and financial commitments. Mandan would be responsible for maintaining the forcemain and lift station, as well as covering electricity, routine maintenance, and future repairs. Additionally, treatment at Bismarck's WWTF would come with ongoing utility payments, which are expected to rise over time due to inflation, regulatory changes, and the financial impact of an expedited facility expansion.

A more detailed cost estimate over a 20-year life cycle cannot be completed at this time due to a variety of unknowns. Key factors that would need to be further evaluated include:

- The long-term rate structure Bismarck would apply to Mandan's wastewater treatment, including potential surcharges for higher-strength flows.
- Future regulatory changes that could impact treatment costs and infrastructure requirements at both facilities.
- The timing and scale of additional expansions at Bismarck's WWTF if Mandan's flow accelerates capacity needs beyond their current 2039 design horizon.
- The cost and feasibility of securing all necessary permits for the Missouri River crossing and associated infrastructure.
- The long-term maintenance and replacement needs for the forcemain and lift station, as well as how those costs compare to continued investment in Mandan's existing WWTF.

Considering these factors, it is evident that transferring wastewater to Bismarck is not a practical or cost-effective solution at this time. The required infrastructure investment, combined with ongoing operational costs and long-term reliance on Bismarck's system, presents significant challenges.

SUMMARY AND RECOMMENDATIONS

Summary of Findings

After a comprehensive evaluation of the Green Field WWTF Treatment Alternative at Site 2, several significant challenges and complexities have been identified that make the relocation of the plant economically unfeasible. The total cost estimate for relocating the facility to Site 2 is a minimum of \$200 million. This high cost is driven by a combination of factors including the need for extensive forcemain rerouting, the topography of the area, and permitting requirements. Specifically:

- **Forcemain Routing:** The required rerouting of the forcemain to Site 2 would involve complex and costly methods, including the crossing of the Heart River and a state park, necessitating trenchless installation methods and coordination with regulatory agencies.
- **Topography:** The significant elevation changes along Highway 1806 and the challenges posed by routing utilities over these elevations would require additional infrastructure such as air release valves (ARVs) and potentially more powerful pumps, increasing operational costs.
- **Permitting and Regulatory Considerations:** There are multiple permitting challenges, including environmental reviews, regulatory compliance, and potential easement negotiations. These factors would extend the project timeline and further add to the overall cost.

- **Infrastructure Relocation:** The utilities necessary for Site 2 (natural gas, water, electricity) would require significant infrastructure upgrades and reconfigurations, further complicating the feasibility of this site.

An evaluation of pumping wastewater to Bismarck's WWTF was also conducted. While Bismarck staff expressed openness to reviewing the idea, the high-level analysis indicated that this option is similarly not feasible. The challenges of constructing a forcemain under the Missouri River, combined with the uncertainty of obtaining necessary permits, present substantial risks. Furthermore, Bismarck's existing WWTF would require significant upgrades to handle the additional flow from Mandan, further driving up costs and extending timelines.

In light of these findings, the cost to relocate the WWTF to Site 2 or pump wastewater to Bismarck far exceeds the costs associated with upgrading the existing facility. Both alternatives present substantial risks, including permitting delays, operational challenges, and high financial burdens. Upgrading the existing WWTF remains the most practical and cost-effective solution for addressing Mandan's wastewater treatment needs.

Recommendations

Given the substantial costs, complexities, and immediate operational needs, it is recommended to proceed with upgrading the existing WWTF at its current location, utilizing the Membrane Bioreactor (MBR) option combined with the full solids buildout. Both the option to relocate the plant and the possibility of pumping wastewater to Bismarck were explored, but neither option is feasible from a financial or practical standpoint. Below are the key reasons for this recommendation:

- **Long-Term Viability and Nutrient Limits:** The MBR option positions the City to address potential future nutrient limits that may be imposed on municipalities. Its advanced treatment capabilities provide a sustainable, forward-thinking solution that ensures regulatory compliance and environmental stewardship.
- **Lower Cost Compared to Alternatives:** Upgrading the existing facility with MBR is significantly more cost-effective than relocating the plant to Site 2 or pumping wastewater to Bismarck. Relocation costs exceed \$200 million, and pumping wastewater would require extensive pipeline construction, river crossings, and infrastructure upgrades, making both options financially unviable. While the MBR option with full solids buildout is approximately \$4.5 million more than the EA option, it offers superior long-term benefits.
- **Urgency of Upgrades:** The existing plant is nearing the end of its useful life and lacks redundancy in critical components, such as the clarifier and liquid treatment processes, which poses significant operational risks. Capacity is also a pressing concern. Upgrading

the existing facility provides the timeliest action to address these issues, avoiding the delays and uncertainties associated with relocation or pumping to Bismarck.

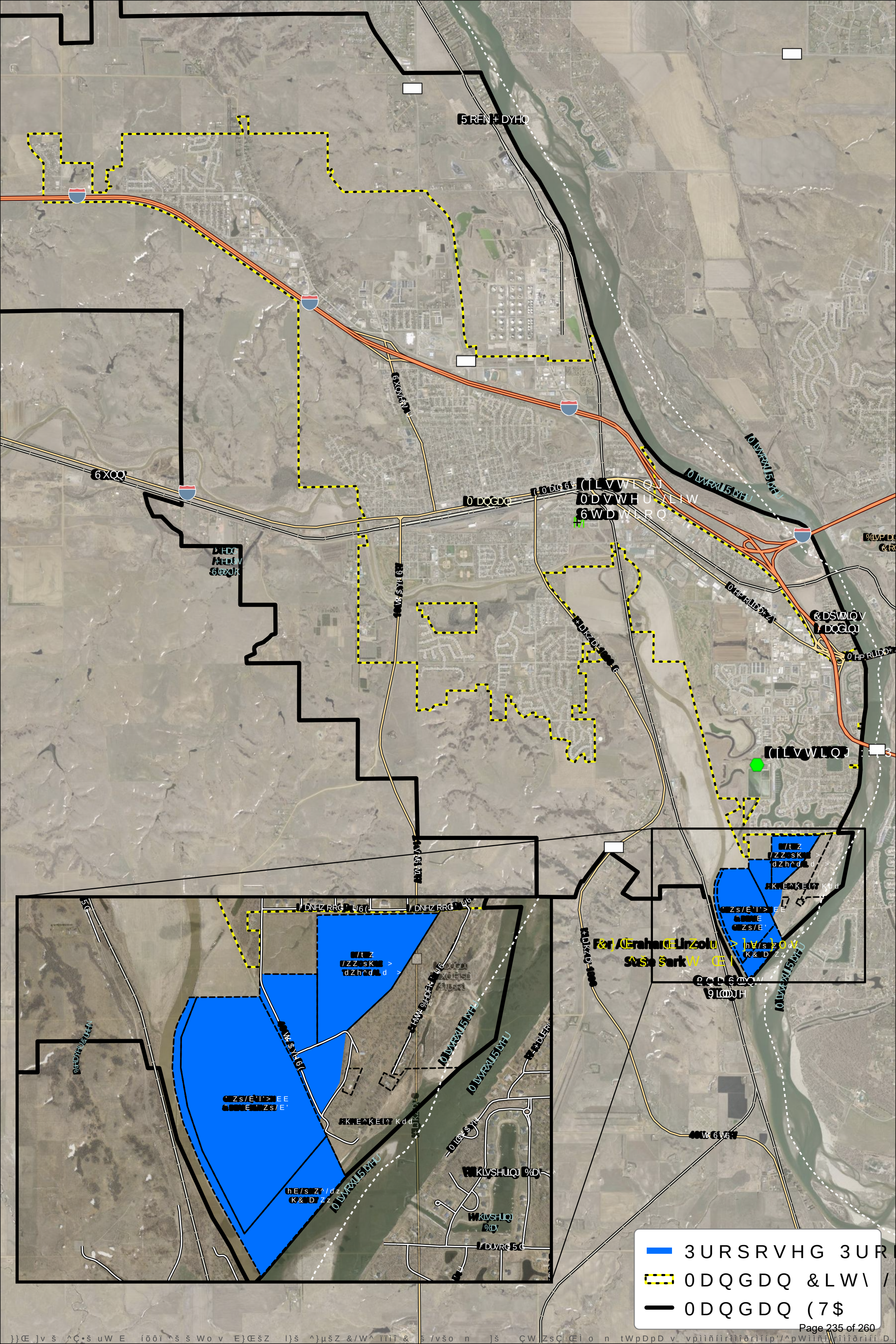
- **Solids Handling and Odor Mitigation:** The full solids buildout under both EA and MBR option utilizes aerated sludge holding in closed and sealed tanks, significantly reducing the potential for odors—a key community concern.
- **Buffer Zone Expansion:** Expanding westward at the existing site creates a larger buffer zone between the plant and nearby residential housing, addressing community concerns about proximity while avoiding costly land acquisition and development at a new location.
- **Existing Infrastructure Integration:** The current collection system and utilities, including power and water, are already integrated with the plant. This minimizes the need for extensive modifications, resulting in cost savings and reduced logistical challenges.
- **Operational Continuity:** Upgrading the existing facility allows the WWTF to continue operations without the significant disruptions that would come with relocation or pumping wastewater to Bismarck. The permitting and construction timelines for these alternatives introduce substantial uncertainties, whereas upgrading the current plant provides a clear and manageable path forward.

