

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- February 3, 2025
- F. Approval of Minutes -- February 14, 2025 (Special Meeting)
- G. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Games of Chance for ND PAMA
- c. Site Authorization for West Fargo Events at Bar Down
- d. Games of Chance for VOLT Volleyball

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. (Board of Adjustment) – A25-2 Maple Ridge at the Preserve 4th Addition -- Aaron Nelson, Director of Planning
 - Request for variance to the building control line of the CO-SR (Sheyenne River Corridor Overlay) district
- 4. Draft Short-Term Rentals Ordinance -- Aaron Nelson, Director of Planning
 - Request for discussion and Commission input on policy direction
- 5. Fire Dept Community Risk Assessment -- Dan Fuller, Chief of West Fargo Fire
 - Recommended actions with adoption
- 6. 6th Street and 23rd Avenue E Intersection Improvements -- Dan Hanson, City Engineer
 - Accept Petition for Improvements, Create Improvement District No. 2294; and Direct Engineer to prepare an Engineer's Report
- 7. Dakota Medical Foundation Development -- Dan Hanson, City Engineer
 - Create Improvement District No. 1353, Direct Engineer to prepare an Engineer's Report; and Approve Preliminary Work Agreement
- 8. City Administrator's Report -- Dustin Scott, City Administrator
- 9. Correspondence

10. Non-Agenda Items

11. 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, February 3, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

Commissioner Zundel moved and Commissioner Olson 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

E. Approval of Minutes -- January 20, 2025

Commissioner Olson moved and Commissioner Jorgensen seconded to approve the minutes of January 20, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of January 20, 2025, was declared carried.

F. Building Permits

Commissioner Jorgensen moved and Commissioner Anderson 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.



Consent Agenda - Approve the Following:

a. Bills

b. 9th Street NE – Grade Separation

- **Create Project No. 2293 and Approve Task Order No. 9 with Houston Engineering**

c. Games of Chance for West Fargo Packer Backers at Stage West

Commissioner Zundel 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

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)

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

- **None**

3. A24-31 12th Avenue Industrial Addition, request for final plat approval -- Aaron Nelson, Director of Planning

Commissioner Anderson moved and Commissioner Jorgensen seconded to approve A24-31 12th Avenue Industrial Addition, request for final plat approval. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A24-31 12th Avenue Industrial Addition, request for final plat approval was declared carried.

4. Improvement District No. 2290 – 2025 Public Works Mill and Overlay -- Dan Hanson, City Engineer

- **Conduct the Determination of Protest Sufficiency and Approve associated Resolution**

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve Improvement District No. 2290 – 2025 Public Works Mill and Overlay; Conduct the Determination of Protest Sufficiency and Approve associated Resolution.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Improvement District No. 2290 – 2025 Public Works Mill and Overlay; Conduct the Determination of Protest Sufficiency and Approve associated Resolution was declared carried.

5. 2025 West Fargo Signal Re-Timing and Operations -- Dan Hanson, City Engineer

- **Approve Task Order No. 5 with Bolton & Menk, INC.**

Commissioner Olson moved and Commissioner Jorgensen seconded to approve 2025 West Fargo Signal Re-Timing and Operations; approve Task Order No. 5 with Bolton & Menk, INC. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve 2025 West Fargo Signal Re-Timing and Operations; approve Task Order No. 5 with Bolton & Menk, INC was declared carried.

6. Intersection Improvements – 52nd Avenue & 9th Street W -- Dan Hanson, City Engineer

- **Create Improvement District No. 2288 and Approve Task Order**

Commissioner Olson moved and Commissioner Zundel seconded to approve Intersection Improvements – 52nd Avenue & 9th Street W; Create Improvement District No. 2288 and Approve Task Order. Commissioners Jorgensen, Zundel, Dardis and Olson voted aye. Commissioner Anderson voted nay, the motion to approve Intersection Improvements – 52nd Avenue & 9th Street W; Create Improvement District No. 2288 and Approve Task Order was declared carried by a 4:1 vote.

7. Revisit bringing the City Administrator back into pay scale -- Brad Olson, City Commissioner

Commissioner Olson moved and Commissioner Zundel seconded to bring back for discussion, bringing the City Administrator back into pay scale. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve bringing back for discussion, bringing the City Administrator back into pay scale.

Commissioner Zundel moved and Commissioner Olson seconded to bring the City Administrator back into pay scale under grade 26F. Commissioners Zundel, Dardis, Olson and Anderson voted aye. Commissioner Jorgensen voted nay, the motion to approve bringing the City Administrator back into pay scale under grade 26F was declared carried on a 4:1 vote.

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

- Acknowledgement of hard work to get the new City Hall and Commission Chambers put together
- Formal ribbon cutting on March 17 prior to City Commission meeting and an open house for the public.
- Request to Reschedule the Monday, February 17 to Monday, February 24 at 5:30 pm
- Request to Schedule a Special Meeting for Friday, February 14 at 10:30 am virtually via Teams with Engineering item that is time sensitive

Commission Olson moved and Commissioner Jorgensen seconded to approve the request to reschedule the Monday, February 17 to Monday, February 24 at 5:30 pm and request to schedule a Special Meeting for Friday, February 14 at 10:30 am. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the request to reschedule the Monday, February 17 to Monday, February 24 at 5:30 pm and request to schedule a Special Meeting for Friday, February 14 at 10:30 am was declared carried.



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo, 58078
Monday, February 3, 2025 5:30 PM

9. Correspondence

There was no correspondence.

10. Non-Agenda Items

Dan Hanson, City Engineer -- clarification on the signals, DOT owns the right of way,
City owns and operates signals

11. Adjourn

Commissioner Anderson moved and Commissioner Olson seconded to adjourn.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No
Commissioners voted nay, the motion to adjourn was declared carried. The meeting
was adjourned at 6:37 PM.

Agenda

1. Call to Order

The West Fargo City Commission meeting was held virtually via Teams on Friday, February 14.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. 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.

4. Approve Order of Agenda

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

5. Bills

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

6. Improvement District No. 3006 – Westwood Addition Reconstruction – Dan Hanson, City Engineer

• Approve Plans and Specifications, and Direct Ad for Bids

Commissioner Olson moved and Commissioner Zundel seconded to approve Improvement District No. 3006 – Westwood Addition Reconstruction; Approve Plans and Specifications, and Direct Ad for Bids

7. Adjourn

Commissioner Olson moved and Commissioner Zundel seconded to adjourn. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners voted nay, the motion to adjourn was declared carried. The meeting was adjourned at 10:35 AM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
02/24/2025**

	AS OF 2/20/2025		YEAR TO DATE			
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL						
RESIDENTIAL DWELLING	1	1	\$ 702,344.00	3	3	\$ 1,663,144.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY				3		\$ 45,116.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 113,000.00	4		\$ 4,423,000.00
RESIDENTIAL	7		\$ 189,716.00	19		\$ 543,126.00
PUBLIC						
CHURCH						
ACCESSORY				1		\$ 20,000.00
<u>BUILDING OTHER</u>						
DEMOLITION				1		\$ 5,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	9	1	\$ 1,005,060.00	31	3	\$ 6,699,386.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250081	Groundworks Minnesota, LLC	643 SOUTH SEDONA DR	KAYLA & NICK COX	\$ 15,052.00	Remodel - Residential - Foundation Repair
250085	Groundworks Minnesota, LLC	906 SOMMERSET DR	VALERIE D JOHNSON TRUSTEE	10,662	Remodel - Residential - Foundation Repair
250096	Dakota Construction of Fargo, Inc.	2721 1 ST E	ADAM F & TRISHA N STIBBE	100,000	Remodel - Residential - Lower Level Remodel
250087	Xpert Xteriors, LLC	920 MULBERRY LN	CHAD W KLIMEK	2,400	Remodel - Residential - Remove Wall & Install Header
250089	Build North LLC	701 32 AVE W	701 EAGLE RUN, LLC	\$ 113,000.00	Remodel - Commercial - Office Expansion
250108	Groundworks Minnesota, LLC	207 11 AVE E	MARY R SAXOWSKY	\$ 1,737.00	Remodel - Residential - Basement Line
250090	Heritage Homes, LLC	3762 HOUKOM DR E	HERITAGE HOMES	\$ 702,344.00	Residential Dwelling
250105	Donahue Remodeling LLC	2162 4 AVE E	JOHN & TARA HOLEN	\$ 15,000.00	Remodel - Residential - Lower Level Finish
241197	Matt Dunham	1021 26 AVE W	Matt & Crystal Dunham	\$ 44,865.00	Remodel - Residential - Lower Level Finish

