



Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes – March 6, 2023 (Pages 3-6)
- E. Building Permits (Pages 7-8)

Consent Agenda - Approve the Following:

- a. Bills (Pages 9-52)
- b. Two Rivers Veterinary Hospital Encroachment Agreement
 - Terminate existing Access Agreement, Approve Permanent Access Agreement, and Approve the Encroachment Agreement (Pages 53-69)
- c. Project No. 1343 – Sanitary Lift Station System Rehabilitation (SA 2,3,12,13 and 25) AND
Project No. 4068 – Storm Sewer Lift Station (SM 54) and Forcemain Rehabilitation
 - Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond (Pages 70-73)
- d. Project No. 9020 (NDDOT Main Avenue Slide Repair)
 - Concurrence with Alternative B Design (Pages 74-83)
- e. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Raffles, Pull Tab Dispensing Device, and Electronic Pull Tab Device at Top Shel Tavern at 2920 Sheyenne Street Suite 120:
 - March 20, 2023 through June 30, 2023 (Pages 84-85)
 - July 1, 2023 through June 30, 2024 (Pages 86-87)
- f. Games of Chance for West Fargo Packers Clay Target Team. Games to be conducted: Raffle on April 15, 2023 at Traditions at 3330 Sheyenne St Suite 116 (Pages 88-90)
- g. Games of Chance for Friends of Denine Paler. Games to be conducted: Raffle on April 2, 2023 at West Fargo VFW at 444 Sheyenne Street Suite 101 (Page 91)
- h. Games of Chance for West Fargo Lions Club. Games to be conducted: Raffle from April 8, 2023 to October 8, 2023 at Silver Dollar Bar at 221 Sheyenne Street (Page 92)

Regular Agenda

- 1. Swearing in ceremony of Officers: Brandon Oldham, Conner Heyerman, Skyler Angeles and Tyler Crouse -- Denis Otterness, Police Chief
- 2. Second Reading & Final Approval of Title IV zoning ordinance amendment regarding daycare land-uses -- Aaron Nelson, Planning Director (Pages 93-111)
- 3. Presentation of Planning Needs Assessment Action -- Aaron Nelson, Planning Director (Pages 112-159)

4. Project No. 9036 (I-94 and 26th St W) -- Dan Hanson, City Engineer
 - Authorize staff and legal to enter into negotiations for a land acquisition for a future I-94 interchange (Pages 160-172)
5. Project No. 2272 (Concrete Pavement Repair) -- Dan Hanson, City Engineer
 - Accept Bids and Award Contract (Pages 173-181)
6. Second Reading of Ordinance 1220 (13-1522 Trucks) -- Dustin Scott, Assistant City Administrator
 - Approve second reading of Ordinance 1220 (Pages 182-184)
7. Review and Approval of Department Head Hiring Committee Policy (Page 185)
8. Accept City Administrator's resignation; Declare Office of City Administrator vacant; and Direct City Attorney to prepare memo on next steps
9. City Administrator's Report -- Dustin Scott, Assistant City Administrator
10. Correspondence
11. Non-Agenda Items
12. Adjourn



West Fargo City Commission Meeting
Monday, March 6, 2023
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday, March 6, 2023, at 5:30 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Roben Anderson, Mandy George, and Mark Simmons, who was present via Zoom. President of the Board Bernie Dardis called the meeting to order at 5:30 p.m.

Commissioner Olson moved and Commissioner George seconded to approve the order of the agenda as distributed. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes from February 21, 2023 as presented. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner George moved and Commissioner Anderson seconded to approve the building permits as distributed. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Olson moved and Commissioner George seconded to approve the consent agenda as presented.

- a. Bills (Pages 9-25)
- b. Resolution Modifying Water Rates (Page 26)
- c. Care Resource Connection - Consulting Agreement (Dan Fuller, Fire Chief) (Pages 27-30)
- d. Gaming Site Authorization for Devils Lake American Legion #24. Games to be conducted: Poker on March 24 - 26, 2023 at DoubleTree by Hilton at 825 E Beaton Dr (Pages 31-32)
- e. Games of Chance for CCRI Inc. Games to be conducted: Raffle on March 18, 2023 at Veterans Memorial Arena at 1201 7th Ave E (Page 33)

Commissioners George, Olson, Simmons, and Dardis voted aye. Commissioner Anderson voted nay, the motion was declared carried.

Aaron Nelson, Planning and Zoning Director appeared before the Commission for the Public Hearing and First Reading of Title IV zoning ordinance amendment regarding daycare uses. The Public Hearing was opened and closed with no one present to speak on the item. Following discussion, Commissioner George moved and Commissioner Simmons seconded to approve the First Reading of Title IV zoning ordinance amendment regarding daycare uses. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.



West Fargo City Commission Meeting
Monday, March 6, 2023
Commission Chambers 5:30 PM

Mandy George, Commissioner brought for approval of the First Reading of Ordinance 1220 in regards to 13-1522 Trucks Prohibited on Certain Streets - Truck Routes Established - Maps and Signs Required. Dustin Scott, Assistant City Administrator and Officer Wesley Booth spoke in detail on the item. Following discussion, Commissioner George moved and Commissioner Anderson seconded to approve the First Reading of Ordinance 1220 in regards to 13-1522 Trucks Prohibited on Certain Streets - Truck Routes Established - Maps and Signs Required. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Matt Andvik, Public Works Director appeared before the Commission to request approval of changes and implementation of our F.R.O.G. Pretreatment Program Policy (Fats,Rags,Oils,Grease). Following discussion, Commissioner Olson moved and Commissioner George seconded to approve changes and implementation of our F.R.O.G. Pretreatment Program Policy (Fats,Rags,Oils,Grease). Commissioners George, Olson, Simmons, and Dardis voted aye. Commissioner Anderson voted nay, the motion was declared carried.

Matt Andvik, Public Works Director appeared before the Commission to request approval of the bulk purchase of 2023 water meters. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the bulk purchase of 2023 water meters. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Matt Andvik, Public Works Director appeared before the Commission to request approval purchasing a replacement salt/sand truck. Following discussion, Commissioner George moved and Commissioner Anderson seconded to approve the purchase of salt/sand truck. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Mark Simmons, Commissioner brought for approval a P3 development in conjunction with WF Public Schools; authorize publication of request for proposals. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve a P3 development in conjunction with WF Public Schools; authorize publication of request for proposals. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Casey Sanders-Berglund, Economic Development Manager appeared before the Commission to request approval of Economic Development Advisory Committee positions; approve two nominees for open EDAC positions. Following discussion, Commissioner Simmons moved and Commissioner Anderson seconded to approve the two nominees of Jeff Volk and Nicholas Killoran to the Economic Development Advisory Committee. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dustin Roberts, IT Director appeared before the Commission to request approval of the Infrastructure Remediation; approval of requested funds. Following discussion, Commissioner Olson moved and Commissioner George seconded to approve the Infrastructure Remediation; approval of requested funds. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Fuller, Fire Chief appeared before the Commission for an informational presentation of the FEMA SAFER Grant Application. Commissioner Simmons moved and Commissioner Olson seconded to approve moving forward with the FEMA SAFER Grant Application. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Fuller, Fire Chief appeared before the Commission to request approval of the Ride Up Pay Policy for the Fire Department. Following discussion, Commissioner Simmons moved and Commissioner Anderson seconded to approve the Ride Up Pay Policy for the Fire Department. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Fuller, Fire Chief appeared before the Commission to request approval of the Window Treatment Acceptance Fire HQ; approve the order for window treatments from CE Contract. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the Window Treatment Acceptance Fire HQ; approve the order for window treatments from CE Contract. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Mark Simmons, Commissioner brought forth the request to have two Commissioners on the hiring committee of Department Heads. Following discussion, Commissioner Simmons moved and Commissioner George seconded to approve the request to have two Commissioners on the hiring committee of Department Heads that are both not primary and secondary portfolio holders with two Commission members being appointed by the Commission President. Commissioners George, Anderson, Simmons, and Dardis voted aye. Commissioner Olson voted nay, the motion was declared carried.

Mark Simmons, Commissioner brought forth the request to reinstate performance reviews. Following discussion, Commissioner Simmons moved and Commissioner George seconded to approve the request to reinstate performance reviews; direct staff to prepare an amendment to the employee manual and bring it back to Commission for review by the second meeting in April (April 17, 2023). Commissioners George, Anderson, and Simmons voted aye. Commissioners Dardis and Olson voted nay, the motion was declared carried.



West Fargo City Commission Meeting
Monday, March 6, 2023
Commission Chambers 5:30 PM

In regards to the Administrator's Report, Tina Fisk, City Administrator appeared before the Commission:

1. Matt Andvik, Public Works Director appeared before the Commission with the request to approve purchasing Sanitation trucks in the 2023 budget that are available now, previously approved to order the trucks with the anticipation of not getting them until 2024. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the budget adjustment of purchasing the available Sanitation trucks in the 2023 budget. No Commissioners present voted nay, the motion was declared carried.

In regards to correspondence, there was a thank you from the Giving Hearts Foundation.

There were no non-agenda items.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the meeting adjourned at 6:54 p.m.

Following adjournment, a gentleman appeared before the Commission requesting further discussion on the revision in regards to the truck route ordinance. Commission President Dardis recommended he speak with the Traffic Enforcement Officer within the Police Department for further discussion.

Bernie Dardis, Commission President

Dustin Scott, Assistant City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
03/20/2023**

	AS OF 3/15/2023			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 1,450,000.00
RESIDENTIAL DWELLING				4	4	\$ 1,479,291.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	3		\$ 40,510.00	6		\$ 77,910.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 15,000.00	5		\$ 845,000.00
RESIDENTIAL	4		\$ 20,312.00	14		\$ 355,081.00
PUBLIC				1		\$ 141,652.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION				2		\$ 60,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	8		\$ 75,822.00	33	4	\$ 4,408,934.00

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230100	Hager Renovations LLC	325 5th Avenue West	Hager Renovations LLC	\$ 1,500.00	Remodel - Residential
230101	Ryezon Construction LLC	5018 2nd Street East	Krista Salvatore, ETAL	\$ 30,410.00	Accessory - detached garage
230105	Dabbert Custom Homes	1029 Ashley Drive West	Dabbert Custom Homes	\$ 7,500.00	Accessory - Deck
230102	American Waterworks	114 1st Avenue East	Brittany Ragan	\$ 10,312.00	Remodel - Residential - drain tile
230104	Cody Nirschl	501 3rd Avenue East	Cody & Allison Nirschl	\$ 2,000.00	Remodel Residential - Remove Chimney Stack
230109	Clay County Contracting	2050 Main Avenue West	HPB Properties	\$ 15,000.00	Remodel - Commercial - Lower Level
230103	Tornell Contracting, Inc.	248 Edgewater Drive	Jason Harmon	\$ 6,500.00	Remodel - Residential
230112	Jordahl Custom Homes	6026 Martin Lane West	Jordahl Custom Homes	\$ 2,600.00	Accessory - Deck

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/07/23 to 03/17/23

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
109397		3639 3X GEAR LLC	1,142.50						
1	16337	02/07/23 T-shirts \shorts for Academy	1,142.50			2060 415200	422		101000
		Total for Vendor:	1,142.50						
109363		289 ACME TOOLS	162.86						
1	11032099	03/08/23 BI METAL BS BLADE	162.86			1000 455000	433		101000
109377		289 ACME TOOLS	196.80						
1	11051407	03/14/23 HOLE DOZER	196.80			1000 455000	432		101000
109452		289 ACME TOOLS	1,045.00						
1	10986636	02/22/23 SCISSOR TABLE	1,045.00			1000 430000	432		101000
109499		289 ACME TOOLS	1,679.59						
1	11057424	03/16/23 MAG DRILL	1,679.59			1000 455000	432		101000
		Total for Vendor:	3,084.25						
109458		2118 ADVANCE GARAGE DOOR INC	140.00						
1	87362	03/10/23 KEY REPLACE	140.00			6020 450000	420		101000
		Total for Vendor:	140.00						
109340		3179 ADVANCED ENGINEERING &	27,682.20						
1	85935	03/07/23 Feb 2023 Finance Dept. Support	27,682.20			1000 414100	428		101000
109460		3179 ADVANCED ENGINEERING &	3,309.25						
1	86018	03/07/23 IC SYSTEM SERVICES	3,309.25			6025 450000	430		101000
		Total for Vendor:	30,991.45						
109413		3983 AMERICAN PAYMENT CENTERS	288.00						
1	88224	01/01/23 ANNUAL DROP BOX PMT	288.00			6020 450000	420		101000
		Total for Vendor:	288.00						
109386		317 AMERICAN WELDING & GAS, INC.	529.51						
1	0915303	03/01/23 02 CYL/ACETLENE/ARGON	529.51			1000 455000	433		101000
		Total for Vendor:	529.51						

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109327		3383 ANDREW WRUCKE	162.80								
1	Fuel Reimbursement		20.00			1000		414200	340		101000
2	Hotel reimbursement		107.80			1000		414200	340		101000
3	Meal reimbursement		35.00			1000		414200	340		101000
		Total for Vendor:	162.80								
109447		1139 APWA MEMBERSHIP RENEWAL	764.00								
1	01/03/23 RENEWAL		764.00			1000		450000	667		101000
		Total for Vendor:	764.00								
109495		4653 AQUATIC INFORMATICS INC	2,495.00								
1	103820 03/10/23 REMOTE INSPECTOR SUBSCRIPTION		2,495.00			1000		450000	497		101000
		Total for Vendor:	2,495.00								
109449		4737 ARBORWEAR LLC	10.00								
1	1128808 03/03/23 BRE - JACKET		157.00			2210		428000	340		101000
2	1006386 02/22/23 BRE - JACKET RET		-147.00			2210		428000	340		101000
		Total for Vendor:	10.00								
109398		4748 ARKANSAS FLAG AND BANNER, INC	387.00								
1	0627671 03/08/23 Fire & Rescue flag/raster		387.00			2060		415200	420		101000
		Total for Vendor:	387.00								
109401		3511 ASPEN MILLS	1,832.75								
1	310104 03/07/23 N Wavra Class A		104.30			2060		415200	422		101000
2	310105 03/07/23 J Carriveau Class A		162.70			2060		415200	422		101000
3	310106 03/07/23 J Johnson Class A		19.00			2060		415200	422		101000
4	310107 03/07/23 D Underhill Class A		11.00			2060		415200	422		101000
5	310108 03/07/23 B Herbst Class A		11.00			2060		415200	422		101000
6	310109 03/07/23 M Obach Class A		11.00			2060		415200	422		101000
7	310110 03/07/23 M Ventin Class A		11.00			2060		415200	422		101000
8	310111 03/07/23 S Roth Class A		11.00			2060		415200	422		101000
9	310112 03/07/23 M Breiland Class A		11.00			2060		415200	422		101000
10	310113 03/07/23 S Johnson Class A		84.10			2060		415200	422		101000
11	310114 03/07/23 S Baron Class A		34.00			2060		415200	422		101000
12	310115 03/07/23 T Clark Class A		29.00			2060		415200	422		101000

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13	310116	03/07/23 C Hodgson Class A	212.50			2060		415200	422		101000
14	310117	03/07/23 R Dirk Class A	152.15			2060		415200	422		101000
15	310118	03/07/23 G Rix Class A	136.15			2060		415200	422		101000
16	310119	03/07/23 C Cvancara Class A	93.30			2060		415200	422		101000
17	310120	03/07/23 L Nesvold Class A	152.70			2060		415200	422		101000
18	310121	03/07/23 B Gaugler Class A	189.15			2060		415200	422		101000
19	310122	03/07/23 A Wagemann Class A	93.30			2060		415200	422		101000
20	310123	03/07/23 D Sprecher Class A	137.30			2060		415200	422		101000
21	310124	03/07/23 K Miller Class A	104.30			2060		415200	422		101000
22	310125	03/07/23 Honor Guard Gloves	62.80			2060		415200	422		101000
Total for Vendor:			1,832.75								
109335	-99768E	4672 ASSURE PAYROLL TAX MANAGEMENT	200,841.29								
1		Social Security	92,366.06			1000		212501			101000
2		Medicare	21,601.72			1000		212502			101000
3		Federal Income Tax	75,341.51			1000		212503			101000
4		ND State Tax	7,716.00			1000		212504			101000
5		MN State Tax	3,816.00			1000		212505			101000
Total for Vendor:			200,841.29								
109464		2931 AUTO VALUE PARTS STORES	523.54								
1	99191417	03/10/23 FUEL FLEET	-50.42			1000		430000	427		101000
2	99191217	03/09/23 BATTERY TERMINAL LUG	13.47			6010		450200	427		101000
3	99191447	03/10/23 AIR FILTER	87.35			1000		430000	427		101000
4	99191401	03/10/23 FUEL FILTER	61.98			1000		430000	427		101000
5	99191378	03/10/23 FILTERS	71.67			1000		430000	427		101000
6	99190505	03/07/23 OIL FILTER	6.52			1000		455000	427		101000
7	99190508	03/07/23 FILTERS	24.04			6020		450000	427		101000
8	99190513	03/07/23 FILTERS	3.26			1000		421000	427		101000
9	99190654	03/07/23 FILTERS	6.52			1000		430000	427		101000
10	99190423	03/06/23 FILTERS	16.35			1000		430000	427		101000
11	99190510	03/07/23 FILTERS	20.23			1000		430000	427		101000
12	99190512	03/07/23 FILTERS	3.26			6025		450000	427		101000
13	99191814	03/14/23 FILTERS	3.26			1000		421000	427		101000
14	99191816	03/14/23 FILTERS	3.26			1000		415000	427		101000
15	99191810	03/14/23 FILTERS	249.53			1000		430000	427		101000
16	99191815	03/14/23 FILTERS	3.26			1000		415000	427		101000
Total for Vendor:			523.54								

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109370		1695 BAKER & TAYLOR	2,296.43						
1	2037330779	02/24/23 BOOKS	670.63			7000 411600	662		101000
2	2037343329	02/24/23 BOOKS	62.17			7000 411600	662		101000
3	2037333445	02/24/23 BOOKS	506.00			7000 411600	662		101000
4	2037323437	02/21/23 BOOKS	462.05			7000 411600	662		101000
5	2037350938	03/06/23 BOOKS	159.64			7000 411600	662		101000
6	2037343257	03/06/23 BOOKS	469.18			7000 411600	662		101000
7	0003278159	03/03/23 BOOKS (CREDIT)	-33.24			7000 411600	662		101000
		Total for Vendor:	2,296.43						
109282		4759 BARTHOLOMAY CONSTRUCTION INC	141,652.00						
1	1681 03/08/23	4 new offices at PD	141,652.00			1000 421000	641		101000
		Total for Vendor:	141,652.00						
109253	106421S	3366 BENJI SCHWARTZ	1,231.83						
		Reimbursement for Global Excavation Safety Conference							
1	02/13/23	Travel Reimbursement	1,231.83			1000 414200	340		101000
		Total for Vendor:	1,231.83						
109349		36 BERT'S TRUCK EQUIPMENT	1,593.39						
1	97024 03/10/23	CUTTING EDGE	1,593.39			1000 430001	381		101000
109360		36 BERT'S TRUCK EQUIPMENT	88.87						
1	96868 03/08/23	3019D BEARING	88.87			1000 430000	427		101000
109373		36 BERT'S TRUCK EQUIPMENT	64.90						
1	97060 03/13/23	3019 BELT	64.90			1000 430000	427		101000
		Total for Vendor:	1,747.16						
109299		4165 BOBBI JO NOBLES	76.50						
1	03/08/23	meal reimb	56.00			1000 421000	340		101000
2	03/06/23	honor guard cleaning	20.50			1000 421000	422		101000
		Total for Vendor:	76.50						

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109328		3489 BOLTON & MENK, INC	22,000.00								
1	0307655	02/20/23 2270	22,000.00			4006		480000	313		101000
		Total for Vendor:	22,000.00								
109399		3512 BOUND TREE MEDICAL, LLC	117.90								
1	84881250	03/06/23 Medical Supplies	117.90			2060		415200	420		101000
		Total for Vendor:	117.90								
109480		73 BRAUN INTERTEC	290.50								
1	B335238	03/14/23 4069	290.50			4018		480000	724		101000
		Total for Vendor:	290.50								
109501		3374 BREANNA GRONAAS	134.00								
1	03/16/23	TRAVEL REIMBURSEMENT	134.00			2210		428000	340		101000
		Total for Vendor:	134.00								
109400		652 BRENCO CORPORATION	98.00								
1	0127057	03/06/23 Station 75 floor scrubber	98.00			2060		415200	420		101000
		Total for Vendor:	98.00								
109369		351 BUSINESS ESSENTIALS	76.74								
1	W012326291	03/06/23 OFFICE SUPPLIES	76.74			7000		411600	410		101000
109459		351 BUSINESS ESSENTIALS	42.95								
1	1231264	02/27/23 OFFICE SUPPLIES	42.95			6025		450000	410		101000
		Total for Vendor:	119.69								
109347		39 BUTLER MACHINERY	1,964.72								
1	PS0610733	03/10/23 CUTTING EDGE	1,278.57			1000		430000	381		101000
2	PS0609140	02/14/23 3000 HOSE/SEAL	1,261.92			1000		430000	427		101000
3	PS0610257	03/03/23 3000 SENSOR	209.87			1000		430000	427		101000
4	PS0610327	03/04/23 3000 HARNESS	15.88			1000		430000	427		101000
5	CS0058675	03/04/23 380 TUBE RET	-801.52			1000		430000	427		101000

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109475		39 BUTLER MACHINERY	732.79								
1	PS0610934	03/14/23 RENTAL FUEL CAP	121.37			1000		430000	427		101000
2	PS0610833	03/11/23 380 HARDWARE/PIPE/PIN	611.42			1000		430000	427		101000
109498		39 BUTLER MACHINERY	3,123.11								
1	PS0610834	03/11/23 CUTTING EDGE	1,900.11			1000		430000	381		101000
2	W00254762	03/15/23 SM23 OIL LEAK	1,223.00			6025		450000	826		101000
		Total for Vendor:	5,820.62								
109402		4508 CARE RESOURCE CONNECTION	6,000.00								
1	2301	01/31/23 January 1-January 31 2023	3,000.00			2060		415200	307		101000
2	2302	03/04/23 February 1-February 28 2023	3,000.00			2060		415200	307		101000
		Total for Vendor:	6,000.00								
109269	106409S	4800 CARTCO AUTOMOTIVE	158,575.00								
1	02/28/23	SANDER PURCHASE	158,575.00			1000		430000	870		101000
		Total for Vendor:	158,575.00								
109403		51 CASS COUNTY ELECTRIC COOP	1,840.66								
1	1090222	03/06/23 1090222 Fire February	1,840.66			2060		415200	527		101000
		Total for Vendor:	1,840.66								
109504		2909 CC STEEL LLC	500.64								
1	2281	03/07/23 RADIO SHIPPING	500.64			2970		480000	825		101000
		Total for Vendor:	500.64								
109318		1512 CDW GOVERNMENT, INC	494.76								
1	GF01631	02/08/23	494.76			1000		414104	497		101000
		Total for Vendor:	494.76								
109345		4108 CED	1,421.00								
1	2348101613	01/24/23 HID LED 150	1,421.00			1000		430002	391		101000

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109391		4108 CED	134.89						
1	2348101646	01/19/23 SW REPAIR	134.89			6025 450000	826		101000
		Total for Vendor:	1,555.89						
109332		1777 CENTURY LINK	298.72						
1	03/01/23	mar 2023 police siren	230.18			1000 421000	356		101000
2	03/07/23	mar 2023 airport	68.54			7050 500000	356		101000
		Total for Vendor:	298.72						
109308		3417 CHELSEA SIMDORN	11.92						
1	03/02/23	MILEAGE	11.92			7000 411600	340		101000
		Total for Vendor:	11.92						
109428		2392 CHOICE FINANCIAL	47,852.83						
1	LEASE PMT 10	897216886	10,012.73			1000 430000	657		101000
2	LEASE BUY OUT	897216886	1.00			1000 430000	657		101000
3	LEASE PMT 10	897217246	3,144.07			2210 428000	870		101000
4	LEASE BUY OUT	897217246	1.00			2210 428000	870		101000
5	LEASE PMT 10	897216238	24,679.30			1000 430000	657		101000
6	LEASE BUY OUT	897216238	1.00			1000 430000	657		101000
7	LEASE PMT 10	897216958	10,012.73			6020 450000	657		101000
8	LEASE BUY OUT	897216958	1.00			6020 450000	657		101000
		Total for Vendor:	47,852.83						
109362		3216 CINTAS	80.99						
1	4148404352	03/06/23 SHOP TOWELS	80.99			1000 455000	433		101000
		Total for Vendor:	80.99						
109348		111 CITY OF FARGO	30,138.62						
1	436061	03/08/23 Para Rides	30,138.62			1000 415000	376		101000
109354		111 CITY OF FARGO	23,028.56						
1	43606	03/08/23 LANDFILL FEES	23,028.56			6010 450200	355		101000

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109393		111 CITY OF FARGO	560.00						
1	435797	03/02/23 WATER TESTING	560.00			6020 450000	335		101000
		Total for Vendor:	53,727.18						
109407		2880 CITY OF FARGO	515,499.95						
1	03/07/23	WATER 1 GSR	32,831.75			6020 450000	345		101000
2	03/07/23	WATER 1 32 AVE S	111,204.55			6020 450000	345		101000
3	03/07/23	WATER 1 MAIN AVE	160,833.60			6020 450000	345		101000
4	03/07/23	SEWER 2220 57 ST N	210,609.00			6025 450000	347		101000
5	03/07/23	WATER 5635 14 AVE N	9.05			6020 450000	345		101000
6	03/07/23	SEWER 5635 14 AVE N	12.00			6025 450000	527		101000
		Total for Vendor:	515,499.95						
109431		111 CITY OF FARGO	19,407.15						
1	435796	03/02/23 LANDFILL FEES	19,407.15			6010 450200	355		101000
		Total for Vendor:	19,407.15						
109284		1904 CODE 4 SERVICES, INC	715.47						
1	8135	03/09/23 opticom install/d. todd	715.47			1000 421000	610		101000
109404		1904 CODE 4 SERVICES, INC	6,158.12						
1	8129	03/08/23 Set up ES-76	6,158.12			2060 415200	610		101000
		Total for Vendor:	6,873.59						
109300		4762 CONNER HEYERMAN	56.00						
1	03/08/23	meal reimb	56.00			1000 421000	340		101000
		Total for Vendor:	56.00						
109405		229 CONSOLIDATED COMMUNICATIONS	151.95						
1	030123	03/01/23 701-433-5381/0 Fire Dept.	151.95			2060 415200	527		101000
		Total for Vendor:	151.95						
109389		3245 CORE & MAIN	271.85						
1	0000853	03/10/23 MANHOLE LID EXTRACTOR	271.85			6025 450000	432		101000

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109394		3245 CORE & MAIN	3,403.52						
1	S492097	03/10/23 RUBBER METER GASKET	243.00			6020 450000	429		101000
2	S461862	03/06/23 RUBBER METER GASKET	399.00			6020 450000	429		101000
3	S456037	03/06/23 SGKIT	883.20			6020 450000	429		101000
4	S461328	03/06/23 EPXY BG	1,878.32			6020 450000	438		101000
109500		3245 CORE & MAIN	3,814.35						
1	S489806	03/10/23 MH FRAME/LID	2,158.59			6025 450000	437		101000
2	S458157	03/06/23 METERS	1,655.76			6020 450000	429		101000
109503		3245 CORE & MAIN	2,400.00						
PROJ 1343									
1	S247284	01/26/23 FLG CHECK VALVE	2,400.00			4004 480000	438		101000
		Total for Vendor:	9,889.72						
109416		4655 CORY HODGSON	25.00						
1	03/14/23	Reimbursement for EMT Renewal	25.00			2060 415200	667		101000
		Total for Vendor:	25.00						
109261	106452S	859 DAKOTA ELECTRIC CONSTRUCTION CO	29,488.50						
1	7 01/23/23	Fire Headquarters Pmt 7	29,488.50			4795 480000	670		101000
		Total for Vendor:	29,488.50						
109441		624 DAKOTA SUPPLY GROUP	31,320.00						
1	S102480967	02/27/23 LIGHT POSTS	31,320.00			1000 430002	391		101000
109448		624 DAKOTA SUPPLY GROUP	42.74						
1	102474832	03/01/23 MIDGET FUSE	42.74			1000 430002	392		101000
		Total for Vendor:	31,362.74						
109312		3050 DAKOTA UPREIT LIMITED	15,309.62						
1	2023000018	01/01/23 Commercial Base Rent - Jan	5,252.52			1000 415000	389		101000
2	2023000019	01/01/23 Common Area Estimate - Jan	2,402.29			1000 415000	389		101000
3	2023007392	01/01/23 Commercial Base Rent - Mar	5,252.52			1000 415000	389		101000
4	2023007392	01/01/23 Common Area Estimate - Mar	2,402.29			1000 415000	389		101000
		Total for Vendor:	15,309.62						

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109410		4768 Darin Underhill	214.95						
1	031423	03/14/23 Reimbursement for Boots	214.95			2060 415200	422		101000
		Total for Vendor:	214.95						
109306		77 DEMCO INC	169.83						
1	7268546	02/27/23 OFFICE SUPPLIES	169.83			7000 411600	410		101000
		Total for Vendor:	169.83						
109451		2225 DTN, LLC	465.00						
1	6270800	03/03/23 WEATHER BILLING	465.00			1000 450000	497		101000
		Total for Vendor:	465.00						
109488		2100 EAGLE RUN CROSSING LLC	6,914.70						
1	4985	03/15/23 5400 DIESEL	37.47			1000 430001	424		101000
2	3411	03/15/23 5400 DIESEL	25.32			1000 430001	424		101000
3	3247	03/14/23 5419 DIESEL	36.01			1000 430001	424		101000
4	3205	03/14/23 5419 DIESEL	40.51			1000 430001	424		101000
5	4631	03/14/23 5408 DIESEL	33.96			1000 430001	424		101000
6	4636	03/14/23 5402 DIESEL	29.02			1000 430001	424		101000
7	3227	03/14/23 5400 DIESEL	44.51			1000 430001	424		101000
8	4485	03/14/23 5400 DIESEL	18.91			1000 430001	424		101000
9	4276	03/13/23 5419 DIESEL	42.08			1000 430001	424		101000
10	3592	03/10/23 5400 DIESEL	38.38			1000 430001	424		101000
11	2910	03/13/23 5400 DIESEL	36.82			1000 430001	424		101000
12	2256	03/10/23 5400 DIESEL	14.70			1000 430001	424		101000
13	4279	03/13/23 ROW DIESEL	42.46			1000 430001	424		101000
14	2272	03/06/23 5400 DIESEL	26.60			1000 430001	424		101000
15	2189	03/06/23 5400 DIESEL	35.21			1000 430001	424		101000
16	2608	03/07/23 5400 DIESEL	34.00			1000 430001	424		101000
17	2520	03/07/23 5400 DIESEL	32.85			1000 430001	424		101000
18	2011	03/09/23 5400 DIESEL	30.00			1000 430001	424		101000
19	2057	03/09/23 5400 DIESEL	27.10			1000 430001	424		101000
20	667	03/03/23 5400 DIESEL	13.30			1000 430001	424		101000
21	646	03/03/23 5400 DIESEL	22.27			1000 430001	424		101000
22	1805	03/08/23 5400 DIESEL	34.50			1000 430001	424		101000
23	4310	03/13/23 294 DIESEL	101.76			6020 450000	424		101000

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24	2641	03/07/23 2200 DIESEL	269.24			6020 450000	424		101000
25	2716	03/12/23 294 DIESEL	63.12			6020 450000	424		101000
26	2658	03/11/23 294 DIESEL	134.89			6020 450000	424		101000
27	1455	03/06/23 294 DIESEL	147.79			6020 450000	424		101000
28	2079	03/09/23 275 DIESEL	134.61			6020 450000	424		101000
29	2252	03/10/23 275 DIESEL	206.26			6020 450000	424		101000
30	2669	03/07/23 RENTAL DIESEL	149.42			1000 430000	424		101000
31	3895	03/12/23 RENTAL DIESEL	256.41			1000 430000	424		101000
32	3826	03/11/23 RENTAL DIESEL	321.74			1000 430000	424		101000
33	4264	03/13/23 RENTAL DIESEL	121.31			1000 430000	424		101000
34	2685	03/07/23 359 DIESEL	47.00			1000 430000	424		101000
35	633	03/01/23 RENTAL DIESEL	365.44			1000 430000	424		101000
36	766	03/01/23 RENTAL DIESEL	353.44			1000 430000	424		101000
37	2617	03/07/23 359 DIESEL	182.54			1000 430000	424		101000
38	1684	03/08/23 RENTAL DIESEL	186.66			1000 430000	424		101000
39	3868	03/11/23 RENTAL DIESEL	280.12			1000 430000	424		101000
40	1370	03/06/23 RENTAL DIESEL	226.11			1000 430000	424		101000
41	2311	03/06/23 RENTAL DIESEL	155.83			1000 430000	424		101000
42	2312	03/06/23 372 DIESEL	84.45			1000 430000	424		101000
43	1350	03/06/23 372 DIESEL	133.89			1000 430000	424		101000
44	2712	03/12/23 RENTAL DIESEL	265.00			1000 430000	424		101000
45	2704	03/12/23 RENTAL DIESEL	255.57			1000 430000	424		101000
46	3839	03/11/23 RENTAL DIESEL	110.18			1000 430000	424		101000
47	1721	03/08/23 RENTAL DIESEL	265.05			1000 430000	424		101000
48	2856	03/08/23 RENTAL DIESEL	224.54			1000 430000	424		101000
49	2119	03/09/23 RENTAL DIESEL	131.37			1000 430000	424		101000
50	3617	03/10/23 RENTAL DIESEL	225.62			1000 430000	424		101000
51	4559	03/14/23 7701 DIESEL	248.72			6025 450000	424		101000
52	2166	03/06/23 7701 DIESEL	275.37			6025 450000	424		101000
53	3499	02/15/23 RENTAL DIESEL	232.06			1000 430000	424		101000
54	3918	02/08/23 5400 DIESEL	23.13			1000 430000	424		101000
55	3140	02/06/23 ST DIESEL	40.08			1000 430000	424		101000
Total for Vendor:			6,914.70						

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109325		1502 EIDE BAILLY	230.00								
1	EI01455004	02/28/23 PD Background Checks	60.00			1000		421000	399		101000
2	EI01455004	02/28/23 Library Background Checks	70.00			7000		411600	399		101000
3	EI01455004	02/28/23 PW Street Background Check	100.00			1000		430000	399		101000
		Total for Vendor:	230.00								
109339		4764 EMPOWER ANNUITY INS CO OF	300.00								
1	42337	01/30/23	300.00			1000		414103	307		101000
		Total for Vendor:	300.00								
109392		3722 ENVIROTECH	6,104.88								
1	202311797	03/07/23 ICE SLICER	6,104.88			1000		430000	377		101000
109442		3722 ENVIROTECH	5,884.98								
1	202311152	02/22/23 ICE SLICER	5,884.98			1000		430000	377		101000
		Total for Vendor:	11,989.86								
109411		2862 ESSENTIA HEALTH	2,984.74								
1	800013881	03/14/23 Annual Phys. 01/05-02/27-23	1,475.00			2060		415200	996		101000
2	800013881	03/14/23 B Herbst Heart Screening	754.87			2060		415200	996		101000
3	800013881	03/14/23 J Carriveau Heart Screening	754.87			2060		415200	996		101000
		Total for Vendor:	2,984.74								
109384		1851 F/S MANUFACTURING INC	37.90								
1	147609	03/08/23 3100 HARDWARE	29.97			1000		430000	427		101000
2	147491	03/02/23 REDUCING NIPPLE	3.18			6020		450000	427		101000
3	147612	03/09/23 3100 ADAPTER	4.75			1000		430000	427		101000
		Total for Vendor:	37.90								
109412		4770 Fargo Moorhead Coalitaton to	60.00								
1	2023	02/01/23 T Olson Dues	30.00			2060		415200	667		101000
2	2023	02/01/23 D Sprecher Dues	30.00			2060		415200	667		101000
		Total for Vendor:	60.00								

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109310		4367 FARGO PUBLIC LIBRARY	197.00						
1	23-02	03/06/23 PROGRAMMING	197.00			7000 411600	649		101000
		Total for Vendor:	197.00						
109415		4772 Fargo Space Center	97.50						
1	03/07/23	Promotion Ceremony Chairs	97.50			2060 415200	378		101000
		Total for Vendor:	97.50						
109265	106466S	3347 FIRST INTERNATIONAL INSURANCE	5,279.00						
1	29649323	03/06/23 PW-Fleet & Facilities	216.69			1000 455000	321		101000
2	29649323	03/06/23 Sanitation	9.67			6010 450200	321		101000
3	29649323	03/06/23 Water	1.95			6020 450000	321		101000
4	29649323	03/06/23 Sewer	1,063.69			6025 450000	321		101000
5	2023 Polic	03/07/23 Street - Add 4 Trucks	3,987.00			1000 430000	321		101000
		Total for Vendor:	5,279.00						
109334		104 FORUM COMMUNICATIONS	1,110.45						
1	02/01/23	169062-0201-1011	53.46			1000 418000	668		101000
2	02/08/23	180303-0201-1011	46.98			1000 418000	668		101000
3	02/08/23	180263-0201-1011	43.74			1000 418000	668		101000
4	02/22/23	90623-0222-1014	750.00			1000 416200	602		101000
5	02/22/23	190277-0208-1011	216.27			4014 480000	668		101000
		Total for Vendor:	1,110.45						
109307		4661 FORUM COMMUNICATIONS PRINTING	1,032.91						
1	224716	02/23/23 PROMOTIONAL ACTIVITES	1,032.91			7000 411600	689		101000
		Total for Vendor:	1,032.91						
109281		155 GALLS, LLC	158.40						
1	023666322	02/24/23 new CSO Ali	158.40			1000 421000	422		101000
109285		155 GALLS, LLC	830.12						
1	023674503	02/24/23 honor guard name tag	13.56			1000 421000	422		101000
2	023648451	02/22/23 badge holder for d. todd	25.16			1000 421000	422		101000
3	023665856	02/24/23 shirt for zach	156.95			1000 421000	422		101000
4	023687710	02/27/23 tranzport hoods	255.25			1000 421000	641		101000

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5	023643428	02/22/23 new employees	54.00			1000 421000	422		101000
6	023623026	02/20/23 new officer supler	13.56			1000 421000	422		101000
7	023601878	02/17/23 new officer equipment	183.60			1000 421000	422		101000
8	023687725	02/27/23 new officer masset	42.48			1000 421000	422		101000
9	023623027	02/20/23 new officer masset	13.56			1000 421000	422		101000
10	023687843	02/27/23 honor guard shoes - nobles	72.00			1000 421000	422		101000
109286		155 GALLS, LLC	2,408.98						
1	023697347	02/27/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
2	023697284	02/27/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
109287		155 GALLS, LLC	13,249.39						
1	023680924	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
2	023680913	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
3	023680926	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
4	023680911	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
5	023680912	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
6	023680920	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
7	023680917	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
8	023680899	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
9	023680916	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
10	023680910	02/25/23 rotations vest/grant reimb	1,204.49			1000 421000	641		101000
11	023680909	02/25/23 new officer vest/grant reim	1,204.49			1000 421000	641		101000
109320		155 GALLS, LLC	2,408.98						
1	023711758	02/28/23 rotation vest/grant reimb	1,204.49			1000 421000	641		101000
2	023711757	02/28/23 rotation vest/grant reimb	1,204.49			1000 421000	641		101000
109321		155 GALLS, LLC	163.16						
1	023708003	02/28/23 new officer masset	128.96			1000 421000	422		101000
2	023703909	02/28/23 uniforms for jorgensen	34.20			1000 421000	422		101000
109323		155 GALLS, LLC	213.00						
1	023708029	02/28/23 new officer speed plate	213.00			1000 421000	641		101000

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109417		155 GALLS, LLC	2,475.89						
1	23560504	02/14/23 Wagemann-Boots	137.86			2060 415200	422		101000
2	23574636	02/15/23 Credit Return	-79.44			2060 415200	422		101000
3	23593368	02/17/23 Clark-Boots	89.83			2060 415200	422		101000
4	23609272	02/18/23 Credit Return	-229.50			2060 415200	422		101000
5	23623201	02/20/23 Credit Return	-29.24			2060 415200	422		101000
6	23653162	02/23/23 O'Bryant Uniforms	147.25			2060 415200	422		101000
7	23687258	02/27/23 Breiland, Dahlson Uniforms	189.40			2060 415200	422		101000
8	23687261	02/27/23 Cvacara-New Employee	72.80			2060 415200	422		101000
9	23687262	02/27/23 Mailhot-New Employee	251.16			2060 415200	422		101000
10	23687263	02/27/23 Rix-Promotion	77.65			2060 415200	422		101000
11	23687270	02/27/23 Berg, Porter Uniforms	153.94			2060 415200	422		101000
12	23687271	02/27/23 Berg, Porter Uniforms	153.94			2060 415200	422		101000
13	23687274	02/27/23 Dirk-Promotion	76.65			2060 415200	422		101000
14	23687275	02/27/23 Wagemann-New Employee	62.30			2060 415200	422		101000
15	23687278	02/27/23 Kalina-New Employee	94.78			2060 415200	422		101000
16	23702477	02/28/23 Carriveau-Promotion	101.15			2060 415200	422		101000
17	23702484	02/28/23 Kalina-New Employee	380.26			2060 415200	422		101000
18	23702485	02/28/23 Nienas, Morgan-New Employee	467.11			2060 415200	422		101000
19	23702497	02/28/23 McCann-Uniform	101.71			2060 415200	422		101000
20	23702530	02/28/23 Markel, S Johnson-Uniform	179.68			2060 415200	422		101000
21	23716830	03/01/23 M Ventin-New Employee	76.60			2060 415200	422		101000
		Total for Vendor:	21,907.92						
109351		2558 GOODYEAR COMMERCIAL TIRE	2,710.95						
1	1301088174	03/02/23 4006 TIRES	2,710.95			6010 450200	427		101000
		Total for Vendor:	2,710.95						
109255	106474S	4450 GRAFSTROM CONSTRUCTION	12,953.23						
1	01/30/23	FIRE HEADQUARTERS PMT 8	12,953.23			4795 480000	670		101000
		Total for Vendor:	12,953.23						
109418		556 GRAINGER, INC.	32.40						
1	9634749247	03/09/23 Fit Test Hood	32.40			2060 415200	420		101000
		Total for Vendor:	32.40						

