

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- January 8, 2024
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Project No. 6058 – Multi-Use Path, Eaglewood Park to the Lights on Sheyenne
 - Approve Resolution Approving Contract and Contractors Bond and Authorize Notice to Proceed
- c. Improvement District 1337 Phase 2 – Wilds 21st Addition (The Wilds Park)
 - Approve Plans and Specifications, and Direct Advertisement for Bids
- d. Project No 2282 – Concrete Pavement Repair – Various City Locations
 - Approve Plans and Specifications, and Direct Advertisement for Bids
- e. 2024 Youthworks Agreement (approved within the 2024 budget)
- f. Games of Chance for TNT Kids Fitness and Gymnastics. Games to be conducted: Raffle from January 26 - 38, 2024 at Rustad Recreation Center at 601 26th Ave E, West Fargo, ND
- g. Community Development Block Grant - Resolution of Sponsorship for Elson Shores (affordable senior housing project)

Regular Agenda

- 1. Public Comment
Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend.
- 2. Enterprise Grant - Levy -- Casey Sanders-Berglund, Economic Development Manager
- 3. Request for Approval of Sanitation Rate Changes -- Matt Andvik, Public Works Director
- 4. Request for approval of Purchase of Automated Side Load Sanitation Truck -- Matt Andvik, Public Works Director
- 5. Request for New Full Time Staff Member in IT Department -- Haider Howitzer, IT Manager
- 6. Sanitary Sewer Rehabilitation – Core Area Alley's and Rear Yards -- Dan Hanson, City Engineer
 - Create Project No. 1348, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications.
- 7. Second Reading of proposed Gas Franchise Ordinance 1235 -- John Shockley, City Attorney

8. City Administrator's Report
 - Monday, February 19, 2024 City Commission Meeting (Presidents' Day)
Recommendation to move to Tuesday, February 20, 2024
9. Correspondence
10. Non-Agenda Items
11. Adjourn

Meeting Items

A. Call to Order

The City of West Fargo Commission Meeting was called to order at 5:30 pm on Monday, January 8, 2024 in the West Fargo Commission Chambers.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner Mandy George – present; Commissioner Mark Simmons – present; Commissioner Bernie Dardis – present; Commissioner Brad Olson – present; Commissioner Roben Anderson – present All Commissioners were present, there was no Commissioner absent from the meeting.

D. Approve Order of Agenda

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

E. Approval of Minutes -- December 18, 2023

Commissioner George moved and Commissioner Anderson seconded to Approve the minutes of December 18, 2023. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

F. Building Permits

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

Consent Agenda - Approve the Following:

a. Bills

b. City of West Fargo Designated Depositories

c. Games of Chance for VOLT Volleyball. Games to be conducted: Raffle and Raffle Board on January 19, 2024 at The Local 701 at 1405 Prairie Parkway, West Fargo, ND

d. Games of Chance for Fargo Ducks Unlimited. Games to be conducted: Raffle on February 8, 2024 at Traditions Restaurant and Bar at 3330 Sheyenne Street, Suite 116, West Fargo, ND

e. Site Authorization for Tim Running Post #24. Game s to be conducted: Raffles and Poker from January 26 - 29, 2024 and March 1 - 3, 2024 at DoubleTree by Hilton at 825 E Beaton Drive, West Fargo, ND

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

Regular Agenda

1. Public Comment

One resident of West Fargo came forward to speak during this time.

2. A23-30 Tintes Land Co. 15th Addition, Approval of Conditional Use Permit for Wireless Telecommunications Tower -- Aaron Nelson, Planning Director

Commissioner Olson moved and Commissioner Simmons seconded to approve the A23-30 Tintes Land Co. 15th Addition; approval of Conditional Use Permit for Wireless Telecommunications Tower. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

3. A23-4 Sandhills 6th Addition, Approval of Second Reading of Rezone Ordinance and Final Plat -- Aaron Nelson, Planning Director

Commissioner Simmons moved and Commissioner Olson seconded to approve A23-4 Sandhills 6th Addition, Approval of Second Reading of Rezone Ordinance and Final Plat. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

4. A23-17 Sandhills 7th Addition, Approval of Second Reading of Rezone Ordinance and Final Plat -- Aaron Nelson, Planning Director

Commissioner Olson moved and Commissioner George seconded to approve A23-17 Sandhills 7th Addition, Approval of Second Reading of Rezone Ordinance and Final Plat. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

5. Federal Grant Program Procurement Policy -- Heide Delorme, Finance Director

Commissioner George moved and Commissioner Anderson seconded to approve the Federal Grant Program Procurement Policy. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

6. Request to Expend from One-Half Percent Public Safety Sales Tax -- Peter Nielsen, Chief of Police

• Approve Expenditure of \$95,000 in Public Safety Sales Tax Funds

Commissioner Simmons moved and Commissioner George seconded to approve the request to expend from one-half percent public safety sales tax funds; approve expenditure of \$95,000 in public safety sales tax funds.

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

7. Presentation of Sanitation Rate change option (informational only) -- Matt Andvik, Public Works Director

This item was informational only, no action was taken.

8. Improvement District No. 2261 – 2024 Mill and Overlay (Various Neighborhoods)

-- Dan Hanson, City Engineer

• **Hearing – District No. 2261 and Approval of Resolution of Insufficient Protests**

Commissioner Olson moved and Commissioner Simmons seconded to approve Improvement District No. 2261 – 2024 Mill and Overlay (Various Neighborhoods). Commissioners Olson and Simmons voted aye. Commissioner Dardis, Anderson, and George voted nay, the motion failed on a 3:2 vote.

9. Lighting Standard Improvements – HPS to LED (Citywide) -- Dan Hanson, City Engineer

• **Create Project No. 9040, Approve Engineer's Report; Approve Task Order 2023-01-1 for "Basic Services"; Direct Engineer to prepare Plans and Specifications**

Commissioner Anderson moved and Commissioner George seconded to approve the Lighting Standard Improvements – HPS to LED (Citywide); create Project No. 9040, approve Engineer's Report; approve Task Order 2023-01-1 for "Basic Services"; direct Engineer to prepare Plans and Specifications. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

10. 2024 Concrete Pavement Repair – Various Locations -- Dan Hanson, City Engineer

• **Create Project No. 2282, Approve Engineer's Report; and Direct Engineering to prepare Plans and Specifications**

Commissioner Anderson moved and Commissioner George seconded to approve the 2024 Concrete Pavement Repair – Various Locations; create Project No. 2282, approve Engineer's Report; and Direct Engineering to prepare Plans and Specifications. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

11. First Reading of proposed Gas Franchise Ordinance 1235

Commissioner Olson moved and Commissioner George seconded to approve the first reading of the proposed Gas Franchise. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

12. Correspondence

There were no correspondence.

13. Non-Agenda Items

- Chief of Police, Pete Nielsen appointed Jason Anderson as the new Assistant Chief of Police

14. Adjourn

Commissioner Simmons moved and Commissioner Olson seconded to adjourn the meeting. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye No Commissioner voted nay, the meeting was adjourned at 7:08 PM

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
01/22/2024**

	AS OF 1/18/2024			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL						
RESIDENTIAL DWELLING						
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	2		\$ 5,200.00	2		\$ 5,200.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	3		\$ 1,665,150.00	3		\$ 1,665,150.00
RESIDENTIAL	5		\$ 64,407.00	5		\$ 64,407.00
PUBLIC						
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION						
MOVE						
PERMIT CANCELLATION						
TOTALS	10	0	\$ 1,734,757.00	10	0	\$ 1,734,757.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
231246	Groundworks Minnesota, LLC	626 4 Ave E	Bradley & Kelly Mckinnon	\$ 18,781.00	Remodel - Residential - Repair Foundation
240010	Forrest & Naomi Macy	975 2 St W	Forrest & Naomi Macy	\$ 9,630.00	Remodel - Residential - LL Partial Finish
231255	Hohenstein Homes LLC	1408 Maple Ln	Leonard Pulkrabek	\$ 15,000.00	Remodel - Residential - Remodel - LL Partial Finish
231054	Engelke Construction Solutions LLC	1500 13 Ave E	SCM FFA Fargo 1500, LLC	\$ 780,000.00	Remodel - Commercial - Fit Up
231120	Gateway Building Systems Inc	445 7 St NW	Agassiz Seeds Associates LLC	\$ 785,150.00	Remodel - Commercial - Building Shell for Additions
240009	Jordahl Custom Homes, Inc.	1150 Marlys Dr W	Jordahl Custom Homes, Inc.	\$ 2,600.00	Accessory - Deck
240008	Jordahl Custom Homes, Inc.	1180 Marlys Dr W	Jordahl Custom Homes, Inc.	\$ 2,600.00	Accessory - Deck
240015	Breland Enterprises, Inc.	1507 15 Ave E	Michael D & Briana Lang	\$ 18,496.00	Remodel - Residential - Repair Foundation
240018	Carl B & Wanda J Wasness	309 13 Ave W	Carl B & Wanda J Wasness	\$ 2,500.00	Remodel - Residential - Finish LL Bedroom
231238	CBE, LLC	300 Sheyenne St	Pioneer Place, LLC	\$ 100,000.00	Remodel - Commercial - Fit Up

