

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes -- June 5, 2023
- E. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Approve price increase for the sale of Rip Rap
- c. A23-14 Shiloh 2nd Addition, a Conditional Use Permit for increased and illuminated signage for institutional identification in a residential district for a church
- d. A23-18 Sterling Industrial Park 1st Addition, an access request onto a minor arterial street
- e. A23-19 Selberg's 2nd Subdivision, a Conditional Use Permit for Accessory Building greater than 1,000 sf
- f. Airport Authority Bylaws
- g. MOA with West Fargo Public Schools for the '23-'24 school year

Regular Agenda

- 1. Cargill Inc. Repayment Agreement -- Bernie Dardis, Commission President
 - Approve Cargill, Inc. Repayment Agreement
- 2. Second Reading of City Ordinance revision of 1-07-03 Sale of Abandoned or Unclaimed Personal Property -- Denis Otterness, Police Chief
- 3. 2022 West Fargo Public Library Annual Report
- 4. Approve Purchase of 2021 budgeted Roll Off Truck -- Matt Andvik, Public Works Director
- 5. Improvement District No. 1337 (The Wilds 21st – Phase 2) -- Dan Hanson, City Engineer
 - Approve Change Order No. 3
- 6. Project No. 1346 – Sanitary Sewer Access Improvements -- Dan Hanson, City Engineer
 - Approve Plans and Specifications and Authorize Advertisement for Bids
- 7. ADA Transition Plan -- Dan Hanson, City Engineer
 - Approve and Adopt the ADA Transition Plan
- 8. Driveway Request for Reasonable Accommodations for 241 3rd Ave E, West Fargo -- Dan Hanson, City Engineer
 - Approve request for Reasonable Accommodations
- 9. Carbon Reduction Program (CRP) Grant Acceptance -- Dan Hanson, City Engineer
 - Update along with the acceptance of the CRP Grant
- 10. Vehicle Purchase for Engineering Department Fleet -- Dan Hanson, City Engineer
 - Approve both Ford Escape's to be traded in for a new Engineering Fleet Vehicle

11. Resolution Setting Permit Fee Schedule Relating to International Fire Code
-- John Shockley, City Attorney
12. Water Loss Benchmarking -- Roben Anderson, City Commissioner
13. City Administrator's Report -- Dustin Scott, Assistant City Administrator
14. Correspondence
15. Non-Agenda Items
16. Adjourn



West Fargo City Commission Meeting
Monday, June 5, 2023
Commission Chambers 5:00 PM

The West Fargo City Commission met on Monday, June 5, 2023, at 5:00 p.m. Those present were Commissioners Bernie Dardis, Brad Olson, Roben Anderson, Mark Simmons and Mandy George, who was present via Zoom.

The Public Comment portion of the meeting was opened at 5:00 p.m. Two West Fargo residents came forward to speak during this time. Following the Public Comment portion, the meeting was called for a recess until 5:30 p.m., when the regular portion of the meeting was to be called to order.

The meeting was called back to order at 5:30 p.m. The pledge of allegiance was recited by the Boy Scouts that were within the West Fargo City Commission Chambers.

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

Commissioner Olson moved and Commissioner Simmons seconded to approve the minutes from May 15, 2023 as presented. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

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

Commissioner Simmons moved and Commissioner George seconded to approve the consent agenda as presented:

- a. Bills
- b. Gaming Site Authorization for Boys & Girls Club of the Red River Valley. Games to be conducted: Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Twenty-One, Poker and Paddlewheel without Table at Zone Bar at 701 Main Avenue East, West Fargo, ND
- c. Gaming Site Authorization for Metro Sports Foundation. Games to be conducted: Poker from July 12 - 19, 2023 at DoubleTree at 825 E Beaton Dr, West Fargo, ND
- d. Gaming Site Authorization for West Fargo Baseball, Inc. Games to be conducted: Bingo, Pull Tab Dispensing Device and Electronic Pull Tab Device June 2023 at Jojo's at 915 19th Ave E, West Fargo, ND
- e. Gaming Site Authorization for West Fargo Baseball, Inc. Games to be conducted: Bingo, Pull Tab Dispensing Device and Electronic Pull Tab Device from July 1, 2023 to June 30, 2024 at Jojo's at 915 19th Ave E, West Fargo, ND
- f. Gaming Site Authorization for West Fargo Events. Games to be conducted: Bingo, Raffles, Pull Tab Jar and Electronic Pull Tab Device from July 1, 2023 to June 30, 2024 at Bar Down at 3150 Sheyenne St, West Fargo, ND
- g. Gaming Site Authorization for West Fargo Events. Games to be conducted: Electronic Pull Tab Device from July 1, 2023 to June 30, 2024 at Spicy Pie at 745 31st Ave E #110, West Fargo, ND

- h. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at M&J Saloon at 817 Main Ave W, West Fargo, ND (Page 51)
- i. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at Hooligans at 509 32nd Ave W, West Fargo, ND
- j. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at Traditions Restaurant and Bar at 333 Sheyenne St #116
- k. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at Pubwest 3140 Bluestem Dr, West Fargo, ND (Page 54)
- l. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at Blarney Stone Pub at 1910 9th St E, West Fargo, ND
- m. Gaming Site Authorizations for West Fargo Hockey Association. Games to be conducted: Bingo, Raffles, Pull Tab Jar, Pull Tab Dispensing Device, Electronic Pull Tab Device, Sports Pools, Twenty-One, Poker, Paddle wheel with Tickets, and Paddlewheel with Table at Rookies Sports Bar & Grill, West Fargo, ND (Page 56)
- n. Games of Chance for The American Legion Department of North Dakota. Games to be conducted: Raffle on November 19, 2023 at The American Legion Department of North Dakota Headquarters at 405 Main Ave W Suite 4A, West Fargo, ND (Page 57)
- o. Approve Contact with North Dakota State Fire Marshal (Pages 58-65)

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

Aaron Nelson, Planning Director appeared before the Commission for the approval of Subdivision Development Agreement and Final Plat of Brooks Harbor 10th Addition. Following discussion, Commissioner Simmons moved and Commissioner Olson seconded to approve the Subdivision Development Agreement and Final Plat of Brooks Harbor 10th Addition. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Mark Housh, Inspections Administrator appeared before the Commission for the approval of the second reading of Ordinances No. 1224 through 1231 (Code Amendments). Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve the second reading of Ordinances No. 1224 through 1231 (Code Amendments). Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Denis Otterness, Police Chief appeared before the Commission for the approval of City Ordinance revision of 1-07-03 Sale of Abandoned or Unclaimed Personal Property. Following discussion, Commissioner Olson moved and Commissioner Anderson seconded to approve the City Ordinance revision of 1-07-03 Sale of Abandoned or Unclaimed Personal Property). Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

Dan Fuller, Fire Chief appeared before the Commission for the approval to adopt the 2023-2028 Fire Department Strategic Plan. Following discussion, Commissioner Simmons moved and Commissioner George seconded to approve to adopt the 2023-2028 Fire Department Strategic Plan. Commissioners George, 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 Project No 1342 – SA 40 Sanitary Lift Station Rehabilitation; approve Change Order No. 2. Following discussion, Commissioner Olson moved and Commissioner Simmons seconded to approve Project No 1342 – SA 40 Sanitary Lift Station Rehabilitation; approve Change Order No. 2. Commissioners George, 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 Project No. 1346 – Sanitary Sewer Access Improvements; approve Task Order No. 56-1 for “Basic Services”. Following discussion, Commissioner Olson moved and Commissioner Anderson seconded to approve the Project No. 1346 – Sanitary Sewer Access Improvements; approve Task Order No. 56-1 for “Basic Services”. Commissioners George, 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 Project No. 2265 – 9th St NE Reconstruction; approve DCE Submittal. Following discussion, action was taken in three separate motions. 1) Commissioner Olson moved and Commissioner George seconded to concur with the project concepts as proposed. 2) Commissioner George moved and Commissioner Olson seconded to proceed with alternative B – Three Lane Urban Corridor. 3) Commissioner Olson moved and Commissioner George seconded to with optional work item 1 – frontage road north of 7th Ave NE. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motions were declared carried.

Dan Hanson, City Engineer appeared before the Commission to request approval of the Carbon Reduction Program (CRP) Grant Acceptance; accept CRP Grant. Following discussion, Commissioner Simmons moved and Commissioner Anderson seconded to table the item of the Carbon Reduction Program (CRP) Grant Acceptance; accept CRP Grant. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.



West Fargo City Commission Meeting
Monday, June 5, 2023
Commission Chambers 5:00 PM

Dustin Scott, Assistant City Administrator appeared before the Commission to give an update on the status and timeline for completion of the Eide Bailey audit. No action was taken.

In regards to the Administrator's Report, Dustin Scott, Assistant City Administrator appeared before the Commission to give City staffing updates. This included a temporary reorganization of staff. Following discussion, Commissioner Simmons moved and Commissioner George seconded to approve the temporary reorganization. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the motion was declared carried.

In regards to correspondence, there was one piece passed out to each of the Commissioners.

There were no non-agenda items.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners George, Anderson, Olson, Simmons, and Dardis voted aye. No Commissioners present voted nay, the meeting adjourned at 6:55 p.m.

Bernie Dardis, Commission President

Dustin T. Scott, Assistant City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
6/19/2023**

	AS OF 6/15/2023			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 1,000,000.00	2		\$ 2,450,000.00
RESIDENTIAL DWELLING	11	11	\$ 2,972,598.00	68	68	\$ 19,921,653.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	28		\$ 347,449.00	70		\$ 1,069,548.00
FOUNDATION ONLY				1		\$ 2,000.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 3,476,000.00	14		\$ 7,349,000.00
RESIDENTIAL	4		\$ 103,663.00	42		\$ 1,034,952.00
PUBLIC				6		\$ 3,450,452.00
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION				2		\$ 60,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	46	11	\$ 7,899,710.00	205	68	\$ 35,337,605.00

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230268	Dietrich Construction, LLC	640 16th Street NE	Red River Regional	\$ 3,460,000.00	Remodel - Commercial
230357	Erika Franck	833 Cathy Drive West	Erika Franck	\$ 1,500.00	Accessory - Pergola
230330	Cliff Tornell	1321 Commander Drive West	Brent Johnson	\$ 22,000.00	Remodel - Residential - Lower Level Finish
230368	Seamless Pro LLC	1051 22nd Avenue West	Davide Hatton	\$ 12,361.00	Remodel - Residential - Siding
230370	Robert Spieker	821 60th Avenue West	Robert Spieker	\$ 16,000.00	Accessory - Deck
230375	Jordahl Custom Homes	6055 8th Street West	Jordahl Custom Homes	\$ 2,500.00	Accessory - Deck
230378	Square Shed	4526 Newport Lane	Garth Fetsch	\$ 7,000.00	Accessory - Shed
230385	Seemless Pro	1334 27th Avenue West	Alyssa Deschene	\$ 8,990.00	Accessory - Deck
230374	Jordahl Custom Homes	5477 11th Street West	Jordahl Custom Homes	\$ 3,800.00	Accessory - Deck
230293	Raymond Homes	2705 2nd Street East	Cody Neumiller	\$ 9,000.00	Accessory - Deck
230352	Kaitlin Langerud	870 60th Avenue West	Kaitlin Langerud	\$ 5,000.00	Accessory - Deck
230379	Adam Pfau	5232 11th Street West	Adam Pfau	\$ 9,500.00	Accessory - Deck
230400	Heritage Homes	5751 Deb Drive West	Drew Sando	\$ 64,900.00	Remodel - Residential - Lower Level Finish
230359	Silvernail Carpentry	728 47th Avenue West	Derek Miller	\$ 8,500.00	Accessory - Shed
230391	Eid-Co	505 Westview Lane East	Eid-Co	\$ 303,000.00	Residential Dwelling
230399	Heritage Homes	5136 Mira Way West	Active55, LLC	\$ 365,598.00	Residential Dwelling
230353	David Perkins	1039 Mulberry Lane	David Perkins	\$ 10,000.00	Accessory - Deck
230395	Minion Construction	1650 Oakwood Drive	Vincent Williams	\$ 11,000.00	Accessory - Deck
230373	FM Home & Patio	948 27th Avenue West	Joshua Nelson	\$ 8,500.00	Accessory - Deck
230421	Groundworks of MN	744 Elm Street	Steven Schulz	\$ 8,374.00	Accessory - Deck
230348	Northland Sheds	1136 Wildflower Place West	Robert Larsen	\$ 17,500.00	Accessory - Shed

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230411	Accelerated Green Work, Inc.	2504 North Pond Drive East	Owen Hamre	\$ 25,000.00	Accessory - Deck
230402	AP Signature Homes LLC	636 12 1/2 Avenue East	Dered Sakrison	\$ 1,993.00	Accessory - Deck
230381	Platinum Homes	2718 14th Street West	Jaelyn Russell, ETAL	\$ 250,000.00	Residential Dwelling
230403	BD Construction Company	2744 Rivers Bend Drive East	Jonathan Youness	\$ 35,000.00	Accessory - Deck
230409	Jordahl Custom Homes	1108 Marlys Drive West	Westport Investments, LLC	\$ 200,000.00	Residential Dwelling
230341	Seamless Pro LLC	4503 Westport Parkway	Thomas Reinhardt	\$ 31,222.00	Accessory - Deck
230410	Jordahl Custom Homes	1224 Jill Drive West	Jordahl Custom Homes	\$ 185,000.00	Residential Dwelling
230423	Seamless Pro LLC	1027 29th Avenue West	Daniel Moore	\$ 12,984.00	Accessory - Deck
230413	Northland Sheds	1208 28th Avenue West	Richard Foster	\$ 10,170.00	Accessory - Deck
230426	Bert Hemm Construction	814 2nd Street East	Debra Smedshammer	\$ 11,000.00	Accessory - Deck
230428	Jordahl Custom Homes	5838 Ellis Drive West	Westport Investments, LLC	\$ 300,000.00	Residential Dwelling
230369	Spire Custom Homes	1058 Hickory Lane	Westport Investments, LLC	\$ 343,000.00	Residential Dwelling
230429	Westport Investments LLC	6062 Martin Lane West	Westport Investments, LLC	\$ 220,000.00	Residential Dwelling
230434	FM Home & Patio	1224 Comander Drive West	Eric Melby	\$ 16,452.00	Accessory - Deck
230435	Precision Concrete Cutters	1047 46th Avenue West	Shane Block	\$ 23,165.00	Accessory - Deck
230438	FM Home & Patio	5519 Lori Lane West	Tanner Graumann	\$ 15,000.00	Accessory - Deck
221487	Greystone Construction	737 23rd Avenue East	OTB-West Fargo, LLC	\$ 1,000,000.00	Commercial - Tire Sales and Service Shop
230445	Breland Enterprises	1001 6th Street West	Conrad Meisch	\$ 4,402.00	Remodel - Residential - Foundation Repair
230401	Plecity Kowalski Construction	5803 Ellis Drive West	Westport Investments, LLC	\$ 250,000.00	Residential Dwelling
230447	MDM Construction	3224 Oak Ridge Loop East	HCCR LLC	\$ 16,000.00	Remodel - Commercial
230412	Seamless Pro LLC	1402 14 1/2 Avenue East	Gregory Johnson	\$ 9,299.00	Accessory - Deck

Building Department Report - Summary

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
230451	Premium Decks	2340 Rivers Bend Drive East	Ryan Truax	\$ 24,000.00	Accessory - Deck
230444	Jordahl Custom Homes	1114 Marlys Drive West	Westport Investments, LLC	\$ 215,000.00	Residential Dwelling
230446	Designer Homes	6029 Martin Lane West	Designer Homes	\$ 341,000.00	Residential Dwelling
230453	Jordahl Custom Homes	6038 Martin Lane West	Jordahl Custom Homes	\$ 5,000.00	Accessory - Deck

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107541 Check Amount 70.42 Vendor #/Name 2954 A-0X WELDING SUPPLY CO INC
Check Date 06/06/23 PO BOX 86667
SIoux FALLS, SD 57118

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110760	05/18/23	1305617	PROPANE	1000		430000	722	0	101000	70.42
Total Check										70.42

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107542 Check Amount 85.00 Vendor #/Name 4550 ABC LOCK & KEY INC
Check Date 06/06/23 4943 34TH AVE S
FARGO ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110813	05/31/23	E2233	Key cut	1000		415000	641	0	101000	85.00
Total Check										85.00

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107543 Check Amount 3000.00 Vendor #/Name 3795 ABSOLUTE FENCE LLC
Check Date 06/06/23 635 10TH ST NE, STE 101
WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110594	06/01/23	2023017	evidence rm fence/gate	1000		421000	365	0	101000	3000.00

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Check #	107544	Check Amount	7022.84	Vendor #/Name	289 ACME T00LS
		Check Date	06/06/23		PO BOX 13720
					GRAND FORKS ND 58208-3720

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06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107545 Check Amount 300.00 Vendor #/Name 4908 ADAM LIZAKOWSKI
Check Date 06/06/23 1335 LEGION LN W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110825	06/01/23		Tree 1335 Legion Ln W	5000		422000	490	0	101000	300.00
Total Check										300.00

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107546 Check Amount 1475.00 Vendor #/Name 779 AGASSIZ SEED COMPANY
Check Date 06/06/23 445 7TH STREET NW
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110783	05/10/23	63585	GRASS SEED	1000		430000	358	0	101000	1475.00

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Check #	107547	Check Amount	24.39	Vendor #/Name	3869 ALISHA REIS
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110839	/ /		MILEAGE	7000		411600	340	0	101000		11.26
CL 110839	/ /		MILEAGE	7000		411600	340	0	101000		13.13
Total Check											24.39

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107548 Check Amount 642.60 Vendor #/Name 2815 ALLIED FIRE PROTECTION
Check Date 06/06/23 3231 4TH AVE S UNIT C
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110656	05/15/23	12305.056	Training Standpipe Prop	2060		415200	340	0	101000	642.60

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Check #	107549	Check Amount	771.06	Vendor #/Name	4899 AMERICAN PRESSURE, INC.
		Check Date	06/06/23		3810 W BROADWAY
					MINNEAPOLIS, MN 55422

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110738	05/24/23	134897	NOZZLES - WATER	6020		450000	432	0	101000		385.53
CL 110738	05/24/23	134897	NOZZLES - SEWER	6025		450000	432	0	101000		385.53
Total Check											771.06

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

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Check # 107550 Check Amount 944.49 Vendor #/Name 317 AMERICAN WELDING & GAS, INC.
Check Date 06/06/23 PO BOX 779009
CHICAGO, IL 60677-9009

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110767	05/15/23	09316561	GAS	1000		455000	433	0	101000	408.29
CL 110767	05/11/23	09313141	GAS	1000		455000	433	0	101000	536.20
Total Check									944.49	

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

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Check # 107551 Check Amount 300.00 Vendor #/Name 4907 ANDY BUCHELE
Check Date 06/06/23 2854 14TH ST W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110824	06/01/23		Tree 2854 14th St W	5000		422000	490	0	101000	300.00
Total Check										300.00

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Check #	107552	Check Amount	11380.00	Vendor #/Name	4653 AQUATIC INFORMATICS INC
		Check Date	06/06/23		PO BOX 7410215
					CHICAGO, IL 60674-0215

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110752	01/12/23	103327	LINKO EXCHANGE SUBSCRIPTION/TR	1000		450000	497	0	101000		9435.00
CL 110780	05/19/23	104631	REMOTE TRAINING	1000		450000	497	0	101000		1945.00
Total Check											11380.00

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107553 Check Amount 300.00 Vendor #/Name 4910 ARDESHIR KHADANG
Check Date 06/06/23 2527 1ST ST E
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110828	06/01/23		Tree 2527 1st St E	5000		422000	490	0	101000	300.00

Check #	107554	Check Amount	210.00	Vendor #/Name	3857 ARNOLD NELSON
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110698	05/25/23		meal reimb	1000		421000	340	0	101000		210.00
Total Check											210.00

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
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Check # 107555 Check Amount 415.57 Vendor #/Name 3511 ASPEN MILLS
Check Date 06/06/23 8201-C CENTRAL AVE NE
SPRING LAKE PARK, MN 55432

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110657	05/16/23	313868	D Christensen Class A	2060		415200	422	0	101000	415.57
Total Check										415.57

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Check #	-99671	Check Amount	193461.91	Vendor #/Name	4672 ASSURE PAYROLL TAX MANAGEMENT
		Check Date	06/02/23		

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110928	/ /		Social Security	1000	212501	0	0	101000	89837.76
CL 110928	/ /		Medicare	1000	212502	0	0	101000	21010.42
CL 110928	/ /		Federal Income Tax	1000	212503	0	0	101000	71506.73
CL 110928	/ /		ND State Tax	1000	212504	0	0	101000	7128.00
CL 110928	/ /		MN State Tax	1000	212505	0	0	101000	3979.00
Total Check									193461.91

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Check #	107556	Check Amount	321.34	Vendor #/Name	2931 AUTO VALUE PARTS STORES
		Check Date	06/06/23		462 36TH ST SW
					FARGO, ND 58103

[illegible]

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

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Check # 107557 Check Amount 2880.39 Vendor #/Name 1695 BAKER & TAYLOR
Check Date 06/06/23 PO BOX 277930
ATLANTA, GA 30384-7930

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110905	05/05/23	2037500165	BOOKS	7000		411600	662	0	101000	929.00
CL 110905	05/09/23	2037496579	BOOKS	7000		411600	662	0	101000	17.21
CL 110905	05/09/23	2037500015	BOOKS	7000		411600	662	0	101000	202.82
CL 110905	05/10/23	2037507313	BOOKS	7000		411600	662	0	101000	268.01
CL 110905	05/11/23	2037504561	BOOKS	7000		411600	662	0	101000	523.17
CL 110905	05/11/23	2037507612	BOOKS	7000		411600	662	0	101000	672.70
CL 110905	05/12/23	2037510177	BOOKS	7000		411600	662	0	101000	267.48

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CITY OF WEST FARGO, ND
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Check # 107558 Check Amount 179.99 Vendor #/Name 1069 BAKER GARDEN & GIFT
Check Date 06/06/23 2733 SOUTH UNIVERSITY DRIVE
FARGO, ND 58103-6098

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110774	05/22/23	1841143	TREE	2210		428000	446	0	101000	179.99
Total Check										179.99

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Check # 107559 Check Amount 5480.44 Vendor #/Name 4867 BATEMAN TREE & LAWN CARE
Check Date 06/06/23 350 3RD AVE W
HUNTER, ND 58048

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110790	05/25/23	230	TREE PRUNING PROJECT	2210		428000	307	0	101000	5480.44
Total Check										5480.44

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Check # 107560 Check Amount 538.98 Vendor #/Name 4266 BED BY DESIGN MATTRESS FACTORY
Check Date 06/06/23 4505 13TH AVE S
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110658	05/19/23	39524	Twin XL & 2 mattress pads	4795		480000	641	0	101000	538.98
										</

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Check # 107561 Check Amount 64.00 Vendor #/Name 3149 BEE SEEN GEAR
Check Date 06/06/23 4600 17 AVE S, SUITE N-B
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110660	05/18/23	60092	J Carrivear Name Patching	2060		415200	422	0	101000	64.00
Total Check										64.00

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Check #	107562	Check Amount	15122.85	Vendor #/Name	36 BERT'S TRUCK EQUIPMENT
		Check Date	06/06/23		P0 BOX 336
					MOORHEAD MN 56501-0336

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110730	05/16/23	97702	3100 PINTLE HOOK	1000		430000	427	0	101000		122.85
CL 110793	03/30/23	97302	CUTTING EDGE	1000		430001	381	0	101000		15000.00
Total Check											15122.85

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Check #	107563	Check Amount	300.00	Vendor #/Name	4903 BEVERLY FUSS
		Check Date	06/06/23		5869 DEB DRIVE WEST
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110816	06/01/23		tree 5869 Deb Dr. W	5000		422000	490	0	101000		300.00
Total Check											300.00

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Check #	107564	Check Amount	750.00	Vendor #/Name	4043 BIG DOG AUTOGLASS
		Check Date	06/06/23		500 10TH ST NE #200
					WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110810	05/30/23	2930242	148 WINDSHIELD	1000		421000	322	0	101000		500.00
CL 110810	05/30/23	2930287	601 WINDSHIELD	2210		428000	322	0	101000		250.00
Total Check											750.00

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Check # 107758 Check Amount 198.00 Vendor #/Name 3489 BOLTON & MENK, INC
Check Date 06/09/23 1960 PREMIER DR
MANKATO, MN 56001-5900

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110942	05/30/23	0313013	Traffic Signal Timing Plans	1000		430000	487	0	101000	198.00
Total Check										198.00

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Check #	107565	Check Amount	1060.42	Vendor #/Name	3512 BOUND TREE MEDICAL, LLC
		Check Date	06/06/23		23537 NETWORK PL
					CHICAGO, IL 60673-1235

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110661	05/18/23	84962418	First Aid Kit Supplies Hydroco	2060		415200	500	0	101000		7.58
CL 110661	05/12/23	84956497	Medical Supplies	2060		415200	500	0	101000		1052.84
Total Check											1060.42

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Check # 107566 Check Amount 16.10 Vendor #/Name 652 BRESCO CORPORATION
Check Date 06/06/23 2745 MAIN AVE
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110662	05/17/23	0130297	Station 75-hose repair	2060		415200	427	0	101000	16.10
Total Check										16.10

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Check #	107567	Check Amount	183.00	Vendor #/Name	4885 BRENDA HIEB
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110610	05/12/23		meal reimb	1000		421000	340	0	101000		183.00
Total Check											183.00

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Check #	107568	Check Amount	210.00	Vendor #/Name	4096 BRENT YOUNG
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110699	05/25/23		meal reimb	1000		421000	340	0	101000		210.00
Total Check											210.00

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Check #	107569	Check Amount	40.56	Vendor #/Name	3892 BURGGRAP'S ACE FARGO WEST #17458
		Check Date	06/06/23		1115 E US HWY 169
					GRAND RAPIDS MN 55741

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110844	05/24/23	2376	Station Gear Wash Dispensers	2060		415200	427	0	101000		10.59
CL 110844	05/25/23	2378	Brush 75 gr plug, connector	2060		415200	427	0	101000		29.97
Total Check											40.56

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Check # 107570 Check Amount 6054.50 Vendor #/Name 4826 BURNS & MCDONNELL ENGINEERING CO., INC.
Check Date 06/06/23 PO BOX 411883
KANSAS CITY, MO 64141-1883

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110880	05/31/23	153301-2	SANITATION STUDY	6010		450200	428	0	101000	6054.50
Total Check										6054.50

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Check # 107571 Check Amount 579.28 Vendor #/Name 351 BUSINESS ESSENTIALS
Check Date 06/06/23 ACCOUNTS PAYABLE
840 11TH AVE NE

WEST FARGO, ND 58078									
Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account Amount
CL 110819	05/12/23	wo12432091	office supplies	1000		421000	410	0	101000 449.81
CL 110819	05/16/23	wo12432092	tabs	1000		421000	410	0	101000 49.80
CL 110890	05/15/23	wo12434001	OFFICE SUPPLIES	7000		411600	410	0	101000 79.67
Total Check									579.28

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Check #	107572	Check Amount	8649.73	Vendor #/Name	39 BUTLER MACHINERY
		Check Date	06/06/23		PO BOX 9559
					FARGO ND 58106

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110801	02/13/23	C58192	CREDIT APPLIED TWICE - REVERSE	1000		430000	427	0	101000		1512.90
CL 110801	05/11/23	256594	CAT REPLACE TRANSMISSION FILTE	1000		430000	322	0	101000		2634.53
CL 110872	05/27/23	W00257250	SM72 REPAIRS	6025		450000	826	0	101000		1595.19
CL 110872	05/20/23	PS0615549	380 GASKET/MODULE	1000		430000	427	0	101000		2907.11
Total Check											8649.73

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Check # 107573 Check Amount 199.00 Vendor #/Name 1764 CALIBRE PRESS
Check Date 06/06/23 PO BOX 3476
GLEN ELLYN, IL 6038

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110637	05/23/23	76933	reg for jacob zach	1000		421000	340	0	101000	199.00

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Check # 107574 Check Amount 228.39 Vendor #/Name 4924 CARAHSOFT TECHNOLOGY CORP
Check Date 06/06/23 11493 SUNSET HILLS ROAD, STE 1
RESTON, VA 20190

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110871	06/01/23	38781325	SKETCHUP PRO SUBSCRIPTION	1000		450000	751	0	101000	228.39
Total Check										228.39

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Check # 107575 Check Amount 3145.00 Vendor #/Name 1355 CASS COUNTY GOVERNMENT
Check Date 06/06/23 PO BOX 2806
FARGO, ND 58108

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110648	05/22/23	200	april 2023 - intox	1000		421000	398	0	101000	85.00
CL 110663	05/23/23	667	april 2023 - jail	1000		421000	398	0	101000	3060.00

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CITY OF WEST FARGO, ND
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Check # 107576 Check Amount 25.00 Vendor #/Name 3679 CASS FIRE & RESCUE
Check Date 06/06/23 PO BOX 93
HARWOOD, ND 58042

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110868	06/01/23	2023	2023 Dues CCFRA	2060		415200	667	0	101000	25.00
Total Check										25.00

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Check # 107577 Check Amount 28.46 Vendor #/Name 46 CASS RURAL WATER USERS
Check Date 06/06/23 131 MAPLE STREET
KINDRED ND 58051

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110712	05/25/23		Airport Water	7050		500000	420	0	101000	28.46

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Check # 107578 Check Amount 4800.00 Vendor #/Name 2909 CC STEEL LLC
Check Date 06/06/23 5303 CREEKVIEW GREEN
MAPLE PLAIN, MN 55359

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110794	05/22/23	2315	CIPP SPOT REPAIRS	6025		450000	439	0	101000	4800.00
Total Check										4800.00

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Check # 107778 Check Amount 63495.83 Vendor #/Name 2909 CC STEEL LLC
Check Date 06/12/23 5303 CREEKVIEW GREEN
MAPLE PLAIN, MN 55359

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110719	06/05/23	5	1340	4089		480000	670	0	101000	63495.83
Total Check										63495.83

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Check # 107579 Check Amount 236.15 Vendor #/Name 4108 CED
Check Date 06/06/23 PO BOX 913120
DENVER, CO 80291-3120

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110725	05/15/23	3481024702	WIRENUT/CONN	6025		450000	826	0	101000	28.95
CL 110737	05/17/23	3481024916	LED BULB	1000		455000	420	0	101000	35.20
CL 110795	05/26/23	3481025605	THHN 12 BLK/RED	1000		455000	420	0	101000	172.00
Total Check										236.15

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Check #	107580	Check Amount	674.40	Vendor #/Name	2875 CENTRAL LANDSCAPE SUPPLY INC
		Check Date	06/06/23		4026 COUNTY RD 74 S
					ST CLOUD, MN 56301

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110726	05/16/23	318216	TREE BAGS/PROTECTORS	2210		428000	358	0	101000		342.40
CL 110765	05/24/23	318550	TREEGATOR/TREE BAGS	2210		428000	358	0	101000		332.00
Total Check											674.40

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Check # 107581 Check Amount 1065.95 Vendor #/Name 2429 CERTIFIED LABORATORIES
Check Date 06/06/23 23261 NETWORK PL
CHICAGO, IL 60673-1232

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110875	05/24/23	8247944	PREMALUBE/FREE ARESOL	1000		455000	433	0	101000	1065.95

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Check # 107582 Check Amount 44.90 Vendor #/Name 4894 CHRISTIAN FAMILY LIFE SERVICES
Check Date 06/06/23 3220 18TH ST S SUITE 8E
FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110683	05/26/23		UTILITIES M/O BALANCE	6020		214100	0	0	101000	44.90

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CITY OF WEST FARGO, ND
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Check # 107765 Check Amount 300.00 Vendor #/Name 4934 CHRISTOPHER JOHNSON
Check Date 06/09/23 926 50TH AVE W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110832	06/01/23		926 50th Ave W	5000		422000	490	0	101000	300.00

Check #	107583	Check Amount	60.00	Vendor #/Name	4891 CHRISTOPHER LIVDAHL
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110644	05/23/23		Jean Allowance Reimbursement	1000		414200	422	0	101000		60.00
Total Check											60.00

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Check #	107584	Check Amount	161.98	Vendor #/Name	3216 CINTAS
		Check Date	06/06/23		P0 BOX 650838
					DALLAS, TX 75265-0838

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110728	05/15/23	4155430766	SHOP TOWELS	1000		455000	433	0	101000		80.99
CL 110893	05/30/23	4156975911	SHOP TOWELS	1000		455000	433	0	101000		80.99
Total Check											161.98

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Check # 107585 Check Amount 63348.25 Vendor #/Name 111 CITY OF FARGO
Check Date 06/06/23 PO BOX 1607
FARGO, ND ND 58107-1607

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110763	05/17/23	439584	LANDFILL FEES	6010		450200	355	0	101000	31366.99
CL 110763	05/24/23	439867	LANDFILL FEES	6010		450200	355	0	101000	31421.26
CL 110924	05/31/23	440267	WATER TESTING	6020		450000	335	0	101000	560.00
Total Check										63348.25

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Check # 107586 Check Amount 73.00 Vendor #/Name 3167 City of West Fargo
Check Date 06/06/23 800 4TH AVE E
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110906	05/19/23		Airport Garbage	7050		500000	420	0	101000	73.00
Total Check										73.00

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Check # 107587 Check Amount 5618.82 Vendor #/Name 1904 CODE 4 SERVICES, INC
Check Date 06/06/23 37882 COUNTY HWY 3
PELICAN RAPIDS, MN 56572

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110595	05/08/23	8350	#1192 repairs	1000		421000	322	0	101000	409.03
CL 110608	05/10/23	8354	#1184 removal	1000		421000	610	0	101000	865.51
CL 110608	05/17/23	8358	#1188 removal/install	1000		421000	610	0	101000	732.83
CL 110671	05/25/23	8420	#164 K9 repairs	1000		421000	427	0	101000	53.20
CL 110671	05/25/23	8419	#1173 removal of cage	1000		421000	610	0	101000	159.60
CL 110681	05/24/23	8413	B-75 New Equipment-Lights	2060		415200	610	0	101000	3398.65
Total Check										5618.82

Check #	107588	Check Amount	214.27	Vendor #/Name	2482 CODY BEILKE
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110615	05/19/23		travel reimb	1000		421000	340	0		101000	214.27
										Total Check	214.27

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Check # 107589 Check Amount 1463.12 Vendor #/Name 133 COLE PAPER
Check Date 06/06/23 PO BOX 2967
FARGO ND 58108

Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110796	05/17/23	10296213	PD PAPER SUPPLIES	1000		455000	500	0		101000	663.73
CL 110796	05/17/23	10296214	SA PAPER SUPPLIES	6010		450200	500	0		101000	130.20
CL 110796	05/17/23	10296212	PW PAPER SUPPLIES	6020		450000	500	0		101000	233.06
CL 110796	05/11/23	10294000	PW PAPER SUPPLIES	6020		450000	500	0		101000	29.79
CL 110796	05/17/23	10296215	CH PAPER SUPPLIES	1000		455000	500	0		101000	406.34
Total Check											1463.12

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Check #	107590	Check Amount	10263.71	Vendor #/Name	229 CONSOLIDATED COMMUNICATIONS
		Check Date	06/06/23		PO BOX 66523
					ST LOUIS, MO 63166-6523

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110630	05/01/23	7014335400	PHONES	1000		415000	356	0	101000		8655.38
CL 110630	05/01/23	7011501128	PHONES	1000		415000	356	0	101000		1608.33
Total Check											10263.71

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Check # 107592 Check Amount 120.35 Vendor #/Name 60 CROSSCOUNTRY FREIGHT SOLUTIONS
Check Date 06/06/23 PO BOX 88226
MILWAUKEE, WI 53288

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110775	05/15/23	1225576	WATER TESTING	6020		450000	335	0	101000	120.35
Total Check										120.35

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Check # 107593 Check Amount 9.25 Vendor #/Name 1675 DAKOTA FLUID POWER, INC
Check Date 06/06/23 3409 N LEWIS AVE
SIoux FALLS, SD 57104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110809	05/22/23	7078306	HARDWARE	4387		480000	427	0	101000	9.25

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Check #	107594	Check Amount	1113.23	Vendor #/Name	79 DAKOTA HOSE & EQUIP
		Check Date	06/06/23		PO BOX 2220
					FARGO ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110705	05/11/23	3180876	COUPLERS	4387		480000	500	0	101000		334.82
CL 110705	05/17/23	3181189	COMPRESSOR 250	6025		450000	427	0	101000		132.03
CL 110705	05/22/23	3181462	MILL HOSE	6020		450000	438	0	101000		499.40
CL 110886	05/25/23	3181742	MILL HOSE CPLD	6010		450200	427	0	101000		146.98
Total Check											1113.23

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Check #	107595	Check Amount	176.44	Vendor #/Name	624 DAKOTA SUPPLY GROUP
		Check Date	06/06/23		PO BOX 74007497
					CHICAGO, IL 60674-7497

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110764	05/30/23	102772593	HOMELINE REPLACEMENT PARTS	6025		450000	420	0	101000		232.67
CL 110764	05/31/23	102777058	HOMELINE RET CREDIT	6025		450000	420	0	101000		-56.23
Total Check											176.44

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Check # 107596 Check Amount 288.97 Vendor #/Name 87 DAKOTA TIRE
Check Date 06/06/23 1111 ARMOUR ST N
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110845	05/30/23	88379	Batt 70-02 Sensor	2060		415200	427	0	101000	288.97
Total Check										288.97

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Check # 107779 Check Amount 408829.83 Vendor #/Name 90 DAKOTA UNDERGROUND
Check Date 06/12/23 4001 15 AV NW
FARGO ND 58102-2832

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110814	05/23/23	PA 7	1337	4086		480000	670	0	101000		408829.83
Total Check											408829.83

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CITY OF WEST FARGO, ND
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Check # 107597 Check Amount 7654.81 Vendor #/Name 3050 DAKOTA UPREIT LIMITED PARTNERSHIP
Check Date 06/06/23 3003 32ND AVENUE SOUTH
SUITE 250

FARGO, ND 58103									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110709	06/01/23	19023	June 2023 Rent	1000	415000	389	0	101000	7654.81
Total Check									7654.81

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Check # 107598 Check Amount 132.00 Vendor #/Name 912 DAKOTA WHOLESALE TIRE
Check Date 06/06/23 8201 4TH AVE NW SUITE A
MINOT, ND 58703

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110866	06/01/23	679921	394 OTR GRASS MASTER 4P	1000		430000	427	0	101000	132.00
Total Check										132.00

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CITY OF WEST FARGO, ND
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Check # 107599 Check Amount 73.33 Vendor #/Name 856 DAVE'S WEST FARGO TIRE
Check Date 06/06/23 1225 EAST MAIN AVENUE
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110605	05/19/23	119054	mount tires	1000		421000	427	0	101000	73.33
Total Check										73.33

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Check # 107600 Check Amount 417.80 Vendor #/Name 77 DEMCO INC
Check Date 06/06/23 PO BOX 88623
MILWAUKEE WI 53288-8623

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110840	05/09/23	7306942	OFFICE SUPPLIES	7000		411600	410	0	101000	211.86
CL 110840	05/17/23	7311168	OFFICE SUPPLIES	7000		411600	410	0	101000	205.94
Total Check									417.80	

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CITY OF WEST FARGO, ND
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Check # 107602 Check Amount 106.03 Vendor #/Name 4928 DENNIS BYRNE
Check Date 06/06/23 523 LAURELWOOD DR
PASO ROBLES, CA 93446

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110916	/ /		114 9 AVE E M/O	6020		214100	0	0	101000	106.03
Total Check										106.03

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CITY OF WEST FARGO, ND
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Check # 107603 Check Amount 1004.80 Vendor #/Name 3365 DUSTIN SCOTT
Check Date 06/06/23

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110911	06/01/23		TRAVEL FOR DAN HANSON	1000		414000	340	0	101000	502.40
CL 110911	06/01/23		TRAVEL FOR DUSTIN SCOTT	1000		414200	340	0	101000	502.40
Total Check									1004.80	

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Check #	107604	Check Amount	450.35	Vendor #/Name	2100 EAGLE RUN CROSSING LLC
		Check Date	06/06/23		3210 SHEYENNE ST
					WEST FARGO, ND 58078

[illegible]

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Check # 107605 Check Amount 16530.00 Vendor #/Name 4049 EAPC ARCHITECTS ENGINEERS
Check Date 06/06/23 3100 DEMERS AVE
GRAND FORKS ND 58201

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110664	05/09/23	54142	March 26,23 to April 29,23 FD	4795		480000	670	0	101000	16200.00
CL 110664	05/09/23	54143	03-26-23 to 04-29-23 FD Furn	4795		480000	670	0	101000	330.00
Total Check										16530.00

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Check # 107606 Check Amount 89133.97 Vendor #/Name 545 ELECTRIC PUMP, INC
Check Date 06/06/23 4280 E 14TH STREET
DES MOINES, IA 50313-2604

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110778	05/17/23	75939	WILDS LIFT PUMP REPAIR	6025		450000	825	0	101000	4399.55
CL 110800	05/19/23	75956	SA40 PUMP INSPECTION	6025		450000	825	0	101000	300.00
CL 110923	05/12/23	R75893-IN	1343	4004		480000	670	0	101000	84434.42
Total Check										89133.97

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CITY OF WEST FARGO, ND
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Check # 107607 Check Amount 15.00 Vendor #/Name 3410 ENGRAPHIX
Check Date 06/06/23 1346 3 AVE N
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110604	05/17/23	a3236	brass plate/pearson	1000		421000	422	0	101000	15.00

Check #	107608	Check Amount	56.00	Vendor #/Name	3731 ERIC SORENSON
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110696	05/17/23		meal reimb	1000		421000	340	0	101000		56.00
Total Check											56.00

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CITY OF WEST FARGO, ND
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Check # 107609 Check Amount 153.04 Vendor #/Name 1851 F/S MANUFACTURING INC
Check Date 06/06/23 1102 CENTER ST
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110739	05/18/23	149778	6016 FLANGE/PUMP ASSY	2210		428000	427	0	101000	153.04
Total Check										153.04

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Check # 107610 Check Amount 1448.36 Vendor #/Name 660 FARGO FREIGHTLINER
Check Date 06/06/23 PO BOX 11057
FARGO, ND 58106-1057

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110721	05/24/23	X01117475	407 SHOCK ABSORBER	6010		450200	427	0	101000	111.20
CL 110721	05/12/23	X01116305	407 SHK ABS/ROD ASSY	6010		450200	427	0	101000	388.02
CL 110721	05/11/23	X01116393	407 NO2 SENSOR	6010		450200	427	0	101000	918.72
CL 110721	05/16/23	X01116599	MIRROR	6010		450200	427	0	101000	30.42
Total Check										1448.36

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Check # 107611 Check Amount 2900.00 Vendor #/Name 897 FARGO GLASS AND PAINT CO.
Check Date 06/06/23 1801 7TH AVE N. PO BOX 3107
FARGO, ND 58108

