



**AGENDA
CITY COMMISSION
SEPTEMBER 2, 2025
ED “BOSH” FROEHLICH MEETING ROOM
MANDAN CITY HALL
5:00 PM
WWW.CITYOFMANDAN.COM**

The public may access the LIVE meeting at:

Watch & Listen

Government Access (Midcontinent) cable channels 2 & 602

HD Streaming LIVE at: tinyURL.com/FreeTV-602 and on Roku

or Apple TV

Dial: +1 312 626 6799

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<https://us02web.zoom.us/j/83822361936>

A. ROLL CALL

1. Roll call of all City Commissioners

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. Free Fall Landfill Week for Mandan Residents September 15-20
2. Construction Update

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 19, 2025 Board of City Commission Meeting Minutes

G. PUBLIC HEARING

H. BIDS

I. CONSENT AGENDA

1. Consider approval of the special event permit for Mandan Progress Annual Dinner (Invitation Only)
2. Consider approval of the City's Capital Improvement Plan
3. Consider a driveway variance for 4008 35th Ave NW
4. Consider Abatements:
 - a. Dittus 2023-2024 Veterans Credit Abatements
 - b. 2023-2025 Abatements for Gas U Up LLC
5. Consider closing City of Mandan administrative offices the day after Thanksgiving, Christmas, and New Years
6. Consider Change Order 3 for the 2025 Reconstruction Project (Monte Drive)
7. Consider approval of the following raffle permits:
 - a. Josh Chaffin Organ Transplant Benefit
 - b. Mandan Cheer Team
8. Consider applying for the 2028 Transportation Alternative grant for 1806 pedestrian Trail Improvements
9. Consider general contract change order 9 for the Raw Water Intake project
10. Consider approval of the special event permit for the North Dakota Rough Rider Cup

J. OLD BUSINESS

K. NEW BUSINESS

1. Brady Martz to present the results of the 2024 audit
2. Consider Approval of Proposed Infant at Work Policy
3. Consider Lead Service Line Inventory task orders

L. RESOLUTIONS AND ORDINANCES

1. Second and final 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. Second and final 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
3. Introduction and first consideration of Ordinance No. 1476, relating to traffic and vehicles
4. Consider a resolution authorizing an SRF loan application for lead service replacement projects

M. OTHER BUSINESS

N. FUTURE MEETING DATES FOR BOARD OF CITY COMMISSIONERS

- - September 16, 2025 at 5:30 p.m.
 - October 7, 2025 at 5:30 p.m.
 - October 21, 2025 at 5:30 p.m.

O. ADJOURN

The Mandan City Commission met in regular session at 5:30 PM on August 19, 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, Assessor Markley, Human Resource Director Berger, City Engineer Wigness, Police Chief Ziegler, Building Official Singer, Fire Chief Bitz, Public Works Director O'Keefe, Business Development & Communications Director Cermak, Contracted Planner Laqua, Communications Specialist Schmidt, CIS Manager Mischel, and Attorney Oster.

B. THE PLEDGE OF ALLEGIANCE

C. ANNOUNCEMENTS

1. *Construction Updates.* City Engineer Wigness gave a construction update on six projects.

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

F. MINUTES

1. *Consider Approval of the August 5, 2025 Board of City Commission Meeting Minutes.* Commissioner Sjoberg moved and Commissioner Braun seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

G. PUBLIC HEARING

1. *Consider a special use permit for Lot 1B, Block 1, Lakewood Commercial Park 3rd Fourth Replat (2510 40th Avenue SE).* Contracted Planner Laqua presented. Mayor Froelich opened the public hearing and invited the public to come forward to comment. Property owners Steve and Erica Mittleider spoke in favor of their application. A second and third invitation for comment was given. Hearing none, the public hearing closed. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve 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. Roll Call vote: Aye 5, Nay 0. The motion passed.

2. *Consider Preliminary Plat and Masterplan for Kahl Addition.* Contracted Planner Laqua presented. 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 Heinsohn moved and Commissioner Rohr seconded to approve Kahl Addition Preliminary Plat and Master Plan, contingent on final plat approvals. Roll Call vote: Aye 5, Nay 0. The motion

passed.

3. *Consider Schaff Estates 3rd Addition final plat.* Contracted Planner Laqua presented. 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 Braun moved and Commissioner Sjoberg seconded to final plat for Schaff Estates 3rd Addition. Roll Call vote: Aye 5, Nay 0. The motion passed.

H. BIDS

I. CONSENT AGENDA Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve consent agenda items 1-8, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

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.* City Engineer Wigness presented. Commissioner Heinsohn moved and Commissioner Braun seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

b. *The Mandan Proper Road Revitalization Project NW.* City Engineer Wigness presented. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

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.* City Engineer Wigness presented. Commissioner Sjoberg moved and Commissioner Rohr seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

c. *Preliminary Engineering Services for Mandan Proper NW.* City Engineer Wigness presented. Commissioner Heinsohn moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

d. *Engineering Services for Master Lift Station Forcemain interim improvements.* City Engineer

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

3. *Consider the Waste Water Treatment Plant Master Plan update.* Zach Ranistate and Jason Benson with AE2S presented. Waste Water Treatment Plant Superintendent Ryan Malsam presented. Commissioner Sjoberg moved and Commissioner Braun seconded to adopt the Waste Water Treatment Plant Master Plan, as presented. Roll Call vote: Aye 5, Nay 0. The motion passed.

4. *Consider Change Order 4 for the 2024 Street Reconstruction Project.* City Engineer Wigness presented. Commissioner Braun moved and Commissioner Heinsohn seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

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.* Finance Director Welch presented. Commissioner Rohr moved and Commissioner Sjoberg seconded to approve. Roll Call vote: Aye 5, Nay 0. The motion passed.

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.* City Administrator Neubauer presented. Co-Owner of Big Stick Cigar Lounge Josette Dupree spoke in favor of the Ordinance. Commissioner Heinsohn 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

- 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 There being no other business to come before the Board, the meeting adjourned at 7:05 p.m.

James Neubauer
City Administrator

James Froelich
Board of City Commissioners



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 18, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the special event permit for Mandan Progress Annual Dinner (Invitation Only)

STATEMENT/PURPOSE:

Consider approval of the special event permit for Mandan Progress Annual Dinner (Invitation Only)

BACKGROUND/ALTERNATIVES:

Mandan Progress Organization will hold an annual fundraising dinner on September 5th from 5:00PM to 9:00 PM at Dykshoorn Park. All City of Mandan departments have reviewed and signed off on this event. See attached special event permit application.

ATTACHMENTS:

1. 2025 Annual Dinner Permit - signed

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the special event permit for Mandan Progress Annual Dinner (Invitation Only).

SUGGESTED MOTION:

City Commission

Agenda Documentation

September 2, 2025

Subject: Consider approval of the special event permit for Mandan Progress Annual Dinner (Invitation Only)

Page 2 of 2

I move to approve the special event permit for Mandan Progress Annual Dinner (Invitation Only).

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

Special Events Permit Application

City of Mandan, ND

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

Date of Application: 8/15/2024

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

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

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

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

Comprehensive site plans must accompany this application.

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

Section 1 – Applicant Information

Name of Event Manager: Matt Schanandore

Driver's License Number: SCH-83-6204 State ND

Date of Birth: 7/10/1983 Phone Number: 701-943-4540 Email: matt@mandanprogress.org

Address: 2209 Westview Pl, SE City: Mandan State: ND Zip: 58554

Have you ever been convicted of a crime? ☐ YES ☒ NO

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

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

Name of Event Manager: _____

Driver's License Number: _____ State _____

Date of Birth: _____ Phone Number: _____ Email: _____

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

Have you ever been convicted of a crime? ☐ YES ☐ NO

If yes please list charge and year of conviction:

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

Permit Application #: _____ **Date Complete:** _____

(For office use only)

Business Address: 411 West Main St City: Mandan State: nd Zip: 58554

Corporation/Organization: Mandan Progress Organization State of Incorporation: ND

Tax ID #: _____ 501(c)3 #: _____ City Sales Tax ID #: _____

Have you ever coordinated/promoted another event/s? ☒ YES ☐ NO

If yes, please provide the following:

Last event/s Location: _____ Date: _____

Contact Name: _____ Phone: _____

E-mail Contact: _____

Section 2 – Event Information

Event Name: Mandan Progress Annual Dinner (Invitation Only) Anticipated Daily Attendance: 200

Event Date(s): Sept 5th Set-up Date: Sept 5th Hours: 1pm - 5pm

Hours of event each day: Sept 5th - 5:00pm - 9:00pm

(begin and end times)

Take Down Date(s): Sept 5th Hours: 9pm to 10pm

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

WEB address for public information: _____

Location of Event/physical address: Outside - Dykshoorn Park

Sponsors of the Event: Mandan Progress Organization

Brief Description of Event:

2024 Annually fundraising dinner

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

If yes, please provide the following:

Last event/s Location: _____

Date: _____ Contact Name and Phone: _____

Section 3 – Event Features

Will there be an admission charge? ☒ Yes ☐ No

If yes, Printed ticket count: _____ Tickets for presale count: _____

Will there be entertainment? ☒ Yes ☐ No

If yes, please attach an itemized complete list of all entertainment.

(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized by the City Administrator.)

Will merchandise and/or food items be sold? ☐ Yes ☒ No

If yes, please attach a complete list of vendors.

(Each vender must have all valid permits and license to sell their product)

Permit Application #: _____ **Date Complete:** _____

(For office use only)

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

(Attach all promotional material.)

Radio: ☐ Yes ☒ No What Stations? _____

TV: ☐ Yes ☒ No What Stations? _____

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

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: _____

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

Fireworks or Pyrotechnics: ☐ Yes ☒ No

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

Fireworks or Pyrotechnics Production Company's name: _____

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

Require permits from the City of Mandan

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

Temporary Fencing: ☐ Yes ☒ No

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

Company Contact Name: _____

Contact phone: _____

Restroom Accommodations: _____

Number of required portable toilets: _____

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

Placement of sanitary toilet facilities must be on site plan.

Permit Application #: _____ **Date Complete:** _____

(For office use only)

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

Company Contact name: Morton Mandan Public Library Restrooms

Contact phone: _____

Electrical Services/Generators ☐ Yes ☒ No

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

Company Contact name: _____

Contact phone: _____

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

Carnival/Amusement Rides: ☐ Yes ☒ No

A separate permit from the Fire Department may be required.

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

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

Signs / Banners ☐ Yes ☒ No

Company Contact name: _____

Contact phone: _____

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

Inflatables ☐ Yes ☒ No

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

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

Raffles

Will this event have a raffle? ☐ Yes ☒ No

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

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

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

Section 4 – Transportation

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

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

City Streets ☐ Yes ☒ No (Number of locations: _____ 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 Dykshoorn Park _____

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

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

Water Location(s) Dykshoorn Park _____

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

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

If so, how will it be disposed? disposed of by MPO _____

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: Stage Stop Bar and Grill

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?

ID checks at the Bar. Invite only event.

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

If yes, who provided the training: _____

Date and time of most recent training: _____

Request Mandan Police Server Training: ☐ Yes ☒ No

If yes provide a contact person and contact information::

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

Section 7 – Event Security

Are you requesting off-duty Mandan Police officers? ☐ Yes ☒ No
Number of personnel requested: _____

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

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

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

Are you requesting private security? ☒ Yes ☐ No

Number of security personnel onsite: 1

Include security points and duties on event plans

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

Security Company and Contact Info: Spartan Security Arranged by the MPO

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?

Armstrong Sanitation Dumpsters and Totes in the Park - Arranged by the MPO

(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 = \$ _____

Fire/EMT Services

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

Finance application processing Fee \$ _____

Trash Container Fee..... \$ _____

Custodial Fee..... \$ _____

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

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

\$25 Application Fee..... \$ _____

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

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

TOTAL: \$ _____

Fees assessed by the Park District are not included.

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

Permit Application #: _____ Date Complete: _____

(For office use only)

Signature Page from City Officials and Department Heads

<u>Mitch L. Bitz</u> Mitch L. Bitz (Aug 14, 2025 08:53:36 CDT)	/ 08/14/2025	☐	Approved	☐	Denied	☐	Conditional—See Narrative
Fire Department	Date						
<u>Patrick Haug</u> Patrick Haug (Aug 14, 2025 08:33:41 CDT)	/ 08/14/2025	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Police Department	Date						
<u>Jack Higgins</u> Jack Higgins (Aug 14, 2025 08:33:41 CDT)	/ 08/14/2025	☒	Approved	☐	Denied	☐	Conditional—See Narrative
Engineering Department	Date						
<u>Shane O'Keefe</u> Shane O'Keefe (Aug 17, 2025 13:20:32 CDT)	/ 08/17/2025	☐	Approved	☐	Denied	☐	Conditional—See Narrative
Public Works	Date						

Fire Department Narrative:

Police Department Narrative:

N/A

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.

Permit Application #: _____ **Date Complete:** _____

(For office use only)

- 1) Identification of applicant. The application shall include the name, address and driver's license number of the applicant and the name, address and driver's license number of the person who will manage or conduct the public event. The application shall also state whether the applicant or the person who will manage or conduct the event has been convicted of any crime relating to the sale of alcoholic beverages or controlled substances or within the past five years has been convicted of any crime against persons, including assault, disorderly conduct, sexual assault, rape or murder, and whether the applicant or the person who will manage or conduct the event has ever had a license of any kind revoked or cancelled by any municipal, state or federal authority.
- 2) Date, time and place. The place, date and hours of the proposed event shall be clearly identified.
- 3) Site plan. The person conducting the event shall include in the application a site plan which details the exact placement of the stage, lighting and other electrical equipment, public seating, toilet facilities, fencing or other barricades, parking, marked fire lanes, and the proximity of public roadways. The site plan submitted by the applicant shall be reviewed by the city engineer, who shall submit Estimate of attendance, his recommendations to the board.
- 4) The applicant shall provide an estimate of the number of persons that the person conducting the event has determined can be safely accommodated within the chosen site and an estimate of the number of persons expected to attend.
- 5) Ticket sales. The application shall contain information relating to ticket sales, which addresses the control of attendance to meet the site plan limitations, if any. If the person conducting the event intends to open the event to the general public without prior ticket sales, the application shall address the manner in which the person intends to limit the size of the crowd to meet the site plan limitations.
- 6) Traffic control. The application shall specify the proximity of public roadways to the site of the event and to the proposed parking area and shall contain a description of the manner in which traffic control will be handled to ensure the safe ingress and egress of pedestrians and vehicles. Appropriate arrangements shall be made by the person conducting the event to ensure that no interference will occur with the public use of any adjacent public roadways. The traffic control proposal shall be subject to the approval of the city engineer.
- 7) Parking. The application and site plan shall specify the planned accommodations for public parking. The person conducting the event shall provide adequate parking for persons in attendance commensurate with the estimated number of persons that the selected site can accommodate. Under no circumstances will parking be permitted upon public roadways if said parking would be in violation of posted parking restrictions.
- 8) Sanitation. The application shall include the number and placement of sanitary toilet facilities which will be provided by the person conducting the event. The application shall be accompanied by a letter from the city health officer that indicates that he has reviewed the site plan and estimate of the number of persons in attendance and has determined that the number and kind of proposed toilet facilities is adequate to meet the needs of persons in attendance at the event.
- 9) Garbage. The application shall include a description of the size and number of available garbage disposal units on the site of the event in addition to the arrangements made to clean up the site after the event has ended.
- 10) Fencing and barricades. The application shall contain a description of the fencing and barricade system which is intended to control access to the event site, if such event is to be outdoors, and the location of the fencing and barricade system shall be noted on the site plan. If alcoholic beverages are to be dispensed or consumed at the public event, which event is outdoor, the perimeter of the site must be surrounded by a six-foot cyclone-style fence or enclosed within a tent which has four sides. For all events, whether outdoors or indoors, adequate provisions for entrances and exits and access by fire, police and other emergency personnel or vehicles shall also be noted in the application and on the site plan.
- 11) Signing. The application shall contain a description of the signing which is proposed to control pedestrian and vehicular traffic, parking, and provide appropriate notices to the persons in

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Permit Application #: _____ **Date Complete:** _____

(For office use only)

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

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

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

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

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

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

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

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

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

Each parade permit shall state the following information:

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

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

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

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

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

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

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

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

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

2025 Annual Dinner Permit

Final Audit Report

2025-08-17

Created:	2025-08-14
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAALCMJL2nGLrkAbKOjLqNKO4XjNcbGA9CL

"2025 Annual Dinner Permit" History

-  Document created by Tasha Scott (tasha.scott@mandanpd.com)
2025-08-14 - 1:05:13 PM GMT
-  Document emailed to Patrick Haug (phaug@mandanpd.com) for signature
2025-08-14 - 1:10:55 PM GMT
-  Email viewed by Patrick Haug (phaug@mandanpd.com)
2025-08-14 - 1:31:55 PM GMT
-  Document e-signed by Patrick Haug (phaug@mandanpd.com)
Signature Date: 2025-08-14 - 1:33:41 PM GMT - Time Source: server
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2025-08-14 - 1:53:34 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)
Signature Date: 2025-08-14 - 1:53:36 PM GMT - Time Source: server
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 Document e-signed by Shane OKeefe (shane.okeefe@cityofmandan.com)

Signature Date: 2025-08-17 - 6:20:32 PM GMT - Time Source: server

 Agreement completed.

2025-08-17 - 6:20:32 PM GMT



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 19, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider approval of the City's CIP

STATEMENT/PURPOSE:

To officially adopt and accept the city of Mandan's capital improvement plan

BACKGROUND/ALTERNATIVES:

On July 29th, the city commission held a special meeting to hear presentations of the Capital Improvement Plans from AE2S and Moore Engineering. These plans now need to be officially approved and adopted by the City of Mandan.

ATTACHMENTS:

None

FISCAL IMPACT:

None

STAFF IMPACT:

None

LEGAL REVIEW:

All documents have been made available for the city attorney to review.

RECOMMENDATION:

To approve the capital improvement plan.

SUGGESTED MOTION:

I move to approve the capital improvement plan.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 20, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider a driveway variance for 4008 35th Ave NW

STATEMENT/PURPOSE:

To consider and possibly approve a driveway variance for the property located at 4008 35th Ave NW.

BACKGROUND/ALTERNATIVES:

The property at 4008 35th Ave NW is requesting a variance to the total driveway width allowed on the lot. Section 115-5-4 for Driveway Apron Construction Standards states:

Residential lots. Each lot may have one or two driveways. The combined total width of the driveway or driveways shall be no greater than 36 feet, plus any required flares, measured at the curb line.

The property has an existing 24' driveway and the owner would like to construct a similarly sized driveway on the south end of their property. The lot was formed through the combination of two lots and, at 140', has about double the frontage of the surrounding lots.

ATTACHMENTS:

1. Driveway Variance

FISCAL IMPACT:

None.

STAFF IMPACT:

None.

LEGAL REVIEW:

Not reviewed by legal.

RECOMMENDATION:

To approve the driveway variance, allowing the construction of up to 48' of total driveway width on the property.

SUGGESTED MOTION:

I move to approve the driveway variance, increasing the total allowable driveway width on the property from 36 feet to 48 feet.

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)	Variance (\$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) would like to put a second Apron in for my other garage that was on the other lot before I joined the two lots.	

Engineer/Surveyor			Property Owner or Applicant		
Name			Name <u>Charlie Kopp</u>		
Address			Address <u>4008 35th Ave NW</u>		
City	State	Zip	City	State	Zip
			<u>Mandan</u>	<u>N.D.</u>	<u>58554</u>
email			email <u>Charlie.Kopp@MSO7.org</u>		
Phone		Fax	Phone		Fax
			<u>701-214-1284</u>		
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			
Property Address				Legal Description		
<u>4008 35th Ave NW Mandan, ND</u>				<u>Lot 1, Block 1, Developers West</u>		
Current Use				Acres Replat Lots 23 + 24, Blk 3		
Proposed Use						
<u>Apron For Garage</u>				Section <u>17</u>	Township <u>139</u>	Range <u>81</u>
Parcel Size	Building Footprint	Stories	Building SF	Required Parking	Provided Parking	

Print Name <u>Charlie Kopp</u>	Signature <u>Charlie Kopp</u>	Date <u>7-31-25</u>
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Office Use Only			
Date Received:	Initials: <u>nm</u>	Fees Paid: \$ <u>250</u>	Date <u>7-31-2025</u>
Notice in paper	Mailed to neighbors	P&Z meeting	
Approved	Approved with conditions:		
Denied			



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 22, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT:

STATEMENT/PURPOSE:

BACKGROUND/ALTERNATIVES:

ATTACHMENTS:
None

FISCAL IMPACT:

STAFF IMPACT:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 22, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: Veterans Credit Abatements for Jason Dittus

STATEMENT/PURPOSE:

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

BACKGROUND/ALTERNATIVES:

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

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

ATTACHMENTS:

1. DITTUS 2023-2024 VET CREDIT ABATEMENT APPS
2. VETERANS CREDIT FLYER

FISCAL IMPACT:

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

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Amy Oster

RECOMMENDATION:

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

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

SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2023 & 2024 Abatement Applications for Jason Dittus at 812 Keidel Trail South West as presented.

Application For Abatement Or Refund Of Taxes

North Dakota Century Code § 57-23-04

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

State of North Dakota

Assessment District CITY OF MANDAN

County of COUNTY OF MORTON

Property I.D. No. 65-6111655

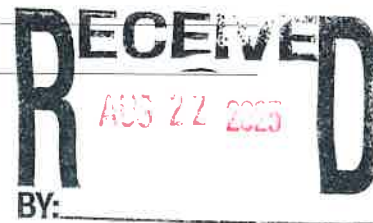
Name DITTUS/JASON JR

Telephone No. _____

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

Legal description of the property involved in this application:

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



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

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

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

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

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

- ☐ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
- ☐ 2. Residential or commercial property's true and full value exceeds the market value
- ☐ 3. Error in property description, entering the description, or extending the tax
- ☐ 4. Nonexisting improvement assessed
- ☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
- ☐ 6. Duplicate assessment
- ☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
- ☐ 8. Error in noting payment of taxes, taxes erroneously paid
- ☒ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08, 1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
- ☐ 10. Other (explain) _____

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

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

Applicant asks that

Veterans credit? increase be approved.

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

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

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant

22 Aug 2025
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 COUNTY OF MORTON

Property I.D. No. 65-6111655

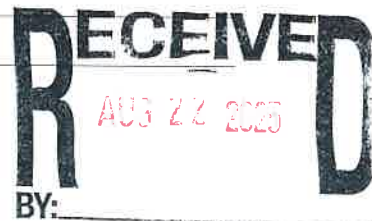
Name DITTUS/JASON JR

Telephone No. _____

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

Legal description of the property involved in this application:

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



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

Land \$ 60,000-
Improvements \$ 256,800-
Total \$ 316,800-
(1)

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

Land \$ 60,000-
Improvements \$ 256,800-
Total \$ 316,800-
(2)

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

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

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

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

Applicant asks that

Veteran's Credit increase be approved.