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109419		3534 GRAND FORKS FIRE EQUIPMENT LLC	27,045.00						
1	37222	03/08/23 (4) SCBA quick connect	27,045.00			2060 415200	864		101000
		Total for Vendor:	27,045.00						
109293		2713 HAMPTON INN & SUITES	352.80						
1	22nqru	03/08/23 lodging for nobles	176.40			1000 421000	340		101000
2	216nqru	03/08/23 lodging for heyeraman	176.40			1000 421000	340		101000
		Total for Vendor:	352.80						
109390		180 HAZERS	700.00						
1	1781	03/07/23 APPLIANCE DISPOSAL	700.00			6010 450200	357		101000
		Total for Vendor:	700.00						
109260	106479S	4619 HERZOG ROOFING INC	53,918.10						
1	01/17/23	Fire Headquarters Pmt 2	53,918.10			4795 480000	670		101000
		Total for Vendor:	53,918.10						
109420		3557 HESI	288.03						
1	64563	02/28/23 February Medical Waste Removal	288.03			2060 415200	527		101000
		Total for Vendor:	288.03						
109366		2102 IACP	1,500.00						
1	2739	03/14/23 registration for otterness	500.00			1000 421000	340		101000
2	2740	03/14/23 registration for nielsen	500.00			1000 421000	340		101000
3	2748	03/14/23 registration for dura	500.00			1000 421000	340		101000
		Total for Vendor:	1,500.00						
109376		2532 IAPE	395.00						
1	li968447	03/08/23 reg fee for hieb	395.00			1000 421000	340		101000
		Total for Vendor:	395.00						
109331		3087 IBM CORPORATION	227.04						
1	4111272	03/01/23 PREMIER SUITE	227.04			1000 414104	497		101000
		Total for Vendor:	227.04						

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109444		2970 INDUSTRIAL SCIENTIFIC	486.41						
1	2542421	06/30/22 CHARGER PUMP	15.66			6025 450000	420		101000
2	2542094	06/29/22 PUMP MOTOR/SENSOR	470.75			6025 450000	420		101000
		Total for Vendor:	486.41						
109291		687 INFORMATION TECHNOLOGY DEPT	673.90						
1	022023	02/28/23 feb 2023 wan fiberg	673.90			1000 414104	497		101000
		Total for Vendor:	673.90						
109382		2500 INLAND TRUCK PARTS & SERVICE	324.12						
1	1332809	03/08/23 263 QWIKTIE TIE ROD ASSY	324.12			6020 450000	427		101000
		Total for Vendor:	324.12						
109496		1012 INTERSTATE POWER SYSTEMS, INC	10,515.71						
1	2098425	03/10/23 3005 TRANSM LEAK REP	5,546.10			1000 430000	427		101000
2	2098498	03/14/23 3005 FLY WHEEL HOUSING REP	4,969.61			1000 430000	427		101000
		Total for Vendor:	10,515.71						
109470		1765 J.J. KELLER & ASSOC, INC	842.00						
1	9107834342	03/01/23 CDL TRAINING	842.00			6020 450000	340		101000
		Total for Vendor:	842.00						
109333		3466 JERRY WALLACE	302.17						
1		Hotel Reimbursement	190.08			1000 414200	340		101000
2		Fuel Reimbursement	42.09			1000 414200	340		101000
3		Meal Reimbursement	70.00			1000 414200	340		101000
		Total for Vendor:	302.17						
109342		4574 KARVONEN PROPERTIES	12,972.78						
1	7	03/13/23 Enterprise Grant Payment	12,972.78			2960 411900	654		101000
		Total for Vendor:	12,972.78						
109421		3565 KENDEL FROST	364.00						
		Travel Reimbursement for CPSE Conference in Orlando FL. Per Diem and bag check. 02/27/23 to 03/03/23							
1		03/06/23 CPSE Excellence Conference	364.00			2060 415200	340		101000
		Total for Vendor:	364.00						

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109259	106492S	693 KPH, INC	1,338.75						
1	01/23/23	Fire Headquarters Pmt 8	1,338.75			4795 480000	670		101000
		Total for Vendor:	1,338.75						
109383		705 LAWSON PRODUCTS	546.16						
1	9310401408	03/03/23 HARDWARE	546.16			1000 455000	433		101000
		Total for Vendor:	546.16						
109278		1020 LEADSONLINE LLC	209.00						
1	3671	03/08/23 reg for j. johnson	209.00			1000 421000	340		101000
		Total for Vendor:	209.00						
109252		4123 LEAGUE OF MINNESOTA CITIES	411.25						
1	375779	01/25/23 HR Contract Services	411.25			1000 414100	399		101000
		Total for Vendor:	411.25						
109256	106496S	4555 LEDGESTONE INC	32,493.28						
1	01/23/23	Fire Headquarters Pmt 4	32,493.28			4795 480000	670		101000
		Total for Vendor:	32,493.28						
109422		3853 LEVI NESVOLD	322.54						
		Levi took his personal vehicle to Spring Lake PK MN to pick up our Class A Uniforms.							
1	03/13/23	Picking up Class A's in MN	322.54			2060 415200	422		101000
		Total for Vendor:	322.54						
109330		4432 LIBERTY BUSINESS SYSTEMS INC	740.60						
1	501983	03/06/23 Equipment Contract Feb 2023	740.60			1000 415000	428		101000
109505		4432 LIBERTY BUSINESS SYSTEMS INC	2,049.94						
1	502712	03/06/23	110.74			1000 415000	428		101000
2	502784	03/07/23	1,939.20			1000 415000	428		101000
		Total for Vendor:	2,790.54						

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109305		3109 LIBRARY IDEAS, INC	540.84						
1	96726	02/17/23 AUDIO VIDEO	540.84			7000 411600	664		101000
		Total for Vendor:	540.84						
109283		4760 LOADOMETER	10,390.00						
1	1036	02/21/23 wheel load weighers	5,195.00			1000 421000	641		101000
2	1036	02/21/23 wheel load weighers	5,195.00			1000 421000	641		101000
		Total for Vendor:	10,390.00						
109423		3418 LOFFLER	82.38						
1	4280265	02/20/23 Overage charge 01/25/23 to 02	82.38			2060 415200	307		101000
		Total for Vendor:	82.38						
109375		4418 MAC TOOLS	179.49						
1	3862465371	02/10/23 SPANNER WRENCH	179.49			1000 455000	432		101000
		Total for Vendor:	179.49						
109352		3304 MAC'S - FARGO	26.19						
1	G13575	03/10/23 0DNS PLY FM/WRENCH	26.19			1000 430001	432		101000
109359		3304 MAC'S - FARGO	17.98						
1	G13730	03/10/23 ANCHOR SHACKLE	17.98			1000 430000	427		101000
109435		3304 MAC'S - FARGO	23.48						
1	G14902	03/15/23 HARDWARE	23.48			1000 455000	433		101000
109446		3304 MAC'S - FARGO	199.99						
1	G10750	03/01/23 ROPE	199.99			6010 450200	433		101000
		Total for Vendor:	267.64						
109424		3536 MACQUEEN EMERGENCY	67.50						
1	8689	03/10/23 Helmet front	67.50			2060 415200	641		101000
		Total for Vendor:	67.50						

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109341		2454 MAGNUM ELECTRIC	1,383.86						
1	109543	02/23/23 Sheyenne Lights Parking Ramp	1,383.86			2320 452110	420		101000
		Total for Vendor:	1,383.86						
109257	106503S	68 MANNING MECHANICAL	75,594.02						
1	01/18/23	Fire Headquarters Pmt 8	75,594.02			4795 480000	670		101000
		Total for Vendor:	75,594.02						
109266	106504S	3488 MARK HOUSH	92.50						
1	02/08/23	Travel Reimbursement	92.50			1000 418000	340		101000
		Total for Vendor:	92.50						
109425		299 MENARDS	90.88						
1	98353	03/06/23 Station Cleaning Supplies	37.24			2060 415200	420		101000
2	98203	03/03/23 Training-Furring strip	53.64			2060 415200	245		101000
		Total for Vendor:	90.88						
109353		4622 MENARDS PW	675.98						
1	98362	03/06/23 CDLS VINYL/EDGE LIT/FLAPPER	344.58			1000 455000	420		101000
2	97760	02/24/23 BOOT DRYERS	109.98			6010 450200	433		101000
3	97353	02/17/23 HARDWARE	20.66			6010 450200	433		101000
4	98617	03/10/23 MAILBOX REPLACEMENT	123.84			6010 450200	444		101000
5	98482	03/08/23 G GROSSMAN PANTS	76.92			6020 450000	422		101000
109374		4622 MENARDS PW	30.15						
1	98832	03/14/23 CLOCK/GLUE	30.15			1000 455000	420		101000
109429		4622 MENARDS PW	144.80						
1	98188	03/03/23 TEFLON TAPE	4.95			6020 450000	432		101000
2	98814	03/14/23 STEP LADDER	99.99			6025 450000	432		101000
3	98813	03/14/23 MAILBOX REPAIR	32.98			1000 430000	444		101000
4	98880	03/15/23 HARDWARE	6.88			1000 430000	722		101000

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109432		4622 MENARDS PW	230.99						
1	97657	02/22/23 FLEXZILLA CORDLESS	103.20			1000 455000	420		101000
2	98001	02/28/23 PIPE SEAL TOOL	59.99			6020 450000	432		101000
3	97636	02/22/23 TIE DOWN/SEALANT	67.80			6020 450000	438		101000
		Total for Vendor:	1,081.92						
109317		2766 MIDCONTINENT COMMUNICATIONS	763.47						
		Statement 13201 has a carryover balance from Jan. 2023 that has been paid as of 3/13/23.							
1	02/23/23	Feb 2023 PW	105.42			1000 414104	356		101000
2	02/23/23	Feb 2023 ICAC	220.42			1000 414104	356		101000
3	02/23/23	3050 Sheyenne St	437.63			1000 414104	356		101000
		Total for Vendor:	763.47						
109280		102 MIDSTATES WIRELESS	1,924.56						
1	2050153462	03/06/23 chargers and mics	1,924.56			1000 421000	641		101000
109473		102 MIDSTATES WIRELESS	585.58						
1	206001373	03/15/23 4200 4201 RADIO INSTALL	585.58			6010 450200	427		101000
		Total for Vendor:	2,510.14						
109262	106510S	4756 MINNKOTA ARCHITECTURAL PRODUCTS	24,120.00						
1	01/23/23	Fire Headquarters Pmt 1	24,120.00			4795 480000	670		101000
		Total for Vendor:	24,120.00						
109462		3562 MORGAN VENTIN	25.00						
1	03/14/23	Reimbursement for EMT Renewal	25.00			2060 415200	667		101000
		Total for Vendor:	25.00						
109254	106512S	4575 MORTENSON MASONRY INC	61,042.50						
1	5 01/20/23	FIRE HEADQUARTERS PMT 5	61,042.50			4795 480000	670		101000
		Total for Vendor:	61,042.50						

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109385		1014 MOTION INDUSTRIES, INC	894.18								
1	3100483000	03/09/23 369B OFFSET LINK	14.86			1000		430000	427		101000
2	3100482990	03/09/23 369B ROLLER CHAIN	446.60			1000		430000	427		101000
3	3100482554	03/03/23 4021 EM BALL	465.17			6010		450200	427		101000
4	3100482640	03/06/23 TAX REFUND	-32.45			6010		450200	427		101000
		Total for Vendor:	894.18								
109430		298 MVTL LABORATORIES	361.90								
1	1189135	03/13/23 WATER TESTING	361.90			6025		450000	335		101000
		Total for Vendor:	361.90								
109378		728 NAPA CENTRAL	31.50								
1	325811	03/10/23 3100 HYDRAULIC FILTER	31.50			1000		430000	427		101000
		Total for Vendor:	31.50								
109463		2882 NARDINI FIRE EQUIPMENT	384.00								
1	228869	01/17/23 T Olson Replacement extinguish	384.00			2060		415200	420		101000
		Total for Vendor:	384.00								
109336	-99767E	4482 ND CHILD SUPPORT DIVISION	3,388.97								
1		Child Support	3,388.97			1000		212549			101000
		Total for Vendor:	3,388.97								
109268	106517S	335 ND DEPT OF TRANSPORTATION	1,369.58								
1	2315701	02/02/23 Bridge Inspection/Load Rating	1,369.58			2970		480000	724		101000
		Total for Vendor:	1,369.58								
109338	-99765E	363 ND PERS	400.00								
1		ND PERS 3/10/23 Payroll	200.00			1000		212532			101000
2		ND PERS 2/24/23 Payroll	200.00			1000		212532			101000
		Total for Vendor:	400.00								
109479		571 ND WORKFORCE SAFETY & INSURANCE	146,629.16								
1	5YNG2DEPJG	03/10/23 Courts	270.71			1000		412000	240		101000
2	5YNG2DEPJG	03/10/23 Admin	270.71			1000		414000	240		101000
3	5YNG2DEPJG	03/10/23 Finance	473.73			1000		414100	240		101000

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4	5YNG2DEPJG	03/10/23 Assessor	844.09			1000 414101	240		101000
5	5YNG2DEPJG	03/10/23 ED	67.68			1000 414102	240		101000
6	5YNG2DEPJG	03/10/23 HR	240.21			1000 414103	240		101000
7	5YNG2DEPJG	03/10/23 IT	338.38			1000 414104	240		101000
8	5YNG2DEPJG	03/10/23 Engineering	842.61			1000 414200	240		101000
9	5YNG2DEPJG	03/10/23 Communications	270.71			1000 416200	240		101000
10	5YNG2DEPJG	03/10/23 Planning	1,470.29			1000 418000	240		101000
11	5YNG2DEPJG	03/10/23 PD	37,284.41			1000 421000	240		101000
12	5YNG2DEPJG	03/10/23 Street	7,709.89			1000 430000	240		101000
13	5YNG2DEPJG	03/10/23 ROW	4,217.49			1000 430001	240		101000
14	5YNG2DEPJG	03/10/23 PW	4,720.98			1000 450000	240		101000
15	5YNG2DEPJG	03/10/23 Buildings & Grounds	13,448.24			1000 455000	240		101000
16	5YNG2DEPJG	03/10/23 Fire	27,371.70			2060 415200	240		101000
17	5YNG2DEPJG	03/10/23 Forestry	1,839.90			2210 428000	240		101000
18	5YNG2DEPJG	03/10/23 Sanitation	28,344.45			6010 450200	240		101000
19	5YNG2DEPJG	03/10/23 Water	5,901.22			6020 450000	240		101000
20	5YNG2DEPJG	03/10/23 Sewer	9,577.31			6025 450000	240		101000
21	5YNG2DEPJG	03/10/23 Library	1,124.45			7000 411600	240		101000
Total for Vendor:			146,629.16						
109482		4780 NDPIO	100.00						
1	0061-2	03/15/23 2023 Membership Fee	100.00			1000 416200	667		101000
Total for Vendor:			100.00						
109381		364 NELSON INTERNATIONAL	329.82						
1	X102192845	03/03/23 228 PUMP ASSY	381.80			6020 450000	427		101000
2	X102190480	02/01/23 243 NUT	15.31			6020 450000	427		101000
3	X102161573	01/18/23 4006 DBLE PMT CREDIT	-67.29			6010 450200	427		101000
Total for Vendor:			329.82						
109233		271 NETCENTER TECHNOLOGIES	3,892.62						
1	190132	02/28/23 New Assessors Office Cable	3,667.62			1000 414104	497		101000
2	190082	01/31/23 IT support	225.00			1000 414104	497		101000
Total for Vendor:			3,892.62						

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109395		4765 NETWORK CABLING SERVICES, INC.	950.00								
1	23013002	03/12/23 INSTALL 24PORT MODULAR PATCH	950.00			6020		450000	420		101000
		Total for Vendor:	950.00								
109346		3111 NORTHERN SALT INCORPORATED	13,623.19								
1	29176	03/10/23 DEICING SALT	13,623.19			1000		430000	377		101000
		Total for Vendor:	13,623.19								
109356		331 NORTHERN STATES SUPPLY	67.12								
1	20550810	03/09/23 HARDWARE	67.12			1000		430000	427		101000
109358		331 NORTHERN STATES SUPPLY	91.64								
1	20550824	03/10/23 HARDWARE	91.64			1000		430000	381		101000
		Total for Vendor:	158.76								
109426		3096 NORTHLAND BUSINESS SYSTEMS	3,594.88								
1	105098	09/23/22 winscribe annual maintenance	5,514.88			1000		421000	497		101000
2	cm7392	03/15/23 credit removal of licenses	-1,920.00			1000		421000	497		101000
		Total for Vendor:	3,594.88								
109270	106410S	2889 NORTHLAND TRUCK SALES INC	488,500.00								
		PURCHASE 2 SANITAITON TRUCKS									
1	1855/1862	02/13/23 2 SANITATION TRUCKS	488,500.00			6010		450200	870		101000
		Total for Vendor:	488,500.00								
109357		330 NORTHWESTERN EQUIP INC.	163.04								
1	53194	02/27/23 CAT RENTALS-BUTTON CABLE	163.04			1000		430000	427		101000
		Total for Vendor:	163.04								
109289		4761 NTOA - NATIONAL TACTICAL	608.00								
1	8477	03/06/23 reg for richardson	304.00			1000		421000	340		101000
2	8476	03/06/23 reg for anderson	304.00			1000		421000	340		101000
		Total for Vendor:	608.00								

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109387		1774 O'REILLY AUTOMOTIVE STORES, INC	297.83								
1	1932188657	03/08/23 8102 BATTERY	199.22			1000		415000	427		101000
2	1932187048	03/02/23 2006 MUFFLER CLAMP	4.77			6020		450000	427		101000
3	1932189046	03/09/23 SEMI MET PAD	42.96			1000		421000	427		101000
4	1932189173	03/09/23 4100 BAT CBL LUG	50.88			6010		450200	427		101000
109465		1774 O'REILLY AUTOMOTIVE STORES, INC	165.36								
1	142680	03/10/23 2475269 Tr Truck wiper blades	59.41			2060		415200	420		101000
2	142945	03/14/23 142945 station supplies	105.95			2060		415200	427		101000
		Total for Vendor:	463.19								
109371		4744 O'REILLY AUTOMOTIVE STORES, INC	224.73								
1	1932190532	03/14/23 8015 BATTERY	148.17			1000		415000	427		101000
2	1932190532	03/14/23 BRAKE CLEAN	76.56			1000		430000	433		101000
109439		4744 O'REILLY AUTOMOTIVE STORES, INC	209.83								
1	1932190564	03/14/23 7009 BATTERY	203.44			6025		450000	427		101000
2	1932189192	03/09/23 BAT CBL LUG	6.39			6010		450200	427		101000
		Total for Vendor:	434.56								
109472		352 OK TIRE STORE - COM CTR	62.50								
1	332421	03/13/23 7042 FLAT REPAIR	62.50			4387		480000	427		101000
		Total for Vendor:	62.50								
109453		399 OLYMPIC SALES	3,780.00								
1	13654	02/27/23 2 6YD DUMPSTERS	3,780.00			6010		450200	665		101000
		Total for Vendor:	3,780.00								
109457		631 ONE CALL CONCEPT INC	46.25								
1	3024281	02/28/23 ONE CALL	46.25			6020		450000	412		101000
		Total for Vendor:	46.25								
109450		276 OSTROMS ACE HARDWARE	59.99								
1	223321	03/02/23 GAS CAN	59.99			6025		450000	432		101000

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109456		276 OSTROMS ACE HARDWARE	5.09						
1	223327	03/03/23 SCREWDRIVERS	5.09			6020 450000	432		101000
109461		276 OSTROMS ACE HARDWARE	89.99						
1	223346	03/07/23 FAUCET KIT	89.99			1000 415000	641		101000
		Total for Vendor:	155.07						
109324		4567 PANSY PLANTS LLC	18,866.08						
1		Enterprise Grant Payment #2	18,866.08			2960 411900	654		101000
		Total for Vendor:	18,866.08						
109454		3002 PERSONAL TOUCH	480.00						
1	80134	02/09/22 SWEATSHIRT ORDER	480.00			1000 450000	422		101000
		Total for Vendor:	480.00						
109264	106533S	563 PETRO SERVE USA	508.57						
1	0967933223	02/28/23 AIRPORT FUEL	508.57			7050 500000	420		101000
109288		563 PETRO SERVE USA	27.47						
1	02/28/23	fuel	27.47			1000 421000	424		101000
109314		563 PETRO SERVE USA	56,200.31						
1	88224	01/31/23 POLICE - GAS	13,262.98			1000 421000	424		101000
2		01/31/23 PWORS GAS 714.52; D 91.78	705.43			1000 450000	424		101000
3		01/31/23 SANIT - GAS 204.09; D 15692.91	15,370.33			6010 450200	424		101000
4		01/31/23 STREET GAS 2250.59; D 10868.32	12,761.36			1000 430000	424		101000
5		01/31/23 SEWER GAS 1136.01; D 274.47	1,373.15			6025 450200	424		101000
6		01/31/23 WATER GAS 1979.16; D 4885.79	6,675.37			6020 450000	424		101000
7		01/31/23 CITY HALL GAS	545.15			1000 415000	424		101000
8		01/31/23 F&F GAS 667.76; D 132.40	779.04			1000 455000	424		101000
9		01/31/23 ST/LAGOON GAS 123.58; D 4504.6	4,499.10			4387 480000	424		101000
10		01/31/23 FORESTRY GAS 234.50	228.40			2210 428000	424		101000

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109467		563 PETRO SERVE USA	819.94								
1	0967995	02/28/23 0967995 Feb 23 Fuel	819.94			2060		415200	424		101000
109506		563 PETRO SERVE USA	104,941.14								
	OCT 22	FUEL REPORT + FEB 23 FUEL REPORT									
1	Oct	PD	12,284.74			1000		421000	424		101000
2	Oct	22 City Hall	427.62			1000		415000	420		101000
3	Oct	22 Sanitation	21,486.90			6010		450200	424		101000
4	Oct	22 Street	8,075.14			1000		430000	424		101000
5	Oct	22 Water	2,496.85			6020		450000	424		101000
6	Oct	22 Sewer	5,879.51			6025		450000	424		101000
7	Oct	22 PW	1,306.39			1000		450000	424		101000
8	Oct	22 F&F	735.99			1000		455000	424		101000
9	Oct	22 Storm/Lagoon	1,086.95			4387		480000	424		101000
10	Oct	22 Forestry	685.48			1000		430000	424		101000
11	Feb	23 PD	11,462.61			1000		421000	424		101000
12	Feb	23 City Hall	843.17			1000		415000	420		101000
13	Feb	23 Sanitation	14,868.38			6010		450200	424		101000
14	Feb	23 Street	10,685.60			1000		430000	424		101000
15	Feb	23 Water	1,514.15			6020		450000	424		101000
16	Feb	23 Sewer	7,704.89			6025		450000	424		101000
17	Feb	23 PW	542.18			1000		450000	424		101000
18	Feb	23 F&F	588.44			1000		455000	424		101000
19	Feb	23 Storm/Lagoon	1,977.12			4387		480000	424		101000
20	Feb	23 Forestry	289.03			1000		430000	424		101000
		Total for Vendor:	162,497.43								
109484		4034 PETRO SERVE USA #63	8,669.50								
1	9069	03/14/23 7042 DIESEL	125.06			6025		450000	424		101000
2	7882	03/09/23 7042 DIESEL	232.99			6025		450000	424		101000
3	4229	02/28/23 7033 DIESEL	247.60			6025		450000	424		101000
4	6516	03/08/23 7045 DIESEL	438.64			6025		450000	424		101000
5	5632	03/07/23 7701 DIESEL	184.96			6025		450000	424		101000
6	5746	03/03/23 7701 DIESEL	166.40			6025		450000	424		101000
7	8635	03/13/23 3000 DIESEL	117.61			1000		430000	424		101000
8	3291	02/24/23 3000 DIESEL	444.46			1000		430000	424		101000

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9	5026	03/01/23 RENTAL DIESEL	437.36			1000 430000	424		101000
10	5020	03/01/23 3000 DIESEL	397.82			1000 430000	424		101000
11	5398	03/06/23 3000 DIESEL	282.00			1000 430000	424		101000
12	7173	03/10/23 3000 DIESEL	89.51			1000 430000	424		101000
13	8098	03/10/23 359 DIESEL	107.23			1000 430000	424		101000
14	6448	03/08/23 ST DIESEL	79.84			1000 430000	424		101000
15	6511	03/08/23 RENTAL DIESEL	240.17			1000 430000	424		101000
16	6495	03/08/23 359 DIESEL	143.29			1000 430000	424		101000
17	6310	03/08/23 3000 DIESEL	303.95			1000 430000	424		101000
18	5351	03/02/23 ST PREMIUM	19.46			1000 430000	424		101000
19	4986	03/01/23 ST DIESEL	60.20			1000 430000	424		101000
20	8328	03/12/23 RENTAL DIESEL	420.00			1000 430000	424		101000
21	8352	03/14/23 RENTAL DIESEL	278.24			1000 430000	424		101000
22	7791	03/09/23 ST DIESEL	190.43			1000 430000	424		101000
23	8314	03/12/23 RENTAL DIESEL	375.54			1000 430000	424		101000
24	9076	03/14/23 388 DIESEL	110.91			1000 430000	424		101000
25	9080	03/14/23 372 DIESEL	87.71			1000 430000	424		101000
26	5510	03/06/23 263 DIESEL	72.80			6020 450000	424		101000
27	6452	03/08/23 294 DIESEL	180.33			6020 450000	424		101000
28	7424	03/08/23 275 DIESEL	159.31			6020 450000	424		101000
29	7695	03/13/23 2200 DIESEL	238.37			6020 450000	424		101000
30	6594	03/09/23 294 DIESEL	256.90			6020 450000	424		101000
31	9425	03/15/23 241 DIESEL	130.77			6020 450000	424		101000
32	9428	03/15/23 4019 DIESEL	303.45			6010 450200	424		101000
33	7923	03/13/23 4200 DIESEL	197.53			6010 450200	424		101000
34	7580	03/12/23 4008 DIESEL	147.69			6010 450200	424		101000
35	6323	03/08/23 4019 DIESEL	305.03			6010 450200	424		101000
36	6224	03/04/23 4008 DIESEL	132.63			6010 450200	424		101000
37	3033	02/23/23 412 DIESEL	179.76			6010 450200	424		101000
38	9137	02/10/23 LP LBS	45.44			1000 430000	424		101000
39	9226	02/10/23 POT HOLE FUEL	84.51			6025 450000	424		101000
40	92180	03/10/23 CENEX OIL	653.60			1000 430000	424		101000
Total for Vendor:			8,669.50						

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109297		384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
1	3317079968	02/24/23 1st Q billing	398.82			1000 421000	428		101000
109485		384 PITNEY BOWES GLOBAL FINANCIAL	398.82						
1	3317076376	02/24/23 Postage Lease	398.82			1000 414100	428		101000
		Total for Vendor:	797.64						
109309		1483 PITNEY BOWES RESERVE ACCOUNT	1,500.00						
1	03/13/23	POSTAGE	1,500.00			7000 411600	661		101000
		Total for Vendor:	1,500.00						
109474		3519 PREMIERE SHORTLINE USA LLC	27.00						
1	4660 03/08/23	HOOD CLIP	27.00			1000 430000	427		101000
		Total for Vendor:	27.00						
109368		3276 PREMIUM WATERS INC	152.58						
1	8013870223	02/28/23 OFFICE SUPPLIES	152.58			7000 411600	410		101000
		Total for Vendor:	152.58						
109372		1166 PRODUCTIVITY PLUS ACCOUNT	513.67						
1	18147027	03/14/23 358 CUTTING EDGE SET	513.67			1000 430000	381		101000
109433		1166 PRODUCTIVITY PLUS ACCOUNT	6,687.00						
1	18147028	03/14/23 PB CRBD	6,687.00			1000 430000	381		101000
109434		1166 PRODUCTIVITY PLUS ACCOUNT	559.25						
1	18151481	03/15/23 359 GLASS/WINDOWSEAL PARTS	559.25			1000 430000	427		101000
		Total for Vendor:	7,759.92						
109486		4348 R L ENGBRETSON ARCHITECTS FARGO	11,124.38						
1	23057 02/28/23	PD and City Hall Concepts	3,997.50			2970 480000	307		101000
2	23025 01/31/23	Exploratory Committee	7,126.88			2970 480000	307		101000
		Total for Vendor:	11,124.38						

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109365		2982 RDO EQUIPMENT CO	462.50						
1	P2105454	03/08/23 SNOWPLOW RACK	462.50			1000 430000	381		101000
109497		2982 RDO EQUIPMENT CO	1,193.16						
1	P2167154	03/13/23 381 SNOWPLW REP	1,193.16			1000 430000	381		101000
109502		2982 RDO EQUIPMENT CO	1,937.32						
1	P2188554	03/15/23 7701 BUCKET EDGE REP	1,937.32			4387 480000	427		101000
		Total for Vendor:	3,592.98						
109476		1016 RED WING BUSINESS ADVANTAGE	586.47						
1	136938	03/07/23 M DAMANG BOOTS	195.49			1000 455000	422		101000
2	136939	03/07/23 D BEHRNS BOOTS	182.74			6025 450000	422		101000
3	137029	03/09/23 E JAMES BOOTS	208.24			1000 430001	422		101000
		Total for Vendor:	586.47						
109313		3010 RICHARD BRUNS	17.51						
1	03/07/23	Clothing Expense Reimbursement	17.51			1000 414200	422		101000
		Total for Vendor:	17.51						
109468		3522 RJ'S TESORO	1,514.95						
1	feb 02/28/23	West Fargo Fire Feb. Fuel	1,514.95			2060 415200	424		101000
109487		3522 RJ'S TESORO	563.11						
1	5509	03/06/23 7043 DIESEL	143.30			6025 450000	424		101000
2	5885	03/06/23 7045 DIESEL	419.81			6025 450000	424		101000
		Total for Vendor:	2,078.06						
109258	106543S	4451 RTL CONSTRUCTION INC	274,653.63						
1	22-161-5	01/23/23 Fire Headquarters Pmt 6	274,653.63			4795 480000	670		101000
		Total for Vendor:	274,653.63						
109275	106544S	3353 SAM'S CLUB MC/SYNCB	491.16						
1	01/06/23	City Hall	154.42			1000 415000	410		101000
2	01/25/23	City Hall	336.74			1000 415000	410		101000
		Total for Vendor:	491.16						

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109493		1881 SAM'S CLUB/SYNCHRONY BANK	15.92						
1	9092	03/08/23 WFFD Water for Pinning Ceremon	15.92			2060 415200	378		101000
		Total for Vendor:	15.92						
109271	106547S	4323 SCOTT GRAVALIN	169.00						
1	02/27/23	TRAINING REIMBURSEMENT	169.00			1000 430000	340		101000
		Total for Vendor:	169.00						
109294		639 SECRETARY OF STATE	72.00						
1	03/10/23	notary app fee larson	36.00			1000 421000	667		101000
2	03/10/23	notary app fee blue	36.00			1000 421000	667		101000
		Total for Vendor:	72.00						
109295		2885 SHORTPRINTER	93.95						
1	134304	02/27/23 notary stamp melting	49.50			1000 421000	667		101000
2	134456	02/28/23 new officer bc masset	44.45			1000 421000	668		101000
109364		2885 SHORTPRINTER	748.88						
1	134631	03/07/23 Envelopes	748.88			1000 414101	668		101000
		Total for Vendor:	842.83						
109443		91 SIGN SOLUTIONS USA	526.84						
1	405114	02/27/23 SIGNS	526.84			1000 430000	487		101000
		Total for Vendor:	526.84						
109290		4637 SILVERSTAR CAR WASH	479.52						
1	2097	03/01/23 feb 2023 car wash	479.52			1000 421000	420		101000
		Total for Vendor:	479.52						
109455		2535 SKOOTER'S PLUMBING	275.00						
1	7597	02/14/23 PLUMBING REPAIR	275.00			6020 450000	420		101000
		Total for Vendor:	275.00						

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109483		3528 SNACKS PLUS VENDING	164.00								
1	5940:36808	03/14/23	164.00			1000		415000	420		101000
		Total for Vendor:	164.00								
109471		3652 SNAP-ON TOOLS INDUSTRIAL	165.94								
1	56500848	03/03/23 9PIN DEUTSCH	165.94			1000		430000	432		101000
		Total for Vendor:	165.94								
109326		440 SRF CONSULTING GROUP, INC	2,056.36								
1	14093.01-8	02/28/23 ADA Transition Plan	2,056.36			2970		480000	313		101000
		Total for Vendor:	2,056.36								
109315	106574S	274 STEVE MOTTINGER	5,000.00								
1	02/01/23	court appointed attorney	5,000.00			1000		412000	310		101000
		Total for Vendor:	5,000.00								
109492		176 SUMMIT FIRE PROTECTION	73.75								
1	192021203	03/03/23 192021203 Extinguisher	73.75			2060		415200	245		101000
		Total for Vendor:	73.75								
109350		733 SWANSTON EQUIPMENT CORP.	1,318.80								
1	P88574	03/09/23 SHAFT	1,084.53			1000		430000	427		101000
2	P88501	03/08/23 3052 STRAINER ASSY	246.97			1000		430000	427		101000
3	P88611	03/10/23 CUTTING EDGE RET.	-307.78			1000		430001	381		101000
4	P88602	03/10/23 CUTTING EDGE	295.08			1000		430001	381		101000
109379		733 SWANSTON EQUIPMENT CORP.	10.29								
1	P88464	03/07/23 5402 CAP	10.29			1000		430001	427		101000
109440		733 SWANSTON EQUIPMENT CORP.	641.24								
1	P88756	03/15/23 3052 FLOTA/STRAINER ASSY	641.24			1000		430000	427		101000
		Total for Vendor:	1,970.33								

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109494		1734 TOM CLARK	450.62						
		CPSE Training Orlando FL. Receipts for Uber and per Diem							
1	T Clark	03/06/23 T Clark CPSE Orlando FL	450.62			2060 415200	340		101000
		Total for Vendor:	450.62						
109344		2478 VALLI	6,800.63						
1	86962	02/28/23 Utility Postage	6,085.47			6020 450000	668		101000
2	86964	02/28/23 WEB POST / ONLINE MAINTENANCE	715.16			6020 450000	668		101000
		Total for Vendor:	6,800.63						
109276	106565S	525 VILLAGE FAMILY SERVICE	8,880.00						
1	0006863	01/31/23 EAP Yearly Contract	8,880.00			1000 414103	307		101000
		Total for Vendor:	8,880.00						
109478	E	3212 VISA ADMINISTRATION	5,498.10						
1	CC-1052	01/03/23 Monthly planner	22.60			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414100-410			
2	CC-1052	01/03/23 File folders	24.36			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414100-410			
3	CC-1052	01/10/23 Flight	667.40			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-418000-340			
4	CC-1052	01/11/23 Conference Registration	450.00			1000 202200			101000
		ESRI, INC		CC Accounting: 1000-		-418000-340			
5	CC-1052	01/13/23 Flight	19.20			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-414000-340			
6	CC-1052	01/12/23 Hotel	617.60			1000 202200			101000
		SHERATON DALLAS HOTEL		CC Accounting: 1000-		-418000-340			
7	CC-1052	01/13/23 Travel Insurance	64.51			1000 202200			101000
		ALLIANZ GLOBAL ASSISTANCE		CC Accounting: 1000-		-418000-340			
8	CC-1052	01/12/23 Conference Registration	1,199.00			1000 202200			101000
		IAAP		CC Accounting: 1000-		-414000-340			
9	CC-1052	01/10/23 Annual Membership Dues	200.00			1000 202200			101000
		IAAP		CC Accounting: 1000-		-414000-340			
10	CC-1052	01/09/23 Office Supplies	48.87			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-415000-641			
11	CC-1052	01/09/23 Office Supplies	60.87			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-415000-641			

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
12	CC-1052	01/18/23 Office Supplies	35.49			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-415000-410			
13	CC-1052	01/18/23 Office Supplies	14.59			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414101-410			
14	CC-1052	01/17/23 Office Supplies	93.07			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-415000-641			
15	CC-1052	01/18/23 New Years Celebration Registr	130.00			1000 202200			101000
	HOME BUILDERS ASSOCIATION OF FM			CC Accounting: 1000-		-418000-340			
16	CC-1052	01/18/23 Name Tag - Dan Hanson	18.25			1000 202200			101000
	OFFICE SIGN COMPANY			CC Accounting: 1000-		-414200-410			
17	CC-1052	01/18/23 Name Tag - Casey Sanders	18.25			1000 202200			101000
	OFFICE SIGN COMPANY			CC Accounting: 1000-		-414102-410			
18	CC-1052	01/20/23 New Years Celebration Dustin	65.00			1000 202200			101000
	HOME BUILDERS ASSOCIATION OF FM			CC Accounting: 1000-		-414000-340			
19	CC-1052	01/25/23 Bio-Defense Summit	125.00			1000 202200			101000
	EVENTBRITE			CC Accounting: 1000-		-415000-340			
20	CC-1052	01/25/23 Bio-Defense Summit	125.00			1000 202200			101000
	EVENTBRITE			CC Accounting: 1000-		-414102-340			
21	CC-1052	01/26/23 NDLC Event	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-414000-340			
22	CC-1052	01/26/23 NDLC Event	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-416200-340			
23	CC-1052	01/26/23 NDLC Event	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-414102-340			
24	CC-1052	01/26/23 NDLC Event	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-415000-340			
25	CC-1052	01/26/23 Annual Membership Dues	960.00			1000 202200			101000
	ICMA MEMBERSHIP RENEWALS			CC Accounting: 1000-		-414000-340			
26	CC-1052	01/30/23 NDLC Event - Brad Olson	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-415000-340			
27	CC-1052	01/30/23 NDLC Event - Dustin Scott	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-414000-340			
28	CC-1052	02/01/23 NDLC Event - Betty Adams	40.00			1000 202200			101000
	ND LEAGUE OF CITIES			CC Accounting: 1000-		-411600-340			
29	CC-1052	02/01/23 Refund	-30.96			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414100-410			
30	CC-1052	01/10/23 ICMA Online	200.00			1000 202200			101000
	IAAP			CC Accounting: 1000-		-414000-340			

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31	CC-1052	01/23/23 Economic Outlook Summit	45.00			1000 202200			101000
	FARGO MHD WEST	FARGO CHAMBER OF COMMERCE		CC Accounting: 1000-	1000-	-414102-340			
32	CC-1052	01/23/23 Economic Outlook Summit	45.00			1000 202200			101000
	FARGO MHD WEST	FARGO CHAMBER OF COMMERCE		CC Accounting: 1000-	1000-	-415000-340			
Total for Vendor:			5,498.10						
109272	-99775E	3693 VISA ENGINEERING	1,692.72						
1	CC-1054	01/05/23 ND Soc. of Prof Land Surveyor	180.25			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-	1000-	-414200-667			
2	CC-1054	01/10/23 NDSU Conference Registration	50.00			1000 202200			101000
	NDSU CAREER CENTER			CC Accounting: 1000-	1000-	-414200-340			
3	CC-1054	01/12/23 Holiday Station Fuel	53.47			1000 202200			101000
	HOLIDAY STATION STORE #3810			CC Accounting: 1000-	1000-	-414200-424			
4	CC-1054	01/11/23 Summit Registration	1,199.00			1000 202200			101000
	IAAP			CC Accounting: 1000-	1000-	-414200-340			
5	CC-1054	01/25/23 Brandon Bahr Workboots	135.00			1000 202200			101000
	BRUNT WORKWEAR			CC Accounting: 1000-	1000-	-414200-422			
6	CC-1054	01/26/23 Jerry Wallace Conf. Registrat	50.00			1000 202200			101000
	NDSU CAREER CENTER			CC Accounting: 1000-	1000-	-414200-340			
7	CC-1054	01/30/23 ND Concrete Council	25.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-	1000-	-414200-340			
Total for Vendor:			1,692.72						
109489	E	3569 VISA FIRE DEPT 1	1,558.70						
1	CC-1062	02/23/23 J West-St. fire school	294.00			2060 202200			101000
	Staybridge Suites Minot			CC Accounting: 2060-	2060-	-415200-340			
2	CC-1062	02/23/23 L Keller-St. Fire School	294.00			2060 202200			101000
	Staybridge Suites Minot			CC Accounting: 2060-	2060-	-415200-340			
3	CC-1062	02/23/23 N dosch-St. Fire School	294.00			2060 202200			101000
	Staybridge Suites Minot			CC Accounting: 2060-	2060-	-415200-340			
4	CC-1062	02/28/23 Uniforms-Chiefs	676.70			2060 202200			101000
	Blauer			CC Accounting: 2060-	2060-	-415200-422			
Total for Vendor:			1,558.70						

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109490	E	3568 VISA FIRE DEPT 2	1,717.28						
1	CC-1063	02/16/23 K Frost-Leadership Courses	150.00			2060 202200			101000
	TEXAS A&M ENGINEERING EXTENSION SERVICE			CC Accounting: 2060-		-415200-245			
2	CC-1063	02/04/23 112-2161295-4186639 Voice Rec	56.64			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-497			
3	CC-1063	02/06/23 112-9362109-0387466 BC Table	30.59			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-641			
4	CC-1063	02/07/23 112-2113893-5999457 Insp flas	39.99			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-410			
5	CC-1063	02/09/23 112-0253585-1928230 T Clark	25.99			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-497			
6	CC-1063	02/14/23 26754 Batt 70 door seal	15.00			2060 202200			101000
	FARGO LINE-X			CC Accounting: 2060-		-415200-427			
7	CC-1063	02/13/23 Inspection file tabs	69.43			2060 202200			101000
	OFFICE DEPOT OFFICEMAX			CC Accounting: 2060-		-415200-410			
8	CC-1063	02/15/23 231093 Badges	297.48			2060 202200			101000
	WPSG, INC			CC Accounting: 2060-		-415200-378			
9	CC-1063	02/16/23 E-75 Repairs	62.17			2060 202200			101000
	FERGUSON ENTERPRISES #3093			CC Accounting: 2060-		-415200-427			
10	CC-1063	02/18/23 112-0128599-7340202 webcam	25.99			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-497			
11	CC-1063	02/23/23 112-9142887-0195413 door jams	73.72			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-420			
12	CC-1063	02/24/23 Fit Testor	428.00			2060 202200			101000
	occupational health dynamics			CC Accounting: 2060-		-415200-641			
13	CC-1063	02/24/23 Mika Collar	50.98			2060 202200			101000
	Bullrun Flag			CC Accounting: 2060-		-415200-915			
14	CC-1063	02/25/23 112-8502699-1613068 Training	25.94			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-245			
15	CC-1063	02/26/23 112-7026251-3158653 lamp bc	31.99			2060 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 2060-		-415200-641			
16	CC-1063	02/27/23 N Withnell-St Fire School	294.00			2060 202200			101000
	Staybridge Suites Minot			CC Accounting: 2060-		-415200-340			
17	CC-1063	02/03/23 Calculator/post it notes	39.37			2060 202200			101000
	OFFICE DEPOT OFFICEMAX			CC Accounting: 2060-		-415200-410			
Total for Vendor:			1,717.28						

