

Meeting Items

- A. Call to Order
- B. Promotional Ceremony for Commander Cruff
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- March 18, 2024
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Improvement District No. 1337- The Wilds 21st Addition – Phase 2 – Park Improvements
 - Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed.
- c. Improvement District No. 1345 – Sandhills 6th Addition
 - Approve Plans and Specifications and Direct Advertisement for Bids
- d. Project No. 2282 – Concrete Pavement Repair
 - Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed
- e. Games of Chance for David Diedrich Leukemia Fund Inc. Games to be conducted: Raffle on July 31, 2024 at Precision at 1935 4th Ave NW, West Fargo, ND
- f. Games of Chance for Packer Backers (West Fargo Post Prom/Post Grad). Games to be conducted: Raffle on April 26, 2024 at Silver Dollar at 221 Sheyenne St, West Fargo, ND
- g. Games of Chance for Bandits Softball Team. Games to be conducted: Raffle and Raffle Board on April 13, 2024 at Town Hall at 103 Main Ave W, West Fargo, ND
- h. Games of Chance for Lyla's Heart Spaghetti Feed Benefit. Games to be conducted: Raffle on April 20, 2024 at Holy Cross Catholic Church at 2711 7th St E, West Fargo, ND
- i. Games of Chance for Family Wellness. Games to be conducted: Raffle on June 13, 2024 at The Lights at 3150 Sheyenne St, West Fargo, ND
- j. Games of Chance for Packer Backers West Fargo (Post Prom/Post Grad). Games to be conducted Raffle on April 26, 2024 at Silver Dollar at 221 Sheyenne St, West Fargo, ND

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. [City Commission Meeting Public Comment | West Fargo, ND \(westfargond.gov\)](https://www.westfargond.gov/city-commission-meeting-public-comment)

2. Public Hearing – A22-6 Zoning Ordinance Amendment regarding Campgrounds
 - Aaron Nelson, Planning Director
 - Approval of Second Reading of Ordinance
3. Public Hearing – A24-4 Zoning Ordinance Amendment regarding Off-Street Parking
 - Aaron Nelson, Planning Director
 - Approval of First Reading of Ordinance
4. Public Hearing – A24-5 Ordinance Amendments regarding Pool Fencing
 - Aaron Nelson, Planning Director
 - Approval of First Reading of Ordinance
5. A24-6 Backyard Chicken Ordinance
 - Aaron Nelson, Planning Director
 - Approval of Second Reading of Ordinance
6. West Fargo Police Department Annual Report -- Pete Nielsen, Police Chief
[Annual Reports | West Fargo, ND \(westfargopolice.com\)](https://www.westfargopolice.com/Annual-Reports/)
7. Request Additional School Resource Officer for 2024-2025 -- Pete Nielsen, Police Chief
8. Project No. 1348 – Sanitary Sewer Rehabilitation (Core Area Alley's and Rear Yards)
 - Dan Hanson, City Engineer
 - Accept Bid and Award Contract
9. Improvement District No. 6059 – 2024 Sidewalk Improvements -- Dan Hanson, City Engineer
 - Accept Bid and Award Contract
10. 2024 ADA Ramps -- Dan Hanson, City Engineer
 - Create Project No. 6061, Approve Engineer's Report, and Direct engineer to prepare Plans and Specifications
11. City Administrator's Report -- Dustin Scott, City Administrator
12. Correspondence
13. Non-Agenda Items
13. Adjourn

Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the in the City of West Fargo Commission Chambers on Monday, March 18, 2024.

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

E. Approval of Minutes -- March 4, 2024

Commissioner Olson moved and Commissioner George seconded to approve the minutes of March 4, 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 Anderson 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. **A23-22 Eagle Run Plaza 14th Addition, Approval of Final Plat**
- c. **Games of Chance for North Dakota Autism Center. Games to be conducted:**
Raffle on April 5, 2024 at West Fargo Sports Arena at 520 32nd Ave W, West Fargo, ND
- d. **Games of Chance for Schwetty, Inc. Games to be conducted: Raffle on June 28,**
2024 at Rookies Sports Bar & Grill at 715 13th Ave E, West Fargo, ND
- e. **Games of Chance for North Dakota Police Officers Association Working**
Committee. Games to be conducted: Raffle on April 26, 2024 at DoubleTree by
Hilton West Fargo at 825 E Beaton Dr, West Fargo, ND
- f. **Appointment of Nick Lee, City Assessor to Liquor Control Board**

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

Regular Agenda

1. Public Comment

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. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)

There was no one from the public present to speak during this time.

2. Gate City Neighborhood Revitalization Program, Program Renewal for 2024

Commissioner Olson moved and Commissioner Anderson seconded to approve the Gate City Neighborhood Revitalization Program. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

3. Public Hearing – A24-6 Backyard Chicken Ordinance, Approval of First Reading of Ordinance -- Aaron Nelson, Planning Director

Commissioner George moved and Commissioner Anderson seconded to approve the A24-6 Backyard Chicken Ordinance. Commissioners George, Dardis and Anderson voted aye. Commissioner Simmons and Olson voted nay, the motion carried on a 3:2 vote.

4. Purchase of Lagoon Equipment -- Matt Andvik, Public Works Director

• Approve the purchase of (1) one Dozer, (1) one Pad Foot Compactor, and (1) one Construction Disc

Commissioner Simmons moved and Commissioner Olson seconded to approve the purchase of (1) one Dozer, (1) one Pad Foot Compactor, and (1) one Construction Disc. Commissioners George, Simmons, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion was declared carried.

5. 12th Avenue North Tree Planting -- Matt Andvik, Public Works

• Approve the Contract for the 12th Ave N Tree Planting

Commissioner Anderson moved and Commissioner George seconded to approve the 12th Avenue North Tree Planting; approve the Contract for the 12th Ave N Tree Planting.

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

6. Request for funding of West Fargo Public Library Circulation Manager and Outreach Services Coordinator positions with general reserve funds -- Jenna Kahly, Library Director

Commissioner George moved and Commissioner Simmons seconded to approve the request for funding of West Fargo Public Library Circulation Manager and Outreach Services Coordinator. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

7. Request to Direct City staff to enter negotiations with the West Fargo Public Library regarding space within the newly leased City Hall location -- Jenna Kahly, Library Director

Commissioner George moved and Commissioner Olson seconded to approve the request to direct City staff to enter negotiations with the West Fargo Public Library regarding space within the newly leased City Hall location. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

8. SheyWest Collaborative Committee Meeting

-- Leslie McGillivray-Rivas, Senior Planner/SheyWest Collaborative Committee Chair

• Recap of Committee Meeting

Commissioner George moved and Commissioner Anderson seconded to allow City staff to explore options crossing City property. Commissioners George and Anderson voted aye. Commissioners Dardis, Olson, and Simmons voted nay, the motion failed on a 3:2 vote.

9. Improvement District No. 2281 – Meadowridge Mill and Overlay - Dan Hanson, City Engineer

• Project Update

No action was taken, this was informational only.

10. Project No. 2279 - 9th Street E/Veterans Boulevard Pedestrian Safety Improvements

-- Dan Hanson, City Engineer

• Approve both an Amended Engineer's Report and Task Order for "Basic Services"

Commissioner Olson moved and Commissioner Simmons seconded to approve Project No. 2279 - 9th Street E/Veterans Boulevard Pedestrian Safety Improvements; approve both an Amended Engineer's Report and Task Order for "Basic Services". Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

11. Fire Department Annual Report -- Dan Fuller, Fire Chief

Annual Reports | West Fargo, ND (westfargond.gov)

No action was taken, this was informational only.

12. Add annual renewal to the New Home Abatement/Residential Tax Exemption --

Roben Anderson, Commissioner

Commissioner Anderson moved and Commissioner George seconded to amend the resolutions to and work with the City Administrator on a budgeting process for the annual renewal to the New Home Abatement/Residential Tax Exemption. Commissioners Anderson and George voted aye. Commissioners Simmons, Dardis and Olson voted nay, the motion failed on a 3:2 vote.

13. City Administrator's Report -- Dustin Scott, City Administrator

- **Update on 2022 Audit**

Request to hold special meeting the week of March 25

There was a consensus to schedule a special meeting regarding the audit at 5:30 pm on Monday, March 25, 2024. **This was later scheduled to be held virtually at 11:30 am via YouTube Monday, March, 2024.**

- **Update on Finance Director position**

- **Hiring Committee for Senior Director positions**

Community and Development Services

Commissioner Olson moved and Commissioner Anderson seconded to approve the recommendation to hire Dan Hanson for the Community and Development Services position; effective April 1, 2024. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the motion was declared carried.

Administrative Services

Recommendation to move forward with an external search.

14. Correspondence

There was no correspondence.

15. Non-Agenda Items

There were no non-agenda items.

16. Adjourn

Commissioner Simmons moved and Commissioner Olson seconded to adjourn. Commissioners George, Simmons, Dardis, Olson and Anderson, voted aye. No Commissioners present voted nay, the meeting was adjourned at 8:10 pm.

Bernie Dardis, Commission President

Dustin T. Scott, City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
04/01/2024**

	AS OF 3/29/2024		YEAR TO DATE			
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 750,000.00
RESIDENTIAL DWELLING	4	4	\$ 2,765,080.00	9	9	\$ 6,212,230.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	6		\$ 223,400.00	16		\$ 895,030.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 3,257,500.00	15		\$ 8,087,000.00
RESIDENTIAL	9		\$ 137,220.00	37		\$ 1,348,069.00
PUBLIC						
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION				1		\$ 1,000.00
MOVE						
PERMIT CANCELLATION	1		\$ (8,345.00)	1		\$ (8,345.00)
TOTALS	20	4	\$ 6,374,855.00	78	9	\$ 17,284,984.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
240139	MD Home and Yard Care, Inc.	202 2 AVE W	OLSON INVESTMENTS LLP	\$ 12,000.00	Accessory - Garage
240173	Heritage Homes, LLC	5148 MIRA WAY W	ACTIVE55, LLC	\$ 490,080.00	Residential Dwelling
240198	Groundworks Minnesota, LLC	719 7 AVE E	PAUL & PENNY SANDBEK	\$ 711.00	Remodel - Residential - Drain Tile
240115	Groundworks Minnesota, LLC	211 17 AVE E	RICHARD & JEANETTE JENSEN	\$ (8,345.00)	Cancelled - Remodel - Residential - Lower Level Gutter
240098	Vision Construction, LLC	138 BEATON DR W	CHRISTOPHER & LISA OLSON	\$ 40,000.00	Accessory - Garage
240183	TYLER VETTER, ETAL	2078 11 ST W	TYLER VETTER, ETAL	\$ 2,500.00	Remodel - Residential - Finish Closets
240204	Groundworks Minnesota, LLC	731 5 AVE W	D AND M INVESTMENTS	\$ 2,253.00	Remodel - Residential - Lower Level Finish
240104	The Nordick Group, Inc	675 12 AVE NE	NORDICK GROUP INC	\$ 3,000,000.00	Remodel - Commercial - Office Update
240199	ANDREW D & CALISTA L PIEPER	1410 12 ST CT	ANDREW D & CALISTA L PIEPER	\$ 20,000.00	Accessory - Structure
240211	MD Home and Yard Care, Inc.	700 36 AVE W	AMANDA & JASON AMBLE	\$ 12,000.00	Accessory - Deck
240177	Delta Design & Construction, Inc.	755 10 1/2 AVE W	RONALD L & LILLETTE BOMMER	\$ 40,000.00	Remodel - Residential - Replace Roof
240214	Lemke Home Improvements, Inc.	1836 7 ST E	BRYAN & KELLY AALUND	\$ 12,700.00	Remodel - Residential - Replace Siding
240190	BD Construction Company	3709 26 ST NW	CARLA & CHRISTOPHER BARNES	\$ 600,000.00	Residential Dwelling
240208	CHRISTOPHER & KARI WEHRI	1215 9 ST NW	CHRISTOPHER & KARI WEHRI	\$ 1,200,000.00	Residential Dwelling
240217	BRADLEY & REBECCA KING	1434 STERLING CT	BRADLEY & REBECCA KING	\$ 33,300.00	Remodel - Residential - Lower Level Finish
240220	Groundworks Minnesota, LLC	726 3 AVE W	RHONDA A & DARRIN M GORDEN	\$ 7,811.00	Remodel - Residential - Repair Foundation
240119	Remodeling by Foss, Inc.	505 32 AVE E	FOUR HORSEMEN, LLC	\$ 257,500.00	Remodel - Commercial - Fit Up
240145	Ryezon Construction LLC	2288 14 ST W	THOMAS & SHAWN ROEHRICH	\$ 21,400.00	Accessory - Structure
240176	Red Leaf Custom Homes LLC	1206 JILL DR W	SUPATTRA & JASON LANGE	\$ 475,000.00	Residential Dwelling
240206	Ryezon Construction LLC	1296 GOLDENWOOD DR	DOUGLAS & KATIE HOFFMAN	\$ 118,000.00	Accessory - Structure

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
240230	Groundworks Minnesota, LLC	117 1 AVE E	BRADY & JARED SKAAR	\$ 25,795.00	Remodel - Residential - Repair Foundation
240232	Groundworks Minnesota, LLC	707 3 ST E	PAUL J & LINDA J SPLETTSTASZER	\$ 12,150.00	Remodel - Residential - Repair Foundation

WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
4/01/2024

	MARCH 2023			MARCH 2024		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 1,450,000.00	1		\$ 750,000.00
RESIDENTIAL DWELLING	21	21	\$ 7,311,194.00	9	9	\$ 6,212,230.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	8		\$ 97,960.00	16		\$ 895,030.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	7		\$ 2,160,000.00	15		\$ 8,087,000.00
RESIDENTIAL	17		\$ 408,026.00	37		\$ 1,348,069.00
PUBLIC	1		\$ 141,652.00			
CHURCH						
ACCESSORY						
<u>BUILDING OTHER</u>						
DEMOLITION	2		\$ 60,000.00	1		\$ 1,000.00
MOVE						
PERMIT CANCELLATION				1		\$ (8,345.00)
TOTALS	57	21	\$ 11,628,832.00	78	9	\$ 17,301,674.00

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 1 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116822	111556S	289 ACME TOOLS	109.14						
1	12490008	03/06/24 5105 BI METAL BLADE	109.14			1000 455000	427		101000
116836	111556S	289 ACME TOOLS	428.00						
1	12522677	03/14/24 DEWALT BATTERY/CHARGER	428.00			1000 430001	432		101000
117019		289 ACME TOOLS	633.50						
1	12546664	03/20/24 TOOLS	315.50			6025 450000	432		101000
2	12555164	03/22/24 TOOLS FOR #7600	318.00			4387 480000	500		101000
117107		289 ACME TOOLS	36.51						
1	12576304	03/28/24 5419 HAZZARD LIGHT LENS	36.51			1000 430001	427		101000
117139		289 ACME TOOLS	242.92						
1	12565856	03/25/24 ORINGS	26.25			1000 455000	427		101000
2	12541628	03/19/24 MAX 1/2 IN MID RANGE	216.67			6020 450000	432		101000
		Total for Vendor:	1,450.07						
116908	111557S	3179 ADVANCED ENGINEERING &	1,126.04						
1	93399	03/12/24 I&C SCADA SUPPORT	1,126.04			6020 450000	430		101000
		Total for Vendor:	1,126.04						
117124		5243 ALFREDO ARCE	25.00						
1	03/29/24	LICENSE RENEWAL REIMBURSEMENT	25.00			1000 430000	340		101000
		Total for Vendor:	25.00						
117132		2947 ALLSTATE PETERBILT OF FARGO	31.89						
1	4004413155	03/28/24 4021 WASHER PUMP	31.89			6010 450200	427		101000
		Total for Vendor:	31.89						
116934		2950 ALPHA TRAINING & TACTICS LLC &	806.40						
1	20240060	02/16/24 riot helmet for narcs	806.40			1000 421000	641		101000
		Total for Vendor:	806.40						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 2 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117169	-99213E	5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall							
1	04/01/24	April Lease - WEX Building	47,700.00			1001 415000	389		101000
		Total for Vendor:	47,700.00						
116997		2844 AMERICAN MAIL HOUSE INC	907.64						
1	113161	03/22/24 Assessing Mailing/Postage	907.64			1000 414101	668		101000
		Total for Vendor:	907.64						
116964		317 AMERICAN WELDING & GAS, INC.	870.73						
1	9963092	03/05/24 Welding tank Lease	203.60			2060 415200	428		101000
2	9963092	03/05/24 Products and fees	64.14			2060 415200	424		101000
3	9963119	03/05/24 welding blanket 6x8	343.36			2060 415200	641		101000
4	9980872	03/18/24 Welding tank Lease	208.69			2060 415200	428		101000
5	9980872	03/18/24 Product and fees	50.94			2060 415200	424		101000
117090		317 AMERICAN WELDING & GAS, INC.	140.94						
1	9994663	03/27/24 LENS COVER/HEADGEAR	140.94			1000 455000	433		101000
		Total for Vendor:	1,011.67						
116952	-99229E	4672 ASURE PAYROLL TAX MANAGEMENT	228,832.63						
		03/22/24 payroll							
1	03/22/24	Social Security	108,462.56			1000 212501			101000
2	03/22/24	Medicare	25,366.54			1000 212502			101000
3	03/22/24	Federal Income Tax	86,117.53			1000 212503			101000
4	03/22/24	ND State Tax	4,443.00			1000 212504			101000
5	03/22/24	MN State Tax	4,443.00			1000 212505			101000
		Total for Vendor:	228,832.63						
116827	111559S	2931 AUTO VALUE PARTS STORES	146.41						
1	99261345	03/06/24 FILTERS	43.17			6010 450200	427		101000
2	99261329	03/06/24 GREASE GUN PISTOL	49.99			1000 430000	432		101000
3	99261431	03/06/24 LED STRIP	36.95			1000 455000	432		101000
4	99262350	03/12/24 FILTERS	6.52			2210 428000	427		101000
5	99262349	03/12/24 FILTERS	9.78			1000 421000	427		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 3 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117085		2931 AUTO VALUE PARTS STORES	267.19						
1	99264911	03/26/24 FILTERS	6.52			1000 421000	427		101000
2	99264923	03/26/24 EPOXY/GLUE	49.96			1000 455000	433		101000
3	99264916	03/26/24 FILTERS	87.93			6010 450200	427		101000
4	99264913	03/26/24 FILTERS	3.26			1000 430000	427		101000
5	99264912	03/26/24 FILTER	3.26			6020 450000	427		101000
6	99264918	03/26/24 FILTERS	3.26			1000 415000	427		101000
7	99263164	03/15/24 FLAP WHEELS	34.96			1000 455000	433		101000
8	99263700	03/19/24 FILTERS	3.26			6020 450000	427		101000
9	99263699	03/19/24 FILTERS	6.52			1000 421000	427		101000
10	99263082	03/14/24 AC DYE CARTRIDGE	68.26			6020 450000	427		101000
117103		2931 AUTO VALUE PARTS STORES	153.99						
1	99264602	03/22/24 FLUID EVACUATOR	153.99			6025 450000	432		101000
		Total for Vendor:	567.59						
116674	111560S	1926 AUTO-OWNERS INSURANCE	3,025.00						
1	100308698	02/12/24 City Street Light Policy	3,025.00			1000 430000	321		101000
		Total for Vendor:	3,025.00						
116817	111561S	331 B&F FASTENER SUPPLY (NORTHERN	211.87						
1	95134739	03/04/24 HARDWARE	211.87			1000 430000	381		101000
		Total for Vendor:	211.87						
116849	111562S	36 BERT'S TRUCK EQUIPMENT	87.00						
1	100026	03/05/24 7026 FUEL FILL CUP	87.00			6025 450000	427		101000
		Total for Vendor:	87.00						
117168	-99214E	3552 BLUE CROSS BLUE	317,042.55						
April	2024	Premium - Med/Dental/Vision							
1	0321166755	03/21/24 April 2024 Premium	317,042.55			1000 212539			101000
		Total for Vendor:	317,042.55						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 4 of 60
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
116963		5323 BLUE TO GOLD LLC	450.00						
1	btgvcnd231	03/22/24 reg for boyer	225.00			1000 421000	340		101000
2	btgvcnd231	03/22/24 reg for dehmlow	225.00			1000 421000	340		101000
		Total for Vendor:	450.00						
116998		1389 BNSF RAILWAY COMPANY	542.68						
1	90265426	03/22/24 Imp Dist 2265	542.68			4793 480000	313		101000
		Total for Vendor:	542.68						
116868	111564S	26 BORDER STATES INDUSTRIES INC	7,329.50						
1	927931526	02/28/24 MVOLT R3 5K	6,560.00			1000 430002	391		101000
2	927987014	03/08/24 PASS THRU DEVICE	95.80			6025 450000	826		101000
3	927847862	02/13/24 TERMINAL LUGS - DRAIN 21	673.70			6020 450000	448		101000
		Total for Vendor:	7,329.50						
116876	111565S	28 BORDER STATES PAVING	40,118.22						
1	Pay App 3	01/22/24 WF Fire Dept Project	40,118.22			4795 480000	670		101000
		Total for Vendor:	40,118.22						
116774	111566S	3512 BOUND TREE MEDICAL, LLC	385.55						
1	85260495	02/23/24 Medical Supplies	69.58			2060 415200	500		101000
2	85260496	02/23/24 Medical Supplies	85.81			2060 415200	500		101000
3	85272609	03/06/24 Medical Supplies	230.16			2060 415200	500		101000
		Total for Vendor:	385.55						
116880	111568S	3892 BURGGRAF'S ACE FARGO WEST #17458	83.97						
1	3242	03/07/24 PICKUP TOOLS	83.97			1000 430001	358		101000
117063		3892 BURGGRAF'S ACE FARGO WEST #17458	9.99						
1	3271	03/15/24 PRIMER SPRAY	9.99			1000 430000	433		101000
117080		3892 BURGGRAF'S ACE FARGO WEST #17458	111.96						
1	3259	03/12/24 PICK UP TOOLS	111.96			1000 430001	358		101000
		Total for Vendor:	205.92						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 5 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116971		351 BUSINESS ESSENTIALS	75.00						
1	77655	03/11/24 Business cards 3 new Capt.	75.00			2060 415200	410		101000
117039		351 BUSINESS ESSENTIALS	92.04						
1	1288663	03/18/24 OFFICE SUPPLIES	92.04			6025 450000	410		101000
117045		351 BUSINESS ESSENTIALS	61.13						
1	W012875491	03/11/24 ADDRESS LABELS;TISSUES;PEN	37.01			7000 411600	410		101000
2	W012875492	03/13/24 ADDRESS LABELS	24.12			7000 411600	410		101000
117095		351 BUSINESS ESSENTIALS	39.56						
1	1289210	03/21/24 OFFICE SUPPLIES	39.56			6020 450000	410		101000
		Total for Vendor:	267.73						
116819	111569S	39 BUTLER MACHINERY	581.98						
1	PS0633911	03/08/24 4008 HYDO ADV	230.57			6010 450200	424		101000
2	PS0633826	03/08/24 4008 FILTERS	351.41			6010 450200	424		101000
116832	111569S	39 BUTLER MACHINERY	123.80						
1	PS0634005	03/09/24 4005 FUEL CAP	123.80			6010 450200	427		101000
		Total for Vendor:	705.78						
116972		4788 CAMELOT CLEANERS	94.96						
1	AR40	03/11/24 Dry clean Class A Pants	29.97			2060 415200	422		101000
2	AR35	03/11/24 Dry Clean Class A Jackets	22.00			2060 415200	422		101000
3	AR6	03/11/24 Dry Clean Spare Suit	20.99			2060 415200	422		101000
4	AR6	03/11/24 Dr Clean Class a jackets	22.00			2060 415200	422		101000
		Total for Vendor:	94.96						
116893	111571S	51 CASS COUNTY ELECTRIC COOP	20,595.00						
1		03/11/24 STREET LIGHT FEED POINTS	20,595.00			1000 430002	527		101000
116903	111571S	51 CASS COUNTY ELECTRIC COOP	19,751.00						
1		03/11/24 INERT	133.83			6010 450200	527		101000
2	WT5		411.03			6020 450000	527		101000
3		LIFT STATIONS	19,206.14			6025 450000	527		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 6 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116906	111571S	51 CASS COUNTY ELECTRIC COOP	6,220.73						
1	03/11/24	THE LIGHTS CITY HOUSE METER	358.59			2310 452120	527		101000
2	03/11/24	THE LIGHTS PARKING RAMP	1,039.03			2310 452120	527		101000
3	03/11/24	THE LIGHTS STAGE & COURTYARD	4,823.11			2310 452120	527		101000
		Total for Vendor:	46,566.73						
116942		1355 CASS COUNTY GOVERNMENT	4,827.50						
1	9111 03/19/24	feb housing	4,590.00			1000 421000	398		101000
2	9112 03/19/24	feb prisoner boarding/detox	170.00			1000 421000	398		101000
3	9117 03/19/24	feb medical	67.50			1000 421000	398		101000
		Total for Vendor:	4,827.50						
117000		46 CASS RURAL WATER USERS	28.35						
1	6482 Mar 03/25/24	6482 - WF Airport Water	28.35			7050 500000	420		101000
		Total for Vendor:	28.35						
116945		2909 CC STEEL LLC	40,817.32						
	2023 Budget Item								
1	2448 11/28/23	Project 1347	40,817.32			4508 480000	670		101000
117097		2909 CC STEEL LLC	3,250.00						
1	2470 03/19/24	REDUNDANT FOREMAIN CLEANING	3,250.00			6025 450000	439		101000
117165		2909 CC STEEL LLC	251,549.55						
1	Pay App 2 03/13/24	Project 1342	251,549.55			4002 480000	670		101000
		Total for Vendor:	295,616.87						
116838	111573S	1512 CDW GOVERNMENT, INC	335.64						
1	QD74540 03/14/24	IT accessories/parts	335.64			1000 414104	497		101000
116936		1512 CDW GOVERNMENT, INC	43.12						
1	MS37061 10/26/23	2 Adobe Pro licenses	43.12			1000 414104	497		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 7 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116944		1512 CDW GOVERNMENT, INC	274.29						
1	PD23141	01/19/24 Headset	274.29			1000 414104	497		101000
116949		1512 CDW GOVERNMENT, INC	132.29						
1	PV43511	02/27/24 Adobe Pro license - Travis G	132.29			1000 414000	497		101000
116956		1512 CDW GOVERNMENT, INC	1,007.11						
1	PH98145	01/30/24 Adobe Pro License	147.13			1000 414000	497		101000
2	PH98145	01/30/24 Adobe Creative Cloud - Kelli	859.98			1000 416200	497		101000
		Total for Vendor:	1,792.45						
116883	111574S	1777 CENTURY LINK	70.88						
1	Mar 24	03/07/24 WF Airport	70.88			7050 500000	356		101000
		Total for Vendor:	70.88						
116973		4789 Charlie McCann	25.00						
1	2024	03/18/24 Reimburse for EMT Recert	25.00			2060 415200	340		101000
		Total for Vendor:	25.00						
117026		3216 CINTAS	108.93						
1	4186623792	03/18/24 RUG SERVICE	108.93			1000 455000	420		101000
		Total for Vendor:	108.93						
116859	111576S	2880 CITY OF FARGO	328,147.30						
1	03/05/24	2220 57TH ST N	38,955.00			6025 450000	347		101000
2	03/05/24	5635 14TH AVE N	21.05			6020 450000	345		101000
3	03/05/24	1 GSR	46,387.85			6020 450000	345		101000
4	03/05/24	1 MAIN AVE	142,850.05			6020 450000	345		101000
5	03/05/24	1 32ND AVE S	99,933.35			6020 450000	345		101000
		Total for Vendor:	328,147.30						
116946		111 CITY OF FARGO	378.84						
	03-04-24	Vehicle vs. home incident at 315 19th Ave W, WF ND TMW							
1	457097	03/06/24 Materials used for Mutual Aide	378.84			2060 415200	307		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 8 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116954		111 CITY OF FARGO	32,817.02						
1	457428	03/13/24 Feb 2024, 788 Rides	13,356.60			1000 415000	376		101000
2	457428	03/13/24 Feb 2024, Rt's 20 & 24	19,460.42			1000 415000	376		101000
117038		111 CITY OF FARGO	22,721.73						
1	457427	03/13/24 LANDFILL FEES	22,721.73			6010 450200	355		101000
		Total for Vendor:	55,917.59						
117054		3167 City of West Fargo	75.56						
1	02066	Mar 03/20/24 Airport Dumpster	75.56			7050 500000	420		101000
		Total for Vendor:	75.56						
116809	111577S	1904 CODE 4 SERVICES, INC	1,671.17						
1	9310	03/13/24 7300 CRADLEPOINT	1,671.17			6025 450000	870		101000
117149		1904 CODE 4 SERVICES, INC	58.80						
1	9431	03/26/24 #1175 cradlepoint install	58.80			1000 421000	610		101000
117157		1904 CODE 4 SERVICES, INC	152.10						
1	9346	03/29/24 #1211 1212 1213 splitter	152.10			1000 421000	610		101000
		Total for Vendor:	1,882.07						
117099		5076 CODY JOCHIM	134.00						
		VACTOR TRAINING, STREATOR, IL							
1		03/28/24 TRAVEL REIMBURSEMENT	134.00			1000 455000	340		101000
		Total for Vendor:	134.00						
117142		133 COLE PAPERS	283.85						
1	10416460	03/20/24 TOWL DISPENSER	7.00			6020 450000	500		101000
2	10414013	03/13/24 PW PAPER PRODUCTS	276.85			6020 450000	500		101000
		Total for Vendor:	283.85						
116938		5293 COLUMN SOFTWARE PBC	50.16						
1	1442-0012	03/14/24 General Public Notice	50.16			1000 418000	668		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 9 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116996		5293 COLUMN SOFTWARE PBC	42.56						
1	1442-0017	03/22/24 General Public Notice - PZ	42.56			1000 418000	668		101000
		Total for Vendor:	92.72						
116940		4832 CONNECT INTERIORS	5,777.34						
50% deposit									
1	14629	03/19/24 Furniture for WEX bldg	5,777.34			2970 480000	653		101000
		Total for Vendor:	5,777.34						
117029		4108 CONSOLIDATED ELECTRICAL	58.84						
1	3481050856	03/13/24 ELEC HARDWARE	58.84			4796 480000	670		101000
		Total for Vendor:	58.84						
117017		3245 CORE & MAIN	957.10						
1	U570165	03/20/24 MTR WASHER	80.00			6020 450000	429		101000
2	U590523	03/22/24 SA34 REPAIRS - HARDWARE	268.50			6025 450000	825		101000
3	U585866	03/22/24 HYDRANT MARKERS	608.60			6020 450000	438		101000
		Total for Vendor:	957.10						
116816	111585S	47 CORWIN CHRYSLER	38.60						
1	153031	03/13/24 8106 FILTER	38.60			1000 415000	427		101000
116828	111585S	47 CORWIN CHRYSLER	123.00						
1	152817	03/08/24 1197 O2 SENSOR	123.00			1000 421000	427		101000
116852	111585S	47 CORWIN CHRYSLER	440.60						
1	152558	03/04/24 2023 FILTER	38.60			6020 450000	427		101000
2	151689	02/15/24 297 MIRROR	402.00			6020 450000	427		101000
117086		47 CORWIN CHRYSLER	414.00						
1	153617	03/26/24 2010 MIRROR	414.00			6020 450000	427		101000
		Total for Vendor:	1,016.20						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 10 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116901	111586S	3555 COSTCO MEMBERSHIP	180.00						
1	April 2024	03/15/24 2024 MEMBERSHIP	120.00			1000 414000	667		101000
2	April 2024	03/15/24 2024 MEMBERSHIP	60.00			1000 421000	667		101000
		Total for Vendor:	180.00						
117046		65 CURT'S LOCK & KEY	103.25						
1	300283	03/15/24 SERVICE CALL FOR CASH DRAWER	103.25			7000 411600	641		101000
		Total for Vendor:	103.25						
116919	111587S	5319 DAKOTA CHILDREN'S ADVOCACY	426.56						
1	23471	02/29/24 FD February required RST Visit	426.56			2060 415200	996		101000
		Total for Vendor:	426.56						
116873	111588S	859 DAKOTA ELECTRIC CONSTRUCTION CO	9,630.00						
1	Pay App 19	01/23/24 WF Fire Dept Project	9,630.00			4795 480000	670		101000
117176		859 DAKOTA ELECTRIC CONSTRUCTION CO	17,252.78						
1	Pay App 20	02/29/24 WF Fire Dept Project	17,252.78			4795 480000	670		101000
		Total for Vendor:	26,882.78						
117177		4199 DAKOTA FENCE COMPANY	1,864.80						
1	Pay App 4	02/29/24 WF Fire Dept Project	1,864.80			4795 480000	670		101000
		Total for Vendor:	1,864.80						
116824	111589S	1675 DAKOTA FLUID POWER, INC	6.02						
1	7178864	03/08/24 415 SEAL	6.02			6010 450200	427		101000
116842	111589S	1675 DAKOTA FLUID POWER, INC	6.65						
1	7179017	03/11/24 HARDWARE	6.65			6025 450000	825		101000
117069		1675 DAKOTA FLUID POWER, INC	49.10						
1	7180081	03/13/24 HARDWARE	49.10			6025 450000	825		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 11 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117109		1675 DAKOTA FLUID POWER, INC	1,548.01						
1	7182923	03/20/24 3035 COUPLER	50.14			1000 430000	427		101000
2	7182902	03/20/24 3035 COUPLER	50.14			1000 430000	427		101000
3	7183753	03/21/24 HARDWARE	0.66			6025 450000	427		101000
4	7185386	03/26/24 ORING STOCK	1,497.21			1000 455000	433		101000
5	7182922	03/20/24 3035 COUPLER RETURN	-50.14			1000 430000	427		101000
		Total for Vendor:	1,609.78						
117033		79 DAKOTA HOSE & EQUIP	327.54						
1	3196770	03/18/24 BRASS FIRE NOZZLE	327.54			1000 430000	485		101000
		Total for Vendor:	327.54						
117106		624 DAKOTA SUPPLY GROUP	47.05						
1	03/19/24	MODULAR FOR NEW SERVICE DESK	24.72			7000 411600	641		101000
	S103549872.003								
2	03/26/24	SW PUSH ON-OFF SPST SRVC DESK	22.33			7000 411600	641		101000
	S103594984.001								
117138		624 DAKOTA SUPPLY GROUP	3,773.02						
1	103545142	03/12/24 GROUND LIGHTS	3,773.02			1000 430002	391		101000
		Total for Vendor:	3,820.07						
116975		87 DAKOTA TIRE	63.36						
1	940248	03/21/24 Brush-75 Oil Change	63.36			2060 415200	427		101000
		Total for Vendor:	63.36						
116895	111596S	2377 DAVID SAPP	36.86						
		Fuel to bring New Transiit Van back from MN. TMW							
1	9310334	03/13/24 Fuet for Transit Van	36.86			2060 415200	424		101000
		Total for Vendor:	36.86						
117035		999999 DEAN SATHER	75.00						
		GARBAGE TRUCK HIT RESIDENT MAILBOX							
1	03/21/24	MAILBOX REPAIR	75.00			6010 450200	444		101000
		Total for Vendor:	75.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 12 of 60
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
116960		5322 DEFENSE TECHNOLOGY LLC	1,090.00						
1	128353	03/22/24 reg for sorensen	545.00			1000 421000	340		101000
2	128353	03/22/24 reg for stanton	545.00			1000 421000	340		101000
		Total for Vendor:	1,090.00						
117092		3326 DIESEL LAPTOPS LLC	1,545.00						
1	SO75016	03/19/24 CUMMINS PRO - ANNUAL LICENSE	1,545.00			1000 455000	751		101000
		Total for Vendor:	1,545.00						
117047		5321 DISCOUNT SCHOOL SUPPLY	879.14						
1	W142701701	03/11/24 PROGRAMMING SUPPLIES	879.14			7000 411600	649		101000
		Total for Vendor:	879.14						
117147		2100 EAGLE RUN CROSSING LLC	1,856.64						
1	1247	03/19/24 LEASE BLADE DIESEL	177.69			1000 430000	424		101000
2	2419	03/22/24 5400 DIESEL	15.80			1000 430001	424		101000
3	9424	03/25/24 LEASE BLADE DIESEL	297.25			1000 430000	424		101000
4	3278	03/25/24 4021 DIESEL	149.57			6010 450200	424		101000
5	3255	03/25/24 4502 DIESEL	312.75			6010 450200	424		101000
6	3519	03/26/24 4021 DIESEL	231.99			6010 450200	424		101000
7	3254	03/25/24 LEASE BLADE DIESEL	286.03			1000 430000	424		101000
8	3229	03/25/24 5400 DIESEL	21.25			1000 430001	424		101000
9	3475	03/26/24 294 DIESEL	190.65			6020 450000	424		101000
10	3496	03/26/24 5400 DIESEL	12.05			1000 430001	424		101000
11	3513	03/26/24 LEASE BLADE DIESEL	130.52			1000 430000	424		101000
12	3910	03/27/24 5400 DIESEL	12.51			1000 430001	424		101000
13	9540	03/25/24 5400 DIESEL	18.58			1000 430001	424		101000
		Total for Vendor:	1,856.64						
117036		2675 ECKERT'S GREENHOUSE	1,004.52						
1	1021550	03/15/24 HANGING FLOWER POTS	1,004.52			1000 430001	358		101000
		Total for Vendor:	1,004.52						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 13 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117159		5330 EH WACHS	92,132.27						
1	224711	03/27/24 2403 MAINTENANCE TRAILER	92,132.27			6020 450000	870		101000
		Total for Vendor:	92,132.27						
117173		2998 ELLENSON CAULKING LLC	31,500.00						
1	Pay App 5	02/29/24 WF Fire Dept Project	31,500.00			4795 480000	670		101000
		Total for Vendor:	31,500.00						
117023	-99222E	4664 EMPOWER (MASS MUTUAL)	4,901.58						
	Empower								
1	03/22/24	March Contributions	4,901.58			1000 212528			101000
		Total for Vendor:	4,901.58						
116924		3410 ENGRAPHIX	154.50						
1	a4278	03/18/24 retirment plaque plates	154.50			1000 421000	422		101000
117151		3410 ENGRAPHIX	15.75						
1	a4308	03/25/24 retirement plaque plates	15.75			1000 421000	422		101000
		Total for Vendor:	170.25						
116989	111736S	3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	03/31/24	Deferred Comp Mar 2024	2,000.00			1000 212524			101000
		Total for Vendor:	2,000.00						
116959		2862 ESSENTIA HEALTH	195.00						
1	03/21/24	new officer	150.00			1000 421000	387		101000
	890002547.03.2024								
2	03/21/24	lead danielson	45.00			1000 421000	387		101000
	890002547.03.2024								
116976		2862 ESSENTIA HEALTH	3,443.48						
1	2023.6	11/16/23 A Nienas Annual Physical	754.87			2060 415200	996		101000
2	2023.7	11/16/23 A Morgan Annual Physical	754.87			2060 415200	996		101000
3	2023.8	11/16/23 M Breiland Annual Physical	754.87			2060 415200	996		101000
4	2023.9	11/16/23 N Wavra Annual Physical	754.87			2060 415200	996		101000
5	03.2024	03/21/24 Obach, Leinen, Sprecher	424.00			2060 415200	996		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 14 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117009		2862 ESSENTIA HEALTH	509.00						
		Pre-employment/random drug screens							
1	800012111	10/18/23 Zachary P - PW	50.00			1000 450000	387		101000
2	800012111	10/18/23 Craig C - Water	100.00			6020 450000	387		101000
3	800012111	10/18/23 Bruce P - Fleet&Fac	50.00			1000 455000	387		101000
4	800012111	10/18/23 Breanna G - Forestry	50.00			1000 428000	387		101000
5	800012111	10/18/23 Dean R - Sanitation	50.00			6010 450200	387		101000
6	800012111	10/18/23 Bruce R - Sanitation	50.00			6010 450200	387		101000
7	800012111	10/18/23 Justin B - Sanitation	50.00			6010 450200	387		101000
8	800012111	10/18/23 Joshua R - Street	50.00			1000 430000	387		101000
9	800012111	10/18/23 Tyler B - IT	59.00			1000 414104	399		101000
117011		2862 ESSENTIA HEALTH	408.00						
		Pre-employment/random drug screens							
1	800012111	11/14/23 Wade L - Sewer	50.00			6025 450000	387		101000
2	800012111	11/14/23 Dylan H - Sewer	79.00			6025 450000	387		101000
3	800012111	11/14/23 Barry K - Forestry	50.00			1000 428000	387		101000
4	800012111	11/14/23 John R - Sanitation	50.00			6010 450200	387		101000
5	800012111	11/14/23 Matthew D - Sanitation	50.00			6010 450200	387		101000
6	800012111	11/14/23 Kyle S - Sanitation	50.00			6010 450200	387		101000
7	800012111	11/14/23 Michael J - Sanitation	79.00			6010 450200	387		101000
117014		2862 ESSENTIA HEALTH	601.00						
		Pre-employment/random drug screens							
1	800012111	12/05/23 Daniel B - Sewer	79.00			6025 450000	387		101000
2	800012111	12/05/23 Timothy T - Sewer	79.00			6025 450000	387		101000
3	800012111	12/05/23 Ethan W - Fleet& Fac	50.00			1000 455000	399		101000
4	800012111	12/05/23 Tory H - Water	50.00			6020 450000	387		101000
5	800012111	12/05/23 Joseph R - Water	50.00			6020 450000	387		101000
6	800012111	12/05/23 Genevieve J - Library	59.00			7000 411600	399		101000
7	800012111	12/05/23 Mya J - Police	58.00			1000 421000	399		101000
8	800012111	12/05/23 Nathania F - Police	58.00			1000 421000	399		101000
9	800012111	12/05/23 Cassondra S C - Library	59.00			7000 411600	399		101000
10	800012111	12/05/23 Lauren B - Library	59.00			7000 411600	399		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 15 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117015		2862 ESSENTIA HEALTH	300.00						
		Pre-employment/random drug screens							
1	890000526	03/21/24 John F - Sewer	60.00			6025 450000	387		101000
2	890000526	03/21/24 Troy F - Sanitation	60.00			6010 450200	387		101000
3	890000526	03/21/24 Donna T - Street	60.00			1000 430000	399		101000
4	890000526	03/21/24 Christopher C - Water	120.00			6020 450000	387		101000
		Total for Vendor:	5,456.48						
117067		1851 F/S MANUFACTURING	32.58						
1	154360	03/13/24 COUPLERS/ADAPTERS	32.58			6025 450000	825		101000
		Total for Vendor:	32.58						
116826	111601S	3344 FACTORY MOTOR PARTS	317.12						
1	371202561	03/05/24 7026 FUEL CANNISTER	129.00			6025 450000	427		101000
2	371202841	03/07/24 6315 RADIATOR/FUEL PUMP	188.12			2210 428000	427		101000
116847	111601S	3344 FACTORY MOTOR PARTS	95.30						
1	371201703	02/27/24 1176 MTC VALVE	40.20			1000 421000	427		101000
2	371201892	02/28/24 163 HEGO SENSOR	55.10			1000 421000	427		101000
117105		3344 FACTORY MOTOR PARTS	63.64						
1	371204761	03/25/24 1195 WIPER BLADES	63.64			1000 421000	427		101000
		Total for Vendor:	476.06						
116950		5117 FARGO ELECTRIC CONSTRUCTION	143,270.74						
1	Pay App 1	03/19/24 Imp Dist 2273	143,270.74			4015 480000	670		101000
		Total for Vendor:	143,270.74						
116829	111602S	979 FARGO LINE-X	110.00						
1	29136	03/07/24 3102 FLOOR LINERS	110.00			1000 430000	610		101000
116853	111602S	979 FARGO LINE-X	400.00						
1	29091	02/29/24 5304 TOOLBOX/STORAGE	400.00			1000 430001	610		101000
		Total for Vendor:	510.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 16 of 60
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
116872	111603S	124 FASTENAL	552.53						
1	294084	02/20/24 TOOLS	552.53			6025 450000	432		101000
117064		124 FASTENAL	625.48						
1	294385	02/26/24 HARDWARE	322.50			1000 430000	487		101000
2	294742	03/04/24 HARDWARE	302.98			1000 430000	487		101000
		Total for Vendor:	1,178.01						
116926		151 FEDERAL EXPRESS	10.92						
1	843738908	03/13/24 pkg mailed	5.46			1000 421000	661		101000
2	842966299	03/06/24 pkg mailed	5.46			1000 421000	661		101000
117129		151 FEDERAL EXPRESS	43.31						
1	844457195	03/20/24 pkg mailed	5.47			1000 421000	661		101000
2	845171413	03/27/24 pkg mailed	5.47			1000 421000	661		101000
3	845171414	03/20/24 pkg mailed	32.37			1000 421000	661		101000
		Total for Vendor:	54.23						
116885	111605S	329 FERGUSON WATERWORKS #2516	33.48						
1	0485565	03/07/24 PVC S80	33.48			1000 430000	377		101000
117123		329 FERGUSON WATERWORKS #2516	2,609.57						
1	0485704	03/22/24 SA27 200 DBF	2,609.57			6025 450000	825		101000
		Total for Vendor:	2,643.05						
116947		3347 FIRST INTERNATIONAL INSURANCE	2,381.00						
1	469845	03/18/24 Add Butler as AI (liab)	33.00			1000 415000	323		101000
2	470053	03/19/24 Add Sewer F250 (auto)	1,174.00			6025 450000	321		101000
3	470053	03/19/24 Add Fleet F250 (auto)	1,174.00			1000 455000	321		101000
117071		3347 FIRST INTERNATIONAL INSURANCE	734.00						
1	29649	03/21/24 GMC TERRAIN INSURANCE	734.00			1000 430000	321		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 17 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117143		3347 FIRST INTERNATIONAL INSURANCE	1,017.00						
1	470247	03/28/24 #1217 insurance	1,017.00			2531 421000	610		101000
		Total for Vendor:	4,132.00						
116812	111606S	5138 FLEXIBLE PIPE TOOLS & EQUIPMENT	1,106.50						
1	29806	03/06/24 LOCKING CLAMP/POLE/GRABBER	1,106.50			6025 450000	432		101000
		Total for Vendor:	1,106.50						
117051		5324 FLUID INTERIORS, LLC	14,210.60						
1	90168	03/20/24 SERVICE DESK	14,210.60			7000 411600	864		101000
		Total for Vendor:	14,210.60						
117117		2499 FM CONVENTION & VISITORS BUREAU	19,249.70						
1	Feb 24	02/29/24 Lodging Tax 2%	19,249.70			2141 411500	533		101000
117118		2499 FM CONVENTION & VISITORS BUREAU	9,624.85						
2	Feb 24	02/29/24 Lodging Tax 1%	9,624.85			2141 411500	653		101000
		Total for Vendor:	28,874.55						
117048		1118 FM REDHAWKS	500.00						
1	33020	03/15/24 LIBRARY DAY - PROMOTIONS	500.00			7000 411600	689		101000
		Total for Vendor:	500.00						
117049		4661 FORUM COMMUNICATIONS PRINTING	1,035.87						
1	231449	03/05/24 Mar - May 2024 magazine	1,035.87			7000 411600	689		101000
		Total for Vendor:	1,035.87						
116928		155 GALLS, LLC	732.77						
1	027331206	03/11/24 evidence 5.11 jacket	346.45			1000 421000	422		101000
2	027381737	03/15/24 shirts for cruff	332.32			1000 421000	422		101000
3	027345230	03/12/24 new officer	18.00			1000 421000	422		101000
4	027345231	03/12/24 new officer	18.00			1000 421000	422		101000
5	027345228	03/12/24 new officer	18.00			1000 421000	422		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 18 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116935		155 GALLS, LLC	307.39						
1	027402978	03/18/24 badge for crouse	155.38			1000 421000	422		101000
2	027400398	03/18/24 pant for ellefson	139.48			1000 421000	422		101000
3	027378767	03/15/24 hanger for masset	12.53			1000 421000	422		101000
117001		155 GALLS, LLC	664.00						
1	027423884	03/20/24 new officer	85.67			1000 421000	422		101000
2	027421253	03/20/24 new officer	18.00			1000 421000	422		101000
3	027421529	03/20/24 new officer helmets	264.60			1000 421000	422		101000
4	027423243	03/20/24 equip for b oldham	51.59			1000 421000	422		101000
5	027422460	03/20/24 equip for b oldham	239.32			1000 421000	422		101000
6	027421459	03/20/24 equip for storage	4.82			1000 421000	422		101000
117077		155 GALLS, LLC	321.43						
1	027452220	03/22/24 badge for heyerma	155.38			1000 421000	422		101000
2	027452323	03/22/24 badge for a. feltman	166.05			1000 421000	422		101000
117126		155 GALLS, LLC	617.71						
1	027467423	03/25/24 new officer	86.80			1000 421000	422		101000
2	027467416	03/25/24 new officer	83.49			1000 421000	422		101000
3	027478596	03/25/24 new officer	109.99			1000 421000	422		101000
4	027445702	03/25/24 equip for ackerman	337.43			1000 421000	422		101000
		Total for Vendor:	2,643.30						
116874	111609S	156 GENERAL EQUIP & SUPPLIES	14,000.00						
1	10019929	03/06/24 UNIT #2204 NPK COMPACTOR	14,000.00			6020 450000	870		101000
116875	111609S	156 GENERAL EQUIP & SUPPLIES	36,500.00						
1	10019931	03/07/24 UNIT #2203 NPK HAMMER	36,500.00			6020 450000	870		101000
116877	111609S	156 GENERAL EQUIP & SUPPLIES	9,950.00						
1	10019928	03/06/24 UNIT #2205 SAND BUCKET	9,950.00			6020 450000	870		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 19 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117013		156 GENERAL EQUIP & SUPPLIES	182,000.00						
1	10019975	03/25/24 #7710 2024 PAD FOOT COMPACTO	182,000.00			4387 480000	870		101000
117108		156 GENERAL EQUIP & SUPPLIES	1,023.96						
1	W00161391	03/20/24 2201 AUX FLOW/PSI	1,023.96			6020 450000	610		101000
		Total for Vendor:	243,473.96						
117091		2558 GOODYEAR COMMERCIAL TIRE	3,073.12						
1	1301090853	03/26/24 413 TIRES	1,454.02			6010 450200	427		101000
2	1301090830	03/20/24 4200 FLAT REPAIR	134.56			6010 450200	427		101000
3	1301090794	03/12/24 4201 FLAT REPAIR	328.13			6010 450200	427		101000
4	1301090811	03/14/24 4200 TIRE REPLACE	332.58			6010 450200	427		101000
5	1301090810	03/14/24 4301 TIRE REPLACE	823.83			6010 450200	427		101000
		Total for Vendor:	3,073.12						
116818	111612S	556 GRAINGER, INC.	934.40						
1	9047840336	03/11/24 SAFETY HARNESS - SHOP	934.40			1000 455000	639		101000
117043		556 GRAINGER, INC.	48.40						
1	9063993498	03/25/24 RING STEEL	12.10			6010 450200	914		101000
2	9063993506	03/25/24 RING STEEL	36.30			6010 450200	914		101000
117101		556 GRAINGER, INC.	79.73						
1	9065619802	03/26/24 LABEL CARTRIDGES	79.73			4796 480000	670		101000
117156		556 GRAINGER, INC.	1,997.73						
1	9061811783	03/22/24 evidence storage	1,997.73			1000 421000	641		101000
		Total for Vendor:	3,060.26						
117050		2877 GREATAMERICA FINANCIAL SERVICES	443.23						
1	36175969	03/20/24 PRINTER LEASE AGREEMENT	443.23			7000 411600	428		101000
		Total for Vendor:	443.23						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 20 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116995		4400 GROUNDWORKS MINNESOTA, LLC	58.98						
1	03/19/24	Refund for Permit #240115	58.98			1000 322300			101000
		Total for Vendor:	58.98						
116958		2713 HAMPTON INN & SUITES	96.30						
1	722041 02/09/24	lodging ellefson	96.30			1000 421000	340		101000
		Total for Vendor:	96.30						
116805	111616S	135 HAWKINS WTR TREATMENT	5,034.25						
1	6707130 03/12/24	AQUAHAWK	5,034.25			6025 450000	423		101000
117098		135 HAWKINS WTR TREATMENT	6,077.88						
1	6713935 03/19/24	AQUAHAWK	6,077.88			6025 450000	423		101000
		Total for Vendor:	11,112.13						
117024		180 HAZERS	875.00						
1	1384 03/11/24	APPLIANCE DISPOSAL	875.00			6010 450200	357		101000
		Total for Vendor:	875.00						
116865	111618S	4978 HOUSE OF GLASS	3,139.20						
	WF Fire Dept								
1	Pay App 3 01/18/24	WF Fire Dept Project	3,139.20			4795 480000	670		101000
		Total for Vendor:	3,139.20						
116977		3058 IAAI	451.00						
1	115571 03/21/24	IAAI Dues D Sprecher 115571	128.00			2060 415200	667		101000
2	115569 03/21/24	IAAI Dues J Neeb 115569	128.00			2060 415200	667		101000
3	115570 03/21/24	J Neeb Test IAAI-CFI	195.00			2060 415200	340		101000
		Total for Vendor:	451.00						
117007		3087 IBM CORPORATION	426.56						
1	4361549 02/29/24	Premier Suite	426.56			1000 414104	497		101000
		Total for Vendor:	426.56						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 21 of 60
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
117058		4592 INGRAM LIBRARY SERVICES	1,612.14						
1	80887162	03/08/24 BOOKS	21.18			7000 411600	662		101000
2	80887163	03/08/24 BOOKS	26.18			7000 411600	662		101000
3	80887164	03/08/24 BOOKS	15.47			7000 411600	662		101000
4	80887165	03/08/24 BOOKS	13.70			7000 411600	662		101000
5	80887166	03/08/24 BOOKS	66.39			7000 411600	662		101000
6	80887167	03/08/24 BOOKS	29.75			7000 411600	662		101000
7	80887168	03/08/24 BOOKS	13.39			7000 411600	662		101000
8	80914598	03/11/24 BOOKS	14.87			7000 411600	662		101000
9	80914599	03/11/24 BOOKS	14.23			7000 411600	662		101000
10	80914600	03/11/24 BOOKS	33.32			7000 411600	662		101000
11	80914601	03/11/24 BOOKS	35.86			7000 411600	662		101000
12	80914602	03/11/24 BOOKS	17.52			7000 411600	662		101000
13	80914603	03/11/24 BOOKS	16.55			7000 411600	662		101000
14	80914604	03/11/24 BOOKS	12.42			7000 411600	662		101000
15	80914605	03/11/24 BOOKS	35.71			7000 411600	662		101000
16	80914606	03/11/24 BOOKS	15.13			7000 411600	662		101000
17	80914607	03/11/24 BOOKS	19.20			7000 411600	662		101000
18	80914608	03/11/24 BOOKS	12.72			7000 411600	662		101000
19	80957133	03/13/24 BOOKS	44.01			7000 411600	662		101000
20	80957134	03/13/24 BOOKS	18.24			7000 411600	662		101000
21	80957135	03/13/24 BOOKS	28.98			7000 411600	662		101000
22	80957136	03/13/24 BOOKS	8.16			7000 411600	662		101000
23	80957137	03/13/24 BOOKS	12.11			7000 411600	662		101000
24	80977583	03/14/24 BOOKS	18.68			7000 411600	662		101000
25	80977584	03/14/24 BOOKS	14.67			7000 411600	662		101000
26	80997886	03/15/24 BOOKS	6.96			7000 411600	662		101000
27	80997887	03/15/24 BOOKS	20.80			7000 411600	662		101000
28	80997888	03/15/24 BOOKS	21.27			7000 411600	662		101000
29	80997889	03/15/24 BOOKS	29.41			7000 411600	662		101000
30	80997890	03/15/24 BOOKS	14.23			7000 411600	662		101000
31	81022723	03/18/24 BOOKS	13.81			7000 411600	662		101000
32	81022724	03/18/24 BOOKS	15.10			7000 411600	662		101000
33	81022725	03/18/24 BOOKS	83.76			7000 411600	662		101000
34	81022726	03/18/24 BOOKS	13.77			7000 411600	662		101000
35	81022727	03/18/24 BOOKS	16.42			7000 411600	662		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 22 of 60
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
36	81022728	03/18/24 BOOKS	31.92			7000 411600	662		101000
37	81022729	03/18/24 BOOKS	29.13			7000 411600	662		101000
38	81022730	03/18/24 BOOKS	11.46			7000 411600	662		101000
39	81022731	03/18/24 BOOKS	14.64			7000 411600	662		101000
40	81090860	03/21/24 BOOKS	26.09			7000 411600	662		101000
41	81090861	03/21/24 BOOKS	13.78			7000 411600	662		101000
42	81090862	03/21/24 BOOKS	26.97			7000 411600	662		101000
43	81090863	03/21/24 BOOKS	15.72			7000 411600	662		101000
44	81090864	03/21/24 BOOKS	27.78			7000 411600	662		101000
45	81136477	03/25/24 BOOKS	54.83			7000 411600	662		101000
46	81136478	03/25/24 BOOKS	14.35			7000 411600	662		101000
47	81110551	03/22/24 BOOKS	35.52			7000 411600	662		101000
48	81129077	03/24/24 BOOKS	92.52			7000 411600	662		101000
49	81129078	03/24/24 BOOKS	294.02			7000 411600	662		101000
50	81129079	03/24/24 BOOKS	36.00			7000 411600	662		101000
51	81129080	03/24/24 BOOKS	27.98			7000 411600	662		101000
52	81154501	03/26/24 BOOKS	14.47			7000 411600	662		101000
53	81154502	03/26/24 BOOKS	29.77			7000 411600	662		101000
54	81154503	03/26/24 BOOKS	21.22			7000 411600	662		101000
Total for Vendor:			1,612.14						
116820	111624S	2500 INLAND TRUCK PARTS & SERVICE	63.36						
1	1564635	03/12/24 262 U JOINT	63.36			6020 450000	427		101000
Total for Vendor:			63.36						
117096		233 J & L SPORTS	105.00						
1	32508	03/22/24 SCREEN PRINTING	26.25			6020 450000	422		101000
2	32508	03/22/24 SCREEN PRINTING	26.25			6025 450000	422		101000
3	32508	03/22/24 SCREEN PRINTING	26.25			1000 430000	422		101000
4	32508	03/22/24 SCREEN PRINTING	26.25			1000 430001	422		101000
Total for Vendor:			105.00						
117094		1765 J.J. KELLER & ASSOC, INC	25.00						
1	9108847083	03/01/24 CDL TRAINING	25.00			1000 450000	497		101000
Total for Vendor:			25.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 23 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117121		3936 JEMCO, LLC	21,864.87						
1	9356 03/12/24	SM72 BEARING REPAIR/REWIND	10,932.49			6025 450000	826		101000
2	9357 03/12/24	SM72 BEARING REPAIR/REWIND	10,932.38			6025 450000	826		101000
		Total for Vendor:	21,864.87						
117114		5325 JEREMY DOCKTER	134.00						
		VACTOR TRAINING - STREATOR, IL							
1	03/28/24	TRAVEL REIMBURSEMENT	134.00			1000 455000	340		101000
		Total for Vendor:	134.00						
117119		5327 JIM BRANDEN	3,000.00						
1	03/27/24	5303 MASTER KIT/CONVERTER	3,000.00			1000 430000	427		101000
		Total for Vendor:	3,000.00						
117044		2798 JOHNSON CONTROLS	716.60						
1	2465299173 03/21/24	SA27 AIR UNIT REPAIR	716.60			6025 450000	825		101000
		Total for Vendor:	716.60						
114831	-99218E	3647 K-9 DEFENSE LLC	17,208.34						
1	12/11/23	k9 vito	12,500.00			1000 421000	915		101000
2	1690 12/08/23	k9 training in AZ	2,500.00			1000 421000	340		101000
3	1690 12/08/23	k9 equipment	2,208.34			1000 421000	915		101000
		Total for Vendor:	17,208.34						
116840	111632S	344 KARL'S AT THE NODAK CENTER	215.96						
1	343191902 03/07/24	J BARKER PANTS	107.98			6010 450200	422		101000
2	343191608 03/07/24	T DREW PANTS	107.98			6010 450200	422		101000
117022		344 KARL'S AT THE NODAK CENTER	242.98						
1	343191838 03/07/24	B HANSON BOOTS/SWEATSHIRT	242.98			6020 450000	422		101000
117112		344 KARL'S AT THE NODAK CENTER	161.97						
1	343203529 03/27/24	D HEIZELMAN PANTS	161.97			1000 430000	422		101000
		Total for Vendor:	620.91						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 24 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116912	111633S	4886 KERRI STREYLE	1,153.06						
1	03/15/24	Child Care Grant	1,153.06			2960 411900	416		101000
		Total for Vendor:	1,153.06						
117148		3173 KIESLER'S POLICE SUPPLY, INC.	1,452.00						
1	in235190	03/19/24 bearn bags	1,452.00			1000 421000	987		101000
		Total for Vendor:	1,452.00						
116951	-99230E	4482 KOTAPAY	2,859.06						
	03/22/24	payroll							
1	03/22/24	Child Support	2,859.06			1000 212549			101000
		Total for Vendor:	2,859.06						
116834	111635S	277 LARSONS WELDING/MACHINE	493.47						
1	79901	03/14/24 2 CANS MADE	493.47			1000 430000	722		101000
		Total for Vendor:	493.47						
117088		705 LAWSON PRODUCTS	788.17						
1	9311396369	03/21/24 HARDWARE STOCK	788.17			1000 455000	433		101000
		Total for Vendor:	788.17						
116811	111637S	4767 LENOVO (UNITED STATES) INC.	1,490.20						
1	6467350249	03/10/24 FORESTRY LAPTOP	1,490.20			2210 428000	497		101000
116978		4767 LENOVO (UNITED STATES) INC.	266.00						
1	6467454717	03/21/24 FD Office Coord 2 monitors	266.00			2060 415200	497		101000
117093		4767 LENOVO (UNITED STATES) INC.	134.00						
1	6467511571	03/26/24 BRUCE - MONITOR	134.00			1000 455000	497		101000
		Total for Vendor:	1,890.20						
117164		1741 LIBERTY BUSINESS SYSTEMS, INC	1,372.23						
1	36219855	03/26/24 mar 2024 assessing 41779	182.05			1000 415000	428		101000
2	36219856	03/26/24 mar 2024 assessing 41779	37.89			1000 415000	428		101000
3	36219856	03/26/24 mar 2024 city hall 41673	289.91			1000 415000	428		101000
4	36219856	03/26/24 mar 2024 pw 41674	357.54			6020 415000	428		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 25 of 60
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
5	36219856	03/26/24 mar 2024 pd 41672	504.84			1000 421000	428		101000
		Total for Vendor:	1,372.23						
116920	111642S	4872 LOWE'S (FD)	59.10						
1	917577	01/11/24 Credit Adjustment	59.10			2060 415200	641		101000
116980		4872 LOWE'S (FD)	459.77						
1	911230	03/07/24 T-76 New Equipt Tools	242.22			2060 415200	610		101000
2	911231	03/07/24 Engine-71 New Equip Tools	217.55			2060 415200	610		101000
3	918686	03/07/24 Engine-71 New Tools Return	-217.55			2060 415200	610		101000
4	993606	03/07/24 Engine-71 New Tools	217.55			2060 415200	610		101000
		Total for Vendor:	518.87						
117027		711 LUTHER FAMILY FORD	23.91						
1	378922	03/15/24 1175 HOSE	23.91			1000 421000	427		101000
117136		711 LUTHER FAMILY FORD	72.30						
1	379322-1	03/21/24 1175 HOSE	46.74			1000 421000	427		101000
2	379322	03/20/24 1175 HOSE/KIT	25.56			1000 421000	427		101000
		Total for Vendor:	96.21						
117012		3304 MAC'S - FARGO	496.33						
1	H40008	03/13/24 160PSI DL HS SRVC GG	63.98			6010 450200	433		101000
2	H40024	03/13/24 160PSI DL HS SRVC GG - RETURN	-63.98			6010 450200	433		101000
3	H42310	03/20/24 STORAGE CABINET/SAW BLADES	419.95			6020 450000	432		101000
4	H42450	03/20/24 ROPE/CLEANER/BOLT	31.02			6025 450000	432		101000
5	H43057	03/22/24 TOOLS	45.36			6025 450000	432		101000
117113		3304 MAC'S - FARGO	113.90						
1	03/25/24	HARDWARE	113.90			1000 430000	427		101000
		Total for Vendor:	610.23						
116793	111644S	3536 MACQUEEN EMERGENCY	10,221.42						
2		Thermal Cameras for Fargo Force Donation \$6,300							
1	10623	03/04/24 T-76 Halligan 2@ Wall	538.26			2060 415200	610		101000
2	K Frost	03/07/24 2 Thermal Cameras/FF Grant	6,300.00			2060 415200	641		101000
3	10683	03/15/24 K Frost Cap Imp Item 2KW Gen	3,383.16			2060 415200	641		101000
		Total for Vendor:	10,221.42						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 26 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116985	111737S	3542 MAINSTAY FUNDS	750.00						
1	03/31/24	Mainstay March 2024	750.00			1000 212529			101000
		Total for Vendor:	750.00						
116871	111645S	68 MANNING MECHANICAL	2,256.30						
1	6142 01/31/24	WF Fire Dept Project	2,256.30			4795 480000	670		101000
117175		68 MANNING MECHANICAL	5,587.20						
1	6201 02/29/24	WF Fire Dept Project	5,587.20			4795 480000	670		101000
		Total for Vendor:	7,843.50						
116987	111738S	3630 MATRIX TRUST COMPANY	4,612.00						
1	03/31/24	Deferred Comp Pre-Tax Mar 24	3,340.00			1000 212547			101000
2	03/31/24	Deferred Comp Post-Tax Mar 24	1,272.00			1000 212548			101000
		Total for Vendor:	4,612.00						
116967		299 MENARDS (FIRE)	1,918.21						
1	25580 03/06/24	Phy. Agility Training Prop	22.96			2060 415200	340		101000
2	25580 03/06/24	L-76 repairl-wood	14.58			2060 415200	427		101000
3	25580 03/06/24	D Sapp Tools	73.96			2060 415200	641		101000
4	25429 03/04/24	Phy. Agility Training Prop	151.80			2060 415200	340		101000
5	25514 03/05/24	Phy. Agility Training Prop	1,110.37			2060 415200	340		101000
6	25609 03/06/24	Phy. Agility Training Cr. Retu	-53.96			2060 415200	340		101000
7	26709 03/21/24	Phy. Agility Training Cr. Retu	-249.60			2060 415200	340		101000
8	25613 03/06/24	Phy. Agility Training Prop	72.77			2060 415200	340		101000
9	25187 03/01/24	T-76 New Equipment	488.86			2060 415200	610		101000
10	25751 03/08/24	Station Supplies	52.45			2060 415200	500		101000
11	25953 03/12/24	new HQ misc items	30.32			2060 415200	500		101000
12	26022 03/12/24	New HQ Mailbox	155.79			2060 415200	641		101000
13	26374 03/16/24	Phy. Agility Training Prop	41.93			2060 415200	340		101000
14	26711 03/21/24	Training-Organizer	5.98			2060 415200	500		101000
		Total for Vendor:	1,918.21						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 27 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116238		4622 MENARDS (PUBLIC WORKS)	195.44						
1	24103 02/14/24	HARDWARE	18.43			6025 450000	433		101000
2	24007 02/13/24	NEW OFFICE	146.46			6020 450000	420		101000
3	22252 01/19/24	HARDWARE	30.55			6025 450000	433		101000
116833	111648S	4622 MENARDS (PUBLIC WORKS)	273.00						
1	26192 03/14/24	WATER	273.00			1000 430000	639		101000
116844	111648S	4622 MENARDS (PUBLIC WORKS)	62.94						
1	26020 03/12/24	TRASH CAN/EAR MUFFS	62.94			6025 450000	433		101000
116891	111648S	4622 MENARDS (PUBLIC WORKS)	29.97						
1	26115 03/13/24	HARDWARE	29.97			6010 450200	433		101000
117006		4622 MENARDS (PUBLIC WORKS)	8.98						
1	25940 03/11/24	Locating	8.98			6020 450000	412		101000
117008		4622 MENARDS (PUBLIC WORKS)	687.50						
1	26264 03/15/24	HARDWARE	23.92			6010 450200	433		101000
2	26198 03/14/24	SAW BLADES	27.96			6010 450200	433		101000
3	26193 03/14/24	SAW BLADES	27.96			6010 450200	433		101000
4	26197 03/14/24	SAW BLADES - RET	-27.96			6010 450200	433		101000
5	25652 03/07/24	90 DEG CONNECTOR	25.00			1000 455000	420		101000
6	26259 03/15/24	HARDWARE	61.51			6020 450000	438		101000
7	25740 03/08/24	HARDWARE	82.21			6020 450000	438		101000
8	26462 03/18/24	SEALING COMPOUND	16.49			6020 450000	432		101000
9	25694 03/07/24	RAIN-X SILICONE 22"	55.71			6025 450000	433		101000
10	26187 03/14/24	TRUCK SUPPLIES	41.31			4387 480000	500		101000
11	26532 03/19/24	SPRAY PAINT/LETTERING	32.21			2210 428000	358		101000
12	26713 03/21/24	WRENCHES FOR BIG BLUE	37.68			1000 430000	358		101000
13	26094 03/13/24	WINDOW BLINDS - DOUG'S OFC	229.07			6020 450000	420		101000
14	26679 03/21/24	WALL PATCHES	46.44			1000 455000	420		101000
15	26253 03/15/24	MICROFIBER CLOTHES	7.99			1000 455000	500		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 28 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117056		4622 MENARDS (PUBLIC WORKS)	33.36						
1	25663	03/07/24 GORILLA BLACK TAPE	33.36			7000 411600	410		101000
117061		4622 MENARDS (PUBLIC WORKS)	29.41						
1	26601	03/20/24 HOOKRAIL	29.41			1000 455000	420		101000
117079		4622 MENARDS (PUBLIC WORKS)	79.90						
1	26555	03/19/24 TOOLS	79.90			6020 450000	432		101000
117084		4622 MENARDS (PUBLIC WORKS)	94.25						
1	26699	03/21/24 SHOVEL	19.98			1000 430000	432		101000
2	27120	03/27/24 WRENCH/RACHET	22.44			1000 430001	432		101000
3	27108	03/27/24 HARDWARE/VALVE	51.83			1000 455000	433		101000
117130		4622 MENARDS (PUBLIC WORKS)	362.55						
1	26776	03/22/24 POST MOUNT STANDARD	63.55			6010 450200	433		101000
2	27130	03/27/24 STEP LADDER	299.00			6010 450200	433		101000
		Total for Vendor:	1,857.30						
116886	111652S	2766 MIDCONTINENT COMMUNICATIONS	89.06						
1	20113893	03/01/24 PW INTERNET	89.06			1000 450000	497		101000
117073		2766 MIDCONTINENT COMMUNICATIONS	459.66						
1	13937	03/23/24 191305202 - 3050 Sheyenne	459.66			2310 452120	497		101000
117153		2766 MIDCONTINENT COMMUNICATIONS	335.84						
1	03/23/24	mar 2024 icac	215.42			1000 421000	497		101000
22121930113937									
2	03/23/24	mar 2024 pw	120.42			6010 455000	497		101000
		Total for Vendor:	884.56						
116851	111653S	102 MIDSTATES WIRELESS	209.97						
1	205016772	01/05/24 SPEARKER MICS	209.97			1000 430000	382		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 29 of 60
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
117115		102 MIDSTATES WIRELESS	451.44						
1	206002655	03/22/24 4012 ACCESSORY KIT	451.44			6010 450200	427		101000
117137		102 MIDSTATES WIRELESS	312.50						
1	2070003931	03/28/24 removal of 155	312.50			2531 421000	610		101000
117166		102 MIDSTATES WIRELESS	3,343.37						
1	2060026191	03/27/24 #1216 installs	3,343.37			2531 421000	610		101000
		Total for Vendor:	4,317.28						
117059		1854 MIDWEST TAPE	1,085.62						
1	505186070	03/13/24 AUDIOBOOK	121.98			7000 411600	664		101000
2	505171599	03/13/24 AUDIOBOOK	45.49			7000 411600	664		101000
3	505215229	03/19/24 AUDIOBOOK	39.49			7000 411600	664		101000
4	505215227	03/19/24 AUDIOBOOK	112.47			7000 411600	664		101000
5	505159390	03/08/24 DVD	9.99			7000 411600	664		101000
6	505186076	03/13/24 DVD	47.94			7000 411600	664		101000
7	505186073	03/13/24 DVD	47.94			7000 411600	664		101000
8	505186077	03/13/24 DVD	18.54			7000 411600	664		101000
9	505186074	03/13/24 DVD	36.01			7000 411600	664		101000
10	505186075	03/13/24 DVD	20.97			7000 411600	664		101000
11	505186072	03/13/24 DVD	96.21			7000 411600	664		101000
12	505186078	03/13/24 DVD	343.06			7000 411600	664		101000
13	505215271	03/19/24 DVD	45.69			7000 411600	664		101000
14	505215272	03/19/24 DVD	54.67			7000 411600	664		101000
15	505215273	03/19/24 DVD	26.53			7000 411600	664		101000
16	505215274	03/19/24 DVD	31.47			7000 411600	664		101000
17	505215275	03/19/24 DVD	57.43			7000 411600	664		101000
18	505215270	03/19/24 DVD	18.72			7000 411600	664		101000
19	505247382	03/26/24 DVD	19.47			7000 411600	664		101000
20	505247451	03/26/24 DVD	30.24			7000 411600	664		101000
21	505176763	03/11/24 CREDIT MEMO	-138.69			7000 411600	664		101000
		Total for Vendor:	1,085.62						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 30 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116869	111657S	4977 MORRIS PAINTING	1,882.80						
1	Pay App 9	01/31/24 WF Fire Dept Project	1,882.80			4795 480000	670		101000
		Total for Vendor:	1,882.80						
116830	111658S	1014 MOTION INDUSTRIES, INC	7.12						
1	00511055	03/12/24 BALL BEARING - HOISTS	7.12			1000 455000	427		101000
		Total for Vendor:	7.12						
116913	111660S	2753 MOUNTAIN PLAINS YOUTH	29,166.60						
1	030524	03/15/24 10 months 2024 attendant care	29,166.60			1000 421000	505		101000
		Total for Vendor:	29,166.60						
117003		4414 MUSCATELL AUTOMOTIVE	24,999.00						
1	03/22/24	#1217 investigations	24,999.00			2531 421000	610		101000
		Total for Vendor:	24,999.00						
117025	-99221E	4663 MUTUAL OF OMAHA	2,746.63						
1	03/22/24	March Contributions	2,746.63			1000 212515			101000
		Total for Vendor:	2,746.63						
116870	111661S	298 MVTL LABORATORIES	946.00						
1	1241934	03/04/24 WATER TESTING	663.00			6025 450000	335		101000
2	1242707	03/08/24 WATER TESTING	283.00			6025 450000	335		101000
		Total for Vendor:	946.00						
116831	111662S	728 NAPA CENTRAL	49.59						
1	392437	03/11/24 5300 ECH SWITCH	49.59			1000 430001	427		101000
		Total for Vendor:	49.59						
116914	111663S	695 NASRO	50.00						
1	m240315nd	03/15/24 membership for crouse	50.00			1000 421000	667		101000
		Total for Vendor:	50.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 31 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117028	-99220E	3546 NATIONWIDE INVESTMENT ADVISORS	11,369.00						
1	03/22/24	Mar Post-Tax Contributions	3,080.00			1000 212551			101000
2	03/22/24	Mar Pre-Tax Contributions	8,289.00			1000 212550			101000
		Total for Vendor:	11,369.00						
116854	111664S	3428 ND DEPARTMENT OF ENVIRONMENTAL	400.00						
1	EXAM 3/26	D HERSCH WATER02 TESTING	50.00			6025 450000	340		101000
2	EXAM 9/17	T BUCHOLZ WATER 02 TESTING	50.00			6020 450000	340		101000
3	EXAM 8/27	R BEAUCHANE WATER 02 TESTING	50.00			6025 450000	340		101000
4	EXAM 8/27	R BEAUCHANE WW02 TESTING	50.00			6025 450000	340		101000
5	EXAM 4/23	M KNODEL WW02 TESTING	50.00			6020 450000	340		101000
6	EXAM 4/23	M KNODEL WATER 01 TESTING	50.00			6020 450000	340		101000
7	EXAM 8/27	S SKARTVED WW02 TESTING	50.00			6025 450000	340		101000
8	EXAM 10/29	J HAHN WW02 TESTING	50.00			6025 450000	340		101000
		Total for Vendor:	400.00						
116992	111739S	3541 ND FRATERNAL ORDER OF POLICE	1,944.00						
1	03/31/24	FOP Legal for Mar 2024	1,944.00			1000 212527			101000
		Total for Vendor:	1,944.00						
117144		333 ND MOTOR VEHICLE DEPT.	11.50						
1	03/29/24	#1217 title reg tabs	11.50			1000 421000	667		101000
		Total for Vendor:	11.50						
116923	-99232E	363 ND PERS	256,575.69						
1	02/29/24	Feb Payroll - Contributions	270,460.05			1000 212532			101000
2	02/29/24	PD Bonus Credit	-13,884.36			1000 212532			101000
116937	-99231E	363 ND PERS	187.83						
1	02/29/24	Feb 2024 Adj	187.83			1000 212532			101000
117074	-99217E	363 ND PERS	400.00						
March									
1	03/31/24	Freadrich service credit purch	400.00			1000 212532			101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 32 of 60
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
117075	-99216E	363 ND PERS	35,060.74						
	03/22/24	Payroll							
1	03/22/24	457b Def Comp - Contributions	35,060.74			1000 212532			101000
		Total for Vendor:	292,224.26						
116983		1771 ND SECRETARY OF STATE	36.00						
1	03/25/24	notary for ellefson	36.00			1000 421000	667		101000
		Total for Vendor:	36.00						
116584		756 NELCO FIRST AID	35.40						
1	014255	03/06/24 MEDICAL SUPPLIES	35.40			7000 411600	672		101000
116878	111666S	756 NELCO FIRST AID	126.36						
1	014253	03/06/24 SA FIRST AID SUPPLIES	59.08			6010 450200	639		101000
2	014254	03/06/24 PW FIRST AID SUPPLIES	67.28			6020 450000	639		101000
		Total for Vendor:	161.76						
116841	111667S	1600 NELSON AUTO CENTER FLEET DEPT	101,340.24						
1	FR112	02/08/24 #5007 2024 F250 CrewCab Truck	50,670.12			1000 455000	610		101000
2	FR113	02/06/24 #7101 2024 F250 CrewCab Truck	50,670.12			6025 450000	610		101000
117145		1600 NELSON AUTO CENTER FLEET DEPT	26,407.00						
1	F3R129	02/26/24 #8201 2024 GMC TERRAIN	26,407.00			1000 430000	870		101000
117146		1600 NELSON AUTO CENTER FLEET DEPT	46,050.00						
1	F3R058	03/04/24 2002 2024 GMC SIERRA 1500	46,050.00			6020 450000	610		101000
		Total for Vendor:	173,797.24						
116629	111668S	364 NELSON INTERNATIONAL	1,538.41						
1	X102218369	03/05/24 262 GEAR ASM STEERING DUAL	3,100.91			6020 450000	427		101000
2	X102218588	03/11/24 262 U JOINT KIT	26.90			6020 450000	427		101000
3	X102219066	03/14/24 262 U JOINT KIT - RET	-26.90			6020 450000	427		101000
4	X102219067	03/14/24 262 GEAR ASM STEERING - RE	-1,125.00			6020 450000	427		101000
9900	X102217551	02/21/24 243 COOLER KIT RETURN	-437.50			6020 450000	427		101000
CI	22								

