

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- November 18, 2024
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. City Owned Right-of-Way within the city limits of West Fargo
 - Authorize staff to initiate a Season Shutdown for all non-emergent Permitting and Utility Work

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 Hearings (each item will adjourn out of regular meeting into a public hearing)
 - None
- 3. A24-30 Meadow Ridge 18th Addition, request for final plat approval and final approval of a Planned Unit Development, including PUD Concept Plan, PUD Detailed Development Plan, and second reading of rezone ordinance -- Aaron Nelson, Director of Planning
- 4. A24-2 Sandhills 8th Addition, request for approval of second reading of rezone ordinance and Final Plat -- Aaron Nelson, Director of Planning
- 5. City of West Fargo Handbook -- Sarah Gasevic, Director of Human Resources
- 6. Update on Parking Regulation Discussion -- Matt Andvik, Director of Public Works
- 7. 2025 Public Works Mill and Overlay -- Dan Hanson, City Engineer
 - Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report
- 8. Improvement District No. 3006 – Westwood Addition Reconstruction -- Dan Hanson, City Engineer
 - Approve both an Engineer's Report and Task Order for "Basic Services", and Direct Engineer to prepare Plans and Specifications.
- 9. First reading of Ordinance 1250 relating to Nuisance Violations -- Ohnstad Twichell
- 10. City Commission Per Diem and Reimbursable Expenses Policy -- Dustin Scott, City Administrator

11. Appointment of Paul Fracassi as the City Assessor -- Dustin Scott, City Administrator
12. City Administrator's Report -- Dustin Scott, City Administrator
13. Correspondence
14. Non-Agenda Items
15. Adjourn

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/16/24 to 11/27/24

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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
122034			4550 ABC LOCK & KEY INC	405.00								
1	E2436	11/12/24	PUMP STATION - LOCK REPAIR	175.00			6025		450000	826		101000
2	E2436	11/12/24	DOOR HARDWARE REPAIR	230.00			1000		455000	420		101000
			Total for Vendor:	405.00								
121972			289 ACME TOOLS	129.00								
1	25217625	11/14/24	MILWAUKEE M18 6PACK	129.00			6025		450000	432		101000
121988			289 ACME TOOLS	849.98								
1	25240189	11/19/24	STIHL CORDLESS PRUNER/BLOWER	849.98			2210		428000	641		101000
122029			289 ACME TOOLS	176.90								
1	13554031	11/18/24	5419 AIR FILTER	35.59			1000		430001	427		101000
2	13551908	11/18/24	5419 CARTRIDGE/ELEMENT/FILTER	141.31			1000		430001	427		101000
122080			289 ACME TOOLS	99.68								
1	13558376	11/19/24	TOOLS	99.68			1000		430000	432		101000
			Total for Vendor:	1,255.56								
121954			3179 ADVANCED ENGINEERING &	1,015.75								
1	98710	11/12/24	2024 Financial Services	1,015.75			1000		414100	428		101000
121977			3179 ADVANCED ENGINEERING &	8,510.78								
1	98888	11/12/24	ORBIT RADIO REPLACEMENT	1,508.96			6025		450000	430		101000
2	98886	11/12/24	I&C SCADA SUPPORT	7,001.82			6020		450000	430		101000
			Total for Vendor:	9,526.53								
122130			4660 ALEX HAGLE	103.10								
WATER			TESTING - BISMARCK, ND									
1		11/27/24	TRAVEL REIMBURSEMENT	103.10			1000		430001	340		101000
			Total for Vendor:	103.10								
122026			2947 ALLSTATE PETERBILT OF FARGO	223.72								
1	4004445390	11/19/24	4021 MIRROR	223.72			6010		450200	427		101000
			Total for Vendor:	223.72								

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121953			3490 AMAZON CAPITAL SERVICES									
1	11/15/24	Office Supplies - Planning		43.78			1000		418000	410		101000
		11MQM9VQF31L										
121978			3490 AMAZON CAPITAL SERVICES									
1	11/15/24	LENS CLEANING WIPES		146.80			1000		455000	433		101000
		1G4CFGWDJ1NW		57.03								
2	11/15/24	FUEL FOB LABELS		35.98			1000		450000	410		101000
		1TNQ3NQ4FM9D										
3	11/15/24	CHARGING CORDS		53.79			1000		450000	410		101000
		1Y1RXT3CFMNR										
121992			3490 AMAZON CAPITAL SERVICES									
1	11/21/24	Clothing - Planning		50.10			1000		418000	422		101000
		1C6YWNMF7DP										
122010			3490 AMAZON CAPITAL SERVICES									
1	11/15/24	ear molds equip		88.50			1000		421000	422		101000
		1933MF7JJKG7										
122064			3490 AMAZON CAPITAL SERVICES									
1	11/18/24	OFFICE SUPPLIES		260.28			1000		430000	410		101000
		1NLJDT9V914M		29.35								
2	11/19/24	GARAGE DOOR REMOTES		230.93			1000		430000	433		101000
		19H1QHDD3YDM										
122082			3490 AMAZON CAPITAL SERVICES									
1	11/25/24	OFFICE SUPPLIES		281.14			6020		450000	410		101000
		1XJFYVWV1F9N		84.39								
2	11/22/24	CHAINSAW BREAKER/RIVET SPINNER		196.75			2210		428000	641		101000
		1CKPJYDTPVX										
122093			3490 AMAZON CAPITAL SERVICES									
1	11/20/24	NITRILE GLOVES		144.35			6025		450000	433		101000
		1CPYGJX33Q94		144.35								

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122099	1	11/22/24 PINTLE ATTACHMENT	3490 AMAZON CAPITAL SERVICES	292.36			1000		430001	427		101000
		1PRP939NRVNY		292.36								
122147	1	09/14/24 J MARTINEZ BOOTS (RETURNED)	3490 AMAZON CAPITAL SERVICES	86.99			1000		455000	422		101000
		1VCTW916HK3F		86.99								
		Total for Vendor:		1,394.30								
122097	1	0010463329 11/20/24 ARGON/CO2	317 AMERICAN WELDING & GAS, INC.	95.03			6020		450000	438		101000
				95.03								
		Total for Vendor:		95.03								
122156	1	11/27/24 clothing reimb	4031 ANNIE FELTMAN	172.41			1000		421000	422		101000
				172.41								
		Total for Vendor:		172.41								
122141	Child Care Grant - Watch Me Grow		5159 ASHLEY GOLDSTEIN	172.48								
1	11/26/24 Child Care Grant			172.48			2960		411900	416		101000
		Total for Vendor:		172.48								
121980	1	243784 10/18/24 SHREDDED BLACK DIRT	22 ASPLIN EXCAVATING	1,226.65			1000		430001	358		101000
2	243770 10/17/24 CLASS 5			362.40			1000		430000	394		101000
				864.25								
122065	1	243785 10/18/24 SHREDDED BLACK DIRT	22 ASPLIN EXCAVATING	1,087.20			1000		430000	358		101000
				1,087.20								
122078	1	244318 11/15/24 CLASS 5	22 ASPLIN EXCAVATING	4,001.76			1000		430000	394		101000
2	244297 11/14/24 SHREDDED BLACK DIRT/CLASS 5			1,717.36			6020		450000	394		101000
				2,284.40								
		Total for Vendor:		6,315.61								

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112073	-98873E	4672 ASURE PAYROLL TAX MANAGEMENT		246,650.49						
11/29/24	payroll									
1	11/29/24	Social Security		112,005.26			1000 212501			101000
2	11/29/24	Medicare		26,420.42			1000 212502			101000
3	11/29/24	Federal Income Tax		98,445.81			1000 212503			101000
4	11/29/24	ND State Tax		5,156.00			1000 212504			101000
5	11/29/24	MN State Tax		4,623.00			1000 212505			101000
Total for Vendor:				246,650.49						
122008		2931 AUTO VALUE PARTS STORES		326.57						
1	99309259	11/23/24 FILTERS		34.74			4387 480000	427		101000
2	99308960	11/21/24 4799 HD OIL FLEET		15.39			6010 450200	427		101000
3	99307861	11/15/24 HD AIR CONSTRUCTION		12.91			1000 430001	427		101000
4	99308863	11/21/24 HD OIL FLEET		56.38			6010 450200	427		101000
5	99308860	11/21/24 FILTERS		22.82			1000 421000	427		101000
6	99308869	11/21/24 HD OIL FLEET/FILTERS		17.84			6025 450000	427		101000
7	99308864	11/21/24 HD OIL/HYDRAULIC/AIR FARM		49.35			1000 430001	427		101000
8	99308632	11/20/24 HD AIR/HYDRAULIC/AIR FARM		68.36			1000 430001	427		101000
9	99308862	11/21/24 HD OIL/FUEL/AIR		109.91			1000 430000	427		101000
10	99308163	11/18/24 18 GAL BLK/RED PRMRY WIRE		13.98			1000 455000	433		101000
11	99307548	11/13/24 HD FUEL FLEET - RET		-66.93			1000 455000	427		101000
12	99307695	11/14/24 HD FUEL		10.92			1000 455000	427		101000
13	99309594	11/26/24 6GL BOX PM 10W30		85.99			1000 430001	424		101000
14	99309615	11/26/24 STYLUS		34.99			1000 455000	433		101000
15	99309584	11/26/24 OIL FILTER		3.26			1000 421000	427		101000
16	99308983	11/21/24 HD FUEL		26.00			6010 450200	427		101000
17	99309588	11/26/24 FILTERS		11.39			1000 455000	427		101000
18	99309586	11/26/24 HD FUEL		26.00			6010 450200	427		101000
19	99307682	11/14/24 ACCT CREDIT - RETURNS		-206.73			1000 455000	427		101000
Total for Vendor:				326.57						
122132		1695 BAKER & TAYLOR		701.61						
1	2038695427	11/12/24 BOOKS		701.61			7000 411600	662		101000
Total for Vendor:				701.61						

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122020		3149 BEE SEEN GEAR	91.96						
1	66675	11/12/24 peer support shirts	91.96			1000 421000	375		101000
122150		3149 BEE SEEN GEAR	96.00						
1	66772	11/27/24 FD Anderson/Glueckert	96.00			2060 415200	422		101000
		Total for Vendor:	187.96						
122059		3489 BOLTON & MENK, INC	3,898.00						
1	0350352	11/19/24 Project 2279	3,496.00			4802 480000	313		101000
2	0350351	11/19/24 Traffic Signal Timing	402.00			1000 430000	487		101000
		Total for Vendor:	3,898.00						
122116		4885 BRENDA HIEB	85.00						
1	11/26/24	clothing reimb	85.00			1000 421000	422		101000
		Total for Vendor:	85.00						
122157		351 BUSINESS ESSENTIALS	227.75						
1	1322653-1	11/15/24 FD Badge holders/retractabl	227.75			2060 415200	410		101000
		Total for Vendor:	227.75						
122109		39 BUTLER MACHINERY	506.89						
1	CS0062768	11/14/24 380 BULB RETURN	-10.45			1000 430000	427		101000
2	PS0650499	11/23/24 4008 SHIM/PAD/HARDWARE	517.34			6010 450200	427		101000
122125		39 BUTLER MACHINERY	2,898.19						
1	PS0650500	11/23/24 RENTAL GRADER REPAIRS	2,898.19			1000 430000	427		101000
		Total for Vendor:	3,405.08						
122056		46 CASS RURAL WATER USERS	31.54						
1	6482 Nov	11/25/24 6482 - WF Airport Water	31.54			7050 500000	420		101000
		Total for Vendor:	31.54						
121956		1777 CENTURY LINK	76.19						
1	Nov 24	11/07/24 WF Airport	76.19			7050 500000	356		101000
		Total for Vendor:	76.19						

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121866	114989S	2880	CITY OF FARGO	585,226.95								
1	11/05/24 1	GSR - WATER CHARGE	94,418.20				6020		450000	345		101000
2	11/05/24 2220	57TH ST N - SEWER CHARGE	243,252.00				6025		450000	347		101000
3	11/05/24 5635	14TH AVE N - WATER CHARGE	21.05				6020		450000	345		101000
4	11/05/24 1	MAIN AVE - WATER CHARGE	156,340.45				6020		450000	345		101000
5	11/05/24 1	32ND AVE S - WATER CHARGE	91,195.25				6020		450000	345		101000
Total for Vendor:				585,226.95								
121983		111	CITY OF FARGO	560.00								
1	471107	11/06/24	WATER TESTING	560.00			6020		450000	335		101000
122069		111	CITY OF FARGO	28,457.58								
1	471410	11/13/24	LANDFILL FEES	28,457.58			6010		450200	355		101000
122094		111	CITY OF FARGO	42.00								
1	471411	11/13/24	WATER TESTING	42.00			6025		450000	335		101000
122129		111	CITY OF FARGO	27,529.75								
1	471574	11/20/24	LANDFILL FEES	27,529.75			6010		450200	355		101000
Total for Vendor:				56,589.33								
121986	114991S	3167	CITY OF WEST FARGO	10.00								
Rescom overpaid Inv 19563 by \$10.00. Need to move extra amount to apply against Inv 19902.												
See RV 8988												
1	11/19/24	AR xfer	pmt	10.00			1000		214100			101000
122139		3167	CITY OF WEST FARGO	148.00								
1	19919	11/20/24	CPR/AED TRAINING	148.00			7000		411600	340		101000
122144		3167	CITY OF WEST FARGO	75.56								
1	02066	Nov 11/22/24	Airport Dumpster	75.56			7050		500000	420		101000
Total for Vendor:				233.56								

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121957	1	3368 11/15/24 Pump Holding Tank - Airport	1338 CLARK'S EXCAVATING & SEPTIC	275.00			7050		500000	420		101000
		Total for Vendor:		275.00								
122039	1	10149 11/22/24 #1188 repair light bar	1904 CODE 4 SERVICES, INC	98.80			1000		421000	427		101000
		Total for Vendor:		98.80								
122011	1	11/24/24 clothing reimb	2482 CODY BEILKE	28.38			1000		421000	422		101000
		Total for Vendor:		28.38								
121976	1	3481073154 11/19/24 FLUOR LAMPS	4108 CONSOLIDATED ELECTRICAL	215.28			1000		455000	420		101000
		Total for Vendor:		215.28								
121985	1	3481082872 11/14/24 3PORT INS LUG/BRACKET	4108 CONSOLIDATED ELECTRICAL	217.74			1000		430002	392		101000
		Total for Vendor:		217.74								
122022	1	V982374 11/13/24 CPLG EPXY	3245 CORE & MAIN	1,081.47			6020		450000	438		101000
	2	0011839 11/19/24 PORTABLE METER		3,585.20			6025		450000	431		101000
	9900	V844351 10/17/24 WATER METERS - CREDIT		1,636.00			4972		480000	670		101000
	CI	39		-4,139.73								
		Total for Vendor:		433.02								
122087	1	W044174 11/20/24 CPLG EXPY	3245 CORE & MAIN	1,810.65			6020		450000	438		101000
	2	V630797 11/20/24 MTR ADPT		975.42			4972		480000	670		101000
	3	W045193 11/20/24 REMOTE WIRE		301.01			4972		480000	670		101000
	4	U680661 11/20/24 2"-11/2" KIT		240.00			4972		480000	670		101000
		Total for Vendor:		294.22								
		Total for Vendor:		2,892.12								
122122	line 1:	4199 DAKOTA FENCE COMPANY		5,695.00			2975		421000	641	18	101000
	1	159990 11/14/24 fence privacy screen		5,695.00								
	1/2 payment											
		Total for Vendor:		5,695.00								

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122154			87 DAKOTA TIRE	357.45								
1	946677	11/04/24	FD #9009 Sensor repair	273.99			2060		415200	427		101000
2	946677	11/04/24	FD #9025 Tire Repair	29.00			2060		415200	427		101000
3	950422	11/25/24	FD SQ-75 oil change	54.46			2060		415200	427		101000
			Total for Vendor:	357.45								
122040			1243 DEREK CRUFF	397.46			1000		421000	340		101000
1	11/10/24	IA training meal/fuel reimb		397.46								
			Total for Vendor:	397.46								
122146			2100 EAGLE RUN CROSSING	1,128.93								
1	8054	11/20/24	3866 DIESEL	273.18			6025		450000	424		101000
2	5043	11/22/24	5400 DIESEL	31.54			1000		430001	424		101000
3	4030	11/20/24	RENTAL DIESEL	275.69			1000		430000	424		101000
4	4209	11/20/24	RENTAL DIESEL	248.48			1000		430000	424		101000
5	4130	11/20/24	5400 DIESEL	27.63			1000		430001	424		101000
6	4405	11/21/24	5400 DIESEL	31.92			1000		430001	424		101000
7	4202	11/20/24	5400 DIESEL	22.70			1000		430001	424		101000
8	4229	11/20/24	3206 DIESEL	195.03			6020		450000	424		101000
9	5681	11/25/24	5400 DIESEL	22.76			1000		430001	424		101000
			Total for Vendor:	1,128.93								
121962			1502 EIDE BAILLY LLP	346.50								
3	ET01768801	10/31/24	Sanitation Background Chec	230.00			6010		450200	399		101000
4	ET01768801	10/31/24	Forestry Background Check	100.00			2210		428000	399		101000
7	ET01768801	10/31/24	Technology Fee	16.50			1000		414104	399		101000
			Total for Vendor:	346.50								
122148			5441 EKOS INC	5,856.00								
			ANNUAL BILLING: 11/1/24-10/31/25									
1	219267	11/06/24	ANNUAL SERVICE MODUAL/CELL CON	5,856.00			1000		455000	307		101000
			Total for Vendor:	5,856.00								

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122047	-98879E	4664	EMPOWER (MASS MUTUAL)	4,793.58								
Empower												
1	11/15/24	Nov Contributions		4,793.58			1000		212528			101000
			Total for Vendor:	4,793.58								
121965		5354	ENERGY TECH SYSTEMS	4,700.00								
New Commission Chambers												
1	10321	11/19/24	Added door access controls	4,700.00			2970		480000	653		101000
122136		5354	ENERGY TECH SYSTEMS	2,100.00								
1	10320	11/19/24	INSTALL OF CARD ACCESS CONTROL	2,100.00			7000		411600	497		101000
			Total for Vendor:	6,800.00								
122123		2089	ENVISIONWARE, INC	3,037.86								
1	INV-US-738	11/22/24	ANNUAL MAINTENANCE/SUBSCRI	3,037.86			7000		411600	650		101000
12/1/2024	- 11/30/2025											
			Total for Vendor:	3,037.86								
122152		4638	EQUIPMENT MANAGEMENT COMPANY	399.00								
1	64748	11/21/24	FD E-75 Jaws of Life Repair	399.00			2060		415200	427		101000
			Total for Vendor:	399.00								
122005	114993S	3547	EQUITABLE UNIT ANNUITY	2,000.00								
1	11/25/24	Deferred Comp Nov 2024		2,000.00			1000		212524			101000
			Total for Vendor:	2,000.00								
122120		2862	ESSENTIA HEALTH	3,106.00								
1	11/25/24	pre employment		1,857.00			1000		421000	387		101000
890002547.11.2024												
2	11/25/24	annual physical		646.00			1000		421000	996		101000
890002547.11.2024												
3	11/25/24	cardiac screening		603.00			1000		421000	387		101000
890002547.11.2024.01												

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122153		2862 ESSENTIA HEALTH	2,000.87						
1	2546.11	12/25/24 FD October Annual Physicals	1,246.00			2060	415200	996	101000
2	2546.11.1	11/25/24 FD Tretbar Annual Physical	754.87			2060	415200	996	101000
		Total for Vendor:	5,106.87						
122030		660 FARGO FREIGHTLINER	9.69						
1	X101165266	11/15/24 4201 WINDSHIELD WASHER CAP	9.69			6010	450200	427	101000
122112		660 FARGO FREIGHTLINER	481.48						
1	X101166066	11/26/24 407 TUBE	481.48			6010	450200	427	101000
		Total for Vendor:	491.17						
122103		1648 FARSTAD OIL, INC	358.57						
1	372280-24	11/15/24 RIDGELINE DEF	358.57			6010	450200	424	101000
		Total for Vendor:	358.57						
122165		151 FEDERAL EXPRESS	7.32						
1	869525536	11/27/24 ND lab - package	7.32			1000	421000	661	101000
		Total for Vendor:	7.32						
122170		5164 FIRE & POLICE SELECTION, INC	2,011.00						
1	22002	11/21/24 FD Firefighter/EMT Job Testing	2,011.00			2060	415200	399	101000
		Total for Vendor:	2,011.00						
122111		3347 FIRST INTERNATIONAL INSURANCE	199.00						
1	502153	11/05/24 TRAIL KING - INS	199.00			6020	450000	870	101000
		Total for Vendor:	199.00						
122166		2499 FM CONVENTION & VISITORS BUREAU	25,877.38						
Oct Lodging									
1	Oct 2024	10/31/24 Lodging Tax 2 %	25,877.38			2141	411500	533	101000
122167		2499 FM CONVENTION & VISITORS BUREAU	12,938.70						
Oct Lodging									
2	Oct 2024	1 10/31/24 Lodging Tax 1 %	12,938.70			2141	411500	653	101000
		Total for Vendor:	38,816.08						

* ... Over spent expenditure

Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122041		155 GALLS, LLC	890.81								
1	029612421	11/11/24 cab sliders for medals	262.00			1000		421000	422		101000
2	029705348	11/20/24 credit memo above	-262.00			1000		421000	422		101000
3	029619426	11/12/24 shirt for richardson	27.65			1000		421000	422		101000
4	029632044	11/13/24 shirt for richardson	27.65			1000		421000	422		101000
5	029674347	11/18/24 baton holder for halverson	36.92			1000		421000	422		101000
6	029567000	11/06/24 cuffs for swiggum	120.96			1000		421000	422		101000
7	029617928	11/12/24 pants for williams	81.86			1000		421000	422		101000
8	029656498	11/15/24 medical kit - new officers	283.50			1000		421000	422		101000
9	029655573	11/15/24 new officers - baton holder	147.68			1000		421000	422		101000
10	029644468	11/14/24 new officers - tourniquets	156.60			1000		421000	422		101000
11	029704276	11/20/24 return ship label	7.99			1000		421000	422		101000
122118		155 GALLS, LLC	1,001.21								
1	029716504	11/21/24 badge for wuollet	176.10			1000		421000	422		101000
2	029709291	11/21/24 pullover for adel	186.93			1000		421000	422		101000
3	029728144	11/22/24 hat badges new officer	482.80			1000		421000	422		101000
4	029716446	11/21/24 chaplain badge	155.38			1000		421000	375		101000
		Total for Vendor:	1,892.02								
122106		156 GENERAL EQUIP & SUPPLIES	562.33								
1	0168839-1	11/13/24 3206 QUICK COUPLER	562.33			1000		430000	870		101000
		Total for Vendor:	562.33								
122075		2558 GOODYEAR COMMERCIAL TIRE	2,650.02								
1	1301092217	11/18/24 4200 TIRES	1,263.00			6010		450200	427		101000
2	1301092219	11/18/24 415 TIRES	1,387.02			6010		450200	427		101000
122133		2558 GOODYEAR COMMERCIAL TIRE	1,933.86								
1	1301092256	11/22/24 4101 TIRES	1,322.77			6010		450200	427		101000
2	1301092260	11/22/24 4101 TIRES	611.09			6010		450200	427		101000
		Total for Vendor:	4,583.88								

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
121961		3112 GOVERNMENT FINANCE OFFICERS	300.00						
12/01/2024-11/30/2025									
1	0290622	11/19/24 2025 Membership Dues - Rose	150.00			1000	414100	667	101000
2	0290623	11/19/24 2025 Membership Dues - Alicia	150.00			1000	414100	667	101000
		Total for Vendor:	300.00						
122068		556 GRAINGER, INC.	266.84						
1	9326406957	11/25/24 VBELT	22.96			6025	450000	825	101000
2	9326406965	11/25/24 LOW VOLT TSTAT	243.88			6020	450000	420	101000
		Total for Vendor:	266.84						
122052		550 GREG WARREN	23,900.00						
1	11/22/24	NF Life Ins Partial Surrender	23,900.00			1000	212531		101000
		Total for Vendor:	23,900.00						
122021		769 HARBOR FREIGHT TOOLS	108.95						
1	545992	11/15/24 TOOLS	108.95			1000	455000	433	101000
		Total for Vendor:	108.95						
122101		135 HAWKINS WTR TREATMENT	4,406.46						
1	6917605	11/15/24 AQUAHAWK	4,406.46			6025	450000	423	101000
		Total for Vendor:	4,406.46						
122067		2916 HUBER ELECTRIC MOTOR & PUMP	399.00						
1	55901	11/21/24 RPM MARATHON MOTOR	399.00			6025	450000	825	101000
		Total for Vendor:	399.00						
122062		358 HUBERT OYE-SONS CONST.	4,055.64						
1	1212260	11/19/24 HOT MIX ASPHALT	2,007.44			6020	450000	438	101000
2	1212260	11/19/24 4 SEASON ULTRA ASPHALT MIX	2,048.20			1000	430000	722	101000
		Total for Vendor:	4,055.64						
122114		687 INFORMATION TECHNOLOGY DEPT	655.00						
September invoice									
1	09/30/24	Sep WAN/Fiber/VPN	655.00			1000	414104	497	101000
		Total for Vendor:	655.00						

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Claim/ Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122158			4592 INGRAM LIBRARY SERVICES	403.79								
1	84802762	11/15/24	BOOKS	27.48			7000		411600	662		101000
2	84802763	11/15/24	BOOKS	17.52			7000		411600	662		101000
3	84833864	11/18/24	BOOKS	21.70			7000		411600	662		101000
4	84833865	11/18/24	BOOKS	17.88			7000		411600	662		101000
5	84833866	11/18/24	BOOKS	15.51			7000		411600	662		101000
6	84857543	11/19/24	BOOKS	26.92			7000		411600	662		101000
7	84857544	11/19/24	BOOKS	22.02			7000		411600	662		101000
8	84857545	11/19/24	BOOKS	16.23			7000		411600	662		101000
9	84868678	11/19/24	BOOKS	20.06			7000		411600	662		101000
10	84868679	11/19/24	BOOKS	107.13			7000		411600	662		101000
11	84882188	11/20/24	BOOKS	23.04			7000		411600	662		101000
12	84903316	11/21/24	BOOKS	37.92			7000		411600	662		101000
13	84923168	11/22/24	BOOKS	25.54			7000		411600	662		101000
14	84923167	11/22/24	BOOKS	24.84			7000		411600	662		101000
			Total for Vendor:	403.79								
122081			233 J & L SPORTS	428.00								
1	33489	11/26/24	SA - JACKETS	351.00			6010		450200	422		101000
2	33489	11/26/24	WA - EMBROIDERY	38.50			6020		450000	422		101000
3	33489	11/26/24	SW - EMBROIDERY	38.50			6025		450000	422		101000
			Total for Vendor:	428.00								
121960			999999 JERSEY OIE	38.52								
			Acct: 06002332C-09									
			Moved, account closed, need to refund credit balance									
1	11/19/24	UB Refund		38.52			6020		214100			101000
			Total for Vendor:	38.52								
121959			5433 JIM LARSON	2,537.50								
1	2400011	11/18/24	Finance Support 10/21-11/18	2,537.50			1000		414100	418		101000
			Total for Vendor:	2,537.50								

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122169			3515 JOE JOHNSON	233.99								
1	171390	11/26/24	FD Reimburse for Boots	233.99			2060		415200	422		101000
			Total for Vendor:	233.99								
122044			2798 JOHNSON CONTROLS	13,951.76								
1	4670674230	11/21/24	SA40 - DRIVE ALARM REPAIR	1,616.88			6025		450000	825		101000
2	4671244595	11/21/24	PD - SERVER ROOM A/C INSTA	11,900.00			1000		455000	420		101000
3	4633635706	11/15/24	CH - FURNACE REPAIR	434.88			1000		455000	420		101000
			Total for Vendor:	13,951.76								
121989			344 KARL'S AT THE NODAK CENTER	85.48								
1	343356781	11/19/24	S HENRICKS - PANTS	85.48			1000		430000	422		101000
122086			344 KARL'S AT THE NODAK CENTER	31.49								
1	343361233	11/25/24	Z PAINTNER PANTS	31.49			1000		450000	422		101000
			Total for Vendor:	116.97								
122025			99999 KIRBY K9 LLC	265.00								
1	0008440	10/02/24	kirby k9-k9 supplies	265.00			1000		421000	915		101000
			Total for Vendor:	265.00								
122072			4482 KOTAPAY	3,570.40								
11/29/24 payroll												
1	11/29/24	Child Support		3,570.40			1000		212549			101000
			Total for Vendor:	3,570.40								
122046			1020 LEADSONLINE LLC	877.00								
1	415487	11/25/24	nighthawk license	877.00			1000		421000	497		101000
			contract date 12/1/24-2/28/25									
			Total for Vendor:	877.00								
121995			4767 LENOVO (UNITED STATES) INC.	5,504.28								
1	6468664506	07/21/24	4 Commissioner Laptops	6,286.20			1000		415000	497		101000
2	6469038138	08/30/24	Return 3 Monitors - FD	-390.96			2060		415200	497		101000
3	6469038138	08/30/24	Return 1 Monitor - PD	-130.32			1000		421000	497		101000

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4	6469038138	08/30/24 Return 2 Monitors - HR		-260.64			1000 414103	497		101000
		Total for Vendor:		5,504.28						
122055		5470 LINDA SCHROEDER		7,067.00						
1	11/22/24	Child Care Grant		7,067.00			2960 411900	416		101000
		Total for Vendor:		7,067.00						
122058		999999 LISA & JENNA BEILKE		111.68						
		Acct: 03800166-01								
		695 20 1/2 Ave E								
		Overpaid closed account, need to refund								
1	11/25/24	UB Overpayment		111.68			6020 214100			101000
		Total for Vendor:		111.68						
122155		3491 LOFFLER COMPANIES INC		104.73						
1	2622855	11/20/24 copier return fee		104.73			1000 421000	661		101000
		Total for Vendor:		104.73						
121968		270 LOWE'S		241.71						
1	11/14/24	STRAW BLANKET/BIOSTAKES		125.42			4387 480000	500		101000
2	11/14/24	STRAW BLANKET/BIOSTAKES		116.29			4387 480000	500		101000
		Total for Vendor:		241.71						
122159		4872 LOWE'S (FD)		150.07						
1	86815	11/19/24 FD Driveway Markers both stati		150.07			2060 415200	494		101000
		Total for Vendor:		150.07						
122007		711 LUTHER FAMILY FORD		468.37						
1	396754	11/21/24 6018 LAMP		347.91			2210 428000	427		101000
2	396794	11/20/24 1195 SHAFT/HOSE		224.59			1000 421000	427		101000
3	396841	11/21/24 SHAFT		130.38			1000 421000	427		101000
4	CM396794	11/21/24 SHAFT - RET		-130.38			1000 421000	427		101000
5	396299	11/14/24 1210 MOTOR A		145.87			1000 421000	427		101000
6	CM395841	11/19/24 1191 CORE RETURN		-250.00			1000 421000	427		101000

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Disc \$	Document \$/ Line \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122009		711 LUTHER FAMILY FORD		1,122.34							
1		FOCS640962 11/19/24 #1193 ford exp vin/08926		1,122.34		1000		421000	427		101000
		Total for Vendor:		1,590.71							
121982		3304 MAC'S - FARGO		103.92							
1		I26371 11/19/24 SHOP TOWELS		103.92		1000		430000	433		101000
		Total for Vendor:		103.92							
122012		2733 MACKENZIE CARR		524.95							
1		11/24/24 clothing reimb		524.95		1000		421000	422		101000
		Total for Vendor:		524.95							
122003		3542 MAINSTAY FUNDS		750.00							
1		11/25/24 Mainstay Nov 2024		750.00		1000		212529			101000
		Total for Vendor:		750.00							
121984		3384 MATHESON TRI-GAS INC		142.30							
1		30599717 11/15/24 CO2		142.30		6020		450000	438		101000
		Total for Vendor:		142.30							
122001		3630 MATRIX TRUST COMPANY		4,712.00							
1		11/25/24 Deferred Comp Pre-Tax Nov 24		3,340.00		1000		212547			101000
2		11/25/24 Deferred Comp Post-Tax Nov 24		1,372.00		1000		212548			101000
		Total for Vendor:		4,712.00							
122028		5206 MENARDS (POLICE)		141.86							
1		44417 11/20/24 acct 30360698 ice scrapers		109.90		1000		421000	641		101000
PO-200188											
2		44294 11/19/24 acct 30360698 ice scrapers		31.96		1000		421000	641		101000
PO-200188											
		Total for Vendor:		141.86							
121973		4622 MENARDS (PUBLIC WORKS)		581.89							
1		44027 11/15/24 TOOLBOX		143.88		6025		450000	433		101000
2		44215 11/18/24 HARDWARE		101.35		4387		480000	500		101000
3		43927 11/14/24 HARDWARE		6.99		6025		450000	825		101000

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Claim/ Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4	43863	11/13/24	HARDWARE/PVC	54.45			6025		450000	432		101000
5	43875	11/13/24	STRONG CPLG	45.52			4387		480000	500		101000
6	44012	11/15/24	WD40/BRAKE CLEAN	20.20			6025		450000	433		101000
7	44220	11/18/24	TOOL HOLDER/PAIL	53.26			1000		430000	433		101000
8	44236	11/18/24	DRILL BITS/WRENCH SET/SHOP SUP	63.30			1000		430000	432		101000
9	44006	11/15/24	NUTS/WIRE	92.94			1000		430002	392		101000
122019			4622 MENARDS (PUBLIC WORKS)	72.46								
1	44315	11/19/24	FRESH CAB REPELLANT/BOLT	72.46			1000		455000	433		101000
122074			4622 MENARDS (PUBLIC WORKS)	338.27								
1	44735	11/25/24	BROOM	29.98			1000		430001	432		101000
2	44511	11/21/24	MAILBOX REPAIR	117.47			1000		430000	444		101000
3	44338	11/19/24	FLEX SEAL	16.87			1000		430000	377		101000
4	44556	11/22/24	HARDWARE	173.95			2210		428000	432		101000
122079			4622 MENARDS (PUBLIC WORKS)	31.96								
1	44294	11/19/24	BRUSH	31.96			1000		430002	432		101000
122090			4622 MENARDS (PUBLIC WORKS)	297.46								
1	44739	11/25/24	JUMP STARTER/HARDWARE	239.84			6025		450000	432		101000
2	44548	11/22/24	GAP FILLERS/HARDWARE	57.62			4387		480000	500		101000
122135			4622 MENARDS (PUBLIC WORKS)	91.09								
1	44301	11/19/24	COMPOSITE SHIM	2.28			1000		455000	420		101000
2	44293	11/19/24	XTRA PLUS OXI	11.98			6020		450000	500		101000
3	44007	11/15/24	PIPE CUTTER TOOL	52.41			1000		455000	420		101000
4	44502	11/21/24	CHAINSAW BIT	5.43			1000		455000	420		101000
5	44502	11/21/24	AIR FILTER	18.99			6010		450200	420		101000
Total for Vendor:				1,413.13								
122070			1859 MFOA	160.00								
1	11/25/24	Membership Dues - Willy	40.00				1000		414100	667		101000
2	11/25/24	Membership Dues - Sheila	40.00				1000		414100	667		101000
3	11/25/24	Membership Dues - Alicia	40.00				1000		414100	667		101000
4	11/25/24	Membership Dues - Rose	40.00				1000		414100	667		101000
Total for Vendor:				160.00								

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122161	1	14405 11/23/24	2766 MIDCONTINENT COMMUNICATIONS 191305202 - 3050 Sheyenne	305.13 305.13		2310		452120	497		101000
122162	1	14383 11/11/24	2766 MIDCONTINENT COMMUNICATIONS 193293401 - 3100&3150 Sheyenne	1,250.39 1,250.39		2310		452120	497		101000
			Total for Vendor:	1,555.52							
122031	1	11/15/24	102 MIDSTATES WIRELESS clip for radio - williams	15.00 15.00		1000		421000	641		101000
		205017590-1	Total for Vendor:	15.00							
122145	1	506359278 11/20/24	1854 MIDWEST TAPE DVD	70.98 12.72		7000		411600	664		101000
	2	506359279 11/20/24	DVD	58.26		7000		411600	664		101000
			Total for Vendor:	70.98							
122048	1	11/15/24	4663 MUTUAL OF OMAHA Nov Contributions	2,859.02 2,859.02		1000		212515			101000
			Total for Vendor:	2,859.02							
122071	1	1281540 11/18/24	298 MVTL LABORATORIES WATER TESTING	1,259.00 1,259.00		6025		450000	335		101000
122096	1	1282206 11/21/24	298 MVTL LABORATORIES WATER TESTING	1,555.00 1,259.00		6025		450000	335		101000
	2	1282212 11/21/24	WATER TESTING	296.00		6025		450000	335		101000
			Total for Vendor:	2,814.00							
122049	1	11/15/24	3546 NATIONWIDE INVESTMENT ADVISORS Nov Post-Tax Contributions	10,019.00 3,130.00		1000		212551			101000
	2	11/15/24	Nov Pre-Tax Contributions	6,889.00		1000		212550			101000
			Total for Vendor:	10,019.00							

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122089			3428 ND DEPARTMENT OF ENVIRONMENTAL FEE FOR 8/1/24-7/31/25	600.00								
1			51645 11/25/24 PTRCF FEE #4941	300.00			1000		455000	420		101000
2			51644 11/25/24 PTRCF FEE #4942	300.00			1000		455000	420		101000
			Total for Vendor:	600.00								
122000			3541 ND FRATERNAL ORDER OF POLICE	2,079.00								
1			11/25/24 FOP Legal for Nov 2024	2,079.00			1000		212527			101000
			Total for Vendor:	2,079.00								
122115			333 ND MOTOR VEHICLE DEPT.	81.00								
1			11/26/24 28 tab/reg renewal of uc	81.00			1000		421000	667		101000
			Total for Vendor:	81.00								
121955			363 ND PERS	7,374.80								
11/15/24 Payroll												
1			11/15/24 457b Def Comp - Contributions	7,374.80			1000		212532			101000
			Total for Vendor:	7,374.80								
121967			3860 NDSCS FOUNDATION	120,000.00								
1			2024 11/06/24 Career Innovation Center	120,000.00			2960		411900	416		101000
			Total for Vendor:	120,000.00								
122151			5471 NDSU Extension LCE	1,100.00								
1			324852 11/18/24 WEST FARGO LEAD LOCAL	1,100.00			7000		411600	649		101000
			Total for Vendor:	1,100.00								
121963			271 NETCENTER TECHNOLOGIES	205.00								
1			197584 11/18/24 Fix Audio-Commission Chambers	205.00			1000		414104	497		101000
122035			271 NETCENTER TECHNOLOGIES	4,268.00								
1			197577 11/15/24 recording lic annual contract dates 12/4/24 to 12/4/25	4,268.00			1000		421000	497		101000

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122045		271 NETCENTER TECHNOLOGIES	2,767.63								
1	197631	11/21/24 extron repair - training room verbal approval given by AC Anderson	2,767.63			1000		421000	497		101000
122057		271 NETCENTER TECHNOLOGIES	317.50								
1	197597	11/18/24 Fix Audio-Commission Chambers Total for Vendor:	317.50 7,558.13			1000		414104	497		101000
122002		3543 NEW YORK LIFE INSURANCE &	6,870.00								
1	11/25/24	Deferred Comp EE Nov 2024 Total for Vendor:	6,870.00 6,870.00			1000		212531			101000
122017		2035 NORTH CENTRAL RENTAL & LEASING,	952.18								
1	RR00131004	11/15/24 RENTAL GRADER DAMAGE REPAIR Total for Vendor:	952.18 952.18			1000		430000	427		101000
121974		646 NORTH DAKOTA WATER COALITION	1,000.00								
1	11/05/24	2025 Membership Total for Vendor:	1,000.00 1,000.00			6020		450000	667		101000
121979		1210 NORTH DAKOTA WATER USERS	600.00								
1	6082	11/05/24 2025 NDWUA Membership Total for Vendor:	600.00 600.00			6020		450000	667		101000
122084		1403 NORTHERN TOOL	74.99								
1	54306581	11/22/24 CRAIG - SWEATSHIRT Total for Vendor:	74.99 74.99			6020		450000	422		101000
122027		4892 NORTHWEST TIRE INC.	1,855.78								
1	26052303	11/18/24 6014 TIRE REPAIR	19.41			2210		428000	427		101000
2	26052498	11/23/24 3035 TIRE REPAIR	58.61			1000		430000	427		101000
3	26052383	11/20/24 4011 TIRE INSTALL	888.88			6010		450200	427		101000
4	26052271	11/15/24 3039 TIRE INSTALL Total for Vendor:	888.88 1,855.78			1000		430000	427		101000

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122143	1	11/26/24	5166 NURTURING DREAMS CHILD CARE LLC Child Care Grant	1,479.47 1,479.47		2960		411900	416		101000
			Total for Vendor:	1,479.47							
122023			4744 O'REILLY AUTOMOTIVE STORES, INC	157.43							
1	1932395216	11/18/24	FUSE HOLDER	20.37		1000		455000	433		101000
2	1932394112	11/14/24	7002 BATTERY	203.32		6025		450000	427		101000
3	1932395771	11/19/24	151 WIPER ARM	31.98		1000		421000	427		101000
4	1932395610	11/19/24	WHEEL NUT/SENSOR RET	-105.06		1000		421000	427		101000
5	1932396953	11/22/24	8011 ELEC TAPE	6.82		1000		415000	427		101000
			Total for Vendor:	157.43							
122063			5193 OCHO INDY, LLC	220,151.44							
			Dist 1345 Invoices								
			07/2022-11/2024								
			Sandhills 6th Addition								
1			Dist 1345 - Sandhills 6th Add	220,151.44		4009		480000	313		101000
			Total for Vendor:	220,151.44							
122110			352 OK TIRE STORE - COM CTR	347.50							
1	05364868	11/25/24	3100 TIRE	347.50		1000		430000	427		101000
			Total for Vendor:	347.50							
122054			5160 OPHELIA WALLACE	2,039.40							
			Blessing Care								
1			11/22/24 Child Care Grant	2,039.40		2960		411900	416		101000
			Total for Vendor:	2,039.40							
122091			5119 OSTROMS ACE HARDWARE (PW)	101.12							
1	227882	11/21/24	DRIVER BIT SET	56.98		2210		428000	432		101000
2	227902	11/25/24	HARDWARE	14.20		2210		428000	432		101000
3	227900	11/25/24	ANTIFREEZE	29.94		6025		450000	433		101000

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122137	1	227851 11/18/24 HARDWARE	5119 OSTROMS ACE HARDWARE (PW)	4.20 4.20 105.32			1000		455000	420		101000
122134	1	11/20/24 EBOOK	2126 OVERDRIVE, INC	1,375.14 174.99			7000		411600	650		101000
02139CO24361732	2	11/20/24 AUDIOBOOK		1,200.15			7000		411600	650		101000
02139CO24361732												
			Total for Vendor:	1,375.14								
122142	1	11/26/24 Child Care Grant	4972 PAULA VILLANUEVA	674.13 674.13 674.13			2960		411900	416		101000
121996	1	11/21/24-02/09/25 PDQ-33634 11/21/24 SmartDeploy Pro	4830 PDQ/SMARTDEPLOY	277.50 277.50 277.50			1000		414104	497		101000
122004	1	11/25/24 Alerus - Nov 2024	3548 PERSHING	300.00 300.00 300.00			1000		212525			101000
122105	1	11/25/24 BULK MOTOR OIL	563 PETRO SERVE USA	3,599.98 1,154.43 152.70 923.76 782.00 587.09 3,599.98			6020		450000	424		101000
	2	101967 11/25/24 CENEX MANTRON 10W30					6020		450000	424		101000
	3	314 11/26/24 BULK MOTOR OIL					6010		450200	424		101000
	4	313 11/26/24 BULK MOTOR OIL					6020		450000	424		101000
	5	315 11/26/24 BULK MOTOR OIL					6020		450000	424		101000
			Total for Vendor:	3,599.98								
122138	1	9287 11/20/24 RENTAL GRADER DIESEL	4034 PETRO SERVE USA #63	877.93 177.97 89.23 37.01			1000		430000	424		101000
	2	7406 11/15/24 3406 DIESEL					1000		430000	424		101000
	3	9748 11/21/24 RENTAL GRADER DIESEL					1000		430000	424		101000

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Claim/ Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4	8723	11/19/24	4102 DIESEL	124.12			6010		450200	424		101000
5	3803	11/20/24	2100 DIESEL	162.85			6020		450000	424		101000
6	6960	11/14/24	DIESEL	47.35			1000		430000	424		101000
7	1463	11/26/24	7048 DIESEL	181.97			6025		450000	424		101000
8	6494	11/12/24	SA DIESEL	57.43			6010		450200	424		101000
			Total for Vendor:	877.93								
122038			384 PITNEY BOWES GLOBAL FINANCIAL	398.82								
1	3319935062	11/11/24	4th quarter machines	398.82			1000		421000	428		101000
			Total for Vendor:	398.82								
122124			1483 PITNEY BOWES RESERVE ACCOUNT	2,000.00								
1	11/27/24	POSTAGE REFILL		2,000.00			7000		411600	661		101000
			RESERVE ACCT#43560960									
			Total for Vendor:	2,000.00								
122015			3391 PPI CONSULTING LLC	475.00								
1	24225	11/15/24	diop assessment	475.00			1000		421000	399		101000
			Total for Vendor:	475.00								
122095			916 PRAIRIE SUPPLY INC	660.00								
1	0643528	11/20/24	CHEMLINK	660.00			6025		450000	437		101000
122127			916 PRAIRIE SUPPLY INC	1,315.00								
1	0643529	11/20/24	CHEMLINK	1,315.00			6025		450000	437		101000
			Total for Vendor:	1,975.00								
122061			1755 PRO SWEEP INC	1,275.00								
1	24552	11/21/24	SHEYENNE TUNNEL SWEEP - NOV	1,275.00			1000		430000	485		101000
			Total for Vendor:	1,275.00								
122043			1128 R & R PETROLEUM EQUIPMENT	26,126.00								
1	102913	11/19/24	PROJ 9046	26,126.00			4094		480000	670		101000

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/ Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122088		1128 R & R PETROLEUM EQUIPMENT	437.50								
1	102732	10/10/24 FUEL TANK COMPLIANCE TESTING	437.50			1000		455000	420		101000
		Total for Vendor:	26,563.50								
122085		1472 RAILROAD MANAGEMENT CO III, LLC	379.14								
		Total for Vendor:	379.14								
1	508912	11/08/24 LICENSE FEES #502436	379.14			6020		450000	490		101000
122016		3893 RDO TRUCK CENTERS	444.62								
1	821289F	10/17/24 2100 FILTER CARTRIDGE	444.62			6020		450000	427		101000
		Total for Vendor:	444.62								
122100		424 RED RIVER REFRIGERATION	1,212.97								
1	49284	11/11/24 FREEZE MACHINE REPAIR	1,212.97			6020		450000	438		101000
		Total for Vendor:	1,212.97								
121999		1464 RED RIVER VALLEY FOP LODGE #1	847.00								
1	11/25/24	FOP Dues Nov 2024	847.00			1000		212526			101000
		Total for Vendor:	847.00								
121987		1016 RED WING BUSINESS ADVANTAGE	240.00								
1	171021	11/19/24 S HENRICKS - BOOTS	240.00			1000		430000	422		101000
		Total for Vendor:	240.00								
122117		2291 RYAN WUOLLET	476.80								
1	11/26/24	clothing reimb	476.80			1000		421000	422		101000
		Total for Vendor:	476.80								
122149		1881 SAM'S CLUB/SYNCHRONY BANK (FD)	372.56								
1	84214025	11/04/24 FD St 76 Scrub Bubbles	27.96			2060		415200	500		101000
2	621311568	11/18/24 FD St 76 Station Supplies	302.66			2060		415200	500		101000
3	44150377	11/18/24 FD St 75 Station Supplies	41.94			2060		415200	500		101000
		Total for Vendor:	372.56								

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122018			437 SANDY'S DONUTS & COFFEE SHOP	149.94								
1	943824	11/05/24	senior academy bakery	49.98			1000		421000	375	12	101000
2	943831	11/12/24	senior academy bakery	49.98			1000		421000	375	12	101000
3	943835	11/19/24	senior academy bakery	49.98			1000		421000	375	12	101000
			Total for Vendor:	149.94								
122104			454 SANITATION PRODUCTS	558.99								
1	91160	11/14/24	3061 BEARING/BRG/FLANGE	558.99			1000		430000	427		101000
			Total for Vendor:	558.99								
122024			450 SCHEELS	412.99								
1	41334	11/20/24	k9 crate for vito	412.99			1000		421000	915		101000
			Total for Vendor:	412.99								
122140			3485 SENSOURCE	1,445.95								
1	61440	11/14/24	DOOR COUNTER - SATELLITE LOCAT	1,445.95			7000		411600	497		101000
			Total for Vendor:	1,445.95								
121958			5467 SHOPPES ON SHEYENNE	26,732.80								
1	#2	11/18/24	Enterprise Grant	26,732.80			2960		411900	654		101000
122164			5467 SHOPPES ON SHEYENNE	2,533.72								
			Enterprise Grant payment #3									
1	11/22/24	Enterprise Grant payment #3		2,533.72			2960		411900	654		101000
			Total for Vendor:	29,266.52								
122014			2885 SHORTPRINTER	64.70								
1	154818	11/04/24	evidence stamp	64.70			1000		421000	365		101000
			Total for Vendor:	64.70								
121993			91 SIGN SOLUTIONS USA	2,142.50								
1	414748	11/06/24	Project 9058	2,142.50			4184		480000	670		101000

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122066			91 SIGN SOLUTIONS USA	2,665.24								
1	414848	11/14/24 SIGNS		2,665.24			1000		430000	377		101000
122077			91 SIGN SOLUTIONS USA	3,274.81								
1	414997	11/22/24 SIGNS		3,274.81			1000		430000	377		101000
			Total for Vendor:	8,082.55								
122131			3652 SNAP-ON TOOLS INDUSTRIAL	5,967.48								
1	63229055	11/25/24 NEW TOOLBOX TOOLS		428.86			1000		455000	870		101000
2	63192670	11/21/24 NEW TOOLBOX TOOLS		5,538.62			1000		455000	870		101000
			Total for Vendor:	5,967.48								
122163			5292 SPOTLIGHT MEDIA	1,575.00								
2024			Membership dues for Economic Development Assoc. of ND									
1	Inv 79287	11/27/24 Great Places to Work page		1,575.00			2960		411900	416		101000
			Total for Vendor:	1,575.00								
121969	-98881E		389 STARION BOND SERVICE	529,368.75								
Bond												
Payment												
1	07/24/24	Fire HD Bonds 2022 - Interest		183,663.75			3396		490000	720		101000
2	07/24/24	Fire HD Bonds 2022 - Principal		345,000.00			3396		490000	710		101000
3	07/24/24	Fire HD Bonds 2022 - Fees		705.00			3396		490000	740		101000
			Total for Vendor:	529,368.75								
122092			38 STRATA CORPORATION	790.48								
1	752549	11/18/24 3000 PSI NON AIR		790.48			4387		480000	670		101000
			Total for Vendor:	790.48								
122036			176 SUMMIT FIRE PROTECTION	1,388.00								
1	2834138	11/21/24 PD - ALARM INSPECTION		348.00			1000		455000	420		101000
2	2813496	11/12/24 CH - SPRINKLER INSPECTION		230.00			1000		455000	420		101000
3	2829553	11/19/24 PD - SPRINKLER INSPECTION		485.00			1000		455000	420		101000
4	2821640	11/15/24 PW - SPRINKLER INSPECTION		325.00			6020		450000	420		101000
			Total for Vendor:	1,388.00								