By selecting the MBR option with full solids buildout, the City can address urgent capacity and condition needs, reduce odor concerns, and ensure compliance with future regulatory requirements. This approach represents the most feasible, cost-effective, and community-focused solution for Mandan's wastewater treatment needs.

APPENDICIES

- Appendix A: Site Suitability Analysis Maps
 - Figure 1: Site One
 - Figure 2: Site Two
 - Figure 3: Morton County Future Land Use Map
 - Figure 4: Route Two Plan and Profile
 - Figure 5: Bismarck WWTF Forcemain Routing Concepts
- Appendix B: Easement Documentation
 - Figure 1: North Dakota Parks and Recreation Conservation Easement

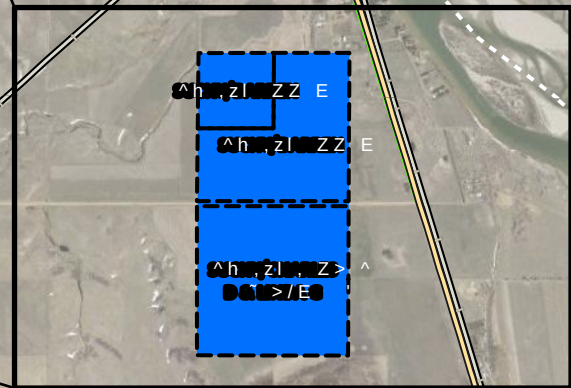
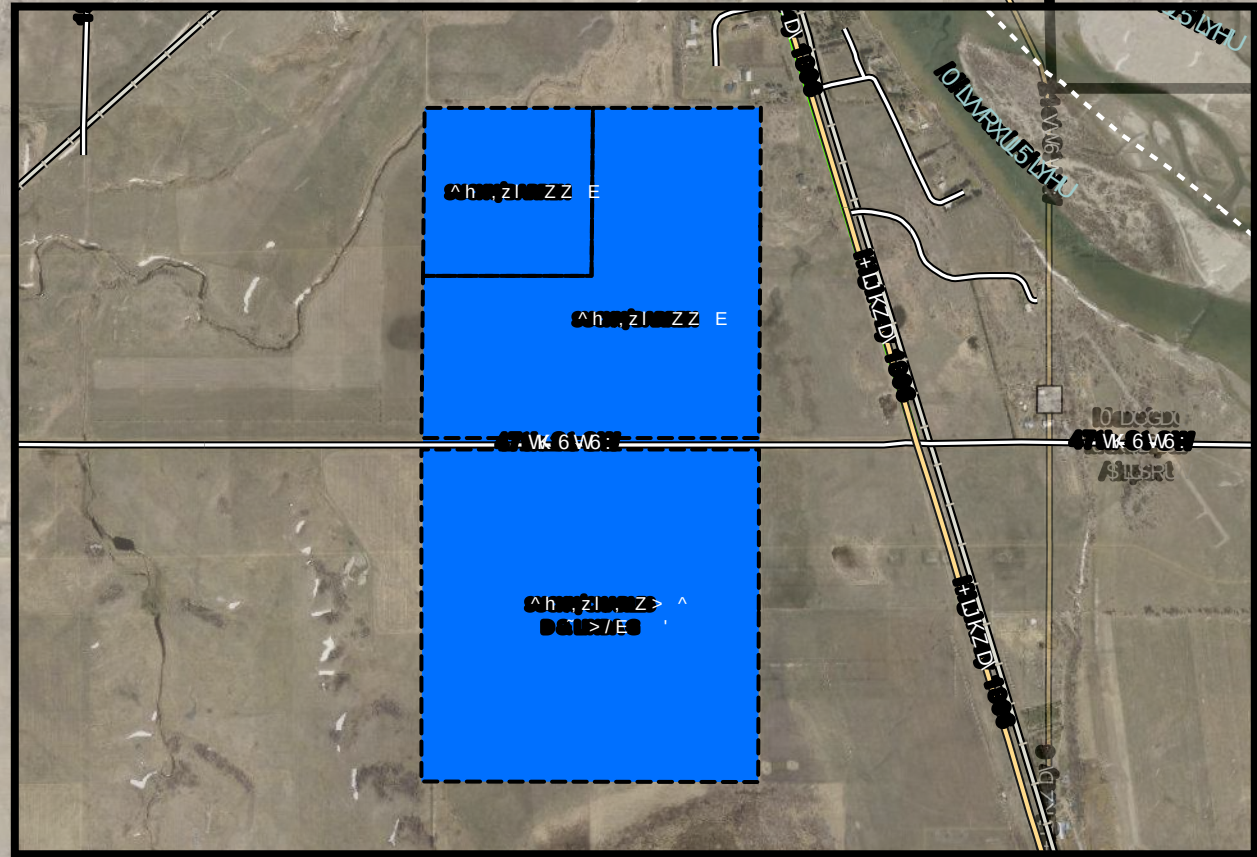
Appendix A - Site Suitability Analysis Maps



