

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- December 2, 2024
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Improvement District No. 1345 – Sandhills 6th Addition
 - Approve Relinquishment of Rights to Private Services
- c. FM MetroCOG - Metropolitan Transportation Plan
 - Adopt Resolution of Support
- d. Improvement District No. 2265 - MOU with City of Fargo for 7th Avenue N Reconstruction
 - Approve MOU with City of Fargo
- e. Approve Cass Rural Water Rate Resolution
- f. Memorandum of Agreement, Fargo and West Fargo Fire
 - Approve the MOA with Fargo Fire
- g. Restricted Event Permit Application for Friends of Leroy Turner at DoubleTree by Hilton on January 4, 2025
- h. Site Authorization for Rocky Mountain Elk Foundation DoubleTree by Hilton on February 8, 2025
- i. Financial Report as of November 30, 2024

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. City of West Fargo Handbook -- Sarah Gasevic, Director of Human Resources
- 4. Abatement Hearing for 1280 Goldenwood Drive, West Fargo, ND
- 5. Contract with City of Fargo (MATBUS) for 2025 transit service, request for contract approval -- Aaron Nelson, Director of Planning
- 6. Review Software and Request to approve 2 Year Contact with Placer AI (Consumer Data Software Tool) -- Casey Sanders-Berglund, Director of Economic Development

7. Request to Hire of 2 Additional Custodians in 2025 -- Matt Andvik, Director of Public Works
8. Improvement District No. 2290 – 2025 Public Works Mill and Overlay -- Dan Hanson, City Engineer
 - Approve Resolution Amending Boundaries of Improvement District No. 2290, Approve Engineer's Report, Authorize Resolution of Necessity; and Direct Engineer to prepare Plans and Specifications
9. 26th Street NW BNSF Crossing – Surface Replacement -- Dan Hanson, City Engineer
 - Authorize entering into a Cost Share Agreement with BNSF
10. Local Permit Application for West Fargo Parks and Recreation Foundation -- Dustin Scott, City Administrator
11. City Administrator's Report -- Dustin Scott, City Administrator
12. Correspondence
13. Non-Agenda Items
14. Adjourn



Meeting Items

A. Call to Order

The West Fargo City Commission meeting was held in the 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 Olson moved and Commissioner Anderson seconded to approve the order of agenda. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the order of agenda, was declared carried.

E. Approval of Minutes -- November 18, 2024

Commissioner Zundel and Commissioner Jorgensen seconded to approve the minutes of November 18, 2024. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of November 18, 2024, was declared carried.

F. Building Permits

Commissioner Jorgensen moved and Commissioner Olson 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. 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**

Commissioner Olson moved and Commissioner Anderson 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

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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)

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**

Commissioner Zundel moved and Commissioner Anderson seconded to approve 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.

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

4. **A24-2 Sandhills 8th Addition, request for approval of second reading of rezone ordinance and Final Plat -- Aaron Nelson, Director of Planning**

Commissioner Olson moved and Commissioner Anderson seconded to approve A24-2 Sandhills 8th Addition, request for approval of second reading of rezone ordinance and Final Plat. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A24-2 Sandhills 8th Addition, request for approval of second reading of rezone ordinance and Final Plat, was declared carried.

5. **City of West Fargo Handbook -- Sarah Gasevic, Director of Human Resources**

This item was informational only, no action was taken.

6. **Update on Parking Regulation Discussion -- Matt Andvik, Director of Public Works**

This item was informational only, no action was taken.

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**

Commissioner Zundel moved and Commissioner Olson seconded to approve 2025 Public Works Mill and Overlay; Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the 2025 Public Works Mill and Overlay; Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report, was declared carried.

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**

Commissioner Olson moved and Commissioner Jorgensen seconded to approve Improvement District No. 3006 – Westwood Addition Reconstruction; Approve both an Engineer's Report and Task Order for "Basic Services", and Direct Engineer to prepare Plans and Specifications. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 3006 – Westwood Addition Reconstruction; Approve both an Engineer's Report and Task Order for "Basic Services", and Direct Engineer to prepare Plans and Specifications, was declared carried.

9. First reading of Ordinance 1250 relating to Nuisance Violations -- Ohnstad Twichell

Commissioner Olson moved and Commissioner Zundel seconded to approve the First reading of Ordinance 1250 relating to Nuisance Violations. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the First reading of Ordinance 1250 relating to Nuisance Violations, was declared carried.

10. City Commission Per Diem and Reimbursable Expenses Policy -- Dustin Scott, City Administrator

Commissioner Zundel moved and Commissioner Olson seconded to approve the City Commission Per Diem and Reimbursable Expenses Policy. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve City Commission Per Diem and Reimbursable Expenses Policy, was declared carried with the clarification that it applies to in person meetings.

11. Appointment of Paul Fracassi as the City Assessor -- Dustin Scott, City Administrator

Commissioner Dardis moved and Commissioner Zundel seconded to approve the Appointment of Paul Fracassi as the City Assessor. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the appointment of Paul Fracassi as the City Assessor, was declared carried.



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
800 4th Ave E, West Fargo, 58078
Monday, December 2, 2024 5:30 PM

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

Finance Director has initiated the 2024 Audit with the Auditors

13. Correspondence

There was no correspondence.

14. Non-Agenda Items

There were no non-agenda items.

15. Adjourn

Commissioner Jorgensen moved and Commissioner Zundel seconded to adjourn.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No

Commissioners present voted nay, the motion to adjourn was declared carried. The meeting was adjourned at 6:36 PM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
12/16/2024**

	AS OF 12/13/2024			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				7		\$ 13,560,675.00
RESIDENTIAL DWELLING	1	1	\$ 490,663.00	143	143	\$ 56,698,755.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME				23	83	\$ 18,260,000.00
RESIDENTIAL MULTIPLE						
PUBLIC				2		\$ 7,378,072.00
CHURCH						
ACCESSORY	2		\$ 57,290.00	167		\$ 5,632,666.00
FOUNDATION ONLY				7		\$ 1,418,400.00
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 12,000.00	54		\$ 17,634,816.00
RESIDENTIAL	6		\$ 223,160.00	144		\$ 4,821,959.00
PUBLIC				5		\$ 1,604,940.00
CHURCH				1		\$ 1,727,000.00
ACCESSORY				1		\$ 7,000.00
<u>BUILDING OTHER</u>						
DEMOLITION	1		\$ 50,000.00	16		\$ 880,669.00
MOVE				1		\$ 20,000.00
PERMIT CANCELLATION				1		\$ (8,345.00)
TOTALS	11	1	\$ 833,113.00	570	226	\$ 129,636,607.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
241190	Premium Decks, Inc.	2820 RIVERS BEND DR E	JUSTIN R & LYNNAE MONSON	\$ 40,000.00	Accessory - Deck
241230	Heritage Homes, LLC	5124 MIRA WAY W	ACTIVE55, LLC	\$ 490,663.00	Residential Dwelling
241274	The Nordick Group LLC	740 11 AVE NE	NORDICK GROUP	\$ 12,000.00	Remodel - Commercial - Office Space
241267	Real Property Partners, LLC	1423 10 AVE E UNIT 201	TERRY & DIANE BABB	\$ 3,800.00	Remodel - Residential - Install Door
241132	Duberowski Construction	2710 MCLEOD DR E	QI ZHANG, ETAL	\$ 40,000.00	Remodel - Residential - Addition and Lower Level Finish
241266	BD Construction Company	2403 MCLEOD DR E	BRUCE P BRAND, ETAL	\$ 10,000.00	Remodel - Residential - Install Dormer
241191	Signature Landscapes, Inc.	2622 14 ST W	NATHANIEL & ALLISON GRONSETH	\$ 17,290.00	Accessory - Deck
241272	OMNI PROPERTY HOLDINGS LLC	120 PARK DR	OMNI PROPERTY HOLDINGS LLC	\$ 6,000.00	Remodel - Residential - Space Update
241277	MICHAEL D TINNES ETAL	3015 3 ST NW	MICHAEL D TINNES ETAL	\$ 71,460.00	Remodel - Residential - Lower Level Finish
241279	Innes Construction C., Inc	915 19 AVE E	LOCO U&ME, LLC	\$ 50,000.00	Remodel - Commercial - Demo Interior Walls
241276	Dawson Contracting LLC	5493 11 ST W	MICHAEL PEDERSEN, ETAL	\$ 91,900.00	Remodel - Residential - Lower Level Finish

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CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/29/24 to 12/13/24

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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
122294		2646 4IMPRINT INC	3,331.23						
	PO - 200190								
	1	13279853 12/04/24 police PR items for	3,331.23			1000 421000	375		101000
	PO - 200190								
		Total for Vendor:	3,331.23						
122351		2954 A-OX WELDING SUPPLY CO INC	113.03						
	1	1408522 11/27/24 REGULATOR	113.03			1000 455000	433		101000
122429		2954 A-OX WELDING SUPPLY CO INC	73.30						
	1	1406432 11/15/24 308 STAINLESS WIRE	73.30			1000 455000	433		101000
		Total for Vendor:	186.33						
122380		1187 A1 RADIATOR SALES & REPAIR	618.75						
	1	17130 12/03/24 407 RADIATOR	618.75			6010 450200	427		101000
		Total for Vendor:	618.75						
122344		4550 ABC LOCK & KEY INC	295.00						
	1	E2441 11/27/24 LOCKS - PD	295.00			1000 455000	420		101000
		Total for Vendor:	295.00						
122266		289 ACME TOOLS	4,212.94						
	1	13673633 12/05/24 DOUBLE ROW DIAMOND CUP WHEEL	44.99			6025 450000	432		101000
	2	13650920 12/03/24 4 CYCLE RAMMER - WA	1,057.49			6020 450000	641		101000
	3	13650920 12/03/24 4 CYCLE RAMMER - SW	1,057.49			6025 450000	641		101000
	4	13650920 12/03/24 4 CYCLE RAMMER - ST	1,057.49			1000 430000	641		101000
	5	13664100 12/04/24 SCRAPER	49.99			1000 430002	487		101000
	6	13671752 12/05/24 LEVER HOIST	414.50			1000 455000	432		101000
	7	13671752 12/05/24 GREASE GUN	229.00			6025 450000	432		101000
	8	13671764 12/05/24 EXT CORDS/JUMP STARTER	301.99			1000 455000	433		101000
122489		289 ACME TOOLS	333.41						
	1	13715652 12/12/24 3005B WATER PUMP	5.41			1000 430000	427		101000
	2	13715470 12/12/24 GREASE GUN	328.00			1000 450000	432		101000
		Total for Vendor:	4,546.35						

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122263		2544 AIRGAS USA, LLC	518.18								
1	9155714965	11/15/24 CT 10PPM ND/Ni 58DAL	518.18			6020		450000	420		101000
		Total for Vendor:	518.18								
122474		4444 ALEyna LEIBFRIED	30.00								
1	12/31/24	P&Z Meetings July-Dec	30.00			1000		418000	111		101000
		Total for Vendor:	30.00								
122500		4968 ALISHA EVELAND	200.00								
1	12/13/24	Child Care Grant	200.00			2960		411900	416		101000
		Total for Vendor:	200.00								
122189		3490 AMAZON CAPITAL SERVICES	98.52								
1	10/11/24	Office Supplies - Court	188.85			1000		412000	410		101000
		13XDTCJJHDDV									
2	10/23/24	Calendars - Court	36.56			1000		412000	410		101000
		1TXDXRF1NWX									
3	11/25/24	Office and cleaning supplies	76.26			1000		412000	410		101000
		1K3NHNHKKVF9L									
4	12/13/24	FD Credits (Unapplied Pmts)	-52.21			2060		415200	432		101000
5	12/13/24	FD Credits (Unapplied Pmts)	-61.77			2060		415200	410		101000
6	12/13/24	FD Credits (Unapplied Pmts)	-89.17			2060		415200	500		101000
122216		3490 AMAZON CAPITAL SERVICES	120.12								
1	11/30/24	Eng Supplies	372.51			1000		414200	410		101000
		1XCML39DV9YC									
2	12/13/24	IT Credits (Unapplied Pmts)	-20.95			1000		414104	497		101000
3	12/13/24	IT Credits (Unapplied Pmts)	-231.44			1000		414104	497		101000
122217		3490 AMAZON CAPITAL SERVICES	53.54								
1	12/02/24	Eng Supplies	53.54			1000		414200	410		101000
		11Y3Y3R1Y1HP									

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122240		3490 AMAZON CAPITAL SERVICES	140.37								
1	12/03/24	electronic wipes	140.37			1000		421000	420		101000
		149G41VD1LM9									
122262		3490 AMAZON CAPITAL SERVICES	281.04								
1	12/05/24	SHOP SUPPLIES	43.18			1000		430000	432		101000
		1PLCHKKWT4VD									
2	12/05/24	OFFICE SUPPLIES	23.97			1000		430000	410		101000
		1LYGH17HTRMY									
3	12/04/24	EXTENSION CORDS	10.39			6020		450000	420		101000
		1LLP9VF7KLPN									
4	12/02/24	PHONE CHARGERS	102.79			6025		450000	497		101000
		1YW3F6F934HL									
5	11/27/24	OFFICE SUPPLIES	31.20			6020		450000	410		101000
		1KK171PCX1YP									
6	11/26/24	2025 CALENDARS	69.51			1000		430000	410		101000
		1NGTGD1KGQ3R									
122293		3490 AMAZON CAPITAL SERVICES	22.99								
1	12/09/24	power inverter - carr	22.99			1000		421000	497		101000
		13pmpdrp9x4n									
122386		3490 AMAZON CAPITAL SERVICES	83.12								
1	12/11/24	laminating sheets 3 ml	83.12			1000		421000	410		101000
		16J34WF9LGKJ									
122390		3490 AMAZON CAPITAL SERVICES	54.90								
1	12/09/24	Eng Wall Calendar	14.90			1000		414200	410		101000
		1CVLQT3MF9C9									
2	12/09/24	Eng Laptop Bag	40.00			1000		414200	410		101000
		1XMRRNJNDTVF									
122464		3490 AMAZON CAPITAL SERVICES	139.11								
1	9k75r14m	12/10/24 FD 2 Medic Bags	61.65			2060		415200	641		101000
2	HPWYML4X	12/10/24 FD Office Supplies	77.46			2060		415200	410		101000
Total for Vendor:			993.71								

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122251	-98867E	5229 AMB INVESTMENTS, LLC	47,700.00						
		New City Hall							
1	12/01/24	Dec Lease - WEX Building	47,700.00			1001	415000	389	101000
		Total for Vendor:	47,700.00						
122399	C	5449 ASSUREHIRE	284.18						
		Background Checks / Drug Screens / Credit Checks for New Hires							
1	90879 12/01/24	Background Check - Paul F	120.43			1000	414101	399	101000
2	90879 12/01/24	Background Check - Joshua B	78.75			2210	428000	399	101000
3	90879 12/01/24	Credit Check - Antoine D	7.00			1000	421000	399	101000
4	90879 12/01/24	Credit Check - Joseph F	7.00			1000	421000	399	101000
5	90879 12/01/24	Background Check - Alyssa O	71.00			7000	411600	399	101000
		Total for Vendor:	284.18						
122220	-98868E	4672 ASURE PAYROLL TAX MANAGEMENT	187.26						
		Pay date 11.29.2024 off cycle paid 12.05.2024							
1	12/05/24	Social Security	131.54			1000	212501		101000
2	12/05/24	Medicare	30.76			1000	212502		101000
3	12/05/24	Federal Income Tax	24.96			1000	212503		101000
122404	-98864E	4672 ASURE PAYROLL TAX MANAGEMENT	242,702.08						
		12/13/24 payroll							
1	12/13/24	Social Security	112,929.40			1000	212501		101000
2	12/13/24	Medicare	26,625.86			1000	212502		101000
3	12/13/24	Federal Income Tax	94,291.82			1000	212503		101000
4	12/13/24	ND State Tax	4,826.00			1000	212504		101000
5	12/13/24	MN State Tax	4,029.00			1000	212505		101000
		Total for Vendor:	242,889.34						
122267		2931 AUTO VALUE PARTS STORES	87.71						
1	99309575 11/26/24	PERMATEX	5.99			1000	455000	433	101000
2	99311237 12/06/24	CRC QD ELECTRONIC CL	71.94			1000	455000	433	101000
3	99311880 12/10/24	FILTERS	9.78			1000	415000	427	101000

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122414		2931 AUTO VALUE PARTS STORES	166.11						
1	99312176	12/11/24 FILTERS	118.36			1000 455000	432		101000
2	99311755	12/10/24 HD OIL FLEET	28.19			6010 450200	427		101000
3	99312002	12/11/24 FILTERS	19.56			1000 421000	427		101000
122428		2931 AUTO VALUE PARTS STORES	13.03						
1	99309590	11/26/24 FILTER	13.03			6025 450000	427		101000
122467		2931 AUTO VALUE PARTS STORES	759.60						
1	99311961	12/10/24 FD Floor Dry 18.99/bag	759.60			2060 415200	420		101000
		Total for Vendor:	1,026.45						
122310		331 B&F FASTENER SUPPLY (NORTHERN	54.67						
1	95146424	12/03/24 PLOW BOLTS	54.67			1000 430000	381		101000
		Total for Vendor:	54.67						
122388		1695 BAKER & TAYLOR	184.63						
1	2038723946	11/25/24 VOX BOOKS	184.63			7000 411600	664		101000
		Total for Vendor:	184.63						
122443		5477 BAKER SNOW & ICE MANAGEMENT	720.00						
1	125	12/09/24 LIGHTS - NOV SNOW REMOVAL	720.00			1000 430000	381		101000
		Total for Vendor:	720.00						
122427		3469 BENCO EQUIPMENT - WEST FARGO	315.00						
1	42492	11/12/24 HOIST INSPECTION	315.00			1000 455000	427		101000
		Total for Vendor:	315.00						
122433		36 BERT'S TRUCK EQUIPMENT	386.90						
1	101896	12/06/24 7027 PRESSURE SWITCH ASSY	386.90			6025 450000	427		101000
		Total for Vendor:	386.90						
122307		26 BORDER STATES INDUSTRIES INC	19,705.26						
1	929470976	11/25/24 STREET LIGHT POLES	19,705.26			1000 430002	392		101000

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122321		26 BORDER STATES INDUSTRIES INC	240.20								
1	929444347	11/20/24 LTF FLDR020	240.20			6025		450000	825		101000
		Total for Vendor:	19,945.46								
122296		3512 BOUND TREE MEDICAL, LLC	1,477.20								
1	85571771	11/24/24 medical gloves	1,477.20			1000		421000	641		101000
122329		3512 BOUND TREE MEDICAL, LLC	17.40								
1	85581081	12/04/24 FD Medical Supplies	17.40			2060		415200	500		101000
		Total for Vendor:	1,494.60								
122248		652 BRENCO CORPORATION	12.59								
1	16064	11/04/24 Return 4 helmet fronts	-163.96			2060		415200	641		101000
2	572942	11/13/24 purchase 4 correct helmet fron	176.55			2060		415200	641		101000
122328		652 BRENCO CORPORATION	408.67								
1	0158665	11/25/24 WFFD Station Cleaning Supplie	408.67			2060		415200	500		101000
122377		652 BRENCO CORPORATION	242.50								
1	0159329	12/09/24 7035 PRESSURE HOSE	242.50			6025		450000	427		101000
		Total for Vendor:	663.76								
122326		3892 BURGGRAF'S ACE FARGO WEST #17458	140.88								
1	3863	12/03/24 EXTENSION CORDS	62.97			1000		430001	358		101000
2	3855	11/27/24 PLASTIC PAILS/SHOVELS	77.91			1000		430001	358		101000
		Total for Vendor:	140.88								
122236		351 BUSINESS ESSENTIALS	427.27								
1	12/03/24	office supplies	427.27			1000		421000	410		101000
	W01324382-1										
122254		351 BUSINESS ESSENTIALS	54.95								
1	12/05/24	pens	54.95			1000		421000	410		101000
	W01324382-2										

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122323		351 BUSINESS ESSENTIALS	51.80								
1	1323947	11/26/24 OFFICE SUPPLIES	51.80			6020		450000	410		101000
		Total for Vendor:	534.02								
122192		32 BUSINESS SOFTWARE, INC.	29,453.00								
		BSI software									
1	24-2102	11/23/24 software 1-1-23 thru 12-31-24	14,726.50			1000		414101	497		101000
2	24-2102	11/23/24 software 1-1-23 thru 12-31-24	14,726.50			1000		414100	497		101000
		Total for Vendor:	29,453.00								
122420		39 BUTLER MACHINERY	359.09								
1	PS0650356	11/21/24 OIL	359.09			1000		430000	424		101000
122422		39 BUTLER MACHINERY	1,033.19								
1	PS0650972	12/04/24 3000 FILTER	247.50			1000		430000	427		101000
2	PS0650690	11/27/24 RENTAL GRADER - LAMP	326.60			1000		430000	427		101000
3	PS0650894	12/03/24 RENTAL GRADER - MIRROR	139.46			1000		430000	427		101000
4	CS0062877	12/03/24 PART RETURN	-4.92			1000		430000	427		101000
5	PS0650836	11/30/24 RENTAL GRADER - SEAL KIT	324.55			1000		430000	427		101000
		Total for Vendor:	1,392.28								
122330		4788 CAMELOT CLEANERS	32.00								
		Fire Department									
1	24303-204	11/05/24 Class A Jacket Inventory	11.00			2060		415200	422		101000
2	24338-46	12/09/24 D Sapp Class A Uniform	21.00			2060		415200	422		101000
		Total for Vendor:	32.00								
122331		4508 CARE RESOURCE CONNECTION	3,000.00								
1	7470	12/01/24 FD Dec 1/Dec 31 Consult Svcs	3,000.00			2060		415200	307		101000
		Total for Vendor:	3,000.00								
122354		2207 CARPET WORLD	15,103.23								
		Station 75 updates from 2024 budget									
1	1-88396	11/26/24 St 75 Flooring	12,998.53			2060		415200	494		101000
2	1-88394	11/26/24 St 75 Flooring	2,104.70			2060		415200	494		101000
		Total for Vendor:	15,103.23								

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122261	E	51 CASS COUNTY ELECTRIC COOP	331.77						
1	428342	Dec 12/05/24 Airport 10/31/24 - 11/30/2	331.77			7050 500000	420		101000
122449	E	51 CASS COUNTY ELECTRIC COOP	1,832.75						
1	1090222	12/05/24 FD November Usage	1,832.75			2060 415200	527		101000
122491	E	51 CASS COUNTY ELECTRIC COOP	4,856.07						
1	1190696	12 12/10/24 New City Hall (WEX Buildin	4,856.07			1001 415000	527		101000
		Total for Vendor:	7,020.59						
122291		61 CASS COUNTY FINANCE	61,685.75						
1	1044	12/04/24 2024 annual nw/tyler maint	61,685.75			1000 421000	497		101000
		Total for Vendor:	61,685.75						
122364		1777 CENTURY LINK	215.28						
1	12/01/24	dec 2024 police sirens	215.28			1000 421000	356		101000
		Total for Vendor:	215.28						
122418		2429 CERTIFIED LABORATORIES	745.95						
1	8954800	12/09/24 SHOP SUPPLIES	745.95			1000 455000	433		101000
		Total for Vendor:	745.95						
122312		3874 CHASE STEEL SERVICES INC	197.55						
1	092556	12/02/24 DRAIN COVER	197.55			6010 450200	420		101000
		Total for Vendor:	197.55						
122268		2880 CITY OF FARGO	508,141.45						
1	60002464	12/05/24 2220 57TH ST N - SEWER CHARG	240,225.00			6025 450000	347		101000
2	60002150	12/05/24 5635 14TH AVE N - WATER CHAR	21.05			6020 450000	345		101000
3	60002128	12/05/24 1 MAIN AVE - WATER CHARGE	126,519.95			6020 450000	345		101000
4	400026071	12/05/24 1 GSR - WATER CHARGE	59,914.75			6020 450000	345		101000
5	60001432	12/05/24 1 32ND AVE S - WATER CHARGE	81,460.70			6020 450000	345		101000
		Total for Vendor:	508,141.45						

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122277		111 CITY OF FARGO	26,134.84						
1	472170	11/27/24 LANDFILL FEES	26,134.84			6010 450200	355		101000
122319		111 CITY OF FARGO	560.00						
1	472171	11/27/24 WATER TESTING	560.00			6020 450000	335		101000
122478		111 CITY OF FARGO	20,423.65						
1	472643	12/04/24 LANDFILL FEES	20,423.65			6010 450200	355		101000
		Total for Vendor:	47,118.49						
122194		1904 CODE 4 SERVICES, INC	130.60						
1	10187	12/02/24 #1175 spotlight repair	130.60			1000 421000	427		101000
122332		1904 CODE 4 SERVICES, INC	47,749.07						
		Computers for Sq76, Sq75, Batt-70, L75, E76, E71, T76							
1	10202	12/04/24 FD (7) Getac Computer for equip	47,749.07			2060 415200	497		101000
		Total for Vendor:	47,879.67						
122224		5293 COLUMN SOFTWARE PBC	14.44						
		Liquor Control Board notices							
1		add proof 10/23/24 Liquor Control Board Notice	9.12			1000 415000	668		101000
2		add proof 10/25/24 Liquor Control Board Notice	5.32			1000 415000	668		101000
		Total for Vendor:	14.44						
122359	E	229 CONSOLIDATED COMMUNICATIONS	4,151.30						
1	Nov 2024	11/01/24 701-433-5400/0 Phones	453.20			1000 415000	356		101000
2	Nov 2024	11/01/24 701-150-1128/0 Phones	3,698.10			1000 415000	356		101000
122360	E	229 CONSOLIDATED COMMUNICATIONS	4,155.88						
1	Dec 2024	12/01/24 701-433-5400/0 Phones	453.20			1000 415000	356		101000
2	Dec 2024	12/01/24 701-150-1128/0 Phones	3,702.68			1000 415000	356		101000
122448	E	229 CONSOLIDATED COMMUNICATIONS	24.88						
1	95360	12/01/24 FD HQ November charges	24.88			2060 415200	356		101000
		Total for Vendor:	8,332.06						

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122304		4108 CONSOLIDATED ELECTRICAL	852.67						
1	4348106604	09/05/24 WEX FIT UP	269.78			2970 480000	653		101000
2	3481074429	12/04/24 FIRE SUPPRESSION REPAIR	56.05			1000 455000	420		101000
3	3481073418	11/22/24 INERSERVICE GROUND BRIDGE	11.17			1000 455000	420		101000
4	3481073624	11/26/24 CONNECTORS	14.57			1000 430002	392		101000
5	3481073232	11/22/24 INS LUGS	215.16			1000 430002	392		101000
6	3481073206	11/27/24 REPLACEMENT DRIVER	420.00			1000 455000	420		101000
7	3481074430	12/04/24 SCREWDRIVER	9.94			1000 430002	392		101000
8	3481063085	08/02/24 CR for police weight room	-144.00			2975 421000	427		101000
		Total for Vendor:	852.67						
122320		3245 CORE & MAIN	1,247.90						
1	W040062	11/27/24 BEARING TORR/SEAL	900.00			6025 450000	825		101000
2	W116375	12/05/24 CPLG CTSXCTS NL	159.00			6020 450000	438		101000
3	W077841	11/27/24 VALVE BOX RISER	188.90			6020 450000	438		101000
122410		3245 CORE & MAIN	197.89						
1	W135976	12/06/24 REP CLP	197.89			6020 450000	438		101000
		Total for Vendor:	1,445.79						
122301		5473 COREY PEDERSON	40.54						
1		12/11/24 Mileage reimb - Aug 2024	40.54			1000 414104	340		101000
		Total for Vendor:	40.54						
122379		47 CORWIN CHRYSLER	57.50						
1	164561	12/06/24 1180 PURGE HOSE	57.50			1000 421000	427		101000
		Total for Vendor:	57.50						
122239		2403 CRAIG DANIELSON	448.32						
1		12/04/24 clothing reimb	448.32			1000 421000	422		101000
		Total for Vendor:	448.32						
122308		60 CROSSCOUNTRY FREIGHT SOLUTIONS	266.23						
1	137774	11/11/24 SHIPPING	266.23			6020 450000	335		101000
		Total for Vendor:	266.23						

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122333		5319 DAKOTA CHILDREN'S ADVOCACY	853.12						
1	25672	09/30/24 FD September Wellness Visits	853.12			2060 415200	996		101000
122468		5319 DAKOTA CHILDREN'S ADVOCACY	426.56						
1	24	11/30/24 FD Nov Annual Visits	426.56			2060 415200	996		101000
		Total for Vendor:	1,279.68						
122322		624 DAKOTA SUPPLY GROUP	108.65						
1	104287117	12/03/24 HARDWARE	13.65			1000 455000	420		101000
2	104290669	12/04/24 PROJ 9046	95.00			4094 480000	670		101000
		Total for Vendor:	108.65						
122284		3050 DAKOTA UPREIT LIMITED	7,812.38						
		Pioneer Center - Dec rent							
1	00040766	12/01/24 Common Area - Dec	2,402.29			1001 415000	389		101000
2	00040766	12/01/24 Base Rent - Dec	5,410.09			1001 415000	389		101000
		Total for Vendor:	7,812.38						
122472		2813 DAVID GUST	120.00						
1	12/31/24	P&Z Meetings July-Dec	120.00			1000 418000	111		101000
		Total for Vendor:	120.00						
122400		2948 DELTA 54 AVIATION LLC	3,600.00						
1	December	12/11/24 Airport Management Fees	3,600.00			7050 500000	307		101000
		Total for Vendor:	3,600.00						
122255		5331 DENIS OTTERNESS	1,500.00						
1	24115	12/06/24 backgrounds - Diop	500.00			1000 421000	428		101000
2	24116	12/06/24 backgrounds - Fluge	500.00			1000 421000	428		101000
3	24117	12/06/24 backgrounds - Henry	500.00			1000 421000	428		101000
		Total for Vendor:	1,500.00						
122040	115033S	1243 DEREK CRUFF	315.00						
1	11/10/24	IA training meal/fuel reimb	315.00			1000 421000	340		101000
		Total for Vendor:	315.00						

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122334		3707 EAGLE ENGRAVING INC	661.95						
	Fire Department								
1	56891 11/19/24	FD Annual Awards	661.95			2060 415200	378		101000
		Total for Vendor:	661.95						
122445		2100 EAGLE RUN CROSSING	87.45						
1	7981 12/04/24	5400 DIESEL	25.70			1000 430001	424		101000
2	8174 12/05/24	5400 DIESEL	26.80			1000 430001	424		101000
3	7698 12/03/24	5400 DIESEL	34.95			1000 430001	424		101000
		Total for Vendor:	87.45						
122335		3681 EASTERN FIRE EQUIPMENT SERVICES	61.23						
1	3284463 10/24/24	Chain Saw Sharpening	61.23			2060 415200	427		101000
		Total for Vendor:	61.23						
122327		5441 EKOS INC	500.00						
1	219613 11/30/24	PROJ 9046 -SOFTWARE ONBOARDING	500.00			4094 480000	670		101000
		Total for Vendor:	500.00						
122435		5354 ENERGY TECH SYSTEMS	187.50						
1	35511 11/30/24	PD - DOOR REPAIR	187.50			1000 455000	420		101000
		Total for Vendor:	187.50						
122471		3240 ERIC DODDS	60.00						
1	12/31/24	P&Z Meetings July-Dec	60.00			1000 418000	111		101000
		Total for Vendor:	60.00						
122196		3731 ERIC SORENSON	45.72						
1	12/03/24	clothing reimb	45.72			1000 421000	422		101000
		Total for Vendor:	45.72						
122305		1851 F/S MANUFACTURING	39.59						
1	201066 12/02/24	BALL VALVE	39.59			6020 450000	427		101000
		Total for Vendor:	39.59						

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122370		999999 FARGO BILLIARDS & GASTROPUB	1,866.76								
1	4000	12/11/24 billiards -holiday event	1,866.76			2529		421000	375		101000
		Total for Vendor:	1,866.76								
122231		151 FEDERAL EXPRESS	10.09								
1	870150309	12/04/24 ND lab pkg mailed	10.09			1000		421000	661		101000
		Total for Vendor:	10.09								
122298		3347 FIRST INTERNATIONAL INSURANCE	2.00								
1	507179	12/09/24 insurance digital server	2.00			1000		421000	321		101000
		Total for Vendor:	2.00								
122498		2499 FM CONVENTION & VISITORS BUREAU	7,157.46								
		Rodeway Inn									
1	10/31/24	Lodging Tax 2%	7,157.46			2141		411500	533		101000
122499		2499 FM CONVENTION & VISITORS BUREAU	3,578.73								
		Rodeway Inn									
2	10/31/24	Lodging Tax 1%	3,578.73			2141		411500	653		101000
		Total for Vendor:	10,736.19								
122367		3063 FRONTLINE PLUS FIRE & RESCUE	1,950.00								
1	14291	11/20/24 SIREN 1009 REPAIR	1,950.00			1000		430002	803		101000
		Total for Vendor:	1,950.00								
122206		155 GALLS, LLC	320.27								
1	029702168	11/20/24 shirt for saari	97.97			1000		421000	422		101000
2	029711393	11/21/24 new officer equipment	96.30			1000		421000	422		101000
3	029716753	11/21/24 backpack for m. oldham	126.00			1000		421000	422		101000
122242		155 GALLS, LLC	681.04								
1	029766580	11/27/24 p. buttons for angeles	1.60			1000		421000	422		101000
2	029765685	11/27/24 cuffs for halverson	120.96			1000		421000	422		101000
3	029765725	11/27/24 p. button for halverson	3.20			1000		421000	422		101000
4	029765711	11/27/24 cuffs for richardson	120.96			1000		421000	422		101000
5	029765716	11/27/24 cuffs for runcorn	120.96			1000		421000	422		101000

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6	029771605	11/27/24 cab slide holder SB8	98.40			1000 421000	422		101000
7	029764550	11/27/24 cab slide holder SB7	94.00			1000 421000	422		101000
8	029765681	11/27/24 cuffs for evink	120.96			1000 421000	422		101000
122246		155 GALLS, LLC	45.74						
1	029792915	12/02/24 new officer hill gloves	45.74			1000 421000	422		101000
122269		155 GALLS, LLC	313.94						
1	029766579	11/27/24 p. buttons for t. todd	3.20			1000 421000	422		101000
2	029756429	11/26/24 shirts, new officer hill	236.02			1000 421000	422		101000
3	029760427	11/26/24 credit applied 029766579	-122.82			1000 421000	422		101000
4	029755497	11/26/24 defense spray case, new off	40.94			1000 421000	422		101000
5	029644468	11/14/24 new officer equip	156.60			1000 421000	422		101000
122287		155 GALLS, LLC	80.34						
1	029849158	12/06/24 gloves - new officer hill	80.34			1000 421000	422		101000
122336		155 GALLS, LLC	366.36						
1	029673510	11/18/24 FD O'Bryant Jobshirt	88.87			2060 415200	422		101000
2	029673510	11/18/24 FD Cvancara Jobshirt	88.17			2060 415200	422		101000
3	029685654	11/19/24 FD Kalina Polo	67.12			2060 415200	422		101000
4	029686558	11/19/24 FD Essler pant/belt	122.20			2060 415200	422		101000
		Total for Vendor:	1,807.69						
122337		4632 GEAR WASH	2,460.46						
1	7-1303 07/30/24	FD 8 units of gear repaired	2,460.46			2060 415200	427		101000
		Total for Vendor:	2,460.46						
122413		2558 GOODYEAR COMMERCIAL TIRE	361.68						
1	1301092365	12/11/24 415 TIRE REPAIR	287.90			6010 450200	427		101000
2	1301092362	12/11/24 4301 TIRE REPAIR	73.78			6010 450200	427		101000
122441		2558 GOODYEAR COMMERCIAL TIRE	528.49						
1	1301092319	12/03/24 415 TIRE REPAIR	528.49			6010 450200	427		101000
		Total for Vendor:	890.17						

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122241	C	3331 GOVERNMENTJOBS.COM, INC.	3,338.22						
		AssureHire							
1	INV-120936	12/01/24 Background Check Integrat	1,575.00			1000 414103	497		101000
	01/01/2025-12/31/2025								
2	INV-120935	11/01/24 Background Check Integrat	263.22			1000 414103	497		101000
	11/01/2024-12/31/2024								
3	INV-120935	11/01/24 Background Check Integra S	1,500.00			1000 414103	497		101000
		Total for Vendor:	3,338.22						
122316		556 GRAINGER, INC.	37.08						
1	9332942292	12/03/24 CABLE PROTECTOR	37.08			1000 455000	420		101000
122412		556 GRAINGER, INC.	5.24						
1	9341485929	12/10/24 BLACK PIPE NIPPLE THREADED	5.24			6025 450000	826		101000
122447		556 GRAINGER, INC.	103.36						
1	9295378799	10/28/24 FD Fire Ext. Training	62.00			2060 415200	375		101000
2	6654545453	12/12/24 FD Shop Tape for Marking	41.36			2060 415200	500		101000
		Total for Vendor:	145.68						
122338		3534 GRAND FORKS FIRE EQUIPMENT LLC	5,513.15						
1	42360	12/04/24 FD SCBA REPAIRS	5,513.15			2060 415200	420		101000
		Total for Vendor:	5,513.15						
122314		135 HAWKINS WTR TREATMENT	10,585.64						
1	6926032	11/26/24 AQUAHAWK	1,671.42			6025 450000	423		101000
2	6922924	11/22/24 AQUAHAWK	5,014.25			6025 450000	423		101000
3	6928335	12/02/24 AQUAHAWK	3,899.97			6025 450000	423		101000
122375		135 HAWKINS WTR TREATMENT	5,642.04						
1	6931979	12/06/24 AQUAHAWK	5,642.04			6025 450000	423		101000
122483		135 HAWKINS WTR TREATMENT	3,442.83						
1	6934870	12/11/24 AQUAHAWK	3,442.83			6025 450000	423		101000
		Total for Vendor:	19,670.51						

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122374		180 HAZERS	1,036.00						
1	2012 12/04/24	APPLIANCE DISPOSAL	1,036.00			6010 450200	357		101000
		Total for Vendor:	1,036.00						
122202		1310 HERO SCHEDULE LLC	297.00						
1	41033 12/01/24	dec 2024 user fee's	297.00			1000 421000	497		101000
122339		1310 HERO SCHEDULE LLC	159.00						
1	41032 12/01/24	FD December Payroll Svc	159.00			2060 415200	497		101000
		Total for Vendor:	456.00						
122191		2820 HIGH POINT NETWORKS	2,701.00						
	camera updates								
1	261549 11/27/24	Parking garage camera updates	2,701.00			2960 411900	416		101000
		Total for Vendor:	2,701.00						
122199		3593 HOLIDAY COMPANIES	5.00						
1	11/30/24	nov 2024 car wash	5.00			1000 421000	420		101000
	063501122400								
		Total for Vendor:	5.00						
122348		4405 HONEYWELL ANALYTICS INC	179.22						
1	5268435753 11/18/20	FD PosiCheck s/h	179.22			2060 415200	661		101000
		Total for Vendor:	179.22						
122219		1282 IAAO	720.00						
	2025 Memberships								
1	2510198211 12/04/24	2025 Membership David Arnt	240.00			1000 414101	667		101000
2	2510151720 12/04/24	2025 Membership Shane Marc	240.00			1000 414101	667		101000
3	2510151719 12/09/24	2025 Membership Paul Fraca	240.00			1000 414101	667		101000
		Total for Vendor:	720.00						

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122350		4144 ICMA MEMBERSHIP RENEWALS	1,074.97						
1	781498	11/01/24 D Fuller #781498 2025 Renewal	1,074.97			2060 415200	667		101000
		Total for Vendor:	1,074.97						
122230		C 687 INFORMATION TECHNOLOGY DEPT	1,339.00						
1	1120248493	11/30/24 Nov WAN/Fiber/VPN	655.00			1000 414104	497		101000
2	1120248493	11/30/24 Nov Misc	684.00			1000 414104	497		101000
		Total for Vendor:	1,339.00						
122395		4592 INGRAM LIBRARY SERVICES	7,740.34						
1	84780109	11/14/24 BOOKS	40.68			7000 411600	662		101000
2	84780110	11/14/24 BOOKS	60.17			7000 411600	662		101000
3	84780111	11/14/24 BOOKS	15.27			7000 411600	662		101000
4	84976898	11/26/24 BOOKS	41.26			7000 411600	662		101000
5	84976899	11/26/24 BOOKS	15.59			7000 411600	662		101000
6	84976900	11/26/24 BOOKS	15.39			7000 411600	662		101000
7	84976901	11/26/24 BOOKS	14.65			7000 411600	662		101000
8	85029449	11/29/24 BOOKS	22.94			7000 411600	662		101000
9	85029448	11/29/24 BOOKS	13.55			7000 411600	662		101000
10	85029447	11/29/24 BOOKS	19.56			7000 411600	662		101000
11	85029446	11/29/24 BOOKS	15.20			7000 411600	662		101000
12	85029445	11/29/24 BOOKS	32.94			7000 411600	662		101000
13	85029444	11/29/24 BOOKS	123.21			7000 411600	662		101000
14	85029443	11/29/24 BOOKS	37.53			7000 411600	662		101000
15	85087777	12/02/24 BOOKS	678.81			7000 411600	662		101000
16	85087776	12/02/24 BOOKS	507.22			7000 411600	662		101000
17	85087781	12/02/24 BOOKS	12.97			7000 411600	662		101000
18	85087780	12/02/24 BOOKS	38.69			7000 411600	662		101000
19	85087779	12/02/24 BOOKS	43.97			7000 411600	662		101000
20	85087778	12/02/24 BOOKS	12.62			7000 411600	662		101000
21	85087775	12/02/24 BOOKS	21.78			7000 411600	662		101000
22	85087774	12/02/24 BOOKS	28.64			7000 411600	662		101000
23	85070413	12/02/24 BOOKS	15.53			7000 411600	662		101000
24	85070412	12/02/24 BOOKS	44.23			7000 411600	662		101000
25	85130926	12/04/24 BOOKS	19.01			7000 411600	662		101000
26	85130927	12/04/24 BOOKS	13.72			7000 411600	662		101000

