

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes -- April 17, 2023 (Pages 3-5)
- E. Building Permits (Pages 6-9)

Consent Agenda - Approve the Following:

- a. Bills (Pages 10-34)
- b. Improvement District No. 2270 – Traffic Signal at 9th St W and 32nd Ave W
 - Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond (Pages 35-38)
- c. Right-of-Way Permitting
 - Authorize Engineering to lift Right-of-Way season shutdown and Approve draft letter to be sent to registered contractors (Pages 39-41)
- d. Alcohol Consumption at the Red River Market in West Fargo, ND on May 13, 2023 from 10 a.m. to 2 p.m. (Pages 42-43)
- e. Gaming Site Authorization from July 1, 2023 to June 30, 2024 for Metro Sports Foundation:
Games to be conducted: Pull Tab Dispensing Device and Electronic Pull Tab Device at Gimmies located at 635 32nd Ave S #144, West Fargo, ND 58078
Games to be conducted: Pull Tab Jar, Electronic Pull Tab Jar, Twenty-One and Paddlewheel Table located at Brewtus Brickhouse at 635 32nd Ave S #108, West Fargo, ND 58078 (Pages 44-47)
- f. Gaming Site Authorization from July 1, 2023 to June 30, 2024 for West Fargo Rural Fire Department:
Games to be conducted: Bingo, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pool, Twenty-One and Poker at West Fargo Speedway located at 680 Main Ave W, West Fargo, ND 58078
Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pool and Twenty-One located at Silver Dollar Bar & Flying Pig at 221 Sheyenne St, West Fargo, ND 58078 (Pages 48-49)
- g. Gaming Site Authorization for North Dakota Association for the Disabled, Inc. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pool, Twenty-One, Poker and Paddlewheel Table at the Bordertown Bar & Grill at 807 Main Ave E, West Fargo, ND 58078 (Pages 50-52)
- h. Gaming Site Authorization from July 1, 2023 to June 30, 2024 for Arc Upper Valley.
Games to be conducted: Bingo, Raffles, Pull Tab Dispensing Device and Electronic Pull Tab Device at The Piggy BBQ at 816 24th Ave #118 (Pages 53-55)
- i. Games of Chance for Veterans Warrior Foundation. Games to be conducted: Raffle at the West Fargo VFW at 444 Sheyenne St, West Fargo, ND 58078 (Page 56)

- j. Gaming Site Authorization from July 1, 2023 to June 30, 2024 for Arthur. W Jones Post 7564 VFW of the U.S. Inc. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Electronic Pull Tab Device, Seal Board, Prize Board, Sports Pool, Twenty-One and Paddlewheels with Tickets at Arthur W. Jones Post 7564 VFW at 444 Sheyenne St #1, West Fargo, ND 58078 (Page 57)
- k. Gaming Site Authorization from July 17, 2023 to July 25, 2023 for Metro Sports Foundation. Games to be conducted: Poker at DoubleTree at 825 E Beaton Dr, West Fargo, ND 58078 (Pages 58-59)
- l. Games of Chance for Cystic Fibrosis Association of ND. Games to be conducted: Raffle on June 24, 2023 at Hooligans at 107 W Main Ave, Ste 150, West Fargo, ND 58078 (Page 60)

Regular Agenda

- 1. Open and Close the Board of Equalization for the approval of the April 11 & 17, 2023 Minutes (Page 61)
- 2. Public Hearing and First Reading of Zoning Ordinance amendments to Title IV of the City Ordinances pertaining to site plan review -- Lisa Sankey, Planner (Pages 62-72)
- 3. Request for approval of the Enterprise Grant for Cookie Krums -- Casey Sanders-Berglund, Economic Development Manager (Pages 73-75)
- 4. Child Care Improvement Grants Approval -- Casey Sanders-Berglund, Economic Development Manager (Pages 76-78)
- 5. Parking Lot Agreement with Olson Family Properties -- Casey Sanders Berglund, Economic Development Manager
 - Approve parking lot proposal with Olson Family Properties (Pages 79-80)
- 6. Closure of the emergency declaration for flooding -- Pierre Freeman, Emergency Manager
- 7. Improvement District No. 2265 – 9th St NE Reconstruction -- Dan Hanson, City Engineer
 - Approve Task Order No. 3-3 for “Design Services” (Pages 81-102)
- 8. Project No. 2273 – 23rd Ave S and Bluestem Dr E (Intersection Modifications and Traffic Signal Improvement) -- Dan Hanson, City Engineer
 - Approve Task Order No. 1 for “Basic Services” (Pages 103-110)
- 9. Sanitary Sewer Access Improvements -- Dan Hanson, City Engineer
 - Create Project No. 1346, Approve Engineer’s Report; and Direct Engineer to prepare both a Task Order for “Basic Services” and Plans and Specifications (Pages 111-119)
- 10. Sandhill’s 6th Addition (proposed Improvement District No. 1345) --Dan Hanson, City Engineer
 - Accept Petition for Improvements and Preliminary Work Agreements from developers; and Authorize preliminary engineering (Pages 120-143)
- 11. City Administrator and Department Head positions – John Shockley, City Attorney and Dustin Scott, Assistant City Administrator
 - a. Approve contract with Baker Tilly to assist with hiring of City Administrator
 - b. Commission President appointment of (2) commissioners for vacant Department Head positions (Page 144)
- 12. Discussion on a public comment format at Commission meetings -- Bernie Dardis, Commission President
- 13. City Administrator’s Report -- Dustin Scott, Assistant City Administrator
- 14. Correspondence
- 15. Non-Agenda Items
- 16. Adjourn



West Fargo City Commission Meeting
Monday, April 17, 2023
Commission Chambers 5:30 PM

The West Fargo City Commission met on Monday, April 17, 2023, at 5:30 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Roben Anderson and Mark Simmons. Commissioner Mandy George was absent. President of the Board Bernie Dardis called the meeting to order at 5:30 p.m.

Commissioner Anderson moved and Commissioner Olson seconded to approve the order of the agenda as distributed with the regular agenda item number thirteen being withdrawn from the agenda. Commissioners 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 April 3, 2023 as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

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

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

- a. Bills (Pages 9-52)
- b. Project 2272 – (Concrete Pavement Repair)
 - Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond (Pages 53-56)
- c. Project No. 1342 – Sanitary Lift Station Rehabilitation
 - Approve Change Order No. 1 (Pages 57-61)
- d. MSA with Bolton & Menk
 - Approve a Master Service Agreement with Bolton & Menk (Pages 62-98)
- e. Mosquito Spraying Agreement between Airborne Vector Control, LLC. and the City of West Fargo effective May 1, 2023 through November 1, 2025 (Pages 99-106)
- f. Appointment of Planning & Zoning Commissioner Kathi Schwan (Pages 107-110)
- g. Reappointment of Special Assessment Committee Member, Elliot Steinbrink (previously finished out the term for Commissioner Roben Anderson)

Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

The Local Board of Equalization Agenda:

The West Fargo City Commission reconvened as the Board of Equalization in the West Fargo Commission Chambers on Monday, April 17 at 5:30pm. Those present were Commissioners Bernie Dardis, Brad Olson, Mark Simmons and Roben Anderson. Commissioner Mandy George were absent.



West Fargo City Commission Meeting
Monday, April 17, 2023
Commission Chambers 5:30 PM

Commissioner Olson moved and Commissioner Simmons seconded to approve the minutes from April 2022 as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve the values as submitted by the city assessor on the properties that were not appealed, with authorization to review the properties on the appeals list, with the resulting values sent to the County. No opposition. Motion carried.

Commission President Dardis adjourned the Board of Equalization.

Lisa Sankey, Planner appeared before the Commission, where the Commission acts as the Board of Adjustments for Saucke Subdivision; request for variance. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to deny the request for the variance as presented for the Saucke Subdivision. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Lisa Sankey, Planner appeared before the Commission for the Dakota Territory 14th Addition, approval of Detailed Development Plans for PUD Amendment. Following discussion, Commissioner Simmons moved and Commissioner Anderson seconded to approve the Dakota Territory 14th Addition, approval of Detailed Development Plans for PUD Amendment with the recommendations as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Denis Otterness, Chief of Police appeared before the Commission for the presentation of the City of West Fargo Police Department 2022 Annual Report. No action was taken.

Denis Otterness, Chief of Police appeared before the Commission for a body-worn camera program update. No action was taken.

Dan Hanson, City Engineer appeared before the Commission to request approval of Improvement District No. 2271 (7th Ave NW and 5th St Ct NW); accept Bids and Award Contract. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the Improvement District No. 2271 (7th Ave NW and 5th St Ct NW); accept Bids and Award Contract. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Hanson, City Engineer appeared before the Commission to request approval of the 23rd Ave S and Bluestem Dr E – Intersection Modifications and Traffic Signal Improvements; create Project No. 2273, direct and approve Engineer's Report; and direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the 23rd Ave S and Bluestem Dr E – Intersection

Modifications and Traffic Signal Improvements; create Project No. 2273, Direct and approve Engineer's Report; and direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Roben Anderson, Commissioner appeared before the Commission to give an update on the backyard chicken keeping for residential properties.

In regards to the Administrator's Report, Dustin Scott, Assistant City Administrator appeared before the Commission:

1. Update on Capital Improvement Plan
2. Working with consultants on Budget Prep with a preliminary Budget in June
3. In regards to the RFP we have published in conjunction with the West Fargo School District, we do have some developers reaching out with interest and will be closing May 12th
4. Infrastructure funding manager is working with John Shockley, City attorney for potential bond sales for current and future projects and Colliers

In regards to correspondence, Commissioner Dardis addressed that the Arbor Day Foundation is congratulating the City of West Fargo on earning the 2022 Tree City USA and the Growth Award. There was a combined flood meeting earlier that day with City of West Fargo, Fargo and Cass County in regards to flood preparation. Matt Andvik, Public Works Director was called forward to give an update in regards to this meeting. Civic West Event, was given out to all of the Commissioners.

In regards to non-agenda items, Dan Hanson, City Engineer wanted to clarify that regular agenda 11 was motioned correctly "Create Project No. 6058, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications". Commissioners Anderson, Olson, Simmons, and Dardis approved the clarification. No Commissioners present denied the clarification, the motion was declared amended.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the meeting adjourned at 6:48 p.m.

Bernie Dardis, Commission President

Dustin Scott, Assistant City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
05/16/2022**

	APRIL 2022			APRIL 2023		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	4		\$ 2,542,790.00	1		\$ 1,450,000.00
RESIDENTIAL DWELLING	44	44	\$ 19,003,928.00	42	42	\$ 12,333,924.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC	1		\$ 160,000.00			
CHURCH						
ACCESSORY	24		\$ 900,573.00	11		\$ 236,960.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	26		\$ 11,347,995.00	10		\$ 3,810,000.00
RESIDENTIAL	44		\$ 1,587,147.00	25		\$ 626,808.00
PUBLIC				4		\$ 3,306,452.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION	2		\$ 164,000.00	2		\$ 60,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	145	44	\$ 35,706,433.00	95	42	\$ 21,824,144.00

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
05/01/2023**

	AS OF 4/28/2023			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 1,450,000.00
RESIDENTIAL DWELLING	18	18	\$ 4,255,000.00	42	42	\$ 12,333,924.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	3		\$ 139,000.00	11		\$ 236,960.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 1,470,000.00	10		\$ 3,810,000.00
RESIDENTIAL	3		\$ 60,200.00	25		\$ 626,808.00
PUBLIC	3		\$ 3,164,800.00	4		\$ 3,306,452.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION				2		\$ 60,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	29	18	\$ 9,089,000.00	95	42	\$ 21,824,144.00

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230190	Jordahl Custom Homes	1234 Marlys Drive West	Jordahl Custom Homes	\$ 215,000.00	Residential Dwelling
230192	Brookstone Property	1111 Jill Drive West	HS Investments LLC	\$ 259,000.00	Residential Dwelling
230193	Brookstone Property	1125 60th Avenue West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230194	Brookstone Property	1159 Jill Drive West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230210	Heritage Homes	904 51st Avenue West	Westport Investments, LLC	\$ 50,000.00	Remodel - Residential - Lower Level Finish
230195	Brookstone Property	1235 Jill Drive West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230197	Brookstone Property	1247 Jill Drive West	HS Investments LLC	\$ 259,000.00	Residential Dwelling
230198	Brookstone Property	1253 Jill Drive West	HS Investments LLC	\$ 220,000.00	Residential Dwelling
230199	Brookstone Property	1259 Jill Drive West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230200	Brookstone Property	1131 60th Avenue West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230212	Diversified Contractors Inc.	1201 Main Avenue West	Cass County	\$ 3,095,800.00	Remodel - Public - Add office area
230213	Horizon Homes	360 32nd Avenue West Unit 100	Sheyenne 32 West, LLC	\$ 170,000.00	Remodel - Commercial - Fitup
230211	Hager Renovations LLC	325 5th Avenue West	Hager Renovations LLC	\$ 3,000.00	Remodel - Residential - Basement
230191	Christ Construction, Inc.	2653 Rivers Bend Drive East	Tommy & Valerie Olson	\$ 100,000.00	Accessory - Pool & Shed
230201	Brookstone Property	1149 60th Avenue West	HS Investments LLC	\$ 259,000.00	Residential Dwelling
230202	Brookstone Property	1275 Marlys Drive West	HS Investments LLC	\$ 249,000.00	Residential Dwelling
230204	Brookstone Property	1299 Marlys Drive West	HS Investments LLC	\$ 259,000.00	Residential Dwelling
230205	Brookstone Property	1137 60th Avenue West	HS Investments LLC	\$ 220,000.00	Residential Dwelling
230206	Brookstone Property	1287 Marlys Drive West	HS Investments LLC	\$ 220,000.00	Residential Dwelling
230207	Brookstone Property	1305 Marlys Drive West	HS Investments LLC	\$ 220,000.00	Residential Dwelling
230208	Naseth Construction	631 4th Avenue East	West Fargo School District	\$ 17,000.00	Remodel - Public - door to roof access

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230209	Naseth Construction	801 9th Street East	West Fargo School District	\$ 52,000.00	Remodel - Public
230220	Endres Construction Services	695 32 Avenue East	Algot Enterprises LLC	\$ 1,300,000.00	Remodel - Commercial - Dental Office
230217	Michael Bachmeier	2030 2nd Avenue East	Michael Bachmeier	\$ 24,000.00	Accessory - Shed
230214	Groundworks of MN	207 11th Avenue East	Mary Saxowsky	\$ 7,200.00	Residential - Residential - piers
230224	Eid-Co	409 Westview Lane East	Eid-Co	\$ 250,000.00	Residential Dwelling
230228	Matt Lindbo	1323 31st Avenue West	Matt Lindbo	\$ 15,000.00	Accessory - Shed
230231	Jordahl Custom Homes	1222 Marlys Drive West	Jordahl Custom Homes	\$ 185,000.00	Residential Dwelling
230232	Jordahl Custom Homes	1118 60th Avenue West	Westport Investments, LLC	\$ 195,000.00	Residential Dwelling

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/17/23 to 04/28/23

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Report ID: AP100

* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
109610	106792S	2844 AMERICAN MAIL HOUSE INC	1,964.23								
1	112683	03/24/23 Tax Increase Notices	1,482.65			1000		414101	668		101000
2	112683	03/24/23 Tax Increase Notices	481.58			1000		414101	668		101000
109817	107140S	639 SECRETARY OF STATE	36.00								
1	04/06/23	renewal notrary app for beilke	36.00			1000		421000	667		101000
110047	106997S	111 CITY OF FARGO	63,270.43								
1	3211/3400	04/04/23 434863 Para & Rt 20 & 24	31,623.26			6025		450000	351		101000
2	3211/3400	04/12/23 437484 Para & Rt 20 & 24	31,647.17			6025		450000	351		101000
110052	107120S	176 SUMMIT FIRE PROTECTION	425.00								
		Monitoring: Fire Alarm (Billing Period 3/1/2023 - 2/29/2024)									
1	192021702	03/23/23 192021032 -- Building E	425.00			6020		450000	420		101000
110053	107137S	338 XCEL ENERGY	1,039.31								
		February and March Billing Cycle									
3	815128957	02/07/23 SM 67	1,039.31			6025		450000	351		101000
110054	107025S	155 GALLS, LLC	260.16								
1	024035059	03/31/23 new CSO ali	27.00			1000		421000	422		101000
2	024031472	03/31/23 new honor guard	162.00			1000		421000	422		101000
3	024031472	03/31/23 new officer	71.16			1000		421000	422		101000
110055	107110S	2885 SHORTPRINTER	129.78								
1	135704	04/11/23 pre-perf'd paper	29.28			1000		421000	410		101000
2	135700	04/14/23 notary stamps larson blue	100.50			1000		421000	667		101000
110056	107112S	4637 SILVERSTAR CAR WASH	479.52								
1	2194	03/31/23 mar 2023 car wash	479.52			1000		421000	420		101000
110057	107106S	450 SCHEELS	99.98								
1	39003	04/13/23 slings for rifles	99.98			1000		421000	987		101000
110058	107007S	856 DAVE'S WEST FARGO TIRE	53.95								
1	118311	04/13/23 #1192 tire repair	53.95			1000		421000	427		101000
110059	107103S	437 SANDY'S DONUTS & COFFEE SHOP	22.95								
1	923790	04/13/23 bakery for cpa	22.95			1000		421000	375	12	101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110060	107130S	3668 VERIZON WIRELESS	12,559.96					
1	9931436074	03/02/23 mar 2023 river sensors	160.16			6020 450000	345	101000
2	9931919931	03/08/23 mar 2023 city admin	47.37			1000 414000	356	101000
3	9931919931	03/08/23 mar 2023 econ development	47.37			1000 414102	356	101000
4	9931919931	03/08/23 mar 2023 HR	137.11			1000 414103	356	101000
5	9931919931	03/08/23 mar 2023 IT	429.50			1000 414104	356	101000
6	9931919931	03/08/23 mar 2023 engineering	814.34			1000 414200	356	101000
7	9931919931	03/08/23 mar 2023 commission	182.34			1000 415000	356	101000
8	9931919931	03/08/23 mar 2023 communications	192.00			1000 416200	356	101000
9	9931919931	03/08/23 mar 2023 planning	221.85			1000 418000	356	101000
10	9931919931	03/08/23 mar 2023 pd	4,016.54			1000 421000	356	101000
11	9931919931	03/08/23 mar 2023 pd bait phone	42.37			1000 421000	356	101000
12	9931919931	03/08/23 mar 2023 pd passport	127.11			1000 421000	356	101000
13	9931919931	03/08/23 mar 2023 pd mdc	680.17			1000 421000	356	101000
14	9931919931	03/08/23 mar 2023 pd cp's	520.29			1000 421000	356	101000
15	9931919931	03/08/23 mar 2023 pd investigations	40.01			1000 421000	356	101000
16	9931919931	03/08/23 mar 2023 pd icac	42.37			1000 421000	356	101000
17	9931919931	03/08/23 mar 2023 pd pole cam	80.02			1000 421000	356	101000
18	9931919931	03/08/23 mar 2023 pd invest trailer	80.02			1000 421000	356	101000
19	9931919931	03/08/23 mar 2023 pd alpr	40.01			1000 421000	356	101000
20	9931919931	03/08/23 mar 2023 pw street	365.34			1000 430000	356	101000
21	9931919931	03/08/23 mar 2023 pw row	82.91			1000 430001	356	101000
22	9931919931	03/08/23 mar 2023 pw	728.77			1000 450000	356	101000
23	9931919931	03/08/23 mar 2023 pw b&g	254.23			1000 455000	356	101000
24	9931919931	03/08/23 mar 2023 fire	1,116.39			2060 415200	356	101000
25	9931919931	03/08/23 mar 2023 fire drone	40.01			2060 416200	356	101000
26	9931919931	03/08/23 mar 2023 pw forestry	94.74			2210 428000	356	101000
27	9931919931	03/08/23 mar 2023 pw sanitation	819.59			6010 450200	356	101000
28	9931919931	03/08/23 mar 2023 pw water	597.19			6020 450000	356	101000
29	9931919931	03/08/23 mar 2023 pw sewer	432.45			6025 450000	356	101000
30	9931919931	03/08/23 mar 2023 pw library	127.39			7000 411600	356	101000
110061	107041S	4503 JARED JOHNSON	221.00					
1	04/17/23	travel reimb	221.00			1000 421000	340	101000
110062	107015S	3410 ENGRAPHIX	15.00					
1	a3121 04/17/23	2nd Q plate	15.00			1000 421000	422	101000
110063	107060S	2657 MICHAEL KANE	10.00					
1	04/18/23	fuel reimb	10.00			1000 421000	424	101000

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CITY OF WEST FARGO, ND
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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110064	107138S	2085 LANGUAGE LINE SERVICES	38.74					
1	10729547	01/31/23 Services 9020862258	19.37			1000 421000	340	101000
2	10966089	03/31/23 Services 9020862258	19.37			1000 421000	340	101000
110065	107139S	2478 VALLI	6,867.25					
2	87587	03/31/23 WEB POST&ONLINE MAINT/FEES	5,616.62			6020 450000	360	101000
3	87588	03/31/23 WEB POST&ONLINE MAINT/FEES	1,250.63			6020 450000	360	101000
110066		176 SUMMIT FIRE PROTECTION	770.62					
1	192021824	04/01/23 FIRE ALARM MONITORING	425.00			6020 450000	420	101000
2	192019752	01/10/23 CH/PD FACILITIES	345.62			1000 455000	420	101000
110067	107141S	351 BUSINESS ESSENTIALS	64.93					
1	1236841-1	03/16/23 PENS & BINDERS	64.93			1000 412000	410	101000
110068	107142S	688 MOTOROLA SOLUTIONS, INC	22,230.00					
1	8300197919	01/12/23 1011658418 Handheld Portab	4,446.00			2060 415200	641	101000
2	8300201223	02/17/23 1011658418 (4) Handheld Po	17,784.00			2060 415200	641	101000
110069	107143S	1210 NORTH DAKOTA WATER USERS	600.00					
1	5084	02/15/23 MEMBERSHIP DUES DUSTIN SCOTT	600.00			6020 450000	667	101000
110070		3273 BERNIE DARDIS	33.05					
1	03/22/23	Meeting Reimbursement	33.05			1000 415000	602	101000
110071	107151S	3549 WEX	2,189.55					
1	03/10/23	MED MARCH 2023	214.58			1000 212530		101000
2	03/10/23	DEP MARCH 2023	1,974.97			1000 212523		101000
110072	107149S	2261 NETWORK CENTER INCORPORATED	246,096.53					
1	INV193408	02/21/23 INVOICE 191695	45.71			1000 414104	497	101000
2	INV193408	03/06/23 INVOICE 192506	116.00			1000 414104	497	101000
3	INV193408	03/09/23 INVOICE 192934	14,359.64			1000 414104	497	101000
4	INV193408	03/22/23 INVOICE 193408	231,575.18			1000 414104	497	101000
110073	107146S	3087 IBM CORPORATION	233.92					
1	4130515	03/29/23 PREMIER SUITE	233.92			1000 414104	497	101000
110074	107147S	3491 LOFFLER COMPANIES INC	470.35					
1	33824322	04/10/23 307ci copier	112.15			1000 414100	428	101000
2	33631709	03/10/23 307ci copier	178.69			1000 414100	428	101000
3	33423151	02/10/23 307ci copier	179.51			1000 414100	428	101000

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110075	107148S	2766 MIDCONTINENT COMMUNICATIONS	188.62								
2	184107201	04/01/23 #18410720113268	188.62			6010		455000	420		101000
110076	107145S	4820 HATCHET & CO. LLC	52,215.00								
1	11036	03/31/23 BIA BARTOP BUILD OUT	52,215.00			2960		411900	654		101000
110077	107150S	4821 STROH ARCHITECTS	5,259.00								
1	2023.03	04/03/23 2023.03 REMODEL	1,176.50			2960		411900	654		101000
2	4082.50	03/03/23 2023.03 REMODEL	4,082.50			2960		411900	654		101000
110078	107161S	4822 DAKOTA CONSTRUCTION	44,267.00								
1	2023-072	04/12/23 FIT UP & LABOR	44,267.00			2960		411900	654		101000
110080		155 GALLS, LLC	729.63								
1	024101234	04/07/23 equipment/boots for mattson	246.56			1000		421000	422		101000
2	024101716	04/07/23 gloves for sorensen	42.48			1000		421000	422		101000
3	024091757	04/06/23 belt fo heyeran	27.00			1000		421000	422		101000
4	024101760	04/07/23 equip for williams	149.99			1000		421000	422		101000
5	024102545	04/07/23 equip for dehmlow	56.70			1000		421000	422		101000
6	024092223	04/06/23 new officer belt	27.00			1000		421000	422		101000
7	023733988	03/02/23 new officer equipment	179.90			1000		421000	422		101000
110081	107144S	3410 ENGRAPHIX	167.70								
1	R0364	04/18/23 OFFICE SUPPLIES/ADDRESS STAMPS	167.70			7000		411600	410		101000
110082		2597 YOUTHWORKS	17,500.00								
1	13792	04/18/23 youthworks jan-june 2023	17,500.00			1000		421000	505		101000
110083		1495 TRAVIS JOHNSON	66.50								
1	04/19/23	meal reimb	66.50			1000		421000	340		101000
110084		2847 MICHAEL CARLSON	66.50								
1	04/19/23	meal reimb	66.50			1000		421000	340		101000
110085		276 OSTROMS ACE HARDWARE	58.97								
1	223592	04/14/23 surge prot for new offices	58.97			1000		421000	641		101000
110086		911 NDPOA	40.00								
1	5753	04/01/23 membership for kane	40.00			1000		421000	667		101000