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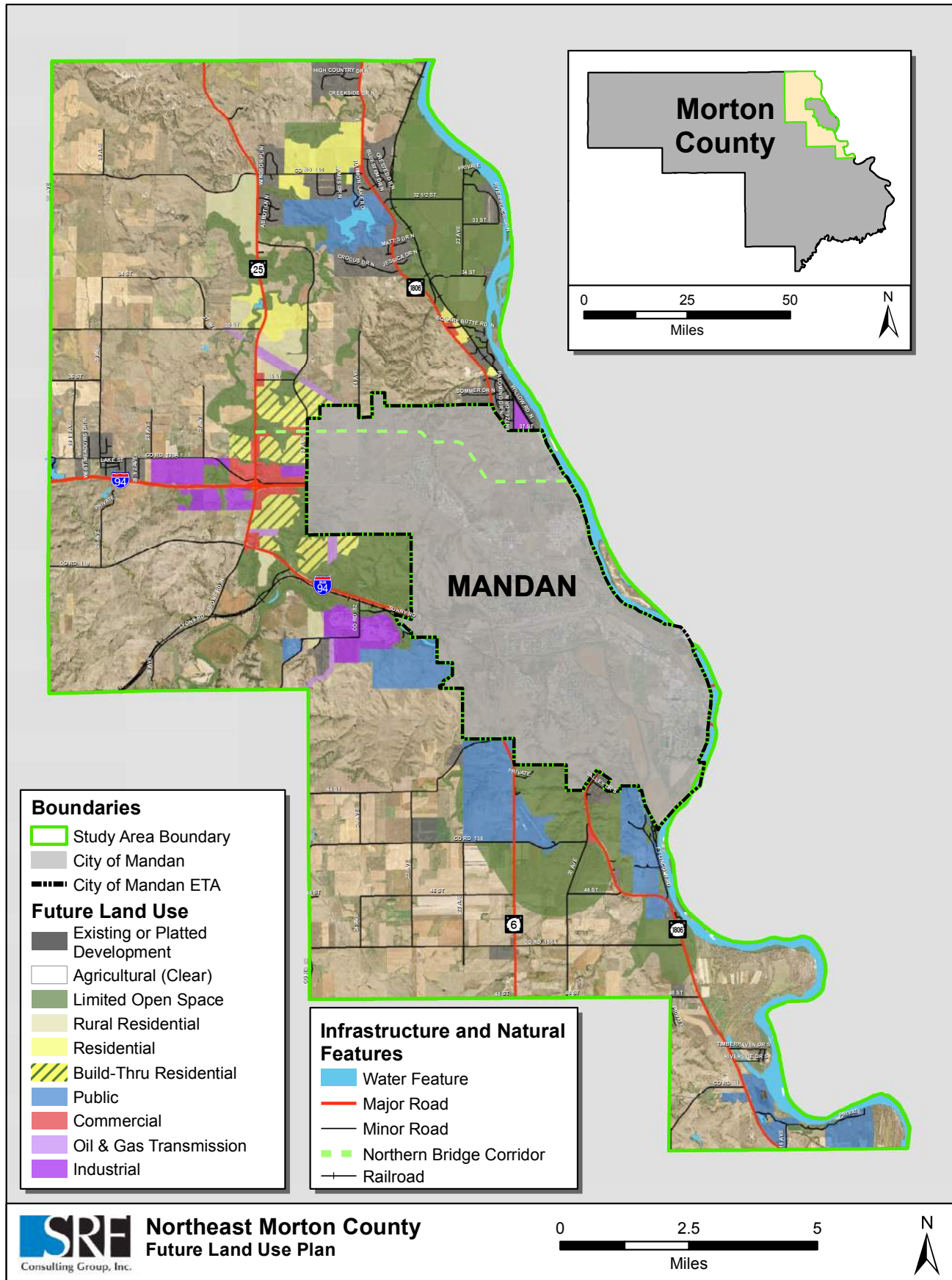
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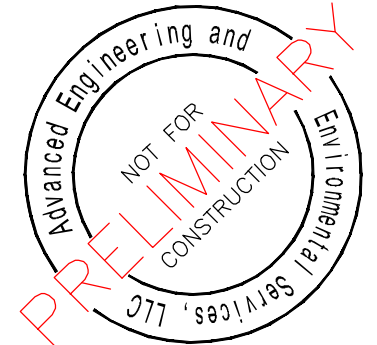
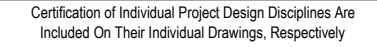
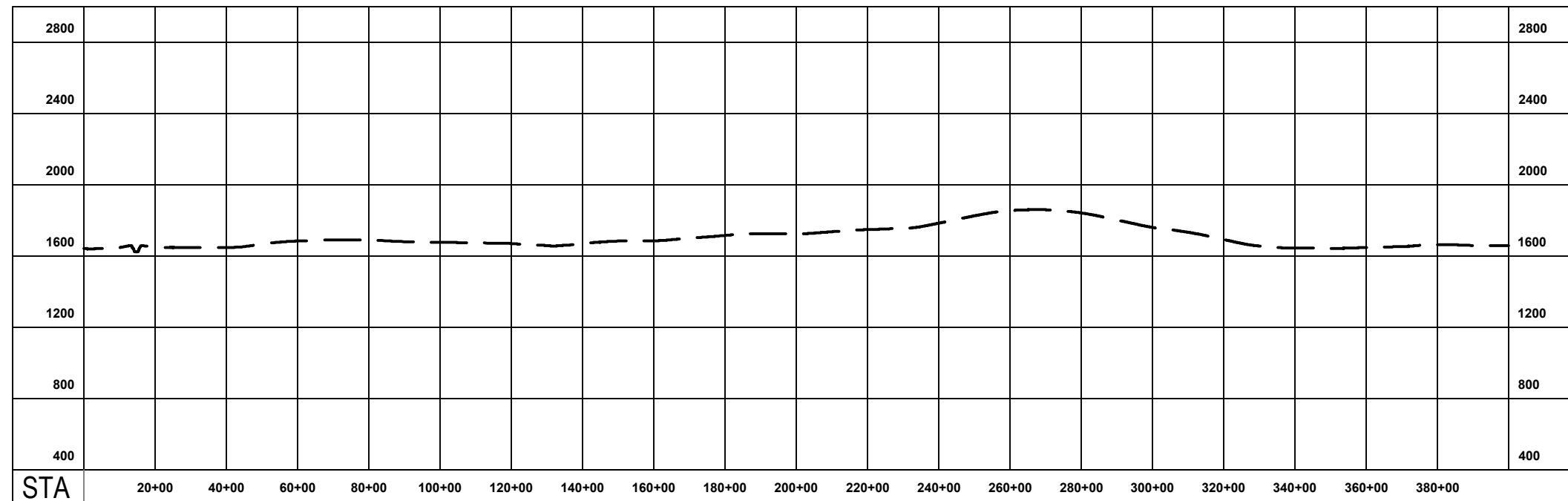


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Chapter 1: Future Land Use Plan

Figure 1-2: NE Morton County Future Land Use Plan





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Mandan WWTF Green Field Analysis - 1806 Route

SHEET TITLE:

CLIENT:

PREPARED BY:

