

Meeting Items

- A. Call to Order
- B. Honor Guard and Pledge of Allegiance
- C. Swearing in ceremony for Assistant Chief Anderson and Officers Stewart, Halverson and Adel
- D. Roll Call
- E. Approve Order of Agenda
- F. Approval of Minutes -- January 22, 2024
- G. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Games of Chance for Nation of Patriots. Games to be conducted: Raffle on September 12, 2024 at Harley Davidson of Fargo at 701 Christianson Drive
- c. Gaming Site Authorization for Fargo West Rotary. Games to be conducted: Raffle on May 30, 2024 at Fargo Harley Davidson at 701 Christianson Drive, West Fargo, ND
- d. Improvement District No. 2261 – 2024 Mill and Overlay (Various Neighborhoods)
 - Approve Resolution to Dissolve Improvement District No. 2261

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. Public Hearing -- Approval and Adoption of the Downtown Placemaking Master Plan -- Aaron Nelson, Planning Director
- 3. First Reading of Sanitation Ordinance Revision -- Matt Andvik, Public Works Director
- 4. Approve 2024 Bulk Water Meter purchase -- Matt Andvik, Public Works Director
- 5. Lead & Copper Service Line Inventory Survey -- Dan Hanson, City Engineer
 - Citywide Survey Information - No action required
- 6. MetroCOG Grant Acceptance -- Dan Hanson, City Engineer
 - Accept MetroCOG Grants and Authorize Preliminary Engineering
- 7. Project No. 1348 - Sanitary Sewer Rehabilitation (Core Area Alley's and Rear Yards) -- Dan Hanson, City Engineer
 - Approve Task Order No. 83-2 for "Basic Services"
- 8. Garbage Fee Resolution -- John Shockley, City Attorney
- 9. First Reading of Ordinance 1243 relating to the Liquor Control Board -- John Shockley, City Attorney

10. PD Expansion Project – request to approve consultant agreement for preliminary design services -- Dustin Scott, City Administrator and Chief Nielsen, Police Chief
11. Review proposed changes to organizational structure -- Dustin Scott, City Administrator
12. City Administrator's Report -- Dustin Scott, City Administrator
13. Correspondence
14. Non-Agenda Items
15. 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 22, 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 via Zoom; 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 Anderson moved and Commissioner George seconded to approve the order of the agenda. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

E. Approval of Minutes -- January 8, 2024

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of January 8, 2024. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

F. Building Permits

Commissioner George moved and Commissioner Olson seconded to approve the Building Permits. 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. 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)

Commissioner Olson moved and Commissioner Anderson 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

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.

Two residents of West Fargo came forward to speak during this time.

2. Enterprise Grant - Levity -- Casey Sanders-Berglund, Economic Development Manager

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

3. Request for Approval of Sanitation Rate Changes -- Matt Andvik, Public Works Director

Commissioner George moved and Commissioner Simmons seconded to approve the Sanitation rate changes. Commissioners George, Simmons, Dardis, and Anderson voted aye. Commissioner Olson voted nay, the motion was declared carried.

4. Request for approval of Purchase of Automated Side Load Sanitation Truck -- Matt Andvik, Public Works Director

Commissioner Olson moved and Commissioner George seconded to approve the Purchase of Automated Side Load Sanitation Truck. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

5. Request for New Full Time Staff Member in IT Department -- Haider Howitzer, IT Manager

Commissioner Simmons moved and Commissioner Anderson seconded to approve a new fulltime staff member in IT Department. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

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

Commissioner Olson moved and Commissioner Anderson seconded to approve the Sanitary Sewer Rehabilitation – Core Area Alley's and Rear Yards; create Project No. 1348, Approve Engineer's Report; and 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.

7. Second Reading of proposed Gas Franchise Ordinance 1235 -- John Shockley, City

Attorney

Commissioner George moved and Commissioner Simmons seconded to approve the Second Reading of proposed Gas Franchise Ordinance 1235. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

8. City Administrator's Report

• Monday, February 19, 2024 City Commission Meeting (Presidents' Day)

Recommendation to move to Tuesday, February 20, 2024

Commissioner George moved and Commissioner Anderson seconded to approve moving the Monday, February 19, 2024 City Commission Meeting (Presidents' Day) to Tuesday, February 20, 2024. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

- Chicken Ordinance update, should have an update late February – early March
- Working with Onstad Twichell on Commissioner training sessions regarding open meeting laws
- Sandhills TIF District update, the County and School Board have approved the 15 year TIF
- 2022 Audit update, about 80% complete

9. Correspondence

There was no correspondence.

10. Non-Agenda Items

- Commissioner George – request the use of staff time to look at options for community gardens

Commissioner George moved and Commissioner Simmons seconded to direct staff to look at options for the community gardens. Commissioners George, Simmons, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion was declared carried.

- Commission President Dardis – area legislatures attended a joint meeting in Fargo
- Commission President Dardis Last week Thursday – State of the Cities events
- Commission President Dardis – encouraged everyone to go down and look at the ice sculptures and the POW/MIA Plaza

11. Adjourn

Commissioner Simmons moved and Commissioner Olson seconded to adjourn. Commissioners George, Dardis, Anderson, Olson, and Simmons voted aye. No Commissioners present voted nay, the meeting was adjourned at 6:33 PM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
02/05/2024**

	JANUARY 2023			JANUARY 2024		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 750,000.00
RESIDENTIAL DWELLING				1	1	\$ 423,730.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	1		\$ 8,500.00	3		\$ 106,500.00
FOUNDATION ONLY				1		\$ 350,000.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 175,000.00	4		\$ 1,695,150.00
RESIDENTIAL	4		\$ 58,869.00	13		\$ 220,580.00
PUBLIC	1		\$ 141,652.00			
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION	1		\$ 20,000.00			
MOVE						
PERMIT CANCELLATION						
TOTALS	8	0	\$ 404,021.00	23	1	\$ 3,545,960.00

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
02/05/2024**

	AS OF 1/31/2024		YEAR TO DATE			
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 750,000.00	1		\$ 750,000.00
RESIDENTIAL DWELLING	1	1	\$ 423,730.00	1	1	\$ 423,730.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	1		\$ 101,300.00	3		\$ 106,500.00
FOUNDATION ONLY	1		\$ 350,000.00	1		\$ 350,000.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 30,000.00	4		\$ 1,695,150.00
RESIDENTIAL	8		\$ 156,173.00	13		\$ 220,580.00
PUBLIC						
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION						
MOVE						
PERMIT CANCELLATION						
TOTALS	13	1	\$ 1,811,203.00	23	1	\$ 3,545,960.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

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NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
231243	Gateway Building Systems Inc	630 9th St NW	J & S DEVELOPMENT LLLP	\$ 350,000.00	Foundation Only - Warehouse
240042	Brent Rambousek	3633 6th St E	Brent Rambousek	\$ 75,000.00	Remodel - Residential - Lower Level Finish
240051	Groundworks Minnesota, LLC	3431 Eagle Run Ln	MARK & MARY WILKE	\$ 1,387.00	Remodel - Residential - Lower Level Finish
240046	Steven Buchhop	1690 Oakwood Dr	Steven Bucchop	\$ 10,000.00	Remodel - Residential - Bathroom Remodel
240041	Red Leaf Custom Homes LLC	208 25th Ave E	HENRY & MICKENLEY BROWN	\$ 63,000.00	Remodel - Residential - Lower Level Finish
231093	Al Clark Construction, Inc.	1100 Center St	R & T NYGAARD INVESTMENTS	\$ 750,000.00	Commercial - Warehouse
240068	Matt Hoveland	1843 10th St W	Matt Hoveland	\$ 500.00	Remodel - Residential - Finish Wall
240003	Loren Bothun	514 2nd St E	Loren Bothun	\$ 2,500.00	Remodel - Residential - Lower Level Finish
240040	Interstate Electric LLC	939 9th St NE	MUCHOW PROPERTIES, LLC	\$ 30,000.00	Remodel - Commercial - Warehouse Office
240053	Daniel Hogfuss LLC	2628 Pyle Ln E	Paul Durbin	\$ 101,300.00	Accessory - Swimming Pool

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/20/24 to 02/02/24

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* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
115877	2954	A-OX WELDING SUPPLY CO INC	71.88						
1	1350242	01/24/24 2014 PROPANE	28.29			6020 450000	420		101000
2	1352088	01/31/24 PROPANE	43.59			6020 450000	420		101000
		Total for Vendor:	71.88						
115688	289	ACME TOOLS	1,106.27						
2	20614844	01/17/24 TOOLS FOR 7026	105.31			6025 450000	432		101000
3	20622795	01/17/24 TOOLS FOR 7002	13.11			6025 450000	432		101000
4	12284884	01/12/24 IMPACT DRIVER KIT	179.00			6025 450000	432		101000
5	12284682	01/12/24 TUBING CUTTER	56.99			6020 450000	432		101000
6	12309260	01/18/24 SOCKET SET	124.42			1000 430001	432		101000
7	12314643	01/19/24 PADDLE SWITCH/BATTERY PACK	844.49			6025 450000	432		101000
8	117965301	11/10/23 CREDIT - DUPLICATE PMT	-217.05			6025 450000	432		101000
115811	289	ACME TOOLS	483.01						
1	12328953	01/24/24 D Sapp Tool Budget Items	187.52			2060 415200	641		101000
2	12350502	01/30/24 D Sapp Tool Budget Item	285.00			2060 415200	641		101000
3	12350502	01/30/24 L-75 Tool for Repair	10.49			2060 415200	432		101000
		Total for Vendor:	1,589.28						
115769	3179	ADVANCED ENGINEERING &	393.75						
1	92389	01/23/24 I&C SUPPORT	393.75			6025 450000	430		101000
		Total for Vendor:	393.75						
115691	2950	ALPHA TRAINING & TACTICS LLC &	50,973.44						
1	2023-0397	12/20/23 rifle rates plates	50,973.44			2950 421000	750		101000
		Total for Vendor:	50,973.44						
115879	3490	AMAZON CAPITAL SERVICES	39.92						
		Planning Dept							
1	2442611	01/29/24 Office Supplies / Filing	39.92			1000 418000	410		101000
		Total for Vendor:	39.92						

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115929	-99301E	5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall							
1	02/01/24	February Lease - WEX Building	47,700.00			1001 415000	389		101000
		Total for Vendor:	47,700.00						
115666		5256 AMERICAN ENGINEERING TESTING,	5,600.00						
1	01/24/24	Imp Dist 2281	5,600.00			4804 480000	724		101000
		Total for Vendor:	5,600.00						
115642		5255 ARCHIVESOCIAL, LLC	7,188.00						
		01/01/24-12/31/24							
1	285338 01/01/24	Annual Subscription	7,188.00			1000 416200	497		101000
		Total for Vendor:	7,188.00						
115739		1807 ART PETERSON	72.00						
		LANDFILL OPERATOR TRAINING - BISMARCK, ND							
1	01/30/24	TRAVEL REIMBURSEMENT	72.00			6010 450200	340		101000
		Total for Vendor:	72.00						
115648	-99310E	4672 ASURE PAYROLL TAX MANAGEMENT	212,198.57						
		01/26/24 payroll							
1	01/26/24	Social Security	100,710.40			1000 212501			101000
2	01/26/24	Medicare	23,552.94			1000 212502			101000
3	01/26/24	Federal Income Tax	79,604.23			1000 212503			101000
4	01/26/24	ND State Tax	3,952.00			1000 212504			101000
5	01/26/24	MN State Tax	4,379.00			1000 212505			101000
		Total for Vendor:	212,198.57						
115696		2931 AUTO VALUE PARTS STORES	617.98						
1	99251983 01/16/24	5402 HUB UNIT BEARING	617.98			1000 430001	427		101000
115794		2931 AUTO VALUE PARTS STORES	273.29						
1	99251947 01/16/24	INDUSTRIAL HYDRAULIC	30.60			6010 450200	427		101000
2	99253526 01/23/24	STRIPE OFF WHEEL	115.89			6010 450200	427		101000
3	99254760 01/30/24	FILTERS	46.47			6010 450200	427		101000
4	99254761 01/30/24	FILTERS	6.52			1000 455000	427		101000

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5	99254763 01/30/24	FILTERS	9.78			1000 415000	427		101000
6	99254762 01/30/24	FILTERS	3.26			6025 450000	427		101000
7	99254758 01/30/24	HD OIL FLEET/FILTERS	34.69			1000 430000	427		101000
8	99254754 01/30/24	FILTERS	26.08			1000 421000	427		101000
115891	2931	AUTO VALUE PARTS STORES	132.06						
1	99253729 01/24/24	SANDING BELT	34.00			1000 455000	433		101000
2	99254755 01/30/24	FUEL FILTER	19.18			6020 450000	427		101000
3	99252970 01/19/24	FILTERS	78.88			6020 450000	427		101000
		Total for Vendor:	1,023.33						
115636	5254	BADGEPASS, INC.	1,466.79						
1	INV111381 12/18/23	Badge printer supplies	1,466.79			1000 414103	497		101000
		Total for Vendor:	1,466.79						
115737	3372	BARRY KIEMIELE	108.00						
		DAKOTA ISA CONFERENCE - ABERDEEN, SD							
1	01/30/24	TRAVEL REIMBURSEMENT	108.00			2210 428000	340		101000
		Total for Vendor:	108.00						
115777	3149	BEE SEEN GEAR	144.00						
1	62727 01/22/24	Patch over Embroidery	144.00			2060 415200	422		101000
		Total for Vendor:	144.00						
115906	1127	BIERSCHBACH EQUIPMENT & SUPPLY	2,437.00						
1	066865 01/29/24	CUTOFF SAW/BLADE	2,437.00			1000 430000	322		101000
		Total for Vendor:	2,437.00						
115845	4043	BIGDOG AUTOGLASS	892.03						
1	3471885 01/18/24	1189 WINDSHIELD	434.06			1000 421000	427		101000
2	3490955 01/27/24	WA WINDSHIELD	457.97			6020 450000	427		101000
		Total for Vendor:	892.03						
115838	637	BLACK MOUNTAIN SOFTWARE	33,245.00						
1	29933 01/01/24	Annual Maintenance	33,245.00			1000 414104	497		101000
		Total for Vendor:	33,245.00						

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115882		1389 BNSF RAILWAY COMPANY	3,919.48						
1	90253500	06/23/23 Project 2265	3,919.48			4793 480000	313		101000
		Total for Vendor:	3,919.48						
115664		3489 BOLTON & MENK, INC	1,394.50						
1	0328757	01/22/24 Traffic Signal Timing	1,394.50			1000 430000	487		101000
115665		3489 BOLTON & MENK, INC	5,000.00						
1	0328756	01/22/24 SheyWest	5,000.00			2970 480000	313		101000
		Total for Vendor:	6,394.50						
115726		26 BORDER STATES INDUSTRIES INC	111.65						
1	927745811	01/25/24 MOUNTING PLATE	111.65			6025 450000	825		101000
115731		26 BORDER STATES INDUSTRIES INC	3,900.24						
1	927730933	01/23/24 ELECTRIC CONTACTOR	3,900.24			6025 450000	826		101000
		Total for Vendor:	4,011.89						
115624		4290 BRANDON BAHR	149.00						
		Asphalt inspector training							
1	travel	01/22/24 training travel	149.00			1000 414200	340		101000
		Total for Vendor:	149.00						
115736		3374 BREANNA GRONAAS	108.00						
		DAKOTA ISA CONFERENCE - ABERDEEN, SD							
1	01/30/24	TRAVEL REIMBURSEMENT	108.00			2210 428000	340		101000
115873		3374 BREANNA GRONAAS	242.00						
		NORTHERN GREEN EXPO - ST PAUL, MN							
1	01/29/24	TRAVEL REIMBURSEMENT	242.00			2210 428000	340		101000
		Total for Vendor:	350.00						
115808		652 BRENCO CORPORATION	15.10						
1	0142111	01/22/24 HOSE REPAIR	15.10			2210 428000	427		101000

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115827		652 BRENCO CORPORATION	132.25						
1	0142273 01/25/24	SOCKETS/LUGS	132.25			6025 450000	433		101000
115909		652 BRENCO CORPORATION	24.53						
1	0142510 01/30/24	BOWL SWAB W/CONE	24.53			1000 455000	500		101000
		Total for Vendor:	171.88						
115720		4885 BRENDA HIEB	241.00						
1	01/30/24	meal reimb	241.00			1000 421000	340		101000
		Total for Vendor:	241.00						
115830		3892 BURGGRAF'S ACE FARGO WEST #17458	52.15						
1	3045 01/15/24	TOOLS	52.15			6025 450000	432		101000
115858		3892 BURGGRAF'S ACE FARGO WEST #17458	30.99						
1	002943 12/11/23	SCREWDRIVER SET	27.99			6025 450000	432		101000
2	283359 01/25/24	FINANCE CHARGE	3.00			6025 450000	432		101000
115904		3892 BURGGRAF'S ACE FARGO WEST #17458	11.99						
1	3007 01/02/24	Station 75 Lightbulbs	11.99			2060 415200	420		101000
		Total for Vendor:	95.13						
115757		351 BUSINESS ESSENTIALS	129.95						
1	1280047-1 01/22/24	OFFICE SUPPLIES	46.31			1000 430000	410		101000
2	1280041-1 01/22/24	OFFICE SUPPLIES	39.98			6020 450000	410		101000
3	1279206-1 01/17/24	OFFICE SUPPLIES	43.66			6020 450000	410		101000
115778		351 BUSINESS ESSENTIALS	25.00						
1	76618-1 01/17/24	D Nerud Business cards	25.00			2060 415200	668		101000
115812		351 BUSINESS ESSENTIALS	46.54						
1	1280433-1 01/24/24	OFFICE SUPPLIES	46.54			6025 450000	410		101000

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115924		351 BUSINESS ESSENTIALS	211.61						
1	WO12811241	01/29/24 OFFICE SUPPLIES	211.61			7000 411600	410		101000
		Total for Vendor:	413.10						
115399	110746S	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			2960 411900	475		101000
3	01/01/24	02-1325-00020-000	957.44			2960 411900	475		101000
4	01/01/24	02-1325-00030-000	6,147.01			2960 411900	475		101000
5	01/01/24	02-1325-00060-000	961.57			2960 411900	475		101000
6	01/01/24	02-1325-00070-000	1,915.64			2960 411900	475		101000
7	01/01/24	02-1325-00080-000	961.57			2960 411900	475		101000
115400	110746S	61 CASS COUNTY FINANCE	207,544.77						
1	01/01/24	2023 Specials Payable	203,170.59			1000 490000	630		101000
2	01/01/24	parcel 02-1325-00175-000	4,374.18			2960 411900	475		101000
		Total for Vendor:	219,625.73						
115621		1355 CASS COUNTY GOVERNMENT	1,697.02						
		Document preservation							
1	007628	01/06/24 Web Hosting Support	1,697.02			1000 414101	497		101000
115709		1355 CASS COUNTY GOVERNMENT	1,360.00						
1	7981	01/26/24 dec 2023 jail housing	1,360.00			1000 421000	398		101000
		Total for Vendor:	3,057.02						
115644		46 CASS RURAL WATER USERS	31.78						
1	6482	Dec 12/25/23 6482 - WF Airport Water	31.78			7050 500000	420		101000
115645		46 CASS RURAL WATER USERS	28.35						
1	6482	Jan 01/25/24 6482 - WF Airport Water	28.35			7050 500000	420		101000
		Total for Vendor:	60.13						

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115888	2909 CC STEEL LLC		43,497.67						
1	02/05/24 Project 1343		43,497.67			4004 480000	670		101000
		Total for Vendor:	43,497.67						
115790	1512 CDW GOVERNMENT, INC		1,120.00						
1	PG87537 01/25/24 Bluebeam - Engineering (4)		1,120.00			1000 414200	497		101000
115819	1512 CDW GOVERNMENT, INC		150.94						
1	MK74864 10/09/23 Adobe Pro Subscriptions - HR		150.94			1000 414103	497		101000
115822	1512 CDW GOVERNMENT, INC		86.24						
1	MP95789 10/19/23 Adobe Pro Subscriptions		86.24			1000 414104	497		101000
115883	1512 CDW GOVERNMENT, INC		294.26						
1	PH32624 01/29/24 Adobe Pro Subscriptions		294.26			1000 414200	497		101000
115884	1512 CDW GOVERNMENT, INC		6,810.48						
1	PJ14349 01/30/24 AutoCAD Subscriptions		6,810.48			1000 414200	497		101000
		Total for Vendor:	8,461.92						
115768	4108 CED		519.13						
1	3481046397 01/23/24 ELEC WIRE		519.13			6020 450000	420		101000
115810	4108 CED		42.14						
1	3481046474 01/30/24 CRIMP LUG		18.16			6025 450000	825		101000
2	3481046717 01/26/24 TEST LEADS		23.98			1000 430000	432		101000
115865	4108 CED		1,456.00						
1	3481046362 01/30/24 HID LED EQ		1,456.00			1000 430002	391		101000
		Total for Vendor:	2,017.27						
115623	1777 CENTURY LINK		70.95						
	Airport invoice								
1	Jan 24 01/07/24 Century Link		70.95			7050 500000	356		101000
		Total for Vendor:	70.95						

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115735		1250 CHAD ZANDER	82.00						
		DAKOTA ISA CONFERENCE - ABERDEEN, SD							
1	01/30/24	TRAVEL REIMBURSEMENT	82.00			2210 428000	340		101000
		Total for Vendor:	82.00						
115727		4088 CHRISTOPHER CUSEY	35.00						
		WATER TESTING - BISMARCK, ND							
1	01/30/24	TRAVEL REIMBURSEMENT	35.00			6020 450000	340		101000
		Total for Vendor:	35.00						
115765		111 CITY OF FARGO	21,609.85						
1	454261 01/17/24	LANDFILL FEES	21,609.85			6010 450200	355		101000
115779		111 CITY OF FARGO	2,000.00						
1	453640 01/10/24	2024 Pulse Point Tier 1 Fee	2,000.00			2060 415200	497		101000
115874		111 CITY OF FARGO	21,129.82						
1	454583 01/24/24	LANDFILL FEES	21,129.82			6010 450200	355		101000
		Total for Vendor:	44,739.67						
115628	110908S	3167 City of West Fargo	644.22						
		Public Works Invoice for FD New HQ. RD							
1	18475 01/08/24	FD Dec Roll-off new HQ.	644.22			4795 480000	670		101000
115711		3167 City of West Fargo	73.00						
1	02066 Jan 12/20/23	Airport Dumpster	73.00			7050 500000	420		101000
		Total for Vendor:	717.22						
115955		3021 CIVICPLUS LLC	14,250.00						
		12/07/23-12/06/24							
1	287950 01/01/24	Annual Fees	14,250.00			1000 416200	497		101000
		Total for Vendor:	14,250.00						

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115668	3622 CLEARVIEW AI		5,495.00						
1	02/20/24 2024 search accounts		5,495.00			1000 421000	497		101000
	2B410AC5-1406								
		Total for Vendor:	5,495.00						
115677	1904 CODE 4 SERVICES, INC		13,026.81						
1	9203 01/20/24 #1175, 1172, 140 installs		13,026.81			1000 421000	610		101000
115724	1904 CODE 4 SERVICES, INC		226.40						
1	9224 01/30/24 #1175 install/removal		226.40			1000 421000	610		101000
115753	1904 CODE 4 SERVICES, INC		13,719.80						
1	9235 12/31/23 2023 labor cost installs		13,719.80			1000 421000	610		101000
115780	1904 CODE 4 SERVICES, INC		593.94						
1	9213 01/23/24 Batt 70 Push Bumper Replacemen		593.94			2060 415200	427		101000
		Total for Vendor:	27,566.95						
115718	2482 CODY BEILKE		256.00						
1	01/30/24 meal reimb		256.00			1000 421000	340		101000
		Total for Vendor:	256.00						
115706	133 COLE PAPERS		239.84						
1	10361677 01/17/24 PD PAPER PRODUCTS		239.84			1000 455000	500		101000
115910	133 COLE PAPERS		360.06						
1	10370754 12/22/23 CH PAPER PRODUCTS		360.06			1000 455000	500		101000
		Total for Vendor:	599.90						
115629	2833 CONFERENCE ON CRIMES AGAINST		1,250.00						
1	01/22/24 reg for james ellefson		625.00			1000 421000	340		101000
	ccaw24-0124-0228-0171								
2	01/22/24 reg for annie feltman		625.00			1000 421000	340		101000
	ccaw24-0124-0228-0171								
		Total for Vendor:	1,250.00						

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115791		3530 CONNECTWISE	57.46						
1	790767	01/31/23 Manage Internal IT Standard	57.46			1000 414104	497		101000
115792		3530 CONNECTWISE	5,967.43						
1	813431	02/28/23 PSA Internal IT Standard	4,823.52			1000 414104	497		101000
2	813431	02/28/23 Server Fee	1,143.91			1000 414104	497		101000
115793		3530 CONNECTWISE	12,147.45						
1	856618	04/30/23 Annual Subscription	12,147.45			1000 414104	497		101000
		Total for Vendor:	18,172.34						
115926		4360 CONSOLIDATED ELECTRICAL	137.42						
1	2348104545	01/09/24 ELECTRICAL ALISHA/AMY/STEP	137.42			7000 411600	497		101000
		Total for Vendor:	137.42						
115686		3245 CORE & MAIN	134.40						
1	U233759	01/23/24 CRANKCASE OIL	134.40			6020 450000	432		101000
115732		3245 CORE & MAIN	4,568.84						
1	T620658	01/18/24 WATER METERS	4,568.84			6020 450000	429		101000
115828		3245 CORE & MAIN	130.80						
1	U273703	01/25/24 PVC PIPE	130.80			6025 450000	420		101000
115848		3245 CORE & MAIN	225.42						
1	U297684	01/30/24 HARDWARE	225.42			6020 450000	438		101000
115861		3245 CORE & MAIN	1,760.00						
1	U283079	01/26/24 REMOTE WIRE	1,760.00			6020 450000	429		101000
115905		3245 CORE & MAIN	1,000.00						
1	U304824	01/31/24 BACKFLOW W/BALL VALVES	1,000.00			6020 450000	438		101000
		Total for Vendor:	7,819.46						

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115689		47 CORWIN CHRYSLER	307.90						
1	149387 01/08/24	1189 HEATER CLAMP	20.90			1000 421000	427		101000
2	CM49463 01/17/24	1196 CORE RET CREDIT	-35.00			1000 421000	427		101000
3	149463 01/09/24	1196 CALIPER DSC BATTERY	322.00			1000 421000	427		101000
4	149310 01/04/24	1187 RADIATOR	654.00			1000 421000	427		101000
5	CM149310 01/12/24	1187 RADIATOR RET	-654.00			1000 421000	427		101000
115893		47 CORWIN CHRYSLER	692.38						
1	25490 12/12/23	1196 TRACTION CNTRL LIGHT REP	692.38			1000 421000	427		101000
		Total for Vendor:	1,000.28						
115760		3500 CUMMINS SALES AND SERVICE	1,822.51						
1	E8-97031 01/11/24	7020 GENERATOR REPAIR	1,993.60			6025 450000	322		101000
2		ACCT CREDIT	-171.09			6025 450000	427		101000
115911		3500 CUMMINS SALES AND SERVICE	1,392.00						
1	E8-97640 01/29/24	E-75 Yearly Full service	1,392.00			2060 415200	420		101000
		Total for Vendor:	3,214.51						
115875		662 CUSTOM GRAPHICS, INC	440.00						
1	514317 01/26/24	DOOR DECALS - WA	220.00			6020 450000	433		101000
2	514317 01/26/24	DOOR DECALS - SA	220.00			6010 450200	433		101000
		Total for Vendor:	440.00						
115949		859 DAKOTA ELECTRIC CONSTRUCTION CO	39,893.56						
1	Pay App 18 12/31/23	WF Fire Dept Project	39,893.56			4795 480000	670		101000
		Total for Vendor:	39,893.56						
115748		4059 DAKOTA FENCE - ACCT REC	889.00						
1	149356 01/17/24	17TH ST COMPOST FENCE REPAIR	889.00			6010 450200	420		101000
		Total for Vendor:	889.00						
115704		1675 DAKOTA FLUID POWER, INC	148.94						
1	7155952 01/05/24	HOSE REEL + HARDWARE	2,392.06			6010 450200	427		101000
2	7159699 01/17/24	HOSE REEL RETURN	-2,243.12			6010 450200	427		101000

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115800		1675 DAKOTA FLUID POWER, INC	116.81						
1	7161253	01/23/24 4101 HARDWARE	103.30			6010 450200	427		101000
2	7161397	01/23/24 4101 HARDWARE	2.84			6010 450200	427		101000
3	7161944	01/24/24 4021 FORB REDUCER	10.67			6010 450200	427		101000
115896		1675 DAKOTA FLUID POWER, INC	4.37						
1	7163634	01/30/24 HARDWARE	4.37			6010 450200	427		101000
		Total for Vendor:	270.12						
115826		79 DAKOTA HOSE & EQUIP	1,006.57						
1	3194138	01/26/24 HARDWARE	894.61			6025 450000	420		101000
2	3194265	01/30/24 HARDWARE	111.96			6025 450000	420		101000
		Total for Vendor:	1,006.57						
115900		87 DAKOTA TIRE	667.92						
1	89864	01/25/24 SQ-75 Heater hose repair	617.92			2060 415200	427		101000
2	939171	01/26/24 L-75 Rotate Tires	50.00			2060 415200	420		101000
		Total for Vendor:	667.92						
115669		856 DAVE'S WEST FARGO TIRE	453.60						
1	123988	01/24/24 #1174 several repairs	453.60			1000 421000	427		101000
		Total for Vendor:	453.60						
115729		5258 DEAN ROLLIE	72.00						
		LANDFILL OPERATOR TRAINING - BISMARCK, ND							
1		01/30/24 TRAVEL REIMBURSEMENT	72.00			6010 450200	340		101000
		Total for Vendor:	72.00						
115928		77 DEMCO INC	295.38						
1	7425914	01/23/24 TECH SERVICES SUPPLIES	295.38			7000 411600	410		101000
		Total for Vendor:	295.38						
115944		5268 DINGES FIRE COMPANY	4,649.99						
		2024 CAPITAL IMPROVEMENTS MATT BERG							
1	49855	02/02/24 (2) TRAINING MANIKINS	4,649.99			2060 415200	641		101000
		Total for Vendor:	4,649.99						

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115781		3762 DREAMSEATS LLC	343.15						
1	4762620	01/23/24 SS Conference Rm Chair Replac	343.15			2060 415200	641		101000
		Total for Vendor:	343.15						
115922		2100 EAGLE RUN CROSSING LLC	223.11						
1	3876	01/08/24 5400 DIESEL	33.90			1000 430001	424		101000
2	5502	01/15/24 5300 DIESEL	27.72			1000 430001	424		101000
3	8378	01/14/24 RENTAL BLADE DIESEL	12.44			1000 430000	424		101000
4	6983	01/22/24 5402 DIESEL	30.75			1000 430001	424		101000
5	7866	01/19/24 KEROSENE	75.29			1000 430000	424		101000
6	1347	01/23/24 5402 DIESEL	43.01			1000 430001	424		101000
115939		2100 EAGLE RUN CROSSING LLC	282.31						
1	9071	02/02/24 RENTAL LOADER DIESEL	282.31			1000 430000	424		101000
		Total for Vendor:	505.42						
115738		5261 EDWIN JAMES	242.00						
		NORTHERN GREEN EXPO - ST. PAUL, MN							
1		01/30/24 TRAVEL REIMBURSEMENT	242.00			1000 430001	340		101000
		Total for Vendor:	242.00						
115714		1502 EIDE BAILLY LLP	30,000.00						
		Professional services related to 2022 audit							
1	EI01614171	01/24/24 2022 Audit	30,000.00			1000 415000	369		101000
		Total for Vendor:	30,000.00						
115702		545 ELECTRIC PUMP LLC	645.82						
1	0077438	01/12/24 FLYGT COMPATIBLE BRACKETS	645.82			6025 450000	825		101000
		Total for Vendor:	645.82						
115652	-99306E	4664 EMPOWER (MASS MUTUAL)	5,027.62						
		Empower							
1		01/26/24 January Contributions	5,027.62			1000 212528			101000
		Total for Vendor:	5,027.62						

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115860		3722 ENVIROTECH	13,610.12						
1	202407621	01/30/24 AMP	13,610.12			1000 430000	377		101000
		Total for Vendor:	13,610.12						
115659	110911S	3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	01/31/24	Deferred Comp Jan 2023	2,000.00			1000 212524			101000
		Total for Vendor:	2,000.00						
115734		5120 ERIC JOHNSON	299.00						
		WWETT SHOW - INDIANPOLIS, IN							
1	01/30/24	TRAVEL REIMBRUSEMENT	299.00			6025 450000	340		101000
		Total for Vendor:	299.00						
115840		660 FARGO FREIGHTLINER	51.49						
1	X101139954	01/25/24 408 CTR BEARING	51.49			6010 450200	427		101000
		Total for Vendor:	51.49						
115747		897 FARGO GLASS AND PAINT CO.	307.83						
1	SI044681	01/10/24 CH DOOR REPAIR	307.83			1000 455000	420		101000
		Total for Vendor:	307.83						
115764		979 FARGO LINE-X	1,065.00						
1	28762	01/04/24 3102 GRIP STEPS/COVER/TOP	1,065.00			1000 430000	610		101000
115866		979 FARGO LINE-X	1,180.00						
1	28918	01/29/24 5304 LINEX/SEAT COVERS	855.00			1000 430001	610		101000
2	28918	01/29/24 3070 SEAT COVERS	325.00			1000 430000	427		101000
		Total for Vendor:	2,245.00						
115806		1648 FARSTAD OIL, INC	368.08						
1	890053-24	01/24/24 MOBIL 1 OIL	152.49			1000 421000	424		101000
2	880205-24	01/18/24 RIDGELINE DEF	215.59			6010 450200	424		101000
		Total for Vendor:	368.08						

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115775		151 FEDERAL EXPRESS	10.94						
1	839412969	01/31/24 pkg mailed	5.47			1000 421000	661		101000
2	838704891	01/24/24 pkg mailed	5.47			1000 421000	661		101000
		Total for Vendor:	10.94						
115885		1593 FRONTIER PRECISION, INC	58,987.60						
1	291352	01/30/24 Survey Equipment - Troy	58,987.60			1000 414200	864		101000
		Total for Vendor:	58,987.60						
115759		3063 FRONTLINE PLUS FIRE & RESCUE	4,335.00						
1	14046	12/22/23 2024 CONTRACT	4,335.00			1000 430002	803		101000
		Total for Vendor:	4,335.00						
115681		155 GALLS, LLC	1,055.06						
1	026869991	01/23/24 shirt-equip for borg	218.49			1000 421000	422		101000
2	026828818	01/18/24 equip for werner	145.97			1000 421000	422		101000
3	026869990	01/23/24 pullover for angeles	159.99			1000 421000	422		101000
4	026869989	01/23/24 equip for young	198.90			1000 421000	422		101000
5	026861263	01/22/24 equip for heyerman	56.70			1000 421000	422		101000
6	026841472	01/19/24 equip for dehmlow	15.53			1000 421000	422		101000
7	026828380	01/18/24 equip for dehmlow	133.31			1000 421000	422		101000
8	026869982	01/23/24 pant for casperson	81.90			1000 421000	422		101000
9	026833145	01/18/24 equip for t. todd	44.27			1000 421000	422		101000
115782		155 GALLS, LLC	1,845.81						
2	026748359	01/10/24 R Qualley Jobshirt	100.58			2060 415200	422		101000
3	026762472	01/11/24 N Wavra Pants	60.20			2060 415200	422		101000
4	026773109	01/12/24 D Sapp- Red Polo	82.44			2060 415200	422		101000
5	026773110	01/12/24 B Temp 2 Polos	165.01			2060 415200	422		101000
6	026773138	01/12/24 B Temp 3 Blue Polos	247.04			2060 415200	422		101000
7	026773916	01/12/24 L Nesvold Boots	102.85			2060 415200	422		101000
8	026773916	01/12/24 C McMann Boots	161.46			2060 415200	422		101000
9	026773916	01/12/24 L Leinen New Emp Pants	85.92			2060 415200	422		101000
10	026773916	01/12/24 L Nesvold 2 pants	92.98			2060 415200	422		101000
11	026773916	01/12/24 S Baron 2 Pants	131.47			2060 415200	422		101000
12	026773916	01/12/24 L Leinen Pants	61.75			2060 415200	422		101000

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13	026776501	01/12/24 C McCann Boots	162.96			2060 415200	422		101000
14	026691233	01/03/24 9 Vellcro name plates Hi-Vi	89.91			2060 415200	422		101000
15	026708074	01/05/24 B Temp New Hire Polos	164.96			2060 415200	422		101000
16	023715970	01/05/24 L Leinen Boots New Hire	136.62			2060 415200	422		101000
17	109361	10/12/23 Statement Adjustment	-2.00			2060 415200	422		101000
18	026627496	12/22/23 C McCann-Boots Return	-136.00			2060 415200	422		101000
19	025537407	08/31/23 Womens Samples	78.95			2060 415200	422		101000
20	026601165	12/20/23 R Qualley Polo	58.71			2060 415200	422		101000
115857		155 GALLS, LLC	181.49						
1	026936282	01/30/24 new officer halverson	181.49			1000 421000	422		101000
		Total for Vendor:	3,082.36						
115914		4321 GO PROMO LLC	500.00						
1	39709	02/02/24 FORESTRY PROMO WRISTBANDS	500.00			2210 428000	375		101000
		Total for Vendor:	500.00						
115682		2864 GOODIN COMPANY	133.46						
1	8277294	01/24/24 PLUMBING FOR VACTORS	133.46			6025 450000	420		101000
115767		2864 GOODIN COMPANY	254.88						
1	8277049	01/23/24 AIR FILTERS	254.88			1000 455000	500		101000
		Total for Vendor:	388.34						
115699		2558 GOODYEAR COMMERCIAL TIRE	2,656.34						
1	1301090501	01/04/24 TIRES	3,231.30			6010 450200	427		101000
2	1301030612	01/31/24 4102 TIRE REPAIR/TRADE IN	-574.96			6010 450200	427		101000
115895		2558 GOODYEAR COMMERCIAL TIRE	51.99						
1	1301090599	01/30/24 TIRE REPAIR	51.99			6010 450200	427		101000
		Total for Vendor:	2,708.33						
115678		556 GRAINGER, INC.	379.27						
1	803489350	01/12/24 j. johnson tk box	379.27			1000 421000	610		101000

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115744		556 GRAINGER, INC.	237.97						
1	9973466502	01/24/24 CORROSION INHIBITOR	237.97			6010 450200	914		101000
		Total for Vendor:	617.24						
115918		3534 GRAND FORKS FIRE EQUIPMENT LLC	320.00						
1	39916	01/19/24 Gas Detector	320.00			2060 415200	641		101000
		Total for Vendor:	320.00						
115930		2877 GREATAMERICA FINANCIAL SERVICES	443.23						
1	35763546	01/22/24 SERVICE AGREEMENTS/CONTRACTS	443.23			7000 411600	428		101000
		Total for Vendor:	443.23						
115646		2318 HABERDASHERY	219.98						
1	71057	01/24/24 New Emp Clothing - Econ Dev	46.99			1000 414102	410		101000
2	71057	01/24/24 New Emp Clothing - Finance	172.99			1000 414100	410		101000
		Total for Vendor:	219.98						
115742		135 HAWKINS WTR TREATMENT	4,685.03						
1	6670565	01/19/24 AQUAHAWK	4,685.03			6025 450000	423		101000
		Total for Vendor:	4,685.03						
115746		180 HAZERS	630.00						
1	1135	01/26/24 APPLIANCE DISPOSAL	630.00			6010 450200	357		101000
115839		180 HAZERS	245.00						
1	61728	03/28/23 APPLIANCE DISPOSAL	245.00			6010 450200	357		101000
		Total for Vendor:	875.00						
115823		3593 HOLIDAY COMPANIES	10.00						
1		01/31/24 jan 2024 car wash	10.00			1000 421000	420		101000
		Total for Vendor:	10.00						
115938		4592 INGRAM LIBRARY SERVICES	5,434.89						
1	80003805	01/19/24 BOOKS	747.21			7000 411600	662		101000
2	80003804	01/19/24 BOOKS	1,380.69			7000 411600	662		101000
3	80058559	01/23/24 BOOKS	43.61			7000 411600	662		101000

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4	80058560	01/23/24 BOOKS	102.72			7000 411600	662		101000
5	80099923	01/24/24 BOOKS	43.25			7000 411600	662		101000
6	80149784	01/26/24 BOOKS	791.41			7000 411600	662		101000
7	80149785	01/26/24 BOOKS	311.96			7000 411600	662		101000
8	80136780	01/26/24 BOOKS	132.39			7000 411600	662		101000
9	80136781	01/26/24 BOOKS	90.39			7000 411600	662		101000
10	80172263	01/29/24 BOOKS	19.87			7000 411600	662		101000
11	80172264	01/29/24 BOOKS	18.06			7000 411600	662		101000
12	80172267	01/29/24 BOOKS	147.63			7000 411600	662		101000
13	80172268	01/29/24 BOOKS	197.80			7000 411600	662		101000
14	80172269	01/29/24 BOOKS	107.25			7000 411600	662		101000
15	80183441	01/29/24 BOOKS	198.18			7000 411600	662		101000
16	80172265	01/29/24 BOOKS	147.82			7000 411600	662		101000
17	80172266	01/29/24 BOOKS	321.55			7000 411600	662		101000
18	80196516	01/30/24 BOOKS	50.54			7000 411600	662		101000
19	80196517	01/30/24 BOOKS	12.79			7000 411600	662		101000
20	80196518	01/30/24 BOOKS	146.12			7000 411600	662		101000
21	80210974	01/30/24 BOOKS	38.07			7000 411600	662		101000
22	80210975	01/30/24 BOOKS	103.22			7000 411600	662		101000
23	80210976	01/30/24 BOOKS	39.83			7000 411600	662		101000
24	80210977	01/30/24 BOOKS	29.20			7000 411600	662		101000
25	80210978	01/30/24 BOOKS	213.33			7000 411600	662		101000
Total for Vendor:			5,434.89						
115751	211	INTERSTATE BATTERIES	343.95						
1	2801039340	01/19/24 1175 BATTERY	343.95			1000 421000	427		101000
Total for Vendor:			343.95						
115923	3368	IWORQ	29,150.00						
March 2024 - February 2025									
1	202739	02/01/24 Permit Management	29,150.00			1000 418000	497		101000
Total for Vendor:			29,150.00						
115846	233	J & L SPORTS	785.48						
1	32316	01/30/24 S TIFFANY CLOTHING	363.00			1000 455000	422		101000
2	32316	01/30/24 E WILM SHIRTS	202.00			1000 455000	422		101000
3	32316	01/30/24 WA JACKET EMBROIDERY	56.00			6020 450000	422		101000

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4	32316 01/30/24	SWEATSHIRT EMBROIDERY	91.00			6025 450000	422		101000
5	32316 01/30/24	D JOHN CLOTHING	73.48			1000 450000	422		101000
		Total for Vendor:	785.48						
115754		1765 J.J. KELLER & ASSOC, INC	25.00						
1	9108666767 01/01/24	CDL TRAINING SOFTWARE	25.00			1000 450000	497		101000
		Total for Vendor:	25.00						
115730		5259 JACOB KLUEBER	119.89						
		LANDFILL OPERATOR TRAINING - BISMARCK, ND							
1	01/30/24	TRAVEL REIMBURSEMENT	119.89			6010 450200	340		101000
		Total for Vendor:	119.89						
115862		5265 JARED HAHN	51.00						
		WATER TESTING - BISMARCK, ND							
1	01/31/24	TRAVEL REIMBURSEMENT	51.00			6025 450000	340		101000
		Total for Vendor:	51.00						
115887		1164 JDP ELECTRIC, INC	14,382.00						
1	Pay App 2 02/05/24	Project 1342	14,382.00			4002 480000	670		101000
		Total for Vendor:	14,382.00						
115802		2750 JIM'S TOWING INC	316.25						
1	241029 01/22/24	407 TOWING	316.25			6010 450200	427		101000
		Total for Vendor:	316.25						
115825		5137 JODI ROLLE	32.56						
1	01/31/24	Mileage 01/02/24-01/31/24	32.56			1000 414100	340		101000
		Total for Vendor:	32.56						
115694		2798 JOHNSON CONTROLS	44,702.00						
1	01/20/24	PW/CH ANNUAL CONTRACT	18,640.80			1000 455000	307		101000
		131922388155							
2	01/20/24	FIRE STATION ANNUAL CONTRACT	26,061.20			2060 415000	428		101000
		131922388155							
		Total for Vendor:	44,702.00						

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115774	5262 KAMINSKY, SULLENBERGER &		800.00						
1	20240904 01/30/24 2 registrations, boyer & mew		800.00			1000 421000	340		101000
	Total for Vendor:		800.00						
115758	344 KARL'S AT THE NODAK CENTER		450.45						
1	343162920 01/22/24 N PRATT BOOTS		152.99			6020 450000	422		101000
2	343162923 01/22/24 T BUCHOLZ BOOTS		161.49			6020 450000	422		101000
3	343164551 01/24/24 C CUSEY JEANS		135.97			6020 450000	422		101000
115844	344 KARL'S AT THE NODAK CENTER		50.99						
1	343168832 01/31/24 W LICK PANTS		50.99			6025 450000	422		101000
	Total for Vendor:		501.44						
115771	2352 KLM ENGINEERING, INC		12,300.00						
1	10078 01/26/24 VERIZON ANTENNA INSPECTION		12,300.00			6020 450000	632		101000
	Total for Vendor:		12,300.00						
115647	-99311E 4482 KOTAPAY		2,954.85						
	01/26/24 payroll								
1	01/26/24 Child Support		2,954.85			1000 212549			101000
	Total for Vendor:		2,954.85						
115712	1236 LAKE AGASSIZ WATER AUTHORITY		4,000.00						
1	2024 Membership Dues		4,000.00			6020 450000	667		101000
	Total for Vendor:		4,000.00						
115634	4767 LENOVO (UNITED STATES) INC.		282.00						
1	6466843760 01/22/24 New Monitors - Benji		282.00			1000 414200	497		101000
115635	4767 LENOVO (UNITED STATES) INC.		253.80						
1	6466852342 01/23/24 New Monitors - Kayla		253.80			1000 414200	497		101000
115789	4767 LENOVO (UNITED STATES) INC.		1,579.70						
1	6466898844 01/09/24 New Laptop - Kayla V		1,579.70			1000 414200	497		101000