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109491	E	4351 VISA FIRE DEPT 3	1,430.54						
1	CC-1064	02/01/23 Collar Pins/Badges	189.14			2060 202200			101000
	WPSG, INC			CC Accounting: 2060-		-415200-378			
2	CC-1064	02/01/23 T Olson CRRL Conference	375.00			2060 202200			101000
	IAFC MEMBERSHIP			CC Accounting: 2060-		-415200-340			
3	CC-1064	02/02/23 T Olson CRRL Conference	866.40			2060 202200			101000
	DELTA AIR			CC Accounting: 2060-		-415200-340			
		Total for Vendor:	1,430.54						
109273	-99774E	4335 VISA HUMAN RESOURCES	812.50						
1	CC-1055	01/04/23 SHRM Membership	165.00			1000 202200			101000
	FMHRA			CC Accounting: 1000-		-414103-667			
2	CC-1055	01/20/23 Meals	110.00			1000 202200			101000
	SPITFIRE HOLDINGS LLC			CC Accounting: 1000-		-421000-399			
3	CC-1055	01/24/23 Finance Director Ad	125.00			1000 202200			101000
	GOVERNMENTJOBS.COM, INC.			CC Accounting: 1000-		-414100-399			
4	CC-1055	01/26/23 Finance Director Ad	262.50			1000 202200			101000
	ICMA MEMBERSHIP RENEWALS			CC Accounting: 1000-		-414100-399			
5	CC-1055	01/26/23 Finance Director Ad	150.00			1000 202200			101000
	GFOA			CC Accounting: 1000-		-414100-399			
		Total for Vendor:	812.50						
109304	-99769E	3161 VISA LIBRARY #1	718.03						
1	CC-1061	03/02/23 PROMOTIONS	99.67			7000 202200			101000
				CC Accounting: 7000-		-411600-689			
2	CC-1061	PROGRAMMING	95.93			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
3	CC-1061	OFFICE SUPPLIES	275.84			7000 202200			101000
				CC Accounting: 7000-		-411600-410			
4	CC-1061	FURN & EQUIPMENT	147.59			7000 202200			101000
				CC Accounting: 7000-		-411600-641			
5	CC-1061	EDUCATION	99.00			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
		Total for Vendor:	718.03						

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109302	-99771E	3162 VISA LIBRARY #2	277.21						
1	CC-1059	03/02/23 MEMBERSHIPS	60.00			7000 202200			101000
				CC Accounting: 7000-		-411600-667			
2	CC-1059	PROGRAMMING	135.27			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
3	CC-1059	EDUCATION	81.94			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
Total for Vendor:			277.21						
109303	-99770E	4576 VISA LIBRARY #3	1,628.11						
1	CC-1060	03/02/23 EDUCATION	96.40			7000 202200			101000
				CC Accounting: 7000-		-411600-340			
2	CC-1060	BOOKS	238.07			7000 202200			101000
				CC Accounting: 7000-		-411600-662			
3	CC-1060	PROGRAMMING	468.72			7000 202200			101000
				CC Accounting: 7000-		-411600-649			
4	CC-1060	FURN & EQUIPMENT	845.87			7000 202200			101000
				CC Accounting: 7000-		-411600-641			
5	CC-1060	BOOK (CREDIT)	-20.95			7000 202200			101000
				CC Accounting: 7000-		-411600-662			
Total for Vendor:			1,628.11						
109274	-99773E	2438 VISA PLANNING	1,912.92						
3	CC-1056	01/12/23 CNU Membership	125.00			1000 202200			101000
				CC Accounting: 1000-		-418000-667			
MISC CLAIM VENDOR									
4	CC-1056	01/18/23 Inst of Transp Eng	245.00			1000 202200			101000
				CC Accounting: 1000-		-418000-662			
MISC CLAIM VENDOR									
5	CC-1056	01/18/23 IBC Essentials - Kyle	570.00			1000 202200			101000
				CC Accounting: 1000-		-418000-340			
INTERNATIONAL CODE COUNCIL, INC									
6	CC-1056	01/18/23 IBC Essentials - Michael C.	570.00			1000 202200			101000
				CC Accounting: 1000-		-418000-340			
INTERNATIONAL CODE COUNCIL, INC									
7	CC-1056	01/19/23 IBC Essentials - Alixandra H.	380.00			1000 202200			101000
				CC Accounting: 1000-		-418000-340			
INTERNATIONAL CODE COUNCIL, INC									
8	CC-1056	01/20/23 Donuts	22.92			1000 202200			101000
				CC Accounting: 1000-		-418000-410			
SANDY'S DONUTS & COFFEE SHOP									
Total for Vendor:			1,912.92						

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109301	-99772E	4256 VISA PUBLIC WORKS #2	7,357.04						
1	CC-1057	01/12/23 M CLARK BOOTS	144.49			6025 202200			101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 6025-		-450000-422			
2	CC-1057	01/20/23 ZEB BIBS	83.88			6010 202200			101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 6010-		-450200-422			
3	CC-1057	01/23/23 Z PAINTNER PANTS	101.98			1000 202200			101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 1000-		-450000-422			
4	CC-1057	01/30/23 S OTTO PANTS	76.47			6025 202200			101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 6025-		-450000-422			
5	CC-1057	02/02/23 SHAWN S PANTS	128.98			1000 202200			101000
		CARHARTT		CC Accounting: 1000-		-455000-422			
6	CC-1057	02/01/23 D BIRNBAUM PANTS	45.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-430000-422			
7	CC-1057	02/07/23 PD BRAKE PADS	271.62			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-421000-427			
8	CC-1057	02/06/23 AL - SNOW CLEATS	41.95			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-455000-639			
9	CC-1057	02/06/23 MOP HEADS	39.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-455000-420			
10	CC-1057	02/08/23 J ROLCZYNSKI ASPHALT CONF	500.00			1000 202200			101000
		EVENT BUTLER MACHINERY		CC Accounting: 1000-		-430000-340			
11	CC-1057	02/08/23 S TIFFANY ASPHALT CONF	500.00			1000 202200			101000
		EVENT BUTLER MACHINERY		CC Accounting: 1000-		-430000-340			
12	CC-1057	02/08/23 C RAMSEY ASPHALT CONF	500.00			1000 202200			101000
		EVENT BUTLER MACHINERY		CC Accounting: 1000-		-430000-340			
13	CC-1057	02/09/23 SOLAR PANEL CONTROLLER	290.00			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-430002-487			
14	CC-1057	02/09/23 TIME DELAY RELAY	369.89			6025 202200			101000
		GALCO		CC Accounting: 6025-		-450000-420			
15	CC-1057	02/10/23 YEARLY SUBSCRIPTION	50.00			1000 202200			101000
		AUTOAUTH SERVICE		CC Accounting: 1000-		-421000-427			
16	CC-1057	02/10/23 ARBORIST CLOTHING	404.30			2210 202200			101000
		ARBORWEAR LLC		CC Accounting: 2210-		-428000-422			
17	CC-1057	02/10/23 M KNODEL PANTS	33.99			6020 202200			101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 6020-		-450000-422			
18	CC-1057	02/07/23 FIRST AID KITS - SANITATION	357.80			6010 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 6010-		-450200-639			

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19	CC-1057 02/07/23	FIRST AID KITS - STREET AMAZON CAPITAL SERVICES	119.26			1000 202200			101000
20	CC-1057 02/07/23	FIRST AID KITS - WATER AMAZON CAPITAL SERVICES	119.26	CC Accounting: 1000-	1000-	-430000-639			101000
21	CC-1057 02/07/23	FIRST AID KITS - SEWER AMAZON CAPITAL SERVICES	119.28	CC Accounting: 6020-	6020-	-450000-639			101000
22	CC-1057 02/09/23	PHOTO EYES AMAZON CAPITAL SERVICES	198.02	CC Accounting: 6025-	6025-	-450000-639			101000
23	CC-1057 02/09/23	A HAGLE CERTIFICATION NDSU EXTENSION PESTICIDE PROGRAM	140.00	CC Accounting: 6025-	6025-	-450000-420			101000
24	CC-1057 02/16/23	B GRONASS TRAVEL SPRINGHILL SUITES BY MARRIOTT	267.11	CC Accounting: 1000-	1000-	-430001-340			101000
25	CC-1057 02/16/23	B GRONASS CONFERENCE MINNESOTA NURSERY & LANDSCAPE	225.00	CC Accounting: 2210-	2210-	-428000-340			101000
26	CC-1057 02/17/23	RET CREDIT AMAZON CAPITAL SERVICES	-145.00	CC Accounting: 2210-	2210-	-428000-340			101000
27	CC-1057 02/17/23	J MOLL PANTS CARHARTT	128.98	CC Accounting: 1000-	1000-	-430002-487			101000
28	CC-1057 02/17/23	SOLAR CHARGE CONTROLLER AMAZON CAPITAL SERVICES	146.00	CC Accounting: 1000-	1000-	-455000-422			101000
29	CC-1057 02/17/23	M KNODEL PANTS CARHARTT	96.72	CC Accounting: 1000-	1000-	-430002-487			101000
30	CC-1057 02/21/23	POWER RELAY AMAZON CAPITAL SERVICES	63.85	CC Accounting: 6020-	6020-	-450000-422			101000
31	CC-1057 02/21/23	SCOPE KIT TOOL AMAZON CAPITAL SERVICES	154.70	CC Accounting: 6025-	6025-	-450000-825			101000
32	CC-1057 02/21/23	L JACOBSON TRAINING SWANA	674.05	CC Accounting: 1000-	1000-	-455000-432			101000
33	CC-1057 02/24/23	Z PAINTNER PANTS KARL'S AT THE NODAK CENTER	110.48	CC Accounting: 6010-	6010-	-450200-340			101000
34	CC-1057 02/24/23	INDUCTION HEATER KIT AMAZON CAPITAL SERVICES	299.39	CC Accounting: 1000-	1000-	-450000-422			101000
35	CC-1057 02/28/23	SPRING GLOVE STOCK - ST AMAZON CAPITAL SERVICES	73.50	CC Accounting: 1000-	1000-	-455000-432			101000
36	CC-1057 02/28/23	SPRING GLOVE STOCK - SW AMAZON CAPITAL SERVICES	73.50	CC Accounting: 1000-	1000-	-430000-639			101000
37	CC-1057 02/28/23	SPRING GLOVE STOCK - WA AMAZON CAPITAL SERVICES	73.50	CC Accounting: 6025-	6025-	-450000-639			101000
				CC Accounting: 6020-	6020-	-450000-639			

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/07/23 to 03/17/23

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* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
38	CC-1057 02/28/23	5103 PART SCHEELS	32.24			1000 202200			101000
				CC Accounting: 1000-		-455000-427			
39	CC-1057 03/01/23	369 PARTS FLEET FARM	186.91			1000 202200			101000
				CC Accounting: 1000-		-430000-427			
40	CC-1057 03/01/23	COVERALLS FLEET FARM	139.99			1000 202200			101000
				CC Accounting: 1000-		-455000-422			
41	CC-1057 01/30/23	S OTTO COVERALLS KARL'S AT THE NODAK CENTER	118.99			6025 202200			101000
				CC Accounting: 6025-		-450000-422			
Total for Vendor:			7,357.04						
109361		544 WALLWORK TRUCK CENTER	12.54						
1	01P350044 03/09/23	3100 HOSE ASSY AIR	12.54			1000 430000	427		101000
109438		544 WALLWORK TRUCK CENTER	6.35						
1	01P351758 03/15/23	CONNECTOR/ELBOW	6.35			6010 450200	427		101000
Total for Vendor:			18.89						
109437		4773 WEST FARGO EVENTS	500.00						
1	03/03/23	PROGRAMMING (SNOW SCULPTURE)	500.00			7000 411600	649		101000
Total for Vendor:			500.00						
109263	106567S	3306 WEST FARGO EVENTS, INC	73,340.32						
1	719-IN 01/06/23	Programming fee: Essentia Heal	12,353.83			2310 452120	810		101000
2	719-IN 01/06/23	Programming fee: POW/MIA	4,975.75			2310 452120	810		101000
3	719-IN 01/06/23	Mgmt fee: Parking Ramp	11,840.33			2320 452110	810		101000
4	719-IN 01/06/23	Mgmt fee: City Events	4,166.67			2960 411900	810		101000
5	719-AD 01/06/23	Programing Fee	3,333.58			2310 452120	810		101000
6	741-IN 02/07/23	Programming fee: Essentia Heal	12,353.83			2310 452120	810		101000
7	741-IN 02/07/23	Programming fee: POW/MIA	4,975.75			2310 452120	810		101000
8	741-IN 02/07/23	Mgmt fee: Parking Ramp	11,840.33			2320 452110	810		101000
9	741-IN 02/07/23	Mgmt fee: City Events	4,166.67			2960 411900	810		101000
10	741-AD 02/07/23	Programing Fee	3,333.58			2310 452120	810		101000
109343		3306 WEST FARGO EVENTS, INC	36,670.17						
1	756-IN 03/07/23	Programming Fee - Essentia	17,563.69			2310 452120	810		101000
2	756-IN 03/07/23	Programming Fee - POW/MIA	3,099.48			2310 452120	810		101000
3	756-IN 03/07/23	Mgmt Fee - Parking Ramp	11,840.33			2320 452110	810		101000

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/07/23 to 03/17/23

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	756-IN	03/07/23 Mgmt Fee - City Events	4,166.67			2960	411900	810	101000
		Total for Vendor:	110,010.49						
109380		2184 WEST SIDE STEEL	935.73						
1	5514	03/07/23 FLAB BAR/CR ROUND	935.73			1000	430000	381	101000
109388		2184 WEST SIDE STEEL	64.03						
1	5568	03/08/23 ALUMINUM	64.03			6025	450000	433	101000
109436		2184 WEST SIDE STEEL	304.20						
1	5612	03/13/23 FLAT BAR	304.20			1000	430000	427	101000
109445		2184 WEST SIDE STEEL	137.03						
1	5475	02/24/23 HR ROUND	137.03			6010	450200	914	101000
		Total for Vendor:	1,440.99						
109337	-99766E	4676 WEX ELECTRONIC BIWEEKLY	27,330.04						
1		HSA Contributions	27,330.04			1000	212530		101000
		Total for Vendor:	27,330.04						
109298		569 WF ANIMAL HOSPITAL	2,134.85						
1	260906	02/15/23 k9 bella medical	103.55			1000	421000	915	101000
2	261468	02/28/23 feb 2023 pound	2,031.30			1000	421000	396	101000
		Total for Vendor:	2,134.85						
109396		4003 WM CORPORATE SERVICES INC	92,399.38						
1	7281370516	03/01/23 HORACE DIVERSION	22.66			6020	450000	448	101000
2	2765705104	03/01/23 WF DROPSITE	5,771.92			6010	450200	916	101000
3	2765905100	03/01/23 MONTHLY REC	85,550.92			6010	450200	916	101000
4	2765805102	03/01/23 WF SAN BUILDING	1,053.88			6010	450200	916	101000
		Total for Vendor:	92,399.38						
109292		338 XCEL ENERGY	368.12						
1	817693611	02/27/23 feb 2023 603/605 shey st	368.12			1000	421000	527	101000

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/07/23 to 03/17/23

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
109329		338 XCEL ENERGY	53.78						
1	817521830	02/24/23 51-0013659139-7	53.78			2310 452120	527		101000
109507		338 XCEL ENERGY	17.26						
1	1020805697	02/24/23 304959423 SHEY ST LIGHTS	17.26			1000 430002	391		101000
109508		338 XCEL ENERGY	2,047.66						
1	1021354004	02/28/23 STREET LIGHT FEED PTS	1,692.21			1000 430002	391		101000
2	1021354004	02/28/23 PW VEHICLE STORAGE BLDG	355.45			6020 450000	351		101000
109509		338 XCEL ENERGY	269.41						
1	1021086048	02/27/23 304986011 312 5 AVE W	269.41			1000 430002	391		101000
		Total for Vendor:	2,756.23						
109296		1813 YANKEE HILL MACHINE CO, INC	847.00						
1	103760	02/27/23 suppressors cover	847.00			1000 421000	641		101000
		Total for Vendor:	847.00						
		# of Claims	241	Total:	3167,317.86	# of Vendors	165		
		Total Electronic Claims	256,563.45						
		Total Non-Electronic Claims	2910754.41						

** This report runs by Claim Posted Date, which is a system generated field that always shows the date on which the Claim was actually posted in the system. If a Claim was cancelled and re-posted, the posted date will show as of the date it was re-posted. **

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CITY OF WEST FARGO, ND
Fund Summary for Claims by CL Posted Date
For Claims from 03/07/23 to 03/17/23

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Report ID: AP110

Fund/Account	Amount
1000 GENERAL	
101000 CASH - OPERATING	\$991,026.45
2060 FIRE FUND	
101000 CASH - OPERATING	\$87,407.45
2210 FORESTRY	
101000 CASH - OPERATING	\$6,253.78
2310 SHEYENNE PLAZAS OPERATING FUND	
101000 CASH - OPERATING	\$62,043.27
2320 SHEYENNE PARKING GARAGE OPERATING FUND	
101000 CASH - OPERATING	\$36,904.85
2960 ECONOMIC DEVELOPMENT SALES TAX	
101000 CASH - OPERATING	\$44,338.87
2970 CAPITAL IMPROVEMENTS	
101000 CASH - OPERATING	\$15,050.96
4004 1343 SS LIFT STATION REHAB (SA 2,3,12 &	
101000 CASH - OPERATING	\$2,400.00
4006 2270-TRAFFIC SIGNALS-9TH ST W & 32 AVE	
101000 CASH - OPERATING	\$22,000.00
4014 2272-2023 CITYWIDE CONCRETE PAVEMENT	
101000 CASH - OPERATING	\$216.27
4018 4069--STORMWATER POND SLOPE IMPROVEMENTS	
101000 CASH - OPERATING	\$290.50
4387 1309 LAGOON DECOMMISSIONING PROJECT	
101000 CASH - OPERATING	\$9,562.99
4795 FIRE HALL CONSTRUCTION 2022-2024	
101000 CASH - OPERATING	\$565,602.01
6010 HEALTH & SANITATION	
101000 CASH - OPERATING	\$714,584.53
6020 WATER ENTERPRISE	
101000 CASH - OPERATING	\$350,209.08
6025 SEWER ENTERPRISE	
101000 CASH - OPERATING	\$248,553.69
7000 LIBRARY	
101000 CASH - OPERATING	\$10,296.05
7050 AIRPORT AUTHORITY	
101000 CASH - OPERATING	\$577.11
Total:	\$3,167,317.86



"Consent" or "Regular" Agenda
Item?
[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: March 20, 2023

Subject: Two Rivers Veterinary Hospital Access

Action: Terminate Existing Access Agreement, Approve Permanent
Access Easement AND Approve Encroachment Agreement

New Information and Recommendation:

Two Rivers Veterinary Hospital is looking to construct a new veterinary facility on Lot 3, Block 1 of Eaglewood Second Addition. Access to this lot is currently through an access agreement that lets the original Developer, Westwood Development, access their property through Lot 26, Block 1 of Eaglewood Sixth Addition which is owned by the City.

It is recommended that the original agreement between the City and Westwood Development be terminated as they no longer own the property and that a permanent access easement is established across the City owned lot in the same location, to provide Two Rivers Veterinary Hospital (or future owners of the property) the ability to access their property.

Additionally, Two Rivers Veterinary Hospital is requesting a sign be installed on the boulevard where their access connects to 5th Street West. Their property does not have access to 26th Avenue West or Sheyenne Street so this sign would direct traffic to their driveway that accesses the property.

The following documents are attached for information purposes:

- Original 6th Addn. plat showing 40' access location
- Termination of Access Agreement
- Permanent Access Easement
- Encroachment Agreement and Exhibit.

Staff Recommendation: Terminate Existing Access Agreement, Approve Permanent Access Easement AND Approve Encroachment Agreement.

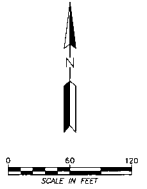
Previously Presented Information and Commission Actions:

None

EAGLEWOOD SIXTH ADDITION

TO THE CITY OF WEST FARGO

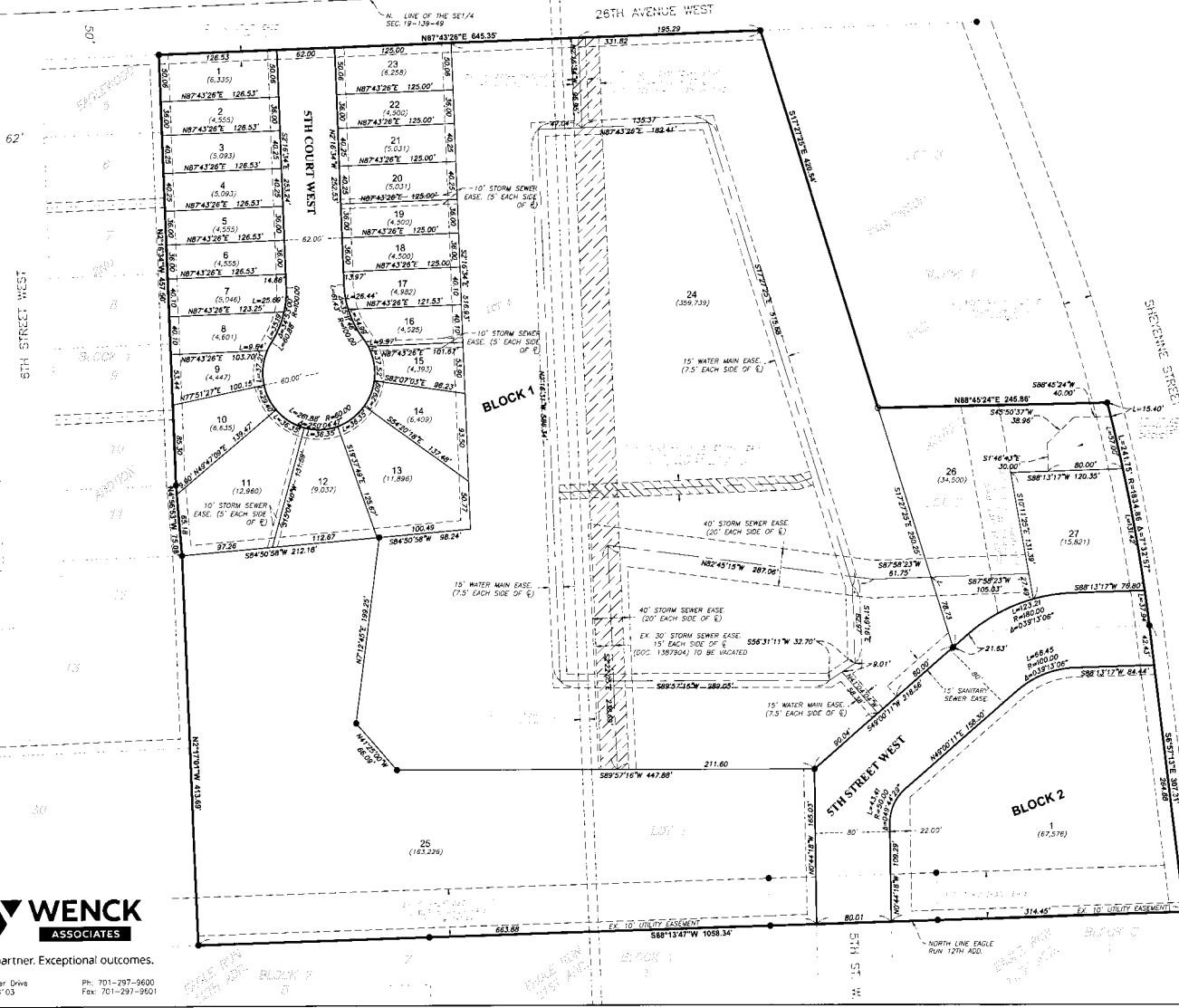
A REPLAT OF LOT 1, LOT 2 AND LOT 4, BLOCK 1 AND 5TH STREET WEST OF EAGLEWOOD SECOND ADDITION
CASS COUNTY, NORTH DAKOTA; AND A VACATION OF THE EASEMENTS LYING AND BEING WITHIN THE DESCRIBED
LOTS OF EAGLEWOOD SECOND ADDITION



LEGEND

- SET 5/8"x18" REBAR W/ YELLOW PLASTIC CAP #4498
- FOUND IRON MONUMENT
- PLAT BOUNDARY
- LOT LINE
- BLOCK LINE
- NEW EASEMENT LINE
- LOT AREAS IN SQ. FT. (4,500)
- EXISTING LOT LINE
- EXISTING EASEMENT
- VACATE STORM SEWER EASEMENT (DOC. 1387904)
- VACATE WATER MAIN EASEMENT (DOC. 1438895)

NOTES:
REARINGS ARE BASED ON THE PLAT OF EAGLEWOOD 2ND ADD.
GROUND DISTANCES ARE SHOWN AND ARE IN TERMS OF U.S. SURVEY FEET.
ALL UTILITY EASEMENTS ARE 10' WIDE ALONG AND ADJACENT TO STREET RIGHT-OF-WAYS AND REAR LOT LINES AS SHOWN UNLESS OTHERWISE NOTED.



Responsive partner. Exceptional outcomes.

3303 Flechtner Drive
Fargo, ND 58103
PH: 701-297-9600
FAX: 701-297-9601

1518799
Page 1 of 1
8/3/2017 1:53 PM
PLAT \$20.00
West Fargo Planning Department



SHEET 1 OF 2

TERMINATION OF ACCESS AGREEMENT

THIS TERMINATION (the “Termination”) is made and entered into this ____ day of _____, 2023 (the “Effective Date”), by and between the City of West Fargo, a municipal corporation under the laws of the State of North Dakota, whose post office address is 800 Fourth Avenue E, West Fargo, North Dakota 58078 (the “City”) and Westwood Development, LLC, a North Dakota limited liability company, having an address of 4265 45th Street S, Suite 200, Fargo, North Dakota 58104 (“Westwood”).

WHEREAS, on April 11, 2018, the City and Westwood entered into an Access Agreement (“Access Agreement”), for access to Lot 3, Block 1, Eaglewood Second Addition to the City of West Fargo, Cass County, North Dakota (the “Property”) across a parcel owned by the City, legally described as Lot 26, Block 1, Eaglewood Sixth Addition to the City of West Fargo (“City Property”); and

WHEREAS, the Access Agreement was recorded as Document No. 1599793 on July 31, 2020, at 2:45 p.m. in the office of the County Recorder of Cass County, North Dakota; and

WHEREAS, Westwood recently sold the Property and now the City and Westwood desire to terminate the Access Agreement; and

WHEREAS, Section 9 of the Access Agreement states that no amendment to the Access Agreement will be valid or of any effect unless made in a writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment.

NOW, THEREFORE, in consideration of the mutual covenants herein and for other valuable consideration, the receipt of which is hereby acknowledged, the City and Westwood agree as follows:

1. Termination. The Access Agreement recorded as Document No. 1599793 on July 31, 2020, at 2:45 p.m. in the office of the County Recorder of Cass County, North Dakota, is hereby terminated.

2. Governing Law. This Termination will be controlled by the laws of the State of North Dakota.
3. Entire Agreement. This Termination contains the entire understanding of the Parties.
4. Modifications. This Termination may not be changed orally but only upon written agreement by the Parties.
5. Execution in Counterparts. This Termination may be executed in counterparts with both the City and Westwood having a fully executed counterpart.

WESTWOOD DEVELOPMENT, LLC

Signature

Printed name, title

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____,
2023, by _____, the _____ of Westwood
Development, LLC, a North Dakota limited liability company.

(SEAL)

Notary Public

[Signatures continued on the following page.]

CITY OF WEST FARGO

Bernie L. Dardis, President of the Board of
City Commissioners

Tina Fisk, City Administrator

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____,
2023, by Bernie L. Dardis and Tina Fisk, the President of the Board of City Commissioners and
City Administrator, respectively, of the City of West Fargo, a municipal corporation under the
laws of the State of North Dakota.

(SEAL)

Notary Public

PERMANENT ACCESS EASEMENT

THIS PERMANENT ACCESS EASEMENT (this “Permanent Easement”), made this ____ day of _____, 2023 (the “Effective Date”), by and between the City of West Fargo, a municipal corporation under the laws of the State of North Dakota, whose post office address is 800 Fourth Avenue East, West Fargo, North Dakota 58078 (the “City”), and Hoggarth-James Veterinary Professional Corporation, dba Two Rivers Veterinary Hospital, a North Dakota professional corporation, whose address is 3306 Sheyenne Street, Suite 200, West Fargo, North Dakota (“Grantee”).

WHEREAS, the Grantee is the owner of real property located in Cass County, North Dakota, which is more particularly described as follows:

Lot 3, Block 1, Eaglewood Second Addition to the City of West Fargo, Cass County, North Dakota, LESS the parcel described in the instrument recorded as Document No. 1677159 on October 10, 2022 at 8:04 a.m. in the office of the County Recorder of Cass County, North Dakota.

(the “Grantee Property”) (Cass County Parcel No. 02-4351-00031-000); and

WHEREAS, in order to gain access from the south to the Grantee’s Property, Grantee desires to acquire an access easement in, on, over and through a portion of the City’s parcel of real property, legally described as follows:

Lot 26, Block 1, Eaglewood Sixth Addition to the City of West Fargo, Cass County, North Dakota

(the “City Property”) (Cass County Parcel No. 02-4355-00260-000); and

WHEREAS, the City agrees to grant this Permanent Access Easement for Grantee’s access to the Grantee Property via the existing driveway on the City Property;

WITNESSETH, that for and in consideration of the mutual covenants contained in this Permanent Easement, and other good and valuable considerations, the receipt and sufficiency for which the parties acknowledge, the parties agree as follows:

1. **The Easement Property.** The City grants and conveys to the Grantee a non-exclusive permanent easement, for purposes of ingress and egress to the Grantee Property, over, across, and through the tract or parcel of land located in Cass County, North Dakota, and described as follows:

A 40 foot access easement as outlined in the plat of Eaglewood Sixth Addition to the City of West Fargo, located on Lot 26, Block 1, Eaglewood Sixth Addition to the City of West Fargo, Cass County, North Dakota, and connecting the Grantee Property to 5th Street West, West Fargo

(The “Easement Property”).

2. **Easement Rights.** Grantee’s easement rights are limited to ingress and egress rights over, across, and through the Easement Property solely for the purpose of accessing the Grantee Property. Grantee may not use the Easement Property for any other purpose. The City has constructed a driveway approximately 60 feet long and 26 feet wide on the City Property in order to provide access to the City’s lift station, which is located on Lot 27, Block 1, Eaglewood Sixth Addition to the City of West Fargo. Grantee may construct an access road from the north end of the City’s driveway to the Property. The access must be constructed within the Easement Property. Owner will be responsible for the design and construction, and any and all costs and expenses associated therewith, of the access road on the Easement Property from the end point of the City’s driveway to the Grantee Property (the “Access Road”). The proposed design of the Access Road must be approved by the City’s Engineer prior to construction of the Access Road. The City makes no representations or warranties with respect to the condition, or suitability of the Easement Property for the purposes of this Permanent Easement or the Access Road. Grantee’s rights and obligations under this Permanent Easement extend to Grantee and Grantee’s officers, agents, representatives, employees, contractors, and invitees. Following construction of the Access Road contemplated in this Section, Grantee may not expand or alter any road upon the Easement Property without first receiving prior written consent from the City. Grantee will not construct or install any other structures or improvements in, upon, under, over, or across the Easement Property, and will not otherwise alter the Easement Property or any portion of the Easement Property, without written consent from the City. Grantee will not place any fixtures, equipment, or other personal property on any portion of the Easement Property without first receiving prior written consent from the City.
3. **Maintenance.** Grantee shall, at its sole expense, keep and maintain the Access Road in good and orderly repair, fit for the purposes contemplated by this Permanent Easement. The City shall be responsible for any maintenance and repair on the existing City driveway, which is described as the south 60 feet of the Easement Property, including the portion of the driveway extending into the public right of way, south of the City Property (the “City Driveway”). Grantee shall be solely responsible for all snow removal, including any and all costs associated with such snow removal, on the Access Road and City Driveway, from the Grantee Property to 5th Street West. In the event that the City determines that the Grantee is not properly maintaining the Access Road, the City will send notice to Grantee to repair or replace the Access Road (depending upon the maintenance required) within a period not to exceed twenty-four (24) months (the “Maintenance Notice”). In the event that

Grantee fails to correct the maintenance condition outlined in the Maintenance Notice, the City may undertake the corrective action outlined in the Maintenance Notice and specially assess any and all of the costs associated with such maintenance to the Grantee Property. Grantee waives any right to protest such special assessment or any claim as to the cost of special assessment as it acknowledges that it is being provided an opportunity to correct the maintenance condition outlined in the Maintenance Notice prior to the City taking such action.

4. **Permanent Easement Runs With the Permanent Easement Property.** This Permanent Easement, and all covenants, terms, conditions, provisions, and undertakings created under this Permanent Easement, are perpetual and will run with the Easement Property, and will be binding upon the parties' heirs, successors, and assigns.
5. **Use of the Easement Property.** The City retains the right and privilege to use the Easement Property at any time, in any manner, and for any purpose that is not inconsistent with the Grantee's rights and privileges under this Permanent Easement, including the construction of underground or overhead utilities. The public maintains the use and enjoyment of the City Property and may utilize the Easement Property for access, ingress and egress, to the Grantee Property. This Agreement in no way prevents the City, at any time, from widening the public roads, or making any other improvements to the public right of ways, adjacent to or affecting the Easement Property.
6. **Remedies.** Grantee is solely responsible for any damages to the Easement Property as a result of Grantee's reckless or negligent entry upon, access across, or use of the Easement Property. If Grantee recklessly or negligently damages any portion of the Easement Property; if Grantee constructs any improvements or fixtures on the Easement Property in violation of the terms of this Permanent Easement; or if the City has to repair any portion of the Easement Property as a result of Grantee's reckless or negligent entry upon, access across, or use of the Easement Property, the City may remove any improvement or fixture, or repair the Easement Property, whatever the case may be, and Grantee will reimburse the City for actual costs incurred. The City retains the right to assess unpaid costs of removal or repair to the Grantee Property if not reimbursed by Grantee. The City's remedies provided in this Permanent Easement are cumulative and not exclusive, and are in addition to any and all other remedies available to the City under North Dakota law. Notwithstanding the foregoing, the City acknowledges that Grantee may travel with equipment upon the Easement Property, and that Grantee shall not be responsible for normal wear and tear caused by such equipment.
7. **Liability.** Grantee and Grantee's officers, agents, representatives, employees, contractors, and invitees, entry upon, access across, or use of the Easement Property is at Grantee's own risk. Grantee does hereby release, defend, indemnify, and hold harmless the City and the City's officers, agents, representatives, employees, and contractors from and against any and all claims, actions, administrative proceedings, judgments, damages, penalties, fines, costs, liabilities, interests, or losses, including costs, expenses, and attorneys' fees, together with all other costs and expenses of any kind or nature suffered by or asserted against the City, as a result of or arising out of Grantee's or Grantee's officers, agents,

representatives, employees, contractors, or invitees entry upon, access across, or use of the Easement Property.

8. **Forbearance or Waiver.** The failure or delay of either party to insist on the timely performance of any of the terms of this Permanent Easement, or the waiver of any particular breach of any of the terms of this Permanent Easement, at any time, will not be construed as a continuing waiver of those terms or any subsequent breach, and all terms will continue and remain in full force and effect as if no forbearance or waiver had occurred.
9. **Governing Law.** This Permanent Easement will be construed and enforced in accordance with North Dakota law. The parties agree any litigation arising out of this Permanent Easement will be venued in State City Court in Cass County, North Dakota, and the parties waive any objection to venue or personal jurisdiction.
10. **Severability.** If any court of competent jurisdiction finds any provision or part of this Permanent Easement is invalid, illegal, or unenforceable, that portion will be deemed severed from this Permanent Easement, and all remaining terms and provisions of this Permanent Easement will remain binding and enforceable.
11. **Entire Agreement.** This Permanent Easement, together with any amendments, constitutes the entire agreement between the parties regarding the matters described in this Permanent Easement, and this Permanent Easement supersedes all other previous oral or written agreements between the parties.
12. **Modifications.** Any modifications or amendments to this Permanent Easement must be in writing and signed by both parties.
13. **Representation.** The parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Permanent Easement, and agree they have not been influenced by any representations or statements made by any other parties.
14. **Headings.** Headings in this Permanent Easement are for convenience only and will not be used to interpret or construe its provisions.

[Signatures contained on the following pages.]

CITY:

CITY OF WEST FARGO, NORTH
DAKOTA

By: _____
Bernie L. Dardis
Its President of the Board of City
Commissioners

By: _____
Tina Fisk
Its City Auditor

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____,
2023, by Bernie L. Dardis and Tina Fisk, the President of the Board of City Commissioners and
the City Auditor, respectively, of the City of West Fargo, North Dakota.

(SEAL)

Notary Public

GRANTEE:

HOGGARTH-JAMES VETERINARY
PROFESSIONAL CORPORATION

Signature

Printed name, title

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____,
2023, by _____, the _____ of Hoggarth-
James Veterinary Professional Corporation, a North Dakota professional corporation.

(SEAL)

Notary Public

ENCROACHMENT AGREEMENT

THIS ENCROACHMENT AGREEMENT (the “Agreement”) is made this ____ day of _____, 2023 (the “Effective Date”), by and between the City of West Fargo, North Dakota, a North Dakota political subdivision (the “City”), whose address is 800 4th Avenue East, Suite 1, West Fargo, North Dakota 58078, and Hoggarth-James Veterinary Professional Corporation, dba Two Rivers Veterinary Hospital, a North Dakota professional corporation (the “Grantee”), whose address is 3306 Sheyenne Street, Suite 200, West Fargo, North Dakota.

RECITALS

A. WHEREAS, the Grantee will be constructing a new building, located at 2630 Sheyenne Street in West Fargo, North Dakota (the “Building”); and

B. WHEREAS, the Building will be located upon the following real property owned by a related entity to Grantee, legally described as:

Lot 3, Block 1, Eaglewood Second Addition to the City of West Fargo, Cass County, North Dakota, LESS the parcel described in the instrument recorded as Document No. 1677159 on October 10, 2022 at 8:04 a.m. in the office of the County Recorder of Cass County, North Dakota.

(the “Property”) (Cass County Parcel No. 02-4351-00031-000); and

C. WHEREAS, the City is the legal and equitable owner of real property located adjacent to and south of the Property, legally described as follows:

Lot 26, Block 1, Eaglewood Sixth Addition to the City of West Fargo, Cass County, North Dakota

(the “City Property”) (Cass County Parcel No. 02-4355-00260-000); and

D. WHEREAS, the driveway/access road to the Property runs across the City Property via an access easement between the south boundary of the Property and 5th Street West;

E. WHEREAS, the Grantee will require signage directing patients and visitors to its Property and has requested an encroachment on the City Property for placement of a lighted sign (the “Sign”) near the City Property’s south boundary line, west of the driveway/access road entrance to the City Property near 5th Street West; and

F. WHEREAS, the City approves of Grantee's proposed encroachment of the Sign on the City Property; and

G. WHEREAS, the City Commission has approved the proposed encroachment.

AGREEMENT

Now therefore, in consideration of the Recitals and the following mutual agreements, the parties agree as follows:

1. Signage Contemplated. The parties understand and acknowledge, and the Grantee agrees and affirms, that Grantee intends to install signage near the driveway in order to direct patients and visitors to its Building for business purposes. The Sign will consist of a back-lit panel, mounted between two (2) posts that will be installed in the ground. The Grantee agrees to install, maintain, and operate the Sign in accordance with all applicable law, regulations, ordinances, and prevailing commercial standards.

2. Costs of Signage. The Grantee agrees to bear all costs and expenses in the installation, operation, and maintenance of its Sign. The City shall bear no such cost or expense.

3. Encroachment Allowed. The City agrees to allow the Grantee to encroach upon the City Property west of the driveway/access road entrance at 5th Street West for the sole purpose of the installation, operation, and maintenance of the Sign. In the event the City needs to conduct maintenance operations on the City Property, including but not limited to, mowing, digging, excavating, clearing grubbing, or any other activities, it may temporarily move Grantee's Sign. In the event the City needs to temporarily move the Sign, it will coordinate such work with the Grantee.

4. Term. The Term of this Encroachment Agreement shall commence on the date of its signature by both parties and shall be indefinite. The City may revoke this Agreement with a one hundred eighty (180) written notice to Grantee for any reason and at any time upon a majority vote of the West Fargo City Commission.

5. Content to Be Displayed. The Grantee agrees not to display any vulgar, inappropriate, incendiary, or political content ("Impermissible Content") on any signage displayed to members of the general public. Whether content is Impermissible Content will be determined solely in the reasonable opinion of the City Commission. If the City Commission determines the existence of Impermissible Content, the City shall inform the Grantee, and the Grantee shall change the content on the sign to remove the Impermissible Content, subject to any right of appeal the Grantee may have under applicable law, regulation, or ordinance. The Grantee agrees that this Encroachment Agreement is conditional upon the Grantee's obligations under this provision.

6. Indemnification. The Grantee agrees to hold the City harmless from and indemnify the City for any and all claims arising out of or related to this Agreement. The Grantee agrees to indemnify and defend the City from all actions brought against the City relating to or arising out of the Grantee's, its employees', agents', assignees', or designees' installation, operation, or maintenance of the Sign. Said indemnification shall include, *inter alia*, attorney's fees and costs, damages, whether punitive, economic or compensatory, and costs and disbursements. The Grantee specifically agrees and acknowledges that this indemnification provision shall survive the termination of this Agreement. Such liability, damages, or costs shall include, but are not limited to, those arising from the occurrence of fire, electrocution, negligence, roadway crashes, or structural failure of the Sign or any related appurtenance.

7. Notice. Any notice which is to be given to the Grantee or the City shall be deemed sufficiently given if sent by certified mail, postage prepaid, addressed as follows:

GRANTEE: Attn: _____
Hoggarth-James Veterinary Professional Corporation
3306 Sheyenne Street, Suite 200
West Fargo, ND 58078

CITY: City Administrator
City of West Fargo
800 4th Ave. E, Suite 1
West Fargo, ND 58078

8. Written Amendment Required. No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the parties thereto under and pursuant to this Agreement.

9. No Assignment. Grantee shall not assign any of its rights or obligations hereunder to any other person without the prior written consent of the City.

10. Binding Effect. The obligations and benefits beyond the access contemplated by this Agreement will survive the Term of the Agreement and shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors, designees, and assignees, if any.

11. Execution in Counterparts. This Agreement may be executed in counterparts with both City and the Grantee having a fully executed counterpart.

12. Grammatical Construction. Whenever the singular number is used herein, the same shall include the plural where appropriate, and the words of any gender shall include any other genders where appropriate.

13. Merger Clause. This Agreement constitutes the entire agreement by and between the parties, and any other prior representations or agreements are deemed merged herein, and those not specified herein do not represent any agreements or promises or covenants or representations on the part of either party hereto.

14. Severability Clause. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

15. North Dakota Law Applies. This Agreement shall be controlled by the laws of the State of North Dakota, and any action brought as a result of any claim, demand or cause of action arising under the terms of this Agreement shall be brought in Cass County district court in the State of North Dakota.

16. Recording. This Agreement shall be recorded with the Cass County Recorder's office. The City will pay for any cost associated with recording this Agreement.

IN WITNESS WHEREOF, the parties hereby have caused this Encroachment Agreement to be executed on the day and year first written above.

GRANTEE:

HOGGARTH-JAMES VETERINARY
PROFESSIONAL CORPORATION

[Signature]

[Printed name, title]

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____, 2023,
by _____, the _____ of Hoggarth-James Veterinary
Professional Corporation, a North Dakota professional corporation.