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110087		856 DAVE'S WEST FARGO TIRE	268.69					
1	118374	04/17/23 #135 tire repair	31.31			1000 421000	427	101000
2	118354	04/18/23 #1197 tire repair, value repai	237.38			1000 421000	427	101000
110088		1904 CODE 4 SERVICES, INC	118.27					
1	8295	04/18/23 #1192 seatbelt repair	118.27			1000 421000	427	101000
110089		1812 FIRESTONE	2,824.92					
1	212049	04/18/23 tires for pd	2,824.92			1000 421000	427	101000
110090		2713 HAMPTON INN & SUITES	388.08					
1	661062	04/19/23 lodgin for t. johnson	194.04			1000 421000	340	101000
2	661061	04/19/23 lodgin for carr	194.04			1000 421000	340	101000
110091		1904 CODE 4 SERVICES, INC	254.87					
1	8215	03/29/23 k9 kennel mats	254.87			1000 421000	915	101000
110092		260 LAR'S BODY SHOP	159.17					
1	5446	04/17/23 #1192 repairs	159.17			1000 421000	427	101000
110093	107153S	3167 City of West Fargo	439.20					
1	CK1002502	Refund Invoice 17122	439.20			6020 214100		101000
110094		3179 ADVANCED ENGINEERING &	59,488.87					
1	86521	04/11/23 Feb. 25 - Mar. 31 2023	59,488.87			1000 414100	428	101000
110096	107154S	338 XCEL ENERGY	2,515.95					
1	Letter	04/12/23 51-0012615936-9	1,913.09			2320 452110	527	101000
2	Letter	02/03/23 51-0013185519-2	602.86			2310 452120	527	101000
110097	107162S	3542 MAINSTAY FUNDS	860.00					
1	03/24/23	APRIL 2023	860.00			1000 212529		101000
110099		2291 RYAN WUOLLET	135.00					
1	04/20/23	meal reimb	135.00			1000 421000	340	101000
110100		794 JASON DURA	135.00					
1	04/20/23	meal reimb	135.00			1000 421000	340	101000

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110101 1	04/20/23	811 JASON ANDERSON meal reimb	135.00 135.00			1000 421000	340	101000
110102 1	04/20/23	2482 CODY BEILKE meal reimb	135.00 135.00			1000 421000	340	101000
110103 1	6397 03/25/23	1750 WATER SMITH, INC 4068	11,431.45 11,431.45			4007 480000	670	101000
110104 1	86658 04/11/23	3179 ADVANCED ENGINEERING & SCADA Network Upgrade	22,848.74 22,848.74			4004 480000	670	101000
110105 1	21665 04/11/23	3252 SUBSURFACE SOLUTIONS Rechargeable battery pack	654.53 654.53			6020 450000	412	101000
110106 1	04/14/23	3488 MARK HOUSH Travel Reimbursement	103.13 103.13			1000 418000	340	101000
110107 1	1729 04/12/23	1338 CLARK'S EXCAVATING & SEPTIC Pump Holding Tank	250.00 250.00			7050 500000	420	101000
110109 1	223644 04/21/23	276 OSTROMS ACE HARDWARE windshield wash	119.76 119.76			1000 421000	641	101000
110110 1	04/23/23	3857 ARNOLD NELSON meal reimb	245.00 245.00			1000 421000	422	101000
110111 1	04/23/23	4522 BRETT COFFIELD meal reimb	245.00 245.00			1000 421000	422	101000
110112 1	04/23/23	2811 BROCK ACKERMAN meal reimb	33.00 33.00			1000 421000	340	101000
110113 1	8300 04/24/23	1904 CODE 4 SERVICES, INC PIT bars 1193 & 1204	3,269.96 3,269.96			2531 421000	610	101000
110114 1	8293 04/18/23	1904 CODE 4 SERVICES, INC #1210 squad equipment	90,215.37 23,730.50			1000 421000	610	101000
2	8290 04/18/23	#1211 squad equipment	22,035.43			1000 421000	610	101000
3	8291 04/18/23	#1212 squad equipment	22,035.43			1000 421000	610	101000
4	8292 04/18/23	#1213 squad equipment	22,414.01			1000 421000	610	101000

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110115		549 WF PUB SCHOOLS DIST #6	10,032.50					
1	MISC06965	04/20/23 MAY RENT	10,032.50			7000 411600	333	101000
110116	107158S	1550 WEST FARGO POLICE ASSOCIATION	920.00					
1	02/25/21	ANNUAL DUES	920.00			1000 212544		101000
110117	107157S	1464 RED RIVER VALLEY FOP LODGE #1	764.50					
1	04/24/23	APRIL 2023	764.50			1000 212526		101000
110118	107155S	3541 ND FRATERNAL ORDER OF POLICE	1,876.50					
1	04/24/23	APRIL 2023	1,876.50			1000 212527		101000
110119	107160S	3827 WF IAFF	640.00					
1	03/24/23	APRIL 2023	640.00			1000 212552		101000
110120	107156S	3548 PERSHING	300.00					
1	04/24/23	APRIL 2023	300.00			1000 212525		101000
110121	107159S	3549 WEX	2,189.55					
1	04/24/23	MED APRIL 2023	214.58			1000 212530		101000
2	04/24/23	DEP APRIL 2023	1,974.97			1000 212523		101000
110122	107165S	3543 NEW YORK LIFE INSURANCE &	6,470.52					
1	04/24/23	EE New York Life for April '23	5,859.00			1000 212531		101000
2	04/24/23	ER New York Life for April '23	611.52			1000 212531		101000
110123	107164S	3630 MATRIX TRUST COMPANY	5,751.00					
1	04/24/23	pre-tax	4,529.00			1000 212547		101000
2	04/24/23	post-tax	1,222.00			1000 212548		101000
110124	107163S	3547 EQUITABLE UNIT ANNUITY	2,000.00					
1	03/24/23	APRIL 2023	2,000.00			1000 212524		101000
110125		2719 AARON OSTLUND	49.99					
1	04/25/23	reimb for insoles	49.99			1000 421000	422	101000
110126		289 ACME TOOLS	320.99					
1	11184899	04/19/23 TOOLS	247.21			1000 430000	432	101000
2	11170291	04/14/23 TOOLS	73.78			1000 430000	432	101000

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110127		660 FARGO FREIGHTLINER	1,568.28					
1	X101113884 04/14/23	407 REACTOR/TUBE ASSY	620.23			6010 450200	427	101000
2	X101113963 04/18/23	407 TUBE CONNECTOR	934.33			6010 450200	427	101000
3	X101113884 04/15/23	407 CONNECTOR	13.72			6010 450200	427	101000
110128		454 SANITATION PRODUCTS	200.15					
1	85264 04/14/23	3061 SPRING DIRT SHOE	200.15			1000 430000	427	101000
110129		4622 MENARDS PW	1,040.82					
1	01045 04/17/23	WKSHP STRP	37.84			1000 455000	420	101000
2	01244 04/20/23	2X4 STUD	33.92			6020 450000	632	101000
3	01096 04/18/23	AIR HOSE	76.65			6025 450000	420	101000
4	01243 04/20/23	MAILBOX REPAIR	283.63			1000 430000	444	101000
5	00639 04/11/23	SA TOILET REPAIR	37.93			6010 450200	420	101000
6	00856 04/14/23	DRYER PLUG	7.99			6010 450200	420	101000
7	00701 04/12/23	BEAR CLAW PACK	23.94			1000 455000	420	101000
8	01047 04/17/23	WIRELESS KEYPAD	89.96			6020 450000	420	101000
9	01098 04/18/23	WIRELESS KEYPAD	47.54			6020 450000	420	101000
10	01057 04/17/23	SHOVELS	39.97			6020 450000	432	101000
11	372 04/07/23	PAPER TOWELS	33.98			6010 450200	433	101000
12	320 04/06/23	SHOVEL	119.88			6010 450200	433	101000
13	230 04/04/23	BATTERIES/TSTAT	51.97			6020 450000	420	101000
14	177 04/04/23	WIRELESS KEYPAD	44.98			6020 450000	420	101000
15	319 04/06/23	HARDWARE	13.78			1000 430002	391	101000
16	36 04/02/23	TRIBALL MNT	43.98			6020 450000	432	101000
17	375 04/07/23	HARDWARE/CABLE TIE	49.89			6020 450000	432	101000
18	364 04/07/23	CARABINER	2.99			6025 450000	432	101000
110130		1502 EIDE BAILLY	13,942.50					
1	EI01478899 03/30/23	Fiscal Condition Assessmen	13,942.50			1000 414100	428	101000
110131		566 WEST FARGO PARK DISTRICT	77,414.26					
1	04/25/23 April 2023	State Aid	77,414.26			2050 451000	992	101000
110132		338 XCEL ENERGY	407.31					
1	0502076704 04/20/23	303000737 TRANSFER STATION	347.04			6010 450200	351	101000
2	1032326855 04/20/23	304746900 SM 75 LIFT STATI	60.27			6025 450000	351	101000
110133		4622 MENARDS PW	9.49					
1	01300 04/21/23	HARDWARE	9.49			1000 455000	420	101000

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110134		624 DAKOTA SUPPLY GROUP	258.53					
1	102626514	04/18/23 VE24 PWR SPLY	258.53			6025 450000	826	101000
110135		4744 O'REILLY AUTOMOTIVE STORES, INC	14.77					
1	1932199737	04/14/23 FUEL HOSE	20.18			4387 480000	427	101000
2	6022145451	04/17/23 WINDOW FILM	51.98			4387 480000	427	101000
3	1932201015	04/18/23 8500 BATTERY	183.99			1000 415000	427	101000
4	1932201015	04/18/23 CAPSULE	6.68			1000 455000	433	101000
5	1932201346	04/19/23 PIGTAIL	5.16			6010 450200	427	101000
6	1932175374	01/19/23 CORE RETURN	-22.00			1000 421000	427	101000
7	1932201818	04/20/23 280Z PROTECT	60.96			6010 450200	433	101000
11	1932178666	01/31/23 CORE RETURN	-22.00			1000 415000	427	101000
12	1932136604	09/09/22 CLAMP SET RETURN	-8.33			1000 421000	427	101000
17	1932200528	04/17/23 BATTERIES	13.99			1000 421000	427	101000
18	1932201398	04/19/23 CAPSULE	79.05			6010 450200	427	101000
19	1932181186	02/09/23 CORE RET/BATTERY	-166.44			6020 450000	427	101000
20	1932181186	02/09/23 CORE RET/BATTERY	-166.45			1000 430000	427	101000
21	1932146890	10/12/22 CORE RETURN	-22.00			6020 450000	427	101000
110137		2931 AUTO VALUE PARTS STORES	462.98					
1	99197920	04/18/23 OIL FILTER	3.26			1000 455000	427	101000
2	99197929	04/18/23 OIL FILTER	3.26			1000 415000	427	101000
3	99197922	04/18/23 OIL FLEET	28.17			6010 450200	427	101000
4	99197924	04/18/23 OIL FILTER	16.51			6020 450000	427	101000
5	99197921	04/18/23 OIL FLEET	28.17			1000 430000	427	101000
6	99198795	04/21/23 FUEL FLEET	69.06			1000 430000	427	101000
7	99198268	04/19/23 LEVER ACTION GREASE	48.99			1000 455000	432	101000
8	99197817	04/17/23 OIL FILTER	19.56			1000 421000	427	101000
9	99197433	04/14/23 PIPE EXPANDER RET	-68.99			1000 455000	432	101000
10	99197690	04/17/23 9.25" CHY 33SPL	314.99			6020 450000	427	101000
110138		1715 NORTHWEST TIRE INC	19.26					
1	26037373	04/24/23 7037 TIRE PATCH	19.26			6025 450000	427	101000
110139		1675 DAKOTA FLUID POWER, INC	154.51					
1	7065276	04/18/23 HARDWARE	154.51			6025 450000	427	101000
110140		4622 MENARDS PW	1,341.48					
1	01186	04/19/23 WATER TOWER REPAIR	696.65			6020 450000	632	101000
2	01581	04/25/23 EARMUFFS	20.26			6020 450000	632	101000
3	01494	04/24/23 WATER TOWER REPAIR	55.26			6020 450000	632	101000
4	01578	04/25/23 RETURN	-15.98			6020 450000	632	101000
5	01511	04/24/23 WATERTOWER REPAIR	106.45			6020 450000	632	101000
6	01485	04/24/23 MAILBOX REPAIR	397.93			1000 430000	444	101000

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7	01556 04/25/23	MAILBOX REPAIR	140.95			1000 430000	444	101000
9	01498 04/24/23	RETURN	-279.18			6020 450000	632	101000
10	01650 04/26/23	WATER TOWER REPAIR	129.18			6020 450000	632	101000
11	01663 04/26/23	WATER TOWER REPAIR	81.98			6020 450000	632	101000
12	01558 04/25/23	AIR HOSE REPAIR KIT	7.98			1000 455000	420	101000
110141	2489	MENARDS-MOORHEAD	258.52					
1	70786 04/25/23	MAILBOX REPAIR	258.52			1000 430000	444	101000
110142	3892	BURGGRAF'S ACE FARGO WEST #17458	59.99					
1	2280 04/25/23	MAILBOX REPAIR	59.99			1000 430000	444	101000
110143	233	J & L SPORTS	14.00					
1	30217 04/13/23	Chris Livdahl Clothing	14.00			1000 414200	422	101000
110144	3519	PREMIERE SHORTLINE USA LLC	1,023.00					
1	4744 04/06/23	369B PTO COMPLETE	1,023.00			1000 430000	427	101000
110145	-99721E	363 ND PERS	220,573.55					
1		March Payroll - Contributions	220,573.38			1000 212532		101000
2		March Payroll - Rounding	0.17			1000 414100	230	101000
110146	317	AMERICAN WELDING & GAS, INC.	4,199.00					
1	09248804 04/14/23	PKG MULTIMATIC	4,199.00			6010 450200	641	101000
110147	3508	PAUL MONTPLAISIR	175.00					
		SNOW CONFERENCE - OMAHA, NE						
1	04/20/23	TRAVEL REIMBURSEMENT	175.00			1000 430001	340	101000
110148	-99720E	363 ND PERS	200.00					
1	04/07/23	Freadrich Contribution	200.00			1000 212532		101000
110149	3864	SHANE HENRICKS	175.00					
		SNOW CONFERENCE - OMAHA, NE						
1	04/20/23	TRAVEL REIMBURSEMENT	175.00			1000 430000	340	101000
110150	1746	DAN BIRNBAUM	205.00					
		SNOW CONFERENCE - OMAHA, NE						
1	04/20/23	TRAVEL REIMBURSEMENT	205.00			1000 430000	340	101000

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110151		3863 JOSEPH REULE	175.00								
		SNOW CONFERENCE - OMAHA, NE									
1	04/20/23	TRAVEL REIMBURSEMENT	175.00			1000		430000	340		101000
110152		3518 JUSTIN DONLEY	175.00								
		SNOW CONFERENCE - OMAHA, NE									
1	04/20/23	TRAVEL REIMBURSEMENT	175.00			1000		430000	340		101000
110153		2798 JOHNSON CONTROLS	2,085.09								
1	2870746071	04/18/23 40TH AVE BUIDLING HEAT REP	2,085.09			6020		450000	420		101000
110154		3428 ND DEPARTMENT OF ENVIORNMENTAL	1,006.32								
1	078400	03/31/23 WATER TESTING	1,006.32			6020		450000	335		101000
110155		556 GRAINGER, INC.	99.93								
1	9670005785	04/11/23 DISCHARGE HOSE	99.93			6010		450200	433		101000
110156		4108 CED	9.01								
1	3481022346	04/13/23 2IN RIDIG THRD COND COUP.	9.01			1000		430002	487		101000
110157		1417 LUTHER FAMILY BUICK-PONTIAC-GMC	134.12								
1	222967	04/13/23 261 BRACKET	134.12			6020		450000	427		101000
110158		1851 F/S MANUFACTURING INC	3.10								
1	148314	04/14/23 PIPE PLUG	3.10			4387		480000	427		101000
110159		78 DSI AUTOMOTIVE INC	244.44								
1	3343422	04/12/23 261 BRACKET KIT	244.44			6020		450000	427		101000
110160		1012 INTERSTATE POWER SYSTEMS, INC	504.66								
1	2098838	04/19/23 7045 LEVELING VALVE REPAIR	504.66			4387		480000	427		101000
110161		1648 FARSTAD OIL, INC	112.02								
1	417643-23	04/14/23 MOBIL SUPER SYN 5/20	112.02			1000		421000	424		101000
110162		3216 CINTAS	80.99								
1	4152624177	04/17/23 SHOP TOWELS	80.99			1000		455000	433		101000
110163		277 LARSONS WELDING/MACHINE	78.00								
1	77436	04/24/23 RENTAL GRADE BOARD STRAIGHTEN	78.00			1000		430000	427		101000

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110164	-99719E	4335 VISA HUMAN RESOURCES	152.55					
1	CC-1091	03/12/23 Late Fee	35.00			1000 202200		101000
		1st International Bank & Trust		CC Accounting: 1000-		-414100-740		
2	CC-1091	03/30/23 Safety supplies	117.55			1000 202200		101000
		SMARTSIGN		CC Accounting: 1000-		-414103-639		
110165	-99718E	3706 VISA COMMUNICATIONS	35.99					
1	CC-1092	03/12/23 Late Fee	35.00			1000 202200		101000
		1st International Bank & Trust		CC Accounting: 1000-		-414100-740		
2	CC-1092	03/24/23 Photo Storage	0.99			1000 202200		101000
		APPLE.COM		CC Accounting: 1000-		-416200-497		
110166	-99717E	3212 VISA ADMINISTRATION	3,794.46					
1	CC-1093	Supplies	174.48			1000 202200		101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-415000-410		
2	CC-1093	03/06/23	649.89			1000 202200		101000
		FAMILY FARE		CC Accounting: 1000-		-414103-378		
3	CC-1093	03/05/23 Comm Dept Camera	2,499.00			1000 202200		101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-416200-497		
4	CC-1093	03/22/23 Supplies	16.89			1000 202200		101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414103-410		
5	CC-1093	03/24/23 Supplies	75.78			1000 202200		101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414103-410		
6	CC-1093	03/23/23 Employee Engagement Committee	77.90			1000 202200		101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414103-378		
7	CC-1093	03/23/23 Voices of Vision 2023	65.00			1000 202200		101000
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE		CC Accounting: 1000-		-415000-340		
8	CC-1093	03/23/23 Voices of Vision 2023	65.00			1000 202200		101000
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE		CC Accounting: 1000-		-415000-340		
9	CC-1093	03/24/23 Chicken Survey Ad	95.99			1000 202200		101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-416200-440		
10	CC-1093	03/30/23 Employee Engagement Committee	39.53			1000 202200		101000
		FAMILY FARE		CC Accounting: 1000-		-414103-378		
11	CC-1093	03/12/23 Late Fee	35.00			1000 202200		101000
		1st International Bank & Trust		CC Accounting: 1000-		-414100-740		
110167		3050 DAKOTA UPREIT LIMITED	7,654.81					
1	15054	05/01/23 Commercial Base Rent	5,252.52			1000 415000	389	101000
2	15054	05/01/23 Common Area Estimate	2,402.29			1000 415000	389	101000

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110168	-99716E	2439 VISA IT	796.59					
1	CC-1095	03/12/23 Late Fee	35.00			1000 202200		101000
		1st International Bank & Trust		CC Accounting: 1000-		-414100-740		
2	CC-1095	03/24/23 Microsoft	11.25			1000 202200		101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-497		
3	CC-1095	03/24/23 Microsoft	750.34			1000 202200		101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-497		
110170		887 AIRBORNE CUSTOM SPRAYING, INC	24,187.50					
1	INV23-0004	04/01/23 2023 AERIAL CONTRACT RETAI	24,187.50			2200 427500	395	101000
110171	-99715E	3693 VISA ENGINEERING	244.00					
1	CC-1096	03/01/23 Carwashes	10.00			1000 202200		101000
		HOLIDAY COMPANIES		CC Accounting: 1000-		-414200-420		
2	CC-1096	03/10/23 Postage	9.56			4074 202200		101000
		US POSTAL SERVICE		CC Accounting: 4074-		-480000-661		
3	CC-1096	03/07/23 Employee Clothing	42.49			1000 202200		101000
		KARL'S AT THE NODAK CENTER		CC Accounting: 1000-		-414200-422		
4	CC-1096	03/28/23 ASCE Manuals	146.95			6020 202200		101000
		AMERICAN ASSOC OF CODE ENFORCEMENT		CC Accounting: 6020-		-450000-412		
5	CC-1096	03/12/23 Late Fee	35.00			1000 202200		101000
		1st International Bank & Trust		CC Accounting: 1000-		-414100-740		
110172	-99714E	4676 WEX ELECTRONIC BIWEEKLY	26,950.20					
1		04/22/23 HSA Plan Funding	26,950.20			1000 212530		101000
110173	-99713E	4482 ND CHILD SUPPORT DIVISION	3,388.97					
1		04/21/23 Child Support	3,388.97			1000 212549		101000
110174	-99712E	4672 ASSURE PAYROLL TAX MANAGEMENT	195,794.89					
1		Social Security	90,405.50			1000 212501		101000
2		Medicare	21,143.34			1000 212502		101000
3		Federal Income Tax	73,001.05			1000 212503		101000
4		ND State Tax	7,349.00			1000 212504		101000
5		MN State Tax	3,896.00			1000 212505		101000
110175		274 STEVE MOTTINGER	5,000.00					
1		02/01/23 court appointed attorney	5,000.00			1000 412000	310	101000

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110176		4824 CITY OF FORT BENTON	449.10					
		Last week the city of west fargo cashed a check from one of my business accounts "empty properties LLC". This was a mistake on my end that my online billing portal sent it to the city of west fargo instead of the city of Fort benton. The check was for 449.10 CHECK 5082 with the last four of my account being 3264. Im a little surprised it does not say Empty Properties on the check but only my name. The Account that normally pays that bill ends in 1283 dyrt road real estate. let me know if there is something we can do to get that credited back to my business account. thanks you shay richter 4063991201						
	3	04/26/23 Resident error in payable to	449.10			6020 214100		101000
110177		1777 CENTURY LINK	230.18					
	1	02/01/23 feb 2023 police sirens	230.18			1000 421000	356	101000
110178		4708 SAVAGE TRAINING GROUP	610.00					
	1	STG-7350 o 04/27/23 reg fee for kyle johnson	610.00			1000 421000	340	101000
110179		2876 ASTORIA HOTEL & EVENT CENTER	1,083.54					
	1	180136 04/20/23 lodging for dura	264.60			1000 421000	340	101000
	2	180137 04/20/23 lodging for anderson	264.60			1000 421000	340	101000
	3	180138 04/20/23 lodging for cody	264.60			1000 421000	340	101000
	4	180139 04/20/23 lodging for wuollet	289.74			1000 421000	340	101000
110180		4017 WARD MUSCATELL AUTOMOTIVE GROUP	32,125.00					
	1	04/26/23 #1214 ford explorer	32,125.00			1000 421000	610	101000
110181		3149 BEE SEEN GEAR	56.00					
	1	59630 04/19/23 C McCann embroidering	42.00			2060 415200	422	101000
	2	59614 04/19/23 J Carriveau Embroidering	14.00			2060 415200	422	101000
110182		3512 BOUND TREE MEDICAL, LLC	661.59					
	1	84919596 04/10/23 Medical Supplies	389.68			2060 415200	500	101000
	2	84925552 04/14/23 First Aide Kits restock	62.58			2060 415200	500	101000
	3	84925553 04/14/23 Medical Supplies	127.56			2060 415200	500	101000
	4	84927087 04/17/23 Medical Supplies	81.77			2060 415200	500	101000
110184		665 TWIN CITY GARAGE DOOR	195.00					
	1	Z238827 04/24/23 GARAGE DOOR REPAIR	195.00			6020 450000	420	101000

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110185		3892 BURGGRAF'S ACE FARGO WEST #17458	17.31					
1	2272 04/21/23	Training supplies	13.17			2060 415200	340	101000
2	2282 04/25/23	Batt 70 remove batteries	7.88			2060 415200	420	101000
3	2168 03/17/23	Unapplied Payment Invoice 2168	-3.74			2060 415200	420	101000
110186		3304 MAC'S - FARGO	16.99					
1	G27278 04/21/23	BLOW GUN	16.99			6025 450000	420	101000
110187		3352 TITAN MACHINERY-FARGO CASE	418.77					
1	18255382 04/14/23	7039 BLOCK HEATER	418.77			4387 480000	427	101000
110188		36 BERT'S TRUCK EQUIPMENT	674.23					
1	97263 04/17/23	3019 WINDOW	553.23			1000 430000	427	101000
2	97480 04/19/23	2020 TAILLIGHT REPAIR	121.00			6020 450000	427	101000
110189		1715 NORTHWEST TIRE INC	19.26					
1	26037353 04/21/23	6000 TIRE REPAIR	19.26			2210 428000	427	101000
110190		711 LUTHER FAMILY FORD	41.57					
1	351382 04/24/23	286 CABLE	41.57			6020 450000	427	101000
110191		4825 PRAIRIE SCALE SYSTEMS, INC.	261.42					
1	JW101306 04/13/23	TRUCK SCALE KEY PAD REPLACEM	261.42			6010 450200	497	101000
110192		3642 SIGN PRO	285.00					
1	80863 04/18/23	DECALS SANIT GUIDELINES	285.00			6010 450200	668	101000
110193		2184 WEST SIDE STEEL	13.68					
1	5917 04/21/23	SHEET METAL	13.68			6010 450200	914	101000
110194		4003 WM CORPORATE SERVICES INC	91,618.62					
1	6730445 04/03/23	COWF RECYCLING	84,770.16			6010 450200	916	101000
2	6730930 04/03/23	HORACE DIVERSION	22.66			6020 450000	448	101000
3	6730443 04/03/23	WATER TOWER DROP SITE	5,771.92			6010 450200	916	101000
4	6730444 04/03/23	SA DROP SITE	1,053.88			6010 450200	916	101000
110195		317 AMERICAN WELDING & GAS, INC.	1,207.60					
1	09260024 04/21/23	TORCH KIT	449.00			6010 450200	641	101000
2	09249026 04/14/23	GAS/LEASE	758.60			6010 450200	914	101000