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115931	4767 LENOVO (UNITED STATES) INC.		1,032.80						
1	6466924607 01/30/24 SELF-CHECKOUT;MONITOR WORKSTATION;SUPPORT UPGRADE		1,032.80			7000 411600	497		101000
	Total for Vendor:		3,148.30						
115708	4754 LENS EQUIPMENT		998.00						
1	7090 01/23/24 cell data 2 gps narcs		998.00			1000 421000	497		101000
	Total for Vendor:		998.00						
115919	3418 LOFFLER		67.70						
1	4596914 01/30/24 FD February Print Overage		67.70			2060 415200	428		101000
	Total for Vendor:		67.70						
115807	711 LUTHER FAMILY FORD		492.56						
1	374520 01/25/24 266 MIRROR		167.25			6020 450000	427		101000
2	374003 01/19/24 1194 HOSE		325.31			1000 421000	427		101000
115835	711 LUTHER FAMILY FORD		150.72						
1	374189 01/23/24 MIRROR		150.72			6020 450000	427		101000
	Total for Vendor:		643.28						
115679	675 LYNN PEAVEY CO.		218.62						
1	406614 01/15/24 sealing tape/investigations		218.62			1000 421000	365		101000
	Total for Vendor:		218.62						
115687	3304 MAC'S - FARGO		353.35						
1	H22653 01/12/24 50FT EXT CORDS		179.97			6025 450000	432		101000
2	H23212 01/15/24 HAND PUMP		145.98			6010 450200	433		101000
3	H21792 01/10/24 HARDWARE		27.40			1000 430000	487		101000
115832	3304 MAC'S - FARGO		9.37						
1	H26119 01/25/24 HARDWARE		9.37			6025 450000	433		101000

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115852		3304 MAC'S - FARGO	223.42						
1	H20981 01/08/24	HARDWARE	145.06			1000 430000	433		101000
2	H25812 01/24/24	STENCILS/TAPE	78.36			1000 430000	487		101000
		Total for Vendor:	586.14						
115818		3536 MACQUEEN EMERGENCY	27,040.26						
1	24574 01/19/24	6 FF Helmets for March Academy	2,298.91			2060 415200	641		101000
2	10398 01/22/24	L-75 Dooh Holder/gauge	284.77			2060 415200	420		101000
3	10411 01/24/24	E-75 Switch Repair	240.93			2060 415200	420		101000
4	10423 01/26/24	E-75 Gauge 2"	338.32			2060 415200	420		101000
5	10423 01/26/24	L-76 blower Assembly	283.26			2060 415200	420		101000
6	10437 01/30/24	K Frost-Thermal Camera/Batteri	3,640.00			2060 415200	641		101000
7	10437 01/30/24	K Frost-Salvage Cover, 2.5 dbl	980.00			2060 415200	641		101000
8	10437 01/30/24	K Frost-freight for cap. imp i	265.20			2060 415200	661		101000
9	10439 01/30/24	L-75 Suspension/spring	4,294.18			2060 415200	420		101000
10	10360 01/11/24	K Frost 36" flat Axe leatherhe	150.00			2060 415200	641		101000
11	10360 01/11/24	K Frost Storz wrench set	276.00			2060 415200	641		101000
12	10360 01/11/24	K Frost 2 supervac valor 18"	10,600.00			2060 415200	864		101000
13	10360 01/11/24	K Frost Huszvarna rescue saw	2,100.00			2060 415200	641		101000
14	10360 01/11/24	K Frost Diamond Tooth blade	390.00			2060 415200	641		101000
15	10360 01/11/24	K Frost Halligan Bar	247.00			2060 415200	641		101000
16	10360 01/11/24	Freight for Capt Imp items	288.17			2060 415200	661		101000
17	10401 01/22/24	L-75 Rubber mkr L & R	208.53			2060 415200	420		101000
18	10401 01/22/24	E-75 Gauge & freight	371.49			2060 415200	420		101000
19	11277 12/13/23	Credit for gear wash paid twic	-216.50			2060 415200	420		101000
		Total for Vendor:	27,040.26						
115658	110912S	3542 MAINSTAY FUNDS	750.00						
1	01/31/24	Mainstay Jan 2024	750.00			1000 212529			101000
		Total for Vendor:	750.00						
115772		2643 MARCO'S PIZZA	72.01						
1	123995113 01/30/24	critical incident lunch inv	72.01			1000 421000	365		101000
		Total for Vendor:	72.01						

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115657	110913S	3630 MATRIX TRUST COMPANY	4,937.00						
1	01/31/24	Deferred Comp Pre-Tax Jan 24	3,715.00			1000 212547			101000
2	01/31/24	Deferred Comp Post-Tax Jan 24	1,222.00			1000 212548			101000
		Total for Vendor:	4,937.00						
115728		4045 Matthew Dimmer	72.00						
		LANDFILL OPERATOR TRAINING - BISMARCK, ND							
1	01/30/24	TRAVEL REIMBURSEMENT	72.00			6010 450200	340		101000
		Total for Vendor:	72.00						
115625		4311 MCPA - MN CRIME PREVENTION	730.00						
1	01/23/24	reg fee jason dura	365.00			1000 421000	340		101000
2	01/23/24	reg fee margy larson	365.00			1000 421000	340		101000
		Total for Vendor:	730.00						
115915		299 MENARDS (FIRE)	440.08						
1	22610 01/24/24	Training Supplies	38.43			2060 415200	340		101000
2	22610 01/25/24	Return Training Supplies	-21.69			2060 415200	340		101000
3	22603 01/24/24	Shop and Station Supplies	189.79			2060 415200	500		101000
4	22707 01/25/24	Training Supplies	74.06			2060 415200	340		101000
5	22986 01/29/24	ST 76 set up water suits	63.89			2060 415200	420		101000
6	23060 01/30/24	Training Supplies	53.64			2060 415200	340		101000
7	23070 01/30/24	St 76 misc hardware	41.96			2060 415200	500		101000
		Total for Vendor:	440.08						
115697		4622 MENARDS (PUBLIC WORKS)	611.33						
1	21782 01/12/24	AIR COMPRESSIOR/SPEEDLITE	136.99			1000 430000	432		101000
2	21720 01/11/24	HARDWARE	85.58			6025 450000	825		101000
3	21146 01/03/24	5 GAL PAILS	33.52			6025 450000	432		101000
4	22097 01/17/24	POLE HOLDER PARTS	64.20			6025 450000	432		101000
5	22170 01/18/24	PUSHER W/CENFOR GRIP	49.99			6025 450000	433		101000
6	22035 01/16/24	BROOM	14.49			6025 450000	825		101000
7	21720 01/11/24	HARDWARE	85.58			6025 450000	432		101000
8	21245 01/04/24	STORAGE BOX	1.68			6020 450000	432		101000
9	21986 01/15/24	MARKER/TRAY	18.58			6020 450000	438		101000
10	22121 01/17/24	PREMIX FUEL/HARDWARE	30.74			6020 450000	433		101000

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11	22163	01/18/24 CABLE TIES	29.99			6020 450000	433		101000
12	22494	01/22/24 MOP BUCKET	59.99			1000 455000	500		101000
115829		4622 MENARDS (PUBLIC WORKS)	185.02						
1	21980	01/15/24 FOAM/PART CLEANER	36.93			6025 450000	433		101000
2	22622	01/24/24 HARDWARE	36.39			6025 450000	420		101000
3	22602	01/24/24 PVC PARTS	150.38			6025 450000	420		101000
4	22620	01/24/24 PVC RET	-38.68			6025 450000	420		101000
115847		4622 MENARDS (PUBLIC WORKS)	41.28						
1	22971	01/29/24 SPRAY PAINT	20.95			6020 450000	420		101000
2	23045	01/30/24 FAILS	20.33			6020 450000	420		101000
115851		4622 MENARDS (PUBLIC WORKS)	81.33						
1	22967	01/29/24 HARDWARE	3.69			1000 430000	433		101000
2	23051	01/30/24 TORCH	77.64			1000 430000	433		101000
115890		4622 MENARDS (PUBLIC WORKS)	208.46						
1	23092	01/30/24 LOCK CORD	27.99			1000 455000	500		101000
2	23120	01/31/24 HARDWARE	55.00			1000 455000	420		101000
3	22461	01/22/24 MIP BRASS	4.09			6020 450000	433		101000
4	22690	01/25/24 HARDWARE	32.96			6025 450000	420		101000
5	22753	01/26/24 CLAMP/ADAPTER	39.42			6025 450000	420		101000
6	22683	01/25/24 FOUNDATIONS	49.00			1000 455000	420		101000
115903		4622 MENARDS (PUBLIC WORKS)	163.75						
1	22598	01/24/24 TOILET REPAIR	163.75			1000 455000	420		101000
		Total for Vendor:	1,291.17						
115641		2766 MIDCONTINENT COMMUNICATIONS	439.34						
1	13825	01/23/24 191305202 - 3050 Sheyenne	439.34			2310 452120	497		101000
115676		2766 MIDCONTINENT COMMUNICATIONS	345.84						
1	145318	01/23/24 jan 2024 icac	220.42			1000 421000	497		101000
	22121930113825								
2	145318	01/23/24 jan 2024 pw	125.42			1000 421000	497		101000

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115950		2766 MIDCONTINENT COMMUNICATIONS	46.03						
1	113831	01/27/24 January digital line charge	46.03			2060 415200	356		101000
		Total for Vendor:	831.21						
115804		102 MIDSTATES WIRELESS	87.30						
1	206002649	01/19/24 408 ANTENNA PORT REPAIR	87.30			6010 450200	382		101000
115908		102 MIDSTATES WIRELESS	2,148.64						
1	206002638	01/24/24 RADIO INSTALL	716.21			6020 450000	427		101000
2	206002638	01/24/24 RADIO INSTALL	716.21			1000 430000	427		101000
3	206002638	01/24/24 RADIO INSTALL	716.22			6025 450000	427		101000
115953		102 MIDSTATES WIRELESS	742.50						
1	206002455-	01/05/24 N Station Alerting System-	742.50			2060 415200	427		101000
		Total for Vendor:	2,978.44						
115951		1854 MIDWEST TAPE	569.16						
1	504936700	01/18/24 AUDIO	9.99			7000 411600	664		101000
2	504957141	01/23/24 DVD	20.22			7000 411600	664		101000
3	504957139	01/23/24 DVD	23.97			7000 411600	664		101000
4	504957142	01/23/24 DVD	30.28			7000 411600	664		101000
5	504981664	01/29/24 DVD	107.19			7000 411600	664		101000
6	504981662	01/29/24 DVD	182.76			7000 411600	664		101000
7	504981663	01/29/24 DVD	46.44			7000 411600	664		101000
8	504981665	01/29/24 DVD	148.31			7000 411600	664		101000
		Total for Vendor:	569.16						
115946		4977 MORRIS PAINTING	27,998.10						
1	Pay App 8	12/31/23 WF Fire Dept Project	27,998.10			4795 480000	670		101000
		Total for Vendor:	27,998.10						
115933		688 MOTOROLA SOLUTIONS, INC	50,158.50						
1	1187113366	12/15/23 RADIOS	10,031.70			1000 430000	610		101000
2	1187113366	12/15/23 RADIOS	10,031.70			6025 450000	610		101000
3	1187113366	12/15/23 RADIOS	10,031.70			6020 450000	610		101000
4	1187113366	12/15/23 RADIOS	10,031.70			6010 450200	870		101000

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5	1187113366	12/15/23 RADIOS	10,031.70			1000 430001	610		101000
		Total for Vendor:	50,158.50						
115817		3085 MRA-THE MANAGEMENT ASSOCIATION,	2,682.50						
1	00453857	01/13/24 Comp Services - Dec 2023	2,682.50			1000 414103	307		101000
		Total for Vendor:	2,682.50						
115651	-99307E	4663 MUTUAL OF OMAHA	2,806.38						
1	01/31/24	January Contributions	2,806.38			1000 212515			101000
		Total for Vendor:	2,806.38						
115649	-99309E	3546 NATIONWIDE INVESTMENT ADVISORS	12,356.93						
1	01/26/24	Jan Post-Tax Contributions	3,055.00			1000 212551			101000
2	01/26/24	Jan Pre-Tax Contributions	9,301.93			1000 212550			101000
		Total for Vendor:	12,356.93						
115935		3428 ND DEPARTMENT OF ENVIRONMENTAL	50.00						
1	B KROG WASTEWATER 02 TEST		50.00			6025 450000	340		101000
		Total for Vendor:	50.00						
115632		335 ND DEPT OF TRANSPORTATION	219.30						
1	0002403644	01/16/24 Bridge inspection/ Load ra	219.30			2970 480000	313		101000
115633		335 ND DEPT OF TRANSPORTATION	1,661.57						
1	0002404289	01/18/24 Project 6057	1,661.57			4432 480000	670		101000
115881		335 ND DEPT OF TRANSPORTATION	76,120.80						
1	0002406010	01/25/24 Project 9020	76,120.80			2970 480000	670		101000
		Total for Vendor:	78,001.67						
115656	110914S	3541 ND FRATERNAL ORDER OF POLICE	1,917.00						
1	01/31/24	FOP Legal for Jan 2024	1,917.00			1000 212527			101000
		Total for Vendor:	1,917.00						

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115821	-99303E	363 ND PERS	361,022.35						
1	12/31/23	Dec Payroll - Contributions	361,022.35			1000 212532			101000
115916	-99302E	363 ND PERS	400.00						
	December								
1	12/31/23	Freadrich service credit purch	400.00			1000 212532			101000
		Total for Vendor:	361,422.35						
115809		1946 ND STATE ELECTRICAL BOARD	400.00						
1	01/31/24	SCOTT RUDOLPH E CERT	400.00			1000 430000	667		101000
		Total for Vendor:	400.00						
115631	110909S	1251 ND WATER & POLLUTION CONTROL	425.00						
		Operator Training - original check was issued to wrong vendor							
1	12/18/23	T MILNER 2024 OPERATOR TRAININ	50.00			6010 450200	340		101000
2	12/18/23	M DIMMER 2024 OPERATOR TRAININ	75.00			6010 450200	340		101000
3	12/18/23	J KLUEBER 2024 OPERATOR TRAINI	75.00			6010 450200	340		101000
4	12/18/23	D ROLIE 2024 OPERATOR TRAINING	75.00			6010 450200	340		101000
5	12/18/23	A PETERSON 2024 OPERATOR TRAIN	75.00			6010 450200	340		101000
6	12/18/23	L JACOBSON 2024 OPERATOR TRAIN	75.00			6010 450200	340		101000
		Total for Vendor:	425.00						
115749		2201 NDIRF	650.00						
1	236329 01/22/24	FLATLAND MASONRY REPAIR	650.00			6020 450000	322		101000
		Total for Vendor:	650.00						
115917		5266 NDSPLS	175.00						
		NDSPLS + NSPS							
		Troy Opsahl							
1	01/31/24	2024 Membership Dues	175.00			1000 414200	667		101000
		Total for Vendor:	175.00						
115849		1600 NELSON AUTO CENTER FLEET DEPT	50,491.12						
1	FR111 01/22/24	2024 F250 CREWCAB TRUCK	50,491.12			1000 430001	610		101000
		Total for Vendor:	50,491.12						

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115698		364 NELSON INTERNATIONAL	5,096.76						
1	X102214612	01/10/24 243 COOLER KIT	5,144.96			6020 450000	427		101000
2	X102215220	01/18/24 609 MOTOR	28.20			2210 428000	427		101000
9900	X102214695	01/11/24 243 GASKET KIT RETURN	-76.40			6020 450000	427		101000
CI	18								
115836		364 NELSON INTERNATIONAL	140.00						
1	X102215425	01/22/24 243 TORQUE BOLT	30.84			6020 450000	427		101000
2	X102215740	01/26/24 243 QUICK FITTING	12.83			6020 450000	427		101000
3	X102215904	01/29/24 243 EXHAUST PIPE/BOLT	61.25			6020 450000	427		101000
4	X102215166	01/18/24 243 COOLANT PORT	35.08			6020 450000	427		101000
115897		364 NELSON INTERNATIONAL	571.38						
1	X102216094	01/31/24 243 DUCT ASSY	206.02			6020 450000	427		101000
2	R10233591	01/22/24 4007 DOOR HANDLE	365.36			6010 450200	427		101000
		Total for Vendor:	5,808.14						
115820		271 NETCENTER TECHNOLOGIES	4,945.75						
1	194165	01/29/24 ExacqVision Pro software	4,945.75			1000 414104	497		101000
		Total for Vendor:	4,945.75						
115716		2261 NETWORK CENTER INCORPORATED	537.50						
1	INV207125	12/13/23 Loaner Firewall	537.50			1000 414104	497		101000
115870		2261 NETWORK CENTER INCORPORATED	15,816.70						
1	209032	01/30/24 YEALINK TEAM ROOM SYSTEMS	15,816.70			1000 455000	497		101000
		Total for Vendor:	16,354.20						
115663	110915S	3543 NEW YORK LIFE INSURANCE &	6,970.00						
1	01/31/24	Deferred Comp EE Jan 2024	6,970.00			1000 212531			101000
		Total for Vendor:	6,970.00						
115672		3185 NEXT LEVEL TINTING	320.00						
1	1026	01/23/24 #1215 tint	320.00			1000 421000	610		101000
		Total for Vendor:	320.00						

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115620		2035 NORTH CENTRAL RENTAL & LEASING, caterpillar rental 10-15-23 thru 4-15-24	14,850.00						
1	126927	01/06/24 Caterpillar #926M3VFUSL	14,850.00			7050 500000	657		101000
		Total for Vendor:	14,850.00						
115894		5240 NORTHERN ENGINE & SUPPLY	5.00						
1	253070	01/31/24 4301 HEX PLUG	5.00			6010 450200	427		101000
		Total for Vendor:	5.00						
115627	110907S	2889 NORTHLAND TRUCK SALES INC	306,674.19						
		2023 Freightliner M2							
1	2003	01/08/24 2023 Freightliner M2	306,674.19			6010 450200	870		101000
		Total for Vendor:	306,674.19						
115799		1715 NORTHWEST TIRE INC	19.41						
1	26045294	01/30/24 7018 TIRE REPAIR	19.41			6025 450000	427		101000
		Total for Vendor:	19.41						
115947		322 NOVA FIRE PROTECTION	2,002.50						
1	Pay App 6	12/31/23 WF Fire Station HQ	2,002.50			4795 480000	670		101000
		Total for Vendor:	2,002.50						
115622		5166 NURTURING DREAMS CHILD CARE LLC	7,800.00						
		Child Care Facility Grant							
1	450	01/22/24 Demo & Door Installation	7,800.00			2960 411900	416		101000
		Total for Vendor:	7,800.00						
115816		1774 O'REILLY AUTOMOTIVE STORES, INC	480.35						
1	294126	01/19/24 Station 76-Stocking new HQ	164.32			2060 415200	500		101000
2	294126	01/19/24 D Sapp Tool Budget	8.99			2060 415200	641		101000
3	294129	01/19/24 SQ 75 Wiper Blades	54.92			2060 415200	420		101000
4	294129	01/19/24 Station 76 Stocking new HQ	59.20			2060 415200	500		101000
5	294129	01/19/24 D Sapp Tool Budget	81.96			2060 415200	641		101000
6	295682	01/24/24 Station 75 Stocking Supplies	35.97			2060 415200	500		101000
7	295682	01/24/24 D Sapp Tool Budges	74.99			2060 415200	641		101000
		Total for Vendor:	480.35						

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115750		4744 O'REILLY AUTOMOTIVE STORES, INC	463.86						
1	1932294066	01/19/24 160 BATTERY	154.62			1000 421000	427		101000
2	1932294066	01/19/24 5005 BATTERY	154.62			1000 455000	427		101000
3	1932294066	01/19/24 7037 BATTERY	154.62			6025 450000	427		101000
115796		4744 O'REILLY AUTOMOTIVE STORES, INC	998.20						
1	1932295724	01/24/24 7002 ROTORS/PADS	352.56			6025 450000	427		101000
2	1932295718	01/24/24 PURPLE POWER	33.99			1000 430000	433		101000
3	1932295056	01/22/24 8501 BATTERY	144.65			1000 415000	427		101000
4	1932294960	01/22/24 CAPSULE	28.96			6010 450200	427		101000
5	1932294959	01/22/24 CAPSULE	12.80			1000 421000	427		101000
6	1932294956	01/22/24 CAPSULE	17.92			1000 421000	427		101000
7	1932294134	01/19/24 BRAKE CLEAN	125.64			1000 455000	433		101000
8	1932295363	01/23/24 FILTER	15.87			1000 415000	427		101000
9	1932297192	01/29/24 376 ROTORS/PADS	265.81			1000 430000	427		101000
		Total for Vendor:	1,462.06						
115637		3505 OFFICE SIGN COMPANY	27.00						
1	320346	01/10/24 Door/desk sign - Kelli F	27.00			1000 416200	410		101000
		Total for Vendor:	27.00						
115855		352 OK TIRE STORE - COM CTR	219.75						
1	05349432	01/29/24 RENTAL GRADER TIRE REPAIR	219.75			1000 430000	427		101000
115869		352 OK TIRE STORE - COM CTR	1,499.54						
1	05349281	01/23/24 609 TIRES	1,499.54			2210 428000	427		101000
115899		352 OK TIRE STORE - COM CTR	340.72						
1	05349565	01/31/24 7045 TIRE REPAIR	340.72			4387 480000	427		101000
		Total for Vendor:	2,060.01						
115762		399 OLYMPIC SALES	7,096.44						
1	14382	01/04/24 4101 ASL PACK CYLINDER	7,096.44			6010 450200	427		101000

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115763		399 OLYMPIC SALES	2,112.84						
1	14369 12/29/23	4006 HYDRAULIC GEAR PUMP	2,112.84			6010 450200	427		101000
115868		399 OLYMPIC SALES	7,114.32						
1	14390 01/11/24	4021 ASL PACK CYLINDER	7,114.32			6010 450200	427		101000
		Total for Vendor:	16,323.60						
115673		276 OSTROMS ACE HARDWARE	144.62						
1	225764 01/23/24	PD acct 44818 k9food	119.98			1000 421000	915		101000
2	225764 01/23/24	hardware	24.64			1000 421000	641		101000
115805		276 OSTROMS ACE HARDWARE	314.64						
1	225749 01/19/24	N Station Ice Treatment	130.00			2060 415200	494		101000
2	225561 12/26/23	3 Ice Scrappers	164.97			2060 415200	500		101000
3	225708 01/15/24	N Station Hardware	8.44			2060 415200	500		101000
4	225768 01/23/24	Batt 70 Push Bar Hardware	4.84			2060 415200	500		101000
5	225775 01/24/24	Training hardware	2.30			2060 415200	500		101000
6	225776 01/24/24	Thread Rod Training	1.99			2060 415200	500		101000
7	225826 01/30/24	N Station Hardware	2.10			2060 415200	500		101000
		Total for Vendor:	459.26						
115683		5119 OSTROMS ACE HARDWARE (PW)	37.54						
1	225791 01/25/24	1.5" ELBOW	11.97			6025 450000	420		101000
2	225734 01/18/24	50:1 FUEL/CATALYST PRENETRT PB	25.57			6025 450000	433		101000
115700		5119 OSTROMS ACE HARDWARE (PW)	117.98						
1	225706 01/15/24	SNOW SHOVELS	117.98			6025 450000	432		101000
115725		5119 OSTROMS ACE HARDWARE (PW)	25.58						
1	225802 01/26/24	WRENCH PIPE/BUCKET	25.58			6020 450000	432		101000
115831		5119 OSTROMS ACE HARDWARE (PW)	49.37						
1	225803 01/26/24	WASH BRUSH	32.99			6025 450000	433		101000
2	225805 01/26/24	PVC ADAPTER/BALL VALVE	16.38			6025 450000	420		101000

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115833		5119 OSTROMS ACE HARDWARE (PW)	13.99						
1	225825 01/30/24	BALL VALVE	13.99			6025 450000	420		101000
		Total for Vendor:	244.46						
115934		2126 OVERDRIVE, INC	1,157.83						
1	01/23/24	E RESOURCES	1,157.83			7000 411600	650		101000
	02139CO24020035								
		Total for Vendor:	1,157.83						
115661	110916S	3548 PERSHING	300.00						
1	01/31/24	Alerus - Jan 2024	300.00			1000 212525			101000
		Total for Vendor:	300.00						
115795		563 PETRO SERVE USA	1,747.35						
1	96572 01/24/24	DRUM PUMP	99.00			6025 450000	432		101000
2	96147 01/31/24	CENEX MARATHON 5W20	909.15			1000 421000	424		101000
3	96148 01/30/24	CENEX INDOL MV-32	739.20			6010 450200	424		101000
115841		563 PETRO SERVE USA	2,399.65						
1	97092 01/29/24	CENEX MAXTRON 5W30	903.10			1000 421000	424		101000
2	97093 01/29/24	CENEX INDOL/HTB	1,496.55			6020 450000	424		101000
		Total for Vendor:	4,147.00						
115925		4034 PETRO SERVE USA #63	1,044.94						
1	1247 01/11/24	KEROSENE	126.88			6020 450000	424		101000
2	3568 01/05/24	2045 DIESEL	120.46			6020 450000	424		101000
3	4946 01/10/24	KEROSENE	51.72			6025 450000	424		101000
4	2404 01/15/24	5400 DIESEL	15.00			1000 430001	424		101000
5	2223 01/15/24	KEROSENE	52.53			6025 450000	424		101000
6	1781 01/12/24	4007 DIESEL	98.05			6010 450200	424		101000
7	6545 01/16/24	SA DIESEL	65.97			6010 450200	424		101000
8	1650 01/12/24	SA DIESEL	71.25			6010 450200	424		101000
9	6546 01/16/24	SA DIESEL REFUND	-71.25			6010 450200	424		101000
10	2755 01/16/24	4100 DIESEL	147.20			6010 450200	424		101000
11	5160 01/11/24	KEROSENE	51.79			6025 450000	424		101000
12	8032 01/19/24	3035 DIESEL	36.43			1000 430001	424		101000

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13	7856 01/19/24	3035 DIESEL	19.55			1000 430001	424		101000
14	2097 01/14/24	KEROSENE	22.24			6025 450000	424		101000
15	6989 01/30/24	7042 DIESEL	220.72			6025 450000	424		101000
16	7518 01/31/24	3035 DIESEL	16.40			1000 430001	424		101000
115932		4034 PETRO SERVE USA #63	16.62						
1	5665 12/09/23	FIRE DIESEL	16.62			2060 415200	424		101000
		Total for Vendor:	1,061.56						
115837		1310 PETTYS CONSULTING, LLC	282.00						
1	1896 02/01/24	feb 2024 user fees	282.00			1000 421000	497		101000
115948		1310 PETTYS CONSULTING, LLC	147.00						
1	1895 02/01/24	FD FEBRUARY 2024 CHARGE	147.00			2060 415200	497		101000
		Total for Vendor:	429.00						
115745		4064 POMP'S TIRE SERVICE (ROYAL TIRE)	101.65						
1	2450003755 01/29/24	4008 TIRE REPAIR	101.65			6010 450200	427		101000
		Total for Vendor:	101.65						
115684		916 PRAIRIE SUPPLY INC	665.00						
1	0605982 01/22/24	CHEMLINK M-1 WHITE	665.00			6025 450000	437		101000
115701		916 PRAIRIE SUPPLY INC	75.00						
1	0605707 01/15/24	BOLT ANCHORS	75.00			1000 430000	487		101000
		Total for Vendor:	740.00						
115937		5267 PREMIER SNOW & ICE MANAGEMENT,	4,375.00						
1	2320 01/29/24	CURB GUARDS/CUTTING EDGE/BLADE	4,375.00			1000 430000	381		101000
		Total for Vendor:	4,375.00						
115957		3641 PREMIER WINDOW FILM	1,187.67						
1	1003 02/02/24	Flin Conference Rm. windows	1,187.67			2060 415200	494		101000
		Total for Vendor:	1,187.67						

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115920		4988 PS GARAGE DOORS	347.47						
1	64615	01/23/24 N Station Garage-lube,transmit	347.47			2060 415200	420		101000
115945		4988 PS GARAGE DOORS	31,930.20						
1	Pay App 2	12/31/23 New Fire Station	31,930.20			4795 480000	670		101000
		Total for Vendor:	32,277.67						
115705		1872 QUALITY ENGINE & MACHINE, INC	520.15						
1	47324	01/08/24 243 RESURFACE OIL/LEAK CHECKS	520.15			6020 450000	427		101000
		Total for Vendor:	520.15						
115798		2982 RDO EQUIPMENT CO	841.17						
1	P6414054	01/29/24 TOOTH	841.17			4387 480000	427		101000
115901		2982 RDO EQUIPMENT CO	887.80						
1	P6413954	01/29/24 7701 HYDRAULIC FILTERS	887.80			4387 480000	427		101000
		Total for Vendor:	1,728.97						
115902		3893 RDO TRUCK CENTERS	201.60						
1	162291FF	01/24/24 7042 DEF LINE REPAIR	201.60			4387 480000	427		101000
115940		3893 RDO TRUCK CENTERS	160.77						
1	P888654	12/28/23 CREDIT TO WRONG RDO LOCATION	158.40			6020 450000	427		101000
2		FINANCE CHARGE	2.37			6020 450000	427		101000
		Total for Vendor:	362.37						
115639		3748 RED RIVER ANIMAL EMERGENCY	446.37						
1	560891	12/14/23 hondo medical	446.37			1000 421000	915		101000
		Total for Vendor:	446.37						
115655	110917S	1464 RED RIVER VALLEY FOP LODGE #1	781.00						
1		01/31/24 FOP Dues Jan 2024	781.00			1000 212526			101000
		Total for Vendor:	781.00						

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115690		1016 RED WING BUSINESS ADVANTAGE	212.49						
1	153682 01/24/24	C CUSEY BOOTS	212.49			6020 450000	422		101000
115695		1016 RED WING BUSINESS ADVANTAGE	229.49						
1	153397 01/18/24	P MONTPLAISIR BOOTS	229.49			1000 430001	422		101000
115850		1016 RED WING BUSINESS ADVANTAGE	203.99						
1	153826 01/26/24	P THOMKE BOOTS	203.99			1000 430000	422		101000
		Total for Vendor:	645.97						
115784		4720 ROCKNRESCUE	535.14						
1	239285 01/25/23	9 Rescue Throw Bags	535.14			2060 415200	641		101000
		Total for Vendor:	535.14						
115952		441 S & S LANDSCAPING	16,713.81						
1	Pay App 2 12/31/23	WF Fire Dept Project	16,713.81			4795 480000	670		101000
		Total for Vendor:	16,713.81						
115842		3353 SAM'S CLUB MC/SYNCB	368.98						
1	01/31/24	S TIFFANY OFC TV	368.98			1000 455000	497		101000
115889		3353 SAM'S CLUB MC/SYNCB	110.97						
1	01/30/24	C RAMSEY OFC CHAIR	110.97			1000 430000	410		101000
115912		3353 SAM'S CLUB MC/SYNCB	355.20						
1	01/29/24	CH SODA	355.20			1000 455000	500		101000
		Total for Vendor:	835.15						
115721		450 SCHEELS	199.95						
1	40327 01/29/24	boot new officer voneschen	199.95			1000 421000	422		101000
115773		450 SCHEELS	199.95						
1	40329 01/30/24	boots new officer l. weiler	199.95			1000 421000	422		101000
		Total for Vendor:	399.90						

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115741		3330 SHAWN HANSON	242.00						
		NORTHERN GREEN EXPO - ST PAUL, MN							
1	01/30/24	TRAVEL REIMBURSEMENT	242.00			1000 430001	340		101000
		Total for Vendor:	242.00						
115863		4422 SHAWN SKARTVED	51.00						
		WATER TESTING - BISMARCK, ND							
1	01/31/24	TRAVEL REIMBURSEMENT	51.00			6025 450000	340		101000
		Total for Vendor:	51.00						
115675		2885 SHORTPRINTER	115.85						
1	145318 01/17/24	3 new officers bc's	115.85			1000 421000	668		101000
115770		2885 SHORTPRINTER	34.45						
1	144930 01/05/24	Business Cards - Kelli F	34.45			1000 416200	410		101000
115797		2885 SHORTPRINTER	106.40						
1	145529 01/24/24	bc for officer saari	61.95			1000 421000	668		101000
2	145530 01/24/24	bc for cfmh larson	44.45			1000 421000	668		101000
115843		2885 SHORTPRINTER	34.45						
1	145352 01/22/24	C RAMSEY BUSINESS CARDS	34.45			1000 430000	410		101000
		Total for Vendor:	291.15						
115785		5199 SIGN BADGERS	290.00						
1	30887 01/03/24	Mika Stickers 1000	290.00			2060 415200	915		101000
		Total for Vendor:	290.00						
115722		3642 SIGN PRO	1,650.00						
1	84628 12/29/23	#1211, 1212, 1213 decals	1,650.00			1000 421000	610		101000
		Total for Vendor:	1,650.00						
115685		91 SIGN SOLUTIONS USA	536.92						
1	410068 01/23/24	WEDGE PULLER/REPLACEMENT TIP	362.26			1000 430000	487		101000
2	410003 01/17/24	SIGN	171.66			1000 430000	487		101000
3	409896 01/05/24	TYPO CORRECT	3.00			1000 430000	487		101000

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115743		91 SIGN SOLUTIONS USA	1,631.14						
1	410028 01/19/24	SIGNS	1,631.14			1000 430000	487		101000
115872		91 SIGN SOLUTIONS USA	1,537.20						
1	410094 01/25/24	BATTERY REPLACEMENT	1,537.20			1000 430000	487		101000
115878		91 SIGN SOLUTIONS USA	4,083.21						
1	410140 01/30/24	Project 2276	4,083.21			4017 480000	670		101000
		Total for Vendor:	7,788.47						
115880		2655 SIMPLIFILE	410.00						
1	NDT8B30131 01/31/24	Service 01/01/24-01/31/24	410.00			1000 418000	668		101000
		Total for Vendor:	410.00						
115671		1626 SIRCHIE ACQUISITION COMPANY LLC	342.33						
1	0626711in 01/16/24	investi supplies	342.33			1000 421000	365		101000
		Total for Vendor:	342.33						
115638		3528 SNACKS PLUS VENDING	54.00						
1	5940521103 01/22/24	Coffee at Pioneer Center	54.00			1000 415000	410		101000
		Total for Vendor:	54.00						
115761		3652 SNAP-ON TOOLS INDUSTRIAL	6,806.27						
1	60049043 01/10/24	TOOLS FOR NEW TOOLBOX	6,806.27			1000 455000	870		101000
		Total for Vendor:	6,806.27						
115867		4048 SNS AUTO SUPPLY	2,229.00						
1	24575 01/26/24	PRESOAK/DEGREASER	743.00			6020 450000	433		101000
2	24575 01/26/24	PRESOAK/DEGREASER	743.00			1000 430000	433		101000
3	24575 01/26/24	PRESOAK/DEGREASER	743.00			6025 450000	433		101000
		Total for Vendor:	2,229.00						
115954		5227 SOLBERG STEWART MILLER	728.75						
1	9846-000M 02/01/24	Professional Services	728.75			1000 412000	309		101000
		Total for Vendor:	728.75						

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115814		3325 SPHERION STAFFING LLC	330.00						
1	RL3101901	01/21/24 Christy Dvorak 01/21	330.00			1000 414103	114		101000
115856		3325 SPHERION STAFFING LLC	825.00						
1	RL3105772	01/28/24 Christy Dvorak 01/28	825.00			1000 414000	114		101000
		Total for Vendor:	1,155.00						
115921		3516 STEIN'S INC	298.49						
1	932855	01/31/24 N Station Paper Products	165.76			2060 415200	500		101000
2	932856	01/31/24 S Station Paper Products	132.73			2060 415200	500		101000
		Total for Vendor:	298.49						
115927		274 STEVE MOTTINGER	5,250.00						
		February							
1	02/01/24	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
115886		38 STRATA CORPORATION	354,431.84						
1	01/29/24	Project 2270	354,431.84			4006 480000	670		101000
		Total for Vendor:	354,431.84						
115670		176 SUMMIT FIRE PROTECTION	137.41						
1	01/23/24	chem test	137.41			1000 455000	420		101000
115693		176 SUMMIT FIRE PROTECTION	133.40						
1	192030208	01/25/24 CH/PD FIRE EXTINGUISHER REC	133.40			1000 455000	420		101000
		Total for Vendor:	270.81						
115786		5264 SUNSET HEALTHCARE SOLUTIONS, INC	53.04						
1	1047119	01/19/24 BI-DIRECTIONAL CANNULA VALVE-	53.04			2060 415200	500		101000
		Total for Vendor:	53.04						
115864		3360 SUNSET LAW ENFORCEMENT	2,536.20						
1	0009552in	01/15/24 duty ammo	2,536.20			1000 421000	987		101000
		Total for Vendor:	2,536.20						

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115703		733 SWANSTON EQUIPMENT CORP.	36.37						
1	P98741 01/18/24	3035 ANTENNA	36.37			1000 430000	427		101000
115854		733 SWANSTON EQUIPMENT CORP.	197.72						
1	P98919 01/25/24	7041 HYDRAULIC HOSE	50.18			6025 450000	427		101000
2	P98931 01/25/24	HYDRAULIC FLUID	147.54			1000 430001	427		101000
115892		733 SWANSTON EQUIPMENT CORP.	120.22						
1	P99036 01/31/24	3035 WASHER PUMP	38.16			1000 430000	427		101000
2	W42240 01/23/24	5400 WARRANTY WORK SHIPPING	82.06			1000 430000	427		101000
		Total for Vendor:	354.31						
115752		3411 THE UPS STORE #6740	15.34						
1	01/19/24	SHIPPING	15.34			1000 430002	487		101000
115943		3411 THE UPS STORE #6740	722.75						
1	23530 01/26/24	Postage-return Whelen light	15.68			2060 415200	427		101000
2	18438 01/18/24	Extraction tools for maintenanc	707.07			2060 415200	427		101000
		Total for Vendor:	738.09						
115815		3733 TIMECLOCK PLUS	600.00						
1	00324260 01/30/24	Clockable License	600.00			1000 414103	307		101000
		Total for Vendor:	600.00						
115740		4724 TOMMAS MILNER	72.00						
		LANDFILL OPERATOR TRAINING - BISMARCK, ND							
1	01/30/24	TRAVEL REIMBURSEMENT	72.00			6010 450200	340		101000
		Total for Vendor:	72.00						
115626		3093 TRACKER PRODUCTS LLC	250.00						
1	004316 01/22/24	reg for brenda hieb	250.00			1000 421000	340		101000
		Total for Vendor:	250.00						

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115707	2604 TRANSUNION RISK AND ALTERNATIVE		1,565.20						
1	01/26/24 2024 annual fee/overage		1,565.20			1000 421000	365		101000
52111012624									
	Total for Vendor:		1,565.20						
115907	665 TWIN CITY GARAGE DOOR		1,295.00						
1	Z265476 01/31/24 CH - HINGE REPLACEMENT		1,295.00			1000 455000	420		101000
115913	665 TWIN CITY GARAGE DOOR		410.00						
1	Z264573 01/23/24 SM73 CABLE REPAIR		410.00			6025 450000	826		101000
	Total for Vendor:		1,705.00						
115719	1320 TYLER WILLIAMS		345.25						
1	01/30/24 travel reimb		345.25			1000 421000	340		101000
	Total for Vendor:		345.25						
115755	2136 ULINE INC		225.15						
1	173150102 01/15/24 NITRILE GLOVES		225.15			1000 455000	639		101000
115788	2136 ULINE INC		254.13						
1	172916204 01/09/24 GRAY WALL CABINET		468.69			4795 480000	641		101000
2	173091680 01/11/24 RETURN GRAY WALL CABINET		-468.69			4795 480000	641		101000
3	173224801 01/16/24 WORK DRUM RAMP		254.13			4795 480000	641		101000
	Total for Vendor:		479.28						
115643	1603 ULTIMATE TRANSPORTATION		12,548.00						
1	57427 01/24/24 2024 Pj Trailers		12,548.00			1000 430000	870		101000
	Total for Vendor:		12,548.00						
115680	5257 UNIQATIVE LLC		455.00						
1	9509 01/03/24 X-ball/cleats		455.00			1000 421000	641		101000
	Total for Vendor:		455.00						

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115662	110918S	1562 UNITED WAY OF CASS-CLAY	91.00						
1	01/31/24	January Contributions	91.00			1000 212536			101000
		Total for Vendor:	91.00						
115650	-99308E	4665 UNUM	10,562.45						
1	01/31/23	Jan Employee Contributions	5,797.26			1000 212514			101000
2	01/31/23	Jan Employer Contributions	4,765.19			1000 212514			101000
		Total for Vendor:	10,562.45						
115640		3668 VERIZON WIRELESS	13,704.40						
1	9953608638	12/08/23 dec 2023 fire underhill/ch	185.39			2060 415200	356		101000
2	9953608638	12/08/23 dec 2023 fire city admin	89.94			1000 414000	356		101000
3	9953608638	12/08/23 dec 2023 econ development	47.76			1000 414102	356		101000
4	9953608638	12/08/23 dec 2023 HR	137.44			1000 414103	356		101000
5	9953608638	12/08/23 dec 2023 IT	304.47			1000 414104	356		101000
6	9953608638	12/08/23 dec 2023 engineering	859.87			1000 414200	356		101000
7	9953608638	12/08/23 dec 2023 commission	172.42			1000 415000	356		101000
8	9953608638	12/08/23 dec 2023 commission	549.99			1000 415000	356		101000
9	9953608638	12/08/23 dec 2023 communications	137.77			1000 416200	356		101000
10	9953608638	12/08/23 dec 2023 planning	222.44			1000 418000	356		101000
11	9953608638	12/08/23 dec 2023 pd cell phones	4,334.46			1000 421000	356		101000
12	9953608638	12/08/23 dec 2023 pd bait phone	42.50			1000 421000	356		101000
13	9953608638	12/08/23 dec 2023 pd passport	127.41			1000 421000	356		101000
14	9953608638	12/08/23 dec 2023 pd MDC	720.18			1000 421000	356		101000
15	9953608638	12/08/23 dec 2023 pd cradlepoint	640.37			1000 421000	356		101000
16	9953608638	12/08/23 dec 2023 pd investigations	40.01			1000 421000	356		101000
17	9953608638	12/08/23 dec 2023 pd icac	42.50			1000 421000	356		101000
18	9953608638	12/08/23 dec 2023 pd pole cam	80.04			1000 421000	356		101000
19	9953608638	12/08/23 dec 2023 pd invest trailer	80.02			1000 421000	356		101000
20	9953608638	12/08/23 dec 2023 pw street	365.01			1000 430000	356		101000
21	9953608638	12/08/23 dec 2023 pw row	82.51			1000 430001	356		101000
22	9953608638	12/08/23 dec 2023 pw	729.92			1000 450000	356		101000
23	9953608638	12/08/23 dec 2023 pw b&g	292.49			1000 455000	356		101000
24	9953608638	12/08/23 dec 2023 fire	1,205.12			2060 415200	356		101000
25	9953608638	12/08/23 dec 2023 fire drone	40.01			2060 415200	356		101000
26	9953608638	12/08/23 dec 2023 forestry	94.97			2210 428000	356		101000

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27	9953608638	12/08/23 dec 2023 sanitation	830.95			6010 450200	356		101000
28	9953608638	12/08/23 dec 2023 pw water	638.28			6020 450000	356		101000
29	9953608638	12/08/23 dec 2023 pw sewer	440.17			6025 450000	356		101000
30	9953608638	12/08/23 dec 2023 pw sewer	169.99			7000 411600	356		101000
		Total for Vendor:	13,704.40						
115674		3960 VORTEX OPTICS	839.95						
1	1806614	01/15/24 patrol binoculars	839.95			1000 421000	641		101000
		Total for Vendor:	839.95						
115653	-99305E	4662 VOYA	30,914.00						
1	01/31/24	January Contributions	30,914.00			1000 212511			101000
		Total for Vendor:	30,914.00						
115766		544 WALLWORK TRUCK CENTER	1,712.28						
1	01P450829	01/16/24 415 TURBO ACTUATOR KIT	1,712.28			6010 450200	427		101000
115803		544 WALLWORK TRUCK CENTER	86.49						
1	01P452782	01/22/24 7045 BLOCK HEATER	86.49			4387 480000	427		101000
115834		544 WALLWORK TRUCK CENTER	197.60						
1	01P454127	01/25/24 408 BELT TENSIONER	171.45			6010 450200	427		101000
2	01P445872	01/09/24 381 RAIN CAP	26.15			1000 430000	427		101000
115853		544 WALLWORK TRUCK CENTER	51.43						
1	01P454183	01/25/24 408 CENTER BEARING	51.43			6010 450200	427		101000
115956		544 WALLWORK TRUCK CENTER	251.38						
1	451869	01/18/24 Air Dryer Cartridge, Oil Coale	81.38			2060 415200	420		101000
2	451900	01/19/24 Coalescing Cartridge	111.42			2060 415200	420		101000
3	451926	01/18/24 Air Dryer Cart-Returned	-81.38			2060 415200	420		101000
4	452360	01/19/24 E-75 Cartridge,tire gag,filter	251.38			2060 415200	420		101000
5	456217	01/31/24 Coalescing cart return	-111.42			2060 415200	420		101000
		Total for Vendor:	2,299.18						

