



- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Order of Agenda
- D. Approval of Minutes – October 4, 2021 **(Pages 2-3)**
- E. Building Permits **(Pages 4-7)**

**Consent Agenda – Approve the Following:**

- a. Bills **(Pages 8-15)**
- b. Games of Chance for STOMP. Games to be conducted: Raffle from 12-1-2021 at Brewtus at 635 32<sup>nd</sup> Ave E #108 **(Page 16)**
- c. Financial Dashboard as of as of August 31, 2021 **(Pages 17-18)**
- d. CO: Corridor Overlay District Site and Building Plan Review for Office Space at 765 32nd Ave W **(Pages 19-27)**
- e. Snow Removal Services Agreement – Welk's Lawn Care LLC **(Pages 28-33)**

**Regular Agenda**

- 1. Swearing in of Police Department Officers – **Denis Otterness, Police Chief**
- 2. Application to the City Commission, to approve placement of material other than grass within boulevard pursuant to Section 3-0305 of City Ordinances – **Brad Schmidt (Pages 34-37)**
- 3. Conditional Use Permit for off-premise sign in the EMU: Entertainment Mixed Use District at 2900 Sheyenne Street – **Lisa Sankey, Planner (Pages 38-42)**
- 4. First Reading of Ordinance No. 1197 relating to Theft of Property, Shoplifting, and Window Tint – **John Shockley, City Attorney (Pages 48-50)**
- 5. West Fargo Events Budget – **Mike Amundson, West Fargo Events (Pages 51-78)**
- 6. City Administrator's Report – **Tina Fisk, City Administrator**
- 7. Correspondence
- 8. Non-Agenda Items
- 9. Adjourn

**Please turn OFF your phones before entering the Commission Chambers.**

**If you are wanting to speak on an item that is not on the current agenda, please submit your request online to speak at a future meeting. <https://www.westfargond.gov/365/City-Commission>**



**West Fargo City Commission Meeting  
Monday, October 4, 2021  
Commission Chambers 5:30 PM**

The West Fargo City Commission met on Monday, October 4, 2021, at 5:30 pm. Those present were Commissioners Bernie Dardis, Eric Gjerdevig, Mark Simmons, Brad Olson, and Mandy George. President of the Board Bernie Dardis called the meeting to order at 5:30 PM.

The Pledge of Allegiance was recited.

Commissioner Olson moved and Commissioner Gjerdevig seconded to approve the order of the agenda as distributed. No opposition. Motion carried.

Commissioner Gjerdevig moved and Commissioner Olson seconded to approve the minutes of September 20, 2021 as presented. No opposition. Motion carried.

Commissioner George moved and Commissioner Olson seconded to approve the Building Permit Reports as distributed. No opposition. Motion carried.

Commissioner Gjerdevig moved and Commissioner George seconded to approve the following items from the Consent Agenda:

- a. Bills (Pages 8-18)
- b. Red River Valley Fair Association Memorandum of Understanding (Pages 19-22)
- c. Final Plat Approval – Proposed Gateway 4th Addition, Replat of Lot 1, Block 1 of Gateway 3rd Addition (Pages 23-28)
- d. Final Plat Approval – Proposed Shadow Creek 6th Addition, Replat of Lots 21 & 22, Block 4 of Shadow Creek 5th (Pages 29-36)
- e. Financial Dashboard as of as of July 31, 2021 (Pages 37-38)
- f. Games of Chance for Midco. Games to be conducted: Bingo, Raffle, and Raffle Board from 10-4-2021 to 11-17-2021 at Midco at 50 22nd Street East (Page 39)
- g. Special Assessment Reallocation Agreement (Pages 40-50)

No opposition. Motion carried.

Lisa Sankey, Planner appeared before the Commission to open the Public Hearing and Continue – Proposed North Pond at the Preserve 15th Addition Rezoning from C-OP: Commercial Office Park to C: Light Commercial of Lot 1, Block 1 of North Pond at the Preserve 2nd Addition. Following discussion, Commissioner Simmons moved and Commissioner Gjerdevig seconded to approve to Continue the proposed North Pond at the Preserve 15th Addition Rezoning from C-OP: Commercial Office Park to C: Light Commercial of Lot 1, Block 1 of North Pond at the Preserve 2nd Addition. No opposition. Motion carried.

Melissa Richard, Communications Director came forward to introduce the Chandlerthinks consultant. Steve Chandler of Chandlerthinks appeared before the Commission to give a presentation on what they do as a consultant and what the next few days will look like with them. No action needed.



**West Fargo City Commission Meeting  
Monday, October 4, 2021  
Commission Chambers 5:30 PM**

Tina Fisk, City Administrator City Administrator Report:

- a. Lauren Orchard, Economic Development Director appeared before the Commission to remind all Commissioners, Staff and the Public that the Main Street event is happening at the Rustad Center in West Fargo, October 11<sup>th</sup> and 12<sup>th</sup>

No opposition. Motion carried.

There was a packet of correspondence passed out to all of the Commissioners.

There were no correspondence.

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. No opposition. Meeting adjourned at 5:55 PM.

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Bernie Dardis, Commission President

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Tina Fisk, City Administrator

**WEST FARGO CITY COMMISSION MEETING  
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT  
10/018/2021**

|                                | SEPTEMBER 2020 |         |                   | SEPTEMBER 2021 |         |                   |
|--------------------------------|----------------|---------|-------------------|----------------|---------|-------------------|
|                                | # PERMITS      | # UNITS | VALUATION         | # PERMITS      | # UNITS | VALUATION         |
| <b><u>BUILDING NEW</u></b>     |                |         |                   |                |         |                   |
| COMMERCIAL                     | 19             |         | \$ 30,892,315.00  | 44             |         | \$ 62,205,619.00  |
| RESIDENTIAL DWELLING           | 287            | 287     | \$ 77,361,629.00  | 234            | 230     | \$ 75,490,479.00  |
| RESIDENTIAL TWINHOME           | 22             | 22      | \$ 5,992,940.00   | 4              | 4       | \$ 837,500.00     |
| RESIDENTIAL TOWNHOME           |                |         |                   | 5              | 38      | \$ 7,883,537.00   |
| RESIDENTIAL MULTIPLE           | 5              | 35      | \$ 4,725,000.00   | 1              | 54      | \$ 6,500,000.00   |
| PUBLIC                         |                |         |                   | 1              |         | \$ 3,150,550.00   |
| CHURCH                         |                |         |                   |                |         |                   |
| ACCESSORY                      | 215            |         | \$ 1,659,490.00   | 151            |         | \$ 1,409,314.00   |
| FOUNDATION ONLY                | 7              |         | \$ 2,336,120.00   | 21             |         | \$ 6,591,000.00   |
|                                |                |         |                   |                |         |                   |
| <b><u>BUILDING REMODEL</u></b> |                |         |                   |                |         |                   |
| COMMERCIAL                     | 56             |         | \$ 17,996,182.00  | 54             |         | \$ 9,317,803.00   |
| RESIDENTIAL                    | 101            |         | \$ 3,689,565.00   | 151            |         | \$ 4,910,372.00   |
| PUBLIC                         | 4              |         | \$ 2,704,142.00   | 4              |         | \$ 4,950,400.00   |
| CHURCH                         |                |         |                   | 1              |         | \$ 458,900.00     |
| ACCESSORY                      | 11             |         | \$ 79,100.00      | 2              |         | \$ 22,000.00      |
|                                |                |         |                   |                |         |                   |
| <b><u>BUILDING OTHER</u></b>   |                |         |                   |                |         |                   |
| DEMOLITION                     | 6              |         | \$ 76,022.00      | 2              |         | \$ 20,000.00      |
| MOVE                           | 1              |         | \$ 1,000.00       | 1              |         | \$ 20,000.00      |
| PERMIT CANCELLATION            | 3              |         |                   | 1              |         | \$ 81,640.00      |
|                                |                |         |                   |                |         |                   |
| <b>TOTALS</b>                  | 731            | 344     | \$ 147,513,505.00 | 677            | 326     | \$ 183,849,114.00 |

**WEST FARGO CITY COMMISSION MEETING  
BUILDING DEPARTMENT ACTIVITY REPORT  
10/18/2021**

|                                | AS OF<br>10/6/2021 |         | YEAR TO DATE     |           |         |                   |
|--------------------------------|--------------------|---------|------------------|-----------|---------|-------------------|
|                                | # PERMITS          | # UNITS | VALUATION        | # PERMITS | # UNITS | VALUATION         |
|                                |                    |         |                  |           |         |                   |
| <b><u>BUILDING NEW</u></b>     |                    |         |                  |           |         |                   |
| COMMERCIAL                     | 3                  |         | \$ 15,199,000.00 | 45        |         | \$ 62,484,619.00  |
| RESIDENTIAL DWELLING           | 8                  | 8       | \$ 3,317,900.00  | 238       | 238     | \$ 76,853,379.00  |
| RESIDENTIAL TWINHOME           |                    |         |                  | 4         | 4       | \$ 837,500.00     |
| RESIDENTIAL TOWNHOME           |                    |         |                  | 5         | 38      | \$ 7,883,537.00   |
| RESIDENTIAL MULTIPLE           |                    |         |                  | 1         | 54      | \$ 6,500,000.00   |
| PUBLIC                         |                    |         |                  | 1         |         | \$ 3,150,550.00   |
| CHURCH                         |                    |         |                  |           |         |                   |
| ACCESSORY                      | 7                  |         | \$ 101,676.00    | 156       |         | \$ 1,495,490.00   |
| FOUNDATION ONLY                | 1                  |         | \$ 1,250,000.00  | 21        |         | \$ 6,591,000.00   |
|                                |                    |         |                  |           |         |                   |
| <b><u>BUILDING REMODEL</u></b> |                    |         |                  |           |         |                   |
| COMMERCIAL                     | 1                  |         | \$ 308,000.00    | 54        |         | \$ 9,375,803.00   |
| RESIDENTIAL                    | 10                 |         | \$ 245,132.00    | 157       |         | \$ 4,954,191.00   |
| PUBLIC                         |                    |         |                  | 4         |         | \$ 4,950,400.00   |
| CHURCH                         |                    |         |                  | 1         |         | \$ 458,900.00     |
| ACCESSORY                      |                    |         |                  | 2         |         | \$ 22,000.00      |
|                                |                    |         |                  |           |         |                   |
| <b><u>BUILDING OTHER</u></b>   |                    |         |                  |           |         |                   |
| DEMOLITION                     | 2                  |         | \$ 20,800.00     | 4         |         | \$ 40,800.00      |
| MOVE                           |                    |         |                  | 1         |         | \$ 20,000.00      |
| PERMIT CANCELLATION            |                    |         |                  | 1         |         | \$ 81,640.00      |
|                                |                    |         |                  |           |         |                   |
| <b>TOTALS</b>                  | 32                 | 8       | \$ 20,442,508.00 | 693       | 334     | \$ 185,536,529.00 |

## Building Department Report - Summary

| NO.    | CONTRACTOR                    | ADDRESS                | OWNER                          | VALUATION        | PERMIT FOR                                              |
|--------|-------------------------------|------------------------|--------------------------------|------------------|---------------------------------------------------------|
| 211264 | Terry Becker Construction     | 3838 2nd Street East   | Kirk & Kerry Stevens           | \$ 20,000.00     | Remodel - Residential - Siding                          |
| 211275 | Safe Basements of MN          | 1630 Maple Place       | Darrell & Michele Huseby       | \$ 23,000.00     | Remodel - Residential - foundation repair               |
| 211280 | American Waterworks           | 202 10 1/2 Avenue West | Roger & Carol Meehan           | \$ 8,313.00      | Remodel - Residential - Drain Tile                      |
| 211276 | Plecity-Kowalski Construction | 319 25th Avenue East   | Plecity Properties, LLC        | \$ 400,000.00    | Residential Dwelling                                    |
| 211281 | BC Contracting                | 2060 Sheyenne Street   | Gateway West, LLC              | \$ 1,250,000.00  | Foundation Only - Commercial                            |
| 211127 | Eagle Ridge Companies         | 901 Christianson Drive | Hebron Companies, Inc.         | \$ 250,000.00    | Remodel - Commercial - fitup of office space            |
| 211286 | Jordahl Custom Homes          | 5442 Lori Lane West    | Jordahl Custom Homes           | \$ 220,000.00    | Residential Dwelling                                    |
| 211292 | Gertz Construction            | 360 32nd Avenue West   | Sheyenne 32nd West, LLC 97.9%  | \$ 13,520,000.00 | Commercial - Mixed use building                         |
| 211213 | Red Leaf Custom Homes, LLC    | 5494 11th Street West  | Red Leaf Homes, LLC            | \$ 435,000.00    | Residential Dwelling                                    |
| 211285 | Upbuilding4you                | 833 15th Avenue West   | Steven & Jerrilyn Myers        | \$ 10,000.00     | Accessory - Deck                                        |
| 211303 | Jay Dietz Construction        | 2114 10th Street West  | Andrea Amoles                  | \$ 5,500.00      | Accessory - Deck                                        |
| 211304 | Epic Homes                    | 2331 Mcleod Drive East | Leighton Mohl                  | \$ 900,000.00    | Residential Dwelling                                    |
| 211307 | Stone Ridge Builders          | 1430 Sheyenne Street   | William & Flora West           | \$ 150,000.00    | Remodel - Residential - main floor suite                |
| 211105 | Hegg Construction             | 2120 Sheyenne Street   | Midwest Fidelity Partners, LLC | \$ 1,400,000.00  | Commercial - Car Wash                                   |
| 211308 | Dabbert Custom Homes          | 2722 12th Street West  | Dabbert Custom Homes           | \$ 288,000.00    | Residential Dwelling                                    |
| 211310 | Dabbert Custom Homes          | 2730 12th Street West  | Dabbert Custom Homes           | \$ 288,000.00    | Residential Dwelling                                    |
| 211312 | Eric Gjerdevig                | 662 Pheasant Run West  | Eric Gjerdevig                 | \$ 20,000.00     | Accessory - Detached Garage                             |
| 211313 | Joel Nickerson                | 3822 Kenzington Drive  | Joel Nickerson                 | \$ 6,300.00      | Remodel - Residential - foundation for garage           |
| 211315 | Klein Custom Homes LLC        | 1214 28th Avenue West  | Klein Custom Homes             | \$ 22,000.00     | Remodel - Residential - Lower Level Finish              |
| 211322 | Dabbert Custom Homes          | 5327 8th Street West   | Sara & Kendall Peterson Jr     | \$ 15,000.00     | Demolish - Residential                                  |
| 211325 | Cornerstone Specialties       | 3838 3rd Street East   | Eric Welk                      | \$ 4,000.00      | Remodel - Residential - replace service door for window |

**Building Department Report - Summary**

| NO.    | CONTRACTOR                | ADDRESS               | OWNER                   | VALUATION     | PERMIT FOR                                            |
|--------|---------------------------|-----------------------|-------------------------|---------------|-------------------------------------------------------|
| 211321 | Dabbert Custom Homes      | 6017 Martin Lane West | Dabbert Custom Homes    | \$ 287,900.00 | Residential Dwelling                                  |
| 211329 | Pro Craftman              | 2742 12th Street West | Bhanuteja Marella, ETAL | \$ 8,176.00   | Accessory - Deck                                      |
| 211330 | Alvin Buechler            | 3974 11th Street West | Alvin Buechler          | \$ 23,000.00  | Accessory - Shed                                      |
| 211326 | Heritage Homes            | 5179 Mira Way West    | Active55, LLC           | \$ 499,000.00 | Residential Dwelling                                  |
| 211294 | Bruce Christianson        | 884 Lakeridge Place   | Bruce Christianson      | \$ 10,000.00  | Remodel - Residential - non-load bearing wall         |
| 211334 | American Waterworks       | 962 29th Avenue West  | Alan & Erin Bahr        | \$ 1,519.00   | Remodel - Residential - crack in basement foundation  |
| 211309 | Great States Construction | 465 32nd Avenue East  | Four Horsemen, LLC      | \$ 58,000.00  | Remodel - Commercial - new retail layout              |
| 211327 | Greg Halverson            | 719 11th Avenue West  | GKR Living Trust        | \$ 30,000.00  | Accessory - Detached Garage                           |
| 211338 | Krasley Services          | 3319 Oak Ridge Pond   | Oakridge Condos, LLC    | \$ 279,000.00 | Commercial - Construct Building for catering business |
| 211341 | Arthur Cofell, Jr         | 1127 39th Avenue West | Arthur Cofell           | \$ 5,000.00   | Accessory - Shed                                      |
| 211339 | Cheryl Hovland            | 511 3 Avenue NW       | Cheryl Hovland          | \$ 5,800.00   | Demolish - Residential Addition                       |

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CITY OF WEST FARGO, ND  
Check Register for Operating Cash & all banks - 101000/102000  
For the Accounting Period: 10/21

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Report ID: AP300

Claim Checks

| Check # | Type | Vendor #/Name                        | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|--------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93099   | S    | 338 XCEL ENERGY                      | 234.42       | 09/27/21    |                 |          |              |
| 93100   | S    | 3505 OFFICE SIGN COMPANY             | 40.90        | 09/27/21    |                 | CL 99394 | 234.42       |
| 93101   | S    | 3552 BLUE CROSS BLUE SHIELD          | 213829.80    | 09/28/21    |                 | CL 99397 | 40.90        |
| 93103   | S    | 3639 3X GEAR LLC                     | 2749.00      | 10/05/21    |                 | CL 99406 | 213829.80    |
| 93104   | S    | 4 ABM                                | 166.57       | 10/05/21    |                 | CL 99526 | 2749.00      |
| 93105   | S    | 289 ACME TOOLS                       | 577.63       | 10/05/21    |                 | CL 99468 | 166.57       |
| 93106   | S    | 779 AGASSIZ SEED COMPANY             | 5125.00      | 10/05/21    |                 | CL 99343 | 577.63       |
| 93107   | S    | 3869 ALISHA REIS                     | 13.34        | 10/05/21    |                 | CL 99355 | 5125.00      |
| 93108   | S    | 3490 AMAZON CAPITAL SERVICES         | 786.05       | 10/05/21    |                 | CL 99436 | 13.34        |
|         |      |                                      |              |             |                 | CL 99319 | 137.82       |
|         |      |                                      |              |             |                 | CL 99335 | 17.78        |
|         |      |                                      |              |             |                 | CL 99392 | 4.79         |
|         |      |                                      |              |             |                 | CL 99433 | 147.45       |
|         |      |                                      |              |             |                 | CL 99437 | 414.25       |
|         |      |                                      |              |             |                 | CL 99470 | 63.96        |
| 93109   | S    | 4090 AMERICAN SOLUTIONS FOR BUSINESS | 2084.50      | 10/05/21    |                 | CL 99293 | 1229.50      |
|         |      |                                      |              |             |                 | CL 99325 | 855.00       |
| 93110   | S    | 3511 ASPEN MILLS                     | 866.05       | 10/05/21    |                 | CL 99473 | 866.05       |
| 93111   | S    | 3000 BAILEY NURSERIES, INC           | 1611.25      | 10/05/21    |                 | CL 99505 | 1611.25      |
| 93112   | S    | 1695 BAKER & TAYLOR                  | 1278.48      | 10/05/21    |                 | CL 99321 | 1048.00      |
|         |      |                                      |              |             |                 | CL 99439 | 230.48       |
| 93113   | S    | 2661 BENJAMIN ORR                    | 25.47        | 10/05/21    |                 | CL 99294 | 25.47        |
| 93114   | S    | 36 BERT'S TRUCK EQUIPMENT            | 415.41       | 10/05/21    |                 | CL 99416 | 415.41       |
| 93115   | S    | 26 BORDER STATES INDUSTRIES INC      | 26.04        | 10/05/21    |                 | CL 99503 | 26.04        |
| 93116   | S    | 3758 BRANDON GAUGLER                 | 262.00       | 10/05/21    |                 | CL 99466 | 262.00       |
| 93117   | S    | 4116 BRAVE BUILT LLC                 | 600.00       | 10/05/21    |                 | CL 99401 | 600.00       |
| 93118   | S    | 3460 BRUCE PERREAULT                 | 120.79       | 10/05/21    |                 | CL 99308 | 120.79       |
| 93119   | S    | 999999 BRYAN KAEMINGK                | 190.00       | 10/05/21    |                 | CL 99438 | 190.00       |

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Claim Checks

| Check # | Type | Vendor #/Name                            | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|------------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93120   | S    | 3892 BURGGRAP'S ACE FARGO WEST           | 90.13        | 10/05/21    |                 | CL 99475 | 90.13        |
| 93121   | S    | 351 BUSINESS ESSENTIALS                  | 976.07       | 10/05/21    |                 | CL 99299 | 24.39        |
|         |      |                                          |              |             |                 | CL 99315 | 139.49       |
|         |      |                                          |              |             |                 | CL 99329 | 104.78       |
|         |      |                                          |              |             |                 | CL 99386 | 104.80       |
|         |      |                                          |              |             |                 | CL 99449 | 192.84       |
|         |      |                                          |              |             |                 | CL 99471 | 147.27       |
|         |      |                                          |              |             |                 | CL 99476 | 114.73       |
|         |      |                                          |              |             |                 | CL 99529 | 147.77       |
| 93122   | S    | 46 CASS RURAL WATER USERS                | 29.75        | 10/05/21    |                 | CL 99403 | 29.75        |
| 93123   | S    | 999999 CHANDA ERICKSON                   | 300.00       | 10/05/21    |                 | CL 99444 | 300.00       |
| 93124   | S    | 3417 CHELSEA SIMDORN                     | 11.80        | 10/05/21    |                 | CL 99460 | 11.80        |
| 93125   | S    | 2392 CHOICE FINANCIAL                    | 48555.18     | 10/05/21    |                 | CL 99511 | 48555.18     |
| 93126   | S    | 3216 CINTAS                              | 89.33        | 10/05/21    |                 | CL 99339 | 89.33        |
| 93127   | S    | 111 CITY OF FARGO                        | 47865.45     | 10/05/21    |                 | CL 99348 | 24341.38     |
|         |      |                                          |              |             |                 | CL 99373 | 830.00       |
|         |      |                                          |              |             |                 | CL 99384 | 22694.07     |
| 93128   | S    | 1338 CLARK'S EXCAVATING & SEPTIC PUMPING | 225.00       | 10/05/21    |                 | CL 99402 | 225.00       |
| 93129   | S    | 850 COMFORT INN BISMARCK                 | 172.80       | 10/05/21    |                 | CL 99462 | 172.80       |
| 93130   | S    | 3245 CORE & MAIN                         | 4834.88      | 10/05/21    |                 | CL 99338 | 1445.28      |
|         |      |                                          |              |             |                 | CL 99349 | 1787.50      |
|         |      |                                          |              |             |                 | CL 99456 | 692.00       |
|         |      |                                          |              |             |                 | CL 99463 | 910.10       |
| 93131   | S    | 999999 CORNERSTONE SPECIALTIES INC       | 190.00       | 10/05/21    |                 | CL 99441 | 190.00       |
| 93132   | S    | 999999 CORY REYNOLDS                     | 300.00       | 10/05/21    |                 | CL 99461 | 300.00       |
| 93133   | S    | 3555 COSTCO MEMBERSHIP                   | 180.00       | 10/05/21    |                 | CL 99477 | 180.00       |
| 93134   | S    | 999999 COSTCO WHOLESALE WAREHOUSE #1119  | 3260.00      | 10/05/21    |                 | CL 99497 | 3260.00      |
| 93135   | S    | 4059 DAKOTA FENCE - ACCT REC             | 1282.00      | 10/05/21    |                 | CL 99381 | 1282.00      |
| 93136   | S    | 1675 DAKOTA FLUID POWER, INC             | 220.68       | 10/05/21    |                 | CL 99377 | 63.98        |
|         |      |                                          |              |             |                 | CL 99414 | 156.70       |

