

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- September 3, 2024
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Recommendation to appoint Chad Brousseau to Economic Development Advisory Committee
- c. A24-21 Charleswood River Estates 13th Addition, request for final plat approval
- d. Games of Chance for Blessed Sacrament Church
- e. Games of Chance for Freedom Elementary PTA
- f. Site Authorization for Horace Lions at Unhynged

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 on the Preliminary Budget -- Dustin Scott, City Administrator
During the Public Hearing, comments will only be received on budget-specific items.
- 3. Approval of 2025 Utility Rates -- Matt Andvik, Director of Public Works
- 4. Request to consider amending the city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety -- Daniel Flaten, West Fargo Resident
- 5. A24-23 North Pond at the Preserve 18th Addition, request for final plat approval -- Aaron Nelson, Director of Planning
- 6. Short-Term Rental information & discussion -- Aaron Nelson, Director of Planning
- 7. Enterprise Grant for Sandy's Donuts -- Casey Sanders-Berglund, Director of Economic Development Director
- 8. Westwood Addition Reconstruction – Dan Hanson, City Engineer
 - Create Improvement District No. 3006, Direct Engineer to prepare an Engineer's Report; and Approve Task Order for Preliminary Engineering Services

9. Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation
 - Dan Hanson, City Engineer
 - Approve Task Order No. 87-1 for Basic Services
10. Project No. 9043 – Sanitary Sewer System Evaluation Study (south of I-94)
 - Dan Hanson, City Engineer
 - Approve a Task Order for Sanitary Sewer Evaluation Study.
11. City Administrator's Report -- Dustin Scott, City Administrator
12. Correspondence
13. Non-Agenda Items
14. 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 Tuesday, September 3, 2024.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner Rory Jorgensen – present; Commissioner Amy Zundel – present; Commissioner Bernie Dardis – present; Commissioner Brad Olson – present; Commissioner Roben Anderson – present; All Commissioners were present, there was no Commissioner absent from the meeting.

D. Approve Order of Agenda

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

E. Approval of Minutes -- July 29, 2024 (2025 Preliminary Budget Review)

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the minutes of August 5, 2024. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of August 5, 2024, was declared carried.

F. Approval of Minutes -- August 19, 2024

Commissioner Zundel moved and Commissioner Olson seconded to approve the minutes of August 5, 2024. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of August 5, 2024, was declared carried.

G. Building Permits

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

Consent Agenda - Approve the Following:

- a. Bills
- b. West Fargo ND RIB 2024- MA Agreement
- c. Memorandum of Agreement (MOA) between West Fargo Public School District No.6 (District) and City of West Fargo (City)
- d. Confirmation of appointment of Matthew Kopp to the Planning & Zoning Commission
- e. Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation
 - Approve Plans and Specifications and Direct Advertisement for Bids
- f. Q2 Salary Report
- g. Financial Report as of July 31, 2024
- h. Games of Chance for West Fargo Sheyenne Mustang Boosters
- i. Games of Chance for Red River Regional Marksmanship Center

Commissioner Olson moved and Commissioner Anderson seconded to approve the consent agenda as presented. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the consent agenda as presented 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 one West Fargo resident that spoke during this time.

2. A24-24 Nelson Acres 5th Addition, consideration of Planned Unit Development (PUD); Amendment regarding SheyWest garden center -- Aaron Nelson, Planning Director

Commissioner Anderson moved to approve A24-24 Nelson Acres 5th Addition, consideration of Planned Unit Development (PUD); Amendment regarding SheyWest garden center failed due to the lack of second.

Commissioner Olson moved to deny A24-24 Nelson Acres 5th Addition, consideration of Planned Unit Development (PUD); Amendment regarding SheyWest garden center; failed due to lack of second.

Commission President Dardis moved and Commissioner Jorgensen seconded to table the item until a future City Commission meeting. Commissioners Jorgensen, Zundel, Dardis and Anderson voted aye. Commissioners Olson voted nay, the motion to table A24-24 Nelson Acres 5th Addition, consideration of Planned Unit Development (PUD); Amendment regarding SheyWest garden center was declared carried by a 4:1 vote.

3. Growth Area Master Plan project introduction & discussion -- Aaron Nelson, Planning Director

This item was informational only; no action was taken.

4. Presentation of the 2023 Audit by Eide Bailly

This item was informational only; no action was taken.

5. Project No. 9038 – Bank Stabilization -- Dan Hanson, City Engineer

- **Approve a Task Order to study a potential Sheyenne River Realignment**

Commissioner Olson moved and Commissioner Anderson seconded to approve the Project No. 9038 – Bank Stabilization; approve a Task Order to study a potential Sheyenne River Realignment. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9038 – Bank Stabilization; approve a Task Order to study a potential Sheyenne River Realignment was declared carried.

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

Update on 2025 Budget

7. Correspondence

8. Non-Agenda Items

9. Adjourn

Commissioner Olson moved and Commissioner Zundel seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay. The motion to adjourn the meeting at 7:44 PM was declared carried.

Bernie Dardis, Commission President

Dustin T. Scott, City Administrator

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
9/16/2024**

	AS OF 9/12/2024			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				4		\$ 4,864,675.00
RESIDENTIAL DWELLING	5	5	\$ 2,024,420.00	114	114	\$ 41,906,692.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME				12	40	\$ 8,800,000.00
RESIDENTIAL MULTIPLE						
PUBLIC				2		\$ 7,378,072.00
CHURCH						
ACCESSORY	13		\$ 350,780.00	128		\$ 5,109,337.00
FOUNDATION ONLY	2		\$ 311,900.00	4		\$ 1,219,400.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 552,000.00	42		\$ 16,794,516.00
RESIDENTIAL	6		\$ 77,415.00	107		\$ 2,842,403.00
PUBLIC				2		\$ 1,351,500.00
CHURCH						
ACCESSORY				1		\$ 7,000.00
<u>BUILDING OTHER</u>						
DEMOLITION				14		\$ 829,669.00
MOVE				1		\$ 20,000.00
PERMIT CANCELLATION				1		\$ (8,345.00)
TOTALS	28	5	\$ 3,316,515.00	432	154	\$ 91,114,919.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
240632	Hanlon Construction	738 15 AVE E	MAUREL G & ROSE MARIE S MATT	\$ 17,500.00	Remodel - Residential - Replace Siding
240875	Krueger Construction, Inc.	1003 50 AVE W	WESTPORT INVESTMENTS LLC	\$ 660,000.00	Residential Dwelling
240879	Lakeman Construction LLC	1105 9 AVE W	MARKUS A DAHL	\$ 11,000.00	Accessory - Deck
240887	United Concrete Construction Inc.	209 1 AVE E	STEVEN STOCKDALE	\$ 6,900.00	Foundation Only - Accessory Stucture
240902	Smart Building Construction, LLC	1158 JILL DR W	SMART BUILDING CONSTRUCTION	\$ 5,000.00	Accessory - Deck
240911	Jordahl Custom Homes, Inc.	6033 MARTIN LN W	DESIGNER HOMES OF FARGO-MOO	\$ 280,000.00	Residential Dwelling
240913	Preston Reichling Construction LLC	4429 NEWPORT LN	NATHAN ROEHL, ETAL	\$ 15,800.00	Accessory - Deck
240844	Lemke Home Improvements, Inc.	40 PARK DR	DAVID D & ANDREA K SAMSON	\$ 29,950.00	Remodel - Residential - Replace Siding
240899	Lyons Roofing and Construction	1299 MARLYS DR W	BROOKSTONE COMPANIES, LLC	\$ 2,000.00	Accessory - Deck
240908	Eid-Co. Buildings, Inc.	504 WESTVIEW LN E	JASON R EID SUCCESSOR TRUSTE	\$ 284,420.00	Residential Dwelling
240914	JAN M & DONALD L REDDEN JR	1247 JILL DR W	JAN M & DONALD L REDDEN JR	\$ 5,000.00	Accessory - Deck
240740	Beito Homes and Remodeling LLC	2493 RIVERS BEND DR E	SOUTH DAKOTA TRUST COMPANY	\$ 20,000.00	Accessory - Deck
240868	JENKIJON PROPERTIES	1207 PRAIRIE PKWY	JENKIJON PROPERTIES	\$ 2,000.00	Remodel - Commercial - Remove wall
240942	Groundworks Minnesota, LLC	1032 MEYER BLVD	DONALD & CONNIE KILENE	\$ 4,869.00	Remodel - Residential - Install Drain Tile
240947	Groundworks Minnesota, LLC	1019 2 ST W	JULIE & CHRISTOPHER KENYON	\$ 7,596.00	Remodel - Residential - Install Drain Tile
240912	Plecity Kowalski Construction, Inc.	1276 MARLYS DR W	WESTPORT INVESTMENTS LLC	\$ 300,000.00	Residential Dwelling
240917	ALLAN ANDERSON, ETAL	2842 14 ST W	ALLAN ANDERSON, ETAL	\$ 8,000.00	Accessory - Structure
240886	Command and Control Construction L	567 32 AVE E	M4H, LLC	\$ 550,000.00	Remodel - Commercial - Interior Fitup
240918	STEVEN STOCKDALE	209 1 AVE E	STEVEN STOCKDALE	\$ 5,000.00	Remodel - Residential - Replace Siding
240920	THOMAS & TERRY GRANLUND	213 6 AVE W	THOMAS & TERRY GRANLUND	\$ 20,000.00	Accessory - Structure

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

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NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
240634	Olson Pool Company	354 EDGEWATER DR	MARK A & PENELOPE A ECKELBER	\$ 111,000.00	Accessory - Swimming Pool
240890	PETER & JILL CHRISTOPHER	3685 NORTH SEDONA DR	PETER & JILL CHRISTOPHER	\$ 25,000.00	Accessory - Structure
240905	Bachmeier Custom Homes, Inc.	3756 HOUKOM DR E	BACHMEIER CUSTOM HOMES INC	\$ 500,000.00	Residential Dwelling

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 08/30/24 to 09/13/24

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
120545		2954 A-OX WELDING SUPPLY CO INC	527.07						
1	1389640	08/15/24 VORTEX VT29P	199.99			1000 455000	432		101000
2	1389364	08/15/24 TORCH REPAIR	327.08			1000 455000	433		101000
120568		2954 A-OX WELDING SUPPLY CO INC	87.92						
1	1392513	08/31/24 PROPANE	87.92			1000 430000	722		101000
		Total for Vendor:	614.99						
120373		999999 AARON KAWREH	64.00						
		Account is closed, need to refund credit balance							
1	09/05/24	UB Refund	64.00			6020 214100			101000
		Total for Vendor:	64.00						
120535		999999 ABBY SAUNDERS	300.00						
		Tree Planting Permit - 5014 11th St W							
1	09/12/24	Tree - 5014 11th St W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120616		3453 ABM EQUIPMENT & SUPPLY LLC	8,093.31						
1	0179544	08/22/24 5000 POWER MODULE REPAIR	8,093.31			1000 455000	427		101000
		Total for Vendor:	8,093.31						
120251	113789S	289 ACME TOOLS	48.45						
1	13186619	08/23/24 FD Saw blades	48.45			2060 415200	432		101000
120550		289 ACME TOOLS	304.16						
1	13211932	08/29/24 CHAIN SAW	1,038.52			6020 450000	432		101000
2	129062241	07/05/24 DUP PAY CORRECT	-655.66			6025 450000	432		101000
3	21233508	07/19/24 OPEN BACK ORDER	-78.70			2210 428000	432		101000
		Total for Vendor:	352.61						
120574		2544 AIRGAS USA, LLC	138.00						
1	9152977046	08/20/24 AIR ZERO 116RAL	138.00			6025 450000	825		101000
		Total for Vendor:	138.00						

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CITY OF WEST FARGO, ND
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120341	113793S	4467 ALL FINISH CONCRETE	36,758.00						
	Final Payment								
1	Pay App 7	08/27/24 Project 2271	36,758.00			4005 480000	670		101000
		Total for Vendor:	36,758.00						
120390		3490 AMAZON CAPITAL SERVICES	37.50						
1	08/22/24	batteries	37.50			1000 421000	641		101000
		1GJQ3VTTD1TJ							
120417		3490 AMAZON CAPITAL SERVICES	51.34						
1	09/05/24	2 mouse pads	51.34			1000 414100	410		101000
		16TTN46GDCT1							
120427		3490 AMAZON CAPITAL SERVICES	4.49						
1	09/05/24	Letter openers	4.49			1000 418000	410		101000
		1J1XC4DGGVLG							
120456		3490 AMAZON CAPITAL SERVICES	205.83						
		September statement for August purchases							
1	8786660	08/06/24 Flat head screws, wrench roll	52.21			2060 415200	432		101000
2	6387405	08/19/24 Training Binders	32.78			2060 415200	410		101000
3	0598623	08/26/24 3 ring Binders-Training	28.99			2060 415200	410		101000
4	1nx4thlm6h	08/30/24 Cr return-2 Binders	-25.76			2060 415200	410		101000
5	1k6pcqrn6l	09/03/24 Duster & vacuum Bags	39.08			2060 415200	500		101000
6	4187440	09/09/24 Pub Ed Acrylic Stand	12.59			2060 415200	375		101000
7	4187440	09/09/24 Bed Bug Spray	65.94			2060 415200	500		101000
120459		3490 AMAZON CAPITAL SERVICES	25.89						
1	09/10/24	ID Badge Cards	25.89			1000 414103	497		101000
		176THXWLC44Y							
120483		3490 AMAZON CAPITAL SERVICES	569.36						
1	09/01/24	SAFETY GLASSES - RW	142.34			1000 430001	639		101000
		11WQP641QYVQ							
2	09/01/24	SAFETY GLASSES - SW	142.34			6025 450000	639		101000
3	09/01/24	SAFETY GLASSES - SA	142.34			6010 450200	639		101000

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4	09/01/24	SAFETY GLASSES - WA	142.34			6020 450000	639		101000
120484		3490 AMAZON CAPITAL SERVICES	91.18						
1	07/21/24	LED BULBS	91.18			6025 450000	427		101000
1Y1KKXL6QHLX									
		Total for Vendor:	985.59						
120368 -99000E		5229 AMB INVESTMENTS, LLC	47,700.00						
New City Hall									
1	09/01/24	Sept Lease - WEX Building	47,700.00			1001 415000	389		101000
		Total for Vendor:	47,700.00						
120558		2775 AMCS GROUP, INC.	1,541.79						
1	164354 09/03/24	THERMAL PRINTER	1,541.79			6010 450200	751		101000
		Total for Vendor:	1,541.79						
120582		5283 ASANA INC	7,497.00						
1	INV0334199 09/10/24	ASANA YEARLY SUBSCRIPTION	7,497.00			7000 411600	497		101000
		Total for Vendor:	7,497.00						
120538		999999 ASHLEY NESVOLD	300.00						
Tree Planting Permit - 962 29th Ave W									
1	09/12/24	Tree - 962 29th Ave W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120404 -98997E		4672 ASURE PAYROLL TAX MANAGEMENT	233,048.26						
09/06/24 payroll									
1	09/06/24	Social Security	109,744.58			1000 212501			101000
2	09/06/24	Medicare	25,666.24			1000 212502			101000
3	09/06/24	Federal Income Tax	89,046.44			1000 212503			101000
4	09/06/24	ND State Tax	4,240.00			1000 212504			101000
5	09/06/24	MN State Tax	4,351.00			1000 212505			101000
		Total for Vendor:	233,048.26						

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120312	113795S	2931 AUTO VALUE PARTS STORES	1,326.67						
1	99294138	08/29/24 5106 WATER PUMP	1,326.67			1000 455000	427		101000
120529		2931 AUTO VALUE PARTS STORES	678.65						
1	99296019	09/10/24 FILTERS	3.26			1000 415000	427		101000
2	99296016	09/10/24 FILTERS	9.69			1000 455000	427		101000
3	99296014	09/10/24 FILTERS	80.54			6010 450200	427		101000
4	99296013	09/10/24 FILTERS	85.16			6020 450000	427		101000
5	99296018	09/10/24 FILTERS	3.26			6025 450000	427		101000
6	99296010	09/10/24 FILTERS	47.26			1000 421000	427		101000
7	99295281	09/05/24 FLEXZILLA	39.99			1000 455000	433		101000
8	99294891	09/04/24 5106 COOLANT HOSE	45.36			1000 455000	427		101000
9	99296150	09/10/24 5702 HD AIR FLEET	17.02			1000 430002	427		101000
10	99296017	09/10/24 FILTERS	217.53			1000 430000	427		101000
11	99294726	09/03/24 LOOM/CLIP ACCESSORY	74.50			1000 455000	433		101000
12	99296389	09/11/24 FILTER	46.95			6010 450200	427		101000
13	99286043	07/16/24 FILTER	8.13			6010 450200	427		101000
Total for Vendor:			2,005.32						
120375		5427 AVI SYSTEMS INC	66,935.98						
1	88991131	08/30/24 WEX fit-up	66,935.98			2970 480000	653		101000
Total for Vendor:			66,935.98						
120528		331 B&F FASTENER SUPPLY (NORTHERN	97.60						
1	95142582-0	09/06/24 HARDWARE	97.60			1000 430001	427		101000
120573		331 B&F FASTENER SUPPLY (NORTHERN	5.36						
1	95142586	08/29/24 HARDWARE	5.36			1000 430000	381		101000
120612		331 B&F FASTENER SUPPLY (NORTHERN	1,023.54						
1	95142582-0	09/05/24 PLOW HARDWARE	1,023.54			1000 430000	381		101000
Total for Vendor:			1,126.50						

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120610		3000 BAILEY NURSERIES, INC	9,199.75						
1	0705125	09/06/24 TREES	9,199.75			2210 428000	446		101000
		Total for Vendor:	9,199.75						
120585		1695 BAKER & TAYLOR	542.27						
1	2038507501	08/23/24 BOOKS	542.27			7000 411600	662		101000
		Total for Vendor:	542.27						
120364	113798S	5169 BAKER TILLY US, LLP	9,702.00						
		Finance Director Search							
1	BT2901564	08/30/24 Phase II	7,276.50			1000 414000	399		101000
2	BT2901564	08/30/24 Acceptance of Offer	2,425.50			1000 414000	399		101000
		Total for Vendor:	9,702.00						
120360	113800S	3149 BEE SEEN GEAR	128.00						
1	65661	08/28/24 D Sapp-Embroidery	128.00			2060 415200	422		101000
		Total for Vendor:	128.00						
120369	-98999E	3552 BLUE CROSS BLUE	309,018.30						
		September 2024 Premium - Med/Dental/Vision							
1	0821061158	08/21/24 Sept 2024 Premium	309,018.30			1000 212539			101000
		Total for Vendor:	309,018.30						
120336	113802S	28 BORDER STATES PAVING	167,398.08						
1	Pay App 1	08/27/24 Project 1337.2	167,398.08			4086 480000	670		101000
120500		28 BORDER STATES PAVING	90,084.38						
1	2694-24	08/29/24 PROJ 2287	90,084.38			4099 480000	670		101000
		Total for Vendor:	257,482.46						
120450		3512 BOUND TREE MEDICAL, LLC	906.87						
1	85473223	09/03/24 Medical Supplies	73.50			2060 415200	340		101000
2	85475660	09/04/24 Medical Supplies	548.15			2060 415200	340		101000
3	85462024	08/23/24 Medical Supplies	285.22			2060 415200	340		101000
		Total for Vendor:	906.87						

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CITY OF WEST FARGO, ND
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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
120565		652 BRENCO CORPORATION	580.45						
1	0153807	08/26/24 VAC MOTOR REPAIR	580.45			1000 455000	420		101000
		Total for Vendor:	580.45						
120619		5403 BRITE-WAY WINDOW CLEANING	1,195.00						
1	584781	09/07/24 CH WINDOW CLEANING	1,195.00			1001 415000	420		101000
		Total for Vendor:	1,195.00						
120277	113806S	351 BUSINESS ESSENTIALS	2,749.95						
1	OEQT804401	08/15/24 SANITARY PADS (BOX OF 12)	160.68			7000 411600	410		101000
2	OEQT804402	08/16/24 SANITARY PADS (BOX OF 12)	160.68			7000 411600	410		101000
3	FRFQ8981	08/15/24 DESK SETUP (AARON)	2,372.79			7000 411600	641		101000
4	WO13109541	08/27/24 11X17 COPY PAPER	55.80			7000 411600	410		101000
120378		351 BUSINESS ESSENTIALS	257.94						
1	WO13075991	08/01/24 Copy paper	257.94			1000 415000	410		101000
120583		351 BUSINESS ESSENTIALS	63.02						
1	WO13115541	08/29/24 TISSUES, PAPER PLATES	63.02			7000 411600	410		101000
		Total for Vendor:	3,070.91						
120306	113807S	39 BUTLER MACHINERY	91.71						
1	PS0644584	08/27/24 3200 CRANK/HARDWARE	91.71			1000 430000	427		101000
120314	113807S	39 BUTLER MACHINERY	1,950.85						
1	PS0644661	08/28/24 7201 CV SHAFT	1,950.85			6025 450000	427		101000
120519		39 BUTLER MACHINERY	84.12						
1	PS0644770	08/09/24 7201 CAP	6.63			6025 450000	427		101000
2	PS0645443	09/11/24 7200 OIL	77.49			6025 450000	427		101000
120620		39 BUTLER MACHINERY	360.00						
1	WO0273920	08/27/24 3200 HYDRAULIC REPAIR	1,926.42			1000 430000	427		101000
2	BO0010587	08/27/24 3200 HYDRAULIC REP - WARRAN	-1,926.42			1000 430000	427		101000
3	WO0273749	08/21/24 3200 FUEL TANK REPAIR	560.00			1000 430000	427		101000
4	BO0010581	08/29/24 3200 FUEL TANK REPAIR- WARR	-560.00			1000 430000	427		101000

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5	W00274208	09/04/24 3200 HYDRAULIC REPAIR	270.00			1000 430000	427		101000
6	W00274000	08/29/24 3200 FUEL TANK REPAIR	90.00			1000 430000	427		101000
		Total for Vendor:	2,486.68						
120365	113808S	4508 CARE RESOURCE CONNECTION	3,000.00						
1	7400	08/30/24 FD 09/01 thru 09/31	3,000.00			2060 415200	307		101000
		Total for Vendor:	3,000.00						
120332	113809S	999999 CAROLINE MUSA	300.00						
		Tree Planting Permit - 1128 Jill Dr W							
1		08/29/24 Tree - 1128 Jill Dr W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120431		51 CASS COUNTY ELECTRIC COOP	263.00						
1	428342	Sep 09/06/24 Airport 07/31/24 - 08/31/2	263.00			7050 500000	420		101000
120457		51 CASS COUNTY ELECTRIC COOP	1,229.45						
1	1090222	09/06/24 FD August Utilities	1,229.45			2060 415200	527		101000
120513		51 CASS COUNTY ELECTRIC COOP	3,392.07						
1	1168003	09/10/24 THE LIGHTS PARKING RAMP	1,122.28			2310 452120	527		101000
2	1168004	09/10/24 THE LIGHTS CITY METER	683.68			2310 452120	527		101000
3	1163206	09/10/24 THE LIGHTS STAGE & COURTYARD	1,586.11			2310 452120	527		101000
120514		51 CASS COUNTY ELECTRIC COOP	22,254.00						
1	1156426	09/10/24 LIFT STATIONS	21,721.95			6025 450000	527		101000
2	1156426	09/10/24 INERT LANDFILL	65.11			6010 450200	527		101000
3	1156426	09/10/24 WT5/WT7	466.94			6020 450000	527		101000
120515		51 CASS COUNTY ELECTRIC COOP	16,750.00						
1	1156424	09/10/24 TRANSFER STATION	353.41			6010 450200	527		101000
2	1156424	09/10/24 STREET LIGHT FEED POINTS	16,396.59			1000 430002	527		101000
120553		51 CASS COUNTY ELECTRIC COOP	3,443.60						
		Wex building							
1	1190696	09 09/10/24 New City Hall (WEX Buildin	3,443.60			1001 415000	527		101000
		Total for Vendor:	47,332.12						

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120339	113812S	2909 CC STEEL LLC	692,168.33						
1	Pay App 1	08/27/24 Project 1348	692,168.33			4444 480000	670		101000
120340	113812S	2909 CC STEEL LLC	142,124.27						
1	Pay App 2	08/27/24 Project 1349	142,124.27			4445 480000	670		101000
		Total for Vendor:	834,292.60						
120472		5436 CE CONTRACT	40,735.00						
		FD New HQ Commercial Window Treatments							
1	12318	11/28/23 FD Progress Billing shade inst	38,698.25			4795 480000	670		101000
2	12626	05/30/24 FD Final Billing shade Install	2,036.75			4795 480000	670		101000
		Total for Vendor:	40,735.00						
120607		2875 CENTRAL LANDSCAPE SUPPLY INC	1,850.00						
1	328032	09/05/24 TREGATORS	1,850.00			2210 428000	358		101000
		Total for Vendor:	1,850.00						
120470		1777 CENTURY LINK	215.28						
1	09/01/24	sept 2024 pd sirens	215.28			1000 421000	356		101000
		Total for Vendor:	215.28						
120313	113813S	2429 CERTIFIED LABORATORIES	1,554.95						
1	8822496	08/27/24 PREMALUBE - LAG	339.00			4387 480000	427		101000
2	8822496	08/27/24 PREMAUBE - BG	1,215.95			1000 455000	427		101000
		Total for Vendor:	1,554.95						
120330	113814S	999999 CINDY WELLEN	300.00						
		Tree Planting Permit - 1300 Marlys Dr W							
1	08/29/24	Tree - 1300 Marlys Dr W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120305	113815S	3216 CINTAS	125.77						
1	4198117070	07/08/24 RUG SERVICE	125.77			1000 455000	420		101000

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120546		3216 CINTAS	125.77						
1	4203803005	09/03/24 RUG SERVICE	125.77			1000 455000	420		101000
		Total for Vendor:	251.54						
120440		111 CITY OF FARGO	10,717.43						
1	466814	09/04/24 2024 Aerial Project	10,717.43			1000 414000	428		101000
		Total for Vendor:	10,717.43						
120551		2880 CITY OF FARGO	741,737.45						
1	09/06/24	1 GSR	113,646.40			6020 450000	345		101000
2	09/06/24	5635 14TH AVE N	21.05			6020 450000	345		101000
3	09/06/24	2220 57TH ST N	261,756.00			6025 450000	347		101000
4	09/06/24	1 32ND AVE S	149,890.90			6020 450000	345		101000
5	09/06/24	1 MAIN AVE	216,423.10			6020 450000	345		101000
		Total for Vendor:	741,737.45						
120559		111 CITY OF FARGO	30,538.18						
1	466323	08/28/24 LANDFILL FEES	30,538.18			6010 450200	355		101000
120577		111 CITY OF FARGO	560.00						
1	466324	08/28/24 WATER TESTING	560.00			6020 450000	335		101000
		Total for Vendor:	31,098.18						
120347	113820S	1904 CODE 4 SERVICES, INC	1,747.45						
1	9785	08/28/24 CRADDEPOINT & INSTALL FOR VAN	1,747.45			7000 411600	497		101000
120601		1904 CODE 4 SERVICES, INC	120.83						
1	9694	07/07/24 #1204 seat belt retractor	120.83			1000 421000	427		101000
		Total for Vendor:	1,868.28						
120325	113821S	133 COLE PAPERS	176.30						
1	10476122	08/22/24 CH - PAPER PRODUCTS	176.30			1000 455000	500		101000
		Total for Vendor:	176.30						

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120425		229 CONSOLIDATED COMMUNICATIONS	4,055.79						
1	Sept 2024	09/01/24 701-433-5400/0 Phones	433.09			1000 415000	356		101000
2	Sept 2024	09/01/24 701-150-1128/0 Phones	3,622.70			1000 415000	356		101000
120464		229 CONSOLIDATED COMMUNICATIONS	121.83						
1	9536/0	09/01/24 FD September Utilities	121.83			2060 415200	527		101000
		Total for Vendor:	4,177.62						
120462		4108 CONSOLIDATED ELECTRICAL	210.20						
1	09/04/24	WW gym electrical	210.20			2975 421000	427	18	101000
2348	1065946								
120492		4108 CONSOLIDATED ELECTRICAL	289,761.77						
1	3481064237	08/14/24 PROJ 2285	71,409.00			4097 480000	670		101000
2	3481066168	09/06/24 PROJ 2285	68,662.50			4097 480000	670		101000
3	3481066169	09/06/24 PROJ 2285	152,145.00			4097 480000	670		101000
4	3481064306	09/04/24 1/2 ALUM THREADED	29.38			1000 430002	391		101000
5	3481066123	09/06/24 PVC COUPLING/GLUE	225.95			4796 480000	670		101000
9900	3481058443	06/11/24 CONDUIT RET - SALT SHED	-1,419.86			4796 480000	670		101000
CI	30								
9901	1044082	01/08/24 PD Credits	-290.20			1000 421000	641		101000
CI	31								
9902	1039489	01/31/24 PD Credits	-1,000.00			1000 421000	641		101000
CI	31								
		Total for Vendor:	289,971.97						
120317	113824S	3245 CORE & MAIN	1,711.94						
1	V458107	08/16/24 WATER LINE REPAIR	1,711.94			6020 450000	438		101000
120487		3245 CORE & MAIN	1,509.99						
1	V588316	09/06/24 SHOVELS	38.31			4387 480000	500		101000
2	V584702	09/06/24 BRASS CAPS/ADAPTORS	48.29			6020 450000	438		101000
3	V553876	08/30/24 PIPE	435.20			6020 450000	438		101000
4	V541279	08/29/24 CPLG EPXY	975.42			6020 450000	438		101000
5	V588019	09/06/24 SHOVEL	12.77			6020 450000	432		101000

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120516		3245 CORE & MAIN	6.28						
1	V608916	09/11/24 PVC TRANS GASKET	6.28			6020 450000	438		101000
120554		3245 CORE & MAIN	1,512.42						
1	V538687	08/29/24 WATER LINE REPAIRS	1,512.42			6020 450000	438		101000
120618		3245 CORE & MAIN	120,750.00						
1	V616413	09/11/24 WATER METERS	120,750.00			2230 454000	429		101000
120622		3245 CORE & MAIN	2,134.80						
1	V599620	09/10/24 MANHOLE FRAME/LID	2,134.80			6025 450000	437		101000
		Total for Vendor:	127,625.43						
120310	113825S	47 CORWIN CHRYSLER	350.90						
1	158021	07/10/24 1197 PAD KIT	423.00			1000 421000	427		101000
9900	PD91893	04/13/24 RELAY RET	-72.10			1000 415000	427		101000
CI	34								
120518		47 CORWIN CHRYSLER	105.00						
1	160688	09/04/24 7027 SOLENOID	105.00			6025 450000	427		101000
		Total for Vendor:	455.90						
120359	113828S	3500 CUMMINS SALES AND SERVICE	2,239.28						
1	e8-4222	08/13/24 L-75Throttle issue, new senso	2,239.28			2060 415200	427		101000
120465		3500 CUMMINS SALES AND SERVICE	698.76						
1	E8-4438	08/20/24 R-75 Svc. Engine/grease chais	698.76			2060 415200	427		101000
		Total for Vendor:	2,938.04						
120352	113829S	65 CURT'S LOCK & KEY	166.70						
	FD Headquarters	Clothing Closet re-key							
1	301791	08/26/24 FD Headquarters Clothing Close	166.70			2060 415200	420		101000
		Total for Vendor:	166.70						

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120466		5319 DAKOTA CHILDREN'S ADVOCACY	682.50						
1	25444	08/31/24 FD August Mental Health Visits	682.50			2060 415200	996		101000
		Total for Vendor:	682.50						
120311	113831S	624 DAKOTA SUPPLY GROUP	915.16						
1	104019030	08/28/24 SL REPAIR	24.04			1000 430002	392		101000
2	103872961	08/27/24 LIFT STATION REPAIR	891.12			6025 450000	826		101000
		Total for Vendor:	915.16						
120374		87 DAKOTA TIRE	427.56						
1	944634	08/30/24 New tires - Airport car	427.56			7050 500000	427		101000
120467		87 DAKOTA TIRE	53.46						
1	944674	09/03/24 Admin. 1 oil change	53.46			2060 415200	427		101000
		Total for Vendor:	481.02						
120337	113832S	90 DAKOTA UNDERGROUND	163,778.33						
1	Pay App 2	08/27/24 Project 1345	163,778.33			4009 480000	670		101000
		Total for Vendor:	163,778.33						
120415		3050 DAKOTA UPREIT LIMITED	7,812.38						
		Pioneer Center - August rent							
1	00025983	08/01/24 Common Area - August	2,402.29			1001 415000	389		101000
2	00025983	08/01/24 Base Rent - August	5,410.09			1001 415000	389		101000
120416		3050 DAKOTA UPREIT LIMITED	7,812.38						
		Pioneer Center - Sept rent							
1	00029846	09/01/24 Common Area - Sept	2,402.29			1001 415000	389		101000
2	00029846	09/01/24 Base Rent - Sept	5,410.09			1001 415000	389		101000
		Total for Vendor:	15,624.76						
120396		856 DAVE'S WEST FARGO TIRE	377.95						
1	127677	08/26/24 #1188	377.95			1000 421000	427		101000
		Total for Vendor:	377.95						

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120452		2948 DELTA 54 AVIATION LLC	3,600.00						
1	September 09/09/24	Airport Management Fees	3,600.00			7050 500000	307		101000
		Total for Vendor:	3,600.00						
120613		5331 DENIS OTTERNESS	2,000.00						
1	111 09/12/24	background wanzek	500.00			1000 421000	428		101000
2	112 09/12/24	background hill	500.00			1000 421000	428		101000
3	113 09/12/24	background wirtzfeld	500.00			1000 421000	428		101000
4	114 09/12/24	background naslund	500.00			1000 421000	428		101000
		Total for Vendor:	2,000.00						
120300		113837S 999999 DIAMON MASONRY	876.00						
1	128 08/23/24	LIFT STATION WINDOW REPAIR	876.00			6025 450000	322		101000
		Total for Vendor:	876.00						
120319		113838S 4615 DYLAN HERSCH	68.00						
		WATER TESTING - BISMARCK							
1	08/28/24	TRAVEL REIMBURSEMENT	68.00			6020 450000	340		101000
		Total for Vendor:	68.00						
120351		113839S 2100 EAGLE RUN CROSSING	137.19						
1	2630 08/20/24	394 DIESEL	37.00			1000 430001	424		101000
2	1925 08/12/24	3401 PREMIUM	16.63			1000 430000	424		101000
3	2317 08/19/24	3065 UNLEADED	47.10			1000 430001	424		101000
4	2700 08/20/24	3065 UNLEADED	36.46			1000 430001	424		101000
120628		2100 EAGLE RUN CROSSING	222.50						
1	7889 09/04/24	413 DIESEL	139.69			6010 450200	424		101000
2	8601 09/05/24	3068 UNLEADED	43.41			1000 430001	424		101000
3	8052 09/04/24	5430 UNLEADED	25.80			1000 430001	424		101000
4	92 09/10/24	RW UNLEADED	13.60			1000 430001	424		101000
		Total for Vendor:	359.69						

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120584		3091 EBSCO INFORMATION SERVICES	2,667.00						
1	9101100418	09/03/24 CONSUMER RPRTS ONLINE RENE	2,667.00			7000 411600	650		101000
		Total for Vendor:	2,667.00						
120407		1502 EIDE BAILLY LLP	5,565.00						
		Professional services related to 2023 audit							
1	EI01733677	09/04/24 2023 Audit	5,565.00			1000 415000	369		101000
		Total for Vendor:	5,565.00						
120315	113841S	5434 ELASTEC INC	2,036.32						
1	0046127	08/21/24 SKIMMER UNIT DUCKWEED	2,036.32			6025 450000	826		101000
		Total for Vendor:	2,036.32						
120331	113842S	999999 EMILY DEMPSTER	300.00						
		Tree Planting Permit - 1253 Rachel Dr W							
1	08/29/24	Tree - 1253 Rachel Dr W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120343	113845S	2862 ESSENTIA HEALTH	352.00						
		Pre-employment/random drug screens							
1	05/14/24	John F - Sewer	31.00			6025 450000	387		101000
		890000526.05.2024							
2	05/14/24	Damian T - Sewer	60.00			6025 450000	399		101000
		890000526.05.2024							
3	05/14/24	Jacob N - Street	60.00			1000 430000	399		101000
		890000526.05.2024							
4	05/14/24	Jonathon Z - ROW	77.00			1000 430001	399		101000
		890000526.05.2024							
5	05/14/24	Danielle R - Finance	62.00			1000 414100	399		101000
		890000526.05.2024							
6	05/14/24	Kayla B - Library	62.00			7000 411600	399		101000
		890000526.05.2024							