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110784	05/09/23	1038385	DOOR GLASS REPAIR	1000		455000	420	0	101000	2900.00
Total Check										2900.00

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Check # 107612 Check Amount 510.00 Vendor #/Name 979 FARGO LINE-X
Check Date 06/06/23 1265 MAIN AVE E STE C
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110863	06/01/23	27390	5301 BOX LINE	1000		430001	610	0	101000	510.00

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Check # 107613 Check Amount 1625.82 Vendor #/Name 136 FARGO TRAILER CENTER
Check Date 06/06/23 PO BOX 622
1909 EAST MAIN AVENUE

WEST FARGO ND 58078										
Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110877	05/24/23	06P32224	GRAB HOOK/400FT DR IRID	4387		480000	500	0	101000	1625.82
Total Check										1625.82

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Check # 107614 Check Amount 2750.00 Vendor #/Name 4919 Fargo Woodworks
Check Date 06/06/23 3431 4TH AVE S
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110847	05/31/23	10358	FD HDGTRS 1/2 Conf. Table	4795		480000	864	0	101000	2750.00

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Check # 107615 Check Amount 398.35 Vendor #/Name 1648 FARSTAD OIL, INC
Check Date 06/06/23 NE 7948
PO BOX 1450

MPLS, MN 55485-7948									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110805	05/18/23	475305	RIDGELINE DEF	4387	480000	424	0	101000	398.35
Total Check									398.35

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Check # 107616 Check Amount 15.24 Vendor #/Name 151 FEDERAL EXPRESS
Check Date 06/06/23 PO BOX 371461
PITTSBURGH, PA 15250-7461

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110599	05/10/23	812671786	pkg mailed	1000		421000	661	0	101000	5.08
CL 110599	05/03/23	812004934	pkg mailed	1000		421000	661	0	101000	5.08
CL 110678	05/24/23	814088083	pkg mailed	1000		421000	661	0	101000	5.08
Total Check										15.24

Check #	107617	Check Amount	23741.00	Vendor #/Name	3347 FIRST INTERNATIONAL INSURANCE
		Check Date	06/06/23		4554 38TH AVE S, SUITE A
					FARGO ND 58104

[illegible]

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Check # 107618 Check Amount 28211.95 Vendor #/Name 4890 FISHER SCIENTIFIC
Check Date 06/06/23 300 INDUSTRY DR
PITTSBURGH, PA 15275

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110624	05/19/23	3124119	grant purchase/TruNarc	1000		335900	0	0	101000	28204.00
CL 110624	05/19/23	3124419	fuel charge	1000		421000	661	0	101000	7.95

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Check # 107766 Check Amount 21270.15 Vendor #/Name 2499 FM CONVENTION & VISITORS BUREAU
Check Date 06/09/23 2001 44TH ST S
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110714	/ /		Lodging Tax 2%	2141		411500	533	0	101000	21270.15
Total Check										21270.15

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Check # 107770 Check Amount 10635.07 Vendor #/Name 2499 FM CONVENTION & VISITORS BUREAU
Check Date 06/09/23 2001 44TH ST S
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110938	/ /		Capital Tax 1%	2141		411500	653	0	101000	10635.07
</										

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Check #	107620	Check Amount	6677.15	Vendor #/Name	155 GALLS, LLC
		Check Date	06/06/23		PO BOX 71628
					CHICAGO, IL 60694-1628

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Check # 107775 Check Amount 59092.01 Vendor #/Name 93 GATEWAY CHEVROLET
Check Date 06/12/23 501 38TH STREET SOUTH
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110952	05/23/23	294477	'23 CHEVROLET SILVERADO	2500	6020	450000	610	0	101000	59092.01
Total Check										59092.01

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Check # 107621 Check Amount 2540.25 Vendor #/Name 4632 GEAR WASH
Check Date 06/06/23 620 SHILOH SPRINGS RD
DAYTON OH 45415

Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110666	11/28/22	472766-2	Gear Repairs	2060		415200	427	0	101000		1343.00
CL 110666	01/19/23	472766-3	Gear Repairs	2060		415200	427	0	101000		298.50
CL 110666	02/07/23	472766-4	Gear Repairs	2060		415200	427	0	101000		64.25
CL 110666	02/06/23	472766-5	Gear Repairs	2060		415200	427	0	101000		834.50
Total Check											2540.25

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Check # 107622 Check Amount 19800.00 Vendor #/Name 3431 GEHRTZ CONSTRUCTION
Check Date 06/06/23 510 4TH AVE N
FARGO ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110655	04/30/23	5135	PLAN REV. EXT. WINDOWS	2970		480000	653	5011	101000	19800.00
Total Check										19800.00

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Check # 107623 Check Amount 2750.00 Vendor #/Name 156 GENERAL EQUIP & SUPPLIES
Check Date 06/06/23 PO BOX 856229
MINNEAPOLIS, MN 55485-6229

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110870	04/10/23	10018854	MAN BASKET WORK PLATFORM	1000		430001	641	0	101000	2750.00
Total Check										2750.00

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Check # 107624 Check Amount 875.00 Vendor #/Name 4321 GO PROMO LLC
Check Date 06/06/23 708 8 1/2 AVE NW
VALLEY CITY ND 58072

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110693	05/25/23	33966	bike light for rodeo	1000		421000	375	0	101000	875.00

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Check # 107625 Check Amount 526.71 Vendor #/Name 2558 GOODYEAR COMMERCIAL TIRE
Check Date 06/06/23 2727 1ST AVE NORTH
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110807	05/23/23	1301088744	413 TIRES	6010		450200	427	0	101000	526.71
Total Check										526.71

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Check #	107626	Check Amount	346.79	Vendor #/Name	556 GRAINGER, INC.
		Check Date	06/06/23		DEPT 803489350
					PALATINE IL 60038-0001

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110759	05/25/23	9720213579	INDUSTRIAL NOZZLE	1000		430000	433	0	101000		65.12
CL 110820	05/12/23	9705025881	PIT car tools	1000		421000	427	0	101000		281.67
Total Check											346.79

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Check # 107627 Check Amount 46.82 Vendor #/Name 3534 GRAND FORKS FIRE EQUIPMENT LLC
Check Date 06/06/23 921 N 3RD ST
GRAND FORKS, ND 58203

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110682	05/25/23	37928	Station 76 Compressor Know	2060		415200	427	0	101000	40.32
CL 110682	05/25/23	37928	SCBA Mask Cover	2060		415200	641	0	101000	6.50

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Check # 107628 Check Amount 224.93 Vendor #/Name 3535 GREAT PLAINS FIRE
Check Date 06/06/23 17277 230TH ST
FERGAS FALLS MN 56537

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110667	05/08/23	7493	Name plates Nienas Kalina	2060		415200	641	0	101000	224.93
Total Check										224.93

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Check # 107629 Check Amount 442.89 Vendor #/Name 2877 GREATAMERICA FINANCIAL SERVICES
Check Date 06/06/23 PO BOX 660831
DALLAS, TX 75266-0831

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110891	08/22/23	34095110	SERVICE AGREEMENTS/CONTRACTS	7000		411600	428	0	101000	442.89
Total Check										442.89

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Check # 107630 Check Amount 60815.00 Vendor #/Name 2737 GREEN EARTH LANDSCAPING
Check Date 06/06/23 4106 ARTHUR DRIVE
FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110713	05/22/23		9023 - Sheyenne St. Tree Plant	2970		480000	670	0	101000	60815.00

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Check #	107631	Check Amount	582.32	Vendor #/Name	2713 HAMPTON INN & SUITES
		Check Date	06/06/23		2020 SCHAFER ST
					BISMARCK, ND 58501

Claim #	Invoice		Description	Fund Org	Account	Object	Project	Cash Account	Amount
	Date	Invoice #							
CL 110609	05/17/23	425/nqru	lodging/zach	1000	421000	340	0	101000	88.40
CL 110609	05/17/23	220/nqru	lodging/stanton	1000	421000	340	0	101000	176.40
CL 110609	05/17/23	224/nqru	lodging/sorenson	1000	421000	340	0	101000	176.40
CL 110611	05/10/23	321/nqru	lodging for t. brown	1000	421000	340	0	101000	176.40
CL 110611	05/13/23		credit	1000	421000	340	0	101000	-35.28
								Total Check	582.32

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Check #	107632	Check Amount	11719.92	Vendor #/Name	135 HAWKINS WTR TREATMENT
		Check Date	06/06/23		PO BOX 860263
					MINNEAPOLIS MN 55486-0263

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110786	05/12/23	6469130	AQUAHAWK	6025		450000	423	0	101000		6705.67
CL 110786	05/18/23	6475461	AQUAHAWK	6025		450000	423	0	101000		5014.25
Total Check											11719.92

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Check # 107633 Check Amount 1075.00 Vendor #/Name 180 HAZERS
Check Date 06/06/23 811 9TH STREET NE
WEST FARGO ND 58078-3607

Claim #		Invoice		Description	Fund	Org	Account	Object	Project	Cash Account	Amount
		Date	Invoice #								
CL 110603		05/18/23	62702	PIT car rims	1000		421000	427	0	101000	200.00
CL 110771		05/15/23	62603	REFRIDGERATOR DISPOSAL	6010		450200	357	0	101000	875.00
Total Check											1075.00

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Check # 107634 Check Amount 20.00 Vendor #/Name 3593 HOLIDAY COMPANIES
Check Date 06/06/23 4567 AMERICAN BLVD
BLOOMINGTON, MN 55437

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110756	05/31/23		may 2023 car wash	1000		421000	420	0	101000	20.00
Total Check										20.00

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Check #	107635	Check Amount	671.04	Vendor #/Name	358 HUBERT OYE-SONS CONST.
		Check Date	06/06/23		4370 52ND AVENUE NORTH
					FARGO ND 58102-7403

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110797	05/18/23	1211545	HOT MIX ASPHALT	1000		430000	722	0	101000		289.92
CL 110797	05/24/23	1211556	HOT MIX ASPHALT	1000		430000	722	0	101000		381.12
Total Check											671.04

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Check # 107636 Check Amount 275.20 Vendor #/Name 3087 IBM CORPORATION
Check Date 06/06/23 PO BOX 643600
PITTSBURGH, PA 15264-3600

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110654	04/29/23	4151780	PREMIER SUITE	1000		414104	497	0	101000	275.20

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Check # 107637 Check Amount 3765.87 Vendor #/Name 4901 IMPACT ENVIRONMENTAL GROUP
Check Date 06/06/23 PO BOX 779218
CHICAGO, IL 60677-9218

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110776	05/24/23	130714	CASTER/REAR LOAD LID	6010		450200	914	0	101000	3765.87
Total Check										3765.87

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Check # 107638 Check Amount 300.00 Vendor #/Name 4906 INDRA ABBAS
Check Date 06/06/23 1054 ASHLEY DR WEST
 WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110823	06/01/23		Tree 1054 Ashley Dr West	5000		422000	490	0	101000	300.00
Total Check										300.00

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Check # 107639 Check Amount 1335.79 Vendor #/Name 2500 INLAND TRUCK PARTS & SERVICE
Check Date 06/06/23 3525 38TH ST S
FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110743	05/10/23	1374575	407 U JOINT	6010		450200	427	0	101000	75.38
CL 110876	05/19/23	1381079	7013 MISC HYDRAULICS	6025		450000	427	0	101000	1132.73
CL 110887	05/24/23	1383850	OIL BATH SEAL	6010		450200	427	0	101000	127.68
Total Check										1335.79

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Check # 107640 Check Amount 504.15 Vendor #/Name 211 INTERSTATE BATTERIES
Check Date 06/06/23 4430 17TH AVENUE SW
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110668	05/23/23	276672	B-75 Trickle Charger	2060		415200	641	0	101000	49.60
CL 110668	05/23/23	276672	SS Floor Scrubber	2060		415200	427	0	101000	275.90
CL 110766	05/18/23	2801037416	6016 BATTERY	2210		428000	427	0	101000	150.95
CL 110766	05/31/23	2802028611	CORE CREDIT	2210		428000	427	0	101000	-15.00
CL 110766	05/31/23	2802028611	BATTERIES	1000		455000	433	0	101000	42.70
Total Check										504.15

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Check # 107641 Check Amount 842.00 Vendor #/Name 1765 J.J. KELLER & ASSOC, INC
Check Date 06/06/23 PO BOX 6609
CAROL STREAM IL 60197-6609

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110735	05/01/23	9108005112	CDL TRAINING	1000		450000	497	0	101000	842.00
Total Check										842.00

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Check # 107642 Check Amount 300.00 Vendor #/Name 4912 JAMES MARKEY
Check Date 06/06/23 1232 GOLDENWOOD DRIVE
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110830	06/01/23		Tree 1232 Goldenwood Drive	5000		422000	490	0	101000	300.00
Total Check										300.00

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Check #	107643	Check Amount	28.00	Vendor #/Name	1024 JOE BIRRENKOTT
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110697	04/28/23		meal reimb	1000		421000	340	0	101000		28.00
Total Check											28.00

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Check # 107644 Check Amount 300.00 Vendor #/Name 4913 JORDAN BENNING
Check Date 06/06/23 1128 28TH AVE W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110831	06/01/23		Tree 1128 28th Ave W	5000		422000	490	0	101000	300.00

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Check #	107759	Check Amount	32.25	Vendor #/Name	2264 JUDY HOLZHEY
		Check Date	06/09/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110946	06/08/23		Reimbursement For Shirts	1000		414101	410	0	101000		32.25
Total Check											32.25

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Check #	107645	Check Amount	300.00	Vendor #/Name	4909 KALEB KNUTSON
		Check Date	06/06/23		1042 ASHLEY DR W
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110827	06/01/23		Tree 1042 Ashley Dr W	5000		422000	490	0	101000		300.00
Total Check											300.00

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Check # 107646 Check Amount 53.99 Vendor #/Name 344 KARL'S AT THE NODAK CENTER
Check Date 06/06/23 3515 WEST MAIN AVE
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110770	05/17/23	343004262	M MEHL JEANS	6010		450200	422	0	101000	53.99
Total Check										53.99

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CITY OF WEST FARGO, ND
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Check # 107647 Check Amount 2132.32 Vendor #/Name 4574 KARVONEN PROPERTIES
Check Date 06/06/23 JOE KARVONEN
114 1ST AVE W

WEST FARGO ND 58078										
Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110703	05/30/23		ENTERPRISE GRANT REIMBURSEMENT	2960		411900	654	0	101000	2132.32
Total Check										2132.32

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Check # 107648 Check Amount 300.00 Vendor #/Name 4911 KELSIE TUCHOLKE
Check Date 06/06/23 1232 29TH AVE W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110829	06/01/23		Tree 1232 29th Ave W	5000		422000	490	0	101000	300.00
Total Check										300.00

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Check # 107776 Check Amount 6462.00 Vendor #/Name 2122 KEY CONTRACTING
Check Date 06/12/23 245 7TH AVENUE NE
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110716	05/18/23	2F	4064.2	4251		480000	670	0	101000	6462.00
Total Check										6462.00

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Check # 107777 Check Amount 9900.00 Vendor #/Name 693 KPH, INC
Check Date 06/12/23 9530 39TH ST S
FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110717	05/24/23	4	1339	4088		480000	670	0	101000	9900.00
Total Check										9900.00

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Check #	107649	Check Amount	92863.69	Vendor #/Name	4543 KRAUS-ANDERSON CONSTRUCTION COMPANY
		Check Date	06/06/23		501 SOUTH 8TH ST
					MINNEAPOLIS MN 55404

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110669	05/15/23	57823	FD Const Mgnt Svs 04-30-23	4795		480000	670	0	101000		92863.69
Total Check											92863.69

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Check # 107650 Check Amount 1934.75 Vendor #/Name 260 LAR'S BODY SHOP
Check Date 06/06/23 2009 MAIN AVENUE EAST
WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110689	05/25/23	5494	#1193 repairs	1000		421000	322	0	101000	1934.75
Total Check										1934.75

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Check # 107651 Check Amount 27353.49 Vendor #/Name 4767 LENOVO (UNITED STATES) INC.
Check Date 06/06/23 P.O. BOX 643055
PITTSBURGH, PA 15264-3055

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110688	03/10/23	6463783836	20230214SB-PW	1000		450000	497	0	101000	3273.74
CL 110688	03/14/23	6463810798	20230206SB	1000		414104	497	0	101000	10899.00
CL 110688	03/21/23	6463893242	20230207SB	1000		416200	497	0	101000	4547.86
CL 110688	03/21/23	6463893395	20230209SB-ENG	1000		414200	497	0	101000	4701.90
CL 110688	05/18/23	6464467560	86992-SB	1000		414101	497	0	101000	451.99
CL 110688	05/24/23	6464528780	83200-SB	1000		450000	497	0	101000	2605.24
CL 110688	05/24/23	6464532056	86992-SB	1000		414101	497	0	101000	873.76
Total Check										27353.49

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Check #	107652	Check Amount	1251.84	Vendor #/Name	1741 LIBERTY BUSINESS SYSTEMS, INC
		Check Date	06/06/23		PO BOX 660831
					DALLAS TX 75266-0831

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110715	05/26/23	34129087	copier	1000		415000	428	0	101000		156.05
CL 110715	05/26/23	34129088	copier	1000		415000	428	0	101000		1095.79
Total Check											1251.84

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Check # 107653 Check Amount 536.86 Vendor #/Name 3109 LIBRARY IDEAS, INC
Check Date 06/06/23 PO BOX 9
VIENNA, VI 22183

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110837	05/10/23	98658	AUDIO VIDEO	7000		411600	664	0	101000	536.86

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Check #	107654	Check Amount	175.00	Vendor #/Name	4636 LINDSEY ROSTER
		Check Date	06/06/23		2631 SOUTHGATE DR S
					FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110910	04/04/23	March 23	21 Patches sewn on 11 Shirts	2060		415200	422	0	101000		147.00
CL 110910	06/01/23	May 23	6 Patches sewn on 3 Shirts	2060		415200	422	0	101000		28.00
Total Check											175.00

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Check # 107774 Check Amount 147.00 Vendor #/Name 4819 Lindsey Roster
Check Date 06/09/23 2631 SOUTHGATE DR S
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 109934	03/30/23	wffd	Sew 21 Patches on Uniform Shir	2060		415200	422	0	101000	147.00
										</

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Check # 107655 Check Amount 650.00 Vendor #/Name 4896 LIVEWIRE
Check Date 06/06/23 18 13 1/2 STREET NORTH
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110691	05/25/23	00315	N2U rental stage	2500		415000	945	0	101000	650.00
Total Check										650.00

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Check # 107656 Check Amount 81.86 Vendor #/Name 3418 LOFFLER
Check Date 06/06/23 PO BOX 1511
MINNEAPOLIS, MN 55480-1511

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110653	05/02/23	4336486	FIRE COPIER	2060		415200	428	0	101000	81.86
Total Check										81.86

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Check # 107657 Check Amount 221.65 Vendor #/Name 3491 LOFFLER COMPANIES INC
Check Date 06/06/23 PO BOX 660831
DALLAS TX 75266-0831

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110652	05/11/23	34033933	307ci copier	1000		414100	428	0	101000	221.65
Total Check										221.65

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Check # 107658 Check Amount 340.47 Vendor #/Name 4898 LONNA STONER
Check Date 06/06/23 23212 BIRCHWOOD ESTATES RD
FERGUS FALLS, MN 56537

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110706	05/31/23		UTILITIES M/O BALANCE	6020		214100	0	0	101000	340.47

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Check # 107659 Check Amount 75.00 Vendor #/Name 270 LOWE'S
Check Date 06/06/23 PO BOX 530954
ATLANTA, GA 30353-0954

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110879	06/01/23		WOOD STAKES	2210		428000	358	0	101000	75.00

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Check #	107660	Check Amount	391.71	Vendor #/Name	711 LUTHER FAMILY FORD
		Check Date	06/06/23		3302 36TH STREET SW
					FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110733	05/01/23	351905	1178 CONVERT/GASKET	1000		421000	427	0	101000		362.89
CL 110888	05/31/23	354883	601 AREAL	2210		428000	322	0	101000		28.82
Total Check											391.71

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Check # 107661 Check Amount 704.12 Vendor #/Name 3502 M &T Fire
Check Date 06/06/23 105 KASAN AVE
P.O. BOX 167

VOLGA, SD 57071										
Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110677	05/17/23	10543	2-5 Gl Liquid Smoke-Training	2060		415200	340	0	101000	704.12
Total Check										704.12

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Check # 107662 Check Amount 215.75 Vendor #/Name 3304 MAC'S - FARGO
Check Date 06/06/23 CAPITAL ONE TRADE CREDIT
PO BOX 105525

ATLANTA, GA 30348-5525									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110736	05/17/23	G38154	HAY HOOK	2210	428000	432	0	101000	15.18
CL 110750	05/11/23	G35457	CLEANING/TORCH KIT	4387	480000	500	0	101000	81.46
CL 110881	05/25/23	G41622	CHAIN	6025	450000	433	0	101000	119.11
Total Check									215.75

Check #	107663	Check Amount	55.65	Vendor #/Name	2733 MACKENZIE CARR
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110753	05/31/23		clothing reimb	1000		421000	422	0		101000	55.65
										Total Check	55.65

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Check # 107664 Check Amount 771.26 Vendor #/Name 3536 MACQUEEN EMERGENCY
Check Date 06/06/23 1125 7TH ST E
ST PAUL MN 55106

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110851	04/19/23	8937	L-75 Switch, Actuator,Handle	2060	415200	427	0	101000	81.71
CL 110851	05/12/23	9092	L-76 Light Marker ID	2060	415200	427	0	101000	26.39
CL 110851	05/16/23	9107	Helmet Front	2060	415200	641	0	101000	70.17
CL 110851	05/16/23	9111	E-75 AC Louver Round	2060	415200	427	0	101000	23.20
CL 110851	05/25/23	15749	(2) Helmet Fronts	2060	415200	641	0	101000	135.00
CL 110851	05/16/23	9110	L-75 5 LED lights	2060	415200	427	0	101000	502.29
CL 110851	04/07/23	8689	Dup payment of invoice 8689	2060	415200	641	0	101000	-67.50
Total Check									771.26

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Check # 107665 Check Amount 269.66 Vendor #/Name 2643 MARCO'S PIZZA
Check Date 06/06/23 675 13 AVE E
 WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110602	05/18/23		cadets banquet	1000		421000	375	0	101000	269.66
Total Check										269.66

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Check # 107666 Check Amount 51.54 Vendor #/Name 4483 MATT BERG
Check Date 06/06/23 561 S SEDONA DR
 WEST FARGO ND 58301

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110843	05/25/23		Photo frames for Fire Cadets	2060		415200	340	0	101000	51.54

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Check # 107667 Check Amount 3429.75 Vendor #/Name 4900 MCKAY NURSERY COMPANY
Check Date 06/06/23 PO BOX 185
WATERLOO, WI 53594

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110762	05/17/23	0830222720	TREES	2210	428000	446	0	101000	3429.75
Total Check									3429.75

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Check #	107668	Check Amount	708.89	Vendor #/Name	299 MENARDS
		Check Date	06/06/23		1300 13TH AVENUE EAST
					WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110596	04/12/23	698	k9 access panel	1000		421000	915	0	101000		17.98
CL 110631	05/10/23	2577	Batteries	1000		414200	410	0	101000		26.91
CL 110632	05/11/23	2682	Supplies	1000		414200	410	0	101000		19.95
CL 110636	05/23/23	03558	metal clamps/Police Dept	1000		421000	641	0	101000		5.97
CL 110651	05/24/23	03615	shelving for COPS/PD	1000		421000	375	12	101000		149.99
CL 110651	05/24/23	03615	shelving PD squad car equip	1000		421000	641	0	101000		189.99
CL 110679	05/17/23	30360496	Training Supplies	2060		415200	640	0	101000		32.29
CL 110841	06/01/23	04293	PIT car tool tote	1000		421000	427	0	101000		32.99
CL 110907	05/15/23	2960	Tools	1000		414200	432	0	101000		207.36
CL 110921	05/26/23	3804	Equipment for Intern	1000		414200	641	0	101000		25.46
Total Check											708.89

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107670 Check Amount 499.92 Vendor #/Name 2489 MENARDS-MOORHEAD
Check Date 06/06/23 3000 27TH AVE S
MOORHEAD, MN 56560

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110758	04/26/23	70862	MAILBOX REPAIR	1000		430000	444	0	101000	374.94
CL 110758	04/24/23	70721	MAILBOX REPAIR	1000		430000	444	0	101000	124.98
Total Check										499.92

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Check #	107671	Check Amount	35.00	Vendor #/Name	2657 MICHAEL KANE
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110785	05/31/23		fuel reimb	1000		421000	340	0	101000		35.00
Total Check											35.00

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Check # 107672 Check Amount 2027.50 Vendor #/Name 102 MIDSTATES WIRELESS
Check Date 06/06/23 55 3RD STREET NORTH
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110607	05/15/23	2070001751	removal/install #1214	1000		421000	610	0	101000	1825.00
CL 110852	05/23/23	1	Gari down-reset	2060		415200	427	0	101000	202.50
Total Check										2027.50

Check #	107673	Check Amount	1252.70	Vendor #/Name	1854 MIDWEST TAPE
		Check Date	06/06/23		PO BOX 715733
					CINCINNATI OH 45271-5733

[illegible]

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Check #	107780	Check Amount	112770.35	Vendor #/Name	305 MOORE ENGINEERING INC
		Check Date	06/12/23		925 10TH AVENUE EAST
					WEST FARGO ND 58078

Claim #	Invoice		Description	Fund Org	Account	Object	Project	Cash Account	Amount
	Date	Invoice #							
CL 110909	05/30/23	33695	9033	6010	450200	313	0	101000	307.50
CL 110909	05/30/23	33696	1309.1	4387	480000	313	0	101000	1560.00
CL 110909	05/30/23	33697	1309.2	4387	480000	313	0	101000	1175.00
CL 110909	05/30/23	33698	1316.2	4065	480000	313	0	101000	13946.00
CL 110909	05/30/23	33699	TO 2, MSA 05-01-18 ENG	1000	414200	313	0	101000	5570.40
CL 110909	05/30/23	33700	The Wilds N Pond, 1st Add	1000	414200	313	0	101000	1041.40
CL 110909	05/30/23	33701	1337	4086	480000	313	0	101000	32992.60
CL 110909	05/30/23	33702	9034	2970	480000	313	0	101000	12920.00
CL 110909	05/30/23	33708	1339	4088	480000	313	0	101000	2703.82
CL 110909	05/30/23	33712	2271	4005	480000	313	0	101000	26864.88
CL 110909	05/30/23	33713	2261	4442	480000	313	0	101000	13388.75
CL 110909	05/30/23	33699	TO 2, MSA 05-01-18 CIP	2970	480000	313	0	101000	300.00
								Total Check	112770.35

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Check # 107675 Check Amount 326.70 Vendor #/Name 298 MVTL LABORATORIES
Check Date 06/06/23 PO BOX 249
1126 NORTH FRONT STREET

NEW ULM MN 56073-0249									
Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110882	05/31/23	1199880	WATER TESTING	6025	450000	335	0	101000	326.70
Total Check									326.70

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CITY OF WEST FARGO, ND
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Check # 107676 Check Amount 150.00 Vendor #/Name 2764 NAPWDA
Check Date 06/06/23 3105 FORD ROAD
WHITE LAKE, MI 48383

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110692	05/30/23		membership for ackerman	1000		421000	915	0	101000	50.00
CL 110692	05/30/23		membership for oldham	1000		421000	915	0	101000	50.00
CL 110692	05/30/23		membership for nobles	1000		421000	915	0	101000	50.00
Total Check										150.00

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CITY OF WEST FARGO, ND
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Check # 107677 Check Amount 10321.59 Vendor #/Name 1031 NASETH CONSTRUCTION
Check Date 06/06/23 BOX 215
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110751	05/23/23	3762	STORAGE BUILDING DEMO	6020	450000	322	0	101000	10321.59
Total Check									10321.59

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Check # 107678 Check Amount 300.00 Vendor #/Name 4914 NATHAN STOKKA
Check Date 06/06/23 2115 12TH STREET WEST
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110833	06/01/23		Tree 2115 12th St W	5000		422000	490	0	101000	300.00

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Check #	107679	Check Amount	600.00	Vendor #/Name	4915 NATHANIEL NEECE
		Check Date	06/06/23		1011 BARNES DR W
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110834	06/01/23		Tree 1011 Barnes Dr W	5000		422000	490	0	101000		300.00
CL 110835	06/01/23		Tree 1011 Barnes Dr W	5000		422000	490	0	101000		300.00
										Total Check	600.00

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CITY OF WEST FARGO, ND
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Check # 107680 Check Amount 395.00 Vendor #/Name 4881 NATIONAL K9 SCHOOL FOR DOG TRAINERS
Check Date 06/06/23 221 MORRISON ROAD
COLUMBUS, OHIO 43213

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110579	05/18/23		lodging for pearson/bella	1000		421000	340	0	101000	395.00

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CITY OF WEST FARGO, ND
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Check # -99670 Check Amount 3116.66 Vendor #/Name 4482 ND CHILD SUPPORT DIVISION
Check Date 06/02/23 PO BOX 7280
BISMARCK ND 58507-7280

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110929	/ /		Child Support	1000		212549	0	0	101000	3116.66
Total Check										3116.66

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Check #	107767	Check Amount	730.37	Vendor #/Name	4933 ND HEALTH AND HUMAN SERVICES
		Check Date	06/09/23		600 EAST BOULEVARD AVE
					DEPT 0325

BISMARCK, ND 58505-0250

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110932	/ /		JENNIFER CARTER M/O	6020		214100	0	0	101000		416.87
CL 110932	/ /		BOBBIE&TIM WOLFGRAM M/O	6020		214100	0	0	101000		313.50
Total Check											730.37

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Check # 107681 Check Amount 6.50 Vendor #/Name 333 ND MOTOR VEHICLE DEPT.
Check Date 06/06/23 608 EAST BOULEVARD AVENUE
BISMARCK ND 58505-0780

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110584	05/19/23		#1214 title/reg	1000		421000	667	0	101000	6.50

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107682 Check Amount 528.85 Vendor #/Name 4888 ND RENT HELP PROGRAM
Check Date 06/06/23 600 E. BOULEVARD AVENUE
DEPT 325

BISMARCK, ND								
Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account Amount
CL 110617	/ /		UTILITIES REFUND	6020	214100	0	0	101000 528.85
Total Check								528.85

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CITY OF WEST FARGO, ND
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Check # 107683 Check Amount 46.00 Vendor #/Name 3946 NDFA
Check Date 06/06/23 1502 GRUMMAN LANE STE #2
BISMARCK ND 58504

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110854	05/16/23	2023051601	Propane for the LPG Prop	2060		415200	340	0	101000	36.00
CL 110854	05/18/23	2023051806	E Menge Cert Retest	2060		415200	340	0	101000	10.00
Total Check									46.00	

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Check # 107684 Check Amount 525.00 Vendor #/Name 3689 NDFPA
Check Date 06/06/23 106 1ST ST
WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110853	06/01/23	2023	D Sprecher-2023 NDFPA Dues	2060		415200	667	0	101000	175.00
CL 110853	06/01/23	2023	J Neeb-2023 NDFPA Dues	2060		415200	667	0	101000	175.00
CL 110853	06/01/23	2023	T Olson-2023 NDFPA Dues	2060		415200	667	0	101000	175.00
Total Check										525.00

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CITY OF WEST FARGO, ND
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Check # 107685 Check Amount 171.56 Vendor #/Name 2201 NDIRF
Check Date 06/06/23 PO BOX 2258
BISMARCK, ND 58502

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110789	05/26/23		overpayment 23058019	1000		421000	322	0	101000	171.56

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107686 Check Amount 108.03 Vendor #/Name 364 NELSON INTERNATIONAL
Check Date 06/06/23 PO BOX 993
WILLMAR MN 56201

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110740	05/11/23	X102198026	241 HORN	6020		450000	427	0	101000	108.03
Total Check										108.03

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107687 Check Amount 46.72 Vendor #/Name 328 NORTHERN ENGINE & SUPPL
Check Date 06/06/23 PO BOX 16285
2929 W SUPERIOR STREET

DULUTH MN 55816-0285									
Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110744	05/12/23	245776	2400 FITTINGS	6020	450000	427	0	101000	46.72
Total Check									46.72

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Check #	107688	Check Amount	249.77	Vendor #/Name	331 NORTHERN STATES SUPPLY
		Check Date	06/06/23		PO BOX 1057
					WILLMAR MN 56201

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110806	05/23/23	1686913	HARDWARE	1000		430001	427	0	101000		121.31
CL 110894	05/23/23	20551677	HARDWARE	1000		430001	427	0	101000		20.22
CL 110904	05/09/23	20551493	HARDWARE	1000		430001	427	0	101000		108.24
Total Check											249.77

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Check #	107689	Check Amount	777.60	Vendor #/Name	141 NORTHSTAR SAFETY, INC
		Check Date	06/06/23		794 W MAIN AVE
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 051823	05/18/23	35138	Safety supplies	6020		450000	412	0	101000		777.60
Total Check											777.60

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Check # 107690 Check Amount 893.21 Vendor #/Name 1715 NORTHWEST TIRE INC
Check Date 06/06/23 PO BOX 6247
BISMARCK, ND 58506-6247

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110723	05/15/23	26037960	266 TIRE PATCH	1000		430000	427	0	101000	19.26
CL 110723	05/26/23	26038310	3022 TIRE PATCH	1000		430000	427	0	101000	19.26
CL 110723	05/26/23	26038334	2005 TIRES	6020		450000	427	0	101000	801.24
CL 110867	06/01/23	26038499	394 TUBE REPAIR	1000		430000	427	0	101000	34.19
CL 110878	05/31/23	26038442	7601 TIRE PATCH	4387		480000	427	0	101000	19.26
Total Check										893.21

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Check #	107691	Check Amount	19.26	Vendor #/Name	4892 NORTHWEST TIRE INC.
		Check Date	06/06/23		WEST FARGO
					201 15TH ST NW

WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110645	05/22/23	26038170	Tire repair	1000		414200	427	0	101000		19.26
Total Check											19.26

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Check #	107692	Check Amount	376.51	Vendor #/Name	330 NORTHWESTERN EQUIP INC.
		Check Date	06/06/23		PO BOX 2503
					FARGO ND 58108

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110731	05/12/23	53396	5000 7/16 X 120' CABLE	1000		455000	427	0	101000		367.04
CL 110731	05/17/23	53412	7072 CABLE EYE	6025		450000	427	0	101000		9.47
Total Check											376.51

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Check # 107693 Check Amount 25.88 Vendor #/Name 1774 O'REILLY AUTOMOTIVE STORES, INC
Check Date 06/06/23 PO BOX 9464
SPRINGFIELD, MO 65801-9464

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110855	05/16/23	211210	L-76 Socket	2060		415200	432	0	101000	17.99
CL 110855	05/23/23	149027	L-75 Scotch mold	2060		415200	427	0	101000	7.89

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Check #	107694	Check Amount	1371.89	Vendor #/Name	4744 O'REILLY AUTOMOTIVE STORES, INC (PW)
		Check Date	06/06/23		PO BOX 9464
					SPRINGFIELD, MO 65801-9464

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Check # 107695 Check Amount 87.45 Vendor #/Name 399 OLYMPIC SALES
Check Date 06/06/23 PO BOX 55
WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110773	05/03/23	13787	CAMERA CABLE	6010		450200	427	0	101000	87.45
Total Check										87.45

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Check # 107696 Check Amount 46.96 Vendor #/Name 276 OSTROMS ACE HARDWARE
Check Date 06/06/23 1100 13TH AVENUE EAST # 2
WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110598	05/16/23	223841	paint for shoot	1000		421000	340	0	101000	46.96

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CITY OF WEST FARGO, ND
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Check # 107697 Check Amount 25.30 Vendor #/Name 3277 OUT FRONT POWER EQUIPMENT
Check Date 06/06/23 4663 13TH AVE N
FARGO, ND 58102

Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110896	05/09/23	1432	FILTER ELEMENT	1000		430001	427	0	101000		22.90
CL 110896	05/23/23	1587	WING NUT	1000		430001	427	0	101000		2.40
Total Check											25.30

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Check #	107698	Check Amount	4403.28	Vendor #/Name	563 PETRO SERVE USA
		Check Date	06/06/23		1772 MAIN AVE W
					WEST FARGO, ND 58078

[illegible]

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Check #	107699	Check Amount	426.00	Vendor #/Name	1310	PETTYS CONSULTING, LLC
		Check Date	06/06/23			2605 SPRUCE LN
						MOORHEAD, MN 56560

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110782	06/01/23	1823	june 2023 user fee	1000		421000	497	0	101000		270.00
CL 110848	06/01/23	1822	FD June 23 Monthly chg	2060		415200	497	0	101000		156.00
Total Check											426.00

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Check # 107700 Check Amount 293.21 Vendor #/Name 360 PIONEER RIM/WHEEL
Check Date 06/06/23 PO BOX 68129
MINNEAPOLIS MN 55418

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110804	05/31/23	02CS6566	342 PLUG	1000		430000	427	0	101000	10.70
CL 110804	05/31/23	02CS6583	HITCH PINS	6020		450000	427	0	101000	62.50
CL 110804	05/31/23	02CS6584	3061 ONE MOUNT	1000		430000	427	0	101000	220.01
Total Check										293.21

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Check # 107701 Check Amount 500.00 Vendor #/Name 4883 PITNEY BOWES BAND INC PURCHASE TOWER
Check Date 06/06/23 PO BOX 981026
BOSTON, MA 02298-1026

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110597	05/08/23		postage for PD	1000		421000	661	0	101000	500.00

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Check # 107702 Check Amount 1332.62 Vendor #/Name 4064 POMP'S TIRE SERVICE (ROYAL TIRE)
Check Date 06/06/23 PO BOX 1630
GREEN BAY, WI 54305

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110792	04/10/23	2450000020	4007 TIRES	6010		450200	427	0	101000	1332.62
Total Check										1332.62

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Check # 107703 Check Amount 344.67 Vendor #/Name 1472 RAILROAD MANAGEMENT CO III, LLC
Check Date 06/06/23 PO BOX 679962
DALLAS, TX 75267-9962

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110670	05/19/23	481563	Customer ID 481563	6020		450000	490	0	101000	344.67
Total Check										344.67

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Check # 107704 Check Amount 655.56 Vendor #/Name 4893 RANDY VETTER
Check Date 06/06/23 3274 RIVER PLACE DR
MANDAN, ND 58554

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110684	05/26/23		UTILITIES M/O BALANCE	6020		214100	0	0	101000	655.56

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107760 Check Amount 79.37 Vendor #/Name 4931 RAVI YELLAVAJJALA
Check Date 06/09/23 2915 BLUESTEM DR #3175
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110950	/ /		2224 10 CT W M/O	6020		214100	0	0	101000	79.37
Total Check										79.37

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107705 Check Amount 509.16 Vendor #/Name 2982 RDO EQUIPMENT CO
Check Date 06/06/23 POWERPLAN
21310 NETWORK PLACE

CHICAGO, IL 60673-1213									
Claim #	Invoice Date	Invoice #	Description	Fund Org Account	Object	Project	Cash Account	Amount	
CL 110745	05/18/23	P3162554	LEVER/GRIP	1000 430000	322	0	101000	509.16	
							Total Check		509.16

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Check # 107706 Check Amount 16375.00 Vendor #/Name 3183 RD0 EXCH 80-5800/6130
Check Date 06/06/23 PO BOX 7160
FARGO, ND 58106-7160

Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110869	05/25/23	E2234454	ZERO TURN MOWERS	1000		430001	870	0		101000	16375.00
										Total Check	16375.00

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CITY OF WEST FARGO, ND
Check Detail
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Check # 107707 Check Amount 27.50 Vendor #/Name 3204 RECORD KEEPERS
Check Date 06/06/23 2101 8TH AVE N
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110842	05/31/23	a254607	may 22, 2023 service date	1000		421000	420	0	101000	27.50
Total Check										27.50

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Check #	107708	Check Amount	420.73	Vendor #/Name	1016 RED WING BUSINESS ADVANTAGE
		Check Date	06/06/23		P0 BOX 844329
					DALLAS, TX 75284-4329

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110727	05/15/23	140629	J BARKER BOOTS	6010		450200	422	0	101000		208.24
CL 110885	05/25/23	141183	K SATHER BOOTS	6010		450200	422	0	101000		212.49
Total Check											420.73

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Check # 107761 Check Amount 91.62 Vendor #/Name 4932 RISALATUL HOQUE
Check Date 06/09/23 23483 COUNTY RD 3
MERRIFIELD, MN 56465

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110949	/ /		1116 31 AVE W M/O	6020		214100	0	0	101000	91.62
Total Check										91.62

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Check # 107709 Check Amount 135.90 Vendor #/Name 4929 RIVER ROCK PROPERTIES
Check Date 06/06/23 5478 51 AVE S
FARGO, ND 58104

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110912	/ /		1011 42 AVE W	6020		214100	0	0	101000	26.74
CL 110912	/ /		245 18 ST E	6020		214100	0	0	101000	33.08
CL 110912	/ /		2107 2 AVE E	6020		214100	0	0	101000	36.75
CL 110912	/ /		229 12 AVE E	6020		214100	0	0	101000	39.33
Total Check										135.90

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Check # 107710 Check Amount 26384.00 Vendor #/Name 4920 RJ KOOL MIDWEST
Check Date 06/06/23 1475 COMMERCE DR STE 100
ST PAUL MN 55120

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110856	05/24/23	V510902	Gear Washer UniMac 60lb	4795		480000	864	0	101000	14240.00
CL 110856	05/24/23	V510902	Alliance 60lb Base Frame	4795		480000	864	0	101000	730.00
CL 110856	05/24/23	V510902	UniMac PPE Gear Drying Cabinet	4795		480000	864	0	101000	8610.00
CL 110856	05/24/23	V510902	ND Installation	4795		480000	864	0	101000	1920.00
CL 110856	05/24/23	V510902	ND Freight	4795		480000	864	0	101000	884.00
Total Check										26384.00

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CITY OF WEST FARGO, ND
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Check # 107711 Check Amount 331.38 Vendor #/Name 3522 RJ'S TESORO
Check Date 06/06/23 2125 SHEYENNE ST
 WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110901	05/09/23	5517	4100 DIESEL	6010		450200	424	0	101000	85.25
CL 110901	05/22/23	247	4007 DIESEL	6010		450200	424	0	101000	126.76
CL 110901	05/01/23	2534	4007 DIESEL	6010		450200	424	0	101000	119.37
Total Check										331.38

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Check #	107712	Check Amount	300.00	Vendor #/Name	4905 ROGER & DEBRA BLAIR
		Check Date	06/06/23		319 25TH AVE E
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110818	06/01/23		Tree 319 25th Ave E	5000		422000	490	0	101000		300.00
Total Check											300.00

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Check # 107713 Check Amount 4000.00 Vendor #/Name 1720 RRCAC
Check Date 06/06/23 100 SOUTH 4 STREET, SUITE 302
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110650	05/24/23		2023 annual services	1000		421000	502	0	101000	4000.00