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 1 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115436		4550 ABC LOCK & KEY INC	85.00						
1	E2328	01/08/24 SM62 LOCK REPAIR	85.00			6025 450000	826		101000
115493		4550 ABC LOCK & KEY INC	125.00						
1	E2330	01/16/24 BUILDING C FROZEN LOCK REPAIR	125.00			6020 450000	420		101000
		Total for Vendor:	210.00						
115416		289 ACME TOOLS	1,915.93						
1	12280135	01/11/24 KEROSENE SAFETY CAN	399.66			6025 450000	432		101000
2	12284148	01/12/24 12IN SLIDING COMPOUND/STAND/	817.15			1000 430000	432		101000
3	12280915	01/11/24 ROTARY HAMMER	334.79			1000 430000	432		101000
4	12255356	01/05/24 GRINDER PADDLE SWITCH	199.00			6010 450200	433		101000
5	12245478	01/03/24 3039 IW W/HR 1/2 IN MIDRANGE	249.00			1000 430000	432		101000
6	12262677	01/08/24 HARDWARE	10.96			6020 450000	432		101000
7	12262608	01/08/24 DRAIN SPADE	45.19			6020 450000	432		101000
8	12262645	01/08/24 CHAIN SAW CHAIN SHARPENING	20.00			2210 428000	432		101000
9	20587431	01/09/23 3039 BRUSHLESS 1"/CUTTER	217.93			1000 430000	432		101000
10	9877223	04/25/22 ACCT CREDIT	-9.01			6020 450000	432		101000
11	9882503	04/26/22 ACCT CREDIT	-111.10			6020 450000	432		101000
12	10287599	08/17/22 ACCT CREDIT	-128.64			1000 455000	433		101000
13	10674401	11/29/22 ACCT CREDIT	-129.00			1000 455000	433		101000
115503		289 ACME TOOLS	279.46						
1	12284124	01/12/24 David Tools-Drill Press	279.46			2060 415200	641		101000
115504		289 ACME TOOLS	2,250.99						
1	12250165	01/04/24 KF-Tower light,battery,saw	1,977.00			2060 415200	641		101000
2	12250175	01/04/24 KF-Batteries and cutting bla	273.99			2060 415200	641		101000
115578		289 ACME TOOLS	13.80						
1	11933347	10/30/23 DWMT RCW 3/4 IN	13.80			6025 450000	432		101000
		Total for Vendor:	4,460.18						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 2 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115426		3179 ADVANCED ENGINEERING &	3,817.34						
1	92078 01/09/24	I&C SYSTEM SERVICES	3,637.34			6025 450000	430		101000
2	92081 01/09/24	I&C SYSTEM SERVICES	180.00			6025 450000	497		101000
		Total for Vendor:	3,817.34						
115547		3869 ALISHA REIS	18.76						
1	01/16/24	MILEAGE	18.76			7000 411600	340		101000
		Total for Vendor:	18.76						
115487		2947 ALLSTATE PETERBILT OF FARGO	355.64						
1	4004401655 01/11/24	4021 FILTER	355.64			6010 450200	427		101000
		Total for Vendor:	355.64						
115480		3490 AMAZON CAPITAL SERVICES	66.53						
		Planning Dept							
1	1LR43YJMXR 01/12/24	3 pack Scissors	7.99			1000 418000	410		101000
2	1LR43YJMXR 01/12/24	K-cups for Keurig	39.99			1000 418000	410		101000
3	1LR43YJMXR 01/12/24	coat hooks	13.56			1000 418000	410		101000
4	1LR43YJMXR 01/12/24	desk calendar	4.99			1000 418000	410		101000
115498		3490 AMAZON CAPITAL SERVICES	20.95						
1	1vvxq3qcc4 08/20/23	phone screen protector	20.95			1000 421000	356		101000
		Total for Vendor:	87.48						
115368 -99334E		5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall							
1	01/01/24	January Lease - WEX Building	47,700.00			1001 415000	389		101000
		Total for Vendor:	47,700.00						
115458		3983 AMERICAN PAYMENT CENTERS	288.00						
1	98942 01/01/24	Annual Drop Box Rental	288.00			6020 450000	420		101000
		Total for Vendor:	288.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 3 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115469		4703 AMERICAN RED CROSS TRAINING	100.00						
1	22655057	01/10/24 basic life support training	100.00			1000 421000	340		101000
		Total for Vendor:	100.00						
115540		4653 AQUATIC INFORMATICS INC	1,000.00						
1	107360	01/08/24 TOAKY SUPPORT	1,000.00			6020 450000	497		101000
		Total for Vendor:	1,000.00						
115505		3511 ASPEN MILLS	99.90						
1	326219	01/10/23 D Fuller Pants	99.90			2060 415200	422		101000
		Total for Vendor:	99.90						
115465	-99323E	4672 ASURE PAYROLL TAX MANAGEMENT	234,747.56						
		01/12/24 payroll							
1		01/12/24 Social Security	111,238.60			1000 212501			101000
2		01/12/24 Medicare	26,015.68			1000 212502			101000
3		01/12/24 Federal Income Tax	88,346.28			1000 212503			101000
4		01/12/24 ND State Tax	5,043.00			1000 212504			101000
5		01/12/24 MN State Tax	4,104.00			1000 212505			101000
		Total for Vendor:	234,747.56						
115489		2931 AUTO VALUE PARTS STORES	674.33						
1	99249392	01/04/24 FILTERS	3.26			1000 455000	427		101000
2	99250363	01/09/24 IND HYDRAULIC	30.62			6010 450200	427		101000
3	99250295	01/09/24 FILTERS	6.52			1000 421000	427		101000
4	99249395	01/04/24 HD OIL FLEET	28.17			6010 450200	427		101000
5	99249379	01/04/24 FILTERS/OIL	31.43			6020 450000	427		101000
6	99249391	01/04/24 FILTER	45.22			1000 430000	427		101000
7	99249397	01/04/24 SEALED BEAM STANDARD	104.95			1000 421000	427		101000
8	99251945	01/16/24 FILTERS	130.18			6010 450200	427		101000
9	99251954	01/16/24 COUPLER	81.91			1000 455000	433		101000
10	99251942	01/16/24 FILTERS	3.26			6020 450000	427		101000
11	99251952	01/16/24 SQUEEGEES	121.92			1000 430000	433		101000
12	99251943	01/16/24 HD AIR FLEET	75.49			1000 430000	427		101000
13	99251940	01/16/24 FILTERS	11.40			1000 421000	427		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 4 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115572		2931 AUTO VALUE PARTS STORES	75.76						
1	99249377	01/04/24 FILTERS	19.56			1000 421000	427		101000
2	99251948	01/16/24 HD HDL BRACE	16.76			1000 430000	433		101000
3	99252324	01/17/24 295 FUEL FILTER	39.44			6020 450000	427		101000
115583		2931 AUTO VALUE PARTS STORES	297.34						
1	99249390	01/04/24 FILTERS	290.82			1000 430000	427		101000
2	99249393	01/04/24 FILTERS	6.52			6025 450000	427		101000
		Total for Vendor:	1,047.43						
115383		3032 AXON ENTERPRISE INC	71,957.29						
1	inus218385	01/10/24 2024 annual year one taser	71,957.29			1000 421000	641		101000
		Total for Vendor:	71,957.29						
115518		331 B&F FASTENER SUPPLY (NORTHERN	437.84						
1	9512959802	12/29/23 HARDWARE	437.84			1000 430000	381		101000
		Total for Vendor:	437.84						
115433		36 BERT'S TRUCK EQUIPMENT	96.62						
1	99592	01/05/24 5303 HNGE PIN/BUMPERT STOP KIT	96.62			1000 430001	427		101000
		Total for Vendor:	96.62						
115611	E	3552 BLUE CROSS BLUE	296,403.80						
		January Premium payment							
1	2312293516	01/01/24 January Premium	296,403.80			1000 212539			101000
		231229351689							
		Total for Vendor:	296,403.80						
115553		26 BORDER STATES INDUSTRIES INC	223.44						
1	927689188	01/15/24 MECH INTERLOCK/TRANSFORMER	223.44			6025 450000	826		101000
		Total for Vendor:	223.44						
115507		3512 BOUND TREE MEDICAL, LLC	1,571.32						
1	85187495	12/07/23 Medical Supplies	96.95			2060 415200	500		101000
2	85189053	10/09/23 New HQ-Medical Supply Cabine	156.99			2060 415200	500		101000
3	85190678	12/18/23 Medical Supplies	90.87			2060 415200	500		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 5 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	85190679	12/18/23 Medical Supplies	257.89			2060 415200	500		101000
5	85195214	12/12/23 AED Cabinet-Surface	134.99			2060 415200	500		101000
6	85196455	12/22/23 Medical Gloves and Supplies	833.63			2060 415200	500		101000
		Total for Vendor:	1,571.32						
115446		3892 BURGGRAPH'S ACE FARGO WEST #17458	8.99						
1	3010 01/04/24	THRD ROD STL	8.99			6020 450000	438		101000
		Total for Vendor:	8.99						
115588		3905 BURIAN & ASSOCIATES LLC	2,820.00						
1	20767 01/11/24	MASTER LIFT STATION - PHASE 1	2,820.00			6025 450000	160		101000
		Total for Vendor:	2,820.00						
115361		351 BUSINESS ESSENTIALS	106.14						
1	W012769151 01/04/24	Office Supplies - Court	106.14			1000 412000	410		101000
115403		351 BUSINESS ESSENTIALS	5.89						
1	0E6337731 01/11/24	Office Supplies - Planning	5.89			1000 418000	410		101000
115429		351 BUSINESS ESSENTIALS	98.16						
1	127709-1 01/04/24	OFFICE SUPPLIES	98.16			1000 450000	410		101000
115477		351 BUSINESS ESSENTIALS	601.68						
1	wo12789471 01/15/24	evidence boxes	349.74			1000 421000	365		101000
2	wo12789471 01/15/24	copy paper	251.94			1000 421000	410		101000
115541		351 BUSINESS ESSENTIALS	10.89						
1	1277709-2 01/16/24	OFFICE SUPPLIES	10.89			1000 450000	410		101000
115548		351 BUSINESS ESSENTIALS	231.06						
1	W012786561 01/12/24	MANILA ENVELOPES	60.60			7000 411600	410		101000
2	W012776881 01/08/24	PLATES;CARDSTOCK;MARKERS	170.46			7000 411600	410		101000
115560		351 BUSINESS ESSENTIALS	385.00						
1	oeqt76291- 01/04/24	Patient Care/EMS Run Repor	385.00			2060 415200	668		101000
		Total for Vendor:	1,438.82						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 6 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115592		39 BUTLER MACHINERY	371.04						
1	0630377	01/09/24 4008 GROMMET/CLIP	212.04			6010 450200	427		101000
2	0265706	01/04/24 4008 SENSOR REPLACE	159.00			6010 450200	427		101000
		Total for Vendor:	371.04						
115549		4782 CARRINGTON CITY LIBRARY	9.49						
1	01/04/24	REPLACEMENT COST FOR BOARDBOOK	9.49			7000 411600	490		101000
		Total for Vendor:	9.49						
115371		51 CASS COUNTY ELECTRIC COOP	349.15						
1	428342 Jan	01/05/24 Airport 11/30/23-12/31/23	349.15			7050 500000	420		101000
115402		51 CASS COUNTY ELECTRIC COOP	15.00						
1	01/10/24	New City Hall (WEX Building)	15.00			1000 415000	527		101000
115425		51 CASS COUNTY ELECTRIC COOP	52,200.42						
1	1163206	01/10/24 THE LIGHTS STAGE & COURTYARD	5,360.44			2310 452120	527		101000
2	1168003	01/10/24 THE LIGHTS PARKING RAMP	1,024.95			2310 452120	527		101000
3	1156426	01/10/24 LIFT STATIONS	21,311.70			6025 450000	527		101000
4	1156426	01/10/24 INERT LANDFILL	176.30			6010 450200	527		101000
5	1156424	01/10/24 TRANSFER STATION	403.58			6010 450200	527		101000
6	1156424	01/10/24 STREET LIGHT FEED POINTS	23,371.42			1000 430002	527		101000
7	1168004	01/10/24 THE LIGHTS CITY HOUSE METER	552.03			2310 452120	527		101000
115561		51 CASS COUNTY ELECTRIC COOP	1,612.16						
1	1090222	12/31/23 FD December Utilities	1,612.16			2060 415200	527		101000
		Total for Vendor:	54,176.73						
115399		61 CASS COUNTY FINANCE	12,080.96						
1	01/01/24	02-4351-00305-000	177.28			1000 490000	630		101000
2	01/01/24	02-1325-00010-000	960.45			1000 490000	630		101000
3	01/01/24	02-1325-00020-000	957.44			1000 490000	630		101000
4	01/01/24	02-1325-00030-000	6,147.01			1000 490000	630		101000
5	01/01/24	02-1325-00060-000	961.57			1000 490000	630		101000
6	01/01/24	02-1325-00070-000	1,915.64			1000 490000	630		101000
7	01/01/24	02-1325-00080-000	961.57			1000 490000	630		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 7 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115400		61 CASS COUNTY FINANCE	207,544.77						
1	01/01/24 2023	Specials Payable	207,544.77			1000 490000	630		101000
		Total for Vendor:	219,625.73						
115594		3679 CASS COUNTY FIRE & RESCUE	25.00						
1	yearly due 01/01/24	WFFD 2024 Dues	25.00			2060 415200	667		101000
		Total for Vendor:	25.00						
115468		1355 CASS COUNTY GOVERNMENT	5,438.00						
1	139 01/08/24 2024	valley water rescue share	5,438.00			1000 421000	978		101000
		Total for Vendor:	5,438.00						
115520		2909 CC STEEL LLC	11,500.00						
1	2453 11/15/23	VALVE VAULT CLEANING	11,500.00			6025 450000	439		101000
		Total for Vendor:	11,500.00						
115467		1777 CENTURY LINK	215.28						
1	01/01/24 jan 2024	police sirens	215.28			1000 421000	356		101000
		Total for Vendor:	215.28						
115435		2429 CERTIFIED LABORATORIES	1,652.80						
1	8525225 01/05/24	PENTRA FOAM AEROSOL	188.95			6010 450200	433		101000
2	8524021 01/04/24	PREMALUBE RED	353.98			1000 455000	433		101000
3	8524021 01/04/24	PREMALUBE RED	353.97			6010 450200	433		101000
4	8524675 01/04/24	FREE AEROSOL	367.95			1000 455000	433		101000
5	8524415 01/04/24	DRILUBE	387.95			1000 430000	433		101000
		Total for Vendor:	1,652.80						
115488		3216 CINTAS	95.77						
1	4179419770 01/08/24	SHOP TOWELS	95.77			1000 455000	433		101000
		Total for Vendor:	95.77						
115347		111 CITY OF FARGO	16,167.50						
1	453391 01/04/24 2024	SWAT share costs	16,167.50			1000 421000	979		101000
		Total for Vendor:	16,167.50						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 8 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115427		2880 CITY OF FARGO	567,373.50						
1	01/05/24	1 GSR	56,585.95			6020 450000	345		101000
2	01/05/24	2220 57TH ST N	259,026.00			6025 450000	347		101000
3	01/05/24	5635 14TH AVE N	21.05			6020 450000	345		101000
4	01/05/24	1 32ND AVE S	101,966.40			6020 450000	345		101000
5	01/05/24	1 MAIN AVE	149,774.10			6020 450000	345		101000
		Total for Vendor:	567,373.50						
115428		111 CITY OF FARGO	8,365.49						
1	453348 01/03/24	LANDFILL FEE	8,365.49			6010 450200	355		101000
115478		111 CITY OF FARGO	30,392.87						
1	453434 01/10/24	Dec 23 Routes 20 & 24	19,460.12			1000 415000	376		101000
2	453433 01/10/24	Dec 23 Para Rides	10,932.75			1000 415000	376		101000
115523		111 CITY OF FARGO	34,803.15						
1	453017 12/28/23	LANDFILL FEES	34,803.15			6010 450200	355		101000
115526		111 CITY OF FARGO	560.00						
1	453018 12/28/23	WATER TESTING	560.00			6020 450000	335		101000
115555		111 CITY OF FARGO	24,508.01						
1	453639 01/10/24	LANDFILL FEES	24,508.01			6010 450200	355		101000
		Total for Vendor:	98,629.52						
115490		5223 CLARION	2,887.50						
1	9584 01/15/24	Subdivision & Zoning Amend	2,887.50			1000 418000	418		101000
		Total for Vendor:	2,887.50						
115348		1904 CODE 4 SERVICES, INC	58.80						
1	9107 01/04/24	#1204 misc install wires	58.80			1000 421000	610		101000
		Total for Vendor:	58.80						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 9 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115534		133 COLE PAPERS	1,362.60						
1	10390670	01/16/24 CH PAPER PRODUCTS	352.89			1000 455000	500		101000
2	10390673	01/16/24 PW PAPER PRODUCTS	504.40			6020 450000	500		101000
3	10390672	01/16/24 PD PAPER PRODUCTS	505.31			1000 455000	500		101000
		Total for Vendor:	1,362.60						
115563		229 CONSOLIDATED COMMUNICATIONS	115.66						
1	4335381/0	01/01/24 Final Billing 106 1st St	-6.21			2060 415200	356		101000
2	3649536/0	01/01/24 Dec. Utilities	121.87			2060 415200	356		101000
		Total for Vendor:	115.66						
115448		3245 CORE & MAIN	1,175.08						
1	U178095	01/04/24 FLG GASKET	6.24			6020 450000	429		101000
2	U200802	01/09/24 MH FRAME/RING	1,168.84			6025 450000	437		101000
		Total for Vendor:	1,175.08						
115382		159 CULINEX	55.38						
1	893544	01/10/24 repair to coffee machine	55.38			1000 421000	427		101000
		Total for Vendor:	55.38						
115595		65 CURT'S LOCK & KEY	45.97						
1	1-66809	01/12/24 New Lockbox for N Bay Area	45.97			2060 415200	420		101000
		Total for Vendor:	45.97						
115585		662 CUSTOM GRAPHICS, INC	137.75						
1	513852	01/12/24 TRUCK NUMBER STICKERS	137.75			6020 450000	433		101000
		Total for Vendor:	137.75						
115495		624 DAKOTA SUPPLY GROUP	507.95						
1	103401092	01/11/24 WIRE THRMST	54.31			1000 430002	391		101000
2	103401074	01/11/24 ELEC SUPPLIES	381.43			1000 430002	391		101000
3	103378489	01/03/24 ELEC SUPPLIES	72.21			1000 455000	420		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 10 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115552		624 DAKOTA SUPPLY GROUP	24.10						
1	103409487	01/15/24 BKR PLG	24.10			1000 455000	420		101000
		Total for Vendor:	532.05						
115596		87 DAKOTA TIRE	53.38						
1	938850	01/15/24 C-2 oil change	53.38			2060 415200	427		101000
		Total for Vendor:	53.38						
115597		4768 Darin Underhill	28.27						
1	01/15/24	Reimbursement for Fuel-I-3	28.27			2060 415200	424		101000
		Total for Vendor:	28.27						
115352		856 DAVE'S WEST FARGO TIRE	237.38						
1	123646	01/05/24 #1195 tire disposal/install	237.38			1000 421000	427		101000
115384		856 DAVE'S WEST FARGO TIRE	36.71						
1	123749	01/11/24 #1202 tire repair	36.71			1000 421000	427		101000
		Total for Vendor:	274.09						
115459		2948 DELTA 54 AVIATION LLC	3,600.00						
1	January	01/11/24 Airport Management Fees	3,600.00			7050 500000	307		101000
		Total for Vendor:	3,600.00						
115565		3762 DREAMSEATS LLC	437.65						
1	4762148	01/10/24 6 replacement Panels-SS recl	437.65			2060 415200	641		101000
		Total for Vendor:	437.65						
115443		2225 DTN, LLC	488.25						
1	6408930	01/05/24 WEATHER BILLING	488.25			1000 450000	497		101000
		Total for Vendor:	488.25						
115566		4049 EAPC ARCHITECTS ENGINEERS	4,307.69						
1	56182	01/08/24 FD New HQ 11-26-23 to 12-31-23	4,307.69			4795 480000	670		101000
		Total for Vendor:	4,307.69						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 11 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115618		5253 EATHAN NEWMAN	14.00						
1	01/19/24	meal reimb	14.00			1000 421000	340		101000
		Total for Vendor:	14.00						
115445		545 ELECTRIC PUMP LLC	723.36						
1	0077380 01/04/24	FLYGT GUIDE/BRACKETS	723.36			6025 450000	825		101000
		Total for Vendor:	723.36						
115409	-99325E	4664 EMPOWER (MASS MUTUAL)	4,542.33						
	Empower								
1	12/31/23	December Contributions	4,542.33			1000 212528			101000
		Total for Vendor:	4,542.33						
115460		3410 ENGRAPHIX	64.60						
1	a4080 01/15/24	brass name plates	64.60			1000 421000	422		101000
		Total for Vendor:	64.60						
115521		3722 ENVIROTECH	46,153.73						
1	202404996 12/29/23	ICE SLICER	6,776.91			1000 430000	377		101000
2	202404993 12/29/23	ICE SLICER	5,837.30			1000 430000	377		101000
3	202404992 12/29/23	ICE SLICER	5,911.08			1000 430000	377		101000
4	202404995 12/29/23	ICE SLICER	6,008.73			1000 430000	377		101000
5	202404997 12/29/23	ICE SLICER	5,537.84			1000 430000	377		101000
6	202404994 12/29/23	ICE SLICER	5,425.00			1000 430000	377		101000
7	202404918 12/28/29	ICE SLICER	5,316.50			1000 430000	377		101000
8	202404814 12/28/23	ICE SLICER	5,340.37			1000 430000	377		101000
		Total for Vendor:	46,153.73						
115509		3731 ERIC SORENSON	39.99						
1	01/17/24	invest clothing reimb	39.99			1000 421000	422		101000
		Total for Vendor:	39.99						
115567		2862 ESSENTIA HEALTH	9,330.83						
1	102023.1 10/18/23	FD T Olson Annual Phy	704.87			2060 415200	996		101000
2	102023.2 10/18/23	FD C Cvancara Annual Phy	754.87			2060 415200	996		101000
3	102023.3 10/18/23	FD S Baron Annual Phy	631.87			2060 415200	996		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 12 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	102023.4	10/18/23 FD C McCann Annual Phy	754.87			2060 415200	996		101000
5	46.01-2024	01/16/24 FD December Annual Phy	2,474.00			2060 415200	996		101000
6	13881.01.2	01/16/24 FD J Johnson Annual Phy	236.00			2060 415200	996		101000
7	01 2024.1	01/16/24 FD J Johnson Annual Phy	754.87			2060 415200	996		101000
8	01 2024.1	01/16/24 FD T Clark Annual Phy	754.87			2060 415200	996		101000
9	01 2024.2	01/16/24 FD S Johnson Annual Phy	754.87			2060 415200	996		101000
10	01 2024.3	01/16/24 FD D Christensen Annual Phy	754.87			2060 415200	996		101000
11	01 2024.4	01/16/24 FD C Hodgson Annual Phy	754.87			2060 415200	996		101000
Total for Vendor:			9,330.83						
115497		5226 EXPLORERS ACADEMY	27,000.00						
Child Care Facility Improvement Grant									
1	9213029	09/26/23 Dryer	590.18			2960 411900	416		101000
Child Care Grant									
2	4913	11/27/23 Install Child Gates	2,000.00			2960 411900	416		101000
Child Care Grant									
3	4912	11/27/23 Paint touch up of walls	5,000.00			2960 411900	416		101000
Child Care Grant									
4	5015	12/14/23 Install outside play structure	9,000.00			2960 411900	416		101000
Child Care Grant									
5	4914	11/27/23 Install new & dispose old drye	409.82			2960 411900	416		101000
Child Care Grant									
6	5014	12/14/23 Fence Install & Materials	10,000.00			2960 411900	416		101000
Child Care Grant									
Total for Vendor:			27,000.00						
115598		1648 FARSTAD OIL, INC	377.74						
1	857631-24	01/03/24 Ridgeline DEF/drum/Leaver	377.74			2060 415200	424		101000
Total for Vendor:			377.74						
115525		124 FASTENAL	45.31						
1	290881	12/18/23 HARDWARE	45.31			6025 450000	825		101000
Total for Vendor:			45.31						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 13 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115500		151 FEDERAL EXPRESS	5.46						
1	838012538	01/17/24 pkg mailed	5.46			1000 421000	661		101000
		Total for Vendor:	5.46						
115359		3347 FIRST INTERNATIONAL INSURANCE	333.00						
1	453523	12/06/23 Property at The Lights	323.00			2320 452110	321		101000
2	453522	12/06/23 Suite 191 (The Lights)	10.00			2320 452110	321		101000
115484		3347 FIRST INTERNATIONAL INSURANCE	149.00						
		change in insurance to cover new EV charging stations at The Lights parking garage							
1	461699	01/16/24 ins. change for charging stati	149.00			2320 452110	321		101000
		Acct #29649							
115511		3347 FIRST INTERNATIONAL INSURANCE	1,833.00						
		Wex Building							
1	461695	01/16/24 Wex building added	1,833.00			1001 415000	321		101000
		Total for Vendor:	2,315.00						
115616		2499 FM CONVENTION & VISITORS BUREAU	24,610.93						
		Lodging tax payments - December							
1	December 12/31/23	2% Lodging tax	16,407.29			2141 411500	533		101000
2	December 12/31/23	1% Lodging tax	8,203.64			2141 411500	653		101000
		Total for Vendor:	24,610.93						
115341		155 GALLS, LLC	1,077.37						
1	026697521	01/04/24 gloves for runcorn	42.99			1000 421000	422		101000
2	026715787	01/05/24 vest for braun	991.39			1000 421000	641		101000
3	026697581	01/04/24 new officer braun gloves	42.99			1000 421000	422		101000
115345		155 GALLS, LLC	468.15						
1	026732310	12/08/23 cadet shirts	136.48			1000 421000	375		101000
2	or24858066	10/09/23 lock for stanton	4.82			1000 421000	422		101000
3	or24591186	09/05/23 lock for evink	9.64			1000 421000	422		101000
4	or24713496	09/20/23 lock for dehmlow	4.82			1000 421000	422		101000
5	or25009598	10/30/23 lock for balvik	4.82			1000 421000	422		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 14 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	or24570620	09/04/23 medical kit for mueller	94.50			1000 421000	422		101000
7	or24530646	08/27/23 new officer equipment	19.28			1000 421000	422		101000
8	or24943800	10/18/23 new officer equipment	19.28			1000 421000	422		101000
9	or25071843	11/02/23 pull over for runcorn	174.51			1000 421000	375		101000
115411		155 GALLS, LLC	770.99						
1	026737814	01/09/24 belt for ostlund	29.97			1000 421000	422		101000
2	026744210	01/09/24 pant for kj	85.61			1000 421000	422		101000
3	026737813	01/09/24 boot for zach	184.71			1000 421000	422		101000
4	026723295	01/08/24 boot for heyerman	184.71			1000 421000	422		101000
5	026737815	01/09/24 hanger for heyerman	12.53			1000 421000	422		101000
6	026737818	01/09/24 AC collar pins	51.84			1000 421000	422		101000
7	026737816	01/09/24 pants for kj	171.22			1000 421000	422		101000
8	026711199	01/05/24 light for casperson	50.40			1000 421000	422		101000
115513		155 GALLS, LLC	79.47						
1	026774274	01/12/24 equip for masset	79.47			1000 421000	422		101000
115568		155 GALLS, LLC	274.98						
2023		Hi-Viz Jacket for PIO Addie Stewart. 1/2 FD 1/2 PD TMW							
1	25257514.1	11/27/23 FD Addie Stewart Hi-Viz	137.49			2060 415200	422		101000
2	25257514.1	11/27/23 PC Addie Stewart HI-Viz	137.49			1000 421000	422		101000
115619		155 GALLS, LLC	18.20						
1	026805037	01/16/24 ear mold for dehmlow	11.86			1000 421000	422		101000
2	026806015	01/16/24 ear modl for dehmlow	6.34			1000 421000	422		101000
		Total for Vendor:	2,689.16						
115533		2864 GOODIN COMPANY	734.08						
1	8274002	01/09/24 AIR FILTERS	734.08			1000 455000	500		101000
		Total for Vendor:	734.08						
115542		2558 GOODYEAR COMMERCIAL TIRE	1,340.10						
1	1301090517	01/10/24 412 TIRES	1,340.10			6010 450200	427		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 15 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115591		2558 GOODYEAR COMMERCIAL TIRE	554.46						
1	1301090502	01/04/24 4201 TIRE REPAIR	554.46			6010 450200	427		101000
		Total for Vendor:	1,894.56						
115421		556 GRAINGER, INC.	74.34						
1	9961542199	01/12/24 DMM SERIES FLUKE	74.34			1000 455000	432		101000
115599		556 GRAINGER, INC.	490.77						
1	8592727261	01/05/24 KF-Confined Space Equipment	490.77			2060 415200	641		101000
		Total for Vendor:	565.11						
115600		3534 GRAND FORKS FIRE EQUIPMENT LLC	14,377.00						
1	39852	01/10/24 KF-12 SCBA for Trucks	14,377.00			2060 415200	641		101000
		Total for Vendor:	14,377.00						
115475		4659 GREAT PLAINS CHAPTER OF NDSPLS	20.00						
	2024 dues								
1	01/01/24	2024 membership dues	20.00			1000 414200	667		101000
		Total for Vendor:	20.00						
115492		769 HARBOR FREIGHT TOOLS	36.99						
1	423451	01/08/24 PRO FLEXHEAD LNG RA	36.99			6025 450000	432		101000
		Total for Vendor:	36.99						
115438		135 HAWKINS WTR TREATMENT	6,077.88						
1	6660227	01/05/24 AQUAHAWK	6,077.88			6025 450000	423		101000
		Total for Vendor:	6,077.88						
115450		180 HAZERS	700.00						
1	1118	01/04/24 APPLIANCE DISPOSAL	700.00			6010 450200	357		101000
		Total for Vendor:	700.00						
115506		5096 HDR ENGINEERING INC.	5,720.00						
	Project 9040 - Street Light Replacement								
1	1200587644	01/15/24 Project 9040-Engineering	5,720.00			4507 480000	313		101000
		Total for Vendor:	5,720.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 16 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115364		4170 H00TSUITE INC	5,930.10						
		Service Period: 11/09/23-11/08/24							
1	2010218935	10/18/23 Annual software renewal	5,930.10			1000 416200	497		101000
		Total for Vendor:	5,930.10						
115522		358 HUBERT OYE-SONS CONST.	2,863.30						
1	1211810	11/27/23 ASPHALT MIX	2,863.30			1000 430000	722		101000
		Total for Vendor:	2,863.30						
115456		2102 IACP	190.00						
1	0317849	12/20/23 2024 membership for nielsen	190.00			1000 421000	667		101000
		Total for Vendor:	190.00						
115380		3799 IAFCI	105.00						
1	4254224	11/02/23 2024 annual membership orth	105.00			1000 421000	667		101000
		Total for Vendor:	105.00						
115357		2532 IAPE	65.00						
1	1042796	01/09/24 membership hieb	65.00			1000 421000	667		101000
	m24-c692586								
		Total for Vendor:	65.00						
115363		687 INFORMATION TECHNOLOGY DEPT	655.00						
1	1220238493	12/31/23 Dec WAN/Fiber/VPN	655.00			1000 414104	497		101000
		Total for Vendor:	655.00						
115550		4592 INGRAM LIBRARY SERVICES	95.30						
1	79732707	01/04/24 BOOKS	41.52			7000 411600	662		101000
2	79732708	01/04/24 BOOKS	15.48			7000 411600	662		101000
3	79761213	01/05/24 BOOKS	38.30			7000 411600	662		101000
		Total for Vendor:	95.30						
115601		211 INTERSTATE BATTERIES	559.80						
1	225337	01/15/24 L-75 (4) Batteries	559.80			2060 415200	420		101000
		Total for Vendor:	559.80						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 17 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115602		1012 INTERSTATE POWER SYSTEMS, INC	887.66						
1	1772:01	01/05/24 SS Generator-Govenor purchase	887.66			2060 415200	427		101000
		Total for Vendor:	887.66						
115510		4126 JACOB ZACH	348.99						
1	01/17/24	invest clothing reimb	348.99			1000 421000	422		101000
		Total for Vendor:	348.99						
115437		344 KARL'S AT THE NODAK CENTER	665.76						
1	343157124	01/11/24 T BUCHOLZ PANTS	89.98			6020 450000	422		101000
2	343156479	01/10/24 E JAMES COVERALLS	118.99			1000 430001	422		101000
3	343155302	01/08/24 S OTTO PANTS	82.75			6020 450000	422		101000
4	343156547	01/10/24 B PERRAULT SHIRTS	50.98			1000 455000	422		101000
5	343155228	01/08/24 A DUNCAN BOOTS/PANTS	323.06			6010 450200	422		101000
115496		344 KARL'S AT THE NODAK CENTER	98.98						
1	343159446	01/16/24 N PRATT PANTS	98.98			6020 450000	422		101000
		Total for Vendor:	764.74						
115463		3854 KURT USA	1,638.00						
1	973	01/15/24 bite suit	1,638.00			1000 421000	915		101000
		Total for Vendor:	1,638.00						
115612		2325 KUSTOM KONCEPTS	285.85						
1	8529	01/18/24 FD New HQ-Podium Signs	285.85			4795 480000	641		101000
		Total for Vendor:	285.85						
115575		705 LAWSON PRODUCTS	873.04						
1	9311210473	01/11/24 HARDWARE	873.04			1000 455000	433		101000
		Total for Vendor:	873.04						
115617		1020 LEADSONLINE LLC	3,297.00						
1	409644	01/19/24 2024 system service pkg	3,297.00			1000 421000	497		101000
		Total for Vendor:	3,297.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 18 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115360		4767 LENOVO (UNITED STATES) INC.	908.32						
1	6466723693	01/09/24 New Laptop - Communication	908.32			1000 416200	497		101000
115474		4767 LENOVO (UNITED STATES) INC.	1,812.75						
		new lap top Travis Genty							
1	6466788319	01/16/24 Think Station P3 Tower Wor	1,753.50			1000 414000	497		101000
		lap top for Travis Genty							
2	6466788319	01/16/24 3 Y Premier Support Plus u	59.25			1000 414000	497		101000
		for Travis Genty							
115524		4767 LENOVO (UNITED STATES) INC.	923.00						
1	6466431497	12/06/23 PW SNOWPLOW COMPUTER	923.00			1000 430000	497		101000
		Total for Vendor:	3,644.07						
115374		2466 LEXIPOL	30,985.39						
1	121358	01/01/24 annual LE manual/training	18,236.24			1000 421000	497		101000
2	120454	01/11/24 annual cordico LE wellness app	12,749.15			1000 421000	497		101000
		Total for Vendor:	30,985.39						
115614		3491 LOFFLER COMPANIES INC	253.28						
		Finance copier							
1	35701291	01/11/24 copies 11/9/23 thru 1/9/24	253.28			1000 414100	428		101000
		Total for Vendor:	253.28						
115603		4872 LOWE'S (FD)	309.63						
1	17577	01/11/24 Station Supplies for Mechanic	77.32			2060 415200	500		101000
2	17577	01/11/24 Dave-Tool Multi 22 AL	215.10			2060 415200	641		101000
3	17577	01/11/24 Fuel for Chain Saws	113.32			2060 415200	424		101000
4	109824	11/14/23 discount on previous invoice	-37.01			2060 415200	500		101000
5	17577	01/11/24 Invoice Discount #17577	-59.10			2060 415200	500		101000
		Total for Vendor:	309.63						
115571		711 LUTHER FAMILY FORD	137.74						
1	373570	01/16/24 7026 TUBE/HOSE	137.74			6025 450000	427		101000
		Total for Vendor:	137.74						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 19 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115569		3502 M&T Fire	3,965.30						
1	11386 12/13/23	Mulit-Rae Cradlel Point base	3,810.30			2060 415200	420		101000
2	11397 12/19/23	Gear Wash	155.00			2060 415200	500		101000
		Total for Vendor:	3,965.30						
115502		3304 MAC'S - FARGO	209.19						
1	H21860 01/10/24	SNO BLADE SHOVEL	179.88			1000 455000	420		101000
2	H23404 01/16/24	HARDWARE	29.31			6010 450200	433		101000
115579		3304 MAC'S - FARGO	93.10						
1	H23135 01/15/24	HARDWARE	93.10			1000 430000	432		101000
		Total for Vendor:	302.29						
115564		3536 MACQUEEN EMERGENCY	8,132.47						
1	022396PP 01/17/24	Capital improve-Gloves/hoods	8,132.47			2060 415200	641		101000
115605		3536 MACQUEEN EMERGENCY	6,395.85						
1	23988 01/04/24	D Andersen Helmet Front	136.00			2060 415200	641		101000
2	10341 01/09/24	KF-Chainsaw and Blades	5,160.00			2060 415200	641		101000
3	24326 01/14/24	Helmet Front	68.00			2060 415200	641		101000
4	10370 01/15/24	KF-Firehooks-force entry,axe	840.28			2060 415200	641		101000
5	10380 01/17/24	KF-Axes and marry straps	191.57			2060 415200	641		101000
6			0.00			2060 415200	641		101000
		Total for Vendor:	14,528.32						
115372		2643 MARCO'S PIZZA	303.01						
1	121309016 01/11/24	drive the road leadership l	303.01			1000 421000	375		101000
		Total for Vendor:	303.01						
115461		3119 MATT RETKA	50.00						
1	01/16/24	Jan WF Airport Secretary	50.00			7050 500000	120		101000
		Total for Vendor:	50.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 20 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115342		5247 MATTHEW STASCH	30.00						
1	po/52163	12/15/23 refund pound overpayment	30.00			1000 322100			101000
		Total for Vendor:	30.00						
115573		299 MENARDS (FIRE)	744.67						
1	21129	01/03/24 NEW HQ FD Station supplies	389.69			2060 415200	500		101000
2	21152	01/03/24 NEW HQ FD Station Supplies	115.16			2060 415200	500		101000
3	21159	01/03/24 Training return	-65.16			2060 415200	340		101000
4	21159	01/03/24 Training purchase	88.00			2060 415200	340		101000
5	21283	01/05/24 New Bldg repairs	69.71			2060 415200	494		101000
6	21513	01/18/24 CPR Batteries for Classes	15.99			2060 415200	500		101000
7	21528	01/08/24 Gear Wash Dispenser	42.17			2060 415200	420		101000
8	21789	01/12/24 New BLDG repairs	89.11			2060 415200	494		101000
		Total for Vendor:	744.67						
115354		5206 MENARDS (POLICE)	226.88						
1	21149	01/03/24 k9 40 ave	204.04			1000 421000	915		101000
2	21159	01/03/24 return	-65.16			1000 421000	915		101000
3	21159	01/03/24 k9 40 ave	88.00			1000 421000	915		101000
		Total for Vendor:	226.88						
115453		4622 MENARDS (PUBLIC WORKS)	638.55						
1	21196	01/04/24 5GAL PAIL/SEAL LID	22.32			6025 450000	432		101000
2	21739	01/11/24 WOOD STUDS	40.20			1000 430000	433		101000
3	21228	01/04/24 T FRAEDRICH PANTS	85.98			6010 450200	422		101000
4	21220	01/04/24 TOOLS/HARDWARE	35.19			6025 450000	825		101000
5	21621	01/09/24 TIEDOWNS/CORDS	59.12			6025 450000	432		101000
6	21679	01/10/24 HOSE ADAPTORS	10.34			6020 450000	438		101000
7	21312	01/05/24 MIP BRASS	3.48			6020 450000	438		101000
8	21620	01/09/24 BLACK REDUCE	3.49			6020 450000	438		101000
9	21086	01/02/24 SPRAY PAINT/LUBRIANT/LINKS	24.60			6025 450000	433		101000
10	21337	01/05/24 LOCK CORD	23.79			1000 455000	500		101000
11	21233	01/04/24 BEAM/BOLTS	56.54			6020 450000	420		101000
12	21209	01/04/24 FAUCET KIT/PARTS	20.36			1000 455000	420		101000
13	21665	01/10/24 DUSTERS	13.41			6025 450000	433		101000
14	21616	01/09/24 AKONA FLEX PRO	53.76			1000 430000	722		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 21 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
15	21623 01/09/24	WATER	171.99			1000 430000	639		101000
16	21094 01/02/24	CORD	13.98			1000 455000	500		101000
115486		4622 MENARDS (PUBLIC WORKS)	12.72						
1	21814 01/12/24	COLORING	12.72			6010 450200	424		101000
115527		4622 MENARDS (PUBLIC WORKS)	60.15						
1	20814 12/28/23	BOLTS/SPLICE SLEEVE/KNIFE SET	27.71			1000 455000	420		101000
2	20838 12/28/23	BROOM/CORD/CLOTHES	32.44			1000 455000	500		101000
115537		4622 MENARDS (PUBLIC WORKS)	17.99						
1	21605 01/09/24	CLR X ANTI ELG PLAS	17.99			6010 450200	420		101000
115584		4622 MENARDS (PUBLIC WORKS)	24.62						
1	21304 01/05/24	DBL SIDED ORG/SOCKET ADAPTER	24.62			1000 455000	433		101000
		Total for Vendor:	754.03						
115424		2766 MIDCONTINENT COMMUNICATIONS	1,775.42						
1	13803 01/11/24	193293401 - 3100&3150 Sheyenne	1,775.42			2310 452120	497		101000
115479		2766 MIDCONTINENT COMMUNICATIONS	691.68						
1	3712 11/23/23	119329801	125.42			1000 414104	356		101000
2	3712 11/23/23	143579401	220.42			1000 414104	356		101000
3	3768 12/23/23	119329801	125.42			1000 414104	356		101000
4	3768 12/23/23	143579401	220.42			1000 414104	356		101000
		Total for Vendor:	2,467.10						
115551		1854 MIDWEST TAPE	323.30						
1	504925446 01/16/24	AUDIOBOOK	42.49			7000 411600	664		101000
2	504881920 01/05/24	DVD	20.22			7000 411600	664		101000
3	504925448 01/16/24	DVD	31.47			7000 411600	664		101000
4	504925449 01/16/24	DVD	30.28			7000 411600	664		101000
5	504925730 01/16/24	DVD	198.84			7000 411600	664		101000
		Total for Vendor:	323.30						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 22 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115606		5252 Minnesota State Fire Chiefs	570.00						
1	7245 01/09/24	N Wavra Alex MN FOTOS Attendee	285.00			2060 415200	340		101000
2	7244 01/09/24	J Johnson Alex MN Fotos Atten	285.00			2060 415200	340		101000
		Total for Vendor:	570.00						
115455		772 MINNKOTA	55.33						
1	449208 12/31/23	dec 2023 recycling	55.33			1000 421000	420		101000
		Total for Vendor:	55.33						
115476		961 MOCIC	250.00						
1	0003058in 01/06/24	2024 mocic agency membershi	250.00			1000 421000	667		101000
		Total for Vendor:	250.00						
115406		297 MOODY'S INVESTORS SERVICE, INC	1,000.00						
1	P0417033 09/14/23	Annual Fee 9/1/22-8/31/23	1,000.00			1000 415000	428		101000
		Total for Vendor:	1,000.00						
115366		3085 MRA-THE MANAGEMENT ASSOCIATION,	750.00						
1	00451637 12/10/23	CAH Template	750.00			1000 414103	307		101000
		Total for Vendor:	750.00						
115373		2764 NAPWDA	50.00						
1	01/12/24	nobles k9 membership	50.00			1000 421000	915		101000
		Total for Vendor:	50.00						
115379		986 ND CHIEFS OF POLICE ASSOCIATION	400.00						
1	01/01/24	2024 annual membership	400.00			1000 421000	667		101000
		Total for Vendor:	400.00						
115466	-99322E	4482 ND CHILD SUPPORT DIVISION	2,954.85						
	01/12/24	payroll							
1	01/12/24	ND Child Support	2,954.85			1000 212549			101000
		Total for Vendor:	2,954.85						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 23 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115344		333 ND MOTOR VEHICLE DEPT.	11.50						
1	12/31/23	#1213 title, reg and tabs	11.50			1000 421000	667		101000
115392		333 ND MOTOR VEHICLE DEPT.	6.50						
1	01/12/24	#1216 title	6.50			2531 421000	667		101000
		Total for Vendor:	18.00						
115412		723 ND POST BOARD	210.00						
1	01/15/24	VonEsgchen ND POST lic	45.00			1000 421000	667		101000
2	01/15/24	VonEsgchen ND POST test	25.00			1000 421000	667		101000
3	01/15/24	Dixon ND POST lic	45.00			1000 421000	667		101000
4	01/15/24	Dixon ND POST test	25.00			1000 421000	667		101000
5	01/15/24	Weiler ND POST lic	45.00			1000 421000	667		101000
6	01/15/24	Weiler ND POST test	25.00			1000 421000	667		101000
		Total for Vendor:	210.00						
115439		826 ND RURAL WATER SYSTEMS	2,224.80						
1	01/08/24	T BUCHOLZ WATER EXPO REG	180.00			6020 450000	340		101000
2		T HARE WATER EXPO REG	180.00			6020 450000	340		101000
3		J FREEMAN WATER EXPO REG	180.00			6025 450000	340		101000
4		T TWEITEN WATER EXPO REG	180.00			6025 450000	340		101000
5		A EVELAND WATER EXPO REG	180.00			6025 450000	340		101000
6		D BEHERNS WATER EXPO REG	180.00			6025 450000	340		101000
7		S OTTO WATER EXPO REG	180.00			6020 450000	340		101000
8		S TIFFANY WATER EXPO REG	180.00			1000 455000	340		101000
9		C RAMSEY WATER EXPO REG	180.00			1000 430000	340		101000
10		L DUDDEN WATER EXPO REG	180.00			1000 430000	340		101000
11		S HANSON WATER EXPO REG	180.00			1000 430001	340		101000
12		D HERSCH WATER EXPO REG	180.00			6020 450000	340		101000
13		WA - EXPO REG CONVENIENCE FEE	21.60			6020 450000	340		101000
14		SW - EXPO REG CONVENIENCE FEE	21.60			6025 450000	340		101000
15		RW - EXPO REG CONVENIENCE FEE	5.40			1000 430001	340		101000
16		BG - EXPO REG CONVENIENCE FEE	5.40			1000 455000	340		101000
17		ST - EXPO REG CONVENIENCE FEE	10.80			1000 430000	340		101000
		Total for Vendor:	2,224.80						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 24 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115381		2201 NDIRF	201.80						
1	01/12/24	reimb overage payment	201.80			1000 421000	322		101000
		Total for Vendor:	201.80						
115512		271 NETCENTER TECHNOLOGIES	225.00						
1	194059 01/16/24	Connectivity issues at Fire Ha	225.00			1000 414104	497		101000
		Total for Vendor:	225.00						
115376		3915 NIAIA NATIONAL INTERNAL AFFAIRS	100.00						
1	4592 12/31/23	2024 membership anderson	100.00			1000 421000	667		101000
		Total for Vendor:	100.00						
115545		2035 NORTH CENTRAL RENTAL & LEASING,	230,850.00						
1	126939 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
2	126926 01/06/24	WHEEL LOADER RENTAL	14,850.00			1000 430000	657		101000
3	126938 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
4	126937 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
5	126936 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
6	126935 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
7	126928 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
8	126929 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
9	126930 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
10	126931 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
11	126932 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
12	126933 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
13	126934 01/06/24	MOTOR GRADER RENTAL	18,000.00			1000 430000	657		101000
		Total for Vendor:	230,850.00						
115417		3111 NORTHERN SALT INCORPORATED	2,720.00						
1	30507 01/09/24	50LB SALT BAGS	2,040.00			1000 430000	377		101000
2	60507 01/19/24	50LB SALT BAGS	680.00			1000 455000	420		101000
		Total for Vendor:	2,720.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 25 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115431		1715 NORTHWEST TIRE INC	140.44						
1	26044941	01/12/24 5300 ALIGNMENT	140.44			1000 430001	427		101000
		Total for Vendor:	140.44						
115414		330 NORTHWESTERN EQUIP INC.	100.07						
1	54010	01/10/24 4201 1/2x55' W HOOK/THIMB/SPRI	100.07			6010 450200	427		101000
		Total for Vendor:	100.07						
115485		4744 O'REILLY AUTOMOTIVE STORES, INC	921.96						
1	1932291884	01/12/24 3003 BATTERY	117.26			1000 430000	427		101000
2	1932290417	01/08/24 5300 BALL JOINT/CTRL ARM A	298.00			1000 430001	427		101000
3	1932291360	01/11/24 5300 CTRL ARM ASY	191.82			1000 430001	427		101000
4	1932290458	01/08/24 1188 NEW DRV SHFT	289.01			1000 421000	427		101000
5	1932290405	01/08/24 1196 BRAKE ROTOR	171.00			1000 421000	427		101000
6	1932290432	01/08/24 1196 BRACKET CAL RET	-100.87			1000 421000	427		101000
7	1932290517	01/08/24 8012 BATTERY	170.17			1000 415000	427		101000
9900	1932291744	01/12/24 CTRL ARM ASSY RETURN	-182.56			1000 430001	427		101000
CI	19								
9901	1932291744	01/12/24 ABS SENSOR RETURN	-31.87			6025 450000	427		101000
CI	19								
115517		4744 O'REILLY AUTOMOTIVE STORES, INC	31.87						
1	1932285212	12/19/23 7026 ABS SENSOR	31.87			6025 450000	427		101000
115529		4744 O'REILLY AUTOMOTIVE STORES, INC	19.97						
1	1932284781	12/18/23 CLEANING WIPES	19.97			6025 450000	433		101000
115587		4744 O'REILLY AUTOMOTIVE STORES, INC	528.39						
1	1932289269	01/04/24 1187 RADIATOR	160.58			1000 421000	427		101000
2	1932293051	01/16/24 1174 BATTERY	154.62			1000 421000	427		101000
3	1932293159	01/16/24 7026 BATTERY	154.62			6025 450000	427		101000
4	1932292566	01/15/24 7026 COOLANT HOSE	58.57			6025 450000	427		101000
		Total for Vendor:	1,502.19						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 26 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115554		832 ODIN	24,757.00						
1	23793	01/03/24 ODIN	24,757.00			7000 411600	994		101000
		Total for Vendor:	24,757.00						
115397		353 OHNSTAD TWICHELL	39,053.13						
		December invoices							
1	193394	12/21/23 Sandhills 6th Addition	80.00			1000 418000	312		101000
2	193396	12/21/23 WF Schools/City P3 Project	2,520.00			2960 411900	312		101000
3	193395	12/21/23 Rezone Sandhills 6th Addition	64.50			1000 418000	312		101000
4	193308	12/21/23 Project 2261	1,055.21			4442 480000	312		101000
5	193399	12/21/23 Open Records Requests	1,080.00			1000 415000	312		101000
6	193393	11/30/23 Municipal Prosecutions	21,266.68			1000 412000	312		101000
10	193400	12/21/23 Liquor License Applications	160.00			1000 415000	312		101000
11	193401	12/21/23 Misc Real Estate Matters	2,325.00			1000 415000	312		101000
12	193402	12/21/23 General	3,318.00			1000 415000	312		101000
13	193403	12/21/23 Personnel Issues	599.50			1000 414103	312		101000
14	193405	12/21/23 Sandhills Redevelopment	2,040.00			2960 411900	312		101000
15	193406	12/21/23 Sidewalk Dist 6058	160.00			4019 480000	312		101000
19	193407	12/21/23 Imp Dist 1345	1,046.24			4009 480000	312		101000
22	193408	12/21/23 Sandhills 7th Addition	280.00			1000 418000	312		101000
23	193409	12/21/23 Rezone Sandhills 7th Addition	64.50			1000 418000	312		101000
24	193410	12/21/23 North Pond at Preserve 7th Add	80.00			1000 418000	312		101000
25	193411	12/21/23 Imp Dist 2276	120.00			4017 480000	312		101000
26	193397	12/21/23 Imp Dist 2265	64.50			4793 480000	312		101000
27	193404	12/21/23 Conditional Use Permits	320.00			1000 418000	312		101000
28	193412	12/21/23 Oak Ridge 19th Add	40.00			1000 418000	312		101000
29	193413	12/21/23 Discrimination Charge	160.00			1000 414103	312		101000
30	193414	12/21/23 Steffes 10th Addition	104.50			1000 418000	312		101000
31	193415	12/21/23 Storage Locker Habitation	1,280.00			1000 415000	312		101000
32	193416	12/21/23 Garbage Can Ordinance Amend	504.50			1000 415000	312		101000
33	193417	12/21/23 Imp Dist 9020	160.00			2970 480000	312		101000
34	193418	12/21/23 Project 1349	160.00			4445 480000	312		101000
		Total for Vendor:	39,053.13						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 27 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115423		352 OK TIRE STORE - COM CTR	320.00						
1	05348881	01/10/24 3035 FLAT REPAIR	52.50			1000 430000	427		101000
2	05348849	01/09/24 7043 FLAT REPAIR	67.50			4387 480000	427		101000
3	05348755	01/05/24 RENTAL GRADER FLAT REPAIR	200.00			1000 430000	427		101000
		Total for Vendor:	320.00						
115593		399 OLYMPIC SALES	511.87						
1	14385	01/05/24 4006 DETENT REPAIR KIT	511.87			6010 450200	427		101000
		Total for Vendor:	511.87						
115388		276 OSTROMS ACE HARDWARE	89.82						
1	225687	01/12/24 windshield washer fluid	89.82			1000 421000	427		101000
		Total for Vendor:	89.82						
115451		5119 OSTROMS ACE HARDWARE (PW)	28.98						
1	225662	01/09/24 GLASS CLEANER/GASKET FOAM	19.99			6010 450200	433		101000
2	225669	01/10/24 PLUNGER	8.99			6025 450000	432		101000
		Total for Vendor:	28.98						
115356		4722 PASSPORT LABS INC	23,300.00						
1	1042796	12/02/23 2024 service/lic fee passport	23,300.00			1000 421000	497		101000
		Total for Vendor:	23,300.00						
115378		5249 PDL CONNECT CONSULTING LLC	5,000.00						
1	01/01/24	admin leadership training	5,000.00			1000 421000	340		101000
		Total for Vendor:	5,000.00						
115586		4830 PDQ/SMARTDEPLOY	5,016.00						
		for the period of 2-9-2024 to 2-9-2025							
1	PDQ58906	01/18/24 Annual Subscription	5,016.00			1000 414104	497		101000
		Total for Vendor:	5,016.00						
115395		563 PETRO SERVE USA	42,661.15						
1	Nov 2023	11/30/23 Police	11,663.13			1000 421000	424		101000
2	Nov 2023	11/30/23 City Hall	763.92			1000 415000	420		101000
3	Nov 2023	11/30/23 Sanitation	16,489.70			6010 450200	424		101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 28 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4	Nov 2023 11/30/23	Street	4,537.64			1000 430000	424		101000
5	Nov 2023 11/30/23	Sewer	3,321.72			6025 450000	424		101000
6	Nov 2023 11/30/23	Water	3,086.80			6020 450000	424		101000
7	Nov 2023 11/30/23	Public Works	793.08			1000 450000	424		101000
8	Nov 2023 11/30/23	Fleet & Facilities	509.76			1000 455000	424		101000
9	Nov 2023 11/30/23	Storm Sewer / Lagoon	1,102.47			4387 480000	424		101000
10	Nov 2023 11/30/23	Forestry	392.93			1000 430000	424		101000
115396		563 PETRO SERVE USA	37,976.25						
1	Dec 2023 12/31/23	Police	11,063.38			1000 421000	424		101000
2	Dec 2023 12/31/23	City Hall	960.56			1000 415000	420		101000
3	Dec 2023 12/31/23	Sanitation	11,865.87			6010 450200	424		101000
4	Dec 2023 12/31/23	Street	7,275.94			1000 430000	424		101000
5	Dec 2023 12/31/23	Sewer	1,744.17			6025 450000	424		101000
6	Dec 2023 12/31/23	Water	3,308.38			6020 450000	424		101000
7	Dec 2023 12/31/23	Public Works	537.02			1000 450000	424		101000
8	Dec 2023 12/31/23	Fleet & Facilities	379.54			1000 455000	424		101000
9	Dec 2023 12/31/23	Storm Sewer / Lagoon	623.44			4387 480000	424		101000
10	Dec 2023 12/31/23	Forestry	217.95			1000 430000	424		101000
115472		563 PETRO SERVE USA	1,040.51						
1	WF Fire 12/31/23	FD December Fuel	1,040.51			2060 415200	424		101000
115491		563 PETRO SERVE USA	2,434.05						
1	97055 01/15/24	MV32/15W40 OIL	1,527.90			6010 450200	424		101000
2	97054 01/15/24	DRUM DEP/MV32	906.15			1000 430000	424		101000
		Total for Vendor:	84,111.96						
115355		1310 PETTYS CONSULTING, LLC	279.00						
1	1888 01/01/24	jan 2024 user fee	279.00			1000 421000	497		101000
		Total for Vendor:	279.00						
115394		4883 PITNEY BOWES BANK INC PURCHASE	1,108.76						
1	01/07/24	Meter Refills	1,108.76			1000 415000	668		101000
		Total for Vendor:	1,108.76						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 29 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115546		1483 PITNEY BOWES RESERVE ACCOUNT	2,000.00						
1	01/18/24	POSTAGE	2,000.00			7000 411600	661		101000
		Total for Vendor:	2,000.00						
115444		5251 PRO INDUSTRIAL LLC	2,606.99						
1	603912 01/09/24	ROPE/SHACKLE/BAG	2,606.99			4387 480000	670		101000
		Total for Vendor:	2,606.99						
115393		3261 PROJECT LIFESAVER INTERNATIONAL	63.02						
1	240022964 01/12/24	bands for project lifesaver	63.02			2510 421000	375		101000
		Total for Vendor:	63.02						
115447		1016 RED WING BUSINESS ADVANTAGE	229.49						
1	152761 01/04/24	M KNODEL BOOTS	229.49			6020 450000	420		101000
115580		1016 RED WING BUSINESS ADVANTAGE	12.00						
1	153295 01/16/24	BOOT OIL REFILL	12.00			1000 430000	422		101000
		Total for Vendor:	241.49						
115410		5250 RENEWED AUTO DETAILING	200.00						
1	000005 01/15/24	#1194 detailing	200.00			1000 421000	427		101000
		Total for Vendor:	200.00						
115516		5201 RIEKES EQUIPMENT	1,365.00						
1	053007-4 12/28/23	TETHER TRACK TROLLEY	1,365.00			1000 455000	432		101000
115589		5201 RIEKES EQUIPMENT	832.50						
1	53007-5 12/28/23	TETHER TRACK TROLLEY	832.50			1000 450000	639		101000
		Total for Vendor:	2,197.50						
115556		3210 RIVISTAS SUBSCRIPTIONS SERVICES	4,623.73						
1	17890 01/02/24	MAGAZINE SUBSCRIPTIONS	4,623.73			7000 411600	663		101000
		Total for Vendor:	4,623.73						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 30 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115499		3522 RJ'S TESORO	865.07						
1	WEST FARGO 12/31/23	FD DECEMBER FUEL	865.07			2060 415200	424		101000
		Total for Vendor:	865.07						
115519		2806 RMB ENVIRONMENTAL LABORATORIES,	935.00						
1	E000177 10/19/23	ACUTE SPECIES/C02 HEADSPACE	935.00			6025 450000	335		101000
		Total for Vendor:	935.00						
115350		3353 SAM'S CLUB MC/SYNCB	42.74						
1	01/08/24	items for mtg & cleaning suppl	42.74			1000 421000	420		101000
115536		3353 SAM'S CLUB MC/SYNCB	319.41						
1	01/10/24	CH PAPER PRODUCTS	29.96			1000 455000	500		101000
2	01/10/24	SA PAPER PRODUCTS	289.45			6010 450200	500		101000
		Total for Vendor:	362.15						
115331		1881 SAM'S CLUB/SYNCHRONY BANK	953.42						
		West Fargo Fire Department							
1	74214 01/04/24	2024 Sams Membership FD	245.00			2060 415200	667		101000
2	48191 01/02/24	Supplies for Both Stations	610.53			2060 415200	500		101000
3	75456 01/10/24	Cass County Fire District Meet	29.90			2060 415200	500		101000
4	011224 12/23/23	Late Fee Reimbursement	-48.85			2060 415200	500		101000
5	75456 01/10/24	Station Supplies N Station	116.84			2060 415200	500		101000
		Total for Vendor:	953.42						
115346		437 SANDY'S DONUTS & COFFEE SHOP	45.90						
1	7629 01/08/24	bakery for training	45.90			1000 421000	375		101000
115385		437 SANDY'S DONUTS & COFFEE SHOP	55.40						
1	941555 01/11/24	drive the road leadership bake	55.40			1000 421000	375		101000
		Total for Vendor:	101.30						
115607		140 SANFORD AMBULANCE	34.00						
1	43545 01/02/24	K Karls BLS e-card	34.00			2060 415200	340		101000
		Total for Vendor:	34.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 31 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115449		454 SANITATION PRODUCTS	190.64						
1	87813	01/08/24 CONNECT/DISCONNECT SLEEVES	190.64			6025 450000	432		101000
115544		454 SANITATION PRODUCTS	7,117.77						
1	87804	01/05/24 410 EJECTOR CYLINDER	7,117.77			6010 450200	427		101000
		Total for Vendor:	7,308.41						
115508		450 SCHEELS	29.97						
1	39400	01/17/24 less lethal	29.97			1000 421000	987		101000
		Total for Vendor:	29.97						
115538		459 SHERWIN WILLIAMS	58.76						
1	1022-2	01/15/24 PAINT - HALLWAY TOUCH-UP	58.76			6020 450000	420		101000
		Total for Vendor:	58.76						
115351		1702 SHEYENNE RIVER KENNELS	175.00						
1	5233	01/06/24 labby obedience trn	175.00			1000 421000	340		101000
		Total for Vendor:	175.00						
115615		2885 SHORTPRINTER	61.95						
1	145216	01/15/24 bc for anderson	61.95			1000 421000	668		101000
		Total for Vendor:	61.95						
115442		91 SIGN SOLUTIONS USA	525.00						
1	409869	01/03/24 SIGNS	35.64			1000 430000	487		101000
2	409870	01/03/24 SIGNS	454.67			1000 430000	487		101000
3	409896	01/05/24 SIGNS	34.69			1000 430000	487		101000
		Total for Vendor:	525.00						
115514		2535 SKOOTER'S PLUMBING	655.00						
1	09372	12/18/23 CH - TOILET REPAIR	655.00			1000 455000	420		101000
		Total for Vendor:	655.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 32 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115377		4600 SMARTFORCE TECHNOLOGIES INC	18,639.85						
1	4643a	01/01/24 2024 annual lic/fee	18,639.85			1000 421000	497		101000
		Total for Vendor:	18,639.85						
115452		3528 SNACKS PLUS VENDING	123.00						
1	5940509797	01/02/24 COFFEE	123.00			6020 450000	500		101000
115535		3528 SNACKS PLUS VENDING	164.00						
1	5940516843	01/11/24 COFFEE	164.00			6020 450000	500		101000
		Total for Vendor:	287.00						
115434		4048 SNS AUTO SUPPLY	83.00						
1	24098	01/11/24 DEGREASER	83.00			6025 450000	433		101000
		Total for Vendor:	83.00						
115362		5227 SOLBERG STEWART MILLER	206.25						
1	9846-000M	01/05/24 Professional Services	206.25			1000 412000	309		101000
		Total for Vendor:	206.25						
115365		3325 SPHERION STAFFING LLC	495.00						
1	RL3094176	01/07/24 Christy Dvorak 01/07	495.00			1000 414103	114		101000
115454		3325 SPHERION STAFFING LLC	495.00						
1	RL3058825	11/12/23 Christy Dvorak 11/12	495.00			1000 414103	114		101000
115528		3325 SPHERION STAFFING LLC	825.00						
	Admin Assistant								
1	RL3097838	01/14/24 Temp staffing-Dvorak	825.00			1000 414103	114		101000
		Total for Vendor:	1,815.00						
115608		3516 STEIN'S INC	98.40						
1	931750	01/09/24 Wet mop heads for decon room	98.40			2060 415200	500		101000
		Total for Vendor:	98.40						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 33 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115367	110722S	274 STEVE MOTTINGER	5,250.00						
	November								
1	01/01/24	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
115353		5059 STORM TRAINING GROUP	1,495.00						
1	01/04/24	5 registrations	1,495.00			1000 421000	340		101000
	06154453-0007								
		Total for Vendor:	1,495.00						
115415		176 SUMMIT FIRE PROTECTION	483.00						
1	192029958 01/12/24	CH ANNUAL FIRE ALARM TESTIN	483.00			1000 455000	420		101000
		Total for Vendor:	483.00						
115422		733 SWANSTON EQUIPMENT CORP.	1,234.17						
1	P98401 01/04/24	POLY FLAT/CONV WHS	361.08			1000 430001	381		101000
2	P98634 01/12/24	COUPLER/POLY FLAT/CONV WHS	477.59			1000 430001	381		101000
3	P98635 01/12/24	POLY FLAT/CONV WHS RETURN	-371.70			1000 430001	381		101000
4	P98636 01/12/24	COMBO CONV/FLAT WHS	395.50			1000 430001	381		101000
5	P98528 01/09/24	POLY FLAT/CONV WHS	371.70			1000 430001	381		101000
115543		733 SWANSTON EQUIPMENT CORP.	5,148.15						
1	W41899 01/10/24	3035 BOBTACH & BOOM ARM REPAIR	5,148.15			1000 430000	322		101000
115570		733 SWANSTON EQUIPMENT CORP.	38.16						
1	P98722 01/17/24	5408 WASHER PUMP	38.16			1000 430001	427		101000
		Total for Vendor:	6,420.48						
115418		4925 TELUS COMMUNICATIONS US INC	408.52						
1	1401 01/12/24	ST - SKYHAWK	408.52			1000 430000	307		101000
		Total for Vendor:	408.52						
115557		5246 THE NEW YORK TIMES	3,016.00						
1	913881975 01/07/24	E RESOURCES	3,016.00			7000 411600	650		101000
		Total for Vendor:	3,016.00						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 34 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115610		3411 THE UPS STORE #6740	57.09						
1	244942	01/13/24 Postage to ship Drone/trade in	57.09			2060 415200	661		101000
		Total for Vendor:	57.09						
115530		4572 TITAN MACHINERY - MOORHEAD	9,088.60						
Per Sheila: Even though the credit is dated in January it appears to be for the work done in November. Go ahead and enter both on the same claim to period									
12/23. You can still put the invoice date in as 2024 even though the claim will post to 2023. kk 1/18/24									
1	19071090	11/29/23 369 LEAK REPAIR	10,388.60			1000 430000	427		101000
2	1571331	01/15/24 CREDIT - BILLING ERROR	-1,300.00			1000 430000	427		101000
		Total for Vendor:	9,088.60						
115532		5017 TOOLFOX LLC (MAC TOOLS)	848.93						
1	19123	01/16/24 TOOLS FOR NEW TOOL BOX	848.93			1000 455000	870		101000
		Total for Vendor:	848.93						
115483		2604 TRANSUNION RISK AND ALTERNATIVE	185.20						
1		01/16/24 overage on TLO account	185.20			1000 421000	365		101000
		Total for Vendor:	185.20						
115375		5248 TRI-TECH FORENSICS, INC	479.00						
1	00955597	12/07/23 2024 training reg brenda hie	479.00			1000 421000	340		101000
		Total for Vendor:	479.00						
115441		665 TWIN CITY GARAGE DOOR	192.00						
1	724996	01/03/24 CH - CENTER HINGES	192.00			1000 455000	420		101000
		Total for Vendor:	192.00						
115430		2136 ULINE INC	552.61						
1	172679090	01/03/24 SAFETY GLASSES/NITRILE GLOV	552.61			1000 455000	639		101000
115609		2136 ULINE INC	7,101.54						
1	172595973	12/29/23 Set up Mechanic Bay	2,303.74			4795 480000	641		101000
2	172652039	01/02/24 Set up Storage in Trk Bay	3,687.80			4795 480000	641		101000
3	17265040	01/02/24 Set up Mechanic Bay	1,110.00			4795 480000	641		101000
		Total for Vendor:	7,654.15						