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 33 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117081		364 NELSON INTERNATIONAL	132.09						
1	X102219846	03/27/24 3005 ASSY HEATER PIPE FLUI	79.30			1000 430000	427		101000
2	X102219837	03/25/24 3005 TURN SIGNAL LIGHT MOU	52.79			6020 450000	427		101000
		Total for Vendor:	1,670.50						
116921	111669S	271 NETCENTER TECHNOLOGIES	793.70						
1	194157	01/29/24 DSS Console for Chelsey Moss	411.20			1000 450000	497		101000
2	194157	01/29/24 Labor	382.50			1000 414104	497		101000
		Total for Vendor:	793.70						
116941		4765 NETWORK CABLING SERVICES, INC.	16,300.00						
1	23080103	03/19/24 Install 2 post Hoffman rack	16,300.00			1000 414104	497		101000
		Total for Vendor:	16,300.00						
116939		2261 NETWORK CENTER INCORPORATED	2,103.75						
1	INV211691	03/18/24 Networking Issues	1,173.00			1000 414104	497		101000
2	INV211691	03/18/24 Networking Issues	930.75			1000 430002	487		101000
117052		2261 NETWORK CENTER INCORPORATED	1,075.00						
1	INV209130	01/31/24 REPAIR OF WIFI ACCESS POINT	1,075.00			7000 411600	497		101000
		Total for Vendor:	3,178.75						
116993	111740S	3543 NEW YORK LIFE INSURANCE &	7,020.00						
1	03/31/24	Deferred Comp EE Mar 2024	7,020.00			1000 212531			101000
		Total for Vendor:	7,020.00						
117122		3111 NORTHERN SALT INCORPORATED	13,668.90						
1	30954	03/27/24 DEICING SALT	13,668.90			1000 430000	377		101000
		Total for Vendor:	13,668.90						
116848	111672S	1403 NORTHERN TOOL	69.99						
1	61243927	03/01/24 TOOLS - ZACH'S TOOLBOX	69.99			1000 455000	432		101000
		Total for Vendor:	69.99						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 34 of 60
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
117066		141 NORTHSTAR SAFETY, INC	244.13						
1	35980 03/14/24	SAFETY HARNESS	244.13			6025 450000	639		101000
		Total for Vendor:	244.13						
116821	111674S	4892 NORTHWEST TIRE INC.	61.61						
1	26046138 03/11/24	5300 TIRE REPAIR	21.63			1000 430001	427		101000
2	26045883 03/07/24	3035 TIRE BALANCE	39.98			1000 430000	427		101000
		Total for Vendor:	61.61						
116804	111675S	330 NORTHWESTERN EQUIP INC.	316.58						
1	54099 03/13/24	HOOK/THIMBLE	316.58			6010 450200	427		101000
		Total for Vendor:	316.58						
116911	111676S	5166 NURTURING DREAMS CHILD CARE LLC	2,772.17						
1	03/15/24	Child Care Grant	2,772.17			2960 411900	416		101000
		Total for Vendor:	2,772.17						
116979		1774 O'REILLY AUTOMOTIVE STORES, INC	283.86						
1	312803 03/19/24	BC White Board Striping	7.98			2060 415200	410		101000
2	312803 03/19/24	Anti-Freeze	275.88			2060 415200	420		101000
		Total for Vendor:	283.86						
116814	111678S	4744 O'REILLY AUTOMOTIVE STORES, INC	231.35						
1	1932308890 03/07/24	2005 STARTERS	142.47			6020 450000	427		101000
2	1932308737 03/06/24	1192 SUPER GLUE	8.49			1000 421000	427		101000
3	1932308706 03/06/24	1192 SPARK PLUG	66.24			1000 421000	427		101000
4	1932308332 03/05/24	7026 HYD FILTER	8.27			6025 450000	427		101000
5	1932311211 03/14/24	BATTERY CORE RET	-40.00			1000 421000	427		101000
6	1932310862 03/13/24	BRAKE CLEAN	41.88			1000 455000	433		101000
7	1932311212 03/14/24	BATTERY CORE RET	4.00			1000 421000	427		101000
117104		4744 O'REILLY AUTOMOTIVE STORES, INC	12.59						
1	1932315106 03/27/24	ELECT CLNR	12.59			6025 450000	433		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 35 of 60
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
117131	4744	O'REILLY AUTOMOTIVE STORES, INC	99.00						
1	1932315400	03/28/24 2002 CABLE	99.00			6020 450000	610		101000
		Total for Vendor:	342.94						
117160	5329	OPENGOV INC	63,355.15						
1	12814	03/25/24 2024 CARTEGRAPH LICENSE	63,355.15			1000 450000	497		101000
		Total for Vendor:	63,355.15						
116969	276	OSTROMS ACE HARDWARE	324.16						
1	226006	02/26/24 Station 76 misc hardware	17.46			2060 415200	500		101000
2	226025	02/28/24 Station 76 st. steel wipes	7.59			2060 415200	500		101000
3	226022	02/28/24 L-75 hardware for repairs	13.70			2060 415200	500		101000
4	226045	03/04/24 T-76 & E-71 new tools	139.95			2060 415200	610		101000
5	226063	03/06/24 L-76 repairs hardware	1.38			2060 415200	500		101000
6	226060	03/06/24 Phy Agility Prop	29.57			2060 415200	340		101000
7	226053	03/06/24 L-76 Repairs	5.99			2060 415200	500		101000
8	226062	03/06/24 L-76 Repairs	3.78			2060 415200	500		101000
9	226067	03/07/24 T-76 new equip	71.96			2060 415200	610		101000
10	226085	03/12/24 New Mailbox misc	19.42			2060 415200	500		101000
11	226117	03/18/24 misc bolts Station 76	2.37			2060 415200	500		101000
12	226130	03/19/24 Velcro strips to hang WSI info	10.99			2060 415200	500		101000
		Total for Vendor:	324.16						
117062	5119	OSTROMS ACE HARDWARE (PW)	235.94						
1	226154	03/25/24 WEX FIT-UP	195.96			2970 480000	653		101000
2	226096	03/13/24 WES FIT-UP	39.98			2970 480000	653		101000
		Total for Vendor:	235.94						
117057	2126	OVERDRIVE, INC	1,567.66						
1	02139DA240	01/30/24 EBOOKS & AUDIOBOOKS	134.93			7000 411600	650		101000
2	02139CO240	03/25/24 EBOOKS & AUDIOBOOKS	1,432.73			7000 411600	650		101000
		Total for Vendor:	1,567.66						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 36 of 60
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
116982		3739 PARADIGM FIBER SPLICING LLC	2,998.72						
1	312 03/21/24	Install fiber - CH IT Room	2,998.72			1000 414104	497		101000
		Total for Vendor:	2,998.72						
116961		2488 PAT MCCARTHY PRODUCTIONS	350.00						
1	47906 03/22/24	reg for street crimes	350.00			1000 421000	340		101000
		Total for Vendor:	350.00						
116988	111741S	3548 PERSHING	300.00						
1	03/31/24	Alerus - Mar 2024	300.00			1000 212525			101000
		Total for Vendor:	300.00						
116888	111684S	563 PETRO SERVE USA	5,796.01						
1	991 03/01/24	BULK FUEL	2,932.15			4387 480000	424		101000
2	1020 03/08/24	BULK FUEL	2,863.86			4387 480000	424		101000
117083		563 PETRO SERVE USA	669.00						
1	96722 03/22/24	SAMSON PRESET METER	669.00			1000 455000	432		101000
		Total for Vendor:	6,465.01						
116890	111685S	4034 PETRO SERVE USA #63	1,644.00						
1	6262 03/14/24	7033 DIESEL	138.17			6025 450000	424		101000
2	8627 03/11/24	LAGOON DEF	21.59			4387 480000	424		101000
3	5667 03/01/24	870XY	72.16			6025 450000	424		101000
4	7018 03/06/24	3022 DIESEL	304.80			1000 430000	424		101000
5	5914 03/13/24	SA TIRE GUAGE	49.98			6010 450200	433		101000
6	7972 03/08/24	4102 DIESEL	113.87			6010 450200	424		101000
7	4154 03/06/24	4102 DIESEL	185.31			6010 450200	424		101000
8	5546 03/01/24	4101 DIESEL	44.46			6010 450200	424		101000
9	5547 03/01/24	4102 DIESEL	147.82			6010 450200	424		101000
10	4267 03/06/24	4003 DIESEL	83.05			1000 430001	424		101000
11	4478 02/27/24	ST DIESEL	176.82			1000 430000	424		101000
12	4439 02/27/24	3000 DIESEL	151.54			1000 430000	424		101000
13	1373 02/26/24	SA DIESEL	77.82			6010 450200	424		101000
14	6286 02/13/24	3102 OXY	76.61			1000 430000	424		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 37 of 60
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
117158		4034 PETRO SERVE USA #63	1,501.00						
1	5840 03/13/24	700 DIESEL	159.80			6025 450000	424		101000
2	6137 03/13/24	7001 DIESEL	94.35			6025 450000	424		101000
3	6605 03/14/24	7001 DIESEL	134.59			6025 450000	424		101000
4	6275 03/14/24	7101 DIESEL	117.50			6025 450000	424		101000
5	539 03/25/24	RENTAL LOADER DIESEL	78.44			1000 430000	424		101000
6	713 03/25/24	2100 DIESEL	66.12			6020 450000	424		101000
7	2164 03/20/24	2002 DIESEL	72.06			6020 450000	424		101000
8	4222 03/26/24	4018 DIESEL	134.26			6010 450200	424		101000
9	708 03/25/24	2006 DIESEL	67.55			6020 450000	424		101000
10	629 03/25/24	4102 DIESEL	125.20			6010 450200	424		101000
11	4209 03/26/24	RENTAL LOADER DIESEL	191.54			1000 430000	424		101000
12	4224 03/26/24	3000 DIESEL	124.02			1000 430000	424		101000
13	4834 03/28/24	4102 DIESEL	135.57			6010 450200	424		101000
		Total for Vendor:	3,145.00						
117161		5328 PHIL CHALMERS	149.00						
1	102278 03/29/24	reg fee for beilke	149.00			1000 421000	340		101000
		Total for Vendor:	149.00						
117133		360 PIONEER RIM/WHEEL	52.47						
1	02CW8850 03/27/24	5702 SHANK	52.47			1000 430002	427		101000
		Total for Vendor:	52.47						
116999		1483 PITNEY BOWES RESERVE ACCOUNT	1,500.00						
		City Hall postage machine - meter refill							
1	03/22/24	Reserve Acct 20613972	1,500.00			1000 415000	661		101000
		Total for Vendor:	1,500.00						
116839	111687S	4064 POMP'S TIRE SERVICE (ROYAL TIRE)	116.65						
1	2450004251 03/08/24	380 FLAT REPAIR	116.65			6010 450200	427		101000
117070		4064 POMP'S TIRE SERVICE (ROYAL TIRE)	101.65						
1	2450004403 03/19/24	4008 FLAT REPAIR	101.65			6010 450200	427		101000
		Total for Vendor:	218.30						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 38 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117065		4580 PPG PROTECTIVE & MARINE COATINGS	308.46						
1	7264842037	02/29/24 12 SPRAY SET HF	308.46			6025 450000	437		101000
		Total for Vendor:	308.46						
116927		3391 PPI CONSULTING LLC	475.00						
1	24-125	03/18/24 psych assessment	475.00			1000 421000	399		101000
117178		3391 PPI CONSULTING LLC	475.00						
1	24-132	03/29/24 psycho assessment	475.00			1000 421000	399		101000
		Total for Vendor:	950.00						
116957		1295 PRO-WEST & ASSOCIATES, INC	41.07						
1	008130	01/05/24 GIS Tech Support	41.07			1000 414000	497		101000
		Total for Vendor:	41.07						
117174		4988 PS GARAGE DOORS	3,153.60						
1	Pay App 3	02/29/24 Fire Dept Project	3,153.60			4795 480000	670		101000
		Total for Vendor:	3,153.60						
116984		1239 QUALIFICATION TARGETS, INC	498.80						
1	22401621	03/20/24 targets	498.80			1000 421000	987		101000
		Total for Vendor:	498.80						
117171		5084 QUALITY COATINGS & TILE	28,593.00						
1	Pay App 4	02/29/24 WF Fire Dept Project	28,593.00			4795 480000	670		101000
		Total for Vendor:	28,593.00						
117128		2982 RDO EQUIPMENT CO	8,974.19						
1	W2496254	03/12/24 7701 HYDRAULIC INSTALL	9,546.49			4387 480000	870		101000
2	W2544354	03/26/24 7701 PART RETURN	-572.30			4387 480000	870		101000
		Total for Vendor:	8,974.19						
117125		3944 RDO TRUCK CENTERS	13,820.00						
1	E2343254	03/07/24 7701 3/4 HYDRAULIC FUNC PART	13,820.00			4387 480000	870		101000
		Total for Vendor:	13,820.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 39 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116991	111742S	1464 RED RIVER VALLEY FOP LODGE #1	792.00						
1	03/31/24	FOP Dues Mar 2024	792.00			1000 212526			101000
		Total for Vendor:	792.00						
117032		1016 RED WING BUSINESS ADVANTAGE	620.47						
1	7371155401	02/26/24 B GAST BOOTS	229.49			1000 430000	422		101000
2	156752	03/20/24 B KROG BOOTS	195.49			6025 450000	422		101000
3	156567	03/18/24 D TEEGARDEN BOOTS	195.49			1000 430001	422		101000
117078		1016 RED WING BUSINESS ADVANTAGE	212.49						
1	157088	03/27/24 D HEIZELMAN BOOTS	212.49			1000 430000	422		101000
117100		1016 RED WING BUSINESS ADVANTAGE	751.20						
1	156904	03/22/24 D BEHRNS INSOLES	64.99			6025 450000	422		101000
2	156903	03/22/24 D BEHRNS BOOTS	182.74			6025 450000	422		101000
3	157090	03/27/24 R BEAUCHANE BOOTS	220.99			6025 450000	422		101000
4	156863	03/22/24 D PRANKE INSOLES	69.99			6025 450000	422		101000
5	156864	03/22/24 D PRANKE BOOTS	212.49			6025 450000	422		101000
		Total for Vendor:	1,584.16						
115733		5260 REED OLSON	239.00						
		WWETT SHOW - INDIANAPOLIS, IN							
1	01/30/24	TRAVEL REIMBURSEMENT	239.00			6025 450000	340		101000
		Total for Vendor:	239.00						
116866	111693S	1182 REFRIGERATION HEATING INC	69.84						
1	1342021	03/06/24 CURRENT SWITCH	69.84			6020 450000	632		101000
		Total for Vendor:	69.84						
116808	111694S	5307 REHRIG PACIFIC COMPANY	39,454.42						
1	50375904	03/08/24 95GAL GARBAGE CARTS	39,454.42			6010 450200	665		101000
		Total for Vendor:	39,454.42						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 40 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117055		999999 RESCOM	6.90						
1	03/27/24	Refund overpmt - INV 18752	6.90			1000 214100			101000
		Total for Vendor:	6.90						
116860	111696S	4451 RTL CONSTRUCTION INC	677.26						
1	22161-15	01/31/24 WF Fire Dept Project	677.26			4795 480000	670		101000
117172		4451 RTL CONSTRUCTION INC	13,382.18						
1	22161-16	02/29/24 WF Fire Dept Project	13,382.18			4795 480000	670		101000
		Total for Vendor:	14,059.44						
116867	111697S	2913 RUSCO WINDOW CO INC	11,421.00						
1	Pay App 8	01/31/24 WF Fire Dept Project	11,421.00			4795 480000	670		101000
		Total for Vendor:	11,421.00						
116933		3353 SAM'S CLUB MC/SYNCB	34.94						
1	03/19/24	bakery for cpa	19.98			1000 421000	375	12	101000
2	03/19/24	bakery for coffee with cop	14.96			1000 421000	375	12	101000
117004		3353 SAM'S CLUB MC/SYNCB	275.24						
1	03/21/24	Supplies for City Hall	275.24			1000 415000	410	12	101000
117060		3353 SAM'S CLUB MC/SYNCB	73.02						
1	03/25/24	COFFEE CREAMER/SUGAR	73.02			6020 450000	500		101000
117155		3353 SAM'S CLUB MC/SYNCB	27.96						
1	03/28/24	kitchen supplies	27.96			1000 421000	420		101000
		Total for Vendor:	411.16						
116981		1881 SAM'S CLUB/SYNCHRONY BANK (FD)	339.74						
1	476	02/29/24 North Station Supplies	249.84			2060 415200	500		101000
2	261	03/05/24 EM Meeting at Station 807	29.94			2060 415200	378		101000
3	96	03/07/24 Village Family Svc. Meeting	59.96			2060 415200	378		101000
		Total for Vendor:	339.74						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 41 of 60
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
116897	111699S	800 SANDERS	75.00						
1	62337	03/05/24 L-75 Repair Alum Step on Truck	75.00			2060	415200	427	101000
		Total for Vendor:	75.00						
116898	111700S	140 SANFORD AMBULANCE	300.00						
1	43861	02/26/24 2024 TC DuesGaugle Herbst Mill	300.00			2060	415200	340	101000
		Total for Vendor:	300.00						
116846	111701S	454 SANITATION PRODUCTS	543.60						
1	88287	02/29/24 CONE HOLDER	543.60			6025	450000	639	101000
		Total for Vendor:	543.60						
116943		450 SCHEELS	274.32						
1	40399	03/20/24 slings/adapters for rifles	274.32			1000	421000	987	101000
117163		450 SCHEELS	68.95						
1	40720	03/29/24 ammo	23.98			1000	421000	987	101000
2	40720	03/29/24 rifle equip	44.97			1000	421000	987	101000
		Total for Vendor:	343.27						
116837	111704S	2885 SHORTPRINTER	37.45						
1	146934	03/05/24 A HEIZELMAN BUSINESS CARDS	37.45			2210	428000	410	101000
117041		2885 SHORTPRINTER	47.45						
1	147185	03/13/24 B NELSON BUSINESS CARDS	47.45			6025	450000	410	101000
117135		2885 SHORTPRINTER	47.45						
1	147416	03/19/24 bc for ellefson	47.45			1000	421000	668	101000
		Total for Vendor:	132.35						
116899	111705S	5199 SIGN BADGERS	153.60						
1	31536	03/13/24 FD New HQ Occupancy Load signs	153.60			2060	415200	641	101000
		Total for Vendor:	153.60						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 42 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117154		3642 SIGN PRO	340.00						
1	85373	03/26/24 trailer #185 graphics	340.00			2531 421000	610		101000
		Total for Vendor:	340.00						
116806	111706S	91 SIGN SOLUTIONS USA	1,731.28						
1	410630	03/08/24 TELES PAR	1,731.28			1000 430000	487		101000
117034		91 SIGN SOLUTIONS USA	1,611.89						
1	410778	03/19/24 SIGNS	114.88			1000 430000	487		101000
2	410686	03/13/24 KLEEN BREAK TOP RECEIVER	436.34			1000 430000	487		101000
3	410720	03/14/24 REFLECTIVE CONES	424.27			2210 428000	358		101000
4	410736	03/15/24 REFLECTIVE CONES	636.40			1000 430001	358		101000
117111		91 SIGN SOLUTIONS USA	214.41						
1	410830	03/22/24 SIGNS	214.41			1000 430000	487		101000
		Total for Vendor:	3,557.58						
116925		1626 SIRCHIE ACQUISITION COMPANY LLC	324.22						
1	0634040	03/04/24 crime scene barrier tape	324.22			1000 421000	365		101000
		Total for Vendor:	324.22						
116862	111707S	3528 SNACKS PLUS VENDING	164.00						
1	541816	03/04/24 PW COFFEE	164.00			6020 450000	500		101000
		Total for Vendor:	164.00						
117110		3652 SNAP-ON TOOLS INDUSTRIAL	3,519.01						
1	60727459	03/12/24 NEW TOOL BOX TOOLS	194.76			1000 455000	870		101000
2	60724812	03/12/24 NEW TOOL BOX TOOLS	484.74			1000 455000	870		101000
3	60715215	03/11/24 NEW TOOL BOX TOOLS	153.76			1000 455000	870		101000
4	60683066	03/07/24 NEW TOOL BOX TOOLS	1,451.37			1000 455000	870		101000
5	60692042	03/08/24 NEW TOOL BOX TOOLS	1,234.38			1000 455000	870		101000
		Total for Vendor:	3,519.01						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 43 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117018		3325 SPHERION STAFFING LLC	577.50						
1	RL3133147	03/17/24 Christy Dvorak 03/17	577.50			1000 414000	114		101000
117162		3325 SPHERION STAFFING LLC	792.00						
1	RL3136849	03/24/24 Christy Dvorak 03/24	792.00			1000 414000	114		101000
		Total for Vendor:	1,369.50						
116902	111710S	3516 STEIN'S INC	5.00						
1	934847	03/06/24 FD 2 Handsoap dispensers	5.00			2060 415200	500		101000
		Total for Vendor:	5.00						
117170		274 STEVE MOTTINGER	5,250.00						
April									
1	04/01/24	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
116807	111711S	2980 STRAHL LLC	2,825.00						
1	000166	02/29/24 PUSH CAMERA HEAD	2,825.00			6025 450000	439		101000
116843	111711S	2980 STRAHL LLC	882.00						
1	000201	03/11/24 CONTROL PANNEL REPLACEMENT	882.00			6025 450000	439		101000
		Total for Vendor:	3,707.00						
117127		5326 STREET SMARTS VR, INC	95,000.00						
1	inv117	03/20/24 street smart VR	95,000.00			2975 421000	640		101000
		Total for Vendor:	95,000.00						
117152		88 STREICHER'S INC	338.89						
1	i1689551	03/21/24 new officer tie clips	338.89			1000 421000	422		101000
		Total for Vendor:	338.89						
116810	111713S	733 SWANSTON EQUIPMENT CORP.	2,877.26						
1	P99821	03/05/24 5402 BEARINGS/SEALS	3,922.34			1000 430001	427		101000
2	P00051	03/14/24 5402 BEARINGS RET	-1,045.08			1000 430001	427		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 44 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116815	111713S	733 SWANSTON EQUIPMENT CORP.	193.99						
1	P00045	03/14/24 3035 SOLENOID VALVE	193.99			1000 430000	427		101000
117089		733 SWANSTON EQUIPMENT CORP.	743.40						
1	P00302	03/22/24 10X32 POLY CONV WHS	700.92			1000 430001	381		101000
2	P00317	03/25/24 10X32 POLY FLAT WHS	42.48			1000 430001	381		101000
117116		733 SWANSTON EQUIPMENT CORP.	274.05						
1	P00406	03/27/24 5410 COMBO WAFE WHS	274.05			1000 430001	381		101000
		Total for Vendor:	4,088.70						
116932		5320 TACTICAL R/C LLC	7,055.60						
1	1092	02/12/24 4Sight Cars for Narcs	7,055.60			1000 335900			101000
		Total for Vendor:	7,055.60						
117068		2491 TEAM LABORATORY CHEMICAL, LLC	104.00						
1	0040114	03/15/24 HAND TOWELS	104.00			6025 450000	433		101000
		Total for Vendor:	104.00						
116845	111714S	4925 TELUS COMMUNICATIONS US INC	666.00						
1	1471	03/01/24 ST - SKYHAWK	666.00			1000 430000	307		101000
		Total for Vendor:	666.00						
116968		3411 THE UPS STORE #6740	36.81						
1	244942	03/11/24 Paratech control for repair	36.81			2060 415200	661		101000
		Total for Vendor:	36.81						
116823	111717S	3352 TITAN MACHINERY-FARGO CASE	93.49						
1	19297225	03/06/24 5800 SEAL/O RING COVER	93.49			1000 430002	427		101000
		Total for Vendor:	93.49						
116904	111718S	1734 TOM CLARK	1,754.05						
1	2024	03/06/24 CPSE Conf Orlando lodging	1,485.05			2060 415200	340		101000
2	2024	03/06/24 CPSE Conf Orlando Per Deim	269.00			2060 415200	340		101000
		Total for Vendor:	1,754.05						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 45 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116905	111719S	3524 TRAVIS OLSON	269.00						
1	2024 03/06/24	CPSE Conf Orlando Per Deim	269.00			2060 415200	340		101000
		Total for Vendor:	269.00						
116813	111720S	665 TWIN CITY GARAGE DOOR	2,770.00						
1	Z268280 02/29/24	CAMELOT - GARAGE DOOR REPAIR	2,770.00			1000 455000	322		101000
116861	111720S	665 TWIN CITY GARAGE DOOR	283.00						
1	Z268197 02/29/24	CARRIAGE ASSEMBLY REPAIR	283.00			6010 450200	420		101000
117010		665 TWIN CITY GARAGE DOOR	160.00						
1	732904 03/13/24	GARAGE DOOR OPENERS	160.00			6020 450000	420		101000
		Total for Vendor:	3,213.00						
116863	111722S	2136 ULINE INC	280.26						
1	174797294 02/23/24	SHOP LATEX GLOVES	280.26			1000 455000	639		101000
116907	111722S	2136 ULINE INC	1,171.38						
1	174351946 02/13/24	CRR Storage Set up	703.54			4795 480000	641		101000
2	174986969 02/28/24	FD New HQ Mailbox	467.84			2060 415200	641		101000
117040		2136 ULINE INC	466.35						
1	175197190 03/05/24	M HUMMEL JACKET	54.00			1000 430000	422		101000
2	175197190 03/05/24	NITRILE GLOVES	412.35			6025 450000	639		101000
		Total for Vendor:	1,917.99						
117134		784 UNITED POWER EQUIPMENT	14.61						
1	02NZ3019 03/25/24	SAW THROTTLE LOCKOUT	14.61			2210 428000	427		101000
		Total for Vendor:	14.61						
116986	111743S	1562 UNITED WAY OF CASS-CLAY	69.00						
1	202403 03/31/24	March Contributions	69.00			1000 212536			101000
		Total for Vendor:	69.00						

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 46 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117030	-99219E	4665 UNUM	10,198.59						
1	03/22/24	Mar Employee Contributions	5,339.60			1000 212514			101000
2	03/22/24	Mar Employer Contributions	4,858.99			1000 212514			101000
		Total for Vendor:	10,198.59						
116910	111723S	4111 US DIGITAL DESIGNS	3,913.00						
1	20221011	03/14/24 FD New HQ Pro Mgmt,Config	3,913.00			2060 415200	864		101000
		Total for Vendor:	3,913.00						
116929		3668 VERIZON WIRELESS	13,661.53						
1	9955802888	02/02/24 Feb 2024 river sensors	54.20			6020 450000	356		101000
2	9958538342	02/08/24 Feb 2024 fire	82.51			2060 415200	356		101000
3	9958538342	02/08/24 Feb 2024 city admin	42.47			1000 414000	356		101000
4	9958538342	02/08/24 Feb 2024 city econ develop	47.50			1000 414000	356		101000
5	9958538342	02/08/24 Feb 2024 city HR	137.44			1000 414103	356		101000
6	9958538342	02/08/24 Feb 2024 city IT	321.95			1000 414104	356		101000
7	9958538342	02/08/24 Feb 2024 city engineering	777.41			1000 414200	356		101000
8	9958538342	02/08/24 Feb 2024 city commission	89.94			1000 415000	356		101000
9	9958538342	02/08/24 Feb 2024 city commission	40.01			1000 415000	356		101000
10	9958538342	02/08/24 Feb 2024 communications	137.50			1000 416200	356		101000
11	9958538342	02/08/24 Feb 2024 planning	222.44			1000 418000	356		101000
12	9958538342	02/08/24 Feb 2024 pd cell	42.47			1000 421000	356		101000
13	9958538342	02/08/24 Feb 2024 pd cell	4,325.00			1000 421000	356		101000
14	9958538342	02/08/24 Feb 2024 pd bait phone	42.50			1000 421000	356		101000
15	9958538342	02/08/24 Feb 2024 pd passport	127.41			1000 421000	356		101000
16	9958538342	02/08/24 Feb 2024 pd mdc	682.95			1000 421000	356		101000
17	9958538342	02/08/24 Feb 2024 pd cradlepoints	810.51			1000 421000	356		101000
18	9958538342	02/08/24 Feb 2024 pd invest	40.01			1000 421000	356		101000
19	9958538342	02/08/24 Feb 2024 pd icac	42.50			1000 421000	356		101000
20	9958538342	02/08/24 Feb 2024 pd pole cam	80.02			1000 421000	356		101000
21	9958538342	02/08/24 Feb 2024 pd invest trailer	80.02			1000 421000	356		101000
22	9958538342	02/08/24 Feb 2024 pw street	407.51			1000 430000	356		101000
23	9958538342	02/08/24 Feb 2024 pw row	82.51			1000 430001	356		101000
24	9958538342	02/08/24 Feb 2024 pw	834.89			1000 450000	356		101000
25	9958538342	02/08/24 Feb 2024 pw b&g	292.49			1000 455000	356		101000
26	9958538342	02/08/24 Feb 2024 pd 4 sight cars	260.20			1000 421000	356		101000

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 47 of 60
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
27	9958538342	02/08/24 Feb 2024 fire	1,206.80			2060 415200	356		101000
28	9958538342	02/08/24 Feb 2024 fire drone	40.01			2060 415200	356		101000
29	9958538342	02/08/24 Feb 2024 pw forestry	94.97			2210 428000	356		101000
30	9958538342	02/08/24 Feb 2024 pw sanitation	863.42			6010 450200	356		101000
31	9958538342	02/08/24 Feb 2024 pw water	638.28			6020 450000	356		101000
32	9958538342	02/08/24 Feb 2024 pw sewer	438.73			6025 450000	356		101000
33	9958538342	02/08/24 Feb 2024 library	274.96			7000 411600	356		101000
		Total for Vendor:	13,661.53						
117150	2708	VERIZON WIRELESS - LERT B	100.00						
1	9431	03/17/24 sms target	100.00			1000 421000	365		101000
9022351029									
		Total for Vendor:	100.00						
116962	-99225E	3212 VISA ADMINISTRATION	3,557.19						
		Mar statement for Feb transactions							
1	CC-1385	02/07/24 Amazon-Chili Cook off	80.78			1000 202200			101000
		cup for Chili Cookoff		CC Accounting: 1000-		-414103-378			
		AMAZON CAPITAL SERVICES							
2	CC-1385	02/07/24 Amazon-Chili Cook off	23.73			1000 202200			101000
		supplies for chili cookoff		CC Accounting: 1000-		-414103-378			
		AMAZON CAPITAL SERVICES							
3	CC-1385	02/07/24 FMWF Chamber - event	75.00			1000 202200			101000
		Registration for Mayor Dardis		CC Accounting: 1000-		-415000-340			
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE							
4	CC-1385	02/07/24 FMWF Chamber - event	50.00			1000 202200			101000
		Registration for Mayor Dardis		CC Accounting: 1000-		-415000-340			
		FARGO MHD WEST FARGO CHAMBER OF COMMERCE							
5	CC-1385	02/08/24 Amazon-Chili Cook off	112.92			1000 202200			101000
		supplies for chili cookoff		CC Accounting: 1000-		-414103-378			
		AMAZON CAPITAL SERVICES							
6	CC-1385	02/09/24 Vogel Law Firm - seminar	175.00			1000 202200			101000
		employment seminar		CC Accounting: 1000-		-414103-340			
		MISC CLAIM VENDOR							
7	CC-1385	02/11/24 Amzon-scanner ink	106.53			1000 202200			101000
		ink for check scanner		CC Accounting: 1000-		-414100-410			
		AMAZON CAPITAL SERVICES							

04/01/24
11:29:33

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 48 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
8	CC-1385 02/14/24	Card Quest -badges badge cards and key fobs MISC CLAIM VENDOR	1,110.00			1000 202200 -414103-497			101000
9	CC-1385 02/13/24	FMWF Chamber - event Registration for Mayor Dardis FARGO MHD WEST FARGO CHAMBER OF COMMERCE	65.00			1000 202200 -415000-340			101000
10	CC-1385 02/14/24	Record Keepers - shredding City Hall shred bins RECORD KEEPERS	27.50			1000 202200 -415000-420			101000
11	CC-1385 02/16/24	ND CPA Society of Grand Forks Recruitment ad for Finance Director ND CPA SOCIETY	200.00			1000 202200 -414100-399			101000
12	CC-1385 02/20/24	Office Sign Company-plaques plaques for retirement OFFICE SIGN COMPANY	87.52			1000 202200 -414103-378			101000
13	CC-1385 02/21/24	United Way - registration Registration for Mayor Dardis UNITED WAY OF CASS-CLAY	30.00			1000 202200 -415000-340			101000
14	CC-1385 02/21/24	United Way - registration Registration for Casey Sanders UNITED WAY OF CASS-CLAY	30.00			1000 202200 -414102-340			101000
15	CC-1385 02/25/24	Amazon - door signs door sign holders for IT AMAZON CAPITAL SERVICES	15.89			1000 202200 -414104-410			101000
16	CC-1385 02/25/24	Amazon-folders folders for Communications AMAZON CAPITAL SERVICES	18.80			1000 202200 -416200-410			101000
17	CC-1385 02/25/24	Amazon-phone chargers phone chargers for Engineering AMAZON CAPITAL SERVICES	11.99			1000 202200 -414200-410			101000
18	CC-1385 02/27/24	Uline - rugs rugs for the Library ULINE INC	896.17			7000 202200 -411600-641			101000
19	CC-1385 02/28/24	Column Public Notice Notice for Annual Financial Report MISC CLAIM VENDOR	40.36			1000 202200 -415000-668			101000
20	CC-1385 02/29/24	ND League of Cities-registrat NDLC Spring Workshop registration for Mayor Dardis ND LEAGUE OF CITIES	200.00			1000 202200 -415000-340			101000

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 49 of 60
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
21	CC-1385	03/01/24 ND League of Cities-registrat NDLC Spring Workshop registration for Dustin Scott ND LEAGUE OF CITIES	200.00			1000 202200 -414000-340			101000
		Total for Vendor:	3,557.19						
116585	-99233E	3706 VISA COMMUNICATIONS Mar statement for Feb transactions	251.79						
1	CC-1368	02/05/24 Chamber Corporate Cup registration for Corporate Cup FARGO MHD WEST FARGO CHAMBER OF COMMERCE	500.00			1000 202200 -416200-602			101000
2	CC-1368	02/08/24 AP Style Book annual renewal MISC CLAIM VENDOR	79.99			1000 202200 -416200-497			101000
3	CC-1368	02/19/24 Chamber refund refund of registration fee FARGO MHD WEST FARGO CHAMBER OF COMMERCE	-500.00			1000 202200 -416200-602			101000
4	CC-1368	02/21/24 The Forum - subscription subscription FORUM COMMUNICATIONS	250.80			1000 202200 -416200-667			101000
5	CC-1368	02/24/24 Apple Cloud cloud storage APPLE.COM	0.99			1000 202200 -416200-497			101000
6		credit car 03/08/24 AP Style Book refund of annual renewal	-79.99			1000 416200	497		101000
		Total for Vendor:	251.79						
117076	-99212E	4335 VISA HUMAN RESOURCES March statement (Feb finance charge)	2.65						
1	CC-1386	02/21/24 Finance Charge 1st International Bank & Trust	2.65			1000 202200 -414100-740			101000
		Total for Vendor:	2.65						
116930	-99228E	2439 VISA IT Mar statement for Feb transactions	626.90						
1	CC-1383	02/04/24 Amazon - supplies alcohol swabs, mouse, surge protectors AMAZON CAPITAL SERVICES	191.49			1000 202200 -414104-497			101000

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 50 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	CC-1383 02/07/24	Best Buy - network switch network switch for PD BEST BUY BUSINESS ADVANTAGE ACCOUNT	52.99			1000 202200 -421000-497			101000
3	CC-1383 02/09/24	Amazon - hard drive hard drive for PD AMAZON CAPITAL SERVICES	186.97			1000 202200 -421000-497			101000
4	CC-1383 02/11/24	Amazon - headset headset for IT AMAZON CAPITAL SERVICES	252.13			1000 202200 -414104-497			101000
5	CC-1383 02/27/24	Microsoft refund of taxes MISC CLAIM VENDOR	-230.73			1000 202200 -414104-497			101000
6	CC-1383 03/02/24	Amazon - supplies name tag holders AMAZON CAPITAL SERVICES	28.97			1000 202200 -414104-410			101000
7	CC-1383 03/02/24	Amazon - supplies fiber label printer and supplies AMAZON CAPITAL SERVICES	145.08			1000 202200 -414104-410			101000
Total for Vendor:			626.90						
116931	-99227E	5092 VISA IT 2 Mar statement for Feb transactions	126.95						
1	CC-1384 02/03/24	Apple - cloud storage cloud storage APPLE.COM	0.99			1000 202200 -414104-497			101000
2	CC-1384 02/23/24	Best Buy - switches network switches BEST BUY BUSINESS ADVANTAGE ACCOUNT	89.97			1000 202200 -414104-497			101000
3	CC-1384 02/26/24	Best Buy - wifi adapter wifi adapter for Library BEST BUY BUSINESS ADVANTAGE ACCOUNT	35.99			7000 202200 -411600-497			101000
Total for Vendor:			126.95						
116850	-99239E	2435 VISA POLICE #1	3,844.70						
1	CC-1376 02/02/24	DRE electronic thermometers AMAZON CAPITAL SERVICES	906.00			1000 202200 -421000-641			101000
2	CC-1376 02/06/24	misc office supplies AMAZON CAPITAL SERVICES	232.23			1000 202200 -421000-410			101000

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 51 of 60
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
3	CC-1376 02/06/24	coffee maker for rasmussen rm	109.99			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-427			
4	CC-1376 02/06/24	probe covers for thermometers	54.23			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-641			
5	CC-1376 02/07/24	k9 leashes	109.00			1000 202200			101000
	CANINE CULTURE COLLECTIVE			CC Accounting: 1000-		-421000-915			
6	CC-1376 02/11/24	flashlight batteries	80.37			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-641			
7	CC-1376 02/11/24	cell phone chargers	9.98			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-356			
8	CC-1376 02/15/24	shelving unit	96.43			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-365			
9	CC-1376 02/15/24	shelving unit	96.43			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-365			
10	CC-1376 02/13/24	ammo	64.62			1000 202200			101000
	BROWNELLS			CC Accounting: 1000-		-421000-987			
11	CC-1376 02/13/24	ear muffs/rifles	89.99			1000 202200			101000
	BROWNELLS			CC Accounting: 1000-		-421000-641			
12	CC-1376 02/16/24	drone touch screen	1,126.95			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-497			
13	CC-1376 02/23/24	retirement frame	26.86			1000 202200			101000
	HOBBY LOBBY			CC Accounting: 1000-		-421000-375			
14	CC-1376 02/23/24	thermal printer	139.99			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-365			
15	CC-1376 02/25/24	cell phone wall charger	9.98			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-356			
16	CC-1376 02/25/24	5" camera for patrol	299.97			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-641			
17	CC-1376 02/27/24	L3 hard drives	175.46			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-497			
18	CC-1376 02/28/24	self inking stamp	37.45			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-410			
19	CC-1376 02/28/24	laptop bags	43.32			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-497			
20	CC-1376 02/19/24	investigations supplies	135.45			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-421000-365			
Total for Vendor:			3,844.70						

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 52 of 60
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
116879	-99238E	3233 VISA POLICE #2	4,670.22						
1	CC-1377	02/05/24 in store PT clothing	255.00			1000 202200			101000
		NDLETA		CC Accounting: 1000-		-421000-422			
2	CC-1377	02/07/24 ear piece	81.99			1000 202200			101000
		THE EAR PHONE CONNECTION		CC Accounting: 1000-		-421000-641			
3	CC-1377	02/15/24 sorensen	99.95			1000 202200			101000
		JBL BY HARMAN		CC Accounting: 1000-		-421000-641			
4	CC-1377	02/14/24 honor guard equip	639.55			1000 202200			101000
		GLENDAL PARADE STORE.COM		CC Accounting: 1000-		-421000-641			
5	CC-1377	02/22/24 equip belt t. johnson	143.95			1000 202200			101000
		KORE ESSENTIALS		CC Accounting: 1000-		-421000-422			
6	CC-1377	02/23/24 flight for ellefson	610.19			1000 202200			101000
		AMERICAN AIRLINES		CC Accounting: 1000-		-421000-340			
7	CC-1377	02/23/24 flight for a. feltman	610.19			1000 202200			101000
		AMERICAN AIRLINES		CC Accounting: 1000-		-421000-340			
8	CC-1377	02/23/24 flight for anderson	113.60			1000 202200			101000
		AMERICAN AIRLINES		CC Accounting: 1000-		-421000-340			
9	CC-1377	02/23/24 flight for haugen	113.60			1000 202200			101000
		AMERICAN AIRLINES		CC Accounting: 1000-		-421000-340			
10	CC-1377	02/23/24 flight for gonzales	113.60			1000 202200			101000
		AMERICAN AIRLINES		CC Accounting: 1000-		-421000-340			
11	CC-1377	02/23/24 flight for anderson	248.60			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			
12	CC-1377	02/23/24 flight for haugen	248.60			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			
13	CC-1377	02/23/24 flight for gonzales	248.60			1000 202200			101000
		DELTA AIR		CC Accounting: 1000-		-421000-340			
14	CC-1377	02/23/24 flight protections dallas	107.88			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
15	CC-1377	02/23/24 flight protections indianapol	86.88			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
16	CC-1377	02/23/24 booking fee indianapolis	17.47			1000 202200			101000
		TRAVELOCITY		CC Accounting: 1000-		-421000-340			
17	CC-1377	02/27/24 lodging US postal hinrichs	893.60			1000 202200			101000
		DELTA HOTELS PHOENIX MESA		CC Accounting: 1000-		-421000-340			
18	CC-1377	02/29/24 training fuel to Bismarck	36.97			1000 202200			101000
		TRI-ENERGY CENEX		CC Accounting: 1000-		-421000-340			
Total for Vendor:			4,670.22						