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Claim Checks

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|---------|------|-----------------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93137   | S    | 90 DAKOTA UNDERGROUND                         | 360980.79    | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99387 | 360980.79    |
| 93138   | S    | 856 DAVE'S WEST FARGO TIRE                    | 25.67        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99298 | 25.67        |
| 93139   | S    | 3808 DAWSON ROGSTAD                           | 206.03       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99297 | 206.03       |
| 93140   | S    | 2275 DIRT DYNAMICS                            | 900.00       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99399 | 900.00       |
| 93141   | S    | 4120 DOMAIN LISTINGS                          | 228.00       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99478 | 228.00       |
| 93142   | S    | 2100 EAGLE RUN CROSSING LLC                   | 215.29       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99418 | 215.29       |
| 93143   | S    | 4049 EAPC ARCHITECTS ENGINEERS                | 53156.25     | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99496 | 53156.25     |
| 93144   | S    | 545 ELECTRIC PUMP, INC                        | 86890.00     | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99354 | 86890.00     |
| 93145   | S    | 3013 EPIC EVENTS LLC                          | 9591.00      | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99398 | 9591.00      |
| 93146   | S    | 140 F-M AMBULANCE SERVICE                     | 274.13       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99500 | 274.13       |
| 93147   | S    | 999999 FAITH CARR                             | 300.00       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99445 | 300.00       |
| 93148   | S    | 660 FARGO FREIGHTLINER                        | 2167.61      | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99411 | 126.39       |
|         |      |                                               |              |             |                 | CL 99426 | 1467.56      |
|         |      |                                               |              |             |                 | CL 99522 | 573.66       |
| 93149   | S    | 1979 FARGO MHD WEST FARGO CHAMBER OF COMMERCE | 17.00        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99528 | 17.00        |
| 93150   | S    | 131 FARGO TRACTOR                             | 137.25       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99409 | 137.25       |
| 93151   | S    | 728 FARNAM'S GENUINE PARTS, INC               | 15.56        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99513 | 15.56        |
| 93152   | S    | 151 FEDERAL EXPRESS                           | 31.96        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99306 | 31.96        |
| 93153   | S    | 329 FERGUSON WATERWORKS #2516                 | 107.56       | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99507 | 107.56       |
| 93154   | S    | 1812 FIRESTONE                                | 2986.54      | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99296 | 2986.54      |
| 93155   | S    | 104 FORUM COMMUNICATIONS                      | 50.22        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99525 | 50.22        |
| 93156   | S    | 139 FRS WORKS                                 | 32.20        | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99389 | 32.20        |
| 93157   | S    | 155 GALLS, LLC                                | 1126.85      | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99304 | 536.50       |
|         |      |                                               |              |             |                 | CL 99480 | 590.35       |
| 93158   | S    | 93 GATEWAY CHEVROLET                          | 3365.58      | 10/05/21    |                 |          |              |
|         |      |                                               |              |             |                 | CL 99481 | 3365.58      |

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Claim Checks

| Check # | Type | Vendor #/Name                        | Check Amount | Date Issued | Period Redeemed | Claim #  | Claim Amount |
|---------|------|--------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93159   | S    | 3534 GRAND FORKS FIRE EQUIPMENT LLC  | 258.83       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99482 | 258.83       |
| 93160   | S    | 939 GRAYBAR                          | 7006.48      | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99382 | 7006.48      |
| 93161   | S    | 3535 GREAT PLAINS FIRE               | 625.17       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99483 | 625.17       |
| 93162   | S    | 2877 GREATAMERICA FINANCIAL SERVICES | 1147.40      | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99317 | 442.89       |
|         |      |                                      |              |             |                 | CL 99393 | 704.51       |
| 93163   | S    | 135 HAWKINS WTR TREATMENT            | 12317.89     | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99472 | 12317.89     |
| 93164   | S    | 3807 IAFC MEMBERSHIP                 | 1621.50      | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99485 | 1621.50      |
| 93165   | S    | 2500 INLAND TRUCK PARTS & SERVICE    | 128.51       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99375 | 128.51       |
| 93166   | S    | 211 INTERSTATE BATTERIES             | 54.00        | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99351 | 54.00        |
| 93167   | S    | 999999 JEFF VALVO                    | 300.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99448 | 300.00       |
| 93168   | S    | 2886 JENNA WILM                      | 985.01       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99405 | 985.01       |
| 93169   | S    | 4112 JOSEPH JOHNSON                  | 861.58       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99486 | 861.58       |
| 93170   | S    | 999999 JULAE ROSENWALD               | 300.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99442 | 300.00       |
| 93171   | S    | 999999 KARSTEN JOHNSON               | 300.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99446 | 300.00       |
| 93172   | S    | 3560 KEN MILLER                      | 262.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99487 | 262.00       |
| 93173   | S    | 2752 KOST MATERIALS, LLC             | 480.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99337 | 480.00       |
| 93174   | S    | 4114 KRISTIN KRAMER                  | 14.50        | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99323 | 14.50        |
| 93175   | S    | 4124 KYLE ZINCK                      | 158.09       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99532 | 158.09       |
| 93176   | S    | 259 LANEY'S, INC.                    | 1600.00      | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99498 | 1600.00      |
| 93177   | S    | 999999 LARRY GILLELAND               | 300.00       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99447 | 300.00       |
| 93178   | S    | 277 LARSONS WELDING/MACHINE          | 1469.08      | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99352 | 1469.08      |
| 93179   | S    | 705 LAWSON PRODUCTS                  | 736.76       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99512 | 736.76       |
| 93180   | S    | 3399 LES PORTER                      | 14.00        | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99310 | 14.00        |
| 93181   | S    | 3418 LOFFLER                         | 89.03        | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99432 | 89.03        |

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|---------|------|------------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93182   | S    | 3491 LOFFLER COMPANIES INC               | 171.31       | 10/05/21    |                 |          |              |
| 93183   | S    | 3502 M&T FIRE AND SAFETY                 | 5036.30      | 10/05/21    |                 | CL 99431 | 171.31       |
| 93184   | S    | 3304 MAC'S - FARGO                       | 340.62       | 10/05/21    |                 | CL 99488 | 5036.30      |
| 93185   | S    | 3011 MARK SIBENALLER                     | 106.20       | 10/05/21    |                 | CL 99459 | 340.62       |
| 93186   | S    | 299 MENARDS                              | 588.23       | 10/05/21    |                 | CL 99309 | 106.20       |
|         |      |                                          |              |             |                 | CL 99333 | 60.36        |
|         |      |                                          |              |             |                 | CL 99342 | 15.96        |
|         |      |                                          |              |             |                 | CL 99347 | 7.56         |
|         |      |                                          |              |             |                 | CL 99378 | 105.71       |
|         |      |                                          |              |             |                 | CL 99408 | 159.99       |
|         |      |                                          |              |             |                 | CL 99490 | 222.89       |
|         |      |                                          |              |             |                 | CL 99523 | 15.76        |
| 93187   | S    | 323 METRO COG                            | 3207.53      | 10/05/21    |                 | CL 99430 | 3207.53      |
| 93188   | S    | 4121 MFSCB                               | 75.00        | 10/05/21    |                 | CL 99489 | 75.00        |
| 93189   | S    | 1854 MIDWEST TAPE                        | 655.15       | 10/05/21    |                 | CL 99440 | 655.15       |
| 93190   | S    | 772 MINNKOTA                             | 48.00        | 10/05/21    |                 | CL 99300 | 48.00        |
| 93191   | S    | 3085 MRA-THE MANAGEMENT ASSOCIATION, INC | 2705.00      | 10/05/21    |                 | CL 99395 | 405.00       |
|         |      |                                          |              |             |                 | CL 99396 | 2300.00      |
| 93192   | S    | 298 MVTL LABORATORIES                    | 165.75       | 10/05/21    |                 | CL 99464 | 165.75       |
| 93193   | S    | 335 ND DEPT OF TRANSPORTATION            | 37683.16     | 10/05/21    |                 | CL 99320 | 35458.18     |
|         |      |                                          |              |             |                 | CL 99322 | 2224.98      |
| 93194   | S    | 364 NELSON INTERNATIONAL                 | 2111.23      | 10/05/21    |                 | CL 99385 | 611.47       |
|         |      |                                          |              |             |                 | CL 99425 | 1499.76      |
| 93195   | S    | 2626 NICK LEE                            | 72.05        | 10/05/21    |                 | CL 99327 | 72.05        |
| 93196   | S    | 141 NORTH STAR SAFETY, INC               | 671.87       | 10/05/21    |                 | CL 99331 | 312.27       |
|         |      |                                          |              |             |                 | CL 99356 | 359.60       |
| 93197   | S    | 331 NORTHERN STATES SUPPLY               | 1061.90      | 10/05/21    |                 | CL 99518 | 1061.90      |
| 93198   | S    | 1715 NORTHWEST TIRE INC                  | 316.25       | 10/05/21    |                 | CL 99410 | 35.41        |
|         |      |                                          |              |             |                 | CL 99519 | 280.84       |
| 93199   | S    | 1774 O'REILLY AUTOMOTIVE STORES, INC     | 1516.15      | 10/05/21    |                 | CL 99379 | 535.96       |
|         |      |                                          |              |             |                 | CL 99491 | 158.97       |
|         |      |                                          |              |             |                 | CL 99516 | 821.22       |

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|---------|------|--------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93200   | S    | 399 OLYMPIC SALES                    | 1374.70      | 10/05/21    |                 |          |              |
| 93201   | S    | 276 OSTROMS ACE HARDWARE             | 778.29       | 10/05/21    |                 | CL 99330 | 1374.70      |
|         |      |                                      |              |             |                 | CL 99328 | 62.72        |
|         |      |                                      |              |             |                 | CL 99341 | 15.98        |
|         |      |                                      |              |             |                 | CL 99346 | 142.87       |
|         |      |                                      |              |             |                 | CL 99420 | 0.77         |
|         |      |                                      |              |             |                 | CL 99424 | 52.97        |
|         |      |                                      |              |             |                 | CL 99428 | 35.96        |
|         |      |                                      |              |             |                 | CL 99465 | 50.35        |
|         |      |                                      |              |             |                 | CL 99492 | 237.52       |
|         |      |                                      |              |             |                 | CL 99499 | 49.93        |
|         |      |                                      |              |             |                 | CL 99504 | 126.23       |
|         |      |                                      |              |             |                 | CL 99524 | 2.99         |
| 93202   | S    | 3277 OUT FRONT POWER EQUIPMENT       | 190.90       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99334 | 141.05       |
|         |      |                                      |              |             |                 | CL 99380 | 49.85        |
| 93203   | S    | 673 PARSONS ELECTRIC                 | 6845.00      | 10/05/21    |                 |          |              |
| 93204   | S    | 563 PETRO SERVE USA                  | 5124.35      | 10/05/21    |                 | CL 99429 | 6845.00      |
|         |      |                                      |              |             |                 | CL 99419 | 2571.25      |
|         |      |                                      |              |             |                 | CL 99515 | 2553.10      |
| 93205   | S    | 4034 PETRO SERVE USA #63             | 915.96       | 10/05/21    |                 |          |              |
|         |      |                                      |              |             |                 | CL 99417 | 692.97       |
|         |      |                                      |              |             |                 | CL 99457 | 222.99       |
| 93206   | S    | 1987 PETSMART                        | 108.22       | 10/05/21    |                 |          |              |
| 93207   | S    | 360 PIONEER RIM/WHEEL                | 449.99       | 10/05/21    |                 | CL 99303 | 108.22       |
|         |      |                                      |              |             |                 | CL 99415 | 258.08       |
|         |      |                                      |              |             |                 | CL 99517 | 191.91       |
| 93208   | S    | 1483 PITNEY BOWES RESERVE ACCOUNT    | 500.00       | 10/05/21    |                 |          |              |
| 93209   | S    | 764 POLYGRAPH SERVICES - ROLLIE RUST | 875.00       | 10/05/21    |                 | CL 99434 | 500.00       |
| 93210   | S    | 1128 R & R PETROLEUM EQUIPMENT       | 630.00       | 10/05/21    |                 | CL 99302 | 875.00       |
| 93211   | S    | 999999 RANDY ASCHER                  | 6.85         | 10/05/21    |                 | CL 99376 | 630.00       |
|         |      |                                      |              |             |                 | CL 99404 | 6.85         |
| 93212   | S    | 2982 RDO EQUIPMENT CO                | 1345.99      | 10/05/21    |                 | CL 99520 | 1345.99      |
| 93213   | S    | 999999 SAM KNUTSON                   | 300.00       | 10/05/21    |                 | CL 99443 | 300.00       |
| 93214   | S    | 1881 SAM'S CLUB/SYNCHRONY BANK       | 335.00       | 10/05/21    |                 | CL 99493 | 335.00       |
| 93215   | S    | 454 SANITATION PRODUCTS              | 951.71       | 10/05/21    |                 | CL 99412 | 951.71       |
| 93216   | S    | 2512 SCOTT DIAMOND                   | 715.00       | 10/05/21    |                 | CL 99495 | 715.00       |

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|---------|------|----------------------------------------------|--------------|-------------|-----------------|----------|--------------|
| 93217   | S    | 3994 SHEYENNE GARDENS                        | 70.00        | 10/05/21    |                 |          |              |
| 93218   | S    | 91 SIGN SOLUTIONS USA                        | 5086.09      | 10/05/21    |                 | CL 99372 | 70.00        |
|         |      |                                              |              |             |                 | CL 99336 | 921.66       |
|         |      |                                              |              |             |                 | CL 99345 | 1129.80      |
|         |      |                                              |              |             |                 | CL 99383 | 2024.38      |
|         |      |                                              |              |             |                 | CL 99474 | 1010.25      |
| 93219   | S    | 2655 SIMPLIFILE                              | 665.00       | 10/05/21    |                 |          |              |
| 93220   | S    | 1626 SIRCHIE ACQUISITION COMPANY LLC         | 124.30       | 10/05/21    |                 | CL 99506 | 665.00       |
| 93221   | S    | 999999 SOMMERSET ASSOCIATION                 | 91.00        | 10/05/21    |                 | CL 99301 | 124.30       |
| 93222   | S    | 2504 STEAMATIC OF THE RED RIVER VALLEY       | 719.52       | 10/05/21    |                 | CL 99318 | 91.00        |
| 93223   | S    | 274 STEVE MOTTINGER                          | 4750.00      | 10/05/21    |                 | CL 99400 | 719.52       |
| 93224   | S    | 31 STURDEVANT'S AUTO PARTS                   | 1109.63      | 10/05/21    |                 | CL 99454 | 4750.00      |
|         |      |                                              |              |             |                 | CL 99370 | 135.84       |
|         |      |                                              |              |             |                 | CL 99407 | 310.27       |
|         |      |                                              |              |             |                 | CL 99514 | 663.52       |
| 93225   | S    | 4113 SUNTRUST BANK                           | 6750.00      | 10/05/21    |                 | CL 99314 | 6750.00      |
| 93226   | S    | 634 SWEENEY CONTROLS COMPANY                 | 2378.85      | 10/05/21    |                 | CL 99469 | 2378.85      |
| 93227   | S    | 1156 TESSMAN                                 | 540.00       | 10/05/21    |                 | CL 99510 | 540.00       |
| 93228   | S    | 4122 TEXAS A&M ENGINEERING EXTENSION SERVICE | 3300.00      | 10/05/21    |                 | CL 99494 | 3300.00      |
| 93229   | S    | 1907 THE SHOOTING PARK OF HORACE             | 800.00       | 10/05/21    |                 | CL 99324 | 800.00       |
| 93230   | S    | 3787 TUCKER BUCHOLZ                          | 70.00        | 10/05/21    |                 | CL 99421 | 70.00        |
| 93231   | S    | 2136 ULINE                                   | 120.79       | 10/05/21    |                 | CL 99350 | 120.79       |
| 93232   | S    | 3833 VALLEY GREEN                            | 709.50       | 10/05/21    |                 | CL 99390 | 387.50       |
|         |      |                                              |              |             |                 | CL 99502 | 322.00       |
| 93233   | S    | 544 WALLWORK TRUCK CENTER                    | 116.70       | 10/05/21    |                 | CL 99521 | 116.70       |
| 93234   | S    | 1018 WALT'S TREE SERVICE                     | 2750.00      | 10/05/21    |                 | CL 99455 | 2750.00      |
| 93235   | S    | 4118 WEST PORT INVESTMENTS LLC               | 2137.00      | 10/05/21    |                 | CL 99423 | 2137.00      |
| 93236   | S    | 2184 WEST SIDE STEEL                         | 444.25       | 10/05/21    |                 | CL 99501 | 444.25       |
| 93237   | S    | 549 WF PUB SCHOOLS DIST #6                   | 9740.00      | 10/05/21    |                 | CL 99435 | 9740.00      |

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|-------------------------------|------|--------------------------------------|-------------------|-------------|-----------------|----------|--------------|
| 93238                         | S    | 3283 WIN-911                         | 880.00            | 10/05/21    |                 |          |              |
| 93239                         | S    | 338 XCEL ENERGY                      | 515.02            | 10/05/21    |                 | CL 99427 | 880.00       |
|                               |      |                                      |                   |             |                 | CL 99353 | 82.32        |
|                               |      |                                      |                   |             |                 | CL 99450 | 97.45        |
|                               |      |                                      |                   |             |                 | CL 99451 | 81.40        |
|                               |      |                                      |                   |             |                 | CL 99452 | 28.84        |
|                               |      |                                      |                   |             |                 | CL 99453 | 33.20        |
|                               |      |                                      |                   |             |                 | CL 99530 | 191.81       |
| 93240                         | S    | 2877 GREATAMERICA FINANCIAL SERVICES | 176.63            | 10/06/21    |                 |          |              |
| 93241                         | S    | 3549 WEX                             | 3117.47           | 10/07/21    |                 | CL 99534 | 176.63       |
| 93242                         | S    | 2499 FM CONVENTION & VISITORS BUREAU | 467.20            | 10/08/21    |                 | CL 99581 | 3117.47      |
|                               |      |                                      |                   |             |                 | CL 99621 | 467.20       |
| <b>Total for Claim Checks</b> |      |                                      | <b>1019028.70</b> |             |                 |          |              |
| Count for Claim Checks        |      |                                      | 143               |             |                 |          |              |

\* denotes missing check number(s)

# of Checks: 143                      Total: 1019028.70



# APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

LICENSING SECTION

SFN 9338 (04-2020)

OCT - 5 2021

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit\*

Games to be Conducted

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

Poker, Twenty-One, and Paddlewheels may be conducted **Only** with a Restricted Event Permit. Only one permit allowed per year.

|                                                                             |                                       |                                                       |                          |
|-----------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------|--------------------------|
| Name of Organization or Group of People permit is issued to<br><b>STOMP</b> | Dates of Activity                     | If raffle, provide drawing date<br><b>Dec. 1 2021</b> |                          |
| Organization or Group Contact Person<br><b>Angela Witte</b>                 | Title or Position<br><b>President</b> | Telephone Number<br><b>701.799.8641</b>               |                          |
| Business Address<br><b>289 Westport Beach Way Unit D.</b>                   | City<br><b>West Fargo</b>             | State<br><b>ND</b>                                    | ZIP Code<br><b>58078</b> |
| Mailing Address (if different)<br><b>PO Box 257</b>                         | City<br><b>West Fargo</b>             | State<br><b>ND</b>                                    | ZIP Code<br><b>58078</b> |
| Site Name (where gaming will be conducted)<br><b>Brewtus brickhouse</b>     |                                       |                                                       |                          |
| Site Address<br><b>635 32nd Ave. E. #108</b>                                | City<br><b>West Fargo</b>             | ZIP Code<br><b>58078</b>                              | County<br><b>Cass</b>    |

Description and Retail Value of Prizes to be Awarded

| Game Type | Description of Prize | Retail Value of Prize |
|-----------|----------------------|-----------------------|
| Raffle    | Cash & Prizes        | \$2,000               |
|           |                      |                       |
|           |                      |                       |
|           |                      |                       |
|           |                      |                       |

Add Row

Delete Row

Total (limit \$40,000 per year)

**\$2,000**

Intended Uses of Gaming Proceeds

**\$ towards dancers WDA Nationals**

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)

☐ Yes ☒ No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1-June 30? (If yes, the organization or group does not qualify for a local permit or restricted event permit)

☐ Yes ☒ No

Has the organization or group received a local permit from any city or county for the fiscal year July 1-June 30? (If yes, indicate the total retail value of all prizes previously awarded)

☒ No ☐ Yes - Total Retail Value:  (This amount is part of the total prize limit of \$40,000 per year)

Organization or Group Contact Person

|                                                                          |                           |                                         |                                               |
|--------------------------------------------------------------------------|---------------------------|-----------------------------------------|-----------------------------------------------|
| Name<br><b>Angela Witte</b>                                              | Title<br><b>President</b> | Telephone Number<br><b>701.799.8641</b> | E-mail Address<br><b>angaknitte@gmail.com</b> |
| Signature of Organization or Group's Top Official<br><b>Angela Witte</b> |                           | Title<br><b>President of STOMP</b>      | Date<br><b>9.30.2021</b>                      |