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27	85130928	12/04/24 BOOKS	13.86			7000 411600	662		101000
28	85130929	12/04/24 BOOKS	37.14			7000 411600	662		101000
29	85130930	12/04/24 BOOKS	14.08			7000 411600	662		101000
30	85130931	12/04/24 BOOKS	247.21			7000 411600	662		101000
31	85130932	12/04/24 BOOKS	92.80			7000 411600	662		101000
32	85130933	12/04/24 BOOKS	283.63			7000 411600	662		101000
33	85141424	12/04/24 BOOKS	13.89			7000 411600	662		101000
34	85141425	12/04/24 BOOKS	18.37			7000 411600	662		101000
35	85141426	12/04/24 BOOKS	68.93			7000 411600	662		101000
36	85141427	12/04/24 BOOKS	28.96			7000 411600	662		101000
37	85155608	12/05/24 BOOKS	72.45			7000 411600	662		101000
38	85155609	12/05/24 BOOKS	14.14			7000 411600	662		101000
39	85155610	12/05/24 BOOKS	1,673.99			7000 411600	662		101000
40	85155611	12/05/24 BOOKS	1,686.25			7000 411600	662		101000
41	85214596	12/09/24 BOOKS	17.93			7000 411600	662		101000
42	85214597	12/09/24 BOOKS	55.82			7000 411600	662		101000
43	85214598	12/09/24 BOOKS	116.12			7000 411600	662		101000
44	85214599	12/09/24 BOOKS	831.53			7000 411600	662		101000
45	85214600	12/09/24 BOOKS	143.62			7000 411600	662		101000
46	85214601	12/09/24 BOOKS	73.65			7000 411600	662		101000
47	85214602	12/09/24 BOOKS	105.36			7000 411600	662		101000
48	85214603	12/09/24 BOOKS	99.88			7000 411600	662		101000
49	85214604	12/09/24 BOOKS	20.64			7000 411600	662		101000
50	85231335	12/09/24 BOOKS	104.96			7000 411600	662		101000
Total for Vendor:			7,740.34						
122346		2500 INLAND TRUCK PARTS & SERVICE	955.63						
1	1722219	12/04/24 407 HYDRAULICS	184.15			6010 450200	427		101000
2	1716905	11/21/24 CAT RENTAL CHROME ROD	771.48			1000 430000	427		101000
Total for Vendor:			955.63						
122300		1660 INT'L CONFERENCE OF POLICE	650.00						
1	65413	06/06/24 membership - chaplain casey	125.00			1000 421000	667		101000
2	66291	09/02/24 membership - chaplain vern	150.00			1000 421000	667		101000
3	applicatio	membership - chaplain grant	125.00			1000 421000	667		101000
4	applicatio	membership - chaplain tim	125.00			1000 421000	667		101000
5	applicatio	membership - chaplain tami	125.00			1000 421000	667		101000
Total for Vendor:			650.00						

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122353		211 INTERSTATE BATTERIES	839.70						
1	1902801041	11/27/24 FD E75 Batteries	839.70			2060 415200	427		101000
		Total for Vendor:	839.70						
122324		233 J & L SPORTS	295.85						
1	33503	12/02/24 CLOTHING	40.89			6010 450200	422		101000
2	33503	12/02/24 CLOTHING	178.98			1000 450000	422		101000
3	33503	12/02/24 CLOTHING	75.98			1000 430000	422		101000
122479		233 J & L SPORTS	150.00						
1	33546	12/09/24 S TIFFANY JACKET	150.00			1000 455000	422		101000
		Total for Vendor:	445.85						
122473		2747 JOE KOLB	150.00						
1	12/31/24	P&Z Meetings July-Dec	150.00			1000 418000	111		101000
		Total for Vendor:	150.00						
122446		2798 JOHNSON CONTROLS	543.90						
1	1348634181	12/06/24 FD St 75 Reset	543.90			2060 415200	420		101000
		Total for Vendor:	543.90						
122450		4493 JULIE WEST	186.15						
1	2024	11/06/24 J West Boots 2024	186.15			2060 415200	422		101000
		Total for Vendor:	186.15						
122265		344 KARL'S AT THE NODAK CENTER	655.08						
1	343365728	12/02/24 J BARKER - PANTS	83.98			6010 450200	422		101000
2	343364118	11/29/24 C HUSLER - COVERALLS	97.99			6010 450200	422		101000
3	343367072	12/03/24 JAKE & JASON - PANTS	139.96			6010 450200	422		101000
4	343368123	12/04/24 C HUSLER - PANTS	118.97			6010 450200	422		101000
5	343371030	12/09/24 J ZACHER & B WOODROW COVERA	214.18			1000 430001	422		101000
122434		344 KARL'S AT THE NODAK CENTER	234.48						
1	343371941	12/10/24 C ZANDER BOOTS	118.99			2210 428000	422		101000
2	343372337	12/10/24 J DOCKTER BOOTS	115.49			1000 455000	422		101000

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122485		344 KARL'S AT THE NODAK CENTER	109.19						
1	343373891	12/12/24 C RAMSEY BOOTS	109.19			1000 430000	422		101000
		Total for Vendor:	998.75						
122475		4967 KATHI SCHWAN	180.00						
1	12/31/24	P&Z Meetings July-Dec	180.00			1000 418000	111		101000
		Total for Vendor:	180.00						
122403	-98865E	4482 KOTAPAY	3,570.40						
	12/13/24	payroll							
1	12/13/24	Child Support	3,570.40			1000 212549			101000
		Total for Vendor:	3,570.40						
122228		2085 LANGUAGE LINE SERVICES	59.82						
1	11456517	11/30/24 Over the phone interretation	59.82			1000 412000	304		101000
122234		2085 LANGUAGE LINE SERVICES	152.53						
1	11472023	11/30/24 Dec 2024 interpreter service	152.53			1000 421000	304		101000
		Total for Vendor:	212.35						
122256		999999 LDV, INC.	458,600.00						
	line #1: PO - 200085	"PSST"							
1	A03291	12/31/24 LDV, inc. mobile command unit	458,600.00			2975 480000	653		101000
	PO - 200085	"PSST"							
		Total for Vendor:	458,600.00						
122302	C	4767 LENOVO (UNITED STATES) INC.	4,472.30						
1	6471280158	12/08/24 Laptop - Travis G	2,531.62			1000 414000	497		101000
2	6471279297	12/08/24 Tower Workstation - Travis	1,653.10			1000 414000	497		101000
3	6471228751	12/05/24 2 Monitors - Travis G	287.58			1000 414000	497		101000
122368	C	4767 LENOVO (UNITED STATES) INC.	143.94						
1	6471238579	12/05/24 usb for investigations	143.94			1000 421000	365		101000

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122469	C	4767 LENOVO (UNITED STATES) INC.	4,240.36						
1	6471309661	12/11/24 2 Monitors - IT	322.00			1000 414104	497		101000
2	6471314967	12/11/24 3 Laptops - IT	3,918.36			1000 414104	497		101000
		Total for Vendor:	8,856.60						
122283		2466 LEXIPOL LLC	37,226.00						
1	12/09/24	Full Implementation	24,050.00			1001 415000	465		101000
		INVLEX11246084							
2	12/09/24	Policy Manual/Training Bulleti	9,905.00			1001 415000	465		101000
		INVLEX11246084							
3	12/09/24	Supplemental Manuals	3,271.00			1001 415000	465		101000
		INVLEX11246084							
		Total for Vendor:	37,226.00						
122188		1741 LIBERTY BUSINESS SYSTEMS, INC	1,165.16						
1	37962564	11/25/24 Nov 2024 CH 1st Floor	156.05			1000 415000	428		101000
2	37962565	11/25/24 Nov 2024 CH 1st Floor	108.51			1000 415000	428		101000
3	37962565	11/25/24 Nov 2024 City Hall	195.42			1000 415000	428		101000
4	37962565	11/25/24 Nov 2024 Public Works	291.87			6020 450000	428		101000
5	37962565	11/25/24 Nov 2024 Police	413.31			1000 421000	428		101000
		Total for Vendor:	1,165.16						
122496		5470 LINDA SCHROEDER	1,047.21						
1	12/13/24	Child Care Grant	1,047.21			2960 411900	416		101000
		Total for Vendor:	1,047.21						
122281		5418 LISA BREYER	52.26						
1	12/09/24	Mileage 10/14/24-11/15/24	52.26			1000 414100	340		101000
		Total for Vendor:	52.26						
122408		3491 LOFFLER COMPANIES INC	123.59						
1	38090393	12/11/24 dec 2024 color prints	123.59			1000 421000	428		101000
		Total for Vendor:	123.59						

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122347		3304 MAC'S - FARGO	874.99								
1	I32664	12/09/24 SHOVELS/BROOMS	438.13			1000		430001	358		101000
2	I23158	11/08/24 SHOP TOWELS	135.91			6025		450000	433		101000
3	I19434	10/28/24 SHOVEL/TOOLS	300.95			1000		430000	377		101000
122423		3304 MAC'S - FARGO	144.97								
1	I33740	12/12/24 SHOVELS/RACHETS	144.97			1000		430000	432		101000
		Total for Vendor:	1,019.96								
122452		3536 MACQUEEN EMERGENCY	3,196.24								
		Compressor annual service									
1	w1606	11/07/24 FD L-75 fuel sending unit	2,116.24			2060		415200	427		101000
2	p40194	12/10/24 FD Compressor Annual Service	1,080.00			2060		415200	420		101000
		Total for Vendor:	3,196.24								
122233		5416 MARCO TECHNOLOGIES LLC NW 7128	85.00								
1	13249352	12/02/24 Dec 2024 PD plotter	85.00			1000		421000	428		101000
		Total for Vendor:	85.00								
122389		5349 MARCO TECHNOLOGIES, LLC	581.95								
1	37986485	11/27/24 LEASE AGREEMENT FOR PRINTERS	581.95			7000		411600	428		101000
122494		E 5349 MARCO TECHNOLOGIES, LLC	1,593.04								
1	37884810	11/13/24 Finance	170.55			1000		414100	428		101000
2	37884810	11/13/24 Non-Departmental	456.68			1000		415000	428		101000
3	37884810	11/13/24 Planning / Inspections	108.45			1000		418000	428		101000
4	37884810	11/13/24 HR	35.30			1000		414103	428		101000
5	37884810	11/13/24 Court	267.40			1000		412000	428		101000
6	37884810	11/13/24 Police	27.20			1000		421000	428		101000
7	37884810	11/13/24 PW Water	170.55			6020		450000	428		101000
8	37884810	11/13/24 PW Sanitation	150.26			6010		450200	428		101000
9	37884810	11/13/24 Fire	48.62			2060		415200	428		101000
10	37884810	11/13/24 IT	108.45			1000		414104	428		101000
11	37884810	11/13/24 Fleet & Facilities	49.58			1000		455000	428		101000

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122495	E	5349 MARCO TECHNOLOGIES, LLC	2,422.31								
1	38061924	12/09/24 Finance	366.93			1000		414100	428		101000
2	38061924	12/09/24 Non-Departmental	1,019.12			1000		415000	428		101000
3	38061924	12/09/24 Planning / Inspections	119.30			1000		418000	428		101000
4	38061924	12/09/24 HR	61.30			1000		414103	428		101000
5	38061924	12/09/24 Court	260.37			1000		412000	428		101000
6	38061924	12/09/24 Police	26.18			1000		421000	428		101000
7	38061924	12/09/24 PW Water	187.61			6020		450000	428		101000
8	38061924	12/09/24 PW Sanitation	165.28			6010		450200	428		101000
9	38061924	12/09/24 Fire	55.34			2060		415200	428		101000
10	38061924	12/09/24 IT	119.30			1000		414104	428		101000
11	38061924	12/09/24 Fleet & Facilities	41.58			1000		455000	428		101000
		Total for Vendor:	4,597.30								
122470		3488 MARK HOUSH	102.36								
		NW Chapter of MN Building Officials Meeting - 12/06/24 - Detroit Lakes									
1	12/06/24	Travel reimb - 12/06/24	102.36			1000		418000	340		101000
		Total for Vendor:	102.36								
122477		5478 MATT KOPP	90.00								
1	12/31/24	P&Z Meetings July-Dec	90.00			1000		418000	111		101000
		Total for Vendor:	90.00								
122401		3119 MATT RETKA	50.00								
1	12/12/24	Dec WF Airport Secretary	50.00			7050		500000	120		101000
		Total for Vendor:	50.00								
122453		299 MENARDS (FIRE)	219.44								
1	45573 12/06/24	FD St 76 Fluid Room	219.44			2060		415200	500		101000
		Total for Vendor:	219.44								
122195		5206 MENARDS (POLICE)	20.54								
1	05913 12/02/24	ww remodel electrical	20.54			2975		421000	427	18	101000

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122200		5206 MENARDS (POLICE)	29.98								
	line 1:	PO-200192									
	1	45240 12/02/24 hdmi cables for pd	29.98			1000		421000	497		101000
		PO-200192									
		Total for Vendor:	50.52								
122257		4622 MENARDS (PUBLIC WORKS)	8.98								
	1	44825 11/26/24 IT Tools	8.98			1000		414104	410		101000
122270		4622 MENARDS (PUBLIC WORKS)	219.99								
	1	45579 12/06/24 Tree	219.99			1000		415000	410		101000
122393		4622 MENARDS (PUBLIC WORKS)	17.08								
	1	45246 12/02/24 Eng Tools	17.08			1000		414200	432		101000
122406		4622 MENARDS (PUBLIC WORKS)	2,341.13								
	1	45845 12/10/24 SHOVELS & BROOMS	364.90			1000		430000	432		101000
	2	45771 12/09/24 BROOMS	42.96			6025		450000	432		101000
	3	45859 12/10/24 COUPLING	1.19			6025		450000	826		101000
	4	45766 12/09/24 WRENCH/CORD	75.31			6025		450000	826		101000
	5	45385 12/04/24 ANT BAIT	23.88			1000		455000	420		101000
	6	45518 12/05/24 ANT BAIT	9.98			1000		455000	420		101000
	7	45579 12/06/24 CHRISTMAS TREE - CH	219.99			1000		455000	420		101000
	8	45587 12/06/24 STEP LADDER/SHOVEL	223.94			1000		455000	433		101000
	9	45319 12/03/24 EXT LADDER	269.00			1000		455000	432		101000
	10	45227 12/02/24 HEATER	19.99			6010		450200	420		101000
	11	45347 12/03/24 HEATERS	299.97			6010		450200	420		101000
	12	45493 12/05/24 HOLIDAY DECORATIONS - CH	129.62			1000		430001	358		101000
	13	45836 12/10/24 TOGGLES - TS	9.87			6010		450200	420		101000
	14	44746 11/25/24 PROPANE CYLINDER	72.99			6010		450200	433		101000
	15	44761 11/25/24 LOCK CORD	8.03			6010		450200	433		101000
	16	45256 12/02/24 TOOS	75.89			2210		428000	432		101000
	17	45321 12/03/24 CABLE TIES/DRILL BITS	109.09			1000		430001	358		101000
	18	44936 11/27/24 SPADE/SHOVEL	69.97			1000		430001	432		101000
	19	44860 11/26/24 SQUEEGEE/SHOVEL/TAPE	104.92			4387		480000	500		101000
	20	45411 12/04/24 MIXER/PAIL/BRUSHES	45.38			6025		450000	825		101000

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21	45521	12/05/24 KEROSENE HEATERS	164.26			6025 450000	432		101000
		Total for Vendor:	2,587.18						
122289		2489 MENARDS-MOORHEAD	20.54						
1	5913	12/02/24 ww electrical	20.54			2975 421000	427	18	101000
122303		2489 MENARDS-MOORHEAD	99.99						
1	5622	11/26/24 SERVICE CART	99.99			1000 430000	432		101000
		Total for Vendor:	120.53						
122276	E	2766 MIDCONTINENT COMMUNICATIONS	88.39						
1	20114418	12/01/24 PW INTERNET	88.39			1000 450000	497		101000
122371	E	2766 MIDCONTINENT COMMUNICATIONS	42.57						
1	2193011440	11/23/24 SA - INTERNET	42.57			6010 450200	497		101000
122454	E	2766 MIDCONTINENT COMMUNICATIONS	186.06						
1	372571701	12/16/24 FD Nov Usage	186.06			2060 415200	356		101000
122493	E	2766 MIDCONTINENT COMMUNICATIONS	1,250.39						
1	14440	12/11/24 193293401 - 3100&3150 Sheyenne	1,250.39			2310 452120	497		101000
		Total for Vendor:	1,567.41						
122362		102 MIDSTATES WIRELESS	19,201.09						
1	2050174991	12/02/24 Install cell booster/anten	19,201.09			1000 414104	497		101000
		Total for Vendor:	19,201.09						
122481		1854 MIDWEST TAPE	795.39						
1	506434367	12/05/24 BLU RAY	64.83			7000 411600	664		101000
2	506394924	11/26/24 DVD	39.72			7000 411600	664		101000
3	506394923	11/26/24 DVD	20.22			7000 411600	664		101000
4	506394926	11/26/24 DVD	121.95			7000 411600	664		101000
5	506394927	11/26/24 DVD	55.41			7000 411600	664		101000
6	506394928	11/26/24 DVD	31.47			7000 411600	664		101000
7	506434362	12/05/24 DVD	20.22			7000 411600	664		101000
8	506434363	12/05/24 DVD	128.07			7000 411600	664		101000
9	506434364	12/05/24 DVD	32.22			7000 411600	664		101000

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10	506434365	12/05/24 DVD	36.70			7000 411600	664		101000
11	506434366	12/05/24 DVD	16.47			7000 411600	664		101000
12	506460140	12/11/24 DVD	27.72			7000 411600	664		101000
13	506460142	12/11/24 DVD	57.69			7000 411600	664		101000
14	506460143	12/11/24 DVD	30.01			7000 411600	664		101000
15	506459818	12/11/24 DVD	83.16			7000 411600	664		101000
16	506459819	12/11/24 DVD	29.53			7000 411600	664		101000
Total for Vendor:			795.39						
122476	3998	MIKE THORSTAD	180.00						
1	12/31/24	P&Z Meetings July-Dec	180.00			1000 418000	111		101000
Total for Vendor:			180.00						
122198	908	MILES ORTH	550.00						
1	12/03/24	clothing reimb	550.00			1000 421000	422		101000
Total for Vendor:			550.00						
122455	3521	MINNESOTA STATE COMMUNITY & TECH	500.00						
1	1262562	12/03/24 D Underhill EMT ONline	500.00			2060 415200	340		101000
Total for Vendor:			500.00						
122218	305	MOORE ENGINEERING INC	165,921.32						
1	41382	11/22/24 Imp Dist 1339	1,873.75			4088 480000	313		101000
2	41412	11/22/24 Imp Dist 1345	17,894.85			4009 480000	313		101000
3	41411	11/22/24 Imp Dist 1348	19,096.34			4444 480000	313		101000
4	41416	11/22/24 Imp Dist 1349	46,466.07			4445 480000	313		101000
5	41378	11/22/24 Imp Dist 3006	17,780.31			4003 480000	313		101000
6	41384	11/22/24 Proj No. 9038	6,815.00			4505 480000	313		101000
7	41383	11/22/24 Proj No. 9043	40,152.50			4181 480000	313		101000
8	41417	11/22/24 CWF General Eng Services 9052	500.00			4136 480000	313		101000
9	41379	11/22/24 Proj No. 9056	14,057.50			4435 480000	313		101000
10	41381	11/22/24 CWF General Eng Services MSA 0	1,285.00			1000 414200	313		101000
122229	305	MOORE ENGINEERING INC	1,460.07						
staking									
1	41500	11/26/24 staking of various locations	1,460.07			1000 418000	520		101000
Total for Vendor:			167,381.39						

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122244		688 MOTOROLA SOLUTIONS, INC	18,526.50						
1	1187136465	12/04/24 incar Elcloud unlimited st unlimited storage	18,526.50			1000 421000	497		101000
		Total for Vendor:	18,526.50						
122497		4969 MR. & MRS. G CHILDCARE	885.09						
1	12/13/24	Child Care Grant	885.09			2960 411900	416		101000
		Total for Vendor:	885.09						
122260		3085 MRA-THE MANAGEMENT ASSOCIATION, 11/01/2024-10/31/2025	2,500.00						
1	00469903	09/16/24 Renew Membership 11/24-10/25	2,500.00			1000 414103	667		101000
		Total for Vendor:	2,500.00						
122315		298 MVTL LABORATORIES	1,335.00						
1	1284126	12/04/24 WATER TESTING	1,335.00			6025 450000	335		101000
		Total for Vendor:	1,335.00						
122424		3684 ND DEPARTMENT OF ENVIRONMENTAL A HASKINS & J REMMEN	200.00						
1	01/11/24	2025 OPERATOR TRAINING	200.00			6010 450200	340		101000
122425		3684 ND DEPARTMENT OF ENVIRONMENTAL	25.00						
1	3383 08/05/24	DECALS	25.00			6010 450200	386		101000
		Total for Vendor:	225.00						
122396		335 ND DEPT OF TRANSPORTATION	3,576.46						
1	0002491569	12/02/24 Project 9020	3,576.46			4137 480000	670		101000
		Total for Vendor:	3,576.46						
122190 -98870E		363 ND PERS	400.00						
November 2024									
1	11/27/24	Freadrich service credit purch	400.00			1000 212532			101000

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122208	-98869E	363 ND PERS	428,420.29						
1	11/30/24	Nov Payroll - Contributions	428,419.97			1000 212532			101000
2	11/30/24	Rounding	0.32			1000 414100	230		101000
122258	-98866E	363 ND PERS	191.36						
		Adjustment for Michael Kane							
1	11/29/24	Nov 2024 Adj	191.37			1000 212532			101000
2	11/29/24	Nov 2024 Adj	-0.01			1000 414100	230		101000
122405	-98863E	363 ND PERS	8,500.30						
		12/13/24 Payroll							
1	12/13/24	457b Def Comp - Contributions	8,500.30			1000 212532			101000
		Total for Vendor:	437,511.95						
122299		723 ND POST BOARD	45.00						
1	12/10/24	new officer lic. - diop	45.00			1000 421000	667		101000
		Total for Vendor:	45.00						
122361		4755 NDPIO	100.00						
1	204 12/09/24	NDPIO Membership - Addie S	100.00			1000 416200	667		101000
		2025 Fees							
		Total for Vendor:	100.00						
122349		364 NELSON INTERNATIONAL	663.24						
1	X202234918 12/04/24	7048 PLUG	5.86			4387 480000	427		101000
2	X202234902 12/04/24	4007 INJECTOR KIT	795.82			6010 450200	427		101000
3	X202234927 12/04/24	PARTS RET	-21.25			6010 450200	427		101000
4	X202235276 12/10/24	4007 PARTS RETURN	-117.19			6010 450200	427		101000
		Total for Vendor:	663.24						
122340		5431 NEOTREKS INC	1,980.00						
1	04150 12/01/24	PLOW OPS SUBSCRIPTION (DEC)	1,980.00			1000 430000	497		101000
		Total for Vendor:	1,980.00						

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122398		271 NETCENTER TECHNOLOGIES	75.00						
1	197209	10/14/24 Issues installing SSAs to serv	75.00			1000 414104	497		101000
		Total for Vendor:	75.00						
122221		2261 NETWORK CENTER INCORPORATED	6,942.00						
		Office 365 G1 - 150 licenses							
		Office 365 G3 - 221 licenses							
		MS Teams Rooms Pro - 7 licenses							
		Power BI Pro - 1 license							
		Office 365 G5 - 2 licenses							
1	INV224452	12/03/24 Microsoft 365 Subscriptions	170.60			1000 414000	497		101000
2	INV224452	12/03/24 Microsoft 365 Subscriptions	161.00			1000 414101	497		101000
3	INV224452	12/03/24 Microsoft 365 Subscriptions	115.00			1000 415000	497		101000
4	INV224452	12/03/24 Microsoft 365 Subscriptions	69.00			1000 416200	497		101000
5	INV224452	12/03/24 Microsoft 365 Subscriptions	124.60			1000 412000	497		101000
6	INV224452	12/03/24 Microsoft 365 Subscriptions	46.00			1000 414102	497		101000
7	INV224452	12/03/24 Microsoft 365 Subscriptions	253.00			1000 414200	497		101000
8	INV224452	12/03/24 Microsoft 365 Subscriptions	235.80			1000 414100	497		101000
9	INV224452	12/03/24 Microsoft 365 Subscriptions	92.00			1000 414103	497		101000
10	INV224452	12/03/24 Microsoft 365 Subscriptions	176.40			1000 414104	497		101000
11	INV224452	12/03/24 Microsoft 365 Subscriptions	226.20			1000 418000	497		101000
12	INV224452	12/03/24 Microsoft 365 Subscriptions	2,187.20			1000 421000	497		101000
13	INV224452	12/03/24 Microsoft 365 Subscriptions	103.60			1000 430000	497		101000
14	INV224452	12/03/24 Microsoft 365 Subscriptions	51.80			1000 430001	497		101000
15	INV224452	12/03/24 Microsoft 365 Subscriptions	260.20			1000 450000	497		101000
16	INV224452	12/03/24 Microsoft 365 Subscriptions	220.60			1000 455000	497		101000
17	INV224452	12/03/24 Microsoft 365 Subscriptions	723.40			2060 415200	497		101000
18	INV224452	12/03/24 Microsoft 365 Subscriptions	42.20			2210 428000	497		101000
19	INV224452	12/03/24 Microsoft 365 Subscriptions	270.60			6010 450200	497		101000
20	INV224452	12/03/24 Microsoft 365 Subscriptions	189.80			6020 450000	497		101000
21	INV224452	12/03/24 Microsoft 365 Subscriptions	214.80			6025 450000	497		101000
22	INV224452	12/03/24 Microsoft 365 Subscriptions	489.00			7000 411600	497		101000
23	INV224452	12/03/24 Microsoft 365 Subscriptions	519.20			1000 415000	497		101000
		Total for Vendor:	6,942.00						

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122288		3185 NEXT LEVEL TINTING	210.00								
1	1262	12/09/24 ww tint - invest. locker room	210.00			2975		421000	420	18	101000
		Total for Vendor:	210.00								
122286		2523 NEXUS INNOVATIONS, INC	380.00								
1	10034	11/30/24 sharepoint service - nov 2024	380.00			1000		421000	497		101000
		Total for Vendor:	380.00								
122417		5240 NORTHERN ENGINE & SUPPLY	21.58								
1	262031	12/10/24 FUEL STRAINER	21.58			6020		450000	427		101000
		Total for Vendor:	21.58								
122193		5472 Northern Woodwork, Inc	17,376.56								
	Commission Desk										
1	4053-1	11/27/24 Commission Desk	17,376.56			2970		480000	653		101000
		Total for Vendor:	17,376.56								
122488		330 NORTHWESTERN EQUIP INC.	263.64								
1	54937	12/05/24 THIMBLE AND HOOK	263.64			6010		450200	427		101000
		Total for Vendor:	263.64								
122451		1774 O'REILLY AUTOMOTIVE STORES, INC	53.89								
1	199170	12/12/24 FD Frost new wipers	53.89			2060		415200	427		101000
		Total for Vendor:	53.89								
122357		4744 O'REILLY AUTOMOTIVE STORES, INC	1,231.18								
1	1932400391	12/04/24 SHOP SUPPLIES	78.66			1000		455000	433		101000
2	1932400391	12/04/24 3001 BATTERY	211.72			1000		430000	427		101000
3	1932401326	12/06/24 DRIVE PULLY	15.01			1000		421000	427		101000
4	1932400838	12/05/24 3001 BATTERY	225.06			1000		430000	427		101000
5	1932400392	12/04/24 BATTERY	203.44			1000		455000	427		101000
6	1932400393	12/04/24 BATTERY RET	-203.44			1000		455000	427		101000
7	1932400754	12/04/24 3019 BATTERY	108.06			1000		430000	427		101000
8	1932400611	12/04/24 1190 BRAKE ROTOR/PADS	282.09			1000		421000	427		101000
9	1932402002	12/09/24 8017 FILTER	5.29			1000		415000	427		101000
10	1932400077	12/03/24 164 EXH PIPE GSK	4.58			1000		421000	427		101000

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11	1932399734	12/02/24 1214 CV SHIFT	147.87			1000 421000	427		101000
12	1932397940	11/26/24 261 WHL SEAL	64.25			6020 450000	427		101000
13	1932398328	11/27/24 261 OIL SEAL	18.92			6020 450000	427		101000
14	1932401242	12/06/24 MOTOR OIL	69.67			1000 430001	424		101000
122430	4744	O'REILLY AUTOMOTIVE STORES, INC	193.47						
1	1932402385	12/10/24 295 BATTERY	272.90			6020 450000	427		101000
2	1932402554	12/10/24 CV SHIFT - RET	-79.43			1000 421000	427		101000
		Total for Vendor:	1,424.65						
122345	352	OK TIRE STORE - COM CTR	440.00						
1	05364786	11/21/24 7043 FLAT REPAIR	67.50			4387 480000	427		101000
2	05365332	12/06/24 4401 SERVICE CALL	212.50			6010 450200	427		101000
3	05365307	12/05/24 7048 FLAT REPAIR	67.50			4387 480000	427		101000
4	05365072	12/02/24 2014 FLAT REPAIR	92.50			6020 450000	427		101000
		Total for Vendor:	440.00						
122438	399	OLYMPIC SALES	881.54						
1	15219	12/09/24 4101 ASL SPRING GRIPPER FINGER	456.54			6010 450200	427		101000
2	15182	11/20/24 GRIPPER PUCKS	425.00			6010 450200	433		101000
		Total for Vendor:	881.54						
122259	631	ONE CALL CONCEPTS, INC	301.50						
1	4114292	11/30/24 Nov Locates	301.50			6020 450000	412		101000
		Total for Vendor:	301.50						
122207	5119	OSTROMS ACE HARDWARE (PW)	15.99						
1	227906	11/25/24 ICE SCR/SNWBRS ASST 52" (IT)	15.99			1000 414104	410		101000
122264	5119	OSTROMS ACE HARDWARE (PW)	90.57						
1	227954	12/05/24 EXTENSION CORD	83.98			2210 428000	432		101000
2	227881	11/21/24 HAND SCOOP	6.59			6025 450000	420		101000
		Total for Vendor:	106.56						

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122209		4722 PASSPORT LABS INC	23,300.00						
1	1049555	12/01/24 2024 annual service/lic fee	23,300.00			1000 421000	497		101000
		contract service 1-1-24 to 12-31-24							
		Total for Vendor:	23,300.00						
122285		563 PETRO SERVE USA	108.09						
1	0967933	11 11/30/24 WF Airport Fuel	108.09			7050 500000	420		101000
122311		563 PETRO SERVE USA	373.60						
1	102011	12/04/24 55 GAL DRUM PUMP	99.00			1000 455000	433		101000
2	102012	12/04/24 CENEX INDOL EH-46	274.60			1000 430000	424		101000
122342		563 PETRO SERVE USA	31,653.23						
1	2399	11/27/24 FUEL STATION FUEL	15,833.27			1000 140000			101000
2	2400	11/24/24 FUEL STATION FUEL	15,819.96			1000 140000			101000
122381		563 PETRO SERVE USA	182.45						
1	102002	12/03/24 CENEX MAXTION MT 40W	182.45			4387 480000	424		101000
122431		563 PETRO SERVE USA	43,888.93						
1	411	08/08/24 FUEL - SITE #2	43,888.93			1000 140000			101000
122456		563 PETRO SERVE USA	1,460.10						
1	0967995	11/30/24 FD November Fuel Usage	1,460.10			2060 415200	424		101000
		Total for Vendor:	77,666.40						
122444		4034 PETRO SERVE USA #63	1,506.21						
1	5912	03/13/24 SA - TIRE GUAGE	53.98			6010 450200	427		101000
2	5913	03/13/24 TIRE GUAGE - RET	-53.98			6010 450200	427		101000
3	9629	04/23/24 SA - DIESEL	61.12			6010 450200	424		101000
4	3032	07/08/24 7001 DIESEL	151.15			6025 450000	424		101000
5	9961	08/14/24 7001 DIESEL	161.81			6025 450000	424		101000
6	2126	11/12/24 WA - LP LBS	24.75			6020 450000	424		101000
7	8708	11/19/24 SA - DIESEL	48.38			6010 450200	424		101000
8	6458	09/03/24 SA - DIESEL	184.43			6010 450200	424		101000
9	4779	11/25/24 SA - LP LBS	30.29			6010 450200	424		101000

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10	5082	11/26/24 7043 DIESEL	272.77			6025 450000	424		101000
11	5177	11/26/24 SA - DIESEL	197.48			6010 450200	424		101000
12	4028	12/04/24 7601 - DIESEL	254.64			4387 480000	424		101000
13	4983	12/06/24 SA - DIESEL	94.64			6010 450200	424		101000
14	2126	11/12/24 SA - LP LBS	24.75			6010 450200	424		101000
Total for Vendor:			1,506.21						
122278	C	1483 PITNEY BOWES BANK INC - RESERVE	1,500.00						
City Hall postage machine - meter refill									
1		12/06/24 Reserve Acct 20613972	1,500.00			1000 415000	661		101000
Total for Vendor:			1,500.00						
122391		384 PITNEY BOWES GLOBAL FINANCIAL	231.00						
1		3320055678 12/05/24 LEASE FOR SHIPPING CUBE	231.00			7000 411600	428		101000
Total for Vendor:			231.00						
122482		5267 PREMIER SNOW & ICE MANAGEMENT,	3,042.00						
1		2405 10/22/24 SABRE BLADE KIT	3,042.00			1000 430001	381		101000
Total for Vendor:			3,042.00						
122397		1295 PRO-WEST & ASSOCIATES, INC	397.07						
Adopt a Hydrant									
1		0000000931 12/10/24 GIS Tech Support/Training	397.07			1000 414000	245		101000
Total for Vendor:			397.07						
122243		5192 RAYMOND FRANCIS HOLZHEY	498.96						
travel reimbursement									
1		Reim 12/02/24 Travel Reimbursement	498.96			1000 414101	340		101000
travel for training									
Total for Vendor:			498.96						
122238		3204 RECORD KEEPERS	27.50						
1		A274061 11/30/24 service on 11/12/24	27.50			1000 421000	420		101000
Total for Vendor:			27.50						

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122421		1016 RED WING BUSINESS ADVANTAGE	448.24						
1	172278	12/10/24 R HELMING BOOTS	208.24			2210 428000	422		101000
2	171842	12/02/24 C HUSLER BOOTS	240.00			6010 450200	422		101000
		Total for Vendor:	448.24						
122457		3522 RJ'S TESORO	1,216.56						
1		FD November Fuel Usage	1,216.56			2060 415200	424		101000
		Total for Vendor:	1,216.56						
122237		2526 RYAN BIRNEY	546.00						
1	12/04/24	clothing reimb	546.00			1000 421000	422		101000
		Total for Vendor:	546.00						
122204		2291 RYAN WUOLLET	25.76						
1	11/30/24	clothing reimb	25.76			1000 421000	422		101000
		Total for Vendor:	25.76						
122279		4698 SAM BETTERMANN	124.64						
1	12/09/24	Reimb for hotel 02/15/23	124.64			1000 414104	340		101000
		Total for Vendor:	124.64						
122197	E	3353 SAM'S CLUB MC/SYNCB	131.84						
1	000656	12/02/24 forks - kitchen supplies	56.32			1000 421000	420		101000
2	000656	12/02/24 batteries	75.52			1000 421000	641		101000
122290	E	3353 SAM'S CLUB MC/SYNCB	73.32						
1	5913	12/10/24 CFMH bakery	73.32			1000 421000	285		101000
122480	E	3353 SAM'S CLUB MC/SYNCB	628.70						
1	12/12/24	PLOW OPS TV - CORY	338.98			1000 430000	432		101000
2	12/12/24	EE QT AWARDS	47.96			1000 450000	490		101000
3	12/12/24	OPERATOR MEAL	241.76			1000 360000			101000
		Total for Vendor:	833.86						

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122458		3724 SANDON PROPERTIES LLP	53.48								
1	7813	12/05/24 FD NFA Training	53.48			2060		415200	340		101000
		Total for Vendor:	53.48								
122295		4206 SANFORD HEALTH FOUNDATON	757.50								
1	12/10/24	pink patch & coins	757.50			2530		421000	517		101000
		Total for Vendor:	757.50								
122378		454 SANITATION PRODUCTS	1,134.96								
1	CN01113	08/27/24 CREDIT NOTE	-456.65			6025		450000	427		101000
2	90854	10/16/24 7033 HOSE REEL ASSY	1,591.61			6025		450000	427		101000
		Total for Vendor:	1,134.96								
122201		450 SCHEELS	17.98								
	line 1:	PO-200191									
1	41347	11/26/24 anti-fog for helmets	17.98			1000		421000	641		101000
		PO-200191									
122253		450 SCHEELS	180.00								
1	41362	12/06/24 jacket for chaplain grant k.	180.00			1000		421000	375		101000
		PO-200193									
		Total for Vendor:	197.98								
122317		459 SHERWIN WILLIAMS	348.13								
1	4090-6	12/04/24 PAINT	348.13			6025		450000	439		101000
		Total for Vendor:	348.13								
122203		2885 SHORTPRINTER	47.45								
1	155732	11/27/24 bc for a. diop	47.45			1000		421000	668		101000
122459		2885 SHORTPRINTER	119.82								
1	156133	12/09/24 FD Xmas Cards	119.82			2060		415200	375		101000
		Total for Vendor:	167.27								

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122325		91 SIGN SOLUTIONS USA	124.82								
1	415085	12/02/24 SIGNS	124.82			1000		430000	487		101000
122411		91 SIGN SOLUTIONS USA	62.41								
1	415180	12/06/24 SIGNS	62.41			1000		430000	487		101000
		Total for Vendor:	187.23								
122235		4637 SILVERSTAR CAR WASH	580.00								
1	103419	11/30/24 nov 2024 car wash	580.00			1000		421000	420		101000
		Total for Vendor:	580.00								
122313		3528 SNACKS PLUS VENDING	246.00								
1	5940703927	12/05/24 COFFEE - SA	82.00			6010		450200	500		101000
2	5940701721	12/03/24 COFFE - PW	164.00			6020		450000	500		101000
		Total for Vendor:	246.00								
122436		3652 SNAP-ON TOOLS INDUSTRIAL	307.50								
1	63022441	11/04/24 JAS HSE CLMP PLRS	307.50			1000		455000	432		101000
122442		3652 SNAP-ON TOOLS INDUSTRIAL	218.09								
1	63058232	11/07/24 COMPRESSION SET	218.09			1000		455000	432		101000
		Total for Vendor:	525.59								
122432		4048 SNS AUTO SUPPLY	1,290.00								
1	35274	12/06/24 DEGREASER/PRESOAK	1,290.00			6020		450000	433		101000
		Total for Vendor:	1,290.00								
122282		5227 SOLBERG STEWART MILLER	1,347.50								
1	9846-000M1	12/02/24 Professional Services	770.00			1000		412000	309		101000
2	9846-000M1	12/06/24 Professional Services	577.50			1000		412000	309		101000
		Total for Vendor:	1,347.50								
122460		465 SPARTAN STORES LLC	29.34								
1	479985	12/06/24 FD NFA Training	29.34			2060		415200	340		101000
		Total for Vendor:	29.34								

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122376		2504 STEAMATIC OF THE RED RIVER	1,174.34						
1	75623	11/18/24 PD - CARPET CLEANING	1,174.34			1000 455000	420		101000
		Total for Vendor:	1,174.34						
122250		274 STEVE MOTTINGER	5,250.00						
December									
1	12/01/24	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
122440		38 STRATA CORPORATION	828.98						
1	752922	11/22/24 3000 PSI NON AIR	828.98			4387 480000	670		101000
		Total for Vendor:	828.98						
122394		667 SUN ELECTRIC, INC.	19,988.20						
1	Pay App 7	12/02/24 Project 2273	19,988.20			4015 480000	670		101000
		Total for Vendor:	19,988.20						
122392		2187 SWANK MOVIE LICENSING USA	560.00						
1	3810312	12/01/24 COPYRIGHT COMPLIANCE SITE LIC	560.00			7000 411600	649		101000
	1/1/25 - 12/31/25								
		Total for Vendor:	560.00						
122437		733 SWANSTON EQUIPMENT CORP.	149.62						
1	P08348	12/06/24 HEX BOLT	2.98			1000 430001	427		101000
2	P08033	11/26/24 350B CARTRIDGE	146.64			1000 430000	427		101000
		Total for Vendor:	149.62						
122309		890 TCC MATERIALS	265.20						
1	7643479	11/15/24 QK CONCRETE MIX	265.20			6020 450000	394		101000
		Total for Vendor:	265.20						
122461		3411 THE UPS STORE #6740	450.61						
1	6740B	12/06/24 FD Ship PosiCheck	432.01			2060 415200	661		101000
2	6740A	12/03/24 FD Ship PosiCheck Parts	18.60			2060 415200	661		101000
		Total for Vendor:	450.61						

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122355		3352 TITAN MACHINERY-FARGO CASE	1,304.53						
1	PS0566215	12/05/24 3 STEP ALUM	252.00			1000 455000	433		101000
2	PS0566205	12/05/24 7039 FILTERS	158.14			4387 480000	427		101000
3	PS0558370	12/02/24 7039 TOOTH	1,050.00			4387 480000	427		101000
4	PS0563095	12/05/24 294 BEARING/SEAL/HARDWARE	1,220.49			6020 450000	427		101000
5	828-453	11/12/24 DUPLICATE PMT	-1,376.10			6010 450200	427		101000
122415		3352 TITAN MACHINERY-FARGO CASE	499.20						
1	PS0569593	12/11/24 294 SHIM	38.50			6020 450000	427		101000
2	PS0569412	12/11/24 294 SHIM, LOWER PIVOT	460.70			6020 450000	427		101000
		Total for Vendor:	1,803.73						
122247		2951 TYLER TECHNOLOGIES, INC	508.88						
1	020-157245	11/30/24 OTC & Portal	508.88			1000 412000	740		101000
		Total for Vendor:	508.88						
122343		2136 ULINE INC	580.01						
1	185681495	11/14/24 JACKETS	223.38			1000 430000	422		101000
2	186092460	11/25/24 PEGBOARD PANEL	231.32			2210 428000	641		101000
3	185716031	11/15/24 MOP HANDLES	125.31			1000 455000	500		101000
122369		2136 ULINE INC	1,548.71						
1	185932458	11/20/24 CABINET WORKSTATION	1,548.71			2210 428000	641		101000
122373		2136 ULINE INC	1,182.07						
1	185520055	11/12/24 FUEL STATION TRASH CANS/TOW	468.53			1000 430000	433		101000
2	185520055	11/12/24 FUEL STATION TRASH CANS/TOW	713.54			1000 430000	358		101000
		Total for Vendor:	3,310.79						
122271		2478 VALLI	6,417.60						
1	97838	11/30/24 Postage - Nov	6,417.60			6020 450000	360		101000
122272		2478 VALLI	1,457.95						
1	97839	11/30/24 Lockbox and ACH - Nov	1,457.95			6020 450000	360		101000
		Total for Vendor:	7,875.55						