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115667	2625 WEST FARGO POLICE PUBLIC SAFETY		4,125.00						
1	070 01/18/24 2024 MLEEA conference reg		3,750.00			1000 421000	375		101000
2	068 01/18/24 2024 PSC membership renewal		365.00			1000 421000	375		101000
3	069 01/18/24 2024 MD state non profit		10.00			1000 421000	375		101000
	Total for Vendor:		4,125.00						
115941	2184 WEST SIDE STEEL		299.24						
1	8137 02/01/24 SHEET METAL		299.24			6010 450200	427		101000
	Total for Vendor:		299.24						
115654	110919S 3549 WEX		2,814.54						
1	01/26/24 Med FSA - 01/26/24 payroll		116.67			1000 212530			101000
2	01/26/24 Dep FSA - 01/26/24 payroll		2,697.87			1000 212523			101000
	Total for Vendor:		2,814.54						
115715	-99304E 4676 WEX ELECTRONIC BIWEEKLY		32,993.98						
	01.26.24 payroll								
1	01/26/24 HSA Contributions - ER		10,795.45			1000 212530			101000
2	01/26/24 HSA Contributions - EE		22,198.53			1000 212530			101000
	Total for Vendor:		32,993.98						
115660	110920S 3827 WF Firefighters Association		960.00						
1	01/31/24 Fire Union Dues Jan 2024		960.00			1000 212552			101000
	Total for Vendor:		960.00						
115936	549 WF PUB SCHOOLS DIST #6		10,333.50						
1	MISC07289 01/18/24 FEBRUARY RENT		10,333.50			7000 411600	333		101000
	Total for Vendor:		10,333.50						
115756	3121 WINCAN LLC		1,500.00						
1	8361 01/15/24 ANNUAL SERVICE PLAN		1,500.00			6025 450000	497		101000
	Total for Vendor:		1,500.00						

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115692		338 XCEL ENERGY	293.80						
1	861921179	01/22/24 SM75	64.68			6025 450000	527		101000
2	861914535	01/22/24 TRANSFER STATION	162.52			6010 450200	527		101000
3	862505874	01/25/24 344 SHEYENNE ST - THE FIRM	17.09			2310 452120	527		101000
4	862510286	01/25/24 300 SHEYENNE ST - PIONEER P	49.51			2310 452120	527		101000
115710		338 XCEL ENERGY	21.04						
1	858510341	12/26/23 dec 2023 603/605 sheyenne	21.04			1000 421000	527		101000
115713		338 XCEL ENERGY	21.31						
1	862649766	01/26/24 jan 2024 603/605 sheyenne	21.31			1000 421000	527		101000
115717		338 XCEL ENERGY	516.47						
1	862697338	01/26/24 New City Hall (WEX Bldg)	516.47			1000 415000	527		101000
115723		338 XCEL ENERGY	1,162.81						
1	862682319	01/26/24 1100 12TH AVE NW	270.27			6020 450000	527		101000
2	862683832	01/26/24 1100 12TH AVE NW	317.71			6020 450000	527		101000
3	862668033	01/26/24 60L 12TH ST E	82.22			6025 450000	527		101000
4	862685674	01/26/24 309 2ND AVE W	18.89			1000 430002	527		101000
5	862717209	01/26/24 312 5TH AVE W	312.40			1000 430002	527		101000
6	862721285	01/26/24 901 10TH AVE E TRAFFIC LIGH	44.87			1000 430002	527		101000
7	862657755	01/26/24 SM33	116.45			6025 450000	527		101000
115859		338 XCEL ENERGY	9,810.27						
1	863024840	01/30/24 800 4TH AVE E & 401 7TH ST	9,810.27			1000 415000	527		101000
115871		338 XCEL ENERGY	2,167.85						
1	862850045	01/29/24 STREET LIGHT FEED POINTS	1,637.05			1000 430002	527		101000
2	01/29/24 SA17		91.21			6025 450000	527		101000
3	01/29/24 810 12TH AVE NW		439.59			6020 450000	527		101000
115876		338 XCEL ENERGY	249.84						
1	862856076	01/29/24 1680 13TH AVE E	144.93			1000 430002	527		101000
2	862852799	01/29/24 1410 13TH AVE E	45.63			1000 430002	527		101000
3	862851014	01/29/24 1690 13TH AVE S	59.28			1000 430002	527		101000

02/02/24
15:59:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 01/20/24 to 02/02/24

Page: 45 of 45
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
115942		338 XCEL ENERGY	28.61						
1	862553078	01/25/24 810 12TH AVE NW	28.61			6020 450000	527		101000
Total for Vendor:			14,272.00						
# of Claims 331			Total: 2700,541.22		# of Vendors	204			
Total Electronic Claims			718,937.13						
Total Non-Electronic Claims			1981604.09						

** 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. **



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

#03-24

Applying for (check one)	
☒ Local Permit	☐ Restricted Event Permit*
Games to be conducted	
☐ Bingo	☒ Raffle
☐ Raffle Board	☐ Calendar Raffle
☐ Sports Pool	☐ Poker*
☐ Twenty-One	☐ Paddlewheels*

*See Instruction 2 (f) on Page 2. Poker, Twenty-One, and Paddlewheels may be conducted Only with a Restricted Event Permit. Only one permit per year.
LOCAL PERMIT RAFFLES MAY NOT BE CONDUCTED ONLINE AND CREDIT CARDS MAY NOT BE USED FOR WAGERS

ORGANIZATION INFO

Name of Organization or Group <i>Nation of Patriots</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>Sept 12 2024</i>	
Organization or Group Contact Person <i>Francis Hebert</i>	E-mail <i>eigoop@live.com</i>	Telephone Number <i>701 2387142</i>	
Business Address <i>1042 1st St.</i>	City <i>West Fargo</i>	State <i>ND</i>	ZIP Code <i>58078</i>
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name <i>Harley Davidson of Fargo</i>		County <i>CASS</i>	
Site Physical Address <i>701 Christianson Dr. W</i>	City <i>West Fargo</i>	State <i>ND</i>	ZIP Code <i>58078</i>
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.) <i>Raffle Sept. 12 2024</i>			

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

Game Type	Description of Prize	Exact Retail Value of Prize
<i>Raffle</i>	<i>Motorcycle Quilt</i>	<i>\$600.00</i>
Cash \$1000 (EH)		Total (limit \$40,000 per year) \$ <i>600.00</i>

Intended Uses of Gaming Proceeds <i>to help local vets</i>	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from any city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ No ☐ Yes - Total Retail Value: (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Name <i>Francis Hebert</i>	Title <i>Flag Bearer</i>	Telephone Number <i>701 2387142</i>	E-mail Address <i>eigoop@live.com</i>
Signature of Organization or Group's Top Official <i>Francis Hebert</i>		Title <i>Flag Bearer</i>	Date <i>16 Jan. 24</i>



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

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

Full, Legal Name of Gaming Organization

Fargo West Rotary

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

Name of Location

Fargo Harley Davidson

Street 701 Christianson Dr W	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 5/30/2024	Ending Date(s) Authorized 5/30/2024	Number of Twenty-One tables, if zero, enter "0" 0	

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

Fargo Harley Davidson

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

5/30/2024

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



“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: February 5, 2024

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

Action: Approve Resolution to Dissolve Improvement District No. 2261

New Information and Recommendation:

At the January 8, 2023 commission meeting, after conducting the Resolution of Necessity Public Hearing, the vote to approve a resolution of insufficient protests was not passed on a 2-3 vote. Due to this, the Improvement District No. 2261 that was created for this project cannot move forward and needs to be dissolved.

The following documents are attached for review/consideration:

- Resolution to Discontinue Improvement District

Staff Recommendation: Approve Resolution to Dissolve Improvement District No. 2261

Public Notification:

There were originally 1,350 letters sent out to the properties within Improvement District No. 2261 notifying them of the upcoming proposed project. With this project no longer moving forward as proposed, a notice will be sent to those same properties informing them that the project is not moving forward at this time.

Previously Presented Information and Commission Actions:

January 8, 2024-

- **Staff Recommendation:** Conduct the Resolution of Necessity Hearing and Approve the Resolution of Insufficient Protests.
- **Commission Action:** Commissioner Olson moved and Commissioner Simmons seconded. Commissioners Anderson, George, and Commission President Dardis voted no, motion failed on a 2 to 3 vote.

November 20, 2023-

- **Staff Recommendation:** Approve Amended Engineer's Report and Amended Resolution Declaring Work Necessary.
- **Commission Action:** Commissioner Simmons moved and Commissioner Olson seconded to approve. Commissioner George opposed, motion carried on a 4 to 1 vote.

July 10, 2023

- **Staff Recommendation:** Approve Task Order No. 69-2 for “Basic Services and direct Engineer to prepare Plans and Specifications.
- **Commission Action:** Commissioner Simmons moved and Commissioner Olson seconded to approve with the exception to continue to research additional funding methods. Commissioner George opposed, motion carried on a 4 to 1 vote.

February 6, 2023-

- **Staff Recommendation:** Create Improvement District No. 2261, Approve Engineer's Report, Authorize Resolution of Necessity; and Direct Engineering to prepare a Task Order for Basic Services.
- **Commission Action:** Commissioner Anderson moved and Commissioner Olson seconded to approve, with the condition that staff look into other options to fund this project to reduce or remove special assessment. Commissioner George and Commissioner Simmons voted no. Motion carried on a 3 to 2 vote.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION TO DISSOLVE IMPROVEMENT DISTRICT NO. 2261
(2024 Mill and Overlay, Curb and Gutter Replacements; and Incidentals)

BE IT RESOLVED by the board of City Commissioners of the City of West Fargo, that no further work shall be performed in Improvement District No. 2261, and said Improvement District is hereby dissolved.

Date: February 5, 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 were absent and not voting: _____. The majority having voted aye, the motion carried and the resolution was duly adopted.



To: West Fargo City Commission
From: Aaron Nelson, Planning Director

Date: February 5, 2024

Subject: Adoption of the Downtown Placemaking Master Plan

Action: Hold public hearing and adopt resolution of approval

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
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:

Over the past nine months, the City has undertaken a placemaking planning effort for downtown West Fargo, the results of which were presented at a joint meeting of the City Commission and the Planning & Zoning Commission on Monday, December 18, 2023. A copy of the plan document (minus appendices) is attached. The full document can be found at: www.tinyurl.com/westfargodtmasterplan.

The Downtown Placemaking Master Plan builds on the City's existing vision to establish downtown as a cultural center for West Fargo, as outlined within the West Fargo 2.0 Comprehensive Plan, through examination, findings, and a menu of recommendations organized around four interrelated focus areas:

1. Placemaking
2. Business & Economic Development
3. Pedestrians, Parking, & Access
4. Infill, Density, & Redevelopment

At their January 9, 2024 meeting, the Planning & Zoning Commission recommended approval of the Downtown Placemaking Master Plan to the City Commission.

Recommended Action: Hold public hearing and approve the attached resolution to adopt the Downtown Placemaking Master Plan for the purpose of guiding City policy in relation to the downtown area.

Policy Analysis:

The Downtown Placemaking Master Plan serves as an update to the 2011 Sheyenne St & Main Avenue Framework Study and, together with the West Fargo 2.0 Comprehensive Plan, will be used to guide future direction and decision making for the downtown area.

Once approved, staff intends to undertake the following action steps in support of the plan recommendations:

1. *Capacity Building* – Convene a series of coordinating discussions for the purpose of building capacity, communication, and organization amongst downtown stakeholders. A healthy and thriving downtown district depends

on businesses, citizens, non-profits, government organizations, and others working together and coordinating efforts.

2. *Integration of the Plan Recommendations into City Work* – Work to update such things as incentive programs, zoning regulations, infrastructure safety improvements, etc. to better align with plan findings and recommendations.
3. *Exploration of New Initiatives* – Further explore the feasibility of establishing new programs or activities recommended in the plan, such as enhanced staff focus on grant writing.

Financial Analysis:

No funds are being requested. Other than staff time, there are no costs to the City.

Process/Timeline:

Timeline	Action
October 2022	West Fargo awarded placemaking planning grant from ND Department of Commerce
December 13, 2022	P&Z Recommendation to issue project RFP
December 19, 2022	Commission authorization to issue project RFP
January 2023	Project RFP Published
April 3, 2023	Commission approval of project contract with Bolton & Menk
May – December 2023	Consultant-lead planning process
December 18, 2023	Joint City Commission/Planning & Zoning Commission final plan presentation & discussion
January 9, 2024	Public Hearing & recommendation for plan approval by Planning & Zoning Commission
February 5, 2024	Final Public Hearing & consideration of approval by City Commission

DOWNTOWN PLACEMAKING MASTER PLAN



2023

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	How to use this plan				
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02	EXISTING CONDITIONS	17	06	INFILL, DENSITY AND REDEVELOPMENT	65
03	PLACEMAKING	34	07	IMPLEMENTATION	72
04	BUSINESS & ECONOMIC DEVELOPMENT	48	08	APPENDICES	86

ACKNOWLEDGEMENTS

This plan would not have been possible without the contributions and volunteer hours by the following individuals and groups. Their input and guidance together with the feedback from the West Fargo community at large was foundational to the crafting of this plan as a reflection of a shared vision for the future of West Fargo.

Steering Committee

Roben Anderson, City Commission

Joe Kolb, Planning & Zoning Commission

Eddie Sheeley, Economic Development Advisory Committee

Jodee DeVaney, Public Art Advisory Committee

Nicole Dutton, Yards Business Association & owner of Thunder Coffee

Brian Kounavsky, EPIC Companies

Katie Krumwiede, Owner of Cookie Krums

Jessica Rahman, Business Office Manager at Converdia Health

Brittany Taplin, Downtown Resident & Co-Owner of Sisu Moter Sports

Rachel Richter, LordemannCommunications

Casey Sanders-Berglund, Economic Development

Aaron Nelson, Planning

Mike Amundson, West Fargo Events

Levi Bachmeier, West Fargo Public Schools

Barb Erbstoesser, West Fargo Park District

Joe Raso, Greater Fargo Moorhead Economic Development Corporation (CGFMEDC)

Community Focus Group

William Krumwiede

Ashley Beaudoin

Randilyn Dombek

Mark Sahli

Nick Hirschert

Joan Bachman

Steve Bagan

Business Focus Group

Tim Gleason

Rick Brandvold

Katherine Grindberg

Dane Ferguson

Ryan Aasheim

A special thank you to the City of West Fargo commissioners and staff for their guidance and commitment to making the City of West Fargo extraordinary.

City Commission

Commission President Bernie Dardis

Commissioner Mark Simmons

Commissioner Roben Anderson

Commissioner Brad Olson

Commissioner Mandy George

Planning and Zoning Commission

Joe Kolb, Chair

Eric Dodds, Vice Chair

David Gust

Aleyna Leibfried

Kathi Schwan

Mike Thorstad

Public Art Advisory Committee

Jessica Matson-Fluto

Lauren Kensok

Lisa Dullum

Jay Thomas

JoDee Devaney

City Staff

Aaron Nelson, Planning Director

Casey Sanders-Berglund, Economic Development Manager

Rachel Richter Lordemann, Communication Manager

Special Thank you to Pioneer Place, West Fargo Public Library and the West Fargo Fire Department for hosting our meetings.

North Dakota Department of Commerce

Melinda Padilla Lynch, EDA Community Engagement Liaison

The North Dakota Department of Commerce has sub awarded funds to communities through the Statewide Public Space Initiative- Placemaking (SPSI) Planning Grant. This new program, made possible through U.S. EDA's Statewide Planning Grant Program, supports local governments in completing the planning phase of placemaking that positively impacts economic resiliency workforce attraction and retention, and Covid-19 recovery efforts.

HOW TO USE THIS PLAN

The West Fargo Downtown Placemaking Master Plan document is aligned and flows from the ground work established in the West Fargo Comprehensive Plan (a city wide plan), while aiming to be more detailed and specific about the downtown's vision. It is intended to be brief and illustrative in its main chapters, while the appendices provide more in-depth detail. Chapters 3, 4, 5 and 6 each develop the final goals which were derived from cumulative public engagement and final voting. These chapters elaborate on the goals with specific action steps.

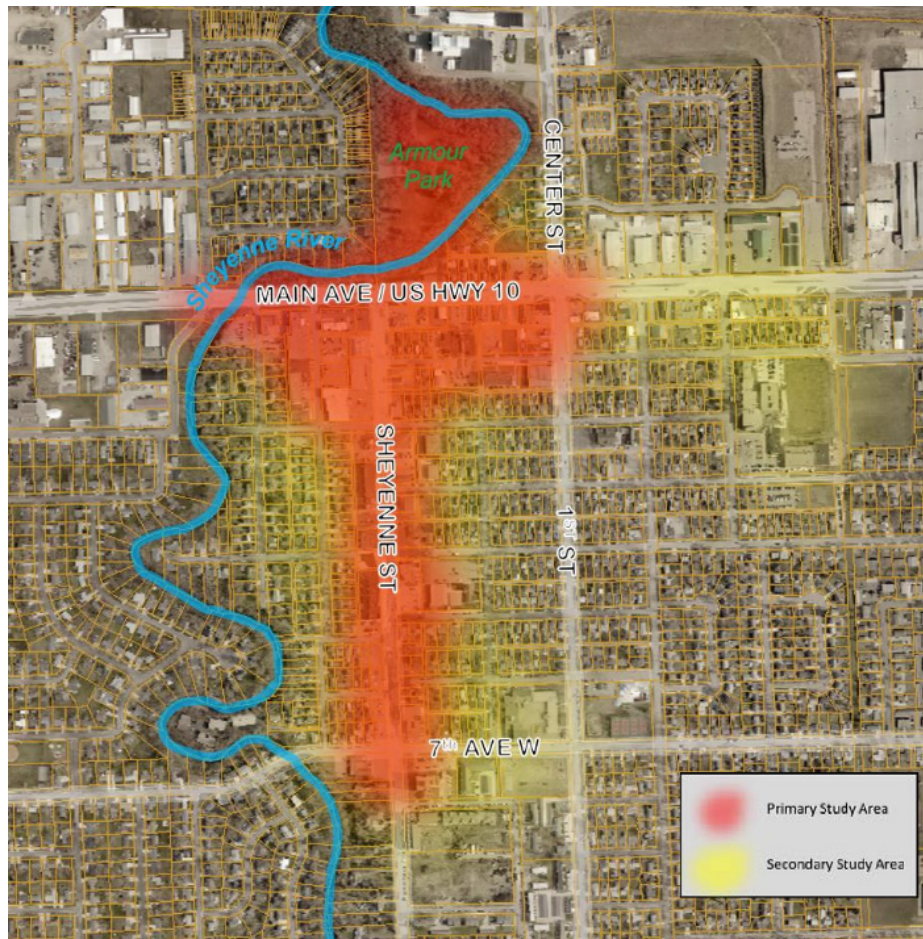
Chapter 7 is the implementation chapter which contains a matrix that summarizes strategies and identifies timelines, priorities, champions and funding resources for each action step. The chapters that are more technical in nature like Chapter 4, Business and Economic Development, Chapter 5, Pedestrians, Parking and Access, as well as Chapter 6, Infill, Density and Redevelopment, contain strategies crafted by the consultant team beyond those derived from community engagement. They are not intended to be more or less important, but are intended to further support the action steps in those chapters. Hyperlinks are offered to abbreviate the length of the plan, and to provide better navigation and accessibility to other [reference documents](#).

Photo of POW/MIA Plaza



INTRODUCTION

Figure 1. Map of Study Area



Study Area

The study area is generally bordered by Armour Park to the north, the Sheyenne river to the west, 7th street to the south and Sukut Street to the east. The study area has been branded as “the Downtown Yards,” and includes both businesses and residences. It encompasses approximately 164 acres.

Background and Scope

The City of West Fargo initiated this project to produce a Downtown Placemaking Master Plan that builds upon the vision and goals of the City’s

Comprehensive Plan; defines and responds to current conditions and issues; enhances downtown’s sense of place; and guides public and private investment over the next five to ten years.

Part of this effort was funded through the North Dakota Department of Commerce placemaking grant award on behalf of the Governor’s office. The Governor’s office is deploying a new initiative, the Statewide Public Space Initiative- Placemaking (SPSI) Planning Grant which was made possible through U.S. EDA’s Statewide Planning Grant Program. This program supports local government in completing the planning phase of placemaking that will positively impact economic resiliency, workforce attraction and retention, and Covid-19 recovery efforts.

Through public involvement, the plan identifies key issues, challenges and opportunities.

Priorities

The city’s intent in developing this master plan was to:

- Build upon the vision and goals of West Fargo 2.0 Comprehensive Plan and other past efforts to establish the downtown as a cultural center
- Engage stakeholders, build consensus and a broadly supported vision
- Define a distinct identity, aesthetic, and sense of place that is uniquely West Fargo
- Address key needs, wants, and issues
- Reinvigorate blighted areas and create a walkable, mixed-use center of urban activity
- Incentivize economic growth, investment, and enterprise to have a downtown in support of the City as a whole

The key issues that the city aimed to address through this master planning process are:

- Parking and Access: Manage parking to provide easy access and support business
- Placemaking: Activate public spaces with art and walkable conditions
- Infill, Redevelopment, and Land Use: Manage growth in a way that balances higher intensity redevelopment with existing lower intensity residential neighborhoods
- Business and Economic Development: Attract tenants that sustain existing businesses

EXECUTIVE SUMMARY

Note: The recommendations put forth in this plan are intended to be supplemental to the vision and recommendations of the West Fargo 2.0 plan.

The Downtown Placemaking Master Plan for West Fargo builds upon the Comprehensive Plan, West Fargo 2.0. The Downtown Placemaking Master Plan identifies a Vision, Mission, Guiding Principles, and Goals which prioritize:

- A walkable district that connects existing neighborhoods
- Home to a vibrant mix of uses centered on Sheyenne Street
- A place to create public/private partnerships to foster creative redevelopment, entrepreneurship, the arts, and unique businesses
- A unique district that defines West Fargo's character

The ideation¹ of placemaking involved collecting input from various sources, including online feedback, focus groups, and the steering committee. This input resulted in the generation of 117 placemaking concepts. These concepts were then analyzed and prioritized by the Steering Committee, Focus Groups and the public. This work created the basis for 4 overarching and specific Downtown Goals.

Each Goal has specific Action Steps aimed at implementation. The 4 Downtown Yards Goals are as follows:

GOAL #1: PLACEMAKING

Make the Downtown Yards a vibrant place that displays West Fargo's heritage, and character that offers engaging experiences for all ages and families.

GOAL #2: BUSINESS & ECONOMIC DEVELOPMENT

Attract and retain businesses, visitors, and residents that seek innovative enterprise and contribute to the economic vitality.

GOAL #3: PEDESTRIANS, PARKING & ACCESS

Provide accessibility and parking options that foster walkability, pedestrian safety, and enhance the public realm.

GOAL #4: INFILL, DENSITY & REDEVELOPMENT

Connect and strengthen the downtown assets by redeveloping underutilized or vacant spaces and calibrate intensity of development to create a thriving mix of uses.

¹Ideation is a word that means the act of forming or entertaining ideas. It is mostly used as a psychological term and it first appears in 1829 as a combination of the word idea, from the Greek word idea meaning form, and the suffix -ation, used to make a noun out of an action. Ideation is the process by which ideas are created.

Goal 1: Placemaking (Chapter 3)

Make the Downtown Yards a vibrant place that displays West Fargo's unique heritage, and character that offers engaging experiences for all ages and families.

This chapter lays the groundwork for making the Downtown Yards an attractive and vibrant destination by focusing on placemaking strategies aligned with community input and goals. It emphasizes the importance of creating a unique and engaging environment that reflects West Fargo's identity and heritage. The resulting key action steps:

ACTION STEP 3.1

Increase activity and foot traffic

- Infill and reinvent parking areas along Sheyenne with temporary farm stand, coffee — small vendors, etc.
- Infill large front setbacks space

ACTION STEP 3.3

Implement pedestrian play features along Sheyenne

- Use the existing paved half-moon areas and medallion bump outs on Sheyenne Street (stubbed out with electrical power)

Photo of half-moon areas on Sheyenne Street



ACTION STEP 3.4

Connect Points of Interest through Creative Wayfinding

- Provide area map of points of interest and where there are sidewalks or trails people can use to get there; create app or online version for easy access and updating
- Gamify Wayfinding — add digital wayfinding's interactive games connected to signage and wayfinding

ACTION STEP 4.3

Reconnect with the River

- Build fishing platforms and restore the riverbank to encourage people to visit and enjoy the river
- Construct River-swales structures — work in partnership with NDDOT
- Build Fountain/water feature — bring Sheyenne River to Sheyenne street

ACTION STEP 4.4

Create Photo Spots and Memory Maker locations

- Install entrance features and pedestrian play features
- Incentivize retail shop installations, murals, etc. on private property

ACTION STEP 5.1

Develop Family Friendly spaces and programs

- Develop kid-friendly passive programming — hopscotch, sidewalk chalk, bubbles
- Add teen-friendly active programming — game nights at Thunder Coffee, show teen-created videos at the plaza, etc.
- Add teen-friendly passive programming — swings, hammocks, chill spaces, arcades, lawn bowling, fire pits, etc.

ACTION STEP 5.2

Increase event programming

- Incorporate artist elements into existing events i.e., glitterize a car during the Cruise Nights
- Attract smaller or moderate sized events i.e., farmers market
- Encourage passive programming i.e., plaza games, etc.
- Ensure one large event each quarter cruise night , west fest– need 2 more
- Participate in the Chamber marketing programs such as Crafts and Drafts Passport, Paw Crawl, Coffee Crawl, etc.

ACTION STEP 5.3

Develop pet-friendly spaces and programs

- Introduce Pet programs/events — i.e., Halloween dog costume competition

ACTION STEP 5.4

Develop professional event amenities

- Build an amphitheater/stage for performances with professional acoustics, lighting, and seating amenities
- Build celebration spaces that community members can rent out for personal or group events like weddings, birthdays, parties, etc.

ACTION STEP 6.1

Strengthen Neighborhoods and create sense of community

- Infuse neighborhood with creative expressions such as painted sidewalks or poems/art stamped into the sidewalk
- Create a group exercise space:
- Exercise routes
- Tai Chi, Zumba classes
- Marked paths or loops with distance markers
- Keep the neighborhood strong with shared amenity spaces i.e: community, meeting spaces etc.

ACTION STEP 6.5

Create new gems to uncover

- Use artistic surprise elements in facades, pavement, alleys, corners
- Add whimsy, surprise and pedestrian artful engagement along Sheyenne such as swings, merry-go-rounds

Placemaking underscores the importance of community input and alignment with the city's identity and heritage. The key action steps encompass various strategies, including increasing foot traffic, implementing pedestrian-friendly features, creating innovative wayfinding solutions, and reconnecting with the Sheyenne River. They also emphasize the creation of photo-worthy spots and memory-making locations, the development of family-friendly and pet-friendly spaces, and the addition of professional event amenities. Furthermore, this goal encourages the strengthening of neighborhoods and the cultivation of a strong sense of community through creative expressions and shared amenity spaces. It also promotes the infusion of artistic surprise elements and pedestrian artful engagement to add whimsy creating an engaging, and distinctive destination that resonates with the community's vision and values.

Goal 2: Business and Economic Development (Chapter 4)

Attract and retain businesses, visitors and residents that seek innovative enterprise and contribute to economic vitality.

In pursuit of its transformation into a vibrant, pedestrian-friendly district, a comprehensive analysis of the local business and retail landscape was undertaken. This evaluation pinpoints areas where businesses are lacking and proposes strategies for their attraction. The analysis took into account two critical facets: the overall shopping experience and the appeal of the merchants.

In the Downtown Yards, a mix of long-established businesses and recent developments serve both adjacent neighborhoods and newer residents. The area is currently dominated by health and professional services, with retail and restaurants accounting for a smaller portion of businesses. However, to better meet the needs of its primary audience—young families and professionals seeking eateries, budget-friendly shopping, and entertainment—the Downtown Yards must foster growth in:

- retail diversity
- attracting young families and professionals
- calibrating residential density to provide on-going support to the local businesses

The resulting key action steps:

ACTION STEP 1.5

Expand Retail and Business Diversity Downtown:

- The goal is to create a more cohesive and branded retail environment to expand the trade area and draw in more visitors.
- Currently, a quarter of the commercial space is designated for retail and restaurants. Promoting temporary leases, especially in vacant stores to activate the space with pop-up stores for different seasons.
- Introducing incubator and maker spaces to foster innovation.
- Arranging Vendor Tuesdays and providing plug-and-play infrastructure for outdoor vendors.
- West Fargo's competitive advantages include its growing population, youthfulness, diversity, incentives, economic development support, and a cost-effective business environment.
- Update regulations to require ground-level storefronts along Sheyenne frontage with less opaque glass that showcase engaging spaces that enhance the street-level experience.

Challenges include lower-income residents, daily out-migration, lack of historic character, uncertain market dynamics, the absence of memorable photo spots, and a need for destination draw.

ACTION STEP 3.5

Leverage and Amplify Existing and Regional Events and Programs:

- Events should play a pivotal role in enhancing retail sales while closely collaborating with local merchants. Events should be designed to draw visitors into stores.
- Connecting marketing and programming to other cultural destinations in downtown Fargo, The Lights, Big Iron Event, Bonanzaville, etc.
- Connecting marketing and programming to existing sports tourism opportunities like athletic fields, the Olympic pool, and the rec center.
- The focus should be on businesses catering to young families, pets and professionals, including food, entertainment, and personal services. This approach will help distinguish and establish the Downtown Yards as a unique destination with its own identity and appeal.
- Events should enhance retail sales and collaborate closely with merchants.

ACTION STEP 5.5

Promote The Downtown Yards:

- Synchronized operating hours among businesses, especially restaurants, can enhance local commerce.
- A cohesive downtown brand and collective marketing platform are needed.
- A blogger or social media influencer could boost the area's online presence.

ACTION STEP 6.2

Develop Champions within Business and City Leadership:

- Consider hiring a "Downtown and Small Business Coordinator" to support downtown businesses.
- Re-establish the Downtown Yards Business Association
 - Restructure PAAC as a Downtown Placemaking and Vibrancy Committee (DPVC) with budget and/or ability to make and implement specific recommendations from the plan.
- Partner with local organizations and institutions to offer entrepreneurship programs and mentorship.
- Collaborate among local government, businesses, residents, and community organizations.

- Initiating a champion program to lead various initiatives, provide resources, and define mission/vision/milestones for each.
- Developing Public Art Policies, creating a review process for the Public Art Advisory Committee (PAAC), and identifying funding sources.
- Incentivize programs through Economic Development Advisory Committee to encourage more retail, encourage adaptive reuse, especially business incubator spaces.
- Make select edits to DMU through Planning & Zoning Commission for:
 - Ground-floor business frontage/activity requirements for Sheyenne Street frontage
 - Prohibit non-urban uses (drive-thru's, non-food/drink/retail uses, self-storage, etc.)

These recommendations are strategically designed to elevate the business activity downtown and will require coordination for future sustainability like harmonizing with pre-existing events, executing effective promotional efforts, and nurturing capable leadership and support structures. The plan duly acknowledges the growth potential stemming from population expansion, emphasizing the pivotal role of differentiation, administrative backing, and strategic branding in the realization of a vibrant and enduring downtown district.

Goal 3: Pedestrians, Parking and Access (Chapter 5)

This chapter elaborates Goal #3: Provide accessibility and parking options that foster walkability, pedestrian safety and enhance the public realm.

Crucial issues identified through public input related to traffic and pedestrian safety, parking, and access to businesses in downtown West Fargo. The chapter emphasizes the complexity of these issues and highlights the need for a multifaceted approach for addressing them. The overarching goal in this plan, is to enhance pedestrian safety, walkability, accessibility, and parking solutions to transform Downtown Yards into a pedestrian-friendly hub with a reputation for safety and accessibility. The resulting key action steps:

ACTION STEP 2.1

Address Pedestrian Safety along Sheyenne and Transition from Neighborhoods:

- Prioritize investments to connect Armour Park to Sheyenne Street and the surrounding neighborhoods while ensuring accessibility for individuals with disabilities.
- Create protected bike lanes separated from vehicular traffic, encouraging safe cycling along Sheyenne and connecting to bike lanes and trails

beyond the study area.

- Develop an area map of points of interest and connected sidewalks/trails for easy access and updating.
- Install safety lighting, sidewalks– see Chapter 5 for more details and recommendations.

ACTION STEP 2.2

Address Pedestrian Safety across Sheyenne and Main:

- Improve street lighting at crosswalks and pedestrian-heavy areas for nighttime visibility.
- Implement traffic-calming measures like speed bumps, raised crosswalks, and curb extensions to reduce vehicle speeds in pedestrian zones.
- Ensure well-maintained sidewalks and clearly marked crosswalks, along with pedestrian-activated traffic signals at crosswalks.
- Install bollards to block off Sheyenne for pedestrianization, explore crosswalk improvements, and create a safety education and awareness program.

ACTION STEP 2.5

Address Parking Concerns:

- Address the perception of insufficient parking through a marketing campaign.
- Promote and incentivize shared parking on private lots.
- Design and install standardized parking signage for clear and consistent instructions.
- Launch a public education campaign to inform residents and visitors about available parking options.
- Pilot a campaign to encourage walking in the Downtown Yards and require new developments to include underground parking and space for deliveries.
- Build a public parking deck and establish fee-in-lieu of parking program. Revenue from fees may help offset City's public transit & public parking costs. See Chapter 5 for Future Parking Recommendations.

ACTION STEP 2.6

Provide Pedestrian-Oriented Interactions:

- Enhance pedestrian safety through creative traffic calming and pedestrianization installations.

- Implement various elements, including chicanes with art, interactive crosswalks, speed tables with public art, temporary parklets, play streets, raised pedestrian crossings, decorative bollards, sculptural speed humps, bike lanes with art, colorful crosswalks, and effective wayfinding systems.

These strategies aim to comprehensively address the challenges related to traffic, pedestrian safety, accessibility, and parking in Downtown West Fargo. The goal is to create a safe, welcoming, and accessible downtown environment that attracts residents and visitors. Monitoring and evaluating the effectiveness of these initiatives, along with collecting accident data and user input, will be essential for continuous improvement. Bridging the gap between perception and reality is crucial for the success and vibrancy of Downtown Yards.

Goal 4: Infill, Density and Redevelopment (Chapter 6)

This Chapter elaborates Goal #4: Connect and strengthen the downtown assets by redeveloping underutilized or vacant spaces and calibrate intensity of development to create a thriving mix-of uses.

Overall, this chapter provides a comprehensive roadmap for infill, density, and redevelopment, addressing the need for diverse housing options, commercial revitalization, and the creation of vibrant, pedestrian-friendly neighborhoods within the Downtown Yards area. The resulting key action steps:

ACTION STEP 4.1

Adaptive reuse of underutilized buildings & sites

- Develop policies to support remodeling of unused buildings and sites
- Provide a list of projects the city would like to attract and promote it to potential developers
 - Create a civic campus in exiting underutilize building or vacant site
 - Establishing an employment center with co-working spaces
- Incentives and support property owners and developers to repurpose these buildings for a mix of uses.
- Provide financial assistance:
 - Partner with a local bank to offer low interest construction loans
 - Rescope the existing Renaissance, Revitalization and Enterprise Programs to provide funds for renovating exiting old stock homes and conversion of commercial properties to new uses
 - Provide tax breaks or deferral of tax breaks
 - Provide Zoning flexibility, density bonuses
 - Provide technical assistance adaptive reuse projects such as partnering with business mentors, contractors or designers

- City may need to allocate funds for property acquisition to facilitate redevelopment

ACTION STEP 6.6

Maintain Existing Housing Stock

- Establish and promote Residential Home Renovation Program or incentives for upgrades
- Partner with financial organizations to provide forgivable loans for homeowners if they live in the home for 5 years for upgrades such as kitchens, driveways, etc.
- Offer remodel-to-own programs that do not require typical 30-year mortgage, but allow potential homeowners to remodel old stock home and be able to purchase the home at a discount after certain terms/criteria are met.
- Work with area electric and gas companies for energy efficiency audits and improvements.

ACTION STEP 6.7

Increase Housing Options

- Expand Middle Housing options;
 - Provide a Transitional Areas that offer range of graduated densities
 - Allow a more scaled transition from Sheyenne Multi-family mixed use high rises to single family homes by adding middle identity such as 2-4-6 plexes and townhomes.
 - Allow mixing of housing types within R-1, R-2 and R-3
 - Increase density in residential zoning districts to accommodate growth.
- Consider zoning overlays to provide more zoning flexibility in R-1 to R-3 zoning districts.
- Adjust residential zoning districts to accommodate smaller, higher-density homes, townhomes, and multiplexes.
- Revise regulations to allow for smaller setbacks, lot size and heights to promote infill development.

The success of this plan hinges on collaborative efforts between city officials, property owners, developers, and the community; the revitalization of existing structure, promotion of tax incentives, zoning flexibility that maximizes the use of underutilized assets; the preservation of stable single-family neighborhoods and zoning adjustments to allow for smaller, higher-density homes; increasing housing choices by modifying zoning districts to allow greater density, mixed housing types in same district and flexible development options.



CHAPTER 1

ENGAGEMENT

PUBLIC INVOLVEMENT: PHASE 1

Purpose and Goal

Public involvement is key in building consensus and creating a broadly supported plan for the future of downtown West Fargo.

The purpose of outreach and engagement was to engage the public in unique ways to meet the project goals.

1. Ensure that project information was available to the public in a clear, and effective manner.
2. Gather meaningful feedback from stakeholders.
3. Ensure that stakeholder questions and concerns were heard and addressed.
4. Document the progress and effectiveness of engagement efforts.

The goal was to collect as many comments as possible through online surveys, online interactive map and in person public meeting. Through August 2023, nearly 300 comments were received and analyzed.

Methods of Engagement

Following is a summary of the engagement strategies used for the West Fargo Downtown Placemaking Master Plan.

COMMISSION, COMMITTEE AND FOCUS GROUP MEETINGS

The project team engaged existing city commissions and committees as well as formed a Steering Committee and two focus groups. Following is a summary of those meetings and engagement activities:

- Steering Committee meetings (4)
- Residential and Business Focus Group meetings (3)
- Public Art Advisory Committee meetings (4)

GENERAL PUBLIC ENGAGEMENT

The project team engaged the general public through pop-ups, community meetings, and online surveys.

ONLINE ENGAGEMENT

Online engagement is an efficient way to gather information about project concerns and to learn more about the project area and the audience involved. The project team used online forms, surveys, and an interactive comment map. A summary of engagement activities can be found in Appendix #1.

Communications

Communicating events and project updates to the public are essential to engagement success. The project team used the city's branding with consistent messaging to develop materials and distribute information about the project in order to maximize opportunities to provide input.

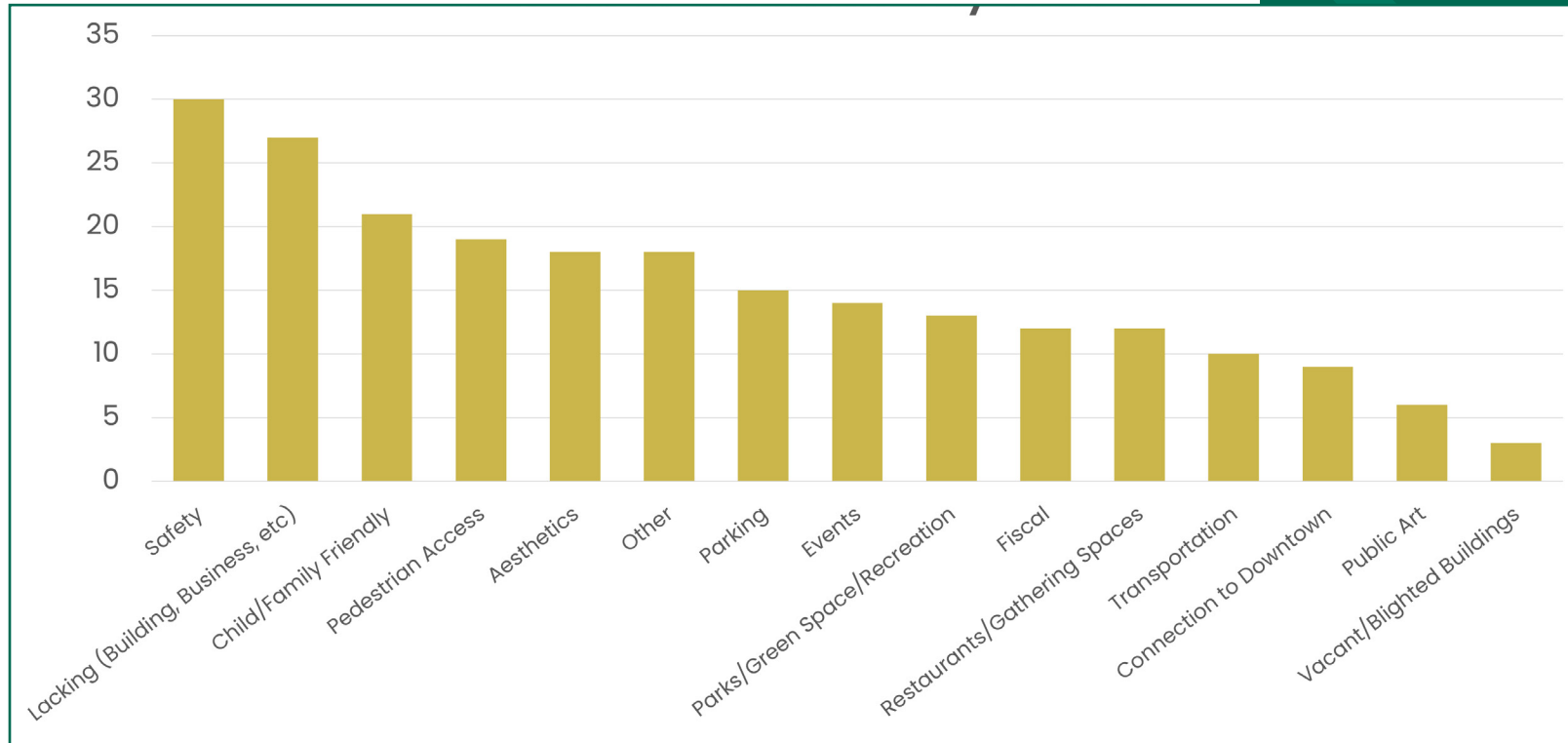
Respondents

We engaged a variety of people in different venues including residents, businesses and city staff, officials and committee members. We received over **237** comments through in person engagement and INPUTiD (interactive survey software). Another 56 people responded to the online survey.

What we heard: Issues & Opportunities

The comments were compiled into a spreadsheet and analyzed. Common themes emerged that allowed grouping the comments for further analysis at a quantitative level. The following chart shows the number of comments by theme.

Figure 2. Number of Comments by Type



Summary of recurring comments:

- Don't try and be like the Lights or rest of West Fargo or even downtown Fargo — be unique
- You have assets like the aquatic center, library, and fairgrounds — but they are not woven together to support each other
- You have history, but it is not showcased — embrace it, tell it
- Hidden gems are too hidden — unhide them (e.g., diner, floral shop)
- Needs to be a destination — neighbors alone not enough to support business district
- Needs more density of people — housing, hotel, restaurants, etc. for foot traffic
- Lacking pet-friendly and kid-friendly spaces

How we are using what we've heard

Public input was used to develop a mission and vision statement for the Downtown Placemaking Master Plan as well as more specific actions.

Based on the Steering Committee and Focus Group input, the following 10 Guiding Principles (outer circle) emerged from the Comprehensive Plan (inner circle) but developed to be specific to the Downtown Yards:

1. Promote the Downtown Yards as a destination
2. Create a walkable and pedestrian safe environment
3. Create a "dynamic" place
4. Exhibit West Fargo unique heritage, history & roots
5. Attract people inside and outside the existing community
6. Welcome diversity, families, and pets
7. Connect & strengthen downtown assets together
8. Create fiscal revenues that invest & sustain the downtown
9. Engage with unique experiences
10. Be different, embrace change and innovation

Figure 3. Guiding Principles



Vision:

The Downtown Yards is a cultural destination surrounded by a vibrant and growing community.

Mission:

We will invest in the Downtown Yards, enhance the pedestrian environment, and cultivate authentic and creative places.

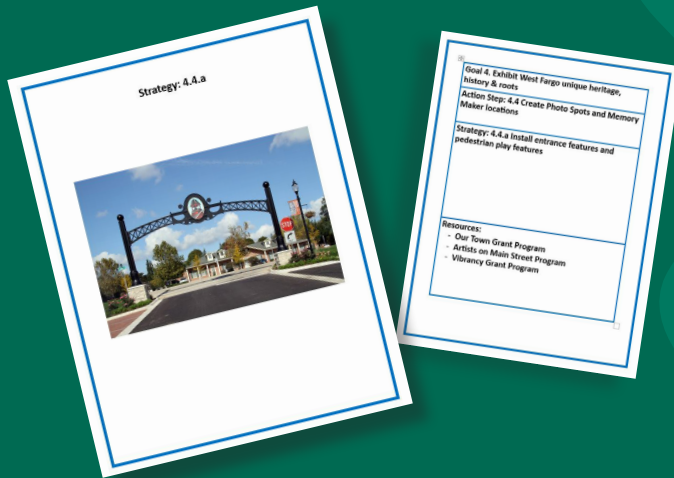
PUBLIC INVOLVEMENT: PHASE 2

Present ideas and strategies for public feedback

IDENTIFY STRATEGIES

In July and August, a draft mission and vision statement that was prepared based on input from Phase 1 were shared to seek feedback from the committee members. During Steering Committee Workshop #2, minor tweaks to the draft mission and vision statement were proposed.

At workshop #3, the 117 ideas were vetted by the Steering Committee and Focus Group for suitability and viability for the Downtown Yards yielding top action steps for each goal.



At workshop #4, the top placemaking concepts were selected by the Steering Committee. While the location and specifics of ideas may vary slightly depending on implementation constraints, the overriding point is that downtown vibrancy relies on the accomplishment of **these key goals which serve as the community approved checklist** when evaluating any decision for both public and private investment.

They then determined if the idea was implemented, if it would have a high or low level of impact on improving the downtown area and if it would take a high or low level of efforts. Going through this flashcard game identified areas where there was consensus and helped prioritize with the biggest impact. Those with the lowest level of effort could be easily pursued, while those with higher level of effort may take more resources to realize.

This exercise narrowed down the list to around 50 strategies which was used to create a survey for greater public input to further refine the recommendations and strategies included in this master plan.