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Claim/ Line #	Check	Invoice #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
121990		733 SWANSTON EQUIPMENT CORP.	202.11						
1	P07777	11/19/24 4505 UTILITY FRAME	202.11			6010 450200	870		101000
122032		733 SWANSTON EQUIPMENT CORP.	230.20						
1	P07684	11/15/24 5408 KNOB	8.89			1000 430001	427		101000
2	P07838	11/20/24 FLUID HYD. DISPLY	221.31			1000 430001	424		101000
122108		733 SWANSTON EQUIPMENT CORP.	750.48						
1	P08005	11/25/24 5018 COUPLER/HARDWARE	750.48			1000 430001	427		101000
		Total for Vendor:	1,182.79						
122013		2895 TACTICAL SOLUTIONS	1,254.00						
1	10381	08/14/24 certification of radars	1,254.00			1000 421000	420		101000
		Total for Vendor:	1,254.00						
122098		2491 TEAM LABORATORY CHEMICAL, LLC	14,925.00						
1	44164	11/11/24 SUPREME WINTER BUGS	14,925.00			4387 480000	670		101000
		Total for Vendor:	14,925.00						
122053		5161 TONNETTE BRACKINS	2,397.03						
1	11/22/24	Child Care Grant	2,397.03			2960 411900	416		101000
		Total for Vendor:	2,397.03						
122037		3093 TRACKER PRODUCTS LLC	7,392.56						
1	004650	11/19/24 tracker annual lic	7,392.56			1000 421000	497		101000
		Total for Vendor:	7,392.56						
121975		1285 TRAFFIC CONTROL CORPORATION	530.00						
1	155005	11/19/24 BLACK/WHITE STND 9X15	530.00			1000 430002	487		101000
		Total for Vendor:	530.00						
122060		4095 TROY OPSAHL	258.60						
1	11/20/24	Trimble Conference - Las Vegas - 11/10/24-11/14/24 Travel reimb - 11/10-11/14	258.60			1000 414200	340		101000
		Total for Vendor:	258.60						

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Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
121981		999999 TWIN CITY CONCRETE		812.71						
		Refund for AR Invoice #19676 - billed to wrong customer								
		See RV 9024								
1	11/19/24	Refund Payment - Inv 19676		812.71			1000 214100			101000
		Total for Vendor:		812.71						
121971		2136 ULINE INC		408.28						
1	185106994	11/01/24 D HERSCH JACKET		71.19			6025 450000	422		101000
2	185383723	11/07/24 M KNODEL JACKET		71.19			6020 450000	422		101000
3	185383723	11/07/24 NITRILE GLOVE REFILL		265.90			1000 455000	433		101000
122083		2136 ULINE INC		1,189.00						
1	9981675	11/21/24 ST - SOFTSHELL JACKETS		396.33			1000 430000	422		101000
2	9981675	11/21/24 SW - SOFTSHELL JACKETS		396.33			6025 450000	422		101000
3	9981675	11/21/24 RW - SOFTSHELL JACKETS		396.34			1000 430001	422		101000
		Total for Vendor:		1,597.28						
121998		1562 UNITED WAY OF CASS-CLAY		47.00						
1	202411-12	11/13/24 Nov Contributions		47.00			1000 212536			101000
		Total for Vendor:		47.00						
122050		4665 UNUM		10,813.54						
1	11/15/24	Nov Employee Contributions		5,720.02			1000 212514			101000
2	11/15/24	Nov Employer Contributions		5,093.52			1000 212514			101000
		Total for Vendor:		10,813.54						
121966		2314 VANGUARD APPRAISALS, INC		3,040.00						
1	18810	10/23/24 Service Fees for Archives		3,040.00			1000 414101	497		101000
		Total for Vendor:		3,040.00						
122042		3668 VERIZON WIRELESS		14,440.36						
1	9978148336	10/08/24 oct 2024 added license		60.00			1000 421000	356		101000
2	9978148336	10/08/24 oct 2024 HR Maggie		127.47			1000 414103	356		101000
3	9978148336	10/08/24 oct 2024 chad mertz		147.00			1000 418000	356		101000
4	9978148336	10/08/24 oct 2024 city admin		132.53			1000 414000	356		101000
5	9978148336	10/08/24 oct 2024 finance		85.02			1000 414100	356		101000

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6	9978148336	10/08/24	oct 2024 econ developmentt	47.54			1000		414102	356		101000
7	9978148336	10/08/24	oct 2024 HR	137.56			1000		414103	356		101000
8	9978148336	10/08/24	oct 2024 IT	504.69			1000		414104	356		101000
9	9978148336	10/08/24	oct 2024 engineering	777.83			1000		414200	356		101000
10	9978148336	10/08/24	oct 2024 commission	217.55			1000		415000	356		101000
11	9978148336	10/08/24	oct 2024 simmons	40.01			1000		415000	497		101000
12	9978148336	10/08/24	oct 2024 communication	137.62			1000		416200	356		101000
13	9978148336	10/08/24	oct 2024 planning	222.64			1000		418000	356		101000
14	9978148336	10/08/24	oct 2024 pd cells	4,546.44			1000		421000	356		101000
15	9978148336	10/08/24	oct 2024 pd bait	42.54			1000		421000	356		101000
16	9978148336	10/08/24	oct 2024 pd passport	127.53			1000		421000	356		101000
17	9978148336	10/08/24	oct 2024 pd 4sight #1/#2	85.02			1000		421000	356		101000
18	9978148336	10/08/24	oct 2024 pd mdc	720.20			1000		421000	356		101000
19	9978148336	10/08/24	oct 2024 pd cradlepoint	887.64			1000		421000	356		101000
20	9978148336	10/08/24	oct 2024 pd invest	40.01			1000		421000	356		101000
21	9978148336	10/08/24	oct 2024 pd ICAC	42.54			1000		421000	356		101000
22	9978148336	10/08/24	oct 2024 pd pole cam	80.02			1000		421000	356		101000
23	9978148336	10/08/24	oct 2024 pd invest trailer	80.02			1000		421000	356		101000
24	9978148336	10/08/24	oct 2024 pw street	407.63			1000		430000	356		101000
25	9978148336	10/08/24	oct 2024 pw row	82.55			1000		430001	356		101000
26	9978148336	10/08/24	oct 2024 pw	690.31			1000		450000	356		101000
27	9978148336	10/08/24	oct 2024 pw b & g	292.69			1000		450000	356		101000
28	9978148336	10/08/24	oct 2024 fire	1,292.11			2060		415200	356		101000
29	9978148336	10/08/24	oct 2024 fire drone	40.01			2060		415200	356		101000
30	9978148336	10/08/24	oct 2024 forestry	95.05			2210		428000	356		101000
31	9978148336	10/08/24	oct 2024 pw sanitation	871.72			6010		450200	356		101000
32	9978148336	10/08/24	oct 2024 pw water	688.21			6020		450000	356		101000
33	9978148336	10/08/24	oct 2024 pw sewer	478.08			6025		450000	356		101000
34	9978148336	10/08/24	oct 2024 library	212.58			7000		411600	356		101000
Total for Vendor:				14,440.36								

122121	2708 VERIZON WIRELESS - LERT B			75.00								
1	9022378030	11/24/24	preservation of warrant	75.00			1000		421000	365		101000
Total for Vendor:				75.00								

* ... Over spent expenditure

Claim/ Line #	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
122051	-98875E	4662 VOYA		414.00								
1	11/15/24	Nov Contributions		414.00			1000		212511			101000
			Total for Vendor:	414.00								
121970		544 WALLWORK TRUCK CENTER		8.17			6025		450000	433		101000
1	01P546065	11/19/24 SEALANT		8.17								
122076		544 WALLWORK TRUCK CENTER		1,484.84			6010		450200	427		101000
1	01P545140	11/15/24 4021 BRAKE DRUM/KIT		1,484.84								
122107		544 WALLWORK TRUCK CENTER		27.58			6010		450200	420		101000
1	01P547399	11/22/24 4799 ASSY SWITCH		27.58								
		Total for Vendor:		1,520.59								
121997		566 WEST FARGO PARK DISTRICT		109,641.94			2050		451000	992		101000
1	11/30/24	Nov 2024 State Aid		109,641.94								
		Total for Vendor:		109,641.94								
121991		2184 WEST SIDE STEEL		260.23			6010		450200	914		101000
1	10822	11/14/24 SHEET METAL		260.23								
		Total for Vendor:		260.23								
121994	-98880E	4676 WEX ELECTRONIC BIWEEKLY		62.50								
11.01.24	payroll - additional											
1	11/01/24	HSA Contributions - ER		31.25			1000		212530			101000
2	11/01/24	HSA Contributions - EE		31.25			1000		212530			101000
		Total for Vendor:		62.50								
122006		3827 WF Firefighters Association		1,000.00			1000		212552			101000
1	11/25/24	Fire Union Dues Nov 2024		1,000.00								
		Total for Vendor:		1,000.00								
122160		549 WF PUB SCHOOLS DIST #6		10,333.50			7000		411600	333		101000
1	250127	11/20/24 DECEMBER RENT		10,333.50								
		Total for Vendor:		10,333.50								

* ... Over spent expenditure

Claim/ Line #	Check	Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
121964		338	XCEL ENERGY	106.25								
1	9036222810	11/19/24	New City Hall (WEX Bldg)	106.25			1001		415000	527		101000
122033		338	XCEL ENERGY	21.85								
1	904032155	10/21/24	oct 2024 603/605 shey st.	21.85			1000		421000	527		101000
122102		338	XCEL ENERGY	1,152.04								
1	903845926	11/20/24	300 SHEYENNE - PIONEER PLAC	51.20			2310		452120	527		101000
2	903798086	11/20/24	810 12TH AVE NW	27.14			6020		450000	527		101000
3	903256879	11/15/24	SM75	44.24			6025		450000	527		101000
4	903176921	11/15/24	1620 MAIN - TRANSFER STATIO	81.12			6010		450200	527		101000
5	903813842	11/20/24	1100 12TH AVE NW	51.29			6020		450000	527		101000
6	903795557	11/20/24	344 SHEYENNE - SHEYENNE PLA	17.42			2310		452120	527		101000
7	904036550	11/21/24	309 2ND AVE W	19.18			1000		430002	527		101000
8	904007300	11/21/24	312 5TH AVE W	256.59			1000		430002	527		101000
9	904001519	11/21/24	1680 13TH AVE E - ST LIGHT	141.59			1000		430002	527		101000
10	904048023	11/21/24	901 10TH AVE E - TRAFFIC SI	45.44			1000		430002	527		101000
11	903988780	11/21/24	1690 13TH AVE W - TRAFFIC S	44.41			1000		430002	527		101000
12	903990448	11/21/24	SM33	67.59			6025		450000	527		101000
13	904018800	11/21/24	60L 12TH ST E	54.72			6025		450000	527		101000
14	904025363	11/21/24	1100 12TH AVE NW	208.98			6020		450000	527		101000
15	904253438	11/22/24	1410 13TH AVE E - TRAFFIC S	41.13			1000		430002	527		101000
Total for Vendor:				1,280.14								
# of Claims				214								
Total Electronic Claims				815,926.08			# of Vendors		150			
Total Non-Electronic Claims				1467053.36								

** 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. **



Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the City of West Fargo Commission Chambers on Monday, November 4, 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 Jorgensen seconded to approve the order of the 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 -- November 4, 2024

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of November 4, 2024. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of November 4, 2024, was declared carried.

F. Building Permits

Commissioner Anderson moved and Commissioner Zundel 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. Project No. 1316 Phase 3 – Northside Sanitary Sewer Collector Rehabilitation

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

c. October Financial Report

d. City owned Right-of-Way within city limits of West Fargo

- Authorize staff to initiate a soft shutdown for all non-emergent hard surface work

e. Site Authorization for Plains Art Museum at Unhynged

f. Site Authorizations for Grafton Curlers Inc.

- December 19-23, 2024
- February 20-24, 2025

g. Games of Chance for The American Legion Department of ND

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

Regular Agenda

1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.

Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)

There was no one signed up to speak during this time.

2. Public Hearing Items (each item will adjourn out of regular meeting into a public hearing)

A. A24-2 Sandhills 8th Addition, request for approval of zone change from A, LI, & P to LI & P; first reading of rezone ordinance -- Aaron Nelson, Director of Planning

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the first reading of A24-2 Sandhills 8th Addition, request for approval of zone change from A, LI, & P to LI & P. Commissioners Jorgensen, Dardis, Olson and Anderson voted aye. Commissioner Zundel recused herself from the vote. No Commissioners present voted nay, the motion to approve first reading of rezone ordinance A24-2 Sandhills 8th Addition, request for approval of zone change from A, LI, & P to LI & P, was declared carried.

B. A24-30 Meadow Ridge 18th Addition, request for approval of a Planned Unit Development; first reading of rezone ordinance -- Leslie McGillivray-Rivas, Senior Planner

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve first reading of rezone ordinance A24-30 Meadow Ridge 18th Addition, request for approval of a Planned Unit Development. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve first reading of rezone ordinance A24-30 Meadow Ridge 18th Addition, request for approval of a Planned Unit Development, was declared carried.

3. SAG Award Presentation – Dan Hanson, City Engineer

• Informational – No Action

This item was informational only, no action was taken.

4. HSIP Turn Lane Realignments – Various Locations -- Dan Hanson, City Engineer

• Create Project No. 2284 and Approve Task Order for Engineering Services

Commissioner Olson moved and Commissioner Anderson seconded to approve HSIP Turn Lane Realignments – Various Locations; create Project No. 2284 and approve Task Order for Engineering Services. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve HSIP Turn Lane Realignments – Various Locations; create Project No. 2284 and Approve Task Order for Engineering Services, was declared carried.

5. Appointment of Commissioner Brad Olson to RRRDC Authority Board

Commissioner Zundel moved and Commissioner Anderson seconded to approve the appointment of Commissioner Brad Olson to RRRDC Authority Board.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the appointment of Commissioner Brad Olson to RRRDC Authority Board, was declared carried.

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

- Biannual report on the Prairie Dog spending was submitted for 2022 and 2023
- City Assessor position has been filled, Paul Fracassi will start December 2nd
- Senior Planner, Leslie McGillivray-Rivas's last day was Friday

7. Correspondence

There was no correspondence.

8. Non-Agenda Items

Congratulations to West Fargo Pubic School District on their victories over the weekend, Commission President Dardis.

9. Adjourn

Commissioner Anderson moved and Commissioner Olson seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners voted nay, the motion to adjourn was declared carried. The meeting was adjourned at 6:22 PM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
12/04/2023**

	November 2023			November 2024		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	10		\$ 9,838,700.00	7		\$ 13,560,675.00
RESIDENTIAL DWELLING	154	154	\$ 49,213,435.00	142	142	\$ 56,208,092.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME				23		\$ 18,260,000.00
RESIDENTIAL MULTIPLE						
PUBLIC				2		\$ 7,378,072.00
CHURCH						
ACCESSORY	186		\$ 8,830,594.00	165		\$ 5,575,376.00
FOUNDATION ONLY	3		\$ 520,000.00	7		\$ 1,418,400.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	33		\$ 12,103,200.00	53		\$ 17,622,816.00
RESIDENTIAL	123		\$ 3,086,524.00	138		\$ 4,598,799.00
PUBLIC	7		\$ 3,530,452.00	5		\$ 1,604,940.00
CHURCH				1		\$ 1,727,000.00
ACCESSORY				1		\$ 7,000.00
<u>BUILDING OTHER</u>						
DEMOLITION	10		\$ 494,400.00	15		\$ 830,669.00
MOVE	3		\$ 72,000.00	1		\$ 20,000.00
PERMIT CANCELLATION				1		\$ (8,345.00)
TOTALS	529	154	\$ 87,689,305.00	561	142	\$ 128,811,838.00

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
12/02/2024**

	AS OF 11/27/2024			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				7		\$ 13,560,675.00
RESIDENTIAL DWELLING	3	3	\$ 1,341,362.00	142	142	\$ 56,208,092.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME				23		\$ 18,260,000.00
RESIDENTIAL MULTIPLE						
PUBLIC				2		\$ 7,378,072.00
CHURCH						
ACCESSORY	5		\$ 45,100.00	165		\$ 5,575,376.00
FOUNDATION ONLY				7		\$ 1,418,400.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 180,000.00	53		\$ 17,622,816.00
RESIDENTIAL	5		\$ 137,942.00	138		\$ 4,598,799.00
PUBLIC				5		\$ 1,604,940.00
CHURCH				1		\$ 1,727,000.00
ACCESSORY				1		\$ 7,000.00
<u>BUILDING OTHER</u>						
DEMOLITION				15		\$ 830,669.00
MOVE				1		\$ 20,000.00
PERMIT CANCELLATION				1		\$ (8,345.00)
TOTALS	14	3	\$ 1,704,404.00	559	142	\$ 128,803,494.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
241112	Y&Z REALTY GROUP LLC	816 24 AVE E	Y&Z REALTY GROUP LLC	\$ 180,000.00	Remodel - Commercial - Restaurant
241136	PATRICK R. BRANDT	1143 46 AVE W	PATRICK R. BRANDT	\$ 7,500.00	Accessory - Structure
241209	Groundworks Minnesota, LLC	335 CEDAR LN	DARIN & CARMEN TENDELAND	\$ 16,655.00	Remodel - Residential - Foundation Repair
241210	Breland Enterprises, Inc.	1124 1 ST	JACOB BURCKHARD	\$ 26,287.00	Remodel - Residential - Foundation Repair
241211	Blazek Construction and Remodeling	2534 NORTH POND DR E	JEFFREY A & SUSAN A TROSEN	\$ 40,000.00	Remodel - Residential - Lower Level Finish
241225	RC Homes, LLC	744 CATHY DR W	JOHN D KLOOSTER	\$ 45,000.00	Remodel - Residential - Lower Level Finish
241203	Dabbert Custom Homes, LLC	106 33 AVE E	DABBERT CUSTOM HOMES, LLC	\$ 419,900.00	Residential Dwelling
241204	Dabbert Custom Homes, LLC	5875 11 ST W	DABBERT CUSTOM HOMES, LLC	\$ 419,900.00	Residential Dwelling
241207	BRANDON J & MISTY J BAUMGART	5826 DEB DR W	BRANDON J & MISTY J BAUMGART	\$ 10,000.00	Remodel - Residential - Lower Level Finish
241189	Lyons Roofing and Construction	1141 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 2,000.00	Accessory - Deck
241192	Heritage Homes, LLC	1051 50 AVE W	HERITAGE HOMES, LLC	\$ 501,562.00	Residential Dwelling
241229	Jordahl Custom Homes, Inc.	6027 8 ST W	JORDAHL CUSTOM HOMES, INC	\$ 2,800.00	Accessory - Deck
241163	Res Com	318 ST CHARLES PL	LAMARR & BARBARA VAN DAME	\$ 30,000.00	Accessory - Structure
241228	Jordahl Custom Homes, Inc.	6058 MARTIN LN W	JORDAHL CUSTOM HOMES, INC	\$ 2,800.00	Accessory - Deck

11/27/24
15:54:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/16/24 to 11/27/24

Page: 1 of 31
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
122034		4550 ABC LOCK & KEY INC	405.00						
1	E2436	11/12/24 PUMP STATION - LOCK REPAIR	175.00			6025 450000	826		101000
2	E2436	11/12/24 DOOR HARDWARE REPAIR	230.00			1000 455000	420		101000
		Total for Vendor:	405.00						
121972		289 ACME TOOLS	129.00						
1	25217625	11/14/24 MILWAUKEE M18 6PACK	129.00			6025 450000	432		101000
121988		289 ACME TOOLS	849.98						
1	25240189	11/19/24 STIHL CORDLESS PRUNER/BLOWER	849.98			2210 428000	641		101000
122029		289 ACME TOOLS	176.90						
1	13554031	11/18/24 5419 AIR FILTER	35.59			1000 430001	427		101000
2	13551908	11/18/24 5419 CARTRIGE/ELEMENT/FILTER	141.31			1000 430001	427		101000
122080		289 ACME TOOLS	99.68						
1	13558376	11/19/24 TOOLS	99.68			1000 430000	432		101000
		Total for Vendor:	1,255.56						
121954		3179 ADVANCED ENGINEERING &	1,015.75						
1	98710	11/12/24 2024 Financial Services	1,015.75			1000 414100	428		101000
121977		3179 ADVANCED ENGINEERING &	8,510.78						
1	98888	11/12/24 ORBIT RADIO REPLACEMENT	1,508.96			6025 450000	430		101000
2	98886	11/12/24 I&C SCADA SUPPORT	7,001.82			6020 450000	430		101000
		Total for Vendor:	9,526.53						
122130		4660 ALEX HAGLE	103.10						
		WATER TESTING - BISMARCK, ND							
1		11/27/24 TRAVEL REIMBURSEMENT	103.10			1000 430001	340		101000
		Total for Vendor:	103.10						
122026		2947 ALLSTATE PETERBILT OF FARGO	223.72						
1	4004445390	11/19/24 4021 MIRROR	223.72			6010 450200	427		101000
		Total for Vendor:	223.72						

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15:54:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/16/24 to 11/27/24

Page: 2 of 31
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
121953		3490 AMAZON CAPITAL SERVICES	43.78						
1	11/15/24	Office Supplies - Planning	43.78			1000 418000	410		101000
		11MQM9VQF31L							
121978		3490 AMAZON CAPITAL SERVICES	146.80						
1	11/15/24	LENS CLEANING WIPES	57.03			1000 455000	433		101000
		1G4CFGWDJ1NW							
2	11/15/24	FUEL FOB LABELS	35.98			1000 450000	410		101000
		1TNQ3NQ4FM9D							
3	11/15/24	CHARGING CORDS	53.79			1000 450000	410		101000
		1Y1RXT3CFMNR							
121992		3490 AMAZON CAPITAL SERVICES	50.10						
1	11/21/24	Clothing - Planning	50.10			1000 418000	422		101000
		1C6YWNMVF7DP							
122010		3490 AMAZON CAPITAL SERVICES	88.50						
1	11/15/24	ear molds equip	88.50			1000 421000	422		101000
		1933MF7JJKG7							
122064		3490 AMAZON CAPITAL SERVICES	260.28						
1	11/18/24	OFFICE SUPPLIES	29.35			1000 430000	410		101000
		1NLJDT9V914M							
2	11/19/24	GARAGE DOOR REMOTES	230.93			1000 430000	433		101000
		19H1QHDD3YDM							
122082		3490 AMAZON CAPITAL SERVICES	281.14						
1	11/25/24	OFFICE SUPPLIES	84.39			6020 450000	410		101000
		1YJFYVWV1F9N							
2	11/22/24	CHAINSAW BREAKER/RIVET SPINNER	196.75			2210 428000	641		101000
		1CKPJYDPTPVX							
122093		3490 AMAZON CAPITAL SERVICES	144.35						
1	11/20/24	NITRILE GLOVES	144.35			6025 450000	433		101000
		1CPYGJX33Q94							

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15:54:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/16/24 to 11/27/24

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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
122099		3490 AMAZON CAPITAL SERVICES	292.36						
1	11/22/24	PINTLE ATTACHMENT	292.36			1000 430001	427		101000
		1PRP939NRVNY							
122147		3490 AMAZON CAPITAL SERVICES	86.99						
1	09/14/24	J MARTINEZ BOOTS (RETURNED)	86.99			1000 455000	422		101000
		1VCTW916HK3F							
		Total for Vendor:	1,394.30						
122097		317 AMERICAN WELDING & GAS, INC.	95.03						
1	0010463329	11/20/24 ARGON/CO2	95.03			6020 450000	438		101000
		Total for Vendor:	95.03						
122156		4031 ANNIE FELTMAN	172.41						
1	11/27/24	clothing reimb	172.41			1000 421000	422		101000
		Total for Vendor:	172.41						
122141		5159 ASHLEY GOLDSTEIN	172.48						
		Child Care Grant - Watch Me Grow							
1	11/26/24	Child Care Grant	172.48			2960 411900	416		101000
		Total for Vendor:	172.48						
121980		22 ASPLIN EXCAVATING	1,226.65						
1	243784	10/18/24 SHREDDED BLACK DIRT	362.40			1000 430001	358		101000
2	243770	10/17/24 CLASS 5	864.25			1000 430000	394		101000
122065		22 ASPLIN EXCAVATING	1,087.20						
1	243785	10/18/24 SHREDDED BLACK DIRT	1,087.20			1000 430000	358		101000
122078		22 ASPLIN EXCAVATING	4,001.76						
1	244318	11/15/24 CLASS 5	1,717.36			1000 430000	394		101000
2	244297	11/14/24 SHREDDED BLACK DIRT/CLASS 5	2,284.40			6020 450000	394		101000
		Total for Vendor:	6,315.61						

11/27/24
15:54:35

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/16/24 to 11/27/24

Page: 4 of 31
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
122073	-98873E	4672 ASURE PAYROLL TAX MANAGEMENT	246,650.49						
		11/29/24 payroll							
1	11/29/24	Social Security	112,005.26			1000 212501			101000
2	11/29/24	Medicare	26,420.42			1000 212502			101000
3	11/29/24	Federal Income Tax	98,445.81			1000 212503			101000
4	11/29/24	ND State Tax	5,156.00			1000 212504			101000
5	11/29/24	MN State Tax	4,623.00			1000 212505			101000
		Total for Vendor:	246,650.49						
122008		2931 AUTO VALUE PARTS STORES	326.57						
1	99309259	11/23/24 FILTERS	34.74			4387 480000	427		101000
2	99308960	11/21/24 4799 HD OIL FLEET	15.39			6010 450200	427		101000
3	99307861	11/15/24 HD AIR CONSTRUCTION	12.91			1000 430001	427		101000
4	99308863	11/21/24 HD OIL FLEET	56.38			6010 450200	427		101000
5	99308860	11/21/24 FILTERS	22.82			1000 421000	427		101000
6	99308869	11/21/24 HD OIL FLEET/FILTERS	17.84			6025 450000	427		101000
7	99308864	11/21/24 HD OIL/HYDRAULIC/AIR FARM	49.35			1000 430001	427		101000
8	99308632	11/20/24 HD AIR/HYDRAULIC/AIR FARM	68.36			1000 430001	427		101000
9	99308862	11/21/24 HD OIL/FUEL/AIR	109.91			1000 430000	427		101000
10	99308163	11/18/24 18 GAL BLK/RED PRMRY WIRE	13.98			1000 455000	433		101000
11	99307548	11/13/24 HD FUEL FLEET - RET	-66.93			1000 455000	427		101000
12	99307695	11/14/24 HD FUEL	10.92			1000 455000	427		101000
13	99309594	11/26/24 6GL BOX PM 10W30	85.99			1000 430001	424		101000
14	99309615	11/26/24 STYLUS	34.99			1000 455000	433		101000
15	99309584	11/26/24 OIL FILTER	3.26			1000 421000	427		101000
16	99308983	11/21/24 HD FUEL	26.00			6010 450200	427		101000
17	99309588	11/26/24 FILTERS	11.39			1000 455000	427		101000
18	99309586	11/26/24 HD FUEL	26.00			6010 450200	427		101000
19	99307682	11/14/24 ACCT CREDIT - RETURNS	-206.73			1000 455000	427		101000
		Total for Vendor:	326.57						
122132		1695 BAKER & TAYLOR	701.61						
1	2038695427	11/12/24 BOOKS	701.61			7000 411600	662		101000
		Total for Vendor:	701.61						

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122020	3149	BEE SEEN GEAR	91.96						
1	66675	11/12/24 peer support shirts	91.96			1000 421000	375		101000
122150	3149	BEE SEEN GEAR	96.00						
1	66772	11/27/24 FD Anderson/Glueckert	96.00			2060 415200	422		101000
		Total for Vendor:	187.96						
122059	3489	BOLTON & MENK, INC	3,898.00						
1	0350352	11/19/24 Project 2279	3,496.00			4802 480000	313		101000
2	0350351	11/19/24 Traffic Signal Timing	402.00			1000 430000	487		101000
		Total for Vendor:	3,898.00						
122116	4885	BRENDA HIEB	85.00						
1	11/26/24	clothing reimb	85.00			1000 421000	422		101000
		Total for Vendor:	85.00						
122157	351	BUSINESS ESSENTIALS	227.75						
1	1322653-1	11/15/24 FD Badge holders/retractabl	227.75			2060 415200	410		101000
		Total for Vendor:	227.75						
122109	39	BUTLER MACHINERY	506.89						
1	CS0062768	11/14/24 380 BULB RETURN	-10.45			1000 430000	427		101000
2	PS0650499	11/23/24 4008 SHIM/PAD/HARDWARE	517.34			6010 450200	427		101000
122125	39	BUTLER MACHINERY	2,898.19						
1	PS0650500	11/23/24 RENTAL GRADER REPAIRS	2,898.19			1000 430000	427		101000
		Total for Vendor:	3,405.08						
122056	46	CASS RURAL WATER USERS	31.54						
1	6482 Nov	11/25/24 6482 - WF Airport Water	31.54			7050 500000	420		101000
		Total for Vendor:	31.54						
121956	1777	CENTURY LINK	76.19						
1	Nov 24	11/07/24 WF Airport	76.19			7050 500000	356		101000
		Total for Vendor:	76.19						

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121866	114989S	2880 CITY OF FARGO	585,226.95						
1	11/05/24	1 GSR - WATER CHARGE	94,418.20			6020 450000	345		101000
2	11/05/24	2220 57TH ST N - SEWER CHARGE	243,252.00			6025 450000	347		101000
3	11/05/24	5635 14TH AVE N - WATER CHARGE	21.05			6020 450000	345		101000
4	11/05/24	1 MAIN AVE - WATER CHARGE	156,340.45			6020 450000	345		101000
5	11/05/24	1 32ND AVE S - WATER CHARGE	91,195.25			6020 450000	345		101000
		Total for Vendor:	585,226.95						
121983		111 CITY OF FARGO	560.00						
1	471107	11/06/24 WATER TESTING	560.00			6020 450000	335		101000
122069		111 CITY OF FARGO	28,457.58						
1	471410	11/13/24 LANDFILL FEES	28,457.58			6010 450200	355		101000
122094		111 CITY OF FARGO	42.00						
1	471411	11/13/24 WATER TESTING	42.00			6025 450000	335		101000
122129		111 CITY OF FARGO	27,529.75						
1	471574	11/20/24 LANDFILL FEES	27,529.75			6010 450200	355		101000
		Total for Vendor:	56,589.33						
121986	114991S	3167 CITY OF WEST FARGO	10.00						
		Rescom overpaid Inv 19563 by \$10.00. Need to move extra amount to apply against Inv 19902.							
		See RV 8988							
1	11/19/24	AR xfer pmt	10.00			1000 214100			101000
122139		3167 CITY OF WEST FARGO	148.00						
1	19919	11/20/24 CPR/AED TRAINING	148.00			7000 411600	340		101000
122144		3167 CITY OF WEST FARGO	75.56						
1	02066	Nov 11/22/24 Airport Dumpster	75.56			7050 500000	420		101000
		Total for Vendor:	233.56						

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121957		1338 CLARK'S EXCAVATING & SEPTIC	275.00						
1	3368	11/15/24 Pump Holding Tank - Airport	275.00			7050 500000	420		101000
		Total for Vendor:	275.00						
122039		1904 CODE 4 SERVICES, INC	98.80						
1	10149	11/22/24 #1188 repair light bar	98.80			1000 421000	427		101000
		Total for Vendor:	98.80						
122011		2482 CODY BEILKE	28.38						
1		11/24/24 clothing reimb	28.38			1000 421000	422		101000
		Total for Vendor:	28.38						
121976		4108 CONSOLIDATED ELECTRICAL	215.28						
1	3481073154	11/19/24 FLUOR LAMPS	215.28			1000 455000	420		101000
121985		4108 CONSOLIDATED ELECTRICAL	217.74						
1	3481082872	11/14/24 3PORT INS LUG/BACKET	217.74			1000 430002	392		101000
		Total for Vendor:	433.02						
122022		3245 CORE & MAIN	1,081.47						
1	V982374	11/13/24 CPLG EPXY	3,585.20			6020 450000	438		101000
2	0011839	11/19/24 PORTABLE METER	1,636.00			6025 450000	431		101000
9900	V844351	10/17/24 WATER METERS - CREDIT	-4,139.73			4972 480000	670		101000
CI	39								
122087		3245 CORE & MAIN	1,810.65						
1	W044174	11/20/24 CPLG EXPY	975.42			6020 450000	438		101000
2	V630797	11/20/24 MTR ADPT	301.01			4972 480000	670		101000
3	W045193	11/20/24 REMOTE WIRE	240.00			4972 480000	670		101000
4	U680661	11/20/24 2"-11/2" KIT	294.22			4972 480000	670		101000
		Total for Vendor:	2,892.12						
122122		4199 DAKOTA FENCE COMPANY	5,695.00						
		line 1: 1/2 payment							
1	159990	11/14/24 fence privacy screen	5,695.00			2975 421000	641	18	101000
		1/2 payment							
		Total for Vendor:	5,695.00						

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122154		87 DAKOTA TIRE	357.45						
1	946677	11/04/24 FD #9009 Sensor repair	273.99			2060 415200	427		101000
2	946677	11/04/24 FD #9025 Tire Repair	29.00			2060 415200	427		101000
3	950422	11/25/24 FD SQ-75 oil change	54.46			2060 415200	427		101000
		Total for Vendor:	357.45						
122040		1243 DEREK CRUFF	397.46						
1	11/10/24	IA training meal/fuel reimb	397.46			1000 421000	340		101000
		Total for Vendor:	397.46						
122146		2100 EAGLE RUN CROSSING	1,128.93						
1	8054	11/20/24 3866 DIESEL	273.18			6025 450000	424		101000
2	5043	11/22/24 5400 DIESEL	31.54			1000 430001	424		101000
3	4030	11/20/24 RENTAL DIESEL	275.69			1000 430000	424		101000
4	4209	11/20/24 RENTAL DIESEL	248.48			1000 430000	424		101000
5	4130	11/20/24 5400 DIESEL	27.63			1000 430001	424		101000
6	4405	11/21/24 5400 DIESEL	31.92			1000 430001	424		101000
7	4202	11/20/24 5400 DIESEL	22.70			1000 430001	424		101000
8	4229	11/20/24 3206 DIESEL	195.03			6020 450000	424		101000
9	5681	11/25/24 5400 DIESEL	22.76			1000 430001	424		101000
		Total for Vendor:	1,128.93						
121962		1502 EIDE BAILLY LLP	346.50						
3	EI01768801	10/31/24 Sanitation Background Chec	230.00			6010 450200	399		101000
4	EI01768801	10/31/24 Forestry Background Check	100.00			2210 428000	399		101000
7	EI01768801	10/31/24 Technology Fee	16.50			1000 414104	399		101000
		Total for Vendor:	346.50						
122148		5441 EKOS INC	5,856.00						
		ANNUAL BILLING: 11/1/24-10/31/25							
1	219267	11/06/24 ANNUAL SERVICE MODUAL/CELL CON	5,856.00			1000 455000	307		101000
		Total for Vendor:	5,856.00						

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122047	-98879E	4664 EMPOWER (MASS MUTUAL)	4,793.58						
	Empower								
1	11/15/24	Nov Contributions	4,793.58			1000 212528			101000
		Total for Vendor:	4,793.58						
121965		5354 ENERGY TECH SYSTEMS	4,700.00						
	New Commission Chambers								
1	10321 11/19/24	Added door access controls	4,700.00			2970 480000	653		101000
122136		5354 ENERGY TECH SYSTEMS	2,100.00						
1	10320 11/19/24	INSTALL OF CARD ACCESS CONTROL	2,100.00			7000 411600	497		101000
		Total for Vendor:	6,800.00						
122123		2089 ENVISIONWARE, INC	3,037.86						
1	INV-US-738 11/22/24	ANNUAL MAINTENANCE/SUBSCRI	3,037.86			7000 411600	650		101000
	12/1/2024 - 11/30/2025								
		Total for Vendor:	3,037.86						
122152		4638 EQUIPMENT MANAGEMENT COMPANY	399.00						
1	64748 11/21/24	FD E-75 Jaws of Life Repair	399.00			2060 415200	427		101000
		Total for Vendor:	399.00						
122005	114993S	3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	11/25/24	Deferred Comp Nov 2024	2,000.00			1000 212524			101000
		Total for Vendor:	2,000.00						
122120		2862 ESSENTIA HEALTH	3,106.00						
1	11/25/24	pre employment	1,857.00			1000 421000	387		101000
	890002547.11.2024								
2	11/25/24	annual physical	646.00			1000 421000	996		101000
	890002547.11.2024								
3	11/25/24	cardiac screening	603.00			1000 421000	387		101000
	890002547.11.2024.01								

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122153		2862 ESSENTIA HEALTH	2,000.87						
1	2546.11	12/25/24 FD October Annual Physicals	1,246.00			2060 415200	996		101000
2	2546.11.1	11/25/24 FD Tretbar Annual Physical	754.87			2060 415200	996		101000
		Total for Vendor:	5,106.87						
122030		660 FARGO FREIGHTLINER	9.69						
1	X101165266	11/15/24 4201 WINDSHIELD WASHER CAP	9.69			6010 450200	427		101000
122112		660 FARGO FREIGHTLINER	481.48						
1	X101166066	11/26/24 407 TUBE	481.48			6010 450200	427		101000
		Total for Vendor:	491.17						
122103		1648 FARSTAD OIL, INC	358.57						
1	372280-24	11/15/24 RIDGELINE DEF	358.57			6010 450200	424		101000
		Total for Vendor:	358.57						
122165		151 FEDERAL EXPRESS	7.32						
1	869525536	11/27/24 ND lab - package	7.32			1000 421000	661		101000
		Total for Vendor:	7.32						
122170		5164 FIRE & POLICE SELECTION, INC	2,011.00						
1	22002	11/21/24 FD Firefighter/EMT Job Testing	2,011.00			2060 415200	399		101000
		Total for Vendor:	2,011.00						
122111		3347 FIRST INTERNATIONAL INSURANCE	199.00						
1	502153	11/05/24 TRAIL KING - INS	199.00			6020 450000	870		101000
		Total for Vendor:	199.00						
122166		2499 FM CONVENTION & VISITORS BUREAU	25,877.38						
	Oct Lodging								
1	Oct 2024	10/31/24 Lodging Tax 2%	25,877.38			2141 411500	533		101000
122167		2499 FM CONVENTION & VISITORS BUREAU	12,938.70						
	Oct Lodging								
2	Oct 2024	1 10/31/24 Lodging Tax 1%	12,938.70			2141 411500	653		101000
		Total for Vendor:	38,816.08						

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122041		155 GALLS, LLC	890.81						
1	029612421	11/11/24 cab sliders for medals	262.00			1000 421000	422		101000
2	029705348	11/20/24 credit memo above	-262.00			1000 421000	422		101000
3	029619426	11/12/24 shirt for richardson	27.65			1000 421000	422		101000
4	029632044	11/13/24 shirt for richardson	27.65			1000 421000	422		101000
5	029674347	11/18/24 baton holder for halverson	36.92			1000 421000	422		101000
6	029567000	11/06/24 cuffs for swiggum	120.96			1000 421000	422		101000
7	029617928	11/12/24 pants for williams	81.86			1000 421000	422		101000
8	029656498	11/15/24 medical kit - new officers	283.50			1000 421000	422		101000
9	029655573	11/15/24 new officers - baton holder	147.68			1000 421000	422		101000
10	029644468	11/14/24 new officers - tourniquets	156.60			1000 421000	422		101000
11	029704276	11/20/24 return ship label	7.99			1000 421000	422		101000
122118		155 GALLS, LLC	1,001.21						
1	029716504	11/21/24 badge for wuollet	176.10			1000 421000	422		101000
2	029709291	11/21/24 pullover for adel	186.93			1000 421000	422		101000
3	029728144	11/22/24 hat badges new officer	482.80			1000 421000	422		101000
4	029716446	11/21/24 chaplain badge	155.38			1000 421000	375		101000
		Total for Vendor:	1,892.02						
122106		156 GENERAL EQUIP & SUPPLIES	562.33						
1	0168839-1	11/13/24 3206 QUICK COUPLER	562.33			1000 430000	870		101000
		Total for Vendor:	562.33						
122075		2558 GOODYEAR COMMERCIAL TIRE	2,650.02						
1	1301092217	11/18/24 4200 TIRES	1,263.00			6010 450200	427		101000
2	1301092219	11/18/24 415 TIRES	1,387.02			6010 450200	427		101000
122133		2558 GOODYEAR COMMERCIAL TIRE	1,933.86						
1	1301092256	11/22/24 4101 TIRES	1,322.77			6010 450200	427		101000
2	1301092260	11/22/24 4101 TIRES	611.09			6010 450200	427		101000
		Total for Vendor:	4,583.88						

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121961		3112 GOVERNMENT FINANCE OFFICERS	300.00						
		12/01/2024-11/30/2025							
1	0290622	11/19/24 2025 Membership Dues - Rose	150.00			1000 414100	667		101000
2	0290623	11/19/24 2025 Membership Dues - Alicia	150.00			1000 414100	667		101000
		Total for Vendor:	300.00						
122068		556 GRAINGER, INC.	266.84						
1	9326406957	11/25/24 VBELT	22.96			6025 450000	825		101000
2	9326406965	11/25/24 LOW VOLT TSTAT	243.88			6020 450000	420		101000
		Total for Vendor:	266.84						
122052		550 GREG WARREN	23,900.00						
1	11/22/24	NF Life Ins Partial Surrender	23,900.00			1000 212531			101000
		Total for Vendor:	23,900.00						
122021		769 HARBOR FREIGHT TOOLS	108.95						
1	545992	11/15/24 TOOLS	108.95			1000 455000	433		101000
		Total for Vendor:	108.95						
122101		135 HAWKINS WTR TREATMENT	4,406.46						
1	6917605	11/15/24 AQUAHAWK	4,406.46			6025 450000	423		101000
		Total for Vendor:	4,406.46						
122067		2916 HUBER ELECTRIC MOTOR & PUMP	399.00						
1	55901	11/21/24 RPM MARATHON MOTOR	399.00			6025 450000	825		101000
		Total for Vendor:	399.00						
122062		358 HUBERT OYE-SONS CONST.	4,055.64						
1	1212260	11/19/24 HOT MIX ASPHALT	2,007.44			6020 450000	438		101000
2	1212260	11/19/24 4 SEASON ULTRA ASPHALT MIX	2,048.20			1000 430000	722		101000
		Total for Vendor:	4,055.64						
122114		687 INFORMATION TECHNOLOGY DEPT	655.00						
		September invoice							
1	09/30/24	Sep WAN/Fiber/VPN	655.00			1000 414104	497		101000
		Total for Vendor:	655.00						

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122158		4592 INGRAM LIBRARY SERVICES	403.79						
1	84802762	11/15/24 BOOKS	27.48			7000 411600	662		101000
2	84802763	11/15/24 BOOKS	17.52			7000 411600	662		101000
3	84833864	11/18/24 BOOKS	21.70			7000 411600	662		101000
4	84833865	11/18/24 BOOKS	17.88			7000 411600	662		101000
5	84833866	11/18/24 BOOKS	15.51			7000 411600	662		101000
6	84857543	11/19/24 BOOKS	26.92			7000 411600	662		101000
7	84857544	11/19/24 BOOKS	22.02			7000 411600	662		101000
8	84857545	11/19/24 BOOKS	16.23			7000 411600	662		101000
9	84868678	11/19/24 BOOKS	20.06			7000 411600	662		101000
10	84868679	11/19/24 BOOKS	107.13			7000 411600	662		101000
11	84882188	11/20/24 BOOKS	23.04			7000 411600	662		101000
12	84903316	11/21/24 BOOKS	37.92			7000 411600	662		101000
13	84923168	11/22/24 BOOKS	25.54			7000 411600	662		101000
14	84923167	11/22/24 BOOKS	24.84			7000 411600	662		101000
Total for Vendor:			403.79						
122081		233 J & L SPORTS	428.00						
1	33489	11/26/24 SA - JACKETS	351.00			6010 450200	422		101000
2	33489	11/26/24 WA - EMBROIDERY	38.50			6020 450000	422		101000
3	33489	11/26/24 SW - EMBROIDERY	38.50			6025 450000	422		101000
Total for Vendor:			428.00						
121960		999999 JERSEY OIE	38.52						
Acct: 06002332C-09									
Moved, account closed, need to refund credit balance									
1	11/19/24	UB Refund	38.52			6020 214100			101000
Total for Vendor:			38.52						
121959		5433 JIM LARSON	2,537.50						
1	2400011	11/18/24 Finance Support 10/21-11/18	2,537.50			1000 414100	418		101000
Total for Vendor:			2,537.50						

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122169		3515 JOE JOHNSON	233.99						
1	171390	11/26/24 FD REimburse for Boots	233.99			2060 415200	422		101000
		Total for Vendor:	233.99						
122044		2798 JOHNSON CONTROLS	13,951.76						
1	4670674230	11/21/24 SA40 - DRIVE ALARM REPAIR	1,616.88			6025 450000	825		101000
2	4671244595	11/21/24 PD - SERVER ROOM A/C INSTA	11,900.00			1000 455000	420		101000
3	4633635706	11/15/24 CH - FURNACE REPAIR	434.88			1000 455000	420		101000
		Total for Vendor:	13,951.76						
121989		344 KARL'S AT THE NODAK CENTER	85.48						
1	343356781	11/19/24 S HENRICKS - PANTS	85.48			1000 430000	422		101000
122086		344 KARL'S AT THE NODAK CENTER	31.49						
1	343361233	11/25/24 Z PAINTNER PANTS	31.49			1000 450000	422		101000
		Total for Vendor:	116.97						
122025		999999 KIRBY K9 LLC	265.00						
1	0008440	10/02/24 kirby k9-k9 supplies	265.00			1000 421000	915		101000
	PO-200184								
		Total for Vendor:	265.00						
122072	-98874E	4482 KOTAPAY	3,570.40						
	11/29/24 payroll								
1	11/29/24	Child Support	3,570.40			1000 212549			101000
		Total for Vendor:	3,570.40						
122046		1020 LEADSONLINE LLC	877.00						
1	415487	11/25/24 nighthawk license	877.00			1000 421000	497		101000
	contract date 12/1/24-2/28/25								
		Total for Vendor:	877.00						
121995	114992S	4767 LENOVO (UNITED STATES) INC.	5,504.28						
1	6468664506	07/21/24 4 Commissioner Laptops	6,286.20			1000 415000	497		101000
2	6469038138	08/30/24 Return 3 Monitors - FD	-390.96			2060 415200	497		101000
3	6469038138	08/30/24 Return 1 Monitor - PD	-130.32			1000 421000	497		101000

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4	6469038138	08/30/24 Return 2 Monitors - HR	-260.64			1000	414103	497	101000
		Total for Vendor:	5,504.28						
122055		5470 LINDA SCHROEDER	7,067.00						
1	11/22/24	Child Care Grant	7,067.00			2960	411900	416	101000
		Total for Vendor:	7,067.00						
122058		999999 LISA & JENNA BEILKE	111.68						
		Acct: 03800166-01							
		695 20 1/2 Ave E							
		Overpaid closed account, need to refund							
1	11/25/24	UB Overpayment	111.68			6020	214100		101000
		Total for Vendor:	111.68						
122155		3491 LOFFLER COMPANIES INC	104.73						
1	2622855	11/20/24 copier return fee	104.73			1000	421000	661	101000
		Total for Vendor:	104.73						
121968		270 LOWE'S	241.71						
1	11/14/24	STRAW BLANKET/BIOSTAKES	125.42			4387	480000	500	101000
2	11/14/24	STRAW BLANKET/BIOSTAKES	116.29			4387	480000	500	101000
		Total for Vendor:	241.71						
122159		4872 LOWE'S (FD)	150.07						
1	86815	11/19/24 FD Driveway Markers both stati	150.07			2060	415200	494	101000
		Total for Vendor:	150.07						
122007		711 LUTHER FAMILY FORD	468.37						
1	396754	11/21/24 6018 LAMP	347.91			2210	428000	427	101000
2	396794	11/20/24 1195 SHAFT/HOSE	224.59			1000	421000	427	101000
3	396841	11/21/24 SHAFT	130.38			1000	421000	427	101000
4	CM396794	11/21/24 SHAFT - RET	-130.38			1000	421000	427	101000
5	396299	11/14/24 1210 MOTOR A	145.87			1000	421000	427	101000
6	CM395841	11/19/24 1191 CORE RETURN	-250.00			1000	421000	427	101000

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122009		711 LUTHER FAMILY FORD	1,122.34						
1	FOCS640962	11/19/24 #1193 ford exp vin/08926	1,122.34			1000 421000	427		101000
		Total for Vendor:	1,590.71						
121982		3304 MAC'S - FARGO	103.92						
1	I26371	11/19/24 SHOP TOWELS	103.92			1000 430000	433		101000
		Total for Vendor:	103.92						
122012		2733 MACKENZIE CARR	524.95						
1	11/24/24	clothing reimb	524.95			1000 421000	422		101000
		Total for Vendor:	524.95						
122003	114994S	3542 MAINSTAY FUNDS	750.00						
1	11/25/24	Mainstay Nov 2024	750.00			1000 212529			101000
		Total for Vendor:	750.00						
121984		3384 MATHESON TRI-GAS INC	142.30						
1	30599717	11/15/24 CO2	142.30			6020 450000	438		101000
		Total for Vendor:	142.30						
122001	114995S	3630 MATRIX TRUST COMPANY	4,712.00						
1	11/25/24	Deferred Comp Pre-Tax Nov 24	3,340.00			1000 212547			101000
2	11/25/24	Deferred Comp Post-Tax Nov 24	1,372.00			1000 212548			101000
		Total for Vendor:	4,712.00						
122028		5206 MENARDS (POLICE)	141.86						
1	44417	11/20/24 acct 30360698 ice scrapers	109.90			1000 421000	641		101000
	PO-200188								
2	44294	11/19/24 acct 30360698 ice scrapers	31.96			1000 421000	641		101000
	PO-200188								
		Total for Vendor:	141.86						
121973		4622 MENARDS (PUBLIC WORKS)	581.89						
1	44027	11/15/24 TOOLBOX	143.88			6025 450000	433		101000
2	44215	11/18/24 HARDWARE	101.35			4387 480000	500		101000
3	43927	11/14/24 HARDWARE	6.99			6025 450000	825		101000

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4	43863	11/13/24 HARDWARE/PVC	54.45			6025 450000	432		101000
5	43875	11/13/24 STRONG CPLG	45.52			4387 480000	500		101000
6	44012	11/15/24 WD40/BRAKE CLEAN	20.20			6025 450000	433		101000
7	44220	11/18/24 TOOL HOLDER/PAIL	53.26			1000 430000	433		101000
8	44236	11/18/24 DRILL BITS/WRENCH SET/SHOP SUP	63.30			1000 430000	432		101000
9	44006	11/15/24 NUTS/WIRE	92.94			1000 430002	392		101000
122019	4622	MENARDS (PUBLIC WORKS)	72.46						
1	44315	11/19/24 FRESH CAB REPELLANT/BOLT	72.46			1000 455000	433		101000
122074	4622	MENARDS (PUBLIC WORKS)	338.27						
1	44735	11/25/24 BROOM	29.98			1000 430001	432		101000
2	44511	11/21/24 MAILBOX REPAIR	117.47			1000 430000	444		101000
3	44338	11/19/24 FLEX SEAL	16.87			1000 430000	377		101000
4	44556	11/22/24 HARDWARE	173.95			2210 428000	432		101000
122079	4622	MENARDS (PUBLIC WORKS)	31.96						
1	44294	11/19/24 BRUSH	31.96			1000 430002	432		101000
122090	4622	MENARDS (PUBLIC WORKS)	297.46						
1	44739	11/25/24 JUMP STARTER/HARDWARE	239.84			6025 450000	432		101000
2	44548	11/22/24 GAP FILLERS/HARDWARE	57.62			4387 480000	500		101000
122135	4622	MENARDS (PUBLIC WORKS)	91.09						
1	44301	11/19/24 COMPOSITE SHIM	2.28			1000 455000	420		101000
2	44293	11/19/24 XTRA PLUS OXI	11.98			6020 450000	500		101000
3	44007	11/15/24 PIPE CUTTER TOOL	52.41			1000 455000	420		101000
4	44502	11/21/24 CHAINSAW BIT	5.43			1000 455000	420		101000
5	44502	11/21/24 AIR FILTER	18.99			6010 450200	420		101000
Total for Vendor:			1,413.13						
122070	1859	MFOA	160.00						
1	11/25/24	Membership Dues - Willy	40.00			1000 414100	667		101000
2	11/25/24	Membership Dues - Sheila	40.00			1000 414100	667		101000
3	11/25/24	Membership Dues - Alicia	40.00			1000 414100	667		101000
4	11/25/24	Membership Dues - Rose	40.00			1000 414100	667		101000
Total for Vendor:			160.00						