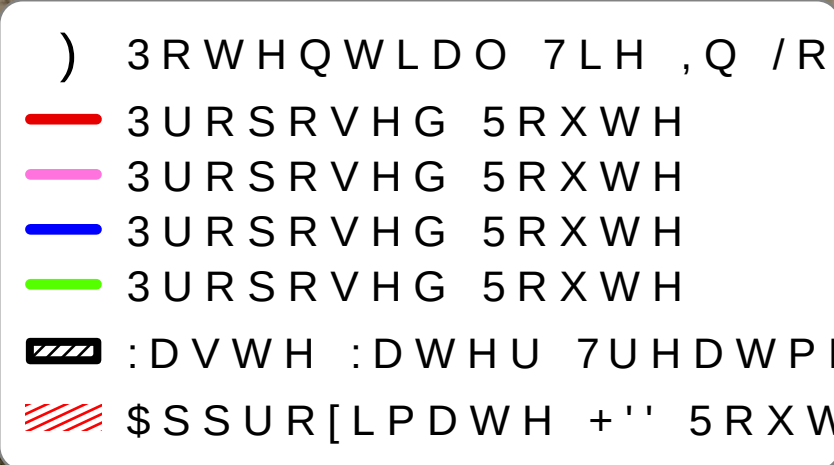
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APPROVED BY:

PROJECT NO:

DATE:

ALT. PROJECT NO: :



Appendix B - Easement Documentation

CONSERVATION EASEMENT

THIS INDENTURE, made this 1st day of October, 1978:

WITNESSETH:

WHEREAS, WILLIAM HIGGINS and CLARA HIGGINS, husband and wife and PAUL FROEBE and EVELYN FROEBE, husband and wife, hereinafter called the Grantors, are the owners in fee simple of certain real property, hereinafter called the "Protected Property", which has aesthetic, scientific, educational and ecological value in its present state as a natural area which has not been subject to a development or exploitation, which property is described as follows:

All of Auditors Lot A of Government Lot eight (8) of Section twelve (12), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.); and

All of Government Lot nine (9) of Section twelve (12), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.) and all accretions thereto bounded on the north by the eastward projection of the north boundary line of said Government Lot nine (9) to the low water mark of the west bank of the Missouri River and bounded on the south by the eastward projection of the south boundary line of Government Lot nine (9) to the west bank of the Missouri River, said accretions including all that land now located in Section seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.); and

The south one hundred sixty-five feet (S. 165') of Government Lot eight (8), Section twelve (12), Township one hundred thirty-eight north (T. 138N.), Range eighty one west (R. 81W.) and the south two thousand eight hundred five feet (S. 2,805') of Government Lot five (5), Section Seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.) and all accretions thereto bounded on the north by the eastward projection of the north line of said tract and bounded on the south by the eastward projection of the south line of said Section seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.) to the low water mark of the west bank of the Missouri River; and

All of Government Lot ten (10), Section Twelve (12), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.) and all accretions thereto bounded on the north by the eastward projection of the north boundary line of said Government Lot ten (10) to the low water mark of the west bank of the Missouri River and bounded on the south by the eastward projection of the south boundary line of said Government Lot ten (10) to the low water mark of the west bank of the Missouri River including all that accretion to said land now located in Section seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.); and

All of Government Lots one (1) and two (2), of Section thirteen (13), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.) and all accretions thereto bounded on the north by the eastward projection of the north boundary line of said Government Lot one (1) of Section thirteen (13), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.) to the low water mark of the west bank of the Missouri River, including all that accretion to said land now located in Section eighteen (18), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.); and

The southwest quarter of the southeast quarter (SW $\frac{1}{4}$ SE $\frac{1}{4}$) of Section twelve (12), Township one hundred thirty-eight north (T. 138N.), Range eighty-one west (R. 81W.);

excepting from the above described property the following:

A tract of land lying in Auditors Lot B of Government Lot five (5), Section seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty west (R. 80W.) of the Fifth Principal Meridian, Morton County, North Dakota, more fully described as follows: Beginning at the southwest corner of said Section seven (7), thence East along the south line of Section seven (7) for one thousand three hundred fifty-one and fifty-two hundredths feet (1,351.52'), thence North twenty-seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for three thousand fifty and thirty-five hundredths feet (3,050.35') to the true point of beginning, thence North twenty seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for one hundred forty-five and fifty hundredths feet (145.50') to the north line of said Auditors Lot B of Government Lot five (5), thence East at an interior angle of one hundred seventeen degrees, seven minutes, ten seconds (117°-07'-10") for two hundred twenty-four and seventy hundredths feet (224.70), thence southwesterly along the Missouri River at an interior angle of sixty-two degrees, fifty-two minutes, fifty seconds (62°-52'-50") for two hundred forty-seven and ninety-three hundredths feet (247.93') to the north line of Auditors Lot two (2), thence Westerly at an interior angle of ninety degrees (90°) for two hundred feet (200.00') to the point of beginning. The North twenty feet (20.0') of this Lot is reserved for access easement. Tract contains 0.90 acres, more or less; and

A tract of land lying in Government Lot five (5), Section seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty West (R. 80W.) of the Fifth Principal Meridian, Morton County, North Dakota, more fully described as follows: Beginning at the southwest corner of said Section seven (7), thence East along the South line of Section seven (7) for one thousand three hundred fifty-one and fifty-two hundredths feet (1,351.52'), thence North twenty-seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for two thousand eight hundred fifty-three and thirty-eight hundredths feet (2,853.38') to the true point of beginning, thence North twenty-seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for one hundred ninety-six and eighty-five hundredths feet (196.85') to the South line of Auditors Lot one (1) of Auditors Lot B, thence East at an interior angle of ninety degrees (90°) for two hundred feet (200'), thence southwesterly along the Missouri River at an interior angle of ninety degrees (90°) for one hundred ninety-six and eighty-five hundredths feet (196.85') to the north line of Auditors Lot three (3), thence Westerly at an interior angle of ninety degrees (90°) for two hundred feet (200') to the point of beginning. Tract contains 0.90 acres, more or less; and

A tract of land lying in Government Lot five (5), Section Seven (7), Township one hundred thirty-eight north (T. 138N.), Range eighty West (R. 80W.) of the Fifth Principal Meridian Morton County, North Dakota, more fully described as follows: Beginning at the southwest corner of said Section seven (7), thence east along the south line of Section seven (7) for one thousand three hundred fifty-one and fifty-two hundredths feet (1,351.52'), thence North twenty-seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for two thousand seven hundred fifty-three and thirty-eight hundredths feet (2,753.38') to the true point of beginning, thence North twenty-seven degrees, seven minutes, ten seconds East (N. 27°-07'-10"E.) for one hundred feet (100.00') to the South line of said Auditor's Lot two (2), thence East at an interior angle of ninety degrees (90°) for two hundred feet (200.00'), thence southwesterly along the Missouri River at an interior angle of ninety degrees (90°) for one hundred feet (100.00') thence Westerly at an interior angle of ninety degrees (90°) for two hundred feet (200.00') to the point of beginning. Tract contains 0.46 acres, more or less.