ARTIST SELECTION AND CONCEPT DEVELOPMENT

In July, the Public Art Advisory Commission met to select nine artists to develop concepts for art at three locations in the downtown area:

- Main & Sheyenne (North) Entrance Feature
- Sheyenne Street Pedestrian Engagement
- 7th & Sheyenne (South) Entrance Feature

The artists had a month to sketch concepts for one of these areas. In August, the Public Art Advisory Commission met twice to receive a presentation by the artists of their ideas and then to decide which three artists would best fit with the mission and vision of the West Fargo Downtown Yards.

Photo of Workshop Attendees



At the August Focus Group, attendees brainstormed fun slogans:

- The "other downtown"
- A Downtown on the Grow
- Not the Lights
- The Backyard
- West Fargo Nice
- West Fargo, Best Fargo
- Keep West Fargo Free
- Do it at the Yards

Figure 4. Top Action Steps

Present final plan for final review and city approval

In September, the refined and prioritized list of strategies and the proposed artists and art concepts were presented to the Steering Committee, Planning Commission and City Commission. The Steering Committee also confirmed the overall goals for the Downtown Placemaking Master Plan. They were posted on the website and communicated to the general public. The public had an opportunity to provide final comments for the city commissioners consideration prior to adoption.

Figure 4 (right) are the 4 goals containing the top 22 action steps that the public voted as the most impactful and worthwhile pursuing for the downtown.

Top Action Steps by Goal >30%, >40% & >50% Votes

	Goal #1: Placemaking	Goal #2: Business & Economic Development	Goal #3: Pedestrians, Parking, & Access	Goal #4: Infill, Density & Redevelopment
>50%	4.3 Reconnect with the River 4.4 Create Photo Spots and Memory Maker locations 5.1 Develop Family Friendly spaces and programs 5.2 Increase event programming 5.3 Develop pet-friendly spaces and programs 5.4 Develop professional event amenities 6.1 Strengthen Neighborhoods and create sense of community	1.5 Expand retail and types of businesses downtown 3.5: Leverage and amplify existing and regional events and programs	2.1 Address Pedestrian Safety along Sheyenne and transition from neighborhoods 2.5 Address Parking Concerns 2.6 Provide pedestrian-oriented interactions	4.1 Adaptive reuse of underutilized buildings and sites 6.6 Maintain existing housing stock
>40%	6.5 Create new gems to uncover	5.5 Promote The Downtown Yards 6.2 Develop champions within business and city leadership	2.2 Address Pedestrian safety across Main	
>30%	3.1 Increase activity and foot traffic 3.3 Implement pedestrian play features along Sheyenne 3.4 Connect Points of Interest through Creative Wayfinding			6.7 Increase Housing Options

Figure 5. Translating Public Input into Goals and Action Steps



Final and Top 4 Goals:

GOAL #1: PLACEMAKING Make the Downtown Yards a vibrant place that displays West Fargo's heritage, and character that offers engaging experiences for all ages and families.	GOAL #2: BUSINESS & ECONOMIC DEVELOPMENT Attract and retain businesses, visitors, and residents that seek innovative enterprise and contribute to the economic vitality.	GOAL #3: PEDESTRIANS, PARKING & ACCESS Provide accessibility and parking options that foster walkability, pedestrian safety, and enhance the public realm.	GOAL #4: INFILL, DENSITY & REDEVELOPMENT Connect and strengthen the downtown assets by redeveloping underutilized or vacant spaces and calibrate intensity of development to create a thriving mix of uses.
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CHAPTER 2

EXISTING CONDITIONS

BACKGROUND

Scope

The City of West Fargo is creating a master plan for the downtown area and nearby neighborhoods. The goal of the master plan is to establish the downtown as a cultural destination with a distinct and unique character that pays homage to its heritage.

The data analysis in this report will be used as a rational basis in formulating and justifying strategies for the Downtown Yards. Each section highlights key facts, a conclusive finding which signals forthcoming strategies for the Downtown Placemaking Master Plan.

City Origin

West Fargo began as a railroad “whistle stop” called Haggart, named after the eventual sheriff and North Dakota senator who traveled from New York to claim the land where the Northern Pacific Railway met the Sheyenne River. It took almost 60 years for today’s West Fargo to emerge. First came the Village of West Fargo incorporated north of what is now Main Avenue in 1930, followed closely by the Village of Southwest Fargo which became the City of West Fargo in 1967. In turn, the original village became the West Fargo Industrial Park, which residents renamed as the City of Riverside. Riverside joined West Fargo in 1989.

- **SETTLEMENT AND EARLY DEVELOPMENT.** The area where West Fargo is now located was originally settled by European immigrants in the late 1870s. These early settlers were primarily of German and Scandinavian descent and were drawn to the fertile land and agricultural opportunities. They established farms and began cultivating the land, primarily focusing on wheat and other cereal crops.
- **RAILROAD HUB.** The arrival of the Northern Pacific Railway in the 1880s played a crucial role in the growth and development of West Fargo. The railroad established a depot in the area, making West Fargo an important transportation hub for the region. This facilitated the transportation of agricultural products and led to increased settlement and economic activity.
- **INCORPORATION AND GROWTH.** West Fargo was officially incorporated as a city on October 31, 1926. By this time, the community had experienced significant growth, with a growing population and expanding businesses. The city’s strategic location along the railroad and its proximity to the larger cities of Fargo and Moorhead contributed to its continued development.

- **WEST FARGO’S HISTORY** is intertwined with the existence of two separate communities. In the 1930s, residents residing on the North side of Main Avenue sought incorporation as the Village of West Fargo. Their incorporation was successful in 1931, but it excluded the residents living to the South of Main Avenue. Consequently, in 1937, those residents formed the Village of Southwest Fargo.
- **POST-WORLD WAR II BOOM.** Following World War II, West Fargo, like many other American cities, experienced a period of rapid growth and expansion. The availability of land for residential development and the increasing demand for housing led to the construction of new neighborhoods and the establishment of modern amenities and services.
- Due to the rapid growth of Southwest Fargo, an agreement was reached in 1967 to rename it the City of West Fargo, while the original village of West Fargo became the City of West Fargo Industrial Park. However, the residents of West Fargo Industrial Park felt that the name did not reflect their community, leading them to choose the name Riverside in 1974.
- **TWO CITIES MERGE** to Form Current Day West Fargo. The unification of West Fargo as it is known today occurred in 1989 when the cities of Riverside and West Fargo merged, bringing together nearly a century of separate entities into one cohesive West Fargo.
- **REDEVELOPMENT AND LEGACY.** The Downtown Yards is the current Downtown Placemaking Master Plan area of study and has undergone redevelopment efforts in recent years. In 2016, the City conducted a parking analysis which ultimately led to the 2021 reconstruction of Sheyenne to a two-lane road with angle parking on each side. The City also created a Mixed-Use Downtown zoning district to promote a walkable downtown. Today, it has transformed into a mixed-use area, featuring a blend of commercial, residential, and recreational spaces.
- **THE YARDS**, also known as the West Fargo Union Stockyards in West Fargo, North Dakota, holds historical significance as a former meatpacking and livestock processing facility. The Yards was established in the early 1900s as a meatpacking plant and livestock market. It was strategically located near the railroad tracks, allowing for efficient transportation of livestock and processed meat products. By the 1970s was the tenth largest livestock market in the United States.

Over time, the meatpacking industry went through changes and faced challenges, including shifts in consumer preferences, technological advancements, and increased competition. In 1999 the packing plant closed its doors. The facility provided auction services and played a vital role in supporting the region's agricultural economy. It also employed many workers who contributed to the local economy and the overall meatpacking industry in the area. The historical significance of the site and its meatpacking heritage are important to recognize, preserve and celebrate. Presently, West Fargo stands as one of the fastest growing cities in North Dakota. From a modest population of 707 residents in 1940, it has experienced remarkable growth, surpassing 30,000 residents by 2016 and 40,000 by 2022. This exponential growth has solidified West Fargo's reputation as a "City on the Grow," reflecting its dynamic and vibrant character.

DEMOGRAPHICS & CONDITIONS

West Fargo has seen incredible growth. Just from **2010 to 2022 the population grew 57.2%** (4.77% /year) (25,830 to 40,601) and from **2020 to 2022 another 5.1%** (2.55%/year) (38,626 to 40,601). The City is forecasted to grow to a population of 43,091 people by 2027. The downtown study area includes 1.4% of the City of West Fargo's population. As of 2022, West Fargo's population is 40,601, however the Downtown Yards study area has a population of 578 residents. In many ways the downtown residents are similar to the rest of the city, but there are some key differentiators such as having a higher rate of disabilities, higher unemployment, lower household income and lower rent and home values.

The City population dips by nearly a quarter during the daytime. There are multiple aspects that can lead to a daily migration like this, but one key reason is people leaving the City for work. **Providing employment opportunities, goods, services and events is one way to retain and attract people, specifically during the daytime and weekdays.**

The population of West Fargo is largely auto oriented. Research shows that 84 % of workers travel to work via car; very few if any walk, bike or take public transit to get to work. There is a notable lack of public transportation utilization in the study area that could be due to limited location and frequency of public transportation service and stops within the area. Considerable investment has been made by the City of West Fargo in the downtown reconstruction of Sheyenne and Main Ave (intersection) to provide better sidewalks and areas for people to bike and walk, however, few people do so **while the investment into multi-modal lanes is still lacking, the interface of cars and pedestrians will need to be addressed and mitigated.**

Figure 6. 2022 Population: West Fargo

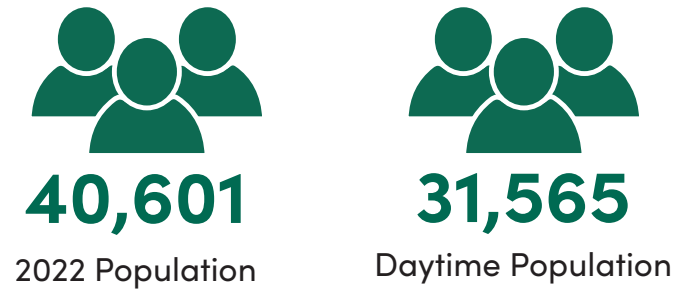


Figure 7. Persons with Disabilities: Study Area



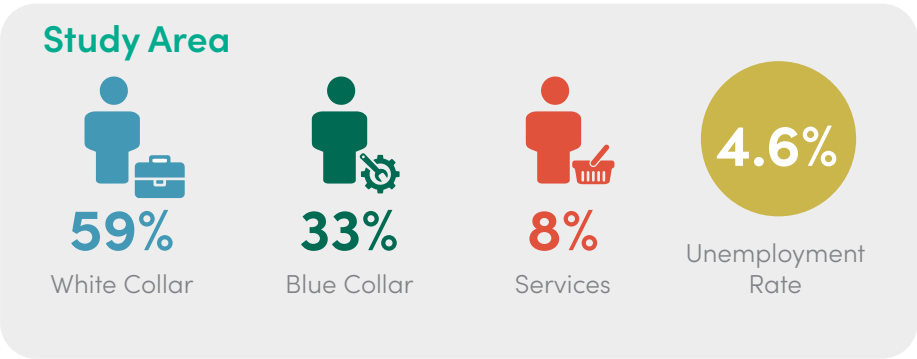
Higher education is lower in the study area than in the rest of the City. Fewer residents have attended college or received a post-secondary degree and generally hold "blue collar" jobs. Unemployment in the area is generally higher than the rest of the City. This may lead to overall lower household salaries and less disposable income for local economic activity.

It will be important to attract businesses that provide goods and services as well as jobs that the downtown residents can use and support, in addition to those catering to visitors outside the study area.

The study area has a significantly higher level of poverty and households receiving food stamps than the rest of the City. While the commercial areas of the downtown have shown growth in the last decade, new development that caters to higher-end retail and services focused on disposable income, rather than basic goods and services, does not serve the existing downtown area population. For example, the downtown is considered a food desert for its lack of grocery stores and fresh food outlets.

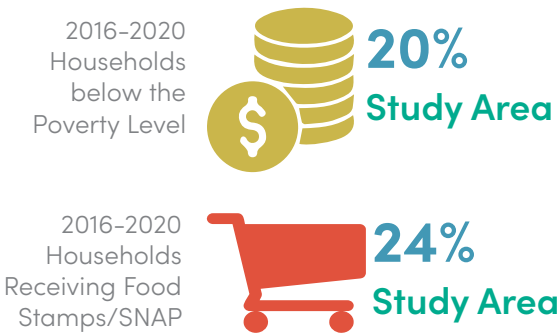
There is a local need for reasonably priced grocery store. It will be important to refocus services and good to better align with local incomes.¹

Figure 8. Study Area Employment



¹ A food desert area has a poverty rate of at least 20%. In urban areas, at least 33% of the population lives more than 1 mile from the nearest grocery store. Tract 38017010203 in Cass County, North Dakota includes part of the study area and is considered low income. <https://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas>

Figure 9. Poverty Level: West Fargo versus Study Area



The study area has 499 households, of which 193 (38.7%) are rentals. The average rent in the study area is lower than that of the City as a whole. While the recently built apartment buildings have rents (closer to \$1,000 to \$1,550 per month commensurate with the rest of the city) may attract new residents, it may not provide a housing option for existing downtown residents.

As the City looks at adding housing to the downtown area, it will be important to provide a range of housing options and consider remodel and rental incentives to sustain the rental population, and rehabilitation of older stock properties.

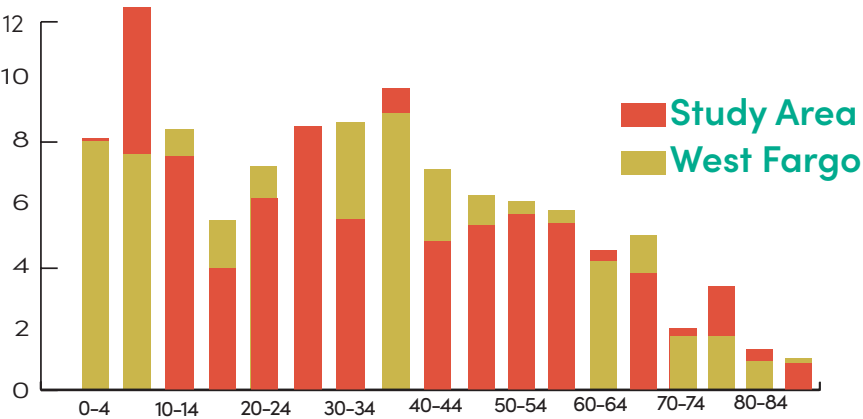
The median home value in the downtown area is two-thirds that of the median value of the rest of the City. This can be appealing to younger families looking for affordable, starter homes with disposable incomes that can renovate and update the homes.

Median Household Income for West Fargo: \$83,083
Median Household Income for Study Area: \$56,787

The overall study area age group is young. The largest age groups are in the 25-29 and 35-39 age range with a surging cohort is under 9 years old. This presents a need for more family focused uses in the short term and more young adult needs in the long term. The study area has a large concentrations of young families as can be seen by the high number of those in the 5-9 age group and the higher percentage of those in the 35-39 group. There is a emerging cohort of children under 5 years old within or adjacent to the study area with **four (4) early education schools** with a collective enrollment of 925 students for the 2022-23 academic year.

Creating a welcoming, safe, family and pet-friendly environment with appropriate activities that meet the local needs of the downtown will be valuable.

Figure 10. Age Distributions: West Fargo versus Study Area



Race and ethnicity is largely white within both the City and the study area, with slightly higher numbers of Black, Native American and Asian residents the study area.

Downtown could benefit from attracting people from beyond its boundaries by becoming a welcoming and inclusive destination.

NATURAL ENVIRONMENT

The City and its surroundings offer noteworthy environmental features and resources that contribute to the overall quality of life in the area including the Sheyenne River, Red River Valley and several wildlife management areas and North Dakota's larger state natural resources.

West Fargo's downtown area does not have extensive natural resources; however, it does have several small open spaces and a mature tree cover. One of the concerns the City has is the impact of the Emerald Ash Borer on many of the ash trees that line the streets and sidewalks in the residential area surrounding downtown.

Additionally, West Fargo is situated in the Red River Valley, which is known for its fertile soils. Agriculture plays a significant role in the region's economy, and the rich soil supports the growth of various crops, including wheat, corn, soybeans, and sugar beets. The agricultural resources in the area contribute to the local food production, and farmers markets often showcase the fresh produce and products from the surrounding rural areas.

At a smaller scale, the local neighborhood parks are a great asset to downtown. Other smaller parks in the area include Riverside Park north of Main Avenue and Veterans Memorial Pool and Tintes Park which are just over a quarter mile from the study area.

Sheyenne River

One of the main natural resources in the West Fargo downtown area is the Sheyenne River; however, it is not very prominent or featured within the downtown area. The Sheyenne River is a tributary of the Red River and flows throughout a large part of West Fargo. In fact, it is the largest surface water resource in the City. The river provides opportunities for recreational activities such as boating, fishing, and kayaking, allowing residents and visitors to connect with nature and enjoy the scenic beauty of the river.

The river is closest to the study area at the intersection of Sheyenne Street and Main Avenue, but the downtown area is largely disconnected from the Sheyenne River with the only visible part running along Main Avenue. The North Dakota Department of Transportation has plans to fix the riverbank between Main Avenue and the river; this would be a good opportunity for natural restoration or artistic swales as potential activation of the Main Avenue frontage to Armour Park.



Photo of Sheyenne River

Armour Park

Armour Park is a passive recreational area located on the north side of the study area that is only accessible through a neighborhood to the west of the park. The park is not maintained during the winter for outdoor snow or ice related activities. There is a lack of connection from downtown to Armour Park and the river as well as from the residential neighborhoods to the north. The park lacks lighting and covered shelters for use outside daytime hours and poor weather.



Photo of Armour Park – source West Fargo Park District

The Wind

In downtown West Fargo as through much of North Dakota, wind is a notable natural feature that influences the local environment and everyday life. The wind in downtown West Fargo is primarily influenced by the region's geographical features and climate patterns. The city is situated on a relatively flat terrain, which allows the wind to flow across the area without significant obstructions. Furthermore, the absence of tall buildings in the downtown area means there are fewer barriers impeding the movement of the wind. The prevailing wind direction in the region is from the northwest, driven by weather systems and atmospheric conditions. This wind flow pattern is often referred to as the "North Dakota wind," and it can be quite strong at times. The consistent presence of wind in West Fargo contributes to the area's unique climate, characterized by dry conditions and fluctuating temperatures throughout the year.

The wind in downtown West Fargo has both positive and negative impacts on the local community. On the positive side, the strong winds help to keep the air clean and fresh, aiding in the dispersal of pollutants and enhancing overall air quality. The wind can also provide natural ventilation, making outdoor activities more enjoyable during warm summer months.

However, the wind's strength and consistency can also present challenges. It can cause dust storms and reduce visibility, especially during periods of dry weather or when agricultural fields are being tilled. The wind can make outdoor activities more challenging, such as biking or walking, as it may create resistance and affect comfort levels. Additionally, the wind can contribute to a higher rate of evaporation, which can impact gardening, agriculture, and water usage.

The wind can be capitalized as an asset. Various kinetic and acoustical (sound pies) sculptural elements can be installed. The use of windbreaks structures and strategically placed trees can minimize the wind's impact on public spaces and personal comfort. The wind is a significant natural element downtown and should be celebrated while providing safety and comfort.

PLANNING AND REGULATORY ENVIRONMENT

Past Plans

The City of West Fargo has performed past studies, assembled plans, and created programs to better guide the City. These plans have been analyzed and key themes have been identified. See Appendix 3: Audit Matrix.

COMPREHENSIVE PLAN

- The Comprehensive Plan notes industrial village in the northwest section of the City, which is essentially where downtown is
- Downtown noted as G-4A Core - Retrofit Growth Sector with an illustrated plan for the Downtown Area
- Suggestion and recommendations in Comp Plan for establishing the downtown area as a cultural center with a unique sense of place
- Average daily car trips are lower on Sheyenne than on Main Street
- Comprehensive Plan notes Public Transport does not go downtown

Furthermore, the Comp Plan identifies the future of downtown as:

- A walkable district that connects existing neighborhoods. Home to a vibrant mix of uses centered on Sheyenne Street
- A place to create public/private partnerships to foster creative redevelopment, entrepreneurship, the arts, and unique businesses.
- A unique district that defines West Fargo's character.
- Several principles of good planning & design, especially targeted towards identified urban mixed
- Use nodes, such as downtown:
 - Walkability
 - Connectivity
 - Mixed-Use
 - Scale
 - Intensity
 - Hidden Parking

IMPROVEMENTS

- Original design of radial bump-outs envisioned a cultural identifier at the center, branding outside this and then a safety area on outer circle

FARGO/WEST FARGO PARKING & ACCESS STUDY

- Study made recommendations for Sheyenne street as a "Mixed Use Neighborhood" street which prioritizes pedestrian safety and comfort over the mobility of cars; recommendations for reduced marking minimums; and parking alternatives, such a fee-in-lieu of parking.

FARGO-MOORHEAD METRO BIKEWAYS GAP ANALYSIS

- Spurred thought about bike transit and circulation in the area
- Previous street diet won't allow for addition of bike lanes
- This analysis looked at specific areas that had issues that needed to be addressed rather than offering solutions to problems

GENERAL PLAN URBAN RENEWAL DEVELOPMENT

This plan identifies the downtown study area as an urban renewal/urban development area for purposes of eligibility for urban renewal in accordance with State urban renewal statutes, such as tax increment financing.

Zoning

The study area consists of a mixture of residential, commercial and public uses. Most of the Sheyenne Street frontage is zoned mixed use (Downtown Mixed Use, DMU) with Light Commercial and Public Use zoning along Main Avenue. The Downtown Mixed Use zoning district identifies the essence of the "placemaking" intent for the Downtown Yards and is described well in this quote (below) from the zoning code, Title IV, 4-434.

[Interactive Zoning Map link](#)

"....New development....should be encouraged to better meet the local goal of achieving more walkable and bikeable corridors and a better connected village core. should create and/or contribute to the character of a district that supports the City's goal of providing a cultural core of the community that creates a place residents come to gather and a place that is exciting to visit. ... should encourage civic pride, social and economic activity, and provide for a neighborhood that exemplifies the identity of West Fargo."

BUILT ENVIRONMENT

The West Fargo Downtown Yards has unique assets that include physical, natural, cultural, social and economic features. The following discussion highlights assets that are relevant to the placemaking scope of this plan and identify qualities that will form the basis for recommendations.

Land Uses

Many uses in the study area are zoned general commercial compared to traditional retail uses that are found on a typical “Main Street”. General commercial is a broader land use category that includes retail, services, medical and dental offices, and offices as well as storage units, large equipment sales, and automotive repair shops, which are less compatible with a downtown vision that preferences a pedestrian-oriented boutique experience. Retail, which is more narrowly defined for the sale or rental of good and services for consumption, accounts for a small portion of the uses. Parcels along Main Avenue include Restaurant/Food service, Mixed use, Automotive, Place of Worship, Retail, and Industrial. The types of parcels that are on Sheyenne Street include Restaurant/Food service, Retail, Professional Services, Mixed use, City owned, Funeral services, medical office, Place of Worship, and Automotive.

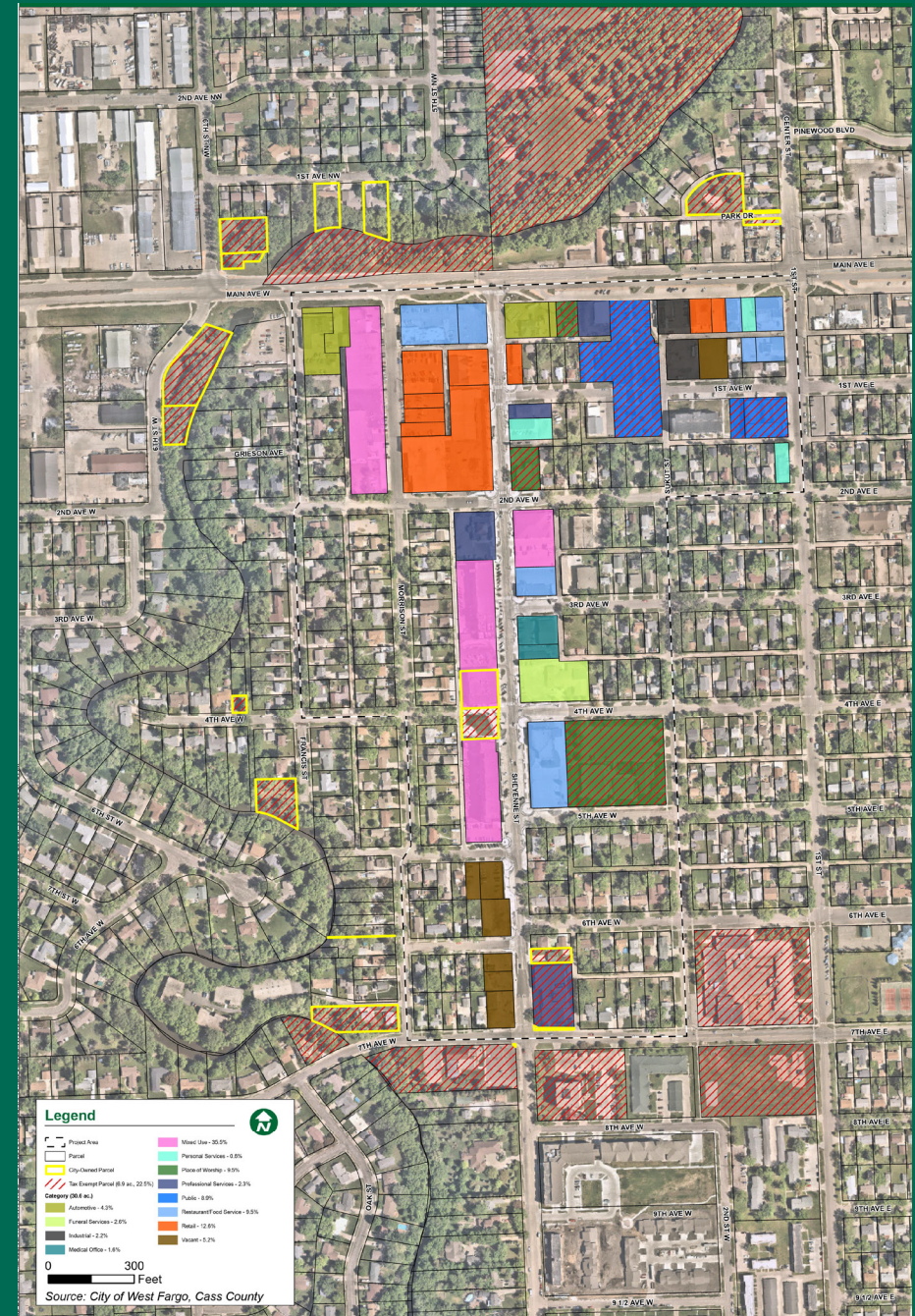
Businesses

Along Sheyenne and Main Avenue within the study area, businesses are made up of the following:

The Downtown has almost 100 businesses generating \$78,195,000 in sales revenues and employing close to 480 people¹.

Per **Figure 11. Existing Downtown Inventory** focuses on non-single family residential uses and shows 38% is Mixed Use, while the second largest percentage is at 13% for vacant land. In addition, 22.5% of the land in the study area is tax exempt and does not generate tax revenues.

Figure 11. Existing Downtown Inventory



¹Source: ESRI Business Analyst

Architecture and Aesthetics

Most of the businesses and developments in downtown West Fargo were built before 2010 and are of differing architectural styles.

Along the east side of Sheyenne, there are older buildings that are well maintained, such as the Flying Pig. There are other buildings that could improve the downtown aesthetic and sense of place with exterior maintenance to address poor conditions of parking lots, facades, awnings and little to no windows. There are also several vacant and blighted buildings at key locations in the downtown that are not inviting and may even create a sense of threat or danger.



Photo of Flying Pig Bar & Grill

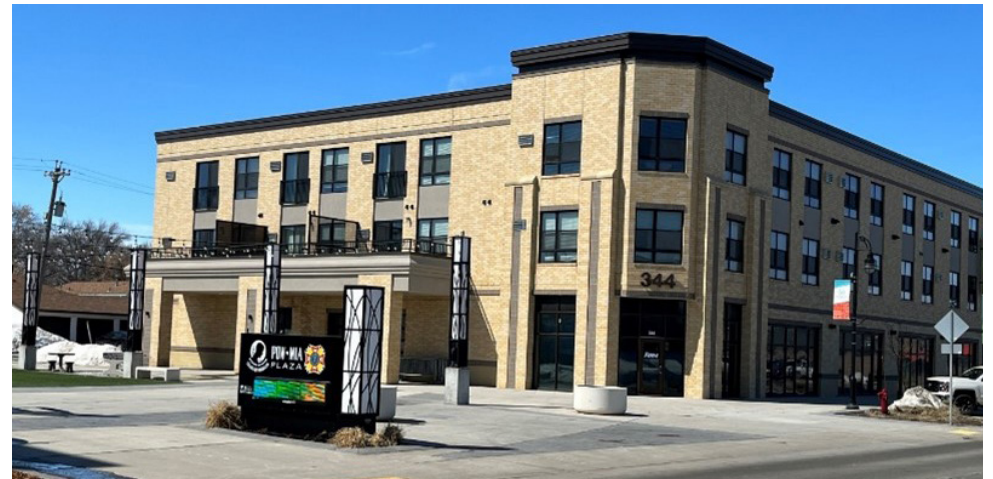


Photo of West Funeral Homes (left) & ConVerdia Health Staffing (right)



Photo of old Sooper Stop (vacant) at 7th and Sheyenne Streets

Three new buildings located along the west side of Sheyenne make up the heart of The Downtown Yards redevelopment. All of these buildings are mixed-use (DMU) and have been developed with commercial uses on the bottom floor. While most of the apartments are occupied, each of these buildings have vacant commercial space with blank windows which has a negative impact on the sense of vitality of the downtown area. The Firm has unleased commercial spaces despite the city offering a \$100,000 “fit up incentive.”



Example of predominant contemporary architecture of newer buildings on West side of Sheyenne



Photo of POW/MIA Plaza



Photo of Pioneer Place

Housing

The study area is home to a population of 578 that represents 299 households and live in 499 housing units (all types: apartments, mobile home, single-family, twin homes and two-family duplexes) of which 193 are rental units¹.

The secondary study area has a variety of residential zoning with homes that are largely from the mid-twentieth century. Zoning in the study area allows mostly Multiple Dwelling (R-3: more than 8 units), Limited Multiple Dwellings (R-2: no more than 8 units, (R-1: one- and two-family dwellings), R-1A (detached single-family dwelling and a small portion dedicated to Planned Unit Development zoning (PUD). Single-family homes on lots that are less than half an acre makes up a large portion of the dwelling types. Duplexes

¹Source: City GIS provided County Assessor Data

and small apartment buildings are scattered but closer to Sheyenne Street or Main Avenue.

Public Investments

Sheyenne was reconstructed in 2021, updating the roadway from a three-lane configuration (one lane in each direction with a center turn lane) plus a lane of parking on the west side to a two-lane configuration with angle parking on both sides.

Photo of Sheyenne Street looking north, landscaping at intersection of Main and Sheyenne and typical concrete medallion



POW/MIA PLAZA

POW/MIA Plaza is located in the heart of The Yards and is well situated for the area. Public restrooms are available nearby and the area is well lit. The plaza feels lively with a mural painted on a wall in the southwest corner of the park and permanent game fixtures on the north side.



Photo of POW/MIA Plaza at night



Photo of POW/MIA Plaza Mural

RED RIVER VALLEY FAIRGROUNDS

The Red River Valley Fairgrounds are located approximately a mile west on Main Avenue from the study area. The fairgrounds host events throughout the year and have multiple facilities within the complex including the Red River Valley Speedway. Currently there is no consistent connection to the study area and the fairgrounds, however, the potential for connecting the Downtown Yards to the fairgrounds was identified as an important cultural, social and economic asset.



Photo of Red River Valley Fairgrounds

Traffic and Parking

Parking was a key issue during the existing conditions analysis. In 2021, Sheyenne Street was reconfigured to one lane in each direction and angled on-street parking on both sides. This, in addition to other planning changes, led to the redevelopment of the downtown area. However, the improvements did not eliminate the perception of a lack of parking.

Large amounts of surface parking still exist along Sheyenne and side streets in the study area as well as large parking areas that serve older buildings in the area. The multi-family units have dedicated parking underground and the more recent developments in The Yards have more parking spaces behind the buildings.

In addition to car parking, other traffic-related issues were identified. Larger trucks that deliver to businesses in the new Yards buildings have limited or no space to park and deliver goods. These trucks were seen parking between the lanes of traffic on Sheyenne Street and the on-street parking on Sheyenne. This activity both slowed and blocked traffic while blocking parking spaces.

Sidewalks in the area are generally in good condition and the inclusion of bump outs at intersections and crosswalks improves visibility for pedestrians. Moving as a pedestrian through the downtown area is easy as the area is laid out in a grid.

One of the main issues the project team heard from the public was pedestrian safety. People did not feel safe crossing the Sheyenne or Main Avenue and the pedestrian environment didn't feel friendly or welcoming. Crossing the street is a challenge due to the infrequent marked crossings. During peak traffic times it becomes more difficult and dangerous. Automobile traffic did not observe the speed limit along Sheyenne street and rarely stop for pedestrians waiting at crosswalks. This poses a safety concern that hinders the walkability of downtown.

CURRENT ZONING CODE REQUIREMENTS (Title IV Chapter)

Zoning, Title IV Chapter requirements include building and performance standards such as street dimensions, building setbacks, density, lot coverage, and parking requirements. These aspects have yielded the current physical condition of the Downtown Yards and will need to be updated as the vision for changes to the Downtown Yards.

In 2016, the Sheyenne Street Corridor Study Phase II: Downtown Sheyenne Street report included an analysis of public parking in the downtown area. This study noted that while having too little parking would deter the patronization of area businesses, having too much parking has detrimental environmental effects and fiscal impacts to the city budget. A parking demand analysis of the on-street and off-street parking in the study area was completed, which included six observations on a weekday and four observations on a Saturday. The parking study found:

- There is ample parking provided along the corridor, with a total of 1,050 parking spaces available within the study area (230 on-street parking spaces, 820 off-street spaces).
- On average, during the observations there were 800 parking spaces available in the morning, 775 available in the afternoon, and 850 available in the evening.
- Peak demand was seen during the weekday noon hour.
- There were a few lots that approached capacity (between 75% and 90% full), but generally there were many parking spots available.
- Direct quote from the study: "At any point of the day, whether weekday or weekend, drivers are likely to find a parking surplus at any location along the corridor. Even during the noon hour, the study hour with the heaviest parking demand, 760 spaces were still available. This suggests that current parking requirements may be too high."

2021 IMPROVEMENTS

Since the 2016 study was completed, the corridor has seen some big changes. The roadway was reconstructed in 2021, updating the layout from the existing three lane configuration (one lane in each direction with a center turn lane) plus a lane of parking on the west side to a two-lane configuration with angle parking on both sides. Bumpouts were built at each corner, shrinking the crossing distance, and increasing pedestrian safety and visibility. Additionally, three new mixed-use developments, Pioneer Place, The Firm, and 444 Sheyenne Plaza, were built on the west side of Sheyenne Street between 2nd Ave W and 5th Ave W. With all these changes, the on-street parking supply in the corridor increased 30%, going from 233 to 303 spaces, while the number of public off-street parking spaces decreased 9.6% from 820 to 741 spaces. Overall, there was a 0.85% decrease in the number of available parking spaces between on street and off-street parking supplies. While both the on-street and off-street numbers have changed significantly, the total amount of public parking in the area has remained about the same, changing from 1,053 spaces in 2016 to 1,044 spaces in 2023.

The current availability of parking along the corridor was compared to what was available in 2016 and can be seen in Figure 12 and Figure 13- *Sheyenne Street Corridor Study- Parking Inventory*. The Map shows the publicly available parking on-street and off street (on private lots that do not require special permits.) The 2023 numbers consider the new number of parking spots and use the 2016 data for peak parking demand. Using the ITEParkGen web-based app, the parking demands for the three new mixed-use developments, 444 Sheyenne Plaza, The Firm, and Pioneer Place was added onto the observed demand from the 2016 study. Private garage parking, which is restricted and built underground for residents of 444 Sheyenne Plaza and Pioneer Place was not included in the demand. In the following table, all increased demand for parking was added to the off-street parking demand column.

Figure 12. Parking Availability Changes Chart, 2016-2023

Year	On-Street Parking Spaces Available	Off-Street Parking Spaces Available	Total Parking Spaces Available	Peak On-Street Percent Full
2016	233	820	1053	21.6%
2023	303	741	1044	21.6%

Year	Peak Off-Street Percent Full	Peak On-Street Spaces Full	Peak Off-Street Spaces Full	Peak Total Percent Full	Peak Total Spaces Full
2016	31.6%	50	259	29.4%	309
2023	75.9%	65	562	60.1%	628

As noted in the 2016 study, the noon hour saw the highest demand for parking, where approximately 29% of the combined on-street and off-street parking spaces are occupied. In 2023 and per Table 1 above only 61% of total peak hour parking are full when including both on-street and off-street parking.

An important consideration is the large amount of surface area that all the parking spaces take up along the corridor. Between on-street and off-street parking spaces, there is about 275,000 square feet dedicated to parking. This

is an area equal to almost **five football fields dedicated to parking or 6.32 acres**. Even during peak times, there are nearly 100,000 sq ft of empty parking spaces, **equivalent to almost 2 football fields**. While Cruise Night and West Fest events and other parades attract up to 10,000 people at each event, and existing parking was not designed to accommodate these non-ordinary events, the data seems to indicate that for ordinary events there is sufficient parking supply for the demand and that parking requirements continue to still be too high.

A lot of input received was centered on Parking. The analysis indicates that parking is a perception deficiency instead of a physical parking space issue defined by drivers’ expectation to find parking in front of the businesses they are visiting, instead of walking short distance. Also, it appears that the existing parking is not being found easily by drivers. Placemaking strategies can assist in changing perceptions as people feel safer and more engaged with their surroundings, thereby making it more comfortable and acceptable to walk a block or more to get to your destination. Wayfinding and hi-tech tools can help with locating parking available.

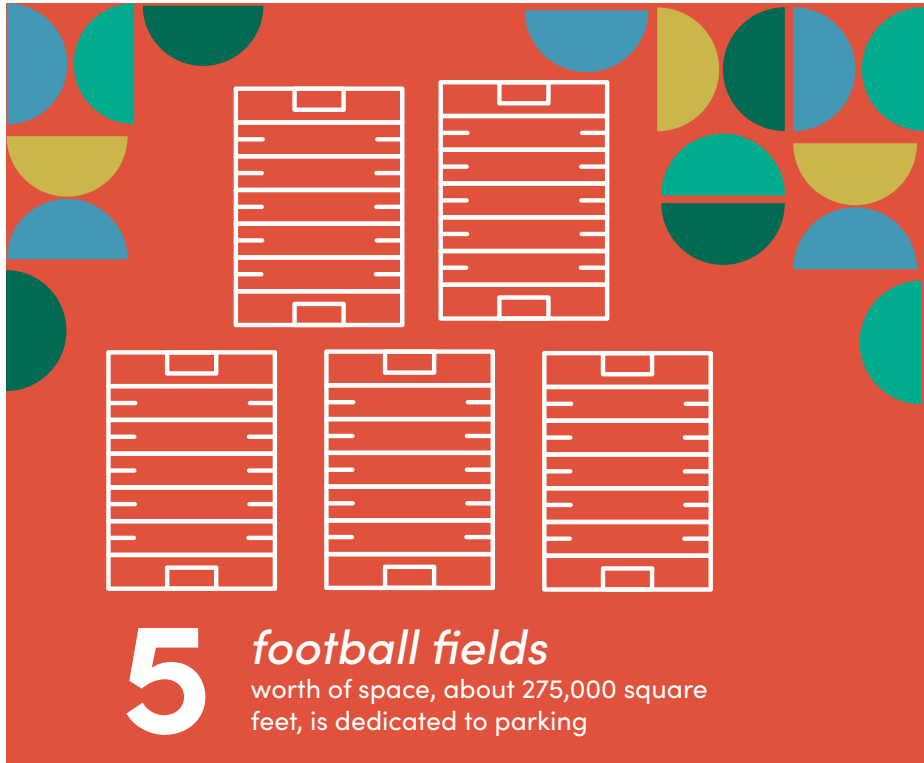
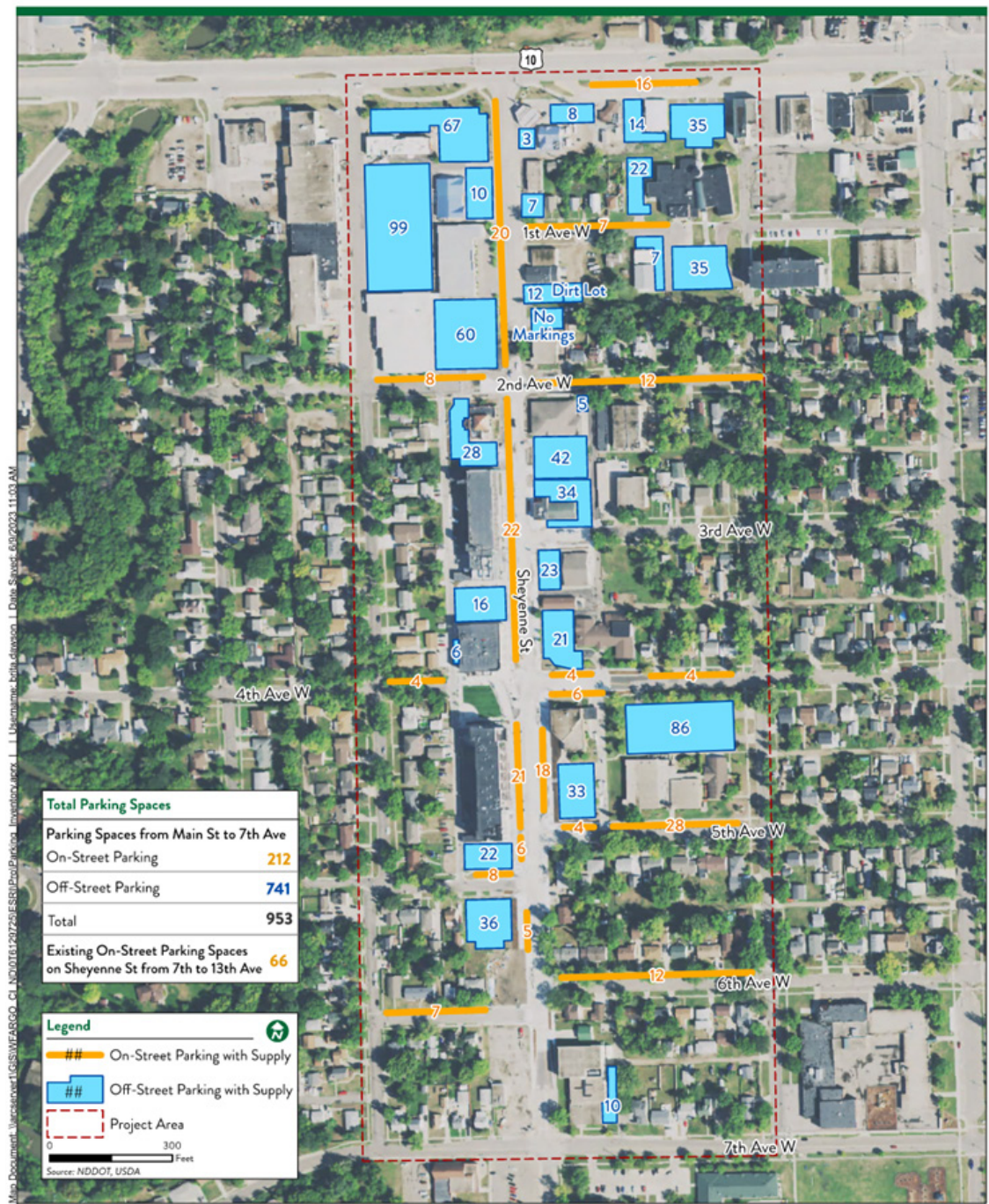


Figure 13. Sheyenne Street Corridor Study - Parking Inventory



Pedestrians and Bikes

Bicycle infrastructure is not present in the downtown area. There are no designated bike lanes in the streets and very limited bicycle parking areas. Bicyclists either need to use the sidewalk or the roadway designed for vehicle traffic. There are a few bike trails in the area that people use for recreational biking.

Transit

Transit is minimal in the area and one bus route serves the study area with a single stop at the intersection of Sheyenne Street and 7th Avenue (west). Demographic data indicates that transit is virtually unused by residents within the study area.

SOCIAL ENVIRONMENT

The businesses on the east and west sides of Sheyenne Street have a different feel and customer base. It was observed that people don't often cross the street to visit businesses on the other side. Businesses like the Flying Pig and the VFW attract repeat customers and are predominantly locals who reside in West Fargo. Thunder Coffee and the businesses within Pioneer Place attract a younger demographic and more people from further away in the City as well as outside of West Fargo.

At night, parts of the area come to life, specifically the Flying Pig and the VFW. These areas are more bar orientated and tend to have larger crowds at night, while shops within Pioneer Place are closed. Notably, in the evening there isn't a restaurant or bar that hosts similar clientele to Thunder Coffee (under 30 working professionals). The area is well lit, but the vacant store fronts, large parking lots, and sparse number of pedestrians in the area as well as the lack of soft landscaping, do not make the area feel welcoming.

Along Main Avenue, the feeling is less vibrant, with higher speed traffic, more vehicle lanes and the absence of pedestrian presence. The intersection of Sheyenne Street and Main Ave is marked with street signs but does not have signage marking the entryway into the Downtown Yards.