\$10.00 cash



Year To Date As of August 31, 2021

Prepared by: Jim Larson

| Budgeted Funds           |                                  | Revenue/Transfers |               |                   | Expenditure/Transfers |               |                 | Net           |               |                | Cash           |
|--------------------------|----------------------------------|-------------------|---------------|-------------------|-----------------------|---------------|-----------------|---------------|---------------|----------------|----------------|
| Fund                     | Description                      | Actual            | Annual Budget | Variance          | Actual                | Annual Budget | Variance        | Actual        | Annual Budget | Variance       |                |
| 1000                     | General Fund                     | \$ 13,788,286     | \$ 20,588,861 | \$ (6,800,575)    | \$ 13,283,460         | \$ 20,458,694 | \$ 7,175,234    | \$ 504,826    | \$ 130,167    | \$ 374,659     | \$ 25,981,789  |
| 2030                     | Share of Specials                | 198,693           | 202,947       | (4,254)           | 206,056               | 202,947       | (3,109)         | (7,363)       | -             | (7,363)        | (37,760)       |
| 2060                     | Fire Dept                        | 3,345,506         | 3,098,188     | 247,318           | 3,161,018             | 3,099,161     | (61,857)        | 184,488       | (973)         | 185,461        | 119,531        |
| 7000                     | Library                          | 1,357,568         | 1,392,904     | (35,336)          | 923,376               | 1,533,006     | 609,630         | 434,192       | (140,102)     | 574,294        | 761,681        |
| 7050                     | Airport                          | 172,219           | 176,472       | (4,253)           | 79,183                | 176,150       | 96,967          | 93,037        | 322           | 92,715         | 648,378        |
| Total Government         |                                  | \$ 18,862,271     | \$ 25,459,372 | \$ (6,597,101)    | \$ 17,653,092         | \$ 25,469,958 | \$ 7,816,866    | \$ 1,209,179  | \$ (10,586)   | \$ 1,219,765   | \$ 27,473,619  |
| 2000                     | Sales Tax                        | \$ 9,189,483      | \$ 8,418,000  | \$ 771,483        | \$ 9,174,079          | \$ 8,400,000  | \$ (774,079)    | \$ 15,404     | \$ 18,000     | \$ (2,596)     | \$ 2,675,474   |
| 2970                     | Capital Improvements             | 6,982,716         | 6,495,000     | 487,716           | 134,503               | 6,435,000     | 6,300,497       | 6,848,214     | 60,000        | 6,788,214      | 22,560,758     |
| 2971                     | Prairie Dog Funds                | -                 | -             | -                 | -                     | -             | -               | -             | -             | -              | 2,500,000      |
| 2960                     | Economic Development             | 2,320,940         | 2,122,500     | 198,440           | 605,120               | 1,830,264     | 1,225,144       | 1,715,820     | 292,236       | 1,423,584      | 8,028,273      |
| 2130                     | Municipal Highway                | 993,908           | 1,385,142     | (391,234)         | -                     | 1,685,142     | 1,685,142       | 993,908       | (300,000)     | 1,293,908      | 1,198,522      |
| 2110                     | Gaming                           | 3,035             | 12,000        | (8,965)           | -                     | -             | -               | 3,035         | 12,000        | (8,965)        | 75,887         |
| 2XXX                     | Tourism & Events                 | 21,364            | 64,175        | (42,811)          | 10,448                | 52,500        | 42,052          | 10,916        | 11,675        | (759)          | 59,076         |
| 2200                     | Vector Control                   | 134,410           | 100,000       | 34,410            | 51,721                | 100,000       | 48,279          | 82,689        | -             | 82,689         | 51,346         |
| 2210                     | Forestry                         | 268,810           | 300,500       | (31,690)          | 146,165               | 284,086       | 137,921         | 122,644       | 16,414        | 106,230        | (300,147)      |
| 2230                     | City Utility                     | 127,177           | 133,000       | (5,823)           | 67,075                | 133,000       | 65,925          | 60,102        | -             | 60,102         | 335,581        |
| 25XX                     | Police Special Funds             | 150,266           | 5,200         | 145,066           | 397,869               | 5,000         | (392,869)       | (247,603)     | 200           | (247,803)      | 301,982        |
| 2950                     | Assets Forfeitures               | 16,810            | 30,000        | (13,190)          | 10,775                | 30,000        | 19,225          | 6,035         | -             | 6,035          | 18,750         |
| 2980                     | South Facility Hookup            | -                 | 60,650        | (60,650)          | -                     | 50,000        | 50,000          | -             | 10,650        | (10,650)       | 3,374,691      |
| Total Special Funds      |                                  | \$ 20,208,919     | \$ 19,126,167 | \$ 1,082,752      | \$ 10,597,756         | \$ 19,004,992 | \$ 8,407,236    | \$ 9,611,163  | \$ 121,175    | \$ 9,489,988   | \$ 40,880,194  |
| 3000                     | Total Debt Service               | \$ 41,476,761     | \$ 30,034,105 | \$ 11,442,656     | \$ 41,570,808         | \$ 25,718,116 | \$ (15,852,692) | \$ (94,047)   | \$ 4,315,989  | \$ (4,410,036) | \$ 60,926,993  |
| 6010                     | Sanitation                       | \$ 3,264,247      | \$ 4,702,500  | \$ (1,438,253.44) | \$ 3,248,587          | \$ 4,964,610  | \$ 1,716,023    | \$ 15,659     | \$ (262,110)  | \$ 277,769     | \$ 3,177,520   |
| 6020                     | Water                            | 6,792,426         | 8,315,000     | (1,522,574)       | 4,648,371             | 7,518,555     | 2,870,184       | 2,144,055     | 796,445       | 1,347,610      | 7,926,806      |
| 6025                     | Sewer                            | 3,239,812         | 4,510,000     | (1,270,188)       | 2,705,490             | 4,629,903     | 1,924,413       | 534,321       | (119,903)     | 654,224        | 1,660,002      |
| 6050                     | Sewage Surcharge                 | 8,120             | -             | 8,120             | -                     | -             | -               | 8,120         | -             | 8,120          | 337,963        |
| Total Enterprise         |                                  | 13,304,604        | 17,527,500    | (4,222,896)       | 10,602,448            | 17,113,068    | 6,510,620       | 2,702,156     | 414,432       | 2,287,724      | \$ 13,102,290  |
| 5000                     | Tree Fund                        | 55,639            | 84,000        | (28,361)          | 28,085                | 35,000        | 6,915           | 27,554        | 49,000        | (21,446)       | 527,020        |
| 2050                     | Park Funds/State Aid             | 655,481           | \$ 680,999    | (25,518)          | 574,947               | 680,999       | 106,052         | 80,534        | -             | 80,534         | 80,534         |
| 8600                     | Park District Special Assessment | 423,315           | \$ 371,100    | 52,215            | 414,397               | 371,100       | (43,297)        | 8,918         | -             | 8,918          | 11,646         |
| 2141                     | FM CVB                           | 173,508           | 147,000       | 26,508            | 161,194               | 147,000       | (14,194)        | 12,314        | -             | 12,314         | 36,019         |
| Total Agency             |                                  | \$ 1,307,943      | \$ 1,283,099  | \$ 24,844         | \$ 1,178,623          | \$ 1,234,099  | \$ 55,476       | \$ 129,321    | \$ 49,000     | \$ 80,321      | \$ 655,218     |
| Total All Budgeted Funds |                                  | \$ 95,160,499     | \$ 93,430,243 | \$ 1,730,256      | \$ 81,602,727         | \$ 88,540,233 | \$ 6,937,506    | \$ 13,557,771 | \$ 4,890,010  | \$ 8,667,761   | \$ 143,038,315 |



Year To Date As of August 31, 2021

Prepared by: Jim Larson

| Non-Budgeted Funds              | Revenue/Transfers |               |              | Expenditure/Transfers |               |                 | Net             |               |                 | Cash Balances   |
|---------------------------------|-------------------|---------------|--------------|-----------------------|---------------|-----------------|-----------------|---------------|-----------------|-----------------|
|                                 | Actual            | Annual Budget | Variance     | Actual                | Annual Budget | Variance        | Actual          | Annual Budget | Variance        |                 |
| 4000 Construction               | \$ 3,306,193      | \$ -          | \$ 3,306,193 | \$ 13,727,611         | \$ -          | \$ (13,727,611) | \$ (10,421,419) | \$ -          | \$ (10,421,419) | \$ (31,634,293) |
| 2170 Clerk of Court Bond Fund   | -                 | -             | -            | -                     | -             | -               | -               | -             | -               | 250,733         |
| 2600 Future Building            | -                 | -             | -            | -                     | -             | -               | -               | -             | -               | (32,028)        |
| 2XXX Misc. Special Funds        | 3,138,310         | -             | 3,138,310    | 536,801               | -             | (536,801)       | 2,601,509       | -             | 2,601,509       | 7,541,449       |
| 7XXX Agency Funds               | 36,070            | -             | 36,070       | 34,013                | -             | (34,013)        | 2,057           | -             | 2,057           | 392,578         |
| <b>Total Non-Budgeted Funds</b> | \$ 6,480,573      | \$ -          | \$ 6,480,573 | \$ 14,298,425         | \$ -          | \$ (14,298,425) | \$ (7,817,852)  | \$ -          | \$ (7,817,852)  | \$ (23,481,560) |
| <b>All Funds Combined</b>       | \$ 101,641,071    | \$ 93,430,243 | \$ 8,210,828 | \$ 95,901,152         | \$ 88,540,233 | \$ (7,360,919)  | \$ 5,739,919    | \$ 4,890,010  | \$ 849,909      | \$ 119,556,755  |

#### Notes to the Financials

|   |                                                                                                                                                                                                                                                                                                                             |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | At the end of August the general fund was \$400,000 ahead of end of August last year. Financial performance for the City general fund remains positive to budget and prior year.                                                                                                                                            |
| 2 | The Enterprise/Utility funds continue to be positive to prior year for net income fully consolidated. Both revenues and expenses are up from prior year. Revenues are up due to the fee increase in 2020 and continuing growth in new accounts. Expenses are up from last year with high sewage flows to the City of Fargo. |
| 3 | The City of West Fargo has received 1/2 of the American Rescue Plan Act (ARPA) 2021 funds.                                                                                                                                                                                                                                  |

\*\*\* Consent Agenda \*\*\*

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5376 DATE: October 5, 2021
3. AGENDA TITLE:  
CO: Corridor Overlay District Site and Building Plan Review for Office Space at  
765 32<sup>nd</sup> Ave W.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:  
CO: Corridor Overlay District Site and Building Plan Review and Approval. Prior  
to issuance of a building permit, plans must be approved by the City Commission
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):  
Located at 765 32<sup>nd</sup> Ave W (Lot 2, Block 1 of Eagle Run Plaza 12<sup>th</sup> Addition), City  
of West Fargo North Dakota.
5. ACTION BEING REQUESTED FROM CITY COMMISSION:  
Approval – October 12, 2021, meeting, the Planning and Zoning Commission  
recommended approval of the Site and Building Plans, on the basis the proposed  
development on the site is consistent with the intent of the Corridor Overlay District  
and subject to the condition that all provisions of West Fargo City Ordinances are  
met to ensure sufficient review is provided for building inspections and other City  
departments.

## **FACT SHEET**

### **WEST FARGO CITY COMMISSION**

**October 12, 2021**

#### **BACKGROUND:**

**PURPOSE:** CO: Corridor Overlay Plan Review at 765 32<sup>nd</sup> Ave W (Lot 2, Block 1 of Eagle Run Plaza 12<sup>th</sup> Addition), City of West Fargo North Dakota

**EXISTING LAND USE:** Vacant

**PROPOSED LAND USE:** Commercial Office/Retail Condo

**EXISTING ZONING:** CO: Corridor Overlay & C: Light Commercial

**PARCEL SIZE:** 9,896 square feet

The applicant has submitted site plans, including elevations showing a 1,500 square foot, two-story structure for use as office space.

Under Section 4-431.5.2.a, there is a higher construction standard for areas in the CO: Corridor Overlay District requiring the applicant receive approval of site and building plans prior to approval of a building permit for those areas along Sheyenne Street between Interstate 94 as well as 40th Avenue, 32nd Avenue west of Sheyenne Street and 13th Avenue East.

The Building Construction standards under 4-431.5. of the CO: Corridor Overlay District limits Light Commercial properties to no more than 30% metal or fiberglass on all walls fronting a public street provided it is coordinated into the architectural design. Seventy percent (70%) of any wall (facade area) which fronts on a public street shall be constructed of glass, brick, wood, stone, architectural concrete cast in place or precast concrete panels, or, as approved by the Commission(s), other integrated materials per the architectural design. The building does not front a public street; however, is faced with a combination of glass, LP siding (wood composite), brick, steel and metal, which would exceed the standard.

Setbacks for the building are more than adequate for the CO: Corridor Overlay District, as is the landscaping.

Under the original subdivision plat, a requirement for sidewalk or multi-use path connectivity within the subdivision was a condition of approval and addressed in a signed improvement agreement. The applicant has submitted a plan showing connectivity to the 33<sup>rd</sup> Avenue West sidewalk.

Required parking for general office uses would be one space 200 square feet of gross floor area and the developer intends for share parking for the proposed four buildings/lots. Forty-five (45) parking spaces would be required, with the site plan showing 45 spaces.

Cross access easements within the plat provide access to 6<sup>th</sup> & 9<sup>th</sup> Streets West, as well as to 32<sup>nd</sup> and 33<sup>rd</sup> Avenues West. Direct driveway access to this lot is proposed to the north, along the east/west cross access easement.

The submitted information shows that City plans and development requirements can be met. Staff's recommendation is to approve the site and elevation plans for submittal to the City Commission with the condition that all provisions of West Fargo City Ordinances are met to ensure sufficient review is provided for building inspections and other City departments

## PROJECT SUMMARY NOTES

AREA: LOT 1 - 10,105 S.F. (0.23 ACRES)  
LOT 2 - 9,896 S.F. (0.227 ACRES)  
LOT 3 - 9,896 S.F. (0.227 ACRES)  
LOT 4 - 9,896 S.F. (0.227 ACRES)

DEVELOPER: MIKE GRAHAM  
FOUR HORSEMEN, LLC  
3259 OAK RIDGE LOOP EAST  
WEST FARGO, ND 58078  
MIKE@MAGNUMELECTRIC.NET

## CORRIDOR OVERLAY DISTRICT REQUIREMENTS

**SIDE YARD:**

|                  |                         |
|------------------|-------------------------|
| <b>MINIMUM:</b>  | 10 FEET                 |
| <b>PROVIDED:</b> | 10 FEET - LOT 1 (NORTH) |
|                  | 10 FEET - LOT 2 (SOUTH) |
|                  | 10 FEET - LOT 3 (SOUTH) |
|                  | 10 FEET - LOT 4 (NORTH) |

LOT COVERAGE BY BUILDINGS:

|           |                                                    |
|-----------|----------------------------------------------------|
| MAXIMUM:  | 40% (4,042 S.F. - LOT 1, 3,958,40 S.F. - LOTS 2-4) |
| PROVIDED: | 14.84% - LOT 1 (1,500 S.F.)                        |
|           | 15.16% - LOT 2 (1,500 S.F.)                        |
|           | 15.16% - LOT 3 (1,500 S.F.)                        |
|           | 15.16% - LOT 4 (1,500 S.F.)                        |

OPEN SPACE LANDSCAPING OF LOT AREA:

|           |                                                     |
|-----------|-----------------------------------------------------|
| MINIMUM:  | 10% (1,010.50 S.F. - LOT 1, 989.50 S.F. - LOTS 2-4) |
| PROVIDED: | 23.82% - LOT 1 (2,406.65 S.F.)                      |
|           | 20.66% - LOT 2 (2,044.93 S.F.)                      |
|           | 14.28% - LOT 3 (1,412.96 S.F.)                      |
|           | 16.94% - LOT 4 (1,676.40 S.F.)                      |

LANDSCAPED OPEN SPACE TO SEPARATE PARKING AREAS OR ACCESS DRIVES AND FRONT LOT LINES

|           |                         |
|-----------|-------------------------|
| MINIMUM:  | 5 FEET                  |
| PROVIDED: | 5 FEET - LOT 1 (SOUTH)  |
|           | 25 FEET - LOT 2 (NORTH) |
|           | 25 FEET - LOT 3 (NORTH) |
|           | 5 FEET - LOT 4 (SOUTH)  |

LANDSCAPED OPEN SPACE TO SEPARATE PARKING AREAS AND BUILDING SETBACK LINES

|           |                       |
|-----------|-----------------------|
| MINIMUM:  | 5 FEET                |
| PROVIDED: | 5 FEET • LOT 1 (EAST) |
|           | 5 FEET • LOT 2 (EAST) |
|           | 5 FEET • LOT 3 (WEST) |
|           | 5 FEET • LOT 4 (WEST) |

## OFF-STREET PARKING AND LOADING REQUIREMENTS

**OFF-STREET PARKING:**

|                  |                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>MINIMUM:</b>  | 45 SPACES                                                                                                         |
|                  | 15 SPACES - LOT 1 (1 SPACE PER 200 S.F. OF GROSS FLOOR AREA: 1 SPACE / 200 S.F., X 3,000 S.F. = 15, SO 15 SPACES) |
|                  | 15 SPACES - LOT 2 (1 SPACE PER 200 S.F. OF GROSS FLOOR AREA: 1 SPACE / 200 S.F., X 3,000 S.F. = 15, SO 15 SPACES) |
|                  | 7 SPACES - LOT 3 (1 SPACE PER 200 S.F. OF GROSS FLOOR AREA: 1 SPACE / 200 S.F., X 1,500 S.F. = 7.5, SO 7 SPACES)  |
|                  | 8 SPACES - LOT 4 (1 SPACE PER 200 S.F. OF GROSS FLOOR AREA: 1 SPACE / 200 S.F., X 1,600 S.F. = 8, SO 8 SPACES)    |
| <b>PROVIDED:</b> | 45 SPACES (CUMULATIVE GROSS FLOOR AREA = 9,000 S.F., 1 SPACE / 200 S.F., X 9,000 S.F. = 45, SO 45 SPACES)         |
|                  | 15 SPACES - LOT 1 (14 REGULAR SPACES AND 1 SPACE FOR PERSONS WITH <b>DISABILITIES</b> )                           |
|                  | 14 SPACES - LOT 2 (13 REGULAR SPACES AND 1 SPACE FOR PERSONS WITH <b>DISABILITIES</b> )                           |
|                  | 7 SPACES - LOT 3 (6 REGULAR SPACES AND 1 SPACE FOR PERSONS WITH <b>DISABILITIES</b> )                             |
|                  | 8 SPACES - LOT 4 (8 REGULAR SPACES AND 1 SPACE FOR PERSONS WITH <b>DISABILITIES</b> )                             |

PARKING FOR PERSONS WITH DISABILITIES:

|           |                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------|
| MINIMUM:  | 2 SPACES - LOT 1-4 (1 VAN ACCESSIBLE SPACE AND 1 ACCESSIBLE SPACE FOR LOT WITH 26-50 TOTAL SPACES)* |
| PROVIDED: | 4 SPACES - LOT 1-4 (4 VAN ACCESSIBLE)                                                               |

\* DEVELOPER TO COORDINATE PREPARATION/EXECUTION OF SHARED PARKING AGREEMENT FOR ADA STALL USE.

OFF-STREET LOADING: N/A - EACH OFFICE OR RESEARCH BUILDING IS LESS THAN 20,000 S.F.

## LANDSCAPING REQUIREMENTS

**SITE LANDSCAPING:**

|                  |                                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>MINIMUM:</b>  | <b>161 PLANT UNITS</b>                                                                                                                  |
|                  | 41 PLANT UNITS - LOT 1 (4 PLANT UNITS FOR EVERY 1,000 S.F., OF LOT: 10.05 S.F., X 4 PLANT UNITS/ 1,000 S.F. = 40.42, SO 41 PLANT UNITS) |
|                  | 40 PLANT UNITS - LOT 2 (4 PLANT UNITS FOR EVERY 1,000 S.F., OF LOT: 9.896 S.F., X 4 PLANT UNITS/ 1,000 S.F. = 39.58, SO 40 PLANT UNITS) |
|                  | 40 PLANT UNITS - LOT 3 (4 PLANT UNITS FOR EVERY 1,000 S.F., OF LOT: 9.896 S.F., X 4 PLANT UNITS/ 1,000 S.F. = 39.58, SO 40 PLANT UNITS) |
|                  | 40 PLANT UNITS - LOT 4 (4 PLANT UNITS FOR EVERY 1,000 S.F., OF LOT: 9.896 S.F., X 4 PLANT UNITS/ 1,000 S.F. = 39.58, SO 40 PLANT UNITS) |
| <b>PROVIDED:</b> | <b>375 PLANT UNITS</b>                                                                                                                  |
|                  | <b>LOT 1 - 106 PLANT UNITS</b>                                                                                                          |
|                  | 7 PLANT UNITS IN 1 SMALL, MATURE DECIDUOUS TREES (6,60%)                                                                                |
|                  | 10 PLANT UNITS IN 1 LARGE, MATURE DECIDUOUS TREES (6,43%)                                                                               |
|                  | 14 PLANT UNITS IN 1 SMALL, MATURE EVERGREEN TREES (13,21%)                                                                              |
|                  | 75 PLANT UNITS IN 15 MATURE SHRUBS (70,76%)                                                                                             |
|                  | <b>LOT 2 - 86 PLANT UNITS</b>                                                                                                           |
|                  | 14 PLANT UNITS IN 2 SMALL, MATURE DECIDUOUS TREES (16,26%)                                                                              |
|                  | 10 PLANT UNITS IN 1 LARGE, MATURE DECIDUOUS TREES (11,63%)                                                                              |
|                  | 7 PLANT UNITS IN 1 SMALL, MATURE EVERGREEN TREES (8,14%)                                                                                |
|                  | 55 PLANT UNITS IN 11 MATURE SHRUBS (63,85%)                                                                                             |
|                  | <b>LOT 3 - 71 PLANT UNITS</b>                                                                                                           |
|                  | 7 PLANT UNITS IN 1 SMALL, MATURE DECIDUOUS TREES (9,86%)                                                                                |
|                  | 10 PLANT UNITS IN 1 LARGE, MATURE DECIDUOUS TREES (14,80%)                                                                              |
|                  | 14 PLANT UNITS IN 2 SMALL, MATURE EVERGREEN TREES (19,72%)                                                                              |
|                  | 40 PLANT UNITS IN 8 MATURE SHRUBS (56,34%)                                                                                              |
|                  | <b>LOT 4 - 112 PLANT UNITS</b>                                                                                                          |
|                  | 21 PLANT UNITS IN 3 SMALL, MATURE DECIDUOUS TREES (18,75%)                                                                              |
|                  | 10 PLANT UNITS IN 1 LARGE, MATURE DECIDUOUS TREES (8,93%)                                                                               |
|                  | 21 PLANT UNITS IN 3 SMALL, MATURE EVERGREEN TREES (18,75%)                                                                              |
|                  | 60 PLANT UNITS IN 12 MATURE SHRUBS (53,57%)                                                                                             |

BOULEVARD TREES: MINIMUM: 7 TREES (1 TREE PER 30 FT OF LOT FRONTAGE: 210.79 FT x 1 TREE/ 210.79 FT FRONTAGE = 7.026, SO 7 TREES)  
PROVIDED: 5 TREES (ALONG 33RD AVENUE WEST) (EXISTING ACCESS ROADWAYS AND CITY STREET LIGHTS LESSENS REQUIRED TREES)

**BUFFER YARD PLANTINGS:** N/A - DISTRICT IS NOT IN BUFFER YARDS, SCREENING, AND ZONING STANDARDS TABLE.

SCREENING: MINIMUM: TRASH DUMPSTERS OR CONTAINERS USED FOR RECYCLING SHALL BE SCREENED ON THREE SIDES WITH ARCHITECTURAL SCREENING.  
PROVIDED: SCREENED TRASH/DUMPSTER RECYCLING AREA PER CITY'S TYPICAL DETAIL.