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110196		270 LOWE'S	125.00								
1	04/18/23	WOOD STAKES	125.00			2210		428000	358		101000
110197		3417 CHELSEA SIMDORN	23.84								
1	04/25/23	MILEAGE	23.84			7000		411600	340		101000
110198		351 BUSINESS ESSENTIALS	199.35								
1	W012390921	04/18/23 OFFICE SUPPLIES	199.35			7000		411600	410		101000
110199		1623 CENGAGE GALE	21.00								
1	81038584	04/12/23 BOOKS	21.00			7000		411600	662		101000
110200		2798 JOHNSON CONTROLS	12,032.50								
1	46291899	04/10/23 ANNUAL CONTRACT PMT #3	12,032.50			1000		455000	420		101000
110201		87 DAKOTA TIRE	124.40								
1	930747	04/17/23 Batt 70 Oil Change	42.13			2060		415200	427		101000
2	930783	04/18/23 Insp-2 Oil Change	40.14			2060		415200	427		101000
3	930911	04/24/23 Sq-75 Oil Change	42.13			2060		415200	427		101000
110202		3431 GEHRTZ CONSTRUCTION	13,700.00								
		CITY HALL REMODEL - ACCESS DOOR & PASS THROUGH									
1	3893	08/31/22 CH REMODEL	13,700.00			2970		480000	472	5011	101000
110203		155 GALLS, LLC	262.21								
1	24099827	04/07/23 Porter, Rix, Dirk	318.73			2060		415200	422		101000
2	24245105	04/20/23 Porter return	-135.96			2060		415200	422		101000
3	23574636	02/15/23 J Cariveau pants	79.44			2060		415200	422		101000
110204		3535 GREAT PLAINS FIRE	264.57								
1	105861	01/23/23 S Johnson Name Plate Credit	-122.93			2060		415200	641		101000
2	7448	04/13/23 E-76 Air Leak	387.50			2060		415200	427		101000
110205		556 GRAINGER, INC.	268.94								
1	9679625906	04/19/23 ASPHALT LUTE	268.94			1000		430000	432		101000
110206		22 ASPLIN EXCAVATING	867.03								
1	230280	04/12/23 CLASS 5	867.03			1000		430000	394		101000

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110207		2035 NORTH CENTRAL RENTAL & LEASING,	229,596.00					
1	0123228	04/21/23 CATERPILLER RENTAL	27,450.00			1000 430000	657	101000
2	0123229	04/21/23 CATERPILLER RENTAL	22,590.00			1000 430000	657	101000
3	0123230	04/21/23 CATERPILLER RENTAL	26,640.00			1000 430000	657	101000
4	0123231	04/21/23 CATERPILLER RENTAL	22,140.00			1000 430000	657	101000
5	0123232	04/21/23 CATERPILLER RENTAL	22,500.00			1000 430000	657	101000
6	0123233	04/21/23 CATERPILLER RENTAL	31,050.00			1000 430000	657	101000
7	0123225	04/21/23 CATERPILLER RENTAL	13,776.00			1000 430000	657	101000
8	0123226	04/21/23 CATERPILLER RENTAL	22,320.00			1000 430000	657	101000
9	0123227	04/21/23 CATERPILLER RENTAL	19,080.00			1000 430000	657	101000
10	0123234	04/21/23 CATERPILLER RENTAL	22,050.00			1000 430000	657	101000
110209		133 COLE PAPER	484.20					
1	10282490	04/13/23 PW PAPER PRODUCTS	233.07			6020 450000	500	101000
2	10282502	04/13/23 CH PAPER PRODUCTS	141.79			1000 455000	500	101000
3	10282506	04/13/23 PD PAPER PRODUCTS	109.34			6020 450000	500	101000
110210		652 BRENCO CORPORATION	60.00					
1	0128807	04/14/23 20" RED PAD	30.00			6020 450000	500	101000
2	0128808	04/14/23 20" RED PAD	30.00			6020 450000	500	101000
110211		4048 SNS AUTO SUPPLY	870.00					
1	16220	04/19/23 PRESOAK - SW	290.00			6025 450000	433	101000
2	16220	04/19/23 PRESOAK - WA	290.00			6020 450000	433	101000
3	16220	04/19/23 PRESOAK - ST	290.00			1000 430000	433	101000
110212		111 CITY OF FARGO	51,049.20					
1	437752	04/19/23 LANDFILL FEES	30,340.07			6010 450200	355	101000
2	437483	04/12/23 LANDFILL FEES	20,709.13			6010 450200	355	101000
110213		2798 JOHNSON CONTROLS	3,159.00					
1	1287487198	04/25/23 SS Repair pumps/floor heat	3,159.00			2060 415200	494	101000
110214		3304 MAC'S - FARGO	129.99					
1	G24542	04/14/23 RUBBER BOOTS	129.99			6020 450000	422	101000
110215		1765 J.J. KELLER & ASSOC, INC	1,684.00					
1	9107927134	04/01/23 CDL TRAINING	842.00			1000 450000	497	101000
2	9107744092	02/01/23 CDL TRAINING	842.00			1000 450000	497	101000

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110216		4653 AQUATIC INFORMATICS INC	2,150.00								
1	104138	04/17/23 LINKO FOG IMPLEMENTATION	2,150.00			1000		450000	497		101000
110217		4321 GO PROMO LLC	900.00								
1	33157	04/20/23 WATER BOTTLES	900.00			2210		428000	375		101000
110218		1016 RED WING BUSINESS ADVANTAGE	424.98								
1	139086	04/18/23 A JOHNSON BOOTS	195.49			1000		455000	422		101000
2	7371137464	03/17/23 C KRABBENHOFT BOOTS	229.49			6025		450000	422		101000
110219		4543 KRAUS-ANDERSON CONSTRUCTION	66,372.26								
1	57274	04/10/23 57274 fire hqtrs 03/31	66,372.26			4795		480000	670		101000
110220		2947 ALLSTATE PETERBILT OF FARGO	196.38								
1	4004364109	04/17/23 STEP FUEL TANK	196.38			6010		450200	427		101000
110221		3502 M &T Fire	384.00								
1	10403	04/18/23 2 citrosqueeze gear clnr	384.00			2060		415200	420		101000
110222		3344 FACTORY MOTOR PARTS	350.74								
1	18556716	04/14/23 SHOP TOWELS	256.31			6020		450000	433		101000
2	371161504	04/14/23 SHOP TOWELS	26.98			6020		450000	433		101000
3	61645328	04/14/23 SHOP TOWELS	53.96			6025		450000	433		101000
4	19904791	04/14/23 SHOP TOWELS	13.49			6025		450000	433		101000
110223		3536 MACQUEEN EMERGENCY	97.96								
1	8916	04/17/23 E-76 Valve Replace	97.96			2060		415200	427		101000
110224		1355 CASS COUNTY GOVERNMENT	2,890.00								
1	200	04/24/23 march jail billing	2,890.00			1000		421000	398		101000
110225		728 NAPA CENTRAL	374.14								
1	332885	04/19/23 SUPER DUTY GREASE	25.64			1000		455000	433		101000
2	331733	04/13/23 OIL DRY - BG	190.00			1000		455000	433		101000
3	331733	04/13/23 OIL DRY - ST	190.00			1000		455000	433		101000
4	328510	03/27/23 RET CREDIT	-31.50			1000		455000	433		101000
110226		299 MENARDS	67.88								
1	4027	04/11/23 misc station supplies	22.89			2060		415200	420		101000
2	4027	04/11/23 Core Deposit/battery	54.99			2060		415200	427		101000
3	4492	04/14/23 battery core refund	-10.00			2060		415200	427		101000

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110227		2558 GOODYEAR COMMERCIAL TIRE	1,412.90					
1	1301088493	04/21/23 4021 TIRES	2,132.90			6010 450200	427	101000
2	1301088288	03/22/23 CREDIT	-360.00			6010 450200	427	101000
3	1301088280	03/21/23 CREDIT	-360.00			6010 450200	427	101000
110228		102 MIDSTATES WIRELESS	7.02					
1	102012143-	04/18/23 Antenna ID bands	7.02			2060 415200	427	101000
110229		3946 NDFA	75.00					
1	2023032438	03/24/23 N Dosch no show to st scho	75.00			2060 415200	340	101000
110230		1774 O'REILLY AUTOMOTIVE STORES, INC	23.31					
1	199625	04/14/23 Boat bulbs	6.60			2060 415200	427	101000
2	145447	04/17/23 SQ 75 Fuses	16.71			2060 415200	427	101000
110231		51 CASS COUNTY ELECTRIC COOP	46,590.04					
1	04/10/23	SHEYENNE STREET METER	425.50			2310 452120	527	101000
2	04/10/23	LIGHTS PARKING RAMP	1,375.17			2310 452120	527	101000
3	04/10/23	SHEYENNE STAGE	4,370.37			2310 452120	527	101000
4	04/10/23	LIFT STATIONS	20,177.00			6025 450000	351	101000
5	04/10/23	STREET LIGHT FEED POINTS	20,242.00			1000 430002	391	101000
110232		4263 PAUL GALLAGHER	85.00					
1	mika wffd	04/26/27 Mika Recertification	85.00			2060 415200	340	101000
110233		1987 PETSMART	71.99					
1	1292013222	04/24/23 WFFD Mika Food	71.99			2060 415200	915	101000
110234		135 HAWKINS WTR TREATMENT	11,719.92					
1	6452671	04/20/23 AQUAHAWK	4,457.11			6025 450000	423	101000
2	6449520	04/17/23 AQUAHAWK	7,262.81			6025 450000	423	101000
110235		4295 RACHEL QUALLEY	175.00					
1	drone	04/26/23 Reimbursement Drone Testing	175.00			2060 415200	340	101000
110236		3508 PAUL MONTPLAISIR	56.00					
WATER TESTING -		BISMARCK, ND						
1	04/27/23	TRAVEL REIMBURSEMENT	56.00			1000 430001	340	101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110237		3787 TUCKER BUCHOLZ	106.53					
1	04/27/23	TRAVEL REIMBURSEMENT	106.53			6020 450000	340	101000
110238		358 HUBERT OYE-SONS CONST.	1,795.20					
1	1211494 04/18/23	COLD MIX ASPHALT	1,795.20			1000 430000	722	101000
110239		665 TWIN CITY GARAGE DOOR	2,284.00					
1	Z238857 04/24/23	SPRING REPAIR	2,284.00			6020 450000	420	101000
110240		289 ACME TOOLS	3,526.72					
1	11202500 04/24/23	TOOLS	3,526.72			4387 480000	500	101000
110241		4826 BURNS & MCDONNELL ENGINEERING	23,318.12					
1	153301 04/26/23	SANITATION STUDY	23,318.12			6010 450200	418	101000
110242		1483 PITNEY BOWES RESERVE ACCOUNT	2,500.00					
		PD postage for mail machine						
1	04/28/23	reserve acct 53241956	2,500.00			1000 421000	661	101000
110243		2982 RDO EQUIPMENT CO	2,325.44					
1	W1744654 04/25/23	7701 DIFFERENTIAL	2,325.44			4387 480000	427	101000
110244		4108 CED	745.92					
1	3481022389 04/14/23	SALT SHED ELECTRICAL	745.92			4796 480000	670	101000
110245		563 PETRO SERVE USA	331.95					
1	91724 04/27/23	CENEX MAXTRON	101.10			1000 430000	424	101000
2	91718 04/25/23	CENEX POWER	230.85			1000 430000	424	101000
110246		2931 AUTO VALUE PARTS STORES	288.86					
1	99199563 04/26/23	AIR FILTER	21.38			1000 430000	427	101000
2	99199256 04/25/23	OIL FILTER	13.04			1000 421000	427	101000
3	99199251 04/25/23	OIL FILTERS	16.30			6025 450000	427	101000
4	99199253 04/25/23	OIL FILTERS	6.52			1000 415000	427	101000
5	99199249 04/25/23	OIL FILTERS	3.26			6020 450000	427	101000
6	99199250 04/25/23	AIR/OIL FILTERS	75.91			1000 430000	427	101000
7	99199522 04/26/23	STYLUS PRO BLACK	89.10			1000 455000	433	101000
8	99197927 04/18/23	OIL FILTER	3.26			1000 421000	427	101000
9	99199684 04/26/23	FILTERS	60.09			1000 430000	427	101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
110247		4744 O'REILLY AUTOMOTIVE STORES, INC	261.39								
1	1932202890	04/24/23 1179 BRAKE PADS/ROTORS	157.50			1000		421000	427		101000
2	1932202743	04/24/23 1178 BOOT KIT/IRIDIUM	103.89			1000		421000	427		101000
110248		652 BRENCO CORPORATION	342.97								
1	0128940	04/19/23 7035 HARDWARE	107.98			6025		450000	427		101000
2	0128941	04/19/23 6400 HOSE	234.99			2210		428000	427		101000
110249		1648 FARSTAD OIL, INC	448.08								
1	42722223	04/20/23 MOBIL SUPER SYN	448.08			1000		421000	427		101000
110250		1234 TOOL WAREHOUSE INC	272.00								
1	0273571	04/21/23 PULLER, MANUAL	272.00			1000		455000	432		101000
110251		2982 RDO EQUIPMENT CO	280.80								
1	W1862354	04/25/23 2200 DIAGNOSTIC	280.80			6020		450000	427		101000
110252		2100 EAGLE RUN CROSSING LLC	1,349.34								
1	4938	04/17/23 285 DIESEL	76.70			6020		450000	424		101000
2	2637	04/21/23 4006 DIESEL	129.95			6010		450200	424		101000
3	2630	04/21/23 5402 DIESEL	44.78			1000		430001	424		101000
4	2706	03/12/23 SW DIESEL	218.24			6025		450000	424		101000
5	2078	03/09/23 294 DIESEL	73.34			6020		450000	424		101000
6	8920	03/28/23 SW DIESEL	378.54			6025		450000	424		101000
7	6309	03/28/23 ST DIESEL	105.69			1000		430000	424		101000
8	3910	03/12/23 SW DIESEL	322.10			6025		450000	424		101000
110253		4034 PETRO SERVE USA #63	2,219.90								
1	9908	04/21/23 3039 DIESEL	46.88			1000		430000	424		101000
2	4655	04/04/23 FORKLIFT LP LBS	34.33			1000		430000	424		101000
3	4587	04/04/23 7702 DIESEL	990.00			6025		450000	424		101000
4	5693	04/04/23 7702 DIESEL	262.35			6025		450000	424		101000
5	7779	04/11/23 3039 DIESEL	96.57			1000		430000	424		101000
6	5705	04/04/23 7702 DIESEL	502.02			6025		450000	424		101000
7	9797	04/17/23 4100 DIESEL	100.50			6010		450200	424		101000
8	3529	04/27/23 2200 DIESEL	187.25			6020		450000	424		101000
110254		4792 PLAYAWAY PRODUCTS	222.11								
1	427358	04/27/23 LAUNCHPADS AC POWER ADAPTER	222.11			7000		411600	497		101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110255		2811 BROCK ACKERMAN	15.99					
1	04/05/23	K9 item reimb	15.99			1000 421000	915	101000
110256		2450 JEFFREY SALVESON	250.00					
1	04/24/23	PROGRAMMING	250.00			7000 411600	649	101000
110257		2885 SHORTPRINTER	355.50					
1	136092 04/21/23	letterhead envelopes	355.50			1000 421000	668	101000
110258		77 DEMCO INC	121.62					
1	7295342 04/18/23	OFFICE SUPPLIES	121.62			7000 411600	410	101000
110259		2877 GREATAMERICA FINANCIAL SERVICES	442.89					
1	33882546 04/19/23	SERVICE AGREEMENTS/CONTRACTS	442.89			7000 411600	428	101000
110260		151 FEDERAL EXPRESS	34.54					
1	811223488 04/26/23	pk mailed	19.29			1000 421000	661	101000
2	810557851 04/19/23	pk mailed	10.16			1000 421000	661	101000
3	811223487 04/26/23	pk mailed	5.09			1000 421000	661	101000
110261		1854 MIDWEST TAPE	265.14					
1	503660990 04/18/23	DVD	196.23			7000 411600	664	101000
2	503691218 04/25/23	DVD	68.91			7000 411600	664	101000
110262		1695 BAKER & TAYLOR	1,091.70					
1	2037416782 04/04/23	BOOKS	164.55			7000 411600	662	101000
2	2037423277 04/05/23	BOOKS	251.84			7000 411600	662	101000
3	2037439930 04/11/23	BOOKS	10.92			7000 411600	662	101000
4	2037436929 04/12/23	BOOKS	278.62			7000 411600	662	101000
5	2037445142 04/14/23	BOOKS	385.77			7000 411600	662	101000
110263		39 BUTLER MACHINERY	7,038.24					
1	W00255966 04/25/23	7700 RECOIL SPRING/TRACKS	6,273.24			4387 480000	427	101000
2	W00256021 04/26/23	LIFT STATION REPAIR	765.00			6025 450000	826	101000
110264		155 GALLS, LLC	555.80					
1	024147583 04/12/23	jacket for booth	18.74			1000 421000	422	101000
2	024171043 04/14/23	knife for brown	149.99			1000 421000	422	101000
3	024172017 04/14/23	knife for burkhartsmeier	149.99			1000 421000	422	101000
4	024171382 04/14/23	new officer equipment	106.11			1000 421000	422	101000
5	024117955 04/10/23	new officer equipment	103.97			1000 421000	422	101000
6	024172669 04/14/23	new officer equipment	27.00			1000 421000	422	101000

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110265		2070 DORA ROLL	119.98					
1	04/28/23	boot reimb	119.98			1000 421000	422	101000
110266		932 FIRST LINK	7,000.00					
1	4236 04/28/23	2023 disaster & 24/7 support	7,000.00			1000 421000	461	101000
110267		1777 CENTURY LINK	68.04					
1	04/07/23	Apr. 2023 Airport	68.04			7050 500000	356	101000
110268		4788 CAMELOT CLEANERS	29.75					
1	23108848 04/20/23	Fuller Class A's, Frost Shir	29.75			2060 415200	420	101000
110269		1881 SAM'S CLUB/SYNCHRONY BANK	26.36					
1	3247 04/20/23	CRR Mints	26.36			2060 415200	500	101000
110270		4777 Fargo Line-X Inc	610.00					
1	27092 04/17/23	B-75 Line-X Grip Steps	610.00			2060 415200	864	101000
110272		4828 Red River Valuations, Inc	1,500.00					
1	230418-1 04/26/23	506 1st Ave NW Valuation	750.00			4901 415000	418	101000
2	230418-2 04/27/23	508 1st Ave NW Valuation	750.00			4902 415000	418	101000
110273		4829 Lang Appraisals	1,600.00					
1	Leeman 03/31/23	510 1st Ave NW Vaulation	800.00			4903 415000	418	101000
2	Azure 04/07/23	512 1st Ave NW Valuation	800.00			4904 415000	418	101000
110274	-99711E	2439 VISA IT	3,644.95					
1	CC-1097 03/05/23	Zoom Subscription	40.00			1000 202200		101000
	MISC CLAIM VENDOR			CC Accounting: 1000-	-414104-497			
2	CC-1097 03/10/23		102.40			1000 202200		101000
	GRAYBAR			CC Accounting: 1000-	-421000-497			
3	CC-1097 03/11/23	Supplies	35.97			1000 202200		101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-	-414104-497			
4	CC-1097 03/12/23	Late Fee	35.00			1000 202200		101000
	1st International Bank & Trust			CC Accounting: 1000-	-414100-740			
5	CC-1097 03/14/23	Supplies	13.99			1000 202200		101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-	-414104-497			
6	CC-1097 03/25/23	iPad Keyboard	39.98			1000 202200		101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-	-414104-497			
7	CC-1097 03/27/23	Supplies	34.78			1000 202200		101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-	-414104-497			
8	CC-1097 03/27/23	Adobe Creative Cloud	2,548.59			1000 202200		101000
	CDW GOVERNMENT, INC			CC Accounting: 1000-	-414104-497			
9	CC-1097 03/27/23	Adobe Creative Cloud	218.27			1000 202200		101000
	CDW GOVERNMENT, INC			CC Accounting: 1000-	-414104-497			

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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
10	CC-1097	03/05/23 Apple	0.99			1000 202200		101000
	APPLE.COM			CC Accounting: 1000-		-414104-497		
11	CC-1097	03/15/23 Carahsoft Technology	585.00			1000 202200		101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-414104-497		
12	CC-1097	03/23/23 Apple Credit	-10.02			1000 202200		101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414104-497		
110275		1777 CENTURY LINK	230.18					
1	04/01/23	Apr 2023 police sirens	230.18			1000 421000	356	101000
110276		351 BUSINESS ESSENTIALS	175.24					
1	1225801	02/09/23 Credit Return-Badge Holders	-45.38			2060 415200	410	101000
2	1235133	03/21/23 POSTED Title Stamp	12.29			2060 415200	410	101000
3	619749	04/24/23 20 Books EMS Run Reports	208.33			2060 415200	668	101000
110277		46 CASS RURAL WATER USERS	28.03					
1	04/25/23	Airport April Water	28.03			7050 500000	420	101000
110278	-99710E	4664 MASS MUTUAL	4,434.66					
1	04/21/23	Employee Before Tax	4,434.66			1000 212528		101000
110279	-99709E	4663 MUTUAL OF OMAHA	1,969.38					
1		April Contributions	1,969.38			1000 212515		101000
110280	-99708E	3546 NATIONWIDE INVESTMENT ADVISORS	1,580.00					
1	04/21/23	April Contributions - PostTax	1,580.00			1000 212551		101000
110281	-99707E	3546 NATIONWIDE INVESTMENT ADVISORS	7,339.32					
1		April Contributions - Pre-Tax	7,339.32			1000 212550		101000
110282	-99706E	4665 UNUM	4,291.57					
1		Employer Contributions	4,291.57			1000 212514		101000
110283	-99705E	4665 UNUM	4,092.92					
1		Voluntary Contributions	4,092.92			1000 212514		101000
110284	-99704E	4662 VOYA	850.00					
1		April Contributions	850.00			1000 212511		101000
110285		1741 LIBERTY BUSINESS SYSTEMS, INC	1,187.01					
1	33924483	04/25/23 copier	156.05			1000 415000	428	101000
2	33924484	04/25/23 copier	1,030.96			1000 415000	428	101000

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CITY OF WEST FARGO, ND
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Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
110286		4348 R L ENGBRETSON ARCHITECTS FARGO	5,225.60					
1	23099	04/27/23 city hall & police space	5,225.60			2970 480000	307	101000
110287		1512 CDW GOVERNMENT, INC	329.16					
1	NJKQ505	04/28/23 Adobe Subscription	329.16			1000 414100	497	101000
110288		271 NETCENTER TECHNOLOGIES	97.50					
1	190885	04/17/23 IT Support	42.50			1000 414104	497	101000
2	190964	04/19/23 IT Support	55.00			1000 414104	497	101000
110289		1512 CDW GOVERNMENT, INC	984.99					
1	GQ69569	02/08/23 Scanner	984.99			1000 414000	497	101000
# of Claims 232			Total: 1985,291.68					

Total Electronic Claims 480,134.00 Total Non-Electronic Claims 1505157.68

** 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. **



"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

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 1, 2023

Subject: Improvement District No. 2270 – Traffic Signal at 9th St W and 32nd Ave W

Action: Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond

New Information and Recommendation:

During the regular meeting held on April 3, 2023 the City Commission reviewed bids and awarded contract to Strata Corporation. 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:

- Notice to Proceed
- Resolution Approving Contract and Contractor's Bond.

Staff Recommendation: Authorize Notice to Proceed; and Adopt Resolution Approving Contract and Contractor's Bond

Background and Project Summary:

Project will add a traffic signal and update the geometry of the intersection of 9th Street W and 32nd Ave W. This will be the first traffic signal added to 9th St W, and will require additional infrastructure installation to service the signal.

Policy Analysis:

Project will improve traffic flow on 9th Street W during peak hours.

Financial Analysis:

Per the Engineer's Report, this project is estimated to cost \$860,000 and is scheduled to be funded using a combination of CIP sales tax and Special Assessments.

Previously Presented Information and Commission Actions:

April 3, 2023-

- Staff Recommendation: Accept Bids and Award Contract to Strata Corporation for their bid amount of \$658,894.80
- Commission Action: Commissioner Simmons moved and Commissioner Olson seconded to approve. No opposition, motion carried.

February 21, 2023-

- Staff Recommendation: Approve Plans and Specifications and Authorize Ad for Bid
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. No Opposition, motion Carried.

January 3, 2023

- Staff Recommendation: Initiate Public Hearing for the recently approved Resolution Declaring Work Necessary, and Direct Engineer to prepare Plans and Specifications.

- | | |
|--|---|
| | <ul style="list-style-type: none">· <u>Commission Action:</u> Commissioner Simmons moved and Commissioner Olson seconded to approve. Commissioner George voted nay, motioned carried on a 4 to 1 vote. |
|--|---|

November 21, 2022-

- | | |
|--|---|
| | <ul style="list-style-type: none">· <u>Staff Recommendation:</u> Create Improvement District No. 2270, Approve Engineer's Report and Authorize Resolution of Necessity· <u>Commission Action:</u> Commissioner Simmons moved and Commissioner Olson seconded to approve, Commissioner George voted nay, motion carried on a 4 to 1 vote. |
|--|---|

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	2270
Contractor:	Strata Corporation	Contractor's Project No.:	
Engineer:	City of West Fargo	Engineer's Project No.:	2270
Project:	Traffic Signal at 9th St E and 32 nd Ave W		
	Contract Name: Improvement District No. 2270 – Traffic Signal Installation		
	Effective Date of Contract: April 3, 2023		

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on April 3, 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 on or before August 4, 2023, and the date of readiness for final payment is on or before December 1, 2023.

Before starting any Work at the Site, Contractor must comply with the following:
Submit any needed Storm Water Permitting and follow Road Restrictions

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Date Issued: _____

Copy: Engineer

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
IMPROVEMENT DISTRICT NO. 2270
NEW TRAFFIC CONTROL SYSTEM, STREET RECONSTRUCTION; 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 Strata Corporation is in full conformity with the law, including Section 40-22-36 of the North Dakota Century Code; that the contractor's bond of Strata Corporation 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: May 1, 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.