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 53 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116889	-99237E	3234 VISA POLICE #3	1,401.91						
1	CC-1378	02/01/24 lodging for US postal hinrich	801.91			1000 202200			101000
		RESIDENCE INN TEMPE DOWNTOWN/UNIVERSITY		CC Accounting: 1000-		-421000-340			
2	CC-1378	02/07/24 registation for hanson	550.00			1000 202200			101000
		NASRO		CC Accounting: 1000-		-421000-340			
3	CC-1378	02/07/24 membership for dura	50.00			1000 202200			101000
		NASRO		CC Accounting: 1000-		-421000-340			
Total for Vendor:			1,401.91						
116894	-99236E	3244 VISA POLICE #4	2,376.52						
1	CC-1379	02/05/24 swearing in ceremony	111.55			1000 202200			101000
		HORNBACHERS		CC Accounting: 1000-		-421000-375			
2	CC-1379	02/09/24 pkg mailed	8.70			1000 202200			101000
		USPS		CC Accounting: 1000-		-421000-661			
3	CC-1379	02/12/24 training 8000 intox	7.04			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
4	CC-1379	02/12/24 training 8000 intox	70.62			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
5	CC-1379	02/13/24 training 8000 intox	42.35			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
6	CC-1379	02/13/24 training 8000 intox	43.78			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
7	CC-1379	02/15/24 training 8000 intox	8.91			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
8	CC-1379	02/15/24 training 8000 intox	29.28			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
9	CC-1379	02/12/24 training 8000 intox	58.55			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
10	CC-1379	02/21/24 PSN Grant Purchase	72.33			1000 202200			101000
		HARBOR FREIGHT TOOLS		CC Accounting: 1000-		-335900- 0			
11	CC-1379	02/21/24 PSN Grant Purchase	72.33			1000 202200			101000
		HARBOR FREIGHT TOOLS		CC Accounting: 1000-		-335900- 0			
12	CC-1379	02/20/24 kitchen supplies	437.40			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-375			
13	CC-1379	02/20/24 cleaning supplies	32.97			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-420			

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 54 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
14	CC-1379	02/22/24 lodging ellefson	776.44			1000 202200			101000
		SHERATON DALLAS HOTEL		CC Accounting: 1000-		-421000-340			
15	CC-1379	02/28/24 fuel funeral in cities	52.43			1000 202200			101000
		SPEEDWAY		CC Accounting: 1000-		-421000-340			
16	CC-1379	02/28/24 lodging funeral in cities	148.68			1000 202200			101000
		RESIDENCE INN MINNEAPOLIS EDEN PRAIRIE		CC Accounting: 1000-		-421000-340			
17	CC-1379	02/28/24 lodging funeral in cities	148.68			1000 202200			101000
		RESIDENCE INN MINNEAPOLIS EDEN PRAIRIE		CC Accounting: 1000-		-421000-340			
18	CC-1379	02/28/24 lodging funeral in cities	148.68			1000 202200			101000
		RESIDENCE INN MINNEAPOLIS EDEN PRAIRIE		CC Accounting: 1000-		-421000-340			
19	CC-1379	02/29/24 fuel funeral in bismarck	50.11			1000 202200			101000
		SHELL		CC Accounting: 1000-		-421000-340			
20	CC-1379	03/01/24 fuel funeral in bismarck	15.23			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
21	CC-1379	03/01/24 fuel funeral in bismarck	40.46			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
Total for Vendor:			2,376.52						
116896	-99235E	4300 VISA POLICE #5	1,304.75						
1	CC-1381	02/02/24 hashmarks dura	24.00			1000 202200			101000
		ALTERATIONS BY L		CC Accounting: 1000-		-421000-422			
2	CC-1381	02/07/24 registration dura	550.00			1000 202200			101000
		NASRO		CC Accounting: 1000-		-421000-340			
3	CC-1381	02/07/24 registration ostlujd	550.00			1000 202200			101000
		NASRO		CC Accounting: 1000-		-421000-340			
4	CC-1381	02/15/24 shoes for nielsen	104.79			1000 202200			101000
		SKECHERS		CC Accounting: 1000-		-421000-422			
5	CC-1381	02/29/24 fuel CFMH training	31.83			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
6	CC-1381	02/29/24 fuel CFMH training	44.13			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
Total for Vendor:			1,304.75						
116900	-99234E	4301 VISA POLICE #6	1,331.12						
1	CC-1382	02/07/24 re-cert gomez	330.00			1000 202200			101000
		CELLEBRITE		CC Accounting: 1000-		-421000-667			
2	CC-1382	02/07/24 pistol mags	765.15			1000 202200			101000
		GUN ACCESSORY SUPPLY		CC Accounting: 1000-		-421000-987			

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 55 of 60
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
3	CC-1382 02/13/24	supps for k9's	196.97			1000 202200			101000
		RAY ALLEN MANUFACTURING		CC Accounting: 1000-		-421000-915			
4	CC-1382 02/26/24	fuel to bismarck	39.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
		Total for Vendor:	1,331.12						
117180	3960	VORTEX OPTICS	791.96						
1	1867575 03/25/24	patrol binoculars	791.96			1000 421000	641		101000
		Total for Vendor:	791.96						
117021	-99223E 4662	VOYA	414.00						
1	03/22/24	March Contributions	414.00			1000 212511			101000
		Total for Vendor:	414.00						
116825	111726S 544	WALLWORK TRUCK CENTER	53.08						
1	01P466506 03/06/24	413 CONNECTOR	53.08			6010 450200	427		101000
117087	544	WALLWORK TRUCK CENTER	19.56						
1	01P469673 03/14/24	PIGTAIL - LED	19.56			6020 450000	427		101000
		Total for Vendor:	72.64						
117037	1750	WATER SMITH, INC	3,140.00						
1	6555 03/19/24	SM72 PUMP REPAIR	3,140.00			6025 450000	826		101000
		Total for Vendor:	3,140.00						
117005	2945	WEST FARGO AREA COMMUNITY	1,008.16						
1	03/31/24	Jan-Mar Reimbursement	1,008.16			1000 415000	374		101000
		Total for Vendor:	1,008.16						
116881	111727S 648	WEST FARGO AUTO BODY/GLASS	4,002.03						
1	10489 02/09/24	5301 BODY REPAIR	4,002.03			1000 430001	322		101000
116882	111727S 648	WEST FARGO AUTO BODY/GLASS	10,540.89						
1	10500 03/07/24	601 BODY REPAIR	10,540.89			2210 428000	322		101000
		Total for Vendor:	14,542.92						

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 56 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117031		4773 WEST FARGO EVENTS	1,833.50						
2	0000994-IN	01/18/24 POW/MIA Adj to Program Fee	1,833.50			2310 452120	810		101000
		Total for Vendor:	1,833.50						
116994	111744S	566 WEST FARGO PARK DISTRICT	81,503.99						
1	03/31/24	Mar 2024 State Aid	81,503.99			2050 451000	992		101000
117179		566 WEST FARGO PARK DISTRICT	735,625.40						
	1st Qtr	2024 Park Special Assessments							
1	1st Qtr	2017-1 Brooks Harbor Elementar	23,355.78			8605 451000	630		101000
2	1st Qtr	2014-2 Goldenwood Area Park	35,626.93			8610 451000	630		101000
3	1st Qtr	8615 Shadowwood Park Spec 2010	35,626.93			8615 451000	630		101000
4	1st Qtr	2011 Park Spec - Maple Ridge	11,656.34			8620 451000	630		101000
5	1st Qtr	8625 Park Imp Dist 2011-1	76,904.15			8625 451000	630		101000
6	1st Qtr	06-2017-2 Park Imp - The Wilds	106,531.83			8630 451000	630		101000
7	1st Qtr	2014 Park Spec - River's Bend	91,214.47			8635 451000	630		101000
8	1st Qtr	Rendezvous Park	214,048.51			8640 451000	630		101000
9	1st Qtr	Maplewood Park	140,660.46			8645 451000	630		101000
		Total for Vendor:	817,129.39						
116965		3736 WEST FARGO RURAL FIRE DEPT	1,630.52						
		A Wagemann is going to Swift Water Training with 3 rural firefighters. they booked her airfare and lodging. this is the reimbursement. TMW							
1	2024 03/20/24	A Wagemann airfare s	857.20			2060 415200	340		101000
2	2024 03/20/24	A Wagemann Lodging	773.32			2060 415200	340		101000
		Total for Vendor:	1,630.52						
116835	111729S	2184 WEST SIDE STEEL	29.21						
1	8516 03/13/24	SHEET METAL	29.21			1000 430000	433		101000
116892	111729S	2184 WEST SIDE STEEL	171.20						
1	8525 03/14/24	STEEL PIECES	10.00			6010 450200	433		101000
2	8519 03/13/24	SHEET METAL	161.20			6010 450200	914		101000

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 57 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117016		2184 WEST SIDE STEEL	19.88						
1	8600 03/21/24	5/8 CR ROUND STEEL	19.88			6020 450000	432		101000
117020		2184 WEST SIDE STEEL	215.54						
1	8572 03/19/24	1/2 HR ROUND	205.54			6010 450200	914		101000
2	8604 03/21/24	FLAT BAR	10.00			6010 450200	914		101000
117141		2184 WEST SIDE STEEL	1,021.44						
1	8563 03/19/24	275 3/4" SHEET	678.72			6020 450000	427		101000
2	8638 03/26/24	SHEET METAL	342.72			6010 450200	914		101000
		Total for Vendor:	1,457.27						
116953		4129 WESTERN NATIONAL MUTUAL INS CO	50.00						
1	74458 03/20/24	notary bond ellefson	50.00			1000 421000	667		101000
		Total for Vendor:	50.00						
116966	111735S	3549 WEX	2,814.54						
1	03/22/24	Med FSA - 03/22/24 payroll	116.67			1000 212530			101000
2	03/22/24	Dep FSA - 03/22/24 payroll	2,697.87			1000 212523			101000
		Total for Vendor:	2,814.54						
116955	-99226E	4676 WEX ELECTRONIC BIWEEKLY	570.63						
	03.21.24	- Resubmittal of funds previously not accepted or returned by WEX							
1	03/21/24	HSA Contributions - ER	265.63			1000 212530			101000
2	03/21/24	HSA Contributions - EE	305.00			1000 212530			101000
117002	-99224E	4676 WEX ELECTRONIC BIWEEKLY	33,448.39						
	03.22.24	payroll							
1	03/22/24	HSA Contributions - ER	10,951.70			1000 212530			101000
2	03/22/24	HSA Contributions - EE	22,496.69			1000 212530			101000
117167	-99215E	4676 WEX ELECTRONIC BIWEEKLY	375.00						
	03.29.24	- HSA Adj							
1	03/29/24	HSA Contributions - ER	187.50			1000 212530			101000
2	03/29/24	HSA Contributions - EE	187.50			1000 212530			101000
		Total for Vendor:	34,394.02						

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 58 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116916	111731S	569 WF ANIMAL HOSPITAL	157.00						
1	276885	02/29/24 FD Mika Recheck	157.00			2060 415200	915		101000
		Total for Vendor:	157.00						
116990	111745S	3827 WF Firefighters Association	1,040.00						
1	03/31/24	Fire Union Dues Mar 2024	1,040.00			1000 212552			101000
		Total for Vendor:	1,040.00						
117102		549 WF PUB SCHOOLS DIST #6	10,333.50						
1	MISC07360	03/21/24 APRIL RENT	10,333.50			7000 411600	333		101000
		Total for Vendor:	10,333.50						
116864	111732S	4003 WM CORPORATE SERVICES INC	96,812.85						
1	6757931	03/01/24 COWF MASTER BILLING	86,854.45			6010 450200	916		101000
2	6757929	03/01/24 WATERTOWER DROPSITE	7,468.80			6010 450200	916		101000
3	6757930	03/01/24 SANITATION BLDG DROPSITE	2,489.60			6010 450200	916		101000
116915	111732S	4003 WM CORPORATE SERVICES INC	103.74						
1	6759537	03/05/24 FD February Recycling	103.74			2060 415200	527		101000
		Total for Vendor:	96,916.59						
116855	111733S	338 XCEL ENERGY	1,594.09						
1	03/05/24	THE LIGHTS	153.06			2310 452120	527		101000
2	03/06/24	THE LIGHTS	422.56			2310 452120	527		101000
3	03/06/24	735 7TH AVE NW STREET LIGHTS	120.02			1000 430002	527		101000
4	03/05/24	SM67	898.45			6025 450000	527		101000
116856	111733S	338 XCEL ENERGY	9,487.42						
1	03/01/24	800 4TH AVE E	9,487.42			1000 415000	527		101000
116857	111733S	338 XCEL ENERGY	7,854.84						
1	867435659	03/04/24 800 4TH AVE E	7,854.84			1000 415000	527		101000

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 59 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
116858	111733S	338 XCEL ENERGY	18,408.12						
1	867420270	03/04/24 LIFT STATIONS	11,874.75			6025 450000	527		101000
2	03/04/24	PW BUILDING	6,219.74			6020 450000	527		101000
3	03/04/24	SHEYENNE PLAZA	313.63			2310 452120	527		101000
116887	111733S	338 XCEL ENERGY	664.97						
1	867424198	03/04/24 800 4TH AVE E	664.97			1000 415000	527		101000
116918	111733S	338 XCEL ENERGY	4,793.93						
1	5166850313	03/08/24 FD February Utilities	4,793.93			2060 415200	527		101000
117042		338 XCEL ENERGY	166.07						
1	870104745	03/21/24 TRANSFER STATION	118.97			6010 450200	527		101000
2	870126777	03/21/24 SM75	47.10			6025 450000	527		101000
117082		338 XCEL ENERGY	92.57						
1	870726377	03/26/24 300 SHEYENNE - PIONEER PLAC	48.86			2310 452120	527		101000
2	870734175	03/26/24 810 12TH AVE NW - PW BUILDI	26.62			6020 450000	527		101000
3	870683155	03/26/24 344 SHEYENNE - THE FIRM	17.09			2310 452120	527		101000
117120		338 XCEL ENERGY	638.18						
1	870868840	03/27/24 60L 12TH ST E	67.80			6025 450000	527		101000
2	870860990	03/27/24 309 2ND AVE W	18.80			1000 430002	527		101000
3	870907319	03/27/24 312 5TH AVE W	206.86			1000 430002	527		101000
4	870904955	03/27/24 1100 12TH AVE NW	245.19			6020 450000	527		101000
5	970860889	03/27/24 SM33	99.53			6025 450000	527		101000
Total for Vendor:			43,700.19						
116884	111734S	3341 ZACHARY PAINTNER	45.00						
		BISMARCK - ROAD CONFERENCE							
1	03/11/24	TRAVEL REIMBURSEMENT	45.00			1000 450000	340		101000
Total for Vendor:			45.00						

04/01/24
11:29:34

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 03/15/24 to 03/29/24

Page: 60 of 60
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
117053		3612 ZOUBEAN INC	1,695.00						
1	30980	03/03/24 BEANSTACK 4/3/2024 - 4/2/2025	1,695.00			7000 411600	497		101000
Total for Vendor:			1,695.00						
# of Claims 378			Total: 4138,013.80		# of Vendors	219			
Total Electronic Claims			989,385.36						
Total Non-Electronic Claims			3148628.44						

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



"Consent" or "Regular" Agenda
Item?
[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: April 1, 2024

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

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

New Information and Recommendation:

During the regular meeting held on March 4, 2024 the City Commission reviewed bids and awarded the contract to Border States Paving. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

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

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

Financial Analysis:

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

Previously Presented Information and Commission Actions:

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

March 4, 2024 –

- **Staff Recommendation:** Accept Bids and Direct Execution of Contract.
- **Commission Action:** Commissioner Anderson moved, and Commissioner George seconded to approve. No opposition, motion carried.

January 22, 2024 –

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

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

June 6, 2022 –

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

May 16, 2022-

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

April 18, 2022-

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

March 21, 2022 –

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

February 22, 2022-

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

February 7, 2022 -

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

May 17, 2021-

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
IMPROVEMENT DISTRICT NO. 1337 – THE WILDS 21ST ADDITION – PHASE 2 – PARK
IMPROVEMENTS AND INCIDENTALS

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

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	1337
Contractor:	Border States Paving	Contractor's Project No.:	
Engineer:	Moore Engineering, Inc.	Engineer's Project No.:	21728D
Project:	The Wilds 21 Addition – Phase 2 (Park Improvements)	Contract Name:	Improvement District No. 1337: New Water Supply, Sewerage, Street Systems, and Incidentals
		Effective Date of Contract:	March 4, 2024

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on March 4, 2024.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is August 30, 2024, and the date of readiness for final payment is September 27, 2024

Before starting any Work at the Site, Contractor must comply with the following:
Submit any required Storm Water Permits or Plans.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Date Issued: _____

Copy: Engineer



"Consent" or "Regular" Agenda
Item?
[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: April 1, 2024

Subject: Improvement District No. 1345 – Sandhills 6th Addition

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

New Information and Recommendation:

At the July 10, 2023 Commission meeting, the Commission directed the Engineer to prepare Plans and Specifications. A consultant has completed these documents for approval along with the attached Advertisement for Bids.

The following documents are attached for review/consideration:

- Plan Cover Sheet and General Project Layout sheet representing the Plans and Specifications. Full Plans and Specifications are available upon request from the Engineering Department.
- Advertisement for Bids
- Associated Resolutions

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

Financial Analysis:

This project is petitioned and intended to be 100% paid for via special assessments to benefitting properties within the Improvement District.

Previously Presented Information and Commission Actions:

December 18, 2023-

- Staff Recommendation: Conduct the Resolution of Necessity Public Hearing; and Approve both a Resolution of insufficient protests and a Task Order for "Basic Services".
- Commission Action: Commissioner Simmons moved and Commissioner Olson seconded to approve. Commissioner George voted nay, motion carried on a 4 to 1 vote.

November 6, 2023-

- Staff Recommendation: Accept and Approve Amended Resolution Declaring Work Necessary
- Commission Action: Commissioner Simmons moved and Commissioner Olson seconded to approve. No opposition, motion carried.

October 16, 2023 -

- Staff Recommendation: Approve Amended Engineer's Report
- Commission Action: Commissioner Olson moved and Commissioner Anderson seconded to approve. Commissioner Simmons was absent and not voting. No opposition, motion carried.

July 10, 2023 -

- Staff Recommendation: Create Improvement District No. 1345, Approve Engineer's Report; Direct Engineer to prepare both a Task Order for "Basic Services" along with Plans and Specifications; and Approve Resolution of Necessity.

-
- **Commission Actions:** Commissioner Simmons moved and Commissioner Olson seconded. Commissioner George opposed, motion carried on a 4:1 vote.

May 1, 2023 –

- **Staff Recommendation:** Accept Petitions for Improvements and Preliminary Work Agreements from both developers; and Authorize preliminary engineering.
- **Commission Action:** Commissioner Simmons moved and Commissioner Olson seconded to approve. No opposition, motion carried.

IMPROVEMENT DISTRICT NO. 1345



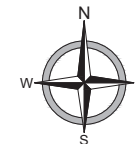
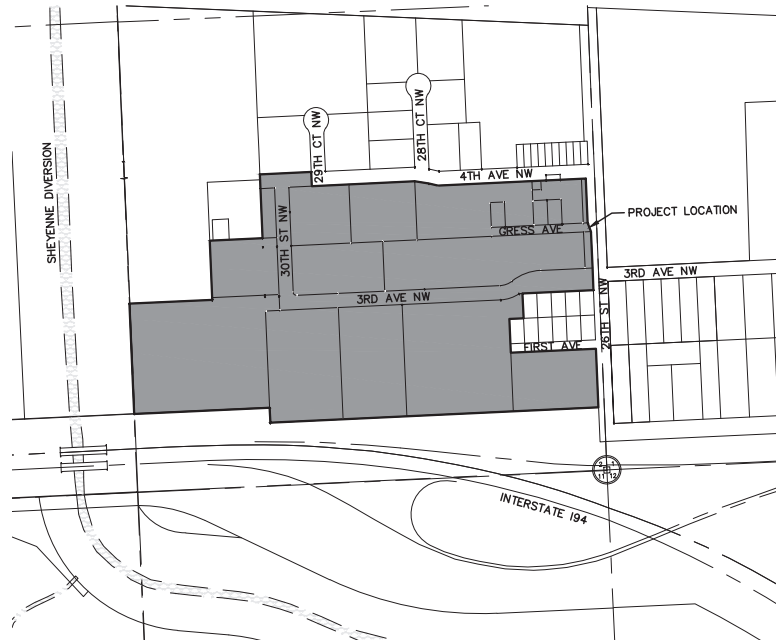
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS, AND INCIDENTALS



Consulting Engineering • Land Surveying
925 10th Avenue East, Suite 1 • West Fargo, North Dakota
www.mooreengineeringinc.com

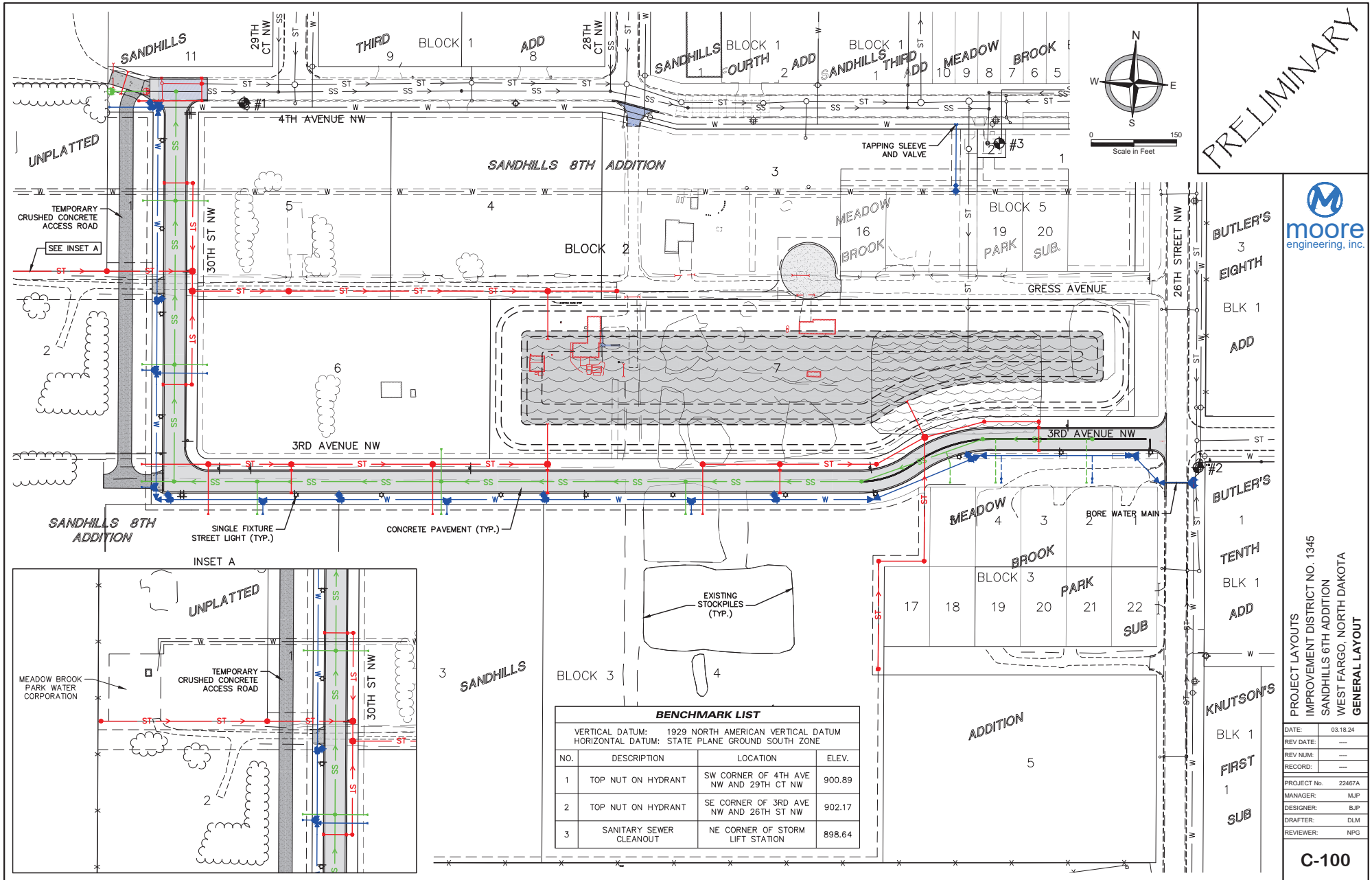
SANDHILLS 6TH ADDITION WEST FARGO, NORTH DAKOTA

VICINITY MAP



PROJECT No. 22467A

PRELIMINARY



PRELIMINARY



PROJECT LAYOUTS
IMPROVEMENT DISTRICT NO. 1345
SANDHILLS 6TH ADDITION
WEST FARGO, NORTH DAKOTA
GENERAL LAYOUT

DATE:	03.18.24
REV DATE:	---
REV NUM:	---
RECORD:	---
PROJECT No:	22467A
MANAGER:	MJP
DESIGNER:	BJP
DRAFTER:	DLM
REVIEWER:	NPG

C-100

CITY OF WEST FARGO, NORTH DAKOTA
IMPROVEMENT DISTRICT NO. 1345
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS, AND INCIDENTALS
SANDHILLS 6TH ADDITION
ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until April 25, 2024 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com.

The Project consists of constructing sanitary sewer mains and services, water mains and services, storm sewer, concrete streets with curb & gutter, street lights, storm water retention pond, and other miscellaneous installations.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 9041817 on the website. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

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

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

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

Owner: City of West Fargo
By: Dustin Scott
Title: City Administrator
Date: April 1, 2024

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
IMPROVEMENTS IN IMPROVEMENT DISTRICT NO. 1345- NEW WATER
SUPPLY, SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY
OF WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Improvement District No. 1345 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo heretofore prepared by Daniel Hanson, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

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

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

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Improvement District No. 1345 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said Improvement District No. 1345 have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

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

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

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and she is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made in Improvement District No. 1345- New Water Supply, Sewerage, Street Systems; and Incidentals to be published once each week for *two* consecutive weeks in *The Forum*, and that the City Engineer will meet via video/phone conference, at a time and date to be determined by the City Auditor, for the purpose of revealing and reading aloud bids submitted electronically prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. A link for video/phone conference is provided at www.questcdn.com. Such advertisements shall be published in the form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



"Consent" or "Regular" Agenda
Item?
[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administration/Finance

Secondary Portfolio:

Street, Water and Sewer

Commission

Vice President

Brad Olson

Primary Portfolio:

Street, Water and Sewer

Secondary Portfolio:

Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:

Planning, Zoning and
Engineering

Secondary Portfolio:

Sanitation

Commissioner

Mark Simmons

Primary Portfolio:

Police and Fire

Secondary Portfolio:

Planning, Zoning and
Engineering

Commissioner

Mandy George

Primary Portfolio:

Sanitation

Secondary Portfolio:

Administration/Finance

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: April 1, 2024

Subject: Project No. 2282 – Concrete Pavement Repair

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

New Information and Recommendation:

During the regular meeting held on March 4, 2024 the City Commission reviewed bids and awarded contract to Ti-Zack Concrete, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

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

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

Financial Analysis:

This project was included in the 2022 CIP with an estimated cost of \$1,000,000. The project was bid and awarded at \$617,105.91 and is intended to be paid via Capital Improvement Sales Tax. No assessments are intended with this project.

Previously Presented Information and Commission Actions:

March 4, 2024 –

- **Staff Recommendation:** Accept Bids and Award Contract to Ti-Zack Concrete, Inc for their bid amount of \$617,105.91
- **Commission Action:** Commissioner Olson moved and Commissioner Anderson seconded to approve. No opposition, motion carried.

January 22, 2024 –

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

January 8, 2024 –

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO. 2282 – CONCRETE PAVEMENT REPAIR

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

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	2282
Contractor:	Ti-Zack Concrete	Contractor's Project No.:	
Engineer:	City of West Fargo	Engineer's Project No.:	2282
Project:	Concrete Pavement Repair	Contract Name:	Project No. 2282 – Concrete Pavement Repair
		Effective Date of Contract:	March 4, 2024

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on March 4, 2024.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is August 30, 2024 and the date of readiness for final payment is September 27, 2024.

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

Submit any required Storm Water Permits or Plans and adhere to road restrictions

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Date Issued: _____

Copy: Engineer



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

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

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

ORGANIZATION INFO

Name of Organization or Group DAVID DIEDERICH LEUKEMIA FUND Inc		Dates of Activity (Does not include dates for the sales of tickets) July 31, 2024	
Organization or Group Contact Person JASON BAUMGARTNER	E-mail jbaumgartner@precisionx.com	Telephone Number 701 552 3069	
Business Address 1935 4th Ave NW	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different) SAME	City	State	ZIP Code

SITE INFO

Site Name PRECISION	County CASS		
Site Physical Address 1935 4th Ave NW	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) July 31, 2024 raffle drawing			

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

Game Type	Description of Prize	Exact Retail Value of Prize
RAFFLE	12 GAUGE SHOT GUN	\$1500
RAFFLE	CASH	\$2500
RAFFLE	CASH	\$1000
RAFFLE	CASH	\$ 500
Total (limit \$40,000 per year)		\$ 5,500

Intended Uses of Gaming Proceeds

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

Name Jason Baumgartner	Title HIF	Telephone Number 701 552 3069	E-mail Address jbaumgartner@precisionx.com
Signature of Organization or Group's Top Official 		Title owner	Date 3-22-24



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

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

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

ORGANIZATION INFO

Name of Organization or Group		Dates of Activity (Does not include dates for the sales of tickets)	
Packer Backers (West Fargo Post Prom/Post Grad)		Friday, 4/26/24	
Organization or Group Contact Person	E-mail	Telephone Number	
Angie Scoville	angie.scoville@westernbanks.com	701-866-9258	
Business Address	City	State	ZIP Code
801 9th St E	West Fargo	ND	58078
Mailing Address (if different)	City	State	ZIP Code
1038 1st St	West Fargo	ND	58078

SITE INFO

Site Name	County		
Silver Dollar	Cass		
Site Physical Address	City	State	ZIP Code
221 Shyenne St.	West Fargo	ND	58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
4/26/24 - Raffle Drawing			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Meat Raffle	Various cuts of meat	\$ 500
Total (limit \$40,000 per year)		\$ 1500

Intended Uses of Gaming Proceeds

we use the funds to help pay for Post Prom + post graduation Parties	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)	
☐ Yes	☒ No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)	
☐ Yes	☒ No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)	
☐ No	☒ Yes - Total Retail Value: \$1,500 (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	Title	Telephone Number	E-mail Address
Angie Scoville	Co-Chair	701-866-9258	angie.scoville@westernbanks.com
Signature of Organization or Group's Top Official		Title	Date
[Signature]		Co-Chair WITHS PPPG	3/18/24



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (2-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

Games to be conducted ☐ Raffle by a Political or Legislative District Party

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

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

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

ORGANIZATION INFO

Name of Organization or Group Bandits Softball Team		Dates of Activity (Does not include dates for the sales of tickets) April 13 2024	
Organization or Group Contact Person Adam Spiekemerer	E-mail adamracng77@hotmail.com	Telephone Number (701) 306-4185	
Business Address 103 Main Ave W	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Town Hall		County CASS	
Site Physical Address 103 Main Ave W	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) April 13 2024			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Board	coolers	\$500 ⁰⁰
Raffle Board	Gift card	\$250 ⁰⁰
Raffle	50/50	not to exceed \$8,000
Total (limit \$40,000 per year)		\$

Intended Uses of Gaming Proceeds

towards cancer patients

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

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

☐ Yes ☒ No

Name Adam Spiekemerer	Title	Telephone Number (701) 306-4185	E-mail Address adamracng77@hotmail.com
Signature of Organization or Group's Top Official [Signature]		Title Running the raffles	Date 3/29/24



LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 17926 (11-2023)

Permit Number

Permit Type (check one)	
☐ Local Permit	☒ Restricted Event Permit*
Games Authorized	
☒ 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		Dates Authorized (Read Instruction 2)	
Lyla's Heart Spaghetti Feed Benefit		04-20-2024	
Organization or Group Contact Person	E-mail	Telephone Number	
Lauren Hengel	lauren.hengel@santardhealth.org	701-426-9464	
Mailing Address	City	State	ZIP Code
2400 32nd Ave S.	Fargo	ND	58103

SITE INFO

Site Name		County	
Holy Cross Catholic Church		Cass	
Site Address	City	State	ZIP Code
2711 7th St. E.	West Fargo	ND	58078

If the city or county is placing restrictions on the permit, please explain

☒

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.)

One time event. 4/20/2024. 5:30pm-7:00pm. Raffle for fundraiser

Permits must be issued prior to the 1st event date.

Local governing bodies please see the instructions on the backside of this form on how to complete the permit. Be certain to provide the organization or group with the "Information Required to be Preprinted on a Standard Raffle Ticket" found on the backside of this forms if a raffle is being conducted. If a "Restricted Event Permit" is being issued, either provide organization or group with SFN 52880 "Report on a Restricted Event Permit" or make them aware that the report must be filed with the city or county and the Office of Attorney General within 30 days after the event. Before approving a site location, ensure compliance with the gaming law below

Before approving a local permit or restricted event permit the local governing body should review North Dakota Century Code 53-06.1-03(3)(a) which states:

3. A licensed organization or organization that has a permit shall conduct games as follows:

a. Only one licensed organization or organization that has a permit may conduct games at an authorized site on a day, except that a raffle may be conducted for a special occasion by another licensed organization or organization that has a permit when one of these conditions is met:

(1) When the area for the raffle is physically separated from the area where games are conducted by the regular organization.

(2) Upon request of the regular organization and with the approval of the alcoholic beverage establishment, the regular organization's license or permit is suspended for that specific time of day by the Attorney General.

Local governing bodies should also review North Dakota Administrative Code 99-01.3-01-05 (Permits) for the administrative rules governing permits. These rules may be viewed on the North Dakota Attorney General's website at <https://attorneygeneral.nd.gov/licensing-and-gaming/gaming/gaming-laws-rules-and-publications>

CITY OR COUNTY CONTACT PERSON

Printed Name of City or County Official	Title of City or County Official	Telephone Number	E-mail Address
Signature of City or County Official		Date	Issuing Governing Body
			☐ City ☐ County

City or County must submit a copy of the permit above to the Office of Attorney General within 14 days of issuance.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT
NORTH DAKOTA OFFICE OF ATTORNEY GENERAL
GAMING DIVISION
SFN 9338 (9-2023)

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

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

ORGANIZATION INFO

Name of Organization or Group		Dates of Activity (Does not include dates for the sales of tickets)	
Lyla's Heart Spaghetti Feed Benefit		04-20-2024	
Organization or Group Contact Person		E-mail	Telephone Number
Lauren Hengel		lauren.hengel@santfordhealth.org	701-426-9464
Business Address	City	State	ZIP Code
Santford Health - 2400 32nd Ave S.	Fargo	ND	58103
Mailing Address (if different)	City	State	ZIP Code
-	-	-	-

SITE INFO

Site Name		County	
Holy Cross Catholic Church		Cass	
Site Physical Address	City	State	ZIP Code
2711 7th Ave S. E	West Fargo	ND	58078
Provide the exact date(s) & frequency of each event & type (Ex: Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
4/20/2024 5:30pm - 7:00pm 50/50 Raffle for fundraiser - lend a hand up			

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle	\$5.00 raffle tickets. 50% goes to winner, 50% goes to fundraiser for family	\$10.00 per raffle ticket roll
-	-	-
-	-	-
Total (limit \$40,000 per year)		\$ 10.00

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer	Telephone Number	E-mail Address
Lauren Hengel	701-426-9464	lauren.hengel@santfordhealth.org
Signature of Organization Group's Permit Organizer	Title	Date
	DNP, APRN, CNP	3/21/2024



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group Family Wellness		Dates of Activity (Does not include dates for the sales of tickets) 6/13/2024	
Organization or Group Contact Person Brea Egeland	E-mail brea.egeland@sanfordhealth.org	Telephone Number 701-234-5996	
Business Address 2960 Seter Parkway	City Fargo	State ND	ZIP Code 58104
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name The Lights		County Cass	
Site Physical Address 3150 Sheyenne Street	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Food & Fitness FUN-raiser on 6/13/2024; 5-8pm; raffle			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Basket 1	\$250
Raffle	Basket 2	\$250
Raffle	Basket 3	\$250
Total (limit \$40,000 per year)		\$ 2500

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Breanna Egeland	Telephone Number 701-234-5996	E-mail Address brea.egeland@sanfordhealth.org
Signature of Organization Group's Permit Organizer 	Title Development Manager	Date 3/28/2024

PRIZE / AWARD INFO CONTINUED

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Basket 4	\$250
Raffle	Basket 5	\$250
Raffle	Basket 6	\$250
Raffle	Basket 7	\$250
Raffle	Basket 8	\$250
Raffle	Basket 9	\$250
Raffle	Basket 10	\$250

All baskets are donated and cannot be valued at more than \$250. Total value of all baskets in raffle will not exceed \$2500.



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

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

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

ORGANIZATION INFO

Name of Organization or Group		Dates of Activity (Does not include dates for the sales of tickets)	
Packer Backers (West Fargo Post Prom/Post Grad)		Friday, 4/26/24	
Organization or Group Contact Person	E-mail	Telephone Number	
Angie Scoville	angie.scoville@westernbanks.com	701-866-9258	
Business Address	City	State	ZIP Code
801 9th St E	West Fargo	ND	58078
Mailing Address (if different)	City	State	ZIP Code
1038 1st St	West Fargo	ND	58078

SITE INFO

Site Name	County		
Silver Dollar	Cass		
Site Physical Address	City	State	ZIP Code
221 Shyenne St.	West Fargo,	ND	58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)			
4/26/24 - Raffle Drawing			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Meat Raffle	Various cuts of meat	\$ 500
Total (limit \$40,000 per year)		\$ 1500

Intended Uses of Gaming Proceeds

we use the funds to help pay for Post Prom + post graduation Parties	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)	
☐ Yes	☒ No
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)	
☐ Yes	☒ No
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)	
☐ No	☒ Yes - Total Retail Value: \$1,500 (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	Title	Telephone Number	E-mail Address
Angie Scoville	Co-Chair	701-866-9258	angie.scoville@westernbanks.com
Signature of Organization or Group's Top Official		Title	Date
[Signature]		Co-Chair WITHS PPPG	3/18/24



To: West Fargo City Commission
From: Aaron Nelson, Planning Director
Date: April 1, 2024

Subject: Zoning Ordinance Amendment Relating to Campgrounds
Action: Hold public hearing and reconsider second reading & final adoption of proposed zoning ordinance amendment

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Police and Fire

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Administration/Finance

Administration

Dustin Scott,
Administrator

Summary and Recommendation:

At the February 20, 2024 meeting, the City Commission voted to reconsider a previously proposed zoning ordinance amendment relating to the permitting of campgrounds as a conditional use within the A (Agricultural) zoning district. The draft ordinance was presented and discussed at the March 4, 2024 City Commission meeting, at which time the Commission voted to schedule a final public hearing prior to final consideration of the proposed ordinance. As such, a public hearing has been scheduled for the April 1, 2024 meeting of the City Commission.

The proposed amendment would add campgrounds to the list of conditional uses that would be allowable within the A (Agricultural) zoning district. Campgrounds would only be allowed upon approval of a Conditional Use Permit application and would be required to be located outside of city-limits within the City's extraterritorial jurisdiction, be located at least 500 feet from any residentially zoned area, and have an on-site manager, among other things. The staff report for the proposed amendment from the October 3, 2022 Commission meeting is attached and includes additional background details and the proposed ordinance amendment language.

Recommended Action: Hold public hearing prior to reconsideration of second reading & final adoption of the proposed zoning ordinance amendment.

Process/Timeline:

Timeline	Action
June 6, 2022	Red River Valley Fair (RRVF) Association request to City Commission to initiate zoning ordinance amendment to accommodate campgrounds. City Commission votes to have RRVF Association host two public meetings prior to Commission action on the request.

June 21, 2022	RRVF Association hosts two public meetings
August 1, 2022	City Commission directs staff to work with RRVF Association on a zoning ordinance amendment.
September 13, 2022	Planning & Zoning Commission holds public hearing and recommend proposed ordinance for approval.
September 19, 2022	City Commission holds public hearing and approves first reading of proposed ordinance
October 3, 2022	City Commission votes 2-2 on motion to approve second reading of proposed ordinance. Ordinance fails for lack of majority.
February 20, 2024	City Commission votes to reconsider proposed ordinance amendment.
March 4, 2024	City Commission votes to schedule final public hearing prior to taking final action on proposed ordinance amendment.
April 1, 2024	Public Hearing & reconsideration of second reading & final adoption of proposed zoning ordinance amendment.

Staff Report from October 3, 2022 City Commission Meeting

CITY OF WEST FARGO PLANNING AND COMMUNITY DEVELOPMENT

STAFF REPORT

A22-16 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment relating to Campgrounds within the Agricultural Zoning District	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
Planning and Zoning Commission Public Hearing:	09/13/2022 – Approval
City Commission Public Hearing & 1st Reading:	09/19/2022 – Approval
City Commission 2 nd Reading:	10/03/2022

PURPOSE:

Amend Title 4 of the City Ordinances (zoning code) to add Campgrounds and RV Parks to the list of Conditional Uses within the A (Agricultural) zoning district, as per direction by the City Commission for staff to draft a proposed amendment to accommodate campgrounds at the Red River Valley Fairgrounds.

DISCUSSION AND OBSERVATIONS:

Background Information:

- The Red River Valley Fair Association (RRVF Association) would like to expand its existing campground, located outside of City limits within the City's extraterritorial zoning jurisdiction at the fairgrounds.
- According to the RRVF Association, the existing campground was constructed by Cass County in 1971 and was subsequently sold to the RRVF Association.
- Campgrounds are not permitted within any zoning district of the City of West Fargo.
- As the existing campground predates the City exercising its extraterritorial zoning jurisdiction, it is considered to be a "nonconforming use" and is grandfathered as existing, but not allowed to be expanded.
- Cody Cashman, CEO of the RRVF Association, addressed the City Commission on June 6, 2022 to request that the City initiate an ordinance amendment to accommodate campground facilities within the City's zoning regulations. The City Commission voted to have Mr. Cashman host two public meetings regarding his proposed expansion of the campgrounds prior to the City Commission taking any action on his request to initiate an ordinance amendment.
- Mr. Cashman held two open houses on Tuesday, June 21 at 1pm and 5pm at the Red River Valley Fairgrounds, attended by three residents who live adjacent to the fairgrounds. Concerns were raised regarding potential quality of life impacts to neighborhoods adjacent to the fairgrounds. Some of the specific concerns raised related to potential noise, impacts to adjacent property values, transient/temporary housing, and impacts/costs for emergency services. Discussion was had regarding potential alternative locations for the RRVF Association's proposed new campground. Attendees were not necessarily opposed to a new campground in general, but were opposed to a campground adjacent to their existing neighborhood. Following the open house meetings, staff connected two additional residents with Mr. Cashman regarding their concerns with the RRVF Association's plans for campground expansion.
- Mr. Cashman appeared again before the City Commission on August 1, 2022 to report back regarding the open houses and to continue discussion regarding his request to initiate a zoning ordinance amendment. Commissioners shared some of their thoughts and concerns regarding the proposal. Discussion was had regarding potential alternatives to the location/layout proposed by the RRVF Association as well as the potential for transient workers to utilize the campgrounds for temporary housing. Mr. Cashman reported that a large percentage of their current campground is

STAFF REPORT

utilized for temporary housing (such as for traveling nurses) and that they are at capacity and have to turn away 15-20 people per day. Commissioners discussed the potential demand for temporary housing in relation to the FM Diversion project and Cass County's partnership with the RRVF Association in funding the proposed campground expansion. After discussion, the City Commission voted 4-1 to have City staff work with Mr. Cashman on a potential zoning text amendment.

Proposal:

- Based on this direction, staff has drafted the attached amendment. The amendment would add Campgrounds and RV Parks to the list of conditional uses within the A (Agricultural) zoning district, the district within which the Fairgrounds are located.
- Conditional uses are those uses that, because of their nature, may only be suitable in certain locational contexts and/or that may only be suitable when arranged or operated in a particular manner. As such, they are not permitted by-right but rather require review and approval by the City to ensure compatibility at the proposed location. To this end, special conditions may be placed on the approval of a Conditional Use Permit in order to address potential impacts. Such conditions may include (but are not limited to) things like buffering, screening, fencing, limitations on time/manner of operations, etc.
- In addition to requiring a Conditional Use Permit, the proposed text amendment would require the following:
 - Campgrounds and RV parks would be restricted to areas outside of the City within the City's extraterritorial zoning jurisdiction—they would not be allowed within the City's corporate limits.
 - Applicants would be required to provide a plan for managing the noise and any activities at the site as part of the application process.
 - Campgrounds and RV parks must be licensed by the State and meet all State standards prescribed by law (see attached standards).
 - Campgrounds and RV parks would be required to have an onsite manager.
- Within North Dakota, campgrounds and RV parks are licensed and regulated by the State, similar to how mobile home parks are regulated. Specifically, North Dakota Department of Health's Food and Lodging Division is responsible for licensing and inspecting campgrounds and RV parks within West Fargo and Cass County. These regulations cover such items as utility hook-ups (sewer, water, electricity), access roads, lighting, sanitation, toilets, playgrounds, etc. These regulations are attached.
- **It should be noted that the draft amendment, if approved, would not confer the RRVF Association (or anyone) with the right to construct and operate a campground/RV park. The amendment, as written, would only provide the opportunity for the RRVF Association to apply for such approval through the Conditional Use Permit process. If the amendment is approved, the RRVF Association would need to apply for Conditional Use Permit to be reviewed and considered by the Planning & Zoning Commission and City Commission based on the merits of their specific proposal.**
- The draft zoning amendment has been reviewed by City staff as well as staff from Cass County Highway/Engineering, Planning, and Sheriff's offices.

NOTICES:

Sent to:	Notice in the newspaper and to City Departments. Staff also solicited comments from Cass County.
----------	--

Comments Received:

STAFF REPORT

- As of the writing of this staff report, no public comments have been received regarding the draft zoning ordinance amendment. (However, as discussed in the section above, there have previously been comments from the public resulting from the RRVF Association's open house meetings in July regarding the RRVF Association's specific proposal for campground expansion.)

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

- The A (Agricultural) zoning district can be viewed as a transitional zoning district, preserving the City's future growth area until such time that areas are ready for urbanized development and the establishment of a more permanent zoning district. The stated intent of the A district is to "establish and preserve areas for agricultural uses, wherein certain recreational, residential, and public activities which do not significantly change the natural character of the land are permitted."
- From a long-range planning perspective, campgrounds and RV parks are low-intensity in nature and generally found in rural areas. These land uses are relatively easy to redevelop into urban land uses as the City grows and as market conditions and demand for alternative land uses change over time.
- The proposed amendment does not make major substantive changes to the existing ordinances. Campgrounds and RV Parks are similar in nature to existing conditional uses allowed within the A (Agricultural) zoning district, such as fairgrounds, airports, archery ranges, gun clubs, above ground petroleum storage tanks, etc.
- While the Comprehensive Plan does not speak to campgrounds and RV parks specifically, these uses may indirectly relate to general economic development goals:
 - Campgrounds and RV parks provide temporary lodging for tourists and visitors to the community, which may help to grow retail sales.
 - In addition to providing recreational opportunities, campgrounds and RV parks can also provide temporary housing (during warmer months) for traveling/temporary workers who contribute to the local economy.

PLANNING & ZONING COMMISSION RECOMMENDATION:

At their September 13, 2022 meeting, the Planning & Zoning Commission recommended approval of the proposed zoning ordinance amendment.

UPDATE – SEPTEMBER 14, 2022

- The public hearing at the September 13, 2022 Planning & Zoning Commission was attended by a handful of interested individuals, three of whom provided testimony in opposition of the draft zoning ordinance amendment.
- Concerns raised during the public hearing include potential adverse impacts on existing residential properties (such as blighted conditions of the campsites, headlights from traffic, smoke from bonfires, noise), concerns over transient/temporary housing and potential crime (such as human trafficking & drug use), and adverse effects on residential property values adjacent to campgrounds.
- After discussion, the Planning & Zoning Commission voted 4-1 to recommended approval of the proposed zoning ordinance amendment to the City Commission.
- Following the Planning & Zoning Commission meeting, the draft ordinance was revised to include a requirement that campgrounds/RV Parks be located at least 500 feet from residential areas.

STAFF REPORT

UPDATE – SEPTEMBER 26, 2022

- Two citizens spoke in opposition to the proposed zoning text amendment at the September 19, 2022 City Commission public hearing, while Cody Cashman spoke in favor of the proposal.
- The City Commission voted 3-2 to approve the first reading of the zoning text amendment.
- There have been no changes to the proposed ordinance since the first reading.

RECOMMENDATIONS:

Approve second reading of the zoning ordinance amendment on the basis that it is consistent with City plans and ordinances.

Attachments:

- Zoning Ordinance Amendment
- ND Century Code Chapter 23-10 – Mobile Home Parks, Trailer Parks, and Campgrounds
- ND Administrative Code Chapter 33-33-02 – Trailer Park and Campground Rules

ORDINANCE NO. 1215

AN ORDINANCE TO AMEND AND REENACT CHAPTER 4-200 AND 4-421.3 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO TO DEFINE CAMPGROUND, RECREATIONAL VEHICLE AND RECREATIONAL VEHICLE PARK AND TO ALLOW CAMPGROUNDS AND RECREATIONAL VEHICLE PARKS AS A CONDITIONALLY PERMITTED USE IN THE "A" AGRICULTURAL DISTRICT.

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

SECTION 1. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding the definitions of "Campground," "Recreational Vehicle," and "Recreational Vehicle Park" as follows:

CAMPGROUND: Any parcel of land intended for temporary occupancy by Recreational Vehicles or tents, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

RECREATIONAL VEHICLE: A motor vehicle or trailer that includes living quarters designed for temporary accommodations, including motorhomes, campervans, coaches, travel trailers, fifth wheel trailers, popup campers and truck campers. The term does not include sleepers attached to commercial vehicles such as semi-tractors or mobile/manufactured homes.

RECREATIONAL VEHICLE PARK: Any parcel of land intended for temporary occupancy by recreational vehicles, not including mobile homes, and which is licensed by the State of North Dakota in accordance with State law, as amended from time to time.

SECTION 2. Section 4-421.3 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421.3. Conditionally Permitted Uses. Any conditional use located in this district ~~shall be sited on a separately platted parcel in accordance with the subdivision regulations of the City of West Fargo, and the use shall not be one to which the noise, odor, dust, or chemical residues of commercial agriculture or horticulture might result in creation or establishment of a nuisance or trespass.~~ The following conditional uses maybe located in the A District subject to the provisions and requirements hereinafter imposed for each use and subject further to review and approval by the City as required by Section 4-550 of this Ordinance:

1. Agricultural service establishments primarily engaged in performing agricultural, animal husbandry, or horticultural services on a fee or contract basis including, but not limited to hay-baling and threshing; horticultural services; crop dusting; grain cleaning and drying; harvesting and plowing; milling and storage of grain; veterinary services; boarding and training of horses; and roadside stands for the sale of agricultural produce grown on the site.
 - a. An agricultural service establishment shall be incidental and necessary to the conduct of agriculture within the district.
 - b. All agricultural service establishments shall be located at least 100 feet from any driveway affecting access to a farm dwelling or field and at least 500 feet from any single-family dwelling.
 - c. All agricultural service establishments shall be screened on the perimeter of the establishment by a solid fence, wall, or natural vegetation not less than six feet in height.
2. Churches, religious institutions and places of worship, cemeteries, airports, fairgrounds, archery ranges, gun clubs, schools, local government buildings and facilities, and government-owned facilities for the maintenance of roads and highways when necessary to serve the immediate vicinity.
3. Non-farm single-family residential dwellings may be permitted on lots or parcels of land for which a deed has been recorded in the office of the Cass County Register of Deeds upon or prior to September 3, 2018, or a lot or parcel of land that would have been a lot of record if the document conveying the lot had been recorded on the date of its execution, provided they meet all applicable standards and requirements of this Ordinance and all other applicable city, township, and county regulations and ordinances, subject to the following:
 - a. The property shall be platted in accordance with the subdivision regulations of the City of West Fargo.
 - b. Each lot developed shall contain no more than one (1) single-family home.
 - c. Each lot developed shall be a minimum of one acre in area. A larger plot size may be required by the City if necessary for the safe operation of individual wells and septic systems.

- d. The driveway serving the property shall meet City access standards.
 - e. All non-farm residential buildings shall be set back a minimum of 300 feet from the nearest farm building.
- 4. Above ground petroleum storage tanks. Such above ground petroleum storage tanks are prohibited in all other districts other than the A and M Districts.
- 5. Non-farm Single-family residential dwellings and accessory structures on lots created or platted after September 3, 2018, under the following conditions:
 - a. The property is platted in accordance with the subdivision regulations of the City of West Fargo.
 - b. The property is developed at a minimum of one (1) acre in area with a larger plot size required by the City if necessary for the safe operation of individual wells and septic systems.
 - c. The property is less than forty (40) acres in size, the property has a deed restriction recorded against it and the surrounding quarter-quarter section of land or legal lot of record to prohibit further development of non-farm single family residential dwellings. The deed restriction shall be in a form as approved by the City Planner, City Attorney, and President of the Board of City Commissioners and will terminate/release only at the time of rezoning, or accompanied by an area plan, annexation by the City of West Fargo, or release of the property from the zoning authority of the City of West Fargo.
- 6. Landscaping businesses, greenhouses, and plant nurseries.
- 7. Temporary or permanent industrial wood burners, including air curtain destructors, subject to the following conditions:
 - a. For a permanent site, the site is fenced with a sight obscuring fence and screened if necessary to keep materials out of sight.
 - b. The site is located a minimum of 2,640 feet from any residential or neighboring business structure.
 - c. The waste wood products may not be stored on the site for more than two (2) months. For a permanent site, all waste wood products on site must be

disposed of within a two (2) month period. At the time the site is completely cleared, another two-month cycle of storage may begin. An extension to the two-month period may be granted by the Fire Chief during the high fire risk times when burning is not allowed.

- d. The use has received State Health Department and local Fire Department approval.
 - e. A permit for a temporary site may not exceed sixty (60) days, and only two (2) temporary permits may be granted for the same site in any year. The 60-day period may be extended by the Fire Chief if during that period burning is not allowed because of high risk conditions.
 - f. Other conditions as deemed necessary.
8. Animal kennels and shelters.
9. Seasonal sale of retail goods.
10. Campgrounds and Recreational Vehicle Parks when located outside of City Limits, within the City's extraterritorial jurisdiction under the following conditions:
- a. Campgrounds and Recreational Vehicle Parks must have an onsite manager.
 - b. The applicant must provide a plan for managing the noise and any activities at the site to the City as part of its application.
 - c. The site must be located a minimum of 500 feet from any residentially zoned area
 - d. Other conditions as deemed necessary.

SECTION 3. 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:

CHAPTER 23-10

MOBILE HOME PARKS, TRAILER PARKS, AND CAMPGROUNDS

23-10-01. Definitions. (Effective through August 31, 2022)

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the state department of health.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
 - a. An independent recreational vehicle containing toilet and lavatory facilities.
 - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

Definitions. (Effective after August 31, 2022)

In this chapter, unless the context or subject matter otherwise requires:

1. "Campground" means any parcel of land containing three or more lots intended for occupancy by recreational vehicles or tents.
2. "Department" means the department of health and human services.
3. "Lot" means any piece of land of required size intended for occupancy by a mobile home, recreational vehicle, or tent.
4. "Mobile home" means any relocatable manufactured, modular, or prefabricated structure or unit that is designed to be used as residential living quarters. The term does not include a recreational vehicle.
5. "Mobile home park" means any parcel of land containing three or more lots intended for occupancy by mobile homes.
6. "Person" means any individual, firm, trust, partnership, public or private association, corporation, or limited liability company.
7. "Recreational vehicle" means a vehicular-type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own mode of power or is mounted on or towed by another vehicle. The term includes the following:
 - a. An independent recreational vehicle, containing toilet and lavatory facilities.
 - b. A dependent recreational vehicle, which contains either toilet or lavatory facilities or having neither facility.
8. "Recreational vehicle park" means a parcel or tract of land under the control of a person, organization, or government entity where three or more lots are offered for use by members of the public or an organization for rent or lease, including park-owned recreational vehicles held out for rent or lease. A recreational vehicle park is primarily designed to accommodate recreational vehicles.

23-10-02. Department to make regulations - Compliance.

The department shall have general supervision over the health, safety, sanitary condition, and legal compliance as outlined in this chapter of all mobile home parks, recreational vehicle parks, and campgrounds in this state and may promulgate and enforce appropriate rules and regulations in accordance with chapter 28-32. All mobile home parks, recreational vehicle parks, and campgrounds constructed after July 1, 1977, must be constructed in accordance with the requirements of this chapter and the rules and regulations promulgated at the time of construction. All mobile home parks, recreational vehicle parks, and campgrounds constructed before July 1, 1977, shall meet the requirements of this chapter by July 1, 1985. All mobile home parks, recreational vehicle parks, and campgrounds shall meet rules and regulations duly promulgated after construction of the park or campground within eight years after the effective date of the rule or regulation.

23-10-02.1. Department authorized to accept local enforcement and inspection.

The department shall accept state, federal, city, or county enforcement of local sanitation, safety, zoning, and inspection requirements in lieu of the enforcement of sanitation, safety, and inspection requirements of the department under this chapter if the department determines that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter. Before accepting state, federal, city, or county enforcement of local requirements, the department shall determine that the state, federal, city, or county requirements meet or exceed the requirements of this chapter and any rules and regulations promulgated under this chapter.

23-10-03. License required - Application.

1. A person may not establish, maintain, change use, mix use, or enlarge a mobile home park, recreational vehicle park, or campground in this state without first obtaining a license from the department.
2. The application for the license must be made in writing to the department and must state the location and type of the mobile home park, recreational vehicle park, or campground, the proposed water supply, the proposed method of sewerage and garbage disposal, and such other information as may be required by the department. Application forms must be prepared by the department and distributed upon request.
3. The department may not issue a license under this section if the proposed mobile home park, recreational vehicle park, or campground would prevent, interfere, or restrict proposed private development that is actively being pursued.
4. The department shall waive the license fee for any mobile home park, recreational vehicle park, or campground owned by the state, a municipality, or a nonprofit organization. The department shall waive all or a portion of the license fee for any mobile home park, recreational vehicle park, or campground that is subject to local sanitation, safety, and inspection requirements accepted by the department under section 23-10-02.1. A prorated annual license fee may be charged for new mobile home parks, recreational vehicle parks, and campgrounds. The health council may adopt rules establishing the amount and the procedures for the collection of annual license fees. The fees must be based on the cost of reviewing construction plans, conducting routine and complaint inspections, reinspection, and necessary enforcement action. License fees collected pursuant to this section must be deposited in the department's operating fund in the state treasury and any expenditure from the fund is subject to appropriation by the legislative assembly.

23-10-04. Inspection.

The department shall inspect the premises as soon as practical after receiving an application for a mobile home park, recreational vehicle park, or campground license. If the department is satisfied from the application and inspection that the mobile home park, recreational vehicle park, or campground will not be a source of danger to the health and safety of the occupants or the general public, the department shall notify the applicant of approval of

the application and of the amount of the license fee. The department must have access to and may inspect mobile home parks, recreational vehicle parks, and campgrounds at reasonable times. The department may inspect each mobile home park, recreational vehicle park, and campground in response to a complaint, violation of state law, or on a routine schedule determined by the department.

23-10-05. License fees.

Repealed by S.L. 2005, ch. 32, § 19.

23-10-06. License issuance - Fee.

An applicant seeking licensure shall apply to the department on forms prescribed by the department. The applicant shall enclose with the application an application fee as determined by rule. The department shall issue a license to an applicant who meets all of the requirements of this chapter and any rules adopted by the health council.

23-10-06.1. License renewal.

1. A license issued under this chapter expires on December thirty-first of each year.
2. A license may be renewed by December thirty-first by submitting a renewal application, a renewal fee established rule, provided the licensee is in compliance with this chapter and any rules established by the health council.
3. If the renewal application and renewal fee are not received by December thirty-first, the license expires and the licensee may not operate.
4. Within sixty days after December thirty-first, an expired license may be renewed by submitting the renewal application, renewal fee, and a late fee. The late fee is equal to fifty percent of the license fee.
5. If the renewal application, renewal fee, and late fee are not received within sixty days after December thirty-first, the department may not renew the license, and the applicant shall apply and meet the requirements for licensure to be granted a license.
6. The department may extend the renewal deadline for applications providing proof of hardship rendering the applicant unable to meet the deadline.
7. The department may not renew a license if the mobile home park, recreational vehicle park, or campground is not actively conducting business at the site, and the applicant shall apply and meet the requirements for licensure to be granted a license.