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Check # 107714 Check Amount 300.00 Vendor #/Name 4904 RYAN SEEGER
Check Date 06/06/23 4818 11TH ST W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110817	06/01/23		Tree 4818 11th St W	5000		422000	490	0	101000	300.00
Total Check										300.00

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Check # 107715 Check Amount 74.44 Vendor #/Name 441 S & S LANDSCAPING
Check Date 06/06/23 2777 FIECHTNER DR
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110798	05/22/23	173527	SPEED FEED	1000		430001	358	0	101000	74.44
Total Check										74.44

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Check # 107716 Check Amount 456.34 Vendor #/Name 3353 SAM'S CLUB MC/SYNCB
Check Date 06/06/23 PO BOX 71712
PHILADELPHIA, PA 19176-1712

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110772	05/12/23		CH SUPPLIES	1000		455000	500	0	101000	456.34

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Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110616	05/22/23		web cam meeting	1000		421000	375	0	101000		19.98
CL 110616	05/14/23		le memorial day luncheon	1000		421000	375	0	101000		97.82
CL 110857	05/17/23	9090	Station Supplies	2060		415200	500	0	101000		526.18
Total Check											643.98

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Check # 107718 Check Amount 8310.00 Vendor #/Name 800 SANDERS
Check Date 06/06/23 5001 NORTH HWY 81
FARGO, ND 58102

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110787	05/17/23	55761	241 RELINE BOX	6020		450000	427	0	101000	2470.00
CL 110787	05/24/23	55764	243 RELINE BOX	6020		450000	427	0	101000	2770.00
CL 110787	05/30/23	55769	228 RELINE BOX	6020		450000	427	0	101000	3070.00
Total Check										8310.00

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Check #	107719	Check Amount	1963.41	Vendor #/Name	454 SANITATION PRODUCTS
		Check Date	06/06/23		PO BOX 166
					FARGO ND 58107

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110741	05/11/23	85621	7034 SCREEN 80 MESH 3"/GASKET	6025	450000	427	0	101000	56.49
CL 110741	05/22/23	85768	7034 PSI HOSE	6025	450000	427	0	101000	54.63
CL 110808	05/24/23	85808	HXX NOZZLE	4387	480000	427	0	101000	339.93
CL 110874	05/25/23	85824	7034 HOSE RELAY ASSY	6025	450000	427	0	101000	1512.36
Total Check									1963.41

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CITY OF WEST FARGO, ND
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Check # 107720 Check Amount 1274.76 Vendor #/Name 450 SCHEELS
Check Date 06/06/23 3202 13TH AVENUE SOUTH
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110612	05/20/23	39069	bike patrol/faltersack	1000		421000	422	0	101000	287.98
CL 110612	05/21/23	39070	bike patrol/dehmlow	1000		421000	422	0	101000	299.90
CL 110612	05/19/23	39063	bike patrol/a. feltman	1000		421000	422	0	101000	107.99
CL 110612	05/18/23	39062	bike patrol/crouse	1000		421000	422	0	101000	377.98
CL 110612	05/23/23	39076	bike patrol supplies	1000		421000	641	0	101000	116.45
CL 110694	05/30/23	39082	bike patrol repair	1000		421000	641	0	101000	84.46
Total Check										1274.76

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Check # 107771 Check Amount 275.00 Vendor #/Name 2512 SCOTT DIAMOND
Check Date 06/09/23 DIAMOND LAW FIRM
PO BOX 1286

FARGO, ND 58107									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110936	06/01/23		alternate judge	1000	412000	309	0	101000	275.00
Total Check									275.00

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Check # 107721 Check Amount 36.00 Vendor #/Name 639 SECRETARY OF STATE
Check Date 06/06/23 600 EAST BLVD. AVENUE
BISMARCK, ND 58505-0500

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110690	05/30/23		notary app for k johnson	1000		421000	667	0	101000	36.00
Total Check										36.00

Check #	107722	Check Amount	10.00	Vendor #/Name	1634 SHANE ORN
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110629	05/23/23		fuel reimb	1000		421000	340	0		101000	10.00
Total Check											10.00

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Check # 107723 Check Amount 246.46 Vendor #/Name 2885 SHORTPRINTER
Check Date 06/06/23 3005 MAIN AVE
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110618	05/15/23	136841	bus cards	1000		421000	668	0	101000	145.30
CL 110748	05/24/23	137209	NOTICE parking of tk	1000		421000	668	0	101000	101.16

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Check #	107724	Check Amount	2953.54	Vendor #/Name	91 SIGN SOLUTIONS USA
		Check Date	06/06/23		PO BOX 1408
					FARGO ND 58107

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110779	05/23/23	406219	SIGNS	1000		430000	358	0	101000		1483.53
CL 110799	05/23/23	406221	SIGNS	1000		430000	487	0	101000		795.12
CL 110799	05/23/23	406218	SIGNS	1000		430000	358	0	101000		374.89
CL 110821	05/23/23	406220	n2u signage	2500		415000	945	0	101000		300.00
										Total Check	2953.54

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Check # 107725 Check Amount 30879.93 Vendor #/Name 4917 SOFTCHOICE CORPORATION
Check Date 06/06/23 16609 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110836	04/05/23	90981345	Hardware & Software	1000		414104	497	0	101000	30879.93

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Check # 107726 Check Amount 18.63 Vendor #/Name 4926 SONIA NISTLER
Check Date 06/06/23 3315 PRAIRIE HEIGHTS WAY
UNIT 3

WEST FARGO, ND 58078										
Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110918	/ /		3479 LOBERG LN M/O	6020		214100	0	0	101000	18.63
Total Check										18.63

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Check #	107727	Check Amount	63.99	Vendor #/Name	465 SPARTAN STORES LLC
		Check Date	06/06/23		ATTN; CASHIER
					1540 MOMENTUM PL

CHICAGO, IL 60689-5315

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110858	05/23/23	277938	4-Cases Water @ 3.50 CRR	2060		415200	500	0	101000		14.00
CL 110858	05/23/23	277938	Cooler	2060		415200	500	0	101000		49.99
Total Check											63.99

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Check #	107762	Check Amount	539.32	Vendor #/Name	440 SRF CONSULTING GROUP, INC
		Check Date	06/09/23		3701 WAYZATA BLVD, SUITE 100
					MINNEAPOLIS MN 55416-3791

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110941	05/31/23	14093.0111	ADA Transition Plan	2970		480000	313	0	101000		539.32
Total Check											539.32

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Check # 107728 Check Amount 3250.00 Vendor #/Name 2581 STALKER RADAR APPLIED CONCEPTS, INC
Check Date 06/06/23 PO BOX 972943
DALLAS, TX 75397-2943

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110619	05/15/23	419420	radar	1000		421000	610	0	101000	3250.00
</										

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Check # 107768 Check Amount 5000.00 Vendor #/Name 274 STEVE MOTTINGER
Check Date 06/09/23 15 SOUTH 9TH STREET
FARGO ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110931	06/01/23		court appointed attorney	1000		412000	310	0	101000	5000.00

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Check # 107729 Check Amount 299.00 Vendor #/Name 3260 STORM COMBATIVES
Check Date 06/06/23 10181 LAUREL DR
EDEN PRAIRIE, MN 55347

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110601	05/18/23	06154453-0002	reg for j. zach	1000		421000	340	0	101000	299.00
Total Check										299.00

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Check # 107730 Check Amount 5096.98 Vendor #/Name 88 STREICHER'S INC
Check Date 06/06/23 10911 WEST HWY 55
PLYMOUTH, MN 55441

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110606	05/11/23	i1633423	less lethal	1000		421000	987	0	101000	1064.98
CL 110704	05/23/23	i1635563	less lethal	1000		421000	987	0	101000	4032.00
Total Check										5096.98

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Check # 107731 Check Amount 1575.00 Vendor #/Name 176 SUMMIT FIRE PROTECTION
Check Date 06/06/23 PO BOX 6205
CAROL STREAM, IL 60197-6205

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110862	05/19/23	2220374	SS Fire Alarm System update	2060		415200	641	0	101000	1575.00
										</

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Check # 107763 Check Amount 425.00 Vendor #/Name 176 SUMMIT FIRE PROTECTION
Check Date 06/09/23 PO BOX 6205
CAROL STREAM, IL 60197-6205

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110948	06/01/23	192023397	PW Building D	6020		450000	420	0	101000	425.00
Total Check										425.00

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Check # 107732 Check Amount 47.35 Vendor #/Name 3503 SUTPHEN CORPORATION
Check Date 06/06/23 PO BOX 5074
GREENSBURG PA 15601-5058

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110859	05/11/23	40062321	L-76 Mud Flap	2060		415200	427	0	101000	47.35
Total Check										47.35

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Check #	107733	Check Amount	2997.18	Vendor #/Name	733 SWANSTON EQUIPMENT CORP.
		Check Date	06/06/23		PO BOX 1963
					FARGO, ND 58107

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110718	05/17/23	P90887	SEAL BULK	6025		450000	427	0	101000		32.56
CL 110718	05/17/23	P90888	CUTTING EDGES	1000		430001	381	0	101000		1211.02
CL 110873	05/25/23	P91168	374 BLOWER FILTER/FEED PIPE/NO	1000		430000	427	0	101000		1508.34
CL 110898	05/24/23	P91104	SHOE SKID	1000		430001	381	0	101000		245.26
Total Check											2997.18

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Check # 107734 Check Amount 5608.00 Vendor #/Name 2491 TEAM LABORATORY CHEMICAL, LLC
Check Date 06/06/23 PO BOX 1467
DETROIT LAKES, MN 56502

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110781	05/16/23	35625	DISINFECTANT	6025		450000	433	0	101000	208.00
CL 110781	05/10/23	35505	ROAD PATCH	1000		430000	722	0	101000	5400.00

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Check # 107735 Check Amount 641.00 Vendor #/Name 4925 TELUS COMMUNICATIONS US INC
Check Date 06/06/23 PO BOX 29098
ST JOHNS NL CANADA A1A 5B5

Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110900	06/01/23	1050	SA SKYHAWK	6010		450200	307	0	101000		200.50
CL 110900	05/01/23	1017	ST SKYHAWK	1000		430000	307	0	101000		120.00
CL 110900	05/01/23	1018	SA SKYHAWK	6010		450200	307	0	101000		200.50
CL 110900	06/01/23	1051	ST SKYHAWK	1000		430000	307	0	101000		120.00
Total Check											641.00

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Check # 107736 Check Amount 570.00 Vendor #/Name 1156 TESSMAN
Check Date 06/06/23 1300 SYLVAN ST
ST PAUL, MN 55117

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110724	05/16/23	S375554	CEDAR BARK	2210	428000	358	0	101000	570.00
Total Check									570.00

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Check # 107737 Check Amount 5792.10 Vendor #/Name 4902 TG TECHNICAL SERVICES
Check Date 06/06/23 PO BOX 775
LEE'S SUMMIT, MO 64063

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110788	05/08/23	02058	SA40 GAS MONITORS	6025		450000	322	0	101000	5792.10
Total Check										5792.10

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Check # 107738 Check Amount 400.00 Vendor #/Name 1907 THE SHOOTING PARK OF HORACE
Check Date 06/06/23 PO BOX 165
HORACE, ND 58047

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110700	05/24/23		range rental5-27-2023	1000		421000	340	0	101000	400.00

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

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Check # 107739 Check Amount 76.96 Vendor #/Name 1900 THE UPS STORE #5998
Check Date 06/06/23 4302 13 AV S STE 4
FARGO, ND 58103

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110803	05/30/23		3005 PARTS SHIP	1000		430000	410	0	101000	76.96
Total Check										76.96

06/16/23
13:42:02

CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107740 Check Amount 17.52 Vendor #/Name 4927 THOMAS & ASHLEY LISTON
Check Date 06/06/23 109 THOUSAND OAKS CIR
WEATHERFORD, TX 76086

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110917	/ /		5259 10 ST W M/O	6020		214100	0	0	101000	17.52
Total Check										17.52

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CITY OF WEST FARGO, ND
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Check # 107772 Check Amount 1049.76 Vendor #/Name 3733 TIMECLOCK PLUS
Check Date 06/09/23 PO BOX 913377
DENVER CO 80291-3377

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110935	06/05/23	274307	HARDWARE SUPPORT	1000		414103	497	0	101000	1049.76
Total Check										1049.76

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Check #	107741	Check Amount	7.86	Vendor #/Name	3001 TRAVIS GENTY
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110626	05/23/23		Travel Reimbursement	1000		414000	340	0	101000		7.86
Total Check											7.86

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CITY OF WEST FARGO, ND
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Check # 107742 Check Amount 573.34 Vendor #/Name 3524 TRAVIS OLSON
Check Date 06/06/23 806 7TH ST W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110860	05/17/23	Mur TN	Travel Reimbursement-Crr Confe	2060		415200	340	0	101000	573.34
										</

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Check #	107743	Check Amount	56.00	Vendor #/Name	1237 TRENT STANTON
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110695	05/17/23		meal reimb	1000		421000	340	0	101000		56.00
Total Check											56.00

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Check #	107744	Check Amount	108.00	Vendor #/Name	1373 TROY FREADRICH
		Check Date	06/06/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110802	/ /		TRAVEL REIMBURSEMENT	6010		450200	340	0	101000		108.00
Total Check											108.00

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CITY OF WEST FARGO, ND
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Check # 107745 Check Amount 70.00 Vendor #/Name 665 TWIN CITY GARAGE D00R
Check Date 06/06/23 API GARAGE D00R, INC.
PO BOX 74008409

CHICAGO, IL 60674-8409									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110769	05/15/23	702244	BRACKET REPAIR	6020	450000	420	0	101000	70.00
Total Check									70.00

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107746 Check Amount 504.48 Vendor #/Name 2951 TYLER TECHNOLOGIES, INC
Check Date 06/06/23 FEIN 75-2303920
PO BOX 203556

DALLAS, TX 75320									
Claim #	Invoice Date	Invoice #	Description	Fund	Org Account	Object	Project	Cash Account	Amount
CL 110754	04/30/23	020-142905	OTC & Portal	1000	412000	740	0	101000	504.48
Total Check									504.48

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CITY OF WEST FARGO, ND
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Check # 107748 Check Amount 910.00 Vendor #/Name 2314 VANGUARD APPRAISALS, INC
Check Date 06/06/23 1065 SIERRA CT NE STE D
CEDAR RAPIDS, IA 52402

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110815	05/24/23	20411	License and Service Fees	1000		414101	497	0	101000	910.00

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CITY OF WEST FARGO, ND
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Check # 107749 Check Amount 756.00 Vendor #/Name 4240 VERTEX UNMANNED SOLUTIONS LLC
Check Date 06/06/23 14212 23 AVENUE NORTH
PLYMOUTH, MN 55447

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110628	02/21/23	1979	drone batteries	1000		421000	641	0	101000	756.00
Total Check										756.00

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Check #	-99668	Check Amount	3049.00	Vendor #/Name	3569 VISA FIRE DEPT 1
		Check Date	06/05/23		PO BOX 6818
					CAROL STREAM IL 60197-6818

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110913	05/25/23	ICMA MEMBERSHIP	D Fuller Registration	2060	202200	0	0	101000	649.00
CL 110913	05/15/23	EVENTBRITE	D Fuller Registration	2060	202200	0	0	101000	400.00
CL 110913	05/15/23	EVENTBRITE	K Frost Registration	2060	202200	0	0	101000	400.00
CL 110913	05/15/23	EVENTBRITE	D Sprecher Registration	2060	202200	0	0	101000	400.00
CL 110913	05/15/23	EVENTBRITE	J Cariveau Registration	2060	202200	0	0	101000	400.00
CL 110913	05/15/23	EVENTBRITE	T Clark Registration	2060	202200	0	0	101000	400.00
CL 110913	05/15/23	EVENTBRITE	L Nesvold Registration	2060	202200	0	0	101000	400.00
Total Check									3049.00

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Check #	-99666	Check Amount	1630.86	Vendor #/Name	3568 VISA FIRE DEPT 2
		Check Date	06/05/23		PO BOX 6818
					CAROL STREAM IL 60197-6818

[illegible]

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CITY OF WEST FARGO, ND
Check Detail
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Check # -99664 Check Amount 126.00 Vendor #/Name 3568 VISA FIRE DEPT 2
Check Date 06/05/23 PO BOX 6818
CAROL STREAM IL 60197-6818

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110925	06/01/23	JONES & BARTLETT	EMT Exams/Fire Academy	2060		202200	0	0	101000	126.00
Total Check										126.00

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Check #	-99667	Check Amount	751.49	Vendor #/Name	4351 VISA FIRE DEPT 3
		Check Date	06/05/23		PO BOX 6818
					CAROL STREAM IL 60197-6818

Claim #	Invoice Date	Invoice #	Description	Fund Org	Account	Object	Project	Cash Account	Amount
CL 110915	05/09/23	Embassy Suites by	T Olson CRR Conference Lodge	2060	202200	0	0	101000	702.99
CL 110915	05/02/23	ND MOTOR VEHICLE	Municipal Service Fee	2060	202200	0	0	101000	1.50
CL 110915	05/02/23	ND MOTOR VEHICLE	B-75 License Plate	2060	202200	0	0	101000	47.00
								Total Check	751.49

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Check #	-99665	Check Amount	211.52	Vendor #/Name	4351 VISA FIRE DEPT 3
		Check Date	06/05/23		PO BOX 6818
					CAROL STREAM IL 60197-6818

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110920	05/31/23	NETC-GUEST	A WAGEMANN-MEAL TICKET	2060		202200	0	0	101000		105.76
CL 110920	05/31/23	NETC-GUEST	R QUALLEY-MEAL TICKET	2060		202200	0	0	101000		105.76
Total Check											211.52

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Claim #	Invoice		Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
	Date	Invoice #									
CL 110722	05/04/23	01P367995	TRANSMISSION	4387		480000	427	0	101000		15810.08
CL 110722	05/17/23	01P372605	7045 MODULE/HARDWARE	4387		480000	427	0	101000		3397.80
CL 110722	05/18/23	01P373113	407 CARRIER	6010		450200	427	0	101000		6034.52
CL 110722	05/17/23	01P372663	411 SEAL/BEARING	6010		450200	427	0	101000		223.98
CL 110722	05/12/23	01P371004	CORE RET CREDIT	4387		480000	427	0	101000		-7882.08
CL 110722	05/30/23	01P376358	CORE RET CREDIT	6010		450200	427	0	101000		-1842.38
CL 110897	05/22/23	01P372814	7045 BRACKET SENSOR	4387		480000	427	0	101000		33.27
CL 110897	05/25/23	01P375403	CHERRY BOMB	1000		455000	433	0	101000		106.64
CL 110897	05/25/23	01P375403	BRAKE CHAMBER SEAL	6010		450200	427	0	101000		174.30
CL 110897	05/19/23	01P373411	411 CENTER BEARING/UJOINT	6010		450200	427	0	101000		103.73
CL 110897	05/24/23	01P374829	407 SHK ABS	6010		450200	427	0	101000		154.28
CL 110897	05/31/23	01P376915	CORE CREDIT	4387		480000	427	0	101000		-6.00
Total Check											16308.14

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Check # 107764 Check Amount 2720.24 Vendor #/Name 2945 WEST FARGO AREA COMMUNITY PROGRAM
Check Date 06/09/23 720 10 1/2 AVE W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110940	05/31/23		4/1-5/31 Reimbursement	1000		415000	374	0	101000	2720.24

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Check #	107751	Check Amount	4327.20	Vendor #/Name	648 WEST FARGO AUTO BODY/GLASS
		Check Date	06/06/23		801 WEST MAIN AVENUE
					WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110791	05/18/23	10360	3046 BODY REPAIR	1000		430000	322	0	101000		2295.20
CL 110791	05/18/23	10362	3046 BODY REPAIR	1000		430000	322	0	101000		2032.00
Total Check											4327.20

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Check #	107773	Check Amount	40.00	Vendor #/Name	1550 WEST FARGO POLICE ASSOCIATION
		Check Date	06/09/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110937	04/04/23		ANNUAL DUES	1000		212544	0	0	101000		40.00
Total Check											40.00

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CITY OF WEST FARGO, ND
Check Detail
For the Accounting Period: 6/23

Check # 107752 Check Amount 102.56 Vendor #/Name 2184 WEST SIDE STEEL
Check Date 06/06/23 PO BOX 188
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110742	05/23/23	6201	3100 SHEET METAL	1000		430000	427	0	101000	102.56

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CITY OF WEST FARGO, ND
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Check # 107753 Check Amount 2189.55 Vendor #/Name 3549 WEX
Check Date 06/06/23 PO BOX 2926
FARGO ND 58108-2926

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110729	06/02/23		MED JUNE 2023	1000		212530	0	0	101000	214.58
CL 110729	06/02/23		DEP JUNE 2023	1000		212523	0	0	101000	1974.97

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Check #	-99669	Check Amount	26455.41	Vendor #/Name	4676 WEX ELECTRONIC BIWEEKLY
		Check Date	06/02/23		

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110930	/ /		Payroll Contributions	1000		212530	0	0	101000		26455.41
Total Check											26455.41

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CITY OF WEST FARGO, ND
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Check # 107769 Check Amount 619.75 Vendor #/Name 807 WEX HEALTH, INC
Check Date 06/09/23 PO BOX 9528
FARGO, ND 58106-9528

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110933	05/31/23	1740837-IN	2023 MAY	1000		414103	307	0	101000	619.75
Total Check										619.75

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Check # 107754 Check Amount 624.74 Vendor #/Name 569 WF ANIMAL HOSPITAL
Check Date 06/06/23 816 MEYER DRIVE
 WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110747	05/24/23	265507	macho medical	1000		421000	915	0	101000	624.74

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Check #	107755	Check Amount	10032.50	Vendor #/Name	549 WF PUB SCH00LS DIST #6
		Check Date	06/06/23		207 MAIN AVE WEST
					WEST FARGO ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash	Account	Amount
CL 110627	05/18/23	MISC07011	JUNE RENT	7000		411600	333	0	101000		10032.50
Total Check											10032.50

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CITY OF WEST FARGO, ND
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Check # 107756 Check Amount 200.00 Vendor #/Name 4127 X-TREME DETAILING
Check Date 06/06/23 800 CATHY DRIVE W
WEST FARGO, ND 58078

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110822	05/31/23	job 76	#166 interior detail	1000		421000	427	0	101000	200.00

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CITY OF WEST FARGO, ND
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Check # 107757 Check Amount 267.81 Vendor #/Name 582 ZEP MANUFACTURING
Check Date 06/06/23 13237 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

Claim #	Invoice Date	Invoice #	Description	Fund	Org	Account	Object	Project	Cash Account	Amount
CL 110768	05/11/23	9008555924	CLEANING SUPPLIES	6020		450000	500	0	101000	267.81
Total Check										267.81



To: West Fargo City Commission
From: Matthew Andvik, Public Works Director
Date: June 19, 2023
Subject: Increase price per ton for sale of Rip Rap
Action: Approve increase in price for sale of Rip Rap.

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Dustin Scott, Assistant Administrator

Summary and Recommendation:

Since we began decommissioning the lagoons, we have been able to sell the rip rap rock that lined the berms of the cells. In 2021 we published an RFP for sale of the rip rap. The approved price as a result of the RFP was \$10 per ton for the rip rap. The contractor also removed the rip rap from the cell as part of that price. We now have been stock piling the rock from the cells we are currently decommissioning. We are asking to increase the approved amount for sale of the rip rap to \$12 per ton. This increase is to help offset the cost for our crews to remove and stockpile the rock. This increase helps cover our cost and is still cost effective for contractors to purchase it.

We recommend approving the increase in price per ton from \$10 to \$12 dollars.

Policy Analysis:

Although we have not advertised the sale of the rock, contractors know we have rock available. To date we have sold 16,500 tons of Rip Rap. We have 6 cells to remove and stock pile rip rap from. There is an estimated 40,000 to 50,000 tons remaining.

Financial Analysis:

The increase will bring in more funds to go towards the decommissioning of the lagoons

Process/Timeline:

If approved by the Commission, the price will change immediately.

SERVICES AGREEMENT

BY AND BETWEEN

CITY OF WEST FARGO, NORTH DAKOTA
as City

(Contractor)
as Contractor

This instrument was drafted by:
John T. Shockley
Ohnstad Twichell, P.C.
P.O. Box 458
West Fargo, ND 58078-0458

SERVICES AGREEMENT

THIS SERVICES AGREEMENT (the "Agreement") is made and entered into on this ____ day of *Month Day*, 202_ (the "Effective Date") by and between the City of West Fargo, North Dakota, a North Dakota municipal corporation, whose principal address is 800 4th Avenue East, Suite 1, West Fargo, North Dakota 58078 (the "City"), and *Contractor* (the "Contractor").

RECITALS

WHEREAS, the City desires sell rip rap, specifically removing stockpiled rip rap from rip rap stock pile; and

WHEREAS, Contractor purchases rip rap; and

WHEREAS, the City deems Contractor to be capable of purchasing rip rap and removal off site. Contractor to provide these services according to the terms and conditions in this Agreement.

NOW THEREFORE, in consideration of the parties' mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties hereby agree as follows:

AGREEMENT

1. **PURPOSE.** The purpose of this Agreement is for Contractor to purchase rip rap from our stock pile in West Fargo, North Dakota. In return, Contractor will pay the City Twelve Dollars (\$12.00) per ton for stockpiles of rip rap.
2. **SCOPE OF SERVICES.** Contractor hereby agrees to provide the City with the following described list of services (the "Services"):
 - A. Purchase and remove stock piled rip rap off site by *Month Day*, 202_. Contractor may use its discretion to perform the Services as weather conditions permit. Contractor will pay the City Twelve Dollars (\$12.00) per ton for all rip rap hauled off the stockpile on City property.

The scope of Services described above will be completed on the property as shown in the map attached as **Exhibit A** to this Agreement.

3. PROPERTY DAMAGE. Contractor will be solely and wholly financially liable for any damaged property as a result of Contractor's, or its employees', agents', or representatives' Services provided under this Agreement. Contractor agrees to repair or replace any damaged real or personal property to its previous condition before the damage occurred. Failure of Contractor to repair or replace damaged real or personal property will result in the City repairing or replacing the damaged real or personal property and assessing the expenses to Contractor. Contractor shall indemnify, defend, and hold harmless City from any and all claims, losses, and expenses, including attorney's fees and costs resulting from the loss or destruction of or damage to any property of the City in accordance with Section 14 of this Agreement.
4. COMPENSATION AND METHOD OF PAYMENT. The Contractor will pay the City Twelve Dollars (\$12.00) per ton for rip rap removed from the stockpile on City property as it is hauled off site. Contractor will be required to weigh trucks at the City Transfer Station or by an approved loader scale. The City will use the weight tickets to send invoices to Contractor by the *Day* of the month. Contractor will give the City two (2) weeks' notice prior to the start of hauling the rip rap off site.
5. ADDITIONAL SERVICES. Any services not specifically provided for in the scope of Services will be considered additional services and require an addendum in compliance with Section 18 of this Agreement. An addendum must provide the specific scope of the additional services, the agreed upon payment for the additional services, and must be signed by the City before any work is initiated by Contractor.
6. CITY RESPONSIBILITIES. The City will oversee the execution of this Agreement and receive payment of funds. The City's Public Works Director has the authority to cancel or redirect the Contractor. Any cancellations will be based upon need and prevailing weather conditions.
7. INVOICES AND PAYMENT.
 - A. City must submit invoices to Contractor by the 15th of each month, for rip rap removed from the stockpile on City property. The City will review each invoice before it is sent to Contractor to determine its accuracy and fairness, and to ensure the invoice complies with the requirements in this Agreement.
 - B. City must submit each invoice to:

Contractor
Attn: *Responsible Party*,
Business address
 - C. City invoices will be detailed and precise. City invoices must clearly indicate fees and expenses and include at least the following information:
 - (1) City name and address;
 - (2) City federal employer identification number;
 - (3) Name of the matter and number of the file;

- (4) Unique invoice number;
 - (5) Billing period;
 - (6) Description of activity performed;
 - (7) Total amount of fees and costs "billed to date," including the preceding month; and
 - (8) Preferred remittance address, if different from the address on the invoice's cover sheet.
- 8. TERM. The initial term of this contract shall commence on *Start Date*, and shall expire on *End Date*.
- 9. EXTENSION OF TERM. The parties shall have the right to extend this Agreement for such additional period as determined by both parties. Any extension shall be in writing pursuant to the modification terms of this Agreement.
- 10. BREACH AND REMEDIES.
 - A. A breach exists under this Agreement if Contractor:
 - (1) Makes a material misrepresentation in writing; or
 - (2) Fails or is unable to meet or perform any material promise in this Agreement, and
 - (a) Is incapable of curing the failure, or
 - (b) Does not cure the failure within thirty (30) days following notice (or within a longer period if specified in the notice).
 - B. Contractor must give the City notice immediately if Contractor breaches, or if a third party claim or dispute is brought or threatened that alleges facts that would constitute a breach under this Agreement.
 - C. If a breach exists under this Agreement, the City may do any of the following:
 - (1) Require Contractor to enter into non-binding mediation;
 - (2) Terminate this Agreement, in whole or in part; and
 - (3) Seek any other available remedy at law or in equity.
 - D. All remedies provided for in this Agreement may be exercised individually or in combination with any other available remedy.
- 11. TERMINATION.
 - A. The City may terminate this Agreement, in whole or in part, for cause if Contractor is in breach.
 - B. The City may terminate this Agreement, in whole or in part, or modify or limit Contractor's Services if the City determines that having Contractor provide Services has become infeasible due to changes in applicable laws or regulations.
 - C. Upon receipt of any termination notice from the City, Contractor must promptly discontinue all Services unless the notice specifies otherwise.

12. REPRESENTATIONS AND WARRANTIES. Contractor represents and warrants that the following statements are true:
- A. Contractor has not directly or indirectly offered or given any gratuities (in the form of entertainment, gifts, or otherwise) to any member of the City with a view toward securing this Agreement or securing favorable treatment with respect to any determinations concerning the performance of this Agreement.
 - B. Contractor has no past, ongoing, or potential involvement that could be deemed a conflict of interest under North Dakota law. Contractor will immediately notify the City of any and all potential violations of this paragraph upon becoming aware of the potential violation. Contractor will seek a waiver from the City prior to representing a party with interests potentially or actually adverse to the City's interests.
 - C. This Agreement does not constitute a conflict of interest or default under any of Contractor's other agreements.
 - D. No suit, action, arbitration, or legal, administrative, or other proceeding or governmental investigation is pending or threatened that may adversely affect Contractor's ability to perform under this Agreement.
 - E. Contractor is in compliance with all laws, rules, and regulations applicable to its business, including rules of professional conduct.
 - F. Contractor has obtained the necessary registrations and/or licenses to do business and perform Services in the State of North Dakota.
 - G. During the term of this Agreement, Contractor must not take any action, or omit to perform any act, that may result in a representation and warranty becoming untrue. Contractor must immediately notify the City if any representation and warranty becomes untrue.
13. ASSIGNABILITY. This Agreement will not be assigned or transferred by Contractor to another party without the prior written consent of the City.
14. INDEMNIFICATION. Contractor agrees to defend, hold harmless, and indemnify City harmless from any and all claims, losses, and expenses, including attorney's fees and costs, resulting from (a) a matter or event related to the Services under this Agreement; (b) a matter or event related to Contractor's acts or omissions related to the performance of this Agreement; and (c) Contractor's breach under this Agreement, except to the extent a claim or loss is due to the active negligence or willful misconduct of an indemnified party.
15. INSURANCE. Contractor will, at Contractor's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the Scope of Services, said policy will have limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in aggregate.

16. REQUIREMENTS FOR INSURANCE. Insurance policies or riders required by this Agreement must: (i) be taken out by Contractor before Contractor provides any Services described under the scope of Services; (ii) be maintained with responsible insurance companies organized under the laws of the United States and qualified to do business in the State of North Dakota; (iii) contain a provision that the insurer will not cancel or revise coverage thereunder without giving written notice to Contractor as an insured party and to the City as an additional insured at least thirty (30) days before cancellation or revision becomes effective; (iv) name Contractor as an insured party and the City as an additional insured; (v) be in accordance with specifications approved by the insurance advisor for the City; and (vi) be evidenced by a Certificate of Insurance listing the City as an additional insured, which will be filed with the City.

17. NOTICE. Any notice or election required or permitted to be given or served by any party to this Agreement upon any other will be deemed given or served in accordance with the provisions of this Agreement if said notice or election is (i) delivered personally, or (ii) mailed by United States certified mail, return receipt requested, postage prepaid and in any case properly addressed as follows:

If to City: City of West Fargo, North Dakota
Attn: *Name*, City Administrator 800
4th Ave. E, Suite 1
West Fargo, ND 58078

If to Contractor: *Contractor Name.*
Attn: *Responsible party*
Business Address

Each such mailed notice or communication will be deemed to have been given on the date the same is deposited in the United States mail. Each such delivered notice or communication will be deemed to have been given upon the delivery. Any party may change its address for service of notice in the manner specified in this Agreement.

18. MODIFICATION. This Agreement contains the entire understanding of the parties. It may not be changed orally, but only upon an agreement in writing approved by the City. It may be modified as to terms and conditions from time to time upon the mutual consent of the parties; however, such modification shall be reduced to writing, signed by the parties and the document appended to and made part of this Agreement.

19. CONTRACTOR RECORDS. Contractor shall maintain accurate and updated records of all rip rap removed from the site under the terms of this Agreement. Such records shall conform to generally recognized accounting principles. The City, or its authorized representatives, shall have access to any records of Contractor pertinent to this Agreement.

20. MONITORING AND EVALUATING. The City may monitor and evaluate Contractor's progress and performance to assure that the terms of this Agreement are being satisfactorily met. Contractor shall cooperate with the City relating to such monitoring and evaluation.

21. RELATIONSHIP OF PARTIES. Contractor is an independent contractor under this Agreement, not the agent or employee of the City. Contractor is solely responsible for its acts and the acts of its employees, agents, or representatives.
22. SEVERABILITY. 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 of competent jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity will not affect the legality or validity of the remainder of this Agreement.
23. GOVERNING LAW. This Agreement will be controlled by the laws of the State of North Dakota. Any action brought as a result of any claim, demand, or cause of action arising under the terms of this Agreement must be brought in an appropriate venue in the State of North Dakota.
24. ENTIRE AGREEMENT. The provisions as set forth herein, and any exhibits hereto, constitute the entire agreement between the parties.
25. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument.
26. ELECTRONIC SIGNATURES. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered an original signature for all purposes and shall have the same force and effect as an original signature.

(Remainder of page intentionally left blank.)

IN WITNESS WHEREOF, the parties executed this Agreement on the date written above.

CITY:
City of West Fargo

Matthew Andvik, Public Works Director

ATTEST:

Name, City Administrator

CONTRACTOR:

ATTEST:

By _____

Its: _____

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

***Please Note: The following information must be completed and submitted to the West Fargo City Auditor's Office by the Thursday noon preceding the City Commission meeting. Failure to comply may result in no action being taken on your request.

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5376 DATE: June 14, 2023
3. AGENDA TITLE:
A23-14 Shiloh 2nd Addition, a Conditional Use Permit for increased & illuminated signage for institutional identification in a residential district for a church.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The applicant is proposing to add 33.75 square feet of LED signage to an existing freestanding sign. At their June 13, 2023 meeting the Planning & Zoning Commission recommended approval of the CUP with conditions of approval as noted in the staff report, which have been satisfied and are incorporated into the CUP Agreement.
6. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Located at 2200 Shiloh Street (Lot 1, Block 1 of Shiloh 2nd Addition), City of West Fargo, North Dakota.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve the Conditional Use Permit and CUP Agreement to allow the applicant to add additional illuminated signage.

STAFF REPORT

A23-14		CONDITIONAL USE PERMIT	
2200 Shiloh Street			
Lot 1, Block 1 of Shiloh 2nd Addition, City of West Fargo, North Dakota			
Owner: The Summit Church		Staff Contact: Lisa Sankey	
Applicant: Jonathan Bartels			
Planning & Zoning Commission Public Hearing:		06-13-2023 – Approved	
City Commission:		06-19-2023	

PURPOSE:

Allow for increase in signage as provided for as a conditional use in 4-460.9.1.a as well as allow for illuminated signs within a residential district provided for as a conditional use in 4-460.7.14 of City Ordinances.

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban Growth Sector
Existing Land Use:	Religious Institution
Current Zoning District(s):	R-1A: Single Family Dwelling District
Zoning Overlay District(s):	CO-I: Interstate Corridor Overlay District
Total area size:	7.1 acres
Adjacent Zoning Districts:	North: Interstate 94; South & East: Rural Estate District; West: Light and Heavy Commercial
Adjacent street(s):	23 rd Avenue W (Local); Shiloh St (Local)
Adjacent Bike/Pedestrian Facilities:	Not applicable
Available Parks/Trail Facilities:	Not applicable

DISCUSSION AND OBSERVATIONS:

- The applicant has submitted an application for a conditional use permit for additional institutional signage for a church, sign specs and a simulated photograph of the sign on the existing freestanding sign.
- Except as provided for as a conditional use, institutional signage in a residential district is permitted only one sign per street frontage which may not exceed 32 ft² and a maximum height of 8 feet for freestanding signs. In 2005 a conditional use permit was approved for the existing freestanding sign for 123 ft² and 33.5' in height. In 2020, an additional 24.39 ft² of signage was installed onto the freestanding sign for The Summit Church Childcare Center.
- The church is now applying for an additional 33.75 ft² of signage for an electronic message center (EMC).
- Also under the sign regulations, Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver. Nor shall such signs interfere with or obscure an official traffic sign or signal.
- Other signs conditionally permitted previously included Electronic Message Centers (EMC) for Lutheran Church of the Cross, Meadow Ridge Bible Chapel and Triumph West Church as well as

STAFF REPORT

Hulbert arena with the conditions that included limiting the hours of operation of the electronic message center to 6 am to 10 pm.

- A conditional use permit agreement is required to be signed prior to issuance of a building (sign) permit and may include conditions deemed appropriate by the Commission.

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - No concerns noted.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - No concerns noted.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - No concerns noted.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - Illuminated signage is regulated by the sign code as summarized above in the discussion section. As with sign examples listed above, conditions for new signage could include hours of operation, time of day illumination to ensure the intensity of the lighting is reduced during dark, foot candles not to exceed a certain standard, lighting reflect industry standards for LED lighting, etc.
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
 - No concerns noted. Similar size signs in similar situations have been approved in the past with conditions.

NOTICES:

Sent to: Property owners within 350' and applicable departments and agencies.

Comments Received:

- None to date.

STAFF REPORT

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

- The sign is accessory to the surrounding buildings and appears to be appropriately sized for the area. Public comments should be weighed when considering the application.

PLANNING AND ZONING RECOMMENDATION:

At their June 13, 2023 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed Conditional Use Permit on the basis it is consistent with City plans and ordinances.

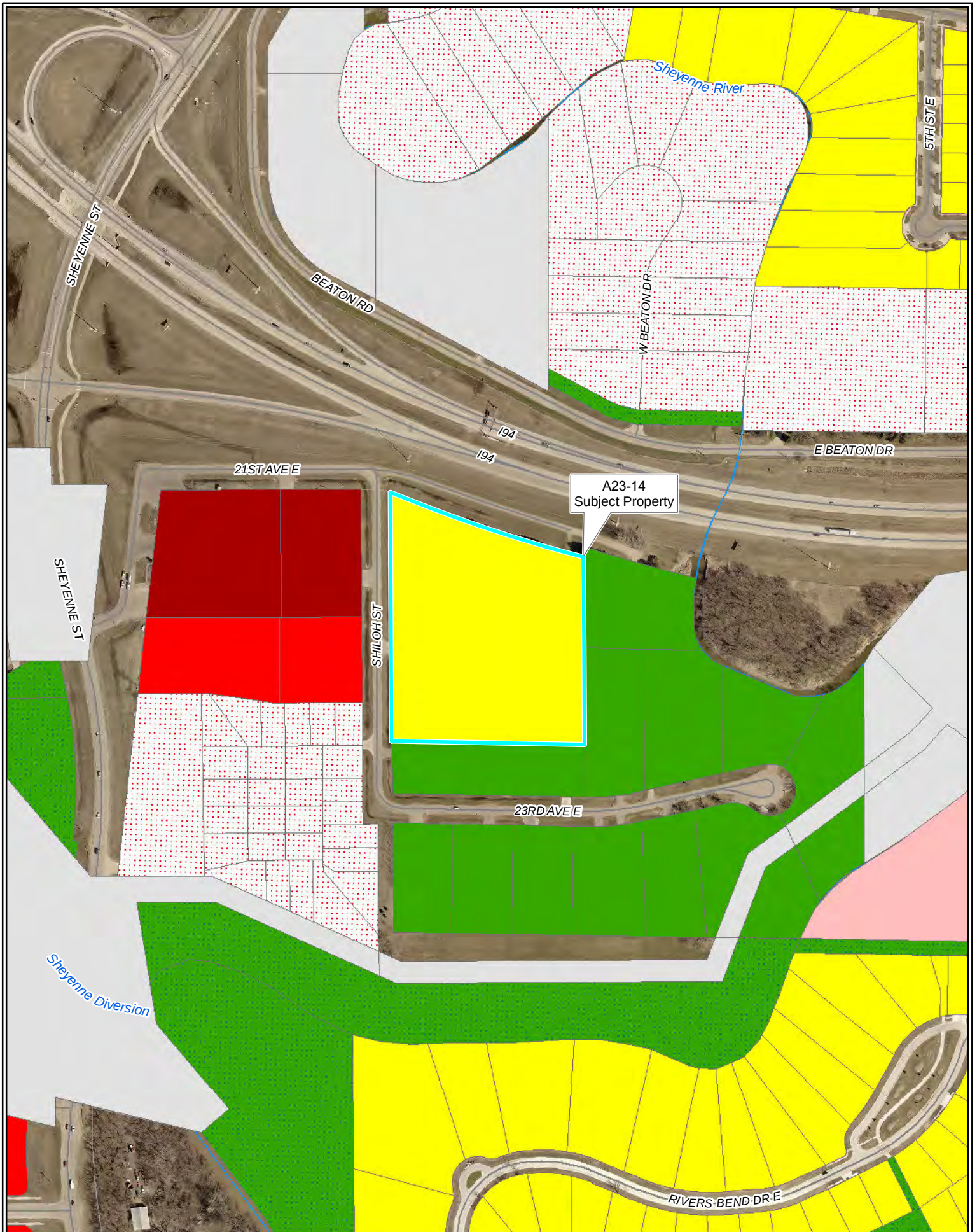
RECOMMENDATIONS:

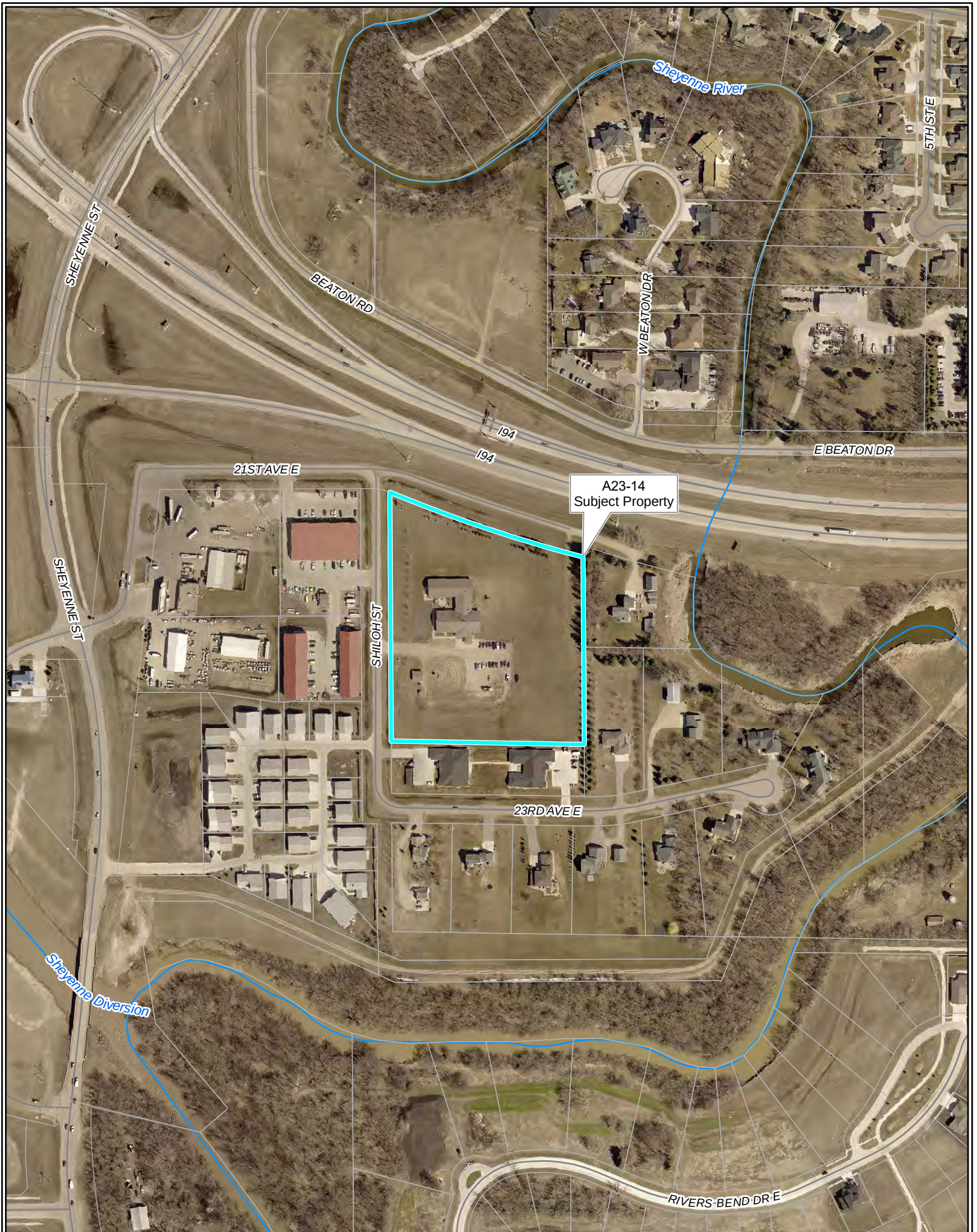
It is recommended that the City approve the proposed application on the basis that with conditions that it could be considered consistent with City plans and ordinances with recommended conditions of approval as follows:

1. That the signs be constructed and installed at no greater size than as provided in the plans
2. That at the proposed electronic message center only operates from the hours of 6am to 10pm
3. That the sign setback to the property line adjacent to Shiloh Street not be decreased. If building renovations require that the sign setback be decreased an amendment to the conditional use permit will be required
4. A Signed Conditional Use Permit Agreement is received.