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122365		3668 VERIZON WIRELESS	162.45						
1	6100056634	11/02/24 nov 2024 river sensors	162.45			6020 450000	345		101000
		Total for Vendor:	162.45						
122223	E	3212 VISA ADMINISTRATION	63.18						
		Dec statement for Nov transactions							
1	CC-1587	11/23/24 Amazon	19.43			1000 202200			101000
		paper towels for old city hall		CC Accounting: 1000-		-415000-410			
		AMAZON CAPITAL SERVICES							
2	CC-1587	11/24/24 Amazon	43.75			1000 202200			101000
		disinfecting wipes and hand wash for old city hall		CC Accounting: 1000-		-415000-410			
		AMAZON CAPITAL SERVICES							
		Total for Vendor:	63.18						
122222	E	2437 VISA ASSESSING	556.97						
		Dec statement for Nov transactions							
1	CC-1585	11/01/24 Amazon	6.99			1000 202200			101000
		stickers		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
2	CC-1585	11/12/24 Amazon	34.44			1000 202200			101000
		desk supplies for new Assessor		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
3	CC-1585	11/12/24 Amazon	18.95			1000 202200			101000
		in/out box organizer for new Assessor		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
4	CC-1585	11/13/24 Amazon	20.28			1000 202200			101000
		loose leaf paper and command strips		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
5	CC-1585	11/14/24 Amazon	9.99			1000 202200			101000
		vent covers		CC Accounting: 1000-		-414101-410			
		AMAZON CAPITAL SERVICES							
6	CC-1585	11/22/24 Days Inn-Bismarck	466.32			1000 202200			101000
		hotel for training in Bismarck for F. Holzhey		CC Accounting: 1000-		-414101-340			
		DAYS INN BISMARCK							
		Total for Vendor:	556.97						

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122226	E	3706 VISA COMMUNICATIONS	0.99						
		Dec statement for Nov transactions							
1	CC-1584	11/25/24 Apple.com	0.99			1000 202200			101000
		cloud storage		CC Accounting: 1000-		-416200-497			
		APPLE.COM							
		Total for Vendor:	0.99						
122280	E	4057 VISA ECONOMIC DEVELOPMENT 2	1,698.61						
		Dec statement for Nov transactions							
1	CC-1588	11/15/24 Mid America EDC	1,100.00			1000 202200			101000
		Mid America 2024 Competiveness Conf		CC Accounting: 1000-		-414102-340			
		MID-AMERICA ECONOMIC DEVELOPMENT COUNCIL							
2	CC-1588	11/15/24 American Airlines	547.95			1000 202200			101000
		flight to conference in Columbus, OH		CC Accounting: 1000-		-414102-340			
		AMERICAN AIRLINES							
3	CC-1588	11/15/24 Allianz Global	40.66			1000 202200			101000
		flight insurance		CC Accounting: 1000-		-414102-340			
		ALLIANZ GLOBAL ASSISTANCE							
4	CC-1588	11/20/24 Greater ND Chamber	10.00			1000 202200			101000
		Registration for Legislative Round Table-Virtual		CC Accounting: 1000-		-414102-340			
		GREATER NORTH DAKOTA CHAMBER OF COMMERCE							
		Total for Vendor:	1,698.61						
122227	E	3693 VISA ENGINEERING	1,704.56						
		Dec statement for Nov transactions							
1	CC-1589	11/09/24 American Society of Admin Pro	199.00			1000 202200			101000
		Membership for Kayla V		CC Accounting: 1000-		-414200-667			
		MISC CLAIM VENDOR							
2	CC-1589	11/15/24 Venetian Hotel	971.36			1000 202200			101000
		Trimble Conf hotel stay-Troy O		CC Accounting: 1000-		-414200-340			
		MISC CLAIM VENDOR							
3	CC-1589	11/21/24 ND Prof Eng & Land Surveyors	110.00			1000 202200			101000
		PE License renewal-Jerry Wallace		CC Accounting: 1000-		-414200-829			
		MISC CLAIM VENDOR							
4	CC-1589	11/25/24 Dalbol Flowers	89.20			1000 202200			101000
		funeral flowers for Benji's father in law		CC Accounting: 1000-		-414200-420			
		MISC CLAIM VENDOR							

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5	CC-1589 11/26/24	ND Prof Eng & Land Surveyors PE License renewal-Dan Hanson MISC CLAIM VENDOR	110.00			1000 202200 -414200-829			101000
6	CC-1589 11/27/24	NDSU ND Transportation Conf registration for 3 NDSU CAREER CENTER	225.00			1000 202200 -414200-340			101000
Total for Vendor:			1,704.56						
122402	E 3568	VISA FIRE DEPT 2	1,958.75						
1	CC-1592 11/04/24	Medical Supplies HENRY SCHEIN, INC	14.77			2060 202200 -415200-500			101000
2	CC-1592 11/04/24	Station supplies 75, 76 WALMART	76.88			2060 202200 -415200-500			101000
3	CC-1592 11/07/24	St 75 Mower maintenance RDO EQUIPMENT CO	405.06			2060 202200 -415200-427			101000
4	CC-1592 11/07/24	T Olson Carseat Cert SAFE KIDS WORLDWIDE	55.00			2060 202200 -415200-340			101000
5	CC-1592 11/13/24	DISPUTING-NOT OUR CHARGE LRPRESETS US	9.00			2060 202200 -415200-340			101000
6	CC-1592 11/14/24	2 AED'S AED.US_CORO MEDICAL	862.40			2060 202200 -415200-641			101000
7	CC-1592 11/15/24	Fluid Sample Containers BUTLER MACHINERY	36.04			2060 202200 -415200-427			101000
8	CC-1592 11/25/24	CPR/AED MANIKIN REPAIRS CARDIO PARTNERS	67.71			2060 202200 -415200-340			101000
9	CC-1592 11/26/24	K-12 Repairs PARTSTREE	85.94			2060 202200 -415200-420			101000
10	CC-1592 11/26/24	A Essler pants FIRST TACTICAL	109.49			2060 202200 -415200-422			101000
11	CC-1592 11/25/24	2 medic bags CARHARTT	194.38			2060 202200 -415200-641			101000
12	CC-1592 11/26/24	Office Pens OFFICE DEPOT OFFICEMAX	33.33			2060 202200 -415200-410			101000
13	CC-1592 11/27/24	Finance charge First International Bank & Trust	38.32			2060 202200 -415200-740			101000
14	CC-1596 12/03/24	refund late fee First International Bank & Trust	-29.57			2060 202200 -415200-720			101000
Total for Vendor:			1,958.75						

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122462	E	4351 VISA FIRE DEPT 3	137.58						
1	CC-1597	11/08/24 M O'Bryant F01 regivstration Alabama Fire College	125.00			2060 202200			101000
				CC Accounting: 2060-		-415200-340			
2	CC-1597	12/02/24 Intrest on Nov. Payment First International Bank & Trust	12.58			2060 202200			101000
				CC Accounting: 2060-		-415200-720			
		Total for Vendor:	137.58						
122252	E	4335 VISA HUMAN RESOURCES	6,018.19						
		Dec statement for Nov transactions							
1	CC-1590	11/05/24 Amazon Anti Fatigue Mats - Ergo Grant AMAZON CAPITAL SERVICES	1,120.79			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
2	CC-1590	11/05/24 Amazon Micro Desks-Ergo Grant AMAZON CAPITAL SERVICES	482.09			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
3	CC-1590	11/06/24 Amazon Keyboards and Mouse-Ergo Grant AMAZON CAPITAL SERVICES	2,304.93			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
4	CC-1590	11/06/24 Amazon office supplies -HR AMAZON CAPITAL SERVICES	37.46			1000 202200			101000
				CC Accounting: 1000-		-414103-410			
5	CC-1590	11/06/24 Amazon Partial refund of Chair-Infant Grant AMAZON CAPITAL SERVICES	-81.00			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
6	CC-1590	11/08/24 UPS shipping for return-Ergo grant UNITED PARCEL SERVICE	6.36			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
7	CC-1590	11/08/24 Amazon Return dual monitor arms-Ergo Grant AMAZON CAPITAL SERVICES	-57.58			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
8	CC-1590	11/08/24 Amazon Return dual monitor arms-Ergo Grant AMAZON CAPITAL SERVICES	-28.79			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			
9	CC-1590	11/08/24 Amazon Return dual monitor arms-Ergo Grant AMAZON CAPITAL SERVICES	-57.58			1000 202200			101000
				CC Accounting: 1000-		-363400- 0			

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10	CC-1590 11/14/24	Card Quest badge cards MISC CLAIM VENDOR	500.00			1000 202200 -414103-639			101000
11	CC-1590 11/18/24	Amazon Mouse-Ergo Grant AMAZON CAPITAL SERVICES	69.99	CC Accounting: 1000-	1000- -363400-	202200 0			101000
12	CC-1590 11/18/24	Amazon Mouse-Ergo Grant AMAZON CAPITAL SERVICES	69.99	CC Accounting: 1000-	1000- -363400-	202200 0			101000
13	CC-1590 11/20/24	Screen Cloud TV screen sub 11-17-24 thru 11-16-25 MISC CLAIM VENDOR	480.00	CC Accounting: 1000-	1000- -450000-	202200 497			101000
14	CC-1590 11/20/24	Screen Cloud TV screen sub 11-17-24 thru 11-16-25 MISC CLAIM VENDOR	240.00	CC Accounting: 1000-	1000- -416200-	202200 602			101000
15	CC-1590 11/24/24	Amazon Supplies for Emp. Recognition AMAZON CAPITAL SERVICES	196.38	CC Accounting: 1000-	1000- -414103-	202200 378			101000
16	CC-1590 11/25/24	SHRM Sarah's membership for 2025 SHRM	264.00	CC Accounting: 1000-	1000- -414103-	202200 667			101000
17	CC-1590 11/27/24	Target Xmas decorations for City Hall TARGET	32.40	CC Accounting: 1000-	1000- -415000-	202200 410			101000
18	CC-1590 11/27/24	Target Xmas decorations for City Hall TARGET	161.99	CC Accounting: 1000-	1000- -415000-	202200 410			101000
19	CC-1590 12/01/24	Amazon office equipment for reception AMAZON CAPITAL SERVICES	154.73	CC Accounting: 1000-	1000- -414100-	202200 410			101000
20	CC-1590 12/01/24	Amazon Xmas decorations for City Hall AMAZON CAPITAL SERVICES	122.03	CC Accounting: 1000-	1000- -415000-	202200 410			101000
Total for Vendor:			6,018.19						

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122382	E	3161 VISA LIBRARY #1	169.50						
1	CC-1593	11/14/24 PROGRAM SUPPLIES	37.62			7000 202200			101000
		FAMILY FARE		CC Accounting: 7000-		-411600-649			
2	CC-1593	11/26/24 ADOBE - CREATIVE CLOUD	29.99			7000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 7000-		-411600-497			
3	CC-1593	11/26/24 PROGRAM SUPPLIES	21.48			7000 202200			101000
		JOANN STORES, LLC		CC Accounting: 7000-		-411600-649			
4	CC-1593	11/26/24 PROGRAM SUPPLIES	26.46			7000 202200			101000
		MICHAELS STORE #4818		CC Accounting: 7000-		-411600-649			
5	CC-1593	11/27/24 BOOK REFUND	-14.96			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
6	CC-1593	11/30/24 META - PROGRAM ADVERTISING	68.91			7000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 7000-		-411600-689			
		Total for Vendor:	169.50						
122385	E	3162 VISA LIBRARY #2	1,656.27						
1	CC-1594	11/04/24 PLASTIC CHUBBY BRUSHES	19.86			7000 202200			101000
		DISCOUNT SCHOOL SUPPLY		CC Accounting: 7000-		-411600-649			
2	CC-1594	11/15/24 PURE WATER	199.00			7000 202200			101000
		WATER MACHINE RENTALS & FILTER CHANGE		CC Accounting: 7000-		-411600-410			
		MISC CLAIM VENDOR							
3	CC-1594	11/21/24 MAILERLITE	876.36			7000 202200			101000
		ANNUAL SUBSCRIPTION 11/21/2024 - 11/21/2024		CC Accounting: 7000-		-411600-689			
		MISC CLAIM VENDOR							
4	CC-1594	11/26/24 SHIP RUEBELLA DISPLAY	219.16			7000 202200			101000
		THE UPS STORE #5998		CC Accounting: 7000-		-411600-649			
5	CC-1594	11/27/24 ANNUAL SUBSCRIPTION	341.89			7000 202200			101000
		11/27/24 - 11/27/25		CC Accounting: 7000-		-411600-663			
		FORUM COMMUNICATIONS							
		Total for Vendor:	1,656.27						
122387	E	4576 VISA LIBRARY #3	1,499.11						
1	CC-1595	11/03/24 PROGRAM SUPPLIES	51.42			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
2	CC-1595	11/03/24 BOOKS	8.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			

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3	CC-1595	11/03/24 AUDIO VISUAL	16.51			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-664			
4	CC-1595	11/15/24 LEAD LOCAL PROGRAM	481.56			7000 202200			101000
	JIMMY JOHN'S - JJ3292			CC Accounting: 7000-		-411600-649			
5	CC-1595	11/17/24 TAPE; RUBBER BANDS	30.83			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
6	CC-1595	11/17/24 AUDIO VISUAL	56.71			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-664			
7	CC-1595	11/17/24 BOOKS	64.92			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-662			
8	CC-1595	11/19/24 BOOKS	5.16			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-662			
9	CC-1595	11/19/24 SP RELISH LONDON	28.26			7000 202200			101000
	PUZZLES			CC Accounting: 7000-		-411600-649			
	MISC CLAIM VENDOR								
10	CC-1595	11/25/24 BOOK	9.27			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-662			
11	CC-1595	11/25/24 BUTCHER PAPER DISPENSER	451.99			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
12	CC-1595	11/26/24 PROGRAM SUPPLIES	181.22			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-649			
13	CC-1595	11/26/24 SNOW BRUSH AND SCRAPER	10.39			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
14	CC-1595	11/26/24 CHARGING CABLE;HDMI CABLE;USB	26.97			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-497			
15	CC-1595	11/29/24 OFFICE SUPPLIES	62.92			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-410			
16	CC-1595	11/29/24 BOOK	11.99			7000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 7000-		-411600-662			
Total for Vendor:			1,499.11						
122225	E	2438 VISA PLANNING	708.02						
	Dec statement for Nov transactions								
1	CC-1586	11/15/24 J&L Sports	421.00			1000 202200			101000
	credit card error			CC Accounting: 1000-		-418000-422			
	J & L SPORTS								
2	CC-1586	11/15/24 J&L Sports	-421.00			1000 202200			101000
	credit card error			CC Accounting: 1000-		-418000-422			
	J & L SPORTS								

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3	CC-1586 11/15/24	J&L Sports clothing order & embroiidery for inspections staff J & L SPORTS	425.11			1000 202200 -418000-422			101000
4	CC-1586 11/21/24	Column 12th Ave Industrial Add notice COLUMN SOFTWARE PBC	45.60			1000 202200 -418000-668			101000
5	CC-1586 11/21/24	Column Hope Lutehran Church Add notice COLUMN SOFTWARE PBC	66.88			1000 202200 -418000-668			101000
6	CC-1586 11/22/24	Hornbachers cupcakes for L. McGillivray last day HORNBAACHERS	20.48			1000 202200 -418000-410			101000
7	CC-1586 11/27/24	Planetizen Sr. Planner job posting MISC CLAIM VENDOR	149.95			1000 202200 -418000-399			101000
Total for Vendor:			708.02						
122210	E 2435	VISA POLICE #1	1,446.95						
1	CC-1578 11/22/24	mcfee - reg miles orth MISC CLAIM VENDOR	997.00			1000 202200 -421000-340			101000
2	CC-1578 12/01/24	invest. external usb BEST BUY BUSINESS ADVANTAGE ACCOUNT	449.95			1000 202200 -421000-497			101000
Total for Vendor:			1,446.95						
122211	E 3233	VISA POLICE #2	1,016.99						
1	CC-1579 11/05/24	bakery for swearing in HORNBAACHERS	102.71			1000 202200 -421000-375			101000
2	CC-1579 11/26/24	kitchen & cleaning supplies COSTCO WHOLESALE #1119	552.50			1000 202200 -421000-420			101000
3	CC-1579 11/27/24	forensic source - versa cones MISC CLAIM VENDOR	121.74			1000 202200 -421000-365			101000
4	CC-1579 11/28/24	blood ID kit TRI-TECH FORENSICS, INC	72.13			1000 202200 -421000-365			101000
5	CC-1579 11/26/24	batteries COSTCO WHOLESALE #1119	167.91			1000 202200 -421000-641			101000
Total for Vendor:			1,016.99						

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122212	E	3234 VISA POLICE #3	677.74						
1	CC-1580	11/04/24 EVOC/PIT training - luggage	35.00			1000 202200			101000
	DELTA AIR			CC Accounting: 1000-		-421000-340			
2	CC-1580	11/10/24 guranand- EVOC/PIT - fuel	42.30			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1580	11/10/24 kamilchu- EVOC/PIT - fuel	39.64			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1580	11/11/24 EVOP/PIT Training - luggage	35.00			1000 202200			101000
	DELTA AIR			CC Accounting: 1000-		-421000-340			
5	CC-1580	11/13/24 holiday card stamps	323.75			1000 202200			101000
	USPS.COM / STAMP FULFILLMENT SERVICES			CC Accounting: 1000-		-421000-661			
6	CC-1580	11/14/24 EVOC/PIT training - car renta	202.05			1000 202200			101000
	SIXT.COM			CC Accounting: 1000-		-421000-340			
		Total for Vendor:	677.74						
122213	E	3244 VISA POLICE #4	961.45						
1	CC-1581	11/11/24 IA training cruff - fuel	37.84			1000 202200			101000
	HOLIDAY STATIONSTORES #2746177			CC Accounting: 1000-		-421000-340			
2	CC-1581	11/17/24 KWIK-IA training - fuel	44.62			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
3	CC-1581	11/17/24 HiltonIA training-lodging cru	829.00			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
4	CC-1581	11/21/24 k9 thor - mat	49.99			1000 202200			101000
	FLEET FARM			CC Accounting: 1000-		-421000-915			
		Total for Vendor:	961.45						
122214	E	4300 VISA POLICE #5	18.84						
1	CC-1582	11/05/24 power systems - credit	-22.88			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
2	CC-1582	11/15/24 ND POST	41.72			1000 202200			101000
	SHELL			CC Accounting: 1000-		-421000-340			
		Total for Vendor:	18.84						

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122215	E	4301 VISA POLICE #6	168.25						
1	CC-1583	11/05/24 wellness conf-dura ground tra	86.25			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-421000-340			
2	CC-1583	11/06/24 wellness conf-airport parking	72.00			1000 202200			101000
		HECTOR INTERNATIONAL AIRPORT		CC Accounting: 1000-		-421000-340			
3	CC-1583	11/14/24 drone FAA lic. renewal	10.00			1000 202200			101000
		FEDERAL AVIATION ADMINISTRATION		CC Accounting: 1000-		-421000-667			
		Total for Vendor:	168.25						
122486	E	2423 VISA PUBLIC WORKS #1	6,064.14						
1	CC-1598	11/04/24 SA - CLOTHING	119.83			6010 202200			101000
		NATIONAL SAFETY COUNCIL		CC Accounting: 6010-		-450200-422			
2	CC-1598	11/06/24 ST - CLOTHING	529.96			1000 202200			101000
		FLEET FARM		CC Accounting: 1000-		-430000-422			
3	CC-1598	11/07/24 A HAGLE - TESTING	51.25			1000 202200			101000
		ND DEPARTMENT OF ENVIRONMENTAL QUALITY		CC Accounting: 1000-		-430000-340			
4	CC-1598	11/07/24 STAMPS	221.55			6020 202200			101000
		USPS		CC Accounting: 6020-		-450000-661			
5	CC-1598	11/08/24 WINTER GLOVES - ST	171.90			1000 202200			101000
		INDUSTRIAL SAFETY, LLC		CC Accounting: 1000-		-430000-639			
6	CC-1598	11/08/24 WINTER GLOVES - WA	171.90			6020 202200			101000
		INDUSTRIAL SAFETY, LLC		CC Accounting: 6020-		-450000-639			
7	CC-1598	11/08/24 WINTER GLOVES - SW	171.90			6025 202200			101000
		INDUSTRIAL SAFETY, LLC		CC Accounting: 6025-		-450000-639			
8	CC-1598	11/08/24 WINTER GLOVES - BG	171.90			1000 202200			101000
		INDUSTRIAL SAFETY, LLC		CC Accounting: 1000-		-455000-639			
9	CC-1598	11/08/24 DJ - COVERALLS	124.99			6025 202200			101000
		FLEET FARM		CC Accounting: 6025-		-450000-422			
10	CC-1598	11/08/24 SNOWSTAKES	1,136.44			1000 202200			101000
		DISCOUNT SNOW STAKES		CC Accounting: 1000-		-430000-377			
11	CC-1598	11/08/24 M KNODEL - GROUND CORE	125.00			6020 202200			101000
		NDSU EXTENSION PESTICIDE PROGRAM		CC Accounting: 6020-		-450000-340			
12	CC-1598	11/12/24 Z PAINTNER - TRAINING	75.00			1000 202200			101000
		NRASP		CC Accounting: 1000-		-450000-340			
		MISC CLAIM VENDOR							
13	CC-1598	11/15/24 TOOLS	108.95			1000 202200			101000
		HARBOR FREIGHT TOOLS		CC Accounting: 1000-		-455000-433			

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14	CC-1598 11/19/24	SM22 GENERATOR REPAIR	1,640.80			6025 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 6025-		-450000-826			
15	CC-1598 11/21/24	FORESTRY	352.05			2210 202200			101000
		SHERRILLTREE		CC Accounting: 2210-		-428000-641			
16	CC-1598 11/21/24	MIDWESTERN ELEC SEMINAR	205.00			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-430000-340			
17	CC-1598 11/22/24	FORESTRY	533.83			2210 202200			101000
		SHERRILLTREE		CC Accounting: 2210-		-428000-641			
18	CC-1598 11/28/24	E WILM PANTS	129.58			1000 202200			101000
		CARHARTT		CC Accounting: 1000-		-455000-422			
19	CC-1598 11/28/24	D JOHN	31.91			1000 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 1000-		-450000-490			
20	CC-1598 11/30/24	TAX REIMBURSEMENT	-9.60			1000 202200			101000
		CARHARTT		CC Accounting: 1000-		-455000-422			
		Total for Vendor:	6,064.14						
122487	E 4256 VISA PUBLIC WORKS #2		6,642.09						
1	CC-1599 11/15/24	PRESSURE TRANSDUCERS	6,642.09			6025 202200			101000
		TRANSDUCERS DIRECT LLC		CC Accounting: 6025-		-450000-825			
		Total for Vendor:	6,642.09						
122416	1346 VISTO'S TRAILER SALES		38.91						
1	138467 12/11/24	251 DOCUMENT HOLDER	38.91			6020 450000	427		101000
		Total for Vendor:	38.91						
122352	544 WALLWORK TRUCK CENTER		906.58						
1	109S146660 11/29/24	3074 PARAMETER SET	510.00			1000 430000	870		101000
2	01P550735 12/05/24	FUEL FILTER	297.84			6020 450000	427		101000
3	114805 11/08/24	PARTS RET	-61.24			6010 450200	427		101000
4	01P551132 12/06/24	7048 FILTER	159.98			6010 450200	427		101000
122419	544 WALLWORK TRUCK CENTER		761.84						
1	01P552563 12/11/24	FUEL FILTER	392.20			6010 450200	427		101000
2	01P552557 12/11/24	FILTERS/CARTIDGE/LIGHT	369.64			6010 450200	427		101000
		Total for Vendor:	1,668.42						

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122205		576 WALMART COMMUNITY CARD	27.64						
1	054911	11/29/24 kitchen dish soap	27.64			1000 421000	420		101000
		Total for Vendor:	27.64						
122407		999999 WASHINGTON STATE PATROL BUDGET &	3,152.56						
1	T2500031	12/12/24 WA patrol - reg for 2 EVOC	3,152.56			1000 421000	340		101000
		Total for Vendor:	3,152.56						
122466		566 WEST FARGO PARK DISTRICT	82,616.73						
March		2023 specials payments missed							
1	03/31/23	Project 02-2238	48,229.35			3387 318000			101000
2	03/31/23	Project 02-2243	2,422.07			3393 318000			101000
3	03/31/23	Project 02-2251	6,444.87			3393 318000			101000
4	03/31/23	Project 06-2021-1&2	25,520.44			3394 318000			101000
		Total for Vendor:	82,616.73						
122318		2184 WEST SIDE STEEL	77.89						
1	10967	12/04/24 FLAT BAR	77.89			6025 450000	825		101000
122366		2184 WEST SIDE STEEL	39.81						
1	10980	12/05/24 steel for training targets	39.81			1000 421000	987		101000
122439		2184 WEST SIDE STEEL	56.10						
1	10993	12/09/24 SHEET METAL	56.10			6010 450200	914		101000
		Total for Vendor:	173.80						
122490	115142S	3549 WEX	2,692.05						
1	12/13/24	Med FSA - 12/13/24 payroll	116.67			1000 212530			101000
2	12/13/24	Dep FSA - 12/13/24 payroll	2,575.38			1000 212523			101000
		Total for Vendor:	2,692.05						
122492	-98862E	4676 WEX ELECTRONIC BIWEEKLY	34,011.67						
12.13.24		payroll							
1	12/13/24	HSA Contributions - ER	11,095.44			1000 212530			101000
2	12/13/24	HSA Contributions - EE	22,916.23			1000 212530			101000
		Total for Vendor:	34,011.67						

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122245	C	807 WEX HEALTH, INC	867.25						
1	0002042242	10/31/24 COBRA/FSA/HSA - Oct	867.25			1000 414103	307		101000
122363	C	807 WEX HEALTH, INC	871.25						
1	0002059368	11/30/24 COBRA/FSA/HSA - Nov	871.25			1000 414103	307		101000
		Total for Vendor:	1,738.50						
122232		569 WF ANIMAL HOSPITAL	102.13						
1	290818	11/30/24 k9 Jazz - medical	102.13			1000 421000	915		101000
122297		569 WF ANIMAL HOSPITAL	3,574.00						
1	290779	11/30/24 Nov 2024 pound fee	3,574.00			1000 421000	396		101000
		Total for Vendor:	3,676.13						
122273		338 XCEL ENERGY	12,857.48						
1	905141884	12/03/24 LIFT STATIONS	9,029.91			6025 450000	527		101000
2	905141884	12/03/24 WT4	125.31			6020 450000	527		101000
3	905141884	12/03/24 810 12TH AVE NW	3,397.14			6020 450000	527		101000
4	905141884	12/03/24 SHEYENNE PLAZA TV	210.42			2310 452120	527		101000
5	905141884	12/03/24 ST LIGHT FEED POINT	82.56			1000 430002	527		101000
6	905141884	12/03/24 FIRE & CIVIL DEF SIREN	12.14			1000 430002	527		101000
122274		338 XCEL ENERGY	17,967.36						
1	905147750	12/03/24 800 4TH AVE E	7,904.55			1000 415000	527		101000
2	905142740	12/03/24 800 4TH AVE E	670.39			1000 415000	527		101000
3	905004822	12/02/24 800 4TH AVE E	8,836.63			1000 415000	527		101000
4	905036023	12/02/24 3150 SHEYENNE ST - THE LIGH	143.98			2310 452120	527		101000
5	905021014	12/02/24 3050 SHEYENNE ST - THE LIGH	295.88			2310 452120	527		101000
6	905234474	12/03/24 735 7TH AVE NW	115.93			1000 430002	527		101000
122275		338 XCEL ENERGY	1,844.10						
1	904580781	11/26/24 STREET LIGHT FEED POINTS	1,478.99			1000 430002	527		101000
2	904580781	11/26/24 810 12TH AVE NW	365.11			6020 450000	527		101000

12/13/24
14:16:42

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 11/29/24 to 12/13/24

Page: 52 of 52
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
122463		338 XCEL ENERGY	4,109.44						
1	905571866	12/05/24 FD November Utilities	4,109.44			2060 415200	527		101000
		Total for Vendor:	36,778.38						
122426		3848 XCEL ENERGY (DAMAGE CLAIM)	1,490.89						
1	111775097	10/07/24 DAMAGE TO UG MAIN	1,490.89			6020 450000	322		101000
		Total for Vendor:	1,490.89						
122306		582 ZEP MANUFACTURING	4,727.18						
1	9010562147	12/03/24 CLEANING SUPPLIES	4,727.18			6020 450000	500		101000
		Total for Vendor:	4,727.18						
		# of Claims 303	Total: 2720,964.92		# of Vendors 179				
			Total Electronic Claims 837,677.31						
			Total Non-Electronic Claims 1883287.61						

** 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: Dan Hanson, City Engineer

Date: December 16, 2024

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

Action: Approve Relinquishment of Rights to Private Services

New Information and Recommendation:

In the Sandhills 6th Addition and 8th Addition exists an easement that was for a water line that used to come out of the existing well house and service several properties.

The water line has recently with the Sandhills 6th Addition project been capped and is no longer servicing those properties. New easements and watermain from existing city mains have been connected to and stubbed out to these properties, thereby taking away the need for the easement that bisects these properties.

By completing this action, it allows the development to build out without having to work around the easement.

The following documents are attached for review/consideration:

- Project Area Exhibit.
- Relinquishment of Rights to Private Services.

Staff Recommendation: Approve Easement on Lot 1, Block 2 of Sandhills 3rd Addition.

Financial Analysis:

There are no costs associated with the Relinquishment of Rights to Private Services.

Previously Presented Information and Commission Actions:

June 3, 2024-

- **Staff Recommendation:** Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed.
- **Commission Action:** Commissioner Simmons moved, and Commissioner Olson seconded to approve. Commissioner George was absent and not voting. No opposition, motion carried.

May 6, 2024 –

- **Staff Recommendation:** Accept Bid and Award Contract to Dakota Underground Company for their bid amount of \$4,203,889.13.
- **Commission Action:** Commissioner Olson moved, and Commissioner Simmons seconded to approve. No opposition, motion carried.

April 1, 2024-

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

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

December 18, 2023-

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

November 6, 2023-

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

October 16, 2023 –

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

July 10, 2023 -

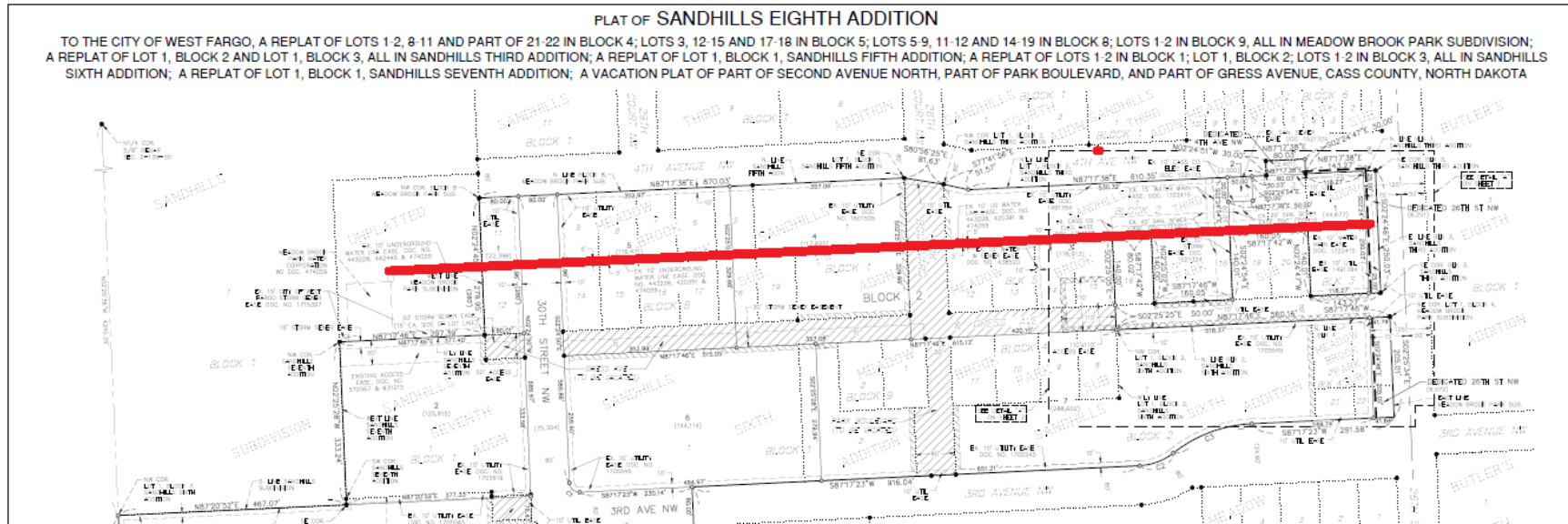
- **Staff Recommendation:** Create Improvement District No. 1345, Approve Engineer's Report; Direct Engineer to prepare both a Task Order for "Basic Services" along with Plans and Specifications; and Approve Resolution of Necessity.
- **Commission Actions:** Commissioner Simmons moved, and Commissioner Olson seconded. Commissioner George opposed; motion carried on a 4:1 vote.

May 1, 2023 –

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

Sandhills 8th Addition Plat (Excerpt)

Red line indicates easement to be vacated/relinquished.



RELINQUISHMENT OF RIGHTS

THIS RELINQUISHMENT OF RIGHTS (the “Relinquishment”) is made effective as of the 13th day of December, 2024, by the undersigned.

RECITALS

A. The City of West Fargo, North Dakota, a North Dakota municipal corporation and political subdivision (“City”), is the owner of real property located in Cass County, North Dakota, more particularly described on Exhibit A (the “City Property”).

B. Ocho Indy, LLC, a North Dakota limited liability company (“Ocho”), is the owner of real property located in Cass County, North Dakota, more particularly described on Exhibit B (the “Ocho Property”).

C. RJR, LLC, a North Dakota limited liability company (“RJR”), is the owner of real property located in Cass County, North Dakota, more particularly described on Exhibit C (the “RJR Property”).

D. Sherry Sheppard, a single person (“Sheppard”), is the owner of Lot 19, Block 5, Meadow Brook Park Subdivision, Cass County, North Dakota (the “Sheppard Property”).

E. Ryan Boutain, a single person (“Boutain”), is the owner of Lot 16, Block 5, Meadow Brook Park Subdivision, Cass County, North Dakota (the “Boutain Property”).

F. City, Ocho, RJR, Sheppard and Boutain are, individually, referred to as an “Owner”, and, collectively, are referred to as the “Owners”; the City Property, the Ocho Property, the RJR Property, the Sheppard Property and the Boutain Property are, individually, referred to as a “Property” and, collectively, are referred to herein as the “Properties”.

G. Some or all of the Properties were served by private water and/or sewer systems and services (collectively, the “Private Services”) referenced in the following instruments (collectively, the “Instruments”), all recorded in the office of the Cass County, North Dakota Recorder: Easement recorded in Book U-4 of Misc., Page 459, as Doc. No. 420391; Warranty Deed recorded in Book 348 of Deeds, Page 143, as Doc. No. 438520; and Trust Deed recorded in Book 353 of Deeds, Page 165, as Doc. No. 443228.

H. The Properties are now served by municipal sewer and water services and the Owners wish to relinquish any and all rights they have in and to the Private Services and any and all rights they have under the Instruments.

AGREEMENTS

In consideration of the Recitals, the following mutual agreements and other good and valuable consideration, the receipt and sufficiency of which all Owners acknowledge, each Owner agrees as follows:

1. Its Property is no longer served by the Private Services and its Property is now served by municipal sewer and water services.

2. The Private Services are of no benefit to its Property and it forever relinquishes any and all rights it has to use or access the Private Services.

3. It relinquishes any and all rights it has or that may be appurtenant to its Property pursuant to the Instruments.

4. This Relinquishment may be executed in any number of counterparts, all of which taken together shall constitute one, complete Relinquishment. A copy of this Relinquishment delivered as or by .pdf, facsimile or other electronic means containing a party's signature shall be deemed such party's original, binding signature.

IN WITNESS WHEREOF, the Owners have caused this Relinquishment to be executed as of the date first above written.

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

CITY OF WEST FARGO

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

By: _____
Dustin Scott, City Auditor

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

This record was acknowledged before me this _____ day of _____, 2024, by
Bernie L. Dardis and Dustin Scott, the President of the Board of City Commissioners and City
Auditor, respectively, of and on behalf of the City of West Fargo, North Dakota.

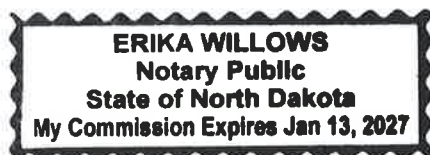
Notary Public

By: BAM Holdings, LLP, its Manager

By:

[illegible]

The foregoing instrument was acknowledged before me this 27th day of November, 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.



Trisha Willows
Notary Public

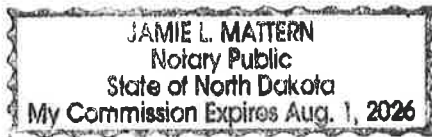
RJR LLC,
a North Dakota limited liability company

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 November 27th, 2024, by Ryan Restad, President of RJR LLC, a North Dakota limited liability company, for and on behalf of the company.

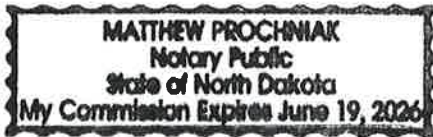

Notary Public



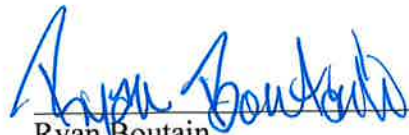
Sherry Sheppard
Sherry Sheppard

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this 10TH day of December, 2024,
by Sherry Sheppard, a single person.



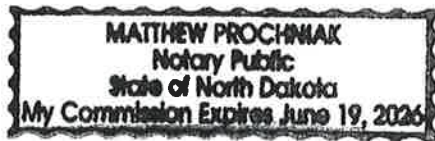
[Signature]
Notary Public



Ryan Boutain

STATE OF NORTH DAKOTA)
) ss
COUNTY OF CASS)

The foregoing instrument was acknowledged before me this 10TH day of December, 2024,
by Ryan Boutain, a single person.





Notary Public

EXHIBIT A
CITY PROPERTY

Lot 5, Block 3, Sandhills Sixth Addition to the City of West Fargo, Cass County, North Dakota.

AND

Lots 2 and 7, Block 2, Sandhills Eighth Addition to the City of West Fargo, Cass County, North Dakota.

EXHIBIT B
OCHO PROPERTY

Lots 3 and 4, Block 3, Sandhills Sixth Addition to the City of West Fargo, Cass County, North Dakota.

AND

Lots 1, 3 and 4, Block 1; and Lots 1, 3, 5 and 6, Block 2; all in Sandhills Eighth Addition to the City of West Fargo, Cass County, North Dakota.

EXHIBIT C
RJR PROPERTY

Lot 2, Block 1; and Lot 4, Block 2; all in Sandhills Eighth Addition to the City of West Fargo,
Cass County, North Dakota.



"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: Dan Hanson, City Engineer

Date: December 16, 2024

Subject: FM MetroCOG - Metropolitan Transportation Plan

Action: Adopt Resolution of Support

New Information and Recommendation:

Recently West Fargo staff has been working with MetroCOG and other stakeholders to assist in creating the Fargo Moorhead Area Metropolitan Transportation Plan, Metro 2050. This document is a planning document listing project needs throughout the Fargo-Moorhead area that is used to identify projects to potentially be partially paid for via several funding opportunities that MetroCOG administers.

Each stakeholder, including West Fargo needs to adopt this plan to be a part of the process for securing future funding on projects within the City of West Fargo.

For reference, these funds have been used towards current projects such as the reconstruction of 9th Street NE and the Rivers Bend Multi Use path and pedestrian bridge that are both currently in design.

The following documents are attached for review/consideration:

- Associated Resolution

Staff Recommendation: Adopt Resolution of Support for the FM Area Metropolitan Transportation Plan, Metro 2050

Policy Analysis:

Given the rising costs of projects, it is imperative that West Fargo remains a stakeholder in MetroCOG's process to assist in gaining access to additional funding that can be utilized to construct projects necessary to support the city's transportation system.

Previously Presented Information and Commission Actions:

None

Resolution

Whereas, the West Fargo Commission is the duly elected governing body for the City of West Fargo and is responsible for the planning and development of a safe and functional transportation system;

Whereas, the Fargo Moorhead Metropolitan Council of Governments (Metro COG), is the Metropolitan Planning Organization (MPO) designated by the Governors of North Dakota and Minnesota to maintain the metropolitan area's transportation planning process in accordance with federal regulations;

Whereas, Metro COG has undertaken the task of updating its Metropolitan Transportation Plan (MTP), Metro Grow, which is a vital element of this planning process, and which documents transportation projects' eligibility for future federal funding;

Whereas, the metropolitan transportation planning process was guided by the Metropolitan Transportation Technical Committee (TTC) composed of a wide cross-section of local multimodal technical experts including engineers, planners, transit directors, and state and federal transportation officials;

Whereas, public and private organizations representing numerous transportation interests, as well as groups and individuals from socially disadvantaged groups were invited, encouraged, and involved in the Plan's preparation, in full compliance with Metro COG's Public Participation Plan;

Whereas, Metro 2050: Transportation Moving Ahead, which covers the time horizon of 2024 to 2050 was prepared using an extensive intermodal planning process;

Whereas, Metro 2050: Transportation Moving Ahead provides a comprehensive, coordinated program of projects and strategies that will improve the urban and extraterritorial transportation system of the Fargo Moorhead metropolitan area;

Now, Therefore Be It Resolved, that the City of West Fargo does hereby adopt the Fargo Moorhead Area Metropolitan Transportation Plan, Metro 2050: Transportation Moving Ahead, and agrees to use it as a tool to implement metropolitan transportation goals and objectives, which will complement overall development of the metropolitan transportation system.;

Approved and adopted this _____ day of _____, 2024 Anno Domini

Attest:

By:

Dustin Scott, City Administrator

Bernie Dardis, Commission President



"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: Dan Hanson, City Engineer

Date: December 16, 2024

Subject: Improvement District No. 2265 - MOU with City of Fargo for 7th
Avenue N Reconstruction

Action: Approve MOU with City of Fargo

New Information and Recommendation:

Part of the ongoing Imp. Dist. No. 2265 project where the city is planning on reconstructing 9th Street NE and 7th Avenue NE includes the reconstruction of approximately 1,300 LF of 7th Ave NE located within the City of Fargo as well as to construct a multi-use path and utilities along this stretch of roadway.

As with many other projects in the past where there are improvements that provide mutual benefit, a Memorandum of Understanding (MOU) is put in to place for each city to pay for the costs of the improvements that will be owned, operated and maintained in the future by them.

This MOU has been reviewed by legal staff of both city's and identifies that the City of Fargo will be responsible for 100% of the costs of the portion of the project along 7th Avenue that are located within their city limits.

The following documents are attached for review/consideration:

- MOU between the city of West Fargo and Fargo detailing the cost share of the project between the two entities.

Staff Recommendation: Approve MOU with the City of Fargo for 7th Avenue N Reconstruction

Background and Project Summary:

This project is currently under design and is scheduled to be bid in the fall of 2025 and constructed in the 2026 construction season.

Policy Analysis:

By including the Fargo portion of this project, it allowed West Fargo when submitting for grant opportunities to state that it will provide connectivity throughout the 7th Avenue corridor for urbanization of the roadway including pedestrian facilities.

Financial Analysis:

This MOU details the City of Fargo's share of the costs of design and construction of 7th Avenue NE within the City of Fargo to be paid 100% by Fargo.