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12:45:43

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 02/13/25 to 02/21/25

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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
123812		3639 3X GEAR LLC	1,159.00								
		WF Fire Department									
1	12/19/25	New Hire-T-shirt inventory	1,159.00			2060		415200	422		101000
19510											
		Total for Vendor:	1,159.00								
123863		1187 A1 RADIATOR SALES & REPAIR	893.00								
1	02/05/25	#4101 RADIATOR	893.00			6010		450200	427		101000
17565											
		Total for Vendor:	893.00								
123723	C	289 ACME TOOLS	109.67								
1	02/13/25	BLADE/CIRCULAR SAW	109.67			2210		428000	432		101000
13979298											
123803	C	289 ACME TOOLS	1,242.09								
		Fire Department									
1	02/13/25	D Sapp Station Tools	1,242.09			2060		415200	432		101000
13978754											
123853	C	289 ACME TOOLS	2,927.82								
1	02/12/25	#3301 TOOLS	1,356.50			2970		480000	610		101000
13973736											
2	02/19/25	#3301 TOOLS	253.14			2970		480000	610		101000
14001104											
3	02/18/25	#3301 TOOLS	745.71			2970		480000	610		101000
13996443											
4	02/18/25	#3300 TOOLS	396.71			2970		480000	610		101000
13996437											
5	02/19/25	#3300 TOOLS	175.76			2970		480000	610		101000
14001099											
123861	C	289 ACME TOOLS	104.24								
1	02/20/25	#5419 ANTENNA	104.24			1000		430001	427		101000
14006365											

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
123874	C	289 ACME TOOLS	1,376.00								
1	02/12/25	#3300 TOOLS	777.00			2970		480000	610		101000
13973752											
2	02/12/25	#3300 TOOLS	599.00			2970		480000	610		101000
13973874											
Total for Vendor:			5,759.82								
123765	C	3179 ADVANCED ENGINEERING &	17,993.00								
1	02/11/25	I&C SCADA SUPPORT	946.25			6025		450000	430		101000
100789											
2	02/11/25	PROJECT 1342	17,046.75			4002		480000	670		101000
100790											
Total for Vendor:			17,993.00								
123872		5243 ALFREDO ARCE	25.00								
1	02/20/25	LICENSE RENEWAL REIMBURSEMENT	25.00			1000		430000	340		101000
Total for Vendor:			25.00								
123722	E	3490 AMAZON CAPITAL SERVICES	252.26								
1	02/14/25	FIRST AID SUPPLIES	191.99			2210		428000	639		101000
1PC37W3NNHGH											
2	02/14/25	OFFICE SUPPLIES	14.76			2210		428000	410		101000
1PC37W3NNHGH											
3	02/14/25	HAND WARMERS	25.49			6020		450000	639		101000
1DJM6W3KPC9J											
4	02/05/25	PHONE CASE	20.02			6020		450000	497		101000
19RKJK931J4C											
123746	E	3490 AMAZON CAPITAL SERVICES	156.21								
1	02/12/25	Staple removers - Planning	13.68			1000		418000	410		101000
16GG7LHCCCMV											
2	02/18/25	Office supplies - Assessing	43.47			1000		414101	410		101000
1K9MDLH4LYM7											
3	02/19/25	Office supplies - Engineering	99.06			1000		414200	410		101000
1P1YLWN9VCLT											

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
123759	E	3490 AMAZON CAPITAL SERVICES	56.37								
1	02/20/25	air duster cleaner	56.37			1000		421000	410		101000
		13D4NHQD6JRM									
123792	E	3490 AMAZON CAPITAL SERVICES	647.10								
1	02/12/25	intox printer cartridges	87.02			1000		421000	410		101000
		1N9R-THKC-167H									
2	02/13/25	rubbing alcohol, clean swabs	31.88			1000		421000	641		101000
		1CJC-NVDC-CD7K									
3	02/13/25	k9 seat cover	34.99			1000		421000	915		101000
		1CJC-NVDC-CD7K									
4	02/18/25	vacuum cleaner	89.99			1000		421000	641		101000
		1FXL-MQNF-JT3X									
5	02/18/25	display frame	44.96			1000		421000	375		101000
		17J6-TCNX-MG4Y									
6	02/18/25	legal pads, tabs, folders	91.18			1000		421000	410		101000
		17J6-TCNX-MG4Y									
7	02/18/25	creamer	92.38			1000		421000	420		101000
		17J6-TCNX-MG4Y									
8	02/18/25	earmolds	44.75			1000		421000	422		101000
		17J6-TCNX-MG4Y									
9	02/18/25	headphones - gonzalez	129.95			1000		421000	497		101000
		17J6-TCNX-MG4Y									
123796	E	3490 AMAZON CAPITAL SERVICES	357.30								
1	02/18/25	#3301 PINTLE ATTACHMENT	146.16			2970		480000	610		101000
		1YWHRGNHJ67V									
2	02/14/25	#7103 LED LIGHTS	54.99			6025		450000	610		101000
		19N73G7MMTMR									
3	02/15/25	#3300 PINTLE ATTACHMENT	156.15			2970		480000	610		101000
		1P7X4JNPVM43									
123804	E	3490 AMAZON CAPITAL SERVICES	183.33								
		Fire Department									
1	02/12/25	Fiberglass to metal tape	21.89			2060		415200	500		101000
		1HQ1-4GCQ-9H4G									

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
2	02/14/25	D Underhill-new keyboard	46.92			2060		415200	497		101000
1KX1-C4LQ-MCD7											
3	02/18/25	Car Fuses	24.38			2060		415200	500		101000
13N3-4XCP-PLKH											
4	02/18/25	Rope Training Supplies	90.14			2060		415200	340		101000
13N3-4XCP-PLKH											
123851	E	3490 AMAZON CAPITAL SERVICES	68.64								
1	02/18/25	CLEANING SUPPLIES	68.64			1000		455000	500		101000
1PWCGRNYKHLFH											
123871	E	3490 AMAZON CAPITAL SERVICES	20.97								
1	02/20/25	bike patrol water bottle	13.98			1000		421000	641		101000
1XCP-WCRM-3JFL											
2	02/20/25	bike patrol water bottle	6.99			1000		421000	641		101000
167J-NX1F-6634											
Total for Vendor:			1,742.18								
123805		317 AMERICAN WELDING & GAS, INC.	537.50								
1	02/11/25	Blades for Extraction	537.50			2060		415200	420		101000
0010654039											
Total for Vendor:			537.50								
123813		5263 ARIKA ESSLER	124.00								
1	02/19/25	Reimbursement for pants	124.00			2060		415200	422		101000
Maternity pants											
Total for Vendor:			124.00								
123829	-98358E	4672 ASURE PAYROLL TAX MANAGEMENT	258,477.13								
02/21/25 payroll											
1	02/21/25	Social Security	120,363.48			1000		212501			101000
2	02/21/25	Medicare	28,149.62			1000		212502			101000
3	02/21/25	Federal Income Tax	100,752.03			1000		212503			101000
4	02/21/25	ND State Tax	4,986.00			1000		212504			101000
5	02/21/25	MN State Tax	4,226.00			1000		212505			101000
Total for Vendor:			258,477.13								

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123772		2116 AT&T	45.00								
1	01/15/25	tower search	45.00			1000		421000	365		101000
545743											
		Total for Vendor:	45.00								
123802	C	2931 AUTO VALUE PARTS STORES	44.37								
1	02/12/25	AIR BRAKE TUBE	11.40			1000		455000	433		101000
99322191											
2	02/12/25	PERMATEX THREAD	32.97			1000		455000	433		101000
99322128											
		Total for Vendor:	44.37								
123783		5526 AVERY NYSTEL	94.00								
1	02/18/25	intox 8000 trn - meal reimb	94.00			1000		421000	340		101000
123867		5526 AVERY NYSTEL	94.00								
1	02/21/25	intox 8000, meal reimb	94.00			1000		421000	340		101000
		Total for Vendor:	188.00								
123811		1695 BAKER & TAYLOR	157.34								
1	02/07/25	BOOKS	157.34			7000		411600	662		101000
2038871674											
		Total for Vendor:	157.34								
123734		3273 BERNIE DARDIS	331.40								
		Red River Water Supply Project - Bismarck - 01/27/25									
1	01/27/25	Travel reimb-Bismarck-1/27/25	331.40			1000		415000	340		101000
		Total for Vendor:	331.40								
123798	C	1127 BIRSCHBACH EQUIPMENT & SUPPLY	42.80								
1	02/13/25	#3500 POLY BELT	42.80			1000		430000	427		101000
130640											
		Total for Vendor:	42.80								

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123752	C	3489 BOLTON & MENK, INC	10,000.00								
1	0355880	01/31/25 Project 2294	10,000.00			4223		480000	724		101000
	0355880										
123821	C	3489 BOLTON & MENK, INC	5,032.00								
1	0356478	02/17/25 Project 2284	5,032.00			4133		480000	313		101000
	0356478										
123822	C	3489 BOLTON & MENK, INC	8,609.50								
1	0356479	02/17/25 Project 9049	8,609.50			4134		480000	313		101000
	0356479										
		Total for Vendor:	23,641.50								
123814		3512 BOUND TREE MEDICAL, LLC	783.02								
1	02/12/25	FD Medical Supplies	783.02			2060		415200	500		101000
	85661354										
		Total for Vendor:	783.02								
123823		73 BRAUN INTERTEC	8,000.00								
1	B417580	02/04/25 Imp Dist 3006	8,000.00			4003		480000	724		101000
	B417580										
		Total for Vendor:	8,000.00								
123788		3171 BRAVO COMPANY USA, INC	3,829.83								
	PO - 200214										
1	02/07/25	charging handles	3,829.83			1000		421000	987		101000
	25387										
		Total for Vendor:	3,829.83								
123806		3892 BURGGRAF'S ACE FARGO WEST #17458	47.54								
	WF Fire Department										
1	02/12/25	E-75 nozzle repair	22.96			2060		415200	500		101000
	3984										
2	02/19/25	Screws/washers for cribbing	24.58			2060		415200	500		101000
	3999										
		Total for Vendor:	47.54								