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120344	113845S	2862 ESSENTIA HEALTH	1,781.00						
		Pre-employment/random drug screens							
1	06/27/24	Breanna G - Forestry	60.00			2210 428000	387		101000
890000526.06.2024									
2	06/27/24	Troy F - Sanitation	60.00			6010 450200	387		101000
890000526.06.2024									
3	06/27/24	Bruce R - Sanitation	60.00			6010 450200	387		101000
890000526.06.2024									
4	06/27/24	Shane H - Street	91.00			1000 430000	387		101000
890000526.06.2024									
5	06/27/24	Justin D - Street	60.00			1000 430000	387		101000
890000526.06.2024									
6	06/27/24	Sarah M - Forestry	62.00			2210 428000	399		101000
890000526.06.2024									
7	06/27/24	Mathilde V - ROW	62.00			1000 430001	399		101000
890000526.06.2024									
8	06/27/24	Allison A - Library	62.00			7000 411600	399		101000
890000526.06.2024									
9	06/27/24	Evan O - ROW	62.00			1000 430001	399		101000
890000526.06.2024									
10	06/27/24	Tucker B - Water	60.00			6020 450000	387		101000
890000526.06.2024									
11	06/27/24	Brady H - Water	60.00			6020 450000	387		101000
890000526.06.2024									
12	06/27/24	Alex S - Forestry	62.00			2210 428000	399		101000
890000526.06.2024									
13	06/27/24	Kaitlyn N - Library	62.00			7000 411600	399		101000
890000526.06.2024									
14	06/27/24	Breanna G - Forestry	60.00			2210 428000	399		101000
890000526.06.2024									
15	06/27/24	Dylan H - Sewer	91.00			6025 450000	387		101000
890000526.06.2024									
16	06/27/24	Aaron E - Water	60.00			6020 450000	387		101000
890000526.06.2024									
17	06/27/24	Nicholas S - ROW	62.00			1000 430001	399		101000
890000526.06.2024									

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18	06/27/24	Roman B - ROW	62.00			1000 430001	399		101000
	890000526.06.2024								
19	06/27/24	James E - PD	61.00			1000 421000	399		101000
	890000526.06.2024								
20	06/27/24	Hunter K - ROW	62.00			1000 430001	399		101000
	890000526.06.2024								
21	06/27/24	Travis H - IT	62.00			1000 414104	399		101000
	890000526.06.2024								
22	06/27/24	Breanna G - Forestry	60.00			2210 428000	399		101000
	890000526.06.2024								
23	06/27/24	Miranda T - Comm	62.00			1000 416200	399		101000
	890000526.06.2024								
24	06/27/24	Madison S - PD	65.00			1000 421000	399		101000
	890000526.06.2024								
25	06/27/24	Cody W - PD	65.00			1000 421000	399		101000
	890000526.06.2024								
26	06/27/24	Luke U - ROW	62.00			1000 430001	399		101000
	890000526.06.2024								
27	06/27/24	Ebenezer S - PD	62.00			1000 421000	399		101000
	890000526.06.2024								
28	06/27/24	Ethan R - Sanitation	62.00			6010 450200	399		101000
	890000526.06.2024								
120345	113845S	2862 ESSENTIA HEALTH	347.00						
		Pre-employment/random drug screens							
1	08/20/24	Breanna G - Forestry	60.00			2210 428000	387		101000
	890000526.08.2024								
2	08/20/24	Nicole T - Court	62.00			1000 412000	399		101000
	890000526.08.2024								
3	08/20/24	Jared H - Sewer	105.00			6025 450000	387		101000
	890000526.08.2024								
4	08/20/24	Griffin S - Sanitation	60.00			6010 450200	399		101000
	890000526.08.2024								
5	08/20/24	Bruce P - PW	60.00			1000 450000	399		101000
	890000526.08.2024								
Total for Vendor:			2,480.00						

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120522		1851 F/S MANUFACTURING	21.57						
1	200400	08/28/24 HARDWARE	21.57			6025 450000	825		101000
120575		1851 F/S MANUFACTURING	102.30						
1	200478	09/05/24 HARDWARE	102.30			6025 450000	420		101000
		Total for Vendor:	123.87						
120569		3344 FACTORY MOTOR PARTS	441.70						
1	371223762	09/06/24 WIPER BLADES	33.78			1000 421000	427		101000
2	371224010	09/09/24 WIPER BLADES	407.92			1000 421000	427		101000
120590		3344 FACTORY MOTOR PARTS	149.80						
1	110053268	09/09/24 WIPER BLADES	149.80			6010 450200	427		101000
		Total for Vendor:	591.50						
120309	113848S	660 FARGO FREIGHTLINER	160.99						
1	X101158199	08/28/24 4200 PANEL ASSY	160.99			6010 450200	427		101000
120536		660 FARGO FREIGHTLINER	239.66						
1	X101158818	09/05/24 388 BRAKE SLACK ADJUSTER	70.67			1000 430000	427		101000
2	X101158892	09/06/24 3100 TURN SIG SWITCH	168.99			6010 450200	427		101000
		Total for Vendor:	400.65						
120567		897 FARGO GLASS AND PAINT CO.	330.00						
1	1453219	09/06/24 PAINT	330.00			6010 450200	914		101000
		Total for Vendor:	330.00						
120544		1648 FARSTAD OIL, INC	463.98						
1	227796	08/29/24 RIDGELINE DEF	298.99			6010 450200	424		101000
2	225658	08/28/24 WINDOW WASH	164.99			6010 450200	427		101000
120600		1648 FARSTAD OIL, INC	227.74						
1	173102-24	07/25/24 FD 55 drum Ridgeline DEF	227.74			2060 415200	424		101000
		Total for Vendor:	691.72						

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120400		151 FEDERAL EXPRESS	45.28						
1	861063074	09/04/24 pkg mailed	30.64			1000 421000	661		101000
2	860357391	08/28/24 pkg mailed	7.32			1000 421000	661		101000
3	859746284	08/21/24 pkg mailed	7.32			1000 421000	661		101000
		Total for Vendor:	45.28						
120447		3792 FERGUSON ENTERPRISES LLC 1657	269.00						
1	0806779	08/06/24 ww urinal flush sensor	269.00			2975 421000	427	18	101000
		Total for Vendor:	269.00						
120576		5138 FLEXIBLE PIPE TOOLS & EQUIPMENT	299.10						
1	30475	09/05/24 MANHOLE ROLLER	299.10			6025 450000	432		101000
		Total for Vendor:	299.10						
120298	113854S	145 FM EXHAUST & BRAKE CO	288.35						
1	7243	08/29/24 8008 EXHAUST REPAIR	288.35			1000 415000	427		101000
		Total for Vendor:	288.35						
120441		104 FORUM COMMUNICATIONS	575.00						
1	00037995	08/31/24 West Fargo Focus	575.00			1000 414102	602		101000
		Total for Vendor:	575.00						
120413		155 GALLS, LLC	712.08						
1	028947948	08/30/24 riot agent filters	594.00			1000 421000	641		101000
2	028941111	08/30/24 cuffs for casperson	118.08			1000 421000	422		101000
120414		155 GALLS, LLC	10,670.21						
1	028901315	08/27/24 new cso steffens	225.00			1000 421000	422		101000
2	028845707	08/21/24 new cso angell	163.72			1000 421000	422		101000
3	028947345	08/30/24 new officer douglas	16.00			1000 421000	422		101000
4	028942378	08/30/24 new officer schwartz	68.61			1000 421000	422		101000
5	028944154	08/30/24 new officer schwartz	154.28			1000 421000	422		101000
6	028942377	08/30/24 new officer newman	68.61			1000 421000	422		101000
7	028858908	08/22/24 new officer equipment	48.15			1000 421000	422		101000
8	028942376	08/30/24 new officer schany	68.61			1000 421000	422		101000
9	028944153	08/30/24 new officer schany	154.28			1000 421000	422		101000

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10	028846923	08/21/24 new officer equipment	14.97			1000 421000	422		101000
11	028917971	08/28/24 shirt for roll	74.26			1000 421000	422		101000
12	028845730	08/21/24 pant for orn	163.72			1000 421000	422		101000
13	028852942	08/21/24 5 yr rotation vest for birn	1,050.00			1000 421000	641		101000
14	028875296	08/23/24 5 yr rotation vest for sore	1,050.00			1000 421000	641		101000
15	028875345	08/23/24 5 yr rotation vest for hask	1,050.00			1000 421000	641		101000
16	028875468	08/23/24 5 yr rotation vest j.johnso	1,050.00			1000 421000	641		101000
17	028909024	08/27/24 5 yr rotation vest for kane	1,050.00			1000 421000	641		101000
18	028909137	08/27/24 5 yr rotation vest k.johnso	1,050.00			1000 421000	641		101000
19	028909167	08/27/24 5 yr rotation vest for niel	1,050.00			1000 421000	641		101000
20	028909060	08/27/24 new officer mickelson	1,050.00			1000 421000	641		101000
21	028909219	08/27/24 new officer r.feltman	1,050.00			1000 421000	641		101000
120446		155 GALLS, LLC	1,281.64						
1	029000680	09/06/24 new cso angell	85.99			1000 421000	422		101000
2	028825904	08/19/24 new cso angell	113.29			1000 421000	422		101000
3	028985039	09/05/24 new officer douglas	152.33			1000 421000	422		101000
4	028986715	09/05/24 new officer douglas	383.40			1000 421000	422		101000
5	029000677	09/06/24 new officer schwartz	85.99			1000 421000	422		101000
6	029000676	09/06/24 new officer newman	85.99			1000 421000	422		101000
7	029000675	09/06/24 new officer schany	85.99			1000 421000	422		101000
8	028986986	09/05/24 shirts for young	110.60			1000 421000	422		101000
9	028986987	09/05/24 pants for evink	178.06			1000 421000	422		101000
120468		155 GALLS, LLC	1,029.51						
1	028857872	08/22/24 Stock SS Polos	142.94			2060 415200	422		101000
2	02884216	08/25/24 N Wavra Boots	122.63			2060 415200	422		101000
3	028828351	08/19/24 A Theishafer	150.30			2060 415200	422		101000
4	028945828	08/30/24 T Matelski New Hire Hi Viz	306.79			2060 415200	422		101000
5	028945829	08/30/24 L Pettinger New Hire Hi Viz	306.85			2060 415200	422		101000
120603		155 GALLS, LLC	671.21						
1	028164206	06/07/24 boots for young	70.20			1000 421000	422		101000
2	028164868	06/07/24 cuffs for sufficool	120.96			1000 421000	422		101000
3	028986989	09/05/24 equip for b. oldham	59.99			1000 421000	422		101000
4	028976462	09/04/24 pant for halverson	79.20			1000 421000	422		101000
5	028986990	09/05/24 boots for oldham	206.96			1000 421000	422		101000

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6	028976928	09/04/24 new officer equipment	133.90			1000 421000	422		101000
120611		155 GALLS, LLC	743.02						
1	029031415	09/10/24 new officer douglas	406.53			1000 421000	422		101000
2	028989683	09/05/24 new cso steffens	148.52			1000 421000	422		101000
3	029046404	09/11/24 flashlight for mueller	90.00			1000 421000	422		101000
4	029043381	09/11/24 shirt for orn	97.97			1000 421000	422		101000
		Total for Vendor:	15,107.67						
120302	113856S	156 GENERAL EQUIP & SUPPLIES	135.48						
1	SO0288013	08/27/24 7800 SENSOR	135.48			4387 480000	427		101000
120526		156 GENERAL EQUIP & SUPPLIES	135.48						
1	0288013	08/27/24 7800 SENSOR	135.48			4387 480000	427		101000
		Total for Vendor:	270.96						
120525		2558 GOODYEAR COMMERCIAL TIRE	77.93						
1	1301091759	09/05/24 4202 FLAT REPAIR	77.93			6010 450200	427		101000
120571		2558 GOODYEAR COMMERCIAL TIRE	36.00						
1	1301091769	09/09/24 4301 FLAT REPAIR	36.00			6010 450200	427		101000
		Total for Vendor:	113.93						
120358	113858S	3534 GRAND FORKS FIRE EQUIPMENT LLC	2,267.89						
1	41507	08/01/24 E-71 Gas Dector	320.00			2060 415200	641		101000
2	41507	08/01/24 Fix Air Packs	748.63			2060 415200	427		101000
3	41707	08/30/24 2 pair Globe Fire Boots	1,199.26			2060 415200	641		101000
		Total for Vendor:	2,267.89						
120537		999999 GRANT FOGEL	300.00						
		Tree Planting Permit - 1021 Ashley Drive W							
1		09/12/24 Tree - 1021 Ashley Drive W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						

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120598		3535 GREAT PLAINS FIRE	604.21						
1	8447 09/03/24	Ladder & Pump Testing 2024	1,672.84			2060 415200	420		101000
2	41507 08/01/24	Pymt Error-Credit this invoice	-748.63			2060 415200	427		101000
3	41507 08/01/24	Pymt Error-Credit this invoice	-320.00			2060 415200	641		101000
		Total for Vendor:	604.21						
120437		1060 GREATER NORTH DAKOTA CHAMBER OF	560.00						
1	22766 09/03/24	Associate Membership	560.00			1000 414103	667		101000
		Total for Vendor:	560.00						
120366	113859S	4642 HAIDER HOWITZER	13.27						
		Mileage reimbursement for jury duty							
1	08/30/24	Mileage Reimbursement	13.27			1000 414104	340		101000
		Total for Vendor:	13.27						
120318	113860S	135 HAWKINS WTR TREATMENT	10,560.32						
1	6848245 08/26/24	AQUAHAWK	4,507.76			6025 450000	423		101000
2	6850324 08/28/24	AQUAHAWK	6,052.56			6025 450000	423		101000
		Total for Vendor:	10,560.32						
120561		180 HAZERS	1,665.00						
1	70608 09/04/24	APPLIANCE DISPOSAL	1,665.00			6010 450200	357		101000
		Total for Vendor:	1,665.00						
120384		3593 HOLIDAY COMPANIES	5.00						
1	08/31/24	aug 2024 car wash	5.00			1000 421000	420		101000
	063501092400								
		Total for Vendor:	5.00						
120334	113863S	3285 HOUSTON ENGINEERING INC.	19,193.07						
1	72408 08/28/24	Imp Dist 2265	19,193.07			4793 480000	313		101000
		Total for Vendor:	19,193.07						

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120501		358 HUBERT OYE-SONS CONST.	1,125.00						
1	1212160	08/28/24 PROJ 2287	1,125.00			4099 480000	670		101000
		Total for Vendor:	1,125.00						
120408		3087 IBM CORPORATION	20,226.59						
	09/01/2024-08/31/2025								
1	4477720	09/01/24 MaaS360 Premier Suite	5,670.00			1000 414104	497		101000
2	4476991	09/01/24 MaaS360 Premier Suite	14,556.59			1000 414104	497		101000
		Total for Vendor:	20,226.59						
120490		1663 INDUSTRIAL BUILDERS, INC	11,393.55						
1	241119092	09/03/24 PROJ 2287	11,393.55			4099 480000	670		101000
		Total for Vendor:	11,393.55						
120475		687 INFORMATION TECHNOLOGY DEPT	655.00						
1	0820248493	08/31/24 August WAN/Fiber/VPN	655.00			1000 414104	497		101000
		Total for Vendor:	655.00						
120281	113866S	4592 INGRAM LIBRARY SERVICES	6,334.61						
1	83186085	08/14/24 BOOKS	14.30			7000 411600	662		101000
2	83186086	08/14/24 BOOKS	14.70			7000 411600	662		101000
3	83186087	08/14/24 BOOKS	19.67			7000 411600	662		101000
4	83204575	08/15/24 BOOKS	15.42			7000 411600	662		101000
5	83204576	08/15/24 BOOKS	33.06			7000 411600	662		101000
6	83224717	08/16/24 BOOKS	21.96			7000 411600	662		101000
7	83251511	08/19/24 BOOKS	15.66			7000 411600	662		101000
8	83251512	08/19/24 BOOKS	40.97			7000 411600	662		101000
9	83251513	08/19/24 BOOKS	35.66			7000 411600	662		101000
10	83251514	08/19/24 BOOKS	22.60			7000 411600	662		101000
11	83251515	08/19/24 BOOKS	13.13			7000 411600	662		101000
12	83271668	08/20/24 BOOKS	17.59			7000 411600	662		101000
13	83271669	08/20/24 BOOKS	19.13			7000 411600	662		101000
14	83320886	08/22/24 BOOKS	15.80			7000 411600	662		101000
15	83320887	08/22/24 BOOKS	17.18			7000 411600	662		101000
16	83320888	08/22/24 BOOKS	15.74			7000 411600	662		101000
17	83343559	08/23/24 BOOKS	13.23			7000 411600	662		101000

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18	83343560	08/23/24 BOOKS	38.09			7000 411600	662		101000
19	83343561	08/23/24 BOOKS	10.31			7000 411600	662		101000
20	83343562	08/23/24 BOOKS	13.23			7000 411600	662		101000
21	83343563	08/23/24 BOOKS	188.52			7000 411600	662		101000
22	83354414	08/23/24 BOOKS	34.04			7000 411600	662		101000
23	83354415	08/23/24 BOOKS	18.38			7000 411600	662		101000
24	83410133	08/27/24 BOOKS	1,356.15			7000 411600	662		101000
25	83410132	08/27/24 BOOKS	218.97			7000 411600	662		101000
26	83410131	08/27/24 BOOKS	156.92			7000 411600	662		101000
27	83402158	08/27/24 BOOKS	15.38			7000 411600	662		101000
28	83402157	08/27/24 BOOKS	56.82			7000 411600	662		101000
29	83402156	08/27/24 BOOKS	20.26			7000 411600	662		101000
30	83402155	08/27/24 BOOKS	52.29			7000 411600	662		101000
31	83410134	08/27/24 BOOKS	34.18			7000 411600	662		101000
32	83372861	08/26/24 BOOKS	26.80			7000 411600	662		101000
33	83372862	08/26/24 BOOKS	15.03			7000 411600	662		101000
34	83372863	08/26/24 BOOKS	33.30			7000 411600	662		101000
35	83372864	08/26/24 BOOKS	101.20			7000 411600	662		101000
36	83372865	08/26/24 BOOKS	92.43			7000 411600	662		101000
37	83372866	08/26/24 BOOKS	489.04			7000 411600	662		101000
38	83372867	08/26/24 BOOKS	2,121.48			7000 411600	662		101000
39	83427277	08/28/24 BOOKS	37.62			7000 411600	662		101000
40	83427278	08/28/24 BOOKS	19.30			7000 411600	662		101000
41	83427279	08/28/24 BOOKS	255.43			7000 411600	662		101000
42	83427280	08/28/24 BOOKS	66.71			7000 411600	662		101000
43	83454168	08/29/24 BOOKS	14.48			7000 411600	662		101000
44	83454169	08/29/24 BOOKS	27.75			7000 411600	662		101000
45	83454170	08/29/24 BOOKS	18.17			7000 411600	662		101000
46	83454171	08/29/24 BOOKS	158.02			7000 411600	662		101000
47	83454172	08/29/24 BOOKS	131.04			7000 411600	662		101000
48	83454173	08/29/24 BOOKS	50.73			7000 411600	662		101000
50	83454174	08/29/24 BOOKS	116.74			7000 411600	662		101000
120597		4592 INGRAM LIBRARY SERVICES	1,545.27						
1	83140340	08/12/24 BOOKS	26.74			7000 411600	662		101000
2	83140341	08/12/24 BOOKS	24.29			7000 411600	662		101000
3	83140342	08/12/24 BOOKS	19.87			7000 411600	662		101000

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4	83140343	08/12/24 BOOKS	22.01			7000 411600	662		101000
5	83481424	08/30/24 BOOKS	13.15			7000 411600	662		101000
6	83481425	08/30/24 BOOKS	132.15			7000 411600	662		101000
7	83481426	08/30/24 BOOKS	117.94			7000 411600	662		101000
8	83492154	08/30/24 BOOKS	10.52			7000 411600	662		101000
9	83492155	08/30/24 BOOKS	35.01			7000 411600	662		101000
10	83492156	08/30/24 BOOKS	26.66			7000 411600	662		101000
11	83492157	08/30/24 BOOKS	258.48			7000 411600	662		101000
12	83492158	08/30/24 BOOKS	31.17			7000 411600	662		101000
13	83544293	09/04/24 BOOKS	14.63			7000 411600	662		101000
14	83544294	09/04/24 BOOKS	31.63			7000 411600	662		101000
15	83544295	09/04/24 BOOKS	24.90			7000 411600	662		101000
16	83544296	09/04/24 BOOKS	14.30			7000 411600	662		101000
17	83544297	09/04/24 BOOKS	11.65			7000 411600	662		101000
18	83544298	09/04/24 BOOKS	13.70			7000 411600	662		101000
19	83544299	09/04/24 BOOKS	12.52			7000 411600	662		101000
20	83544300	09/04/24 BOOKS	10.55			7000 411600	662		101000
21	83588445	09/05/24 BOOKS (CREDIT)	-53.43			7000 411600	662		101000
22	83567490	09/05/24 BOOKS	22.38			7000 411600	662		101000
23	83567491	09/05/24 BOOKS	40.79			7000 411600	662		101000
24	83567492	09/05/24 BOOKS	26.44			7000 411600	662		101000
25	83567493	09/05/24 BOOKS	13.90			7000 411600	662		101000
26	83567494	09/05/24 BOOKS	33.22			7000 411600	662		101000
27	83595696	09/06/24 BOOKS	14.38			7000 411600	662		101000
28	83595697	09/06/24 BOOKS	125.45			7000 411600	662		101000
29	83595698	09/06/24 BOOKS	14.10			7000 411600	662		101000
30	83607624	09/06/24 BOOKS	40.15			7000 411600	662		101000
31	83607625	09/06/24 BOOKS	35.66			7000 411600	662		101000
32	83627603	09/09/24 BOOKS	26.88			7000 411600	662		101000
33	83627604	09/09/24 BOOKS	38.40			7000 411600	662		101000
34	83627605	09/09/24 BOOKS	32.10			7000 411600	662		101000
35	83627606	09/09/24 BOOKS	14.28			7000 411600	662		101000
36	83627607	09/09/24 BOOKS	12.56			7000 411600	662		101000
37	83661650	09/10/24 BOOKS	14.53			7000 411600	662		101000
38	83661651	09/10/24 BOOKS	25.74			7000 411600	662		101000
39	83661652	09/10/24 BOOKS	15.95			7000 411600	662		101000
40	83661653	09/10/24 BOOKS	15.72			7000 411600	662		101000

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41	83684220	09/11/24 BOOKS	13.71			7000 411600	662		101000
42	83684221	09/11/24 BOOKS	13.33			7000 411600	662		101000
43	83684222	09/11/24 BOOKS	11.35			7000 411600	662		101000
44	83684223	09/11/24 BOOKS	14.05			7000 411600	662		101000
45	83684224	09/11/24 BOOKS	14.08			7000 411600	662		101000
46	83684225	09/11/24 BOOKS	22.02			7000 411600	662		101000
47	83684226	09/11/24 BOOKS	26.33			7000 411600	662		101000
48	83684227	09/11/24 BOOKS	13.58			7000 411600	662		101000
49	83684228	09/11/24 BOOKS	12.95			7000 411600	662		101000
50	83684229	09/11/24 BOOKS	42.80			7000 411600	662		101000
Total for Vendor:			7,879.88						
120592		1012 INTERSTATE POWER SYSTEMS, INC	781.61						
1	2103715	09/09/24 GENERATOR OIL	781.61			6025 450000	826		101000
Total for Vendor:			781.61						
120512		233 J & L SPORTS	64.98						
1	33186	09/11/24 Z PAINTNER POLOS	64.98			1000 450000	422		101000
Total for Vendor:			64.98						
120380		811 JASON ANDERSON	136.00						
1	08/30/24	travel reimb	136.00			1000 421000	340		101000
Total for Vendor:			136.00						
120398		1095 JASON BALVIK	487.25						
1	07/19/24	travel reimb	271.00			1000 421000	340		101000
2	08/22/24	travel reimb	216.25			1000 421000	340		101000
Total for Vendor:			487.25						
120376		5137 JODI ROLLE	46.63						
1	08/31/24	Mileage 08/01/24-08/31/24	46.63			1000 414100	340		101000
Total for Vendor:			46.63						
120504		1084 JOEY PORTER	144.77						
1	2024 09/04/24	Reimbursement for Boots	144.77			2060 415200	422		101000
Total for Vendor:			144.77						

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120399		2709 JOHNSON'S / VIGEN'S LAWN SERVICE	1,895.62						
1	420150	08/26/24 abatement 1163 marlys dr	85.00			1000 415000	555		101000
2	420153	08/26/24 abatement 4810 11 st w	293.28			1000 415000	555		101000
3	420158	08/26/24 abatement 402 11 ave nw	1,517.34			1000 415000	555		101000
		Total for Vendor:	1,895.62						
120530		999999 JUSTIN WALTER	300.00						
		Tree Planting Permit - 2160 Allison Lane							
1	09/12/24	Tree - 2160 Allison Lane	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120482		344 KARL'S AT THE NODAK CENTER	101.98						
1	343310962	09/11/24 T FRAEDRICH PANTS	101.98			6010 450200	422		101000
		Total for Vendor:	101.98						
120338	113873S	2122 KEY CONTRACTING	24,621.02						
		Final Payment							
1	Pay App 3	08/27/24 Project 1346	24,621.02			4024 480000	670		101000
		Total for Vendor:	24,621.02						
120403	-98998E	4482 KOTAPAY	3,779.90						
		09/06/24 payroll							
1	09/06/24	Child Support	3,779.90			1000 212549			101000
		Total for Vendor:	3,779.90						
120335	113875S	693 KPH, INC	20,000.00						
		Final Payment							
1	Pay App 15	08/20/24 Project 1316.2	20,000.00			4065 480000	670		101000
		Total for Vendor:	20,000.00						
120606		5437 KYLE MCCAMY	343.11						
		APWX Conference - 09/07/24-09/11/24 - Atlanta							
1	09/12/24	Travel Reimbursement	343.11			1000 414200	340		101000
		Total for Vendor:	343.11						

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120411		2085 LANGUAGE LINE SERVICES	7.45						
1	11380001	08/31/24 August Interpretation Servic	7.45			1000 412000	304		101000
		Total for Vendor:	7.45						
120543		705 LAWSON PRODUCTS	308.32						
1	9311817128	09/04/24 HARDWARE STOCK	308.32			1000 455000	433		101000
		Total for Vendor:	308.32						
120426		4767 LENOVO (UNITED STATES) INC.	409.38						
1	6469099490	09/06/24 Laptop - Michael W	409.38			1000 414104	497		101000
120449		4767 LENOVO (UNITED STATES) INC.	8,662.18						
1	6468991309	08/25/24 patrol computers	6,169.32			2975 421000	497	18	101000
2	6468969758	08/23/24 patrol monitors and docks	2,471.94			2975 421000	497	18	101000
3	6468998945	08/27/24 TP link	20.92			2975 421000	497	18	101000
120460		4767 LENOVO (UNITED STATES) INC.	1,151.97						
1	6469089432	09/05/24 3 Monitors/Dock - PW	637.99			1000 450000	497		101000
2	6469089432	09/05/24 Dock - PD	135.99			1000 421000	497		101000
3	6469089432	09/05/24 2 Monitors/Dock - Finance	377.99			1000 414100	497		101000
120461		4767 LENOVO (UNITED STATES) INC.	615.99						
1	6469118529	09/07/24 Monitor - IT	121.00			1000 414104	497		101000
2	6469118529	09/07/24 3 Monitors/Dock - PW	494.99			1000 450000	497		101000
		Total for Vendor:	10,839.52						
120377		5418 LISA BREYER	71.29						
1	08/31/24	Mileage 07/08/24-08/20/24	71.29			1000 414100	340		101000
		Total for Vendor:	71.29						
120507		3491 LOFFLER COMPANIES INC	99.69						
1	37425511	09/11/24 sept. 2024 training area	99.69			1000 421000	428		101000
		Total for Vendor:	99.69						

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120541		999999 LOUISE LITTLE	300.00						
		Tree Planting Permit - 1197 Albert Ct W							
1	09/12/24	Tree - 1197 Albert Ct W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120517		711 LUTHER FAMILY FORD	203.17						
1	391938 09/11/24	5702 SENSOR	102.48			1000 430002	427		101000
2	390995 08/30/24	1170 SWITCH	100.69			1000 421000	427		101000
		Total for Vendor:	203.17						
120485		3304 MAC'S - FARGO	8.74						
1	I00515 09/03/24	HARDWARE	8.74			6010 450200	914		101000
		Total for Vendor:	8.74						
120633		3536 MACQUEEN EMERGENCY	196.18						
1	11277 03/07/24	Credit overpayment on grant	-21.16			2060 415200	641		101000
2	p11521 09/12/24	E-76 Float Switch	217.34			2060 415200	420		101000
		Total for Vendor:	196.18						
120533		999999 MALACHI PETERSEN	300.00						
		Tree Planting Permit - 1238 Highland Lane W							
1	09/12/24	Tree - 1238 Highland Lane W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120469		5416 MARCO TECHNOLOGIES LLC NW 7128	85.00						
1	12897521 09/03/24	sept 2024 plotter	85.00			1000 421000	428		101000
		Total for Vendor:	85.00						
120586		5349 MARCO TECHNOLOGIES, LLC	581.95						
1	37322905 08/28/24	LEASE FOR PRINTERS	581.95			7000 411600	428		101000
120638		5349 MARCO TECHNOLOGIES, LLC	98.68						
1	37438206 09/12/24	FD Lower Level Copier	98.68			2060 415200	428		101000
		Total for Vendor:	680.63						

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120430		318 MARSHALL & SWIFT/BOECKH, LLC	681.20						
		Marshall & Swift valuation service renewal							
1	174688 24	09/06/24 Valuation Service Renewal	681.20			1000 414101	497		101000
		Total for Vendor:	681.20						
120453		3119 MATT RETKA	50.00						
1	09/10/24	Sept WF Airport Secretary	50.00			7050 500000	120		101000
		Total for Vendor:	50.00						
120531		999999 MELANIE MEHUS	300.00						
		Tree Planting Permit - 2156 Allison Lane							
1	09/12/24	Tree - 2156 Allison Lane	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
120354	113891S	299 MENARDS (FIRE)	420.39						
1	37872 08/19/24	Training Grounds bldg repair	93.09			2060 415200	494		101000
2	38157 08/23/24	Training Grounds Weed Spray	74.99			2060 415200	494		101000
3	38450 08/27/24	Bld. cage under stairwell	231.22			2060 415200	494		101000
4	38451 08/27/24	Bld. cage under stairwell	4.58			2060 415200	494		101000
5	38590 08/29/24	Split ring hanger	3.52			2060 415200	500		101000
6	38627 08/30/24	SS Window Cleaner	12.99			2060 415200	500		101000
120632		299 MENARDS (FIRE)	139.39						
1	37872 08/19/24	FD Overpayment on invoice	0.03			2060 415200	494		101000
2	38912 09/03/24	3 power strips/Tr rooms	50.64			2060 415200	500		101000
3	39048 09/05/24	Fly Swatters	5.10			2060 415200	500		101000
4	39040 09/05/24	Tr Grnds/Academy Supplies	83.62			2060 415200	500		101000
		Total for Vendor:	559.78						
120328	113892S	4622 MENARDS (PUBLIC WORKS)	41.64						
1	38495 08/28/24	SANITIZER	41.64			6025 450000	420		101000
120402		4622 MENARDS (PUBLIC WORKS)	23.96						
1	38425 08/27/24	Project 2287	23.96			4099 480000	670		101000

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120578		4622 MENARDS (PUBLIC WORKS)	0.59						
1	39105 09/06/24	OIL DRY	95.88			6010 450200	433		101000
2	38571 08/29/24	WOOD STAKES	27.92			6025 450000	827		101000
3	38881 09/03/24	FORK LATCH KIT	17.98			6020 450000	427		101000
4	38622 08/30/24	HARDWARE/BUNGEE CORDS	111.23			6020 450000	432		101000
5	39121 09/06/24	CLR 1G LO PRO CVR	6.39			1000 455000	420		101000
7	85312 10/07/22	RETURN CREDITS	-50.21			6010 450200	444		101000
8	92379 01/07/23	RETURN CREDITS	-35.92			1000 430000	433		101000
9	1750 06/26/23	RETURN CREDITS	-54.64			6025 450000	432		101000
10	4678 07/24/23	RETURN CREDITS	-13.25			1000 455000	420		101000
11	13583 09/27/23	RETURN CREDITS	-22.58			1000 430000	432		101000
12	15196 10/17/23	RETURN CREDITS	-29.45			4795 480000	670		101000
13	19895 12/14/23	RETURN CREDITS	-1.73			6010 450200	433		101000
14	23124 01/31/24	RETURN CREDITS	-51.03			6020 450000	438		101000
120625		4622 MENARDS (PUBLIC WORKS)	18.30						
1	39356 09/10/24	PAINT/TAPE	36.45			6025 450000	433		101000
2	39290 09/09/24	DISTILLED WATER	10.98			6025 450000	825		101000
3	23292 02/02/24	RETURN CREDITS	-29.13			6025 450000	160		101000
Total for Vendor:			84.49						
120486		2489 MENARDS-MOORHEAD	13.98						
1	612 08/28/24	HOLE SAW	13.98			1000 430002	432		101000
Total for Vendor:			13.98						
120503		2766 MIDCONTINENT COMMUNICATIONS	187.06						
1	3725717011 08/27/24	FD 08-25 09-24 Usage	187.06			2060 415200	356		101000
120560		2766 MIDCONTINENT COMMUNICATIONS	89.06						
1	20114247 09/01/24	PW INTERNET	89.06			1000 450000	497		101000
120634		2766 MIDCONTINENT COMMUNICATIONS	1,197.89						
1	14269 09/11/24	193293401 - 3100&3150 Sheyenne	1,197.89			2310 452120	497		101000
Total for Vendor:			1,474.01						

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120599	1854	MIDWEST TAPE	555.14						
1	506000579	09/04/24 DVD	41.97			7000 411600	664		101000
2	806000574	09/04/24 DVD	47.94			7000 411600	664		101000
3	506000575	09/04/24 DVD	64.79			7000 411600	664		101000
4	506000576	09/04/24 DVD	57.66			7000 411600	664		101000
5	506000577	09/04/24 DVD	111.18			7000 411600	664		101000
6	506000580	09/04/24 DVD	32.22			7000 411600	664		101000
7	506000581	09/04/24 DVD	99.67			7000 411600	664		101000
8	506000582	09/04/24 DVD	23.26			7000 411600	664		101000
9	506005523	09/11/24 DVD	20.22			7000 411600	664		101000
10	506005524	09/11/24 DVD	30.76			7000 411600	664		101000
11	506005525	09/11/24 DVD	25.47			7000 411600	664		101000
		Total for Vendor:	555.14						
120602	772	MINNKOTA	57.72						
1	455579	08/31/24 aug 2024 recycle	57.72			1000 421000	420		101000
		Total for Vendor:	57.72						
120436	305	MOORE ENGINEERING INC	116,207.92						
1	40015	08/21/24 Imp Dist 1337	793.75			4086 480000	313		101000
2	40014	08/21/24 CWF Task Order #2	317.50			1000 414200	313		101000
3	40197	08/28/24 Imp Dist 2271	1,006.14			4005 480000	313		101000
4	40021	08/21/24 Project 1349	7,603.26			4445 480000	313		101000
5	40018	08/21/24 Imp Dist 1348	32,667.76			4444 480000	313		101000
6	40019	08/21/24 Imp Dist 1345	52,744.90			4009 480000	313		101000
7	40020	08/21/24 Project 1342	2,103.45			4002 480000	313		101000
8	40017	08/21/24 Imp Dist 1339	307.50			4088 480000	313		101000
9	40016	08/21/24 Imp Dist 1337	2,012.18			4086 480000	313		101000
10	40072	08/26/24 Project 1316.3	13,861.25			4065 480000	313		101000
11	40063	08/23/24 Project 1316.2	577.50			4065 480000	313		101000
12	40013	08/21/24 Imp Dist 1309.1	2,212.73			4387 480000	313		101000
120509	305	MOORE ENGINEERING INC	273.30						
1	40232	09/09/24 Project 1346	273.30			4024 480000	313		101000
		Total for Vendor:	116,481.22						