23-10-06.2. License transferability.

The department shall transfer a license without charge if the proposed new owner applies in writing for a transfer of the license and certifies that the mobile home park, recreational vehicle park, or campground will be operated in accordance with this chapter.

23-10-07. Sanitation and safety.

Every mobile home park, recreational vehicle park, and campground must be operated with strict regard for the health, safety, and comfort of its occupants. The following sanitary and safety regulations must be followed:

1. Location: Every mobile home park must be established and maintained upon dry, well-drained ground. Any natural sinkholes or collection or pool of water must be artificially drained and filled. Recreational vehicle park and campground lots must be established and maintained upon dry, well-drained spaces.
2. Drinking water supply: An adequate supply of potable and safe drinking water must be provided. The operator of a mobile home park, recreational vehicle park, or campground shall supply drinking water at the mobile home park, recreational vehicle park, or campground which is obtained from an approved source that is a public water system or a nonpublic water system that is constructed, maintained, and operated according to law.
3. Towels: The placing of roller cloth towels for public use in any washroom or place within a mobile home park, recreational vehicle park, or campground is prohibited.

Individual cloth towels, cloth towels provided in mechanical dispensers, individual paper towels, or roller paper towels must be placed for use.

4. Toilets: Modern sanitary flush toilets must be provided where a sewer connection is available. If a sewer connection is not available, sanitary flyproof privies must be maintained. All toilets and privies must be kept in a clean, sanitary condition. Separate toilets and privies must be provided for each sex. No privy or cesspool may be located less than one hundred feet [30.48 meters] from any well, kitchen, or sleeping quarters.
5. Garbage: All garbage and refuse must be stored in durable, cleanable, insect- and rodent-resistant containers, and the contents removed and disposed of at a frequency that will minimize the development of objectionable odors and other conditions that attract or harbor insects and rodents. All buildings within the mobile home park, recreational vehicle park, or campground must be screened against flies and kept in a clean and sanitary condition.
6. Plumbing installations: All plumbing installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state plumbing code and state laws.
7. Electrical installations: All electrical installations in a mobile home park, recreational vehicle park, or campground must be made in accordance with the state electrical code.
8. Streets and roadways: Each mobile home park, recreational vehicle park, and campground must have roadways or streets wide enough to facilitate the movement of traffic within the park or campground.
9. Lighting: Each mobile home park, recreational vehicle park, and campground must have adequate lighting as set forth in rule.
10. Fire protection: Each mobile home park, recreational vehicle park, and campground must have adequate fire protection in accordance with the state fire code.
11. Playgrounds: Each mobile home park containing twenty-five or more lots shall provide playground space equivalent to one lot for every twenty-five lots in the park.
12. Multiple-story parks: A multiple-story mobile home park or trailer park may not be constructed in this state.

23-10-07.1. Service fees.

Service fees that reasonably reflect the cost of the service provided in a mobile home park, recreational vehicle park, or campground may be charged. Fees may not be charged unless a service is actually provided.

23-10-08. Sickness in motor or trailer courts - Penalty for failure to report.

Repealed by S.L. 1975, ch. 106, § 673.

23-10-09. Occupancy record.

The owner or manager of a mobile home park, recreational vehicle park, or campground shall maintain a current record of the names of the occupants of the park or campground.

23-10-10. Posting rules and regulations.

The owner or manager of a licensed mobile home park, recreational vehicle park, or campground conspicuously shall post or distribute a digital or hard copy of the relevant rules and regulations to each tenant in the park. Material required to be distributed or posted under this section must be provided by the department free of charge.

23-10-10.1. Requirement of emergency response procedures.

The owner of a mobile home park, recreational vehicle park, or campground shall establish a procedure for responding to emergencies and complaints. The procedure must include the ability to reach a person who has the authority to perform, or direct the performance of, duties imposed on the owner under this chapter. The procedure must be posted conspicuously in the

mobile home park, recreational vehicle park, and campground or a copy must be provided to the tenants in writing.

23-10-11. Ejection from premises.

The owner or manager of a mobile home park, recreational vehicle park, or campground may eject any person from the premises for nonpayment of charges or fees for accommodations, for a violation of law, for disorderly conduct, for a violation of any regulation of the department, or for a violation of any reasonable rule of the mobile home park, recreational vehicle park, or campground which is publicly posted within the park or campground.

23-10-12. Revocation of license - Penalty for operating without license.

The department may deny an application or take disciplinary action, up to and including revocation, against any applicant or licensee upon the failure of the applicant or licensee to comply with this chapter or with any of the rules adopted by the health council and regulations promulgated by the department. Before the department takes disciplinary action against a license, the department shall notify the licensee in writing of the reason disciplinary action is being considered and shall provide a reasonable amount of time for correction to be made. Action taken under the authority granted in this section must comply with chapter 28-32. Any person who maintains or operates a mobile home park, recreational vehicle park, or campground without first obtaining a license, or who operates the same after revocation of the license, is guilty of an infraction.

23-10-13. Change in use or closure of mobile home park.

If the owner of a mobile home park applies for the rezoning of a park, the owner shall post a notice of the proposed rezoning in the park at least five days before the public hearing on the rezoning. In addition, the owner of a mobile home park shall notify all tenants in that park in writing of a change in use at least one hundred eighty days before the change in use. A change in use is a change in the park that would alter any portion of the park which is used to lease to mobile home owners so that the portion will no longer be leased to mobile home owners. The owner or manager may not increase rent within ninety days before giving notice of a change in use for the portion of the park to which the change will apply.

23-10-14. Mobile home security deposit.

The amount of a security deposit may not be modified after the initial lease agreement between a mobile home park owner and a tenant has been executed by both parties.

CHAPTER 33-33-02 TRAILER PARK AND CAMPGROUND RULES

Section

33-33-02-01	Definitions
33-33-02-02	Application for License
33-33-02-03	Spacing Requirements
33-33-02-04	Facilities Provided
33-33-02-05	Noxious Plant and Animal Control
33-33-02-06	Maintenance of Service Buildings
33-33-02-07	License Fees

33-33-02-01. Definitions.

As used in this chapter:

1. "Recreational vehicle" means a travel trailer.
2. "Service building" means a structure housing shower, bath, toilet, lavatory, and such other facilities as may be required by the North Dakota state plumbing code.
3. "Tent" means a collapsible shelter of canvas or other fabric stretched and sustained by poles and used for camping outdoors.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-01

33-33-02-02. Application for license.

A complete scaled plan and list of specifications for new construction or for altering or enlarging of an existing trailer park or campground must be submitted to the department for approval. The application must contain the following:

1. A legal description of property and a description of the site location with regard to highways, streets, and landmarks.
2. Name and address of developer.
3. Name and address of architect, engineer, or designer.
4. The area and dimensions of the site.
5. The number, location, and dimensions of all trailer or campground lots and detail of each typical lot for each trailer or tent.
6. The location and width of roadways, automobile parking facilities, and walkways, including whether they are paved, blacktopped, graveled, etc.
7. The location and details of service buildings and any other proposed structures.
8. The location and details of lighting and electrical systems.
9. The location and specifications of the water supply, sewer, and refuse disposal facilities; including approved soil testing results and details of wells, pumping stations, and service riser pipes.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-03

33-33-02-03. Spacing requirements.

1. No tent, recreational vehicle, or other attachment may be located within ten feet [3.05 meters] of any other tent, recreational vehicle, or part thereof. No recreational vehicle or tent in a trailer park or campground may be located as to create a hazard to the recreational vehicle or tent or restrict emergency vehicles and personnel from performing necessary services.
2. Streets must be of adequate widths to accommodate the contemplated parking and traffic load in accordance with the type of street. In all cases, streets must meet the following minimum requirements:

a. Two-way streets with parking on both sides	34 feet	[10.36 meters]
b. Two-way streets with parking on one side only	27 feet	[8.23 meters]
c. Two-way streets without parking	24 feet	[7.32 meters]
d. One-way streets with parking on both sides	27 feet	[8.23 meters]
e. One-way streets with parking on one side only	18 feet	[5.49 meters]
f. One-way streets without parking	14 feet	[4.27 meters]
3. The street system must give an unobstructed access to the public street, highway, or access road.
4. Tenting areas must be designated for tents only.

History: Effective August 1, 1988; amended effective July 1, 2004.

General Authority: NDCC 23-10-02, 23-01-03(3)

Law Implemented: NDCC 23-10-07

33-33-02-04. Facilities provided.

1. Conversion of a mobile home park, trailer park, or campground from one type to another must be approved by the department.
2. Streets must be lighted to provide a minimum of one-tenth foot-candle [1.09 lux] throughout the street system. Potentially hazardous locations, such as major street intersections and steps or stepped ramps, must be individually illuminated with a minimum of three-tenths foot-candles [3.23 lux].
3. Where provided, electrical service outlets must be adequate and approved.
4. Where provided, individual sewer connections must be adequate and approved. Recreational vehicle waste disposal stations, watering stations, and service building facilities must be provided and constructed in accordance with the North Dakota state plumbing code.
5. A certification from the electrical and plumbing installer, stating all installations were made in accordance with state codes, is required before issuance of the trailer park or campground license.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-05. Noxious plant and animal control.

1. The grounds, buildings, and structures of a trailer park or campground must be maintained free of harborage for insects, rodents, and other vermin. Extermination methods and other measures to control insects and rodents must conform with the requirements of the department.
2. All areas must be maintained free of accumulations of debris; the growth of brush, weeds, and grass must be controlled to prevent harborage or breeding places for noxious insects and vermin. Trailer parks and campgrounds must be so maintained as to prevent the growth of noxious weeds considered detrimental to health.
3. Storage areas must be maintained so as to prevent rodent harborage; lumber, firewood, pipe, and other building materials must be stored neatly at least one foot [.3 meter] above the ground.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-06. Maintenance of service buildings.

1. Service buildings, sinks, toilets, and other equipment must be kept in a clean and sanitary condition and in good repair at all times.
2. Toilet tissue must be provided and conveniently located in each toilet room.

History: Effective August 1, 1988.

General Authority: NDCC 23-01-03(3), 23-10-02

Law Implemented: NDCC 23-10-07

33-33-02-07. License fees.

The department shall charge the following fees for licenses to operate trailer parks or campgrounds in this state:

1. For a trailer park or campground containing at least three but not more than ten lots, ninety dollars.
2. For a trailer park or campground containing at least eleven but not more than twenty-five lots, one hundred thirty-five dollars.
3. For a trailer park or campground containing at least twenty-six but not more than fifty lots, one hundred seventy-five dollars.
4. For a trailer park or campground containing at least fifty-one but not more than one hundred lots, two hundred twenty dollars.
5. For a trailer park or campground containing at least one hundred one but not more than one hundred fifty lots, two hundred seventy dollars.
6. For a trailer park or campground containing at least one hundred fifty-one but not more than two hundred lots, three hundred twenty dollars.
7. For a trailer park or campground containing at least two hundred one but not more than two hundred fifty lots, three hundred seventy dollars.

8. For a trailer park or campground containing more than two hundred fifty lots, four hundred twenty dollars.

The department shall waive the license fee for any trailer park or campground owned by the state, a municipality, or a nonprofit organization.

History: Effective January 1, 2006; amended effective April 1, 2008; January 1, 2014.

General Authority: NDCC 23-01-03

Law Implemented: NDCC 23-10-07

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Leslie McGillivray-Rivas, Senior Planner
2. PHONE NUMBER: 701-515-5377 DATE: March 26, 2024
3. AGENDA TITLE: Public Hearing – A24-4 Zoning Ordinance Amendment
regarding Off-Street Parking, Approval of First Reading of Ordinance.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The off-street parking regulations of Section 4-450 proposes ordinance language
to modify and restructure the content for purposes of clarity, ease of use and will
include updated structured headings and subheadings. Specific amendments
include an update for minimum parking standards with measurable metrics such
as floor area as opposed to other metrics, (such as number of staff for a given
business) a calibration of minimum parking standards in relation to peer cities and
modern best practices, and a proposed slight general reduction in City-mandated
parking. Lastly, new language will allow administrative approval for minor
reductions in planning and allow Planning & Zoning Commission approval of major
parking quantity reductions proposals.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable): N/A
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Hold Public Hearing and approve First Reading on the Zoning Ordinance
Amendments.

STAFF REPORT

A24-5	Zoning Ordinance Amendments
Zoning Ordinance Amendment §4-450 Off Street Parking	
Applicant: City of West Fargo	Staff Contact: Leslie McGillivray-Rivas
Planning & Zoning Commission Introduction:	February 13, 2024
Planning & Zoning Commission Public Hearing:	March 12, 2024-Approved
City Commission Public Hearing & 1 st Reading	April 1, 2024
City Commission 2 nd Reading	

PURPOSE:

Amendments to Chapter IV Zoning Ordinance specific to Off Street Parking

DISCUSSION AND OBSERVATIONS:

- The off-street parking regulations of Section 4-450 is proposed to be modified in the following ways:
 - 1) Restructuring of the content for purposes of clarity and ease of use—including structured headings and subheadings.
 - 2) Updating of minimum parking standards:
 - a. To be based on measurable metrics such as floor area as opposed to other metrics such as number of staff for a given business.
 - b. To calibrate minimum parking standards in relation to peer cities and modern best practices, including a slight general reduction in City-mandated parking.
 - 3). Updating of parking reduction options:
 - a. Administrative approval of minor reductions
 - b. Planning & Zoning approval of major reductions.
- The 2018 Fargo/West Fargo Parking and Access Plan includes recommendations regarding off-street parking standards and is included for your review. As part of this study, parking utilization survey conducted found a general oversupply of parking. For commercial land uses, the survey found an average parking utilization rate of 31% during peak-hour demand. This study elaborates a diverse mix of recommendations including strategies on how to “Right-Size” parking.
- In 2022, a Planning Needs Assessment was initiated for the City of West Fargo Planning Department to establish priority and strategy of projects, assess the City’s long-range planning and development related issues. Updates to the parking regulations were identified within the assessment as a short-term goal. To support this assessment, both the Downtown West Fargo Framework Study and West Fargo 2.0 were cited, each of which highlighted the need for Title IV parking amendments.
- The 2024 recently adopted Downtown Placemaking Master Plan identified transportation and parking as key issues. Updates to the current zoning requirements for parking were recommended to support the vision for Downtown West Fargo. Within this context, the 2016 Sheyenne Street Corridor Study Phase II was cited:

STAFF REPORT

- “At any point of the day, whether weekday or weekend, drivers are likely to find a parking surplus at any location along the corridor....This suggests that current parking requirements may be too high”.

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

The proposed text amendments make changes to the City Plans Ordinances as recommended by adopted studies, plans and are consistent with the Comprehensive Plan.

PLANNING & ZONING COMMISSION RECOMMENDATIONS

At the March 12, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed text amendment to IV on the basis that it is consistent with City Plans and Ordinances.

RECOMMENDATIONS:

It is recommended that the City approve the proposed amendment.

Attachments:

- Proposed updates to Title IV §4-450
- 2018 Fargo/West Fargo Parking and Access Plan

ORDINANCE NO. 1244

AN ORDINANCE TO REPEAL AND RECREATE SECTION 4-450 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO PLANS AND APPROVAL REQUIRED FOR OFF-STREET PARKING AND LOADING REGULATIONS.

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

SECTION 1. Section 4-450 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby repealed in its entirety.

~~4-450. OFF-STREET PARKING AND LOADING REGULATIONS.~~

Subsections:

~~4-451. Automobile Parking Space Required.~~
~~4-452. Plans and Approval Required.~~
~~4-453. Design Standards.~~
~~4-454. Required Off-Street Loading Spaces.~~

~~4-451. AUTOMOBILE PARKING SPACE REQUIRED. No building shall be erected, enlarged to the extent of increasing the floor area, or changed in use unless there is provided on the lot, space for parking of automobiles as specified below. When sufficient off-street parking cannot be provided on the same lot or a lot contiguous to the principal use because of unique circumstances, and arrangements can be made to provide off-street parking on a noncontiguous lot, such parking arrangements shall be considered by the Planning and Zoning Commission on a case-by-case basis. The Planning and Zoning Commission may grant permission to provide parking on a noncontiguous lot provided traffic or land use problems are not created, and a long-term agreement can be negotiated so the required off-street parking is maintained as long as the principal use exists.~~

~~The Planning and Zoning Commission may allow sharing of required off-street parking by two separate uses provided the normal peak parking times of the two uses do not coincide. Only the off-street parking spaces not normally used by the off-peak use shall be counted as off-street parking for the peak use. Each use shall have the total required off-street parking available during their respective periods of peak parking use. A long-term agreement shall be negotiated whereby both uses are bound to the establishment and maintenance of the shared off-street parking.~~

~~If it can be demonstrated by the property owner through market studies or other means that the required off-street parking is excessive and/or a lower parking demand is supported by the Institute of Traffic Engineers Parking Generation manual and a lesser requirement justifiable, the City Commission may reduce the number of required spaces by passage of a resolution approved by a majority of the members of the City Commission.~~

~~Parking areas shall be so designed that vehicles may enter, circulate, park and exit in a convenient and orderly fashion. Required off-street parking shall be provided in such a manner that vehicles do not encroach on a public right-of-way. The minimum size of each parking stall shall be nine feet by 19 feet, exclusive of aisle width. For any parking area except for single, two-family, and 3-4 unit townhome dwellings, a suitable means of turnaround must be provided at maximum design capacity so no vehicle shall back onto public streets or alleys. Where this cannot be accomplished for parking lots of five (5) or fewer vehicles, the City may consider an alternative design as a conditional use.~~

Reference herein to "employee(s) on the largest shift" means the maximum number of employees employed at the facility regardless of the time period during which this occurs and regardless of whether any such person is a full-time employee. The largest shift may be a particular day of the week or a lunch or dinner period in the case of a restaurant.

The term "capacity," as used herein, means the maximum number of persons which may be accommodated by the use as determined by its design or by building or fire code regulations, whichever is greater.

Any use not specifically mentioned below shall meet the requirements for uses most clearly related as determined by the Zoning Enforcement official.

The number of off-street parking spaces which shall be required are as follows:

1. Agricultural Support Uses - One space per employee on the largest shift, plus one space per 200 square feet of gross floor area provided for customer sales and service operations.
2. Residential Uses:
 - a. Single-Family - Two spaces per dwelling.
 - b. Multiple Family Units - One space per efficiency dwelling unit and two spaces per dwelling unit for one or more bedroom units or the floor area divided by 440, whichever is greater.
3. Institutional, Recreational and Special Residential Uses:
 - a. Camps (Day or Youth) - One space per employee on the largest shift, plus one space per camp vehicle normally stored on the premises.
 - b. Church - One space per three seats of maximum capacity.
 - c. Community and Recreation Center - One space per 250 square feet of gross floor area, or one space per four patrons to the maximum capacity, plus one space per employee on the largest shift.
 - d. Day or Nursery School, Child Care Center - One space per teacher/employee on the largest shift, plus one space per ten students for loading and unloading.
 - e. Group Dwellings, Fraternity or Sorority, Boarding or Lodging Houses - One space per bedroom or sleeping room, unless it can be demonstrated that the occupants will not be driving.
 - f. Libraries and Museums - One space per 350 square feet of floor area or one space per four seats to the maximum capacity, whichever is greater, plus one space per employee on the largest shift.
 - g. Monasteries, Convents - One space per six residents, plus one space per employee on the largest shift, plus one space per five chapel seats if the public may attend.

- h. Nursing Homes - One space per six patient beds, plus one space per employee on the largest shift.
- i. Schools:
 - (1) Elementary and Junior High - One space per teacher and staff member.
 - (2) Senior High - One space per teacher and staff member on the largest shift, plus one space per five students.
 - (3) College, Trade and Vocational - One space per staff member of the largest shift, plus one space per four students of the largest class attendance period.
- j. Swimming Facility - One space per 100 square feet of gross water area, plus one space per employee on the largest shift.
- k. Tennis, Racquetball, Handball Courts - Two spaces per court, plus one space per employee on the largest shift.
- l. Bowling Alley - Three spaces per lane, plus one space per employee on the largest work shift.
- m. Miniature Golf - One space per hole, plus one space per employee on the largest work shift.
- n. Outdoor Theatre - One space per four patrons to the maximum capacity of the facility inclusive of both indoor and outdoor capacity.
- o. Skating Rink, Ice or Roller - One space per 300 square feet of gross floor area.
- p. Health Club - One space per 100 square feet of gross floor area, plus one space per employee on the largest shift.
- q. Golf Courses - Five spaces per hole.
- r. Other Commercial Recreational Uses - One space per four patrons to the maximum capacity of the facility, or one space per 250 square feet of gross floor area, whichever is more appropriate.
- 5. Commercial and Entertainment Uses, Except as Specifically Designated Below - One space per 250 square feet of gross floor area of customer sales and services, plus one space per 250 square feet of storage and/or office gross floor area.
 - a. Banks - One space per 200 square feet gross floor area.
 - b. Eating and Drinking Establishments - One space per four patron seats or one space per 100 square feet of gross floor area, whichever is greater, plus one space per employee on the largest shift.
 - c. Fast Food Establishments:

-
- (1) ~~With Seating - One space per three patron seats, plus one space per employee on the largest shift.~~
-
- (2) ~~Without Seating - One space per 200 square feet of gross floor area, plus one space per employee on the largest shift.~~
-
- d. ~~Funeral Home - One space per four patron seats or 25 spaces per chapel unit, whichever is greater.~~
-
- e. ~~Grocery or Supermarket - One space per 200 square feet of gross floor area or customer sales and service, plus one space per 200 square feet gross floor area of storage.~~
-
- f. ~~Hospital - One space per three patient beds, plus one space per staff doctor and per employee on the largest shift.~~
-
- g. ~~Hotel or Motel - One space per room or suite, plus 50 percent of the spaces otherwise required for accessory uses, e.g. restaurants and bars.~~
-
- h. ~~Private Clubs and Lodges - Required parking spaces are to be determined by the specific uses associated with the facility.~~
-
- i. ~~Repair Services - A minimum of three spaces shall be provided for the first 2,000 square feet of gross floor area, plus one additional space for each 1,000 square feet of gross floor area thereafter, plus one space per employee on the largest shift.~~
-
- j. ~~Furniture and Home Furnishing Stores - One space per 500 square feet of customer sales, plus one space for every 1,000 square feet of storage area.~~
-
- k. ~~Self-Service Laundry - One space per three machines.~~
-
- l. ~~Assembly or Exhibition Hall, Sports Arenas, Theaters and Auditoriums - One space per five seats based on maximum capacity.~~
-
- m. ~~Taverns, Dance Halls, Night Clubs and Lounges - One space per 50 square feet of gross floor area.~~
-
- n. ~~Vehicle Sales - Six parking spaces plus one space per 500 square feet of gross floor area over 1,000 feet.~~
-
- o. ~~Vehicle Repair and Maintenance Services - One space per 400 square feet of gross floor area, plus one space per employee on the largest shift.~~
-
- p. ~~Games of Chance Operations - One space per three patron seats.~~
-
6. ~~Offices Uses, Except as Specifically Designated Below - One space per 300 square feet of gross floor area.~~
-
- a. ~~Medical Offices and Clinics - One space per 200 square feet of gross floor area.~~
-

- ~~7. Industrial Uses, Except as Specifically Designated Below - One space per employee on the largest shift, plus one space per company vehicle regularly stored on premises.~~
- ~~a. Veterinary Office - Three spaces per doctor, plus one space per employee on the largest shift.~~
- ~~b. Adult Entertainment Center - One space per employee on the largest shift, plus one space per 150 square feet of gross floor area.~~
- ~~8. Nursery Uses - One space per employee on the largest shift, plus one space per 500 square feet gross floor area of inside sales or display.~~
- ~~9. Handicapped Parking - All parking lots must be designed to provide handicapped parking spaces according to standards established under Americans with Disabilities Act (ADA).~~

~~4-452. PLANS AND APPROVAL REQUIRED. Plans for improved, new or expanding private driveways and off-street parking spaces, shall be prepared and submitted to the City Building Administrator and City Planner for review and approval. Before approving any private driveway or parking layout, the Building Administrator and City Planner shall satisfy themselves that the driveway and/or spaces provided are usable and meet standard design criteria. All driveways and off-street parking spaces within the City limits shall be improved with a concrete or bituminous surface except for structures which are located on public roads or alleys that are graveled. In lieu of improving all driveways and off-street parking spaces in industrial areas, a property owner may submit a plan demonstrating that improved driveways and off-street parking spaces will, within reason, retain soils, mud or other loose materials from being carried onto public streets by vehicles or equipment, i.e., by improving with concrete or bituminous surface fifty (50) feet or more of the area on the property where access to the public street(s) is gained. In addition to providing improved driveways and parking areas, industrial areas may need to expand those areas with gravel and/or crushed concrete to avoid carrying soils, mud or other loose materials into the street(s). All required off-street parking spaces shall be clearly marked. All parking lots being hard surfaced must be designed and striped to meet the design standards according to Section 4-453.~~

~~4-453. DESIGN STANDARDS:~~

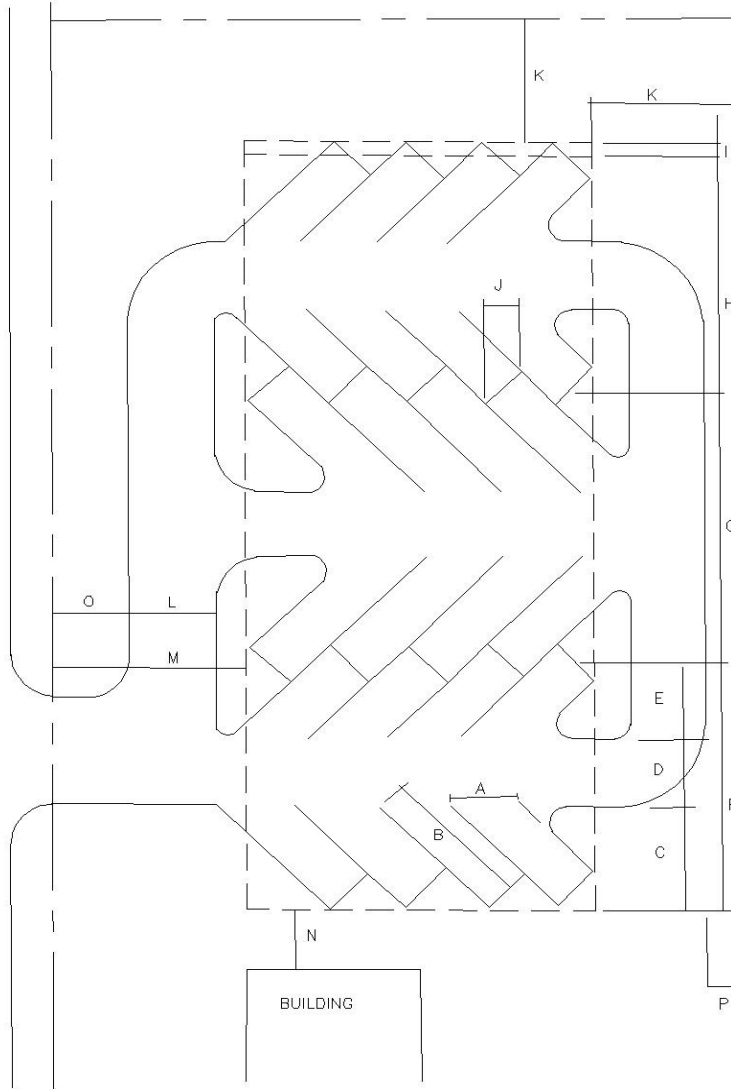
- ~~1. In all residential districts, required parking spaces shall be located on the same premises as the use they serve. In other districts, they shall be located on the premises or within 300 feet distance.~~
- ~~2. Parking areas for one or two family dwellings shall be in the garage, in the rear or side yards, or on the driveway leading to the garage only.~~
- ~~3. Parking areas shall be used for automobile parking only, with no sales, dead storage, repair work, dismantling or servicing of any kind permitted.~~
- ~~4. All uses, excluding one and two family residences, where parking or access facilities are located within 20 feet of a one or two family property line shall be required to effectively screen their parking facility from the residential use. Screening may include a sight obscuring fence at least 5 feet in height or plantings of sufficient type, density, and height so as to provide year-round screening. Before a building permit shall be issued, the building official shall approve the screening proposal.~~

- ~~5. Off-street parking areas shall be improved with a durable surface, afford adequate drainage and shall have bumper guards, unless owner can establish to the satisfaction of the Building Official that such guards are not necessary.~~

~~PARKING LAYOUT REQUIREMENTS FOR 9 FOOT BY 18.5 FOOT
STALLS AT VARIOUS ANGLES~~

DIMENSION	ON DIAGRAM	MINIMUM DIMENSIONS (feet)			
		45°	60°	75°	90°
Stall width, parallel to aisle	A	12.7	10.4	9.3	9.0
Stall length of line	B	25.0	22.0	20.0	18.5
Stall depth	C	17.5	19.0	19.5	18.5
Driving aisle width between stall lines	D	12.0	16.0	23.0	26.0
Stall depth, interlock	E	15.3	17.5	18.8	18.5
Module, edge of pavement to interlock	F	44.8	52.5	61.3	63.0
Module, interlocking	G	42.6	51.0	61.0	63.0
Module, interlock to curb face	H	42.8	50.2	58.8	60.5
Bumper overhang (typical)	I	2.0	2.3	2.5	2.5
Offset	J	6.3	2.7	0.5	0.0
Side and rear yard setback	K	Lots in Residential & C Districts Which Abut Residential Districts: 5 feet. Other Districts: None			
Cross aisle, one-way	L	14.0	14.0	14.0	14.0
Cross aisle, two-way	-	24.0	24.0	24.0	24.0
Front yard setback (Parking Lots)	M	10' in Residential Districts or for Residential Uses in "C" Districts. Other: None.			
Setback from principal building	N	Residential Districts: 10 feet. Other Districts: 5 feet			
Front lot line to drive (landscape area)	O	10' in Residential Districts or for Residential Uses in "C" Districts. Other: None.			
Side and rear lot line to drive (landscape area)	P	Residential & C Districts: 5 feet. Other Districts: None			

PARKING LAYOUT DIAGRAM



~~4-454. REQUIRED OFF-STREET LOADING SPACES. REQUIRED OFF-STREET LOADING SPACES. Commercial and industrial uses shall provide for loading areas on the property which do not affect traffic on public streets. Adequate space shall be provided on the property to allow for ingress into the property, circulation within the property and egress from the property. Loading areas shall be shown on a site plan and approved by the City Planner and Building Administrator as part of the building permit. Loading spaces required under this section shall be at least 50 feet long and 12 feet wide. Every lot used for commercial or industrial purposes and having a building or buildings with a total floor area of at least 10,000 square feet and every lot used for~~

~~office or research purposes on which there is a building or buildings having a total floor area of at least 20,000 square feet, shall be provided with an off-street loading space. An additional off-street loading space shall be required for lots used for commercial or industrial purposes where the floor area of all buildings exceeds 100,000 square feet.~~

SECTION 2. Section 4-450 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

4-450. OFF-STREET PARKING AND LOADING REGULATIONS.

Subsections:

- 4-451. Purpose.
- 4-452. Applicability.
- 4-453. Parking and Loading Plan Required.
- 4-454. Required Off-Street Parking.
- 4-455. District-Specific Parking Standards.
- 4-456. Adjustments to Off-Street Parking Requirements.
- 4-457. Parking Area Design and Maintenance.
- 4-458. Loading Standards.

4-451. PURPOSE. This section establishes regulations for the provision of safe and efficient parking, stacking, and loading facilities in West Fargo, in amounts sufficient to meet existing and/or proposed development, while balancing these needs against equally important safety, environmental, and aesthetic considerations. This section is intended to help protect the public health, safety, and general welfare by:

- A. Avoiding and mitigating traffic congestion in the streets;
- B. Avoiding and mitigating the adverse visual and environmental impacts of large concentrations of exposed parking;
- C. Reducing stormwater runoff, reducing heat island effect from large expanses of pavement, improving water quality, and minimizing dust pollution;
- D. Providing necessary access for service and emergency vehicles;
- E. Providing for safe and convenient interaction between vehicles and pedestrians; and
- F. Providing flexible methods of responding to the transportation and access demands of various land uses in different areas of the city.

4-452. APPLICABILITY.

4-452.1. New Development. All new development shall provide off-street parking, stacking, and loading areas in accordance with the standards of this section, unless otherwise exempt by this code.

4-452.2. Expansion or Enlargement.

- A. Any expansion or enlargement of an existing structure that results in an increase of floor area of greater than 20 percent, or any increase in the number of dwelling units, shall be required to provide additional parking spaces in proportion to the extent of the expansion or enlargement, as required by Table 4-1.

- B. Additional off-street parking and loading spaces shall be required only to serve the enlarged or expanded area, not the entire building or use.

4-452.3. Change of Use. When a new use or combination of uses requires 20 percent more parking than the previous use or combination of uses, the new use or combination of uses shall provide additional parking spaces in proportion to the increase, as required by Table 4-1.

4-453. PARKING AND LOADING PLAN REQUIRED.

- A. Plans for improved, new, or expanding off-street parking spaces and/or private driveways shall be prepared and submitted to the City Building Administrator and City Planner for review and approval.
- B. Before approving any private driveway or parking layout, the Building Administrator and City Planner shall verify that the driveway and/or spaces provided are usable and meet standard design criteria, as described in this ordinance.

4-454. REQUIRED OFF-STREET PARKING.

4-454.1. Minimum Requirement. Unless otherwise specified by this section, all development shall provide off-street parking in compliance with Table 4-1, Minimum Required Off-Street Parking Spaces.

4-454.2. Accessible Spaces Required. Accessible off-street parking for persons with disabilities must be provided in accordance with the International Building Code, as contained within Title V of the City Ordinances. No reductions or adjustments to ADA-mandated accessible spaces are permitted.

4-453.3. Unlisted Uses. For uses not expressly listed in Table 4-1, the City Planner shall have the authority to make the following determinations:

- A. Apply the minimum off-street parking space requirement specified in Table 4-1 for the listed use that is deemed most similar to the proposed use (based on operating characteristics, the most similar related occupancy classification, or other factors determined by the City Planner); or
- B. Establish the minimum off-street parking space requirement by reference to standards in parking resources published by the National Parking Association, American Planning Association, or the Institute of Transportation Engineers (ITE) Parking Generation Manual.

TABLE 4-1
MINIMUM REQUIRED OFF-STREET PARKING SPACES

DU = DWELLING UNIT

SQ FT = SQUARE FEET (SQUARE FOOTAGE OF GROSS INDOOR FLOOR AREA, UNLESS OTHERWISE INDICATED)

	Proposed Requirement
Residential Uses	
Dwelling, multi-family	Efficiency/studio & 1 bedroom: 1 per DU 2 or more bedrooms: 2 pr DU
Dwelling, single-family	2 per DU

Civic and Institutional Uses	
<u>Community and Cultural Facilities</u>	
Day or nursery school, child care center	1 per 500 sq ft
Library or Museum	1 per 500 sq ft
Group assembly spaces (e.g., exhibition hall, church, sports arena, theatre, auditorium)	1 per 5 persons of max. seating capacity in main assembly space

<u>Educational Facilities</u>	
Elementary and junior high school	1 per classroom PLUS 1 per 400 sq ft of office area
High school	10 per classroom PLUS 1 per 400 sq ft of office area
College, trade, and vocational school	1 per 300 sq ft of academic space PLUS 1 per 400 sf of office area

<u>Health Care Services</u>	
Clinic, medical or dental	1 per 250 sq ft
Hospital	1 per 2 beds
Nursing Home	1 per 4 beds

<u>Recreation and Entertainment</u>	
Recreation, indoor	Bowling, axe-throwing or similar use: 1 per lane Theaters, auditoriums, arenas, stadiums, or similar use: 1 per 5 seats in main assembly areas; if no seating, 20 percent of maximum capacity Playing/sports surfaces with no fixed seating: 10 per field; 4 per ice rink; 2 per court Other uses not listed separately: 1 per 400 sf indoor area

Recreation, outdoor	Playing/sports surfaces with fixed seating: 1 per 5 seats Playing/sports surfaces with no fixed seating: 10 per field; 4 per ice rink; 2 per court Outdoor theaters, stadiums, or similar uses: 1 per 5 seats in assembly areas; if no seating, 20 percent of maximum capacity Golf, miniature golf, or driving range: 4 spaces per golf hole; 2 spaces per miniature golf hold; and 1 space per 2 driving bays. Other uses not listed separately: 1 per 1,000 sq ft of outdoor recreation area
---------------------	---

Commercial Uses	
<u>Generally</u>	
If not otherwise specified	1 per 400 sq ft

<u>Food and Beverage Uses</u>	
Eating and drinking establishments, tavern, night club, or lounge	1 per 100 sq ft
Fast food restaurant	1 per 100 sq ft With drive-through: 3 stacking spaces from point of placing order

<u>Lodging Uses</u>	
Hotel or motel	1 per guest room PLUS 50 percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars)

<u>Office and Services</u>	
Bank or financial institution	1 per 350 sq ft
Funeral home	1 per 5 seats in communal assembly areas PLUS 1 per 400 sq ft of office area
Gym or health club	1 per 250 sq ft
Laundry, self-service	1 per 400 sq ft
Office	1 per 400 sq ft
Repair service	1 per 400 sq ft
Veterinary clinic	1 per 300 sq ft

<u>Retail Sales Uses</u>	
Grocery or supermarket	1 per 250 sq ft
Furniture and home furnishing stores	1 per 750 sq ft

<u>Vehicle-Related Uses</u>	
Vehicle repair, tire, and maintenance services	1 per 400 sq ft of indoor sales/office area PLUS 4 per service bay
Vehicle quick lube	1 per 400 sq ft of indoor sales/office area PLUS 2 per service bay
Vehicle sales	1 per 400 sq ft of indoor sales/office area PLUS 1 per 1,000 sq ft of sales lot area

<u>Industrial Uses</u>	
General industrial uses (e.g., industrial services, contractor businesses, manufacturing/production, warehousing, freight/trucking facilities, wholesale distribution), plant nursery or landscaping businesses	1 per 400 sq ft of office or administrative area PLUS 1 per 500 sq ft of indoor sales, service, or display area PLUS 1 per 1,000 sq ft of outdoor sales, service, or display area PLUS 1 per 2,500 sq ft of indoor/outdoor storage, warehousing, equipment service, or manufacturing area

4-455. DISTRICT-SPECIFIC PARKING STANDARDS.

4-455.1. Residential Districts.

- A. In all residential districts, required parking spaces shall be located on the same lot as the use they serve.
- B. Parking areas for one- or two- family dwellings shall be in the garage, in the rear or side yards, or on the driveway leading to the garage only.

4-455.2. DMU District. Provision of parking in the DMU district shall be subject to limits, location, and design requirements as described in §434.4.1, Parking Areas.

4-455.3. EMU District. Provision of parking in the DMU district shall be subject to limits, location, and design requirements as described in §434.5.1, Parking Areas.

4-455.4. Industrial Districts.

- A. Gravel and/or crushed concrete may be used for vehicular circulation areas within industrial zoning districts provided that all circulation areas within 100 feet of any access onto a public street is paved with concrete, asphaltic concrete, or asphalt.

4-456. ADJUSTMENTS TO OFF-STREET PARKING REQUIREMENTS.

4-456.1. Reductions in Parking Requirements. Applicants may pursue reductions in required parking as follows.

- A. Parking reductions of up to 25 percent, as described in §4-456.2 through §4-456.5, may be approved by the City Planner upon finding that the request for reduction complies with all requirements described in the applicable subsection.
- B. Parking reductions of greater than 25 percent, as described in §4-456.2 through §4-456.5, may be approved by the Planning & Zoning Commission upon finding that the request for reduction complies with all requirements described in the applicable subsection.

4-456.2. Parking Demand Study. A parking demand study may be submitted to demonstrate the need for a lower quantity of parking than required by Table 4-1, or as otherwise stated in this Section.

The parking demand study shall be prepared by a traffic engineer or similarly qualified professional and shall estimate parking demand for the proposed use based on the recommendations of the Institute of Traffic Engineers (ITE), Urban Land Institute, the American Planning Association, or other acceptable source of parking demand data for uses and/or combinations of uses of comparable activities, scale, bulk, area, and location.

4-456.3. Shared and/or Off-Site Parking Spaces. The City may approve the use of shared parking lots, and/or off-site parking spaces, subject to the following requirements:

- A. No shared lot or off-site space shall be more than 300 feet from the subject property, measured along a legal pedestrian route.
- B. A long-term agreement shall be negotiated and agreed between property owners for both uses, and shall be submitted to the City for review and approval.
- C. The long-term agreement shall be accompanied by a Parking Plan that shows the current or proposed layout of the off-site parking or the parking area proposed to be shared.

4-456.4. Proximity to a Transit Stop. Except for single- and two-family dwellings, development within 500 feet of a fixed transit stop, measured along a legal pedestrian route, may be reduced by 10% from the requirements in Table 4-1.

4-456.5. Affordable Senior Housing. Minimum parking requirements may be reduced by 20% if at least 25% of the dwelling units are restricted in occupancy to residents of 55 years of age or older, and/or income-restricted for a period of at least 30 years to households earning 80% or less of the Department of Housing and Urban Development Area Median Income for West Fargo, North Dakota.

4-457. PARKING AREA DESIGN AND MAINTENANCE.

4-457.1. General Parking Area Design.

- A. Parking areas shall be used for automobile parking only, with no sales, dead storage, repair work, dismantling or servicing of any kind permitted.
- B. Parking areas shall include applicable buffering and/or screening as required by the Zoning Ordinance.

4-457.2. Access and Maneuvering.

- A. Except for single- and two-family dwellings and individual townhome dwellings with driveways exiting onto public or private streets, parking areas shall be designed so

that exiting vehicles do not back out across a sidewalk onto a street. In all other instances, a means of turnaround must be provided within the parking lot.

- B. Where a parking lot has five or fewer spaces and a turnaround cannot be accommodated within the lot on site, the City may consider an alternative design, subject to review and approval by the Planning and Zoning Commission.

4-457.3. Surfacing.

- A. Unless otherwise allowed by this ordinance, all parking areas, drive aisle, aprons, and other areas subject to vehicular access or used for the parking, maneuvering, or storing of motor vehicles shall be surfaced with concrete, asphaltic concrete, or asphalt; unless pervious or semi-pervious surfacing receives conditional use approval.
- B. The use of gravel and/or crushed concrete may be used for parking and vehicular circulation where the property takes primary access from a public street that is graveled.
- C. Unless otherwise specified, all hard-surfaced parking lot stalls shall be striped. Areas used for storing motor vehicles, equipment, or materials, and not required to meet minimum parking space requirements, shall be paved but do not need to be striped.

4-457.4. Parking Lot Layout Dimensions.

- A. Parking Stall Dimensions. Except as indicated in Table 4-2 below, the minimum size of each parking stall shall be nine feet by 18.5 feet, exclusive of aisle width.
- B. Parking Layout Dimensions. Parking lots shall be designed to meet the minimum dimensions in Table 4-2.

TABLE 4-2:
PARKING LAYOUT DIMENSIONS

	45°	60°	75°	90°	Diagram Reference
Stall width, parallel to aisle	12.7	10.4	9.3	9.0	A
Stall length of line	25.0	22.0	20.0	18.5	B
Stall depth	17.5	19.5	19.0	18.5	C
Driving aisle width between stall lines	12.0	16.0	23.0	26.0	D
Stall depth, interlock	15.3	17.5	18.8	18.5	E
Module, edge of pavement to interlock	44.8	52.5	61.3	63.0	F
Module, interlocking	42.6	51.0	61.0	63.0	G
Module, interlock to curb face	42.8	50.2	58.8	60.5	H
Offset	6.3	2.7	0.5	0.0	J

Side and rear yard setback	Lots in Residential & C Districts Abutting Residential Districts: 5 feet Other District: None				K
Cross aisle, one-way	14.0	14.0	14.0	14.0	L
Cross aisle, two-way	24.0	24.0	24.0	24.0	L

C. Parking Layout Diagram.

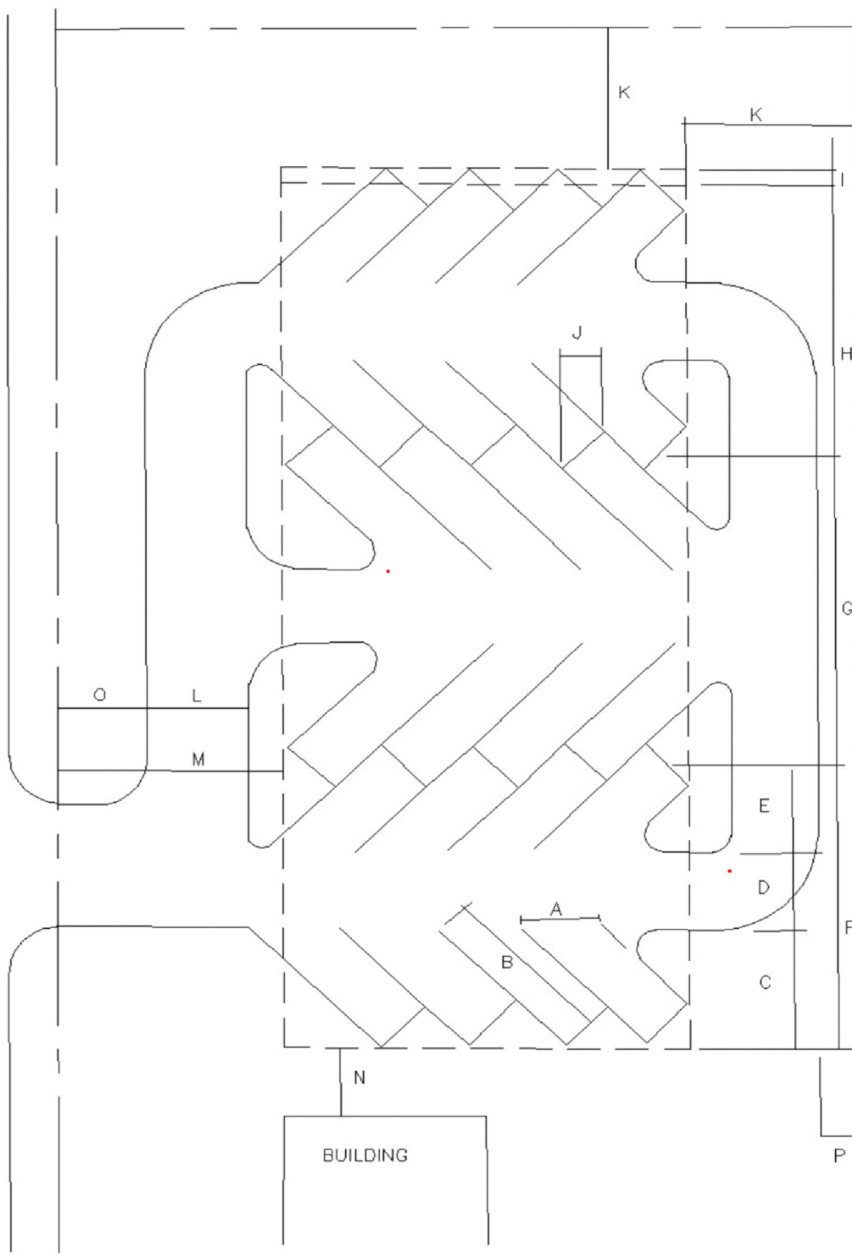


Figure 1: Parking Layout Dimensions

4-458. LOADING STANDARDS.

4-458.1. Applicability. Commercial and industrial uses shall provide for loading areas on the property which do not affect traffic on public streets.

4-458.2. General Requirements.

- A. Loading areas shall be shown on the Parking and Loading Plan and approved by the City Planner and Building Administrator as part of the building permit.
- B. Uses requiring loading spaces may provide more loading spaces than required by this subsection, but each space shall meet the dimensional requirements of this subsection.

4-458.3. Number of Spaces Required.

- A. Commercial and industrial structures with a total floor area of at least 10,000 square feet, and structures used for office or research purposes with a total floor area of at least 20,000 square feet, shall be provided with one off-street loading space.
- B. Commercial and industrial structures where the floor area of all buildings exceeds 100,000 square feet shall provide at least one additional off-street loading space.

4-458.4. Design Standards.

- A. Loading spaces shall be at least 50 feet long and 12 feet wide.
- B. Adequate space shall be provided on the property to allow for ingress into the property, circulation within the property, and egress from the property, without requiring loading vehicles to reverse into or out of a public right-of-way.
- C. Required loading spaces are prohibited in any front setback area or in any required street side setback area.
- D. Loading spaces may occupy all or any part of a required rear setback area where visibility will be minimized.
- E. Loading spaces shall be located so as not to interfere with customer parking and circulation.
- F. Loading spaces and access to loading spaces shall not block or restrict the access of surrounding uses.

SECTION 3. 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:

FARGO/ WEST FARGO PARKING & ACCESS STUDY

Prepared for:

Fargo-Moorhead Metropolitan Council of
Governments (Metro COG)

December 2018

The preparation of this document was funded in part by the United States Department of Transportation with funding administered through the North Dakota Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. Additional funding was provided by the Minnesota Department of Transportation and through local contributions from the governments of Fargo, West Fargo, Horace, and Cass County in North Dakota; and Moorhead, Dilworth, and Clay County in Minnesota. The United States Government and the States of North Dakota and Minnesota assume no liability for the contents or use thereof.

This document does not constitute a standard, specification, or regulation. The United States Government, the States of North Dakota and Minnesota, and the Fargo-Moorhead Metropolitan Council of Governments do not endorse products or manufacturers. Trade or manufacturers' names may appear herein only because they are considered essential to the objective of this document.

The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the state and federal Departments of Transportation.

Prepared by:



partnering with





TABLE OF CONTENTS

INTRODUCTION.....4

EXISTING CONDITIONS.....5

 Development Pattern Assessment.....6

 Functional Classifications.....11

 Zoning & Variance Procedures.....12

 Parking Utilization Surveys.....14

 Stakeholder Interviews.....20

 Issues & Opportunities.....22

FRAMEWORK FOR THE FUTURE.....23

 Streets for the Future.....24

 Right-sizing the Regional Parking Footprint.....34

 Development Prototypes.....43

INTRODUCTION

Mobility and parking are key, interdependent elements that drive the region’s transportation system. As Fargo and West Fargo undergo unprecedented growth, ensuring that visitors, employees, and residents can get to the places they need to go is key to supporting economic development and enhancing the region’s overall quality-of-life. The purpose of this study is to analyze how parking plays a role in site development, how street networks can be best laid out to create efficiency in the transportation network, and how modifications to both access and parking regulations can achieve the goals of Metro COG, Fargo, and West Fargo.

The key goals of this study are to:

- Develop guidelines that encourage safe traffic flow, as well as a comfortable walking and biking experience
- Develop access and roadway guidelines that complement land use form, as opposed to just functional classifications
- Reduce the need to build excess off-street parking
- Enable sustainable development patterns

Recommendations aim to improve the efficiency of the transportation network and its connection to land use, enhance mobility and access, and encourage sustainable development patterns. In a region like the greater Fargo area, particularly its growth areas, a balance needs to be struck that ensures compact, walkable neighborhoods and corridors that are not congested with traffic. This study discusses how establishing

distinct Street Types that specifically correlate to the surrounding land uses will help create livable neighborhoods that enhance the urban environment and assist in long-term planning decisions. And how better development patterns, illustrated by the Development Prototypes, can support the overall transportation network through an intentional street framework and “Right-Sized” Parking footprint.

Study Review Committee

This study was a collaborative process with a Study Review Committee (SRC) made up of Metro COG and staff from Fargo and West Fargo. The group was responsible for steering the study and providing feedback on critical project direction. At major milestones, the project team met to discuss and collaborate on key issues, potential solutions, and next steps. The names and affiliations of SRC members are listed below:

**Fargo-Moorhead
Metropolitan Council
of Governments**



Michael Maddox, AICP
*Senior Transportation
Planner*

**City of
West Fargo**



Tim Solberg, AICP
*Director of Planning and
Zoning*

**City of
Fargo**



Aaron Nelson, AICP
Planing Coordinator
Jeremy Gordon, PE, PTEO
*Division Engineer -
Transportation*

EXISTING CONDITIONS

Fargo and West Fargo consist of a variety of residential, commercial, office, and industrial land uses that serve over 150,000 residents daily, and is experiencing continued, exponential growth. Creating a seamless connection between the street network and parking system is key to establishing smart growth. As is common in this country, the area roadway classification system is separated from parking requirements and land use patterns, which can lead to sprawling, segmented, and car-centric development patterns.

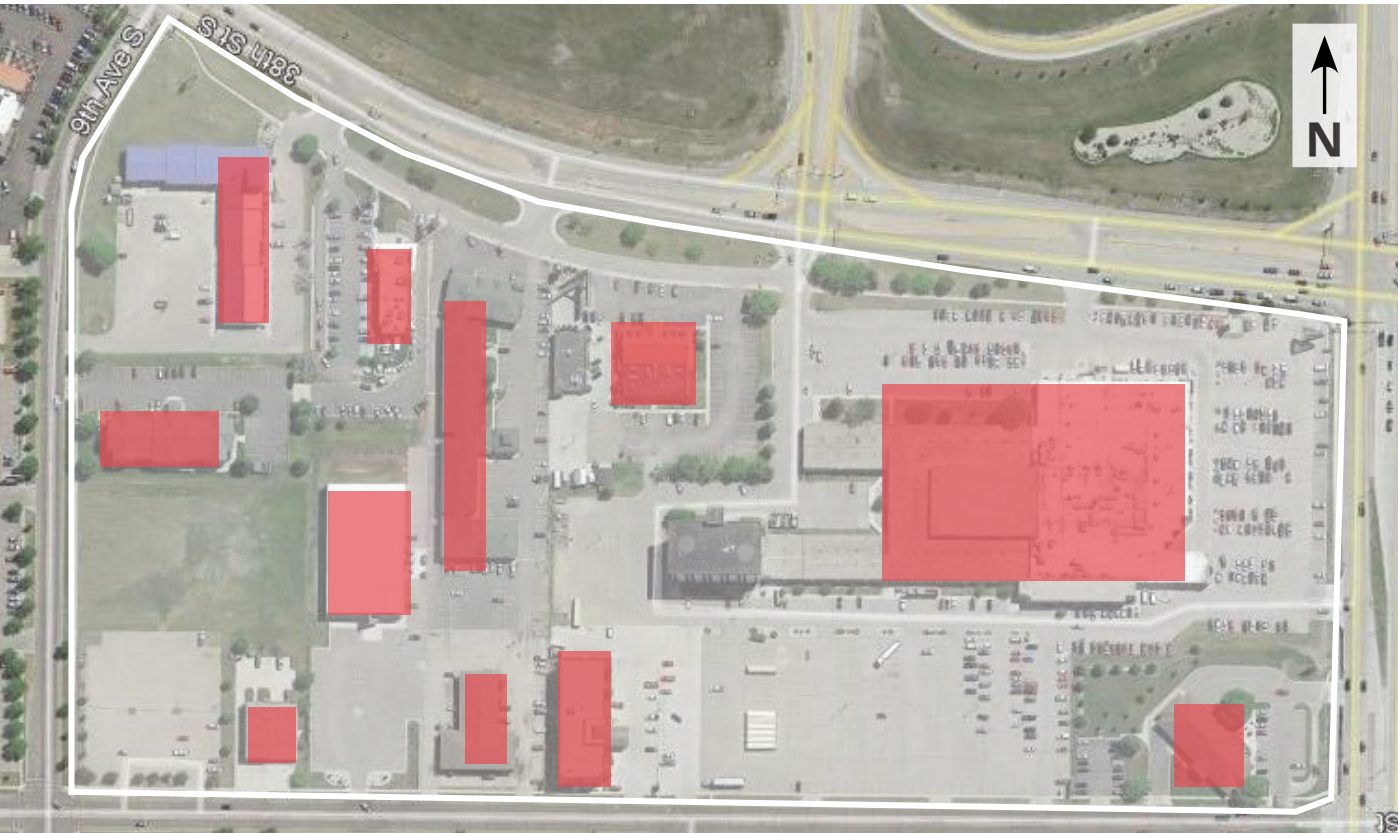
This section identifies the core issues of the region's transportation and development process through assessing existing land uses, surveying parking utilization patterns, and conducting stakeholder interviews.



Development pattern assessment

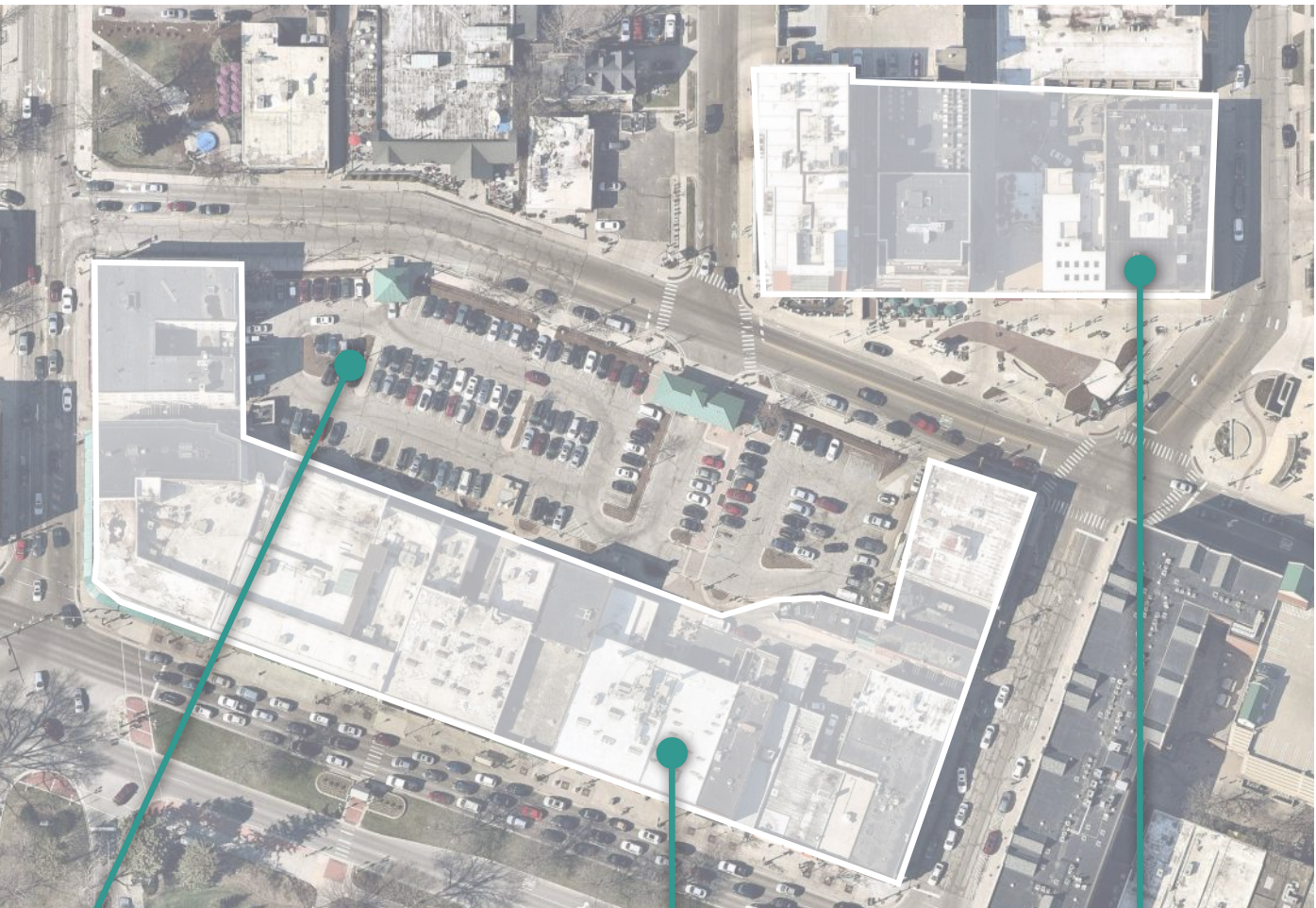
The region’s land use patterns are a product of the existing zoning codes, regulations, and transportation policies currently in place. Assessing the site design elements in Fargo and West Fargo today provides valuable insights into which design tools and strategies should be used in shaping the future. Five primary issues were identified and are outlined below.

Separated land uses



KEY ISSUES
Within this single block in Fargo, there are 11 separate land uses, which are each surrounding by their own separate parking field. This type of development pattern segments land uses, encourages additional car trips, disconnects traffic flow and travel patterns, and discourages pedestrian traffic and cross shopping.