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

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

Signature of Preparer (if other than applicant) _____

Date _____

Signature of Applicant _____

Date 22 Aug 2025

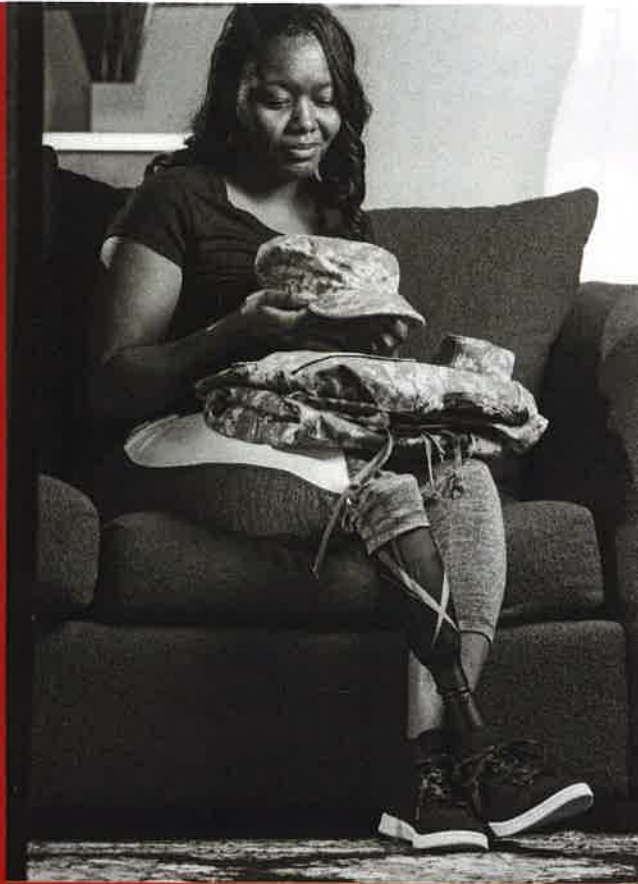
Additional Information

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

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

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

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



Disabled Veterans

PROPERTY TAX CREDIT

OFFICE OF STATE TAX COMMISSIONER



Office of State Tax Commissioner
Brian Kroshus
Tax Commissioner

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

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



Visit tax.nd.gov for more information.



The Program

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

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

Eligibility Details

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



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

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

Download the application at **tax.nd.gov/veterans** or via the QR code.



Visit the North Dakota Office of State Tax Commissioner's website for more information at **tax.nd.gov**.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Assessing Department
DEPARTMENT DIRECTOR: Kimberly Markley
PRESENTER: Kimberly Markley, City Assessor
SUBJECT: 2023-2025 Abatements for Gas U Up LLC

STATEMENT/PURPOSE:

To consider corrections of lot square footage for properties located:
2600 46th Ave SE
2712 46th Ave SE
2616 46th Ave SE

BACKGROUND/ALTERNATIVES:

The following parcels are included:
Parcel #65-5393725: Lot 5, Block 1, less Aud Lot A of West Bay Estates 2nd Replat, Lots 3–5, Block 1.
Parcel #65-5393789: Lot 1, Block 1, West Bay Estates 4th Addition.
Parcel #65-5393793: Lot 2, Block 1, West Bay Estates 4th Addition.
Following the discovery of inaccurate square footage data, the lot sizes for all three parcels have been revised accordingly.

ATTACHMENTS:

1. Abatement applications

FISCAL IMPACT:

2023 All taxing entities = \$5,011.99 City share = \$1,140.19
2024 All taxing entities = \$6,669.58 City share = \$1,524.06
2025 All taxing entities = \$6,669.58 City share = \$1,524.06

STAFF IMPACT:

N/A

LEGAL REVIEW:

Submitted to City Attorney Oster

RECOMMENDATION:

I recommend a motion to recommend approval to the Morton County Commission of the 2023-2024 Abatement applications for Gas U Up LLC at 2600 46th Ave SE, 2025 Abatement application at 2712 46th Ave SE and 2025 Abatement application at 2616 46th Ave SE.

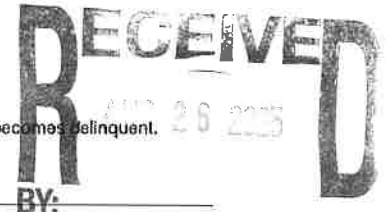
SUGGESTED MOTION:

I move to recommend approval to the Morton County Commission of the 2023-2024 Abatement applications for Gas U Up LLC at 2600 46th Avenue South East, 2025 Abatement application at 2712 46th Avenue South East, and 2025 Abatement application at 2616 46th Avenue South East.

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 County

Property I.D. No. 65-5393725

Name GAS U UP LLC

Telephone No. _____

Address 450 12TH ST W, DICKINSON, ND 58601-3507

Legal description of the property involved in this application:

LOT 5 BLOCK 1 LESS AUD LOT A OF WEST BAY ESTATES 2ND REPLAT

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

Land \$ 768,400
Improvements \$ 0
Total \$ 768,400
(1)

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

Land \$ 292,800
Improvements \$ 0
Total \$ 292,800
(2)

The difference of \$ 475,600.00 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 LOT SQUARE FOOTAGE CORRECTION

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 8-26-25



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

RECEIVED
JUN 26 2025
Los Angeles, Calif.

State of North Dakota

Assessment District City of Mandan

BY

County of Morton County

Property I.D. No. 65-5393725

Name GAS U UP LLC

Telephone No.

Address 450 12TH ST W, DICKINSON, ND 58601-3507

Legal description of the property involved in this application:

LOT 5 BLOCK 1 LESS AUD LOT A OF WEST BAY ESTATES 2ND REPLAT

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

Land \$ 576,300

Improvements \$ 0

Total \$ 576,300

(1)

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

Land \$ 219,600

Improvements \$ 0

Total	\$ 219,600
-------	------------

(24)

The difference of \$ 356,700.00 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 LOT SQUARE FOOTAGE CORRECTION

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 _____

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 County

Property I.D. No. 65-5393789

Name GAS U UP LLC

Telephone No. _____

Address 450 12TH ST W, DICKINSON, ND 58601

Legal description of the property involved in this application:

LOT 1 BLOCK 1 WEST BAY ESTATES 4TH ADDITION

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

Land	\$ 476,400
------	------------

Improvements \$ _____

Total	\$ 476,400
-------	------------

(1)

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

Land	\$ 193,700
------	------------

Improvements \$_____

Total	\$ 193,700
-------	------------

(2)

The difference of \$ 282,700.00 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: \$ _____

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 LOT SQUARE FOOTAGE CORRECTION

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 _____



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 22, 2025
SUBMITTING DEPARTMENT: Human Resources
DEPARTMENT DIRECTOR: Amy Berger
PRESENTER: Amy Berger, HR Director
SUBJECT: Day after Thanksgiving, Christmas, and New Years

STATEMENT/PURPOSE:

To allow the administrative offices to be closed to the public the day after Thanksgiving, Christmas, and New Years.

BACKGROUND/ALTERNATIVES:

A long-standing tradition has been to have administrative offices closed to the public the day after Thanksgiving. Employees take vacation or comp time if they wish to do so, otherwise, they must receive permission to work from their respective department head.

The day after Christmas and New Years falls on a Friday in 2025-2026 this year. Because of this, it is requested to have administrative offices closed to the public the day after those holidays. Employees can take vacation or comp time if they wish to do so; Otherwise, they must receive permission to work from their respective department head.

ATTACHMENTS:

None

FISCAL IMPACT:

NA

STAFF IMPACT:

NA

LEGAL REVIEW:

NA

City Commission

Agenda Documentation

September 2, 2025

Subject: Consider closing City of Mandan administrative offices the day after Thanksgiving, Christmas, and New Years

Page 2 of 2

RECOMMENDATION:

To approve as presented.

SUGGESTED MOTION:

I move to approve that the administrative offices be closed to the public the day after Thanksgiving, Christmas, and New Years.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 25, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Change Order 3 for the 2025 Reconstruction Project (Monte Drive)

STATEMENT/PURPOSE:

To consider change order 3 for the Mandan 2025 Street and Water Reconstruction Project (WSD 65).

BACKGROUND/ALTERNATIVES:

Water Sewer District 65 includes a complete water main replacement in the Monte Drive neighborhood. During construction, unexpected items were encountered, leading to change order 3. Change order 3 includes costs for the contractor to replace a retaining wall, repair an emergency water main break near the project, and to install a 2" water service for the school. These items are all necessary for completion of the project.

Change Order 3 is under the fiscal threshold to be approved administratively, but preceding Change Order 3 were two additional administrative change orders that cumulatively exceed the administrative change order limitation, but are still well within planned project contingencies. They generally included additional and alternate materials to deepen our 24" transmission main and to protect the Boundary water main from potential contaminants. These previous change orders are included as attachments for the Commission's information.

ATTACHMENTS:

1. Change Order 3
2. Change Order 2
3. Change Order 1

FISCAL IMPACT:

Change order 3 is \$15,997.69. This is about 2% of the budgeted contingencies for the

project.

STAFF IMPACT:

Moderate time and effort working alongside Moore Engineering on this project.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve Change Order 3 for Water Sewer District 65.

SUGGESTED MOTION:

I move to approve Change Order 3 for Water Sewer District 65.

CHANGE ORDER NO.: 3

Owner: City of Mandan Owner's Project No.: 2025-03
Engineer: Moore Engineering, Inc. Engineer's Project No.: 24080
Contractor: Strata Corporation Contractor's Project No.:
Project: 2025 Street and Water Improvements Project 2025-03
Contract Name: Water & Sewer Improvement District 65
Effective Date of
Date Issued: 8/21/2025 Change Order: 8/21/2025

The Contract is modified as follows upon execution of this Change Order:

Description: Prior to water main replacement on Linda Dr, the existing water main began leaking. At the request of Public Works, a temporary repair was completed. At 1608 Linda Dr, the existing water service line must be connected to behind a retaining wall. The retaining wall has been partially removed, and will be reset after the water service connection is complete. The water service to Lewis and Clark Elementary School was discovered to be a 2" service, not 1" as previously thought. This item reflects the additional cost associated with the larger service connection.

Attachments:

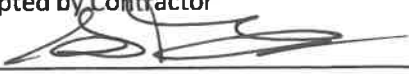
Exhibit A

Contractor's Change Proposals

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 8,112,247.10	Original Contract Times: Substantial Completion: June 26, 2026 Ready for final payment: July 10, 2026
Increase from previously approved Change Orders No. 0 to No. 2: \$ 64,504.00	Increase from previously approved Change Orders No. 0 to No. 2: Substantial Completion: NA Ready for final payment: NA
Contract Price prior to this Change Order: \$ 8,176,751.10	Contract Times prior to this Change Order: Substantial Completion: NA Ready for final payment: NA
Increase this Change Order: \$ 15,997.69	Increase this Change Order: Substantial Completion: NA Ready for final payment: NA
Contract Price incorporating this Change Order: \$ 8,192,748.79	Contract Times with all approved Change Orders: Substantial Completion: June 26, 2026 Ready for final payment: July 10, 2026

Recommended by Engineer (if required)
By: Aidan Kelly, EI 
Title: Project Engineer
Date: 8/21/2025

Authorized by Owner
By: _____
Title: _____
Date: _____

Accepted by Contractor
By: 
Title: Steve Griffin, Vice President
Date: August 21st, 2025

Approved by Funding Agency (if applicable)
By: _____
Title: _____
Date: _____

EXHIBIT A
CHANGE ORDER NO. 3

<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>
CO3.1	Emergency Water Main Repair	LSUM	1	\$ 5,733.75	\$	5,733.75
CO3.2	Retaining Wall Remove and Reset	LSUM	1	\$ 6,160.00	\$	6,160.00
CO3.3	2" Service to School	LSUM	1	\$ 8,239.94	\$	8,239.94
1209-4.11	1" Water Service Line	LF	-40	\$ 49.00	\$	(1,960.00)
1209-4.40	1" Water Service Connection	EA	-1	\$ 1,086.00	\$	(1,086.00)
1209-4.50	1" Curb Stop And 1" Curb Box	EA	-1	\$ 1,090.00	\$	(1,090.00)
TOTALS					\$ -	\$ 15,997.69
NET CHANGE IN CONTRACT PRICE						\$ 15,997.69

ORIGINAL CONTRACT PRICE	\$	8,112,247.10
AMOUNT FROM PREVIOUS CHANGE ORDER	\$	64,504.00
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER	\$	8,176,751.10
INCREASE THIS CHANGE ORDER	\$	15,997.69
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER	\$	8,192,748.79

JUSTIFICATION

1. Prior to water main replacement on Linda Dr, the existing water main began leaking. At the request of Public Works, a temporary repair was completed. At 1608 Linda Dr, the existing water service line must be connected to behind a retaining wall. The retaining wall has been partially removed, and will be reset after the water service connection is complete. The water service to Lewis and Clark Elementary School was discovered to be a 2" service, not 1" as previously thought. This item reflects the additional cost associated with the larger service connection.

Strata Corporation

Change Order

1771 W Cavalry Dr
Bismarck, ND 58504
Office 701-258-3925 Fax 701-258-8987

DATE: July 29, 2025
Job # 48251073

Project Owner:
City of Mandan
Moore Engineering
Grant Dockter

Project Name Mandan WU 65

2" Connection Change Order

DESCRIPTION	MEASURE	QTY	UNIT PRICE	AMOUNT
Emergency Watermain Repair	LS	1.00	\$ 5,733.75	\$ 5,733.75
				\$ -
				\$ -
				\$ -
				\$ -
SUBTOTAL				\$ 5,733.75
TOTAL				\$ 5,733.75

</

Contractor Signature 

Approved _____ Denied _____

Owner Authorized Signature _____

CHANGE AMOUNT \$ 5,733.75

Labor	Rate	Hours	Total	
Foreman	\$ 110.00	5.5	\$ 605.00	
Excavator Operator	\$ 100.00	5	\$ 500.00	
Loader Operator	\$ 100.00	5	\$ 500.00	
Laborer - Pipelayer	\$ 90.00	5	\$ 450.00	
Laborer - General	\$ 90.00	5	\$ 450.00	
Laborer - General	\$ 90.00	5	\$ 450.00	
				\$2,955.00
Equipment				
138 Excavator	\$ 80.00	5	\$ 400.00	
380 Loader	\$ 120.00	5	\$ 600.00	
Small Tools - Water	\$ 35.00	5.5	\$ 192.50	
Trench Box	\$ 25.00	5	\$ 125.00	
Skidsteer	\$ 50.00	5	\$ 250.00	
Foreman Pickup	\$ 30.00	5.5	\$ 165.00	
Crew Truck	\$ 30.00	5	\$ 150.00	
Vactron	\$ 75.00	5	\$ 375.00	
				\$2,257.50
Material				
Ferguson			\$ -	
Misc Material			\$ -	
				\$ -
			Subtotal	\$5,212.50
			Markup (10%)	
			Total Request	\$5,212.50



Brad Riely
3180 Hwy. 22 N
P.O. Box 1010
Dickinson, ND 58602

Project Name Mandan WU 65

CHANGE AMOUNT	\$	6,160.00
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Page 56 of 198

Strata Corporation

Change Order

1771 W Cavalry Dr
Bismarck, ND 58504
Office 701-258-3925 Fax 701-258-8987

DATE: August 6, 2025
Job # 48251073

Project Owner:
City of Mandan
Moore Engineering
Grant Dockter

Project Name Mandan WU 65

2" Connection Change Order

DESCRIPTION	MEASURE	QTY	UNIT PRICE	AMOUNT
2" Connection Change Order	LS	1.00	\$ 8,239.94	\$ 8,239.94
				\$ -
				\$ -
				\$ -
				\$ -
			SUBTOTAL	\$ 8,239.94
			TOTAL	\$ 8,239.94



Contractor Signature

Approved _____ Denied _____

CHANGE AMOUNT \$ 8,239.94

Owner Authorized Signature

Mandan W&S 65 - 2" Water Service

From Brad Riely <bradr@bekweb.com>

Date Wed 8/6/2025 12:40 PM

To Nieuwsma, Jesse <Jesse.Nieuwsma@kniferiver.com>

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Below is the breakdown for the 2" Water Service into the school.

Labor	Rate	Hours	Total	
Foreman	\$ 110.00	6.5	\$ 715.00	
Excavator Operator	\$ 100.00	6.5	\$ 650.00	
Loader Operator	\$ 100.00	4.5	\$ 450.00	
Laborer - Pipelayer	\$ 90.00	4.5	\$ 405.00	
Laborer - General	\$ 90.00	4.5	\$ 405.00	
				\$2,625.00
Equipment				
138 Excavator	\$ 120.00	6.5	\$ 780.00	
380 Loader	\$ 120.00	2	\$ 240.00	
Small Tools - Water	\$ 35.00	6.5	\$ 227.50	
Trench Box	\$ 25.00	4.5	\$ 112.50	
Skidsteer	\$ 20.00	3	\$ 60.00	
Foreman Pickup	\$ 30.00	6.5	\$ 195.00	
				\$1,615.00
Material				
Ferguson	\$2,447.49	1	\$ 2,447.49	
Misc Material	\$ 122.37	1	\$ 122.37	
				\$2,569.86
			Subtotal	\$6,809.86
			Markup (10%)	\$ 680.99
			Total Request	\$7,490.85

Thank you,





FERGUSON WATERWORKS #2517
2005 CHANNEL DRIVE
BISMARCK, ND 58501-6714

Phone: 701-258-9700
Fax: 701-258-1452

Deliver To:
From: Matthew Allen Pfaff
matthew.pfaff@ferguson.com
Comments:

14:26:56 JUL 02 2025

Page 1 of 2

FERGUSON WATERWORKS #2516

Price Quotation
Phone: 701-258-9700
Fax: 701-258-1452

Bid No: B207842
Bid Date: 07/02/25
Quoted By: MAP

Cust Phone: 605-256-4561
Terms: NET 10TH PROX

Customer: BEK CONSULTING LLC
PO BOX 1010
MANDAN 2025 WATER AND SEW
DICKINSON, ND 58602

Ship To: BEK CONSULTING
BOUNDARY ST NW SUNSET DRIV
MANDAN 2025 WATER AND SEWE
MANDAN, ND 58554

Cust PO#: 24X2 SERVICE

Job Name: MANDAN 2025 WATER AND SEW

Item	Description	Quantity	Net Price	UM	Total
FFS3332670CC7NL	FS333-25.50-26.70 X CC7 SDL	1	696.970	EA	696.97
FFB10017IDR7NL	LF 2 CC X PE PJ BALL CORP	1	358.390	EA	358.39
FB66777MIDR7NL	LF 2 BALL CURB ST PE PJ	1	577.050	EA	577.05
PSISIK	2 SS INS STFNR IPS PE	5	4.830	EA	24.15
FC66661DR7NL	LF 1-1/2 PE PJ X PE PJ COUP	1	167.910	EA	167.91
M5622ACX	1-1/2X8X1-1/2 MINN CURB BX CIP DOM	1	95.870	EA	95.87
M566078	78 STNRY ROD	1	19.860	EA	19.86
PES7AK100	2X100 IPS SIDR7 HDPE PIPE	100	320.760	C	320.76

Net Total: \$2260.96
Tax: \$186.53
Freight: \$0.00
Total: \$2447.49

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2517&on=28418>

FERGUSON WATERWORKS #2516
Price Quotation

Fax: 701-258-1452

14:26:56 JUL 02 2025

Reference No: B207842



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2517&on=28418>

CHANGE ORDER NO.: 2

Owner: City of Mandan Owner's Project No.: 2025-03
 Engineer: Moore Engineering, Inc. Engineer's Project No.: 24080
 Contractor: Strata Corporation Contractor's Project No.:
 Project: 2025 Street and Water Improvements Project 2025-03
 Contract Name: Water & Sewer Improvement District 65
 Effective Date of
 Date Issued: 7/3/2025 Change Order: 7/3/2025

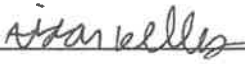
The Contract is modified as follows upon execution of this Change Order:

Description: This change order includes the labor and materials required to adjust the elevations of the water main at the tie-in to the existing 20" main at the intersection of Boundary St and 6th Ave NW. 3 additional 45 degree bend fittings are needed, and the size and weight of the fittings for the large-diameter pipes make them laborious to install.

Attachments:

Exhibit A**Contractor's Change Proposal**

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ 8,112,247.10	Substantial Completion: June 26, 2026
	Ready for final payment: July 10, 2026
Increase from previously approved Change Orders No. 0 to No. 1:	Increase from previously approved Change Orders No. 0 to No. 1:
\$ 46,268.00	Substantial Completion: NA
	Ready for final payment: NA
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 8,158,515.10	Substantial Completion: NA
	Ready for final payment: NA
Increase this Change Order:	Increase this Change Order:
\$ 18,236.00	Substantial Completion: NA
	Ready for final payment: NA
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 8,176,751.10	Substantial Completion: June 26, 2026
	Ready for final payment: July 10, 2026

Recommended by Engineer (if required)
By: Aidan Kelly, EI 
Title: Project Engineer
Date: 7/3/2025

Authorized by Owner
By: 
Title: City Engineer
Date: 7/7/2025

Accepted by Contractor
By: Jesse Niemusma 
Title: Project Manager
Date: 7/7/25

Approved by Funding Agency (if applicable)
By:
Title:
Date:

EXHIBIT A
CHANGE ORDER NO. 2

<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>
CO2.1 Additional Fittings	LSUM	1	\$ 18,236.00	\$	18,236.00
TOTALS				\$ -	\$ 18,236.00
NET CHANGE IN CONTRACT PRICE				\$	18,236.00

ORIGINAL CONTRACT PRICE	\$	8,112,247.10
AMOUNT FROM PREVIOUS CHANGE ORDER	\$	46,268.00
CONTRACT PRICE PRIOR TO THIS CHANGE ORDER	\$	8,158,515.10
INCREASE THIS CHANGE ORDER	\$	18,236.00
CONTRACT PRICE INCORPORATING THIS CHANGE ORDER	\$	8,176,751.10

JUSTIFICATION

- This change order includes the labor and materials required to adjust the elevations of the water main at the tie-in to the existing 20" main at the intersection of Boundary St and 6th Ave NW. 3 additional 45 degree bend fittings are needed, and the size and weight of the fittings for the large-diameter pipes make them laborious to install.



June 25, 2025

Strata/Knife River
1771 W Calvary Drive
Bismarck, ND 58504
Attn.: Jesse Nieuwsma

Re: Mandan Water & Sewer Improvement District #65
Change Request #1 – Additional fittings and work at the 6th Ave valve cluster
Change Request #2 – Pulling of old service lines in lieu of open cutting

Change Request #1:

Scope of Work: Due to the unforeseen differences in elevation of the existing 20" and the desired depth of the new 24" and 12", it was necessary to rotate the 24" tee and add a 24" – 45 degree bend. We will also need to add two – 12" – 45degree bends when we go west on boundary to step down in elevation which is included in this price.

Break Down:

BEK Crew Time	\$ 8,334.00
Materials	\$ 6,223.00
Tax 8.25%	\$ 513.40
10% Markup	\$ 1,507.04

Total \$ 16,577.44

~~Change Request #2: Rejected.~~

~~Scope of Work: Pull the existing service lines with a Hydraslitter in lieu of open cutting. This method reduces the expense of surface disturbance.~~

~~Option #1 - \$45/ft (Item 37 - 1" Water Service Line) + \$25/ft (Corp to Curb Box)~~

~~Option #2 - \$45/ft + \$800 per service~~

3180 Hwy 22N, PO Box 1010

Dickinson, ND 58602



Please call with any questions or concerns.