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120362	113900S	688 MOTOROLA SOLUTIONS, INC	21,943.80						
		NTP ND SIRN 2020 CONTRACT ADDITION							
		Serial Numbers: 481CAM6061, 481CAM6062, 481CAM6063, 481CAM6064							
1	8281962544	08/23/24 4 Portable radios 2024 bud	21,943.80			2060 415200	864		101000
		Total for Vendor:	21,943.80						
120621		3040 MR MANHOLE	2,028.23						
1	16716	09/09/24 CARBITE TOOTH & ROLL PIN	2,028.23			6025 450000	437		101000
		Total for Vendor:	2,028.23						
120481		3428 ND DEPARTMENT OF ENVIRONMENTAL	25.00						
1	3383	08/05/24 SOLD WASTE TRANSPORTER DECALS	25.00			6010 450200	386		101000
		Total for Vendor:	25.00						
120433		335 ND DEPT OF TRANSPORTATION	48,831.86						
1	0002465768	08/26/24 Project 9020	48,831.86			4137 480000	670		101000
		Total for Vendor:	48,831.86						
120506		333 ND MOTOR VEHICLE DEPT.	11.50						
1	09/11/24	#1221 tags reg title	11.50			1000 421000	667		101000
		Total for Vendor:	11.50						
120406	-98996E	363 ND PERS	6,397.30						
	09/06/24	Payroll							
1	09/06/24	457b Def Comp - Contributions	6,397.30			1000 212532			101000
		Total for Vendor:	6,397.30						
120326	113902S	756 NELCO FIRST AID	97.84						
1	014972	08/27/24 SA - FIRST AID SUPPLIES	97.84			6010 450200	639		101000
		Total for Vendor:	97.84						
120505		1600 NELSON AUTO CENTER FLEET DEPT	50,421.84						
1	FS016	08/05/24 #1221 new squad	50,421.84			1000 421000	610		101000
		Total for Vendor:	50,421.84						

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120303	113903S	364 NELSON INTERNATIONAL	44.65						
1	X102230144	08/27/24 4006 FILTER ASSY	44.65			6010 450200	427		101000
120539		364 NELSON INTERNATIONAL	689.37						
1	X102230339	09/03/24 3005 PIPE DECOUPLER	336.50			1000 430000	427		101000
2	X102230495	09/05/24 241 CROSS LINK ASSY	311.41			6020 450000	427		101000
3	X102230757	09/05/24 609 LIGHT TURN SIG	41.46			2210 428000	427		101000
		Total for Vendor:	734.02						
120556		5431 NEOTREKS INC	1,680.00						
1	04001	09/01/24 PLOW OPS SUBSCRIPTION	1,680.00			1000 430000	497		101000
		Total for Vendor:	1,680.00						
120463		4765 NETWORK CABLING SERVICES, INC.	2,289.40						
1	24072901	08/21/24 WW body cam cables	795.95			2975 421000	497	18	101000
2	24072202	08/21/24 WW training/invest remodel	1,493.45			2975 421000	497	18	101000
		Total for Vendor:	2,289.40						
120379		2261 NETWORK CENTER INCORPORATED	6,942.00						
		Office 365 G1 - 150 licenses							
		Office 365 G3 - 221 licenses							
		MS Teams Rooms Pro - 7 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 2 license							
1	INV220215	09/04/24 Microsoft 365 Subscriptions	170.60			1000 414000	497		101000
2	INV220215	09/04/24 Microsoft 365 Subscriptions	161.00			1000 414101	497		101000
3	INV220215	09/04/24 Microsoft 365 Subscriptions	115.00			1000 415000	497		101000
4	INV220215	09/04/24 Microsoft 365 Subscriptions	69.00			1000 416200	497		101000
5	INV220215	09/04/24 Microsoft 365 Subscriptions	124.60			1000 412000	497		101000
6	INV220215	09/04/24 Microsoft 365 Subscriptions	46.00			1000 414102	497		101000
7	INV220215	09/04/24 Microsoft 365 Subscriptions	253.00			1000 414200	497		101000
8	INV220215	09/04/24 Microsoft 365 Subscriptions	235.80			1000 414100	497		101000
9	INV220215	09/04/24 Microsoft 365 Subscriptions	92.00			1000 414103	497		101000
10	INV220215	09/04/24 Microsoft 365 Subscriptions	176.40			1000 414104	497		101000
11	INV220215	09/04/24 Microsoft 365 Subscriptions	226.20			1000 418000	497		101000
12	INV220215	09/04/24 Microsoft 365 Subscriptions	2,187.20			1000 421000	497		101000

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13	INV220215	09/04/24 Microsoft 365 Subscriptions	103.60			1000 430000	497		101000
14	INV220215	09/04/24 Microsoft 365 Subscriptions	51.80			1000 430001	497		101000
15	INV220215	09/04/24 Microsoft 365 Subscriptions	260.20			1000 450000	497		101000
16	INV220215	09/04/24 Microsoft 365 Subscriptions	220.60			1000 455000	497		101000
17	INV220215	09/04/24 Microsoft 365 Subscriptions	723.40			2060 415200	497		101000
18	INV220215	09/04/24 Microsoft 365 Subscriptions	42.20			2210 428000	497		101000
19	INV220215	09/04/24 Microsoft 365 Subscriptions	270.60			6010 450200	497		101000
20	INV220215	09/04/24 Microsoft 365 Subscriptions	189.80			6020 450000	497		101000
21	INV220215	09/04/24 Microsoft 365 Subscriptions	214.80			6025 450000	497		101000
22	INV220215	09/04/24 Microsoft 365 Subscriptions	489.00			7000 411600	497		101000
23	INV220215	09/04/24 Microsoft 365 Subscriptions	519.20			1000 415000	497		101000
120474		2261 NETWORK CENTER INCORPORATED	22,250.49						
1	INV218438	07/31/24 Yealink Bundle	22,250.49			2970 480000	653	18	101000
120557		2261 NETWORK CENTER INCORPORATED	450.00						
1	INV220691	09/11/24 CISA exercise	450.00			1000 414104	497	18	101000
120604		2261 NETWORK CENTER INCORPORATED	215.00						
1	INV220718	09/12/24 Troubleshoot M365 issues	215.00			1000 414104	497	18	101000
		Total for Vendor:	29,857.49						
120250	113964S	1252 NORTH DAKOTA STATE LIBRARY	370.00						
2	01254	08/21/24 JENNA KAHLY NDLA CONF REG	185.00			7000 411600	340		101000
3	01248	08/19/24 KAYLA BIRKHOLZ NDLA CONF REG	185.00			7000 411600	340		101000
		Total for Vendor:	370.00						
120297	113906S	5240 NORTHERN ENGINE & SUPPLY	44.09						
1	259203	08/28/24 3200 HOSE/FITTING	44.09			1000 430000	427		101000
120524		5240 NORTHERN ENGINE & SUPPLY	11.39						
1	259627	09/11/24 7800 ADAPTER	11.39			4387 480000	427		101000
		Total for Vendor:	55.48						

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120308	113907S	1028 NORTHERN TRUCK EQUIPMENT CORP.	87.96						
1	FG22668	08/23/24 3100 BUSHING	87.96			1000 430000	427		101000
		Total for Vendor:	87.96						
120381		5424 NORTHWEST BLINDS INC	5,647.00						
1	64986	08/22/24 investigation dig. storage	5,647.00			1000 421000	497		101000
		Total for Vendor:	5,647.00						
120301	113909S	4892 NORTHWEST TIRE INC.	62.70						
1	26050107	08/28/24 7027 FLAT REPAIR	62.70			6025 450000	427		101000
120523		4892 NORTHWEST TIRE INC.	108.40						
1	26049462	08/29/24 5005 SENSOR	108.40			1000 455000	427		101000
		Total for Vendor:	171.10						
120542		330 NORTHWESTERN EQUIP INC.	328.82						
1	54703	09/04/24 4201 TIMBLE	90.91			6010 450200	427		101000
2	54713	09/05/24 RRL IWRC EXIPS/CLIP	140.56			4387 480000	427		101000
3	54708	09/05/24 7027 THIMBLE	97.35			6025 450000	427		101000
		Total for Vendor:	328.82						
120101	113910S	1774 O'REILLY AUTOMOTIVE STORES, INC	438.71						
		Fire Department							
1	1932 36194	08/12/24 Both Station Supplies	320.30			2060 415200	420		101000
2	362338	08/13/24 L-75 Repair-Tools	41.46			2060 415200	432		101000
3	188145	08/15/24 Butt splice/Heat Shrink	72.96			2060 415200	500		101000
4	365107	08/20/24 Sq 75 Fuse holder	3.99			2060 415200	420		101000
120552		1774 O'REILLY AUTOMOTIVE STORES, INC	12.67						
1	1932368418	08/29/24 Shop misc supplies	12.67			2060 415200	500		101000
		Total for Vendor:	451.38						
120527		4744 O'REILLY AUTOMOTIVE STORES, INC	416.69						
1	1932370718	09/05/24 163 PADS/ROTORS	119.99			1000 421000	427		101000
2	1932370154	09/04/24 LIGHTBULBS	18.68			1000 455000	433		101000
3	1932253133	09/11/24 140 SWAY BAR/HARDWARE	52.03			1000 421000	427		101000

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4	1932365176	08/20/24 MATC SOFTWARE	299.00			1000 455000	340		101000
5	1932372665	09/11/24 1189 WATER PUMP RET	-89.92			1000 421000	427		101000
6	1932338708	06/07/24 164 FILTER	7.92			1000 421000	427		101000
7	1932372441	09/10/24 8102 WIPER BLADE	8.99			1000 415000	427		101000
120572	4744	O'REILLY AUTOMOTIVE STORES, INC	435.92						
1	1932370153	09/04/24 3100 BATTERY	272.90			1000 430000	427		101000
2	1932370153	09/04/24 PD BATTERY STOCK	163.02			1000 415000	427		101000
		Total for Vendor:	852.61						
120587	832	ODIN	734.00						
1	24270	08/30/24 POLARIS SUBSCRIPTION	179.00			7000 411600	994		101000
2	24271	08/30/24 STATEWIDE DATABASE ACCESS	555.00			7000 411600	994		101000
		Total for Vendor:	734.00						
120442	353	OHNSTAD TWICHELL	32,006.08						
August invoices									
2	198088	08/21/24 Stockyards 1st Addiion	1,560.00			1000 418000	312		101000
3	198089	08/21/24 Imp Dist 2265	240.00			4793 480000	312		101000
5	198404	08/21/24 Sheyenne River FEMA Buyouts	759.54			4904 415000	312		101000
7	198091	08/21/24 Imp Dist 1345	552.50			4009 480000	312		101000
8	198092	08/21/24 Conditional Use Permits	160.00			1000 418000	312		101000
14	198128	07/31/24 Municipal Prosecutions	19,192.20			1000 412000	312		101000
19	198093	08/21/24 Liquor License Applications	2,270.00			1000 415000	312		101000
20	198094	08/21/24 General	2,918.44			1000 415000	312		101000
22	198095	08/21/24 Personnel Issues	280.00			1000 414103	312		101000
48	198096	08/21/24 PUD Amendments	1,050.00			1000 418000	312		101000
49	198097	08/21/24 Project 9040	280.00			4507 480000	312		101000
50	198098	08/21/24 Electric Franchise Ord Amend	80.00			1000 415000	312		101000
51	198099	08/21/24 Sandhills 8th Addition	520.00			1000 418000	312		101000
52	198100	08/21/24 R&R 1st Addition	94.00			1000 418000	312		101000
55	198101	08/21/24 PUD Ordinance Amendment	247.90			1000 418000	312		101000
56	198102	08/21/24 Ubiquity Agreement	1,110.00			4069 480000	312		101000
57	198103	08/21/24 FMD-Raymond Subdivision	80.00			1000 418000	312		101000
58	198104	08/21/24 Landscaping Ordinance Amend	34.50			1000 415000	312		101000
59	198105	08/21/24 N Pond of the Preserve 18 Add	417.00			1000 418000	312		101000
60	198106	08/21/24 Imp Dist 1316.3	160.00			4065 480000	312		101000
		Total for Vendor:	32,006.08						

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120521		352 OK TIRE STORE - COM CTR	52.50						
1	05360378	09/04/24 388 FLAT REPAIR	52.50			1000 430000	427		101000
		Total for Vendor:	52.50						
120609		399 OLYMPIC SALES	4,234.23						
1	14937	09/03/24 4007 REEVING CYLINDER	2,484.19			6010 450200	427		101000
2	14981	09/10/24 STOCK HYDRAULIC FILTER	1,750.04			6010 450200	427		101000
120623		399 OLYMPIC SALES	139.00						
1	14951	08/29/24 DUMPSTER STICKERS	139.00			6010 450200	914		101000
		Total for Vendor:	4,373.23						
120432		631 ONE CALL CONCEPTS, INC	916.05						
1	4084293	08/31/24 August Locates	916.05			6020 450000	412		101000
		Total for Vendor:	916.05						
120393		276 OSTROMS ACE HARDWARE	142.24						
1	227307	08/22/24 acct 44818 k9 food	59.99			1000 421000	915		101000
2	227344	08/27/24 acct 44818 ford keys	82.25			1000 421000	641		101000
120508		276 OSTROMS ACE HARDWARE	239.96						
1	227423	09/11/24 acct: 44818 dog food	239.96			1000 421000	915		101000
		Total for Vendor:	382.20						
120329	113913S	5119 OSTROMS ACE HARDWARE (PW)	148.14						
1	227339	08/27/24 TEMPO	79.99			1000 455000	420		101000
2	227351	08/28/24 LEADER HOSE	27.98			1000 455000	420		101000
3	227338	08/27/24 COUPLER/WEED KILLER	40.17			1000 455000	420		101000
120476		5119 OSTROMS ACE HARDWARE (PW)	27.16						
1	227422	09/11/24 MARKING PAINT	27.16			2210 428000	358		101000
120480		5119 OSTROMS ACE HARDWARE (PW)	19.99						
1	227401	09/06/24 TUBE CUTTER	19.99			4796 480000	670		101000

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120627		5119 OSTROMS ACE HARDWARE (PW)	14.99						
1	227425	09/11/24 FLEXSPRAY	14.99			6025 450000	433		101000
		Total for Vendor:	210.28						
120581		2126 OVERDRIVE, INC	1,985.63						
1	08/12/24	EBOOK/AUDIOBOOK	696.26			7000 411600	650		101000
	02139CO24235781								
2	08/23/24	EBOOK/AUDIOBOOK	691.93			7000 411600	650		101000
	02139CO24246650								
3	09/10/24	EBOOK/AUDIOBOOK	597.44			7000 411600	650		101000
	02139CO24266065								
		Total for Vendor:	1,985.63						
120385		903 PETE NIELSEN	153.00						
1	08/30/24	travel reimb	153.00			1000 421000	340		101000
		Total for Vendor:	153.00						
120443		563 PETRO SERVE USA	2,136.27						
		September billing for August usage							
1	0967995	08/31/24 FD August fuel usage	2,136.27			2060 415200	424		101000
120534		563 PETRO SERVE USA	1,962.20						
1	100965	09/09/24 CENEX MAXTRON OIL	972.90			6010 450200	424		101000
2	100908	09/09/24 CENEX MAXTRON OIL	895.40			1000 421000	424		101000
3	100909	09/09/24 CENEX SUPER LUBE OIL	93.90			4387 480000	424		101000
120570		563 PETRO SERVE USA	1,381.76						
1	239	09/11/24 MOTOR OIL	516.89			6010 450200	424		101000
2	101	09/11/24 QWIKLIFT HTB	864.87			6010 450200	424		101000
120630		563 PETRO SERVE USA	2,674.27						
1	1853	09/04/24 BULK FUEL	2,674.27			4387 480000	424		101000
		Total for Vendor:	8,154.50						

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120349	113917S	4034 PETRO SERVE USA #63	568.30						
1	2737 08/22/24	3401 PREMIUM	28.75			1000 430000	424		101000
2	8528 08/22/24	3401 PREMIUM	42.63			1000 430000	424		101000
3	7577 08/20/24	3401 PREMIUM	29.64			1000 430000	424		101000
4	1276 08/19/24	3401 PREMIUM	50.01			1000 430000	424		101000
5	5076 08/13/24	3401 PREMIUM	46.91			1000 430000	424		101000
6	2755 08/22/24	4102 DIESEL	171.41			6010 450200	424		101000
7	2771 08/22/24	7001 DIESEL	198.95			6025 450000	424		101000
120448		4034 PETRO SERVE USA #63	38.30						
	Dave used the Cities service truck and filled it before returning it. TMW								
1	WFFD 08/30/24	PS Service Truck	38.30			2060 415200	424		101000
120629		4034 PETRO SERVE USA #63	1,517.19						
1	2601 09/04/24	7033 DIESEL	118.76			6025 450000	424		101000
2	8910 09/09/24	4102 DIESEL	139.33			6010 450200	424		101000
3	5474 08/29/24	4100 DIESEL	153.40			6010 450200	424		101000
4	6604 08/06/24	409 DIESEL	79.28			6010 450200	424		101000
5	9583 09/10/24	3401 PREMIUM	47.85			1000 430000	424		101000
6	857 09/12/24	PROPANE	33.32			6020 450000	424		101000
7	461 09/11/24	2100 DIESEL	160.28			6020 450000	424		101000
8	417 08/28/24	SA DIESEL	85.89			6010 450200	424		101000
9	4518 08/27/24	7001 DIESEL	131.03			6025 450000	424		101000
10	6781 08/06/24	7045 DIESEL	450.47			4387 480000	424		101000
11	6604 08/06/24	409 DIESEL	79.28			6010 450200	424		101000
12	1510 08/30/24	5000 DIESEL	38.30			2060 415200	424		101000
		Total for Vendor:	2,123.79						
120346	113918S	1987 PETSMART	75.59						
1	013222 08/29/24	Mika-Bag of food	75.59			2060 415200	915		101000
		Total for Vendor:	75.59						
120383		1310 PETTYS CONSULTING, LLC	300.00						
1	1986 09/01/24	sept 2024 user fee	300.00			1000 421000	497		101000

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120579		1310 PETTYS CONSULTING, LLC	159.00						
1	1985 09/01/24	FD September Payroll Svc.	159.00			2060 415200	497		101000
		Total for Vendor:	459.00						
120589		384 PITNEY BOWES GLOBAL FINANCIAL	231.00						
1	3319607290 09/04/24	POSTAGE CUBE LEASE	231.00			7000 411600	428		101000
		Total for Vendor:	231.00						
120445		5067 POPE DOUGLAS SOLID WASTE	994.50						
1	23318 09/30/24	pharmaceuticals destruction	994.50			1000 421000	365		101000
		Total for Vendor:	994.50						
120563		1755 PRO SWEEP INC	1,700.00						
1	24042 08/31/24	SHEYENNE TUNNEL SWEEPING	1,700.00			1000 430000	485		101000
		Total for Vendor:	1,700.00						
120420		5410 QUALLEY AND ASSOCIATES	7,997.00						
	Enterprise Grant								
1	09/05/24	Materials & labor for remodel	7,997.00			2960 411900	654		101000
		Total for Vendor:	7,997.00						
120299	113926S	2982 RDO EQUIPMENT CO	436.54						
1	P9163854 08/02/92	MOWERS - OIL	436.54			1000 430001	424		101000
		Total for Vendor:	436.54						
120410		3204 RECORD KEEPERS	17.50						
1	A270786 08/31/24	City Hall Shred Bins	17.50			1000 415000	420		101000
		Total for Vendor:	17.50						
120479		1016 RED WING BUSINESS ADVANTAGE	526.46						
1	166136 09/04/24	P GBAGBE BOOTS	195.49			6010 450200	422		101000
2	166137 09/04/24	P GBAGBE INSOLES	54.99			6010 450200	422		101000
3	166139 09/04/24	R OLSON BOOTS	220.99			6020 450000	422		101000
4	166140 09/04/24	R OLSON INSOLES	54.99			6020 450000	422		101000

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120511		1016 RED WING BUSINESS ADVANTAGE	203.99						
1	7371165872	08/29/24 J ROLCZYNSKI BOOTS	203.99			1000 430000	422		101000
120608		1016 RED WING BUSINESS ADVANTAGE	294.99						
1	166591	09/11/24 S HAUGEN BOOTS	240.00			6010 450200	422		101000
2	166592	09/11/24 S HAUGEN INSOLES	54.99			6010 450200	422		101000
120626		1016 RED WING BUSINESS ADVANTAGE	282.48						
1	7371165897	08/29/24 J FREEMAN INSOLES	69.99			6025 450000	422		101000
2	7371165895	08/29/24 J FREEMAN BOOTS	212.49			6025 450000	422		101000
		Total for Vendor:	1,307.92						
120595		3210 RIVISTAS SUBSCRIPTIONS SERVICES	46.77						
1	19224	07/23/24 MAGAZINE SUBSCRIPTION	46.77			7000 411600	663		101000
		Total for Vendor:	46.77						
120353	113928S	3522 RJ'S TESORO	50.72						
1	9281	08/20/24 3060 UNLEADED	50.72			1000 430001	424		101000
120444		3522 RJ'S TESORO	1,275.99						
		September billing for August usage							
1	WFFire	08/31/24 FD August Fuel Usage	1,275.99			2060 415200	424		101000
		Total for Vendor:	1,326.71						
120540		999999 ROBERT MESTETH	190.00						
		Tree Planting Permit - 210 34th Ave E							
1		09/12/24 Tree - 210 34th Ave E	190.00			5000 422000	490		101000
		Total for Vendor:	190.00						
120321	113930S	4269 RYAN BEAUCHANE	68.00						
		WATER TESTING - BISMARCK							
1		08/28/24 TRAVEL REIMBURSEMENT	68.00			6025 450000	340		101000
		Total for Vendor:	68.00						

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120532	999999	SABRINA KVIDERA	95.00						
		Tree Planting Permit - 3435 Eagle Run Ln							
1	09/12/24	Tree - 3435 Eagle Run Ln	95.00			5000 422000	490		101000
		Total for Vendor:	95.00						
120395	3353	SAM'S CLUB MC/SYNCB	29.30						
1	08/22/24	pr #12 parade	29.30			1000 421000	375	12	101000
		Total for Vendor:	29.30						
120386	437	SANDY'S DONUTS & COFFEE SHOP	45.90						
1	8322 08/23/24	bakery for training	45.90			1000 421000	375		101000
		Total for Vendor:	45.90						
120596	140	SANFORD AMBULANCE	260.00						
1	44465 08/30/24	FD 40 BLS E-cards	260.00			2060 415200	340		101000
		Total for Vendor:	260.00						
120394	450	SCHEELS	209.47						
1	41049 08/23/24	new officer boots newman	190.00			1000 421000	422		101000
2	41046 08/22/24	items for k9 training recert	19.47			1000 421000	340		101000
		Total for Vendor:	209.47						
120320	113937S	4422 SHAWN SKARTVED	68.00						
		WATER TESTING - BISMARCK							
1	08/28/24	TRAVEL REIMBURSEMENT	68.00			6020 450000	340		101000
		Total for Vendor:	68.00						
120327	113938S	459 SHERWIN WILLIAMS	79.98						
1	9951-4 08/27/24	CH - PAINT	79.98			1000 455000	420		101000
		Total for Vendor:	79.98						
120392	2885	SHORTPRINTER	47.45						
1	152372 08/16/24	bc for douglas	47.45			1000 421000	668		101000

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120591		2885 SHORTPRINTER	161.40						
1	152545	08/30/24 KAYLA & CLAIRE NOTARY STAMPS	161.40			7000 411600	667		101000
120617		2885 SHORTPRINTER	472.28						
1	152696	08/27/24 ENVELOPES	472.28			6020 450000	668		101000
		Total for Vendor:	681.13						
120389		5199 SIGN BADGERS	50.70						
1	32493	08/20/24 photo plaques	50.70			1000 421000	498		101000
		Total for Vendor:	50.70						
120397		3642 SIGN PRO	3,000.00						
1	87609	08/29/24 #1203 NDCC graphic	600.00			1000 421000	610		101000
2	87609	08/29/24 #1206 NDCC graphic	600.00			1000 421000	610		101000
3	87609	08/29/24 #1210 NDCC graphic	600.00			1000 421000	610		101000
4	87609	08/29/24 #1193 NDCC graphic	600.00			1000 421000	610		101000
5	87609	08/29/24 #1204 NDCC graphic	600.00			1000 421000	610		101000
		Total for Vendor:	3,000.00						
120555		91 SIGN SOLUTIONS USA	1,524.17						
1	413499	08/29/24 SIGNS	1,524.14			1000 430000	487		101000
2	412520	07/03/24 SHORT PAY CORRECT	0.03			1000 430000	487		101000
		Total for Vendor:	1,524.17						
120382		4637 SILVERSTAR CAR WASH	509.49						
1	103162	08/31/24 aug 2024 car wash	509.49			1000 421000	420		101000
		Total for Vendor:	509.49						
120304	113940S	3652 SNAP-ON TOOLS INDUSTRIAL	83.97						
1	62194477	08/12/24 NEW TOOL BOX TOOLS	83.97			1000 455000	870		101000
		Total for Vendor:	83.97						
120438		5227 SOLBERG STEWART MILLER	385.00						
1	9846-000M1	09/06/24 Professional Services	385.00			1000 412000	309		101000
		Total for Vendor:	385.00						

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120588		4599 STATION AUTOMATION, Inc (dba	3,600.00						
		annual license 10-21-2024 10-20-2025							
1	6784	09/05/24 FD Annual License Fee	3,600.00			2060 415200	497		101000
		Total for Vendor:	3,600.00						
120357	113942S	3516 STEIN'S INC	205.76						
1	943668	08/26/24 2 cases TP St 76	102.88			2060 415200	500		101000
2	943886	08/29/24 2 cases TP St 75	102.88			2060 415200	500		101000
		Total for Vendor:	205.76						
120361	113943S	274 STEVE MOTTINGER	5,250.00						
		September							
1		09/01/24 Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
120549		38 STRATA CORPORATION	2,089.02						
1	739776	08/28/24 CLASS 5	2,089.02			6020 450000	394		101000
		Total for Vendor:	2,089.02						
120316	113947S	2491 TEAM LABORATORY CHEMICAL, LLC	3,130.00						
1	0042743	08/09/24 EZ DOSE IT	3,130.00			6025 450000	825		101000
		Total for Vendor:	3,130.00						
120355	113948S	3411 THE UPS STORE #6740	39.34						
1	244942	08/27/24 Postage-send gear/repair	39.34			2060 415200	661		101000
120594		3411 THE UPS STORE #6740	138.68						
1	28311	09/06/24 FD Send gear for repairs	26.18			2060 415200	661		101000
2	23077	09/10/24 FD Flalshlight/air cartridge r	112.50			2060 415200	661		101000
		Total for Vendor:	178.02						
120342	113949S	906 TI-ZACK CONCRETE, INC.	193,722.28						
1		Pay App 1 09/03/24 Project 2282	193,722.28			4026 480000	670		101000

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120605		906 TI-ZACK CONCRETE, INC.	84,527.83						
1	09/11/24	Project 2272	84,527.83			4014 480000	670		101000
		Total for Vendor:	278,250.11						
120348	113951S	1734 TOM CLARK	986.59						
		Conference in Dallas TX							
1	2024 08/06/24	Dallas TX Reimbursement	986.59			2060 415200	340		101000
		Total for Vendor:	986.59						
120434		3692 TURF TAMERS	4,334.25						
1	46928 09/05/24	Repair sprinkler system	4,334.25			2970 480000	313		101000
		Total for Vendor:	4,334.25						
120412		2951 TYLER TECHNOLOGIES, INC	576.18						
1	020-154678 08/31/24	OTC & Portal	576.18			1000 412000	740		101000
		Total for Vendor:	576.18						
120372		999999 TYLER VETTER	60.62						
		Account is closed, need to refund credit balance							
1	09/05/24	UB Refund	60.62			6020 214100			101000
		Total for Vendor:	60.62						
120562		2136 ULINE INC	251.70						
1	182178412 08/22/24	NITRILE GLOVES	251.70			6025 450000	639		101000
		Total for Vendor:	251.70						
120548		3833 VALLEY GREEN	956.08						
1	252856 08/09/24	FERT/WEEDING	111.69			1000 455000	420		101000
2	255498 09/04/24	FERT/WEEDING	844.39			1000 455000	420		101000
		Total for Vendor:	956.08						
120428		2478 VALLI	6,340.13						
1	96502 08/31/24	Postage - August	6,340.13			6020 450000	360		101000

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120429		2478 VALLI	1,633.70						
1	96503	08/31/24 Lockbox and ACH - August	1,633.70			6020 450000	360		101000
		Total for Vendor:	7,973.83						
120391		3668 VERIZON WIRELESS	150.58						
1	9970397261	07/02/24 july 2024 river sensors	150.58			6020 450000	356		101000
		Total for Vendor:	150.58						
120405	E	3212 VISA ADMINISTRATION	1,243.00						
		Sep statement for Aug transactions							
1	CC-1510	08/02/24 Classic Floral	143.00			1000 202200			101000
		flowers for Fisk funeral		CC Accounting: 1000-		-415000-375			
		CLASSIC FLORAL							
2	CC-1510	08/13/24 ND League of Cities	275.00			1000 202200			101000
		2024 Annual - Conference-Mayor Dardis		CC Accounting: 1000-		-415000-340			
		ND LEAGUE OF CITIES							
3	CC-1510	08/26/24 ND League of Cities	275.00			1000 202200			101000
		2024 Annual Conference-Dustin Scott		CC Accounting: 1000-		-414000-340			
		ND LEAGUE OF CITIES							
4	CC-1510	08/26/24 ND League of Cities	275.00			1000 202200			101000
		2024 Annual Conference-Dan Hanson		CC Accounting: 1000-		-414200-340			
		ND LEAGUE OF CITIES							
5	CC-1510	08/26/24 ND League of Cities	275.00			1000 202200			101000
		2024 Annual Conference-Willy Galingo		CC Accounting: 1000-		-414100-340			
		ND LEAGUE OF CITIES							
		Total for Vendor:	1,243.00						
120370	E	2437 VISA ASSESSING	764.51						
		Sep statement for Aug transactions							
1	CC-1509	07/30/24 Amazon	36.99			1000 202200			101000
		insect traps		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
2	CC-1509	08/14/24 Amazon	17.32			2970 202200			101000
		doorbelll for reception area		CC Accounting: 2970-		-480000-653			
		AMAZON CAPITAL SERVICES							
3	CC-1509	08/20/24 Amazon	23.24			1000 202200			101000
		hanging strips & dry earase suppliies		CC Accounting: 1000-		-414000-410			
		AMAZON CAPITAL SERVICES							

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4	CC-1509 08/22/24	ND Geospatial Conference conference registration -Travis Genty UND EXTENDED LEARNING	125.00			1000 202200 -414000-340			101000
5	CC-1509 08/26/24	MN GIS conference registration -Travis Genty MISC CLAIM VENDOR	325.00			1000 202200 -414000-340			101000
6	CC-1509 08/28/24	Appraiser Elearning appraising class-David Arntson MISC CLAIM VENDOR	101.96			1000 202200 -414101-340			101000
7	CC-1509 08/30/24	McKissock Learning appraising class-David Arntson MISC CLAIM VENDOR	135.00			1000 202200 -414101-340			101000
Total for Vendor:			764.51						
120454	E 3706	VISA COMMUNICATIONS Sep statement for Aug transactions	616.96						
1	CC-1515 08/02/24	AP Stylebook Microsoft Word editor add in	79.99			1000 202200 -416200-497			101000
2	CC-1515 08/13/24	4Imprint Logo Padfolios	383.79			1000 202200 -416200-602			101000
3	CC-1515 08/24/24	Apple Iphone storage	0.99			1000 202200 -416200-497			101000
4	CC-1515 08/30/24	Amazon Binders for budget	152.19			1000 202200 -416200-668			101000
Total for Vendor:			616.96						
120371	E 4396	VISA COURT Sept statement for Aug transactions	193.75						
1	CC-1508 08/20/24	LMI Notary Service Notary bond, filing and stamps MISC CLAIM VENDOR	193.75			1000 202200 -412000-831			101000
Total for Vendor:			193.75						
120439	E 3693	VISA ENGINEERING Sep statement for Aug transactions	283.71						
1	CC-1511 08/13/24	Holiday/Circle K Stores car washes HOLIDAY COMPANIES	20.00			1000 202200 -414200-420			101000

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2	CC-1511 08/21/24	Frontier Airlines Conference Travel to Vegas-Troy Opsahl FRONTIER AIRLINES	102.98			1000 202200 -414200-340			101000
3	CC-1511 08/21/24	Travel Guard travel insurance MISC CLAIM VENDOR	12.46			1000 202200 -414200-340			101000
4	CC-1511 08/21/24	Travel Guard travel insurance MISC CLAIM VENDOR	17.48			1000 202200 -414200-340			101000
5	CC-1511 08/21/24	Sun Country Airlines Conference Travel to Vegas-Troy Opsahl SUN COUNTRY AIR	130.79			1000 202200 -414200-340			101000
Total for Vendor:			283.71						
120640	E 3568	VISA FIRE DEPT 2 September billing for August charges	3,319.47						
1	CC-1525 08/01/24	Training-3 ring binders OFFICE DEPOT OFFICEMAX	20.18			2060 202200 -415200-410			101000
2	CC-1525 08/06/24	Chaplain Stress Hydrants 4IMPRINT INC	336.73			2060 202200 -415200-375			101000
3	CC-1525 08/12/24	Academy T-shirts THE TEEHIVE	292.40			2060 202200 -415200-422			101000
4	CC-1525 08/16/24	D Sapp/Pierce Training DELTA AIR	717.96			2060 202200 -415200-340			101000
5	CC-1525 08/16/24	Postage to ship Qunatifit occupational health dynamics	1,040.00			2060 202200 -415200-661			101000
6	CC-1525 08/15/24	Lable tape/stapler OFFICE DEPOT OFFICEMAX	132.64			2060 202200 -415200-410			101000
7	CC-1525 08/18/24	D Sapp Clothing-Uniforms CARHARTT	261.64			2060 202200 -415200-422			101000
8	CC-1525 08/19/24	Training Grds. Repair WEST SIDE STEEL	225.85			2060 202200 -415200-494			101000
9	CC-1525 08/30/24	M Wunderlich EMT Test EMT-CE.com	159.00			2060 202200 -415200-340			101000
10	CC-1525 08/21/24	2025 Desk Calendars OFFICE DEPOT OFFICEMAX	108.08			2060 202200 -415200-410			101000
11	CC-1525 08/28/24	case copier paper OFFICE DEPOT OFFICEMAX	24.99			2060 202200 -415200-410			101000
Total for Vendor:			3,319.47						

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120510	E	4335 VISA HUMAN RESOURCES	1,311.82						
		Sep statement for Aug transactions							
1	CC-1523	08/08/24 Amazon	69.28			1000 202200			101000
		printer stand & headset		CC Accounting: 1000-		-414103-410			
		AMAZON CAPITAL SERVICES							
2	CC-1523	08/08/24 LinkedIn	100.00			1000 202200			101000
		job ad - finance director		CC Accounting: 1000-		-414103-399			
		MISC CLAIM VENDOR							
3	CC-1523	08/14/24 Worksite Summit Conf	83.91			1000 202200			101000
		conference registration-Maggie Jordahl		CC Accounting: 1000-		-414103-340			
		MISC CLAIM VENDOR							
4	CC-1523	08/16/24 Mackenzie River	80.00			1000 202200			101000
		Candidate lunch		CC Accounting: 1000-		-414103-399			
		MACKENZIE RIVER PIZZA							
5	CC-1523	08/17/24 Amazon	132.24			1000 202200			101000
		Infant Friendly Grant supplies		CC Accounting: 1000-		-363400- 0			
		AMAZON CAPITAL SERVICES							
6	CC-1523	08/23/24 Allianz	60.39			1000 202200			101000
		travel insurance		CC Accounting: 1000-		-414103-340			
		ALLIANZ GLOBAL ASSISTANCE							
7	CC-1523	08/23/24 Allegiant Airline	786.00			1000 202200			101000
		air travel for 3 to NeoGov conference		CC Accounting: 1000-		-414103-340			
		ALLEGiant TRAVEL COMPANY							
		Total for Vendor:	1,311.82						
120435	E	3161 VISA LIBRARY #1	1,076.73						
1	CC-1514	08/09/24 GRAMMARLY SUBSCRIPTION	144.00			7000 202200			101000
		GRAMMARLY		CC Accounting: 7000-		-411600-497			
2	CC-1514	08/14/24 PROGRAM SUPPLIES	25.96			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-649			
3	CC-1514	08/14/24 BOOKS	14.23			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-662			
4	CC-1514	08/14/24 RECEIPT PAPER	63.99			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-410			
5	CC-1514	08/14/24 DVD PLAYER/KEYBOARD	59.98			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-497			