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123766	C	351 BUSINESS ESSENTIALS	271.19								
1	02/13/25	paper & office supplies	239.99			1000		421000	410		101000
		WO-1334544-1									
2	02/14/25	binder clips & tape	31.20			1000		421000	410		101000
		WO-1334544-2									
		Total for Vendor:	271.19								
123800		39 BUTLER MACHINERY	1,324.99								
1	02/18/25	CAT RENTAL - LAMP	336.07			1000		430000	427		101000
		00PS0655159									
2	02/11/25	#4008 SPRING RET	-109.74			6010		450200	427		101000
		00CS0063308									
3	02/14/25	CAT RENTAL - LAMPS	933.14			1000		430000	427		101000
		00PS0654999									
4	01/31/25	#4008 SPRING	109.74			6010		450200	427		101000
		00PS0654255									
5	02/11/25	#4008 CYLGRP	55.78			6010		450200	427		101000
		00PS0654772									
		Total for Vendor:	1,324.99								
123725	-98360E	5514 BYERS CHEVROLET LLC	64,993.00								
1	02/04/25	#5009 2024 SILVERADO 2500	64,993.00			1000		455000	610		101000
		Total for Vendor:	64,993.00								
123741	E	51 CASS COUNTY ELECTRIC COOP	23,366.00								
1	02/10/25	TRANSFER STATION	491.72			6010		450200	527		101000
		1156424									
2	02/10/25	STREET LIGHT FEED POINTS	22,874.28			1000		430002	527		101000
		1156424									
123742	E	51 CASS COUNTY ELECTRIC COOP	7,818.25								
1	02/10/25	THE LIGHTS HOUSE METER	482.32			2310		452120	527		101000
		1168004									
2	02/10/25	THE LIGHTS STAGE & COURTYARD	3,738.35			2310		452120	527		101000
		1163206									
3	02/10/25	THE LIGHTS PARKING RAMP	3,597.58			2310		452120	527		101000
		1168003									

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123743	E	51 CASS COUNTY ELECTRIC COOP	23,845.00								
1	02/10/25	INERT	308.01			6010		450200	527		101000
1156426											
2	02/10/25	WATER TOWERS	652.41			6020		450000	527		101000
1156426											
3	02/10/25	LIFT STATIONS	22,884.58			6025		450000	527		101000
1156426											
Total for Vendor:			55,029.25								
123754	E	1777 CENTURY LINK	76.27								
1	Feb 25 02/07/25	WF Airport	76.27			7050		500000	356		101000
333942770	02.25										
Total for Vendor:			76.27								
123756		5530 CHAD MERTZ	452.20								
ICC Conference - 02/11/25-02/14/25 - Minneapolis											
1	02/18/25	Travel reimb - Feb 2025	452.20			1000		418000	340		101000
Total for Vendor:			452.20								
123784		5527 CHESNEY BRAUN	94.00								
1	02/18/25	intox 8000 trn - meal reimb	94.00			1000		421000	340		101000
Total for Vendor:			94.00								
123881		3216 CINTAS	148.42								
1	02/17/25	RUG SERVICE	148.42			1000		455000	420		101000
4221268556											
Total for Vendor:			148.42								
123740		111 CITY OF FARGO	21,527.85								
1	02/05/25	LANDFILL FEES	21,527.85			6010		450200	355		101000
476412											
123883		111 CITY OF FARGO	560.00								
1	02/05/25	WATER TESTING	560.00			6020		450000	335		101000
476413											
Total for Vendor:			22,087.85								

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123896	C	1904 CODE 4 SERVICES, INC	2,592.39						
		Additional costs to purchase of (7) GTEC Cradlepoint computers							
1	02/20/25	7 GTEC Computer add. costs	2,592.39			2060 415200	497		101000
10423									
		Total for Vendor:	2,592.39						
123850	C	133 COLE PAPERS INC	1,330.04						
1	02/12/25	CH - PAPER PRODUCTS	734.50			1000 455000	500		101000
10543441									
2	02/12/25	PW - PAPER PRODUCTS	476.82			6020 450000	500		101000
10543442									
3	02/18/25	CH - PAPER PRODUCTS	118.72			1000 455000	500		101000
10545448									
		Total for Vendor:	1,330.04						
123757		4832 CONNECT INTERIORS	392.17						
		2nd half installment							
1	68412 02/05/25	WEX fit-up	392.17			2970 480000	653		101000
68412									
		Total for Vendor:	392.17						
123897		4108 CONSOLIDATED ELECTRICAL	45.12						
		Continued purchase of items to install LED lighting for Station 75							
1	02/10/25	ST 75 LED Lighting parts	45.12			2060 415200	494		101000
2348-1079583									
		Total for Vendor:	45.12						
123728		3245 CORE & MAIN	1,001.35						
1	02/13/25	SONOSCOPE	25.93			6020 450000	432		101000
0023									
2	02/12/25	COUPLING/HARDWARE	975.42			6020 450000	438		101000
0022									

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123780		3245 CORE & MAIN	7,210.21								
1	02/19/25	CURB BOX WRENCH	26.26			6020		450000	432		101000
0035											
2	02/19/25	WATER METERS	3,259.95			4972		480000	670		101000
0034											
3	02/07/25	DRAIN LEVER/SRPING/SEAT	3,924.00			6020		450000	438		101000
0015											
Total for Vendor:			8,211.56								
123777	C	3872 CRITICAL MENTION, INC	6,104.00								
03/08/2025-03/07/2026											
1	2025-27396	02/08/25 Annual Subscription	6,104.00			1000		416200	497		101000
2025-27396											
Total for Vendor:			6,104.00								
123815	C	5319 DAKOTA CHILDREN'S ADVOCACY	1,620.94								
WF Fire Department											
1	01/31/25	FD January Mental Health Visit	1,620.94			2060		415200	307		101000
26204											
Total for Vendor:			1,620.94								
123854	C	1675 DAKOTA FLUID POWER, INC	1,806.03								
1	02/11/25	HARDWARE	891.28			4387		480000	427		101000
7301740											
2	02/11/25	HARDWARE	891.28			1000		430000	427		101000
7301740											
3	02/13/25	HARDWARE	99.69			6025		450000	427		101000
7302723											
4	02/14/25	HARDWARE	48.30			6010		450200	427		101000
7303113											
5	02/11/25	HARDWARE	0.78			1000		455000	433		101000
7301737											
6	02/04/25	#2202 HARDWARE	36.14			6020		450000	427		101000
7299188											
7	09/03/24	ACCT CREDIT	-161.44			1000		455000	433		101000
7246093											
Total for Vendor:			1,806.03								

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123789 1 79710	02/12/25	2514 DAKOTA MAILING & SHIPPING sealing solution	63.41 63.41			1000 421000	410		101000
Total for Vendor:			63.41						
123900 1 4234 2 952012 3 952122 4 952133 5 952154	02/12/25 02/12/25 02/18/25 02/18/25 02/19/25	87 DAKOTA TIRE FD k-9 Sway Bar Repair FD K-9 Oil change FD CHF 72 Oil Change FD SQ 76 Oil change FD Eng 75 new Front tires	1,596.20 228.96 104.96 65.38 104.96 1,091.94			2060 415200 2060 415200 2060 415200 2060 415200 2060 415200 2060 415200	427 427 427 427 420		101000 101000 101000 101000 101000 101000
Total for Vendor:			1,596.20						
123748 1 Feb 2025	C Feb 2025	2948 DELTA 54 AVIATION LLC 02/14/25 Airport Management Fees	3,800.00 3,800.00			7050 500000	307		101000
Total for Vendor:			3,800.00						
123761 1 8800	C 01/14/25	2100 EAGLE RUN CROSSING PREMIUM	2.90 2.90			1000 430001	424		101000
123860 1 4229 2 2739	C 11/20/24 11/15/24	2100 EAGLE RUN CROSSING DIESEL DIESEL	329.19 195.03 134.16			6010 450200 6010 450200	424 424		101000 101000
Total for Vendor:			332.09						