Respectfully Submitted,

Brad Riely
BEK Consulting LLC
701 690-3382
bradr@bekweb.com

CHANGE ORDER NO.: 1

Owner: City of Mandan Owner's Project No.: 2025-03
Engineer: Moore Engineering, Inc. Engineer's Project No.: 24080
Contractor: Strata Corporation Contractor's Project No.:
Project: 2025 Street and Water Improvements Project 2025-03
Contract Name: Water & Sewer Improvement District 65
Effective Date of
Date Issued: 6/26/2025 Change Order: 6/26/2025

The Contract is modified as follows upon execution of this Change Order:

Description: This change order includes modifying the planned water main pipe type from PVC to Ductile Iron with Nitrile Gaskets in the vicinity of a gas station along Boundary Rd which experienced a recent fuel leak. This change order also includes modifying the pipe type from polyethylene to copper for any water services to be installed within soils found to be contaminated.

Attachments:

Exhibit A

Contractor's Change Proposal

Sheet C-418

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ 8,112,247.10	Substantial Completion: June 26, 2026
	Ready for final payment: July 10, 2026
Increase from previously approved Change Orders No. 0 to No. 0:	Increase from previously approved Change Orders No. 0 to No. 0:
\$ 0	Substantial Completion: NA
	Ready for final payment: NA
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 8,112,247.10	Substantial Completion: NA
	Ready for final payment: NA
Increase this Change Order:	Increase this Change Order:
\$ 46,268.00	Substantial Completion: NA
	Ready for final payment: NA
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 8,158,515.10	Substantial Completion: June 26, 2026
	Ready for final payment: July 10, 2026

Recommended by Engineer (if required)
By: Aidan Kelly, EI Aidan Kelly
Title: Project Engineer
Date: 6/26/2025

Authorized by Owner
By: [Signature]
Title: City Administrator
Date: 8-5-25

Accepted by Contractor
By: Jesse Newsome [Signature]
Title: Project Manager
Date: 7/2/25

Approved by Funding Agency (if applicable)
By: _____
Title: _____
Date: _____



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 28, 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: September 2, 2025
PREPARATION DATE: August 26, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the raffle permit for the Josh Chaffin Organ Transplant Benefit

STATEMENT/PURPOSE:

Consider approval of the raffle permit for the Josh Chaffin Organ Transplant Benefit

BACKGROUND/ALTERNATIVES:

A one-time gun raffle to be held on December 5, 2025, at the Moose Lodge. The proceeds will help with medical bills for Josh Chaffin. See attached permit.

ATTACHMENTS:

1. 2025-51

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the raffle permit for the Josh Chaffin Organ Transplant Benefit.

SUGGESTED MOTION:

I move to approve the raffle permit for the Josh Chaffin Organ Transplant Benefit.



LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (8-2025)

Permit Number

2025-51

Permit Type (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games Authorized

☐ Raffle by a Political or Legislative District Party

☐ Bingo ☒ Raffle ☐ Raffle Board ☐ Calendar Raffle ☐ Sports Pool ☐ Poker* ☐ Twenty-One* ☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Josh Chaffin Organ Transplant Benefit		Dates Authorized (Read Instruction 2) 12-5-25	
Organization or Group Contact Person Brian Myers	E-mail brian.myers0988@gmail.com	Telephone Number 701-870-2781	
Mailing Address 501 Lohstreter Rd	City Mandan	State ND	ZIP Code 58554

SITE INFO

Site Name Loyal Order of the Moose		County Morton	
Site Address 111 11th Ave NE	City Mandan	State ND	ZIP Code 58554
If the city or county is placing restrictions on the permit, please explain N/A			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) One time ticket raffle to be held on 12-5-25 at the Moose Lodge in a seperate banquet room.			

Permits must be issued prior to the 1st event date.

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

- a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official Tasha Scott	Title of City or County Official Administrative Assistant	Telephone Number 701-667-3250	E-mail Address tasha.scott@mandanpd.com
Signature of City or County Official 		Date 8-25-25	Issuing Governing Body ☒ City ☐ County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.

Information required to be preprinted on a standard raffle ticket:

1. Name of Organization;
2. Ticket Number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player or option to convert a **merchandise** prize to a cash prize that is limited to the lesser of the value of the merchandise prize or fifteen thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. Print the authorizing city or county and permit number
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an non-guaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or fifteen thousand dollars.

North Dakota Administrative Code 99-01.3-05-02(4) states that an employee may not sell a ticket on a site where another organization is licensed or has a permit unless the employee is granted permission by the lessor and other organization.

North Dakota Administrative Code 99-01.3-05-01 through 99-01.3-05-05 (Raffles) in its entirety can be reviewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

INSTRUCTIONS:

After a city or county governing board has authorized an organization to receive a local permit or restricted event permit, the city or county must complete the form.

1. Enter the city or county assigned "Permit Number".
2. Enter the beginning and ending date(s) for which the permit is authorized. **Note: Unexact blanket dates will not be accepted**
 - a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar year basis.
 - b. A local permit can be issued for one or more events per fiscal year.
 - c. The "Dates Authorized" must only be the actual dates of the event(s) and does not include the dates the organization is selling tickets.
 - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
 - e. If a local permit is issued for more than one event, enter the date of the first event as the beginning date and the date of the last event as the ending date.
 - f. A permit may not be issued more than twelve months prior to the first raffle drawing date.
 - g. A restricted event permit may be issued for only one event per year. if the organization has received a local permit during a fiscal year, it may not receive a restricted event permit. If the organization received a restricted event permit during the fiscal year, it may not receive a local permit.
3. Permits must provide the specific dates of event(s), site name, and site physical address. If there are multiple event dates that do not fit on the permit, a separate sheet must be submitted with the permit that provides a list of all event dates.
4. Enter any restriction place on the organization or group, such as days of the week or designation of an area at a site where games may be conducted.
5. When a restricted event permit is issued, provide a "Report on a Restricted Event Permit (SFN 52880)" form to the organization or be sure they know the form is available at <https://attorneygeneral.nd.gov/licensing-and-gaming/licensing/charitable-gaming> by scrolling to the bottom of the page.
6. Give the organization or group the completed permit form, keep a copy for your records, and send a copy within 14 days of issuance of the permit. However, all permits must be sent to the Gaming Division, no later than 7 days prior to the first event date by email to agogaming@nd.gov or fax to (701) 328-3535.

If you have questions on the local permit or restricted event permit process, please call: 1-800-326-9240.

Office of Attorney General
Gaming Division
600 E Blvd Ave, Dept. 125
Bismarck, ND 58505-0040



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

*Paid
8-20-25*

Applying for (check one)							
☒ Local Permit	☐ Restricted Event Permit*						
Games to be conducted		☐ Raffle by a Political or Legislative District Party					
☐ Bingo	☒ Raffle	☐ Raffle Board	☐ Calendar Raffle	☐ Sports Pool	☐ Poker*	☐ Twenty-One*	☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group <i>Josh Cheffn Organ Transplant Benefit</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>12-5-25</i>	
Organization or Group Contact Person <i>Brian</i>	E-mail <i>Brian.Myers0988@gmail.com</i>	Telephone Number <i>701 870 2781</i>	
Business Address	City <i>Mandan</i>	State <i>ND</i>	ZIP Code <i>58554</i>
Mailing Address (if different) <i>501 Lohstreter Rd.</i>	City <i>Mandan</i>	State <i>ND</i>	ZIP Code <i>58554</i>

SITE INFO

Site Name <i>Loyal order of mause</i>	County <i>Morton</i>
Site Physical Address <i>111 11th ave NE.</i>	City <i>Mandan</i>
	State <i>ND</i>
	ZIP Code <i>58554</i>
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) <i>raffle 12-5-25</i>	

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
<i>raffle</i>	<i>Gun</i>	
	<i>Gun</i>	
	<i>Gun</i>	
	<i>Gun</i>	
	<i>Gun</i>	
Total (limit \$40,000 per year)		<i>\$ 3379.94</i>

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds <i>Help with medical costs</i>
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: _____ (This amount is part of the total prize limit for \$40,000 per fiscal year)
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No

Printed Name of Organization Group's Permit Organizer <i>Brian Lee Myers</i>	Telephone Number <i>701 870 2781</i>	E-mail Address <i>Brian.Myers0988@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>[Signature]</i>	Title <i>na</i>	Date <i>8-19-2025</i>

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The total of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.

Price per gun

Howa 1500 GP snow camo 22-250 \$679.99

Savage Axis 2 XP wood 6.5 Creedmore \$609.99

GLFA AR15 .223Wylde 16" white \$699.99

Savage Axis 6.5 Creedmore \$299.99

RIA VR80 12ga \$499.99

Henry Golden Boy 22LR \$589.99

Plus 8% sales tax



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 26, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the raffle permit for the Mandan Cheer Team

STATEMENT/PURPOSE:

Consider approval of the raffle permit for the Mandan Cheer Team

BACKGROUND/ALTERNATIVES:

The Mandan Cheer team will hold a one-time ticket raffle to be held on September 20, 2025. Proceeds will help pay for competition fees. See attached permit.

ATTACHMENTS:

1. 2025-50

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the raffle permit for the Mandan Cheer Team.

SUGGESTED MOTION:

I move to approve the raffle permit for the Mandan Cheer Team.



LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (8-2025)

Permit Number
2025-50

Permit Type (check one)

☒ Local Permit	☐ Restricted Event Permit*
Games Authorized	☐ Raffle by a Political or Legislative District Party
☐ Bingo	☒ Raffle
☐ Raffle Board	☐ Calendar Raffle
☐ Sports Pool	☐ Poker*
☐ Twenty-One*	☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Mandan Cheer Team		Dates Authorized (Read Instruction 2) 9-20-2025	
Organization or Group Contact Person Courtney Pierce	E-mail mandanhighcheer@gmail.com	Telephone Number 701-202-0384	
Mailing Address 2335 4th Ave NW	City Mandan	State ND	ZIP Code 58554

SITE INFO

Site Name Mandan High School		County Morton	
Site Address 2335 4th Ave nW	City Mandan	State ND	ZIP Code 58554
If the city or county is placing restrictions on the permit, please explain N/A			
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) One time ticket raffle to be held on Setember 20, 2025 at the Mandan High School.			

Permits must be issued prior to the 1st event date.

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county **and** the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

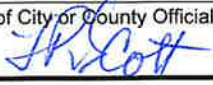
- a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official Tasha Scott	Title of City or County Official Administrative Assistant	Telephone Number 701-667-3250	E-mail Address tasha.scott@mandanpd.com
Signature of City or County Official 		Date 8.25.25	Issuing Governing Body ☒ City ☐ County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.

Information required to be preprinted on a standard raffle ticket:

1. Name of Organization;
2. Ticket Number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player or option to convert a **merchandise** prize to a cash prize that is limited to the lesser of the value of the merchandise prize or fifteen thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. Print the authorizing city or county and permit number
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time of the drawing or drawings and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an non-guaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or fifteen thousand dollars.

North Dakota Administrative Code 99-01.3-05-02(4) states that an employee may not sell a ticket on a site where another organization is licensed or has a permit unless the employee is granted permission by the lessor and other organization.

North Dakota Administrative Code 99-01.3-05-01 through 99-01.3-05-05 (Raffles) in its entirety can be reviewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

INSTRUCTIONS:

After a city or county governing board has authorized an organization to receive a local permit or restricted event permit, the city or county must complete the form.

1. Enter the city or county assigned "Permit Number".
2. Enter the beginning and ending date(s) for which the permit is authorized. **Note: Unexact blanket dates will not be accepted**
 - a. A permit must be on a fiscal year basis from July first to June thirtieth or on a calendar year basis.
 - b. A local permit can be issued for one or more events per fiscal year.
 - c. The "Dates Authorized" must only be the actual dates of the event(s) and does not include the dates the organization is selling tickets.
 - d. For a "one time" event permit, the beginning and ending date for "Dates Authorized" is the date of the event date.
 - e. If a local permit is issued for more than one event, enter the date of the first event as the beginning date and the date of the last event as the ending date.
 - f. A permit may not be issued more than twelve months prior to the first raffle drawing date.
 - g. A restricted event permit may be issued for only one event per year. If the organization has received a local permit during a fiscal year, it may not receive a restricted event permit. If the organization received a restricted event permit during the fiscal year, it may not receive a local permit.
3. Permits must provide the specific dates of event(s), site name, and site physical address. If there are multiple event dates that do not fit on the permit, a separate sheet must be submitted with the permit that provides a list of all event dates.
4. Enter any restriction place on the organization or group, such as days of the week or designation of an area at a site where games may be conducted.
5. When a restricted event permit is issued, provide a "Report on a Restricted Event Permit (SFN 52880)" form to the organization or be sure they know the form is available at <https://attorneygeneral.nd.gov/licensing-and-gaming/licensing/charitable-gaming> by scrolling to the bottom of the page.
6. Give the organization or group the completed permit form, keep a copy for your records, and send a copy within 14 days of issuance of the permit. However, all permits must be sent to the Gaming Division, no later than 7 days prior to the first event date by email to agogaming@nd.gov or fax to (701) 328-3535.

If you have questions on the local permit or restricted event permit process, please call: 1-800-326-9240.

Office of Attorney General
Gaming Division
600 E Blvd Ave, Dept. 125
Bismarck, ND 58505-0040



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

pd 8-20-25

Applying for (check one)

☒ Local Permit	☐ Restricted Event Permit*
Games to be conducted	☐ Raffle by a Political or Legislative District Party
☐ Bingo	☒ Raffle
☐ Raffle Board	☐ Calendar Raffle
☐ Sports Pool	☐ Poker*
☐ Twenty-One*	☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.

LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group Mandan cheer Team		Dates of Activity (Does not include dates for the sales of tickets) 9-28-25	
Organization or Group Contact Person Courtney Pierce	E-mail mandanhighcheer@gmail.com	Telephone Number 701-202-0384	
Business Address 2335 4th Ave NW	City Mandan	State ND	ZIP Code 58554
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Mandan High School	County Mandan
Site Physical Address 2335 4th Ave NW	City Mandan
	State ND
	ZIP Code 58554

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)
Raffle - Sept 20

PRIZE / AWARD INFO (If More Prizes, Attach An Additional Sheet)

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Cash - (3) \$100 (5) \$50 (6) \$25	\$700
Total (limit \$40,000 per year)		\$700

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds proceeds will help pay for competition fees and props	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Courtney Pierce	Telephone Number 701-202-0384	E-mail Address mandanhighcheer@gmail.com
Signature of Organization Group's Permit Organizer Courtney Pierce	Title Head cheer coach	Date 8/20/25

Information required to be preprinted on a standard raffle ticket:

1. Name of organization;
2. Ticket number;
3. Price of the ticket, including any discounted price;
4. Prize, description of an optional prize selectable by a winning player, or option to convert a merchandise prize to a cash prize that is limited to the lesser of the value of the merchandise prize or eight thousand dollars. However, if there is insufficient space on a ticket to list each minor prize that has a retail price not exceeding twenty-five dollars, an organization may state the total number of minor prizes and their total retail price;
5. For an organization that has a permit, print the authorizing city or county and permit number;
6. A statement that a person is or is not required to be present at a drawing to win;
7. Date and time for each drawing and, if the winning player is to be announced later, date and time of that announcement. For a calendar raffle, if the drawings are on the same day of the week or month, print the day and time of the drawing;
8. Location and physical street address of the drawing;
9. If a merchandise prize requires a title transfer involving the Department of Transportation, a statement that a winning player is or is not liable for sales or use tax;
10. If a purchase of a ticket or winning prize is restricted to a person of a minimum age, a statement that a person must be at least "-" years of age to buy a ticket or win a prize;
11. A statement that a purchase of the ticket is not a charitable donation;
12. If a secondary prize is an unguaranteed cash or merchandise prize, a statement that the prize is not guaranteed to be won and odds of winning the prize based on numbers of chances; and
13. If a prize is live beef or dairy cattle, horse, bison, sheep, or pig, a statement that the winning player may convert the prize to a cash prize that is limited to the lesser of the market value of the animal or six thousand dollars.

PRIZE RESTRICTIONS:

A single cash prize cannot exceed \$8,000

The retail value of a merchandise prize cannot exceed \$8,000.

The **total** of all cash prizes and retail value of all merchandise prizes for all games cannot exceed \$40,000 per year.

If the value of the planned cash and merchandise prizes exceed \$40,000, the organization or group must reduce the prizes to this limit or a nonprofit corporation may apply for a state gaming license with the Office of Attorney General.

LOCAL PERMIT AND RESTRICTED EVENT PERMIT DIFFERENCES:

	<u>Local Permit</u>	<u>Restricted Event Permit</u>
Number of events per year	Limited by prizes	One
Must file an information report	Yes, if political party	Yes
May pay employees compensation	Yes	No
Must use chips as wagers	No	Yes
Use of net income	Unrestricted	Restricted
Games allowed	Bingo Raffles Sports Pools	Bingo Raffles Sports Pools Poker Twenty-One Paddlewheels

Compared to a "Local Permit," an organization or group with a "Restricted Event Permit" may conduct three more game types, but is restricted to one event per year, must file a "Report on a Restricted Event Permit" with the city or county and Office of Attorney General, and disburse net income to eligible uses. These uses are described by North Dakota Century Code 53-06.1-11.1(2) and North Dakota Administrative Code 99-01.3-14-02. Refer to the backside of the "Report on a Restricted Event Permit" form for a general list of eligible uses.

For a Restricted Event Permit, one method to ensure that the total of all cash prizes and retail value of all merchandise prizes do not exceed \$40,000 is to charge each player a standard amount at the start of the event for a certain number or value of chips. If a player loses all of the player's chips, the player may re-buy chips. The player would play games and, at the end of the event, the organization would auction merchandise prizes to the players. The player who bid the highest number or value of chips for a prize would win that prize. For those players who have chips but did not successfully bid on a prize, the organization may redeem the chips for a predetermined cash value per chip. For this method, the value of the players' chips redeemed for cash is no a prize.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Engineering Department
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider applying for the 2028 TA grant

STATEMENT/PURPOSE:

To consider sponsoring an application for a TA grant for the 1806 pedestrian Trail Improvements

BACKGROUND/ALTERNATIVES:

In previous years, Mandan Parks District has submitted an application requesting funding from the NDDOT Transportation Alternatives program. The TA program provides up to an 80% grant for pedestrian trail projects. The City and Mandan Parks combined applications for adjacent improvements in the interest of making the application more competitive and to take advantage of economies of scale.

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

ATTACHMENTS:

None

FISCAL IMPACT:

The total estimate of the project is about \$925,410. The TA grant would cover up to 80% of the construction costs. The local share of the project would be \$301,298.07. The City's "half" of the project is estimated to represent about 20% of the construction

costs, while the Park's "half" is estimated to be 80% of the construction costs. The commission approved the use of sales tax dollars to cover some local costs, in an amount that is proportionate to the City's share of construction costs. We are estimating that to be about \$60,000, about 6.5% of total project cost. The remaining costs would be assessed to the Mandan Parks District. Mandan Parks has concurred with this proposed cost-split method.

STAFF IMPACT:

LEGAL REVIEW:

All documents have been made available to the city attorney for review.

RECOMMENDATION:

To apply for the 2028 transportation alternative grant for 1806 pedestrian improvements

SUGGESTED MOTION:

I move to approve to apply for the 2028 transportation alternative grant for 1806 pedestrian improvements.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 20, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider general contract change order 9 for the Raw Water Intake project

STATEMENT/PURPOSE:

To consider and possibly approve change orders for the Raw Water Intake project.

BACKGROUND/ALTERNATIVES:

The Raw Water Intake project is nearing completion. The City began using the new intake in August 2023 and the Mandan Refinery (MPC) began using their portion of the intake April 2024. The remaining work primarily includes restoration and chip sealing at the WTP (planned for fall 2025).

The change order below reflects miscellaneous changes in contract Work. Summary as follows:

Swanberg Change Order G-09

- Fill piping and valve chambers of old intake with flowable fill and remove hatches and patch slab to improve working surface.
- Add hydrant protection barriers at PRP structure.
- Extend contract times for chip sealing (subcontract work with limited control over scheduling).

ATTACHMENTS:

1. Change Order G-09

FISCAL IMPACT:

Construction Contract Summary

- Swanberg Construction increase of \$9,192 (6.2% total change order rate).

Summary of Expenditures	Current Contracted	Pending	Total
Construction Contracts	\$31,085,718	\$9,192	\$31,094,910
Engineering Services	\$3,945,000	\$0	\$3,945,000
Other	\$89,456	\$0	\$89,456
	\$35,120,173	\$9,192	\$35,129,365

Total Project Budget/Funding	\$36,587,000
Estimated Total Expenditures	\$35,129,365
Estimated Contingency	\$1,457,635
Remaining	

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve Change Order No. G-09 with Swanberg Construction for the Mandan Raw Water Intake project.

SUGGESTED MOTION:

I move to approve Change Order No. G-09, as presented.

Change Order

No. **G-09**

Date of Issuance: August 5, 2025

Effective Date: July 1, 2025

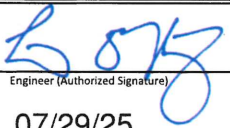
Project: <i>Mandan Raw Water Intake - Phase IB</i>	Owner: <i>City of Mandan, ND</i>	Owner's Contract No.: 2014-09
Contract: <i>General Construction</i>		Date of Contract: November 24, 2020
Contractor: <i>Swanberg Construction, Inc.</i>		Engineer's Project No.: P00510-2010-001

The Contract Documents are modified as follows upon execution of this Change Order:

Description of Change		
Item	Description	Cost Adjustment
1	WCD G-70: Fill piping and valve chambers of PRP (old intake) with flow fill, remove hatches and patch concrete slab to piping and valve chambers of PRP.	\$8,592.00
2	WCD G-71: Hydrant protection barriers at PRP structure.	\$600.00
3	Contract Time adjustment site restoration work including chip sealing.	N/A
Total Net Change: CO-G-09		\$9,192.00

Attachments: WCD G-70 and WCG G-71.

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price:		Substantial completion: December 15, 2022	
\$	11,143,000.00	Ready for final payment: February 15, 2023	
Increase from previously approved Change Orders		Increase from previously approved Change Orders	
No. 0 to No. 8		No. 0 to No. 8	
	\$680,013.97	Substantial completion: 841	
		Ready for final payment: 867	
Contract with Increase from previously approved Change Orders		Contract Times prior to this Change Order:	
\$	11,823,013.97	Milestone 1 (Medium Voltage Duct bank and Fiber): November 3, 2022	
		Milestone 2 (Building Dry-In): December 24, 2022	
		Milestone 3 (Intake Operational): August 14, 2023	
Increase of this Change Order		Substantial completion: April 4, 2025	
\$	9,192.00	Ready for final payment: July 1, 2025	
Contract Price incorporating this Change Order:		Increase Time of this Change Order:	
\$	11,832,205.97	Milestone 1 (Medium Voltage Duct bank and Fiber): 0	
		Milestone 2 (Building Dry-In): 0	
		Milestone 3 (Intake Operational): 0	
		Substantial completion: 0	
		Ready for final payment: 120	
		Contract Times with all approved Change Orders:	
		Milestone 1 (Medium Voltage Duct bank and Fiber): November 3, 2022	
		Milestone 2 (Building Dry-In): December 24, 2022	
		Milestone 3 (Intake Operational): August 14, 2023	
		Substantial completion: April 4, 2025	
		Ready for final payment: October 29, 2025	

RECOMMENDED: 
By: _____
Engineer (Authorized Signature)
Date: 07/29/25

ACCEPTED: _____
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED: 
By: _____
Contractor (Authorized Signature)
Date: 7-30-25

Approved by Funding Agency (if applicable): _____

Date: _____

EJCDC No. C-941, Change Order.