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122161		2766 MIDCONTINENT COMMUNICATIONS	305.13						
1	14405 11/23/24	191305202 - 3050 Sheyenne	305.13			2310 452120	497		101000
122162		2766 MIDCONTINENT COMMUNICATIONS	1,250.39						
1	14383 11/11/24	193293401 - 3100&3150 Sheyenne	1,250.39			2310 452120	497		101000
		Total for Vendor:	1,555.52						
122031		102 MIDSTATES WIRELESS	15.00						
1	11/15/24	clip for radio - williams	15.00			1000 421000	641		101000
	205017590-1								
		Total for Vendor:	15.00						
122145		1854 MIDWEST TAPE	70.98						
1	506359278 11/20/24	DVD	12.72			7000 411600	664		101000
2	506359279 11/20/24	DVD	58.26			7000 411600	664		101000
		Total for Vendor:	70.98						
122048	-98878E	4663 MUTUAL OF OMAHA	2,859.02						
1	11/15/24	Nov Contributions	2,859.02			1000 212515			101000
		Total for Vendor:	2,859.02						
122071		298 MVTL LABORATORIES	1,259.00						
1	1281540 11/18/24	WATER TESTING	1,259.00			6025 450000	335		101000
122096		298 MVTL LABORATORIES	1,555.00						
1	1282206 11/21/24	WATER TESTING	1,259.00			6025 450000	335		101000
2	1282212 11/21/24	WATER TESTING	296.00			6025 450000	335		101000
		Total for Vendor:	2,814.00						
122049	-98877E	3546 NATIONWIDE INVESTMENT ADVISORS	10,019.00						
1	11/15/24	Nov Post-Tax Contributions	3,130.00			1000 212551			101000
2	11/15/24	Nov Pre-Tax Contributions	6,889.00			1000 212550			101000
		Total for Vendor:	10,019.00						

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122089		3428 ND DEPARTMENT OF ENVIRONMENTAL FEE FOR 8/1/24-7/31/25	600.00						
1	51645	11/25/24 PTRCF FEE #4941	300.00			1000 455000	420		101000
2	51644	11/25/24 PTRCF FEE #4942	300.00			1000 455000	420		101000
		Total for Vendor:	600.00						
122000	114996S	3541 ND FRATERNAL ORDER OF POLICE	2,079.00						
1		11/25/24 FOP Legal for Nov 2024	2,079.00			1000 212527			101000
		Total for Vendor:	2,079.00						
122115		333 ND MOTOR VEHICLE DEPT.	81.00						
1		11/26/24 28 tab/reg renewal of uc	81.00			1000 421000	667		101000
		Total for Vendor:	81.00						
121955	-98882E	363 ND PERS	7,374.80						
		11/15/24 Payroll							
1		11/15/24 457b Def Comp - Contributions	7,374.80			1000 212532			101000
		Total for Vendor:	7,374.80						
121967		3860 NDSCS FOUNDATION	120,000.00						
1		2024 11/06/24 Career Innovation Center	120,000.00			2960 411900	416		101000
		Total for Vendor:	120,000.00						
122151		5471 NDSU Extension LCE	1,100.00						
1		324852 11/18/24 WEST FARGO LEAD LOCAL	1,100.00			7000 411600	649		101000
		Total for Vendor:	1,100.00						
121963		271 NETCENTER TECHNOLOGIES	205.00						
1		197584 11/18/24 Fix Audio-Commission Chambers	205.00			1000 414104	497		101000
122035		271 NETCENTER TECHNOLOGIES	4,268.00						
1		197577 11/15/24 recording lic annual contract dates 12/4/24 to 12/4/25	4,268.00			1000 421000	497		101000

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122045		271 NETCENTER TECHNOLOGIES	2,767.63						
1	197631	11/21/24 extron repair - training room verbal approval given by AC Anderson	2,767.63			1000 421000	497		101000
122057		271 NETCENTER TECHNOLOGIES	317.50						
1	197597	11/18/24 Fix Audio-Commission Chambers	317.50			1000 414104	497		101000
		Total for Vendor:	7,558.13						
122002	114997S	3543 NEW YORK LIFE INSURANCE &	6,870.00						
1	11/25/24	Deferred Comp EE Nov 2024	6,870.00			1000 212531			101000
		Total for Vendor:	6,870.00						
122017		2035 NORTH CENTRAL RENTAL & LEASING,	952.18						
1	RR00131004	11/15/24 RENTAL GRADER DAMAGE REPAI	952.18			1000 430000	427		101000
		Total for Vendor:	952.18						
121974		646 NORTH DAKOTA WATER COALITION	1,000.00						
1	11/05/24	2025 Membership	1,000.00			6020 450000	667		101000
		Total for Vendor:	1,000.00						
121979		1210 NORTH DAKOTA WATER USERS	600.00						
1	6082	11/05/24 2025 NDWUA Membership	600.00			6020 450000	667		101000
		Total for Vendor:	600.00						
122084		1403 NORTHERN TOOL	74.99						
1	54306581	11/22/24 CRAIG - SWEATSHIRT	74.99			6020 450000	422		101000
		Total for Vendor:	74.99						
122027		4892 NORTHWEST TIRE INC.	1,855.78						
1	26052303	11/18/24 6014 TIRE REPAIR	19.41			2210 428000	427		101000
2	26052498	11/22/24 3035 TIRE REPAIR	58.61			1000 430000	427		101000
3	26052383	11/20/24 4011 TIRE INSTALL	888.88			6010 450200	427		101000
4	26052271	11/15/24 3039 TIRE INSTALL	888.88			1000 430000	427		101000
		Total for Vendor:	1,855.78						

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122143		5166 NURTURING DREAMS CHILD CARE LLC	1,479.47						
1	11/26/24	Child Care Grant	1,479.47			2960 411900	416		101000
		Total for Vendor:	1,479.47						
122023		4744 O'REILLY AUTOMOTIVE STORES, INC	157.43						
1	1932395216 11/18/24	FUSE HOLDER	20.37			1000 455000	433		101000
2	1932394112 11/14/24	7002 BATTERY	203.32			6025 450000	427		101000
3	1932395771 11/19/24	151 WIPER ARM	31.98			1000 421000	427		101000
4	1932395610 11/19/24	WHEEL NUT/SENSOR RET	-105.06			1000 421000	427		101000
5	1932396953 11/22/24	8011 ELEC TAPE	6.82			1000 415000	427		101000
		Total for Vendor:	157.43						
122063		5193 OCHO INDY, LLC	220,151.44						
		Dist 1345 Invoices 07/2022-11/2024							
		Sandhills 6th Addition							
1		Dist 1345 - Sandhills 6th Add	220,151.44			4009 480000	313		101000
		Total for Vendor:	220,151.44						
122110		352 OK TIRE STORE - COM CTR	347.50						
1	05364868 11/25/24	3100 TIRE	347.50			1000 430000	427		101000
		Total for Vendor:	347.50						
122054		5160 OPHELIA WALLACE	2,039.40						
		Blessing Care							
1	11/22/24	Child Care Grant	2,039.40			2960 411900	416		101000
		Total for Vendor:	2,039.40						
122091		5119 OSTROMS ACE HARDWARE (PW)	101.12						
1	227882 11/21/24	DRIVER BIT SET	56.98			2210 428000	432		101000
2	227902 11/25/24	HARDWARE	14.20			2210 428000	432		101000
3	227900 11/25/24	ANTIFREEZE	29.94			6025 450000	433		101000

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122137		5119 OSTROMS ACE HARDWARE (PW)	4.20						
1	227851	11/18/24 HARDWARE	4.20			1000 455000	420		101000
		Total for Vendor:	105.32						
122134		2126 OVERDRIVE, INC	1,375.14						
1	11/20/24	EBOOK	174.99			7000 411600	650		101000
02139	CO24361732								
2	11/20/24	AUDIOBOOK	1,200.15			7000 411600	650		101000
02139	CO24361732								
		Total for Vendor:	1,375.14						
122142		4972 PAULA VILLANUEVA	674.13						
1	11/26/24	Child Care Grant	674.13			2960 411900	416		101000
		Total for Vendor:	674.13						
121996		4830 PDQ/SMARTDEPLOY	277.50						
	11/21/24-02/09/25								
1	PDQ-33634	11/21/24 SmartDeploy Pro	277.50			1000 414104	497		101000
		Total for Vendor:	277.50						
122004	114998S	3548 PERSHING	300.00						
1	11/25/24	Alerus - Nov 2024	300.00			1000 212525			101000
		Total for Vendor:	300.00						
122105		563 PETRO SERVE USA	3,599.98						
1	311 11/25/24	BULK MOTOR OIL	1,154.43			6020 450000	424		101000
2	101967 11/25/24	CENEX MANTRON 10W30	152.70			6020 450000	424		101000
3	314 11/26/24	BULK MOTOR OIL	923.76			6010 450200	424		101000
4	313 11/26/24	BULK MOTOR OIL	782.00			6020 450000	424		101000
5	315 11/26/24	BULK MOTOR OIL	587.09			6020 450000	424		101000
		Total for Vendor:	3,599.98						
122138		4034 PETRO SERVE USA #63	877.93						
1	9287 11/20/24	RENTAL GRADER DIESEL	177.97			1000 430000	424		101000
2	7406 11/15/24	3406 DIESEL	89.23			1000 430000	424		101000
3	9748 11/21/24	RENTAL GRADER DIESEL	37.01			1000 430000	424		101000

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4	8723 11/19/24	4102 DIESEL	124.12			6010 450200	424		101000
5	3803 11/20/24	2100 DIESEL	162.85			6020 450000	424		101000
6	6960 11/14/24	DIESEL	47.35			1000 430000	424		101000
7	1463 11/26/24	7048 DIESEL	181.97			6025 450000	424		101000
8	6494 11/12/24	SA DIESEL	57.43			6010 450200	424		101000
Total for Vendor:			877.93						
122038	384	PITNEY BOWES GLOBAL FINANCIAL	398.82						
1	3319935062 11/11/24	4th quarter machines	398.82			1000 421000	428		101000
Total for Vendor:			398.82						
122124	1483	PITNEY BOWES RESERVE ACCOUNT	2,000.00						
1	11/27/24	POSTAGE REFILL	2,000.00			7000 411600	661		101000
RESERVE ACCT#43560960									
Total for Vendor:			2,000.00						
122015	3391	PPI CONSULTING LLC	475.00						
1	24225 11/15/24	diop assessment	475.00			1000 421000	399		101000
Total for Vendor:			475.00						
122095	916	PRAIRIE SUPPLY INC	660.00						
1	0643528 11/20/24	CHEMLINK	660.00			6025 450000	437		101000
122127	916	PRAIRIE SUPPLY INC	1,315.00						
1	0643529 11/20/24	CHEMLINK	1,315.00			6025 450000	437		101000
Total for Vendor:			1,975.00						
122061	1755	PRO SWEEP INC	1,275.00						
1	24552 11/21/24	SHEYENNE TUNNEL SWEEP - NOV	1,275.00			1000 430000	485		101000
Total for Vendor:			1,275.00						
122043	1128	R & R PETROLEUM EQUIPMENT	26,126.00						
1	102913 11/19/24	PROJ 9046	26,126.00			4094 480000	670		101000

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
122088		1128 R & R PETROLEUM EQUIPMENT	437.50						
1	102732	10/10/24 FUEL TANK COMPLIANCE TESTING	437.50			1000 455000	420		101000
		Total for Vendor:	26,563.50						
122085		1472 RAILROAD MANAGEMENT CO III, LLC	379.14						
		FEES FOR 11/8/24-11/7/25							
1	508912	11/08/24 LICENSE FEES #502436	379.14			6020 450000	490		101000
		Total for Vendor:	379.14						
122016		3893 RDO TRUCK CENTERS	444.62						
1	821289F	10/17/24 2100 FILTER CARTRIDGE	444.62			6020 450000	427		101000
		Total for Vendor:	444.62						
122100		424 RED RIVER REFRIGERATION	1,212.97						
1	49284	11/11/24 FREEZE MACHINE REPAIR	1,212.97			6020 450000	438		101000
		Total for Vendor:	1,212.97						
121999	114999S	1464 RED RIVER VALLEY FOP LODGE #1	847.00						
1		11/25/24 FOP Dues Nov 2024	847.00			1000 212526			101000
		Total for Vendor:	847.00						
121987		1016 RED WING BUSINESS ADVANTAGE	240.00						
1	171021	11/19/24 S HENRICKS - BOOTS	240.00			1000 430000	422		101000
		Total for Vendor:	240.00						
122117		2291 RYAN WUOLLET	476.80						
1		11/26/24 clothing reimb	476.80			1000 421000	422		101000
		Total for Vendor:	476.80						
122149		1881 SAM'S CLUB/SYNCHRONY BANK (FD)	372.56						
1	84214025	11/04/24 FD St 76 Scrub Bubbles	27.96			2060 415200	500		101000
2	621311568	11/18/24 FD St 76 Station Supplies	302.66			2060 415200	500		101000
3	44150377	11/18/24 FD St 75 Station Supplies	41.94			2060 415200	500		101000
		Total for Vendor:	372.56						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
122018		437 SANDY'S DONUTS & COFFEE SHOP	149.94						
1	943824	11/05/24 senior academy bakery	49.98			1000 421000	375	12	101000
2	943831	11/12/24 senior academy bakery	49.98			1000 421000	375	12	101000
3	943835	11/19/24 senior academy bakery	49.98			1000 421000	375	12	101000
		Total for Vendor:	149.94						
122104		454 SANITATION PRODUCTS	558.99						
1	91160	11/14/24 3061 BEARING/BRG/FLANGE	558.99			1000 430000	427		101000
		Total for Vendor:	558.99						
122024		450 SCHEELS	412.99						
1	41334	11/20/24 k9 crate for vito	412.99			1000 421000	915		101000
	PO-200187								
		Total for Vendor:	412.99						
122140		3485 SENSOURCE	1,445.95						
1	61440	11/14/24 DOOR COUNTER - SATELLITE LOCAT	1,445.95			7000 411600	497		101000
		Total for Vendor:	1,445.95						
121958		5467 SHOPPES ON SHEYENNE	26,732.80						
1	#2	11/18/24 Enterprise Grant	26,732.80			2960 411900	654		101000
122164		5467 SHOPPES ON SHEYENNE	2,533.72						
		Enterprise Grant payment #3							
1		11/22/24 Enterprse Grant payment #3	2,533.72			2960 411900	654		101000
		Total for Vendor:	29,266.52						
122014		2885 SHORTPRINTER	64.70						
1	154818	11/04/24 evidence stamp	64.70			1000 421000	365		101000
		Total for Vendor:	64.70						
121993		91 SIGN SOLUTIONS USA	2,142.50						
1	414748	11/06/24 Project 9058	2,142.50			4184 480000	670		101000

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122066		91 SIGN SOLUTIONS USA	2,665.24						
1	414848 11/14/24	SIGNS	2,665.24			1000 430000	377		101000
122077		91 SIGN SOLUTIONS USA	3,274.81						
1	414997 11/22/24	SIGNS	3,274.81			1000 430000	377		101000
		Total for Vendor:	8,082.55						
122131		3652 SNAP-ON TOOLS INDUSTRIAL	5,967.48						
1	63229055 11/25/24	NEW TOOLBOX TOOLS	428.86			1000 455000	870		101000
2	63192670 11/21/24	NEW TOOLBOX TOOLS	5,538.62			1000 455000	870		101000
		Total for Vendor:	5,967.48						
122163		5292 SPOTLIGHT MEDIA	1,575.00						
	2024 Membership dues for Economic Development Assoc. of ND								
1	Inv 79287 11/27/24	Great Places to Work page	1,575.00			2960 411900	416		101000
		Total for Vendor:	1,575.00						
121969	-98881E	389 STARION BOND SERVICE	529,368.75						
	Bond Payment								
1	07/24/24	Fire HD Bonds 2022 - Interest	183,663.75			3396 490000	720		101000
2	07/24/24	Fire HD Bonds 2022 - Principal	345,000.00			3396 490000	710		101000
3	07/24/24	Fire HD Bonds 2022 - Fees	705.00			3396 490000	740		101000
		Total for Vendor:	529,368.75						
122092		38 STRATA CORPORATION	790.48						
1	752549 11/18/24	3000 PSI NON AIR	790.48			4387 480000	670		101000
		Total for Vendor:	790.48						
122036		176 SUMMIT FIRE PROTECTION	1,388.00						
1	2834138 11/21/24	PD - ALARM INSPECTION	348.00			1000 455000	420		101000
2	2813496 11/12/24	CH - SPRINKLER INSPECTION	230.00			1000 455000	420		101000
3	2829553 11/19/24	PD - SPRINKLER INSPECTION	485.00			1000 455000	420		101000
4	2821640 11/15/24	PW - SPRINKLER INSPECTION	325.00			6020 450000	420		101000
		Total for Vendor:	1,388.00						

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121990		733 SWANSTON EQUIPMENT CORP.	202.11						
1	P07777	11/19/24 4505 UTILITY FRAME	202.11			6010 450200	870		101000
122032		733 SWANSTON EQUIPMENT CORP.	230.20						
1	P07684	11/15/24 5408 KNOB	8.89			1000 430001	427		101000
2	P07838	11/20/24 FLUID HYD. DISPLY	221.31			1000 430001	424		101000
122108		733 SWANSTON EQUIPMENT CORP.	750.48						
1	P08005	11/25/24 5018 COUPLER/HARDWARE	750.48			1000 430001	427		101000
		Total for Vendor:	1,182.79						
122013		2895 TACTICAL SOLUTIONS	1,254.00						
1	10381	08/14/24 certification of radars	1,254.00			1000 421000	420		101000
		Total for Vendor:	1,254.00						
122098		2491 TEAM LABORATORY CHEMICAL, LLC	14,925.00						
1	44164	11/11/24 SUPREME WINTER BUGS	14,925.00			4387 480000	670		101000
		Total for Vendor:	14,925.00						
122053		5161 TONNETTE BRACKINS	2,397.03						
		Little People's World							
1		11/22/24 Child Care Grant	2,397.03			2960 411900	416		101000
		Total for Vendor:	2,397.03						
122037		3093 TRACKER PRODUCTS LLC	7,392.56						
1	004650	11/19/24 tracker annual lic	7,392.56			1000 421000	497		101000
		Total for Vendor:	7,392.56						
121975		1285 TRAFFIC CONTROL CORPORATION	530.00						
1	155005	11/19/24 BLACK/WHITE STND 9X15	530.00			1000 430002	487		101000
		Total for Vendor:	530.00						
122060		4095 TROY OPSAHL	258.60						
		Trimble Conference - Las Vegas - 11/10/24-11/14/24							
1		11/20/24 Travel reimb - 11/10-11/14	258.60			1000 414200	340		101000
		Total for Vendor:	258.60						

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121981		999999 TWIN CITY CONCRETE	812.71						
		Refund for AR Invoice #19676 - billed to wrong customer See RV 9024							
1	11/19/24	Refund Payment - Inv 19676	812.71			1000 214100			101000
		Total for Vendor:	812.71						
121971		2136 ULINE INC	408.28						
1	185106994	11/01/24 D HERSCH JACKET	71.19			6025 450000	422		101000
2	185383723	11/07/24 M KNODEL JACKET	71.19			6020 450000	422		101000
3	185383723	11/07/24 NITRILE GLOVE REFILL	265.90			1000 455000	433		101000
122083		2136 ULINE INC	1,189.00						
1	9981675	11/21/24 ST - SOFTSHELL JACKETS	396.33			1000 430000	422		101000
2	9981675	11/21/24 SW - SOFTSHELL JACKETS	396.33			6025 450000	422		101000
3	9981675	11/21/24 RW - SOFTSHELL JACKETS	396.34			1000 430001	422		101000
		Total for Vendor:	1,597.28						
121998	115000S	1562 UNITED WAY OF CASS-CLAY	47.00						
1	202411-12	11/13/24 Nov Contributions	47.00			1000 212536			101000
		Total for Vendor:	47.00						
122050	-98876E	4665 UNUM	10,813.54						
1	11/15/24	Nov Employee Contributions	5,720.02			1000 212514			101000
2	11/15/24	Nov Employer Contributions	5,093.52			1000 212514			101000
		Total for Vendor:	10,813.54						
121966		2314 VANGUARD APPRAISALS, INC	3,040.00						
1	18810	10/23/24 Service Fees for Archives	3,040.00			1000 414101	497		101000
		Total for Vendor:	3,040.00						
122042		3668 VERIZON WIRELESS	14,440.36						
1	9978148336	10/08/24 oct 2024 added license	60.00			1000 421000	356		101000
2	9978148336	10/08/24 oct 2024 HR Maggie	127.47			1000 414103	356		101000
3	9978148336	10/08/24 oct 2024 chad mertz	147.00			1000 418000	356		101000
4	9978148336	10/08/24 oct 2024 city admin	132.53			1000 414000	356		101000
5	9978148336	10/08/24 oct 2024 finance	85.02			1000 414100	356		101000

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6	9978148336	10/08/24	oct 2024 econ developmentt	47.54			1000 414102	356		101000
7	9978148336	10/08/24	oct 2024 HR	137.56			1000 414103	356		101000
8	9978148336	10/08/24	oct 2024 IT	504.69			1000 414104	356		101000
9	9978148336	10/08/24	oct 2024 engineering	777.83			1000 414200	356		101000
10	9978148336	10/08/24	oct 2024 commission	217.55			1000 415000	356		101000
11	9978148336	10/08/24	oct 2024 simmons	40.01			1000 415000	497		101000
12	9978148336	10/08/24	oct 2024 communication	137.62			1000 416200	356		101000
13	9978148336	10/08/24	oct 2024 planning	222.64			1000 418000	356		101000
14	9978148336	10/08/24	oct 2024 pd cells	4,546.44			1000 421000	356		101000
15	9978148336	10/08/24	oct 2024 pd bait	42.54			1000 421000	356		101000
16	9978148336	10/08/24	oct 2024 pd passport	127.53			1000 421000	356		101000
17	9978148336	10/08/24	oct 2024 pd 4sight #1/#2	85.02			1000 421000	356		101000
18	9978148336	10/08/24	oct 2024 pd mdc	720.20			1000 421000	356		101000
19	9978148336	10/08/24	oct 2024 pd cradlepoint	887.64			1000 421000	356		101000
20	9978148336	10/08/24	oct 2024 pd invest	40.01			1000 421000	356		101000
21	9978148336	10/08/24	oct 2024 pd ICAC	42.54			1000 421000	356		101000
22	9978148336	10/08/24	oct 2024 pd pole cam	80.02			1000 421000	356		101000
23	9978148336	10/08/24	oct 2024 pd invest trailer	80.02			1000 421000	356		101000
24	9978148336	10/08/24	oct 2024 pw street	407.63			1000 430000	356		101000
25	9978148336	10/08/24	oct 2024 pw row	82.55			1000 430001	356		101000
26	9978148336	10/08/24	oct 2024 pw	690.31			1000 450000	356		101000
27	9978148336	10/08/24	oct 2024 pw b & g	292.69			1000 455000	356		101000
28	9978148336	10/08/24	oct 2024 fire	1,292.11			2060 415200	356		101000
29	9978148336	10/08/24	oct 2024 fire drone	40.01			2060 415200	356		101000
30	9978148336	10/08/24	oct 2024 forestry	95.05			2210 428000	356		101000
31	9978148336	10/08/24	oct 2024 pw sanitation	871.72			6010 450200	356		101000
32	9978148336	10/08/24	oct 2024 pw water	688.21			6020 450000	356		101000
33	9978148336	10/08/24	oct 2024 pw sewer	478.08			6025 450000	356		101000
34	9978148336	10/08/24	oct 2024 library	212.58			7000 411600	356		101000
Total for Vendor:				14,440.36						
122121	2708 VERIZON WIRELESS - LERT B			75.00						
1	9022378030	11/24/24	preservation of warrant	75.00			1000 421000	365		101000
Total for Vendor:				75.00						

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122051	-98875E	4662 VOYA	414.00						
1	11/15/24	Nov Contributions	414.00			1000 212511			101000
		Total for Vendor:	414.00						
121970		544 WALLWORK TRUCK CENTER	8.17						
1	01P546065	11/19/24 SEALANT	8.17			6025 450000	433		101000
122076		544 WALLWORK TRUCK CENTER	1,484.84						
1	01P545140	11/15/24 4021 BRAKE DRUM/KIT	1,484.84			6010 450200	427		101000
122107		544 WALLWORK TRUCK CENTER	27.58						
1	01P547399	11/22/24 4799 ASSY SWITCH	27.58			6010 450200	420		101000
		Total for Vendor:	1,520.59						
121997	115001S	566 WEST FARGO PARK DISTRICT	109,641.94						
1	11/30/24	Nov 2024 State Aid	109,641.94			2050 451000	992		101000
		Total for Vendor:	109,641.94						
121991		2184 WEST SIDE STEEL	260.23						
1	10822	11/14/24 SHEET METAL	260.23			6010 450200	914		101000
		Total for Vendor:	260.23						
121994	-98880E	4676 WEX ELECTRONIC BIWEEKLY	62.50						
	11.01.24	payroll - additional							
1	11/01/24	HSA Contributions - ER	31.25			1000 212530			101000
2	11/01/24	HSA Contributions - EE	31.25			1000 212530			101000
		Total for Vendor:	62.50						
122006	115002S	3827 WF Firefighters Association	1,000.00						
1	11/25/24	Fire Union Dues Nov 2024	1,000.00			1000 212552			101000
		Total for Vendor:	1,000.00						
122160		549 WF PUB SCHOOLS DIST #6	10,333.50						
1	250127	11/20/24 DECEMBER RENT	10,333.50			7000 411600	333		101000
		Total for Vendor:	10,333.50						

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121964		338 XCEL ENERGY	106.25						
1	903622810	11/19/24 New City Hall (WEX Bldg)	106.25			1001 415000	527		101000
122033		338 XCEL ENERGY	21.85						
1	904032155	10/21/24 oct 2024 603/605 shey st.	21.85			1000 421000	527		101000
122102		338 XCEL ENERGY	1,152.04						
1	903845926	11/20/24 300 SHEYENNE - PIONEER PLAC	51.20			2310 452120	527		101000
2	903798086	11/20/24 810 12TH AVE NW	27.14			6020 450000	527		101000
3	903256879	11/15/24 SM75	44.24			6025 450000	527		101000
4	903176921	11/15/24 1620 MAIN - TRANSFER STATIO	81.12			6010 450200	527		101000
5	903813842	11/20/24 1100 12TH AVE NW	51.29			6020 450000	527		101000
6	903795557	11/20/24 344 SHEYENNE - SHEYENNE PLA	17.42			2310 452120	527		101000
7	904036550	11/21/24 309 2ND AVE W	19.18			1000 430002	527		101000
8	904007300	11/21/24 312 5TH AVE W	256.59			1000 430002	527		101000
9	904001519	11/21/24 1680 13TH AVE E - ST LIGHT	141.59			1000 430002	527		101000
10	904048023	11/21/24 901 10TH AVE E - TRAFFIC SI	45.44			1000 430002	527		101000
11	903988780	11/21/24 1690 13TH AVE W - TRAFFIC S	44.41			1000 430002	527		101000
12	903990448	11/21/24 SM33	67.59			6025 450000	527		101000
13	904018800	11/21/24 60L 12TH ST E	54.72			6025 450000	527		101000
14	904025363	11/21/24 1100 12TH AVE NW	208.98			6020 450000	527		101000
15	904253438	11/22/24 1410 13TH AVE E - TRAFFIC S	41.13			1000 430002	527		101000
Total for Vendor:			1,280.14						
# of Claims			214	Total:	2282,979.44	# of Vendors		150	
Total Electronic Claims					815,926.08				
Total Non-Electronic Claims					1467053.36				

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



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

Commission President

Bernie Dardis

Primary Portfolio:

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: Benji Schwartz, Right-of-Way Manager

Date: December 2, 2024

Subject: City Owned Right-of-Way within city limits of West Fargo

Action: Authorize staff to initiate a Season Shutdown for all non-emergent Permitting and Utility Work

New Information and Recommendation:

Each year once the ground has frozen the City implements a "Season Shutdown" for all non-emergent Right-of-Way activities for established residential and commercial areas within City owned Right-of-Way. The City does continue to allow the installation of service drops to buildings within their property as well at utilities in non-established new developments. Initiating a "Season Shutdown" provides safety and integrity to City Infrastructure.

Engineering staff is requesting a Season Shutdown to be initiated on Friday, December 6, 2024, for all non-emergent permitting and utility work within the city owned Right-of-Way. The City of Fargo is also anticipating a season shutdown to take effect on Friday, December 6, 2024.

The following documents are attached for review/consideration:

- Draft letter to be sent to COWF Right-of-Way contractors regarding our Season Shutdown.

Staff Recommendation: Authorize Engineering staff to Initiate a Season Shutdown on Friday, December 6, 2024.

Previously Presented Information and Commission Actions:

November 19, 2024 –

Soft Season Shutdown took effect for all non-emergent hard surface work within city owned Right-of-Way.

November 18, 2024 –

Engineering staff recommended and City Commission approved to initiate a soft season shutdown for all non-emergent **hard surface** work within the city owned Right-of-Way.

December 3, 2024

To: Utility Provider/Contractor

From City of West Fargo Engineering Department

RE: Season Shutdown Notice

This notice is to inform you that on **Friday, December 6, 2024**, a “Season Shut-Down” will go into effect for all non- emergent right-of-way activities for established residential and commercial areas. The City will no longer accept and/or approve any right-of-way permits for ROW work unless otherwise deemed a necessary emergency and approved by the Engineering Department. The City will continue to allow the installation of service drops to buildings within their property as well as utilities in any new undeveloped areas. All work within the right-of-way shall cease when the frost depth compromises the integrity of city infrastructure.

Finally, there are several locations where work has been performed without completed site restorations. These permits are considered open and active and are receiving a daily fee. All permits awaiting restoration will stop receiving a daily fee once the **December 6, 2024** shut-down goes into effect. In the coming spring when this shut-down is lifted these permits will at that time start to received a daily fee again until restoration has been completed at those sites. No permit(s) will be accepted or approved in the spring for any utility provider or contractor that has sites still needing restoration.

If you have not done so please sign up on our website for notifications related to excavation. Once signed up you will receive notifications to any need to know information related to Excavation and/or permitting. If you have questions regarding this notice, please contact Kayla Volness or Benji Schwartz with the Engineering Department at 701-515-5100.

Find the sign up notify me portion on our website here:

[Notify Me • West Fargo, ND • CivicEngage \(westfargond.gov\)](#)

Thank you,

Engineering Staff

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Leslie McGillivray-Rivas
2. PHONE NUMBER: 701-515-5377 DATE: November 22, 2024
3. AGENDA TITLE: A24-30 Meadow Ridge 18th Addition, request for final plat approval and final approval of a Planned Unit Development, including PUD Concept Plan, PUD Detailed Development Plan, and second reading of rezone ordinance
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Approve final plat and Planned Unit Development (PUD) for the expansion of the Perry Center at the proposed Meadow Ridge 18th Addition. At their November 12, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the PUD and plat on the basis it is consistent with City plans and Ordinances. On November 18, 2024, the City Commission held a public hearing and approved the first reading of the rezone ordinance for the PUD.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
2345 & 2355 Meadow Ridge Pkwy (Lot 1 & 2, Block 1 of Meadow Ridge 15th Addition), City of West Fargo, North Dakota.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Approve final plat of Meadow Ridge 18th Addition and approve Planned Unit Development, including PUD Concept Plan, PUD Detailed Development Plan, and second reading of rezone ordinance (Ordinance No. 1253).

STAFF REPORT

A24-30		Planned Unit Development and Retracement Plat	
Name of Application: Meadow Ridge 18 th Addition			
Legal Description/Address: 2345 & 2355 Meadow Ridge Pkwy (Lot 1 & 2, Block 1 of Meadow Ridge 15 th Addition), City of West Fargo, North Dakota			
Applicant: Nathaniel Douglas, Executive Director Owner: The Perry Center, Inc.		Staff Contact: Leslie McGillivray-Rivas	
Planning & Zoning Commission:		November 12, 2024 (Approved)	
City Commission and 1 st Reading:		November 18, 2024 (Approved)	
2 nd Reading		December 2, 2024	

PURPOSE:

Statement of purpose: The applicant, The Perry Center, is seeking to establish a new Planned Unit Development (PUD) for the expansion of Perry Center. In addition, the applicant is seeking approval for a retracement plat of Lots 1 & 2, Block 1 of Meadow Ridge 15th Addition to consolidate the parcels in preparation for the Perry Center PUD approval.

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban – Growth Sector
Existing Land Use:	Social Services
Current Zoning District(s):	PUD: Planned Unit Development
Zoning Overlay District(s):	CO-R: Redevelopment Corridor Overlay District
Proposed Zoning District(s):	PUD: Planned Unit Development
Proposed Lot size(s) or range:	Lot 1: 43,144 sf
Adjacent Zoning Districts:	North – R-3 District or Multiple Family District South – City of Fargo Jurisdiction (Commercial) East – City of Fargo Jurisdiction (Residential) West – R-2: Limited Dwellings
Adjacent street(s):	45 th Street (Arterial) Directly adjacent 7 th Ave E (Collector) accessed through southerly adjoining property
Adjacent Bike/Pedestrian Facilities:	Existing Sidewalk on 7 th Avenue East; Multi-use Path along 45 th Street
Available Parks/Trail Facilities:	Meadow Ridge Park within ¼ of a mile via sidewalk
Public Dedication Requirements:	Provided with previous subdivision

DISCUSSION AND OBSERVATIONS:**Project Purpose:**

The applicant is requesting approval to amend an approved Planned Unit Development for the following purpose:

- Allow the expansion of the Perry Center, a residential group home primarily supporting women experiencing unexpected pregnancy by providing shelter, education, life-skills and mentoring.
- Allow consolidation of the existing two lots (Lots 1 & 2, Block 1 of Meadow Ridge 15th Addition) per the retracement platting process. Crossing parcel boundaries with a building structure is not

STAFF REPORT

permitted. The project will proceed in two phases of construction to continue operations.

- The expansion will add a second story to accommodate an increase in bedrooms and associated communal living spaces. Further, mechanical systems will be located within the third-floor attic.
- The PUD amendment will establish the baseline zoning district standard as the R-3 Multiple Family District.

Planning Action History

- In 1995, the site was replatted with three parcels in the current configuration and rezoned from Light Commercial to Planned Unit Development. The northern 2 lots diagonal lot line configuration (Lots 1 & 2 previously described) were designed for structures to be placed on the southerly portions of the lots and for the northern portion of the property to have parking placed above an existing gas pipeline contained within an easement. Over time, only one building was constructed on the southerly parcel (Lot 3).
- In 2005, a Planned Unit Development (PUD) was approved for development of Lot 1 & 2. This proposal allowed a group home for the Perry Center to operate on Lot 1 and an office use intended for credit counseling services and other related uses to operate on Lot 2. Under the Land Use Plan Medium Density Residential designation of that time frame, no more than nine (9) residential units could be accommodated for the properties collectively. Additionally, the professional offices were not provided for in the Medium Land Use Designation. Both properties were intended to be managed by The Perry Center and designed in a manner which could easily accommodate future reuse.
- In 2007, the PUD was amended to allow the construction of a 1,000-sf garage in the southwest corner of Lots 1 & 2. The garage is accessed from 7th Street by means of a paved surface which crosses Lot 3 by means of a platted access easement.
- In 2014, the PUD was amended to specify uses within four (4) condominiums located on Lot 3 to allow for approval of a daycare facility operating in one of the units. In addition, it was noted that future expansion of the daycare use would occur by way of informal agreements with the owners of the units of existing residential uses. The expansion was projected to occur at some time in the future when the properties were under the ownership of the Perry Center.
- In 2022, The PUD was amended specific to Lot 3 for the expansion of the daycare by way of an acquisition of one of the residential condominiums by the Perry Center.
- Present day 2024, the Perry Center proposes to consolidate operations and house services within a single building footprint and lot. To accomplish this goal, the applicant has submitted the Retracement Plat, PUD Concept Development Plan and Detailed Development Plan simultaneously for the purpose of seeking an expedited approval process to allow construction to commence prior to winter conditions setting in.

PUD Amendment Considerations:

- Amendments to PUDs are approved in the same manner as new PUD approvals. As such, the applicant is requesting approval of the proposed PUD, which includes a rezoning ordinance to establish the development regulations, a PUD Concept Plan, and the concurrent approval of a PUD Detailed Development Plan.
- The Planned Unit Development Ordinance requires establishment of a baseline zoning district. The R-3 District or Multiple Dwelling District is sought for this application. Deviations from the R-3 standards included with this PUD application are outlined below.
- CO-R District or Redevelopment District Overlay: The property within this overlay district is

STAFF REPORT

intended to promote orderly redevelopment and safe, attractive and desirable spatial patterns adjacent to major street corridors as is such with this project located west of 45th Street. Specific requirements pertain to the residential nature of the proposal.

Proposed Use: Social Service Use is permitted by right in the R-3 zoning district

Development Requirements for the R-3 District	Standards	Proposed	Complies
Lot Area Minimum	8,000 sf minimum	43,144 sf	x
Front Yard Setback	40' (CO-R District)	40'	x
Side Yard Setback (Interior)	12'	12'	x
Side Yard Setback (Side Street)	12'	12'	x
Rear Yard Setback	25'	23.85'	(modification requested)
Maximum Lot Coverage (All structures on site)	40% (Max) 17,258 sf	21% 9,066 sf	x
Maximum Height- Measured at Midpoint of Roofline	35' (Max)	30-7"	x
Minimum Green Area (front yard independently and lot overall)	25% FY = 1293.75 sf (Min) 25% Entire Site=10,786 sf (Min)	9.1% = 19,725 sf 45% =19,725 sf	x
Impervious Surfaces	75% (Max)	54.3 %	x
Parking	One (1) parking space per dwelling unit/bedroom -plus- One (1) space per four hundred (400) sf of office space.	0.75 parking space per dwelling unit/bedroom -plus- One (1) space per four hundred (400) sf of office space.	(modification requested)

The specific zoning standards sought to be approved through the flexible of applying for a PUD are outlined below, in addition to other items of note relevant to the development:

- **Parking:** Residential social service uses are not specifically listed in the City's minimum parking standards. In such cases, minimum parking standards for the most similar use(s) are to be used. In this case, most similar uses may include efficiency dwelling units (1 parking space per unit) or nursing home facilities (1 parking space per 4 beds [0.25 parking spaces per bed] within the facility). For purposes of this PUD, a minimum parking ratio of 0.75 parking spaces per bedroom is proposed, in addition to the standard parking ratio for office space within the facility. Because this residential social service use has existed at this location for many years, the applicant has a good understanding of their parking demand. According to the applicant, most residents of the facility do not own a vehicle. Additionally, the subject property is within 500 feet of an existing bus transit stop, and is therefore eligible for 10% reduction in required parking.

STAFF REPORT

- **Rear Yard Setback:** The minimum standard of a 25' setback is requested to be reduced to 23.85', as the proposed building will utilize the existing building foundations, one is currently located 23.85 feet from the rear property line.
- **Fence:** The existing 6' vinyl fence which extends across the south property line. The fence serves to expand the play yard of the daycare. The Perry Center is the operator of the daycare and is a majority owner of Lot 3, Block 1 of Meadow Ridge 15th Addition, located adjacent to the south side of the subject property. The ordinance allows a fence in the redevelopment corridor overlay district when it is an essential component of the development and approved as part of the PUD. Staff finds the presence of a fence for the enclosure of outdoor play area for a daycare meets this standard and is shown on the PUD plans as such.
- **Boulevard Trees:** These are required unless the City Forester deems otherwise. The presence of the 65' gas line easement which diagonally crosses both adjoining street boulevards has limited boulevard tree planting. As such, a reduction in the otherwise required number and placement of boulevard trees as been reviewed and approved by the City Forester.

PUD Ordinance Standards: This PUD will be developed in accordance with the R-3 district regulations, with the following modifications:

- Minimum off-street parking for the residential component of the Social Services uses will be calculated at a rate of 0.75 parking spaces per bedroom.
- The Rear yard setback will be reduced by two feet, from 25 feet to 23 feet.

Retracement Plat Considerations:

- No new utility easements will be needed for this replat.
- A stormwater management plan has been received as part of this application.

NOTICES:

Sent to: Property owners within 150' and applicable agencies and departments

Comments Received:

No comments have been received to date.

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

The plan provides consistency with City plans and ordinances pertaining to the PUD Concept Plan and Detailed Development Plan as proposed on the following basis:

- The increase of density within the same footprint makes efficient and sustainable use of developed land making efficient use of public services and infrastructure.
- The development achieves a higher standard of site and building design which is desirable.
- The project will allow reasonable assurance that there is compatibility with the surrounding uses and will retain the character envisioned at the time of the approval.

PLANNING AND ZONING COMMISSION ACTION

At their November 12, 2024 meeting, the West Fargo Planning and Zoning Commission voted to approve the Subdivision.

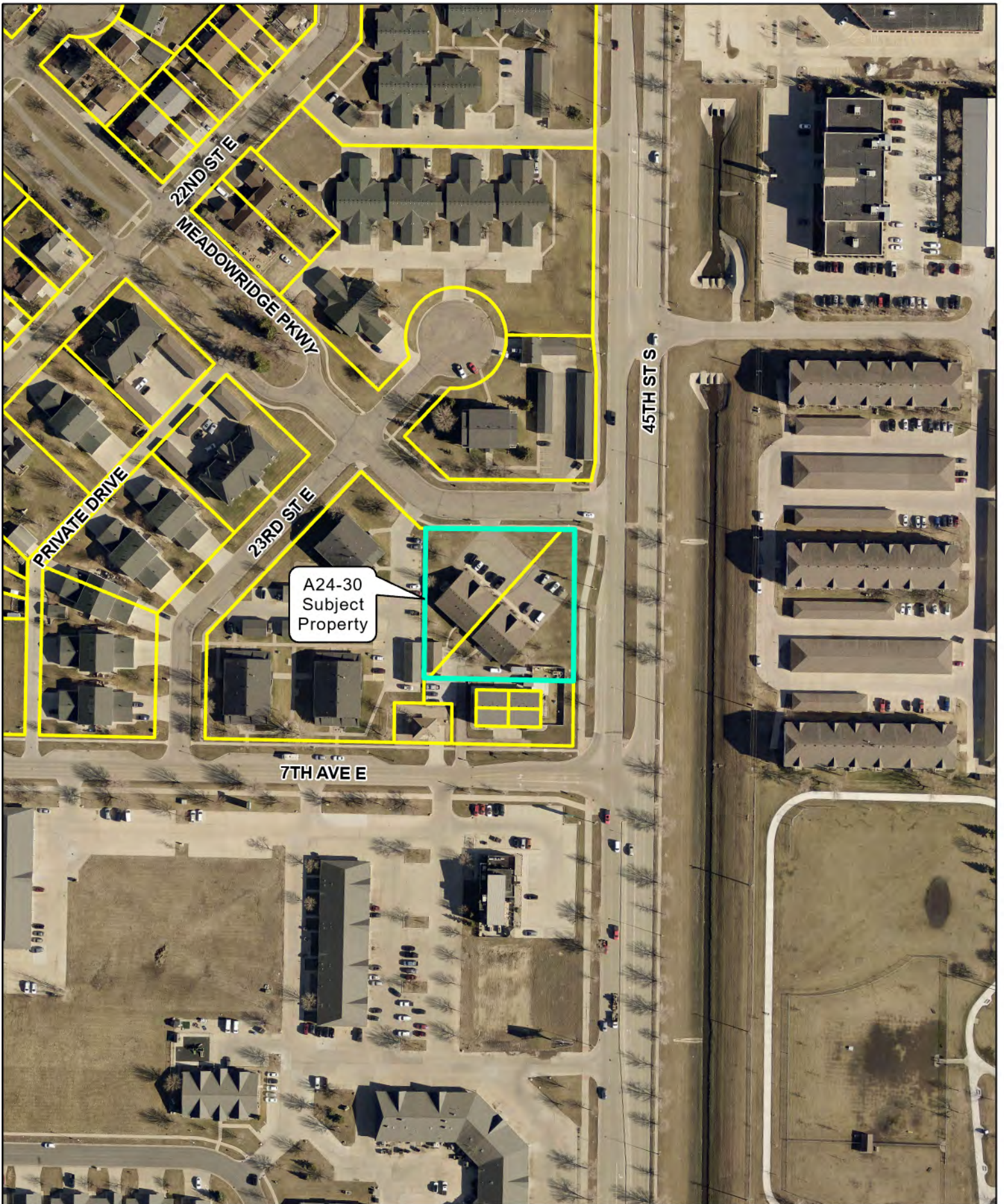
STAFF REPORT

RECOMMENDATIONS:

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

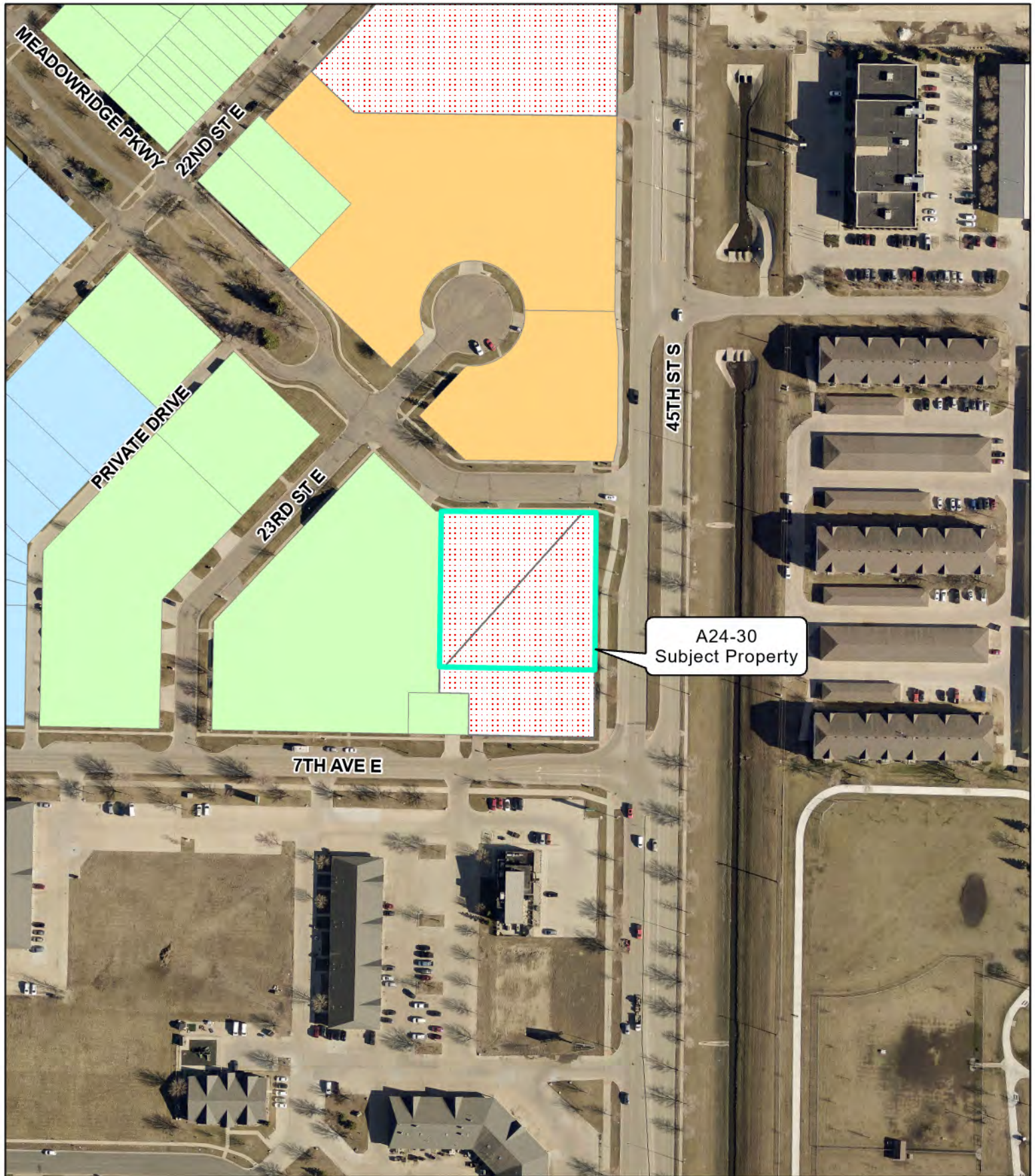
Attachments:

1. Aerial Location Map
2. Zoning Map
3. Final Plat
4. PUD Regulating Documentation Cover Sheet
 - a. PUD Ordinance
 - b. PUD Concept Plan
 - c. PUD Detailed Development Plan
5. Architectural Plan Set
6. Stormwater Management Plan



Features

Agenda Zone Lots



West Fargo Zoning

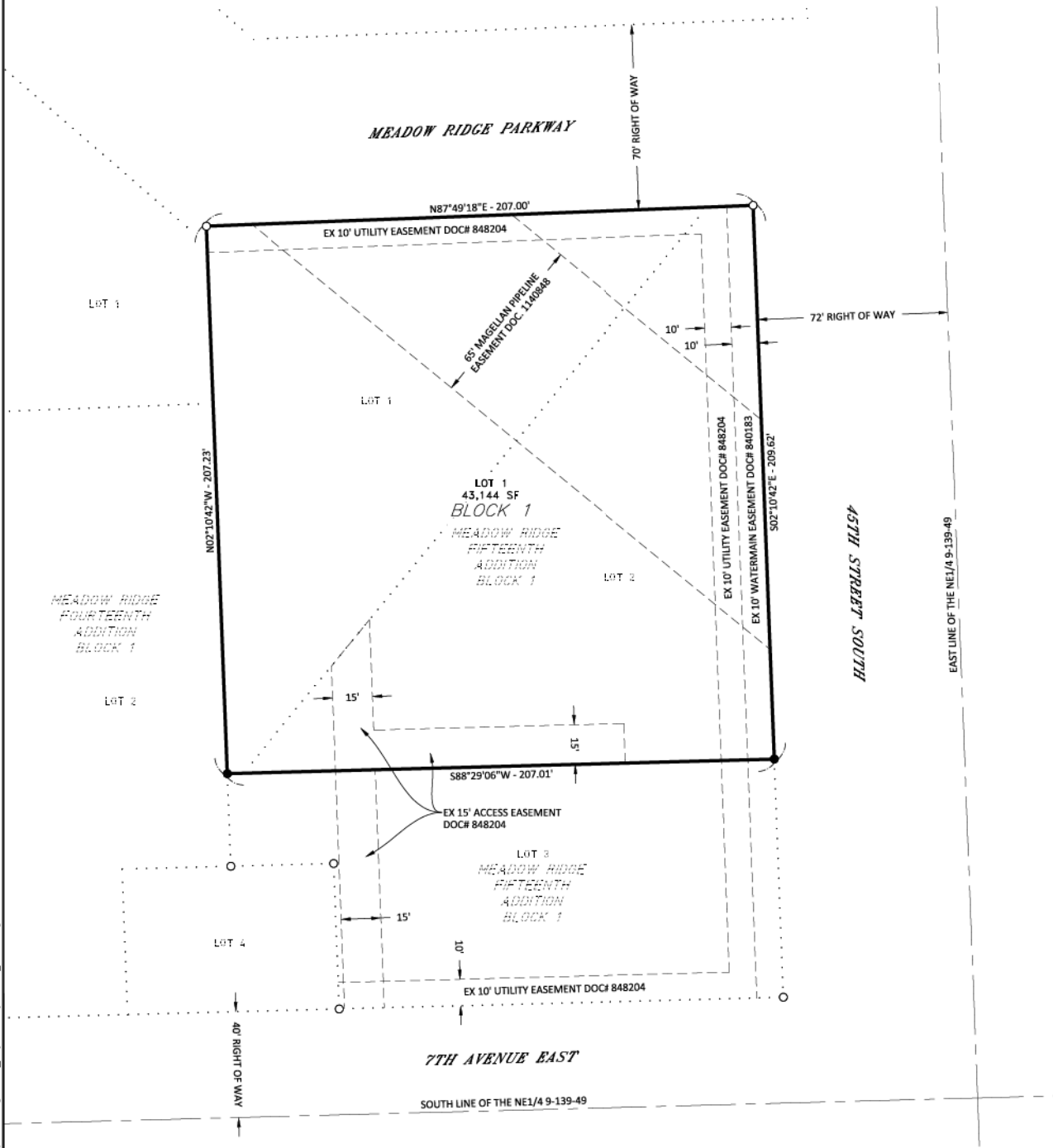
A: Agricultural	LI: Light Industrial	R-1SM: Mixed One and Two Family Dwelling
C: Light Commercial	M: Heavy Industrial	R-2: Limited Multiple Dwelling
C-OP: Commercial Office Park	P: Public	R-3: Multiple Dwelling
DMU: Downtown Mixed Use	PUD: Planned Unit Development	R-4: Mobile Home
EMU: Entertainment 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



0 150 300
US Feet

MEADOW RIDGE EIGHTEENTH ADDITION

A REPLAT OF LOTS 1 AND 2, BLOCK 1, MEADOW RIDGE FIFTEENTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA



OWNER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS, THAT THE PERRY CENTER, INC. IS THE OWNERS OF LOTS 1 AND 2, BLOCK 1, MEADOW RIDGE FIFTEENTH ADDITION TO THE CITY OF WEST FARGO, CASS COUNTY, NORTH DAKOTA.