Previously Presented Information and Commission Actions:

August 5, 2024 -

- **Staff Recommendation:** Approve Task Order No. 3-5 for design services.
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

June 5, 2023 –

- **Staff Recommendation:** Approve DCE Submittal with DCE decision Page decisions made by the Commission.
- **Commission Action:** **1.** Commissioner Olson moved and Commissioner George to concur with the project concepts as proposed. **2.** Commissioner George moved, and Commissioner Olson seconded to proceed with Alternative B – Three Lane Urban Corridor. **3.** Commissioner Olson moved, and Commissioner George seconded to optional work item 1 – frontage road north of 7th Ave NE. No opposition to the above actions, motion carried.

May 1, 2023 –

- **Staff Recommendation:** Approve Task Order No. 3-3 for Basic Services.
- **Commission Action:** Commissioner Simmons moved, and Commissioner George seconded to approve. No opposition, motion carried.

August 1, 2022-

- **Staff Recommendation:** Approve Phase II Contract with Houston Engineering
- **Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

April 18, 2022-

- **Staff Recommendation:** Approve the Task Order No. 3 (Phase I Scoping)
- **City Commission Action:** Commissioner Gjerdevig moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

Feb 22, 2022-

- **Staff Recommendation:** Authorize RFP to be published for Project No. 2265
- **City Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

Dec 7, 2020-

City Commission authorized grant application

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made and entered into this _____ day of _____, 2024 (the “Effective Date”), by and between the city of Fargo, North Dakota, a municipal corporation (hereinafter referred to as “Fargo”), and the city of West Fargo, North Dakota, a municipal corporation (hereinafter referred to as “West Fargo”) (collectively, the “Parties”).

WHEREAS, West Fargo will be constructing improvements along 9th Street NE and 7th Avenue NE, north of Main Avenue and west of 45th Street N, which has become a main thoroughfare that borders the boundary lines of both cities; and

WHEREAS, both Fargo and West Fargo have an interest in the improvements to the roadway on 7th Avenue as it is located within both cities’ limits; and

WHEREAS, Fargo and West Fargo agree that coordination of the two entities’ construction efforts will foster efficiency and will likely result in cost savings for both cities; and

WHEREAS, the Parties have agreed on a cost-sharing basis for this project and wish to commit their agreement to writing.

NOW, THEREFORE, it is hereby agreed upon between the Parties as follows:

1. **Purpose.** This MOU is made pursuant to N.D.C.C. § 54-40-1(1), which authorizes the joint and cooperative exercise of power common to the contracting parties. The intent of this MOU is to increase efficiencies with respect to the bidding, contracting, and construction oversight of the Project, and to prevent delays with respect to the scheduling of work for the Project. This MOU does not create a separate political subdivision.
2. **Term.** The term of this MOU is for five (5) years beginning on the Effective Date of this MOU and ending _____ 1, 20____ (hereinafter the “Original Term”).
3. **The Project.** As part of a larger street reconstruction project adjacent to Fargo, West Fargo will be reconstructing 7th Avenue NE, east of 9th Street NE in West Fargo. The Parties agree that West Fargo will also reconstruct that part of the 7th Avenue N roadway located within Fargo city limits, from the city limit border to a point approximately 1,300 feet west of 45th Street N, and West Fargo will construct a pedestrian path along 7th Avenue N from the city limit border to 45th Street N (the “Project”) (The approximate Project area is shown on the attached **Exhibit A**). Fargo will reimburse West Fargo for the Project as described in this MOU.
4. **Lead on the Project.** West Fargo will take the lead on the Project and complete all design, bidding, construction management, and Project closeout.
5. **Cost Share.** Historically, shared Fargo/West Fargo projects have had a centerline in common, with one city on one side, and the other city on the other side. This project does not share a centerline. This is a mile long project with the west half of the project 100% in West Fargo, and the east half of the project 100% in Fargo. West Fargo has procured the services of a civil engineering consulting firm to complete preliminary and final design, environmental clearance, and construction administration services. West Fargo will be responsible for

administering their contract with the engineering consulting firm. West Fargo will invoice Fargo for engineering, administration, legal, and miscellaneous expenses for the east half of the Project. Costs for engineering and administration will be a fixed 14% of construction low bid price, while costs for legal and miscellaneous expenses will be tracked and invoiced based on actual costs. For purposes of this MOU, costs for legal and miscellaneous expenses will be estimated at 3% of construction low bid price. The current construction cost estimate of the Project is estimated to be \$3,556,567, which includes 25% contingency and right of way acquisition costs. Fargo will remit payment to West Fargo within thirty (30) calendar days of receiving an invoice from West Fargo or as otherwise agreed upon by the Parties.

6. Special Assessments and Bonding. Each city shall be responsible for their own costs incurred in creating a special assessment district and bonding related to the Project.
7. Maintenance. Upon completion of the Project, it is agreed that Fargo will be responsible for all future maintenance of the Project, except any work that is under the warranty of a contractor of the Project. West Fargo will oversee any warranty work if such work is necessary, and will notify and coordinate such work with Fargo.
8. Cooperation. The Parties will cooperate regarding any obligations to obtain necessary permits, licenses, registrations, and approvals from all applicable federal, state, and other applicable government entities regarding the Project. The Parties will execute other reasonable documents and agreements as necessary to accomplish the objectives of this MOU. To the extent necessary, each Party will grant to the other Party any and all necessary easements to enable the other Party to fulfil its obligations under the terms of this MOU.
9. Release and Waiver. In consideration of the mutual promises of the Parties and to the fullest extent permitted by law, each Party assumes all risk of personal injury or death and property damage or loss from whatever causes arising while that Party, its agents, employees or designees are conducting work pursuant to this MOU and each Party releases the other Party, its officers, employees, agents or designees relating to or arising out of that Party's agents, employees or designees work pursuant to this MOU, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at law or in equity, from the beginning of time, and each Party understands and acknowledges the significance of such release and waiver and hereby assumes full responsibility for any injuries, damages or losses that it may incur as a result of its execution of this MOU.
10. Notice. Any notice or election required or permitted to be given or served by any Party to this MOU upon any other will be deemed given or served in accordance with the provisions of this MOU if said notice or election is (a) delivered personally, or (b) mailed by United States certified mail, return receipt requested, postage prepaid, and in any case properly addressed as follows:

If to Fargo:	City of Fargo
	Attn: City Auditor
	Fargo City Hall
	225 Fourth Street North
	Fargo, ND 58102

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

Each such mailed notice or communication will be deemed to have been given on the date the same is deposited in the United States mail. Each such delivered notice or communication will be deemed to have been given upon the delivery. Any Party may change its address for service of notice in the manner specified in this MOU.

11. Time of the Essence. Time is of the essence of each provision of this entire MOU and of all the conditions thereof.
12. Entire Agreement. This MOU constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements between the Parties with respect to the matters contained herein. It is expressly agreed that there are no verbal understandings or agreements which in any way change the terms, covenants and conditions set forth herein, and that no modification of this MOU and no waiver of any of its terms and conditions will be effective unless in writing and duly executed by the Parties.
13. Amendments. No amendment, modification, or waiver of any condition, provision or term will 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.
14. No Forbearance. The failure or delay of any Party to insist on the performance of any of the terms of this MOU, or the waiver of any breach of any of the terms of this MOU, will not be construed as a waiver of those terms, and those terms will continue and remain in full force and effect as if no forbearance or waiver had occurred and will not affect the validity of this MOU, or the right to enforce each and every term of this MOU.
15. Remedies. Except as expressly and specifically stated otherwise, nothing herein will limit the remedies and rights of the Parties under and pursuant to this MOU.
16. Binding Effect. All covenants, agreements, warranties and provisions of this MOU will be binding upon and inure to the benefit of the Parties and their respective representatives, successors and assigns.
17. Governing Law. This MOU has been made and entered into under the laws of the State of North Dakota, and said laws will control its interpretation. Any litigation arising out of this MOU will be venued in State District Court in Cass County, North Dakota, and the Parties waive any objection to venue or personal jurisdiction.
18. Rules of Construction. The Parties acknowledge that they have had the opportunity to review this MOU, and that they have an equal bargaining position in this transaction. No rule of construction that would cause any ambiguity in any provision to be construed against the drafter of this document will be operative against any Party to this MOU.

19. Representation. The Parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this MOU, and agree they have not been influenced by any representations or statements made by any other parties.
20. Headings. Headings in this MOU are for convenience only and will not be used to interpret or construe its provisions.
21. Severability. In the event that any term, part, or provision of this MOU is held to be invalid or unenforceable, all other terms, parts, and provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable term, part, or provision severed from the remainder of this MOU.
22. Execution in Counterparts; Electronic Signatures. This MOU may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page was an original thereof.
23. Effective Date. This MOU becomes effective on the date of the last signature appearing below.

[Signatures contained on the following pages.]

CITY OF FARGO, NORTH DAKOTA

BY: _____
Dr. Timothy J. Mahoney, Mayor

BY: _____
Steven Sprague, City Auditor

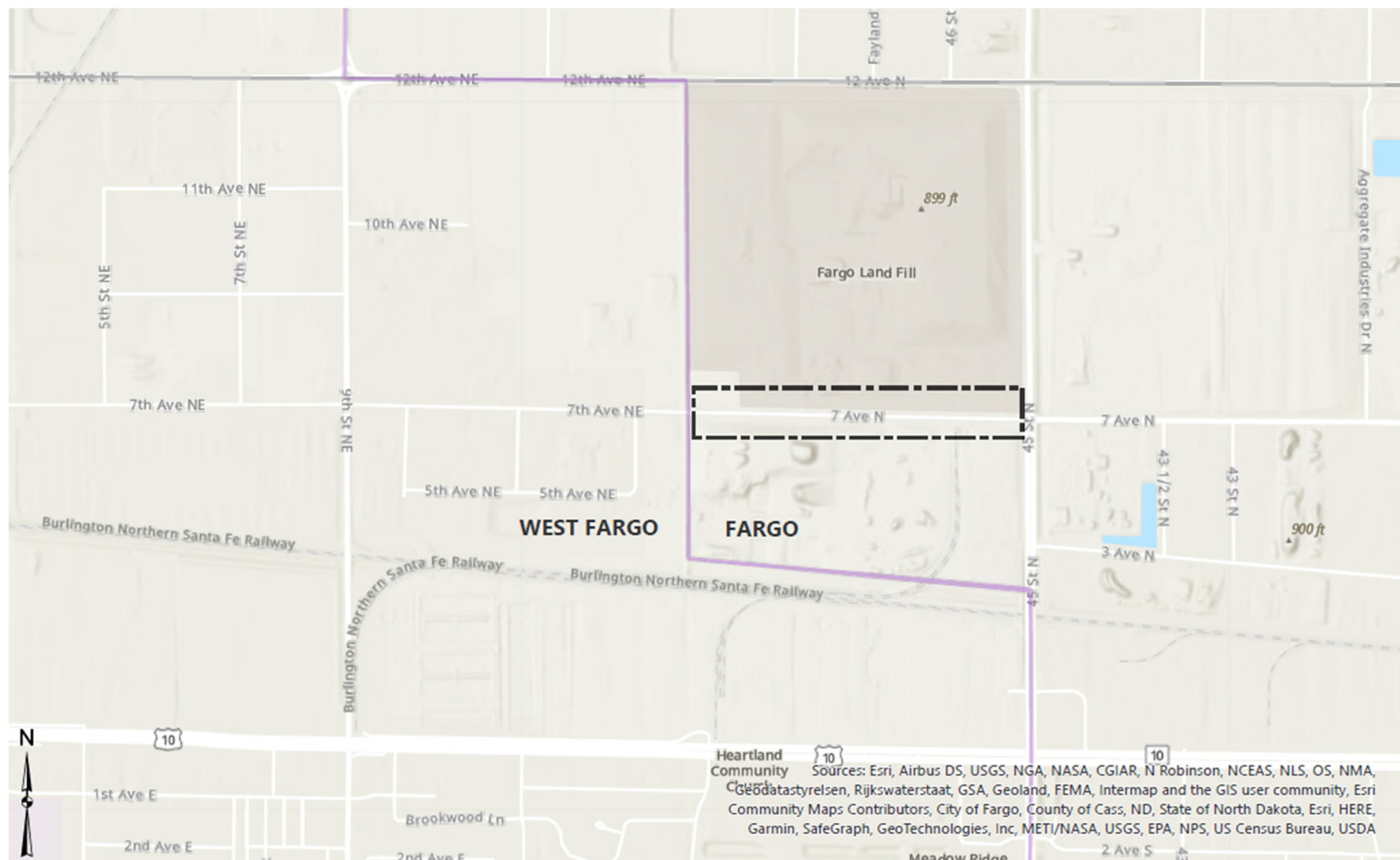
[Signatures continued on the following page.]

CITY OF WEST FARGO, NORTH DAKOTA

BY: _____
Bernie Dardis, President of the Board of City
Commissioners

BY: _____
Dustin Scott, City Administrator

EXHIBIT A



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION MODIFYING WATER
RATE FOR CASS RURAL WATER USERS

WHEREAS, the City of West Fargo (the “City”), pursuant to Section 9-0230 of the Revised Ordinances of 1990 of the City of West Fargo, has established that the minimum service charge for water service shall be in such amounts as set by resolution of the City Commission; and

WHEREAS, the City currently provides water service to Cass Rural Water Users at the rate of \$5.40 per 1,000 residential/commercial user cost; and

WHEREAS, the City now desires to increase the rate charged to Cass Rural Water Users in accordance with Title IX by five percent (5%).

NOW, THEREFORE, be it resolved by the governing body of the City of West Fargo as follows:

1. The rate charged to Cass Rural Water Users for water service is hereby increased by five percent (5%) to \$5.67 per 1,000 residential/commercial user cost.
2. The above-provided rate increase shall be effective as of January 1, 2025.

Dated: December 16, 2024.

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



To: West Fargo City Commission
From: Fire Chief Dan Fuller
Date: December 16th, 2024
Subject: Memorandum of Agreement, Fargo and West Fargo Fire
Action: Approve the MOA with Fargo Fire

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Street, Water and Sewer

Commission Vice President

Brad Olson

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Administration/Finance

Commissioner

Roben Anderson

Primary Portfolio:
Planning, Zoning and Engineering

Secondary Portfolio:
Sanitation

Commissioner

Mark Simmons

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Planning, Zoning and Engineering

Commissioner

Mandy George

Primary Portfolio:
Sanitation

Secondary Portfolio:
Police and Fire

Administration

Dustin Scott, Assistant
City Administrator

Summary and Recommendation:

The proposed MOA is to allow the Fargo Fire Department to deploy a fire truck and crew out of West Fargo Fire HQ while Fargo Station 5 is undergoing renovation. It is my recommendation to approve the MOA.

Policy Analysis:

This is a novel proposal, to allow a neighboring fire department to staff a fire truck and respond from our fire station. The resulting interagency cooperation will only enhance the strong work being accomplished daily and is another step towards operational consolidation.

Financial Analysis:

Fiscal impact is estimated to be negligible, and the station has room for Fargo firefighters to operate out of the building. West Fargo fire operations will not be impacted.

Process/Timeline:

The MOA will go into effect immediately and run through the completion of work at Station 5 or August 31st, 2025.

MEMORANDUM OF AGREEMENT

Between Fargo Fire Department and West Fargo Fire Department

I. Purpose

This Memorandum of Agreement (“MOA”) establishes the terms and conditions under which the Fargo Fire Department (“FFD”) will provide equipment and personnel for placement with the West Fargo Fire Department (“WFFD”) to enhance FFD’s and WFFD’s emergency response capabilities and ensure effective resource allocation for both departments.

II. Scope

This MOA allows for the placement of designated FFD equipment and personnel at WFFD facilities for the purpose of enhancing emergency response.

III. Responsibilities of Fargo Fire Department

1. Personnel and Equipment Placement:

- FFD agrees to provide personnel and equipment to be stationed at WFFD, including but not limited to fire engines, rescue vehicles, specialized apparatus, and trained personnel. The Fire Chiefs of FFD and WFFD will agree upon the FFD personnel and equipment to be stationed at WFFD.
- FFD personnel stationed at WFFD will follow WFFD’s operational procedures unless otherwise specified or during FFD-specific operations.

2. Training and Certification:

- FFD will ensure that all personnel assigned to WFFD are adequately trained, certified, and compliant with applicable federal, state, and local regulations. Except as otherwise provided herein for joint training exercises, FFD is responsible for all costs associated with training and certifying FFD personnel.
- FFD personnel will participate in joint training exercises with WFFD to ensure seamless operational integration.

3. Maintenance of Equipment:

- FFD remains responsible for the maintenance and upkeep of all FFD equipment utilized while operating at the WFFD, including performing regular inspections and addressing necessary repairs or replacement.

4. Insurance and Liability:

- FFD will maintain appropriate insurance coverage for FFD personnel and equipment deployed at WFFD. FFD personnel will be covered by FFD’s workers’ compensation and general liability insurance during the course of operations at WFFD and will remain employees of FFD.

IV. Responsibilities of West Fargo Fire Department

1. Facilities and Resources:

- WFFD will provide necessary space within its fire stations to accommodate FFD personnel and equipment.
- WFFD will ensure that FFD personnel have access to basic station amenities, including sleeping quarters, kitchen facilities, and office space as necessary.
- FFD will be responsible for the condition and upkeep of its equipment. WFFD will report any performance issues of FFD personnel to FFD within a reasonable amount of time following a performance issue.

2. Operational Integration:

- WFFD agrees to integrate FFD personnel and equipment into daily operations as necessary, including emergency response protocols, communication systems, and command structures.
- WFFD will provide FFD personnel with access to relevant dispatch systems and internal communication channels.

3. Safety and Incident Command:

- In the event of a joint emergency response, the Incident Command System (ICS) will be followed, and command roles will be designated based on the situation and pre-established protocols.
- WFFD will ensure the safety of all personnel, including FFD personnel stationed at WFFD facilities.

V. Financial Considerations

1. Cost Sharing:

- FFD and WFFD agree to share the cost of any joint training activities or special projects related to the placement of FFD personnel and equipment at WFFD as mutually agreed upon in writing by the parties prior to such events.
- FFD will pay the salaries and benefits of all FFD personnel stationed in WFFD facilities. FFD will not be responsible for any costs related to WFFD's facilities including but not limited to rent and utilities.
- Unless otherwise specified, FFD will assume responsibility for costs related to the maintenance, fuel, and insurance of its equipment.

2. Reimbursement:

- In the event that an extended deployment of FFD personnel or equipment is required, FFD and WFFD will negotiate any necessary reimbursements for expenses incurred. Extended deployment as utilized in this section means a deployment that is longer than a 12-hour operational period on scene.

VI. Term and Termination

1. Effective Date and Duration:

- This MOA shall take effect on November 18, 2024, and shall remain in effect until August 31, 2025, unless terminated by either party in accordance with the following section.

2. Termination:

- Either party may terminate this MOA with 30 calendar days' advanced written notice to the other party.
- In the event of termination, both departments agree to coordinate the removal of FFD personnel and equipment from WFFD facilities in an orderly and timely manner.

VII. Amendments

This MOA may be amended by mutual written consent of both FFD and WFFD. Any changes shall be documented in writing and signed by authorized representatives of both departments.

VIII. Dispute Resolution

In the event of any disputes arising from this MOA, the Fire Chiefs of FFD and WFFD will meet to resolve the issue in good faith. If a resolution cannot be reached, the matter will be referred to a mutually agreed-upon third party for mediation. The parties will equally split the cost of mediation.

IX. Signatories

This Memorandum of Agreement is signed and entered into on this [Insert Date] by the following authorized representatives:

Fargo Fire Department (FFD):

Name: Steven J. Dirksen

Title: Fire Chief

Date:

West Fargo Fire Department (WFFD):

Name: Daniel Fuller

Title: Fire Chief

Date:

This MOA serves as a commitment to cooperation and mutual support between the Fargo Fire Department and the West Fargo Fire Department in enhancing their collective fire and emergency response capabilities.



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)

☐ Local Permit ☒ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group Friends of Leroy Turner		Dates of Activity (Does not include dates for the sales of tickets) January 4, 2025	
Organization or Group Contact Person Eric Christl	E-mail christleric@yahoo.com	Telephone Number 701-799-1421	
Business Address 6612 55th Ave S	City Fargo	State ND	ZIP Code 58104
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name DoubleTree by Hilton		County Cass	
Site Physical Address 825 E Beaton Drive	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Raffles and Poker on January 4, 2025			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Poker	80% of buy-in	not to exceed \$8000
50/50 Raffle	50% of money from sales	not to exceed \$8000
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Eric Christl	Telephone Number 701-799-1421	E-mail Address christleric@yahoo.com
Signature of Organization Group's Permit Organizer <i>Eric Christl</i>	Title N/A	Date 12/12/2024



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

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

Full, Legal Name of Gaming Organization .

RMEF Nodak, Inc.

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

Name of Location

West Fargo Conference Center

Street 825 E Beaton Dr.	City West Fargo	ZIP Code 58078	County Cass
-----------------------------------	---------------------------	--------------------------	-----------------------

Beginning Date(s) Authorized Feb 8th, 2025	Ending Date(s) Authorized Feb 8th, 2025	Number of Twenty-One tables, if zero, enter "0" 0
--	---	---

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

Ball Room

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

Feb 8th, 2025

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



Year To Date As of November 30, 2024

Prepared:

12/13/2024

12/13/2024

Completed By:

Sheila Olson

Approved By:

Willy Galindo

Budgeted Funds		Revenue/Transfers			Expenditure/Transfers			Net			Cash
Fund	Description	Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	
1000	General Fund (1)	\$ 21,621,594	\$ 30,330,276	\$ (8,708,682)	\$ 26,097,411	\$ 30,822,389	\$ 4,724,978	\$ (4,475,817)	\$ (492,113)	\$ (3,983,704)	\$ 14,307,883
2030	Share of Specials	208,432	209,570	(1,138)	203,171	209,570	6,399	5,261	-	5,261	55,763
2060	Fire Dept (3)	4,791,420	6,820,019	(2,028,599)	6,080,585	7,722,890	1,642,305	(1,289,165)	(902,871)	(386,294)	(3,244,367)
7000	Library	2,227,593	2,399,111	(171,518)	1,967,454	2,354,762	387,308	260,139	44,349	215,790	1,024,238
7050	Airport	281,407	227,314	54,093	213,282	185,945	(27,337)	68,125	41,369	26,756	933,766
Total Government		\$ 29,130,446	\$ 39,986,290	\$ (10,855,844)	\$ 34,561,902	\$ 41,295,556	\$ 6,733,654	\$ (5,431,456)	\$ (1,309,266)	\$ (4,122,190)	\$ 13,077,283
2970	Capital Improvements Sales Tax	10,607,118	11,571,138	(964,020)	702,563	12,050,659	11,348,096	9,904,555	(479,521)	10,384,076	38,994,228
2975	Public Safety Sales Tax	3,448,512	3,836,250	(387,738)	590,937	2,882,266	2,291,329	2,857,575	953,984	1,903,591	4,129,501
2971	Prairie Dog Funds	-	-	-	1,501	-	(1,501)	(1,501)	-	(1,501)	878,856
2960	Economic Development Sales Tax	3,942,692	3,858,750	83,942	2,462,883	3,858,750	1,395,867	1,479,809	-	1,479,809	15,211,710
2130	Municipal Highway (2)	-	1,845,504	(1,845,504)	-	1,845,504	1,845,504	-	-	-	(1,704,907)
2110	Gaming	36,273	12,000	24,273	-	12,000	12,000	36,273	-	36,273	160,851
2XXX	Event Funds	-	-	-	-	-	-	-	-	-	16,668
2200	Vector Control	218,924	110,000	108,924	102,140	65,000	(37,140)	116,784	45,000	71,784	541,952
2210	Forestry	449,296	428,940	20,356	314,740	325,551	10,811	134,557	103,389	31,168	223,517
2230	City Utility	62,497	130,000	(67,503)	-	130,000	130,000	62,497	-	62,497	269,874
25XX	Police Special Funds	58,298	5,500	52,798	65,690	17,920	(47,770)	(7,392)	(12,420)	5,028	355,252
2950	Assets Forfeitures	20,935	30,000	(9,065)	50,973	30,000	(20,973)	(30,038)	-	(30,038)	124,847
2980	South Facility Hookup	-	50,000	(50,000)	-	-	-	-	50,000	(50,000)	3,458,678
Total Special Funds		\$ 18,844,546	\$ 21,878,082	\$ (3,033,536)	\$ 4,291,426	\$ 21,217,650	\$ 16,926,224	\$ 14,553,119	\$ 660,432	\$ 13,892,687	\$ 62,661,028
3000	Total Debt Service	\$ 26,433,459	\$ 23,774,632	\$ 2,658,827	\$ 25,997,383	\$ 25,472,841	\$ (524,542)	\$ 436,075	\$ (1,698,209)	\$ 2,134,284	\$ 54,046,771
6010	Sanitation	\$ 5,763,875	\$ 5,259,407	\$ 504,468	\$ 5,909,329	\$ 6,658,227	\$ 748,898	\$ (145,454)	\$ (1,398,820)	\$ 1,253,366	\$ 1,991,611
6020	Water	9,153,268	9,264,036	(110,768)	7,726,272	7,882,359	156,087	1,426,996	1,381,677	45,319	11,386,123
6025	Sewer	4,779,838	5,684,011	(904,173)	5,561,377	6,381,454	820,077	(781,539)	(697,443)	(84,096)	76,300
Total Enterprise		19,696,981	20,207,454	(510,473)	19,196,978	20,922,040	1,725,062	500,003	(714,586)	1,214,589	\$ 13,454,034
5000	Tree Fund	\$ 37,877	\$ 50,000	\$ (12,123)	\$ 37,208	\$ 50,000	\$ 12,793	\$ 670	\$ -	\$ 670	569,336
2050	Park Funds/State Aid	1,037,236	1,014,163	23,073	1,132,877	1,014,163	(118,714)	(95,641)	-	(95,641)	-
8600	Park District Special Assessment	\$ 754,611	\$ 692,147	62,464	741,115	692,147	(48,968)	13,496	-	13,496	13,496
2141	FM CVB	418,509	383,297	35,212	418,509	383,297	(35,212)	-	-	-	38,816
Total Agency		\$ 2,248,233	\$ 2,139,607	\$ 108,626	\$ 2,329,708	\$ 2,139,607	\$ (190,101)	\$ (81,475)	\$ -	\$ (81,475)	\$ 621,649
Total All Budgeted Funds		\$ 96,353,663	\$ 107,986,065	\$ (11,632,402)	\$ 86,377,397	\$ 111,047,694	\$ 24,670,297	\$ 9,976,266	\$ (3,061,629)	\$ 13,037,895	\$ 143,860,766



Year To Date As of November 30, 2024

Prepared:

12/13/2024

12/13/2024

Completed By:

Sheila Olson

Approved By:

Willy Galindo

Non-Budgeted Funds

	Revenue/Transfers			Expenditure/Transfers			Net			Cash Balances
	Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	
4000 Construction (4)	\$ 17,553,705	\$ -	\$ 17,553,705	\$ 19,579,449	\$ -	\$ (19,579,449)	\$ (2,025,744)	\$ -	\$ (2,025,744)	\$ (33,589,804)
2170 Clerk of Court Bond Fund	-	-	-	-	-	-	-	-	-	36,253
2XXX Misc. Special Funds	404,848	-	404,848	469,859	1,919,374	1,449,516	(65,011)	(1,919,374)	1,854,363	2,392,260
7XXX Agency Funds	-	-	-	-	-	-	-	-	-	218,391
Total Non-Budgeted Funds	\$ 17,958,553	\$ -	\$ 17,958,553	\$ 20,049,308	\$ 1,919,374	\$ (18,129,934)	\$ (2,090,755)	\$ (1,919,374)	\$ (171,381)	\$ (30,942,901)
All Funds Combined	\$ 114,312,216	\$ 107,986,065	\$ 6,326,151	\$ 106,426,705	\$ 112,967,068	\$ 6,540,363	\$ 7,885,511	\$ (4,981,003)	\$ 12,866,514	\$ 112,917,865

Notes to the Financials

1	Year end transfers and engineering fees for capital projects have not yet been posted. Franchise fees are also below projected due to changes not being implemented at the beginning of the year
2	Highway funds are being posted to the General Fund
3	Year End transfers have not yet been posted
4	Revenue for Construciton is from the bond sale. Expenses are not budgeted on a per project basis



Employee Handbook

Effective January 1, 2025

Dear Employee,

As the head of Human Resources, I'd like to personally welcome you to the team. It's an exciting time for the City of West Fargo as we continue to grow and expand. We believe that each employee contributes directly to West Fargo's success, and we hope you will take pride in being a member of our team.

As a valued employee, the City of West Fargo endeavors to administer our policies, as well as our benefit and compensation programs, in a manner that is fair, competitive, and understandable. This Handbook intends to communicate terms and conditions of employment that apply to each of us as we carry out our important responsibilities. It is not intended to create a contract of employment, nor to be construed as the terms and conditions of a contract of employment with the City of West Fargo. The policies, benefits, and services detailed herein reflect a concern not only for the well-being of our employees but also for personal growth and the development of our community.

We are very proud of where we are today and excited about where we are headed. Before I finish, I'd just like you to know that you, as part of our team, are our most important asset. We could not accomplish what we do every day without our employees.

We invite your comments on the contents of this Handbook, as well as any other observations that may be helpful in the delivery of services to our great city and its residents. On behalf of the entire human resources staff, I'm very pleased to welcome you to the City of West Fargo and look forward to working with you!

All the best,
Sarah Gasevic
Human Resources

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I. Introduction and Disclaimers

1.01 Disclaimer and Employment-At-Will

The policies in this employee handbook (handbook) are not intended as a contract of employment and do not constitute one. The policies outlined in this document are guidelines only and are not all-inclusive. The City of West Fargo may change, delete, suspend, or discontinue any policy or benefit described in this handbook at any time with or without prior notice.

Employment with the City of West Fargo is “at-will” and may be terminated by either the employee or the employer at any time, with or without prior notice. No representative of the City of West Fargo may alter or grant exceptions to the policies described herein or enter into any agreement for employment for a specified period of time.

This employee handbook supersedes all previously issued versions and policies.

1.02 Handbook Purpose and Administration

The City of West Fargo has designed and adopted this employee handbook to set forth the general administrative policies of the City of West Fargo. This handbook attempts to cover matters of general applicability to employees, but it does not cover every situation which may arise from day to day. The material in this handbook is not exhaustive.

The City of West Fargo operates under the Commission form of Municipal Government. Four Commissioners and a Commission President are elected at large. The Board meets the first and third Mondays of each month. An agenda for each meeting is available at www.westfargond.gov each Friday preceding the meeting.

The City Administrator serves as the Administrative Department head for the City of West Fargo. The Human Resources Department administers pay policies, employee benefits, employee civil rights, and answers general questions concerning the administration of the employee handbook.

The Human Resources department is responsible for the development of policies that affect the employment environment of the City. The City Commission of West Fargo must approve any changes or deviations from these policies.

The employee handbook is designed to serve the best interests of the City and the employees. If an employee has any questions or needs information, they are encouraged to contact the Human Resources Department.

II. Employment

2.01 Equal Employment Opportunity

The City of West Fargo provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. The City complies with applicable state and local laws governing nondiscrimination in employment in every location the City has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

2.02 Employment of Relatives

Employees may not directly supervise a relative. For purposes of this policy, “relatives” are defined as spouses, children, siblings, parents, or grandparents. This includes in-laws of these same descriptions.

2.03 Pre-Employment Screenings

All employees applying for any positions with the City of West Fargo will be subject to a pre-employment drug screening. In the event the candidate does not successfully pass the pre-employment drug screen and/or physical exam, the offer of employment will be revoked. If the candidate should have any questions concerning a drug screen, all inquiries should be forwarded to the Human Resources Department. All information regarding drug screen results and/or physical exams will be kept strictly confidential. This information will be kept separately in the employee’s electronic confidential medical file in the Human Resources Department. Under no circumstances will the specific results of any candidate’s drug screen be discussed with the hiring manager or anyone else except for individuals in the Human Resources Department authorized to deal with this confidential information. Hiring managers will receive a pass/fail result. If the collection site staff discovers the candidate has not followed the collection procedures or has altered the specimen in any way, the candidate will no longer be eligible for employment.

All employees applying for any position with the City of West Fargo will be subject to pre-employment criminal history checks and may be subject to reference checks with former employers and/or managers. Individuals' claims to have certain educational credentials, either in writing or in an interview, may be subject to verification.

Positions that have responsibility for initiating or affecting financial transactions may require a credit check of any individual offered such a position. These responsibilities may include, but are not limited to, collecting or handling cash or checks, writing checks or approving them, access to a direct money stream or as a fiduciary to the organization.

Only individuals in Human Resources, or authorized Police Department staff may initiate or receive criminal background information.

Information gained from any of the above background checks will be held in confidence and shared with leadership individuals or law enforcement officers only on a need-to-know basis.

2.04 Employee Records

In accordance with the North Dakota Century Code Sec. 44-04-18, municipal personnel files are public records and are open to inspection by the public. Personal information, as detailed in North Dakota Century Code Sec. 44-04-18.1, is considered confidential and exempt and may not be released without the written consent of the employee.

Personal information includes the following:

- A person's home address and telephone number or personal cell phone number
- A person's month or date of birth
- Photograph
- Medical information
- Motor vehicle operator's identification number
- Social Security number
- Payroll deduction information
- The name, address, telephone number, date of birth, and Social Security number of any dependent or emergency contact
- Any credit, debit or electronic fund transfer card number
- Any account number at a bank or other financial institution
- Information regarding the type of leave taken by an employee and leave applied for but not yet taken
- Under North Dakota Century Code Sec. 44-04-18.3 (3), any record containing the work schedule of employees of a law enforcement agency is an exempt public record.

In accordance with North Dakota Century Code Sec. 44-04-18.1(6), records relating to a public entity's internal investigation of a complaint against a public entity or employee for misconduct are exempt until the investigation of the complaint is complete, but no longer than seventy-five calendar days from the date of the complaint.

Medical records or reports, including those that relate to an occupational illness or injury and including any record of use of an employee assistance program shall be kept separate from employee personnel records and shall be kept in accordance with the Americans with Disabilities Act. Medical records shall be considered closed to public inquiry.

Any employee who desires to review their personnel file may contact Human Resources to arrange a time for such a review.

2.05 Workweek and Hours of Work

The standard workweek is from Sunday 12 a.m. through Saturday 11:59 p.m. and generally consists of forty (40) hours for full-time staff. Part-time staff hours may vary. Departments are responsible for determining the appropriate schedules, depending on the needs of each department.

2.06 Working from Home Policy

In order to best accommodate the needs of our employees and our customers, the City expects all employees to be available during normal working hours. Subject to the staffing needs of their department, workload, feasibility, and prior management approval, an employee may occasionally request to work from home for a day. Employees wishing to work from home must adhere to the following guidelines:

- Working from home must be approved as an option by Department Head. As approval of work from home will be based on internal and external customer requirements--not all departments may be able to accommodate these requests.
- Working from home must be approved in advance with direct supervisor.
- When working from home an employee must be available by phone or e-mail if customers or other employees have questions.
- Employees will be expected to adhere to the same normal work hours when working from home.
- When working from home requires an employee to take home company files, prior supervisor approval is required.
- Employees who want to work from home are responsible for assuring that the “home” office has needed tools and set-up to assure that work is performed safely, efficiently and effectively.

2.07 Volunteering

The City of West Fargo is committed to supporting the development of our community through volunteerism. Employees are encouraged to volunteer in community programs when possible.

Employees may request to volunteer for community programs by coaching youth activities, mentoring youth, and by providing support for community programs in general. Employees may be granted one hour of paid time each workweek to volunteer during their regularly scheduled hours. Employees may request to combine paid time into a two-hour volunteer activity, not to exceed the equivalent of two hours in a two-week period. All volunteer activities must be approved by the employee’s immediate supervisor prior to the activity. Any travel time associated with the volunteer activity will not be considered hours worked. Employees who are away from work for longer than one hour due to travel time will have the option to either make up the time in the same workweek or use paid leave. During periods of paid volunteer time, employees are considered to be on duty and must follow all City of West Fargo policies.

Opportunities will be provided for internships for students to explore career options as well.

2.08 Outside Employment

The potential for conflicts of interest is lessened when individuals employed by the City of West Fargo regard the City as their primary employment responsibility. All outside employment is to be reported to the employee’s immediate supervisor and Human Resources. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with Human Resources and if necessary, the City Administrator.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee’s city job will be required to resign from the outside employment or may be subject to disciplinary action, up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment, resources or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city. It is the policy of the City of West Fargo that a real or potential conflict of interest exists when a department head engages in outside employment in the same field in which they are employed with the City.

2.09 Conflict of Interest

City employees shall not use their office or position to provide personal benefit either directly or indirectly, financially or otherwise, to themselves, their family members, or close, personal associates.

City employees shall not engage in their own business activity, accept private employment, or render services for private interests when such employment, business activity, or service is prohibited by law or is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. Any question in this regard should be referred to the department head.

City employees shall not use information obtained as a result of employment and not generally available to the public for their personal benefit.

2.10 Americans with Disabilities Act (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, the City of West Fargo will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the City would result. Employees who may require a reasonable accommodation should contact the Human Resources Director.

2.11 Employment Classifications

Jobs are classified under the Fair Labor Standards Act (FLSA) as either nonexempt or exempt. Exempt employees are paid on a salary basis and are not eligible for overtime. Nonexempt employees are paid on either an hourly or salaried basis and are eligible for overtime pay if they work more than 40 hours per work week. The sworn officers of the Police Department and firefighting members of the Fire Department fall under the exemption 207(k) of the Fair Labor Standards Act and may be paid on a “work period” basis.

The City of West Fargo has established the following job categories. The department head, along with the Human Resources Director, determines the category of a job position. There may be a different categorization of the same or similar job, depending on the needs of the City.

- Full-Time Regular – Employees scheduled to work 40 hours per week on a regular basis. These employees are eligible for benefits.
- Full-Time Temporary (Seasonal) – Employees scheduled to work 40 hours per week on a temporary basis. These employees are eligible for benefits only required by law.
- Part-Time Regular – Employees regularly scheduled to work fewer than 40 hours per week. These employees are eligible for benefits only required by law.
- Part-Time Temporary (Seasonal) – Employees scheduled to work fewer than 40 hours per week, on a temporary or casual basis. These employees are eligible for benefits only required by law.

Full-time, regular employees are eligible for benefits the first of the month, following their date of hire, or the date of full-time regular status. If the employee begins on the 1st, their benefits will be effective upon their hire date.

2.12 Offer Letters

All new hires within the City require an offer letter to be presented to the employee for signature. Terms of the offer letter will be determined by the direct supervisor, in conjunction with Human Resources. Items will include starting salary, as well as any additional items included as terms of employment. Offer letters are not a contract of employment.

2.13 Dress Code

The way in which City employees dress reflects the City and on the public’s perception of the City. An employee’s appearance should always be appropriate to their responsibilities. The City’s standard will be business casual or department uniform. Department heads are responsible for enforcing proper dress codes for each department.

2.14 Use of Telephones and Cell Phones

The City’s telephones are intended for use in serving City residents and conducting City business.

Personal calls and communications during work hours may be distracting and should be kept brief, whether on City phones or personal communication devices. Excessive personal use of such devices may lead to disciplinary action up to and including termination.

2.15 Loss of Required Licensure

Some positions with the City of West Fargo require a valid operator's license (CDL or otherwise). If an employee's required license is canceled, revoked or suspended, action may be taken based on the circumstances of the situation. Action may include a formal EAP referral, progressive discipline, suspension, and/or termination of employment.

2.16 Resignation

In case of resignation, a full-time, regular employee is encouraged to give at least a two-week written notice to the direct supervisor. A copy of the notice shall be sent to the Human Resource Department. Failure to comply with the provision may be considered cause for denying the employee's future employment with the City.

2.17 Reference Release and Verification of Employment

The City will provide additional employment information to the requesting party as allowed under North Dakota Century Code statute 34-02-18, or obligated under federal or state law.

All employment references and verifications of employment are to be handled by Human Resources. The information provided will be based on documented facts that are true and objective.

Supervisors may provide letters of recommendation or professional references on behalf of the City, but the letters must be reviewed by the Human Resources Director before releasing the information.

Personal references can be given but are not to be sent using letterhead or via City email. Any personal references should also explicitly state the reference is not submitted on behalf of the organization and does not necessarily represent the opinions of the City.

2.18 Garnishments

The City of West Fargo is required by law to accept legal assignments or garnishments against the wages of employees in satisfaction of legal judgments.

2.19 Technology and Electronic Communications

The computer systems and all electronic communication devices belong to the City of West Fargo and are managed through the Information Technology (IT) department. Electronic communication includes, but is not limited to, emails, intranet, internet, mobile devices, telephones, computers, printers, and other technology devices. As a general rule, employees should use the systems and electronic communications for business purposes only. Personal use should be kept to a minimum. Excessive personal use may lead to disciplinary action up to and including termination.

The City of West Fargo reserves the right to access and disclose documents, Internet logs, programs, and other files and information contained on and saved in the City of West Fargo's computer system. Such access and disclosure may be conducted for any legitimate business purposes, at the City of West Fargo's discretion.

Employees should use the same care in drafting electronic communication as they would for any other written communication. Employees should not say in an electronic communication anything which they

could not commit to a written memorandum or repeat in an open meeting. All electronic communications may be subject to North Dakota open records laws.

The creation, display, transmission, receipt, or storage of sexually explicit or pornographic messages, images, or cartoons, or any documents, programs, or files that contain ethnic slurs, racial epithets, or anything that may be construed as harassing, threatening, or disparaging of others based on their race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other status protected by applicable federal or state law is strictly prohibited.

Employees also are prohibited from using the City of West Fargo's computer system and/or the Internet for any unlawful, unethical, defamatory, or tortuous activities or for any personal gain.

Any software or file downloaded into the City network or on any City computer becomes the property of the City of West Fargo. Only software that has been licensed by the City of West Fargo or that has been authorized to conduct business is allowed on City of West Fargo servers and computers (workstations and laptops). Hardware purchases must also follow the approved hardware list as maintained by the Director of Information Technology of the City of West Fargo. Before downloading, installing, or bypassing any software or systems, employees must first have approval of the Director of Information Technology.

Employee use of the computer system and electronic communications also may be monitored to the extent necessary to ensure compliance with City of West Fargo policies. Employees of the City of West Fargo have no expectation of privacy in the City of West Fargo's computer system. The use of personal identification numbers (PIN numbers) or passwords by the employee to access the computer system or to gain internet access does not preclude the City of West Fargo from accessing documents, programs, internet logs, and files contained on and saved in the City of West Fargo's computer system.

Unauthorized use of encryption technology to block access to any documents, programs, internet logs, or files is strictly prohibited and may be grounds for immediate termination. Do not share passwords with anyone, unless otherwise directed to do so by the Director of Information Technology.

Employees have a responsibility to use city-provided technology in an informed and responsible way, conforming to network etiquette, customs, and courtesies.

The City of West Fargo will not reimburse employees for the cost of using their personal mobile devices for City business.