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 35 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115407		2478 VALLI	5,903.08						
1	92265	12/31/23 Postage - Dec	5,903.08			6020 450000	360		101000
115408		2478 VALLI	1,582.38						
1	92266	12/31/23 Lockbox and ACH - Dec	1,582.38			6020 450000	360		101000
		Total for Vendor:	7,485.46						
115470		3668 VERIZON WIRELESS	160.16						
1	9953101820	12/02/23 dec 2023 river sensors	160.16			6020 450000	345		101000
		Total for Vendor:	160.16						
115576		4240 VERTEX UNMANNED SOLUTIONS LLC	4,857.00						
1	2648	01/08/24 Drone and battery	4,857.00			2060 415200	906		101000
		Total for Vendor:	4,857.00						
115401	E	3212 VISA ADMINISTRATION	829.20						
		Jan statement for Dec transactions							
1	CC-1332	12/08/23 American Soci. for Admin Pro	199.00			1000 202200			101000
		membership for Emily H			CC Accounting: 1000-	-414000-667			
		MISC CLAIM VENDOR							
2	CC-1332	12/14/23 Noodles and Company	57.71			1000 202200			101000
		staff worked thru lunch			CC Accounting: 1000-	-415000-413			
		MISC CLAIM VENDOR							
3	CC-1332	12/18/23 FMWF Chamber-state of cities	35.00			1000 202200			101000
		State of Cities for Dustin S			CC Accounting: 1000-	-414000-340			
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE							
4	CC-1332	12/18/23 FMWF Chamber-state of cities	35.00			2060 202200			101000
		State of Cities for Dan F.			CC Accounting: 2060-	-415200-340			
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE							
5	CC-1332	12/18/23 USPS	5.05			1000 202200			101000
		mailing IT flash drive			CC Accounting: 1000-	-414104-410			
		US POSTAL SERVICE							
6	CC-1332	12/20/23 Greater FM EDC	40.00			1000 202200			101000
		Annual meeting-Bernie D			CC Accounting: 1000-	-415000-340			
		GREATER FARGO MOORHEAD EDC							
7	CC-1332	12/20/23 Greater FM EDC	40.00			1000 202200			101000
		Annual Meeting-Leslie M			CC Accounting: 1000-	-418000-340			
		GREATER FARGO MOORHEAD EDC							