Prepared and published 2013 by the Engineers Joint Contract Documents Committee.

Page 1 of 1



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Police Department
DEPARTMENT DIRECTOR: Jason Ziegler
PRESENTER: Jason Ziegler, Police Chief
SUBJECT: Consider approval of the special event permit for the North Dakota Rough Rider Cup

STATEMENT/PURPOSE:

Consider approval of the special event permit for the North Dakota Rough Rider Cup

BACKGROUND/ALTERNATIVES:

The North Dakota Rough Rider Cup is a three-day rodeo featuring PRCA's top 36 rodeo athletes in each of 9 events to be held September 19, 20 and 21. All city departments have reviewed and signed off on this event. See attached special event permit.

ATTACHMENTS:

1. Special Event Permit-ND Rough Rider Cup - signed

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

N/A

RECOMMENDATION:

I recommend approving the special event permit for the North Dakota Rough Rider Cup.

SUGGESTED MOTION:

I move to approve the special event permit for the North Dakota Rough Rider Cup.

City Commission

Agenda Documentation

September 2, 2025

Subject: Consider approval of the special event permit for the North Dakota Rough Rider Cup

Page 2 of 2

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

Special Events Permit Application

City of Mandan, ND ^{4/25}

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

Date of Application: 8/13/2025

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 permits are \$45, to a maximum of \$150.00 per event not to exceed 14 days (including Sundays)

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

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

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

Section 1 – Applicant Information

Name of Event Manager: Sadie Berger

Driver's License Number: BER-91-5160 State ND

Date of Birth: 11/22/1994 Phone Number: 701-426-4888 Email: sadie@chadbergerbuckingham.com

Address: 4757 Hwy 6 City: Mandan State: ND Zip: 58554

Have you ever been convicted of a crime? ☐ Yes ☒ No

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

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

Name of Event Manager: _____

Driver's License Number: _____ State _____

Date of Birth: _____ Phone Number: _____ Email: _____

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

Have you ever been convicted of a crime? ☐ Yes ☐ No

If yes please list charge and year of conviction:

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

Permit Application #: _____ Date Complete: _____

(For office use only)

Business Address: 4757 Hwy 6 City: Mandan State: ND Zip: 58554

Corporation/Organization: North Dakota Rough Rider Cup State of Incorporation:

Tax ID #: 99-3019916 501(c) 3 #: _____ City Sales Tax ID #: _____

Have you ever coordinated/promoted another event/s? ☐ Yes ☒ No

If yes, please provide the following:

Last event/s Location: _____ Date: _____

Contact Name: _____ Phone: _____

E-mail Contact: _____

Section 2 – Event Information

Event Name: North Dakota Rough Rider Cup Anticipated Daily Attendance: 1,000-4,000

Event Date(s): September 19,20,21 Set-up Date: Sept 15-20 Hours: All Day

Hours of event each day: _____

(begin and end times)

Take down Date(s): Sept 21-23 Hours: All Day

E-Mail address for public information: ndroughridercup@yahoo.com

WEB address for public information: ndroughridercup.com

Location of Event/physical address: 2428 Longspur Trail Mandan ND 58554

Sponsors of the Event: Dakota Community Bank & Trust, ND Tourism, & more

Brief Description of Event:

3 day rodeo featuring PRCA's top 36 rodeo athletes in each 9 events.

Estimated number of attendees: 1,000-~~4~~,000 per day

Has this event been held in another location? ☐ Yes ☒ No

If yes, please provide the following:

Last event/s Location: _____

Date: _____ Contact Name and Phone: _____

Permit Application #: _____ Date Complete: _____

(For office use only)

Section 3 – Event Features

Will there be an admission charge? ☒ Yes ☐ No

If yes, Printed ticket count: NA Tickets for pre-sale count: NA

Will there be entertainment? ☒ Yes ☐ No RODEO

If yes, please attach an itemized complete list of all entertainment.

(A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized by the City Administrator.)

Will merchandise be sold? ☒ Yes ☐ No

Will Food be sold? ☒ Yes ☐ No

Catered Food ☒ Yes ☐ No

Food Trucks ☒ Yes ☐ No

Other Food _____

Contacted Western Plains Health? ☒ Yes ☐ No

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

List of all vendors/food trucks See Attached

(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? Townsquare Media

TV: ☒ Yes ☐ No What Stations? KFYR

Fliers/Posters: ☒ Yes ☐ No How many? 250+

Press Releases: ☒ Yes ☐ No How many? 1-5

Newspaper Ads: ☐ Yes ☒ No What publication? _____

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

Name of Promoter and Promotion Company: _____

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

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

Tents or Canopies ☒ Yes ☐ No

Number of Tents: 1-5

(Tents require Fire Department inspection.)

Fireworks or Pyrotechnics: ☐ Yes ☒ No

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

Fireworks or Pyrotechnics Production Company's name: _____

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

Require permits from the City of Mandan

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

Temporary Fencing: ☐ Yes ☒ No

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

Company Contact Name: _____

Contact phone: _____

Restroom Accommodations: _____

Number of required portable toilets: _____

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: Spiffy Biffs Lil Hansen

Contact phone: 70122408456

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: Western Edge Electric Dan Shonert

Contact phone: 7013913852

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: Haag Signs

Contact phone: 7012224222

Approved By: _____ Date Approved: _____ Initials: _____

Inflatables ☐ Yes ☒ No

Company Contact name: _____

Contact phone: _____

Bonded and Insured Amount: _____

Approved By: _____ Date Approved: _____ Initials: _____

Raffles

Will this event have a raffle? ☐ Yes ☒ No

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

Approved By: _____ Date Approved: _____ Initials: _____

Permit Application #: _____ Date Complete: _____

(For office use only)

Section 4 – Transportation

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

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

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

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

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

Public Parking Lots ☐ Yes ☒ No (Number of locations _____ 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/graywater be generated? ☐ Yes ☒ No

If so, how will it be disposed of? _____

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: Stage Stop

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?

ID's checked and wrist banded

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

Request Mandan Police Server Training: ☐ Yes ☒ No

If yes provide a contact person and contact information:

Permit Application #: _____ Date Complete: _____

(For office use only)

Section 7 – Event Security

Are you requesting off-duty Mandan Police officers?

Number of personnel requested: _____

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

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

Officers must be requested 2 weeks prior to any event and there will be a minimum of 4 work hours per officer per event at \$50 per-hour per officer.

Will there be private security? ☒ Yes ☐ No

If so, Number of Security Personnel? 13-15

Include security points and duties on event plans

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

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

BIS MAN SECURITY Sara- 223-2328

Security Company and Contact Info: BisMan Security(said city has that on file)

Attach a copy of Company's License

Section 8 – Event Maintenance and Cleanup Plan Required

What is your trash removal and cleanup plan?

See Attached

(Attach a detailed Cleanup Plan)

Outside refuse company Company's Name: Eco Sanitation

Contact Name: Lance Selzer

Phone: 7012048184

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

Section 9 – ADA Accessibility Requirements (SAME AS MANDAN RODEO)

Parking plan requirements

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

Section 10– Insurance and Bond Requirements (DAKOTA COMMUNITY BANK & TRUST

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

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

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

The certificate must show:

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

Permit Application #: _____ Date Complete: _____

(For office use only)

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

City Services

Police.....\$50 per hour, per officer, 4 hour

Minimum

Barricades.....Amount charged by contract

Barricade provider

Miscellaneous fees

Fireworks Permit \$_____per location

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

Permit Application #: _____ Date Complete: _____

(For office use only)

Fee Cost Worksheet

Police Services:

No. of Officers _____ x No. of Hours _____ = _____ x \$50 = \$ _____

Fireworks/Pyrotechnics Permit and Inspection Fee \$ _____

\$25 Application Fee..... \$ 25 _____

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

Event Application Fee (Refer to page 1)

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

Sunday \$45.00 per day \$ 45 _____

TOTAL: \$ 130 _____

Fees assessed by the Park District are not included.

Date Fees Paid: _____ Initials: _____

Required Documents-With Application

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

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

Permit Application #: _____ Date Complete: _____

(For office use only)

Signature Page from City Officials and Department Heads

<u>Mitch L. Bitz</u> Mitch L. Bitz (Aug 25, 2025 11:00:30 CDT)	<u>08/25/2025</u>	☒ Approved	☐ Denied	☐ Conditional—See Narrative
Fire Department	Date			
<u>Patrick Haug</u> Patrick Haug (Aug 25, 2025 11:25:03 CDT)	<u>08/25/2025</u>	☒ Approved	☐ Denied	☐ Conditional—See Narrative
Police Department	Date			
<u>Shane O'Keefe</u> Shane O'Keefe (Aug 27, 2025 13:22:19 CDT)	<u>08/27/2025</u>	☒ Approved	☐ Denied	☐ Conditional—See Narrative
Engineering Department	Date			
<u>Shane O'Keefe</u> Shane O'Keefe (Aug 27, 2025 13:22:19 CDT)	<u>08/27/2025</u>	☐ Approved	☐ Denied	☐ Conditional—See Narrative
Public Works	Date			

Fire Department Narrative:

N/A

Police Department Narrative:

N/A

Engineering Narrative:

N/A

Public Works Narrative:

N/a

Special Event Guide

Sec. 12-9-1. - Definitions.

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

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

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

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

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

ARTICLE 4. – AMUSEMENTS

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

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

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

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

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

(Code 1979, §§ 10-04-02—10-04-05; Code 1994, § 13-04-02)

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

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

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

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

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

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

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

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

Sec. 12-9-2. - Penalty.

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

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

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

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

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

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

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

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

Permit Application #: _____ Date Complete: _____

(For office use only)

- 1) Identification of applicant. The application shall include the name, address and driver's license number of the applicant and the name, address and driver's license number of the person who will manage or conduct the public event. The application shall also state whether the applicant or the person who will manage or conduct the event has been convicted of any crime relating to the sale of alcoholic beverages or controlled substances or within the past five years has been convicted of any crime against persons, including assault, disorderly conduct, sexual assault, rape or murder, and whether the applicant or the person who will manage or conduct the event has ever had a license of any kind revoked or cancelled by any municipal, state or federal authority.
- 2) Date, time and place. The place, date and hours of the proposed event shall be clearly identified.
- 3) Site plan. The person conducting the event shall include in the application a site plan which details the exact placement of the stage, lighting and other electrical equipment, public seating, toilet facilities, fencing or other barricades, parking, marked fire lanes, and the proximity of public roadways. The site plan submitted by the applicant shall be reviewed by the city engineer, who shall submit Estimate of attendance. his recommendations to the board.
- 4) The applicant shall provide an estimate of the number of persons that the person conducting the event has determined can be safely accommodated within the chosen site and an estimate of the number of persons expected to attend.
- 5) Ticket sales. The application shall contain information relating to ticket sales, which addresses the control of attendance to meet the site plan limitations, if any. If the person conducting the event intends to open the event to the general public without prior ticket sales, the application shall address the manner in which the person intends to limit the size of the crowd to meet the site plan limitations.
- 6) Traffic control. The application shall specify the proximity of public roadways to the site of the event and to the proposed parking area and shall contain a description of the manner in which traffic control will be handled to ensure the safe ingress and egress of pedestrians and vehicles. Appropriate arrangements shall be made by the person conducting the event to ensure that no interference will occur with the public use of any adjacent public roadways. The traffic control proposal shall be subject to the approval of the city engineer.
- 7) Parking. The application and site plan shall specify the planned accommodations for public parking. The person conducting the event shall provide adequate parking for persons in attendance commensurate with the estimated number of persons that the selected site can accommodate. Under no circumstances will parking be permitted upon public roadways if said parking would be in violation of posted parking restrictions.
- 8) Sanitation. The application shall include the number and placement of sanitary toilet facilities which will be provided by the person conducting the event. The application shall be accompanied by a letter from the city health officer that indicates that he has reviewed the site plan and estimate of the number of persons in attendance and has determined that the number and kind of proposed toilet facilities is adequate to meet the needs of persons in attendance at the event.
- 9) Garbage. The application shall include a description of the size and number of available garbage disposal units on the site of the event in addition to the arrangements made to clean up the site after the event has ended.
- 10) Fencing and barricades. The application shall contain a description of the fencing and barricade system which is intended to control access to the event site, if such event is to be outdoors, and the location of the fencing and barricade system shall be noted on the site plan. If alcoholic beverages are to be dispensed or consumed at the public event, which event is outdoor, the perimeter of the site must be surrounded by a six-foot cyclone-style fence or enclosed within a tent which has four sides. For all events, whether outdoors or indoors, adequate provisions for entrances and exits and access by fire, police and other emergency personnel or vehicles shall also be noted in the application and on the site plan.
- 11) Signing. The application shall contain a description of the signing, which is proposed to control pedestrian and vehicular traffic, parking, and provide appropriate notices to the persons in

Permit Application #: _____ Date Complete: _____

(For office use only)

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

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

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

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

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

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

(a) The board may revoke the public event permit at any time for violation of any of the provisions of this chapter. The board shall refuse to issue such permit, and shall revoke a permit already issued, where it appears that:

- 1) The permitted site is or is likely to become a public nuisance or detrimental to public health, safety or order;
- 2) The provisions of this chapter are being violated;
- 3) An alcoholic beverage or controlled substance is being sold, or given away, except as authorized by terms of the permit;
- 4) Any of the city ordinances or state laws are being violated;
- 5) The chief of police determines that adequate security cannot be provided to the public event either by city police officers, special police or a combination thereof; or
- 6) The board has determined that the number of like events needs to be limited in order to ensure the health, safety and security of the public.
- 7) The chief of police shall report any violations of the permit or violations of city ordinances or state laws immediately to the board. Notwithstanding any of the provisions of this chapter, if the chief of police determines that the conduct of any public event has become a public nuisance or injurious to the public peace, health or safety, the chief of police shall immediately cause said event to be closed to the public and thereafter notify the board of the action and reasons, therefore.

(Code 1979, § 10-04-07; Code 1994, § 12-03-14; Ord. No. 744, § 2, 1989)

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

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

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

(Code 1979, § 10-04-07; Code 1994, § 12-03-14; Ord. No. 744, § 2, 1989)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Permit Application #: _____ Date Complete: _____

(For office use only)

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

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

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

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

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

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

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

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

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

Each parade permit shall state the following information:

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

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

Permit Application #: _____ Date Complete: _____

(For office use only)

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

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

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

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

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

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

Cleanup & Trash Removal Plan — 2025 North Dakota Rough Rider Cup

The North Dakota Rough Rider Cup is committed to returning the Dale Pahlke Rodeo Grounds to its original condition following the event. We are contracting all trash removal services to a licensed and insured local provider.

Cleanup Details:

- Trash containers and dumpsters will be delivered to the site on or before Wednesday September 17.
- Receptacles will be clearly marked and strategically placed throughout the arena, parking lot, and vendor areas.
- Cleanup crews will conduct site-wide trash sweeps multiple times daily during the event and immediately following the conclusion of each performance.
- Full site breakdown and trash removal will take place September 22–24, with all vendor and event equipment cleared by end-of-day September 24.
- A designated cleanup supervisor will be on-site throughout the event to coordinate with vendors and monitor for any overflow or issues.

Trash Vendor:

Name: Eco Sanitation

Contact: Lance Selzer

Email: lance@eco-nd.com

Sanitation & Toilet Plan — 2025 North Dakota Rough Rider Cup

Spiffy Biffs will provide and service portable toilets and handwashing stations throughout the weekend of the event. They are a licensed and experienced vendor familiar with high-capacity public events.

Service Details:

- Dates of service: September 19-21, 2025
- Location: Dale Pahlke Rodeo Grounds, 2428 Longspur Trail, Mandan, ND
- Total Units: 22 Portable Toilets (including 2 ADA-compliant units) and 3 Portable Handwashing Stations
- Delivery & Setup: Units will be delivered by Thursday, September 18
- Servicing: Toilets will be serviced and sanitized daily during the event
- Removal: All units will be removed no later than Tuesday, September 23

Vendor Information:

Spiffy Biffs
1414 Continental Ave
Bismarck, ND 58504
Phone: 701-223-9778
Email: accounts@spiffybiffs.com
Contact: Lilliana Hansen, Office Manager



Western Plains PUBLIC HEALTH

Dedicated to Healthier Communities

403 Burlington St SE
Mandan, ND 58554
701.667.3370
westernplainsph.org

GRANT • MERCER • MORTON • OLIVER • SIOUX

Event Food Coordinator Permit Application

As an Event Food Coordinator, you are responsible for collecting the necessary information from each of your food vendors and reporting to Western Plains Public Health. It is the Event Food Coordinator's responsibility to ensure each food vendor is set up and equipped with the appropriate items to maintain Food Code compliance. All food vendors are subject to an inspection at your event prior to any service and along with paying the associated fee. Following inspection, vendors will receive a certificate granting approval to operate at your event. Applications need to be filled out and submitted 10 days prior to the event along with the \$100 application fee to ensure the appropriate amount of time for Western Plains Public Health to verify proper licensure of vendors and approve event set up. Please make checks payable to Western Plains Public Health. Online payments can be made at www.westernplainsph.org.

EVENT INFORMATION

Event Name North Dakota Rough Rider Cup	Event Location Dale Pahlke Arena, Mandan, ND
Vendor Set Up Date & Time Sept 18 12-6 Sept 19 8-12	Event Dates & Times Sept 19-21 6:30 PM 19-20, 2:30 PM 21

EVENT COORDINATOR INFORMATION

Coordinator Sadie Berger	Sponsoring Organization
Mailing Address 4757 Hwy 6 Mandan, ND 58554	Email Address sadie@chadbergerbuckingbulls.com
Phone Number 7014264888	Phone Number (if different day of event)

Please read and verify each item, sign and date your application, and return with applicable fees.

YES	I understand my application must be submitted 10 days prior to my event. Any changes after submittal will be relayed to WPPH prior to the event.
YES	I have read the Food Vendor Guidelines on page 3 and understand that vendors will correct any out of compliance items prior to serving food.
YES	I have informed my food vendors that they are subject to inspection by WPPH at the event prior to service. Items found out of compliance during inspection will require immediate correction or the vendor may not be allowed to serve.
NO/YES	I have provided potable water and waste dumping for vendor usage. -if no, I have informed vendors of availability.
YES	I have provided adequate handwashing facilities as well as toilet facilities for patrons.

Additional resources can be found at: <https://www.westernplainsph.org/retail-food-license-inspection-program>

Coordinator Signature		Date 7/30/25		
Office Use Only				
Reviewed by:	Date:	Cash/Ck#/CC	Date Paid:	Amount: \$100

Food & Beverage Vendors

The following operations are exempt from license requirements:

1. Cottage Food vendors. Under ND Century Code 23-09.5 Cottage Foods Act, cottage food products made must be sold directly to a consumer for home consumption provided the items are labeled correctly. More information about cottage foods can be found at: <https://www.hhs.nd.gov/health/food-and-lodging/cottage-food>
2. Vendors serving only non-time/temperature control for safety beverages from a can (liquor).

Please list license *exempt* vendors:

(please attach spreadsheet for additional vendors)

Vendor Name	Contact	Phone Number	Products

Food vendors within Western Plains Public Health's jurisdiction are required to have a mobile/temporary food license through the North Dakota Health and Human Services Division of Food & Lodging **OR** have a mobile license from another health district within North Dakota and obtain reciprocity from ND HHS Food & Lodging. WPPH does **NOT** provide a mobile food license. Vendors can contact WPPH with questions or ND HHS Food & Lodging, 701-328-1291, to obtain proper licensing.

Please list licensed vendors:

(please attach spreadsheet for additional vendors)

or

Vendor Name	Contact & Phone Number	Menu Items	ND Mobile License #	Health Unit & License #
Hensley's Tasty Tru	Ryan & Andrea Hensley	See Attached	SA	SA
	701-226-2098			
Tailgate Pizza	Bryan Berger	See Attached	SA	SA
	701-471-9154			
Ramsey's Kitchen	Richard Ramsey	See Attached	SA	SA
	701-570-4263			
726 Services	Luke Shafer			
	602-309-4956			

Other Vendors

Western Plains Public Health is also the regulatory authority for Body Art and Aquatic Venues. If your event will be hosting these vendors, please contact our office to obtain licensure requirements.

DATE: 4/30/2025
EXPIRATION DATE: 3/31/2026



BISMARCK-BURLEIGH PUBLIC HEALTH
407 S 26th St. BISMARCK, ND 58504
701-355-3400
bbph@bismarcknd.gov

LICENSE #: FOOD2022-00042
LICENSE TYPE: FOOD SERVICE
LICENSE SUBTYPE: MOBILE FOOD 2

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

Hensley's Tasty Truck
934 N 31ST ST
BISMARCK, ND 58501

State of North Dakota **Sales and Use Tax Permit**

Issued under the provisions of North Dakota Sales and Use Tax Acts,
376340 00

HENSLEY'S TASTY TRUCK
934 N 31ST ST
BISMARCK ND 58501-3209

is hereby licensed to engage in business as a retailer in the State of North Dakota.
This permit is not transferable. Post conspicuously in licensed place of business.

A person who does a temporary business at one place or who is a transient business (other than on a regular or permanent route) must exhibit this permit to a prospective customer before soliciting a sale.

Brian Kroshus
State Tax Commissioner



June 2, 2025

Ryan Hensley
Hensley's Tasty Truck
934 N 31st St
Bismack, ND 58504

Dear Ryan,

Thank you for contacting the Food and Lodging Unit about our state licensure requirements for operating a mobile food unit in 2025.

As requested, a copy of your current mobile food unit license, issued in the state of North Dakota by Bismarck-Burleigh Public Health on April 30th, 2025, has been received and reviewed by our office.

This letter serves as verification that the above business/operator has obtained licensure through Bismarck-Burleigh Public Health (License Number: FOOD2022-00042) and meets state license requirements in accordance with North Dakota Century Code § 23-09-16. A copy of this letter and the referenced license above must be available and provided upon request while in operation. A copy of the most recent inspection also must be available upon request.

This letter does not constitute a waiver of inspection. Pursuant to North Dakota Administrative Code chapter 33-33-04.1 and 2017 FDA Food Code § 8-302.13 and 8-402.11, where the Food and Lodging Unit and its inspectors, or a city, county, or district health unit under delegation of authority through memorandum of understanding with the Food and Lodging Unit, may enter the mobile food unit at reasonable hours of operation to determine compliance with state laws and regulations.

Food and Lodging Unit
North Dakota Department of Health and Human Services

HEALTH RESPONSE AND LICENSURE | 1720 Burlington Dr, Suite A | Bismarck, ND 58504-7736 | hhs.nd.gov

EMERGENCY PREPAREDNESS
& RESPONSE
701-328-2270

EMERGENCY
MEDICAL SYSTEMS
701-328-2388

FOOD &
LODGING
701-328-1291

HEALTH
FACILITIES
701-328-2352

LIFE SAFETY &
CONSTRUCTION
701-328-4873

Hensley's Tasty Truck Menu

Bison Burger
Banh Mi Tacos
Cali-Burrito
Tater Tot Nacho
Flammin Hot Piggy Mac
Loaded Mac
Loaded Tot
Lemonades
Lotus Energy Drinks
Italian Sodas

State of North Dakota **Sales and Use Tax Permit**

Issued under the provisions of North Dakota Sales and Use Tax Acts,
376706 00

**RAMSEYS KITCH3N LLC
908 RIVERWOOD DR
WEST FARGO ND 58078-1020**

is hereby licensed to engage in business as a retailer in the State of North Dakota.
This permit is not transferable. Post conspicuously in licensed place of business.