All in Morton County, North Dakota

WHEREAS, the NORTH DAKOTA PARKS AND RECREATION DEPARTMENT hereinafter called the Grantee is a public body created under the laws of North Dakota, whose purpose is to preserve and conserve natural areas for aesthetic purposes and encourage the full development of existing and future parks and outdoor recreation areas, functions and facilities; and

WHEREAS, the Grantor and Grantee recognize the natural scenic, aesthetic and special character of the region in which the Protected Property is located, and have the common purpose of conserving the natural values of the Protected Property by the conveyance to the Grantee of a Conservation Easement on, over and across the Protected Property, which shall conserve the natural values of the Protected Property, conserve and protect the animal and plant populations, and prevent the use or development of that property for any purpose or in any manner which would conflict with the maintenance of the Protected Property in its natural, scenic and open condition for both this generation and future generations; and

WHEREAS, "aesthetic, scientific, educational and ecological value", "natural, scenic and open condition" and "natural values" as used herein shall, without limiting the generality of the terms, mean the condition of the Protected Property at the time of this grant, evidenced by reports, photographs, maps and scientific documentation possessed (at present or in the future) by the Grantee which the Grantee shall make available on any reasonable request to the Grantors, their heirs and assigns;

NOW, THEREFORE, the Grantors, for and in consideration of the facts above recited and of the mutual covenants, terms, conditions and restrictions herein contained and as an absolute and unconditional gift does hereby give, grant, bargain, sell and convey unto the Grantee, its successors and assigns, forever a Conservation Easement appurtenant and in perpetuity over the Protected Property consisting of the following:

1. The right of view of the Protected Property in its natural, scenic, and open condition.
2. The right of the Grantee, in a reasonable manner and at reasonable times, to enforce by proceedings at law or in equity the covenants hereinafter set forth, including but not limited to, the right to require the restoration of the Protected Property to the condition at the time of this grant. The Grantee, or its successors or assigns, does not waive or forfeit the right to take action as may be necessary to insure compliance with the covenants and purposes of this grant by any prior failure to act;

THE MANDAN ABSTRACT COMPANY, Official Abstractors of Morton County, Mandan, ND

5. The right to enter the Protected Property at all reasonable times for the purpose of inspecting the Protected Property to determine if the Grantor, or his heirs or assigns, is complying with the covenants and purposes of this grant; and further to observe and study nature and to make scientific and educational observations and studies in such a manner as will not disturb the quiet enjoyment of the Protected Property by the Grantors, their heirs and assigns.

And in furtherance of the foregoing affirmative rights, the Grantors make the following covenants, on behalf of themselves, their heirs and assigns, which covenants shall run with and bind the Property in perpetuity, without express written consent from the Grantee of the Protected Property, which consent shall not be unreasonably withheld:

1. There shall be no construction or placing of buildings, camping accommodations or mobile homes, fences, signs, billboards, or other advertising material, or other structures, except as expressly herein provided;
2. There shall be no filling, excavating, dredging, mining or drilling, removal of topsoil, sand, gravel, rock, minerals or other materials or change in the topography of the land in any manner except as may be necessary for agricultural, forestry and park purposes and for maintenance and usage of the property in accordance with the intent of the herein described Easement;
3. There shall be no removal, destruction or cutting of trees or plants (except as is necessary to construct and maintain foot trails, roadways and proper management of said vegetation and trees), spraying with biocides except in good agricultural and forestry management or disturbance or change in the natural habitat in any manner provided that the grantors, their heirs, assigns and successors shall have the continued agricultural usage thereof.

There shall be no dumping of ashes, trash, garbage, or other unsightly or offensive material. There shall be no changing of the topography through the placing of soil or other substance of material such as land fill or dredging spoils except as shall be reasonably necessary for agricultural, forestry and park management;

5. There shall be no manipulation or alteration of natural water courses, lake shores, marshes, or other water bodies or activities or uses detrimental to water purity, except for purposes of irrigation of said property.
6. There shall be no hunting or trapping except to the extent specifically approved by the Grantee as necessary to keep the animal population within the numbers consistent with the ecological balance of the area.

The Grantors, their heirs and assigns, agree to pay any real estate taxes or assessments levied by competent authorities on the Protected Property and to relieve the Grantee from responsibility for maintaining the Protected Property.

The Grantors or their heirs, assigns, and successors, agree that the terms, conditions, restrictions and purposes of this grant shall be binding upon any subsequent Grantee where the Grantors divest themselves of either the fee simple title to or their possessory interest in the Protected Property.

TO HAVE AND TO HOLD the said Conservation Easement unto the said Grantee, its successors and assigns forever.

Except as expressly limited herein, the Grantors reserve for themselves, their heirs and assigns, all rights as owners of the Protected Property, including the right to use the property for all purposes not inconsistent with this grant, including the right to continue the farming operation and domestic grazing of said lands including the right to maintain and construct adequate farm buildings. Further the Grantors expressly reserve the right for themselves to lease said lots along the east side of said property, said lots commonly referred to as Lots four (4) through thirty (30) of "Jetty Beach Area" for recreational purposes and four adjacent lots south of said "Jetty Beach Area" as shown on attached map.

The covenants agreed to and the terms, conditions, restrictions and purposes imposed with this grant shall not only be binding upon the Grantors but also their agents, personal representatives, heirs and assigns, and all other successors to them in interest and shall continue as a servitude running in perpetuity with the Protected Property.

IN WITNESS WHEREOF the Grantors have set their hands the day and year first above written.

Wm. Higgins
WILLIAM HIGGINS

Clara Higgins
CLARA HIGGINS

Paul Froebe
PAUL FROEBE

Evelyn Froebe
EVELYN FROEBE

STATE OF NORTH DAKOTA) ss
COUNTY OF BURLEIGH)

On this 5th day of October, 1978, before me, a notary public, personally appeared WILLIAM HIGGINS and CLARA HIGGINS, husband and wife, known to me to be the persons described in and who executed the within and foregoing instrument.

My Commission Expires: 2-10-84 (SEAL)

Kathleen E. Knoll
Notary Public
Morton County, North Dakota

STATE OF NORTH DAKOTA) ss
COUNTY OF BURLEIGH)

On this 18th day of October, 1978, before me, a notary public personally appeared PAUL FROEBE and EVELYN FROEBE, husband and wife, known to me to be the persons described in and who executed the within and foregoing instrument.

My Commission Expires: 2-10-84 (SEAL)

Kathleen E. Knoll
Notary Public
Morton County, North Dakota

IN WITNESS WHEREOF, the Grantees have set their hands the day and year first above written.

NORTH DAKOTA PARKS AND
RECREATION DEPARTMENT

By Robert M. Horne

STATE OF NORTH DAKOTA) ss
COUNTY OF BURLEIGH)

On this 20th day of October, 1978, before me, a notary public, personally appeared Robert M. Horne of the North Dakota Parks and Recreation Department, known to me to be the Director of the department that is described in and that executed the within and foregoing instrument, and acknowledged to me that such department executed the same.