(SEAL)

Notary Public

CITY:

CITY OF WEST FARGO, NORTH DAKOTA

By: _____
Bernie L. Dardis
Its President of the Board of City
Commissioners

By: _____
Tina Fisk
Its City Auditor

STATE OF NORTH DAKOTA)
) ss.
COUNTY OF CASS)

The foregoing instrument was acknowledged before me on _____, 2023,
by Bernie L. Dardis and Tina Fisk, the President of the Board of City Commissioners and the City Auditor,
respectively, of the City of West Fargo, North Dakota.

(SEAL)

Notary Public



"Consent" or "Regular" Agenda
Item?

[Consent]

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: March 20, 2023

Subject: Project No. 1343 - Sanitary Lift Station System Rehabilitation (SA 2, 3, 12, 13 & 25) and Project No. 4068 – Storm Sewer Lift Station (SM-54) and Force main Rehabilitation

Action: Approve Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed.

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

New Information and Recommendation:

During the regular meeting held on February 21, 2023 the City Commission reviewed bids and awarded contract to CC Steel LLC. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Resolution Approving Contract and Contractor's Bond

Staff Recommendation: Approve Resolution Approving Contract and Contractor's Bond for CC Steel LLC and Authorize Notice to Proceed.

Financial Analysis:

The estimated project cost for these projects was \$1,375,000 so the bids were underneath the estimate. We do not anticipate any special assessments associated with this project.

Previously Presented Information and Commission Actions:

Both Project No. 1343 and 4068

February 21, 2023-

- Staff Recommendation: Accept Bid and Award Contract to CC Steel LLC for their bid amount of \$1,188,400.
- Commission Action: Commissioner Anderson moved and Commissioner Olson seconded to approve. No opposition, motion carried.

Project No. 1343

January 3, 2023-

- Staff Recommendation: Approve Plans and Specifications, and Direct Advertisement for Bids in conjunction with Project No. 4068
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motioned carried.

October 17, 2022-

- Staff Recommendation: Approve Task Order No. 63-1 in the amount of \$126,500 for Project No. 1343.
- Commission Action: Commissioner Anderson moved and Commissioner George seconded. No opposition, motion carried.

October 3, 2022-

- Staff Recommendation: Create Project No. 1343, Approve Engineer's Report, Direct Engineer to prepare plans and specifications and a Task Order for Basic Services.

-
- **Commission Action:** Commissioner Simmons moved and Commissioner Anderson seconded. Commissioner George was absent and not voting. No opposition, motion carried.

Project No. 4068

(A portion of this work was performed under Project No. 4066)

January 3, 2023-

- **Staff Recommendation:** Approve plans and Specifications, and Direct Advertisement for Bids in conjunction with Project 1343.
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

December 19, 2022-

- **Staff Recommendation:** Approve Task Order No. 65-1 for "Basic Services, and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No, opposition, motion carried.

November 21, 2022-

- **Staff Recommendation:** Create Project 4068, Approve Engineer's Report and Authorize Engineering to Prepare a Task order for Basic Services.
- **Commission Action:** Commissioner Anderson moved and Commissioner Olson seconded to approve. No opposition, motion carried.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO.1343 – SANITARY SEWER LIFT STATION REHABILITATION
AND

PROJECT NO. 4068 – REPLACEMENT OF SERERAGE SYSTEMS; AND INCIDENTALS

BE IT RESOLVED by the City Commission of the City of West Fargo, North Dakota, that it is hereby found, determined and declared that the general contract heretofore entered into by and between the City of West Fargo and CC Steel, LLC is in full conformity with the law, including Section 40-22-36 of the North Dakota Century Code; that the contractor's bond of CC Steel, LLC heretofore received and filed with the City Auditor is in full conformity with the law including Section 48-02-06.2 of the North Dakota Century Code; and that the contract and contractor's bond are hereby approved.

Dated: March 20, 2023

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by _____.
On roll call vote, the following commissioners voted aye: _____. The following
commissioners voted nay: _____. The following commissioners were absent and not
voting: _____. The majority having voted aye, the motion carried and the resolution
was duly adopted.

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	1343 4068
Contractor:	CC Steel, LLC February 21, 2023	Contractor's Project No.:	
Engineer:	Moore Engineering, Inc.	Engineer's Project No.:	22772 22794
Project:	Sanitary Lift Stations SA-2, 3, 12, 13, & 25 Storm Sewer Lift Station SM-54	Contract Name:	<u>Project No. 1343</u> ; Sanitary Lift Station System Rehabilitation and Incidentals <u>Project No. 4068</u> ; Replacement of Sewerage Systems and Incidentals
		Effective Date of Contract:	February 21, 2023

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on February 21, 2023.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is August 4, 2023, and the date of readiness for final payment is September 1, 2023.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Date Issued:

Copy: Engineer



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: March 20, 2023

Subject: Project No. 9020 – NDDOT Main Avenue Slide Repair

Action: Concurrence with Alternative B Design

New Information and Recommendation:

The NDDOT is moving forward with a project that will stabilize a slide occurring along the north side of Main Avenue near the intersection of Sheyenne Street. The slide has caused damage to the roadway, sidewalk and underground utilities in the area.

In the NDDOT's CATEX, there are only two alternatives recommended. Alternative A is a No Build approach which would be a Do-Nothing approach that wouldn't address the slide issue and would result in further deterioration of the slide, roadway, sidewalk and utilities. Alternative B will consist of driving a series of 12-inch diameter steel pipe piles to a depth of 50 feet along the slope to stabilize the area for a length of approximately 540 feet.

The following documents are attached for review/consideration:

- Excerpts from the NDDOT Draft CATEX report detailing the project area and corrective measures being proposed.

Staff Recommendation:

Concurrence with Alternative B Design as presented in the Scope of Work in the draft CATEX report.

Financial Analysis:

Per the existing agreement, the City of West Fargo will pay for 10% of the project costs. The total estimated cost provided by the NDDOT is \$2,080,000 so the City share is estimated to be approximately \$208,000. The NDDOT's original estimate of preliminary costs was \$5,001,000 so the current cost estimate that includes contingency/inflation is considerably less than what was originally presented by the NDDOT's consultant.

Previously Presented Information and Commission Actions:

January 3, 2022-

- **Staff Recommendation:** Approve Preliminary Engineering Reimbursement Agreement with NDDOT.
- **Commission Action:** Commissioner Gjerdevig moved and Commissioner Olson seconded to approve. No opposition, motion carried.

SLIDE REPAIR

Project No.

NHU-8-010(047)934

PCN

23288

WEST FARGO, MAIN AVENUE AND SHEYENNE
STREET



Prepared by

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
BISMARCK, NORTH DAKOTA

<http://www.dot.nd.gov/>

DIRECTOR
Ronald J. Henke, P.E.

PROJECT DEVELOPMENT DIRECTOR
Chad M. Orn, P.E.

Principal Author: Barr Engineering Co.
Environmental Reviewer: Patty Winn, NDDOT ETS Division
February 2023

Figure 1 – Project Location Map



Slide Repair, West Fargo, Main Avenue and Sheyenne Street
Project No. NHU-8-010(047)934
February 2023

Page 2
PCN 23288
Draft Documented CATEX

B. Project Schedule

Project: NHU-8-010(047)934, PCN 23288

Plans Complete: August 4, 2023

C. Purpose of Project

The purpose of the proposed action is to mitigate instability from landslides on the north side of Main Avenue near the intersection of Sheyenne Street, including repairing damage that has occurred to the roadway, sidewalk, and underground utilities in the area and protecting NDDOT and City of West Fargo assets from future damage due to the instability.

D. Need for Project

There has been a history of instability at this project location between the Sheyenne River and Main Avenue; an overview of the existing conditions is shown on Figure 2. A 2008 NDDOT memorandum is the first documentation of the instability currently available, but it mentions that two storage buildings had been moved off-site prior to that due to stability issues. Historic aerial imagery indicates the presence of a landslide since at least 2002. NDDOT has been regularly monitoring the movement in this area since 2008, including performing several soil borings and installing geotechnical instrumentation beginning in 2015. Main Avenue through the project site and to the east was reconstructed in 2009; the portion of Main Avenue immediately west of the project site was reconstructed in 2016.

The proposed action is needed to provide a long-term solution to maintain safe, efficient travel on Main Avenue and prevent damage to the NDDOT and City of West Fargo utilities in the area.

EXISTING CONDITIONS
Main Avenue & Sheyenne Street
Slide Repair
West Fargo, North Dakota

Drawn by: MNIess (Barr Engineering)
Date: 11/8/2022
Project ID: #8-010(047)934
PCN: 23288
Imagery: NearMap (May 2021)

NDDOT
North Dakota
Department of Transportation

Cass County, North Dakota

Legend:

- Boring Location
- Proposed Boring Location
- Scarp Location
- 1-foot Contours (LIDAR, 2020, NDSWCINRCS)
- Section Line
- Easement
- Parcel Boundary
- Utilities
- Hyd Fire cell Exst
- Inlet Curb cell Exst
- M cell Exst
- MH SD cell Exst
- MH Undefined cell Exst
- Ped Elec cell Exst
- Pole Power cell Exst
- Pole Power w Transformer Cell Exst
- Pole cell Exst
- Post cell Exst
- Sign Hwy cell Exst
- Std Litg Pole cell Exst
- Std Sig Traf Sig cell Exst
- TSCB Sig Pad Mounted cell Exst
- Undefined Valve cell Exst
- Valve Water cell Exst
- Vent Pipe SD cell Exst
- Curb Line Exst
- Curb and Gutter Line Exst
- Curb and Gutter Mbl Line Exst
- Edge Water Line Exst
- Elec Line Exst
- Gdrf Metal Line Exst
- Gdr Drwy Line Exst
- Line Tel Line Exst
- Pipe Gas Line Exst
- SD Line Exst
- Water Steam Line Exst
- Storm Pipe (approximate)
- Water Line (approximate)

Existing Conditions/Deficiencies:

An overview of the existing conditions is shown on Figure 2; the photographs in Figure 3 through Figure 6 show the detailed areas of damage. The existing headscarp is visible along the north side of Main Avenue for a length of approximately 520 feet (Figure 3). The scarp sinuates to the north and south, closer to the roadway in some areas and further away in others. In some areas, the curb has rotated back, away from the roadway and the sidewalk has rotated to slope to the north, away from the roadway (rather than towards the roadway as it was designed to do) (Figure 4). In another location, three panels of the curb and gutter have separated from the road pavement (Figure 5).

Figure 3: Typical Head Scarp along Main Avenue



Figure 4: Sidewalk and Curb Damage



Figure 5: Curb and Gutter Separation from Driving Lane



Damage to utilities in the project area have occurred, both historically and currently, and are believed to have been caused by the landslide activity. A March 2015 field review memorandum by NDDOT indicated that a water main failed and had to be replaced. Currently, a 36-inch RCP storm pipe has separated at a joint and a hole in the ground has formed above the separation due to soil sinking into the pipe (Figure 6). The pipe was televised in summer 2022 and showed separation of additional joints from the pipe outlet to the sinkhole. The pipe televising equipment could not proceed past the highly separated joint, so the location is unknown. Additionally, one of the light poles leans north, presumably due to the landslide activity.

Figure 6: Sink Hole from Separated RCP Storm Sewer Joint



E. Scope of Work

2022 – 2025 STIP:

Total: \$5,001,000

2023 Documented CATEX:

Total: \$2,080,000

F. Description of Alternatives

a. Alternative A: No Build

The No Build alternative would result in a continuation of the deficiencies identified above. This alternative does not meet the purpose and need for the project.

b. Alternative B: Driven Pipe Piles Slope Stabilization

Alternative B consists of repairing damage that has occurred to the roadway, sidewalk, and underground utilities in the area and mitigating the landslide to protect NDDOT and City of West Fargo assets from future damage; Figure 7 and Figure 8 identify the project layout and proposed repair activities.

Twelve-inch-diameter steel pipe piles will be installed along the slope to stabilize it, for a length of approximately 540 feet. Topsoil will be stripped along the piling alignment and some minor re-grading will occur to make a level working surface. Some trees, shrubs, and tree branches are expected to be in conflict with proposed piling locations and will need to be trimmed or removed to accommodate the installation of the piling. The pipe piles will be 50 feet long and have a ¼-inch wall thickness. The piles will be driven with a closed end and then filled with concrete. The piles will be installed in two rows, with pile spacing of 10 feet on center in each row, with piles in the two rows spaced at 8 feet on center and staggered between rows.

Additionally, the damaged 36-inch RCP pipe will be removed and replaced from the pipe outlet to the first manhole upstream. The existing light pole that is leaning to the north will be removed and reset.

After completion of the piling installation a portion of sidewalk, curb and gutter, and a short section of one of the driving lanes will be replaced. An existing asphalt pad on the storage unit property will also be removed and replaced with turf. The disturbed portions of the site will be restored with topsoil and seed.

c. Alternatives Considered but not Carried Forward

Additional project alternatives were considered but were removed from consideration during preliminary engineering. These alternatives and the reasons they were eliminated include the following:

- Regrade to a Stable Slope – eliminated because it is impractical to regrade to stable slopes due to space confinements of the Sheyenne River and US Highway 10.

- Soldier Pile Wall – eliminated because more expensive than driven piles; lagging does not provide benefit after slide is stabilized.
- Drilled Concrete Shafts – eliminated because more expensive than driven piles; would have been considered if driven piling could not effectively stabilize the slope.
- Retaining Walls – eliminated because it would not effectively stabilize the slope without incorporation of an additional stabilization measure; as such it would not be cost effective.

Figure 7 – Alternative B Project Layout

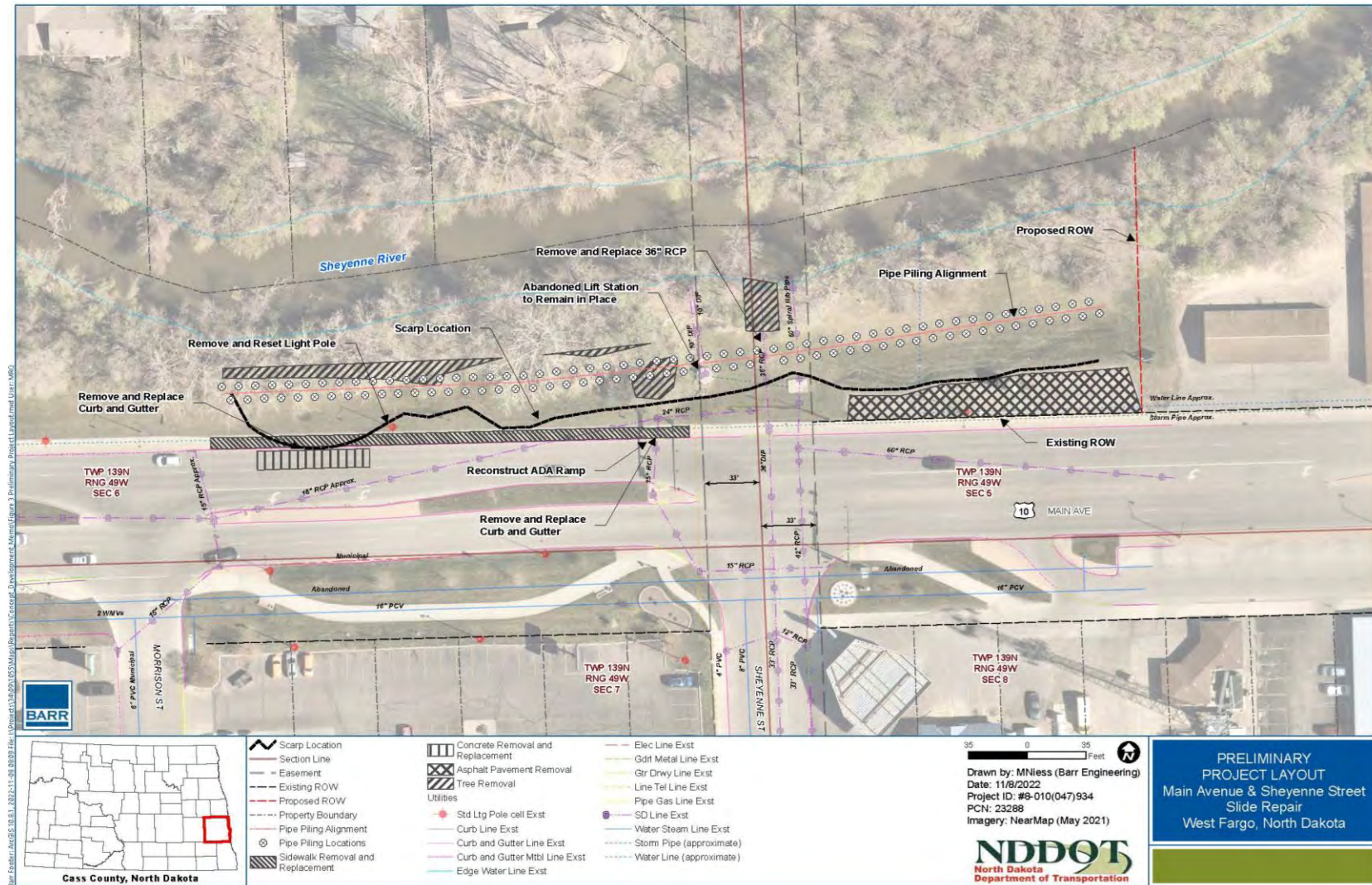
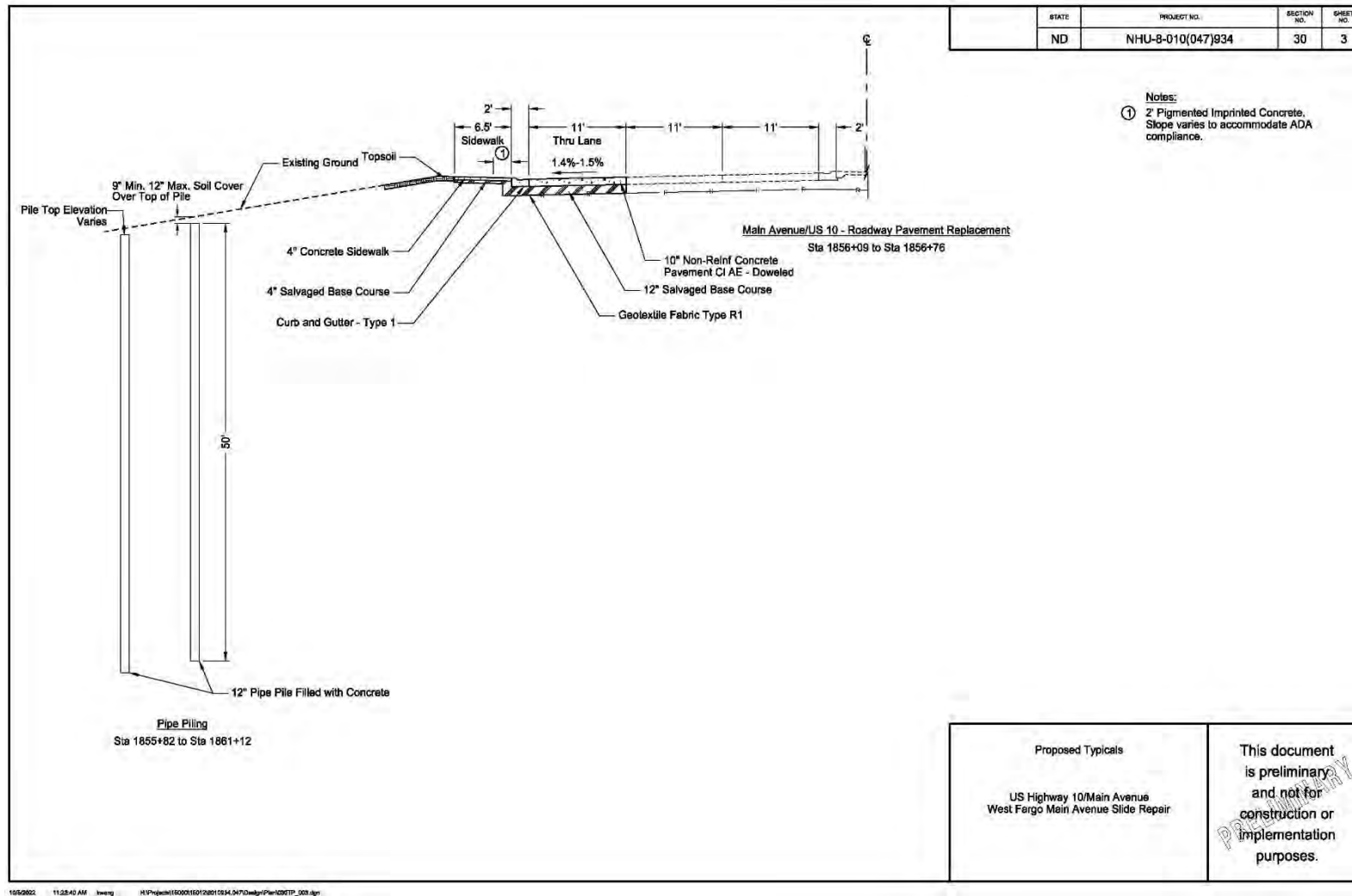


Figure 8 – Alternative B Proposed Typical Section





GAMING SITE AUTHORIZATION

OFFICE OF ATTORNEY GENERAL

SFN 17996 (02/2018)

G - _____ (____)____

Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

West Fargo Hockey Association

The above organization is hereby authorized to conduct games of chance under the license granted by the Attorney General of the State of North Dakota at the following location

Name of Location

Top Shelf Tavern

Street

2920 Sheyenne St ste 120

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

3-20-23

Ending Date(s) Authorized

6-30-23

Number of twenty-one
tables if zero, enter "0": *0*

Specific location where games of chance will be
conducted and played at the site (required)

Full bar area, excluding the restrooms

If conducting Raffle or Poker activity provide date(s) or month(s) of event(s) if known

RESTRICTIONS (City/County Use Only)

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)

☐ Bingo	☐ Club Special	☐ Sports Pools
☐ ELECTRONIC Quick Shot Bingo	☐ Tip Board	☐ Twenty-One
☒ Raffles	☐ Seal Board	☐ Poker
☐ ELECTRONIC 50/50 Raffle	☐ Punchboard	☐ Calcuttas
☐ Pull Tab Jar	☐ Prize Board	☐ Paddlewheels with Tickets
☒ Pull Tab Dispensing Device	☐ Prize Board Dispensing Device	☐ Paddlewheel Table
☒ ELECTRONIC Pull Tab Device		

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

1. City/County-Retain a **copy** of the Site Authorization for your files.
2. City/County-Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval.

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
 SFN 9413 (Rev. 08-2019)

License Number (Office Use Only)

Site Owner (Lessor) <i>Drew Likness</i>		Site Name <i>Top shelf Tavern</i>		Site Phone Number	
Site Address <i>2920 Shoyenne St Ste 120</i>		City <i>West Fargo</i>	State <i>ND</i>	Zip Code <i>58078</i>	County <i>Cass</i>
Organization (Lessee) <i>West Fargo Hockey Association</i>		Rental Period <i>3-20-23 to 6-30-23</i>		Monthly Rent Amount	
1. Is Bingo going to be conducted at this site?				☒ No	☐ Yes
1a. If "Yes" to number 1 above, is Bingo the primary game conducted?				☒ No	☐ Yes
If "Yes," enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.					\$
2. Is Twenty-One conducted at this site?				☒ No	☐ Yes
Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____					\$
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____					\$
3. Is Paddlewheels conducted at this site?				☒ No	☐ Yes
Number of Tables _____ X Rent per Table \$ _____					\$
4. Is Pull Tabs involving either a jar bar, standard, or electronic dispensing device conducted at this site?				☐ No	☒ Yes
Please check: ☐ Jar Bar ☒ Standard Dispensing Device					\$ <i>200</i>
☒ Electronic Dispensing Device Number of Electronic Devices <i>2</i>					\$ <i>200</i>
Total Monthly Rent					\$ <i>400</i>

5. If the only gaming activity to be conducted at this site is a raffle drawing, please check here. ☐

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and, except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a winning pull tab, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessor's on call or temporary or permanent employee will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming pull tabs or prize boards, or both, involving a dispensing device, the Lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

At the LESSOR'S option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor <i>[Signature]</i>	Title <i>Owner</i>	Date <i>3/15/23</i>
Signature of Lessee <i>[Signature]</i>	Title <i>Gaming Director</i>	Date <i>3-15-23</i>



GAMING SITE AUTHORIZATION
OFFICE OF ATTORNEY GENERAL
SFN 17996 (02/2018)

G - _____ (____)____
Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

West Fargo Hockey Association

The above organization is hereby authorized to conduct games of chance under the license granted by the Attorney General of the State of North Dakota at the following location

Name of Location <i>Top Shelf Tavern</i>			
Street <i>2920 Sheyenne st ste 120</i>	City <i>West Fargo</i>	ZIP Code <i>58078</i>	County <i>Cass</i>
Beginning Date(s) Authorized <i>7-1-23</i>	Ending Date(s) Authorized <i>6-30-24</i>		Number of twenty-one tables if zero, enter "0": <i>0</i>
Specific location where games of chance will be conducted <u>and</u> played at the site (required) <i>full bar area, excluding the restrooms</i>			
If conducting Raffle or Poker activity provide date(s) or month(s) of event(s) if known			

RESTRICTIONS (City/County Use Only)		
Days of week of gaming operations (if restricted)		Hours of gaming (if restricted)
ACTIVITY TO BE CONDUCTED Please check all applicable games to be conducted at site (required)		
☐ Bingo	☐ Club Special	☐ Sports Pools
☐ ELECTRONIC Quick Shot Bingo	☐ Tip Board	☐ Twenty-One
☒ Raffles	☐ Seal Board	☐ Poker
☐ ELECTRONIC 50/50 Raffle	☐ Punchboard	☐ Calcuttas
☐ Pull Tab Jar	☐ Prize Board	☐ Paddlewheels with Tickets
☒ Pull Tab Dispensing Device	☐ Prize Board Dispensing Device	☐ Paddlewheel Table
☒ ELECTRONIC Pull Tab Device		

APPROVALS

Attorney General	Date
Signature of City/County Official	Date
PRINT Name and official position of person signing on behalf of city/county above	

INSTRUCTIONS:

1. City/County-Retain a **copy** of the Site Authorization for your files.
2. City/County-Return the **original** Site Authorization form to the Organization.
3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval.

RETURN ALL DOCUMENTS TO:

Office of Attorney General
Licensing Section
600 E Boulevard Ave, Dept. 125
Bismarck, ND 58505-0040
Telephone: 701-328-2329 OR 800-326-9240



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (Rev. 08-2019)

License Number (Office Use Only)

Site Owner (Lessor) <u>Drew Likness</u>		Site Name <u>Top Shelf Tavern</u>		Site Phone Number	
Site Address <u>2920 Sheyenne st ste 120</u>		City <u>West Fargo</u>	State <u>ND</u>	Zip Code <u>58078</u>	County <u>Cass</u>
Organization (Lessee) <u>West Fargo Hockey Association</u>		Rental Period <u>7-1-23</u> to <u>6-30-24</u>		Monthly Rent Amount	
1. Is Bingo going to be conducted at this site? 1a. If "Yes" to number 1 above, is Bingo the primary game conducted? If "Yes," enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.				☒ No ☐ Yes ☒ No ☐ Yes \$	
2. Is Twenty-One conducted at this site? Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____ Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____				☒ No ☐ Yes \$ \$	
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____				☒ No ☐ Yes \$	
4. Is Pull Tabs involving either a jar bar, standard, or electronic dispensing device conducted at this site? Please check: ☐ Jar Bar ☒ Standard Dispensing Device				☐ No ☒ Yes \$ <u>200</u>	
☒ Electronic Dispensing Device Number of Electronic Devices <u>2</u>				\$ <u>200</u>	
Total Monthly Rent				\$ <u>400</u>	

5. If the only gaming activity to be conducted at this site is a raffle drawing, please check here. ☐

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance.

The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and, except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a winning pull tab, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessor's on call or temporary or permanent employee will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming pull tabs or prize boards, or both, involving a dispensing device, the Lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

At the LESSOR'S option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor

Title

Owner

Date

3/15/23

Signature of Lessee

Title

Gaming Director

Date

3-15-23



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

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		Dates of Activity (Does not include dates for the sales of tickets)	
West Fargo Packers Clay Target Team		04/15/2023	
Organization or Group Contact Person	E-mail	Telephone Number	
Trevor Monilaws	tmonilaws@hofmanntrucking.com	701-238-4341	
Business Address	City	State	ZIP Code
1525 1st St	West Fargo	ND	58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name	County		
Traditions Restaurant and Bar	Cass		
Site Physical Address	City	State	ZIP Code
3330 Sheyenne St. Suite 116	West Fargo	ND	58078
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 - one event - 4/15/2023			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffles	Guns, Meat, Optics, Coolers, Artwork, Ammo	\$15000
Total (limit \$40,000 per year)		\$ 15000

Intended Uses of Gaming Proceeds

Local High School Trapshooting Teams

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

Name	Title	Telephone Number	E-mail Address
Trevor Monilaws	Head Trap Coach	701-238-4341	tmonilaws@hofmanntrucking.com
Signature of Organization or Group's Top Official	Title	Date	
<i>Trevor Monilaws</i>	Head Trap Coach	03/15/2023	

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.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
 SFN 9338 (09-2021)

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*

Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit allowed per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS.

Name of Organization or Group of People permit is issued to	Dates of Activity	If raffle, provide drawing date	
Friends of Denning Pater	4-2-23	4-2-23	
Organization or Group Contact Person	Title or Position	Telephone Number	
Paulann Haakenson		7013064810	
Business Address	City	State	ZIP Code
Mailing Address (if different)	City	State	ZIP Code

Site Name (where gaming will be conducted)			
VEW			
Site Address	City	ZIP Code	County
444. Sheyenne St Ste 101	West Fargo	58078	Cass

Description and Retail Value of Prizes to be Awarded		
Game Type	Description of Prize	Retail Value of Prize
TBIO	TBIO	
Add Row	Delete Row	
Total (limit \$40,000 per year)		

Intended Uses of Gaming Proceeds
All proceeds will go to The Pater Family
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 any 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 of \$40,000 per 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 used for political purposes.)
☐ Yes ☒ No

Organization or Group Contact Person			
Name	Title	Telephone Number	E-mail Address
Paulann Haakenson		7013064810	pahaakenson@gmail.com
Signature of Organization or Group's Top Official	Title	Date	
Paulann Haakenson		3-6-23	



APPLICATION FOR A LOCAL PERMIT OR CHARITY LOCAL PERMIT

OFFICE OF ATTORNEY GENERAL

SFN 9338 (9-2009)

Application for: ☒ Local Permit * ☐ Charity Local Permit (one event per year)

Name of Non-profit Organization West Fargo Lions Club		Date(s) of Activity 4/8/2023 to 10/8/2023	
Person Responsible for the Gaming Operation and the Disbursement of Net Income Justin Buchholz		Title 1st Vp	Business Phone Number (701) 471-0320
Business Address C/o Shannon Dye 320 32nd Ave W Ste. 100	City West Fargo	State ND	Zip Code 58078-0000
Mailing Address (if different)	City	State	Zip Code
Name of Site Where Game(s) will be Conducted Silver Dollar Bar		Site Address 221 Sheyenne St	
City West Fargo	State ND	Zip Code 58078-0000	County Cass
Check the Game(s) to be Conducted: * Poker, Twenty-one, and Paddlewheels may be Conducted only by a Charity Local Permit. ☐ Bingo ☒ Raffle ☐ Calendar Raffle ☐ Sports Pool ☐ Poker * ☐ Twenty-one * ☐ Paddlewheels *			

DESCRIPTION AND RETAIL VALUE OF PRIZES TO BE AWARDED

Game Type	Description of Prize	Retail Value of Prize	Game Type	Description of Prize	Retail Value of Prize
Meat Raffle	Meat Bundles	\$425.00			
Meat Raffle	Meat Bundles	\$425.00			
Meat Raffle	Meat Bundles	\$425.00			
Meat Raffle	Meat Bundles	\$425.00			
Meat Raffle	Meat Bundles	\$425.00			
Meat Raffle	Meat Bundles	\$425.00			
			Total:		(Limit \$12,000 per year) \$ 2,550.00

Intended uses of gaming proceeds: Charitable giving in the WF Community (scholarships, eye exams, glasses)

Does the organization presently have a state gaming license? ☒ No ☐ Yes - If "Yes," the organization is not eligible for a local permit or charity local permit and should call the Office of Attorney General at 1-800-326-9240.

Has the organization received a charity local permit from this or another city or county for the fiscal year July 1 through June 30? ☒ No ☐ Yes - If "Yes," the organization does not qualify for a local permit or charity local permit.

Has the organization received a local permit from this or another city or county for the fiscal year July 1 through June 30? ☒ No ☐ Yes - If "Yes," indicate the total value of all prizes previously awarded: \$. This amount is part of the total prize limit of \$12,000 per year.

Signature of Organization's Top Executive Official 	Date 2/24/2023	Title President	Business Phone Number (701) 866-2530
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AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson
2. PHONE NUMBER: 515-5370 DATE: March 10, 2023
3. AGENDA TITLE:
Second Reading & Final Approval of Title IV zoning ordinance amendment
regarding daycare land-uses.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The City Commission's recently established child care sub-committee is
recommending amendments to the zoning code in order to reduce regulatory
barriers to the ability to provide child care in the City of West Fargo.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
N/A
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Hold Second Reading and Final Approval of the proposed zoning ordinance
amendment.

STAFF REPORT

A23-6**ZONING ORDINANCE AMENDMENTS**

Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations) pertaining to daycare uses

Applicant: City of West Fargo

Staff Contact: Aaron Nelson

Planning and Zoning Commission Public Hearing:

02-14-2023 – Approval

City Commission Public Hearing & 1st Reading:

03-06-2023 – Approval

2nd Reading:

03-20-2023

PURPOSE:

The purpose of the proposed amendments is to modify and clarify zoning regulations for daycare uses within various districts. Specifically, the intent is to loosen zoning restrictions for day care uses.

DISCUSSION AND OBSERVATIONS:

- The City Commission recently established a sub-committee tasked with exploring opportunities for the City of West Fargo to support childcare within the City. To reduce regulatory barriers to the ability to provide child care, the sub-committee recommended modifications to the zoning ordinance as outlined within this staff report.
- Summary of primary changes
 - Home child care of 8-12 children would be allowed by-right and would no longer require City approval of a Provisional Use Permit. The Provisional Use Permit would cease to exist.
 - Stand-alone child care facilities of any size would be allowed in more districts, either by-right or through a Conditional Use Permit.
- Specific text amendments are attached to this staff report.

NOTICES:

Sent to:

Notice in the newspaper and to City Departments. Outreach to County & State childcare licensing agencies.

Comments Received:

- None to date.

CONSISTENCY WITH COMPREHENSIVE PLAN AND OTHER APPLICABLE CITY PLANS AND ORDINANCES:

- Availability of affordable child care is a key factor for workforce participation in the local economy by parents. The proposed amendments seek to remove regulatory barriers to child care and thereby support the availability of child care in West Fargo. The proposed amendments are consistent with the Comprehensive Plan.

PLANNING & ZONING COMMISSION RECOMMENDATION:

At their February 14, 2023 meeting, the Planning & Zoning Commission recommended approval of the proposed zoning ordinance amendment.

STAFF REPORT

RECOMMENDATION:

It is recommended that the City approve the proposed amendment on the basis that it is consistent with City plans and ordinances.

Attachments

- Proposed text amendments

ORDINANCE NO. 1219

AN ORDINANCE TO AMEND AND REENACT CHAPTER 4-200 (RELATING TO DEFINITIONS), 4-421-A.3 (RELATING TO PERMITTED USES IN THE R-R DISTRICT), 4-421-B.3 (RELATING TO PERMITTED USES IN THE R-1E DISTRICT), 4-421-C.2 (RELATING TO PERMITTED USES IN THE R-LA1 DISTRICT), 4-422.2 (RELATING TO PERMITTED USES IN THE R-1A DISTRICT), 4-422-A.2 (RELATING TO PERMITTED USES IN THE R-1B DISTRICT), 4-426.2 (RELATING TO PERMITTED USES IN THE R-4 DISTRICT), 4-426-A.2 (RELATING TO PERMITTED USES IN THE R-5 DISTRICT), 4-427.2 (RELATING TO PERMITTED USES IN THE C DISTRICT), 4-427-A.2 (RELATING TO PERMITTED USES IN THE C-OP DISTRICT), 4-428.2 (RELATING TO PERMITTED USES IN THE HC DISTRICT), 4-428-A.3 (RELATING TO CONDITIONALLY PERMITTED USES IN THE LI DISTRICT), 4-429.3 (RELATING TO CONDITIONALLY PERMITTED USES IN THE M DISTRICT), AND 4-451.3 (RELATING TO AUTOMOBILE PARKING SPACE REQUIRED), AND TO REPEAL SECTIONS 4-421-A.3-A, 4-421-B.3.A, 4-421-C.2.A, 4-422.2.A, 4-422-A.2.A, 4-423.2.A, 4-423-A.2.A, 4-423-B.2.A, 4-424.2.A, 4-424.2.A, 4-426-A.2-A, AND 4-549 (ALL RELATING TO PROVISIONALLY PERMITTED USES) OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by amending, creating, or repealing the following definitions to read as follows:

CHILD CARE CENTER: Any facility, other than a private residence, which is licensed by the State to provide child care services is licensed as a child care center by the Department of Human Services to provide early childhood services to 13 or more children.

CHILD CARE HOME: **This definition is hereby repealed in its entirety.** Any provider occupied single family dwelling (home) which is licensed as a “group child care home” or “group child care facility” by the Department of Human Services to provide early childhood services on a regular basis, and which facility has between eight (8) and twelve (12) children present, excluding the children of the childcare provider, as determined by the Department of Human Services.

FAMILY CHILD CARE HOME: **This definition is hereby repealed in its entirety.** An occupied private residence in which early childhood services are provided for no more than seven children at any one time, excluding the children of the childcare provider, as determined by the Department of Human Services.

HOME DAYCARE: An occupied private residence in which early childcare services are provided for no more than twelve children at any one time, excluding the children of the childcare

provider. The use of the dwelling unit for daycare services shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

HOME OCCUPATION: An accessory use of a dwelling unit for gainful employment involving the manufacture, provision, or sale of goods and/or services, excluding home daycares ~~child care home~~ as provided for in this ordinance.

PROVISIONAL PERMITTED USES: **This definition is hereby repealed in its entirety.**
~~A use which is generally held as appropriate and would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare throughout a zoning district when certain provisions as stated are met to minimize the use's affects on neighboring properties.~~

SECTION 2. Section 4-421-A.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421-A.3. PERMITTED USES.

1. Single family detached dwellings.
2. State-licensed group homes serving six (6) or fewer developmentally disabled persons.
3. Publicly owned and operated parks, playgrounds, and recreational facilities.
4. Essential services and public buildings.
5. ~~Home child care facilities serving up to a maximum of seven (7) children~~ Home Daycares.
6. Churches, religious institutions and places of worship.

SECTION 3. Section 4-421-B.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421-B.3. PERMITTED USES.

1. Single-family detached dwellings.
2. Schools, churches, religious institutions and places of worship.
3. State-licensed group homes serving six (6) or fewer developmentally disabled persons.
4. Publicly-owned and operated parks, playgrounds, and recreational facilities.

5. Essential services and public buildings.
6. Accessory buildings, provided that they shall be located as required in Section 4-442 of this ordinance.
7. Home occupations, provided they shall be operated as required in Section 4-448 of this ordinance.
8. ~~Home child care facilities serving up to a maximum of seven (7) children~~ Home Daycares.

SECTION 4. Section 4-421-C.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421-C.2. Permitted Uses.

1. Single-family detached dwellings.
2. Publicly owned and operated parks, playgrounds, and recreational facilities.
3. Essential services and public buildings.
4. State-licensed group homes serving six or fewer developmentally disabled persons.
5. Accessory buildings, provided that they shall be located as required in Section 4-442 of this Ordinance.
6. Home occupations, provided that they shall be operated as required in Section 4-448 of this Ordinance.
7. ~~Family Child Care Home~~ Home Daycares.

SECTION 5. Section 4-422.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-422.2. Permitted Uses.

1. Single-family detached dwellings.
2. Publicly owned and operated parks, playgrounds, and recreational facilities.
3. Schools, churches, religious institutions and places of worship.
4. Essential services and public buildings.

5. State-licensed group homes serving six or fewer developmentally disabled persons.
6. Accessory buildings, provided that they shall be located as required in Section 4-442 of this Ordinance.
7. Home occupations, provided that they shall be operated as required in Section 4-448 of this Ordinance.
8. ~~Family Child Care Home~~ Home Daycares.

SECTION 6. Section 4-422-A.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-422-A.2. Permitted Uses.

1. Single-family detached dwellings.
2. Publicly owned and operated parks, playgrounds, and recreational facilities.
3. Schools, churches, religious institutions and places of worship.
4. Essential services and public buildings.
5. State-licensed group homes serving six or fewer developmentally disabled persons.
6. Accessory buildings, provided that they shall be located as required in Section 4-442 of this Ordinance.
7. Home occupations, provided that they shall be operated as required in Section 4-448 of this Ordinance.
8. ~~Family Child Care Home~~ Home Daycares.

SECTION 7. Section 4-426.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-426.2. Permitted Uses.

1. Mobile homes with a minimum floor area, excluding attached garage, of 650 square feet.
2. Parks and playgrounds.

3. Management offices, repair shops, and storage areas; sanitary facilities; indoor recreation areas; and convenience establishments subject to the following restrictions: Such establishments, together with their parking areas, shall not occupy more than ten (10) percent of the area of the park, shall be located, designed and intended to serve frequent trade or service needs only of persons residing in the park, and shall present no visible evidence of their commercial character to any portion of any residential district outside the park.
4. Essential services.
5. Entryways not to exceed 8 feet by 10 feet (8'x 10').
6. Accessory storage sheds and garages.
7. Home Daycares.

SECTION 8. Section 4-426-A.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

2. Permitted Uses and Structures. The following shall be permitted:
 - A. ~~Family child-care home~~ Home Daycares.
 - B. Single-family detached dwellings, including manufactured homes.
 - C. Publicly owned and operated parks, playgrounds, and recreational facilities.
 - D. Schools, churches, religious institutions and places of worship.
 - E. Essential services and public buildings.
 - F. State-licensed group homes serving six or fewer developmentally disabled persons.
 - G. Accessory buildings, provided that they shall be located as required in Section 4-422 of this ordinance.
 - H. Home occupations, provided that they shall be operated as required in Section 4-448 of this ordinance.

SECTION 9. Section 4-427.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-427.2. Permitted Uses.

1. Retail businesses, such as general merchandise, food, liquor, hardware, furniture, and apparel stores; eating and drinking establishments; and drugstores.
2. Business services, such as banks, and other financial institutions, and professional offices.
3. Commercial and professional office buildings, single or multi-tenant.
4. Personal services, such as barber and beauty shops, photographic studios, laundromats and dry cleaning establishments.
5. Entertainment, social or recreational businesses, such as bowling alleys, health clubs, theaters (excluding drive-ins), night clubs, private clubs and lodges.
6. Repair services, such as radio shops, appliance shops, upholstery shops and shoe repair shops.
7. Cultural and educational facilities, such as trade schools, museums, business colleges, and adult education centers.
8. Schools, churches, religious institutions and places of worship.
9. Public/semi-public facilities, such as armories, parks, police and fire stations; telephone exchange buildings, and civic centers.
10. Medical and dental facilities such as clinics, hospitals, nursing, basic care or convalescent homes, not including Behavioral Health Care Facility.
11. Veterinary clinics without overnight facilities.
12. Hotels and motels.
13. Public transportation depots.
14. Greenhouses and plant nurseries.
15. Automobile service stations and automobile repair shops, where motor vehicle fuels and minor automotive accessories are sold at retail and/or services for automobiles are performed, but not to include body work, straightening of body parts, painting, welding, storage of automobiles not in operating condition, outdoor storage of vehicle parts, or other work involving noise, glare, fumes, smoke, or other nuisance characteristics.
16. Parking lots.