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123760		5531 EARTHPLANTER	1,707.00						
		FD New HQ planters for north side of bldg							
1	02/11/25	2-40" tapered rectangled-windo	938.00			2060	415200	641	101000
v208271									
2	02/11/25	2-21" urban vase-benches	398.00			2060	415200	641	101000
v208271									
3	02/11/25	Freight	371.00			2060	415200	641	101000
v208271									
		Total for Vendor:	1,707.00						
123795		2675 ECKERT'S GREENHOUSE	1,572.27						
		FD planters for new hq. light pole planters							
1	02/17/25	6-light pole planters for HQ	1,572.27			2060	415200	641	101000
10-22218									
		Total for Vendor:	1,572.27						
123781		5330 EH WACHS	1,778.16						
1	02/17/25	PRESSURE WASHER/CONTROLS	1,778.16			6020	450000	427	101000
232926									
		Total for Vendor:	1,778.16						
123859		545 ELECTRIC PUMP LLC	2,289.00						
1	02/11/25	PROJ 1342	2,289.00			4002	480000	670	101000
029435									
		Total for Vendor:	2,289.00						
123889	-98355E	4664 EMPOWER (MASS MUTUAL)	5,070.32						
1	02/21/25	Feb 2025 Contributions	5,070.32			1000	212528		101000
		Total for Vendor:	5,070.32						
123838		3547 EQUITABLE UNIT ANNUITY	2,000.00						
1	02/21/25	Deferred Comp Feb 2025	2,000.00			1000	212524		101000
		Total for Vendor:	2,000.00						

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123736 1 201511	C 02/11/25	1851 F/S MANUFACTURING #7201 DEMAND PUMP	92.87 92.87			6025		450000	610		101000
123797 1 201493	C 02/10/25	1851 F/S MANUFACTURING #7102 TANK/CRADLE	491.80 491.80			6025		450000	610		101000
Total for Vendor:			584.67								
123733 1 NDFAR312824 2 NDFAR312895	C 02/11/25	124 FASTENAL JOBBER	157.13 12.84			6025		450000	825		101000
	02/12/25	HARDWARE	144.29			6025		450000	825		101000
123878 1 NDFAR313185	C 02/18/25	124 FASTENAL STEP DRILL	74.99 74.99			6025		450000	432		101000
Total for Vendor:			232.12								
123768 1 8-775-95848	151 02/19/25	FEDERAL EXPRESS pgk ND lab	32.24 32.24			1000		421000	661		101000
Total for Vendor:			32.24								
123730 1 0514638	329 02/13/25	FERGUSON WATERWORKS #2516 CURB WRENCH	139.14 139.14			6020		450000	432		101000
Total for Vendor:			139.14								
123763 PO-200178 1 INV-57589	5529 02/04/25	FLOCK SAFETY flock safety camera systems	99,500.00 99,500.00			1000		421000	641		101000
Total for Vendor:			99,500.00								

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123865		4810 FOX VALLEY TECHNICAL COLLEGE	495.00								
1	02/10/25	reg for a. feltman	495.00			1000		421000	340		101000
C1012898											
Total for Vendor:			495.00								
123793		155 GALLS, LLC	1,418.01								
1	02/14/25	new officer - wanzek	163.72			1000		421000	422		101000
030471340											
2	02/14/25	new officer - kemmer	132.30			1000		421000	422		101000
030472492											
3	02/14/25	new officer - wirtzfeld	132.30			1000		421000	422		101000
030472489											
4	02/13/25	pants for heyerman	170.92			1000		421000	422		101000
030460074											
5	02/15/25	riot helmets - new officer	264.60			1000		421000	422		101000
030481484											
6	02/15/25	new officer pants - wirtzfeld	163.72			1000		421000	422		101000
030481015											
7	02/14/25	shirts for carlson	113.29			1000		421000	422		101000
030474920											
8	02/14/25	shirts fro nielsen	178.80			1000		421000	422		101000
030474921											
9	02/11/25	winter clothing - casperson	8.96			1000		421000	422		101000
030435427											
10	02/17/25	shirts for beilke	89.40			1000		421000	422		101000
030493774											
123866		155 GALLS, LLC	185.99								
1	02/13/25	gloves for casperson	59.99			1000		421000	422		101000
030461065											
2	02/11/25	backpack for dura	126.00			1000		421000	422		101000
030440901											
Total for Vendor:			1,604.00								

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123876		2558 GOODYEAR COMMERCIAL TIRE	689.80						
1	01/23/25	#4202 TIRE REPAIR	689.80			6010 450200	427		101000
130-1092506									
Total for Vendor:			689.80						
123732	C	556 GRAINGER, INC.	280.48						
1	02/12/25	#7104 BRACKET ADAPTER	280.48			6025 450000	610		101000
9404697683									
123873	C	556 GRAINGER, INC.	206.51						
1	02/19/25	MOTOR	169.87			1000 455000	420		101000
9412249626									
2	02/19/25	COMPRESSOR SWITCH	36.64			1000 455000	802		101000
9413025439									
123904	C	556 GRAINGER, INC.	206.24						
1	02/11/25	FD Sump Pump Repaid	121.07			2060 415200	494		101000
9403708168									
2	02/18/25	FD Corrugated Tubing	85.17			2060 415200	427		101000
9411042469									
Total for Vendor:			693.23						
123786		2713 HAMPTON INN & SUITES	198.00						
1	02/07/25	intox 8000 trn - lodging braun	198.00			1000 421000	340		101000
NQRU-218									
Total for Vendor:			198.00						
123778	C	135 HAWKINS INC	5,798.99						
1	02/14/25	AQUAHAWK	5,798.99			6025 450000	423		101000
6984676									
Total for Vendor:			5,798.99						
123824	C	5096 HDR ENGINEERING INC.	3,449.42						
1	1200695167	02/10/25 Project 6060	3,449.42			4098 480000	313		101000
1200695167									

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123825	C	5096 HDR ENGINEERING INC.	380.00								
1	1200697591	02/14/25 Project 9040	380.00			4507		480000	313		101000
	1200697591										
		Total for Vendor:	3,829.42								
123826	C	3285 HOUSTON ENGINEERING INC.	16,426.00								
1	74978	02/10/25 Imp Dist 2265	16,426.00			4793		480000	313		101000
	74978										
123827	C	3285 HOUSTON ENGINEERING INC.	5,243.75								
1	74979	02/10/25 Project 2293	5,243.75			4187		480000	313		101000
	74979										
		Total for Vendor:	21,669.75								
123776	C	358 HUBERT OYE & SONS INC	3,019.10								
1	02/12/25	ASPHALT MIX	3,019.10			6020		450000	438		101000
	1212388										
		Total for Vendor:	3,019.10								
123809		2346 INFOUSA MARKETING, INC	453.00								
1	02/04/25	POLK CITY DIRECTORY	453.00			7000		411600	662		101000
	10004288325										
		Total for Vendor:	453.00								
123810		4592 INGRAM LIBRARY SERVICES	1,388.30								
1	02/12/25	BOOKS	57.81			7000		411600	662		101000
	86569155										
2	02/12/25	BOOKS	13.24			7000		411600	662		101000
	86569156										
3	02/12/25	BOOKS	11.42			7000		411600	662		101000
	86569157										
4	02/12/25	BOOKS	41.70			7000		411600	662		101000
	86569158										
5	02/12/25	BOOKS	12.18			7000		411600	662		101000
	86569159										
6	02/12/25	BOOKS	25.89			7000		411600	662		101000
	86575510										

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7	02/12/25	BOOKS	113.40			7000		411600	662		101000
86575511											
8	02/12/25	BOOKS	93.02			7000		411600	662		101000
86575512											
9	02/12/25	BOOKS	14.21			7000		411600	662		101000
86575513											
10	02/12/25	BOOKS	24.45			7000		411600	662		101000
86575514											
11	02/12/25	BOOKS	14.48			7000		411600	662		101000
86575515											
12	02/12/25	BOOKS	208.51			7000		411600	662		101000
86575509											
13	02/14/25	BOOKS	15.32			7000		411600	662		101000
86612483											
14	02/14/25	BOOKS	29.73			7000		411600	662		101000
86612484											
15	02/14/25	BOOKS	18.30			7000		411600	662		101000
86612485											
16	02/14/25	BOOKS	16.04			7000		411600	662		101000
86612486											
17	02/17/25	BOOKS	26.45			7000		411600	662		101000
86633831											
18	02/17/25	BOOKS	15.99			7000		411600	662		101000
86633832											
19	02/17/25	BOOKS	18.96			7000		411600	662		101000
86633833											
20	02/17/25	BOOKS	26.18			7000		411600	662		101000
86633834											
21	02/19/25	BOOKS	8.60			7000		411600	662		101000
86681693											
22	02/19/25	BOOKS	582.42			7000		411600	662		101000
86681694											
23			0.00			7000		411600	662		101000
Total for Vendor:			1,388.30								