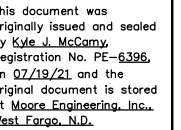
| PARKING LOT PERIMETER LANDSCAPING: |                                                                                                                                                                    |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MINIMUM:                           | LANDSCAPING WHEN PARKING LOT PERIMETERS, INCLUDING DRIVEWAYS AND DRIVE AISLES, ARE NOT ENTIRELY SCREENED BY A BUILDING OR STRUCTURE FROM ANY ABUTTING RIGHT-OF-WAY |
| PROVIDED:                          | PLANTINGS ALONG NORTH AND SOUTH EDGES OF PARKING LOT                                                                                                               |

**PARKING LOT INTERIOR LANDSCAPING:** **MINIMUM:** VEHICULAR USE AREAS CONTAINING MORE THAN 6,000 SQUARE FEET OF AREA OR 20 OR MORE CONTINUOUS PARKING SPACES (40 BACK TO BACK) SHALL PROVIDE AN ISLAND OR PENINSULA  
**PROVIDED:** 171 S.F. ISLAND

|       |    |    |    |       |                                              |
|-------|----|----|----|-------|----------------------------------------------|
| SHEET | 1  | OF | 10 | G-001 | COVER SHEET                                  |
| SHEET | 2  | OF | 10 | C-001 | CIVIL NOTES                                  |
| SHEET | 3  | OF | 10 | C-002 | CIVIL NOTES AND LEGEND                       |
| SHEET | 4  | OF | 10 | C-401 | UTILITY PLAN                                 |
| SHEET | 5  | OF | 10 | C-402 | SITE PLAN                                    |
| SHEET | 6  | OF | 10 | C-403 | GRADING PLAN                                 |
| SHEET | 7  | OF | 10 | C-404 | EROSION PREVENTION AND SEDIMENT CONTROL PLAN |
| SHEET | 8  | OF | 10 | C-405 | LANDSCAPE PLAN                               |
| SHEET | 9  | OF | 10 | C-501 | TYPICAL DETAILS                              |
| SHEET | 10 | OF | 10 | C-502 | TYPICAL DETAILS                              |

## STORM WATER RETENTION REQUIREMENTS

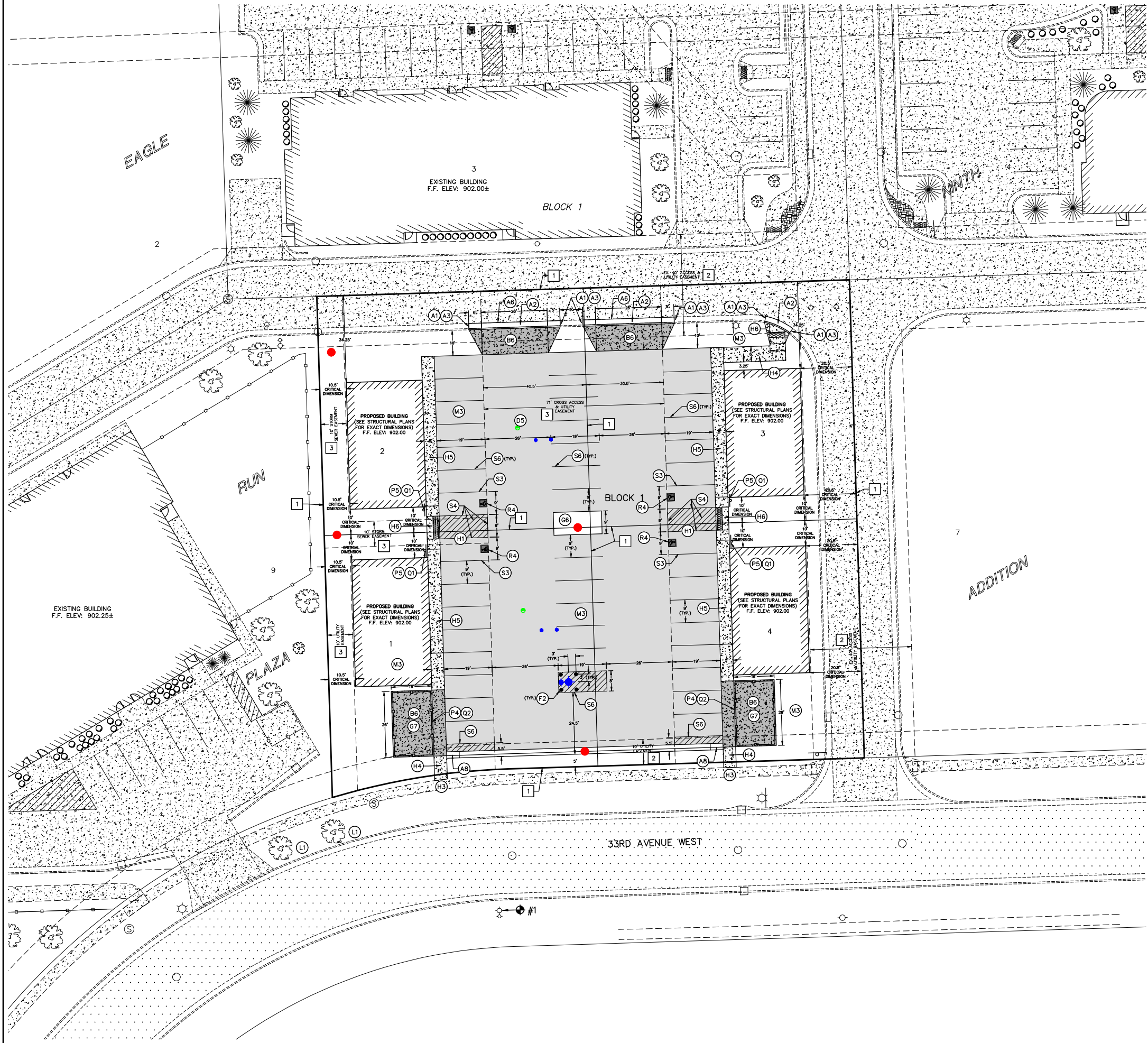
|                               |                                                                    |
|-------------------------------|--------------------------------------------------------------------|
| <b>STORM WATER RETENTION:</b> |                                                                    |
| LOT SIZE:                     | 39,795.11 S.F. (0.91357 ACRES)                                     |
| % IMPERVIOUS:                 | 80% (31,836.09 S.F.)                                               |
|                               | 86% (25,257.8 S.F.) BUILDINGS, VEHICULAR AREAS, PEDESTRIAN AREAS   |
|                               | 14% (5,688.23 S.F.) EXISTING ACCESS ROADWAY                        |
| REQUIRED:                     | 7,973 C.F. (0.1357 ACRES AT 80% IMPERVIOUS)                        |
| EXISTING:                     | 5,670 C.F. (EAGLE RUN EAST REGIONAL POND FOR UP TO 70% IMPERVIOUS) |
| PROVIDED:                     | 2,341 C.F.                                                         |
|                               | 1,293 C.F. IN 183' OF 36" STORM SEWER PIPES                        |
|                               | 353 C.F. IN 172' OF 30" STORM SEWER PIPES                          |
|                               | 124 C.F. IN 60" STORM SEWER MANHOLE M1*                            |
|                               | 231 C.F. IN 84" STORM SEWER MANHOLE M2*                            |
|                               | 229 C.F. IN 84" STORM SEWER MANHOLE M3*                            |
|                               | 111 C.F. IN 60" STORM SEWER MANHOLE M4*                            |
|                               | * BELOW SITE'S "BREAK EVEN" ELEVATION OF 900.00                    |
| TOTAL:                        | 8,011 C.F.                                                         |



COVER SHEET  
LOTS 1-4 OFFICE CONDOS  
EAGLE RUN PLAZA 12TH ADDITION  
WEST FARGO, NORTH DAKOTA  
COVER SHEET

|                   |          |
|-------------------|----------|
| DATE:             | 06.09.21 |
| REVISED:          | 07.19.21 |
| REVISED:          |          |
| REVISED:          |          |
| REVISED:          |          |
| REVISED:          |          |
| RECORD:           |          |
| PROJECT No. 21933 |          |
| MANAGER:          | CPB      |
| DESIGNER:         | MJP      |
| DRAFTER:          | KAG      |
| REVIEWER:         | CPB      |

**G-001**



GENERAL NOTATIONS

- 1 PROPERTY LINE.
- 2 EXISTING EASEMENT.
- 3 PROPOSED EASEMENT.

SITE NOTATIONS - VEHICULAR AREAS

- A1 VA-1 SAWCUT EXISTING CURB AND GUTTER FULL DEPTH.
- A2 VA-2 REMOVE EXISTING CURB AND GUTTER. REPLACE WITH KNOCKDOWN CURB AND GUTTER.
- A3 VA-3 CONNECT TO EXISTING CURB AND GUTTER.
- A5 CURB AND GUTTER - MOUNTABLE.
- A6 CURB AND GUTTER - KNOCKDOWN.
- A8 VA-4 TAPER LAST 5' OF CURB AND GUTTER HEIGHT FROM FULL HEIGHT TO 0".
- B6 VA-13 CONCRETE DRIVEWAY - 7".
- D5 VA-33 CONCRETE PAVEMENT SECTION - REGULAR.
- F2 VA-51 BOLLARD POST.
- G6 INTERIOR LANDSCAPING ISLAND.
- G7 VA-54 TRASH/RECYCLING ENCLOSURE/DUMPSTER AREA.

SITE NOTATIONS - PEDESTRIAN AREAS

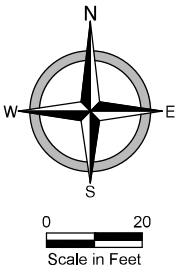
- H1 DEVELOPER TO COORDINATE PREPARATION/EXECUTION OF SHARED PARKING AGREEMENT FOR ADA STALL USE.
- H3 PA-3 CONNECT TO EXISTING CONCRETE SIDEWALK.
- H4 PA-4 CONCRETE SIDEWALK.
- H5 PA-10 CONCRETE SIDEWALK CURB.
- H6 PA-11 CONCRETE CURB RAMP.

SITE NOTATIONS - MISCELLANEOUS

- L1 EXISTING TREE TO REMAIN.
  - M3 MI-20 STRIP EXISTING TOPSOIL.
- SITE NOTATIONS - SIGNING
- P4 MOUNT SIGN ON DUMPSTER FENCING/SCREENING.
  - P5 SI-3 MOUNT SIGN ON POST.
  - Q1 SI-5 SIGN ASSEMBLY - VAN ACCESSIBLE PARKING.
  - Q2 CONTRACTOR TO INSTALL "NO PARKING DURING GARBAGE PICKUP DAY SIGN". OWNER TO APPROVE SIGN LAYOUT/DESIGN BEFORE INSTALLATION.

SITE NOTATIONS - PAVEMENT MARKINGS

- R4 PM-3 MESSAGE - BLUE (INTERNATIONAL SYMBOL OF ACCESSIBILITY).
- S3 PM-2 STRIPE - 4" BLUE ADJACENT TO 4" YELLOW.
- S4 PM-2 STRIPE - 4" BLUE.
- S6 PM-2 STRIPE - 4" YELLOW.



| BENCHMARK LIST                                      |                    |                                |        |
|-----------------------------------------------------|--------------------|--------------------------------|--------|
| VERTICAL DATUM: NSVD 29                             |                    |                                |        |
| HORIZONTAL DATUM: WEST FARGO HORIZONTAL CALIBRATION |                    |                                |        |
| NO.                                                 | DESCRIPTION        | LOCATION                       | ELEV.  |
| 1                                                   | TOP NUT ON HYDRANT | SOUTH SIDE OF 33RD AVENUE WEST | 903.60 |

This document was originally issued and sealed by Kyle J. McCamy, Registration No. PE-6396, on 07/19/21, and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.

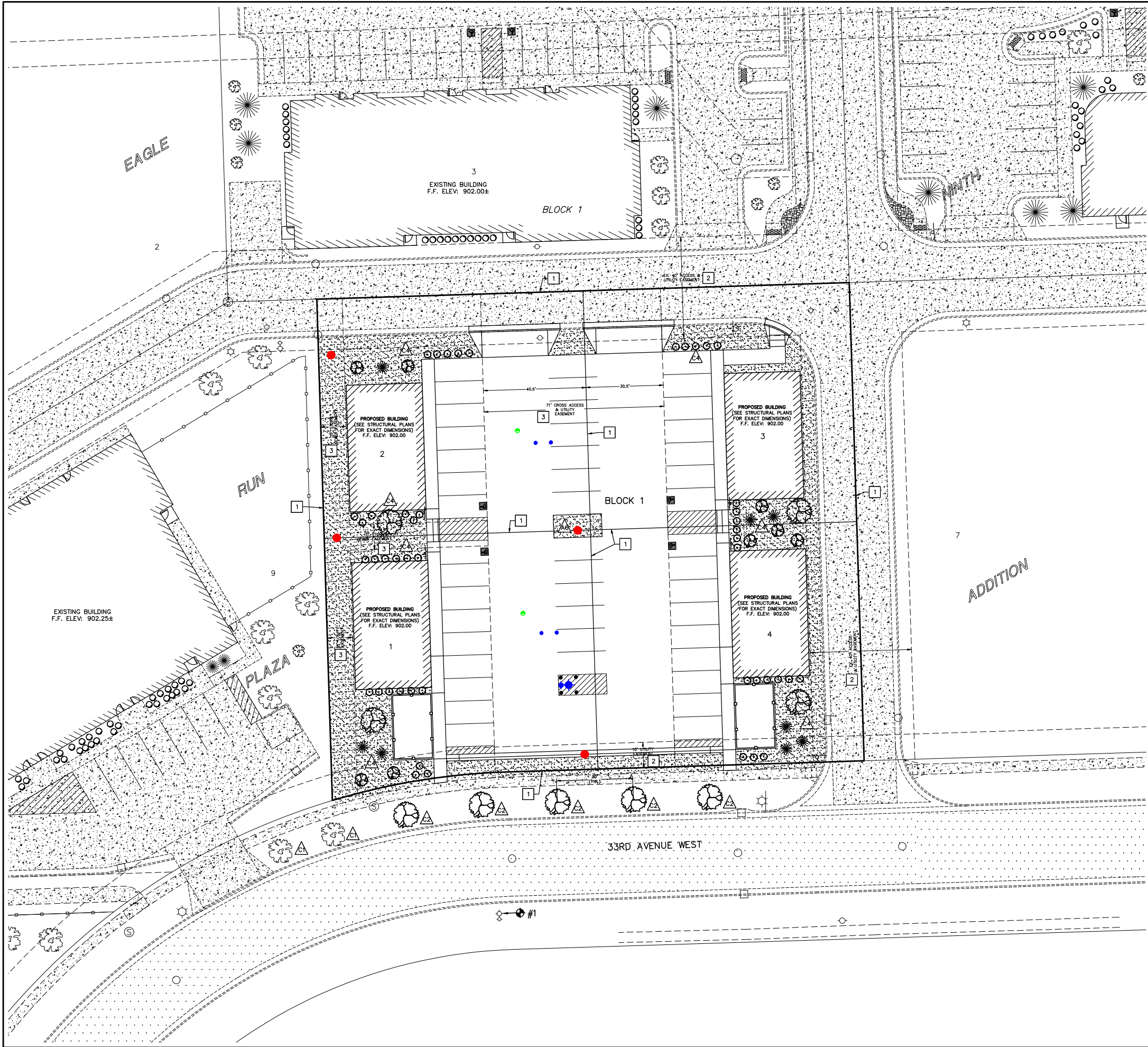


SITE PLAN  
LOTS 1-4 OFFICE CONDOS  
EAGLE RUN PLAZA 12TH ADDITION  
WEST FARGO, NORTH DAKOTA  
SITE PLAN

|             |          |
|-------------|----------|
| DATE:       | 06.09.21 |
| REVISED:    | 07.19.21 |
| REVISED:    | ----     |
| REVISED:    | ----     |
| REVISED:    | ----     |
| REVISED:    | ----     |
| RECORD:     | ----     |
| PROJECT No. | 21933    |
| MANAGER:    | CPB      |
| DESIGNER:   | MJP      |
| DRAFTER:    | KAG      |
| REVIEWER:   | CPB      |

C-402

FILE LOCATION: R:\Projects\21000\21933\CIVIL\PRODUCTION\21933-SITE.dwg



GENERAL NOTATIONS

- 1 PROPERTY LINE.
- 2 EXISTING EASEMENT.
- 3 PROPOSED EASEMENT.

LANDSCAPE NOTATIONS

- LA-7 PLANTING BED.
- EXISTING WEST FARGO BOULEVARD TREE.
- LA-21 WEST FARGO BOULEVARD TREE.
- LA-21 WEST FARGO ONSITE PLANTING.

| BENCHMARK LIST                                      |                    |                                |        |
|-----------------------------------------------------|--------------------|--------------------------------|--------|
| VERTICAL DATUM: NGVD 29                             |                    |                                |        |
| HORIZONTAL DATUM: WEST FARGO HORIZONTAL CALIBRATION |                    |                                |        |
| NO.                                                 | DESCRIPTION        | LOCATION                       | ELEV.  |
| 1                                                   | TOP NUT ON HYDRANT | SOUTH SIDE OF 33RD AVENUE WEST | 903.60 |

This document was originally issued and sealed by Kyle J. McCamy, Registration No. PE-6396, on 07/19/21 and the original document is stored at Moore Engineering, Inc., West Fargo, N.D.



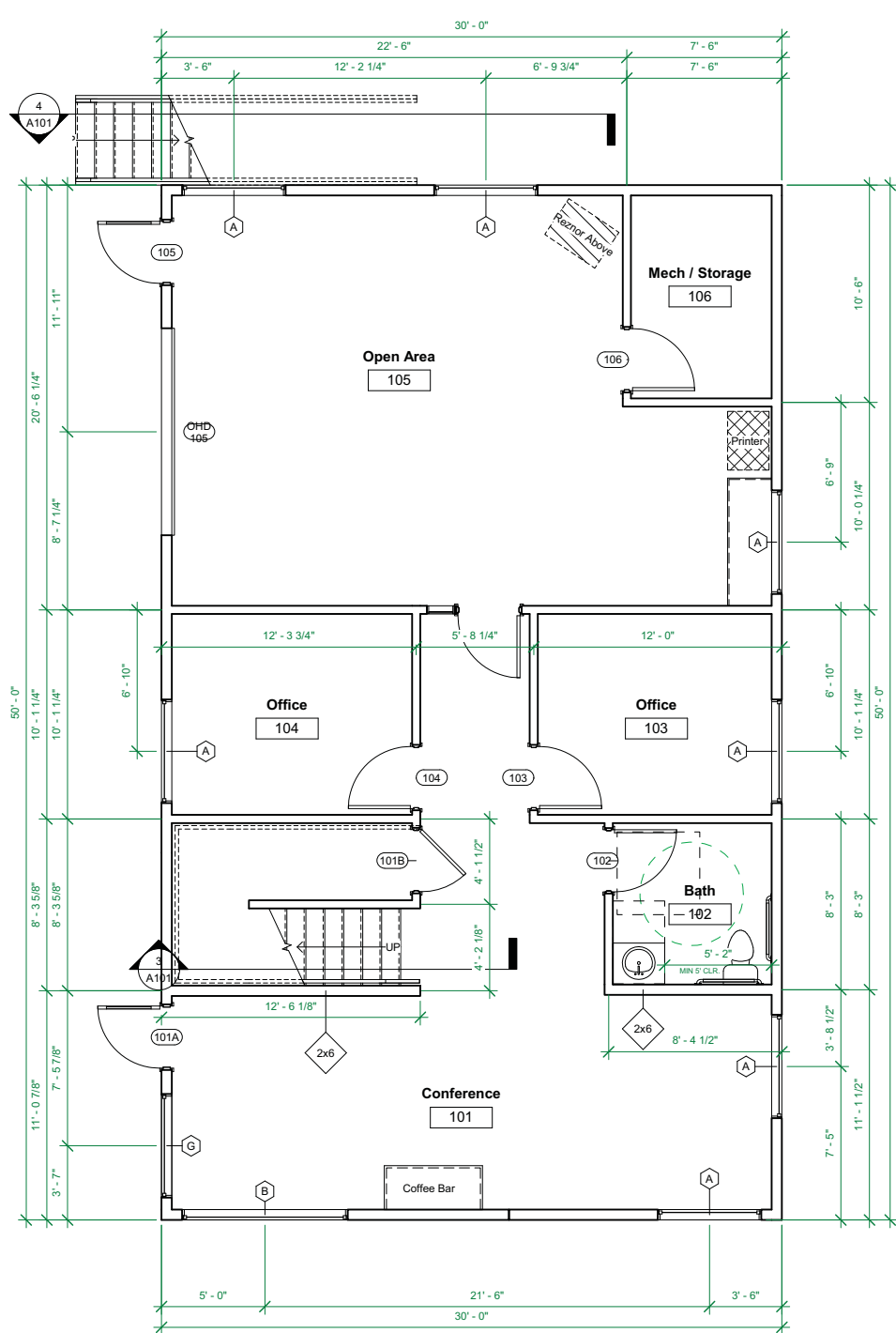
LANDSCAPE PLAN  
LOTS 1-4 OFFICE CONDOS  
EAGLE RUN PLAZA 12TH ADDITION  
WEST FARGO, NORTH DAKOTA  
LANDSCAPE PLAN

|          |          |
|----------|----------|
| DATE:    | 06.09.21 |
| REVISED: | 07.19.21 |
| REVISED: | ----     |
| REVISED: | ----     |
| REVISED: | ----     |
| REVISED: | ----     |
| RECORD:  | ----     |

|             |       |
|-------------|-------|
| PROJECT No. | 21933 |
| MANAGER:    | CPB   |
| DESIGNER:   | MJP   |
| DRAFTER:    | KAG   |
| REVIEWER:   | CPB   |

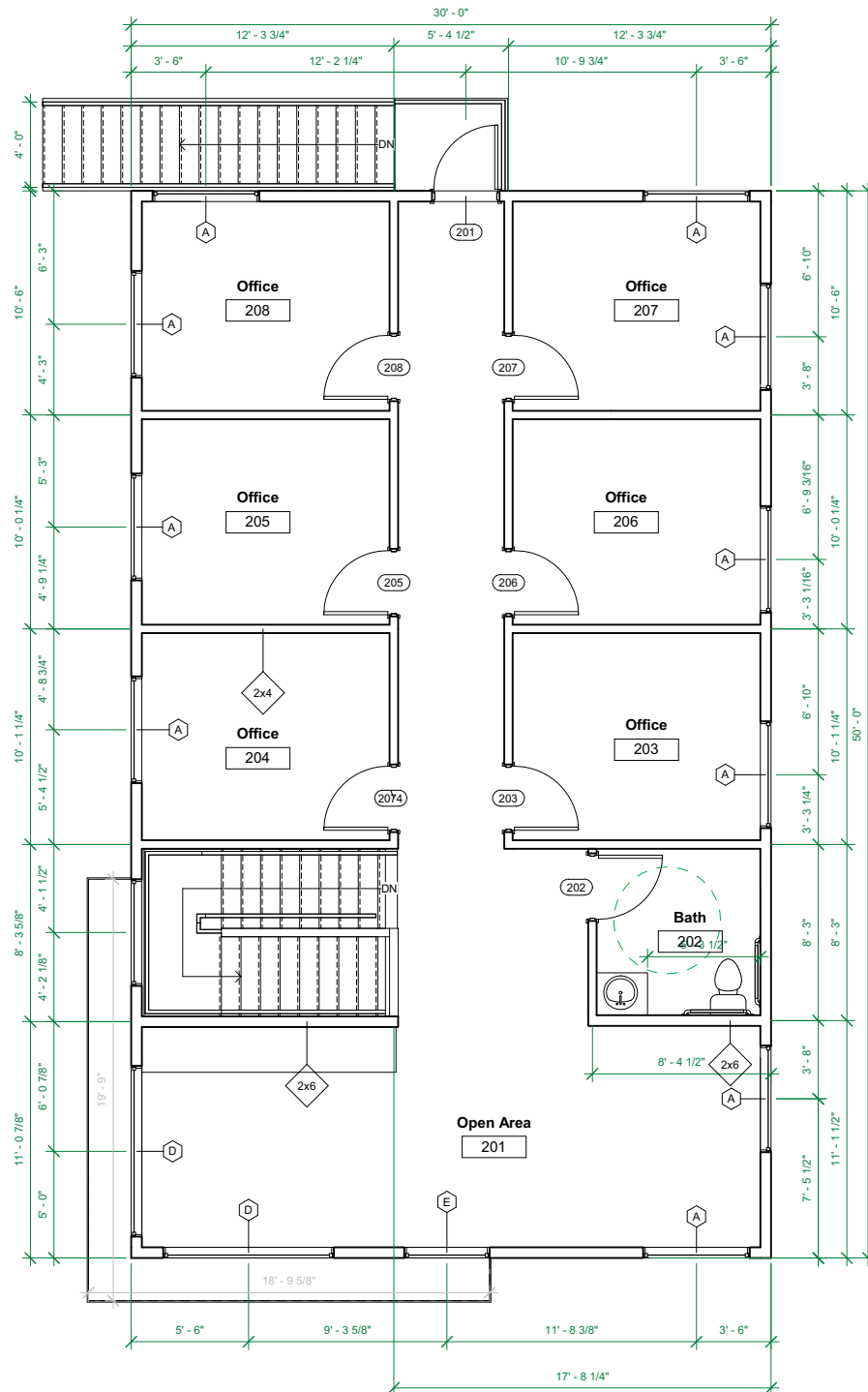
C-405





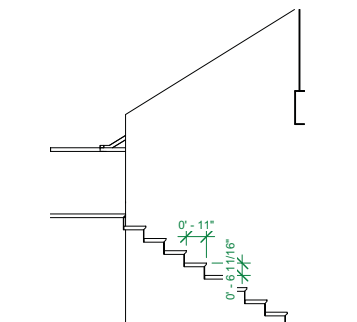
① Level 1  
1/4" = 1'-0"

CONSTRUCTION NOTES  
WALL HEIGHT = 9' - 1 1/8", TYP.  
-16" OC STUD SPACING, TYP.  
-VERIFY ROUGH OPENINGS WITH G.C.  
-PROVIDE HANDRAIL BACKING

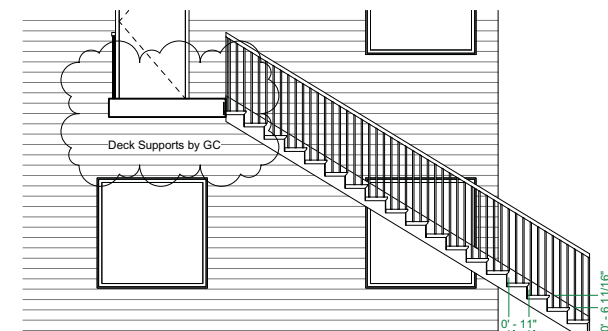


② Level 2  
1/4" = 1'-0"

CONSTRUCTION NOTES  
WALL HEIGHT = 9' - 1 1/8", TYP.  
-16" OC STUD SPACING, TYP.  
-VERIFY ROUGH OPENINGS WITH G.C.  
-PROVIDE HANDRAIL BACKING