Photo of intersection at Main and Sheyenne Streets

KEY ISSUES

The engagement chapter provides more in-depth detail on the input received from the focus groups, steering committee, city staff and community surveys. In essence the top 4 issues identified for the Downtown Placemaking Master Plan to address are as follows:

- 1. Poor Safety:** An important clarification is that “safety” in this context is meant as pedestrian safety with traffic and not crime-related safety. There is a general sense of a lack of safe navigation downtown for pedestrians, but more specifically at crosswalks, and access points to Amour Park, triggered mainly by speeding of vehicles, parking of cars and delivery trucks. There is an evident disregard for speed, yield and stop signs and a lack of pedestrian awareness which makes this an urgent issue.
- 2. Lacking Vibrancy:** the level of activity or “buzz” is perceived as weak or low in the Downtown Yards. It is not seen as a destination in itself (except annual events), nor a place that has its own unique identity or that exhibits its distinctive local history and assets. Although there are singular places or events to visit, the downtown feels fragmented and not woven together as one destination.
- 3. Weak Aesthetics:** the downtown buildings have a mixture of uses, building standards and architectural styles. This contributes to the east and west side being dissonant with each other and the open spaces are not integrated with cohesive thematic intents or design. The design and architecture of downtown communicates the identity of the place.
- 4. Not Welcoming:** The downtown is not perceived as an inviting and welcoming place. Although it has a younger cohort of residents, it is not considered child, pet or family friendly. It does not offer the activities, events and places conducive to families, children and pets.

Figure 14. Key issues identification chart

Theme/Key Issue	Count of Theme/Key Issue
Safety	15.08%
Lacking (Building, Business, etc.)	11.56%
Aesthetics	9.05%
Child/Family Friendly	8.54%
Pedestrian Access	8.04%
Parking	7.04%
Events	6.53%
Other	6.03%
Restaurants/Gathering Spaces	6.03%
Transportation	4.52%
Connection to Downtown	3.52%
Parks/Green Space/Recreation	3.52%
Public Art	3.02%
Vacant/Blighted Buildings	1.51%
Grand Total	100.00%

ASSET MAPPING

In May and June of 2023, input was sought from the Downtown Placemaking Master Plan Steering Committee, community focus group, business focus group, city commissioners and the general public regarding assets in the downtown study area. See Appendix 4: Asset Mapping. Assets were categorized into groups, including:

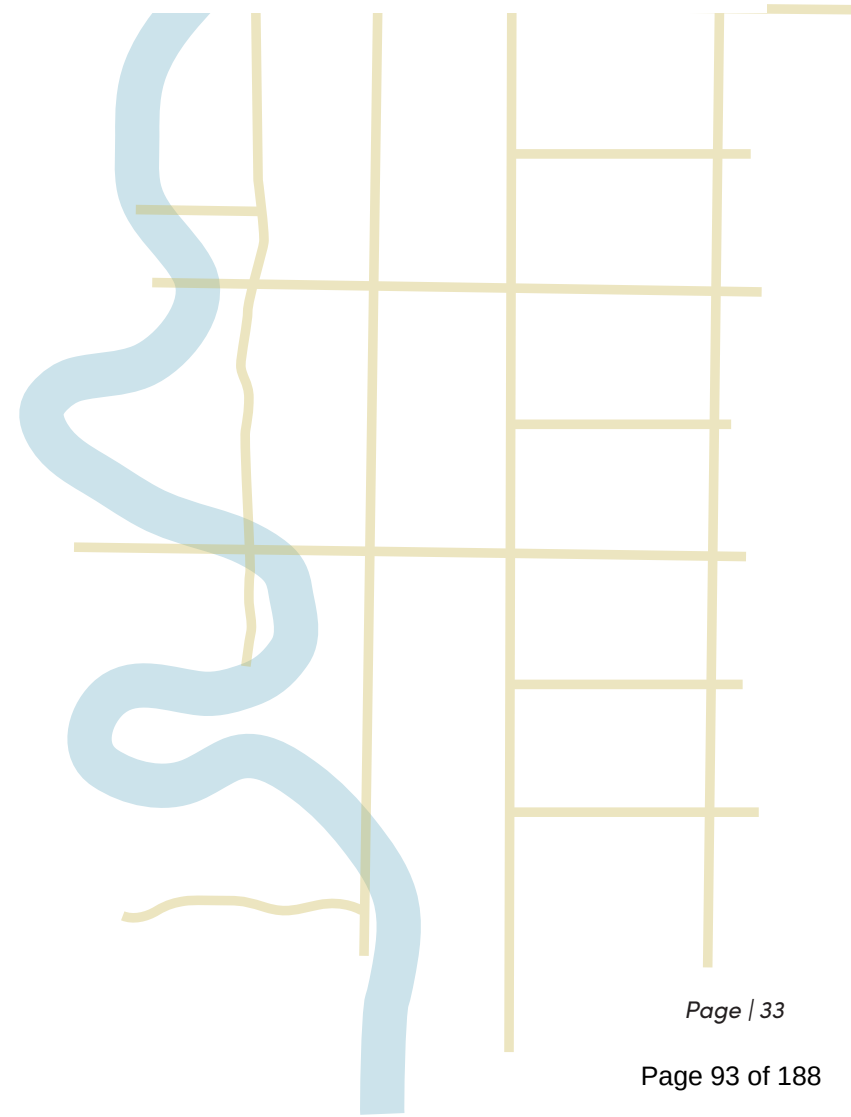
- Events and traditions
- Creative cultural industry
- Arts and cultural resources
- Cultural heritage
- Historic resources
- Organizations and institutions
- Cultural hubs

Some of the events or places that were identified included the following and then were mapped (location number on map) as shown in Appendix 4: Asset Mapping

- | | |
|---|------------------------------------|
| • Christmas Tree Lighting (4A) | • Blighted Building (36G) |
| • West Fest Parade (5A) | • Nature/mature trees (36J) |
| • POW MIA (1A) | • Underutilized parking lots |
| • Street Dance (13A) | • Access to Elmwood (38A) |
| • Heritage Walk (15) | • Pool/Tennis (38C) |
| • Library does not feel connected (19J, doesn't feel connected) | • Armour Park (38D) |
| • Olympic pool and athletic center (doesn't feel connected) | • Recreation along the river |
| • Event Spaces (1A) | • Walking trail |
| • Local hero Wally Tinters – Local Businessman (27) | • Orchard (38A) |
| • The River (29S) | • Armour Park (38B) |
| • A – Packing Plant/Packer's history | • School District Office (40RG4) |
| • Town Hall Bar – Building (31) | • Fire Station (41A) |
| • Flagship Sandy's Location (35J) | • Walking Safely, crosswalks (41J) |
| • Grocery Store (36A) | • Blue Collar Bars (44A) |
| • Gas station (36RGA) | • VFW |
| • Inconsistent aesthetic (36C) | • Flying Pig (47A) |
| • Thunder (36E) | • Silver\$ (47A) |
| • Junkyard (36F) | • Deaner's Diner |
| | • Sandy's (45A) |
| | • Thunder Coffee (45B) |
| | • POW/MIA Plaza (45X) |
| | • Food trucks |

CONCLUSION

It will be important to amplify the natural, social and cultural assets to yield a vibrant local economy in the downtown. Part of post-plan effort should include an update to the zoning code to allow more urban frontage uses that align with the identified priorities (such as retail, goods and services) along Sheyenne Street and Main Avenue at the ground level; this includes implementing design standards for commercial properties, modifying standards to include the elimination of front setbacks, reduction of yard setbacks, elimination of minimum requirements or consolidation of parking, and locating parking behind buildings. Please see Chapter 5 for further discussion on Pedestrians, Parking, and Access.





CHAPTER 3

PLACEMAKING

PLACEMAKING

The Guiding Principles for the Downtown Yards establish the core philosophy and values used to direct the exploratory discussion about placemaking.

The ideation of placemaking was drawn from the collective input gathered (from online, focus groups and the steering committee,) and was guided by the specific Downtown Yards guiding principles which yielded 117 placemaking concepts. See Appendix 5 for the full 117 placemaking ideas. After these ideas were formulated, the guiding principles were analyzed and established 4 overarching Goals for the Downtown Yards. Figure 5 shows how the original guiding principles were merged and combined into goals.

Ideation is a word that means the act of forming or entertaining ideas. It is mostly used as a psychological term and it first appears in 1829 as a combination of the word idea, from the Greek word idea meaning form, and the suffix -ation, used to make a noun out of an action. Ideation is the process by which ideas are created.

10

guiding principles

117

strategies

4

goals

30+

funding/resources

Placemaking Art Selection Process: Site Specific, Mission Centric Art Concepts

The West Fargo Public Art Advisory Committee (PAAC) was guided through a selection process by introducing the committee to the work of highly qualified artists relevant to this plan from which 3 artists were commissioned to develop detailed project proposals. Group Creative Services worked with the committee to develop a request for proposals (RFP) for each of the three selected sites and was based on the goals and needs for the project. This RFP was provided to the selected artists. PAAC then reviewed the submissions and recommended one concept per site

to move forward to the Steering Committee. This transparent selection process supports community project goals and builds public enthusiasm. The ideas and visuals the artists created for their proposals provide site specific concepts that can also be an excellent foundation for additional fundraising. To advance any of the West Fargo concepts, a mix of private and public funds will be necessary.

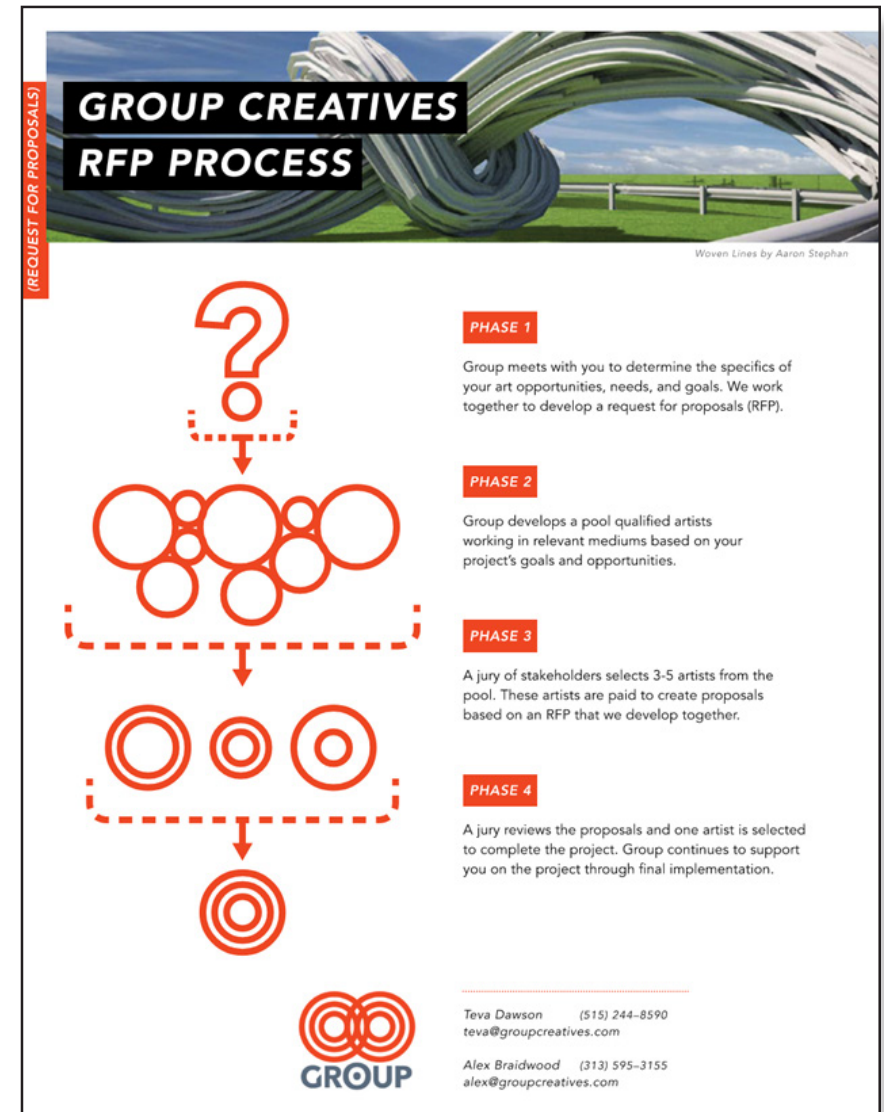


Photo of Group Creatives RFP Process



In the purest sense, the definition of placemaking is: the process of turning a space into a place that people want to live, work, or explore. It's a process because it involves multiple steps that consider history, location, infrastructure, service, and, above all, the vision of the people the place is for!

Goal #1:

Placemaking: Make the Downtown Yards a vibrant place that displays West Fargo's unique heritage, and character that offers engaging experiences for all ages and families



Action Step 3.1 INCREASE ACTIVITY AND FOOT TRAFFIC

In most Main Street business districts, buildings nestle right up against the sidewalk and each other. It encourages window shopping, and keeps eyes on the street. It's a traditional form globally, making productive use of the land while creating a sense of enclosure – an environment that most people find instinctively comforting. Density maximizes potential; infill can contribute to unmet economic, social and civic needs. The form is recognized and encouraged in [City code](#) (esp. CO-S zoning and section 4-530).



[Blank Street Coffee in Brooklyn](#)

3.1.b Infill and reinvent parking areas along Sheyenne with temporary, small-footprint retail, such as a farm stand or coffee stand.

Parking lots are often built to accommodate the busiest times, leaving them partially empty for certain seasons or days. Temporary retail installations are a great way to activate these open spaces and liven up street life. A coffee stand could even have temporary seating areas during fair weather months, like in the example photo. Ordinances allow pop-ups to obtain short-term permits and restrictions could be loosened that would apply to permanent establishments. Beyond adaptation of City code, the work lies with private businesses to activate underutilized space.



[Cody's Farm stand](#)

3.1.c Infill set-backs

Today, every block's large, empty setbacks have potential for temporary markets, cafe seating, parklets or other uses already permitted by existing code. Keeping a consistent form that hugs the street may require parking areas behind commercial space and the encouragement to use it.



Sidewalk cafe in Minneapolis

Action Step 3.3

USE THE EXISTING PAVED HALF-MOON areas and medallion bump outs on Sheyenne Street (studded out with electrical power)

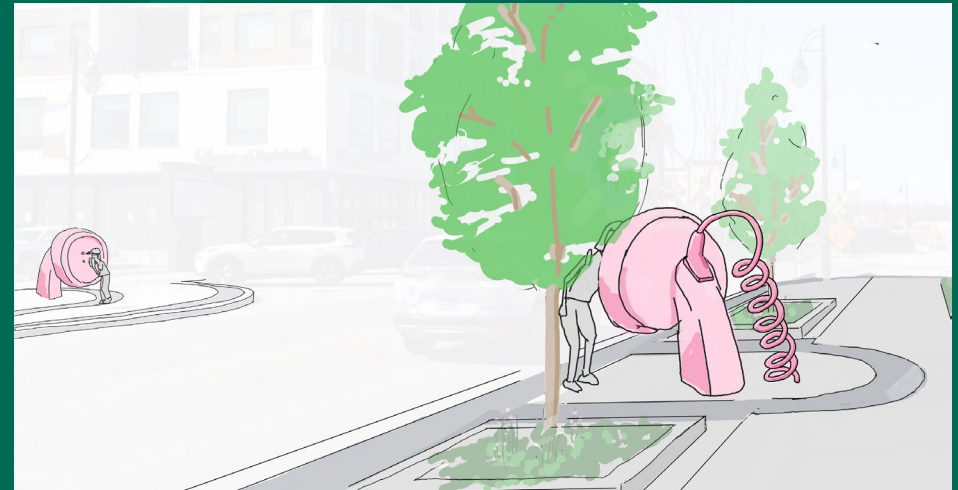
West Fargo requested proposals to develop a series of public art activations framing the seven-block business district on Sheyenne Avenue, from the north entry at Main to the south end at 7th. Spaces for intervention include the 12 feature areas along Sheyenne. As proposed, the installations create a remarkable corridor for year-round exploration.



Photo of half-moon downtown Sheyenne Street

3.3.a Use 1/2 moons and medallions

The bump out 'medallions' at Sheyenne's intersections remain available for temporary programming led by citizens or the City. Even street furniture can create a platform for public performance or other forms of pedestrian play. Iterating on forms will find favorites among event-based and passive activations.



Artwork courtesy of Studio F Minus – proposed to be located on the half-moons on Sheyenne



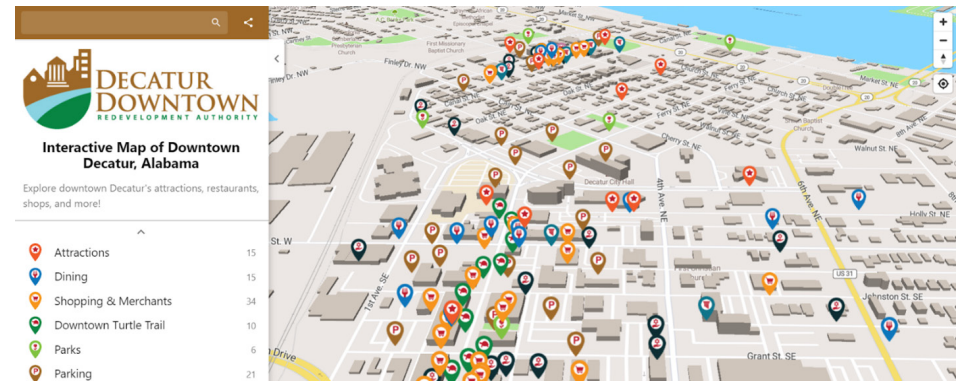
Agora Maximus, beyond tactical urbanism in Montreal

Action Step 3.4 CONNECT POINTS OF INTEREST THROUGH CREATIVE WAYFINDING

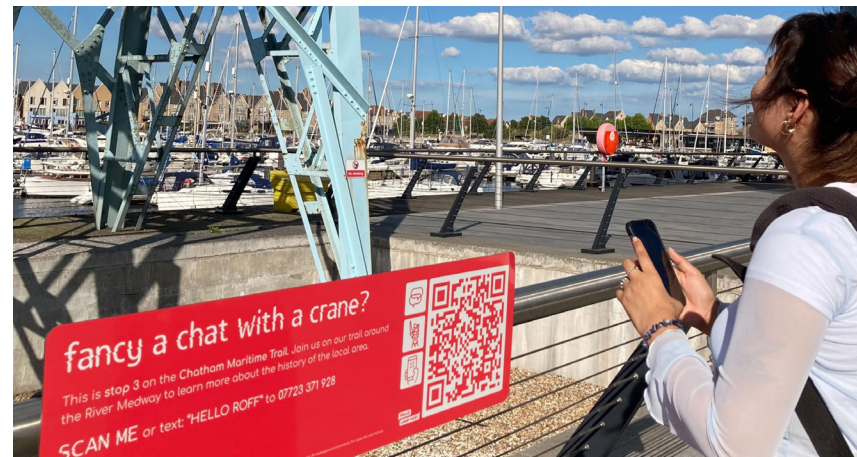
3.4.f Provide area map of points of interest, sidewalks and trails.

Create an online map that shows points of interest downtown and in the surrounding area. The map should include sidewalks and trails so that it's easy to see how to access places on foot. QR codes that connect to the map could be placed at registers and in windows downtown.

Example: Downtown Decatur, Alabama



3.4.g Gamify Wayfinding – add digital wayfinding's interactive games connected to signage and wayfinding.



Sydney Harbour Trust Federation's Hello Lamp Post Campaign

Platforms like Hello Lamp Post make it easy to inform, entertain and serve people in West Fargo. Mobile phone ubiquity can be leveraged toward multiple ends simultaneously, including offers from local businesses. Points of entry can be QR codes or something clever to be discovered at the aquatic center, library, Bonanzaville and beyond.

In this digital economy, it is critical to keep the Downtown Yards Business Association (DYBA) website updated. While the DYBA is re-grouping, reach out to West Fargo Events and Fargo Downtown Community Partnership to assist in promoting the downtown.

Action Step 4.3 RECONNECT WITH THE RIVER

4.3.a Build fishing platforms and restore the riverbank to encourage people to visit and enjoy the river.

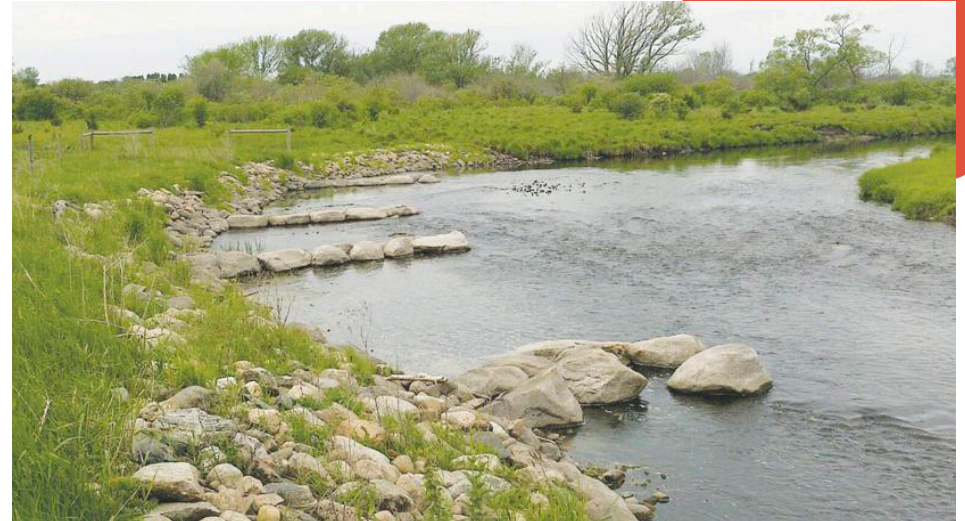
Sheyenne is a perched river; that is, most banks have a considerable drop to the water. Limited bank access detracts from enjoyment of the resource. Building platforms on the public riverbanks in places like Armour park and elsewhere will help anglers access the 53 known species in that water, reconnecting people to the resource and drawing visitors to places that encourage access.



Accessible fishing pier in Grand Forks

4.3.c Construct River-swailes structures- DOT.

While the Sheyenne Diversion greatly reduces flooding risks, vegetated river swales are a functionally beautiful method for handling localized storm water. Employing them along the surface of public and private property directs water in a manner that brings attention to the river. Building rock weirs in the channel is another way to encourage contact with the river, creating shallow eddies for recreation while protecting bank stability.



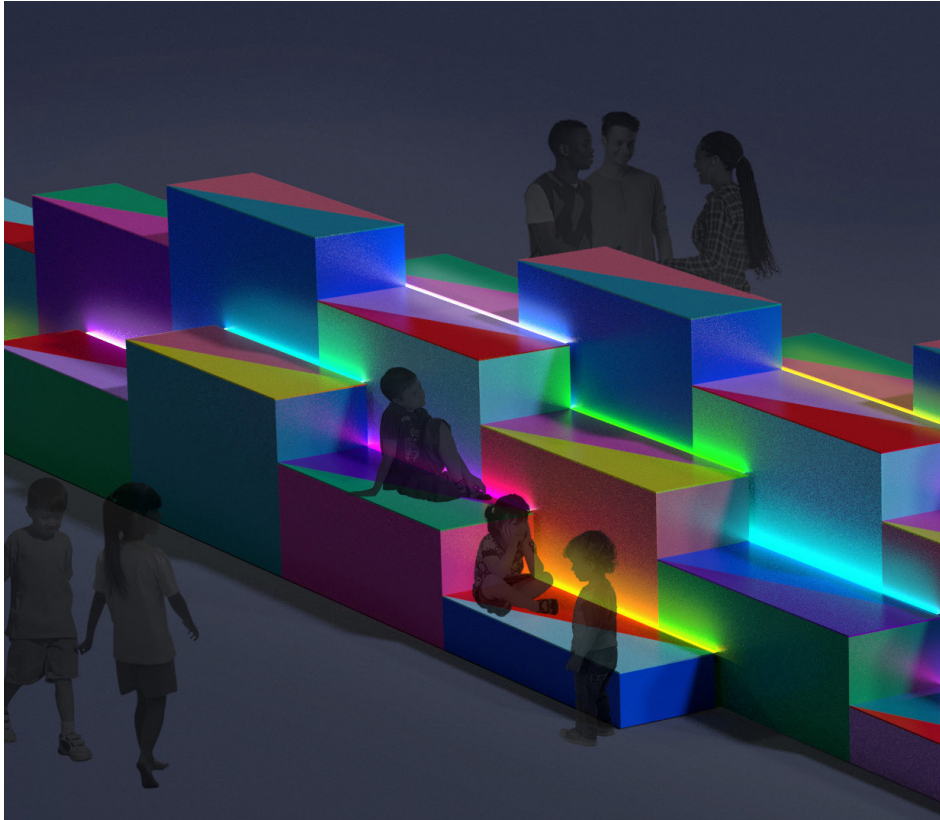
A rock weir protects the banks of the Crow River from erosion

4.3.d Build Fountain/water feature-bring Sheyenne River to Sheyenne street.

Introducing water on Sheyenne Street can reference the river literally and figuratively. While Kansas City and elsewhere have built identity around fountains, a single installation can make the point. Even a public drinking fountain can reference the relationship to the river.



The Muse of the Missouri fountain in downtown Kansas City.



Artwork courtesy of Cheryl Wing-Zi Wong



Artwork courtesy of Good Space

Action Step 4.4 CREATE PHOTO SPOTS AND MEMORY MAKER LOCATIONS

Remarkable experiences get shared, and prompting the sharing often needs only the photo opportunity. West Fargo's selected artist proposals for the top and bottom of Sheyenne will have a lasting benefit for businesses, neighbor

4.4.a Install entrance features and pedestrian play features.

Cheryl Wing-Zi Wong's Aurora works hard day and night as a vehicular-scale welcome from the north. Community co-creation with Good Space Murals attaches participants to their place as they travel daily from the south.

4.4.b Incentivize retail shop installations, murals, etc. on private property.

An additional opportunity lies with private property along Sheyenne. As a seasonal contest and/or direct assistance, commercial owners and tenants can bring remarkable energy to the visitor experience with their window displays and other 'curb appeal' treatments, including murals. Communities have offered grants, sales tax rebates and other direct incentives to encourage this work.



Downtown Franklin holiday store window display



Bubble Machine in BRNO

Action Step 5.1

DEVELOP FAMILY FRIENDLY SPACES AND PROGRAMS.

Attract diverse people inside and outside the existing community with a unique focus on families and pets and “together spaces.”

5.1.e Develop kid-friendly passive programming - hopscotch, sidewalk chalk, bubbles.

The traffic medallions at Sheyenne intersections are high-visibility places to encourage a moment of play. Light touches like a box of sidewalk chalk or a bubble machine can occupy time in this district.

5.1.f Add teen-friendly active programming - game nights at Thunder Coffee, show teen-created videos at the plaza, etc.

Private businesses may find additional revenue in explicitly marketing to younger people and/or families. The opportunity for other organizations, including the City, is to make specific program investments for children and youth. Public programs can be simple, like a peer-led walking tour; people mostly want to find comfort and community. Giving young people (if not their parents and grandparents) a reason to visit can have delightful benefits. Helping them interpret and lead can be transformative.



Teen Docent Program in Cary, NC



5.1.g Add teen-friendly passive programming - hang-out spaces.

Teens need unstructured spaces where they can just “be,” without cost, time limit or adult interference. Hammocks or other fun seating, arcades, lawn bowling, fire pits - these are all examples of passive programming, where the space is provided, but the activity is not prescribed. Affordable food options are also an important teen attractor for downtowns.



(Top) Hammocks on Paprocony Lake promenade, Poland
Photograph: Tomasz Zakrzewski

(Bottom) Saskatchewan



Local mimes perform at a West Des Moines event

Action Step 5.2 INCREASE EVENT PROGRAMMING

5.2.a Incorporate artist elements into existing events.

Develop a tradition of offering unexpected artistic engagement with pop-up activations at community events – such as festivals, markets or ribbon cuttings. For example, have a local artist “glitterize” a car at Cruise Night! Artists can bring interactive art, performance art, storytelling and more. Artistic activations make events more memorable and engaging and can help make them more profitable by attracting visitors, encouraging people to stay longer, and increasing the likelihood that visitors will come back year after year.



Event go-ers get a 5-minute portrait by a professional artist



Temporary installations can give people new reasons to return to long-standing and recurring events.

Tunnel of Glam by Yonge & St. Clair



Shilin Night Market in Taipei, Taiwan

5.2.c Encourage passive programming i.e., plaza games, etc.

POW/MIA Plaza and other public spaces can activate using existing forms – scavenger hunts for social or cultural details, temporary displays of local interest and prompted walking routes all require minimal investment and are always ‘on’. A ‘question of the week’ shared via display among local businesses can encourage dialogue and circulation. Refined concepts can emerge from community ideation; make a contest to gather the best ideas to activate, coupled with the attention and buy-in that comes from the public process.

5.2.d Ensure one large event each quarter – cruise night, west fest- need 2 more.

Signature events are missing from the calendar during harsher weather. Public gatherings and performance may not work in winter as they do for Cruise Nights and WestFest. Events can instead disperse across the Downtown Yards or spread across a bit of time to accommodate conditions.



Bloomington, MN Winter Fete Participant

5.2.f Participate in the Chamber marketing programs such as Crafts and Drafts Passport, Paw Crawl, Coffee Crawl, etc.

Some existing local marketing programs from the Fargo-Moorhead Convention and Visitors Bureau do not touch The Downtown Yards today. While the Crafts and Drafts Passport will likely arrive with the opening of Junkyard Brewing, others may need a suitable host or amenities among the business owners and tenants.

Action Step 5.3

DEVELOP PET-FRIENDLY SPACES AND PROGRAMS

5.3.b Introduce Pet programs and events.

West Fargoans love their pets! The Downtown Yards can attract the pet crowd with events like a Halloween dog costume parade or a [“dog jog” 5k](#). Simple everyday amenities – like waste stations, communal dog water bowls on the sidewalk and dog-friendly outdoor patios – make it easier for pet owners to visit downtown.

[Model ordinance for pets on patios and other pet-friendly tools](#)



[Halloween Dog Parade](#)

Action Step 5.4

DEVELOP PROFESSIONAL EVENT AMENITIES

West Fargo Events, Jade Presents or a similar organization may respond to the community’s call for event space by investing in production equipment to augment existing venues. Noting there aren’t many events at POW/MIA Plaza today, it may be useful to develop an additional venue dedicated to performance and celebration – likely an indoor/outdoor space to provide year-round service to residents and visitors, perhaps in Armour Park. A feasibility study can guide decisions about capacity and features for public rental and private events in the context of The Lights and other existing venues.



[Park Samanese, Equador](#)



[Lauridsen Amphitheater in Des Moines, IA](#)

5.4.a Build an amphitheater/stage for performances with professional acoustical, lighting, seating amenities.

5.4.b Build celebration spaces that community members can rent out for personal or group events like weddings, birthdays, parties...etc.



Action Step 6.1 STRENGTHEN NEIGHBORHOODS AND CREATE SENSE OF COMMUNITY

6.1.a Infuse neighborhood with creative expressions such as painted or stamped sidewalks.

Sidewalks can be painted with murals, imprinted with poetry, or made into comic book frames, with a story developing as you stroll. The downtown could work with a single artist to create a cohesive story and look throughout or make it a collaborative effort and engage artists from the community and beyond. Pavement murals, while less durable than other murals, can last for several years with the proper materials and maintenance. Their temporary nature allows for more experimentation and the ability to renew the space every few years.



Color the Curb Street Murals in Washington D.C. by Carly Rounds



Stamped sidewalks in Barry, South Wales

6.1.b Create a group exercise space.

Exercise routes:
Tai Chi, Zumba
classes Marked
paths or loops
with distance
markers.



100 Miles in 100 Days campaign in Milwaukee, WI

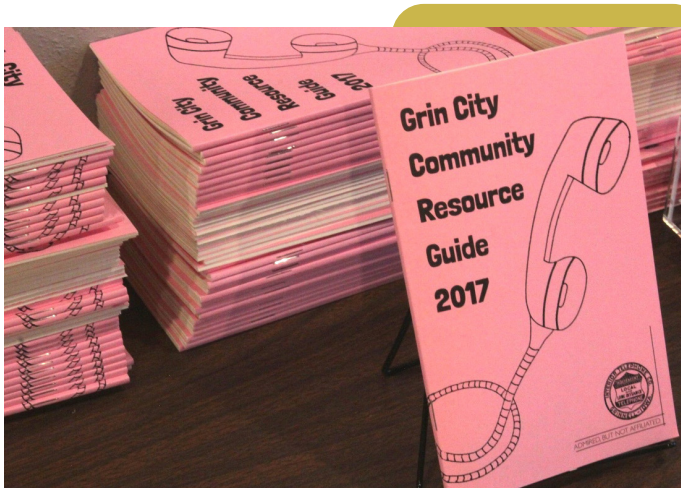
The desire for group exercise may require adapting existing space at a place like Rustad Recreation Center or incorporation in a new event venue. Group exercise programs do not require shared space if they are pursued as online challenges or completion of marked routes.



Maplewood Park Activity Center

6.1.c Keep the neighborhood strong with shared amenity spaces i.e.: community, meeting spaces etc.

Social isolation is detrimental to individual and collective health. Social capital can be built by bringing people together for support. A venue in a public park may be most accessible and appropriate for collective identity, but, even without a space, simple programs can support stronger ties. Ideally, the solutions are built by the residents, building on existing park assets.



Grin City
(Grinnell, IA)
Community
Resource Guide



Here There and Everywhere
plaque in Springfield, IL



Artwork courtesy of Nate Page

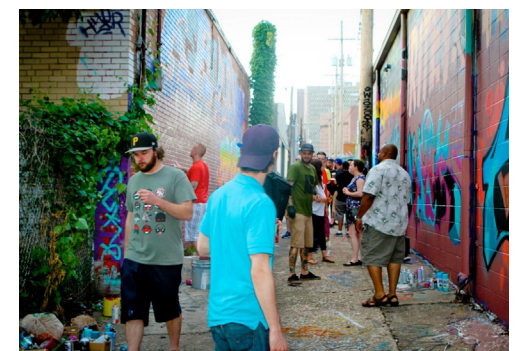
Action Step 6.5 CREATE NEW GEMS TO UNCOVER

In queuing a decade of work and continuing the transformation of the Downtown Yards into an iconic mixed-use center of activity and economic growth, an early intervention lies in the creativity of residents and artists. Beyond significant commissions for the central business district, the City and private landowners can introduce a lot of texture to the lived experience. Indeed, shifting perceptions must include visual refinements, and these actions can reward attention. From wayfinding to street furniture to the walls of every building, there is opportunity for surprise and delight – a signal that this place is changing for the better.

6.5.a Use artistic surprise elements in facades, pavement, alleys, corners.

6.5.b Add whimsy, surprise, and pedestrian artful engagement along Sheyenne such as swings, merry-go rounds.

As West Fargo continues to grow and develop, this placemaking chapter can become a key guide in shaping its future as a thriving and connected community.



Art Alley, Kansas City, MO



CHAPTER 4

BUSINESS & ECONOMIC DEVELOPMENT

Longtime downtown businesses and more recent development in the Downtown Yards have served families in the adjacent neighborhoods as well as newer residents. Currently, retail stores and restaurants make up a quarter of the business in Downtown Yards. The most substantial sector includes health services, such as chiropractic clinics, dental offices, and counseling services followed by professional services such as financial institutions, insurance agencies, and legal services. While these businesses remain integral to Downtown Yards community, there is a need to foster growth in areas that resonate with the city's primary audience: young families and professionals seeking eateries, budget-friendly shopping, and entertainment. An increase in rental apartments, places to shop, and trendy restaurants attracts young families and young professionals to the Downtown Yards. One significant business missing from the Downtown Yards is a grocery store; the downtown area qualifies as a food desert because it lacks easy access to fresh produce and healthy foods within one mile. Recent developments started to build momentum, but it stalled during the COVID-19 pandemic.

Goal #2

focuses on an analysis of business and economic development conditions and recommendations to strengthen the mix of businesses and better attract people to the area to work, eat, receive services, shop and play. Following are specific Action Steps that were identified and prioritized based on public feedback¹:

- **1.5 EXPAND RETAIL AND TYPES OF BUSINESSES DOWNTOWN**
- **3.5 LEVERAGE AND AMPLIFY EXISTING AND REGIONAL EVENTS AND PROGRAMS**
- **5.5 PROMOTE THE DOWNTOWN YARDS**
- **6.2 DEVELOP CHAMPIONS WITHIN BUSINESS AND CITY LEADERSHIP**

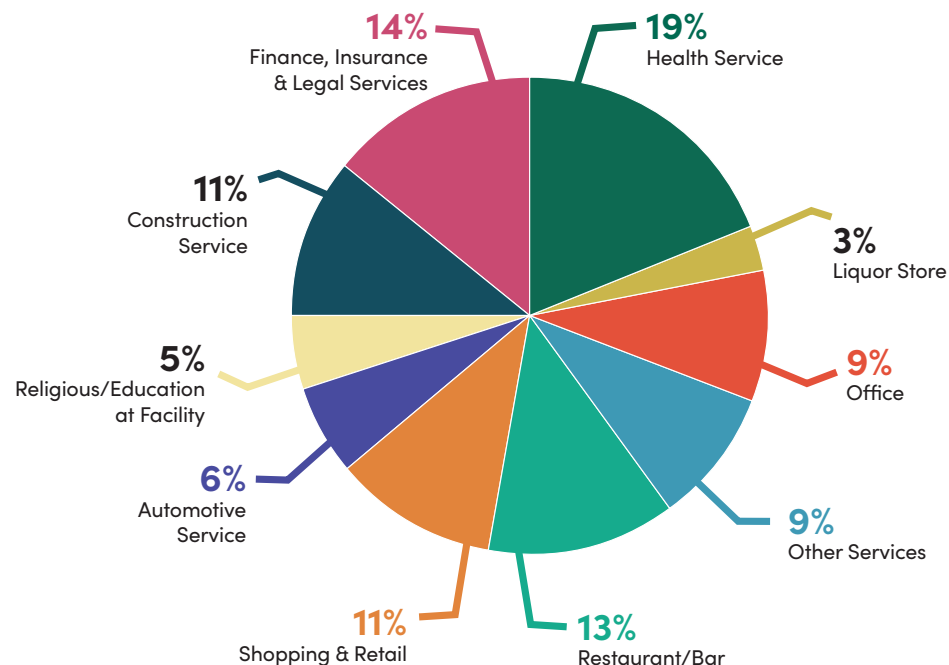
Following is a high-level discussion of the issue and detailed recommendations to support business growth and economic development within downtown West Fargo.

Action Step 1.5

EXPAND NUMBER AND TYPES OF BUSINESSES DOWNTOWN

The current amount of commercial space in Downtown Yards is 430,000 square feet. Retail and restaurants occupy approximately 103,000 square feet or just under a quarter of the space, resulting in designation as a "Neighborhood Center. The International Council of Shopping Centers' (ICSC) classification of retail districts, "Neighborhood Centers" are defined

Figure 15. Chart of Business Types by Percentage



as areas with an average, 30,000-125,000 square feet of retail, focus on convenience goods and services, and have a small, local trade area of approximately three miles (Primary and Secondary). They attract nearby residents, but they do not have the amount of retail necessary to draw in visitors from a wider area.

¹numbers indicate original Action Steps number – see Appendix 5 (117 ideas)

The existing retail at Downtown Yards fails to create a cohesive feeling in the overall district. By creating a more cohesive retail environment in Downtown Yards, West Fargo has the opportunity to improve market penetration and grow the size of the current trade area. People will travel further if they know they have more things to experience and do.

West Fargo has a competitive advantage in attracting businesses because it:

- Is a growing community which will increase demand for services, places to shop and eat
- Is becoming younger which increases demand for products and services for children
- Is becoming more ethnically and racially diverse which provides opportunities for cultural events and broader range of retail stores

- Is able to provide customized incentive packages for potential businesses.
- Has economic development staff that assist businesses with customized business services and removing barriers to development
- Offers Corporate Income Tax Exemption Sales Tax Exemption Property Tax Exemption and many other incentives [Incentives | West Fargo, ND \(westfargond.gov\)](https://westfargond.gov)
- Has an average cost of doing business that is 15% less than the national average
- Has a well-educated population which provides a qualified workforce and higher household incomes and consequently more disposable income

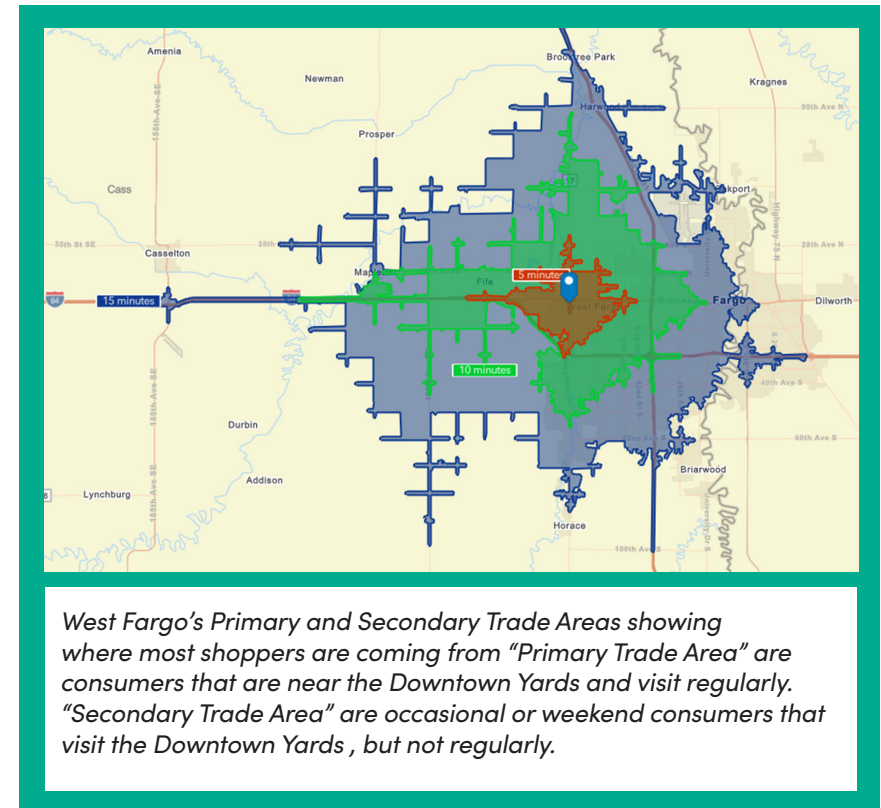
Downtown West Fargo also has a few challenges or disadvantages to economic growth:

- The study area residents have lower average household incomes, a higher incidence of poverty, and a significant portion receiving food assistance, than the West Fargo overall average household income
- The study area sees a daily migration out of the area as residents go to other areas of the metropolitan area
- The historic downtown does not historic buildings or have a cohesive aesthetic which offers the opportunity to create a unique identity
- Uncertain market demand and dynamics results in businesses wanting shorter term contracts but property managers desire to have long term leases
- The Downtown Yards is missing memorable or Instagramable photo opportunities
- Downtown does not currently have a destination to draw people in; the Junk Yard taproom opening in late 2023 will provide a regional draw
- Within 2 miles of downtown, there are several destinations that draw people to the area but there isn't a clear connection between those destinations and the Downtown Yards
- Lacking signage directing people from the freeway to downtown West Fargo
- Limited transit service means most people must drive and find a place to park to get to downtown West Fargo
- Traffic and parking

Retail Market Analysis

In order to transform the Downtown Yards into a vibrant, pedestrian-oriented culture, an evaluation of its business and retail landscape was done to identify

Figure 16. Map of Trade Areas surrounding West Fargo



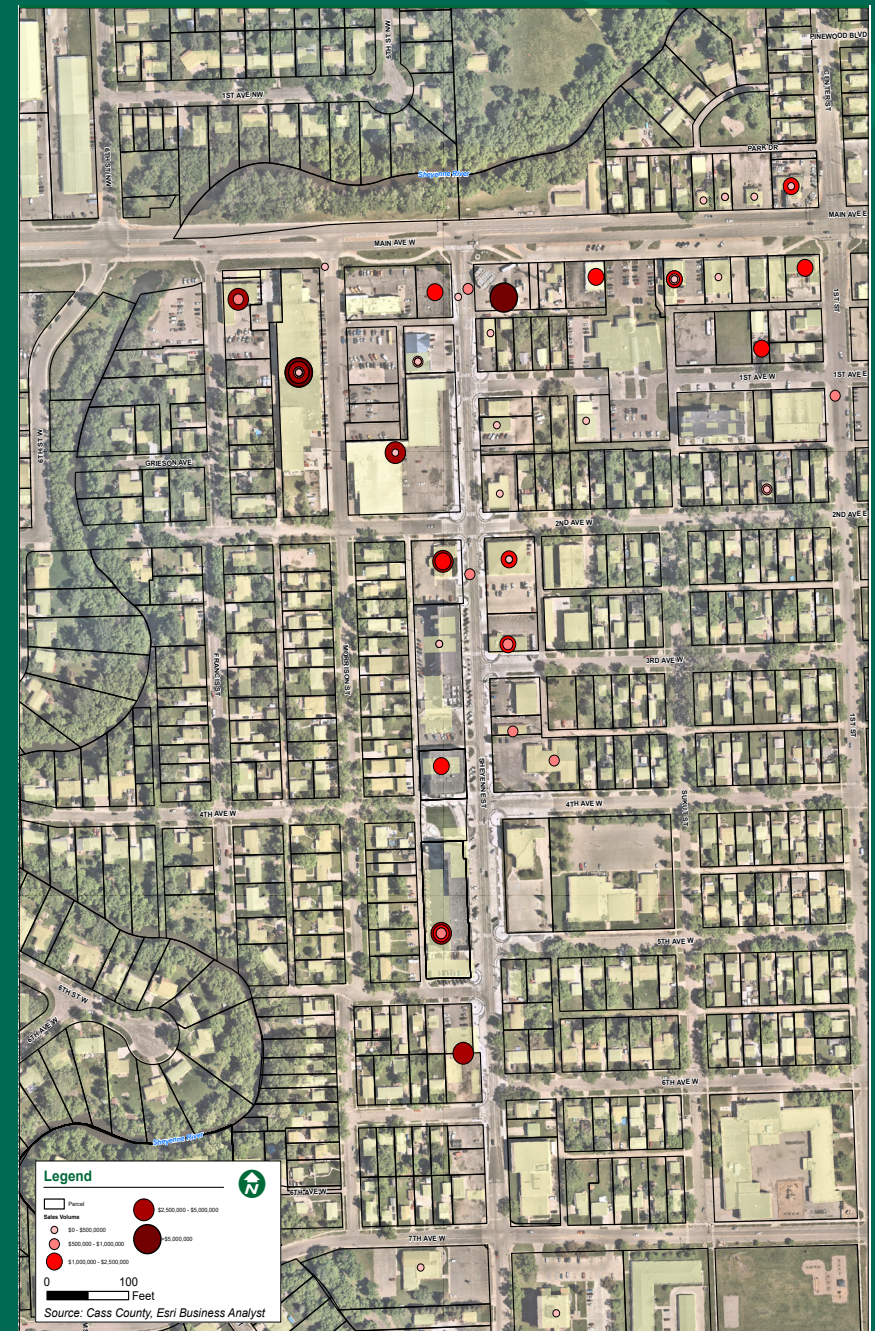
types of businesses that are missing and recommend strategies to attract them. The retail analysis explored two aspects:

- Shopping Experience: What is the overall shopping experience like for individuals frequenting downtown West Fargo? Are businesses easily accessible, and do they beckon potential customers to linger in the area?
 - Merchant Appeal: Which merchants are drawing visitors to downtown West Fargo, and what alternate retail choices are available once they arrive? Does the existing marketplace offer sufficient retail variety?
- The retail market analysis resulted in several key findings: The Downtown Yards is highly accessible by vehicle through Interstate 94, and Highway 10, so the "Secondary Trade Area" (blue) extends approximately 10 miles in each direction and up to 15 miles to the west and provides access to over 162,660 population
- It is recommended that the downtown initiative programs be updated through Economic Development Advisory Committee to:
 - o Encourage more retail

- o Encourage adaptive reuse
 - o Establish a business incubator space
- The most impactful customers within the Primary Trade Area profile falls into two categories:
 - o Young Families
 - o Bright Young Professionals
 - o Family-oriented
 - o Thrifty or budget conscious
 - o American made products
 - o Tech and mobile device friendly
 - o DIY home improvements
 - o Products and clothes for children
 - o Child friendly dining and entertainment
 - o Technology supplies and support
 - o Social and networking gathering spots
 - o Rental housing
- To best attract these younger consumers, focus businesses with these characteristics:
 - o 6,000 daytime workers within 2 miles of the Downtown Yards (Primary Trade Area) create demand for cost-effective, fast-service dining options; offering affordable and prompt lunch and after-work get together options choices could capture these workers and their considerable spending power
 - o Visitors typically expect to spend four minutes of destination activity for every one minute of travel. Consequently, a traveler investing 15 minutes in commuting expects to find at least an hour's worth of activities and attractions at their destination. By marketing a 2- to 3-hour experience or encouraging people to perceive their visit as a 2- to 3-hour outing, the town enhances its capacity to draw visitors from a trade area located 10 to 15 minutes away.