Attachments:

- Aerial map
- Zoning map
- Proposed Sign Specs
- Conditional Use Permit Agreement





Due to printer variances colors shown do not accurately represent actual signage colors



Current Sign



Proposed Change

We are looking to add an LED scrolling sign to our current sign structure. Right now we have a church sign as well as a preschool sign on our posts and are looking to add this new LED sign which is 3ft tall by 11.25ft wide to it. The measurements of the current preschool sign is 3.33 ft tall by 7 ft wide. I do not have the exact measurements of the church sign but I believe it is about 8 ft tall and 12 ft wide. This sign is on our property. We would move the preschool sign down and put the LED sign in between the two signs.

Conditional Use Permit

State of North Dakota,
County of Cass,
City of West Fargo

WHEREAS, **The Summit** (hereinafter referred to as the “**Applicant**”) has paid the sum of two hundred dollars (\$200.00) to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **Applicant** is the legal owner of property located at 2200 Shiloh Street, West Fargo, ND 58078, legally described as (hereinafter referred to as the “Property”):

Lot 1, Block 1 of Shiloh Second Addition, City of West Fargo, North Dakota

NOW, THEREFORE, by order of the West Fargo City Commission, the said applicant is hereby issued a Conditional Use Permit to:

Increase Residential Area Identification signage as provided for as a conditional use in 4-460.9.1.d of City Ordinances and allow additional 24.39 ft² of signage onto the existing freestanding sign.

on the above-described Property with the following conditions:

1. That the signs be constructed and installed at no greater size than as provided in the plans approved to the West Fargo Planning & Zoning Commission at their June 13, 2023 meeting and the West Fargo City Commission at their _____ meeting.
2. That the proposed electronic message center only operates from the hours of 6am to 10pm
3. That the sign setback to the property line adjacent to Shiloh Street not be decreased. If building renovations require that the sign setback be decreased an amendment to the conditional use permit will be required.
4. The City of West Fargo reserves the right to inspect the property for compliance with these conditions.
5. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys’ fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.
6. Any improvements made to the property in connection with this Conditional Use Permit shall

be at the sole expense of the Owner and shall not be the obligation of the City.

7. If Applicant fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give owner at least a ten (10) day notice of revocation of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Permit is revoked Owner shall remove the sign from the property by the date stated by the City Commission at the hearing. Applicant shall pay as reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.
8. This Conditional Use permit will not be in effect until such time as:
 - a. it is executed and recorded with Cass County; and
 - b. the City of West Fargo is provided with recording information.
9. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.
10. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
11. The Applicant acknowledges receipt of this Conditional Use Permit and agrees to its terms and conditions.

Dated this ____ day of _____, 20__.

APPLICANT: _____

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared _____, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

Dated this ____ day of _____, 20__.

**WEST FARGO BOARD OF CITY
COMMISSIONERS:**

Bernie L. Dardis, President of the Board

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

Dated this ____ day of _____, 20__.

**WEST FARGO PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT:**

Aaron Nelson, AICP, Director of Planning and
Zoning

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Aaron Nelson, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson
2. PHONE NUMBER: 515-5370 DATE: June 15, 2023
3. AGENDA TITLE:
A23-18 Sterling Industrial Park 1st Addition, an access request onto a minor arterial street
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The applicant has requested driveway access onto 7th Ave NW, an access-controlled minor arterial street. Section 2-0119 of the City Ordinances requires City Commission approval upon recommendation of the Planning & Zoning Commission for access to arterial and collector roadways. At their June 13, 2023 meeting, the Planning & Zoning Commission recommended approval of the access onto 7th Ave NW as detailed in the staff report.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Located at 640 16 St NE (Lot 3, Block 3, Sterling Industrial Park 1st Addition)
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve access onto 7th Avenue NW as outlined in the staff report

STAFF REPORT

A23-18 ACCESS REQUEST	
Sterling Industrial Park 1 st Addition	
640 16 St NE (Lot 3, Block 3, Sterling Industrial Park 1 st Addition)	
Applicant/Owner: Andrew Thill, Lowry Engineering/RED RIVER REGIONAL MARKSMANSHIP CENTER INC	Staff Contact: Aaron Nelson
Planning & Zoning Commission:	06-13-2023
City Commission:	06-19-2023

PURPOSE:

Request driveway access onto a minor arterial roadway.

STATEMENTS OF FACT:

Land Use Classification:	G-2 Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	M: Heavy Industrial
Zoning Overlay District(s):	None
Total area size:	3.44 Acres
Adjacent Zoning Districts:	North – M: Heavy Industrial South – M: Heavy Industrial West – M: Heavy Industrial East – M: Heavy Industrial
Adjacent street(s):	7 th Ave NE (Minor Arterial); 16 th St NE (Local)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	Not applicable
Park Dedication Requirements:	Not applicable

DISCUSSION AND OBSERVATIONS:

- Section 2-0119 of the City Ordinances requires City Commission approval upon recommendation of the Planning & Zoning Commission for access to arterial and collector roadways.
- The applicant is requesting a driveway access onto 7th Ave NE, a minor arterial street.
- The applicant is making this request in conjunction with a building expansion at the subject property. The applicant intends to construct a new parking lot on the west side of the expanded building, which would access onto 7th Ave NE.
- Staff has reviewed the request, which meets minimum spacing requirements as currently outlined within the subdivision ordinance.
- Staff notes that 7th Avenue is scheduled to be reconstructed in 2025. Although the proposed driveway would provide for full access turning movements as currently designed, staff notes that turning movements could be restricted if/when warranted in the future, such as with the addition of a center median along 7th Ave NE.

STAFF REPORT

PLANNING AND ZONING COMMISSION RECOMMENDATION:

At their June 13, 2023 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed access onto 7th Avenue NE as the proposal complies with applicable ordinances.

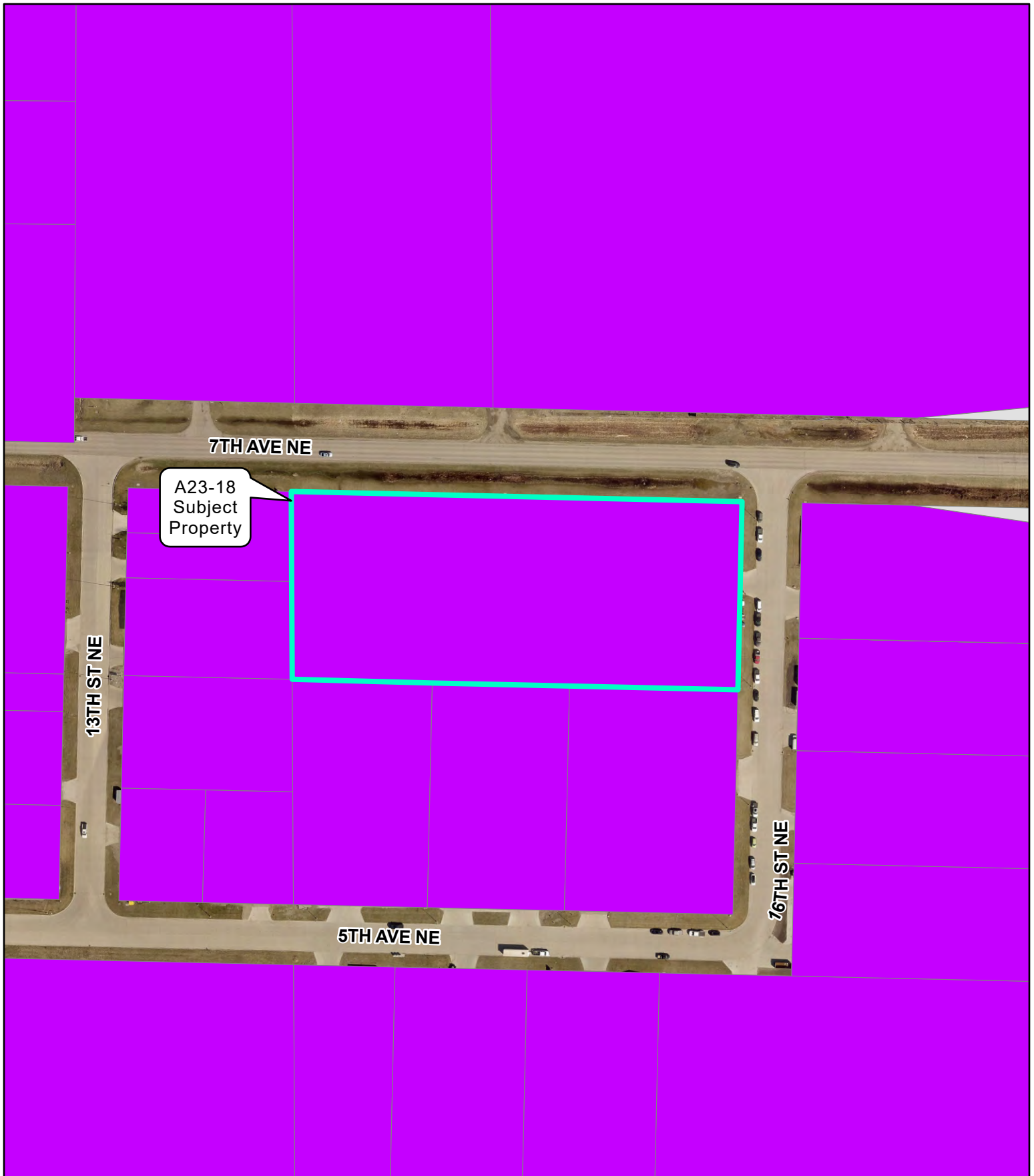
RECOMMENDATION:

It is recommended that the City approve the proposed access onto 7th Ave NE as the proposal complies with applicable ordinances.

Attachments:

- Aerial Map
- Zoning Map
- Applicant's sight plan, illustrating proposed access location.





West Fargo Zoning

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial

- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential



0 150 300 US Feet



BENCHMARK 1: TOP NUT OF EXISTING HYDRANT 125' EAST OF NORTHWEST PROPERTY CORNER
ELEVATION 585.00
BENCHMARK 2: TOP NUT OF EXISTING HYDRANT 125' WEST OF NORTHEAST PROPERTY CORNER
ELEVATION 585.00
BENCHMARK 3: TOP NUT OF EXISTING HYDRANT 70' NORTH OF SOUTHEAST PROPERTY CORNER
ELEVATION 585.00
SYSTEM OF BEARING: CITY OF FARGO GROUND COORDINATE SYSTEM

CALL BEFORE YOU DIG
NORTH DAKOTA
UTILITY LOCATOR AND LOCATION SERVICE
1.800.275.4353



EDUCATION & TRAINING
CENTER EXPANSION
WEST FARGO, ND



REVISION NO.	DATE	DESCRIPTION

PROJECT NUMBER: 2044
SCALE: AS SHOWN
DATE: 06/01/2020
DRAWN: SCH

OVERALL
SITE
PLAN

SHEET:
EXHIBIT 1

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5376 DATE: June 15, 2023
3. AGENDA TITLE:
A23-19 Selberg's 2nd Subdivision, a Conditional Use Permit for Accessory Building greater than 1,000 square feet.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The applicant is proposing to build a 2,800 ft² accessory structure on his property in the City's extraterritorial (ET) area. The R-1E zoning district allows for accessory structures greater than 1,000 ft² as a conditional use provided they are in character with the development pattern of the subdivision they are located in. At their June 13, 2023 meeting the Planning & Zoning Commission recommended approval of the CUP with conditions of approval as noted in the staff report, which have been satisfied and are incorporated into the CUP Agreement.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
409 32nd Ave NW (Lot 10, Block 1 of Selberg's 2nd Subdivision, Cass County, North Dakota)
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve the Conditional Use Permit and CUP Agreement to allow the applicant to build a 2,800 ft² accessory building on his property.

STAFF REPORT

A23-19 Conditional Use Permit	
Selberg's 2 nd Subdivision	
409 32nd Ave NW (Lot 10, Block 1 of Selberg's 2nd Subdivision), Cass County, North Dakota	
Applicant: Brandon Schmidt (Liberty Lumber) Owner: Vincent Voigt	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	6-13-2023 - Approved
City Commission:	6-19-2023

PURPOSE:Construct 40' x 70' (2,800 ft²) building for personal storage.**STATEMENTS OF FACT:**

Land Use Classification:	G-1 Sub-Urban Restricted Growth Sector (ETJ)
Existing Land Use:	Single Family Dwelling
Current Zoning District(s):	R-1E: Rural Estate
Zoning Overlay District(s):	n/a
Total area size:	85,813 square feet (1.97 Acres)
Adjacent Zoning Districts:	R-1E: Rural Estate
Adjacent street(s):	32 nd Avenue NW – Township Road
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None

DISCUSSION AND OBSERVATIONS:

- The property is located in the City's extraterritorial (ET) area about 1 ½ miles north of West Fargo City Limits.
- The R-1E: Rural Estate zoning district allows for accessory structures greater than 1,000 ft² as a conditional use provided they are in character with the development pattern of the subdivision they are in.
- The applicant has provided a site plan which shows the new accessory structure will be built i with setbacks which meets district yard requirements. The proposed building will replace two smaller structures currently on the property.
- The proposed building is a 40' x 70', 2,800 ft² building with overhead doors on the northwest and south sides, entry door on west side and south sides. The building will need to be under 20' in height. Access would be via the existing driveway.
- The applicant has indicated that the structure would be built of residential materials which match the exterior color and type of the main structure on the property.
- The area is within a Special Flood Hazard Area (SFHA). The new building will be required to meet all applicable Federal, State, and Local regulations which may have changed since the existing home was constructed.
- A conditional use permit agreement is required to be signed prior to issuance of a building permit and may include conditions deemed appropriate by the Commission.

STAFF REPORT

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - The property has adequate access and the improvements will not affect this access.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - No concerns noted.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - No concerns noted.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - No concerns noted.
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
 - The land adjacent to this area is agricultural and rural residential with similar type buildings. Other buildings of this size and greater have been approved in this subdivision and vicinity.

NOTICES:

Sent to:	Property owners within 350', Reed Township officials, Cass County Planning and the Cass County Sanitarian.
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Comments Received: None to date

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

- The application is providing an accessory to an existing use within the area outside the Sheyenne Diversion and is not increasing development in a flood prone area, therefore the application may be considered consistent with the Comprehensive Plan.
- The Sub-Urban - Restricted Growth Sector includes areas between the current and proposed diversion that may have new development potential should the new diversion be built. The G-1 area identifies significant tracts of land that are currently rural, but where directed and well-planned new development could occur around the identified potential Future Mixed-Use and Employment Centers.

STAFF REPORT

PLANNING AND ZONING RECOMMENDATION:

At their June 13, 2023 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed Conditional Use Permit on the basis it is consistent with City plans and ordinances.

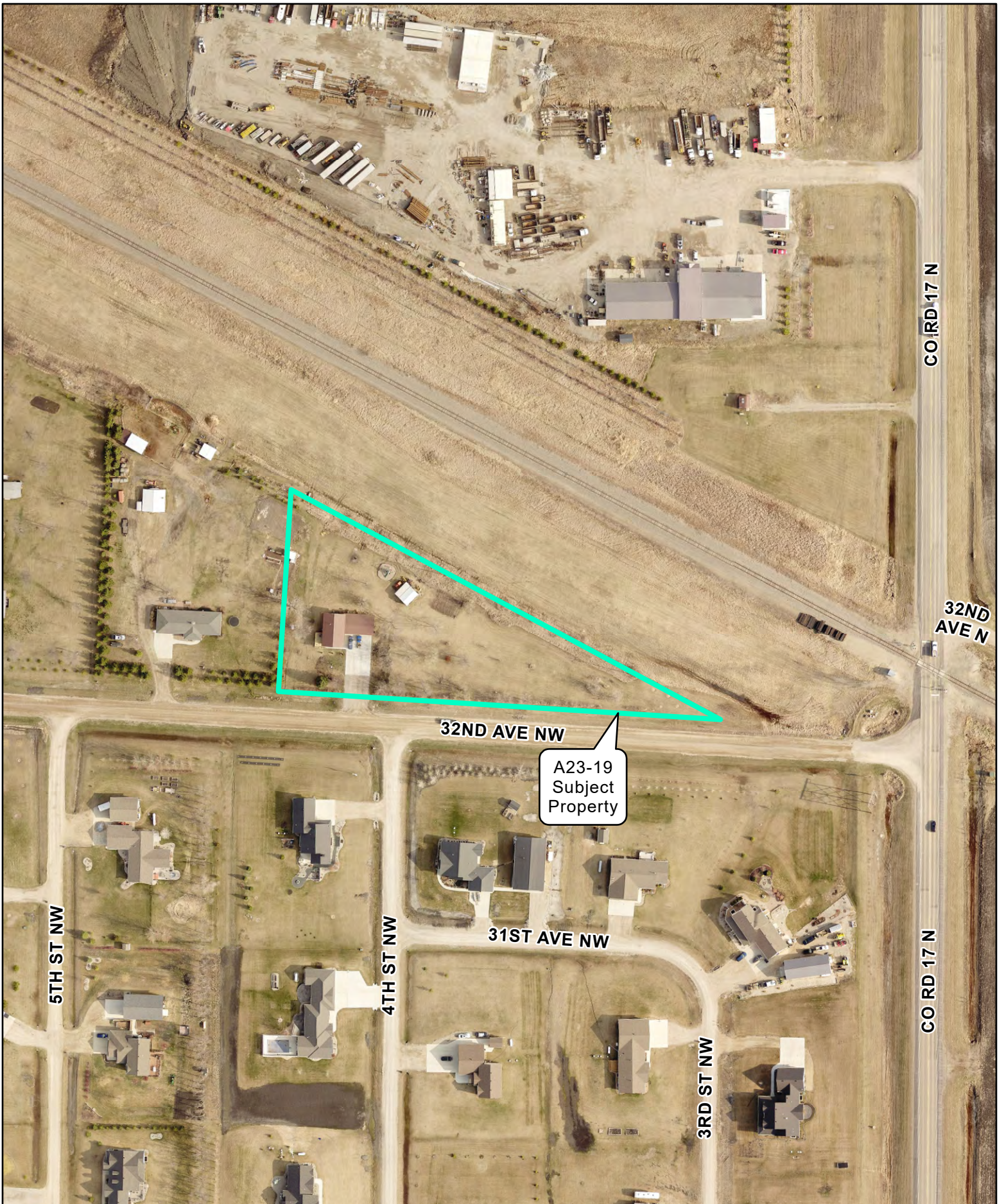
RECOMMENDATIONS:

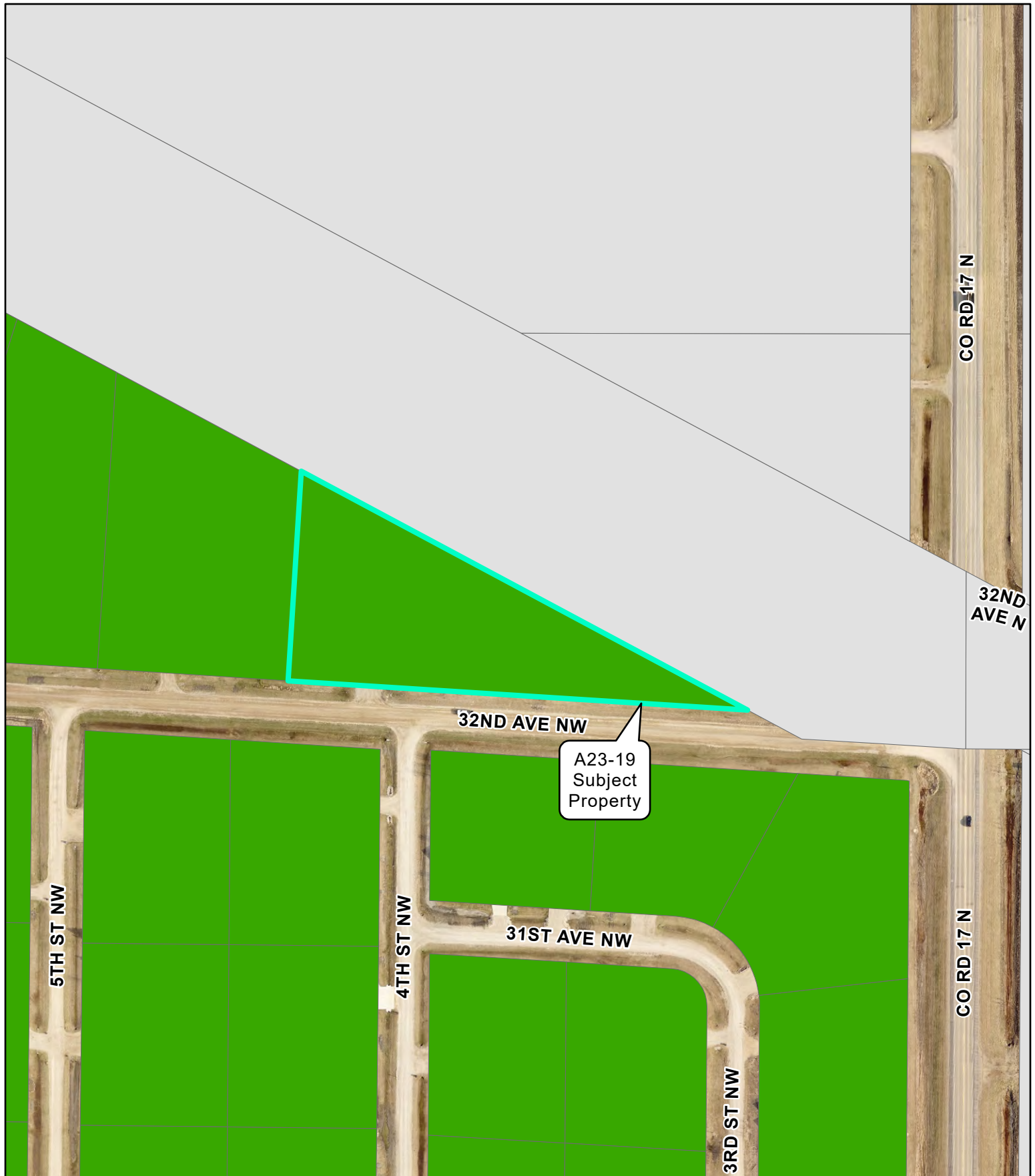
It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances with recommended conditions of approval as follows:

1. A conditional use permit agreement is required to be signed prior to issuance of a building permit and may include conditions deemed appropriate by the Commission.

Attachments:

- Aerial map
- Zoning map
- Preliminary site plan
- Conditional Use Permit Agreement





West Fargo Zoning

- A: Agricultural
- C: Light Commercial
- C-OP: Commercial Office Park
- DMU: Downtown Mixed Use
- EMU: Entertainment Mixed Use
- HC: Heavy Commercial

- LI: Light Industrial
- M: Heavy Industrial
- P: Public
- PUD: Planned Unit Development
- R-L1A: Large Lot Single Family Dwelling
- R-1A: Single Family Dwelling
- R-1: One and Two Family Dwelling

- R-1SM: Mixed One and Two Family Dwelling
- R-2: Limited Multiple Dwelling
- R-3: Multiple Dwelling
- R-4: Mobile Home
- R-5: Manufactured Home Subdivision
- R-1E: Rural Estate
- R-R: Rural Residential



0 150 300 US Feet



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These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Cass County, ND

Date: 5/18/2023

Cass County, ND

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





Conditional Use Permit

State of North Dakota,
County of Cass,
City of West Fargo

WHEREAS, Vincent Voigt (hereinafter referred to as the “**Applicant**”) has paid the sum of two hundred dollars (\$200.00) to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **Applicant** is the legal owner of property located at 409 32nd Avenue NW, West Fargo, ND 58078, legally described as (hereinafter referred to as the “Property”):

Lot 10, Block 1 of Selberg’s Second Subdivision

NOW, THEREFORE, by order of the West Fargo City Commission, the said applicant is hereby issued a Conditional Use Permit to:

Construct an accessory building greater than 1,000 ft² in an R-1E: Rural Estate zoning district.

on the above-described Property with the following conditions:

1. The 2,800 square foot (40’ x 70’) accessory building is constructed of the same color and materials as the primary residential structure as provided in the plans approved to the West Fargo Planning & Zoning Commission at their June 13, 2023 meeting and the West Fargo City Commission at their _____ meeting.
2. Use of the accessory building meet the requirements of the R-1E: Rural Estate District Standards.
3. The applicant must meet all Federal, State, and local requirements for improvements to the site and structure.
4. The applicant must demonstrate that they can accommodate the concerns of the County Environmental Health Office.
5. Any building permits should follow the preliminary flood map which will require percent allowable fill on any development.
6. The City of West Fargo reserves the right to inspect the property for compliance with these conditions.
7. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees

against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.

8. Any improvements made to the property in connection with this Conditional Use Permit shall be at the sole expense of the Owner and shall not be the obligation of the City.
9. If Applicant fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give owner at least a ten (10) day notice of revocation of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Permit is revoked Owner shall remove the structure from the property by the date stated by the City Commission at the hearing. Applicant shall pay as reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.
10. This Conditional Use permit will not be in effect until such time as:
 - a) it is executed and recorded with Cass County; and
 - b) the City of West Fargo is provided with recording information.
11. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.
12. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
13. The Applicant acknowledges receipt of this Conditional Use Permit and agrees to its terms and conditions.

Dated this ____ day of _____, 20__.

APPLICANT: _____

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared _____, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

Dated this ____ day of _____, 20__.

**WEST FARGO BOARD OF CITY
COMMISSIONERS:**

Bernie L. Dardis, President of the Board

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

Dated this ____ day of _____, 20__.

**WEST FARGO PLANNING & COMMUNITY
DEVELOPMENT DEPARTMENT:**

Aaron Nelson, AICP, Director of Planning and
Zoning

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Aaron Nelson, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]

Notary Public

AIRPORT AUTHORITY BYLAWS CITY OF WEST FARGO, NORTH DAKOTA

I. DEFINITIONS

The following words and phrases shall mean:

"Airport" means the West Fargo Municipal Airport (D54).

"Airport Authority" means the West Fargo Airport Authority.

"Airport Manager" means the person or organization designated as such by the Airport Authority. This person shall act as the appropriate authority to exercise administrative and/or operational control of the airport property and associated environs. The airport manager shall be responsible for the maintenance and management of the airport's infrastructure, built environment, public relations, and promotion. The airport manager is responsible for assuring adherence to FAA rules and regulations, reporting violations and recommendations to the FAA on behalf of the City of West Fargo, North Dakota.

"Chairperson" means the Chairperson of the Airport Authority.

"City Commission" means the City Commission of the City of West Fargo, North Dakota.

"Federal Aviation Regulations" or **"FAR"** means rules prescribed by the Federal Aviation Administration.

"Meeting" means a formal or informal gathering or a work session, whether in person or through electronic means such as telephone or videoconference, or a quorum of the Airport Authority.

"Quorum" means three (3) or more Airport Authority members.

"Secretary" means the Secretary of the Airport Authority.

"Treasurer" means the Treasurer of the Airport Authority.

"Vice Chair" means the Vice Chair of the Airport Authority.

"West Fargo Airport Authority" has the same meaning as "Airport Authority."

II. NAME OF AIRPORT.

The property owned by the City of West Fargo, North Dakota (the “City of West Fargo”) and designated as zoned for airport operation shall be known as the West Fargo Municipal Airport (D54) (the “Airport”).

III. PURPOSE OF AIRPORT

The Airport shall meet the general aviation demand for the City of West Fargo and the region in general. It is the intent of the City of West Fargo that the Airport be used to the fullest extent consistent with the general welfare and economic needs of the citizens of the City of West Fargo and the users of the Airport in compliance with Federal Aviation Regulations (FAR).

IV. AIRPORT AUTHORITY – COMPOSITION – TERMS OF OFFICE

- A. The Airport Authority shall consist of five (5) members who shall be appointed by the Airport Authority with the approval of the City Commission and shall be designated the “West Fargo Airport Authority.”
- B. The Airport Authority shall be composed of one (1) West Fargo City Commissioner (non-voting City Commission liaison), a minimum of three (3) members who regularly use the Airport, and two (2) members at large who reside in the City of West Fargo and who can contribute to the purpose of the Airport. All members except for the City Commission liaison shall serve a term of five (5) years, two (2) consecutive terms maximum. The City Commission liaison shall be appointed by the City Commission.
- C. The Airport Authority shall elect a Chairperson from its members at the last meeting of each year. The liaison shall not be eligible to be Chairperson of the Airport Authority.
- D. The Airport Authority shall elect a Vice Chairman, Secretary, and Treasurer from its members at a meeting held in January of each year.
- E. The Chairperson of the Airport Authority shall make an annual report to the City Commission outlining the accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the City Commission.

V. DISSOLUTION

The Airport Authority may be dissolved by resolution of the City Commission. Before dissolution, the property of the Airport Authority must be transferred to the City of West Fargo or sold, and the net proceeds of the sale deposited in the general fund of the City of West Fargo.

VI. AIRPORT AUTHORITY – MEETINGS

The Airport Authority shall meet on the last Thursday of every month for its regular meeting and may meet at such other times and as determined by the Chairperson or by the written request of three (3) members of the Airport Authority. The Chairperson shall have the authority to cancel a meeting for lack of business; provided, that meetings are held no less than once per calendar quarter (no less than four (4) meetings per year). All meetings shall be open to the public.

VII. AIRPORT AUTHORITY – VACANCIES AND REMOVALS

Appointments to fill vacancies shall be for the remainder of the unexpired term. All members of the Airport Authority shall serve at the will of and approval of the City Commission and any member may be removed by a majority vote by the Airport Authority or the City Commission.

VIII. AIRPORT AUTHORITY – RECORDS

The Secretary shall keep accurate and complete minutes of each meeting and shall submit the minutes to the city recorder following Airport Authority approval of the minutes.

IX. AIRPORT AUTHORITY – PROCEDURES

A majority of the Airport Authority members shall constitute a quorum. Actions of the Airport Authority shall require affirmative vote of a majority of the Airport Authority membership. The Airport Authority shall follow meeting rules and regulations as established by City Commission and are consistent with the laws of the State of North Dakota, West Fargo City Charter and ordinances.

X. AIRPORT AUTHORITY – DUTIES AND POWERS

- A. The Airport Authority shall act as an advisory board to the City Commission.
- B. The Airport Authority shall assist the Airport Manager to achieve strategic plan goals as established by the City Commission for the Airport.
- C. The Airport Authority shall have the authority and responsibility to:
 - 1. Provide a forum for receiving citizen input regarding the Airport.
 - 2. Review and recommend any changes which improve existing standards or establish new standards which maintain the relevancy of rules, regulations, and minimum operating standards.
 - 3. Recommend policies governing the use of Airport property.

4. Review and recommend any operational enhancements which maximize the protection of public health, welfare and safety of the Airport.
5. Review and report to the City Commission on matters referred to it by the Authority.
6. Review studies or reports relating to the Airport and provide City Commission with recommendations. The Airport Authority's duties shall include, but not be limited to, reviewing capital improvement projects and aviation services.
7. Promote the Airport and make recommendations regarding its operations. The Airport Authority shall provide clear lines of communication in which shall maintain good relations between the Airport and the broader community.
8. Recommend programs or airport-related activities that encourage and facilitate the use of the Airport by the region.
9. Review the annual capital improvement and budgetary needs and bring a recommendation to the City Administrator by the Airport manager by May 1st each year.
10. Review Airport fee recommendations.
11. Review and make recommendations as appropriate regarding aviation grant applications.
12. Provide nominations to the City Commission for appointees to the Airport Authority.
13. The Airport Authority is advisory only and has no authority to obligate the City of West Fargo.
14. Approve contracts, leases, and land sales, which are subject to approval by the City Commission.
15. The President of the City Commission may appoint, with the concurrence of the City Commission, an ad hoc committee to address issues that are not under the existing purview of the Airport Authority.

XI. CITY ORDINANCES – STATE STATUTES

These Bylaws of the Airport Authority shall comply with the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, and the North Dakota Century Code. In cases where these Bylaws do not comply or are in conflict with City ordinances or State statutes, these Bylaws are considered subservient to the applicable City ordinance or State statute.

XII. AIRPORT AUTHORITY – COMPENSATION

Members of the Airport Authority shall receive no compensation for their service with the exception of the Secretary position which shall receive a compensation of \$50.00 per meeting for their duties performed.

XIII. BYLAW REVISIONS AND UPDATES

These Bylaws were adopted by the Airport Authority on the 27th Day of April, 2023. All future amendments will be noted here.

These Bylaws were amended by the Airport Authority on __ day of May, 2023.

Memorandum of Agreement (MOA)

This Memorandum of Agreement (MOA) is being executed by the below listed entities:

- West Fargo Public School District No.6 (District)
- City of West Fargo (City)

Nothing in this MOA should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above.

I. Purpose

This MOA establishes and delineates the mission of the West Fargo Police Department School Resource Officer (SRO) Program as a joint cooperative effort. Additionally, the MOA formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between police officers and the youth of our community. Further, the desired net effect is to reduce crime committed by juveniles and young adults.

II. Mission

The mission of the West Fargo Police Department is to promote and support the organizational strategies necessary to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and police-community partnerships. Through the SRO Program, the City will enhance the services provided to those persons within the District and the community with an emphasis in the reduction and prevention of school-related violence and crimes committed by juveniles and young adults. The SRO Program will accomplish this mission by creating and maintaining a safe, secure, and orderly learning environment for students, teachers, and staff.

III. Description of General Duties

- a. The SRO will serve in a variety of roles, including law enforcement officer, law-related educator, problem-solver, and community liaison.
- b. The SRO will address crime and disorder problems, gangs, and drug activities affecting or occurring in or around the District.
- c. The SRO will teach classes in crime prevention, substance abuse awareness, social media, healthy relationships, and gang resistance.
- d. The SRO will train students in conflict resolution, restorative justice, and crime awareness.
- e. The SRO will monitor and assist troubled students through mentoring programs and promote personal and social responsibility by encouraging participation in community service activities.
- f. The SRO will continue to build upon the respect and understanding between law enforcement and the school communities.
- g. The SRO will identify physical changes in the environment that could reduce crime in and around the District.
- h. The SRO will help develop school policies that address criminal activity and school safety.
- i. The SRO will become a trusted channel of communications with the students, parents, and teachers.
- j. The SRO will serve as a positive role model to instill in students high moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.
- k. The SRO will promote citizen awareness to enable students to become better informed and effective citizens.

- l. The SRO will empower students with the knowledge of the law, the obligations regarding enforcement, and the consequences for violations.
- m. The SRO will serve as a confidential source of counseling for students and parents in addition to providing information on community resources available to them.

IV. Desired Outcomes

The goals and objectives of the SRO Program are designed to develop and enhance the rapport between youth, police officers, school administrators, parents, and the community.

The goals of the SRO Program are:

- a. Improve public safety through better police work.
- b. Increase the public's interaction and satisfaction with police services.
- c. Reduce incidents of school violence.
- d. Reduce criminal offenses committed by juvenile offenders.
- e. Develop rapport with students, parents, faculty, staff, administrators, and other adults involved or affected by schools in their community.
- f. Implement or expand programs which will benefit the students, school district, and the community.
- g. Provide for a safe environment for students, faculty, staff, and all persons involved with the school district.

V. Parties' Responsibilities

The West Fargo Police Department will provide:

- a. The law enforcement-related equipment and uniforms necessary for the SRO to fulfill their responsibility as a police officer.
- b. Payment of overtime unless the overtime period is requested by the District or is associated with the comfort K-9 program.
- c. Payment of twenty-five percent (25%) of the cost of salary and benefits during the contract period for five SRO positions.
- d. Payment of costs associated with training, certification, and licensing relating to the SRO's law enforcement duties.
- e. Payment of any expenses that are strictly police-related.

The West Fargo School District will provide:

- a. Payment of seventy-five percent (75%) of the cost of salary and benefits during the contract period for five SRO positions.
- b. Payment of one hundred percent (100%) of the cost of salary and benefits during the contract period for three SRO positions.
- c. Payment of costs associated with attendance at the NASRO conference for the non-rotational, fulltime officer on a biannual rotating basis with the City.
- d. Payment of costs associated with materials, supplies, office equipment, and other immediate costs associated with the SRO program.
- e. Payment of meal fees associated with SROs' on-duty lunches
- f. Payment of any expenses that are strictly school-related.

VI. Programmatic Reporting

The West Fargo Police Department will be responsible for completing and submitting written progress reports at semester break and year end to the school district. Such reports shall include information relating to officer hiring, training, and school-related community policing activities performed by the SRO. The City will also provide an oral

presentation to the School Board at year end.

VII. Financial Reporting

The West Fargo Police Department will be responsible for completing and submitting financial reports each quarter to the school district. Such reports shall include information on officer salaries and benefits, as well as overtime accrued.

VIII. Information Sharing

- a. The West Fargo School District will share student information with the SRO and other West Fargo Police Department employees in compliance with 34 Code of Federal Regulations (CFR) Part 99 Family Education Rights and Privacy Act (FERPA).
- b. The SRO and other employees of the West Fargo Police Department shall provide information to the District as required under:
 1. North Dakota Century Code (NDCC) 15.1-24-05 Law Enforcement Agencies – Duty to Inform Team relating to violations of law pertaining to alcohol, tobacco, drugs, imitation drugs, drug paraphernalia, driving under the influence, and open container of alcohol.
 2. NDCC 12.1-32-15 Offenders against children and sexual offenders relating to those persons required by law to register as an offender.
- c. The SRO and other employees of the West Fargo Police Department may provide information to the District as provided under:
 1. NDCC 27-20-51.1 Disclosure of Information Needed to Apprehend Juvenile relating to the apprehension of violent offenders.
 2. NDCC 27-20-52 Law Enforcement and Correctional Facility Records relating to the inspection of files and records of juveniles adjudicated or alleged to be delinquent, unruly, or deprived.
 3. NDCC 44-04-18.7 Criminal Intelligence Information relating to active investigations or intelligence gathering.
- d. Information the District and the SRO compile through the use of PowerSchool for records keeping and incident tracking will be mutually available.

IX. Supervision Responsibility and Chain of Command for the SRO

- a. The SRO program will be staffed by full time Police Officers employed by the West Fargo Police Department and certified by the North Dakota Peace Officers Standards and Training Board. Further, the SRO shall meet all requirements as set forth by the West Fargo Police Department's Policy Manual.
- b. The day-to-day operation and administrative control of the SRO Program will be the responsibility of the West Fargo Police Department. Responsibility for the conduct of the SRO, both personally and professionally, shall remain with the City. The Chief of Police shall appoint supervisory personnel to oversee the program consistent with the current chain of command.
- c. When a SRO position becomes available, notice will be given to all sworn employees through regular postings. Interested persons will submit a memorandum of interest to the office of the Chief of Police. The officer candidates will be interviewed by a board consisting of City and District personnel. The final selection decision will be made jointly by the City and District. All rotational SRO assignments will be for five years, but are subject to annual review. Selection criteria may include but will not be limited to:

- Oral presentation
 - Past performance report
 - Experience
 - Interpersonal skills
 - Education
- d. School administration is granted authorization by the West Fargo Police Department to work directly with a SRO relative to their job performance. Any concerns should also be documented and shared with the City.