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123864		233 J & L SPORTS	112.45						
1	02/18/25	volunteer chaplain shirt	22.49			1000 421000	375		101000
33834									
2	02/18/25	new officers polo	89.96			1000 421000	422		101000
33834									
		Total for Vendor:	112.45						
123774		1765 J.J. KELLER & ASSOC, INC	377.50						
1	02/01/25	CDL TRAINING	377.50			1000 450000	497		101000
9109830889									
		Total for Vendor:	377.50						
123852		C 2798 JOHNSON CONTROLS	1,372.85						
1	02/20/25	PD - IT SERVICE	887.35			1000 455000	420		101000
1-135278227911									
2	02/20/25	SW - FURNACE REPAIR	485.50			6025 450000	825		101000
1-135278312824									
		Total for Vendor:	1,372.85						
123884		344 KARL'S AT THE NODAK CENTER	68.64						
1	02/14/25	B HANSON PANTS	68.64			6020 450000	422		101000
343415094									
		Total for Vendor:	68.64						
123816		3560 KEN MILLER	17.26						
		Toilet cleaner for both stations							
1	02/19/25	ST 75-76 picked up at Costco	17.26			2060 415200	500		101000
		Toilet cleaner							
		Total for Vendor:	17.26						
123828 -98359E		4482 KOTAPAY	3,484.11						
02/21/25 payroll									
1	02/21/25	Child Support	3,484.11			1000 212549			101000
		Total for Vendor:	3,484.11						

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123787 1 686324	02/13/25	1461 L-TRON CORP therm paper squad paper	410.00 410.00			1000		421000	410		101000
Total for Vendor:			410.00								
123771 1 6283	02/17/25	260 LARS BODY SHOP #1195 repairs	12,012.93 12,012.93			1000		421000	322		101000
Total for Vendor:			12,012.93								
123720 1 6471847688	C 6471847688 02/12/25	4767 LENOVO (UNITED STATES) INC. 1 Laptop - Admin	1,746.58 1,746.58			1000		414000	497		101000
Total for Vendor:			1,746.58								
123739 1 AHR CONFERENCE - ORLANDO, FL	02/18/25	3399 LES PORTER TRAVEL REIMBURSEMENT	1,156.20 1,156.20			1000		455000	340		101000
Total for Vendor:			1,156.20								
123862 1 403034	02/14/25	711 LUTHER FAMILY FORD #1194 HOSE	128.83 128.83			1000		421000	427		101000
Total for Vendor:			128.83								
123834 1 14076	02/12/25	3502 M&T Fire Li-ion battery-multi rae meter	377.49 377.49			2060		415200	427		101000
Total for Vendor:			377.49								
123902 1 P43671	C 02/11/25	3536 MACQUEEN FD (12) Soft Goods Kits	3,981.82 497.62			2060		415200	641		101000
2 P12176	02/11/25	FD E-71 Set-up	1,435.68			2060		415200	610		101000
3 P43744	02/12/25	K Frost 2025 Cap Items	640.10			2060		415200	641		101000

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4 P43780	02/12/25	FD Replace Spare Wheel Chock	422.53			2060		415200	427		101000
5 P44004	02/18/25	FD Replac Damaged Shut Off Noz	961.32			2060		415200	427		101000
6 P12198	02/18/25	FD L-75 Knob Ball, Blue	24.57			2060		415200	427		101000
Total for Vendor:			3,981.82								
123842		3630 MATRIX TRUST COMPANY	5,312.00								
1	02/21/25	Deferred Comp Pre-Tax Feb 25	3,490.00			1000		212547			101000
2	02/21/25	Deferred Comp Post-Tax Feb 25	1,822.00			1000		212548			101000
Total for Vendor:			5,312.00								
123749		3119 MATT RETKA	50.00								
1	02/14/25	Feb WF Airport Secretary	50.00			7050		500000	120		101000
Total for Vendor:			50.00								
123817		C 299 MENARDS (FIRE)	111.98								
1	02/14/25	2X2ng strips for Training	57.40			2060		415200	340		101000
50031											
2	02/19/25	E-71 Hook up Kussmaul	35.42			2060		415200	500		101000
50339											
3	02/19/25	Cribbing Set-up	19.16			2060		415200	500		101000
50357											
Total for Vendor:			111.98								
123727		C 4622 MENARDS (PUBLIC WORKS)	1,343.89								
1	02/13/25	PVC/VALVE	22.32			6025		450000	826		101000
49944											
2	02/12/25	TORCH KIT	40.97			6025		450000	432		101000
49866											
3	02/13/25	#3301 TOOLS	846.30			2970		480000	610		101000
49942											
4	02/11/25	500W T3 R7	4.99			6020		450000	420		101000
49816											
5	02/13/25	TORCH KIT/CABLES	107.46			6020		450000	432		101000
49945											

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6 49972	02/13/25	PCV/ELBOW	15.47			6020 450000	420		101000
7 49425	02/05/25	ADAPTERS	0.98			6020 450000	427		101000
8 49804	02/11/25	TOE WARMERS	15.56			6010 450200	433		101000
9 49855	02/12/25	CHARGER	119.99			1000 430002	432		101000
10 49869	02/12/25	TRIM/DRILL BIT	169.85			1000 455000	802		101000
123775 1 49941	C 02/13/25	4622 MENARDS (PUBLIC WORKS) #3301 TOOLS	1,021.44 1,021.44			2970 480000	610		101000
123847 1 49803	C 02/11/25	4622 MENARDS (PUBLIC WORKS) CLASSIS 1H 4" LAV CH	159.90 69.00			6020 450000	420		101000
2 49905	02/12/25	CLEANING SUPPLIES	63.96			1000 455000	500		101000
3 49437	02/05/25	DRILL BITS	26.94			1000 455000	500		101000
Total for Vendor:			2,525.23						
123799 2025 1 00093868		5532 MFIMedical Capital Improvement item 02/05/25 Ambulance Cot	3,084.00 3,084.00			2060 415200	641		101000
Total for Vendor:			3,084.00						
123747 1 19329340114554	E 14554 02/11/25	2766 MIDCONTINENT COMMUNICATIONS 193293401 - 3100&3150 Sheyenne	1,250.39 1,250.39			2310 452120	497		101000
Total for Vendor:			1,250.39						

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123868		102 MIDSTATES WIRELESS	961.93						
1	02/20/25	#1223 install radio	961.93			2531 421000	610		101000
		205017660-1							
123880		102 MIDSTATES WIRELESS	954.36						
1	02/14/25	#7103 RADIO INSTALL	318.12			6025 450000	610		101000
		205017825							
2	02/14/25	#3300 RADIO INSTALL	318.12			2970 480000	610		101000
		205017825							
3	02/14/25	#3301 RADIO INSTALL	318.12			2970 480000	610		101000
		205017825							
		Total for Vendor:	1,916.29						
123791		772 MINNKOTA	70.80						
1	01/31/25	jan 2025 recycling	70.80			1000 421000	420		101000
		459510							
		Total for Vendor:	70.80						
123744		5517 MOHAWK LIFTS LLC	83,687.95						
		Set of 6 lifts for the FD Headquarters.							
1	01/27/25	Fire Department Lifts-Set of 6	83,687.95			2060 415200	864		101000
		67965							
		Total for Vendor:	83,687.95						
123888	-98356E	4663 MUTUAL OF OMAHA	3,617.46						
1	02/21/25	Feb 2025 Contributions	3,617.46			1000 212515			101000
		Total for Vendor:	3,617.46						
123779	C	298 MVTL LABORATORIES	1,657.00						
1	02/11/25	WATER TESTING	1,657.00			6025 450000	335		101000
		1292581							
		Total for Vendor:	1,657.00						

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123887	-98357E	3546 NATIONWIDE INVESTMENT ADVISORS	10,649.00								
1	02/21/25	Feb 25 Post-Tax Contributions	3,210.00			1000		212551			101000
2	02/21/25	Feb 25 Pre-Tax Contributions	7,439.00			1000		212550			101000
		Total for Vendor:	10,649.00								
123841	C	3541 ND FRATERNAL ORDER OF POLICE	2,214.00								
1	02/21/25	FOP Legal for Feb 2025	2,214.00			1000		212527			101000
		Total for Vendor:	2,214.00								
123892	-98352E	363 ND PERS	10,535.72								
	02/21/25	Payroll									
1	02/21/25	457b Def Comp - Contributions	10,535.72			1000		212532			101000
123893	-98351E	363 ND PERS	400.00								
	February 2025										
1	02/21/25	Freadrich service credit purch	400.00			1000		212532			101000
		Total for Vendor:	10,935.72								
123753	C	2261 NETWORK CENTER INCORPORATED	470.00								
3	INV228120	02/14/25 Network down	470.00			1000		414104	497	18	101000
	INV228120										
		Total for Vendor:	470.00								
123844		3543 NEW YORK LIFE INSURANCE &	6,670.00								
1	02/21/25	Deferred Comp EE Feb 2025	6,670.00			1000		212531			101000
		Total for Vendor:	6,670.00								
123721	C	364 NORTH CENTRAL INTERNATIONAL LLC	2,570.16								
1	01/15/25	#4007 ENGINE REPAIR	2,779.41			6010		450200	427		101000
	R202035952										
9900	X102219067	03/14/24 #262 GEAR ASM STEERING RET	-209.25			6020		450000	427		101000
	CI										
	28										
		Total for Vendor:	2,570.16								