See Appendix 6 for more detail on the Retail Market Analysis

Figure 17. Retail Sales Volume



Business Environment

DOWNTOWN YARDS ANCHORS

The Downtown Yards is characterized by a variety of small and local businesses that provide mainly office space, health services, and daily retail needs (such as Banks and Hair Salons). In recent years, the Downtown Yards has grown its business community, adding more retail and restaurants but is still lacking large anchors which are needed to attract residents and visitors into Downtown Yards. Armor Park and POW/MIA Plaza have the capacity to act as attractors to the Downtown Yards with events, however this requires the city to invest in administrative resources and programming. The arrival of Junkyard Brewing in the old bank building is a great example of an anchor. While the Yards is more suited to develop into a smaller, human-scaled retail environment, and focus on specialty goods and family-pet-friendly eating and drinking places, a large anchor amenity or business is needed to sustain existing business.

Commercial anchors work well with civic anchors should a civic campus as suggested in the West Fargo 2.0 Comprehensive plan be developed. The School District, Library, Government Services would provide for services for residents during daytime, while contributing community member's convenience as well as public identity. See Figure 18 (right).

BUSINESS COMMUNITY

The City of West Fargo is clearly open for business. It's existing Renaissance Zone program offers tax incentives to qualifying residents and business owners who reinvest in the existing commercial and residential districts developing residential units and industrial developments. Approved zone projects are eligible for a five-year property tax exemption and state income tax exemptions.

Figure 18. Current Economic Initiatives

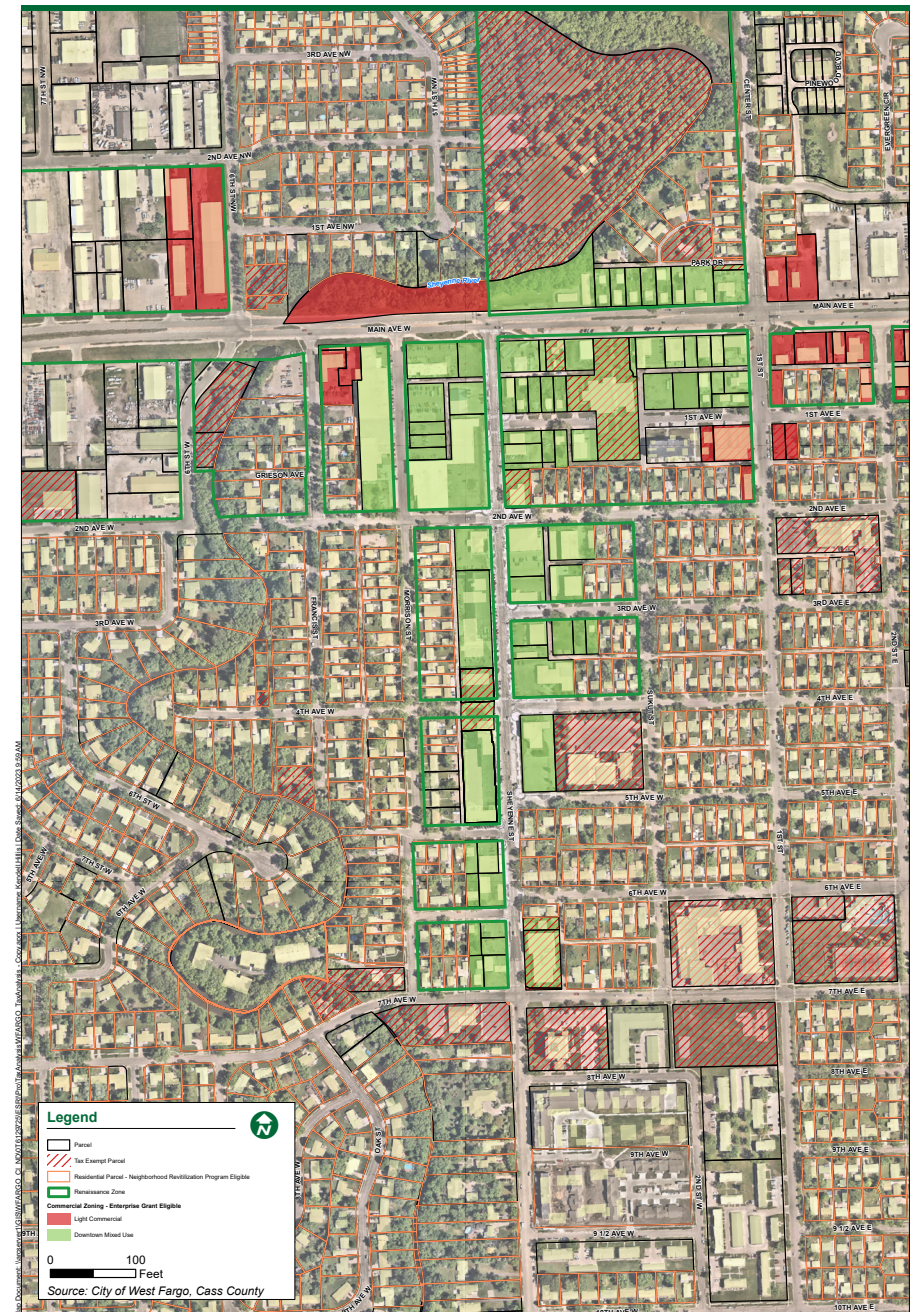


Figure 19 (right) shows the estimated market value per acre within the Downtown Yards area as well as which properties are eligible for tax incentives through the Renaissance Zone program. There is currently a large gap between the value of buildings in West Fargo and the Downtown Yards (lower). The city is encouraged to further promote the Renaissance Zone program to close this gap in property values.

Many of the high market value areas benefited from the City's Renaissance Incentives, which after 5 years of exemptions start generating tax revenues. The city should also consider attracting higher market value developments instead of those that are exempt from paying taxes in perpetuity.

Figure 19. *Downtown Property Taxes*



BUSINESS COMPETITION

The Downtown Yards faces competition from similar districts in the surrounding area, such as the West Fargo Lights District and Downtown Fargo. During busy event days and weekends, the Downtown Yards businesses compete for demand with neighboring districts, each offering unique destinations. To succeed, the Downtown Yards must create a distinctive environment to attract residents and visitors from both primary and secondary trade areas.

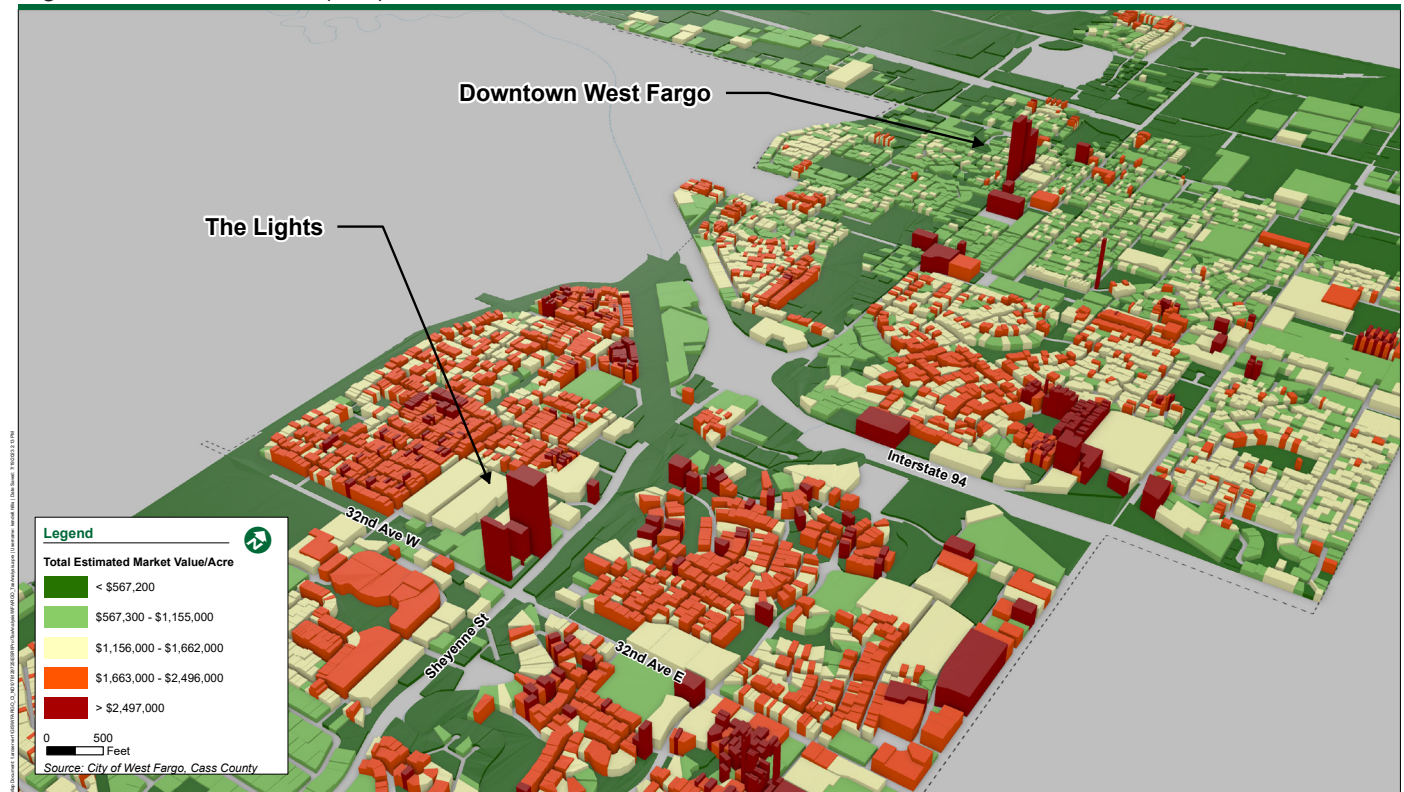
- Focus on catering to the two largest categories of residents: Young Families and Bright Young Professionals.
- Encourage the development of family-pet-friendly restaurants and promote programming aimed at children to attract young families.
- Create a safe streetscape for play to further appeal to young families.
- By investing in these areas and advertising them effectively, West Fargo can differentiate the Downtown Yards and fill a market gap not covered by nearby districts.

Figure 20 (right) shows the scale of market value between the Yards and the Lights. The Downtown Yards can gain more market value properties per acre by attracting and investing in higher density as well as higher quality developments.

RETAIL SALES PER CAPITA

- Retail Sales per Capital is commonly used as a metric to estimate the retail needs or demand of a community. It calculates the total retail sales in an area and divides it by the population.
- Total sales in the study area: \$78.2 million / 578 population = \$135,285 retail sales per capita.
- Median household income in the study area: \$56,787, providing a discretionary income of \$45,287.
- The difference between per capita sales and actual discretionary local income is approximately \$90,000, indicating a significant influx of shoppers from outside the study area.
- Strong demand for retail goods and services is evident due to the high retail sales per capita.
- However, this demand may not be sustained solely by local residents, as outside patrons, such as visitors or shoppers from neighboring areas, are needed to sustain retail activity.
- Retail sales per capita indicates potential growth opportunities for retail businesses in the greater region deriving from shoppers outside the downtown.
- By comparison, the primary trade area (2-mile buffer) has total retail sales of \$3,298,131,000 / 14,672 population = \$224,791 retail sales per capita, showing 60% more purchasing activity than Downtown Yards.
- Current local residents alone cannot sustain the Downtown Yards businesses.

Figure 20. Downtown Property Taxes – 32nd Ave



REVENUE INCREASE DUE TO POPULATION GROWTH

Assuming an annual population growth rate of 2.55% in the Downtown Yards trade area, potential business demand is projected to increase from \$78.2 million to \$88.7 million by 2028.

- This represents a \$10.5 million increase, assuming no inflation or deflation, which is a 13.3% growth from the current sales volume of \$78.2 million.
- There are currently 99 businesses in the Downtown Yards study area.
- It's important to recognize that businesses differ, and sales are not evenly distributed. For planning purposes, the average annual revenue for a business in the study area is estimated at \$790,000.
- Assuming no inflation, deflation, or growth in sales at existing businesses, the projected \$10.5 million in new sales resulting from 2.55% population growth could support the addition of 13 new businesses with an average annual revenue of \$790,000.

- Thirteen new businesses would fill existing vacant spaces, but additional businesses would be required to create a more vibrant and self-sustaining business district.
- To sustain the Downtown Yards' businesses beyond the potential 13 additional businesses with projected population growth, it is crucial to increase the density of housing in the downtown area and attract more visiting patrons from outside the study area.
- More residents with median to above average household incomes are needed in the downtown yards to financially support the downtown businesses

DOWNTOWN YARDS' RESIDENT DEMAND

The Downtown Yards has 20% of households that are below the poverty rate, 24% of household receive food stamps and 26% have one or more persons with disabilities in the household. Data analysis of residents in the study area indicate that the highest demand for retail, goods and services include:

- Take out, delivery and fast food
- Casual dining
- Bakery
- Grocery store
- Convenience store
- Pet store, veterinary clinic, groomer
- Athletic store
- Shoe store

See Appendix 7: Study Area Residential Business Trend Analysis

DIVERSIFY BUSINESSES TO ATTRACT CONSUMERS FROM SECONDARY TRADE AREA

As shown above, the neighborhoods immediately surrounding the Downtown Yards cannot support the businesses. To draw in consumers from outside the study area, the business mix needs to diversify to provide goods and services that appeal to both local residents and visitors looking for a unique experience. Once visitors are in the area for unique stores or businesses, they are likely to visit more basic or routine places such as the coffee shop, restaurants, etc. Examples of businesses that would appeal to a variety of people include:

- Businesses that provide classes such as swim school, cooking, music, arts and crafts, etc...
- Salon and spas (hair, nail, message, etc...)

- Bridal store
- Games such as bowling, ax-throwing, board games, video games
- Boutique clothing
- Ice cream or yogurt café
- Gift or souvenir shop
- Home decor
- Bicycle/running and ski/skate store
- Health food or supplements store

See Appendix 7 for more detailed analysis of the types of businesses that would appeal to the local residents as well as attract visitors.

Action Step 3.5 LEVERAGE AND AMPLIFY EXISTING AND REGIONAL EVENTS & PROGRAMS

A "Theme/Festival" districts, has been a recurring concept in discussion about the Downtown Yards. According to ICSC (International Council of Shopping Centers), typically range from 80,000 to 250,000 square feet of retail space. Downtown Yards falls on the lower end of this range and has some characteristics of a "Theme/Festival" district but lacks sufficient size to attract significant visitor traffic from the wider region. Notable events like West Fest and Cruise Night draw crowds, but Downtown Yards remains relatively unknown to many in the surrounding areas during non-event periods.

- To solidify the Downtown Yards as a "Theme/Festival" district, additional square footage (60,000-70,000 square feet) is needed. Such districts often have larger trade areas, reaching as far as 25-75 miles, attracting people for various events and trips.
- "Theme/Festival" districts align with evolving retail trends, particularly in the face of declines in certain retail categories due to online shopping. Resilient retail categories include food (specialty food, restaurants), entertainment (sporting, hobby, etc.), and services (personal care), all of which cater to the predominant customer profile in the Downtown Yards.

Action Step 5.5 PROMOTE THE DOWNTOWN YARDS

Visitors play a substantial role in the area's economic dynamics, often driven by events. Currently, there are mixed responses from business owners

regarding the impact of events on sales. It is crucial to strategize events that bolster retail sales and collaborate closely with merchants. Events that draw people into stores rather than diverting them away should be prioritized in event planning efforts.

PRIVATE REALM

Some of the Downtown Yards businesses in ground floor spaces of new mixed-use buildings, such as Grateful Cratefulls, Thunder Coffee, and the VFW, have creatively used their storefronts as marketing tools to draw in shoppers. Businesses have slowly started to implement branded signage and awnings, transparent windows, painted facades, and outdoor merchandise displays. To encourage potential customers to spend more time in the Downtown Yards, West Fargo should encourage the use of these techniques more widely by promoting parklets, outdoor seating, sidewalk sales, and painted sidewalks/concrete drives. The average pedestrian is willing to walk up to one-quarter of a mile (1320 feet) or roughly five minutes to a specific destination. Sheyenne street (from Main to 7th) has over 29,000 linear feet of which only 10% have storefronts. It would be important to increase active spaces and ground level storefronts to more than 30% of linear feet on Sheyenne. Creative uses are proposed for both the private and public realm in the Placemaking Chapter by enhancing the user experience in the Downtown Yards.

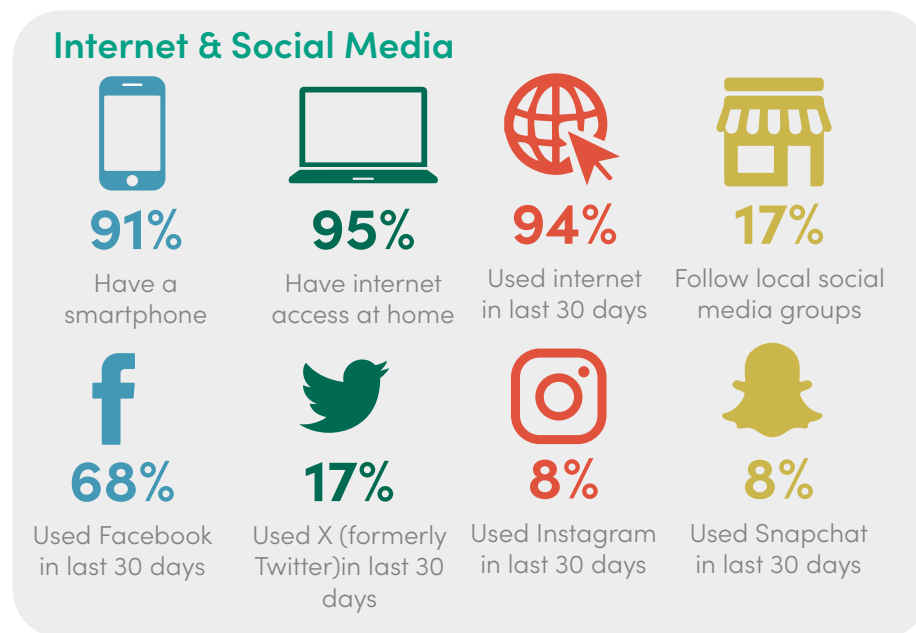
DOING BUSINESS IN DOWNTOWN YARDS

Restaurants in the downtown area are proactively promoting their businesses through social media and online review platforms. These initiatives have been independently financed and launched by individual businesses. The city could consider hiring a blogger to boost social media presence and local economic activity.

Currently, the Downtown Yards does not have a cohesive brand or comprehensive, collective marketing platform. In the absence of a strong downtown brand, each individual business must navigate its marketing independently. Establishing a downtown brand can effectively convey a cohesive set of offerings, attracting more visitors.

Another issue to address is the disparity in operating hours between retailers and restaurants and different operating hours all together. Having the same retail hours among different business owners that align with the restaurants' crowds related to breakfast-lunch and dinner would enhance local commerce.

Figure 21. Study Area: Internet & Social Media Usage



Action Step 6.2

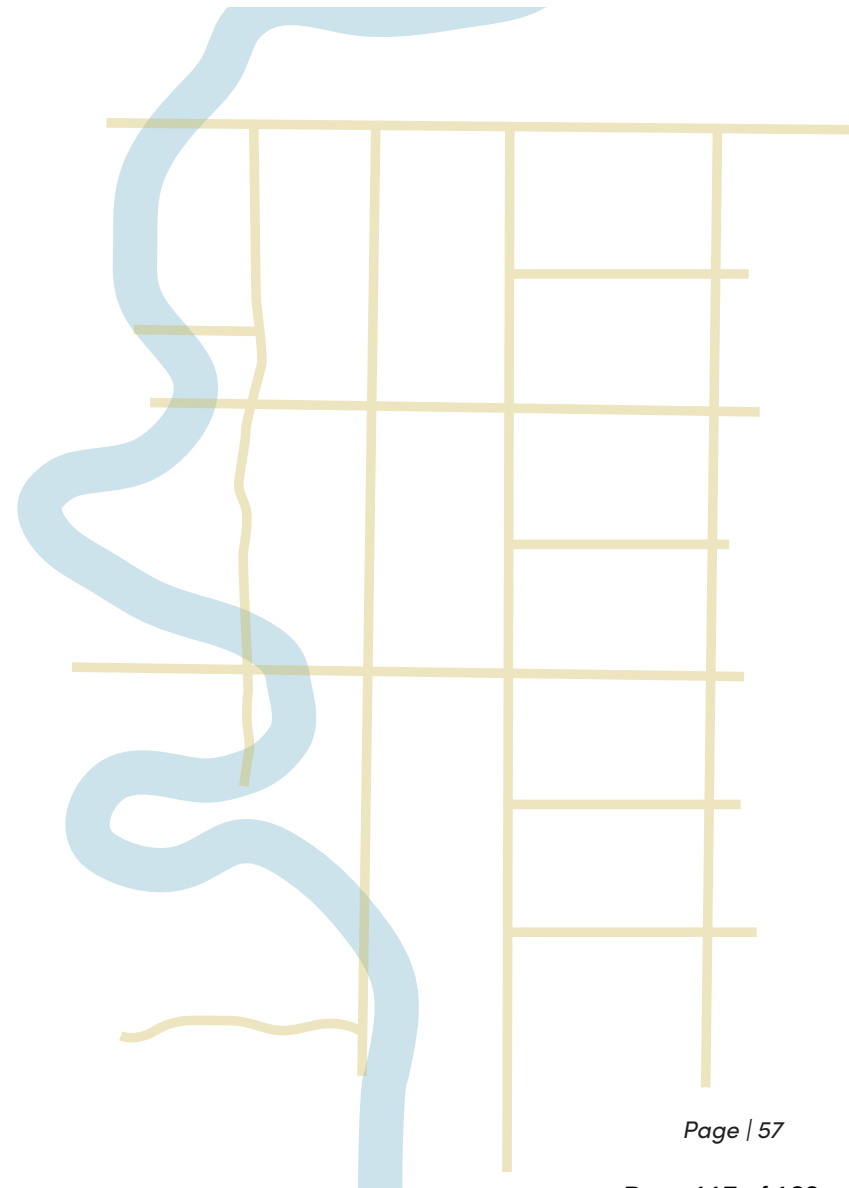
DEVELOP CHAMPIONS WITHIN BUSINESS AND CITY LEADERSHIP

For the success of these initiatives, it's crucial to secure support for administrative support as well as from organizations outside of government entities. The City of Fargo cannot be the only entity supporting this effort. Success will require both public and private participation. Consider the following key points:

- Hiring a “Downtown and Small Business Coordinator” to advocate for and liaise with downtown businesses. Starting as a part-time staff member to manage co-working and incubator spaces and identify passionate champions is essential.
- The role of a “Downtown and Small Business Coordinator” helps bridge resource and staff capacity gaps in managing and promoting downtown.
- Re-establish an active Business Association dedicated to the downtown made up of business, community, and government members.
- Partnering with local organizations and educational institutions to offer entrepreneurship training programs, workshops, and mentorship opportunities can establish the Downtown Yards as an attractive location for startups.
- Successful downtown retail strategies require collaboration with economic development partners from all sectors, including public sector, non-profits, and civic organizations.
- Implementing good downtown zoning and signage regulations that support vibrant environments is essential.
- Restructure PAAC as a Downtown Placemaking and Vibrancy Committee (DPVC) or formalize their mission, provide them a budget and/or ability to make budget recommendations. Task them with implementing specific recommendations from the Downtown Placemaking Master Plan.
- Collaboration among local government, businesses, residents, and community organizations is key to the successful implementation of these economic development ideas and revitalization efforts in downtown West Fargo.
- Public input highlights the desire for family-pet-friendly restaurants, experiential retail, parklets, and ambient entertainment, aligning with national trends to enhance the retail environment.

In conclusion, the retail market analysis for the Downtown Yards provides valuable insights into the area's current status and potential for transformation. Several key findings emerged from this analysis, highlighting the importance of attracting specific customer profiles, diversifying businesses, and creating a distinctive environment to compete effectively with neighboring districts.

Information in this chapter is sourced from ESRI GIS Business Analyst and GIS Aggregated data from County Assessor.





CHAPTER 5

PEDESTRIANS, PARKING & ACCESS

The top issues based on public input related to traffic and pedestrian safety, parking and access to businesses. This is a very complex issue; addressing it is imperative to the success of downtown West Fargo and will require a multifaceted approach.

Goal #3

focuses on enhancing pedestrian safety, walkability, and accessibility while optimizing parking solutions. This goal aims to transform the Downtown Yards into a pedestrian-friendly hub with a strong reputation for safety and accessibility as well as appropriate parking (Chapter 2 provides detailed insights into the current parking conditions in the Downtown Yards).

The following action steps were developed with public input and aim to address accessibility and parking issues and foster walkability, pedestrian safety and enhance the public realm.

- **2.1 ADDRESS PEDESTRIAN SAFETY ALONG SHEYENNE AND TRANSITION FROM NEIGHBORHOODS**
- **2.2 ADDRESS PEDESTRIAN SAFETY ACROSS MAIN**
- **2.5 ADDRESS PARKING CONCERNS**
- **2.6 PROVIDE PEDESTRIAN-ORIENTED INTERACTIONS**

In addition to the above actions, improving transit service and providing for micro-transit facilities such as shared bike or scooter for people to use to get around downtown quickly can reduce parking demand, improve access and increase foot traffic in the Downtown Yards.

Action Step 2.1

ADDRESS PEDESTRIAN SAFETY ALONG SHEYENNE AND TRANSITION FROM NEIGHBORHOODS

Prioritize making accessibility investments to connect Armour Park to Sheyenne street as well as the neighborhoods north, east, west and south of study area, making sidewalks, curb ramps, and pedestrian crossings compliant for individuals with disabilities.

- Design protected bike lanes separated from vehicular traffic to encourage safe cycling along Sheyenne and into the neighborhoods. Connect to bike lanes and trails beyond the study area.
- Develop an area map of points of interest and where there are sidewalks or trails connected to the Downtown Yards. This can be done with an app or online version for easy access and updating.

Action Step 2.2

ADDRESS PEDESTRIAN SAFETY ACROSS MAIN

In this section, “safety” refers to sense of being protected from or unlikely to cause danger, risk, or injury due to accident, rather than concerns over individual well-being or personal security. The Downtown Yards aspires to be recognized as a safe and welcoming destination for pedestrians, distinct from the high-speed, car-oriented atmosphere of Main Street. This reputation centers on traffic safety for all road users, including cars, bikes, and pedestrians and pets.



Crosswalk design by Graham Coreil-Allen in Baltimore, MD

- Improve street lighting at crosswalks and pedestrian-heavy areas, enhancing nighttime visibility.
- Implement traffic-calming measures like speed bumps, raised crosswalks, and curb extensions to reduce vehicle speeds in pedestrian zones.
- Ensure well-maintained sidewalks and clearly marked crosswalks near schools, parks, and transit stops. Even though the curb and pedestrian islands are installed, the crosswalk at Main and Sheyenne (at the light in front of Sandy's Donuts) is unmarked and missing. Consider providing a pathway from north side of Main to Armour Park. Deploy pedestrian-activated traffic signals at crosswalks, providing dedicated crossing times. Install pedestrian islands at wider road sections to offer safe resting points during crossings. Implement visually appealing crosswalks with vibrant designs along Sheyenne and extending into the neighborhoods.



Rapid Flashing Beacons and enhancing street lighting could add illumination and increase sense of safety. Using programmable LED street lights could create unique attraction and augment the Downtown Yards experience.

RRFB crossing example

- Install bollards to block off Sheyenne to pedestrianize the "Festival Themed" Street concept.
- Work with North Dakota Department of Transportation (NDDOT) to implement crosswalk improvements such as adding striping at the Main and Sheyenne stoplight and explore feasibility and funding for a pedestrian bridge or tunnel and trail to Armour Park.



Bollard design example

- Create safety education and awareness program
 - Conduct public awareness campaigns targeting pedestrians and drivers, emphasizing the significance of pedestrian safety
 - Conduct public safety awareness campaign to remind drivers, pedestrians and bicyclists of traffic rules and shared responsibility of create safe movement through the area; incorporate campaign in the Downtown Yards events and activities
 - Establish community task force dedicated to pedestrian safety to gather public input, discuss issues and vet solutions
 - Collaborate with local schools to educate students on safe crossing practices and establish "Safe Routes to School" program that encourages walking and biking

- Organize community walks to raise awareness of pedestrian safety issues and identify specific concerns within different neighborhoods.
- Do targeted traffic and pedestrian rule enforcement in the study area to discourage unsafe behavior
 - Enforce traffic laws related to pedestrian safety, emphasizing yielding the right-of-way at crosswalks and obeying speed limits on Main and Sheyenne and in school zones
 - Adopt a Complete Streets policy that prioritizes the safety and convenience of all road users, including pedestrians and cyclists.

To understand if these strategies are working, it will be important to collect and monitor accident data in the study area. The city should regularly evaluate the effectiveness of these safety initiatives and make necessary adjustments.

Set priorities for recommendations above based on city budget and urgency, then integrate into CIP.

Action Step 2.5

ADDRESS PARKING CONCERNS

The public identified parking as a top issue within the downtown area. This study focused on digging more into understanding this issue. As noted in Chapter 2: Existing Conditions, there are over 1000 parking spaces within the study area; which is similar to the number of spaces in 2016. Since 2016, the city has redesigned and reconstructed Sheyenne and several new mixed-use buildings have been built. As a result, there has been a nearly 100% increase in parking space usage during peak business hours between 2016 and 2023. On the one hand, this shows that there is an increase in economic activity and interest in being in the Downtown Yards. However, this also means there have been changes to people habits and expectations on how they get to their destination.

Based on conversations with businesses and area residents, there are several issues:

- The primary way people get to the Downtown Yards is via private vehicle
- There is limited transit service to provide an alternative way to get to and from the area
- Visitors and even some residents may not be aware of where they can park, when and for how long
- Parking signage is missing, inconsistent, or confusing; it can be challenging for drivers to locate available public parking
- Navigating the downtown area to find parking can be complicated, especially for newcomers

- Many off-street parking lots are privately owned; some lots note unauthorized people may be towed which creates a fear of being towed and may deter people from parking in lots; even those that are open to the public
- People want the ability to park in front of the business they want to visit and often can't because the on-street parking is occupied



Parking sign example

It should be noted, through public engagement and observation at several larger special events, there isn't an issue with parking. Event attendees park in private lots that are opened to the public for those events or park in the surrounding neighborhoods and walk a few blocks.

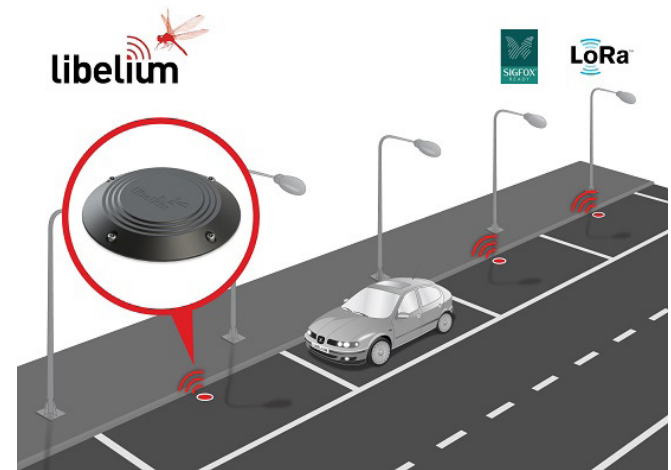
Four-fifths of on-street parking spaces on Sheyenne or within one block of Sheyenne on the cross streets remain unused during peak usage, underscores the need for improved management. The analysis suggests that there is sufficient parking to support the businesses, residents and events; the issue is how the parking spaces are allocated, used and marked (signage). To address these issues and bridge the gap between perception and reality, the city should consider implementing the following strategies:



30 minute parking sign example

- Design and install a standardized parking signage system that provides clear, consistent, and visible instruction to drivers. This would include:
 - Blue "P" signs to note public parking lots
 - Designating angled parking in front of businesses as short term parking for quick trips and support turnover instead of all day parking
 - Work with private lot owners to implement consistent signage to indicate which lots are reserved for their employees and customers and when the lots may be used by the public
 - Brand the parking with the city logo or brand

- Launch a public education campaign to inform residents and visitors about the actual parking inventory, where they can park and the steps being taken to improve parking management and signage.



Parking app platform system example

- Pilot a campaign to encourage walking in the Downtown Yards and promoting the benefits such as increasing foot traffic by businesses, building community, improving health and enjoying new streetscape improvements
- Require new developments to include underground parking for residents and employees and provide space for deliveries and parking on the back or side of the building
- Parking Apps: Develop a parking app that provides real-time information about available parking spaces. This app can help drivers easily locate and navigate to parking options, alleviating concerns about finding a spot. The tech-savvy demographic can benefit from a parking app that identifies available parking spaces in real-time.

See Appendix 9 for more details.

By addressing these factors and implementing proactive measures, the city can improve the parking experience and ensure that the downtown area thrives as a welcoming and accessible destination for all. Bridging the gap between perception and reality is essential for the success and vibrancy of the Downtown Yards. Active Parking Management, utilizing real-time data for parking occupancy, wayfinding, artful enhancements of mundane parking elements driven by a more welcoming tone can optimize parking availability and enhance the parking experience. See Appendix 9 for more detailed analysis.

Future Parking Recommendations

In order to prepare the downtown for future growth and calibrate parking spaces to the future parking needs it will be important to right size parking requirements. Calibrating future parking needs with future growth is a complex and dynamic challenge that requires considering various factors, such as population growth, urbanization, mobility trends, land use, environmental impact, and consumer preferences. To adapt to new trends, parking providers may need to rethink their business models, strategies, and capabilities.

The following are recommendations for future of parking needs:

Parking Deck: Although current data and public opinion do not necessitate a parking deck, planning for future needs remains crucial. A feasibility study is recommended to assess constraints and cost estimates to consider the viability of a downtown parking deck. If this is to actualize, we recommend requesting that exterior of the deck align with the art installations selected and that facade be enhanced with artful installations.

Welcome New Trends: Accommodate and be ready for the shared ride trend by providing dedicated parking/drop off for shared driving or automated driving cars.

Reciprocal Parking Agreements: Reciprocal parking agreements are contracts between two or more parties that grant each other the right to use their respective parking spaces for a specified purpose and duration. For example, two neighboring businesses may agree to share their parking lots during peak hours or special events, or a school or church may allow the city to use its parking garage during an event. Reciprocal parking agreements can benefit both parties by increasing the availability and efficiency of parking, reducing costs and congestion, and fostering cooperation and goodwill.

Activating empty spaces in the community for temporary or permanent parking purposes. For example, some cities may allow residents to use vacant lots, alleys, sidewalks, or lawns for parking during certain hours or days. Alternatively, some cities may turn empty spaces into public spaces that can be used for various activities such as art, recreation, or socializing. This can make use of underutilized land, improve the livability and vibrancy of the community, and promote alternative modes of transportation.

Hidden parking: Large setbacks create greater distances between buildings and people, providing a less urban experience. Placing parking underground and behind a building is recommended for downtown West Fargo, rather than in the front. Placing parking in the rear of the building provides an opportunity to activate the pathway between the rear parking and the front building entrances

with features like lighting, artistic enclosures, or elements that transform parking into a more engaging experience. Underground parking also offers several compelling advantages such as enhanced aesthetics which preserves the visual appeal of the building's front, creating a more attractive and inviting streetscape.

Improved Safety: Underground parking provides added security and reduces vehicle-related risks on the street, enhancing safety for pedestrians and drivers. It also reduces noise pollution and uses land more efficiently by maximizing valuable space. This requirement could be well implemented when properties are redeveloped or for new construction in tandem with requiring zero front setbacks with parking access from the alleys. This is similar to traditional core neighborhoods where parking in the rear from alleys is commonplace.

Fee in lieu of parking: Often removing parking minimums is seen as a great incentive to developers, however, if this is too drastic of a consideration for West Fargo, it may be more appropriate to consider allowing developer to pay instead of providing parking. This may help build the funds for a city parking deck. Establish fee-in-lieu of parking program. The revenue from fees could offset the City's public transit and public parking costs.

Action Step 2.6

PROVIDE PEDESTRIAN-ORIENTED INTERACTIONS

Pedestrian-Friendly Infrastructure: Enhancing pedestrian safety in West Fargo requires a multifaceted approach encompassing infrastructure, education, and enforcement. Pedestrianization is not just a top priority identified by public input, but the art installations selected for the Downtown Yards will require enhanced pedestrian safety due to the fact that it is highly interactive. Careful safety considerations will be needed based on the nature of the interaction when locating the art in the public realm. Improving pedestrian safety in West Fargo is a complex undertaking that necessitates a holistic strategy encompassing various elements, including infrastructure enhancements, educational initiatives, and rigorous enforcement measures. These measures have been prioritized not only in response to valuable public input but also due to the unique and interactive nature of the art installations chosen for the Downtown Yards.

Some creative traffic calming and pedestrianization installation are:

- **Chicanes with Art:** Chicanes are designed to slow down traffic by introducing a zigzag pattern in the roadway. These can be enhanced with colorful pavement markings or artistic designs that make the driving experience more engaging.
- **Interactive Crosswalks:** Crosswalks with interactive elements like musical tiles that produce sounds when stepped on or LED lights that

change colors as pedestrians cross can add an element of fun to road crossings.

- **Speed Tables with Public Art:** Speed tables are similar to speed bumps but wider. They can be paired with public art installations or colorful mosaics to make them visually appealing.



Interactive crosswalk example



Parklet example



Street art example

- **Temporary Parklets:** Converting parking spaces into temporary parklets with seating, greenery, and public art can slow down traffic and create vibrant community spaces.
- **Play Streets:** Temporarily closing streets to traffic and transforming them into play areas with games like hopscotch, giant chess, or basketball hoops can create safe and enjoyable spaces for pedestrians.
- **Raised Pedestrian Crossings:** These raised platforms for pedestrians not only make road crossings safer but can also be painted with colorful designs or murals.
- **Decorative Bollards:** Installing decorative bollards at pedestrian crossings or along sidewalks can serve as both safety measures and art installations. Bollards can be painted, sculpted, or designed to reflect the character of the community.
- **Sculptural Speed Humps:** Speed humps can be creatively designed as sculptural elements that align with the city's theme or culture, making them more appealing to the eye.
- **Bike Lanes with Art:** Bike lanes can be adorned with colorful pavement markings or murals that not only delineate the space but also make cycling more enjoyable.
- **Colorful Crosswalks:** Vibrantly colored crosswalks, often referred to as "rainbow crosswalks," not only enhance safety but also celebrate diversity and inclusivity in the community.

- **Wayfinding:** Implementing a comprehensive wayfinding system throughout West Fargo is essential. This includes installing directional signs, maps, and landmarks that guide pedestrians to popular destinations, including art installations, parks, and other points of interest. Effective wayfinding signage should be clear, easy to understand, and strategically placed at key decision points.



Beacon Park, Irving, CA Park

See Appendix 9 for more detailed analysis.

By integrating these elements into a comprehensive pedestrian safety strategy, West Fargo can create an environment where residents and visitors feel secure while walking and interacting with their surroundings. Remember that while these installations can add an element of fun and visual interest to roadways, their primary purpose is to improve road safety. They should be designed and implemented with safety considerations as a top priority.





CHAPTER 6

INFILL, DENSITY & REDEVELOPMENT

INFILL, DENSITY & REDEVELOPMENT

The Downtown Placemaking Master Plan builds on West Fargo's Comprehensive Plan, known as [West Fargo 2.0](#), which categorizes the downtown area as the G-4A Core - Retrofit Growth Sector. This classification promotes a growth strategy centered around pedestrian and bicycle accessibility, fostering a connected urban environment. Map 1: [Deferred Development and Growth Map](#) identifies the key growth areas in city and downtown (located in the "Around the plan" section of the Comp Plan).

The Comprehensive Plan also provides guidance for the revitalization and urban infill of the Downtown Yards area. While many of the strategies outlined in the Comprehensive Plan remain relevant and have been put into action, some buildings in the Downtown Yards have stagnated. Commercial spaces in this area have faced extended periods of vacancy, exceeding one year. Furthermore, there has been limited to no new construction, refurbishment, or expansion in areas beyond Sheyenne Street. Epic's development, however, has successfully created and leased residential spaces, with minimal to no vacancies in rental units within the study area. This demonstrates a strong demand for multi-family housing, particularly from young professionals and families. Nonetheless, the limited supply hinders efforts to attract residents to the Downtown Yards. Therefore, the implementation of policies and incentives to promote redevelopment and urban infill is essential for increasing density along the Sheyenne corridor.

Goal 4

West Fargo is projected to experience city-wide population growth of 2.55% annually until 2027. If the Downtown Yards study area were to experience similar growth, it would add 15 new residents each year. However, population growth in the downtown area is constrained to the existing homes unless new housing is added. To support both population growth, jobs and economic development, the city could promote infill development, increasing intensity and scale of development and redevelopment of vacant or underutilized property. The following action steps are intended to achieve this goal:

- ***4.1 ADAPTIVE REUSE OF UNDERUTILIZED BUILDINGS AND SITES**
- ***6.6 MAINTAIN EXISTING HOUSING STOCK**
- ***6.7 INCREASE HOUSING OPTIONS**

As discussed in Chapter 4 - Business & Economic Development, increasing the number of people downtown is key to increasing economic development in the Downtown Yards. The following strategies are recommended to support

G-4A Core - Retrofit Growth Sector The Core - Retrofit Growth Sectors are areas that are mostly developed but still contain underutilized parcels. They were developed in a conventional, auto-oriented suburban pattern. New development, redevelopment, or the reuse of existing land and buildings could be encouraged to better meet the local goal of achieving more walkable and bikeable corridors and a better-connected village core. Additional growth and development within West Fargo is most desirable within these areas due to the presence of existing infrastructure and proximity of services. The plan envisions that most mixed-use development in the next decades will occur in this growth sector.

higher intensity uses, increase employees downtown, and increase foot traffic for visitors and consumers.

** numbers indicate original Action Steps number - see Appendix 5*

- Update West Fargo's [existing zoning ordinance](#) Downtown Mixed Use (DMU) zoning district, which is predominantly used along Sheyenne Street, (the only district that supports mixed-use developments) to better implement the City's vision for the Downtown Yards. The zoning ordinance could be updated to include:
- Revise the uses of the Downtown Mixed-Use District to remove items that don't fit with the vision and focusing family-friendly uses on retail and, food establishments at the ground level, while placing maker spaced in back of ground levels and residential at upper floors. See Chapters 3, 4, and 5 for more details. Consider prohibiting non-urban uses (drive thru's, non-food/drink/retail uses, self-service storage, etc.)
- It is important to correct the misconception that in mixed-use zoning, retail must occupy ground-level in new constructions. However, the zoning code doesn't mandate retail but requires that 50% of a building's ground-level facade facing a street consists of clear glass. Consider establishing ground-floor business frontage/activity requirements for Sheyenne St frontage.
- Reduce all setbacks from Sheyenne and Main to allow buildings to hug the road
- Create a civic campus with public agency offices and services in downtown, which is consistent with the Comprehensive Plan, is allowed in the DMU zoning district and would draw people to the area
- Establish an employment center, collaborative/co-working spaces in the Downtown Yards to retain workers and lessen the daily migration of workforce out of the downtown area

- Although the city provides incentives to infill existing commercial properties with the Enterprise Grants, it could draw greater interest by providing financial support for
- Update the C-Light Commercial District language to ensure that new developments in the downtown area support the vision for a vibrant, walkable area by requiring parking behind the building and reducing the front or street set back. Since changes to the C zoning district would apply city-wide, consider making this an overlay requirement in the Downtown Yards or a new zoning district only applicable to these areas.
- Create a Land Trust to make economic and business startups more affordable. See Appendix 12.