SAID OWNER HAS CAUSED THE ABOVE DESCRIBED TRACT OF LAND SHOWN ON THIS PLAT TO BE SURVEYED AND PLATTED AS MEADOW RIDGE EIGHTEENTH ADDITION, TO THE CITY OF WEST FARGO, NORTH DAKOTA. SAID MEADOW RIDGE EIGHTEENTH ADDITION CONSISTS OF 1 LOT AND 1 BLOCK AND CONTAINS 43,144 SQUARE FEET OR 0.99 ACRES MORE OR LESS TOGETHER WITH EASEMENTS AND RIGHTS OF WAY OF RECORD.

THE PERRY CENTER, INC
BY: NATHANIEL DOUGLAS, EXECUTIVE DIRECTOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED NATHANIEL DOUGLAS, TO ME KNOWN TO BE THE EXECUTIVE DIRECTOR OF THE PERRY CENTER, INC. DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME ON BEHALF OF THE PERRY CENTER, INC.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS DAY OF 2024.

BERNIE L. DARDIS
PRESIDENT, BOARD OF CITY COMMISSIONERS

DUSTIN T. SCOTT
CITY AUDITOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED BERNIE L. DARDIS, PRESIDENT OF THE BOARD OF CITY COMMISSIONERS OF THE CITY OF WEST FARGO, AND DUSTIN T. SCOTT, CITY AUDITOR OF THE CITY OF WEST FARGO, TO ME KNOWN BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT THEY EXECUTED SAME ON BEHALF OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS DAY OF 2024.

DANIEL R. HANSON
CITY ENGINEER

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, WEST FARGO CITY ENGINEER, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME AS CITY ENGINEER.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA

CITY ATTORNEY APPROVAL

I 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
WEST FARGO CITY ATTORNEY

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOHN T. SHOCKLEY, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED THE SAME AS CITY ATTORNEY.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA

SURVEYORS CERTIFICATE

I, COLE A. NESET, REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF NORTH DAKOTA, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND PLATTED THE PROPERTY DESCRIBED ON THIS PLAT AS MEADOW RIDGE EIGHTEENTH ADDITION; THAT THIS PLAT IS A CORRECT REPRESENTATION OF SAID SURVEY; THAT ALL DISTANCES ARE SHOWN CORRECTLY ON SAID PLAT IN FEET AND HUNDREDTHS OF A FOOT; THAT ALL MONUMENTS ARE OR WILL BE INSTALLED CORRECTLY IN THE GROUND AS SHOWN; AND THAT THE EXTERIOR BOUNDARY LINES ARE CORRECTLY DESIGNATED. DATED THIS DAY OF , 2024.

COLE A. NESET,
REGISTERED LAND SURVEYOR
LS-7513

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED COLE A. NESET, REGISTERED LAND SURVEYOR, TO ME KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL

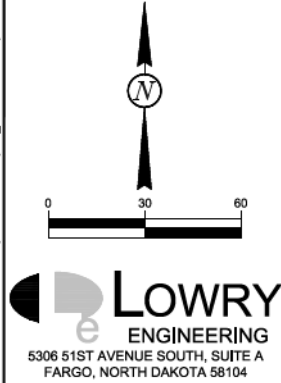
THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS DAY OF 2024.

JOSEPH F. KOLB
CHAIRMAN PLANNING COMMISSION

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS DAY OF , 2024, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOSEPH F. KOLB, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THAT HE EXECUTED SAME ON BEHALF OF THE WEST FARGO PLANNING COMMISSION.

NOTARY PUBLIC, COUNTY: CASS STATE: NORTH DAKOTA



LEGEND

●	MONUMENT SET
○	MONUMENT FOUND
- - -	EX. EASEMENT
· · ·	EX. PROPERTY LINE
- · -	EX. SECTION LINE
=====	PROPERTY BOUNDARY LINE
=====	NEW ROW/PROPERTY LINE
- - -	NEW EASEMENT LINE

SURVEY INFORMATION

DATE OF SURVEY: 02/21/2024
BASIS OF BEARING: ASSUMED NORTH LINE OF MEADOW RIDGE FIFTEENTH ADDITION - N87°49'18"E

1/12/24 01:08:23PM Z:\Lowry Shared Files\Projects_2024\04138 - Perry Center Replat\Drawings\04138 - Project\Survey\04138 - Plat_04138.dwg



PLANNED UNIT DEVELOPMENT (PUD) **REGULATING DOCUMENTATION** **COVER SHEET**

PUD Name:	Meadow Ridge 18 th Addition
Planning Department Case Number:	A24-30
Applicant/Owner/Developer:	Rhet Architecture/The Perry Center
PUD Ordinance Number:	1253
PUD Ordinance & Concept Plan Approval Date:	12/2/24
PUD Detailed Development Plan Approval Date(s):	12/2/24
PUD Regulating Documents (Attached):	• Ordinance No. 1253 • PUD Concept Plan • PUD Detailed Development Plan
Notes:	
Cover Sheet Creation/Revision Date:	11/26/24

ORDINANCE NO. 1253

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF WEST FARGO, NORTH DAKOTA, AS ADOPTED IN SECTION 4-301 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

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

SECTION 1. Amendment. The Official Zoning Map of the City of West Fargo, North Dakota, as adopted in Section 4-301 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended as follows:

The PUD district as shown upon the following described area shall have a Baseline Zoning District of R-3 (Multiple Dwelling District) in accordance with Section 4-432:

All of Meadow Ridge Eighteenth Addition to the City of West Fargo, North Dakota.

SECTION 2. For purposes of this PUD, the following variations to the Baseline Zoning District are approved in accordance with Section 4-432 of the Revised Ordinances of 1990 of the City of West Fargo:

1. Minimum off-street parking for the residential component of the maternity home Social Services use will be calculated at a rate of 0.75 parking spaces per bedroom.
2. The rear yard setback will be reduced by two feet, from 25 feet to 23 feet.

SECTION 3. Amendment of Zoning Map. The proper City Officials are hereby authorized to amend and change the City Zoning Map to correspond thereto.

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

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

ATTEST:

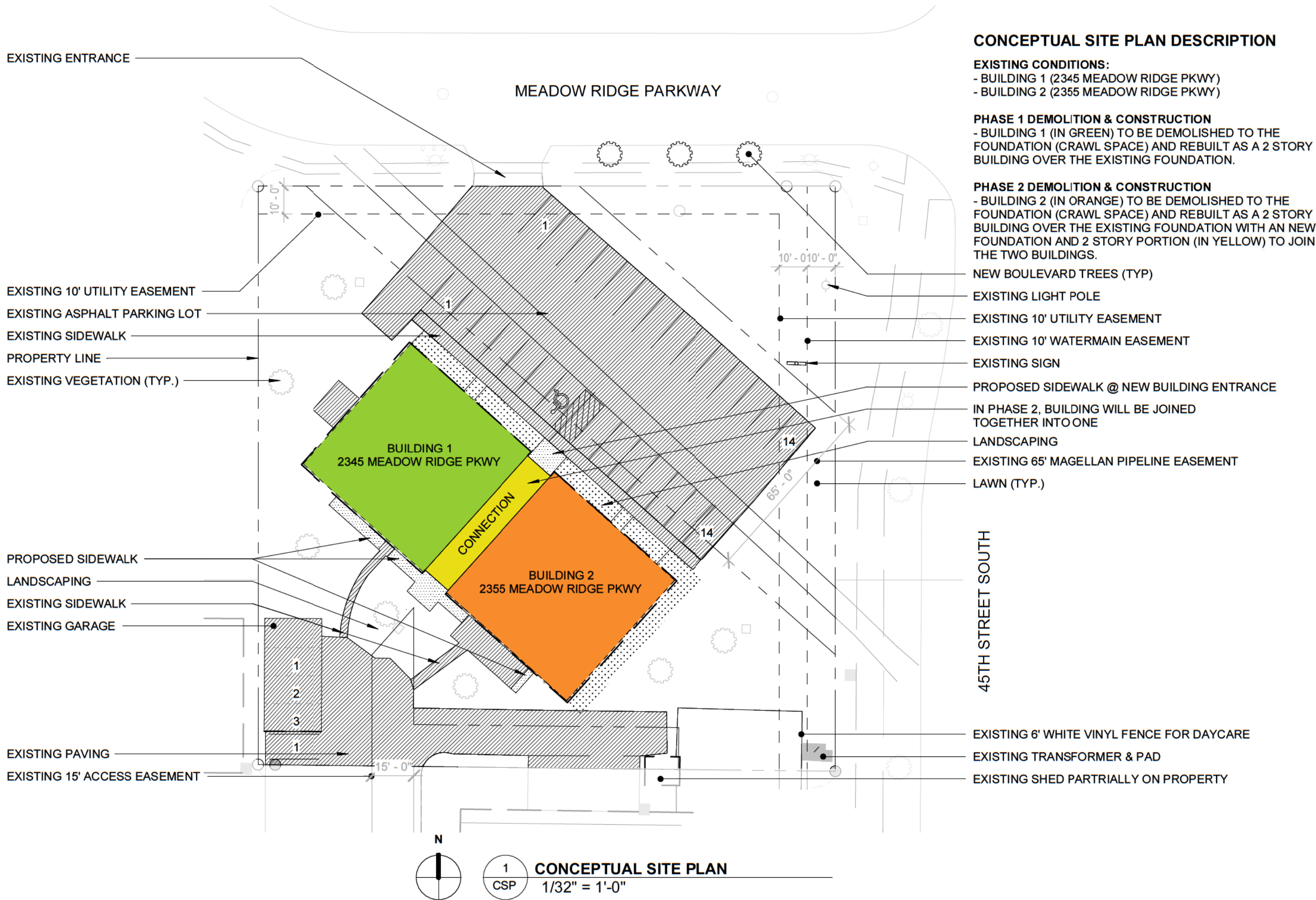
City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

File Location: C:\Users\Dylan\Documents\Perry Center (122201)_dylanDVZU2.rvt
Plot Date: 11/7/2024 4:03:55 PM



CONCEPTUAL SITE PLAN DESCRIPTION

- EXISTING CONDITIONS:**
- BUILDING 1 (2345 MEADOW RIDGE PKWY)
 - BUILDING 2 (2355 MEADOW RIDGE PKWY)
- PHASE 1 DEMOLITION & CONSTRUCTION**
- BUILDING 1 (IN GREEN) TO BE DEMOLISHED TO THE FOUNDATION (CRAWL SPACE) AND REBUILT AS A 2 STORY BUILDING OVER THE EXISTING FOUNDATION.
- PHASE 2 DEMOLITION & CONSTRUCTION**
- BUILDING 2 (IN ORANGE) TO BE DEMOLISHED TO THE FOUNDATION (CRAWL SPACE) AND REBUILT AS A 2 STORY BUILDING OVER THE EXISTING FOUNDATION WITH AN NEW FOUNDATION AND 2 STORY PORTION (IN YELLOW) TO JOIN THE TWO BUILDINGS.

RHET
ARCHITECTURE

CONTRACTOR: ZCON ZEIBARTH CONSTRUCTION, LLC
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

NOT FOR CONSTRUCTION

PERRY CENTER
2345 MEADOW RIDGE PKWY,
WEST FARGO, ND 58078

DATE:
10/07/2024

PROJECT:
24-122201

CSP

DETAILED DEVELOPMENT PLAN

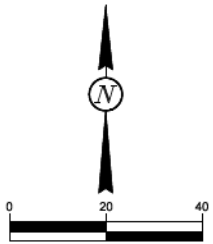
THE PERRY CENTER, INC, WEST FARGO, NORTH DAKOTA

LANDSCAPING LEGEND				
SYMBOL	TYPE OF PLANT MATERIAL	PLANTING SIZE	PLANT UNITS PER EACH	#PLANTS EACH
	LARGE DECIDUOUS TREE	1.5 TO 3-INCH CALIPER - >30 FOOT MATURE HEIGHT	10	3 BOULEVARD
	EXISTING LARGE DECIDUOUS TREE	1.5 TO 3-INCH CALIPER - >30 FOOT MATURE HEIGHT	20	7
	MATURE SHRUB PERENNIAL PLANTS	2 GALLON 1 GALLON	2 1	12 12
LANDSCAPING REQUIREMENTS				
OPEN SPACE REQUIREMENTS				
CITY REQUIREMENTS	SITE REQUIREMENTS		PROVIDED	
4 PLANT UNITS PER 1000 SF	172		176	

BUILDING SETBACKS		
	R-3	PUD
FRONT YARD	40' MINIMUM	40' MINIMUM
INTERIOR SIDE YARD	12' MINIMUM	12' MINIMUM
STREET SIDE YARD	12' MINIMUM	12' MINIMUM
REAR YARD	25' MINIMUM	23.85'

SITE INFORMATION		
SITE COVERAGE		
ITEM	AREA (SF)	AREA (%)
BUILDING	8,171	18.9%
BUILDING (GARAGE/SHED)	895	2.1%
PAVING	12,661	29.4%
SIDEWALKS/PATIOS/STEPS	1,692	3.9%
TOTAL IMPERVIOUS	23,419	54.3%
GREEN SPACE FRONT YARD	3,926	9.1%
GREEN SPACE REMAINING	19,725	36.6%
TOTAL AREA	43,144	100.0%

LEGEND	
	EX. EASEMENT
	EX. PROPERTY LINE
	EX. SECTION LINE
	PROPERTY BOUNDARY LINE
	NEW ROW/PROPERTY LINE
	NEW EASEMENT LINE
	BUILDING SETBACK
	NEW BUILDING FOOTPRINT
	EX CONCRETE EDGE
	EX ASPHALT EDGE
	EX SIDEWALK EDGE
	EX CURB LINE
	EX FENCE LINE
	EX ELECTRIC TRANSFORMER
	EX UTILITY PEDESTAL
	EX GATE VALVE
	EX FIRE HYDRANT
	EX LIGHT POLE
	EX TREE
	NEW ROUND INLET
	EX MANHOLE
	EX STORM INLET
	EX CONCRETE
	NEW CONCRETE
	EX ASPHALT



PERRY CENTER
WEST FARGO NORTH DAKOTA

Architectural Plan Set

RHET
ARCHITECTURE

RHET ARCHITECTURE
27 11th ST. N. FARGO, ND 58102
701.715.8232
WWW.RHET-ARCH.COM

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 Architect under the laws of the State of North Dakota.

Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
ZCON ZEIBARTH
CONSTRUCTION, LLC
ATTN: LANCE ZIEBARTH
2821 FIECHTNER DRIVE
FARGO, ND 58103
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

CD	CONSTRUCTION DOCUMENTS	10/07/2024
MARK	DESCRIPTION	DATE
REVISION SCHEDULE		

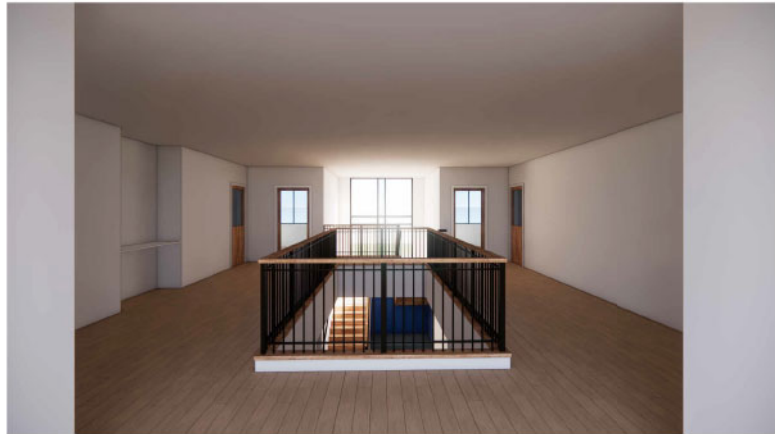
COPYRIGHT:
All plans, specifications, computer files, field data, notes and other documents and instruments, prepared by RHET FIBRNESS ARCHITECT, as instruments of service, shall remain the property of RHET FIBRNESS ARCHITECT. RHET FIBRNESS ARCHITECT disclaims all other rights, including the copyright therein.

PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
COVER SHEET,
RENDERINGS

A000



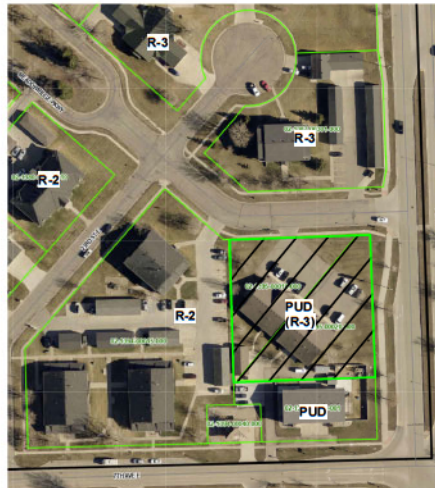
RENDERING FOR ARTISTIC PURPOSES ONLY, NOT FOR CONSTRUCTION (TYPICAL)





ENERGY CODE: IECC 2021	
CH. 3	SECTION ITEM
TABLE 301.1	CLIMATE ZONE
CH. 4 [RE]	SECTION ITEM
405.5	BUILDING ENVELOPE REQUIREMENTS

A001



ZONING ADJACENCIES

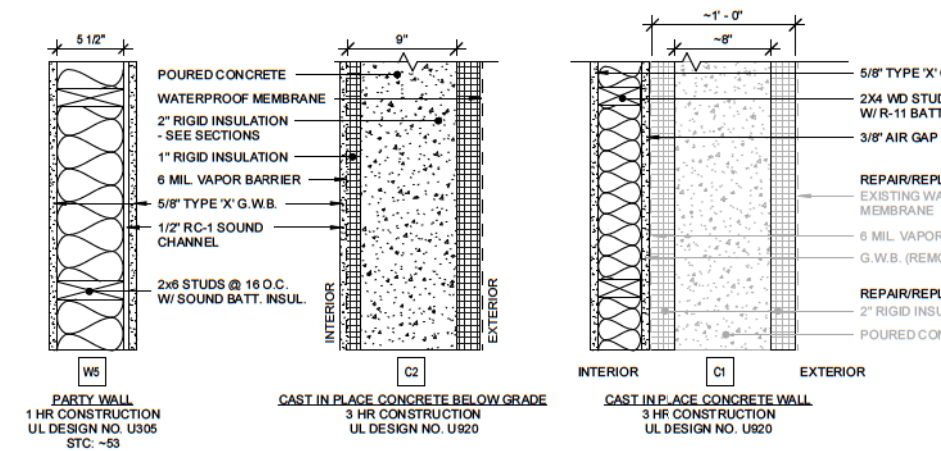
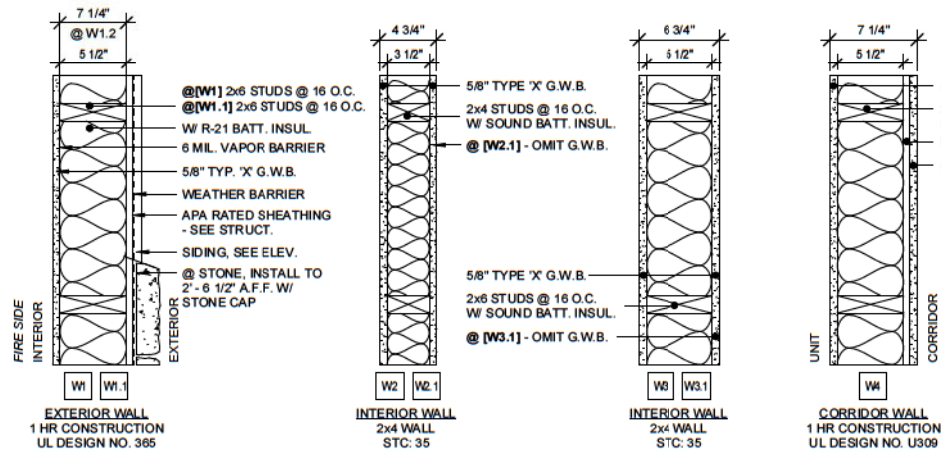
SITE DATA:			
LOT SIZE	43,144 SF (~1 ACRE)		
LOT AREA MINIMUM	R-3 43,144 SF	PUD 34 BDRM	PROPOSED 34 BDRM
LOT WIDTH MINIMUM	N/A	N/A	207' - 0"
LOT DEPTH MINIMUM	N/A	N/A	209' - 7 1/2"
FRONT YARD MINIMUM	40' - 0" (CO-R)	40' - 0"	~56.08'
REAR YARD MINIMUM	25' - 0"	~23.85'	~23.85'
SIDE YARD	12' - 0"	12' - 0"	~15.89'
SIDE YARD @ STREET	12' - 0"	12' - 0"	~57.28'
MAXIMUM HEIGHT (FT)	35' - 0"	35' - 0"	~30' - 7"
MAXIMUM BLDG COVERAGE	40%	40%	21%
MAXIMUM LOT COVERAGE	75%	75%	54%
MINIMUM GREEN SPACE	25%	25%	46%
BUILDING	7,566 SF	8,171 SF	8,171 SF
BUILDING (GARAGE/SHED)	839 + 56 SF	895 SF	895 SF
PAVING	12,661 SF	12,661 SF	12,661 SF
SIDEWALK	1,290 SF	1,692 SF	1,692 SF
TOTAL	22,412 SF	23,419 SF	23,419 SF
FRONT YARD GREEN SPACE	25%	25%	76%
			(3,926/5,175)

GREY INDICATES EXISTING CONDITIONS

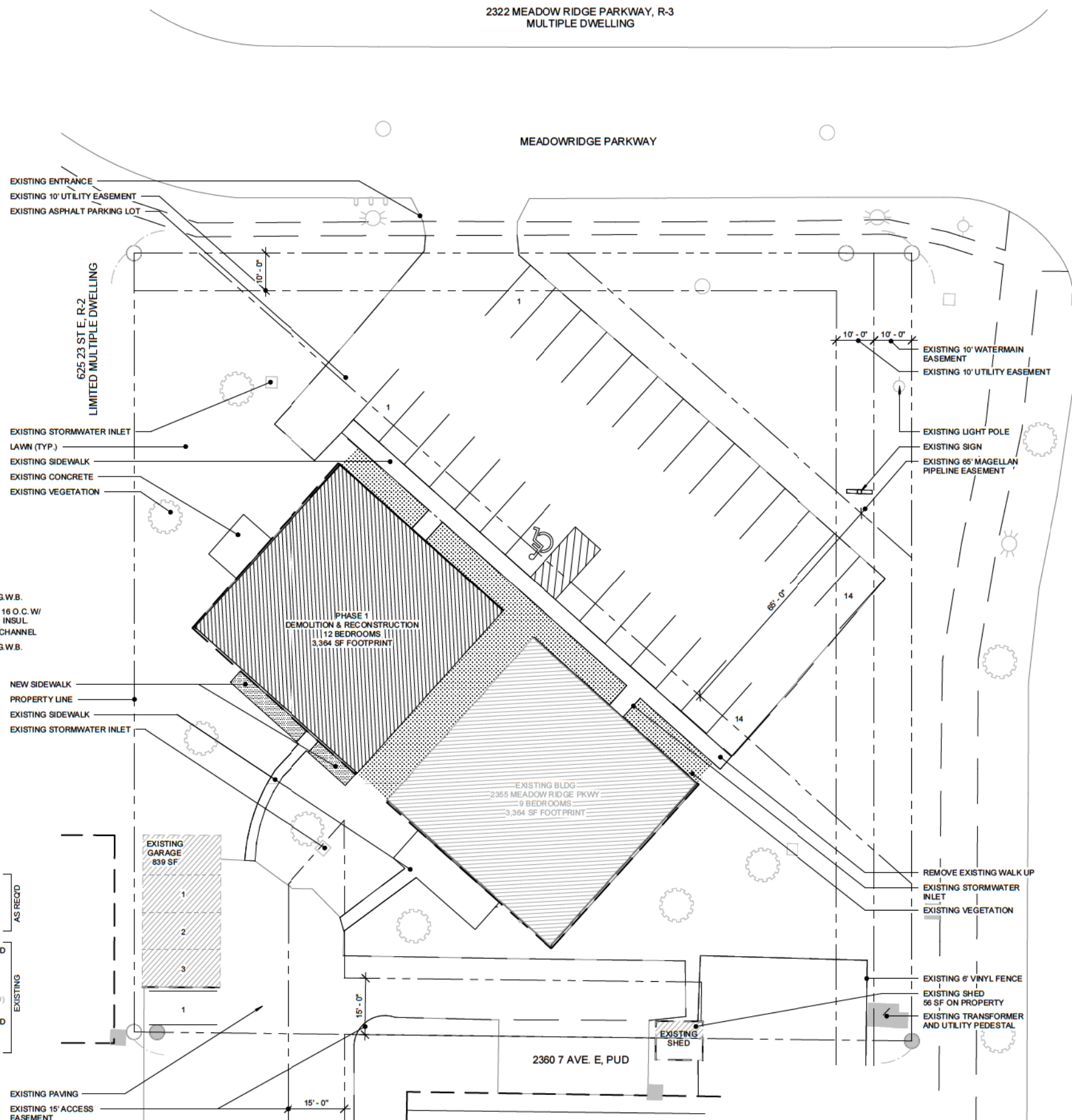
REQUIRED PARKING SPACE COUNT			
DWELLING, MULTI-FAMILY	RATIO	CALC	TOTAL
STUDIO & 1 BEDROOM	1/DU	34 DUs	34 SPACES
OFFICE AND SERVICE	1/400 SF	1,414x1/400	3.5 SPACES
TOTAL REQ'D			37.5 SPACES
TOTAL REQ'D W/ REDUCTION (25%)			28.1 SPACES
TOTAL PROVIDED			29 SPACES
+ GARAGE			32 SPACES

PHASE 1 - GENERAL SITE PLAN NOTES:

- PHASE 1 WILL DEMOLISH THE 2345 MEADOW RIDGE PKWY BUILDING DOWN TO THE CRAWL SPACE FOUNDATION
- PHASE 1 WILL INCLUDE RECONSTRUCTION OF A TWO STORY BUILDING (3RD STORY ATTIC) THAT WILL LATER CONNECT WITH THE 2365 MEADOW RIDGE PKWY RECONSTRUCTED BUILDING IN PHASE 2
- EXISTING STORMWATER AND GAS LINES TO REMAIN IN PHASE 1
- SIDEWALKS TO BE EXTENDED OR REMOVED AS REQ'D IN PHASE 1 TO ALLOW FOR PROPER PATHS AROUND SITE



8 TYPES - WALL TYPES
A002 1 1/2" = 1'-0"



1 PHASE 1 - SITE PLAN
A002 1/16" = 1'-0"

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Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

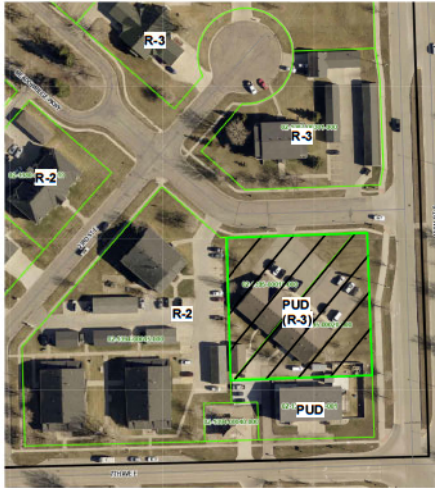
CONTRACTOR:
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CONSTRUCTION, LLC
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FARGO, ND 58103
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

CD	CONSTRUCTION DOCUMENTS	10/07/2024
MARK	DESCRIPTION	DATE
REVISION SCHEDULE		

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PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
PHASE 1 - SITE PLAN

A002



ZONING ADJACENCIES

SITE DATA:

LOT SIZE	43,144 SF (~1 ACRE)	PHASE 1 & 2 PROPOSED
LOT AREA MINIMUM	R-3 43,144 SF	34 BDRM
LOT WIDTH MINIMUM	N/A	207' - 0"
LOT DEPTH MINIMUM	N/A	209' - 7 1/2"
FRONT YARD MINIMUM	40' - 0" (CO-R)	~56.08'
REAR YARD MINIMUM	25' - 0"	~23.85'
SIDE YARD	12' - 0"	~15.89'
SIDE YARD @ STREET	12' - 0"	~57.28'
MAXIMUM HEIGHT (FT)	35' - 0"	~30' - 7"
MAXIMUM BLDG COVERAGE	40%	21%
MAXIMUM LOT COVERAGE	75%	54%
MINIMUM GREEN SPACE	25%	46%
BUILDING	7,566 SF	8,171 SF
BUILDING (GARAGE/SHED)	839 + 56 SF	895 SF
PAVING	12,661 SF	12,661 SF
SIDEWALK	1,290 SF	1,662 SF
TOTAL	22,412 SF	23,419 SF
FRONT YARD GREEN SPACE	25%	76%
		(3,926/5,175)

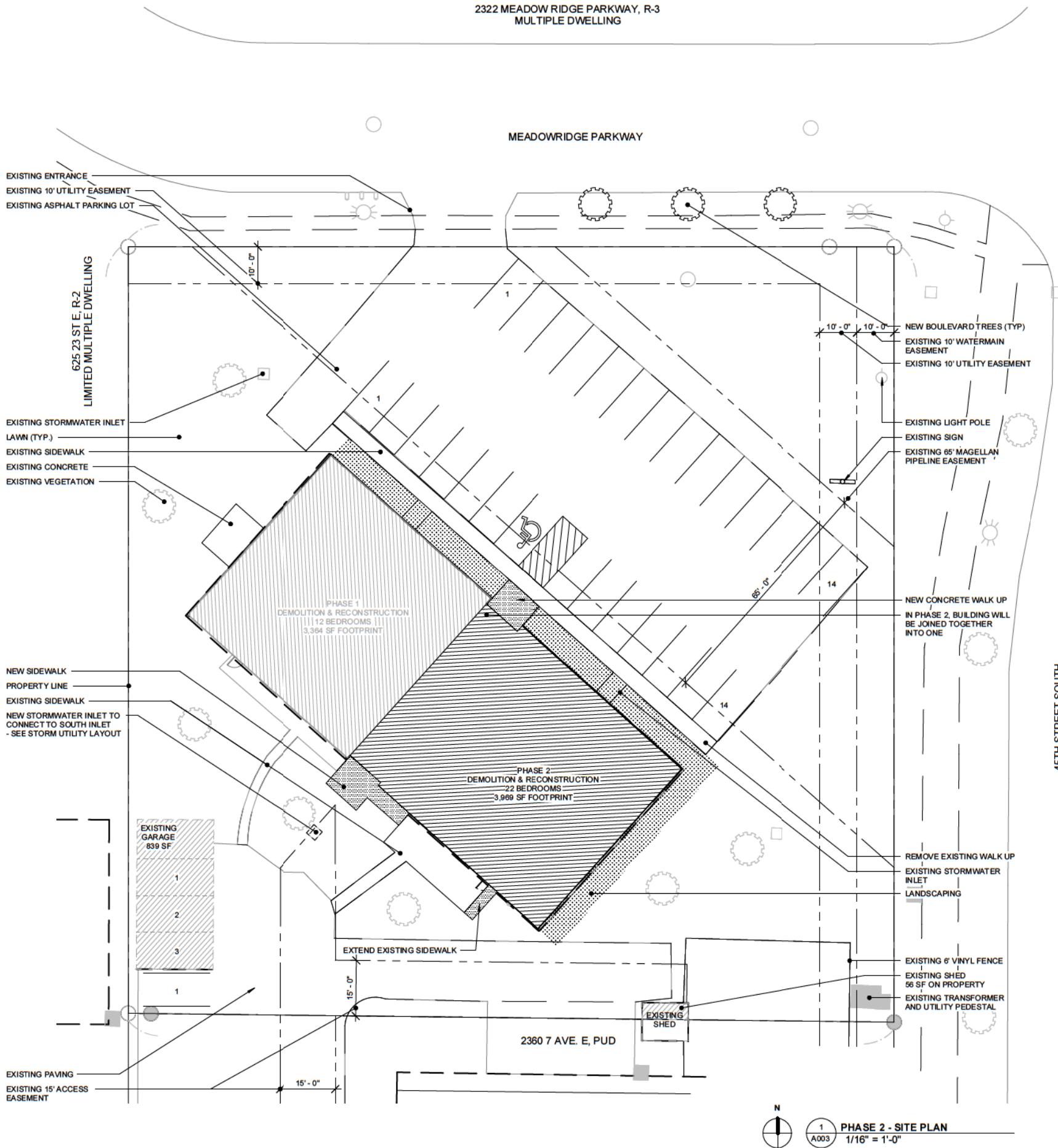
GREY INDICATES EXISTING CONDITIONS

REQUIRED PARKING SPACE COUNT

DWELLING, MULTI-FAMILY	RATIO	CALC	TOTAL
STUDIO & 1 BEDROOM	1/DU	34 DUs	34 SPACES
OFFICE AND SERVICE			
OFFICE	1/400 SF	1,414x1/400	3.5 SPACES
TOTAL REQ'D			37.5 SPACES
TOTAL REQ'D W/ REDUCTION (25%)			28.1 SPACES
TOTAL PROVIDED			29 SPACES
+ GARAGE			32 SPACES

PHASE 2 - GENERAL SITE PLAN NOTES:

- PHASE 2 WILL DEMOLISH THE 2355 MEADOW RIDGE PKWY BUILDING DOWN TO THE CRAWL SPACE FOUNDATION
- PHASE 2 WILL INCLUDE RECONSTRUCTION OF A TWO STORY BUILDING (3RD STORY ATTIC) THAT WILL CONNECT WITH THE COMPLETED AND OCCUPIED 2345 MEADOW RIDGE PKWY RECONSTRUCTED BUILDING
- SIDEWALKS TO BE EXTENDED OR REMOVED AS REQ'D IN PHASE 1 TO ALLOW FOR PROPER PATHS AROUND SITE
- STORM DRAIN TO BE REROUTED AS REQ'D TO PROPERLY DRAIN SITE
- ABANDON EXISTING GAS LINE THROUGH CENTER OF BUILDINGS
- REPAIR ASPHALT DRIVEWAY AS REQ'D TO ADDRESS SETTLING ISSUES THAT HAVE CREATED DEPRESSIONS



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Signature: *Rhet Fitness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

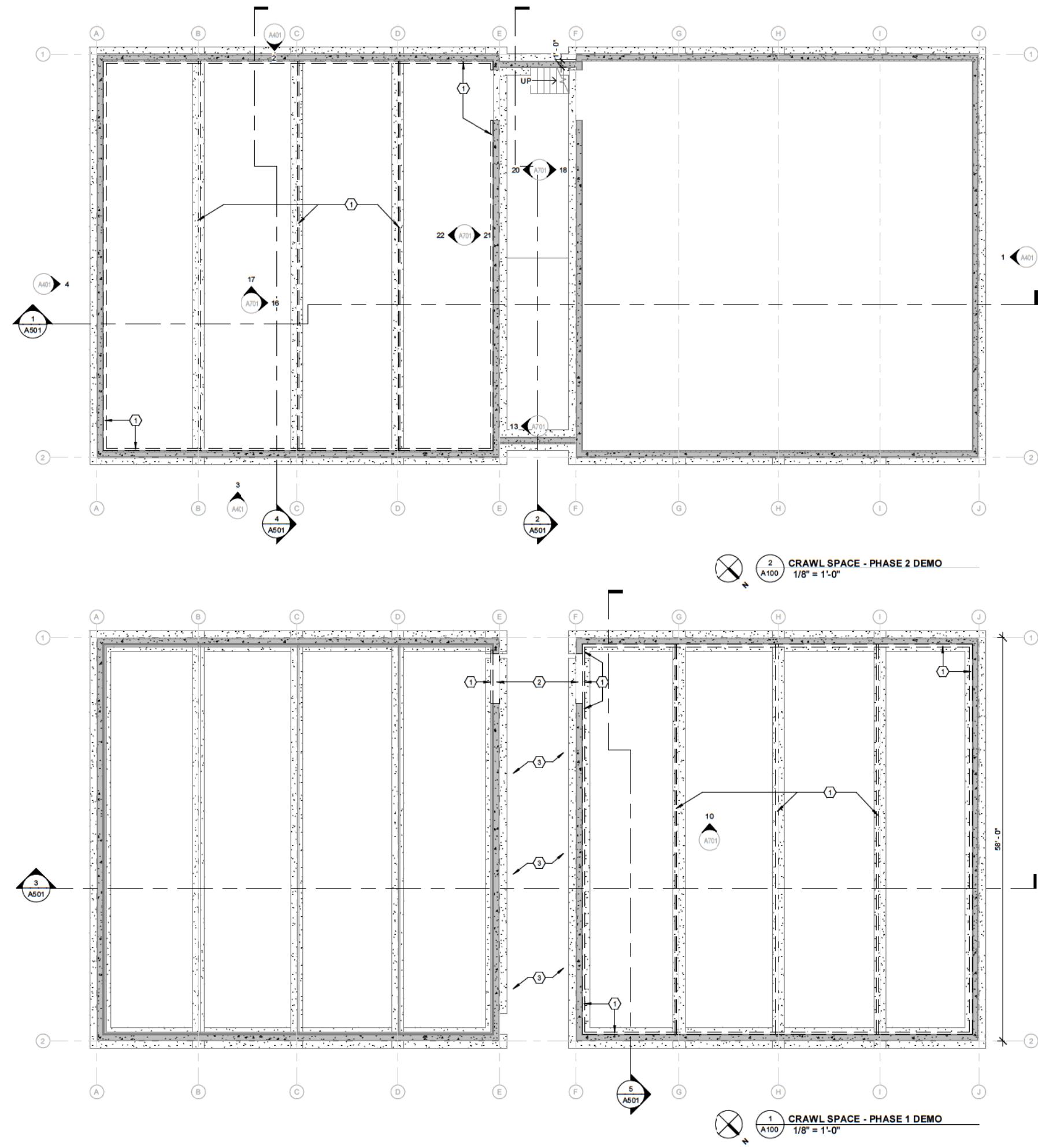
CONTRACTOR:
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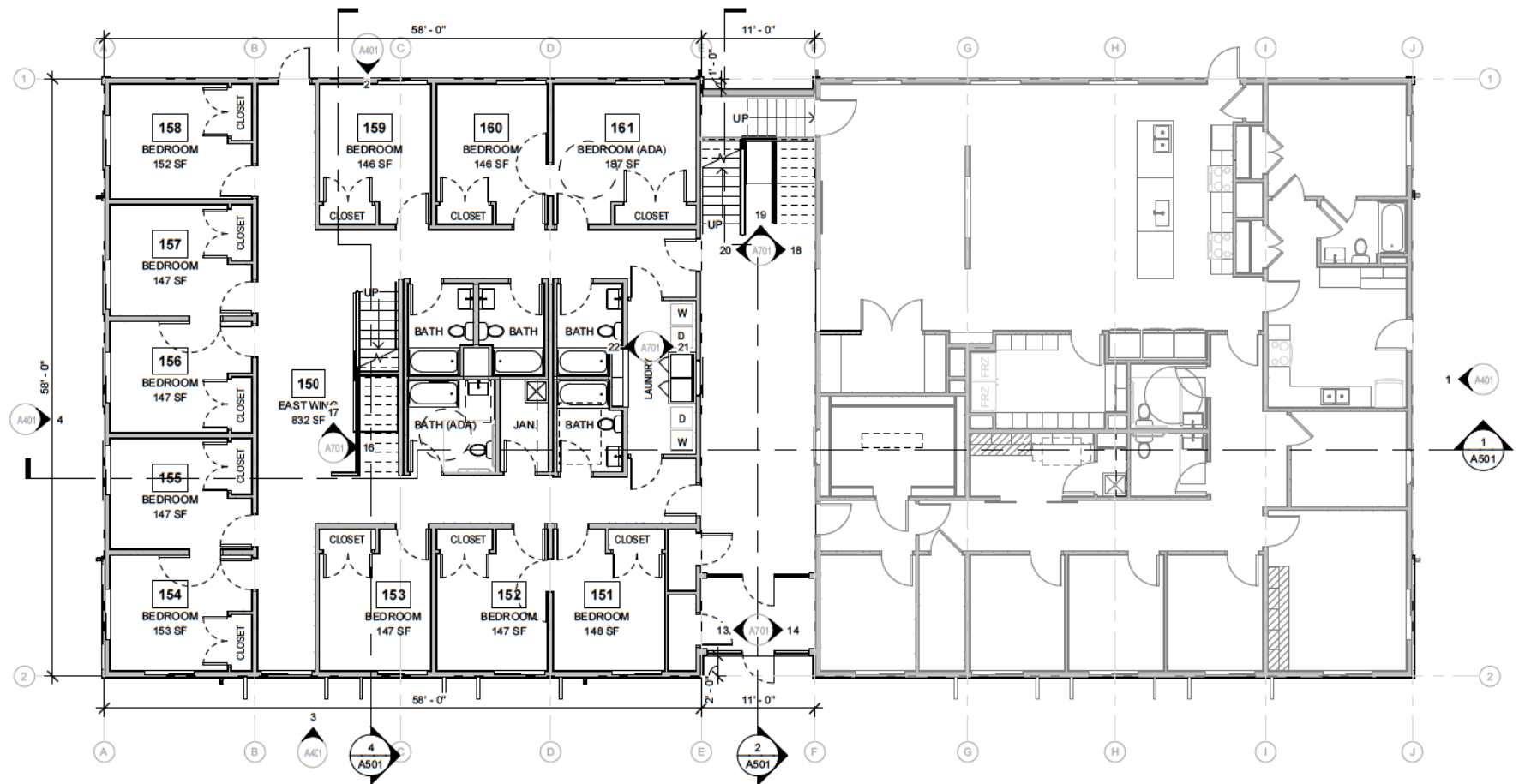
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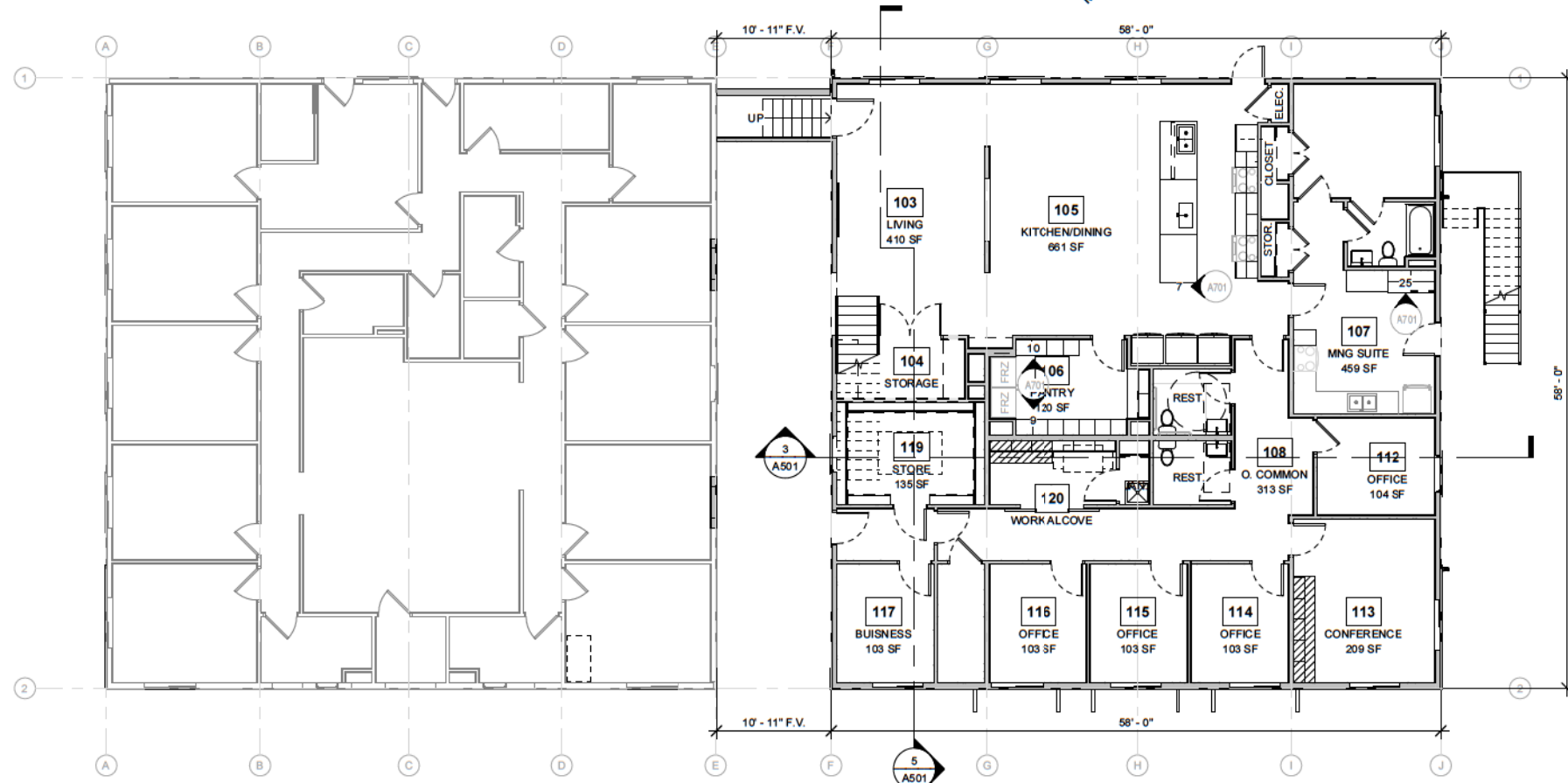
PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
PHASE 2 - SITE PLAN

A003





2 1ST FLOOR - PHASE 2
1/8" = 1'-0"



1 1ST FLOOR - PHASE 1
1/8" = 1'-0"



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Signature: *Rhet Fitness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE PKWY, WEST FARGO, ND 58078

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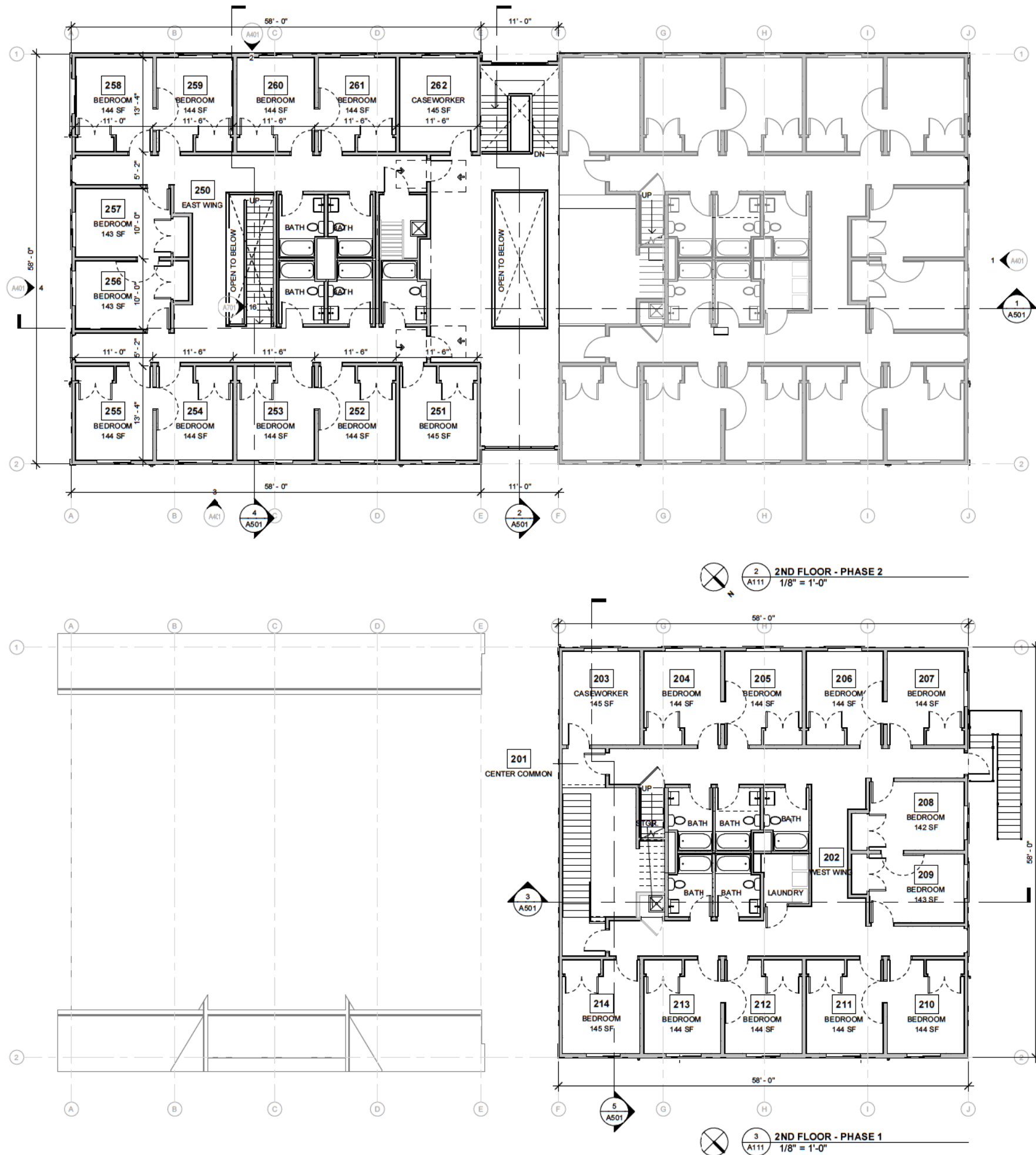
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DRAWING TITLE:	PHASE 1 & 2 - 1ST FLOOR PLAN

A110

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Date: 10/07/2024 REG. NO.: 1811