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6	CC-1514	08/16/24	SARAH NDLA ANNUAL CONF	185.00			7000 202200			101000
NDLA					CC Accounting: 7000-		-411600-340			
7	CC-1514	08/16/24	PROGRAM SUPPLIES	76.56			7000 202200			101000
LOWES					CC Accounting: 7000-		-411600-649			
8	CC-1514	08/22/24	CLAIRE NDLA ANNUAL CONF	185.00			7000 202200			101000
NDLA					CC Accounting: 7000-		-411600-340			
9	CC-1514	08/23/24	PROGRAM SUPPLIES	51.90			7000 202200			101000
FAMILY FARE					CC Accounting: 7000-		-411600-649			
10	CC-1514	08/26/24	CREATIVE CLOUD	29.99			7000 202200			101000
ADOBE					CC Accounting: 7000-		-411600-497			
11	CC-1514	08/26/24	HOTSPOT	198.00			7000 202200			101000
MOBILE BEACON					CC Accounting: 7000-		-411600-497			
12	CC-1514	08/27/24	POSTAGE	17.89			7000 202200			101000
USPS					CC Accounting: 7000-		-411600-661			
13	CC-1514	08/27/24	PROGRAM SUPPLIES	18.46			7000 202200			101000
HOBBY LOBBY					CC Accounting: 7000-		-411600-649			
14	CC-1514	08/28/24	BOOK REFUND	-14.23			7000 202200			101000
AMAZON					CC Accounting: 7000-		-411600-662			
15	CC-1514	08/31/24	END OF SUMMER CELEBRATION ADV	20.00			7000 202200			101000
FACEBOOK					CC Accounting: 7000-		-411600-689			
Total for Vendor:				1,076.73						
120423	E	3162	VISA LIBRARY #2	2,598.26						
1	CC-1512	08/06/24	BOOKS	87.26			7000 202200			101000
BARNES & NOBLE					CC Accounting: 7000-		-411600-649			
2	CC-1512	08/13/24	RAMP FOR NEW VAN	2,411.00			7000 202200			101000
UPFIT SUPPLY					CC Accounting: 7000-		-411600-641			
3	CC-1512	08/14/24	WATER MACHINES	100.00			7000 202200			101000
PURE WATER TECHNOLOGIES					CC Accounting: 7000-		-411600-410			
Total for Vendor:				2,598.26						
120424	E	4576	VISA LIBRARY #3	1,964.42						
1	CC-1513	08/22/24	JENNA NDLA MEMBERSHIP	60.00			7000 202200			101000
NDLA					CC Accounting: 7000-		-411600-667			
2	CC-1513	08/25/24	BOOKS	54.70			7000 202200			101000
AMAZON					CC Accounting: 7000-		-411600-662			
3	CC-1513	08/25/24	OFFICE SUPPLIES	99.59			7000 202200			101000
AMAZON					CC Accounting: 7000-		-411600-410			

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4	CC-1513	08/26/24 MAGAZINES	1,092.00			7000 202200			101000
		PRINTIVITY		CC Accounting: 7000-		-411600-689			
5	CC-1513	08/27/24 PROGRAM SUPPLIES	50.00			7000 202200			101000
		TROPICAL OASIS FISH		CC Accounting: 7000-		-411600-649			
6	CC-1513	08/28/24 HOTSPOT RENEWALS	360.00			7000 202200			101000
		MOBILE BEACON		CC Accounting: 7000-		-411600-497			
7	CC-1513	08/30/24 VACUUM	165.96			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-641			
8	CC-1513	08/30/24 BOOK & PACKING TAPE	82.17			7000 202200			101000
		AMAZON		CC Accounting: 7000-		-411600-410			
Total for Vendor:			1,964.42						
120455	E	2438 VISA PLANNING	1,067.94						
		Sep statement for Aug transactions							
1	CC-1516	08/15/24 International Code Council	100.00			1000 202200			101000
		certificate renewal-Mark Housh		CC Accounting: 1000-		-418000-667			
2	CC-1516	08/15/24 International Code Council	768.04			1000 202200			101000
		code books		CC Accounting: 1000-		-418000-662			
3	CC-1516	08/27/24 Roosevelt Inn-Watford City	199.90			1000 202200			101000
		Main Street Summit-L McGilllvray		CC Accounting: 1000-		-418000-340			
Total for Vendor:			1,067.94						
120494	E	2435 VISA POLICE #1	8,338.59						
1	CC-1518	08/04/24 kitchen & cleaning supplies	496.15			1000 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 1000-		-421000-420			
2	CC-1518	08/08/24 west wing remodel - TV	583.18			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 2975-		-421000-641			
3	CC-1518	08/09/24 west wing remodel - TV	583.14			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 2975-		-421000-641			
4	CC-1518	08/09/24 west wing remodel - TV	172.78			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 2975-		-421000-641			
5	CC-1518	08/13/24 west wing remodel - TV	3,369.52			2975 202200			101000
		COSTCO WHOLESALE #1119		CC Accounting: 2975-		-421000-641			
6	CC-1518	08/13/24 west wing - lockers	2,458.29			2975 202200			101000
		SALSBURY INDUSTRIES		CC Accounting: 2975-		-421000-641			
7	CC-1518	08/13/24 gomez - travel flight	198.98			1000 202200			101000
		FRONTIER AIRLINES		CC Accounting: 1000-		-421000-340			

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8	CC-1518	08/13/24 gomez - travel flight	48.59			1000 202200			101000
	TRAVELOCITY			CC Accounting: 1000-		-421000-340			
9	CC-1518	08/13/24 gomez - travel flight	373.98			1000 202200			101000
	UNITED AIRLINES			CC Accounting: 1000-		-421000-340			
10	CC-1518	08/13/24 gomez - travel flight	26.99			1000 202200			101000
	UNITED AIRLINES			CC Accounting: 1000-		-421000-340			
11	CC-1518	08/13/24 gomez - travel flight	26.99			1000 202200			101000
	UNITED AIRLINES			CC Accounting: 1000-		-421000-340			
Total for Vendor:			8,338.59						
120493	E	3233 VISA POLICE #2	1,495.53						
1	CC-1517	08/05/24 n2u luncheon	395.06			2500 202200			101000
	COSTCO WHOLESALE #1119			CC Accounting: 2500-		-415000-945			
2	CC-1517	08/16/24 reg for t.johnson	311.00			1000 202200			101000
	NTOA - NATIONAL TACTICAL OFFICERS ASSOCI			CC Accounting: 1000-		-421000-340			
3	CC-1517	08/21/24 rifle maintenance	53.98			1000 202200			101000
	COSTCO WHOLESALE #1119			CC Accounting: 1000-		-421000-987			
4	CC-1517	08/21/24 fuel - nielsen	49.50			1000 202200			101000
	DANS INTERSTATE CONOCO INC			CC Accounting: 1000-		-421000-340			
5	CC-1517	08/29/24 lodging - nielsen	601.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
6	CC-1517	08/29/24 fuel - nielsen	48.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
7	CC-1517	08/29/24 fuel - nielsen	36.25			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
Total for Vendor:			1,495.53						
120495	E	3234 VISA POLICE #3	757.57						
1	CC-1519	08/16/24 CVS - chief photo	4.83			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-375			
2	CC-1519	08/26/24 fuel anderson	51.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1519	08/28/24 fuel anderson	50.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1519	08/28/24 fuel anderson	50.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
5	CC-1519	08/29/24 lodging - anderson	601.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
Total for Vendor:			757.57						

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120496	E	3244 VISA POLICE #4	369.00						
1	CC-1520	07/30/24 lodging - roll	207.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
2	CC-1520	07/30/24 lodging - crouse	207.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1520	07/30/24 lodging - hanson	207.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1520	08/01/24 lodging refund	-19.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
5	CC-1520	08/01/24 lodging refund	-19.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
6	CC-1520	08/01/24 lodging refund	-19.74			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
7	CC-1520	08/14/24 MOCIC reg refund	-195.00			1000 202200			101000
	MOCIC			CC Accounting: 1000-		-421000-340			
Total for Vendor:			369.00						
120497	E	4300 VISA POLICE #5	1,068.21						
1	CC-1521	08/02/24 reg - stanton	350.00			1000 202200			101000
	C.O.P.S. NATIONAL CONFERENCE			CC Accounting: 1000-		-421000-340			
2	CC-1521	08/02/24 reg - dura	350.00			1000 202200			101000
	C.O.P.S. NATIONAL CONFERENCE			CC Accounting: 1000-		-421000-340			
3	CC-1521	08/01/24 clarion - lodging refund	-31.23			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1521	08/01/24 clarion - lodging refund	-31.23			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
5	CC-1521	08/11/24 cadets - fuel	33.70			1000 202200			101000
	CENEX DEVIL'S LAKE			CC Accounting: 1000-		-421000-340			
6	CC-1521	08/11/24 cadets - fuel	40.06			1000 202200			101000
	CENEX DEVIL'S LAKE			CC Accounting: 1000-		-421000-340			
7	CC-1521	08/11/24 cadets - fuel	39.48			1000 202200			101000
	CENEX DEVIL'S LAKE			CC Accounting: 1000-		-421000-340			
8	CC-1521	08/11/24 cadets - fuel (sari squad)	18.95			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
9	CC-1521	08/19/24 grooming - bella	55.00			1000 202200			101000
	SIT. STAY. SPA.			CC Accounting: 1000-		-421000-915			

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10	CC-1521	08/21/24 fingerprint wipes	51.96			1000 202200			101000
	SAM'S CLUB MC/SYNCB			CC Accounting: 1000-		-421000-420			
11	CC-1521	08/27/24 propane	53.52			1000 202200			101000
	PETRO SERVE USA #63			CC Accounting: 1000-		-421000-424			
12	CC-1521	08/30/24 grooming - labby	138.00			1000 202200			101000
	SIT. STAY. SPA.			CC Accounting: 1000-		-421000-915			
		Total for Vendor:	1,068.21						
120498	E	4301 VISA POLICE #6	1,884.21						
1	CC-1522	08/03/24 lodging - dura	894.40			1000 202200			101000
	ROSEN SHINGLE CREEK HOTEL & RESORTS			CC Accounting: 1000-		-421000-340			
2	CC-1522	08/03/24 lodging - stanton	894.40			1000 202200			101000
	ROSEN SHINGLE CREEK HOTEL & RESORTS			CC Accounting: 1000-		-421000-340			
3	CC-1522	08/15/24 luggage - haskell	35.00			1000 202200			101000
	DELTA AIR			CC Accounting: 1000-		-421000-340			
4	CC-1522	08/16/24 ground travel - haskell	26.99			1000 202200			101000
	LYFT INC			CC Accounting: 1000-		-421000-340			
5	CC-1522	08/19/24 ground travel - haskell	33.42			1000 202200			101000
	LYFT INC			CC Accounting: 1000-		-421000-340			
		Total for Vendor:	1,884.21						
120635	E	2423 VISA PUBLIC WORKS #1	2,480.17						
1	CC-1526	08/02/24 FUNERAL FLOWERS	88.23			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-450000-490			
2	CC-1526	08/02/24 369 SOLENOID	185.25			1000 202200			101000
	SUMMIT HYDRAULICS			CC Accounting: 1000-		-430000-427			
	MISC CLAIM VENDOR								
3	CC-1526	08/02/24 DONNA PANTS	129.58			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-430001-422			
4	CC-1526	08/05/24 L JACOBSON DUES	355.00			6010 202200			101000
	SWANA			CC Accounting: 6010-		-450200-667			
5	CC-1526	08/06/24 TAX REIMBURSE	-9.60			1000 202200			101000
	CARHARTT			CC Accounting: 1000-		-430001-422			
6	CC-1526	08/07/24 J ROLZYNSKI PANTS	99.98			1000 202200			101000
	FLEET FARM			CC Accounting: 1000-		-430000-422			
7	CC-1526	08/07/24 MN FALL MAINT EXPO - RW	150.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-430001-340			

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8	CC-1526 08/07/24	MN FALL MAINT EXPO - PW	60.00			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-450000-340			
9	CC-1526 08/07/24	MN FALL MAINT EXPO - ST	240.00			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-430000-340			
10	CC-1526 08/08/24	S GRAVALIN BOOTS	185.99			1000 202200			101000
BRUNT WORKWEAR				CC Accounting: 1000-		-430000-422			
11	CC-1526 08/10/24	DONNA - PANTS RET	-129.58			1000 202200			101000
CARHARTT				CC Accounting: 1000-		-430001-422			
12	CC-1526 08/12/24	AITA:BOOTS+PANTS NAR:PANTS	227.96			1000 202200			101000
FLEET FARM				CC Accounting: 1000-		-455000-422			
13	CC-1526 08/13/24	J DONLEY PANTS	143.97			1000 202200			101000
FLEET FARM				CC Accounting: 1000-		-430000-422			
14	CC-1526 08/12/24	369 SOLENOID - RET	-195.00			1000 202200			101000
SUMMIT HYDRAULICS				CC Accounting: 1000-		-430000-427			
MISC CLAIM VENDOR									
15	CC-1526 08/15/24	B PERRAULT PANTS	149.96			1000 202200			101000
FLEET FARM				CC Accounting: 1000-		-455000-422			
16	CC-1526 08/22/24	J RUELE RET SIGN	15.00			1000 202200			101000
AZTEC IP SOLUTIONS				CC Accounting: 1000-		-430000-410			
17	CC-1526 08/22/24	DJ - WADERS	268.74			6025 202200			101000
SCHEELS				CC Accounting: 6025-		-450000-422			
18	CC-1526 08/23/24	TOOLS	48.94			6025 202200			101000
HARBOR FREIGHT TOOLS				CC Accounting: 6025-		-450000-432			
19	CC-1526 08/23/24	D BEHRNS PANTS	114.98			6025 202200			101000
FLEET FARM				CC Accounting: 6025-		-450000-422			
20	CC-1526 08/29/24	SHAWN PANTS	79.98			1000 202200			101000
FLEET FARM				CC Accounting: 1000-		-430001-422			
21	CC-1526 08/29/24	CORY PANTS	91.98			1000 202200			101000
FLEET FARM				CC Accounting: 1000-		-430000-422			
22	CC-1526 08/30/24	GLOVES - WA	35.76			6020 202200			101000
INDUSTRIAL SAFETY, LLC				CC Accounting: 6020-		-450000-639			
23	CC-1526 08/30/24	GLOVES - ST	35.76			1000 202200			101000
INDUSTRIAL SAFETY, LLC				CC Accounting: 1000-		-430000-639			
24	CC-1526 08/30/24	GLOVES - SW	35.76			6025 202200			101000
INDUSTRIAL SAFETY, LLC				CC Accounting: 6025-		-450000-639			
25	CC-1526 08/30/24	GLOVES - SA	35.76			6010 202200			101000
INDUSTRIAL SAFETY, LLC				CC Accounting: 6010-		-450200-639			

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26	CC-1526	08/30/24 GLOVES - RW INDUSTRIAL SAFETY, LLC	35.77			1000 202200			101000
				CC Accounting: 1000-		-430001-639			
		Total for Vendor:	2,480.17						
120636	E	4256 VISA PUBLIC WORKS #2	3,076.80						
1	CC-1527	08/08/24 OFFICE SUPPLIES AMAZON CAPITAL SERVICES	15.99			6020 202200			101000
				CC Accounting: 6020-		-450000-410			
2	CC-1527	08/12/24 SWEATSHIRTS - ST FULL SOURCE LLC	107.07			1000 202200			101000
				CC Accounting: 1000-		-430000-422			
3	CC-1527	08/12/24 SWEATSHIRTS - WA FULL SOURCE LLC	107.07			6020 202200			101000
				CC Accounting: 6020-		-450000-422			
4	CC-1527	08/12/24 SWEATSHIRTS - SW FULL SOURCE LLC	107.07			6025 202200			101000
				CC Accounting: 6025-		-450000-422			
5	CC-1527	08/12/24 SWEATSHIRTS - RW FULL SOURCE LLC	107.07			1000 202200			101000
				CC Accounting: 1000-		-430001-422			
6	CC-1527	08/17/24 PD - AED MACHINE AMAZON CAPITAL SERVICES	1,710.64			2975 202200			101000
				CC Accounting: 2975-		-421000-641			
7	CC-1527	08/22/24 B MATZKE LICENSE RENEW ND DEPARTMENT OF ENVIRONMENTAL QUALITY	51.25			1000 202200			101000
				CC Accounting: 1000-		-450000-667			
8	CC-1527	08/22/24 R BEAUCHANE LICENSE RNEW ND DEPARTMENT OF ENVIRONMENTAL QUALITY	51.25			6020 202200			101000
				CC Accounting: 6020-		-450000-667			
9	CC-1527	08/23/24 FO HANDOUTS MISC CLAIM VENDOR	364.98			2210 202200			101000
				CC Accounting: 2210-		-428000-375			
10	CC-1527	08/26/24 S SKARTVED - LODGING WATER TESTING	151.47			6025 202200			101000
				CC Accounting: 6025-		-450000-340			
11	CC-1527	08/26/24 D HERSCH - LODGING WATER TESTING	151.47			6025 202200			101000
				CC Accounting: 6025-		-450000-340			
12	CC-1527	08/26/24 R BEAUSCHANE - LODGING WATER TESTING	151.47			6025 202200			101000
				CC Accounting: 6025-		-450000-340			
		Total for Vendor:	3,076.80						

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120637	E	4625 VISA PUBLIC WORKS #3	3,432.05						
1	CC-1528	08/06/24 D JOHN - LODGING	1,411.25			1000 202200			101000
		CARTEGRAPH CONFERENCE		CC Accounting: 1000-		-450000-340			
		LIVE BY LOEWS ARLINGTON							
2	CC-1528	08/10/24 BRE & ALEX - BAGGAGE	70.00			2210 202200			101000
		DELTA AIR		CC Accounting: 2210-		-428000-340			
3	CC-1528	08/13/24 BRE & ALEX - UBER	40.03			2210 202200			101000
		UBER.COM		CC Accounting: 2210-		-428000-340			
4	CC-1528	08/14/24 BRE & ALEX - BAGGAGE	70.00			2210 202200			101000
		DELTA AIR		CC Accounting: 2210-		-428000-340			
5	CC-1528	08/15/24 BRE & ALEX UBER	39.22			2210 202200			101000
		UBER.COM		CC Accounting: 2210-		-428000-340			
6	CC-1528	08/15/24 B GRONAAS - LODGING	857.00			2210 202200			101000
		HYATT REGENCY ATLANTA		CC Accounting: 2210-		-428000-340			
7	CC-1528	08/15/24 A HEIZELMAN - LODGING	857.00			2210 202200			101000
		HYATT REGENCY ATLANTA		CC Accounting: 2210-		-428000-340			
8	CC-1528	08/27/24 WATER TESTING - FUEL	87.55			6025 202200			101000
		MARATHON PETRO		CC Accounting: 6025-		-450000-340			
		Total for Vendor:	3,432.05						
120547		1346 VISTO'S TRAILER SALES	74.97						
1	131914	09/05/24 7702 HOSE REEL PARTS KIT	74.97			4387 480000	427		101000
		Total for Vendor:	74.97						
120401		4173 VOCATIONAL TRAINING CENTERS	111.16						
1	INV035755	09/04/24 Project 6058	55.58			4019 480000	670		101000
2	INV035755	09/04/24 Project 6059	55.58			4021 480000	670		101000
		Total for Vendor:	111.16						
120307	113953S	544 WALLWORK TRUCK CENTER	217.52						
1	01P518941	08/27/24 7045 SEAL/RING	7.51			4387 480000	427		101000
2	01P518997	08/27/24 7045 AIR COOLER HOSE	118.68			4387 480000	427		101000
3	01P518803	08/27/24 7045 VALVE	91.33			4387 480000	427		101000

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120614		544 WALLWORK TRUCK CENTER	394.40						
1	01P518438	09/04/24 7800 COMPRESSOR	1,430.30			4387 480000	427		101000
2	01P519674	08/29/24 3005 GASKET/V CLAMP	165.56			1000 430000	427		101000
3	01P520290	08/30/24 3100 BATTERY	104.78			1000 430000	427		101000
4	01P523719	09/11/24 FUEL FILTER	313.76			6010 450200	427		101000
5	01P495876	06/11/24 413 INJECTOR KIT RETURN	-1,620.00			6010 450200	427		101000
		Total for Vendor:	611.92						
120409		2945 WEST FARGO AREA COMMUNITY	6,144.05						
1	08/31/24	Apr-Aug Reimbursement	6,144.05			1000 415000	374		101000
		Total for Vendor:	6,144.05						
120421		4773 WEST FARGO EVENTS	38,503.67						
1	0001181-IN	09/02/24 Programming fee: Essentia	17,563.69			2310 452120	810		101000
2	0001181-IN	09/02/24 Programming fee: POW/MIA	4,932.98			2310 452120	810		101000
3	0001181-IN	09/02/24 Mgmt fee: Parking Ramp	11,840.33			2320 452110	810		101000
4	0001181-IN	09/02/24 Mgmt fee: City Events	4,166.67			2960 411900	810		101000
		Total for Vendor:	38,503.67						
120477		2184 WEST SIDE STEEL	409.97						
1	10221	09/05/24 SHEET METAL	409.97			6010 450200	914		101000
120520		2184 WEST SIDE STEEL	181.96						
1	10286	09/11/24 243B SHEET METAL	181.96			6020 450000	427		101000
		Total for Vendor:	591.93						
120419		4129 WESTERN NATIONAL MUTUAL INS CO	50.00						
1	76035	08/28/24 notary bond stanton	50.00			1000 421000	667		101000
		Total for Vendor:	50.00						
120367	113965S	3549 WEX	3,004.54						
1	09/06/24	Med FSA - 09/06/24 payroll	116.67			1000 212530			101000
2	09/06/24	Dep FSA - 09/06/24 payroll	2,887.87			1000 212523			101000
		Total for Vendor:	3,004.54						

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120422	-98995E	4676 WEX ELECTRONIC BIWEEKLY	34,440.40						
	09.06.24	payroll							
1	09/06/24	HSA Contributions - ER	11,102.31			1000 212530			101000
2	09/06/24	HSA Contributions - EE	23,338.09			1000 212530			101000
		Total for Vendor:	34,440.40						
120418		569 WF ANIMAL HOSPITAL	3,608.70						
1	286252	08/31/24 medical bella	56.70			1000 421000	915		101000
2	287055	08/31/24 aug pound fee	3,552.00			1000 421000	396		101000
120593		569 WF ANIMAL HOSPITAL	498.98						
1	286453	08/31/24 FD Mika Annual Wellness visit	498.98			2060 415200	915		101000
		Total for Vendor:	4,107.68						
120499		4003 WM CORPORATE SERVICES INC	103.74						
1	6773731051	09/05/24 FD August Recycling Fee	103.74			2060 415200	527		101000
120566		4003 WM CORPORATE SERVICES INC	94,646.65						
1	6772177	09/03/24 SANITATION DROP SITE	1,244.80			6010 450200	916		101000
2	6771276	09/03/24 WATER TOWER DROP SITE	7,468.80			6010 450200	916		101000
3	6772178	09/30/24 COWF MASTER BILLING	85,933.05			6010 450200	916		101000
		Total for Vendor:	94,750.39						
120350	113959S	2740 WM CORPORATE SERVICES, INC	103.74						
1	08/05/24	FD August Utilities	103.74			2060 415200	527		101000
		Total for Vendor:	103.74						
120322	113960S	338 XCEL ENERGY	193.28						
1	891943156	08/27/24 690 13TH AVE S TRAFFIC SIGN	45.61			1000 430002	527		101000
2	891733781	08/26/24 1410 13TH AVE E TRAFFIC SIG	46.95			1000 430002	527		101000
3	891915396	08/27/24 1680 13TH AVE E ST LIGHT	100.72			1000 430002	527		101000
120323	113960S	338 XCEL ENERGY	1,413.17						
1	891912068	08/27/24 STREET LIGHT FEED POINTS	1,061.45			1000 430002	527		101000
2	891912068	08/27/24 SA27	79.90			6025 450000	527		101000
3	891912068	08/27/24 PW VEHICHL E STORAGE	271.82			6020 450000	527		101000

09/13/24
15:40:48

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 08/30/24 to 09/13/24

Page: 60 of 61
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
120387		338 XCEL ENERGY	22.06						
1	891354577	07/23/24 july 2024 603/605 shey st	22.06			1000 421000	527		101000
120488		338 XCEL ENERGY	18,700.79						
1	892633455	09/03/24 2515 6TH ST E	619.87			1000 415000	527		101000
2	892510431	08/30/24 2515 6TH ST E	10,680.16			1000 415000	527		101000
3	892655405	09/03/24 2515 6TH ST E	7,217.93			1000 415000	527		101000
4	892528561	08/30/24 3150 SHEYENNE - THE LIGHTS	45.77			2310 452120	527		101000
5	892518257	08/30/24 3050 SHEYENNE - THE LIGHTS	48.30			2310 452120	527		101000
6	892739643	09/03/24 735 7TH AVE NW	88.76			1000 430002	527		101000
120489		338 XCEL ENERGY	13,488.30						
1	892690238	09/30/24 WL11	95.70			6025 450000	527		101000
2	WT4		202.06			6020 450000	527		101000
3	SA2		46.86			6025 450000	527		101000
4	SA7		85.69			6025 450000	527		101000
5	SA5		120.85			6025 450000	527		101000
6	SA11		96.11			6025 450000	527		101000
7	WT2		660.88			6020 450000	527		101000
8	SM29		868.83			6025 450000	527		101000
9	SM23		711.52			6025 450000	527		101000
10	SA9		90.12			6025 450000	527		101000
11	SM22		452.20			6025 450000	527		101000
12	SM24		926.07			6025 450000	527		101000
13	SM20		251.11			6025 450000	527		101000
14	SM45		93.40			6025 450000	527		101000
15	SA15		150.23			6025 450000	527		101000
16	810 12TH AVE NW		3,248.60			6020 450000	527		101000
17	SA40		3,463.88			6025 450000	527		101000
18	SM63		45.77			6025 450000	527		101000
19	2800 SHEYENNE LIFT STATION		46.15			6025 450000	527		101000
20	3000 4TH ST E LIFT STATION		45.77			6025 450000	527		101000
21	SM64		518.20			6025 450000	527		101000
22	SA43		25.81			6025 450000	527		101000
23	SM65		283.07			6025 450000	527		101000
24	GOLDENWOOD BUBBLER		169.51			6025 450000	527		101000

09/13/24
15:40:48

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 08/30/24 to 09/13/24

Page: 61 of 61
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
25	4015	4TH ST W	45.77			6020 450000	527		101000
26	2210	SHEYENNE	45.77			6025 450000	527		101000
27	1100	12TH AVE NW	46.15			6020 450000	527		101000
28	SA47		229.53			6025 450000	527		101000
29	444	SHEYENNE - SHEYENNE PLAZA	283.50			2310 452120	527		101000
30		STREET LIGHT FEED POINT	51.90			1000 430002	527		101000
31	121W	6TH AVE E WELL HOUSE	74.85			6025 450000	527		101000
32		FIRE & CIVIL DEF SIREN	12.44			1000 430002	527		101000
120502		338 XCEL ENERGY	4,449.76						
1	66850313	09/05/24 FD August Usage	4,449.76			2060 415200	527		101000
120631		338 XCEL ENERGY	38.83						
1	893323271	09/06/24 SM67	38.83			6025 450000	527		101000
Total for Vendor:			38,306.19						
120333	113961S	999999 ZAC SCHERTLER	300.00						
		Tree Planting Permit - 724 28th Ave W							
1	08/29/24	Tree - 724 28th Ave W	300.00			5000 422000	490		101000
Total for Vendor:			300.00						
120324	113962S	582 ZEP MANUFACTURING	1,597.42						
1	9010198200	08/29/24 CLEANING SUPPLIES	1,597.42			1000 455000	500		101000
120564		582 ZEP MANUFACTURING	386.26						
1	9010226045	09/06/24 CLEANING SUPPLIES	386.26			6020 450000	500		101000
Total for Vendor:			1,983.68						
# of Claims			336	Total:	4439,633.06	# of Vendors		207	
Total Electronic Claims					671,726.86				
Total Non-Electronic Claims					3767906.20				

** 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 Agenda

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Casey Sanders- Berglund Director of Economic Development

Date: September 16, 2024

Subject: Confirm appointment to Economic Development Advisory Committee

Action: Confirm appointment of Chad Brousseau to EDAC

Summary:

The Economic Development Advisory Committee consists of nine members appointed by the City Commission.

Each member represents an industry in West Fargo. Representation from banking, manufacturing, retail, service, utilities, technology, construction & engineering, small business owner, and a member at large comprise the committee.

The Economic Development Advisory Committee is recommending appointment of Chad Brousseau to join as the vacant utilities' member. Mr Brousseau's application is attached for reference.

Recommended Action:

The requested action of the City Commission is to confirm the appointment of Chad Brousseau to the West Fargo Economic Development Advisory Committee.

Application for Boards and Commissions

08/02/2024 11:13 AM (CDT)



Application for Board and Commission

Board or Commission for which you are applying: Economic Development Advisory Committee

First Name Chad

Last Name Brousseau

Email Address

Residential Address

Street Address 114 Lindsey Ct

City Mapleton

State North Dakota

Postal/Zip Code 58104

Country United States

Phone Number

Current Employer Cass County Electric Cooperative

Job Title Vice President of Member & Energy Services

Employer Address 3312 42 ST S; Suite 200 Fargo, ND 58104

Highest Level of Education Completed Associate's

School Attended North Dakota State College of Science

Field of Study Electronic Technology

Memberships in Organizations and Offices Held (Indicate dates held): City of Fargo Sustainability & Resiliency Committee - Ex-officio member
Fargo Growth Plan - Technical Committee

Volunteer Activities (Indicate if past or present);	Mapleton Lions - present Emergency Food Pantry - present
Why are you interested in joining this board/committee? What skills/qualifications will you bring to the role?	Economic Development is an important part of my role at Cass County Electric Cooperative. We currently serve ~ 14,000 West Fargo members, and many of the city's growth areas are in our service territory so West Fargo's growth is also our system growth. I have worked at Cass County Electric for over 24 years, and I have experience in system operations and member services. In my prior role as Business Accounts Manager, I established and maintained relationships with many members in our business community, assisting them with various projects and growth plans. I've also worked closely with West Fargo Public Schools on their growth and electric school bus project.

Professional References

List up to three professional references (Name and Phone Number):	Paul Matthys, President/CEO, Cass County Electric Cooperative, 701-356-4511 Matt Marshall, Member Services, Rates & Economic Development Manager, Minnkota Power Cooperative, 701-795-4224 Ryan Aasheim, Chief Business Development Officer, Greater Fargo Moorhead EDC, 701-364-1919
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Upload Resume	 Chad Brousseau - Resume.pdf
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Date	08/02/2024
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*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5370 DATE: September 4, 2024
3. AGENDA TITLE:
A24-21 Charleswood River Estates 13th Addition, Final Plat Approval.
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Approve final plat of Charleswood River Estates 13th Addition. At their July 9, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed replat on the basis it is consistent with City plans and ordinances.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
381, 389 and 397 20th Ave E (Lots 4-6, Block 1 Charleswood River Estates 10th),
City of West Fargo, North Dakota.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve Final Plat

STAFF REPORT

A24-21 MINOR SUBDIVISION	
Charleswood River Estates 13 th Addition	
381, 389 and 397 20th Ave E (Lots 4-6, Block 1 Charleswood River Estates 10 th)	
Applicant/Owner: Chris & Heather Siverson; Steven & Nicole Wielandt	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	07/09/2024 - Approval
City Commission Final Plat Approval:	09/16/2024

PURPOSE:

Replat three residential PUD lots into two for sale and development.

STATEMENTS OF FACT:

Land Use Classification:	G-2 Sub-Urban – Growth Sector
Existing Land Use:	Single Family Dwelling & Vacant Residential Lot
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO-SR: Sheyenne River Corridor Overlay
Total area size:	3.22 Acres
Proposed Lot size(s) or range:	Lot 1 – 73,496 ft ² ; Lot 2 – 67,258 ft ²
Adjacent Zoning Districts:	PUD: Planned Unit Development (Residential)
Adjacent street(s):	20 th Avenue East (Local Street)
Adjacent Bike/Pedestrian Facilities:	Adjacent to sidewalks of Charleswood development
Available Parks/Trail Facilities:	Charleswood Park within ½ mile
Park Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:

- The applicants have submitted an application for a proposed replat.
- The replat is necessary for a minor lot line adjustment. The original property owner has sold three lots, which will be replatted into two.
- The proposed subdivision is located on a peninsula along the Sheyenne River, west of Charleswood River Estates 2nd-6th Additions and accessed off the west end of 20th Ave E via a private drive.
- The property is zoned PUD: Planned Unit Development to allow for greater flexibility in design. These lots are proposed to be developed with environmental sensitivity as a priority, i.e. keeping trees, minimal soil disturbance, minimal run-off, etc.
- The property was developed primarily for larger lot, single family residential dwellings where public sewer and water services were available along a private drive with the following development standards as per the 2014 Resolution Amending the Charleswood River Estates 10th Addition Plat:
 - Lot Area a minimum of 35,000 square feet
 - Minimum Lot Width of 90 feet
 - Front Yard Setback of 32 feet
 - Side Yard Setback a minimum of 5 feet with 10 feet being the minimum from the corner lot.
 - Rear Yard is 75 feet from the riverbank (building control line)
- The City requires a building control line established on the plat when subdivisions are along the Sheyenne River. The building control line is to be established 100 feet from the riverbank per the Subdivision Ordinance. With the approval of previous subdivision plats, the City Commission

STAFF REPORT

approved a variance to allow the building control line at 75 feet from the established riverbank but added a condition that a geotechnical evaluation be completed for each lot prior to permitting. Based on information from the firm performing the geotechnical study, the City Commission passed a resolution in December 2014 amending the condition to the following: **“After the issuance of a building permit by the City of West Fargo, but prior to construction of the home, including pouring a foundation and/or basement the owner of each property or the Developer must obtain and submit to the West Fargo Building Inspector an excavation observation report approved by a licensed geotechnical engineer or his authorized representative for the individual home which evidences that an on-site compaction and strength test on foundation subgrade has been performed and the results of said test(s) are within acceptable national and local geotechnical engineering standards/specifications to support the proposed home.”**

- The developer and subsequent owners are responsible for maintaining existing trees and natural grasses to the extent possible according to the Sheyenne River Corridor Overlay District and City’s Landscape Standard.
- City Engineering has indicated that there are three sets of sewer and water services to the lots being replatted. Upon development of the southwestern most parcel in the future, there needs to be a condition where one set of services will need to be abandoned and capped per public works specifications.

NOTICES:

Sent to:	Legal notices published in the Forum and notices sent to applicable agencies and departments.
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Comments Received in relation to preliminary plat:

- No comments received to date.

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

- The proposed application is consistent with the City plans and ordinances.

PLANNING AND ZONING COMMISSION ACTION

At their July 9, 2024 meeting, the West Fargo Planning and Zoning Commission voted to approve the Subdivision Replat.

RECOMMENDATIONS:

It is recommended that the City approve the proposed application on the basis that it is consistent with City plans and ordinances and subject to the condition listed below:

1. Development of proposed Lots 1 and 2 will follow the original development plan and standards for the single-family lots as approved with the original Charleswood River Estates 9th Addition as well as the required excavation observation report for each home as noted above.
2. Prior to issuance of a building permit in the future for the south westernmost parcel, one set of services will need to be abandoned and capped per Public Works specifications.