A person who does a temporary business at one place or who is a transient business (other than on a regular or permanent route) must exhibit this permit to a prospective customer before soliciting a sale.

Brian Kroshus
State Tax Commissioner

June 17, 2025

Richard Ramsey
Ramsey's Kitch3n #2
908 Riverwood Dr
West Fargo, ND

Dear Richard,

Thank you for contacting the Food and Lodging Unit about our state licensure requirements for operating a mobile food unit in 2025.

As requested, a copy of your current mobile food unit license, issued in the state of North Dakota by Fargo Cass Public Health on May 23, 2025, has been received and reviewed by our office.

This letter serves as verification that the above business/operator has obtained licensure through Fargo Cass Public Health and meets state license requirements in accordance with North Dakota Century Code § 23-09-16. A copy of this letter and the referenced license above must be available and provided upon request while in operation. A copy of the most recent inspection also must be available upon request.

This letter does not constitute a waiver of inspection. Pursuant to North Dakota Administrative Code chapter 33-33-04.1 and 2017 FDA Food Code § 8-302.13 and 8-402.11, where the Food and Lodging Unit and its inspectors, or a city, county, or district health unit under delegation of authority through memorandum of understanding with the Food and Lodging Unit, may enter the mobile food unit at reasonable hours of operation to determine compliance with state laws and regulations.

Food and Lodging Unit
North Dakota Department of Health and Human Services

June 17, 2025

Richard Ramsey
Ramsey's Kitch3n #1
908 Riverwood Dr
West Fargo, ND

Dear Richard,

Thank you for contacting the Food and Lodging Unit about our state licensure requirements for operating a mobile food unit in 2025.

As requested, a copy of your current mobile food unit license, issued in the state of North Dakota by Fargo Cass Public Health on May 28, 2025, has been received and reviewed by our office.

This letter serves as verification that the above business/operator has obtained licensure through Fargo Cass Public Health and meets state license requirements in accordance with North Dakota Century Code § 23-09-16. A copy of this letter and the referenced license above must be available and provided upon request while in operation. A copy of the most recent inspection also must be available upon request.

This letter does not constitute a waiver of inspection. Pursuant to North Dakota Administrative Code chapter 33-33-04.1 and 2017 FDA Food Code § 8-302.13 and 8-402.11, where the Food and Lodging Unit and its inspectors, or a city, county, or district health unit under delegation of authority through memorandum of understanding with the Food and Lodging Unit, may enter the mobile food unit at reasonable hours of operation to determine compliance with state laws and regulations.

Food and Lodging Unit
North Dakota Department of Health and Human Services

Fargo Cass



Public Health
Prevent. Promote. Protect.

Fargo Cass Public Health

2025 Mobile Food Tier 1

Licensee: **RAMSEY'S KITCH3N LLC**

The establishment or entity, listed above, has met Fargo Cass Public Health licensure requirements.

This health license is valid from 01/01/2025 through 12/31/2025. This license may be revoked if the establishment or entity fails to maintain the requirements enforced by Fargo Cass Public Health.

Fee: **\$315.00**

Issued: **5/28/2025**

Note: **License is non-transferable**

Grant Larson, RS

Director Environmental Health

Fargo Cass Public Health

Fargo Cass



Public Health
Prevent. Promote. Protect.

Fargo Cass Public Health

2025 Mobile Food Tier 2

Licensee: **RAMSEY'S KITCH3N LLC**

The establishment or entity, listed above, has met Fargo Cass Public Health licensure requirements.

This health license is valid from 01/01/2025 through 12/31/2025. This license may be revoked if the establishment or entity fails to maintain the requirements enforced by Fargo Cass Public Health.

Fee: **\$336.25.00**

Issued: **5/23/2025**

Note: **License is non-transferable**

Grant Larson, RS
Director Environmental Health
Fargo Cass Public Health

Ramsey's Menu

Hot Dogs
Freeze Dried Skittles
Reg Lemonade
Strawberry Lemonade
Blue Raspberry Lemonade

The most recent establishment inspection report is available here:



ND HEALTH & HUMAN SERVICES
1720 BURLINGTON DR STE A BISMARCK, ND 58504-7736

DATE: 03-12-2025
LICENSE NO: 10757

THE BELOW NAMED IS LICENSED UNDER THE PROVISIONS OF CHAPTER 33-33-04.1 OF THE NORTH DAKOTA ADMINISTRATIVE CODE TO OPERATE A MOBILE FOOD UNIT IN NORTH DAKOTA. FAILURE TO COMPLY WITH THESE REGULATIONS MAY RESULT IN THE CANCELLATION OF THIS LICENSE.

MOBILE FOOD UNIT LICENSE

TAILGATE PIZZA
BRYAN & DEB BERGER
409 16TH AVE NE
MANDAN, ND 58554

NOTICE: THIS LICENSE IS NOT TRANSFERABLE / POST IN A CONSPICUOUS PLACE

EXPIRES: 12-31-2025

1 Tue 8/20/2024 10:03 AM

To: Bryan Berger <allseasonslandscapend@yahoo.com>

2 attachments (939 KB)

Food Vendor Health Rules.pdf; Mobile-Food-Vendor-Application-Final-Fillable.pdf;

Issued under the provisions of North Dakota Sales and Use Tax Acts,
383392 00

TAILGATE PIZZA
BRYAN BERGER
409 16TH AVE NE SPC SPACE
MANDAN ND 58554-3847

is hereby licensed to engage in business as a retailer in the State of North Dakota.
This permit is not transferable. Post conspicuously in licensed place of business.

A person who does a temporary business at one
place or who is a transient business (other than on a
regular or permanent route) must exhibit this permit
to a prospective customer before soliciting a sale.

Brian Kroshus
State Tax Commissioner

Drinks....

COKE

Diet COKE

Mt.Dew

A & W Rootbeer

Dr. Pepper

Brisk Tea

Water: Aquafina

ICE CREAM

BOWL 1 SCOOP

BOWL 2 SCOOPS....

BOWL 3 SCOOPS..

WAFFLE CONE 1 SCOOP

CONE 2 SCOOPS.

CONE 3 SCOOPS

FLAVORS

CHOCOLATE

MINT CHOCOLATE CHIP

VANILLA BEAN

BUBBLE GUM

COTTON CANDY

HUCKLEBERRY

WHITE CHOCOLATE RASBERRY TRUFFLE

TAILGATE PIZZA AND MORE

BASKETS

HAMBURGER and fries

CHEESEBURGER and fries

DOUBLE CHEESEBURGER and fries...

HOT DOG and fries...

Fleisch Keuchel and fries..

SHREDDED PORK SANDWICH and fries.....

TACO Burger and fries

Boneless wings and fries....

SANDWICHES

HAMBURGER

CHEESEBURGER ...

DOUBLE CHEESEBURGER.

HOT DOG

TACO BURGER.....

SHREDDED PORK SANDWICH ...

Taco in a Bag

Boneless Wings. (Sauces include.. BBQ, Stinging Honey Garlic, Sweet Chili)

SIDES

CHIPS

Fries

BBQ CHIPS....

DORITOS.... •

TAILGATE PIZZA AND MORE

1 TOPPING PIZZA...

2 TOPPING PIZZA....

3 TOPPING PIZZA.

HOUSE SPECIAL...

LITTLE PIGGY OR HAWAIIAN



TACO PIZZA

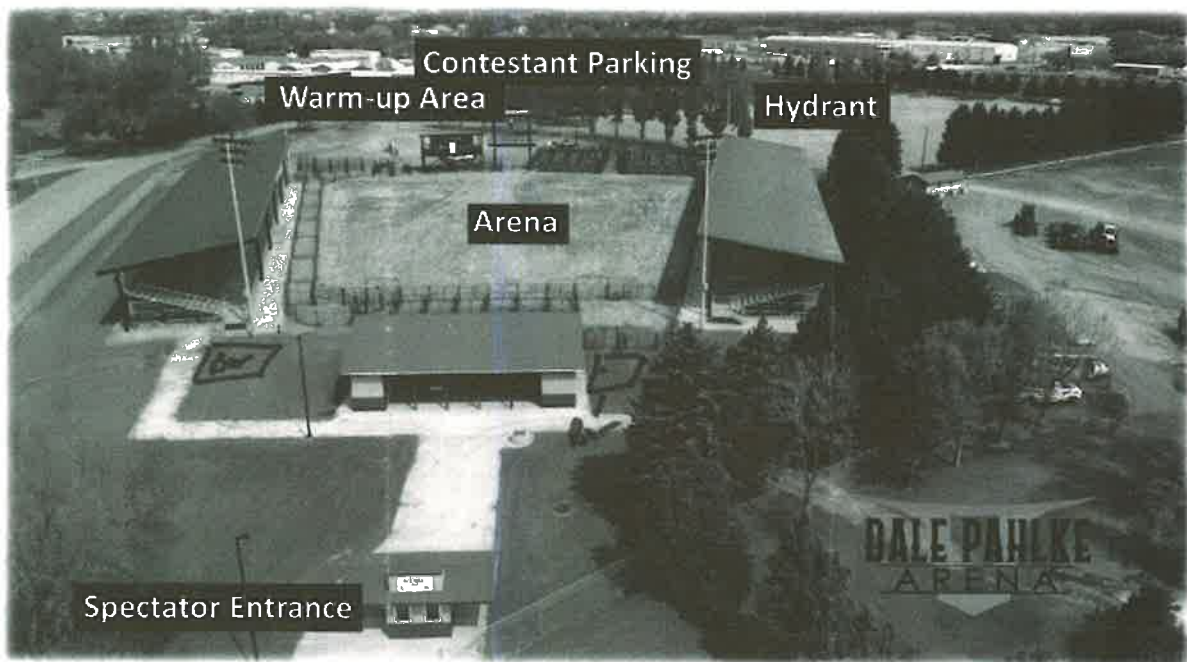
TOPPINGS SELECTIONS

MEATS: SAUSAGE, CANADIAN BACON, AND PEPPERONI, PULLED PORK AND TACO MEAT

VEGGIES: GREEN PEPPERS, ONIONS, BLACK OLIVES, MUSHROOMS, PINEAPPLE AND

SAUERKRAUT GLUTEN FREE CRUST ADD \$2.00

Dale Pahlke Arena at the Dakota Community Bank & Trust Rodeo Grounds





1414 Continental Ave. Bismarck, ND 58504

To Whom it May Concern,

07/28/2025

Spiffy Biffs will be providing and servicing portable toilets and sinks for the ND Roughrider Cup event, to be held at the Dale Pahlke Rodeo Grounds, 2500 Longspur Trail, Mandan, ND 58554 for the following dates in 2025:

September 19-20-21, 2025.

We will provide toilets according to event attendance projections, and type of activities as described for the event.

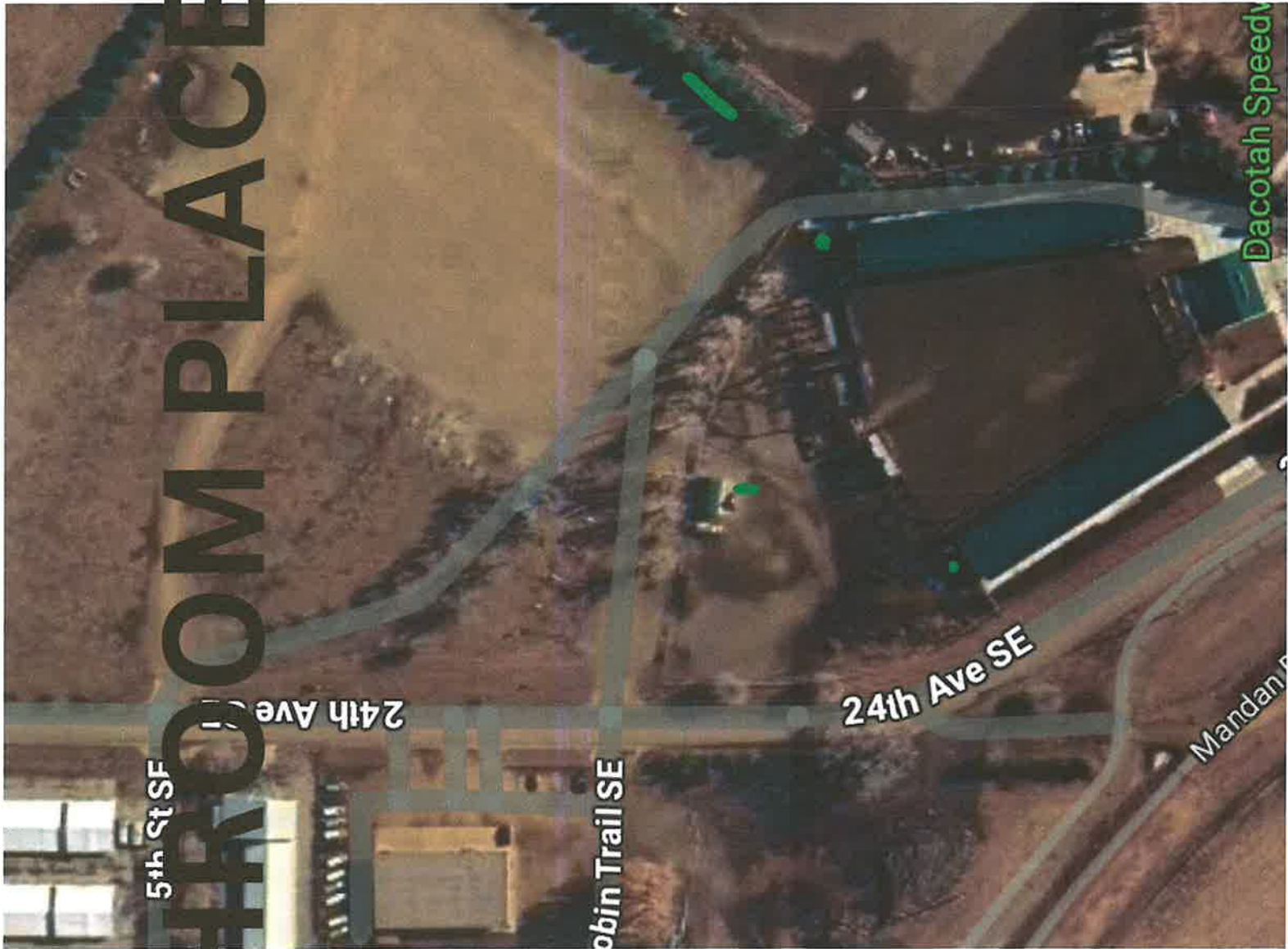
Lillian Hansen,
Office Manager
701.224.0856



BATHROOM PLACEMENT



BATHROOM PLACEMENT



n Trail SE

- SECURITY
- TOILET
- ENTRANCE
- BEER TICKET SALES/WRISTBAND STATIONS
- ALCOHOL SALES
- FOOD VENDOR/ VENDOR
- CONTESTANT ENTRANCE

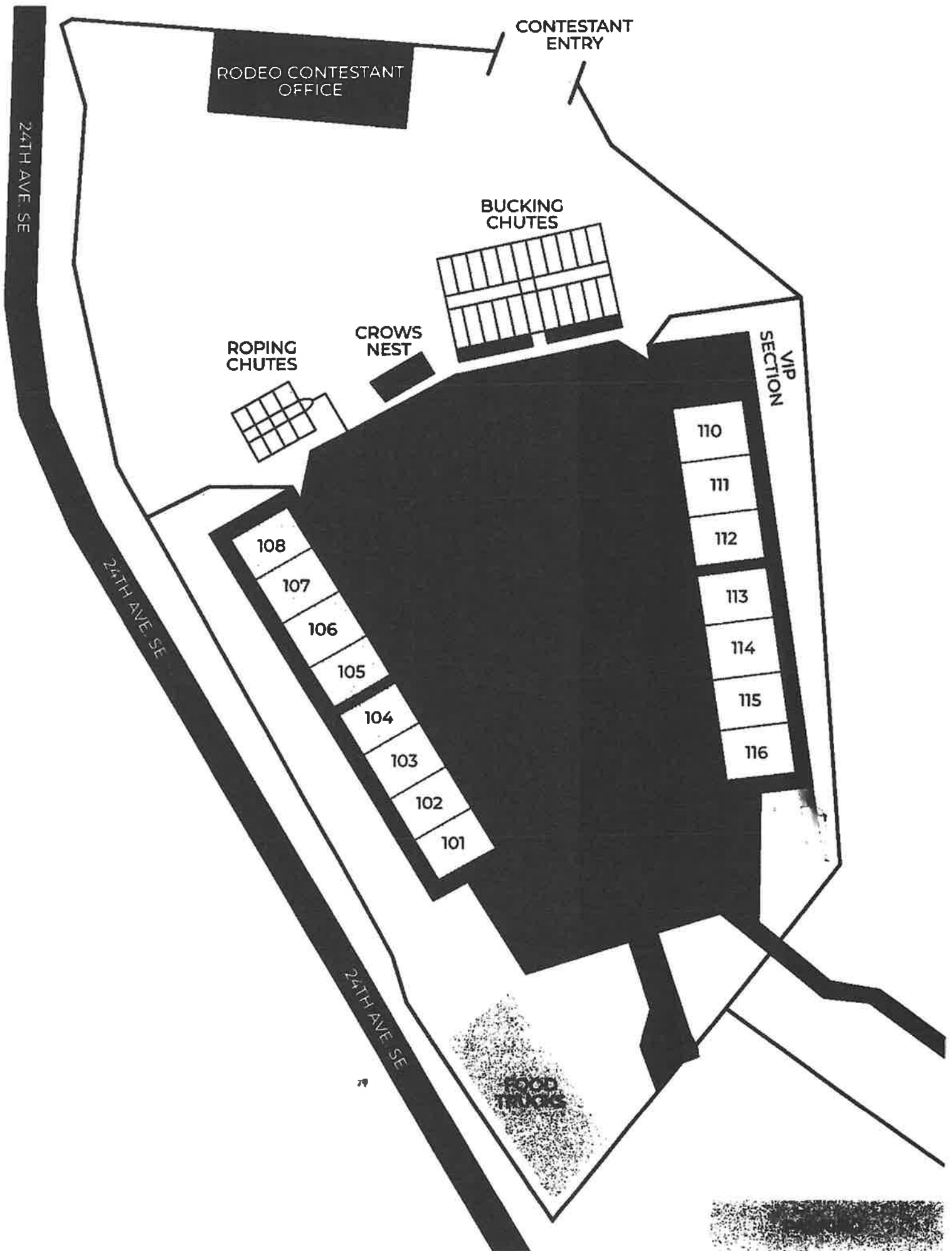


Mandan Rodeo Days/
Dakota State Fairgrounds

Mandan Di

24th Ave SE

Marv Miller Dr





CITY OF MANDAN PERMIT

Permit No.: 25-21Date: 8/15/2025Stage Stop
BUSINESS NAME611 6 Ave SE
ADDRESS

HAVING AGREED TO COMPLY WITH THE PROVISIONS OF MANDAN CITY CODE CHAPTER 4, AND HAVING PAID A FEE IN ACCORDANCE THEREWITH,
THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, IS HEREBY PERMITTED FOR:

CATERER'S PERMIT - Mandan Rodeo Grounds
PERMIT TYPE

FOR THE PERIOD FROM 9/19/2025 TO 9/21/2025

THIS PERMIT MAY BE SUSPENDED OR REVOKED FOR VIOLATIONS OF ORDINANCE.

FEE: \$ 25.00

Patrick B Haug
AUTHORIZED CITY SIGNATURE

Special Event Permit-ND Rough Rider Cup

Final Audit Report

2025-08-27

Created:	2025-08-25
By:	Tasha Scott (tasha.scott@mandanpd.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYB_82E5vCxyYeUP7AqqQnTHkq6TdatwY

"Special Event Permit-ND Rough Rider Cup" History

-  Document created by Tasha Scott (tasha.scott@mandanpd.com)
2025-08-25 - 2:58:15 PM GMT
-  Document emailed to Pat Haug (phaug@mandanpd.com) for signature
2025-08-25 - 2:58:25 PM GMT
-  Document emailed to Mitch Bitz (mbitz@cityofmandan.com) for signature
2025-08-25 - 2:58:26 PM GMT
-  Document emailed to Shane O'Keefe (shane.okeefe@cityofmandan.com) for signature
2025-08-25 - 2:58:26 PM GMT
-  Document emailed to Jarek Wigness (jarek.wigness@cityofmandan.com) for signature
2025-08-25 - 2:58:26 PM GMT
-  Email viewed by Shane O'Keefe (shane.okeefe@cityofmandan.com)
2025-08-25 - 3:04:55 PM GMT
-  Email viewed by Mitch Bitz (mbitz@cityofmandan.com)
2025-08-25 - 3:59:07 PM GMT
-  Signer Mitch Bitz (mbitz@cityofmandan.com) entered name at signing as Mitch L. Bitz
2025-08-25 - 4:00:28 PM GMT
-  Document e-signed by Mitch L. Bitz (mbitz@cityofmandan.com)
Signature Date: 2025-08-25 - 4:00:30 PM GMT - Time Source: server
-  Email viewed by Pat Haug (phaug@mandanpd.com)
2025-08-25 - 4:23:30 PM GMT
-  Signer Pat Haug (phaug@mandanpd.com) entered name at signing as Patrick Haug
2025-08-25 - 4:25:01 PM GMT

 Document e-signed by Patrick Haug (phaug@mandanpd.com)

Signature Date: 2025-08-25 - 4:25:03 PM GMT - Time Source: server

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)

2025-08-25 - 5:50:44 PM GMT

 Email viewed by Jarek Wigness (jarek.wigness@cityofmandan.com)

2025-08-27 - 3:02:53 PM GMT

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

Signature Date: 2025-08-27 - 3:03:58 PM GMT - Time Source: server

 Email viewed by Shane O'Keefe (shane.okeefe@cityofmandan.com)

2025-08-27 - 6:21:22 PM GMT

 Document e-signed by Shane O'Keefe (shane.okeefe@cityofmandan.com)

Signature Date: 2025-08-27 - 6:22:19 PM GMT - Time Source: server

 Agreement completed.

2025-08-27 - 6:22:19 PM GMT



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: July 31, 2025
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Mindy Piatz (Brady Martz)
SUBJECT: 2024 Audit

STATEMENT/PURPOSE:

To approve the results of the 2024 audit.

BACKGROUND/ALTERNATIVES:

The City is required to be audited according to the North Dakota Century Code.

December 17, 2024 - City Commission approved the audit engagement letter from Brady Martz to provide audit services for the year ended December 31, 2024.

June 26, 2025 - Brady Martz issued Independent Auditor's Report.

July 29, 2025 - Mindy Piatz (Brady Martz) presented the results of the 2024 audit to the Budget & Finance Committee.

Mindy Piatz (Brady Martz) will present the results of the 2024 audit to the City Commission.

ATTACHMENTS:

1. Brady Martz Presentation

FISCAL IMPACT:

The audit fees were detailed in the audit engagement letter.

STAFF IMPACT:

Significant staff time was required by the finance department to prepare and provide information for the audit.

LEGAL REVIEW:

None required.

RECOMMENDATION:

To approve the results of the 2024 audit.

SUGGESTED MOTION:

I move to approve the results of the 2024 audit.