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123731	C	5240 NORTHERN ENGINE & SUPPLY	482.59						
1	02/12/25	COUPLER/FITTING	465.04			4387 480000	500		101000
263452									
2	02/12/25	FITTING	17.55			4387 480000	500		101000
263453									
Total for Vendor:			482.59						
123735		330 NORTHWESTERN EQUIP INC.	614.94						
1	02/11/25	#7201 THINBLE	614.94			6025 450000	610		101000
55052									
Total for Vendor:			614.94						
123843		3542 NYLI FUNDS	850.00						
1	02/21/25	NYLI (Mainstay) Feb 2025	850.00			1000 212529			101000
Total for Vendor:			850.00						
123899		1774 O'REILLY AUTOMOTIVE STORES, INC	24.47						
Fire Department									
1	02/18/25	Misc Shop Items	24.47			2060 415200	500		101000
1932-423148									
Total for Vendor:			24.47						
123875		4744 O'REILLY AUTOMOTIVE STORES, INC	652.62						
1	02/20/25	#5419 ANTENNA	22.99			1000 430001	427		101000
1932423914									
2	02/20/25	#261 CV SHFT RT	-125.67			6020 450000	427		101000
1932423910									
3	02/20/25	#8501 BATTERY	173.29			7000 411600	427		101000
1932423869									
4	02/19/25	ANTIFREEZE	107.94			1000 421000	427		101000
1932423596									
5	02/14/25	#1198 BATTERY	225.06			1000 421000	427		101000
1932422128									
6	02/18/25	#8103 BATTERY	225.06			1000 414200	427		101000
1932423194									
7	02/13/25	PD STOCK CAPSULE	23.95			1000 421000	427		101000
1932421692									
Total for Vendor:			652.62						

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123790		276 OSTROMS ACE HARDWARE	599.90								
	PO - 200215										
1	02/12/25	acct 44818 k9 comfort dog food	599.90			1000		421000	915		101000
228281											
		Total for Vendor:	599.90								
123724		5119 OSTROMS ACE HARDWARE (PW)	26.98								
1	02/07/25	JOINT COMPOUND	26.98			6020		450000	432		101000
228249											
123846		5119 OSTROMS ACE HARDWARE (PW)	155.63								
1	02/06/25	PEST CONTROL	25.65			1000		455000	420		101000
228242											
2	02/13/25	SNOW SHOVEL	129.98			1000		455000	420		101000
228290											
		Total for Vendor:	182.61								
123808	C	2126 OVERDRIVE, INC	809.16								
1	02/13/25	EBOOKS & AUDIOBOOKS	809.16			7000		411600	650		101000
02139C0250487369											
		Total for Vendor:	809.16								
123818		5491 PAUL FRACASSI	68.00								
	NDAA0 Winter Workshop - Bismarck - 02/11/25-02/13/25										
1	02/19/25	Travel reimb	68.00			1000		414101	340		101000
		Total for Vendor:	68.00								
123837		3548 PERSHING	300.00								
1	02/21/25	Alerus - Feb 2025	300.00			1000		212525			101000
		Total for Vendor:	300.00								
123719	C	563 PETRO SERVE USA	2,297.04								
1	Jan 2025 01/31/25	Police	383.63			1000		421000	424		101000
0968039	Jan 2025										
2	Jan 2025 01/31/25	Sanitation	1,913.41			6010		450200	424		101000
0968039	Jan 2025										
		Total for Vendor:	2,297.04								

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123831		1987 PETSMA	69.99								
	FD Mika										
1	02/20/25	Mika Food	69.99			2060		415200	915		101000
038100186799											
		Total for Vendor:	69.99								
123807	C	1483 PITNEY BOWES BANK INC - RESERVE	2,000.00								
1	02/20/25	POSTAGE REFILL #43560960	2,000.00			7000		411600	661		101000
	RESERVE ACCT #43560960										
		Total for Vendor:	2,000.00								
123751	C	1295 PRO-WEST & ASSOCIATES, INC	123.75								
1	02/10/25	GIS Tech Support	123.75			1000		414000	497		101000
	INV-0000001192										
		Total for Vendor:	123.75								
123832		3949 PUSH PEDAL PULL, INC	11,976.84								
	Fire Department	2025 Capital Improvement									
1	02/14/25	Workout equipment for both sta	11,976.84			2060		415200	641		101000
398196											
		Total for Vendor:	11,976.84								
123833	C	2882 PYE-BARKER FIRE & SAFETY	776.00								
1	02/17/25	FD ST 76 Extinguisher svcs.	253.00			2060		415200	428		101000
	inv00321872										
2	02/17/25	FD St 75 Extinguisher svcs.	523.00			2060		415200	428		101000
	inv00321873										
		Total for Vendor:	776.00								
123820		790 RAMADA BISMARCK HOTEL	396.00								
1	404901230	02/13/25 Hotel for NDAA0 - Paul F	198.00			1000		414101	340		101000
	404901230										
2	404901761	02/13/25 Hotel for NDAA0 - Shane M	198.00			1000		414101	340		101000
	404901761										
		Total for Vendor:	396.00								

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123840		1464 RED RIVER VALLEY FOP LODGE #1	869.00								
1	02/21/25	FOP Dues Feb 2025	869.00			1000		212526			101000
		Total for Vendor:	869.00								
123845		5307 REHRIG PACIFIC COMPANY	38,033.90								
1	02/18/25	GARBAGE CARTS	38,033.90			6010		450200	665		101000
50457881											
		Total for Vendor:	38,033.90								
123830		1881 SAM'S CLUB/SYNCHRONY BANK (FD)	271.81								
		Fire Department Sam's CC									
1	02/11/25	Station Supplies #75	120.28			2060		415200	500		101000
1941823180397											
2	02/11/25	Station Supplies #76	151.53			2060		415200	500		101000
8254193897600											
		Total for Vendor:	271.81								
123738		C 454 SANITATION PRODUCTS	115.44								
1	02/14/25	#7000 HOSE REPAIR	115.44			6025		450000	427		101000
91939											
		Total for Vendor:	115.44								
123819		1201 SHANE MARCUSON	126.98								
		NDAAO Winter Workshop - Bismarck - 02/11/25-02/13/25									
1	02/14/25	Travel reimb	126.98			1000		414101	340		101000
		Total for Vendor:	126.98								
123737		3778 SHERRILLTREE DBA VERTICAL SUPPLY	409.98								
1	04/08/24	SAFETY HELMET	79.99			2210		428000	641		101000
960071											
2	04/03/24	ARBORIST HELMET SYSTEM	329.99			2210		428000	641		101000
959205											
		Total for Vendor:	409.98								

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123755	C	2885 SHORTPRINTER	19.95								
1	158208	02/14/25 Business cards - Mark H	19.95			1000		418000	410		101000
158208											
123769	C	2885 SHORTPRINTER	167.25								
1	02/12/25	re-org - bc's	167.25			1000		421000	668		101000
158090											
Total for Vendor:			187.20								
123758		5199 SIGN BADGERS	1,885.00								
		2nd half installment									
1	33795	02/18/25 Sign for Commission Chambers	1,885.00			2970		480000	653		101000
33795											
Total for Vendor:			1,885.00								
123773		3642 SIGN PRO	875.00								
1	02/13/25	#1223 graphics	875.00			2531		421000	610		101000
89285											
Total for Vendor:			875.00								
123882	C	91 SIGN SOLUTIONS USA	388.53								
1	02/14/25	SIGNS	388.53			1000		430000	487		101000
415860											
Total for Vendor:			388.53								
123849	C	3528 SNACKS PLUS VENDING	176.50								
1	02/11/25	SA - COFFEE	176.50			6010		450200	500		101000
5940:743564											
Total for Vendor:			176.50								
123729		38 STRATA CORPORATION	805.12								
1	02/14/25	CLASS 5	805.12			6020		450000	394		101000
754753											
Total for Vendor:			805.12								