X. Duties and Responsibilities

The duties and responsibilities of the SRO will include, but not be limited to:

- a. Coordinate with the school administrator in charge of the SRO Program to develop activities and assignments for the officer in and around the assigned school.
- b. Address crime and disorder problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school by working with students, staff, community-based organizations, and the local community.
- c. Act as a law-related educator to students and staff, providing formal courses of instruction and informal information sharing sessions in subjects relating to crime prevention, substance abuse awareness, social media, healthy relationships, and gang resistance.
- d. Act as a community liaison between the school, the community, and local law enforcement to build respect and understanding between all parties.
- e. Develop or expand crime-prevention efforts for students.
- f. Monitor and assist troubled students through mentoring programs.
- g. Promote personal and social responsibility by encouraging participation in community services activities.
- h. Educate likely school-age victims in crime prevention and safety.
- i. Develop or expand community justice initiatives for students.
- j. Train students in conflict resolution, restorative justice, and crime awareness.
- k. Assist in the identification of physical changes in the environment that may reduce crime in or around schools.
- l. Assist in developing school policy that addresses crime and recommend procedural changes.

The responsibilities of the City's SRO supervisor will include but not be limited to:

- a. Coordinate work assignments of the SRO with school administrators and the police department.
- b. Coordinate scheduling and work hours between the police department, the school district, and the SRO to include vacations, sick leave, rescheduled time, and training periods.
- c. Approve police reports generated by the SRO relating to criminal offenses occurring on or near the school campus and referrals made by the SRO to outside agencies.
- d. Ensure SRO remains in compliance with the Department Manual.

The responsibilities of the West Fargo School District will be to provide the SRO the following materials and facilities which are deemed necessary to the performance of the SRO duties:

- a. Access to climate controlled and properly lighted private office space which may be used for general business.

- b. A filing cabinet for files and records which may be locked and secured.
- c. A desk with drawers, chairs, worktable, and office supplies.
- d. Access to a telephone, computer system, printer, fax, and copier.

The West Fargo School District will allow the SRO the following opportunities and access to the students, parents, faculty, and staff which are deemed necessary to the performance of the SRO duties:

- a. Opportunity for classroom participation and formal programs conducted by the SRO.
- b. Opportunity to address students, parents, faculty, and staff about the SRO Program's goals and objectives.
- c. Opportunity to provide input regarding criminal justice problems relating to students.
- d. Opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays as agreed to in cooperation with the West Fargo School District and the West Fargo Police Department.

XI. Decision-Making Authority Regarding Enforcement of Applicable Law and Procedures by the SRO.

- a. Although the SRO has been placed into a formal educational environment, they are not relieved of their official duties as a law enforcement officer. Decisions to intervene normally will be made when it is necessary to prevent or terminate any criminal act. Citations should be issued, juvenile referrals made, and arrests executed when appropriate and in accordance with department policy.
- b. The SRO Program shall utilize the SRO Triad Concept as set forth by the National Association of School Resource Officers (NASRO). The SRO Triad Concept generally means that the officer assigned to the program is a (1) law enforcement officer, (2) counselor, and (3) teacher. The SRO is first and foremost a law enforcement officer for the West Fargo Police Department.
- c. The SRO shall be responsible for carrying out all the duties and responsibilities of a police officer and shall remain at all times under the control, through the established chain of command, of the West Fargo Police Department. All acts of commission or omission shall conform to the guidelines of the West Fargo Police Department Manual and be according to law. The SRO will report directly to the SRO supervisor in matters pertaining to teaching assignments and normal law enforcement duties.
- d. SROs must realize they are enforcement officers regarding criminal matters only. SROs will not enforce any "school or house rule." SROs are not school disciplinarians and should not assume this role. SROs will not involve themselves in administrative matters of the West Fargo School District which are not criminal offenses.
- e. SROs are to be used as a resource to assist students, faculty, staff, and all persons involved with the school district. SROs may use teaching to build positive relationships between the students and the staff. SROs may act as teachers on a variety of subjects to students and staff ranging from alcohol and drug education to formalized academy classes.

XII. Evaluation of the Program

The goals, objectives, expectations, and other details of the School Resource Officer program shall be reviewed at least annually between the members of the City and members of the District. Following such review, the City and the District may reduce to

writing their understanding of the Program. The failure to follow the guidelines prepared under this paragraph XII shall not give rise to any claim for relief by one party against the other, other than the ability to terminate this contract as provided in paragraph XIV below.

In addition to a regular evaluation of the program, the Officers themselves must also be evaluated on a regular basis. The District will conduct an annual evaluation of each Officer, and the City will also conduct annual evaluations of the Officers. Unsatisfactory marks on either the District or City evaluations will result in a face-to-face meeting with the Officer and the creation of an improvement plan. Failure to improve within the allotted timeframe may result in termination of the Officer's contract with the District, and/or additional consequences from the City.

XIII. Amendments

This Agreement may be amended or modified at any time, but only by the written agreement of both parties.

When circumstances arise that impact the standard operating schedule of the school district, a meeting between the City and the District will be triggered. The purpose of this meeting will be to evaluate the feasibility of continuing the contract under existing terms for both sides. Based on identified needs and capacity of both sides, contract terms may be amended to reflect the needs of adjusted operations.

XIV. Term of Contract

- a. The term of this Agreement shall be for 12 months, beginning August 24, 2023. The contract may be renewed on an annual basis thereafter upon the consent of all parties, provided that the Agreement fee shall be adjusted annually to reflect merit or cost of living salary adjustments and/or other increased costs.
- b. If both parties agree, the contract may be extended past 12 months if there is a timing issue with getting the new contract approved prior to the expiration of the existing contract.
- c. Any party may cancel this contract without cause upon giving a 90 day written notice to the other party.
- d. School Resource Officers will be staffed in the following schools:
 - West Fargo High School/Community High School (Non-rotational Officer)
 - Sheyenne High School
 - Horace High School
 - Liberty Middle School
 - Heritage Middle School (Fulltime Officer)
 - Cheney Middle School
 - North-Side Elementary Schools (Non-rotational, fulltime Officer)
 - South-Side Elementary Schools

XV. Liability

Now therefore, the West Fargo Police Department and the West Fargo Public School District agree as follows:

- a. Each party to this Agreement will be responsible for its own action in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.
- b. By entering into this Agreement, the parties do not intend to create any

obligations express or implied other than those set out herein; further, the Agreement shall not create any rights in any party not a signatory hereto.

As agreed to and in partnership with:

Chief of Police

Date

City Administrator

Date

Mayor

Date

Superintendent of Schools

Date



To: West Fargo City Commission
From: Commission President Dardis¹
Date: June 15, 2023
Subject: Cargill Inc. Repayment Agreement
Action: Approve Cargill, Inc. Repayment Agreement

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 and Recommendation:

At the May 15, 2023, City Commission meeting, the City Commission requested that City Staff and the City Attorney provide a memo regarding information and background² regarding the Cargill, Inc. underbilling issue (the "Cargill Memo"). On May 31, 2023, the Cargill Memo was provided to all members of the West Fargo City Commission. Subsequently, on June 6, 2023, the City Commission President sent Cargill, inc. a letter requesting payment for the remaining underbilled amount.^{3,4} On June 9, 2023, the City Commission President discussed the matter with Cargill, Inc. leadership and Cargill, Inc. agreed to pay the remaining underbilled amount. The City Commission President then directed the City Attorney to prepare a Release of Claims Agreement and to work with Cargill, Inc.'s legal counsel to finalize the Release of Claims agreement. During the week of June 12 through June 15, the City Attorney and Cargill Inc.'s attorney finalized the Release of Claims Agreement.

The Release of Claims Agreement provides that Cargill will pay the remaining underbilled amount of \$679,401 on or before July 10, 2023, in exchange for a release of any claims relating to the underbilled amount. The following documents are attached for review and consideration:

- Attachment A: Letter from Commission President Dardis (for information only)
- Attachment B: Release of Claims Agreement
- Attachment C: Cargill Memo (for information only)

Staff Recommendation:

Approve Release of Claims Agreement

Policies: N/A

Financial: The City will receive a check in the amount of \$679,401 for the remaining amount of the underbilled amounts.

Process: After both parties execute the Release of Claims Agreement the matter will be complete.

Timeline: Cargill, Inc. will issue a check for the remaining amount of \$679,401 on July 10, 2023.

¹ The Commission President requested that the City Attorney prepare this cover memo.

² Cargill's first payment for the underbilled amount was \$509,000.

³ The City determined that the remaining underbilled amount was \$679,401. A spreadsheet indicating the underbilled amounts was attached to the letter and is also made part of the Release of Claims Agreement.

⁴ A copy of Commission President Dardis's letter was provided to all members of the City Commission.

Bernie Dardis, Commission President
Phone: (701) 515-5054
Email: bernie.dardis@westfargond.gov



June 2, 2023

Michael Gregoryk, Facility Leader
Cargill
250 7th Ave NE, West Fargo, ND 58078

Mr. Gregoryk,

Cargill is a pillar of West Fargo's business community, and we are grateful for your continued cooperation as a community partner and neighbor.

In the spirit of continued partnership, I am reaching out on behalf of the West Fargo City Commission to respectfully ask for your consideration of additional payment for underbilled utilities from October 2017 through January 2021. We apologize for the unfortunate situation that led to this underbilling, and appreciate your work with City staff to provide payment for underbilled services in years 2021 and 2022. You can be assured that we have identified the cause of this situation and have taken steps to ensure it is corrected.

We acknowledge that this situation was not caused at any fault of your own, and that errors were made that meant you were not billed for the services provided to you. However, because the services were rendered, and water provided to your business over that period I must ask for your consideration of additional payment for those services.

I have provided a detailed run down of the underbilled amount in both gallons used and uncollected dollars. Your consideration of payment for these services is truly appreciated.

I look forward to seeing the continued success of Cargill and I am so proud that you have made West Fargo your home in the metro area.

Sincerely,



Commission President, City of West Fargo

800 4th Ave. E., Suite 1

West Fargo, ND 58078

(701) 515-5000

Cargill													
Account 02900011C-00						Actual Usage Billings			Correct Usage Billings				
Date	Read	Billed Gallons	Estimated Actual Gallons	Total Underbilled Gallons		Water Bill	Sewer Bill	Water/ Sewer Total	Correct Water	Correct Sewer	Correct Water & Sewer Total		Total Underbilled
10/1/2017	293	293,000	2,930,000	2,637,000		2,051.00	293.00	\$ 2,344.00	20,510.00	2,930.00	\$ 23,440.00		\$ 21,096.00
11/1/2017	233	233,000	2,330,000	2,097,000		1,631.00	233.00	\$ 1,864.00	16,310.00	2,330.00	\$ 18,640.00		\$ 16,776.00
12/1/2017	211	211,000	2,110,000	1,899,000		1,477.00	211.00	\$ 1,688.00	14,770.00	2,110.00	\$ 16,880.00		\$ 15,192.00
1/1/2018	232	232,000	2,320,000	2,088,000		1,624.00	232.00	\$ 1,856.00	16,240.00	2,320.00	\$ 18,560.00		\$ 16,704.00
2/1/2018	175	175,000	1,750,000	1,575,000		1,225.00	175.00	\$ 1,400.00	12,250.00	1,750.00	\$ 14,000.00		\$ 12,600.00
3/1/2018	215	215,000	2,150,000	1,935,000		1,505.00	215.00	\$ 1,720.00	15,050.00	2,150.00	\$ 17,200.00		\$ 15,480.00
4/1/2018	238	238,000	2,380,000	2,142,000		1,666.00	238.00	\$ 1,904.00	16,660.00	2,380.00	\$ 19,040.00		\$ 17,136.00
5/1/2018	187	187,000	1,870,000	1,683,000		1,309.00	187.00	\$ 1,496.00	13,090.00	1,870.00	\$ 14,960.00		\$ 13,464.00
6/1/2018	241	241,000	2,410,000	2,169,000		1,687.00	241.00	\$ 1,928.00	16,870.00	2,410.00	\$ 19,280.00		\$ 17,352.00
7/1/2018	262	262,000	2,620,000	2,358,000		1,834.00	262.00	\$ 2,096.00	18,340.00	2,620.00	\$ 20,960.00		\$ 18,864.00
8/1/2018	300	300,000	3,000,000	2,700,000		2,100.00	300.00	\$ 2,400.00	21,000.00	3,000.00	\$ 24,000.00		\$ 21,600.00
9/1/2018	248	248,000	2,480,000	2,232,000		1,736.00	248.00	\$ 1,984.00	17,360.00	2,480.00	\$ 19,840.00		\$ 17,856.00
10/1/2018	197	197,000	1,970,000	1,773,000		1,379.00	197.00	\$ 1,576.00	13,790.00	1,970.00	\$ 15,760.00		\$ 14,184.00
11/1/2018	259	259,000	2,590,000	2,331,000		1,813.00	259.00	\$ 2,072.00	18,130.00	2,590.00	\$ 20,720.00		\$ 18,648.00
12/1/2018	210	210,000	2,100,000	1,890,000		1,470.00	210.00	\$ 1,680.00	14,700.00	2,100.00	\$ 16,800.00		\$ 15,120.00
1/1/2019	248	248,000	2,480,000	2,232,000		1,736.00	248.00	\$ 1,984.00	17,360.00	2,480.00	\$ 19,840.00		\$ 17,856.00
2/1/2019	166	166,000	1,660,000	1,494,000		1,162.00	166.00	\$ 1,328.00	11,620.00	1,660.00	\$ 13,280.00		\$ 11,952.00
3/1/2019	181	181,000	1,810,000	1,629,000		1,267.00	181.00	\$ 1,448.00	12,670.00	1,810.00	\$ 14,480.00		\$ 13,032.00
4/1/2019	264	264,000	2,640,000	2,376,000		1,848.00	264.00	\$ 2,112.00	18,480.00	2,640.00	\$ 21,120.00		\$ 19,008.00
5/1/2019	161	161,000	1,610,000	1,449,000		1,127.00	161.00	\$ 1,288.00	11,270.00	1,610.00	\$ 12,880.00		\$ 11,592.00
6/1/2019	226	226,000	2,260,000	2,034,000		1,582.00	226.00	\$ 1,808.00	15,820.00	2,260.00	\$ 18,080.00		\$ 16,272.00
7/1/2019	249	249,000	2,490,000	2,241,000		1,743.00	249.00	\$ 1,992.00	17,430.00	2,490.00	\$ 19,920.00		\$ 17,928.00
8/1/2019	193	193,000	1,930,000	1,737,000		1,351.00	193.00	\$ 1,544.00	13,510.00	1,930.00	\$ 15,440.00		\$ 13,896.00
9/1/2019	285	285,000	2,850,000	2,565,000		1,995.00	285.00	\$ 2,280.00	19,950.00	2,850.00	\$ 22,800.00		\$ 20,520.00
10/1/2019	181	181,000	1,810,000	1,629,000		1,267.00	181.00	\$ 1,448.00	12,670.00	1,810.00	\$ 14,480.00		\$ 13,032.00
11/1/2019	199	199,000	1,990,000	1,791,000		1,393.00	199.00	\$ 1,592.00	13,930.00	1,990.00	\$ 15,920.00		\$ 14,328.00
12/1/2019	195	195,000	1,950,000	1,755,000		1,365.00	195.00	\$ 1,560.00	13,650.00	1,950.00	\$ 15,600.00		\$ 14,040.00
1/1/2020	235	235,000	2,350,000	2,115,000		1,645.00	235.00	\$ 1,880.00	16,450.00	2,350.00	\$ 18,800.00		\$ 16,920.00
2/1/2020	169	169,000	1,690,000	1,521,000		1,183.00	169.00	\$ 1,352.00	11,830.00	1,690.00	\$ 13,520.00		\$ 12,168.00
3/1/2020	211	211,000	2,110,000	1,899,000		1,477.00	211.00	\$ 1,688.00	14,770.00	2,110.00	\$ 16,880.00		\$ 15,192.00
4/1/2020	147	147,000	1,470,000	1,323,000		1,029.00	147.00	\$ 1,176.00	10,290.00	1,470.00	\$ 11,760.00		\$ 10,584.00
5/1/2020	173	173,000	1,730,000	1,557,000		1,211.00	173.00	\$ 1,384.00	12,110.00	1,730.00	\$ 13,840.00		\$ 12,456.00
6/1/2020	237	237,000	2,370,000	2,133,000		1,659.00	237.00	\$ 1,896.00	16,590.00	2,370.00	\$ 18,960.00		\$ 17,064.00
7/1/2020	275	275,000	2,750,000	2,475,000		1,925.00	1,100.00	\$ 3,025.00	19,250.00	11,000.00	\$ 30,250.00		\$ 27,225.00
8/1/2020	189	189,000	1,890,000	1,701,000		1,323.00	756.00	\$ 2,079.00	13,230.00	7,560.00	\$ 20,790.00		\$ 18,711.00
9/1/2020	248	248,000	2,480,000	2,232,000		1,736.00	992.00	\$ 2,728.00	17,360.00	9,920.00	\$ 27,280.00		\$ 24,552.00
10/1/2020	211	211,000	2,110,000	1,899,000		1,477.00	844.00	\$ 2,321.00	14,770.00	8,440.00	\$ 23,210.00		\$ 20,889.00
11/1/2020	242	242,000	2,420,000	2,178,000		1,694.00	968.00	\$ 2,662.00	16,940.00	9,680.00	\$ 26,620.00		\$ 23,958.00
12/1/2020	210	210,000	2,100,000	1,890,000		1,470.00	840.00	\$ 2,310.00	14,700.00	8,400.00	\$ 23,100.00		\$ 20,790.00
1/1/2021	236	236,000	2,360,000	2,124,000		1,652.00	944.00	\$ 2,596.00	16,520.00	9,440.00	\$ 25,960.00		\$ 23,364.00
		8,832,000	88,320,000	79,488,000		\$ 61,824.00	\$ 13,665.00	\$ 75,489.00	\$ 618,240.00	\$ 136,650.00	\$ 754,890.00		\$ 679,401.00

RELEASE OF CLAIMS AGREEMENT

This Release of Claims Agreement (this “Agreement”) is hereby made and entered into this _____ day of June, 2023 (the “Effective Date”), by and between Cargill Inc., a Delaware corporation, (“Cargill”), and the City of West Fargo, a North Dakota political subdivision (the “City”).

RECITALS

WHEREAS, the City discovered that between October 2017 and December 2022 (the “Underbilled Period”), the City was incorrectly billing Cargill for water services rendered to Cargill by the City; and

WHEREAS, because of the City’s error, Cargill was underbilled hundreds of thousands of dollars during the Underbilled Period; and

WHEREAS, the City brought the matter forward to Cargill and requested reimbursement for the underbilled water services during the Underbilled Period; and

WHEREAS, on January 25, 2023, Cargill agreed to reimburse the City in the amount of five hundred nine thousand Dollars (\$509,000); and

WHEREAS, upon additional consideration of the matter, the City requested additional reimbursement to cover its losses for underbilled water services rendered to Cargill; and

WHEREAS, on June 9, 2023, Cargill agreed to reimburse the City an additional amount of Six Hundred Seventy-Nine Thousand Four Hundred One Dollars (\$679,401) if the City agreed to enter into an agreement releasing Cargill of any additional claims for reimbursement related to the underbilled water services during the Underbilled Period; and

WHEREAS, the parties agree to enter into this Agreement evidencing the terms of the final payment related to the underbilled water services.

NOW THEREFORE, in consideration of the previous payment, the final payment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. **Underbilled Services.** Attached as **Exhibit A** is a table illustrating the actual water usage by Cargill, the correct usage, and the dollar amount of underbilled water services provided to Cargill. The table represents the underbilled water services during the Underbilled Period.
2. **Cargill’s Reimbursement.** Cargill provided its first reimbursement to the City in February 2023, in the amount of Five Hundred Nine Thousand Dollars (\$509,000). Upon execution of this Agreement, Cargill agrees to provide its second and final reimbursement to the City in the amount of Six Hundred Seventy-Nine Thousand Four Hundred One Dollars (\$679,401) for the underbilled water services. Upon the City’s receipt of this second and final reimbursement, the City will release Cargill from any additional claims for reimbursement related to the underbilled water services provided during the Underbilled Period.

3. **Payment.** The City will prepare an invoice for the second and final reimbursement in the amount of Six Hundred Seventy-Nine Thousand Four Hundred One Dollars (\$679,401) with a payment date of July 10, 2023, and send it to Cargill. Upon receipt of the invoice Cargill will send the City a check in the amount of Six Hundred Seventy-Nine Thousand Four Hundred One Dollars (\$679,401).
4. **Release.** Upon execution of this Agreement and receipt of the second and final reimbursement in the amount of Six Hundred Seventy-Nine Thousand Four Hundred One Dollars (\$679,401), the City hereby releases and forgives any additional claims for reimbursement from Cargill related to the underbilled water services provided during the Underbilled Period. The City, its agents, representatives, or contractors, will not request or demand any additional payment from Cargill related to the underbilled water services during the Underbilled Period. This release does not preclude the City from requesting or demanding payment for other services rendered outside of the Underbilled Period.
5. **Representation.** The parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Agreement, and agree they have not been influenced by any representations or statements made by any other parties.
6. **Governing Law.** This Agreement will be construed and enforced in accordance with, and governed by, the laws of the state of North Dakota.
7. **Severability.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect its other provisions. This Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.
8. **Entire Agreement.** This Agreement, and any exhibits and amendments hereto, contains the entire and exclusive understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, statements, representations, and negotiations, in each case oral or written, between the parties, except as otherwise provided herein.
9. **Modification.** Changes or modifications of this Agreement are only valid if made in writing and signed by the parties to this Agreement.
10. **Counterparts.** This Agreement may be signed in counterparts, meaning that the Agreement is valid if signed by both parties even if the signatures of the parties appear on separate copies of the same Agreement rather than on a single document.
11. **Effective Date.** This Agreement becomes effective on the date of the last signature appearing below.

IN WITNESS WHEREOF, the parties executed this Agreement on the dates written below.

[Remainder of page intentionally left blank.]

CARGILL:

Date: _____, 2023

By: _____

Its: _____

[Signatures continue on the following page.]

CITY OF WEST FARGO

Date: _____, 2023

Bernie Dardis
President of the Board of Commissioners

Attest:

Date: _____, 2023

Dustin Scott, Assistant City Administrator

EXHIBIT A
Cargill Water Usage Table

Cargill													
Account 02900011C-00						Actual Usage Billings			Correct Usage Billings				
Date	Read	Billed Gallons	Estimated Actual Gallons	Total Underbilled Gallons		Water Bill	Sewer Bill	Water/ Sewer Total	Correct Water	Correct Sewer	Correct Water & Sewer Total		Total Underbilled
10/1/2017	293	293,000	2,930,000	2,637,000		2,051.00	293.00	\$ 2,344.00	20,510.00	2,930.00	\$ 23,440.00		\$ 21,096.00
11/1/2017	233	233,000	2,330,000	2,097,000		1,631.00	233.00	\$ 1,864.00	16,310.00	2,330.00	\$ 18,640.00		\$ 16,776.00
12/1/2017	211	211,000	2,110,000	1,899,000		1,477.00	211.00	\$ 1,688.00	14,770.00	2,110.00	\$ 16,880.00		\$ 15,192.00
1/1/2018	232	232,000	2,320,000	2,088,000		1,624.00	232.00	\$ 1,856.00	16,240.00	2,320.00	\$ 18,560.00		\$ 16,704.00
2/1/2018	175	175,000	1,750,000	1,575,000		1,225.00	175.00	\$ 1,400.00	12,250.00	1,750.00	\$ 14,000.00		\$ 12,600.00
3/1/2018	215	215,000	2,150,000	1,935,000		1,505.00	215.00	\$ 1,720.00	15,050.00	2,150.00	\$ 17,200.00		\$ 15,480.00
4/1/2018	238	238,000	2,380,000	2,142,000		1,666.00	238.00	\$ 1,904.00	16,660.00	2,380.00	\$ 19,040.00		\$ 17,136.00
5/1/2018	187	187,000	1,870,000	1,683,000		1,309.00	187.00	\$ 1,496.00	13,090.00	1,870.00	\$ 14,960.00		\$ 13,464.00
6/1/2018	241	241,000	2,410,000	2,169,000		1,687.00	241.00	\$ 1,928.00	16,870.00	2,410.00	\$ 19,280.00		\$ 17,352.00
7/1/2018	262	262,000	2,620,000	2,358,000		1,834.00	262.00	\$ 2,096.00	18,340.00	2,620.00	\$ 20,960.00		\$ 18,864.00
8/1/2018	300	300,000	3,000,000	2,700,000		2,100.00	300.00	\$ 2,400.00	21,000.00	3,000.00	\$ 24,000.00		\$ 21,600.00
9/1/2018	248	248,000	2,480,000	2,232,000		1,736.00	248.00	\$ 1,984.00	17,360.00	2,480.00	\$ 19,840.00		\$ 17,856.00
10/1/2018	197	197,000	1,970,000	1,773,000		1,379.00	197.00	\$ 1,576.00	13,790.00	1,970.00	\$ 15,760.00		\$ 14,184.00
11/1/2018	259	259,000	2,590,000	2,331,000		1,813.00	259.00	\$ 2,072.00	18,130.00	2,590.00	\$ 20,720.00		\$ 18,648.00
12/1/2018	210	210,000	2,100,000	1,890,000		1,470.00	210.00	\$ 1,680.00	14,700.00	2,100.00	\$ 16,800.00		\$ 15,120.00
1/1/2019	248	248,000	2,480,000	2,232,000		1,736.00	248.00	\$ 1,984.00	17,360.00	2,480.00	\$ 19,840.00		\$ 17,856.00
2/1/2019	166	166,000	1,660,000	1,494,000		1,162.00	166.00	\$ 1,328.00	11,620.00	1,660.00	\$ 13,280.00		\$ 11,952.00
3/1/2019	181	181,000	1,810,000	1,629,000		1,267.00	181.00	\$ 1,448.00	12,670.00	1,810.00	\$ 14,480.00		\$ 13,032.00
4/1/2019	264	264,000	2,640,000	2,376,000		1,848.00	264.00	\$ 2,112.00	18,480.00	2,640.00	\$ 21,120.00		\$ 19,008.00
5/1/2019	161	161,000	1,610,000	1,449,000		1,127.00	161.00	\$ 1,288.00	11,270.00	1,610.00	\$ 12,880.00		\$ 11,592.00
6/1/2019	226	226,000	2,260,000	2,034,000		1,582.00	226.00	\$ 1,808.00	15,820.00	2,260.00	\$ 18,080.00		\$ 16,272.00
7/1/2019	249	249,000	2,490,000	2,241,000		1,743.00	249.00	\$ 1,992.00	17,430.00	2,490.00	\$ 19,920.00		\$ 17,928.00
8/1/2019	193	193,000	1,930,000	1,737,000		1,351.00	193.00	\$ 1,544.00	13,510.00	1,930.00	\$ 15,440.00		\$ 13,896.00
9/1/2019	285	285,000	2,850,000	2,565,000		1,995.00	285.00	\$ 2,280.00	19,950.00	2,850.00	\$ 22,800.00		\$ 20,520.00
10/1/2019	181	181,000	1,810,000	1,629,000		1,267.00	181.00	\$ 1,448.00	12,670.00	1,810.00	\$ 14,480.00		\$ 13,032.00
11/1/2019	199	199,000	1,990,000	1,791,000		1,393.00	199.00	\$ 1,592.00	13,930.00	1,990.00	\$ 15,920.00		\$ 14,328.00
12/1/2019	195	195,000	1,950,000	1,755,000		1,365.00	195.00	\$ 1,560.00	13,650.00	1,950.00	\$ 15,600.00		\$ 14,040.00
1/1/2020	235	235,000	2,350,000	2,115,000		1,645.00	235.00	\$ 1,880.00	16,450.00	2,350.00	\$ 18,800.00		\$ 16,920.00
2/1/2020	169	169,000	1,690,000	1,521,000		1,183.00	169.00	\$ 1,352.00	11,830.00	1,690.00	\$ 13,520.00		\$ 12,168.00
3/1/2020	211	211,000	2,110,000	1,899,000		1,477.00	211.00	\$ 1,688.00	14,770.00	2,110.00	\$ 16,880.00		\$ 15,192.00
4/1/2020	147	147,000	1,470,000	1,323,000		1,029.00	147.00	\$ 1,176.00	10,290.00	1,470.00	\$ 11,760.00		\$ 10,584.00
5/1/2020	173	173,000	1,730,000	1,557,000		1,211.00	173.00	\$ 1,384.00	12,110.00	1,730.00	\$ 13,840.00		\$ 12,456.00
6/1/2020	237	237,000	2,370,000	2,133,000		1,659.00	237.00	\$ 1,896.00	16,590.00	2,370.00	\$ 18,960.00		\$ 17,064.00
7/1/2020	275	275,000	2,750,000	2,475,000		1,925.00	1,100.00	\$ 3,025.00	19,250.00	11,000.00	\$ 30,250.00		\$ 27,225.00
8/1/2020	189	189,000	1,890,000	1,701,000		1,323.00	756.00	\$ 2,079.00	13,230.00	7,560.00	\$ 20,790.00		\$ 18,711.00
9/1/2020	248	248,000	2,480,000	2,232,000		1,736.00	992.00	\$ 2,728.00	17,360.00	9,920.00	\$ 27,280.00		\$ 24,552.00
10/1/2020	211	211,000	2,110,000	1,899,000		1,477.00	844.00	\$ 2,321.00	14,770.00	8,440.00	\$ 23,210.00		\$ 20,889.00
11/1/2020	242	242,000	2,420,000	2,178,000		1,694.00	968.00	\$ 2,662.00	16,940.00	9,680.00	\$ 26,620.00		\$ 23,958.00
12/1/2020	210	210,000	2,100,000	1,890,000		1,470.00	840.00	\$ 2,310.00	14,700.00	8,400.00	\$ 23,100.00		\$ 20,790.00
1/1/2021	236	236,000	2,360,000	2,124,000		1,652.00	944.00	\$ 2,596.00	16,520.00	9,440.00	\$ 25,960.00		\$ 23,364.00
		8,832,000	88,320,000	79,488,000		\$ 61,824.00	\$ 13,665.00	\$ 75,489.00	\$ 618,240.00	\$ 136,650.00	\$ 754,890.00		\$ 679,401.00

Memo

To: Commission President Bernie Dardis and West Fargo City Commission

From: West Fargo Staff and City Attorney

Subject: Utility Billing Error Finding of Facts

Date: May 24, 2023

In response to recent questions and media coverage of past utility billing errors, City of West Fargo Staff and the City Attorney have prepared an executive level overview¹ of events that lead to the discovery and correction of errors.

It is very important to emphasize that the city did not “lose” taxpayer money. In emails, staff has used the term “lost or losses” to reference revenue that was not invoiced or collected. To reiterate, these errors resulted in lost revenue, but did not cause loss of any funds collected from tax payers and did not involve any taxpayer dollars from property tax, sales tax, special assessments, etc.

In anticipation for the start of a Rubicon implementation and Sanitation study, the sanitation department began a process to verify that information in the City’s Sanitation accounts was correct. When doing this overview, sanitation staff began to find sanitation billing errors and as their work progressed it was noticed that there were errors in the other utilities as well. What staff thought was a small project snowballed into the identification of a substantial number of errors. This memo will summarize the timeline of this project and then go more in depth into each utility. While there are many factors that contributed to these billing errors there are clear patterns of how employees handled billing information that perpetuated this issue until it was eventually uncovered by Public Works Staff.

Timeline:

- January to March 2022: The Sanitation Department began preparing for Rubicon deployment in 2022. The Rubicon software was included in the 2022 budget. The Sanitation Manager had been finding incorrect dumpster sizes and number of pickups recorded in some accounts. He started to do some checking, but being short staffed he only worked on it when he had time.
- March 1, 2022: The Public Works Assistant volunteered to help double check the dumpsters, and the first email is sent to the Utility Billing Supervisor about errors being found.

¹ This is a summary level document and is not intended to be an exhaustive recitation of the facts, events and decisions that were made regarding this matter. Further, this is document is not intended to be an audit of the events.

- March 7, 2022: It is first noticed, by the Public Works Assistant that forestry and vector charges are missing for some apartments.
- March 23, 2022: The first issue with sewer billing is found by the Public Works Assistant.
- March – July 2022: The Public Works assistant focused on going through all Sanitation accounts
- July 2022 – January 2023: Public Works assistant began going through, water, sewer, forestry and vector accounts.
- September 15, 2022: A meeting occurred between the Finance Director, Utility Billing Supervisor, PW Director, Operations Manager to discuss the billing errors. We discussed what was being found, ways to correct it going forward and if Public Works should continue to check or if Finance was going to take it over.
- October 25: An email was sent to the Utility Billing Supervisor regarding the errors still occurring on new accounts and asking if quality compliance/assurance checks that were put in place were being utilized.
- December 9, 2022: The first email about a possible large error with Cargill bill is sent
- January 11 2023: A meeting with the Finance Director, Utility Billing Supervisor, PW Director, Operations Manager to talk about the Cargill billing error occurred.
- January 16 2023: Meeting with City Administrator, Finance Director, and Public Works Director. This meeting was to discuss what the correct readings for Cargill were and what the total amount that was under billed. The Finance Director was being told by her staff that Public Works numbers were wrong and the error was much smaller. After the explanation of the readings, it was concluded that Public Works numbers were correct.
- January 19, 2023: After the January 16 meeting, the Finance Director volunteered to contact Cargill and inform them about the billing error.
- Between January 19, 2023, and January 25, 2023, the Finance Director reached out to Cargill to discuss the billing issue. Cargill indicated that it would be agreeable to paying two years of the underbilled amount.²
- On January 25, 2023, the City Finance Director confirmed by e-mail with the City Administrator that the two-year payment was acceptable and the City Administrator authorized the City Finance Director to communicate with Cargill.³
- On January 25, 2023, the City Finance Director sent Cargill the invoice for the 2 years of unpaid service charges, noting in the e-mail that the “City considered the matter closed.”⁴
- Mid-February, 2023: Ae2S/Nexus begins working on Billing.

² Please note that the Finance Director was acting at the direction of the City Administrator.

³ Cargill specifically requested that the City confirm in writing that the matter would be considered closed with the paying of the invoice. See Appendix 1 January 25, 2023 e-mail from City Administrator Tina Fisk to Finance Director Judy Afdahl confirming/authorizing the Finance director to send the e-mail to Cargill.

⁴ See Appendix 1 January 25, 2023, e-mail from City Finance Director Judy Afdahl to Cargill with the attached invoice.

- On May 22, 2023, the City Attorney and Assistant City Administrator met with the Finance Director to discuss the history of this matter from her perspective.
- On May 23, 2023, the City Attorney reached out and discussed the matter with an attorney for Cargill.

Overview of discovery in each utility

Sanitation:

Rubicon, which is the routing software Sanitation planned to implement in the summer of 2022, needed to have accurate information to work correctly. To make sure that they system worked as it should, accurate information on the location of our dumpsters and frequency that we picked them up was necessary. While working on the sanitation accounts, we began to find errors in other utilities, we made notes to go back and check those accounts after the sanitation accounts were completed. There was a deadline to get the Sanitation information done before implementation of Rubicon so sanitation accounts were prioritized. Correct account information was also necessary for a Sanitation Study that was proposed for 2023. For the study to be accurate, revenue information would be key to modelling what rates would need to be going forward. More accounts were found to have errors than not. If an account was overcharged the account the decision was made by administration that we would credit that account for the overage going back at least 6 months. If an account was undercharged, corrections were made for accurate billing going forward. Because of the number of accounts that were incorrect staff did not reach out to each account holder about the error. Staff did receive some calls from account holders and explained what happened. Account holders were understanding. There were more accounts that were under-billed than over-billed.

At this time, there have been no residential accounts identified as over-billed.

The net revenue that was not billed for in Sanitation was approx. \$132,000 per year since 2019.

Typical error types that were found:

- Incorrect size of dumpster recorded
- Incorrect recording of number of times per week the dumpster was serviced
- The 2019 rate increase was not added to the account
- Service Charge was not turned on.
- Charging a residential rate for a commercial property
- Account was charged as a single building not an apartment building.

Vector Control/ Forestry:

During this process it was found that many apartments as well as residents that were being serviced water by Cass Rural Water were not getting these charges.

800+ additional Forestry and Vector charges per month = Extra \$19,200 Forestry and \$9,600 Vector annually

Water & Sewer:

As stated above staff began to find errors on water and sewer charges as sanitation accounts were reviewed. Some of the errors that were found were smaller clerical errors. Many of the new meters that were being installed were entered into the system as 5/8 meters when they were actually ¾ meters. The base charge is the same for these meters so it didn't affect the resident's bill. It would have affected any reports run in the future about meter sizes.

The sump pump fee that was approved in 2020 to be charged to all new construction was never charged. There were approx. 650 new properties that were not billed correctly. Residents were not back billed for any of these charges. The correct monthly charge was added to the account to start billing the next month.

There were 100+ commercial properties that were being charged at the residential rate. This capped the sewer charge at 8,000 when it should not have been. This would have resulted in \$120,000 annually not being billed.

Another issue that was found was on commercial properties that had sprinkler meters. In the past businesses could call in and the charges for the sprinkler accounts were "turned off" for the winter. Many times, the business would not call in the next year and there was no alert set up in the software. There were a few of these accounts that used water when the account was "turned off". When staff did get readings on these meters, accounts were back billed for water used. This was done because they were responsible for notifying staff prior to using the meter for the season, and did not. Based on available information, this is the only situation where accounts were back billed.

Cargill:

This was the largest error and has been the focus of much of the public discussion. A news article said that the error was due to a malfunctioning meter. That is **not** correct. The meters were fine and sending out the correct reads. Along with meter reads, Cargill (like other large users) also sent their monthly usage directly to the City's utility billing department, which is how the error was identified. The error stems from a mistake of inputting the incorrect number of dials to read into the billing software.

When the first adjustment was made in 2017 one digit was removed from the reading changing the billing from approximately 2,000,000 to 200,000 gallons (values vary each month). Another

adjustment/rollover occurred in 2021, where another digit was dropped and began billing at approximately 20,000 gallons (values vary each month).

The finance department noticed an issue in 2017 and per employee notes⁵ they were attempting to understand how the error was made. In the notes entered in the system staff said they would check the account later to see if it was corrected, but it appears that this did not happen and errors continued.

In January of 2021, records indicate the utility billing compounded the error by dropping another digit, which caused a very low reading of 20,000 gallons as noted above. Public Works Staff worked with utility billing to correct the read. On May 13th 2023 a new water meter was installed on Cargill's main line. This meter will now be on the AMI system. This should help ensure correct readings and up to date usage information.

As noted in the above timeline, Cargill was contacted in January 2023. Cargill stated that they would to go back 2 years to when the second error occurred in January of 2021 and pay the under billed amount of \$509,000 for water and sewer charges, that were underbilled from 2/2021 to 12/2022. A check from Cargill in that amount was received on February 24, 2023. The amount underbilled to Cargill from October 2017-December 2022 was between \$1,100,000 and \$1,300,000.

There are many variables that caused these low readings to go unnoticed, most prominently because West Fargo averaged a 9% water loss from 2017-2020. Industry standard is 16%. West Fargo's water loss stayed so low from 2020 on because of the implementation of a new hydrant flushing program. A large decrease in water loss was expected with this implementation, and when the decrease was not as large as expected it was assumed that estimates had been off. It turns out that water savings due to this program were shadowing the uncollected water revenue from Cargill. This kept total water loss relatively steady.

Here is a quick reference to the amount of revenue that was not billed. Again, this is lost revenue, but not lost dollars. (These numbers are close estimates but NOT exact)

Sanitation: \$132,000 per year since 2019 Total= \$528,000

Vector: \$9,600 per year Total = \$38,400

Forestry: 19,200 per year since 2021 Total= \$38,400

Sump Pump fees: \$39,000- \$78,000 since 11/20

5

6/23/17 Per Blackmountain drop the 5 didgets to 4 for reading on the dials. We will see what the reading in next month to see if it reads correctly. TK
7/25/17 Talk to James with BM if Aug read does not work. We left the read to 9030 and estimated usage. The usage that came across was 0. TK
1/27/21 Did a roll over on billing which over calculated the amount of water. I fixed the billing to the correct amount as it should not of been
1/4/23 Put the dial back to 5 as the reads are not correct. tp

Residential/Commercial water sewer: \$120,000 per year since 2021 Total = \$240,000

Cargill = \$1,100,000 - \$1,300,000 October 2017 – December 2022

Total lost revenue from water, sewer, vector, sanitation, forestry \$1,983,800 -\$2,222,800.

After Cargill payment: \$1,474,800 -\$1,713,800

As staff works to ensure this doesn't happen again, it is important to determine how errors were not identified sooner. The bills were getting paid, there was no large short fall and reports to the Public Works department were as expected. This was a set of circumstances that just happen to fall together where either process and policies were not in place or not followed.

Although this is an unfortunate circumstance that we are in we must acknowledge the hard work of the employees who uncovered these errors and spent time correcting the errors and ensuring all were identified. The amount of accounts, that were checked, cross checked for meter size, dumpster size, and so on, was unbelievable. The Public Works assistant that did the bulk of the work, went above and beyond her scope of duties to accomplish this and she did an amazing job. The operations manager and water department staff spent many hours verifying meter sizes and checking readings. We are dedicated to ensuring these errors do not occur in the future.

With the current information available, it is believed that all accounts are correct and there are no more large errors out there. Increased staff oversight and cross checking has been implemented to ensure these types of errors are no longer occurring. A new software is being used to alert high or low readings. When the new Finance Director begins their employment with the City, they will review current procedures and determine where permanent solutions can be found. Our consultant NEXUS has also recommended looking into other software as the current system is meant for small communities under 10,000 population. Public Works will continue to help Finance with whatever is needed until they are fully staffed. Public Works should be hands off by Fall 2023.

On May 15, 2023, the West Fargo City Commission inquired whether the City of West Fargo can pursue payment from Cargill for undercharged water and sewer bills. Pursuant to N.D.C.C. § 28-01-16(1), a claimant (here the City of West Fargo) must begin an "action upon a contract, obligation, or liability" within "six years after the claim for relief has accrued." Ordinarily, the statute of limitations commences to run from the commission of the wrongful act giving rise to the cause of action. *See generally Wells v. First Am. Bank West*, 1999 ND 170, ¶ 9, 598 N.W.2d 834. The North Dakota Supreme Court has applied the 'discovery rule' for determining when the cause of action accrues. Under the discovery rule, the action does not accrue and the limitations period does not begin to run until the claimant knows, or with reasonable diligence should know, that a potential claim exists. *Id.* at ¶ 10. As a result, the City could likely make a claim for the last six years of undercharged water and sewer bills.