Employees with City of West Fargo email accounts may not synchronize their personal mobile devices to the City of West Fargo's email server without the approval of their department head. If granted permission, employees shall comply with the security guidelines set forth by the IT Department. Additionally, employees shall authorize the City to install software that will enable the City of West Fargo to locate and disable the mobile device if it is lost or stolen. In the event of a theft, all data will be wiped from the device. The City of West Fargo expressly disclaims any obligation to either replace or repair the device or the data contained on it should the disabling software be used.

City of West Fargo employees who use any mobile devices to access City of West Fargo information over a cellular or internet connection are responsible for securing their devices to prevent sensitive data from

being lost or compromised, viruses being spread, and other forms of abuse of City of West Fargo's technology infrastructure. Therefore, if any mobile device is lost, stolen, or believed to be compromised, the incident must be reported to the IT Department immediately.

A city-issue mobile device is required to have a case installed prior to use. The City will provide a standard case for all devices. Employees are able to use a different case at their own expense.

Violations of any portion of this Technology and Electronic Communication policy may result in disciplinary action, up to and/or including termination.

More Information Technology policies can be referenced on the HR SharePoint under policies.

2.20 Social Media

This policy gives direction to City of West Fargo employees and volunteers when using social media as a City of West Fargo communications tool. The term social media refers to services that allow the sharing of information and content, and the formation of communities through online and mobile networks of people. Social media sites include, but are not limited to: Twitter, Facebook, Nextdoor, YouTube, Instagram, Myspace, Flickr, LinkedIn, Snapchat, Pinterest, Tumblr, blogs, Vimeo, internet search sites and Wikipedia.

Authorized Users

All social media sites established by a City employee or volunteer that is used to communicate sanctioned City information or to engage in discussion about City information, services or processes as a public display of City of West Fargo information must be authorized by the Communications Department. This will help ensure material posted for public view meets all communications standards and is consistent with the goals and branding of the City of West Fargo.

Once approval of the site, design and main content is granted, the updating of files and minor content changes will not require such clearance. All official social media sites shall be branded with a City of West Fargo department logo.

In order to identify and maintain an accurate record of social media sites representing the City of West Fargo:

- A social media form to register the site with the IT Department must be completed before the launch of any official site.
- Full administrative access must be granted to the Director of Information Technology, Communications Department and the department head. This may be necessary to disseminate emergency information, make corrections, update a site's profile or settings or make changes to user settings.
- A list of login information and employees with access to the channel, whether through individual login information or a shared login, must be maintained by the channel's department and provided to the Communications and IT Department on a quarterly basis.

Acceptable Use of Official Social Media Sites

All City of West Fargo social media sites are subject to North Dakota public records laws and record retention laws. City of West Fargo social media sites should clearly indicate that all content posted or submitted for posting is subject to the North Dakota public records and record retention laws.

Comments posted on social media accounts must be monitored by the department maintaining the account. If a comment is found to be in violation of the City's Public Social Media Policy, the City reserves the right to ban users and remove inappropriate comments or posts. Any of these actions must be made with the approval of the department head or Communications Department. A record of the content removal or user ban must be made.

The advertisement of private businesses shall not be posted on any official City of West Fargo social media site. This may include, but is not limited to: paid advertisements, unpaid advertisements for private businesses, and promotional information for non-City related events. This does not include sponsorship messages or content to support economic development efforts.

All visual mediums posted on official social media sites must have written permission by the copyright holder or creator of the image, video or any other multimedia item. Please reference the U.S. Copyright Law (<http://copyright.gov/title17/>).

No content is to be placed on official social media sites which would violate site policy or existing City of West Fargo policies including, but not limited to, sexual harassment, discrimination or violence. No content shall be placed on official social media sites on behalf of the City of West Fargo that is of a personal opinion or is not sanctioned by the City of West Fargo.

Information posted to official social media sites must be factual and relevant to City of West Fargo functions, services or City-related events. Information should not include personal opinion, political or personal statements, or campaign-related messages. Posted content must reflect the City of West Fargo's official position on topics.

Information that could jeopardize the safety or reputation of City of West Fargo staff or property, or divulge personal or confidential information, cannot be disclosed on any of City of West Fargo's social media sites. All privacy protection laws must be followed to protect confidential information or information regarding personnel. This includes, but is not limited to, tagging an employee's personal account or providing an employee's last name or likeness without prior permission.

It is the responsibility of each department to follow the City of West Fargo Social Media Policy and be aware of any revisions or additions to the policy.

Best Practices for Personal Social Media Accounts

Following are best practices City of West Fargo employees should utilize to avoid potential legal or employment issues stemming from the use of personal social media accounts. All complaints or issues raised based on an employee's personal social media account will be reviewed on a case-by-case basis by human resources and the department head.

An employee's personal presence can do anything that's not illegal on social media accounts, including representing their own views and opinions.

The following best practices should be applied to an employee's personal presence:

1. Be aware of the legal risks of participating in social media, which can include issues with defamation, libel, copyright, fair use and financial disclosure laws.
2. Remember to respect the audience when interacting on social media. Be aware that the use of certain types of language can violate federal and state laws.
3. Be mindful that online posts are public for a long time and almost impossible to be removed from the internet.
4. If an employee, individual or groups posts comments about City of West Fargo business on an employee's personal site, those comments, and any responses by the employee, are subject to the State of North Dakota's public records laws and records retention laws.
5. If an employee makes a comment about the City of West Fargo, they are encouraged to add a disclaimer that this is a personal comment and they are not officially representing the City of West Fargo.
6. Do not use your @westfargond.gov address to identify yourself on social media sites. Use a personal email account to avoid giving the appearance of the City's endorsement or any inference of government policy or opinion.
7. Do not disclose nonpublic information or sensitive photos, videos or materials on social media.

2.21 Logo and Branding Elements

Branding elements of the City of West Fargo and all related departments, including but not limited to logos, letterhead, badges, and patches, are the property of the City of West Fargo. These elements can only be used for official City of West Fargo sanctioned communication efforts or authorized public displays. The Communications Department shall be the official custodian of the City-related elements; the Police Chief shall be the official custodian of the West Fargo Police Department-related elements; the Fire Chief shall be the official custodian of the West Fargo Fire Department-related elements; and the Library Director shall be the official custodian of the West Fargo Library-related elements. The custodians will authorize the use of the elements on a case-by-case basis. It is against City of West Fargo policy to make or use these elements, or any cut, facsimile or reproduction thereof, for unofficial purposes or to confuse, deceive or mislead the public, for private or commercial purposes, or for any purpose other than for the official business of the City or departments, without the express consent of the official custodians.

No person shall use these elements, or any facsimile thereof, for purposes of supporting or opposing the nomination or election to any city or other public office of themselves or any other person, or for purposes of supporting or opposing any ballot measure, nor include such city logo on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This shall not be applicable to writings issued by the City of West Fargo.

2.22 Grievance Procedures

The City of West Fargo recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that employees receive a fair and unbiased review of workplace concerns.

- **Step 1: Informal discussion with supervisor**
 - Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss options to address the issue.

- **Step 2: Written complaint to supervisor**

- If the employee is not satisfied with the results of the informal discussion in Step 1, the employee may submit a written complaint, within ten days, to their immediate supervisor and cc their department head and/or HR which includes:
 - a) The nature of the grievance and details of all previous efforts to resolve the issue.
 - b) Detailed information including evidence of the issue, witnesses, related policies, etc.
 - c) The remedy or outcome desired.
- If the employee complaint is regarding illegal harassment, discrimination or retaliation, the employee should submit the written complaint directly to the human resources (HR) department.

HR will consult with the immediate supervisor, and any other relevant parties to evaluate the grievance and provide a written response to the employee within ten business days. The outcome of the review by HR will be final unless new evidence or other circumstances warrant additional review of the complaint.

III. Employee Development, Performance, and Discipline

3.01 Job Performance

Communication between employees and supervisors is very important. Discussions regarding job performance must be frequent and ongoing. These discussions can be informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

3.02 Annual Evaluations

The City shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work, the development of a process for improvement, and the determination of whether a step increase shall be awarded.

Evaluations will take place on an annual basis with a due date of December 15th, with any salary changes taking effect in the new fiscal year.

3.03 Attendance/Punctuality

All employees are expected to arrive on time and ready to work, every day they are scheduled to work.

If an employee is unable to arrive at work on time, or if an employee will be absent, the employee must contact the supervisor as soon as possible. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment. Failure to show up or call in for a scheduled shift without prior approval may result in disciplinary action, up to and including termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three or more consecutive days, the employee will be considered to have voluntarily resigned employment.

If an employee calls in sick for three or more consecutive days, they may be asked to provide documentation from a medical provider. Acceptable documentation must be on medical providers letterhead.

3.04 Standards of Behavior

The City of West Fargo is committed to creating a respectful and ethical workplace for all of its employees. A respectful and ethical workplace is viewed as one that promotes honesty and a healthy and positive work environment in which employees treat one another with professionalism and respect.

Behaviors and actions that do not foster a respectful and ethical workplace and may lead to disciplinary action or termination of employment include but are not limited to:

1. Unsatisfactory performance of job functions, attendance issues, or other behaviors that prevent an employee from accomplishing their work.
2. Disorderly conduct including fighting, attempting bodily injury, or using abusive or threatening language toward another employee or in a work-related setting.
3. Unprofessional behavior such as
 - Raising voice
 - Ridiculing, belittling, blaming, gossiping, or embarrassing employees
 - Using inappropriate or profane language
 - Engaging in hostile or intimidating interactions

4. Insubordination, including refusal or failure to perform assigned work.
5. Any violation of the Drug Free Workplace Policy.
6. Possession of any firearm or dangerous weapon, as defined in NDCC 62.1-01-01, in any City offices and/or buildings, unless required for employment. For the purpose of this policy, dangerous weapon does not include pepper spray or other irritating agent intended for personal defense. Employees who legally possess a firearm may have said firearm in their possession, provided it is locked inside or locked to a private motor vehicle in the parking lot and the employee is lawfully in the area.
7. Dishonesty, including the falsification of records or reports and other fraudulent activities.
8. Employees arrested or found guilty for a criminal violation.
9. Negligent or intentional damage to City property or unauthorized removal or use of property belonging to City or another employee.
10. Breach of confidentiality or release of confidential information in violation of the Confidentiality policy or other policies or contracts.
11. Improper influence or attempt to influence other officials to act on the employee's benefit.
12. Accepting with the perception of favor or influence, gifts of any value, excluding food or beverages that may be immediately consumed, from a person, business, or other entity. The employee must immediately decline the offer. An employee who receives or is gifted anything valued in excess of \$50.00, that would not be perceived as favor or influence, shall immediately notify their department head. The future use of the gift will be determined by the department head in conjunction with the City Administrator. Any items won by a game of chance do not need to be forfeited, regardless of the dollar amount. If there is any doubt in the appropriateness of a particular item or offer, the employee should consult their department head and/or the City Administrator.
13. Any unethical or improper act or behavior that has an adverse impact on the City or its employees.
14. Failure to make good faith reports of illegal activities or violations of City policies.
15. Unsafe work practices or violations of our workplace safety rules and policies.

Open communication of issues and concerns, without fear of retaliation, is vital to a healthy work environment. People who report concerns of wrongdoing will be protected from retaliation for making a good faith report. Those people will not be disciplined for making a report in good faith or asking a question.

Disciplinary action for any of the above listed behaviors will follow the Disciplinary Policy.

3.05 Confidentiality

The protection of confidential information is vital to the interests and success of the City of West Fargo. Confidential information is any and all information disclosed to or known by an employee because of employment with the City of West Fargo that is not generally known to others.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All requests for public information must be referred to the department head or Human Resources departments. All requests for public information from a representative of the media must be referred to the Communications Director.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

3.06 Harassment and Offensive Behavior

Sexual and other unlawful harassment is a violation of the Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or other characteristic protected by state or federal law, is prohibited.

It is the City of West Fargo's policy to provide a work environment free of sexual and other harassment. Harassment of City of West Fargo employees by leadership, supervisors, co-workers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The City of West Fargo will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an environment that a reasonable person would find intimidating, hostile or offensive; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment: While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or a basis for employment decision; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Other sexually orientated conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct. If unwelcome, these circumstances may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated previously, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at the City of West Fargo.

Complaint Procedure: Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. Employees may complain directly to their immediate supervisor or department head, the Human Resources Director, or any other member of leadership with whom that employee feels comfortable bringing such a complaint. Similarly, if employees observe acts of discrimination toward or harassment of another employee, they are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report in good faith of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the City of West Fargo will take immediate, appropriate, corrective action, including discipline, up to and including termination of employment.

3.07 Discipline

Disciplinary action may be taken by leadership in cases of violations of the policies set forth in this Employee Handbook, or for any instance of conduct deemed inappropriate by the City.

The City of West Fargo reserves the right to determine, in its sole discretion, whether and to what extent disciplinary action will be imposed. Determination as to specific disciplinary action will be made on a case-by-case basis depending on the circumstances of a particular situation.

Disciplinary action may take any or all of the following forms, even on a first infraction:

- Counseling/Coaching
- Verbal Warning
- Written Warning
- Final Warning
- Suspension with or without pay
- Demotion
- Termination of employment

Any listed method of discipline, except for counseling/coaching, shall be recorded in writing and kept in the employee's personnel file. The employee shall receive a copy of such disciplinary notices.

Elected and appointed board officials are not subject to disciplinary action except through election and/or appointment processes.

3.08 Privacy

The City of West Fargo reserves the right to conduct searches when there is suspicion or belief that work related wrongdoing has occurred. Search may include all areas of West Fargo City property reasonably suspected to be related to or involved in the wrongdoing. If a supervisor, foreman or department head suspects that an employee's personal phone or laptop is being used to further the wrongdoing, they will consult with the City Attorney.

IV. Safety/Health

4.01 Commitment to Safety

Protecting the safety of our employees and visitors is the most important objective of the City of West Fargo. All employees have the opportunity and responsibility to contribute to a safe work environment by using safe practices and by notifying leadership when any health or safety issues are present.

Employees are expected to follow the Safety policies and programs outlined in the current version 'City of West Fargo Risk Management Handbook.' Failure to do so may result in disciplinary action up to and including termination.

4.02 Workforce Safety and Insurance (WSI)

All employees are provided coverage by North Dakota State Workforce Safety and Insurance (WSI) for accidental injury or work-related illnesses in the performance of their official duties. All occupationally-related accidents and injuries or occupationally-incurred illnesses must be reported immediately to the employee's supervisor.

Time loss due to a work-related injury or work-related illness will be deducted from an employee's accumulated sick leave. Any benefit payment from WSI must be reported immediately, by the employee, to Human Resources and payroll. The benefit payment amount will be deducted from the employee's pay or can be surrendered to the City. The employee's sick leave balance will be credited back for hours taken based upon the amount of benefit payment surrendered to the City. The formula used to calculate sick leave credit is as follows: Dollar amount received divided by the employee's hourly rate equals sick leave hourly credit.

$$\begin{array}{rcccl} \text{Dollar Amount Received} & & \text{Employee's Hourly Rate} & & \text{Sick Leave Hourly Credit} \\ \$250 & \div & \$25/\text{hour} & = & 10 \text{ hours} \end{array}$$

An employee unable to perform assigned duties due to a workplace injury or illness may be required to perform modified duty assignments. Please refer to the Modified Duty Assignment section of this handbook.

Employees who suffer a work-related illness or injury or who are subject to medical examination as a condition of the WSI program will be compensated for the hours during which the WSI approved treatment or examination is being performed. Compensation shall be made in compliance with FLSA requirements. Employees are to schedule treatment or examinations during scheduled work time when possible.

4.03 Modified Duty Assignment

An employee unable to perform assigned duties due to a work-related injury or illness may perform a modified duty assignment. The scope of work for all modified duty assignments will be in design with the recommendations of the employee's treating physician. The department head, in conjunction with Human Resources, will make the determination as to:

- Nature of the modified duty assignment.
- Length of time the modified duty assignment will be available.
- Number of employees performing modified duty assignments.

The department head is not required to create a modified duty assignment. Modified duty is not a permanent position. An employee unable to return to assigned duty upon expiration of the modified duty assignment may be assigned to an available position if qualified, terminated, or be involuntarily retired.

4.04 Inclement Weather/Emergency Closing

A declaration may be made by the Commission President, City Administrator, or the Library Director (for Library offices only), or their designee because of adverse weather conditions or other emergency situations. If a declaration is made, only scheduled employees present and working, or scheduled employees notified by their department head not to report to work due to the City location closure, will receive pay for time not worked.

If a declaration has not been made and a staff member chooses not to work when scheduled due to adverse weather or road conditions, or has previously requested to take that time off, the employee will not receive pay for any hours missed, but will be allowed to make up the lost time within the current pay period, take the time as vacation or compensatory time at the department head's discretion, or take the time off without pay.

Employees will be notified of a Weather/Emergency closing via a text alert to the cell phone number provided to us by the employee at the time of hire. It is the employee's responsibility to update Human Resources if they'd like to update the cell phone number on file.

Employee Responsibility

"Nonessential employees" are defined as those employees who regularly perform duties relating to nonessential services. Nonessential employees are required to notify their supervisor when they are not able to report to duty as the result of a natural or man-made emergency event. Nonessential employees are expected to make every reasonable effort to report to duty when safety permits.

"Essential employees" are generally defined as those employees who regularly perform duties relating to essential City of West Fargo services. These are services that may not be suspended because it would result in a threat to life or property if the service is not rendered. Essential employees are required to make every effort to report for duty. If an essential employee is unable to report for duty, the employee must contact a supervisor at the earliest possible time and detail their inability to report. Normal duty hours of essential employees may be extended to ensure staffing levels necessary to provide continued essential services.

Employees who are unsure of their essential vs. nonessential status should check with their direct supervisor.

Compensation

Nonessential, nonexempt employees who do not report for work as assigned may request the use of vacation, compensatory time off, or leave without pay. Nonessential, exempt employees may request vacation or personal leave. The request shall be made through normal time keeping procedures and approved by the supervisor or department head.

Essential, nonexempt employees who do not report for work as assigned may request the use of vacation, compensatory time off, or leave without pay. Essential, nonexempt employees reporting to

work during a declaration of closure will be paid at the rate of one and one-half (1 ½) times their normal hourly wage for hours actually worked. Essential, exempt employees may request vacation or personal leave. Essential employees who fail to report for work as assigned may be disciplined, up to and including termination.

4.05 Identification/Building Security

Employees who are issued ID badges/keys/key fobs are responsible for their safekeeping. These employees will sign a form to acknowledge receipt and will return the ID badges/keys/key fobs when they leave employment with the City. Any attempt by employees to bypass City security, may result in disciplinary action, up to and including termination. Employees are required to report any lost or stolen ID badges/keys/key fobs immediately to the IT department.

Employees are required to wear identification badges while on City property or while working outside of City property when on City business.

4.06 Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) Compliance

The City of West Fargo will conduct controlled substance and alcohol testing of commercial driver's license (CDL) applicants and employees who will be reasonably expected to operate a qualified vehicle in compliance with the regulations established by the DOT and the FMCSA. All DOT drug screens will be conducted by an outside vendor.

Types of Testing:

1. Pre-Employment –Applicants, including current City employees, applying for a CDL-required position will have a job duties test and DOT drug screen before a full offer of employment. If a specimen is deemed as “altered,” the applicant will be required to immediately provide another specimen, under direct observation of the vendor.
2. Random – any City of West Fargo employee who holds a valid CDL and would be reasonably expected to operate a qualified vehicle will be required to be included in the random drug and alcohol screening pool. If an individual is drawn for a random screen and is off work during that time, a secondary individual will be required to have the random screen completed. The City will document why the primary individual was not able to complete the random screen.
3. Post-Accident – any employee involved in a work-related accident that involves services from an ambulance or tow truck, or if the employee or other individual involved in the accident is issued a citation, will be subject to a post-accident drug screen within 32 hours of the accident. The employee will also be subject to an alcohol screen within two hours after the accident. If the employee is not able to complete the screen within the first two hours, the City will document the reason and the employee must complete the alcohol screen within eight hours.
4. Reasonable Suspicion – any employee who is viewed by a supervisor or manager to be under the influence will be subject to a DOT drug and alcohol screen immediately.

Mandatory Disclosure

CDL-required employees must report any prescription drug use which may alter their ability to complete safety-sensitive functions.

Positive Test Results

If an applicant receives a positive drug screen result for a pre-employment screen, the conditional offer of employment will be withdrawn.

If an employee receives a positive test result under any of the other types of testing, they will be referred for an evaluation by a Substance Abuse Professional (SAP). The SAP may order the employee to do education or treatment and will indicate the results to Human Resources. The employee may not complete any safety-sensitive functions as defined by the FMCSA regulation 382.107 until they provide a negative return-to-duty drug screen result. The return-to-duty screen will be directly observed by the vendor. Once the employee has returned to their safety-sensitive functions, they will be required to do follow-up testing, recommended by the SAP, with a minimum of six direct observation drug screens in the 12 months following the return-to-work.

Any refusal of drug or alcohol screening will be deemed as voluntary resignation.

FMCSA/DOT CDL Compliance

All employees holding a CDL-required position must complete a self-certification affidavit and submit to the North Dakota Department of Transportation (NDDOT), confirming they are operating exclusively in transportation or operations excepted under 49 CFR 390.3 (f). Completing this affidavit releases the requirement of vehicle maintenance records, hours of service recordkeeping and attending roadside weigh stations. It is the employee's responsibility to cancel the self-certification affidavit with the NDDOT upon ending employment with the City of West Fargo.

All applicants applying for a CDL-required position must pass a pre-employment DOT physical and provide a valid, unexpired medical card.

All employees are prohibited from using a hand-held mobile device while operating a commercial motorized vehicle or city vehicle.

4.07 Drug Free Workplace

It is the policy of the City of West Fargo to maintain a drug free work environment that is safe and productive for employees and residents of the City.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs by any employee is strictly prohibited, both on and off duty. The City also prohibits the misuse or abuse of alcohol consumption while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-Employment: As required by the City of West Fargo for all prospective employees who receive a conditional offer of employment.

For Cause: Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Random: As authorized or required by federal or state law.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening may be subject to disciplinary action, up to and including termination.

4.08 Tobacco

The City of West Fargo is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. The city complies with the North Dakota Smoke-Free Law, under NDCC 23-12-10.

Smoking and/or vaping is not allowed during the workday except on designated breaks and only in designated smoking areas which are at least 20 feet away from any entrance, air intakes, and operable windows. Smoking and/or vaping is not allowed in City vehicles or equipment.

4.09 Fleet, Equipment and Facility

The equipment and vehicles owned by the City of West Fargo are to be used in the performance of City duties and functions of the City only. Similarly, the buildings, facilities, and tools owned by the City of West Fargo are also intended to be used in the performance of City duties and functions.

Driver Requirements

- All drivers shall possess a valid driver's license that authorizes operation of a vehicle. This license shall always be in the possession of the driver when operating a city vehicle and be of the appropriate class governing the vehicle being operated.
- All drivers must be insurable under the City's motor vehicle insurance.
- City vehicles may only be used for conducting City business.
- Drivers shall comply with all laws and regulations relating to the operation of motor vehicles, including rules relating to the consumption of alcohol and speed regulations.
- The driver is responsible for and will not be reimbursed for any illegal parking fees and traffic violations.
- Drivers shall properly complete all required paperwork upon completion of a trip and submit copies of any charges and purchases in a timely manner. Drivers shall also report any unsatisfactory conditions with the vehicle and note any repairs to their department head or their designee.
- Unauthorized bumper stickers or unauthorized equipment may not be placed in or on city-owned vehicles.
- Hitchhikers may not be transported in a City vehicle, unless doing so is in the performance of duty to assure the safety of the individual.
- Employees that have a vehicle assigned to them are responsible for the vehicle's maintenance and should check fluid levels as well as maintain the cleanliness of the vehicle.
- Department heads or their designee shall supervise the action of authorized drivers of city-owned vehicles. Department heads or their designee shall take appropriate disciplinary action for violation of the City's fleet policy.

Safety Belts

City employees shall wear properly fastened safety belts whenever they travel on City business. Passengers in City-owned vehicles are required to use seat belts.

Motor Vehicle Crashes

Drivers shall immediately report all motor vehicle crashes involving City-owned vehicles to their immediate supervisor. Detailed crash reports are required and a copy must be provided to the employee's department head and the Chief of Police.

Personal injuries as a result of a crash are to be reported immediately to law enforcement and the employee's immediate supervisor. Appropriate WSI forms should be submitted for any injuries.

Safe Vehicle Operation

All City of West Fargo employees who operate a City-owned vehicle must notify the department head of any changes in their physical and/or medical condition that may be a factor in operating a vehicle safely.

V. Leave

5.01 Holidays

The following days shall be considered and observed as paid holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Police Patrol Division

The listed holidays will be recognized on the actual day of the holiday.

Full time, regular employees who are not regularly scheduled on the holiday and do not work the holiday will receive vacation accruals equivalent to one regular day's pay, added to their vacation bank.

Full time, regular employees who are regularly scheduled for the holiday but do not work the holiday will receive vacation accruals equivalent to one regular day's pay, added to their vacation bank. The employee will be required to use vacation, sick, personal or compensatory time for the time missed on the holiday.

Full time, regular employees who work on the holiday will receive regular pay for all hours worked on the holiday. Employees will also receive vacation accruals equivalent to one and one half (1 ½) times for each hour worked, up to one regular day's pay, added to their vacation bank.

Fire 24/7 Staffing Divisions

The listed holidays will be recognized on the actual day of the holiday.

Holidays will be paid as follows:

Full time, regular employees who are not regularly scheduled on the holiday and do not work the holiday will have the choice to:

1. Receive vacation accruals equivalent to one regular day's pay (maximum of 12 hours) added to their vacation bank, or
2. Receive a holiday credit of one regular day's pay (maximum of 12 hours).

Full time, regular employees who are regularly scheduled for the holiday but do not work the holiday will receive vacation accruals equivalent to one regular day's pay (maximum of 12 hours), added to their vacation bank. The employee will be required to use vacation, sick, personal or compensatory time for the time missed on the holiday.

Full time, regular employees who work on the holiday will have the choice to:

1. Receive regular pay for all hours worked on the holiday, and receive vacation accruals equivalent to one and one half (1 ½) times for each hour worked (maximum of 24 hours), or
2. Receive a rate of one and one-half (1 ½) times the normal hourly wage for hours actually worked.

Library Division

Because the library is open Monday through Saturday, the listed holidays will be recognized on the actual date of the holiday, except Sundays. Whenever any of the holidays listed above should fall on a Sunday, the succeeding Monday shall be observed as the official holiday.

Full-time, regular employees who are not regularly scheduled on the holiday and do not work the holiday will receive holiday credit of one regular day's hours, added to their personal time bank.

Full time, regular employees who are regularly scheduled for the holiday, but do not work the holiday, will receive personal time accruals equivalent to one regular day's hours added to their personal time bank. The employee will be required to use vacation, sick, personal, or compensatory time for the time missed on the holiday.

Full time, non-exempt employees who work on the holiday will receive a rate of one and one-half (1 ½) times the normal hourly wage for hours actually worked, in addition to the personal time credit.

Full time, exempt employees who work on the holiday will receive their regular salary in addition to personal time accruals equivalent to one regular day's hours added to their personal time bank.

All holiday closure personal time hours are accrued after the holiday occurs and must be used within the same calendar year in which the holiday occurred.

All Other Departments

Whenever one of the above listed holidays should fall on a Saturday, the preceding Friday shall be observed as the official holiday.

Whenever any of the holidays listed above should fall on a Sunday, the succeeding Monday shall be observed as the official holiday.

Holidays will be paid as follows:

Full time, regular employees shall receive a holiday credit of one regular day's pay for each of the above listed holidays on which no work is performed.

When any non-exempt employee works on any one of the above-listed holidays, the employee will be paid at the rate of one and one-half (1 ½) times their normal hourly wage for hours actually worked, in addition to the holiday credit.

5.02 Vacation Leave

Full time, regular employees are eligible for vacation leave. The following vacation accruals are based on 26 pay periods. Changes to accrual rates will be effective at the beginning of the pay period following the anniversary date of hire.

Fire 24/7 Staffing Division

<u>Completed Years of Service</u>	<u>Pay Period Accrual</u>
Time of hire – year 4 (48 months)	3.38 hours
Beginning of year 5 – year 9 (49-108 months)	4.42 hours
Beginning of year 10 – year 14 (109-168 months)	5.98 hours
Beginning of year 15 – year 19 (169-228 months)	6.76 hours
Beginning of year 20 and longer (229+ months)	7.80 hours

All Other Departments

<u>Completed Years of Service</u>	<u>Pay Period Accrual</u>
Time of hire – year 4 (48 months)	3.25 hours
Beginning of year 5 – year 9 (109-168 months)	4.25 hours
Beginning of year 10 – year 14 (109-168 months)	5.75 hours
Beginning of year 15 – year 19 (169-228 months)	6.50 hours
Beginning of year 20 and longer (229+ months)	7.50 hours

All employees must receive advance approval from the department head or designated supervisor to use vacation leave. Vacation leave may be used in quarter hour (0.25) increments.

Employees may carry over a maximum of 240 vacation hours (336 hours for Fire 24/7 Staffing Division due to schedule rotation) into the following calendar year. Written approval from City Administrator or Direct of Human Resources must be obtained to carry over more than the maximum amount into the new calendar year. Requests for such approval must be submitted by the employee's supervisor or department head, and have a justification for the request.

Upon termination, an employee will be paid for accrued, but unused, vacation.

5.03 Personal Leave

Full time, regular employees will be granted two (2) days of personal leave per year, with hours equal to the employee's regularly scheduled shift. Personal leave may be used at the discretion of the employee for any reason (example: sick, vacation, other). To use personal leave, all employees must receive advance approval from the department head or designated supervisor. Personal leave will be awarded to the employee's personal leave balance on the first day of each calendar year. Personal leave may not be carried forward into a new calendar year. Personal leave may be used in quarter hour (0.25) increments.

New employees hired before July 1 will receive two (2) days of personal leave, with hours equal to the employee's regularly scheduled shift, upon their date of hire, to be used before Dec. 31 of that year. Employees hired after July 1 will receive one (1) day of personal leave, with hours equal to the employee's regularly scheduled shift, on their date of hire, to be used before Dec. 31 of that year.

In special cases, with City Administrator approval, personal leave may also be given as a program incentive. Commission approval is required to carry any personal leave hours into the new calendar year.

Unused person leave will not be paid out at termination.

5.04 Sick Leave

Full time, regular employees are eligible for sick leave. Sick leave accruals are based on 26 pay periods.

Full-time employees accrue paid sick leave to be used when absence from work is necessary due to illness, injury, and medical appointments. Sick leave may be used for injury, illness, and medical appointments in the employee's immediate family. The term "immediate family" for sick leave purposes shall be limited to any FMLA-qualifying family member, or other individuals who reside with the employee for the purpose of the employee providing care to the individual.

Sick leave will accrue for each employee at the rate of three and three fourths (3.75) hours per pay period of full time service. Beginning the fifth year of continuous service, sick leave will accrue at the rate of five and three fourth (5.75) hours per pay period of full time service. Sick time may be used in quarter hour (0.25) increments.

Supervisors may request medical documentation for any absence in which sick leave is used. This documentation will be limited to the attendance and/or required time off stated by a medical professional, on appropriate letterhead. At no time may a supervisor ask an employee for documentation related to a diagnosis.

Any employee who takes more than three (3) consecutive days off on sick leave may be eligible for FMLA and should complete an FMLA request with Human Resources.

Employees may accrue a maximum of nine-hundred sixty (960) hours of sick leave which may be carried over into the following calendar year.

Upon separation of employment, employees with 10 or more years of continuous service shall be paid out 50% of accumulated sick leave, not to exceed 480 hours, at the time of separation. Employees hired before Jan. 1, 2017, will receive an annual sick leave payout of 50% of any hours over 960, unless no annual payout was previously selected.

5.05 Exempt Employee Time Off

Exempt employees are not eligible for overtime but may frequently exceed 40 hours in a work week. Therefore, if an exempt employee works in the office at least four hours of any workday, that individual shall be paid regular hours for the entire day and is not required to use accrued time off. If an exempt individual is out of the office for an entire day due to vacation or illness, the employee is required to use accrued time off for the entire day. An exempt employee may plan to conduct work outside of the office with prior approval from their supervisor.

5.06 Vacation Donation

This program allows eligible employees to receive vacation donations from other employees for an event that has caused the employee, or immediate family of the employee to suffer from a severe illness, injury, or condition that is likely to cause the employee to take leave without pay or end employment. The term "immediate family" for vacation donation purposes shall be limited to any FMLA-qualifying family member, or other individuals who reside with the employee for the purpose of the employee providing care to the individual.

An employee seeking to receive leave from other employees shall first submit written explanation describing the employee, parent, spouse, or child's required level of medical care. Any request shall be submitted to the employee's department head by the employee or on the employee's behalf. The granting of the request will be made the City Administrator, in conjunction with the department head.

The employee donating time shall request the transfer of leave in four (4) hour increments. Donated hours shall not cause the receiving employee's current leave balance to exceed the maximum of four hundred eighty (480) hours as referenced in the Family Medical Leave Act. The receiving employee will receive donated hours at their regular rate of pay. To be eligible to donate time, an employee must have a minimum of eighty (80) hours vacation leave.

Donations are non-refundable and are not eligible for payout in the event of separation.

5.07 Compensatory Time

In lieu of overtime pay, a nonexempt employee may elect to receive compensatory time off. Compensatory time is equal to one and one half (1 ½) times the number of hours over the overtime threshold.

An employee must choose overtime pay or compensatory time during the pay period in which it is earned.

No employee shall carry more than eighty (80) hours of accumulated compensatory time at any time during the calendar year (100 hours for Police Patrol Division, 96 hours for Fire 24/7 Staffing Division) unless approved by the City Administrator. Once the compensatory time maximum accrual has been reached, employees required to work any hours which would result in overtime or compensatory time shall be paid overtime at the employee's overtime rate.

An employee's use of compensatory time off shall be coordinated and scheduled with the department and shall not interfere with the operational needs of the department.

Exempt employees are not eligible for compensatory time off. It is recognized that the positions of these employees often require them to work beyond the regular scheduled hours of duty, and some flexibility may be granted them in adjusting their work schedules to meet varying workloads.

Upon termination, an employee will be paid for unused compensatory time.

5.08 Family and Medical Leave Act (FMLA)

Leave Entitlements

The City of West Fargo will comply with the provisions of the Family and Medical Leave Act (FMLA) by providing up to twelve weeks (480 hours) of unpaid leave for covered employees in a rolling 12 month period due to:

- The birth of a child and to bond with the newborn child within one year of birth,
- The placement with the employee of a child for adoption or foster care and to bond with the newly-placed child within one year of placement,
- The care for the employee's spouse, child, or parent with a serious health condition, including incapacity due to pregnancy and for prenatal medical care,

- The employee's own serious health condition which makes the employee unable to perform the essential functions of his or her job (including work-related injuries, illnesses, and incapacity due to pregnancy and for prenatal medical care).

Military Family Leave Entitlements

Eligible employees are entitled up to 12 weeks of leave because of any qualifying exigency arising out of the fact the employee's spouse, child or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness incurred in the line of duty for which they are undergoing medical treatment, recuperation, or therapy, if the employee is the spouse, child, parent or next of kin of the service member.

Serious Health Condition Defined

FMLA defines serious health condition as an illness, injury, impairment, or physical or mental condition that involves "inpatient care" (which is defined by the FMLA as an overnight stay in a hospital, hospice, or residential medical care facility) or "continuing treatment" (which is defined by the FMLA as an incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition.)

Eligibility and Notification Requirements

In order to be eligible for FMLA leave, an employee must have worked for the City of West Fargo for at least 12 months and performed at least 1,250 hours of work during the 12 months before the leave.

To request FMLA, an employee needs to complete the FMLA Request form, available from Human Resources. Employees must give as much notice as they can.

The City of West Fargo will provide every employee a "Notice of FMLA Rights" upon receiving notice of the need for a FMLA leave. This written notification will explain specific expectations, obligations, rights, and limitations applying to the employee's leave.

When the City of West Fargo becomes aware that an employee is away from work due to a serious health condition (including work-related injuries or illnesses), a "Notice of FMLA Rights" will be given to the employee.

Medical Certification Requirements

For non-work-related injuries or illnesses, the City of West Fargo requires an employee to submit a "Physician's Certification for FMLA Leave" form to substantiate the leave is due to the serious health condition of the employee or the employee's qualifying family member, except for in the event of a birth. For work-related disabilities, the City's workforce compensation carrier will certify the disability.

Employees are expected to provide medical certification within 15 days of the date of the FMLA notice.

If an employee fails to provide a medical certification within a reasonable time, the City has the right to deny the leave. If an employee who has taken a leave on an emergency basis fails to supply the medical certification within a reasonable time under the pertinent circumstances, his or her continuation of leave may be denied.

If the City of West Fargo doubts the validity of the medical certification, it may require the employee to obtain a second opinion at the City of West Fargo's expense. In the event the opinions of the employee's and the employer's designated health care providers differ, the City of West Fargo may require the employee to obtain certification from a third health care provider, again at the City of West Fargo's expense. This third opinion will be final and binding on both the City of West Fargo and the employee.

If additional leave time is needed beyond that which was originally requested, an additional "Physician's Certification of FMLA Leave" may be required to substantiate the need for the additional time.

Compensation during FMLA Leave

FMLA leave is unpaid. However, continuation of pay under the City of West Fargo's sick leave, short-term disability and/or time off policies may be available, depending on the employee's eligibility for those programs. The City of West Fargo requires that paid time off be substituted for otherwise unpaid leaves of absence. This paid leave is counted toward the 12-week FMLA entitlement (or toward the 26 workweeks of FMLA leave if leave is to care for a covered service member with a serious injury or illness).

Continuation of Benefits

Employees on FMLA leave are entitled to have their health benefits maintained while on leave. Plan premiums will be paid in the same manner customarily paid. All other benefits cease to accrue during the unpaid portion of the leave.

The City of West Fargo may seek to recover premiums it paid for maintaining health plan coverage if the employee fails to return to work after the leave entitlement has expired, unless the reason the employee does not return to work is due to:

- The continuation, recurrence, or onset of a serious health condition affecting the employee or an immediate family member.
- A sudden change in the employee's circumstances during leave.
- The elimination of the employee's position while on FMLA leave.

In the absence of any of these conditions, the City of West Fargo reserves the right to recover its share of health premiums by deducting the amount due from any sums owed to the employee for unused sick leave, vacation, or from a final paycheck.

An employee who does not return to work within ten calendar days after leave expires is considered to have failed to "return" to work under guidelines set by FMLA. The City of West Fargo will consider this a voluntary resignation of employment.

Leave Restrictions

An employee's entitlement to FMLA leave for birth or placement of a child expires twelve (12) months after the birth or placement. A husband and wife both working for the City of West Fargo are limited to

a combined total of twelve (12) work weeks during the twelve (12) month rolling period, if leave is taken for birth or placement for adoption or foster care, or to care for a parent with a serious health condition.

This limitation does not apply to leave taken by either spouse for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

Intermittent or Reduced Leave Schedules

Under certain conditions of FMLA, leave may be taken on an intermittent basis or on a reduced work schedule. "Intermittent leave" is leave taken in separate blocks of time rather than one continuous period of time. It may range from an hour to several weeks. For example, the City of West Fargo will allow intermittent leave to be taken on an occasional basis for medical appointments or taken several days at a time, repeatedly, over a period of months. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Intermittent leave is not available for the birth or adoption of a child unless mutually agreed upon between the City of West Fargo and the employee.

A "reduced leave schedule" is one that reduces the usual number of hours/days per work week or hours per work day. It could include a schedule of a three-day week, or working only mornings or afternoons, to meet the employee's requirements.

The City of West Fargo will not set a limit on the size of an increment of leave for intermittent or reduced schedule leave. Only the time actually taken is charged against the employee's entitlement to twelve weeks (480 hours) of leave.

Employee Transfers

If an employee selects intermittent leave or a reduced work schedule, the City of West Fargo may transfer them to a job that is more suitable to recurring periods of leave. There are two conditions for this transfer:

- The equivalent position must have equivalent pay and benefits, but it does not have to have equivalent duties.
- The employee must be qualified to perform the job.
- The City of West Fargo reserves the right to make such a transfer, with or without the employee's permission.

Restoration Rights

Subject to the exception listed below, the City of West Fargo will restore an employee to the position they held when the leave began, or to an equivalent position, with equivalent benefits, pay, and other terms and conditions of employment. An equivalent position will involve the same or substantially similar duties and responsibilities and must include substantially equivalent skill, effort, responsibility, and authority. The employee is also entitled to be returned to the same shift or equivalent schedule.

If special qualifications are required for the position, and they have lapsed during the employee's leave, they will be given a reasonable opportunity to fulfill the requirements after returning to work.

If the employee's work site has been closed or moved, and other employees were transferred to another work site, the employee will have the same rights for transfer as would have been available had the employee not taken leave.

Four of the reasons an employee may not be restored to their former positions at the end of a FMLA leave include:

- The individual cannot perform the essential functions of the job.
- The individual would pose a significant risk to the safety of other employees or themselves.
- The individual's job was eliminated or they were laid off because of business conditions.
- The individual was identified as a "key" person and informed of this designation before or during the FMLA leave and his or her return to the job would present an economic hardship to the City of West Fargo.

If, at any point, an employee gives an unequivocal notice that they will not be returning from FMLA leave, the FMLA leave ends immediately. Job restoration rights and benefit continuance also cease. The Human Resources Director should be contacted with additional questions.

5.09 Leave of Absence

An employee of the City may be granted a leave of absence without pay for a period not to exceed ninety (90) calendar days. Prior to granting a leave of absence, accumulated vacation, sick time (if applicable), and compensatory time must be utilized. Leaves of absence may not be counted toward the computation of overtime or compensatory time.

If an employee is not eligible for FMLA, a leave of absence may be taken for pregnancy, sickness, disability, or other reasons considered adequate by the department head as being in the best interest of the City. Each request for a leave of absence will be evaluated on an individual basis, taking into consideration the length of service, staffing needs, reason for the leave and length of the leave of absence.

Request for a leave will be submitted in writing, stating the reasons why such leave should be granted, the proposed beginning date of such leave, and the date of termination of such leave. Such leave will not be granted by the department head when it is determined it would interfere with the normal operations of the City of West Fargo. Employees failing to return to duty upon completion of a leave of absence without pay shall be considered as voluntarily separated from employment, effective on the indicated date of return. The City Commission shall have the right to grant as many extensions to a leave of absence as determined necessary to the interests of the City.

A leave of absence will be granted with a condition of reinstatement to the same position or to another position of equal pay in the same department if such employment remains available. No change of employment status will occur without written notification to the employee before the conclusion of the leave of absence.

While on leave, employees will retain their years of service rights but will not earn additional benefits during their leave of absence.