“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

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Benji Schwartz, Right-of-Way Manager

Date: May 1, 2023

Subject: Right-of-Way Permitting

Action: Authorize Engineering to lift Right-of-Way season shutdown and
Approve draft letter to be sent to registered contractors.

New Information and Recommendation:

During the December 5, 2022 Commission meeting authorization was given to Engineering to initiate a season shutdown to take effect on December 9, 2022.

Beginning Monday May 8, 2023, frost depths should no longer compromise the integrity of City infrastructure. Therefore, Engineering requests Commission approval to lift the season shutdown that is currently in place. This would release the following permits for excavation and drilling in the City owned Right-of-Way.

1. Excavation Permit
2. Driveway/Sidewalk Permit
3. Residential Civil Site Permit
4. Commercial Civil Site Permit

The following documents are attached for review/consideration:

- Draft letter for contractors

Staff Recommendation: Authorize Engineering to lift Right-of-Way season shutdown and Approve draft letter to be sent to registered contractors.

Previously Presented Information and Commission Actions:

November 7, 2022

- **Staff Recommendation:** Authorize staff to initiate a “Soft” Season Shutdown for all non-emergent hard surface work within the Right-of-Way
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. Commissioner George was absent and not voting. No opposition, motion carried.

December 5, 2022

- **Staff Recommendation:** Authorize staff to initiate a “Full” Season Shutdown for all non-emergent permitting and utility work, and Direct staff to sent a “Season Shutdown Notice” to all registered contractors.
- **Commission Action:** Commissioner Anderson moved and Commissioner George seconded to approve. No opposition, motion carried.

May 1, 2023

To: Utility Contractor/Company

From: West Fargo Engineering Department

Subject: Season Shutdown to lift Monday, May 8, 2023

The City will soon be lifting the Season Shutdown starting on Monday, May 8, 2023. Once lifted the City will be releasing the following permits for excavation & drilling in the Right-of-Way.

- Excavation Permit
- Driveway/Sidewalk Permit
- Residential Civil Site Permit
- Commercial Civil Site Permit

This will be contingent on the completion of all unfinished restoration from the previous year including; sidewalk panels, concrete street panels, asphalt patches, any open holes, or un-restored ground. Black dirt fill is to be compacted to 90%, graded for adequate drainage and seeded for proper turf establishment. We expect asphalt patches to be complete as soon as production plants re-open. Engineering will not approve or release any 2023 permits if these requirements are not completed. If restorations for any carry over (2022) permits are not completed in a timely matter, additional fines may be incurred. The permit holder is responsible for all restoration to job sites. All 2022 permits awaiting restoration will start to accrue a daily fee starting May 8, 2023, and continue until completed.

Excavators are required to apply for a permit and it be approved before working in the right of way when it is not associated with a city project or an emergency. The Right-of-Way generally falls 2ft behind sidewalk toward private property, but this is not always the case. Excavating without a permit can/will result in fines from the City of West Fargo and/or loss of permit/licensing eligibility. All surfaces disturbed by excavation shall be restored to the condition as it was prior to excavation. Restoration shall be made within **72 hours** of the completion of backfilling to complete work. Replacement of streets and/or sidewalks are to follow City of West Fargo standards. In addition, once any street and/or sidewalk work is completed it must re-open to traffic. If a longer closure is required and/or needed please contact City of West Fargo Engineering for approval.

North Dakota One Call would like us to remind everyone of online ticketing at [North Dakota One Call - Excavators - Safe Digging \(ndonecall.com\)](http://ndonecall.com)

If you have not done so already please sign up for any pertinent information relating to Right-of-Way permitting here: [Notify Me • West Fargo, ND • CivicEngage \(westfargond.gov\)](#)

All open and already approved permitting can be accessed and viewed via our user look up link:

<https://experience.arcgis.com/experience/6fb6f896d45942dc80ea1ebdff281d15/page/Company-Permit-Lookup/>

Contact one of the following for all start and completion dates associated to all approved permits. To schedule any project walkouts please contact Benji Schwartz:

- Benji Schwartz / Right-of-Way Manager – 701-261-1770;
Benji.Schwartz@westfargond.gov
- Kayla Volness / Engineering Office Manager – 701-515-5102;
Kayla.Volness@westfargond.gov

If you have any questions regarding the information listed above please contact our Engineering Department at 701-515-5102.

Thank you

Kayla Volness
Engineering Office Manager



City Commission Agenda Item Request

Please Note: The following information must be completed and submitted before noon on the Wednesday preceding the City Commission Meeting. Failure to comply may delay action being taken on your request.

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Tori Schmidt

Phone Number: *

701-200-1236

Email Address:

tori@folkways.org

Date *

4/13/2023

Topic for Consent or Regular Agenda?

Please select one option:

- ☒ Consent Agenda
☒ Regular Agenda

Please Briefly Describe Your Request *

We are submitting a letter of alcohol consumption for the Red River Farmers Market on May 13, 2023. You will find the event details in the attached document.

Site Address or Legal Description (if applicable)

Action Being Requested from City Commission *

Any sort of acknowledgement or consent for our event to have public alcohol consumption as we have in the past.

Upload Additional Documentation (Optional):

Letter of Alcohol Consumption.pdf

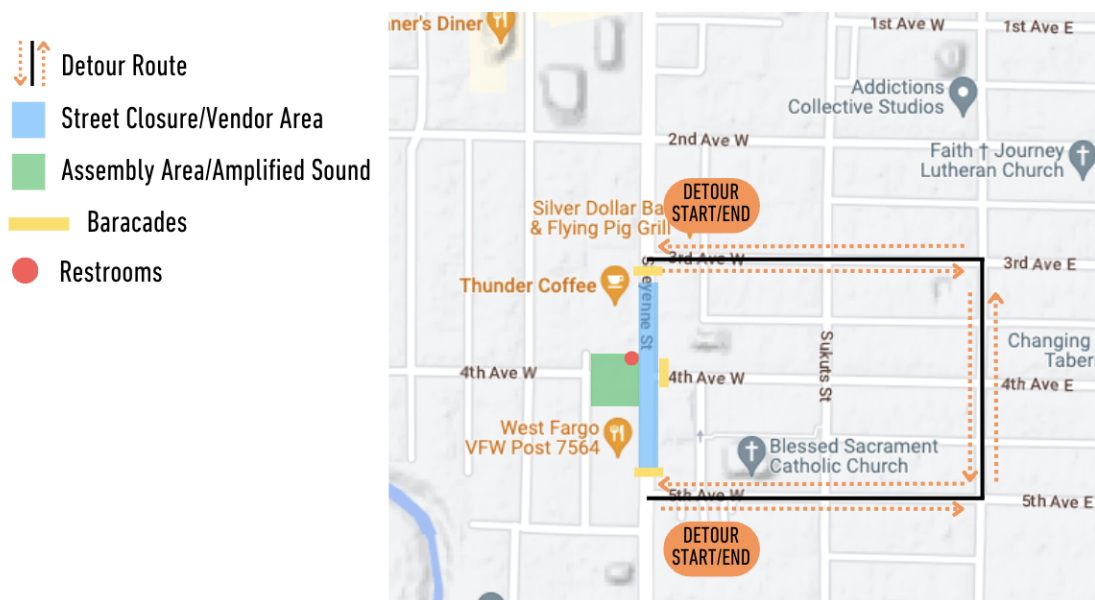
327.61KB

Letter of Alcohol Consumption
Red River Market - West Fargo
May 13, 2023
10 am - 2 pm

This letter is to notify whomever necessary that there will be alcohol served at our event via licensed vendors. The Red River Market will be hosted in West Fargo on May 13th and will showcase over 40 local vendors including hot food, bakery, pantry items, household goods, art, and more. The vendors included in the market selling alcohol are:

- Prairie Rose Meadery
- 4e Winery
- Cottonwood Cider House

I am including a link to our [event](#) web page with the details of the event. We do have signage to contain the drinking to the POW/MIA Plaza and Sheyenne Street from 3rd avenue to 5th avenue. The map of the blocked off area is below. We are working directly with West Fargo Events on this and have submitted our street closure permit as well.



Please let us know if you have any questions or require any additional information from us.

Thank you!
Tori + Simone
Red River Market



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (2-2023)

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

Full, Legal Name of Gaming Organization

METRO SPORTS FOUNDATION

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

Name of Location

BREWUS BRICKHOUSE

Street

635 32ND AVE #108

City

WEST FARGO

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

7/1/23

Ending Date(s) Authorized

6/30/24

Number of Twenty-One
tables, if zero, enter "0"

1

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

MACHINES ARE LOCATED IN THE BAR AREA AND PLAYED IN BAR AREA, EXCEPT RESTROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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 | ☐ Paddlewheel with Tickets |
| ☐ Pull Tab Dispensing Device | ☐ Prize Board Dispensing Device | ☒ Paddlewheel Table |
| ☒ ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

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) Dustin Coulter		Site Name Brewtus Brickhouse		Site Phone Number (701) 532-1397
Site Address 635 32nd Ave S	City West Fargo	State ND	Zip Code 58078	County Richland
Organization (Lessee) Metro Sports Foundation		Rental Period 7/1/2023 to 6/30/2024		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 <u>1</u> X Rent per Table \$ <u>300.00</u>				☐ No ☒ Yes \$ \$ 300.00
3. Is Paddlewheels conducted at this site? Number of Tables <u>1</u> X Rent per Table \$ <u>200.00</u>				☐ No ☒ Yes \$ 200.00
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 \$ 175.00
☒ Electronic Dispensing Device Number of Electronic Devices <u>5</u>				\$ 500.00
Total Monthly Rent				\$ 1,175.00
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 General Manager		Date 7.1.23
Signature of Lessee 		Title President		Date 7.8.23

(over)



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (2-2023)

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

Full, Legal Name of Gaming Organization

METRO SPORTS FOUNDATION

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

Name of Location

GIMMIES

Street

635 32AVE S #144

City

WEST FARGO

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

7/1/23

Ending Date(s) Authorized

6/30/24

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)

MACHINES ARE LOCATED IN THE BAR AREA AND PLAYED IN BAR AREA, EXCEPT RESTROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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 | ☐ Paddlewheel with Tickets |
| ☒ Pull Tab Dispensing Device | ☐ Prize Board Dispensing Device | ☐ Paddlewheel Table |
| ☒ ELECTRONIC Pull Tab Device | | |

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

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) Bob Polcher		Site Name Gimmies		Site Phone Number (701) 532-4663	
Site Address 635 32nd Ave Suite 144		City West Fargo		State ND	Zip Code 58078
Organization (Lessee) Metro Sports Foundation		Rental Period 7/1/2023 to 6/30/2024			County Cass
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 \$ _____					\$
3. Is Paddlewheels conducted at this site? 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? Please check: ☐ Jar Bar ☒ Standard Dispensing Device					\$ 100.00
☒ Electronic Dispensing Device Number of Electronic Devices <u>6</u>					\$ 550.00
Total Monthly Rent					\$ 650.00
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 8/4/23	
Signature of Lessee		Title President		Date 8/8/23	

(over)



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 Rural Fire Department

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

West Fargo Speedway

Street

680 Main Ave W

City

West Fargo

ZIP Code

58078

County

Beginning Date(s) Authorized

07-01-2023

Ending Date(s) Authorized

06-30-2024

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

1

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

West Side of Bar

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.

\$200⁰⁰ (2 apps.)
check #1917

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



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 Rural Fire Department

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 <u>Silver Dollar Bar & Flying Pig</u>			
Street <u>221 Shyenne St</u>	City <u>West Fargo</u>	ZIP Code <u>58078</u>	County <u>Cass</u>
Beginning Date(s) Authorized <u>07-01-2023</u>	Ending Date(s) Authorized <u>06-30-2024</u>	Number of twenty-one tables if zero, enter "0": <u>1</u>	
Specific location where games of chance will be conducted and played at the site (required) <u>East Section of Bar area</u>			
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
- ☒ **ELECTRONIC** Quick Shot Bingo
- ☒ Raffles
- ☒ **ELECTRONIC** 50/50 Raffle
- ☒ Pull Tab Jar
- ☒ Pull Tab Dispensing Device
- ☒ **ELECTRONIC** Pull Tab Device

- ☐ Club Special
- ☐ Tip Board
- ☐ Seal Board
- ☐ Punchboard
- ☐ Prize Board
- ☐ Prize Board Dispensing Device

- ☒ Sports Pools
- ☒ Twenty-One
- ☐ Poker
- ☐ Calcuttas
- ☐ Paddlewheels with Tickets
- ☐ Paddlewheel Table

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:

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*\$200.00 (2 apps.)
check #1917*

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



GAMING SITE AUTHORIZATION

ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (4-2023)

G - _____ (_____) _____

Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

North Dakota Association For The Disabled, Inc.

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

Name of Location

Bordertown Bar & Grill

Street

807 Main Ave E

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

7/1/23

Ending Date(s) Authorized

6/30/24

Number of Twenty-One
tables, if zero, enter "0"

1

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

Gaming will be conducted in the entire bar (excluding restrooms).

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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



Paddlewheel with Tickets



Pull Tab Dispensing Device



Prize Board Dispensing Device



Paddlewheel Table



ELECTRONIC Pull Tab Device

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

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:

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

\$100⁰⁰ check #30223



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (Rev. 05-2018)

License Number (Office Use Only)

Site Owner (Lessor) Brtn, Llc		Site Name Bordertown Bar & Grill		Site Phone Number (701) 277-1968
Site Address 807 Main Ave E	City West Fargo	State ND	Zip Code 58078	County Cass
Organization (Lessee) North Dakota Association For The Disabled, Inc.		Rental Period 1/1/2023 to 6/30/2027		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 \$ 0.00
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 <u>1</u> X Rent per Table \$ <u>0.00</u>				☐ No ☒ Yes \$ 0.00 \$ 0.00
3. Is Paddlewheels conducted at this site? Number of Tables _____ X Rent per Table \$ _____				☒ No ☐ Yes \$ 0.00
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 ☒ Electronic Dispensing Device Number of Electronic Devices <u>10</u> No additional rent is allowed for electronic pull tabs. Rent must be based on dispensing device requirements per NDCC 53-06.1-11 (5)(a)(b)				☐ No ☒ Yes \$ 0.00
Total Monthly Rent				\$ 0.00

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.

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 PRESIDENT	Date 12-08-22
Signature of Lessee 	Title CFO	Date 12-08-22

(over)

REQUESTED GAME LIST

SITE: Bordertown

☒ 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	☐ Paddlewheel with Tickets
☒ Pull Tab Dispensing Device	☐ Prize Board Dispensing Device	☒ Paddlewheel Table
☒ Electronic Pull Tab Device		



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (2-2023)

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

Full, Legal Name of Gaming Organization

Arc Upper Valley

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

Name of Location

The Piggy BBQ

Street 816 24th Ave #118	City West Fargo	ZIP Code 58078	County Cass
------------------------------------	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized 07-01-2023	Ending Date(s) Authorized 06-30-2024	Number of Twenty-One tables, if zero, enter "0" 0
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Specific location where games of chance will be conducted and played at the site (required)

Conducted along east wall. Played inside the bar area excluding restrooms

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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	☐ Paddlewheel with Tickets
☒ Pull Tab Dispensing Device	☐ Prize Board Dispensing Device	☐ Paddlewheel Table
☒ ELECTRONIC Pull Tab Device		

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

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) The Piggy Bbq Of West Fargo Llc		Site Name The Piggy Bbq		Site Phone Number (701) 540-9360	
Site Address 816 24th Ave Suite 118		City West Fargo	State ND	Zip Code 58078	County Cass
Organization (Lessee) Arc Upper Valley		Rental Period 7/1/2023 to 6/30/2024			Monthly Rent Amount
1. Is Bingo going to be conducted at this site? ☐ No ☒ Yes					\$ 0.00
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					
2. Is Twenty-One conducted at this site? ☒ No ☐ Yes					\$ 0.00
Number of Tables with wagers up to \$5 _____ X Rent per Table \$ _____					\$ 0.00
Number of Tables with wagers over \$5 _____ X Rent per Table \$ _____					\$ 0.00
3. Is Paddlewheels conducted at this site? ☒ No ☐ Yes					\$ 0.00
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					\$ 400.00
Please check ☐ Jar Bar ☒ Standard Dispensing Device					
☒ Electronic Dispensing Device Number of Electronic Devices <u>500</u>					\$ 500.00
Total Monthly Rent					\$ 900.00

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 4/14/23
Signature of Lessee Amelia Indvik	Title President	Date 4-13-23

(over)

West Fargo City Commissioners,

Please see the requested list of game types on behalf of the Arc Upper Valley for The Piggy BBQ located at 816 24th Ave Suite 118.

Bingo

Raffles

Pull Tab Dispensing Device

Electronic Pull Tab Devices

If you have any further questions, please contact me at Mharvey@arcuv.com or call at 701-238-7681.

Thank you,

Melissa Harvey

Gaming Manager of the Arc Upper Valley



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	
☐ 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 Veterans Warrior Foundation		Dates of Activity (Does not include dates for the sales of tickets) 8-17-23	
Organization or Group Contact Person Hunter Seifert	E-mail hunter.seifert@vwfnd.org	Telephone Number 701-941-0968	
Business Address PO Box 1	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name VFW		County Cass	
Site Physical Address 444 Sheyenne St	City West Fargo	State ND	ZIP Code 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 drawing on 8-17-23			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Firearms	\$4,500.00
\$1000 check #1028		Total (limit \$40,000 per year) \$ 4,500.00

Intended Uses of Gaming Proceeds Assisting Veterans, PTSD awareness, Community outreach	
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 Hunter Seifert	Title Vice President	Telephone Number 701-941-0968	E-mail Address hunter.seifert@vwfnd.org
Signature of Organization or Group's Top Official [Signature]		Title Vice President	Date 3-15-23



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

Arthur W. Jones Post 7564 VFW of the U.S. Inc.

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

Arthur W. Jones Post 7564 VFW

Street

444 Shoyenne St. #1

City

West Fargo

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

7-1-23

Ending Date(s) Authorized

6-30-24

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

2

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

Entire Bar Area (Excluding 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>Kaj Hospitality</i>		Site Name <i>DoubleTree</i>		Site Phone Number <i>701 551 0120</i>	
Site Address <i>825 E Benton Drive</i>		City <i>West Fargo</i>	State <i>ND</i>	Zip Code <i>58078</i>	County <i>Cass</i>
Organization (Lessee) <i>Metro Sports Foundation</i>		Rental Period <i>5/17/23</i> to <i>5/25/23</i> <i>4/17/23</i> to <i>4/25/23</i>		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	\$
☐ Electronic Dispensing Device Number of Electronic Devices _____					\$
Total Monthly Rent					\$ <i>0</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>GM</i>		Date <i>4/10/23</i>	
Signature of Lessee <i>[Signature]</i>		Title <i>President</i>		Date <i>4/23</i>	



GAMING SITE AUTHORIZATION
ND OFFICE OF ATTORNEY GENERAL
SFN 17996 (4-2023)

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

Full, Legal Name of Gaming Organization

METRO SPORTS FOUNDATION

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

Name of Location

DOUBLE TREE

Street

825 E BEATON DRIVE

City

WEST FARGO

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

5/17/23

Ending Date(s) Authorized

5/25/23

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)

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

5/17/23-5/25/23

RESTRICTIONS FOR CITY/COUNTY USE ONLY

The organization **must** provide the City/County a list of game types included in their Internal Control Manual and have the manual available upon request. The manual must thoroughly explain each game type to be conducted. The City/County can only approve these games at the site.

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

☐

Paddlewheel with Tickets

☐

Pull Tab Dispensing Device

☐

Prize Board Dispensing Device

☐

Paddlewheel Table

☐

ELECTRONIC Pull Tab Device

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

If any information above is false, it is subject to administrative action on behalf of the State of North Dakota Office of Attorney General

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.
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3. Organizations - Send the **original, signed**, Site Authorization to the Office of Attorney General with any other applicable licensing forms for final approval

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



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 <u>Cystic Fibrosis Association of ND</u>		Dates of Activity (Does not include dates for the sales of tickets) <u>6/24/23</u>	
Organization or Group Contact Person <u>Carey Yantzer</u>		E-mail	Telephone Number <u>701-207-0229</u>
Business Address <u>107 W Main Ave, Ste 150</u>		City <u>Bismarck</u>	State <u>ND</u> ZIP Code <u>58501</u>
Mailing Address (if different)		City	State <u>ND</u> ZIP Code <u>58501</u>

SITE INFO

Site Name <u>Hooligan's</u>		County <u>Cass</u>	
Site Physical Address <u>509 32nd Ave W</u>		City <u>West Fargo</u>	State <u>ND</u> ZIP Code <u>58078</u>
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.) <u>Raffle, June 24, 2023</u>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	2022 Volcan Grunt	4086.16
Raffle	Gift Card	322.50
Raffle	Gift Card	731.00
Raffle	Gift Card	247.25
Total (limit \$40,000 per year)		\$ 5386.90

Intended Uses of Gaming Proceeds

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 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 <u>Carey Yantzer</u>	Title <u>Gaming Manager</u>	Telephone Number <u>701-207-0229</u>	E-mail Address <u>cyantzer@cfand.org</u>
Signature of Organization or Group's Top Official <u>[Signature]</u>		Title <u>Board President</u>	Date <u>4-25-23</u>



West Fargo Board of Equalization
Tuesday, April 11, 2023
and Monday, April 17, 2023
Commission Chambers 5:30 PM

The West Fargo City Commission met as the Board of Equalization in the West Fargo Commission Chambers on Tuesday, April 11, 2022 at 5:30pm. Those present were Commissioners Brad Olson and Roben Anderson. Commissioners Bernie Dardis, Mark Simmons and Mandy George were absent. Commissioner Brad Olson called the meeting to order.

There was no quorum, so there was no ability to take any action; approve or deny any appeals.

Nick Lee, City Assessor presented his 2023 Equalization Report to the Board of Equalization.

A list of property owners that had submitted an appeal prior to the meeting was presented to the Board of Equalization. This will be recorded as submitting an appeal during the hearing and will give them an option to appeal at the County if they so choose.

Commissioner Brad Olson opened the floor for Public Comment. West Fargo property owners were allowed to come forward to speak on any appeals for their proposed 2023 values.

Commissioner Brad Olson adjourned the meeting.

The West Fargo City Commission reconvened as the Board of Equalization in the West Fargo Commission Chambers on Monday, April 17 at 5:30pm. Those present were Commissioners Bernie Dardis, Brad Olson, Mark Simmons and Roben Anderson. Commissioner Mandy George were absent.

Commissioner Olson moved and Commissioner Simmons seconded to approve the minutes from April 2022 as presented. Commissioners Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Commissioner Simmons moved and Commissioner Olson seconded to approve the values as submitted by the city assessor on the properties that were not appealed, with authorization to review the properties on the appeals list, with the resulting values sent to the County. No opposition. Motion carried.

Commission President Dardis adjourned the Board of Equalization.

Bernie Dardis
Commission President

Dustin Scott
Assistant City Administrator

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5376 DATE: April 24, 2023
3. AGENDA TITLE:
Public Hearing and First Reading - Title IV of the City Ordinances (Zoning Regulations) pertaining to site plan review
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Staff proposes amendment to Chapter 4 ordinances to modify and clarify zoning regulations relating to site and building plan review within overlay zoning districts and general clerical corrections. At their April 10, 2023 meeting the Planning & Zoning Commission recommended approval of the amendments.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
N/A.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Hold Public Hearing and approve First Reading on the Zoning Ordinance Amendments.

STAFF REPORT

A23-11 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Lisa Sankey
Planning and Zoning Commission Public Hearing:	04-10-2023 – Approval
City Commission Public Hearing & 1 st Reading:	05-01-2023
2 nd Reading:	

PURPOSE:

The purpose of the proposed amendments is to modify and clarify zoning regulations relating to site and building plan review within overlay zoning districts and general clerical corrections.

DISCUSSION AND OBSERVATIONS:

- In 2015, the CM: Heavy Commercial/Light Industrial Zoning District was eliminated and divided into two separate zoning districts, HC: Heavy Commercial and LI: Light Industrial. Within Title IV, there are still some references to the CM District. This text amendment would clean up that language.
- Within the CO: Corridor Overlay and CO-I Interstate Corridor Overlay District, there is a requirement for additional site and building plan review and approval by the Planning & Zoning and City Commissions, prior to obtaining a building permit. Being there are already specific development requirements regarding setbacks, lot coverage, building construction standards; staff is recommending eliminating that section of the ordinance.
- The proposed text amendment also eliminates a couple of typos.
- Specific text amendments are attached to this staff report.

NOTICES:

Sent to: Notice in the newspaper and to City Departments.

Comments Received:

- None to date.

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

- The proposed amendments do not make major substantive changes to the existing ordinances and are consistent with the Comprehensive Plan. The proposed amendments are consistent with the Comprehensive Plan.

PLANNING AND ZONING RECOMMENDATION:

At their April 10, 2023 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed Zoning Ordinance Amendments on the basis they are consistent with City plans and ordinances.

STAFF REPORT

RECOMMENDATION:

It is recommended that the City approve the proposed amendments on the basis that they are consistent with City plans and ordinances.

Attachments

- Proposed text amendments

ORDINANCE NO. 1222

AN ORDINANCE TO AMEND AND REENACT SECTIONS 4-431.4, 4-431.5, 4-431-A, 4-431-B.5.2, AND 4-449-A.9.C OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO SITE PLAN REVIEW AND LANDSCAPING STANDARD.

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

SECTION 1. Section 4-431.4 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-431.4. Yard Requirements for the CO District.