Best Practices



Shared surface parking lots increase the efficiency of the parking pool and encourages walking

Businesses and retail services located adjacent to one another encourage cross shopping and discourage additional car trips.

Small block size and narrow streets encourage walking and provide opportunities for on-street parking.

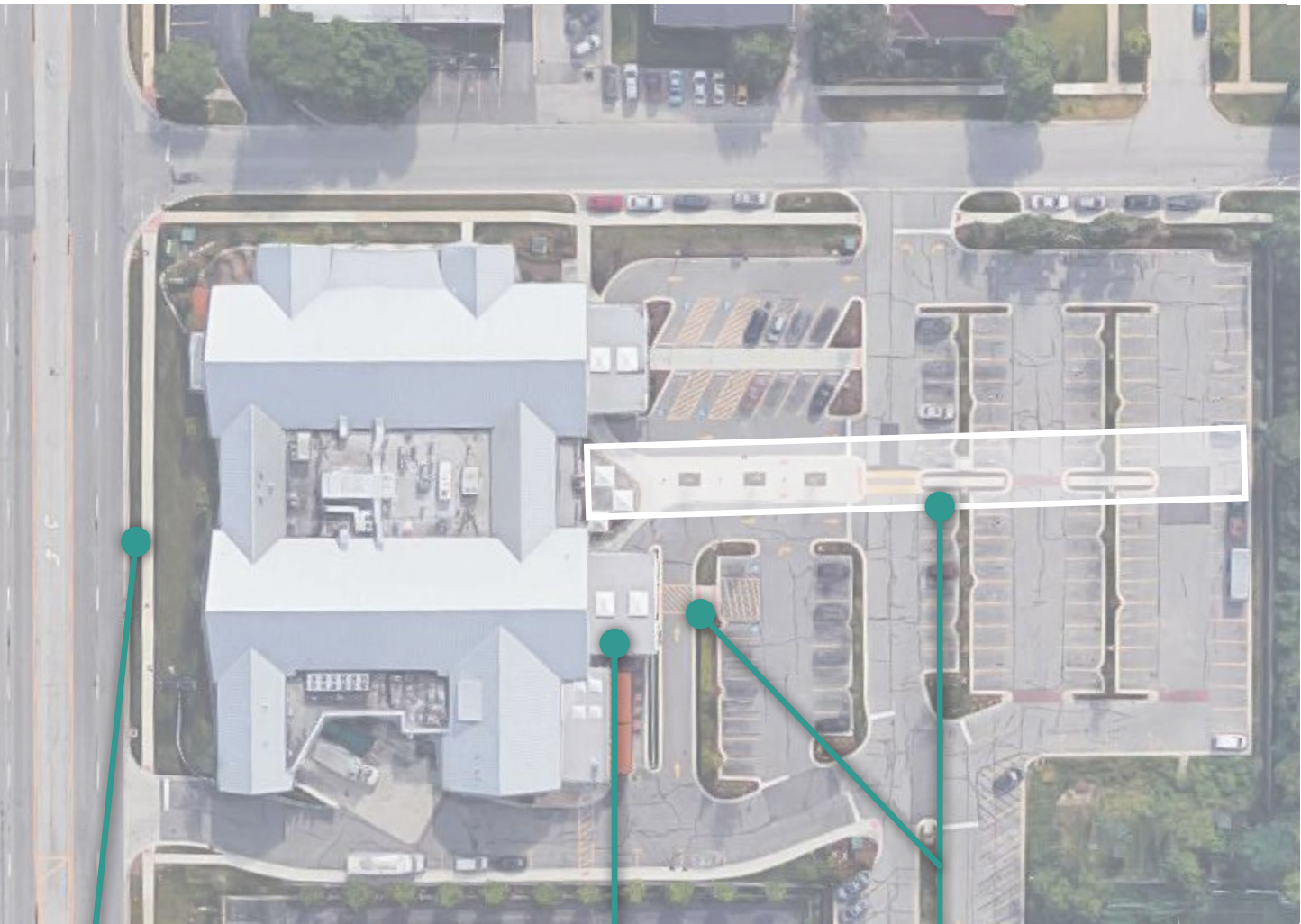
Large number of curb cuts

KEY ISSUES

This example examines a portion of 42nd Street South between 13th Avenue South and 15th Avenue South. The west side of the street has seven driveways (curb cuts) to access land uses, while the east side of the street has one driveway to access businesses. Many curb cuts along a single blockface creates an uncomfortable and unsafe pedestrian environment, encourages additional car trips if cross access is not provided, segments land uses, and interrupts traffic flow/circulation.



Best Practices



Single access shared with neighboring use creates a more continuous pedestrian environment while improving traffic flow.

Buildings are oriented towards the arterial streets.

Includes designated area for pick-up/drop-off and pedestrian walkway.

Site design barriers between land uses



KEY ISSUES

Osgood Plaza located on 40th Avenue South and 45th Street South offers a variety of services for the needs of adjacent residents; however, with entrances exclusively facing the parking toward the arterial, as well as a lack of pedestrian connections, the large building acts as a physical barrier and residents are forced to drive to access these services. This type of development pattern encourages additional car trips and discourages walking trips.

Best Practices

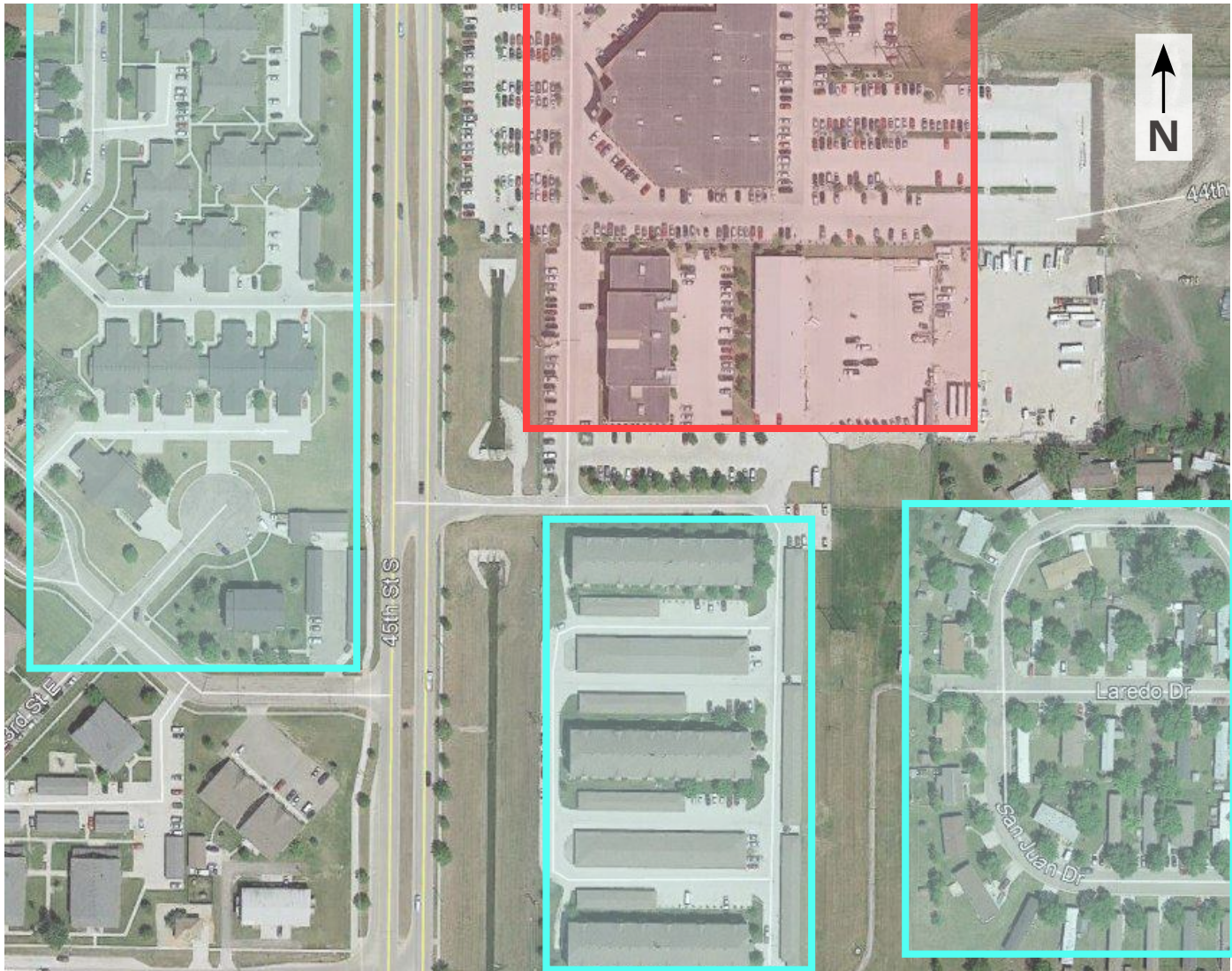


On-street parking slows traffic, increases parking supply, and establishes safe pedestrian connections.

Larger parking facilities are located on the outskirts of the development, with more active uses located in the central part of the development. This type of dense development encourages cross shopping.

Small blocks with narrow streets and landscaping create a more comfortable environment for pedestrians.

Roadway barriers between land uses



The shopping/office plaza located along 45th Street South between Main Avenue and 9th Avenue South, like the previous example, offers services that benefit adjacent residents. However, none of these services are accessible due to limited pedestrian amenities, water detention infrastructure, and entrances exclusively facing the parking lot/arterial roadway. Self-contained and separated residential and commercial development patterns create oversized and car-centric land use patterns.

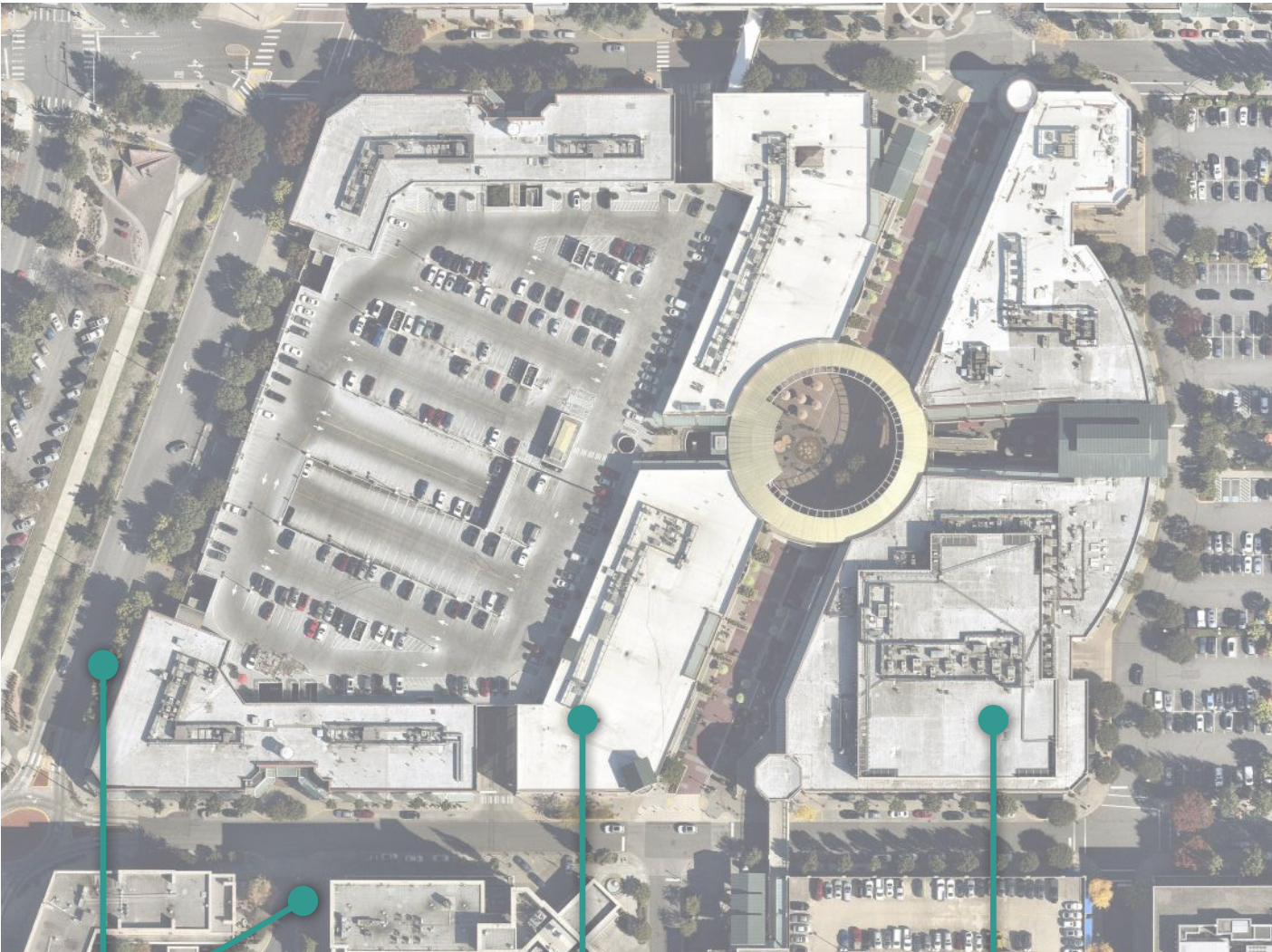
Separated Garages



A series of residential developments on 9th Avenue South is shown that have single-story row garages (in red). This type of development increases the land dedicated to parking and disconnects travel patterns. Stakeholder interviews and anecdotal evidence have informed us that these garages are often used for personal storage, as opposed to vehicle storage.



Best Practices



Businesses and residential front narrow, low volume streets that are easy for pedestrians to cross.

Singular, shared parking facility can be used by customers, employees, and visitors during the day, and residents at night.

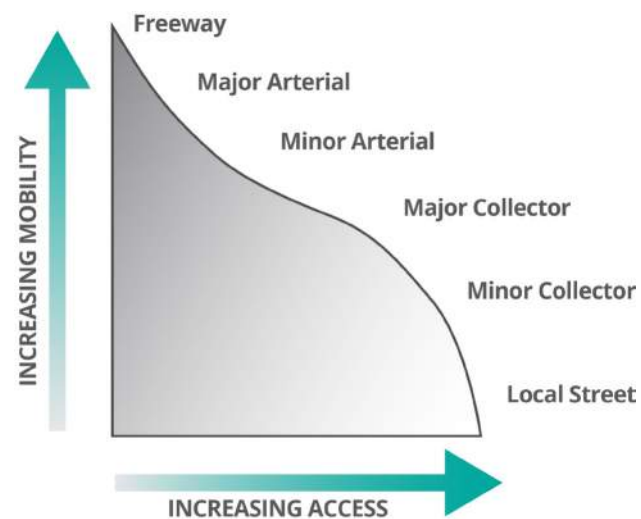
Integrating residential and commercial land uses creates a more dense, walkable environment, while using land more productively and encouraging shared parking.

Functional Classifications

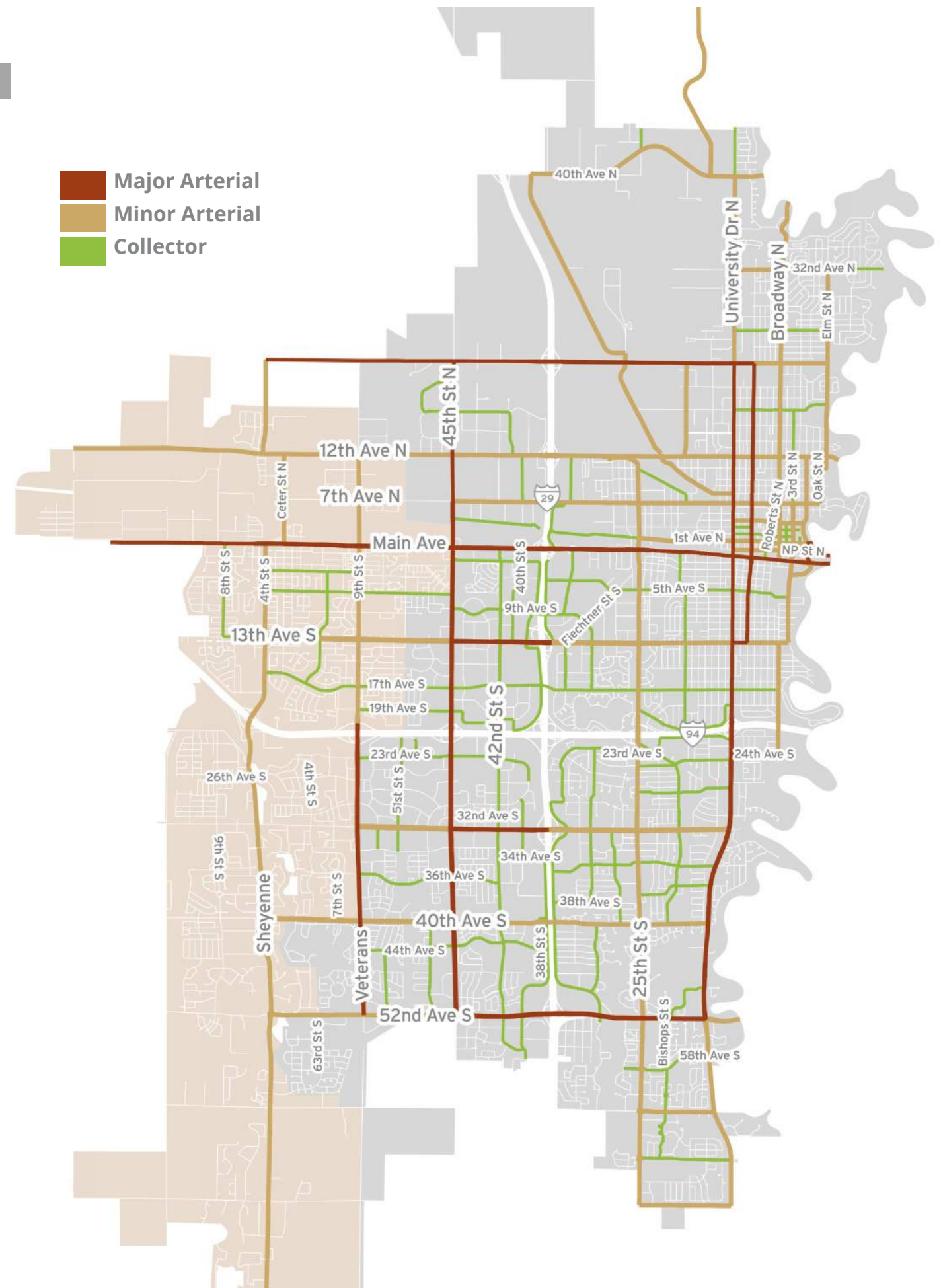
Streets across the United States are typically classified according to the Federal Highway Administration's (FHWA) functional classification system of arterial, collector, and local streets. The intended purpose of the functional classification system is to define a street's role in moving cars within a larger highway network, balancing the movement of vehicles with property access.

Why does a street's classification matter? Functional classifications dictate the way a street is designed, from the width of the lanes to the distance between traffic signals. The classifications also dictate how many access driveways are provided as policies are implemented that minimize/control the number of conflict points on a corridor. The design standards associated with the functional classification system are primarily focused on moving cars without delay. Prioritizing moving cars too quickly though, can create streets that are unsafe, disconnected, and inhospitable for people walking, biking, or waiting for the bus. It can also lead to designing roads that are bigger than they need to be, which means spending extra money on materials, construction, and maintenance.

The current network classifications in the greater Fargo and West Fargo area are no exception and follow a system generally consisting of the following hierarchy:



- Interstate – serve the longest uninterrupted distances at high speeds with limited access opportunities
- Principle Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local – serve short, localized trips and provide frequent access opportunities to adjacent properties



Zoning & Variance Procedures

In recent years, Fargo and West Fargo have seen increased requests for variances, waivers, and reductions to the parking requirements prescribed by local zoning codes for both residential and commercial areas, indicating preferences towards lowering parking minimum requirements and increased flexibility. The following section of the report outlines existing policies and procedures surrounding parking requirements and variance requests.

Existing Zoning Code

Parking minimum requirements for both Fargo and West Fargo were examined and compared to national standards. The table below outlines the minimum requirements in comparison to national standards for major land uses. While the single and multi-family households are aligned with—or slightly below—national standards, the minimum parking requirements in Fargo and West Fargo were higher than the national standard for all other land uses. Implementing minimum parking requirements that are greater than the demand for parking raises the cost of construction for developers, increases the distance that land uses can locate between one another, and expands the street and infrastructure system.

Parking Minimum Requirements for major land uses in Fargo, West Fargo, and National Standards

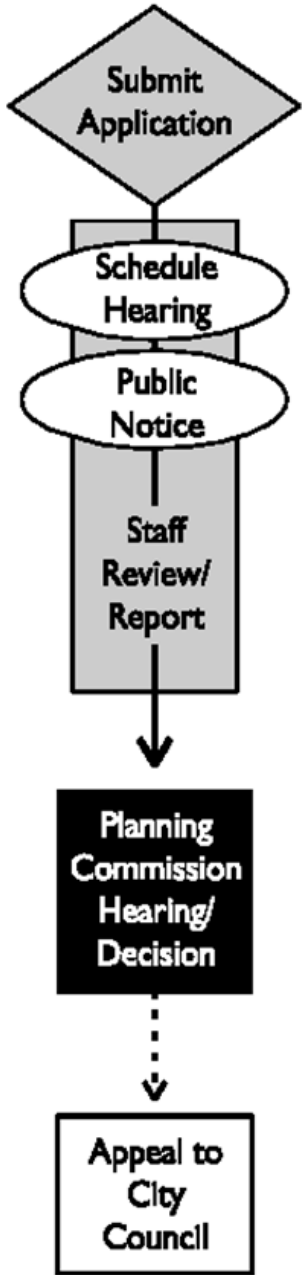
Landuse	City of Fargo	City of West Fargo	National Standard ¹	Unit	% difference
Single family	2.00	2.00	2.00	Bedroom	0%
Multi-dwelling household	2.25	1.00	1.23	Dwelling Unit	45%
Office - medical	5.00	5.00	3.20	1,000 sqft	36%
Office - general	3.33	5.00	2.84	1,000 sqft	15%
Restaurant/bar/tavern/lounge	13.33	10.00	10.60	1,000 sqft	20%
Religious Institutions	0.40	0.33	0.20	Seat	50%

1. ITE (Institute of Transportation Engineers) Parking Generation Manual, 4th Edition

Parking Reduction Request Procedures

City of West Fargo. City of West Fargo. If it can be demonstrated by the property owner through market studies or other means that the required off-street parking is excessive and/or a lower parking demand is supported by the Institute of Traffic Engineers Parking Generation manual and a lesser requirement justifiable, the City Commission may reduce the number of required spaces by passage of a resolution approved by a majority of the members of the City Commission. Shared parking is also encouraged and can be allowed through shared parking agreements.

City of Fargo. City of Fargo provides developers seeking to supply parking below the minimum parking requirement with two types of review/approval procedures for parking reductions: (1) an administrative review for small reductions in parking or (2) review by the Planning Commission for larger reductions. Parking reductions approved administratively are referred to as Alternative Access Plan (AAP), and reductions approved by the Planning Commission are referred to as Conditional Use Permits (CUP). The process in obtaining a CUP involves four key steps to complete prior to a Planning Commission hearing including submitting an application, scheduling a hearing, public notice, and staff review. The City of Fargo has received 19 CUP and AAP applications since 2015.



Key data points for each of these reduction permit types are summarized below:

Conditional Use Permit

- 14 applications since 2015.
- The majority of applicants were pursuing shared parking agreements.
- The average reduction rate was 40%.
- The most common land uses submitting CUP applications were medical, religious institutions, and retail.

Alternative Access Plan

- 5 applications since 2015.
- The majority of applicants were making a case for lower parking demand for their development.
- The average reduction rate was 18%.
- The most common land uses submitting AAP applications were medical, office, and residential land uses.

Furthermore, applicants pursuing a CUP or AAP may apply to use Transportation Demand Management (TDM) and/or shared parking strategies as tools in approving their request, as summarized below.

Transportation Demand Management

May authorize a reduction in the number of required off-street parking spaces for developments that institute and commit to maintain a transportation management program. The applicant must submit a study that clearly indicates the types of transportation management activities and measures proposed.

- Posting and Distribution of Information.
- Transportation Coordinator. Disseminating information on ride-sharing and other transportation options.
- Off-Peak Work Hours. Allow employees to arrive at times other than the peak morning commute period.
- Preferential Parking. Specially marked spaces for each registered car pool and van pool.
- Financial Incentives. Financial incentives for employees commuting by car pool, van pool and transit may also reduce demand.

Shared Parking

Developments or uses with different operating hours or peak business periods may share off-street parking spaces if approved as part of an Alternative Access and Parking Plan.

- Location. Unless shuttles are provided, parking must be located within 600 feet of entrances.
- Zoning Classification. Shared parking areas serving uses located in nonresidential zoning districts must be located in nonresidential zoning districts. Serving uses located in residential zoning districts may be located in residential or nonresidential zoning districts.
- Shared Parking Study. Study must address the size/type of the proposed development, the composition of tenants, turnover rate and anticipated peak for all uses.
- Agreement for Shared Parking. A shared parking plan will be enforced through written agreement among all owners of record.

Parking Utilization Surveys

To better understand parking demand patterns in Fargo and West Fargo today, a parking inventory and utilization survey was completed on three major land use typologies: (1) multi-family residential, (2) commercial, and (3) mixed use. Separate sites that best represent each of these land uses were identified and surveyed during peak demand periods. The location of each of the surveyed sites are identified in the figure to the right; the names of each site, as well as the hours surveyed can be seen below.

A map of the selected sites can be seen in the correlating figure. The names of each site, as well as the hours surveyed can be seen below.

Multi-family Residential Typologies

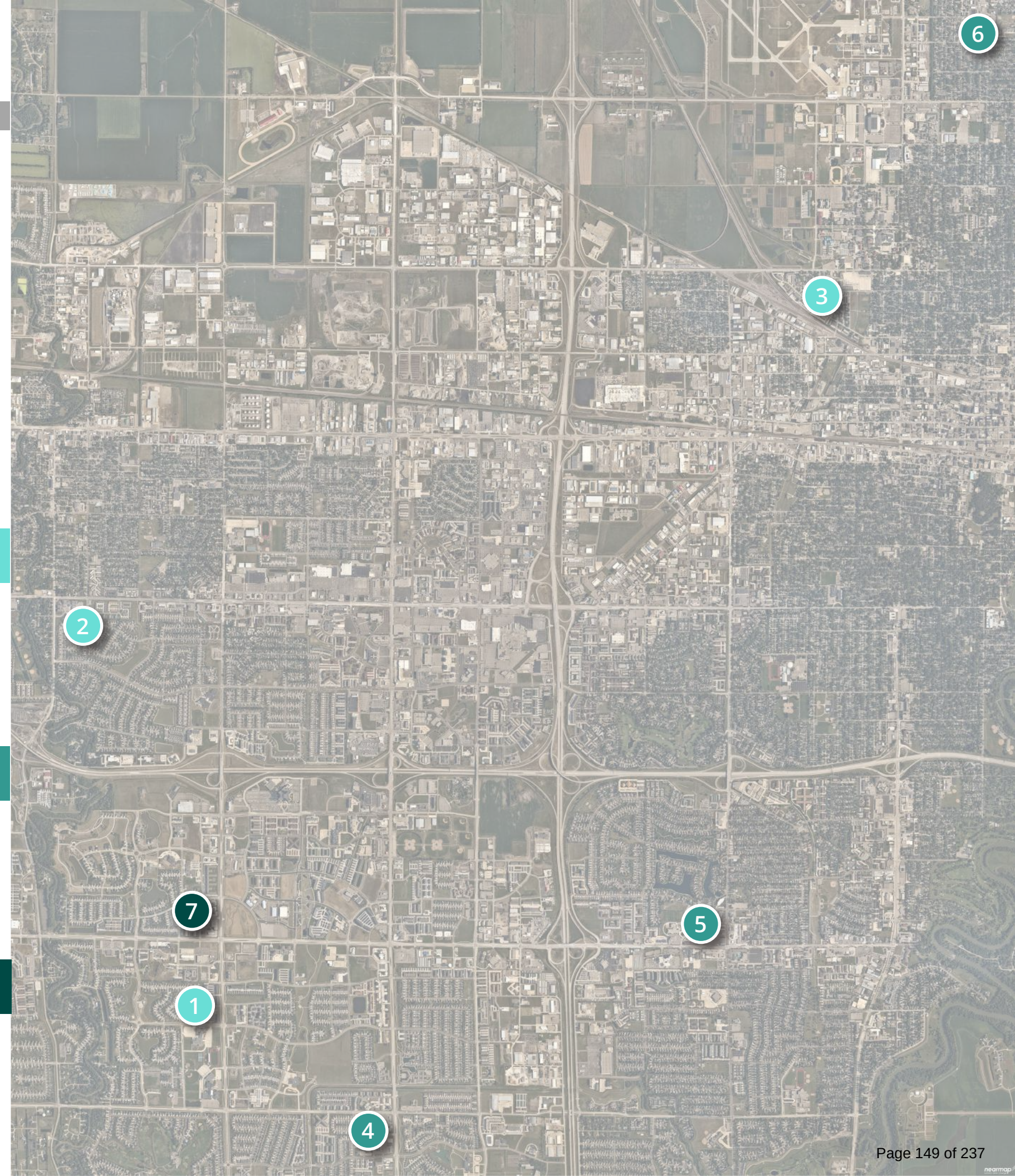
- 1 Shadow Ridge/Shadow Bay Apartments
- 2 Sheyenne Crossing's retirement center
- 3 NDSU student housing units

Commerical

- 4 Osgood Plaza
- 5 1st International Plaza
- 6 Northport Plaza

Mixed use Typologies

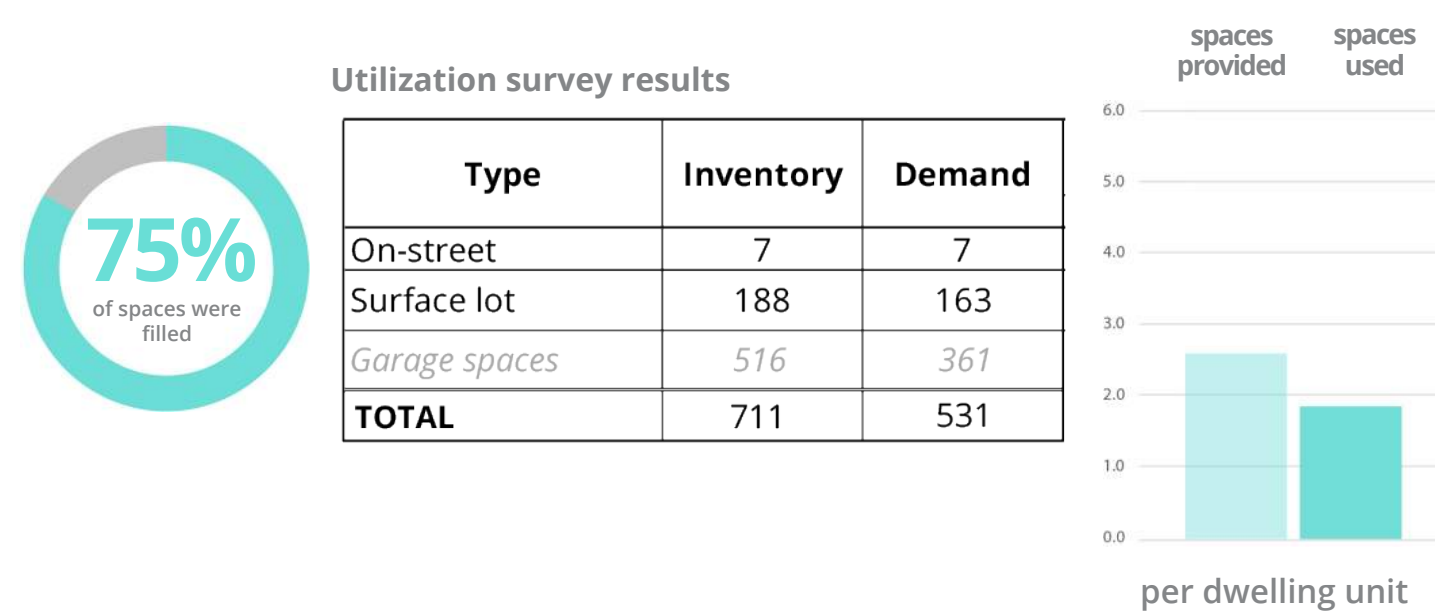
- 7 Boulevard Square



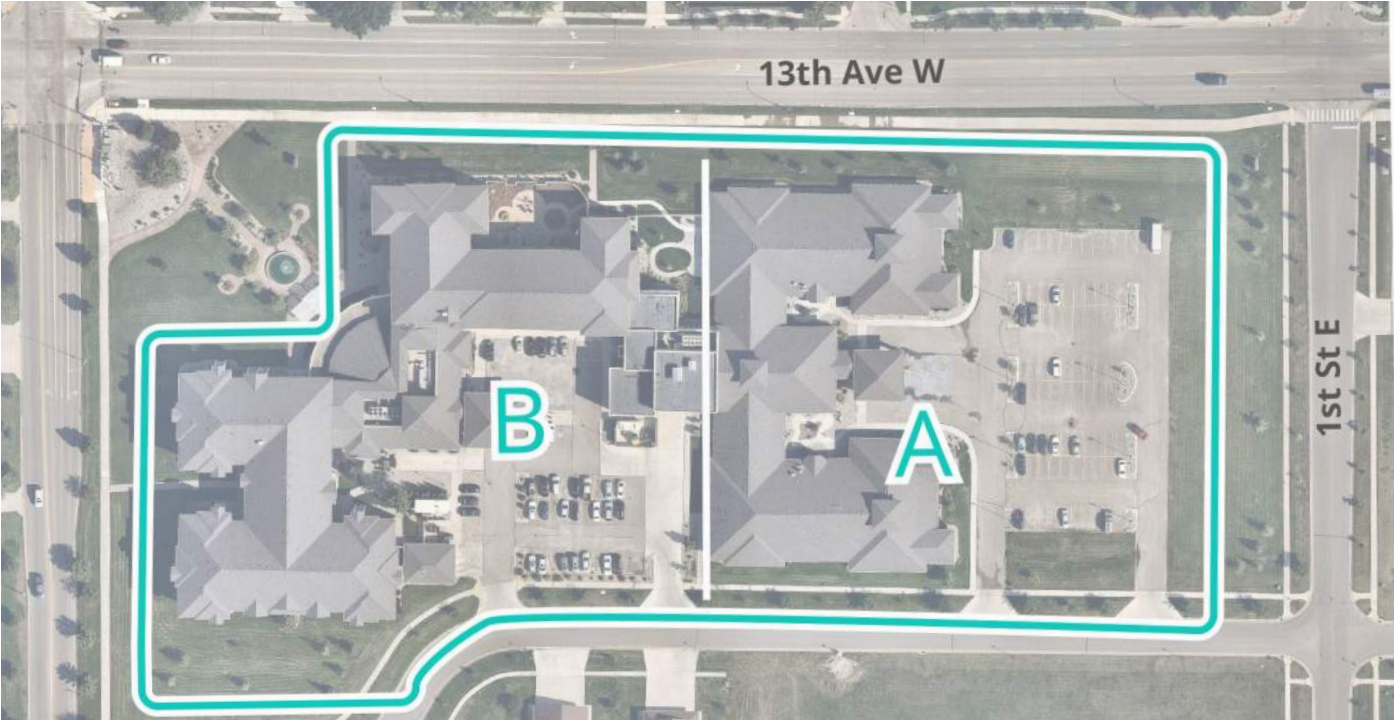
① Shadow Ridge/ Shadow Bay
Multi-family apartments



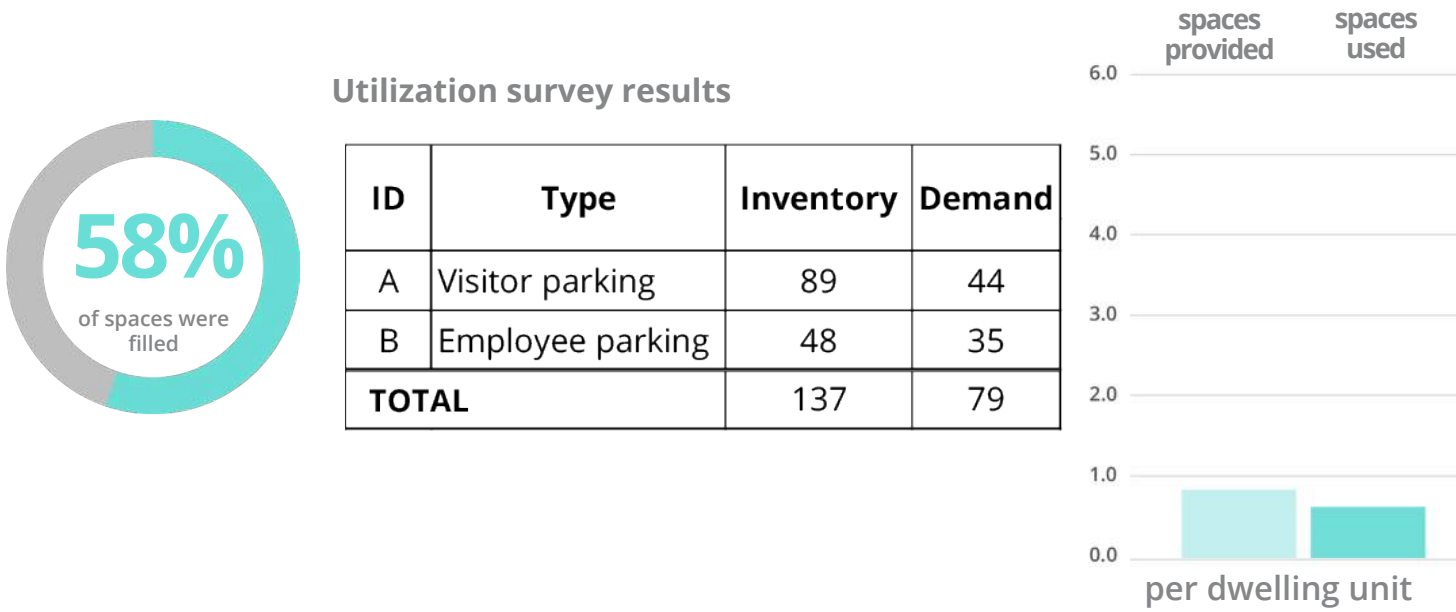
Shadow Ridge/ Shadow Bay is a 276-dwelling unit complex with a variety of apartment types ranging from studio to three-bedroom. While there are 188 outdoor parking spaces, there are also 516 enclosed garage spaces, which were unable to be examined as part of the utilization survey. These facilities were assumed as occupied since incoming vehicles were not able to access them.



② Sheyenne Crossings
Retirement community

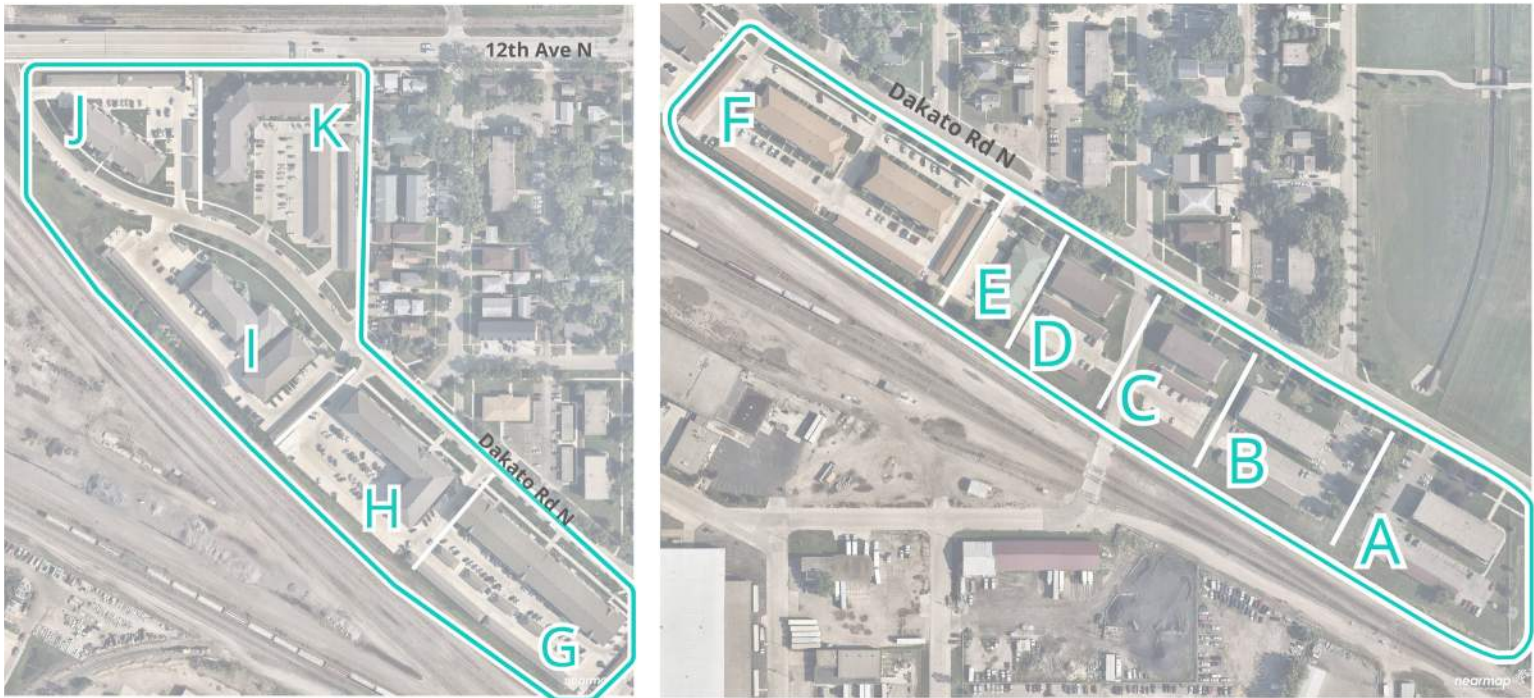


A retirement community that provides a full range of lifestyle and service options from independent living, assisted living, memory care, transitional care, home care, memory care and skilled nursing care. Sheyenne Crossings has 193 units with a total of 137 parking spaces for employees and residents.



*Analysis assumes that 70% of enclosed garages are filled.

③ North Dakota State University, student housing

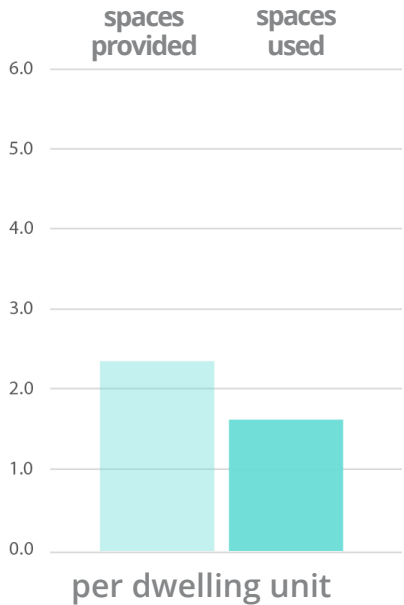
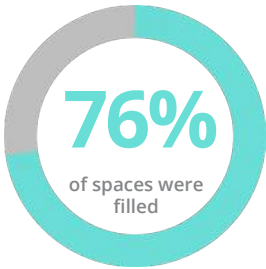


The 11 sites examined are representative of typical student housing developments in that they are mid- to high-rise apartment buildings that are ½- to 1-mile away from the NDSU campus. Similar to the Shadow Bay apartments, several of the examined sites have separated enclosed garages that could not be examined as part of the utilization survey. In addition to the demand in the off-street lot and garages, over 60 vehicles were parked along adjacent side streets, indicating that the demand for parking in this area is high.

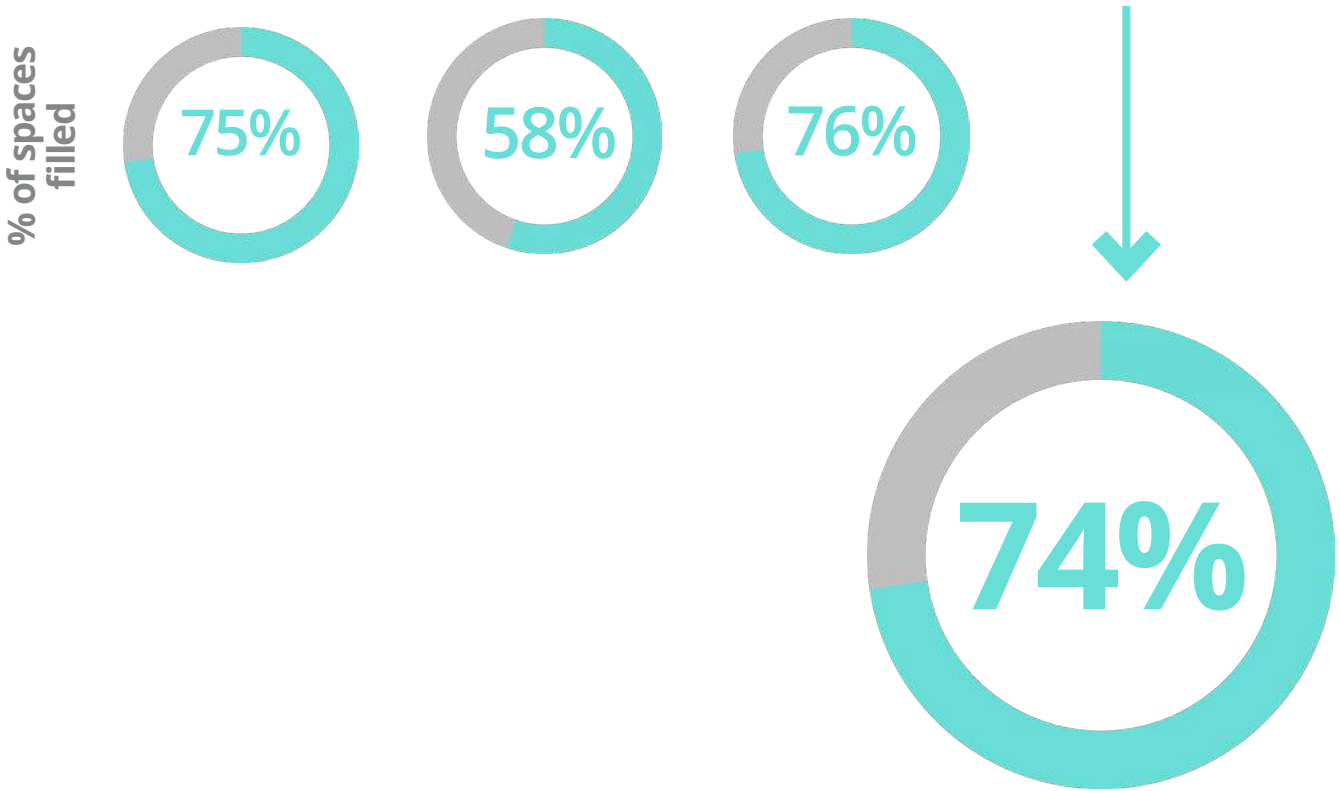
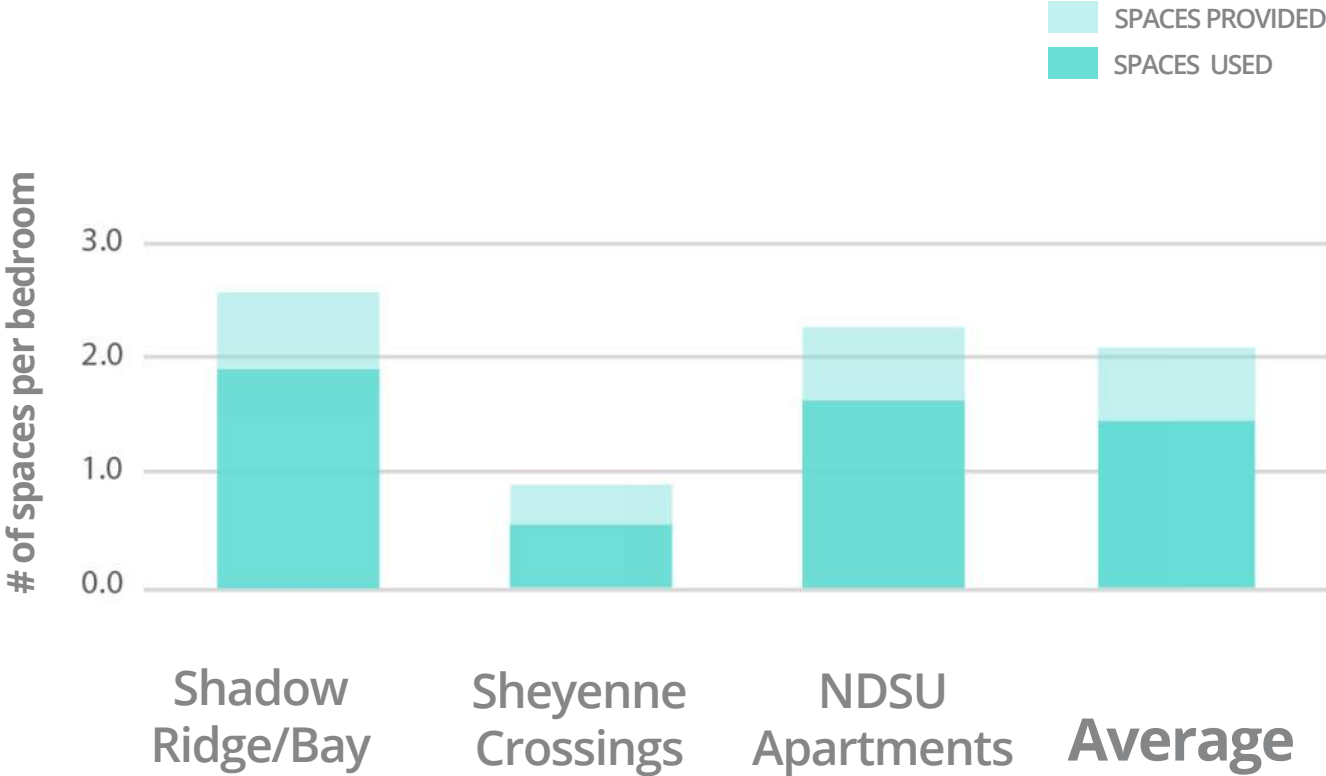
Utilization survey results

ID	Type	Inventory	Demand
A	Surface lot	69	39
	Garage	12	-
B	Surface lot	61	42
	Garage	14	-
C	Surface lot	21	13
	Garage	17	
D	Surface lot	12	10
	Garage	12	
E	Surface lot	18	13
	Garage	14	
F	Surface lot	91	52
	Garage	63	

ID	Type	Inventory	Demand
G	Surface lot	96	88
	Garage	66	
H	Surface lot	124	121
	Garage	0	
I	Surface lot	117	74
	Garage	51	
J	Surface lot	48	47
	Garage	37	
K	Surface lot	73	60
	Garage	58	
	On-street	67	67
	Surface lot	730	559
	Garage	344	241
TOTAL		1,141	867



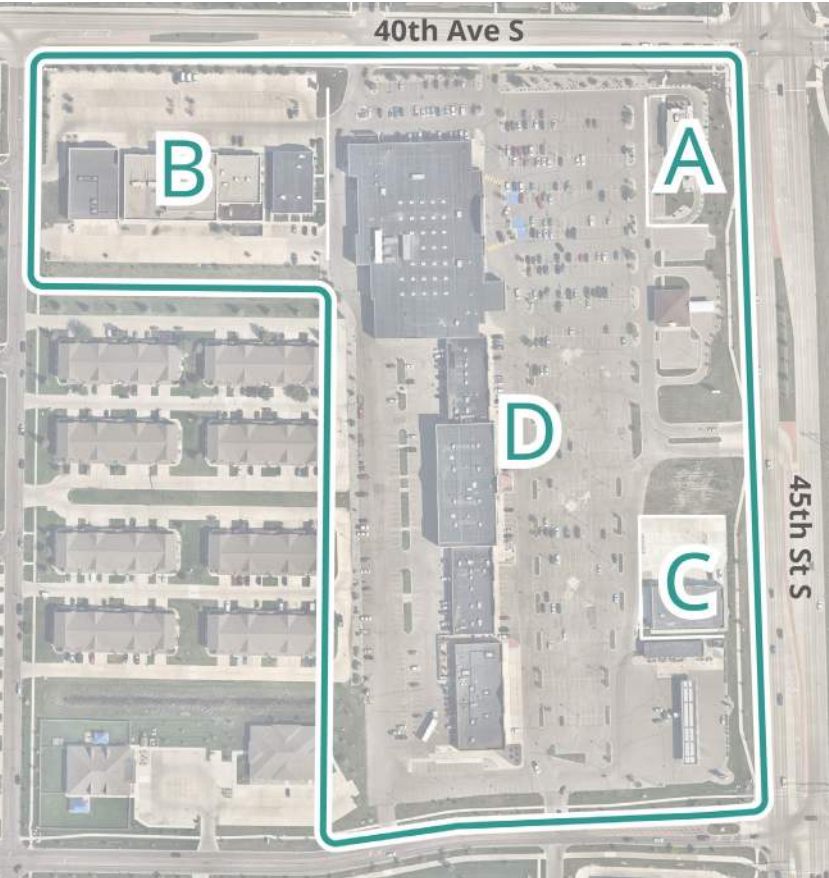
Summary of Residential Land Uses



*Analysis assumes that 70% of enclosed garages are filled.

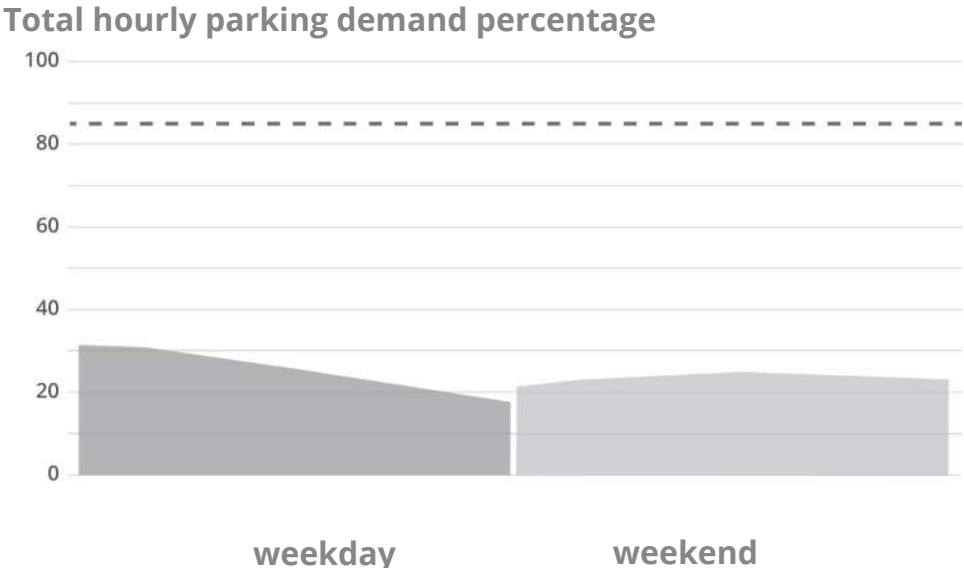
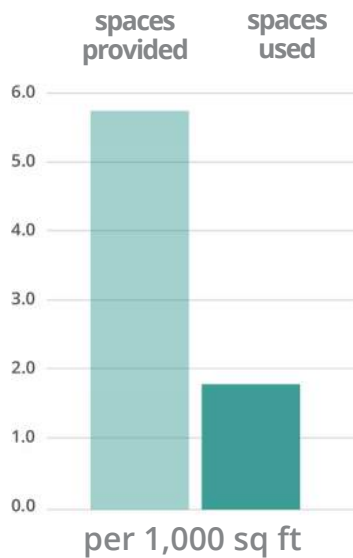
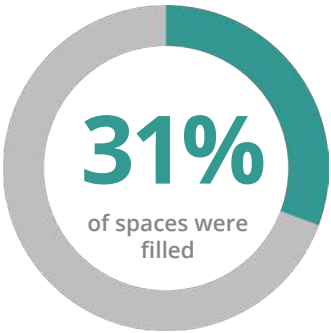
④ Osgood Plaza,
4151 45th Street

The shopping center is anchored by Hornbacher’s and includes other personal services such as a Men’s Hair Company, Nail Spa, Cherry Berry, Jimmy John’s, and Bulldog Tap. Area A is a Dairy Queen, Area B includes an Essentia Health Day Clinic, Lil Bloomers, Chiropractor, and other restaurants. This site is surrounded by residential housing developments.



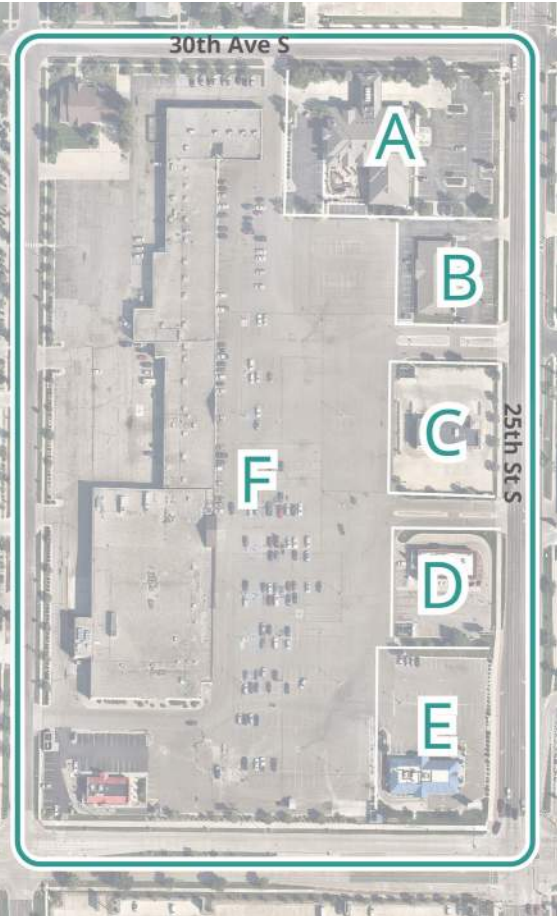
Utilization survey results

ID	Subsection	Inventory	Demand					
			Weekday			Weekend		
			5pm	6pm	7pm	11am	12pm	1pm
A	Dairy Queen	12	3	2	4	4	9	2
B	Western retail	240	75	31	19	16	14	12
C	T+Mobile area	35	1	1	1	0	1	1
D	Main lot	948	298	268	200	263	279	275
TOTAL		1,235	377	302	224	283	303	290



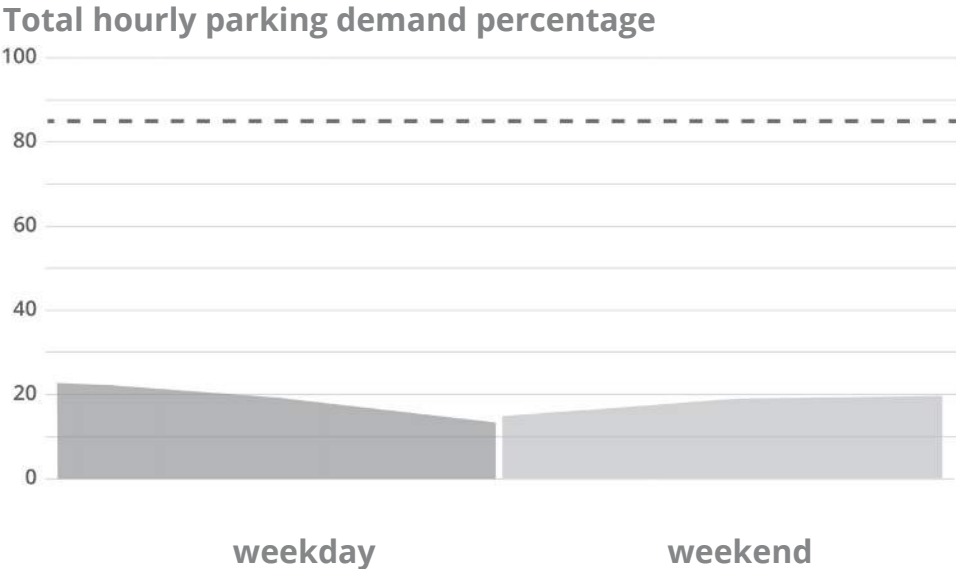
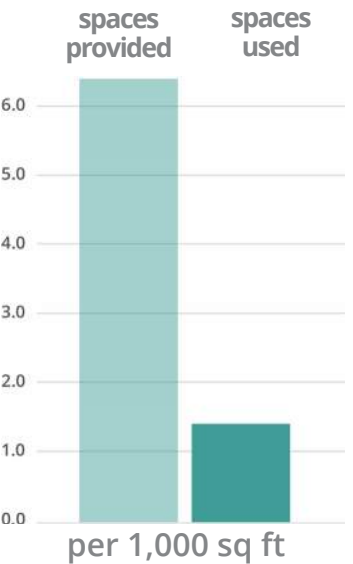
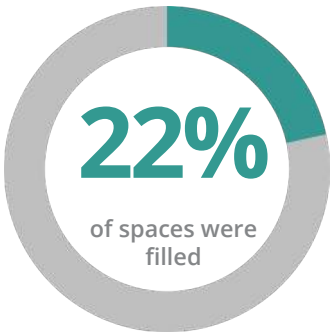
⑤ 1st International Plaza,
3051 25th Street

The largest of the three commercial sites examined, it has the largest number of retail stores, with Area F including a Coinstar, Family Fare Super market, Caribou Coffee, Royal Liquors, Pizza Hut, Great Clips, Boppa’s Bagels, Shang Hai, and a Men’s Hair Company. Area A is a First National Bank & Trust; Area B is a Schmidt’s Gems & Fine Jewelry; Area D is an Arby’s; and Area E is a Culver’s. The site is primarily surrounded by commercial land uses with some residential.