BradyMartz



Audit Results

City of Mandan
FYE 2024

Agenda

- Reports / Opinions
- Financial Statement Highlights
- Required Communications

BradyMartz

Audit Opinion





Audit Objective

Audit Guidelines:

- Generally Accepted Audit Standards
- Government Audit Standards
- Uniform Guidance

Designed to obtain reasonable, not absolute, assurance about whether the financial statements are free of a material misstatement



Audit Opinion

Financial Statements

- Unmodified audit opinion
 - Highest level of assurance CPA firm can provide

Report on Internal Control & Compliance

- Audit performed in accordance with Government Auditing Standards
- Unmodified audit opinion
 - Highest level of assurance CPA firm can provide
 - 2 Findings:
 - Segregation of duties at Airport
 - Auditor preparation of financial statements



Audit Opinion

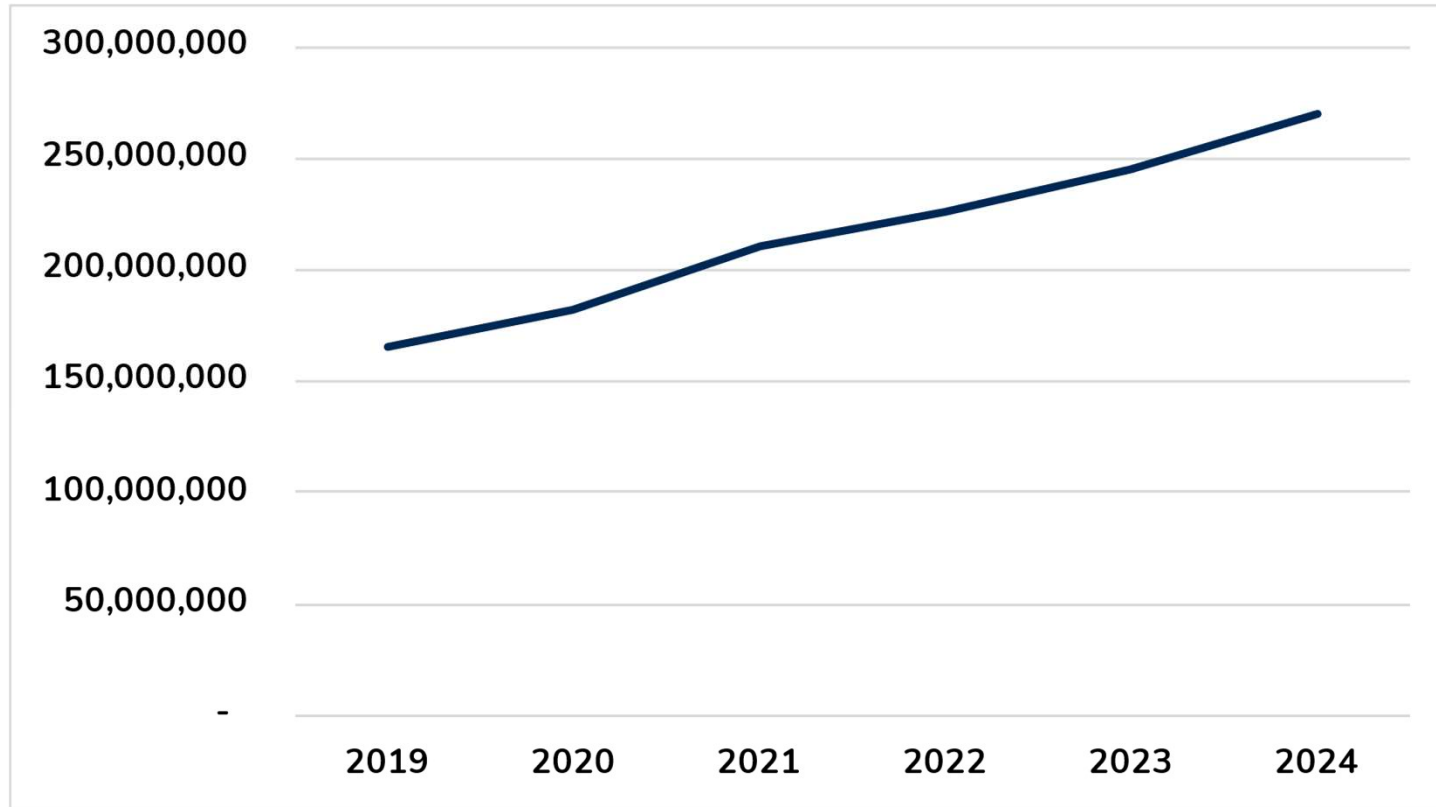
Report on Internal Control & Compliance

- Audit performed in accordance with Uniform Guidance (compliance with federal grants)
- Unmodified audit opinion
 - Highest level of assurance CPA firm can provide
 - Programs tested:
 - COVID-19: Coronavirus State and Local Recovery Funds
 - Highway Planning and Construction

Financial Statement Highlights

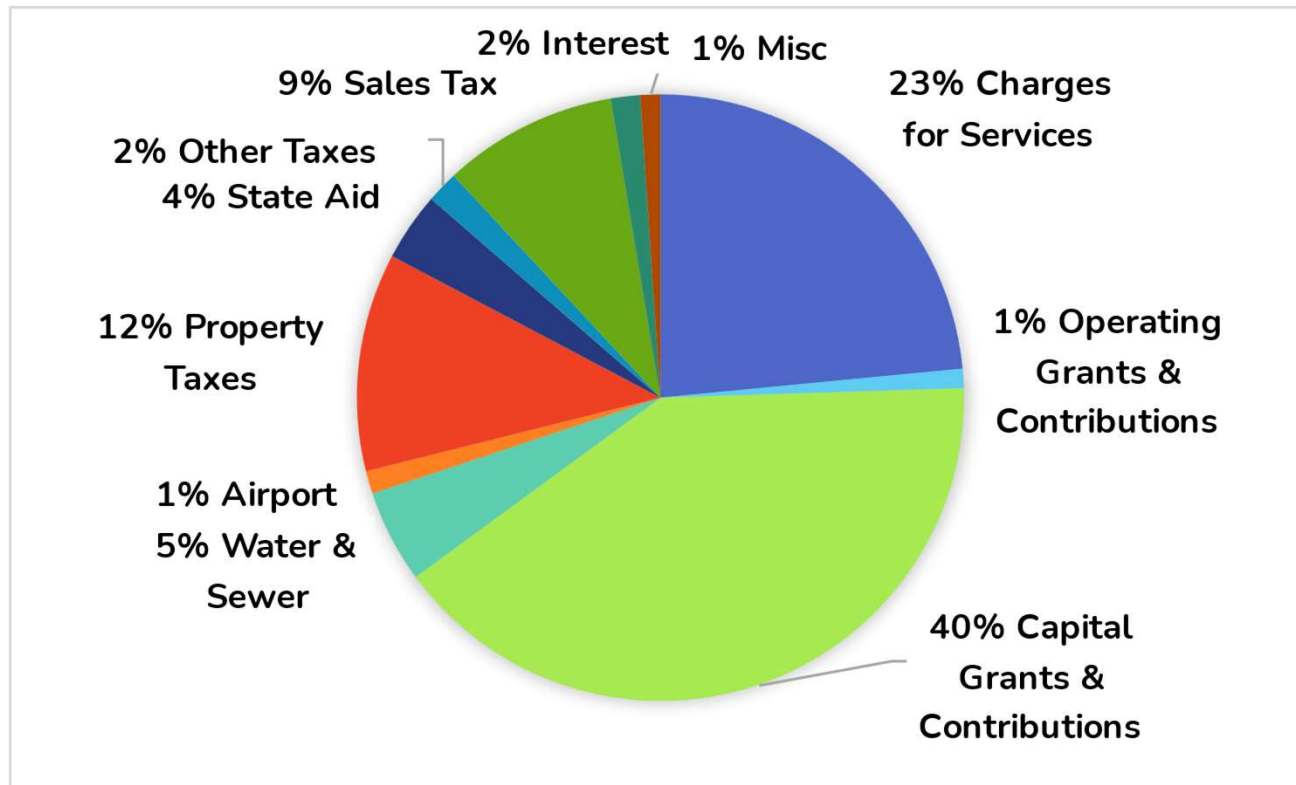


Net Position



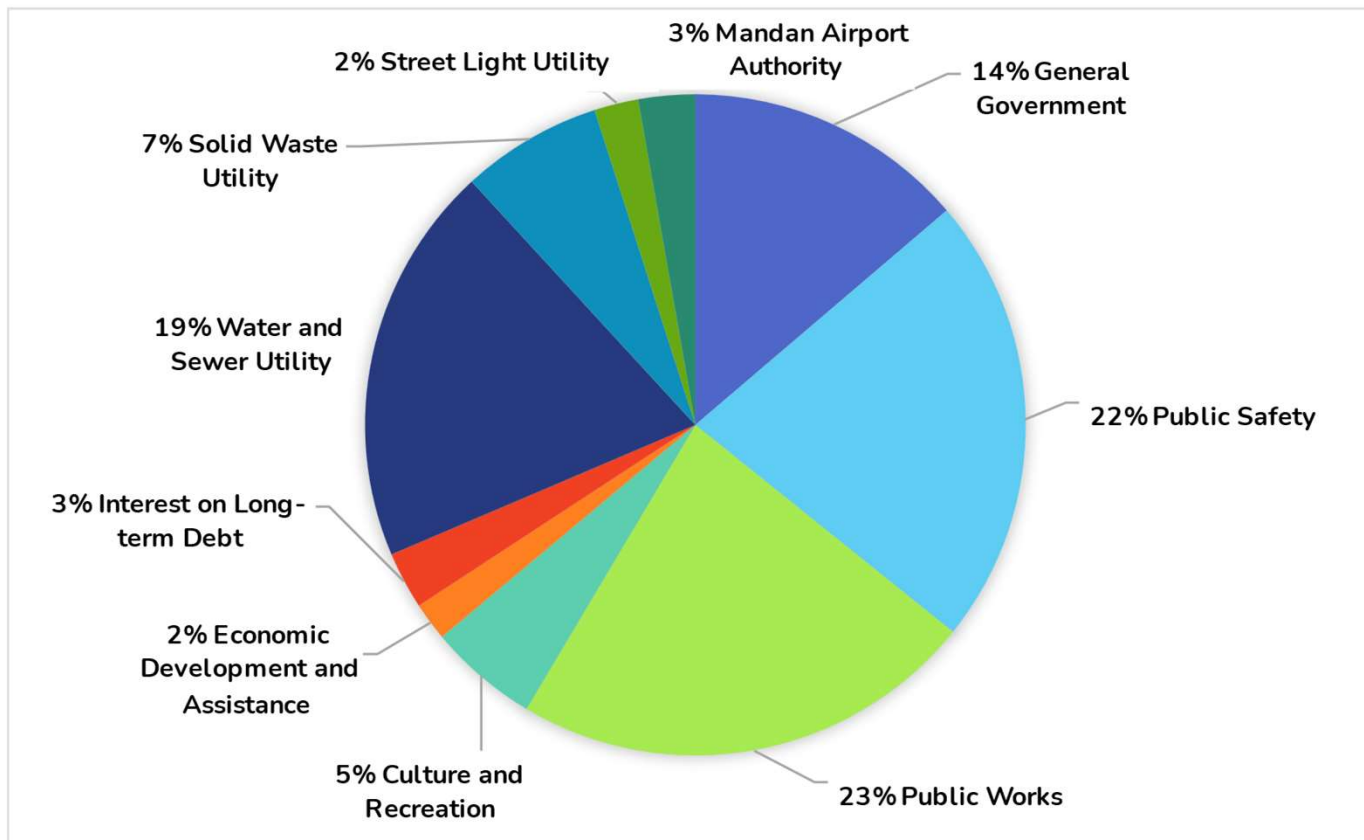
BradyMartz

Revenues by Type



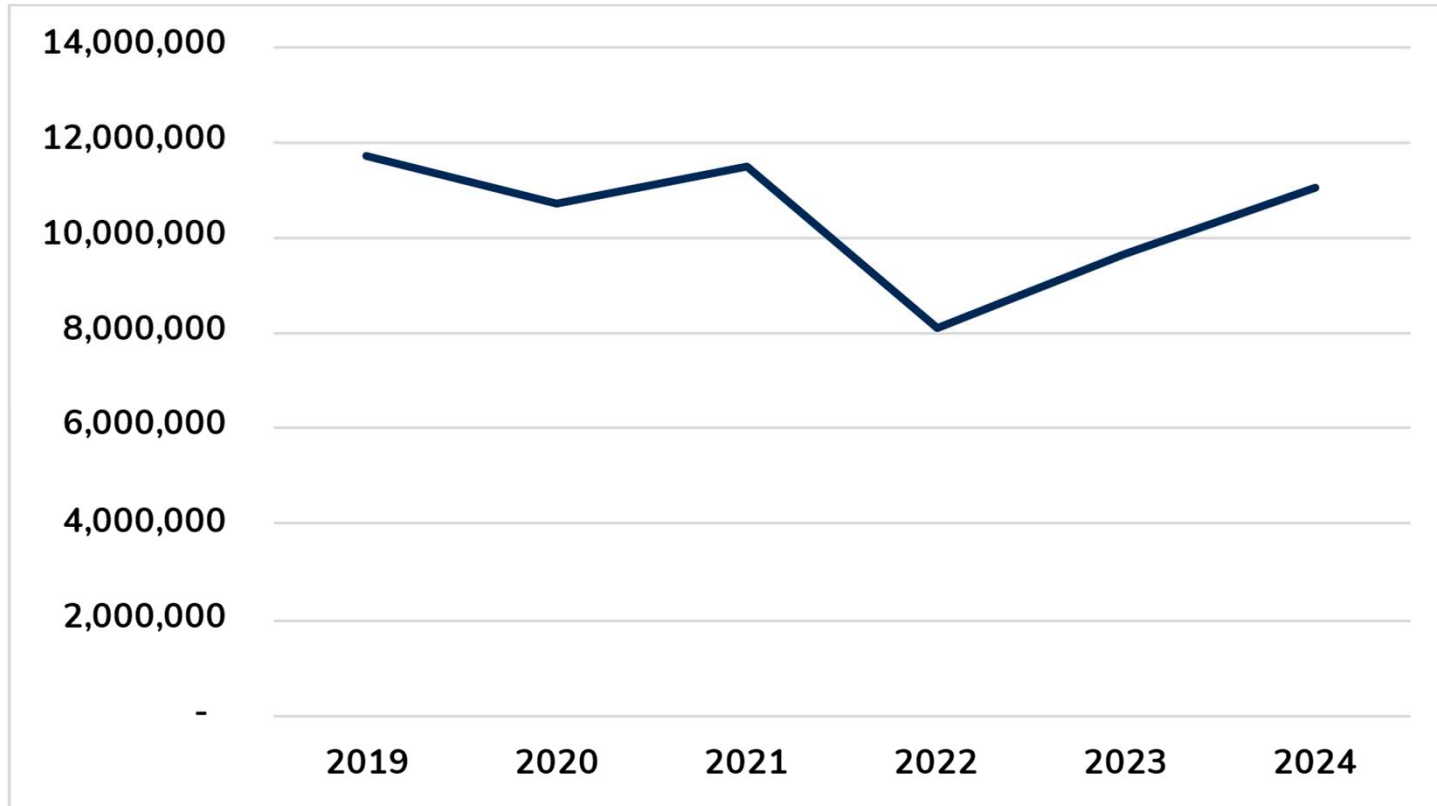
BradyMartz

Expenses by Type



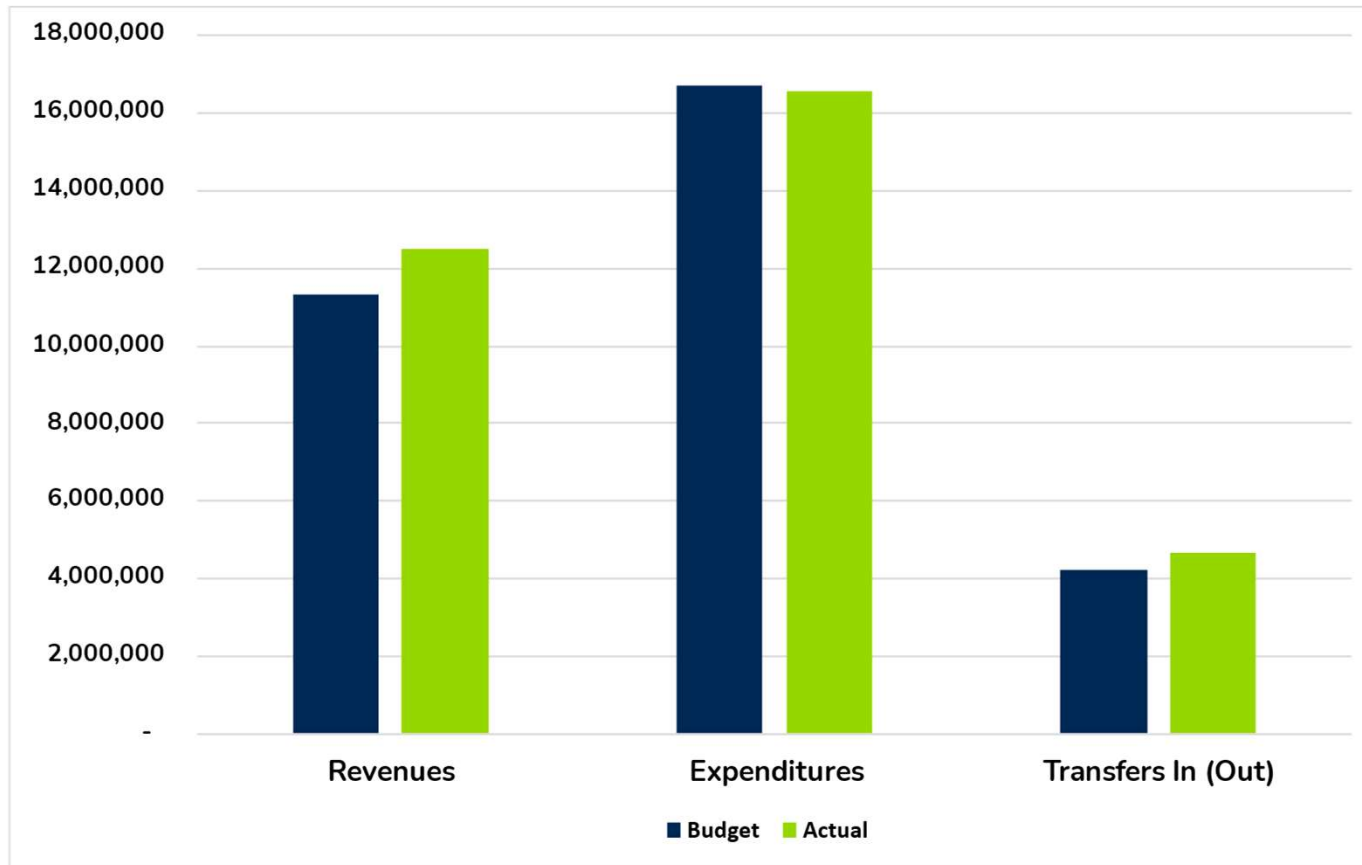
BradyMartz

General Fund – Fund Balance



BradyMartz

General Fund – Budget vs. Actual

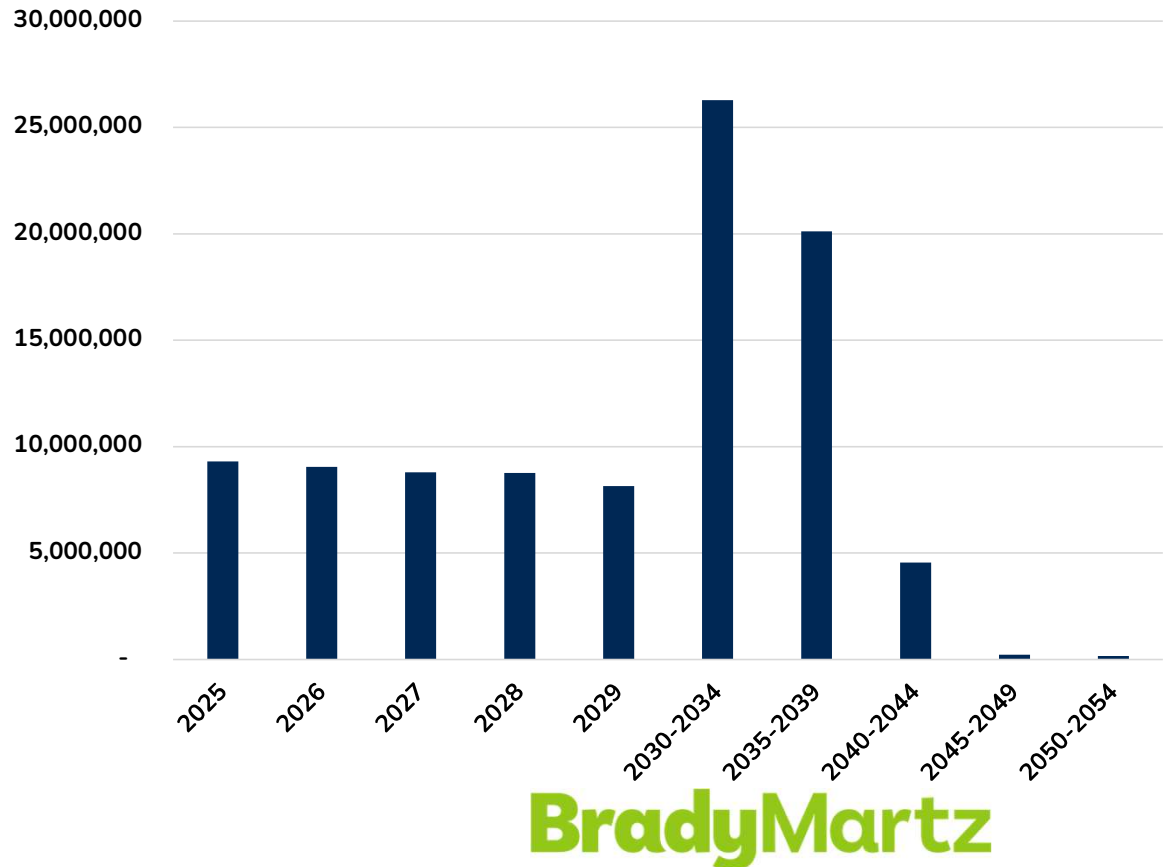


BradyMartz

Future Debt Payments

12/31/24 Balances

- Revenues Bonds \$24.8 million
- General Obligation Bonds \$130,000
- Special Assessments \$27.8 million
- Loans Payable \$26.9 million



BradyMartz

Required Communications





Required Communications

- Sensitive estimates:
 - Net Pension Liability
 - OPEB Liability
- No unusual transactions
- No difficulties or disagreements with management
- Uncorrected misstatement
- Management representations
- Separate management letter issued

BradyMartz

Contact Us



Mindy Piatz, CPA
Shareholder

mindy.piatz@bradymartz.com
(701) 223-1717



BradyMartz

Thank You





City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 22, 2025
SUBMITTING DEPARTMENT: HR
DEPARTMENT DIRECTOR: Amy Berger
PRESENTER: Amy Berger, HR Director
SUBJECT: Consider Approval of Proposed Infant at Work Policy

STATEMENT/PURPOSE:

To approve the proposed Infant at Work Policy.