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PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
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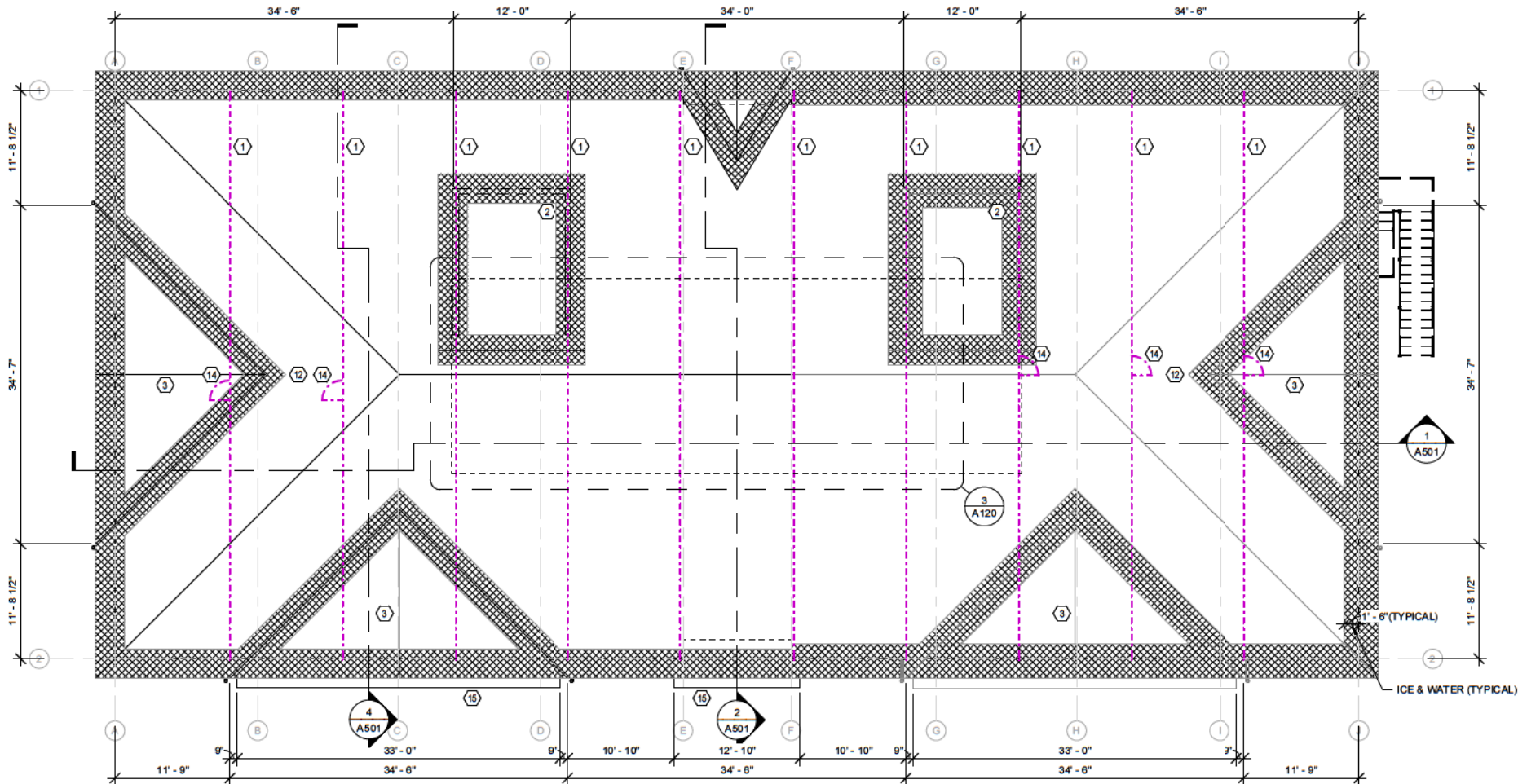
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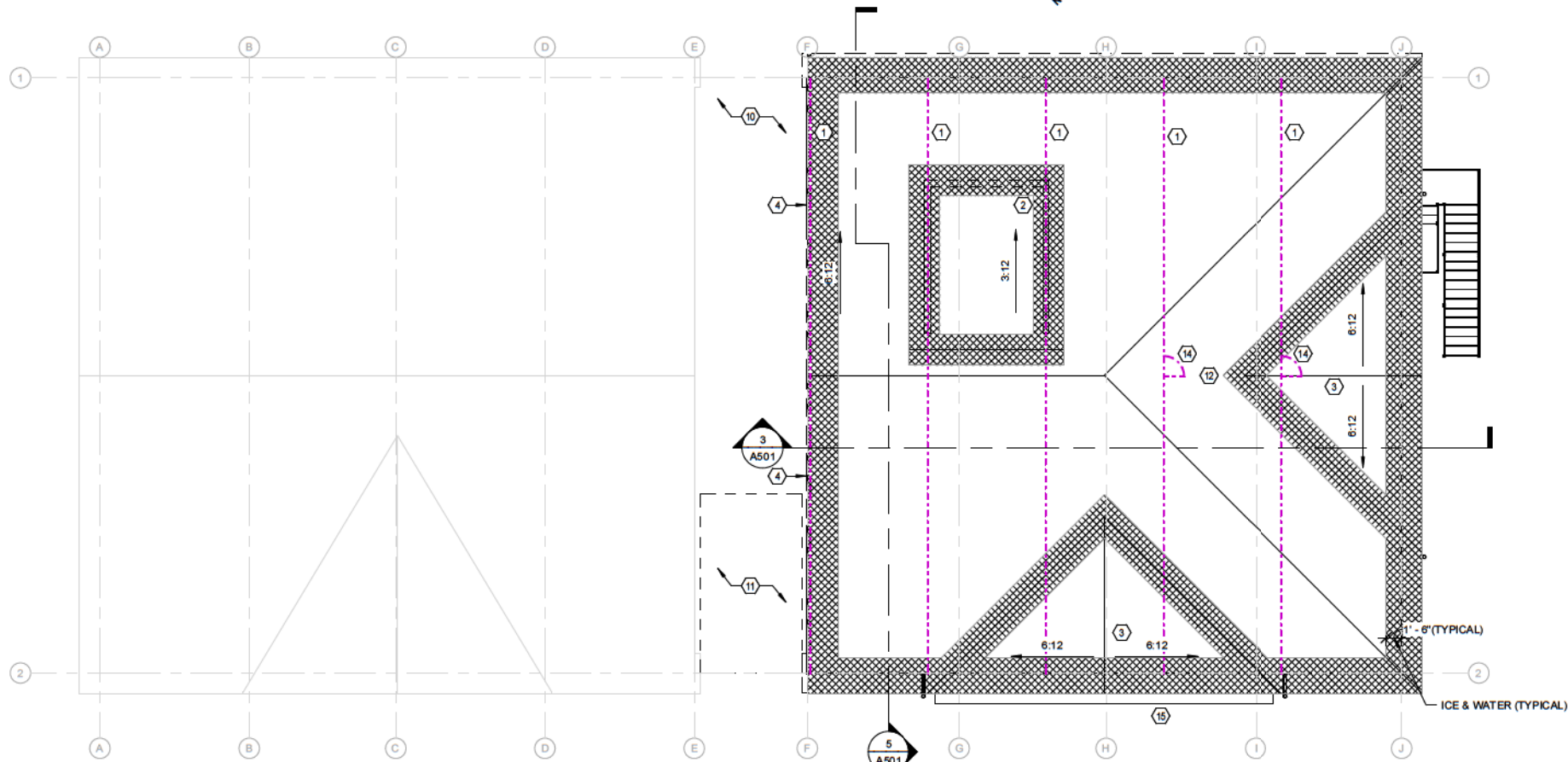
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DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
PHASE 1 & 2 - 2ND
FLOOR PLAN

A111

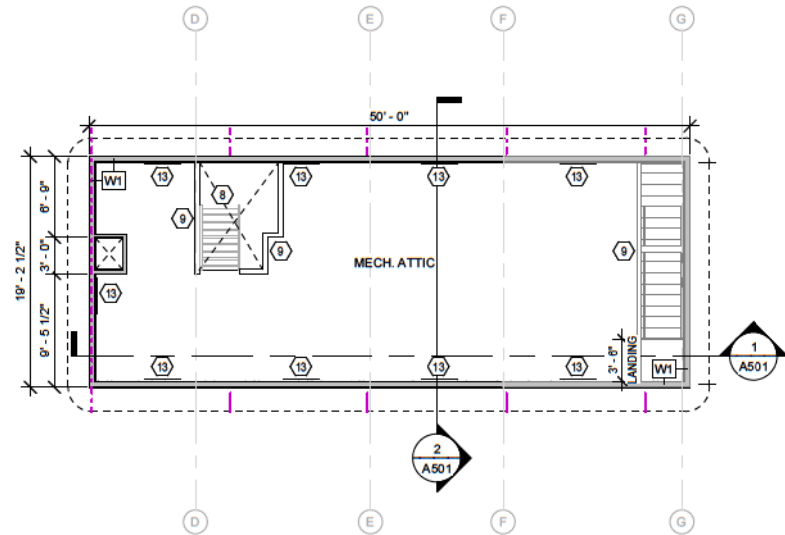
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2 PHASE 2 - ROOF PLAN
1/8" = 1'-0"



1 PHASE 1 - ROOF PLAN
1/8" = 1'-0"



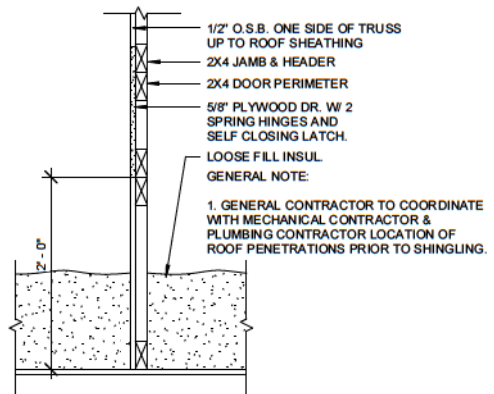
3 MECHANICAL ATTIC SPACE
1/8" = 1'-0"

GENERAL ROOF PLAN NOTES:

1. TYPICAL ROOF TO BE ASPHALT SHINGLES W/ R-54 BLOWN INSULATION.
2. TYPICAL SHED ROOF COVERINGS TO BE STANDING SEAM.
3. ICE AND WATER TO BE PROVIDED UP TO 1'-6" BEYOND THE EXTERIOR WALL LINE. SEE PLAN FOR HATCH.
4. TRUSS SUPPLIER TO PROVIDE ADDITIONAL TRUSSES AS REQ'D TO ALIGN WITH ATTIC DRAFT STOPS.
5. ALL GABLE RIDGES TO FEATURE RIDGE VENT, ALL HIP ROOFS TO FEATURE HIP SPECIFIC RIDGE VENT (B.F.D. COBRA HIP VENT). ROOFING CONTRACTOR TO CALCULATE NFVA REQ'D.

ROOF PLAN KEY NOTES

- 1 DRAFT STOPPING, G.C. TO COORDINATE WITH TRUSS SUPPLIER TO ENSURE ALIGNMENT WITH PARTY WALLS BETWEEN BEDROOMS BELOW. ADDITIONAL TRUSSES MAY BE REQ'D.
- 2 DORMER BUILT INTO TRUSS. SEE STRUCT.
- 3 OVERBUILD, SEE STRUCT.
- 4 G.C. TO COORDINATE SHEATHING IN COMPLIANCE WITH STRUCTURAL DESIGN AND IN COORDINATION WITH ARCHITECTURAL DRAWINGS IN PHASE 2.
- 8 SHIPS LADDER.
- 9 G.W.B. HALF WALL @ 42" A.F.F. W/ WOOD CAP.
- 10 WATERPROOFED TUNNEL TO CONNECT PHASE 1 & 2. TO SERVE AS STAIR LANDING IN PHASE 2. T.O. SHEATHING @ -5'-7" A.F.F. ON 1ST FLOOR.
- 11 TEMP FLOOR FOR ACCESSING OFFICE SPACE. TO BE REMOVED IN PHASE 2.
- 12 GRAVITY VENTS AT ROOF PEAK AS REQ'D.
- 13 22"x30" ATTIC ACCESS PANEL.
- 14 DRAFT STOP ATTIC ACCESS DOOR. SEE DETAIL 4/ A120. CONTRACTORS OPTION: GUILLOTINE DOOR.
- 15 STANDING SEAM SHED ROOF BELOW, SEE STRUCT.



4 SECTION @ DRAFT STOP DOOR
1/8" = 1'-0"

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Signature: *Rhet Fitness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
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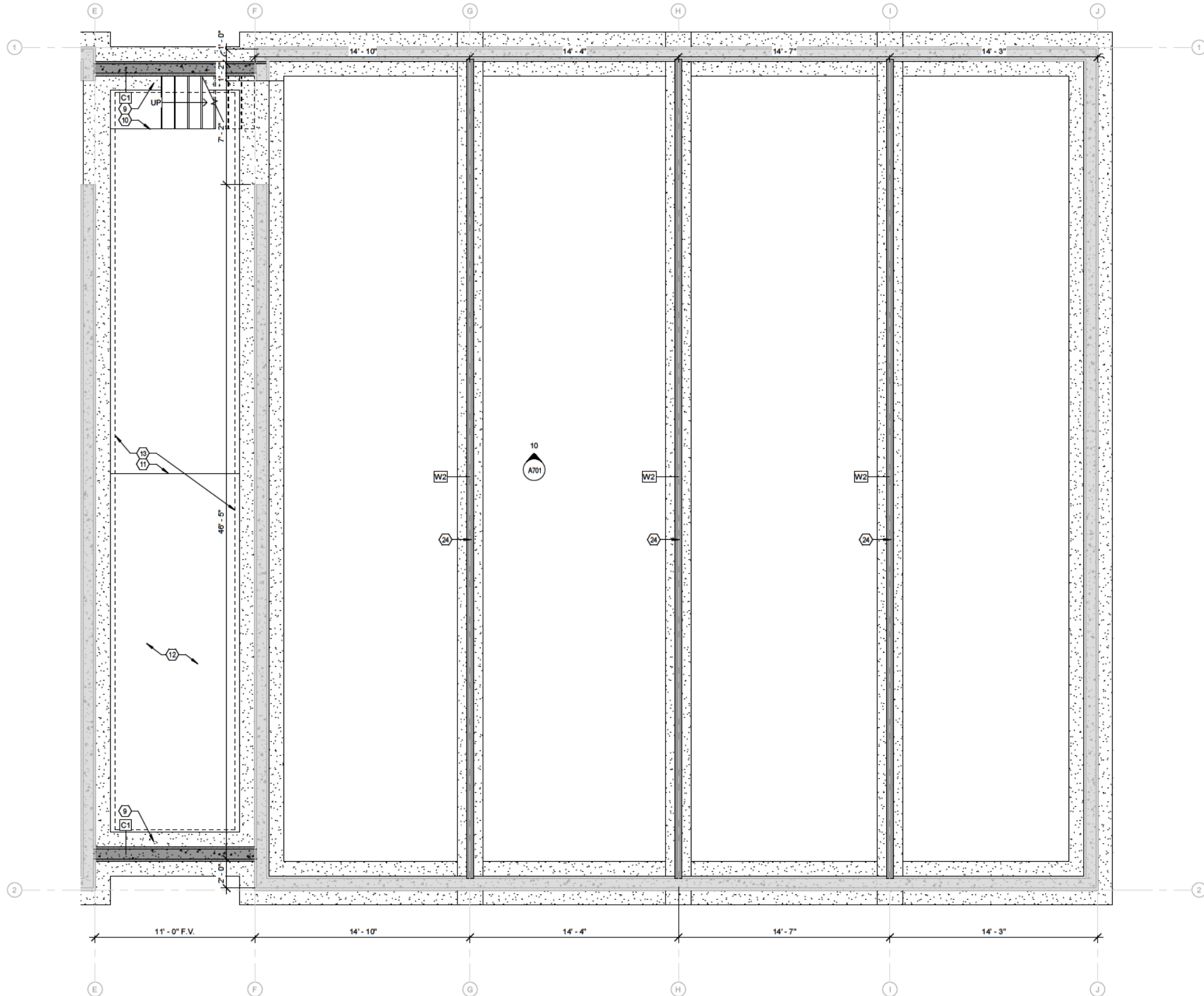
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DRAWING TITLE:
**PHASE 1 & 2 - ROOF
PLAN**

A120

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Plot Date: 11/7/2024 3:58:28 PM

A
B
C
D



GENERAL PLAN NOTES:

- ALL INTERIOR WALLS ARE 3-1/2" WOOD STUD WALL TYPE 'W2' UNLESS OTHERWISE NOTED.
- EXTERIOR WALLS ARE DIMENSIONED TO FACE OF EXTERIOR SHEATHING.
- REINFORCEMENT SHALL BE PROVIDED FOR THE FUTURE INSTALLATION OF GRAB BARS AND SHOWER SEATS AT WATER CLOSETS, BATHTUBS, AND SHOWER COMPARTMENTS.
- CENTERLINE OF WATER CLOSET SHALL BE 18" FROM THE SIDEWALL FACE OF G.W.B. AND/OR ADJACENT CABINET.
- GWB CONTROL JOINT @ HINGE SIDE OF EACH ENTRY WALL OR 30' MAX.
- CORNER GUARDS AT ALL OUTSIDE CORNERS OF GWB WALLS IN CORRIDORS AND COMMON SPACES.
- PROVIDE SOUND BATT INSULATION AT BATHROOM, BEDROOM, OFFICE, CONFERENCE AND PARTY WALLS.
- ALL DOORS TO MEET MIN. FLOOR CLEARANCE, SEE A001.
- "1S" - SHELF @ 48" A.F.F. | "2S" - 2 SHELVES @ 36" & 72" A.F.F.
- REFERENCE A401 FOR STOREFRONT MULLION HEIGHTS & DETAILS.

FLOOR PLAN KEY NOTES

- TEMPORARY WALL - PHASE 1 ONLY
- PHASE 1 TUNNEL, T.O. SHEATHING OF ROOF TO MATCH STAIR LANDING OF PHASE 2. WEATHERPROOF UNTIL BREEZEWAY IS ENCLOSED
- TEMPORARY STAIR - PHASE 1 ONLY
- TEMPORARY STAIR TO REMAIN UNTIL COMPLETION OF PHASE 2, REUSE FOR INTERIOR STAIR OF SOUTHEAST BUILDING
- TEMPORARY DOOR - PHASE 1 ONLY
- WALLS, DOORS, & FINISHES TO BE COMPLETED IN PHASE 2
- DOOR TO FUNCTION AS TEMPORARY ENTRANCE DOOR TO PHASE 1
- FLOOR HELD OUT TO CREATE OPEN TO BELOW SPACE. TO BE FILLED IN DURING PHASE 2
- NEW FOOTING, SEE STRUCT.
- TREATED STAIR LANDING TO ALIGN W/ T.O. FOOTING
- EDGE OF NEW POURED SLAB
- PEA GRAVEL OVER 6 MIL POLY VAPOR BARRIER
- NEW DRAIN TILE TO BE INSTALLED TO PROTECT EXCAVATED CRAWL SPACE CONCRETE FLOOR
- TEMPORARY EGRESS STAIR W/ 11" MIN TREAD, 7" MAX RISE. HAND RAIL @ 36". RAILING AT 42". BALUSTER RAILING @ 4" MAX O.C.
- <varies>
- 12" BOARD AND BATTEN TO CONTINUE INTO VESTIBULE. TOP OF BOARD AND BATTEN TO ALIGN WITH TOP OF DOOR. PROVIDE HORIZONTAL BREAK LINE TO ALIGN WITH DOOR PANE. SEE INTERIOR ELEVATION ON A701
- PREFIN. MTL. DOWNSPOUT TO MATCH TRIM TO DISCHARGE ONTO PRECAST SPLASHBLOCK IN LANDSCAPING. HOLD OFF TO 3' - 0" @ STONE
- TV. G.C. TO PROVIDE WOOD BLOCKING. POWER AND DATA AT 60" A.F.F.
- ORNAMENTAL BRACKETS, SEE ELEVATIONS
- COPIER BY OWNER. PROVIDE POWER AND DATA
- PLAM COUNTER @ 34" A.F.F. W/ OPEN SHELF @ 54" A.F.F.
- WALL TO 12" A.F.F. W/ METAL RAILING TO 42" A.F.F. HANDRAIL @ 36" A.F.F. AT STAIR LOCATIONS.
- OPEN FLOATING WOOD SHELVES @ 18", 36", 54" & 72" A.F.F.
- VERIFY FOOTING LOCATIONS. ENLARGE BRG. WALL AS REQ'D TO ENSURE PROPER BRG.
- G.C. TO VERIFY PRINTER EQUIPMENT FOR ELECTRICAL POWER REQ'D
- REUSE EXISTING CASEWORK (VERIFY W/ EXISTING)
- MOP SINK WITH MOP SHELF. F.R.P. WAINSCOT WALLS AT 48" A.F.F.
- OWNERS OPTION: OMIT BASE CABINETS AND REPLACE WITH CHEST FREEZER. ELEC. TO PROVIDE POWER
- SHEATHING TO BE EXTERIOR RATED G.W.B. FOR FIRE SEPERATION DURING PHASING

1
A200
CRAWL SPACE - PHASE 1
1/4" = 1'-0"

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Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
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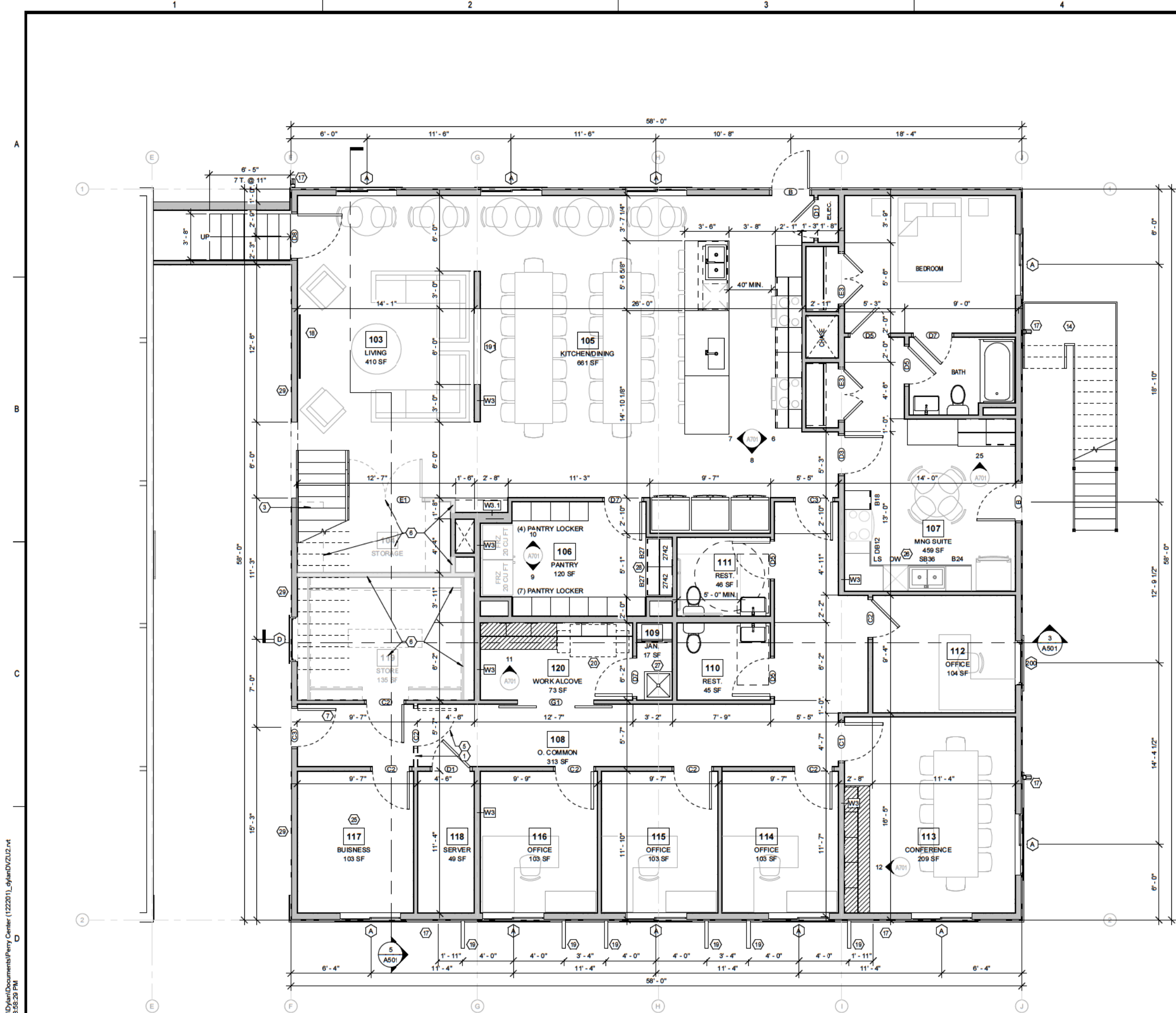
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DRAWING TITLE:
PHASE 1 - ENLARGED
LOWER FLOOR PLAN

A200

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1 PHASE 1 - ENLARGED 1ST FLOOR PLAN
A202 1/4" = 1'-0"

GENERAL PLAN NOTES:

- ALL INTERIOR WALLS ARE 3-1/2" WOOD STUD WALL TYPE 'W2' UNLESS OTHERWISE NOTED.
- EXTERIOR WALLS ARE DIMENSIONED TO FACE OF EXTERIOR SHEATHING.
- REINFORCEMENT SHALL BE PROVIDED FOR THE FUTURE INSTALLATION OF GRAB BARS AND SHOWER SEATS AT WATER CLOSETS, BATHTUBS, AND SHOWER COMPARTMENTS.
- CENTERLINE OF WATER CLOSETS SHALL BE 18" FROM THE SIDEWALL FACE OF G.W.B. AND/OR ADJACENT CABINET.
- GWB CONTROL JOINT @ HINGE SIDE OF EACH ENTRY WALL OR 30" MAX.
- CORNER GUARDS AT ALL OUTSIDE CORNERS OF GWB WALLS IN CORRIDORS AND COMMON SPACES.
- PROVIDE SOUND BATT INSULATION AT BATHROOM, BEDROOM, OFFICE, CONFERENCE AND PARTY WALLS.
- ALL DOORS TO MEET MIN. FLOOR CLEARANCE, SEE A001.
- "1S" - SHELF @ 48" A.F.F. | "2S" - 2 SHELVES @ 36" & 72" A.F.F.
- REFERENCE A401 FOR STOREFRONT MULLION HEIGHTS & DETAILS.

FLOOR PLAN KEY NOTES

- TEMPORARY WALL - PHASE I ONLY
- PHASE 1 TUNNEL, T.O. SHEATHING OF ROOF TO MATCH STAIR LANDING OF PHASE 2. WEATHERPROOF UNTIL BREEZEWAY IS ENCLOSED
- TEMPORARY STAIR - PHASE I ONLY
- TEMPORARY STAIR TO REMAIN UNTIL COMPLETION OF PHASE 2, REUSE FOR INTERIOR STAIR OF SOUTHEAST BUILDING
- TEMPORARY DOOR - PHASE I ONLY
- WALLS, DOORS, & FINISHES TO BE COMPLETED IN PHASE 2
- DOOR TO FUNCTION AS TEMPORARY ENTRANCE DOOR TO PHASE 1
- FLOOR HELD OUT TO CREATE OPEN TO BELOW SPACE. TO BE FILLED IN DURING PHASE 2
- NEW FOOTING, SEE STRUCT.
- TREATED STAIR LANDING TO ALIGN W/ T.O. FOOTING
- EDGE OF NEW POURED SLAB
- PEA GRAVEL OVER 6 MIL POLY VAPOR BARRIER
- NEW DRAIN TILE TO BE INSTALLED TO PROTECT EXCAVATED CRAWL SPACE CONCRETE FLOOR
- TEMPORARY EGRESS STAIR W/ 11" MIN TREAD, 7" MAX RISE. HAND RAIL @ 36". RAILING AT 42". BALUSTER RAILING @ 4" MAX O.C.
- <varies>
- 12" BOARD AND BATTEN TO CONTINUE INTO VESTIBULE. TOP OF BOARD AND BATTEN TO ALIGN WITH TOP OF DOOR. PROVIDE HORIZONTAL BREAK LINE TO ALIGN WITH DOOR PANE. SEE INTERIOR ELEVATION ON A701
- PREFIN. MTL. DOWNSPOUT TO MATCH TRIM TO DISCHARGE ONTO PRECAST SPLASHBLOCK IN LANDSCAPING. HOLD OFF TO 3'-0" @ STONE
- TV, G.C. TO PROVIDE WOOD BLOCKING. POWER AND DATA AT 60" A.F.F.
- ORNAMENTAL BRACKETS, SEE ELEVATIONS
- COPIER BY OWNER. PROVIDE POWER AND DATA
- PLAM COUNTER @ 34" A.F.F. W/ OPEN SHELF @ 54" A.F.F.
- WALL TO 12" A.F.F. W/ METAL RAILING TO 42" A.F.F. HANDRAIL @ 36" A.F.F. AT STAIR LOCATIONS.
- OPEN FLOATING WOOD SHELVES @ 18", 36", 54" & 72" A.F.F.
- VERIFY FOOTING LOCATIONS. ENLARGE BRG. WALL AS REQ'D TO ENSURE PROPER BRG.
- G.C. TO VERIFY PRINTER EQUIPMENT FOR ELECTRICAL POWER REQ'D
- REUSE EXISTING CASEWORK (VERIFY W/ EXISTING)
- MOP SINK WITH MOP SHELF. F.R.P. WAINSCOT WALLS AT 48" A.F.F.
- OWNERS OPTION: OMIT BASE CABINETS AND REPLACE WITH CHEST FREEZER. ELEC. TO PROVIDE POWER
- SHEATHING TO BE EXTERIOR RATED G.W.B. FOR FIRE SEPERATION DURING PHASING

RHET
ARCHITECTURE

RHET ARCHITECTURE
27 11th ST. N. FARGO, ND 58102
701.715.8232
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Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
**ZCON ZEIBARTH
CONSTRUCTION, LLC**
ATTN: LANCE ZIEBARTH
2821 FIECHTNER DRIVE
FARGO, ND 58103

PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

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MARK	DESCRIPTION	DATE
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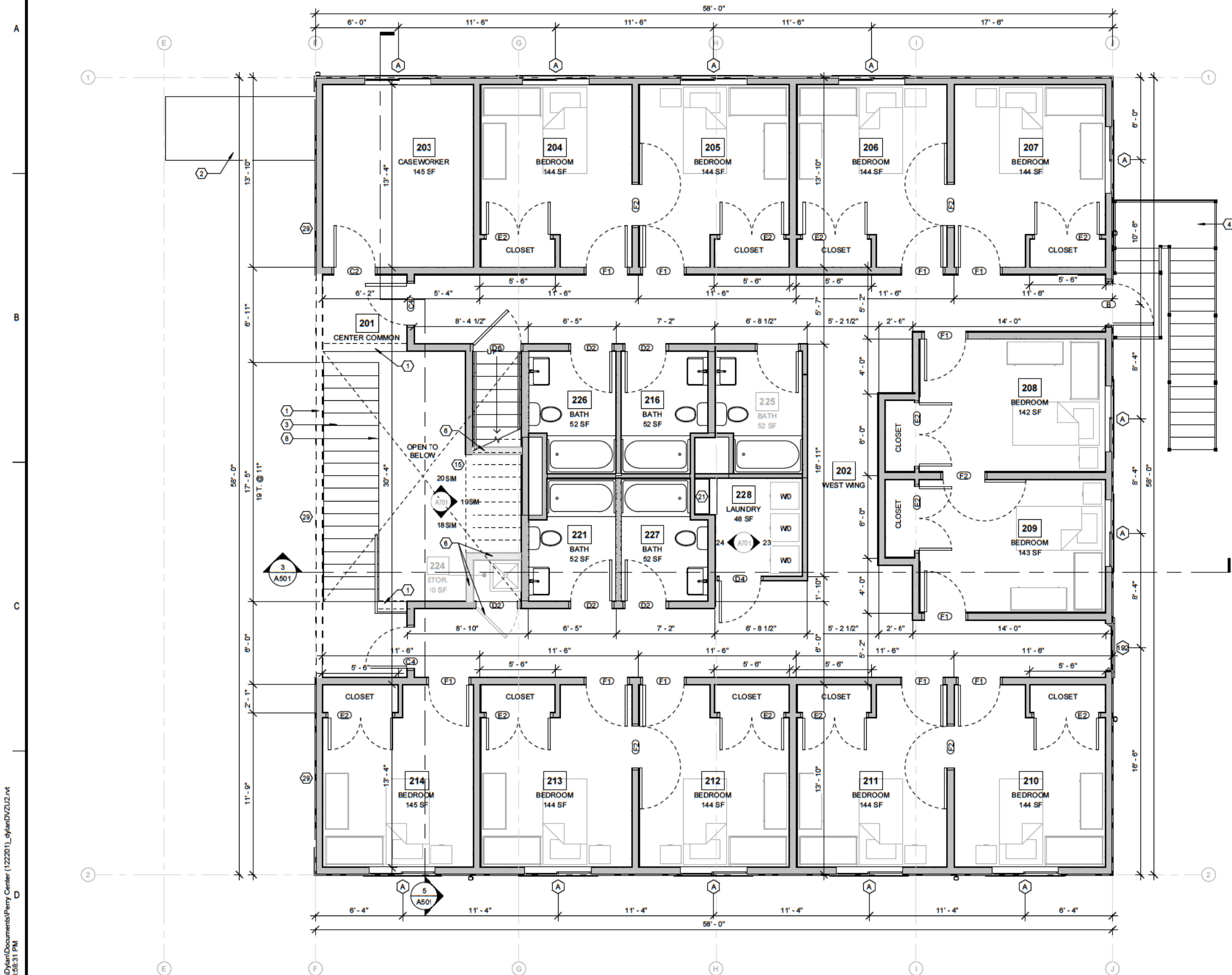
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PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
**PHASE 1 - ENLARGED
1ST FLOOR PLAN**

A202

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Pld Date: 11/7/2024 3:58:31 PM



1
A203
PHASE 1 - ENLARGED 2ND FLOOR PLAN
1/4" = 1'-0"

GENERAL PLAN NOTES:

1. ALL INTERIOR WALLS ARE 3-1/2" WOOD STUD WALL TYPE 'W2' UNLESS OTHERWISE NOTED.
2. EXTERIOR WALLS ARE DIMENSIONED TO FACE OF EXTERIOR SHEATHING.
3. REINFORCEMENT SHALL BE PROVIDED FOR THE FUTURE INSTALLATION OF GRAB BARS AND SHOWER SEATS AT WATER CLOSETS, BATHTUBS, AND SHOWER COMPARTMENTS.
4. CENTERLINE OF WATER CLOSETS SHALL BE 18" FROM THE SIDEWALL FACE OF G.W.B. AND/OR ADJACENT CABINET.
5. G.W.B. CONTROL JOINT @ HINGE SIDE OF EACH ENTRY WALL OR 30" MAX.
6. CORNER GUARDS AT ALL OUTSIDE CORNERS OF G.W.B. WALLS IN CORRIDORS AND COMMON SPACES.
7. PROVIDE SOUND BATT INSULATION AT BATHROOM, BEDROOM, OFFICE, CONFERENCE AND PARTY WALLS.
8. ALL DOORS TO MEET MIN. FLOOR CLEARANCE, SEE A001.
9. "1S" - SHELF @ 48" A.F.F. | "2S" - 2 SHELVES @ 36" & 72" A.F.F. REFERENCE A401 FOR STOREFRONT MULLION HEIGHTS & DETAILS.
- 10.

FLOOR PLAN KEY NOTES

1. TEMPORARY WALL - PHASE 1 ONLY
2. PHASE 1 TUNNEL, T.O. SHEATHING OF ROOF TO MATCH STAIR LANDING OF PHASE 2. WEATHERPROOF UNTIL BREEZEWAY IS ENCLOSED
3. TEMPORARY STAIR - PHASE 1 ONLY
4. TEMPORARY STAIR TO REMAIN UNTIL COMPLETION OF PHASE 2, REUSE FOR INTERIOR STAIR OF SOUTHEAST BUILDING
5. TEMPORARY DOOR - PHASE 1 ONLY
6. WALLS, DOORS, & FINISHES TO BE COMPLETED IN PHASE 2
7. DOOR TO FUNCTION AS TEMPORARY ENTRANCE DOOR TO PHASE 1
8. FLOOR HELD OUT TO CREATE OPEN TO BELOW SPACE. TO BE FILLED IN DURING PHASE 2
9. NEW FOOTING, SEE STRUCT.
10. TREATED STAIR LANDING TO ALIGN W/ T.O. FOOTING
11. EDGE OF NEW POURED SLAB
12. PEA GRAVEL OVER 6 MIL POLY VAPOR BARRIER
13. NEW DRAIN TILE TO BE INSTALLED TO PROTECT EXCAVATED CRAWL SPACE CONCRETE FLOOR
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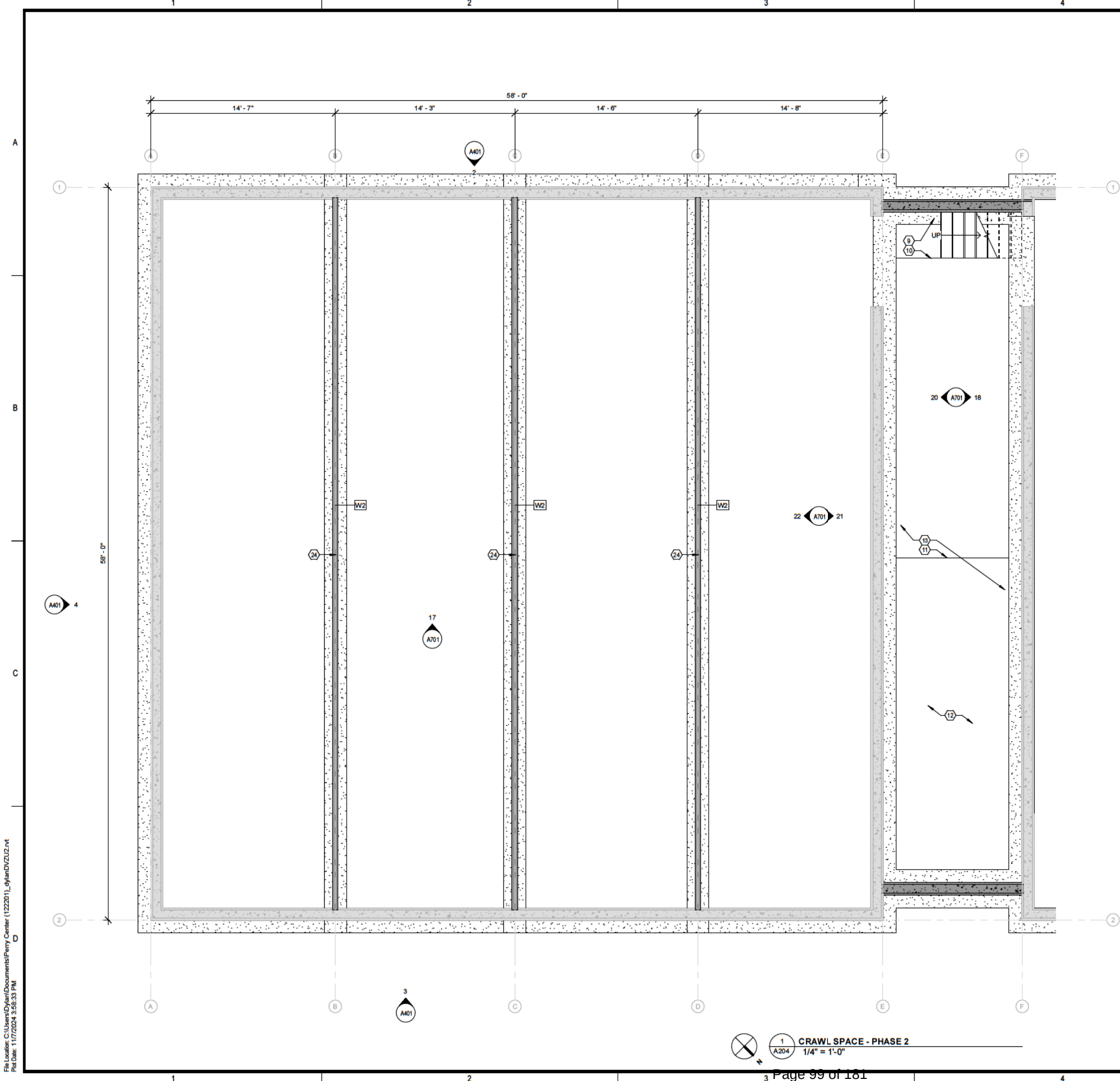
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PROJECT NO: 24-122201
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PHASE 1 - ENLARGED
2ND FLOOR PLAN

A203

File Location: C:\Users\Dylan\Documents\Perry Center (122201)_dylanDVZU2.rvt
Plt Date: 11/7/2024 3:58:33 PM



GENERAL PLAN NOTES:

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Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



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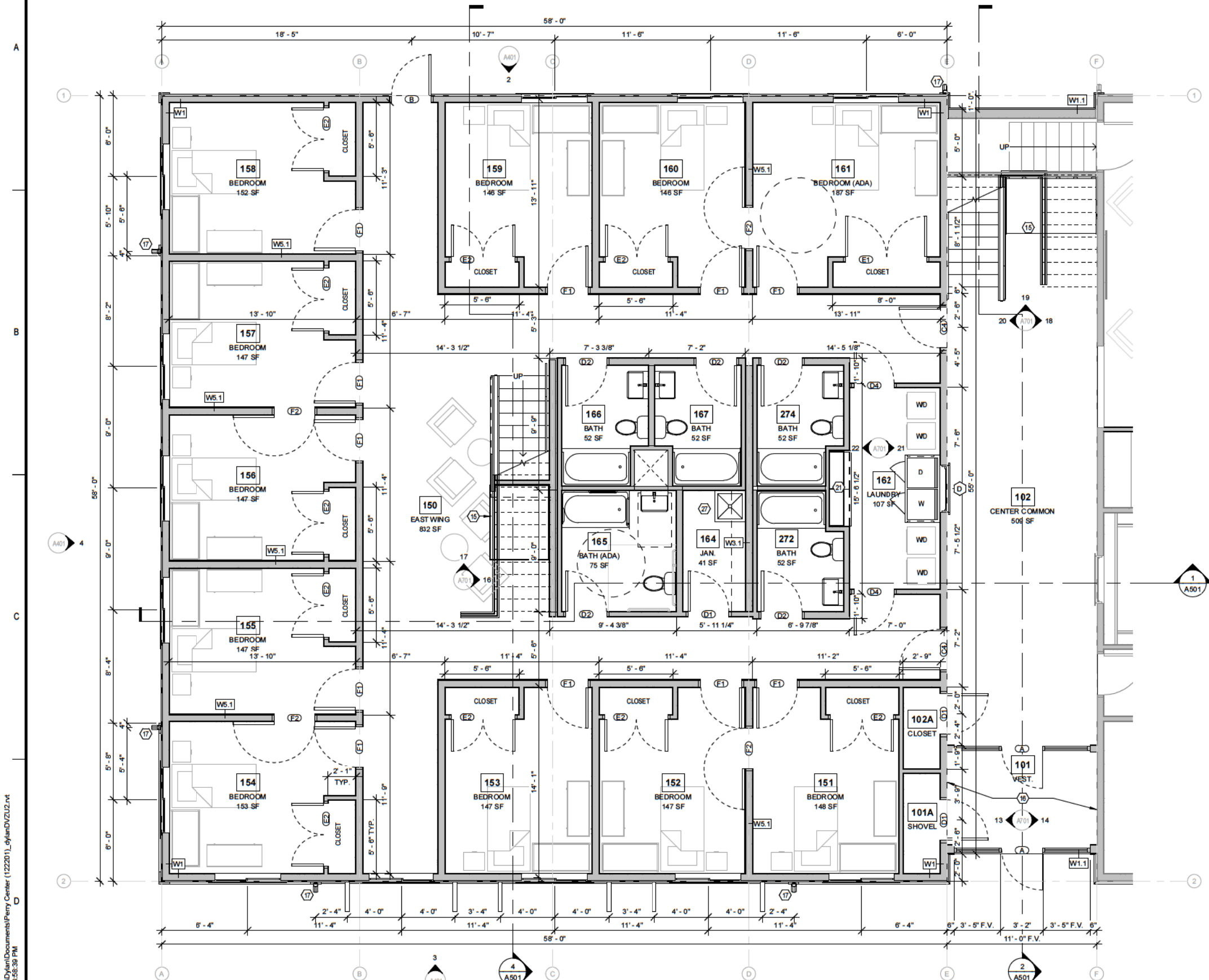
PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF

DRAWING TITLE:
**PHASE 2 - ENLARGED
LOWER FLOOR PLAN**

A204

1
A204
CRAWL SPACE - PHASE 2
1/4" = 1'-0"

File Location: C:\Users\Dylan\Documents\Perry Center (122201)_dylan\DWG\122201.dwg
Plot Date: 11/7/2024 3:58:30 PM



1
A251
PHASE 2 - ENLARGED 1ST FLOOR PLAN
1/4" = 1'-0"

GENERAL PLAN NOTES:

1. ALL INTERIOR WALLS ARE 3-1/2" WOOD STUD WALL TYPE 'W2' UNLESS OTHERWISE NOTED.
2. EXTERIOR WALLS ARE DIMENSIONED TO FACE OF EXTERIOR SHEATHING.
3. REINFORCEMENT SHALL BE PROVIDED FOR THE FUTURE INSTALLATION OF GRAB BARS AND SHOWER SEATS AT WATER CLOSETS, BATHTUBS, AND SHOWER COMPARTMENTS.
4. THE CENTERLINE OF WATER CLOSETS SHALL BE 18" FROM THE SIDEWALL FACE OF G.W.B. AND/OR ADJACENT CABINET.
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7. PROVIDE SOUND BATT INSULATION AT BATHROOM, BEDROOM, OFFICE, CONFERENCE AND PARTY WALLS.
8. ALL DOORS TO MEET MIN. FLOOR CLEARANCE, SEE A001.
9. "1S" - SHELF @ 48" A.F.F. | "2S" - 2 SHELVES @ 36" & 72" A.F.F.
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FLOOR PLAN KEY NOTES

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3. TEMPORARY STAIR - PHASE I ONLY
4. TEMPORARY STAIR TO REMAIN UNTIL COMPLETION OF PHASE 2, REUSE FOR INTERIOR STAIR OF SOUTHEAST BUILDING
5. TEMPORARY DOOR - PHASE I ONLY
6. WALLS, DOORS, & FINISHES TO BE COMPLETED IN PHASE 2
7. DOOR TO FUNCTION AS TEMPORARY ENTRANCE DOOR TO PHASE 1
8. FLOOR HELD OUT TO CREATE OPEN TO BELOW SPACE. TO BE FILLED IN DURING PHASE 2
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PROJECT NO: 24-122201

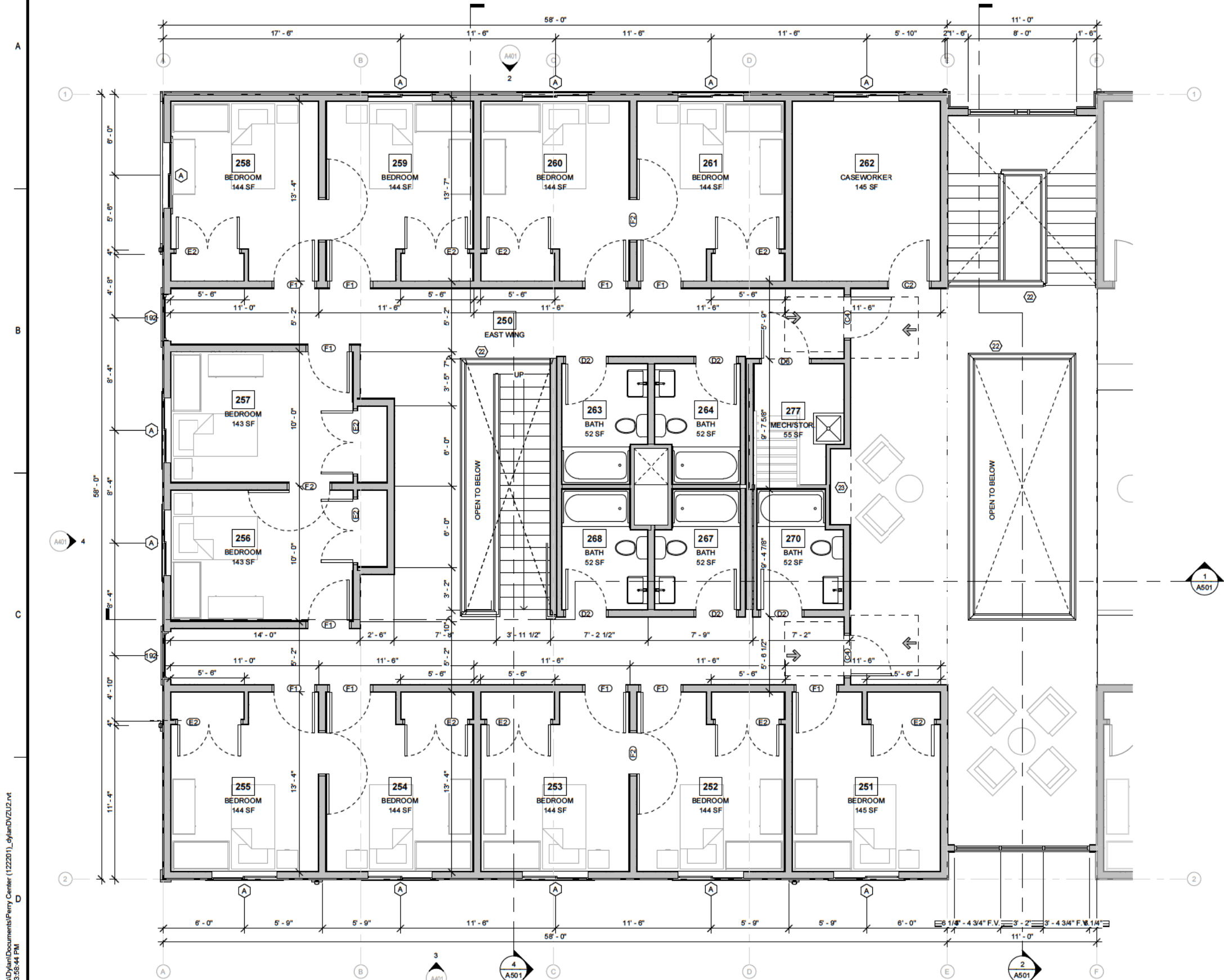
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CHECKED BY: RF

DRAWING TITLE:
**PHASE 2 - ENLARGED
1ST FLOOR PLAN**

A251

File Location: C:\Users\Dylan\Documents\Perry Center (122201)_dylan\DWG\252.dwg
Pld Date: 11/7/2024 3:58:44 PM



1
A252
PHASE 2 - ENLARGED 2ND FLOOR PLAN
1/4" = 1'-0"

GENERAL PLAN NOTES:

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PROJECT NO: 24-122201

DRAWN BY: DN

CHECKED BY: RF

DRAWING TITLE:
**PHASE 2 - ENLARGED
2ND FLOOR PLAN**

A252

1 2 3 4 5
A
B
C
D
File Location: C:\Users\Dylan\Documents\Perry Center (122201)_dylan\DWG\122201.dwg
Plot Date: 11/7/2024 3:59:07 PM



ELEVATION PLAN KEY NOTES

- DOWNLIGHT INTEGRATED INTO SOFFIT ON DUSK-TO-DAWN SENSOR WITH LIGHT SHIELD AT WINDOW
- FORWARD THROW LIGHT TO PARKING AREA
- WALL MOUNTED DOWN LIGHT
- WALL MOUNTED UP LIGHT

TYPICAL MATERIALS/FINISHES

MATERIAL	COLOR
SHINGLES: CERTAINTED LANDMARK	WEATHERED WOOD
MTL. ROOF: STANDING SEAM	LIGHT GREY
FASCIA: PRE-FIN. MTL.	DESERT TONE
SOFFIT: PRE-FIN. MTL. - VENTED	DESERT TONE
TRIM: PRE-FIN. MTL.	DESERT TONE
FRIEZE: PRE-FIN. MTL.	DESERT TONE
GUTTER: PRE-FIN. MTL.	MATCH ADJACENT COLOR
STOREFRONT: ALUMINUM	BRONZE
WINDOWS: FIBERGLASS	BRONZE
MECH. LOUV. PRE-FIN. MTL.	MATCH ADJACENT COLOR
ARCH. LOUV. PRE-FIN. MTL.	DESERT TONE

*BASIS FOR DESIGN
*ALL FINISHES TO BE APPROVED BY OWNER WITH SAMPLES/MOCK UPS

THIN VENEER MASONRY
BASIS FOR DESIGN: EDWARD'S STONE MULTI 468 (DRY STACK)
COLOR: SOUTHERN CREAM

METAL SIDING
BASIS FOR DESIGN: MAC HORIZONTAL 6" HARRYWOOD SIDING
COLOR: CORK

METAL SIDING
BASIS FOR DESIGN: LP SMARTSIDE HORIZONTAL 8" LAP SIDING
COLOR: CLASSIC BLUE

VERTICAL WOOD FIBER SIDING
BASIS FOR DESIGN: LP SMARTSIDE VERTICAL 12" BOARD & BATTEN
COLOR: DESERT TONE

GENERAL ELEVATION NOTES:

- MECHANICAL LOUVERS, EXHAUST & BATH VENTS PAINT TO MATCH COLOR OF ADJACENT SIDING
- BATH VENTS TO BE VENTED OUT FRIEZE
- ARCHITECTURAL ROOF VENTS ON GABLES TO MATCH TRIM
- SEE STRUCTURAL FOR FOOTING DEPTH, SIZE, & LOCATION
- SEE FLOOR PLANS FOR WINDOW TAGS

RHET ARCHITECTURE

RHET ARCHITECTURE
27 11th ST. N. FARGO, ND 58102
701.715.8232
WWW.RHET-ARCH.COM

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 Architect under the laws of the State of North Dakota.

Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811

PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE PKWY, WEST FARGO, ND 58078

CONTRACTOR:
ZCON ZEIBARTH CONSTRUCTION, LLC
ATTN: LANCE ZIEBARTH
2821 FIECHTNER DRIVE
FARGO, ND 58103

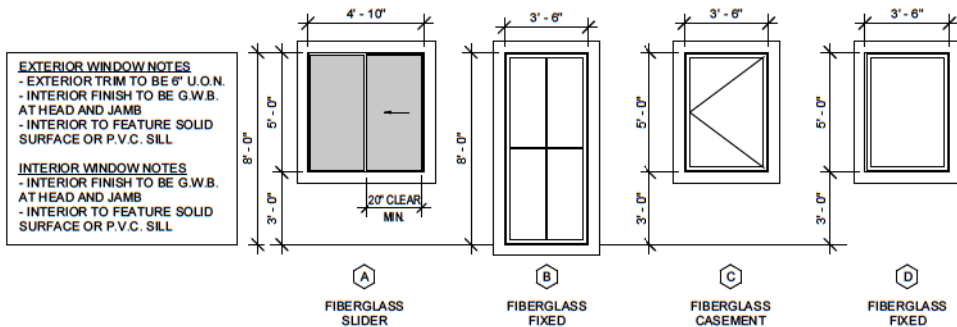
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

CD	CONSTRUCTION DOCUMENTS	10/07/2024
MARK	DESCRIPTION	DATE
REVISION SCHEDULE		
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PROJECT NO:	24-122201	
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CHECKED BY:	RF	
DRAWING TITLE:	ELEVATION	

A401

WINDOW SCHEDULE						
COUNT	MARK	OPERATION	HEIGHT	WIDTH	SILL HEIGHT	COMMENTS
PHASE 1						
1ST FLOOR						
1	200	CASEMENT	5'-0"	3'-6"	3'-0"	
12	A	SLIDER	5'-0"	4'-10"	3'-0"	
1	D	CASEMENT	5'-0"	3'-6"	2'-6"	
2ND FLOOR						
1	192	FIXED	8'-0"	3'-6"	C"	
12	A	SLIDER	5'-0"	4'-10"	3'-0"	
PHASE 2						
1ST FLOOR						
18	A	SLIDER	5'-0"	4'-10"	3'-0"	
1	D	CASEMENT	5'-0"	3'-6"	3'-0"	
2ND FLOOR						
9	192	FIXED	8'-0"	3'-6"	C"	
12	A	SLIDER	5'-0"	4'-10"	3'-0"	

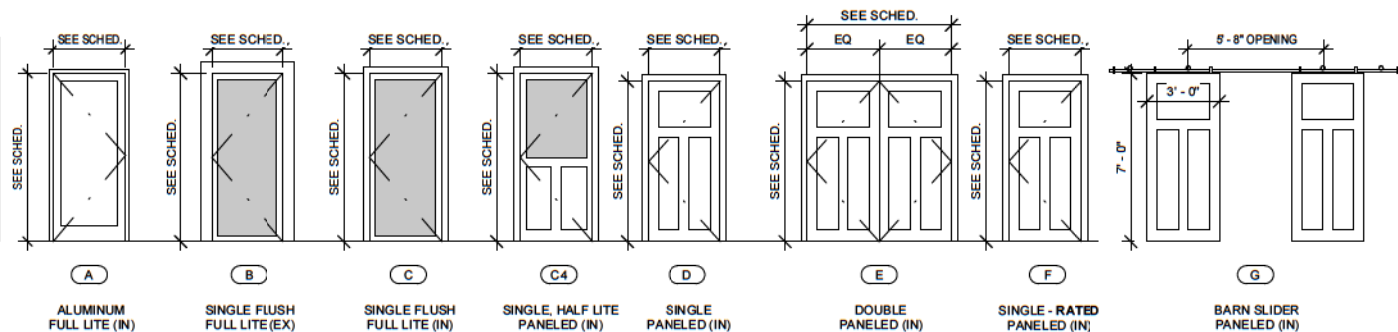
DOOR SCHEDULE						
COUNT	TYPE	DOOR TYPE	WIDTH	HEIGHT	Fx	HARDWARE
PHASE 1						
1ST FLOOR						
2	B	SINGLE FLUSH - FULL LITE - EXTERIOR	3'-0"	7'-0"		FOB, SELF CLOSER
1	C1	SINGLE FLUSH - FULL LITE	3'-0"	7'-0"		PASSAGE
7	C2	SINGLE FLUSH - FULL LITE	3'-0"	7'-0"		KEY
2	C3	SINGLE FLUSH - FULL LITE	3'-0"	7'-0"		FOB, SELF CLOSER
2	D1	PANELED DOOR	3'-0"	6'-8"		KEY
1	D3	PANELED DOOR	3'-0"	6'-8"		FOB, SELF CLOSER
4	D5	PANELED DOOR	3'-0"	6'-8"		PRIVACY
3	D7	PANELED DOOR	3'-0"	6'-8"		PASSAGE
1	D8	PANELED DOOR	3'-6"	4'-6"		KEY
1	E1	PANELED DOOR - DOUBLE	3'-0"	6'-8"		DUMMY
2	E3	PANELED DOOR - DOUBLE	2'-0"	6'-8"		DUMMY
1	G1	SLIDING BARN DOOR	6'-0"	7'-0"		LOW PROFILE PULL WITH LOCKING MECHANISM
2ND FLOOR						
1	C2	SINGLE FLUSH - FULL LITE	3'-0"	7'-0"		KEY
2	C4	PANELED DOOR - HALF LITE	3'-0"	7'-0"		FOB, SELF CLOSER
6	D2	PANELED DOOR	3'-0"	6'-8"		PULL ONLY KEYED DEADBOLT W/ VACANCY INDICATOR
1	D4	PANELED DOOR	3'-0"	6'-8"		WIFI ENABLED, PROGRAMABLE LOCK
1	D6	PANELED DOOR	3'-0"	6'-8"		KEY
11	E2	PANELED DOOR - DOUBLE	2'-4"	6'-8"		DUMMY
11	F1	PANELED DOOR - ENTRY	3'-0"	6'-8"	20 MIN.	WIFI ENABLED KEY PAD, SELF CLOSER
5	F2	PANELED DOOR - SHARED	3'-0"	6'-8"	45 MIN.	DOUBLE KEYED DEADBOLT
PHASE 2						
1ST FLOOR						
2	A	ALUM. FULL LITE W SELF CLOSER	3'-0"	7'-0"		FOB (ENTRANCE ONLY), SELF CLOSER, PANIC
1	B	SINGLE FLUSH - FULL LITE - EXTERIOR	3'-0"	7'-0"		FOB, SELF CLOSER
2	C4	PANELED DOOR - HALF LITE	3'-0"	7'-0"		FOB, SELF CLOSER
3	D1	PANELED DOOR	3'-0"	6'-8"		KEY
6	D2	PANELED DOOR	3'-0"	6'-8"		PULL ONLY KEYED DEADBOLT W/ VACANCY INDICATOR
2	D4	PANELED DOOR	3'-0"	6'-8"		WIFI ENABLED, PROGRAMABLE LOCK
1	E1	PANELED DOOR - DOUBLE	3'-0"	6'-8"		DUMMY
10	E2	PANELED DOOR - DOUBLE	2'-4"	6'-8"		DUMMY
11	F1	PANELED DOOR - ENTRY	3'-0"	6'-8"	20 MIN.	WIFI ENABLED KEY PAD, SELF CLOSER
4	F2	PANELED DOOR - SHARED	3'-0"	6'-8"	45 MIN.	DOUBLE KEYED DEADBOLT
2ND FLOOR						
1	C2	SINGLE FLUSH - FULL LITE	3'-0"	7'-0"		KEY
2	C4	PANELED DOOR - HALF LITE	3'-0"	7'-0"		FOB, SELF CLOSER
5	D2	PANELED DOOR	3'-0"	6'-8"		PULL ONLY KEYED DEADBOLT W/ VACANCY INDICATOR
1	D6	PANELED DOOR	3'-6"	6'-8"		KEY
11	E2	PANELED DOOR - DOUBLE	2'-4"	6'-8"		DUMMY
11	F1	PANELED DOOR - ENTRY	3'-0"	6'-8"	20 MIN.	WIFI ENABLED KEY PAD, SELF CLOSER
5	F2	PANELED DOOR - SHARED	3'-0"	6'-8"	45 MIN.	DOUBLE KEYED DEADBOLT



2 TYPES - WINDOW TYPES
1/4" = 1'-0"

EXTERIOR DOOR NOTES
- EXTERIOR TRIM TO BE 6" U.O.N.
- INTERIOR FINISH TO BE G.W.B.
AT HEAD AND JAMB
- THRESHOLD TO BE <1/2" RISE
W 2 1/4" BEVEL AT 1/4"

INTERIOR DOOR NOTES
- JAMB AND HEAD TO BE PREFIN.
MTL. DOOR FRAME
- TRIMMED WITH WOOD
CRAFTSMAN STYLE. 4" SIDES W/
6" HEAD TO BE 1/4" MIN THICKER



1 TYPES - DOOR TYPES
1/4" = 1'-0"

ROOM FINISH SCHEDULE - PHASE I												
NUMBER	ROOM	AREA	FLOOR	BASE	CEILING	BOTTOM	LEFT	RIGHT	TOP	COMMENTS		
1ST FLOOR												
103	LIVING	410 SF	LVT	WD	PT2	PT2	PT2	PT2	PT2			
105	KITCHENDINING	661 SF	LVT	WD	PT2	PT2	PT2	PT2	PT2			
106	PANTRY	120 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
107	MNG SUITE	459 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
108	O. COMMON	313 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
109	JAN.	17 SF	LVT	N/A	N/A	PT1	PT1	PT1	PT1			
110	REST.	45 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
111	REST.	46 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
112	OFFICE	104 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
113	CONFERENCE	209 SF	CPT	WD	PT2	PT2	PT2	PT2	PT2			
114	OFFICE	103 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
115	OFFICE	103 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
116	OFFICE	103 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
117	BUISNESS	103 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
118	SERVER	49 SF	LVT	VB	PT1	PT1	PT1	PT1	PT1			
119	STORE	135 SF	LVT	VB	PT1	PT1	PT1	PT1	PT1			
120	WORK ALCOVE	73 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
		3,053 SF										

2ND FLOOR												
201	CENTER COMMON	285 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
202	WEST WING	602 SF	LVT	VB	PT1	PT1	PT1	PT1	PT1			
203	CASEWORKER	145 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
204	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
205	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
206	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
207	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
208	BEDROOM	142 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
209	BEDROOM	143 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
210	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
211	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
212	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
213	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
214	BEDROOM	145 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
216	BATH	52 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
221	BATH	52 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
224	STOR.	10 SF	LVT	VB	PT1	PT1	PT1	PT1	PT1			
225	BATH	52 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
226	BATH	52 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
227	BATH	52 SF	LVT	N/A	FRP	FRP	FRP	FRP	FRP	48" WAINSCOT		
228	LAUNDRY	48 SF	LVT	VB	PT1	PT1	PT1	PT1	PT1			
		2,933 SF										
Grand total: 38		5,986 SF										

ROOM FINISH SCHEDULE - PHASE II												
NUMBER	ROOM	AREA	FLOOR	BASE	CEILING	BOTTOM	LEFT	RIGHT	TOP	COMMENTS		
1ST FLOOR												
101	VEST.	75 SF	WOM	V	PT2	PT2	PT2	PT2	PT2			
101A	SHOVEL	19 SF										
102	CENTER COMMON	509 SF	LVT	WD	PT2	PT2	PT2	PT2	PT2			
102A	CLOSET	16 SF										
150	EAST WING	832 SF	LVT	WD	PT3	PT3	PT3	PT3	PT3			
151	BEDROOM	148 SF	LVT	WD	PT1	PT1	PT2	PT1	PT1			
152	BEDROOM	147 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
153	BEDROOM	147 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
154	BEDROOM	153 SF	LVT	WD	PT1	PT1	PT1	PT1	PT2			
155	BEDROOM	147 SF	LVT	WD	PT1	PT2	PT1	PT1	PT1			
156	BEDROOM	147 SF	LVT	WD	PT1	PT1	PT1	PT1	PT2			
157	BEDROOM	147 SF	LVT	WD	PT1	PT2	PT1	PT1	PT1			
158	BEDROOM	152 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
159	BEDROOM	146 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
160	BEDROOM	146 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
161	BEDROOM (ADA)	187 SF	LVT	WD	PT1	PT1	PT2	PT1	PT2			
162	LAUNDRY	107 SF	LVT	V	PT1	PT1	PT1	PT1	PT1			
164	JAN.	41 SF	LVT	V	PT1	PT1	PT1	PT1	PT1			
165	BATH (ADA)	75 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
166	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
167	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
272	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
274	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
		3,549 SF										

2ND FLOOR												
250	EAST WNG	696 SF	LVT	WD	PT4	PT4	PT4	PT4	PT4			
251	BEDROOM	145 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
252	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT2	PT1	PT1			
253	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
254	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT2	PT1	PT1			
255	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
256	BEDROOM	143 SF	LVT	WD	PT1	PT1	PT1	PT1	PT2			
257	BEDROOM	143 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
258	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
259	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT2	PT1	PT1			
260	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT1	PT2	PT1			
261	BEDROOM	144 SF	LVT	WD	PT1	PT1	PT2	PT1	PT1			
262	CASEWORKER	145 SF	LVT	WD	PT1	PT1	PT1	PT1	PT1			
263	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
264	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
267	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
268	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
269	MECH/STOR.	52 SF	LVT	V	PT1	PT1	PT1	PT1	PT1			
270	BATH	52 SF	LVT	N/A	PT1	FRP1	FRP1	FRP1	FRP1	48" WAINSCOT		
277	MECH/STOR.	56 SF	LVT	V	PT1	PT1	PT1	PT1	PT1			
2,793 SF												

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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 Architect under the laws of the State of North Dakota.

Signature: *Rhet Fickness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
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2821 FIECHTNER DRIVE
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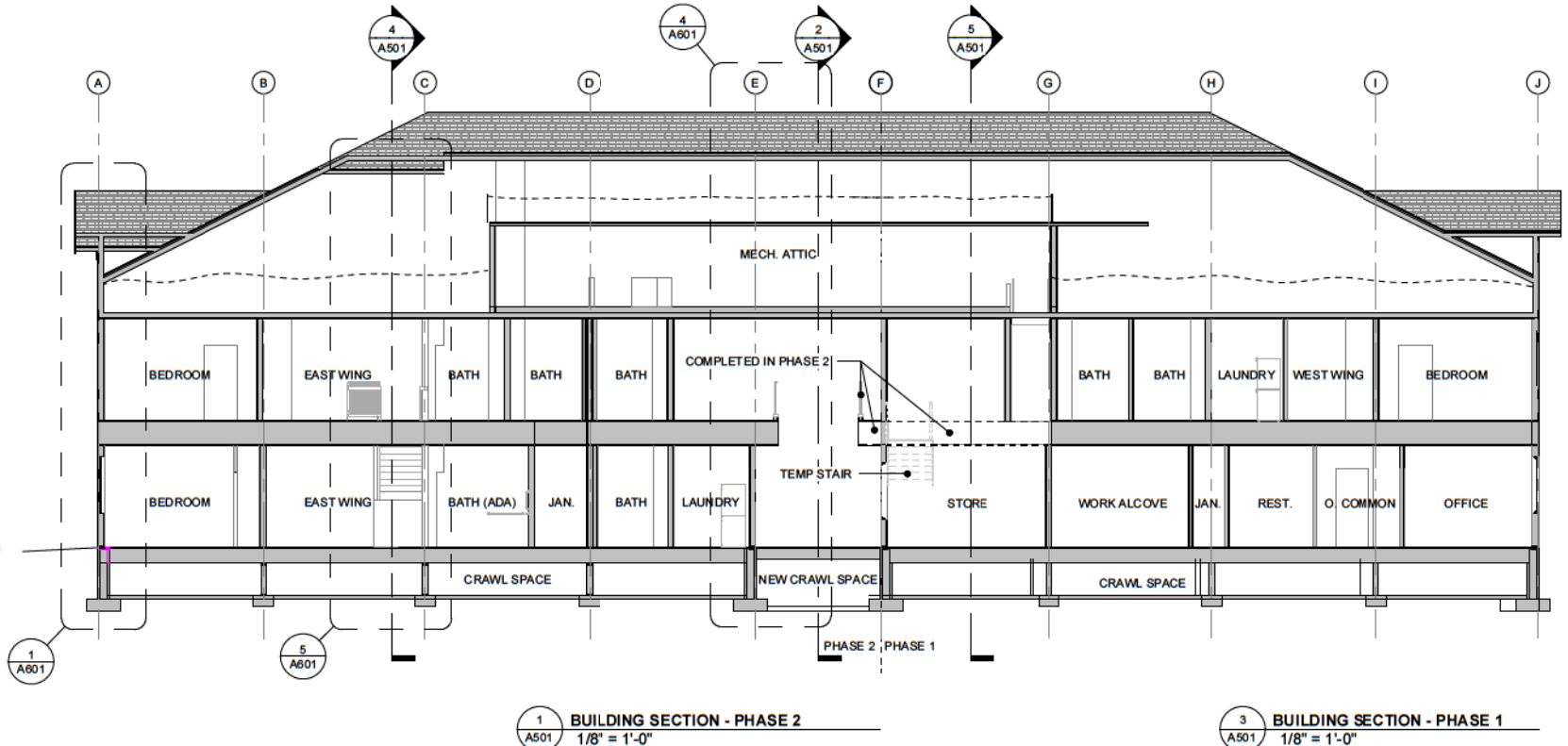
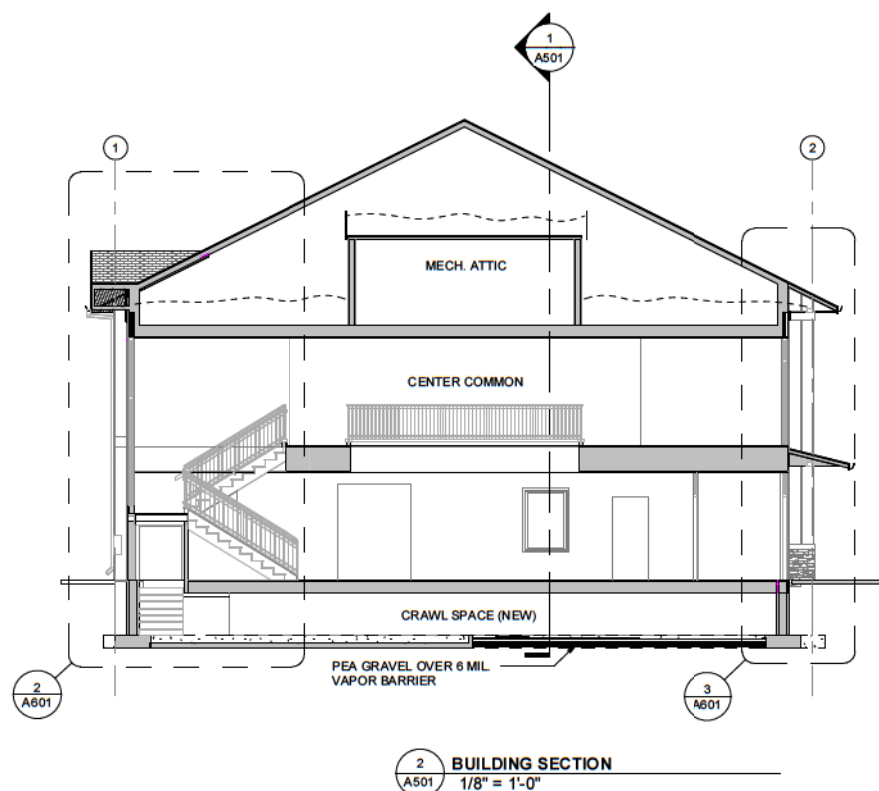
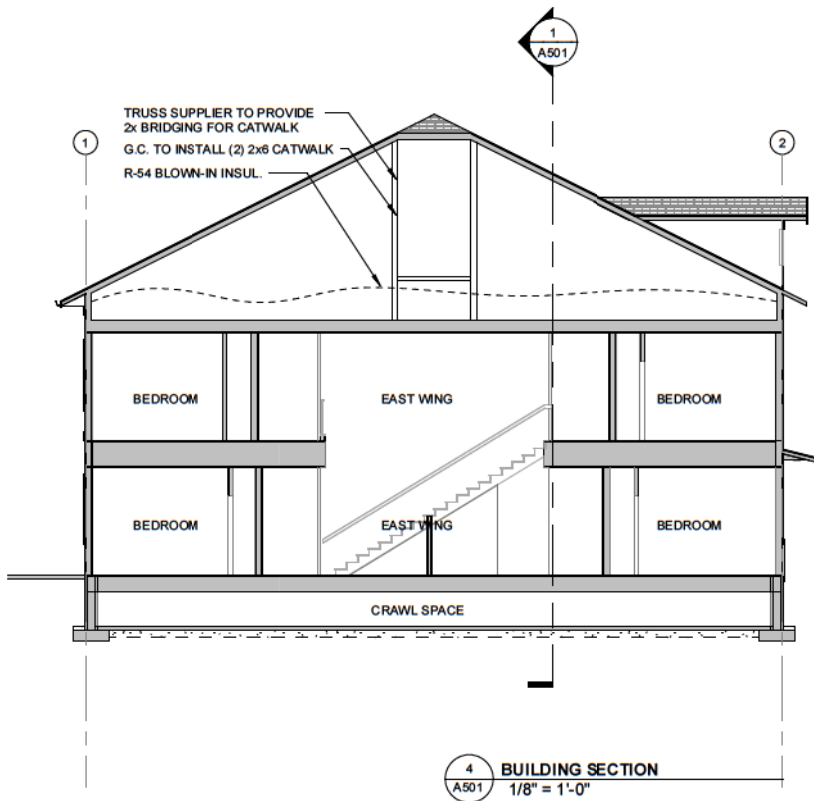
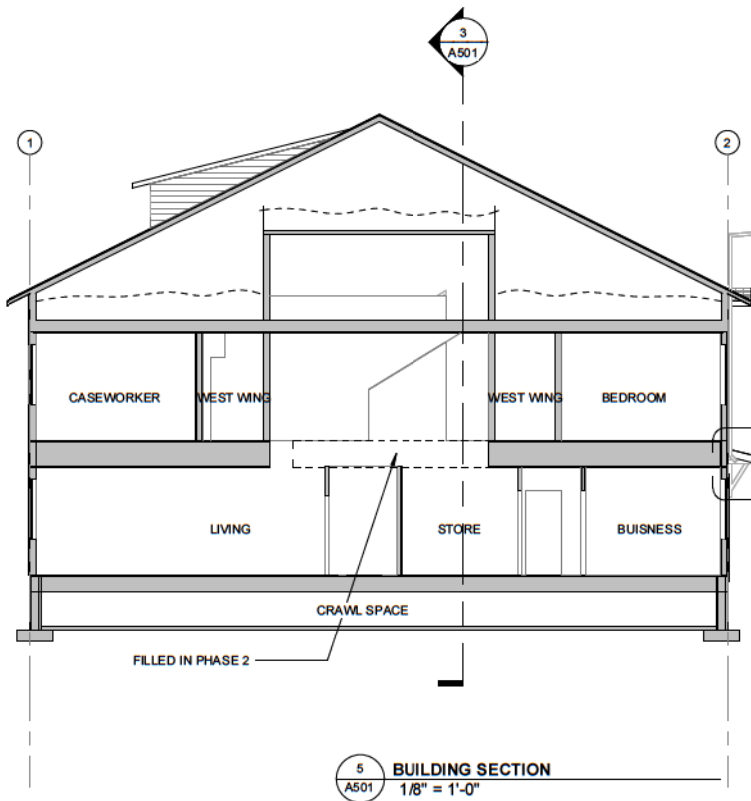
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REVISION SCHEDULE		

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PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
BUILDING SECTION

A501



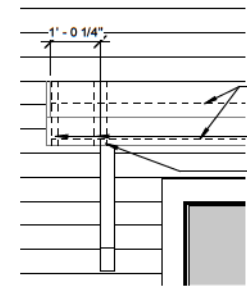
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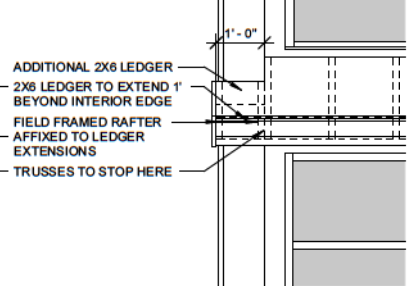
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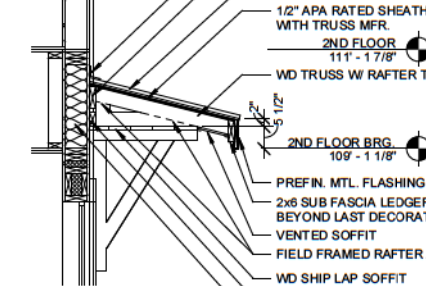
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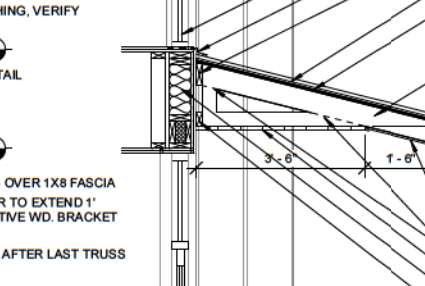
10 ELEV. @ SHED ROOF
A601 1/2" = 1'-0"



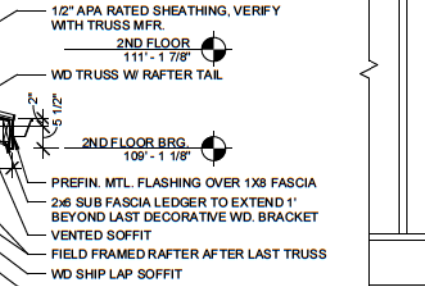
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A601 1/2" = 1'-0"



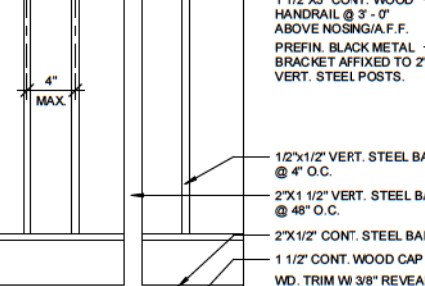
8 SECTION @ SHED ROOF
A601 1/2" = 1'-0"



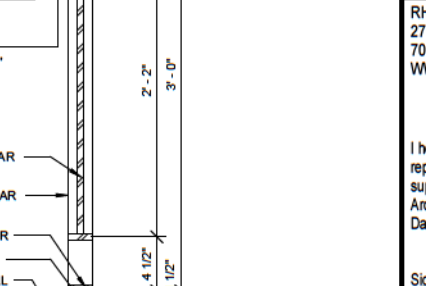
7 SECTION @ SHED ROOF
A601 1/2" = 1'-0"



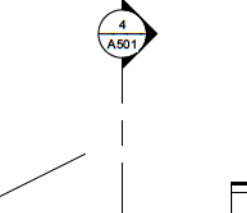
11 3D SHED ROOF DETAIL
A601



6 RAILING DETAIL
A601 1 1/2" = 1'-0"



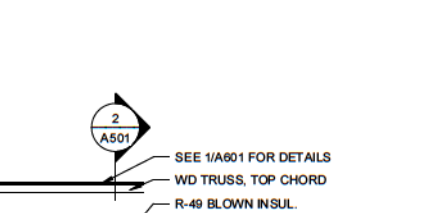
SECTION OF RAILING



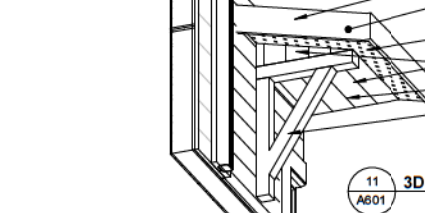
5 WALL SECTION
A601 1/4" = 1'-0"



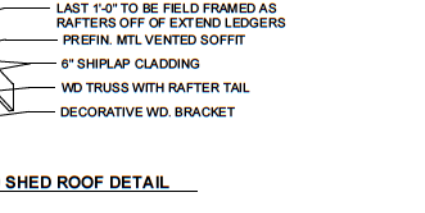
4 WALL SECTION
A601 1/4" = 1'-0"



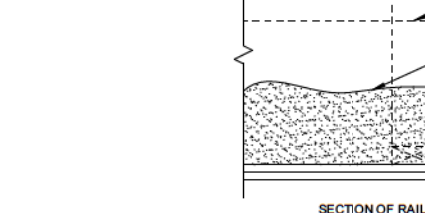
3 WALL SECTION
A601 1/4" = 1'-0"



2 WALL SECTION
A601 1/4" = 1'-0"



1 WALL SECTION
A601 1/4" = 1'-0"



CLASS 'A' SHINGLES ON #15 BUILDING PAPER W/ ICE AND WATER BARRIER ON EDGES, SEE ROOF PLAN

2x6 WD. SUB-FASCIA W/ 8 TRIM FASCIA W/ DRIP EDGE

PREFIN. MTL. SOFFIT - SEE ELEV.

ROOF TRUSS, SEE STRUCT.

DRAFT STOPPING BUILT INTO TRUSS. SEE ROOF PLAN FOR DRAFT STOP LOCATIONS

R-54 BLOWN INSULATION

5/8" TYPE 'C' G.W.B. OVER 1/2" RC-1 SOUND CHANNEL & 6 MIL. V.B. UL # RC2603, RC2604, RC2606

CONTRACTOR OPTION: 2 LAYERS 5/8" TYPE 'X' G.W.B. OVER 6 MIL. POLY V.B. UL # RC2602

GYPCRETE OVER 3/4" APA RATED SHEATHING, SEE STRUCT.

WD. TRUSS, SEE STRUCT.

6" BLOWN INSULATION

5/8" TYPE 'C' G.W.B. OVER 1/2" RC-1 CHANNEL

RIGID FOAM @ HEADER SPACE G.C. OPTION: SPRAY FOAM

G.W.B. HEAD AND JAMB RETURN

SOLID SURFACE OR PVC SILL W/ 1" EXTENSION BEYOND G.W.B.

2x6 STUD @ 16" O.C. W/ R-21 BATT INSUL.

FINISH, SEE ELEVATIONS & INSTALL PER MFR.

3/4" GYPCRETE OVER APA RATED SHEATHING, SEE STRUCT.

SILL SEALER AT NEW SEAL

WD. FLOOR TRUSS, SEE STRUCT.

REMOVE EXISTING INSUL. AS REQ'D. REESTABLISH R-VALUE AFTER NEW FLOOR, SEE STRUCT.

5/8" TYPE 'C' G.W.B. OVER 1/2" RC-1

EXISTING ICF FOUNDATION WALL

EXISTING FOOTING

RECESSED CONC. SLAB IN LINE W/ B.O. FOOTING, SEE STRUCT.

TREATED WOOD PLATFORM

ROOF PLAN 127' - 0"

TYPICAL PARAPET 122' - 5"

B.O. ROOF 120' - 3"

2ND FLOOR 111' - 1 7/8"

2ND FLOOR BRG 109' - 1 1/8"

1ST FLOOR 100' - 0"

0. LOWER FLOOR 95' - 5 1/4"

RHET ARCHITECTURE

RHET ARCHITECTURE
27 11th ST. N. FARGO, ND 58102
701.715.8232
WWW.RHET-ARCH.COM

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 Architect under the laws of the State of North Dakota.

Signature: *Rhet Fitness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE PKWY, WEST FARGO, ND 58078

CONTRACTOR:
ZCON ZEIBARTH
CONSTRUCTION, LLC
ATTN: LANCE ZIEBARTH
2821 FIECHTNER DRIVE
FARGO, ND 58103
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

CD	CONSTRUCTION DOCUMENTS	10/07/2024
MARK	DESCRIPTION	DATE
REVISION SCHEDULE		

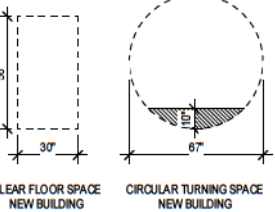
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PROJECT NO: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
WALL SECTIONS

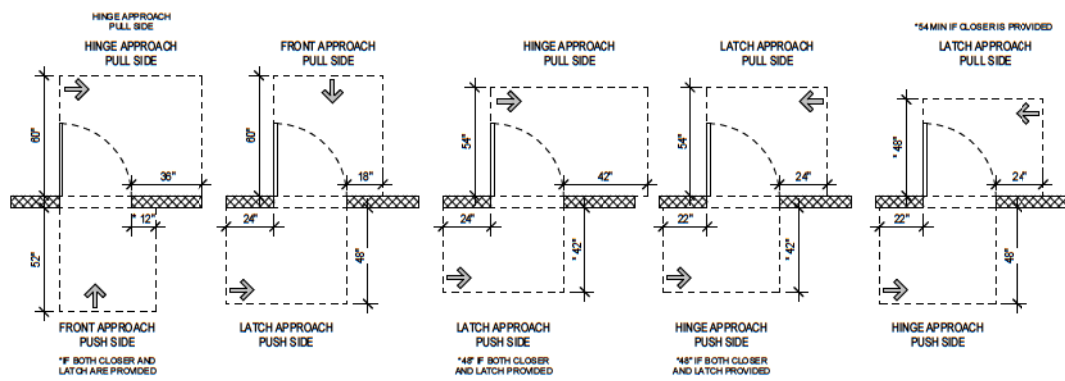
A601

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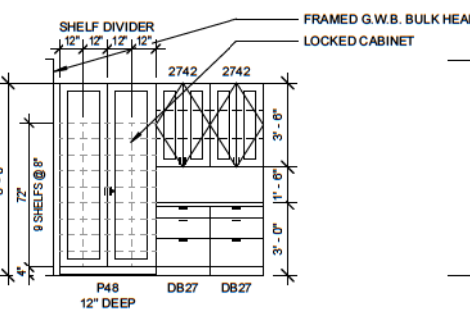
OVERLAP OF KNEE AND TOE CLEARANCE



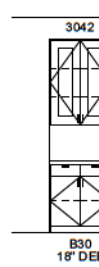
27 FLOOR CLEARANCES
A701 1/4" = 1'-0"



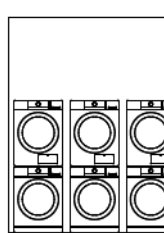
26 DOOR CLEARANCES
A701 1/4" = 1'-0"



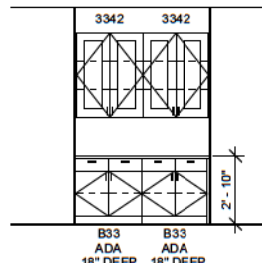
25 LOCKED MED. CABINETS
A701 1/4" = 1'-0"



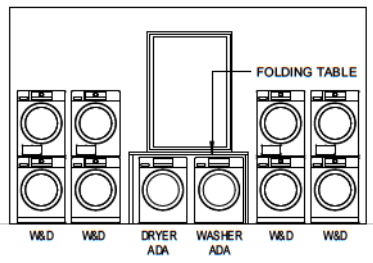
24 LAUNDRY
A701 1/4" = 1'-0"



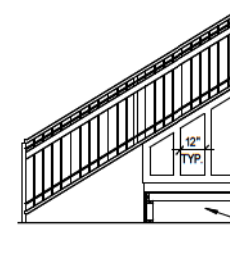
23 LAUNDRY
A701 1/4" = 1'-0"



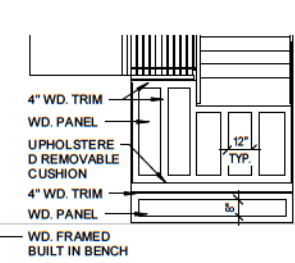
22 1ST FLOOR LAUNDRY
A701 1/4" = 1'-0"



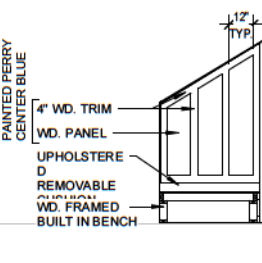
21 1ST FLOOR LAUNDRY
A701 1/4" = 1'-0"



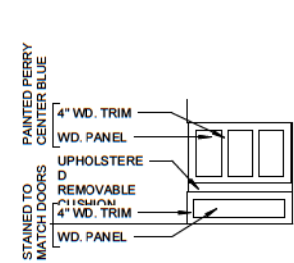
20 BUILT IN FURNITURE
A701 1/4" = 1'-0"



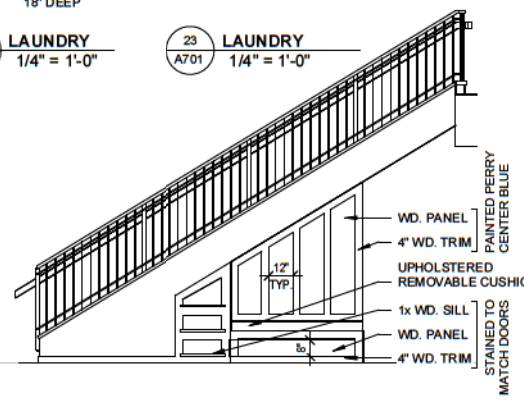
19 BUILT IN FURNITURE
A701 1/4" = 1'-0"



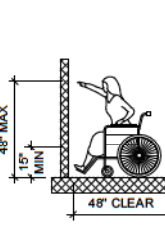
18 BUILT IN FURNITURE
A701 1/4" = 1'-0"



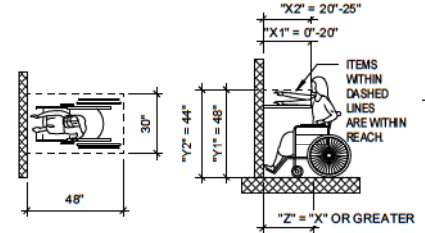
17 BUILT IN FURNITURE
A701 1/4" = 1'-0"



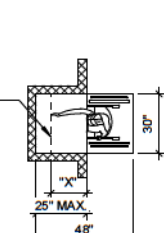
16 BUILT IN FURNITURE
A701 1/4" = 1'-0"



UNOBSTRUCTED FORWARD REACH LIMIT

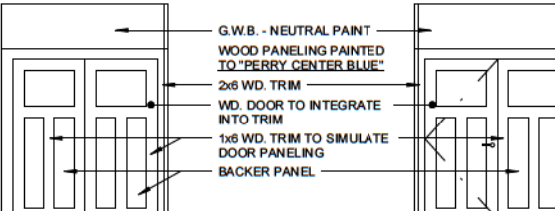


FORWARD REACH OVER AN OBSTRUCTION

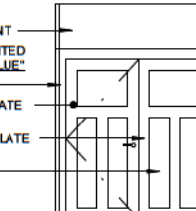


15 ACC. REACH LIMITS
A701 1/4" = 1'-0"

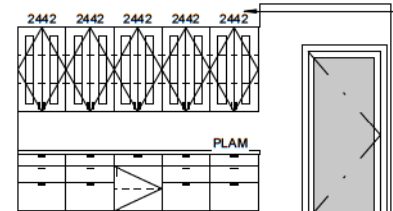
NOTE:
"X" = REACH DEPTH.
"Y" = REACH HEIGHT.
"Z" IS THE CLEAR SPACE
BELOW THE OBSTRUCTION,
WHICH SHALL BE AT LEAST
AS DEEP AS THE REACH
DISTANCE "X".
REACH DEPTH "X" SHALL BE NO
MORE THAN 25 IN. (635 M.M.)



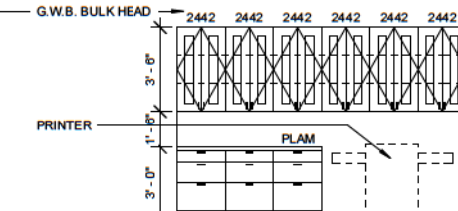
14 ENTRY VESIBULE
A701 1/4" = 1'-0"



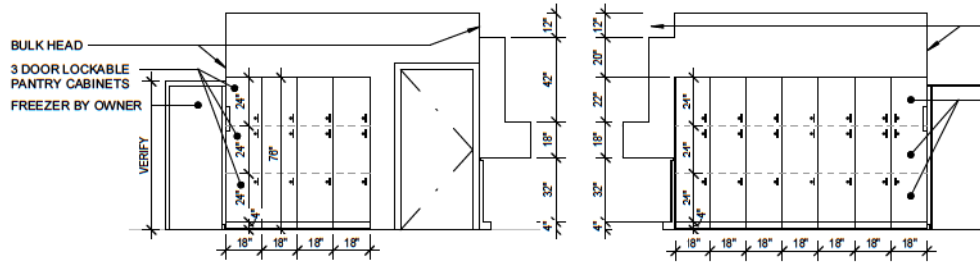
13 ENTRY VESIBULE
A701 1/4" = 1'-0"



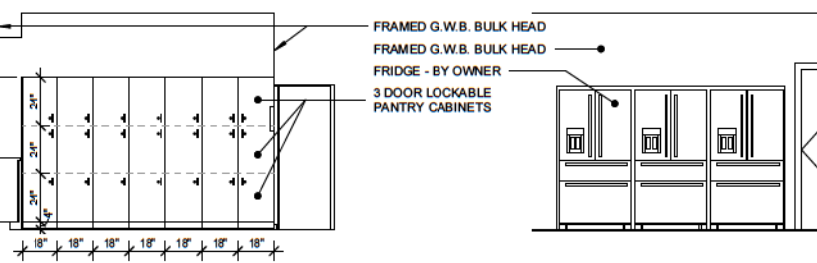
12 CONFERENCE ROOM
A701 1/4" = 1'-0"



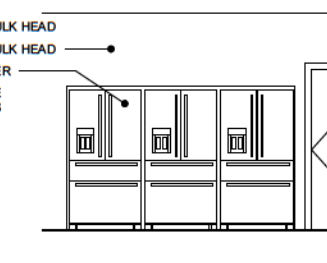
11 WORK ALCOVE
A701 1/4" = 1'-0"



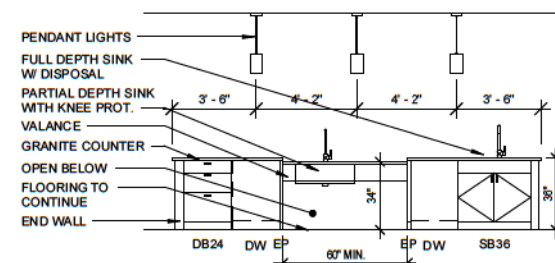
10 PANTRY LOCKER
A701 1/4" = 1'-0"



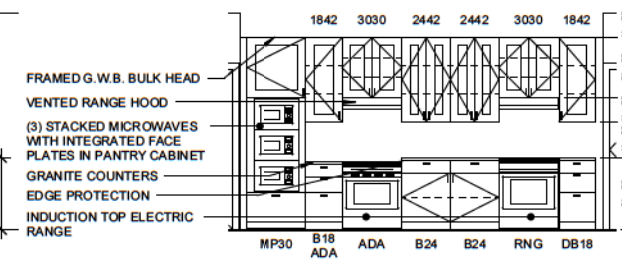
9 PANTRY LOCKER
A701 1/4" = 1'-0"



8 REFRIGERATOR BANK
A701 1/4" = 1'-0"



7 KITCHEN ISLAND
A701 1/4" = 1'-0"



6 KITCHEN - REAR
A701 1/4" = 1'-0"

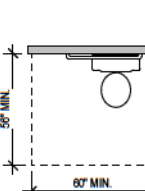
FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC. SHALL BE MOUNTED 44 IN. MAX. ABOVE THE FLOOR ON THE WIDE SIDE OF THE TOILET STALL.

A117.1-2017: §1103.11.2.4.4 EXC. A LAV. COMPLYING WITH §1103.11.2.2 SHALL BE PERMITTED TO ENCR OACH CLEAR FLOOR SPACE.

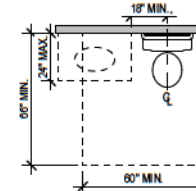
NOTE: OUTLET OF DISPENSER SHALL BE IN HATCHED AREA.

NOTE: 1 1/4" - 2" Ø GRAB BAR.

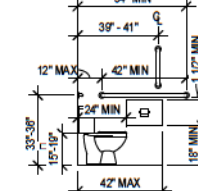
WATER SUPPLY AND DRAIN PIPES UNDER LAVATORIES OR SINKS SHALL BE INSULATED OR OTHERWISE CONFIGURED TO PROTECT AGAINST CONTACT. THERE SHALL BE NO SHARP OR ABRASIVE SURFACES UNDER LAVATORIES AND SINKS.



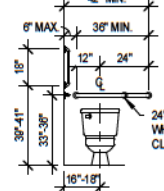
CLEAR FLOOR SPACE AT WATER CLOSET



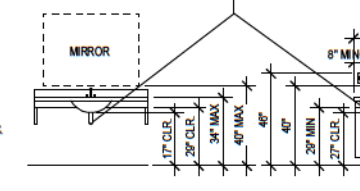
WATER CLOSETS IN TYPE A UNITS - CLEARANCE WITH LAV. (OVERLAP EXCEPTION)



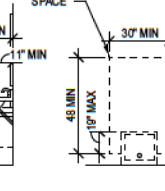
WATER CLOSET SIDE VIEW



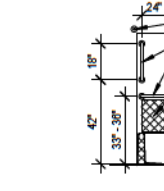
WATER CLOSET FRONT VIEW



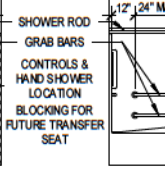
HEIGHT CLEARANCES AT LAVATORIES AND SINKS



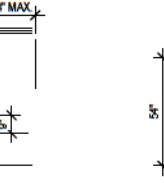
LEG CLEARANCES SPACE AT LAVATORIES AND SINKS



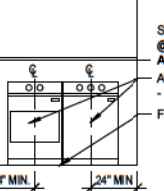
CLEAR FLOOR SPACE AT LAVATORIES AND SINKS



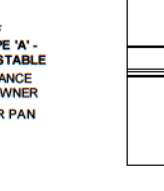
TUB GRAB BAR SIDE VIEW



TUB GRAB BAR LOCATIONS FRONT VIEW



SHelf @ TYPE 'A' - ADJUSTABLE APPLIANCE - BY OWNER



SHelf

5 TOILET - TYPE 'A' TYP.
A701 1/4" = 1'-0"

4 TYPE 'A' VANITY
A701 1/4" = 1'-0"

3 SHOWER/TUB - TYPE 'A' TYP.
A701 1/4" = 1'-0"

2 ACC. LAUNDRY
A701 1/4" = 1'-0"

1 ACC. CLOSET
A701 1/4" = 1'-0"

RHET
ARCHITECTURE

RHET ARCHITECTURE
27 11th ST. N. FARGO, ND 58102
701.715.8232
WWW.RHET-ARCH.COM

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 Architect under the laws of the State of North Dakota.

Signature: *Rhet Fitness*

Date: 10/07/2024 REG. NO.: 1811



PROJECT NAME:
PERRY CENTER

2345 MEADOW RIDGE
PKWY, WEST FARGO, ND
58078

CONTRACTOR:
ZCON ZEIBARTH
CONSTRUCTION, LLC
ATTN: LANCE ZIEBARTH
2821 FIECHTNER DRIVE
FARGO, ND 58103
PHONE: (701) 532-0560
EMAIL: lance@zconfargo.com

CD	CONSTRUCTION DOCUMENTS	10/07/2024
MARK	DESCRIPTION	DATE
REVISION SCHEDULE		

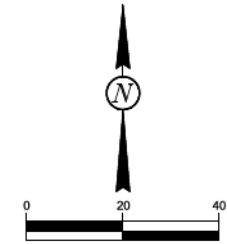
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PROJECT NO.: 24-122201
DRAWN BY: DN
CHECKED BY: RF
DRAWING TITLE:
INTERIOR ELEVATIONS

A701

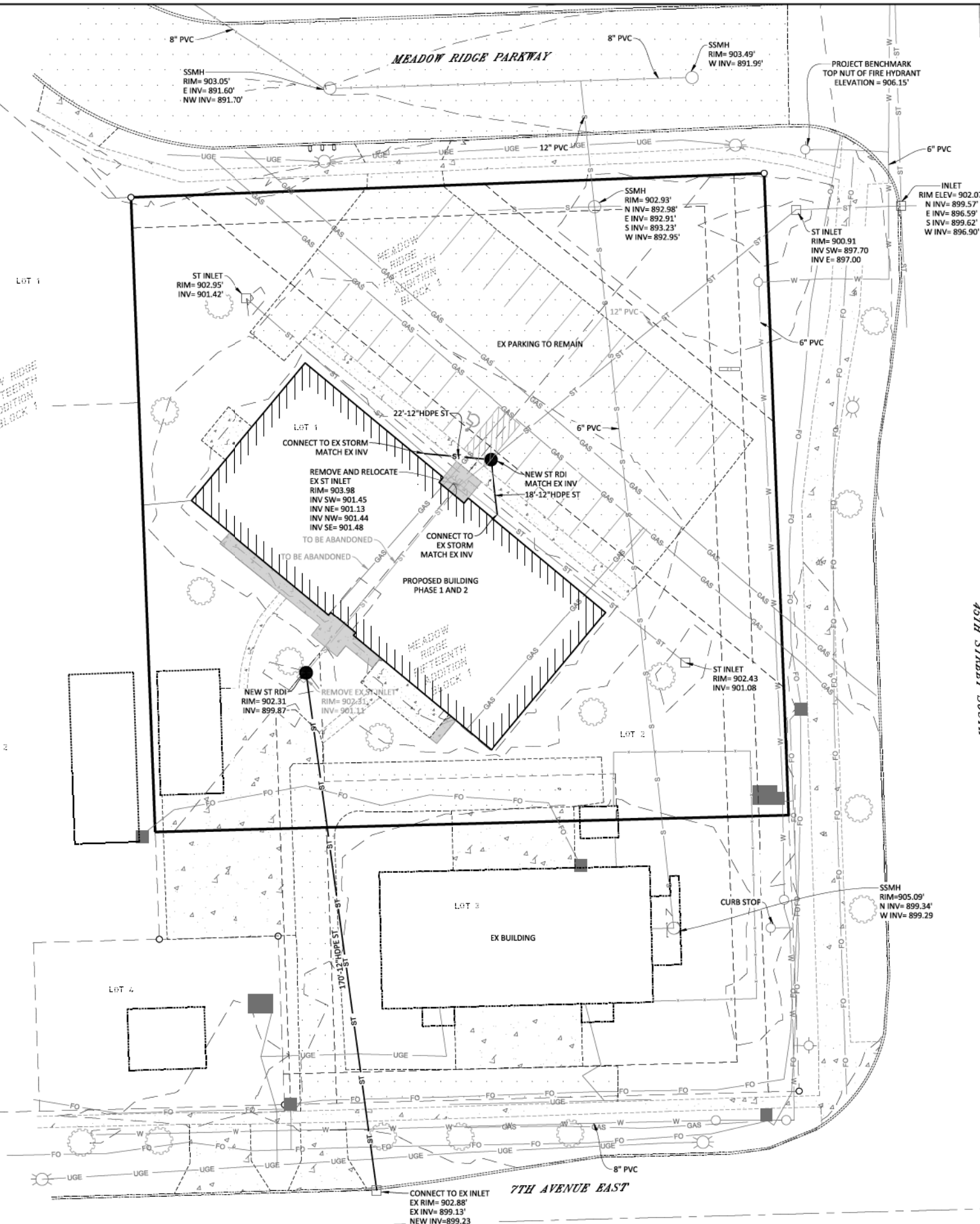
STORM UTILITY LAYOUT

THE PERRY CENTER, INC, WEST FARGO, NORTH DAKOTA



LEGEND	
---	EX. EASEMENT
---	EX. PROPERTY LINE
---	EX. SECTION LINE
---	PROPERTY BOUNDARY LINE
---	NEW ROW/PROPERTY LINE
---	NEW EASEMENT LINE
---	BUILDING SETBACK
---	NEW BUILDING FOOTPRINT
ST	NEW STORM SEWER LINE
●	NEW ROUND INLET
W	EX WATER LINE
S	EX SANITARY SEWER LINE
ST	EX STORM SEWER LINE
---	EX CONCRETE EDGE
---	EX ASPHALT EDGE
---	EX SIDEWALK EDGE
---	EX CURB LINE
X	EX FENCE LINE
FO	EX FIBER OPTIC LINE
GAS	EX GAS LINE
UGE	EX UNDERGROUND ELECTRIC LINE
W	EX WATER LINE
ST	EX STORM SEWER LINE
S	EX SANITARY SEWER LINE
■	EX ELECTRIC TRANSFORMER
■	EX UTILITY PEDESTAL
■	EX GATE VALVE
☼	EX FIRE HYDRANT
○	EX LIGHT POLE
○	EX DECIDUOUS TREE
○	EX MANHOLE
○	EX STORM INLET
□	EX CONCRETE
■	NEW CONCRETE
□	EX ASPHALT

- NOTES**
1. UNNEEDED EXISTING WATER LINES AND GAS LINES ARE TO BE ABANDONED.
 2. SETBACKS ARE PROPOSED AS R-3 BASELINE ZONING DISTRICT STANDARD PER THE CURRENT PUD APPLICATION.



AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson
2. PHONE NUMBER: 515-5370 DATE: November 26, 2024
3. AGENDA TITLE:
A24-2 Sandhills 8th Addition, request for approval of second reading of rezone ordinance and Final Plat
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Applicant is requesting approval of second reading of the rezone ordinance and final plat for the proposed Sandhills 8th Addition. At their February 13, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the application on the basis it is consistent with City plans and ordinances. On November 18, 2024, the City Commission held a public hearing and approved the first reading of the rezone ordinance.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
Part of Blocks 4, 5, 8, & 9, Meadow Brook Park Subdivision; Part of Blocks 2 & 3, Sandhills 3rd Addition; Part of Block 1 Sandhills 5th Addition; Part of Blocks 1-3, Sandhills 6th Addition; Block 1, Sandhills 7th Addition; and Vacated parts of 2nd Ave N, Park Boulevard, & Gress Ave; City of West Fargo, North Dakota.
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Conditional approval of second reading of rezone ordinance and Final Plat for Sandhills 8th Addition, including associated agreements and land purchase for regional stormwater pond, contingent on receipt of all final signed documents associated with the plat and payment of fee in lieu of land dedication.

STAFF REPORT

A24-2 SUBDIVISION AND REZONING	
Sandhills 8 th Addition	
Property in the SE¼ of Section 2, T139N, R50W, City of West Fargo, North Dakota	
Owner/Applicant: Ocho Indy, LLC & RJR LLC/Enclave Development & Ryan Restad	Staff Contact: Aaron Nelson
Planning & Zoning Commission Public Hearing:	2-13-2024
City Commission Public Hearing & 1 st Reading:	11-18-2024
2 nd Reading and Final Plat Approval:	12-2-2024

PURPOSE:

Replat and rezone property for future industrial development.

STATEMENTS OF FACT:

Land Use Classification:	G-2 Sub-Urban – Growth Sector
Existing Land Use:	Vacant
Current Zoning District(s):	A: Agricultural, P: Public Facilities, & LI, Light Industrial
Zoning Overlay District(s):	CO-I: Interstate Corridor Overlay District
Proposed Zoning District(s):	LI: Light Industrial; P: Public Facilities
Proposed Lot size(s) or range:	2,500 SF – 11.1 Acres
Total area size:	42.97 Acres
Adjacent Zoning Districts:	North – A: Agricultural; LI: Light Industrial South – (Interstate 94); A: Agricultural; LI: Light Industrial East – LI: Light Industrial West – (Sheyenne Diversion); A: Agricultural
Adjacent street(s):	26 th Street NW – Future Arterial; 4 th Ave NW & 3 rd Ave NW – Local
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Land Dedication Requirements:	5% dedication required or fee-in-lieu (for areas without previous dedication)

DISCUSSION AND OBSERVATIONS:

- The proposed subdivision includes the replatting of existing lots, vacation of existing rights-of-way, small areas of dedication of new rights-of-way, and the reconfiguration of an existing City-owned stormwater pond.
- The proposed subdivision includes a subdivision development agreement and a public dedication agreement, which are discussed below, and which are attached to this staff report. These two agreements fulfill the condition of approval recommended by the Planning & Zoning Commission at their February 13, 2024 meeting.
- The proposed rezoning includes the zoning of privately owned lots to LI, Light Industrial and the zoning of City-owned lots to P, Public Facilities.

STAFF REPORT

Lots, Zoning, & Land Use

- Block 1 and Lots 1, 3-6, Block 2 are proposed to be zoned LI (Light Industrial) to accommodate future industrial development.
- Lot 7, Block 2 is proposed to be zoned P (Public Facilities) to accommodate expansion of an existing regional public stormwater pond. Lot 2, Block 2 is the site of a City lift station and would also be zoned P.
- Lots 3 & 4, Block 1 abut Interstate 94 right-of-way and are also located within the CO-I, Interstate Corridor Overlay district, and thus subject to additional development standards.

Right-of-Way

- Right-of-way dedication is provided for 26th Street NW (identified as a future arterial street) to provide 75 feet of right-of-way on the west side of the section line.
- The plat also includes small areas of additional right-of-way dedication for 4th Ave NW and 3rd Ave NW.
- A portion of Gress Ave and the remainder of Park Blvd are proposed to be vacated with this plat.
- Remint portions of right-of-way located west of 30th St NW will also be vacated with the plat.
- Roughly 535 feet of Gress Ave will remain in order to continue to provide access to three remaining lots from the original 1950s Meadow Brook Park Subdivision. Two of these three lots contain existing single-family houses. Because Gress Avenue will dead-end on the west end, a public access easement is provided to accommodate a cul-de-sac turnaround.
- Access to Gress Avenue will be restricted to prevent non-residential access to/from the adjacent industrial lots. Access to the industrial lots will be from 4th Ave NW, 3rd Ave NW, or 30th St NW. Access onto 26th St NW will also be restricted due to its classification as an arterial street.

Public Land Dedication

- The City's subdivision ordinance requires a 5% public dedication for industrial developments.
- The Park District has indicated no need for land within the subject property and requests payment in-lieu of land dedication.
- Public dedication for portions of the subject property located within the Sandhills 3rd, 6th, and 7th Additions have previously been provided and are no longer required with this replat. However, areas where no previous public dedication have been provided are subject to the 5% dedication standard with this subdivision.
- A public dedication agreement accompanies the proposed subdivision, which outlines the terms of the dedication, subject to City Commission approval.

Regional Storm Water Lot & Utility Servicing

- To accommodate development stormwater runoff, the applicant is proposing capacity expansion to the existing public stormwater pond within Lot 7, Block 2.
- The proposed subdivision includes a land swap to accommodate the expansion of the stormwater pond. As a result of the plat, the City will acquire 103,634 sf of additional land within Lot 7, Block 2 for the expanded pond. In exchange, the City would provide monetary compensation, the cost of which would be recouped through inclusion of the land cost in the public improvement assessment for this development. A subdivision development agreement accompanies the proposed subdivision, which outlines the terms of this land transaction and associated improvements, subject to City Commission approval. Conveyance of the land for this land-swap will take place with the

STAFF REPORT

recording of the plat. Additionally, corresponding quitclaim deeds from each ownership party will be recorded with the plat to further document the land transfers.

- The development will be serviced with existing public utilities within 4th Ave NW as well as ongoing infrastructure improvements associated with the recently approved Sandhills 6th Addition, which includes the construction of 30th St NW and 3rd Ave NW.
- Public utility easements have been established to provide public utility services the two existing houses on Gress Ave. Previously, these houses did not have access to public water and sewer utilities and relied on a shared private water line and individual septic systems.

NOTICES:

Sent to:	Legal notices published in the Forum and notices sent to applicable agencies and departments. Notification letters mailed to owners of property within 150 feet, prior to Planning & Zoning Commission meeting.
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Comments Received:

- A public hearing was held at the February 13, 2024 Planning & Zoning Commission meeting, at which no comments were made.
- No comments received to-date.

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

- Overall, the proposed development is consistent with City plans and ordinances.
- The proposed zoning is consistent with existing industrial zoning in the area, as well as past City land use plans that designated this area for future industrial development. While there are a couple of existing homes within the area, this is not a residential zoning district and these homes are legal nonconformities. Additionally, uses permitted in the LI (Light Industrial) district (such as light manufacturing, wholesale distribution, warehousing, contractor shops, and the like) are relatively free from objectionable nuisances most associated with industrial uses. More-intensive uses (such as general manufacturing, wrecking & salvage yards, petroleum refining, fertilizer manufacturing, cement plants, and the like) are restricted to the M (Heavy Industrial) district, and are not allowed within the proposed LI zoning district.
- The Northwest Metro Transportation Plan, Completed by MetroCOG in 2020, examined future transportation needs for the future growth area north and west of the subject property. In order to improve north/south connectivity and to relieve anticipated congestion on existing network connections, this plan studied the potential extension of 26th Street NW to the south, including associated interchange at I-94/Main Ave and bridge across the Sheyenne Diversion channel. While there would be significant costs to such an extension of 26th St NW, there would also be great benefits to providing improved street network function and improved access to the City's future growth areas, north and south of the subject property. This plan also identifies the need to preserve adequate right-of-way to accommodate four travel lanes and associated arterial street infrastructure for future improvements to 26th Ave NW.

STAFF REPORT

PLANNING & ZONING COMMISSION ACTION:

At their February 13, 2024 meeting, the West Fargo Planning & Zoning Commission voted to recommend approval of the proposed application on the basis that it is consistent with City plans and ordinances with recommended conditions of approval as follows:

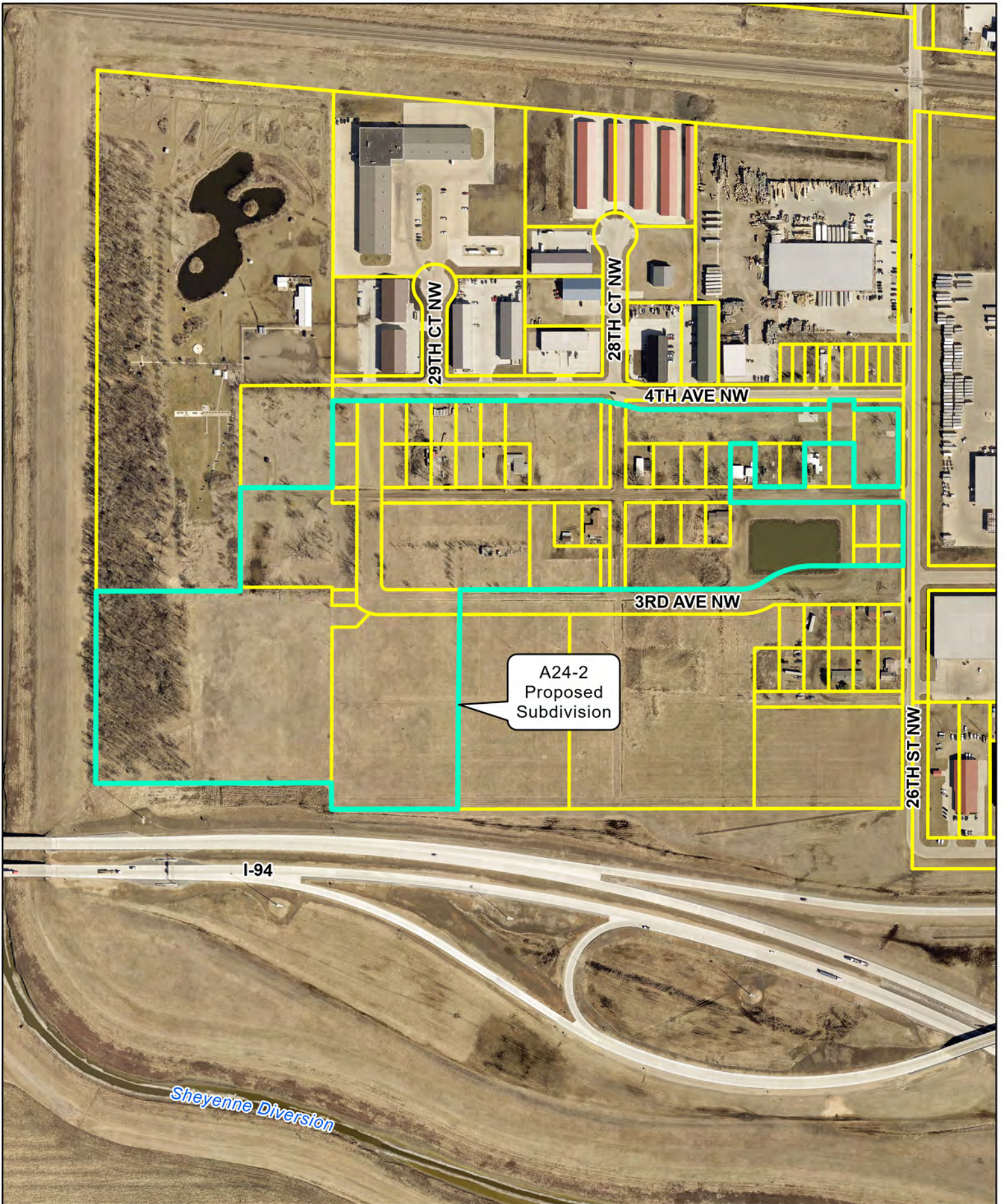
1. The applicant continues to work with staff as to the details of the public land dedication and acquisition of land for regional storm water pond, and that signed Public Dedication Agreement and signed Subdivision Development Agreement are submitted, outlining such details.

RECOMMENDATION:

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

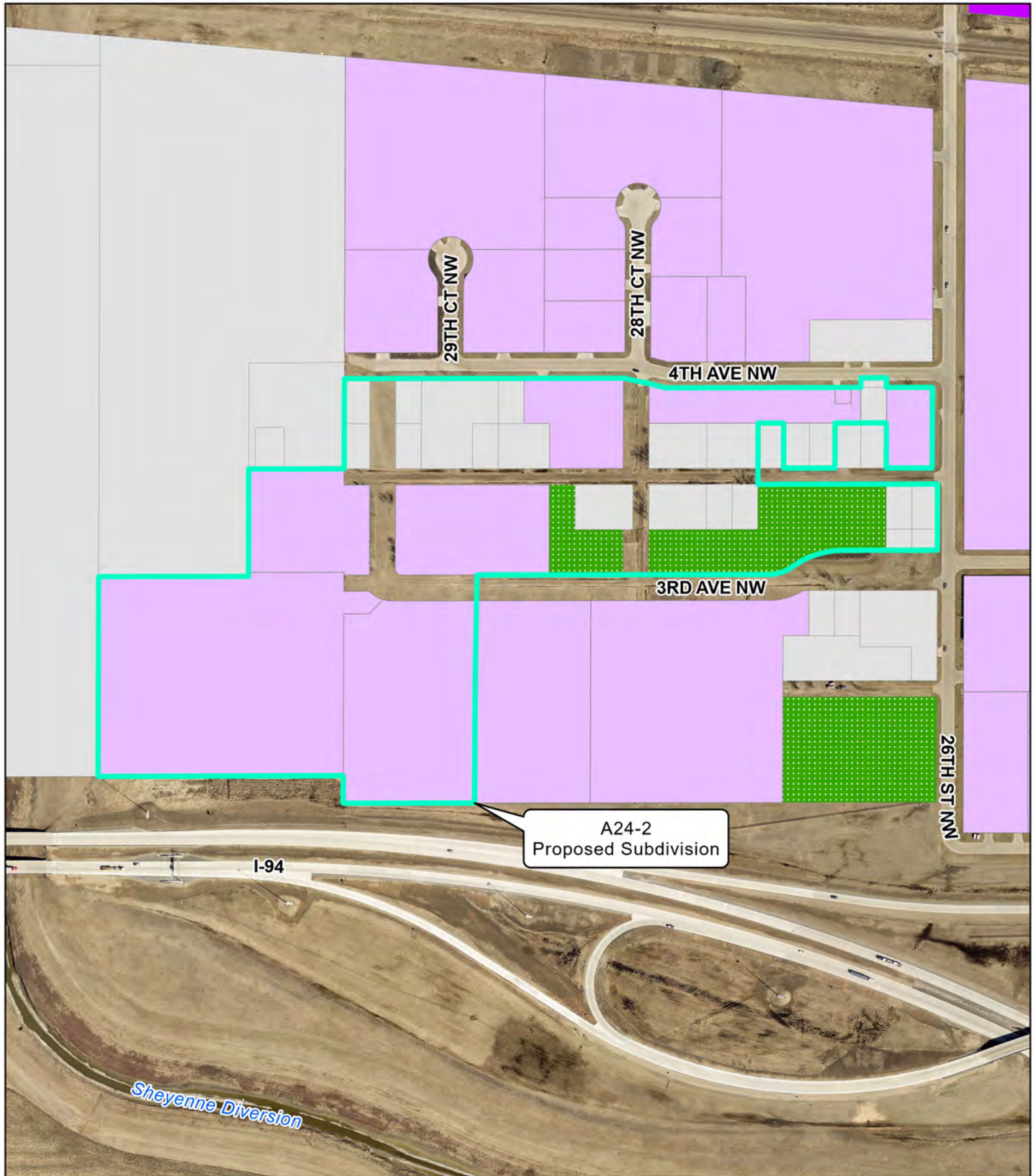
Attachments:

- Aerial map
- Zoning map
- Final Plat
- Proposed Zoning Exhibit
- Rezoning Ordinance
- Preliminary Infrastructure Layout
- Area Sketch Plan
- Subdivision Development Agreement
- Public Dedication Agreement



Features

 Agenda Zone  Lots



West Fargo Zoning

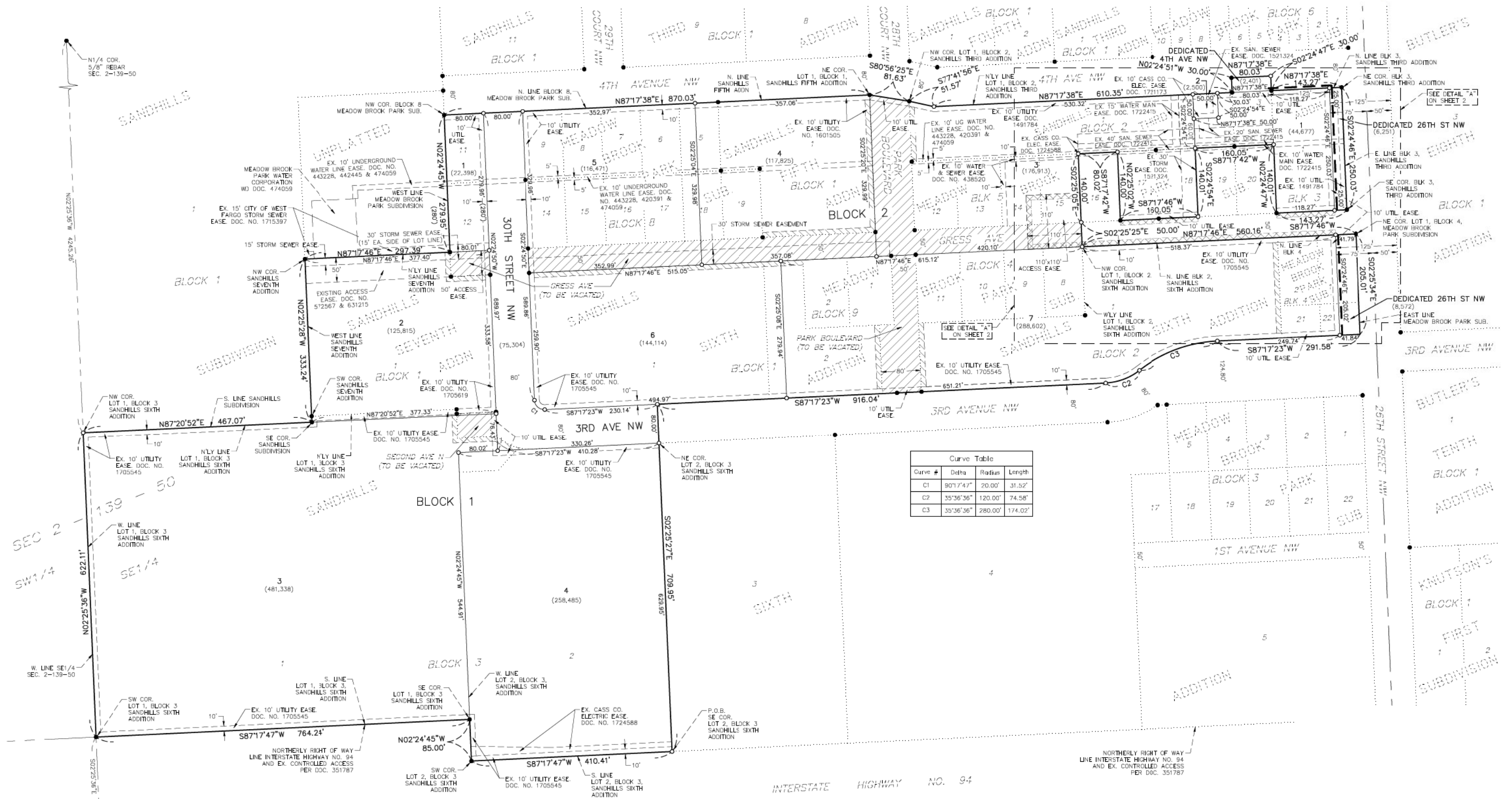
A: Agricultural	LI: Light Industrial	R-1SM: Mixed One and Two Family Dwelling
C: Light Commercial	M: Heavy Industrial	R-2: Limited Multiple Dwelling
C-OP: Commercial Office Park	P: Public	R-3: Multiple Dwelling
DMU: Downtown Mixed Use	PUD: Planned Unit Development	R-4: Mobile Home
EMU: Entertainment 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



0 350 700
US Feet

PLAT OF SANDHILLS EIGHTH ADDITION

TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD, AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA



EASEMENTS OF RECORD

- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422120.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422121.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422122.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422123.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422124.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422125.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 422126.
- RIGHT OF WAY EASEMENT TO CASS COUNTY ELECTRIC COOPERATIVE, INC., RECORDED AS DOCUMENT NO. 461991.

NOTES

- THIS PLAT FALLS WITHIN SHADED ZONE "X" ACCORDING TO FEMA FLOOD INSURANCE RATE MAP 38017C0565G, EFFECTIVE JANUARY 16, 2015. THIS AREA IS ALSO NOTED AS BEING PROTECTED BY THE 1 PERCENT ANNUAL CHANCE OR GREATER FLOOD HAZARD BY A LEVEE SYSTEM. OVERTOPPING OR FAILURE OF ANY LEVEE SYSTEM IS POSSIBLE.
- NEGATIVE ACCESS EASEMENT, AS NOTED ON THIS PLAT, IS AN EASEMENT DEDICATED AS PART OF THE RIGHT OF WAY DEDICATION WHICH EASEMENT DENIES DIRECT VEHICULAR ACCESS TO A STREET OR PUBLIC WAY FROM THE LOT OR LOTS ADJACENT TO SUCH STREET OR WAY. THE NEGATIVE ACCESS EASEMENT IS NOT A STRIP OF LAND OF ANY CERTAIN WIDTH, BUT IS A LINE COTERMINOUS WITH THE BOUNDARY OF THE ADJACENT LOT OR LOTS.

BASIS OF BEARINGS:
SANDHILLS SIXTH ADDITION ACCORDING TO THE RECORDED PLAT THEREOF.



LEGEND

- IRON MONUMENT FOUND
- SET 5/8"x18" REBAR WITH YELLOW PLASTIC CAP #6571
- POINT OF BEGINNING
- LOT AREA IN SQUARE FEET
- ACCESS CONTROL
- PLAT BOUNDARY LINE
- LOT LINE
- NEGATIVE ACCESS EASEMENT
- SECTION LINE
- EASEMENT LINE
- EXISTING LOT LINE
- QUARTER SECTION LINE
- EXISTING TRACT LINE
- EXISTING DEDICATED ROADS TO BE VACATED WITH THIS PLAT
- EXISTING 10' UTILITY EASEMENTS TO BE VACATED WITH THIS PLAT

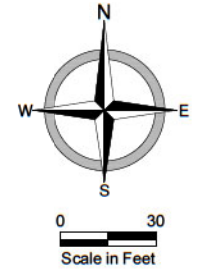
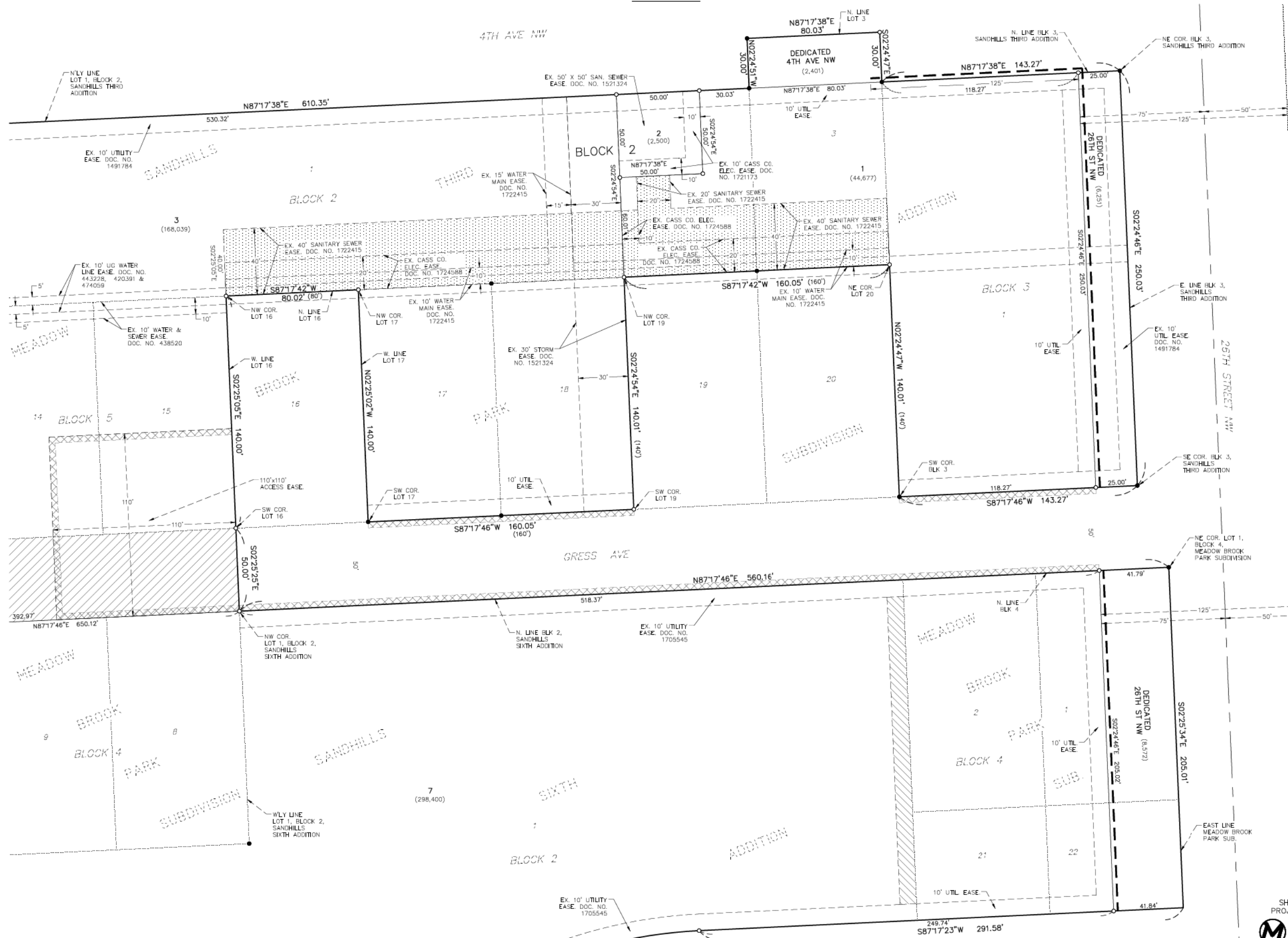
moore engineering, inc. SHEET 1 OF 3
PROJ. NO. 224670



PLAT OF SANDHILLS EIGHTH ADDITION

TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD, AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA

DETAIL "A"



- LEGEND**
- IRON MONUMENT FOUND
 - SET 5/8"x18" REBAR WITH YELLOW PLASTIC CAP #6571
 - (134,298) LOT AREA IN SQUARE FEET
 - ACCESS CONTROL
 - PLAT BOUNDARY LINE
 - LOT LINE
 - EASEMENT LINE
 - EXISTING LOT LINE
 - SECTION LINE
 - EXISTING DEDICATED ROADS TO BE VACATED WITH THIS PLAT
 - EXISTING 10' UTILITY EASEMENTS TO BE VACATED WITH THIS PLAT
 - EXISTING SANITARY SEWER EASEMENT DOC. NO. 1722415
 - NEGATIVE ACCESS EASEMENT

- NOTES:**
1. THIS PLAT FALLS WITHIN SHADED ZONE "X" ACCORDING TO FEMA FLOOD INSURANCE RATE MAP 38017C0565G, EFFECTIVE JANUARY 16, 2015. THIS AREA IS ALSO NOTED AS BEING PROTECTED BY THE 1 PERCENT ANNUAL CHANCE OR GREATER FLOOD HAZARD BY A LEVEE SYSTEM. OVERTOPPING OR FAILURE OF ANY LEVEE SYSTEM IS POSSIBLE.
 2. NEGATIVE ACCESS EASEMENT, AS NOTED ON THIS PLAT, IS AN EASEMENT DEDICATED AS PART OF THE RIGHT OF WAY DEDICATION WHICH EASEMENT DENIES DIRECT VEHICULAR ACCESS TO A STREET OR PUBLIC WAY FROM THE LOT OR LOTS ADJACENT TO SUCH STREET OR WAY. THE NEGATIVE ACCESS EASEMENT IS NOT A STRIP OF LAND OF ANY CERTAIN WIDTH, BUT IS A LINE COTERMINOUS WITH THE BOUNDARY OF THE ADJACENT LOT OR LOTS.



PLAT OF SANDHILLS EIGHTH ADDITION

TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD, AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA

CERTIFICATE

STEVEN W. HOLM, BEING DULY SWORN, DEPOSES AND SAYS THAT HE IS THE REGISTERED LAND SURVEYOR WHO PREPARED AND MADE THE ATTACHED PLAT OF "SANDHILLS EIGHTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD, AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA; THAT SAID PLAT IS A TRUE AND CORRECT REPRESENTATION OF THE BOUNDARY SURVEY, THAT ALL DISTANCES ARE CORRECTLY SHOWN ON SAID PLAT; THAT MONUMENTS HAVE BEEN PLACED IN THE GROUND AS INDICATED FOR THE GUIDANCE OF FUTURE SURVEYS AND THAT SAID ADDITION IS DESCRIBED AS FOLLOWS, TO WIT:

LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD AND PART OF GRESS AVENUE, ALL IN MEADOW BROOK PARK SUBDIVISION; LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; LOT 1, BLOCK 1, AND PART OF PARK BOULEVARD, ALL IN SANDHILLS FIFTH ADDITION; LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION, DESCRIBED AS FOLLOWS;

BEGINNING AT THE SOUTHEAST CORNER OF LOT 2, BLOCK 3, SAID SANDHILLS SIXTH ADDITION; THENCE SOUTH 87 DEGREES 17 MINUTES 47 SECONDS WEST ON A RECORD BEARING ALONG THE SOUTH LINE OF SAID LOT 2 ALSO BEING THE NORTHERLY RIGHT OF WAY LINE OF INTERSTATE HIGHWAY NO. 94 FOR A DISTANCE OF 410.41 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 02 DEGREES 24 MINUTES 45 SECONDS WEST CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE AND ALONG THE WEST LINE OF SAID LOT 2 FOR A DISTANCE OF 85.00 FEET TO THE SOUTHEAST CORNER OF LOT 1, BLOCK 3 SAID SANDHILLS SIXTH ADDITION; THENCE SOUTH 87 DEGREES 17 MINUTES 47 SECONDS WEST CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE AND ALONG THE SOUTH LINE OF SAID LOT 1 FOR A DISTANCE OF 764.24 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 02 DEGREES 25 MINUTES 36 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1 FOR A DISTANCE OF 622.11 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 87 DEGREES 20 MINUTES 52 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID LOT 1 FOR A DISTANCE OF 467.07 FEET TO THE SOUTHEAST CORNER OF SANDHILLS SUBDIVISION, ACCORDING TO THE RECORDED PLAT THEREOF, ON FILE AND OF RECORD IN THE OFFICE OF THE SAID RECORDER; THENCE NORTH 02 DEGREES 25 MINUTES 28 SECONDS WEST ALONG THE EASTERLY LINE OF SAID SANDHILLS SUBDIVISION AND ALONG THE WEST LINE OF SAID SANDHILLS SEVENTH ADDITION FOR A DISTANCE OF 333.24 FEET TO THE NORTHWEST CORNER OF SAID SANDHILLS SEVENTH ADDITION; THENCE NORTH 87 DEGREES 17 MINUTES 46 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID SANDHILLS SEVENTH ADDITION FOR A DISTANCE OF 297.39 FEET TO THE SOUTHWEST CORNER OF BLOCK 8, SAID MEADOW BROOK PARK SUBDIVISION; THENCE NORTH 02 DEGREES 24 MINUTES 45 SECONDS WEST ALONG THE WEST LINE OF SAID BLOCK 8 FOR A DISTANCE OF 279.95 FEET TO THE NORTHWEST CORNER OF SAID BLOCK 8; THENCE NORTH 87 DEGREES 17 MINUTES 38 SECONDS EAST ALONG THE NORTH LINE OF SAID BLOCK 8 AND ALONG THE NORTH LINE OF LOT 1, BLOCK 1, SAID SANDHILLS FIFTH ADDITION FOR A DISTANCE OF 870.03 FEET TO THE NORTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 80 DEGREES 56 MINUTES 25 SECONDS EAST FOR A DISTANCE OF 81.63 FEET TO THE NORTHWEST CORNER OF LOT 1, BLOCK 2, SAID SANDHILLS THIRD ADDITION; THENCE SOUTH 77 DEGREES 41 MINUTES 56 SECONDS EAST ALONG THE NORTHERLY LINE OF SAID LOT 1 FOR A DISTANCE OF 51.57 FEET; THENCE NORTH 87 DEGREES 17 MINUTES 38 SECONDS EAST CONTINUING ALONG THE NORTHERLY LINE OF SAID LOT 1 FOR A DISTANCE OF 610.35 FEET TO THE WEST LINE OF LOT 3, BLOCK 5, SAID MEADOW BROOK PARK SUBDIVISION; THENCE NORTH 02 DEGREES 24 MINUTES 51 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 3 FOR A DISTANCE OF 30.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 3; THENCE NORTH 87 DEGREES 17 MINUTES 38 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 3 FOR A DISTANCE OF 80.03 FEET TO THE NORTHEAST CORNER OF SAID LOT 3; THENCE SOUTH 02 DEGREES 24 MINUTES 47 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 3 FOR A DISTANCE OF 30.00 FEET TO THE NORTHWEST CORNER OF LOT 1, BLOCK 3, SAID SANDHILLS THIRD ADDITION; THENCE NORTH 87 DEGREES 17 MINUTES 38 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 1 FOR A DISTANCE OF 143.27 FEET TO THE NORTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 02 DEGREES 24 MINUTES 46 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 1 FOR A DISTANCE OF 250.03 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1; THENCE SOUTH 87 DEGREES 17 MINUTES 46 SECONDS WEST ALONG THE SOUTH LINE OF SAID LOT 1 FOR A DISTANCE OF 143.27 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 02 DEGREES 24 MINUTES 47 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1 FOR A DISTANCE OF 140.01 FEET TO THE NORTHEAST CORNER OF LOT 20, BLOCK 5, SAID MEADOW BROOK PARK SUBDIVISION; THENCE SOUTH 87 DEGREES 17 MINUTES 42 SECONDS WEST ALONG THE NORTH LINE OF SAID LOT 20 AND ALONG THE NORTH LINE OF LOT 19, SAID BLOCK 5 FOR A DISTANCE OF 160.05 FEET TO THE NORTHWEST CORNER OF SAID LOT 19; THENCE SOUTH 02 DEGREES 24 MINUTES 54 SECONDS EAST ALONG THE WEST LINE OF SAID LOT 19 FOR A DISTANCE OF 140.01 FEET TO THE SOUTHWEST CORNER OF SAID LOT 19; THENCE SOUTH 87 DEGREES 17 MINUTES 46 SECONDS WEST ALONG THE SOUTH LINE OF SAID BLOCK 5 FOR A DISTANCE OF 160.05 FEET TO THE SOUTHEAST CORNER OF LOT 16, SAID BLOCK 5; THENCE NORTH 02 DEGREES 25 MINUTES 02 SECONDS WEST ALONG THE EAST LINE OF SAID LOT 16 FOR A DISTANCE OF 140.00 FEET TO THE NORTHEAST CORNER OF SAID LOT 16; THENCE SOUTH 87 DEGREES 17 MINUTES 42 SECONDS WEST ALONG THE NORTH LINE OF SAID LOT 16 FOR A DISTANCE OF 80.02 FEET TO THE NORTHWEST CORNER OF SAID LOT 16; THENCE SOUTH 02 DEGREES 25 MINUTES 05 SECONDS EAST ALONG THE WEST LINE OF SAID LOT 16 FOR A DISTANCE OF 140.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 16; THENCE SOUTH 02 DEGREES 25 MINUTES 25 SECONDS EAST FOR A DISTANCE OF 50.00 FEET TO THE NORTHWEST CORNER OF LOT 1, BLOCK 2, SAID SANDHILLS SIXTH ADDITION; THENCE NORTH 87 DEGREES 17 MINUTES 46 SECONDS EAST ALONG THE NORTH LINE OF SAID LOT 1 AND ALONG THE NORTH LINE OF BLOCK 4, SAID MEADOW BROOK PARK SUBDIVISION FOR A DISTANCE OF 560.16 FEET TO THE NORTHEAST CORNER OF SAID BLOCK; THENCE SOUTH 02 DEGREES 25 MINUTES 34 SECONDS EAST ALONG THE EAST LINE OF SAID MEADOW BROOK PARK SUBDIVISION FOR A DISTANCE OF 205.01 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF 3RD AVENUE NORTHWEST, ACCORDING TO SAID SANDHILLS SIXTH ADDITION; THENCE SOUTH 87 DEGREES 17 MINUTES 23 SECONDS WEST ALONG SAID NORTHERLY RIGHT OF WAY LINE FOR A DISTANCE OF 291.58 FEET; THENCE 174.02 FEET WESTERLY CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE ON A TANGENTIAL CURVE CONCAVE TO THE SOUTH, HAVING A RADIUS OF 280.00 FEET AND A CENTRAL ANGLE OF 35 DEGREES 36 MINUTES 36 SECONDS TO A POINT OF REVERSE CURVATURE; THENCE 74.58 FEET WESTERLY CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE ON A REVERSE CURVE CONCAVE TO THE NORTH, HAVING A RADIUS OF 120.00 FEET AND A CENTRAL ANGLE OF 35 DEGREES 36 MINUTES 36 SECONDS; THENCE SOUTH 87 DEGREES 17 MINUTES 23 SECONDS WEST CONTINUING ALONG SAID NORTHERLY RIGHT OF WAY LINE FOR A DISTANCE OF 916.04 FEET TO ITS INTERSECTION WITH THE NORTHERLY EXTENSION OF THE EAST LINE OF LOT 2, BLOCK 3, SAID SANDHILLS SIXTH ADDITION; THENCE SOUTH 02 DEGREES 25 MINUTES 27 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 2 AND THE NORTHERLY EXTENSION THEREOF FOR A DISTANCE OF 709.95 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 42.97 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL EASEMENTS, RESTRICTIONS, RESERVATIONS AND RIGHTS OF WAY OF RECORD, IF ANY.

STEVEN W. HOLM
REGISTERED LAND SURVEYOR
REG. NO. LS-6571

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 2024, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED STEVEN W. HOLM, REGISTERED LAND SURVEYOR, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS HIS FREE ACT AND DEED.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO PLANNING COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____

JOSEPH F. KOLB, CHAIRMAN

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED JOSEPH F. KOLB, CHAIRMAN OF THE WEST FARGO PLANNING COMMISSION, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF THE WEST FARGO PLANNING COMMISSION.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY COMMISSION APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____

BERNIE L. DARDIS, PRESIDENT OF
THE WEST FARGO CITY COMMISSION

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN 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 DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

DUSTIN T. SCOTT, CITY AUDITOR



DEDICATION

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE LAND DESCRIBED IN THE PLAT OF "SANDHILLS EIGHTH ADDITION" TO THE CITY OF WEST FARGO, A REPLAT OF LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4; LOTS 3, 12-15 AND 17-18 IN BLOCK 5; LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8; LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1; LOT 1, BLOCK 2; LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD, AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA, THAT WE HAVE CAUSED IT TO BE PLATTED INTO LOTS AND BLOCKS AS SHOWN BY SAID PLAT AND CERTIFICATE OF STEVEN W. HOLM, REGISTERED LAND SURVEYOR, AND THAT THE DESCRIPTION AS SHOWN IN THE CERTIFICATE OF THE REGISTERED LAND SURVEYOR IS CORRECT. WE HEREBY DEDICATE ALL STREETS, AVENUES, ACCESS EASEMENTS AND UTILITY EASEMENTS SHOWN ON SAID PLAT TO THE USE OF THE PUBLIC AND ALL WE HEREBY DEDICATE ALL STORM SEWER EASEMENTS SHOWN ON SAID PLAT TO THE USE OF THE CITY OF WEST FARGO.

OWNER: LOTS 1, 3 AND 4, BLOCK 1 & LOTS 1, 3, 5, AND 6, BLOCK 2:
OCHO INDY, LLC
BY: BAM HOLDINGS, LLP, ITS MANAGER

BY: AUSTIN J. MORRIS, PARTNER OF BAM HOLDINGS, LLP

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY AUSTIN J. MORRIS, A PARTNER OF BAM HOLDINGS, LLP, A NORTH DAKOTA LIMITED LIABILITY PARTNERSHIP, MANAGER OF OCHO INDY, LLC, A NORTH DAKOTA LIMITED LIABILITY COMPANY, ON BEHALF OF THE LIMITED LIABILITY PARTNERSHIP.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

OWNER: LOT 2, BLOCK 1 & LOT 4, BLOCK 2:
RJR LLC

BY: RYAN RESTAD, PRESIDENT

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED RYAN RESTAD, PRESIDENT OF RJR LLC, KNOWN TO ME TO BE THE PERSON THAT IS DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE NAME OF RJR LLC.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

OWNER: LOTS 2 AND 7, BLOCK 2:
CITY OF WEST FARGO

BERNIE L. DARDIS, PRESIDENT OF
THE WEST FARGO CITY COMMISSION

DUSTIN T. SCOTT, CITY AUDITOR

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN 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 DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THE NAME OF THE CITY OF WEST FARGO.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

WEST FARGO CITY ATTORNEY APPROVAL

I 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 _____, 20____

KATIE J. SCHMIDT, CITY ATTORNEY

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED KATIE J. SCHMIDT, CITY ATTORNEY, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT SHE EXECUTED THE SAME AS THE CITY ATTORNEY.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA

CITY ENGINEER'S APPROVAL

THIS PLAT IN THE CITY OF WEST FARGO IS HEREBY APPROVED THIS _____ DAY OF _____, 20____

DANIEL R. HANSON, CITY ENGINEER

STATE OF NORTH DAKOTA)
COUNTY OF CASS)

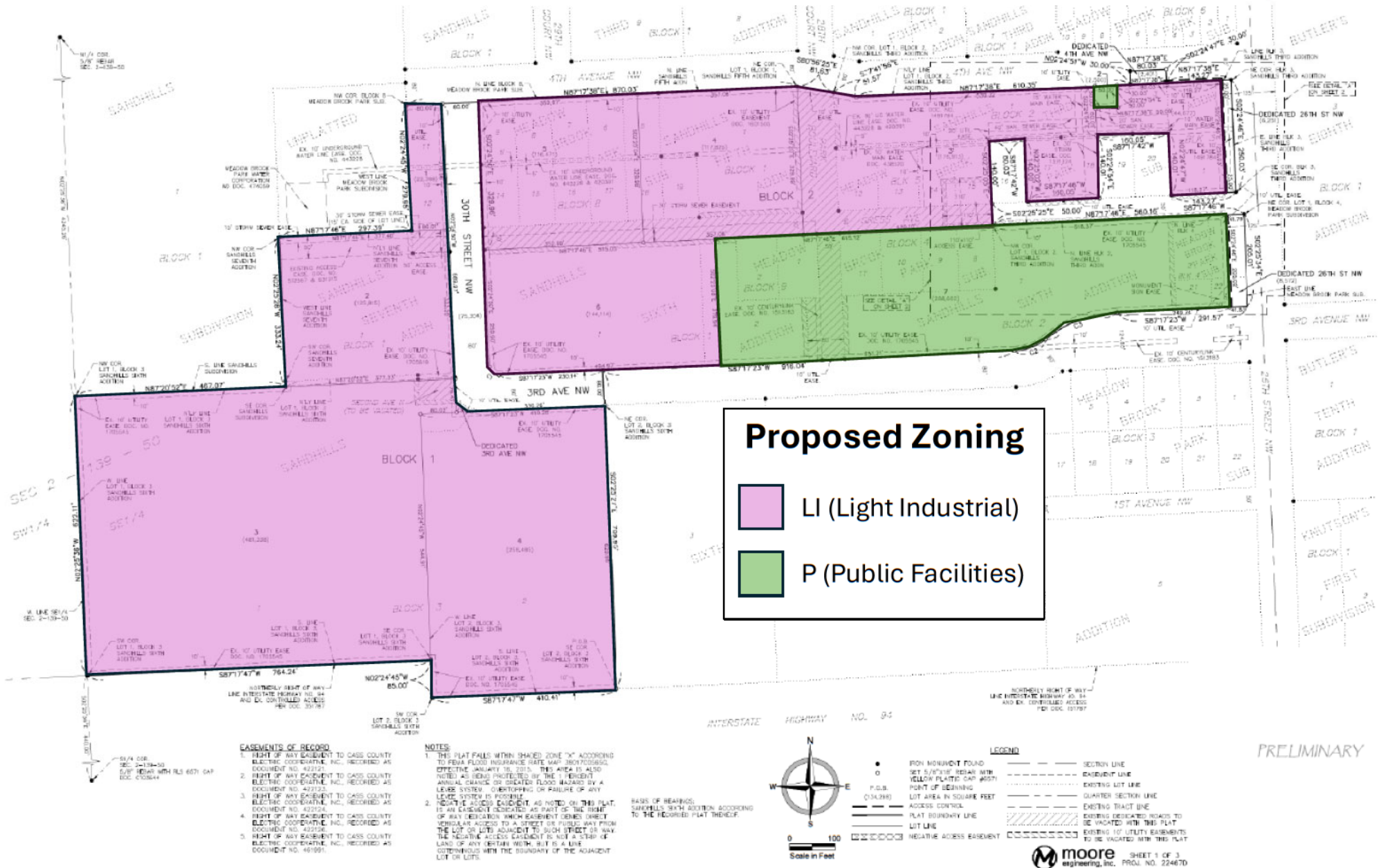
ON THIS _____ DAY OF _____, 20____, BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY APPEARED DANIEL R. HANSON, CITY ENGINEER, KNOWN TO ME TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME AS THE CITY ENGINEER.

NOTARY PUBLIC, CASS COUNTY, NORTH DAKOTA



PLAT OF SANDHILLS EIGHTH ADDITION

TO THE CITY OF WEST FARGO, A REPLAT LOTS 1-2, 8-11 AND PART OF 21-22 IN BLOCK 4, LOTS 3, 12-15 AND 17-18 IN BLOCK 5, LOTS 5-9, 11-12 AND 14-19 IN BLOCK 8, LOTS 1-2 IN BLOCK 9, ALL IN MEADOW BROOK PARK SUBDIVISION; A REPLAT OF LOT 1, BLOCK 2 AND LOT 1, BLOCK 3, ALL IN SANDHILLS THIRD ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS FIFTH ADDITION; A REPLAT OF LOTS 1-2 IN BLOCK 1, LOT 1, BLOCK 2, LOTS 1-2 IN BLOCK 3, ALL IN SANDHILLS SIXTH ADDITION; A REPLAT OF LOT 1, BLOCK 1, SANDHILLS SEVENTH ADDITION; A VACATION PLAT OF PART OF SECOND AVENUE NORTH, PART OF PARK BOULEVARD AND PART OF GRESS AVENUE, CASS COUNTY, NORTH DAKOTA



ORDINANCE NO. 1252

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF WEST FARGO, NORTH DAKOTA, AS ADOPTED IN SECTION 4-301 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO.

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

SECTION 1. Amendment. The Official Zoning Map of the City of West Fargo, North Dakota, as adopted in Section 4-301 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended as follows:

The district as shown upon the following described area shall be and the same is hereby rezoned from A (Agricultural District) to LI (Light Industrial District):

Lot 1, Block 1 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from A and L1 (Agricultural District and Light Industrial District) to LI (Light Industrial District):

Lot 2, Block 1, and Lots 1, 3 and 5, Block 2 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from LI (Light Industrial District) to P (Public Facilities District):

Lot 2, Block 2 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from LI and P (Light Industrial District and Public Facilities District) to LI (Light Industrial District):

Lot 6, Block 2 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from A and P (Agricultural District and Public Facilities District) to P (Public Facilities District):

Lot 7, Block 2 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

The district as shown upon the following described area shall be and the same is hereby rezoned from A, LI and P (Agricultural District, Light Industrial District, and Public Facilities District) to LI (Light Industrial District):

Lot 4, Block 2 of proposed Sandhills 8th Addition to the City of West Fargo, North Dakota.

SECTION 2. Amendment of Zoning Map. The proper City Officials are hereby authorized to amend and change the City Zoning Map to correspond thereto.