17. On-premise signs.
18. Essential services.
19. ~~Child Care Facility, Child Care Center and Family Child Care Home~~ Home Daycare ~~in an existing residential building or in a non residential building.~~
20. Social Service uses such as homeless shelters, shelters for victims of domestic abuse, and facilities to feed the homeless and indigent.
21. Other: Uses not listed but similar to the permitted uses above and consistent with the stated purpose of this district.

SECTION 10. Section 4-427-A.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-427-A.2. PERMITTED USES.

1. Commercial and professional office buildings, single or multi tenant.
2. Business services, such as banks, and other financial institutions, and professional offices.
3. Cultural and educational facilities.
4. Churches and Schools.
5. Public/Semi-public facilities.
6. Medical and dental facilities such as clinics, hospitals, nursing, basic care or convalescent homes, not including Behavioral Health Care Facility.
7. Child Care Centers.

SECTION 11. Section 4-428.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-428.2. Permitted Uses.

1. General commercial uses, such as full-service gas stations, eating and drinking establishments, sales of new and used motor vehicles, motor vehicle rental, sale of construction equipment, farm implements, mobile homes, and recreational vehicles, and sale of lumber and other building materials.
2. Commercial and professional office buildings, single or multi-tenant.

3. Repair and service of automobiles and trucks.
4. Plant nurseries and greenhouses.
5. Veterinary clinics with overnight boarding facilities
6. Hotels and motels.
7. Social Service uses such as homeless shelters, shelters for victims of domestic abuse, and facilities to feed the homeless and indigent.
8. Parking lots.
9. ~~Child Care Facility~~ and Child Care Center.
10. Religious Institutions.
11. Public Buildings and Essential Services.
12. Indoor Personal Training Facilities.
13. Other: Uses not listed but similar to the permitted uses above and consistent with the stated purpose of this district.

SECTION 12. Section 4-428-A.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-428-A.3. Conditionally Permitted Uses.

1. Grain elevators, seed cleaning, feed mixing and grinding plants.
2. Above-ground class 1 and 2 liquid storage tanks with a maximum tank size of 20,000 gallons and overall capacity of 200,000 gallons; and propane fuel tanks subject to no more than 30,000 container capacity (water gallons), subject to the following:
 - a. A minimum distance of 75 feet is maintained from property lines, as well as placement and screening to ensure both aesthetic and public safety purposes.
 - b. The use is reviewed and approved by the Fire Department for quantities and separation from other lots of record and buildings.
3. Eating and drinking establishments, and commercial and professional office buildings, single or multi-tenant, subject to the following:

- a. The facilities have adequate separation from uses which may be injurious to health or pose life safety risks.
4. Indoor Personal Training Facilities, provided the facility has adequate separation from uses which may be injurious to health or pose life safety risk.
5. Compassion centers as described further in Section 4-429.8.
6. Child Care Center.

SECTION 13. Section 4-429.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-429.3. Conditionally Permitted Uses. The following uses may be permitted to the M District subject to the conditions hereinafter imposed for each use and subject further to review and approval by the City Commission as required by Section 4-550 of this ordinance dealing with conditional use permits:

1. Above ground class 1 and class 2 liquid storage tanks.
2. Wrecking and salvage yards when completely enclosed within a solid fence.
3. Stockyards.
4. Petroleum refining or storage.
5. Fertilizer manufacture.
6. Acid manufacture.
7. Cement, lime or gypsum manufacture.
8. Stockpiling of sand, gravel or fill dirt and any other materials.
9. ~~Child Care Facility or Child Care Center which is connected to a business and is limited to handling children of employees of that business.~~
109. Landfills (but only outside of the limits of the City of West Fargo and within the City's extra-territorial jurisdiction as provided in section 4-130 of these ordinances).
110. Animal slaughter or rendering (but only outside of the limits of the City of West Fargo and within the City's extra-territorial jurisdiction as provided in Section 4-130 of these ordinances).

121. Temporary or permanent industrial wood burners, including air curtain destructors, subject to the following conditions:
- a. For a permanent site, the site must be fenced with a sight obscuring fence and screened if necessary to keep materials out of sight.
 - b. The site is located a minimum of 2,640 feet from any residential or neighboring business structure.
 - c. The waste wood products may not be stored on a permanent or temporary site for more than two (2) months. For a permanent site, all waste wood products on site must be disposed of within a two (2) month period. At the time the site is completely cleared, another two-month cycle of storage may begin. An extension to the two-month period may be granted by the Fire Chief during the high fire risk times when burning is not allowed.
 - d. The use has received State Health Department and local Fire Department approval.
 - e. A permit for a temporary site may not exceed sixty (60) days, and only two (2) temporary permits may be granted for the same site in any year. The 60-day period may be extended by the Fire Chief if during that period burning is not allowed because of high risk conditions.
 - f. Other conditions as deemed necessary.
132. Indoor Personal Training Facilities, provided the facility has adequate separation from uses which may be injurious to health or pose life safety risk.
143. Compassion centers as described further in Section 4-429.8.

SECTION 14. Section 4-451.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

3. Institutional, Recreational and Special Residential Uses:
- a. Camps (Day or Youth) - One space per employee on the largest shift, plus one space per camp vehicle normally stored on the premises.
 - b. Church - One space per three seats of maximum capacity.
 - c. Community and Recreation Center - One space per 250 square feet of gross floor area, or one space per four patrons to the maximum capacity, plus one space per employee on the largest shift.

- d. Day or Nursery School, Child Care ~~Facility~~ Center - One space per teacher/employee on the largest shift, plus one per space per ten students for loading and unloading.
- e. Group Dwellings, Fraternity or Sorority, Boarding or Lodging Houses - One space per bedroom or sleeping room, unless it can be demonstrated that the occupants will not be driving.
- f. Libraries and Museums - One space per 350 square feet of floor area or one space per four seats to the maximum capacity, whichever is greater, plus one space per employee on the largest shift.
- g. Monasteries, Convents - One space per six residents, plus one space per employee on the largest shift, plus one space per five chapel seats if the public may attend.
- h. Nursing Homes - One space per six patient beds, plus one space per employee on the largest shift.
- i. Schools:
 - (1) Elementary and Junior High - One space per teacher and staff member.
 - (2) Senior High - One space per teacher and staff member on the largest shift, plus one space per five students.
 - (3) College, Trade and Vocational - One space per staff member of the largest shift, plus one space per four students of the largest class attendance period.
- j. Swimming Facility - One space per 100 square feet of gross water area, plus one space per employee on the largest shift.
- k. Tennis, Racquetball, Handball Courts - Two spaces per court, plus one space per employee on the largest shift.
- l. Bowling Alley - Three spaces per lane, plus one space per employee on the largest work shift.
- m. Miniature Golf - One space per hole, plus one space per employee on the largest work shift.
- n. Outdoor Theatre - One space per four patrons to the maximum capacity of the facility inclusive of both indoor and outdoor capacity.

- o. Skating Rink, Ice or Roller - One space per 300 square feet of gross floor area.
- p. Health Club - One space per 100 square feet of gross floor area, plus one space per employee on the largest shift.
- q. Golf Courses - Five spaces per hole.
- r. Other Commercial Recreational Uses - One space per four patrons to the maximum capacity of the facility, or one space per 250 square feet of gross floor area, whichever is more appropriate.

SECTION 15. Section 4-421-A.3-A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-421-A.3-A. PROVISIONAL PERMITTED USES. The following uses may be permitted in the R-R District subject to the conditions hereinafter imposed for each use and subject further to review and approval by the City Planning Office:~~

- ~~1. Child care home facilities in single family homes with up to twelve (12) children, excluding the children of the child care provider, subject to the following provisions:~~
 - ~~a. The use of the dwelling unit for the child care facility shall be clearly incidental and subordinate to its use for residential purposes by its occupants.~~
 - ~~b. The rear yard shall be fenced with a solid fence. In the event that an existing fence is in place which is not a solid fence, the Planning Office may allow the existing fence to continue until such time that there is a complaint from an adjoining property owner. Upon receiving a complaint, the fence shall be changed to a solid fence.~~
 - ~~c. The children shall be dropped off and picked up in the driveway only.~~
 - ~~d. Adequate off-street parking shall be provided for the principal use, and child care facility including space(s) for dropping off children and employees.~~
 - ~~e. The hours of operation are limited to 6:00 a.m. to 10:00 p.m.~~

SECTION 16. Section 4-421-B.3.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-421-B.3.A. PROVISIONAL PERMITTED USES. Any provisional permitted use allowed in the "R-R" District, subject to the same provisions.~~

SECTION 17. Section 4-421-C.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-421-C.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1E” District, subject to the same provisions.~~

SECTION 18. Section 4-422.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-422.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-L1A” District, subject to the same provisions.~~

SECTION 19. Section 4-422-A.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-422-A.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1A” District, subject to the same provisions.~~

SECTION 20. Section 4-423.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-423.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1A” District, subject to the same provisions.~~

SECTION 21. Section 4-423-A.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-423-A.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1” District, subject to the same provisions.~~

SECTION 22. Section 4-423-B.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-423-B.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1S” District, subject to the same provisions.~~

SECTION 23. Section 4-424.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-424.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-1SM” District subject to the same provisions.~~

SECTION 24. Section 4-425.2.A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-425.2.A. Provisional Permitted Uses. Any provisional permitted use allowed in the “R-2” District subject to the same provisions.~~

SECTION 25. Section 4-426-A.2-A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~2-A. Provisional Permitted Uses. The following uses may be permitted in the R-5 district subject to the conditions hereinafter imposed for each use and subject further to review and approval by the City Planning Office:~~

- ~~1. Child care home facilities in single family homes with up to twelve (12) children, excluding the children of the child care provider, subject to the following provisions:
 - ~~a. The use of the dwelling unit for the child care facility shall be clearly incidental and subordinate to its use for residential purposes by its occupants.~~
 - ~~b. The rear yard shall be fenced with a solid fence. In the event that an existing fence is in place which is not a solid fence, the Planning Office may allow the existing fence to continue until such time that there is a complaint from an adjoining property owner. Upon receiving a complaint, the fence shall be changed to a solid fence.~~
 - ~~c. The children shall be dropped off and picked up in the driveway only.~~
 - ~~d. Adequate off-street parking shall be provided for the principal use, and child care facility including space(s) for dropping off children and employees.~~
 - ~~e. The hours of operation are limited to 6:00 a.m. to 10:00 p.m.~~~~

SECTION 26. Section 4-549 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-549.1. INTENT. The provisions of this section are intended to permit certain land uses which are generally considered to be compatible with the uses permitted by right in a zoning district, and desirable to the development of the City as a whole, provided specific provisions are~~

~~met to minimize the use's affects on neighboring properties. The specific provisions to be met shall be stated within the zoning district.~~

~~4 549.2. WHO MAY APPLY. A property owner or representative of the property owner may request a provisional use permit if it applies to his/her property.~~

~~4 549.3. APPLICATION REQUIRED. To request a provisional use permit, a property owner or his/her authorized representative shall fill out an application, copies of which are available in the City Planning Office, together with a site plan of the property and other pertinent information needed to complete the administrative review.~~

~~4 549.4. PUBLIC NOTIFICATION AND ADMINISTRATIVE REVIEW. The City Planning Office shall notify the property owners of any adjoining properties, as well as those properties directly across any public street in front of or on the side of the provisional use property. If no objections are received from the property owners within ten (10) days from the date notices are sent out, the Planning Office may complete the administrative review and issue the provisional use permit. The administrative review shall consist of review of the application and site plan to insure compliance with the zoning district provisions and other zoning ordinance requirements.~~

~~4 549.5. PLANNING AND ZONING COMMISSION CONSIDERATION. The Planning and Zoning Commission shall review the application for a provisional use permit only when requested by the applicant following City Planning Department disapproval of the application, or upon written opposition by twenty five percent (25%) or more of the property owners of any adjoining properties, as well as those properties directly across any public street in front of or on the side of the provisional use property. The application shall be reviewed at the next regular meeting of the Planning and Zoning Commission following notification to the applicant and property owners. The Planning and Zoning Commission shall review all pertinent information to ascertain compliance with the specific standards governing the provisional use and to determine if the provisional use has significant opposition to not approve the use.~~

~~4 549.6. TERMINATION OF PROVISIONAL USE PERMIT. Provisional use permits are granted to the owner of the property and shall automatically terminate upon the sale or transfer of the property. A provisional use may be revoked with due cause following a hearing by the Planning and Zoning Commission.~~

SECTION 27. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City Commissioners
of the City of West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



To: West Fargo City Commission

From: Aaron Nelson, Planning Director

Date: March 20, 2023

Subject: Presentation of Planning Needs Assessment Action Plan

Action: Informational Item – No Action Requested

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Tina Fisk, Administrator

Dustin Scott, Assistant Administrator

Summary:

Planning staff will present the attached Planning Needs Assessment Action Plan (the "Action Plan") at the March 20, 2023 meeting of the City Commission. The Action Plan constitutes the final recommendations of the Planning Needs Assessment recently conducted by PlaceMakers, LLC. The final presentation of the Action Plan is in follow-up to the February 8, 2023 joint working session of the City Commission and Planning & Zoning Commission where these recommendations were discussed.

As noted throughout the process, the overall purpose of this project is to clarify the City's current planning/development-related issues, to prioritize the areas of greatest future need for the City, and to build consensus around associated action steps within the City organization. The Action Plan brings transparency to, and will help inform, future Planning Department staff work plans and associated budget considerations.

Policy Analysis:

The Planning Needs Assessment Action Plan builds on the recommendations from existing City plans and policies, namely the West Fargo 2.0 Comprehensive Plan. The Action Plan is intended to prioritize and flesh-out existing recommendations identified within such plans in order to operationalize previously identified community goals.

The West Fargo 2.0 Comprehensive Plan calls for "*the City's Planning Department to coordinate with other city departments to request funds and schedule special studies consistent with the timeframes presented in the [plan implementation] matrix*" (pg. 149). The Plan also notes that, "*In order to implement many of the recommendations in this document, revisions need to be made to the local zoning regulations, as well as supporting policies and ordinances. Additional Plans and studies for specific sites will be needed to support their implementation*" (pg. 149).

Financial Analysis:

This project was initiated via task order through the City's existing Master Service Agreement with PlaceMakers, LLC for on-call planning services, utilizing budgeted funds for professional services.

West Fargo Planning Needs Assessment Action Plan



A CITY ON THE GROW

OVERVIEW

The West Fargo Planning Needs Assessment Action Plan is the result of collaboration between the city's departments to prioritize projects based upon urgency and importance of current needs, considering available resources. A series of workshops with city department directors, senior managers and planning commissioners coupled with an online survey helped shape the West Fargo Planning Resources Assessment, which is the basis of this action plan. Short term projects identified through this process are planned to start within the next twelve months.

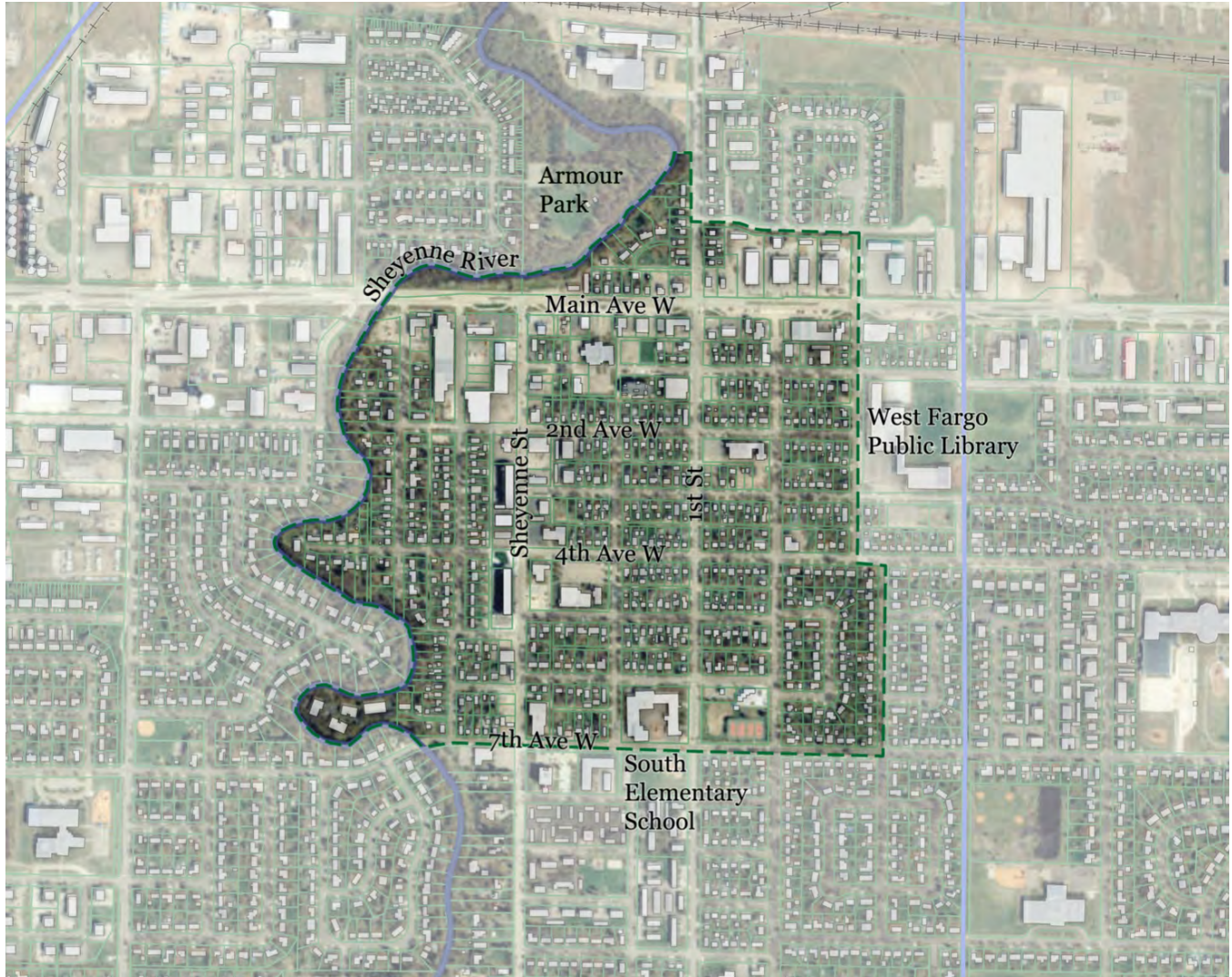
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SHORT TERM PROJECTS

Projects that are scheduled to begin within the next year have the most detail in this action plan for timelines, responsible parties, and potential funding sources. Mid term and long term projects will not have timing detail since it is premature to define the particulars at this time.

Downtown Master Plan

Downtown West Fargo

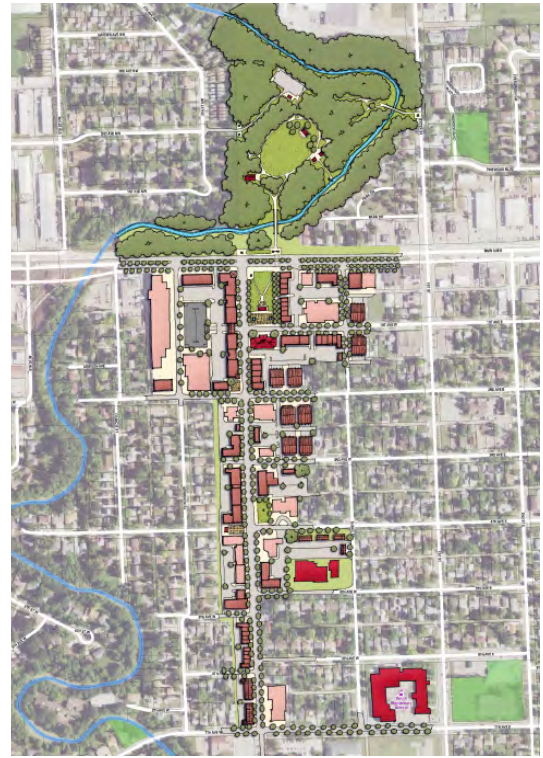


(ESRI et al., n.d.)

The existing Downtown West Fargo Framework Study was completed in 2011. The vision established Sheyenne Street as a pedestrian oriented main street and gathering place of the city along with improvements to properties along Main Avenue. This document established strategy and policy for implementing the vision, including recommendations for corridor overlays and regulatory changes. (Centro Inc. et al., 2011, 5)

That vision was reinforced and further detailed by West Fargo 2.0 in 2018. West Fargo 2.0 produced a detailed illustrative vision including the addition of a downtown square, a further emphasis on regulatory change as recommended by the Framework Study, pedestrian connections to a redesigned Armour Park, the introduction of multifamily into Downtown and a possible parking garage. (People of West Fargo et al., 2018, 126)

Sheyenne Street experienced redevelopment interest after the completion of West Fargo 2.0, but that attention has recently waned. Some of the flagging interest may be related to the lack of clarity within the zoning and parking regulations for the area. In addition, a market study has not been completed for Downtown, which limits the understanding of demand across market segments that would enable a more robust recruitment strategy.



(People of West Fargo et al., 2018, 127)

ACTIONS

The workshops with staff and the Planning Commission listed the Downtown Master Plan in the top three actions for the short term. There are a number of steps required to implement that process including:

1. Most of the short term projects identified in this action plan will benefit from public input into the planning stages for each initiative. Acquiring the community's thoughts on these projects before seeking consultants or initiating the project will increase the likelihood of the general support of local residents and businesses as well as provide critical insights and direction to the projects. Each project will still need more in-depth engagement once the full team is on board. The Planning Department and Communications are the optimal co-leads for public input with support from the Planning Commission. Currently, projects include news releases on the city website, which is an opportunity to pose a question to the public and have them respond online. Additionally, pop-up tables in the areas of the city in question could garner thoughts that would help frame the scope of the project.
2. The Downtown Master Plan RFP for a consultant was issued January 10, 2023 and it is scheduled to be in contract by April 3, 2023.
3. The target date for the planning kick-off is May 1, 2023 with the placemaking component substantially complete by September 30, 2023 and a target project completion by the end of 2023.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The recently awarded Statewide Public Space Initiative Placemaking Grant can be used to partially fund the Downtown Master Plan. However, additional funds would be required from the City in order to fund the entire project. Downtown master plans may have a wide range of costs depending on the types of content, consultants and studies required. If the placemaking grant is the sole source of funding, some items will need to be eliminated from the suggested scope above including the parking inventory and occupancy assessment.

Depending on the scope and whether the Downtown Master Plan includes the market studies detailed in the Economic Development Strategy or completed separately, and also depending on how in-depth the studies are selected, the budget range is likely:

Downtown Master Plan (\$100,000-\$150,000), the upper range could include a portion of:

- Level 1 Retail Market Analysis (\$6,000-\$10,000) and/or
- Hotel/Hospitality Market Analysis (\$15,000-\$25,000) and/or
- Office Market Analysis (\$15,000-\$25,000)

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

The timeline for the Downtown Master Plan is approximately 12 months, with the placemaking complete in 6 months from contract to meet the grant funding requirements.

Abbreviation	Entity	Abbreviation	Entity
CC	City Commission	FI	Finance
PC	Planning Commission	FD	Fire Department
AD	Administrator	PD	Park District
COM	Communications	PZ	Planning and Zoning
ED	Economic Development	POL	Police Department
ENG	Engineering	LIB	Public Library
		PW	Public Works

West Fargo Action Plan

Number	Task	Resource	Start	Finish	1QTR 2023			2QTR 2023		
1.0	Downtown Master Plan		1/2/23	12/29/23	Jan	Feb	Mar	Apr	May	Jun
1.1	Draft & issue RFP	PZ, PC, AD	1/2/23	1/10/23	Issue RFP					
1.2	Response time	PZ	1/11/23	2/6/23	Response					
1.3	Review RFP responses & select winner	PZ, AD, PC, ED	2/7/23	3/15/23	Select Winner					
1.4	Contract executed		4/03/23	4/03/23						
1.4	Planning process	PZ, PC, AD, COM, ENG, FD, POL, PD, LIB, PW	4/03/23	9/29/23				Planning Process		
1.5	Adoption process	PZ, PC, CC	10/2/23	12/22/23						
1.5	Master plan adopted		12/29/23							

West Fargo Action Plan

Number	Task	Resource	Start	Finish	3QTR 2023			4QTR 2023		
1.0	Downtown Master Plan		1/2/23	12/29/23	Jul	Aug	Sep	Oct	Nov	Dec
1.1	Draft & issue RFP	PZ, PC, AD	1/2/23	1/10/23						
1.2	Response time	PZ	1/11/23	2/6/23						
1.3	Review RFP responses & select winner	PZ, AD, PC, ED	2/7/23	3/15/23						
1.4	Contract executed		4/3/23	4/3/23						
1.4	Planning process	PZ, PC, AD, COM, ENG, FD, POL, PD, LIB, PW	4/3/23	9/29/23	Planning					
1.5	Adoption process	PZ, PC, CC	10/2/23	12/22/23				Adoption		
1.5	Master plan adopted		12/29/23							

Title IV Zoning Text Amendments

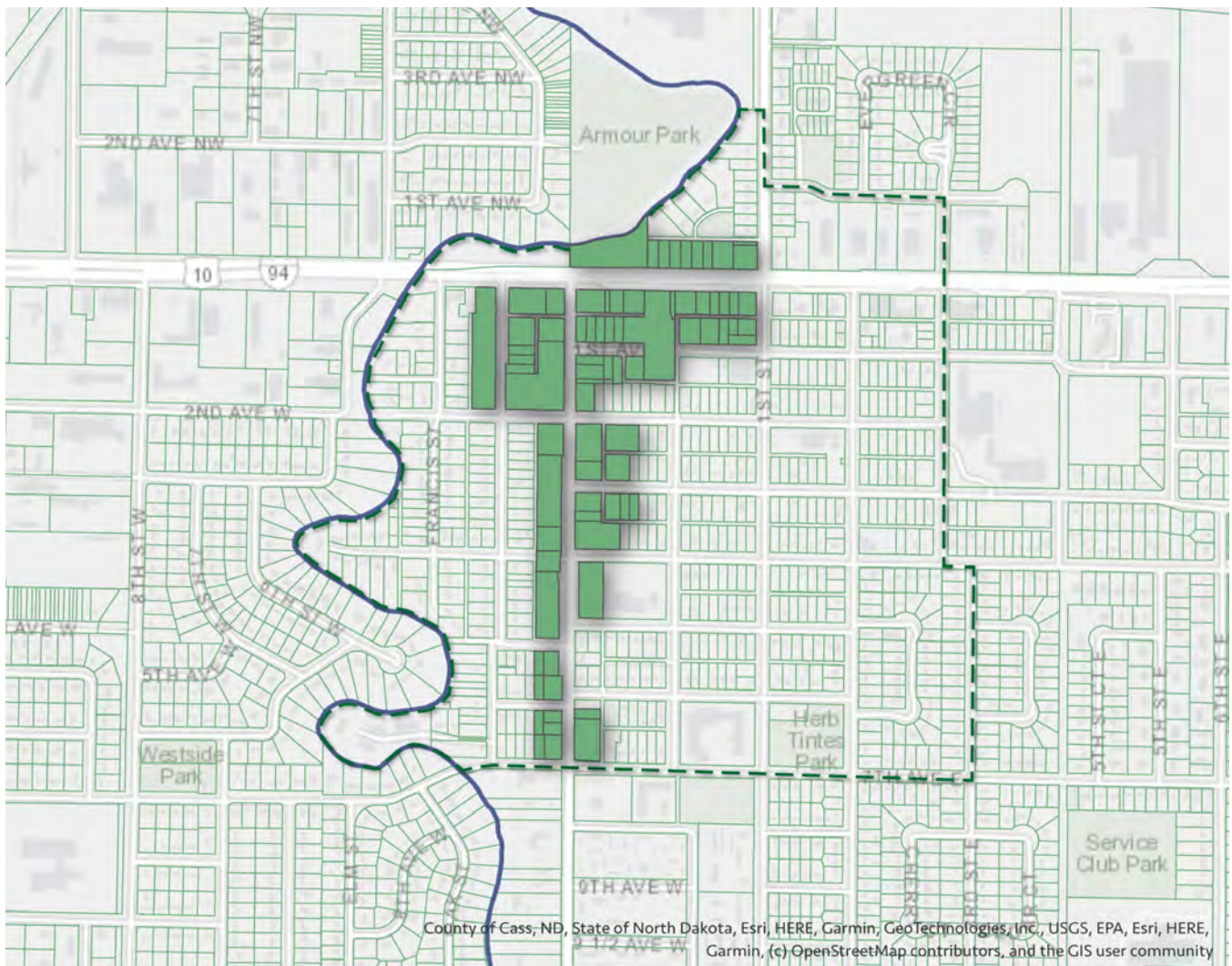
Both the Downtown West Fargo Framework Study and West Fargo 2.0 explicitly addresses the need for Title IV amendments. West Fargo 2.0 states:

In order to implement many of the recommendations in this document, revisions need to be made to the local zoning regulations, as well as supporting policies and ordinances. Additional plans and studies for specific sites will be needed to support their implementation.

(People of West Fargo et al., 2018, 149)

Zoning has changed since West Fargo 2.0 adoption. The Unified Development Code (UDC) Update is discussed under Mid Term Projects, but there are effective methods of doing high impact text amendments in the short term to address pressing concerns identified in the needs assessment.

DMU Zoned Parcels



(City of West Fargo et al., 2022)

ACTIONS

Options for text amendment consideration:

1. Update and clarify requirements for landscaping, buffering, access control, watercourse setbacks, and simple lot consolidations or splits. Other considerations in the Lean Code Tool (www.blurb.com/b/7181718).
2. Recommendations were made in a 2020 assessment that could be an efficacious amendment to the DMU zoning district. While some of the easier zoning text amendments for downtown can be done as part of this project, this should also be a part of the Downtown Master Plan project. (PlaceMakers, LLC, 2020, 5)
3. A new floating zone should be considered for growth areas including the Lagoons and may contain three intensities of development to avoid large pods of single use. West Fargo 2.0 should provide the baseline for the standards for the floating zone. This zone would not be applied to specific parcels but become available as a pre-negotiated PUD to ease the process for development in alignment with West Fargo 2.0. One option for implementation is to make the zone available by right for any parcel over 20 acres, which avoids the time and expense of the rezoning process and is an incentive to use the zone. Other incentives include a diversity of compatible uses, reduced parking requirements because of trip reductions and smaller lots and setbacks. This would potentially unlock some redevelopment value in shorter order, to enable the development forms envisioned by WF 2.0 that are currently illegal to build. A simple version is something like this: plus [subdivision checklist](#), [subdivision flow chart](#), [building permit checklist](#) and [building permit flow chart](#). A more detailed version is something along [these lines](#) (click preview to read).

RESOURCES AND ANTICIPATED FUNDING SOURCES

This action requires little funding to complete. Many of the recommended amendments have been drafted and staff would simply need to present them for consideration. A consultant will be needed for the floating zone, but that is a fairly simple process and should not be cost prohibitive. If funds are needed, they should be within the limitations of the current Planning Department budget.

Depending on the scope and whether the Downtown Master Plan includes zoning edits or are completed separately, and depending on how in-depth the zoning edits are, the budget range is likely:

Title IV Zoning Text Amendments (\$20,000-\$85,000), with the lower range including points 1 and 2 on page 7 and the upper range including point 3 on page 7, where a portion of a floating zone or planned unit development (PUD) for low, medium and high intensity could apply to downtown, greenfield, and/or infill above a predetermined acreage:

- Text edits addressed on page 7, points 1 and 2 (\$20,000)
- Floating zone similar to the Tuskegee example on page 7, point 3 (\$30,000)
- Floating zone similar to the Langley example on page 7, point 3 (\$65,000)

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

The majority of this will fall on Planning Staff with the public hearings involving the Planning Commission and City Commission. The simple text amendments could be completed in roughly four months with the floating zone taking up to eight months since it will need to be drafted and reviewed. This timeline was established to fit within the Downtown Master Plan process and assure zoning amendments are complete soon after the plan is adopted.

Abbreviation	Entity	Abbreviation	Entity
CC	City Commission	FI	Finance
PC	Planning Commission	FD	Fire Department
AD	Administrator	PD	Park District
COM	Communications	PZ	Planning and Zoning
ED	Economic Development	POL	Police Department
ENG	Engineering	LIB	Public Library
		PW	Public Works

West Fargo Action Plan

Task	Resource	Start	Finish	2QTR 2023			3QTR 2023			4QTR 2023			1QTR 2024
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Title IV Zoning Text Amendments		3/6/23	11/6/23										
Parking & DMU review and modification	PZ	5/1/23	6/15/23		DMU & Parking Review								
Parking & DMU adoption process	PZ, PC	6/16/23	7/27/23			Adoption Process							
Parking & DMU admendments adopted		7/28/23	7/28/23										
Develop greenfield floating zone	PZ	7/31/23	11/17/23					Floating Zone Development					
Floating zone adoption process	PZ, PC, CC	11/20/23	12/29/23								Adoption Process		
Floating zone adopted		1/5/24	1/5/24										

Lagoon Strategy

The City of West Fargo now buys water and sewer services from the City of Fargo allowing West Fargo's municipal lagoons near the intersection of 12th Avenue NW and 14th Street NW to be decommissioned and redeveloped. The lagoons consist of approximately 600 acres, some of which may be reserved for emergency overflow, leaving 400 to 500 acres of developable land. This represents the largest City-owned development opportunity in a generation.

Lagoon Property



(Esri et al., 2022)

The south side is almost decommissioned and scheduled to be tested for phosphorus and remediated, if necessary, in 2023. The decommissioning of cells five and six is scheduled for 2023 and two more cells in 2024. A significant amount of land is expected to be ready in the next two years. In the interim, to answer the questions of how much fill, water, sewer, streets, and servicing are necessary requires determining, at least in part, how the land will be used next. A feedback loop of financing is required, in order to develop a master plan for development, and a financing structure to pay for the new development.

West Fargo 2.0 envisions the lagoons site as a good location for mixed-use development considering the demand for more industrial space within city limits. Given the time that has passed since the adoption of the plan in 2018, a market study would need to affirm if the lagoon sites are a viable location for the extended industrial village the plan envisions. Should that be affirmed, the West Fargo 2.0 plan presents an alternative to the conventional industrial park, imagining the area as a self-sustaining center for industry and “making” in the region.

People who currently work in West Fargo’s existing industrial area must drive to meet all of their daily needs. The industrial village could accommodate a variety of manufacturing, office, housing, and the services and recreational opportunities needed to support workers and reduce the number of car trips on local roads. Designed around a network of interconnected streets, the Lagoons Industrial Village would provide a healthy and convenient place for workers. (People of West Fargo et al., 2018, 142)

Lagoons Illustrative Plan



(People of West Fargo et al., 2018, 143)

ACTIONS

1. Determine the administrative process for the disposition of the lagoon lands in a strategic and comprehensive manner that implements West Fargo 2.0. The administrative process should include a division of labor to determine which city departments will be responsible for which portion of the actions below. The final step in the initial administrative process is for the City Commission to provide direction and approval to move forward with the Request for Expressions of Interest (REOI), as outlined below.
2. Determine required programming and pre-development criteria for the project before developing the REOI, including:
 - a. The City needs to preserve some level of emergency storage capacity (i.e., a dry pond/lagoon bed). Consider possibilities on how this could potentially be naturalized with green infrastructure including reed beds and floating wetlands so that the perimeter of the lagoon bed could potentially still be used for active transportation, such as perimeter walking trails.
 - b. Public Works has interest in preserving part of Cell 8 (the southeastern lagoon) for an inert landfill and/or other future Public Works facilities. Discuss the pros and cons of the location to ensure contiguous redevelopment and access to downtown. Consider similar naturalization from point a.) above.
 - c. The City is interested in exploring if it would be advantageous to start bringing in fill and/or utility services. Consider the cost / benefit analysis of early installation for both fill and utilities, as well as the required capacity that is anticipated. The diversion will allow more flexibility on how much fill is required, and where roads and retention ponds occur. How much fill and where it goes is somewhat dependent on the type of development that occurs. Which option between options 3a.), 3b.) and 3c.) will determine the preferred approach. Option 3a.) would suggest adding fill and perhaps utilities in the near term, while options 3b.) and 3c.) would suggest that the master plan would help direct fill and utilities at a later date. Slab on grade would require engineered fill; engineered fill in the near term may make the property more marketable, but more expensive. A dump-and-spread approach to fill improves the perception to make it more attractive, but the final developer will likely dig down to the original ground plane anyway, so it becomes more expensive in the long term.
 - d. Clarity on how the REOI would fit with the need for infrastructure/area master planning for the City's future growth area/ETJ (see Growth Areas Master Plan section).
 - e. Potential sources of funds for the financial structures contemplated in point 3.) below.
 - f. If staff recommends the Request for Expressions of Interest (REOI) process as detailed in point 3.) below, determine if some type of stipend is required for the project to be persuasive enough to attract responses.
3. Issue a Request for Expressions of Interest (REOI) within the next year to national and regional developers asking for their level of interest in the redevelopment of the lagoon property.

Consider pros and cons of various financial structures to be further refined during the drafting of the REOI, including:

- a. SELL THE LAND TO A PRIVATE DEVELOPER. This approach is the least financial risk to the city, and requires the least amount of staff capacity. For most investment choices, lower risks garner lower returns. For the three financial structures considered here, this is the lowest potential risk and return. However, the wisest investment strategy is based on matching risk tolerance and staff capacity in order to make financial choices, so this may well be the best option. In all three options, the developer would need to comply with West Fargo 2.0, and the Title IV Zoning Text Amendments project would need to be complete to enable the sort of market-responsive development patterns that West Fargo 2.0 envisions. The city could further require the developer to comply with the forthcoming Growth Area Master Plan/Lagoon Master Plan.
 - b. ENTER INTO A PUBLIC-PRIVATE PARTNERSHIP (P3). This option has the city retain a partial equity stake in the property, in partnership with a private developer. In this case, the city may enter into a range of financial commitments, including some combination of land and construction of utility infrastructure, streets and/or civic space. The upside of this approach includes another entity taking a portion of the risk as well as bringing successful development experience to the table. The city contributes the land and a combination of the types of city infrastructure that it is well able to deliver, while leaving the construction of buildings to the developer. The downside of this approach includes a significant time commitment to ensure that the developer is willing and able to implement the city's vision in developing the land, as well as sharing the profits from the development by giving up a portion of the equity in the land and new developments.
 - c. BECOME THE MASTER DEVELOPER OF THE PROPERTY. This consists of hiring a planning consultant to work with the community and creating a builders' guild of committed regional builders to phase and construct the property in line with the city's land development plan and architectural design guidelines. The benefits of this structure is that the city has complete control over the development patterns of the new developments as well as reaping the full financial benefits of owning and managing the property. Many cities across the U.S. are getting into similar land management structures for a variety of reasons, including to ensure affordable housing. (Berg, 2021) The downside of this approach is that the city would be taking on the full fiscal risk of the property. Because of the extra time to manage the builders' guild, this strategy would likely see a slower build out of the property, and subsequently a slower growth in the tax base than if either of the other two financial structures were chosen.
4. Develop Lagoon Master Plan RFP to hire a planning consultant to work with the community and private developer or builder guild (depending on the option selected above) to build out the West Fargo 2.0 industrial village plan, updated to reflect current market demands and community input. If 3b.) or 3c.) above are selected, this action would need to be a stand-alone project. If 3a.) above is selected, this action could be rolled into the Growth Area Master Plan.

RESOURCES AND ANTICIPATED FUNDING SOURCES

Since this project begins with policy it requires collaboration with the City Commission in the first phase. The disposal process will not require funding and will be developed with Administration, the Commission, Public Works, and Planning. The developer REOI will require staff time to draft, but until a strategy is selected, it is unknown if municipal funds will be required to partner with the successful respondent.

The master planning process will require funds for a consultant, which will likely be City funded. Federal funding may also be applicable for project development, particularly if the industrial facilities within the new neighborhood produce goods and services that support the green economy. The bipartisan Infrastructure Investment and Jobs Act (IIJA) invests \$47 billion in resilience funding to prepare communities for extreme weather. (Flavelle & Davenport, 2021) Review federal grants during the design process to ensure alignment (www.grants.gov).

The sorts of walkable, complete streets detailed in West Fargo 2.0 are also excellent candidates for another portion of The Bipartisan Infrastructure Law (BIL), which establishes the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over the next 5 years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. (U.S. Department of Transportation, 2022) This could help increase West Fargo's Walk Score of 29. (Walk Score, n.d.)

Depending on the scope and whether the Lagoon Strategy includes the market studies detailed in the Economic Development Strategy or completed separately, and also depending on how in-depth the strategy is, if the Lagoon Strategy includes the Lagoon Master Plan, the budget range is likely to be \$125,000-\$200,000, with the upper range including a portion of:

- Level 1 Retail Market Analysis (\$6,000-\$10,000) and
- Hotel/Hospitality Market Analysis (\$15,000-\$25,000) and/or
- Office Market Analysis (\$15,000-\$25,000) and/or
- Residential Market Analysis (\$25,000)

The city budget for the development of the lagoons property will be based on the design elements of the Lagoon Master Plan as well as ownership structure. This budget will vary widely, depending on the ownership structure selected from page 13, items 3a, 3b, or 3c. The largest cash outlay required is option 3c, with the City of West Fargo as the master developer for these 400 to 500 acres of developable land. In this case, a rough estimate for infrastructure costs can range from \$10,000 to \$100,000 per acre in today's dollars, depending on the design of the property, which cannot be estimated at this time. To estimate rough development costs for site preparation, streets, sidewalks, water, sewer, power, data, and civic spaces, the Lagoon Master Plan's initial site design would need to be in draft form and consultation with local contractors, engineers, and developers would be required, or a professional study and feasibility report commissioned. The cost of this report would depend on several factors such as the scope of the project, the complexity of the infrastructure requirements, and the qualifications and experience of the consultants or organizations commissioned to perform the study. On average, the cost of a professional study and feasibility report can range anywhere from \$50,000 to \$500,000, and should be completed as a feedback loop to the draft master plan. The actual cost would depend on the specific requirements of the project and the degree of the modeling.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

These actions seek to ensure a clear directive from the Commission to pursue, so that the decommissioning and operations process is informed. The timeline for the Lagoon Strategy should begin soon but may require approximately 36 months to complete these actions. The estimated timeline and milestones are illustrated below, which potentially could finish two months earlier if the planning process of action 4.) above began before the developer was selected. However, this misses the opportunity of having the developer participate in the design process. Either method is acceptable.