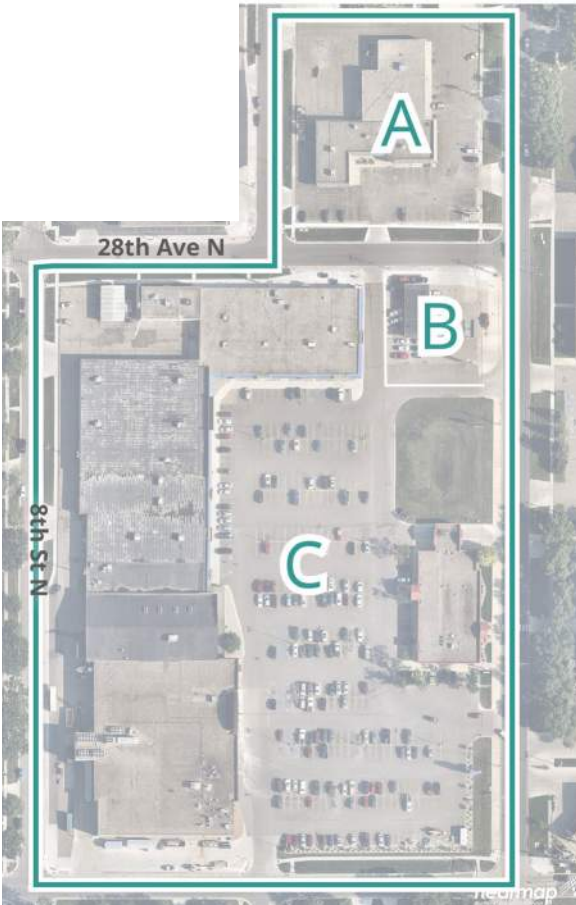
Utilization survey results

ID	Subsection	Inventory	Demand					
			Weekday			Weekend		
			5pm	6pm	7pm	11am	12pm	1pm
A	First Int'l Bank	81	29	9	9	12	10	11
B	Jewelry Store	30	11	4	3	3	3	4
C	KFC	39	8	10	5	1	6	9
D	Arby's	36	4	4	3	2	3	4
E	Culvers	56	12	14	11	6	11	13
F	Main lot	711	149	143	98	132	151	145
TOTAL		953	213	184	129	156	184	186

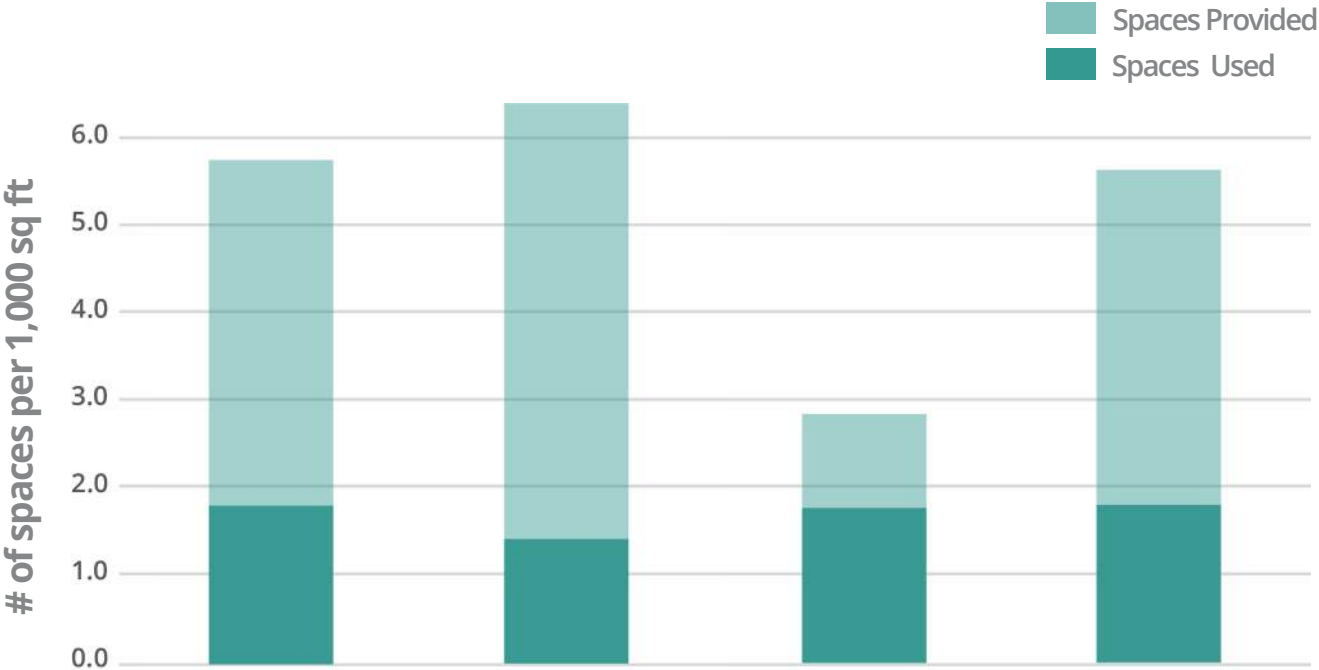


⑥ Northport Plaza,
2602 Broadway North

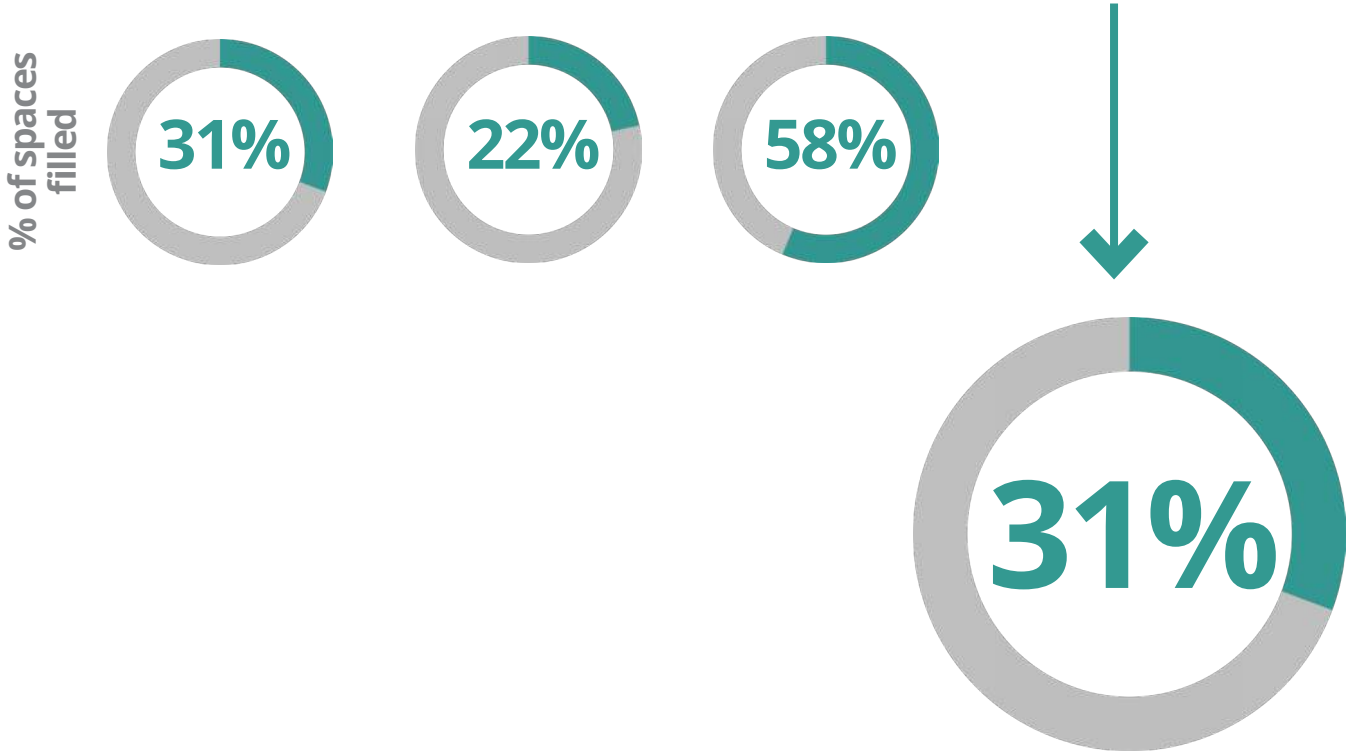
Considered to be one of the older retail developments in the region with several larger tenants in Area C including a Hornbacher's, Ace Hardware, Anytime Fitness, and Fargo Public Library. Area A consists of a Family Dollar and Dog Grooming facility; and Area B is a Tesero gas station. There is a combination of residential and retail uses surrounding the Northport Plaza.



Summary of Commercial Land Uses

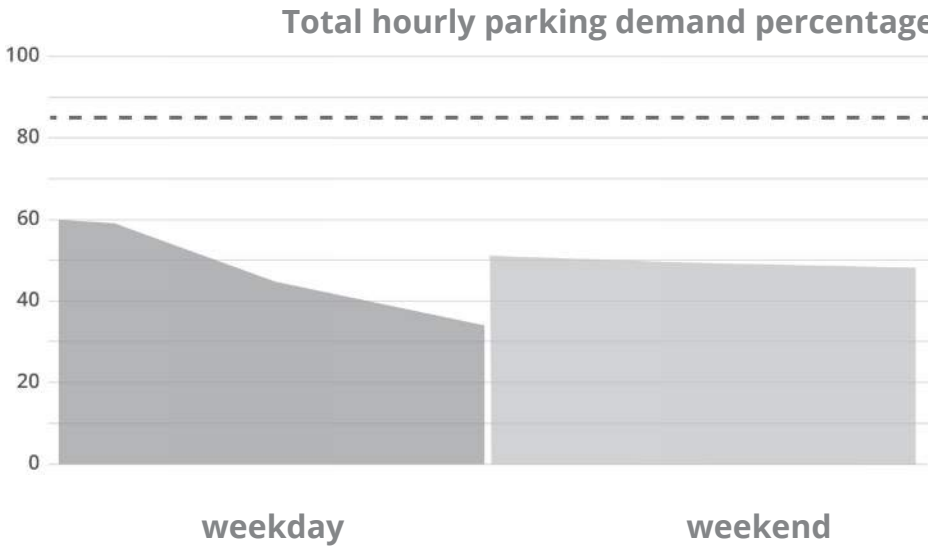
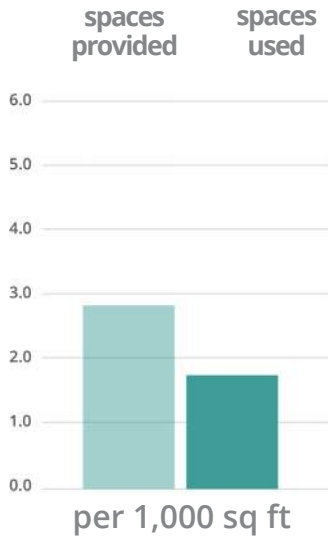
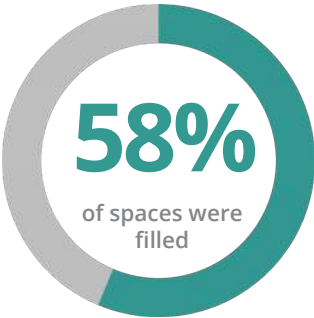


Osgood Plaza 1st International Plaza Northport Plaza Average



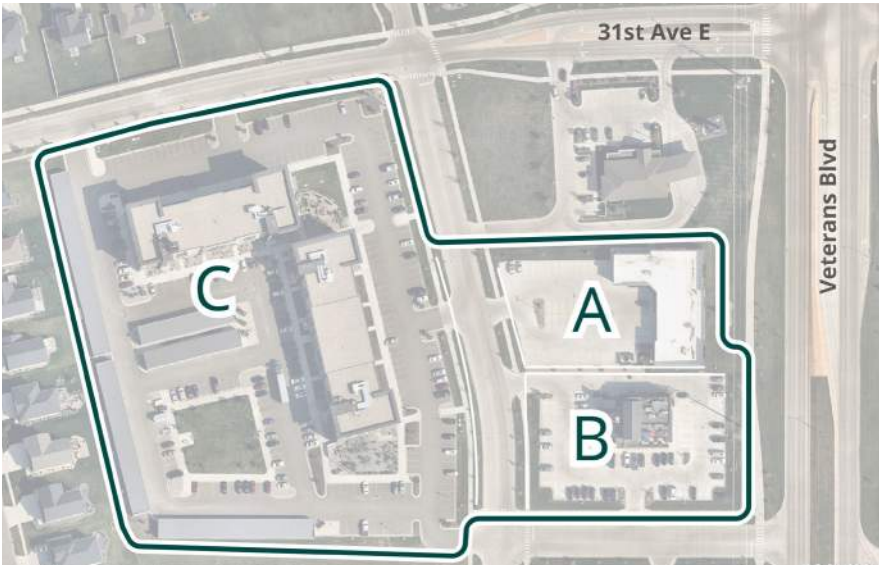
Utilization survey results

ID	Subsection	Inventory	Demand					
			Weekday			Weekend		
			5pm	6pm	7pm	11am	12pm	1pm
A	Family dollar	52	27	14	13	14	15	12
B	Gas station	13	12	11	6	15	15	15
C	Main lot	366	213	167	136	188	181	180
TOTAL		431	252	192	155	217	211	207



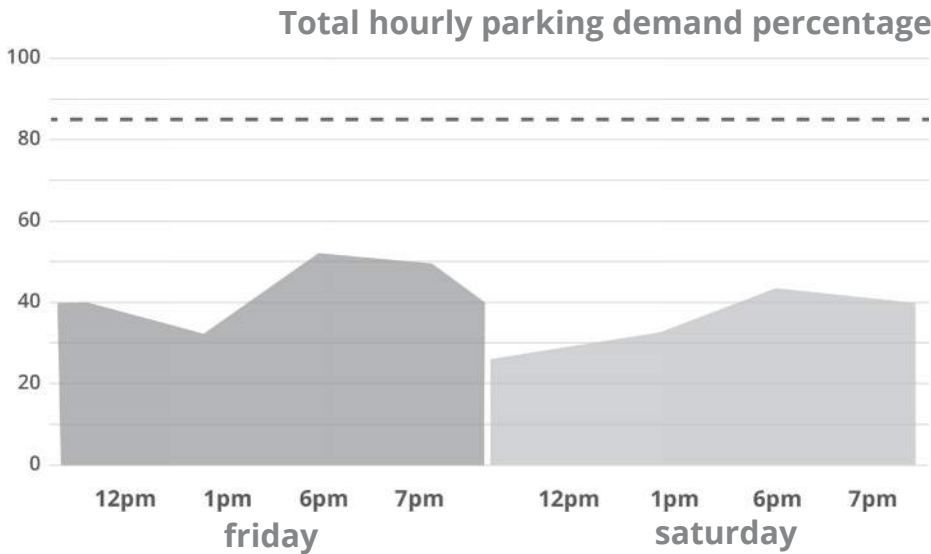
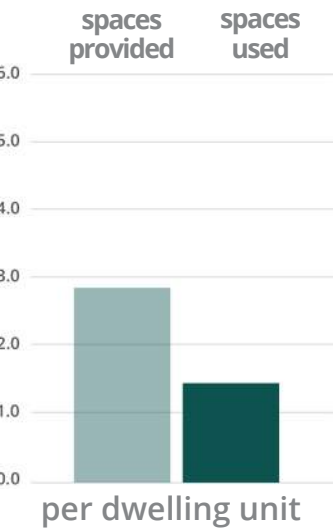
7 Boulevard Square, 745 31st Avenue East

Boulevard Square was recently constructed and includes a variety of retail stores such as Spicy Pie, Flatland Brewery, Pub West, Summit Software, and TrueIT, as well two stories of residential units above the commercial amenities. Area A consists of a Steep Me A Cup of Tea, Insurance Agent, and Glacial Peak Cryotherapy; and Area C consists of a Boulevard Pub.

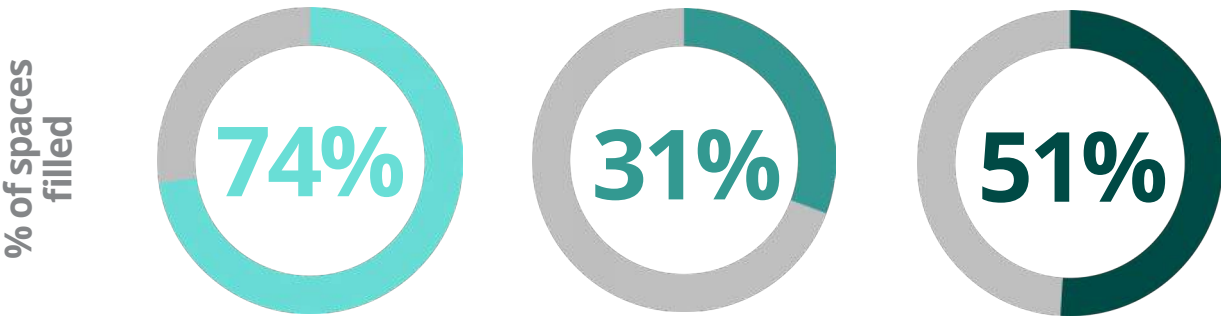
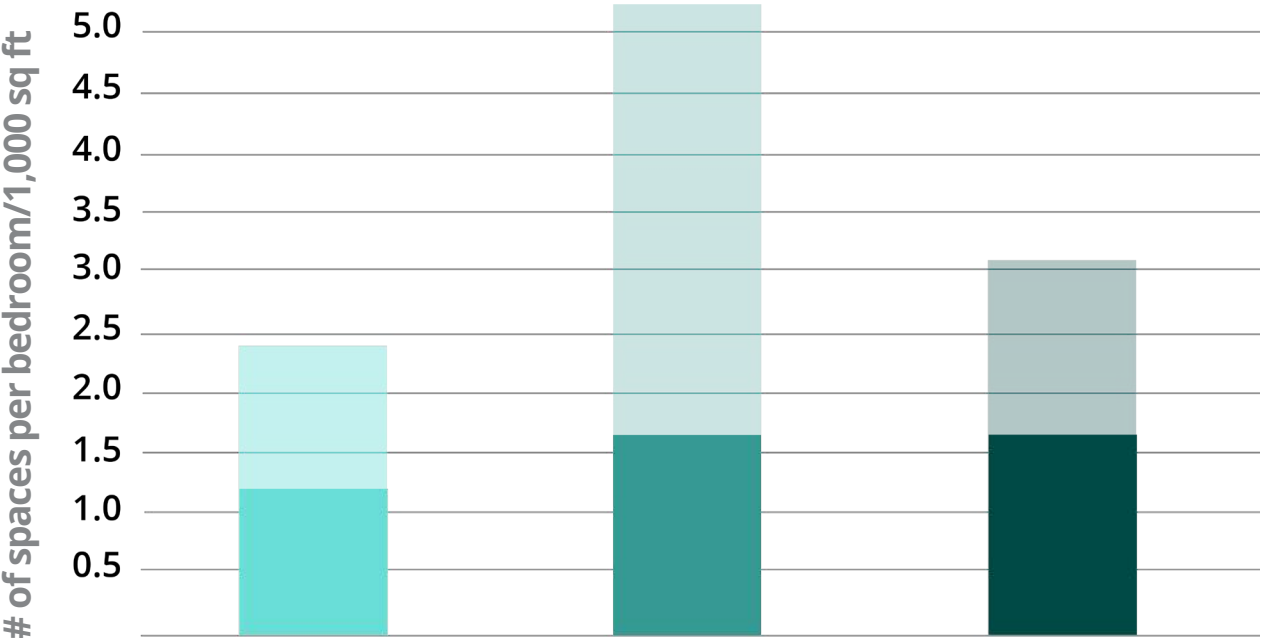


Utilization survey results

ID	Subsection	Inventory	Demand							
			Friday				Saturday			
			12pm	1pm	6pm	7pm	12pm	1pm	6pm	7pm
A	Steep me a cup	47	16	14	0	0	8	8	0	0
B	Boulevard Pub	75	26	22	50	54	14	27	47	45
C	Retail	285	119	98	159	146	97	100	129	120
	Structured garages	71								
	TOTAL	407	161	134	209	200	119	135	176	165



Summary of All Land Uses



Stakeholder Interviews

With the area’s primary parking and access issues quantified, hearing from residents, employees, customers, and other day-to-day users provided us with a more complete picture. One-on-one interviews with developers, financial institutions, and non-profit organizations were conducted to understand the specific parking needs, challenges, and opportunities for alterations in the development process.

The key stakeholders identified for this process were determined by the SRC and consultant team. Those willing to be interviewed included:

- Homebuilders Association
- Greater Fargo/Moorhead Economic Development Corporation
- Goldmark Commercial Real Estate
- Kilbourne Group
- Investor Group
- Dietrich Construction
- Terry Welle Construction

“Whenever you want to do anything that is out of the norm, you have to spend a lot of time and money”.

Overall, developers were interested in letting the market dictate development, allowing them to build more of what is selling and less of what is not. Six of the seven stakeholders interviewed were aware of options to alter minimum parking requirements but commented that the City is stringent on their minimum parking requirements, stating that they would be very unlikely to offer a variance. Those that were aware of the opportunity to reduce minimum parking requirements in Fargo through a CUP or AAP commented on the increased time and money spent on in filling out the application, preparing the proper documentation and studies, and presenting at the Planning Commission. Developers commented that they prioritize “following the path of least resistance” and are not likely to reduce the number of spaces supplied because it would take more time and cost more money. They are more likely to continue developing the same (or similar) projects since they have successfully done so in the past and feel more secure in the profitability. Several stakeholders stated interest in learning more about the procedures associated with reducing parking supply, shared parking, and other zoning regulations that could be applied to their developments in the future.

Some of the other key points stated by the stakeholders interviewed are outline below:

- The cost of building in the metro area has increased dramatically due to infrastructure costs associated with flood protection. This has led the majority of residential construction to occur in the surrounding neighborhoods. However, the majority of jobs (schools, hospitals, healthcare, etc) are still located—and being constructed—in Fargo, which leads to a large number of commuters between Fargo and the surrounding region. Residential housing stock in Fargo tends to be multi-family rental.

- Generally, the design of homes is a direct reaction to market preferences – builders build homes that are selling. The goal is to find a balance between what the consumer is willing to pay for, what regulations allow, and what is affordable. One example stated that there was a push for neo-traditional development with alleyways and front porches but people do not want to walk to and from their car and wanted larger garages so that is what is built.
- Senior housing is a common housing development type but the parking requirement for this land use is much higher than the demand for parking. Many senior housing residents want a 2-bedroom unit for one resident. About 60 to 75% of residents do not have a car and none have 2 cars which leads to an oversupply of parking for these developments.
- There are several developments in which the developer spent a ton of money on parking that is just sitting there remaining unused. And reducing the volume of parking requires the developer to spend additional money and time to hire a firm to complete a parking study to justify it. When everything is purely by the book, the characteristics of the individual sites are neglected. The City should have guidelines to allow for substantiated parking reductions, why would they not allow developers to downscale to a level that is adequate? There are several developments in which they spent a ton of money on parking that is just sitting there remaining unused.
- Developers, builders and property management companies understand the preferences of the region, so the City should give these entities more flexibility and independence moving forward.

“There are several developments in which we spent a ton of money on parking that is just sitting there unused”.

- Parking is an element for every business that considers locating in Fargo and West Fargo; it has never been the sole reason that a business or company has chosen not to locate in the Fargo, but it has been a contributing factor.
- Preferences in downtown and nodal areas is mixed use development, for which shared parking has become easier to get approval on. Residents living in these units understand that it is an urban environment and that walking is part of that experience. Office employees can be more challenging since the employees are more likely to be commuting from further and expect parking directly in front of the office.

Issues & Opportunities

! **ISSUE.** Many of the streets in Fargo and West Fargo are designed to maximize traffic flow, with several lanes and high speeds. It negatively impacts walkability and creates safety issues for all users.

+ **OPPORTUNITY.** Not all streets are used the same way, and their amenities need to reflect that. Different streets should accommodate different users based on the distinct characteristics and land use patterns.

! **ISSUE.** Fargo and West Fargo's non-vehicular networks are limited and disconnected from one another, preventing people who are walking, biking, or accessing transit from reaching their destination.

+ **OPPORTUNITY.** Future development needs to be more compact and connected to give people more options when traveling in and around Fargo. Managing street intervals and driveways is a key factor in shaping development pattern.

! **ISSUE.** Developers are attuned to the distinct parking characteristic for different land uses, but are more likely to follow existing regulations than challenge parking minimum requirements as it would slow down the approval process.

+ **OPPORTUNITY.** Giving developers the flexibility to provide less parking is a key aspect of satisfying market demand and increasing affordability.

! **ISSUE.** The amount of parking supplied vastly exceeds demand. All three of the land use types surveyed did not require the amount of parking that was supplied. Creating too much parking diminishes a neighborhood's vitality and walkability, creating sprawled development patterns, and leading to vehicle-dominated neighborhoods.

+ **OPPORTUNITY.** When planned holistically, parking can accommodate residents, employees, and businesses, without detracting from the vitality of the public realm. Creating policies and regulations that accurately reflect the parking demand, costs, and economic characteristics of a particular location is essential in achieving a balanced parking supply overall.

FRAMEWORK FOR THE FUTURE

Recommendations presented in this section consider the intrinsic connection between land use, parking and transportation, and specifically address the key access issues identified through this study. The following framework establishes distinct street types that specifically correlate to the surrounding land uses, supporting the development of livable neighborhoods and the right amount of parking.



Streets for the Future

In a region like the greater Fargo area that needs to provide a broad range of infrastructure facilities to support its current footprint and upcoming developments, establishing distinct typologies that consider the residents of the region first will improve the efficiency of the transportation network and assist in long-term planning decisions. Streets of the future will be classified to better reflect how people use the street and the street’s character, in addition to the street’s role in the network. The typologies will align the way streets are designed with the surrounding land uses.

Seven Street Types were identified that encapsulate the variety of street functions needed to create a complete transportation network. The street typologies are designed to align with the existing and future land uses, as well as the more traditional corridor classifications. Thus, the street typologies follow a similar naming convention, combining the predominate land use with the scale (e.g., residential + neighborhood or mixed use + arterial).

The Street Types explained on the following pages will guide Fargo and West Fargo in designing streets and deciding what elements to include on certain streets, such as on-street parking, a landscaped median, or crosswalks. The street typologies will also help inform important policy decisions that impact all users of the streets, such as setting speed limits that are comfortable and safe and providing convenient access to housing and businesses.

The design and configuration of a street has a major impact on how safe and easy it is to cross the street for people walking, how efficient it is for cars, trucks and buses, and how comfortable it is to visit with friends or shop at local businesses. For each of the street types, guidelines detailed below will help decide which street elements (e.g., medians, on-street parking) should be included on which streets, the spacing and/or configuration of those elements, and other important factors such as speed limit.



Since street design should be informed by context, compatible land use types are important in determining street type.



Speed is a crucial factor in the number of traffic crashes that occur on streets and a major determinant of the severity of those crashes. Speed should be linked to access, context, users, and purpose.



Streets should have enough lanes to move people, within reasonable delay parameters, driving but also consider the impact on people crossing the street, how a wider a street can alter a community’s character, and the added construction and maintenance costs of building larger streets.



On streets with multiple lanes of traffic moving in opposite directions, providing physical separation will improve safety, regulate access, and present an opportunity for landscaping and traffic calming benefits.



On-street parking is convenient for residents and visitors, leads to more efficient land use, and provides safety benefits for all street users; however, on streets with higher speeds and traffic volumes, on-street parking may not be appropriate.



The appropriate type of pedestrian crossing depends on vehicle speeds and volumes along the street and should be tailored to the surrounding land uses.



Managing street intervals and driveways is a key factor in shaping development pattern. On streets with higher speeds and traffic volumes, increasing the distance between full access points or traffic signals improves traffic flow; however, controlled access must be balanced with a connected, walkable street network.

Regional Arterial. Act as a secondary alternative and direct connection to the Interstate system, serving large traffic volumes with highly controlled/limited interruptions.

Commercial Arterial. Act as gateways, connecting people from Fargo, West Fargo, and the wider region to the area's major destinations.

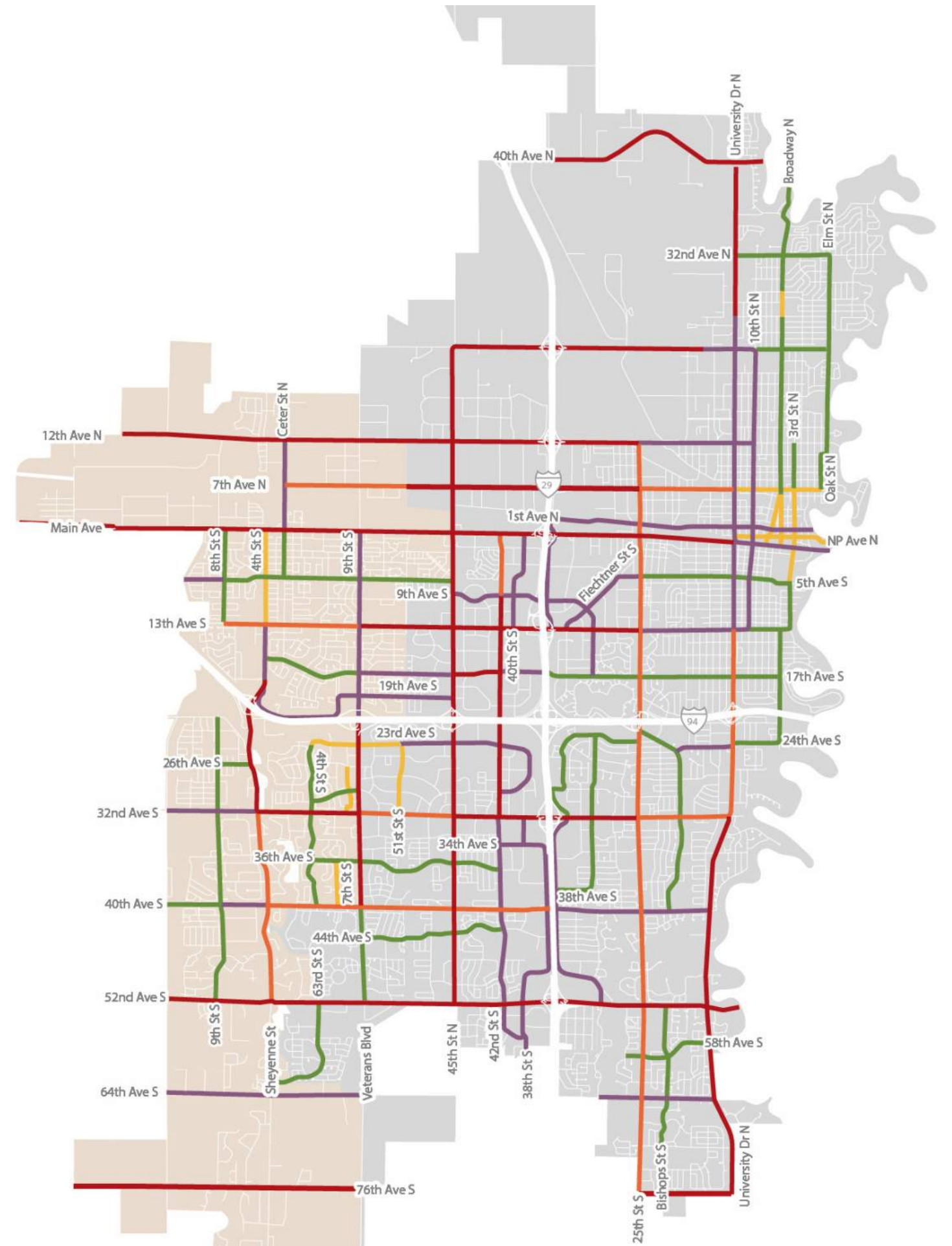
Mixed Use Arterial. Act as cross-town links and business corridors where people live, shop, dine, and work while supplying parking to support economic activity.

Mixed Use Collector. Connect residents from their neighborhoods to commercial nodes and corridors and are critical in enabling economic activity

Residential Collector. Connect neighborhoods and link residents with important facilities like libraries, schools and parks.

Mixed Use Neighborhood. Prioritize pedestrian safety and comfort over the mobility of cars.

Residential Neighborhood. Connect residents to each other and serve as shared space for neighbors to socialize and play.

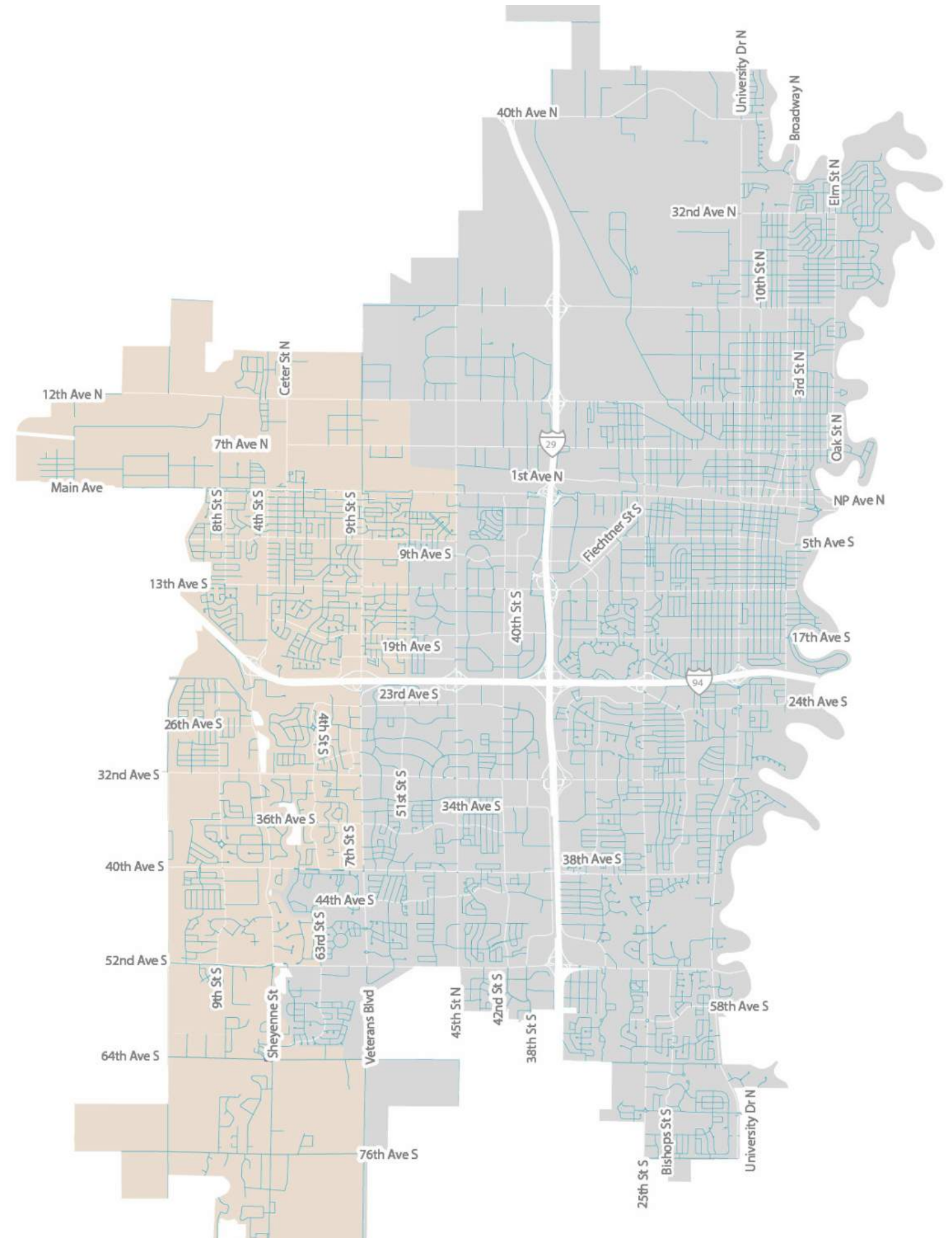


RESIDENTIAL NEIGHBORHOOD

Residential Neighborhood streets are calm and connect residents to each other and nearby destinations, carrying low traffic volumes at low speeds. These streets serve as much as a place for neighbors to socialize and play as they do to move vehicles. Neighborhood residential streets are predominately fronted by single family houses or other low-density housing and access occurs at the property level. Direct property access is a functionality of this street type.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Low-density Residential, Civic	25 mph maximum	2 travel lanes	No median	On-street parking	Crosswalk

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	N/A	Block-Level (300-400 feet)	N/A	30-50 feet

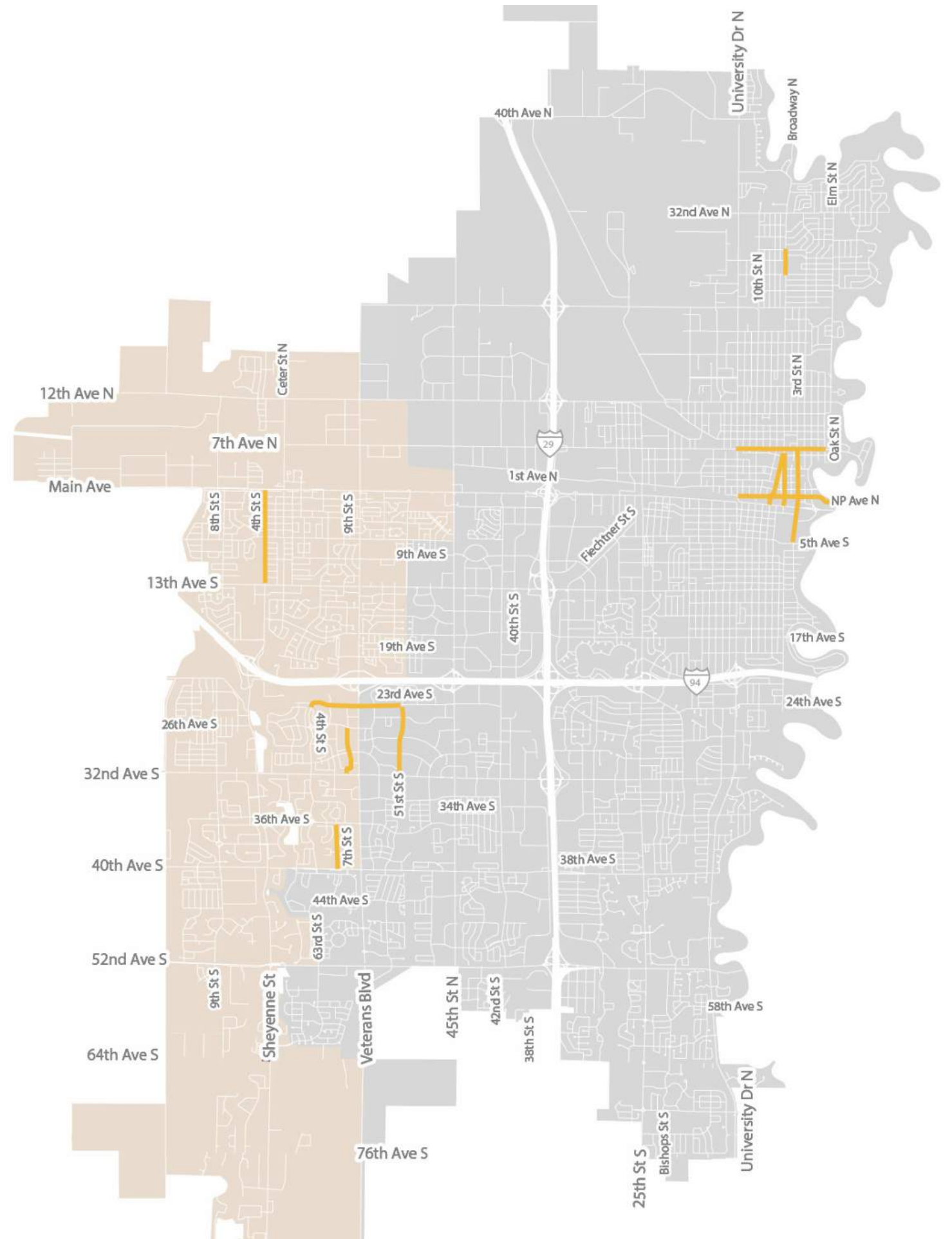


MIXED USE NEIGHBORHOOD

Mixed Use Neighborhood streets have a particular focus on prioritizing pedestrian safety and comfort over the mobility of cars. These streets are activity corridors that foster economic interaction and provide convenient parking opportunities to that effect. Mixed Use Neighborhood streets accommodate traffic at low speeds but limit access points to minimize pedestrian conflicts.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Multi-family Residential, Ped-oriented	25 mph maximum	2 travel lanes	Boulevard	On-street parking	Crosswalk

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	600-800 feet	Block-Level (300-400 feet)	N/A	150-200 feet



RESIDENTIAL COLLECTOR

Residential Collector streets connect neighborhoods and link residents with important institutional and recreational facilities like libraries, schools, and parks. These streets act as important links in the network for people using all modes of travel. There are a variety of housing types along these corridors from single family homes to apartment buildings, as well as community facilities. While these streets carry a moderate level of vehicular traffic, Residential Collector streets should also support community uses and character. These streets function to funnel traffic to defined access points on the arterial system that are usually attenuated by a traffic signal, allowing for ease of access.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Variety of Residential, Institutional	25 mph maximum	2 travel lanes	Roundabout	On-street parking	Crosswalk

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	N/A	Block-Level (300-400 feet)	N/A	50-100 feet

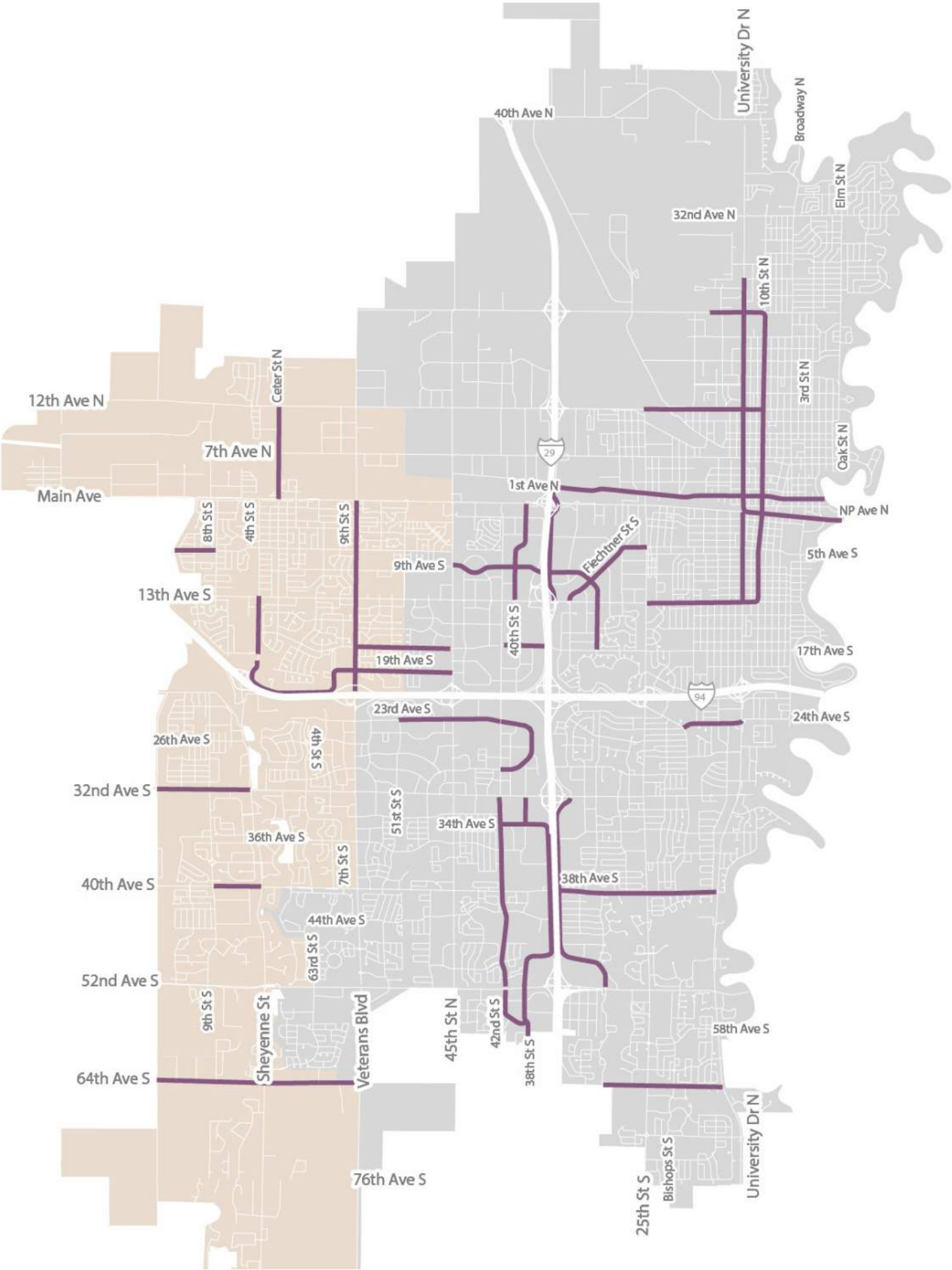


MIXED USE COLLECTOR

Mixed Use Collector streets connect residents from their neighborhoods to commercial nodes and corridors and are critical in enabling economic activity. There is a mix of uses along these types of streets, including multi-family housing, employment centers, and businesses. Mixed Use Collector streets should accommodate a moderate level of vehicles, as well as buses, delivery trucks, and people walking for daily errands.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
Low-density Residential, Civic	25-30 mph	3 travel lanes	Center turn lane	On-street parking	Median-protected

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	N/A	Block-Level (300-400 feet)	N/A	200 feet

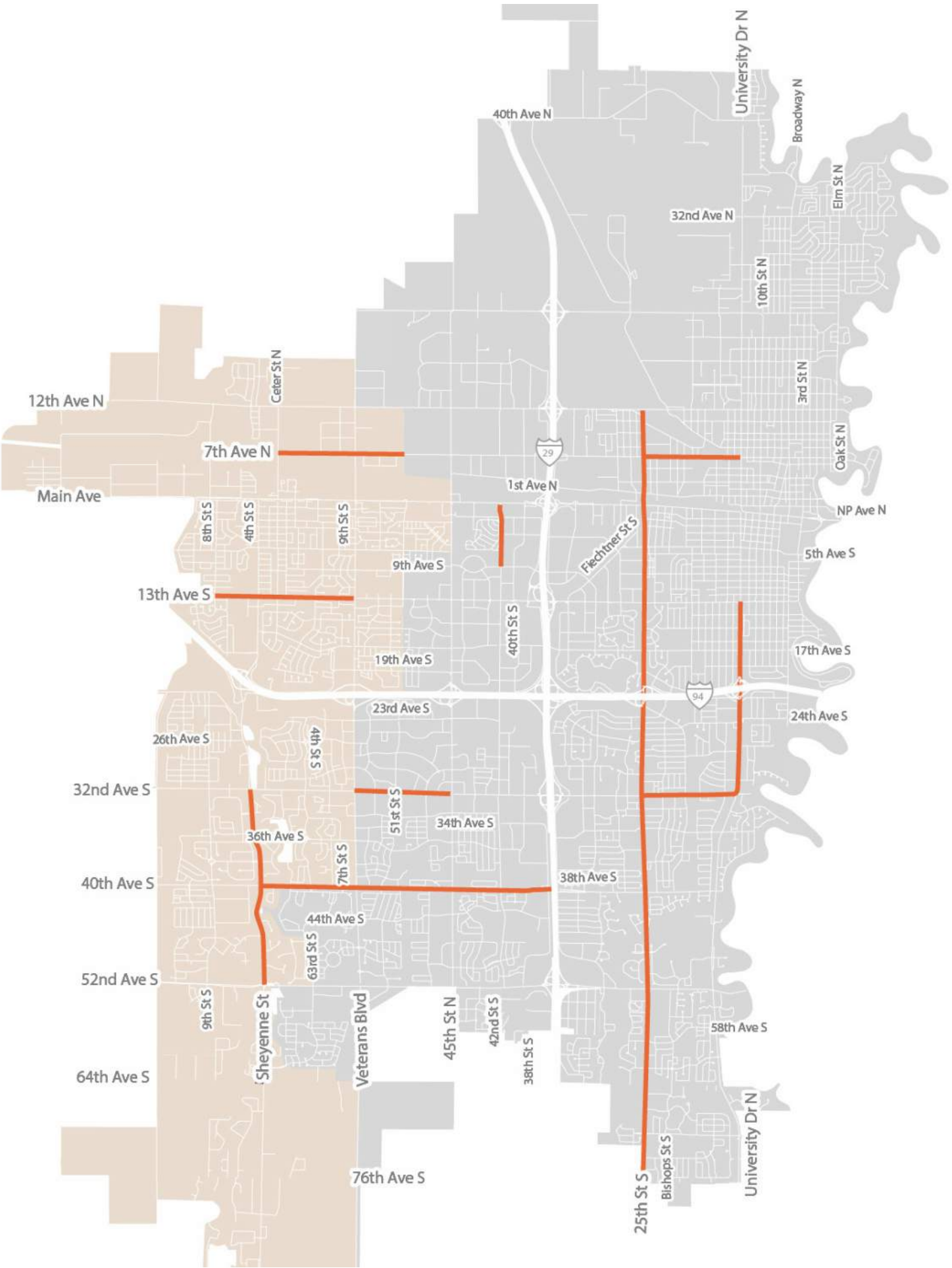


MIXED USE ARTERIAL

Mixed Use Arterial streets are business corridors where people live, shop, dine, and work. Mixed Use Arterial streets provide cross-town links to employment and commercial centers. These types of streets carry a higher volume of cars while providing access to a walkable street network. On-street parking should be allowed on these types of streets to encourage economic activity, as well as calm traffic and create a pedestrian buffer.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Commercial, Multi-family Residential, Industrial	30-35 mph	3-5 travel lanes	Landscaped median or center turn lane	On-street parking	Signal or median-protected crosswalk

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	600-800 feet	Block-Level (300-400 feet)	200 feet	Preferred on minor street

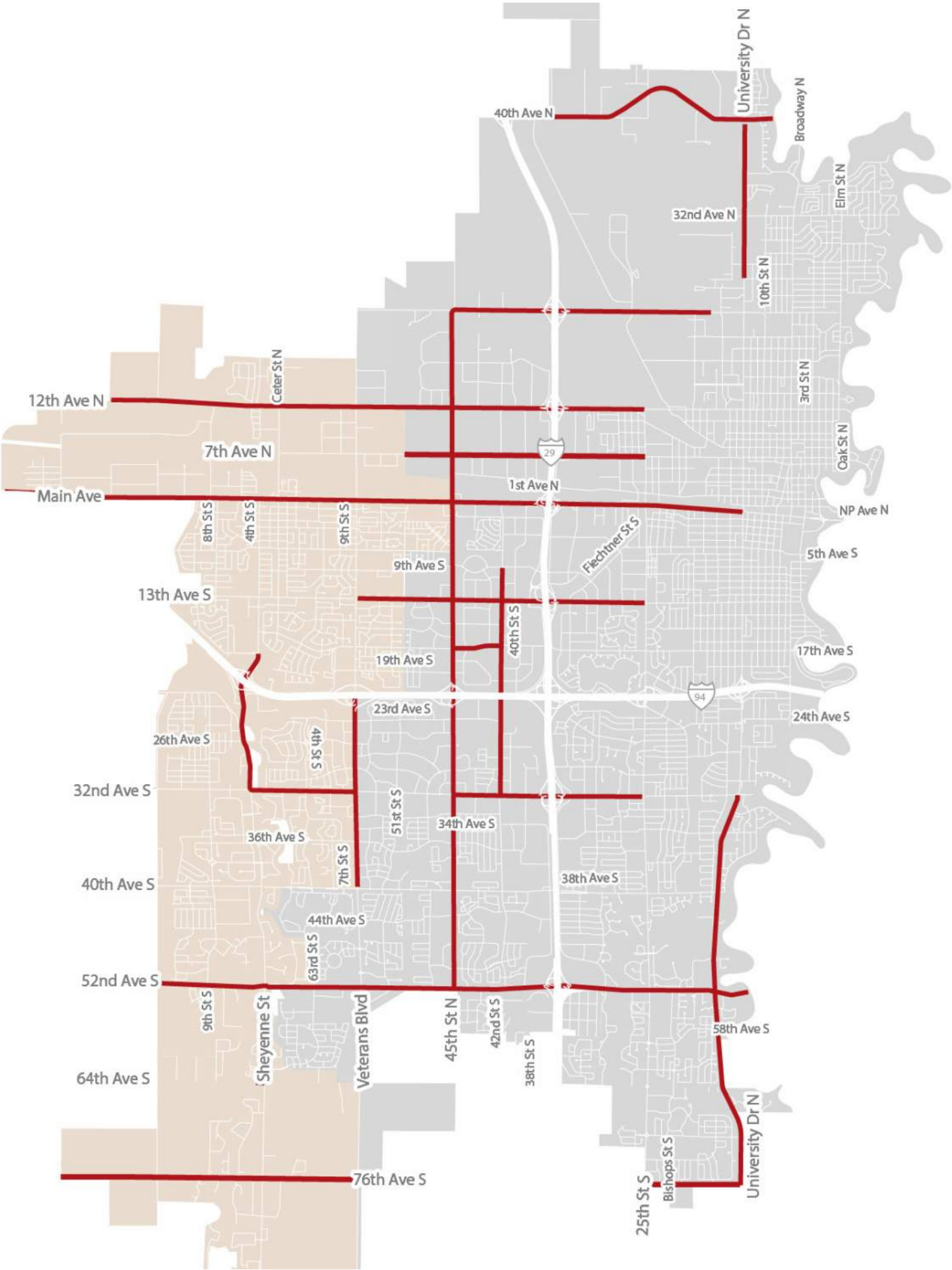


COMMERCIAL ARTERIAL

Commercial Arterial streets act as gateways, connecting people from Fargo, West Fargo, and the wider region to the area's major destinations. Because these streets link everyone to important points of interest, it is critical that pedestrians have safe crossing opportunities. Access is more stringently managed on these types of streets, and on-street parking is generally not appropriate, so that a high volume of cars, trucks, and buses can travel efficiently.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Commercial, multi-family	30-40 mph maximum	4-6 travel lanes	Landscaped medians	No on-street parking	Signalized crosswalks only

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	1/4 mile	None	400 ft	None

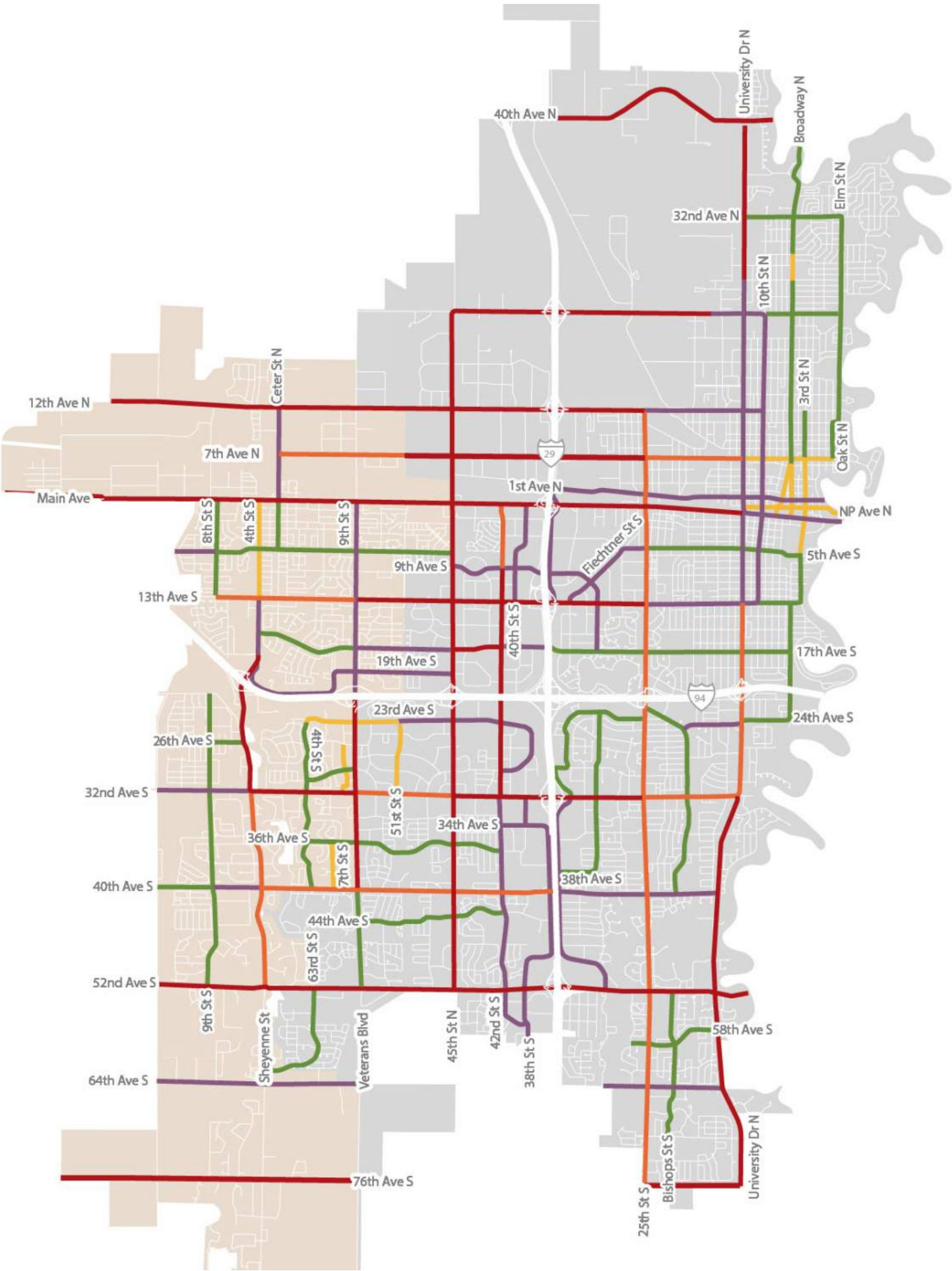


REGIONAL ARTERIAL

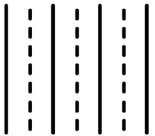
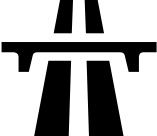
Regional Arterial streets are intended to serve large traffic volumes with highly controlled interruptions and function as a secondary alternative and direct connection to the Interstate system. This type of street does not exist currently in the Fargo/West Fargo area and is intended to be used for future planning purposes.

Land Use	Speed Limit	Travel lanes	Other	Parking	Pedestrian Crossing
					
Commercial, Industrial, Multi-family	45 mph maximum	4 travel lanes	Divided Roadways	No on-street parking	Grade- separated or signalized crosswalks

Access spacing	Traffic Signal:	Unsignalized Full Access:	Right-in/Right-out:	Driveways:
	1/2 mile	None, frontage system	1/4 mile	None



Guidelines for each street type are summarized in the table.