1. Side Yard Minimum. For commercially zoned lots, the minimum side yard shall be 10 feet. Residentially zoned property in the Corridor Overlay District shall maintain the side yard required in the underlying Residential District.
2. Rear Yard Minimum. For commercially zoned lots abutting the designated streets, the minimum rear yard shall be 20 feet. For commercially zoned lots not abutting the designated streets, the minimum rear yard shall be 10 feet. Residentially zoned property in the CO District shall maintain the same rear yard as required in the underlying residential district.
3. Front Yard Minimum. For the purpose of this ordinance, all front yards for properties abutting the designated streets shall be facing those streets. All front yards abutting a designated arterial or collector roadway, as approved by the City Commission, shall be considered facing that roadway. A minimum front yard depth of 45 feet shall be required for all properties abutting the designated street rights-of-way, with the exception of Sheyenne Street between Interstate 94 and 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East ~~where all development shall be subject to site and building plan review by the Planning and Zoning Commission and City Commission.~~ Minimum front yard depths for commercially zoned property not abutting the designated streets shall be 15 feet, except where frontage is on a designated arterial or collector roadway, as approved by the City Commission, where the minimum front yard depth shall be 30 feet. Depths for residentially zoned property not abutting the designated streets shall be the same as required for the underlying Residential Zoning District. For corner properties abutting the designated streets and an arterial or collector roadway, the secondary front yard which does not face the designated streets shall have a minimum front yard depth of 30 feet.
4. Lot Coverage. For commercial uses, lot coverage by buildings shall not exceed 40%; for residential uses, lot coverage shall be the same as in the underlying district.

SECTION 2. Section 4-431.5 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-431.5. Lot Design Standards.

1. Open Space Landscaping:

- a. All yard areas not covered by buildings, sidewalks or paved parking areas shall be landscaped. A minimum of 10% of the lot area shall be landscaped.
- b. For properties abutting the designated streets, with the exception of Sheyenne Street between Interstate 94 and 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East ~~where all development shall be subject to site and building plan review by the Planning and Zoning Commission and City Commission,~~ a minimum of 20 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines. For properties not abutting the designated streets or an arterial or collector roadway, a minimum of 5 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines. For properties abutting a designated collector or arterial roadway, as approved by the City Commission, a minimum of 10 feet of landscaped open space shall be required to separate parking areas or access drives and front lot lines.
- c. A minimum of 5 feet of landscaped open space shall be required to separate parking areas from side and rear lot lines and a minimum of 5 feet of open space shall be required to separate parking areas and building setback lines.
- d. A minimum of 3 feet of landscaped open space shall be required to separate access driveways and side or rear lot lines unless said driveway is used as a common access to two adjacent properties.
- e. Ponds for management of storm water shall not count toward the minimum landscaped standard.

2. Building Construction:

- a. A higher construction standard is required in the Corridor Overlay District. In areas of the Corridor Overlay District, which is zoned Light Commercial, any exposed metal or fiberglass on all buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (façade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Corridor Overlay

District which are also zoned Heavy Commercial ~~District~~, Light Industrial District, and Heavy Industrial District, all buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place or pre-cast concrete panels on all wall surfaces with frontage on a public street. The required wall surface treatment may allow a maximum of seventy (70) percent of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design.

- (1) Additions, Alterations, and Accessory Buildings. All subsequent additions, exterior alterations and accessory buildings, constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.
 - (2) Appearance. Garages, accessory structures, screened walls and exposed areas of retaining walls shall be of a similar type, quality and appearance as the principal structure. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.
3. Boulevard/Front Yard Plantings: The planting must be in conformance to any applicable major street corridor landscape plan developed as part of a subdivision, Planned Unit Development, or other site development plan adopted by the City. Each tree shall be at least 1½ inches in caliper and all tree species shall be as recommended by the City Forester.
4. Curbs Required: All buildings and walkways bordering any parking areas shall be curbed.
5. Refuse Collection Areas and Outdoor Storage Areas: All refuse collection and outdoor storage areas shall only be permitted in rear yards and shall be visually screened from adjoining properties or streets.
6. Parking Areas:
 - a. All parking areas shall be paved to provide a durable and dust-free surface.
 - b. Light poles located within parking area perimeters shall be surrounded by curbed islands with a minimum distance of 4 feet from the center line of the light pole to the curb, or protected by an elevated concrete pedestal at least 3 feet in height and 2 feet in diameter.

- c. Light poles located outside of paved parking areas shall be located a minimum of 4 feet from the curbed edge of the parking area, or protected by an elevated concrete pedestal of not less than 3 feet in height and 2 feet in diameter.
7. Fences: Fences along the Corridor Overlay District are not allowed within the required front yard along the designated streets of the development, except when a fence is an essential component of the development and is either approved as part of a Planned Unit Development for the development or as a conditional use. Special regard is given in residential areas for double frontage lots where the house faces a local street and the intended rear yard faces the designated street. Fences should be decorative and/or provide for added landscape treatments to meet the intent of the CO District and may be required to be set back to accomplish the intended effect. Once a fencing scheme has been approved, accessory buildings may be permitted, subject to the Supplementary District Regulations for accessory buildings and uses.

SECTION 3. Section 4-431-A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-431-A. "CO-I" DISTRICT OR INTERSTATE CORRIDOR OVERLAY DISTRICT

4-431-A.1. Statement of Intent. The provisions of the "CO-I" District are intended to promote orderly development and safe, attractive and desirable spatial patterns and locations for urban land uses adjacent to the Interstate 94 Corridor. Full regard is given for the importance of this corridor as a major growth area for West Fargo and as a highly visible gateway through the City. The "CO-I" District shall extend along the entire I-94 section within the City Limits and Extraterritorial Area and shall be an approximate depth of 600 feet on each side of the interstate right-of-way.

4-431-A.2. Permitted Uses. All uses permitted in any underlying district as designated on the City Zoning Map.

4-431-A.3. Conditionally Permitted Uses. Any use conditionally permitted in any underlying district as designated on the City Zoning Map and subject to the specific provisions relating to each use.

~~4-431-A.4. Plan Review and Approval. All development shall be subject to site and building plan review and approval by the Planning and Zoning Commission and City Commission.~~

4-431-A.54 Site Development Standards.

1. Yard Setbacks. Structures adjacent to I-94 shall be set back a minimum of 100 feet from the interstate right-of-way for single and two-family uses. Principal structures for multiple family uses shall be set back a minimum of 100 feet from the interstate right-of-way with accessory structures set back a minimum of 50 feet. All other structures shall maintain a minimum setback of 50 feet from the interstate right-of-

way, except for structures adjacent to interstate on and off-ramps, which shall maintain a minimum setback of 30 feet. All other yard setbacks shall be according to requirements of the underlying district.

2. Lot Coverage. For commercial and other non-residential uses, lot coverage by buildings shall not exceed 40%; for residential uses, lot coverage shall be the same as in the underlying district.
3. Open Space Landscaping and Buffers.
 - a. All yards adjacent to I-94 shall be landscaped open space. At least one tree shall be installed along the Interstate frontage for every 50 feet of interstate frontage. Trees may be grouped to create the desired effect. All yard areas not covered by buildings, sidewalks or paved parking areas shall be landscaped. A minimum of 10% of the lot area shall be landscaped. In addition to landscaped open space requirements along I-94, properties shall comply with the Open Landscaping requirements found in Section 4-431.5. pertaining to front, side and rear yards.
 - b. Residential properties shall be buffered to minimize noise impacts from interstate traffic. Berming and vegetative buffers shall be created prior to development. For single family and two family uses berms shall be developed within an easement no less than 100 feet deep along I-94 and 30 feet deep along the on/off ramps and have a slope no greater than 3:1. Berms shall be required to be elevated six feet above the elevation of the driving lanes on I-94 with a lower elevation and more flexibility in design along the on/off ramps. The berms shall also have several rows of coniferous trees (evergreens) planted to provide year-round vegetative buffering. Berm easements should be placed so that there is minimal affect on utility easements. For multiple family residential uses, more flexibility is allowed in the design of berms and vegetative buffers.
4. Building Construction:
 - a. A higher construction standard is required in the Interstate Corridor Overlay District. In areas of the Interstate Corridor Overlay District, which are zoned Light Commercial, Commercial Office Park, or Planned Unit Development and intended for light commercial uses, any exposed metal or fiberglass on all buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (façade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Interstate Corridor Overlay District which are also zoned Heavy Commercial, Light Industrial, Heavy Industrial, or Planned Unit Development and intended for heavy

commercial and industrial uses all buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place or pre-cast concrete panels on all wall surfaces with frontage on a public street. The required wall surface treatment may allow a maximum of seventy (70) percent of the metal or fiberglass wall to remain exposed if it is coordinated into the architectural design.

- (1) Additions, Alterations, and Accessory Buildings. All subsequent additions, exterior alterations and accessory buildings, constructed after the erection of an original building or buildings shall be of the same materials as those used in the original building and shall be designed in a manner conforming to the original architectural concept and general appearance. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.
- (2) Appearance. Garages, accessory structures, screened walls and exposed areas of retaining walls shall be of a similar type, quality and appearance as the principal structure. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.

SECTION 4. Section 4-431-B.5.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-431-B.5. Lot Design Standards.

* * *

2. Building Construction: A higher construction standard is required in the Redevelopment Corridor Overlay District. In areas of the Redevelopment Corridor Overlay District, which is zoned Light Commercial, any exposed metal or fiberglass on all fronting buildings shall be limited to no more than thirty (30) percent of any wall which fronts on a public street, provided that it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. In areas of the Redevelopment Corridor Overlay District which are also zoned Heavy Commercial, Light Industrial District, and Heavy Industrial District, all fronting buildings constructed of curtain wall panels of finished steel, aluminum or fiberglass shall be required to be faced with brick, wood, stone, architectural concrete cast in place or pre-cast concrete panels on all wall surfaces with frontage on a public street. The required wall surface treatment may allow a maximum of seventy (70) percent of the metal or fiberglass wall to remain exposed if it is

coordinated into the architectural design. Truck loading dock areas shall be to the side or rear of the building so that they do not face a public street. Where this is not possible, special approval shall be required by the Planning and Zoning Commission and City Commission, and screening of the truck loading dock shall be considered.

- (1) Additions, Alterations, and Accessory Buildings. Buildings which are expanded or remodeled on the public street sides, or buildings which are expanded or remodeled by 25% of the building value shall conform to the building standards established above.
- (2) Appearance. Garages, accessory structures, screened walls and exposed areas of retaining walls shall be of a similar type, quality and appearance as the principal structure. These provisions shall not prevent the upgrading of the quality of materials used in a remodeling or expansion program.

SECTION 5. The chart regarding Abutted Existing District in Section 4-449-A.9.C of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

Abutted Existing District					
Developers or Selected District	R1, R-1A, R-1B, R-1E, R-L1A, R-R	R-2, R-3, R-4, R-5	A	C, C-OP, CM <u>HC</u> , <u>LI</u> , P	M
R1, R-1A, R-1B, R-1E, R-L1A, R-R	N/A	A	B	C	D
R-2, R-3, R-4, R-5	A	N/A	A	B	C
A	B	A	N/A	A	B
C, C-OP, CM <u>HC</u> , <u>LI</u> , P	C	B	A	N/A	A
M	D	C	B	A	N/A

SECTION 6. 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: Ec. Development Manager Casey Sanders-Berglund
Date: May 1, 2023
Subject: Cookie Krums Enterprise Grant
Action: Approve Enterprise Grant for Cookie Krums

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

Dustin Scott,

Assistant Administrator

Emily Hagemeister,

Executive Assistant

Summary:

Cookie Krums has been in business in downtown West Fargo for one year. During this year the owner Katie Krumwiede has used the time to better understand the consumer pulse around needs and wants in regards to cookies, baked goods, ice cream, and retail hours. She is ready to take the next step in this business by adding some staff and looking at adding additional revenue streams to the already established custom cookie order business.

With the support of this Enterprise Grant Cookie Krums aims to connect more with the community. To achieve this, they would renovate their current space to present as a space that is more of a baker's atmosphere as well as adding a wall to section of an area to have a retail customer centric space. This space would include coolers, scoop ice cream display and freezer space, and potentially a larger bakery menu. Additionally, the business will add an exterior light up sign to identify their location more predominately on Sheyenne Street.

EDAC Recommendation:

This request was met with unanimous support from the committee. The recommendation includes an 11% addition to the overall total to account for inflation and potential cost shifts from quotes.

Financial Analysis:

	\$ Requested	\$ Requested +11%
Total funds projected for this project	\$29,867.00	\$33,152.37
Total grant funds (50% of project)	\$14,933.00	\$16,576.19

Eligibility:

This business is located in the eligible DMU zone for this grant and also aims to support the following program goals:

- Enhancing commercial growth
- Increasing community pride in the adjacent neighborhoods
- Attracting other businesses to compliment revitalization of the area
- Supports the goal of creating unique spaces as well as improving exterior facades

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Cookie Krums

300 Sheyenne Street, Suite 140 West Fargo ND 58078

Currently in the Downtown Mixed Use Zone

Applicant: Katie Krumwiede

Owner: EPIC Companies

Staff Contact: Economic Development

Casey Sanders

Economic Development Advisory Committee:

April 13, 2023

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

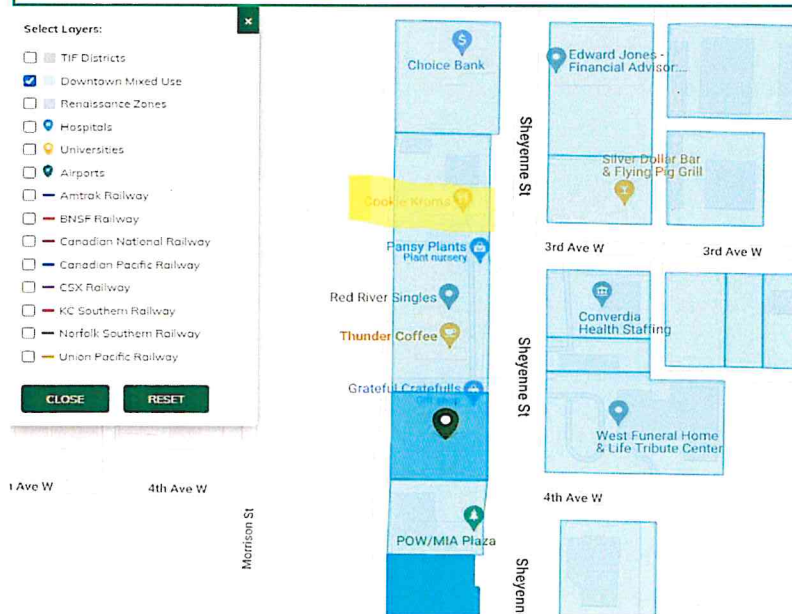
Public Hearing:

N/A

City Commission:

PURPOSE:

The applicant is proposing to use the funds from the enterprise grant to renovate their existing space. Now that the storefront has been open for a year and has a better grasp of the needs and capacity for the area are looking to connect more with the community. To do that Katie is proposing that the space present as a more bakers' atmosphere as well as expand her currently limited retail hours. As it is currently set up for majority of custom orders this fit up will allow for some sectioning off of space and offer the launching of her growth plan for the next five years, to include a full bakery menu, scoop ice cream, added events (ideally with other YARDS businesses), and hiring of additional staff.

**DISCUSSION AND OBSERVATIONS:**

- Currently in the (DMU) Downtown Mixed Used zone
- Current location and ownership are looking to grow in the same space in which originated.
- The proposed project will have an estimation completion date of July 1, 2023.
- The reconstruction and updates will help transition the space from a studio for custom creations to a multi-use space that will continue to allow for custom creations but add retail hours, a new bakery type atmosphere, and launch new products.

STAFF REPORT

- The goal is to continue to work towards hiring a full-time employee as well as two additional part time team members.
- This project is very fiscally responsible and owner is not seeking funds for things that are over and above short-term business plan.
- This business has not received an enterprise grant in the past.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in a parcel that is zoned DMU: Downtown Mixed Use and is an urban renewal area in the City's General Plan for Urban Renewal and Urban Development. The project would advance the City's economic development goals by providing support to a locally owned small business owner in renovating this space to adjust to a space that allows for a more walkable and face to face traffic.

PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of an enterprise grant of \$14,933.00 which is 50% of the total for the of the project at \$29,867.00. The funds would come from Economic Development Sales Tax.

RECOMMENDATIONS:

The proposed project meets the program goals by adding signage outside of the business location, creating unique places, and enhancing commercial growth. Economic Development Manager supports the project and recommends it for approval with a consideration of adding 11% differential due to inflation and potential cost shifts from quotes.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee reviewed this project on April 13, 2023.

The Discussion focused on the following points:

- The business has not received a grant previously during the first year of establishment.
- The progression to added retail hours and understanding of consumer needs and wants was meet favorably.
- Scoop ice cream is a welcome service to the downtown community
- The project is very fiscally responsible. There are some concerns of costs shifting.
- Overall a welcome lift for the already established business in the DMU

The committee unanimously recommended this enterprise grant for consideration with the suggested 11% adjustment to the total to the \$14,933.00 suggested by Economic Development Manger due to inflation and costs shifts.



To: West Fargo City Commission
From: Ec. Development Manager Casey Sanders-Berglund
Date: May 1, 2023
Subject: Child Care Facility Improvement Grants
Action: Child Care Facility Improvement Grants approval

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

Dustin Scott,
Assistant Administrator

Emily Hagemester,
Executive Assistant

Summary:

The Child Care Facility Improvement Grant is inclusive of new and existing as well as centers through in-home providers. The first round of applications have been reviewed and are outlined based on priority alignment to the cities identified priorities and the corresponding requested grant dollars.

Below is an overall of the scores based on priorities outlined for this program along with the requested dollar amount. Notes for each grant request follow.
 1 New Provider & 14 Existing Providers represented as well as 212 childcare slots with potential to support expansion.

Financial Analysis:

In-Home Maximum Grant Amount: \$7,500

<u>New Provider (Increase Capacity)</u>	<u>Score / 25 Max</u>	<u>\$ Requested</u>
Maretta's Daycare LLC	25 / 25	\$7,450.00
(Licensed for 9 children)		

Existing Providers (Maintain Capacity) **Score / 15 Max** **\$ Requested**

Staci's Daycare	11 / 15	\$1,419.98
Tani Rheault	13 / 15	\$1,858.00
Brandi's Daycare	11 / 15	\$3,400.00
Paula Vinnanueva's Daycare	9 / 15	\$4,090.00
Growing through Giggles	10 / 15	\$5,475.00
Heidi's Daycare	10 / 15	\$2,000.00
Little People's World	13 / 15	\$6,493.61
Abigail's Playhouse & Preschool	8 / 15	\$7,500.00
Mr. & Mrs. G Childcare	9 / 15	\$7,500.00
Learn and Play House	14 / 15	\$7,500.00
Marsie Licensed Home Daycare	11 / 15	\$7,500.00

Group Licensed Maximum Grant Amount: \$10,000

Tender Hearts Daycare	13 / 15	\$5,194.00
Kerri Streyle Daycare	11 / 15	\$9,989.83
Maesther Childcare LLC	9 / 15	\$10,000.00

Notes and Review from applications for Child Care Facility Improvement Grants.

New Provider Application:**(Focus Priority: Increase Capacity)**

Maretta's Daycare LLC - In-Home provider licensed for 9 children. Has been working on potentially opening a child care in the last several months. This grant was the financial support to purchase equipment, safety items, and child size furniture that would make this doable for her to begin taking children.

Existing Provider Applications:**(Focus Priority: Maintain Capacity)**

Each application aims to remain open, safe, and of quality. Each application submitted a copy of their license and completed the eligible items worksheet to note the items needed for support.

Staci's Daycare - This request is a fiscally responsible grant request of support for three items. Funds towards a new dishwasher, child sized equipment, and outdoor activity equipment. Licensed for 12 children.

Tani Rheault - This request is a fiscally responsible grant request of support in line with safety upgrades such as cribs, gates, monitors as well as support for outdoor large motor activity equipment. Licensed for 12 children.

Brandi's Daycare - This request is a modest request at a little less than 50% of the maximum allowed amount. This grant supports upgrades in areas of child sized equipment and food storage / refrigerator space. Outdoor large motor activity support for older children to use as well. Licensed for 12 children.

Paula Vinnanueva's Daycare- This request is regarding a shift of budgeted funds to support rising costs in payroll, food costs, and curriculum. The upgrades in equipment that would support our child care would allow me to improve the quality of my business and continue to welcome new families. Licensed for 12 children.

Growing through Giggles - This request focuses on upgrading larger items such as wall damage and fence repair for the outdoor space in two areas. Additionally, equipment such as shelving, food storage, and child sized furniture, and first aid supplies upgrade. They are also looking for outdoor large motor activity equipment support. Licensed for 12 children.

Heidi's Daycare - This request is in support for one item. The floor in the kitchen is beginning to lift in spots as well as some holes are developing in some spots in higher traffic carpeted areas. The application maximum for flooring support line item is \$2,000.00. The quote for flooring was 4,100.00 minimum. The maximum allotted dollars could go towards an overall project total. Licensed for 9 children.

Little People's World – This request is in support of workforce. The childcare would use the funds to purchase eligible items and shift dollars to support staffing. From flooring and wall repair to equipment purchases this application focuses on maintaining quality. Licensed for 9 children.

Abigail's Playhouse & Preschool – This request would support updating several license required times. Facility expenses make up the majority of the request for paint and wall repair as well as flooring repair. Additionally, equipment such as indoor gates, restroom revitalization, cribs, food storage, and child sized equipment make up the additional requested funds. Licensed for 17 children.

Mr. & Mrs. G Childcare – This request is has a high focus on safety in seeking AED's, infant monitors, and exterior hazard repairs. Licensed for 12 children.

Learn and Play House – This request is looking to finish her basement remodel which would allow them to increase the number of children they would potentially become licensed for. Immediately the funds would support the goal of maintaining the current children and families served through outdoor play area updates. Licensed for 9 children

Marsie Licensed Home Daycare – This request focuses on safety and equipment as well as an expense line item for refrigerator funds. Request includes fire extinguisher, first aid kit, AED's, smoke detectors, lockdown kits, and infant monitors for safety. Other equipment requested indoor gates, shelving, cribs/ cots, food storage, and child sized equipment upgrades. Licensed for 14 children.

Tender Hearts Daycare – This request is regarding a provider that is a group child care (maximum allowable amount \$10,000) This business recently renovated in order to begin expanding and enrolling more children. Increasing their licensing from 18 children to now 30 children. The safety and child sized equipment will support the transition of increased enrollment capacity and maintaining through this transition until fully enrolled. Licensed for 30 children.

Kerri Streyle Childcare – This request focuses on upgrades in equipment for children's storage, changing tables, cots, and sheets. The purchase of an AED and larger fire extinguishers, lockdown kits, in which are not required but would be ideal for the amount of children that can be here at one time. To support this business's goal of a safe and welcoming outdoor space to add rubber mulch and a update the sandbox and a canopy. Licensed for 17 children.

Maesther Childcare LLC- This request is an overall support request. The upgrading of safety equipment, gates, shelving, food storage, and child sized equipment as well as repair for walls, flooring, fencing, would support this business in their goal to ensure they remain in compliance so they can eventually expand to include additional children. Currently Licensed for 17 children.



To: West Fargo City Commission
From: Ec. Development Manager Casey Sanders-Berglund
Date: May 1, 2023
Subject: Parking Lot Agreement with Olson Family Properties
Action: Approve Parking Lot Proposal with Olson Family Properties

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

Dustin Scott,
Assistant Administrator

Emily Hagemester,
Executive Assistant

Summary:

The land currently found at 223 3rd Ave W. West Fargo is vacant and the owner has heard that the City would like to provide additional options for parking in the Downtown Area of West Fargo. As a result, the owner has drafted a proposal for the City to review. The proposal includes the construction of the lot and an annual leasing agreement.

Construction:

The City of WF would pay for the up-front cost of construction. Including: excavation, site prep, curb and gutter, asphalt, stripping, guardrail, lighting, and landscaping. The owner would manage the construction project leaving no additional work to be completed by city staff members.

The estimated cost is 198,000 (+ or – 11%)

Lease:

10-year lease beginning July 1, 2023 - June 30, 2024.

Yearly lease payment starting at 15,200 with a 4% inflation increase yearly. If the City of West Fargo should terminate the agreement, they would pay a prorated amount of the lease to the termination date.

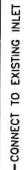
Year	Annual Lease
1	\$ 15,200.00
2	\$ 15,808.00
3	\$ 16,440.32
4	\$ 17,097.93
5	\$ 17,781.85
6	\$ 18,493.12
7	\$ 19,232.85
8	\$ 20,002.16
9	\$ 20,802.25
10	\$ 21,634.34

Annual Lease

- Seasonal Upkeep
- Snow Removal
- Seal Coating & Stripping every 3-4 years
- Total resurfacing (approx. every 15 years)
- Administration and taxes

Funding:

To fund through Economic Development Sales tax for the upfront construction, first year of leasing, and add to the budget for the agreed-on terms of the lease for Economic Development.



CRAIG CONCERNED
WITH VEHICLES DRIVING
OVER CURB AND
SUGGESTED SOME TYPE
OF BARRIER ALONG
WEST AND SOUTH SIDE

**BUFFER/
SCREENING**

M-CURB FOR PUSHING SNOW

VED FOR WFH PARKING

**SIDEWALK
BLDG?**

CRAIG WOULD LIKE SOME TYPE OF CONTROLLED ACCESS (CHAIN/GATE)

 City of WEST FARGO 900 Fourth Avenue East, Suite #1 West Fargo, ND 58078		SCALE: 1"=20'																									
		PROJECT NUMBER: N/A																									
		SHEET NUMBER: 1 OF 1																									
WEST FUNERAL HOME PARKING LOT SCOPE OF WORK WEST FARGO, NORTH DAKOTA																											
REVISIONS <table><thead><tr><th>NO.</th><th>DATE</th><th>BY:</th><th>DESCRIPTION</th></tr></thead><tbody><tr><td>1</td><td>11/12/2023</td><td>CV</td><td>LAYOUT MODIFICATIONS</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>		NO.	DATE	BY:	DESCRIPTION	1	11/12/2023	CV	LAYOUT MODIFICATIONS																	DATE: 10/16/2022 DRAWN BY: C. VLAMINICK CHECKED BY: D. HANSON APPROVED BY: D. HANSON	
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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

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 1, 2023

Subject: Project No. 2265 – 9th Street NE Reconstruction

Action: Approve Task Order No. 3-3 for Basic Services

New Information and Recommendation:

The City of West Fargo has been working with Houston Engineering on the preliminary design, NDDOT coordination, environmental documents and other tasks for the upcoming 9th Street NE Reconstruction. With the preliminary engineering phase coming to a close, Houston Engineering has submitted the attached Task Order to enter in to contract for the actual final design services for the project.