See Appendix 9 for more detailed description and discussion about recommended strategies.

Action Step 4.1 **ADAPTIVE REUSE OF UNDERUTILIZED BUILDINGS AND SITES**

Some existing commercial structures in the area are not fully utilized for their originally intended purposes. To make the most of these underutilized assets, there is an opportunity to repurpose them for mixed uses. Incentives and support can be offered to encourage property owners and developers to undertake this transformation. This approach not only maximizes the use of existing structures but also contributes to the community's housing/commercial options and overall revitalization efforts. Incentivize the adaptive reuse of underutilized buildings and sites can be achieved through various strategies and policies:

- **TAX INCENTIVES:** Offer property tax abatements or credits for property owners who convert commercial buildings into residential units. These incentives can be structured to gradually decrease over time to encourage prompt redevelopment.
- **ZONING AND REGULATORY FLEXIBILITY:** Streamline zoning and permitting processes to make it easier for property owners to convert underutilized property into new residential, commercial, or mixed-use so that no land entitlement permits (public hearings like condition use permit) are needed if the use change falls within the same land use category or is considered by the planning director to not create more impacts than the original use. This might involve adjusting zoning regulations, parking requirements, or building codes.

- **FINANCIAL ASSISTANCE:** Provide low-interest loans, grants, or subsidies to property owners or developers to help cover the costs of conversion. These funds can be used for building renovations, infrastructure improvements, or other necessary changes.
- **HISTORIC PRESERVATION CREDITS:** Offer tax credits for the restoration and conversion of historically significant commercial buildings into residential properties. This encourages the preservation of local heritage.
- **BUILD A BETTER TAX-BASE:** Along Sheyenne intensify mixed-uses with variety of housing types, office settings, retail, entertainment, and dining options. These create a higher tax base because the "stacked uses" allow for denser development and have a "built in" customer base for the uses on the ground floor.
- **MARKETING AND PROMOTION:** Promote the benefits of adaptive reuse to property owners and developers. Highlight the potential cost savings, environmental benefits, and positive community impact.
- **ATTAINABLE/AFFORDABLE HOUSING REQUIREMENTS:** Tie incentives to the inclusion of affordable housing units within the converted spaces to address housing affordability concerns.
- **TECHNICAL ASSISTANCE:** Provide property owners with access to experts or consultants who can offer guidance on the conversion process, including architectural, engineering, or financial aspects.

Combining several of these strategies can create a more comprehensive and attractive package for property owners and developers considering the adaptive reuse of underutilized lots and structures.

Action Steps 6.6 & 6.7 **MAINTAIN EXISTING HOUSING STOCK (6.6) AND INCREASE HOUSING OPTIONS (6.7)**

City-wide, West Fargo is experiencing a population growth of 2.55% per year. Increasing the population of the Downtown Yards will support economic development, increase tax base and accommodate growth. In order to support population growth, the city could help maintain and improve the existing single-family neighborhoods surrounding the downtown area. Most of these homes are well maintained and provide affordable housing options for young families and moderate income residents.

The residential districts within the study area currently adhere to traditional residential zoning regulations. These districts typically feature front setbacks of 25 feet and allow for maximum lot coverage ranging from 30% to 40%. Specifically, the R-3 district adjacent to Sheyenne Street may find these front setbacks restrictive. Reduced setbacks and increasing lot coverage allowances could provide a more efficient use of land and kick start renewed interest in development. Given the recommendations outlined in this plan, it may be necessary to revisit and revise the zoning regulations for these districts. Alternatively, the creation of a new district could be advantageous, facilitating the redevelopment and infill development of residential areas within the study area.

Land Use Changes and Transitional Areas

In order to effectively oversee the growth of the Downtown Yards area, it is essential for the City to provide a strategic framework that guides development systematically, preventing haphazard or disproportionate growth. The establishment of a transitional development framework can set clear standards, ensuring a well-organized and deliberate approach to development.

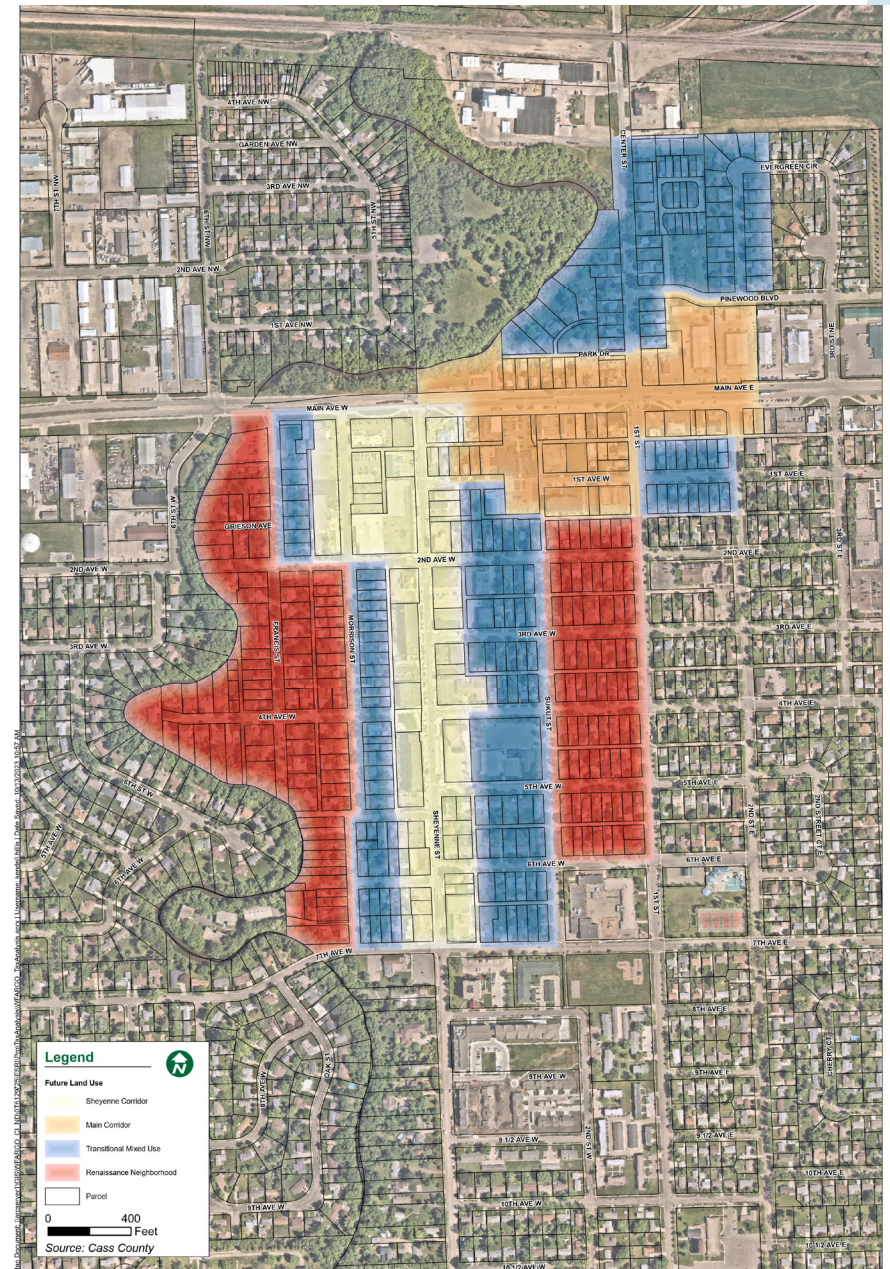
The Future Land Use Map (**Figure 22**) identifies 4 major districts: Sheyenne Corridor, Transitional Mixed-Use, Renaissance Neighborhood and Main Corridor. These districts foster specific uses and functions that amplify housing and commercial options with a graduated transition that can develop a better scaled form and function for the downtown.

The distribution of residential density should be a deliberate and thoughtfully planned endeavor. Presently, there is an evident shortfall of available residential units in the study area, as evidenced by a vacancy rate of 6.7%. While the construction of five-story buildings with ground-floor commercial or retail spaces and residential units above is a common practice in city centers and downtown areas, as it optimizes land usage and accommodates a greater population in a compact space, it is essential to also consider alternative methods for achieving density that can cultivate more dynamic and active communities.

For future residential land use considerations, the proposed uses correlate with existing zoning. The density standards are proposed to achieve the goal of providing housing options and supply: Based on the limited amount of land still available for development, new housing development should be concentrated around mixed-use areas downtown.

- Total Study Area Acres: 164 acres
- Total # of Residential parcels: 313
- Total Housing Units: 499
- Total Residential Acres: 146.9 acres which is 89.5% of Study Area
- Existing Density: unity/acre: 3.39 housing units/acre

Figure 22. Future Land Use



Zoning District	Future Land Use	Primary Residential Structure	Proposed Density within Downtown Yards
R-1	Renaissance Neighborhood	Single Family Dwelling Townhomes/ Twin Homes	5-7 units/acre 1-3 units/lot
R-2	Transitional Mixed Use	Townhomes/Twin Homes Mutliplexes	8-16 units/acre 2-6 units/lot
R-3	Sheyenne Corridor	Multifamily Apartments	16+ units/acre 8+ units/lot

The densities proposed attempt to fill the need for middle-housing densities and types, while bridging the scale with incremental densities from high-rise to single family. These are not intended as prescriptive densities for zoning amendments, but as examples and recommendations for future consideration during upcoming code updates.

The study area encompasses two distinct zones: the Sheyenne Corridor with its surrounding neighborhoods, and the Main Corridor with its adjacent neighborhoods. In considering the revitalization of the entire study area, we propose the following enhancements in a step-by-step manner for both commercial and residential purposes: See Appendix 10 — Housing Density.

ALLOW APPROPRIATE SCALE MIXED-USE IN RESIDENTIAL AREAS

A more encompassing approach to integrate mixed-use properties into the existing residential zones of the study area could entail the creation of a new zoning or overlay districts specifically tailored to encompass R-2 and R-3 zoned properties within a quarter mile of Sheyenne Street, typical distance people are willing to walk or travel to access goods/services. There's potential to extend this concept to include R-1 zoned parcels as well. It's important to note that many R-1 zoned parcels are situated beyond a quarter-mile radius from Sheyenne.

Sheyenne Corridor

The Sheyenne Corridor is envisioned as an ideal location for intensive development featuring tall buildings, making it suitable for high-density residential and mixed uses, including businesses on the ground or second levels. As a significant portion of the Sheyenne Corridor is already developed, infill strategies will be crucial. Establishing strategic partnerships with private landowners and developers may be necessary to bring improvements to various segments of the corridor.

To facilitate infill development, the City may need to allocate funds for property

acquisition. While the City may not seek direct involvement in real estate, focused efforts on specific parcels through acquisition may become useful towards housing revitalization. Some communities have achieved success by acquiring properties and subsequently soliciting design and development proposals through a competitive, public process. (Fargo FHRA, Bismarck BHA, Grand Forks GFHA).

Blighted or deteriorating properties are scattered throughout the study area, with the Sheyenne Corridor being particularly affected. The City could explore a program to acquire and then resell these blighted properties. Such a program would require substantial development time and extensive public input. Ideally, it would involve acquiring blighted properties and then selling them through a competitive, public bidding process, subject to review by a public entity, such as the Economic Development Advisory Committee or Planning and Zoning Commission, and approval by the City Commission.

The City could also establish more precise criteria for defining “blight” to better guide these efforts. In urban planning and redevelopment, “blight” typically includes conditions such as physical deterioration (visible or hidden), economic distress, social problems, environmental issues, obsolescence, vacancy, inadequate infrastructure, and public health and safety concerns.

MIXED-USE AND PROPERTY IMPROVEMENT

Traditionally, the ground floor has been considered ideal for commercial uses; however, the high commercial vacancy rates in Downtown Yards area necessitate a reevaluation. There is a demand for additional residential units, particularly along the Sheyenne Corridor, driven by market demand. Encouraging development based on market demand and exploring pseudo-residential-commercial uses, such as work/live hybrid units, could be advantageous.

Beyond retail, the area could foster innovative street-level office spaces, including open-concept spaces suitable for co-working and incubator purposes.

Neglected or stagnant properties along the Sheyenne Corridor diminish the area's aesthetics and appeal. Redeveloping these properties should be a priority to enhance the overall attractiveness of the corridor.

Given its status as a major thoroughfare, the Sheyenne Corridor could be targeted for additional Metro Transit Bus locations. These locations should align with the goal of a quarter to half-mile walk to transit stops. The current transit stop at the intersection of Sheyenne Street and 7th Avenue might be repositioned off Sheyenne Street, and additional stops could be considered to improve accessibility.

The Comprehensive Plan's Economy chapter indicates that a higher number of businesses to residents (mixed use) will build a well-balanced micro-economy downtown.

Transitional Mixed Use **(Morrison Street and Sukuts Street)** **Enhancements**

This area boasts substantial developments that span the entire block of Sheyenne from west to east.

Introducing light commercial uses in this area, either independently or alongside residential purposes, provides an alternative to the primary commercial corridor on Sheyenne. These uses typically have a lower intensity and can be accommodated with on-street parking or limited off-street parking for employees. Potential businesses could include co-working spaces, start-ups, incubator facilities, biomedical offices, and technology-oriented enterprises.

To prevent uniform or monotonous development and promote an eclectic architectural style that complements existing neighborhoods, the City may consider establishing aesthetic guidelines. Creating Design Standards or Architectural Guidelines could help guide the redevelopment of this area and the broader the Downtown Yards region. These guidelines would be essential in ensuring architectural and design diversity among neighboring properties.

Renaissance Neighborhood **(1-3 Dwelling Units with a 2-Story Minimum)**

This type of development is already actively encouraged and permitted under the existing zoning ordinance however, it must be encouraged further in order to supply the missing and much needed middle housing (townhomes, twinhomes, duplex, triples and quadplex) density and typology in the downtown. While density often exceeds what townhouses or multiplexes can offer, addressing the missing middle density remains a key recommendation for improving the downtown scale. Multiplexes can serve various residential and limited commercial purposes.

Encouraging property owners to enhance the visual and aesthetic appeal of their current properties, especially older housing stock, is a common challenge for many cities. Even though the city offers the renaissance grants for both

"C" DISTRICT OR LIGHT COMMERCIAL DISTRICT

4-427.1. Statement of intent: The provisions of the C are intended to provide areas of commercial establishments to which the public requires direct and frequent access, but which are not characterized either by constant heavy trucking other than stocking and delivery of light retail goods, or by any other nuisance factor than the incidental noise of the congregation of people and passenger vehicles.

commercial and residential projects and provides a five-year property tax exemption and state income tax exemptions, a targeted home program that provides funds and labor for home renovation both interior and exterior is recommended. As the area undergoes improvements, it's crucial to ensure that existing property owners are not only incentivized to stay but also to reinvest in their properties.

Allowing accessory dwelling units (ADUs) as a by-right provision can be instrumental in creating additional density. To facilitate these developments while preserving the area's character, certain requirements should be considered. These may include ensuring size of the ADU is smaller than the main dwelling and implementing restrictive covenants that prevent the two uses (main dwelling and ADU) from being sold separately. Paying close attention to architectural and aesthetic considerations is vital to maintaining the neighborhood's distinctive character, ensuring ADUs designed to harmonize with existing structures.

West Fargo median HH income

(\$83,083) can afford a home costing up to \$248,477 (@ \$200/sf) which yields a home up to: 1,300 sf max. While Study Area HH income (\$56,787) can afford a home costing up to \$169,361 which is an even smaller home up to 850 sf. Smaller and denser home units are most suitable for the land and incomes present in the downtown.



Twinhome example



Townhome example



1-3 Plex example

Main Corridor Enhancements

The Main Corridor, characterized by buildings ranging from 2 to 4 stories, is designated for high-density land use with commercial activities, especially ground-floor or second-level walk-in businesses. Main Street is more conducive to auto-oriented businesses even as far as a few blocks east of the Main and Sheyenne intersection. The south side of Main Ave along the frontage road offers opportunities for short-stop establishments, such as food services, which could be without seating or feature limited seating options. Enhancing transit services on Main Avenue should be considered, as it is currently underutilized despite its importance as a major transportation corridor. The abundance of underutilized parking lots in this area, some of which exceed current requirements, indicates an opportunity to reinvent the use of these areas in a creative way such as with temporary uses. Evaluating reduced off-street parking regulations and increased lot coverage standards may be necessary to reduce square footage used by parking. Likely, infill development in this area will be initiated from existing property owners. To comprehensively assess underutilization and identify enhancement opportunities, establishing a collaborative steering committee with local business owners and residents could provide valuable insights for revitalization efforts.

Furthermore, the strategic modification of zoning regulations to encourage mixed land uses on both the northern and southern sides of Main Avenue can catalyze multifamily development in close proximity to the Main thoroughfare. Such an approach not only enriches transportation options but also amplifies accessibility to employment opportunities.

Investing in a comprehensive transportation network, including multi-modal lanes and pedestrian-friendly trails is supportive of the downtown. This investment aims to create a safer and more walkable district that seamlessly integrates existing neighborhoods both within and extending beyond the Downtown Yards area. This aligns directly with the valuable input received from the public, which has emphasized the need for a more interconnected and pedestrian-friendly community.

This approach involves connecting and harmonizing the area's assets with those in its vicinity. A collaborative environment, fostering unity and synergy, is far more likely to succeed than isolated efforts. It enhances the overall vibrancy and success of the Downtown Yards and its surrounding neighborhoods.

An exciting opportunity, given the significant investments in the Hulbert Aquatic Center by both the City and the School District would be to focus on enhancing pedestrian and cyclist access to the Downtown Yards area via either 4th Ave E or 7th Ave E could be a valuable initiative.

It's essential to address the family-friendly ambiance in the Downtown Yards area, which is currently lacking. Creating a dedicated corridor that leverages sports tourism and facilitates movement from the aquatic center has the potential to rejuvenate the area significantly. To achieve this vision, the City should activate its existing infrastructure and implement effective wayfinding strategies to pique people's curiosity about the destinations these pathways connect to, enhancing their overall appeal.

Temporary Uses

Considering that the development of Downtown Yards will occur over time, exploring options for activating the current space and areas is crucial. A comprehensive review of the City Code could identify opportunities for temporary uses that inject vitality into underutilized properties, such as pop-up shops, vendors, coffee/lemonade/food stands..etc. The approach to implementing temporary uses will vary between Sheyenne and Main. Sheyenne is expected to see increased pedestrian activity as it develops, while Main is likely to remain oriented toward automobile traffic. Activating these areas can be achieved through the placemaking strategies detailed in Chapter 3.

Conclusion

In conclusion, these planning considerations underscore the imperative need for the introduction of a planning tool that offers multiple zoning options within the same residential district and allowing middle housing typologies and densities within all residential districts. An example for implementing this is showcased in the Future Land Use Map as an overlay on the existing zoning. This overlay will provide the essential flexibility required to harness growth opportunities while aligning with the distinctive character and goals of the Downtown Yards area.

See Appendix 13 for more specifics about the benefits of implementing a zoning district/overlay over the Downtown Yards as well as recommendations.



CHAPTER 7

IMPLEMENTATION

Note: The recommendations put forth in this plan are intended to be supplemental to the vision and recommendations of the West Fargo 2.0 plan.

The previous chapters provide a contextual overview explaining the basis for the resulting action steps included in the following matrix which summarizes chapter strategies, and identifies priority levels, champions/partnership, as well as potential funding resources. The ideas were ranked based on cumulative selections and voting by the steering committee, both focus groups and the public at large. The final ranking includes all **High Impact - Low Effort** and **High Impact - High Effort** ideas that received a minimum of 30% votes and considered to be best suited to transform the Downtown Yards. The **Low Impact - Low Effort** and the **Low Impact - High Effort** ideas were not included or developed for resources, champions or timeline; however they are recorded in Appendix 5.

The matrix can undergo further refinement as the city chooses an action step. To establish more precise scopes, it becomes crucial to pinpoint suitable locations for each project under consideration. This, in turn, will enable the creation of more accurate designs and bid specifications.

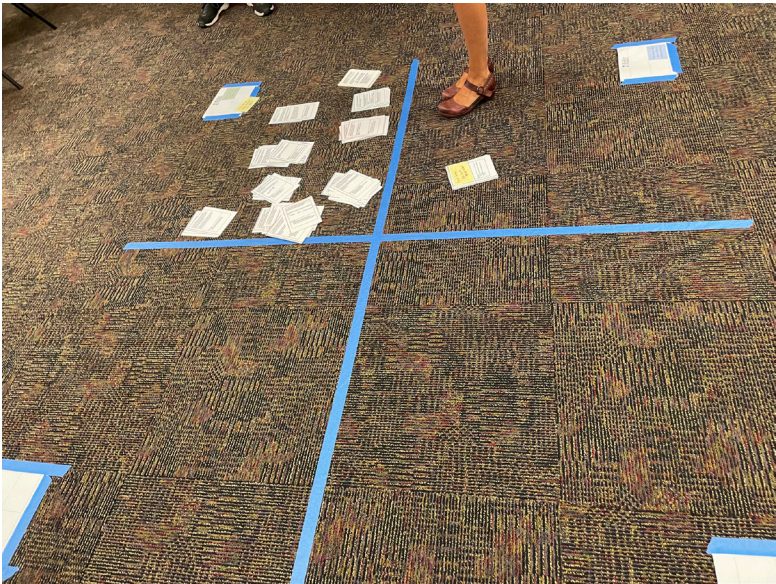


Photo of flash cards being prioritized in Impact-Effort Quadrant at Workshop #3

Figure 23. Quadrant showing final ranking of placemaking Ideas¹

LOW IMPACT- HIGH EFFORT	HIGH IMPACT- HIGH EFFORT			
2.6.A 3.4.B 3.4.D 4.1.A 6.4.A	2.2.C 3.2.G 3.3.A 3.4.F 4.1.B 4.2.A 4.3.A	4.3.C 4.3.D 4.4.A 5.1.G 5.2.D 5.3.B 5.4.A	5.4.B 5.5.B 6.6.B 6.6.D 6.7.A	
LOW IMPACT- LOW EFFORT	HIGH IMPACT- LOW EFFORT			
1.5.C 3.2.D 3.4.C 5.3.A 5.5.E	1.5.B 1.5.F 1.5.G 2.1.A 2.2.A 2.5.A 2.5.D 2.6.B 3.1.B	3.1.C 3.2.B 3.2.C 3.4.G 3.5.A 3.5.C 4.4.B 5.1.E 5.1.F	5.2.A 5.2.B 5.2.C 5.2.F 5.5.C 5.5.F 6.1.A 6.1.B 6.1.C	6.2.A 6.2.B 6.3.A 6.5.A 6.5.B 6.6.C
DISCARDED IDEAS	2.5.B – 2.5.E – 3.5.D – 4.3.B – 5.5.G			

¹Numbers indicate original Action Steps numbering see Appendix 5

While the **High Impact - Low Effort** ideas are more easily implemented in the short term as they require fewer resources, (less than 5 years), the **High - Impact - High Effort** ideas will require more resources to execute and are deemed to be longer term, (5 to 10 years).

FINAL TOP IDEAS

Please note: links to grants may lead to grants that are off cycle, however, the landing page is the website to visit to get grant updates.

Goal #1. Placemaking: Make the Downtown Yards a vibrant place that displays West Fargo's unique heritage, and character that offers engaging experiences for all ages and families.

Action Steps	Strategies	Priority	Champions/Partners	Resources
3.1 Increase activity and foot traffic <i>See Chapter 3</i>	3.1.b Infill parking areas along Sheyenne (temporary farm stand, vendors with small footprint)	Short Term	All Downtown Yards businesses and establishments that have a parking in the study area, including Churches City of West Fargo- Planning and Zoning Fargo Moorhead West Fargo Chamber of Commerce EPIC Companies The Yards Association	AARP Community Challenge Grants FY2023 HOPE VI Main Street Grant Program North Dakota DOT Urban Grant Program
3.3 Implement pedestrian play features along Sheyenne <i>See Chapter 3</i>	3.3.a Use the existing paved half-moon areas and medallion bump outs on Sheyenne Street (stubbed out with electrical power)	Short Term	City of West Fargo-Public Works Selected West Fargo Downtown Placemaking Master Plan Artists	Statewide Public Space Initiative- Placemaking (SPSI) Planning Grant Vibrancy Grant Program Our Town Grant Program Artists on Main Street Program

3.4 Connect Points of Interest through Creative Wayfinding <i>See Chapter 3</i>	3.4.f Provide area map of points of interest and where there are sidewalks or trails people can use to get there; create app or online version for easy access and updating	Long Term	City of West Fargo All Downtown Yards businesses and establishments Fargo Moorhead West Fargo Chamber of Commerce	MAGIC Grant MidAmerica GIS Consortium – GRANTS (magicgis.org) Destination Development Grant North Dakota DOT Urban Grant Program Mainstreet Tourism Outdoor Recreation Grants
	3.4.g Gamify Wayfinding – add digital wayfinding’s interactive games connected to signage and wayfinding While, the Downtown Yards Business Association is re-grouping, reach out to West Fargo Events and Fargo Downtown Community Partnership to assist in promoting the downtown.	Short Term	EPIC Companies The Yards Association Downtown Community Partnership	Artists on Main Street Program Vibrancy Grant Program Main Street Community Action Plan Open Street Map
4.3 Reconnect with the River <i>See Chapter 3</i>	4.3.a Build fishing platforms and restore the riverbank to encourage people to visit and enjoy the river 4.3.c Construct River-swales structures- DOT 4.3.d Build Fountain/ water feature-bring Sheyenne River to Sheyenne street	Long Term	NDDOT – Contact Us City of West Fargo Cass County EDAK Bass Club	America Walks Rivers, Trails, and Conservation Assistance Program North Dakota DOT Urban Grant Program Mainstreet Tourism Outdoor Recreation Grants Fish Brain App

4.4 Create Photo Spots and Memory Maker locations <i>See Chapter 3</i>	4.4.a Install entrance features and pedestrian play features	Long Term	<u>City of West Fargo</u> <u>EPIC Companies</u>	<u>Our Town Grant Program</u> <u>Artists on Main Street Program</u>
	4.4.b Incentivize retail shop installations, murals, etc. on private property	Short Term	<u>The Yards Association</u> <u>Fargo Moorhead West Fargo Chamber of Commerce</u>	<u>Vibrancy Grant Program</u>
5.1 Develop Family Friendly spaces and programs <i>See Chapter 3</i>	5.1.e Develop kid-friendly passive programming - hopscotch, sidewalk chalk, bubbles 5.1.f Add teen-friendly active programming - game nights at Thunder Coffee, show teen-created videos at the plaza, etc. 5.1.g Add teen-friendly passive programming - swings, hammocks, chill spaces, arcades, lawn bowling, fire pits, etc.	Short Term	<u>Youthworks</u> <u>Red River Youth for Christ</u> <u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>West Fargo Public School District</u> <u>Boys and Girls Club of Red River Valley</u>	<u>AARP Community Challenge Grants</u> <u>North Dakota DOT Urban Grant Program</u> <u>Youth Gardening Grants</u>

5.2 Increase event programming <i>See Chapter 3</i>	5.2.a Incorporate artist elements into existing events i.e., glitterize a car during the Cruise Nights	Short Term	<u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>EPIC Companies</u> <u>The Yards Association</u> <u>West Fargo Events</u> <u>City of West Fargo</u>	<u>Otto Bremer Trust Grant</u> <u>Destination Development Grant</u> <u>Our Town Grant Program</u> <u>Artists on Main Street Program</u> <u>Vibrancy Grant Program</u>
	5.2.b Attract smaller or moderate sized events i.e., farmers market	Long Term		
	5.2.c Encourage passive programming i.e., plaza games, etc. 5.2.d Ensure one large event each quarter 5.2.f Participate in the Chamber marketing programs such as Crafts and Drafts Passport, Paw Crawl, Coffee Crawl, etc.	Short Term		
5.3 Develop pet-friendly spaces and programs <i>See Chapter 3</i>	5.3.b Introduce Pet programs/events - i.e., Halloween dog costume competition 5.3.c Install pop stations (posts with baggies and mini garbage cans for people to pick up and dispose of dog poop)	Long Term	<u>Homeward Animal Shelter</u> <u>Center for Avian Adoption, Rescue, and Education</u> <u>For Luv of Dog Rescue</u> <u>City of West Fargo</u> <u>Fargo Humane Society</u>	<u>Rivers, Trails, and Conservation Assistance Program</u> <u>Mainstreet Tourism Outdoor Recreation Grants</u>

5.4 Develop professional event amenities <i>See Chapter 3</i>	5.4.a Build an amphitheater/stage for performances with professional acoustical, lighting, seating amenities 5.4.b Build celebration spaces that community members can rent out for personal or group events like weddings, birthdays, parties...etc.	Long Term	<u>NDSU Performing Arts</u> <u>Trollwood Performing Arts School</u> <u>Stage West</u> <u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>EPIC Companies</u> <u>The Yards Association</u> <u>West Fargo Events</u> <u>City of West Fargo</u>	<u>Destination Development Grant</u> <u>Statewide Public Space Initiative-Placemaking (SPSI) Planning Grant</u>
6.1 Strengthen Neighborhoods and create sense of community <i>See Chapter 3</i>	6.1.a Infuse neighborhood with creative expressions such as painted sidewalks or poems/art stamped into the sidewalk 6.1.b Create a group exercise space: • Exercise routes • tai chi, Zumba classes • Marked paths or loops with distance markers 6.1.c Keep the neighborhood strong with shared amenity spaces i.e: community, meeting spaces etc.	Short Term	<u>National Association for Health and Fitness</u> <u>Robert Wood Johnson Foundation</u> <u>Sheyenne River Crossfit</u>	<u>Our Town Grant Program</u> <u>North Dakota DOT Urban Grant Program</u> <u>Youth Gardening Grants</u>

6.5 Create new gems to uncover <i>See Chapter 3</i>	6.5.a Use artistic surprise elements in facades, pavement, alleys, corners 6.5.b Add whimsy, surprise and pedestrian artful engagement along Sheyenne such as swings, merry-go rounds	Short Term	<u>West Fargo Events</u> Local residents	<u>America Walks</u> <u>North Dakota DOT Urban Grant Program</u> <u>Artists on Main Street Program</u>
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Goal #2: Business & Economic Development: Attract and retain businesses, visitors and residents that seek innovative enterprise and contribute to economic vitality.

Action Steps	Strategies	Priority	Champions/Partners	Resources
1.5 Expand retail and types of businesses downtown <i>See Chapter 4</i>	1.5.b Promote temporary leases, especially in vacant stores to activate the space and allow for pop up stores: etsy store: crocs in summer, boots in winter 1.5.f Introduce an Incubator, maker spaces 1.5.g Arrange Vendor Tuesdays, plug and play wall (electricity) for outdoor vendors	Short Term	<u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>EPIC Companies</u> <u>The Yards Association</u> <u>City of West Fargo</u>	<u>Economic Development RNTA</u> <u>Partners in Planning Grant Program</u> <u>North Dakota Small Business Grants</u> <u>Vibrancy Grant Program</u> <u>North Dakota Women's Business Center Funding Opportunities</u>
3.5 Leverage and amplify existing and regional events and programs <i>See Chapter 4</i>	3.5.a Connect marketing and programming to other cultural destinations downtown Fargo, The Lights, Big Iron Event, Bonanzaville, etc. 3.5.c Connect marketing and programming to existing sports tourism such as the athletic fields, Olympic pool, rec center	Short Term	<u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>The Yards Association</u> <u>West Fargo Events</u> <u>City of West Fargo</u> <u>EPIC Companies</u>	<u>Destination Development Grant</u> <u>Partners in Planning Grant Program</u>https://www.nd.gov/living-nd/main-street-nd/main-street-community-action-plan <u>Major Events Visit Fargo-Moorhead (fargo-moorhead.org)</u>

Goal #3: Pedestrians, Parking, & Access: Provide accessibility and parking options that foster walkability, pedestrian safety and enhance the public realm.

Action Steps	Strategies	Priority	Champions/Partners	Resources
2.1 Address Pedestrian Safety along Sheyenne and transition from neighborhoods <i>See Chapter 5</i>	2.1.a Bollard to block off Sheyenne for festivals	Short Term	City of West Fargo	America Walks North Dakota DOT Urban Grant Program North Dakota DOT Transportation Alternatives Program Safe Streets and Roads for All Grant Program
2.2 Address Pedestrian safety across Main <i>See Chapter 5</i>	2.2.a Add Crosswalk striping on Main and pathway to Armour Park	Short Term	City of West Fargo The Yards Association NDDOT - Contact Us	America Walks North Dakota DOT Urban Grant Program North Dakota DOT Transportation Alternatives Program Safe Streets and Roads for All Grant Program

2.5 Address Parking Concerns <i>See Chapter 5</i>	2.5.a Address the perception that there isn't enough parking. Consider a marketing campaign of "it's ok to stroll"; [Provide infographic of 5 football field of parking and peak demand using 61% equivalent to + than 2 football fields of available parking 2.5.d Promote/incentivize shared parking on private lots- see churches, provide best practice Build a public parking deck and establish fee-in-lieu of parking program. Revenue from fees may help offset City's public transit & public parking costs -see chapter 5 for Future Parking Recommendations.	Short Term	<u>Fargo Moorhead West Fargo Chamber of Commerce</u> <u>The Yards Association</u> <u>West Fargo Events</u> <u>City of West Fargo</u> <u>EPIC Companies</u>	<u>Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program</u> <u>MAGIC Grant MidAmerica GIS Consortium – GRANTS (magicgis.org)</u> <u>North Dakota DOT Urban Grant Program</u>
2.6 Provide pedestrian-oriented interactions <i>See Chapter 5</i>	2.6.b Public restrooms and (fun) water filling stations	Short Term	<u>City of West Fargo</u> <u>EPIC Companies</u>	<u>AARP Community Challenge Grants</u> <u>Youth Gardening Grants</u> <u>Statewide Public Space Initiative- Placemaking (SPSI) Planning Grant</u> <u>North Dakota DOT Urban Grant Program</u>

Goal #4: Infill, Density & Redevelopment: Connect and strengthen the downtown assets by redeveloping underutilized or vacant spaces and calibrate intensity of development to create a thriving mix-of uses.

Action Steps	Strategies	Priority	Champions/Partners	Resources
4.1 Adaptive reuse of underutilized buildings and sites	4.1.b Develop policies to support remodeling of unused buildings and sites	Long Term	City of West Fargo	Partners in Planning Grant Program Vibrancy Grant Program North Dakota Brown Fields Program
6.6 Maintain existing housing stock	6.6.b Establish and promote Residential Home Renovation Program or incentives for upgrades, such as forgivable loans for homeowners if they live in the home for 5 years for upgrades such as kitchens, driveways, etc.	Long Term	City of West Fargo Xcel Energy	Community Development Block Grant (CDBG) North Dakota Help for Homeowners North Dakota Housing and Finance Agency Homeowner and Rental Assistance Rehab Accessibility Program https://investdsm.org/programs/#Block-Challenge-Grant-Program
	6.6.c Work we area electric and gas companies for energy efficiency audits and improvements	Short Term		
6.7 Increase Housing Options	6.7.a Expand Middle Housing options; Infill densities that are gradient transitions from Sheyenne Multi-family mixed use high rise & single family homes such as 2-4-6 plex's and townhomes	Long Term	City of West Fargo EPIC Companies Enclave Companies	Community Development Block Grant (CDBG) North Dakota Housing Finance Agency Homeowners and Rental Assistance Housing Incentive Fund, Low Income Housing Tax Credit, and Rural Housing Development Loan Housing for Elderly, persons with Disabilities, and Assisted Living Conversion Program

The implementation of a Downtown Placemaking Master Plan is essential for driving economic growth, enhancing the quality of life, fostering community development, and achieving a sustainable, thriving, and culturally rich urban center. It transforms the vision into concrete actions that benefit both residents and the broader community. Yet the plan requires both public and private involvement and often relies on volunteer-ism. The City of West Fargo alone cannot successfully implement this plan. This is a **call for action** for the community at large.

Implementation will require resources such as time, funds, equipment and human capital. Collaborative efforts among champions and partner will be essential for successful implementation of these placemaking ideas. This plan serves as a guide for future decisions and provides backup data, and explanations, but most importantly confirms public consensus for what is needed and wanted in downtown West Fargo. This is not the final chapter, but rather the beginning of putting the placemaking ideas into action.

Photo of POW/MIA Plaza



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING DOWNTOWN PLACEMAKING
MASTER PLAN

WHEREAS, the City Commission of the City of West Fargo, pursuant to Section 4-0202 of the Revised Ordinances of 1990 of the City of West Fargo, adopted the West Fargo Comprehensive Plan, also referred to as “West Fargo 2.0;” and

WHEREAS, the Downtown Placemaking Master Plan (the “Master Plan”) builds on the City’s existing vision to establish downtown as a cultural center for the City, as outlined within the West Fargo 2.0 Comprehensive Plan, through examination, findings, and a menu of recommendations organized around four interrelated focus areas:

1. Placemaking
2. Business & Economic Development
3. Pedestrians, Parking & Access
4. Infill, Density, and Redevelopment;

and

WHEREAS, the West Fargo Planning & Zoning Commission held a public hearing and recommended adoption of the Master Plan; and

WHEREAS, a public hearing was held before the City Commission regarding the adoption of the Master Plan.

NOW THEREFORE, the City Commission does hereby adopt the Downtown Placemaking Master Plan for the purpose of guiding City policy in relation to the downtown area, in addition to the policy guidance provided by the West Fargo 2.0 Comprehensive Plan.

Dated: February 5, 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.



FOLKWAYS

YOU BELONG HERE

February 2, 2024

Subject: Support for Adopting the Placemaking Plan

Dear West Fargo City Council Members,

I am writing to express my strong support for the adoption of the West Fargo Placemaking Plan, a significant step towards enhancing community planning and improving public quality of life in West Fargo.

Placemaking, as a holistic urban development approach, not only shapes our physical spaces but also nurtures vibrant, inclusive communities. By placing a strategic focus on arts, culture, and creating inviting spaces for communal gatherings, placemaking fosters a profound sense of belonging and community spirit. In today's era, where residents seek meaningful connections with their local government, embracing placemaking showcases a sincere commitment by elected leaders to prioritize the well-being and happiness of their constituents.

Economically, placemaking serves as a dynamic catalyst for local businesses, drawing in both visitors and residents to lively, welcoming spaces. This approach transforms previously underutilized areas into thriving hubs, resulting not only in increased property values but also sparking entrepreneurial opportunities that contribute to the economic vitality of our community.

Our experience hosting the Red River Market in the POW/MIA Plaza for the past two years has provided firsthand evidence of the community's excitement and engagement with placemaking initiatives. As we eagerly anticipate our upcoming May market on Sheyenne, we are particularly thrilled about celebrating with the new business tenants on this block.

The adoption of the Placemaking Plan would send a powerful message to residents, businesses, and non-profits alike—that West Fargo is a forward-thinking community actively embracing initiatives that enhance lives and promote communal harmony. This kind of civic leadership is paramount for attracting private investment and fostering non-profit partnerships, contributing significantly to the city's ongoing growth and vibrancy.

In conclusion, I urge the City Council to adopt the Placemaking Plan, affirming West Fargo's commitment to its residents and their quality of life. It is an opportunity to lead by example in fostering a community that values arts, culture, and social engagement, making West Fargo a more attractive place to live, work, and visit.

Thank you for considering this important initiative. I look forward to seeing West Fargo flourish as a result of your leadership.

Sincerely,



Joe Burgum
Executive Director, Folkways

ORDINANCE NO. 1236

AN ORDINANCE TO AMEND AND REENACT SECTION 15-0202 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO GARBAGE CANS.

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

SECTION 1. Section 15-0202 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0202. GARBAGE CANS - REQUIRED - CAPACITY - CONSTRUCTION. Every owner or occupant of any house, hotel, restaurant, building, flat, apartment, tenement, commercial building, tourist court, or mobile home park unit in the City, where persons reside, board or lodge, or where animal or vegetable food is accumulated, kept for sale, prepared or served, shall provide for such house, hotel, restaurant, building, flat, apartment, tenement, commercial building, tourist court or mobile home park unit, and at all times maintain in good order a vessel or vessels for garbage.

For each flat, apartment, tenement, building, or mobile home park unit, one (1) such vessel for each living unit shall be provided.

~~Such vessel for garbage shall be watertight and made of metal or plastic with a close-fitting metal or plastic cover, and shall have a capacity of not less than ten (10) nor more than thirty three (33) gallons. However, one (1) or more larger containers of such size and type as is approved by the City Public Works Director may be used if such Public Works Director determines the same to be necessary. Garbage receptacles should be placed on the premises, under the direction of the Public Works Director as to be easily accessible to the garbage collectors.~~

Such vessel for garbage shall be provided by the City of West Fargo of which size and type is approved by the City Public Works Director. Garbage receptacles should be placed on the premises, a minimum of three (3) feet from any permanent object or structure, under the direction of the Public Works Director as to be easily accessible to the garbage collectors.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



To: West Fargo City Commission

From: Matthew Andvik, Public Works Director

Date: February 5, 2024

Subject: Purchase of 2024 meter stock in bulk

Action: Approve the bulk purchase of 2024 water meters

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 Recommendation:

This year we are again looking to order all our water meters for the year in one large purchase. This process worked well in 2022 and 2023. These water meters are for new home construction, new commercial units. This stock also would replace old meters that stop working throughout the year. We have an area to store the meters, and the meters will be able to be installed any time during the year. These meters would still be "stale" so they will not lose any battery life sitting on the shelf waiting to be installed.

The benefits of a bulk order

- Better pricing (bulk pricing, no price increases during year)
- The meters would be on hand for new installs
- No missed reads due to waiting on a meter shipment
- We wouldn't have to worry about any manufacturing or shipment delays throughout the year.

Policy Analysis:

The meters we are proposing to purchase would need to be purchased throughout the year. By purchasing in bulk, we will secure better pricing and have readily available meters in stock.

Financial Analysis:

The total cost of the order is \$352,015. The cost of new construction meters are included in our building permits. Our monthly meter fees are used to purchase new meters for those at end of life.

Process/Timeline:

If approved, once the order is placed, delivery of the meters would be in 4-6 weeks.



Bid Proposal for CITY OF WEST FARGO 2024 METERS

CUSTOMER	CITY OF WEST FARGO 810 12TH AVE NW WEST FARGO, ND 58078	Job CITY OF WEST FARGO 2024 METERS WEST FARGO, ND Bid Date: 01/31/2024 Bid #: 3327176
CONTACT	Sales Representative Fargo ND 58102 251 - FARGO ND (T) 7012197480 (F) 7012822565 Dan.Gatzke@coreandmain.com	Core & Main 4900 19th Avenue, North Fargo, ND 58102 (T) 7012197480
NOTES		



Bid Proposal for CITY OF WEST FARGO 2024 METERS

CITY OF WEST FARGO
Job Location: WEST FARGO, ND
Bid Date: 01/31/2024
Core & Main 3327176

Core & Main
4900 19th Avenue, North
Fargo, ND 58102
Phone: 7012197480
Fax: 7012822565

Seq#	Qty	Description	Units	Price	Ext Price
20		2024 METER ORDER			
30	200	IPERL 3/4S 3TS 1G SM 7WHL I2S3GBXX	EA	175.00	35,000.00
40	100	IPERL 1 3TS 1G SM 7WHL I4S3GBXX	EA	270.00	27,000.00
50	75	OMNI 1-1/2 C2 1G 13LL 8WHL C11XXXXG1AAXX	EA	1,610.00	120,750.00
60	25	OMNI+ 2 T2 1G 17LL 8WHL SM 20' TRPL 3W & 20' PULSE CABLE REG ID MATCHES METER BODY ID T2X1XXBG1A0XXSD	EA	1,305.00	32,625.00
70	39	OMNI+ 3 C2 1G 17LL 8WHL SM 20'TRPL 3W & 20' PULSE CABLE REG ID MATCHES METER BODY ID C3X3XXBG1A0XXSD	EA	2,350.00	91,650.00
80	11	OMNI+ 4 C2 10G 20LL 8WHL SM 20' TRPL 3W & 20' PULSE CABLE REG ID MATCHES METER BODY ID C4X3XXBG2R0XXSD	EA	4,090.00	44,990.00
				Sub Total	352,015.00
				Tax	0.00
				Total	352,015.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



"Consent" or "Regular" Agenda Item?

[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

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: February 5, 2024

Subject: Lead and Copper Service Line Inventory Survey

Action: Citywide Survey Information – No Action Required

New Information and Recommendation:

The State of North Dakota Department of Environmental Quality (NDDEQ) is requiring that cities report to them in 2024 an inventory of water service lines to aid public water systems in complying with the Safe Drinking Water Act (SDWA) Lead and Copper Rule Revisions (LCRR).

The City's inventory is due on May 1, 2024. As part of this data collection process, the State has set up an easy survey that is being asked to be completed by all users of the water system. It is intended to be mailed and emailed to all water user accounts and will be looking for responses back from citizens by April 1, 2024. It is likely to be sent in early March.

The following documents are attached for review/consideration:

- Lead Free ND survey Flyer

Staff Recommendation: Information only – no action required

Policy Analysis:

The City of West Fargo is committed to identifying and eliminating all lead water service lines and complying with the SDWA and LCRR.

Financial Analysis:

The NDDEQ has contracted with Moore Engineering to complete the work needed to comply with the SDWA and LCRR. There are no costs to the City for these efforts.

Previously Presented Information and Commission Actions:

May 15, 2023-

- **Staff Recommendation:** Approve Resolution Authorizing filing of an application with NDDEQ for assistance performing a lead service line inventory in compliance with the Lead and Copper Rule Revision.
- **Commission Action:** Commissioner George moved and Commissioner Olson seconded. No opposition, motion carried.