③ Office Stair Detail  
1/4" = 1'-0"



④ Exterior Stair Detail  
1/4" = 1'-0"

| Window Schedule |      |         |         |              |             |       |
|-----------------|------|---------|---------|--------------|-------------|-------|
| Type Mark       | Type | Width   | Height  | Rough Height | Rough Width | Count |
| E               | 4050 | 4' - 0" | 5' - 0" |              |             | 1     |
| A               | 5050 | 5' - 0" | 5' - 0" |              |             | 18    |
| G               | 5070 | 5' - 0" | 6' - 4" |              |             | 1     |
| D               | 8050 | 8' - 0" | 5' - 0" |              |             | 2     |
| B               | 8070 | 8' - 0" | 6' - 4" |              |             | 1     |

Grand total: 23

| Door Schedule |       |        |
|---------------|-------|--------|
| Mark          | Width | Height |

|         |          |         |
|---------|----------|---------|
| 101A    | 3' - 0"  | 7' - 0" |
| 101B    | 3' - 0"  | 7' - 0" |
| 101C    | 3' - 0"  | 7' - 0" |
| 101E    | 1' - 2"  | 7' - 0" |
| 102     | 3' - 0"  | 7' - 0" |
| 103     | 3' - 0"  | 7' - 0" |
| 104     | 3' - 0"  | 7' - 0" |
| 105     | 3' - 0"  | 7' - 0" |
| 106     | 3' - 0"  | 7' - 0" |
| 201     | 3' - 0"  | 7' - 0" |
| 202     | 3' - 0"  | 7' - 0" |
| 203     | 3' - 0"  | 7' - 0" |
| 205     | 3' - 0"  | 7' - 0" |
| 206     | 3' - 0"  | 7' - 0" |
| 207     | 3' - 0"  | 7' - 0" |
| 208     | 3' - 0"  | 7' - 0" |
| 2074    | 3' - 0"  | 7' - 0" |
| OHD 105 | 10' - 0" | 8' - 0" |

Project Number  
Author

9/21/2021 3:55:08 PM



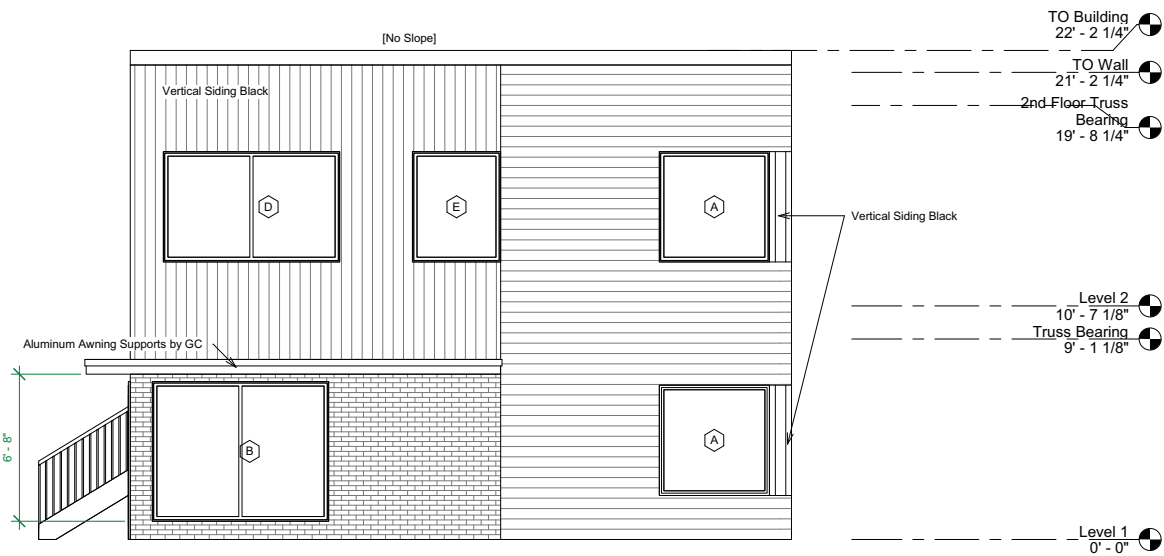
CUSTOMER ACCEPTANCE SIGNATURE  
NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

Lot 2

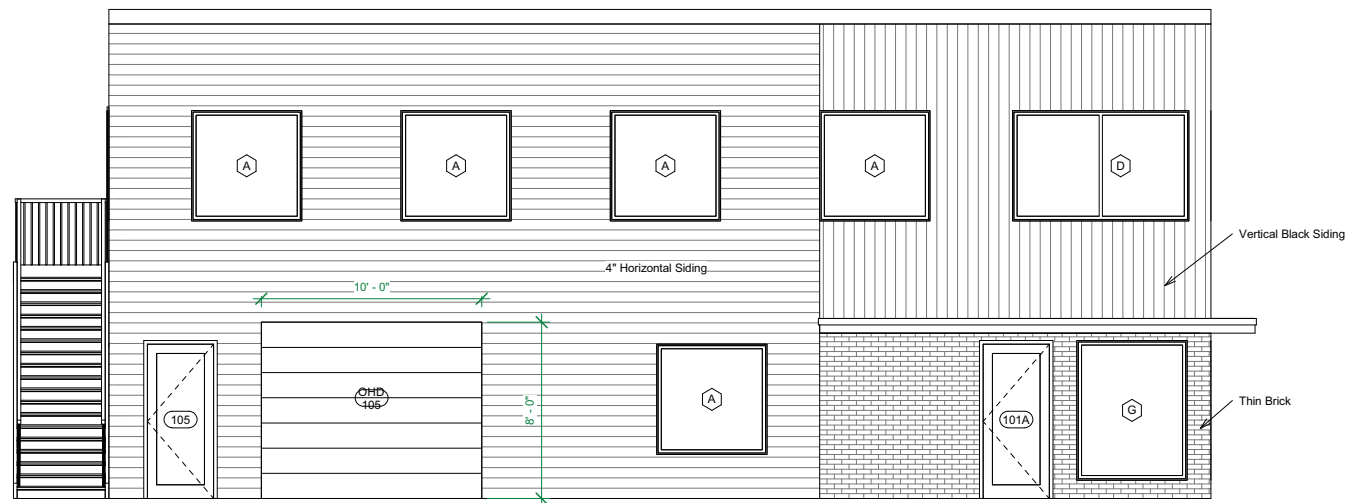
PAGE:  
A101

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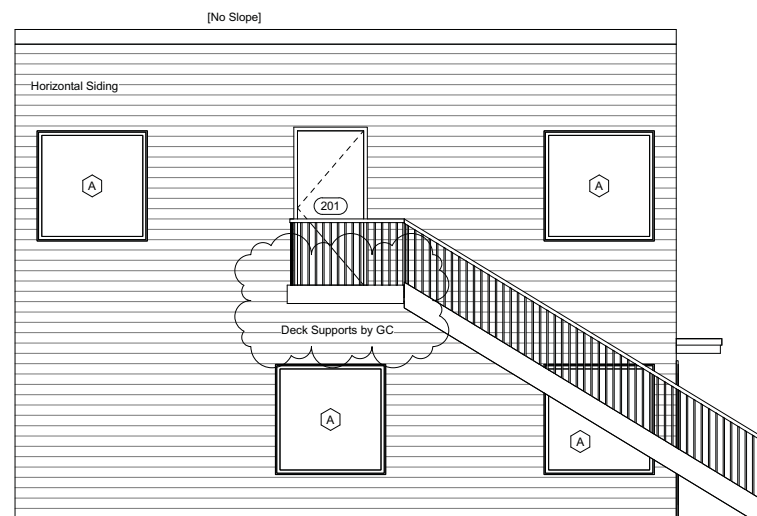
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ANY USE, REPRODUCTION, COPYING, MODIFICATION, OR DERIVATIVE WORK OF THE PLAN(S) FURNISHED BY DIETRICH CONSTRUCTION IS A VIOLATION OF THE UNITED STATES FEDERAL COPYRIGHT ACT.



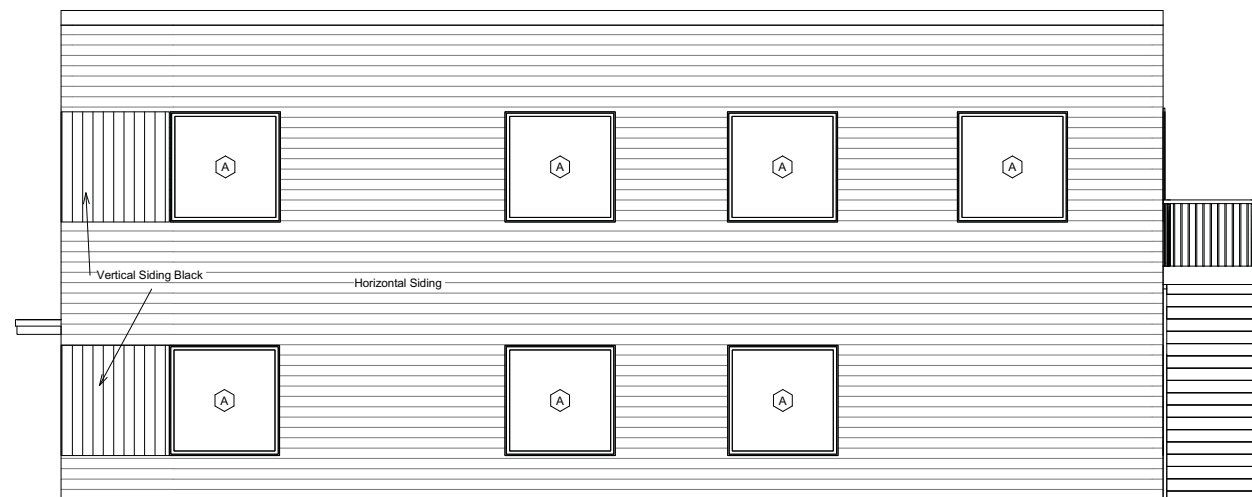
① North  
1/4" = 1'-0"



② East  
1/4" = 1'-0"



③ South  
1/4" = 1'-0"



④ West  
1/4" = 1'-0"

|                |                      |
|----------------|----------------------|
| Project Number | 9/21/2021 3:55:08 PM |
| Author         |                      |
|                |                      |
|                |                      |
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|                |                      |

|       |  |
|-------|--|
| DATE: |  |
|       |  |
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|       |  |
|       |  |



CUSTOMER ACCEPTS PLAN AS DRAWN

NAME:

DATE:

Lot 2

PAGE:

A102

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## SNOW REMOVAL SERVICES AGREEMENT

5<sup>th</sup> ~~THIS SERVICES AGREEMENT~~ (this "Agreement") is made and entered into this day of October, 2021 (the "Effective Date"), by and between the City of West Fargo, a North Dakota political subdivision, whose principal address is 800 Fourth Avenue East, Suite 1, West Fargo, North Dakota 58078 (the "City"), and Welk's Lawn Care, LLC, a North Dakota limited liability company, whose principal address is 3838 3<sup>rd</sup> Street East, West Fargo, North Dakota 58078 (the "Contractor").

### RECITALS

**WHEREAS**, the City is in need of certain services which are further described below and desires to engage the Contractor to provide said services in accordance with the terms and conditions set forth herein; and

**WHEREAS**, the City is of the opinion that the Contractor has the necessary qualifications, experience, and abilities to provide said services to the City; and

**WHEREAS**, the Contractor agrees to provide said services to the City on the terms and conditions set forth in this Agreement.

**NOW THEREFORE**, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### AGREEMENT

#### **I. Purpose**

The purpose of this Agreement is to outline the parties' respective rights and obligations related to snow removal services provided by the Contractor to the City.

#### **II. Responsibility of Contractor - Scope of Services**

The Contractor will perform the following services to the drive lane owned by the City on Lot 2, Block 1 Eagle Run Plaza Sixth Addition (the "Property"):

- (1) Remove snow and ice on the Property per the City's maintenance agreement with EPIC Companies.
- (2) Haul snow away from the Property as needed.
- (3) Request assistance from the City during major snow events (10" of snow or more) to haul snow away from the Property.

(collectively, the "Services"). The Contractor has discretion to perform the Services as weather conditions permit.

**III. Responsibility of the City**

The City will perform the following:

- (1) Monitor and evaluate the Contractor's progress and performance of the Services to assure that the terms of this Agreement are being satisfactorily met.
- (2) Disburse funds to the Contractor.
- (3) Spread salt and/or sand, as needed.
- (4) Assist the Contractor with hauling snow, if requested by the Contractor, during major snow events.

**IV. Term**

This Agreement commences on the Effective Date and expires on April 1, 2022, unless terminated sooner by either party.

**V. Termination**

This Agreement may be terminated at will, by either party, after giving thirty (30) days' written notice to the other party.

**VI. Property Damage**

The Contractor will be notified by the City's Public Works Director of any property damage that occurs as a result of the Services rendered by the Contractor. Notification will be within forty-eight (48) hours of the City's Public Works Director becoming aware of such property damage. The Contractor will be solely and wholly financially liable for any damaged property, natural wear and tear excepted, as a result of the Services rendered by the Contractor.

**VII. Damage to Equipment**

The Contractor is solely responsible for damage to any of the Contractor's equipment in rendering the Services under this Agreement. The City will have no responsibility for any damage to the Contractor's equipment.

**VIII. Compensation and Method of Payment**

The City will compensate the Contractor Nine Hundred Dollars (\$900) per month for the Services rendered between November through March. All final invoices must be submitted to the City no later than June 1, 2022.

**IX. Assignability**

This Agreement will not be assigned or transferred by the Contractor to another party without the prior written consent of the City.

**X. Subcontractors**

The Contractor is solely responsible for any subcontractors hired to render services. Responsibility includes paying any subcontractors, monitoring services rendered by the subcontractors, and being liable for all services rendered by the subcontractors.

**XI. Indemnification**

The Contractor agrees to indemnify and hold harmless the City from and against all liability, damages, penalties, judgments, or claims of whatever nature arising from injury to person or property sustained under this Agreement and will, at the Contractor's own cost and expense, defend any and all suits or actions (just or unjust) which may be brought against the City or in which the City may be impleaded with others upon any such above-mentioned matters or claims. This indemnification in no way limits the Contractor's obligation to maintain a blanket or other general commercial liability insurance policy for the benefit of the City. This indemnity and hold harmless provision will include indemnity against all costs, expenses, and liabilities incurred in or in connection with any such claims or proceedings brought thereon and the defense thereof.

**XII. Liability Insurance**

The Contractor will, at the Contractor's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general commercial liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the Services rendered by the Contractor, 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.

**XIII. Property Damage Insurance**

The Contractor will, at the Contractor's sole cost and expense, provide and maintain property insurance during the term of this Agreement in an amount sufficient to cover all items of property owned, maintained, or controlled by the Contractor.

**XIV. Requirements for All Insurance**

All insurance policies (or riders) required by this Agreement must (i) be taken out by the Contractor thirty (30) days before the Contractor renders any Services under this Agreement, or at the latest, the Contractor must have a Certificate of Insurance at the time the Contractor renders the Services, (ii) 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) will contain a provision that the insurer will not cancel or revise coverage thereunder without giving written notice to the 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 the Contractor as an insured party and the City as an additional insured, and (v) will be evidenced by a Certificate of Insurance listing the City as an additional insured, which will be filed with the City.

**XV. Contractor Records**

The Contractor will maintain accurate and updated records of all reimbursable services provided to the City under the terms of this Agreement, and shall record the date such services are provided. Such records will conform to generally recognized accounting principles. The City, or its authorized representatives, will have access to any records of the Contractor pertinent to this Agreement.

**XVI. Relationship of the Parties**

In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the City acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The City is not required to pay, or make any contributions to, any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premiums, profit-sharing, pensions, or any other employee benefit for the Contractor during the term of this Agreement. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

**XVII. Conflict of Interest**

The Contractor agrees that it does not have any undisclosed influence or relationship with City staff regarding the Services rendered under this Agreement.

**XVIII. Governing Law**

This Agreement shall be governed exclusively by the provisions hereof and by the laws of the State of North Dakota, as the same from time to time exists.

**XIX. Waiver of Default**

Any waiver by the City of a default under the provisions of this Agreement by the Contractor shall not operate or be construed as a waiver of a subsequent default by the Contractor. No waiver shall be valid unless in writing and signed by the Mayor and City Administrator on behalf of the City.

**XX. Entire Agreement**

This instrument herein contains the entire and only agreement between the parties and no oral statements or representations, or prior written matter not contained in this instrument, shall have any force and effect.

**XXI. Severability**

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**XXII. Counterparts**

This Agreement may be signed in counterparts, meaning that this 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.

**XXIII. Effective Date**

This Agreement becomes effective upon the date of the last signature appearing below.

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

**CONTRACTOR:**  
Welk's Lawn Care, LLC

Date: 10-5, 2021

By: Eric Welk

Its: 

*[Signatures continue on the following page.]*

**CITY:**  
City of West Fargo

Date: \_\_\_\_\_, 2021

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

*ATTEST:*

Date: \_\_\_\_\_, 2021

\_\_\_\_\_  
Tina Fisk, City Administrator



## City Commission Agenda Item Request

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

Office Use:

**Regular Agenda Item #:**

**Consent Agenda Item #:**

**Agenda Item Information:**

**Contact Name: \***

Bradley Schmidt

**Phone Number: \***

701.238.6330

**Email Address:**

bjschmidt1975@gmail.com

**Date \***

10/6/2021

**Topic for Consent or Regular Agenda?**

Please select one option:

- ☒ Consent Agenda  
☐ Regular Agenda

**Please Briefly Describe Your Request \***

I'm requesting permission from the West Fargo City Commission to replace the sod grass on the north boulevard of our property at 617 7th Ave W, West Fargo, ND, which is required by city ordinance 03-0305, with decorative hard-surface pavers. The boulevard is 3' wide by 37' long.

In 40 years of residing at this address, the grass in this area is all but impossible to keep alive in the spring given the salt/snow damage from winter street plowing. Because the boulevard is abnormally narrow relative to new street designs, it is extremely difficult to cost-effectively water the narrow strip; usually there is about as much water placed on the street and sidewalk as on the lawn. With current water costs, this is no longer feasible to continue.

Additionally the grass holds/prevents spring snow melt waters from draining off the sidewalk on to the street, which causes a walking hazard when that water freezes to ice. Last, if the grass is replaced with decorative pavers, I'll be able to periodically clear the entire boulevard of snow, which will increase the snow-holding capacity of the area given the relative extremely narrow area.

The (dead) grass has been removed. A small amount of gravel fill will be placed, compacted, and leveled. Paver-base pads, which equal 6" - 10" of compacted base material will be placed, over which 2" thick pavers will be placed, leveled with the curb and sidewalk surfaces. If any work is done in this boulevard area that requires the pavers to be removed, this can be done with ease, and replaced after the work is done, equally with ease. The pavers will provide a year-around better appearance to the boulevard vs. the continuously problematic sod grass.

**Site Address or Legal Description (if applicable)**

617 7th Ave W  
West Fargo, ND 58078

**Action Being Requested from City Commission \***

Approval to replace boulevard sod grass as required by city ordinance 03-0305 with hard-surface, removable pavers in a boulevard that is 3' wide x 37' long.

**Upload Additional Documentation (Optional):**

## CHAPTER 3-03

### BOULEVARDS

(Ord. 599, Sec. 1 (2000))

#### Sections:

- 3-0301. Definitions.
  - 3-0302. Prohibited Acts or Encroachments.
  - 3-0303. Permits.
  - 3-0304. Driving on Sidewalk or Boulevard.
  - 3-0305. Care of Boulevard.
  - 3-0306. Penalty.
  - 3-0307. Placement of Mail Boxes. (Ord. 712, Sec. 1 - 2004)
- 

#### 3-0301. DEFINITIONS.

1. "Boulevard" or "Berm" shall mean that area of ground between the roadway and the sidewalk or, if there be no sidewalk, it is the area of the ground between the roadway and the dedicated limits of the street or avenue.
2. "Roadway" shall mean that portion of the street or avenue improved, designed or ordinarily used for vehicular travel.

#### 3-0302. PROHIBITED ACTS OR ENCROACHMENTS.

1. Parking: No person shall stop, stand or park a motor vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, upon a sidewalk or boulevard.
2. Signs: Any sign or signs or billboard, except official or quasi-official signs, standing or erected upon a boulevard is a public nuisance and may be abated by removing the sign.
3. Buildings: No person shall erect or cause to be erected or permit any building or structure to stand upon the boulevard, other than a mailbox.
4. It is prohibited to store any equipment, building materials, inventory, or any other material upon the boulevard.

3-0303. PERMITS. Nothing herein shall prohibit the parking of motor vehicles upon the sidewalk or boulevard, the erection of signs or billboards upon the boulevard, the maintaining of a building or structure upon the boulevard, or the storage of equipment, material or inventory upon the boulevard if written

application is made to the City Commission requesting the privilege of parking motor vehicles upon the sidewalk or boulevard, the erection of signs or billboards upon the boulevard, the maintaining of a building or structure upon the boulevard, or the storage of equipment, inventory or equipment upon the boulevard, and the City Commission grants such permission by resolution.

3-0304. DRIVING ON SIDEWALK OR BOULEVARD. No person shall drive any vehicle over, across or upon any sidewalk, curb or boulevard except where there are driveway crossings. Provided, however, the owner or occupant or his agents or employees may drive over the same temporarily when necessary to obtain access to the premises if permission to do so is first obtained from the Public Works Director of the City. The Public Works Director, in granting such permission, may require protective measures to protect the curb, sidewalk, and boulevard, which protective measures must be removed immediately after such temporary use.

3-0305. CARE OF BOULEVARD. It shall be the responsibility of the abutting property owner to seed or sod the boulevard. No gravel, pavement, or other hard surface may be placed on the boulevard except for a driveway or sidewalk. No tree, shrub, or other plant or vegetable growth may be planted within the boulevard without a permit issued pursuant to Section 3-0207 of the West Fargo City Ordinances. Provided, however, that a person or entity desiring to place gravel, pavement or other prohibited material in the boulevard may make written application to the City Commission, and the City Commission, by resolution, may approve such request when the City determines that it is in the best interest of the City to do so or where there is some other extenuating circumstance which would make the planting or maintaining of grass difficult or inappropriate.

3-0306. PENALTY. A violation of this chapter may be punishable as an infraction as set forth in Section 1-0211 of the West Fargo City Ordinances.

3-0307. PLACEMENT OF MAIL BOXES. The City Commission shall have the authority to control the placement of mail boxes on City boulevards and right of ways whether or not mail boxes have been existing on such boulevards and right of ways in the past. Such authority shall include but not be limited to requiring mail boxes to be placed only on one specified side of a street, or requiring combined mail boxes at one location to serve multiple residences, or requiring temporary placement of mail boxes during periods of heavy construction. In developing such requirements for individual neighborhoods, the City should coordinate with the U. S. Postal Service, as well as the residents effected so as to improve mail delivery, improve parking conditions, and alleviate problems that have occurred in the past in a particular neighborhood.

Source: Ord. 712, Sec. 1 (2004)

AGENDA ITEM DESCRIPTION  
CITY COMMISSION  
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376      DATE: October 14, 2021

3. AGENDA TITLE:

Conditional Use Permit for off-premise sign in the EMU: Entertainment Mixed Use  
District at 2900 Sheyenne Street

4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

The applicant proposed an off-premise sign at 2900 Sheyenne Street as a Conditional  
Use within the EMU: Entertainment Mixed Use District. Planning and Zoning  
Commission recommended to deny the application at their October 12<sup>th</sup> meeting. The  
applicant has requested review by the City Commission of the application.

—

5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

2900 Sheyenne Street (Lot 1, Block 1 of Eagle Run Plaza 11<sup>th</sup> Addition), City of West  
Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Deny the application on the basis that it is not consistent with City plans and  
ordinances.