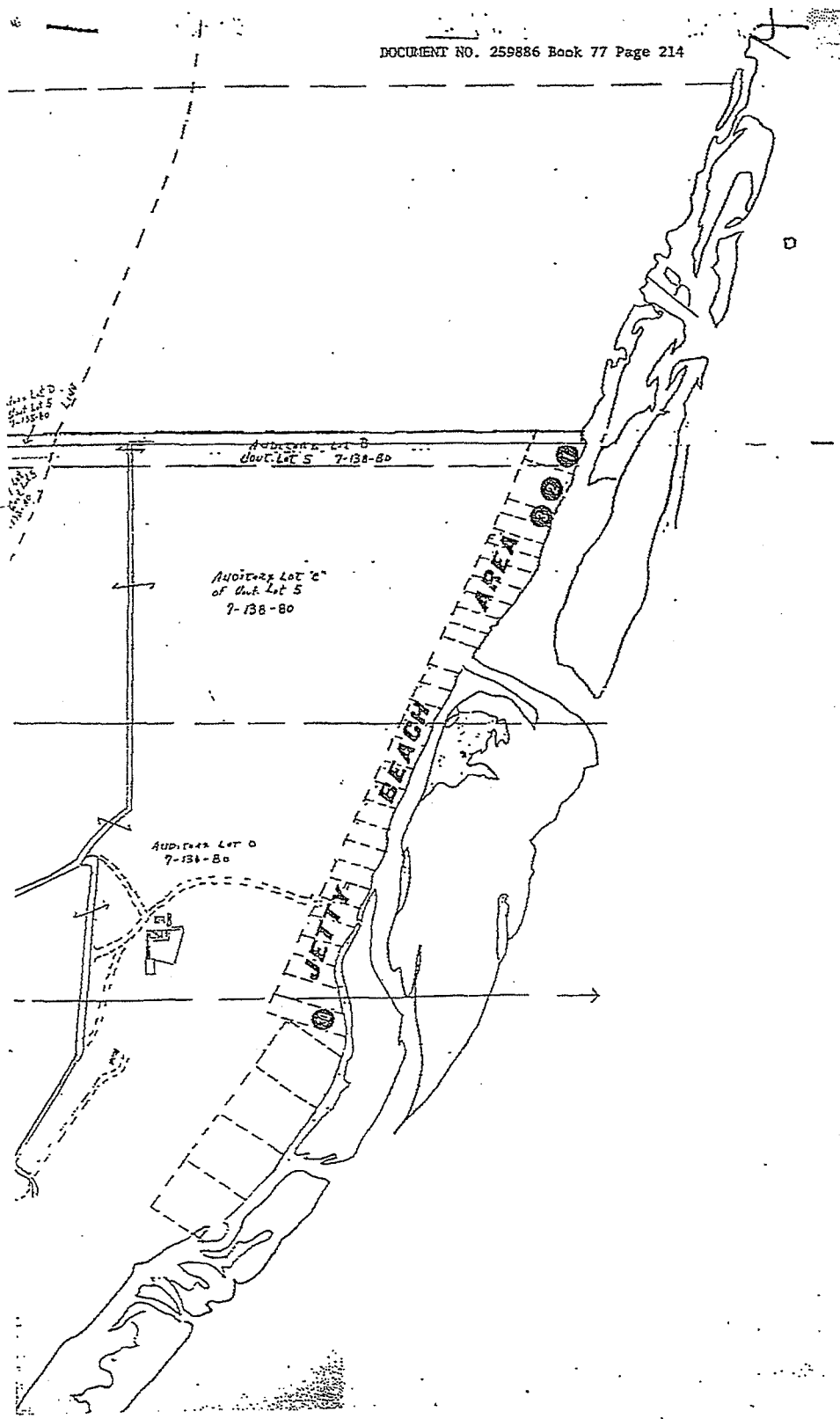
My Commission Expires: 2-10-84 (SEAL)

Kathleen E. Knoll
KATHLEEN E. KNOLL, Notary Public
Morton County, North Dakota

Filed for Record October 24, 1978 at 8:30 o'clock A. M.

J. V. LaDuko, Register of Deeds

(No. 34 continued)



No. 34

William Higgins and Clara Higgins, husband and wife and Paul Froebe and Evelyn Froebe, husband and wife, Grantors

To

The North Dakota Parks and Recreation Department, Grantee

(copy on next pages)

CONSERVATION EASEMENT

Dated October 1, 1978
Filed Oct. 24, 1978 at 8:30 AM
Recorded in Book 77 Mcl pg 214
Ack. Oct. 5, 1978 by William Higgins and Clara Higgins, husband and wife before Kathleen E. Knoll, N.P. Morton Co. ND (Seal) Comm exp 2-10-84
Ack. Oct. 18, 1978 by Paul Froebe and Evelyn Froebe, husband and wife before Kathleen E. Froebe, N.P. Morton Co. ND (Seal) Comm exp 2-10-84
Ack. Oct. 20, 1978 by Robert M. Horne, Director of the North Dakota Parks and Recreation Department before Kathleen E. Knoll, N.P. Morton Co. ND (Seal) Comm exp 2/10/84, Venue shows Burleigh Co. ND



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 12, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Change Order 4 for the 2024 Street Reconstruction Project

STATEMENT/PURPOSE:

To review and consider Change Order 4 for the SID 235 General Construction Contract (awarded to Strata Corporation). Change Order 4 includes the addition of pavement markings and striping at the railroad crossing on Missouri Dr.

BACKGROUND/ALTERNATIVES:

Strata Construction is nearing completion of the SID 235 Project. At the railroad crossing on Missouri Drive, the City has requested to replace the pavement markings in the roadway and on the walking path. The pavement markings include lane separation and advanced warning markings. These markings will satisfy the requirements of the City's quiet zone permit.

ATTACHMENTS:

1. Change Order 4

FISCAL IMPACT:

Change Order 4 is \$69,370.45. Included in the project cost is 10% contingencies. Change Order 4 will utilize \$69,370.45 of the \$686,452.26 budgeted for contingencies.

STAFF IMPACT:

Significant effort working alongside Moore Engineering during the project.

LEGAL REVIEW:

The City Attorney was provided with all commission documents to review and comment.

RECOMMENDATION:

City Commission

Agenda Documentation

August 19, 2025

Subject: Consider Change Order 4 for the 2024 Street Reconstruction Project

Page 2 of 2

To approve Change Order 4 in the amount of \$69,370.45 for the Mandan 2024 Street Rehabilitation Project (SID 235) General Construction Contract.

SUGGESTED MOTION:

I move to approve Change Order 4, as presented.

CHANGE ORDER NO.: 4

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

Date Issued: 8/8/2025 Effective Date of
Change Order: 8/8/2025

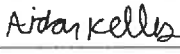
The Contract is modified as follows upon execution of this Change Order:

Description: This change order adds additional pavement striping and railroad markings to the area on Missouri Dr by the BNSF railroad crossing, including updating the markings for the crossing itself, both on the roadway and the adjacent walking path.

Attachments:

Contractor's Change Proposal Breakdown**Exhibit A**

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 6,222,569.05	Original Contract Times: Substantial Completion: October 31, 2025 Ready for final payment: November 21, 2025
Increase from previously approved Change Orders No. 0 to No. 3: \$ 260,636.80	Increase from previously approved Change Orders No. 0 to No. 3: Substantial Completion: NA Ready for final payment: NA
Contract Price prior to this Change Order: \$ 6,483,205.85	Contract Times prior to this Change Order: Substantial Completion: October 31, 2025 Ready for final payment: November 21, 2025
Increase this Change Order: \$ 69,370.45	Increase this Change Order: Substantial Completion: NA Ready for final payment: NA
Contract Price incorporating this Change Order: \$ 6,552,576.30	Contract Times with all approved Change Orders: Substantial Completion: October 31, 2025 Ready for final payment: November 21, 2025

Recommended by Engineer (if required)
By: Aidan Kelly, EI 
Title: Project Engineer
Date: 8/8/2025
Authorized by Owner
By: _____
Title: _____
Date: _____

Accepted by Contractor
By: 
Title: Steve Griffin, Vice President
Date: August 8th, 2025
Approved by Funding Agency (if applicable)
By: _____
Title: _____
Date: _____