5.10 Bereavement Leave

Full-time regular employees will be granted three days of paid bereavement leave, for spouses, domestic partner, children, siblings, parents, or grandparents and the "in-law" version of each. Other family members may be approved by Human Resources. Additional time may be granted to the employee for travel or funeral arrangements with use of vacation, compensatory or personal time.

Leadership may request documentation for this absence. All non-qualifying bereavement leave must be taken as vacation, personal leave or compensatory time.

5.11 Military Leave

An employee who is either an enlisted person or an officer in the National Guard or Armed Forces Reserves shall be granted military leave in accordance with Sections 37-01-25 (Retain Status) and 37-01-25.1 (Reinstatement) of the North Dakota Century Code, which states military leave with pay shall be granted to all City employees up to a maximum of twenty (20) working days per calendar year based on 2080 hours per year, for those employees who have been employed continuously for a period of ninety (90) calendar days or more. In addition, any leave of absence necessitated by a full or partial mobilization of the reserve and national guard forces of the United States of America, or emergency state active duty, must be without loss of pay for the first thirty (30) days thereof less any other paid leave of absence which may have been granted during the calendar year pursuant to this section. However, if leave is required for weekend, daily, or hourly periods of drill for military training on a day in which a public officer or employee is scheduled to perform the work of the state or of a political subdivision, the officer or employee must be given the option of time off with a concurrent loss of pay for the period missed or must be given an opportunity to reschedule the work period so that the reserve or national guard weekend, daily, or hourly drill or period of training occurs during the time off from work without loss of status or efficiency rating.

Military members are required to present a copy of their military orders to their supervisor before taking military leave or at the earliest date a copy of the order becomes available. Military members may elect to use vacation or compensatory time in lieu of leave without pay. Military members in a leave without pay status will retain their years of service rights and accumulated benefits, but will not earn additional benefits during their leave of absence.

The military member may elect to continue employer-sponsored health insurance coverage by making payment of required insurance premiums. The City may elect to continue payment of the City's portion of health and life insurance premiums for employees who are involuntarily mobilized to State or Federal Active Duty for a period up to six months.

The City will abide by the USERRA (Uniformed Services Employment and Re-employment Rights Act).

5.12 Leave Without Pay

In the event that an employee requests time off, but does not have sufficient leave balances to cover it, the supervisor may grant, at their discretion, Leave Without Pay (LWOP). This leave shall not be for longer than seven working days and employees must exhaust all eligible sick and vacation leave before a LWOP will be granted. Sick leave cannot be used to extend vacation days. Employees while on leave shall retain their years' service rights and benefits but shall earn no additional benefits, to include leave accrual.

VI. Compensation

6.01 Position Classification and Salary Plan

Human Resources prepares and maintains a position classification plan and a salary plan that includes job descriptions, minimum qualification requirements, essential duties and functions, relative rank of various positions, base pay, and any other information which is deemed necessary and appropriate. The plan and any amendments to the plan will be subject to approval of the Board of City Commissioners.

Department heads have the authority to hire an employee at the pay rate of steps A-C, within the correct grade of the position. The City Administrator has the authority to approve any hire at steps D or E. If any individual should be hired at a step F or above, it will require City Commission approval.

Any change to a classification or grading of a position may be requested by department heads and will be determined by Human Resources.

6.02 Step Increases

To be eligible for a step increase, an employee must be in good standing, have been in service of the City for at least six months, or have been recommended by their supervisor with written approval from the City Administrator.

6.03 Pay Periods

Pay periods consist of a two-week period beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. Paychecks will be direct deposited the following Friday, after the last day of the previous pay period. For specific pay period start and end dates, please contact Payroll.

6.04 Last Day Worked

Benefit termination is determined by the last day an employee is physically in at the workplace performing their duties. This is also the date used for determining leave accruals and payouts, and qualifications for those payouts.

6.05 Unauthorized Work

Any work deemed as unauthorized City work or “off-the-clock” (work outside of scheduled hours that has not been approved by a supervisor) is strictly prohibited for non-exempt employees. Employees must record all hours worked. Under-reporting or over-reporting of work time is prohibited and will be considered falsification of time records, resulting in disciplinary action up to and including termination of employment.

6.06 Promotions

Promotion increases are to be granted on the effective date of the promotion when an individual is promoted to a position in a higher salary grade.

Any employee who is promoted to a higher wage grade classification will be placed into the step awarding a minimum five percent (5%) increase over current base salary (excluding out-of-grade pay).

6.07 Lateral Transfers

A lateral transfer occurs when an employee transfers to a different position inside or outside of his or her department in the same salary grade. Lateral transfers are typically not accompanied by an increase in pay at the time of the transfer.

6.08 Demotions

Demotion means either a voluntary or involuntary movement to a lower classification. The department head, in consultation with Human Resources, will determine whether a salary reduction is warranted. The department head or Human Resources may elect to freeze the salary of the employee receiving the demotion depending on the circumstances of the demotion.

6.09 Out-of-Grade Assignments

Any employee who is officially assigned as interim to perform the functions of a higher position classification on a short-term basis shall be paid according to the pay grade assigned to the higher classification.

Any employee who is moved out-of-grade to a higher wage grade classification will be placed into the step awarding a minimum five percent (5%) increase over current base salary. In no instance will the out-of-grade salary be less than the normal base salary plus the additional incentive percentage.

Requests for out-of-grade pay must be submitted to and approved by the Director of Human Resources and the City Administrator.

Out-of-grade pay for employees will be calculated and paid from the first day of assignment and will continue until the assignment has concluded. Out-of-grade pay shall be added to an employee's salary and is to be included in the calculation of overtime pay as required by the Fair Labor Standards Act (FLSA).

Out-of-grade pay will not be taken into consideration for promotional increases or the end-of-employment sick and vacation leave payout.

6.10 Elimination of Position/Lay Off/Reduction in Force (RIF)

Due to operational necessity or economic conditions, the City may have cause to eliminate, lay off, or temporarily suspend certain employment positions. An employee holding an eliminated employment position may be voluntarily or involuntarily terminated. An employee holding a temporarily suspended employment position may be terminated from employment with the opportunity of first notice for rehire when the employment position becomes available again.

When possible, the employee will be given at least a thirty (30) day written notice with the intent to lay off. Employees separated for no fault of their own will be placed on the re-employment list for one year. The order in which employees will be laid off shall be determined by the department head in accordance with employee's records and length of service with the City.

An employee holding an eliminated employment position may be voluntarily transferred to another available employment position with the City, if it is determined they are qualified to carry out those duties.

The employee will be assigned a salary step commensurate to the employee's knowledge, skills and abilities relating to the available employment position and within the assigned salary band for that position. The employee may receive a reduction in salary, but shall not be compensated less than the minimum wage, nor more than the maximum wage of the salary band.

6.11 Freezing of Pay

An employee whose salary is above the maximum of the salary range for his or her position will have no increases to base pay until the salary falls below the salary range maximum. This may occur if the position is regraded to a grading lower than the current one.

6.12 Overtime

Time worked in excess of 40 hours per week during any scheduled work week shall be considered overtime according to the Fair Labor Standards Act, except as stipulated for the sworn officers of the Police Department, firefighting employees of the Fire Department, or exempt employees. The department head or designated supervisor must approve all overtime before the employee working overtime.

Vacation, sick, holiday credit, personal time or compensatory time used or received during a pay period is not considered worked hours when calculating overtime. Only hours worked in excess of 40 hours per work week will be used to calculate overtime. Any excess hours above 40 hours of regular time in that week must actually be worked in order to receive overtime.

Exempt employees are not eligible for overtime. Upon departure from employment with the City, exempt employees will not be paid for any claimed administrative leave for "overtime" work.

The Fair Labor Standards Act recognizes, however, that exempt employees may perform non-exempt work and are thus entitled to overtime in emergencies. Under extremely unusual conditions, when the Board of City Commissioners officially declares an emergency within the City, exempt employees are eligible to receive overtime pay. It is expected that these conditions would be extremely rare and apply only when the City faces extraordinary situations.

Under an emergency declaration, nonexempt and exempt employees are eligible for overtime for all emergency-related hours worked in excess of 40 hours per week. In addition, hours worked on regular job responsibilities in excess of 40 hours per week that are attributable to emergency-related work accomplished during regularly scheduled hours will be paid as overtime for exempt employees.

6.13 Break Periods

The scheduling of break periods for all non-exempt employees is the responsibility of the employee's immediate supervisor and/or department head, with the goal of providing a break for the employee while causing the least possible disruption for departmental operations.

Non-exempt employees who work at least five consecutive hours will be provided a break period of no less than 30 minutes. Break periods are not counted toward worked hours and are not compensable. Employees are to be completely relieved from duty during their break period. If an employee is called back and required to perform any work duties during their break period, the employee will be

compensated for the entire 30 minute break period. Employees must notify their immediate supervisor as soon as possible if they worked during their break period.

Break periods may not be waived without prior approval by the employee's immediate supervisor and/or department head. On-going waivers of break periods must be documented in writing and approved by the department head and the Human Resources Director before the start of the period during which breaks will be waived.

The City of West Fargo offers and encourages employees to take two 15 minute rest periods or breaks when able, but does not require them to be taken. Paid 15 minute breaks cannot be combined with lunch breaks nor be used at the beginning or end of a shift, combined together to make a 30 minute break, or be banked to use at another time. Paid 15 minute breaks should be taken separately.

6.14 Lactation/Breastfeeding Break Periods

The City of West Fargo will provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. The City will also provide a place, other than a bathroom, that is shielded from view and free from intrusion of co-workers and the public, which may be used to express breast milk.

Breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

A clean and safe water source with facilities for washing hands and rinsing breast pump equipment will be made available. Refrigerators are also available so breast milk can be stored properly. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk.

Some facilities require that the lactation room be scheduled in advance to insure availability. Please check with your supervisor or HR to get more information on this.

6.15 On Call and Call Back Pay

On-call employees are non-exempt employees who are required by leadership to be available to provide specific essential city functions outside their normal regularly assigned duties. Employees must be formally assigned to be on-call by a supervisor and must respond to the required work site within one hour. While on call, employees must adhere to all City of West Fargo policies, including the Drug Free Workplace policy.

On-call employees will receive one hour of pay at the regular rate for each calendar day served on call. On-call shifts begin at the end of a regularly scheduled shift and end at the beginning of the next regularly scheduled shift. On-call pay is not included in the overtime calculation.

On-Site Call Back Pay

Any non-exempt employee that is called to work on-site outside of their scheduled shift will be paid as follows:

Initial Response - a minimum of two hours call back pay at one-and-one-half (1 ½) times the regular rate.

Subsequent Response(s) – actual time worked at one-and-one-half (1 ½) times the regular rate.

Remote Call Back Pay

Any scheduled on-call employee that can resolve issues remotely outside of their scheduled shift will be paid as follows:

Initial Response - a minimum of one hour call back pay at one-and-one-half (1 ½) times the regular rate.

Subsequent Response – actual time worked at one-and-one-half (1 ½) times the regular rate.

All non-exempt employees are eligible for call back pay, even if they are not scheduled to be on-call.

Early Call In

If an employee is called for an initial onsite response before the start of a regular shift, it will be designated as a shift change and will not result in additional call back pay.

Patrol Officers held over their regularly scheduled shift will be compensated at time-and-one-half for hours held over.

6.16 Jury and Witness Pay

An employee called to jury duty will be granted time off with pay, less the amount of fees received for jury service.

When an employee is called as a witness on behalf of the City, the City will reimburse the employee for travel-related mileage, meals, and lodging. If the employee is fully reimbursed from another party, the City will not make additional reimbursement to the employee. No time shall be deducted for the absence of such employee as a witness, but the employee must remit the witness fee to the City. However, if leave is taken for this period of time, the employee may retain the witness fee.

When an employee is called as a witness when the City is not a party to the action, the employee will be required to take vacation, compensatory time, or personal leave and may collect witness fees and mileage from the proper party.

When law enforcement staff are called as witnesses in a criminal or civil case as a result of matters arising out of official duties, they are deemed to be performing duties and services for the City. When appearing in District Court during unscheduled duty hours, police officers will be paid overtime. The police officer must remit any witness fees to the City. The term "witness" includes "expert witness."

An employee who is personally interested in, or a party to a criminal or civil action, or who voluntarily appears as a witness must use vacation or compensatory time or take leave without pay.

VII. Benefits

The City offers a variety of employer sponsored, voluntary, and shared premium benefits to full-time employees. This section will highlight the purpose and contact information for each of these. For information on program requirements, eligibility, and coverage, please see the HR SharePoint page under “Benefits”, as they are subject to change. Please note that human resource team members cannot offer financial advise or benefit payout information due to liability.

7.01 Medical & RX Plans

The City of West Fargo offers two options for Medical Plans. Prescription drug is included in this coverage as well. Employees can enroll in this plan as a single, single +child(ren), single + spouse, or family.

Please see the current Benefits Guide for deductibles, out of pocket max, etc.

Administered by BCBS ND

website - <https://www.bcbsnd.com/>

customer service 1-844-363-8457

for hearing or speech assistance 1-800-366-6888 or dial 711

7.02 Dental Plan

The City’s Dental Plan is through BCBS of ND. Dental insurance helps cover the cost of dental care, such as teeth cleanings, exams, surgeries, and emergency procedures. Dental insurance is separate from the main Medical/Pharmacy plans.

Administered by BCBS ND

website - <https://www.bcbsnd.com/>

customer service 1-844-363-8457

for hearing or speech assistance 1-800-366-6888 or dial 711

7.03 Vision plan

The City’s Vision Plan is through BCBS of ND and they use the VSP Signature Network. Vision Insurance helps cover the cost of routine eye exams, glasses, contact lenses, and other vision services. Vision insurance is separate from the main Medical/Pharmacy plans.

Administered by BCBS ND

website - <https://www.bcbsnd.com/>

customer service 1-844-363-8457

for hearing or speech assistance 1-800-366-6888 or dial 711

7.04 Basic Employee Accidental Death and Dismemberment

This is a benefit provided and paid for by the City. Basic EE AD&D pays out a specific amount to a beneficiary(s) if an employee dies or experiences severe dismemberment due to an accident.

Administered by Unum

website - <https://services.unum.com>

To file a claim please reach out to the Human Resource Team, HR will communicate to Unum to initiate

the claim. Unum will reach out to your contacts as needed.

Phone - 701-515-5360

email - hr@westfargond.gov

7.05 Optional Accidental Death and Dismemberment

Optional Accidental Death and Dismemberment insurance is a voluntary insurance coverage that provides a monetary payout to the employee's beneficiaries in the unfortunate event of death or severe dismemberment as a result of a covered accident. OPT AD&D is essentially an additional layer of protection on top of your Basic AD&D (employer paid) that only applies in case of a covered accident.

Optional Accidental Death and Dismemberment insurance Spouse & Children are voluntary insurance coverages that provides a monetary benefit to you (employee) should your spouse or dependent child(ren) die in an accident, suffer a covered loss in an accident such as losing a limb or eyesight.

Administered by UNUM

website - <https://services.unum.com>

To file a claim please reach out to the Human Resource Team, HR will communicate to Unum to initiate the claim. Unum will reach out to your contacts as needed.

Phone - 701-515-5360

email - hr@westfargond.gov

7.06 Basic Life Insurance

This is a benefit provided and paid for by the City. Basic EE Life is an employer sponsored \$25,000 life insurance policy that offers a monetary benefit in the unfortunate results of an employee's death.

Administered by Unum

website - <https://services.unum.com>

To file a claim please reach out to the Human Resource Team, HR will communicate to Unum to initiate the claim. Unum will reach out to your contacts as needed.

Phone - 701-515-5360

email - hr@westfargond.gov

7.07 Optional Life Insurance

Optional Life Insurance is a type of insurance that can provide additional protection to an employee by increasing the amount paid out through the employer paid Basic EE Life. Optional Life is at an additional cost to the employee. Increments of \$10,000.

Max Coverage Amount: \$500,000 or 5x your annual income is the max coverage amount (whichever is less).

* Evidence of Insurability will be required if you enrolling in coverage over the guaranteed issue limit (\$150,000), or if you are increasing your coverage amount by \$10,000 or more.

Optional Life Insurance for Child(ren) is a voluntary plan that provides a monetary death benefit paid to the Employee. Optional Life Child(ren) is at an additional cost to the employee. Ages 14 days up to 19 or 26 if full-time student. Increments of \$2,000.

Max Coverage Amount: \$10,000

Optional Life Insurance for Spouse is a voluntary plan that provides a monetary death benefit paid to the Employee. Optional Life Spouse is at an additional cost to the employee. Increments of \$5,000.
Max Coverage Amount: Equal to or less than that of the employee elected coverage amount. (i.e. spouse coverage must be less than employee)

* Evidence of Insurability will be required if you are enrolling in coverage over the guaranteed issue limit (\$50,000), or if you are increasing your coverage amount by \$10,000 or more.

**If your election requires Evidence of Insurability (EOI) Human Resources will reach out to you to complete.

Administered by UNUM
website - <https://services.unum.com>

To file a claim please reach out to the Human Resource Team, HR will communicate to Unum to initiate the claim. Unum will reach out to your contacts as needed.

Phone - 701-515-5360

email - hr@westfargond.gov

7.08 Employer Sponsored Long Term Disability

This is a benefit provided and paid for by the City. LTD provides income to employee who are unable to work due to long periods of non-work-related illness or disability.

Administered by Unum
website - <https://services.unum.com>

To file a claim please reach out to the Human Resource Team, HR will communicate to Unum to initiate the claim. Unum will reach out to your contacts as needed.

Phone - 701-515-5360

email - hr@westfargond.gov

7.09 Health Savings Account (HSA)

The HSA plan is a tax-advantage savings account that allows you to set aside money to pay for qualified medical expenses. You can contribute pre-tax money through payroll and funds can be withdrawn at any time. You can contribute post-tax funds outside of payroll as well. These funds are not use it or lose it and will remain in the account until withdrawn.

Example – If you elect \$500 HSA dollars and use only \$450 by 12/31/2025 the \$50 will stay in your HSA to use at a later time.

You must be enrolled in the City's HDHP plan to qualify and not be otherwise ineligible (i.e. enrolled in a low deductible plan through your spouse, military, etc.) More details here.

Administered by Wex
Website - <https://customer.wexinc.com/login/benefits-login/>
Phone - 1-866-451-3399

7.10 Flexible Spending Account (FSA Health)

The FSA Health plan is an employer sponsored benefit that allows you to set aside pre-tax to pay for qualified healthcare expenses. FSA funds are subject to use it or lose it.

Example – If you elect \$500 FSA dollars and use only \$450 by 12/31 of that year you will lose the \$50.

Administered by Wex

Website - <https://customer.wexinc.com/login/benefits-login/>

Phone - 1-866-451-3399

7.11 Dependent Care Flexible Spending Account (Dcare)

FSA Dcare is used to pay for childcare or adult dependent care expenses that are necessary to allow you (and spouse if married) to work, look for work, or attend full-time school. FSA Dcare funds are subject to use it or lose it.

Example – If you elect \$500 FSA Dcare dollars and use only \$450 by 12/31 of that year you will lose the \$50.

Administered by Wex

Website - <https://customer.wexinc.com/login/benefits-login/>

Phone - 1-866-451-3399

7.12 Voluntary Accident Insurance

Voluntary Accident Insurance is a supplemental insurance policy for the employee that helps cover injuries, illness, and related expenses. This is an employee paid benefit.

****If your election requires Evidence of Insurability (EOI) Human Resources will reach out to you to complete.**

Administered by Mutual of Omaha

NOTE: The City of West Fargo partners with HUB International as our benefit brokers. HUB has two contacts dedicated to this plan. Lisa and Jaime are employees and hr contacts regarding all Mutual of Omaha Plans, submitting a claim, and for general questions. Lisa and Jaime are employees' first contact. HR and the Mutual of Omaha Customer Services can be of further assistance.

Lisa Hartman

Phone - 605-444-5103

Email – lisa.hartman@hubinternational.com

Jaime Turner

Phone – 402-964-5428

Email – Jamie.turner@hubinternational.com

Once a claim has been filed, if an employee would like to register, please go to www.mutualofomaha.com

From there, please take the following steps:

- Select the sign in icon in the upper right-hand corner

- Then, Employee Portal (can either sign in or register here)

Mutual of Omaha Customer Service Phone Number – 1-800-877-5176

7.13 Voluntary Critical Illness Plan

VOL Critical Illness provides additional coverage to the employee and/or their spouse for medical emergencies like heart attacks, strokes, or cancer.

Administered by Mutual of Omaha

[Click Here: Mutual of Omaha - Critical Illness Benefit Pamphlet.pdf](#)

****If your election requires Evidence of Insurability (EOI) Human Resources will reach out to you to complete.**

NOTE: The City of West Fargo partners with HUB International as our benefit brokers. HUB has two contacts dedicated to this plan. Lisa and Jaime are employees and hr contacts regarding all Mutual of Omaha Plans, submitting a claim, and for general questions. Lisa and Jaime are employees' first contact. HR and the Mutual of Omaha Customer Services can be of further assistance.

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Once a claim has been filed, if an employee would like to register, please go to www.mutualofomaha.com

From there, please take the following steps:

- Select the sign in icon in the upper right-hand corner
- Then, Employee Portal (can either sign in or register here)

Mutual of Omaha Customer Service Phone Number – 1-800-877-5176

7.14 NDPERS Retirement

The City of West Fargo Retirement Plans are through NDpers. For department breakdown and plan types, please navigate to the NDpers website. For further questions, form processing, etc it is best to reach out to NDpers directly. The HR team is only able to assist with filling out forms, signing as needed, and general questions.

Phone – 701-328-3900 or toll free at 1-800-803-7377

Website - <https://www.ndpers.nd.gov/>

7.15 Additional Retirement/457B Plans

457B is commonly known as the government version of a 401k. 457b is a tax-advantage retirement savings account. Employees can enroll, setup, and increase payroll deductions at any time.

Administered by NDpers and Selected Providers (through the City of West Fargo)
NDpers: If you are enrolled in the 457b companion plan (Empower, Nationwide, or Braverra)
Phone – 701-328-3900 or toll free at 1-800-803-7377
Website - <https://www.ndpers.nd.gov/>

If you are enrolled in a legacy 457b plan (some listed below) you would have been given contact information when enrolling. Please contact your representative for questions, processes, etc. HR will be able to assist you with filling out forms and general questions. Employees are no longer able to directly enroll with these providers as of January 1, 2024.

Legacy 457providers:

Alerus Securities

Equitable

Empower (Mass Mutual)

Orion (FTJ FundChoice)

Nationwide

New York Life Insurance Company

Voya (Lauritsen Financial)

7.16 False Arrest Coverage

The City provides, at no employee cost, a false arrest insurance policy which may indemnify Police Department employees up to \$2,000,000 per occurrence, with no limit on number of occurrences, as a result of false arrest litigation brought against the employee due to the performance of the duties of the position.

7.17 Uniforms and City Apparel

In departments where uniforms are required, the City will provide uniforms for employees. Any replacement of uniforms will be at the discretion of the department head. Departments will keep a list of allowable uniform items and the process for which uniforms can be ordered.

Employees may choose to purchase City of West Fargo apparel through an approved vendor. They will then reimburse the city through the payroll process to cover the cost of the items.

7.18 Unemployment Coverage

Employees are governed by the rules under the North Dakota Unemployment Insurance Laws. The employer or the employee has the right to appeal any determination made by North Dakota Job Service regarding claims submitted.

7.19 Employee Assistance Program

The City of West Fargo offers an Employee Assistance Program (EAP). This program is a full-service program which includes confidential and comprehensive counseling services for employees.

The decision to seek or accept assistance through the EAP will not adversely affect an employee's job security or advancement opportunities. However, participation in the EAP in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

7.20 Organization Membership

Membership in a professional organization is valuable to our employees, as well as to our organization. The City of West Fargo will pay 100 percent of annual membership fees required for an employee to belong to a job-related professional organization upon approval by the department head. The City will also pay 100 percent of the fees required for employees to maintain a professional designation that is directly related to their job. The City Administrator must approve, in writing, any exceptions to this policy.

The City also will pay 100 percent of the expenses associated with attending periodic meetings and seminars sponsored by professional organizations that directly relate to the employee's job. Employees seeking to attend such meetings must have department head approval before registering.

7.21 Travel

Time spent commuting from home to work or work to home is not compensable and is not considered travel time for the purposes of this section.

In-Town Travel and Personal Mileage Reimbursement

City employees who are considered mobile and have work assignments in the field are provided a City vehicle to use for City business under certain utilization thresholds. City employees who do not meet that threshold shall use their personal means of transportation. Mileage reimbursement requests shall be completed on a monthly cycle.

City employees are eligible for reimbursement of in-town mileage incurred using their personal vehicles if approved by their supervisor. Department heads and supervisors are responsible for monitoring mileage driven and reimbursements to their City employees. The rate of reimbursement shall be the rate in effect at the time of travel as determined by the IRS and shall be substantiated with a mileage log that shows the dates traveled, destination, and reason for in-town travel. Mileage log documentation shall be included with the travel reimbursement voucher at the time of payment request to capture an adequate level of substantiation.

No reimbursement shall be made for department heads, supervisors, or City employees for incidental in-town travel or commuting to and from work and their home. If reassigned because of a natural or other disaster from their normal working location, their new location shall be considered their place of work for commuting purposes.

Out-of-Town Travel Time during Normal Work Hours

The time exempt and non-exempt employees spend engaged in travel during their regularly scheduled work hours on any day of the week (including non-scheduled days) is treated as hours worked. This travel time is paid at the employee's regular hourly rate of pay (or at the overtime rate if applicable based on hours worked). Compensable travel time includes any portion of authorized travel, such as airport layovers.

Out-of-Town Travel Time Outside of Normal Work Hours

The time exempt and non-exempt employees spend in travel outside of their regularly scheduled worked hours (including non-scheduled days) is only treated as hours worked if they are engaged as a driver or passenger in an automobile, plane or any other mode of transportation. This travel time is paid

at the employee's regular hourly rate of pay (or overtime rate if applicable based on hours worked). Time spent on non-travel activities outside of the normal work hours (including non-scheduled days) is not compensable.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. City vehicles should be used for travel if available. If a City vehicle is not available, mileage for use of personal vehicles will be compensated at the standard IRS rate.

Employees will be reimbursed for reasonable business travel expenses incurred while on City business or related activities away from the City, as allowed under NDCC 44-08-04. All travel must be pre-approved by the department head. To receive reimbursement, a travel reimbursement form must be completed by the employee and signed by the Department Head. The form is available from the Finance Office. Paperwork must be accompanied by required receipts and submitted in a timely manner.

VIII. Conclusion

We value each employee working for the City of West Fargo. The policies outlined in this handbook are not a legal contract of employment, nor are they fully inclusive of all policies and procedures that may apply to individual positions. They are intended to provide information that will assist you in your employment with the City of West Fargo.



Finance Office

Telephone: 701-241-5600

Fax: 701-241-5728

SMB-FIN@casscountynd.gov

October 8, 2024

Nick Lee
City of West Fargo
2515 6th Street E
West Fargo, ND 58078



Dear Mr. Lee,

Enclosed is the application for abatement or refund of taxes, #4568, submitted Amanda Nelson.

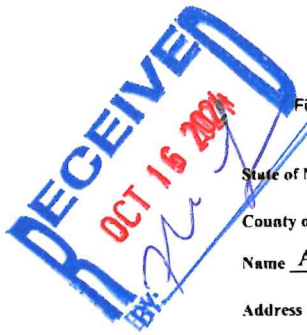
Please be reminded that Section 57-23-06 of the North Dakota Century Code states the following: "Within ten days after receiving an application for abatement, the city auditor or the township clerk shall give the applicant a notice of a hearing to be held before the governing body of the city or township, or such other committee as it may designate, in which the assessed property is located. Said hearing shall be set for no more than sixty days after the date of the notice of hearing. The applicant may waive, in writing, the hearing before such governing body or designated committee at any time before the hearing".

Please have your city commission make a recommendation on the back of the abatement, sign it, and return it to this office.

Sincerely,

Brandy Madrigga
Cass County Finance Director

Enclosure



Application For Abatement Or Refund Of Taxes
North Dakota Century Code § 57-23-04

File with the County Auditor on or before November 1 of the year following the year in which the tax becomes delinquent.

State of North Dakota
County of Cass
Name Amanda Jensen
Address 1280 Goldenwood Drive West Fargo, ND 58078
Assessment District West Fargo
Property I.D. No. 02-0720-00010-000
Telephone No. (701) 799-3443

Legal description of the property involved in this application:
LOT 1 BLK 1 GOLDENWOOD 6TH

Total true and full value of the property described above for the year 2023 is:
Land \$ 190,000.00
Improvements \$ 603,900.00
Total \$ 801,900.00

Total true and full value of the property described above for the year 2023 should be:
Land \$ 130,000.00
Improvements \$ 603,900.00
Total \$ 733,900.00

The difference of \$ 68,000.00 true and full value between (1) and (2) above is due to the following reason(s):

- ☒ 1. Agricultural property true and full value exceeds its agricultural value defined in N.D.C.C. § 57-02-27.2
☒ 2. Residential or commercial property's true and full value exceeds the market value
☐ 3. Error in property description, entering the description, or extending the tax
☐ 4. Nonexisting improvement assessed
☐ 5. Complainant or property is exempt from taxation. Attach a copy of Application for Property Tax Exemption.
☐ 6. Duplicate assessment
☐ 7. Property improvement was destroyed or damaged by fire, flood, tornado, or other natural disaster (see N.D.C.C. § 57-23-04(1)(g))
☐ 8. Error in noting payment of taxes, taxes erroneously paid
☐ 9. Property qualifies for Homestead Credit (N.D.C.C. § 57-02-08.1) or Disabled Veterans Credit (N.D.C.C. § 57-02-08.8). Attach a copy of the application.
☒ 10. Other (explain) Our lot is significantly overvalued for the area additional appraisals & documentation attached

The following facts relate to the market value of the residential or commercial property described above. For agricultural property, go directly to question #5.

1. Purchase price of property: \$ 648,000.00 Date of purchase: 2/25/2022
Terms: Cash _____ Contract _____ Trade _____ Other (explain) Construction loan
Was there personal property involved in the purchase price? NO Estimated value: \$ 720,000.00
2. Has the property been offered for sale on the open market? NO If yes, how long? _____
Asking price: \$ _____ Terms of sale: _____
3. The property was independently appraised: YES Purpose of appraisal: To determine fair value
our home would sell for Market value estimate: \$ 705,000.00 (2024)
Appraisal was made by whom? Cass-Clay Appraisals, Inc.
4. The applicant's estimate of market value of the property involved in this application is \$ 733,900.00 (2023)
5. The estimated agricultural productive value of this property is excessive because of the following condition(s):

Applicant asks that The City reduce their valuation of our lot to be more comparable to the other lots in our development & so the total value of our home is not also inflated

By filing this application, I consent to an inspection of the above-described property by an authorized assessment official for the purpose of making an appraisal of the property. I understand the official will give me reasonable notification of the inspection. See N.D.C.C. § 57-23-05.1.

I declare under the penalties of N.D.C.C. § 12.1-11-02, which provides for a Class A misdemeanor for making a false statement in a governmental matter, that this application is, to the best of my knowledge and belief, a true and correct application.

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

24775
(2-2016)

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

On _____, _____, the governing board of this municipality, after examination of this application and the facts, passed a resolution recommending to the Board of County Commissioners that the application be _____

Dated this _____ day of _____, _____
City Auditor or Township Clerk

Action by the Board of County Commissioners

Application was _____ by action of _____ County Board of Commissioners.
Approved/Rejected

Based upon an examination of the facts and the provisions of North Dakota Century Code § 57-23-04, we approve this application. The taxable valuation is reduced from \$ _____ to \$ _____ and the taxes are reduced accordingly. The taxes, if paid, will be refunded to the extent of \$ _____. The Board accepts \$ _____ in full settlement of taxes for the tax year _____.

We reject this application in whole or in part for the following reason(s). Written explanation of the rationale for the decision must be attached. _____

Dated _____, _____

County Auditor

Chairperson

Certification of County Auditor

I certify that the Board of County Commissioners took the action stated above and the records of my office and the office of the County Treasurer show the following facts as to the assessment and the payment of taxes on the property described in this application.

Year	Taxable Value	Tax	Date Paid (if paid)	Payment Made Under Written Protest?
				yes/no

I further certify that the taxable valuation and the taxes ordered abated or refunded by the Board of County Commissioner are as follows:

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

**Application For Abatement
Or Refund Of Taxes**

Name of Applicant

County Auditor's File No.

Date Application Was Filed
With The County Auditor

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

(must be within five business days of filing date)



Assessor's Department

2515 6th St E
West Fargo, ND 58078
assessor@westfargond.gov

Telephone: 701-515-5300
Fax: 701-515-5001
assessments.westfargond.gov

Abatement No: 4568

PIN: 02-0720-00010-000
Address: 1280 Goldenwood Dr.
Owner: Ryan Jenson & Amanda Jenson
Year Built: 2021
TLA: 3,214
2023 Value: \$801,900
2024 Value: \$824,500



Property Information

Ryan & Amanda Jenson were the general contractors for the construction of their new home. It is a 3,214sf two story home with five bedrooms, three bathrooms, a three-stall garage, and has an unfinished, fire code compliant basement. Situated along the Sheyenne River, this lot was originally purchased as two separate lots which were combined totaling 70,000sf (1.647 acres) as Goldenwood 6th Addition.

Property history:

- In July 2019, a land sale from J & O Real Estate LLC to the homeowners of two lots for \$100,000 while also assuming a balance of \$78,863 in specials for an adjusted sale price of **\$178,863**.
- In June 2021, Building Permit # 210736 was issued for **\$690,000** to build a two story, single family dwelling, with the lower level finished.
- In July 2022, a Building Permit #220818 was issued for **\$95,000** to build an inground swimming pool, which was completed for the 2023 assessment.
- Total value of sale & permits was **\$963,863**.
- For the 2023 tax year, value was set as **\$848,000** and notice of increase was sent out to the homeowners.
- Mrs. Jenson contacted the Assessor's Department questioning this value and sent in an appeal.
- In April 2023, West Fargo completed a full inspection/review of the property.
- On review an adjustment was made giving additional consideration to the large size of the lot which lowered the land by \$46,100. This correction lowered the overall value to **\$801,900**. No further appeal was made to the County.

Summary

The appellant disagrees with their current 2023 valuation (\$801,900) and is requesting a reduction to \$733,900. They have submitted an appraisal that was completed on June 10th, 2024.



Assessor's Department

2515 6th St E
West Fargo, ND 58078
assessor@westfargond.gov

Telephone: 701-515-5300
Fax: 701-515-5001
assessments.westfargond.gov

Analysis

The appellant has provided a 2024 financing appraisal as proof of value. A financing appraisal's intent is to determine a value for a bank which they use to calculate how much they can loan against a property. Financing appraisals and their value determinations, though in many ways similar, have a key difference when compared to our True and Full value. We are required by the North Dakota State Tax Department to include the balance of special assessments levied against each property at the time of sale. For a financial appraisal, they will discount the value based on the differences in specials assumed. This key methodology difference makes for large value discrepancies on properties that have large special assessment balances. For example, the 2024 appraisal submitted by the appellant has a final opinion of value totaling \$765,000. After adding in the required special assessment balance of \$58,525, the value would be much closer to our 2023 valuation of \$801,900. Unfortunately, the appraisal neglected to provide a cost approach on this nearly new house as a second indication of value, so we are not able to review our base costs.

During discussions with the appellant, questions arose regarding the equitability of our land values. To support the 2023 land valuation, we have provided a list of similar land sales from 2020 through 2022. These sales are in the same subdivision as the subject property and are also river adjacent. The findings indicate a value range of \$2.40/sf and \$5.41/sf. Our land value on this property is \$198,000 or \$2.83/sf, which sits within this range.

For your review, our office has provided our own sales comparison study to support the 2023 valuation. We used similar two story properties within the city of West Fargo that sold in 2022. These sales support a value between \$816,500 to \$859,500. Although our 2023 value of the subject property is slightly lower than that range, it is still equitable.

Conclusion

This property has been modeled correctly in our system, which ensures it has been treated fairly and equitably compared to similar properties. Comparable property sales have been adjusted to the subject and indicate a range of value consistent to our 2023 value. The submitted appraisal when adjusted in line with the procedure we are required to follow, is very close to our value. Finally, our land analysis shows our land value is within tolerance.

Recommendation

Since our information is correct on this property, and our value falls within the indicated sale range, it is my recommendation to uphold the 2023 value of \$801,900

PIN **02-0720-00010-000**
Address 1280 GOLDENWOOD DR WEST FARGO

	SUBJECT P/SF	\$256.53	
	Base		
Land (SF)	71,755.00	\$198,000	
Style	2 Story Frame		
Main SF	1,568	\$214,580	
Addtns SF	0	\$0	
Qtrs Over			
Porch SF	16	\$1,426	
Garage SF	62	\$3,292	
Bsmt/Attic	Full / None	\$28,380	
Heat/AC	FHA-Gas / Yes	\$7,070	
TLA	3,214	1,568/1,646	
Yr/Age/Cond.	2021 / 3 / NML		
Rms / Bedrms	8 / 5		
Bath Fixtures	4	\$19,775	
Appliances	0	\$0	
Bsmt Finish		\$11,368	
Porches	126 SF	\$5,080	
Decks/Patios	714 SF	\$3,499	
Veneer	0 LF	\$0	
Fireplace	1	\$4,250	
Att. Garages	1399 SF	\$41,874	
Bsmt Stalls	0	\$0	
Grade/Mult.	2+10 / 1.970	\$334,448	
Phy. Depr.	0%	\$0	
F/E/Othr	0%/10%/0%	-\$67,924	
Bldg Extras	1	\$7,441	
Det. Garages	0 SF	\$0	
Yard Extras	1	\$55,188	
Ag Buildings	0	\$0	
Multi-Fam Adj		\$0	
Map Factor	0.940	-\$39,990	

PIN **02-4300-00110-000**
Address 115 36 AVE PL E WEST FARGO



	P/SF	\$252.91	
Cd/Rec	D 000	1681323	
Analysis info	12/11/2024	/ 0.00% adj/mo	
Sale Date/Amt	12/09/2022	\$591,556	
Time Sale Adj	0 mo /Adj \$0 per mo	\$0	
Adj Sale Amt		\$591,556	
	Base	Difference	
Land (SF)	10,010.00	\$83,700	\$114,300
Style	2 Story Frame		
Main SF	1,118	\$173,030	\$41,550
Addtns SF	16	\$2,200	-\$2,200
Qtrs Over			
Porch SF	0	\$0	\$1,426
Garage SF	130	\$6,025	-\$2,733
Bsmt/Attic	Full / None	\$22,260	\$6,120
Heat/AC	FHA-Gas / Yes	\$5,710	\$1,360
TLA	2,339	1,134/1,205	
Yr/Age/Cond.	2020 / 4 / NML		
Rms / Bedrms	9 / 4		
Bath Fixtures	5	\$18,475	\$1,300
Appliances	0	\$0	\$0
Bsmt Finish		\$28,139	-\$16,771
Porches	120 SF	\$5,080	\$0
Decks/Patios	0 SF	\$0	\$3,499
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	846 SF	\$26,480	\$15,394
Bsmt Stalls	0	\$0	\$0
Grade/Mult.	2+10 / 1.970	\$282,899	\$51,549
Phy. Depr.	1%	-\$5,744	\$5,744
F/E/Othr	0%/10%/0%	-\$56,881	-\$11,043
Bldg Extras	0	\$0	\$7,441
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$55,188
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	0.930	-\$35,835	-\$4,155
Mkt Influence	100%		\$0

Total (without rounding)	\$559,788	
Net Adjustments		\$267,969
Indicated Value		\$859,525

PIN **02-5151-00710-000**
Address 231 39 AVE E WEST FARGO



	P/SF	\$240.70	
Cd/Rec	D 000	1656379	
Analysis info	12/11/2024	/ 0.00% adj/mo	
Sale Date/Amt	01/04/2022	\$658,068	
Time Sale Adj	0 mo /Adj \$0 per mo	\$0	
Adj Sale Amt		\$658,068	
	Base	Difference	
Land (SF)	12,000.00	\$83,200	\$114,800
Style	2 Story Frame		
Main SF	1,205	\$181,010	\$33,570
Addtns SF	0	\$0	\$0
Qtrs Over			
Porch SF	0	\$0	\$1,426
Garage SF	324	\$15,045	-\$11,753
Bsmt/Attic	Full / None	\$23,060	\$5,320
Heat/AC	FHA-Gas / Yes	\$6,000	\$1,070
TLA	2,734	1,205/1,529	
Yr/Age/Cond.	2013 / 11 / NML		
Rms / Bedrms	11 / 6		
Bath Fixtures	5	\$26,875	-\$7,100
Appliances	6	\$0	\$0
Bsmt Finish		\$31,358	-\$19,990
Porches	122 SF	\$5,080	\$0
Decks/Patios	196 SF	\$3,136	\$363
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	1099 SF	\$32,961	\$8,913
Bsmt Stalls	0	\$0	\$0
Grade/Mult.	1-10 / 2.040	\$345,686	-\$11,238
Phy. Depr.	6%	-\$40,684	\$40,684
F/E/Othr	0%/10%/0%	-\$63,739	-\$4,185
Bldg Extras	1	\$6,239	\$1,202
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$55,188
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	1.010	\$5,736	-\$45,726
Mkt Influence	100%		\$0

Total (without rounding)	\$665,213	
Net Adjustments		\$162,544
Indicated Value		\$820,612

PIN **02-0720-00010-000**
Address 1280 GOLDENWOOD DR WEST FARGO

	SUBJECT P/SF	\$256.53	
	Base		
Land (SF)	71,755.00	\$198,000	
Style	2 Story Frame		
Main SF	1,568	\$214,580	
Addtns SF	0	\$0	
Qtrs Over			
Porch SF	16	\$1,426	
Garage SF	62	\$3,292	
Bsmt/Attic	Full / None	\$28,380	
Heat/AC	FHA-Gas / Yes	\$7,070	
TLA	3,214	1,568/1,646	
Yr/Age/Cond.	2021 / 3 / NML		
Rms / Bedrms	8 / 5		
Bath Fixtures	4	\$19,775	
Appliances	0	\$0	
Bsmt Finish		\$11,368	
Porches	126 SF	\$5,080	
Decks/Patios	714 SF	\$3,499	
Veneer	0 LF	\$0	
Fireplace	1	\$4,250	
Att. Garages	1399 SF	\$41,874	
Bsmt Stalls	0	\$0	
Grade/Mult.	2+10 / 1.970	\$334,448	
Phy. Depr.	0%	\$0	
F/E/Othr	0%/10%/0%	-\$67,924	
Bldg Extras	1	\$7,441	
Det. Garages	0 SF	\$0	
Yard Extras	1	\$55,188	
Ag Buildings	0	\$0	
Multi-Fam Adj		\$0	
Map Factor	0.940	-\$39,990	