## STAFF REPORT

| A21-20                                                                                        |  | CONDITIONAL USE PERMIT                                            |  |
|-----------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------|--|
| 2900 Sheyenne Street                                                                          |  |                                                                   |  |
| Lot 2, Block 1 of Eagle Run Plaza 11 <sup>th</sup> Addition, City of West Fargo, North Dakota |  |                                                                   |  |
| Applicant/Owner: 25 <sup>th</sup> Street Investments                                          |  | Staff Contact: Lisa Sankey                                        |  |
| Planning & Zoning Commission Public Hearing:                                                  |  | 06-08-2021 – Tabled; 08-10-2021 Continued;<br>10-12-2021 - Denied |  |
| City Commission:                                                                              |  |                                                                   |  |

**PURPOSE:**

Constructing an off premise sign within the Entertainment Mixed Use District.

**STATEMENTS OF FACT:**

|                                      |                                                                                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Land Use Classification:             | G-4A Core Retrofit Growth Area                                                                                                                                                             |
| Existing Land Use:                   | Vacant                                                                                                                                                                                     |
| Current Zoning District(s):          | EMU: Entertainment Mixed Use District                                                                                                                                                      |
| Zoning Overlay District(s):          | CO: Corridor Overlay District                                                                                                                                                              |
| Total area size:                     | 1.48 Acres                                                                                                                                                                                 |
| Adjacent Zoning Districts:           | North – C: Light Commercial<br>South – PUD: Planned Unit Development (Commercial)<br>West – C: Light Commercial (Fire Station) & R-2: Limited Multiple Dwellings<br>East – A: Agricultural |
| Adjacent street(s):                  | Sheyenne Street (Arterial); 29 <sup>th</sup> Avenue West (Local Street)                                                                                                                    |
| Adjacent Bike/Pedestrian Facilities: | Multi-use path along 32 <sup>nd</sup> Ave W and Sheyenne St.                                                                                                                               |
| Available Parks/Trail Facilities:    | Plaza within the development to the south                                                                                                                                                  |

**DISCUSSION AND OBSERVATIONS:**

- The applicant has submitted an application, as well as site and elevations of the proposed freestanding sign. The proposed sign is a 48-foot high, 315 ft<sup>2</sup> video board on the northeast corner of the property.
- EMU: Entertainment Mixed Use District zoning district allows for off-premise signage as a conditional use with the statement that “Signage within the district should take into account the characteristics of its surrounding area and the intent and context of a vibrant entertainment environment. The Commission should deliberate such items as size, intensity of light or color, and motion to avoid nuisance factors to the public and neighboring uses.”
- The definition provided in Section 4-460 of City Ordinances for an “Off-Premise Sign” is as follows: “An advertising sign not related to the premises on which it is located.”
- The property to the south is developed with a multi-tenant mixed building with varying general commercial and residential uses as well as a community plaza.
- The specific conditions for off-premise signs in the EMU District are that:
  - Off-premise signage within the district is allowed as a conditional use following the provisions set forth in Section 4-550 of City Ordinances. Signage within the district should take into

## STAFF REPORT

- account the characteristics of its surrounding area and the intent and context of a vibrant entertainment environment. The Commission should consider such items as size, intensity of light or color, and motion to avoid nuisance factors to the public and neighboring uses
- Off-premise signs are allowed in “HC”: Heavy Commercial, “LI”: Light Industrial, “M”: Heavy Industrial, “DMU”: Downtown Mixed Use, and “EMU”: Entertainment Mixed Use Districts. No off- premise sign shall exceed seven hundred fifty (750) square feet in area, unless otherwise approved through the conditional use permit process. No two off-premise signs may be placed less than two hundred fifty (250) feet apart, unless said signs are separated by buildings or other obstructions in such a manner that only one sign is visible from the roadway at any time.

**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.
  - Discretion and discernment should be given by the Commission taking into account scale of the sign against the adjacent properties as well as concerns from neighboring properties notified as well as the general public. A previous application for an off-premise sign in this district took into account light intensity as it was brought up as a concern from nearby residential property owners.
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 property is within the Entertainment Mixed Use Zoning District and compatible uses and buildings have been previously approved within the subdivision. Across Sheyenne Street to the east is currently vacant agricultural land and to the north is C: Light Commercial property.

## STAFF REPORT

**NOTICES:**

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

|                    |                                                                             |
|--------------------|-----------------------------------------------------------------------------|
| Comments Received: | None to date. Awaiting comments from Engineering related to traffic safety. |
|--------------------|-----------------------------------------------------------------------------|

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

- Signage of this nature is not specifically addressed in the Comprehensive Plan, but should be considered in context to the approved district. The EMU zoning district notes, in part, that signage within the district should take into account the characteristics of its surrounding area and the intent and context of a vibrant entertainment environment. Staff is of the belief that the proposal should be considered for its scale adjacent to the buildings and the district to which it is in, as well as the surrounding context, including the following items:
  - The property is located within the Core – Retrofit Growth sector, which seeks to provide more walkable and bikeable corridors. The Comprehensive Plan notes that walkability, in part, describes an environment in which people feel comfortable walking. The scale of the sign is intended primarily for vehicular traffic and does not help create a people-oriented environment to encourage walkability. Additionally, the sign is proposed adjacent to a multi-use path.
  - The proposed location of the sign is at the edge of the Entertainment Mixed Use District and also adjacent to smaller scaled buildings and locations where the proposed sign would not be permitted.
  - The property in which the sign is proposed is currently vacant. Therefore, there is no scale of the building in which to compare compatibility of the built environment.
  - Due to the nature of the sign as off-premise advertising, the sign does not compliment or enhance a vibrant entertainment district in which the sign is located.
  - On-premise advertising would be permitted at this location, however the maximum size of the sign would be 150 ft<sup>2</sup> and have a maximum height of 35' if setbacks were met. The height and size of the proposed sign exceeds maximums of an on-premise sign that would otherwise be permitted at this location.

**UPDATE:**

The applicant requested that this item be continued at the August 10, 2021 meeting. At the September 14, 2021 meeting, the Planning and Zoning Commission made a motion to continue until the October 12, 2021 meeting.

- The applicant has submitted plans for a smaller, four sided monument style sign in which the portions visible from Sheyenne Street would be 176 square feet total (112 square feet on the front and back of the sign and 64 square feet on the sides). The sign would be a little less than 20' in height.
- A site plan shows placement of the sign at the corner of 29th Avenue West and Sheyenne Street. Signs would not be allowed within an easement.
- Under 4-460.9.2 General Sign Regulations in the EMU District, Multiple tenant signs on a freestanding sign structure may not exceed one hundred fifty (150) square feet, except that if a setback of twenty (20) feet from the street right-of-way in front is provided, the total signage may

## STAFF REPORT

be increased to two hundred (200) square feet. With a setback 20 feet it would meet the maximum size for an on premise sign.

- Staff would encourage the Commission to review the Statement of Intent when considering the sign. Specifically, within the Statement of Intent: “New development and redevelopment should be in mixed-use buildings which will create and/or contribute to the overall vibrancy of a district that supports entertainment and employment activity twenty-four hours a day and seven days a week.”
- In further research it was also noted that during the adoption of the Entertainment Mixed Use zoning district that Planning Commissioners showed concern that allowing for off-premise signs as a conditional use was intended to provide for just one sign in each district and that it may cause other property owners in the community to lobby for off-premise signs which would not be favorable. There is already one existing off-premise sign in this district.

**RECOMMENDATIONS:**

It is recommended that the City reject the proposed application on the basis that it is not consistent with City plans and ordinances.

**OR**

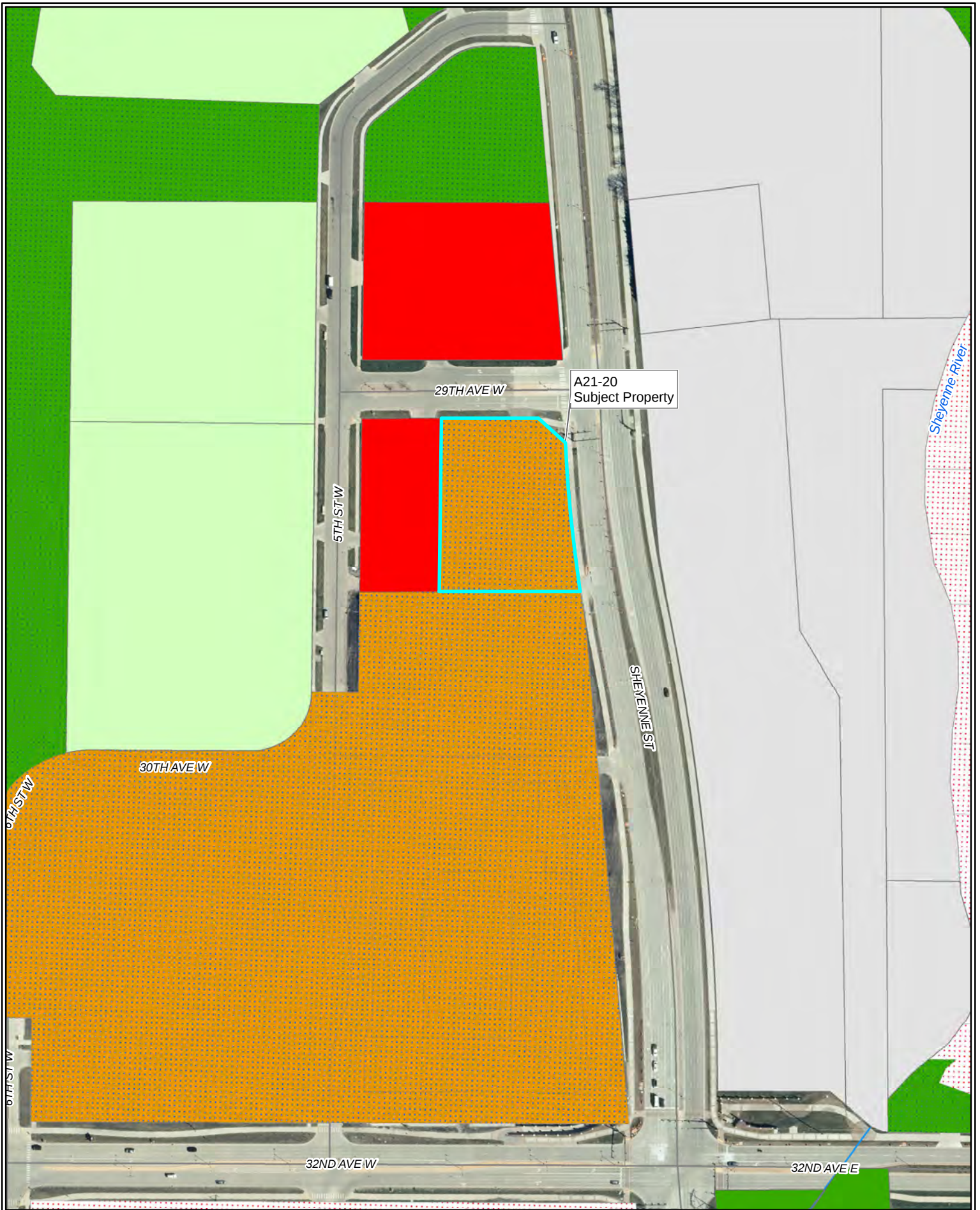
Should the City Planning Commission and City Commission find the proposed application to meet the intent of the Entertainment Mixed Use District and that it is consistent with the characteristics of the surrounding area and the intent and context of a vibrant entertainment environment, then It is recommended that the City approve the proposed revised application for the smaller, monument style sign on the basis that with conditions that it could be considered consistent with City plans and ordinances with recommended conditions of approval as follows:

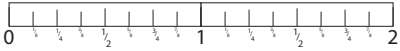
1. The sign is of similar style as proposed in the revised elevation with a monument style sign on brick base matching the existing building.
2. The sign not exceed the size requirements outlined in Section 4-460.9.2 of City Ordinances.
3. The sign will be brought back for review and possible revocation should adjacent property owners or the users of the adjacent path and roadway bring concerns related to intensity of light or color or motion.
4. A Signed Conditional Use Permit Agreement is received.

**PLANNING AND ZONING RECOMMENDATION:**

At their October 12, 2021 meeting the Planning and Zoning Commission recommended denying the request on the basis the sign is not consistent with City Plans and Ordinances.







The client warrants that the subject matter to be printed is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The client further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the client agrees to indemnify and hold Scenic Sign harmless for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work production of provided.

**ELECTRICAL:** THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUND AND BONDING OF THE SIGN.

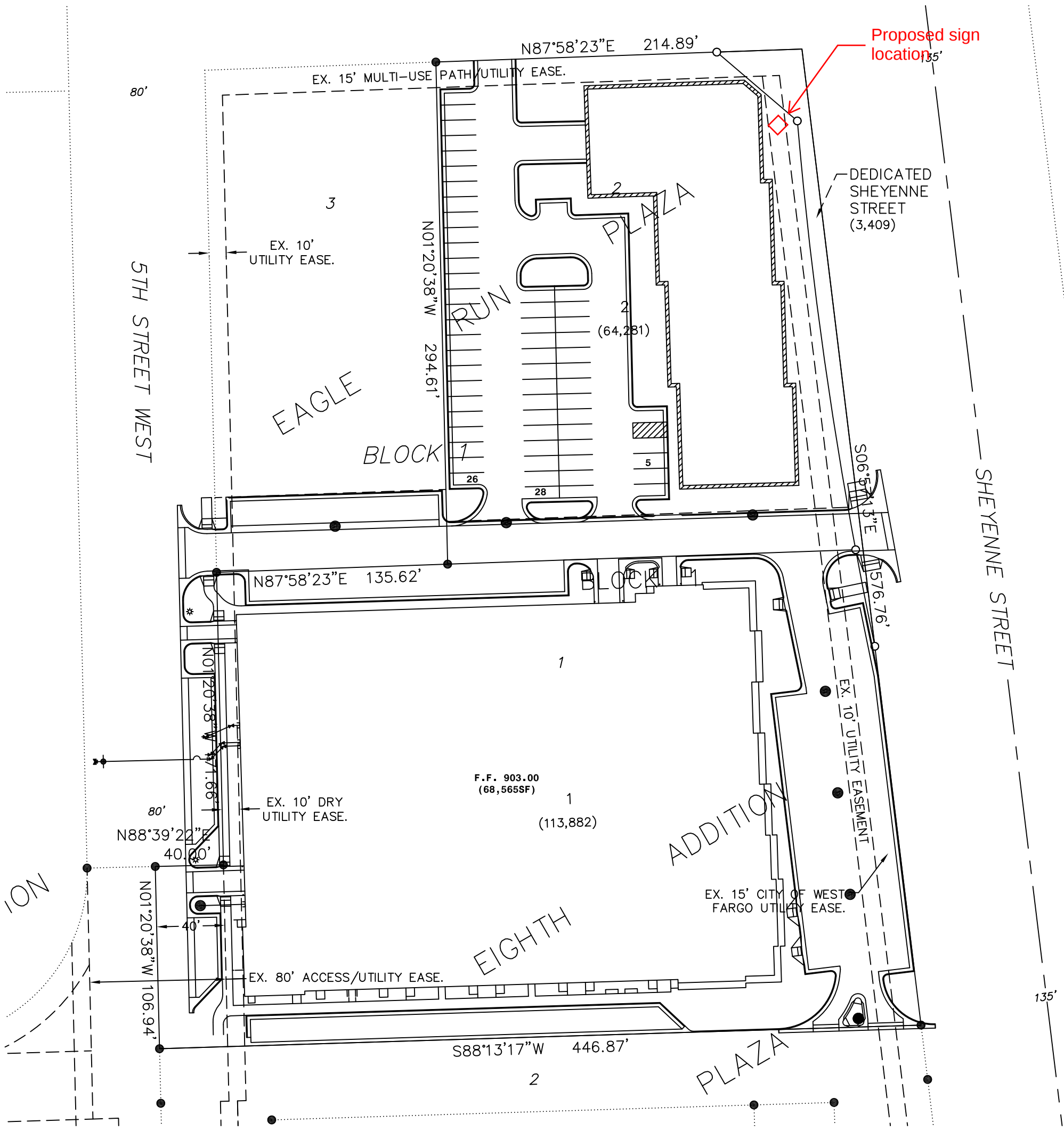
**PLEASE NOTE: ARTWORK NOT READY FOR PRODUCTION!**



AFTER - NOT TO SCALE



BEFORE - NOT TO SCALE





ORDINANCE NO. 1197

AN ORDINANCE TO AMEND AND REENACT SECTIONS 12-0205 AND 13-1506 AND TO CREATE SECTION 12-0205.1 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO THEFT OF PROPERTY, WINDOW TINT, AND SHOPLIFTING.

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

SECTION 1. Section 12-0205 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

12-0205. THEFT OF PROPERTY—~~SHOPLIFTING~~. It is unlawful for any person to:

1. Knowingly takes or exercises ~~un~~authorized control over, or make an unauthorized transfer of an interest in, the property of another with intent to deprive the owner thereof;
2. Knowingly obtain the property of another by deception with intent to deprive the owner thereof, or intentionally deprive another of his property by deception; or
3. Knowingly receive, retain, or dispose of property of another which has been stolen, with intent to deprive the owner thereof.

SECTION 2. Section 13-1506 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

13-1506. WINDSHIELDS MUST BE UNOBSTRUCTED AND EQUIPPED WITH WIPERS - TINTED WINDOWS.

1. A motor vehicle must be equipped with a windshield. No person shall drive a motor vehicle with any sign, poster, frost, condensation, or other nontransparent material upon or in place of the front windshield, side wings, side or rear windows of such motor vehicle, other than a certificate or other paper required to be so displayed by law.
2. The windshield on every motor vehicle shall be equipped with a device for cleaning rain, snow or other moisture from the windshield, which device shall be so constructed

as to be controlled or operated by the driver of the vehicle.

3. Every windshield wiper upon a motor vehicle ~~shall~~ must be maintained in good working order.
4. An individual may not operate a motor vehicle with any object, material, or tinting displayed, affixed, or applied on the front windshield or any window unless the object, material, or tinting in conjunction with the windshield upon which it is displayed, affixed, or applied has a light transmittance of at least seventy percent or the object, material, or tinting in conjunction with a window other than the windshield upon which it is displayed, affixed, or applied has a light transmittance of at least fifty percent. This subsection does not apply to windows behind the operator if the motor vehicle is equipped with outside mirrors on both sides that meet the requirements of Section 13-1505.

(Source: North Dakota Cent. Code § 39-21-39)

SECTION 3. Section 12-0205.1 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

12-0205.1. - SHOPLIFTING. It is unlawful for any person to commit shoplifting or retail theft as referred to in chapter 51-21 of the North Dakota Century Code within the jurisdiction of the City of West Fargo. Shoplifting or retail theft shall be subject to the following:

1. Presumption. Any person concealing upon his person or among his belongings, or causing to be concealed upon the person or among the belongings of another, unpurchased merchandise displayed, held, offered, or stored for sale in a retail mercantile establishment and removing it to a point beyond the last station for receiving payments in that retail mercantile establishment shall be prima facie presumed to have so concealed such merchandise with the intention of permanently depriving the merchant of possession of the full retail value of such merchandise, all as provided in § 51-21-02 of the North Dakota Century Code.
2. Definitions. For purposes of this chapter, in addition to the definitions contained in this chapter, all of the definitions contained in § 51-21-01 of the North Dakota Century Code are hereby adopted by reference.

3. Detention of Suspect - Procedure - Immunity. The provisions of §§ 51-21-03 and 51-21-04 of the North Dakota Century Code are hereby adopted by reference.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

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City Auditor

Date of First Reading:

Date of Second Reading:

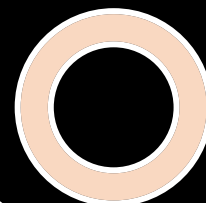
Date of Publication:



# West Fargo Events

Mike Amundson  
Executive Director





# What is West Fargo Events?

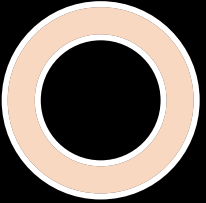
- 501c3 organization working for City and School District to manage public facilities
- Our nonprofit combines resources of local political subdivisions to create experiences and special events to save taxpayers money
- Our offerings are all open to the public and almost all are free of charge
- Our measurement for success is based on community engagement and public event attendance





# Who serves on the board at West Fargo Events?

- 2 City Commission
  - Mark Simmons (President)
  - Bernie Dardis
- 2 School Board
  - Dan Schaeffer (Vice President)
  - Jim Jonas
- 2 Park Board
  - Ryan Gellner
  - Jake Lauritsen
- 3 Community At-Large
  - Todd Berning (Treasurer)
  - Eddie Sheeley
  - Jon Hanson



# West Fargo Events Team



“We succeed as a team; or  
we fail as a team”

- Executive Director
- Operations Unit (6)
- Marketing/Events Unit (5)
- Part-time (110+)
  - Zamboni (20)
  - Plaza Attendants (10)
  - Concessions (35)
  - Event Staff (35)
  - Gen. Labor (10)

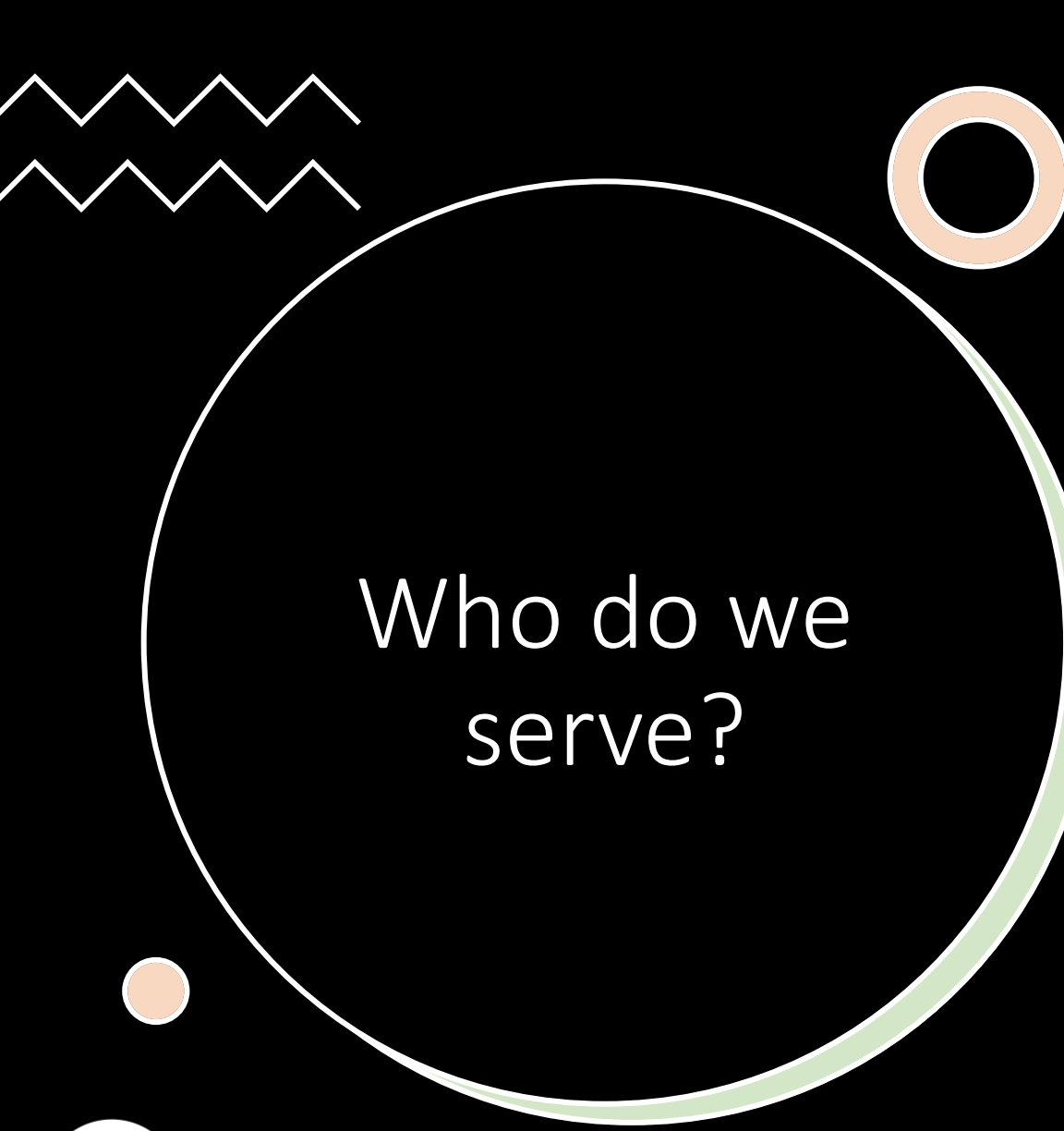


FMWFCVB Pineapple Award



InForum Top 5 Nonprofit





# Who do we serve?

- Hundreds of annual events with tens of thousands of attendees. Attendance estimates per day/offering:
  - Open skating 400
  - July 4<sup>th</sup> 1,000
  - Movie Night 250
  - Family Fun Night 350
  - Kidchella 1,000
  - Community Art 500
  - Daily Activity 125+
  - Concerts - up to 3,500
  - Cruise Night 3,000
  - Musical 2,000
  - Professional Bull Riding 1,750
- Social Media 6,700 followers
- 8,500 monthly website visitors
- Winter 2020-21 30,000 Ice Rink users
- Over 75,000 Lights users