Strata Corporation

Change Order

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

DATE: July 22, 2025
Job # 48252051
48252051CS

Project Owner:
City of Mandan
Moore Engineering

Project Name Mandan 235

DESCRIPTION	MEASURE	QTY	UNIT PRICE	AMOUNT
TRAFFIC CONTROL	EA	1.00	\$ 1,982.54	\$ 1,982.54
MOBILIZATION	EA	1.00	\$ 1,335.58	\$ 1,335.58
PREPAT PVMT MRKNG GROOVED 4" YELLOW	LF	3925.00	\$ 10.85	\$ 42,586.25
PREPAT PVMT MRKNG GROOVED 6" WHITE	LF	175.00	\$ 28.36	\$ 4,963.00
PREPAT PVMT MRKNG GROOVED 24" WHITE	LF	115.00	\$ 45.00	\$ 5,175.00
PREPAT PVMT MRKNG GROOVED LEFT ARROWS	EA	4.00	\$ 1,653.75	\$ 6,615.00
PREPAT PVMT MRKNG GROOVED RAILROAD X	EA	2.00	\$ 1,397.02	\$ 2,794.04
PREPAT PVMT MRKNG GROOVED TRAIL RAILROAD X	EA	2.00	\$ 1,397.02	\$ 2,794.04
PREPAT PVMT MRKNG GROOVED 24" WHITE TRAIL	LF	25.00	\$ 45.00	1,125.00
SUBTOTAL				\$ 69,370.45
TOTAL				\$ 69,370.45

Contractor Signature

Approved _____

Denied _____

CHANGE AMOUNT \$ 69,370.45

Owner Authorized Signature

**EXHIBIT A
CHANGE ORDER NO. 4**

<u>Item No. & Description</u>		<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
CO4.1	Traffic Control	LSUM	1	\$ 1,982.54		\$ 1,982.54
CO4.2	Mobilization	LSUM	1	\$ 1,335.58		\$ 1,335.58
CO4.3	Pavement Marking Film Grooved 4" Yellow	LSUM	3925	\$ 10.85		\$ 42,586.25
CO4.4	Pavement Marking Film Grooved 6" White	LSUM	175	\$ 28.36		\$ 4,963.00
CO4.5	Pavement Marking Film Grooved 24" White	LSUM	115	\$ 45.00		\$ 5,175.00
CO4.6	Pavement Marking Film Grooved Left Arrow	LSUM	4	\$ 1,653.75		\$ 6,615.00
CO4.7	Pavement Marking Film Grooved Railroad X	LSUM	2	\$ 1,397.02		\$ 2,794.04
CO4.8	Pavement Marking Film Grooved Trail Railroad X	LSUM	2	\$ 1,397.02		\$ 2,794.04
CO4.9	Pavement Marking Film Grooved 24" White Trail	LSUM	25	\$ 45.00		\$ 1,125.00
TOTALS					\$	\$ 69,370.45
NET CHANGE IN CONTRACT PRICE						\$ 69,370.45

ORIGINAL CONTRACT PRICE	\$	6,222,569.05
AMOUNT FROM PREVIOUS CHANGE ORDER	\$	260,636.80
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER	\$	6,483,205.85
INCREASE THIS CHANGE ORDER	\$	69,370.45
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER	\$	6,552,576.30

JUSTIFICATION

- This change order adds additional pavement striping and railroad markings to the area on Missouri Dr by the BNSF railroad crossing, including updating the markings for the crossing itself, both on the roadway and the adjacent walking path.



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 9, 2025
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Ordinance No. 1474

STATEMENT/PURPOSE:

To approve the introduction and first consideration of Ordinance No. 1474 to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds.

BACKGROUND/ALTERNATIVES:

At the City Commission's long-term financial planning working session on May 27, 2025, the Budget & Finance Committee recommended the adoption of an Ordinance that would allow the City to have broader authority than what is currently provided in the North Dakota Century Code to utilize bank loans and leases to finance machinery and equipment purchases.

The proposed Ordinance will formally establish a legal framework authorizing the City of Mandan to issue annual appropriations bonds, enter into bank loans, and execute equipment lease agreements for the purchase of machinery and equipment as outlined in the City's long-term financial plan.

The City's long-term financial plan includes a scheduled program for acquiring essential machinery and equipment required to maintain high-quality municipal services. Traditional funding sources such as general obligation bonds and cash reserves can be limited or inefficient for certain capital purchases.

Creating Article 7 provides the City Commission with expanded financing tools that:

- > Increase financial flexibility by enabling annual appropriations bonds, which are not backed by a general obligation pledge from property taxes.
- > Incorporate private financing instruments such as bank loans and leases, allowing the City to take advantage of competitive rates and terms.
- > Align with fiscal responsibility by ensuring that debt obligations are only incurred with

Subject: Consider the introduction and first consideration of Ordinance No. 1474 to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds

Page 2 of 2

annual budget approval.

> Support operational efficiency by securing critical assets without the delays associated with larger bond issuances or capital campaigns.

Staff recommends the adoption of the proposed Ordinance to enable timely and cost-effective financing of equipment purchases consistent with Mandan's long-term financial strategy. This approach ensures fiscal control, leverages market options, and protects the City's long-term financial integrity.

ATTACHMENTS:

1. Ordinance No. 1474

FISCAL IMPACT:

None

STAFF IMPACT:

None

LEGAL REVIEW:

The Ordinance was prepared by the City Attorney and reviewed by the City's Bond Counsel.

RECOMMENDATION:

To approve the introduction and first consideration of Ordinance No. 1474 to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds.

SUGGESTED MOTION:

I move to approve the introduction and first consideration of Ordinance No. 1474 to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds.

ORDINANCE NO. 1474

An Ordinance to Enact New Article 7 to
Chapter 2 of the Mandan Code of Ordinances Relating to Annual Appropriations Bonds.

Be it Ordained by the Board of City Commissioners as follows:

An Ordinance to create new Article 7 to Chapter 2 of the Mandan Code of Ordinances relating to the authorization of annual appropriations bonds is hereby enacted as follows:

ARTICLE 7 – FINANCES

Sec. 2-7-1. – Annual appropriations bonds authorized.

Pursuant to the provisions of the Home Rule Charter of the city of Mandan, the city is hereby authorized, by resolution or resolutions of its board of city commissioners, to contract debts, borrow money, and issue bonds, warrants, or other obligations, subject to the provisions of this section, to pay the costs of the acquisition, construction, improvement, betterment, extension, and equipping of a public facility or undertaking, as determined by resolution of the board of city commissioners. The obligations issued hereunder may be in the form of bonds, notes, warrants, loan agreements, leases, installment sale contracts, or other contracts or obligations, including sale lease-back and lease lease-back financings.

Each obligation shall provide that all payments of principal and interest, however designated, shall be subject to annual appropriation, or annual termination by a resolution of nonappropriation, by the board of city commissioners. Each obligation issued under this provision shall state that it is not a general obligation of the city to which the city's full faith and taxing power is pledged. Obligations may be sold at public or private sale, bear interest at fixed or variable rates, be in such principal amount, mature, or be subject to redemption on such dates, and contain such covenants or other terms as authorized by resolution of the board of city commissioners. The board of city commissioners may secure, by resolution, the obligations issued hereunder with a pledge, mortgage lien, security interest, or lessor's interest in such property or revenues as determined by the board of city commissioners to be necessary or appropriate. The provisions of this section are in addition to, and not in limitation of, any other power or authority of the city pursuant to law or its Home Rule Charter to contract debts, borrow money, or issue bonds or other evidences of indebtedness.