Critical milestones for the process are defining a land disposal process first to assure future growth at the lagoon site is in alignment with West Fargo 2.0 and the best economic and environmental option for the city. After that, selecting a developer is the next milestone, followed by executing a contract for a planning consultant, and culminating with the adoption of the master plan.

This project is one that impacts most departments within the city. Administration and the City Commission will take the lead in determining the process while all departments and residents of West Fargo will participate in the planning process. An informal internal City of West Fargo City Staff Lagoon Working Group may develop strategic options and then engage the community for lagoon strategy visioning. Consultant teams may be required to assist with market analysis, strategic planning, financial planning, and physical planning. A developer may take the form of a private regional or national developer, a public private partnership (P3) or a regional builders' guild with the city as the master developer. The responsible departments and entities listed under resources are identified as follows and are applicable to all projects.

Abbreviation	Entity	Abbreviation	Entity
CC	City Commission	FI	Finance
PC	Planning Commission	FD	Fire Department
AD	Administrator	PD	Park District
COM	Communications	PZ	Planning and Zoning
ED	Economic Development	POL	Police Department
ENG	Engineering	LIB	Public Library
		PW	Public Works

West Fargo Action Plan

Task	Resource	Start	Finish	1QTR 2023			2QTR 2023			3QTR 2023		
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Lagoon Strategy		2/6/23	6/25/24									
Land Disposal Process	AD, CC, PW, PZ	2/6/23	3/17/23		Disposal Process							
Draft & Issue REOI	AD, PZ, PW	3/20/23	4/28/23			Draft & Issue REOI						
Response Time	PZ	5/1/23	6/30/23				Response Time					
Review REOI Responses & Select Winner	CC, PC, AD, ED, PZ, PW	7/3/23	9/1/23					Review & Select Winner				
Developer Selected		9/4/23	9/4/23									
Draft & Issue Master Plan RFQ	PZ, PW, ENG, AD	3/20/23	4/14/23			Draft & Issue RFQ						
Response Time	PZ	4/17/23	5/26/23				Response Time					
Review RFQ Responses & Select Winner	PC, AD, PZ, ENG, PW, ED	5/29/23	7/7/23					Review & Select Winner				
Contract Complete		7/10/23	7/10/23									
Planning Process	PZ, PC, AD, COM, ENG, FD, PD, LIB, POL, PW	9/5/23	5/13/24									Planning
Adoption Process	PZ, PC, CC	5/14/24	6/24/24									
Master Plan Adopted		6/25/24	6/25/24									

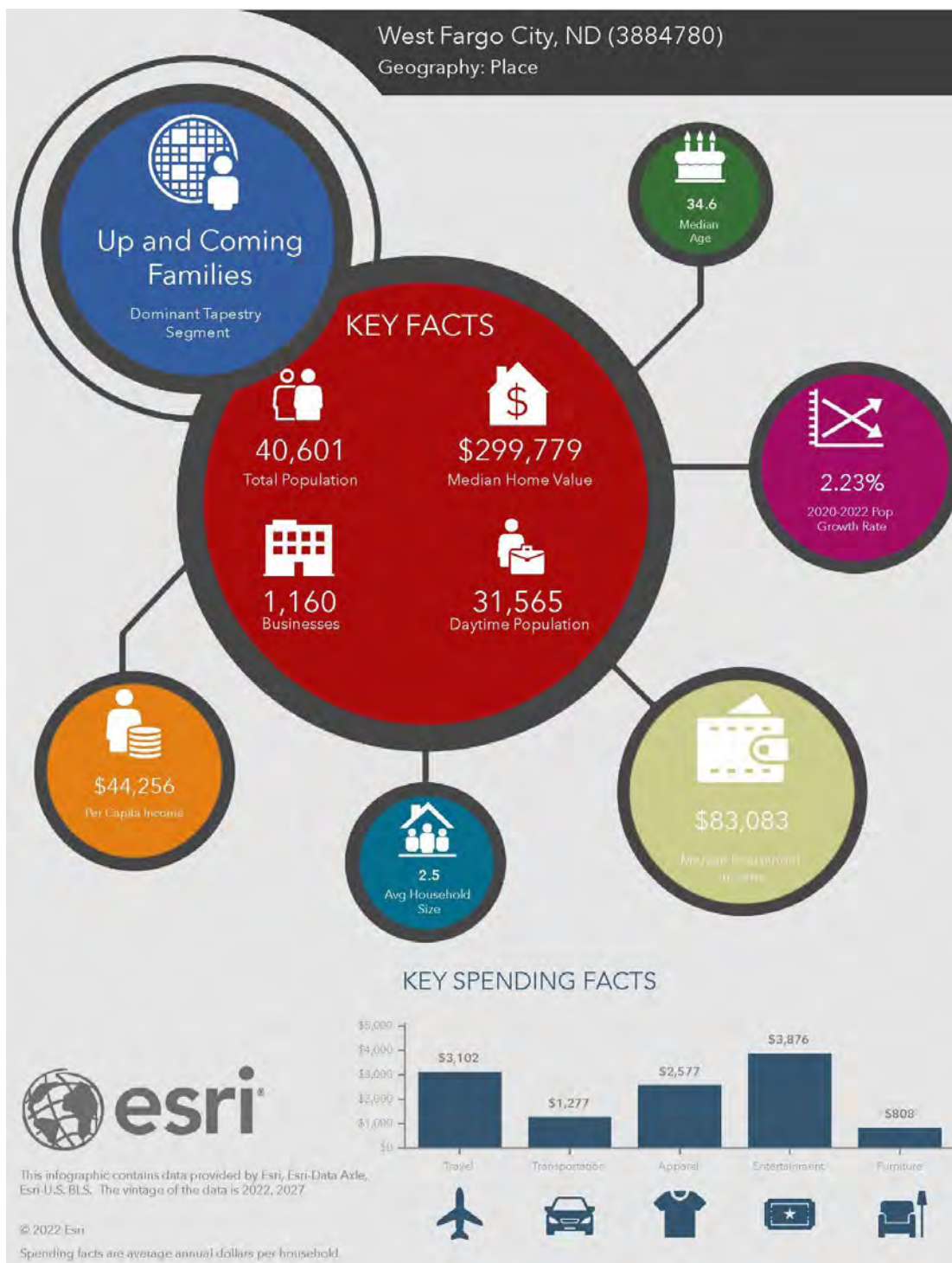
West Fargo Action Plan

Task	Resource	Start	Finish	3QTR 2023		4QTR 2023			1QTR 2024			2QTR 2024
				Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Lagoon Strategy		12/5/22	5/21/24									
Land Disposal Process	AD, CC, PW, PZ	12/5/22	1/13/23									
Draft & Issue REOI	FI, AD, PZ, PW	1/16/23	2/24/23									
Response Time	FI	2/27/23	4/28/23									
Review REOI Responses & Select Winner	CC, PC, AD, ED, FI, PZ, PW	5/1/23	6/30/23									
Developer Selected		7/3/23	7/3/23									
Draft & Issue Master Plan RFQ	FI, PZ, PW, ENG, AD	1/16/23	2/10/23									
Response Time	FI	2/13/23	3/24/23									
Review RFQ Responses & Select Winner	FI, PC, AD, PZ, ENG, PW, ED	3/27/23	5/5/23									
Contract Complete		5/8/23	5/8/23									
Planning Process	PZ, PC, AD, COM, ENG, FD, PD, LIB, POL, PW	7/4/23	3/11/24	Planning Process								
Adoption Process	PZ, PC, CC	3/12/24	4/22/24								Adoption Process	
Master Plan Adopted		4/23/24	4/23/24									

An alternative to this schedule is to issue the Master Plan RFQ after the Developer REOI is received and awarded. The benefits of this approach is that the developer is engaged in the master plan from the beginning and may be more likely to comply with all the design elements. The drawbacks of this approach is that the developer may sway the City of West Fargo away from its vision.

Economic Development Strategy

Significant benefits exist if all of the near term projects are done in concert to provide key feedback loops and cost savings. The Economic Development Strategy, Title IV Zoning Text Amendments and Capital Improvement Planning are essential frameworks to implement the Downtown Master Plan and Lagoon Strategy. All five rely heavily on a new market study and significant public input as well as provide key insights between projects.



Many of the most impactful specific economic development goals established by West Fargo 2.0 still apply today. A strong, market-responsive Economic Development Strategy will add more detail to these goals by determining who is responsible for each goal, what actions must be taken to achieve the goals, by when, and with what resources.

Grow the Economy

- Enhance an Aggressive Economic Development Recruitment Package
- Pursue Food / Dining Opportunities in West Fargo
- Initiate Independent Retail / Micro Retail Pilot Program as Part of Mixed-Use Projects
- Continue Promoting West Fargo Economic Development and Incentive Program
- Consider City of West Fargo Initiated Tax Increment Financing District(s)
- Develop Industrial Village Concept in Northwest Sector of the City
- Create a Distinct Market Position for West Fargo to Encourage Economic Investment and Expand Customer Case for Local Businesses
- Target a Balanced Mix of Uses in Key Nodes
- Enhance Gateways and Districts in West Fargo with Branded Signage
- Continue to Explore Meeting Facility

Establish Downtown as a Cultural Center for West Fargo

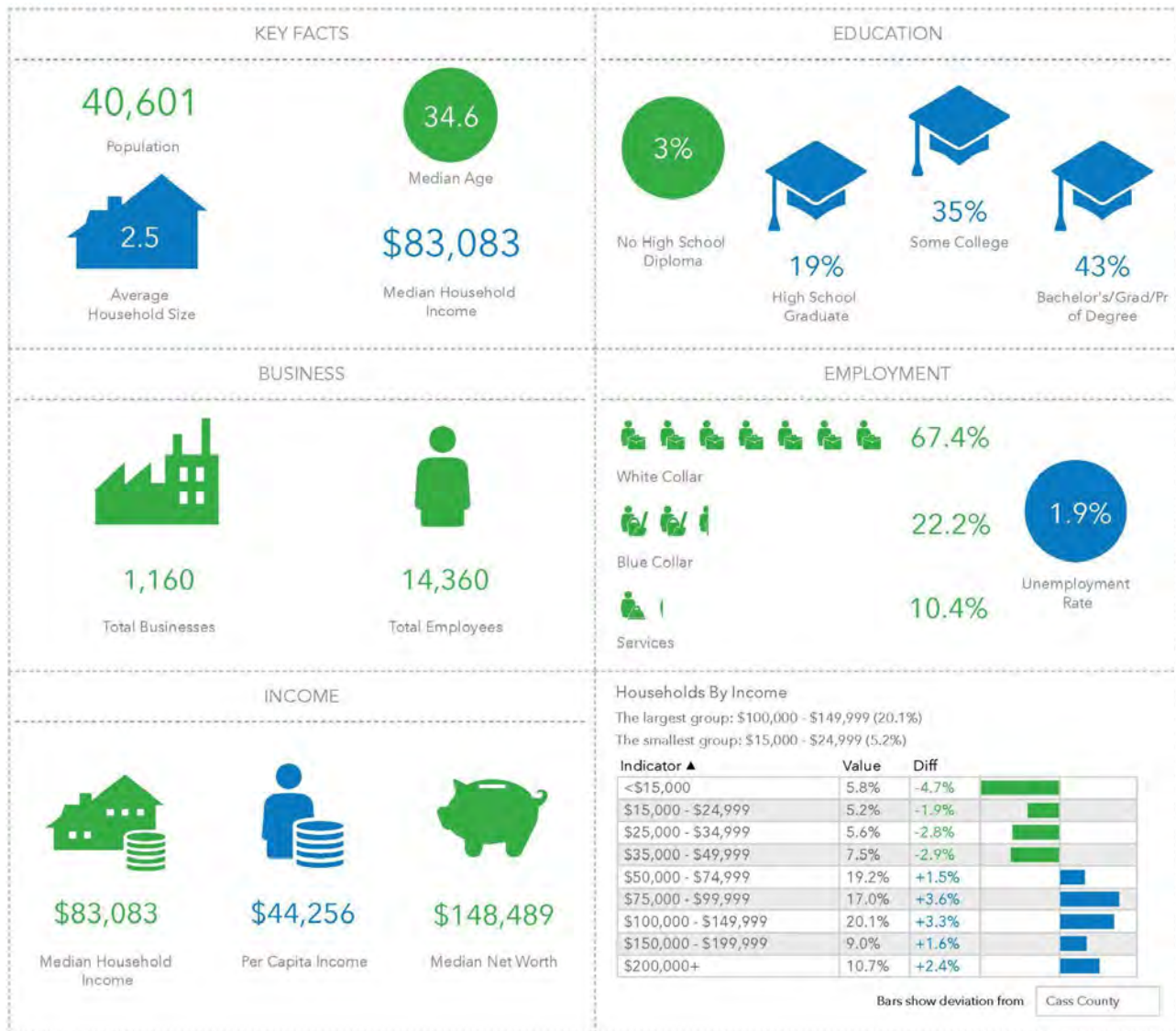
- Establish a Recruitment Strategy to Grow Business and Bring in New Investment to Downtown
- Create a Recruitment Strategy for Downtown Mixed-use Residential
- Consider a Micro-enterprise Retail Project In or Near Downtown
- Promote and Augment the Façade Improvement Program to Assist Investments in Downtown Buildings in Conjunction with Design Guidelines
- Develop a Comprehensive Marketing and Branding Program for Downtown
- Continue to Promote the Downtown West Fargo Business Association
- Contemplate a West Fargo Business Improvement District (BID)
- Enhance Gateways and Wayfinding into Downtown West Fargo with a Consistent Sign System
- Create a Targeted Strategy Focused on Bringing Millennials and Active Empty Nesters to Downtown
- Develop the West Fargo Creative Spaces Initiative

(People of West Fargo et al., 2018, 150-155)

All other actions envisioned by West Fargo 2.0 will collectively develop the economy.

Key Facts

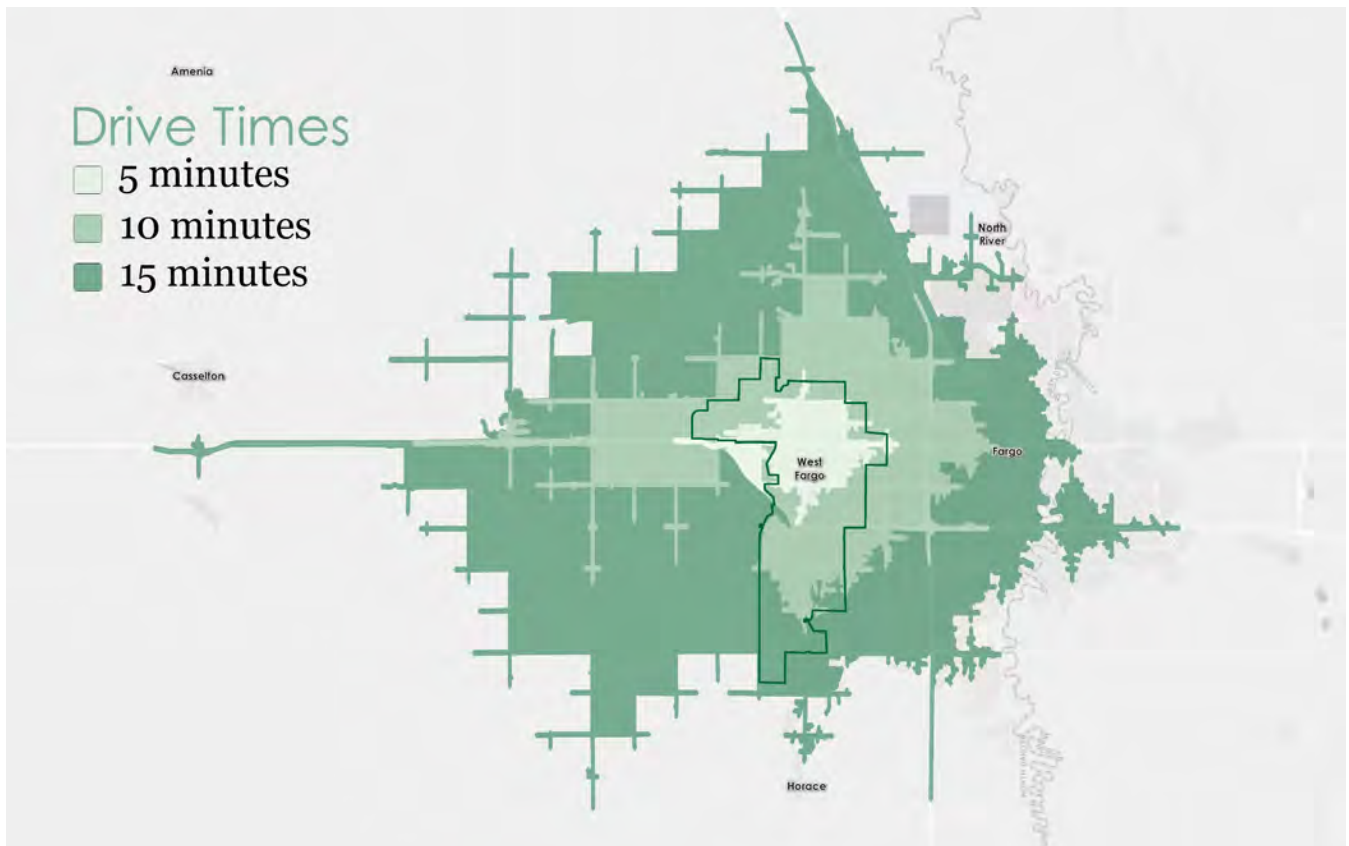
West Fargo City, ND
Geography: Place



This infographic contains data provided by Esri, Esri-Data Axle. The vintage of the data is 2022, 2027.

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Local demographics are key inputs to the Economic Development Strategy. Today, 1,160 local West Fargo businesses employ 14,360 people, while 40,601 residents live here. The West Fargo Planning Resources Assessment that informs this Action Plan underscored the challenges of the dynamic of being a bedroom community, because lower density housing requires more capital expenditures for infrastructure and services, while the residential uses pay lower taxes than commercial and industrial uses. Residents using West Fargo roads to get to jobs outside the city exacerbate this tax base mismatch. Over two thirds of the local jobs are white collar making them at higher risk of migration to more walkable parts of the metro region as remote working becomes more viable post-pandemic. Strong household income and per capita income show significant local support for additional retail and hospitality uses, which if delivered in a walkable format that the market prefers can stem retail leakage and safeguard against population and job decline.

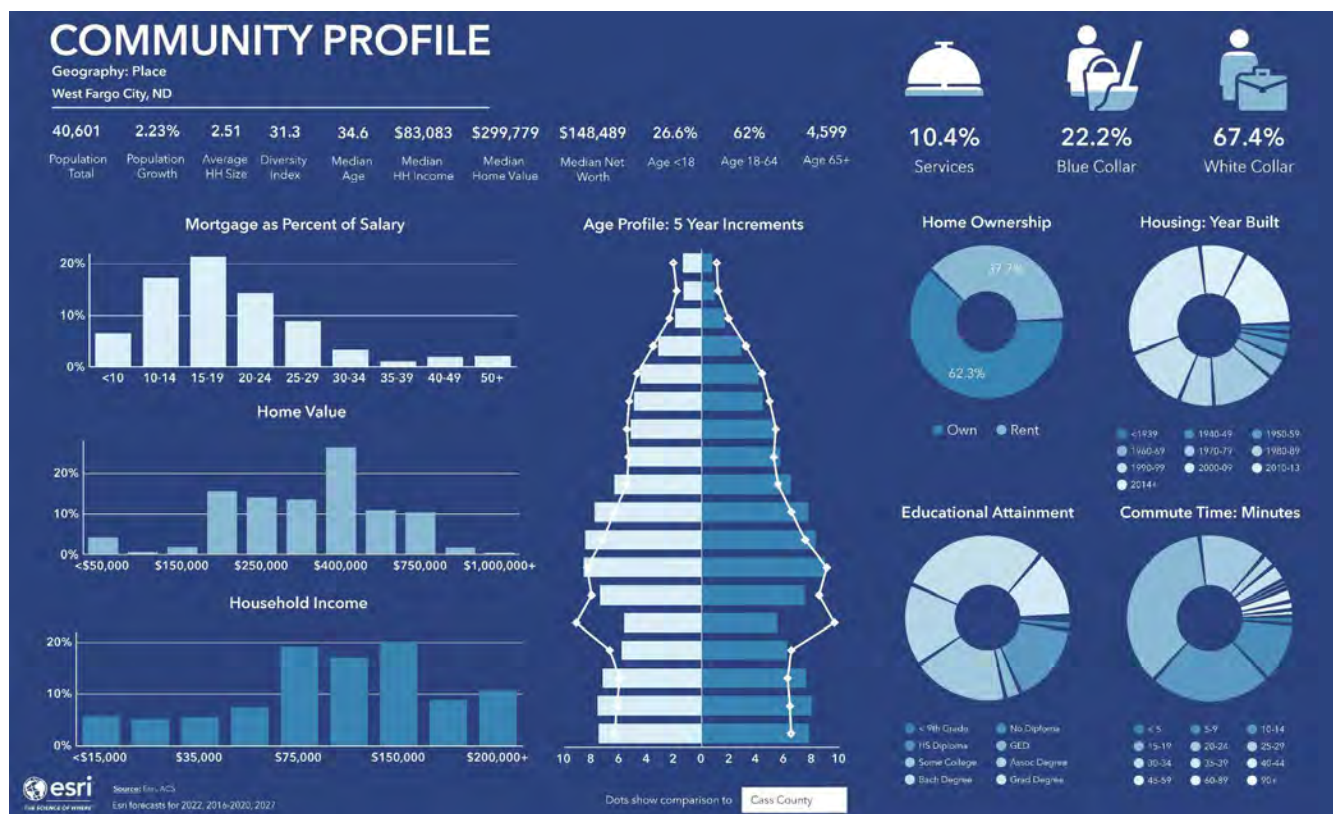


(Esri, n.d.)

Drive times of five, ten and fifteen minutes shape the West Fargo trade area and will be the basis of a new market study, which will likely indicate retail leakage to Fargo. The real estate market is less about “location, location, location,” and more about “customer, customer, customer,” so the study will delve into the demographics of each drive time area. The study will help guide the Economic Development Strategy in many ways, including to decrease any identified leakages and help move away from being a bedroom community by establishing a more robust downtown and neighborhood centers, including the lagoon redevelopment.

The trade area also helps shape transportation strategies for street priority, transit access, and active transportation corridors, which will inform the Capital Improvement Planning. This is especially important because in the age of Amazon, successful brick and mortar retail requires an experience as well as a product, with shoppers increasingly preferring a main street environment. This requires considering the thoroughfare network in terms of either *links*, in which movement is prioritized, or *places*, in which destination space takes precedence. Each has design best practices to serve its larger respective goal. In a link environment, the design objective is to save time. In a place, it is to spend time. Neither is a value judgment, but rather a decision that needs to be made one way or another. Downtown and the lagoon redevelopment will be productive places, linked to the region.

This is an example of how an effective Economic Development Strategy must take into account all of the near term projects within the West Fargo Action Plan in order to achieve the highest return on investment.



Young, Wealthy, and Affordable. West Fargo has a median age of 34.6 years old and is a younger community than Cass County as a whole, underscoring its family-friendly environment. Part of this is the affordable housing available, which is considered affordable if it is no more than 30% of household income. Affordability is achieved in West Fargo, not from cheap houses as the median home value is \$299,779, but from the relatively high median household income of \$83,083.

Local wealth generates strong home ownership (62% of households own their dwellings) that makes West Fargo more resilient to displacement from gentrification when the sorts of neighborhood upgrades envisioned in West Fargo 2.0 are realized. These upgrades would generally complete existing single use communities, which would also help reduce commute times, cost of transportation and greenhouse gas emissions while growing the tax base by expanding commercial uses.

ACTIONS

1. COMPLETE A MARKET STUDY. Write an RFP to a shortlisted set of firms who specialize in quantifying demand for walkable, mixed use places, such as Gibbs Planning Group (gibbsplanning.com), Zimmerman-Volk (www.zva.cc) and RCLCO (www.rclco.com). If one or more of the near term projects are consolidated and awarded to an outside consultant, this market study could be rolled up to be a subconsultant to the multidisciplinary prime consultant. The market study should include a Level 1 Retail Market Study and may be useful to include a Level 2 Retail Market Study, Hospitality Market Study, Industrial Market Study and a Residential Market Study:
 - a. RETAIL MARKET STUDY (LEVEL 1) will provide a general understanding of the amounts and types of retail development that are presently supportable:
 - i. Collect third party demographic data, including household income and consumer expenditure potential by retail category, for the estimated trade areas of the subject site.
 - ii. Utilize GIS mapping to estimate the study area's trade areas and potential market boundaries.
 - iii. Analyze 25 retail types including apparel, books, children's, department stores (discount and luxury), electronics, gifts, grocery, hardware, home furnishings, pharmacies, sporting goods and restaurants.
 - iv. Report on levels of retail development supportable in Downtown and the lagoons planning area and what size retailers would most likely be supportable at the sites along with supporting demographic tables.
 - b. RETAIL MARKET STUDY (LEVEL 2) includes all items in Level 1 plus:
 - i. Physically visit most relevant employment centers, shopping centers, retailers and residential clusters.
 - ii. Evaluate stores' quality, service and merchandise to seek out potential voids or over-supply of a particular good or service.
 - iii. Conduct pedestrian and drive-time studies and prepare a gravitational model to estimate the site's primary and secondary trade areas.
 - iv. Research and collect third party demographic data, household income, consumer expenditure potential by retail category, education levels, percentage of various employment types, age, and projected growth.
 - v. Analyze 20 retail types including apparel, books, children's, department stores (discount and luxury), electronics, gifts, grocery, hardware, home furnishings, pharmacies, sporting goods and restaurants.

- vi. Report on levels of retail development supportable in Downtown and the lagoons planning area, sales forecasts and size estimates of the retailer categories most likely to be supportable for the next five years.
- c. HOSPITALITY MARKET STUDY: similar to the methodology and content of the Level 1 Retail Market Study, but targeting small and mid sized hotels.
- d. INDUSTRIAL MARKET STUDY: similar to the methodology and content of the Level 1 Retail Market Study, but targeting clean, green industrial uses as well as artisanal manufacturing.
- e. RESIDENTIAL MARKET STUDY: determine the optimum market position for new dwellings. This analysis will establish the depth and breadth of the market for new rental and for-sale dwelling units (target market potential), as well as provide the unit sizes and configurations, rent, and price points (optimum market position) that will attract the target draw area households.
 - i. Supply-Side Data on Current Context: collect information on relevant multi-family for-sale units and rental communities, by property.
 - ii. Target Market Analysis to draw area delineation of the draw areas for housing in West Fargo.
 - iii. Market Potential: depth and breadth of the potential market for new and existing housing units: 1) household classification by market group; 2) households within the draw areas with the potential to move within/to the West Fargo; 3) filtering of those households by relevant criteria including mobility and migration factors, income levels, and housing propensities.
 - iv. Optimum Market Position: Based on the findings of the target market analysis, the supply-side context, and the existing conditions, constraints and opportunities of the core neighborhoods, the optimum market position for new housing in Downtown and the lagoon study area will be established: 1) tenure and unit types that match market; 2) unit sizes and configurations; 3) base rents and prices; and 4) annual market capture by value (price and rent) range, over five years (absorption forecasts). The study will also provide descriptions of target market buyers and renters.
- 2. Consider the pros and cons of writing the Economic Development Strategy in-house using City of West Fargo staff, starting from the base ESRI data with 2022 projections included in this Action Plan and the outputs of the Market Study.
 - a. Pros: The benefits of this approach include more local knowledge of both opportunities and threats in the marketplace today, making the strategy more detailed and in line with local development pressures as well as more nimble as those pressures change over time.
 - b. Cons: This action would require a significant amount of staff time and attention to complete the Economic Development Strategy, which may conflict with day to day job

requirements. Also, staff may not have access to the same level of insights from consultants who routinely guide municipalities in development strategies to build short term boosts and long term resilience.

3. Should the consultant approach be chosen in item one, issue an RFP for the Economic Development Strategy.

RESOURCES AND ANTICIPATED FUNDING SOURCES

City funds should be the predominant support for the Economic Development Strategy. While federal grants may be available to partially fund (www.grants.gov), this may delay the overall initiative and not be worth the cost benefits of sharing the market study portion of the Economic Development Strategy with the Lagoon Strategy and Downtown Master Plan.

Should the City choose to not draft the Economic Development Strategy in house, the cost for a consultant will depend on whether the Downtown Master Plan and Lagoon Strategy includes the market study, and on how in-depth the Economic Development Strategy is. The cost of an Economic Development Strategy can vary greatly depending on several factors such as the scope of the project, the complexity of the strategy, the qualifications and experience of the consultants or organizations commissioned to perform the study, and the specific requirements of the city. On average, the cost of an Economic Development Strategy can range anywhere from \$50,000 to \$500,000 or more.

The cost of the Economic Development Strategy is influenced by the level of detail, research, and analysis required to develop a comprehensive strategy that meets the needs of the city. The cost can also be influenced by the level of engagement with stakeholders, the complexity of the data and market analysis, and the extent of the planning and implementation support required.

Assuming a moderate effort on all of these points and strong support from the City of West Fargo Economic Development Department, the Economic Development Strategy could be competent in the \$50,000-\$125,000 range, with the higher range including one or more of these market study elements:

- Level 1 Retail Market Analysis (\$6,000-\$10,000) and
- Hotel/Hospitality Market Analysis (\$15,000-\$25,000) and/or
- Office Market Analysis (\$15,000-\$25,000) and/or
- Residential Market Analysis (\$25,000)

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

The timeline for the Economic Development Strategy is approximately 12 months. The Market Study consultant selection process could be shortened if scopes and estimates were requested from shortlisted consultants, with a fast-track selection process. This is especially helpful to inform the Lagoon Strategy. Should the Economic Development Strategy be done in-house, it could run concurrently with the other near term projects. If the Economic Development Strategy is outsourced to an outside consultant who is also assisting with the Lagoon Strategy, the combination of the projects could consolidate expenses and compress the engagement process to be less of a burden on the community and staff.

Critical milestones for the process are selecting a Market Study consultant, selecting an Economic Development Strategy Consultant (unless the option to complete the study in house is selected) and adoption of the Economic Development Strategy.

Abbreviation	Entity	Abbreviation	Entity
CC	City Commission	FI	Finance
PC	Planning Commission	FD	Fire Department
AD	Administrator	PD	Park District
COM	Communications	PZ	Planning and Zoning
ED	Economic Development	POL	Police Department
ENG	Engineering	LIB	Public Library
		PW	Public Works

West Fargo Action Plan

Task	Resource	Start	Finish	1QTR 2023			2QTR 2023			3QTR 2023			4QTR 2023		
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Economic Development Strategy		2/7/23	7/31/23												
Select market study consultant	ED, AD	2/7/23	3/15/23												
Draft market study	ED, AD	4/17/23	5/26/23												
Market study complete		6/1/23	6/1/23												
Consider writing ED Strategy inhouse	ED, AD, FI	5/1/23	5/12/23												
Draft & Issue RFP if Consultant Chosen	ED, AD	5/15/23	6/12/23												
Response Time	ED, AD, FI	6/12/23	7/10/23												
Review Responses & Select Winner	ED, AD, FI	7/10/23	8/7/23												
Contract Complete		9/5/23	9/5/23												
Develop ED Strategy	ED, AD	9/5/23	12/4/23												
Strategy complete		12/18/23	12/18/23												

Capital Improvement Planning

While a number of recent studies have quantified the need for the rehabilitation of core infrastructure, no financial plan is in place to fund the required improvements. This project will catalog the pertinent studies and establish a plan to pay for the needed upgrades, which can be integrated with the City's existing Capital Improvement Planning process. Because of the level of local knowledge and insight required for this work, it is best done in-house if staff capacity is available.

This project should begin immediately in order to consider potential federal dollars available from the Bipartisan Infrastructure Law (www.whitehouse.gov/bipartisan-infrastructure-law/) for any infrastructure that reduces lead pipes, increases high-speed internet access, builds better roads and bridges, invests in public transit, builds a network of electric vehicle chargers, upgrades power infrastructure, builds resilient infrastructure, or invests in environmental remediation.

The full capital improvement planning process is an ongoing process that will be receiving inputs and direction from future studies, such as the Lagoon Strategy and Downtown Master Plan. The Economic Development Strategy and Public Input also will provide important feedback loops to Capital Improvement Planning. Because of the connections between all actions of this Action Plan, and the expediency of accessing viable funds, this plan should be an ongoing process that utilizes best practices in capital planning.

One reason outside funding sources are needed for basic infrastructure rehabilitation is because the gross density of West Fargo is 3.9 dwelling units per acre, even using the higher 2022 population estimates. This relatively low density of a predominately residential tax base makes it unlikely to be able to support much more than routine maintenance as critical infrastructure nears the end of its life cycle. Because of this, it is essential to ensure that both the Lagoon Strategy and the Downtown Master Plan align with the high return, compact, mixed use forms and narrower streets envisioned by West Fargo 2.0 to create places that pay.

ACTIONS

1. Review the Bipartisan Infrastructure Law and identify any projects that would qualify.
2. Catalog all pertinent local studies that address required core infrastructure rehab.
3. Establish cost estimates associated with each of the required infrastructure investments.
4. Within the City's Capital Improvement Plan, fast track any local project that may qualify for federal dollars.
5. Submit grant applications for any projects that may qualify for federal funding.
6. Review and prioritize lagoon redevelopment and core area development and create a timeline for each of these projects as the first drafts of the Lagoon Strategy and Downtown Master Plan are completed.
7. Identify additional sources of funds to help repair and revitalize core infrastructure.

8. Write a second round of federal grant applications for any projects that may qualify.
9. Create a second draft Capital Improvement Plan detailing each infrastructure project's indicative cost estimates, responsible parties, target construction dates and potential funding sources.
10. Submit Capital Improvement Plan for approval.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Capital Improvement Plan should be funded by the City. Project needs identified in the plan may well qualify for federal funding provided the infrastructure aligns with federal priorities (www.grants.gov). In addition to the Bipartisan Infrastructure Law, HUD Community Development Block Grants may apply (hudexchange.info/programs/cdbg/).

Because of the level of local knowledge and insight required for this work, it is best done in-house if staff capacity is available, with no external consultant. If an external consultant is required, the scope should be sparing as monthly zoom check-ins to facilitate progress on action items 1 through 10 on pages 27 and 28. This cost should be approximately \$11,000 per year, if required.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

The timeline for Capital Improvement Planning is ongoing, although the first round required is approximately 16 months. This could be shorter if some tasks such as federal grant identification and application were outsourced to a consultant. Critical milestones for the process are to submit two rounds of grant applications for any projects that may qualify for federal support after the first and second drafts of the Capital Improvement Plan are complete.

Abbreviation	Entity	Abbreviation	Entity
CC	City Commission	FI	Finance
PC	Planning Commission	FD	Fire Department
AD	Administrator	PD	Park District
COM	Communications	PZ	Planning and Zoning
ED	Economic Development	POL	Police Department
ENG	Engineering	LIB	Public Library
		PW	Public Works

West Fargo Action Plan

Task	Resource	Start	Finish	1QTR 2023	2QTR 2023	3QTR 2023
Core Infrastructure Rehab Financial Plan		2/27/23	4/22/24	Feb	Mar	Apr
Identify projects qualifying for BIL funding	AD, ENG, PW	2/27/23	4/7/23			
Catalog all needs	ENG, PW	2/27/23	4/14/23			
Develop cost estimates for tasks	ENG, PW	4/17/23	5/26/23			
First Draft of plan	ENG, PW, AD	5/30/23	7/14/23			
Develop federal grant applications	AD, ENG, PW	7/17/23	10/6/23			
Downtown & Lagoon timelines	PW, ENG, PZ, AD	11/13/23	1/5/24			
Identify other funding sources	PW, ENG, AD, CC	10/9/23	12/8/23			
2nd round Federal grant applications	AD, ENG, PW	12/8/23	2/9/24			
Second Draft of plan	ENG, PW, AD	2/5/24	3/15/24			
Submit plan for approval	CC, AD, ENG, PW	3/18/24	3/18/24			

West Fargo Action Plan

Task	Resource	Start	Finish	3QTR 2023	4QTR 2023	1QTR 2024
Core Infrastructure Rehab Financial Plan		2/27/23	4/22/24	Sep	Oct	Nov
Identify projects qualifying for BIL funding	AD, ENG, PW	2/27/23	4/7/23			
Catalog all needs	ENG, PW	2/27/23	4/14/23			
Develop cost estimates for tasks	ENG, PW	4/17/23	5/26/23			
First Draft of plan	ENG, PW, AD	5/30/23	7/14/23			
Develop federal grant applications	AD, ENG, PW	7/17/23	10/6/23			
Downtown & Lagoon timelines	PW, ENG, PZ, AD	11/13/23	1/5/24			
Identify other funding sources	PW, ENG, AD, CC	10/9/23	12/8/23			
2nd round Federal grant applications	AD, ENG, PW	12/8/23	2/9/24			
Second Draft of plan	ENG, PW, AD	2/5/24	3/15/24			
Submit plan for approval	CC, AD, ENG, PW	3/18/24	3/18/24			

MID TERM PROJECTS

Sign Code Update

The Supreme Court of the United States found in *Reed v. Town of Gilbert, Arizona* in 2015 that local governments cannot define the content of sign codes because of First Amendment protections of free speech. Most local governments, including the City of West Fargo have sign regulations that define signs based upon content, for example, real estate signs, political signs, advertising signs, etc. As a result, local governments across the nation are updating their sign codes to remove content regulations and regulate strictly by type, size, and location.

PlaceMakers, LLC was contracted to draft an updated sign code for the city and that was completed in August, 2021. This included two rounds of edits from staff. Because of staff turnover the stakeholder meetings and public process has not begun.

ACTIONS

1. Current planning staff reviews and redlines draft of sign code.
2. Initiate public engagement beginning with focus groups to refine the first draft prior to public review.
3. Edit first draft based upon focus group comments.
4. Publish the sign code for public review and initiate the adoption process.

RESOURCES AND ANTICIPATED FUNDING SOURCES

This process was funded in March of 2021. It will require some Planning staff time to review the code, assemble the focus groups, and manage the adoption process, but it should not require additional financial resources. The amount left on the contract for this item is \$13,050.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

The responsibilities of this process will fall largely on the Planning and Zoning Department along with the Planning Commission and City Commission for consideration and possible adoption. Because the first draft is complete, the project is expected to take four to six months to complete. It is anticipated this project could begin in the second half of 2023, depending on staff capacity, and be completed by early 2024.

Increased Coordination for Space Management

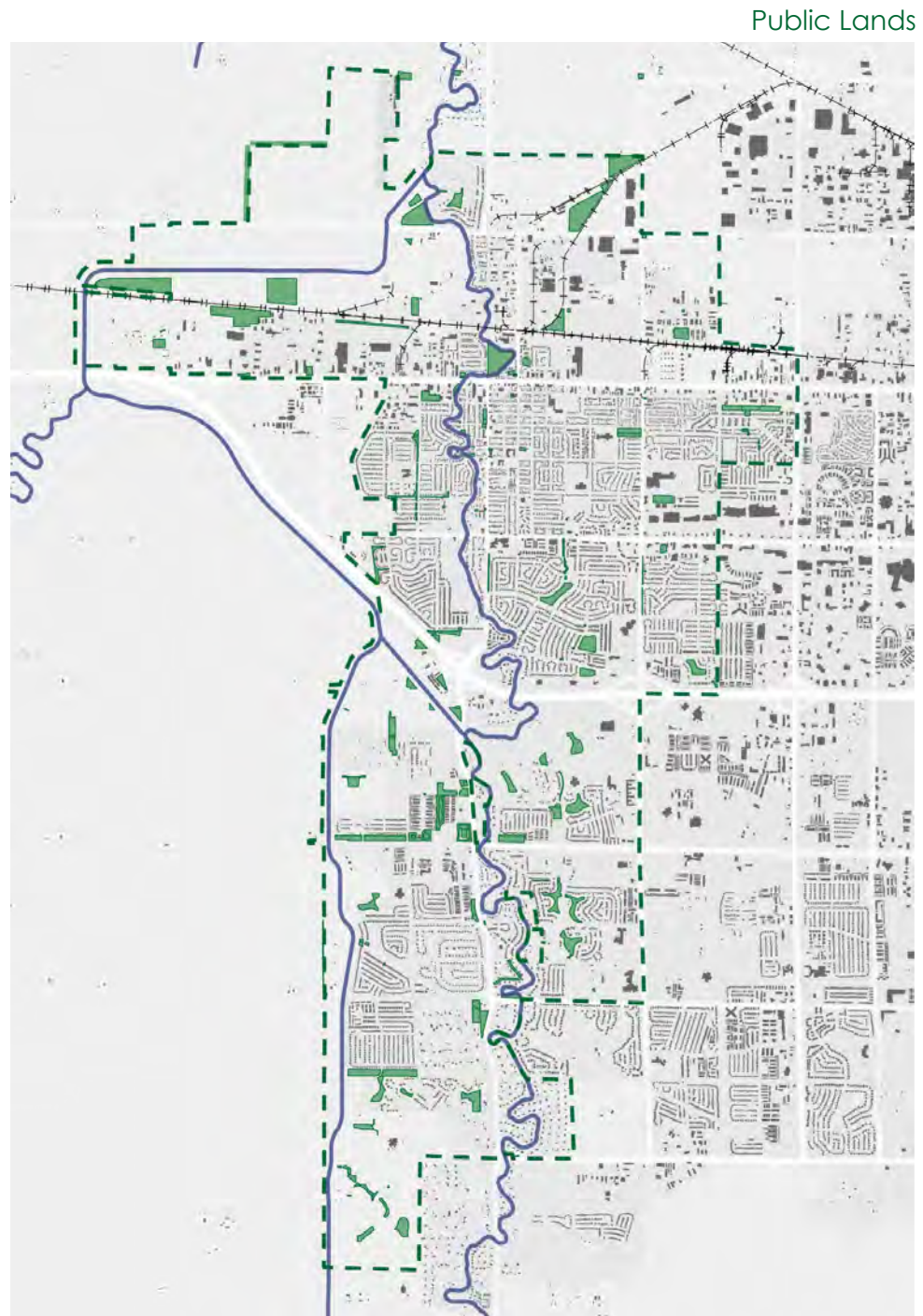
The needs assessment highlights the desire for increased coordination in space management efforts both internally (schools, parks, services) and externally (partner governments). Consideration should be given to best practices for how a city should manage such efforts holistically, such as through an ongoing CIP/budgeting process and how best to coordinate facility decisions amongst partner governments.