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 36 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	CC-1332	12/20/23 Greater FM EDC Annual Meeting-Casey S GREATER FARGO MOORHEAD EDC	40.00			1000 202200 -414102-340			101000
9	CC-1332	12/21/23 Greater FM EDC Annual Meeting Dustin S. GREATER FARGO MOORHEAD EDC	40.00			1000 202200 -414000-340			101000
10	CC-1332	12/21/23 Record Keepers shred bins RECORD KEEPERS	55.00			1000 202200 -415000-420			101000
11	CC-1332	12/21/23 Record Keepers shred bins RECORD KEEPERS	27.50			1000 202200 -415000-420			101000
12	CC-1332	12/23/23 Amazon stapler AMAZON CAPITAL SERVICES	203.60			1000 202200 -414100-410			101000
13	CC-1332	12/29/23 Amazon file pockets AMAZON CAPITAL SERVICES	51.34			1000 202200 -414100-410			101000
Total for Vendor:			829.20						
115404	E	2439 VISA IT Jan statement for Dec transactions	1,749.53						
1	CC-1333	12/04/23 Amazon dry erase markers & door stops for IT AMAZON CAPITAL SERVICES	37.09			1000 202200 -414104-410			101000
2	CC-1333	12/05/23 Amazon chairs for IT meeting room AMAZON CAPITAL SERVICES	769.28			1000 202200 -414104-641			101000
3	CC-1333	12/05/23 Amazon table for IT meeting room AMAZON CAPITAL SERVICES	308.99			1000 202200 -414104-641			101000
4	CC-1333	12/07/23 Amazon computer adaptors IT AMAZON CAPITAL SERVICES	142.60			1000 202200 -414104-497			101000
5	CC-1333	12/13/23 Amazon door stops, wall hooks & phone case for IT AMAZON CAPITAL SERVICES	47.24			1000 202200 -414104-410			101000

01/19/24
16:15:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 37 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6	CC-1333 12/14/23	Granite City Team Building meal	71.90			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-340			
7	CC-1333 12/14/23	Microsoft 365 refund	-31.43			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-497			
8	CC-1333 12/14/23	Menards drill bits for IT	8.58			1000 202200			101000
		MENARDS (FIRE)		CC Accounting: 1000-		-414104-410			
9	CC-1333 12/20/23	Amazon-Communications privacy screen filter-Comm	66.23			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-416200-410			
10	CC-1333 12/21/23	Amazon-PD hard drive for PD	126.11			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-421000-497			
11	CC-1333 12/22/23	Amazon-PD PD screen protector	24.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-421000-356			
12	CC-1333 12/22/23	Amazon-Communications privacy screen filter for Comm	57.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-416200-410			
13	CC-1333 12/25/23	Apple.com iPhone storage	0.99			1000 202200			101000
		APPLE.COM		CC Accounting: 1000-		-414104-497			
14	CC-1333 12/27/23	MTP2GO service for voicemail and alerst	100.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-497			
15	CC-1333 12/29/23	UDEMY Traiining forTyler in IT	18.99			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-414104-340			
Total for Vendor:			1,749.53						
115405	E	5092 VISA IT 2 Jan statement for Dec transactions	88.72						
1	CC-1334 12/04/23	Apple.com iPhone storage	0.99			1000 202200			101000
		APPLE.COM		CC Accounting: 1000-		-414104-497			

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 38 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	CC-1334	12/13/23 Apple.com	0.99			1000 202200			101000
		iPhone storage		CC Accounting:	1000-	-414104-497			
		APPLE.COM							
3	CC-1334	12/18/23 Ace Hardware	30.98			1000 202200			101000
		screwdriver for IT		CC Accounting:	1000-	-414104-410			
		BURGGRAF'S ACE FARGO WEST #17458							
4	CC-1334	12/18/23 Arco-Eagle Run	15.76			1000 202200			101000
		WD 40 for IT		CC Accounting:	1000-	-414104-410			
		MISC CLAIM VENDOR							
5	CC-1334	01/01/24 Zoom	40.00			1000 202200			101000
		monthly cloud recording		CC Accounting:	1000-	-414104-497			
		MISC CLAIM VENDOR							
Total for Vendor:			88.72						
115386	E	3161 VISA LIBRARY #1	541.06						
1	CC-1329	12/02/23 FAMILY FARE	57.60			7000 202200			101000
		PROGRAM ITEMS		CC Accounting:	7000-	-411600-649			
2	CC-1329	12/09/23 BITLY	348.00			7000 202200			101000
		TECHNOLOGY		CC Accounting:	7000-	-411600-497			
3	CC-1329	12/16/23 CRICUT	103.07			7000 202200			101000
		PROGRAMMING		CC Accounting:	7000-	-411600-649			
4	CC-1329	12/26/23 ADOBE	32.39			7000 202200			101000
		TECHNOLOGY		CC Accounting:	7000-	-411600-497			
Total for Vendor:			541.06						
115390	E	3162 VISA LIBRARY #2	2,057.86						
1	CC-1331	12/04/23 HORNBACHERS	72.78			7000 202200			101000
		STAFF TRAINING		CC Accounting:	7000-	-411600-340			
2	CC-1331	12/04/23 MEXICAN VILLAGE	441.88			7000 202200			101000
		STAFF TRAINING		CC Accounting:	7000-	-411600-340			
3	CC-1331	12/11/23 AMAZON	273.00			7000 202200			101000
		MAGAZINE RACK		CC Accounting:	7000-	-411600-340			
4	CC-1331	12/13/23 HOMELESS TRAINING	49.00			7000 202200			101000
		WEBINAR		CC Accounting:	7000-	-411600-340			
5	CC-1331	12/13/23 NDLA	45.00			7000 202200			101000
		MEMBERSHIPS		CC Accounting:	7000-	-411600-667			
6	CC-1331	12/16/23 ALA	314.00			7000 202200			101000
		MEMBERSHIPS		CC Accounting:	7000-	-411600-667			

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 39 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	CC-1331	12/15/23 PURE WATER TECHNOLOGY WATER MACHINE	92.00			7000 202200			101000
				CC Accounting:	7000-	-411600-667			
8	CC-1331	12/21/23 NDLA MEMBERSHIPS	60.00			7000 202200			101000
				CC Accounting:	7000-	-411600-667			
9	CC-1331	12/22/23 ALA MEMBERSHIPS	247.00			7000 202200			101000
				CC Accounting:	7000-	-411600-667			
10	CC-1331	12/22/23 NDLA MEMBERSHIPS	60.00			7000 202200			101000
				CC Accounting:	7000-	-411600-667			
11	CC-1331	12/23/23 BARCODES INC PRINTER RIBBON	212.61			7000 202200			101000
				CC Accounting:	7000-	-411600-497			
12	CC-1331	12/27/23 FAMILY FARE PROGRAM SUPPLIES	149.74			7000 202200			101000
				CC Accounting:	7000-	-411600-649			
13	CC-1331	12/27/23 PARTY CITY PROGRAM SUPPLIES	40.85			7000 202200			101000
				CC Accounting:	7000-	-411600-649			
		Total for Vendor:	2,057.86						
115387	E	4576 VISA LIBRARY #3	681.65						
1	CC-1330	12/12/23 AMAZON OFFICE SUPPLIES	84.61			7000 202200			101000
				CC Accounting:	7000-	-411600-410			
2	CC-1330	12/16/23 AMAZON PROGRAM SUPPLIES	509.25			7000 202200			101000
				CC Accounting:	7000-	-411600-649			
3	CC-1330	12/17/23 AMAZON OFFICE SUPPLIES	87.79			7000 202200			101000
				CC Accounting:	7000-	-411600-410			
		Total for Vendor:	681.65						
115369	E	2423 VISA PUBLIC WORKS #1	1,956.34						
1	CC-1326	12/05/23 TOOL CHEST HOME DEPOT	481.60			6020 202200			101000
				CC Accounting:	6020-	-450000-432			
2	CC-1326	12/11/23 SWEATSHIRT RESTOCK FULL SOURCE LLC	463.97			1000 202200			101000
				CC Accounting:	1000-	-430001-422			
3	CC-1326	12/12/23 J DONELY PANTS RETURN CARHARTT	-129.98			1000 202200			101000
				CC Accounting:	1000-	-430000-422			
4	CC-1326	12/15/23 SAWS/BLADES SHERRILLTREE	819.86			2210 202200			101000
				CC Accounting:	2210-	-428000-432			
5	CC-1326	12/14/23 LIBRARY VEHICLE REG DMV FARGO BRANCH	16.50			7000 202200			101000
				CC Accounting:	7000-	-411600-427			
6	CC-1326	11/17/23 SHIPPING CREDIT TRANSDUCERS DIRECT LLC	-31.51			6025 202200			101000
				CC Accounting:	6025-	-450000-825			

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 40 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
7	CC-1326 12/19/23	PW CHRISTMAS MEAL SAM'S CLUB	292.39			6020 202200			101000
				CC Accounting: 6020-		-450000-490			
8	CC-1326 12/20/23	PW CHRISTMAS MEAL COSTCO WHOLESALE #1119	64.30			6020 202200			101000
				CC Accounting: 6020-		-450000-490			
9	CC-1326 12/19/23	PW CHRISTMAS MEAL FAMILY FARE	47.55			6020 202200			101000
				CC Accounting: 6020-		-450000-490			
10	CC-1326 12/19/23	J MILLER WATER TESTING WINGATE BISMARCK	100.68			1000 202200			101000
				CC Accounting: 1000-		-430000-340			
11	CC-1326 12/19/23	D JOHN WATER TESTING WINGATE BISMARCK	100.68			1000 202200			101000
				CC Accounting: 1000-		-430001-340			
12	CC-1326 12/19/23	C CUSEY WATER TESTING WINGATE BISMARCK	100.68			6020 202200			101000
				CC Accounting: 6020-		-450000-340			
13	CC-1326 12/19/23	L DUDDEN WATER TESTING WINGATE BISMARCK	100.68			1000 202200			101000
				CC Accounting: 1000-		-430000-340			
14	CC-1326 12/21/23	AC CONDENSE RETURN CENTRAL SALES CASSELTON	-471.06			4387 202200			101000
				CC Accounting: 4387-		-480000-427			
Total for Vendor:			1,956.34						
115389	E	4256 VISA PUBLIC WORKS #2	2,608.17						
1	CC-1328 12/05/23	WINTER GLOVES AMAZON CAPITAL SERVICES	75.42			6020 202200			101000
				CC Accounting: 6020-		-450000-639			
2	CC-1328 12/07/23	WINTER GLOVES AMAZON CAPITAL SERVICES	95.45			6020 202200			101000
				CC Accounting: 6020-		-450000-639			
3	CC-1328 12/07/23	WINTER GLOVES AMAZON CAPITAL SERVICES	29.41			6020 202200			101000
				CC Accounting: 6020-		-450000-639			
4	CC-1328 12/11/23	MAP RAIL AMAZON CAPITAL SERVICES	20.67			2210 202200			101000
				CC Accounting: 2210-		-428000-410			
5	CC-1328 12/13/23	LENSE WIPES AMAZON CAPITAL SERVICES	10.65			1000 202200			101000
				CC Accounting: 1000-		-450000-639			
6	CC-1328 12/13/23	SAFETY GLASSES AMAZON CAPITAL SERVICES	70.08			1000 202200			101000
				CC Accounting: 1000-		-450000-639			
7	CC-1328 12/06/23	OFFICE CHAIR AMAZON CAPITAL SERVICES	91.97			1000 202200			101000
				CC Accounting: 1000-		-450000-410			
8	CC-1328 12/04/23	REPLACEMENT BULBS AMAZON CAPITAL SERVICES	45.99			1000 202200			101000
				CC Accounting: 1000-		-430001-358			
9	CC-1328 12/04/23	MEMORY STICKS AMAZON CAPITAL SERVICES	26.26			1000 202200			101000
				CC Accounting: 1000-		-450000-410			

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 41 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10	CC-1328	12/21/23 KITCHEN SUPPLIES	74.84			1000 202200			101000
		WALMART		CC Accounting: 1000-		-455000-420			
11	CC-1328	12/21/23 FORESTRY CONFERENCE	1,000.00			2210 202200			101000
		ISA (PURCHASE) 678-367-0981		CC Accounting: 2210-		-428000-340			
12	CC-1328	12/29/23 R OLSON COVERALLS	279.49			6025 202200			101000
		SCHEELS		CC Accounting: 6025-		-450000-422			
13	CC-1328	12/28/23 SW VEHICLE REGISTRATION	24.25			6025 202200			101000
		DMV FARGO BRANCH		CC Accounting: 6025-		-450000-610			
14	CC-1328	12/28/23 ST VEHICLE REGISTRATION	24.25			1000 202200			101000
		DMV FARGO BRANCH		CC Accounting: 1000-		-430000-610			
15	CC-1328	12/13/23 WINTER GLOVES	110.72			6020 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 6020-		-450000-639			
16	CC-1328	12/23/23 ERGONOMIC MOUSE	21.99			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-450000-410			
17	CC-1328	12/21/23 ICE CLEATS	36.95			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-455000-639			
18	CC-1328	12/20/23 ELECTRICIANS - TOOLS	569.78			1000 202200			101000
		NORTHERN TOOL		CC Accounting: 1000-		-430000-432			
		Total for Vendor:	2,608.17						
115370	E	4625 VISA PUBLIC WORKS #3	46.26						
1	CC-1327	12/19/23 5004 WATER TESTING	46.26			1000 202200			101000
		STAMART #1224		CC Accounting: 1000-		-430000-340			
		Total for Vendor:	46.26						
115420		544 WALLWORK TRUCK CENTER	403.76						
1	01P447442	01/05/24 7045 CONVEX HEAD CHROME CEN	13.99			4387 480000	427		101000
2	01P448121	01/08/24 FUEL FILTERS/DRYER CARTRIDG	367.92			1000 430000	427		101000
3	01P449889	01/12/24 4021 SELENOID ASSY SWITCH	291.26			6010 450200	427		101000
4	01P449992	01/12/24 4021 BRAKE CHAMBER SERVICE	26.49			6010 450200	427		101000
9900	01P440186	12/08/23 AIR DRYER CARTRIDGE RETURN	-147.76			1000 430000	427		101000
	CI	13							
9901	01P440188	12/08/23 AIR DRYER CARTRIDGE RETURN	-148.14			1000 430000	427		101000
	CI	13							