	 Functional Classification	 Grade Separation	 Land Use	 Pedestrian Crossing	 Median	 Travel lanes	 Speed Limit	 Parking	 Access spacing			
									Traffic Signal:	Unsignalized Full Access:	Right-in/ Right-out:	Driveways:
Regional Arterial	Primary Artery	Interstate, other Regional Arterials	Commercial, Industrial, High-density residential	Grade separation, Signal	Yes	4 travel Lanes	45 mph	No	1/2-mile	None/ frontage system	1/4-mile	None
Commercial Arterial	Primary Artery Minor Artery	Interstate, probably Regional Arterials	Commercial, Mixed Use, Multi-family	Signal	Yes	4-6 travel Lanes	30-40 mph	No	1/4-mile	None	400 feet	None
Mixed Use Arterial	Minor Artery	Interstate	Neighborhood, Commercial, Mixed Use, Institutional	Signal, Median protected	Yes or No	3-5 travel Lanes	30-35 mph	Yes	600-800 feet	300-400 feet	200 feet	Preferred on minor street
Mixed Use Collector	Major Collector	No	Commercial, Mixed Use, Multi-family	Median protected, Crosswalk	No	3 travel Lanes	25-30 mph	Yes	N/A	300-400 feet	N/A	200 feet
Residential Collector	Minor Collector	No	Mixed Use, Residential	Crosswalk	No	2 travel Lanes	25 mph	Yes	N/A	300-400 feet	N/A	50-100 feet
Mixed Use Neighborhood	Major/ Minor Collector Local	No	Pedestrian-oriented commercial, Mixed Use, Residential	Highest priority	No/Blvd	2 travel Lanes	25 mph	Yes	600-800 feet	300-400 feet	N/A	150-200 feet
Residential Neighborhood	Local	No	Residential	Crosswalk	No	2 travel Lanes	25 mph	Yes	N/A	300-400 feet	N/A	30-50 feet

RIGHT-SIZING THE REGIONAL PARKING FOOTPRINT

Parking plays a critical role in site development and overall development patterns and, as this study determined, Fargo and West Fargo have significant areas of underutilized parking. Several strategies can be implemented by the communities, and supported by MetroCOG, that allow for “Right Sized” parking.

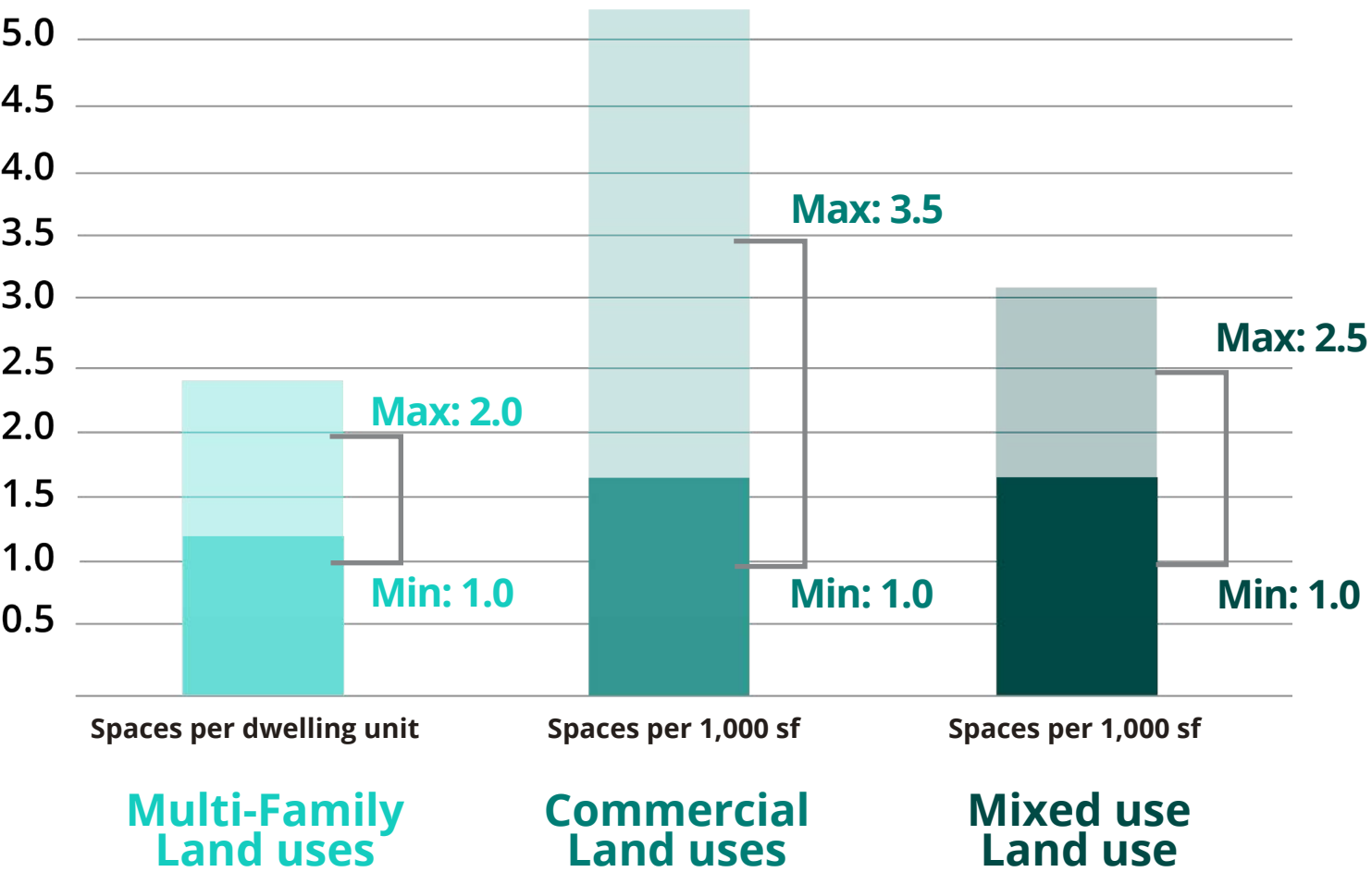


MINIMUM AND MAXIMUM REQUIREMENTS

Excessive parking requirements make market-rate housing more expensive, reduce the amount of space for non-parking uses, increase impervious surface, and encourage people to drive more frequently. When minimum parking requirements are implemented, even those that do not drive share in the cost of parking through higher retail prices, higher rents, and other taxes. Deregulating off-street parking allows the market to determine parking supply levels, creates more walkable development patterns, and begins to level the playing field for all travel modes. Additionally, mobility services like Uber and Lyft, and – eventually – the widespread adoption of driverless vehicles, are likewise contributing to a trend toward needing less parking and more pick-up/drop-off space. Even if traffic volumes and driving mode split were to stay the same, the demand for parking will decline, making the implementation of parking maximums a powerful and necessary tool to prepare for emerging transportation trends.

Recommendation. It is recommended that the cities of Fargo and West Fargo adopt parking maximums in combination with minimum requirements to provide developers with the flexibility to provide parking over demand while preventing excessive parking from being constructed. The parking ranges shown below summarize potential minimum and maximum requirements for the land use typologies for which demand was determined. Each of the minimum requirements is set below the existing demand to ensure that enough parking is provided, but the maximums are set below the volume of parking that is currently provided to ensure that excess parking is not constructed.

Proposed minimum and maximum parking requirements



MINIMUM AND MAXIMUM REQUIREMENTS: CASE STUDIES

Eliminate Parking Minimums. Fayetteville, AR



In 2015, Fayetteville eliminated all nonresidential parking requirements citywide. This was part of the City’s “Smart Parking” approach in it’s Master Plan, along with the adoption of shared parking standards. The impetus of this initiative came from the community’s commercial real estate brokers who had growing frustrations filling vacant commercial spaces with new uses. After two years of this program being in place, the City’s planning staff have found that businesses continue to provide the maximum amount of parking in more auto-oriented suburbs, while others, closer to the downtown core, have made use of the increased flexibility to fill spaces that were previously vacant.

Various Parking Maximums.

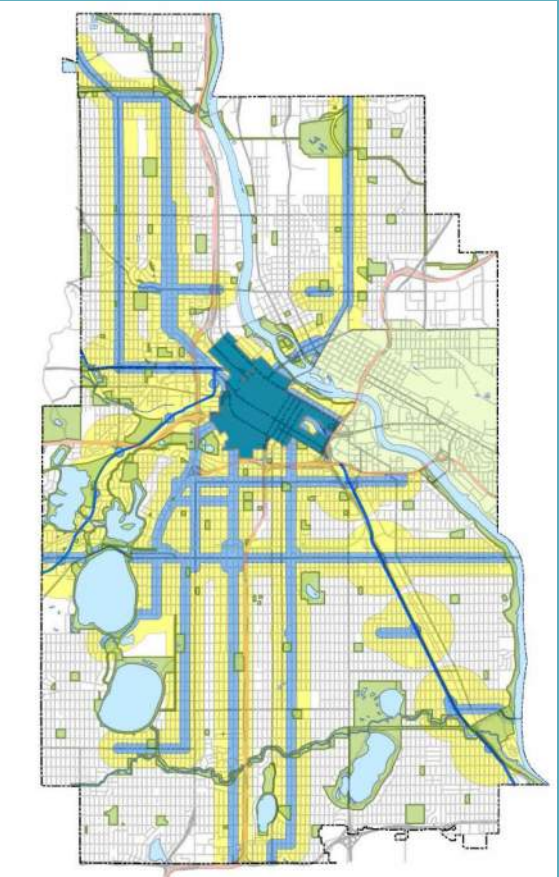
Cities across the country are picking up on the negative impacts minimum parking requirements have on the livability of their communities. And in response, have eliminated minimum parking requirements, introduced overlays, or established parking maximums. Strong Towns, a nonprofit research organization, has mapped cities that have adopted these policies. The organization also documents low parking demand during Black Friday each year, to show that parking minimums are excessive, even during the day of the year that is associated with one of the highest parking volumes.



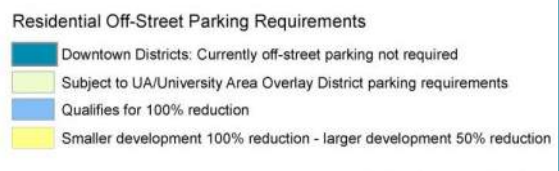
Transit Oriented Development. Minneapolis, MN

The City of Minneapolis has instituted a series of Transit-Oriented Development (TOD) ordinances that allow for the elimination of off-street parking requirements in proximity to transit. These policies are distinguished between “high” and “moderate” frequency transit service: moderate frequency is defined as a 15-30 minute midday service, while high frequency is defined as midday service every 15 minutes or less. The ordinance allows for the elimination of off-street parking requirements for multi-family residential buildings located within 350 feet of a high frequency bus route or rail station. Depending on the size of the building, a 50 to 100 percent reduction is allowed within a TOD area, ¼-mile around a high frequency bus route or, ½-mile from a rail station. The City also has an ordinance that allows for a 10 percent reduction of off-street parking requirements for multi-family residential buildings located within 350 feet of a moderate-frequency bus route or rail station.

Minneapolis has two light rail lines, one commuter rail line and over 100 bus routes that carry over 85 percent of the system’s daily passengers.



Parking Spaces Required Per Residential Unit		
	3-50 Units	>50 Units
Within 350 feet of a bus or rail transit stop with midday service headways of 15 minutes or less	No Parking Required	No Parking Required
Within one-quarter mile of a bus stop with midday service headways of 15 minutes or less, or within one-half mile of a rail transit stop with midday service headways of 15 minutes or less	No Parking Required	One Parking Space Per Two Units
Within 350 feet of a bus or rail transit stop with midday service headways between 15 and 30 minutes	10% Reduction from 1:1	10% Reduction from 1:1



MINIMUM AND MAXIMUM REQUIREMENTS: NEXT STEPS

Task	Parties Involved	Level of Complexity (low, medium, high)	Priority (short, mid, long)
Conduct parking utilization surveys for other land uses in the region. The land use typologies used in this report were selected based on discussions held by the SRC. There are a number of other land uses throughout the region that should be accounted for when introducing new parking minimum or maximum requirements. And in order to ensure the requirement reflects the demand for these spaces, a parking utilization survey should be completed and used to guide zoning policies. These studies should monitor the utilization of at least three modes and capture what is understood to be the peak demand period by local users, as well as national parking publications.	City of Fargo, City of West Fargo, Metro COG	Low	Short-term
Streamline land use type and categories. These three categories include a variety of other land uses, with their own parking requirements. The City of Fargo has over 30 separate land uses defined in their parking code, while the City of West Fargo has over 45. Simplifying the code to be more flexible within broader categories would provide developers with more freedom to construct parking below the requirements. For example, the residential parking minimum of one (1) and maximum of two (2) should be enforced, and on-street parking can accommodate additional supply.	City of Fargo, City of West Fargo	High	Mid-term
Eliminate parking minimums in Transit Oriented Development (TOD) areas or in transit hubs. Many communities throughout the country have eliminated parking minimum requirements in proximity to transit. This has enabled the presence of dense, walkable environments while encouraging the use of transportation. Through eliminating parking requirements within a 1/2-mile radius of transit hubs or bus stations, the possibility of more dense development will become possible, which will further encourage the use and availability of transit when traveling to and from these areas.	City of Fargo, City of West Fargo, MATBUS, Bicycle bikeshare	Medium	Mid-term

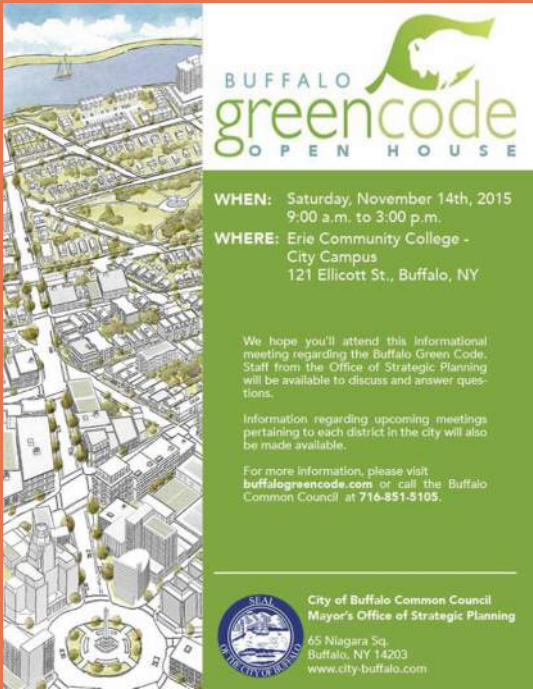
ALTERNATIVE TRANSPORTATION MODE INITIATIVES

Supplemental to the proposed minimum and maximum parking requirements will be changing the procedures associated with requesting and receiving parking variances. Existing policies encourage developers to construct parking beyond their demand by requiring them to obtain a variance if they wish to provide parking below the existing minimum requirement.

It is recommended that this is reversed: if a development provides parking above the maximum range, a Transportation Demand Management (TDM) or shared parking analysis must be completed to justify that the project will generate the additional demand requested and demonstrate that the demand cannot be accommodated by shared parking initiatives or other transportation programs. And if a development wishes to provide parking below the minimum requirement, they make up for the cost through a payment-in-lieu of parking, as discussed in the subsequent recommendation. The goal of these policy changes is to make it more difficult to provide parking that is not necessary.

TDM requirements. Buffalo, NY

Buffalo New York became the first city in the United States to remove parking minimum requirements city-wide. This alteration was part of the Buffalo Green Code, a Unified Development Ordinance that replaced standard land use-based code with form-based code. In addition to eliminating parking requirements, the code required certain buildings to prepare a TDM plan justifying that the project accommodates the travel demand it generates and specifying the tools that are used to accommodate that demand (bicycle parking, subsidized bus passes, alternative work schedules, etc.).



The poster for the Buffalo Green Code Open House features a green header with the Buffalo Green Code logo. Below the header, it lists the event details: 'WHEN: Saturday, November 14th, 2015 9:00 a.m. to 3:00 p.m.' and 'WHERE: Erie Community College - City Campus 121 Ellicott St., Buffalo, NY'. A paragraph of text explains the purpose of the meeting, and a footer provides contact information for the City of Buffalo Common Council.

SHIFT TDM Ordinance. San Francisco, CA

In combination with San Francisco’s Transportation Sustainability Program, the City created SHIFT TDM Ordinance to reduce SOV trips and encourage the use of other modes. The program allows developers to choose an applicable combination of TDM measures that will work best for reducing vehicle trips associated with their project. TDM measures are comprised of a menu of different on-site TDM measures, each worth different point values based on the relative impact and effectiveness they will have on reducing vehicle trips. For example, providing showers for bike commuters is worth one point, while reducing on-site parking is worth up to 11 points. Each project is required to meet a minimum point threshold based on project size, characteristics, and location.

The program is part of the development application. Meaning, developers are required to select the measures they are planning to utilize before filing a development application which allows planning staff an opportunity to comment or recommend measures for a project prior to starting the development application process.

There is also an inspection prior to the before occupancy is certified, as well as ongoing monitoring requirements, and a program audit every three years. Enforcement is funded through program fees—developers must pay an initial fee of \$6,000 and an annual fee of \$1,000. Building applicable to SHIFT TDM include projects that exceed 10,000 square feet of non-residential development or over 10 residential projects.



ALTERNATIVE TRANSPORTATION MODE INITIATIVES: NEXT STEPS

Task	Parties Involved	Level of Complexity (low, medium, high)	Priority (short, mid, long)
Require pedestrian amenities and landscaping to be included in surface lots. Existing parking lots in the Fargo region mostly consist of large swaths of asphalt, which creates an uncomfortable and unsafe experience for pedestrians. Including walkways to/from store entrances, landscaping, and lighting improves the pedestrian environment and encourages cross shopping.	City of Fargo zoning department, City of West Fargo zoning department, shopping center merchants	Low	Mid-term
Require and enforce Transportation Demand Management (TDM) for new developments. TDM strategies are key to shifting the demand for parking and beginning to shift modes to transit. While the Fargo region is dominated by car use, enforcing TDM measures will provide more people with more options when traveling, and begin to make driving an option as opposed to a necessity. TDM requirements for incoming developments might include, the presence of bicycle facilities, improved bus stops, pedestrian amenities, or discounted transit passes for employees. There are a wide array of TDM options, and this would work towards identifying an effective combination of strategies for each incoming development.	City of Fargo, City of West Fargo, major employers	High	Long-term
Allow development projects to include on-street parking to meet minimum parking requirements. On-street parking can increase the parking supply without increasing the parking footprint, while slowing traffic and creating a more pedestrian oriented roadway. We recommend that the Fargo region encourage the use of shared on-street parking, by allowing developments to count adjacent on-street spaces to meet their parking minimum, and that these spaces be shared with nearby buildings.	City of Fargo, City of West Fargo	Medium	Short-term

FEE-IN-LIEU OF PARKING PROGRAM

Under a fee-in-lieu of parking program, a developer is given the choice to opt out of providing the minimum amount of parking required in substitution for a payment given to a governing entity. These funds can then be used towards alternative transportation initiatives, creating additional shared parking supply, or upgrading existing parking assets.

The rate of the in lieu fee varies from city to city. While some entities set fees-in-lieu on a case-by-case basis, most set a uniform rate for all incoming development. The majority of fee-in-lieu rates do not cover the full cost of providing a public parking space but aim to be high enough to pay for parking and low enough to attract development. Considering these factors, we recommend setting a uniform fee-in-lieu rate that is based on the cost to construct a surface parking lot in Fargo and West Fargo.

Task	Parties Involved	Level of Complexity (low, medium, high)	Priority (short, mid, long)
Determine fee in-lieu of parking payment. The rate of fee-in-lieu payments should reflect the cost of constructing a parking facility in that particular region. To gain an accurate understanding of this number, the City of Fargo and West Fargo should research local construction costs for surface lots and determine a rate per space.	City of Fargo, City of West Fargo	Medium	Short-term
Create list of capital improvement projects that can be performed with additional funding based on feedback from developers and business owners. Many cities use direct feedback from the business and/or the real estate community to guide how fee-in-lieu money is spent. This increases collaboration between the city and stakeholders, and incentivizes stakeholder to use this tool.	City of Fargo zoning department, City of West Fargo zoning department, developers, employers, merchants	Medium	Mid-term

Fee-in-lieu of Parking. Miami, FL

Miami's Coconut Grove allows developers to pay the City a flat rate or monthly payment in lieu of constructing the required amount of parking for a site. This money goes towards the City's public parking and other mobility efforts. Since the program was adopted, developers have opted out of approximately 1,000 spaces, generating approximately \$3 million in revenues. Funds from this program have been used to:

- Develop a 416-space garage with ground floor retail
- Fund a study for a downtown circulator shuttle
- Pursue landscaping improvements
- Install traffic control devices to improve parking and pedestrian access



SHARED PARKING PROGRAM

Shared parking is crucial in creating a vibrant region; different land uses have different peak parking demands. Sharing parking among a daytime office building and adjacent restaurant for example, allows less parking to be built than if each entity had to construct its own parking. This results in less land being dedicated to parking and enables growth without exacerbating congestion problems. Building reserved parking for each individual building induces more vehicle trips on Fargo streets.

It is recommended that the City of Fargo and West Fargo takes steps that encourage the use of shared parking including variance alterations, establishing parking management districts around key commercial nodes, and encouraging the use of on-street parking.

Shared Parking with Private Entities. Omaha, NB

Omaha’s parking system includes a Partners program which provides a user-friendly, online process for property owners to offer their unused spaces, at a specified schedule, to the Park Omaha network through a shared parking agreement.

The process begins with an online application. Partner locations are added to the Park Omaha interactive map and includes information on location and hours of operation. Park Omaha identifies these facilities, as “partner” facilities, and distinguishes them from Park Omaha facilities, in its maps and information materials. As Partner facilities, private lots are given official (copyrighted) signage/iconography with a distinct logo that identifies them as part of the Park Omaha network.

**Park Omaha**
Park Omaha App

OFF-STREET ON-STREET SERVICES

Interested in becoming a Park Omaha Partner?

If your residential or business building has unused parking spaces (for example after 5 p.m. or on weekends) and you would like to be part of the shared Park Omaha Partner program, fill out the form below or call City of Omaha Parking Division at 402-444-PARK to learn more.

NAME OF FACILITY

LOCATION OF FACILITY *

TYPE OF FACILITY *

AVAILABILITY *

How many spaces will you have available for public parking?

HOURS/RATES *

Shared Parking Districts. Montgomery County, VA

Montgomery County has established several parking management districts that correspond with commercial nodes or central business districts. In each city, a shared parking program has been developed and is part of a long-term strategy to offer parking as a shared resource. City officials have found that financial lenders are more accepting of shared parking when these districts are established, which has worked successfully promoting mixed use and more dense development patterns in these areas.



SHARED PARKING PROGRAM: NEXT STEPS

Task	Parties Involved	Level of Complexity (low, medium, high)	Priority (short, mid, long)
Eliminate zoning stipulations that require developers to obtain a conditional use permit to share parking. Parking utilization surveys reveal that the City of Fargo and West Fargo both have an excess supply of parking, however 14 CUP applications were presented to Fargo’s City council since 2015. It is recommended that Fargo and West Fargo eliminate the need to obtain a CUP to share parking, and instead present a written agreement to Council.	City of Fargo, City of West Fargo	Medium	Short-term
Establish Shared Parking Districts. Creating Shared Parking Districts would provide a boundary in which tenants would be able to share parking with one another, and use these assets to meet their minimum requirement. To pursue this, both cities should identify and prioritize nodes with a 1/2-mile to 1/4-mile radius and begin to draft zoning stipulations that would promote this type of development.	City of Fargo, City of West Fargo	Medium	Mid-term

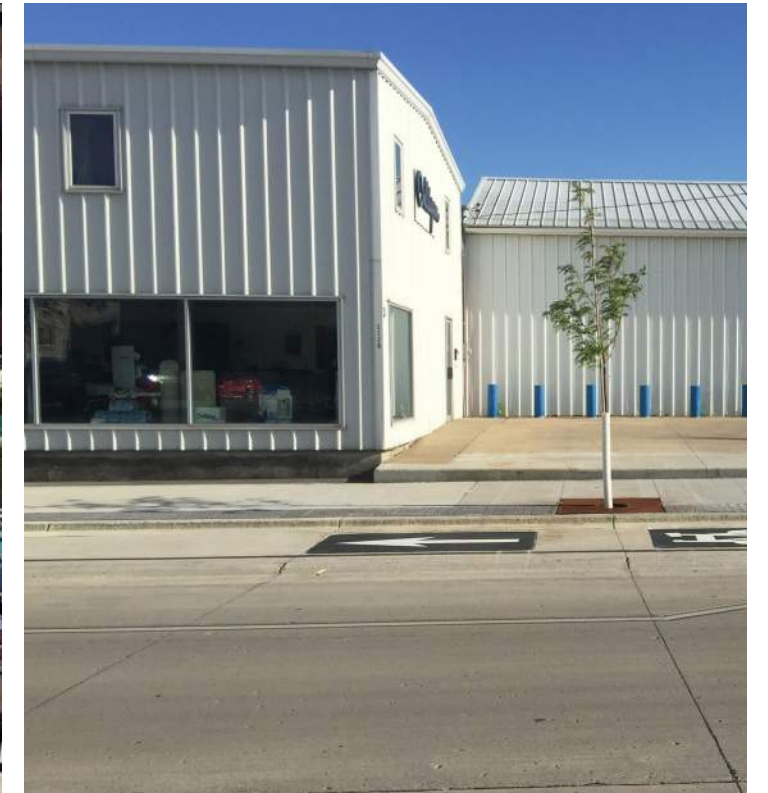
Development Prototypes

To translate how Street Types and their associated access guidelines can set a successful and connected development pattern, three prototypes were developed. These prototypes illustrate how each of the roadway typologies should be accessed by different land uses, while incorporating parking in a shared and effective manner. These prototypes are meant to be used as guidelines to reference when approving building permits, initiating parking policy changes, or constructing new roadways.

The following prototypes represent three land use typologies, with key features highlighted throughout:

- (1) commercial
- (2) mixed use
- (3) residential

The dimensions of the blocks and buildings included in each prototype, were derived from existing land uses throughout the region to ensure that these models are aligned with the regions market and preferences.



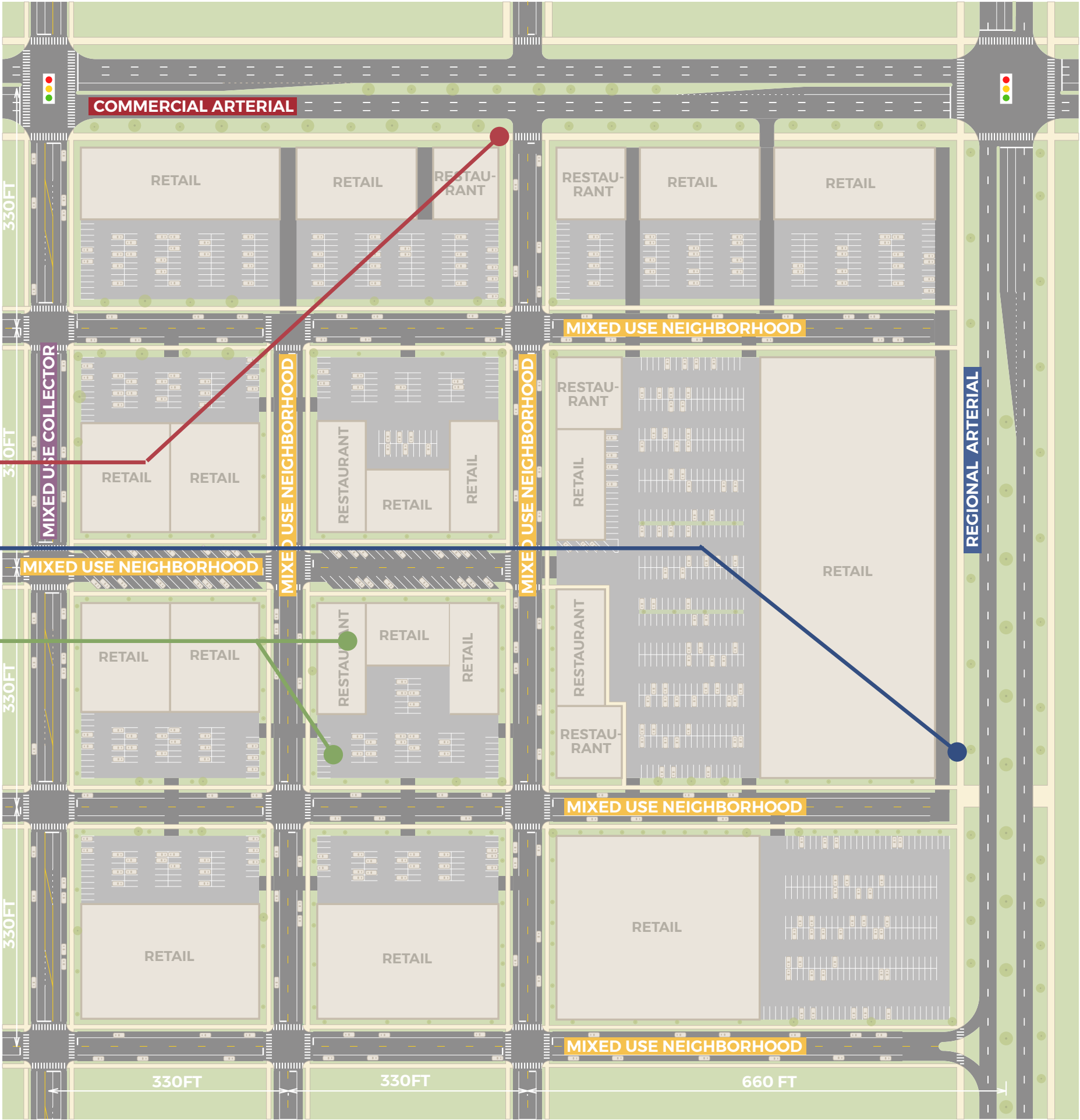
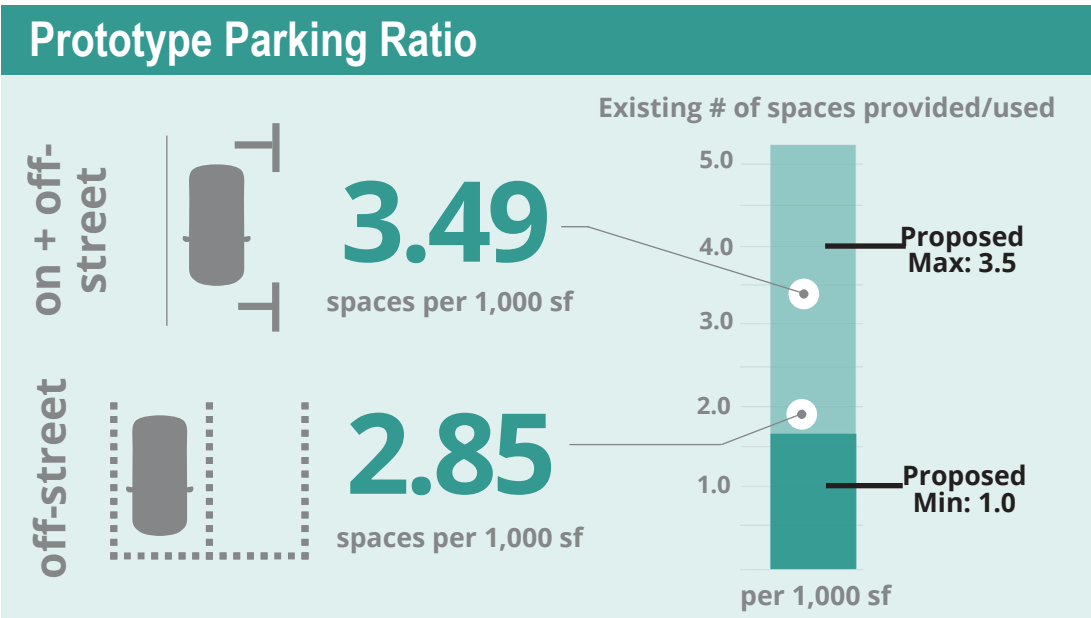
Commercial Prototype

The framework presented here on this 1/4-mile by 1/4-mile tracts uses regular block sizes to set a walkable grid pattern with sidewalks and plentiful on-street parking to reduce the need for large surface parking lots. Shared parking fields are made feasible by slow traffic speeds and safe pedestrian crossing points. Building fronts are generally oriented toward the street. This development illustration is bordered by a Regional Arterial, which allows only stringent right-in/right-out vehicular access, so neighborhood connections are maintained with sidewalks and grade-separated pedestrian crossings.

Access points managed along the arterial streets while still allowing for a connected, walkable grid

Grade-separated pedestrian crossings needed along Regional Arterial to connect neighborhoods

Shared surface parking lots increase the efficiency of the parking pool and encourages walking



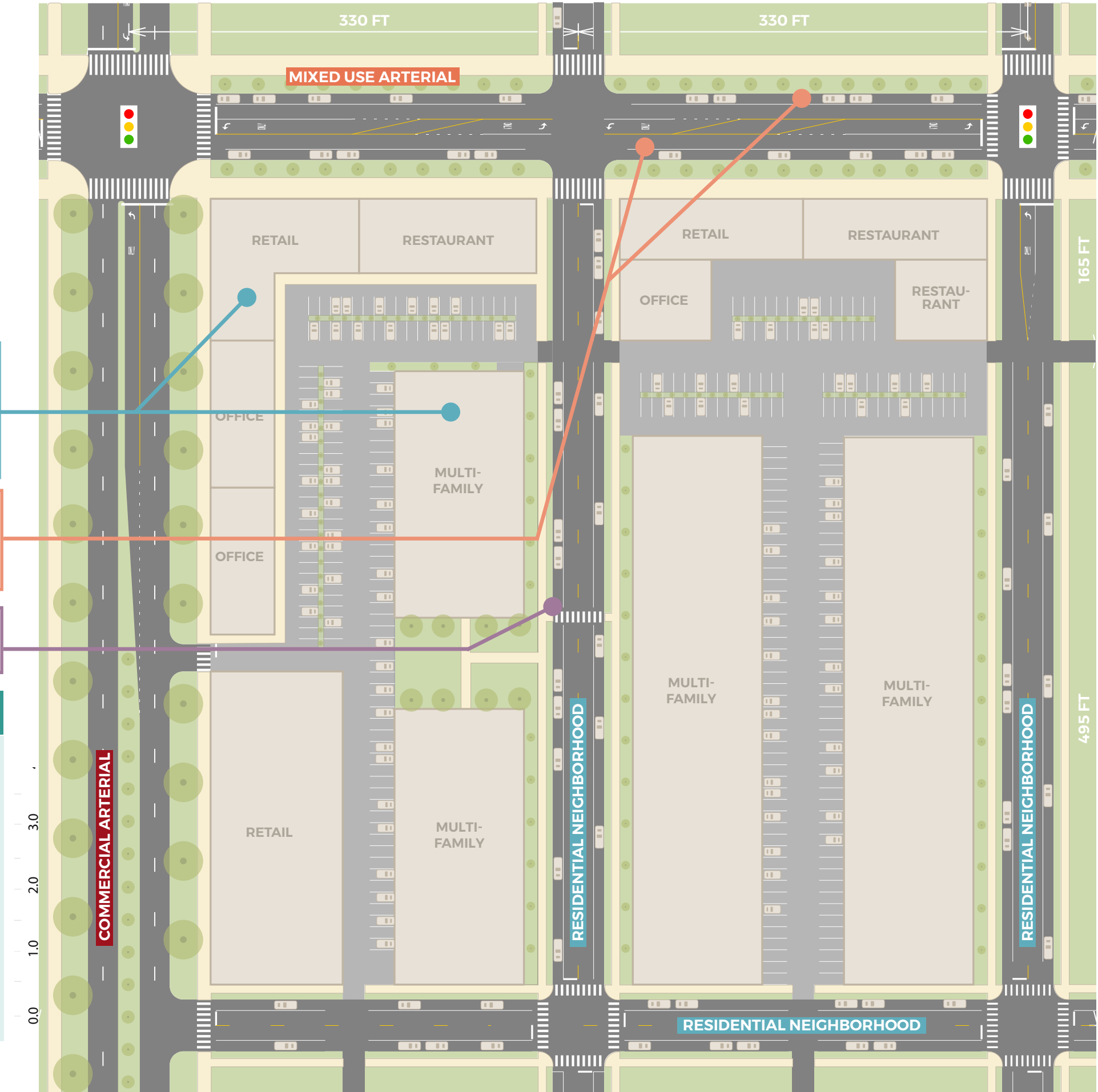
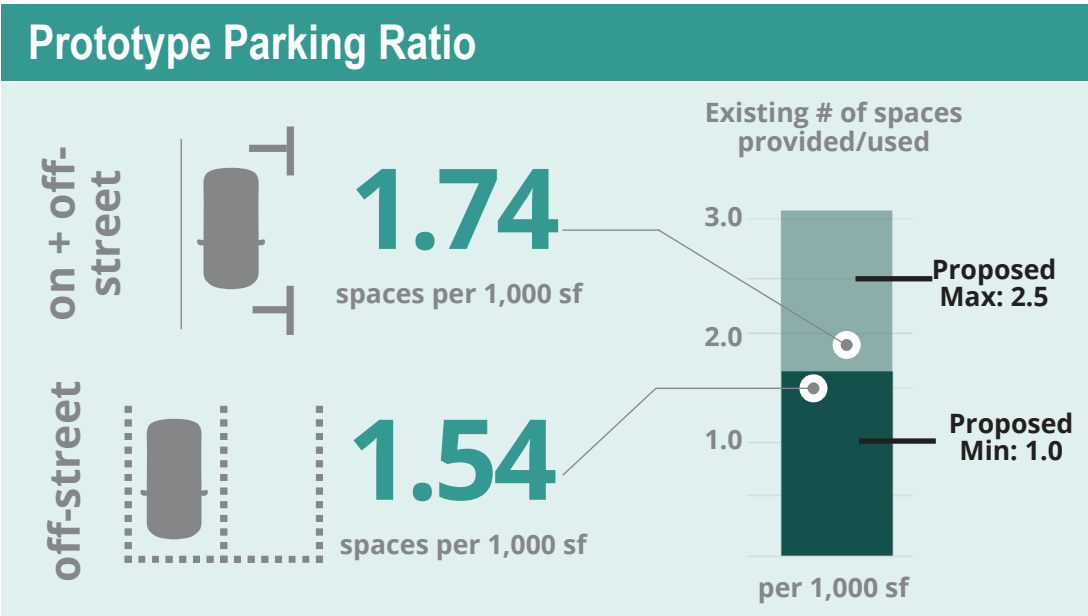
Mixed Use Prototype

The framework presented here on this 1/8-mile by 1/8-mile tracts assumes typical blocks at the intersection of a Commercial Arterial and Mixed Use Arterial. The commercial and residential uses are connected with sidewalks to encourage walking trips. Plentiful on-street parking is provided along the Mixed Use Arterial street, as well as the Residential Neighborhood streets, to slow traffic and create a buffer for pedestrians. Building fronts are generally oriented toward the street with parking in the rear.

Retail, office, and mixed use buildings are oriented towards the arterial streets and residential buildings are oriented toward the Residential Neighborhood streets. Underground or 1st floor residential parking is assumed.

On-street parking on the Mixed Use Arterial street supports businesses, reduces the off-street parking footprint, and calms traffic

Sidewalks and crosswalks encourage walkability between blocks.



*Assumes for approximately 350 residential units between multi-family structures and on top of retail office spaces

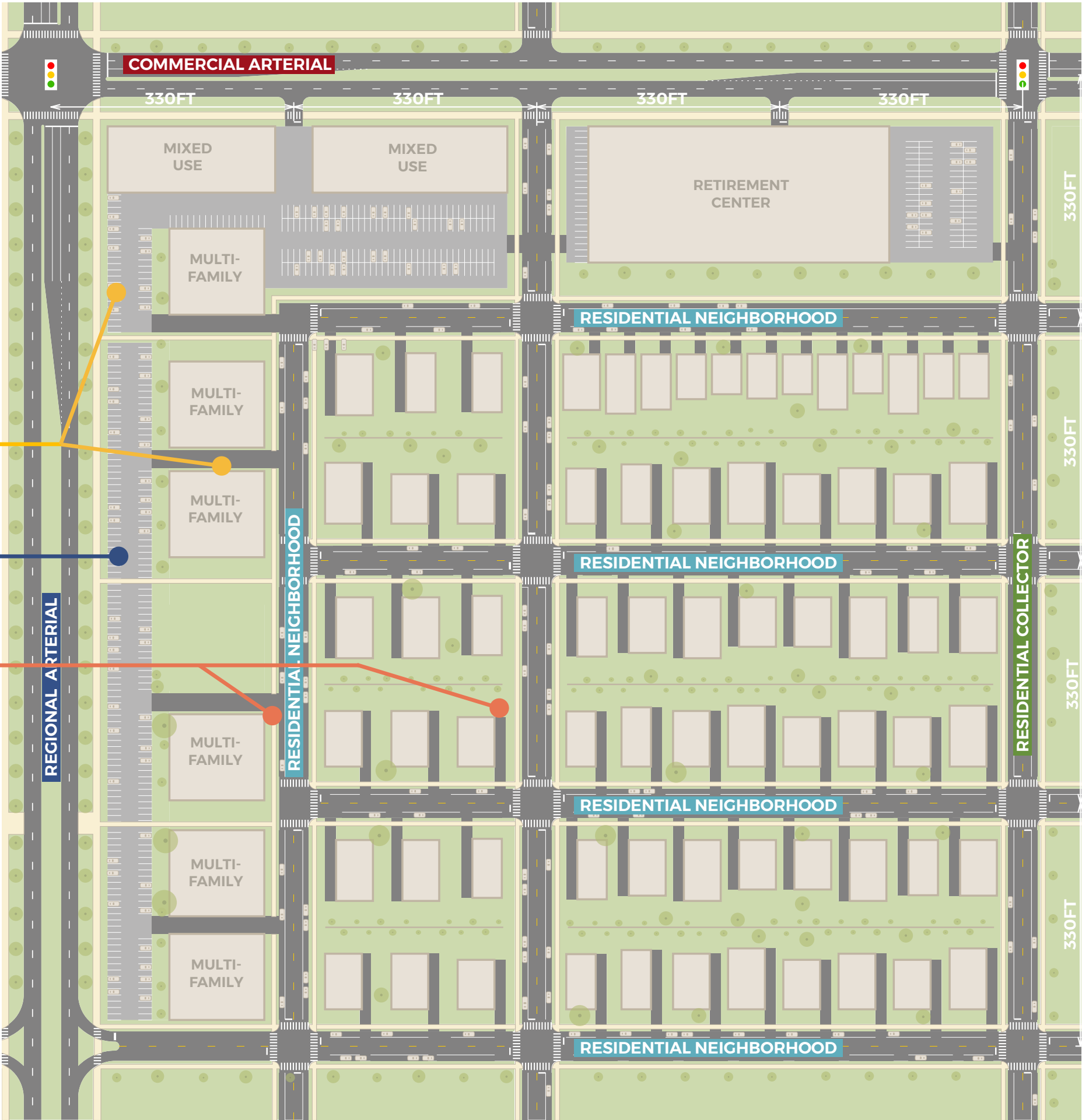
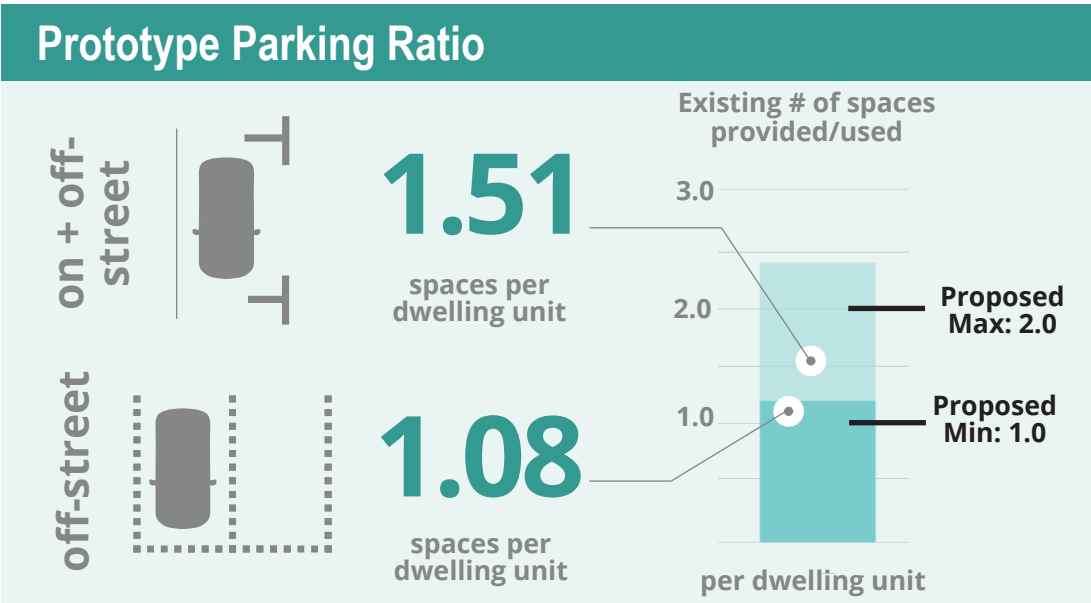
Residential Prototype

The framework presented here on this ¼-mile by ¼-mile tracts uses regular block sizes to set a walkable grid pattern even though a Regional Arterial borders the site and limits street connections. Neighborhood connections are maintained with sidewalks and signalized/grade-separated pedestrian crossings. Multi-family housing and mixed use buildings are oriented along the Regional Arterial and Commercial Arterial streets, respectively, while single-family homes front the Residential Neighborhood streets. Interior residential parking garages eliminate the need for a separated, covered garages.

Multi-family residential parking is shared with retail land uses during non-peak hours. Enclosed row garages may be appropriate along the Regional Arterial.

Multi-family residential buildings are oriented away from the Regional Arterial, with surface parking facing the corridor.

Access to driveways, on-street parking, and crosswalks slow traffic and encourage walking.





AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Leslie McGillivray-Rivas, Senior Planner,
2. PHONE NUMBER: 701-515-5377 DATE: March 26, 2024
3. AGENDA TITLE: Public Hearing – A24-5 Ordinance Amendments regarding Pool Fencing, Approval of First Reading of Ordinance.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Staff is recommending to better align the City's pool fencing regulations with those of peer cities and industry standards. Title V of the Building Code is proposed to be amended to incorporate the additional language and content within which is intended to be legally enforceable regarding pool enclosures and related pool and structural safety features. Concurrent with this recommendation, are proposed amendments to the zoning ordinance within Title IV to remove language which would create redundancy or create conflict with the updates to Title V. A minor adjustment within Title XV will reduce pool related fence height requirements from (6') six feet to (4') four feet in private residential pool settings in accordance with Title IV and Title V ordinance language amendments.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable): N/A
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Hold Public Hearing and approve First Reading on the Zoning Ordinance Amendments.

STAFF REPORT

A24-5 Zoning Ordinance Amendments	
Zoning Ordinance Amendment 4-441.5 General Fencing and Screening Requirements and 4-442.6 Accessory Building and Use Provisions regarding Swimming Pool Fence Height	
Applicant: City of West Fargo	Staff Contact: Leslie McGillivray-Rivas
Planning & Zoning Commission Introduction:	February 13, 2024
Planning & Zoning Commission Public Hearing:	March 12, 2024
City Commission Public Hearing & 1 st Reading	April 1, 2024
City Commission 2 nd Reading	

PURPOSE:

Amendments to Title IV Zoning Ordinance specific to Fence Heights surrounding permanent swimming pools.

DISCUSSION AND OBSERVATIONS:

- Late December of 2021, a proposed zoning ordinance amendment was approved which added definition for temporary pools, permanent pools, and provided clarity that a hard or soft pool cover does not constitute an adequate safety barrier. The language adopted also clarified what is considered an acceptable height for locking mechanisms for gates and other barrier openings. The West Fargo fence height was reaffirmed to be minimally six (6) feet.
- As a result, any permanent pool built after January 1, 2022, has been required to be permitted by the West Fargo Building Inspections Department. Planning & Zoning supports permitting efforts with an application desktop review.
- In January 2024, a citizen requested consideration of amending the fence height standard from the existing six (6') height to a lesser value.
- Concurrent with this request, a review of Title V's Building Code noted that within Chapter 5-05, Section 5-0501; the Adoption of International Property Maintenance Code (IMPC) was in place.
- Within the 2021 IMPC Code, it was found that Section 303; Swimming Pools, Spas and Hot Tubs has the desired code enforceable language in greater clarity and detail than the language which was adopted into the zoning ordinance in 2021.
- Further, a recent zoning code amendment specific to this subject was recently adopted by Fargo, ND. In that amendment, the fence height surrounding permanent pools can be no less than four (4) feet. It is desired that consistency between municipalities occur and that the fence height requirement be reduced from the six (6) foot standard to four (4) feet.
- Title V of the Building Code is proposed to be amended to incorporate the additional language and content within which is intended to be legally enforceable regarding pool enclosures and related pool and structural safety features.
- Thus, it is recommended that the zoning ordinance be amended to remove the language which would create either redundancy or conflict with the updated Title V Building Code language amendment.
- A minor modification to Title XV is also included in the proposed amendments to align private residential pool fence to a minimum of four (4) feet in height with the proposals noted above.

STAFF REPORT

NOTICES:

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

Comments Received:

- None Received

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

- The proposed IV amendments do not make major substantive changes to the existing ordinances and are consistent with the comprehensive plan.

RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION-MARCH 12, 2024 MEETING:

The Planning and Zoning Commission approved the recommendations to Title IV as presented on the basis that the proposed amendments do not make major substantive changes to the existing and proposed ordinances amendments and are consistent with the comprehensive plan.

RECOMMENDATIONS:

It is recommended that the City approve the proposed amendment.

Attachments:

- Proposed updates to amend and reenact sections 4-200, 4-441.5, 4-442.6, 5-0502, AND 15-0404 of the revised ordinances of the 1990 of the City of West Fargo relating to fencing.

ORDINANCE NO. 1245

AN ORDINANCE TO AMEND AND REENACT SECTIONS 4-200, 4-441.5, 4-442.6, 5-0502, AND 15-0404 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO FENCING.

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

SECTION 1. Section 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by amending the following definitions to read as follows:

4-200. DEFINITIONS.

ACCESSORY USE OR STRUCTURE: A use structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure, to include ~~privately owned, fenced swimming~~ private residential pools, and satellite dishes.

PRIVATE RESIDENTIAL POOL: A pool connected with a single family residence or with a multi-unit owner-occupied complex, that is both located on private property and that is under the control of the property owner(s), the use of which pool is limited to the owner(s), family members, invited guests of the owner(s) and/or of their families, and is deeper than 2 feet. A pool that is used for commercial purposes is not a private residential pool.

~~PERMANENT SWIMMING POOL: Any structure, basin, or tank, either above or below the ground, designed to be used for swimming or wading, which has a capacity of five thousand (5,000) gallons or more, or which has a depth of over twenty four (24) inches.~~

~~SWIMMING POOL: A structure designed to be used for swimming which has a capacity of one thousand (1,000) gallons or more or which has a depth of over twenty four (24) inches.~~

~~TEMPORARY SWIMMING POOL: Any structure, basin, or tank, either above or below the ground, designed to be used for swimming or wading, which has a capacity of less than five thousand (5,000) gallons, or which has a depth of less than twenty four (24) inches.~~

SECTION 2. Section 4-441.5 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-441. GENERAL FENCING AND SCREENING REQUIREMENTS.

* * *

5. PRIVATE RECREATIONAL FENCES. Private recreational fences shall conform to the provisions attached to residential fences. Permanent swimming pool fences

shall be governed by Title V of the Revised Ordinances of 1990 of the City of West Fargo, Chapter 5-05 International Property Maintenance Code, and specifically Section 303 Swimming Pools, Spas and Hot Tubs, as locally amended six (6) feet in height.

SECTION 3. Section 4-442.6 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-442. ACCESSORY BUILDING AND USE PROVISIONS. Accessory buildings and uses, except as otherwise permitted in this Ordinance, shall be subject to the following regulations:

* * *

6. All swimming pools as defined by this ordinance shall be regulated by adherence to Title V of the Revised Ordinances of the City of West Fargo, Chapter 5-05 International Property Maintenance Code, and specifically Section 303 Swimming Pools, Spas and Hot Tubs, as locally amended. No pool may be built, constructed, or otherwise assembled or placed without the owner thereof having obtained a permit from the office of the City Building Administrator, as follows:

- a. ~~All permanent swimming pools shall be provided with safeguards to prevent children from gaining uncontrolled access. This can be accomplished with fencing, screening or other enclosure, or any combination thereof (collectively "barrier") of sufficient density as to curtail access. Hard and soft pool covers are not considered to be adequate barriers. All barriers must be at least six feet (6') in height. Fences shall be of a noncorrosive material and shall be constructed so as to be not easily climbable. All barrier openings or points of entry into the pool enclosure shall be equipped with gates or doors. All gates or doors to permanent swimming pools shall be equipped with self-closing and self-latching devices placed at a height of at least fifty four (54) inches from finished grade so as to be inaccessible to all small children. All barrier supports shall be decay or corrosion resistant and shall be set in concrete bases or other suitable protection. The opening between the bottom of the barrier and the ground or other surfaces shall not be more than four inches (4"). A permit for permanent pools is required to be reviewed and approved by the West Fargo Building Inspections Department and West Fargo Planning and Zoning Department prior to construction.~~

- b. ~~Permanent swimming pools with platforms and railings that are six (6) feet in height above the ground and temporary pools are not required to be enclosed as provided in paragraph (a) above; however, all ladders and stairways providing access to such swimming pools shall be removed from the swimming pool or shall be adequately fenced and fitted with gates, or folded up and locked to prevent entry when the swimming pool is not in use.~~

SECTION 5. Section 5-0502 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to include additional amendments to read as follows:

303.2 Enclosures.

Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier as required by Sections 303.2.1 through 303.2.13. An existing pool enclosure shall not be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

303.2.1 Barrier height and clearances. Barrier heights and clearances shall be in accordance with all of the following:

1. The top of the barrier shall be not less than 48 inches (1219 mm) above grade where measured on the side of the barrier that faces away from the pool or spa. Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).

303.2.2 Openings. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.

303.2.3 Solid barrier surfaces. Solid barriers that do not have openings shall not contain indentations or protrusions that form handholds and footholds, except for normal construction tolerances and tooled masonry joints.

305.2.4 Mesh fence as a barrier. Mesh fences, other than chain link fences in accordance with Section 303.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall be not greater than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye-type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 303.2.10.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of on ground residential pools.

305.2.4.1 Setback for mesh fences. The inside of a mesh fence shall be not closer than 20 inches (508 mm) to the nearest edge of the water of a pool or spa.

303.2.5 Closely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the pool or spa side of the fence. Spacing between vertical members shall not exceed 13/4 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 13/4 inches (44 mm) in width.

303.2.6 Widely spaced horizontal members. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches

(102 mm). Where there are decorative cutouts within vertical members, the interior width of the cutouts shall not exceed 13/4 inches (44 mm).

303.2.7 Chain link dimensions. The maximum opening formed by a chain link fence shall be not more than 13/4 inches (44 mm). Where the fence is provided with slats fastened at the top and bottom that reduce the openings, such openings shall be not greater than 13/4 inches (44 mm).

303.2.8 Diagonal members. Where the barrier is composed of diagonal members, the maximum opening formed by the diagonal members shall be not greater than 13/4 inches (44 mm). The angle of diagonal members shall be not greater than 45 degrees (0.79 rad) from vertical.

303.2.9 Clear zone. Where equipment, including pool equipment such as pumps, filters and heaters, is on the same lot as a pool or spa and such equipment is located outside of the barrier protecting the pool or spa, such equipment shall be located not less than 36 inches (914 mm) from the outside of the barrier.

303.2.10 Doors and gates. Doors and gates in barriers shall comply with the requirements of Sections 303.2.11 through 303.2.13 and shall be equipped to accommodate a locking device. Pedestrian access doors and gates shall open outward away from the pool or spa, shall be self-closing and shall have a self-latching device.

303.2.11 Utility or service doors and gates. Doors and gates not intended for pedestrian use, such as utility or service doors and gates, shall remain locked when not in use.

303.2.12 Double or multiple doors and gates. Double doors and gates or multiple doors and gates shall have not fewer than one leaf secured in place and the adjacent leaf shall be secured with a self-latching device.

303.2.13 Latch release. For doors and gates in barriers, the door and gate latch release mechanisms shall be in accordance with the following:

1. Where door and gate latch release mechanisms are accessed from the outside of the barrier and are not of the self-locking type, such mechanism shall be located above the finished floor or ground surface at residential pools and spas, not less than 54 inches (1372 mm).
2. Where door and gate latch release mechanisms are of the self-locking type such as where the lock is operated by means of a key, an electronic opener or the entry of a combination into an integral combination lock, the lock operation control and the latch release mechanism shall be located above the finished floor or ground surface at residential pools and spas, at not greater than 54 inches (1372 mm).
3. At private pools, where the only latch release mechanism of a self-latching device for a gate is located on the pool and spa side of the barrier, the release mechanism shall be located at a point that is at least 3 inches (76 mm) below the top of the gate.

303.2.14 Barriers adjacent to latch release mechanisms. Where a latch release mechanism is located on the inside of a barrier, openings in the door, gate and barrier within 18 inches (457 mm) of the latch shall not be greater than 1/2 inch (12.7 mm) in any dimension.

303.2.15 Structure wall as a barrier. Where a wall of a dwelling or structure serves as part of the barrier and where operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor, doors and gates shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.

Exception: An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by an alarm that produces an audible warning when the window, door or their screens are opened.

303.2.16 On ground residential pool structure as a barrier. An on ground residential pool wall structure or a barrier mounted on top of an on ground residential pool wall structure shall serve as a barrier where all of the following conditions are present:

1. Where only the pool wall serves as the barrier, the bottom of the wall is on grade, the top of the wall is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, the wall complies with the requirements of Section 303.2 and the pool manufacturer allows the wall to serve as a barrier.
2. Where a barrier is mounted on top of the pool wall, the top of the barrier is not less than 48 inches (1219 mm) above grade for the entire perimeter of the pool, and the wall and the barrier on top of the wall comply with the requirements of Section 303.2.
3. Ladders or steps used as means of access to the pool are capable of being secured, locked or removed to prevent access except where the ladder or steps are surrounded by a barrier that meets the requirements of Section 303.
4. Openings created by the securing, locking or removal of ladders and steps do not allow the passage of a 4-inch (102 mm) diameter sphere.
5. Barriers that are mounted on top of on ground residential pool walls are installed in accordance with the pool manufacturer's instructions.

303.2.17 Natural barriers. In the case where the pool or spa area abuts the edge of a lake or other natural body of water, public access is not permitted or allowed along the shoreline, and required barriers extend to and beyond the water's edge not less than 18 inches (457 mm), a barrier is not required between the natural body of water shoreline and the pool or spa.

303.2.18 Natural topography. Natural topography that prevents direct access to the pool or spa area shall include but not be limited to mountains and natural rock formations. A natural barrier approved by the governing body shall be acceptable provided that the degree of protection is not less than the protection afforded by the requirements of Sections 305.2 through 305.5.

SECTION 6. Section 15-0404 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0404. FENCE/BARRIER AND GATE REQUIREMENTS. A fence or other barrier at least six (6) feet in height shall completely encircle all Aquatic Venues ~~and private residential pools~~. A fence or other barrier at least four (4) feet in height shall completely encircle all private residential pools, as provided for within Title V of the Revised Ordinances of 1990 of the City of West Fargo, Chapter 5-05 International Property Maintenance Code, and specifically Section 303 Swimming Pools, Spas and Hot Tubs, as locally amended. Any fence, gate, or door shall be equipped such that it can be latched from the inside to prevent access when the pool is unattended.

SECTION 7. 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:

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey, Aaron Nelson and John Shockley
2. PHONE NUMBER: 515-5370 & 707-0310 DATE: March 27, 2024
3. AGENDA TITLE:
A24-6 Backyard Chicken Ordinance, Approval of Second Reading of Ordinance (Ordinance #1221).
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
The City's Title XI Animal ordinance is being amended to allow for the keeping of residential chickens. Backyard chickens would be allowed with the issuance of an annual permit, subject to conditions. Also under consideration is a proposed text amendment to Title IV zoning ordinances relating to keeping of chickens as it relates to the R-R: Rural Residential and R-1E: Rural Estate Zoning Districts. At their March 12, 2024, meeting the Planning & Zoning Commission recommended approval of the amendments.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
N/A.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve 2nd Reading of Proposed Ordinance (Ordinance #1221).

STAFF REPORT

A24-6 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Lisa Sankey
Planning and Zoning Commission Public Hearing:	03-12-2024
City Commission Public Hearing & 1 st Reading:	03-18-2024
2 nd Reading:	04-01-2024

PURPOSE:

The purpose of the proposed zoning amendment is to clarify language relating to backyard chickens.