STAFF REPORT

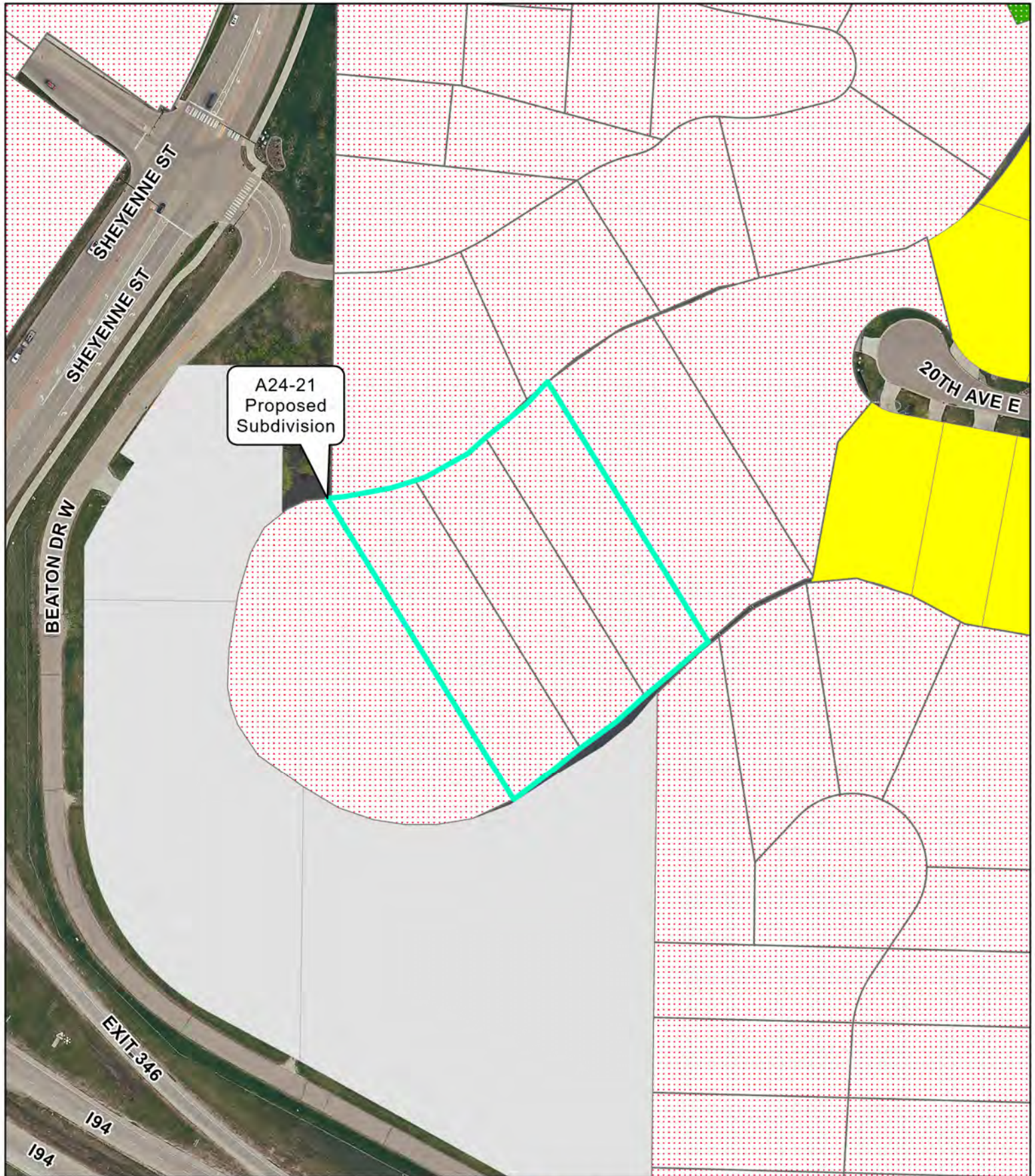
Attachments:

- Aerial map
- Zoning map
- Final Plat
- Site Plan
- Charleswood River Estates 10th Addition Resolution outlining development standards



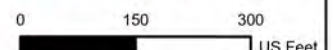
Features

 Agenda Zone  Lots



West Fargo Zoning

A: Agricultural	LI: Light Industrial	R-1SM: Mixed One and Two Family Dwelling
C: Light Commercial	M: Heavy Industrial	R-2: Limited Multiple Dwelling
C-OP: Commercial Office Park	P: Public	R-3: Multiple Dwelling
DMU: Downtown Mixed Use	PUD: Planned Unit Development	R-4: Mobile Home
EMU: Entertainment Mixed Use	R-L1A: Large Lot Single Family Dwelling	R-5: Manufactured Home Subdivision
HC: Heavy Commercial	R-1A: Single Family Dwelling	R-1E: Rural Estate
	R-1: One and Two Family Dwelling	R-R: Rural Residential



A REPLAT OF LOTS 4, 5, AND 6, BLOCK 1, CHARLEWOOD RIVER ESTATES TENTH ADDITION
CITY OF WEST FARGO, CASS COUNTY, STATE OF NORTH DAKOTA

WE, THE UNDERSIGNED DO HEREBY CERTIFY THAT CHRIS SIVerson, HEATHER SIVerson, STEVEN C. WIELANDT, AND NICOLE A. WIELANDT ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "CHARLESWOOD RIVER ESTATES THIRTEENTH ADDITION TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 4, 5, AND 6 BLOCK 1, CHARLESWOOD RIVER ESTATES TENTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA, THAT I HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF COLE A. NESET, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT.

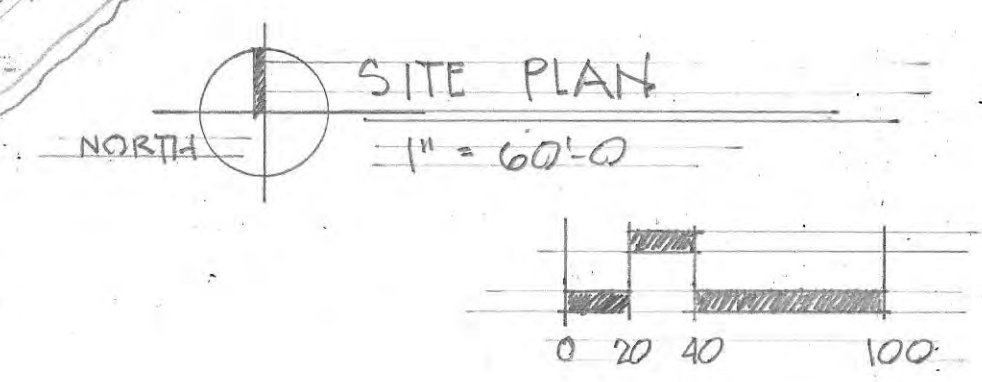
JOINT TENANTS OF AN UNDIVIDED ONE-HALF INTEREST IN LOTS 1 AND 2, BLOCK 1

JOINT TENANTS OF AN UNDIVIDED ONE-HALF INTEREST IN LOTS 1 AND 2, BLOCK 1



SIVERSON RESIDENCE
 WIELANDT RESIDENCE

CHARLESWOOD RIVER ESTATES
 WEST FARGO ND
 PARCELS A & B



SEE SURVEY BY
 NESET LAND SURVEYS

ELTON · DESIGN · STUDIO

12/15/14
Approved S-O

Commissioner _____ introduced and moved the adoption of the following Resolution:

**RESOLUTION APPROVING AMENDMENT TO RESOLUTION
APPROVING CHARLESWOOD RIVER ESTATES 10th ADDITION PLAT**

WHEREAS, on August 27, 2014, the West Fargo City Commission approved the final plat of Charleswood River Estates 10th Addition (hereinafter the “Charleswood 10th Addition Plat”); and

WHEREAS, the City Commission approved the Charleswood 10th Addition Plat with several conditions, including condition nine (9) which provided that a “geotechnical study is provided for each lot prior to permitting demonstrating that the property can support the structure(s).” See Exhibit A.; and

WHEREAS, condition nine (9) was based upon geotechnical studies dated August 8th, 2008, (relevant page of report attached as **Exhibit B**) and supplemented by a report dated September 4, 2013, (relevant page of report attached as **Exhibit C**) and authored by Braun Intertec, a licenced North Dakota professional engineer; and

WHEREAS, based upon current knowledge of subsurface conditions, Braun Intertec has waived the requirement of performing a subsurface investigation for the individual homes and instead is recommending performing excavation observation by a licensed geotechnical engineer or his authorized representative for the individual homes and performing on-site compaction and strength test on foundation subgrade which will be built under the proposed development. See Exhibit D; and

WHEREAS, RFMC, LLC, the residential housing developer of Charleswood 10th Addition (hereinafter the “Developer”), has requested the City Commission amend condition number nine (9) as a result of Braun Intertec’s revised recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo that the conditions for approval for the Plat of Charleswood 10th Addition be amended as follows:

1. An Attorney Title Opinion is received.
2. A certificate showing taxes being current is received.
3. The City receives and approved drainage and municipal services plan.
4. A mailbox plan is submitted by the developer for consideration.
5. Any necessary easement are placed on the Final Plat
6. Any revised covenants are filed with the Final Plat.
7. An Outline is received for the anticipated schedule and sequence of construction for all Improvements.
8. A Subdivision/PUD Agreement is received.
9. ~~A geotechnical study is provided for each lot prior to permitting demonstrating that the property can support the structure(s).~~ After the issuance of a building permit by the City of West Fargo, but prior to construction of the home, including pouring a foundation and/or basement the owner of each property or the Developer must obtain and submit to the West Fargo Building inspector an excavation observation report approved by a licensed geotechnical engineer or his authorized representative for the individual home which evidences that an on-site compaction and strength test on foundation subgrade has been performed and the results of said test(s) are within acceptable national and local geotechnical engineering standards/specifications to support the proposed home.
10. Water and sewer lines will be installed in accordance with City Standards, and inspected and approved by the City Engineer, and the City will own, operate and maintain such water and sewer lines and appurtenances including gate valves and hydrants. Subsequent property owners will be responsible for installing and maintaining sewer injector pumps for sewage from each residential structure into the sewer main.

** ~~Strike trough text is hereby removed and~~ underlined text is hereby added to the above conditions.*

BE IT FURTHER RESOLVED BY, the Board of City Commissioners that terms, conditions and findings of the Staff Report attached as **Exhibit A**, is amended only to the extent provided in this Resolution and said Staff Report is hereby incorporated by reference and is part of this Resolution and binding upon the property within Charleswood 10th Addition Plat.

Dated this 15th day of December, 2014.

APPROVED:

President of the Board of City Commissioners

ATTEST:

City Auditor

Commissioner _____ seconded the motion. On roll call the following commissioners
voted in favor of said motion: _____.

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

STAFF REPORT

City of West Fargo

A14-31 Charleswood River Estates
10th Addition, replat of Lots 1-8,
Block 1 of Charleswood River Estates
9th Addition, City of West Fargo,
North Dakota

Aaron Greterman

Planning & Zoning Commission

Introduction – 6/9/14

Public Hearing – 6/9/14 - Approval

City Commission

Final Plat Approval – 9/2/14

BACKGROUND:

PURPOSE: To subdivide property for single family residential development.

EXISTING LAND USE: Vacant

EXISTING ZONING: PUD: Planned Unit Development

PARCEL SIZE: ± 8.4 Acres

CITY PLANS: Land Use – Low Density Residential
Streets – 20th Avenue East – Local Street
Private Drive
Bikeway – N/A
Parks - The developer has fulfilled the required dedication.

STATEMENTS OF FACT:

- The proposed subdivision is located on a peninsula along the Sheyenne River, west of Charleswood River Estates 2nd-6th Additions and northwest of the Oakwood Bend development.
- This development would be accessed off of the west end of 20th Ave E via a private drive.
- The proposed use (single family) is consistent with the City's Future Land Use Plan and is in conformance with the Approved Area Plan.

DISCUSSIONS AND OBSERVATIONS:

- The Preliminary Plat shows 7 lots. Preliminary plans are for single family homes with a private drive.
- Last fall the developer replatted the property to allow for 8 single family lots. He is now proposing wider lots.

Exhibit "A"

Staff Report – A14-31

Page 2

- The property is zoned PUD: Planned Unit Development to allow for greater flexibility in design. These lots are proposed to be developed with environmental sensitivity as a priority, i.e. keeping trees, minimal soil disturbance, minimal run-off, etc.
- This development will be a gated community with control access gates off the west end of 20th Ave E. The entry will be designed to be attractive with flowers, plants and possibly a water fall feature. Residents will have a pass key to open the gates when they drive up. Emergency responders will be issued a pass key as well.
- The City requires a building control line established on the plat when subdivisions are along the Sheyenne River. The building control line is to be established 100 feet from the riverbank per the Subdivision Ordinance. With the approval of the previous subdivision plat, the City Commission approved a variance to allow the building control line at 75 feet from the established riverbank, but added a condition that a geotechnical study be completed for each lot prior to permitting.
- Detailed development plans approved for the development included lot and yard requirements for the lots which will remain the same.
- Park dedication requirements for the Charleswood development were satisfied a number of years ago.
- The developer and subsequent owners will be responsible for maintaining existing trees and natural grasses to the extent possible according to the Sheyenne River Corridor Overlay District and City's Landscape Standard.
- The City has not yet received the following information: Attorney Title Opinion, revised drainage and municipal services plan, certificate showing taxes are current, necessary utility easements shown on the Final Plat, outline for the anticipated schedule and sequence of construction for all improvements, and revised subdivision/PUD agreement.
- Notices were sent out to utility companies, SE Cass Water Resource District, Park District, West Fargo Post Office and City departments for review. The Police Department has indicated the need to ensure access of emergency responders. Previously the Post Office indicated the development would be serviced with cluster box delivery. SE Cass Water Resource District encourages the City to adopt Cass County river setback criteria for the platting of lots adjacent to the Sheyenne River, as the geotechnical instability of river banks adjacent to the Sheyenne River is a known hazard and is further exacerbated in river oxbow areas such as that proposed by this development.

AFFECTS CONSIDERED (PROS & CONS)

Pros for Development as Proposed

- The development is consistent with the City's plans, ordinances and approved area plan.
- Single family is viewed as the most appropriate use for the area.

Cons for Development as Proposed

- The subdivision is affected by the proximity of the Sheyenne River and potentially unstable soil conditions.

Staff Report – A14-31
Page 3

RECOMMENDATIONS:

It is recommended to conditionally approve the application on the basis that the request is consistent with City plans and ordinances. The conditions of approval are as follows:

1. An Attorney Title Opinion is received.
2. A certificate showing taxes being current is received.
3. The City receives an approved drainage and municipal services plan.
4. A mailbox plan is submitted by the developer for consideration.
5. Any necessary easements are placed on the Final Plat.
6. Any revised restrictive covenants are filed with the Final Plat.
7. An outline is received for the anticipated schedule and sequence of construction for all improvements.
8. A Subdivision/PUD Agreement is received.
9. A geotechnical study is provided for each lot prior to permitting demonstrating that the property can support the structure(s).
10. Water and sewer lines will be installed in accordance with City standards, and inspected and approved by the City Engineer, and the City will own, operate and maintain such water and sewer lines and appurtenances including gate valves and hydrants. Subsequent property owners will be responsible for installing and maintaining sewer injector pumps for sewage from each residential structure into the sewer main.

Planning and Zoning Commission Recommendation:

At their June 9, 2014 meeting the Planning and Zoning Commission approved the request subject to the 10 conditions listed above.

Exhibit "A"



Exhibit "A"



CERTIFICATE

ALL RIGHTS RESERVED

1000

Stability of Cases

CONCLUSION

12

WILLIAM B. WOOD

WEST EARTH
BY COMMISSION

100

THE WEST / ADVERTISING

10

WEST FARM
UNION COMMISSIONSTATE OF MONTANA
COUNTY OF _____
DISTRICT OF _____

PAGE NO. _____

MY CONNECTIONS
MAYBE I'LL GO

1000

DICKINSON, T. MATTHEW

STOCK INFORMATION

1000



Exhibit "A"

Charleswood 31st Addition

The Charleswood 31st addition is being developed primarily for larger lot, single-family residential dwellings where public water and sewer services are available. This addition & its road will be developed in a way to save as many trees as possible to preserve the natural characteristics of the area that make it so great.

Lot Area: Minimum of 35,000 sq ft (building area to be less than that due to river setback requirements)

Lot Width: Minimum of 90 ft

Setback: Minimum of 32 ft

Side Yard: Minimum of 5 ft with 10 ft being the minimum set back from the corner lot

Rear Yard: 75 ft from top of river bank (see building control line)

Covenants & Restrictions: Will follow the guidelines set by its neighboring Charleswood River Estate 5th Addition

Road: The road will be private without curb & gutter to preserve as many of the trees as possible.

Exhibit "B"

Charleswood, Inc.
Our Project FA-08-02481
August 8, 2008
Page 8

D.2.d. Erosion Control

The project site is located in a peninsula of land located adjacent to a loop in the Sheyenne River. As is common in these loops, erosion of the river bank occurs when the water enters the loop and where the water exits the loop. This is because the water is accelerating in these locations, which causes erosion. Development of this site will require some type of erosion control along approximately 250 feet of the entrance and 250 feet of the exist of the loop. The erosion protection can consist of rip rap or a wall structure. Additional survey information and markers would be required to aid in better locating the extent of the erosion control system.

D.3. Recommendations for Housing

In general the soil conditions will not limit construction of homes. Our borings did encounter variable soil conditions, and we recommend that a geotechnical evaluation be performed for the individual homes.

D.4. Construction Quality Control

D.4.a. Excavation Observations

We recommend having a geotechnical engineer observe all excavations related to subgrade preparation for the roadways, utilities and manholes. The purpose of the observations is to evaluate the competence of the geologic materials exposed in the excavations, and the adequacy of required excavation oversizing.

D.4.b. Materials Testing

We recommend performing relative moisture and compaction tests on all fill materials placed below the proposed roadways. We recommend slump, air content and strength tests of Portland cement concrete.

D.4.c. Cold Weather Precautions

If site grading and construction is anticipated during cold weather, all snow and ice should be removed from cut and fill areas prior to additional grading. No fill should be placed on frozen subgrades. No frozen soils should be used as fill.

Concrete delivered to the site should meet the temperature requirements of ASTM C 94. Concrete should not be placed on frozen subgrades. Concrete should be protected from freezing until the necessary strength is attained. Frost should not be permitted to penetrate below footings.

E. Procedures

E.1. Penetration Test Boring

The penetration test boring was drilled with a ATV-mounted core and auger drill equipped with hollow-stem auger. The borings were performed in accordance with ASTM D 1586. Penetration test samples

BRAUN
INTERTEC

A.4. Site Conditions

The site currently exists as an undeveloped tree covered peninsula of land located on the east side of a loop within the Sheyenne River. Based upon our review of the elevations listed within the referenced boring logs, we understand the area is relatively flat.

A.5. Scope of Services

Our scope of services for this project was submitted as a Proposal to Mr. Dusting Scott of Moore Engineering Inc. on August 9, 2013. We received authorization to proceed from Mr. Scott on August 12, 2013. Our scope of services was performed under the terms of our June 15, 2006, General Conditions.

Information obtained from the referenced boring logs and Geotechnical Evaluation was used to identify the geotechnical issues influencing design and construction, qualify the nature of their impact, and outline alternatives for their mitigation. Upon reviewing these items, we developed baseline recommendations for:

- Excavation dewatering;
- The reuse of on-site materials during construction and the impact of groundwater on construction;
- Preparing pavement and utility subgrades and the selection, placement, and compaction of excavation backfill and other required fill;
- Pavement sections based upon the traffic data provided and the information obtained from the referenced boring logs; and
- Providing quality control and evaluating differing site conditions during construction.

Please note that our previous report prepared for Charleswood, Inc., addressed slope stability concerns pertaining to the residential development of this addition. Our scope of services did not involve re-addressing any slope stability concerns for the utility installations or street construction. The recommendations included in our report prepared for Charleswood, Inc., remain unchanged.

Exhibit "D"



Braun Intertec Corporation
526 10th Street NE, Suite 300
P.O. Box 485
West Fargo, ND 58078

Phone: 701.232.8701
Fax: 701.232.7817
Web: braunintertec.com

December 12, 2014

Project B14-09576

Mr. Jeff Johnson & Aaron Greterman
RNSC, LLC.
4342 15th Avenue South, Suite 105
Fargo, ND 58103

Re: Addendum 1 to Geotechnical Evaluation Report (Braun Project No. FA-08-02461)
Charleswood River Estates 10th Addition
20th Avenue East
West Fargo, North Dakota

Dear Mr. Johnson & Mr. Greterman:

This letter serves as Addendum 1 to our Geotechnical Evaluation Report (FA-08-02461) for the above mentioned project, dated August 8, 2008. This Addendum presents our revised recommendation regarding the requirement of subsurface investigation for individual homes to be built under the scope of the project.

Background

Our Geotechnical Evaluation Report (Braun Intertec Project No. FA-08-02461, dated August 8, 2008) provided the recommendation for the construction of the proposed development under Charleswood River Estates 10th Addition. The subsurface investigation performed as a part of the project revealed presence of variable soil condition across the project site and as a result of that we recommended performing further subsurface investigation for individual homes to be built under the said project. This requirement of further geotechnical investigation for individual home was mentioned in Section D.3. of our geotechnical report, dated August 8, 2008.

New Information

A separate subsurface investigation under Braun Intertec Project No. FA-13-05204, dated September 4, 2013 was performed for Moore Engineering in the Charleswood area. This report provided the recommendation for the construction of the pavements and utilities under Charleswood River Estates 31st Addition to be located at 20th Avenue East and Priceton Lane in West Fargo, North Dakota. The subsurface investigation performed under these two projects (Braun Intertec Project No. FA-08-02461 and FA-13-05204) in the same vicinity provided us a broader spectrum of knowledge regarding subsurface soil profile for the peninsula.

Recommendations

Based on our current knowledge of subsurface condition at the project site we waive the requirement of performing subsurface investigation for the individual homes under the project as was stated under Section D.3. of our geotechnical report, dated August 8, 2008. However, in order to avoid presence of

unforeseen soil conditions under the building foot print, we recommend performing the excavation observation by a licensed geotechnical engineer or his authorized representative for the individual homes and performing on-site compaction and strength test on foundation subgrade which will be built under the proposed development.

Remarks

This addendum should be attached to and considered a part of our original Geotechnical Evaluation Report. With the exception of any results or recommendations changed by this Addendum, the information contained in our Geotechnical Evaluation Report remains unchanged.

In performing its services, Braun Intertec used that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession currently practicing in the same locality. No warranty, express or implied, is made.

If you have any questions about this Addendum, please contact Steve Nagle at 701.238.3425.

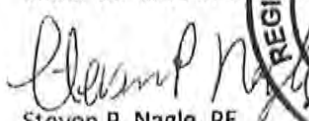
Sincerely,

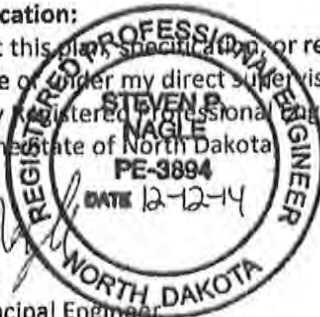
BRAUN INTERTEC CORPORATION


Debashis Sikdar, PE
Project Engineer

Professional Certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the state of North Dakota


Steven P. Nagle, PE
Vice President/ Principal Engineer
Registration Number: PE-3894





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 Blessed Sacrament Church		Dates of Activity (Does not include dates for the sales of tickets) October 6, 2024	
Organization or Group Contact Person Fr. Gary Luiten		E-mail gary@bscwf.org	Telephone Number 701.282.3321
Business Address 210 5th Ave W		City West Fargo	State ND
Mailing Address (if different)		City	State
			ZIP Code 58078

SITE INFO

Site Name Blessed Sacrament Church		County Cass	
Site Physical Address 210 5th 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.) Bingo Raffle Board > October 6, 2024			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Tickets	1-\$2000 1-\$500 10-\$100 1-\$1000 2-\$250 1-Afghan @ \$300	5,300
Bingo	\$10 regular games; 50/50 Winner Black Winner	\$500
Meat Raffle Board	SEE attached	\$677.92
\$2500 check #5928		Total (limit \$40,000 per year) \$ 6477.92

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Fundraiser for Church operational costs	
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 Fr. Gary Luiten	Telephone Number 701.282.3321	E-mail Address gary@bscwf.org
Signature of Organization Group's Permit Organizer Fr. Gary Luiten	Title Pastor	Date 8.19.2024

Raffle Board (meat prizes)

Total # of prizes will be 100. Each peg will be \$25/peg and each will have a winner of some sort of meat with a retail value of \$8-\$15.

Items to be purchased and/or donated are:

Ham Steaks 3/pk @ \$3.82 each purchased by the case at 16/pks/case = \$61.12/case total

Smoked Sausage 2/pack @ 4.98 each purchased by the case @\$49.80/case

Cheddar Cheese 10 pks/case

Country 10 pks/case

German 10 pks/case

Brats—4/pack @ \$3.81 each purchased by the case @\$45.72/case:

Cheddarwurst 12 pks/case

Pepper Jack 12 pks/case

Polish 12 pks/case

Smoked (plain) 12 pks/case

Summer Sausage

All Beef Summer Sausage 6/24oz tubes per case at \$8.15 each tube—1 case @\$48.90

Tangy Summer Sausage 8/28oz tubes per case at \$7.47 each tube—1 case @\$59.78

Deli type meats (come in 12oz pouches or packs)

Sliced Ham 16 pks/case 1 case @ \$4.15/pk = \$66.40

Sliced Serve a lot 16 pks/case 1 case @ \$3.42/pk = \$54.72

Sliced Tangy 16 pks/case 1 case @ \$3.42/pk = \$54.72



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 Freedom Elementary PTA		Dates of Activity (Does not include dates for the sales of tickets) November 21, 2024	
Organization or Group Contact Person Lauren Hanna	E-mail president@freedompta.net	Telephone Number 936-870-6102	
Business Address 401 26th Ave E	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Freedom Elementary School		County Cass	
Site Physical Address 401 26th Ave E	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) 11/21/24 - Bingo + Raffle			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle - 50/50	Winner gets half / Freedom Elementary gets half	\$200
Bingo	Winner receives purchased gift cards	\$450
\$1000 CASH 9/10/24 EH		Total (limit \$40,000 per year) \$ \$650

Intended Uses of Gaming Proceeds

Donate to Freedom Elementary to support learner snacks, winter items, hygiene as needed

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 Lauren Hanna	Title President	Telephone Number 936-870-6102	E-mail Address president@freedompta.net
Signature of Organization or Group's Top Official 		Title President	Date 9/8/24



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

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

Full, Legal Name of Gaming Organization

HORACE LIONS CLUB

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

Name of Location

SHY BAR

Street

3330 SHEYENNE ST UNIT #108 & #110

City

WEST FARGO

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

SEPTEMBER 17, 2024

Ending Date(s) Authorized

JUNE 30, 2025

Number of Twenty-One
tables, if zero, enter "0"

0

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

ENTIRE BAR EXCLUDING BATHROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

PRINT Name and official position of person signing on behalf of city/county above

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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

PROPOSED 2025 UTILITY RATES

Matt Andvik, Senior Director of Public Works

WHY INCREASE RATES?

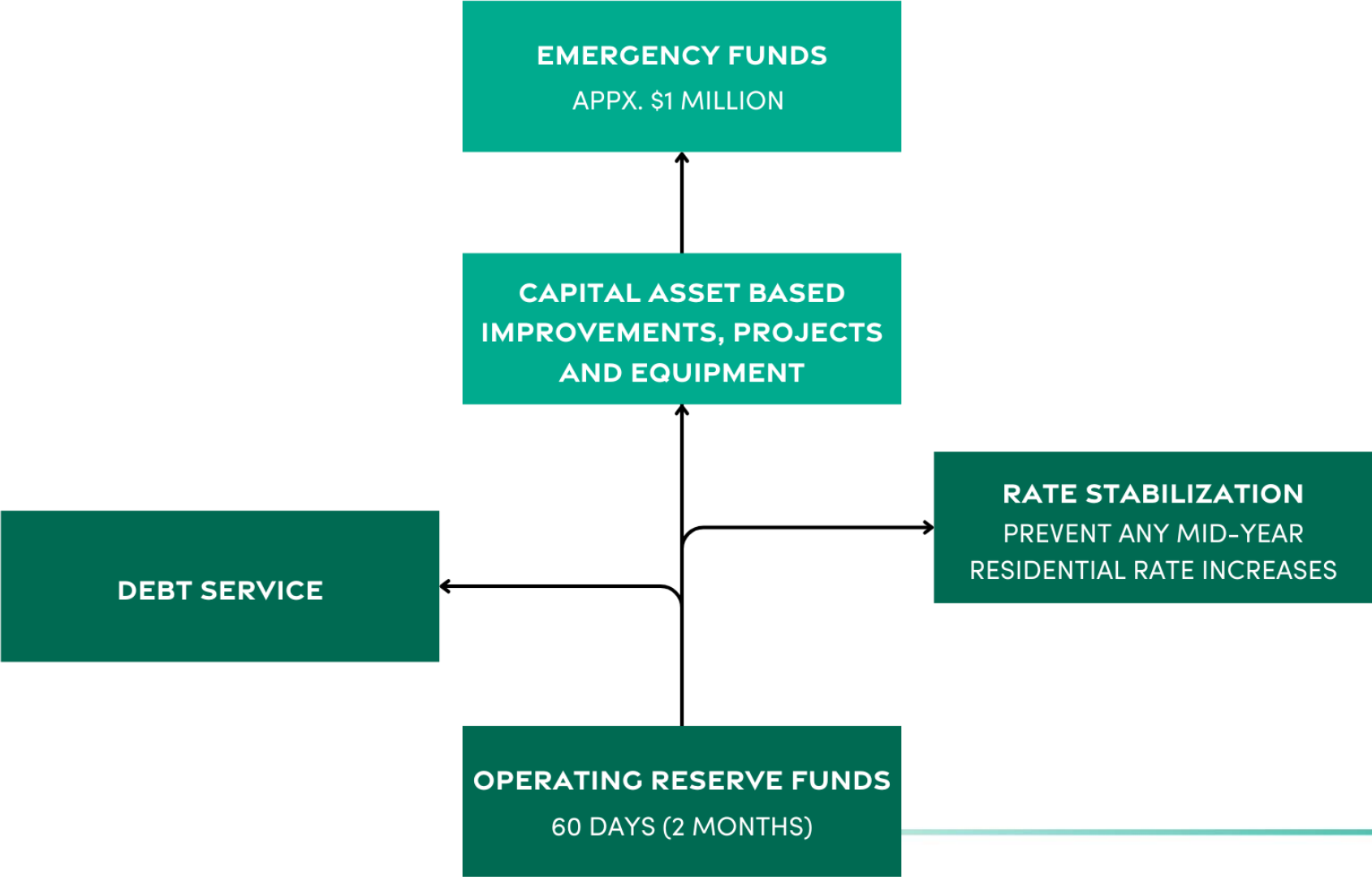
- Water
 - Fund replacement infrastructure projects
 - Maintain healthy reserves for the ability to bond future projects
 - Complete water meter project
 - Fund Public Works future building expansion
- Sewer
 - Build healthy reserves
 - Increased flows to Fargo needed to complete lagoon decommissioning
 - Meet goal of sending all wastewater to Fargo
 - Fund replacement infrastructure projects

WHY INCREASE RATES?

- Sanitation
 - Plan for waste disposal in 10-15 years
 - Larger transfer station facility
 - Convert two collection routes to front load trucks
 - Increase efficiency and reduce employee additions
 - Build healthy reserves
 - Plan for City expansion once FM diversion is completed
- Forestry
 - Maintain a healthy reserve
 - Be proactive against EAB to mitigate loss of tree canopy
 - City staff take over boulevard tree maintenance
 - Lower cost for residents
 - Plan for increased pruning and tree maintenance south of I94 as urban forest matures

RESERVE PLANNING

UTILITY RESERVE PLAN



WATER SYSTEM HISTORY

- Early 2000s to 2015 – Exploring options for sustainable water service to meet demands of future growth
 - A multi-phased study on continued use of aquifer (drilling new and rehabilitating existing wells)
 - Not feasible based on depleting aquifer and limited water permits issued by the state
 - Two studies on a Water Treatment Plant ~ \$126 million in 2015
 - Connection to the City of Fargo
- July 6, 2015 – Agreement signed with City of Fargo
 - Late 2016 – Connection complete / started purchasing water
 - First four years at \$3.25 per 1,000 gallons – eligible for rate change in 2020
- January 2023 – First rate increase received from City of Fargo (\$0.40)
- January 2025 – Next scheduled rate increase from City of Fargo

IMPACTS ON WATER BUDGET

- Currently: 1.285 billion gallons of water per year purchased
 - Based on a three-year average
- City of Fargo rate increase
 - Cost per thousand gallons increasing to \$4.71
 - Water budget will need to increase to \$5 million for water purchases in 2025

RATES - WATER

- Proposing: Flow rate Increase
 - Currently: \$7.40 per thousand gallons of water
 - Proposing: \$7.77 per thousand gallons of water
- Proposing: Base rate Increase
 - Base rate $\frac{3}{4}$ meter
 - Currently \$7.25
 - Proposed: \$7.61 increasing from \$7.25 to \$7.61
 - Other meter base rates will vary based on size

WASTEWATER SYSTEM HISTORY

- 2015 to 2017 – Exploring options for sustainable wastewater treatment (challenges with lagoons & future growth)
 - Construction of a Wastewater Treatment Plant ~ \$80 million in 2017
 - Expand lagoons (buy land) and remove sludge from existing cells
 - Connection to the City of Fargo and decommission lagoons
- July 1, 2017 – Agreement signed with the City of Fargo
 - Late 2019 – Connection complete / started sending sewer
 - First four years at \$3 per 1,000 gallons – eligible for rate change in 2023
- June 2021 – Public Works crews started lagoon decommissioning
 - Goal to finish before FM Diversion is operational
 - FM Diversion is delivering over 500,000 cubic yards of fill material

IMPACTS ON SEWER BUDGET

- Decommission remaining lagoons
 - Crews are on schedule to complete full decommissioning in seven to eight years
- Currently: 2.75 million gallons per day are budgeted
 - Future proposed needs: Increase the budget to 3.5 million gallons per day to complete lagoon decommissioning
 - Send all wastewater to City of Fargo
- Proposed increase to 3.0 million gallons per day for 2025
 - Needed to continue decommissioning of next lagoon cell
- City of Fargo rate increase
 - Increased from \$3 per thousand gallons to \$3.71 per thousand gallons

RATES - SEWER

- Proposing: Increase in flow rate charge
 - Currently: \$4 per thousand gallons of sewer usage
 - Proposing: \$6 per thousand gallons of sewer usage
- Proposing: Base rate increase
 - Currently: \$9 per thousand gallons of sewer usage
 - Proposing: \$13.50 per thousand gallons of sewer usage
- Proposing: Residential seasonal use cap
 - Cap residential sewer use at 8,000 gallons per month April 15 – Oct. 15

SANITATION HISTORY + IMPACTS

- 2023 – Sanitation study was conducted to review operations and adjust rates for the first time since 2019 due to factors including:
 - Cost of disposal
 - Cost of equipment
 - Cost of materials
 - Cost of contracts
- These changes were implemented beginning in March and July 2024
 - Staff recommends following previously presented rate for 2025

RATES - SANITATION

- Residential monthly increase:
 - Currently: \$20.48 – 64-gallon cart
 - Proposing: \$23.55 – 64-gallon cart
- Multi-family rate increase:
 - Currently: \$16.38
 - Proposing: \$18.84
- Mixed-use increase:
 - Currently: \$7.02 – plus commercial dumpster charge
 - Proposing: \$8.07 – plus commercial dumpster charge
- Commercial monthly increase:
 - Proposing: 3% increase on all services

FORESTRY HISTORY

- Since 2007, the City of West Fargo has doubled its boulevard tree inventory
 - The City maintains 4,607 trees in public right-of-way areas
 - Remaining 15,385 boulevard trees are maintained by residents
- 2019 - The Urban Forestry Committee made the recommendation for the City take over boulevard tree maintenance
 - Developed Emerald Ash Borer (EAB) plan
- 2023 - City of Moorhead confirms EAB in the region
 - 25% of the total trees on boulevards in West Fargo are ash trees, which are susceptible to the EAB
 - Without action 80% of Ash trees can die within 7-12 years
 - All impacted trees can die within 15 years

IMPACTS ON FORESTRY BUDGET

- Emerald Ash Borer (EAB)
 - Insect that attacks and kills all species of ash trees
- Slow Ash Mortality (SLAM) strategy
 - Attempt to slow the spread while managing ash tree populations
 - Removal and replacement of ash trees with diverse forest
 - City staff take over boulevard tree maintenance

RATES - FORESTRY

- Residential monthly increase:
 - Currently: \$2
 - Proposing: \$3

PROPOSED RESERVES

PROPOSED 2025 SEWER RESERVES

SEWER		2024	2025	2026	2027	2028	2029
BEGINNING RESERVES	-	1,091,814	504,132	1,024,094	1,582,671	2,235,645	3,167,578
YEAR END RESERVES	-	504,132	1,024,094	1,582,671	2,235,645	3,167,578	4,255,445
OPERATING RESERVES	1,200,000	504,132	1,200,000	1,200,000	1,400,000	1,400,000	1,400,000
DEBT SERVICE	-	-	-	-	-	-	-
RATE STABILIZATION	500,000	-	-	382,671	500,000	500,000	500,000
CAPITAL	7,000,000	-	-		335,645	1,267,578	2,355,445
EMERGENCY	1,000,000	-	-	-	-	-	-