PIN **02-5830-01340-000**
Address 1086 WILDFLOWER LN W WEST FARGO



	P/SF	\$259.18	
Cd/Rec	D 000	1666799	
Analysis info	12/11/2024	/ 0.00% adj/mo	
Sale Date/Amt	06/01/2022	\$627,739	
Time Sale Adj	0 mo /Adj \$0 per mo	\$0	
Adj Sale Amt		\$627,739	
	Base	Difference	
Land (SF)	15,747.00	\$117,700	\$80,300
Style	2 Story Frame		
Main SF	1,035	\$164,610	\$49,970
Addtns SF	26	\$3,090	-\$3,090
Qtrs Over			
Porch SF	0	\$0	\$1,426
Garage SF	326	\$15,048	-\$11,756
Bsmt/Attic	Full / None	\$20,590	\$7,790
Heat/AC	FHA-Gas / Yes	\$5,290	\$1,780
TLA	2,422	1,061/1,361	
Yr/Age/Cond.	2016 / 8 / NML		
Rms / Bedrms	8 / 4		
Bath Fixtures	4	\$21,200	-\$1,425
Appliances	0	\$0	\$0
Bsmt Finish		\$28,721	-\$17,353
Porches	77 SF	\$4,010	\$1,070
Decks/Patios	546 SF	\$8,134	-\$4,635
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	810 SF	\$25,320	\$16,554
Bsmt Stalls	0	\$0	\$0
Grade/Mult.	2+10 / 1.970	\$291,255	\$43,193
Phy. Depr.	4%	-\$23,661	\$23,661
F/E/Othr	0%/10%/0%	-\$56,786	-\$11,138
Bldg Extras	0	\$0	\$7,441
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$55,188
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	0.970	-\$15,332	-\$24,658
Mkt Influence	100%		\$0

Total (without rounding)	\$613,439	
Net Adjustments		\$214,318
Indicated Value		\$842,057

PIN **02-5827-00230-000**
Address 4717 11 ST W WEST FARGO



	P/SF	\$285.36	
Cd/Rec	D 000	1668655	
Analysis info	12/11/2024	/ 0.00% adj/mo	
Sale Date/Amt	06/22/2022	\$735,089	
Time Sale Adj	0 mo /Adj \$0 per mo	\$0	
Adj Sale Amt		\$735,089	
	Base	Difference	
Land (SF)	12,204.00	\$111,200	\$86,800
Style	2 Story Frame		
Main SF	1,226	\$183,300	\$31,280
Addtns SF	100	\$7,280	-\$7,280
Qtrs Over			
Porch SF	24	\$1,440	-\$14
Garage SF	0	\$0	\$3,292
Bsmt/Attic	Full / None	\$23,410	\$4,970
Heat/AC	FHA-Gas / Yes	\$6,300	\$770
TLA	2,576	1,326/1,250	
Yr/Age/Cond.	2018 / 6 / NML		
Rms / Bedrms	10 / 5		
Bath Fixtures	4	\$18,300	\$1,475
Appliances	0	\$0	\$0
Bsmt Finish		\$37,905	-\$26,537
Porches	168 SF	\$6,480	-\$1,400
Decks/Patios	126 SF	\$617	\$2,882
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	1093 SF	\$32,783	\$9,091
Bsmt Stalls	0	\$0	\$0
Grade/Mult.	1+5 / 2.290	\$415,464	-\$81,016
Phy. Depr.	2%	-\$14,750	\$14,750
F/E/Othr	0%/10%/0%	-\$72,278	\$4,354
Bldg Extras	0	\$0	\$7,441
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$55,188
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	0.970	-\$19,515	-\$20,475
Mkt Influence	100%		\$0

Total (without rounding)	\$742,186	
Net Adjustments		\$85,571
Indicated Value		\$820,660

PIN **02-0720-00010-000**
Address 1280 GOLDENWOOD DR WEST FARGO

	SUBJECT P/SF	\$256.53
Base		
Land (SF)	71,755.00	\$198,000
Style	2 Story Frame	
Main SF	1,568	\$214,580
Addtns SF	0	\$0
Qtrs Over		
Porch SF	16	\$1,426
Garage SF	62	\$3,292
Bsmt/Attic	Full / None	\$28,380
Heat/AC	FHA-Gas / Yes	\$7,070
TLA	3,214	1,568/1,646
Yr/Age/Cond.	2021 / 3 / NML	
Rms / Bedrms	8 / 5	
Bath Fixtures	4	\$19,775
Appliances	0	\$0
Bsmt Finish		\$11,368
Porches	126 SF	\$5,080
Decks/Patios	714 SF	\$3,499
Veneer	0 LF	\$0
Fireplace	1	\$4,250
Att. Garages	1399 SF	\$41,874
Bsmt Stalls	0	\$0
Grade/Mult.	2+10 / 1.970	\$334,448
Phy. Depr.	0%	\$0
F/E/Othr	0%/10%/0%	-\$67,924
Bldg Extras	1	\$7,441
Det. Garages	0 SF	\$0
Yard Extras	1	\$55,188
Ag Buildings	0	\$0
Multi-Fam Adj		\$0
Map Factor	0.940	-\$39,990

PIN **02-5830-00930-000**
Address 936 51 AVE W WEST FARGO



P/SF		\$253.79
Cd/Rec	D 000	1682544
Analysis info	12/11/2024	/ 0.00% adj/mo
Sale Date/Amt	12/30/2022	\$566,196
Time Sale Adj	0 mo /Adj \$0 per mo	\$0
Adj Sale Amt		\$566,196
Base		Difference
Land (SF)	11,475.00	\$103,000
Style	2 Story Frame	
Main SF	994	\$162,230
Addtns SF	16	\$3,520
Qtrs Over		
Porch SF	0	\$0
Garage SF	211	\$9,358
Bsmt/Attic	Full / None	\$20,240
Heat/AC	FHA-Gas / Yes	\$5,190
TLA	2,231	1,010/1,221
Yr/Age/Cond.	2019 / 5 / NML	
Rms / Bedrms	10 / 4	
Bath Fixtures	4	\$14,900
Appliances	0	\$0
Bsmt Finish		\$23,588
Porches	113 SF	\$5,080
Decks/Patios	462 SF	\$5,544
Veneer	0 LF	\$0
Fireplace	1	\$4,250
Att. Garages	903 SF	\$27,580
Bsmt Stalls	0	\$0
Grade/Mult.	2+10 / 1.970	\$273,036
Phy. Depr.	2%	-\$11,090
F/E/Othr	0%/10%/0%	-\$54,343
Bldg Extras	0	\$0
Det. Garages	0 SF	\$0
Yard Extras	0	\$0
Ag Buildings	0	\$0
Multi-Fam Adj		\$0
Map Factor	0.970	-\$14,673
Mkt Influence	100%	\$0
Total (without rounding)		\$577,410
Net Adjustments		\$250,347
Indicated Value		\$816,543

LAND VALUE COMPARISON

SUBJECT							
PARCEL	ADDRESS	LABEL	ASSESSED LAND	LAND SQ FT	\$ PER SQ FT ASSESSED		
02-0720-00010-000	1280 Goldenwood Dr.	S	\$ 198,000	70,000	\$	2.83	Combined double lot

RECENT LAND SALES								
PARCEL	ADDRESS	LABEL	SALE DATE	SALE AMOUNT	LAND SQ FT	\$ PER SQ FT		NOTES
02-0719-00090-000	1292 Goldenwood Dr	A	5/1/2020	\$ 98,211	41,000	\$	2.40	River Lot- Adjacent owner purchased to increase lot size
02-0719-00200-000	1332 Goldenwood Dr	B	7/23/2020	\$ 102,147	32,500	\$	3.14	River Lot
02-0719-00200-000	1332 Goldenwood Dr	B	7/15/2022	\$ 115,069	32,500	\$	3.54	River Lot- 12.6% Sale increase in 2 years
02-0719-00070-000	1284 Goldenwood Dr	C	7/10/2020	\$ 104,129	27,000	\$	3.86	River Lot
02-0719-00160-000	1320 Goldenwood Dr	D	8/4/2020	\$ 114,008	27,000	\$	4.22	River Lot
02-0719-00150-000	1316 Goldenwood Dr	E	1/27/2022	\$ 95,292	23,000	\$	4.14	River Lot
02-0719-00140-000	1312 Goldenwood Dr	F	9/10/2020	\$ 110,883	20,500	\$	5.41	River Lot





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

Date: December 16, 2024

Subject: Contract with City of Fargo (MATBUS) for 2025 Transit Service

Action: Approve 2025 Transit Contract

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

The City of Fargo has provided contract transit service to the City of West Fargo for many years. An annual Mass Transit Agreement defines the level and cost of the service. Costs and revenues are apportioned to the City of West Fargo based on a funding formula that accounts for the share of transit service provided within West Fargo's corporate limits, which includes portions of two fixed bus routes and paratransit services within the City.

The agreement for these services for 2025 is attached for consideration.

Recommendation: The recommended action is to approve the attached 2025 Mass Transit Agreement contract.

Policy Analysis:

No changes in relation to existing policy. Transit services will remain the same as in recent years.

Financial Analysis:

Total transit costs for 2025 are estimated to be \$387,786.90, based on anticipated ridership levels in West Fargo throughout the 2025 calendar year. Transit services would be invoiced monthly, based on actual ridership. As such, actual costs will vary from this estimate. Transit costs have been budgeted within the 2025 City budget.

Process/Timeline:

The funding formula included in Attachment 1 of the Mass Transit Agreement was developed in conjunction with a Transit Reorganization Study that was completed in 2024. Fargo Transit/MATBUS staff will present additional information at the December 16, 2024 City Commission meeting. Once approved by the City of West Fargo, the agreement will go to the City of Fargo for their corresponding approval.

MASS TRANSIT AGREEMENT

This AGREEMENT (the "Agreement") made and entered into this 1st day of January, 2025 (the "Effective Date"), by and between the City of West Fargo, North Dakota (hereinafter "West Fargo"), and the City of Fargo, North Dakota (hereinafter "Fargo").

WHEREAS, Fargo provides regular transit service and Paratransit service for its citizens; and

WHEREAS, West Fargo would like to provide such services to the citizens of West Fargo; and

WHEREAS, Fargo is agreeable to provide such transit service to West Fargo on the terms and conditions set out below;

NOW THEREFORE, be it agreed between West Fargo and Fargo as follows:

1. Fargo will provide regular transit service to West Fargo during the term of this Agreement under the following conditions:
 - A. Fargo and West Fargo shall agree to routes, schedules, and stopping points of the transit service in West Fargo. It is understood that such West Fargo routes will tie into the Fargo route system at West Acres. As of the Effective Date, there are two (2) routes servicing West Fargo: Route 20 and Route 24. Route 20 and stopping points must be such that the route can be completed in approximately thirty (30) minutes, and the route will run once each hour. Route 24 and stopping points must be such that the route can be completed in approximately sixty (60) minutes, and the route will run once each hour.
 - B. Persons who get onto the bus in West Fargo shall not be charged a fee to transfer onto other bus routes of the bus system and may transfer onto another bus with no transfer fee.
 - C. The bus fare for using the buses in West Fargo shall be the same fare that is charged to passengers using the bus service in Fargo.
 - D. Fargo shall be responsible for all administrative responsibilities regarding the bus transit service provided to West Fargo, including dispatching, complaint issues, annual grant applications, marketing of routes, preparation and revision of route maps and schedules, and filing of any necessary reports.
2. Fargo shall provide West Fargo transit service for persons with disabilities through the Paratransit service on the following conditions:
 - A. The service shall be available to the citizens of West Fargo on the same basis that it is available to citizens in Fargo.
 - B. The cost of the service to the citizens of West Fargo shall be the same cost as available to the citizens of Fargo.

- C. West Fargo, by written notification to Fargo, may limit the hours of Paratransit service in West Fargo, provided that such limitation would not cause any violation of any state or federal law.
3. West Fargo shall pay Fargo an estimated amount of \$387,786.90 over the term of this Agreement. The estimated amount is only intended to be an estimate, and the actual amount billed to, and paid by, West Fargo may be higher or lower than the estimated amount. Fargo shall bill West Fargo, on a monthly basis, in accordance with the proposed Cost Share Allocation (**Attachment 1**), which provides for West Fargo to be responsible for fixed route and Paratransit services by total ridership, revenue hours, and revenue miles by proportion to cumulative MATBUS service provided. Payment by West Fargo is due by the 10th day of each month.
 4. West Fargo shall adhere to the Emergency Service Guidelines that Fargo has implemented.
 5. This Agreement shall be for a period of twelve (12) months, beginning on January 1, 2025, and terminating on December 31, 2025.
 6. Either party may terminate or reduce the amount of service to be rendered if there is, in the opinion of either party's City Commission, a significant increase in local costs; or, in the opinion of either party's City Commission, insufficient state or federal funding available for the service, thereby terminating this Agreement or reducing the service and compensation to be paid under this Agreement. In such event the terminating party will notify the other party in writing one hundred eighty (180) calendar days in advance of the date such actions are to be implemented. In the event of any termination, West Fargo shall pay the agreed rate only for services delivered up to the date of termination. West Fargo has no obligation to Fargo, of any kind, after the date of termination.
 7. This Agreement shall not be amended, except in writing executed by both parties.
 8. Nothing in this Agreement shall be deemed a waiver by West Fargo or Fargo of the limits of liability set forth in N.D.C.C. § 32-12.1-03 or a waiver of any available immunities or defenses. Additionally, the limitations on liability for West Fargo and Fargo shall not be added together or stacked to increase the maximum amount of liability.
 9. West Fargo and Fargo are each responsible for securing liability insurance that it believes, in its discretion, will be adequate for this Agreement. Additionally, West Fargo and Fargo are each responsible for securing workers' compensation insurance and employer's liability insurance at levels required under state law, or within its discretion, to cover any of its respective employees working under this Agreement.
 10. Both parties agree to indemnify, save, and hold harmless the other and its agents and employees from any and all liability, loss, cost, damages, expenses, claims, or causes of action, including attorney's fees, arising out of or by reason of actions of the other or its agents or employees in connection with or in the execution, performance, or failure to adequately perform obligations pursuant to this Agreement. The indemnification and hold harmless obligations set forth in this Agreement shall survive the termination of this Agreement.

11. The parties will cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes in an equitable and timely manner and in accordance with the provisions of this Agreement.
12. The District Court of Cass County, North Dakota, will be the sole and exclusive venue for any lawsuit pertaining to this Agreement, and the Parties consent to the personal jurisdiction in said court in the event of any such lawsuit.
13. This Agreement shall not be assigned without the express written consent of the other party.
14. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is held by a court with jurisdiction to be illegal or invalid whatsoever, such illegality or invalidity will not affect the validity of the remainder of this Agreement.
15. No party will be liable to another party during any period in which its performance is delayed or prevented, in whole or in part, by circumstances beyond its reasonable control. Circumstances include, but are not limited to, the following: act of God (e.g., flood, earthquake, wind), fire, war, act of a public enemy or terrorist, act of sabotage, strike or other labor dispute, riot, misadventure of the sea, inability to secure materials, or a restriction imposed by legislation, an order or a rule, or regulation of a governmental entity. If such a circumstance occurs, the party claiming the delay must undertake reasonable action to notify the other party of the same.
16. All notices, certificates, or other communications required under this Agreement will be deemed sufficiently given when delivered or deposited in the United States mail in certified form with postage fully prepaid and addressed as follows:

If to West Fargo:	City Administrator City of West Fargo 2515 6th Street East West Fargo, ND 58078
If to Fargo:	City Administrator City of Fargo 225 4 th Street North Fargo, ND 58102
17. This Agreement will be controlled by the laws of the State of North Dakota.
18. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. All parties will receive a fully-executed counterpart. The facsimile, email, or other electronically delivered signatures of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicable originals.

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

(Signatures appear on the following pages.)

IN WITNESS WHEREOF, the parties have caused this Mass Transit Agreement to be executed on the day and year first above written.

CITY OF WEST FARGO

BY: _____
Bernie L. Dardis, President, City Commission

ATTEST: _____
City Auditor

CITY OF FARGO

BY: _____
Timothy J. Mahoney, M.D., Mayor

ATTEST: _____
City Auditor

City of Fargo - Transit Invoice

2025 Budget

Expenses	Total Amount	Fixed Route	Paratransit	Microtransit
Admin	\$ 934,664.35	\$ 662,528.69	\$ 226,515.92	\$ 45,619.73
Fixed Route	\$ 4,309,055.79	\$ 4,309,055.79		
Paratransit	\$ 1,200,768.31		\$ 1,200,768.31	
Microtransit	\$ 204,773.69			\$ 204,773.69
Mobility Management	\$ 86,059.50	\$ 61,002.52	\$ 20,856.52	\$ 4,200.45
Planning	\$ 49,507.07	\$ 35,092.65	\$ 11,998.04	\$ 2,416.37
Building - Operating	\$ 145,774.57	\$ 103,331.03	\$ 35,328.47	\$ 7,115.06
Building - Preventative Maintenance	\$ 143,271.15	\$ 101,556.51	\$ 34,721.77	\$ 6,992.88
Vehicle - Operating	\$ 764,265.61	\$ 545,152.16	\$ 207,061.74	\$ 12,051.71
Vehicle - Preventative Maintenance	\$ 1,675,545.61	\$ 1,490,680.35	\$ 181,400.59	\$ 3,464.67
Expenses Total:	\$ 9,513,685.66	\$ 7,308,399.72	\$ 1,918,651.37	\$ 286,634.57
Revenue				
Local Revenue - Fares	\$ 810,990.73	\$ 676,314.39	\$ 134,676.33	
Local Revenues - Fines	\$ 21,992.82	\$ 18,735.83	\$ 3,256.99	
Local Revenue - Insurance Reimbursement	\$ 11,307.32	\$ 10,059.77	\$ 1,224.17	\$ 23.38
Local Revenue - MTG Misc. Revenue	\$ 1,441.68	\$ 1,282.62	\$ 156.08	\$ 2.98
Local Revenue - Other: Advertising, Concessions, Rebates	\$ 74,413.27	\$ 71,777.45	\$ 2,193.96	\$ 441.86
State Revenue	\$ 527,970.16	\$ 430,917.20	\$ 97,052.96	
Federal Revenue - Section 5307	\$ 2,372,269.05	\$ 2,372,269.05		
Federal Revenue - Section 5310	\$ 71,596.73	\$ 53,354.90	\$ 18,241.83	
Revenue Total:	\$ 3,891,981.75	\$ 3,634,711.22	\$ 256,802.32	\$ 468.22
Amount Due:	\$ 5,621,703.90	\$ 3,673,688.50	\$ 1,661,849.05	\$ 286,166.35

City of Fargo - Operating Data

2025 Budget

Operating Data	Total Amount	Fixed Route	Paratransit	Microtransit
Ridership	\$ 674,235.40	631,735	40,100	2,400
Revenue Hours	\$ 83,591.69	59,253.24	20,258.45	4,080.00
Revenue Miles	\$ 995,624.21	710,180.70	269,743.50	15,700.00

Expense Account Description	GL Number	Account Tot	Fargo				Moorhead & Dilworth				West Fargo				NDU				System Total		
			Fixed Route		Paratransit		Microtransit		Fixed Route		Paratransit		Fixed Route		Paratransit		Fixed Route			Microtransit	
			Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent		Amount	Percent
Admin																					
Full Time Staff	555-2501-401.10	120,000.00	40.00%	201,268.00	54.00%	80,530.00	23.00%	17,996.00	23.00%	146,277.00	41.00%	20,906.40	23.00%	14,070.00	3.00%	212,729.00	1,000.00%	616,088.00	100.00%		
Full Time Overtime	555-2501-401.10	7,966.00	6.63%	7,939.00	54.00%	2,965.00	3.00%	36.25	0.20%	4,006.00	7.00%	740.00	3.00%	68.00	0.10%	6,847.00	86.00%	8,000.00	100.00%		
Health Insurance	555-2501-401.20	97,420.00	80.33%	41,002.00	54.00%	14,523.00	2.00%	2,806.00	23.00%	23,146.00	41.00%	4,000.40	23.00%	2,247.00	3.00%	34,225.00	4,894.00%	530.00	0.86%		
Dental Insurance	555-2501-401.20	5,000.00	4.17%	5,000.00	54.00%	1,800.00	2.00%	360.00	2.00%	5,000.00	9.00%	1,000.00	5.00%	175.00	0.30%	6,000.00	83.00%	5,000.00	100.00%		
Long Term Disability	555-2501-401.20	87,000.00	72.16%	37,500.00	54.00%	12,800.00	1.00%	2,500.00	23.00%	20,000.00	35.00%	3,000.00	20.00%	2,000.00	3.00%	30,000.00	4,000.00%	400.00	0.65%		
Auto Allowance	555-2501-401.20	10,000.00	8.33%	10,000.00	54.00%	3,000.00	0.30%	600.00	0.30%	10,000.00	18.00%	2,000.00	13.00%	400.00	0.60%	10,000.00	133.00%	1,000.00	1.63%		
FICA 6.2%	555-2501-401.20	97,340.00	80.19%	33,962.00	54.00%	14,533.00	1.00%	1,000.00	23.00%	8,500.00	15.00%	1,500.00	9.00%	800.00	1.00%	13,762.00	1,881.00%	100.00	0.16%		
Medical 1.6%	555-2501-401.20	12,500.00	10.42%	12,500.00	54.00%	4,500.00	0.50%	900.00	0.50%	12,500.00	22.00%	2,500.00	16.00%	500.00	0.70%	13,500.00	183.00%	1,000.00	1.63%		
NPPHS/Personnel 5.20%	555-2501-401.22.08	56,788.00	47.24%	26,944.00	54.00%	8,500.00	1.00%	1,000.00	23.00%	13,117.00	23.00%	2,500.00	16.00%	500.00	0.70%	23,124.00	315.00%	200.00	0.32%		
NPPHS/Personnel 48%	555-2501-401.22.08	3,201.00	2.67%	1,970.00	54.00%	470.00	0.05%	90.00	0.50%	760.00	1.30%	150.00	1.00%	30.00	0.04%	1,050.00	14.30%	100.00	1.63%		
Workers Compensation	555-2501-401.26.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Banking Services	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Computer Services	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Maintenance Service Contract	555-2501-401.34.00	2,000.00	1.67%	2,000.00	54.00%	600.00	0.07%	120.00	0.60%	2,000.00	3.60%	400.00	2.70%	80.00	0.12%	2,000.00	26.70%	200.00	3.12%		
Utility	555-2501-401.34.00	10,000.00	8.33%	10,000.00	54.00%	3,000.00	0.30%	600.00	0.30%	10,000.00	18.00%	2,000.00	13.00%	400.00	0.60%	10,000.00	133.00%	1,000.00	1.63%		
Publications	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Custom Printed Items	555-2501-401.34.00	9,000.00	7.50%	9,000.00	54.00%	2,700.00	0.27%	540.00	0.27%	9,000.00	16.20%	1,800.00	11.30%	360.00	0.52%	9,000.00	122.00%	800.00	12.50%		
Out of State Travel Exp	555-2501-401.34.00	90,000.00	75.00%	38,000.00	54.00%	12,500.00	1.25%	2,500.00	23.00%	70,000.00	123.00%	14,000.00	87.00%	2,800.00	4.00%	76,800.00	1,040.00%	600.00	0.92%		
Out of State Travel Exp	555-2501-401.34.00	10,117.00	8.43%	4,500.00	54.00%	1,475.00	0.15%	290.00	0.20%	9,200.00	16.40%	1,800.00	11.30%	360.00	0.52%	10,117.00	137.00%	900.00	13.90%		
Dues & Membership	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Dues & Membership	555-2501-401.34.00	8,500.00	7.08%	3,688.00	54.00%	1,250.00	0.13%	250.00	0.23%	7,250.00	13.00%	1,400.00	8.70%	280.00	0.40%	8,500.00	115.00%	750.00	11.25%		
Service & Cart Outside	555-2501-401.34.00	2,000.00	1.67%	2,000.00	54.00%	600.00	0.07%	120.00	0.60%	2,000.00	3.60%	400.00	2.70%	80.00	0.12%	2,000.00	26.70%	200.00	3.12%		
Full Time Staff	555-2501-401.34.00	228,770.00	189.00%	98,100.00	54.00%	32,870.00	3.28%	6,620.00	23.00%	153,700.00	41.00%	21,500.00	5.80%	8,800.00	1.20%	118,970.00	1,610.00%	228,770.00	100.00%		
Full Time Overtime	555-2501-401.34.00	24,630.00	20.53%	10,800.00	54.00%	3,700.00	0.37%	750.00	3.00%	19,880.00	54.00%	3,600.00	9.00%	800.00	1.10%	22,480.00	306.00%	24,630.00	100.00%		
Temporary/Seasonal	555-2501-401.34.00	6,840.00	5.70%	2,870.00	54.00%	1,000.00	0.10%	200.00	0.80%	5,070.00	13.00%	1,000.00	2.50%	200.00	0.27%	5,070.00	68.00%	6,840.00	100.00%		
Health Insurance	555-2501-401.34.00	90,940.00	75.79%	37,900.00	54.00%	12,500.00	1.25%	2,500.00	23.00%	75,940.00	164.00%	14,000.00	87.00%	2,800.00	4.00%	80,740.00	1,080.00%	700.00	0.92%		
Dental Insurance	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00	1.80%	200.00	1.30%	40.00	0.06%	1,000.00	13.30%	100.00	1.63%		
Long Term Disability	555-2501-401.34.00	86,000.00	71.16%	36,000.00	54.00%	12,000.00	1.00%	2,000.00	23.00%	72,000.00	126.00%	14,000.00	87.00%	2,800.00	4.00%	76,200.00	1,030.00%	600.00	0.92%		
FICA 6.2%	555-2501-401.34.00	90,000.00	75.00%	33,000.00	54.00%	11,500.00	1.15%	1,000.00	0.90%	77,500.00	134.00%	1,500.00	9.00%	300.00	0.40%	79,000.00	1,050.00%	700.00	0.92%		
Medical 1.6%	555-2501-401.34.00	11,000.00	9.17%	11,000.00	54.00%	3,800.00	0.38%	760.00	0.70%	11,000.00	19.80%	2,200.00	13.30%	440.00	0.60%	12,440.00	166.00%	1,100.00	16.67%		
NPPHS/Personnel 5.20%	555-2501-401.34.00	56,788.00	47.24%	26,944.00	54.00%	8,500.00	1.00%	1,000.00	23.00%	13,117.00	23.00%	2,500.00	16.00%	500.00	0.70%	23,124.00	315.00%	200.00	0.32%		
Workers Compensation	555-2501-401.34.00	1,000.00	0.83%	1,000.00	54.00%	300.00	0.03%	60.00	0.30%	1,000.00											

MATBUS Fixed Route			
Route	Ridership	Rev. Hours	Rev. Mileage
Fargo			
Route 11	42,300	4,400.00	50,489.00
Route 13	98,200	7,920.00	82,978.00
Route 14	100,100	13,107.00	164,257.00
Route 15	262,200	13,800.00	154,008.00
Route 16	19,400	4,093.00	48,869.00
Route 17	30,800	2,430.00	29,077.00
Route 18	39,200	7,137.00	118,038.00
Route 20 (Fargo)	17,072	3,279.57	26,042.07
Route 24 (Fargo)	20,714	3,037.67	35,872.13
Moorhead			
Route 1	65,000	4,756.00	57,757.00
Route 2	75,100	5,524.00	73,149.00
Route 3	55,100	4,756.00	78,428.00
Route 4	122,700	9,512.00	108,789.00
Route 5	46,700	4,756.00	69,438.00
Route 6	11,400	2,071.00	25,780.00
Route 9	6,200	1,715.00	29,469.00
LinkFM			
LinkFM	3,500	98.00	1,101.00
NDSU			
Route 31	51,000	1,700.00	26,931.00
Route 33	162,000	3,878.00	46,319.00
Route 34	34,100	1,435.00	12,406.00
West Fargo			
Route 20 (West Fargo)	9,728	1,473.43	14,164.93
Route 24 (West Fargo)	2,988	1,721.33	23,577.87
Agency Total			
Moorhead/Dilworth	383,950	33,139	443,359
West Fargo	12,715	3,194.76	37,742.80
NDSU	247,100	7,013.00	95,656.00
Fargo	631,735	59,253.24	710,180.70
Fixed Route Total	1,274,800	102,595.00	1,279,935.00
System Total	1,343,160	138,506.00	1,713,038.00

MAT Paratransit			
Paratransit	Ridership	Rev. Hours	Rev. Mileage
Fargo	40,100	20,258.45	269,743.50
Moorhead	10,500	5,304.58	70,631.09
West Fargo	10,200	5,153.02	68,613.06
Dilworth	760	383.95	5,112.35
Total	61,560	31,100	414,100.00

MATBUS On-Demand			
On-Demand	Ridership	Rev. Hours	Rev. Mileage
Fargo	2,400	4,080.00	15,700.00
NDSU	3,700	728.00	6,300.00
Total	6,100	4,806	22,000

Senior Ride			
Senior Ride	Ridership	Rev. Hours	Rev. Mileage
Dilworth			
Moorhead			
Total	-	-	-

Special Service			
Agency	Ridership	Rev. Hours	Rev. Mileage
Fargo			
Moorhead		1.00	
West Fargo			
NDSU			
Total	-	1	-

Special Service Rate	
\$	124.66

Fixed Route Ridership by Customer					
Total	Elderly	Disabled	Adult	Child	Youth
Moorhead/Dilworth					
West Fargo	1,828	3,288	12,303	293	272
Fargo	66,807	111,238	705,134	13,274	9,649
MATBUS	68,635	114,506	717,437	13,567	9,921

West Fargo Split - Rev. Hours/Miles						
Route	Ridership	W.F. %	Rev. Hours	W.F. %	Rev. Mileage	W.F. %
Route 20	26,800	36.30%	4,753.00	31.00%	40,207.00	35.23%
Route 24	23,700	12.60%	4,759.00	36.17%	59,450.00	39.66%
Total	50,500	48.90%	9,512	67.17%	99,657	74.89%

West Fargo Ridership Split - Route 20					
Route	Elderly	Disabled	Adult	Child	Youth
Route 20 - Fargo	2,100	4,993	15,901	389	383
Route 20 - West Fargo	1,596	2,845	9,061	222	218
Total	4,396	7,838	24,962	611	601

West Fargo Ridership Split - Route 24					
Route	Elderly	Disabled	Adult	Child	Youth
Route 24 - Fargo	1,614	2,931	22,490	492	373
Route 24 - West Fargo	233	422	3,242	71	54
Total	1,847	3,353	25,732	563	427

Faster Maintenance Costs 2023			
	Maint Costs	Percentage	
Fargo	\$ 534,393.00	54.9%	Fixed Route 90.44%
Moorhead	\$ 329,398.00	33.8%	Paratransit 9.40%
Paratransit	\$ 91,489.00	9.4%	MicroTransit 0.16%
Non Rev	\$ 16,774.00	1.7%	
Microtransit	\$ 1,595.00	0.2%	
Total	\$ 973,649.00		

DIV 61 Transit Services Fixed Rt

Account Number	Account Description		
Salaries			
551-2561-491.11-00	Full Time Staff	\$	610,933.00
551-2561-491.11-01	Full Time - Overtime	\$	1,706.00
551-2561-491.14-00	Temporary/Seasonal	\$	-
Salaries Total		\$	612,639.00
Employee Benefits			
551-2561-491.20-01	Health Insurance	\$	97,452.00
551-2561-491.20-03	Dental Insurance	\$	3,549.00
551-2561-491.20-04	Long Term Disability	\$	877.00
551-2561-491.20-05	Auto Allowance	\$	900.00
551-2561-491.21-01	FICA 6.2%	\$	37,284.00
551-2561-491.21-02	Medicare 1.45%	\$	8,723.00
551-2561-491.22-04	NDPERS Pension 5.26%	\$	56,788.00
551-2561-491.22-05	NDPERS/City Pension .88%	\$	3,261.00
551-2561-491.25-00	Workers Compensation	\$	-
551-2561-491.28-02	NDPERS Pension	\$	-
551-2561-491.29-01	OPEB Expense / NDPERS	\$	-
Employee Benefits Total		\$	208,834.00
Other Services			
551-2561-491.33-80	Security Services	\$	116,866.00
551-2561-491.33-86	Bus Driver Services	\$	6,760,464.00
551-2561-491.34-15	Computer Services	\$	1,000.00
551-2561-491.34-20	Marketing/ Public Relat.	\$	144,300.00
551-2561-491.34-35	Banking Services	\$	-
551-2561-491.38-99	Other Services	\$	125,705.00
551-2561-491.42-06	Cleaning Service Contract	\$	83,000.00
551-2561-491.42-20	Snow Clearing	\$	39,330.00
Other Services Total		\$	7,270,665.00
Repairs & Maintenance			
551-2561-491.43-10	Building Repairs	\$	9,000.00
551-2561-491.43-20	General Equipment Repair	\$	10,000.00
551-2561-491.43-50	Maintenance Service Cont.	\$	2,000.00
Repairs & Maintenance Total		\$	21,000.00
Insurance			
551-2561-491.52-10	Property Insurance	\$	65,753.00
551-2561-491.52-20	Automobile Liability	\$	127,411.00

551-2561-491.52-30	General Liability	\$	31,786.00
Insurance Total		\$	224,950.00

Communications

551-2561-491.53-20	Cellular Phone Service	\$	27,920.00
Communications Total		\$	27,920.00

Advertising & Printing

551-2561-491.54-10	Legal Publications	\$	1,450.00
551-2561-491.55-10	Custom Printed Forms	\$	9,000.00
Advertising & Printing Total		\$	10,450.00

Travel

551-2561-491.56-60	In State Travel Expenses	\$	900.00
551-2561-491.57-60	Out of State Travel Exp	\$	10,117.00
Travel Total		\$	11,017.00

Education

551-2561-491.59-10	Due & Membership Instate	\$	600.00
551-2561-491.59-11	Dues & Membership Outstate	\$	8,576.00
551-2561-491.59-20	Seminar & Conf. Instate	\$	250.00
551-2561-491.59-21	Seminar & Conf. Outstate	\$	1,000.00
Education Total		\$	10,426.00

General Supplies

551-2561-491.61-10	Office Supplies	\$	2,500.00
551-2561-491.61-40	General Supplies	\$	2,500.00
General Supplies Total		\$	5,000.00

Energy

551-2561-491.62-51	Electricity	\$	4,239.00
Energy Total		\$	4,239.00

Miscellaneous

551-2561-491.68-10	Miscellaneous	\$	1,000.00
Miscellaneous Total		\$	1,000.00

DIV 61 Transit Services Fixed Rt Total	\$	8,408,140.00
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DIV 62 Paratransit Service

Account Number	Account Description		
Salaries			
551-2562-491.11-00	Full Time Staff	\$	224,773.00
551-2562-491.11-01	Full Time - Overtime	\$	2,413.00
551-2562-491.14-00	Temporary/Seasonal	\$	6,843.00
Salaries Total		\$	234,029.00
Employee Benefits			
551-2562-491.20-01	Health Insurance	\$	39,784.00
551-2562-491.20-03	Dental Insurance	\$	1,802.00
551-2562-491.20-04	Long Term Disability	\$	498.00
551-2562-491.21-01	FICA 6.2%	\$	13,992.00
551-2562-491.21-02	Medicare 1.45%	\$	3,272.00
551-2562-491.22-04	NDPERS Pension 5.26%	\$	20,937.00
551-2562-491.25-00	Workers Compensation	\$	-
Employee Benefits Total		\$	80,285.00
Other Services			
551-2562-491.33-71	Temp. Other Personnel	\$	1,500.00
551-2562-491.33-86	Bus Driver Services	\$	1,571,450.00
551-2562-491.34-15	Computer Services	\$	2,000.00
551-2562-491.38-99	Other Services	\$	54,000.00
Other Services Total		\$	1,628,950.00
Insurance			
551-2562-491.52-10	Property Insurance	\$	3,788.00
551-2562-491.52-20	Automobile Liability	\$	21,835.00
551-2562-491.52-30	General Liability	\$	2,787.00
Insurance Total		\$	28,410.00
Communications			
551-2562-491.53-20	Cellular Phone Service	\$	9,302.00
551-2562-491.53-60	Other Communications	\$	1,600.00
Communications Total		\$	10,902.00
Travel			
551-2562-491.57-60	Out of State Travel Exp	\$	1,250.00
Travel Total		\$	1,250.00
Education			
551-2562-491.59-20	Seminar & Conf. Instate	\$	1,000.00

Education Total \$ 1,000.00

General Supplies

551-2562-491.61-10 Office Supplies \$ 1,000.00

551-2562-491.61-40 General Supplies \$ 4,000.00

551-2562-491.61-50 Postage \$ 250.00

General Supplies Total \$ 5,250.00

Energy

551-2562-491.62-10 Gasoline \$ 184,000.00

Energy Total \$ 184,000.00

Miscellaneous

551-2562-491.68-10 Miscellaneous \$ 500.00

Miscellaneous Total \$ 500.00

DIV 62 Paratransit Service Total \$ 2,174,576.00

DIV 63 Ground Transport Terminal

Account Number	Account Description		
Salaries			
551-2563-491.11-00	Full Time Staff	\$	183,900.00
551-2563-491.11-01	Full Time - Overtime	\$	-
551-2563-491.14-00	Temporary/Seasonal	\$	8,715.00
Salaries Total		\$	192,615.00
Employee Benefits			
551-2563-491.20-01	Health Insurance	\$	32,166.00
551-2563-491.20-03	Dental Insurance	\$	1,474.00
551-2563-491.20-04	Long Term Disability	\$	407.00
551-2563-491.21-01	FICA 6.2%	\$	11,527.00
551-2563-491.21-02	Medicare 1.45%	\$	2,696.00
551-2563-491.22-04	NDPERS Pension 5.26%	\$	17,128.00
551-2563-491.25-00	Workers Compensation	\$	-
Employee Benefits Total		\$	65,398.00
Other Services			
551-2563-491.33-80	Security Services	\$	200,000.00
551-2563-491.34-15	Computer Services	\$	5,200.00
551-2563-491.34-36	Credit Card Fees	\$	10,050.00
551-2563-491.41-05	Water and Sewer	\$	2,500.00
551-2563-491.42-05	Custodial Services	\$	62,451.00
551-2563-491.42-10	Grounds Maint. Services	\$	5,000.00
551-2563-491.42-15	Garbage Pickup	\$	950.00
551-2563-491.42-20	Snow Clearing	\$	25,000.00
551-2563-491.42-21	Snow Hauling	\$	10,000.00
Other Services Total		\$	321,151.00
Repairs & Maintenance			
551-2563-491.43-10	Building Repairs	\$	20,000.00
551-2563-491.43-20	General Equipment Repair	\$	1,500.00
551-2563-491.43-50	Maintenance Service Cont.	\$	2,000.00
551-2563-491.43-90	Other Repairs	\$	-
Repairs & Maintenance Total		\$	23,500.00
Insurance			
551-2563-491.52-10	Property Insurance	\$	5,797.00
551-2563-491.52-30	General Liability	\$	1,489.00
Insurance Total		\$	7,286.00

Communications

551-2563-491.53-20	Cellular Phone Service	\$	700.00
Communications Total		\$	700.00

Travel

551-2563-491.57-60	Out of State Travel Exp	\$	1,250.00
Travel Total		\$	1,250.00

General Supplies

551-2563-491.61-10	Office Supplies	\$	3,500.00
551-2563-491.61-15	Farebox Cards	\$	42,000.00
551-2563-491.61-40	General Supplies	\$	12,000.00
General Supplies Total		\$	57,500.00

Energy

551-2563-491.62-50	Natural Gas	\$	8,700.00
551-2563-491.62-51	Electricity	\$	20,000.00
Energy Total		\$	28,700.00

Miscellaneous

551-2561-491.68-10	Miscellaneous	\$	500.00
551-2563-491.68-50	Safety Compliance	\$	815.00
Miscellaneous Total		\$	1,315.00

DIV 63 Ground Transport Terminal Total	\$	699,415.00
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DIV 64 Transit Planning

Account Number	Account Description
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Salaries

551-2564-491.11-00	Full Time Staff	\$	41,440.00
Salaries Total		\$	41,440.00

Employee Benefits

551-2564-491.20-01	Health Insurance	\$	9,524.00
551-2564-491.20-03	Dental Insurance	\$	273.00
551-2564-491.20-04	Long Term Disability	\$	89.00
551-2564-491.21-01	FICA 6.2%	\$	2,224.00
551-2564-491.21-02	Medicare 1.45%	\$	520.00
551-2564-491.22-04	NDPERS Pension 5.26%	\$	3,860.00
Employee Benefits Total		\$	16,490.00

Other Services

551-2564-491.33-15	Planning Services	\$	24,100.00
Other Services Total		\$	24,100.00

DIV 64 Transit Maint. Org. Total	\$	82,030.00
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DIV 68 Transit Maint. Org. (TMO)

Account Number	Account Description
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Salaries

551-2568-491.11-00	Full Time Staff	\$	96,690.00
551-2568-491.11-02	Full Time Banked Sick	\$	2,795.00
Salaries Total		\$	99,485.00

Employee Benefits

551-2568-491.20-01	Health Insurance	\$	19,050.00
551-2568-491.20-03	Dental Insurance	\$	546.00
551-2568-491.20-04	Long Term Disability	\$	219.00
551-2568-491.21-01	FICA 6.2%	\$	5,862.00
551-2568-491.21-02	Medicare 1.45%	\$	1,371.00
551-2568-491.22-04	NDPERS Pension 5.26%	\$	9,008.00
551-2568-491.25-00	Workers Compensation	\$	-
Employee Benefits Total		\$	36,056.00

Communications

551-2568-491.53-20	Cellular Phone Service	\$	979.00
Communications Total		\$	979.00

Advertising & Printing

551-2568-491.54-11	Marketing	\$	1,000.00
551-2568-491.55-10	Custom Printed Forms	\$	2,000.00
Advertising & Printing Total		\$	3,000.00

Travel

551-2568-491.56-60	In State Travel Expenses	\$	750.00
551-2568-491.57-60	Out of State Travel Exp	\$	1,250.00
Travel Total		\$	2,000.00

Education

551-2568-491.59-12	Dues & Membership	\$	500.00
551-2568-491.59-20	Seminar & Conf. Instate	\$	475.00
Education Total		\$	475.00

General Supplies

551-2568-491.61-40	General Supplies	\$	-
551-2568-491.61-50	Postage	\$	100.00
General Supplies Total		\$	100.00

DIV 68 Transit Maint. Org. Total	\$	142,095.00
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DIV 69 Transit Maintce Facility

Account Number	Account Description
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Salaries

551-2569-491.11-00	Full Time Staff	\$	1,344,770.00
551-2569-491.11-01	Full Time - Overtime	\$	4,888.00
551-2569-491.11-02	Full Time Banked Sick	\$	1,787.00
551-2569-491.13-00	Part Time W/ Benefits	\$	40,799.00
551-2569-491.13-01	Part Time W/ Benefits - Overtime	\$	-
551-2569-491.14-00	Temporary/Seasonal	\$	19,968.00
551-2569-491.14-01	Temporary/Seasonal - Overtime	\$	-
Salaries Total		\$	1,412,212.00