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 42 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115574		544 WALLWORK TRUCK CENTER	488.07						
1	01P451403	01/17/24 LED WORK LIGHT	127.32			6010 450200	427		101000
2	01P451401	01/17/24 415 CORE CREDIT	-240.00			6010 450200	427		101000
3	01P450784	01/16/24 407 FUEL PRESSURE SENSOR	178.59			6010 450200	427		101000
4	01P450326	01/15/24 7045 BATTERY/CORE	563.64			4387 480000	427		101000
5	01P450552	01/15/24 7045 CORE CREDIT	-141.48			4387 480000	427		101000
		Total for Vendor:	891.83						
115349		576 WALMART COMMUNITY CARD	97.46						
1	01/07/24	items for meeting	97.46			1000 421000	375		101000
		Total for Vendor:	97.46						
115494		3062 WELK'S LAWN CARE LLC	1,000.00						
1	18385	01/08/24 JANUARY SNOW REMOVAL - LIGHTS	1,000.00			1000 430000	381		101000
		Total for Vendor:	1,000.00						
115398		3306 WEST FARGO EVENTS, INC	36,670.17						
1	0000977-IN	01/01/24 Programming fee: Essentia	17,563.69			2310 452120	810		101000
2	0000977-IN	01/01/24 Programming fee: POW/MIA	3,099.48			2310 452120	810		101000
3	0000977-IN	01/01/24 Mgmt fee: Parking Ramp	11,840.33			2320 452110	810		101000
4	0000977-IN	01/01/24 Mgmt fee: City Events	4,166.67			2960 411900	810		101000
		Total for Vendor:	36,670.17						
115419		2184 WEST SIDE STEEL	72.65						
1	7976	01/11/24 DECK SPAN/FLAT BAR	72.65			6010 450200	427		101000
115539		2184 WEST SIDE STEEL	123.80						
1	8007	01/16/24 SHEET METAL	123.80			6010 450200	914		101000
		Total for Vendor:	196.45						
115391	110721S	3549 WEX	2,814.54						
1	01/12/24	Med FSA - 01/12/24 payroll	116.67			1000 212530			101000
2	01/12/24	Dep FSA - 01/12/24 payroll	2,697.87			1000 212523			101000
		Total for Vendor:	2,814.54						

01/19/24
16:15:41

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/06/24 to 01/19/24

Page: 43 of 44
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115464	-99324E	4676 WEX ELECTRONIC BIWEEKLY	33,152.02						
		01.12.24 payroll							
1	01/12/24	HSA Contributions - ER	10,826.70			1000 212530			101000
2	01/12/24	HSA Contributions - EE	22,325.32			1000 212530			101000
		Total for Vendor:	33,152.02						
115343		569 WF ANIMAL HOSPITAL	35.61						
1	274359 12/31/23	bella medical	35.61			1000 421000	915		101000
		Total for Vendor:	35.61						
115482		3022 WINDOW TINT PROS AND AUTOMOTIVE	325.00						
1	002360 01/12/24	#1216 tint	325.00			2531 421000	610		101000
		Total for Vendor:	325.00						
115440		4003 WM CORPORATE SERVICES INC	97,111.25						
1	6752562 01/02/24	COWF MASTER BILLING	88,397.65			6010 450200	916		101000
2	6752560 01/02/24	40TH AVE DROP SITE	7,468.80			6010 450200	916		101000
3	6752561 01/02/24	SANITATION BUILDING DROP SITE	1,244.80			6010 450200	916		101000
		Total for Vendor:	97,111.25						
115562		338 XCEL ENERGY	4,413.72						
1	860001873 01/08/24	FD Dec. Utilities/Final 106	4,413.72			2060 415200	527		101000
115582		338 XCEL ENERGY	0.10						
1	01/02/24	DAMAGE REPAIR	0.10			6020 450000	527		101000
		Total for Vendor:	4,413.82						
115515		582 ZEP MANUFACTURING	3,233.99						
1	9009074330 10/12/23	CLEANING SUPPLIES	677.73			6020 450000	500		101000
2	9009216708 11/22/23	CLEANING SUPPLIES	1,900.26			6020 450000	500		101000
3	9009238611 11/30/23	CLEANING SUPPLIES	656.00			6020 450000	500		101000
115590		582 ZEP MANUFACTURING	314.73						
1	9009354928 01/09/24	CLEANING SUPPLIES	314.73			1000 455000	432		101000
		Total for Vendor:	3,548.72						
		# of Claims 264	Total: 2597,275.25			# of Vendors 183			
		Total Electronic Claims	630,059.35						
		Total Non-Electronic Claims	1967215.90						

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



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: January 22, 2024

Subject: Project No. 6058 – Multi-Use Path, Eaglewood Park to the Lights on Sheyenne

Action: Approve Resolution Approving Contract and Contractors Bond and Authorize Notice to Proceed.

New Information and Recommendation:

During the regular meeting held on December 4, 2023 the City Commission reviewed bids and awarded contract to Ti-Zack Concrete. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Resolution approving Contract and Contractor's Bond
- Notice to Proceed

Staff Recommendation: Approve Resolution Approving Contract and Contractor's Bond for Ti-Zack Concrete, and Authorize Notice to Proceed.

Financial Analysis:

The estimated cost was \$440,000 total project cost. With grant funding, the city's estimated cost share is \$76,000 for construction which is proposed to be paid via Capital Improvement Sales Tax.

Previously Presented Information and Commission Actions:

December 4, 2023-

- Staff Recommendation: Accept Bid and Award Contract to Ti-Zack Concrete.
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

August 21, 2023

- Staff Recommendation: Approve Plans and Specifications and Authorize Advertisement for Bids.
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

April 3, 2023

- Staff Recommendation: Create Project No. 6058, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications.
- Commission Action: Commissioner Simmons moved and Commissioner Olson seconded to approve. No opposition, motion carried.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO. 6058
MUTI-USE PATH – EAGLEWOOD PARK TO THE LIGHTS

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

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	6058
Contractor:	Ti-Zack Concrete Inc	Contractor's Project No.:	
Engineer:	City of West Fargo	Engineer's Project No.:	6058
Project:	6058 - Multi-Use Path	Contract Name:	Project 6058 – Multi-Use Path Eaglewood Park to The Lights on Sheyenne
		Effective Date of Contract:	January 8, 2024

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on January 22, 2024.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is August 16, 2024, and the date of readiness for final payment is August 16, 2024.

Before starting any Work at the Site, Contractor must comply with the following:

Complete a City Stormwater Permit

Owner:	City of West Fargo
--------	--------------------

Authorized Signature

By:	Bernie L. Dardis
-----	------------------

Title:	President of the Board of City Commissioners
--------	--

Date Issued:	January 22, 2024
--------------	------------------

Copy: Engineer



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: January 22, 2024

Subject: Improvement District No. 1337– The Wilds 21st Addition – Phase 2 – Park Improvements

Action: Approve Plans and Specifications, and Direct Advertisement for Bids.

New Information and Recommendation:

The Wilds 21st Addition is a project that has been under construction for the past several years with the installation of utilities and roadways being completed in the fall of 2023. Within this project is a neighborhood park that has been planned to be constructed and was originally planned to be added to Dakota Underground's project via Change Order. Dakota was not agreeable to add this work to their project so staff has worked with the consultant to produce plans and specifications with the intent of bidding this work out separately.

With this Development, there was cash-in-lieu funds that will be utilized to pay for a portion of this work. Per the Park District's letter (provided), these funds are under \$100,000 and intended to pay for the playground equipment, playground surfacing, benches and similar items which would not be assessed. The portions of the work that would be paid for by the 1337 District would be the sidewalk, storm sewer, trees, grading and subgrade stabilization of the playground area and incidentals.

The following documents are attached for review/consideration:

- Cover sheet, which represents the Plans and Specifications
 - ** Note:** A full plan set is available at the Engineering Department
- Letters from the Park District and Developer requesting the park improvements and Parkland Dedication Agreement showing the cash-in-lieu.
- Draft Advertisement for Bids posting
- Associated Resolutions

Staff Recommendation: Approve Plans and Specifications, and Direct Advertisement for Bids.

Financial Analysis:

This work is intended to be paid for utilizing the remaining cash-in-lieu funds detailed in the Parkland Dedication Agreement with the remaining costs to be included in the 1337 Improvement District.

Previously Presented Information and Commission Actions:

Improvement District No. 1337 – Wilds 21st addition – Phase II

June 6, 2022 –

- Staff Recommendation: Approve Resolution Approving Contract and Contractor's Bond and authorize Notice to Proceed.

- **Commission Action:** Commissioner George moved and Commissioner Olson seconded to approve. No opposition, motion carried.

May 16, 2022-

- **Staff Recommendation:** Staff would like to note that the cost of improvements in this phase is significantly higher than in previous years, but is still under the threshold of N.D.C.C. rejection requirements. The Developer has been made aware of increased costs and has requested to move forward with the project. The Engineering Department would recommend Approving the Resolution Accepting Bids and Award of the Contract to Dakota Underground for their base bid only for the amount of \$ 5,985,127.52
- **City Commission Action:** Commissioner Olson moved and Commissioner Gjerdevig seconded to approve. Commissioner George and Dardis Opposed. Motion carried.

April 18, 2022-

- **Staff Recommendation:** Approve Plans and Specs, and Authorize Bid Advertisement.
- **City Commission Action:** Commissioner Gjerdevig moved and Commissioner Simmons seconded to approve. No opposition. Motion carried.

March 21, 2022 –

- **Staff Recommendation:** Approve the Amended Engineer's Report, Approve Task Order 50-1, and Authorize Engineer to prepare Plans and Specifications.
- **City Commission Action:** Commissioner Simmons moved and Commissioner Gjerdevig seconded to approve. No opposition. Motion carried.

February 22, 2022-

- **Staff Recommendation:** Accept Resolution Declaring Petition for Improvements Received .
- **City Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. Commissioner Gjerdevig was absent and not voting. No opposition, motion carried.

February 7, 2022 -

- **Staff Recommendation:** Accept the "Petition for Improvements" and direct engineering to prepare an amendment to the Engineer's Report.
- **City Commission Action:** Commissioner Olson moved and Commissioner Gjerdevig seconded to approve. Commissioner Simmons was absent and not voting. No opposition, motion carried

May 17, 2021-

- **Staff Recommendation:** Create Improvement District No. 1337
- **Commission Action:** Commissioner Olson moved and Commissioner Simons seconded to approve. Commissioner George opposed, motion carried on a 4:1 vote.

Improvement District No. 1337 – Wilds 21st addition – Phase II – Park Improvements

None



City of West Fargo Commissioners
800 Fourth Ave E, Suite 1
West Fargo, ND 58078

Dear Commission,

As the developer of the Wilds, we would like to request the additional items brought before your commission, be included in the special assessment district. These improvements are specifically located on Lot 43 Block 1 Wilds 21st Addition. This is a park owned lot that has always been intended as the final public facility in the neighborhood.

Per previous agreements with the Commission, there was a cash in lieu dedication in conjunction with the overall land dedication. These funds, approximately \$135k, were set aside to help fund the Dakota Park and for equipment on Lot 43. Including these requested improvements within the assessment district will allow 100% of the remaining cash in lieu funds to be allocated towards usable items like playground equipment and benches.

Once complete and fully built out, this neighborhood will have added over 1,150 households or nearly 3,000 residents to the City of West Fargo! We appreciate the time and support of both City staff and the Commission throughout this development.

Thank you,

A handwritten signature in black ink, appearing to read "Jon Youness". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jon Youness
EagleRidge Development



September 6, 2023

RE: Petition for Park Improvements

Improvement District No. 1337
The Wilds 21st Addition – Block 1 Lot 43
West Fargo, North Dakota

Dear Mr. Hanson,

The Park District is the legal and equitable owners of the above-mentioned property. The Developer of The Wilds Additions made the request to the Park District to improve said Property from a vacant greenspace to include a new playground for children aged 2-5 years old.

The Developer and Park District would like to utilize a combination of the remaining cash-in-lieu funds and special assessments for these improvements. The portion that is anticipated to be assessed is estimated to be less than \$100,000. Due to the minimal cost, we are requesting this expense to be included in Improvement District No. 1337 and added to *Dist. 1337 The Wild 21st Addition – Phase 2* construction contract with Dakota Underground. We have been in contact with the Contractor and they are willing to perform the work, based on the attached conceptual layout, which includes the following

1. 6-ft sidewalk, storm sewer, trees, grading and stabilization.
2. Playground area preparations, including playground curbing, daintile and pearock

The cash-in-lieu funds are intended to pay for the playground equipment, playground surfacing, benches and similar items to keep these items out of the special assessment district. The Developer is managing the solicitation and construction of these items, and once installed and accepted will become the property of the West Fargo Park District. It is our understanding, upon submittal of necessary invoicing of these items, payment up to the cash-in-lieu balance made be made directly to the Developer.

For convenience, attached is a copy of the Parkland Dedication Agreement.

We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess the appropriate cost of the Improvements to the benefitting properties.

If you have any questions or comments, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Josh Mathern".

Josh Mathern
Operations Director
josh@wfparks.org

Enclosure(s)

Playground Area Conceptual Layout
Parkland Dedication Agreement – Demonstrating Cash-in-Lieu Availability

PAGE: 1 of 8 AGREE
West Fargo Planning Department
Recorded Electronically

1668209
6/16/2022 3:06 PM
\$65.00

RECORDER'S OFFICE, CASS COUNTY, ND 6/16/2022 3:06 PM
I CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD THIS DATE.
DEBORAH A. MOELLER, COUNTY RECORDER

by Teresa A. Kirby, Dep. **1668209**
Recorded Electronically



PARKLAND DEDICATION AGREEMENT

THIS PARKLAND DEDICATION AGREEMENT (the "Agreement") is made and entered into this 16 day of May, 2022, by and between Westport Investments, LLC, a limited liability company organized and existing under the laws of the State of North Dakota, whose address is 4609 33rd Ave. S, Ste. 400, Fargo, ND 58104 (the "Developer"), and the City of West Fargo, a municipal corporation and political subdivision of the State of North Dakota, whose address is 800 Fourth Ave. E, Ste. 1, West Fargo, ND 58078 (the "City," collectively with the Developer, the "Parties").

WHEREAS, the Developer platted and is currently developing a piece of property in the City known as The Wilds Twenty First Addition (the "Property"), which is described in the attached Exhibit A; and

WHEREAS, the ordinances of the City require that certain property in new subdivisions be dedicated to the public or a cash payment to be made in lieu thereof; and

WHEREAS, the Parties agree that a parcel within the Property, designated as "Park" on the plat, as well as other parcels, shall be dedicated for public use as herein provided; and

WHEREAS, the Parties additionally agree that certain other Developer funds shall be applied toward improvements on said parcels as an in lieu payment as herein provided.

NOW, THEREFORE, be it agreed between the Parties as follows:

1. Land Dedication. The Parties agree the amount of land dedication required for the Property, per City ordinance, is 209,782 square feet. To partially satisfy this responsibility, the Developer will dedicate 97,652 square feet through deeding Lot Forty-Three (43), Block One (1), of the Property to the West Fargo Park District (the "Park District") for use as a public park (the "Park Parcel") and will dedicate 22,335 square feet through granting an easement to the City for a public trail, for a total of 119,987 square feet.

2. Application of Payment in Lieu Funds. The Parties agree that following the dedication in Section 1, the remaining necessary dedication for the Property equates to \$134,693 as a payment in lieu of land dedication (the "In Lieu Payment"). The Developer will utilize the entirety of the In Lieu Payment to design and construct park improvements on the Park Parcel (the "Park Improvements") in the location described in Exhibit B.

3. Park Improvements. The Developer will work with the Park District to agree upon a design for the Park Improvements, with the intent of bidding and installing the project in conjunction with the bidding and construction of the streets and sidewalks in Improvement District No. 1337 – New Water Supply, Sewerage, Street Systems, and Incidentals (the "Improvement District"). The Developer will keep the Park District apprised of the construction schedule for the Park Improvements, will allow the Park District access to the construction site during construction to allow for inspection, and will notify the Park District of the completion of construction milestones. If any design changes arise during construction, the Developer will submit such design changes to the Park District for review and approval prior to implementing such change. The Developer will transfer ownership of the Park Improvements to the Park District upon their completion, at no cost to the Park District and free and clear of any liens. Prior to such transfer, the Developer will afford the Park District with the opportunity to inspect the Park Improvements to ensure they have been constructed in accordance with the agreed upon design. In the event construction does not match the agreed upon design, the Park District will notify the Developer of the deficiencies, and the Developer will be responsible for curing such deficiencies prior to transferring ownership of the Park Improvements to the Park District.

4. In Lieu Payment Substantiation. Prior to the Developer transferring ownership of the Park Improvements to the Park District, the Developer must submit documentation to the Park District and the City substantiating, to the satisfaction of both the Park District and the City, that it has invested at least the amount of the In Lieu Payment into the Park Improvements. The Park District and the City reserve the ability to request additional supporting documentation from the Developer.

5. Insurance. The Developer shall provide and maintain, at all times prior to the turnover of the Park Improvements to the Park District, a commercial general liability policy including coverage for premises and operations, independent contractors, personal injury, product and completed operations, explosion, collapse, and underground and broad form contractual liability of limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate application on a per project basis. The Developer shall name the Park District and the City as additional insured parties on a primary, non-contributory basis. The Developer shall procure a builder's risk insurance policy on the Park Improvements in an amount sufficient for the project. If the Park Improvements are damaged during construction by fire or other casualty of any kind or nature, the Developer shall apply all insurance proceeds to rebuild the Park Improvements. If insurance proceeds are insufficient to rebuild the Park Improvements, the Developer will notify the Park District and the City, and the Parties will negotiate in good faith on how to address

the rebuild. The Developer shall provide copies of such insurance policies to the Park District and the City prior to commencing construction work on the Park Improvements.

6. Indemnification. Any and all claims that arise or may arise against the Developer, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City. Furthermore, the Developer, its agents, servants, employees, or assigns shall release, indemnify, hold harmless, and defend the City and the Park District and their officers and employees against any and all liability, losses, penalties, costs, demands, damages, expenses, claims, executions, suits, actions, or judgments, including attorney's fees, which the Park District or the City or their officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property. This paragraph, however, shall not apply to suits against the City arising out of its negligence or intentional acts, or those of its employees, agents, or designees. The Developer assumes all risk of personal injury or death and property damage or loss from whatever causes arise in any way related to the Developer. The Developer hereby understands and acknowledges the significance of such release and waiver and hereby assumes full responsibility for any injuries, damages, or losses that it may incur as a result of the execution of this Agreement. The Developer's obligation to indemnify under this paragraph will survive after the date of termination of this Agreement.

7. Warranty. The Developer will warrant against any deficiency of workmanship or defective product or material for the Park Improvements for a period of one (1) calendar year following turnover of ownership to the Park District. If the Park District identifies any such deficiency or defect during the warranty period, it will notify the Developer.

8. Improvement District Improvements and Assessments. Around the perimeter of the Park Improvements, in the location identified in Exhibit B, the City will construct a concrete sidewalk prior to the construction of the Park Improvements and will assess the costs of such in the Improvement District against the Property with the exception of the Park Parcel. Additionally, the City will complete any site grading and storm sewer facilities for the Park Improvements prior to the construction of the Park Improvements and also assess the costs of such in the Improvement District against the Property with the exception of the Park Parcel. The Parties anticipate these improvements will be installed during 2022.

9. Successors. The Parties understand that if the Developer conveys the Property to another entity or person, those entities or persons shall be bound by the terms of this Agreement. Furthermore, any other successor, heir, assign, or assignee of real estate in the Property will be bound by the terms of this Agreement, and no entity shall be entitled to a building permit in the Property unless and until the dedications herein described have been made.

10. Amendments. This Agreement may not be altered or amended except in writing executed by all Parties.

11. Recording. The Parties agree this Agreement will be recorded in the official records of Cass County, North Dakota, and the Developer will pay all costs charged by the State of North Dakota and Cass County for recording.

12. Governing Law. This Agreement shall be controlled by the laws of the State of North Dakota, and any action brought as a result of any claim, demand, or cause of action arising under the terms of this Agreement shall be brought in an appropriate venue in Cass County, North Dakota.

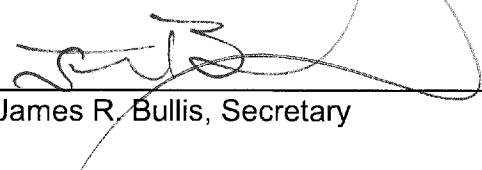
13. Severability. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or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

14. Waiver of Jury Trial. The Parties hereby knowingly, irrevocably, voluntarily, and intentionally waive any rights that any may have to a trial by jury with respect to any action, proceeding, counterclaim, or defense based on this Agreement, or arising out of, under, or in any connection with this Agreement, or with respect to any course of conduct, course of dealing, statements (whether oral or written), or actions of any Party hereto relating to this Agreement. This provision is a material inducement for all Parties entering into this Agreement and applies only to suits between the Parties, not third party claims or suits.

15. Drafting. The Developer agrees to reimburse the City and the Park District, upon request, for any costs, including attorney's fees, incurred in the drafting of this Agreement.

(Remainder of page intentionally left blank.)

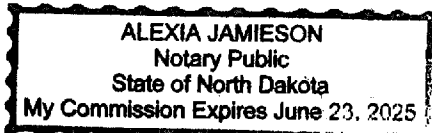
WESTPORT INVESTMENTS, LLC

BY: 
James R. Bullis, Secretary

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

On this 2 day of June, 2022, this record was acknowledged
before me by James R. Bullis, the Secretary of Westport Investments, LLC.

(SEAL)




Notary Public

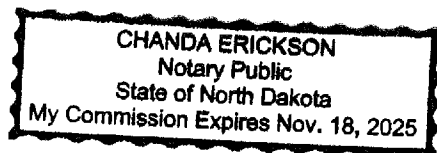
By: 
Bernie L. Dardis, President of the
Board of City Commissioners

By: Tina Fisk
Tina Fisk, City Administrator

[illegible]

On this 7th day of June, 2022, this record was acknowledged before me by Bernie L. Dardis and Tina Fisk, the President of the Board of City Commissioners and City Administrator, respectively, of the City of West Fargo, a municipal corporation and political subdivision of the State of North Dakota.

(SEAL)



Chanda Erickson
Notary Public, Cass County, ND

EXHIBIT A

PLAT OF THE PROPERTY

The Plat of The Wilds Twenty First Addition was recorded as Document #1638957 with the Cass County Recorder, North Dakota, on July 14, 2021.