# Big Time Entertainment

WFE WEST FARGO  
EVENTS



# Community Impact

WFE WEST FARGO  
EVENTS

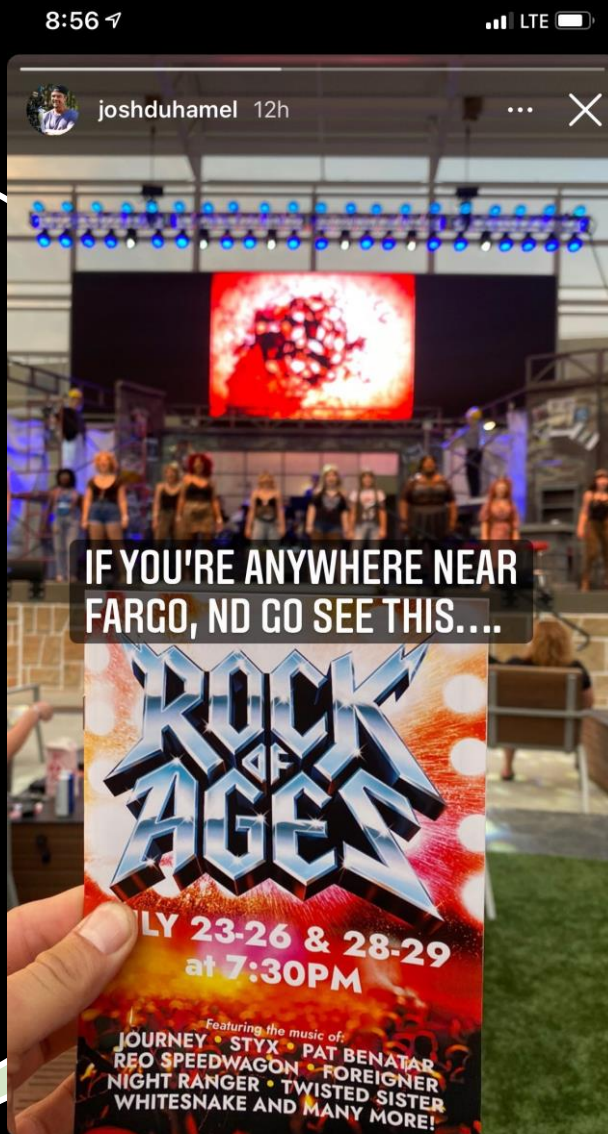


# Homegrown Talent



# National Attention

WFE WEST FARGO  
EVENTS



Send Message



# Impacting Families

WFE WEST FARGO  
EVENTS



# Year-round activity

WFE WEST FARGO  
EVENTS





# Regional, National and International Reach



## Winter Ice Rink

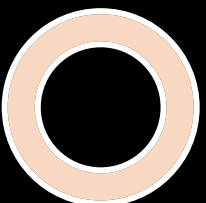
- All major cities in ND
- MN
- SD
- CA
- Portugal
- Tournament inquiries from Chicago area
- USA Hockey professional publication in “Rink Magazine”

## Professional Bull Riding

- MN, ND, SD, WI, WY, MO, NE, MT
- Brazil
- Canada

## Stage West Rock of Ages

- CA, AZ, GA, CO, SD, ND, MN



# Regional, National and International Reach



## Old Crow Medicine Show

- AK, CA, CO, FL, GA, HI, IA, IL, KS, MD, ME, MN, MO, ND, NE, NY, OK, SD, TN, TX, WI, Manitoba

## Blackhawk

- FL, GA, IA, IL, IN, KS, MA, MI, MN, MT, NJ, NY, OH, SC, SD, TN, TX, WA, WI, Manitoba, Saskatchewan

## Kip Moore

- FL, GA, IA, IL, IN, KS, MA, MI, MN, MT, ND, NJ, NY, OH, SC, SD, TN, TX, WA, WI, Manitoba, Saskatchewan

## Dwight Yoakam

- AZ, CA, CO, DC, DE, FL, GA, IA, ID, IL, MD, ME, MI, MN, MO, MT, ND, NJ, NM, NV, NY, OH, OK, OR, PA, SC, TN, TX, WI, Ontario

## Sara Evans

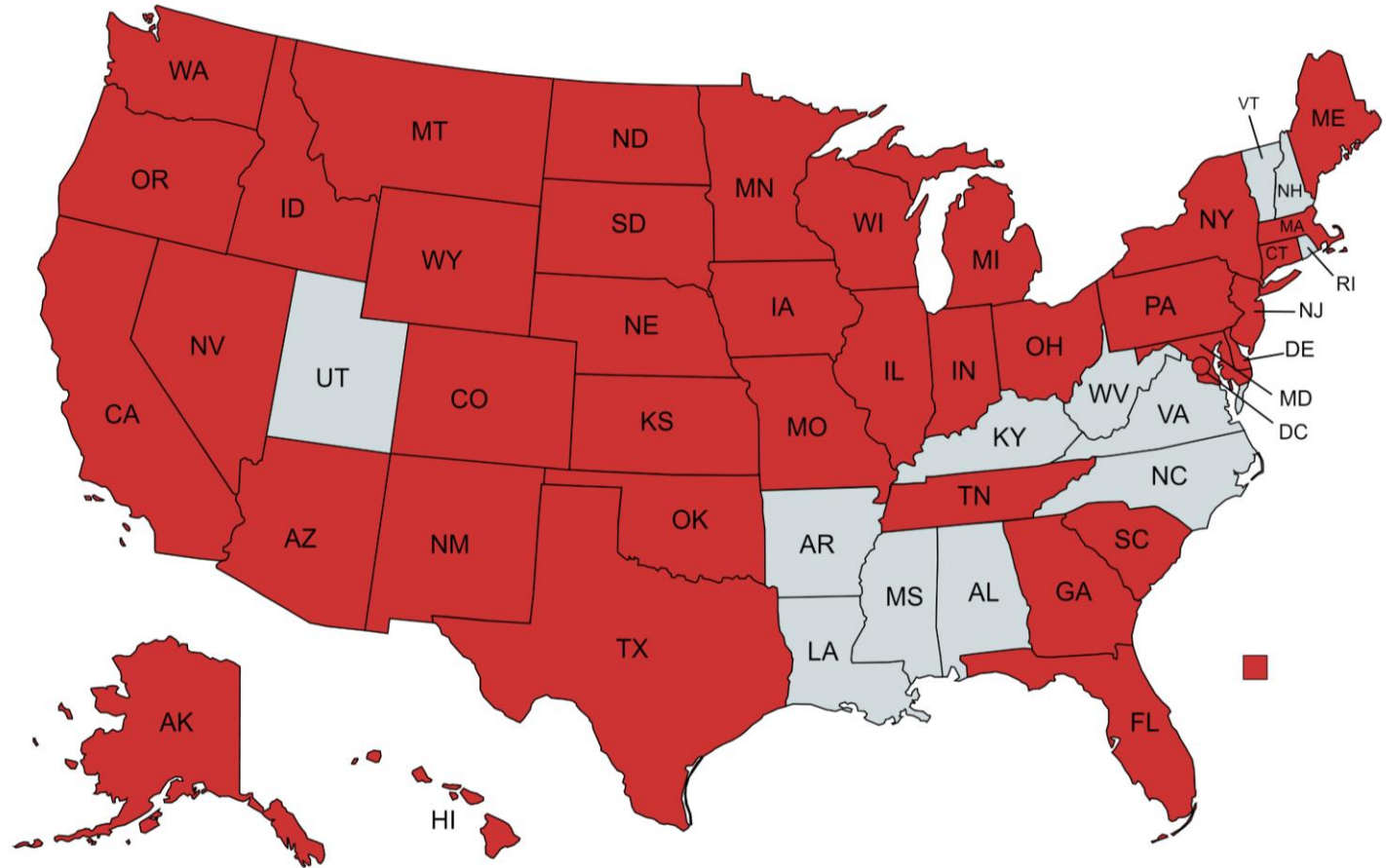
- CA, CT, DC, FL, IL, MI, MN, ND, NE, SD, TN, TX, Saskatchewan

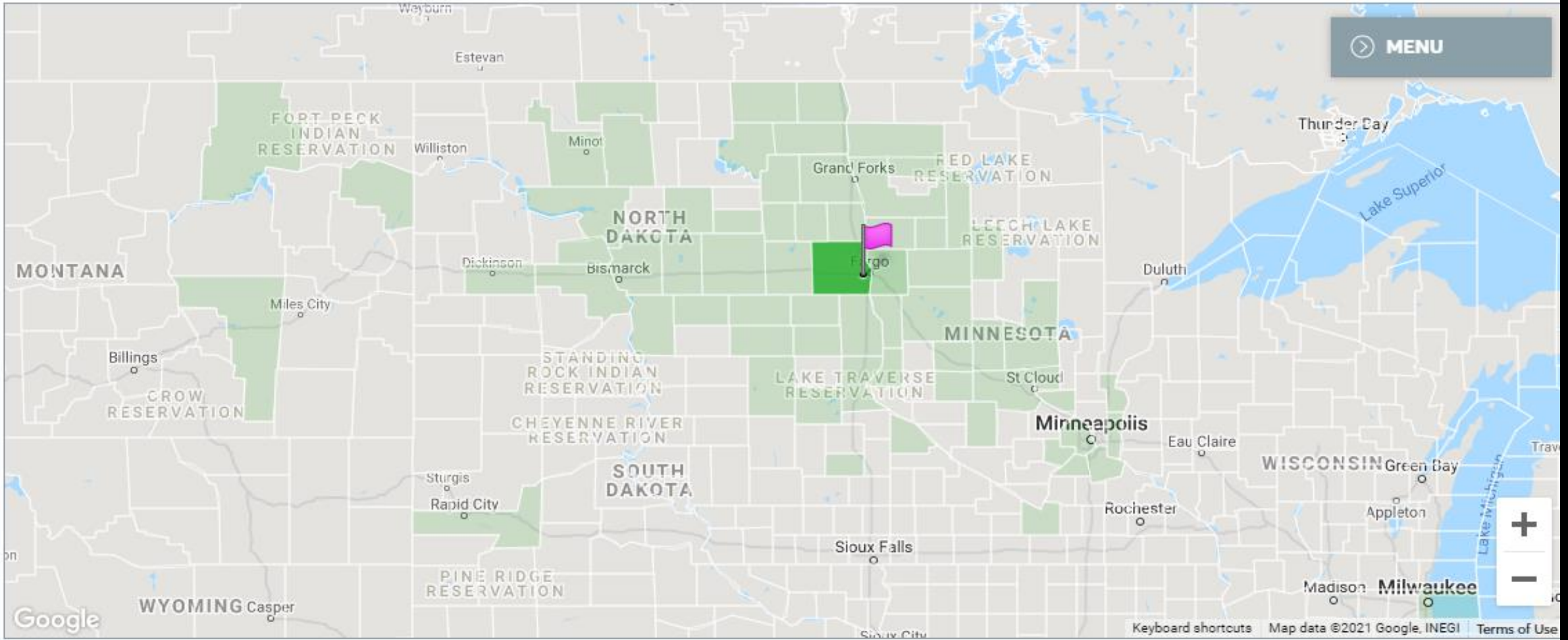
## Joan Jett

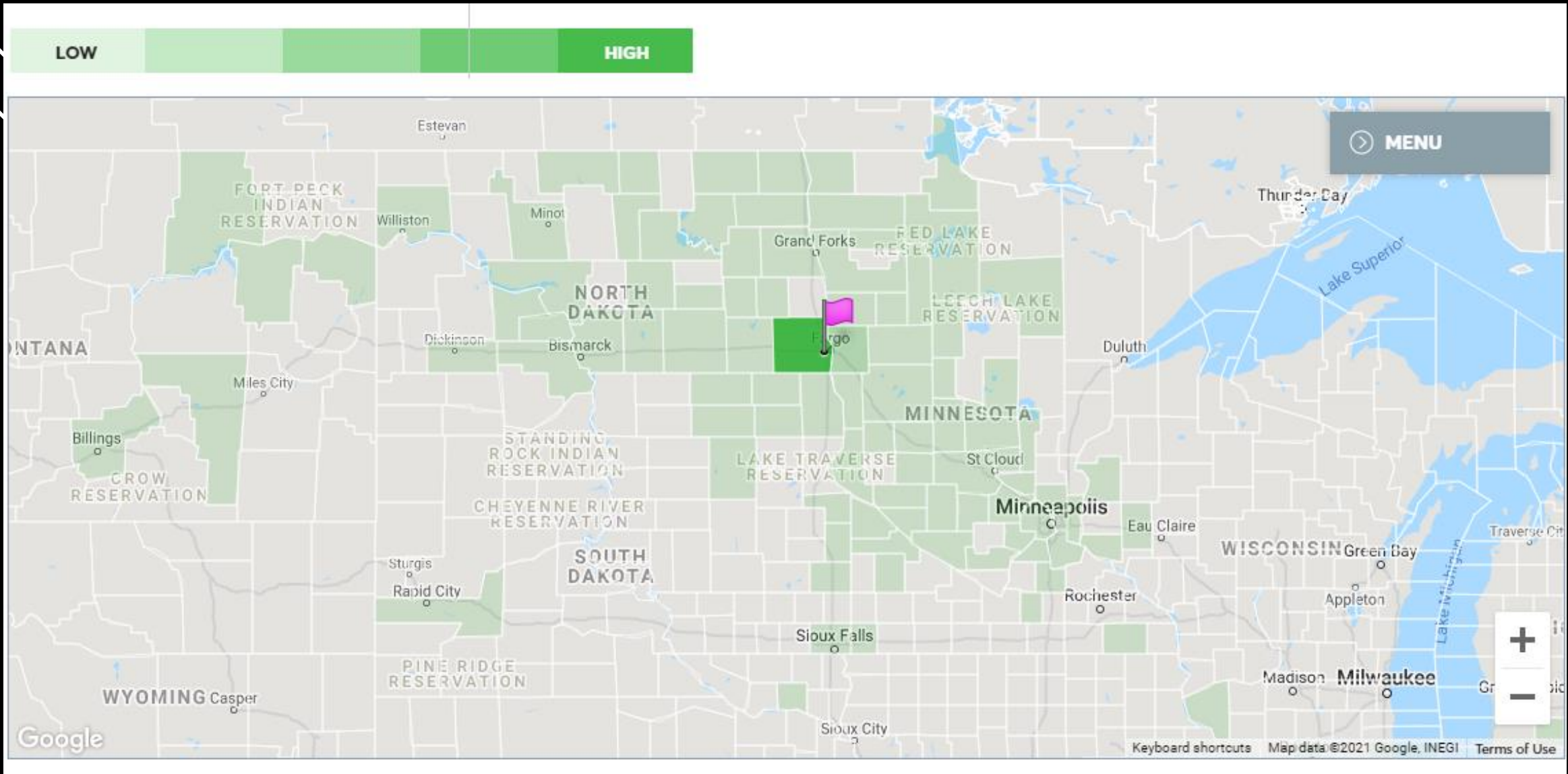
- CA, CO, DC, FL, KS, MD, MN, MO, ND, NE, NH, NJ, NV, NY, PA, SD, TN, TX, WI Ontario
- 

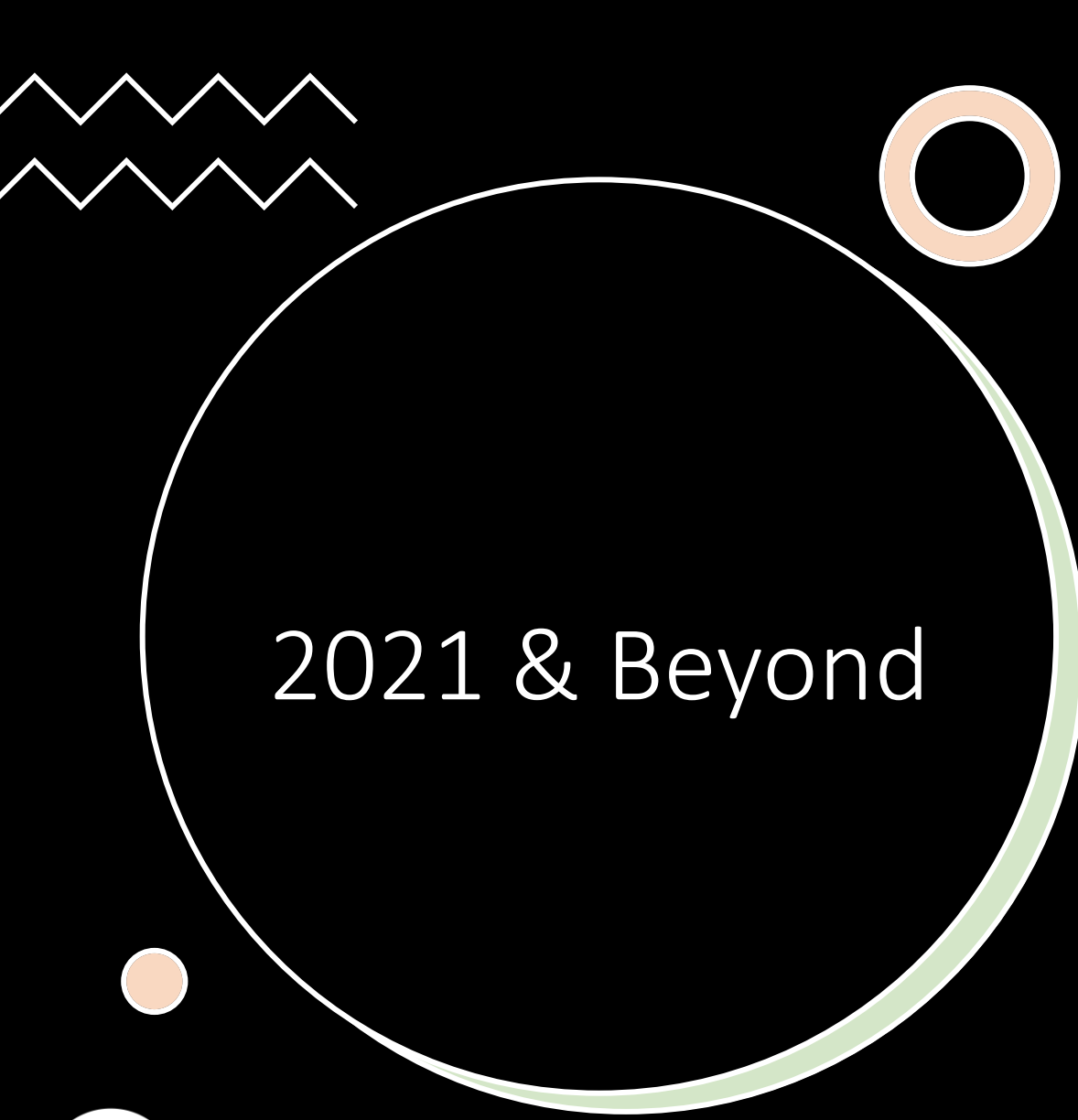
# Where are people coming from?

- Visitors from 39 States & DC.
- Not represented:  
UT AR  
RI NH  
VT NC  
VA WV  
KY AL  
MS LA



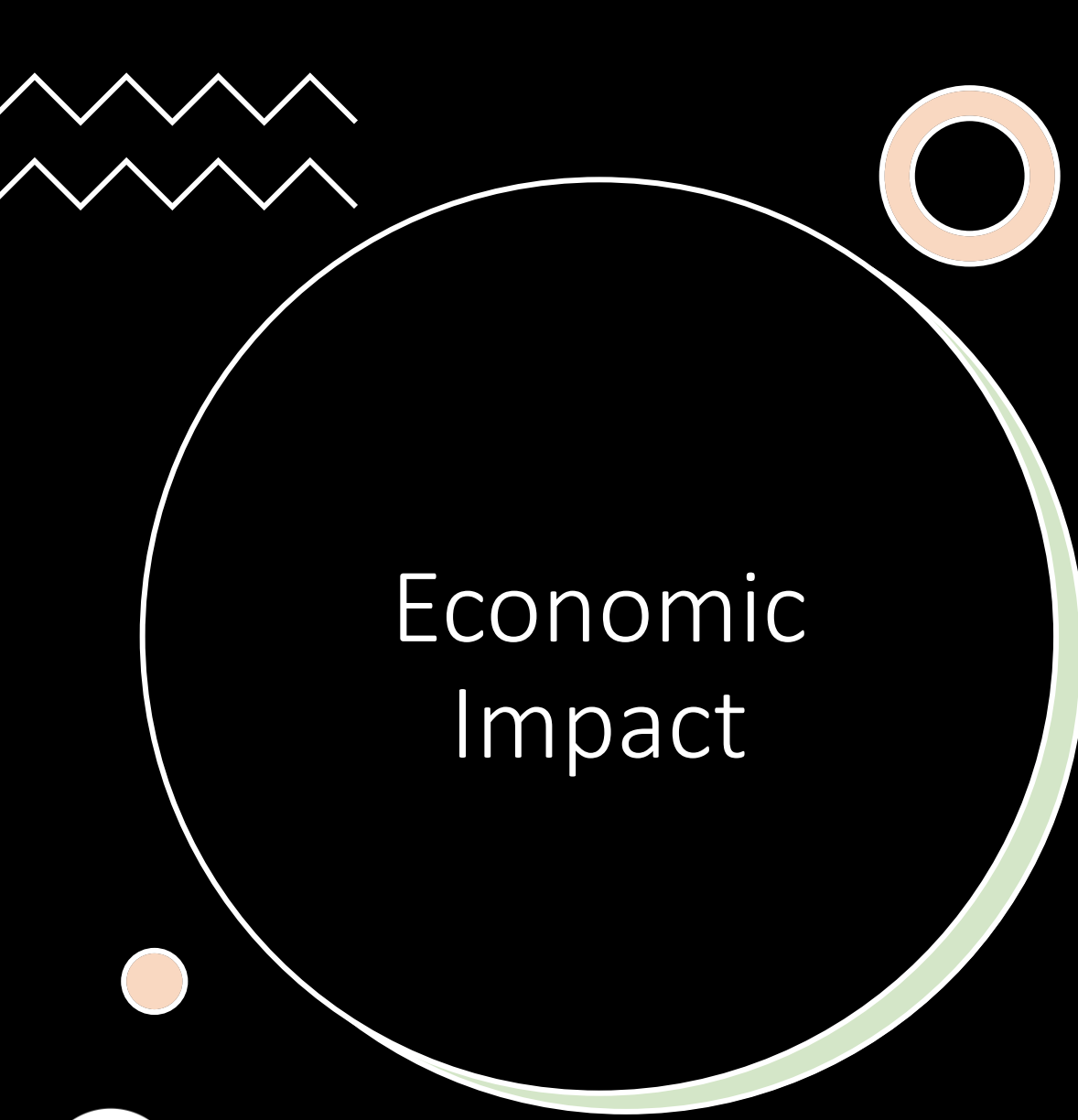






# 2021 & Beyond

- Summer 2021 –over 120 events
- Plaza turnover mid-late October for winter ice rink season
- NEW Annual Community Events
  - Professional Bull Riding
  - Health & Wellness Week
  - Kidchella
  - Summer Musical
  - West Fargo Winter Classic
- Entertainment Industry proof of concept
- 2022 inquiries are exciting



# Economic Impact

- Over \$300,000 of anticipated spending
  - High Impact Events
    - WFWC
    - Pro Bull Riding
    - Health & Wellness Week
    - Student Life Track Event
    - Kidchella
    - Community Events weekly
    - Stage West Theatre
    - Lights Ice Rink
    - Cruise Night
    - West Fest
    - Street Fair
- 



Questions?