These considerations include the acquisition of new facilities, particularly for the Fire Department and Library. Both of these assets are crucial to the continued desirability of West Fargo. As the lagoon area opens up for development, strategies must be in place for acquisition of new sites for civic infrastructure. Also, there are existing city owned parcels totalling over 445 acres in addition to the lagoon area available for use that should be allocated for the needs at hand. These include:

- **FIRE STATIONS.** The city is two fire stations behind the goal to achieve the desired service standard. As population density changes this becomes even more important. West Fargo is the 5th largest city in North Dakota and is currently growing at a rate of 3.21% annually and its population has increased by 6.63% since the most recent census. (U.S. Census Bureau, n.d.) Six planning fire zones and four sub zones currently reflect existing call volume. The Lagoon Strategy and Growth Areas Master Plan must address fire safety. A strong analysis of community resilience should be performed. The Fire Strategic Plan 2023-2028 update is starting now and should inform the Increased Coordination for Space Management.
- **LIBRARY.** West Fargo is approximately 10 years behind in the planning cycle for the library. Adequate library space is an essential amenity to attract new workers and residents as well as to serve the existing community. Considerations for the library should include the options of expansion in the current location in the heart of the city or the possibility of branch libraries in expanding areas to the northwest. If these buildings are sited in a walkable location with parking either on-street or behind the building, they are able to anchor the neighborhood in the same way that baby box retail would, as an important center that will increase economic activity. (Borys & Benfield, n.d.)
- **CITY HALL.** West Fargo 2.0 references the need for civic uses downtown, as an important civic anchor. The Downtown Master Plan update is likely to have more direction regarding this, as a near term project. Trying to build a downtown out of just specialty shops also does not work because form follows anchor. You can only support about 30,000 square feet of retail without an anchor. And that does not necessarily mean a baby box retailer anchoring main street – non-retail amenities like a library, post office, city hall, and courthouse are all strong civic anchors.
- **PLACEMAKING.** Participants in the needs assessment that informs this action plan referenced the newly-formed Public Art Advisory Committee (www.westfargond.gov/1077/Public-Art-Advisory-Committee/) and the need for it to build capacity. There is a void of public art in West Fargo that limits a younger demographic. One option for some of the city-owned parcels is to host pop-up installations to activate the spaces and engage the community. Huntsville, Alabama developed a Pop-Up Park Experience

(downtownhuntsville.org/blog/pop-up-parks) that has been very successful with corporate sponsorship and community engagement. This could be a case study for West Fargo. Other Tactical Urbanism Guides (tacticalurbanismguide.com/guides/) may be helpful in expanding local initiatives.

The available lands are dispersed throughout the city as is seen on the following map. The lagoon area is not included in this map since it is covered by a master planning project.



(City of West Fargo et al., 2022)

ACTIONS

1. Catalog and map city-owned parcels for the near term uses. The initial map above is based in part on Cass County data available in ESRI. The accuracy should be confirmed.
2. Develop a programming strategy for public space within the city with tactical urbanism (issuu.com/streetplanscollaborative/docs/task2_mgmt-guide_final_web) methods. This will require staff oversight but can use community participation for sponsorship, stewardship, and management. See the reference to Huntsville, Alabama's Pop-Up Park Experience (downtownhuntsville.org/blog/pop-up-parks).
3. Assure all master plan projects within this action plan assess civic needs for facility expansion and develop policies for developer land contributions.
4. Develop a prioritized list of new facilities, with timelines, management teams, and potential funding sources.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Increased Coordination for Space Management should be funded by the General Fund. Project needs identified in the plan may well qualify for federal funding provided the infrastructure aligns with federal priorities (www.grants.gov).

Because of the level of local knowledge and insight required for this work, it is best done in-house if staff capacity is available, with no external consultant.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Administration and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and approval.

Specific Corridor / Infrastructure / Utility Servicing Plans

Plans for corridors, infrastructure and utilities will help prepare for the new growth from the redevelopment of the lagoons and diversion as well as to ensure maintenance and servicing for existing infrastructure and utilities. Maintenance and upgrades to core infrastructure of streets and utilities have not kept up with recent growth. The City of West Fargo provides residents the following utilities and services: appliance disposal, dumpsters, forestry, garbage and recycling, water and sewer, sump pump, and vector control. West Fargo Public Works Department maintains West Fargo's streets, sewer and water, sanitation, forestry, and buildings.

The servicing plans should be guided by development types supported by West Fargo 2.0. These forms of streets and compact mixed-use buildings are higher return than the existing lower density residential uses, creating long-term support for a more resilient city budget, reducing the likelihood of deferred maintenance. (Borys & Benfield, n.d.) Smart growth development generates ten times more tax revenue per acre than conventional suburban development and costs less by an average of 10% on ongoing delivery of police, ambulance and fire services. (Smart Growth America, 2013)

ACTIONS

1. Assess capacity of existing and expected corridors, infrastructure, and utilities.
2. Develop a city-wide utilities corridors, infrastructure, and utilities upgrade list.
3. Apply for federal grants for any projects that may qualify.
4. Establish a strategy for financing growth-triggered utility & infrastructure upgrades.
5. Outline a sequenced plan to deliver the neighborhood serving infrastructure.
6. Consider pros and cons of a City-wide Utilities Development Cost Levy.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Specific Corridor / Infrastructure / Utility Servicing Plans should be funded by the General Fund. Project needs identified in the plan may well qualify for federal funding (www.grants.gov). Particular attention should be given to any projects that may qualify for funding under the Bipartisan Infrastructure Law (www.whitehouse.gov/bipartisan-infrastructure-law/) for any infrastructure that reduces lead pipes, increases high-speed internet access, builds better roads and bridges, invests in public transit, builds a network of electric vehicle chargers, upgrades power infrastructure, builds resilient infrastructure, or invests in environmental remediation.

Because this is a mid term project, costs are not estimated at this time, but will be influenced by the level of detail and analysis to assess the capacity of existing and expected corridors, infrastructure, and utilities, and to develop a comprehensive strategy for financing growth-triggered upgrades and delivering neighborhood serving infrastructure. The cost will also be influenced by the extent of research, stakeholder engagement, data analysis, and planning and implementation support required.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

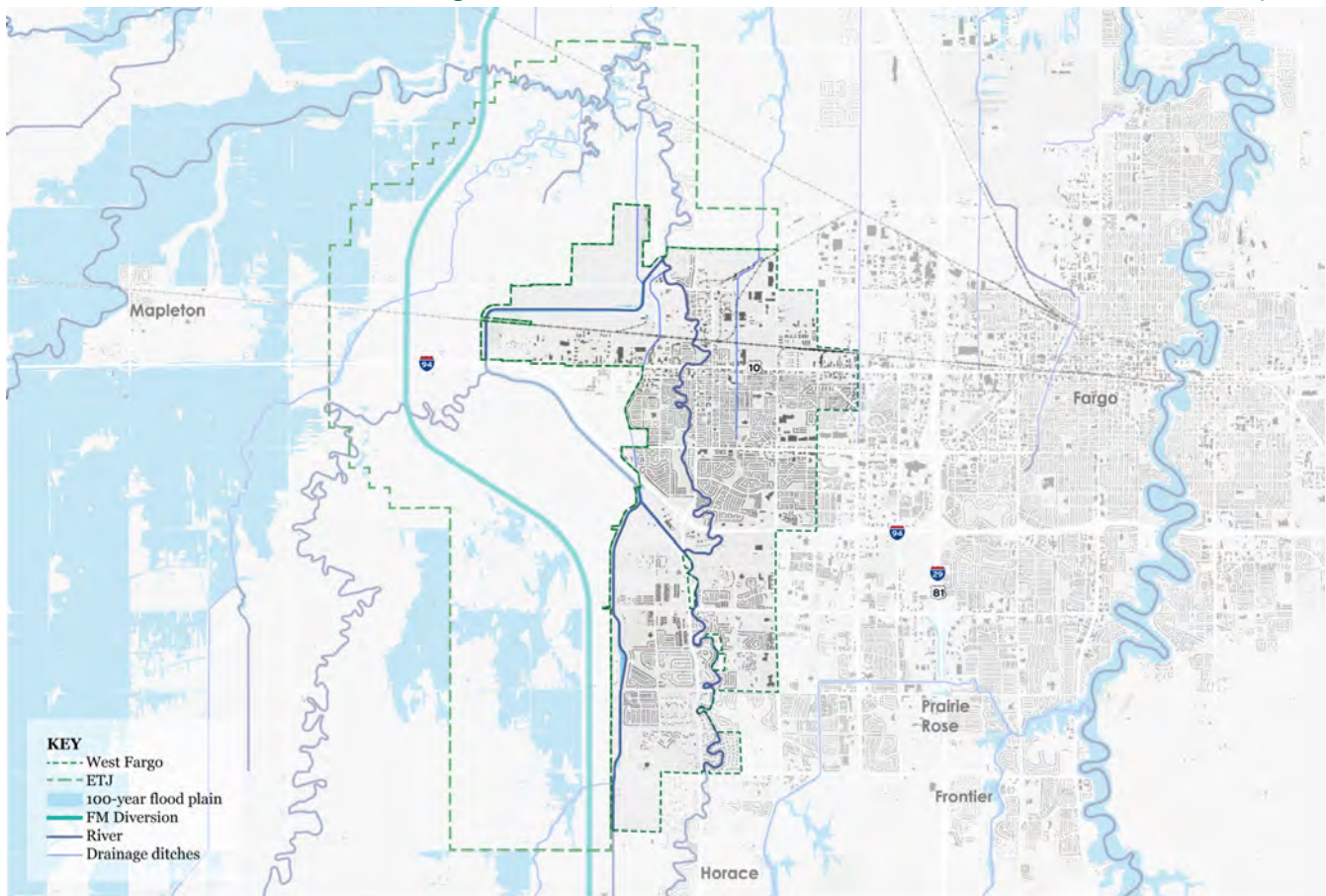
This project will be co-led by Public Works and Engineering and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and possible adoption.

Growth Areas Master Plan

While the lagoon property is clearly the area with highest growth potential, the Lagoon Strategy is carved out separately to facilitate immediate action. The mid term priority for the Growth Area Master Plan considers all remaining growth areas including densification of existing parts of the city that may be experiencing redevelopment pressures, the area made available by the FM Diversion, and the limited areas for infill development on the south end. With the exception of the lagoon area, the majority of West Fargo is built out. However, the FM Diversion will create the opportunity for future growth and the participants in the workshops expressed the need to be prepared with a clear vision when the diversion is complete.

The image below includes the West Fargo Extraterritorial Jurisdiction (ETJ) to the north and west of the city as well as the 100-year floodplain with the diversion project completed. Much of the land within the ETJ will be available for expansion as the need arises. West Fargo 2.0 is clear on the type of future development and that vision is supported by the workshop participants, Administration and the Planning Commission. To assure that vision is achieved, master planning for the almost 27 square miles in the ETJ should be a mid-term priority.

West Fargo Extraterritorial Jurisdiction and Diversion 100-Year Floodplain



(Metro Flood Diversion Authority et al., 2022)

ACTIONS

1. Develop an RFP for a consultant as this scope is too large to execute with Planning Staff alone. The scope should include:
 - a. An assessment including a market analysis (if more than two years after the completion of the analysis done for the Economic Development Strategy).
 - b. An engagement plan asking for the current best practices in both digital and in person outreach.
 - c. Sector plan to determine the following types of land development:
 - i. Lands protected from future development, like the floodplain;
 - ii. Lands of rural character where future development is very limited to not overburden resources or natural systems, typically farmland;
 - iii. Lands of primarily rural character where future development is limited to not overburden resources or natural systems, typically lands served by local roads and with limited water and sewer services;
 - iv. Lands that can support substantial growth by virtue of proximity to existing infrastructure and safety from hazards; and
 - v. Land already developed that can support further and more intensified development.
 - d. Illustrations should be required in addition to the planning efforts to assist in telling the story for the community and marketing the area for future development.
2. The selection process should be designed for the 21st century including digital proposal submissions instead of paper submissions and video interviews.
3. The target date for the planning kick-off should be determined based on the completion of six short term projects.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Growth Areas Master Plan should be funded by the City. Project needs identified in the plan may well qualify for federal funding provided the infrastructure aligns with federal priorities (www.grants.gov). The fiscal demands of this project vary greatly with the scope. The scope variation is largely impacted by the availability of staff to support the project.

1. Conservative \$75,000 to \$100,000 scope includes:
 - a. Analyze base material and contributing documents, including 2020 Census data and projections, starting with the summaries on the Economic Development Strategy pages and base maps.
 - b. Create a project website to enable digital community input.
 - c. Engage focus groups to provide direction to the vision and goals of the plan during a site visit, as well as by videoconferences.

- d. Produce the vision, goals, actions, and plan with first and final drafts, collecting edits from the community.
- e. Present each draft of the plan to the community via videoconference.
- 2. Holistic \$150,000 to \$200,000 scope includes all of option 1, plus the following:
 - a. More time onsite for the consultant team for additional consultation with the community. Attend public hearings in person.
 - b. Team members from additional specialties identified during contract negotiations, such as stormwater management, transportation, retail, and housing.
 - c. Illustrations of types of future development in the plan, as a visioning and implementation tool.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Planning Department and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and possible adoption. Master planning at this scale usually takes 12 to 18 months.

Unified Development Code Update

The existing zoning, subdivision and engineering regulations will not allow the sorts of high return walkable, mixed-use compact development that West Fargo 2.0 envisions. While the short term project of the Title IV Zoning Text Amendment will ease some of these constraints, a full Unified Development Code Update will bring all development regulations up to today's best practices of making a user-friendly, graphic-intensive ordinance that uses plain language to implement West Fargo 2.0. By codifying the collective local vision, the local development application process should be significantly shortened, reducing market uncertainty and the amount of time to get new projects approved. This becomes an important part of the Economic Development Strategy, to welcome new businesses as well as alleviate the time and money that existing businesses and residents face when wanting to redevelop their properties.

The Unified Development Code should deliver complete communities in line with today's market preferences. 66% of Americans believe that investing in schools, transportation choice, walkability and key community features is the best way to strengthen the economy. Less than 10% of massive Millennial and Boomer Generations want traditional, auto-dependent suburban living, even though over 40% live there today. "Economics of place" is likely to drive economic growth and development, with traditional business recruitment strategies seen as less important than investing in local amenities and quality of life. (American Planning Association, 2014)

ACTIONS

1. Develop an RFP for a consultant as this scope is too large to execute with Planning Staff alone. The scope should include:
 - a. An engagement plan asking for the current best practices in both digital and in person outreach.
 - b. Unified Development Code scope including current best practices requires the following content, however the RFP should allow respondents to address these topics creatively:
 - i. GENERAL PROVISIONS: Authority, Applicability, Intent, Zoning Districts Established, Nonconformities, Enforcement, Severability, Effective date, Repealer
 - ii. SUBDIVISION: Street Standards, Block Standards, Platting Standards, Open Space Standards
 - iii. ZONING REGULATIONS: Buildings and Yards, Use, Parking Standards, Landscaping Standards, Fencing, Signage Standards, Lighting Standards
 - iv. RIGHT-OF-WAY REGULATIONS: General, Context, Right-of-way Assemblies, Roadway Requirements, Parkway Requirements, Access
 - v. ADMINISTRATION AND PROCESS: Approval Authority, Amendments, Notification and Hearings, Processes, Applications, Deviations
 - vi. DEFINITIONS
 - c. Presentation of draft Unified Development Code for review, edit, and adoption.

- d. Staff and development community training.
2. The selection process should be designed for the 21st century including digital proposal submissions and video interviews. Selection criteria should require respondents to demonstrate experience of writing a minimum of five Unified Development Codes, and having them successfully adopted.
3. The target date for the planning kick-off should be determined based on the completion of the short term projects.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Unified Development Code Update should be funded by the General Fund. Project needs identified in the plan may well qualify for federal funding provided the infrastructure aligns with federal priorities (www.grants.gov). Because of the large role that land use can play in climate mitigation and adaptation, consider the U.S. Climate Resilience Toolkit funding opportunities (toolkit.climate.gov/content/funding-opportunities).

The cost of the code will be influenced by the level of detail and analysis required to assess the existing zoning and subdivision regulations, engineering standards, the extent of stakeholder engagement and public involvement, and the level of planning and implementation support required. Assuming average ranges for these items, hiring a consultant to lead the Unified Development Code Update community outreach and code writing will likely cost between \$200,000 and \$500,000.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Planning Department and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and possible adoption. A unified development code rewrite can take two to three years to complete, however it can be completed within a year with public support.

LONG TERM PROJECTS

Public Arts Plan

Public art can be a powerful force to unify, engage, educate, challenge and connect, enhancing the day to day experience in the urban environment. The addition of public art that resonates with West Fargo community members can make the city more attractive to residents, businesses and tourists. Public art must be truly accessible by all, not requiring a museum visit to see it. It usually requires some sort of public dialogue and process, and is housed in a park, plaza, square, or other accessible public place. Public art changes the dynamics of a space and the interactions between people. Together, public art in a welcoming public space becomes a powerful connector within the city. Emotional connection to community drives the highest rates of GDP growth. (Knight Foundation & Gallup, 2011)

While the Downtown Master Plan will deliver a public arts strategy for downtown and the Increased Coordination for Space Management will facilitate pop-up public art on city-owned parcels, a more systematic Public Arts Plan is needed for the city as a whole. The drafting of the Public Arts Plan will engage a larger local support network of artists, collectors, supporters, and financial sources, starting with the predominantly city-staff-led Public Art Advisory Committee (www.westfargond.gov/1077/Public-Art-Advisory-Committee/) and expanding into the private community to build capacity.

The Public Arts Plan will provide a framework to develop and maintain public art within the municipal context in support of branding, tourism, placemaking and cultural expression.

ACTIONS

1. Review outcomes of the Downtown Master Plan public arts strategy and the Increased Coordination for Space Management pop-up public art plan for insight and direction.
2. Develop an RFP for a consultant as this scope is likely too large to execute with the Public Art Advisory Committee alone. The scope should:
 - a. Provide an inventory of the city's cultural assets and opportunities.
 - b. Engage the community to guide the Public Arts Plan to help establish a vision, goals and actions for the Public Arts Plan.
 - c. Identify priorities, estimated costs, implementation dates and funding sources.
 - d. Recommended public art guidelines, policies, processes and programs.
 - e. Provide site identification criteria and recommendations for placement of art.
 - f. Develop guidelines for inclusion of public art in public improvement projects.
 - g. Strategize for ongoing community outreach to a diverse group of stakeholders.

- h. Identify sites for future temporary and permanent public art projects.
 - i. Establish standards for maintenance, upkeep and replacement.
3. The target date for the planning kick-off should be determined based on the completion of the short term and mid term projects.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Public Arts Plan should be funded by the General Fund. Potential support for projects from Our Town, the National Endowment for the Arts creative placemaking grants program (arts.gov/grants/our-town).

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Public Art Advisory Committee and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and possible adoption.

West Fargo 2.0 Update

Most of the comprehensive plan, West Fargo 2.0, is still relevant and resources would be better used implementing key recommendations in the plan hence the prioritization of this update as a long term project. The update predominantly consists of text edits to reflect changing local conditions, shifts in market pressures, and an additional level of detail on the subjects of the lagoons, FM diversion, and the Unified Development Code. Instead of a full rewrite, this refresh needs to occur by 2028, which will mark 10 years in service.

ACTIONS

1. Review outcomes of the Lagoon Strategy, Growth Areas Master Plan, Downtown Master Plan, and Unified Development Code for direction.
2. Develop an RFP for a consultant as this scope is likely too large to execute with the Planning Department alone. The scope should:
 - a. Update demographics to reflect the most recent census.
 - b. Engage the community for insights and direction on needed updates.
 - c. Update text and maps of West Fargo 2.0 to reflect the planning efforts in the short and mid term projects.
3. The target date for the planning kick-off should be no later than 2027.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The West Fargo 2.0 Update should be funded by the City, such as through the General Fund. Project needs identified in the plan may well qualify for federal funding provided the infrastructure aligns with federal priorities (www.grants.gov). Because the complete communities envisioned in West Fargo 2.0 and their contribution to greenhouse gas reduction, consider U.S. Climate Resilience Toolkit funding opportunities (toolkit.climate.gov/content/funding-opportunities)

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Planning Department and will require collaboration and input from all city departments along with the Planning Commission and City Commission for consideration and possible adoption, which should occur by 2028.

Mobility Master Plan

The Mobility Master Plan could potentially be folded into the update to West Fargo 2.0, through an expanded transportation section. The Mobility Master Plan is needed to design a coordinated network of transit, complete streets and multimodal means of transportation. It will leverage the MetroCOG Bicycle and Pedestrian Plan, anticipated to be complete in the fall of 2022, and identify further action required in addition to the transportation plans produced by MetroCOG, including the Long Range Transportation Plan, Bike/Ped Master Plan and the Transit Development Plan.

ACTIONS

1. Review outcomes of all MetroCOG plans for insight and direction.
2. Develop an RFP for a consultant as this scope is likely too large to execute with the Planning Department alone. The scope should:
 - a. Engage the community for insights and direction on preferred modes of transportation and what is working and not working in the transportation network today.
 - b. Prepare a Mobility Master Plan shaping mobility policy related to walkable thoroughfares, complete streets, transportation options, mobility systems, transit, funding and technology.
 - c. Incorporate recommendations and create an implementation plan that includes new street sections as well as phasing for street reconstruction initiatives prioritizing Downtown and the lagoon neighborhood.
 - d. Prepare pilot area plan(s) after adoption of Mobility Master Plan, pending available budget.
3. The target date for the planning kick-off should be no later than 2027.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Mobility Master Plan should be funded 80% through MetroCOG with the 20% matching from City funds.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Planning Department and will require collaboration and input from Public Works and Engineering, along with MetroCOG, the Planning Commission and City Commission for consideration and possible adoption.

Neighborhoods and Housing Master Plan

There is a housing supply shortage in the region, but this is a low urgency issue as MetroCOG is conducting a Housing Needs and Market Analysis and when completed it will provide an assessment of the local housing market and will identify direction for further action. Once MetroCOG's analysis is complete, depending on the strength of their document, this project may be able to be consolidated with the comprehensive plan update instead of being a standalone project.

The key metric that should be monitored to trigger this plan is the Center for Neighborhood Technology Housing plus Transportation Affordability Index (H+T Index htaindex.cnt.org/). At the moment, housing in West Fargo is considered affordable at 30% or less of household income, but should this number trend upward, additional consideration should be given to this plan.

Many of the other actions of this plan should assist in keeping housing affordable locally, including edits to the zoning code to allow missing middle, gentle density housing and complete communities as a matter of right. Should the Downtown Master Plan and the Lagoon Strategy see the construction of the walkable, compact, complete communities envisioned by West Fargo 2.0, this plan may be able to be delayed.

ACTIONS

1. Review the MetroCOG Housing Needs and Market Analysis and the West Fargo Market Analysis from the Economic Development Strategy for insight and direction.
2. Assess the regional data including the local market study developed for the Downtown and Lagoons Master Plans and the Economic Development Strategy.
3. Review the H+T Index annually to see if the plan should be prioritized.
4. Refine the combined data to either:
 - a. Develop a Neighborhoods and Housing Master Plan or
 - b. Include as a chapter in the West Fargo 2.0 comprehensive plan update.

RESOURCES AND ANTICIPATED FUNDING SOURCES

The Neighborhoods and Housing Master Plan should be funded by the City, with potential federal funding provided the infrastructure aligns with federal priorities (www.grants.gov).

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

This project will be led by the Planning Department and will require collaboration and input from Administration, the Planning Commission, and City Commission for consideration and possible adoption.

SUMMARY

This action plan lays out the identified cross-departmental projects for the next five to ten years. The short term timing is aggressive because of the Public Space Initiative Grant requirements. There is also pressure to develop immediate strategies for the lagoon area as that remediation is progressing quickly. Finally, the current round of Federal funding expedites the need to fast track Capital Improvement Planning. Additionally, all of the short term projects have mutual dependencies, so contain potential economies of scale. The gantt chart on the next page shows the combined short term schedule (zoom in to view).

The largest resource demands will be upon Administration and the Planning and Zoning Department. Administration will provide guidance to all of the projects, and Planning will take the lead on several projects. Public Works and Engineering will lead the Capital Improvement Planning, and Economic Development will lead the Economic Development Strategy. Communications will be heavily involved with public input, and all departments will contribute to the planning efforts of the Downtown Master Plan and Lagoon Strategy. This collaboration across departments will enable the compressed schedule to be achieved. Deferrals can be made to some tasks that are not a part of the critical path, but significant cost savings can be achieved by bundling the planning efforts, market studies, and public engagement efforts.

TIMELINE, MILESTONES, ROLES AND RESPONSIBILITIES

West Fargo Action Plan											
Task	Resource	Start	Finish	1QTR 2023			2QTR 2023			3QTR 2023	
				Jan	Feb	Mar	Apr	May	Jun	Jul	Sep
Downtown Master Plan											
RFP Response time	PZ	1/2/23	12/29/23								
Review RFP responses & select winner	PZ, AD, PC, ED	1/11/23	2/6/23		Response	Select Winner					
Contract executed		2/7/23	3/15/23								
Planning process	PZ, PC, AD, COM, ENG, FD, POL, PD, LIB, PW	4/03/23	4/03/23				Planning				
Adoption process	PZ, PC, CC	4/03/23	9/29/23								
Master plan adopted		10/2/23	12/22/23								
		12/29/23									
Lagoon Strategy											
Land Disposal Process	AD, CC, PW, PZ	2/6/23	6/25/24								
Draft & Issue REOI	AD, PZ, PW	2/6/23	3/17/23		Disposal Process						
Response Time	PZ	3/20/23	4/28/23			Draft & Issue REOI					
Review REOI Responses & Select Winner	CC, PC, AD, ED, PZ, PW	5/1/23	6/30/23				Response Time				
Developer Selected		7/3/23	9/1/23					Review & Select Winner			
Draft & Issue Master Plan RFP	PZ, PW, ENG, AD	9/4/23	9/4/23			Draft & Issue RFP					
Response Time	PZ	3/20/23	4/14/23				Response Time				
Review RFP Responses & Select Winner	PC, AD, PZ, ENG, PW, ED	4/17/23	5/26/23					Review & Select Winner			
Contract Complete		5/29/23	7/7/23								
Planning Process	PZ, PC, AD, COM, ENG, FD, PD, LIB, POL, PW	7/10/23	7/10/23							Planning	
Adoption Process	PZ, PC, CC	9/5/23	5/13/24								
Master Plan Adopted		5/14/24	6/24/24								
		6/25/24	6/25/24								
Title IV Zoning Text Amendments											
Parking & DMU review and modification	PZ	3/6/23	11/6/23								
Parking & DMU adoption process	PZ, PC	5/1/23	6/15/23					DMU & Parking Review			
Parking & DMU amendments adopted		6/16/23	7/27/23						Adoption Process		
Develop greenfield floating zone	PZ	7/28/23	7/28/23							Floating Zone Development	
Floating zone adoption process	PZ, PC, CC	7/31/23	11/17/23								
Floating zone adopted		11/20/23	12/29/23								
		1/5/24	1/5/24								
Economic Development Strategy											
Select market study consultant	ED, AD	2/7/23	7/31/23								
Draft market study	ED, AD	2/7/23	3/15/23		Selection						
Market study complete		4/17/23	5/26/23				Draft Market Study				
Consider writing ED Strategy inhouse	ED, AD, FI	6/1/23	6/1/23					Author			
Draft & Issue RFP if Consultant Chosen	ED, AD	5/1/23	5/12/23					Draft & Issue RFP			
Response Time	ED, AD	5/15/23	6/12/23						Response Time		
Review Responses & Select Winner	ED, AD	6/12/23	7/10/23							Review & Select	
Contract Complete		7/10/23	8/7/23								
Develop ED Strategy	ED, AD	9/5/23	9/5/23								Develop ED
Strategy complete		9/5/23	12/4/23								
		12/18/23	12/18/23								
Core Infrastructure Rehab Financial Plan											
Identify projects qualifying for BIL funding	AD, ENG, PW	2/27/23	4/22/24			Identify BIL projects					
Catalog all needs	ENG, PW	2/27/23	4/7/23		Catalog needs						
Develop cost estimates for tasks	ENG, PW	2/27/23	4/14/23				Cost estimates				
First Draft of plan	ENG, PW, AD	4/17/23	5/26/23					First draft			
Develop federal grant applications	AD, ENG, PW	5/30/23	7/14/23						Apply for federal grants		
Downtown & Lagoon timelines	PW, ENG, PZ, AD	7/17/23	10/6/23								
Identify other funding sources	PW, ENG, AD, CC	11/13/23	1/5/24								
2nd round Federal grant applications	AD, ENG, PW	10/9/23	12/8/23								
Second Draft of plan	ENG, PW, AD	12/8/23	2/9/24								
Submit plan for approval	CC, AD, ENG, PW	2/5/24	3/15/24								
		3/18/24	3/18/24								

West Fargo Action Plan												
Task	Resource	Start	Finish	4QTR 2023			1QTR 2024			2QTR 2024		
Downtown Master Plan		1/2/23	12/29/23	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
RFP Response time	PZ	1/11/23	2/6/23									
Review RFP responses & select winner	PZ, AD, PC, ED	2/7/23	3/15/23									
Contract executed		4/03/23	4/03/23									
Planning process	PZ, PC, AD, COM, ENG, FD, POL, PD, LIB, PW	4/03/23	9/29/23									
Adoption process	PZ, PC, CC	10/2/23	12/22/23	Adoption								
Master plan adopted		12/29/23										
Lagoon Strategy		2/6/23	6/25/24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Land Disposal Process	AD, CC, PW, PZ	2/6/23	3/17/23									
Draft & Issue REOI	AD, PZ, PW	3/20/23	4/28/23									
Response Time	PZ	5/1/23	6/30/23									
Review REOI Responses & Select Winner	CC, PC, AD, ED, PZ, PW	7/3/23	9/1/23									
Developer Selected		9/4/23	9/4/23									
Draft & Issue Master Plan RFP	PZ, PW, ENG, AD	3/20/23	4/14/23									
Response Time	PZ	4/17/23	5/26/23									
Review RFP Responses & Select Winner	PC, AD, PZ, ENG, PW, ED	5/29/23	7/7/23									
Contract Complete		7/10/23	7/10/23									
Planning Process	PZ, PC, AD, COM, ENG, FD, PD, LIB, POL, PW	9/5/23	5/13/24	Planning Process								
Adoption Process	PZ, PC, CC	5/14/24	6/24/24							Adoption Process		
Master Plan Adopted		6/25/24	6/25/24									
Title IV Zoning Text Amendments		3/6/23	11/6/23	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Parking & DMU review and modification	PZ	5/1/23	6/15/23									
Parking & DMU adoption process	PZ, PC	6/16/23	7/27/23									
Parking & DMU admendments adopted		7/28/23	7/28/23									
Develop greenfield floating zone	PZ	7/31/23	11/17/23	Floating Zone								
Floating zone adoption process	PZ, PC, CC	11/20/23	12/29/23		Adoption Process							
Floating zone adopted		1/5/24	1/5/24									
Economic Development Strategy		2/7/23	7/31/23	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Select market study consultant	ED, AD	2/7/23	3/15/23									
Draft market study	ED, AD	4/17/23	5/26/23									
Market study complete		6/1/23	6/1/23									
Consider writing ED Strategy inhouse	ED, AD, FI	5/1/23	5/12/23									
Draft & Issue RFP if Consultant Chosen	ED, AD	5/15/23	6/12/23									
Response Time	ED, AD	6/12/23	7/10/23									
Review Responses & Select Winner	ED, AD	7/10/23	8/7/23									
Contract Complete		9/5/23	9/5/23									
Develop ED Strategy	ED, AD	9/5/23	12/4/23	Develop ED Strategy								
Strategy complete		12/18/23	12/18/23									
Core Infrastructure Rehab Financial Plan		2/27/23	4/22/24	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Identify projects qualifying for BIL funding	AD, ENG, PW	2/27/23	4/7/23									
Catalog all needs	ENG, PW	2/27/23	4/14/23									
Develop cost estimates for tasks	ENG, PW	4/17/23	5/26/23									
First Draft of plan	ENG, PW, AD	5/30/23	7/14/23									
Develop federal grant applications	AD, ENG, PW	7/17/23	10/6/23	App								
Downtown & Lagoon timelines	PW, ENG, PZ, AD	11/13/23	1/5/24		Downtown & Lagoon timelines							
Identify other funding sources	PW, ENG, AD, CC	10/9/23	12/8/23	Identify funding sources								
2nd round Federal grant applications	AD, ENG, PW	12/8/23	2/9/24			Grant applications						
Second Draft of plan	ENG, PW, AD	2/5/24	3/15/24				2nd draft plan					
Submit plan for approval	CC, AD, ENG, PW	3/18/24	3/18/24									

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“Consent” or “Regular” Agenda
Item?
[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: March 20, 2023

Subject: Project No. 9036 – I-94 and 26th St W

Action: Authorize Staff and Legal to enter into negotiations for a land acquisition for a future 26th Street W and I-94 interchange

New Information and Recommendation:

The Sandhills 6th Addition is currently being presented to the City as a plat for approval along with a request for public improvements within the development. Adjacent to the plat is 26th Street NW corridor that has been identified as a future major north/south corridor for the City as it expands.

The Developer is willing to sell the City a portion of the development to the City to secure right-of-way for a future 26th St. NW/I-94 interchange. If the City chooses not to purchase this property, it will be platted and developed within the Sandhills 6th Addition project and when the interchange is constructed in the future, it is likely that the City would need to purchase this land from businesses at a potentially considerably higher cost.

Additionally, for this interchange to be constructed, it needs to be approved and funded through the NDDOT. If the City does not have the right-of-way needed for the interchange improvements at the time of the City's request it lessens the chance that the DOT will push the project forward.

Per the MetroCOG NW Transportation Plan, the ultimate establishment of a north/south corridor on the west side of the City is critical for traffic mobility. 26th Street was recommended in that study as the preferred north/south route to connect future expansion areas of the City of West Fargo.

The following documents are attached for review/consideration:

- Proposed plat showing land dedication and proposed property to purchase
- Excerpt from the MetroCOG Northwest Metro Transportation Plan showing 26th St W identified as a future major north/south corridor.

Staff Recommendation:

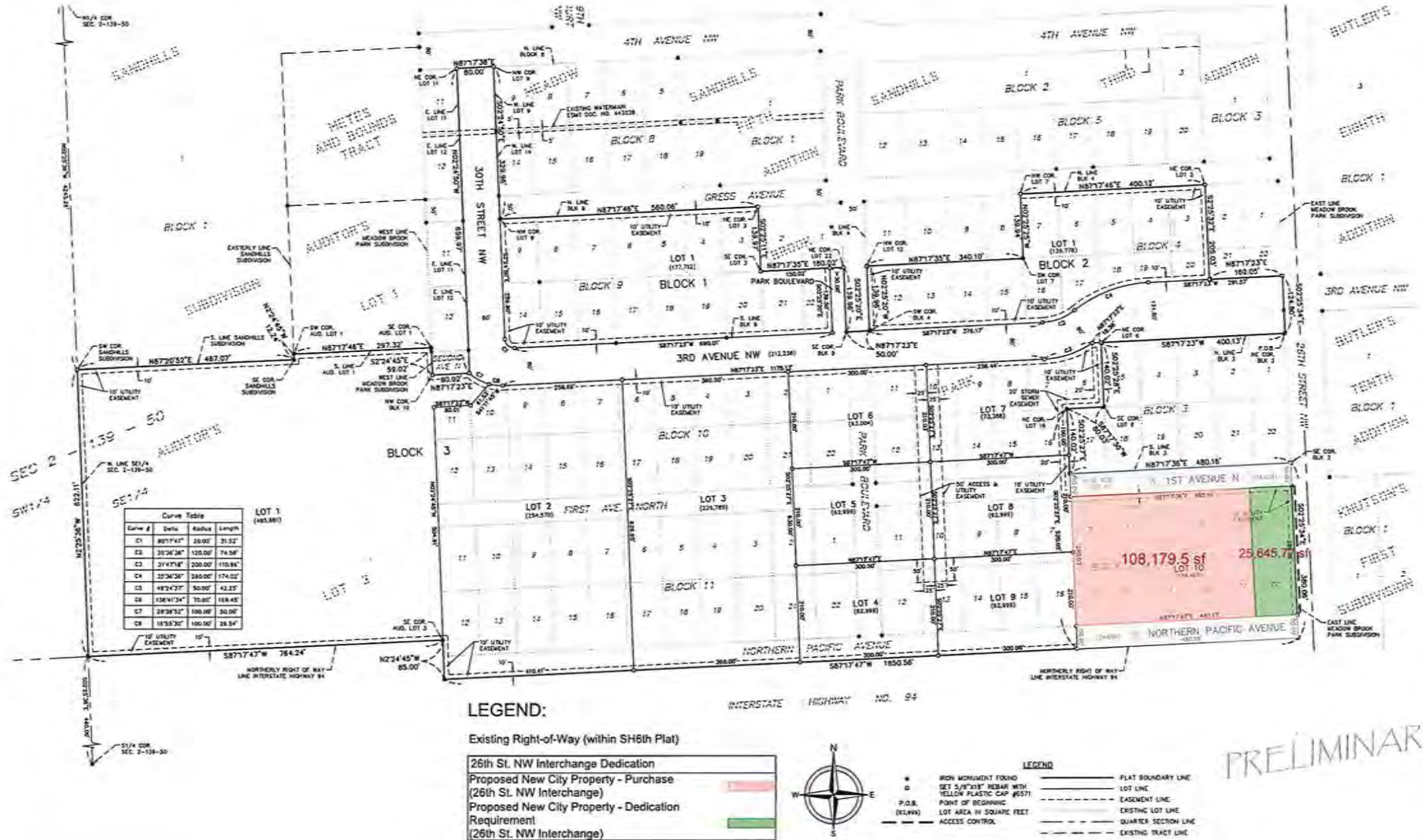
Authorize Staff and Legal to enter in to negotiations for a land acquisition for a future 26th Street W and I-94 interchange.

Previously Presented Information and Commission Actions:

None

PLAT OF SANDHILLS SIXTH ADDITION

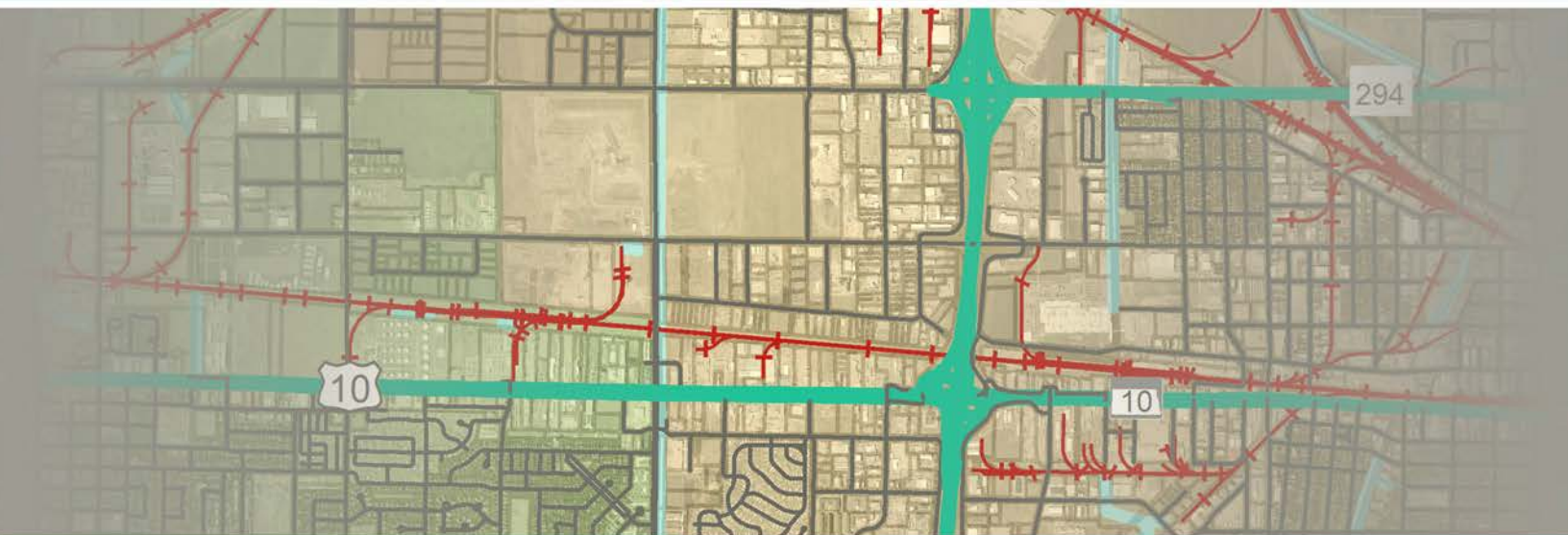
PROPOSED 26TH STREET NORTHWEST INTERCHANGE RIGHT-OF-WAY PRESERVATION EXHIBIT



Chapter 4

Transportation

Improvements Assessment



METROCOG
FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

*Northwest Metro
Transportation Plan*

INTRODUCTION

After establishing the baseline transportation network for the Northwest Metro, a series of scenario analyses were completed to understand the potential impacts to roadway needs. For this study, the scenarios fell into one of the following categories.

- **Traffic Scenario** – An assessment of how different traffic patterns, land uses and growth assumptions can affect the travel demand and overall needs of an area or study area. An example of a traffic scenario includes changes to mode split or increasing development intensity.
- **Infrastructure Scenario** – An assessment of a specific piece of infrastructure that is or is not included in the network. An example of an infrastructure scenario is a new bridge across a river or diversion channel.
- **Focus Area Scenario** – An assessment of a focus area in greater detail to assess various improvement scenarios that could be viable in the area. An example of a focus area scenario includes a corridor evaluating cross-sections and traffic control.

Different modeling tools (travel demand model, roadway investment model, and the traffic operations model) were used for different scenarios. This allows the analysis to use the best tools that will most comprehensively assess the changes in each scenario.

Scenario Identification

Based on the Transportation Network Assessment, the Study Review Committee identified and prioritized the scenarios to be considered. In total, 14 separate alternatives were reviewed, assessed, and prioritized. The alternatives that were determined to be the most critical to the success of the subarea were studied further. They are summarized below:

- **Southwest Gateway** – This scenario evaluated potential solutions to improve connectivity to the southwest portion of the subarea to support growth and improve transportation efficiency. The lack of convenient connectivity to I-94 from the southern half of the subarea shifts traffic to the Raymond Interchange, County Road 15, and I-29 which overburdens existing east-west corridors.
- **East-West Connection** – The proposed transportation network presented in previous chapters resulted in a two-mile gap in east-west connectivity between 19th Avenue and County Road 20, which created major capacity needs on 19th Avenue. There is nowhere in the metro area with this same connectivity gap. This scenario is designed to provide better east-west mobility by improving 32nd Avenue and creating access to I-29.
- **Modal Split** – Currently the travel demand model does not account for trip generation other than vehicles. In the metro area, nine percent of traffic currently does not commute using single occupancy vehicle, with substantially greater percentages in more densely populated parts of the community such as downtown. The subarea is projected to be densely populated. Additionally, traffic patterns are currently evolving to emphasize pedestrian and bicycle trips and work from home arrangements. As such, this scenario looks at traffic patterns with modal split incorporated.
- **County Road 20 Focus Area** – County Road 20 was identified as a corridor of importance in the subarea because of its short-term growth potential and regional connectivity. This scenario included more detailed analysis on this corridor to facilitate short and mid-term investments.

There were a variety of other alternatives that were not prioritized in this analysis. Of those discarded, the following were identified as a lesser priority, but should be considered as part of other more relevant efforts.