PROPOSED 2025 SANITATION RESERVES

SANITATION		2024	2025	2026	2027	2028	2029
BEGINNING RESERVES	-	1,743,962	1,201,848	485,691	340,474	356,115	228,661
YEAR END RESERVES	-	1,201,848	485,691	340,474	356,115	228,661	47,634
OPERATING RESERVES	1,400,000	1,400,000	485,691	340,474	356,115	228,661	47,634
DEBT SERVICE	-	-	-	-	-	-	-
RATE STABILIZATION	100,000	100,000	-	-	-	-	-
CAPITAL	7,000,000	484,360	-	-	-	-	-
EMERGENCY	1,000,000	-	-	-	-	-	-

PROPOSED 2025 FORESTRY RESERVES

FORESTRY		2024	2025	2026	2027	2028	2029
BEGINNING RESERVES	-	99,164	212,912	298,022	285,371	256,827	275,195
YEAR END RESERVES	-	212,912	298,022	285,371	256,827	275,195	279,256
OPERATING RESERVES	150,000	150,000	150,000	150,000	150,000	200,000	200,000
DEBT SERVICE	-	-	-	-	-	-	-
RATE STABILIZATION	50,000	50,000	50,000	50,000	50,000	50,000	50,000
CAPITAL	250,000	12,912	98,022	85,371	56,827	25,195	29,256
EMERGENCY	200,000	(237,088)	200,000	200,000	200,000	200,000	200,000

PROPOSED 2025 WATER RESERVES

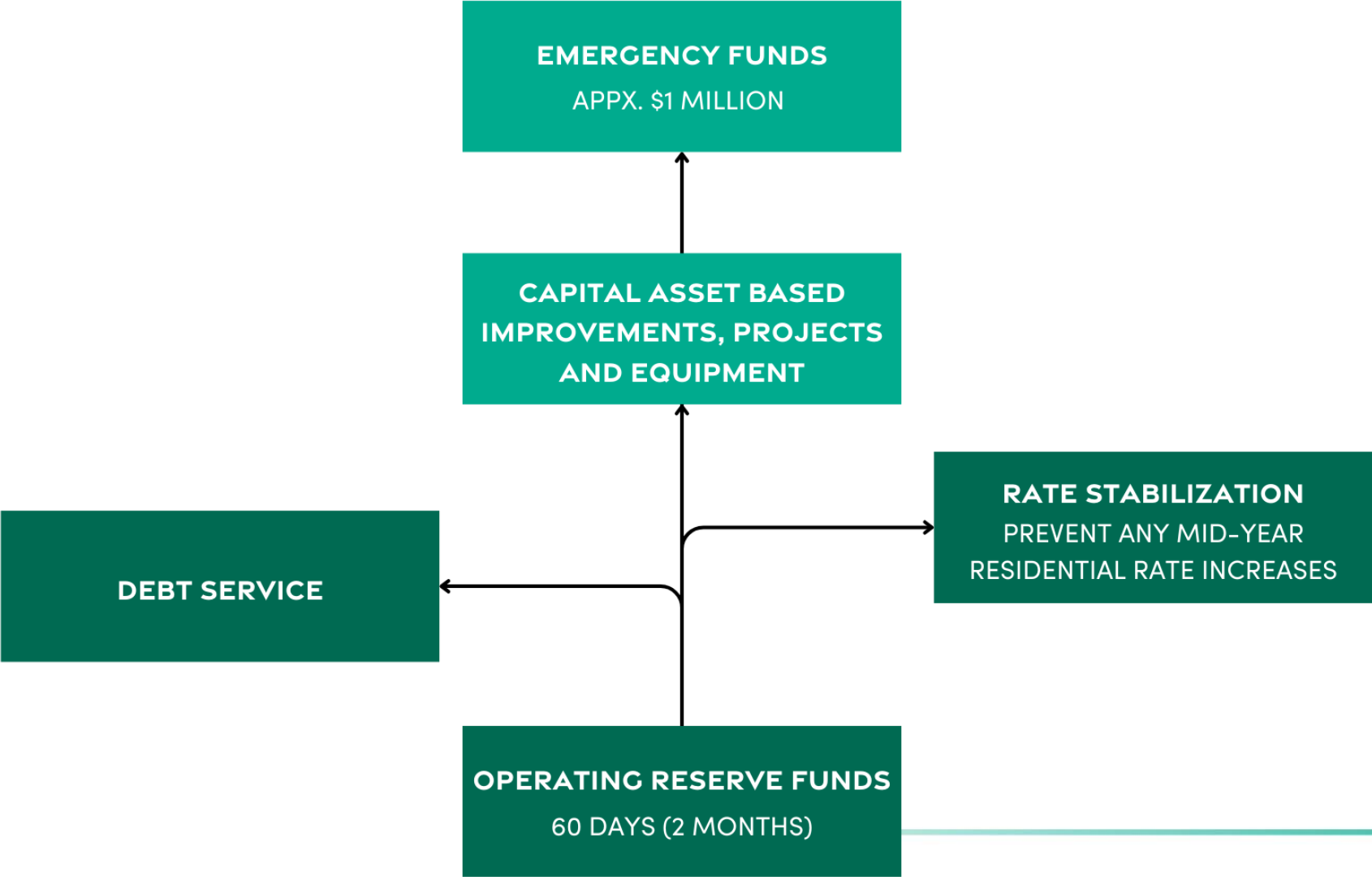
WATER		2024	2025	2026	2027	2028	2029
BEGINNING RESERVES	-	8,692,195	10,709,836	11,594,121	11,594,988	11,057,255	10,704,009
YEAR END RESERVES	-	10,709,836	11,594,121	11,594,988	11,057,255	10,704,009	10,330,468
OPERATING RESERVES	1,400,000	1,400,000	1,400,000	1,600,000	1,600,000	1,600,000	1,800,000
DEBT SERVICE	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
RATE STABILIZATION	500,000	500,000	500,000	500,000	500,000	500,000	500,000
CAPITAL	8,000,000	7,709,836	8,000,000	8,000,000	7,857,255	7,504,009	6,930,438
EMERGENCY	1,000,000	-	594,121	989,109	-	-	-

PROPOSED 2025 UTILITY RATES

Matt Andvik, Senior Director of Public Works

RESERVE PLANNING

UTILITY RESERVE PLAN





Commission Guiding Principles on Financial Policy for City Infrastructure and buildings.

1. Reduce the use of Special Assessments as a funding source of City Infrastructure.
2. Seek the lowest-cost Long-Term capital through the issuance of loans, bonds and other debt instruments when available.
3. Utilize the Capital Improvement Sales tax proceeds responsibly to fund projects as set forth in the Commission approved Capital Improvement Plan.

Staff will assure all city policies/financial decisions are consistent with the approved guiding principles.

Approved November 1, 2021

OTHER CONSIDERATIONS

- 2023 Audit
 - Updated Sanitation Reserve projections
 - Water and Sewer are jointly reported
 - Audits focus on past years
- Our proposed utility rates are focused on the next 5 years
- Water Meter Project approaching \$3 million
 - To be paid from water reserves
 - \$7.7 million projected in reserves end of 2024 after payment

PROPOSED RATES

PROPOSED RATES

WEST FARGO WATER RATES						
	2024	2025	2026	2027	2028	2029
MONTHLY FEE* (BASED ON 3/4 METER)	\$7.25	\$7.61	\$7.99	\$8.39	\$8.81	\$9.08
RESIDENTIAL TIER ONE	\$7.40	\$7.77	\$8.16	\$8.57	\$8.99	\$9.26
RESIDENTIAL TIER TWO	\$9.15	\$9.61	\$10.09	\$10.59	\$11.12	\$11.46
COMMERCIAL	\$7.40	\$7.77	\$8.16	\$8.57	\$8.99	\$9.26
MULTI- FAMILY/OTHER	\$7.40	\$7.77	\$8.16	\$8.57	\$8.99	\$9.26
*MONTHLY FEES VARY DUE TO METER SIZE						

WEST FARGO SEWER RATES						
	2024	2025	2026	2027	2028	2029
BASE RATE	\$9	\$13.50	\$14.85	\$16.34	\$17.97	\$19.41
FLOW RATE*	\$4	\$6	\$6.60	\$7.26	\$7.99	\$8.62
*RESIDENTIAL CAPPED AT 8,000 GALLONS/MONTH, APRIL 15 TO OCT. 15						

WEST FARGO SANITATION RATES						
	2024	2025	2026	2027	2028	2029
RESIDENTIAL RATE 64-GAL.	\$20.48	\$23.55	\$26.37	\$29.01	\$30.46	\$31.37
RESIDENTIAL RATE 96-GAL.	\$23.48	\$27	\$30.24	\$33.26	\$34.92	\$35.97
SECOND 64-GAL. CAN/MONTH	\$6	\$6.90	\$7.73	\$8.50	\$8.93	\$9.19
SECOND 96-GAL. CAN/MONTH	\$9	\$10.35	\$11.59	\$12.75	\$13.39	\$13.79
MULTI-FAMILY FLAT RATE	\$16.38	\$18.84	\$21.10	\$23.21	\$24.37	\$25.10
MIXED-USE PER UNIT	\$7.02	\$8.07	\$9.04	\$9.95	\$10.44	\$10.76
COMMERCIAL RATE INCREASE	3.5%	3%	3%	3.5%	3%	3%
ROLL-OFF RATE INCREASE	3%	3%	3%	3%	3%	3%

WEST FARGO FORESTRY AND VECTOR RATES						
	2024	2025	2026	2027	2028	2029
FORESTRY	\$2	\$3	\$3.50	\$4.25	\$4.75	\$5
VECTOR	\$1	\$1	\$1	\$1	\$1	\$1

WEST FARGO SANITATION RATES		
	2024	2025
RESIDENTIAL RATE 64-GAL.	\$20.48	\$23.55
RESIDENTIAL RATE 96-GAL.	\$23.48	\$27
SECOND 64-GAL. CAN/MONTH	\$6	\$6.90
SECOND 96-GAL. CAN/MONTH	\$9	\$10.35
MULTI-FAMILY FLAT RATE	\$16.38	\$18.84
MIXED-USE PER UNIT	\$7.02	\$8.07
COMMERCIAL RATE INCREASE	3.5%	3%
ROLL-OFF RATE INCREASE	3%	3%

WEST FARGO SEWER RATES		
	2024	2025
BASE RATE	\$9	\$13.50
FLOW RATE*	\$4	\$6
*RESIDENTIAL CAPPED AT 8,000 GALLONS/MONTH, APRIL 15 TO OCT. 15		

WEST FARGO FORESTRY AND VECTOR RATES		
	2024	2025
FORESTRY	\$2	\$3
VECTOR	\$1	\$1

WEST FARGO WATER RATES		
	2024	2025
MONTHLY FEE* (BASED ON 3/4 METER)	\$7.25	\$7.61
RESIDENTIAL TIER ONE	\$7.40	\$7.77
RESIDENTIAL TIER TWO	\$9.15	\$9.61
COMMERCIAL	\$7.40	\$7.77
MULTI- FAMILY/OTHER	\$7.40	\$7.77
*MONTHLY FEES VARY DUE TO METER SIZE		

EXAMPLE RESIDENTIAL UTILITY BILL

MONTHLY UTILITY BILL COMPARISON		
	2024	2025
WATER*	\$51.65	\$54.23
SEWER*	\$33	\$49.50
SANITATION ^	\$20.48	\$23.55
FORESTRY	\$2	\$3
VECTOR	\$1	\$1
TOTAL	\$108.13	\$131.28
*BASED ON 6,000 GALLONS		
^BASED ON 64-GALLON CAN		

MONTHLY UTILITY BILL COMPARISON		
	2024	2025
WATER*	\$36.85	\$38.69
SEWER*	\$25	\$37.50
SANITATION ^	\$20.48	\$23.55
FORESTRY	\$2	\$3
VECTOR	\$1	\$1
TOTAL	\$85.33	\$103.74
*BASED ON 4,000 GALLONS		
^BASED ON 64-GALLON CAN		

QUESTIONS?

A CITY ON THE GROW



City Commission Agenda Item Request



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

Office Use:

Regular Agenda Item #:

Consent Agenda Item #:

Agenda Item Information:

Contact Name: *

Daniel S. Flaten

Phone Number: *

7012383187

Email Address:

danflaten@outlook.com

Date *

9/11/2024

Topic for Consent or Regular Agenda?

Please select one option:

- ☐ Consent Agenda
☒ Regular Agenda

Please Briefly Describe Your Request *

I would like to request the city commission consider amending the city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety.

Site Address or Legal Description (if applicable)

2303 Rivers Bend Drive East, West Fargo, ND 58078

Action Being Requested from City Commission *

I would like to request the city commission consider amending the city ordinances to increase the impervious square footage of residential lots from 30% to 35% of the lot in its entirety.

Upload Additional Documentation (Optional):

*** Regular Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Leslie McGillivray-Rivas
2. PHONE NUMBER: 701-515-5377 DATE: September 10, 2024
3. AGENDA TITLE:
A24-23 North Pond at the Preserve 18th Addition Final Plat Approval
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Approve final plat of North Pond at the Preserve 18th Addition. At the August 13,
2024, meeting, the West Fargo Planning and Zoning Commission voted to
recommend approval of the proposed replat on the basis it is consistent with City
plans and ordinances.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Lot 1, Block 3 North Pond at the Preserve Ninth Addition
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve Final Plat and Subdivision Development Agreement

STAFF REPORT

A24-23 MAJOR SUBDIVISION	
Name of Development: North Pond at the Preserve 18 th Addition	
Legal Description: Lot 1, Block 3 North Pond at the Preserve Ninth Addition	
Applicant and Property Owner: Westport Investments, LLC	Staff Contact: Leslie McGillivray-Rivas
Planning & Zoning Commission Public Hearing:	August 13, 2024 - Approved
City Commission Public Hearing	September 16, 2024

PURPOSE:

Replat to subdivide a single platted lot into seven individual parcels

STATEMENTS OF FACT:

Land Use Classification:	G-2 Sub -Urban - Growth Sector
Existing Land Use:	Platted– Vacant
Current Zoning District(s):	C: Light Commercial
Proposed Lot size(s) or range:	33,146 sf to 85,480 sf
Total area size:	324,563 sf or Approximately 7.45 Acres
Adjacent Zoning Districts:	North – C: Light Commercial South – R-1A Single Family Dwelling East – C: Light Commercial/CO: Corridor Overlay District West – C-OP: Commercial Office Park
Adjacent street(s):	Bluestem Drive (Local) and 26 th Avenue East (Collector).
Adjacent Bike/Pedestrian Facilities:	Pedestrian walkways on Bluestem Drive, Multi-use trail on both sides of 26 th Ave East.
Available Parks/Trail Facilities:	Rustad Recreation Center is located .1 mile southwest of the site providing indoor recreation. Maple Ridge Park is located .63 miles accessible A multi-purpose trail is located .1 mile easterly on Veteran's Boulevard by 23 rd Ave East, 24 th Avenue East, or 26 th Avenue East. A multi-purpose trail is located westerly connected from 23 rd Avenue East and 26 th Avenue East.
Public Dedication Requirements:	Parkland dedication has been fulfilled by way of an agreement dated March 15, 2015, completed as part of North Pond at the Preserve 6 th Addition. The agreement included undeveloped parcels.

STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- The applicant has applied for a proposed replat.
- The parcel to be subdivided was created through replatting in 2016 of a 17.88-acre lot into smaller parcels of varying sizes which established the North Pond at the Preserve 9th Addition.
- The replat is necessary to subdivide the single platted parcel into seven individual parcels to further ready the area for development.
- The property is zoned C: Light Commercial District.
- The development will be served by public right of way which includes the north/south local street of Bluestem Drive and the west bound traffic Lane of 26th Avenue East.
- There is an access control adjacent to the southern boundary and along a portion of the eastern boundaries intended to limit traffic movements and access originating from the public Right of Way.
- To assist in providing legal access and increased connectivity within the six southerly parcels, an internal private road system has been proposed. The private road to be named Alexander Way will be constructed within a 50-foot easement intended for both Ingress/Egress and will include placement of private utilities.
- The applicant intends to construct a 30' wide private road with a sidewalk on one side for pedestrian connectivity.
- The applicant will create a private maintenance agreement for Alexander Way which will be managed by an association. This agreement will be recorded with the county.
- The subdivision includes a driveway connection to a controlled access street, where Alexander Way connects to 26th Avenue East. This connection will be right-in-right-out only, due to the existing center median with 26th Ave E. This access point has been evaluated and staff has no concerns.
- The east/west portion of Alexander Way has been aligned with the center line of 24th Avenue East.
- The northern parcel, Lot 1 Block 1 of the proposed North Pond at the Preserve Eighteenth Addition is to be served by direct access to Bluestem Drive.
- The revised grading and drainage plan will be reviewed and approved by the City Engineer prior to final plat approval.
- A subdivision development agreement has been drafted prior to final plat approval which details long-term maintenance and construction of the private drive, and any additional details as needed.

NOTICES:

Sent to:	Legal notices published in the Forum and notices sent to applicable agencies and departments.
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Comments Received in relation to platting:

- No comments were received.

STAFF REPORT

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

- The proposed application is consistent with City plans and ordinances. The West Fargo comprehensive planning document, West Fargo 2.0 highlights desire to support diversity of commercial establishments to strengthen economic vitality and create a sustainable economy that spans all sectors.

PLANNING AND ZONING COMMISSION ACTION

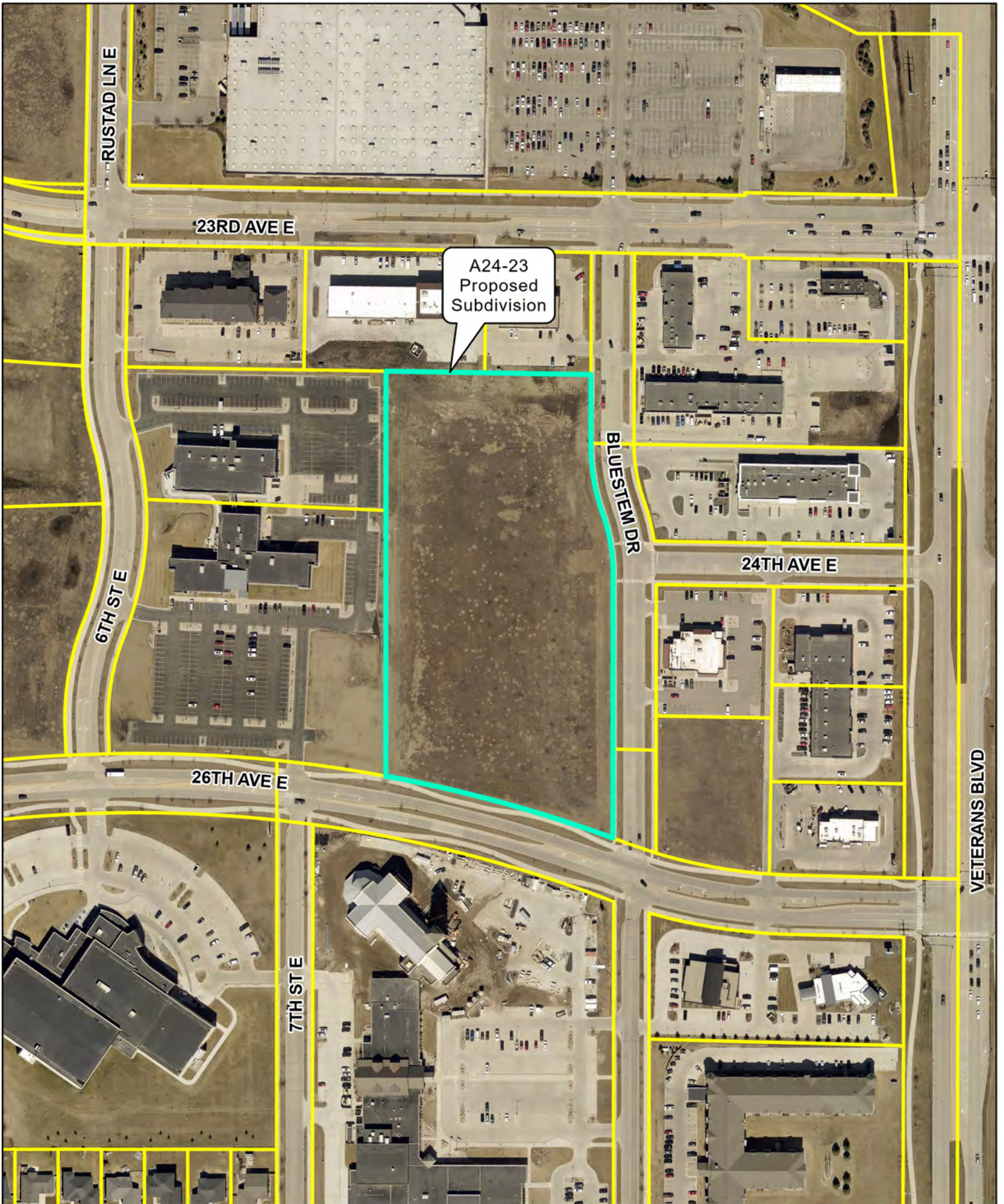
At their August 13, 2024 meeting, the West Fargo Planning and Zoning Commission voted to approve the Subdivision.

RECOMMENDATIONS:

It is recommended that the City approve the proposed Subdivision on the basis that it is consistent with City plans and ordinances.

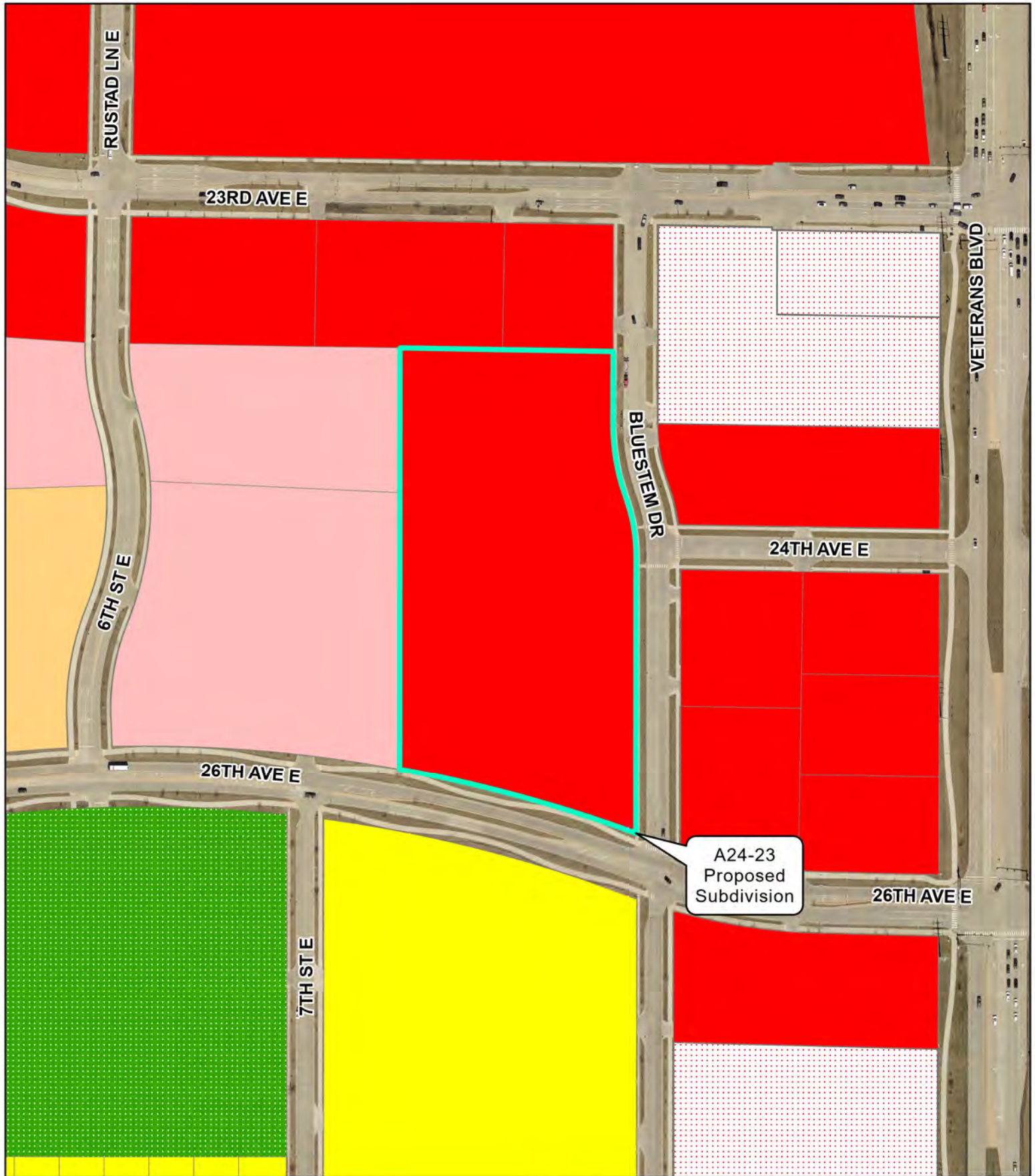
Attachments:

1. Aerial Location map
2. Zoning map
3. Plat
4. Site Plan
5. Development Agreement



Features

 Agenda Zone  Lots



West Fargo Zoning

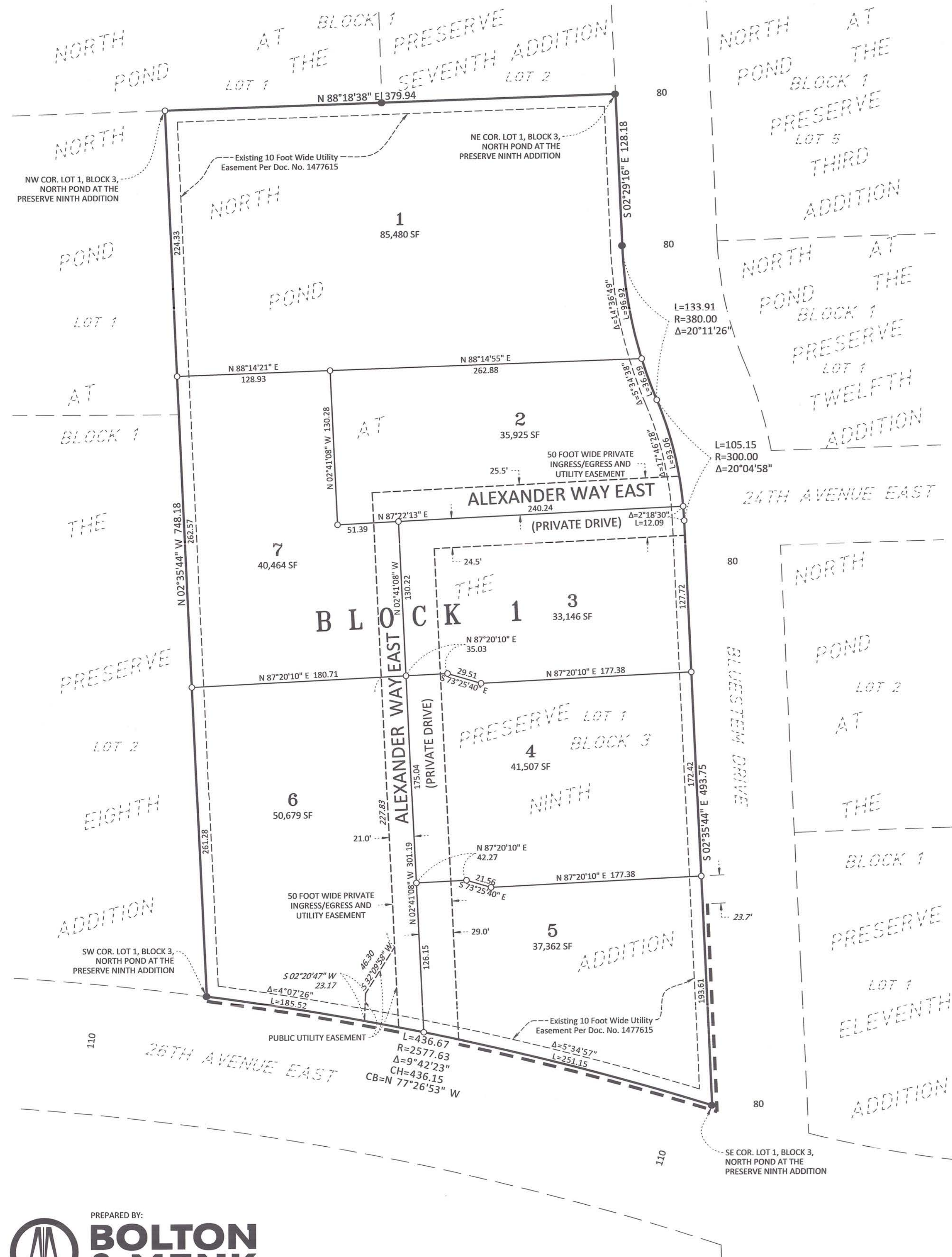
A: Agricultural	LI: Light Industrial	R-1SM: Mixed One and Two Family Dwelling
C: Light Commercial	M: Heavy Industrial	R-2: Limited Multiple Dwelling
C-OP: Commercial Office Park	P: Public	R-3: Multiple Dwelling
DMU: Downtown Mixed Use	PUD: Planned Unit Development	R-4: Mobile Home
EMU: Entertainment Mixed Use	R-L1A: Large Lot Single Family Dwelling	R-5: Manufactured Home Subdivision
HC: Heavy Commercial	R-1A: Single Family Dwelling	R-1E: Rural Estate
	R-1: One and Two Family Dwelling	R-R: Rural Residential



0 200 400
US Feet

NORTH POND AT THE PRESERVE EIGHTEENTH ADDITION

A REPLAT OF LOT 1, BLOCK 3, NORTH POND AT THE PRESERVE NINTH ADDITION
TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA.



OWNERS DESCRIPTION AND DEDICATION

KNOW ALL PERSONS BY THESE PRESENTS, That West Fargo Holdings, LLC a North Dakota Limited Liability Company as owner of a parcel of land located in the Northeast Quarter of Section 20, Township 139 North, Range 49 West of the Fifth Principal Meridian, Cass County, North Dakota, and more particularly described as follows:

Lot 1, Block 3, NORTH POND AT THE PRESERVE NINTH ADDITION, according to the recorded plat thereof, on file and of record in the office of the Recorder, Cass County, North Dakota.

Said parcel contains 324,563 square feet, more or less, and is subject to all easements, restrictions, reservations and rights-of-way of record, if any.

Said owner has caused the above described parcel of land to be surveyed and platted as "NORTH POND AT THE PRESERVE EIGHTEENTH ADDITION" to the City of West Fargo, Cass County, North Dakota and does hereby dedicate to the public for public use the utility easement as shown on this plat for the purpose so stated. Private ingress/egress and utility easements are dedicated to the benefit of the properties as shown on this plat for the purposes so stated.

OWNER:
West Fargo Holdings, LLC

By: Kevin Christianson, President

State of North Dakota } SS
County of Cass

On this 10th day of September, in the year 2024, before me, a notary public within and for said County and State, personally appeared Kevin Christianson, President of West Fargo Holdings, LLC, a North Dakota Limited Liability Company, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of West Fargo Holdings, LLC.

Notary Public

WENDI LAWSON
Notary Public
State of North Dakota
My Commission Expires May 17, 2028

WEST FARGO PLANNING COMMISSION APPROVAL

This plat in the City of West Fargo is hereby approved this _____ day of _____, 2024.

Joseph F. Kolb, Chairman, West Fargo Planning Commission

State of North Dakota } SS
County of Cass

On this _____ day of _____, in the year 2024 before me, a notary public within and for said County and State, personally appeared Joseph F. Kolb, Chairman, West Fargo Planning Commission, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public

WEST FARGO CITY COMMISSION APPROVAL

This plat in the City of West Fargo is hereby approved this _____ day of _____, 2024.

Bernie L. Dardis, President of the West Fargo City Commission

Attest:
Dustin T. Scott, City Auditor

State of North Dakota } SS
County of Cass

On this _____ day of _____, in the year 2024 before me, a notary public within and for said County and State, personally appeared Bernie L. Dardis, President of the West Fargo City Commission, and Dustin T. Scott, City Auditor known to me to be the persons who are described in and who executed the within instrument, and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public

LEGEND

- 5/8"x18" REBAR MONUMENT SET, CAP MARKED BY LIC. NO. LS-5900
- MONUMENT FOUND, 5/8" REBAR
- SUBJECT PROPERTY LINE
- - - EXISTING EASEMENT LINE
- - - NEW EASEMENT LINE
- - - EXISTING PROPERTY LINE
- - - ACCESS CONTROL LINE

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT

I, Shawn M. Thomasson, Registered Professional Land Surveyor under the laws of the State of North Dakota, do hereby certify that this plat is a correct representation of the survey, that all distances shown are correct and that the monuments for the guidance of future surveys have been located or placed in the ground as shown, and that the outside boundary lines are correctly designated on the plat.

Shawn M. Thomasson
Shawn M. Thomasson, Professional Land Surveyor
North Dakota License Number LS-5900

Date: 9-10-24

State of North Dakota } SS
County of Cass

On this 10th day of SEPTEMBER, 2024, before me, a notary public within and for said County and State, personally appeared Shawn M. Thomasson, Registered Professional Land Surveyor, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same.

Notary Public

JEFF ZELTINGER
Notary Public
State of North Dakota
My Commission Expires May 26, 2026

WEST FARGO CITY ATTORNEY APPROVAL

I do hereby certify that proper evidence of title has been examined by me and I approve the plat as to form and execution this _____ day of _____, 2024.

John T. Shockley, City Attorney

State of North Dakota } SS
County of Cass

On this _____ day of _____, in the year 2024 before me, a notary public within and for said County and State, personally appeared John T. Shockley, City Attorney, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the City of West Fargo.

Notary Public

CITY ENGINEER'S APPROVAL

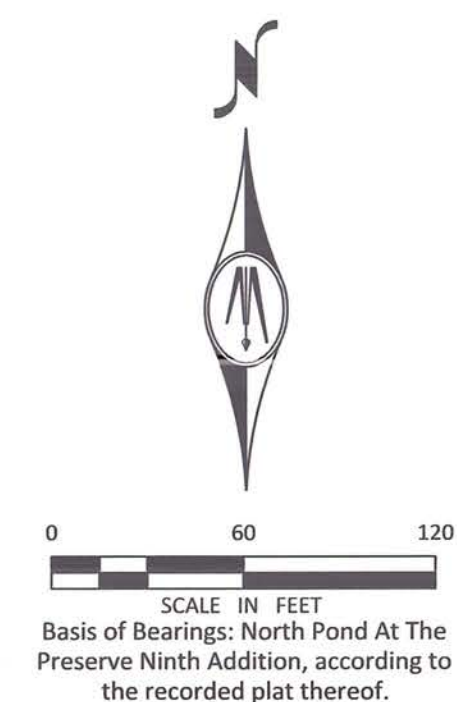
This plat in the City of West Fargo is hereby approved this _____ day of _____, 2024.

Daniel R. Hanson, P.E., City Engineer

State of North Dakota } SS
County of Cass

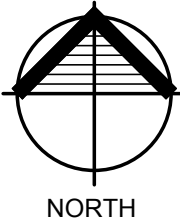
On this _____ day of _____, in the year 2024 before me, a notary public within and for said County and State, personally appeared Daniel R. Hanson, P.E., City Engineer, known to me to be the person who is described in and who executed the within instrument, and acknowledged to me that he executed the same on behalf of the City of West Fargo.

Notary Public





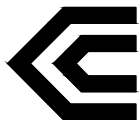
SCALE: 1" = 60'



DATE:	MAY 16, 2022
PROJECT NO:	21-057
DRAWN BY:	RK
CHECKED BY:	CM
REVISIONS:	

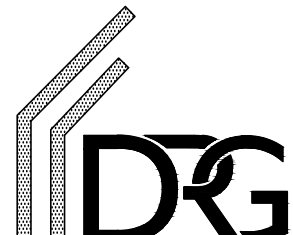
**OFFICE PARK
2400 BLUESTEM DR
WEST FARGO, ND**

CONSTRUCTION SET

CHRISTIANSON
COMPANIE

PH. (701) 281-9500
FAX (701) 281-9501

**4609 33RD AVE. S.
SUITE 400
FARGO, ND 58104**



DESIGN RESOURCES GROUP
PH. (701) 499-0212
FAX (701) 281-9501

SHEET DESCRIPTION:

SITE PLAN

Sheet

C1.1



SUBDIVISION AGREEMENT

THIS AGREEMENT, entered into this ____ day of _____, 2024, (the “Effective Date”) by and between the City of West Fargo, North Dakota (the “City”) and West Fargo Holdings, LLC (the “Developer”).