BACKGROUND/ALTERNATIVES:

The City of Mandan is seeking approval of a new Infant at Work Policy designed to support employees during the early months of parenthood. This policy establishes a structured and approved process that allows eligible regular and temporary staff, following childbirth, adoption, or foster placement, to bring their infants (under six months of age) to the workplace.

This policy reflects the City's commitment to creating a family-friendly work environment, improving employee retention and morale, and offering flexibility during the critical early months of bonding. It includes clear requirements for approval, safe practices, and workplace suitability to ensure the program supports both employees and operational needs.

While the program is designed to support working parents, it is recognized that not all positions or work environments are appropriate for infant participation. This consideration is addressed in the policy, with final approval based on the practicality of the role and work environment.

Additionally, employees may include a short-term telecommuting component as part of their individual plan, subject to the City's existing Telecommute Policy. This option provides additional flexibility and can support a gradual return to the workplace when paired with the Infant at Work arrangement.

This policy also complements the City's existing Breastfeeding Policy by providing a broader framework of support for employees with newborns. Together, these initiatives

demonstrate the City's ongoing commitment to fostering a workplace culture that supports the health, well-being, and work-life balance of its employees.

The program is entirely voluntary and subject to approval by the employee's supervisor, department leadership, and the City Administrator, with oversight from Human Resources.

ATTACHMENTS:

1. CityofMandan_InfantatWork-Policy&Requests_FinanIDraft_2025-08-27

FISCAL IMPACT:

NA

STAFF IMPACT:

The goal of this policy is to positively impact employee satisfaction, retention, and engagement particularly for new parents transitioning back to work.

Departments may also benefit from reduced absenteeism, as the program could help minimize disruptions related to infant care.

Implementation is expected to require minimal City resources, as participating employees will provide all necessary infant care equipment.

While potential challenges include avoiding disruption to coworkers and maintaining productivity, these concerns are addressed through a structured approval process and clear participation guidelines.

Managers and HR will be responsible for reviewing and approving requests, monitoring participation, and completing a final review at the end of the arrangement. These tasks are expected to fit within existing supervisory responsibilities and should not create a significant additional workload.

LEGAL REVIEW:

Reviewed by attorney Amy Oster

RECOMMENDATION:

To approve the presented Infant at Work Policy.

SUGGESTED MOTION:

I move to approve the Infant at Work Policy as presented.



City of Mandan, Human Resources

Infant at Work Policy

Approved XX/XX/2025

Purpose:

The City of Mandan, as the employer, understands the relationship between newborns and their parents and has adopted an Infant at Work policy. Regular and temporary team members may request to care for their infant child(ren) by birth, adoption, or foster care, under the age of six months, during normal working hours.

Infant at Work Approval

Team members interested in participating in the Infant at Work program must complete and submit to their manager an Infant at Work Request form that includes an individual plan setting forth general information regarding the infant's care, including the days and times the infant will be in the work environment and the intended duration of the arrangement. The manager will review the request with their chain of command. Final approval of the City Administrator is required. The plan must be approved before the infant can be brought into the work environment during working hours.

If the team member's request is approved, the team member and other parent (if applicable) of the infant are required to sign a waiver of liability, indemnification, and medical release form prior to bringing the infant into the workplace.

Requirements of the Program:

- The infant should stay in the parent's workspace unless another team member agrees to have the infant in their workspace for a short period of time.
- Appropriate furniture for the infant's care, i.e., crib, playpen, swing, etc. must be provided by the parent.
- A sick infant is not to be brought to the physical office location.
- In the event the infant becomes sick or is fussy for a prolonged period causing a distraction or preventing the parent from accomplishing work, the baby shall be removed from the physical office location.
- The infant is not to come into contact with clients and/or customers.
- Diaper changes must be done in a private environment not in view of the public or co-workers. Used cloth diapers must be stored in a closed container and taken home daily. Used disposable diapers must be wrapped appropriately and discarded in an appropriate container outside of an office or meeting space.

Consideration must be taken to ensure the environment is always safe for the infant.

A team member's child may not travel in a City vehicle. If the parent's job includes travel, they will need to make childcare arrangements for those days of travel.



City of Mandan, Human Resources
Infant at Work Policy
Approved XX/XX/2025

While the City of Mandan is committed to supporting team members in balancing their work and family responsibilities, participation in the Infant at Work program must be appropriate for the specific position and work environment. Due to the nature of certain roles and operational needs, not all positions may be suitable for this arrangement. Managers, in consultation with the City Administrator and Human Resource Director will evaluate the feasibility of the request, based on job duties and workplace setting.

As part of the individual plan, a hybrid work-from-home schedule may also be considered when appropriate for the position. Team members requesting a hybrid arrangement within the Infant at Work approval plan must refer to the Telecommute Short-Term Agreement and Policy and note this request in their submitted plan. Approval of any work-from-home component is subject to the same review and approval process and must be documented accordingly.

At the conclusion of the approved Infant at Work plan, the manager will complete a program review to evaluate the effectiveness of the arrangement and to document any observations, challenges, or recommendations for future participation.

The agreement may be terminated at any time, by either party, with written notification.

HR Director Signature

City Administrator Signature

City Attorney Signature



City of Mandan, Human Resources Infant at Work Waiver

WAIVER OF LIABILITY, INDEMNIFICATION, AND MEDICAL RELEASE AGREEMENT For Infant at Work Program

This Waiver of Liability, Indemnification, and Medical Release ("Agreement") is entered into by the undersigned parent or legal guardian ("Parent/Guardian") of:

Minor Child's Full Name: _____

Date of Birth: _____

Activity Description:

The City of Mandan has approved an Infant at Work program. City employees who work in a participating division will be permitted to bring their infant to work with them. City employees who wish to participate in the program must sign this Agreement.

By signing this Waiver of Liability, Indemnification, and Medical Release Agreement, you agree to the following terms and conditions:

1. You agree that if you engage in the Infant at Work program described above, you do so at your and your infant's own risk. You certify that your infant has no current health conditions or medical issues that would be aggravated by the infant being in the work environment, and you acknowledge that bringing your infant into a work environment may increase the risk of the infant contracting an illness or medical condition. You voluntarily assume all risk of injury to you or your infant, all risk to you or your infant of the contraction of any illness or medical condition, and all risk of any damage, loss, or theft of any personal property that might result from participation in this program.
2. You agree on behalf of yourself and your infant (and your personal representatives, heirs, executors, administrators, agents, and assigns) to release, discharge, and hold harmless the City of Mandan, including its officials, employees, contractors, agents, successors, and assigns (collectively, the "Released Parties"), from any and all claims, liabilities, causes of action, and demands of any kind arising out of or related to your participation in the Infant at Work program.
3. You **hereby waive any and all rights** you may have to bring an action for damages or other remedy for injuries that may be sustained by you or your infant as a result of your participation in the Infant at Work program, including injuries arising from (a) City negligence, (b) your use of any City equipment or facilities, and/or (c) improper or negligent maintenance of any such City property, equipment, or facilities.



City of Mandan, Human Resources Infant at Work Waiver

Medical Authorization:

In the event of an emergency, I authorize the Released Parties to obtain necessary medical treatment for my child. I understand that reasonable efforts will be made to contact me prior to such treatment, but in the event I cannot be reached, I authorize appropriate medical care as deemed necessary by licensed medical personnel. I agree to be responsible for any costs incurred for such medical care.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the State of North Dakota.

Certification and Signature:

By signing below, you acknowledge that you have carefully read this Waiver and Release and fully understand that it is a release of liability. You are waiving any right that you may have to bring legal action to assert a claim against the City of Mandan for its negligence.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____

Phone: _____

Email: _____

INFANT AT WORK REQUEST **City of Mandan Request Form**

GENERAL INFORMATION

Name of Employee		Work Phone	Home Phone	Cell Phone
Name of Infant's Other Parent (If applicable)		Work Phone	Home Phone	Cell Phone
Infant's Birth Date		Infant at Work Begin Date		Infant at Work End Date
Days and Times Infant Will Be Present in the Workplace:				
Sunday	Monday	Tuesday	Wednesday	Thursday
Friday		Saturday		

SPECIFIC INFORMATION

Primary Location of the Infant While at the Workplace
Other Information or Requirements

EMERGENCY CONTACTS

1. Name		Relationship to Infant	
Address			
Work Phone	Home Phone		Cell Phone
2. Name		Relationship to Infant	
Address			
Work Phone	Home Phone		Cell Phone

I have discussed this plan with my supervisor and division director. I understand that I can bring my infant to the workplace upon final approval of this plan. If my plan changes, I agree to complete a new plan for review and approval. I acknowledge that I have received, read, and understand the City of Mandan Infant at Work Policy. I agree to comply with the guidelines, requirements, and expectations outlined in this policy

Submitted By

Signature of Employee/Parent	Date	Signature of Other Parent (If applicable)	Date
------------------------------	------	---	------

Approved By

Signature of Supervisor	Date	Signature of Division Director	Date
-------------------------	------	--------------------------------	------

SUPERVISORS' INFANT AT WORK REVIEW

City of Mandan

Employee Name	Employee ID	Department	Position	Review Period
Number of days/hours infant was at work during the period				
List any special accommodations provided for the employee and infant at work.				
Was this employee's performance or productivity affected by having the infant at work? ☐ Yes ☐ No Explain.				
Identify any problems (and the solutions) as a result of the infant being at the workplace.				
Identify positive aspects of the program.				
Do you perceive that other employees' performance or productivity was affected? ☐ Yes ☐ No Identify any occasions or instances and supervisory action taken.				
Recommendations for change.				
Employee Acknowledgement				Date
Supervisor Signature				Date



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider Lead Service Line Inventory task orders

STATEMENT/PURPOSE:

To consider and possibly approve task orders 11 & 12 with AE2S for professional services related to Lead Service Line Replacement On-Call Services and Lead Service Line Inventory Update.

BACKGROUND/ALTERNATIVES:

Last year, the State of North Dakota contracted with consultants directly to assist cities in completing the first phase of lead service line inventories. The City of Mandan participated and benefited from this effort. Through this process, the City still has just under 4,000 service lines identified as either lead or unknown (and therefore considered lead for planning purposes). The State is continuing with Phase II of this initiative, but is starting with smaller communities first. The City of Mandan is unlikely to receive direct assistance for the continuing inventory effort. With the 2027 deadline for implementation of 10-year replacement plans approaching, it is important for the City to refine the inventory and reduce the number of unknown services.

Task Order 11 is for professional services to support the completion of the lead service line replacement standing operating procedure, GIS support, and funding administration support for the 66% loan forgiveness SRF funding.

Task Order 12 is for professional services to support updating the City of Mandan's lead service line inventory and submitting it to the state. Key tasks include records review, online customer surveys, public notifications, and door-to-door surveys.

ATTACHMENTS:

1. Task Order 11
2. Task Order 12

FISCAL IMPACT:

The City budgeted \$100,000 in 2025 and \$105,000 in 2026 lead service line replacements. Task Order 11 (\$15,000) and Task Order 12 (\$205,000) come to a total of \$220,000. SRF 66% loan forgiveness funding is expected for this project and brings the total engineering services amount to \$74,800. These task orders would be paid for out of the City's Utility fund.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

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

RECOMMENDATION:

Enter into the task orders with AE2S for engineering services related to the Lead Service Line Replacement On-Call services and Lead Service Line Inventory Update services contingent on approval of the SRF 66% loan forgiveness funding application.

SUGGESTED MOTION:

I move to enter into Task Orders 11 and 12 with AE2S, and authorize the use of City Utility funds to pay for these services.

Task Order No. 11

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 21, 2020, and as amended January 20, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: September 2, 2025
- b. Owner: City of Mandan
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Lead Service Line Replacement On-Call Services
- e. Specific Project (description): On-call, or on demand, services as requested by Owner's Public Works Director or City Engineer to establish the city lead service line replacement standing operating procedure, provide GIS support, funding assistance, and other general engineering support for the city's lead service line replacement program.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
 - 1. Work with the Owner to complete lead service line replacement standing operating procedure.
 - 2. Provide GIS support related to lead service line replacements.
 - 3. Provide funding assistance related to lead service line replacements including reporting, progress updates, and reimbursement requests to the DWSRF program.
 - 4. Other tasks as may be defined by the Owner, but not specifically listed herein.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Additional Services

- A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None.

5. Task Order Schedule

Services will be rendered as “on-call” services as requested by the Owner’s Public Works Director or City Engineer.

Basic Services and Additional Services completion shall be no later than December 31, 2026.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

- An amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class for all services performed on the Specific Project, plus reimbursable expenses and Engineer’s consultants’ charges, if any.
- Engineer shall use Standard 2025 Hourly Rates, attached hereto, and updated effective January 1, 2026.
- The total compensation for Basic Services including reimbursable expenses will not exceed \$15,000.

The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

- 2025 Hourly Fee and Expense Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 2, 2025.

OWNER:

City of Mandan

ENGINEER:

Advanced Engineering and Environmental Services,
LLC

By:

Print name: Jarek Wigness, PE

Title: City Engineer

Date Signed:

By:

Print name: Jordan Geiger

Title: Operations Manager

Date Signed:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jarek Wigness

Title: City Engineer

Address: 205 2nd Ave NW
Mandan, ND 50554

E-Mail

Address: jarek.wigness@cityofmandan.com

Phone: (701) 667-3225

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Eric Lothspeich, PE

Title: Project Manager

Address: 1815 Schafer Street, Suite 301
Bismarck, ND 58501

E-Mail

Address: eric.lothspeich@ae2s.com

Phone: (701) 221-0530

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2025 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$70.00	IT 1	\$140.00
Administrative 2	\$85.00	IT 2	\$189.00
Administrative 3	\$99.00	IT 3	\$232.00
Communications Specialist 1	\$113.00	Land Surveyor Assistant	\$103.00
Communications Specialist 2	\$132.00	Land Surveyor 1	\$124.00
Communications Specialist 3	\$152.00	Land Surveyor 2	\$150.00
Communications Specialist 4	\$183.00	Land Surveyor 3	\$169.00
Communications Specialist 5	\$202.00	Land Surveyor 4	\$186.00
		Land Surveyor 5	\$205.00
Construction Services 1	\$135.00	Operations Specialist 1	\$108.00
Construction Services 2	\$165.00	Operations Specialist 2	\$135.00
Construction Services 3	\$183.00	Operations Specialist 3	\$167.00
Construction Services 4	\$203.00	Operations Specialist 4	\$191.00
Construction Services 5	\$224.00	Operations Specialist 5	\$214.00
Engineering Assistant 1	\$91.00	Project Coordinator 1	\$125.00
Engineering Assistant 2	\$107.00	Project Coordinator 2	\$140.00
Engineering Assistant 3	\$135.00	Project Coordinator 3	\$156.00
Engineer 1	\$146.00	Project Coordinator 4	\$172.00
Engineer 2	\$175.00	Project Coordinator 5	\$194.00
Engineer 3	\$205.00	Project Manager 1	\$221.00
Engineer 4	\$237.00	Project Manager 2	\$242.00
Engineer 5	\$254.00	Project Manager 3	\$259.00
Engineer 6	\$269.00	Project Manager 4	\$274.00
Engineering Technician 1	\$90.00	Project Manager 5	\$293.00
Engineering Technician 2	\$113.00	Project Manager 6	\$307.00
Engineering Technician 3	\$136.00	Sr. Designer 1	\$192.00
Engineering Technician 4	\$152.00	Sr. Designer 2	\$213.00
Engineering Technician 5	\$174.00	Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 2	\$137.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 4	\$180.00		
Financial Analyst 5	\$201.00		
GIS Specialist 1	\$113.00	Technical Expert 1	\$348.00
GIS Specialist 2	\$137.00	Technical Expert 2	Negotiable
GIS Specialist 3	\$162.00		
GIS Specialist 4	\$181.00		
GIS Specialist 5	\$202.00		
I&C Assistant 1	\$108.00		
I&C Assistant 2	\$134.00		
I&C 1	\$160.00		
I&C 2	\$189.00		
I&C 3	\$213.00		
I&C 4	\$226.00		
I&C 5	\$237.00		

Reimbursable Expense Rates

Transportation	\$0.75/mile
Survey Vehicle	\$0.95/mile
Laser Printouts/Photocopies	\$0.30/copy
Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$291.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

Task Order No. 12

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 21, 2020, and as amended January 20, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: September 2, 2025
- b. Owner: City of Mandan
- c. Engineer: Advanced Engineering and Environmental Services, LLC
- d. Specific Project (title): Mandan Lead Service Line Inventory Update
- e. Specific Project (description): Professional services to assist the Owner with updating their lead service line inventory and submitting their 2025 inventory to the state portal. Key tasks include records review, customer surveys, public notifications, and door-to-door surveys.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
 - 1. Contract Management and Administration
 - a. Project Management including contract coordination, coordinating staff, schedule development and monitoring, budget review and control, and monthly project status reports.
 - b. Project Administration including monthly invoicing.
 - 2. Records Review
 - a. Request any files not obtained or reviewed in initial inventory.
 - b. Review as-builts, record drawings, specifications, or other relevant documentation not provided in the first round of data review.
 - 3. Meetings
 - a. Project Kickoff – Meet with Owner’s staff to discuss plan, schedule, and deadlines; review and collect any missing records; discuss communications plan; discuss customer survey and door-to-door process, procedures, and priority. Meeting to be in person.

- b. Deliverable Review Meeting – Meet with Owner’s staff to review draft deliverables for feedback. Meeting to be in person.
- 4. Customer Survey
 - a. Deploy Customer Survey QR Code / Website.
 - 1) Post to city websites, social media, and flyers around town.
 - 2) Option for Owner to send out with water bill, postcard, or letter.
 - b. Public Notification.
 - 1) Post public notices in public areas, local newspaper, and/or social media.
 - 2) Option for Owner to send out with water bill, postcard, or letter.
 - c. Collect and Review Customer Responses.
 - d. Data Entry and Update Initial Lead Service Line Inventory.
- 5. Door-to-Door Surveys
 - a. Create Field map of any unknown private side material to begin door-to-door operations.
 - b. Coordinate with Owner’s staff to accompany Engineer’s employees or create an environment within the town for Notices of Engineer’s staff going door to door for best possible results.
 - c. Work hours may vary to maximize home entrance. If no one is home on the initial visit, a door hanger with contact information will be left for homeowners to make an appointment for a follow-up visit. Scope includes two (2) documented visits per home. The documentation will be included as part of the deliverable to the Owner.
- 6. Inventory spreadsheet update and Submission
 - a. Review and submit lead service line inventory to state portal no later than October 17, 2025.
 - b. Draft deliverables will be updated once per Owner’s input from the draft deliverable review meeting.
- 7. Engineer’s scope shall exclude the following:
 - a. City Commission presentation.
 - b. Preparing and mailing notification letters.
 - c. Other services not identified in this scope of services.

B. All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order.

3. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

- Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: None

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

- Kickoff Meeting within 2 weeks from signed agreement. Start records review immediately following kickoff meeting. Customer survey, public notification, and door-to-door surveys following records review.
- Submission of the lead service line inventory to the State no later than October 17, 2025.
- Door-to-door survey effort is expected to take up to 6 months, depending on staff availability, survey responses, and homeowner availability. Final Deliverables approximately 1 month after completion of door-to-door surveys.

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Basic Services		
Study and Report Phase	\$205,000.00	Hourly
TOTAL COMPENSATION	\$205,000.00	
2. Additional Services (Part 2 of Exhibit A)	(N/A)	

Compensation items and totals based in whole or in part on Hourly Rates are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered. Engineer shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments:

- 2025 Hourly Fee and Expense Schedule

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is September 2, 2025.

OWNER:

City of Mandan

ENGINEER:

Advanced Engineering and Environmental Services,
LLC

By:

Print name: Mayor James Froelich

Title: President of the Board of City Commissioners

Date Signed:

By: Brian R. Bergantine

Brian R. Bergantine (Aug 28, 2025 13:53:09 CDT)

Print name: Brian R. Bergantine

Title: Project Quality Director

Date Signed:

Aug 28, 2025

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Jarek Wigness, PE

Title: City Engineer

205 2nd Ave NW

Address: Mandan, ND 58554

E-Mail

Address: jarek.wigness@cityofmandan.com

Phone: (701) 667-3227

DESIGNATED REPRESENTATIVE FOR ORDER:

Name: Eric Lothspeich, PE

Title: Project Manager

1815 Schafer Street, Suite 301

Address: Bismarck, ND 58501

E-Mail

Address: eric.lothspeich@ae2s.com

Phone: (701) 221-0530

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC

2025 HOURLY FEE AND EXPENSE SCHEDULE

Labor Rates*

Administrative 1	\$70.00	IT 1	\$140.00
Administrative 2	\$85.00	IT 2	\$189.00
Administrative 3	\$99.00	IT 3	\$232.00
Communications Specialist 1	\$113.00	Land Surveyor Assistant	\$103.00
Communications Specialist 2	\$132.00	Land Surveyor 1	\$124.00
Communications Specialist 3	\$152.00	Land Surveyor 2	\$150.00
Communications Specialist 4	\$183.00	Land Surveyor 3	\$169.00
Communications Specialist 5	\$202.00	Land Surveyor 4	\$186.00
		Land Surveyor 5	\$205.00
Construction Services 1	\$135.00	Operations Specialist 1	\$108.00
Construction Services 2	\$165.00	Operations Specialist 2	\$135.00
Construction Services 3	\$183.00	Operations Specialist 3	\$167.00
Construction Services 4	\$203.00	Operations Specialist 4	\$191.00
Construction Services 5	\$224.00	Operations Specialist 5	\$214.00
Engineering Assistant 1	\$91.00	Project Coordinator 1	\$125.00
Engineering Assistant 2	\$107.00	Project Coordinator 2	\$140.00
Engineering Assistant 3	\$135.00	Project Coordinator 3	\$156.00
Engineer 1	\$146.00	Project Coordinator 4	\$172.00
Engineer 2	\$175.00	Project Coordinator 5	\$194.00
Engineer 3	\$205.00	Project Manager 1	\$221.00
Engineer 4	\$237.00	Project Manager 2	\$242.00
Engineer 5	\$254.00	Project Manager 3	\$259.00
Engineer 6	\$269.00	Project Manager 4	\$274.00
Engineering Technician 1	\$90.00	Project Manager 5	\$293.00
Engineering Technician 2	\$113.00	Project Manager 6	\$307.00
Engineering Technician 3	\$136.00	Sr. Designer 1	\$192.00
Engineering Technician 4	\$152.00	Sr. Designer 2	\$213.00
Engineering Technician 5	\$174.00	Sr. Designer 3	\$229.00
Financial Analyst 1	\$121.00	Sr. Financial Analyst 1	\$227.00
Financial Analyst 2	\$137.00	Sr. Financial Analyst 2	\$248.00
Financial Analyst 3	\$165.00	Sr. Financial Analyst 3	\$269.00
Financial Analyst 4	\$180.00		
Financial Analyst 5	\$201.00		
GIS Specialist 1	\$113.00	Technical Expert 1	\$348.00
GIS Specialist 2	\$137.00	Technical Expert 2	Negotiable
GIS Specialist 3	\$162.00		
GIS Specialist 4	\$181.00		
GIS Specialist 5	\$202.00		
I&C Assistant 1	\$108.00		
I&C Assistant 2	\$134.00		
I&C 1	\$160.00		
I&C 2	\$189.00		
I&C 3	\$213.00		
I&C 4	\$226.00		
I&C 5	\$237.00		

Reimbursable Expense Rates

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Plotter Printouts	\$1.00/s.f.
UAS - Photo/Video Grade	\$100.00/day
UAS – Survey	\$50.00/hour
Total Station – Robotic	\$35.00/hour
Mapping GPS	\$25.00/hour
Fast Static/RTK GPS	\$50.00/hour
All-Terrain Vehicle/Boat	\$100.00/day
Cellular Modem	\$75.00/month
Web Hosting	\$26.00/month
Legal Services Reimbursement	\$291.00/hour
Outside Services	cost * 1.15
Geotechnical Services	cost * 1.30
Out of Pocket Expenses	cost * 1.15
Rental Car	cost * 1.20
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 20, 2025
SUBMITTING DEPARTMENT: Finance
DEPARTMENT DIRECTOR: Greg Welch
PRESENTER: Greg Welch, Finance Director
SUBJECT: Ordinance No. 1474

STATEMENT/PURPOSE:

To approve the second and final 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

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.