With respect to 9th Street NE, the design will consist of a 3-lane urban concrete roadway system, a one-way frontage road for local businesses to utilize which will eliminate multiple driveway entrances to 9th Street, expansion of the roundabout at 12th Avenue, the creation of a roundabout at 7th Avenue, utility and storm sewer improvements.

Additionally, the design will include the reconstruction of 7th Avenue NE from 9th Street to approximately 1,300 LF in to the City of Fargo. This design will also consist of a 3-lane urban concrete roadway system.

West Fargo and Fargo will be entering in to an agreement that Fargo will be paying for all costs incurred in the reconstruction of 7th Avenue within their city limits.

The following documents are attached for review/consideration:

- Task Order No. 3-32 (Houston Engineering)

Staff Recommendation: Approve Task Order No. 3-3 for Basic Services.

Background and Project Summary:

An extensive transportation study of the 9th Street corridor was conducted in 2019 through MetroCOG and the results were presented to City Commissioners in March 2020. The study identified the reconstruction and urbanization of 9th Street NE from Main to 12th Ave as a high priority for the FM area. As directed by City Commissioners, the city applied for grant funding through the NDDOT Urban Roads Program (URP) and was awarded \$9.24 million for FY 2025. For more on background and summary, refer to the agenda packets from prior City Commission meetings listed below.

The city has also submitted for a grant from the Federal Railroad Administration for the construction of a grade separation that would likely be an overpass at the railroad. This grant would be an 80% grant from the FRA and BNSF has also pledged a 5% grant if we are successful in securing the FRA grant. We will find out in May/June if the city was successful in securing this grant funding.

Policy Analysis:

We are working with NDDOT to ensure state and federal compliance and the project will also adhere to city policy, process and standards.

Financial Analysis:

The 9th Street NE project is anticipated to cost approximately \$14 million. Funding sources are anticipated to be a combination of URP grant, capital improvement sales tax, and special assessments.

West Fargo's portion of the 7th Avenue NE reconstruction is estimated to cost \$5 million. Funding sources are anticipated to be a combination of URP grant, capital improvement sales tax, and special assessments.

The URP Grant that the city has been awarded is in the amount of \$9,247,319 which can be allocated to both projects as the Special Assessment and City Commissions see fit.

Previously Presented Information and Commission Actions:

August 1, 2022-

- **Staff Recommendation:** Approve Phase II Contract with Houston Engineering
- **Commission Action:** Commissioner Olson moved and Commissioner George seconded to approve. No opposition, motion carried.

April 18, 2022-

- **Staff Recommendation:** Approve the Task Order No. 3 (Phase I Scoping)
- **City Commission Action:** Commissioner Gjerdevig moved and Commissioner Olson seconded to approve. No opposition, motion carried.

Feb 22, 2022-

- **Staff Recommendation:** Authorize RFP to be published for Project No. 2265
- **City Commission Action:** Commissioner Olson moved and Commissioner George seconded to approve. No opposition, motion carried.

Dec 7, 2020-

City Commission authorized grant application

TASK ORDER NO. 3-3

This is Task Order No. 3-3,
consisting of 20 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **November 2, 2021**, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	April 17, 2023
b.	Owner:	City of West Fargo
c.	Engineer:	Houston Engineering, Inc.
d.	Specific Project (title)	SU-8-992(045), PCN 23537, City Improvement District No. 2265. Reconstruction of 9th St. NE
e.	Specific Project (description):	Reconstruction of 9th St. NE from Main Ave. to 12th Ave.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	Task Order 3-1, August 1, 2022

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

See Task Order 3

3. SERVICES OF ENGINEER ("SCOPE")

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows: **Phase III Design Services, Scope of services are as detailed in Exhibit A.**

Task Order.

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- B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.
- C. Resident Project Representative (RPR) Services:
 - 1. **Not applicable currently**
- D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order. **See item 6 below.**

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order: **None.**

6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Schedule in Appendix B of Task order 3.0 indicates overall schedule included in the proposal.**

7. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Task Order.

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TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Study & Report Services				
Project Scoping	3	\$ 47,000.00	\$ -	\$ 47,000.00
Environmental Document	3-1	\$ 623,879.37	\$ -	\$ 623,879.37
Grant Application	3-2	\$ 29,130.00	\$ -	\$ 29,130.00
Design Services				
Final Design and Plan Preparation	3-3	\$ -	\$ 717,932.00	\$ 717,932.00
TOTAL		\$ 700,009.37	\$ 717,932.00	\$ 1,417,941.37

See Exhibit A for Scope of Services and Associated Fee.

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

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

N/A

9. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A to Task Order—Scope of Services
- B. Exhibit B to Task Order—Estimated Fee
- C. Exhibit C to Task Order – Reserved
- D. Exhibit D to Task Order— Reserved
- E. Exhibit E to Task Order- Reserved
- F. Other:

Task Order.

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Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

ENGINEER:

By:

By:

Print Name: Dustin Scott

Print Name: Jeremy McLaughlin

Title: Assistant City Administrator

Title: Sr. Project Manager & VP

Engineer's License or Firm's 015C
Certificate No. (if required):

State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Daniel Hanson

Name: Jeremy McLaughlin

Title: City Engineer

Title: Sr. Project Manager & VP

Address: 800 Fourth Ave. East, Suite 1

Address: 1401 21st Avenue N

West Fargo, ND 58078

Fargo, ND 58102

E-Mail Address: Daniel.Hanson@westfargond.gov

E-Mail Address: jmclaughlin@houstoneng.com

Phone: 701-515-5103

Phone: 701-237-5065

Date:

Date:

Task Order.

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1.2 Project Review Committee

Schedule and hold Project Review Committee meetings throughout project development. Project Review Committee will consist of representatives from The City of West Fargo, NDDOT, FM MetroCOG and the Consultant. It is anticipated that two project review committee meetings will be held.

1.3 Consultant Project Team Meetings

Schedule and hold Consultant project team meetings bi-weekly to coordinate tasks, project schedules and budget.

1.4 Bi-Weekly Status Reports

A biweekly status report will be submitted, in writing, to the City of West Fargo and the NDDOT Local Government Representative. This report shall identify the percentage of progress on milestone activities, outline activities accomplished during the month, activities to be accomplished next month, activities to be completed by NDDOT, and information and decisions needed to complete the project. The status report will identify any milestone activity that is not completed or anticipated not to be completed on time. The report will include the reasons why any milestone date was missed and what actions will be taken to get the project back on schedule.

Task 1 Deliverables:

1. Project Meeting Agenda, Notes
2. Project Status Reports

2.0 9TH STREET RECONSTRUCTION

2.1 Roadway Design

Detailed design for the reconstruction of 9th St NE from Main Ave north to 12th Ave N. The horizontal and vertical geometry will be designed to meet a design speed of 35 mph and comply with City of West Fargo and NDDOT standards. The reconstruction of 9th St NE will include the following improvements:

- 9th St NE
 - Reconstruction to a three-lane urban roadway consisting of a single northbound and southbound thru lane with continuous two-way left turn lane, curb and gutter and 10' wide shared use path on the west side of the roadway.
 - One-way northbound frontage road on the east side of 9th St NE from north of 7th Ave NE to 10th Ave NE (Hazers Auto and Truck Parts general area)
- Intersection with Main Ave:
 - Curb ramp improvements in the southwest, northwest, and northeast quadrants of the intersection, including a north/south crossing of the west leg of the intersection.
- Intersection with 7th Ave NE

- Revision of the four-way stop controlled intersection to a single lane roundabout.
- Intersection with 12th Ave N
 - Widening of the existing single lane roundabout to a two-lane roundabout within the north half of the intersection along with dedicated right turn slip lanes for the eastbound to southbound and northbound to eastbound directions. The westbound roadway will also be widened to two-lanes approximately 200 to 500' east and west of the intersection.
- Temporary Traffic Control
 - Develop a construction phasing plan and detailed layouts to construct the project and maintain local access.

2.2 Street Lighting Design

Complete the detailed lighting design for 9th St NE from Main Ave north to 12th Ave NE. Lighting design will include removal of existing lighting feed points, foundations, standards, and fixtures; design of proposed lighting along 9th St NE and at the intersections of 7th Ave NE and 12th Ave NE; feed point coordination with local utilities; and analysis of proposed lighting system using AGi32 lighting software to ensure compliance with local and national standards.

2.3 Traffic Signal Design

Detailed design for relocation of pedestrian pushbuttons due to ADA pedestrian ramp revisions at the west leg and north leg of the intersection of 9th St NE and Main Ave.

2.4 Storm Sewer Design

Detailed design of the roadway storm sewer system. This includes setting final alignments, sizes, and grades for the trunk line storm sewer piping, setting the number and locations of storm inlets for the roadway, and setting inlet locations in the boulevards to ensure adequate drainage adjacent to the roadway. We will complete roadway spread calculations to ensure NDDOT requirements are met. Storm sewer piping will initially be sized using the Rational Method assuming a free discharge condition. The pipes will then be checked using the XP-SWMM model created during the preliminary design phase to ensure adequate capacity is provided under anticipated tailwater conditions in the system.

2.5 Sanitary Sewer Design

Design a sanitary sewer main and service connections along the east side of 9th St NE between 7th Ave NE and 11th Ave NE to provide sewer service to the existing homes and businesses in that area. This sewer system will also provide service to the undeveloped land east of 9th St NE and south of 12th Ave NE. The new system will connect to the existing sanitary networks in 10th and 11th Avenues NE.

2.6 Watermain Design

Design a new water main and service connections along the east side of 9th St NE between 7th Ave NE and 11th Ave NE to provide water service to the existing homes and businesses in that area. This system will also provide service to the undeveloped land east of 9th St NE and south of 12th Ave NE. The new system will connect to the existing watermain on the west side of 9th St NE.

2.7 Plan Preparation

Develop and submit plans and an opinion of probable cost to the City of West Fargo and NDDOT for review at the 50% and 95% (PS&E) design levels. The submittals are anticipated to include:

- 50% Submittal
 - Title Sheet
 - Scope of Work
 - Typical Section
 - Plan and Profile
 - Preliminary Utility Alignments
 - Cross Sections
 - Opinion of Probable Cost
- PS&E Submittal
 - All plan sections to be included in the final plan delivery, detailed to a final plan delivery level.
 - Response to comments received from the 50% submittal.
 - Special Provisions (if needed)
 - Opinion of Probable Cost

The City of West Fargo and NDDOT will have two weeks to complete the review of the 50% and PS&E submittals. At the end of the two-week review period, we will schedule a plan review meeting with the reviewers to discuss any comments via Microsoft Teams.

We will develop and submit final signed plans, opinion of probable cost, response to PS&E review comments, special provisions (if needed) and electronic supplemental design data to the City of West Fargo and NDDOT. The final delivery will incorporate revisions based on comments received during the PS&E review.

Task 2 Deliverables:

1. Roadway Design
2. Street Lighting Design
3. Traffic Signal Design
4. Sanitary Sewer Design
5. Watermain Design
6. 50% Plans and Opinion of Probable Cost
7. PS&E Plans, Opinion of Probable Cost and Special Provisions

8. Final Opinion of Probable Cost, Signed Plans and Special Provisions
9. Response to 50% and PSE Comments
10. Supplemental Design Data

3.0 7TH AVENUE RECONSTRUCTION (WEST FARGO)

3.1 Roadway Design

Detailed design for the reconstruction of 7th Ave NE from 9th St NE east to the City of West Fargo / City of Fargo line. The horizontal and vertical geometry will be designed to meet a design speed of 35 mph and comply with City of West Fargo and NDDOT standards. The reconstruction of 7th Ave NE will include the following improvements:

- 7th Ave NE
 - Reconstruction to a three-lane urban roadway consisting of a single eastbound and westbound thru lane with continuous two-way left turn lane, curb and gutter and 10' wide shared use path on the south side of the roadway.
- Intersections:
 - Stop controlled on the approach roadway.
- Temporary Traffic Control
 - Develop a construction phasing plan and detailed layouts to construct the project and maintain local access.

3.2 Street Lighting Design

Houston Engineering, Inc. will complete the detailed lighting design for 7th Ave NE from 9th St NE east to the City of West Fargo / City of Fargo line. Lighting design will include removal of existing lighting feed points, foundations, standards, and fixtures; design of proposed lighting along 7th Ave NE; feed point coordination with local utilities; and analysis of proposed lighting system using AGI32 lighting software to ensure compliance with local and national standards.

3.3 Storm Sewer Design

Houston Engineering, Inc. will complete the detailed design of the roadway storm sewer system. This includes setting final alignments, sizes, and grades for the trunk line storm sewer piping, setting the number and locations of storm inlets for the roadway, and setting inlet locations in the boulevards to ensure adequate drainage adjacent to the roadway. We will complete roadway spread calculations to ensure NDDOT requirements are met. Storm sewer piping will initially be sized using the Rational Method assuming a free discharge condition. The pipes will then be checked using the XP-SWMM model created during the preliminary design phase to ensure adequate capacity is provided under anticipated tailwater conditions in the system.

3.4 Sanitary Sewer Design

Sanitary sewer design for the 7th Ave portion of the project will consist of stubbing a new sanitary sewer main to the north of 7th Ave. The sewer stub will be installed to the R/W limits so it can be extended by the City in the future. The location and size of the sewer stub will be coordinated with the City of West Fargo. The sewer stub will be connected to the existing sanitary sewer system along the north side of 7th Ave N.

3.5 Watermain Design

Watermain design for the 7th Ave portion of the project will consist of stubbing a new watermain to the north of 7th Ave. The watermain will be installed to the R/W limits so it can be extended by the City in the future. The location and size of the watermain will be coordinated with the City of West Fargo. The watermain will be connected to the existing watermain along the south side of 7th Ave N.

3.6 Plan Preparation

Houston Engineering Inc will develop and submit plans and an opinion of probable cost to the City of West Fargo and NDDOT for review at the 50% and 95% (PS&E) design levels. The submittals are anticipated to include:

- 50% Submittal
 - Title Sheet
 - Scope of Work
 - Typical Section
 - Plan and Profile
 - Preliminary Utility Alignments
 - Cross Sections
 - Opinion of Probable Cost
- PS&E Submittal
 - All plan sections to be included in the final plan delivery, detailed to a final plan delivery level.
 - Response to comments received from the 50% submittal.
 - Special Provisions (if needed)
 - Opinion of Probable Cost

The City of West Fargo and NDDOT will have two-weeks to complete the review of the 50% and PS&E submittals. At the conclusion of the two-week review period, we will schedule a plan review meeting with the reviewers to discuss any plan comments via Microsoft Teams.

We will develop and submit final signed plans, opinion of probable cost, response to PS&E review comments, special provisions (if needed) and electronic supplemental design data to the City of West Fargo and NDDOT. The final delivery will incorporate revisions based on comments received during the PS&E review.

Task 3 Deliverables:

1. Roadway Design
2. Street Lighting Design

3. Traffic Signal Design
4. Sanitary Sewer Design
5. Watermain Design
6. 50% Plans and Opinion of Probable Cost
7. PS&E Plans, Opinion of Probable Cost and Special Provisions
8. Final Opinion of Probable Cost, Signed Plans and Special Provisions
9. Response to 50% and PSE Comments
10. Supplemental Design Data

4.0 7TH AVENUE RECONSTRUCTION (FARGO)

4.1 Roadway Design

Houston Engineering Inc will complete the detailed design for the reconstruction of 7th Ave NE from the City of West Fargo / City of Fargo line to 45th St N. The horizontal and vertical geometry will be designed to meet a design speed of 35 mph and comply with City of Fargo and NDDOT standards. The reconstruction of 7th Ave NE will include the following improvements:

- 7th Ave NE
 - Reconstruction to a three-lane urban roadway consisting of a single eastbound and westbound thru lane with continuous two-way left turn lane, curb and gutter and 10' wide shared use path on the south side of the roadway. The limits of the roadway reconstruction will extend to approximately 1,350' east of the City line and connect to the existing three-lane section. The shared use path will be constructed south of 7th Ave NE to the intersection with 45th St N.
- Intersection with 45th St N:
 - ADA improvements within the southwest quadrant of the intersection to provide an east/west crossing of the south leg of the intersection.
- Temporary Traffic Control
 - Develop a construction phasing plan and detailed layouts to construct the project and maintain local access.

4.2 Street Lighting Design

Houston Engineering, Inc. will complete the detailed lighting design for 7th Ave NE from the City of West Fargo / City of Fargo line to 45th St N. Lighting design will include removal of existing lighting feed points, foundations, standards, and fixtures; design of proposed lighting along 7th Ave NE; feed point coordination with local utilities; and analysis of proposed lighting system using AGi32 lighting software to ensure compliance with local and national standards.

4.3 Traffic Signal Design

Houston Engineering, Inc. will complete the detailed design for relocation of pedestrian pushbuttons due to ADA pedestrian ramp revisions at the south leg of the intersection of 7th Ave NE and 45th St N.

4.4 Storm Sewer Design

Houston Engineering, Inc. will complete the detailed design of the roadway storm sewer system. This includes setting final alignments, sizes, and grades for the trunk line storm sewer piping, setting the number and locations of storm inlets for the roadway, and setting inlet locations in the boulevards to ensure adequate drainage adjacent to the roadway. We will complete roadway spread calculations to ensure NDDOT requirements are met. Storm sewer piping will be sized using the Rational Method assuming a free discharge condition.

4.5 Sanitary Sewer Design

The existing sanitary sewer located near the intersection of 7th Ave N and 45th St N will be extended west. The size and final location of the sanitary sewer extension and service connections will be coordinated with the City of Fargo.

4.6 Watermain Design

The existing watermain located near the intersection of 7th Ave N and 45th St N will be extended west. The size and final location of the watermain extension and service connections will be coordinated with the City of Fargo.

4.7 Plan Preparation

Houston Engineering Inc will develop and submit plans and an opinion of probable cost to the City of West Fargo, City of Fargo and NDDOT for review at the 50% and 95% (PS&E) design levels. The submittals are anticipated to include:

- 50% Submittal
 - Title Sheet
 - Scope of Work
 - Typical Section
 - Plan and Profile
 - Preliminary Utility Alignments
 - Cross Sections
 - Opinion of Probable Cost

- PS&E Submittal
 - All plan sections to be included in the final plan delivery, detailed to a final plan delivery level.
 - Response to comments received from the 50% submittal.
 - Special Provisions (if needed)
 - Opinion of Probable Cost

The City of West Fargo, City of Fargo and NDDOT will have two-weeks to complete the review of the 50% and PS&E submittals. At the conclusion of the two-week review period, we will schedule a plan review meeting with the reviewers to discuss any plan comments via Microsoft Teams.

We will develop and submit final signed plans, opinion of probable cost, response to PS&E review comments, special provisions (if needed) and electronic supplemental design data to the City of West Fargo, City of Fargo and NDDOT. The final delivery will incorporate revisions based on comments received during the PS&E review.

Task 4 Deliverables:

1. Roadway Design
2. Street Lighting Design
3. Traffic Signal Design
4. Sanitary Sewer Design
5. Watermain Design
6. 50% Plans and Opinion of Probable Cost
7. PS&E Plans, Opinion of Probable Cost and Special Provisions
8. Final Opinion of Probable Cost, Signed Plans and Special Provisions
9. Response to 50% and PSE Comments
10. Supplemental Design Data

5.0 PRIVATE UTILITY COORDINATION

5.1 9th Street Utility Coordination

Coordinate with the known private utilities within the project limits to arrange for the relocation and adjustment of identified conflicts.

5.2 7th Avenue Utility Coordination

See 5.1

5.3 Utility Conflict Plans

Houston Engineering Inc will prepare utility conflict plans identifying potential impacts to known utilities. The utility conflict plans will include a title sheet, scope of work and plan and profile sheets identifying various levels of utility impacts as defined by the NDDOT utility conflict process. The latest version of the Utility Coordination Table will also be downloaded from the

NDDOT Plan Prep Guide and completed to summarize any anticipated utility conflicts and durations or accommodations required for relocation.

5.4 Utility Conflict Special Provision

Utility conflicts are anticipated as part of the project. We will develop a Special Provision providing contractor requirements in regards to the utility conflicts. The latest version of the Utility Conflict Special Provision developed by the NDDOT will be utilized for this project.

Task 5 Deliverables:

1. Documentation of correspondence with utility companies
2. Utility conflict plans and coordination table
3. Utility conflict special provision

6.0 RAILROAD COORDINATION

6.1 Coordination with BNSF Railway

At the time of this proposal, it is not known if this project will be awarded the Crossing Elimination Grant that was submitted to the FRA. This scope and associated fee assumes that the grant is not awarded, and a quiet zone will be implemented through the crossing. Should the grant be awarded, a revised scope, fee, and associated project schedule will be submitted.

Coordination with FRA and BNSF will be required to implement a quiet zone. Minimum anticipated tasks include a diagnostic meeting, a preliminary and final quiet zone design, letter of intent, and final quiet zone acceptance. Coordination for these anticipated items is listed under this scope item.

6.2 Quiet Zone Diagnostic Meeting

Coordination meeting to discuss proposed improvements to railroad crossing and other project features that impact BNSF Railway right of way. This meeting is anticipated to include the NDDOT, BNSF, West Fargo, and the FRA. Currently the meeting is anticipated to be held in May and is a necessary step to be able to implement a quiet zone.

6.3 Design of At-Grade Crossing

Houston Engineering Inc will develop a detailed design and construction plans associated with the improvements to the at-grade crossing between 9th St NE and the BNSF Railway. The design is anticipated to include:

- 6" to 8" barrier curb within the median (continuous two-way left turn lane) within 100' of the crossing
- Pedestrian curb ramps at the railroad crossing

It is anticipated the following items will be constructed by the BNSF Railway:

- Concrete crossing plate replacement and extension
- Removal and replacement of the crossing signals and gates for the roadway as well as installation of crossing signals and gates for the shared use path.

These items are completed by BNSF but will likely require an agreement between BNSF and the City of West Fargo with the costs to install the new signals being a project cost.

Task 6 Deliverables:

1. Meeting summary from the quiet zone diagnostic meeting
2. Detailed design of the at-grade crossing with BNSF Railway
3. File Notice of Intent and gain acceptance of the quiet zone once the project is complete and accepted by the FRA.

7.0 RIGHT OF WAY ACTIVITIES

7.1 Determine Right of Way Needs

Houston Engineering Inc will review the final grading limits and proposed project elements with the existing right of way limits that were established during Phase 2 of the project to determine right of way needs to construct and maintain the project. The needs identified will be utilized in the development of the right of way plats and appraisals.

7.2 Right of Way Drawings

The right of way needs identified in Task 7.1 will be utilized to develop right of way plats or certificates of survey including a plan view and written legal descriptions following City of West Fargo standards. It is anticipated temporary easements and permanent acquisition will be required. The right of way drawings will be utilized during the acquisition process. It is anticipated the legal documents will be developed by the City.

7.3 Appraisals

Appraisals will be prepared to render an opinion about the market value of the parcels to be acquired, including any applicable damages and/or benefits to the remainders. Appraisals will be completed by Jorge Pagan through subcontract.

The appraisals will be prepared according to the requirements of the Uniform Standards of Professional Appraisal Practice, the Uniform Appraisal Standards for Federal Land Acquisitions, NDDOT Right of Way Manual, and the Uniform Act. If there were any conflicts among these, the Uniform Act prevails. The effective date of the appraisals will be the same as the inspection date of the properties.

The appraisals will include the applicable approaches to render an opinion of the market value of the subject property. The market value definition to be used is the one from the North Dakota Century Code 24-01-01.1.

Expert witness services are not included in this scope and fees. The time estimated for the completion of the appraisals is assuming that a basic data book has been used in the completion of these appraisals.

It is estimated that 11 appraisals would be required for this project of which three of them would be complex and the rest would be simple appraisals.

Appraisals will begin at the time of an approved Documented CATEX.

7.4 Right of Way Acquisition

Right of way acquisition will be performed through subcontract with Professional Real Estate Consulting.

Acquisition services will include:

- Coordination with appraiser on property values as necessary
- Gather prepared documents prior to landowner meetings
- Initiate appointments and conversations with each landowner
- Provide updates on acquisition status to be incorporated into progress reports
- Submit executed and recordable documents.

Right of Way negotiations will begin at the time of an approved Documented CATEX.

Task 7 Deliverables:

1. Right of Way Plats
2. Appraisals
3. Acquired Right of Way Documentation

8.0 PERMITTING

8.1 404 Permit Application

We will submit a wetland jurisdictional determination to the USACE to determine wetland mitigation requirements throughout the corridor. We will prepare the USACE 404 permit application associated with the impacts. We will include avoidance, minimization, and mitigation measures for the wetland impacts in the permit application and detailed design. It is anticipated that the majority of the wetland impacts that require mitigation will be mitigated offsite a wetland mitigation bank.

The NDDOT and City of West Fargo will review the application. It is anticipated we will submit the permit and coordinate with the USACE for approval.

8.2 408 Coordination

Houston Engineering Inc will coordinate with the USACE regarding potential impacts to the existing levee system crossing 7th Ave NE at the City of West Fargo/City of Fargo line. We anticipate impacts to the levee system will be avoid and a permit will not be required. Efforts to complete this coordination are unknown and dependent on USACE needs to determine there will be no impact. This scope includes time for coordination with the USACE and providing plans as needed to show the improvements will not impact the existing levee.