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123870		3607 STRYKER MEDICAL	107.41						
		Customer # 20236430 2025 Capital Imp. AED							
		this is a merging of two accounts. Stryker has closed the 106 1st st account							
		and transfered the balance to the new account they set up at 1201 10th ave e.							
	1	01/22/25 K Frost 2025 AED Purchase	107.41			2060 415200	641		101000
		9208085249							
		Total for Vendor:	107.41						
123856	C	733 SWANSTON EQUIPMENT CORP	25,900.00						
	2	01/31/25 #3207 2024 HENKE 14' V PLOW	25,900.00			1000 430000	870		101000
		E10571							
123857	C	733 SWANSTON EQUIPMENT CORP	4,441.96						
	1	02/13/25 #3035 BOOM	2,668.68			1000 430000	427		101000
		P10082							
	2	02/12/25 #3035 BOBTACH POWER WHS	1,773.28			1000 430000	427		101000
		P10025							
123877	C	733 SWANSTON EQUIPMENT CORP	96.15						
	1	02/13/25 #3035 DECAL	5.27			1000 430000	427		101000
		P10049							
	2	02/12/25 #3035 PIN	62.62			1000 430000	427		101000
		P10041							
	3	02/14/25 #5402 SWITCH	28.26			1000 430001	427		101000
		P10091							
123886	C	733 SWANSTON EQUIPMENT CORP	91,889.86						
	1	02/08/25 #7303 2024 BOBCAT L95 LOADER	91,889.86			6025 450000	870		101000
		E10622							
		Total for Vendor:	122,327.97						
123750		2203 SYN-TECH SYSTEMS	1,440.00						
		01/01/25-12/31/25							
		Airport - Fuel pump card reader system							
	1	309656 02/14/25 Annual service renewal	1,440.00			7050 500000	420		101000
		309656							
		Total for Vendor:	1,440.00						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
123895		1562 UNITED WAY OF CASS-CLAY	47.00						
1	02/21/25	Feb 2025 Contributions	47.00			1000 212536			101000
		Total for Vendor:	47.00						
123890	-98354E	4665 UNUM	12,077.81						
1	02/21/25	Feb 25 Employee Contributions	6,583.61			1000 212514			101000
2	02/21/25	Feb 25 Employer Contributions	5,494.20			1000 212514			101000
		Total for Vendor:	12,077.81						
123785	C	3668 VERIZON WIRELESS	44.74						
1	01/02/25	jan 2025 river sensors	44.74			6020 450000	345		101000
		6104941304							
123794	C	3668 VERIZON WIRELESS	14,632.00						
1	02/08/25	jan 2025 - pd passport #4/#5	85.02			1000 421000	356		101000
		6105445398							
2	02/08/25	jan 2025 - new officer cells	517.33			1000 421000	356		101000
		6105445398							
3	02/08/25	jan 2025 - pw forestry	156.38			2210 428000	356		101000
		6105445398							
4	02/08/25	jan 2025 - city admin	270.12			1000 414000	356		101000
		6105445398							
5	02/08/25	jan 2025 - finance	90.02			1000 414100	356		101000
		6105445398							
6	02/08/25	jan 2025 - assessing hotspot	40.01			1000 414101	356		101000
		6105445398							
7	02/08/25	jan 2025 - econ development	47.54			1000 414102	356		101000
		6105445398							
8	02/08/25	jan 2025 - HR	182.35			1000 414103	356		101000
		6105445398							
9	02/08/25	jan 2025 - IT	362.64			1000 414104	356		101000
		6105445398							
10	02/08/25	jan 2025 - engineering	640.24			1000 414200	356		101000
		6105445398							
11	02/08/25	jan 2025 - commission	217.55			1000 415000	356		101000
		6105445398							

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
12 6105445398	02/08/25	jan 2025 - wellness room	40.01			1000		415000	497		101000
13 6105445398	02/08/25	jan 2025 - communications	132.62			1000		416200	356		101000
14 6105445398	02/08/25	jan 2025 - planning	265.15			1000		418000	356		101000
15 6105445398	02/08/25	jan 2025 - pd cells	4,182.18			1000		421000	356		101000
16 6105445398	02/08/25	jan 2025 - pd invest bait	42.54			1000		421000	356		101000
17 6105445398	02/08/25	jan 2025 - pd passport	127.53			1000		421000	356		101000
18 6105445398	02/08/25	jan 2025 - pd 4 sight	85.02			1000		421000	356		101000
19 6105445398	02/08/25	jan 2025 - pd MDC	720.18			1000		421000	356		101000
20 6105445398	02/08/25	jan 2025 - pd cradlepoint	635.48			1000		421000	356		101000
21 6105445398	02/08/25	jan 2025 - pd invest	40.01			1000		421000	356		101000
22 6105445398	02/08/25	jan 2025 - pd ICAC	42.54			1000		421000	356		101000
23 6105445398	02/08/25	jan 2025 - pd pole cam	80.02			1000		421000	356		101000
24 6105445398	02/08/25	jan 2025 - pw street	367.62			1000		421000	356		101000
25 6105445398	02/08/25	jan 2025 - pw row	82.55			1000		421000	356		101000
26 6105445398	02/08/25	jan 2025 - pw	773.94			1000		421000	356		101000
27 6105445398	02/08/25	jan 2025 - pw B & G	297.69			1000		455000	356		101000
28 6105445398	02/08/25	jan 2025 - fire	1,361.07			2060		415200	356		101000
29 6105445398	02/08/25	jan 2025 - fire drone	40.01			2060		415200	356		101000
30 6105445398	02/08/25	jan 2025 - pw forestry	95.05			2210		428000	356		101000

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
31	02/08/25	jan 2025 - pw sanitation	852.18			6010 450200	356		101000
6105445398									
32	02/08/25	jan 2025 - pw water	705.34			6020 450000	356		101000
6105445398									
33	02/08/25	jan 2025 - pw sewer	772.10			6025 450000	356		101000
6105445398									
34	02/08/25	jan 2025 - library	212.58			7000 411600	356		101000
6105445398									
35	02/08/25	jan 2025 - pd invest trailer	80.02			1000 421000	356		101000
6105445398									
36	02/08/25	jan 2025 - credit planning	-4.64			1000 418000	356		101000
6105445398									
37	02/08/25	jan 2025 - credit pd	-5.99			1000 421000	356		101000
6105445398									
Total for Vendor:			14,676.74						
123718	E	4335 VISA HUMAN RESOURCES	2,249.95						
Feb statement for Jan transactions									
1	CC-1655	01/03/25 Retirement decorations	38.36			1000 202200			101000
PARTY CITY									
2	CC-1655	01/04/25 Makayla membership	215.00			1000 202200			101000
for 2025									
FMHRA									
3	CC-1655	01/03/25 Makayla membership	264.00			1000 202200			101000
for 2025									
SHRM									
4	CC-1655	01/08/25 Bingo cards for EEC	19.65			1000 202200			101000
AMAZON CAPITAL SERVICES									
5	CC-1655	01/12/25 Paper for Recog. Certs	28.48			1000 202200			101000
AMAZON CAPITAL SERVICES									
6	CC-1655	01/14/25 Card Quest - fobs	610.00			1000 202200			101000
MISC CLAIM VENDOR									
7	CC-1655	01/16/25 subscription for HR	100.00			1000 202200			101000
THE FORUM									
8	CC-1655	01/16/25 highlighters for EEC	27.51			1000 202200			101000
WALMART									
9	CC-1655	01/22/25 on line training for PW	19.99			1000 202200			101000
Employers' Choice									
MISC CLAIM VENDOR									

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Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
10	CC-1655	01/23/25 table cloths	314.96			1000 202200			101000
	4IMPRINT INC			CC Accounting: 1000-		-414103-399			
11	CC-1655	01/27/25 job fair	181.12			1000 202200			101000
	RADIO FM MEDIA			CC Accounting: 1000-		-414103-399			
12	CC-1655	01/30/25 pop stands for job fair	258.51			1000 202200			101000
	Post Up Stands			CC Accounting: 1000-		-414103-399			
	MISC CLAIM VENDOR								
13	CC-1655	02/01/25 paper and decor	172.37			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-414103-410			
Total for Vendor:			2,249.95						
123891	-98353E	4662 VOYA	414.00						
1	02/21/25	Feb 2025 Contributions	414.00			1000 212511			101000
Total for Vendor:			414.00						
123801		544 WALLWORK TRUCK CENTER	432.28						
1	02/12/25	#4799 AIRCOIL SET	91.18			6010 450200	427		101000
	01P571025								
2	02/12/25	#7042 BATTERY	314.58			4387 480000	427		101000
	01P571256								
3	02/17/25	COOLANT	60.32			6025 450000	825		101000
	01P571099								
4	02/10/25	LAG - RET	-33.80			4387 480000	427		101000
	01P565024								
123855		544 WALLWORK TRUCK CENTER	1,575.11						
1	02/12/25	#1214 MODULE REPAIR	1,575.11			1000 421000	427		101000
	0109S148823								
123901		544 WALLWORK TRUCK CENTER	40.55						
1	02/18/25	FD E-71 Set up	40.55			2060 415200	420		101000
	01P572956								
Total for Vendor:			2,047.94						

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
123836	C	4773 WEST FARGO EVENTS	40,428.85								
1	1321	02/03/25 Programming fee: Essentia Heal	18,205.42			2310		452120	810		101000
1321											
2	1321	02/03/25 Programming fee: POW/MIA	5,574.70			2310		452120	810		101000
1321											
3	1321	02/03/25 Mgmt fee: Parking Ramp	11,840.33			2320		452110	810		101000
1321											
4	1321	02/03/25 Mgmt fee: City Events	4,808.40			2960		411900	810		101000
1321											
		Total for Vendor:	40,428.85								
123764		4231 WEST FARGO FIRE DEPARTMENT	814.00								
1		CPR TRAINING - FLEET/FACILITIE	92.50			1000		455000	639		101000
2		CPR TRAINING - FORESTRY	18.50			2210		428000	639		101000
3		CPR TRAINING - PUBLIC WORKS	37.00			1000		450000	639		101000
4		CPR TRAINING - RIGHT OF WAY	37.00			1000		430001	639		101000
5		CPR TRAINING - SANITATION	222.00			6010		450200	639		101000
6		CPR TRAINING - SEWER	148.00			6025		450000	639		101000
7		CPR TRAINING - STREET	166.50			1000		430000	639		101000
8		CPR TRAINING - WATER	92.50			6020		450000	639		101000
		Total for Vendor:	814.00								
123835		1550 WEST FARGO POLICE ASSOCIATION	1,400.00								
1	001	02/13/25 Annual Dues - 2025	1,400.00			1000		212544			101000
001											
		Total for Vendor:	1,400.00								
123770		2625 WEST FARGO POLICE PUBLIC SAFETY	150.00								
1	01/14/25	annual MLEEA membership	150.00			1000		421000	375		101000
071											
		Total for Vendor:	150.00								
123726		2184 WEST SIDE STEEL	652.21								
1	02/14/25	#7104 ROUND CR	37.57			6025		450000	610		101000
11526											
2	02/13/24	#7104 SHEET METAL/SQUARE TUBE	138.43			6025		450000	610		101000
11512											