Lead Free ND

As part of a nationwide initiative related to the **Lead and Copper Rule**, North Dakota Department of Environmental Quality, is requesting residents and property owners submit information on their water service pipe material to comply with EPA Regulations. This initiative will allow water providers to document the presence of lead service pipes in their systems. **This survey must be done by April 1st.**

COMPLETE THE SURVEY



or visit ndwaterpipes.com

The following survey should take approximately **5 minutes** and walk you through how to find your property's water service pipe. To complete the survey, you'll also need a coin, magnet, and smartphone. Please follow the directions in the survey for specifics.

Thank you for your assistance in reporting this information.

WHAT YOU'LL NEED:



FIVE MINUTES



A COIN



A MAGNET



A SMARTPHONE



"Consent" or "Regular" Agenda
Item?

[Regular]

Commission President

Bernie Dardis

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Brad Olson

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Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: February 5, 2024

Subject: MetroCOG Grant Acceptance

Action: Accept MetroCOG Grants and Authorize Preliminary Engineering

New Information and Recommendation:

In November 2023, the City Commission authorized staff to submit applications for several transportation grants through the regional Transportation Management Agency, MetroCOG. Two projects were awarded grant funding: 13th Ave Reconstruction from Sheyenne Street to Prairie Parkway and the Rivers Bend Multiuse Path.

13th Ave was awarded \$6,300,000 in in State Transportation Block Grant (STBG) funding for construction year 2027. Rivers Bend Multiuse Path was awarded \$855,000 for construction year 2026 or 2027 through the Carbon Reduction Program (CRP). Both grant programs are federal funds administered through the NDDOT.

The following documents are attached for review/consideration:

- Project Location Maps

Staff Recommendation: Accept grant funding and authorize staff to begin preliminary engineering.

Policy Analysis:

These projects were developed in conjunction with the Planning and Public Works departments and have been identified in several studies. They will be added to the CIP upon the Commission's acceptance of the awards.

Financial Analysis:

13th Avenue Project:

Estimated Total Project Cost*: \$18,550,000

Federal Grants: \$ 6,300,000

Estimated City Project Cost**: \$ 12,250,000

*This estimate includes a 30% contingency fee as well as a 5% inflationary factor.

**The City Project Costs are projected to be paid via Capital Improvement Sales Tax, Special Assessments as well as other potential funds. This estimate will be updated through preliminary engineering efforts and presented to the Commission as the project is further developed.

Rivers Bend Project:

Estimated Total Project Cost*: \$ 1,400,000

Federal Grants: \$ 855,000

Estimated City Project Cost: \$ 545,000

*This estimate includes a 20% contingency fee as well as a 5% inflationary factor.

**The City Project Costs are projected to be paid via Capital Improvement Sales Tax, Special Assessments are not anticipated to be used for this work. This estimate will be updated through preliminary engineering efforts and presented to the Commission as the project is further developed.

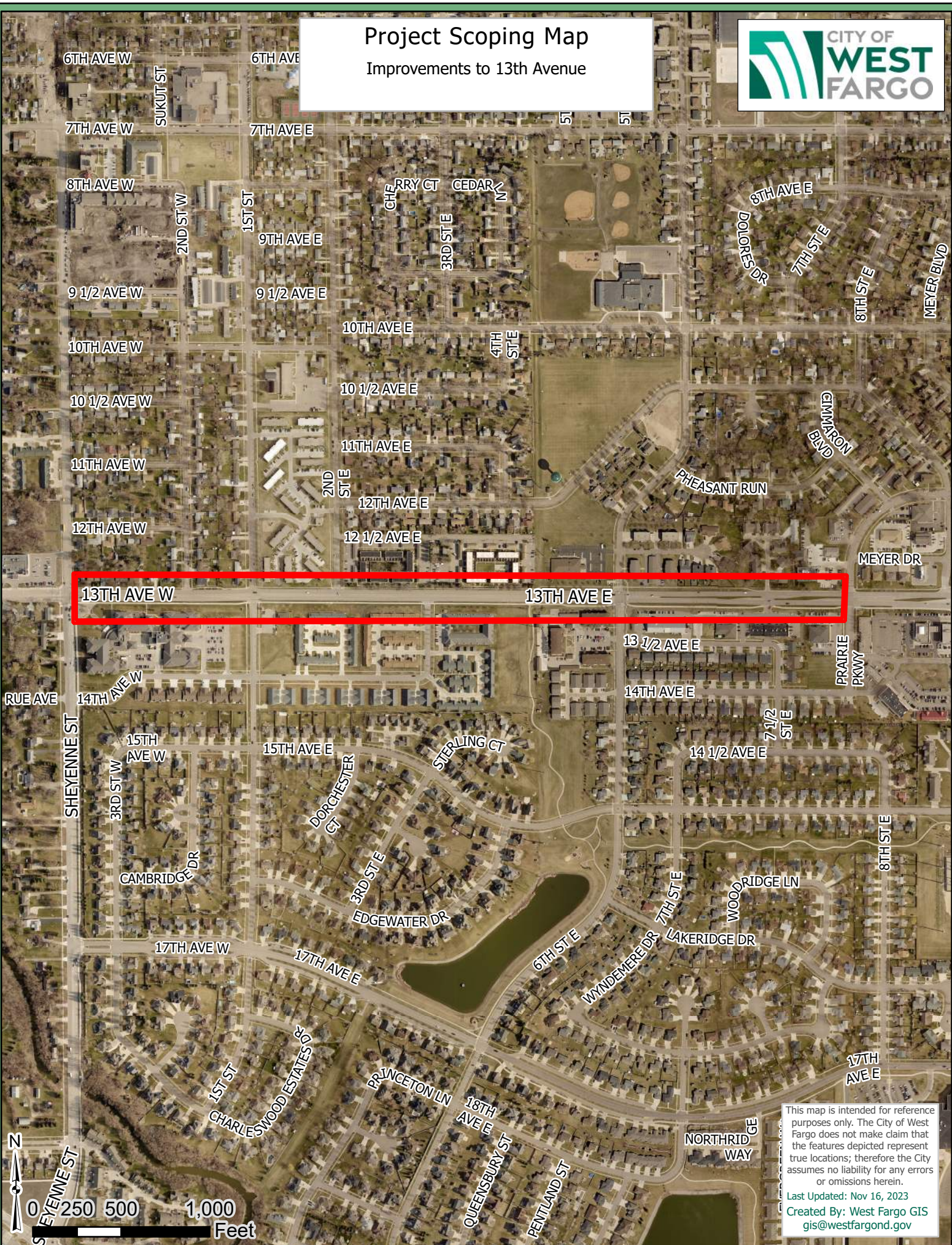
Previously Presented Information and Commission Actions:

November 6, 2023 (Consent Agenda)

- **Staff Recommendation:** Authorize Grant Applications
- **Commission Action:** Commissioner Simmons moved and Commissioner Olson Seconded to approve. No opposition, motion carried.

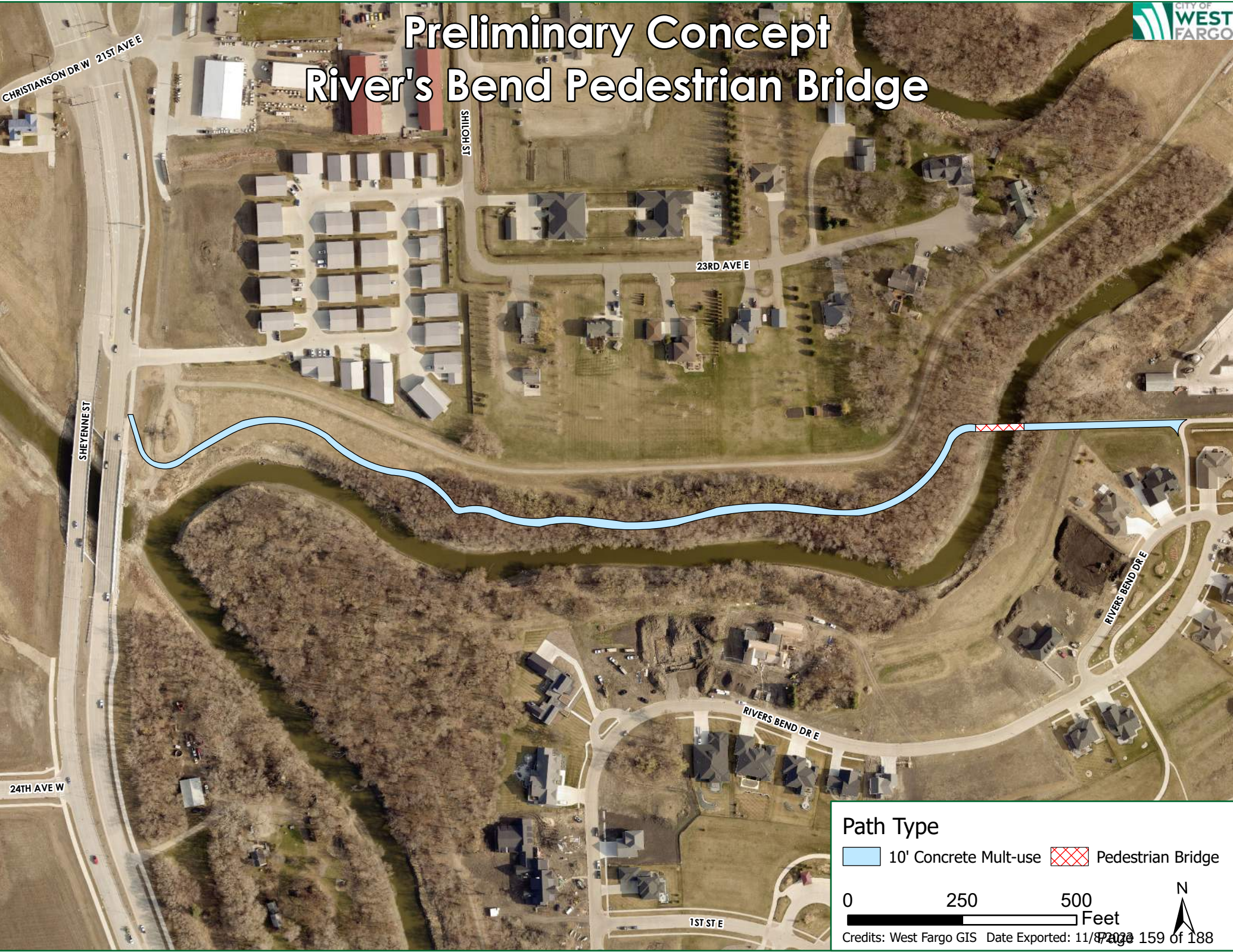
Project Scoping Map

Improvements to 13th Avenue



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.
Last Updated: Nov 16, 2023
Created By: West Fargo GIS
gis@westfargond.gov

Preliminary Concept River's Bend Pedestrian Bridge



Path Type

10' Concrete Mult-use Pedestrian Bridge

0 250 500
Feet





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

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

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Administration/Finance

City Administrator

Dustin T. Scott

Assistant City Administrator

Vacant

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: February 5, 2024

Subject: Project No. 1348 – Sanitary Sewer Rehabilitation (Core Area Alley's and Rear Yards)

Action: Approve Task Order No. 83-2 for “Basic Services”.

New Information and Recommendation:

At the January 22, 2024 Commission Meeting, the City Commission directed the engineer to prepare plans and specifications for the referenced project. Moore Engineering has provided the attached Task Order to provide design services and additional services which include right of way administration to assist in acquiring easements, public outreach for notifying residents of work to be completed on homeowner's properties, construction staking and record drawings. This task order is presented for approval.

The following documents are attached for review/consideration:

- Task Order No. 83-2

Staff Recommendation: Approve Task Order No. 83-2 for “Basic Services”.

Moore Engineering is selected for this work due to their previous and specialized knowledge of the City of West Fargo's sanitary sewer system and knowledge of Public Works requirements. Furthermore, this work is a continuation of previous work that Moore Engineering has been a part of.

Financial Analysis:

Per the previously approved Engineer's Report, this project is estimated to cost \$3,900,000. It is proposed that all costs for this project be funded via Capital Improvement Sales Tax and there are no special assessments proposed with this project.

Previously Presented Information and Commission Actions:

January 22, 2024

- **Staff Recommendation:** Create Project No. 1348, Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

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

EXHIBIT A to MSA

Task Order for Design, Bidding & Construction Services and Additional Services

This is Task Order No. 83-2
consisting of 21 pages.

Task Order 83-2

In accordance with Paragraph 9 of the Master Agreement for Professional Services, dated January 1, 2024, and approved by the West Fargo City Commission ("Commission") on December 18, 2023 ("Agreement"), the City of West Fargo ("City") and Moore Engineering, Inc. ("Engineer" or "MEI") agree as follows:

1. Background Data

- a. Effective Date of Task Order: January 23, 2024
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Project No. 1348
- e. Specific Project Description: Sanitary Sewer Rehabilitation
- f. Specific Project Location: Core Area - Alleys and Rear Yards
- g. Summary of Services: After the completion of the Sanitary Sewer Accessibility Improvements construction project expected to be completed in the Fall of 2023, the sanitary sewer main lines within the Core Area part of town were able to be accessed and analyzed. The recommended improvements along with alternatives and anticipated costs were compiled within a Feasibility Study. Upon approval of the Engineer's Report on January 22, 2024, the City requested design and construction related services necessary to complete the proposed project. The improvements will include the relining of sanitary sewer main and service lines, spot repairs of sanitary sewer main lines, and the rehabilitation of sanitary sewer manholes. Furthermore, right-of-way administration and public outreach tasks are required to complete this project.

2. Services of Engineer

The specific services to be provided or furnished by Engineer under this Task Order are as follows:

- A. *Preliminary Design Phase – Prior to Preliminary Design, the City will complete any studies, reports, and/or any other work necessary to evaluate project alternatives and estimated costs. Services under this phase will begin once a preferred alternative is determined and the corresponding "Engineer's Report" has been approved by the Board of City Commissioners.*

- 1. Engineer shall:

- a. Coordinate a meeting with the Owner to review the project and task order to ensure mutual understanding of the objectives, requirements, schedule, etc. prior to starting work.
- b. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Specific Project. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.
- c. In preparing the Preliminary Design Phase documents, use any specific applicable Specific Project Strategies, Technologies, and Techniques authorized by Owner during or following the Study and Report Phase, and include sustainable features, as appropriate, pursuant to Owner's instructions. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings and specifications, etc. shall be provided to Engineer.
- d. Provide necessary field surveys, topographic and utility mapping for Engineer's design purposes. Comply with the scope of work and procedure for the identification and mapping of existing utilities selected and authorized by Owner pursuant to advice from Engineer based on ASCE 38, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." If no such scope of work and procedure for utility mapping has been selected and authorized, then at a minimum the utility mapping will include Engineer contacting utility owners and obtaining available information.
- e. Visit the Site as needed to prepare the Preliminary Design Phase documents.
- f. Advise Owner if additional reports, data, information, or services are necessary and assist Owner in obtaining such reports, data, information, or services.
- g. Continue to assist Owner with Specific Project Strategies, Technologies, and Techniques that Owner has chosen to implement.
- h. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
- i. Obtain and review Owner's instructions regarding Owner's procurement of construction services (including instructions regarding advertisements for bids, instructions to bidders, and requests for proposals, as applicable), Owner's construction contract practices and requirements, insurance and bonding requirements, electronic transmittals during construction, and other information necessary for the finalization of Owner's bidding-related documents (or requests for proposals or other construction procurement documents), and Construction Contract Documents.
- j. Obtain and review copies of Owner's design and construction standards, Owner's standard forms, general conditions (if other than EJCDC® C-700, Standard General Conditions of the Construction Contract, 2018 Edition), supplementary conditions, text, and related documents or content for Engineer to include in the draft bidding-related documents (or requests for proposals or other construction procurement documents), and in the draft Construction Contract Documents, when applicable.

- k. Pursuant to the Task Order schedule, furnish the required number of review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner, and review them with Owner. Within the time established in the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items.
 - l. Pursuant to the Task Order schedule, revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner the required number of copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.
2. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

B. *Final Design Phase*

1. Engineer shall:
- a. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any deliverables executed by other Owner consultants, such as technical data, reports, drawings, and specifications, etc. shall be provided to Engineer.
 - b. Visit the Site as needed to assist in preparing the final Drawings and Specifications.
 - c. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
 - d. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.
 - e. After consultation with Owner, identify extent of final rights of way, both temporary and permanent, needed for construction of the project.
 - f. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
 - g. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
 - h. Prepare or assemble draft bidding-related documents (or requests for proposals or other construction procurement documents), based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.

- i. Pursuant to the Task Order schedule, furnish for review by Owner, its legal counsel, and other advisors, the required number of copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, and review them with Owner. Within the time required by the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
 - j. Pursuant to the Task Order schedule, revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit the required number of final copies of such documents to Owner after receipt of Owner's comments and instructions.
2. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables.
3. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Task Order is one.

C. Bidding or Negotiating Phase

1. Engineer shall:
 - a. Assist Owner in advertising for and obtaining bids or proposals for the Work, assist Owner in issuing assembled design, contract, and bidding-related documents (or requests for proposals or other construction procurement documents) to prospective contractors, and, where applicable, maintain a record of prospective contractors to which documents have been issued, attend pre-bid conferences, if any, and receive and process contractor deposits or charges for the issued documents.
 - b. Prepare and issue Addenda as appropriate to clarify, correct, or change the issued documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any addenda from other Owner consultants shall be provided to Engineer.
 - c. Provide information or assistance needed by Owner in the course of any review of proposals or negotiations with prospective contractors.
 - d. Consult with Owner as to the qualifications of prospective contractors.
 - e. Consult with Owner as to the qualifications of Subcontractors, suppliers, and other individuals and entities proposed by prospective contractors, for those portions of the Work as to which review of qualifications is required by the issued documents.
 - f. If the issued documents require, the Engineer shall evaluate and determine the acceptability of "or equals" and substitute materials and equipment proposed by prospective contractors, provided that such proposals are allowed by the bidding-related documents (or requests for

proposals or other construction procurement documents) prior to award of contracts for the Work.

- g. Attend the bid opening as needed, prepare bid tabulation sheets to meet Owner's schedule, and assist Owner in evaluating bids or proposals, assembling final contracts for the Work for execution by Owner and Contractor, and in issuing notices of award of such contracts. Bid tabulations will be provided in pdf and spreadsheet format.
 - h. If Owner engages in negotiations with bidders or proposers, assist Owner with respect to technical and engineering issues that arise during the negotiations.
 - i. Coordinate execution of Contract by assembling contract documents for review by Owner, Owner's Attorney, and Contractor and assist in routing contracts between entities to obtain necessary signatures.
2. The Bidding or Negotiating Phase will be considered complete upon commencement of the Construction Phase or upon cessation of negotiations with prospective contractors.

D. *Construction Phase*

1. Engineer shall:

- a. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the Construction Contract. The extent and limitations of the duties, responsibilities, and authority of Engineer shall be as assigned in EJCDC® C-700, Standard General Conditions of the Construction Contract (2018 Edition), prepared by the Engineers Joint Contract Documents Committee, or other construction general conditions specified in the Agreement. If Owner, or Owner and Contractor, modify the duties, responsibilities, and authority of Engineer in the Construction Contract, or modify other terms of the Construction Contract having a direct bearing on Engineer, then Owner shall compensate Engineer for any related increases in the cost to provide Construction Phase services. Engineer shall not be required to furnish or perform services contrary to Engineer's responsibilities as a licensed professional. All of Owner's instructions to Contractor will be issued through Engineer, which shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and the Construction Contract except as otherwise provided in writing.
- b. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
- c. *Electronic Transmittal Protocols:* If the Construction Contract Documents do not specify protocols for the transmittal of Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, then together with Owner and Contractor jointly develop such protocols for transmittals between and among Owner, Contractor, and Engineer during the Construction Phase and Post-Construction Phase.
- d. *Original Documents:* If requested by Owner to do so, maintain and safeguard during the Construction Phase at least one original printed record version of the Construction Contract Documents, including Drawings and Specifications signed and sealed by Engineer and other design professionals in accordance with applicable Laws and Regulations. Throughout the Construction Phase, make such original printed record version of the Construction Contract Documents available to Contractor and Owner for review.

- e. *Schedules*: Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
- f. *Baselines and Benchmarks*: As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
- g. *Visits to Site and Observation of Construction*: In connection with observations of Contractor's Work while it is in progress:
 - 1) Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Agreement, this Task Order, and the Construction Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment, as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the Construction Contract Documents, and Engineer shall keep Owner informed of the progress of the Work. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner for observations requiring their expertise.
 - 2) The purpose of Engineer's visits to the Site, and representation by the Resident Project Representative, if any, at the Site, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Construction Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Construction Contract Documents. Engineer shall not, during such visits or as a result of such observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to any Constructor's work in progress, for the coordination of the Constructors' work or schedules, nor for any failure of any Constructor to comply with Laws and Regulations applicable to furnishing and performing of its work. Accordingly, Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents.
- h. *Defective Work*: Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work is defective under the terms and standards set forth in the Construction Contract Documents. Provide recommendations to Owner regarding whether Contractor should correct such Work or remove and replace such Work, or whether Owner should consider accepting such Work as provided in the Construction Contract Documents.

- i. *Compatibility with Design Concept:* If Engineer has express knowledge that a specific part of the Work that is not defective under the terms and standards set forth in the Construction Contract Documents is nonetheless not compatible with the design concept of the completed Project as a functioning whole, then inform Owner of such incompatibility, and provide recommendations for addressing such Work.
- j. *Clarifications and Interpretations:* Accept from Contractor and Owner submittal of all matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. With reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Construction Contract Documents. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any clarifications, interpretation, or decision shall be provided by the Owner's applicable consultant.
- k. *Field Orders:* Subject to any limitations in the Construction Contract Documents, Engineer may prepare and issue Field Orders requiring minor changes in the Work.
- l. *Change Orders and Work Change Directives:* Recommend Change Orders and Work Change Directives to Owner, as appropriate, and prepare Change Orders and Work Change Directives as required.
- m. *Differing Site Conditions:* Respond to any notice from Contractor of differing site conditions, including conditions relating to underground facilities such as utilities, and hazardous environmental conditions. Promptly conduct reviews, obtain information, and prepare findings, conclusions, and recommendations for Owner's use, subject to the limitations and responsibilities under the Agreement and the Construction Contract. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner. Any reviews, obtaining of information, and preparation of findings, conclusions, and recommendations shall be provided by the Owner's applicable consultant.
- n. *Non-reviewable matters:* If a submitted matter in question concerns the Engineer's performance of its duties and obligations, or terms and conditions of the Construction Contract Documents that do not involve (1) the performance or acceptability of the Work under the Construction Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly give written notice to Owner and Contractor that Engineer will not provide a decision or interpretation.
- o. *Shop Drawings, Samples, and Other Submittals:* Review and approve or take other appropriate action with respect to Shop Drawings, Samples, and other required Contractor submittals, but only for conformance with the information given in the Construction Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted.
- p. *Substitutes and "or-equal":* Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor.
- q. *Inspections and Tests:*

- 1) Receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Construction Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Construction Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Construction Contract Documents. Engineer shall be entitled to rely on the results of such inspections and tests.
- 2) As deemed reasonably necessary, request that Contractor uncover Work that is to be inspected, tested, or approved.
- 3) Pursuant to the terms of the Construction Contract, require additional inspections or testing of the Work, whether or not the Work is fabricated, installed, or completed.

r. *Change Proposals and Claims:*

- 1) Review and respond to Change Proposals. Review each duly submitted Change Proposal from Contractor and, within 30 days after receipt of the Contractor's supporting data, either deny the Change Proposal in whole, approve it in whole, or deny it in part and approve it in part. Such actions shall be in writing, with a copy provided to Owner and Contractor. If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties that the Engineer will not resolve the Change Proposal.
- 2) Provide information or data to Owner regarding engineering or technical matters pertaining to Claims. This shall include coordination as necessary with Engineer's Subcontractor(s) and/or other consultants employed by the Owner, such as a geotechnical consultant. Any pertinent information shall be provided to Engineer.

s. *Applications for Payment:* Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:

- 1) Determine the amounts that Engineer recommends Contractor be paid. Recommend reductions in payment (set-offs) based on the provisions for set-offs stated in the Construction Contract.
- 2) Provide justification on pay items that end up over/under the contract quantity.
- 3) Provide final payment spreadsheet as requested by Owner.

t. *Contractor's Completion Documents:* Receive from Contractor, review, and transmit to Owner maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by the Construction Contract Documents, certificates of inspection, tests and approvals, and Shop Drawings, Samples, and other data approved as provided under Paragraph 2.D.1.p. Receive from Contractor, review, and transmit to Owner the annotated record documents which are to be assembled by Contractor in accordance with the Construction Contract Documents to obtain final payment. The extent of Engineer's review of record documents shall be to check that Contractor has submitted all pages.

- u. *Substantial Completion*: Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to review the Work and determine the status of completion. Follow the procedures in the Construction Contract regarding the preliminary certificate of Substantial Completion, punch list of items to be completed, Owner's objections, notice to Contractor, and issuance of a final certificate of Substantial Completion.
 - v. *Final Notice of Acceptability of the Work*: Conduct a final visit to the specific Project to determine if the Work is complete and acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice to Owner and Contractor in the form attached hereto as Exhibit A.1 ("Notice of Acceptability of Work") to the best of Engineer's knowledge, information, and belief, and based on the extent of the services provided by Engineer under the Agreement and this Task Order.
 - w. *Standards for Certain Construction-Phase Decisions*: Engineer will render decisions regarding the requirements of the Construction Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth in the Construction Contract for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.
2. *Duration of Construction Phase*: The Construction Phase will commence with the execution of the first Construction Contract for the specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If the specific Project involves more than one prime contract as indicated in Paragraph 2.B.3, then Construction Phase services may be rendered at different times in respect to the separate contracts.

E. *Commissioning Phase*

- 1. Engineer shall:
 - a. Assist Owner in connection with the adjusting of Specific Project equipment and systems.
 - b. Assist Owner in training Owner's staff to operate and maintain Specific Project equipment and systems.
 - c. Prepare operation and maintenance manuals.
 - d. Assist Owner in developing procedures for (a) control of the operation and maintenance of Specific Project equipment and systems, and (b) related record-keeping.
 - e. Prepare and furnish to Owner Record Drawings showing appropriate record information based on Project annotated record documents received from Contractor. Record Drawings will be supplied in PDF format.

F. *Additional Design Related Services*

- 1. Right-of-Way Administration
 - a. Prepare concept exhibits for proposed right-of-way and easement acquisition for City and Property Owner(s).

- b. Identification of potential land acquisition needs for proposed improvements involving research of City and County files, review of City plats, and NDRIN research.
- c. Correspondence and meetings with City and Property Owner(s) for proposed right-of-way and easements necessary to construct the Project.
- d. Prepare any necessary legal descriptions, plats, or other land surveying documents to provide to the Owner's attorney for document preparation.
- e. Participate in negotiation of terms of easement or land acquisition with Property Owner(s).
- f. Participate in coordination of land acquisition process between Owner and Property Owner(s) including document correspondence or other related coordination meetings.
- g. Circulate agreements between City, Attorney and Property Owner.
- h. Install monuments as required upon completion of the acquisition(s).

2. Public Outreach

- a. Prepare exhibits, letters, mailing, etc. for public notifications for proposed improvements.
- b. Help define construction impacts including preparation of a phasing exhibit and construction schedule of proposed improvements.

G. *Additional Construction Services*

1. Resident Project Representative

- a. *Resident Project Representative (RPR)*: Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth below. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth below.
 - 1) Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
 - 2) Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's

failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in in this Task Order, are applicable.

3) The duties and responsibilities of the RPR are as follows:

- a) *General:* RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
- b) *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
- c) *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
- d) *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
- e) *Liaison*
 - i. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - ii. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - iii. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
- f) *Clarifications and Interpretations:* Receive from Contractor submittal of any matters in question concerning the requirements of the Construction Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.
- g) *Shop Drawings and Samples*
 - i. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - ii. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - iii. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
- h) *Proposed Modifications:* Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.

- i) Review of Work; Defective Work
 - i. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
 - ii. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and
 - iii. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
- j) Inspections, Tests, and System Start-ups
 - i. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - ii. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
 - iii. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - iv. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
 - v. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
- k) Records
 - i. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
 - ii. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
 - iii. Upon request from Owner to Engineer, photograph or video work in progress or Site conditions.
 - iv. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone

- numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - v. Maintain records for use in preparing Specific Project documentation.
 - vi. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
- l) Reports
- i. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
 - ii. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
 - iii. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
 - iv. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.
- m) *Payment Requests*: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
- n) *Certificates, Operation and Maintenance Manuals*: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.
- o) Completion:
- i. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion, submit a punch list of observed items requiring completion or correction.
 - ii. Participate in Engineer's visit to the Site in the company of, Owner, and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
 - iii. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit A.1).
- 4) Resident Project Representative shall not:
- a) Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
 - b) Exceed limitations of Engineer's authority as set forth in this Agreement.
 - c) Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.

- d) Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
- e) Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
- f) Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
- g) Accept Shop Drawing or Sample submittals from anyone other than Contractor.
- h) Authorize Owner to occupy the Specific Project in whole or in part

2. Construction Staking

- a. The below list of infrastructure categories define the standard frequency of which the Engineer will provide construction staking for one time during the project, if applicable.
- b. Water Mains/ Force Mains
 - 1) Centerline with offsets at 50' intervals
 - 2) Cut stakes to top of pipe with hubs, if plan calls for specified grades
 - 3) Curb Stop Locations
- c. Storm-Sanitary Sewers
 - 1) Centerline stakes with offsets and cuts to inverts at 50' intervals
 - 2) Manholes with offsets
 - 3) Inlets with offsets
 - 4) Wye locations
 - 5) Service ends with grades
- d. Streets
 - 1) Initial dirt grade stakes with lath every 100' and at high and low
 - 2) Subgrade blue tops for centerline and curb and gutter areas if so specified in construction contract
 - 3) Centerline gravel blue tops if so specified in construction contract
 - 4) Curb & gutter flow line stakes with offsets every 25'
 - 5) Concrete Paving grade stakes with offset at 25' intervals plus high and low points
- e. Lift Stations (without buildings)
 - 1) Location & elevation of rim and invert centerline of wet well, dry well, and/or check valve manhole.
- f. Buildings
 - 1) Location & elevation of corners of first floor with offsets.
 - 2) Location & elevation of corners of footing with offsets.
- g. Sidewalks/Multi-Use Paths
 - 1) Elevation & location of "Outside" finished edge (one edge) of Sidewalk or Multi-Use Path @ 25' stationing.
- h. Channels/Embankments

- 1) Centerline cut/fill, daylights, and temporary construction easement limits (every 200').
- 2) Culvert alignment, lengths, and invert elevations with offsets.
- 3) Structure locations and invert elevations with offsets.

i. Ponds/Lakes

- 1) Location and elevation of bottom of lake/pond every 200'.
- 2) Location and elevation of changes in slopes (i.e. hinges) every 200'.
- 3) Location and elevation of contour defining bottom of planting area used to protect slopes every 200'.
- 4) Topsoil stripping location every 200'.
- 5) Three elevation control points.

3. Record Drawing Administration

- a. Collect survey ("gps") points of surface infrastructure features, which may include manholes, catch basins, curb stops, valves, hydrants, street lights and other similar items.
- b. Collect survey ("gps") points of subsurface/3D infrastructure features, which may include approximate center of structure, invert elevations within manholes, air release valve & boxes, or water main gate valve & boxes, and other similar items.
- c. Prepare and furnish to Owner Record Drawings and Record GIS Data showing appropriate record information based on survey ("gps") points illustrating significant changes made to surface infrastructure features in addition to Project annotated record documents received from Contractor.
- d. GIS data will be supplied in shapefile format to be supplied to the City for use within City webmap. The infrastructure records will be modified based on the survey data and reflected accordingly within the GIS files.
- e. Record Drawings will be supplied in DWG and PDF format and survey ("gps") points will be supplied in CSV format.
- f. Additional Record Drawing deliverables to be prepared in GIS for the following project stages include the following:
 - 1) After Award of Construction Contract
 - 2) After installation of underground utilities
 - 3) After winter shut-down of the construction efforts
 - 4) After the project is ready for final payment completion date
 - 5) Other Owner requested intermediate project stages

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI.
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing

services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.

- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

In addition to any schedule provisions provided in the Services of Engineer or elsewhere, the parties shall meet the following schedule:

- A. The services covered by the Basic Design and Construction Contract Administration Services will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:
- Compensation for services outlined in the Preliminary Design, Final Design, Bidding or Negotiation, Construction, and Commissioning Phases shall be made according to the following table:

Project Type	Preliminary Design, Final Design, Bidding or Negotiation Phases (% of Final Construction Contract Value plus value of any alternates designed but not constructed)	Construction, and Commissioning Phases (% of Final Construction Contract Value)
All other projects	5.5%	3.0%
Estimated Value of Final Construction Contract		\$3,355,000.00
Estimated Compensation based on (8.5%) of Construction		\$285,175.00
TOTAL TASK ORDER (TO 83-2)		\$510,175.00

- Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
- Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Study & Report Services				
Feasibility Study	83 83-1	\$41,000	\$0.00	\$41,000
Additional Design Phase Services				

TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Right-of-Way Administration	83-2	\$0.00	\$35,000	\$35,000
Public Outreach	83-2	\$0.00	\$10,000	\$10,000
Additional Construction Phase Services				
Resident Project Representative	83-2	\$0.00	\$160,000	\$160,000
Construction Staking	83-2	\$0.00	\$10,000	\$10,000
Record Drawing Administration	83-2	\$0.00	\$10,000	\$10,000
ADDITIONAL SERVICES SUBTOTAL (TO 83-2)			\$225,000	
ADDITIONAL SERVICES SUBTOTAL (TO 83 83-1 83-2)		\$41,000		\$266,000

- B. Engineer may alter the distribution of compensation between individual phases of the work noted in this Task Order and Task Order Amendments, to be consistent with services actually rendered, but shall not exceed the appropriate percentage of Final Construction plus the total Maximum Fee as defined herein.

Services to be Provided	Estimated Compensation
Additional Services Subtotal	\$266,000.00
Estimated Compensation based on (8.5 %) of Construction	\$285,175.00
TOTAL ESTIMATED COMPENSATION UNDER ALL TASK ORDERS (83 83-1 83-2)	\$551,175.00

- C. The terms of payment are set forth in Paragraphs 15 and 16 of the Agreement.

6. Consultants retained as of the Effective Date of the Task Order:

- a. None

7. Other Modifications to Agreement and Exhibits:

- a. None

8. Attachments:

- a. None

9. Other Documents Incorporated by Reference:

- a. None

10. Terms and Conditions

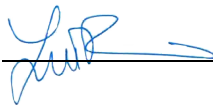
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 83-2 is January 23, 2024.

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: _____

Print Name: Lee Beauvais, PE

Title: _____

Title: Chief Production Officer

Engineer License or Firm's 011C
Certificate No. (if required): _____
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Matt Welle, PE

Title: _____

Title: Senior Project Manager

Address: 800 4th Ave E. Suite #1
West Fargo, ND 58078

Address: 925 10th Avenue East,
West Fargo, ND 58078

E-Mail
Address: _____

E-Mail
Address: matt.welle@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692



NOTICE OF ACCEPTABILITY OF WORK

SPECIFIC PROJECT:

OWNER:

OWNER'S CONSTRUCTION CONTRACT IDENTIFICATION:

EFFECTIVE DATE OF THE CONSTRUCTION CONTRACT:

ENGINEER:

NOTICE DATE:

To:

OWNER

And To:

CONTRACTOR

From:

ENGINEER

The Engineer hereby gives notice to the above Owner and Contractor that Engineer has recommended final payment of Contractor, and that the Work furnished and performed by Contractor under the above Construction Contract is acceptable, expressly subject to the provisions of the related Contract Documents, the Agreement between Owner and Engineer for Professional Services dated _____, _____, and the following terms and conditions of this Notice.

Exhibit A.1 cont'd

CONDITIONS OF NOTICE OF ACCEPTABILITY OF WORK

The Notice of Acceptability of Work ("Notice") is expressly made subject to the following terms and conditions to which all persons who receive said Notice and rely thereon agree:

1. This Notice is given with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the professional judgment of Engineer.
3. This Notice is given as to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Specific Project (including observation of the Contractor's work) under Engineer's Agreement with Owner, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the related Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Construction Contract Documents, or to otherwise comply with the Construction Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

By: _____

Title: _____

Dated: _____

WEST FARGO DUMPSTER RATES

Updated 1/22/2024

Size		1X/w eek	2X/w eek	3X/w eek	4X/w eek	5X/w eek	6X/w eek	7X/week
	Rent/M o							
1 yard	\$7.25	\$59.00	\$110.75	\$162.50	\$214.25	\$266.00	\$317.75	\$369.50
	privately owned	\$51.75	\$103.50	\$155.25	\$207.00	\$258.75	\$310.50	\$362.25
1.5 Yard	\$7.25	\$69.35	\$131.45	\$193.55	\$255.65	\$317.75	\$379.85	\$441.95
	privately owned	\$62.10	\$124.20	\$186.30	\$248.40	\$310.50	\$372.60	\$434.70
2 Yard	\$8.28	\$75.56	\$142.83	\$210.11	\$277.38	\$344.66	\$411.93	\$479.21
	privately owned	\$67.28	\$134.55	\$201.83	\$269.10	\$336.38	\$403.65	\$470.93
3 Yard	\$9.32	\$92.12	\$174.92	\$257.72	\$340.52	\$423.32	\$506.12	\$588.92
	privately owned	\$82.80	\$165.60	\$248.40	\$331.20	\$414.00	\$496.80	\$579.60
4 yard	\$11.39	\$104.54	\$197.69	\$290.84	\$383.99	\$477.14	\$570.29	\$663.44
	privately owned	\$93.15	\$186.30	\$279.45	\$372.60	\$465.75	\$558.90	\$652.05
5 Yard	\$13.46	\$122.13	\$230.81	\$339.48	\$448.16	\$556.83	\$665.51	\$774.18
	privately owned	\$108.68	\$217.35	\$326.03	\$434.70	\$543.38	\$652.05	\$760.73
6 Yard	\$14.49	\$138.69	\$262.89	\$387.09	\$511.29	\$635.49	\$759.69	\$883.89
	privately owned	\$124.20	\$248.40	\$372.60	\$496.80	\$621.00	\$745.20	\$869.40
8 Yard	\$17.60	\$172.85	\$328.10	\$483.35	\$638.60	\$793.85	\$949.10	\$1104.35
	privately owned	\$155.25	\$310.50	\$465.75	\$621.00	\$776.25	\$931.50	\$1086.75

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION SETTING GARBAGE COLLECTION FEES

WHEREAS, The City of West Fargo, pursuant to Title XV of the Revised Ordinances of 1990 of the City of West Fargo, has established that the fees for garbage collection shall be in such amounts as shall be established by resolution of the Board of City Commissioners.

WHEREAS, the City desires to set the rates pursuant to Title XV.

NOW THEREFORE, be it resolved as follows:

That pursuant to Section 15-0207 of the Revised Ordinances of 1990 of the City of West Fargo, the garbage collection fees shall be set as follows:

Residential Rate – 64 Gal.	\$20.48
Residential Rate – 96 Gal.	\$23.48
Second 64 Gal. Can/Mo.	\$ 6.00
Second 96 Gal. Can/Mo.	\$ 9.00
Multifamily Flat Rate	\$16.38
Mixed Use Per Unit	\$ 7.02

COMMERCIAL DUMPSTER SERVICE FEES		
<u>Dumpster Size</u>	<u>Monthly Rental Fee</u>	<u>Monthly Service Fee</u>
1 yard	\$ 7.25	\$ 51.75
1.5 yards	\$ 7.25	\$ 62.10
2 yards	\$ 8.28	\$ 67.28
3 yards	\$ 9.32	\$ 80.00
4 yards	\$11.39	\$ 93.15
5 yards	\$13.46	\$108.68
6 yards	\$14.49	\$124.20
8 yards	\$17.60	\$155.25
See attached for full listing of Commercial Dumpster rates.		
Mixed Use Buildings will be charged a Mixed Use per unit fee plus Commercial rate for dumpsters.		

ROLL-OFF RENTAL SERVICE FEES	
<u>Pull Rate</u>	<u>Tipping Fee Per Ton*</u>
\$164.80	MSW/Landfill Waste \$51.00 Inert \$46.00

*Minimum Charge \$12.00

*Special Waste Rates May Apply

BULKY ITEMS	
Appliances – Non-Freon/Metal	\$25.00
Appliances – With Freon	\$60.00
Brush Collection	N/C
Bin/Dumpster Exchange	\$30.00
Extra Stop	\$30.00
Transfer Station	
- Residents	Free (Specialty Items Subject to Fees)
- Commercial Users	\$10.00 Minimum Fee

Dated: February 5, 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.

ORDINANCE NO. 1243

AN ORDINANCE TO AMEND AND REENACT SECTION 10-0103 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO LIQUOR CONTROL BOARD ESTABLISHED.

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

SECTION 1. Section 10-0103 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

10-0103. LIQUOR CONTROL BOARD ESTABLISHED. There is hereby established a ~~five (5) member~~ Liquor Control Board comprised of ~~the City Administrator, Assistant City Administrator, City Planner,~~ five (5) members appointed by the City Commission, including three (3) city staff and two (2) City Commissioners ~~members appointed by the City Commission~~. The Liquor Control Board shall be vested with the authority and jurisdiction to review, approve, or deny applications for liquor licenses as provided in this chapter. The Liquor Control Board shall also be vested with the authority to impose fines for liquor license violations and to revoke or suspend any liquor licenses. The City Commission may also appoint up to two (2) non-voting advisors to the Liquor Control Board, who must be residents of the City.

Any decision by the Liquor Control Board may be appealed to the City Commission by filing a Notice of Appeal with the Liquor Control Board within fourteen (14) days of its decision. The Notice of Appeal must state the factual and legal basis for an appeal of the Liquor Control Board's decision.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its second reading and final passage.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading
and Final Passage:



To: West Fargo City Commission

From: Haider Howitzer, IT Manager

Date: February 5, 2024

Subject: PD Expansion Project - Agreement for Professional Design Services with RLE and Wold team.

Action: Approve Agreement

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

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:

On December 18, 2023, the city commission authorized staff to negotiate a contract with RLE for the PD Expansion project. Attached is a draft agreement to move forward with the "Schematic Design" process as outlined by the RLE/Wold team. This phase will be completed on an hourly basis not to exceed \$250,000. They also provided an estimate for the total cost of services through final design and construction. This helps provide a transparent look at what could be expected moving forward. However, we are only requesting approval for the "Schematic Design" phase (hourly not to exceed \$250,000).

RLE and Wold have been great to work with and we look forward to their continued services on this vital project for the Police Department.

Staff Recommendation: Approve agreement with RLE and Wold for an hourly basis, not to exceed \$250,000, funded by Public Safety Sales Tax.

DRAFT

Agreement for Professional Design Services

Between RLE and:

City of West Fargo
Dustin Scott, City Administrator
800 Fourth Ave. E., Ste. 1
West Fargo, ND 58078
dustin.scott@westfargond.gov

Project: Police Department Expansion

The RLE/Wold team is pleased to present to you a proposal for professional design services for a possible Police Department expansion. We recommend moving forward with a Schematic Design so that all can visualize an expanded police department and how it can solve the pressing needs of the department. The benefits of this will be graphical depictions, more defined construction costs and overall project costs so that the City can make decisions with confidence and follow a more clearly defined path.

We propose that a Schematic Design be prepared on an hourly basis not to exceed a fixed amount so when the project scope and budget are defined it can be the basis for moving the project forward. The following would be the immediate next steps in the Schematic Design process:

- | | |
|-----------------|--|
| Early January: | Meet with Police Department Chief and User Group Representatives to understand any new expectations or needs, command structure, space requirements and adjacencies. |
| Mid-January: | Update the space needs program and associated planning diagrams. |
| Early February: | Prepare floor plans, site layout and building elevations. |
| Mid-February: | Review/revise plans and elevations.
Prepare building system narratives. |
| Early March: | Prepare an estimate of probable construction costs, a project budget and schedule. |
| Mid-March: | Present the Schematic Design package.
Review and authorize to proceed with Design Development phase. |

Based on the above, our fee for Schematic Design would be on an hourly basis not to exceed \$250k using the rates below. This includes professional design services provided by Wold Architects and Engineers.



Principal Architect:	\$275/hour
Project Manager Architect:	\$185/hour
Principal Designer:	\$190/hour
Architectural Staff:	\$85-140/hour

Principal:	\$300/hour
Project Manager/Associate:	\$250/hour
Architectural Staff:	\$140-200/hour
Administrative Staff:	\$100/hour

Schedule

Upon Schematic Design approval, we anticipate the remainder of the project schedule as follows:

Mid-March	Design Development	2-3 months
Early June	Construction Documents	3-4 months
Mid-September:	Bidding	2-3 weeks
Early October:	Construction	15-21 months
Spring '26:	Move in	

Total Estimated Cost of Services

Costs of Services is based on a project budget of \$25ml and our assumptions for construction costs and soft costs as follows:

\$19.5ml Construction Costs
<u>\$5.5ml Soft Costs</u>
\$25ml Total Project Costs

A/E fees for the entire project would range from 7 percent to 10 percent of construction costs based on the complexity and scope of remodeling determined during the Schematic Design phase with a range of \$1,365,000 to \$1,950,000 (less Schematic Design fees).

Services for the remainder of the project phases would be fixed and based on the Schematic Design scope, schedule and budget.

Reimbursable expenses:

- Client approved professional consultants (i.e.: engineers, graphic designers, specialty consultants such as environmental engineers): Cost plus 10 percent.
- Non-local mileage at \$0.655 per mile (IRS rate); (Outside of a 20-mile radius of the Fargo /Moorhead area).
- Lodging required.
- Meals required out of town.
- Expediting costs (i.e.: FedEx, UPS, USPS, etc.).

Invoices are billed monthly and sent electronically. Due upon receipt with an 18% per annum late fee applied starting at 30 days past due.

If you find this proposal acceptable, please sign below and return to RLE.

Approval to Proceed Signature

Date