EXHIBIT B

LOCATION OF PARK IMPROVEMENTS

A map is on file with the parties to this Agreement. The locations of Park Improvements are generally described below and located in the City of West Fargo, Cass County, North Dakota:

Park and playground

within Lot 43, Block 1 of The Wilds Twenty First Addition

Trail system

Within Lot 43, Block 1 of The Wilds Twenty First Addition

and

Within the area labeled as "70' Storm Water and Multi-Use Path Storage Easement" on the Plat referenced in Exhibit A of this Agreement, across Lots 16 through 23, Block 8 of The Wilds Twenty First Addition

IMPROVEMENT DISTRICT NO. 1337

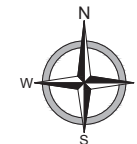
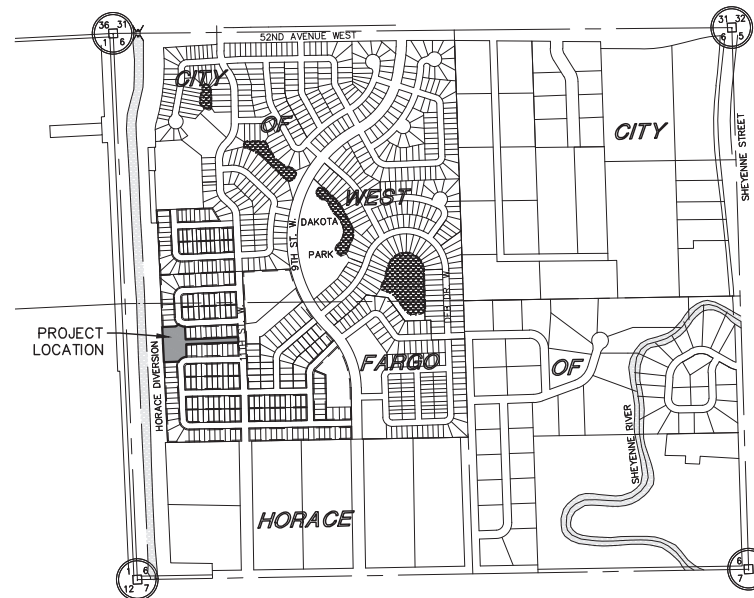
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS AND INCIDENTALS

THE WILDS 21ST ADDITION - PHASE 2 PARK IMPROVEMENTS

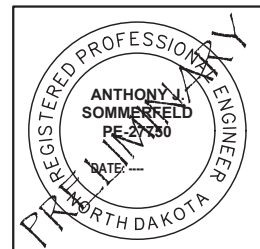
WEST FARGO, NORTH DAKOTA



VICINITY MAP



PROJECT No. 21728D



CITY OF WEST FARGO, NORTH DAKOTA
IMPROVEMENT DISTRICT NO. 1337
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS, AND INCIDENTALS
THE WILDS 21 ADDITION - PHASE 2 (PARK IMPROVEMENT)

ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until February 15, 2024 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com.

The Project consists of constructing a new park which includes storm sewer, sidewalk, playground curbing, landscaping, benches, playground equipment and other miscellaneous installations.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis, with additive alternate bid items as indicated in the Bid Form.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 8926150 on the website. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

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

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

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

Owner: City of West Fargo
By: Dustin Scott
Title: City Administrator
Date: January 22, 2024

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
IMPROVEMENTS IN IMPROVEMENT DISTRICT NO. 1337 – THE WILDS 21ST
ADDITION – PHASE 2 – PARK IMPROVEMENTS AND INCIDENTALS OF THE
CITY OF WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Improvement District No. 1337 – The Wilds 21st Addition – Phase 2 – Park Improvements and Incidentals of the City of West Fargo heretofore prepared by Daniel Hanson, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. On roll call vote the following commissioners voted aye: _____.
_____. The following commissioners voted nay: _____.

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

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Improvement District No. 1337 – The Wilds 21st Addition – Phase 2 – Park Improvements and Incidentals of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said park improvements have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

WHEREAS, said plans, specifications and estimates of cost have been prepared and have been approved by the Board of City Commissioners of the City of West Fargo; and

WHEREAS, it is necessary to advertise for bids for the work in said project.

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and she is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made in Improvement District No. 1337 – The Wilds 21st Addition - Phase 2 – Park Improvements and Incidentals to be published once each week for two consecutive weeks in *The Forum*, and that the City Auditor and Engineer will meet at the City Hall in the City of West Fargo, at a time and date to be determined by the City Auditor, for the purpose of opening sealed bids received prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. Such advertisements shall be published in form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: January 22, 2024

Subject: Project 2282 – Concrete Pavement Repair

Action: Approve Plans and Specifications and Authorize Advertisement for Bid

New Information and Recommendation:

This project was created at the January 8, 2024 meeting and aims to improve pavement conditions and preserve the integrity of collector and arterial roadways.

Engineering staff has prepared the plans and specifications and will advertise for bid with a bid date of Feb 22, 2024. Advertisement will be through West Fargo bidding process.

The following documents are attached for review/consideration:

- Cover sheet, which represent the Plans and Specifications. (Note: A full plan set is available at the Engineering Department)
- Revised cost estimate prepared by staff
- Draft Bid Advertisement – will be published for three weeks.
- Resolution Approving Plans and Specifications.
- Resolution Directing Bid Advertisement.

Staff Recommendation: *Approve Plans and Specifications and Authorize Advertisement for Bid*

Policy Analysis:

A concrete repair project of a similar scope was conducted in 2020, 2021, 2022, and 2023. As part of a proactive pavement management philosophy, we anticipate similar projects to continue annually. The Engineering Department will continue to collaborate pavement management projects with Public Works and strive to improve the quality and sustainability of our public streets.

Financial Analysis:

The total estimated cost is \$565,000. Proposed funding is capital improvement sales tax. The 2022 CIP has a budget of \$1,000,000.

Previously Presented Information and Commission Actions:

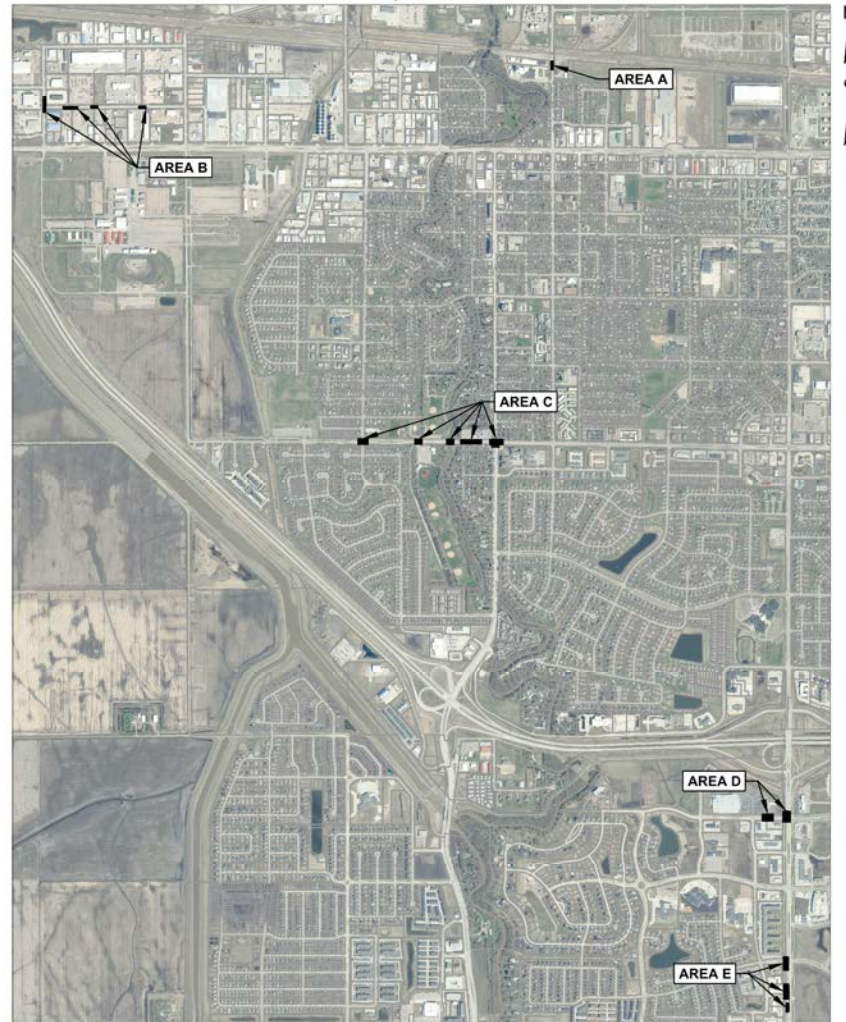
January 8, 2024

- Staff Recommendation: Create Project No. 2282, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications
- Commission Action: Commissioner Anderson moved and Commissioner George seconded to approve. No opposition, motion carried.

PROJECT NO. 2282
2024 CONCRETE PAVEMENT REPAIRS
CONCRETE PATCHING
VARIOUS LOCATIONS
WEST FARGO, NORTH DAKOTA



Date: 2024.01.17
13:36:05-06'00'



LOCATION MAP
NTS

CITY OF WEST FARGO, NORTH DAKOTA
STREET PROJECT NO. 2282
CONCRETE PAVEMENT REPAIR ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until February 22, 2024 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. the same day. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.westfargond.gov/268/Engineer by clicking the Project Bid Information tab, or at www.questcdn.com.

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

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

Digital project bidding documents will be available at <https://www.westfargond.gov/268/Engineer> by clicking the Project Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$42.00 by locating eBidDoc™ Number 8926156 on the website. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading and working with this digital project information, and online bid submittal.

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

Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-7. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least 10 days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12. The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05

Owner: City of West Fargo
By: Dustin T. Scott
Title: City Administrator
Date: January 22, 2024

Publish Dates: January 24, 2024 January 31, 2024 and February 7, 2024

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
IMPROVEMENTS IN PROJECT NO. 2282 – CONCRETE PAVEMENT REPAIR OF
THE CITY OF WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Project No. 2282 – Concrete Pavement Repair of the City of West Fargo heretofore prepared by Daniel Hanson, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Project No. 2282 – Concrete Pavement Repair of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said Project No. 2282 have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

WHEREAS, said plans, specifications and estimates of cost have been prepared and have been approved by the Board of City Commissioners of the City of West Fargo; and

WHEREAS, it is necessary to advertise for bids for the work in said project.

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and she is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made in Project No. 2282 – Concrete Pavement Repair to be published once each week for three consecutive weeks in *The Forum*, and that the City Auditor and Engineer will meet at the City Hall in the City of West Fargo, at a time and date to be determined by the City Auditor, for the purpose of opening sealed bids received prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. Such advertisements shall be published in form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

GRANT AGREEMENT

This Agreement is made by and between the North Dakota Department of Corrections and Rehabilitation and its Division of Juvenile Services (DJS) (STATE), the North Dakota Association of Counties (NDACo), city and county jurisdictions as listed in Appendix A (JURISDICTIONS), and Youthworks (GRANTEE), Unique Entity Identifier # KCSJVSNHZZL5.

WHEREAS, DJS has determined the Attendant Care services referred to in the paragraph below entitled "Scope of Services" form an appropriate basis for the expenditure of Federal grant funds (CFDA number 16.540) from the Office of Juvenile Justice and Delinquency Prevention (OJJDP); and

WHEREAS, NDACo has agreed to assist DJS in obtaining, coordinating, and administering these services; and

WHEREAS, JURISDICTIONS have identified and support GRANTEE as an agency authorized to provide services for youth picked up by law enforcement that need a temporary placement option;

WHEREAS, GRANTEE is an appropriate agency to provide Attendant Care services for delinquent youth as defined in the North Dakota Attendant Care Program Guidelines (Guidelines), found at https://www.ndaco.org/programs_and_services/jj/statewide-detention-support-services-sdss/, as well as short-term shelter services for Children in Need of Services (CHINS).

NOW, THEREFORE, the parties agree as follows:

AGREEMENT

I. TERM OF THE AGREEMENT

The term of this agreement shall be from January 1, 2024 through December 31, 2024. This agreement supersedes all previous agreements associated with the scope of services.

II. SCOPE OF SERVICES

The GRANTEE shall:

1. Provide a placement facility that law enforcement can access twenty-four hours a day, seven days a week for delinquent youth ages 10-17 who need a non-secure short-term placement option.
2. Provide services to delinquent youth in conformance with all provisions of the Guidelines, including the development of policies and procedures for the supervision of youth.
3. Provide Attendant Care services to surrounding jurisdictions if space and staff allows.
4. Screen youth for appropriateness, including assessing for immediate mental health needs, history of violence and/or sexual aggression, and current affect and behavior.
5. Notify the Juvenile Court of any youth placed in the facility within 24 hours of being placed.
6. Submit to NDACo all reports and documentation required by the Guidelines;

7. Allow NDACo to conduct on-site programmatic monitoring of the Attendant Care services, as required pursuant to federal guidelines.

Youth may need to be medically-cleared prior to entry into the facility and/or may not be appropriate due to aggressive behaviors that are likely to occur while at the facility (threatening or aggressive behavior, or non-compliance with the staff).

In the event that more than two youth are referred for placement at the same time, GRANTEE will make every effort to take the additional youth. GRANTEE may provide services to other agencies, but priority will be given to the JURISDICTIONS. GRANTEE will bill a daily rate to those jurisdictions that are not part of this agreement and will track all money collected for purposes of subsequent contract periods.

Grantee will provide placement data, to include the number of youth placed by jurisdiction, semi-annually by July 30, 2024 and January 30, 2025. Grantee will provide financial reporting for the 2024 calendar year by January 30, 2025.

III. COMPENSATION

DJS, through NDACo, shall provide reimbursement to the GRANTEE for Attendant Care services outlined in the Guidelines.

JURISDICTIONS shall provide funding to GRANTEE to cover Attendant Care expenses not eligible for reimbursement pursuant to the Guidelines as well as the costs associated with providing shelter services to Children in Need of Services, as outlined in Appendix A.

The GRANTEE agrees to account for any and all grant funds that may be in possession of the GRANTEE throughout the term of this grant and to return any unexpended funds within 30 days after final closing of the grant.

IV. GRANTEE ASSURANCES

The GRANTEE agrees to comply with North Dakota Century Code chapters 27-20.2, 27-20.3, and 27-20.4, and the applicable grant conditions and assurances established by OJJDP for subgrant recipients of these federal funds as fully detailed in Appendix B.

The GRANTEE agrees to comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 USC § 10228(c) & 10221(a)); the Juvenile Justice and Delinquency Prevention Act of 2002 (34 USC § 11182(b)); 28 CFR Part 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures), including Title VI of the Civil Rights Act of 1964, as amended, Section 815(c)(1) of the Justice System Improvement Act of 1979, Equal Employment Opportunity Program Guidelines, Section 504 of the Rehabilitation Act of 1973, as amended, and the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (42 USC §§ 12131-34); Title IX of the Education Amendments of 1972 (20 USC §§ 1681, 1683, 1685-86); and 28 CFR Part 38 (U.S. Department of Justice Regulations – Partnerships with Faith-Based and Other Neighborhood Organizations).

To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, GRANTEE agrees to take steps to ensure the persons with Limited English Proficiency (LEP) have meaningful access to its programs. Meaningful access may entail providing language assistance, including oral and written translation, where necessary. GRANTEE is encouraged to consider the need for language services for LEP persons both in developing its budgets and in conducting its programs and activities. Additional information regarding LEP obligations can be found at <http://www.lep.gov>.

The GRANTEE agrees to designate a civil rights contact person who has lead responsibility in insuring that all applicable civil rights requirements, assurances, and conditions are met and who shall act as a liaison in all civil rights matters with the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs and the Office for Civil Rights, Office of Justice Programs.

The GRANTEE is required to complete Federal Civil Rights Non-Discrimination Training developed the Office of Civil Rights (OCR) found at www.ojp.gov/program/civil-rights/video-training-grantees/overview.

The GRANTEE will inform the public and subgrantees of affected persons' rights to file a complaint of discrimination with the Office for Civil Rights, Office of Justice Programs for investigation. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the North Dakota Department of Corrections and Rehabilitation, Division of Juvenile Services (DJS).

The GRANTEE will develop an Equal Employment Opportunity Plan (EEOP) and submit an EEOP Utilization Report to the Office for Civil Rights, Office of Justice Programs, if it is a government agency or private business that is receiving an award of \$25,000 or greater and has 50 or more employees. The GRANTEE, if not required to submit an EEOP Utilization Report, will certify that it is exempt from this requirement by submitting an EEOP Certification Form.

The GRANTEE shall not retaliate against individuals for taking action or participating in action to secure rights protected by the above referenced laws.

V. AUTHORITY TO CONTRACT

The GRANTEE shall not have the authority to contract on behalf of or incur obligations on behalf of NDACo or DJS without written approval of NDACo and DJS. If such subcontract is approved, it shall acknowledge the binding nature of this agreement, and incorporate this agreement, together with its attachments as appropriate.

VI. INDEPENDENT ENTITY

The GRANTEE shall perform as an independent entity under this agreement. The GRANTEE, its employees, agents or representatives are not employees of NDACo or DJS. No part of this agreement shall be construed to represent the creation of an employer/employee relationship.

VII. AUDIT RESPONSIBILITY

The GRANTEE agrees to keep such financial records as are required for sub-grants of OJJDP grant awards, as detailed in the Office of Justice Programs, Financial Guide and associated Federal Circulars. These records shall be made available to NDACo, DJS, or their agents, upon request at any time during normal business hours. The GRANTEE agrees to include these funds in the annual audit of its organization, and further agrees to allow NDACo, DJS, or their agents, to conduct an audit at the expense of NDACo, DJS, or their agents.

VIII. RETENTION/PRIVACY OF RECORDS

The GRANTEE agrees to retain the financial records identified in paragraph VII above, for a period of three years or until an audit is completed and closed, whichever occurs later. The GRANTEE further agrees to assure the privacy and confidentiality of client records in conformance with all applicable State and federal laws and regulations. The GRANTEE understands that except for the records that are confidential or that have been identified as exempt, this Agreement, and any records generated pursuant to this Agreement may be subject to disclosure under applicable state and federal law.

IX. TERMINATION OF AGREEMENT

If through good cause, the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement, NDACo or DJS shall thereupon have the right to terminate this agreement by giving written notice 30 days prior to termination to the GRANTEE of such termination. Notwithstanding a termination pursuant to this paragraph, the GRANTEE shall not be relieved of liability to NDACo or DJS, and NDACo or DJS may withhold any payment otherwise due to the GRANTEE.

DJS and NDACo may terminate this Agreement upon delivery of written notice to the GRANTEE, or on any later date stated on the notice under any of the following conditions:

- a. If funding from federal, state, or other sources is not obtained and continued at levels sufficient for the services specified in the Agreement. The Agreement may be modified by the consent of the parties in writing to accommodate any reduction in funds;
- b. If federal or state laws or rules are modified or interpreted in a way that the funding or services are no longer allowable or appropriate or are no longer eligible for funding or payment authorized by this Agreement;
- c. If any license, permit or certificate required by rule or law, or by the terms of the Agreement between the parties, is for any reason denied, revoked, suspended or not renewed.

X. INTERACTING AND MODIFICATION

This agreement constitutes the entire agreement between the GRANTEE, NDACo and DJS. No alteration or amendment shall be effective unless it is reduced to writing, signed by the parties and attached hereto.

XI. **APPLICABLE LAW**

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

XII. **CAPTIONS**

The captions or headings in this agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this agreement.

XIII. **EXECUTION AND COUNTERPARTS**

This agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

XIV. **NOTICES**

All notices, certificates or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business.

XV. **ASSIGNMENT**

This agreement shall not be assigned or transferred without the expressed written consent of the parties.

XVI. **SUCCESSORS IN INTEREST**

The provisions of the agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective successors and permitted assigns.

XVII. **FORCE MAJEURE**

The GRANTEE shall not be held responsible for delay or default caused by fire, riot, acts of God and war and other events that are beyond the GRANTEE's reasonable control, provided notice is given to NDACo and DJS of any such delay or default.

XVIII. **SEVERABILITY**

The parties agree that if any term or provision of this agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

XIX. **INDEMNITY**

GRANTEE agrees to defend, indemnify, and hold harmless the State of North Dakota, its agencies, officers and employees (STATE), from and against claims based on the vicarious liability of the STATE or its agents, but not against claims based on the STATE'S contributory negligence, comparative and/or contributory negligence or fault, sole negligence, or intentional misconduct. This obligation to defend, indemnify, and hold harmless does not extend to professional liability claims arising from professional errors and omissions. The legal defense provided by GRANTEE for the STATE under this provision must be free of any conflicts of interest, even if retention of separate legal counsel for the STATE is necessary. Any attorney appointed to represent the STATE must first qualify as and be appointed by the North Dakota Attorney General as a Special Assistant Attorney

General as required under N.D.C.C. § 54-12-08. GRANTEE also agrees to reimburse the STATE for all costs, expenses and attorneys' fees incurred if the STATE prevails in an action against GRANTEE in establishing and litigating the indemnification coverage provided herein. This obligation shall continue after the termination of this Contract.

XX. INSURANCE

If GRANTEE is a political subdivision, then GRANTEE shall have liability coverage pursuant to N.D.C.C. 32-12.1. If GRANTEE is not a political subdivision then GRANTEE shall secure and keep in force during the term of this Contract and GRANTEE shall require all subcontractors, prior to commencement of an agreement between GRANTEE and the subcontractor, to secure and keep in force during the term of this Contract, from insurance companies, government self-insurance pools or government self-retention funds, authorized to do business in North Dakota, the following insurance coverages:

1. Commercial general liability, including premises or operations, contractual, and products or completed operations coverages (if applicable), with minimum liability limits of \$2,000,000 per occurrence.
2. Automobile liability, including Owned (if any), Hired, and Non-Owned automobiles, with minimum liability limits of \$500,000 per person and \$2,000,000 per occurrence.
3. Workers compensation coverage meeting all statutory requirements. The policy shall provide coverage for all states of operation that apply to the performance of this Contract.

The insurance coverages listed above must meet the following additional requirements:

1. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the GRANTEE.
2. This insurance may be in policy or policies of insurance, primary and excess, including the so-called umbrella or catastrophe form and must be placed with insurers rated "A- "or better by A.M. Best Company, Inc., provided any excess policy follows form for coverage. Less than an "A- "rating must be approved by the STATE. The policies shall be in form and terms approved by the STATE.
3. The duty to defend, indemnify, and hold harmless the STATE under this Contract shall not be limited by the insurance required in this Contract.
4. The State of North Dakota and its agencies, officers, and employees (STATE) shall be endorsed on the commercial general liability policy, including any excess policies (to the extent applicable), as additional insured. The STATE shall have all the benefits, rights and coverages of an additional insured under these policies that shall not be limited to the minimum limits of insurance required by this Contract or by the contractual indemnity obligations of the GRANTEE.
5. A "Waiver of Subrogation" waiving any right to recovery the insurance company may have against the STATE.
6. The GRANTEE shall furnish a certificate of insurance to the undersigned State representative prior to commencement of this Contract. All endorsements shall be provided as soon as practicable.
7. Failure to provide insurance as required in this Contract is a material breach of contract entitling the STATE to terminate this Contract immediately.

8. GRANTEE shall provide at least 30-day notice of any cancellation or material change to the policies or endorsements. GRANTEE shall provide on an ongoing basis, current certificates of insurance during the term of this Contract. A renewal certificate will be provided 10 days prior to coverage expiration.

XXI. SPOILATION

GRANTEE shall promptly notify STATE of all potential claims that arise or result from this Contract. GRANTEE shall also take all reasonable steps to preserve all physical evidence and information that may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and grants to STATE the opportunity to review and inspect the evidence, including the scene of an accident.

GRANTEE:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION FOR LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Grantee

Signature of Authorized Official

Date

Printed Name and Title of Authorized Official

Signatures

In Witness Whereof the parties hereto have entered into this Agreement as evidenced by their signatures below:

For the Department of Corrections and Rehabilitation:

Michele Zander, Chief Financial Officer

Date

For the North Dakota Association of Counties:

Aaron Birst, Executive Director

Date

For Barnes County:

Commission Chair

Date

For Cass County:

Commission Chair

Date

For Dickey County:

Commission Chair

Date

For Foster County:

Commission Chair

Date

For Griggs County:

Commission Chair

Date

For LaMoure County:

Commission Chair

Date

For Ransom County:

Commission Chair

Date

For Stutsman County:

Commission Chair

Date

For Traill County:

Commission Chair

Date

For City of Fargo:

Mayor

Date

For City of West Fargo:

Mayor

Date

For Youthworks:

Executive Director

Date

APPENDIX A

Jurisdictions	Monthly Contribution^{1/}	Total Contribution
Barnes County	NA	\$1,500
Cass County	\$7,916.70	\$95,000
Dickey County	NA	\$1,500
Foster County	NA	\$1,500
Griggs County	NA	\$1,500
LaMoure County	NA	\$1,500
Ransom County	NA	\$1,500
Stutsman County	NA	\$1,500
Trail County	NA	\$1,500
City of Fargo	\$3,333.33	\$40,000
City of West Fargo	\$2,916.70	\$35,000

1/ Monthly amount was rounded to the nearest cent.