However, Cargill previously paid the City of West Fargo \$509,000 for the undercharged water and sewer bills. Whether the City of West Fargo can collect further payment may depend upon whether reasonable parties thought the payment was offered as a full compromise for the claim. In North Dakota, accord and satisfaction are defined by statute. N.D.C.C. § 9-13-04 defines accord as, “an agreement to accept in extinction of an obligation something different from or less than that to which the person agreeing to accept is entitled.” N.D.C.C. § 9-13-05 defines satisfaction as, “acceptance by the creditor of the consideration of an accord extinguishes the obligation and is called satisfaction.” The ‘accord’ is the agreement and the ‘satisfaction’ is its execution or performance. *Peterson v. Ramsey County*, 1997 ND 92, ¶ 9, 563 N.W.2d 103. In some cases, the mere negotiation of a check without evidence of mutual assent may not constitute accord and satisfaction. *Id.* at ¶ 12. The question is fact intensive and would likely turn on whether the parties believed the payment was for a full settlement. If the parties believe this to be true, this degrades a claim that the City of West Fargo’s is entitled to further payment from Cargill. In this case, it is very likely that Cargill believed that it was making an offer of settlement that was accepted by the City of West Fargo. This is further evidenced by the e-mail communications noted above in which Cargill specifically requested that the City note that the matter was closed.

On May 23, 2023, the City Attorney had a conversation with an Attorney for Cargill, who indicated that Cargill *may* be open to consideration of paying unbilled amounts for more than the two years, but needed additional information and would have its management consider the matter. The City Attorney will be requesting authorization from the City Commission to proceed with providing this information and discussing the matter with Cargill’s attorney(s).

Appendix 1

John T. Shockley

From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Monday, May 22, 2023 2:56 PM
To: John T. Shockley; Dustin T. Scott
Subject: FW: Cargill Billing

This is the email I sent to Tina for approval. It is obviously silent with the details because there were conversations regarding the amount they were willing to pay.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Tina M. Fisk <Tina.Fisk@westfargond.gov>
Sent: Wednesday, January 25, 2023 4:16 PM
To: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Subject: RE: Cargill Billing

Looks perfect to me. Thank you

Tina Fisk

Administrator, City of West Fargo
(701) 515-5050
westfargond.gov

From: Judy A. Afdahl
Sent: Wednesday, January 25, 2023 4:08 PM
To: Tina M. Fisk <Tina.Fisk@westfargond.gov>
Subject: Cargill Billing
Importance: High

Tina,

Cargill wanted a statement from the City stating we consider the matter closed with the paying of the invoice. I thought I had better run that by you before I send off to him. Below is what I will send to him. Please let me know that you approve of that statement.

Mike,

Attached is the invoice that will be mailed out tomorrow for the Utility Billing Error.

By paying the Invoice # 16874 as attached, the City of West Fargo considers this matter closed and the associated Cargill Account current as of this month's invoice.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
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westfargond.gov

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John T. Shockley

From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Monday, May 22, 2023 3:02 PM
To: John T. Shockley; Dustin T. Scott
Subject: FW: Cargill Utility Bill
Attachments: Cargill - Invoice 16874-Billing Error.pdf

Below is the actual email sent to Cargill.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Judy A. Afdahl
Sent: Wednesday, January 25, 2023 4:21 PM
To: 'Michael Gregoryk' <Michael_Gregoryk@cargill.com>
Cc: Melissa Watkins <Melissa_Watkins@cargill.com>
Subject: RE: Cargill Utility Bill

Mike,

Attached is the invoice that will be mailed out tomorrow for the Utility Billing Error.

By paying the Invoice # 16874 as attached, the City of West Fargo considers this matter closed and the Cargill Account 02900011C-00 current. Your January billing which is currently being processed should have correct readings based on what is submitted by Cargill staff.

Thank-you.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Sent: Wednesday, January 25, 2023 1:48 PM
To: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Cc: Melissa Watkins <Melissa_Watkins@cargill.com>
Subject: RE: Cargill Utility Bill

Judy,

We can move forward with the billing now and yes please include Melissa and I on the email with the copy.

Thanks,

Mike

From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Wednesday, January 25, 2023 1:35 PM
To: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Cc: Melissa Watkins <Melissa_Watkins@cargill.com>
Subject: RE: Cargill Utility Bill

This Message Is From an External Sender

This message came from outside your organization.

Michael,

That is great news for the City and we appreciate your willingness to consider paying at least in part this billing error.

I will have staff prepare a separate invoice. It will not be through our Utility Billing system but will be through our Accounts Receivable Software due to the nature of the billing. We can bill to the same billing address in the Utility Billing System and I can email you a copy when we send it out if that works.

In our prior conversation you wanted us to wait until June. Is that still the case or are we able to bill the amount now?



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Sent: Wednesday, January 25, 2023 11:03 AM
To: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Cc: Melissa Watkins <Melissa_Watkins@cargill.com>
Subject: RE: Cargill Utility Bill

Judy,

We discussed this internally and have agreed that we will pay the costs listed on your Cargill Loss spreadsheet for the underbilled period of 2/1/21 through 12/1/22 for a total of \$509,652.00. We will need this invoice submitted separately than our monthly billing. We will need to know when the invoice is submitted as there is a high likelihood it will be flagged/delayed without us notifying the relevant departments as it is received.

Further, I would appreciate an email back from you indicating that by paying this underbilling invoice as described above, the City of West Fargo would consider this matter closed and our billing current as of this months invoice.

Thanks,

Michael Gregoryk
Facility Leader
CASCNA
Cargill
Mobile: 701-220-5090
250 7th Ave NE, West Fargo, ND 58078

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From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Thursday, January 19, 2023 8:36 AM
To: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Subject: RE: Cargill Utility Bill

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Hi Mike,

That will be great. The only block of time I am busy is from 2:00 to 3:00, otherwise I should be available.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Sent: Thursday, January 19, 2023 7:51 AM
To: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Subject: RE: Cargill Utility Bill

Judy,

I'll plant to call you this afternoon.

Thanks,

Mike

From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Wednesday, January 18, 2023 3:56 PM
To: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Subject: RE: Cargill Utility Bill

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Hi Mike,

Please give me a call when it is convenient for you.



Judy Afdahl
Finance Director

800 Fourth Ave. E., Suite #1
West Fargo, ND 58078
(701) 515-5003
Visit our website at:
westfargond.gov

From: Jaysen Schock <Jaysen_Schock@cargill.com>
Sent: Tuesday, January 17, 2023 10:59 AM
To: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Cc: Michael Gregoryk <Michael_Gregoryk@cargill.com>
Subject: RE: Cargill Utility Bill

Hi Judy,

Mike Gregoryk is the new facility leader for the West Fargo Cargill location, he should be able to assist you. I have included him on the response.

Thanks

Jaysen

From: Judy A. Afdahl <Judy.Afdahl@westfargond.gov>
Sent: Tuesday, January 17, 2023 10:56 AM
To: Jaysen Schock <Jaysen_Schock@cargill.com>
Subject: Cargill Utility Bill

This Message Is From an External Sender

This message came from outside your organization.

Hi Jaysen,

Casey Sanders-Berglund provided your contact information to me. I would like to speak with you regarding a utility billing error issue with one of the accounts for Cargill. You may not be the correct individual at Cargill

but I am hopeful if not you can at least put me in contact with the appropriate person. Please call me when it is convenient for you.



Judy Afdahl
Finance Director

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800 4th Ave. E., Suite 1
West Fargo, ND 58078
(701) 515-5010

CARGILL 12622-50066384
C/O ENGIE INSIGHT
PO BOX 2440
SPOKANE WA 99210

Customer # 27

INVOICE NUMBER: 16874
INVOICE DATE: January 25, 2023

DETAILS:
Billing error February 2021 to December 2022

CHARGES

PRODUCTS AND SERVICES:

WATER CHG-WATER CHARGES - 12/01/2022	324,324.00
SEWERSRCHG-SEWER SURCHARGE - 12/01/2022	185,328.00
Total	509,652.00

Cargill						
Account 02900011C-00						
Date	Read	Billed Gallons	Estimated Actual Gallons	Total Underbilled Gallons	Unbilled Water \$7.00 / 1000gallons	Unbilled Sewer \$4.00 / 1000gallons
2/1/2021	16	16,000	1,600,000	1,584,000	\$ 11,088	\$ 6,336
3/1/2021	25	25,000	2,500,000	2,475,000	\$ 17,325	\$ 9,900
4/1/2021	23	23,000	2,300,000	2,277,000	\$ 15,939	\$ 9,108
5/1/2021	16	16,000	1,600,000	1,584,000	\$ 11,088	\$ 6,336
6/1/2021	22	22,000	2,200,000	2,178,000	\$ 15,246	\$ 8,712
7/1/2021	24	24,000	2,400,000	2,376,000	\$ 16,632	\$ 9,504
8/1/2021	20	20,000	2,000,000	1,980,000	\$ 13,860	\$ 7,920
9/1/2021	18	18,000	1,800,000	1,782,000	\$ 12,474	\$ 7,128
10/1/2021	18	18,000	1,800,000	1,782,000	\$ 12,474	\$ 7,128
11/1/2021	22	22,000	2,200,000	2,178,000	\$ 15,246	\$ 8,712
12/1/2021	18	18,000	1,800,000	1,782,000	\$ 12,474	\$ 7,128
1/1/2022	22	22,000	2,200,000	2,178,000	\$ 15,246	\$ 8,712
2/1/2022	20	20,000	2,000,000	1,980,000	\$ 13,860	\$ 7,920
3/1/2022	23	23,000	2,300,000	2,277,000	\$ 15,939	\$ 9,108
4/1/2022	19	19,000	1,900,000	1,881,000	\$ 13,167	\$ 7,524
5/1/2022	19	19,000	1,900,000	1,881,000	\$ 13,167	\$ 7,524
6/1/2022	15	15,000	1,500,000	1,485,000	\$ 10,395	\$ 5,940
7/1/2022	18	18,000	1,800,000	1,782,000	\$ 12,474	\$ 7,128
8/1/2022	22	22,000	2,200,000	2,178,000	\$ 15,246	\$ 8,712
9/1/2022	23	23,000	2,300,000	2,277,000	\$ 15,939	\$ 9,108
10/1/2022	23	23,000	2,300,000	2,277,000	\$ 15,939	\$ 9,108
11/1/2022	20	20,000	2,000,000	1,980,000	\$ 13,860	\$ 7,920
12/1/2022	22	22,000	2,200,000	2,178,000	\$ 15,246	\$ 8,712
		468,000	46,800,000	46,332,000	\$ 324,324	\$ 185,328.00
				Total Underbilled	\$ 509,652	

ORDINANCE NO. 1232

AN ORDINANCE TO AMEND AND REENACT SECTION 1-0703 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO THE SALE OF ABANDONED OR UNCLAIMED PERSONAL PROPERTY.

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

SECTION 1. Section 1-0703 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

1-0703. SALE OF ABANDONED OR UNCLAIMED PERSONAL PROPERTY.

1. When personal property, excluding currency or other valuables, has been abandoned or left unclaimed upon the streets, alleys or other public ways of the City for a period exceeding ten (10) days, and, after holding such property for a period of not less than sixty (60) days, the City Auditor, or Chief of Police may dispose of or sell the same at a public sale after a notice is published in the official newspaper of the City at least ten (10) days before the sale. The City Auditor or Chief of Police may exercise their discretion as to the method of sale. When personal property, including precious metals, stamps, stones, gems, securities, art objects, antiques, or other valuables are no longer required as evidence and remains abandoned or unclaimed after three (3) years, the property is presumed to be abandoned or unclaimed and shall be turned over to the Unclaimed Property Division of the North Dakota Department of Trust Lands.
2. If, after a vehicle which has been impounded or removed pursuant to either Section 13-0208 or 13-1626, the vehicle is not reclaimed and redeemed (by the payment of the amounts indicated in Section 13-0208) by the owner or person lawfully entitled to possession thereof within sixty (60) days after the vehicle is impounded, then the vehicle may be sold in the manner provided in subsection 1. The notice of such sale shall specify a description of the property to be sold, and the time and place of such sale. Any sale may be postponed or discontinued by public announcement at the time of sale when there are no bidders, or when the amount offered is grossly inadequate, or for other reasonable cause. The City may be a purchaser of any or all property at such sale. The amount received at such sale shall be first applied to costs and expenses of the sale, next to satisfaction of any fines, fees, costs or restitutions outstanding which formed the basis for the impoundment or removal of the vehicle, and finally to the City general fund.'

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

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

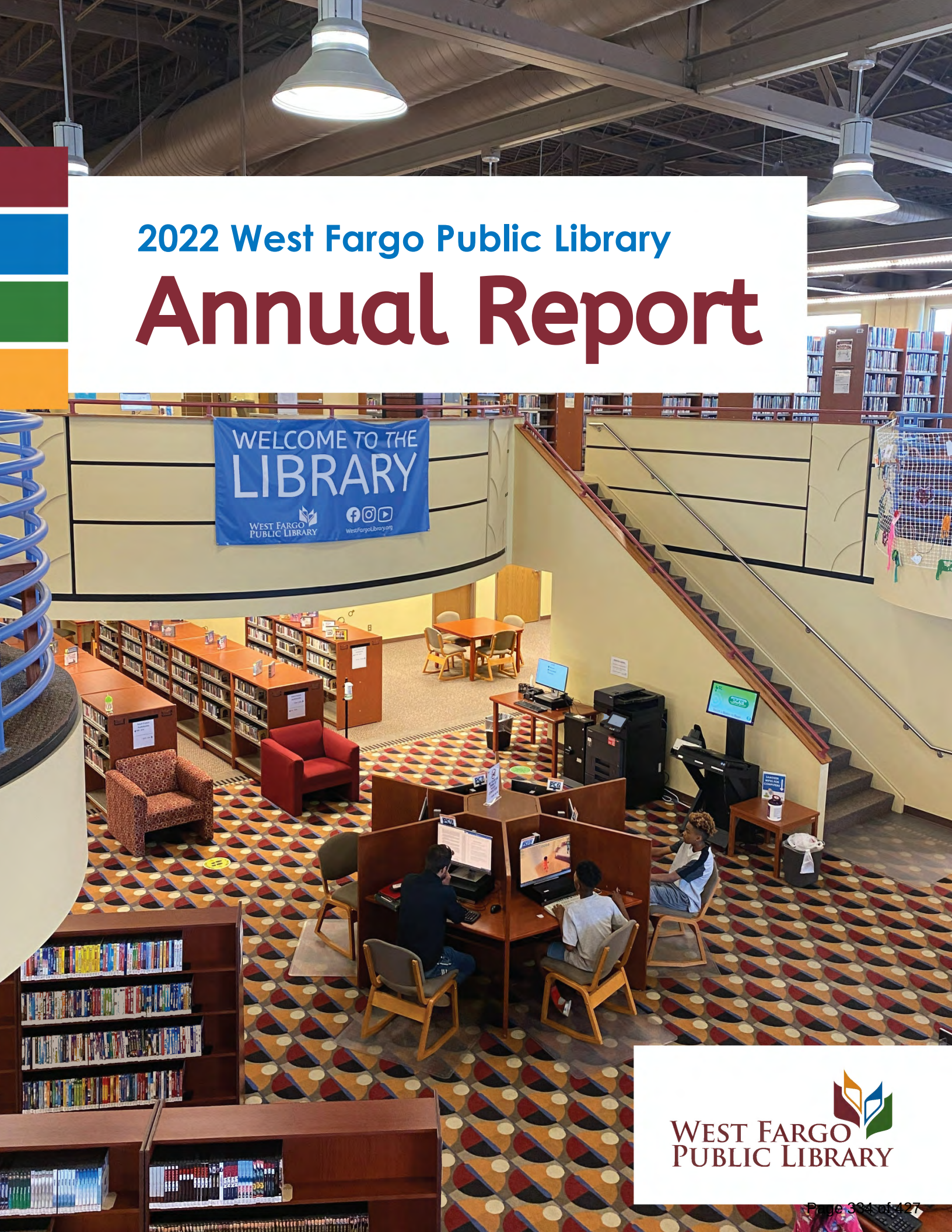
ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



2022 West Fargo Public Library Annual Report



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INTRODUCTION

Hello, West Fargo! My name is Betty Adams and I had the pleasure of serving as Director of the West Fargo Public Library in 2022. The library's 51st year of service was another of exciting growth and success, and I am proud to share some of our 2022 highlights with you within this report.

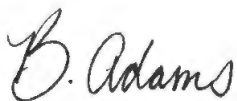
As I reflect on the past year, I am honored to report that the West Fargo Public Library continued to be a vibrant hub of activity and information for our community. All year, besides checking out materials to our over 16,000 active cardholders, we offered programs and services for people of all ages in the library building and beyond. We are particularly proud of the unbelievable growth of our in-library storytimes with nearly 3,100 storytime attendees in 2022. This is a 163% increase from pre-pandemic 2019 numbers where we had only 1,176 storytime attendees. Adult program attendance also hit a record high in 2022 with nearly 2,000 attendees overall. I invite you to flip through these pages to see even more stories of success in 2022.

None of the library's achievements would have been possible without the support of our dedicated staff. I am so grateful for the team's tireless efforts and commitment to making our library a welcoming and inclusive space for all. The library also owes its success to the many volunteers and community partners that support our services in various ways each year.

Although I am nearing the end of my tenure at the West Fargo Public Library, I am confident the West Fargo Public Library team will meet any and all challenges head on and continue to do what they do best — serve our amazing community with a smile. With your support and engagement, I know that the West Fargo Public Library will remain a vital resource for our community for many years to come.

Thank you for your ongoing support and partnership.

Sincerely,



Betty Adams
Director, West Fargo Public Library



BOARD OF DIRECTORS

The West Fargo Public Library Board of Directors holds public monthly meetings on the second Thursday of every month at 5:30 p.m. in the Commission Chambers at West Fargo City Hall. The Board is made up of volunteer members who serve a vital role in advocating for the library and overseeing its finances, policies, operations, collection, and long-term planning. The Board plays a critical role in ensuring the library continues to provide high-quality service to the West Fargo community.

President

Liann Hanson

Vice President

Larry Schwartz

Treasurer

Alanna Rerick

Member

Tony Stukel

City Commissioner

Mandy George



MISSION

As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions and develop social connections.

VISION

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play and create.

To achieve our goals, the West Fargo Public Library does not charge late fees and offers countless programs and services like skill-building classes, entertainment and cultural events, technology tools, the Little Red Reading Bus, community meeting spaces and the latest in physical and digital books and media.

AWARD-WINNING SERVICE



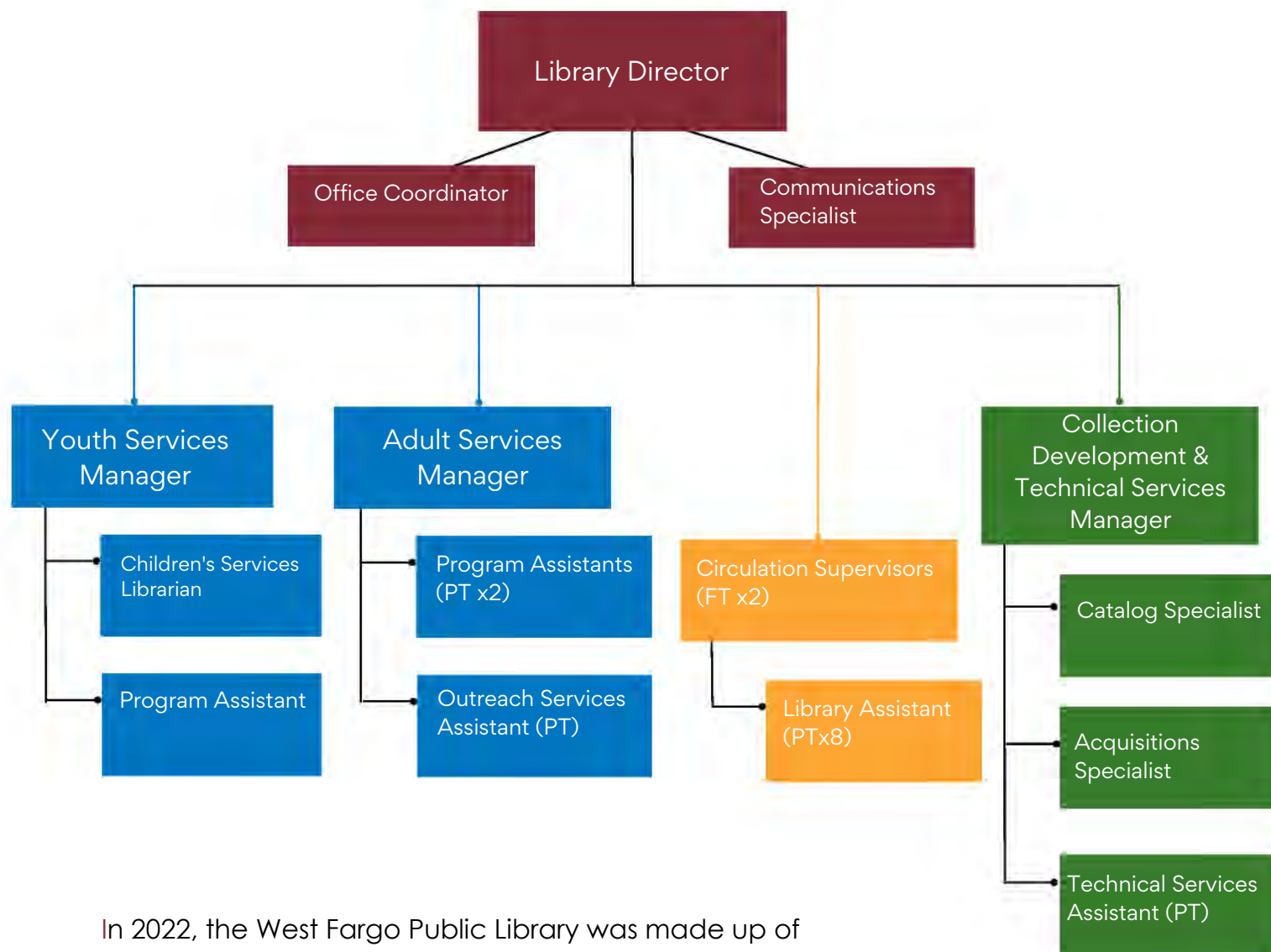
(From Left to Right) Director Betty Adams, Circulation Supervisors Amy Hitch and Nathaniel Craig, and Library Service Managers Molly Flaspohler, Lauren Nephew and Kirsten Henagin pose with the 2022 Star Library Award.

2022 Star Library Award

In late 2022, the North Dakota State Library awarded the West Fargo Public Library the 2022 North Dakota Star Library Award for exemplary service to the community. The award is based on per-capita circulations, service hours, program attendance, computer usage, WiFi usage and the percentage of North Dakota Library Coordinating Council Standards for Public Libraries met by the library in 2021. The award is granted to high-performing libraries within their peer group of libraries with similar operating expenditures.



ORGANIZATIONAL STRUCTURE



In 2022, the West Fargo Public Library was made up of 12 full-time employees and 12 part-time employees that made up four teams: **Administration**, **Programming**, **Patron Services**, and **Technical Services**.

ADMINISTRATION

The West Fargo Public Library's Administration team is made up of the Library Director and two support staff: a full-time Communications Specialist and a full-time Office Coordinator. The Library Director oversees all library operations, especially strategic planning and service development. The Communications Specialist is the voice of the library, responsible for notifying patrons of service changes, promoting the library's many events, and planning and executing library marketing campaigns. The Office Coordinator works to keep the library running smoothly behind the scenes doing a wide range of things from processing bills to coordinating building maintenance, mail, and supplies.

PATRON SERVICES

In 2022, the Patron Services team was made up of eight part-time Library Assistants led by two full-time Circulation Supervisors. This important team offers direct customer service to library patrons who call, email, or visit the library. Patron Services staff check library materials in and out, help patrons find items, organize and shelve materials, maintain library records, issue library cards, manage interlibrary loans, assist with library technology, answer a wide range of questions, and much more.



16,468

active library cards in 2022

6601

total sessions on
public computers
in 2022

4102

new library cards
issued in 2022

53,176

visitors to the library in 2022

438

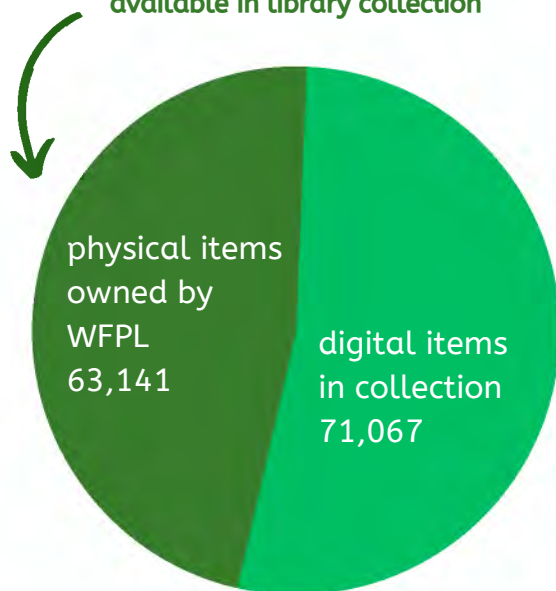
checkouts of
technology
equipment like
hotspots & tablets
in 2022

TECHNICAL SERVICES

In 2022, the Technical Services team was made up of a full-time Cataloging Specialist, a full-time Acquisitions Specialist, and a part-time Acquisitions Assistant all led by the Collection Development and Technical Services Manager. This team is responsible for the acquisition, organization, and management of all library materials. They order and receive new materials, catalog and classify items, and ensure the accuracy and consistency of bibliographic data. Overall, the Technical Services team plays a critical role in ensuring that all of the library's materials and electronic resources are effectively managed and accessible to patrons.

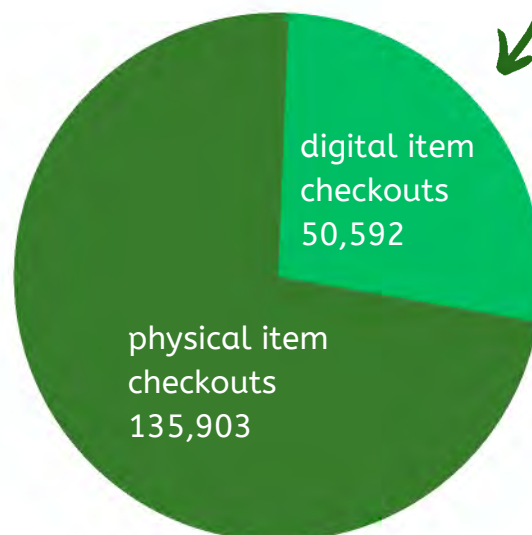
134,208

total physical and electronic materials
available in library collection



186,495

total checkouts of library materials



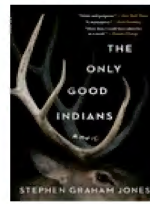
TOP 10 ADULT BOOKS



Greenwich Park
by Katherine Faulkner



The Girl from the Widow Hills
by Megan Miranda



The Only Good Indians
by Stephen Graham Jones



The Recovery Agent
by Janet Evanovich



The Last House Guest
by Megan Miranda



The Friend Zone
by Abby Jimenez



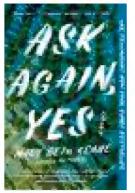
The Night Watchman
by Louise Erdrich



The Stepsisters
by Susan Mallery



We Are All the Same in the Dark
by Julia Heaberlin

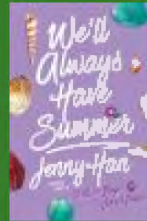


Ask Again, Yes
by Mary Beth Keane

TOP 10 TEEN BOOKS



My Hero Academia Vol. 26
by Kohei Horikoshi



We'll Always Have Summer
by Jenny Han



Fruits Basket Vol. 1
by Natsuki Takaya



My Hero Academia Vol. 3
by Kohei Horikoshi



The Kiss of Deception
by Mary E. Pearson



It's Not Like It's a Secret
by Misa Sugijura



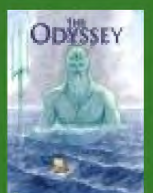
The Boy in the Striped Pajamas
by John Boyne



Maximum Ride Vol. 1
by NaRae Lee



Black Bird Vol. 2
by Kanoko Sakurakoji



The Odyssey: A Graphic Novel
by Gareth Hinds

TOP 10 YOUTH BOOKS



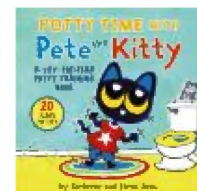
Ponies on Ice
by Ruth Benjamin



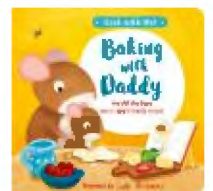
Pinkie Pie Keeps a Secret
by Magnolia Belle



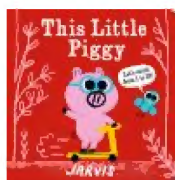
The Babysitters Club
by Chan Chau



Pete the Kitty and the Groovy Playdate
by James Dean



Baking with Daddy
by Kath Smith



This Little Piggy Let's Count from 1 to 10
by Jarvis



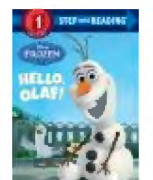
Curious George Wash Your Hands
by Chris Ayala-Kronos



Chameleon's Colors
by Harriet Evans



8 Little Planets
by Chris Ferrie



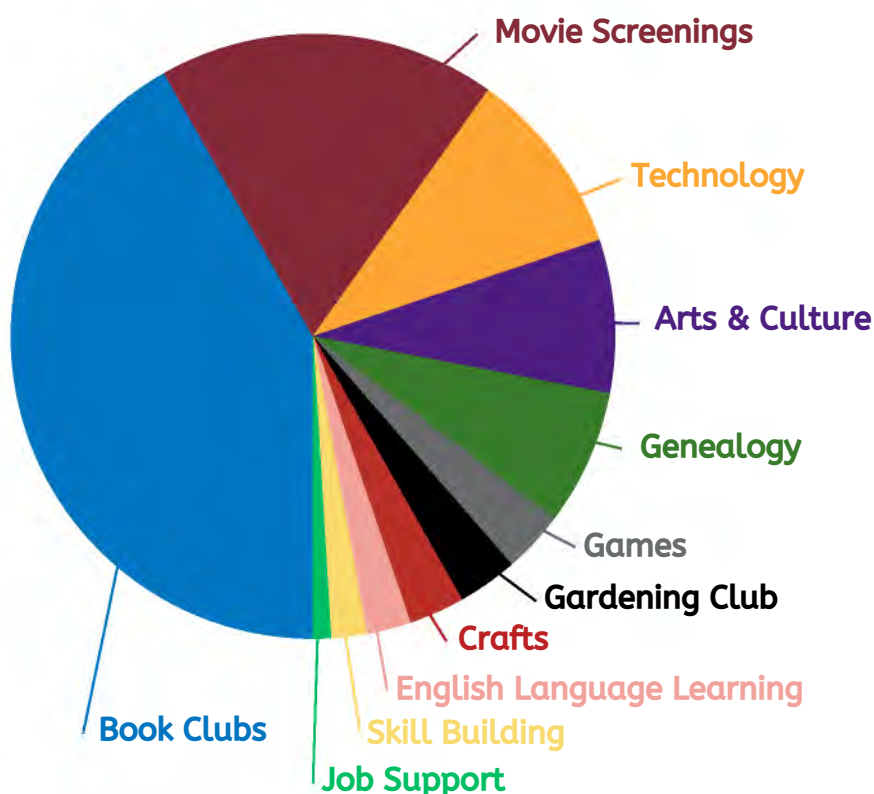
Hello Olaf!
by Andrea Sanchez

PROGRAMMING

ADULT SERVICES

In 2022, the Adult Services team was made up of two part-time Program Assistants and one part-time Outreach Assistant, all led by the Adult Services Manager. This team is primarily responsible for the planning and execution of all adult programming at the library including four popular book clubs, routine deliveries to local senior living facilities, and many other programs for people 18 years of age and older.

Attendance by Program Type



352

total attendance
at four monthly
library book clubs
in 2022

89

participants in
technology
tutoring and
classes in 2022

301

library-hosted
event sessions for
adults in 2022

868

total attendees
at library-hosted
adult programs
in 2022



ADULT OUTREACH DELIVERY SERVICES

In order to promote lifelong learning, create social interaction, and provide access to library services for those who may be unable to visit the library building, the West Fargo Public Library has made monthly deliveries to senior living facilities for the last 10 years. In 2022, the part-time Outreach Assistant served an average of 36 patrons each month at the following six senior living facilities.

Dakota Commons

New Perspectives

Sheyenne Crossings

Monterey & Brighton Place

Serenity Apartments

West Fargo High Rise

In the fall, the West Fargo Public Library added Memory Care Kits and Activity Packets to the growing list of offerings beyond books available for patrons these facilities.

1203

total items
circulated through
senior deliveries
in 2022

100

average books delivered
to seniors each month
in 2022

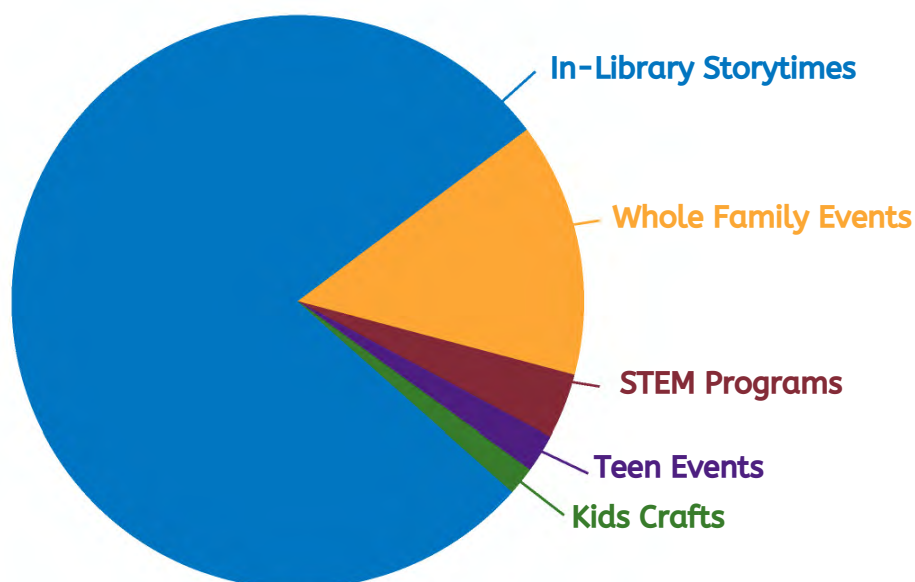
36

average adult outreach
patrons served each
month in 2022

YOUTH SERVICES

In 2022, the Youth Services team was made up of one full-time Program Assistant and one full-time Children's Services Librarian, both led by the Youth Services Manager. This team is primarily responsible for the planning and execution of all youth programs at the library including in-library and off-campus storytimes, the Little Red Reading Bus route and many other programs for youth ages infant to 17 and their families.

Attendance by Program Type



3981

attendance at
library-hosted
youth and family
events in 2022

124

library-hosted
event sessions for
youth and
families in 2022

3115

attendance at
in-library
storytimes in 2022

Summer Boost

Every year the library comes together to facilitate Summer Boost, an all-ages comprehensive summer program that includes the annual summer reading challenge, dozens of events for all ages, the Little Red Reading Bus route and more. In 2022, the theme was "Oceans of Possibilities."

4707

attendees at
Summer Boost
events

13,143

reading hours
tracked by
challenge
participants

Little Red Reading Bus

The Little Red Reading Bus brings books and other activities out to local parks during its annual summer route. In 2022, library staff visited the following eight local parks each week during its 10-week route.

Meadowlark Park Goldenwood Park Rendezvous Park
Dakota Park Maplewood Park Shadow Wood Park
Village West Park Tintes Park

2542

books checked
out by Little Red
Reading Bus visitors

2697

visits to Little Red
Reading Bus
summer route stops

Youth Outreach

The West Fargo Public Library routinely served children at 12 West Fargo daycares in 2022. Staff visited eight daycares to host monthly storytime sessions, reinforcing vocabulary, social skills, language development, and creativity, while also generating excitement about reading and learning. In addition, five daycares received monthly book deliveries, ensuring that children had a constantly evolving choice of books to explore and enjoy.

2109

total children
served through
daycare storytime
events in 2022

1300

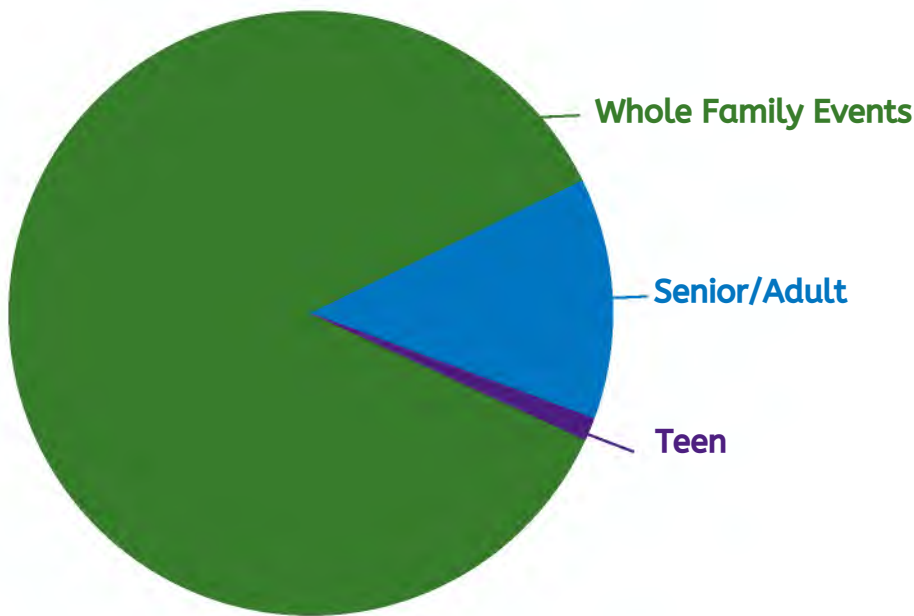
total books
delivered to local
daycares in 2022



COMMUNITY ENGAGEMENT

In 2022, the West Fargo Public Library participated in a wide range of community events and programs, directly engaging with a total of 2326 people throughout the year. Through these events, the library was able to connect with people of all ages, and share information about the services and resources available at their local library.

Attendance by Intended Audience



- | | | |
|--|---|--|
| Altrusa Meeting | Legacy Elementary Back to School Family Fun Night | West Fargo Events Healthy Kids Lunch |
| Artemis Program Presentation at MSUM | North Dakota Autism Center Family Picnic | West Fargo Events Summer Splash |
| Brooks Harbor Elementary Family Literacy Night | Night to Unite | West Fargo Parks Senior Lifestyle Expo |
| Dementia Education Group | Pride in the Park | Workforce Wednesdays |
| Family History Conference | West Fargo Area Community Program Senior Extravaganza | YMCA Community Family Night |
| Freedom Elementary Reading Night | | |

COMMUNITY PARTNERS

The West Fargo Public Library's success can be largely attributed to the support of many partners, local businesses, organizations, and regional libraries. These partners sponsor and collaborate on library programs, donate funds and goods, and volunteer their time and skills to support and promote the library's importance within the community. The contributions of the following entities played a significant role in the library's achievements and impact in 2022.

Abigail's Playhouse	Marvin
Andy's Lil Explorers Childcare	Mojo Fit Yoga
Angie's Playskool	Minnesota State University Moorhead Planetarium
Bank of North Dakota	New Perspective Senior Living
Carl B. Ylvisaker Library	North Dakota State Library
Cass County Housing Authority	North Dakota State University Libraries
Cayden's Clubhouse	Otto Bremer Foundation
Chic-Fil-A West Acres	Prairie Public
City of West Fargo	Redhawks Baseball
Culver's	Red River Rainbow Seniors
Dakota Commons	Rough Cut Social
Eventide	Sandy's Donuts
Fargo Brewing Company	SENDCAA Head Start
Fargo Public Library	Spirit Room
Fargo Public Schools	Thunder Coffee
Friends of the West Fargo Public Library	West Fargo Area Community Program
Gooseberry Park Players	West Fargo Events
Golden Drive Homeless Kids	West Fargo Exchange Club
Historical and Cultural Society of Clay County	West Fargo Fire
InForum West Fargo	West Fargo Parks
Imagination Theatre	West Fargo Police Department
Inspiring Minds Childcare	West Fargo Public Schools
Livingston Lord Library	YMCA Early Learning Center



FRIENDS OF THE LIBRARY VOLUNTEERS

West Fargo Public Library volunteers play an important role at the library. As they share their time and talents, volunteers make a real contribution to the quality of services the library is able to offer the community. Everyone who volunteers at the West Fargo Public Library becomes an automatic member of the Friends of the West Fargo Public Library non-profit group. This organization is dedicated to helping the library make programming and resources more accessible to the communities it serves through volunteering, fundraising and advocating for the library.