Task 8 Deliverables:

1. 404 Permit Application
2. 408 Permit Coordination

9.0 TRAFFIC NOISE ANALYSIS

9.1 Traffic Noise Analysis and Report

Modeling of Traffic Noise: Task involves modeling of existing and future noise levels per NDDOT Noise Policy and Guidance and 23 CFR 772. Existing and future noise levels will be analyzed utilizing FHWA's Traffic Noise Model. A Noise Analysis Report will be prepared summarizing existing and future noise levels and impacts to adjacent properties.

10.0 QUALITY ASSURANCE / QUALITY CONTROL

10.1 QA/QC Roadway Design

A senior member of our team will be designated to perform an independent technical review of the design. The design reviews will be ongoing throughout the course of the project. Comments and responses will be documented and available to the City upon request.

10.2 QA/QC Lighting/Signal Design

A senior member of our team will be designated to perform an independent technical review of the design. The design reviews will be ongoing throughout the course of the project. Comments and responses will be documented and available to the City upon request.

10.3 QA/QC Storm Sewer Design

A senior member of our team will be designated to perform an independent technical review of the design. The design reviews will be ongoing throughout the course of the project. Comments and responses will be documented and available to the City upon request.

10.4 QA/QC Sanitary Sewer Design

A senior member of our team will be designated to perform an independent technical review of the design. The design reviews will be ongoing throughout the course of the project. Comments and responses will be documented and available to the City upon request.

10.5 QA/QC Watermain Design

A senior member of our team will be designated to perform an independent technical review of the design. The design reviews will be ongoing throughout the course of the project. Comments and responses will be documented and available to the City upon request.

10.6 Constructability Review

A member of our team with significant construction observation experience will be designated to perform an independent constructability review of the construction documents. These reviews will occur prior to the 50% and 90% submittal to the City. Comments and responses will be documented and available to the City upon request.

10.7 QA/QC of Final Deliverables

A senior member of our team will be designated to perform an independent technical review of all deliverables, including but not limited to Reports, Public Engagement, Plans, Right-of-Way, Utility Coordination, and Permits, prior to submittal to the City. Comments and responses will be documented and available to the City upon request.

11.0 BIDDING SERVICES

11.1 Bidding Services

Houston Engineering will provide services during the bidding process including responding to bidder inquiries and development of addenda (if needed). It is anticipated the project will be bid through the NDDOT system and we will provide support on behalf of the City of West Fargo and NDDOT as needed.

Exhibit B

Estimated Hours and Cost Summary Phase III



Project: SU-8-992(045)
PCN: 23537
City Improvement District No. 2265
Reconstruction of 9th Street NE (Main to 12th Ave)
Date: March 28, 2023

	Hours	Cost
PHASE III - Final Design and Plan Preparation		
Totals	4346	\$716,832.00
	Direct Expense	\$1,100.00
	Subconsultant Totals	\$0.00
	Total Estimated Costs	\$717,932.00



Direct Costs					
Description	Units	Phase II	Total	Rate	Total
Subsistence	Day		0	\$40.00	\$0.00
Hotel	Night		0	\$200.00	\$0.00
Mileage-Vehicles:					
2-Wheel Drive	Miles		0	\$0.575	\$0.00
4-Wheel Drive	Miles		0	\$0.775	\$0.00
GPS or Total Station	Hours		0	\$15.00	\$0.00
Robotic Total Station	Hours		0	\$40.00	\$0.00
Sound Equipment Rental	Each	2	2	\$550.00	\$1,100.00
LiDAR Collection Large UAS	Hours		0	\$300.00	\$0.00
Imagery Collection P1 Camera	Hours		0	\$200.00	\$0.00
Printing	LSum		0	\$400.00	\$0.00
Total					\$1,100.00

Subconsultants and Vendors		
Subconsultant/Vendor	Phase II	Total
		\$0.00
Total Subconsultant Fees		\$0.00



"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

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 1, 2023

Subject: Project No. 2273 – Intersection Modifications and Traffic Signal Improvement at 23rd Ave S and Bluestem Dr. E

Action: Approve Task Order No. 1

New Information and Recommendation:

Project Funding: There was an inaccurate statement in the last packet regarding this matter. The funds for this project were not TIF, funds but rather were funds in the 2012 Costco Business incentive/sales tax bond fund. Instead of a TIF district the City of West Fargo created an incentive agreement structure to attract the Costco store under which part of the sales tax generated by sales at Costco would be used to pay for a number of improvement districts that were created to build and fund the infrastructure for the Costco store. The incentive was extremely successful and the bond was paid off early leaving some remaining funds in the bond fund, consisting of the debt service reserve bond fund and the sinking fund. Once a bond is paid off the remaining dollars in the debt service reserve and sinking fund are legally permitted to be swept into the general fund to be used for any legal purpose. See N.D.C.C. § 21-03-45. Further, pursuant to city code section 1-0910 these excess sales tax dollars should likely by policy be used for infrastructure costs, but based on state law could be used for any legal purpose.

On April 17, 2023 the Commission directed the engineer to prepare a task order for basic services. This has been completed and is included in this packet for approval.

The following documents are attached for review/consideration:

- Task Order No. 1 (Bolton & Menk)

Staff Recommendation: Approve Task Order No. 1 for Basic Services.

Policy Analysis:

This project will improve the traffic flow of 23rd Avenue E and provide safer conditions for traffic to enter 23rd Avenue E from Costco and Bluestem Drive.

Financial Analysis:

This project is proposed to utilize the \$512,112.71 remaining in the 2012 Costco Business incentive/sales tax bond fund and the rest of the cost of this project is proposed to be paid via Capital Improvement sales tax.

Previously Presented Information and Commission Actions:

April 17, 2023-

- Staff Recommendation: Create Project No. 2273, Direct and Approve Engineer's Report; and Direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications.
- Commission Action: Commissioner Simmons moved and Commissioner Olson seconded to approve. Commissioner George was absent and not voting. No opposition, motion carried.

Task Order 1

This is Task Order No. 1,
consisting of 3 pages.

Task Order

In accordance with Paragraph 1.02 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 17th, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 1, 2023
- b. Owner: City of West Fargo, North Dakota
- c. Engineer: Bolton & Menk, Inc.
- d. Specific Project (title): City # 2273 - 23rd Avenue & Bluestem Drive Traffic Signal
- e. Specific Project (description): The purpose of this task order is to design a traffic signal at 23rd Avenue and Bluestem Drive. Includes interconnect to Veterans Boulevard, ADA ramps, and turn lane modifications.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

4. Task Order Schedule

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

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Submit Preliminary (50%) plans for City Review	5/31/2023
Engineer	PS&E Meeting with City (95% plans)	6/16/2023
Engineer	Plan Completion Date (100% Plans)	6/23/2023

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
City	Bid Date July 2023	Construction between August-October 2023 with signal poles winter 2023/2024

5. Payments to Engineer

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

Description of Service	Amount	Basis of Compensation
1. Preliminary Plan Submittal	\$25,000	Lump Sum
2. 95% Plan Submittal	\$20,000	Lump Sum
3. Final Plan Submittal	\$5,000	Lump Sum
TOTAL COMPENSATION	\$50,000	

6. Terms and Conditions

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

The Effective Date of this Task Order is May 2nd, 2023

OWNER:

By: _____

Print Name: Bernie Dardis

Title: Mayor

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson

Title: City Engineer

Address: 800 Fourth Avenue East
Suite 1
West Fargo, ND 58078

E-Mail daniel.hanson@westfargond.gov
Address: _____

Phone: 701-515-5103

ENGINEER:

By: Mike Bittner

Print Name: Mike Bittner

Title: Principal Transportation Engineer

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Mike Bittner

Title: Principal Transportation Engineer

Address: 3168 41st Street South
Suite 2
Fargo, ND 58104

E-Mail Mike.Bittner@bolton-menk.com
Address: _____

Phone: 701-306-1670

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.



Real People. Real Solutions.

3168 41st Street South
Suite 2
Fargo, ND 58104

Ph: (701) 566-5339
Fax: (701) 566-5348
Bolton-Menk.com

This is **EXHIBIT A**, consisting of 3 pages, referred to in and part of the **Task Order** dated May 1st, 2023.

Engineer's Services for Task Order

City # 2273 - 23rd Avenue & Bluestem Drive Traffic Signal – West Fargo, ND

This project will include geometric modifications of the raised median to eliminate negative left turn lanes, reconstruct ADA curb ramps and provide north-south crossings, install a new traffic signal, and update signage, striping, and lighting as necessary. Includes fiber optic interconnect to existing traffic signal at Veterans Boulevard.

Scope of Work:

Task 1.0 Project Management

Includes day-to-day project management, coordination, and meetings with City of West Fargo and the Bolton & Menk project team. Includes preparing and updating project progress reports & schedules as well as administering the contract and preparing invoices.

Does not include coordination with Costco, either local or out-of-state contact, for striping changes to parking lot exit. Assumed that all coordination for improvements to Costco parking lot will be made by the City of West Fargo.

Task 2.0 Preliminary Design, Topographic Surveying, Utility Coordination

Includes using the planning level concepts and estimates previously prepared to develop detailed designs to determine the extent of impacts and prepare construction limits. Includes ND OneCALL utility request with field marking by utility owners, utility coordination, and topographic survey of additional surface features and all marked utilities. Includes coordination with utility owners to confirm horizontal and vertical location of their facilities and adjustments or relocations due to impacts from the proposed improvements. Includes preparing designs for the roadway geometrics, ADA curb ramps, typical sections, removals, temporary and permanent erosion control, paving layouts, work zone traffic control, signing & striping, and signals & lighting.

Project limits and planning level concept & engineers estimate is attached as graphic A.1, which is the basis for preliminary and final design.

Includes quality assurance / quality control checks by competent and trained staff.

All designs will be completed in AutoCAD Civil 3D 2023. Does not include cross sections. Does not include establishing existing right-of-way from PLSS data or previous plats. City GIS shapefiles to be used for existing right-of-way. Does not include preparing right-of-way plats for acquisition of temporary easements or permanent right-of-way. Does not include property negotiation, acquisition, legal correspondence, obtaining temporary construction easements, or right of entry permissions with Costco. Assumed that all property agreements for improvements to Costco parking lot will be made by the City of West Fargo. Does not include preparation of an environmental document or any environmental field work. Does not include any municipal sanitary sewer, stormsewer, or watermain improvements.

Name: City # 2273 - 23rd Avenue & Bluestem Drive Traffic Signal
Location: West Fargo, ND
Date: April 20th, 2023

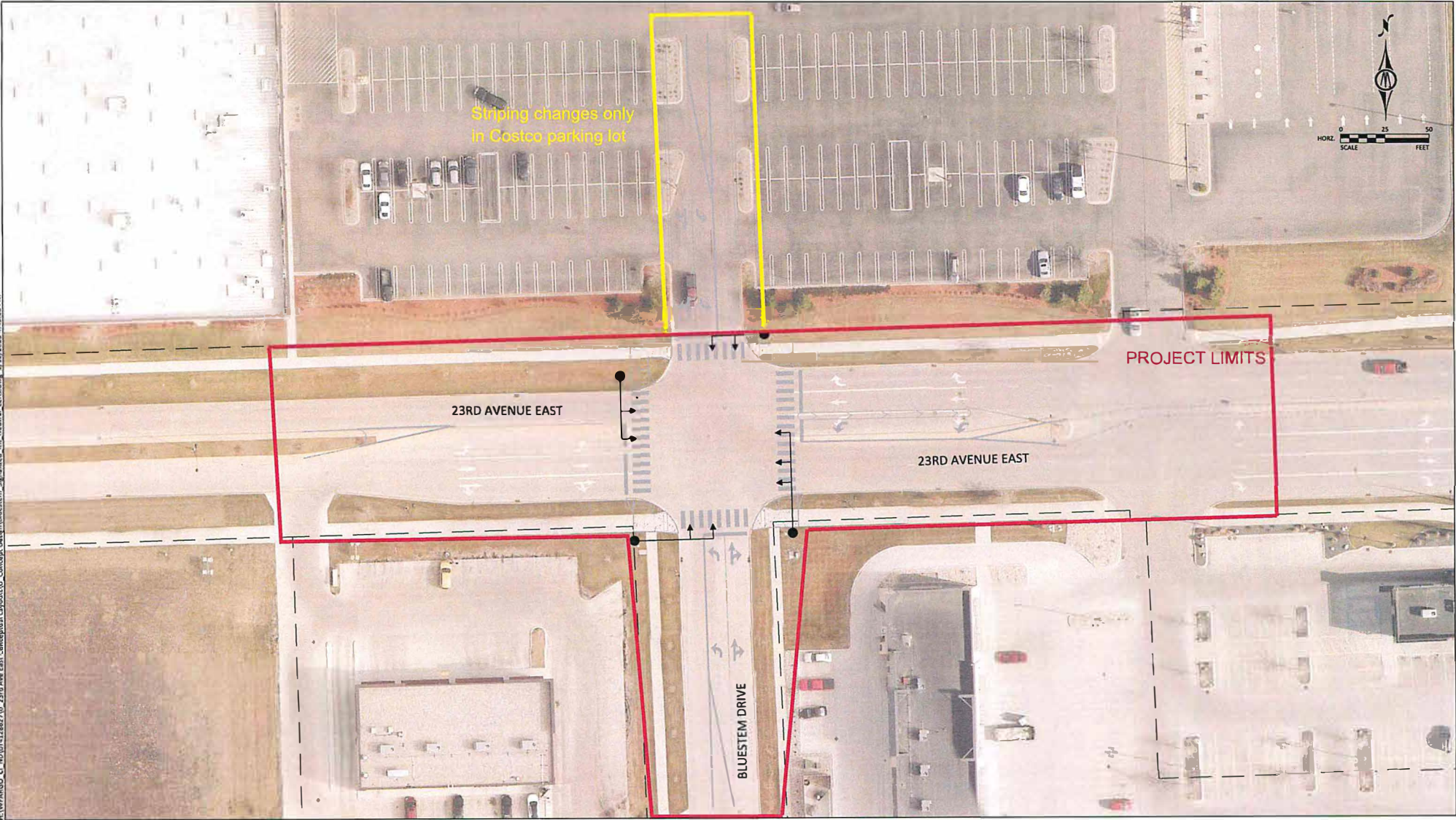
Task 3.0 Final Design & Plan Preparation

Includes preparing NDDOT plan sections:

- 1 – Title Sheet
- 2 – Table Of Contents Sheet
- 4 – Scope of Work Sheet
- 6 – Notes Sheets
- 8 – Quantities Sheets
- 10 – Basis of Estimate Sheets
- 20 - General Details Sheets
- 30 – Typical Sections Sheets
- 40 - Removals
- 76 – Temporary Erosion Control
- 77 – Permanent Erosion Control
- 82 – Survey Data Layout Sheets
- 90 – Paving Layout Sheets
- 100 – Work Zone Traffic Control
- 110 – Signing Sheets
- 120 – Pavement Marking Sheets
- 140 – Lighting Sheets
- 150 – Traffic Signals Sheets
- 160 - ITS Sheets

Includes the use of NDDOT specifications and common bid items for the type of work. Plans will be prepared in AutoCAD Civil 3D 2023.

Includes time for engineer of record services to answer bidder questions and prepare addendums and change orders during construction if necessary.



ENGINEER'S ESTIMATE

Bluestem Drive Intersection Signalized with Neutral Lefts (Figure 6)
City of West Fargo, North Dakota
BMI Project No. 0T4.128627



Item No.	NDOT Spec No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Total Amount
BASE BID SPEC. NO. CODE NO.							
1	103	100	CONTRACT BOND	1	LUMP SUM	\$39,000.00	\$39,000.00
2	202	114	REMOVAL OF CONCRETE PAVEMENT	296	SQ YD	\$100.00	\$29,600.00
3	202	130	REMOVAL OF CURB AND GUTTER	863	LIN FT	\$100.00	\$86,300.00
4	251		TURF ESTABLISHMENT & PERMANENT EROSION CONTROL	1	LUMP SUM	\$2,500.00	\$2,500.00
5	550	112	8IN NON-REINF CONCRETE PAVEMENT	258	SQ YD	\$125.00	\$32,250.00
6	702	100	MOBILIZATION	1	LUMP SUM	\$50,000.00	\$50,000.00
7	704	1500	OBLITERATION OF PAVEMENT MARKING	192	SQ FT	\$7.00	\$1,344.00
8	704		TEMPORARY TRAFFIC CONTROL	1	LUMP SUM	\$10,000.00	\$10,000.00
9	708	1540	INLET PROTECTION- SPECIAL	10	EACH	\$150.00	\$1,500.00
10	708	1541	REMOVE INLET PROTECTION- SPECIAL	10	EACH	\$50.00	\$500.00
11	748	120	MOUNTABLE CURB & GUTTER, TYPE 1	72	LIN FT	\$195.00	\$14,040.00
12	748	140	CURB & GUTTER, TYPE 1	506	LIN FT	\$185.00	\$93,610.00
13	750	115	4" CONCRETE WALK	151	SQ YD	\$350.00	\$52,850.00
14	750	250	CONCRETE MEDIAN PAVING COLORED W/BRICK PATTERN	30	SQ YD	\$350.00	\$10,500.00
15	750	2115	DETECTABLE WARNING PANELS	144	SQ FT	\$75.00	\$10,800.00
16	754	206	STEEL GALV POSTS-TELESCOPING PERFORATED TUBE	33	LIN FT	\$25.00	\$825.00
17	754	592	RESET SIGN PANEL	4	EACH	\$80.00	\$320.00
18	754	593	RESET SIGN SUPPORT	3	EACH	\$250.00	\$750.00
19	762	110	EPOXY PVMT MK 4IN LINE -GROOVED	1225	LIN FT	\$4.50	\$5,512.50
20	762	1260	PREFORMED THERMOPLASTIC PVMT MK 8IN LINE	487	LIN FT	\$10.00	\$4,870.00
21	762	1270	PREFORMED THERMO PLASTIC PVMT MK 24IN LINE	544	LIN FT	\$25.00	\$13,600.00
22	762	1280	PREFORMED THERMO PLASTIC PVMT MK MESSAGE	672	SQ FT	\$25.00	\$16,800.00
23	770	4560	REMOVE STREET LIGHT	3	EACH	\$2,000.00	\$6,000.00
24	772	9200	IT SYSTEM	1	EACH	\$15,000.00	\$15,000.00
25	772	9811	TRAFFIC SIGNAL SYSTEM	1	EACH	\$330,000.00	\$330,000.00

ESTIMATED BASE BID TOTAL: \$828,471.50

SUBTOTAL: \$828,471.50

10% CONTINGENCY: \$82,850.00

TOTAL ESTIMATED CONSTRUCTION COST: \$911,321.50

DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING: \$124,270.00

LEGAL: \$41,420.00

TOTAL ESTIMATED PROJECT COST: \$1,077,011.50



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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 1, 2023

Subject: Sanitary Sewer Access Improvements

Action: Create Project No. 1346, Approve Engineer’s Report; and Direct Engineer to prepare both a Task Order for “Basic Services” and Plans and Specifications.

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

Vacant

Assistant City Administrator

Dustin T. Scott

New Information and Recommendation:

This project seeks to improve access to existing sanitary sewers identified as deficient in the Core Area Improvement Plan. The consultant has analyzed the sanitary sewer system within the core area and have identified several sewer mains that are not accessible for televising or maintenance. These mains are located with manholes located mid-block in resident’s backyards. This project will install manholes in strategic locations to provide access for maintenance equipment and televising.

By installing these manholes, sewers will be able to be televised to verify the ability to reline the existing clay tile piping utilizing trenchless technology without disturbing private property as much as possible. A project to re-line these sewers is planned for the 2024 construction season.

City staff has prepared the attached Engineer’s Report and supporting documentation. If approved, our intent is to have a consultant prepare final plans and manage the construction of the project.

The following documents are attached for review/consideration:

- Engineer’s Report
- Location exhibit with proposed schedule
- Associated resolutions for approval

Staff Recommendation: Create Project No. 1346 – Sanitary Sewer Access Improvements, Approve Engineer’s Report; and Direct Engineer to prepare both a Task Order for Basic Services and Plans and Specifications.

Financial Analysis:

The total estimated cost is \$610,000. Proposed funding is capital improvement sales tax. No assessments are anticipated with this project.

Previously Presented Information and Commission Actions:

None



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

Engineer's Report

(Pursuant to N.D.C.C. 40-22-10)

Project No. 1346

Sanitary Sewer Accessibility Improvements

General Nature (Scope)

This project seeks to improve access to existing sanitary sewers identified as deficient in the Core Area Improvement Plan. The consultant has analyzed the sanitary sewer system within the core area and have identified several sewer mains that are not accessible for televising or maintenance. These mains are located with manholes located mid-block in resident's backyards. This project will install manholes in strategic locations to provide access for maintenance equipment and televising.

Public Works currently does not have the ability to access these sewer mains. In the event that there would be an issue in the sewer main causing Public Works to have to access the pipes, they would need to get equipment in to mid-block rear yards where generally there are fences and other obstructions in the way.

Purpose

By installing these manholes, sewers will be able to be televised to verify the ability to reline the existing clay tile piping utilizing trenchless technology without disturbing private property as much as possible.

In addition to providing access for maintenance, this project is necessary for the planning and scoping of the anticipated 2024 sanitary relining project in the core area.

Feasibility

The total estimated cost of this project is estimated to be \$610,000 and is proposed to be paid for utilizing Capital Improvement Sales Tax revenue. No special assessments are anticipated with this project.

Estimate of Probable Cost

Construction		\$523,000
Bid Proposal Items	\$437,770	
Contingency (~20%)	\$85,230	
Consultant (Design/Construction)		\$67,000
Legal		\$0
Administration		\$0
Land Acquisition		\$20,000
Utility Relocation		\$0
Bonding/Interest		\$0
Total Estimated Cost		\$610,000

Source of Funds

Special Assessments		\$0
City Funds		\$610,000
Capital Impr. Sales Tax	\$610,000	
Water/Sewer Revenue	\$0	
Water/Sewer Bond	\$0	
Total		\$610,000

Supporting Documents (available upon request)

- A. Itemized Estimate of Probable Cost
- B. Consultant's memo
- C. Maps, Drawings, Etc.

The proposed improvements are cost effective and will adhere to city policies as well as applicable state and/or federal regulations.



Daniel R Hanson, P.E.
ND Registration No. 4962





Figure 1 – Manhole Location – Dawns Addition

Figure 2 – Manhole Locations - Southdale Addition

Schedule*

- Phase 1 - Project No. 1346 Sanitary Sewer Accessibility Improvements
 - Design: Beginning Spring 2023 - Bid in June
 - Construction: Summer 2023 - Substantial Completion date in late September
- Phase 2 - Project No. 9030 Televising and Feasibility and Scoping Study for Relining Project
 - Televising - Conducted upon completion of Phase 1 construction - All televising complete by end of November 2023
 - Review of televising video and Feasibility and Scoping Study - Fall 2023
- Phase 3 - Project No. 9030 Relining/Rehabilitation
 - Design - Winter 2024 - Bid in Spring of 2024
 - Construction - Summer 2024

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 1346 – SANITARY SEWER SYSTEM
REHABILITATIONS, REPLACEMENTS, AND INCIDENTALS OF THE CITY OF
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Project No. 1346 – Sanitary Sewer System Accessibility Improvements; and Incidentals of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a project to install New Sewerage, Street Systems; and Incidentals within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 1346 – New Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: May 1, 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 _____. 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.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of the installation of sanitary manholes and other system components, related incidentals, and all other appurtenances, contrivances and structures used or useful in connection with the above specified improvements, be constructed and made in Project No. 1346 – Sanitary Sewer System Accessibility Improvements; and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: May 1, 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 _____. 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.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Project No. 1346 – Sanitary Sewer System Accessibility Improvements; and Incidentals.

Dated: May 1, 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.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of the installation of sanitary manholes and other system components, related incidentals, and all other appurtenances, contrivances and structures used or useful in connection with the above specified improvements, be constructed and made in Project No. 1346 – Sanitary Sewer System Accessibility Improvements; and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: May 1, 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.



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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 1, 2023

Subject: Sandhill’s 6th Addition (proposed Improvement Dist. No 1345)

Action: Accept Petition for Improvement and Preliminary Work
Agreements from both developers; and Authorize preliminary
engineering

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

Vacant

Assistant City Administrator

Dustin T. Scott

New Information and Recommendation:

The City has been petitioned by two (2) developers Ocho Indy, LLC and Ryan Restad for public improvements to provide city utilities, roadways and storm sewer to the Sandhills 6th Addition.

As the platting process is still underway for that development, both of the Developers have signed a Preliminary Work Agreement which will create an escrow account that the Developers will deposit funds into that can be utilized by the City to pay for preliminary engineering in the event that the project does not move forward.

The following documents are attached for review/consideration:

- Improvement Exhibit
- Two (2) Petition for Improvements (Evidence of ownership is available at the Engineering Department)
- Two (2) Preliminary Improvement Work Agreements
- Resolution Declaring Petition for Improvements received

Staff Recommendation: Accept Petitions for Improvements and Preliminary Work Agreements from both developers; and Authorize preliminary engineering.

Background and Project Summary:

The city has been working with Developers on the platting process of the Sandhills 6th Addition. As part of this process, the Developers have been working to potentially purchase properties abutting these improvements. The project will consist of the installation of new sewerage, water supply and street systems to service the Sandhills 6th Addition and abutting properties that have petitioned to be a part of the improvements.

Ancillary to this project, a portion of the property proposed to be platted may be purchased by the city to reserve right of way for a future interchange at the intersection of I-94 and 26th Street.