APPENDIX B

Grant Award Conditions**1**

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

2

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

3

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the

recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

4

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

5

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

6**Employment eligibility verification for hiring under the award****1. The recipient (and any subrecipient at any tier) must--**

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction**A. Staff involved in the hiring process**

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative

Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

7

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

8

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

9

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability

required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

10

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

11

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

12

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

13

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://onlinegfmt.training.ojp.gov/>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

14**Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

15**Requirement to report actual or imminent breach of personally identifiable information (PII)**

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

16**Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17**Requirement for data on performance and effectiveness under the award**

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

19

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

20

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

22

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

23

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

24

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

25

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

26

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

27

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

28

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

29

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

30**FFATA reporting: Subawards and executive compensation**

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

31

The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 120 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://justgrants.usdoj.gov/>

32**Title II Performance Reports**

The recipient shall submit annual performance reports. Performance reports shall be submitted after the end of the reporting period (October 1 - September 30), no later than December 30 of each year, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://justgrants.usdoj.gov>.

33**Justification of consultant rate**

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

34

The grantee agrees that not later than 60 days after the date on which the award is made (or, if applicable, 60 days after OJJDP releases a grant condition requiring a revised state plan), the grantee shall make the state plan or amended plan required under 34 U.S.C. 11133(a), and submitted as part of the application for this award, publicly available, by posting it on the state's publicly available website.

35

The recipient agrees that, consistent with applicable State law, staff directly associated with administration of the OJJDP Formula Grants Program will attend and participate in conferences, workshops, training sessions and other national or regional meetings deemed by OJJDP to be critical to the administration of this Program. OJJDP will determine which staff and the number of staff that should

attend each meeting, consistent with the scope and subject matter of the meeting. Cost of attendance will be borne by the recipient as an administrative cost to the grant or paid from State Advisory Group set aside funds under Section 222(d), as appropriate.

36

The recipient agrees that, as required by federal law (31 U.S.C. 1301(a)), the funds allocated to support its State Advisory Group (SAG) pursuant to 34 U.S.C. 11132(d) must be expended in a manner consistent with the purposes set forth at 34 U.S.C. 11133(a)(3)(B), (C), and (D). If the recipient's SAG chooses to use a portion of its limited formula grant set-aside for organizational membership fees, such costs are only allowable if those costs meet the requirements of 2 C.F.R. 200.454. The use of federal funds for 1) cash or in-kind contributions, 2) donations, or 3) payment of membership fees in organizations substantially engaged in lobbying, is specifically prohibited by 2 C.F.R. 434 and 454.

37

Pursuant to Section 223(a)(3)(A)(iii) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (34 U.S.C. 11101, et seq.), the chairperson of the State Advisory Group cannot be a full-time employee of the Federal, State, or local government. This prohibition applies also to an Acting Chair, or other person assuming the duties and responsibilities of the Chair, whether permanently or on a temporary basis.

38

Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

39

Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

40

"Methods of Administration" - monitoring compliance with civil rights laws and nondiscrimination provisions

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with applicable federal civil rights laws and nondiscrimination provisions. Within 90 days of the date of award acceptance, the recipient must submit to OJP's Office for Civil Rights (at CivilRightsMOA@usdoj.gov) written Methods of Administration ("MOA") for subrecipient monitoring with respect to civil rights requirements. In addition, upon request by OJP (or by another authorized federal agency), the recipient must make associated documentation available for review.

The details of the recipient's obligations related to Methods of Administration are posted on the OJP web site at <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm> (Award condition: "Methods of Administration" - Requirements applicable to States (FY 2017 Update)), and are incorporated by reference here.

41**Representation and agreement regarding funds in offshore accounts**

In accepting this award, the recipient nonprofit organization --

(1) represents to the Department of Justice that it does not hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a), and agrees that it will not hold money in any such accounts for such a purpose during the period of performance of this award; and

(2) agrees that, if, during the period of performance of this award, the recipient learns that it does hold money in offshore accounts for such a purpose, it will immediately stop any further obligations of award funds, it will provide prompt written notification to OJP, and will resume (or permit presumption of) such obligations only if expressly authorized to do so by OJP.

42**Non-profit organization recipient - Disclosure of process for determining compensation**

For any year during the period of performance for this award as to which the recipient non-profit organization believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 (which relates to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities), the recipient must make a prompt written disclosure to OJP that satisfies the requirements of this award condition.

(Under certain circumstances, a non-profit organization that provides unreasonably-high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a non-profit organization's compensation arrangements, however, may be available if the non-profit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.)

Each disclosure required by this award condition must describe in pertinent detail the process used by the recipient non-profit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons"). At a minimum, the disclosure must describe in pertinent detail --

(1) the composition of the body that reviews and approves compensation arrangements for covered persons;

(2) the methods and practices used by the recipient organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person;

(3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons;

(4) the written or electronic records that the recipient maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of this condition, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, concurrent documentation.

This condition implements a law that affects the program under which this OJP award is made. In accepting this award, the recipient acknowledges that, following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted pursuant to this condition available for public inspection.

43

Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

44

OJJDP- Title II - Withholding of funds for pending budget documentation

The recipient may not expend or draw down award funds until the recipient submits, and OJP reviews and approves, the required budget and budget narrative reflecting the total amount for the award, and an Award Condition Modification (ACM) has been issued to remove this award condition.

45

Withholding of funds: Disclosure of pending applications

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) an Award Condition Modification (ACM) has been issued to remove this condition.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (2-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group

TNT Kids Fitness and Gymnastics

Dates of Activity (Does not include dates for the sales of tickets)

January 26 - 28, 2024

Organization or Group Contact Person

Cody Aldinger

E-mail

cody@aldingers.com

Telephone Number

701-361-8815

Business Address

2800 Main Ave

City

Fargo

State

ND

ZIP Code

58103

Mailing Address (if different)

City

State

ZIP Code

SITE INFO

Site Name

Rustad Recreation Center

County

Cass

Site Physical Address

601 26th Ave E

City

West Fargo

State

ND

ZIP Code

58078

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

50/50 Raffle drawing daily during gymnastic meet January 26 - 28, 2024

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle	Cash Prize	value not to exceed
		\$8,000

check #1230 \$1000 (EH)

Total
(limit \$40,000 per year)

\$ **value not to exceed**
\$8,000

Intended Uses of Gaming Proceeds

proceeds will be used at TNT Kids Fitness and Gymnastics for programming needs

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



Yes



No

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



Yes



No

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



No



Yes - Total Retail Value:

\$2,000

(This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)



Yes



No

Name

Cody Aldinger

Title

Meet Director

Telephone Number

701-361-8815

E-mail Address

Cody@aldingers.com

Signature of Organization or Group's Top Official

Title

Meet Director

Date

1-7-2024

RESOLUTION OF SPONSORSHIP

Sponsoring units of government must adopt and submit the following or an equivalent resolution. This resolution must be adopted prior to submission of the application.

Be it resolved that the City of West Fargo
(Sponsoring Unit of Government) will act as sponsoring unit of government for the project titled Elson Shores Apartments to be conducted during the period January 2024 through June 2025 (duration dates).

Mayor Bernie Dardis and/or City Administrator Dustin Scott (Title Of Authorized Official) is hereby authorized to apply to the North Dakota Division of Community Services for funding of this project on behalf of the City of West Fargo (Sponsoring Unit of Government) on 01-22-2024 (Date).

I certify that the above resolution was adopted by the City Commission
(City Council, County Board, etc.) of the City of West Fargo
(Sponsoring Unit of Government) on 01-22-2024 (Date).

SIGNED:

Signature

Mayor

Title

Date

WITNESSED:

Signature

City Administrator

Title

Date



To: West Fargo City Commission
From: Ec. Development Manager Casey Sanders-Berglund
Date: January 22, 2024
Subject: Enterprise Grant – Levity
Action: Approve Enterprise Grant for Levity

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and Engineering

Secondary Portfolio:

Sanitation

Administration

Dustin Scott,

Assistant Administrator

Emily Hagemeister,

Executive Assistant

Summary:

Levity has applied for a \$75,000 enterprise grant incentive.

LEVITY's mission is to provide a space for safe fun, play, and exercise for children of all ages and a bit of reprieve for those children's parents.

The business plans to locate in the FIRM building in downtown West Fargo and comprised of three main pieces: an arcade, a pizza and ice cream parlor, and a tumble gym.

The draft of the recent Downtown Master plan under goal two (business and economic development) notes three areas to focus on. These areas include retail diversity, attracting young families and professionals, and calibrating residential density to provide on-going support to the local businesses.

The intent of this business is to be a space for families to entertain themselves while also incorporating some programmatic opportunities within the tumble gym or for specific events such as a 'parent night out'.

At the January 4, 2024 Economic Development Committee meeting the project was recommended for approval.

Funding:

The public funding for this grant comes from economic development sales tax.

Action: Request approval of the enterprise grant application submitted by LEVITY at \$75,000.

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

LEVITY

Current Location: Startup Business to locate in the Firm 344 Sheyenne St

Parcel: 02-0581-00020-030

Applicant: Linzey Erickson

Staff Contact: Economic Development
Casey Sanders

Economic Development Advisory Committee:

January 4, 2023 – Recommended for Approval

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

Public Hearing:

N/A

City Commission:

Commission Meeting January 22, 2024

PURPOSE:

LEVITY is the culmination of years of thought and informal research into unmet needs of families in the West Fargo area and ways to meet those needs in a financially viable business model. LEVITY's mission is to provide a space for safe fun, play, and exercise for children of all ages and a bit of reprieve for those children's parents. Its hope is to do so while also avoiding significant cost or waiting lists or lines.

LEVITY is comprised of three pieces: an arcade, a pizza and ice cream parlor, and a tumble gym. The arcade and pizza and ice cream parlor are designed to serve children ages 3 and over and their parents who are looking for an hour or two of games, prizes, and food. The tumble gym is designed for children ages 8 and under and targets families who prefer a smaller, less expensive tumbling option than the competitive gymnastics gyms in the area and families looking to avoid the toddler tumbling wait lists at other gyms. In all, the LEVITY business design allows parents with children of varying ages to engage in active play and amusement in one place.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located on the west side of Sheyenne just north of the POW MIA Plaza. The business would locate in The Firm in the Downtown Mixed-Use zone and meets several of the enterprise grant goals:

- Diversification of business types
- Creating unique and distinct places
- Continued revitalization efforts
- Commentary service and enhancing commercial growth

STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- Being part of downtown is enticing as the area is already attracting the demographic that would be complimented through an entertainment and activity focused space for families to find community.
- This is a service-oriented business that aims to attract families with younger children. This is a place of entertainment and fun. With an arcade and tumble gym for younger children, LEVITY strives to be a place that families can return for repeatable experiences.
- The overall fit up is estimated to be \$400,000 - \$420,000. These estimates are generated from ranges provided by the construction management company, which based its estimates on per square foot pricing.
- The Appendix with supporting documentation is included in this staff report as an enclosure. A Business plan including marketing, pricing, advertising and promotion plan, and one-year proforma was provided along with the application.
- Hours of Operations are planned and displayed in the table below. Based on the additional public parking planned to come online in spring 2024 as well as the offset of the other existing businesses based on their open hours (Pioneer Ctr), the parking needs at this location should balance. Moreover, Levity owners have requested a single drop off/pick up space in front of the building to accommodate child drop off and allow for parking in a broader radius in the downtown area.

Hours of Operation

Arcade Pizza & Ice Cream Parlor Hours							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Summer	10:00 am – 10:00 pm	10:00 am – 10:00 pm	10:00 am – 10:00 pm	10:00 am – 10:00 pm	10:00 am – 10:00 pm	10:00 am – 10:00 pm	10:00 am – 8:00 pm
Winter	10:30 am – 1:00 pm 3:00 pm – 9:00 pm	10:30 am – 1:00 pm 3:00 pm – 9:00 pm	10:30 am – 1:00 pm 3:00 pm – 9:00 pm	10:30 am – 1:00 pm 3:00 pm – 9:00 pm	10:30 am – 1:00 pm 3:00 pm – 9:00 pm	10:00 am – 9:00 pm	10:00 am – 6:00 pm

Tumble Gym Hours							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Year Round	9:00 am – 11:00 pm 5:00 pm – 8:00 pm	5:00 pm – 8:00 pm	9:00 am – 11:00 pm 5:00 pm – 8:00 pm	5:00 pm – 8:00 pm	9:00 am – 12:00 pm Party Availability Upon Request	9:00 am – 12:00 pm Party Availability Upon Request	Party Availability Upon Request

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

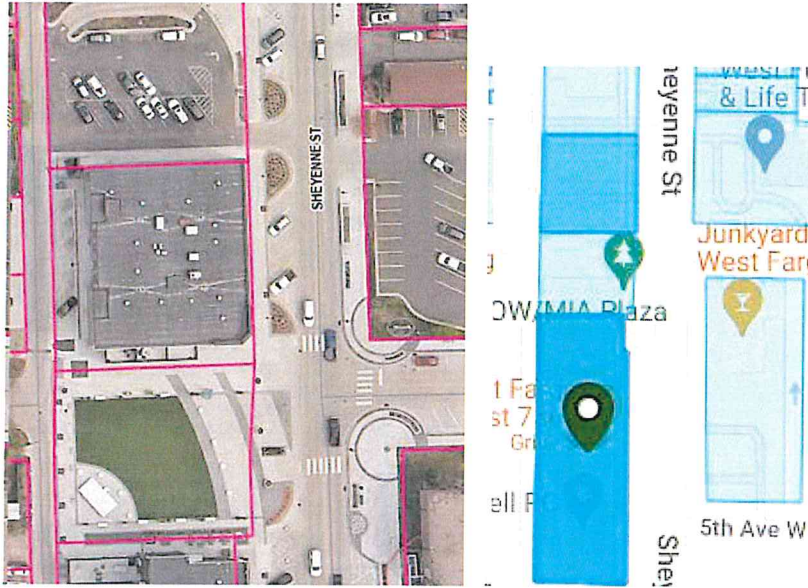
Arcade / Gym West Fargo ND
Project No. 22-093



Bid Package	Contractor/Vendor	Contract Amount	Remaining Balance	Percent Complete	Current Pay Request
1 General Conditions	CBE LLC	\$0.00	\$-		
2 Demolition			\$-		
3A Concrete - Building		\$38,175.00	Vanilla Shell		
3C Gypsum			\$-		
4 Masonry			\$-		
6A-2 Framing Labor - Wood Components		4,000.00	\$4,000.00		
6B-1 Misc. Materials			\$-		
6B-2 Misc. Labor		3,500.00	\$3,500.00		
6B-3 Site Amenities/Patio			\$-		
6B-4 Misc. Labor - Lower Floors			\$-		
6D-1 Finish Carpentry		12,800.00	\$12,800.00		
6D-2 Finish Carpentry - Materials		8,675.00	\$8,675.00		
7A Moisture Protection			\$-		
7B Building Insulation		4,800.00	\$4,800.00		
7C EIFS			\$-		
7D Sprayed Fireproofing			\$-		
7E Shingles & Roofing			\$-		
7H Caulking & Sealants		2,100.00	\$2,100.00		
8A Hardware/Doors/Frames/Tim		20,789.00	\$20,789.00		
8B Overhead Doors			\$-		
8C Mirrors			\$-		
8A Metal Stud Framing/Drywall		32,450.00	\$18,450.00		
9C Tie		4,898.00	\$4,898.00		
9D Acoustical Ceilings		15,000.00	\$15,000.00		
9E Flooring		23,487.00	\$23,487.00		
9F Painting and Wall Coverings		33,456.00	\$33,456.00		
9G Floor Coatings			\$-		
10A Interior Signage			\$-		
10B Monument Signage		8,700.00	\$8,700.00		
10C Specialties		13,480.00	\$13,480.00		
11B Food Service Equipment		5,500.00	\$5,500.00		
12A Prefabricated Cabinets		4,500.00	\$4,500.00		
12B Custom Cabinets			\$-		
12C Window Treatments			\$-		
12D-1 Countertops & Sills		8,780.00	\$8,780.00		
14B Media / Security		15,247.00	\$15,247.00		
21 Fire Sprinkler System		13,430.00	\$13,430.00		
22 Plumbing		30,000.00	\$20,000.00		
23 HVAC		70,000.00	\$40,000.00		
26A Electrical		113,876.00	\$113,876.00		
			\$-		
Total Bid Packages		\$ 494,624.00	\$412,446.00		\$ -
6.00% Construction Management	Construction by EPIC	24,731.20	\$24,731.20		
Total Construction Cost		\$ 519,355.20	\$437,177.20		\$ -
LS Architect/Engineering		-	-		
Reimbursable Expenses Allowance	Construction by EPIC		\$-		
		\$ 519,355.20	\$ 437,177.20		\$ -
3.00% Contingency		10,548.00	19,551.00		
Furniture/Fixtures/Equipment	By Owner	-	-		
		\$38,903.20	486,728.20		\$ -
TOTAL PROJECT COST		\$ 538,903.20	\$ 486,728.20		\$ -

Contract Disbursement Summary 9/13/21

STAFF REPORT

**PUBLIC PARTICIPATION:**

Public assistance for this project would be funded through Economic Development Sales Tax. The fit-up cost for this space is estimated to be \$350,000 - \$410,000 in which the business has applied for \$75,000 enterprise grant (the maximum grantable total when the cost is \$150,000 or greater.)

LAND USE, ZONING, STREET PLANS, DISPLACEMENT OF RESIDENCE OR BUSINESSES:

This location is located in the heart of our downtown and located in the DMU. It located just north of the POW MIA Plaza. There would be no displacement of residences or businesses.

RECOMMENDATIONS:

The proposed development plan is located in the Firm in the downtown mixed-use zone and brings a family friendly entertainment component to an area that aims to grow while enhancing their targeted demographic audience as families.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee reviewed this project on January 4th, 2024 and recommend this for approval to the city commission. With the request that the owner get confirmed bids prior to the start of construction.

Appendix

Construction & Opening Expenses

Budget Detail								
Construction/Buildout	\$	440,000	Soft Costs	\$	36,000	Sales/Marketing/Pre-Openin	\$	25,000
Buildout	\$	350,000	Design/Buildout Fee	\$	36,000	Hiring	\$	5,000
Arcade Games	\$	60,000				General Marketing	\$	20,000
Tumble Gym Equip	\$	10,000						
Restaurant Equip	\$	10,000						
Operating Supplies	\$	10,000						

Budget Summary		
Construction/Buildout Costs	\$	440,000
Soft Costs	\$	36,000
Sales/Marketing/Pre-Opening	\$	25,000
Total	\$	501,000

Operating Assumptions

Arcade and Tumble Gym Revenue Assumptions	
Arcade	
Unlimited Play Fee/Hour	\$ 20
Unlimited Play Passes/Month	550
Unlimited Play Revenue/Month	\$ 11,000
Per Game Play/Game Fee	\$ 1.50
Per Game Play Purchases/Month	15000
Per Game Play Revenue/Month	\$ 22,500
Birthday Party Fee	\$ 100
Birthday Parties/Month	10
Birthday Party Revenue/Month	\$ 1,000
Tumble Gym	
Tumbling Class Fee	\$ 14
Students/Tumbling Class	5
Tumbling Classes/Month	70
Tumbling Class Revenue/Month	\$ 4,900
Open Gym Fee	\$ 6
Students/Open Gym	8
Open Gym/Month	20
Open Gym Revenue/Month	\$ 960
Parents' Night Out Fee	\$ 20
PNO Passes/Month	15
PNO Revenue/Month	\$ 300
Birthday Party Fee	\$ 100
Birthday Parties/Month	10
Birthday Party Revenue/Month	\$ 1,000

Pizza & Ice Cream Parlor Revenue Assumptions	
Whole Pizza Average Price	\$ 20
Whole Pizza Sold/Month	600
Whole Pizza Revenue/Month	\$ 12,000
Pizza by the Slice Average Price	\$ 5
Pizza by the Slice Sold/Month	800
Pizza by the Slice Revenue/Month	\$ 4,000
Cheese Bread Average Price	\$ 10
Cheese Bread Sold/Month	150
Cheese Bread Revenue/Month	\$ 1,500
Single Scoop Ice Cream Average Price	\$ 3.50
Single Scoop Ice Cream Sold/Month	100
Single Scoop Ice Cream Revenue/Month	\$ 350
Double Scoop Ice Cream Average Price	\$ 4.50
Double Scoop Ice Cream Sold/Month	100
Double Scoop Ice Cream Revenue/Month	\$ 450
Kids Drinks & Misc Bottled Beverages Revenue/Month	\$ 500

Staffing							
Position	#	Salary	Hourly Rate	Number of Hours Monthly	Benefits		Net
General Manager	1	\$ 65,000	-		25%	\$	\$1,250
Tumbling Supervisor	1	\$ -	\$ 30.00	60	0%	\$	21,600
Tumbling Teacher	1	\$ -	\$ 18.00	40	0%	\$	8,640
Arcade Ops	8	\$ -	\$ 15.00	250	0%	\$	45,000
Pizza Ops	10	\$ -	\$ 15.00	340	0%	\$	61,200
Total Staffing Cost	21					\$	217,690

Expense Margins	
COGS	18.00%
Admin/Software/IT	4.00%
Marketing	2.00%
Utilities	3.00%
Rent	90,000
CAM	28,000
Insurance	25,000
Reserves	3.00%
Loan Interest Rate	8.00%
Inflation	4.00%

Year One Proforma

	Year 1	
	\$	%
<u>Revenues</u>		
Arcade	414,000	57.06%
Unlimited Play	132,000	31.88%
Per Game Play	270,000	65.22%
Parties	12,000	2.90%
Tumble Gym	85,920	11.84%
Classes	58,800	68.44%
Open Gym	11,520	13.41%
Parents Night Out	3,600	4.19%
Parties	12,000	13.97%
Pizza	210,000	28.94%
Whole Pizzas	144,000	68.57%
By the Slice	48,000	22.86%
Cheese Bread	18,000	8.57%
Ice Cream	9,600	1.32%
Single Scoop	4,200	43.75%
Double Scoop	5,400	56.25%
Misc Food/Drink	6,000	0.83%
<u>Total Revenues</u>	725,520	100.00%
<u>Expenses</u>		
Staffing	217,690	30.00%
COGS	130,594	18.00%
Administrative/Software/IT	29,021	4.00%
Marketing	14,510	2.00%
Rent/CAM	92,700	12.78%
Utilities	21,766	3.00%
Insurance	25,000	3.45%
<u>Total Expenses</u>	531,280	73.23%
Reserve for Replacement	21,766	3.00%
<u>NOI</u>	172,474	23.77%



To: West Fargo City Commission
From: Matthew Andvik, Public Works Director
Date: January 22, 2024
Subject: Sanitation Rate Change.
Action: Approval of Sanitation Rate Change Option.

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Administration/Finance

Administration

Dustin Scott,
Administrator

Summary and Recommendation:

At the January 8, 2024 Commission meeting, two different options for Sanitation Rate Changes were presented. These two options addressed previous concerns about scheduling bulky item collection, Multi-Family rate increase, and increasing the 96-gallon can rate.

Taking the direction from the Commission and further public input, the options were revised to accommodate feedback.