95

total active
volunteers

485

total
documented
volunteer hours

2022 Officers

President

Mari Krajewski

Vice President

Abby Larson

Treasurer

Donelle Richmond

Secretary

Sara Westall

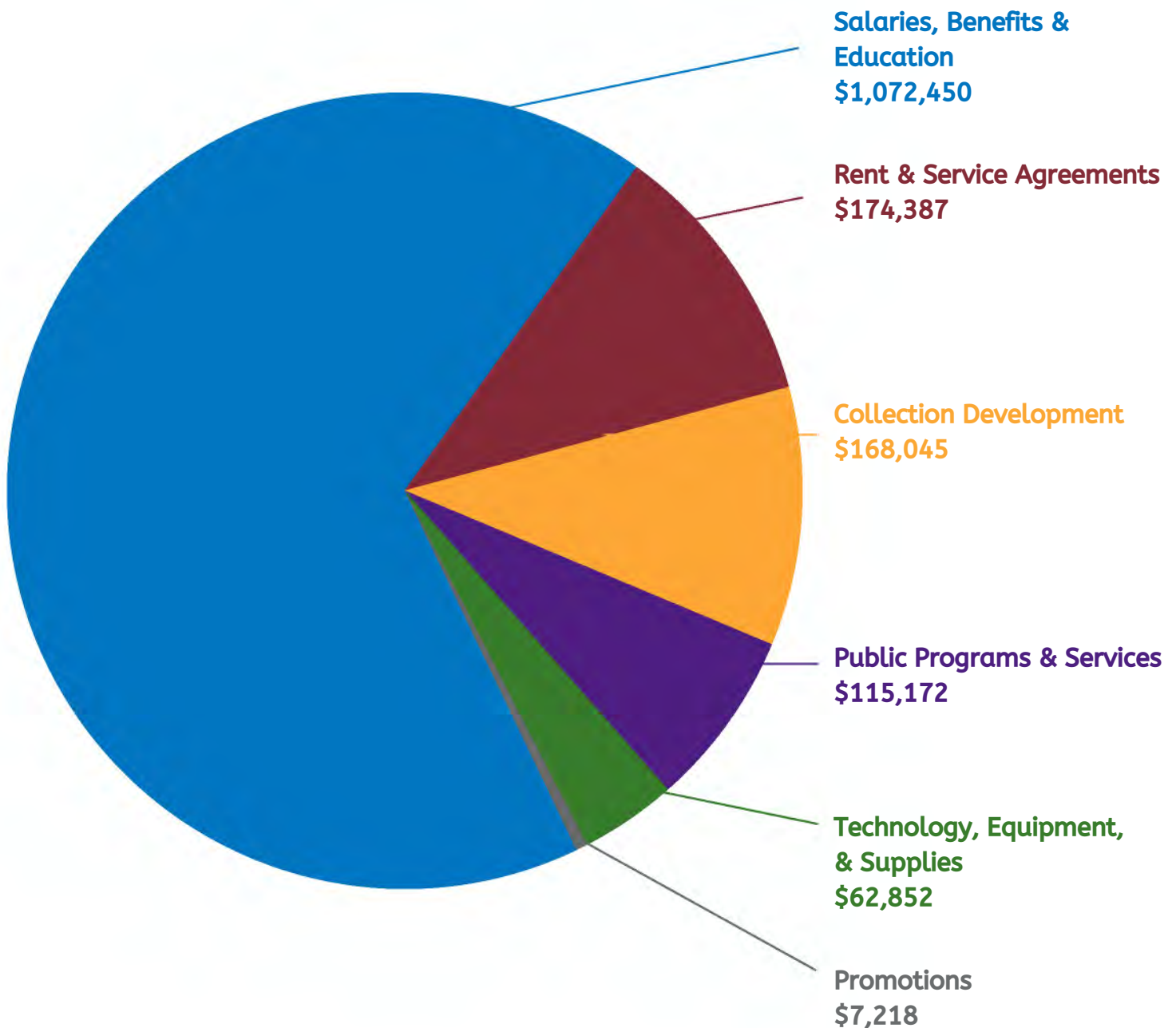
Social Media Manager

Readers appreciate
accurate information
Jacob Fisher

FINANCIAL OVERVIEW

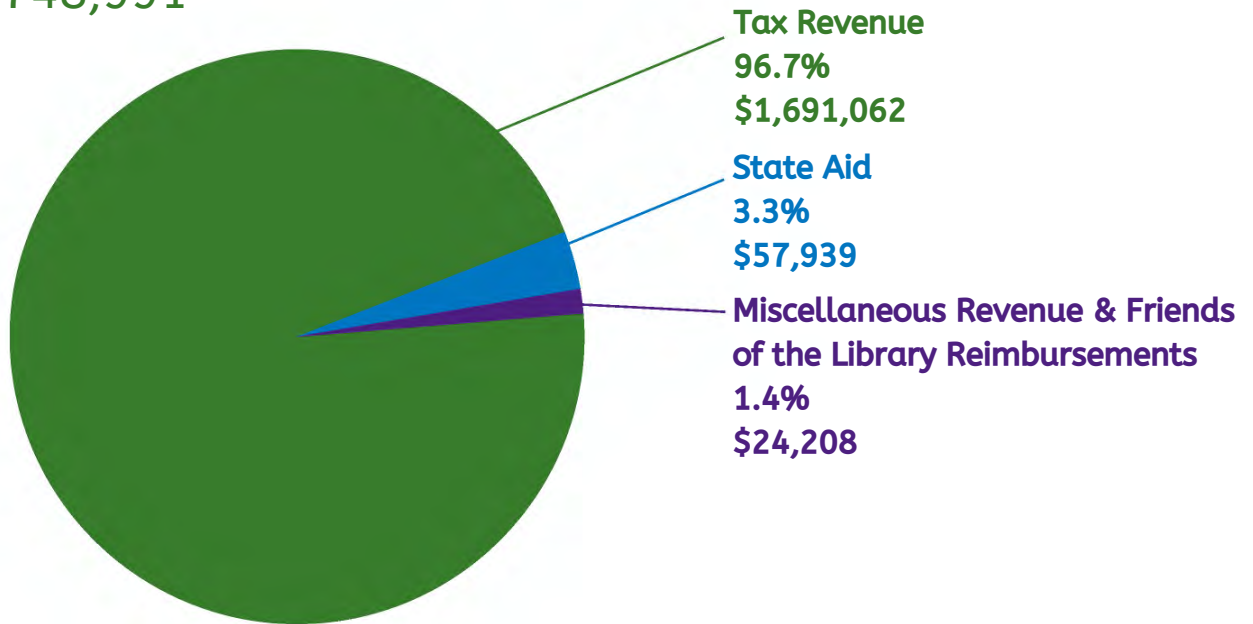
2022 Operating Expenses

Total: \$1,537,651



2022 Revenue

Total: \$1,748,991



\$3,037,458

estimated amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media*

\$76

per West Fargo resident

\$184

per active library card

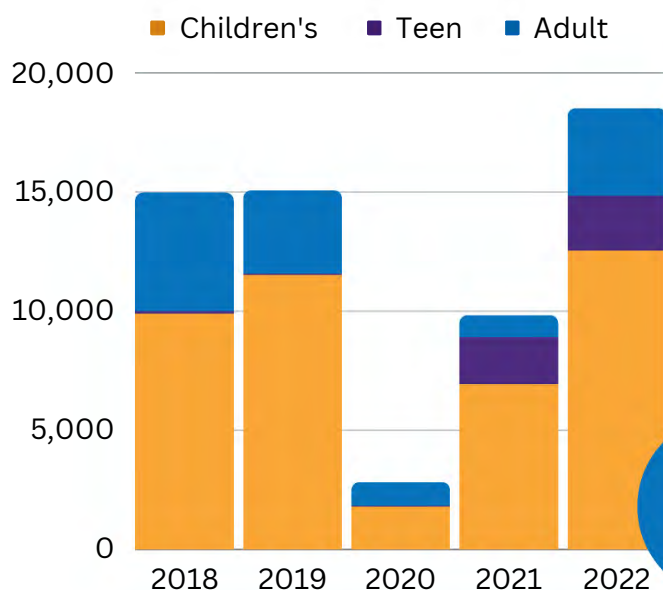
*Value derived from average item costs and number of 2022 checkouts.



FIVE YEARS OF GROWTH

In the past five years, the population of West Fargo has grown by approximately 11%, reaching almost 40,000 individuals in 2022 from about 36,000 in 2018. Meanwhile, the West Fargo Public Library has experienced even more significant growth, evident in usage statistics during the same period, shown here.

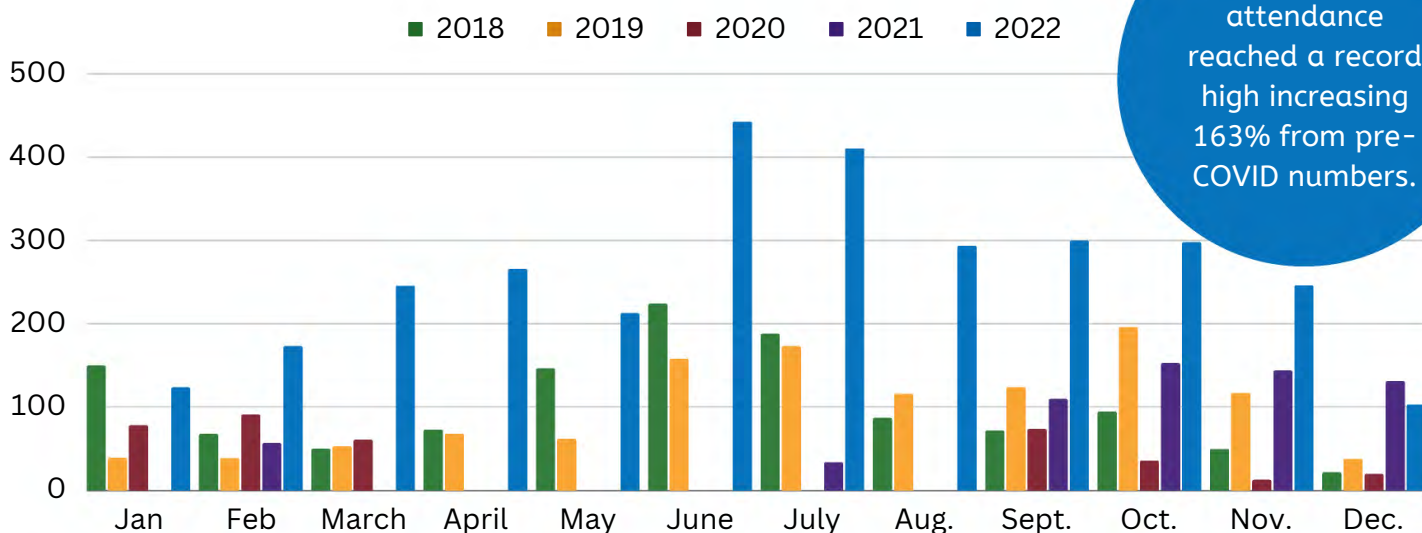
Program Attendance by Intended Audience



In 2022, library events had more participants than before COVID, especially in the teen category.



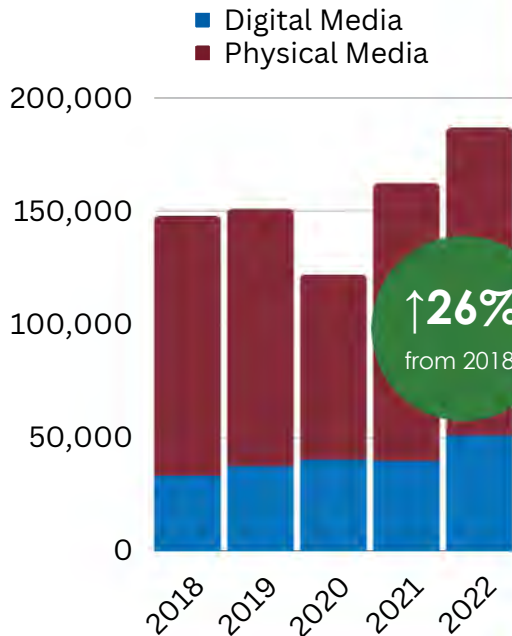
Monthly Storytime Attendance at the West Fargo Public Library



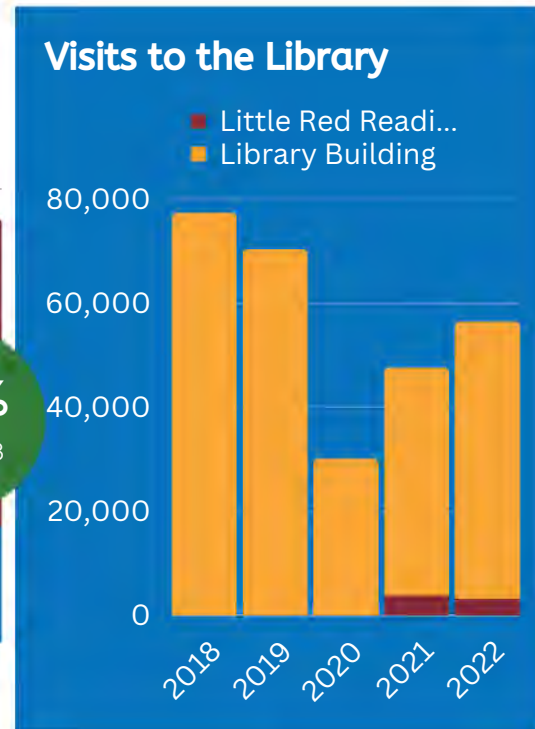
In 2022, Storytime attendance reached a record high increasing 163% from pre-COVID numbers.

Both physical and digital media checkouts have steadily increased over the last five years (with the exception of 2020) despite decreased visits to the library from pre-COVID numbers and a slight decline active library cards from 2021 to 2022.

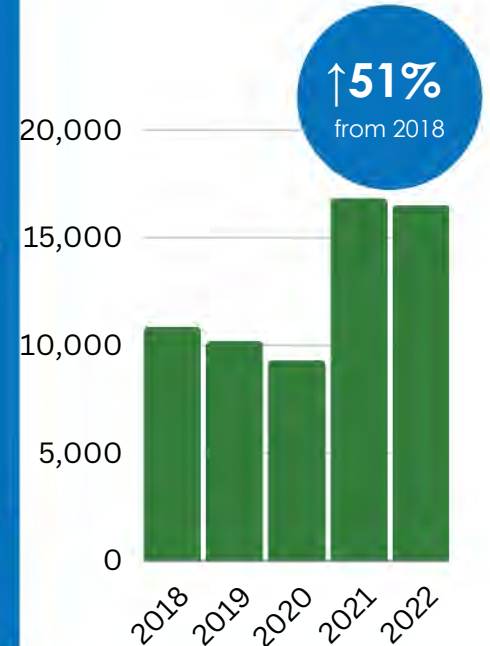
Item Checkouts



Visits to the Library



Active Library Cards



274,027

visits to the library building since 2018

719,379

items checked out from the
West Fargo Public Library since 2018

\$6,541,943

estimated amount West Fargo residents saved by
borrowing library materials instead of purchasing copies
of books or media in the last three years *

17,433

new library cards issued since 2018

*Value derived annually from average item costs at the time and number of checkouts.



THANK YOU!

Thank you for taking the time to read our 2022 Annual Report and for your continued support of the West Fargo Public Library.

CONNECT WITH US

www.westfargolibrary.org



@WestFargoLibrary
@TheLittleRedReadingBus



@WFLibrary



To: West Fargo City Commission

From: Matthew Andvik, Public Works Director

Date: June 19, 2023

Subject: Purchase of Roll Off truck budgeted in 2021

Action: Approve Purchase of Roll Off Truck budgeted in 2021.

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Dustin Scott, Assistant Administrator

Summary and Recommendation:

In the 2021 Public Works budget, a Roll Off Truck for the Sanitation Department was approved to purchase for \$170,000. The truck was ordered in 2021. Do to truck Chassis shortages and other supply shortages, the truck order had not been fulfilled. We were informed that it is now ready for purchase. Since 2021, there have been multiple prices increases due to the shortages. The price for this unit is now \$234,870 compared to the budgeted amount of \$170,000. A difference of \$64,870. After consulting with the acting City Administrator and Commissioner George, who holds the Sanitation portfolio, we agreed due to the significant price increase it would be prudent to bring this before the commission for approval. This new truck would replace a 17-year-old truck.

We request approval to purchase the Roll off Truck that was budgeted for in 2021 for the sum of \$234,870

Policy Analysis:

The roll off truck, was scheduled to be replaced in 2021 and was part of the approved 2021 budget. This purchase fits our fleet replacement schedule. It replaces a truck that is 17 years old and dues to increase maintenance issues the cost of ownership continues to increase each year we keep it in service.

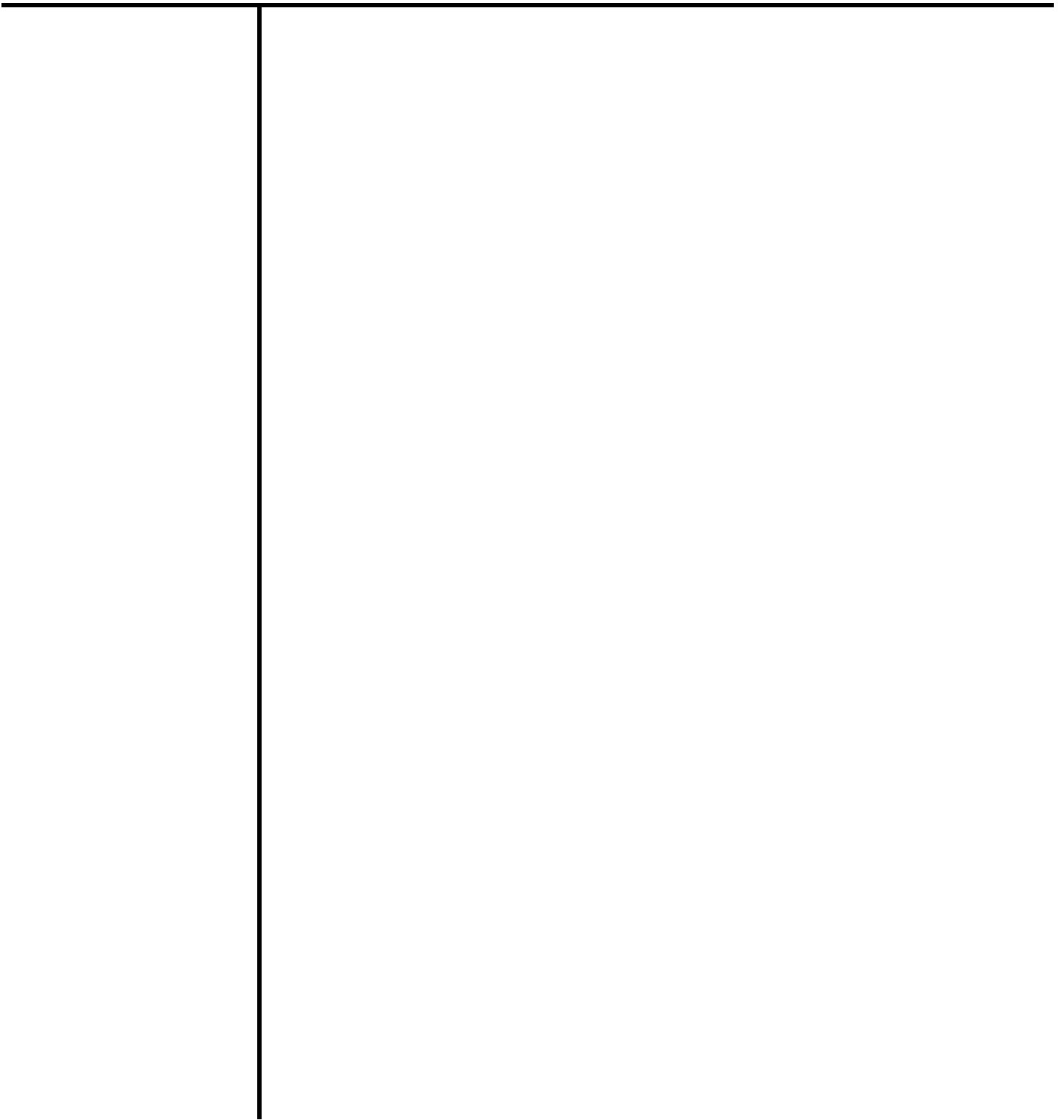
Financial Analysis:

The purchase price is \$234,870, which is \$64,870 more than the budgeted amount. This is due to the delayed time to build and post COVID inflation on equipment. We are proposing to use General fund reserves would be used to cover the price increase.

We plan on selling to roll off truck that is being replaced. The funds received from that sale would off set some of the price increase. The funds the sale of the old truck may generate could be in the \$10,000 to \$20,000 range.

Process/Timeline:

If approved by the Commission, the truck could be in service within two weeks.





"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:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: Improvement District No. 1337 (Wilds 21st Addition – Phase 2)

Action: Approve Change Order No. 4

New Information and Recommendation:

The Developer has requested that the relocation of an existing Cass Rural Water water main be relocated around the property formerly owned by the Grants to facilitate a future private site plan.

Cass Rural Water has been contacted by the Consultant and are in agreement with this work being completed. All water main work on this project is to be paid for, owned and operated by Cass Rural Water.

The following documents are attached for review/consideration:

- Change Order No. 4 with exhibit showing proposed work

Staff Recommendation: Approve Change Order No. 4

Financial Analysis:

All water main costs included in this change order are to be invoiced to and paid for by Cass Rural Water.

Previously Presented Information and Commission Actions:

June 6, 2022-

- **Staff Recommendation:** Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed.
- **Commission Action:** Commissioner Olson moved and Commissioner George seconded to approve. Commissioner Gjerdevig was absent and not voting. No opposition, motion carried.

May 16, 2022-

- **Staff Recommendation:** Staff would like to note that the cost of improvements in this phase is significantly higher than in previous years, but is still under the threshold of N.D.C.C. rejection requirements. The Developer has been made aware of increased costs and has requested to move forward with the project. The Engineering Department would recommend Approving the Resolution Accepting Bids and Award of the Contract to Dakota Underground for their base bid only for the amount of \$ 5,985,127.52
- **City Commission Action:** Commissioner Olson moved and Commissioner Gjerdevig seconded to approve. Commissioner George and Dardis Opposed. Motion carried.

April 18, 2022-

- **Staff Recommendation:** Approve Plans and Specs, and Authorize Bid Advertisement.
- **City Commission Action:** Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve. No opposition. Motion carried.

March 21, 2022 -

- **Staff Recommendation:** Approve the Amended Engineer's Report, Approve Task Order 50-1, and Authorize Engineer to prepare Plans and Specifications.
- **City Commission Action:** Commissioner Simmons moved and Commissioner Gjerdevig seconded to approve. No opposition. Motion carried.

February 7, 2022 -

- **Staff Recommendation:** Accept the "Petition for Improvements" and direct engineering to prepare an amendment to the Engineer's Report.
- **City Commission Action:** Commissioner Olson moved and Commissioner Gjerdevig seconded to approve. Commissioner Simmons was absent and not voting. No opposition, motion carried.

February 22, 2022-

- **Staff Recommendation:** Accept Resolution Declaring Petition for Improvements Received .
- **City Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. Commissioner Gjerdevig was absent and not voting. No opposition, motion carried.

Date of Issuance: <u>June 19, 2023</u>	Effective Date: <u>June 19, 2023</u>
Owner: <u>City of West Fargo</u>	Owner's Contract No.: <u>District No. 1337</u>
Contractor: <u>Dakota Underground Company</u>	Contractor's Project No.: _____
Engineer: <u>Moore Engineering, Inc.</u>	Engineer's Project No.: <u>21728B</u>
Project: <u>The Wilds 21st Addition - Phase 2</u>	Improvement District No. 1337; New Water Supply, Sewerage and Street Contract Name: <u>Systems; and Incidentals</u>

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

Description: The Developer has requested that the City relocate an existing high pressure Cass Rural Water User's water main to the property line to assist in future development of the farmstead property.

Attachments: Exhibit A, Exhibit B, and revised plan sheets.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>5,985,127.52</u>	Original Contract Times: Milestone #1: <u>October 28, 2022</u> Substantial Completion: <u>July 28, 2023</u> Ready for Final Payment: <u>September 15, 2023</u> days or dates
Increase from previously approved Change Order: Orders No. <u>1</u> to No. <u>3</u> : \$ <u>105,019.21</u>	No Change from previously approved Change Order: Orders No. <u>1</u> to No. <u>3</u> : Milestone #1: <u>-</u> Substantial Completion: <u>5</u> Ready for Final Payment: <u>5</u> days
Contract Price prior to this Change Order: \$ <u>6,090,146.73</u>	Contract Times prior to this Change Order: Milestone #1: <u>October 28, 2022</u> Substantial Completion: <u>August 2, 2023</u> Ready for Final Payment: <u>September 20, 2023</u> days or dates
Increase of this Change Order: \$ <u>111,117.00</u>	Increase of this Change Order: Milestone #1: <u>-</u> Milestone #2: <u>August 2, 2023</u> Substantial Completion: <u>28</u> Ready for Final Payment: <u>28</u> days or dates
Contract Price incorporating this Change Order: \$ <u>6,201,263.73</u>	Contract Times with all approved Change Orders: Milestone #1: <u>October 28, 2022</u> Milestone #2: <u>August 2, 2023</u> Substantial Completion: <u>August 30, 2023</u> Ready for Final Payment: <u>October 18, 2023</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

**EXHIBIT A
CHANGE ORDER NO. 4**

DESCRIPTION OF CHANGES

<u>Item No. & Description</u>			<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
<u>Water Main Items</u>							
9.	331413	Water Main - 8" PVC C900	LF	10	\$55.00		\$550.00
70.	24200	Water Main - Abandon	LF	485	\$34.00		\$16,490.00
71.	331414	Water Main - 8" SDR11 IPS	LF	509	\$153.00		\$77,877.00
72.	331413	Water Main - Connect to Existing	EA	2	\$8,100.00		\$16,200.00
TOTALS						\$0.00	\$111,117.00
NET CHANGE IN CONTRACT PRICE							\$111,117.00

JUSTIFICATION:

1. The Cass Rural Water main will be abandoned in place with control density fill materials. The proposed water main will be realigned to the edge of the property. Provide 2 week notice prior to starting work so proper notifications can be given to residents.
2. The current Work to be completed by Substantial Completion to be moved to Milestone No. 2 and a time extension to Substantial Completion and Ready for Final Payment to reflect the proposed water main relocation.

Change Order Exhibit A

Page 2 of 2

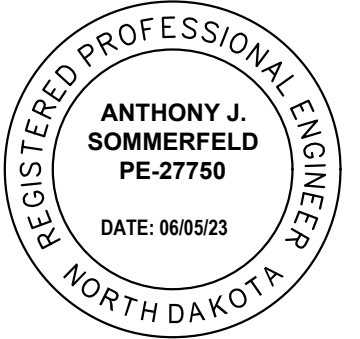
EXHIBIT B: Special Instructions

CHANGE ORDER NO. 4

New Water Supply, Sewerage, Street Systems and Incidentals Improvement District No. 1337

The Wild's 21st Addition – Phase 2

<u>Label</u>	<u>Description</u>	<u>Summary of Changes</u>
G-002	Table of Contents	ADDED sheet revision date and “CHANGE ORDER NO. 3” to sheets affected by addendum changes.
C-606	FARMHOUSE SITE DRAINAGE	ADDED the sheet showing watermain improvements.

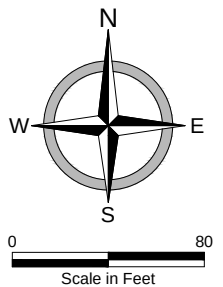


SITE PLANS
IMPROVEMENT DISTRICT NO. 1337
THE WILDS 21ST ADDITION - PHASE 2
WEST FARGO, NORTH DAKOTA
FARMHOUSE SITE - GRADING AND UTILITY PLAN

DATE:	04.26.22
REVISED:	06.05.23
REVISED:	----
REVISED:	----
REVISED:	----
REVISED:	----
RECORD:	----

PROJECT No.	21728B
MANAGER:	MWW
DESIGNER:	BJP/AJS
DRAFTER:	JJB
REVIEWER:	----

C-606





“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:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: Project No. 1346 – Sanitary Sewer Access Improvements

Action: Approve Plans and Specifications and Authorize Advertisement for Bids.

New Information and Recommendation:

The Consultant has completed plans and specifications for the referenced project. The next step is to approve plans and specifications and advertise for bids.

The following documents are attached for review/consideration:

- Project Layout Exhibit, which represents the Plans and Specifications
Note a full plan set is available upon request
- Draft Bid Advertisement – will be published for three weeks.
- Resolution Approving Plans and Specifications
- Resolution Directing Bid Advertisement

Staff Recommendation: Approve Plans and Specifications and Authorize Advertisement for Bids

Background and Project Summary:

This project will install manholes allowing Public Works access to sanitary sewer mains for maintenance purposes without having to enter in to private property. Additionally, the mains will be able to be televised so that we can ascertain the current condition of them and if they are in need of relining in 2024.

Policy Analysis:

It is critical to have access to sanitary sewer mains to allow Public Works the ability to televise, flush and potentially correct any failures to prevent sewer backups to upstream properties.

Financial Analysis:

This project is anticipated to be paid for utilizing Capital Improvement Sales Tax. No assessments are anticipated with this project.

Previously Presented Information and Commission Actions:

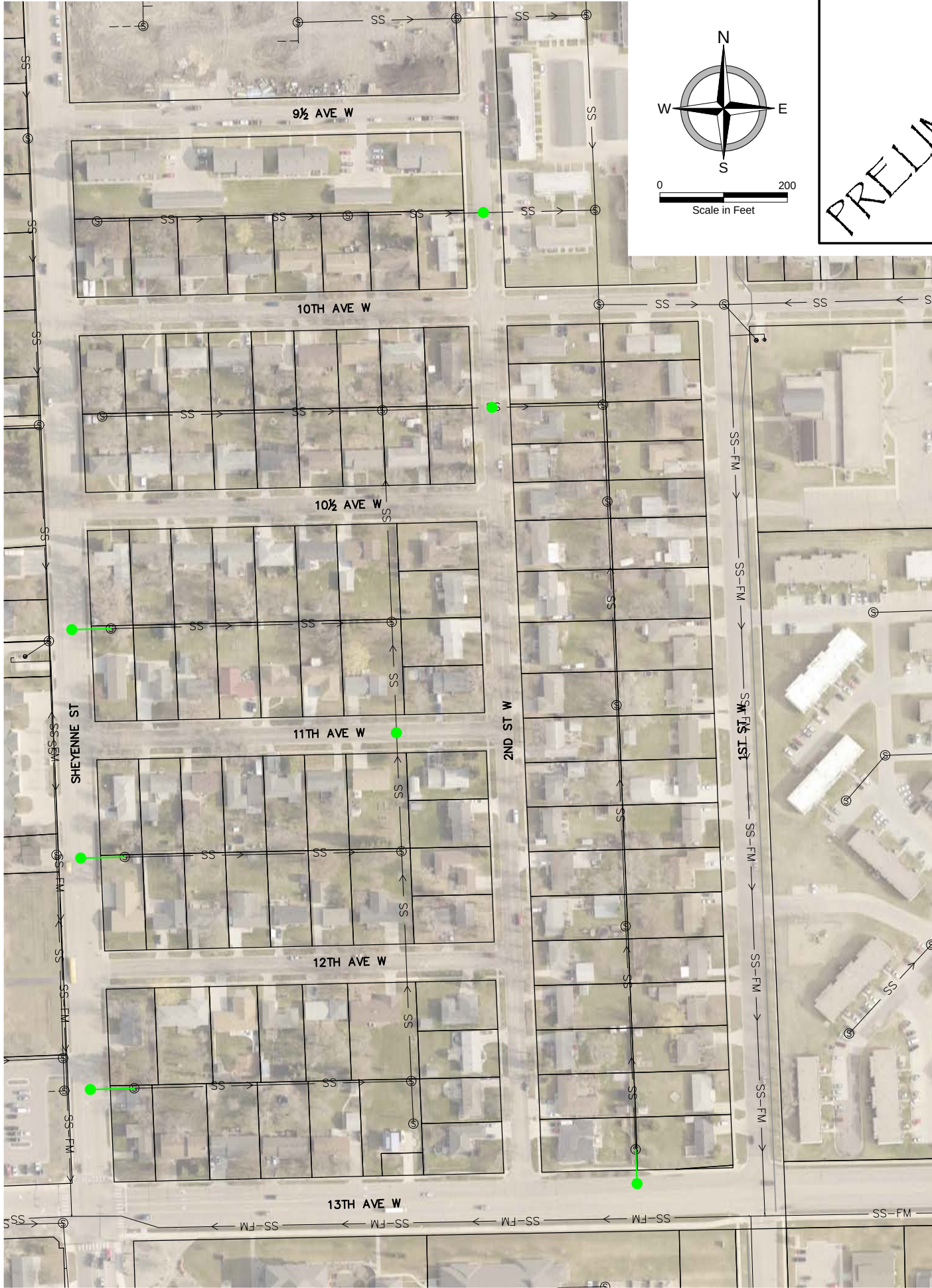
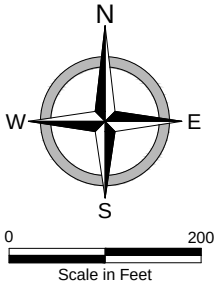
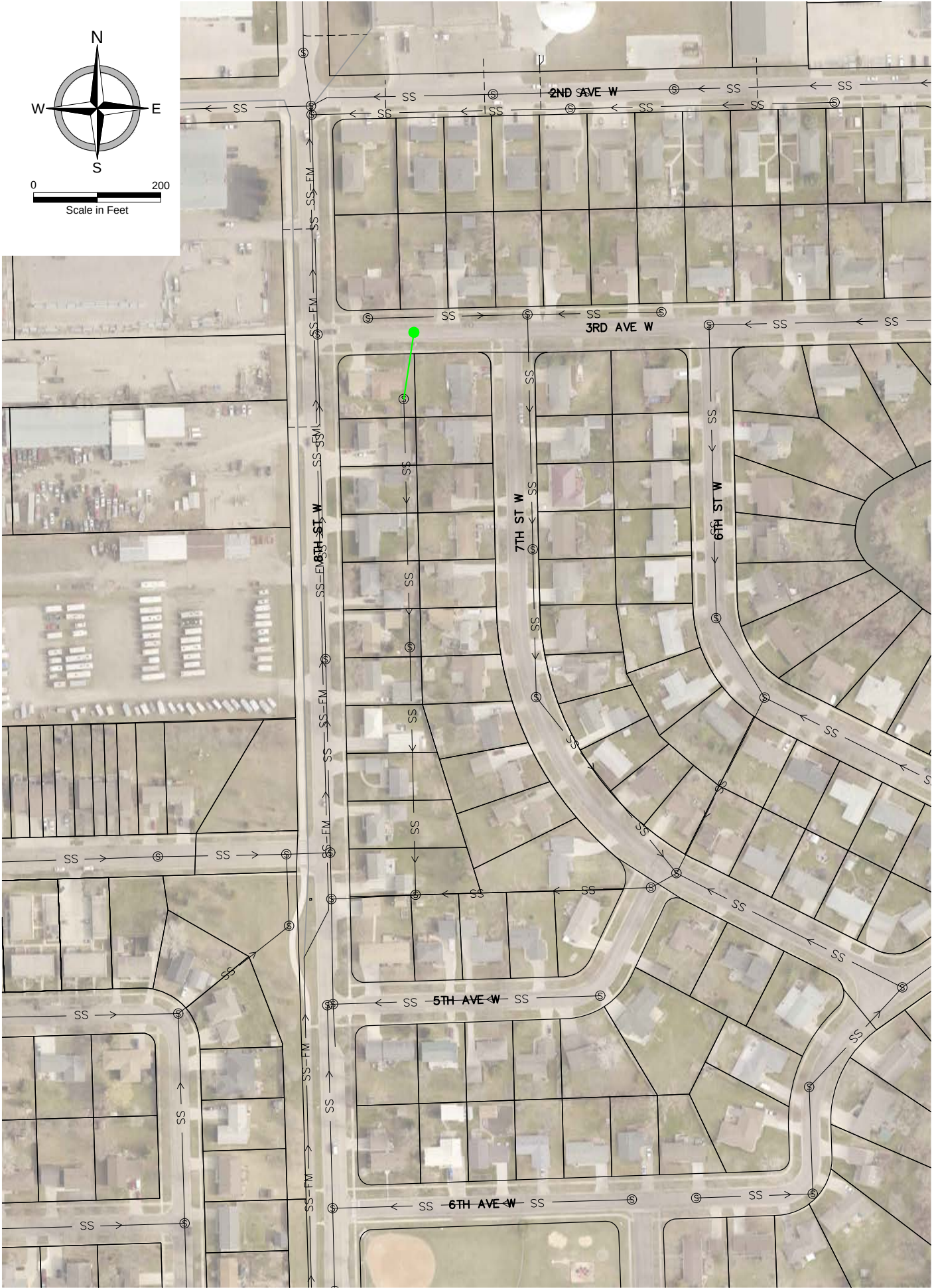
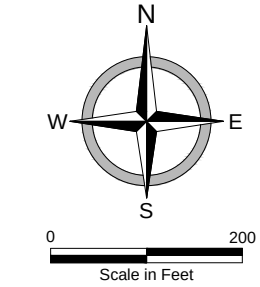
June 5, 2023-

- Staff Recommendation: Approve Task Order No. 56-1 for “Basic Services”
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

May 1, 2023-

- 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.

· **Commission Action:** Commissioner Simmons moved and Commissioner Anderson seconded to approve. No opposition, motion carried.



PRELIMINARY



PROJECT LAYOUT
PROJECT NO. 1346
SANITARY SEWER ACCESSIBILITY IMPROVEMENTS
WEST FARGO, NORTH DAKOTA
GENERAL LAYOUT

DATE:	06.08.23
REV DATE:	---
REV NUM:	---
RECORD:	---
PROJECT No.	22269
MANAGER:	MWW
DESIGNER:	DJD
DRAFTER:	MSG
REVIEWER:	---

C-101

CITY OF WEST FARGO, NORTH DAKOTA
PROJECT NO. 1346; SANITARY SEWER ACCESSIBILITY IMPROVEMENTS
CORE AREA SANITARY SEWER MANHOLES

ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until July 20, 2023 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com.

The Project consists of constructing sanitary sewer mains and manholes, concrete streets with curb & gutter, asphalt streets with curb & gutter, sidewalks, and other miscellaneous installations.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 8558216 on the website. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

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

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

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

Owner: City of West Fargo
By: Dustin Scott
Title: Assistant City Administrator
Date: June 19, 2023

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
IMPROVEMENTS IN PROJECT NO. 1346 – SANITARY SEWER SYSTEM
REHABILITATIONS, REPLACEMENTS; AND INCIDENTALS OF THE CITY OF
WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Project No. 1346 – Sanitary Sewer Stem Rehabilitations, Replacements; and Incidentals of the City of West Fargo heretofore prepared by Daniel Hanson, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in her office open to public inspection.

Dated: June 19, 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 for its adoption:

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Project No. 1346 – Sanitary Sewer System Rehabilitations, Replacements; and Incidentals of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said Project No. 1346 have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

WHEREAS, said plans, specifications and estimates of cost have been prepared and have been approved by the Board of City Commissioners of the City of West Fargo; and

WHEREAS, it is necessary to advertise for bids for the work in said project.

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and she is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made Project No. 1346 – Sanitary Sewer System Rehabilitations, Replacements; and Incidentals to be published once each week for **three** consecutive weeks in *The Forum*, and that the City Auditor and Engineer will meet at the City Hall in the City of West Fargo, at a time and date to be determined by the City Auditor, for the purpose of opening sealed bids received prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. Such advertisements shall be published in form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: June 19, 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.



"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:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
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Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: ADA Transition Plan

Action: Approve and Adopt the ADA Transition Plan

New Information and Recommendation:

To remain qualified to receive federal funding on projects where the City is the contract holder, the City is required to have an ADA Transition Plan in place. Subject to Title II of ADA, the City must conduct a self-evaluation of its facilities and develop a transition plan to outline strategies to achieve compliance.

Engineering staff has been working with a Consultant, (SRF) over the past year and the ADA Transition Plan has been completed, went out for public comment and is ready to be approved and adopted by the City Commission.

The following are highlights from the attached plan:

1. The complete inventory was completed and consists of the following inventories:
 - 3,591 City owned curb ramps
 - 284 push buttons at pedestrian crossings
2. Prioritization of correcting out of compliance

The following documents are attached for review/consideration:

- ADA Transition Plan

Staff Recommendation: Approve and Adopt the ADA Transition Plan

Background and Project Summary:

Policy Analysis:

The City is committed to providing pedestrians with ADA accessible and compliant facilities. This plan provides a map of prioritizations and costs of improving locations that are out of compliance and a proposed schedule of how this will be accomplished.

Financial Analysis:

Previously Presented Information and Commission Actions:

Date-

I

Americans with Disabilities Act Transition Plan for Public Right of Way

May 2023

Purpose and Need

- Title II of ADA requires the City to conduct a self-evaluation of its facilities and develop a transition plan to outline strategies to achieve compliance.
- The ADA Transition Plan is necessary for the City to continue to receive Federal and State dollars on projects where the City is the contract holder.
 - City is the contract holder on contracts where the City cost share is over 50% of the cost of the project.

ADA Transition Plan Elements:

- Designation of an ADA Coordinator
 - Asst. City Engineer Andrew Wrucke
- Grievance Procedure
 - Provides a procedure for the prompt and equitable resolution of citizen complaints, concerns, comments and other grievances
- Public Outreach
 - There was a 30 day public outreach period for this plan. No input was received from the community.
- Monitoring
 - The plan will be updated every 5 years from the adoption by the City Commission. Public comment periods will be incorporated in to each plan update.

ADA Transition Plan Elements: (Cont'd)

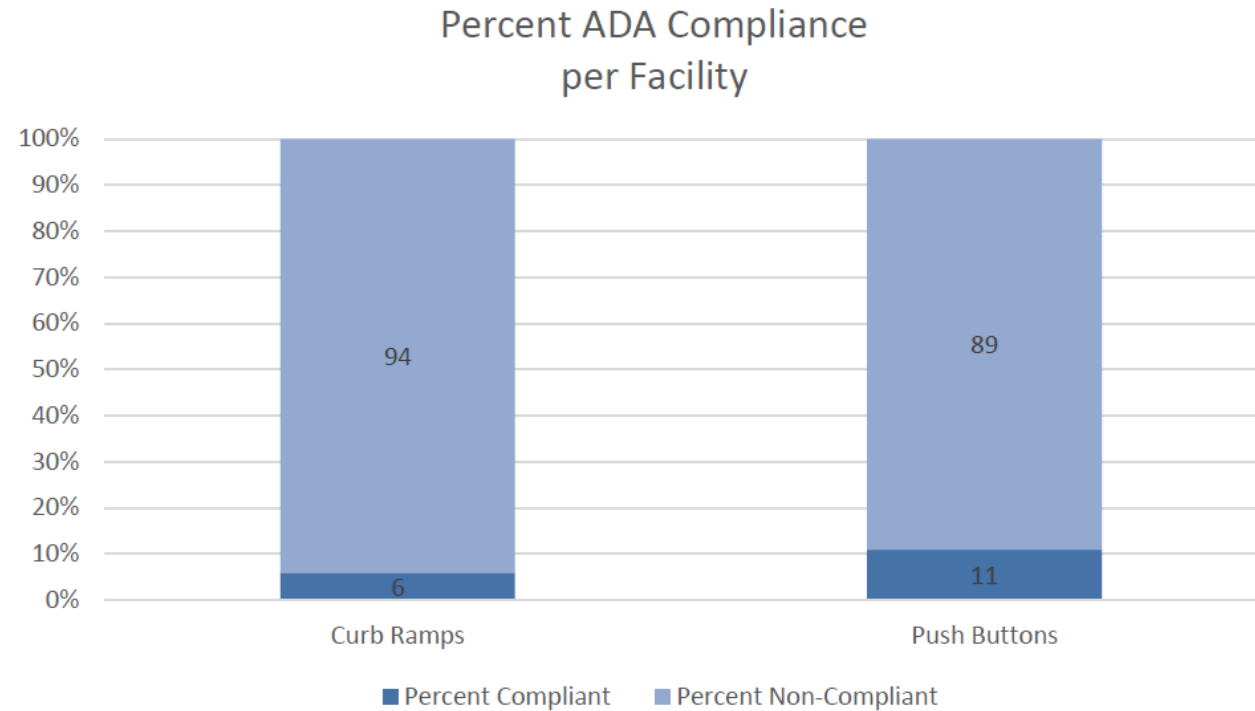
- Design Standards
 - West Fargo has PROWAG, as adopted by the North Dakota Department of Transportation as its design standard.
 - PROWAG – Guidelines for Accessible Public Rights-of-Way issued by the US Access Board in 2005.
- Schedule and Budget
 - A projected schedule with defined milestones to achieve reasonable compliance is included in the plan.
- External Agency Coordination
 - Coordinate with other agencies that are responsible for pedestrian facilities, an example would be bus stops.