DISCUSSION AND OBSERVATIONS:

- At the direction of the West Fargo City Commission, Title 11 of the Animal ordinance is being amended to allow for the keeping of chickens. Backyard chickens would be allowed with issuance of an annual permit, subject to conditions, which would be administered through the police department, as they already administer pet licenses, etc.
- The annual permit (example is attached to the staff report) would include:
 - Site plan showing location of coop & run, setbacks, required fencing, property lines & existing structures.
 - No more than six chickens via an annual permit for properties with one or two residential units.
 - Applicant would be responsible for notifying abutting neighbors.
 - Coops and Runs must not be located within the front yard.
 - Must be set back a minimum of three feet from any adjacent structures and minimum of 10' from all property lines.
 - Chickens must be confined at all times in a coop and run and may not be allowed to run at large.
 - The permit may be revoked or suspended for any violation of Title 11.
- Chickens would be allowed on one and two family residential lots and not permitted in mixed use, commercial, industrial or institutional zoned lots or on lots exceeding three dwelling units.
- According to the zoning ordinance, Farm Animals are conditionally permitted use in the R-R: Rural Residential and R-1E: Rural Estate District.
- An amendment to the zoning ordinance would add the following language to the R-R and R-1E Districts:
 - "Provided that this section shall not apply to properties that have received a permit to keep chickens pursuant to Title 11 Permits for Keeping of Chickens."
- Specific text amendments are attached to this staff report.

NOTICES:

Sent to: Notice in the newspaper.

Comments Received:

- See attached comment received via email.

STAFF REPORT

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

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

PLANNING & ZONING COMMENTS REGARDING TITLE XI

At their March 12, 2024 meeting, the West Fargo Planning and Zoning Commission discussed the proposed permit for Backyard Chickens in terms of a property owner notifying adjacent neighbors and questioned what it would entail, as it's not part of the ordinance. What recourse would the property owner have should there be objections.

Discussion was also held regarding the section on the form which indicated "Police will not respond to chicken issues". It was explained that the City has a Code Enforcement Department who individuals may contact regarding issues.

PLANNING & ZONING RECOMMENDATION:

At their March 12, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed text amendment to Title IV on the basis that it is consistent with City plans and ordinances.

CITY COMMISSION PUBLIC HEARING – MARCH 18, 2024

During the City Commission Public Hearing, an individual spoke in support of the proposed ordinance amendments and permit.

RECOMMENDATION:

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

Attachments

- Proposed Backyard Chicken Ordinance
- Draft Backyard Chicken Permit
- Additional Public Comments Received

ORDINANCE NO. 1221

AN ORDINANCE TO AMEND AND REENACT SECTIONS 4-421-A.4.4 (RELATING TO CONDITIONALLY PERMITTED USES IN THE R-R DISTRICT), 4-421-B.4.4 (RELATING TO CONDITIONALLY PERMITTED USES IN THE R-1E DISTRICT), 11-0101 (RELATING TO DEFINITIONS) AND 11-0106 (RELATING TO KEEPING AND/OR FEEDING OF FOWL AND OTHER NON-DOMESTIC ANIMALS), AND TO CREATE AND ENACT SECTION 11-0112 (RELATING TO KEEPING OF CHICKENS) OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

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

SECTION 1. Section 4-421-A.4 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421-A.4 CONDITIONALLY PERMITTED USES.

* * *

4. Farm animals, provided the lots in the subdivision/development have a minimum of two acres. The number of animals allowed is one animal for the first two acres, plus one additional animal for each additional acre of lot area. Each lot may be reviewed individually or the subdivision or lots being rezoned may be reviewed as part of the rezoning or conditional use application. Provided, that this section shall not apply to properties that have received a permit to keep chickens pursuant to Title 11 Permits for Keeping of Chickens.

SECTION 2. Section 4-421-B.4.4 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-421-B.4. CONDITIONALLY PERMITTED USES.

* * *

4. Farm animals, provided the lots in the subdivision/development have a minimum of two acres. The number of animals allowed is one animal for the first two acres, plus one additional animal for each additional acre of lot area. Provided, that this section shall not apply to properties that have received a permit to keep chickens pursuant to Title 11 Permits for Keeping of Chickens.

SECTION 3. Section 11-0101 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted by adding and/or amending the following definitions and renumbering the existing definitions accordingly:

11-0101. DEFINITIONS.

1. As used in this chapter, “owner” means any person, firm or corporation owning, harboring, or keeping an animal.
2. “At large” means off the premises of the owner and not under the control of the owner or some member of his immediate family or other authorized person either by leash, cord, or chain.
3. “Animal” includes every living animal except a member of the human race.
4. “Chicken” means a female chicken or hen.
5. “Coop” means a structure for housing chickens made of wood or other similar materials that provides shelter from the elements.
46. “Dangerous or Vicious Animal” is any animal that:
 - a. when unprovoked, inflicts bite(s) on any human or domestic animal either on private or public property;
 - b. has a documented history with the West Fargo Police Department or other public agency of biting or attacking any human or domestic animal;
 - c. has a known propensity, tendency, or disposition to attack, to cause injury, or otherwise threaten or endanger the safety of humans or domestic animals;
or
 - d. is not properly vaccinated.
57. "Feed" means making food, including corn or seeds, available for consumption outdoors, either by spreading on the ground or hanging at a height of less than five feet (5') as measured from the grade at the pole or structure supporting the bird feeder. For purposes of this chapter, a person does not feed wildlife by maintaining live vegetation such as fruit trees, gardens, or flower beds.
68. “Non-Domestic Animal” or "Wildlife" is an animal commonly considered to be naturally wild and not naturally trained or domesticated. Unless otherwise defined, such animals shall include, but are not limited to:
 - a. Any member of the large cat family (family *lanidae*) including lions, tigers, cougars, bobcats, leopards and jaguars, but excluding commonly accepted domesticated house cats.
 - b. Any naturally wild member of the canine family (family *lanidae*) including wolves, foxes, coyotes, dingoes, and jackals, but excluding commonly accepted domesticated dogs.

- c. Any crossbreeds such as the crossbreeds between a wolf and a dog, unless the crossbreed is commonly accepted as a domesticated house pet.
 - d. Any member of or relative of the rodent family including any skunk (whether or not de-scented), raccoon, squirrel, or ferret, but excluding those members otherwise defined or commonly accepted as domesticated pets.
 - e. Any poisonous, venomous, constricting, or inherently dangerous member of the reptile or amphibian families, including rattlesnakes, restricted non-venomous constricting snakes, pit vipers, crocodiles, and alligators.
 - f. Any other animal which is not explicitly listed above, but which can be reasonably defined by the terms of this subpart, including but not limited to bears, deer, monkeys and game fish.
 - g. Any type, species or breed of turkey, geese, ducks, pheasants, wood ducks, owls, eagles, and any other type of fowl not being kept for agricultural purposes within an agriculturally zoned district.
9. “Owner” means any person or persons, firm, association or corporation owning, keeping or harboring a dog or a cat.
10. “Persons” means the resident, property owner, custodian or keeper of any chicken.
11. “Premises” means any lot or group of contiguous lots, parcels or tracts of land located within the City of West Fargo.
12. “Proper Enclosures” shall have sidewalls with a minimum height of five feet (5') and be constructed of 11-gauge or heavier wire. Openings in the wire shall not exceed two inches (2"). Support posts shall be one and one-fourth inch (1 1/4") or larger steel pipe buried in the ground eighteen inches (18") or more. When a concrete floor is not provided, the sidewalls shall be buried a minimum of eighteen inches (18") in the ground.
713. “Restricted non-venomous constricting snake” include the following non-venom producing constricting snakes:
- a. Green anacondas;
 - b. Yellow anacondas;
 - c. Reticulated pythons;
 - d. Indian pythons;
 - e. Burmese pythons;

- f. North African rock pythons;
- g. South African rock pythons;
- h. Amethystine pythons;
- i. Boa constrictors.

14. “Run” means an enclosed outside yard for keeping chickens.

815. “Service animal” means any guide dog, signal dog, or other animal trained to do work, perform tasks, or provide assistance for the benefit of an individual with a disability. The term includes an animal trained to provide assistance or protection services to an individual with a disability, pull a wheelchair, lend balance support, retrieve dropped objects, or provide assistance in a medial crisis.

SECTION 4. Section 11-0106 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

11-0106. KEEPING AND/OR FEEDING OF FOWL AND OTHER NON-DOMESTIC ANIMALS. Except as authorized pursuant to Section 11-0112 of this chapter, No person shall keep, Feed, or maintain Wildlife, fowl or other non-domestic animals of any kind within the City, except horses, swine or cattle temporarily held in shipping pens for shipment to market or elsewhere, or as otherwise permitted by the applicable Zoning Ordinances of the City of West Fargo, and/or if that person is doing so in the course of that person’s employment as a veterinarian, City employee or State of North Dakota employee. No person shall keep, feed, or maintain restricted non-venomous constricting snakes as defined by Chapter 11-01 of the City of West Fargo Ordinances, except as otherwise permitted by the applicable Ordinances of the City of West Fargo.

1. No person that possesses a restricted non-venomous constricting snake shall fail to post and display any of the following:
 - a. On each container in which a restricted non-venomous constricting snake is confined, signs warning the public that a restricted non-venomous constricting snake is in the container;
 - b. At the main entrance to each structure where a restricted non-venomous constricting snake is confined, a sign warning the public that a restricted non-venomous constricting snake is in the structure.
2. No person shall allow a restricted non-venomous constricting snake to roam off the property where it is confined.

SECTION 5. Section 11-0112 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

11-0112. KEEPING OF CHICKENS. Pursuant to Section 11-0106 of this chapter, it is unlawful for any person to own, control, keep, maintain, or harbor chickens on any premises within the City unless that person has a permit to do so as provided in this chapter. A permit will not be issued for the keeping or harboring of more than six (6) chickens on any premises. The keeping or harboring of male chickens or roosters is prohibited.

1. Permit. A person shall not maintain a coop or run unless granted a permit by the City. The permit is subject to all terms and conditions of this chapter and any additional conditions deemed necessary by the City to protect public health, safety, and welfare.
 - a. Annual Permit. Permits will not exceed one (1) year and are subject to annual renewal. The initial permit automatically expires at the end of the initial calendar year and, thereafter, renewals of said permit extend for calendar-year periods. The annual permit fee is set by resolution of the City Commission, as amended from time to time.
 - b. Permit Requirements. An application for a permit includes a complete application with a scaled diagram that indicates the location of the coop and run, approximate size and distance of the coop and run from adjoining structures and property lines, the number and species of chickens to be maintained at the premises, and a signed statement that the applicant will, at all times, keep the chickens in accordance with this chapter and comply with all the conditions within the application and permit. Failure to comply with said conditions, or modification thereof, will constitute a violation of the provisions of this chapter and are grounds for revocation or suspension of the permit. Chickens may be slaughtered on the premises only if for consumption by the occupants of the premises.
 - c. A property with three (3) or more residential dwelling units, commercial, mixed use, and industrial properties is prohibited from keeping chickens.
2. Confinement. A person who owns, controls, keeps, maintains, or harbors chickens must keep them confined at all times in a coop and run and may not allow the chickens to run at large. Chickens must be secured in a chicken coop from sunset to sunrise each day.
 - a. The following conditions apply to both coops and runs:
 - i. Must not be located within the front yard;
 - ii. Must be setback a minimum of three (3) feet from any adjacent structures;
 - iii. Must be setback a minimum of ten (10) feet from all property lines;
 - iv. Must not be located on any public easements;

- v. Must be a minimum of four (4) square feet per chicken and may not exceed ten (10) square feet per chicken;
- vi. Must not exceed seven (7) feet in total height from adjacent ground level;
- vii. May be a commercially purchased chicken coop that substantially conforms with the requirements of this ordinance;
- viii. Fencing for coops and runs may not exceed six (6) feet in total height from adjacent ground level;
- ix. Must not be located in any part of a dwelling unit or garage;
- x. Feed must be kept within the coop and run and must be kept in metal predator proof containers; and
- xi. Manure must be removed frequently, and use of quality bedding material is recommended. Manure which is not properly disposed of and/or causes odor issues will result in revocation of the permit.
- xii. Coops and runs shall be located within a yard enclosed by a solid opaque fence or wall, or shall otherwise be screened from view of adjacent properties. Fences, walls, or screening used for this purpose shall measure a minimum of five feet (5') in height and not more than four inches (4") from the ground or other surface..

b. The following conditions apply to coops:

- i. Must be either elevated with a clear open space of at least sixteen (16) inches between the ground surface and grading/floor of the coop or;
- ii. May be a commercially purchased chicken coop that substantially conforms with the requirements of this ordinance.
- iii. The coop floor, foundation and footings must be constructed using rodent resistant construction.

c. The following apply to runs:

- i. Must not exceed ten (10) square feet per chicken;
- ii. Fencing must not exceed six (6) feet in total height from adjacent ground level; and
- iii. May be enclosed with wood, woven wire materials, or a combination thereof.

- 3. Conditions and Inspections. A person who owns, controls, keeps, maintains, or harbors chickens must not permit the premises where the chickens are kept to be maintained in an unhealthy, unsanitary, or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent properties. Any coop or run authorized by permit under this chapter may be inspected at any reasonable time by the animal control officer, law enforcement officer, public health official, or other employee or agent of the City.
- 4. Private Restrictions/Covenants. A permit issued to a person whose premises is subject to private restrictions and/or covenants that prohibit the keeping of chickens

is the sole responsibility of the person applying for the permit. The interpretation and enforcement of the private restrictions and/or covenants is the sole responsibility of the private parties involved, the City is in no way responsible for interpreting or enforcing private restrictions and/or covenants.

5. Refusal to Grant Permit. The City may refuse to grant or renew a permit to keep or maintain chickens for failure to comply with the provisions of this chapter, submitting an inaccurate or incomplete application, failure to comply with permit conditions, creation of a nuisance condition, or if the public health and safety is unreasonably endangered by the granting or renewing of such permit. Any coop or run constructed or maintained on any premises must be removed from said premises within thirty (30) days after the suspension, expiration, or revocation of the permit for said premises or after a period of thirty (30) days from which chickens have not been lawfully kept on the premises.
6. Suspension and Appeal. A permit for keeping of chickens may be revoked or suspended by the City for any violation of this chapter following written notice or, upon request for renewal, the renewal permit may be refused by the City. The applicant may appeal the revocation, suspension, or refusal to renew the permit to the City Auditor by requesting a hearing before the City Commission within seven (7) days of the date of the notice. The City Commission shall hear testimony from the permittee and City staff and render a decision on the matter or request additional information.
7. Violation. A person who owns, controls, keeps, maintains, or harbors chickens without obtaining or maintaining a current permit or after a permit has been suspended or revoked is guilty of an infraction as provided under Section 1-0211.
8. A person who had a permit to harbor chickens and who no longer harbors chickens must remove any related structures (coop, run, or other) within ten (10) days of no longer harboring chickens.

SECTION 6. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:
Date of Publication:



West Fargo Police Department
800 4th Ave E., Suite 2
West Fargo, ND 58078
Ph: 701-515-5500
Michelle.glaser@westfargond.gov

Chicken Permit

PERMIT IS VALID FOR ONE CALENDAR YEAR BEGINNING JANUARY 1, AND ENDING DECEMBER 31.

Permits purchased after January 1 in any given calendar year will also expire December 31 of that year; and permit fees will not be pro-rated. Chickens are permitted to be kept at single, two-family, and three-family homes only. Chickens not permitted in mixed-use, commercial, industrial, or institutional districts.

APPLICANT/PROPERTY INFORMATION

Applicant Name: _____ Date: _____

Address: _____

Phone #: _____ Email: _____

Property Zoning Code: _____ Find the information [here](#) by searching for your property or contact Planning and Zoning at 701-515-5370

APPLICATION REQUIREMENTS

Total Number of hens to be kept: _____ (a maximum of six (6) hens, no roosters, are allowed)

Species of hen(s): _____

INITIAL HERE	Review and Initial
	Site plan showing location of coop & run, setbacks, required fencing, property lines & existing structures
	FEE - \$25.00 (checks made payable to CITY OF WEST FARGO)
	Applicant has reviewed the Keeping of chicken standards
	Applicant has reviewed covenants and obtained approval from developer/townhouse/condo/homeowner's association, if applicable. (The City of West Fargo does NOT enforce covenants.)
	All abutting properties were notified on the following date(s) of my intention to have chickens: Date(s): _____

Complete regulations regarding the keeping of chickens within the City of West Fargo can be found on the City of West Fargo website at www.westfargond.gov City Ordinances, Title 11 – Animals, section 11-0112.

REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

I hereby certify that the information submitted is true and correct to the best of my knowledge. In submitting the permit application, I acknowledge and agree the application is subject to all the regulations found in City Ordinances, Title 11 – Animals, section 11-0112 and further agree to fully comply with said regulations. If the requirements of City Ordinances, Title 11 – Animals, section 11-0112, are not complied with, the City of West Fargo may revoke the permit.

Applicant Signature

Date

Office Use Only:**Date:**

Planning & Zoning Approver Name:

☐

Approved

☐

Denied – Please correct noted issues and resubmit application

Please correct the following:**KEEPING OF CHICKEN STANDARDS**

- **Number:** No more than six (6) chickens may be kept by a single applicant. Roosters are prohibited.
- **Containment:** Chickens must be kept in a coop and run. Keeping chickens in a garage is prohibited. Chickens must be contained within the coop and run between sunset and sunrise.
- **Side Yard / Backyard Fencing:** Coop and run must be surrounded by a solid, non-see-through fence or wall in addition to the fencing required for the run. Fencing shall be at least five (5) feet in height and not more than four (4) inches raised off the ground.
- **Construction:** Coop must be a minimum of 16 inches off the ground and may not exceed seven (7) feet in height when measured from the ground. Coop floor, footings, and foundation must be constructed using rodent resistant materials.
- **Coop Size:** A minimum of four (4) square feet of space per chicken not to exceed ten (10) square feet per chicken. A commercially purchased coop which substantially conforms to the requirements of the Ordinance may be permitted. Substantially conforms means that it may not differ more than twenty percent (20%) of the noted chicken coop standards.
- **Run:** Must be fully fenced and attached to the coop. A minimum of four (4) square feet of space per chicken not to exceed ten (10) square feet per chicken. A solid roof or wire top is required to keep predators out and prevent chickens from escaping. Run fencing may not exceed six (6) feet in height.
- **Zoning:** Chickens are not permitted in mixed-use, commercial, industrial, or institutional zoning districts or on lots exceeding three (3) dwelling units.
- **Setbacks:** Chicken coop and run must be setback at least ten (10) feet from the property line and three (3) feet from any structure on the property. Chicken coops and runs may not be located in any front yard or within easements.
- **Food Containers:** Food containers must be kept within the coop, run, shed, or garage in an animal proof container.
- **Bedding:** Chicken coops and runs layered with quality bedding is recommended. Bedding must be cleaned and changed frequently so as to prevent odor, pests, or other nuisances.
- **Maintenance and Waste Disposal:** Coop and run must be maintained and kept in good repair. Manure must be removed frequently to prevent issues with odors, pests, or other nuisances. Chicken manure must be disposed of in the trash and may not be composted with yard waste items collected by the City.
- **Covenants:** Restrictive covenants may prohibit the keeping of chickens on your property. The City does not enforce covenants and it is your responsibility to review your property for covenants prior to submitting an application.

*Chickens that escape your yard are your responsibility to catch and contain. **West Fargo police will not respond to calls relating to chicken issues.** Providing false or misleading information, complaints of birds escaping, odors, etc., or failing to adhere to the requirements above can lead to your permit being revoked.

Site Plan Example

Chicken Permit Site Plan Requirements:

Please clearly define and label the following on the site plan:

- Location and dimensions of chicken coop and run
- Property Lines
- Existing Structures
- Property / Building Setbacks
- *Required Fencing - Either a solid/non-see through fully fenced in backyard or fencing around the coop and run. Please indicate the height and material to be used.

Helpful Tips!

Review Keeping of Chicken Standards

Review City Ordinances, Title 11, section 11-0112, Animals for the complete ordinance at www.westfargond.gov

NDSU Extension page at <https://www.ndsu.edu/agriculture/extension/publications/beginners-guide-raising-chickens> to learn more about keeping chickens.

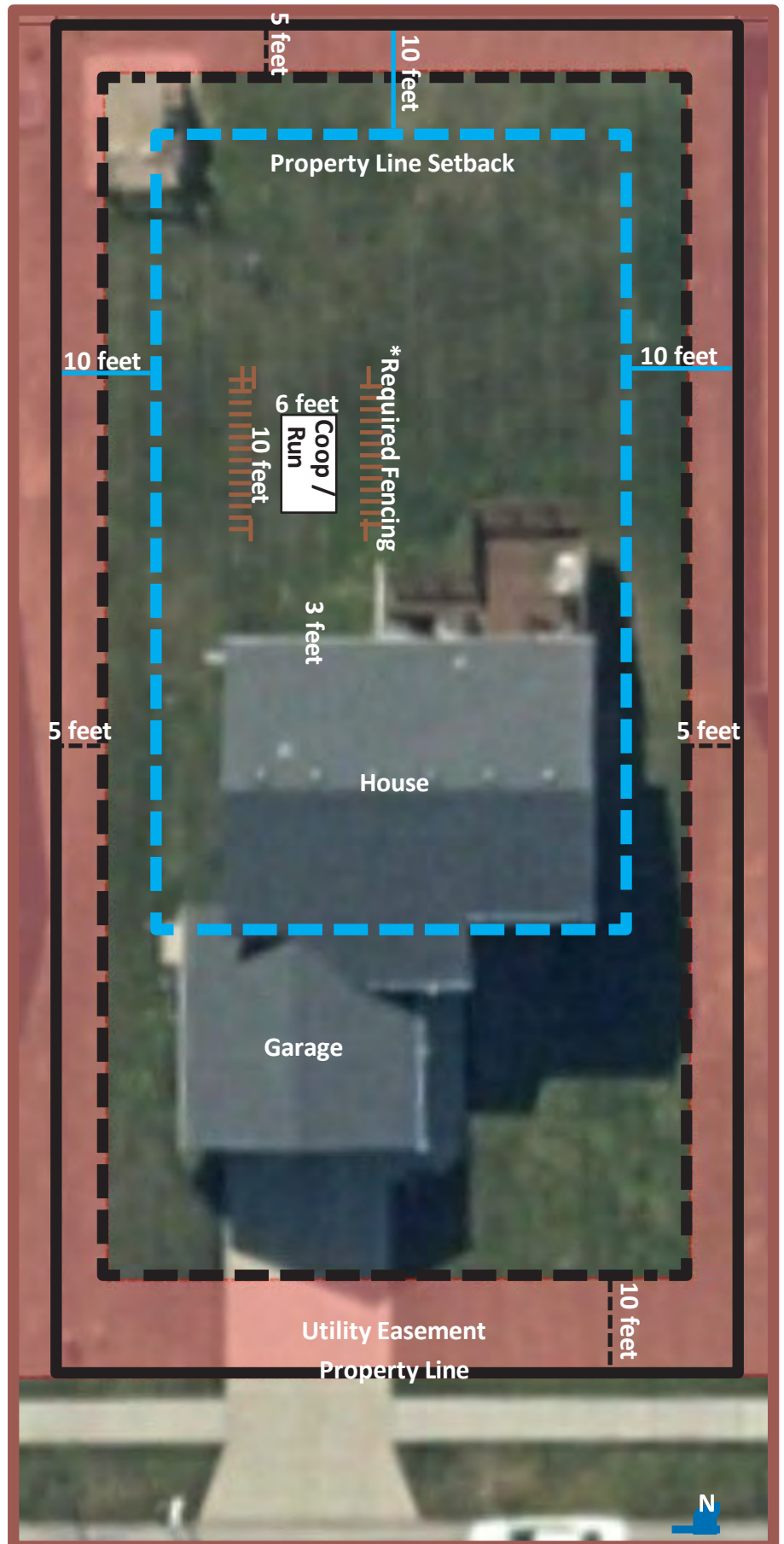
OR

Visit the U of M Extension page at <https://extension.umn.edu/poultry/small-scale-poultry>

Coop & Run Setback Requirements:

- Property Line: 10 feet
- From other structures on property: 3 feet

Call North Dakota One Call (811) before you dig.



Contact Us - Commission President Bernie Dardis

First Name	Ron
Last Name	Tholkes
Phone Number	
Email Address	
Comment	I wondered who was actually in charge of West Fargo but I guess when it came to chicken poop you stepped right up. Chickens stink , it costs more to build a coup than buy eggs, if you think they clean up a yard you've never been around any, chicken poop smells worse than cows or pigs, if police have to respond your never going to get enough out of a permit to pay for the time, you found a way to pit neighbor against neighbor. Chickens belong on a farm not next to me.

From: Jon Stika [REDACTED]
Sent: Thursday, March 21, 2024 11:01 AM
To: Emily S. Hagemeister <Emily.Hagemeister@westfargond.gov>
Subject: Re: Chicken Ordinance Update

Emily,

Thank you for following up with me on this issue, I appreciate it!

After reading the SECTION 5. Section 11-0112 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota regarding chickens I have a few questions/comments regarding the draft permit application:

The permit includes an entry for "Species of hen(s)". There are many breeds of chickens (i.e. Plymouth Rock, Orpington, etc.), but they are all the same species (*Gallus domesticus*). Therefore, the permit should read : "Breed of hen(s)" if that is the intent. On that note, why is the breed of chicken important?

The permit also includes a section regarding "All abutting properties were notified on the following date(s) of my intention to have chickens". I feel that item is excessive, given that chickens make much less noise and would never bite anyone like a dog might and there is no regulation that neighbors need to notify abutting property owners before becoming a dog owner.

Also, both of the entries for "Species of hen(s)" and "All abutting properties were notified on the following date(s) of my intention to have chickens" are part of the application for a chicken permit, but there is no language regarding those two items in the SECTION 5. Section 11-0112 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota itself. I'm not sure if that matters, but thought I would point it out.

I already have an opaque fence of the required height specified in the chicken ordinance, but there are many yards that are fenced with fences constructed of chain link or bars that contain dogs, dog kennels, or dog runs that might also confine chickens without being opaque. I don't think being able to see a chicken coop is any more offensive than being able to see a dog house, kennel, or run.

Thank you for your efforts in developing a chicken ordinance, keeping me informed of its progress and allowing me the opportunity to provide what I intend to be respectful and constructive comments.

Best,

Jon Stika
[REDACTED]



To: West Fargo City Commission

From: Pete Nielsen, Chief of Police

Date: April 1, 2024

Subject: Request Additional School Resource Officer for 2024-2025

Action: Approve Additional School Resource Officer for 2024-2025

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 Hagemester,

Executive Assistant

Summary and Recommendation:

For many years the West Fargo Police Department has maintained a close partnership with West Fargo Public Schools through the School Resource Officer (SRO) program.

The success of the SRO program starts by connecting with learners at an early age by building a relationship of trust and respect with Law Enforcement. Based on feedback from school administration, it has been determined the two current elementary-level SROs are overburdened. The number of schools assigned to the two elementary SROs does not allow them time to connect and establish relationships with learners. Currently, there are 15 elementary schools in the West Fargo Public School district with a 16th elementary school slated to open in Fall 2024.

Earlier this year, West Fargo Public Schools and the West Fargo Police Department initiated conversations about adding another elementary SRO. This proposal was presented to the West Fargo School Board and on Monday, March 25, 2024, the West Fargo School Board unanimously approved the addition of a third SRO for the elementary school level. I am requesting the West Fargo City Commission approve the addition of a third elementary school SRO for the 2024-2025 school year, bringing the department to a total of nine SROs. This position would add an additional FTE bringing the Department to 79 sworn officers.

The following documents are attached for review/consideration:

- School Board memo #23-24-32

Financial:

West Fargo Public School District will fund 100% of the cost of salary and benefits during the contract period of this officer. The precedence for this is in the Memorandum of Agreement as approximately 1/3 of the elementary schools are outside West Fargo city limits.

Process/Timeline:

If the City Commission approves the request, the West Fargo Police Department will work to fill the position this spring. This will allow time for training and have the new SRO prepared for the new school year in August 2024.

SCHOOL BOARD MEMO #23-24-32

DATE: 03/25/2024

TO: MEMBERS OF THE WEST FARGO SCHOOL BOARD

FROM: HEATHER LEAS, DIRECTOR OF HEALTH, SAFETY & PUBLIC
RELATIONS

RE: ADDITIONAL SCHOOL RESOURCE OFFICER FOR 2024-25

A third School Resource Officer (SRO) position, effective for the 2024-25 school year, is requested to support our district's elementary sites.

The district will fund 100% of this officer, at an estimated cost of \$100,000 (may vary depending on officer selected) in salary and benefits. This will be budgeted through School Safety Contracted Services for 2024-25. Since these costs come in the form of contracted services, this position does not compete with other staffing dollars subject to the 85% salary and benefits target. The district is responsible for 100% of this officer due to the schools serviced being outside the city limits of West Fargo (precedence as established in our MOU).

The position must receive approval from both the School Board and City Commission. Upon approval from both parties, the position will be posted, interviews conducted, and the new SRO named during the spring of 2024. The contract will begin in August 2024.

Administrative Recommendation: Authorize the addition of a ninth School Resource Officer position for 2024-25.

Sample Motion: I move to approve the addition of a ninth SRO in partnership with the West Fargo Police Department, for the 2024-25 school year.



"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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: April 1, 2024

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

Action: Accept Bid and Award Contract

New Information and Recommendation:

At the February 20, 2024 Commission meeting the Commission authorized this project to be advertised for bids. A virtual bid opening was conducted on March 21, 2024 for the referenced project. There were two bids received with a low bid amount of \$3,682,558.50 from CC Steel, LLC. The estimated project costs in the Engineer's Report approved on January 22, 2024 was \$3,355,000 with contingencies. The bids came in at 9.76% over the estimated cost.

The following documents are attached for review/consideration:

- Bid Results and Analysis from Consultant
- Affidavit of Publication
- Bid Tabulation
- Engineer's Certification
- Engineer's Statement of Estimated Cost
- Notice of Award
- Associated Resolution

Staff Recommendation: Accept Bid and Award Contract to CC Steel, LLC. for their bid amount of \$3,682,558.50.

Background and Project Summary:

This project will rehabilitate existing sanitary sewer in areas that are not easily accessible and will ensure continued sanitary service to over 400 residences in the City's core area.

Financial Analysis:

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

Previously Presented Information and Commission Actions:

February 20, 2024 –

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

February 5, 2024-

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

-
- **Commission Action:** Commissioner Simmons moved and Commissioner Anderson second to approve. No opposition, motion carried.

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.



925 10th Avenue East
Suite 1
West Fargo, ND 58078
P: 701.282.4692
F: 701.282.4530



March 21, 2024

Daniel R. Hanson, PE
City Engineer
City of West Fargo
800 4th Avenue East
West Fargo ND 58078

Re: Project No. 1348; Sanitary Sewer Rehabilitation
Core Area – Alleys and Rear Yards
West Fargo, ND

Dear Dan:

Bids were opened online during a virtual meeting for the above referenced project on March 21, 2024 at 10:30 a.m. The received bids were compiled and the bid tabulation is enclosed for your review. CC Steel, LLC is the low bidder with a bid amount of \$3,682,558.50. Our Engineer's Opinion of Probable Cost with the Engineer's Report was \$3,355,000 which included approximately 20% contingencies. Our final engineer's estimate prior to bidding was \$3,500,000.00 with contingencies.

An essential condition for submitting a bid on the project entailed fulfilling the criteria regarding contractor qualifications for CIPP lining. This includes presenting evidence of a minimum of 3-years of experience, references, and meeting the required installation minimum standards. This evidence is enclosed along with the Manhole Rehabilitation Coating 5-year warranty, which will be signed at the time of project completion.

Also enclosed is the Engineer's Statement of Cost including the low bidder's construction prices for your review. Please review, sign the letter and return upon your approval.

Please review the enclosed information and provide comment, if any, at your earliest convenience. To meet the project's proposed schedule, the Contract is anticipated to be awarded by the West Fargo City Commission on April 1, 2023. If the Contract is awarded by the Commission, please sign, date, and return the enclosed Notice of Award so we can begin working on the Contracts.

Sincerely,

Matthew W. Welle, PE
Project Manager

Enclosures:

- Affidavit of Publication
- Bid Tabulations
- Engineer's Statement of Cost
- Notice of Award
- CIPP Lining Experience
- Manhole Coating Warranty



Forum Communications Company

ND Affidavit No. S9uDwXpGaqPjKmaYluyC

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Nichole Seitz, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (ND), a newspaper printed and published in the City of Fargo, County of Cass, State of North Dakota.

1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (3) time: *Wednesday, February 28, 2024, Wednesday, March 6, 2024, Wednesday, March 13, 2024*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Nichole Seitz

(Signed) _____

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 03/13/2024

Nicole Burkholder

Notary Public
Notarized remotely online using communication technology via Proof.

CITY OF WEST FARGO, NORTH
DAKOTA
Project No. 1348; Sanitary Sewer
Rehabilitation

(Core Area - Alleys and Rear Yards)
ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until March 21, 2024 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com.

The Project consists of constructing sanitary sewer mains relining and replacement, sanitary sewer service connections relining, and sanitary sewer manhole rehabilitation.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 8970719 on the website. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond, and any conditions of the City of West Fargo, as required by law. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder. Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-7. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least 10 days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12.

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

Owner: City of West Fargo

By: Dustin Scott
Title: City Administrator
Date: February 20, 2024
(Feb. 28; Mar. 6 & 13, 2024)



BID TABULATION

Project No. 1348; Sanitary Sewer Rehabilitation

Core Area – Alleys and Rear Yards

West Fargo ND

Project No. 22269A

Bid Date: March 21, 2024

CC Steel, LLC

5303 Creekview Green

Maple Plain, MN 55359

Musson Bros. Inc.

1522 Pearl Street

Waukesha, WI 53186

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
BASE BID								
Sanitary Sewer Items								
1.	15000	Temporary Bypass	LSUM	1	\$41,500.00	\$41,500.00	\$125,000.00	\$125,000.00
2.	330130.72	Sanitary Sewer Reline - 8"	LF	23,425	\$38.90	\$911,232.50	\$45.90	\$1,075,207.50
3.	330130.81	Sanitary Sewer Manhole - Rehabilitate	VF	792	\$425.00	\$336,600.00	\$500.00	\$396,000.00
4.	330130.81	Manhole Scanning	EA	85	\$250.00	\$21,250.00	\$500.00	\$42,500.00
5.	330130.81	Sanitary Sewer Manhole Invert - Rehabilitate	EA	20	\$780.00	\$15,600.00	\$1,000.00	\$20,000.00
6.	330130.72	Sanitary Sewer Service - T-Liner	EA	526	\$2,850.00	\$1,499,100.00	\$3,000.00	\$1,578,000.00
7.	330130.86	Replace Manhole Casting	EA	8	\$1,500.00	\$12,000.00	\$3,000.00	\$24,000.00
8.	333111	Sanitary Sewer - 8" Spot Repair	LF	115	\$475.00	\$54,625.00	\$525.00	\$60,375.00
9.	333111	Sanitary Sewer Service Connection	EA	2	\$1,500.00	\$3,000.00	\$5,000.00	\$10,000.00
10.	330130.72	Cleaning	LF	23,425	\$4.00	\$93,700.00	\$5.00	\$117,125.00
Roadway Items								
11.	024200	Removal of Aggregate	SY	237	\$20.00	\$4,740.00	\$25.00	\$5,925.00
12.	024200	Removal of Pavement	SY	68	\$20.00	\$1,360.00	\$25.00	\$1,700.00
13.	024200	Removal of Curb Gutter	LF	22	\$20.00	\$440.00	\$25.00	\$550.00
14.	312316	Subgrade Preparation	SY	237	\$35.00	\$8,295.00	\$40.00	\$9,480.00
15.	321123	Geotextile Fabric - Type R1	SY	237	\$3.00	\$711.00	\$6.00	\$1,422.00
16.	321123	Aggregate Base Course - Class 5	CY	40	\$23.00	\$920.00	\$30.00	\$1,200.00
17.	321623	Driveway - 7" Concrete	SY	43	\$220.00	\$9,460.00	\$300.00	\$12,900.00
18.	321313	Curb & Gutter	LF	22	\$100.00	\$2,200.00	\$175.00	\$3,850.00
19.	321216	Superpave FAA42	TON	17	\$425.00	\$7,225.00	\$525.00	\$8,925.00
General Items								
20.	012000	Mobilization	LSUM	1	\$633,000.00	\$633,000.00	\$685,000.00	\$685,000.00
21.	015000	Traffic Control	LSUM	1	\$25,600.00	\$25,600.00	\$125,000.00	\$125,000.00
TOTAL						\$3,682,558.50		\$4,304,159.50



ENGINEERING DEPARTMENT

800 4 Ave E, Suite 1
West Fargo, ND 58078
701.515.5100
www.westfargond.gov

April 1, 2024

Board of City Commissioners
City of West Fargo
800 4th Avenue East
West Fargo, ND

Re: Project No. 1348; Sanitary Sewer Rehabilitation
Core Area – Alleys and Rear Yards

WHEREAS, bids were opened and filed for Project No. 1348; Sanitary Sewer Rehabilitation for the City of West Fargo, North Dakota; and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and detailed statement of the estimated cost of work (*pursuant to N.D.C.C. 40-22-29*);

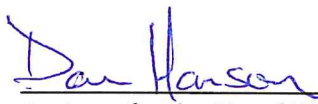
NOW THEREFORE, I, Daniel R. Hanson, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;

That the following (and/or attached hereto) is a detailed statement of the estimated cost for work described as Project No. 1348; Sanitary Sewer Rehabilitation of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 25TH day of MARCH, 2024.

DANIEL R. HANSON
ND REG. NO. 4962



Engineer for the City of West Fargo
West Fargo, North Dakota





Project No. 1348; Sanitary Sewer Rehabilitation
Core Area – Alleys and Rear Yards
West Fargo ND
Project No. 22269A
ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
BASE BID						
<u>Sanitary Sewer Items</u>						
1.	15000	Temporary Bypass	LSUM	1	\$41,500.00	\$41,500.00
2.	330130.72	Sanitary Sewer Reline - 8"	LF	23,425	\$38.90	\$911,232.50
3.	330130.81	Sanitary Sewer Manhole - Rehabilitate	VF	792	\$425.00	\$336,600.00
4.	330130.81	Manhole Scanning	EA	85	\$250.00	\$21,250.00
5.	330130.81	Sanitary Sewer Manhole Invert - Rehabilitate	EA	20	\$780.00	\$15,600.00
6.	330130.72	Sanitary Sewer Service - T-Liner	EA	526	\$2,850.00	\$1,499,100.00
7.	330130.86	Replace Manhole Casting	EA	8	\$1,500.00	\$12,000.00
8.	333111.00	Sanitary Sewer - 8" Spot Repair	LF	115	\$475.00	\$54,625.00
9.	333111.00	Sanitary Sewer Service Connection	EA	2	\$1,500.00	\$3,000.00
10.	330130.72	Cleaning	LF	23,425	\$4.00	\$93,700.00
<u>Roadway Items</u>						
11.	024200	Removal of Aggregate	SY	237	\$20.00	\$4,740.00
12.	024200	Removal of Pavement	SY	68	\$20.00	\$1,360.00
13.	024200	Removal of Curb Gutter	LF	22	\$20.00	\$440.00
14.	312316.00	Subgrade Preparation	SY	237	\$35.00	\$8,295.00
15.	321123.00	Geotextile Fabric - Type R1	SY	237	\$3.00	\$711.00
16.	321123.00	Aggregate Base Course - Class 5	CY	40	\$23.00	\$920.00
17.	321623.00	Driveway - 7" Concrete	SY	43	\$220.00	\$9,460.00
18.	321313.00	Curb & Gutter	LF	22	\$100.00	\$2,200.00
19.	321216.00	Superpave FAA42	TON	17	\$425.00	\$7,225.00
<u>General Items</u>						
20.	012000	Mobilization	LSUM	1	\$633,000.00	\$633,000.00
21.	015000	Traffic Control	LSUM	1	\$25,600.00	\$25,600.00
Construction Subtotal						\$3,682,558.50
Contingencies (~10%)						\$367,355.85
Total Construction						\$4,050,000.00
Study & Report						\$40,000.00
Additional Design Services						\$45,000.00
Additional Construction Services						\$180,000.00
Engineering						\$345,000.00
TOTAL COST						\$4,660,000.00

NOTICE OF AWARD

Date of Issuance: April 1, 2024

Owner: City of West Fargo

Owner's Contract No.:

Engineer: Moore Engineering, Inc.

Engineer's Project No.: 22269A

Project: Core Area – Alleys and Rear Yards

Contract Name: Project No. 1348; Sanitary Sewer
Rehabilitation

Bidder: CC Steel, LLC

Bidder's Address: 5303 Creekview Green, Maple Plain, MN 55359

TO BIDDER:

You are notified that Owner has accepted your Bid dated March 21, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Project No. 1348; Sanitary Sewer Rehabilitation (Core Area – Alleys and Rear Yards).

The Contract Price of the awarded Contract is: \$3,682,558.50

2 unexecuted counterparts of the Agreement accompany this Notice of Award, and two copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ 3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 2 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING BID, SHOWING
RECEIPT OF ENGINEER'S STATEMENT OF ESTIMATED COST
AND DIRECTING EXECUTION OF CONTRACT

WHEREAS, bids have heretofore been received for the making of certain improvements in Project No. 1348 - Sanitary Sewer System Rehabilitations, Replacements; and Incidentals of the City of West Fargo, North Dakota; and

WHEREAS, said bids were opened and made public and are on file in the office of the City Auditor of the City of West Fargo; and

WHEREAS, the Engineer for the City of West Fargo has made and filed a careful and detailed statement of the estimated cost of said work; and

WHEREAS, it is necessary to accept the bid for the work to be completed;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of CC Steel, LLC, in the amount of \$3,682,558.50, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said Project No. 1348;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said CC Steel, LLC, in the amount of \$3,682,558.50, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. Upon roll call vote being taken thereon, the following commissioners voted in favor thereof: _____.

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



"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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: April 1, 2024

Subject: Improvement District No. 6059 – 2024 Sidewalk Improvements

Action: Accept Bid and Award Contract

New Information and Recommendation:

A virtual bid opening was conducted on March 21, 2024 at 10:30 AM where 2 proposals were received. Roers Construction was the lowest bidder for their bid amount of \$282,698.50 for Improvement District 6059. Results are attached to this project.

This project was designed by City Engineering staff who will also conduct the construction inspection and administration of the project.

The following documents are attached for review/consideration:

- Affidavit of Publication
- Bid Tabulation,
- Notice of Award
- Engineer's Statement of Estimated Cost
- Resolution Accepting Bid

Staff Recommendation: Accept Bid and Award contract to Roers Construction for their bid amount of \$282,698.50.

Policy Analysis:

By filling in the sidewalk "gaps" with this project, the city is providing pedestrian walkability through a continuous network. This work is in compliance with City Ordinance Chapter 2 and the adopted ADA Transition Plan.

Financial Analysis:

This project was listed on the adopted 2022 CIP and is intended to be assessed at 100% of the final project costs to the parcels where work is to be completed.

Previously Presented Information and Commission Actions:

March 4, 2024 –

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

February 26, 2024 –

- Notice to Construct Sidewalk Letters were sent out to the appropriate Property owners.

February 20, 2024 -

-
- **Staff Recommendation:** Approve Engineer's Report, Authorize Notice of Order to Construct Sidewalks; and Direct Engineer to prepare Plans and Specifications.
 - **Commission Action:** Commission Olson moved and Commissioner George seconded to approve. No opposition, motion carried.



Forum Communications Company

ND Affidavit No. cwsPNQYzTtEBMpES9QDL

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Nichole Seitz, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (ND), a newspaper printed and published in the City of Fargo, County of Cass, State of North Dakota.

1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Wednesday, March 6, 2024, Wednesday, March 13, 2024*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Nichole Seitz

(Signed) _____

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: **03/13/2024**

Nicole Burkholder

Notary Public
Notarized remotely online using communication technology via Proof.

CITY OF WEST FARGO, NORTH
DAKOTA
IMPROVEMENT DISTRICT NO.
6059
2024 SIDEWALK IMPROVEMENTS
ADVERTISEMENT FOR BIDS

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

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until March 21, 2024 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. the same day. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.westfargond.gov/268/Engineer by clicking the Project Bid Information tab, or at www.questcdn.com.

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

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

Digital project bidding documents will be available at <https://www.westfargond.gov/268/Engineer> by clicking the Project Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$42.00 by locating eBidDoc™ Number 8984980 on the website. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading and working with this digital project information, and online bid submittal.

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

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

Improvement District No. 6059 - 2024 Sidewalk Improvements (#8984980)
Owner: West Fargo, City of
Solicitor: West Fargo, City of
03/21/2024 10:00 AM CDT

						Engineer Estimate		Roers Construction		Ti-Zack Concrete, LLC	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
SECTION A - Schedule A (Required)											
	100	103	CONTRACT BOND	L SUM	1	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$2,200.00	\$2,200.00
	203	109	TOPSOIL	CY	380	\$5.00	\$1,900.00	\$75.00	\$28,500.00	\$115.50	\$43,890.00
	251	101	SEEDING	SY	303	\$0.50	\$151.50	\$6.00	\$1,818.00	\$5.50	\$1,666.50
	253	200	HYDRAULIC MULCH	SY	303	\$0.50	\$151.50	\$6.00	\$1,818.00	\$5.50	\$1,666.50
	302	121	AGGREGATE BASE COURSE CL 5	CY	114	\$55.00	\$6,270.00	\$60.00	\$6,840.00	\$102.30	\$11,662.20
	702	100	MOBILIZATION	L SUM	1	\$25,000.00	\$25,000.00	\$10,000.00	\$10,000.00	\$38,900.40	\$38,900.40
	704	1000	TRAFFIC CONTROL	UNIT	2000	\$2.50	\$5,000.00	\$3.00	\$6,000.00	\$5.50	\$11,000.00
	704.1	1054	SIDEWALK BARRICADE	EA	50	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$22.00	\$1,100.00
	708	1540	INLET PROTECTION-SPECIAL	EA	66	\$250.00	\$16,500.00	\$225.00	\$14,850.00	\$165.00	\$10,890.00
	708.1	1541	REMOVE INLET PROTECTION-SPECIAL	EA	66	\$50.00	\$3,300.00	\$20.00	\$1,320.00	\$11.00	\$726.00
	750	140	SIDEWALK CONCRETE 6IN	SY	2035	\$100.00	\$203,500.00	\$101.50	\$206,552.50	\$133.72	\$272,120.20
Base Bid Total:						\$269,273.00		\$282,698.50		\$395,821.80	

NOTICE OF AWARD

Date of Issuance: April 1, 2024

Owner: City of West Fargo

Owner's Contract No.: 6059

Engineer: City of West Fargo

Engineer's Project No.: 6059

Project: 2024 Sidewalk Improvements

Contract Name:

Imp. Dist. No. 6059 – 2024 Sidewalk
Improvements

Bidder: Roers Construction

Bidder's Address:

TO BIDDER:

You are notified that Owner has accepted your Bid dated March 21, 2024 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Improvement District 6059 – 2024 Sidewalk Improvements.

The Contract Price of the awarded Contract is: \$282,698.50

2 unexecuted counterparts of the Agreement accompany this Notice of Award, and two copies of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ 3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 2 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer



Dan Hanson, City Engineer
Jerry Wallace, Asst. City Engineer
Andrew Wrucke, Asst. City Engineer
Kayla Volness, Office Manager

Engineering Department
800 4th Ave E, West Fargo, ND
(701) 515-5100
westfargond.gov/Engineer

April 1, 2024

Board of City Commissioners
City of West Fargo 800
4th Avenue East West
Fargo, ND

Re: Project No. 6059
2024 Sidewalk Improvements

WHEREAS, bids were opened and filed for Project No. 6059 for the City of West Fargo, North Dakota;
and

WHEREAS, the engineer for the City of West Fargo, North Dakota is required to make a careful and
detailed statement of the estimated cost of work (pursuant to N.D.C.C. 40-22-29);

NOW THEREFORE, I, Daniel Hanson, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;
That the following (and/or attached hereto) is a detailed statement of the estimated cost for
work described as Project No. 6059 of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 1st day of April, 2024.

Daniel R. Hanson
ND REG. NO. 4962

A handwritten signature in blue ink that reads "Dan Hanson".

Engineer for the City of West Fargo
West Fargo, North Dakota



**Street Improvement District No. 6059
2024 Sidewalk Improvements
West Fargo, ND**

ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
<u>Spec</u>	<u>Code</u>					
100.	103	CONTRACT BOND	L SUM	1	\$2,500.00	\$2,500.00
203.	109	TOPSOIL	CY	380	\$75.00	\$28,500.00
251.	101	SEEDING	SY	303	\$6.00	\$1,818.00
253.	200	HYDRAULIC MULCH	SY	303	\$6.00	\$1,818.00
302.	121	AGGREGATE BASE COURSE CL 5	CY	114	\$60.00	\$6,840.00
702.	100	MOBILIZATION	L SUM	1	\$10,000.00	\$10,000.00
704.	1000	TRAFFIC CONTROL	UNIT	2,000	\$3.00	\$6,000.00
704.	1054	SIDEWALK BARRICADE	EA	50	\$50.00	\$2,500.00
708.	1540	INLET PROTECTION-SPECIAL	EA	66	\$225.00	\$14,850.00
708.	1541	REMOVE INLET PROTECTION-SPECIAL	EA	66	\$20.00	\$1,320.00
750.	140	SIDEWALK CONCRETE 6IN	SY	2,035	\$101.50	\$206,552.50
Construction Subtotal						\$282,698.50
Contingencies						\$28,301.50
Total Construction						\$311,000.00
Engineering						\$0.00
Legal & Administration						\$0.00
Bond Discount						\$0.00
TOTAL COST						\$311,000.00

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING BID, SHOWING
RECEIPT OF ENGINEER'S STATEMENT OF ESTIMATED COST
AND DIRECTING EXECUTION OF CONTRACT

WHEREAS, bids have heretofore been received for the making of certain improvements in Sidewalk Improvement District No. 6059 - of the City of West Fargo, North Dakota; and

WHEREAS, said bids were opened and made public and are on file in the office of the City Auditor of the City of West Fargo; and

WHEREAS, the Engineer for the City of West Fargo has made and filed a careful and detailed statement of the estimated cost of said work; and

WHEREAS, it is necessary to accept the bid for the work to be completed;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Roers Construction, in the amount of \$282,698.50, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code.

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said Improvement District No. 6059;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Roers Construction, in the amount of \$282,698.50, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. Upon roll call vote being taken thereon, the following commissioners voted in favor thereof: _____.

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



"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: April 1, 2024

Subject: Project No. 6061 – 2024 ADA Ramp Reconstruction

Action: Create Project; Approve Engineer's Report

New Information and Recommendation:

This project seeks to replace out of compliance ADA ramps in high priority areas. Project will replace ADA ramps along 19th Ave E, 9th Street E and the areas adjacent to Sheyenne High School and Liberty Middle School. These corridors are targeted for 2024 Public Works overlay projects or have no immediate projects scheduled nearby but are high priority areas based on the ADA transition plan adopted by the Commission on June 19, 2023.

The following documents are attached for review/consideration:

- Engineer's Report
- Project Area Exhibit
- Associated Resolutions

Staff Recommendation: Create Project No. 6061; Approve Engineer's Report; and Direct Engineer to prepare Plans and Specifications

Policy Analysis:

The City's adopted ADA transition plan calls for the City to create a replacement schedule of all out of compliance ADA ramps. As a part of the transition plan, we anticipate similar projects to continue annually.

It is required by law that all pedestrian ramps adjacent to any mill & overlay project are reconstructed to current ADA design standards. The Engineering Department will continue to collaborate with Public Works to identify and prioritize ADA ramps in need of replacement.

Financial Analysis:

The total estimated cost is \$390,000. Proposed funding is Capital Improvement Sales Tax funds. No special assessments are proposed with this project.

Previously Presented Information and Commission Actions:

June 19, 2023 – Commission approved and adopted the ADA Transition Plan

Engineer's Report

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

Project No. 6061

2024 ADA Ramp Reconstruction

General Nature (Scope)

Project will reconstruct ADA ramps at 24 intersections along three corridors. Many ADA ramps throughout town are currently not in compliance with modern standards and need to be reconstructed along with adjacent sidewalk. Ramp locations were chosen based on ADA transition plan prioritization and adjacent asphalt overlay projects.

Purpose

In accordance with the ADA Transition plan, the City will work to reconstruct ADA ramps that are out of compliance. The transition plan prioritizes ramps that were built after 1991 and that are adjacent to planned projects, or near public buildings. Project locations prioritize ramps adjacent to a planned overlay project along 19th Ave E and near both Sheyenne High School and Liberty Middle School.

Feasibility

Project will be funded using Capital Improvement Sales Tax funds. No special assessments are proposed.

Estimate of Probable Cost

Construction		\$375,000
Bid Proposal Items	\$341,000	
Contingency (~10%)	\$34,000	
Consultant (Design/Construction)		\$ 0
Legal & Administration		\$ 15,000
Bonding/Interest		\$ 0
Total Estimated Cost		\$390,000

Source of Funds

Special Assessments		\$ 0
City Funds		\$390,000
Capital Impr. Sales Tax	\$390,000	
Water/Sewer Revenue	\$ 0	
Water/Sewer Bond	\$ 0	
Total		\$390,000

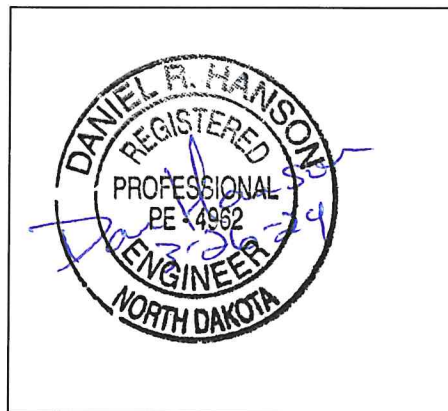
Supporting Documents (available upon request)

- A. Itemized Estimate of Probable Cost
- B. Maps, Drawings, Etc.

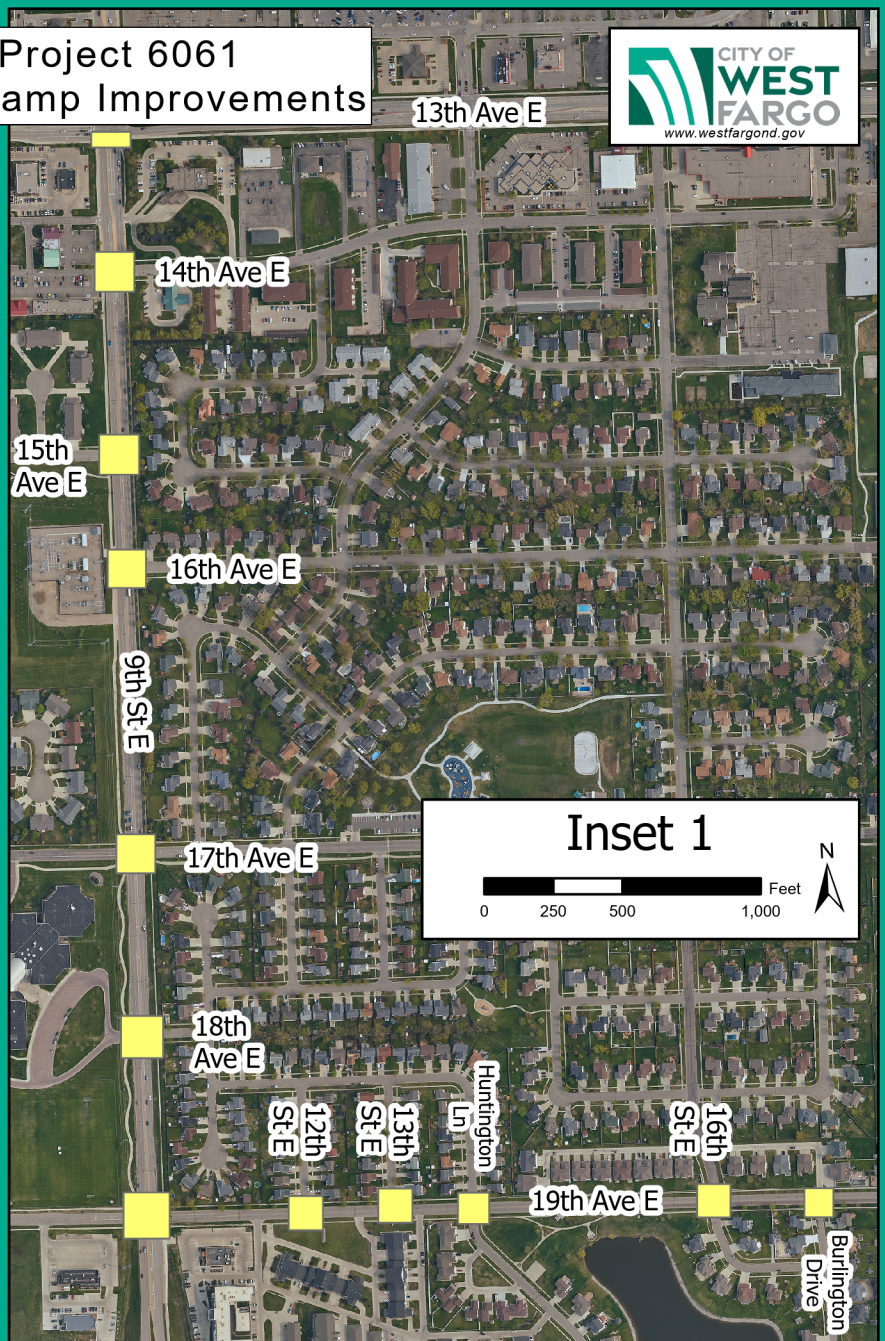
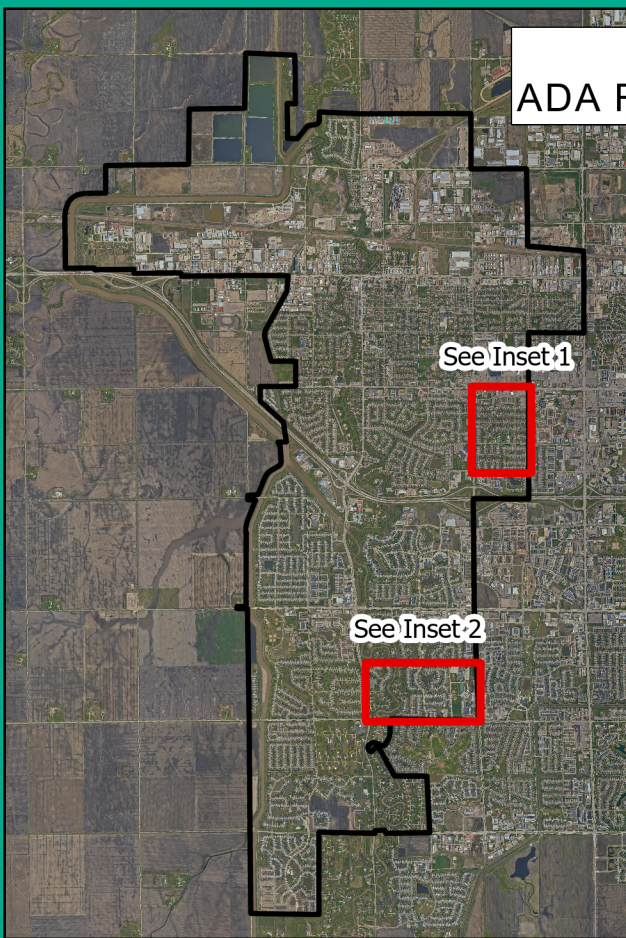
The proposed improvements are cost effective and will adhere to city policies as well as applicable state and/or federal regulations.



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



Project 6061 ADA Ramp Improvements



Inset 1 includes areas/sites A1-A6 and B1-B6

Inset 2 includes areas/sites C1-C4, D1-D5, E1-E2, and F1

 Inset Locations Project Locations

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.



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO. 6061 – 2024 CITYWIDE ADA RAMP
RECONSTRUCTION OF THE CITY OF WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size, form and other matters with regard to Project No. 6061 – 2024 ADA Ramp Reconstruction of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish ADA ramp reconstruction within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 6061– 2024 ADA Ramp Reconstruction of the City of West Fargo, North Dakota.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of reconstructing ADA ramps throughout the City of West Fargo that are not in compliance with current ADA design standards used or useful in connection with the above specified improvements, be constructed and made in Project No. 6061 – 2024 ADA Ramp Reconstruction of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Project No. 6061 – 2024 ADA Ramp Reconstruction.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of reconstructing ADA ramps throughout the City of West Fargo that are not in compliance with current ADA design standards, be constructed and made in Project No. 6061 – 2024 ADA Ramp Reconstruction of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: April 1, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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