WHEREAS, the Developer is the current owner of the following described property (the “Property”): proposed plat of West Fargo Holdings, LLC to the City of West Fargo, Cass County, North Dakota; and

WHEREAS, the City is considering for approval the plat of North Pond at the Preserve Eighteenth Addition; and

WHEREAS, the Developer and the City desire to set out in writing certain conditions of plat and development approval and responsibilities of the parties to this Agreement; and

NOW THEREFORE, it is agreed between the parties as follows:

I. PARTIES

1. The City, a North Dakota Home Rule Charter City, is vested with the authority to control access to its streets and municipal infrastructure. The City has authority to approve or disapprove of all subdivision plats within its territorial jurisdiction. The City has the express authority to withhold building permit approval for any structure on the Property for a failure by the Developer to comply with the terms and conditions of this Agreement.

2. The Developer is the legal and equitable owner of the Property. The individual signing this Agreement is expressly authorized to execute this Agreement on behalf of the Developer.

II. JURISDICTION

1. The Developer agrees to submit to the authority of the City of West Fargo. The Developer agrees and acknowledge that they and/or their successors and assigns, as applicable, must receive approval from the City of West Fargo for any proposed other or further platting and zoning, and for any building permits and any other permit required by the City with respect to the Property.

2. Developer agrees and acknowledges that it and/or their successors and assigns, as applicable, must comply with all Federal, State and County statutes, rules and regulations regarding the development of the Property.

3. Developer and/or its successors and assigns, as applicable, are the “responsible parties” for compliance with all Federal and State environmental statutes, rules and regulations including storm water runoff regulations.

4. This Agreement only applies to the plat of North Pond at the Preserve Eighteenth Addition. The Developer acknowledge that if they wish to plat the Property differently, or if Developer wishes to replat the Property, it shall enter into a signed Subdivision Agreement with the City in conjunction therewith and in all events prior to commencing construction of any so-affected areas.

5. Developer has submitted a final plat of North Pond at the Preserve Eighteenth Addition, which will be considered by the City Commission on September 16, 2024. Developer agrees to comply with all provisions of City zoning and subdivision ordinances.

III. IMPROVEMENTS

1. The Developer will establish a Developer-financed and installed private drive internal to the Property for purposes of public access to Lots 2-7, Block 1, North Pond at the Preserve 18th Addition. For purposes of this subsection, the private drive refers to the area within the Ingress/Egress and Utility Easement established on the plat of North Pond at the Preserve 18th Addition and named “Alexander Way E” (the “Private Drive”), and does not include private parking, circulation, or business areas outside of this easement. In regard to the Private Drive, the Developer agrees to the following:

- a. Developer grants unrestricted public access to the Private Drive for public driving use, including car, truck and equipment traffic permitted on public roads and highways in the same manner, volume and scope as is allowed under the laws, rules and regulation of the State of North Dakota and the United States.
- b. There shall not be a gate, restricted access, or any other obstructive barrier preventing public access to the Private Drive.
- c. At the time of development, the Private Drive shall be paved with concrete paving.
- d. The Private Drive paving shall be maintained in good repair.
- e. In the event that the City determines the Private Drive paving is in need of repair, the City will give notice to the Developer of such defects and the

Developer within one-hundred and twenty (120) days shall commence to repair, rebuild or replace the Private Drive paving in accordance with the notice given by the City.

- f. The Developer shall pay all costs relating to installation and maintenance of paving the Private Drive, including but not limited to construction costs, pothole repair, snow removal, drainage, spot repair, reconstruction, permit fees, taxes, and any other fees associated with construction and maintenance of the paving of the Private Drive.
- g. The Developer agrees that should the Developer, its successors or assigns fail to maintain the Private Drive paving, the City has the right to take necessary action to maintain said paving, and to charge the Developer for the costs and fees incurred by the City in taking such action. Such costs and fees shall be assessed to the Property's property taxes/real estate taxes/fees.

2. The Developer agrees to comply with the City's storm water regulations. It is intended that this subdivision's stormwater runoff will be collected into gravity mains that will convey runoff to the regional retention pond. All components of the subdivision storm water system shall be designed in accordance with City standards and as approved by the City Engineer.

3. Sewer and water services within the Property are to be privately installed and maintained by the Developer. The private infrastructure will be able to connect to public water and sewer utility services located within the public right-of-way for Bluestem Drive and 26th Avenue East. Prior to the approval of the installation of any utilities and connection to the City's infrastructure, the City will review design drawings and have the right to dictate the installation of any design components it deems necessary such as valves, manholes...etc.

4. The Developer shall pay all costs relating to installation and maintenance of the private utilities, including but not limited to construction costs, repair, reconstruction, permit fees, taxes, and any other fees associated with construction and maintenance of the private utilities.

IV. GENERAL MATTERS

1. The Developer is responsible for filing any restrictive covenants for the development.

2. This Agreement is to run with the land and shall be binding upon the Developer, its successors and assigns; and all parties claiming by, through or under it shall be taken to hold, agree and covenant with the Developer, its successors and assigns, to conform to and observe the terms and conditions of this Agreement and agree and consent to the construction of the Public Improvements upon the Property.

3. In addition to releasing and holding the City, its officers and employees harmless from any and all claims, liability, loss, costs, damages, expenses, actions, or judgments arising out of or related to the construction and installation of Improvements, the Developer agrees to indemnify and defend the City, its officers and employees from any and all claims, liability, loss, costs, damages, expenses, actions, or judgments brought against the City relating to or arising out of the Developer or their employees and agents construction and installation of the Improvements. Said indemnification shall include, *inter alia*, attorney's fees, damages, whether punitive, economic or compensatory, and costs and disbursements. However, this paragraph shall not apply to suits against the City arising out of its negligence or intentional acts, or those of its employees, agents or designees. The Developer specifically agrees and acknowledges that this indemnification provision shall survive until six (6) years after the sale of the final lot.

4. Upon the occurrence of any non-performance of the Developer's obligations under this Agreement, which has not been cured within thirty (30) days after notice to the Developer, the City may take any one or more of the following remedial steps: (a) terminate this Agreement; (b) suspend the City's performance under this Agreement until it receives assurances from the Developer satisfactory to the City that the Developer will cure such Event of Default and perform its obligations under this Agreement; (c) take any other action deemed necessary or desirable by the City including any legal or administrative proceedings for the collection of any amounts due hereunder or the enforcement of any covenant, Agreement or obligation on the Developer including, inter alia, withholding approval of any plats or building permits for structures or buildings on the Property.

5. The failure of the City to enforce at any time any of the provisions of this Agreement, or to exercise any option which is herein provided, or to require at any time performance by the Developer of any of the provisions hereof, shall no way be construed a waiver of such provisions, nor in any way to affect the validity of this Agreement or any part thereof, or the right of the City to thereafter enforce each and every such provision.

6. This Agreement terminates upon the Developer fulfilling all terms of the Agreement as deemed by the City and the City's issuance of a written "Completion Certificate", for the Property and Improvements.

7. For all notices required to be given to the Developer pursuant to this Agreement, the City Auditor shall mail the notice by ordinary mail to the City and the Developer at the following addresses:

If to the Developer:

West Fargo Holdings, LLC
4609 33rd Ave S. Ste. 400
Fargo, ND 58104

If to the City:

City of West Fargo
Attn: City Administrator
2515 6th Street East
West Fargo, ND 58078

8. This Agreement constitutes the entire agreement by and between the parties, and any other prior representations or agreements are deemed merged herein, and those not specified herein do not represent any agreements or promises or covenants or representations on the part of either party hereto.

9. No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the parties thereto under and pursuant to this Agreement.

10. Whenever the singular number is used herein, the same shall include the plural where appropriate, and the words of any gender shall include any other genders where appropriate.

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

12. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and assigns, and no party under this Agreement can assign their interest in the Agreement to any other person or entity without the written consent of all other parties.

13. This Agreement shall be recorded.

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

15. This Agreement may be executed in counterparts with the City and the Developer having a fully-executed counterpart.

16. This Agreement will be assigned to the Professional Developer at the time of the closing of the Property sale between the Developer and the Professional Developer. Upon assignment, the Professional Developer shall assume the terms and conditions of this Agreement, including all liabilities and obligations, the Professional Developer shall indemnify Developer from any claims arising hereunder, including reasonable attorney fees and costs, and the City of West Fargo shall release Developer from any liabilities or obligations arising hereunder. The Professional Developer has reviewed the terms and conditions of this Agreement and agrees to be bound by the same.

Dated this ____ day of _____, 2024.

CITY OF WEST FARGO

BY: _____
Its: Mayor

BY: _____
Its: Auditor

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this ____ day of _____, 2024, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie Dardis and Dustin T. Scott, known to me to be the persons who are described in and who executed the above and foregoing document and acknowledged to me that they executed the same.

[SEAL]

Notary Public

DEVELOPER:

West Fargo Holdings, LLC

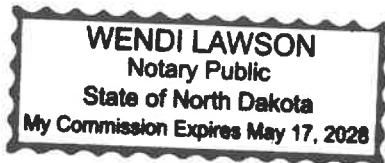


Kevin Christianson, President

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this 10th day of September, 2024, before me, the undersigned, a Notary Public in and for said county and state, Kevin Christianson personally appeared, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that they executed the same.

[SEAL]





Notary Public



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

Date: September 16, 2024

Subject: Short-Term Rental Information & Discussion

Action: Informational item—Commission may consider further direction to staff

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgenson

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

At the August 5, 2024 City Commission meeting, the City Commission directed staff to explore policy options regarding the topic of short-term rentals of residential property (e.g., Airbnb, Vrbo) and to report back to the Commission. Commissioners expressed some concern regarding the lack of regulations for short-term rentals in relation to inquiries on this topic received from concerned citizens.

As such, staff has drafted the attached memo which outlines findings and provides a few policy options for consideration by the City Commission.

Staff will present the attached memo to the Commission at the September 16, 2024 meeting, after which, the Commission may choose to further direct staff as appropriate.

Policy Analysis:

Existing City ordinances are silent as to the topic of short-term rentals—they are neither expressly permitted nor prohibited. Short-term rental platforms currently show dozens of homes listed for rent within the City of West Fargo. The Police Department has indicated they've received repeat complaints but have limited ability to address citizen concerns unless other ordinance violations are occurring, such as a noisy party.

Financial Analysis:

A few policy options are outlined within the attached memo, with each having unique financial implications.

Process/Timeline:

Process/timeline is contingent on consideration and direction of the Commission.

MEMORANDUM

TO: West Fargo City Commission
FROM: Aaron Nelson, Planning Director *AN*
DATE: August 27, 2024
SUBJECT: Information & Findings Regarding the Topic of Short-Term Rentals

This memo provides a brief summary of staff findings regarding the topic of short-term rentals (STRs) and provides a few policy options for consideration by the City Commission. Although STRs are primarily found in resort communities or areas with large numbers of visitors, they can present both opportunities as well as challenges for any community. When developing policy regarding STRs, it is important for the City to consider both the benefits as well as the costs to any decision. In addition to findings from peer jurisdictions in the region, this memo outlines several key issues and considerations relating to STRs and provides three potential options for further consideration.

Findings from Other Communities

With the advent of online platforms such as Airbnb and Vrbo, STRs have increased in popularity in recent years. While most common in resort communities with large numbers of visitors, STRs can be found in almost any community in the country. Likely due to the relatively small number of STRs in our region, most peer cities in the area have taken a hands-off and/or wait-and-see approach to STRs. For example, the Cities of Fargo, Moorhead, Grand Forks, Bismarck, and Sioux Falls all currently allow (or at least don't restrict) STRs, provided they meet standard requirements for rental and residential occupancy. However, there are a few jurisdictions in Minnesota, such as lakes area counties and the City of Duluth, that have enacted Short-term-rental-specific regulations and licensing standards. These jurisdictions require special permit approvals and/or annual licenses in order to operate a short-term rental within their jurisdiction. Additionally, standards such as maximum occupancy, quiet hours, parking restrictions, etc., commonly accompany the permit/licensing requirements.

Key Issues and Considerations

Neighborhood Integrity and Community Impact:

STRs have the potential to introduce new dynamics into residential neighborhoods, such as increased visitor traffic or occasional disruptions like noise or parking challenges. Although these issues are not widespread at present, maintaining the character and stability of our neighborhoods is important.

Economic Benefits and Revenue Potential:

STRs contribute to the local economy by attracting visitors and providing additional income for property owners. While the overall economic impact is currently modest, there is potential for growth. Establishing a regulatory framework that includes tax compliance would help ensure that the STR market contributes to the city's revenue base.

Costs of Regulation and Enforcement:

Developing, implementing, and enforcing regulations for STRs involves administrative costs. Additionally, the peer-to-peer nature of the sharing economy supported across multiple digital platforms presents unique

challenges and limitations for identifying and tracking non-compliant properties, as well as for identifying and document potential violations.

Housing Affordability and Market Impact:

While the current presence of STRs in West Fargo is relatively limited, it is important to consider the potential long-term effects on housing availability. As the popularity of STRs increases, there could be a gradual reduction in the supply of dwelling units available for residents, which may affect housing affordability over time.

Options for Consideration

Option 1: Do Nothing

This option involves taking no immediate regulatory action, allowing the STR market to continue operating as it currently does without additional oversight.

Key Elements:

- No new regulations or processes. Code enforcement issues handled as they arise.
- STR operators and property owners are free to continue their activities without further city intervention.
- The city continues to monitor the STR market to assess any future need for regulation.

Option 2: Targeted Ordinance Updates for Enhanced Enforcement

This option focuses on updating existing ordinances to give the City more tools to address specific issues related to STRs. These could be targeted towards key issues (such as overcrowding, noisy parties, and negative impacts on neighboring homeowners) and/or enhanced enforcement/oversight of tax collection.

Key Elements:

- Drafting of new ordinances specific to STRs to include such things as occupancy limits, quiet hours, and enhanced penalties/restrictions for repeat violations.
- Development of stricter penalties or loss of STR rights for repeat offenders.
- Would allow STRs by-right but would establish defined parameters, limitations, and penalties.

Option 3: Comprehensive Ordinance Update with STR Licensing Standards

This option involves a more comprehensive update of city ordinances to establish a broader regulatory framework for STRs, including the establishment of a licensing framework.

Key Elements:

- Drafting of new ordinances specific to STRs to include such things as occupancy limits, quiet hours, enhanced penalties/restrictions for repeat violations, and licensing requirements.
- All STR operators to register and obtain a license, ensuring compliance with ordinances and tax responsibilities.
- Could require annual registration/licensing fee to help off-set additional budget costs to administer new program.
- Creates a process to ensure STR operators pay appropriate lodging tax.
- Additional staffing resources needed to administer.

Summary & Discussion

Staff has outlined three primary options for addressing STRs: taking no action, targeted code updates, or implementing comprehensive STR licensing and regulations. Each option presents different trade-offs.

- The Do-Nothing option avoids immediate costs but risks long-term negative impacts on neighborhood stability and lost tax revenue.
- The targeted code updates creates a regulatory framework but relies on voluntary compliance and enhanced enforcement.
- The Comprehensive Ordinance Update with STR Licensing Standards option includes a higher administrative burden and associated costs to the City, but provides the most control and oversight over STRs within the City.

Considering that the Police Department has indicated receiving repeat code complaints for problem STR properties and have little recourse to address neighborhood concerns, it seems that some level of action is necessary, which would point towards Options 2 or 3. Recognizing the relatively small number of STRs in the City of West Fargo, Option 2 may be a good “right-sized” next step that could help address concerns while keeping administrative costs low. In addition, the City could monitor STR issues and could choose to move on to Option 3 if and/or when it determines a more comprehensive approach is warranted to address the issues.



To: West Fargo City Commission
From: Casey Sanders- Berglund Director of Economic Development
Date: September 16th, 2024
Subject: Enterprise Grant Application – Markar dba Sandy's Doughnuts
Action: Review and approve grant application

Commission President

Bernie Dardis
Primary Portfolio:
Administrative Services
Secondary Portfolio:
Police & Fire

Commission Vice President

Brad Olson
Primary Portfolio:
Police & Fire
Secondary Portfolio:
Street, Water & Sewer

Commissioner

Roben Anderson
Primary Portfolio:
Community &
Development Services
Secondary Portfolio:
Administrative Services

Commissioner

Rory Jorgensen
Primary Portfolio:
Sanitation
Secondary Portfolio:
Community &
Development Services

Commissioner

Amy Zundel
Primary Portfolio:
Street, Water & Sewer
Secondary Portfolio:
Sanitation

City Administrator

Dustin T. Scott

Summary:

The Markar LLP (dba Sandy's Doughnuts) own the property at 313 Main Ave W in West Fargo. This business has been in West Fargo for over 40 years and continues to be a community favorite.

Located in the Downtown Mixed Used Zone the applicant is looking to support renovations to the property that align with the goals of the enterprise grant program by enhancing the life span of an already viable location and ensuring the vibrancy of a welcoming downtown community. Exterior work on the retail entrance, landscaping updates, parking lot surface, and electrical work done on the parking lot lighting. Interior work will include new cabinetry, tile work, and painting.

Financial Analysis:

- Enterprise Grant Program funded through the Economic Development Sales Tax
- Estimated Renovation cost exceeds \$150,000.00
- Estimated eligible reimbursable amount \$75,000.00
- Economic Development Advisory Committee recommended approval at the September 5th, 2024 meeting.

The following documents are attached for review:

- Staff report outlining additional observations and photos of areas of the property noted throughout the application.

Staff Recommendation:

To approve the enterprise grant to support the appearance, use, and lifespan of the property in the DMU.

Action:

Action Needed

CITY OF WEST FARGO ECONOMIC DEVELOPMENT

STAFF REPORT

Sandy's Doughnuts / Markar LLP

313 Main Ave W, West Fargo ND 58078

Downtown Mixed Use Zone

Applicant: Markar LLP

Owner: Jeff Ostlund

Staff Contact: Economic Development

Casey Sanders

Economic Development Advisory Committee:

September 5, 2024

West Fargo Public School District:

N/A

Cass County Board of Commissioners:

N/A

Public Hearing:

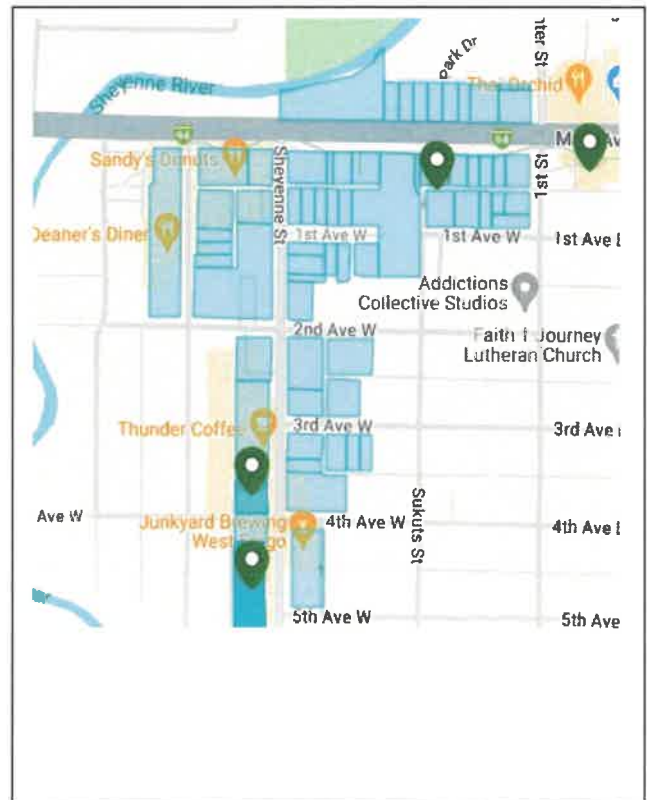
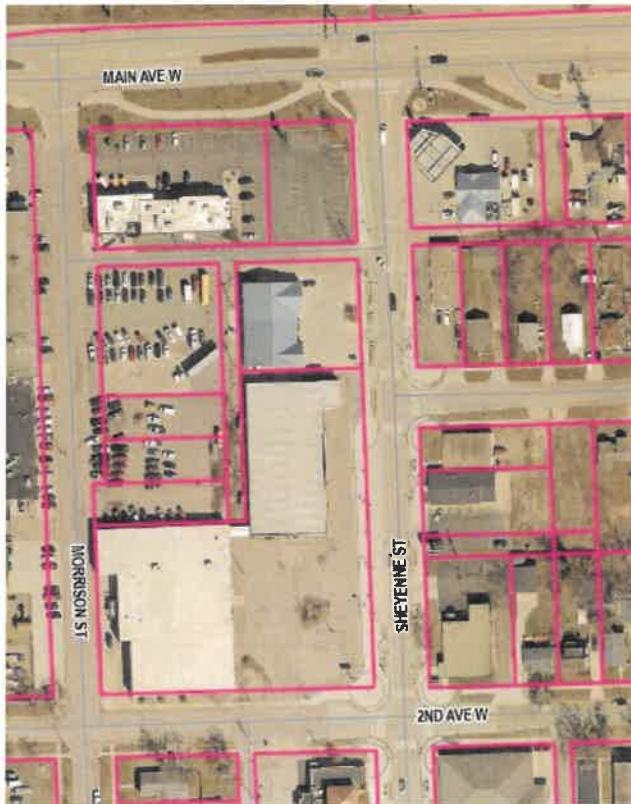
N/A

City Commission:

September 16th, 2024

PURPOSE:

The applicant is proposing to use the funds from the enterprise grant to renovate their existing space. The applicant aims to complete work on the property to enhance the properties exterior and interior. Interior updates include painting, new cabinetry, and tile work. Exterior work includes work to be done on the entrance of the retail door, landscaping, parking lot surface, and electrical work done on the parking lot lighting. This remodel is one of the first step for the applicant as they have a vision for the future of this business that will extend beyond this location with the goal of expansion for the overall business scale.



STAFF REPORT

DISCUSSION AND OBSERVATIONS:

- Located in the (DMU) Downtown Mixed Used zone.
- Current location and ownership are looking to grow in the same space in which originated.
- This business has not received an enterprise grant in the past.
- The current taxes and assessments are current.

PROJECT ELIGIBILITY FOR DEVELOPMENT:

The project is located in a parcel that is zoned Downtown Mixed Use and is an urban renewal area in the City's General Plan for Urban Renewal and Urban Development. The project would advance the City's economic development goals by providing support to a locally owned small business owner in renovating this space to adjust to a space that allows for a more walkable and face to face traffic.

- Beautifying the area by improving exterior building facades
The exterior work to be completed on the entrance areas, landscaping, parking lights, and parking lot updates.
- Encouraging re-investment
The interior work to be completed is new cabinetry, painting, and tile work.
- Support community pride in the adjacent neighborhoods
- Create unique and distinct places

PUBLIC PARTICIPATION:

Public assistance for this project is proposed to consist of an enterprise grant of \$75,000 which is 50% of the total for the of the project which is bid out at over \$150,000. The funds would come from Economic Development Sales Tax.

RECOMMENDATIONS:

The proposed project meets the program goals by supporting a business in the downtown mixed used zone and supporting the goals set out from the recent downtown master plan and enterprise grant guidelines.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATION:

Economic Development Advisory Committee recommended this project for approval on September 5th, 2024.











"Consent" or "Regular" Agenda
Item?

[Regular]

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: September 16, 2024

Subject: Westwood Addition Reconstruction

Action: Create Improvement District No. 3006, Direct Engineer to prepare an Engineer's Report; and Approve Task Order for Preliminary Engineering Services.

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

New Information and Recommendation:

The reconstruction of the Westwood Addition has been a project that was identified in the recent Core Area Study as a top priority due to the aging infrastructure and degradation of the roadways. The project was included on the 2024 Capital Improvement Plan (CIP) to be constructed in 2025.

Included in the CIP was a change in the amount of special assessments for local reconstruction from 70% assessed previously to 30%, making the project more affordable to the benefitting property owners.

In November of 2022, a neighborhood survey was conducted, and the results are attached to this Commission packet. The survey showed that 70% of the neighborhood felt that infrastructure improvements are necessary.

By moving forward with this project at this time, the project should be able to be designed and bid early in 2025 to take advantage of an early bidding environment.

The following documents are attached for review/consideration:

- Improvement District Map
- Neighborhood Survey from November of 2022
- Task Order No. 64-2
- Associated Resolutions (2)

Staff Recommendation: Create Improvement District No. 3006, Direct Engineer to prepare an Engineer's Report; and Approve Task Order No. 64-2 for Preliminary Engineering Services.

Moore Engineering was chosen to be the consultant based on their history of this project.

Background and Project Summary:

In December 2022 a draft report was completed for the reconstruction of this neighborhood. At the time the policy was that 70% of the project was to be specially assessed which resulted in anticipated special assessments ranging from \$44,493 to \$85,793. This unfeasible amount was the reason that the project was on pause until a new special assessment percentage was adopted with the 2024 CIP.

Policy Analysis:

This project is the first neighborhood reconstruct within the core area and was identified as a top priority in the recent Core Area report.

Financial Analysis:

This project was identified for 2025 construction in the 2024 CIP with an estimated cost of \$7,475,000. It is intended to be paid for via 30% being specially assessed with the remainder being paid for utilizing capital improvement sales tax and utility funds.

Staff intends to also seek out any potential grants that can help fund the project as well.

Previously Presented Information and Commission Actions:

August 5, 2024 –

- Commission adopted the 2024 Capital Improvement Plan which included this project to be constructed in 2025

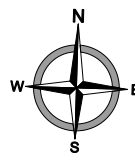
November 2022 –

- Public out-reach door hangers delivered to residents within the Westwood Addition to partake in a neighborhood survey pertaining to a potential infrastructure project.



**IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT 3006
WESTWOOD ADDITION RECONSTRUCT
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 09/05/24 Date Saved: 09/05/24 Date Plotted: NEVER Date Exported: 09/05/24
 Plotted By: tanner.schmidt Parcel Date: 12/01/22 Aerial Image: 2024 FM Metro Elevation Data: Lidar
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
 T:\Projects\22700\22746_WestwoodReconstruct\22746_3006_ImprovementDistrictMap_10pt4.mxd



moore
engineering, inc.



Your neighborhood was identified as a high-priority project for the City of West Fargo. The City is now exploring an infrastructure project for your neighborhood.

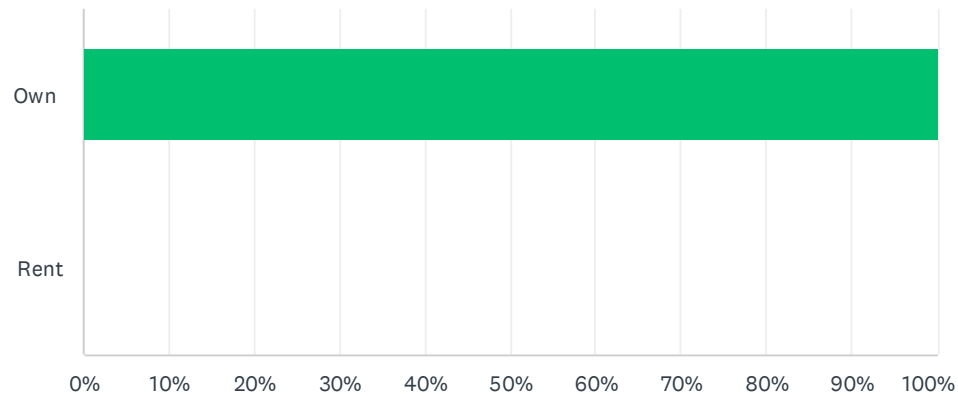
We are providing you with a neighborhood infrastructure summary and would like your input. Please scan the QR code below to review the initial findings and take the survey. You can also visit westfargostreets.com/1290/Westwood-Neighborhood-Infrastructure-Pro



westfargostreets.com | 701.515.5100

Q2 Do you own or rent?

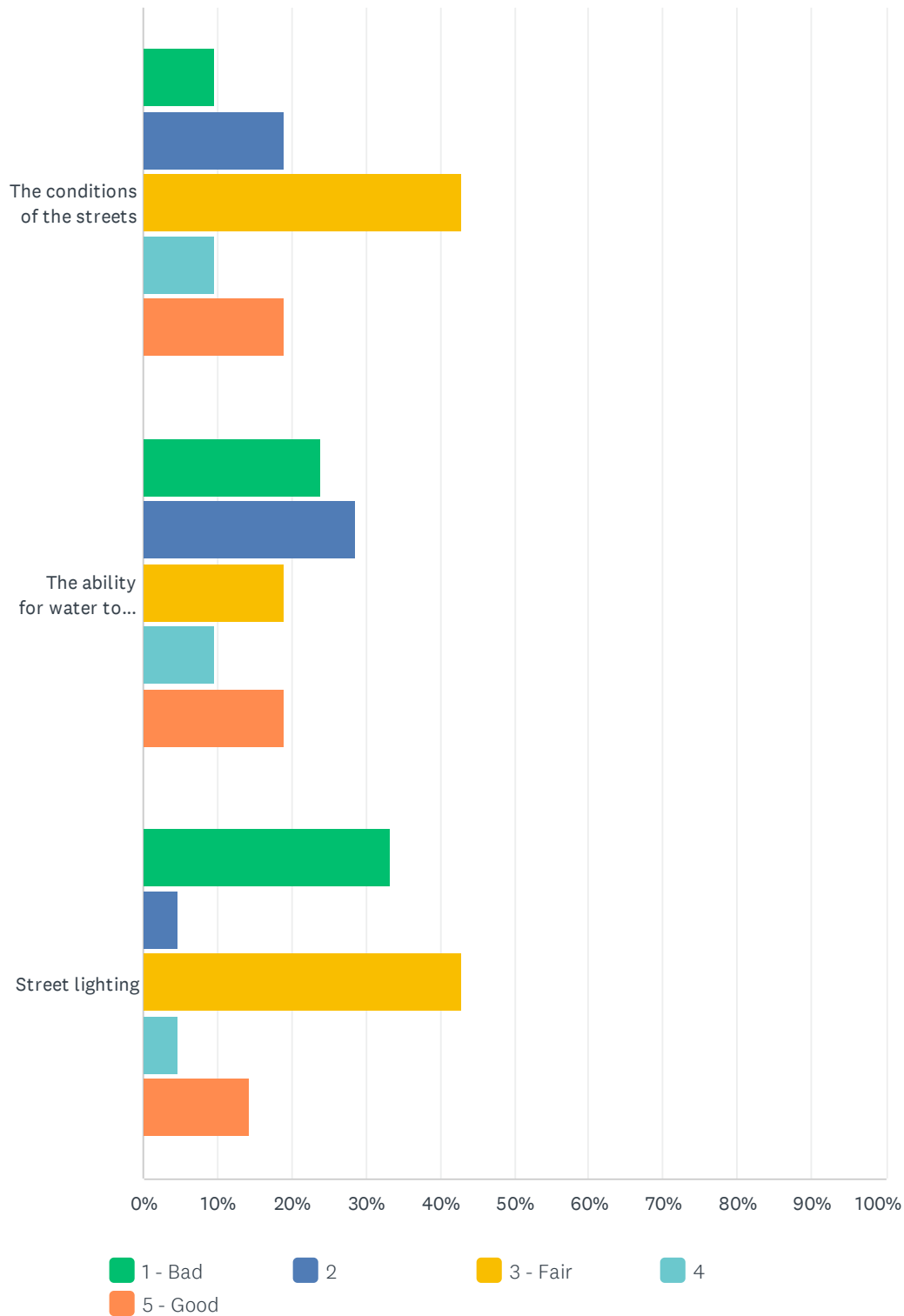
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Own	100.00%	21
Rent	0.00%	0
TOTAL		21

Q3 How would you rate the following in your neighborhood:

Answered: 21 Skipped: 0

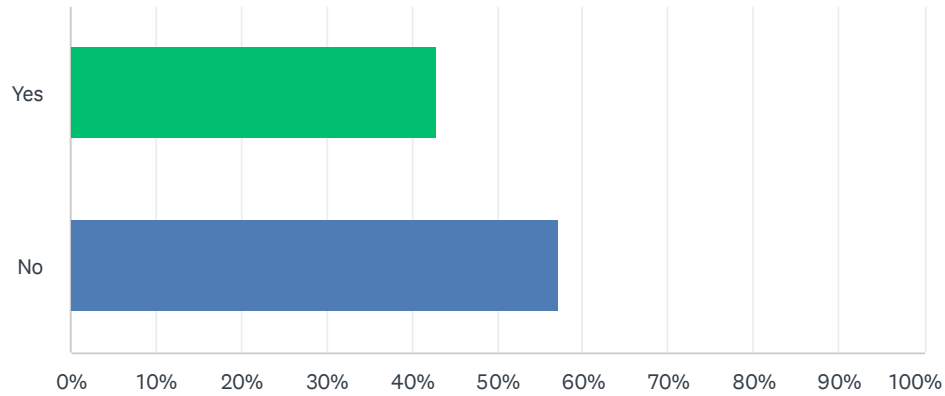


Westwood Neighborhood Survey

	1 - BAD	2	3 - FAIR	4	5 - GOOD	TOTAL	WEIGHTED AVERAGE
The conditions of the streets	9.52% 2	19.05% 4	42.86% 9	9.52% 2	19.05% 4	21	3.10
The ability for water to drain from the streets	23.81% 5	28.57% 6	19.05% 4	9.52% 2	19.05% 4	21	2.71
Street lighting	33.33% 7	4.76% 1	42.86% 9	4.76% 1	14.29% 3	21	2.62

Q4 Have issues with drainage or standing water ever directly impacted you?

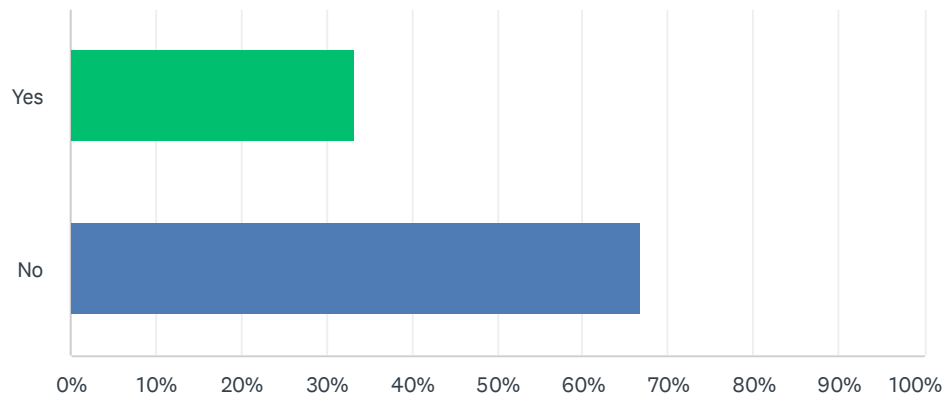
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	42.86%	9
No	57.14%	12
TOTAL		21

Q5 Have issues with other elements of the neighborhood's City infrastructure (streets, sanitary sewer, water mains, or street lighting) ever directly impacted you?

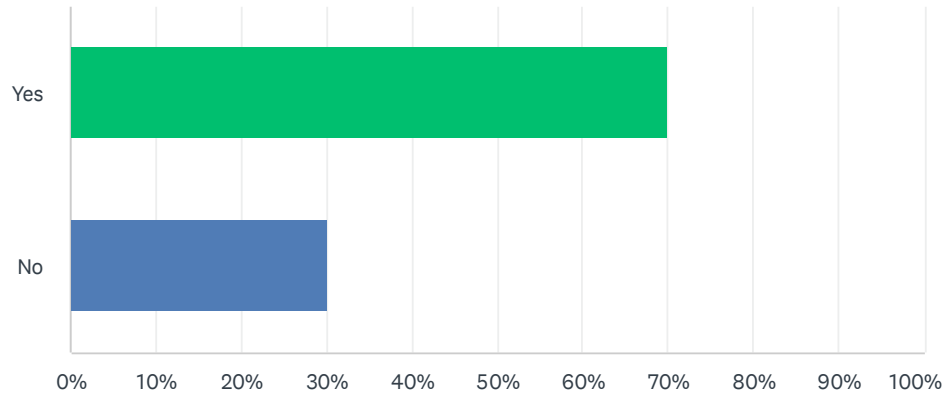
Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	33.33%	7
No	66.67%	14
TOTAL		21

Q6 Do you feel infrastructure improvements are necessary in your neighborhood?