- Mike Amundson
- Executive Director
- [mike@westfargoevents.com](mailto:mike@westfargoevents.com)
- Cell:701-715-5749
- [www.westfargoevents.com](http://www.westfargoevents.com)





September 30, 2021

To: West Fargo City Commission

The West Fargo Events Board of Directors has voted to approve the proposed 2022 budget for City of West Fargo owned spaces at our meeting 9/30/21. Over the course of time in our partnership our board feels West Fargo Events has consistently gone above and beyond the intent of our contracts to provide maximum value to the City along with transparency to all partners.

In the summer of 2021 West Fargo Events facilitated nearly 120 events in our public spaces and provided a wide variety of recreational and entertainment opportunities to our citizens and visitors alike. The budget proposal for 2022 is based on a 3% inflation adjustment, agreement to take on all City of West Fargo established annual events and the full cost of the parking structure expected expenses.

The West Fargo Events Board of Directors would like to encourage the West Fargo City Commission to accept the 2022 proposed budget as presented.

Sincerely,

Board of Directors  
West Fargo Events

Mark Simmons  
Dan Schaeffer  
Todd Berning  
Jon Hanson  
Jake Lauritsen  
Eddie Sheeley  
Jim Jonas  
Ryan Gellner  
Bernie Dardis

## West Fargo Events, Inc. (WFE)

|                             |                                                   | Average Month     | 21 Budget          | 2022 Proposed      |
|-----------------------------|---------------------------------------------------|-------------------|--------------------|--------------------|
| <b>POW/MIA PLAZA</b>        |                                                   |                   |                    |                    |
| 4200-1500-0                 | Management Revenue - POW/MIA Plaza                | \$ 4,000          | \$ 48,000          | \$ 59,709          |
| 4220-1500-1                 | Sponsor Revenue - POW/MIA                         | \$ 667            | \$ 8,004           | \$ 8,244           |
| 4220-1500-2                 | Rental Revenue - POW/MIA                          | \$ 250            | \$ 3,000           | \$ 3,090           |
|                             |                                                   |                   |                    | \$ -               |
|                             | <b>Total Revenue</b>                              | \$ 4,917          | \$ 59,004          | \$ 71,043          |
|                             |                                                   |                   |                    | \$ -               |
| 4221-1500-0                 | Rentals - POW/MIA Plaza                           | \$ -              | \$ -               | \$ -               |
| 4221-1500-1                 | Wages- Staff Allocation (FT) POW/MIA              | \$ 4,000          | \$ 48,000          | \$ 49,440          |
| 4221-1500-2                 | Payroll Taxes -Staff Allocation (FT) POW/MIA      | \$ 300            | \$ 3,600           | \$ 3,708           |
| 4221-1500-3                 | Benefits -Staff Allocation- (FT) POW/MIA          | \$ 2,700          | \$ 32,400          | \$ 33,372          |
| 4222-1500-1                 | Operations - POW/MIA                              | \$ 100            | \$ 1,200           | \$ 1,236           |
| 4223-1500-0                 | Event Supplies - POW/MIA Plaza                    | \$ 200            | \$ 2,400           | \$ 2,472           |
| 4224-1500-0                 | Maintenance - POW/MIA Plaza                       | \$ 250            | \$ 3,000           | \$ 3,090           |
| 4224-1500-2                 | Cleaning & Supplies - POW/MIA                     | \$ 400            | \$ 4,800           | \$ 4,944           |
| 4224-1500-5                 | Professional Services - POW/MIA                   | \$ 50             | \$ 600             | \$ 618             |
| 4224-1500-7                 | Marketing/Advertising - POW/MIA                   | \$ 50             | \$ 600             | \$ 618             |
| 4224-1500-9                 | Miscellaneous Exp. POW/MIA                        | \$ -              | \$ -               | \$ -               |
| 4225-1500-1                 | Event Expenses - POW/MIA                          | \$ 300            | \$ 3,600           | \$ 3,708           |
| 4225-1500-2                 | Entertainment Expenses - POW/MIA                  | \$ 300            | \$ 3,000           | \$ 3,090           |
| 4225-1500-3                 | Overhead                                          |                   |                    | \$ 10,269          |
|                             | <b>Total Expenses</b>                             | \$ 8,650          | \$ 103,200         | \$ 116,565         |
|                             |                                                   |                   |                    | \$ -               |
| <b>Total POW/MIA PLAZA:</b> |                                                   | <b>\$ (3,733)</b> | <b>\$ (44,196)</b> | <b>\$ (45,522)</b> |
|                             |                                                   |                   |                    | \$ -               |
| <b>PARKING</b>              |                                                   |                   |                    |                    |
| 4300-1500-0                 | Management Revenue - Parking Garage               | \$ 6,517          | \$ 78,200          | \$ 142,084         |
|                             |                                                   |                   |                    | \$ -               |
|                             | <b>Total Revenue</b>                              | \$ 6,517          | \$ 78,200          | \$ 142,084         |
|                             |                                                   |                   |                    | \$ -               |
| 4324-1500-0                 | Wages- Staff Allocation (FT) Parking Garage       | \$ 4,000          | \$ 48,000          | \$ 61,440          |
| 4324-1500-1                 | Payroll Tax-Staff Allocation (FT)- Parking Garage | \$ 300            | \$ 3,600           | \$ 3,708           |
| 4324-1500-2                 | Benefits- Staff allocation (FT)- Parking Garage   | \$ 1,400          | \$ 16,800          | \$ 17,304          |
| 4334-1500-1                 | Repair & Maintenance - Parking                    | \$ 2,583          | \$ 31,000          | \$ 31,930          |
| 4334-1500-2                 | Cleaning & Supplies - Parking                     | \$ 200            | \$ 2,400           | \$ 2,472           |
| <b>PARKING (continued)</b>  |                                                   |                   |                    |                    |
|                             |                                                   |                   |                    | \$ -               |
| 4334-1500-3                 | Phone/Internet - Parking                          | \$ 360            | \$ 4,320           | \$ -               |
| 4334-1500-5                 | Security - Parking                                | \$ 1,543          | \$ 18,513          | \$ 19,068          |
| 4334-1500-6                 | Overhead                                          |                   |                    | \$ 6,161           |
|                             | <b>Total Expenses</b>                             | \$ 10,386         | \$ 124,633         | \$ 142,084         |
|                             |                                                   |                   |                    | \$ -               |
| <b>Total PARKING:</b>       |                                                   | <b>\$ (3,869)</b> | <b>\$ (46,433)</b> | <b>\$ 0</b>        |
|                             |                                                   |                   |                    | \$ -               |
| <b>SHEYENNE 32 PLAZA</b>    |                                                   |                   |                    |                    |
|                             |                                                   |                   |                    | \$ -               |
| 4400-1500-0                 | Rental Revenue - S32 Plaza                        | \$ 11,667         | \$ 140,000         | \$ 144,200         |
| 4400-1500-6                 | Management Revenue - SH32                         | \$ 10,000         | \$ 120,000         | \$ 148,246         |
| 4400-1500-7                 | Sponsorship Rev. - SH32                           | \$ 15,000         | \$ 204,500         | \$ 210,635         |
| 4400-1500-9                 | SH32 Misc Rev.                                    | \$ 100            | \$ 1,200           | \$ 1,236           |
|                             |                                                   |                   |                    | \$ -               |
|                             | <b>Total Revenue</b>                              | \$ 36,767         | \$ 465,700         | \$ 504,317         |
|                             |                                                   |                   |                    | \$ -               |
| 4410-1500-0                 | Operations - S32 Plaza                            | \$ 6,000          | \$ 72,000          | \$ 74,160          |
| 4410-1500-1                 | Wages- Staff Allocation (FT) -SH32                | \$ 14,000         | \$ 168,000         | \$ 173,040         |
| 4410-1500-2                 | Payroll Taxes- Staff Allocation (FT) SH32         | \$ 1,800          | \$ 21,600          | \$ 22,248          |
| 4410-1500-3                 | Benefits- Staff Allocation (FT) SH32              | \$ 2,900          | \$ 34,800          | \$ 35,844          |
| 4410-1500-4                 | Labor                                             | \$ 8,992          | \$ 107,900         | \$ 111,137         |
| 4410-1500-5                 | Entertainment - S32 Plaza                         | \$ 2,000          | \$ 24,000          | \$ 24,720          |
| 4410-1500-7                 | Event Expense - S32 Plaza                         | \$ 2,000          | \$ 24,000          | \$ 24,720          |
| 4440-1500-0                 | Licensing/Fees - SH32                             | \$ 500            | \$ 6,000           | \$ 6,180           |
| 4440-1500-1                 | Repairs & Maintenance - SH32                      | \$ 2,917          | \$ 35,000          | \$ 36,050          |
| 4440-1500-2                 | Cleaning & Supplies - SH32                        | \$ 1,000          | \$ 12,000          | \$ 12,360          |
| 4440-1500-3                 | Phone/Internet - SH32                             | \$ 2,000          | \$ 24,000          | \$ -               |

|                                 |                              |                    |                     |                     |
|---------------------------------|------------------------------|--------------------|---------------------|---------------------|
| 4440-1500-5                     | Profesional Services - SH32  | \$ 500             | \$ 6,000            | \$ 6,180            |
| 4440-1500-7                     | Marketing/Advertising - SH32 | \$ 2,500           | \$ 30,000           | \$ 30,900           |
| 4440-1500-8                     | Sales Tax - SH32             | \$ 875             | \$ 10,500           | \$ 10,815           |
| 4440-1500-9                     | Misc. Exp - SH32             | \$ 500             | \$ 6,000            | \$ 6,180            |
| 4440-1500-10                    | Overhead                     |                    |                     | \$ 24,646           |
| <b>Total Expenses</b>           |                              | <b>\$ 48,483</b>   | <b>\$ 581,800</b>   | <b>\$ 599,180</b>   |
| <b>Total SHEYENNE 32 PLAZA:</b> |                              | <b>\$ (11,717)</b> | <b>\$ (116,100)</b> | <b>\$ (94,863)</b>  |
| <b>Gross Profit</b>             |                              | <b>\$ (19,319)</b> | <b>\$ (206,729)</b> | <b>\$ (140,385)</b> |

## Proposed additional events budget

|                          |                                         |                                                                           |                    |
|--------------------------|-----------------------------------------|---------------------------------------------------------------------------|--------------------|
| <b>City of WF Events</b> |                                         | Incl. Cruise Night, West Fest, Street Fair, Taste of WF, Independence Day |                    |
| <b>Rev.</b>              |                                         | <b>Average Month</b>                                                      | <b>2022 Budget</b> |
| Rev. 001                 | Sponsorship, donation, participant fees | \$ 2,500                                                                  | \$ 30,000          |
| Rev. 002                 | City coordination fee                   | \$ 4,167                                                                  | \$ 50,000          |
| <b>Total</b>             |                                         | <b>\$ 6,667</b>                                                           | <b>\$ 80,000</b>   |
| <b>Exp.</b>              |                                         |                                                                           |                    |
| Exp. 001                 | Staffing                                | \$ 625                                                                    | \$ 7,500           |
| Exp. 002                 | Event Expenses                          | \$ 2,917                                                                  | \$ 35,000          |
| Exp. 003                 | Overhead                                | \$ 2,417                                                                  | \$ 29,000          |
| Exp. 004                 | Marketing                               | \$ 583                                                                    | \$ 7,000           |
| Exp. 005                 | Supplies                                | \$ 125                                                                    | \$ 1,500           |
| <b>Total</b>             |                                         | <b>\$ 6,667</b>                                                           | <b>\$ 80,000</b>   |



| Proposed West Fargo Events<br>Summary of Revenues and Expenditures |                   |                   |                   |                   |                   |                   |
|--------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                                                                    | 2021              |                   |                   | 2022              |                   |                   |
| Amenity Revenue Sources                                            | City Contribution | Generated Revenue | WFE Contribution  | City Contribution | Generated Revenue | WFE Contribution  |
| POW/MIA                                                            | \$ 48,000         | \$ 11,004         | \$ 44,196         | \$ 59,709         | \$ 11,334         | \$ 45,522         |
| Essentia Health Plaza                                              | \$ 120,000        | \$ 345,700        | \$ 116,100        | \$ 148,246        | \$ 356,071        | \$ 94,863         |
| Parking Ramp                                                       | \$ 78,200         | \$ -              | \$ 46,433         | \$ 142,084        |                   | \$ -              |
| City Programming Services                                          | \$ -              | \$ -              | \$ -              | \$ 50,000         | \$ 30,000         | \$ -              |
|                                                                    |                   |                   |                   |                   |                   |                   |
| <b>Total Income</b>                                                | <b>\$ 246,200</b> | <b>\$ 356,704</b> | <b>\$ 206,729</b> | <b>\$ 400,039</b> | <b>\$ 397,405</b> | <b>\$ 140,385</b> |
| <b>Total Combined</b>                                              | <b>\$ 809,633</b> |                   | <b>\$ 937,829</b> |                   |                   |                   |
|                                                                    |                   |                   |                   |                   |                   |                   |
| Amenity Expenditure Sources                                        | 2021              | 2022              |                   |                   |                   |                   |
| POW/MIA                                                            | \$ 103,200        | \$ 116,565        |                   |                   |                   |                   |
| Essentia Health Plaza                                              | \$ 581,800        | \$ 599,180        |                   |                   |                   |                   |
| Parking Ramp                                                       | \$ 124,633        | \$ 142,084        |                   |                   |                   |                   |
| City Programming Services                                          | \$ -              | \$ 80,000         |                   |                   |                   |                   |
|                                                                    |                   |                   |                   |                   |                   |                   |
|                                                                    |                   |                   |                   |                   |                   |                   |
|                                                                    |                   |                   |                   |                   |                   |                   |
| <b>Expenditures Total</b>                                          | <b>\$ 809,633</b> | <b>\$ 937,829</b> |                   |                   |                   |                   |
|                                                                    |                   |                   |                   |                   |                   |                   |



**City of WF Amenities  
Proposed Summary Projections**

| Amenity Revenue Sources   | Projections       |                   |                   | Projections       |                   |                   | Projections         |                   |                   |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
|                           | 2023              |                   |                   | 2024              |                   |                   | 2025                |                   |                   |
| City of WF spaces         | City Portion      | Gen. Revenue      | WFE               | City Portion      | Gen. Revenue      | WFE               | City Portion        | Gen. Revenue      | WFE               |
| POW/MIA                   | \$ 61,500         | \$ 11,674         | \$ 46,888         | \$ 63,345         | \$ 12,024         | \$ 48,294         | \$ 65,246           | \$ 12,385         | \$ 49,743         |
| Essentia Health Plaza     | \$ 152,693        | \$ 400,000        | \$ 65,000         | \$ 157,274        | \$ 412,000        | \$ 66,950         | \$ 161,992          | \$ 424,360        | \$ 68,959         |
| Parking Ramp              | \$ 146,347        | \$ -              | \$ -              | \$ 150,737        | \$ -              | \$ -              | \$ 155,259          | \$ -              | \$ -              |
| City Programming Services | \$ 51,500         | \$ 30,900         | \$ -              | \$ 53,045         | \$ 31,827         | \$ -              | \$ 54,636           | \$ 32,782         | \$ -              |
|                           |                   |                   |                   |                   |                   |                   |                     |                   |                   |
| <b>Total Revenue</b>      | <b>\$ 412,040</b> | <b>\$ 442,574</b> | <b>\$ 111,888</b> | <b>\$ 424,401</b> | <b>\$ 455,851</b> | <b>\$ 115,244</b> | <b>\$ 437,133</b>   | <b>\$ 469,527</b> | <b>\$ 118,701</b> |
| <b>Total Combined</b>     | <b>\$ 966,502</b> |                   |                   | <b>\$ 995,497</b> |                   |                   | <b>\$ 1,025,362</b> |                   |                   |

| Amenity Expenditure Sources | Projections       |                   |                     |
|-----------------------------|-------------------|-------------------|---------------------|
|                             | 2023              | 2024              | 2025                |
| POW/MIA                     | \$ 120,062        | \$ 123,664        | \$ 127,374          |
| Lights Plaza                | \$ 617,155        | \$ 635,670        | \$ 654,740          |
| Parking Ramp                | \$ 146,347        | \$ 150,737        | \$ 155,259          |
| City Programming Services   | \$ 82,400         | \$ 84,872         | \$ 87,418           |
|                             |                   |                   |                     |
| <b>Expenditures Total</b>   | <b>\$ 965,964</b> | <b>\$ 994,943</b> | <b>\$ 1,024,791</b> |

|                    |               |               |               |
|--------------------|---------------|---------------|---------------|
| <b>Net Revenue</b> | <b>\$ 538</b> | <b>\$ 554</b> | <b>\$ 571</b> |
|--------------------|---------------|---------------|---------------|



| WFE Projection<br>EXPENSES   |                  |                  |                  |                  |                    |
|------------------------------|------------------|------------------|------------------|------------------|--------------------|
|                              | Budget           | Budget           | Forecast         |                  |                    |
| PROJECT TITLES               | 2021             | 2022             | 2023             | 2024             | 2025               |
| <b>POW/MIA Plaza</b>         |                  |                  |                  |                  |                    |
| Staffing/Benefits            | \$ 84,000        | \$ 86,520        | \$ 89,116        | \$ 91,789        | \$ 94,543          |
| Operations/Events            | \$ 19,200        | \$ 30,045        | \$ 30,946        | \$ 31,875        | \$ 32,831          |
| <b>SUBTOTAL</b>              | <b>\$103,200</b> | <b>\$116,565</b> | <b>\$120,062</b> | <b>\$123,664</b> | <b>\$ 127,374</b>  |
| <b>Lights Parking Ramp</b>   |                  |                  |                  |                  |                    |
| Staffing/Benefits            | \$ 68,400        | \$ 82,452        | \$ 84,926        | \$ 87,473        | \$ 90,098          |
| Operations/Maint.            | \$ 51,913        | \$ 59,632        | \$ 61,421        | \$ 63,264        | \$ 65,161          |
| <b>SUBTOTAL</b>              | <b>\$120,313</b> | <b>\$142,084</b> | <b>\$146,347</b> | <b>\$150,737</b> | <b>\$ 155,259</b>  |
| <b>Essentia Health Plaza</b> |                  |                  |                  |                  |                    |
| Staffing/Benefits            | \$332,300        | \$342,269        | \$352,537        | \$363,113        | \$ 374,007         |
| Operations/Events            | \$225,500        | \$256,911        | \$264,618        | \$272,557        | \$ 280,734         |
| <b>SUBTOTAL</b>              | <b>\$557,800</b> | <b>\$599,180</b> | <b>\$617,155</b> | <b>\$635,670</b> | <b>\$ 654,740</b>  |
| <b>City Programming</b>      |                  |                  |                  |                  |                    |
| Staffing/Benefits            | \$ -             | \$ 36,500        | \$ 37,595        | \$ 38,723        | \$ 39,885          |
| Operations/Events            | \$ -             | \$ 43,500        | \$ 44,805        | \$ 46,149        | \$ 47,534          |
| <b>SUBTOTAL</b>              | <b>\$ -</b>      | <b>\$ 80,000</b> | <b>\$ 82,400</b> | <b>\$ 84,872</b> | <b>\$ 87,418</b>   |
| <b>TOTAL EXPENSES</b>        | <b>\$781,313</b> | <b>\$937,829</b> | <b>\$965,964</b> | <b>\$994,943</b> | <b>\$1,024,791</b> |



**2021 POW/MIA Event usage May-Sept.**

POW/MIA Events Hosted: 22

|                         | #   | % of use |
|-------------------------|-----|----------|
| Total Days              | 153 |          |
| Public Use unrestricted | 151 | 99%      |
| Private/ticketed access | 2   | 1%       |

**2021 Lights Event usage May-Sept.**

Essentia Health Plaza Events hosted: 97

|                         | #   | % of use |
|-------------------------|-----|----------|
| Total days              | 153 |          |
| Public use unrestricted | 127 | 83%      |
| Private/ticketed access | 26  | 17%      |

\*\*WFE is obligated to host 24 public events per year

**2021 Event Types**

Food Trucks  
Community Fitness  
Concerts  
Kidchella  
Movie Nights  
Family Fun Nights  
Pro Bull Riding  
Cruise Night  
Private Rentals  
West Fest  
Vendor shows  
Birthday Parties  
Wedding Receptions  
Class Reunions  
Grand Openings  
Company Picnics  
Foundation Fundraisers  
Dance Recitals  
Business Conferences



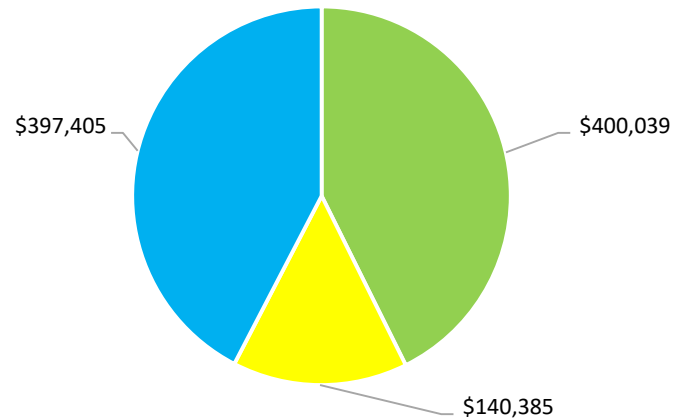
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**City of WF Amenities**

|                       | 2022 City Costs | WFE        | Generated Revenue |
|-----------------------|-----------------|------------|-------------------|
| POW/MIA Plaza         | \$ 59,709       | \$ 45,522  | \$ 11,334         |
| Essentia Health Plaza | \$ 148,246      | \$ 94,863  | \$ 356,071        |
| Parking Ramp          | \$ 142,084      | \$ -       | \$ -              |
| City Events           | \$ 50,000       | \$ -       | \$ 30,000         |
| Total Annual          | \$ 400,039      | \$ 140,385 | \$ 397,405        |
| Total Monthly         | \$ 33,337       | \$ 11,699  | \$ 33,117         |

| Total Budgets % |         |      |
|-----------------|---------|------|
| \$              | 937,829 | 100% |
| \$              | 400,039 | 43%  |
| \$              | 140,385 | 15%  |
| \$              | 397,405 | 42%  |

WF Public Amenity Revenue



September 9, 2021

Mayor Dardis and City Commissioners  
City of West Fargo

I'm writing in support of the West Fargo Events request for continued funding to manage the Essentia Health Plaza and associated event spaces in your city.

As leader of the local organization tasked with attracting visitors and conventions to our communities, I can tell you that events produced at your newest facilities have been a boon to tourists and residents alike. As we try to return to normalcy in the wake of a pandemic, more and more visitors are spending time in the FMWF Metro area, and every additional amenity and event we have available for them is a big plus. Whether the event draws people from out of town or offers an alternative form of entertainment for them while they're here, it enhances the visitor experience.

Additionally, our staff has enjoyed a collegial working relationship with the WFE staff and look forward to working with them on other events in the future. Feel free to call or write me if you have any questions.

Sincerely,



Charley Johnson  
President/CEO

**Fargo-Moorhead  
Convention & Visitors Bureau**

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