The following concerns were addressed:

- The 96-gallon cart rate was increased \$3 over the 64-gallon cart price in 2024. Years 2025-2028 the cost of the 96-gallon cart will increase the same percentage as the 64-gallon cart.
- Staff is proposing a 17% increase in 2024, with no per item charge for bulky items.
- Staff has added a Mixed use building per unit charge. This was set at a 17% increase from the current \$6 per unit charge. Mixed use buildings will also be charged the commercial rate for dumpster service.
- Moving to a four day a week residential pick up schedule. Friday residential collection route will be split along recycling zones to be added to Wednesday and Thursday collection days. Wednesday and Thursday will have updated recycling zones.

Recommendation: Approve the Sanitation Rate Change Option, with the included cost schedule for appliances for 2024, with approval of the rate increase forecast for 2025-2028. These increases are subject to final approval through the annual budgeting process.

Financial Analysis:

This rate option will allow the Sanitation Department to be self-funding by the year 2026.

Process/Timeline:

March 1, 2024 rate increase would go into effect if approved.
July 1, 2024 all Operational Changes would go into effect.

West Fargo Sanitation Rate Proposal						
	2023	2024	2025	2026	2027	2028
Percent increase	-	17%	15%	12%	5%	3%
Residential rate 64 gal	\$17.50	\$20.48	\$23.55	\$26.37	\$27.69	\$28.52
Residential rate 96 gal		\$23.48	\$27.00	\$30.24	\$31.75	\$32.70
Second 64 gal can/mo.		\$6.00	\$6.90	\$7.73	\$8.11	\$8.36
Second 96 gal can/mo		\$9.00	\$10.35	\$11.59	\$12.17	\$12.54
Multifamily flat rate		\$16.38	\$18.84	\$21.10	\$22.15	\$22.82
Mixed Use per unit		\$7.02	\$8.07	\$9.04	\$9.49	\$9.78
Commercial rate increase		3.5%	3%	3%	3.5%	3%
Roll off Rate increase		3%	3%	3%	3%	3%
2025-2028 rate increases final approval during annual budget process.						
Move to 4-Day a week Residential Pick Up schedule						
Mixed Use Buildings will be charged a mixed unit per unit fee plus Commercial rate for dumpsters.						
Bulky Item Collection Changes						
No Charge per item (unless specialty item). Pick ups requested to be scheduled through website or phone. Drivers will also monitor for items and will schedule pick up if needed. When scheduled, pick up does not need to be on your garbage day. (This applies to Bulky Items ONLY please see website for list of acceptable items)						
\$25 charge for Appliances non Freon/metal						
\$60 charge Appliances with Freon						
No Charge for Brush Collection						
\$30 charge for bin/dumpster exchange						
\$30 charge for extra stop						
We will still have an annual Spring Clean Up week.						
Transfer Station will still be free to residents. (specialty items subject to fees) There will be a \$10.00 Minimum Fee for Commercial users.						



PROPOSED 2024 SANITATION & RECYCLING
DAILY COLLECTION ZONES



Wednesday

Thursday

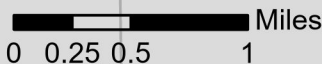
Tuesday

Monday

- Monday
- Tuesday
- Wednesday
- Thursday

This map is intended for reference purposes only. The City of West Fargo does not make claim that the features depicted represent true locations; therefore the City assumes no liability for any errors or omissions herein.

Reference Scale: 1:52,000



Created By: West Fargo GIS
gis@westfargond.gov



To: West Fargo City Commission

From: Matthew Andvik, Public Works Director

Date: January 22, 2024

Subject: Purchase of automated side load sanitation truck.

Action: Approve the purchase of an ASL sanitation truck budgeted in 2024.

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

Assistant City

Administrator

Vacant

Summary and Recommendations

Due to the age and amount of use, unit #414 has reached the end of its life cycle. The scheduled replacement for this vehicle was included in the 2024 budget. We were able to find a completed truck that meets our specifications and is available for us to receive once the purchase is approved.

Recommendation: Approve the purchase of the new sanitation vehicle, that was approved in the 2024 budget.

Policy Analysis:

We allocated \$315,000 in the 2024 budget for the replacement of an automated side load sanitation truck. The unit price through Source-well, for this vehicle is \$306,674.19. Which is \$8,325.81 below our budgeted amount. This vehicle would be purchased from a local dealer.

Financial Analysis:

The funds to purchase this unit would come from the 2024 Sanitation budget.

Process/Timeline:

Once the invoice is approved, we will be able to take delivery of the new unit.



January 8, 2024

City of West Fargo – Source well #69685

Attn: Doug
810 12th Ave NW
West Fargo 58078
Phone 701-515-5409

Doug:

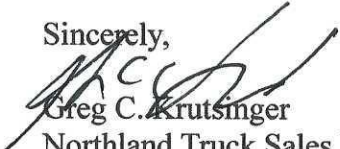
Source Well Quote for New 2023 Freightliner M2 106 Dual Steer, As Per Specifications with New Way 31yd ASL Body.

ASL 31yd Can Bus (27 + 4 TG) Dump New Way Sidewinder Body

- | | |
|---|--|
| *96 Gallon Gripper/Dual Joy Sticks | *Hydraulic Hopper Cover |
| *Hot Shift PTO Tandem Vane | *Folding Ladder |
| *Mid Body Back Up Lights | *Work Lights, 1) Hopper, 1) Facing Arm |
| *96 Gallon Gripper/Dual Joy Sticks | *Hydraulic Hopper Cover |
| *Remote Grease TG Hinge & Cylinder | *Arm Rocker Switches Under Seat |
| *Safety Vision 3 Camera System | *Color White |
| *Rocker Switches Under Seat | *Cleanout Chute Extensions |
| *Integrated Strobes Upper/Lower Tailgate & Front Bulkhead | |

Body Price	\$168,822.13
Chassis Price, Sourced Goods	\$159,119.72
Source Well Fee	\$ 2,532.34
PDI & Training	\$ 3,200.00
Shipping	\$ 3,000.00
Total Cost	\$336,674.19
Trade In 3BPZLJ0X2HF108036 S/N 14359A.	\$ -30,000.00
Total Cost	\$306,674.19

Sincerely,


Greg C. Krutsinger
Northland Truck Sales Inc

Source well #091219-NWY

P.O. Box 55 | West Fargo, ND 58078
Phone: 701-281-8223 | Fax: 701-277-9998
www.northlandtrucksales.com

Northland Truck Sales, Inc.

P.O. Box 55
West Fargo, ND 58078

Invoice

Date	Invoice #
1/8/2024	2003

Bill To
City Of West Fargo 800 4th Ave East STE 1 West Fargo, ND 58078

Description	Amount
New 2023 Freightliner M2 106 Chassis with Fontaine Dual Drive Conversion Vin # 3ALHCYFE5PDUH9237 With New Way 31yd Sidewinder Canbus ASL, S/N 25669A, WO# 154401, Hot Shift PTO, Hinged Alum. Front Splash Guards, Cleanout Chute Ext., Broom & Shovel Bracket, Hydraulic Hopper Cover, 96 Gallon Gripper, Dual Joysticks, 7" Monitor, Triple Camera (Hopper, Tailgate, & Facing Arm), Assy Ladder Folding, Worklight 1 Hopper & 1 Facing Arm, Upper & Lower Tailgate Integrated Strobe, Front Bulk head Stobes, Remote Grease Tailgate Hinge & Cylinder, Rocker Switches Under Seat, Painted White. Source Well #69685	336,674.19T
2017 Peterbilt Chassis Vin #3BPZLJ0X2HF108036 With New Way 29yd Sidewinder Automated Body S/N 14359A.	-30,000.00T
Sales Tax	0.00
Thank you for your business.	Total 306,674.19



To: West Fargo City Commission

From: Haider Howitzer, IT Manager

Date: January 22, 2024

Subject: Request for new position in I.T. Department

Action: Amend I.T. Department budget to add one FTE

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Administration

Dustin Scott,

City Administrator

Emily Hagemeister,

Executive Assistant

Summary and Recommendation:

We respectfully request an amendment to the I.T. budget to add one FTE to our team. This position is very much needed to help us maintain adequate support services, complete special projects, reduce outsourcing, and effectively manage the department.

There is a notable gap in triaging and ticket resolution time. The growing complexity of the IT infrastructure demands additional support. The ongoing projects and technology upgrades require dedicated attention, and the organization would benefit from a broader skill set within the IT team.

It is recommended to hire an additional Systems Administrator. This move will not only alleviate the current workload of the existing administrator, as well as the IT Manager, but also bring in fresh expertise and skills to address evolving technology needs. The new hire can contribute to enhanced security measures, efficient project management, and improved user support.

The following documents are attached for review/consideration:

- IT Position Request.pptx

Staff Recommendation: Approve budget amendment for I.T. Department to add one FTE.

Financial:

This position is a Grade 15 with starting salary range of \$71,000 to \$75,000. There could also be up to \$35,000 in benefits (w/ family plan) so potential increase to budget is estimated at \$110,000 (w/ family plan).

The City Administrator indicated that several positions have not yet been filled and some may not be filled until spring. The timing of filling positions as well as other factors like turnover, can lead to significant reductions in budget (salary) expenditures.

Timeline:

If approved, we will start the process immediately and hope to fill this position by mid-February.

IT Staffing Proposal

- Current Positions:
 - IT Manager – 1
 - System Administrators – 2
 - Support Specialists – 2
 - **Propose 1 FTE additional Systems Administrator**
- Break/Fix Tickets:
 - Annual Triaged Ticket Count: 4721
 - Average Resolution Time: 40 days
 - Open Tickets: 251
 - Unassigned Tickets: 57
 - Ticket Backlog Age(Days): 109

Special Projects:

2023:

- Completed Projects: 27
- Hours Spent: 5710

2024:

- Planned projects: 11 projects
- Estimated 4000 hours of labor

Position Request

Systems Administrator – Grade 15

- **Workload and Responsibilities:** The current IT Staff are overwhelmed with keeping up with the workload, leading to delays in system maintenance, patching and project work.
- **Scalability:** With the growth of the city, the complexity and demands on the IT infrastructure increased, necessitating additional support to ensure smooth operations and prevent bottlenecks. City Staff operate in different buildings, each needing IT service and support available to employees.
- **Technology Projects:** introducing new technologies or upgrading existing infrastructure require manpower to handle the transition efficiently without disrupting daily operations.
- **Project Management:** we have multiple IT projects in 2024 and 2025, a new systems administrator can assist manage and work with vendors on these projects, preventing delays and ensuring successful outcome.
- **Knowledge Transfer:** Having a new systems administrator can facilitate knowledge transfer within the team, reducing dependency on select individuals and vendors.



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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: January 22, 2024

Subject: Sanitary Sewer Rehabilitation – Core Area Alley’s and Rear Yards

Action: Create Project No. 1348, Approve Engineer’s Report; and Direct Engineer to prepare Plans and Specifications.

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

New Information and Recommendation:

The sanitary sewer in many areas of the Core Area which is roughly defined as the area of West Fargo north of I-94 and south of Main Avenue is primarily constructed utilizing Vitrified Clay Pipe (VCP) that is at or beyond its design life cycle and in need of rehabilitation or replacement. The existing piping has cracked joints and shows signs of inflow/infiltration (I/I) as well as structural integrity issues.

This project relines all of the identified VCP sanitary mains in rear yards and alley’s where it is hard to access. By relining the existing mains, they are basically restored to a new condition. In addition to the relining of the mainline piping, it is common that many issues relating to I/I take place in the services. Included in the proposed work is also relining the services at the location of the mainline connection for up to 5’ as well as rehabilitating any manhole that is showing signs of leakage or structural integrity issues.

Relining existing sanitary mains is cheaper and much less intrusive to the properties where the mains exist than open cutting and replacing the piping. By relining the mains and service connections the portion of the sanitary sewer system that is the city’s to maintain will be restored to a new condition in these hard to access areas.

The following documents are attached for review/consideration:

- Engineer’s Report
- Project Area Map
- Associated Resolutions

Staff Recommendation: Create Project No. 1348, Approve Engineer’s Report; and Direct Engineer to prepare Plans and Specifications.

Background and Project Summary:

This project was originally scheduled to be completed in 2023, however it was discovered that there were areas of sanitary mainline that were not accessible. Due to this, the city constructed a project to install manholes where necessary to allow proper access to these mains so that this project can move forward.

Financial Analysis:

This project was included on previous CIP’s and per the direction of the Commission at the November 14th special Commission Meeting the project is proposed to be paid for with Capital Improvement Sales Tax funds and no special assessments are proposed with this project.

Previously Presented Information and Commission Actions:
--

November 14, 2023 – A special Commission Meeting funding workshop took place where this project was discussed. No action was taken at that meeting.

Engineer's Report

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

Project No. 1348

Sanitary Sewer Rehabilitation - Core Area Alleys and Rear Yards

General Nature (Scope)

The sanitary sewer in many areas of the Core Area which is roughly defined as the area of West Fargo north of I-94 and south of Main Avenue is primarily constructed utilizing Vitrified Clay Pipe (VCP) that is at or beyond its design life cycle and in need of rehabilitation or replacement. The existing piping has cracked joints and shows signs of inflow/infiltration (I/I) as well as structural integrity issues and needs rehabilitation or replacement.

Purpose

This project relines all the identified VCP sanitary mains in rear yards and alley's where it is hard to access. By relining the existing mains, they are basically restored to a new condition. In addition to the relining of the mainline piping, it is common that many issues relating to I/I take place in the services. Included in the proposed work is also relining the services at the location of the mainline connection for up to 5' as well as rehabilitating any manhole that is showing signs of leakage or structural integrity issues.

By relining these mains and service connections, we will ensure continued operation of the sanitary sewer system in these hard to access neighborhoods. Additionally, by relining the VCP mains, it will reduce I/I which is ultimately collected and pumped to the City of Fargo to with our wastewater which is a cost to the City as Fargo treats the I/I along with the city's wastewater.

Feasibility

This project was included on previous CIP's and per the direction of the Commission at the November 14th special Commission Meeting the project is proposed to be paid for with Capital Improvement Sales Tax funds and no special assessments are proposed with this project.

Additionally, by reducing I/I into the system, there will be cost savings to West Fargo by not having to pay Fargo to treat the additional wastewater created by I/I.

Estimate of Probable Cost

Construction		\$3,355,000
Bid Proposal Items	\$2,795,564	
Contingency (~10%)	\$559,436	
Consultant (Design/Construction)		\$430,000
Legal & Administration (~2%)		\$65,000
Land Acquisition		\$50,000
Total Estimated Cost		\$3,900,000

Source of Funds

Special Assessments		\$0
City Funds		\$3,900,000
Capital Impr. Sales Tax	\$3,900,000	
Water/Sewer Revenue	\$0	
Water/Sewer Bond	\$0	
Total		\$3,900,000

Attachments (Available upon request)

- A. Consultant's report including Itemized Estimate of Probable Cost

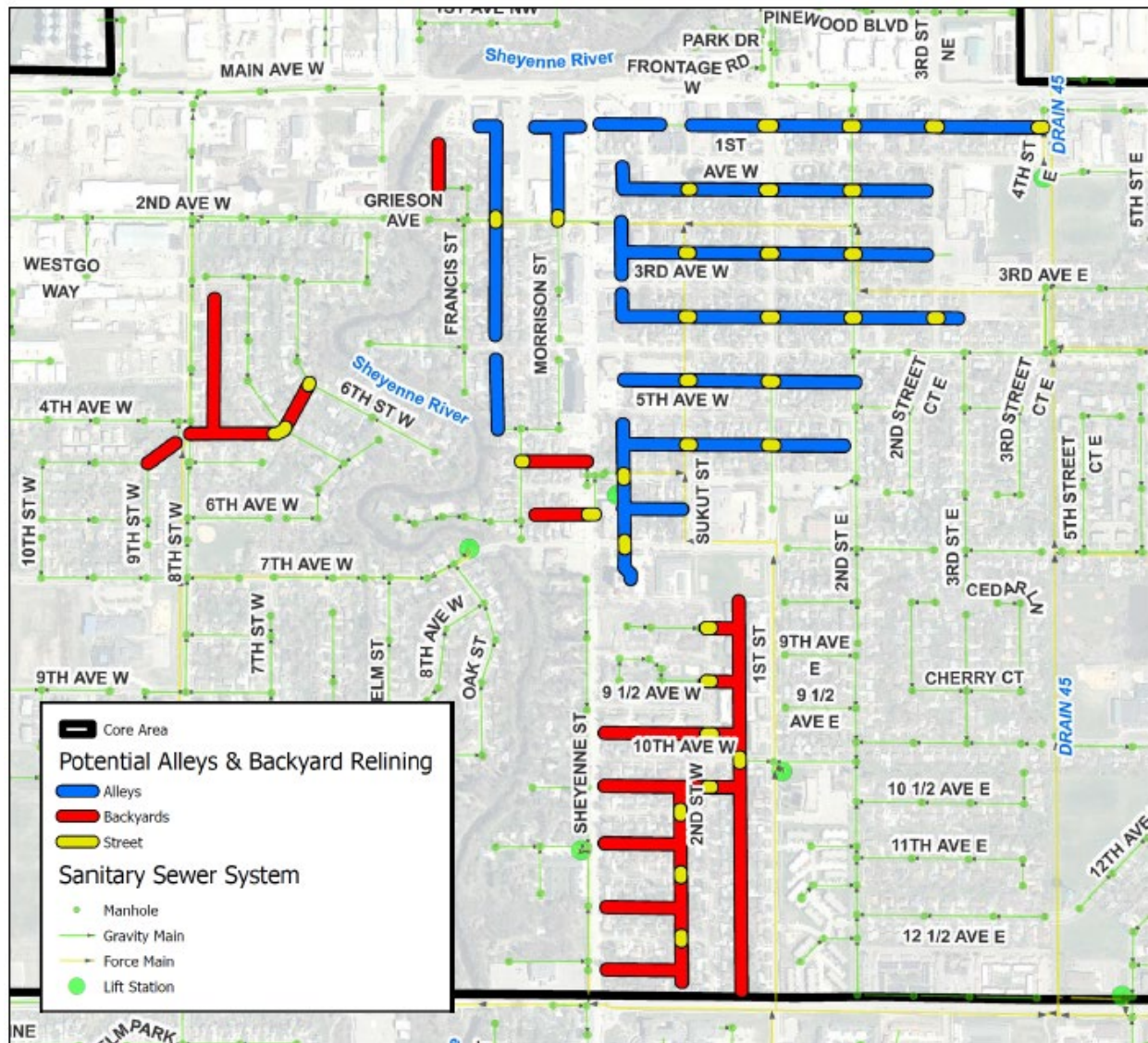
The proposed improvements are cost effective and will adhere to city policies as well as applicable state and/or federal regulations.



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



Project No. 1348 – Project Area Map



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 1348 – SANITARY SEWER SYSTEM
REHABILITATIONS, REPLACEMENTS, AND INCIDENTALS OF THE CITY OF
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Project No. 1348 – Sanitary Sewer System Rehabilitations, Replacements, and Incidentals of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a sanitary sewer system rehabilitation project within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 1348 – Sanitary Sewer System Rehabilitations, Replacements, and Incidentals of the City of West Fargo, North Dakota.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of rehabilitating sanitary sewer mains and other system components, related incidentals, and all other appurtenances, contrivances and stuctures used or useful in connection with the above specified improvements, be constructed and made in Project No. 1348 – Sanitary Sewer System Rehabilitations, Replacements and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Project No. 1348 – Sanitary System Rehabilitations, Replacements, and Incidentals.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. Upon roll call vote being taken thereon, the following commissioners voted in favor thereof: _____. The following commissioners were absent and not voting: _____. The following commissioners voted nay: _____. The majority having voted aye, the motion was carried and the resolution was duly adopted.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of, rehabilitating sanitary sewer mains and other system components, related incidentals, and all other appurtenances, contrivances and structures be constructed and made in Project No. 1348 – Sanitary Sewer System Rehabilitations, Replacements and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: January 22, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. Upon roll call vote being taken thereon, the following commissioners voted in favor thereof: _____. The following commissioners were absent and not voting: _____. The following commissioners voted nay: _____. The majority having voted aye, the motion was carried and the resolution was duly adopted.

ORDINANCE NO. 1235

AN ORDINANCE TO AMEND AND REENACT SECTION 14-0101A, AND SUBSECTIONS 6.3 AND 6.4 OF SECTION 14-0103 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO FRANCHISE FEE, FRANCHISE FEE TERMS DEFINED AND COLLECTION OF THE FEE.

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

SECTION 1. Section 14-0101A of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

14-0101A. PURPOSE. The West Fargo City Commission has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide natural gas services within the City of West Fargo.

1. Pursuant to City Ordinance 1140, a Franchise Agreement between the City of West Fargo and Northern States Power Company, a Minnesota corporation, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation (the "Company"), its successors and assigns, in an amount and fee design as set forth in Section 6 of the Northern States Power Company Franchise and in the amended fee schedule attached hereto as Schedule A.

SECTION 2. Subsections 6.3 and 6.4 of Section 14-0103 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

14-0103. LOCATION, OTHER REGULATIONS.

* * *

6. Franchise Fee.

* * *

6.3 Terms Defined. For the purpose of this Section 9, the following definitions apply:

- 6.3.1 "Customer Class" shall refer to the classes listed on the Fee Schedule and as defined or determined in Company's ~~electric~~ gas tariffs on file with the Commission.
- 6.3.2 "Fee Schedule" refers to the schedule in Section 9.1 setting forth the various customer classes from which a franchise fee would be collected if a separate ordinance were implemented immediately after the effective date of this franchise agreement. The Fee Schedule in the separate ordinance may include new Customer Class added by Company to its ~~electric~~ gas tariffs after the effective date of this franchise agreement.
- 6.3.3 "Gross Revenues" means all sums, excluding the added charge, received during the term of this franchise by Company from the sale of ~~electricity~~ gas within the corporate limits of the City provided, however, that there shall be expressly excluded from the computation of gross revenues all sums received by the Company for ~~electricity~~ gas sold for municipal street and highway lighting, municipal water pumping, municipal sewage pumping, municipal traffic signal, and municipal fire siren services.
- 6.4 Collection of the Fee. The franchise fee shall be payable quarterly and shall be based on the amount collected by Company during complete billing months during the period for which payment is to be made by imposing a surcharge equal to the designated franchise fee for the applicable customer classification in all customer billings for ~~electric~~ gas service in each class. The payment shall be due the last business day of the month following the period for which the payment is made. The franchise fee may be changed by ordinance from time to time; however, each change shall meet the same notice requirements and not occur more often

than annually and no change shall require a collection from any customer for ~~electric~~ gas service in excess of the amounts specifically permitted by this Section 6. The time and manner of collecting the franchise fee is subject to the approval of the Commission. No franchise fee shall be payable by Company if Company is legally unable to first collect an amount equal to the franchise fee from its customers in each applicable class of customers by imposing a surcharge in Company's applicable rates for ~~electric~~ gas service. Company may pay the City the fee based upon the surcharge billed subject to subsequent reductions to account for uncollectibles, refunds and correction of erroneous billings. Company agrees to make its records available for inspection by the City at reasonable times provided that the City and its designated representative agree in writing not to disclose any information which would indicate the amount paid by any identifiable customer or customers or any other information regarding identified customers.

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

President of the Board of City
Commissioners

Attest:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

SCHEDULE A

Franchise Fee Rates:

Gas Utility

The franchise fee shall be in the amount of ~~two percent (2.0%)~~ four percent (4.0%) of NSPM's Gross Revenues, as defined in Chapter 14-01 of the Revised Ordinances of 1990 of the City of West Fargo, a Franchise Agreement between the City of West Fargo and Northern States Power Company, a Minnesota corporation, its successors and assigns.

Franchise fees are submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.