- **Northwest Connectivity** – A northwest reliever route that connects I-29 to I-94 around the northwest study area was determined to be a high priority to several key stakeholders. The alignment of this concept and benefits of this concept (i.e., Interstate) are primarily outside the study area and should be studied further as part of the planned Interstate Operations Report scheduled for 2021.

- **Connected and Automated Vehicles** – Connected and autonomous vehicles (CAV) have the potential to completely change regular driving patterns, corridor efficiency, and safety characteristics of the transportation system by interconnecting vehicles and infrastructure and making travel more productive. The majority of key stakeholders agreed that CAVs are expected to be at least 25 percent of the vehicle fleet by 2045. At this level, the overall impacts of CAV will be tempered by an inability of CAVs to connect and communicate with traditional vehicles. This concept should be studied at a regional level as part of an independent study or as part of the next Metropolitan Transportation Plan.
- **Routing Balancing** – Within the context of this study, routing balancing is the idea that local governments can manage growth to the level in which it is possible to shape traffic patterns. For example, in the 50 percent build scenario, 9th Street warrants additional capacity. However, 45th Street to the east and County Road 17 to the west have excess capacity. Meaning, if properly planned, these three parallel corridors could share the traffic burden and each operate effectively with three lanes of traffic. While this scenario has intriguing outcomes, the level of analysis required more detailed land use assumptions than what were currently available. Conditions should be continually monitored as utility expansion continues into the subarea and development requests occur.
- **Raymond Interchange (CR 15) Analysis** – The Raymond Interchange is projected to carry some of the highest traffic volumes in the region under the full build scenario, with nearly 40,000 vehicle trips per day. By comparison, this exceeds most traffic volumes in the metro area, excluding the interstate. While a more detailed analysis will be valuable at this location, there are many variables that should be resolved before analysis is completed. Specifically, the concepts in the southwest gateway concept, which will have significant impacts to the traffic volumes at this interchange, and the unknown growth potential south of the Raymond Interchange. As these variables are resolved, additional analysis should be completed, potentially as part of the upcoming Interstate Operations Study.

SOUTHWEST GATEWAY CONCEPT

The western portion of the study area is the most challenging area to develop due to several transportation barriers including a railroad line, the Sheyenne River Diversion, I-94, and heavy industrial development that historically required minimal connectivity to the north. The southwest portion of the study area also includes some of the most aggressive growth assumptions because it is not encumbered by existing industrial land uses and a railroad line. For this area to meet growth expectations, a number of existing barriers must be mitigated, which will require a sizable investment. This concept considered two variations to improving the transportation network in this portion of the study area.

- **Option 1** – Convert the existing 26th Street alignment to a north-south corridor that crosses the Sheyenne Diversion and railroad tracks and provides access to I-94. This would revise the configuration of the existing I-94 and Main Avenue interchange to include access to 26th Street and a viaduct to be constructed on 26th Street to create a grade-separated diversion and railroad crossing. This option is shown in **Figure 61**.
- **Option 2** – Includes all components of Option 1, with the addition of a second viaduct on the 14th Street alignment. This option is shown in **Figure 62**.

This concept was studied using the travel demand model to estimate regional traffic pattern changes and the roadway infrastructure model to estimate costs.

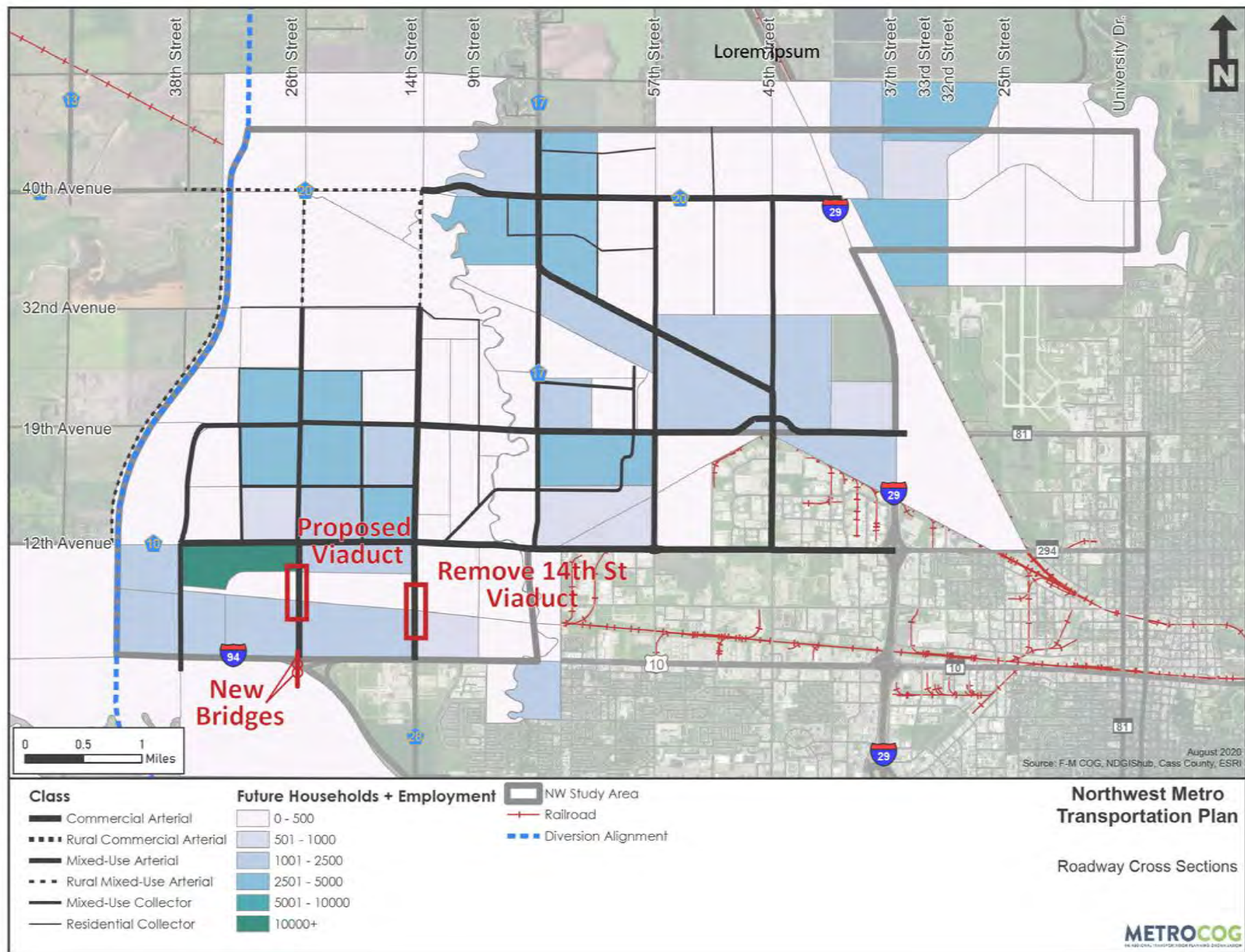


Figure 61 – Southwest Gateway Concept Option 1 Network Revisions

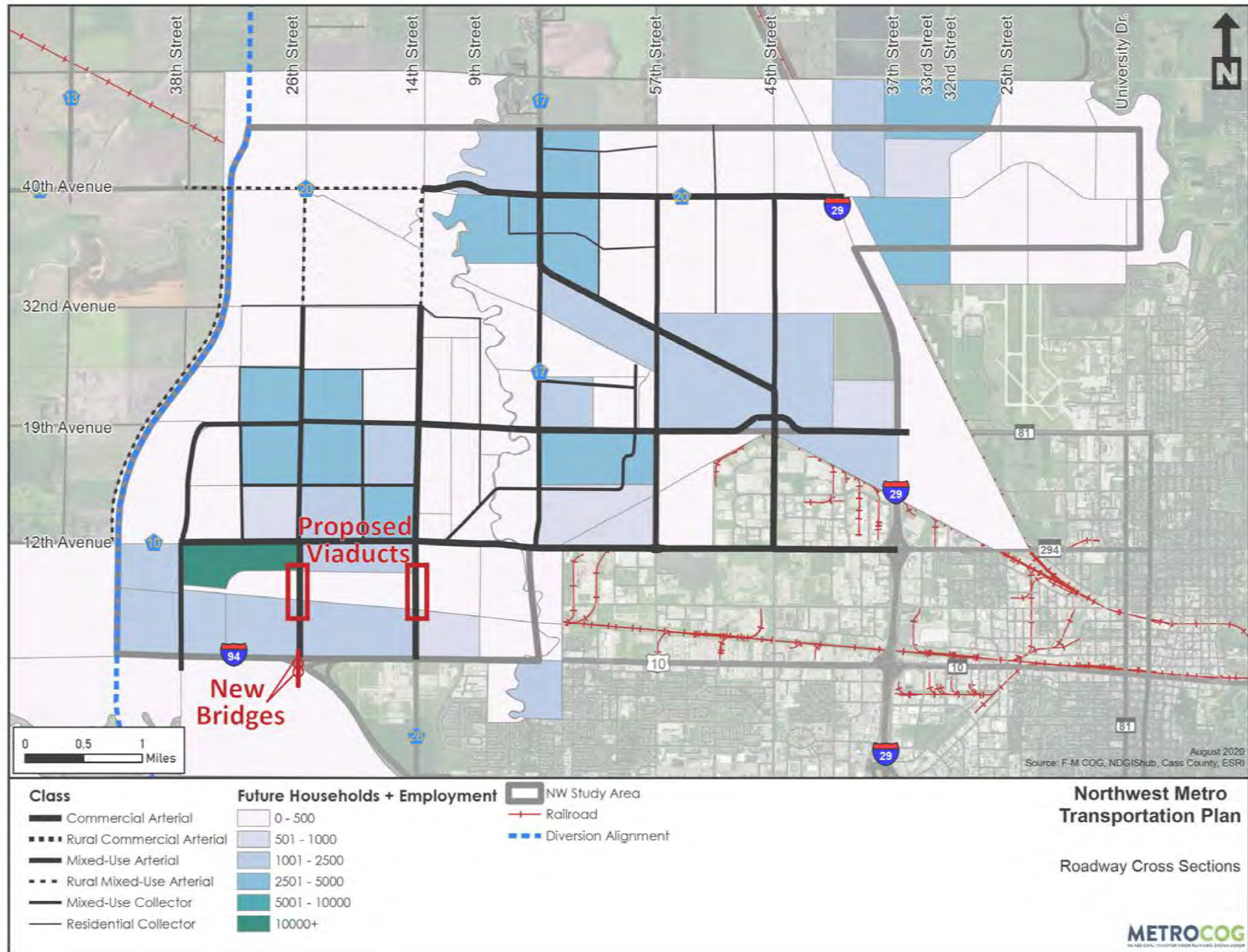


Figure 62 – Southwest Gateway Concept Option 2 Network Revisions

Southwest Gateway Option 1 Model Results

At full build, the new interchange configuration at I-94/Main Avenue/26th Street, shown in **Figure 63** is expected to have a major impact, drawing over 50,000 vehicles per day to 26th Street, just north of I-94. The traffic would then disperse throughout the study area using 12th Avenue. This new interchange would draw around 10,000 vehicles off Cass County Road 15 (CR 15) and between 7,000 to 15,000 vehicles off 19th Avenue, depending on the location. Projected volumes on CR 15 and 19th Avenue in this scenario could be handled with a four-lane section. Both corridors had previously been forecasted as six-lane sections.

At 50 percent build, the new interchange configuration at I-94/Main Avenue/26th Street is expected to draw over 40,000 vehicles per day to 26th Street, just north of I-94. This new interchange would draw around 5,000 vehicles off CR 15 and around 2,000 vehicles from CR 20/40th Avenue. Volume differences on 19th Avenue North near I-29 are expected to be modest.

Southwest Gateway Option 2 Model Results

At full build, the provision of a parallel north-south roadway along 14th Street, shown in **Figure 64**, would alleviate a small amount of traffic from 26th Street, however maximum daily modeled volumes on 26th Street would still approach 50,000. This option also would draw around 10,000 vehicles off CR 15 and around 7,000 to 15,000 vehicles off 19th Avenue. As such, impacts to other major interchanges are expected to be similar to the original Southwest Gateway concept.

At 50 percent build, the new interchange configuration would still be expected to draw 40,000 vehicles per day, with reductions of 5,000 vehicles on CR 15 and 2,000 vehicles on CR 20/40th Avenue. Like the original Southwest Gateway concept in the 50 percent development scenario, impacts to 19th Avenue North traffic are expected to be modest.

Figure 64 – Viaduct Concept at 14th Street



Figure 63 – Southwest Gateway Concept Interstate Access



Summary of Southwest Gateway Options

Both of the Southwest Gateway options provide major network wide benefits under both the full build and 50 percent build demographic conditions as shown in **Table 20**. Not surprisingly, Option 2 with both the 26th Street and 14th Street connections, had the best results but the highest costs. With more direct routes to destinations, the infrastructure included in the southwest gateway scenarios reduce vehicle miles traveled and vehicle hours traveled. However, the more direct routes are highly desirable and create new roadways carrying more than 40,000 vehicles each day. Traffic demand at these levels will require wide cross-sections that are costly and may become a barrier to bicycle and pedestrian movements. However, the wide cross-section on 26th Street would merely relocate wide cross-sections on CR 15, 19th Street, and 14th Street.

Both concepts successfully mitigated congestion and pressure on the east-west corridors in the study area. While 12th Avenue continued to require six lanes of capacity, 19th Avenue was able to be reduced to four lanes. It is clear that the interchange reconfiguration at 26th Street would provide major benefits. When comparing Options 1 and 2 at full build, a 30 percent increase in costs yields only a 15 percent reduction in vehicle miles traveled and seven percent reduction in vehicle hours of delay. From a benefits standpoint, the 14th Street viaduct would provide good connectivity for the more than 15,000 vehicles per day projected to use the corridor. However, it appears that the 14th Street viaduct should be a lesser priority moving forward, as the transportation system still functions at similar levels of service without this investment.

Table 20 – Summary of Southwest Gateway Options

2045 Scenario	Full Build Baseline	Option 1	Option 2	50% Build Baseline	Option 1	Option 2
VMT	9,188,304	9,011,098	8,984,505	8,269,435	8,134,150	8,129,250
VHT	266,817	229,221	226,502	197,279	191,567	190,274
VMT Change	-	-177,206	-203,799	-	-135,285	-140,185
VHT Change	-	-37,596	-40,315	-	-5,712	-6,555
Daily Benefit*		\$812.8 K	\$875.5 K	-	\$153.8 K	\$172.3 K
Miles over 10K ADT	44	42	42	34	32	32
Miles over 20K ADT	23	21	20	13	9	12
Miles over 30K ADT	8	4	5	1	2	2
Miles over 40K ADT	0.1	0.8	0.9	0.0	0.7	0.3
Capacity Reduction	-	CR 15 from I-94 to 12th Avenue (6 to 4 Lanes) 19th Avenue from I-29 to 14th Street (6 to 4 Lanes)			None.	
Estimated Cost (2020)	-	\$69.5 M	\$101.1 M		\$69.5M	\$101.1 M

*MnDOT values published in the Cost-Effectiveness & Benefit-Cost Analysis for Transportation Projects for vehicle miles and vehicle hours were used to calculate daily benefit.

Conclusion

The study review committee agreed that the 26th Street interchange was the optimal access configuration to unlock the growth potential for the southwest growth area. This concept provided clear benefits in terms of barrier mitigation, connectivity and mobility as illustrated by the superior daily benefits provided by the concept. This concept also achieved the goal of mitigating congestion on both 38th Street and 19th Avenue. The 14th Street connection also provided regional benefits but not until the full build scenario. As such, this concept should be considered a long-term improvement given the heavy financial cost of crossing both the Sheyenne Diversion and the Railroad tracks.



Figure 65 – Southwest Gateway Option 1 Modeled Traffic Volume Changes for Full Build



Figure 66 – Southwest Gateway Option 1 Modeled Traffic Volume Changes for 50 Percent Build

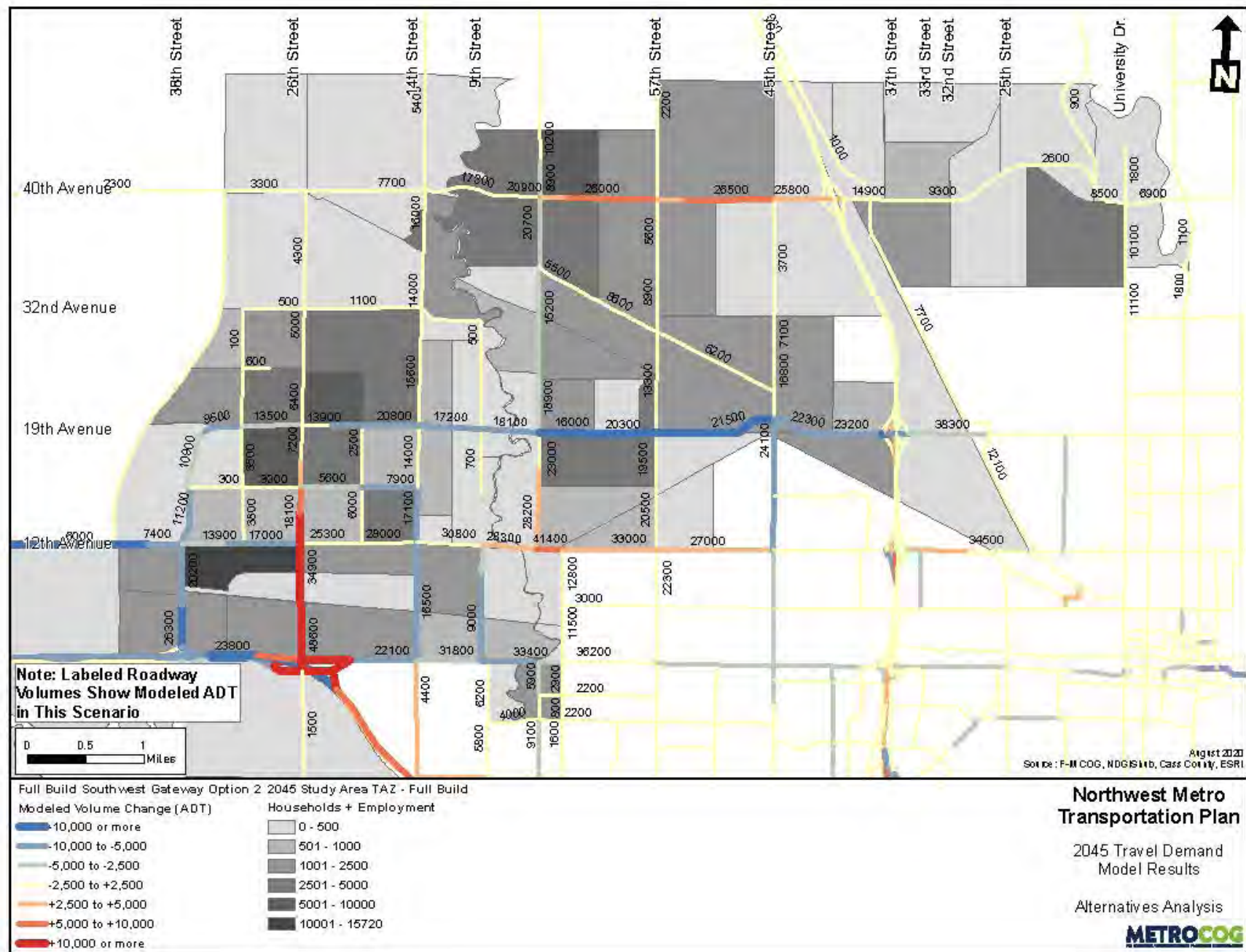


Figure 67 – Southwest Gateway Option 2 Modeled Traffic Volume Changes for Full Build

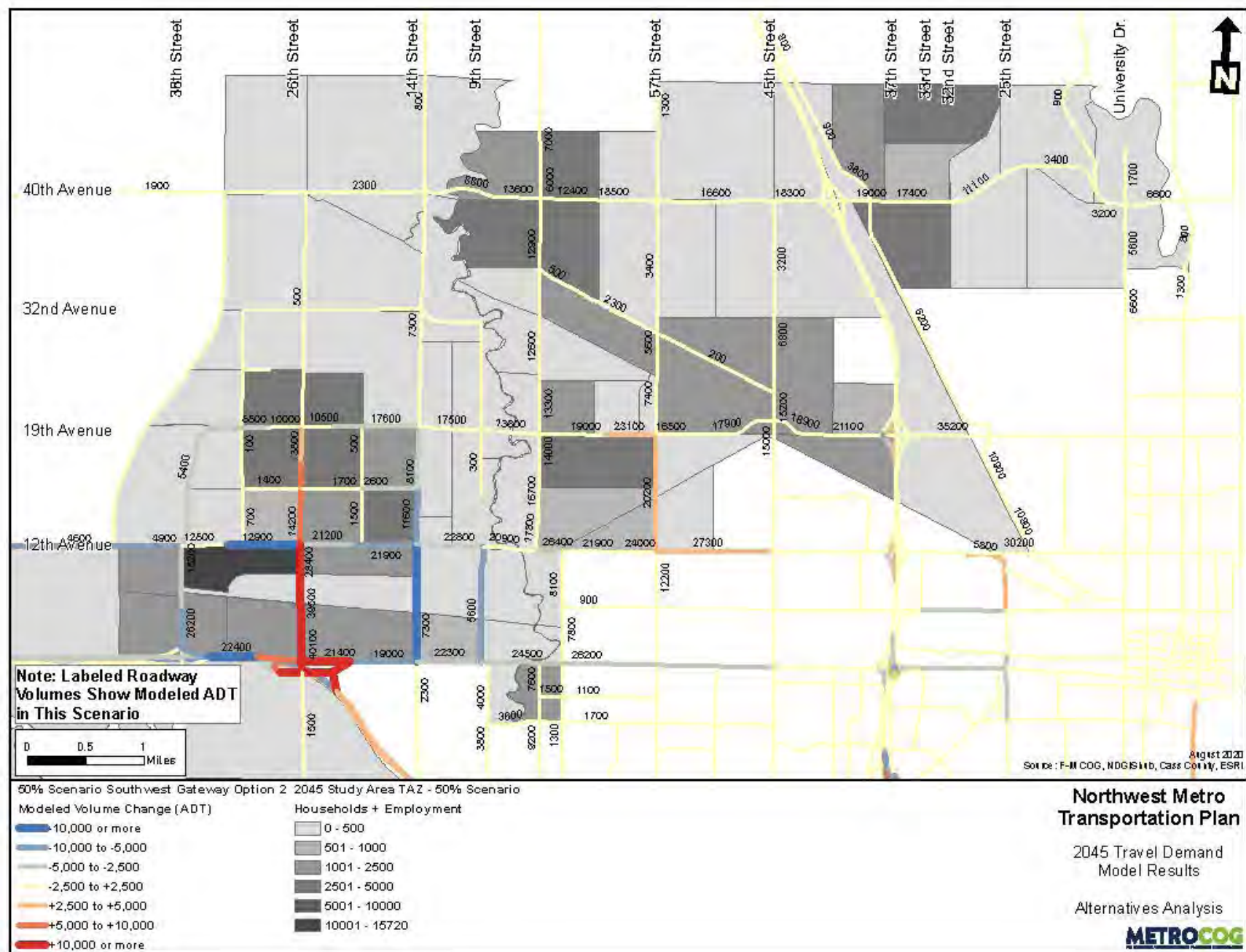


Figure 68 – Southwest Gateway Option 2 Modeled Traffic Volume Changes for 50 Percent Build



"Consent" or "Regular" Agenda Item?

[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Sanitation

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and

Engineering

Secondary Portfolio:

Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and

Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Tina Fisk

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: March 20, 2023

Subject: Project 2272 – Concrete Pavement Repair

Action: Accept Bids and Award Contract

New Information and Recommendation:

A virtual bid opening was conducted on March 2, 2023 at 10:30 AM where 4 proposals were received. Ti-Zack Concrete, Inc. was the lowest bidder for their bid amount of \$783,351.40 for Project No. 2272. Results are attached to this packet. Also attached for review is a signed "Engineer's Statement of Estimated Cost" prepared in accordance with N.D.C.C 40-22-29 as well as preliminary funding documents.

The following documents are attached for review/consideration:

- Affidavit of Publication, Bid Tabulation, Draft Notice of Award, signed Engineer's Statement of Estimated Cost.
- Resolution Accepting Bid

Staff Recommendation: ACCEPT BIDS AND Award Contract to Ti-Zack Concrete, Inc. for their bid amount of \$783,351.40.

Policy Analysis:

Concrete repair projects of a similar scope were completed in 2020, 2021, and 2022. As part of a proactive pavement management philosophy, we anticipate similar projects to continue annually. The Engineering Department will continue to collaborate pavement management projects with Public Works and strive to improve the quality and sustainability of our public streets.

Financial Analysis:

The Engineer's Report had a total estimated cost of \$750,000. Proposed funding is capital improvement sales tax. There are no special assessments anticipated with this project.

Previously Presented Information and Commission Actions:

February 6, 2023 –

- **Staff Recommendation:** Approve Plans and Specifications and authorize Advertisement for bids.
- **Commission Action:** Commissioner Olson moved and Commissioner George seconded to approve. No opposition, motion carried.

January 16, 2023-

- **Staff Recommendation:** Create Project No. 2272, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications.
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. Commissioner George was absent and not voting, motion carried.

AFFIDAVIT OF PUBLICATION

STATE OF NORTH DAKOTA

ss.

COUNTY OF CASS

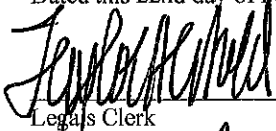
Taylor Herhold, The Forum of Fargo-Moorhead, being duly sworn, states as follows:

1. I am the designated agent of The Forum of Fargo-Moorhead, under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

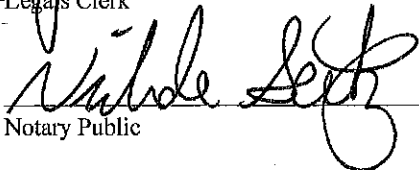
2. The newspaper listed on the exhibit published the advertisement of: *Legal Notice*; (3) time: *Wednesday February 8, 2023, Wednesday February 15, 2023, Wednesday February 22, 2023*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

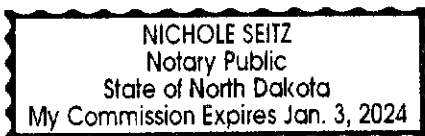
Dated this 22nd day of February, 2023



Legal Clerk



Notary Public



**CITY OF WEST FARGO, NORTH
DAKOTA**

**STREET PROJECT NO. 2272
CONCRETE PAVEMENT REPAIR
ADVERTISEMENT FOR BIDS**

City of West Fargo is requesting Bids for the construction of the project listed above.

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until March 2, 2023 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. the same day. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at

www.westfargond.gov/268/Engineer by clicking the Project Bid Information tab, or at www.questcdn.com.

The Project consists of full depth patch repairs of existing concrete pavement citywide.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis as indicated in the Bid Form.

Digital project bidding documents will be available at <https://www.westfargond.gov/268/Engineer> by clicking the Project Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$42.00 by locating eBidDoc™ Number 8367211 on the website. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading and working with this digital project information, and online bid submittal.

Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond, and any conditions of the City of West Fargo, as required by law. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder.

Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-7. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least 10 days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12.

The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05.

Owner: City of West Fargo

By: Tina Fisk

Title: City Administrator

Date: February 6, 2023

(Feb. 8, 15 & 22, 2023) 190277

Street Project 2272 - Citywide Concrete Pavement Repair (#8367211)
 Owner: West Fargo, City of
 Solicitor: West Fargo, City of
 03/02/2023 10:00 AM CST

						Ti-Zack Concrete, Inc.		All Finish Concrete, Inc.		Opp Construction / Fargo		Dakota Underground Company	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SECTION A - Schedule A (Required)							\$783,351.40		\$799,985.00		\$816,776.55		\$836,572.75
	202	114	REMOVAL OF CONCRETE PAVEMENT	SY	2182	\$25.08	\$54,724.56	\$21.00	\$45,822.00	\$33.25	\$72,551.50	\$48.00	\$104,736.00
	202.1	130	REMOVAL OF CURB & GUTTER	LF	761	\$11.98	\$9,116.78	\$12.00	\$9,132.00	\$14.80	\$11,262.80	\$25.00	\$19,025.00
	203	138	COMMON EXCAVATION - SUBCUT	CY	774	\$47.13	\$36,478.62	\$37.00	\$28,638.00	\$57.00	\$44,118.00	\$5.00	\$3,870.00
	302	321	AGGREGATE SURFACE COURSE CL 5	CY	646	\$94.59	\$61,105.14	\$80.00	\$51,680.00	\$65.00	\$41,990.00	\$35.00	\$22,610.00
	570	717	6IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWELED	SY	51	\$127.74	\$6,514.74	\$279.00	\$14,229.00	\$248.00	\$12,648.00	\$160.00	\$8,160.00
	570.1	713	8IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWELED	SY	902	\$174.96	\$157,813.92	\$190.00	\$171,380.00	\$182.00	\$164,164.00	\$185.00	\$166,870.00
	570.2	710	10IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWELED	SY	1185	\$214.01	\$253,601.85	\$194.00	\$229,890.00	\$197.00	\$233,445.00	\$195.00	\$231,075.00
	702	101	MOBILIZATION	SITE	13	\$5,007.98	\$65,103.74	\$6,300.00	\$81,900.00	\$3,500.00	\$45,500.00	\$10,500.00	\$136,500.00
	704	1000	TRAFFIC CONTROL	UNIT	5000	\$3.30	\$16,500.00	\$1.10	\$5,500.00	\$3.10	\$15,500.00	\$3.08	\$15,400.00
	704.1	1052	TYPE III BARRICADES	EA	50	\$110.00	\$5,500.00	\$55.00	\$2,750.00	\$93.50	\$4,675.00	\$94.00	\$4,700.00
	704.2	1054	SIDEWALK BARRICADE	EA	10	\$110.00	\$1,100.00	\$44.00	\$440.00	\$66.00	\$660.00	\$66.00	\$660.00
	704.3	1060	DELINEATOR DRUMS	EA	300	\$33.00	\$9,900.00	\$17.00	\$5,100.00	\$22.00	\$6,600.00	\$22.00	\$6,600.00
	704.4	1067	TUBULAR MARKERS	EA	300	\$11.00	\$3,300.00	\$3.50	\$1,050.00	\$5.50	\$1,650.00	\$6.00	\$1,800.00
	704.5	1087	SEQUENCING ARROW PANEL-TYPE A	EA	2	\$550.00	\$1,100.00	\$1,125.00	\$2,250.00	\$485.00	\$970.00	\$484.00	\$968.00
	709	401	GEOTEXTILE FABRIC-TYPE S1	SY	2139	\$3.43	\$7,336.77	\$6.00	\$12,834.00	\$4.75	\$10,160.25	\$1.25	\$2,673.75
	722	315	FURNISH AND INSTALL MANHOLE - STORM	EA	7	\$1,524.57	\$10,671.99	\$1,500.00	\$10,500.00	\$2,500.00	\$17,500.00	\$1,500.00	\$10,500.00
	722.1	300	FURNISH AND INSTALL MANHOLE - SANITARY	EA	8	\$1,707.75	\$13,662.00	\$1,500.00	\$12,000.00	\$2,500.00	\$20,000.00	\$1,500.00	\$12,000.00
	722.2	3499	FURNISH AND INSTALL INLET	EA	4	\$1,132.75	\$4,531.00	\$2,000.00	\$8,000.00	\$1,560.00	\$6,240.00	\$800.00	\$3,200.00
	722.3	3410	SALVAGE AND REUSE MANHOLE	EA	7	\$386.07	\$2,702.49	\$1,100.00	\$7,700.00	\$900.00	\$6,300.00	\$1,000.00	\$7,000.00
	722.4	3495	SALVAGE AND REUSE INLET	EA	3	\$885.50	\$2,656.50	\$1,100.00	\$3,300.00	\$770.00	\$2,310.00	\$1,000.00	\$3,000.00
	748	140	CURB & GUTTER	LF	761	\$52.53	\$39,975.33	\$85.00	\$64,685.00	\$99.00	\$75,339.00	\$65.00	\$49,465.00
	750	125	SIDEWALK CONCRETE	SY	43	\$84.87	\$3,649.41	\$175.00	\$7,525.00	\$163.00	\$7,009.00	\$140.00	\$6,020.00
	750.1	2115	DETECTABLE WARNING PANELS	SF	24	\$52.50	\$1,260.00	\$55.00	\$1,320.00	\$58.00	\$1,392.00	\$70.00	\$1,680.00
	750.2	245	8IN CONCRETE PAVEMENT - COLORED	SY	86	\$174.96	\$15,046.56	\$260.00	\$22,360.00	\$172.00	\$14,792.00	\$210.00	\$18,060.00
Base Bid Total:							\$783,351.40		\$799,985.00		\$816,776.55		\$836,572.75

NOTICE OF AWARD

Date of Issuance:

Owner: City of West Fargo

Owner's Contract No.: 2272

Engineer: City of West Fargo

Engineer's Project No.: 2272

Project: Concrete Pavement Repair

Project No. 2272 – Concrete Pavement
Contract Name: Repair

Bidder: Ti-Zack
Concrete, Inc

Bidder's Address: 39352 221st Ave Le Center, MN 58057

TO BIDDER:

You are notified that Owner has accepted your Bid dated March 2, 2023 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Project 2272 - Concrete Pavement Repair.

The Contract Price of the awarded Contract is: \$783,351.40

2 unexecuted counterparts of the Agreement accompany this Notice of Award, and two copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ 3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 2 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer



Dan Hanson, City Engineer
Jerry Wallace, Asst. City Engineer
Andrew Wrucke, Asst. City Engineer
Kayla Volness, Office Manager

Engineering Department
800 4th Ave E, West Fargo, ND
(701) 515-5100
westfargond.gov/Engineer

March 2, 2023

Board of City Commissioners
City of West Fargo 800
4th Avenue East West
Fargo, ND

Re: Project No. 2272
Citywide Concrete Pavement Repair

WHEREAS, bids were opened and filed for Project No. 2272 for the City of West Fargo, North Dakota;
and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and
detailed statement of the estimated cost of work (pursuant to N.D.C.C. 40-22-29);

NOW THEREFORE, I, Daniel Hanson, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;
That the following (and/or attached hereto) is a detailed statement of the estimated cost for
work described as Project No. 2262 of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 2nd day of March, 2023.

Daniel R. Hanson
ND REG. NO. 4962

A handwritten signature in blue ink that reads "Dan Hanson".

Engineer for the City of West Fargo
West Fargo, North Dakota



Street Improvement Project No. 2272

2023 Concrete Pavement Repair

West Fargo, ND

ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
<u>Spec</u>	<u>Code</u>					
202.	114	REMOVAL OF CONCRETE PAVEMENT	SY	2,182	\$25.08	\$54,724.56
202.	130	REMOVAL OF CURB & GUTTER	LF	761	\$11.98	\$9,116.78
203.	138	COMMON EXCAVATION - SUBCUT	CY	774	\$47.13	\$36,478.62
302.	321	AGGREGATE SURFACE COURSE CL 5	CY	646	\$94.59	\$61,105.14
570.	717	6IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWI	SY	51	\$127.74	\$6,514.74
570.	713	8IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWI	SY	902	\$174.96	\$157,813.92
570.	710	10IN CONCRETE PAVEMENT REPAIR-FULL DEPTH-DOWI	SY	1,185	\$214.01	\$253,601.85
702.	101	MOBILIZATION	SITE	13	\$5,007.98	\$65,103.74
704.	1000	TRAFFIC CONTROL	UNIT	5,000	\$3.30	\$16,500.00
704.	1052	TYPE III BARRICADES	EA	50	\$110.00	\$5,500.00
704.	1054	SIDEWALK BARRICADE	EA	10	\$110.00	\$1,100.00
704.	1060	DELINEATOR DRUMS	EA	300	\$33.00	\$9,900.00
704.	1067	TUBULAR MARKERS	EA	300	\$11.00	\$3,300.00
705.	1087	SEQUENCING ARROW PANEL-TYPE A	EA	2	\$550.00	\$1,100.00
709.	401	GEOTEXTILE FABRIC-TYPE S1	SY	2,139	\$3.43	\$7,336.77
722.	315	FURNISH AND INSTALL MANHOLE - STORM	EA	7	\$1,524.57	\$10,671.99
722.	300	FURNISH AND INSTALL MANHOLE - SANITARY	EA	8	\$1,707.75	\$13,662.00
722.	3499	FURNISH AND INSTALL INLET	EA	4	\$1,132.75	\$4,531.00
722.	3410	SALVAGE AND REUSE MANHOLE	EA	7	\$386.07	\$2,702.49
722.	3495	SALVAGE AND REUSE INLET	EA	3	\$885.50	\$2,656.50
748.	140	CURB & GUTTER	LF	761	\$52.53	\$39,975.33
750.	125	SIDEWALK CONCRETE	SY	43	\$84.87	\$3,649.41
750.	2115	DETECTABLE WARNING PANELS	SF	24	\$52.50	\$1,260.00
750.	245	8IN CONCRETE PAVEMENT - COLORED	SY	86	\$174.96	\$15,046.56
Construction Subtotal						\$783,351.40
Contingencies						\$78,335.14
Total Construction						\$861,000.00
Engineering						\$0.00
Legal & Administration						\$0.00
Bond Discount						\$0.00
TOTAL COST						\$861,000.00

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING BID, SHOWING
RECEIPT OF ENGINEER'S STATEMENT OF ESTIMATED COST
AND DIRECTING EXECUTION OF CONTRACT

WHEREAS, bids have heretofore been received for the making of certain improvements in Project No. 2272- Concrete Pavement Repair of the City of West Fargo, North Dakota; and

WHEREAS, said bids were opened and made public and are on file in the office of the City Auditor of the City of West Fargo; and

WHEREAS, the Engineer for the City of West Fargo has made and filed a careful and detailed statement of the estimated cost of said work; and

WHEREAS, it is necessary to accept the bid for the work to be completed;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Ti-Zack Concrete, INC, in the amount of \$783,351.40, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the sum of \$500.00, a certified or cashier's check in the amount of \$50.00 and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code.

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said improvement district;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Ti-Zack Concrete, INC, in the amount of \$783,351.40, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: March 20, 2023

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. Upon roll call vote being taken thereon, the following commissioners voted in favor thereof: _____.

The following commissioners were absent and not voting: _____. The following commissioners voted nay: _____. The majority having voted aye, the motion was carried and the resolution was duly adopted.

"



To: West Fargo City Commission

From: Dustin Scott, Assistant City Administrator

Date: March 20, 2023

Subject: Second reading of Ordinance 1220 (13-1522 Trucks)

Action: Approve second reading of Ord. 1220

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer
Secondary Portfolio:
Administration/Finance

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire
Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation
Secondary Portfolio:
Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering
Secondary Portfolio:
Sanitation

Administration

Tina Fisk, Administrator
Dustin Scott,
Assistant Administrator
Emily Hagemeister,
Executive Assistant

The first reading of Ordinance 1220 was approved by city commissioners on March 6, 2023. Staff worked with Commissioner George on revising this ordinance to address concerns of confusion with interpretation and enforcement. In addition to revising the ordinance, Traffic Enforcement Officer Wesley Booth recommended additional signage be installed in key areas to help identify truck routes and improve advanced warning. Below is a preliminary list of potential install locations based on where Officer Booth commonly stops trucks and/or receives frequent complaints. Once the snow melts, these locations and types of signs will be evaluated further with the street department so that a final scope of work can be developed.

- Advanced Warning Sign locations:
 - Multiple signs at Sheyenne St and 13th Ave E
 - Sign on 13th Ave E and 9th St E
 - Sign on 13th Ave E and 17th St E
 - Sign on Main Ave E and 9th St E
 - Sign on Main Ave E and 17th St E
 - Sign on Main Ave and Sheyenne St
- Truck Route Signs:
 - One sign on Sheyenne St at 13th Ave for trucks going North
 - One sign on 13th Ave at Sheyenne St for trucks going West indicating truck Route is south on Sheyenne
 - Multiple signs along Main Ave, Sheyenne St, 9th St south of 13th Ave and Veterans BLVD indicating they are truck routes.
 - A sign on Center St, 9th ST NW, and 9th St NE.
 - Signs at the off ramps for I-94

Examples of signs:



ORDINANCE NO. 1220

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF WEST FARGO, NORTH DAKOTA, AS ADOPTED IN SECTION 4-301 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, NORTH DAKOTA:

SECTION 1. Section 13-1522 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

13-1522. TRUCKS PROHIBITED ON CERTAIN STREETS - TRUCK ROUTES ESTABLISHED - MAPS AND SIGNS REQUIRED.

1. No truck or commercial vehicle exceeding in weight of ten thousand pounds per axle or configured with three or more axles, shall be operated in the City of West Fargo, except upon truck routes designated as hereinafter provided in subsection 2 of this section; provided, that this ordinance shall not prohibit:
 - a. Such vehicles from operating upon other City streets when delivering or picking up materials or merchandise, provided entrance or exit to or from such street is made at the nearest intersection connecting an established truck route to such street; through streets as established elsewhere in the West Fargo City Ordinances shall be considered as secondary truck routes and must be used in preference to other streets whenever possible.
 - b. The operation of trucks owned or operated by the City of West Fargo; trucks owned or operated by power companies and telephone companies franchised in West Fargo or trucks owned and operated by any contractor or material supplier while under contract with the City and engaged in the repair, maintenance or construction of streets, street improvements or street utilities within the City.
 - c. The operation of class A emergency vehicles, as defined in the traffic ordinances of the City of West Fargo, upon any street in the City.
 - d. Trucks making more than one delivery/drop-off and/or pick-up location within the City limits of the City of West Fargo on any one trip may take the most direct route between one delivery/drop-off and/or pick-up and the next delivery/drop-off and/or pick-up location. Trucks must stay within the City limits of the City of West Fargo between stops for this exception to apply. A truck that leaves the City of West Fargo City limits for a delivery/drop-off and/or pick-up outside of City limits must abide by subsection a of this section until two (2) or more consecutive stops at locations within the City limits of the City of West Fargo.

2. Truck routes shall be established by resolution of the Board of City Commissioners, after notice and hearing. The notice shall be by one publication in the official newspaper of the City at least 10 days prior to the date of the hearing. The truck routes, as established by the Board of City Commissioners, shall be stated in the resolution and on an official map which shall be kept and maintained in the office of the City Auditor and shall be available for public inspection.
3. On each street or avenue designated as a truck route in accordance with subsection 2 above, such street or avenue shall be posted with appropriate signs.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

President of Board of City Commissioners
of the City of West Fargo, North Dakota

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



3/20/2023 Department Head Hiring Committee Policy

(Per 3/6/2023 Commission policy directive)

When a department head hiring Committee is formed to interview finalist candidates for a department head level position the Commission President will appoint two (2) City Commissioners to the department head hiring Committee. One member will be either the Commissioner holding that department portfolio or the Commissioner who holds the secondary portfolio but not both. The second member will be selected from those Commissioners that remain. The department head hiring committee shall be an open meeting subject to all of the open meeting requirements set forth in North Dakota law. This policy shall remain in effect until revoked by the City Commission.

Approved by the City Commission on March 6, 2023