Answered: 20 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	70.00%	14
No	30.00%	6
TOTAL		20

Q7 Additional comments/feedback about the infrastructure in your neighborhood.

Answered: 12 Skipped: 9

#	RESPONSES	DATE
1	I am afraid of the extra costs of the specials. I do not see any problem with the streets. I am not happy about the extra traffic you have created with restructuring of Elmwood park with no input from the residents, why are you asking our opinion now?	11/15/2022 7:30 PM
2	Look forward to the improvements!	11/15/2022 11:55 AM
3	We have never been impacted by water sitting in our streets, there is a light post right outside our home. We have lived in this neighborhood for 12 years with no issues. The timing of opening a park entrance that will impact our small WF neighborhood with children playing that we were unaware or had no input or survey sent to us about and this new infrastructure to make this entrance look nice seems a little off. The same money that was used to go towards all this park stuff should also be used to pave the roads, give the roads nice lights- not the community that didn't have any say. I understand with time things need updates, but don't try to convince us this is not about the esthetics for the park. Also, how do you expect an accurate survey without a dollar amount of how much we will be impacted? 60% is a lot for very little houses to take on if you were to look at the average income in this neighborhood. If this is high priority- set aside your dollars, get the grants and don't put it on the people who are already struggling.	11/12/2022 4:02 PM
4	I don't know where/who this sits with but it would be nice to bury the electrical lines.	11/12/2022 2:24 PM
5	Where my driveway end the street dips down significantly below the average grade of the street. Cars have been damaged exiting my driveway. I complained to the city(over a year ago) and was told that someone would take a look at what could be done(never heard back..) I guess I could just pour concrete there myself since I haven't been shown that the issue is worth the cities time. At least investing in some quikrete will yield results, unlike my tax dollars. Yes, the infrastructure is poor and I'd enjoy to see some change.	11/11/2022 1:35 AM
6	Sewer ponds are foul in early spring, I'm always dealing with a sink hole in the middle of my back yard where water doesn't drain into the soil properly. Noticed chunks of the curbs are gone streets pretty cracked with wear and tear.	11/10/2022 11:49 AM
7	We've always had issues with low water pressure at our home. In the early days of the neighborhood, every home on Oak Street had a natural gas powered yard light. Those lights made the street feel quaint and inviting. Over the years, as people removed those gas lights, the street has become so dark it is dangerous.	11/9/2022 6:18 PM
8	The area where the curb meets my driveway has deteriorated to where my car bottoms out just from pulling in/out of the driveway. This deterioration has also caused water/snow to pile up more than it should making it difficult to get in/out of our driveway even with shoveling and plowing.	11/9/2022 6:16 PM
9	Just want to know more information as no one in the neighborhood knew about the entrance to the park changes if you want more information feel free to call.	11/9/2022 6:12 PM
10	The pooling you describe also is compounded in the winter when a quick snow melt and refreeze can cause significant slip near the bases of the driveways.	11/9/2022 5:45 PM
11	Been in the neighborhood for 3 years and our road is getting worse, not one drain anywhere on our street. There are 4 within 60 to 100 feet of each other by the Elmwood park entrance than other than that just out by 7th Ave. It cause huge ice build up during the winter and had dunk the road at the end of it driveway. Our vehicles bottom out as we back out our drive out.	11/9/2022 4:25 PM
12	I don't need any additional services in my neighborhood. I can barely pay my taxes now!	11/9/2022 3:10 PM

EXHIBIT A to MSA

Task Order for Additional Services

This is Task Order No. 64-2
consisting of 7 pages.

Task Order 64-2

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

1. Background Data

- a. Effective Date of Task Order: September 5, 2024
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Improvement District No. 3006 – Replacement of Water Supply, Sewerage Systems, Street Reconstruction, and Incidentals
- e. Specific Project Description: Westwood Addition Reconstruct
- f. Project Background: This Task Order is for preparing a feasibility study using the deliverables that were completed in Task Order 64 and Task Order 64-1 in addition to new tasks required to prepare for financing, design, and construction of the Improvements. The effort of these tasks includes review and revision of previous deliverables for current scope and financing needs, additional public outreach for neighborhood engagement, preliminary private utility administration for potential Improvement impacts, right-of-way administration for temporary construction easement needs, and a Department of Water Resources funding application for potential grant funds available for the water distribution Improvements.

2. Services of Engineer

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

A. Study and Report Services

- 1. Prepare Feasibility Study to include:
 - a. Prepare for and attend project kick-off and scoping meeting with Owner to establish City's expectations for project and Moore's services.

- b. Review and revise the Preliminary Engineering Report that was drafted in November of 2022 to provide current information on the previous tasks which included:
 - 1) Review of existing facilities and conditions
 - 2) Proposed improvements including
 - a) Local improvements
 - b) Regional Storm Sewer improvements through the development relating to SM 74 Storm Lift location
 - c) Park District Property Entrance coordination
 - 3) Project alternatives
 - 4) Feasibility and selections of alternatives
 - 5) Project maps
 - 6) Preliminary Engineering Opinion of Probable Cost
 - 7) Special Assessment Administration
- c. Coordinate with City Engineer to establish benefitting area(s).
- d. Provide legal description and illustrative map for the Owner to use in creating the Special Assessment District per ND Century Code requirements.
- e. Identify and define proposed improvements to address issues identified by City and in review of existing facilities and conditions. Presentation of proposed improvements to City staff (one meeting) and updates to proposed improvements based on staff feedback (one iteration).
- f. Identification of potential utility conflicts and considerations for proposed improvements. This may involve preliminary discussions with utility companies and acquisition of utility maps.
- g. Identify and define project alternatives based on proposed improvements, land acquisition needs, permitting needs, utility conflicts and consideration, and City feedback.
- h. Prepare for and attend review meetings with City Staff to determine feasibility and selection of preferred alternative.
- i. Prepare preliminary GIS and/or CADD project maps for proposed improvements and alternatives.
- j. Prepare preliminary estimates of cost for proposed improvements and alternatives.
- k. Finalize study and present report to Owner (one meeting).

B. *Preliminary Design Related Services*

1. Private Utility Administration

- a. Coordination with private utility entities to obtain current utility maps, conduct map reviews, and communicate potential, significant private utility impacts/conflicts.

2. Right-of-Way Administration

- a. Prepare concept exhibits for proposed right-of-way and easement acquisition for City and Property Owner(s).
- b. Generate contact information for each property owner within the Improvement District, and prepare and mail an introduction letter that describes the proposed Improvements and right-of-way needs; prepare right-of-way dashboard to organize varying stages of easement progress.
- c. Correspondence and meetings with City and Property Owner(s) for proposed right-of-way and easements necessary to construct the Project.
- d. Participate in initial negotiation of terms of easement or land acquisition with Property Owner(s).

3. Public Outreach

- a. Coordinate with the City regarding the scheduling, location, and scope of public project meeting. Visit meeting location facility to better understand meeting format and functionality.
- b. Support City in defining public project meeting agenda (one meeting with City).
- c. Support City in preparing presentation and meeting content.
- d. Assist City with advertising mailer and website content.
- e. Hold one debriefing meeting with City to discuss results of the public meeting.
- f. Hold one meeting with the Park District to discuss project impacts and coordination items.

C. Additional Funding Services

1. Special Assessment Administration

- a. Coordinate with City Engineer to review originally established benefitting area (boundary) and provide legal description along with an illustrative map for the Owner to use in creating the Special Assessment District per ND Century Code requirements.
- b. Based on proposed infrastructure at specified project stages, prepare (or update) benefitting area maps, assessment benefit methodology and preliminary special assessment allocations based on City Policy at the following project stages:
 - 1) City Engineer's Report
 - a) Feasibility Study – provide an update based on new City funding policy and revised cost estimates compared to November 2022 preliminary engineering report.
 - ~~b) City Preliminary Engineer's Report results (if applicable)~~
 - c) City Final Engineer's Report results.
 - 2) ~~After bid results compiled~~
 - 3) ~~After Projected Final intermediately completed during construction (as directed by Owner)~~
 - 4) ~~Final map and allocation spreadsheet with Final Costs provided by City.~~

- ~~c. Document project for public presentation purposes to demonstrate scope, scale, potential improvements, etc. (i.e. photos, drone footage, etc.).~~
 - ~~d. As directed by the Owner, prepare presentation documents and attend meetings with the Special Assessment Commission and/or Board of City Commissioners.~~
 - ~~1) Task order includes two Special Assessment Commission meetings and one meeting with the City Commission.~~
 - ~~e. Provide public communications as directed regarding special assessments for the improvement(s) related to this Task Order.~~
 - ~~f. Prepare for and attend one special assessment hearing with the Special Assessment Commission and provide support for the Owner staff and Special Assessment Commission for the hearing.~~
 - g. Provide funding administrative support services related to any requirements identified specifically by funding sources affecting special assessment allocations.
 - h. Assist City in Resolution of Necessity process and schedule including but not limited to reviewing parcel data, preparation of mail correspondence, and coordination with print shop/process printing materials.
2. Funding Administration
- a. Prepare and submit ND Find Application and Department of Water Resources Application.
 - b. Attend State Water Commission meetings (2 meetings).
 - c. Complete cost delineation of proposed project, prepare asset inventory of City infrastructure, and complete life cycle cost analysis of the proposed Improvements and alternatives.
 - d. Miscellaneous agency coordination and coordination meeting with City Staff.

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

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

- A. The anticipated start date for these services is upon execution of the Task Order or as specified below.
- B. The anticipated completion for these services is as follows:
 - a. The anticipated completion for these services is within 6 weeks of an executed Task Order.
- C. The services covered by the Basic Design and Construction Contract Administration Services will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:
 - a. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
 - b. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Study & Report Services				
Feasibility Study	64 64-2	\$39,000	\$23,000	\$62,000
Additional Design Services				
Private Utility Administration	64-2		\$2,500	\$2,500
Right-of-Way Administration	64-2		\$18,000	\$18,000
Public Outreach	64-1 64-2	\$8,500	\$12,500	\$21,000
Additional Funding Services				
Special Assessment Administration	64 64-2	\$8,000	\$6,000	\$14,000
Funding Administration	64-2		\$12,500	\$12,500
ADDITIONAL AMENDED SERVICES SUBTOTAL (TO 64-2)			\$74,500	
ADDITIONAL AMENDED SERVICES SUBTOTAL (All TO's)		\$55,500	\$74,500	\$130,000

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

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

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

a. None

7. Other Modifications to Agreement and Exhibits:

a. None

8. Attachments:

a. None

9. Other Documents Incorporated by Reference:

a. None

10. Terms and Conditions

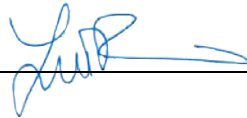
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 64-2 is September 5, 2024

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dustin T. Scott, PE

Print Name: Lee T. Beauvais, PE

Title: City Administrator

Title: Chief Production Officer

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson, PE

Name: Matt Prochniak, PE

Title: Director of Community and
Development Services

Title: Project Manager

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

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

E-Mail
Address: Daniel.Hanson@westfargond.gov

E-Mail
Address: Matt.prochniak@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 3006 – NEW WATER
SUPPLY, SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY OF
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 3006 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a Reconstruction Project within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 3006– New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: September 16, 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 water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements, be constructed and made in Improvement District No. 3006 – New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: September 16, 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?
[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: September 16, 2024

Subject: Project No. 1316.3 – Northside Sanitary Sewer Collector Rehabilitation

Action: Approve Task Order No. 87-1 for Basic Services

New Information and Recommendation:

This task order is to pay the consultant for the design and construction administration assistance for the paving improvements adjacent to Sanitary Lift Station SA-40.

The project is currently in the bidding phase and construction is anticipated to take place in 2025.

The following documents are attached for review/consideration:

- Task Order No. 87-1

Staff Recommendation: Approve Task Order No. 87-1 for Basic Services

Financial Analysis:

This project is included in the 2024 Capital Improvement Plan approved August 5th and is proposed to be paid for via Capital Improvement Sales Tax. No special assessments are associated with this project.

Previously Presented Information and Commission Actions:

September 3, 2024 –

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

August 19, 2024-

- Staff Recommendation: Approve the Engineer's Report and Direct the preparation of a Task Order for Basic Services along with Plans and Specifications.
- Commission Action: Commissioner Olson moved, and Commissioner Jorgensen seconded to approve. No opposition, motion carried.

August 5, 2024-

- Staff Recommendation: Create Project No. 1316.3 and Direct Engineer to prepare an Engineer's Report.
- Commission Action: Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

EXHIBIT A to MSA

Task Order for Basic Design & Construction Contract Administration Services and Additional Services

This is Task Order No. 87-1
consisting of 18 pages.

Task Order 87-1

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

1. Background Data

- a. Effective Date of Task Order: August 21, 2024
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Project No. 1316.3
- e. Specific Project Description: Northside Sanitary Sewer Collector Rehabilitation – Salt Shack Paving
- f. Specific Project Location: Northside Sanitary Sewer Collector – SA 40 Site
- g. Summary of Services: During the first two phases of the Northside Sanitary Sewer Collector Rehabilitation project, the City's Public Works Department relocated their Salt Storage Facility ("Salt Shack") to the SA-40 site. Coordination with this concurrent project was ongoing during construction. Public Works constructed some temporary asphalt paving, however the long-term plan was to have concrete paving. Due to the nature of the work, the City wanted to hire a contractor to go out for bid.

2. Services of Engineer

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

- A. *Preliminary Design Phase – Prior to Preliminary Design, the City will complete any studies, reports, and/or any other work necessary to evaluate project alternatives and estimated costs. Services under this phase will begin once a preferred alternative is determined and the corresponding "Engineer's Report" has been approved by the Board of City Commissioners.*
- 1. Engineer shall:
 - a. Coordinate a meeting with the Owner to review the project and task order to ensure mutual understanding of the objectives, requirements, schedule, etc. prior to starting work.

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

Preliminary Design Phase deliverables to Owner, and review them with Owner. Within the time established in the Task Order schedule, Owner shall submit to Engineer any comments regarding the furnished items.

- I. Pursuant to the Task Order schedule, revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner the required number of copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.
2. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

B. *Final Design Phase*

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

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

C. Bidding or Negotiating Phase

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

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

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

D. *Construction Phase*

1. Engineer shall:

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

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

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

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

r. *Change Proposals and Claims:*

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

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

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

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

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

E. *Commissioning Phase*

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

F. *Additional Construction Services*

1. Resident Project Representative
- a. *Resident Project Representative (RPR)*: Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth below. The furnishing of such RPR's

services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth below.

- 1) Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree. RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
- 2) Through RPR's observations of the Work, including field checks of materials and installed equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, as a result of such RPR observations of the Work, supervise, direct, or have control over the Work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, for security or safety at the Site, for safety precautions and programs incident to the Work or any Constructor's work in progress, for the coordination of the Constructors' work or schedules, or for any failure of any Constructor to comply with Laws and Regulations applicable to the performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform the Work, or any portion of the Work, in accordance with the Construction Contract Documents. In addition, the specific terms set forth in in this Task Order, are applicable.
- 3) The duties and responsibilities of the RPR are as follows:
 - a) *General*: RPR's dealings in matters pertaining to the Work in general shall be with Engineer and Contractor. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor. RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 - b) *Schedules*: Review the progress schedule, schedule of Shop Drawing and Sample submittals, schedule of values, and other schedules prepared by Contractor and consult with Engineer concerning acceptability of such schedules.
 - c) *Conferences and Meetings*: Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences, and other Project-related meetings (but not including Contractor's safety meetings), and as appropriate prepare and circulate copies of minutes thereof.
 - d) *Safety Compliance*: Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
 - e) *Liaison*
 - i. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - ii. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - iii. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
 - f) *Clarifications and Interpretations*: Receive from Contractor submittal of any matters in question concerning the requirements of the Construction

Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Construction Contract Documents. Report to Engineer regarding such RFIs. Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

- g) Shop Drawings and Samples
 - i. Record date of receipt of Samples and Contractor-approved Shop Drawings.
 - ii. Receive Samples that are furnished at the Site by Contractor, and notify Engineer of availability of Samples for examination.
 - iii. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal, if RPR believes that the submittal has not been received from Contractor, or has not been approved by Contractor or Engineer.
- h) *Proposed Modifications*: Consider and evaluate Contractor's suggestions for modifications to the Drawings or Specifications, and report such suggestions, together with RPR's recommendations, if any, to Engineer. Transmit Engineer's response (if any) to such suggestions to Contractor.
- i) Review of Work; Defective Work
 - i. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendations as to whether such Work should be corrected, removed and replaced, or accepted as provided in the Construction Contract Documents.
 - ii. Inform Engineer of any Work that RPR believes is not defective under the terms and standards set forth in the Construction Contract Documents, but is nonetheless not compatible with the design concept of the completed Project as a functioning whole, and provide recommendations to Engineer for addressing such Work; and
 - iii. Advise Engineer of that part of the Work that RPR believes should be uncovered for observation, or requires special testing, inspection, or approval.
- j) Inspections, Tests, and System Start-ups
 - i. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
 - ii. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
 - iii. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
 - iv. Observe whether Contractor has arranged for inspections required by Laws and Regulations, including but not limited to those to be performed by public or other agencies having jurisdiction over the Work.
 - v. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to Engineer.
- k) Records

- i. Maintain at the Site orderly files for correspondence, reports of job conferences, copies of Construction Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Construction Contract, RFIs, Engineer's clarifications and interpretations of the Construction Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Project-related documents.
 - ii. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, Subcontractors present at the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, deliveries of equipment or materials, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
 - iii. Upon request from Owner to Engineer, photograph or video work in progress or Site conditions.
 - iv. Record and maintain accurate, up-to-date lists of the names, addresses, fax numbers, e-mail addresses, websites, and telephone numbers (including mobile numbers) of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
 - v. Maintain records for use in preparing Specific Project documentation.
 - vi. Upon completion of the Work, furnish original set of all RPR Project documentation to Engineer.
- l) **Reports**
- i. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
 - ii. Draft and recommend to Engineer proposed Change Orders, Work Change Directives, and Field Orders. Obtain backup material from Contractor.
 - iii. Furnish to Engineer and Owner copies of all inspection, test, and system start-up reports.
 - iv. Immediately inform Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, possible force majeure or delay events, damage to property by fire or other causes, or the discovery of any potential differing site condition or Constituent of Concern.
- m) *Payment Requests*: Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.
- n) *Certificates, Operation and Maintenance Manuals*: During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Contract Documents to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

- o) Completion:
 - i. Participate in Engineer's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion, submit a punch list of observed items requiring completion or correction.
 - ii. Participate in Engineer's visit to the Site in the company of, Owner, and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
 - iii. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit A.1).

4) Resident Project Representative shall not:

- a) Authorize any deviation from the Construction Contract Documents or substitution of materials or equipment (including "or-equal" items).
- b) Exceed limitations of Engineer's authority as set forth in this Agreement.
- c) Undertake any of the responsibilities of Contractor, Subcontractors, or Suppliers, or any Constructor.
- d) Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by Contractor or any other Constructor.
- e) Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of Owner or Contractor.
- f) Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
- g) Accept Shop Drawing or Sample submittals from anyone other than Contractor.
- h) Authorize Owner to occupy the Specific Project in whole or in part

2. Construction Staking

- a. The below list of infrastructure categories define the standard frequency of which the Engineer will provide construction staking for one time during the project.

- b. Water Mains/ Force Mains

- 1) Centerline with offsets at 50' intervals
- 2) Cut stakes to top of pipe with hubs, if plan calls for specified grades
- 3) Curb Stop Locations

- c. Storm-Sanitary Sewers

- 1) Centerline stakes with offsets and cuts to inverts at 50' intervals
- 2) Manholes with offsets
- 3) Inlets with offsets
- 4) Wye locations
- 5) Service ends with grades

- d. Streets

- 1) Initial dirt grade stakes with lath every 100' and at high and low

- 2) Subgrade blue tops for centerline and curb and gutter areas if so specified in construction contract
 - 3) Centerline gravel blue tops if so specified in construction contract
 - 4) Curb & gutter flow line stakes with offsets every 25'
 - 5) Concrete Paving grade stakes with offset at 25' intervals plus high and low points
- e. Lift Stations (without buildings)
- 1) Location & elevation of rim and invert centerline of wet well, dry well, and/or check valve manhole.
- f. Buildings
- 1) Location & elevation of corners of first floor with offsets.
 - 2) Location & elevation of corners of footing with offsets.
- g. Sidewalks/Multi-Use Paths
- 1) Elevation & location of "Outside" finished edge (one edge) of Sidewalk or Multi-Use Path @ 25' stationing.
- h. Channels/Embankments
- 1) Centerline cut/fill, daylights, and temporary construction easement limits (every 200').
 - 2) Culvert alignment, lengths, and invert elevations with offsets.
 - 3) Structure locations and invert elevations with offsets.
- i. Ponds/Lakes
- 1) Location and elevation of bottom of lake/pond every 200'.
 - 2) Location and elevation of changes in slopes (i.e. hinges) every 200'.
 - 3) Location and elevation of contour defining bottom of planting area used to protect slopes every 200'.
 - 4) Topsoil stripping location every 200'.
 - 5) Three elevation control points.
3. Record Drawing Administration
- a. Collect survey ("gps") points of surface infrastructure features, which may include manholes, catch basins, curb stops, valves, hydrants, street lights and other similar items.
 - b. Collect survey ("gps") points of subsurface/3D infrastructure features, which may include approximate center of structure, invert elevations within manholes, air release valve & boxes, or water main gate valve & boxes, and other similar items.
 - c. Prepare and furnish to Owner Record Drawings and Record GIS Data showing appropriate record information based on survey ("gps") points illustrating significant changes made to surface infrastructure features in addition to Project annotated record documents received from Contractor.
 - d. GIS data will be supplied in shapefile format to be supplied to the City for use within City webmap. The infrastructure records will be modified based on the survey data and reflected accordingly within the GIS files.
 - e. Record Drawings will be supplied in DWG and PDF format and survey ("gps") points will be supplied in CSV format.

- f. Additional Record Drawing deliverables to be prepared in GIS for the following project stages include the following:
 - 1) After Award of Construction Contract
 - 2) After installation of underground utilities
 - 3) After winter shut-down of the construction efforts
 - 4) After the project is ready for final payment completion date
 - 5) Other Owner requested intermediate project stages

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

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

- A. The anticipated start date for these services is upon execution of the Task Order or as specified below.
- B. The anticipated completion for these services is as follows:
 - a. The anticipated completion for these services will align with the project schedule as determined.
- C. The services covered by the Basic Design and Construction Contract Administration Services will terminate twelve months after the commencement of the Construction Contract's correction period.

5. Payments to Engineer

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

Project Type	Preliminary Design, Final Design, Bidding or Negotiation Phases (% of Final Construction Contract Value plus value of any alternates designed but not constructed)	Construction, and Commissioning Phases (% of Final Construction Contract Value)
All other projects	8.5%	8.5%
Estimated Value of Final Construction Contract		\$290,000.00
Estimated Compensation based on 8.5% of Construction		\$24,650.00
TOTAL TASK ORDER (TO 87-1)		\$24,650.00

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

TASK CATEGORY & TASK	TASK ORDER NO.	PREVIOUS FEE (\$)	INCREASED FEE (\$)	AMENDED MAXIMUM FEE (\$)
Study & Report Services				
Feasibility Study	87	\$17,000	\$0	\$17,000
Additional Construction Phase Services				
Resident Project Representative	87-1	\$0	\$25,000	\$25,000
Construction Staking	87-1	\$0	\$6,000	\$6,000
Additional Record Drawings Administration	87-1	\$0	\$2,500	\$2,500
ADDITIONAL SERVICES SUBTOTAL (TO 87-1)			\$33,500	
ADDITIONAL SERVICES SUBTOTAL (All TO's)		\$17,000		\$50,500

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

Services to be Provided	Estimated Compensation
Additional Services Subtotal	\$50,500
Estimated Compensation based on 8.5% of Construction	\$24,650
TOTAL ESTIMATED COMPENSATION UNDER ALL TASK ORDERS (87 87-1)	\$75,150

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

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

a. None

7. Other Modifications to Agreement and Exhibits:

a. None

8. Attachments:

a. None

9. Other Documents Incorporated by Reference:

a. None

10. Terms and Conditions

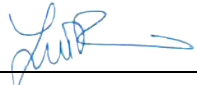
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 87-1 is August 21, 2024.

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dustin T. Scott, PE

Print Name: Lee T. Beauvais, PE

Title: City Administrator

Title: Chief Production Officer

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson, PE

Name: Matt Welle, PE

Title: Director of Community and
Development Services

Title: Strategic Account Lead

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

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

E-Mail
Address: Daniel.Hanson@westfargond.gov

E-Mail
Address: Matt.Welle@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692



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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: September 16, 2024

Subject: Project No. 9043 - Sanitary Sewer Evaluation Study

Action: Approve a Task Order for Sanitary Sewer Evaluation Study

New Information and Recommendation:

Over the past several years, the city has rehabilitated a number of aging sanitary sewer lift stations north of I-94. This study will be a guide for future sanitary sewer improvement projects regarding the infrastructure located south of I-94. The study is intended to analyze and make recommendations on the following:

- Analyze and catalog the existing sanitary sewer infrastructure including updating the city's GIS web map.
- Analyze all 12 of the south side's existing sanitary sewer lift stations
- Define wastewater flows from the existing developed area as well as calculate flows from any undeveloped property.
- Calculate anticipated flows for the city's growth area that is anticipated to be developed when the FM Diversion project is completed and thereby removing these areas from the floodplain.
- Model the capacity of existing lift stations, force mains and trunk gravity mains.
- Provide recommendations for improvements to the sanitary system .
- Perform a capacity analysis of Sanitary Sewer Lift Station SA-40 with the additional sewage to be added by the future development of the growth area as well as the added flows anticipated when the City of Mapleton connects to the city's system.

The following documents are attached for review/consideration:

- Task Order No. 89

Staff Recommendation: Approve Task Order No. 89 for a Sanitary Sewer Evaluation Study.

Policy Analysis:

This report is crucial for both the maintenance of the existing sanitary system as well as to plan for future growth of the city upon completion of the FM Diversion.

Financial Analysis:

The recently approved 2024 CIP included this study to be completed in 2024 and is intended to be paid via capital improvement sales tax.

Previously Presented Information and Commission Actions:
--

The 2024 Capital Improvement Plan was presented and adopted at the August 5, 2024 Commission meeting which included this study to be completed in 2024.
--

EXHIBIT A to MSA

Task Order for Additional Services

This is Task Order No. 89
consisting of 7 pages.

Task Order 89

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

1. Background Data

- a. Effective Date of Task Order: August 6, 2024
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Project No. 9043
- e. Specific Project Description: Sanitary Sewer System Evaluation – South of I-94
- f. Specific Project Location: SA -27 and Tributary Lift Stations
- g. Summary of Services: The City has requested the evaluation of all southern (i.e. south of Interstate I-94) sanitary sewer lift stations and related sanitary sewer system components including regional gravity and force main infrastructure. This evaluation will be a comprehensive study that will provide data to the City to define a multi-phased sanitary sewer system rehabilitation project(s). This report will also include analysis of both the existing conditions and proposed improvements within the southern sanitary sewer system. Additional tasks will include cost estimating, site visits, topographic survey of existing conditions, and preparation of a report and exhibits.

2. Services of Engineer

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

A. Study and Report Services

- 1. Project Scoping Meetings (2 meetings): Scoping meetings with Owner (Engineering and Public Works Departments) to identify and document City Staff priorities and recommendations for the sanitary sewer system rehabilitation project limits and system components to be evaluated.
 - a. Infrastructure Classification: Establish sanitary sewer infrastructure classification for the gravity and pressure utilities to better define and categorize the southside system's regional components.

- 1) Assign each sanitary sewer pipe an infrastructure classification category within the overall system.
 - 2) Assign each sanitary sewer pipe to a drainage/service area associated with a sanitary sewer lift station.
 - 3) Update City GIS Webmap with completed Infrastructure Classification information.
- b. Compile existing conditions for each lift station within southside sanitary sewer system:
- 1) Complete one site visit for each existing southern sanitary sewer lift station with Public Works Staff to document existing conditions (12 lift stations)
 - 2) Complete necessary topographic survey of existing lift station sites, crucial manholes, and other existing condition features as required to complete evaluation report and update City GIS webmap with topographic survey data.
 - 3) Coordinate Owner provided televising of existing sanitary sewer infrastructure with Public Works Department as needed and update City GIS Webmap with televising video data.
 - 4) Research, review and compile applicable information from previous technical memorandums, feasibility studies, or other related documents scoping southside sanitary sewer system improvements or future considerations as required.
 - 5) Summarize five (5) major contributing lift stations (SA-28, SA-33, SA-34, SA-38, SA-42) and role (i.e. servicing boundary) within overall southside system.
 - 6) Summarize six (6) minor contributing lift Stations (SA-30 - discharges after SA-27 per Proj. 1349, SA-35, SA-39, SA-41, SA-44, SA-46) and role (i.e. servicing boundary) within overall southside sanitary sewer system.
 - 7) Compile lift station features including pump size, capacity, age, known completed maintenance from Public Works Department historical records, service area, average/peak wastewater flows, force main discharge information, and other critical operation information.
- c. Define Wastewater Flows for Existing Vacant Parcels & Future Growth Areas, Evaluate Existing Southside System & Define Improvements for Southside System:
- 1) Compile known vacant parcels potentially contributing wastewater flow to the southside sanitary sewer system with acreage and parcel status (i.e. document if parcel is accounted for in the existing southside sanitary sewer system or if servicing assumption must be determined) and prepare vacant parcel map (see exhibit/map section).
 - 2) Establish the boundaries of future growth areas on the southside of the City including: the West I-94 Growth Area, the area stretching from 32nd Avenue West to 58th Avenue West, and the small growth area south of the Hayden Heights neighborhood directly west of the Horace Diversion and prepare future growth area maps for each area (see exhibit/map section).
 - 3) Define known wastewater flow assumptions (i.e. number of users and user types) for all known vacant parcels and future growth areas within each lift station service area to determine cumulative future flows for south side system. Wastewater flow assumptions will be based on categories including but not limited to: land use/density, I & I wastewater flow, sump pump runoff. This wastewater flow estimation will be the basis of capacity analysis throughout the evaluation of the southside system.
 - 4) Complete capacity modeling of SA-27, other major contributing lift stations, minor contributing lift stations, force main infrastructure and other trunk gravity main lines to identify capacity deficiencies within the respective lift station service areas based on defined wastewater flow assumptions. This modeling will not include modeling of entire sanitary sewer system such as local gravity or service lines.
 - 5) Analyze capacity modeling results and compile potential capacity deficiencies of SA-27, major contributing lift stations, minor contributing lift stations, force main infrastructure or other trunk gravity main lines.

- 6) Complete capacity modeling of wastewater transmission lines and SA-40 based on the new wastewater flow assumptions and concurrent modeling analysis of the southside system.
 - 7) Analyze capacity modeling results and compile potential capacity deficiencies of wastewater transmission lines and SA-40.
 - 8) Compile a summary of known historic or previously discussed improvements for sanitary sewer system north of 13th Avenue (i.e. Core Area) and analyze capacity of wastewater transmission lines to account for potential overflow wastewater volume from Core Area.
 - 9) Define proposed improvements for entire southside system (SA-27, major contributing lift stations, and minor contributing lift stations) and categorize as necessary or future improvements.
 - 10) Compile owner-requested southside system improvements based on prior scoping meetings.
 - 11) Prepare engineer's opinion of probable cost for identified necessary southside system improvements.
 - 12) Prepare exhibit illustrating proposed southside system improvements (see exhibit/map section).
- d. City of Mapleton Sewer Connection:
- 1) Analyze capacity of SA-40 with increased wastewater transmission line flow with City of Mapleton's proposed connection for servicing their existing and future wastewater flows.
 - 2) Coordination and meetings with City of Mapleton and West Fargo's Engineering Staff to discuss Mapleton Wastewater Expansion Project (2 Meetings).
2. Prepare comprehensive evaluation report with the following report components/sections:
- a. Executive Summary.
 - b. Introduction.
 - c. Background of Southside Regional Sanitary Lift Station (SA-27) & tributary sanitary sewer lift stations and regional conveyance system. Additionally, state report objectives and goals of the project and provide definitions of common terms used throughout evaluation report.
 - d. Compile summary of existing conditions for each lift station within southside sanitary sewer system.
 - e. Compile summary of future conditions (i.e. assumed wastewater flow) for future growth areas and existing vacant parcels within each lift station service area.
 - f. Summarize assumptions for existing and future wastewater flows for each lift station service area.
 - g. Summarize historical discussion regarding potential option of Core Area wastewater flow routed to wastewater transmission lines along 13th Avenue as an overflow corridor.
 - h. Summarize City of Mapleton Wastewater Expansion Project and effect on the City of West Fargo sanitary sewer system.
 - i. Summary/Recommendation: Prepare summary of proposed southside system improvements and provide recommendation of rehabilitation project phasing.
 - j. Conclusion.
 - k. Report Appendix: Prepare necessary report exhibits and maps.
 - 1) Southside Sanitary System Boundary Map – Illustrate the southside sanitary system limits referenced in the evaluation report.
 - 2) Lift Station Service Area Exhibits – Illustrate each individual lift station service area and their respective sanitary sewer infrastructure based defined infrastructure classification categories.

- 3) Overall Existing Infrastructure Map – Show all sanitary sewer lift stations (SA-40, SA—27, major, and minor), wastewater transmission lines, force main infrastructure and trunk gravity main lines.
 - 4) Existing Southside System Infrastructure Map – Show all sanitary sewer lift stations (SA—27, major, and minor), force main infrastructure and trunk gravity main lines within the southside system.
 - 5) Vacant Land Map – Display all the vacant land potentially contributing to the southside sanitary sewer system.
 - 6) Growth Area No. 1 – West I-94 Growth Area Map – Illustrate potential growth area which includes the property from approximately 32nd Avenue West to approximately 58th Avenue West between 15th Street West and the Fargo-Moorhead Diversion.
 - 7) Growth Area No. 2 – Property along FM Diversion – Illustrate potential growth area which includes property southwest of Red River Valley Fairgrounds, between I-94, the Fargo-Moorhead Diversion, and the West Fargo Diversion.
 - 8) Growth Area No. 3 – Parcel south of Hayden Heights Neighborhood – Illustrate potential growth area which includes property south of the existing Hayden Heights neighborhood from 40th Avenue West to approximately 52nd Avenue West between the Horace Diversion and 15th Street West.
 - 9) Overall Proposed Infrastructure Map – Show proposed improvements for applicable sanitary sewer lift stations along with force main infrastructure and trunk gravity main lines and proposed project phasing boundaries.
 - 10) City of Mapleton Wastewater Expansion Project Map – Show proposed sewer connection between City of Mapleton and City of West Fargo in relation to City of West Fargo regional infrastructure.
3. Internal Project Meetings (10 meetings): Internal project meetings to coordinate project scope, deliverables, and status check-ins with Moore Engineering staff members throughout the report process.
 4. Quality Management review of all deliverables including:
 - a. Lift Station Capacity Model
 - b. GIS Infrastructure Classification
 - c. Evaluation Report
 - d. Report Exhibits/Maps
 - e. Engineer’s Opinion of Probable Cost
 5. Review meeting (1 meeting) with Owner to discuss final evaluation report and other deliverables (Engineering and Public Works Departments).
 6. Finalize evaluation report and other deliverables from final review meeting and present deliverables to Owner (Engineering and Public Works Departments).
 7. Project Management.

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

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

- A. The anticipated start date for these services is upon execution of the Task Order or as specified below.
- B. The anticipated completion for these services is as follows:
 - a. The anticipated completion for these services is within 4 months of an executed Task Order.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:
 - a. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
 - b. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE (\$)	MAXIMUM FEE (\$)
Study & Report Services			
Technical Memorandum	89	\$118,000	\$118,000
ADDITIONAL SERVICES SUBTOTAL (TO 89)		\$118,000	\$118,000

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

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

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

a. None

7. Other Modifications to Agreement and Exhibits:

a. None

8. Attachments:

a. None

9. Other Documents Incorporated by Reference:

a. None

10. Terms and Conditions

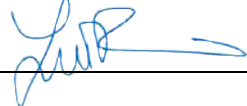
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 89 is August 6, 2024

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dustin T. Scott, PE

Print Name: Lee T. Beauvais, PE

Title: City Administrator

Title: Chief Production Officer

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

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson, PE

Name: Matt Prochniak, PE

Title: Senior Director of Community and
Development Services

Title: Project Manager

Address: 800 4th Ave E. Suite #1
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Phone: (701) 282-4692