August 19, 2025 - the City Commission approved 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.

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 second and final 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 second and final 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



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 25, 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 second and final 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:

City Commission

Agenda Documentation

September 2, 2025

Subject: Second and final 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

I move to approve Ordinance No. 1475, which amends and re-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



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Legal
DEPARTMENT DIRECTOR: Amy Oster
PRESENTER: Amy Oster, Attorney
SUBJECT: Introduction and first consideration of Ordinance No. 1476

STATEMENT/PURPOSE:

Consider Introduction and First Consideration of Ordinance No. 1476, which will amend and clarify the Mandan Code of Ordinances to reflect recent state law changes relating to traffic and vehicles.

BACKGROUND/ALTERNATIVES:

This ordinance amends and clarifies the Mandan Code of Ordinances to reflect recent state law changes relating to traffic and vehicles. A summary of the revisions follows:

1. Cities are no longer permitted to double the fines for speeding, and that provision has been removed.
2. Updates related to temporary registration permits.
3. A court may now grant a motion to amend a charge of driving under suspension to operating a vehicle without being licensed.
4. Drivers may now exit a rotatory traffic island (a round about) without first signaling their intention to exit.
5. A traffic offense was created relating to the owner of a motor vehicle when their vehicle is involved in a fleeing incident.
6. The permitted light transmittance requirement for vehicle windows changed from at least 50% of light pass through to 35% for side and rear windows.
7. The fine for careless driving increased to \$100. Careless driving is an infraction when

it inflicts injury on a snow removal operator; on a first responder acting in an official capacity; on an operator or occupant of an authorized emergency vehicle; or on an individual helping another individual on the side of the road, or when it causes damage in excess of \$4,000 to snow removal equipment or to an authorized emergency vehicle.

8. The interstate speed limit increased from 75 miles per hour to 80 miles per hour.

9. The fine for speeding in a construction zone increased from \$80 to \$150.

ATTACHMENTS:

1. Ordinance 1476 - 2025 Traffic and Vehicles Updates

FISCAL IMPACT:

N/A

STAFF IMPACT:

N/A

LEGAL REVIEW:

Attorney Oster has drafted the attached ordinance.

RECOMMENDATION:

I recommend to approve the introduction and first consideration of Ordinance No. 1476 as presented.

SUGGESTED MOTION:

I move to approve the introduction and first consideration of Ordinance No. 1476 as presented.

ORDINANCE NO. 1476

An Ordinance to Amend and Re-enact
Sections 24-1-2, 24-11-1, 24-11-2, 24-12-1, 24-14-14, 24-15-13, 24-16-1, and 24-16-2 of the
Mandan Code of Ordinances, and to Enact New Section 24-14-45 of the Mandan Code of
Ordinances, Relating to Traffic and Vehicles

Be it Ordained by the Board of City Commissioners as follows:

Sec. 24-1-2. – Penalties.

- (a) Any person violating any of the provisions of this chapter for which another criminal penalty is not provided specifically is guilty of an infraction. As used in this section, the term “another criminal penalty” includes provision for payment of a fixed fee for violating another section in this chapter, but does not include any other administrative sanction which may be imposed.
- (b) For all non-criminal traffic dispositions contained in Title 39 of the North Dakota Century Code, the fees shall be as set by N.D.C.C. Title 39, ~~plus an additional one hundred percent for a total of double the statutory fine for violations referenced in N.D.C.C. § 39-06.1-06,~~ except for violations referenced in article 7 of this chapter (Stopping, Standing, and Parking) and N.D.C.C. § 39-06.1-06(1) (nonmoving violations). For all non-criminal traffic dispositions not contained in Title 39 of the North Dakota Century Code, the fees are as set out in this chapter, or, if no fee is set out, fifty dollars.
- (c) The fine for violating article 7 of this chapter is \$15.00 unless another amount for a specific infraction is established by ordinance or resolution of the board of city commissioners. The fine for any loading zone or fire lane violation is \$50.00. The fine for parking within ten feet of a fire hydrant is \$20.00.

Sec. 24-11-1. – Violations of registration provisions.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-04-37.

39-04-37. Violations of registration provisions. It is unlawful for any person to commit any of the following acts:

1. To operate, or for the owner thereof knowingly to permit anyone to operate, upon a highway any vehicle the registration of which has been canceled or revoked, or for which

the registration fees required in this title have not been paid, or which does not have attached thereto and displayed thereon a number plate, plates, temporary registration permit, or validation tabs assigned thereto by the director for the current registration period, subject to the exemptions allowed in this title.

2. To display or cause or permit to be displayed, or to have in possession, any registration card, registration number plate, temporary registration permit, or validation tabs knowing the same to be fictitious or to have been canceled, revoked, suspended, or altered.
3. To lend any registration number plate, registration card, temporary registration permit, or validation tabs to any person not entitled thereto, or knowingly permit the use of any registration number plate or registration card by any person not entitled thereto.
4. To fail or refuse to surrender to the department, upon demand, any registration card, registration number plate, temporary registration permit, or validation tab which has been suspended, canceled, or revoked as is provided in this chapter.
5. To use a false or fictitious name or address in any application for the registration of any vehicle, or for any renewal or duplicate thereof, or knowingly to make a false statement or knowingly to conceal a material fact or otherwise to commit a fraud in any application.
6. To operate, or for the owner thereof knowingly to permit anyone to operate a motor vehicle on a highway if the owner is employed in this state on a temporary or full-time basis, is a resident of the state, and does not have a temporary registration permit when required under subsection 1 of section 39-04-18.2. As used in this subsection, the term “resident” means a resident as defined under subdivision e of subsection 2 of section 39-04-18.

Sec. 24-11-2. - Penalty for driving while license suspended or revoked.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-06-42. As authorized by subsection 5 of N.D.C.C. § 39-06-42, the Municipal Judge for the City of Mandan may order destruction of vehicle number plates by members of the Mandan Police Department.

39-06-42. Penalty for driving while license suspended or revoked—Impoundment of vehicle number plates—Authority of cities.

1. Except as provided in section 39-06.1-11, an individual who operates a motor vehicle on a highway or on public or private areas to which the public has a right of access for vehicular use in this state while an individual’s operator’s license is suspended or revoked in any jurisdiction is guilty of a class B misdemeanor for the first, second, or third offense within a five-year period. Any subsequent offense within the same five-year period is a class A misdemeanor.
2. If the suspension or revocation was imposed for violation of section 39-08-01 or equivalent ordinance or was governed by section 39-06-31 or chapter 39-20, the sentence must be at

least four consecutive days' imprisonment and a fine as the court deems proper. The execution of sentence may not be suspended or the imposition of sentence deferred under subsection 3 or 4 of section 12.1-32-02. Forfeiture of bail is not permitted in lieu of the defendant's personal appearance in open court for arraignment on a charge under this subsection.

3. A court may dismiss a charge under this section upon motion by the defendant if the defendant's operator's license is reinstated within sixty days of the date of the offense and the defendant provides to the court satisfactory evidence of the reinstatement. Alternatively, upon motion, a court may grant a motion to amend a charge under this section to a violation of section 39-06-01.
4. In addition to any other punishment imposed, the court may order the number plates of the motor vehicle owned and operated by the offender at the time of the offense to be destroyed by the sheriff. If a period of suspension has been extended under subsection 6 of section 39-06-17, the court may order the number plates to be destroyed under this subsection. The offender shall deliver the number plates to the court without delay at a time certain as ordered by the court following the conviction. The court shall deliver the number plates to the sheriff and notify the department of the order. An offender who does not provide the number plates to the court at the appropriate time is subject to revocation of probation.
5. A city may authorize, by ordinance, its municipal judge to order destruction of motor vehicle number plates by the office of the police officer that made the arrest in the manner provided in subsection 4.

Sec. 24-12-1. – Display of number plates and tab – Temporary registration.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-04-11.

39-04-11. Display of number plates and tabs. Unless otherwise provided by law, an individual may not operate a vehicle on a public highway of this state unless the vehicle has a distinctive number assigned to the vehicle by the department, and two number plates, bearing the distinctive number conspicuously displayed, horizontally and in an upright position, one on the front and one on the rear of the vehicle, each securely fastened, except number plates assigned to a housetrailer must be attached to the rear of the housetrailer. An individual may operate a motor vehicle on a public highway of this state with a valid temporary registration permit. A temporary registration permit obtained from the department of transportation or a licensed motor vehicle dealer must be displayed on the rear window, the rearmost driver's side window, or in the location of the rear license plate. The temporary registration permit must be clearly visible and free of any obstructions. Number plates assigned to a motorcycle or trailer must be attached to the rear of the motorcycle or trailer and may be displayed vertically. When only one number plate is furnished for an apportioned vehicle registered under the international registration plan as authorized in section

39-19-04, truck tractor, or semitrailer, the plate must be attached to the front of the apportioned vehicle or truck tractor and the rear of the semitrailer. The bottom of each number plate must be at a height of not less than twelve inches [30.48 centimeters] above the level surface upon which the vehicle stands. Each plate must be mounted in a visible manner that clearly displays the distinctive number assigned to the vehicle and the name of the state on the plate. As far as is reasonably possible, the plates must at all times be kept free and clear of mud, ice, or snow so as to be clearly visible and all number plates, markers, or evidence of registration or licensing except for the current year must be removed from the vehicle. All vehicle license plates issued by the department are the property of the department for the period for which the plates are valid. An annual registration tab or sticker for the current registration year must be displayed on each number plate, in the area designated by the department for the tab or sticker, in those years for which tabs or stickers are issued in lieu of number plates.

Sec. 24-14-14. – One-way roadways and rotary traffic islands.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-10-16.

39-10-16. One-way roadways and rotary traffic islands.

1. The director and local authorities with respect to highways under their respective jurisdictions may designate any highway, roadway, part of a roadway, or specific lanes upon which vehicular traffic shall proceed in one direction at all or such times as shall be indicated by official traffic-control devices.
2. Upon a roadway so designated for one-way traffic, a vehicle shall be driven only in the direction designated at all or at such times as shall be indicated by official traffic-control devices.
3. A vehicle passing around a rotary traffic island must be driven only to the right of such island.
4. After a vehicle enters a rotary traffic island, the vehicle may ~~not~~ exit from any position within the rotary traffic island without ~~first~~ giving a signal of intention to exit the rotary traffic island.

Sec. 24-14-45. Motor vehicle owner's responsibility regarding a driver who flees a peace officer - Exceptions.

1. The owner of a motor vehicle involved in a violation of section 39-10-71 is presumed to have violated this section.
2. A peace officer may proceed in accordance with this section instead of pursuing the driver of a motor vehicle who flees or attempts to elude the peace officer after being given a

visual or audible signal to bring the vehicle to a stop in violation of section 39-10-71.

- a. A peace officer may investigate the violation and prepare a traffic citation under this section.
 - b. A peace officer may issue a traffic citation under this section in accordance with the North Dakota Rules of Civil Procedure to the motor vehicle owner within ninety-six hours after observing the violation.
3. A motor vehicle owner may not be found to have violated this section if:
 - a. The driver operating the motor vehicle at the time of the violation of section 39-10-71 has been charged with a violation of section 39-10-71.
 - b. The motor vehicle was reported stolen before the violation occurred or within a reasonable time after the violation occurred.
 - c. The motor vehicle owner assists or cooperates with a peace officer to demonstrate the owner was not the one who operated the motor vehicle at the time and place of the violation of section 39-10-71.
 - d. The motor vehicle owner provides information that demonstrates the owner was not the driver of the motor vehicle at the time of the offense.
4. A motor vehicle owner may not be found to have violated this section, and the lessee is presumed to have violated this section, if the motor vehicle owner is a lessor of vehicles and at the time of the violation of section 39-10-71 the motor vehicle was in the possession of a lessee, and the lessor provides a peace officer with the motor vehicle's registration number and the name, address, and operator's license number of the individual renting or leasing the motor vehicle.
5. An individual may not be charged both with violating this section and section 39-10-71 for acts arising out of the same incident or occurrence.
6. This section may not apply to a motor vehicle rental company that rents motor vehicles to customers for a period of ninety days or less.

Sec. 24-15-13. – Windshield—Must be unobstructed and equipped with wipers—Tinted windows.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-21-39.

39-21-39. Windshield—Must be unobstructed and equipped with wipers—Tinted windows.

1. A motor vehicle must be equipped with a windshield. An individual may not drive any motor vehicle with any sign, poster, or other nontransparent material upon the front windshield, side wings, or side or rear windows which obstructs the driver's clear view of the highway or any intersecting highway.

2. The windshield on a motor vehicle must be equipped with a device for cleaning rain, snow, or other moisture from the windshield, which must be constructed as to be controlled or operated by the driver of the vehicle.
3. The windshield wiper upon a motor vehicle must be maintained in good working order.
4. An individual may not operate a motor vehicle with any object, material, or tinting displayed, affixed, or applied on the front windshield or any window unless the object, material, or tinting in conjunction with the windshield upon which it is displayed, affixed, or applied has a light transmittance of at least seventy percent or the object, material, or tinting in conjunction with a window other than the windshield upon which it is displayed, affixed, or applied has a light transmittance of at least ~~fifty~~thirty-five percent. This subsection does not apply to windows behind the operator if the motor vehicle is equipped with outside mirrors on both sides that meet the requirements of section 39-21-38.
5. Subsection 4 does not apply to nonreflective sunscreening or window tinting material above the AS-1 line or within the top five inches [12.7 centimeters] of the windshield.

Sec. 24-16-1. – Basic rule.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-09-01.

39-09-01. Basic rule. ~~No person~~

1. An individual may not drive a vehicle at a speed greater than is reasonable and prudent under the conditions and ~~having shall drive with~~ regard to ~~the existing~~ actual and potential hazards ~~then existing. Consistent with the foregoing, every person~~ An individual shall drive at a safe and appropriate speed when approaching and crossing an intersection or railroad grade crossing, when approaching and going around a curve, when approaching a hill crest, when traveling upon any narrow or winding roadway, and when special hazards exist with respect to pedestrians, ~~or other traffic, or by reason of~~ weather, ~~or~~ highway conditions. ~~Any person~~ An individual who drives a vehicle upon a highway or private or public property open to the public for the operation of motor vehicles ~~without heed to~~ in violation of the requirements or restrictions of this section ~~has committed~~ is guilty of careless driving and must be assessed a fee of ~~sixty one hundred~~ dollars.
2. An individual is guilty of an infraction if the individual violates subsection 1 of this section and:
 - a. ~~Any person who, by reason of careless driving as herein defined, c~~ Causes and inflicts injury upon the person of an operator of snow removal equipment engaged in snow removal operations; ~~or~~

- b. Causes and inflicts injury upon the person of:
 - (1) A first responder acting within their official capacity and displaying a visible flashing, revolving, or rotating blue, white, or red light, or hazard warning signal, while stationary on the side of a roadway;
 - (2) The operator or occupant of an authorized emergency vehicle acting within their official capacity and displaying a visible flashing, revolving, or rotating blue, white, or red light, or hazard warning signal, while stationary on the side of a roadway; or
 - (3) An individual assisting another individual displaying a visible hazard warning light while stationary on the side of a roadway;
- c. Causes damage in excess of ~~one~~ four thousand dollars to snow removal equipment engaged in snow removal; or
- d. Causes damage in excess of four thousand dollars to an authorized emergency vehicle.
- 3. ~~is guilty of an infraction.~~ As used in this section, “snow removal equipment” means a vehicle that is operated by ~~a person~~ an individual employed by or on behalf of an authority in charge of the maintenance of the roadway or highway to perform winter maintenance snow and ice removal, including plowing, hauling away, salting, and sanding.

Sec. 24-16-2. – Speed limitation.

Citations issued into municipal court under this section are for a violation of N.D.C.C. § 39-09-02.

39-09-02. Speed limitations.

- 1. Subject to the provisions of section 39-09-01 and except in those instances when a lower speed is specified in this chapter, it presumably is lawful for the driver of a vehicle to drive the same at a speed not exceeding:
 - a. Twenty miles [32.19 kilometers] an hour when approaching within fifty feet [15.24 meters] of a grade crossing of any steam, electric, or street railway when the driver’s view is obstructed. A driver’s view is deemed to be obstructed when at any time during the last two hundred feet [60.96 meters] of the driver’s approach to such crossing, the driver does not have a clear and uninterrupted view of such railway crossing and of any traffic on such railway for a distance of four hundred feet [121.92 meters] in each direction from such crossing.

- b. Twenty miles [32.19 kilometers] an hour when passing a school during school recess or while children are going to or leaving school during opening or closing hours, unless a lower speed is designated or posted by local authorities.
 - c. Twenty miles [32.19 kilometers] an hour when approaching within fifty feet [15.24 meters] and in traversing an intersection of highways when the driver's view is obstructed. A driver's view is deemed to be obstructed when at any time during the last fifty feet [15.24 meters] of the driver's approach to such intersection, the driver does not have a clear and uninterrupted view of such intersection and of the traffic upon all of the highways entering such intersection for a distance of two hundred feet [60.96 meters] from such intersection.
 - d. Twenty miles [32.19 kilometers] an hour when the driver's view of the highway ahead is obstructed within a distance of one hundred feet [30.48 meters].
 - e. Twenty-five miles [40.23 kilometers] an hour on any highway in a business district or in a residence district or in a public park, unless a different speed is designated and posted by local authorities.
 - f. Fifty-five miles [88.51 kilometers] an hour on gravel, dirt, or loose surface highways, and on paved two-lane county and township highways if there is no speed limit posted, unless otherwise permitted, restricted, or required by conditions.
 - g. Sixty-five miles [104.61 kilometers] an hour on paved two-lane highways if posted for that speed, unless otherwise permitted, restricted, or required by conditions.
 - h. Seventy miles [112.65 kilometers] an hour on paved and divided multilane highways, unless otherwise permitted, restricted, or required by conditions.
 - i. ~~Seventy-five~~Eighty miles [~~120~~128.70-75 kilometers] an hour on access-controlled, paved and divided, multilane interstate highways, unless otherwise permitted, restricted, or required by conditions.
2. *Speed in Construction Zone.* The city engineer may designate and post special areas of streets and highways where lower speed limits apply. If there is a violation of a construction zone speed limit, where within that zone individuals engaged in construction were present at the time of the violation, then the fees required for a noncriminal disposition are ~~eighty-one hundred fifty~~ dollars for one through ten miles per hour over the posted speed limit, and ~~eighty-one hundred fifty~~ dollars, plus two dollars for each additional mile per hour over ten miles per hour over the posted speed limit. The construction zone speed limit posted sign must state "Minimum Fee \$~~80-150~~ When Workers Present."
 3. Except as provided by law, it is unlawful for any person to drive a vehicle upon a highway at a speed that is unsafe or at a speed exceeding the speed limit prescribed by law or established pursuant to law.

4. In charging a violation of the provisions of this section, the complaint must specify the speed at which the defendant is alleged to have driven and the speed which this section prescribes is prima facie lawful at the time and place of the alleged offense.

By: _____
James Froelich, President, Board of
City Commissioners

Attest:

James Neubauer, City Administrator

First Consideration: September 2, 2025

Second Consideration and Final Passage: September 16, 2025

Publication: _____



City Commission

Agenda Documentation

MEETING DATE: September 2, 2025
PREPARATION DATE: August 27, 2025
SUBMITTING DEPARTMENT: Engineering
DEPARTMENT DIRECTOR: Jarek Wigness
PRESENTER: Jarek Wigness, City Engineer
SUBJECT: Consider a resolution authorizing an SRF loan application for lead service replacement projects.

STATEMENT/PURPOSE:

To consider and possibly approve a resolution authorizing the application for an SRF loan related to the future replacement of lead service lines.

BACKGROUND/ALTERNATIVES:

The Department of Environmental Quality requires the governing body to approve a resolution authorizing staff to initiate and furnish information for a loan application. This loan application would set the City up for a potential funding source for work related to lead service line replacements over the next 12 years. Starting in 2027, the annual replacement of 10% of the City's identified lead service lines will be mandatory, with the effort finishing in 2037.

ATTACHMENTS:

1. Resolution Of Governing Body

FISCAL IMPACT:

Through the passage of this resolution, the City is not obligating any funds to a project. Through the loan application, the City would be setting an estimated cap for the efforts related to lead service line replacements over the next 10 years. This was estimated to be just under \$4.5M. The North Dakota Department of Environmental Quality is typically flexible if this number needs to be adjusted.

STAFF IMPACT:

Minimal effort working alongside AE2S to complete the loan application.

LEGAL REVIEW:

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

RECOMMENDATION:

To approve the resolution as presented.

SUGGESTED MOTION:

I move to approve the resolution, as presented.

RESOLUTION OF GOVERNING BODY OF APPLICANT

RESOLUTION NO. _____

Resolution authorizing filing of application with the North Dakota Department of Environmental Quality for a loan under the Clean Water Act and/or the Safe Drinking Water Act.

WHEREAS, under the terms of the Clean Water Act and/or the Safe Drinking Water Act, the United States of America has authorized the making of loans to authorized applicants to aid in the construction of specific public projects: Now, Therefore, BE IT RESOLVED the Mandan City Commission.

1. That Jim Neubauer, City Administration and Greg Welch, Finance Director be and are hereby authorized to execute and file an application on behalf of the City of Mandan with the North Dakota Department of Environmental Quality for a loan to aid in the construction of:

Lead service line identification and replacements throughout the City of Mandan.

2. That Jim Neubauer, City Administration and Greg Welch, Finance Director be and are hereby authorized and directed to furnish such information as the North Dakota Department of Environmental Quality may reasonably request in connection with the application, which is herein authorized to be filed, to sign all necessary documents, and, on behalf of loan recipient, to accept loan offer and receive payment of loan funds in an estimated amount of \$4,491,000.

That the City of Mandan hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its municipal securities to the North Dakota Public Finance Authority.

CERTIFICATE OF RECORDING OFFICER

The undersigned duly qualified and acting Administrator and Finance Director of the City of Mandan does hereby certify that the attached resolution is a true and correct copy of the resolution, authorizing the filing of application with the North Dakota Department of Environmental Quality, as regularly adopted at a legally convened meeting of the

Mandan City Commission duly held on the 2nd day of September, 2025; and further that such resolution has been fully recorded in the journal of proceedings and records in my office.

In WITNESS WHEREOF, I have hereunto set my hand this 2nd day of September, 2025.

Signature of Recording Officer

Title of Recording Officer City Administrator
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Signature of Recording Officer

Title of Recording Officer Finance Director
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