Policy Analysis:

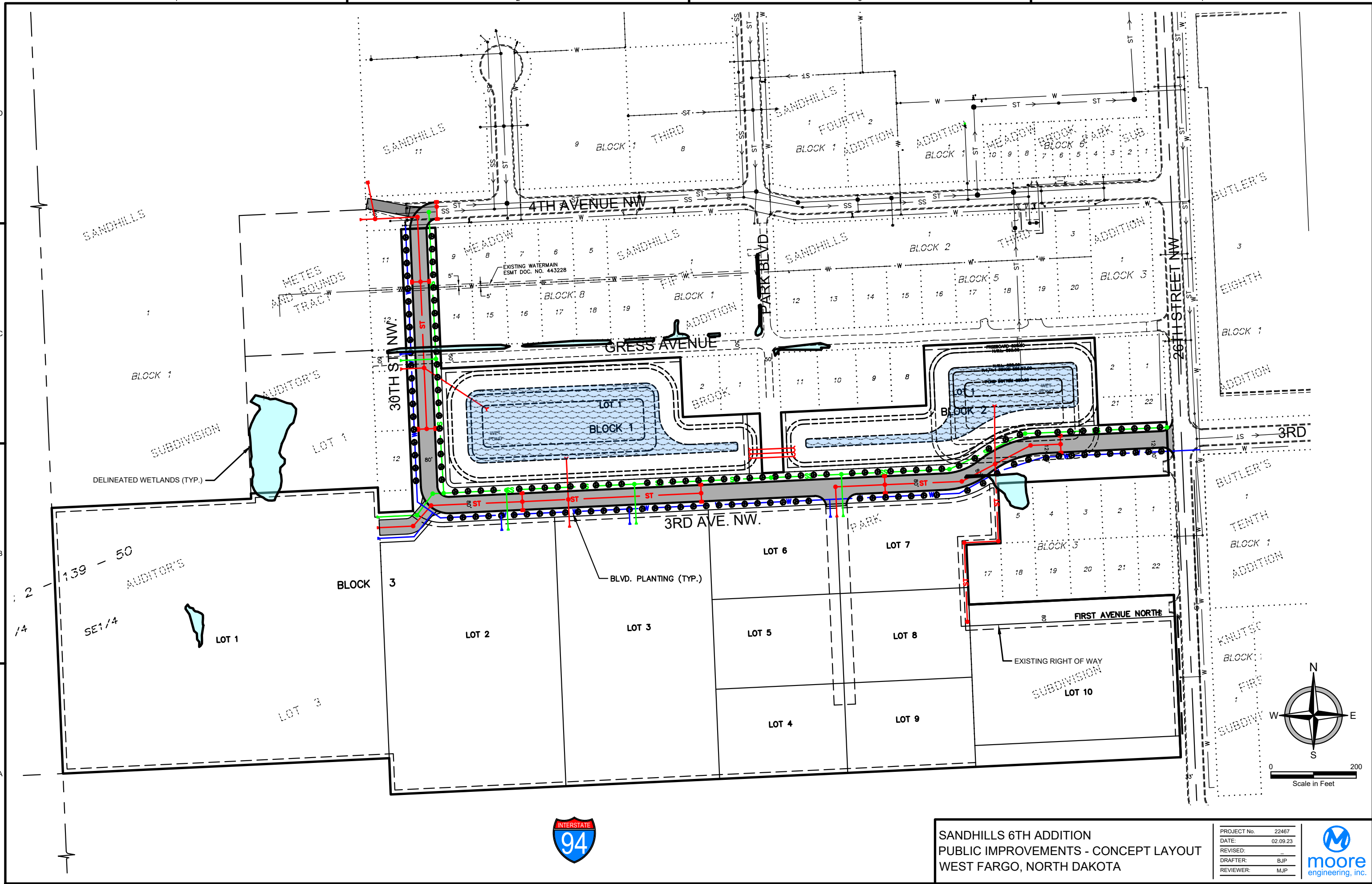
Infrastructure will be designed in conformance with city standards to service the Sandhills 6th Addition and surrounding properties.

Financial Analysis:

This project will be paid for via special assessments to the benefitting properties.

Previously Presented Information and Commission Actions:
--

None



SANDHILLS 6TH ADDITION
PUBLIC IMPROVEMENTS - CONCEPT LAYOUT
WEST FARGO, NORTH DAKOTA

PROJECT No.	22467
DATE:	02.09.23
REVISED:	
DRAFTER:	BJP
REVIEWER:	MJP



I/ we Ocho Indy, LLC are the legal and equitable owners of the following described property, to-wit: See attached Sandhills 6th Addition Plat (hereinafter the “**Property**”).

I/we hereby petition the City Commission of the City of West Fargo, Cass County, North Dakota, to create an improvement district for the purpose of constructing the following municipal improvements: sanitary sewer mains and services, water mains and services, storm sewer mains and laterals, retention ponds, streets, curb and gutter, street lights, and other associated items as shown on the attached ‘Preliminary Infrastructure Layout’ (hereinafter the “**Improvements**”) to service the Property.

I/We hereby request that the City Commission of the City of West Fargo, Cass County, North Dakota, determine by resolution that a written petition for the **Improvements** signed by the owners of a majority of the area of the **Property** included within the district, has been received and that the resolution declaring work necessary shall not be required for said improvement district.

I/we hereby certify that I/we am/are the legal and equitable owner(s) of the **Property** and have the authority to grant the City of West Fargo all necessary easements, rights of ways, fee simple, dedications and other interests in the **Property** that may be required to complete the construction of the **Improvements**.

Dated this 9th day of February 2023.

OWNER(S):



Austin Morris
Manager
Ocho Indy, LLC



**PRELIMINARY IMPROVEMENT
WORK AGREEMENT**

THIS PRELIMINARY IMPROVEMENT WORK AGREEMENT (the “Agreement”) is entered into this _____ day of _____, 20__ (the “Effective Date”), by and between the City of West Fargo, North Dakota (the “City”), and Ocho Indy, LLC (the “Petitioner”). The City and the Petitioner are, collectively, referred to as the “Parties.”

WHEREAS, the Petitioner is the legal and equitable owner of real property legally described as Sandhills 6th Addition (the “Property”); and

WHEREAS, the Property is located within _____ (the “District”); and

WHEREAS, on February 9, 2022, the Petitioner filed a Petition for Improvements (the “Petition”) with the City pursuant to N.D.C.C. ch. 40-22, requesting that the City enlarge the District and install municipal improvements: sanitary sewer mains and services, water mains and services, storm sewer mains and laterals, retention ponds, streets, curb and gutter, street lights, and other associated items (the “Improvements”); and

WHEREAS, to begin development of the Improvements, the City must engage in certain administrative work, including engaging the services of an engineer licensed in North Dakota (the “Administrative Work”), and cause an engineer’s report to be prepared as to the general nature, purpose, and feasibility of the proposed Improvements and with an estimate of the probable cost of the Improvements (the “Report”); and

WHEREAS, following the approval of the Report, the City must also cause detailed plans and specifications for the construction of the Improvements to be prepared (the “Plans and

Specifications,” along with the Administrative Work and the Report, the “Preliminary Improvement Work”); and

WHEREAS, the City will invest significant time and resources into the Preliminary Improvement Work and, as a result, desires to be reimbursed for the Preliminary Improvement Work prior to construction commencing; and

WHEREAS, to support the City’s efforts in completing the Preliminary Improvement Work, the Petitioner agrees to reimburse the City for the Preliminary Improvement Work as set forth in this Agreement.

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

ARTICLE I PARTIES

1. The City, a North Dakota home rule charter city, is vested with the authority to control access to its streets and municipal infrastructure. The City has authority to review and approve petitions for improvements within its territorial jurisdiction.

2. The Petitioner is Ocho Indy, LLC, with the authority to own the Property. The Petitioner is the legal and equitable owner of the Property. The individuals signing this Agreement represent and hereby certify they are expressly authorized to execute this Agreement on behalf of the Petitioner.

ARTICLE II JURISDICTION

1. The Petitioner agrees to submit to the authority of the City. The Petitioner agrees and acknowledges that it and/or its successors or assigns, as applicable, must receive approval

from the City for platting and zoning and for any building permits or other permits required by the City with respect to the Property.

2. The Petitioner agrees and acknowledges that it and/or its successors and assigns, as applicable, must comply with all federal, state, and local statutes, rules, and regulations regarding the development of the Property.

ARTICLE III REIMBURSEMENT OF COSTS

1. Within ten (10) business days of the Effective Date, the Petitioner shall deposit Thirty Thousand Dollars (\$30,000) with the City to be held in an interest-bearing escrow account administered by the City (the “Escrow Deposit”). The City will not commence any Preliminary Improvement Work on the Improvement until the Petitioner has made the Escrow Deposit. Following the deposit of the Escrow Deposit, the City will draw from the Escrow Deposit as needed to cover the expense of the Preliminary Improvement Work. The City will apply any interest earned on the Escrow Deposit for the payment of Preliminary Improvement Work. The City will keep an accounting of any credit to the Escrow Deposit and will provide records of any credit to the Petitioner upon request. In the event the Escrow Deposit is drawn down in its entirety prior to the completion of the Preliminary Improvement Work, the City will keep a running total of costs and expenses it expends on the remaining Preliminary Improvement Work.

2. Once the Preliminary Improvement Work is completed or the Petitioner decides to no longer proceed with the City installing the Improvements, (i) if a balance remains of the Escrow Deposit and the City has been reimbursed in full for all Preliminary Improvement Work, the City will return the balance of the Escrow Deposit to the Petitioner, or (ii) if the balance of the Escrow Deposit has been expended and the City has not been reimbursed in full for all Preliminary

Improvement Work, the City will invoice the Petitioner for the outstanding balance of Preliminary Improvement Work owed to the City.

3. The Petitioner shall remit payment to the City, in full, within thirty (30) calendar days of the date of the invoice. In the event the Petitioner does not timely remit payment in full to the City, the City will charge the Petitioner interest at the rate of one-half percent (1/2%) per month, or the maximum amount permitted by applicable law if lesser, on all past-due amounts. Payments will first be credited to interest and then to principal.

4. In the event the Petitioner has not remitted payment in full, plus interest, to the City within ninety (90) calendar days of the date of the invoice, the Petitioner agrees that the City may levy a special assessment equal to the outstanding balance of the Preliminary Improvement Work, plus interest (the "Preliminary Work Special Assessment"), against the Property without a hearing. The Petitioner agrees that the Preliminary Work Special Assessment benefits the Property and that said benefit exceeds the amount of the Preliminary Work Special Assessment by more than fifty percent (50%). The Petitioner waives any objection to any irregularity with regard to the assessment process for the Preliminary Work Special Assessment. This waiver includes a waiver to any objection to the amount of the special assessments for the Preliminary Work Special Assessment levied against the Property, including any and all claims that the Preliminary Work Special Assessment is excessive, arbitrary, capricious, or unreasonable. Additionally, the Petitioner waives all rights to appeal such action of the City to the court. These waivers are express, and the Petitioner acknowledges that it is waiving any and all rights of appeal to the assessment and reassessment.

5. The Petitioner will have no claim to funds of the Escrow Deposit drawn down by the City to pay for Preliminary Improvement Work in the event the Petitioner decides to not continue pursuing the Improvements.

6. Nothing in this Agreement is intended to modify the Petitioner's commitment in the Petition to pay the entire cost of construction of the Improvements as they are assessed by the City against the Property pursuant to N.D.C.C. chs. 40-23 through 40-32.

ARTICLE IV GENERAL MATTERS

1. The 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.

2. 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.

3. 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.

4. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or 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.

5. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns. The City acknowledges that if the Petitioner conveys title to the Property to a purchaser, all obligations under this Agreement become the responsibility of such purchaser and thereafter such purchaser's successors and assigns.

6. This Agreement shall not be recorded.

7. 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 an appropriate venue in the State of North Dakota.

8. This Agreement may be executed in counterparts with the City and the Petitioner having a fully-executed counterpart.

9. The City and the Petitioner agree that an electronic signature to this Agreement shall be valid as an original signature of the City or the Petitioner and shall be effective to bind the signatories of this Agreement. For purposes hereof: (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means or an electronic acknowledgment which provides the signatory the ability to validate and affix a digital signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the Effective Date.

[Signatures appear on the following pages.]

CITY:

CITY OF WEST FARGO

_____, President of the Board of
City Commissioners of the City of West Fargo

ATTEST:

_____, City Administrator

PETITIONER:

Ocho Indy, LLC


By: Austin J. Morris
Its: Manager

By: _____
Its: _____

I/ we Ryan Restad are the legal and equitable owners of the following described property, to-wit: LOT: 11 BLOCK: 9 ADDITION: ADDITIONAL: MEADOW BROOK PARK LTS 11 & 12 BLK 9 2-139-50 AUD LT 1 OF SE1/4 2.20 AC **ANNEXED 2005 FRM 53-0100-09281-005 CONTROL CARD 02-3000-01420-000* (hereinafter the "**Property**").

I/we hereby petition the City Commission of the City of West Fargo, Cass County, North Dakota, to create an improvement district for the purpose of constructing the following municipal improvements: sanitary sewer mains and services, water mains and services, storm sewer mains and laterals, retention ponds, streets, curb and gutter, streetlights, and other associated items (hereinafter the "**Improvements**") to service the Property.

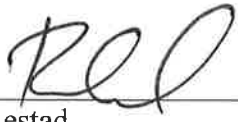
I/We hereby request that the City Commission of the City of West Fargo, Cass County, North Dakota, determine by resolution that a written petition for the **Improvements** signed by the owners of a majority of the area of the **Property** included within the district, has been received and that the resolution declaring work necessary shall not be required for said improvement district.

I/we hereby certify that I/we am/are the legal and equitable owner(s) of the **Property** and have the authority to grant the City of West Fargo all necessary easements, rights of ways, fee simple, dedications and other interests in the **Property** that may be required to complete the construction of the **Improvements**.

We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess the entire cost of the Improvements against our Property and hereby agree to pay the entire cost as levied and apportioned by the city.

Dated this 18 day of April 2023.

OWNER(S):

A handwritten signature in black ink, appearing to read 'R. Restad', is written over a horizontal line.

Ryan Restad
Owner

2022 Cass County Real Estate Tax Statement

Your cancelled check is your receipt for your payment.
Receipt available upon request.

Parcel Number: 02-1325-00560-000

Statement Number: 220140514-0

RYAN RESTAD
1206 3RD AVE NW STE 1
WEST FARGO, ND 58078-1372

▼Detach here and mail with your payment▼

2022 Cass County Real Estate Tax Statement

Parcel Number:
02-1325-00560-000

Jurisdiction:
West Fargo City

Owner:
RYAN RESTAD

Physical Address:
2805 GRESS AVE
WEST FARGO, ND 58078

Legal Description:

Lot: 11 Block: 9 Addition: Additional: MEADOW BROOK PARK LTS 11 & 12 BLK 9 2-139-50 AUD
LT 1 OF SE1/4 2.20 AC **ANNEXED 2005 FRM 53-0100-09281-005 CONTROL CARD 02-3000-
01420-000*

	2020	2021	2022
Legislative tax relief	217.10	237.97	1,184.21
Property Valuation			
True & Full Value	34,900	34,900	174,700
Taxable Value	1,571	1,745	8,735
Total mill levy	299.91	309.12	299.91
Summary of Taxes			
Consolidated Tax	471.16	539.43	2,619.71
Total Tax	471.16	539.43	2,619.71
Taxes by District (in dollars)			
County	80.23	88.65	437.19
State Medical	1.57	1.75	8.74
County Soil Conservation	0.69	0.86	4.28
City of West Fargo	121.71	141.59	698.71
West Fargo Park Distist	41.71	50.33	249.73
West Fargo Public School District #6	219.08	249.81	1,188.83
Southeast Water Resource District	6.17	6.44	32.23
Total Tax	471.16	539.43	2,619.71
Net effective tax rate %	1.35	1.55	1.50



Total tax due: 10,967.00

Less 5% discount: 130.99

Amount due by Feb 15, 2023 10,836.01

Or pay in two installments (with no discount):

Payment 1: Pay by Mar 01, 2023 9,657.15

Payment 2: Pay by Oct 16, 2023 1,309.85

Amount applied to this statement

MAKE CHECK PAYABLE TO:

Cass County Finance
211 9th Street South
P.O. Box 2806
Fargo, ND 58108-2806



Statement Number: 220140514-0

2022 TAX BREAKDOWN

Net consolidated tax 2,619.71

Plus: Special Assessments 8,023.96

Plus: Drains 323.33

Total tax due: 10,967.00

Less 5% discount

if paid by Feb 15, 2023 130.99

Amount due by Feb 15, 2023 10,836.01

Or pay in two installments (with no discount):

Payment 1: Pay by Mar 01, 2023 9,657.15

Payment 2: Pay by Oct 16, 2023 1,309.85

FOR ASSISTANCE, CONTACT:

Cass County Finance
211 9th Street South
P.O. Box 2806
Fargo, ND 58108-2806
Phone: 701-241-5600

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

Tax payments by e-check or credit card can be made online at www.casscountyny.gov. There is a convenience fee of 2.65% of the transaction amount with a minimum fee of \$1.00 for all credit card payments.

**Notes:

1. If your mortgage company pays the real estate taxes for this property, this statement is being provided for your information only.

2. Discount is 5% of Net Consolidated Tax.

****PLEASE USE THE DROP BOX IN FRONT OF THE COURTHOUSE, MAIL YOUR CHECK WITH STUB OR PAY ONLINE****



V-1

**PRELIMINARY IMPROVEMENT
WORK AGREEMENT**

THIS PRELIMINARY IMPROVEMENT WORK AGREEMENT (the “Agreement”) is entered into this 18 day of April, 2023 (the “Effective Date”), by and between the City of West Fargo, North Dakota (the “City”), and Ryan Restad (the “Petitioner”). The City and the Petitioner are, collectively, referred to as the “Parties.”

WHEREAS, the Petitioner is the legal and equitable owner of real property legally described as Lot: 11 Block: 9 Addition: Additional: MEADOW BROOK PARK LTS 11 & 12 BLK 9 2-139-50 AUD LT 1 OF SE1/4 2.20 AC **ANNEXED 2005 FRM 53-0100-09281-005 CONTROL CARD 02-3000-01420-000* (the “Property”); and

WHEREAS, the Property is located within _____ (the “District”); and

WHEREAS, on April ____, 2023, the Petitioner filed a Petition for Improvements (the “Petition”) with the City pursuant to N.D.C.C. ch. 40-22, requesting that the City enlarge the District and install municipal improvements: sanitary sewer mains and services, water mains and services, storm sewer mains and laterals, retention ponds, streets, curb and gutter, street lights, and other associated items (the “Improvements”); and

WHEREAS, to begin development of the Improvements, the City must engage in certain administrative work, including engaging the services of an engineer licensed in North Dakota (the “Administrative Work”), and cause an engineer’s report to be prepared as to the general nature, purpose, and feasibility of the proposed Improvements and with an estimate of the probable cost of the Improvements (the “Report”); and

WHEREAS, following the approval of the Report, the City must also cause detailed plans and specifications for the construction of the Improvements to be prepared (the “Plans and Specifications,” along with the Administrative Work and the Report, the “Preliminary Improvement Work”); and

WHEREAS, the City will invest significant time and resources into the Preliminary Improvement Work and, as a result, desires to be reimbursed for the Preliminary Improvement Work prior to construction commencing; and

WHEREAS, to support the City’s efforts in completing the Preliminary Improvement Work, the Petitioner agrees to reimburse the City for the Preliminary Improvement Work as set forth in this Agreement.

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

ARTICLE I PARTIES

1. The City, a North Dakota home rule charter city, is vested with the authority to control access to its streets and municipal infrastructure. The City has authority to review and approve petitions for improvements within its territorial jurisdiction.

2. The Petitioner is Ryan Restad, with the authority to own the Property. The Petitioner is the legal and equitable owner of the Property. The individuals signing this Agreement represent and hereby certify they are expressly authorized to execute this Agreement on behalf of the Petitioner.

ARTICLE II JURISDICTION

1. The Petitioner agrees to submit to the authority of the City. The Petitioner agrees and acknowledges that it and/or its successors or assigns, as applicable, must receive approval from the City for platting and zoning and for any building permits or other permits required by the City with respect to the Property.

2. The Petitioner agrees and acknowledges that it and/or its successors and assigns, as applicable, must comply with all federal, state, and local statutes, rules, and regulations regarding the development of the Property.

ARTICLE III REIMBURSEMENT OF COSTS

1. Within ten (10) business days of the Effective Date, the Petitioner shall deposit Ten Thousand Dollars (\$10,000) with the City to be held in an interest-bearing escrow account administered by the City (the "Escrow Deposit"). The City will not commence any Preliminary Improvement Work on the Improvement until the Petitioner has made the Escrow Deposit. Following the deposit of the Escrow Deposit, the City will draw from the Escrow Deposit as needed to cover the expense of the Preliminary Improvement Work. The City will apply any interest earned on the Escrow Deposit for the payment of Preliminary Improvement Work. The City will keep an accounting of any credit to the Escrow Deposit and will provide records of any credit to the Petitioner upon request. In the event the Escrow Deposit is drawn down in its entirety prior to the completion of the Preliminary Improvement Work, the City will keep a running total of costs and expenses it expends on the remaining Preliminary Improvement Work.

2. Once the Preliminary Improvement Work is completed or the Petitioner decides to no longer proceed with the City installing the Improvements, (i) if a balance remains of the Escrow

Deposit and the City has been reimbursed in full for all Preliminary Improvement Work, the City will return the balance of the Escrow Deposit to the Petitioner, or (ii) if the balance of the Escrow Deposit has been expended and the City has not been reimbursed in full for all Preliminary Improvement Work, the City will invoice the Petitioner for the outstanding balance of Preliminary Improvement Work owed to the City.

3. The Petitioner shall remit payment to the City, in full, within thirty (30) calendar days of the date of the invoice. In the event the Petitioner does not timely remit payment in full to the City, the City will charge the Petitioner interest at the rate of one-half percent (1/2%) per month, or the maximum amount permitted by applicable law if lesser, on all past-due amounts. Payments will first be credited to interest and then to principal.

4. In the event the Petitioner has not remitted payment in full, plus interest, to the City within ninety (90) calendar days of the date of the invoice, the Petitioner agrees that the City may levy a special assessment equal to the outstanding balance of the Preliminary Improvement Work, plus interest (the "Preliminary Work Special Assessment"), against the Property without a hearing. The Petitioner agrees that the Preliminary Work Special Assessment benefits the Property and that said benefit exceeds the amount of the Preliminary Work Special Assessment by more than fifty percent (50%). The Petitioner waives any objection to any irregularity with regard to the assessment process for the Preliminary Work Special Assessment. This waiver includes a waiver to any objection to the amount of the special assessments for the Preliminary Work Special Assessment levied against the Property, including any and all claims that the Preliminary Work Special Assessment is excessive, arbitrary, capricious, or unreasonable. Additionally, the Petitioner waives all rights to appeal such action of the City to the court. These waivers are

express, and the Petitioner acknowledges that it is waiving any and all rights of appeal to the assessment and reassessment.

5. The Petitioner will have no claim to funds of the Escrow Deposit drawn down by the City to pay for Preliminary Improvement Work in the event the Petitioner decides to not continue pursuing the Improvements.

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ARTICLE IV GENERAL MATTERS

1. The 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.

2. 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.

3. 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.

4. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or 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.

5. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns. The City acknowledges that if the Petitioner conveys title to the Property to a purchaser, all obligations under this Agreement become the responsibility of such purchaser and thereafter such purchaser's successors and assigns.

6. This Agreement shall not be recorded.

7. 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 an appropriate venue in the State of North Dakota.

8. This Agreement may be executed in counterparts with the City and the Petitioner having a fully-executed counterpart.

9. The City and the Petitioner agree that an electronic signature to this Agreement shall be valid as an original signature of the City or the Petitioner and shall be effective to bind the signatories of this Agreement. For purposes hereof: (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means or an electronic acknowledgment which provides the signatory the ability to validate and affix a digital signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the Effective Date.

[Signatures appear on the following pages.]

CITY:

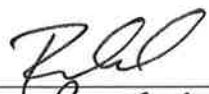
CITY OF WEST FARGO

_____, President of the Board of
City Commissioners of the City of West Fargo

ATTEST:

_____, Assistant City Administrator

PETITIONER:


By: Ryan Restro
Its: owner

By: _____
Its: _____

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO WRITTEN PETITION BY OWNERS
OF A MAJORITY OF THE AREA OF PROPERTY
WITHIN THE DISTRICT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that it is hereby determined that a written petition for the improvement within Sanhills 6th Addition – New Water Supply, Sewerage, Street Systems; and Incidentals signed by owners of a majority of the area of the property included within the district, has been received.

BE IT FURTHER RESOLVED that the improvement consists of New Water Supply, Sewerage, Street Systems; and Incidentals nessessary to service the Sanhills 6th Addition.

BE IT FURTHER RESOLVED that the Resolution Declaring Improvements Necessary shall not be required.

Date: May 1, 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 _____. On roll call vote, the following commissioners voted aye: _____. The following commissioners voted nay: _____. The following were absent and not voting: _____. The majority having voted aye, the motion carried and the resolution was duly adopted.



To: West Fargo City Commission
From: Dustin Scott, Asst. Administrator
Date: May 1, 2023
Subject: Department Head positions
Action: Appointment of (2) commissioners for hiring department heads

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

In accordance with the "Department Head Hiring Committee Policy" (effective March 20, 2023), the Commission President is responsible for appointing two (2) commissioners to department head hiring committees. These committees will also include myself, select staff and possibly outside resources. At the direction of Commission President Dardis, I have prepared the following list of appointments:

Department	Appointments
Finance	Anderson and Dardis
I.T.	Dardis and Simmons
H.R.	Anderson and Olson
Library	George and Simmons
Communication	George and Olson
Note: The City Attorney's office is coordinating hiring efforts for the City Administrator position	

Below is an update on the hiring process for these positions.

Finance

This position was advertised from January 24 through April 21. We plan to conduct interviews with qualified candidates during the week of May 8, but need to confirm schedules with committee members.

I.T.

This position was advertised from March 29 through April 28. We plan to conduct interviews with qualified candidates during the week of May 15, but need to confirm schedules with committee members.

Human Resources

This position is being advertised from April 18 through May 12. We plan to conduct interviews with qualified candidates during the week of May 22, but need to confirm schedules with committee members.

Communications

To be determined.

Library Director

Will be coordinated with the Library Board.