Self Evaluation

- Under Title II of the Americans with Disabilities Act (ADA), the City was required to perform a self-evaluation.
 - Infrastructure policies, practices and programs.
 - Condition of Pedestrian Circulation Route/Pedestrian Access Route (PCR/PAR) and need for improvements.
 - Curb ramps and traffic control signals.
- City of West Fargo Facilities
 - 3,591 curb ramps
 - 30 City owned signalized intersections
 - 284 push buttons
- Inventory of existing facilities was conducted by City Staff

Self Evaluation Results

- 6% of curb ramps and 11% of push buttons were ADA compliant
 - This is similar to other communities in our area.



Priority Areas

- Examples of priorities:
- Highest Priority – Category 1A:
 - No curb ramp where sidewalk or pedestrian path exists and location near a medical center, school, transit facility, government building, non-auto dependent household or similar facility.
- Category 1B:
 - Existing curb ramp with noncompliant running slopes and location near a medical center, school, transit facility, government building or similar facility.

Priority Areas (Cont'd)

- Category 2A:
 - No curb ramp where a sidewalk or pedestrian path exists.
- Category 2B:
 - Existing curb ramps with running slopes greater than 12% or a cross slope greater than 3%
- Category 3:
 - No curb ramp where a striped crosswalk exists

Priority Areas (Cont'd)

- Further priority areas are included in Appendix C of the Ada Transition Plan.
- Priority areas to be improved per the Plan are any location where an improvement project or alteration was constructed after January 26, 1991.
 - These areas are to be improved over the course of the next 10 years.
- The City of West Fargo has established that the highest priority for accessibility improvement projects are due to surrounding services that include government buildings, schools and urgent care facilities.

Improvement Costs

- Estimated costs associated with providing ADA accessibility to the entire jurisdiction is \$18,000,000.
 - Include curb ramp improvements in various projects:
 - Mill & Overlay projects
 - Annual concrete repair projects
 - Reconstruction projects
- Improvements are proposed to be implemented over the course of the next 30 years.

QUESTIONS?

City of West Fargo

Americans with Disabilities Act

Transition Plan for Public Right of Way

May 2023



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Introduction

Purpose and Need

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public services and programs, the City of West Fargo (City) must comply with this section of the ADA Act as it specifically applies to public service agencies. Title II of ADA Act provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."¹

Subject to Title II of ADA, the City of West Fargo must conduct a self-evaluation of its facilities and develop a transition plan to outline strategies to achieve compliance. The ADA Transition Plan (Plan) outlines policies and procedures for both the City to maintain compliance, and for community members to have a dialogue about accessibility issues. The City's Plan provides a better understanding of the assets within West Fargo and will help guide the City's prioritization of ADA investment.

Additionally, progress on the Plan will ensure that the City maintains eligibility for State and Federal funding to support transportation projects.

Self-Evaluation

A key activity in developing the Plan is the self-evaluation. The self-evaluation inventories barriers in programs and activities that prevent persons with disabilities from reasonable access. The City began its evaluation of curb ramps, signals, and Accessible Pedestrian Signals (APS) also referred to as push buttons in May of 2022. This plan document pertains specifically to public rights-of-way and other infrastructure elements will be incorporated into stand-alone documents or in

¹ ([42 USC, Sec. 12132](#); [28 CFR, Sec. 35.130](#))

future updates to this one. The City’s Consultant (SRF) worked with City staff to provide professional services in completing this process. The self-evaluation consists of a field review of infrastructure and facilities alongside a review of policies and programs as shown in Figure 1.

Figure 1. Self-Evaluation Components



The self-evaluation will provide an inventory of ADA compliance gaps and allow the City to catalog and prioritize future improvements. Programs and facilities will be inventoried in an interactive, dynamic geographic database that will be delivered to the City for continuous monitoring and updates.

Plan Elements

After the self-evaluation is complete the Plan document will be developed. In addition to the compliance assessment and progress report that the self-evaluation provides, several core elements will be incorporated into the Plan.

Designating an ADA Coordinator

The City has identified a coordinator to oversee ADA policies and procedures and serve as the primary point of contact for ADA related issues. The ADA Coordinator will be the City’s Assistant City Engineer: Andrew Wrucke, P.E. (Contact info located in Appendix A)

Grievance Procedure

Under ADA, each agency is required to publish its responsibilities. A public notice will be documented in the plan. If users of City facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance. A procedure for the prompt and equitable resolution of citizen complaints, concerns, comments, and other grievances is included in the Plan.

Public Outreach

The City recognizes that public participation is an important component in the development of this Plan. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City. Additionally, the Plan development was incorporated into outreach efforts for the City's Comprehensive Plan.

Monitoring

The Plan will be updated as policies within the City evolve, and projects are completed. The appendices of the Plan will be updated periodically. The Plan will be updated every 5 years once adopted by the City Commission. With each Plan update, a public comment period will be established to continue public outreach.

Design Standards

In the Plan appendices, all applicable design standards related to ADA are included for quick reference as per City policy.

Schedule and Budget

A projected schedule with defined milestones to achieve reasonable compliance is included in the Plan. Additionally, the Capital Improvement Plan (CIP) for the City includes budgetary estimates for anticipated Capital Improvements which will include ADA related projects moving forward.

External Agency Coordination

Several other agencies are responsible for pedestrian facilities, such as bus stops, traffic signals, and pedestrian curb ramps within the jurisdiction of the City. The City will coordinate with those agencies to track and assist in the elimination of accessibility barriers along their routes. ADA contacts and interagency agreements will be provided for City, County, and regional authorities that are responsible for right-of-way in West Fargo.

Project Timeline

To complete the Transition Plan document, data collection is required. This includes the following:

- Evaluation of existing curb ramps.
- Evaluation of accessible pedestrian signals.
- Establishment of a Geographic Information System (GIS) database and reporting protocol.
- Notification and public comment on Draft Plan.
- Final establishment of a working ADA Transition Plan Document.

This project will be completed in the calendar year 2023. The Plan framework was established in late 2022 with the objective to have a Draft Plan available for public comment to begin in the March of 2023 followed by the adoption of the plan in 20. An outline of project processes and schedule is shown in Figure 2.

Figure 2. ADA Transition Plan Process



ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, West Fargo must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35,106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].

- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

This document has been created to specifically cover accessibility within the public rights of way and does not include information on the City of West Fargo programs, practices, or building facilities not related to public rights of way.

Public Rights-of-Way

Public rights-of-way (ROW) in the City of West Fargo include roadways and their adjacent facilities that serve a transportation purpose. This includes sidewalks, curb ramps, driveways, and signals. Public rights-of-way do not include buildings, publicly accessible technology, recreational trails and facilities, and private property. These facilities and programs are subject areas that will be addressed in the future revisions of the Plan.

Self-Evaluation

Overview

The City of West Fargo is required, under Title II of the Americans with Disabilities Act (ADA) and 28 CFR 35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that West Fargo policies and practices support providing accessibility and full participation by individuals with disabilities.

The self-evaluation also examines the condition of the City Pedestrian Circulation Route/Pedestrian Access Route (PAR/PCR) and identifies potential need for PAR/PCR infrastructure improvements. This includes curb ramps and traffic control signals that are located within the City ROW. Any barriers to accessibility in the PAR/PCR identified during the self-evaluation are included in this Plan.

Summary

Beginning in 2022, the City contracted with SRF to assist the City in completing the remaining (PAR/PCR) inventory. This inventory was completed in July of 2022. The complete (PAR/PCR) inventory includes:

- City of West Fargo Facilities
 - 3591 City owned curb ramps
 - 30 City owned signalized intersections
 - 284 push buttons

A detailed evaluation on how these facilities relate to ADA standards is found in Appendix A and will be updated periodically.

Field Manual for Data Collection

A field manual was developed to serve as a tool for the City's data collection process. The Field Manual includes all the materials used to conduct the field review of facilities and public ROW for the City's future reference. In Addition, SRF developed GIS data points and information to aid the City in prioritization of the ADA Transition Plan projects to coincide with CIP projects and

focus on establishing accessible corridors in high pedestrian traffic areas such as the City's commercial and senior focused areas. The GIS database is an online cloud-based mapping application. The purpose of the GIS database is to house the inventory of all existing ADA locations within the City with the capability to update, add, and share information as necessary. The database will serve as a management tool for the City. Field manual materials are included in Attachment H-1.

Policies and Practices

Previous Practices

Since the adoption of the ADA, West Fargo has strived to provide accessible pedestrian features as part of the City's CIP projects. The City will continue to improve procedures to accommodate required methods of providing accessible pedestrian features.

Policy

The City's objective is to continue incorporating accessible pedestrian design features with development and CIP projects. The City has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be updated periodically in accordance with ADA best management practices.

The City will respond to all accessibility inquiries and improvement requests appropriately. These requests and inquiries will be evaluated internally, and an appropriate resolution will be communicated to the requestor. This may include comment and/or consideration for implementation with related CIP projects. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City.

Requests for accessibility improvements can be submitted to the City's ADA Coordinator. Contact information for ADA Coordinator is located in Appendix E.

Improvement Schedule

Types of Improvements

The following are typical improvements to public ROW that can be made to correct deficiencies in accessibility:

- Intersection corner ADA improvements included with preventative maintenance projects
- Intersection corner ADA improvement retrofits (a stand-alone ADA improvement project)
- Intersection corner ADA improvement as part of an adjacent capital project
- Traffic control signal APS upgrade as part of a stand-alone ADA project
- Traffic control signal APS upgrade as part of full traffic control signal installation

Cost estimates of these improvements are included in Appendix B.

Priority Areas

The City will work with the public during the public comment period to determine priority areas for ADA improvements. These areas will be selected due to their proximity to specific land uses such as schools, government offices and medical facilities, as well as from the receipt of public comments. Factors that determine this include, but are not limited to: severity of non-compliance, barriers to access a program, feasibility of remedies, safety concerns, and whether a location receives high public use. Priority will also be given to locations that would most likely not be updated by other City programs. Further, priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991 (marking the formalization of ADA requirements), and accessibility features were omitted. Resident requests and location are also considerations for prioritizing improvements. To best use public resources, the priority areas for planned improvements projects were identified in the completion of this plan. A preliminary list of priority areas identified during the inventory process within the City can be found in Appendix B.

Schedule

West Fargo has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City's jurisdiction:

- Baseline of the City's total existing PAR/PCR condition: 30% compliant
- After 10 years, 90% of accessibility features that were constructed after January 26, 1991, would be reasonably ADA compliant (100% compliance is not feasible given North Dakota's annual freeze-thaw cycles and pavement deterioration).
- After 10 years, 50% of accessibility features within the priority areas identified by West Fargo staff would be reasonably ADA compliant.
- After 20 years, 75% of accessibility features within the jurisdiction of the City would be reasonably ADA compliant.
- After 30 years, 90% of accessibility features within the jurisdiction of the City (as identified in this plan) would be reasonably ADA compliant and fall within with City's monitoring program.

The 30-year time frame to achieve 90 percent accessibility and the required commitment of funding is framed as a policy goal. The availability of funding and future development trends in the City of West Fargo may affect how these projects are prioritized, and the timing of public ROW improvements may affect progress toward the compliance goal. ADA compliance will be achieved utilizing the following two methods: 1) scheduled improvements to utilities and ROW, and 2) specific ADA retrofit projects. These projects will be determined by the City's CIP, or on a case-by-case basis determined by the ADA Coordinator and the City's grievance procedure. The

City's current CIP can be found online at:
<https://www.westfargond.gov/DocumentCenter/View/7686/Capital-Improvement-Plan---2022>

Methodology

West Fargo will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards to the extent feasible. The second method is the stand-alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by City staff. The CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

External Agency Coordination

External agencies responsible for ROW pedestrian facilities within the jurisdiction of the City include NDDOT, City of Fargo, Cass County, and MATBUS. The City will coordinate with those agencies to track and assist in the facilitation of eliminating accessibility barriers within the City. Additionally, this Plan supports the goals of other adopted documents that affect public ROW within the City, which includes specific cooperative agreements with NDDOT, City of Fargo, Cass County, and MATBUS.

External Agency Plans may be found at the following links or made available by the City's ADA Coordinator:

NDDOT 2015 ADA Transition Plan (2021 Update)

<https://www.dot.nd.gov/divisions/civilrights/docs/titlevi/2021-Update-NDDOT-2015-ADA-Transition-Plan.pdf>

Cass County Commission Policy Manual – American with Disabilities Act

<https://www.casscountynd.gov/home/showpublisheddocument/4494/636342561412500000>

MATBUS Paratransit Policy – American with Disabilities Act

<https://matbus.com/paratransit/eligibility-and-application-process>

ADA Coordinator

In accordance with 28 CFR 35.107(a), the City of West Fargo has identified an ADA Title II Coordinator to oversee the City policies and procedures. Contact information for this individual is located in Appendix E.

Public Outreach

The City of West Fargo recognizes that public participation is an important component developing this document. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City of West Fargo

Public outreach for the creation of this document will consist of the following activities:

The ADA Transition Plan for Public Rights-of-Way will be posted on the City of West Fargo website for public comment for approximately thirty days prior to its recommendation for adoption. The draft version of the Plan will be distributed to key stakeholders including school administrators, local senior centers, businesses and service centers that have been identified as high priority areas for right-of-way improvements. The City will make a reasonable effort to incorporate public comments into the final version of the report and will incorporate the plan into parallel outreach efforts. A printed hard copy of the draft document is also available for review at City of West Fargo City Hall, 800 4th Ave E Suite 1, West Fargo, ND 58078.

Further information on the Public Outreach initiatives and a summary of the comments received can be found within Appendix C.

Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities regarding the ADA. A draft of this public notice is provided in Appendix D. If users of City facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

To monitor the progress of compliance, the City, in accordance with 28 CFR 35.107(b), has established a grievance procedure for the prompt and equitable resolution of comments, concerns, or questions from the citizens of the City. The ADA grievance form is available online and at City Hall and can be returned to the ADA Coordinator. It may be used by anyone wishing to file a complaint, comment, or concern regarding discrimination based on disability. A sample of the Grievance Form can be found in Appendix D.

Monitor the Progress

This Plan will continue to be updated as conditions within the City of West Fargo evolve. The appendices in this Plan will be updated periodically, while the main body of the Plan will be updated every 5 years with a future update schedule to be developed at that time. With each five-year update, a public comment period will be established to continue the public outreach.

Appendices

A. Contact Information

B. Self-Evaluation Results

Attachment B-1: APS Inventory Report

Attachment B-2: Curb Ramp Inventory Report

C. Schedule / Budget Information

D. Public Outreach

E. Grievance Procedure

F. Agency ADA Design Standards and Procedures

Attachment F-1: Field Review Guide

Attachment F-2: PROWAG

G. Glossary of Terms

Appendix A – Contact Information

West Fargo ADA Coordinator

Name: Andrew Wrucke, P.E., Assistant City Engineer, ADA Coordinator

Address: 800 Fourth Ave. E. Suite 1, West Fargo, ND 58078

Phone: 701-515-5100

Fax: 701-515-5001

E-mail: Andrew.wrucke@westfargond.gov

External Agencies

Agency: City of Fargo

Name: Bekki Majerus

Address: 225 4th St. St. N, Fargo, ND 58102

Phone: 701-298-6966

E-mail: <https://fargond.gov/city-government/departments/engineering/contact-us>

Agency: MATBUS

Address: 502 NP Ave, Fargo, ND 58102

Phone: 701-232-7500

E-mail: <https://matbus.com/contact-us?returnurl=%2F>

Appendix B – Self-Evaluation Results

Data Collection for the PAR/PCR (City) self-evaluation began in May of 2022 and was completed in July of 2022. The self-evaluation was performed by City staff guided and assisted by an ADA Consultant (SRF).

At the time of the inventory the City was following general ADA design guidance and procedures, which included a commitment to providing access to all users but did not have any formal policies or practices regarding ADA accessibility within the public Right-of-Way transportation system. Prioritization will be instituted as a part of this plan effort.

This initial self-evaluation of PAR/PCR yielded the following results:

Figure 1 – Self Evaluation Results

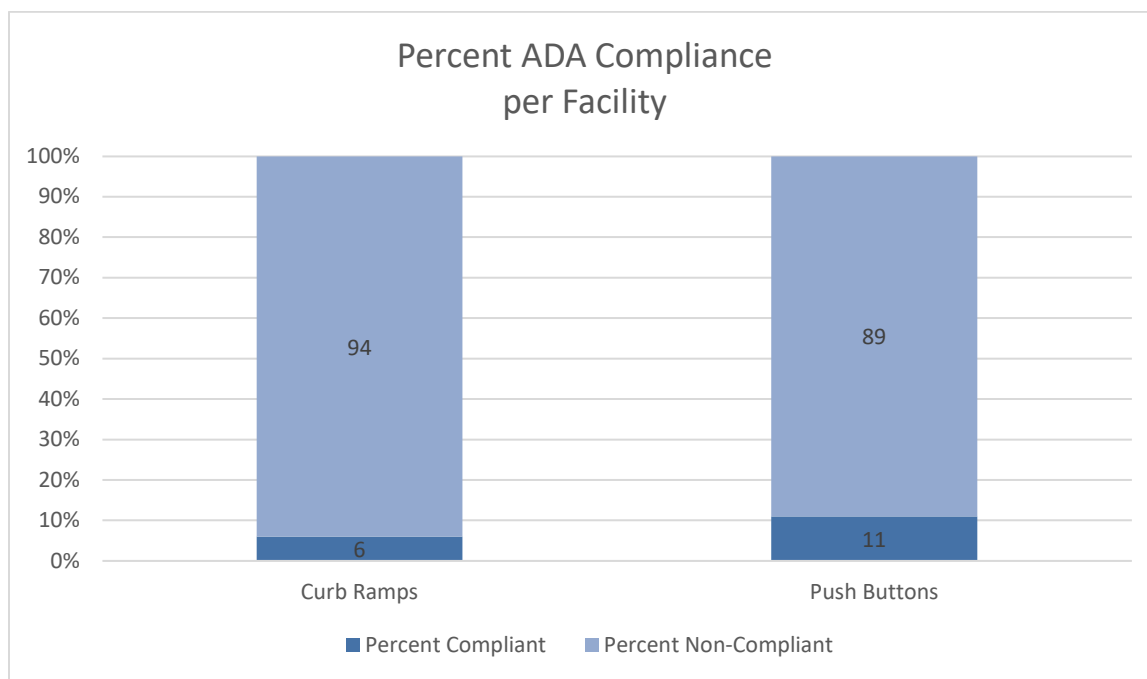


Chart Description: Six percent of curb ramps and eleven percent of push buttons were ADA compliant.

B-1 APS Inventory Report

Inventory report available upon request due to size of document

Appendix C – Schedule/Budget Information

Cost Information

Unit Prices

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of the ADA improvements. Listed below are representative 2021 costs for typical accessibility improvements:

Intersection corner ADA improvement retrofit: +/- \$5,000 per corner

Traffic control signal APS upgrade retrofit: +/- \$30,000

Traffic control signal APS upgrade as part of full traffic control signal installation: +/- \$25,000

Single traffic control signal pushbutton station replacement +/- \$3,000

Priority Areas

The City has established the following criteria to define priority levels. The City will consider all ADA improvement requests as received, which may affect the prioritization level of a specific project when appropriate.

Highest priority—Category 1A:

- No curb ramp where sidewalk or pedestrian path exists and location near a medical center, school, transit facility, government building, non-auto dependent household, or similar facility.

Category 1B:

- Existing curb ramp with a noncompliant running slope and location near a medical center, school, transit facility, government building or similar facility.

- **Category 2A:**
- No curb ramp where a sidewalk or pedestrian path exists (not located near a medical center or similar facility).

Category 2B:

- An existing curb ramp with a running slope greater than 12% or a cross slope greater than 3% (not located near a medical center or similar facility).

Category 3:

- No curb ramp where a striped crosswalk exists.

Category 4:

- One curb ramp per corner and another is needed to serve the other crossing direction.

Category 5A:

- An existing curb ramp with an insufficient landing.

Category 5B:

- An existing curb ramp with obstructions in the ramp or the landing.

Category 5C:

- An existing curb ramp with any of the following conditions:
 - A running slope greater than 8.3%
 - A cross slope greater than 2%
 - A width less than 48 inches
- No flush transition or median, or island crossings that are inaccessible.
- Detectable Warnings do not extend the full width of the trail or sidewalk.

Category 5D:

- An existing curb ramp with returned curbs where pedestrian travel across the curb is not permitted.

Category 5E:

- An existing diagonal curb ramp without the 48-inch extension in the crosswalk.

- **Category 5F:**
- An existing curb ramp without truncated dome texture contrast or without color contrast.

Lowest Priority – Category 6:

- The pedestrian pushbutton is not accessible from the sidewalk or from the ramp.

The City of West Fargo has established the following areas as high priority for accessibility improvement projects due to the surrounding services, including government buildings, schools, and urgent care facilities:

A list of stakeholder contacts and priority facilities is forthcoming.

Entire Jurisdiction

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction PAR/PCR is \$18,000,000. This amount signifies a significant investment that West Fargo is committed to making in the coming future years. A systematic approach to providing accessibility will be taken to absorb the cost into the budget for improvements to the public ROW.

Appendix D – Public Outreach

The City recognizes that providing an opportunity for review and comment is an important part of this Plan. Comments will be recorded and, if feasible, modifications to the document content and prioritization of improvements will be made.

As part of the Plan development process, the City posted the draft plan document on the City Engineering section of its website, <https://www.westfargond.gov/268/Engineering>, and made it available for public comment for a period of 30-days starting on March 13th, 2023 and lasting until April 12th, 2023.

A link to the plan was also distributed via email to school districts, medical facilities, and other public agencies with facilities in West Fargo. The following is a list of email contact and the text that was included in the email notice.

To whom it may concern:

The City of West Fargo is seeking input from the public on its draft plan to support accessibility for people using its facilities. We invite you to review the draft version of the plan, posted on the Engineering section of the City’s website, as it is being finalized. Feel free to distribute this email to your colleagues, or other that may find this plan to be of interest. The purpose of this notice is to introduce the ADA Transition Plan to the public and inform those that work in “priority areas” related to accessibility about the City’s work thus far. Any comments that you provide may be incorporated into the final version of the plan, and help the City of West Fargo to identify key areas for improvement, including curb ramps, sidewalks, and traffic signals.

If you need reasonable accommodation, assistance, or require more information please contact the City of West Fargo ADA Coordinator, Andrew Wrucke, P.E.

Thank you for your input,

City of West Fargo

Comments received during this period can be found in the following pages of this Appendix.

Record of Public Outreach Summary

The 30-day public comment period concluded on April 12th, 2023 with no comments received.

Appendix E – Grievance Procedure

Under the ADA, each agency is required to publish its responsibilities regarding the ADA. A draft of this public notice is provided in **APPENDIX E**. If users of public ROW believe the City has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107 (b), the City has developed the following grievance procedure for the prompt and equitable resolution of citizen complaints, concerns, comments, and other grievances.

The City understands that members of the public may desire to contact staff and discuss ADA issues without filing a formal grievance. Members of the public wishing to contact the staff should contact the ADA Coordinator, listed in **APPENDIX E**, and are encouraged to do so. Contacting the ADA Coordinator to informally discuss ADA issues is welcome and does not limit the ability or right to file a formal grievance later. Upon receipt of a completed Grievance Form, the ADA Coordinator will review the information in a timely manner and contact the complainant in order to attempt to find a resolution to the complaint. If the complainant is not satisfied with the resolution proposed by the ADA Coordinator, then within 10 days, the complainant may make a written appeal to the City Administrator, who shall have final decision-making authority regarding the complaint.

As per ADA requirements, the City has posted a notice outlining its responsibilities. This notice can be found in this Appendix.

The City appreciates and welcomes your comments. To provide feedback, please complete a comment form located in the following pages (p.23-24), or contact the ADA Coordinator listed in **APPENDIX A**.

Those wishing to file a formal written grievance with the City may do so by one of the following methods:

Internet

Visit the City of West Fargo website <https://www.westfargond.gov/268/Engineering> and click the “ADA” link to the ADA Grievance Form. Fill in the form online and click “submit.” A copy of The ADA Grievance Form is included in this Appendix.

Telephone

Contact the ADA Coordinator listed in the Contact Information section of Appendix A to submit an oral grievance. The ADA Coordinator will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the ADA Coordinator listed in the Contact Information section of Appendix A to request a paper copy of the City's grievance form, complete the form, and return it to the ADA Coordinator. The ADA Coordinator or City staff person will then utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the city of West Fargo will not discriminate against qualified individuals with disabilities on the basis of disability in City services, programs, or activities.

Employment: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcome in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the ADA Coordinator as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City will not place a surcharge on an individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

ADA Grievance Form

Please fill out this form completely, in black ink or type. If you need any accommodation or assistance in completing this form, please contact the ADA Coordinator, Andrew Wrucke, at 701-515-5105. Sign and return to: West Fargo City Hall – 800 4th Ave E Suite 1, West Fargo, ND 58078.

Section I –Discrimination Description

Date of Alleged Discrimination (Month, Day, Year): _____

Have efforts been made to resolve this complaint? ☐ Yes ☐ No

If yes, what is the status of the grievance? _____

Has the complaint been filed with the Department of Justice or any other Federal, State or local civil rights agency or court? ☐ Yes ☐ No

If Yes:

Agency or Court: _____

Contact Name: _____ Contact Title: _____

Agency Name: _____ Phone: _____

Description of Grievance/Discrimination:

Section II – Complainant Information

Complainant Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email: _____

Preferred method of communication: Mail Email Phone
☐ ☐ ☐

Section III – Completed by

Are you filling this complaint out on your own behalf? ☐ Yes ☐ No

If Yes, complete **Section III**

If No, please supply the name and relationship of the person for whom you are complaining:

First and last name of person for whom you are filling: _____

Relationship of the person for whom you are filling: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the

aggrieved party, if you are filing on behalf of a third party. ☐ Yes ☐ No

Section IV – Previous

Have you previously filled an ADA complaint with this agency? ☐ Yes ☐ No

Section VI – Remedy Sought

State the specific remedy sought to resolve the issues (s):

You may attach any written or other information that you this is relevant to your complaint.

Signature: _____ Date: _____

I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

Appendix F – Agency ADA Design Standards and Procedures

Design Procedures

Intersection Corners

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted, and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved, each intersection corner shall be made as compliant as possible in accordance with the judgment of the City.

Traffic Control Signals

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted, and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of the City.

Other policies, practices and programs

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

Design Standards

The City of West Fargo has PROWAG, as adopted by the North Dakota Department of Transportation (NDDOT), as its design standard. A copy of this document is included in Attachment F-2.

Appendix F: Attachments

- 1) Field Review Guide
- 2) PROWAG

F-1 Field Review Guide

Field Review Guide available upon request due to size of document

F-2 PROWAG



Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way

July 26, 2011

UNITED STATES ACCESS BOARD
A FEDERAL AGENCY COMMITTED TO ACCESSIBLE DESIGN

Full document available upon request due to size of document

Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: NDDOT's transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way (ROW): A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.



"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:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and

Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and

Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: Driveway Request for Reasonable Accommodations for 241 3rd
Ave E, West Fargo

Action: Approve request for Reasonable Accommodations.

New Information and Recommendation:

The resident located at 241 3rd Ave. East has submitted a request for reasonable accommodations to install a driveway from the street to the sidewalk.

Two disabled people live at the residence that require a handicapped vehicle to pick them up and drop them off when they need to leave to go to doctor's appointments and other trips.

Currently ADA accessibility to the household is via the street side door and when the handicapped vehicle arrives to pick up the disabled residents, it has to pull in to the neighbor's driveway. This lends itself to a situation where the handicapped residents are relying on neighbors to have their driveway cleared of snow and accessible.

The following documents are attached for review/consideration:

- Request for Reasonable Accommodations

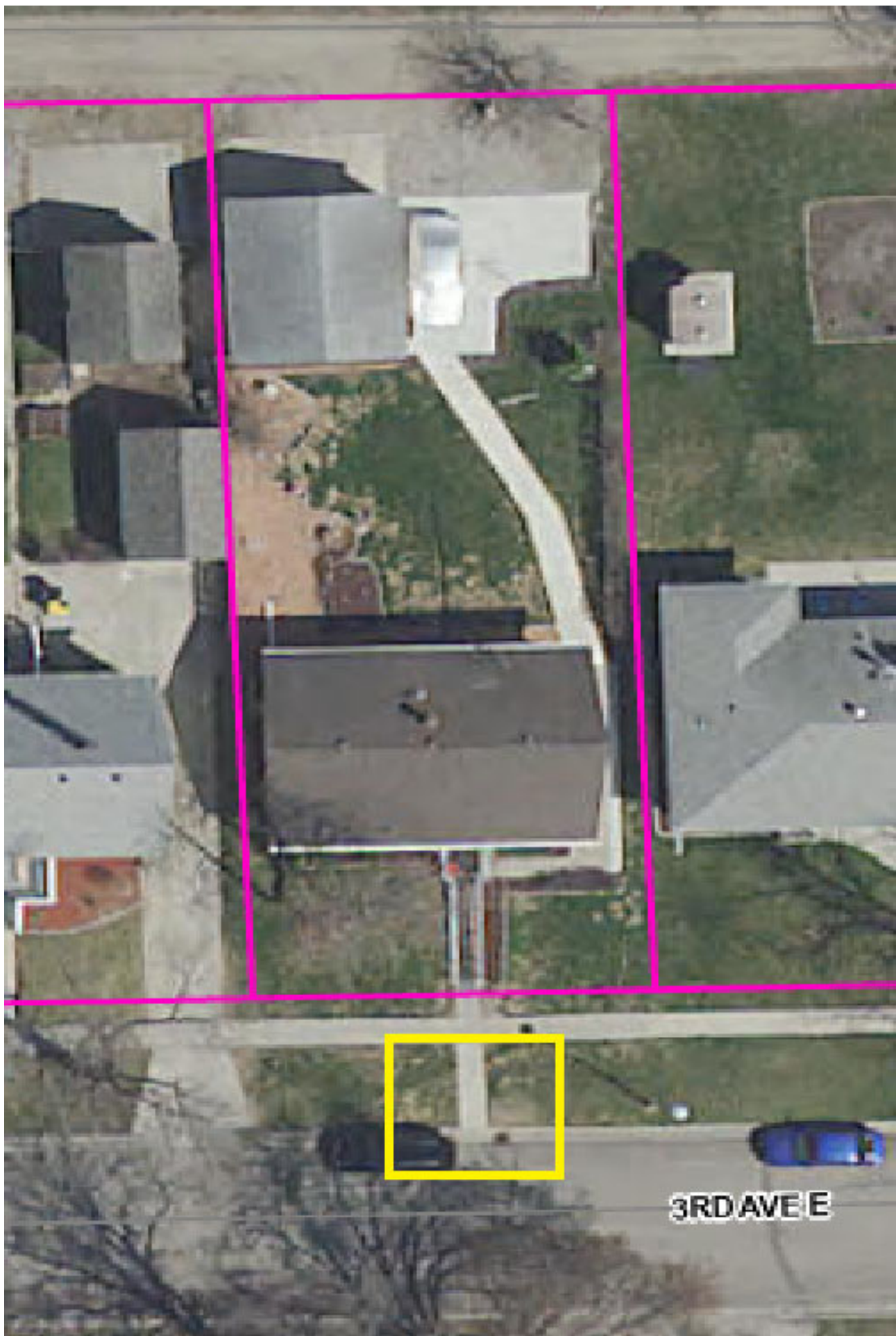
Staff Recommendation: Approve request for Reasonable Accommodations.

Policy Analysis: Current ordinance does not allow driveways to be created on a boulevard unless there is a garage or parking structure in line with the driveway. The ordinance does allow for the Commission to approve this accommodation if it so chooses.

Financial: All costs with this work would be paid for by the requestor and their contractor will need to take out a permit with the City for the work.

Previously Presented Information and Commission Actions:

None



REQUEST FOR REASONABLE ACCOMMODATIONS

PART I			Date <u>5/17/2023</u>	
Name <u>Debra Elless</u>		Telephone Number <u>701-318-2503</u>		
Street/Mailing Address <u>214 3rd Ave</u>		City <u>W. Fargo</u>	State <u>ND</u>	ZIP Code <u>58078</u>
Preferred Method of Contact ☒ Day Phone ☐ Email ☐ USPS		Email Address		
Type of Event: ☐ Public Meeting/Public Hearing ☐ Training ☒ Other (specify) <u>home - listed Above</u>				
Date of Event	and/or	Date Needed	Location of Event	

PART II: LIMITED ENGLISH PROFICIENCY (LEP)

☐ Yes ☒ No Do you need language assistance for LEP?	
Language Assistance	
☐ Oral Interpretation (specify language)	<u></u>
☐ Written Translation (specify language)	<u></u>
Name of Documents	

PART III: AMERICANS WITH DISABILITIES ACT (ADA)

☒ Yes ☐ No Do you need an accommodation for a disability?	
Types of Accommodation	
☐ Interpreter for deaf (specify ASL, tactile, etc.)	<u></u>
☐ Assistive Listening device (specify)	<u></u>
☒ Physical location accessible for persons with a physical mobility impairment.	
☒ Other (specify) <u>approach to our home for hand. cap Van</u>	
Nature of Disability (Medical documentation may be requested)	
☒ Physical Mobility Impairment (specify)	<u>Wheelchair - A.F. Veteran needs space for handicap Van to load & un load</u>
☐ Speech Impairment (specify)	<u></u>
☐ Visual impairment (specify)	<u></u>
☐ Hearing Impairment (specify)	<u></u>
☐ Other (specify)	<u></u>
Alternative Format (Indicate first, second, third choice if possible.)	
☐ Braille	<u></u>
☐ Large Print (font point size)	<u></u>
☐ Other (specify)	<u></u>
☐ Audio Recording -MP3	<u></u>
☐ CD/Flash Drive	<u></u>
Name of Documents	
For Office Use Only The accommodation request is: ☐ Granted as requested ☐ Granted with change - see additional information ☐ Denied - see additional information	



"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:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Police and Fire

City Administrator

Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: Carbon Reduction Program (CRP) Grant Acceptance

Action: Acceptance of the CRP Grants

Background and Project Summary and Recommendation:

At the June 5, 2023 commission meeting the Commission discussed the acceptance of three grants through MetroCOG as a result of Public Works and Engineering applying for funding to purchase electric vehicles (EVs) to replace aging fleet vehicles and to replace all remaining High-Pressure Sodium (HPS) street lights with LEDs. The goal of the funding is to reduce carbon emissions.

The city has been awarded three grants in FY2024 and FY2025. In 2024, the awards were for \$300,000 in grant funding (\$375,000 total expenditure) to replace HPS lights with LEDs and \$140,000 (\$175,000 total expenditure) for EVs. In 2025, the award was for \$53,645 (\$67,000 total expenditure) for EVs.

Staff was directed to research the ability to maintain and charge the vehicles. The following are answers to some of those questions:

Q: Who will work on the vehicles?

A: At the beginning of the City getting EVs, the work would be done primarily by dealerships. The plan would be to start training City technicians over the next 3-5 years to be certified and able to work on the EVs. The warranty information below shows the timeline is both realistic and beneficial to move forward on this plan.

Q: What is the warrantee for these EV's?

A: Typical warranties for the American brands we have to purchase are 3 Year/36,000 mile Basic, 5 Year/60,000 mile Powertrain. The high voltage and items unique to these electric vehicles(battery, etc.) are covered for 8 Years/100,000 miles.

Q: How would we be able to have charging stations and where would they be located?

A: Public Works has been working with Xcel who has a program where they support the EV mission with installation of the facilities to power charging stations. Proposed locations of charging stations located in the Financial Analysis below.

Staff Recommendation: Acceptance of the CRP Grant

Policy Analysis:

The EVs will replace existing pool vehicles that are aging and are scheduled to be replaced in 2024 and 2025. The EV grant will go to lower the cost of replacing the vehicles. Public Works is replacing HPS street lights with LEDs as

they are aging and requiring replacement. This grant will speed up the replacement schedule by replacing a large number of the HPS lights in the city.

Financial Analysis:

EV's:

2024(\$140,000 in funding):

Fire Department: 2 Vehicles(Ford Mach-E), 2 residential charging stations inside basement garage parking area of new station(these already having conduit to their location from the original build) - \$117,000

City Hall: 2 Vehicles(Equinox or similar), 2 Level 2 chargers in "City Vehicle Only" parking - \$74,000

Total Spend: \$191,000

Grant Funding: \$140,000

City Cost: \$51,000

Savings: 73.3%

2025(\$53,645 in funding):

City Hall: 1 Vehicle(Equinox or similar), 1 Level 2 charger in "City Vehicle Only" parking - \$37,000

Public Works: 1 Vehicle(Equinox or similar), 1 Level 2 charger in "City Vehicle Only" parking - \$41,000 – this is higher than City Hall being no chargers will be in place prior to install so boring would need to be done.

Total Spend: \$78,000

Grant Funding: \$53,645

City Cost: \$24,355

Savings: 68.8%

The above equates to 6 vehicles purchased for an estimated City cost of \$75,355

LED Lighting:

A lighting study will need to be conducted due to the requirements of the ND DOT. The grant funds apply to the purchase and installation of the LED lights. The intent is to purchase the lights and have Public Works staff do the installations to maximize the number of fixtures we are able to replace.

Previously Presented Information and Commission Actions:

June 5, 2023 –

- **Staff Recommendation:** Accept CRP Grant Funding
- **Commission Action:** Commissioner Simmons motioned to table until the June 19, 2023 Commission Meeting to allow staff to gather additional information pertaining to the CRP Grant. Commissioner Anderson seconded with no opposition.



“Consent” or “Regular” Agenda
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[Regular]

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Vacant

Assistant City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: June 19, 2023

Subject: Vehicle purchase for Engineering Department fleet

Action: Approve both Ford Escapes to be traded in for a new Engineering Fleet Vehicle.

New Information and Recommendation:

The Engineering Department currently has two Ford Escapes (2009 and 2010) that have been used as intern vehicles over the past few summers. Both are in need of repair and at this point it doesn't make sense to put money in to these vehicles.

The Engineering Department has one intern this summer who is in need of a functioning vehicle. Our fleet manager has gotten quotes for trading in both Ford Escapes and purchasing a new vehicle Chevy Traverse, taking advantage of the City's discount on the purchase of a new vehicle.

This proposed vehicle purchase would be added to the engineering pool and utilized by several staff and is also the vehicle that could be used by the City Administrator if they are hosting people in town. Other pool vehicles would be reassigned to staff and the intern would be able to have a useable vehicle.

Staff Recommendation: Approve both Ford Escape's to be traded in for a new Engineering fleet vehicle.

Financial Analysis:

The cost after trading in the two Ford Escapes is estimated to be \$42,000.

Due to unfilled staff positions this year, there is adequate room in the 2023 Engineering budget to cover this expense so these costs would not need to come out of reserves or other funds.

Additionally, this vehicle is included in the Engineering Department's 2024 budget. By approving this purchase, it will not need to be purchased in 2024 and will be removed by the department's budget.

Previously Presented Information and Commission Actions:

None

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION SETTING PERMIT FEE SCHEDULE RELATING
TO INTERNATIONAL FIRE CODE

WHEREAS, the City of West Fargo, pursuant to Section 6-0101 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the fee for permits and activities authorized under Title VI relating to the International Fire Code shall be in such amount as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the fees pursuant to Section 6-0101.

NOW THEREFORE, be it resolved as follows:

That the fees to be set by resolution pursuant to Section 6-0101 of the Revised Ordinances of 1990 of the City of West Fargo, shall be as set forth on the attached Exhibit A. Such fees shall remain the same unless amended by the City by resolution of the City Commission.

Dated: _____, 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.

Permit Fee Schedule		Current Fee	
Code Sect.	Operation	Annual/Per Event	Note
105.5.3	Amusement buildings	\$65.00	Annually
105.5.39	Places of assembly	\$65 + assembly table fee	Per Event
105.5.38	Outdoor assembly		Per Event
105.5.5	Carnival and fair	\$65.00	Annually
105.5.8	Combustible fibers	\$65.00	Annually
105.5.9	Compressed gases	\$65.00	Annually
105.5.11	Cryogenic fluids	\$65.00	Annually
105.5.13	Dry cleaning w/hazardous solvent	\$65.00	Annually
105.5.15	Exhibits and trade shows	\$65.00	Per Event
105.5.16	Explosives	\$65.00	Annually
105.5.22	Hazardous materials	\$130.00	Annually
105.5.23	HPM facilities	\$130.00	Annually
105.5.24	High piled storage(exceeding 500ft2)	\$65.00	Annually
105.5.27	Lumber yards and woodworking plants >100,000bf	\$65.00	Annually
105.5.28	Liquid or gas fueled vehicles or equipment in assembly areas	\$65.00	Annually
105.5.29	LP-gas	\$65.00	Annually
105.5.30	Magnesium (>10lbs)	\$65.00	Annually
105.5.34	Open burning	\$65.00	Per Burn
105.5.36	Open flames and candles	\$65.00	Annually
105.5.42	Pyrotechnic special effects materials	\$130.00 + \$92 /hr (min 2 hrs.)	Annually
105.5.43	Pyroxylin plastics	\$65.00	Annually
105.5.46	Rooftop heliports	\$65.00	Annually
105.5.47	Spraying or dipping	\$65.00	Annually
105.5.48	Storage of scrap tires	\$65.00	Annually
105.5.49	Temporary membrane structures and tents	\$65.00	Annually
105.5.50	Tire rebuilding plants	\$65.00	Annually

Assembly Table	Fee
1,000-1,500 attendees	\$125.00
1,501 - 2,500 attendees	\$250.00
2,501-3,500 attendees	\$500.00
3,500+ attendees	\$700.00

Constuction Permits		Current Fee
<i>Code Sect.</i>	<i>Operation</i>	<i>Fee</i>
105.6.1	Automatic fire-extinguishing systems (Plan review and inspection)	\$92 + (0.1%(Total fire flow calculation area))
15.6.3	Cryogenic Fluids	\$92 + (Tank Fee Schedule)
105.6.4	Emergency Responder radio coverage system	\$92 + (0.1%(project cost))
105.6.6	Fire alarm and detection system and related equipment (Plan review and inspection)	\$92 + (0.1%(Total fire flow calculation area))
105.6.8	Flammable and combustible liquids	\$92 + (Tank Fee Schedule)
105.6.9	Fuel cell power systems	\$92 + (1%(Project cost))
105.6.12	Hazardous materials	\$92 + (0.1%(Project cost))
105.6.14	Industrial ovens	\$92 + (0.1%(Project cost))
105.6.15	LP-gas	\$92 + (Tank Fee Schedule)
105.6.22	Spraying or dipping	\$92 + (0.1%(Project cost))
Tank Fee Schedule		
Tank fee is added to the base fee for the construction permit specified above.		
Tank Size		Cost
0 - 1,000 gal		\$150 per tank
1,001 - 5,000 gal		\$300 per tank
5,001 - 12,000 gal		\$400 per tank
12,001 - 20,000 gal		\$500 per tank
20,001 +		\$600 per tank
Each dispenser with sump		\$200 each
Fee includes plan review and inspection during normal business hours		
**Inspections outside normal business hours (minimum chare - 2 hours) - \$92 / hour		