By: _____
James Froelich, President, Board of
City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: August 19, 2025

Second Consideration and Final Passage: September 2, 2025

Publication: _____



City Commission

Agenda Documentation

MEETING DATE: August 19, 2025
PREPARATION DATE: August 14, 2025
SUBMITTING DEPARTMENT: Administration
DEPARTMENT DIRECTOR: Jim Neubauer
PRESENTER: Jim Neubauer, City Administrator
SUBJECT: Consider Ordinance 1475 related to allowing for the smoking of pipe tobacco in a cigar lounge.

STATEMENT/PURPOSE:

To consider allowing for the smoking of pipe tobacco in a cigar lounge.

BACKGROUND/ALTERNATIVES:

The 2025-2027 North Dakota Legislative Assembly passed laws allowing for the smoking of pipe tobacco in licensed cigar lounges. The cigar lounge representatives have requested this change be reflected in the City's ordinances.

ATTACHMENTS:

1. Ordinance 1475 - Cigar Lounges

FISCAL IMPACT:

Unknown at this time.

STAFF IMPACT:

Minimal

LEGAL REVIEW:

City Attorney Oster has prepared Ordinance 1475.

RECOMMENDATION:

I recommend the approval of the first consideration of Ordinance No. 1475 which amends and re-enacts Section 12-8-1 and 12-8-9 of the Mandan Code of Ordinances.

SUGGESTED MOTION:

I move to approve the first consideration of Ordinance No. 1475, which amends and re-

City Commission

Agenda Documentation

August 19, 2025

Subject: First consideration of Ordinance No. 1475 to amend and re-enact Section 12-8-1 and 12-8-9 of the Mandan Code of Ordinances, relating to Cigar Lounges

Page 2 of 2

enacts Section 12-8-1 and 12-8-9 of the Mandan Code of Ordinances.

ORDINANCE NO. 14~~75~~^{xx}

An Ordinance to Amend and Re-enact
Section 12-8-1 and 12-8-9 of the Mandan Code of Ordinances, Relating to Cigar Lounges

Be it Ordained by the Board of City Commissioners as follows:

Sec. 12-8-1. - Definitions.

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

Cigar lounge means a business dedicated, in whole or in part, to the smoking of cigars which generates 15 percent or more of the business's annual gross income from the sale of cigars and pipe tobacco and which has a valid certificate issued by the North Dakota Tax Commissioner.

Compliance survey program means a program conducted by a law enforcement agency or conducted by a state agency, city, county, board of health, tobacco retailer, or association of tobacco retailers, after consultation with the appropriate local law enforcement authority, which is intended to determine whether licensed tobacco product retailers are appropriately enforcing the state law or local ordinance relating to sales of tobacco products to individuals under 21 years of age.

Distribute means to give tobacco products to the general public at no cost or at nominal cost for product promotional purposes.

Electronic cigarettes means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term "electronic cigarettes" includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product, name or descriptor.

Pipe tobacco has the meaning provided in N.D.C.C. section 57-36-01.

Restricted self-service means any display or stocks of tobacco products located in a distinct portion of the licensed premises which is restricted by posting conspicuous signs informing individuals under 21 years of age of the prohibited acts and penalties under this article and has such physical barricades or impediments as may reasonably be necessary for the purpose of barring the entry or presence of individuals under 21 years of age, except those individuals under 21 years of age who are employees of the licensee.

Retail tobacco dealer means any person selling, offering for sale, exposing for sale or having in possession for sale at retail, tobacco products.

Sell, besides its ordinary purposes, means and includes dispensing from a vending machine under the control of the actor.

Tobacco products means, but is not limited to, cigarettes, cigars, cigarette papers, smokeless tobacco, tobacco snuff, chewing tobacco, electronic cigarettes, and tobacco in any other form in which it may be utilized for smoking or chewing.

Vending machine means any kind of device or mechanical machine which, upon the insertion of coins, tokens, or other objects will release tobacco products in packages or otherwise.

Sec. 12-8-9. – Cigar lounges.

- (a) Any qualified tobacco licensee who holds a state-issued certificate under N.D.C.C. § 23-12-10(3)(d) for a cigar lounge may obtain a city-issued license to operate a cigar lounge.
- (b) For the purposes of this section, the term “qualified tobacco licensee” means a licensee who has obtained a license under this article. The fee for the cigar lounge license shall be as established by resolution. The license shall not be valid for a period of greater than one calendar year. An application for a cigar lounge license must be accompanied by a building permit. Application must be approved by the police, fire, finance, building inspections, planning, and administration departments. The application shall contain the name of the licensee, the specific location at which the cigar lounge will be located, and a diagram of the area to be licensed. The board may establish rules to regulate and restrict the operation of cigar lounges. The licensee shall be responsible for compliance with all the provisions of this article and with any restrictions and special conditions placed on cigar lounges by the board of city commissioners. Any violation of the licensing code provisions, restrictions, or special conditions may subject the licensee to immediate revocation of the cigar lounge license and suspension or revocation of the tobacco license. Any person who dispenses, sells, or permits the use of tobacco in violation at this section or the conditions of a cigar lounge license is guilty of a Class B misdemeanor.
- (c) Any licensee applying for a cigar lounge license under this section shall make written application to the city administrator upon forms furnished by the city. The applicant shall furnish therein such information as may be required by the city administrator, including the name and address of the applicant, location to be licensed, and other information as required.
- (d) The license, upon issuance, shall be subject to the following restrictions:
 - (1) That the license apply to cigars and pipe tobacco only. A cigar is defined as an

individual roll of tobacco which has a wrapper or cover of whole leaf tobacco; does not contain filler other than tobacco filler; does not contain binder other than tobacco binder; does not contain additives other than water; does not contain a filter, tip, or nontobacco mouthpiece; weighs at least six pounds per thousand count; and is made by hand, except to allow for the use of a manually operated machine to assist in bunching, rolling, and binding. [Pipe tobacco has the meaning provided in N.D.C.C. section 57-36-01.](#)

- (2) Cigar lounges that intend to sell and allow consumption of alcoholic beverages must obtain the applicable liquor license for the type of alcoholic beverages planned to be sold, and must continue to meet the definition of “cigar lounge” as set forth in section 12-8-1.
 - (3) Cigar lounges must adhere to all relevant building, fire, and food and beverage codes. A license will be issued only upon documenting compliance with applicable codes or submitting plans to the pertinent department/entity outlining the measures to achieve conformance.
 - (4) Cigar lounges may be opened and operated in zoning districts which permit bars. No license shall be issued to cover any location within 300 feet of the property line of property whereon is located any school, state-licensed childcare facility, church, public or parochial school, public library, hospital, clinic or medical facility, college, or university building used for academic purposes, unless any entities affected by the above limitation consent to the issuance of the license in writing. Applicants shall not be issued licenses to operate in a mixed-use commercial building without consent of affected entities provided in writing. Licenses shall not be issued for mixed-use buildings containing residential dwellings.
 - (5) Cigar lounges shall conspicuously post signage referencing the minimum age to consume tobacco products and public health messaging.
 - (6) That the licensee, as a condition to the issuance of such license, consents and agrees that any city police officers may enter upon and inspect the licensed premises or any part at any time for the purpose of determining compliance with minimum age and product requirements and any other city ordinance.
- (e) Any licensee holding a cigar lounge license shall comply with all other applicable ordinances and laws relating to the use and sale of tobacco in the city.

By: _____
James Froelich, President, Board of
City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: August 19, 2025

Second Consideration and Final Passage: September 2, 2025