SECTION 3. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

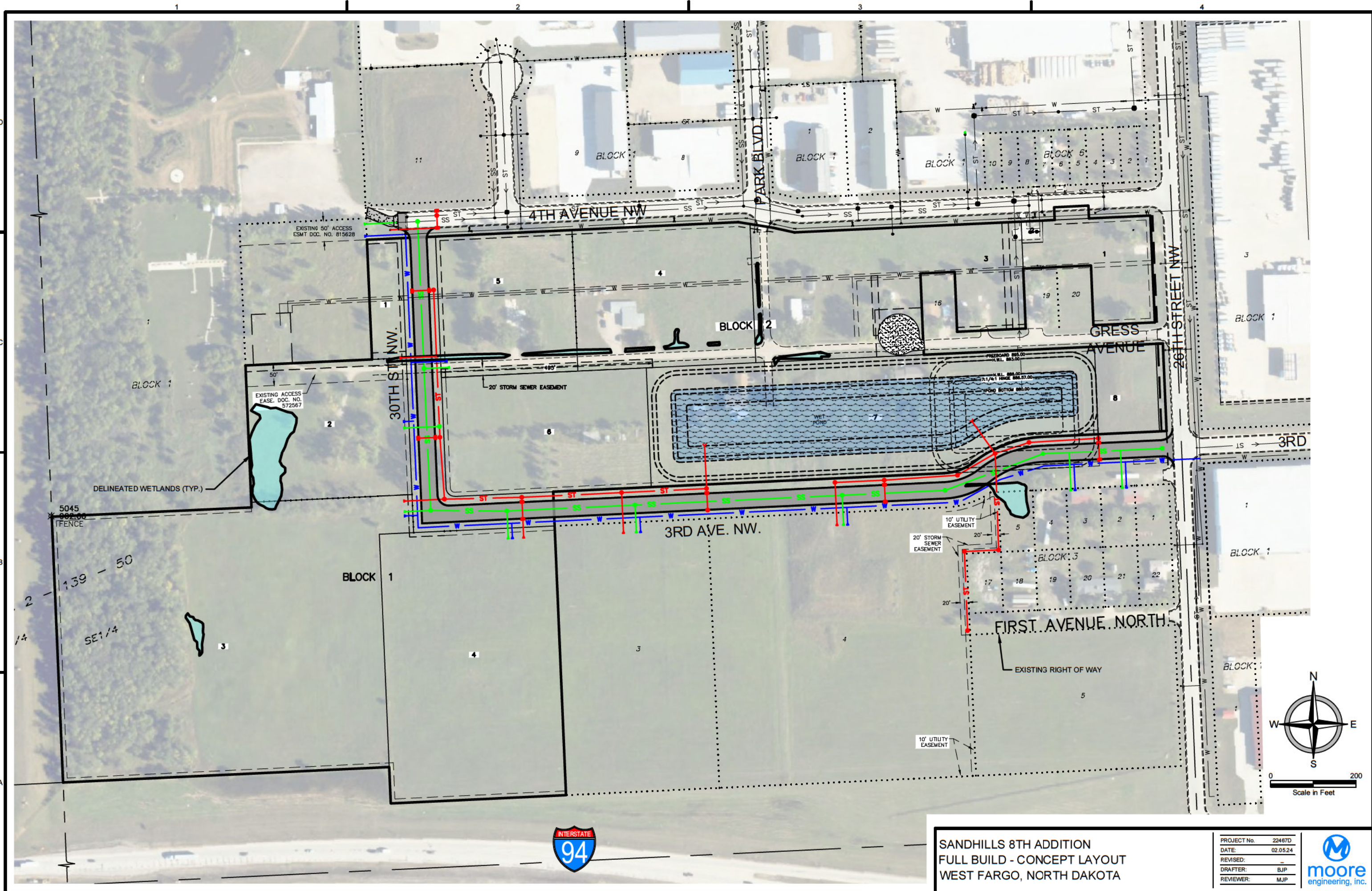
ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

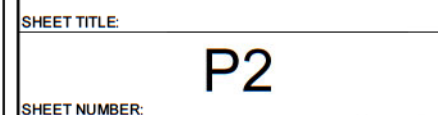
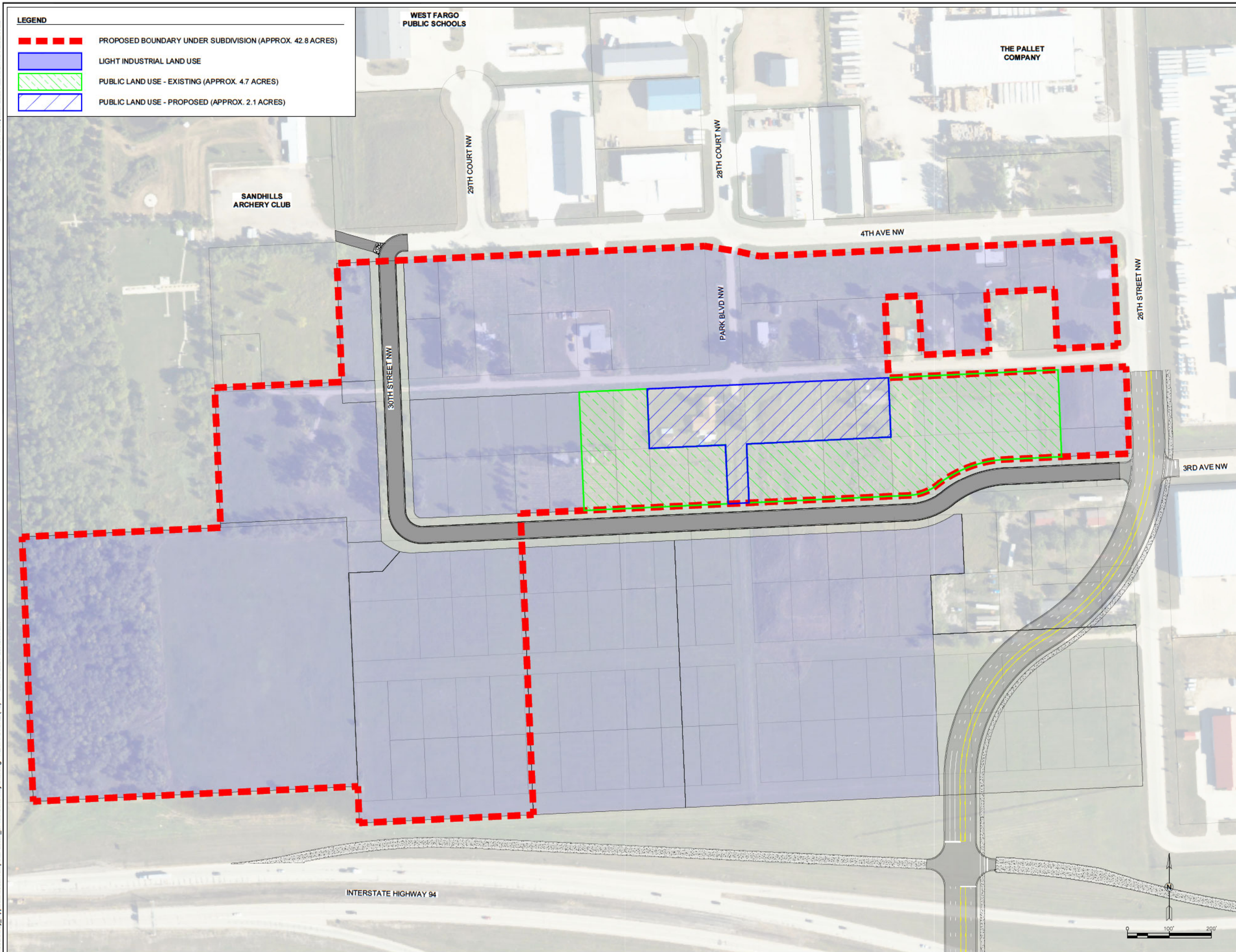
Date of Publication:



SANDHILLS 8TH ADDITION
FULL BUILD - CONCEPT LAYOUT
WEST FARGO, NORTH DAKOTA

PROJECT No. 22467D
DATE: 02.05.24
REVISED:
DRAFTER: BJP
REVIEWER: MJP







SUBDIVISION IMPROVEMENT AGREEMENT

THIS SUBDIVISION IMPROVEMENT AGREEMENT (the “Agreement”), entered into this ____ day of _____, 2024 (the “Effective Date”), by and among the City of West Fargo, North Dakota, a North Dakota municipal corporation and political subdivision (the “City”), Ocho Indy, LLC, a North Dakota limited liability company (“Ocho”), and RJR LLC, a North Dakota limited liability company (“RJR”). Ocho and RJR are, individually, sometimes referred to as a “Developer” and, collectively, sometimes referred to as the “Developers”. The City and Developers are, individually, sometimes referred to as a “party” and, collectively, sometimes referred to herein as the “parties.”

WHEREAS, Ocho is or will be the legal and equitable owner of the following described property (the “Ocho Lots”): Lots 1, 3 and 4, Block 1, and Lots 1, 3, 5 and 6, Block 2, Sandhills 8th Addition to the City of West Fargo, Cass County, North Dakota; and

WHEREAS, RJR is or will be the legal and equitable owner of the following described property (the “RJR Lots”): Lot 2, Block 1, and Lot 4, Block 2, Sandhills 8th Addition to the City of West Fargo, Cass County, North Dakota; and

WHEREAS, the Ocho Lots and the RJR Lots are, collectively, sometimes referred to as the Developers’ Lots; and

WHEREAS, the City is or will be the legal and equitable owner of the following described property (the “City Lots”): Lots 2 and 7, Block 2, Sandhills 8th Addition to the City of West Fargo, Cass County, North Dakota; and

WHEREAS, the City is considering for approval the replatting certain property (the “Property”) as Sandhills 8th Addition to the City of West Fargo, Cass County, North Dakota (“Sandhills 8th Addition”); and

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

WHEREAS, the Developers desire the City to construct streets, water, sanitary sewer and storm sewer infrastructure (the “Public Improvements”), which will be special assessed.

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 Developers to comply with the terms and conditions of this Agreement.

2. The Developers and the City are the legal and equitable owners of the Property and are expressly authorized to execute this Agreement as such.

II. JURISDICTION

1. The Developers agree to submit to the authority of the City of West Fargo. The Developers agree and acknowledge that they must each receive approval from the City of West Fargo for any proposed platting, zoning, flood plain permits, building permits and any other permit required by the City with regard to their respective Developers’ Lots.

2. The Developers agree and acknowledge that they must comply with all Federal, State and City statutes, rules and regulations regarding the development of their respective Developers' Lots.

3. The Developers are the "responsible party" for compliance with all Federal and State environmental statutes, rules and regulations, including storm water runoff regulations regarding their respective Developers' Lots.

4. The Developers and City have submitted a final plat of Sandhills 8th Addition, which was considered and approved by the City Commission on _____, 2024.

III. IMPROVEMENTS

1. The Developers previously filed a petition with the City to construct municipal infrastructure (the "Improvements") to service portions of Sandhills 8th Addition and finance the associated costs by levying special assessments in accordance with city policies. The City accepted the petition and approved a resolution (on May 1, 2023) creating Improvement District No. 1345 for Public Improvements. All terms and conditions associated with the Subdivision Agreement for Sandhills 6th and 7th Additions to the City of West Fargo, Cass County, North Dakota, set forth in the Subdivision Agreements dated January 8, 2024, by and between the parties shall remain in full force and effect.

2. In the event that any portion or portions of the Improvements are constructed on private property, the owner shall deliver to the City a recordable easement giving the City perpetual access to that portion constructed on private property.

3. All streets, water, sanitary sewer and storm sewer Public Improvements shall be constructed on property platted as public right of way so as to allow the City of West Fargo to

service said infrastructure. Water services will be supplied by the City of West Fargo. The Developers have entered into an Improvement District Agreement for Improvement District No. 1345 with the City.

4. The owners of the Developers' Lots shall, through special assessments, pay all costs relating to said construction including but not limited to constructions costs, hook-up charges, permit fees, sales tax and any other fees associated with construction of the Improvements.

5. The Developers are responsible for developing a drainage plan for their respective Developers' Lots as a condition of plat approval, which must be approved by the City Engineer. The Developers agree to comply with the City's storm water management policy, including the accommodation of regional retention for the subdivision.

6. Building permits will not be authorized for any lots within Improvement District No. 1345 until street paving or other work deemed necessary by City is complete and accepted by the City.

IV. PUBLIC DEDICATION & LAND ACQUISITION

1. Through the Sandhills 8th Addition, the boundaries of existing parcels will be adjusted, affected further by vacation of rights of way and reallocation of those among the parties, resulting in the following square footage adjustments and cash payments:

AS BETWEEN:	LAND GAINED:	CASH PAYMENT (at \$3.00/sf)
Ocho and RJR	None	None
Ocho and City	City Gains 96,785sf to enlarge regional retention parcel (Lot 7, Block 2).	City Pays Ocho \$290,356
RJR and City	City Gains 6,849 sf to enlarge regional retention parcel (Lot 7, Block 2).	City Pays RJR \$20,547

2. The adjustments noted above are net of, and don't include, typical and customary new right of way dedications shown on the plat for Sandhills 8th Addition.

3. The cash adjustments noted above will be paid promptly following recording of the Sandhills 8th Addition plat.

4. Each party shall execute in favor of the other parties a quit claim deed conveying any interest it has in the lots of another party per the Sandhills 8th Addition plat. Further, Ocho and RJR shall each cause any of its secured parties to execute a consent to the Sandhills 8th Addition plat and a modification to any mortgages and other security interests limiting such security interests to only the lots it owns per the Sandhills 8th Addition plat. All such deeds, consents and modifications shall be delivered to City prior to recording the Sandhills 8th Addition plat and City shall record all such items with and behind the Sandhills 8th Addition plat.

5. The Developers will pay the City a fee in lieu of public land dedication, as outlined within the Sandhills 8th Addition Public Dedication Agreement, in accordance with Section 4-0407 of the City Ordinances.

V. GENERAL MATTERS

1. This Agreement is to run with the land and shall, with regard to their respective Developers' Lots, be binding upon the Developers, their successors and assigns. All parties claiming by, through or under each respective Developer shall be taken to hold, agree and covenant with the applicable 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 Improvements upon the Property.

2. To the extent of a Developer's negligence or willful misconduct, the Developer shall: (a) release and hold 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; and (b) 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's or its 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 claims, liability, loss, costs, damages, expenses, actions or judgments against the City arising out of its negligence or intentional acts, or those of its employees, contractors, agents or designees. The Developers specifically agree and acknowledge that this indemnification provision shall survive until six (6) years after the sale of the final lot.

3. Upon the occurrence of any non-performance of a 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 with respect to such Developer: (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; and/or (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 applicable Developers' Lots.

4. This Agreement terminates as to each Developer 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 applicable Developers' Lots and Improvements.

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

6. 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.

7. 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.

8. 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.

9. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and assigns.

10. This Agreement shall be recorded.

11. 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.

12. This Agreement may be executed in counterparts with both the City and the Developers having a fully-executed counterpart.

[The remainder of this page intentionally left blank – signature pages follow]

CITY OF WEST FARGO

Bernie L. Dardis, President
Board of Commissioners

ATTEST:

Dustin Scott, City 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 L. Dardis and Dustin 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:

OCHO INDY, LLC

By: BAM Holdings, LLP, its Manager

By: _____
Austin J. Morris, Partner

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Austin J. Morris, a Partner of BAM Holdings, LLP, a North Dakota limited liability partnership, Manager of Ocho Indy, LLC, a North Dakota limited liability company, on behalf of the limited liability partnership.

Notary Public

DEVELOPER:

RJR LLC,
a North Dakota limited liability company

By: _____
Name: Ryan Restad
Title: President

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was subscribed and sworn to before me on _____, 2024, by Ryan Restad, President of RJR LLC, a North Dakota limited liability company, for and on behalf of the company.

Notary Public

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2024 (the “Effective Date”), by and among the City of West Fargo, North Dakota, a North Dakota municipal corporation and political subdivision (the “City”), Ocho Indy, LLC, a North Dakota limited liability company (“Ocho”), and RJR LLC, a North Dakota limited liability company (“RJR”). Ocho and RJR are, individually, sometimes referred to as a “Developer” and, collectively, sometimes referred to as the “Developers”. The City and Developers are, individually, sometimes referred to as a “party” and, collectively, sometimes referred to herein as the “parties.”

WHEREAS, the parties desire to plat and develop a piece of property in the City of West Fargo to be known as Sandhills 8th Addition to the City of West Fargo, Cass County, North Dakota (“Sandhills 8th Addition” or “Property”); and

WHEREAS, the plat of Sandhills 8th Addition includes both the replatting of land for which public park dedication has hitherto been provided and the replatting of land for which public park dedication has hitherto not been provided; and

WHEREAS, the ordinances of the City of West Fargo require at the time of platting that certain public property be dedicated to the City or a cash payment to be made in lieu thereof; and

WHEREAS, the parties agree that such dedication shall be made as herein provided.

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

1. Public park dedication was previously provided for the areas within Sandhills 8th Addition plat that were previously platted within the Sandhills 3rd, Sandhills 6th, and Sandhills 7th Additions.

2. Public park dedication has not yet been provided for the areas within Sandhills 8th Addition that were most recently platted within the Meadow Brook Park Subdivision and Sandhills 5th Addition.

3. The amount of land dedication required from each Developer for Sandhills 8th Addition is: Ocho, 18,628 sq. ft.; and RJR, 6,665 sq. ft. These amounts exclude areas previously platted within the plats for Sandhills 3rd, Sandhills 6th, and Sandhills 7th Additions to the City of West Fargo, Cass County, North Dakota.

4. In lieu of land dedication, each Developer hereby agrees that it will pay the following sum: Ocho, \$ 55,884; and RJR, \$ 19,995. These sums shall be paid in full prior to and as a condition precedent to the City recording the Sandhills 8th Addition plat.

5. The City agrees that it will review the plat of Sandhills 8th Addition, and following regular procedures will approve a plat of Sandhills 8th Addition with payment in lieu of public park land dedication in the amount set forth above. Nothing in this agreement shall be construed as exempting the plat of Sandhills 8th Addition from complying with the City of West Fargo's subdivision ordinances as amended from time to time.

6. The City agrees that it will use the cash payment in lieu of public park dedication for the purpose of providing public uses and facilities which will benefit the

general neighborhood of Sandhills 8th Addition under the provisions of the subdivision regulations found under Title IV of the ordinances of the City of West Fargo, North Dakota.

7. The parties to this Agreement understand that if the Developers convey the property interest in Sandhills 8th Addition to another entity or person, those entities or persons shall be bound by the terms of this Agreement. Furthermore, any other successor, heir, assign or assignee of real estate in Sandhills 8th Addition will be bound by the terms of this Agreement, and no entity shall be entitled to a building permit in Sandhills 8th Addition unless and until the dedications herein described have been made.

8. Any and all claims that arise or may arise against a Developer, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City, except to the extent of City's negligence or intentional acts, or those of its employees, contractors, agents or designees. Furthermore, each Developer, its agents, servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorney's fees, which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property to the extent of the negligence or intentional acts by such person. However, this paragraph shall not apply to claims, liability, loss, costs, damages, expenses, actions, or judgments against the City arising out of its negligence or intentional acts, or those of its employees, contractors, agents or designees.

9. This Agreement may not be altered or amended except in writing executed by all parties.

10. All parties agree that this Agreement will not be recorded, but it shall be the affirmative duty of the Developers to provide a copy of this Agreement to any successor, heir or assign.

11. 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 Cass County District Court located in Cass County, North Dakota.

12. 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.

[The remainder of this page intentionally left blank – signature pages follow]

DEVELOPER:

OCHO INDY, LLC

By: BAM Holdings, LLP, its Manager

By: _____
Austin J. Morris, Partner

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by Austin J. Morris, a Partner of BAM Holdings, LLP, a North Dakota limited liability partnership, Manager of Ocho Indy, LLC, a North Dakota limited liability company, on behalf of the limited liability partnership.

Notary Public

DEVELOPER:

RJR LLC,
a North Dakota limited liability company

By: _____
Name: Ryan Restad
Title: President

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was subscribed and sworn to before me on _____, 2024, by Ryan Restad, President of RJR LLC, a North Dakota limited liability company, for and on behalf of the company.

Notary Public

CITY OF WEST FARGO

BY: _____
Board President

ATTEST: _____
City 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 L. Dardis and Dustin Scott, known to me to be the President of the Board of City Commissioners and City Auditor, respectively, of the City of West Fargo, that is described in and who executed the above and foregoing document, and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public

(SEAL)



To: West Fargo City Commission

From: Mathew Andvik, Public Works Department

Date: December 2, 2024

Subject: Update of Street Parking Discussion

Action: Informational Only

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Police and Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Street, Water and Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Administration/Finance

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community & Development Services

City Administrator

Dustin Scott

Summary and Recommendation:

At the November 4th Commission meeting, five potential options were presented to the commission related to the current Maintenance Zones parking restrictions.

The options that were discussed were:

- Leaving the Maintenance Zones as is.
- Changing enforcement of the Maintenance Zones from November 1st to April 15th to only accommodate snow removal.
- Street /Avenue Parking (street parking M, W, F and avenue parking T, Th, S)
- Calendar Parking (parking on the even house number side of the street on even days, and on the odd house number side on odd days.)
- Adjusting the current Maintenance Zones to be split into two days.

Each of these options has benefits and drawbacks, and there is not a single solution that would fit all situations. Some options could work in the core area of town but would not work south of the interstate. Most complaints we receive about the current Maintenance Zones are reported to us after a resident has received a parking ticket; and most are received during the summer months.

When we implemented the Maintenance Zones in the fall of 2020, we looked at all these concerns and options. We decided on the Maintenance Zones option because it caused the least disturbance to the residents and would increase our efficiency for sweeping and plowing the streets. This option did, however, create an issue of where those residents should park during that time frame.

After further discussion, our plan is to leave the current regulations in place through the winter and revisit the conversation next June. Over the next 6 months we will track cars that are parked on maintenance days during snow removal and street sweeping. Once we compile the data we will bring the findings to the commission for discussion.



"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: December 2, 2024

Subject: 2025 Public Works Mill and Overlay

Action: Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report.

New Information and Recommendation:

Public Works and Engineering staff have identified roadways that are in critical need of rehabilitation. These roads will be overlaid using Public Works equipment and staff. Per Century Code requirements, we will be publicly bidding the milling of the roadways as well as the asphalt that Public Works will be installing. Those items will be awarded in a separate contract.

To start the assessment process, we are creating the Improvement Districts that encompasses the identified neighborhoods and an Engineer's Report will be prepared and presented at a future Commission meeting identifying anticipated costs and assessments.

The following documents are attached for review/consideration:

- Improvement District Map
- Associated Resolutions

Staff Recommendation: Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report.

Policy Analysis:

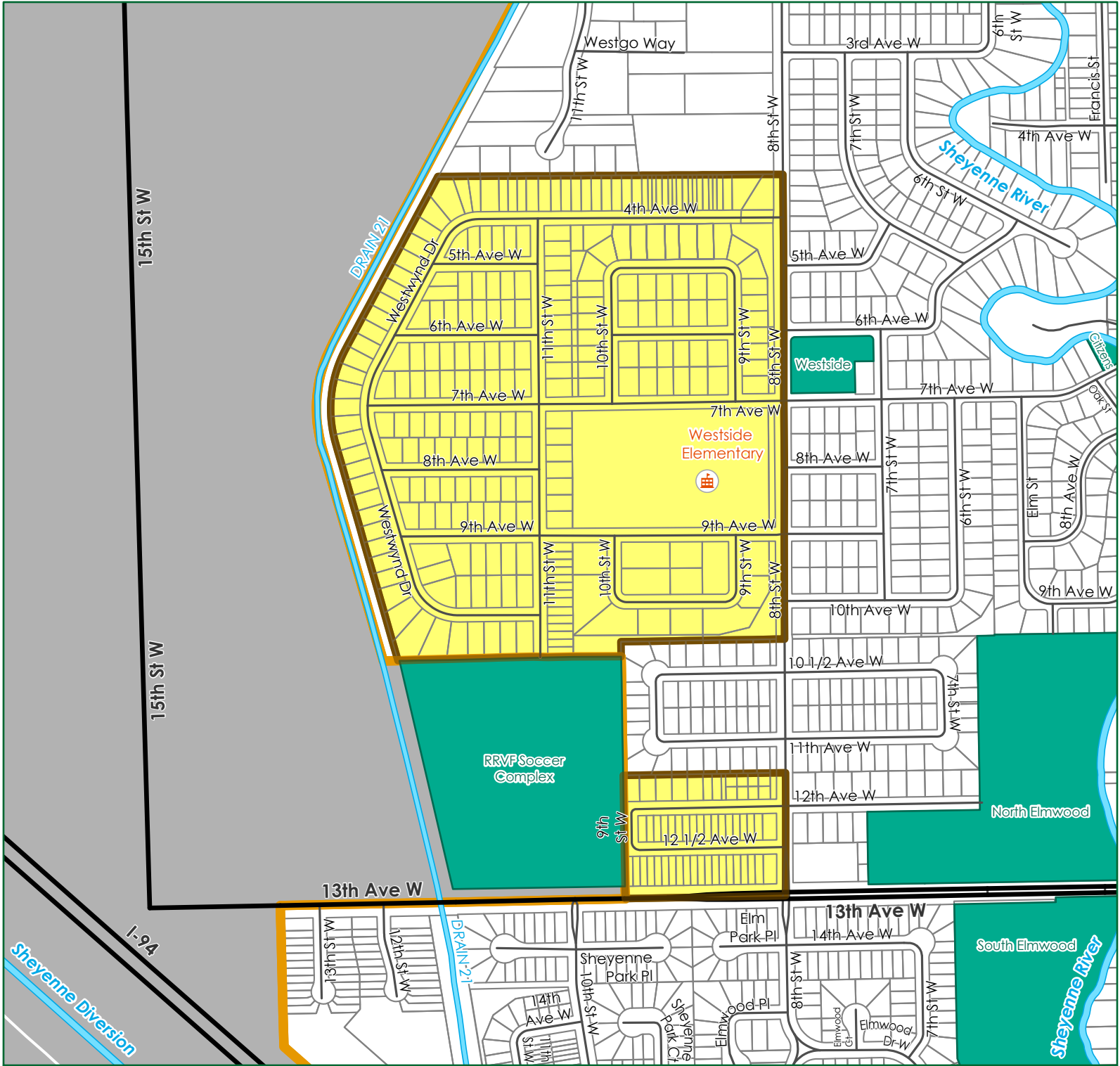
The proposed mill and overlay district will extend the lifespan of the current roadways. Other than the milling of the roadways and asphalt production, this work will be completed by the Public Works staff using Public Works equipment.

Financial Analysis:

This project is intended to be completed utilizing Engineering and Public Works staff. The 2024 CIP had a project cost of \$1,000,000 to be paid with Capital Improvement Sales Tax funds and specially assessing 50% of the project costs.

Previously Presented Information and Commission Actions:

None

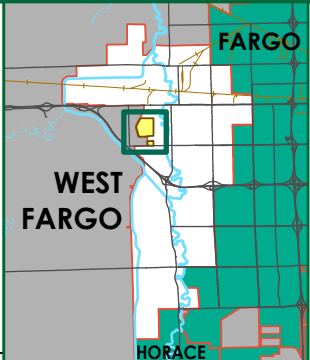


IMPROVEMENT DISTRICT NO. 2290

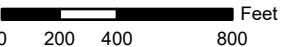
2025 Public Works Mill and Overlay

Issued: 11/21/2024

Prepared by:



- Improvement District
- Parcel Boundary
- Park District
- City Limit



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 2290 – 2025 PUBLIC
WORKS MILL & OVERLAY 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. 2290 – 2025 Public Works Mill & Overlay of the City of West Fargo; and

WHEREAS it is deemed necessary to establish such a pavement improvement district within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 2290– 2025 Public Works Mill & Overlay of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: December 2, 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 partial depth asphalt milling and placement of hotmix asphalt overlay necessary to improve and maintain current roadway and ride quality in connection with the above specified improvements, be constructed and made in Improvement District No. 2290 – 2025 Public Works Mill & Overlay 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: December 2, 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]

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: December 2, 2024

Subject: Improvement District No. 3006 – Westwood Addition
Reconstruction

Action: Approve both an Engineer's Report and Task Order for "Basic Services", and Direct Engineer to prepare Plans and Specifications.

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:

On September 16, 2024 the Commission created the Improvement District and directed the Engineer to prepare an Engineer's Report. Recently on November 14th, 2024 a Commission Workshop to discuss this project was held detailing the project's proposed work, costs and potential assessments.

The report has been completed per the feedback received at that meeting and is a part of this Commission packet.

It is intended that if this project moves forward at this meeting, a neighborhood meeting will be held on the evening of Tuesday, December 17th at the Fire Department's training room. The intent of that meeting is to discuss the project with the residents, provide project details and gain feedback from the residents.

The following documents are attached for review/consideration:

- Engineer's Report
- Task Order No. 64-3
- Associated Resolutions

Staff Recommendation: Approve both an Engineer's Report and Task Order No. 64-3 for "Basic Services", and Direct Engineer to prepare Plans and Specifications

Background and Project Summary:

This project has been identified as a critical need by the 2019 and 2023 Core Area Studies and is necessary due to the infrastructure being at the end of its useful life. In 2022 a neighborhood survey was completed to gather feedback from the property owners on the project.

Policy Analysis:

Many roads and utilities in various areas of the core area of West Fargo are at their life cycle and in need of rehabilitation or in many cases, full replacement. The city is moving forward following the recent 2023 Core Area Study's recommendations with the Westwood neighborhood being the first of many upcoming reconstruction projects.

Financial Analysis:

This project was included in the 2024 CIP and is estimated to cost \$8,050,000 to be paid via a combination of Capital Improvement Sales Tax, grant

funding, possible utility funds and assessment costs per the 2024 CIP's recommended rate of 30% of the project costs.

Previously Presented Information and Commission Actions:

November 14, 2024 –

- A Special Meeting regarding Information pertaining to Improvement District No. 3006 – Westwood Addition Reconstruction took place at the City Commission Chambers.

October 7, 2024 –

- Informational Update to Commission regarding the letter sent to property owners within this district – No action requested.

Week of September 30, 2024 -

- Letter mailed to property owners informing them of the project moving forward for construction in 2025.

September 16, 2024 –

- **Staff Recommendation:** Create Improvement District No. 3006; Direct Engineer to prepare an Engineer's Report; Approve Task Order for Preliminary Engineering Services.
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

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.

Engineer's Report

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

Improvement District No. 3006

Westwood Addition Reconstruction

General Nature (Scope)

The Westwood Addition neighborhood was originally constructed in 1959, so the infrastructure has been servicing the residents for 65 years. The sanitary sewer consists of vitrified clay pipe (VCP), the watermain consists of asbestos cement pipe (ACP) and the storm sewer installed is grossly under designed to current standards. These utilities have reached the end of their life expectancy and are in need of replacement. Additionally, the location of the existing hydrants do not provide adequate fire protection given current design standards as well. The streets and sidewalk in the neighborhood have failed in areas due to cracking and settlement and are also in need of replacement. Lastly, lighting consists of sporadically located lights on wood poles that also aren't meeting current lighting standards.

This project proposes to replace all of the infrastructure with new PVC sanitary sewer and watermain, concrete storm sewer and manholes. Additionally, with properly designed storm sewer, the pavement section will be able to have draitile installed to help rid the subbase of ambient moisture to provide the maximum life expectancy of the new roadways. Sidewalks and lighting will also be replaced and installed with these improvement.

Due to the lack of right of way, currently 50' throughout the neighborhood as opposed to the current minimum standard right of way width of 62' for a local street, this project presents challenges with construction restrictions for the contractor's equipment and providing access to resident's homes through the construction process. Because of this, the design will likely require the project to be constructed in several phases to allow for as much local parking to the residents as possible during construction.

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.

District Creation Consideration (N.D.C.C 40-22-10)

The special assessment district for this project included all of the properties within the Westwood Addition as well as a portion of Elmwood Park which will receive benefit from this project as well. That being said, the only properties intended to be assessed within the improvement district are properties adjacent to the improvements that are receiving direct benefit from the project.

The 30% of assessed costs proposed will consist of the sanitary sewer and watermain portion of the project and roadway/sidewalk sections needed to be reconstructed to facilitate the installation of these two utilities including associated soft costs for those items. The city's portion of the cost of the project will pay for all sidewalk, street lighting, roadway section outside of what is needed to replace the sanitary and water infrastructure, associated soft costs and other costs to get the total project costs paid down to the 30% of costs remaining to be assessed.

Purpose

To reconstruct the streets, utilities, sidewalks and street lighting to current design standards that would have an expected life cycle of 50 years with proper maintenance such as future mill & overlays. Due to PVC being immune to corrosion, the sanitary and water utilities life cycle is estimated to be upwards of 100 years.

Feasibility

This project was identified for 2025 construction in the 2024 CIP. The current estimated costs per the consultants Feasibility Study with an estimated cost of \$8,050,000. It is intended to be paid for via 30% being specially assessed with the remainder being paid for utilizing capital improvement sales tax, potential grant assistance from the state and utility funds.

The grant mentioned above has been applied for and could buy down watermain costs by upwards of \$970,000. Of that amount, \$110,000 has already been secured.

Estimate of Probable Cost

Construction		\$6,393,000
Bid Proposal Items	\$5,326,745	
Contingency (~20%)	\$1,066,255	
Consultant (Design/Construction)		\$1,260,634
Legal & Administration (~5%)		\$319,650
Bonding (~4%)		\$76,716
Total Estimated Cost		\$8,050,000

Source of Funds

Special Assessments		\$2,415,000
City Funds		\$5,635,000
Capital Impr. Sales Tax	\$5,635,000	
Total		\$8,050,000

Supporting Documents (available upon request)

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

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



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



EXHIBIT A to MSA

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

This is Task Order No. 64-3
consisting of 20 pages.

Task Order 64-3

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: November 21, 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
- g. Summary of Services: Based upon the anticipated approval of the Engineer's Report on December 2, 2024, the City, at this time, has requested the design and construction related services Task Order necessary to complete the proposed Dist. 3006 project. The proposed improvements will include the reconstruction of sanitary sewer mains, water mains and the entire roadway section including roadway pavement, curb & gutter, and sidewalks. The project will also include the installation of a new storm sewer system and upgraded street lighting. Furthermore, right-of-way administration, public outreach, funding administration, special assessment administration, and private utility administration tasks are required to complete this project.

2. Services of Engineer

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

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

1. Engineer shall:

- a. Coordinate a meeting with the Owner to review the project and task order to ensure mutual understanding of the objectives, requirements, schedule, etc. prior to starting work.

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

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

- 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 Design Related Services*

- 1. Private Utility Administration
 - a. Continued coordination with private utility entities to obtain current utility maps, conduct map reviews, and communicate potential, significant private utility impacts/conflicts.

- b. Prepare exhibit for City Staff to initiate project communication with private utility entities regarding potential private utility relocations within project boundary.
- c. Schedule and conduct coordination meeting during project design process with City Staff and private utility entities. Prepare meeting minutes and coordinate with City Staff on next steps involving potential utility impacts/conflicts.
- d. Coordinate relocation, if necessary, of existing private utilities, determine existing easements and utility permits to identify the party responsible for utility relocation costs. Coordinate relocation agreements with each utility company and City Staff.

2. Right-of-Way Administration

- a. Continued correspondence, negotiation and meetings with City Staff and Property Owner(s) for proposed right-of-way and easements necessary to construct the project.
- b. Prepare any necessary legal descriptions, plats, or other land surveying documents to provide to the Owner's attorney for document preparation.
- c. Circulate agreements between City Staff, Attorney and Property Owner(s).
- d. Coordination with West Fargo Park District on permanent storm sewer easement.

3. Public Outreach

- a. Correspondence with property owners regarding project phasing and schedule throughout the design, bidding, and construction stages of the project. The correspondence will include phone calls, emails, and written letters.
- b. Prepare property owner correspondence summary log and prepare summary for City documentation.
- c. Support City in drafting defining public project meeting agenda and other meeting materials for public project meeting(s) during design (2 meetings) and construction (1 meetings).
- d. Help define construction impacts including phasing and schedule. Prepare Construction Phasing Exhibit and Construction Schedule for public project meeting(s) (3 meetings).
- e. Support City in compiling content into presentation materials (i.e. PowerPoint presentation, posterboards, handouts, etc.) for public project meeting(s) (3 meetings).
- f. Attend and run public project meetings (3 meetings).

G. Additional Construction Services

1. Resident Project Representative

- a. *Resident Project Representative (RPR)*: Provide the services of an RPR at the Site to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth below. The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth below.

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

Report to Engineer when clarifications and interpretations of the Construction Contract Documents are needed, whether as the result of a Contractor RFI or otherwise. Transmit Engineer's clarifications, interpretations, and decisions to Contractor.

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

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

and prior to the issuance of a Certificate of Substantial Completion, submit a punch list of observed items requiring completion or correction.

- ii. Participate in Engineer's visit to the Site in the company of, Owner, and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.
- iii. Observe whether all items on the final punch list have been completed or corrected, and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work (Exhibit A.1).

4) Resident Project Representative shall not:

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

2. Construction Staking

- a. The below list of infrastructure categories define the standard frequency of which the Engineer will provide construction staking for one time during the project, if applicable.
- b. Water Mains/ Force Mains
 - 1) Centerline with offsets at 50' intervals
 - 2) Cut stakes to top of pipe with hubs, if plan calls for specified grades
 - 3) Curb Stop Locations
- c. Storm-Sanitary Sewers
 - 1) Centerline stakes with offsets and cuts to inverts at 50' intervals
 - 2) Manholes with offsets
 - 3) Inlets with offsets
 - 4) Wye locations
 - 5) Service ends with grades
- d. Streets
 - 1) Initial dirt grade stakes with lath every 100' and at high and low
 - 2) Subgrade blue tops for centerline and curb and gutter areas if so specified in construction contract
 - 3) Centerline gravel blue tops if so specified in construction contract
 - 4) Curb & gutter flow line stakes with offsets every 25'
 - 5) Concrete Paving grade stakes with offset at 25' intervals plus high and low points

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

- 3) After winter shut-down of the construction efforts
 - 4) After the project is ready for final payment completion date
 - 5) Other Owner requested intermediate project stages
- g. Compilation of all record and closeout documentation related to the project.

H. *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 project reimbursement requests during construction phase of project. This will include the preparation of each reimbursement application and correspondence with the State and City regarding each application.

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 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	5.5%	3.0%
Estimated Value of Final Construction Contract		\$6,393,000
Estimated Compensation based on 8.5% of Construction		\$543,405
TOTAL TASK ORDER (TO 64-3)		\$1,066,905

- 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	64 64-2	\$62,000		\$62,000
Additional Design Services				
Private Utility Administration	64-2	\$2,500	\$10,000	\$12,500
Right-of-Way Administration	64-2 64-3	\$18,000	\$22,000	\$40,000
Public Outreach	64-1 64-2 64-3	\$21,000	\$35,000	\$56,000
Additional Construction Services				
Resident Project Representative	64-3	\$0	\$350,000	\$350,000
Construction Staking	64-3	\$0	\$70,000	\$70,000
Record Drawing Administration	64-3	\$0	\$20,000	\$20,000
Additional Funding Services				
Special Assessment Administration	64 64-2 64-3	\$14,000	\$10,000	\$24,000
Funding Administration	64-2	\$12,500	\$6,500	\$19,000
ADDITIONAL {AMENDED} SERVICES SUBTOTAL (TO 64-3)			\$523,500	
ADDITIONAL {AMENDED} SERVICES SUBTOTAL (All TO's)		\$130,000	\$523,500	\$653,500

- 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	\$653,500
Estimated Compensation based on 8.5% of Construction	\$543,405

TOTAL ESTIMATED COMPENSATION UNDER ALL TASK ORDERS (TO 64 TO 64-1 TO 64-2 TO 64-3)	\$1,196,905

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

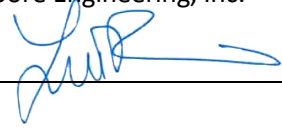
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 64-3 is November 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 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 APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Improvement District 3006 – New Water Supply, Sewerage, Street Systems, and Incidentals.

Dated: December 2, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of water main, sanitary sewer, storm sewer, sidewalks, streets, street lighting 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 plans and specifications for such work.

Dated: December 2, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

ORDINANCE NO. 1250

AN ORDINANCE TO AMEND AND REENACT SECTIONS 11-0102, 11-0109, 11-0201, 11-0301, 11-0302, 15-0305A, 15-0312, 15-0313, AND 15-0316 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO NUISANCE VIOLATIONS.

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

SECTION 1. Section 11-0102 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0102. LICENSE OR PERMIT AND REGISTRATION REQUIRED.

1. All dogs and cats over twelve (12) weeks of age kept or maintained in the City shall be licensed and registered. Dog and cat licenses shall be issued by the Police Department upon payment of an annual license fee as set forth herein. The owner, at the time of application, shall provide information detailing owner identification, animal description and proof of recommended inoculations as prescribed by the North Dakota Board of Veterinary Medical Examiners and in the form and manner as required by the Chief of Police. The licensing provision of the section shall not apply to dogs or cats brought into the City for the purpose of participation in any dog or cat show, nor to certified service animals properly trained to assist disabled persons when such dogs are actually kept for use by blind or otherwise disabled persons for the purpose of aiding them in going from place to place or otherwise in their daily activities.
2. The fees for obtaining a license for a dog or cat, as referenced above, shall be set by resolution of the City Commission.
3. The owner or possessor of each dog or cat shall cause a collar to be placed on the neck of the dog or cat, so licensed, with a shield furnished by the City indicating the number of the license and the year of the license. This shield shall be attached at all times while the dog or cat is outdoors within the City limits.
4. Failure to license a dog or cat shall be punishable ~~as an infraction, and shall carry a minimum penalty of at least~~ as a non-criminal offense and punishable by a fine of One Hundred and no/100 Dollars (\$100.00) or ten (10) hours of community service.
5. All restricted non-venomous constricting snakes kept or maintained in the City shall require a permit and be registered. Snake permits shall be issued by the Police Department upon payment of an annual permit fee as set forth herein.
6. A permit must be obtained prior to purchasing or bringing any restricted non-venomous constricting snake into the City. The owner, at the time of application, shall provide information detailing owner identification, animal description by common and scientific name, size, proof of veterinary check and

proof of implantation of microchip in each restricted non-venomous constricting snake.

7. The fees for obtaining a permit for a restricted nonvenomous constricting snake, as referenced above, shall be set by resolution of the City Commission.
8. Failure to obtain a permit for a restricted non-venomous constricting snake or snakes shall be punishable as an infraction, and shall carry a minimum penalty of at least a fine of One Hundred and no/100 Dollars (\$100.00) ~~and/or ten (10) hours of community service.~~

SECTION 2. Section 11-0109 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0109. COLLECTION OF ANIMAL SOLID WASTE ON PUBLIC PROPERTY. Every person having custody or control of an animal shall be equipped to, and shall collect, said animal's solid waste when 11-1-8 eliminated on property owned by the City of West Fargo, the West Fargo Park District, or the West Fargo School District. ~~Any person who wishes to make a complaint regarding violations of this section must appear before the Judge of the Municipal Court and sign a complaint.~~ Violations of this section are punishable by a fine of One Hundred and no/100 Dollars (\$100.00).

SECTION 3. Section 11-0201 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0201. ANIMALS RUNNING AT LARGE PROHIBITED. No person who is the owner or keeper of any animal shall allow any animal to run at large in the City. Violation of this section is a non-criminal offense punishable by a fine.

SECTION 5. Section 11-0301 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0301. ANIMAL NOISES. No person shall keep within the City any animal which by loud and frequent barking, howling, yelping or other animal noises disturbs the peace and quiet or annoys any citizens. Violation of this section is punishable as a non-criminal offense punishable by a fine.

SECTION 6. Section 11-0302 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

11-0302. HABITUALLY BARKING, CRYING OR HOWLING ANIMAL DECLARED PUBLIC NUISANCE. No person shall keep or harbor any animal which habitually barks, cries or howls. Any such animals which habitually bark, cry or howl are hereby declared to be a public nuisance. "Habitual barking, crying or howling" shall be defined as barking, howling or crying for

repeated intervals of at least three minutes with less than one minutes of interruption. Such barking, crying or howling must be audible off of the owner or keepers premises. Violation of this section is a non-criminal offense punishable by a fine.

SECTION 7. Section 11-0302 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0305A. CONTROL OF GRASSES AND NON-NOXIOUS WEEDS.

1. No grasses or non-noxious weeds shall be allowed to grow more than eight inches (8") in length upon or along the line of any railroad, street, highway, alley, public place, along or upon any vacant or other lot or place within the City. An area having more than thirty percent (30%) of grass plants or non-noxious weeds in excess of eight inches (8") in length shall be deemed a violation of this section.
2. It shall be the duty of all property owners, occupants, or persons having control over private property to maintain the growth of grasses or non-noxious weeds on such property so that it does not exceed eight inches (8") in length. These requirements apply to areas along and upon any railroad, street, highway, alley, public place or along or upon any vacant or other lot or place within the City. An area having more than thirty percent (30%) of grass plants or non-noxious weeds in excess of eight inches (8") in length shall be deemed a violation of this section.
3. Notice of a first violation of this section shall be mailed to the registered property owner as shown in the property 15-3-5 tax records maintained in the City Assessor's office, upon any agent of the property owner, and upon any occupant of the property when appropriate. The owner, agent, tenant or person in charge of the property shall take appropriate action to cut and maintain all grasses and non-noxious weeds not to exceed eight inches (8") in height, as directed by the City within the specified period of time. Such notice may include notice to fill excavations and remove dirt piles so as to allow for the proper mowing of the grasses or non-noxious weeds. If the property owner, tenant, or agent fails to take such appropriate action within the time period as directed by the City, the City shall have authority to cut or mow the non-noxious weeds and grasses, fill any excavations, or remove dirt piles and assess the costs against the landowner. Subsequent violations within the same calendar year will be abated by the City, as set forth above, and the costs will be assessed against the landowner.
4. The requirements of this section requiring control of non-noxious weeds and grasses do not apply to property where the owner or person in control of the property has applied for and obtained a land management plan permit from the City allowing grass growth or non-noxious weeds to exceed eight inches (8") in length.
5. To obtain a land management plan permit, the applicant must submit a written plan identifying the specific area where the plantings or grass or non-noxious weeds are planned to exceed eight inches (8") in length, a statement of intent and purpose for the area, a drawing, plat plan and/or survey showing the location of the planting on

the applicant's property, a detailed description of the plant types and plant succession involved, and specific management and maintenance techniques to be employed. The land management plan must include provisions for maintaining plantings at a length not to exceed eight inches (8") in the area between the sidewalk and the street, or a strip not less than fifteen feet (15') adjacent to the street where there is no sidewalk, as well as a strip not less than four feet (4') adjacent to neighboring property lines unless waived in writing by the abutting property owner on the side so affected. Any such waiver of the requirements shall be affixed to the application and plan. No area of City-owned property within any street right-of-way may be included within a land management plan. This shall include the property between the sidewalk and the street and not less than fifteen (15) feet adjacent to the street where there is no sidewalk. As a condition of receiving approval of a land management permit, the applicant agrees and understands to mow or cut any grass or plantings when ordered to do so by the City official. 15-3-6 6. An application for a land management plan permit shall be on a form provided by the City and shall be submitted to the City Forester. A copy of the application shall be mailed to each of the owners of record, as listed in the office of the City Assessor, who are owners of the property situated in whole or in part within 200 feet of the boundaries of the properties affected. The application and any related information shall be considered by the City Forester. The City Forester shall have authority, after reviewing all appropriate materials and information, to approve or deny the application. An applicant who has had a permit denied or revoked, or an affected property owner in the event a permit is granted, may appeal the decision of the City Forester to the Board of Adjustment. Such appeal must be made in writing within fifteen (15) days of the City Forester's decision and shall be heard at a regular meeting of the Board of Adjustment. 7. An owner or occupant receiving a land management plan permit agrees to maintain any grass or plantings so as not to present hazards or to create a nuisance for adjoining properties, or to persons or vehicles traveling on the public ways. An owner or occupant receiving such permit also agrees to manage and maintain such grass or plantings such that they do not present a hazard to structures on affected land and to maintain such plantings as to enhance the appearance of the property on which they are located. 8. Notwithstanding issuance of a land management plan permit, the City may order the cutting of such grass or plantings included within a land management plan at any time the City determines that the growth may constitute a fire or safety hazard as to cause danger to the safety of the inhabitants of any residential structure located on the premises, or to citizens and residents of the neighborhood. Any costs incurred by the City shall be charged to the owner, occupant, or person in control of the property as authorized under this section.

SECTION 8. Section 15-0312 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0312. NOTICE TO REMOVE NUISANCES. Except where otherwise provided in this chapter, if any person within the limits of the City of West Fargo shall permit or suffer on his premises or premises of which he may be the occupant, any nuisance the Board of City Commissioners, any member of the Board of City Commissioners, or such persons authorized by

the City Commission shall cause notice of a first violation to be given such person to remove or abate such nuisance. The notice shall set forth specifically the nuisance to be removed and the period of time in which it must be removed. The time period allowed for abating the nuisance shall not be less than forty-eight (48) hours after notice shall have been given, provided, however, that the time period may be less if the nuisance has caused or may cause death or injury to any person within the City of West Fargo. Provided further, that the provisions of this section shall in no way abrogate or restrict any emergency authority granted to the Board of City Commissioners or other emergency authority delegated to and exercised by persons duly authorized by the Board of City Commissioners. Subsequent violations within the same calendar year on the same property may be cited by the West Fargo Police Department.

SECTION 8. Section 15-0313 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0313. FAILURE TO REMOVE - PROSECUTION. If any person, as owner or occupant of any lot or tenement, after initial notice as provided in Section 15-0312, neglects or refuses to remove or abate the nuisance, the person giving such notice shall notify the City Attorney, who may commence prosecution of the offense in the West Fargo Municipal Court or seek injunctive relief in any courts of the State of North Dakota. Subsequent violations within the same calendar year on the same property may be cited by the West Fargo Police Department.

SECTION 9. Section 15-0316 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

15-0316. AUTHORIZED PERSONS. The following persons are hereby authorized by the City Commission to send out notices and take other actions as set out in this chapter to abate nuisances:

1. Any member of the City Commission.
2. City Health Officer.
3. Chief of Police or his/her designee.
4. Superintendent of Streets.
5. Chief of the West Fargo Volunteer Fire Department or his/her designee.
6. Building Administrator.
7. City Forester.
8. Any contracted health officials.

SECTION 10. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:



City Commission Per Diem and Reimbursable Expenses Policy

I. Purpose and Scope

The purpose of this City Commission Per Diem and Reimbursable Expenses Policy (the “Policy”) is to establish per diem and reimbursable expenses reporting guidelines for the President of the Board of City Commissioners (the “President”) and for the Commissioners on the Board of City Commissioners (a “Commissioner”). The payment of per diem allowances and reimbursable expenses by the City under this Policy will be in addition to the salaries paid pursuant to City Ordinance 1-0306, as may be amended from time to time.

II. Definitions

“Board” means the Board of City Commissioners for the City of West Fargo, including the President and four Commissioners.

“City” means the City of West Fargo, North Dakota.

“Commissioner” means a Commissioner on the Board of the City Commissioners of the City of West Fargo. For purposes of this Policy, a reference to a Commissioner does not include a reference to the President.

“Committee” means those committees and sub-committees, appointed by the Board following a biennial municipal election, or as otherwise approved during a meeting of the Board, and as may be amended from time to time.

“Event” means a conference, seminar, gathering, or other meeting where the President or a Commissioner is engaged in the discharge of a public duty.

“IRS” means the Internal Revenue Service.

“Metropolitan Area” means a twenty (20) mile radius from West Fargo City Hall and includes, but is not limited to, the following cities: Fargo, North Dakota; Horace, North Dakota; Harwood, North Dakota; Reile’s Acres, North Dakota; Casselton, North Dakota; Mapleton, North Dakota; Moorhead, Minnesota; and Dilworth, Minnesota.

“Policy” means this City Commission Per Diem and Reimbursable Expenses Policy, as may be amended from time to time.

“President” means the President of the Board of the City Commissioners of the City of West Fargo.

III. General Guidelines

A. Per Diem for Commissioners

In lieu of receiving an IRS mileage reimbursement for attendance of meetings or events outside of City limits, but within the Metropolitan Area, Commissioners are authorized to receive a per diem allowance of fifteen dollars (\$15.00) for each eligible committee meeting or event attended by the Commissioner on behalf of the City. Commissioners are limited to reimbursement of forty-five dollars (\$45.00) per day and further limited to a maximum reimbursement of seven hundred fifty dollars (\$750.00) per calendar year.

B. Per Diem for President

In lieu of receiving an IRS mileage reimbursement for attendance of meetings or events outside of City limits, but within the Metropolitan Area, the President is authorized to receive a per diem allowance of fifteen dollars (\$15.00) for each eligible committee meeting or event attended by the President on behalf of the City. The President is limited to reimbursement of forty-five dollars (\$45.00) per day and further limited to a maximum reimbursement of one thousand five hundred dollars (\$1,500.00) per calendar year.

C. Reimbursable Expenses for Outside the Metropolitan Area

The President and Commissioners may be reimbursed under this Policy for reasonable meal, mileage, and lodging expenses incurred in attending committee meetings or events away from the Metropolitan Area. Reimbursement for meals and lodging will be in accordance with N.D.C.C. § 44-08-04, as may be amended from time to time, and mileage for use of a personal vehicle will be compensated at the standard IRS mileage rate.

D. Exclusions

The payment of reimbursable expenses or per diem allowance payments under this Policy are not allowed for those committees or events in which payment of reimbursable expenses or per diem allowance payments are available from the committee or event sponsoring organization. Additionally, alternates to committee meetings are not eligible for payment of reimbursable expenses or per diem allowance payments unless the alternate is present and serving in the full capacity of the meeting or event in place of the regularly assigned representative.

E. Authorization to Pay

The City Administrator is authorized to pay requests by the President or a Commissioner in accordance with control procedures established by the City's Director of Finance

IV. **Procedure**

A. Expense Reports

To receive repayment of reimbursable expenses or per diem allowance payments as outlined in this Policy, the Commissioner or the President, as applicable, must claim the reimbursement or payment on an expense form provided by the City's Director of Finance. This form must be submitted to the Executive Assistant to the City Administrator for processing by the 15th day of each month and must be accompanied by receipts if reimbursable expenses are requested. The form will thereafter be reviewed for compliance with this Policy by the City Administrator. Forms must be received by the Executive Assistant to the City Administrator within sixty (60) calendar days of the date of the committee meeting or event. The availability of funds must be confirmed by City staff prior to reimbursement or payment.

B. Payment

Payment of reimbursable expenses or the per diem allowance payment will be processed as part of taxable income for the President or the Commissioner, as applicable, pursuant to IRS Publication 15, as may be amended from time to time.