Employee Benefits

551-2569-491.20-01	Health Insurance	\$	222,222.00
551-2569-491.20-03	Dental Insurance	\$	9,555.00
551-2569-491.20-04	Long Term Disability	\$	2,729.00
551-2569-491.21-01	FICA 6.2%	\$	83,541.00
551-2569-491.21-02	Medicare 1.45%	\$	19,538.00
551-2569-491.22-01	City Pension 5.5%	\$	5,012.00
551-2569-491.22-04	NDPERS Pension 5.26%	\$	123,252.00
551-2569-491.22-05	NDPERS/City Pension .88%	\$	1,571.00
551-2569-491.22-06	Actuarial Contributions	\$	18,015.00
551-2569-491.24-00	Unemployment Compensation	\$	-
551-2569-491.25-00	Workers Compensation	\$	-
Employee Benefits Total		\$	485,435.00

Other Services

551-2569-491.34-15	Computer Services	\$	22,000.00
551-2569-491.38-99	Other Services	\$	2,000.00
551-2569-491.41-05	Water and Sewer	\$	18,000.00
551-2569-491.42-05	Custodial Services	\$	37,440.00
551-2569-491.42-10	Grounds Maint. Services	\$	5,000.00
551-2569-491.42-15	Garbage Pickup	\$	3,600.00
551-2569-491.42-21	Snow Hauling	\$	10,000.00
Other Services Total		\$	98,040.00

Repairs & Maintenance

551-2569-491.43-05	Freight Cost	\$	500.00
551-2569-491.43-10	Building Repairs	\$	40,000.00
551-2569-491.43-20	General Equipment Repair	\$	15,000.00
551-2569-491.43-21	Computer Equipment Repair	\$	1,000.00
551-2569-491.43-25	Bus Repairs / Parts	\$	700,000.00

551-2569-491.43-30	Outside Mechanic Svc	\$	300,000.00
551-2569-491.43-50	Maintenance Service Cont.	\$	5,000.00
551-2569-491.43-90	Other Repairs	\$	2,000.00
Repairs & Maintenance Total		\$	1,063,500.00

Rentals

551-2569-491.44-30	Operating Leases	\$	500.00
Rentals Total		\$	500.00

Insurance

551-2569-491.52-10	Property Insurance	\$	20,000.00
Insurance Total		\$	20,000.00

Communications

551-2569-491.53-20	Cellular Phone Service	\$	4,590.00
551-2569-491.53-30	Radio Systems	\$	5,000.00
551-2569-491.53-60	Other Communications	\$	-
Communications Total		\$	9,590.00

Advertising & Printing

551-2569-491.55-10	Custom Printed Forms	\$	3,500.00
Advertising & Printing Total		\$	3,500.00

Travel

551-2569-491.56-60	In State Travel Expenses	\$	200.00
551-2569-491.57-60	Out of State Travel Exp	\$	5,000.00
Travel Total		\$	5,200.00

Education

551-2569-491.59-10	Due & Membership Instate	\$	1,500.00
551-2569-491.59-20	Seminar & Conf. Instate	\$	4,000.00
551-2569-491.59-21	Seminar & Conf. Outstate	\$	2,500.00
551-2569-491.59-30	Reference Materials	\$	2,500.00
Education Total		\$	10,500.00

General Supplies

551-2569-491.61-10	Office Supplies	\$	10,100.00
551-2569-491.61-30	Vehicle Repair Supplies	\$	19,000.00
551-2569-491.61-40	General Supplies	\$	4,000.00
551-2569-491.61-41	Small Tools	\$	10,000.00
551-2569-491.61-45	Janitorial Supplies	\$	20,000.00
551-2561-491.61-50	Postage	\$	2,350.00
General Supplies Total		\$	65,450.00

Energy

551-2569-491.62-10	Gasoline	\$	30,000.00
551-2569-491.62-11	Diesel Fuel	\$	950,000.00
551-2569-491.62-12	Other Fuels	\$	20,000.00
551-2569-491.62-50	Natural Gas	\$	35,000.00
551-2569-491.62-51	Electricity	\$	55,000.00
551-2569-491.62-52	Propane	\$	500.00
Energy Total		\$	1,090,500.00

Miscellaneous

551-2569-491.64-10	Uniforms/ Clothing (Shop Uniforms)	\$	22,000.00
551-2569-491.64-10	Uniforms/ Clothing (Driver Uniforms)	\$	-
551-2569-491.68-10	Miscellaneous	\$	1,440.00
551-2569-491.68-50	Safety Compliance	\$	2,250.00
Miscellaneous Total		\$	25,690.00

DIV 69 Transit Maintce Facility Total	\$	4,290,117.00
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Fund 551 Public Transportation Op

Account Number	Account Description
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337 - Local Government Grants

68 00	Misc. Local Grants	\$	-
Local Government Grants Total		\$	-

343 - Public Transportation

10 01	Line Transit Farebox	\$	425,272.00
10 02	Line Transit Pass Revenue	\$	500,000.00
10 04	Line Transit Advertising	\$	95,000.00
10 06	Line Transit NDSU	\$	175,000.00
20 01	Paratransit Fares	\$	51,000.00
20 02	Paratransit Coupon Books	\$	155,000.00
20 03	Paratransit Other Fees	\$	750.00
30 02	Concessions & Vending	\$	6,400.00
30 03	Farebox Cards	\$	698.00
Public Transportation Total		\$	1,409,120.00

351 - Fines

60 01	Fixed Route	\$	30,500.00
60 02	Paratransit	\$	5,000.00
Fines Total		\$	35,500.00

361 - Miscellaneous Revenue

18 01	Fixed Route Ins Proceeds	\$	20,000.00
61 21	Transit Maintce Facility	\$	2,550.00
75 02	PFM Pcard Rebates Transit	\$	15,000.00
85 20	Bench Advertising	\$	5,000.00
99 00	Miscellaneous	\$	-
Miscellaneous Revenue Total		\$	42,550.00

Local Revenue Total	\$	1,487,170.00
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Fund 551 Public Transportation Op

334 - State Grants

10 35	State Share FEMA	\$	-
10 36	ND Dept of Emergency Serv	\$	-
10 40	CMAQ Transit Operating	\$	-
10 90	Misc State Grants	\$	-
State Operating Grants Total		\$	-

335 - State Shared Revenues

80 00	State Aid for Transport	\$	564,991.00
State Shared Revenues Total		\$	564,991.00

State Revenue Total	\$	564,991.00
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Fund 551 Public Transportation Op

Account Number	Account Description
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331 - Federal Operating Grants

11 23	FTA Pm 80%		
11 24	FTA Paratransit 80%		
11 25	FTA Operating 50%		
11 26	FTA Planning 80%		
12 25	Transit Management TMO	\$	234,876
Federal Operating Grants Total		\$	234,876

State Revenue Total	\$	234,876.00
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2023 TOTAL 5307 APPORTIONMENT					\$ 2,965,773
Apportionment Calculation # 1 - Population					
	Service Area Population within TMA				
	Population	Area (mi ²)	Population Density	%	Low Income
Fargo	125,990	50.77	2,481.6	76.54%	16,253
West Fargo	38,626	14.72	2,624.0	23.46%	2,627
NDSU	0	0.00	#DIV/0!	0.00%	0
TOTALS	164,616	65.49	2,513.61	100%	18,879
25% of 90.8% of Remaining Apportionment					
			\$ 673,230		
		Fargo	\$ 515,262		
		West Fargo	\$ 157,969		
Apportionment Calculation # 2 - Population x Density					
	Population	Population Density	Population x Density	%	
Fargo	125,990	2,481.6	312,654,719	75.52%	
West Fargo	38,626	2,624.0	101,356,513	24.48%	
Total			414,011,233		
25% of 90.8% of Remaining Apportionment					
			\$ 673,230		
		Fargo	\$ 508,413		
		West Fargo	\$ 164,817		
Apportionment Calculation # 3 - Bus Revenue Miles					
50% of 90.8% of Remaining Apportionment					
			\$ 1,346,461		
Fargo Revenue Miles	710,181	85.20%	\$ 1,147,138		
West Fargo Revenue Miles	37,743	4.53%	\$ 60,965		
NDSU Revenue Miles	85,656	10.28%	\$ 138,358		
	833,580				
Apportionment Calculation # 4 - Bus Incentive					
9.2% of Remaining Apportionment					
			\$ 272,851		
Bus Passenger Miles x Bus Passenger Miles/Operating Expenses					
Fargo Passenger Miles	2,721,598	Fargo Operating Expenses	8,593,539.84	861,937.67	
West Fargo Passenger Miles	207,832	West Fargo Operating Expenses	828,264.73	52,150.16	
NDSU Passenger Miles	483,233	NDSU Operating Expenses	921,839.67	253,313.17	
	3,412,663		10,343,644.24	1,167,401.00	
Fargo	73.83%	\$	201,457		
West Fargo	4.47%	\$	12,189		
NDSU	21.70%	\$	59,206		

5310 Allocation	\$ 234,876.00
Total Project	\$ 293,595.00
Mobility Management	\$ 142,595.00
Remaing 5310 Funds	\$ 151,000.00
Local Share of Remaining	\$30,200

	Revenue Hours	%	Share
Fargo Fixed	59,253.24	47%	14,124.95
Moorhead/Dilworth Fixed	33,139.00	26%	7,899.77
West Fargo Fixed	3,194.76	3%	761.58
Fargo Para	20,258.45	16%	4,829.27
Moorhead/Dilworth Para	5,688.53	4%	1,356.05
West Fargo Para	5,153.02	4%	1,228.39
	126,687.00	100%	30,200.00



To: West Fargo City Commission

From: Casey Sanders- Berglund Director of Economic Development

Date: December 16th, 2024

Subject: Placer ai

Action: Review software and approve contract

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary:

Placer ai is a location intelligence solution that uses consumer data science to generate consumer traffic analytics that allow businesses as well as stakeholders like the City to analyze visit patterns to better understand consumer behavior and patterns.

The software tool is updated daily to reflect real time data. City staff would have access to generate reports that can be used in several different ways. Some examples of the way this tool can support the economic development and potential other departments within the city include:

- Comparing businesses kpi's to same or similar businesses in other communities in order to share with prospective businesses the trends in data to support good community match for successful business attraction
- Support current businesses to make informed expansion or re-location decisions
- Using data to share insights into trade area and metrics to potential new businesses rather than rely on census and population size
- Analysis of economic footprint of event or tourism dollars actualization
- Access to trends in other communities and comparing industry clusters
- Analyze trip journey maps to make informed decisions
- Add context to grant applications with real time supportive data

Financial Analysis:

- Funded through Economic Development Sales Tax
Two-year contract Years 2025-26 [Year 1- \$20,000 & Year 2- \$22,000]

The following documents are attached for review:

- Report example of Junkyard Brewing visits by origin
- Report example of Costco visits and trade area

Action:

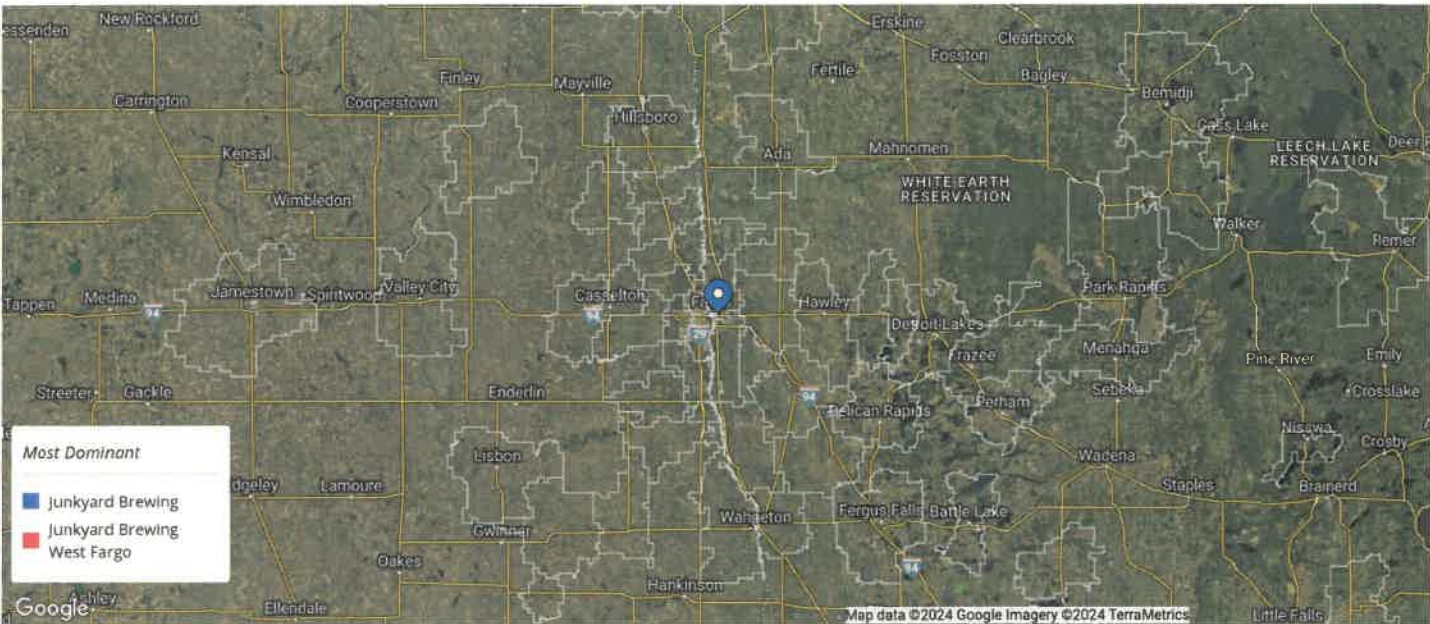
Action Needed

Visitors By Origin

- Junkyard Brewing

1416 1st Ave N, Moorhead, MN 56560
- Junkyard Brewing West Fargo

409 Sheyenne St, West Fargo, ND 58078



- Junkyard Brewing

1416 1st Ave N, Moorhead, MN 56560
- Junkyard Brewing West Fargo

409 Sheyenne St, West Fargo, ND 58078

Zipcode / City	Junkyard Brewing % Visits	Junkyard Brewing West Fargo % Visits
58078 West Fargo, ND	6.7%	39.4%
58104 Fargo, ND	7.1%	14.9%
58103 Fargo, ND	9.9%	10.1%
56560 Moorhead, MN	41.2%	6.2%
58102 Fargo, ND	8%	4.6%
58047 Horace, ND	0.6%	2.1%
58042 Harwood, ND	0.3%	1.4%
56529 Dilworth, MN	2.4%	0.7%
58012 Casselton, ND	0.1%	0.6%
58059 Mapleton, ND	0.1%	0.5%

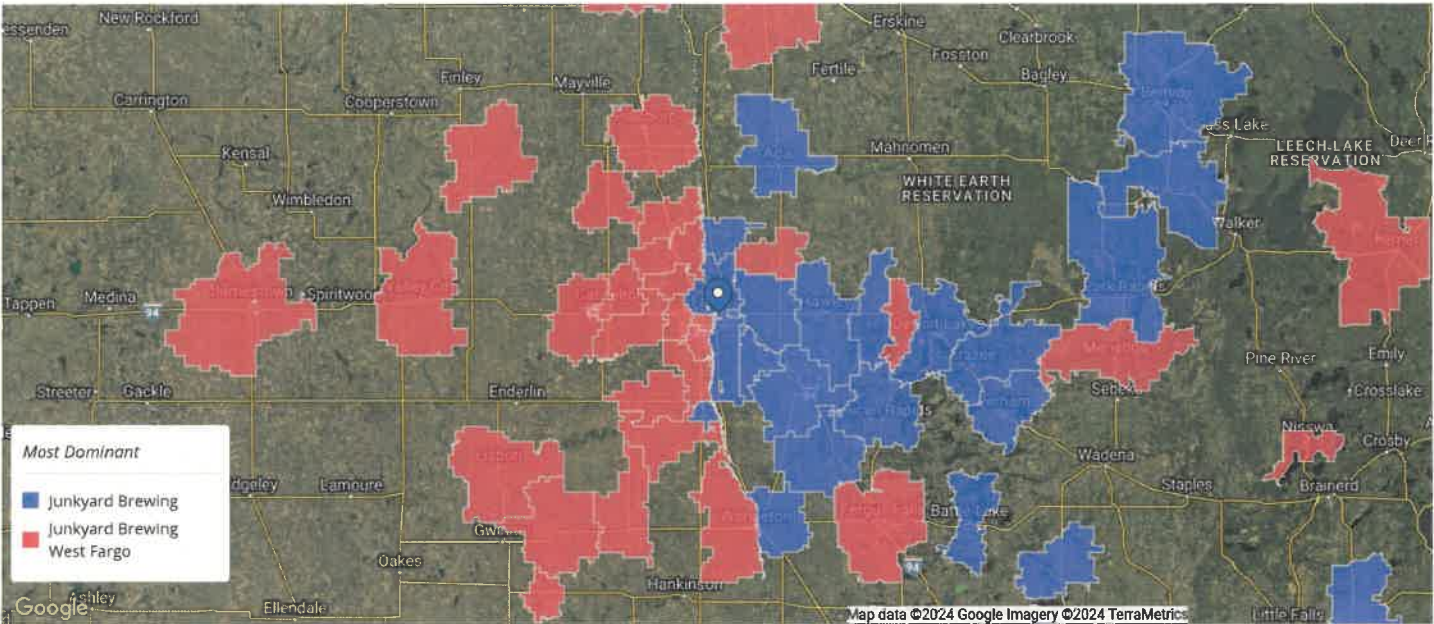


Visitors By Origin

- Junkyard Brewing

1416 1st Ave N, Moorhead, MN 56560
- Junkyard Brewing West Fargo

409 Sheyenne St, West Fargo, ND 58078



- Junkyard Brewing

1416 1st Ave N, Moorhead, MN 56560
- Junkyard Brewing West Fargo

409 Sheyenne St, West Fargo, ND 58078

Zipcode / City	Junkyard Brewing # Visits	Junkyard Brewing West Fargo # Visits
58078 West Fargo, ND	6.4K	37.8K
58104 Fargo, ND	6.8K	14.3K
58103 Fargo, ND	9.5K	9.7K
56560 Moorhead, MN	39.3K	5.9K
58102 Fargo, ND	7.6K	4.4K
58047 Horace, ND	551	2K
58042 Harwood, ND	331	1.3K
56529 Dilworth, MN	2.3K	719
58012 Casselton, ND	118	612
58059 Mapleton, ND	52	512

Metrics

Costco Wholesale
750 23rd Ave E, West Fargo, N... # 1119

Visits	2.5M	Panel Visits	146.2K
Visitors	406.8K	Visits YoY	+7.4%
Visit Frequency	6.22	Visits Yo2Y	+11.3%

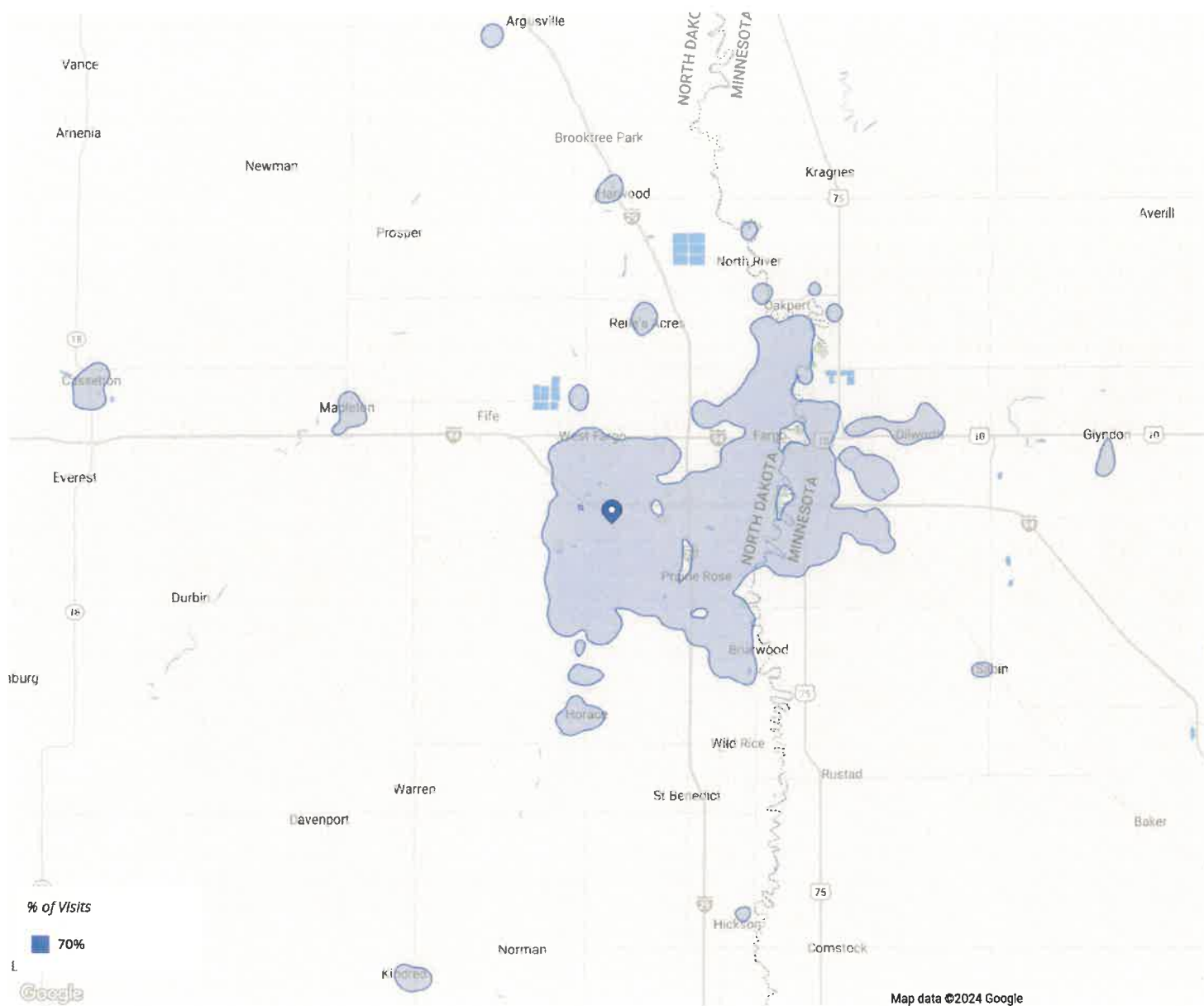
Dec 1st, 2023 - Nov 30th, 2024
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Demographics

Dec 1, 2023 - Nov 30, 2024

Costco Wholesale / 750 23rd Ave E, West Fargo, ND 58078 # 1119



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.



Placer.ai

2024 Placer Labs, Inc. | More insights at placer.ai

2 / 24

Costco Wholesale

750 23rd Ave E, West Fargo, ND 58078 # 1119

Benchmark: Nationwide



Overview

Population	237,675		
Households	100,559		
Persons per Household	2.28	89	
Household Median Income	\$71,883.76	95	
Household Median Disposable Income	\$63,589.65	97	
Household Median Discretionary Income	\$47,380.1	98	
Average Income Per Person	\$41,110.82	100	
Median Rent	\$878.8	89	
Median House Value	\$291,048.24	8	
Households in Poverty	12,992 (12.9%)	102	
Household Median Wealth	\$69,649.23	87	
Average Age	36.46	90	
Median Age	33.23	85	
Households with Children	26,494 (26.3%)	98	
High School Graduate or Higher	145,211 (95.2%)	107	

Calculated using Weighted Centroid from Block Groups | DataSet: STI: Popstats

Visitor Demographics

Dec 1, 2023 - Nov 30, 2024

Costco Wholesale

750 23rd Ave E, West Fargo, ND 58078 # 1119

Benchmark: Nationwide

70 % of Visits		
Bachelor's Degree or Higher	64,837	(42.5%)
Pop density (per sq mi)	1,930	
Area (based on blockgroups)	123	

Population

Population 2023 Q4	237,675
Population 2023 Q3	235,811
Population 2023 Q2	234,919
Population 2023 Q1	234,003
Population 2022 Q4	233,848
Population 2022 Q3	232,312
Population 2022 Q2	231,123
Population 2022 Q1	230,034
Population 2021 Q4	229,771
Population 5 Years Forecast	251,938
Population 10 Years Forecast	264,839
Persons per Household	2.28

Calculated using Weighted Centroid from Block Groups | DataSet: STI: Popstats



To: West Fargo City Commission

From: Mathew Andvik, Public Works Department

Date: December 16, 2024

Subject: Approve hire of 2 additional custodians in 2025

Action: Approve an increase to the 2025 Fleet and Facilities budget to hire 2 new custodians.

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:

In 2021 we hired four full time custodians to clean all city buildings.

While planning the 2025 budget, we discussed the potential need to add additional custodians to keep up with the cleaning standards the new city hall building. At that time, we were unsure of how the old city hall would be utilized, if the library would be leasing space at the new city hall, and when/if the commission chambers would be moving to the new city hall. As a result of the unknown, we agreed to wait to see how our current staff and service were affected by the move to the new building.

Since then, we have discovered that by adding the additional 30,000 sq ft at the new city hall building and continuing to clean the entire old city hall building (PD), we are not able to stay on top of our standards with the current staffing levels. We need one new FTE to be able to maintain previous service standards; and a second FTE will be needed once the new commission chambers and library space open.

We are requesting approval of an amendment to the 2025 Fleet and Facilities budget to hire two new full-time custodians, not to exceed \$100,000.

Financial Analysis:

This budget amendment would authorize us to exceed our current Fleet and Facilities employee salary and benefits budget line items. The estimated compensation (salary and benefits) for a full-time custodian is \$50,000. Our plan would be to hire one custodian at the beginning of January, and the second by March 1, 2025.

Process/Timeline:

Once approved, we would post the open position to hire one custodian in early January, and the second position would be filled by March 1.



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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: December 16, 2024

Subject: Improvement District No. 2290 – 2025 Public Works Mill and Overlay

Action: Approve Resolution Amending Boundaries of Improvement District No. 2290, Approve Engineer's Report, Authorize Resolution of Necessity; 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:

At the December 2, 2024 Commission meeting, the Commission created Improvement District No. 2290 for this project and directed the Engineer to prepare an Engineer's Report.

As stated at that meeting, 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 separate contracts.

Since that time, Engineering and Public Works have met and are proposing additional streets to be added to the project. The segments of 10 ½ Avenue West and 11th Avenue West that are west of 8th Street West and the segment of 9th Street West between 10 ½ Avenue West and 11th Avenue West are proposed to be added to the project, which requires amending the Improvement District to include these streets.

The Commission will adopt a Resolution of Necessity to declare that it is necessary to make the improvements and will set a date of February 2, 2025 to hear and determine the sufficiency of written protests against the adoption of the creation of the Improvement District.

The following documents are attached for review/consideration:

- Engineer's Report
- Revised Improvement District Map
- Associated Resolutions (4)

Staff Recommendation: Approve Resolution Amending Boundaries of Improvement District No. 2290, Approve Engineer's Report, Authorize Resolution of Necessity; and Direct Engineer to prepare Plans and Specifications

Policy Analysis:

As stated at the December 2, 2024 Commission meeting, 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.

This project is intended to maximize the life span of the roadways in the neighborhoods. This is work that typically is planned for neighborhoods during the life cycle of their roadways.

Financial Analysis:

As stated at the December 2, 2024 Commission meeting, 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.

The project costs are divided between items that are deemed "Expenditures" and other items that are considered "City Labor & Equipment."

"Expenditures" are items that must be purchased and delivered to the project site, such as asphalt material. "City Labor & Equipment" items involve installation by Public Works staff using City-owned equipment, such as the asphalt overlay operation. "Expenditures" represent 88% of the project costs and "City Labor & Equipment" makes up 12%.

The "Expenditures" are being paid for with 50% Capital Improvement Sales Tax funds and 50% Special Assessments. The "City Labor & Equipment" is being paid for 100% by the City's General Fund and not assessed. The portion of the project being paid for with Special Assessments is 44% of the total project, with Capital Improvement Sales Tax and the General Fund covering the other 56%.

At this time, it is anticipated that the approximate special assessments that properties could receive are \$1,600 for a Single Family Home, \$1,000 for a Twinhome, and \$500 for a Condo/Townhome.

Previously Presented Information and Commission Actions:

December 2, 2024-

- **Staff Recommendation:** Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report.
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

Engineer's Report

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

District No. 2290

2025 Public Works Mill and Overlay

General Nature (Scope)

In the years following the installation of an asphalt roadway section, the roadways deteriorate and utility trench settlement occurs. To revitalize the pavement surface and section and to increase the life cycle of the roadway it is recommended that a mill and overlay be applied. This will smooth out the surface creating a better ride quality as well as extending the life cycle of the roadway. In addition to the roadway resurfacing, current ADA laws require that all ADA ramps in the project areas be ADA compliant.

Purpose

In the life cycle of an asphalt roadway, it is recommended to perform an overlay. This involves removing the deteriorated top lift of asphalt and installing a new wearing course, thereby renewing the roadway section and surface and extending the life of the roadway. This project targets roadways that are in need of an overlay.

Feasibility

This project will be paid for utilizing both City funds as well as special assessments. The City funds anticipated to be used are Capital Improvement Sales Tax and general funds. It is assumed that the assessments are to be assessed over a term of 25 years, which has been the City's standard term for assessments.

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

The special assessment district for this project was determined to be all properties abutting the project, with properties being assigned Equivalent Units (EU's). The basis was 1.0 EU to represent a Single Family home, with 0.6 for Twinhomes and 0.3 for Condo/Townhome properties. Additionally, Apartment Buildings were assigned EU's ranging from 1.8 to 5.2 based on the front footage of street as compared to an average width lot.

Estimate of Probable Cost

Construction		\$1,090,000
Bid Proposal Items	\$991,000	
Contingency (~10%)	\$ 99,000	
Engineering (Design/Construction) (10%)		\$109,000
Consultant (Materials Testing)		\$3,000
Legal & Administration (5%)		\$55,000
Bonding/Interest (4%)		\$43,000
Total Estimated Cost		\$1,300,000

Source of Funds

Special Assessments (50% Expenditures)	\$572,500
City Funds - Capital Impr. Sales Tax (50% Expenditures)	\$572,500
City Funds - General Fund (100% City Labor & Equip.)	\$155,000
Total	\$1,300,000

Supporting Documents (available upon request)

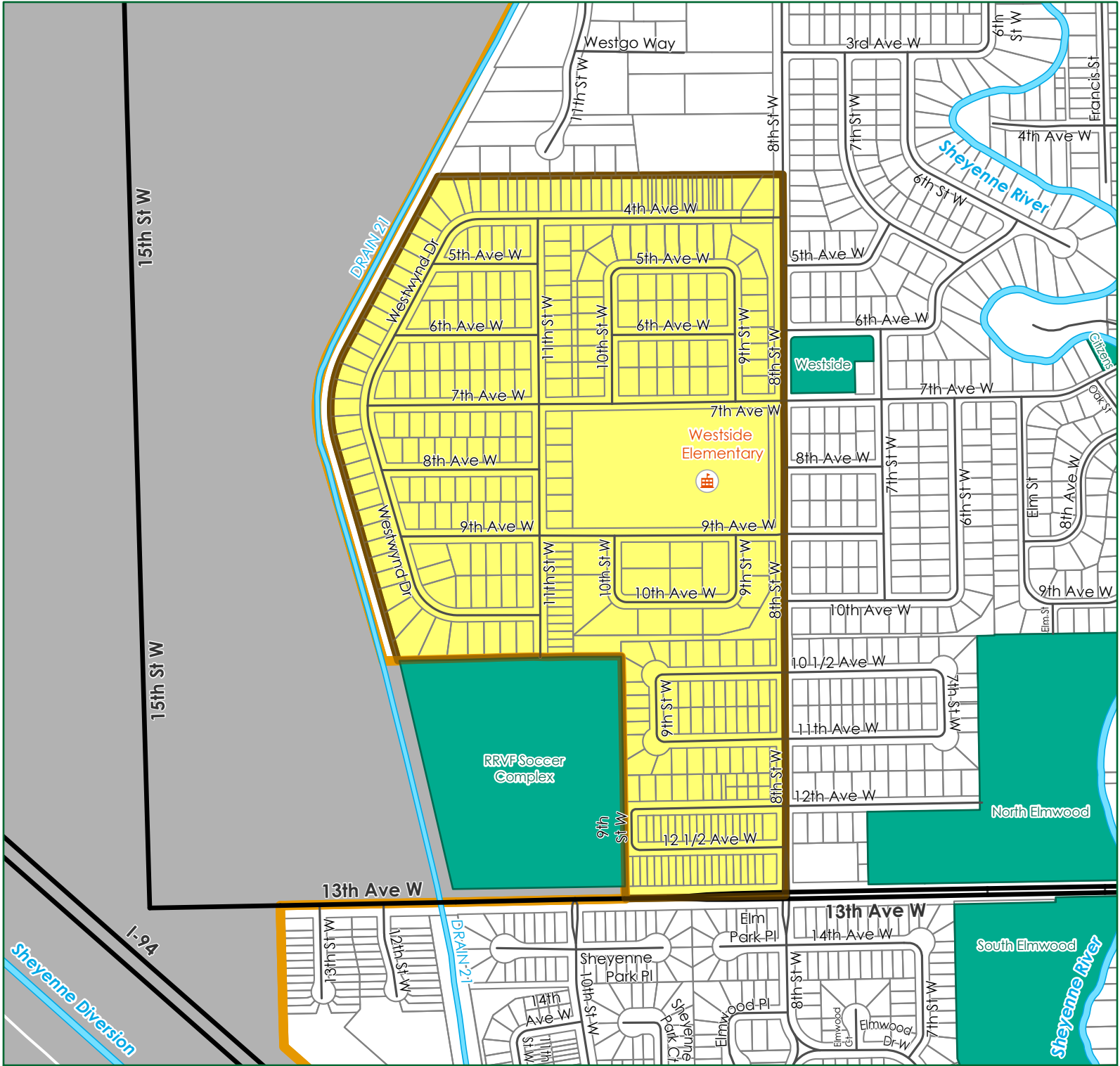
- A. Itemized Estimate of Probable Cost
- B. Maps, Drawings, Etc.

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

Dan Hanson

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



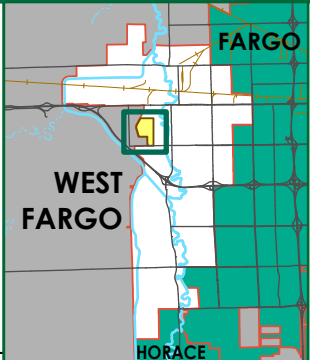


IMPROVEMENT DISTRICT NO. 2290

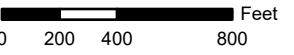
2025 Public Works Mill and Overlay

Issued: 12/10/2024

Prepared by:



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



Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION AMENDING BOUNDRIES OF IMPROVEMENT DISTRICT NO. 2290
– 2025 PUBLIC WORKS MILL & OVERLAY OF THE CITY OF WEST FARGO,
NORTH DAKOTA

WHEREAS, the City previously created Improvement District No. 2290 of the City of West Fargo; and

WHEREAS it is deemed necessary to amend the boundaries of said Improvement District within the said City of West Fargo;

NOW THEREFORE, be it resolved as follows:

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

Dated: December 16, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Improvement District No. 2290 – 2025 Public Works Mill & Overlay.

Dated: December 16, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____. 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 DECLARING WORK NECESSARY

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 2290 – 2025 Public Works Mill & Overlay 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 used or useful in connection with the above specified improvements, in accordance with and as described in the resolution creating said district, and the Engineer's Report which has been prepared by the Engineer for the City of West Fargo and approved by this commission which resolution and Engineer's Report together with an estimate of the probable cost of the work, are now on file in the office of the City Auditor and are open to public inspection.

BE IT FURTHER RESOLVED that a portion of the cost of said improvement be specially assessed against the benefited property in said improvement district in amounts proportionate to and not exceeding the benefits to be derived by them respectively from said improvement.

BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the 3rd day of February, at 5:30 p.m meet at the City Commission Chamber in City Hall , 800 fourth Avenue East, West Fargo, for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then deemed necessary and expedient.

BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution, including a map of the improvements directed, to be published one each

week for **two (2)** consecutive weeks in The Founm, the official newspaper of the City of West Fargo, North Dakota.

Dated: December 16, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE 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 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 plans and specifications for such work.

Dated: December 16, 2024

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



"Consent" or "Regular" Agenda
Item?

[Regular]

Commission President

Bernie Dardis

Primary Portfolio:

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 13, 2024

Subject: 26th Street NW BNSF Crossing – Surface Replacement

Action: Authorize entering into a Cost Share Agreement with BNSF

New Information and Recommendation:

Recently BNSF reached out to inform us that BNSF inspectors have identified DOT# 071084S (26th St. NW – Railroad Crossing) in West Fargo, ND as a candidate for replacement in 2025.

Public roadway crossings are the joint responsibility of the road authority and the Railroad. With this, BNSF is willing to partner with the City of West Fargo to replace this crossing in the budget year 2025.

BNSF is respectfully asking the city to contribute \$1,000 per lineal foot (roughly ½ of the cost) as well as provide traffic control and any asphalt patchwork necessary on the roadway approaches and between the crossing tracks. This work is estimated to cost \$100,000.00.

If this is approved to move forward BNSF will provide the city with a Cost Share Agreement to be executed, and staff will coordinate with BNSF to partner on getting this work completed.

Staff Recommendation: Authorize entering into a Cost Share Agreement with BNSF.

The following documents are attached for review/consideration:

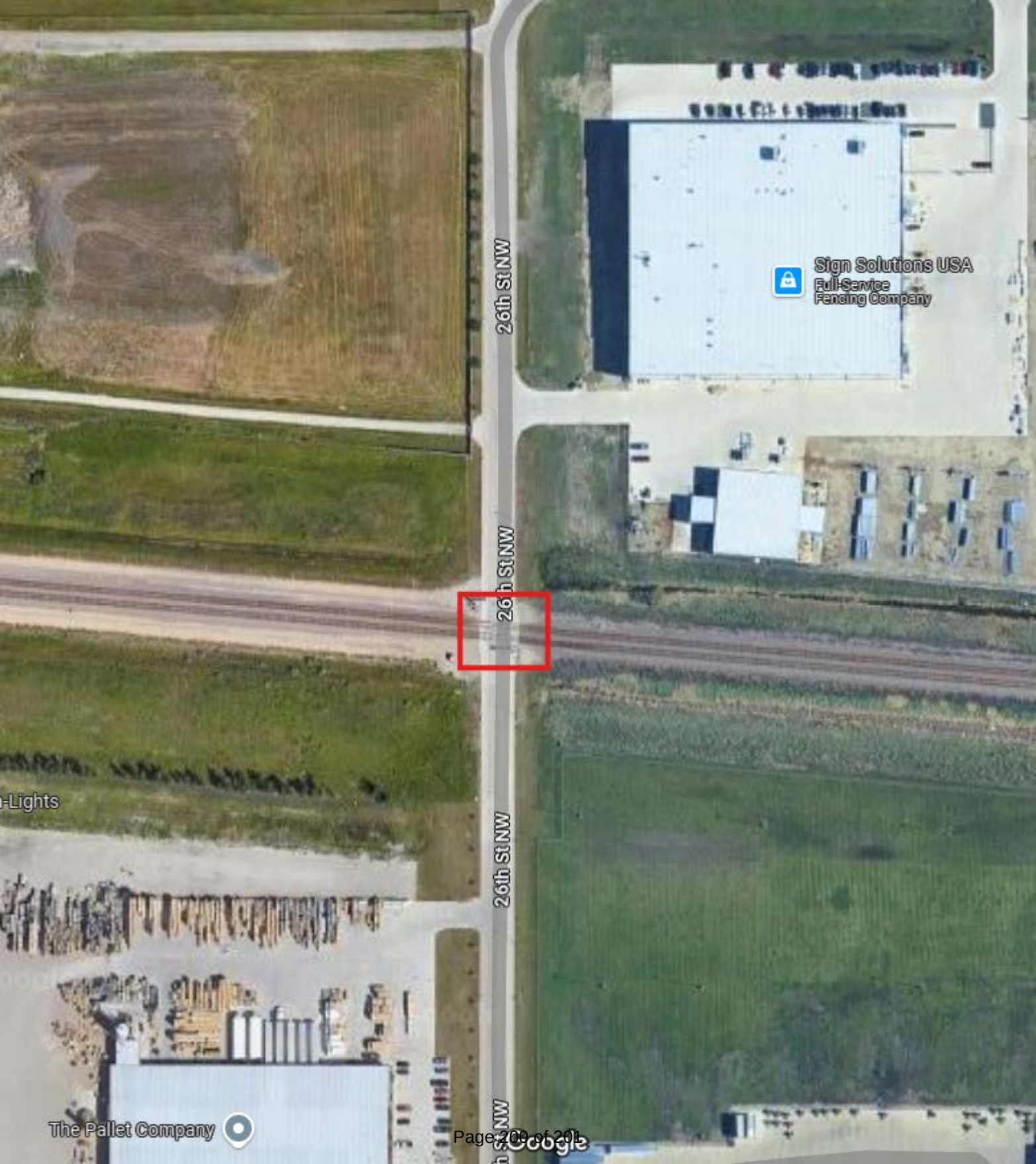
- Location Map

Financial Analysis:

Costs for this project are proposed to be paid for via Capital Improvement Sales Tax. In the 2024 CIP there is \$2,000,000 identified in 2025 for unforeseen projects and expenses such as this to arise.

Previously Presented Information and Commission Actions:

None



26th St NW

26th St NW

26th St NW

26th St NW



Sign Solutions USA
Full-Service
Fencing Company

i-Lights

The Pallet Company





APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group

West Fargo Parks and Recreation Foundation

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

02/13/2025

Organization or Group Contact Person

Jake Lauritsen

E-mail

j.lauritsen@wfparks.org

Telephone Number

701-793-3553

Business Address

601 26th Ave E

City

West Fargo

State

ND

ZIP Code

58078

Mailing Address (if different)

City

State

ZIP Code

SITE INFO

Site Name

Rustad Recreation Center

County

Cass

Site Physical Address

601 26th Ave E

City

West Fargo

State

ND

ZIP Code

58078

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

Will be selling tickets for a 50/50 raffle for Giving Hearts Day. Tickets sold 01/01/2025-02/13/2025. Drawing will occur on 02/13/2025.

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

Game Type	Description of Prize	Exact Retail Value of Prize
50/50 Raffle	One half of money collected from raffle	50% of proceeds not to exceed \$4000
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds

Support purchasing of adaptive equipment to be given to the West Fargo Park District

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



Yes



No

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



Yes



No

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



No



Yes - Total Retail Value:

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

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



Yes



No

Printed Name of Organization Group's Permit Organizer

Jake Lauritsen

Telephone Number

701-238-2319

E-mail Address

j.lauritsen@wfparks.org

Signature of Organization Group's Permit Organizer

Title

Chair, West Fargo Parks and Recreation Foundation

Date

12-9-24