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3 11363	02/04/25	SHEET METAL	234.51			6010 450200	914		101000
4 11484	02/12/25	SHEET METAL	241.70			6010 450200	914		101000
123858 1 11585	02/20/25	2184 WEST SIDE STEEL FLAT BAR/SQ TUBE METAL	1,863.63 621.21			6025 450000	427		101000
2 11585	02/20/25	FLAT BAR/SQ TUBE METAL	621.21			1000 430000	427		101000
3 11585	02/20/25	FLAT BAR/SQ TUBE METAL	621.21			6020 450000	427		101000
123879 1 11571	02/19/25	2184 WEST SIDE STEEL #7104 FLAT BAR/SHEET METAL	127.40 127.40			6025 450000	610		101000
Total for Vendor:			2,643.24						
123745 1 2	-98361E 02/21/25 02/21/25	3549 WEX FSA Med FSA - 02/21/25 payroll Dep FSA - 02/21/25 payroll	3,554.95 388.33 3,166.62			1000 212530 1000 212523			101000 101000
Total for Vendor:			3,554.95						
123894 02.21.25	-98350E	4676 WEX HSA payroll	38,251.28						
1 2	02/21/25 02/21/25	HSA Contributions - ER HSA Contributions - EE	11,877.84 26,373.44			1000 212530 1000 212530			101000 101000
Total for Vendor:			38,251.28						
123839 1	02/21/25	3827 WF Firefighters Association Fire Union Dues Feb 2025	1,120.00 1,120.00			1000 212552			101000
Total for Vendor:			1,120.00						
123885 1 9784155	02/03/25	4003 WM CORPORATE SERVICES INC WATER TOWER DROPSITE	97,401.82 7,468.80			6010 450200	916		101000
2 6784156	02/03/25	SANITAITON BUILDING DROPSITE	1,244.80			6010 450200	916		101000

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3 6784157	02/03/25	COWF MASTER BILLING	88,688.22			6010 450200	916		101000
Total for Vendor:			97,401.82						
123782 1 326490 2 326490 3 329116 4 327348	02/11/25	5528 WORLD INSURANCE ASSOCIATES LLC VEHICLE INSURANCE - SW VEHICLE INSURANCE - ST VEHICLE INSURANCE - BG CREDIT - SW	7,899.00 4,716.00 2,682.00 1,287.00 -786.00			6025 450000 1000 430000 1000 455000 6025 450000	610 610 610 610		101000 101000 101000 101000
Total for Vendor:			7,899.00						
# of Claims 181			Total: 1228,395.03			# of Vendors 83			
Total Electronic Claims			774,477.66						
Total Non-Electronic Claims			453917.37						

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

**APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT**

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (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 ND PAMA		Dates of Activity (Does not include dates for the sales of tickets) 3-3-25	
Organization or Group Contact Person Clark Gebhard, Raffle Coordinator		E-mail clark.gebhard@yahoo.com	Telephone Number 701-213-7147
Business Address 85 4th Ave S	City Grand Forks	State ND	ZIP Code 58201
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Titan Machinery		County Cass	
Site Physical Address 644 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.) Raffle board tickets sold in person on site 3/2, and 3/3. Drawing to be held 3-2-25 at the exhibitors night between 9-9:30			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle Board, \$10x100	Rugger 10/22 Rifle, Semi Auto, Black Stock, Opional Walnut Stock	\$309.21
Raffle Board, \$20x100	Ruger American Rifle, 204 Ruger, Green Stock	\$475.00
Total (limit \$40,000 per year)		\$ 784.21

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Aircraft mechanic colloge scholarships	
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 slate 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 Clark Gebhard	Telephone Number 701-213-7147	E-mail Address clark.gebhard@yahoo.com
Signature of Organization Group's Permit Organizer 	Title Raffle Coordinator	Date 2-14-25



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

WF Events 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

Bar Down

Street

3150 Sheyenne St

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

7-1-25

Ending Date(s) Authorized

6-30-26

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

2

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

entire bar area

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



RENTAL AGREEMENT
OFFICE OF ATTORNEY GENERAL
LICENSING SECTION
SFN 9413 (7-2023)

License Number (Office Use Only)

Site Owner (Lessor) Bar Down - Bob Kietzer		Site Name Bar Down		Site Phone Number 701 532 3696	
Site Address 3150 Sheyenne St		City West Fargo	State ND	Zip Code 58078	County Cass
Organization West Fargo Events		Rental Period 7-1-25 to 6-30-26			Monthly Rent Amount
1. Is Bingo going to be conducted at the site?					☐ No ☒ Yes
1a. If "Yes" to number 1 above, is Bingo the primary game conducted? - If Bingo is the primary game, enter the monthly rent amount to be paid. Then answer questions 2 - 7 but do not enter any rent amounts.					☒ No ☐ Yes \$ 0
2. Is Twenty-One conducted at this site?					☐ No ☒ Yes \$
Number of Tables with wagers up to \$5 X Rent per Table \$					
Number of Tables with wagers over \$5 2 X Rent per Table \$ 300					\$ 600
3. Is Paddlewheels conducted at this site?					☐ No ☒ Yes \$
Number of Tables 1 X Rent per Table \$ 200					\$ 200
4. Is Pull Tabs Involving either a jar bar or standard dispensing device conducted at this site?					☐ No ☒ Yes \$
Please Check: ☒ Jar Bar ☐ Standard Dispensing Device					\$ 175
5. Are Electronic Pull-Tabs conducted at this site?					☐ No ☒ Yes \$
If "Yes" please indicate the number of devices 10					\$ 1250
Total Monthly Rent					\$ 2,225

6. If the only gaming activity to be conducted at the site is a raffle drawing, please check here. ☐

TERMS OF RENTAL AGREEMENT:

This RENTAL AGREEMENT is between the Owner (LESSOR) and Organization (LESSEE) that will be leasing the site to conduct games of chance. The LESSOR agrees that no game will be directly operated as part of the lessor's business.

The LESSOR agrees that the (lessor), (lessor's) spouse, (lessor's) common household members, (management), (management's) spouse, or an employee of the lessor who is in a position to approve or deny a lease may not conduct games at any of the organization's sites and except for officers and board of directors members who did not approve the lease, may not play games at that site. However, a bar employee may redeem a credit ticket voucher from an electronic tab device, winning pull tab involving a dispensing device, pay a prize board cash prize, and award a prize board merchandise prize involving a dispensing device, and sell raffle tickets or sports pool chances on a board on behalf of an organization.

The LESSOR agrees that the lessors on call or temporary or permanent employee(s) will not, directly or indirectly, conduct games at the site as an employee of the lessee on the same day the employee is working in the area of the bar where alcoholic beverages are dispensed or consumed.

If the LESSEE provides the Lessor with a temporary loan of funds for redeeming credit ticket vouchers from an electronic pull-tab device, or pull tabs or prize boards involving a dispensing device, **the lessor agrees to repay the entire loan immediately when the lessee discontinues using the device at the site.**

The LESSOR agrees not to interfere with or attempt to influence the lessee's selection of games, determination of prizes, including a bingo jackpot prize, or disbursement of net proceeds.

The LESSOR agrees not to loan money to, provide gaming equipment to, or count drop box cash for the lessee.

The LESSOR agrees any advertising by the lessor that includes charitable gaming must include the charitable gaming organization's name.

A LESSOR who is an officer or board member of an organization **may not** participate in the organization's decision-making that is a conflict of interest.

At the LESSOR's option, the lessee agrees that this rental agreement may be automatically terminated if the lessee's gaming license is suspended at this site for more than fourteen days or revoked.

Signature of Lessor 	Title President	Date 12-19-24
Signature of Lessee 	Title Executive Director	Date 12/2/24



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 VOLT Volleyball		Dates of Activity (Does not include dates for the sales of tickets) 3/7/25	
Organization or Group Contact Person Kristen M Peterson	E-mail kandjpeterson@msn.com	Telephone Number 7016301635	
Business Address PO Box 208	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Bar Down		County Cass	
Site Physical Address 3150 Sheyenne St. Suite #100	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 on March 7th, 2025			

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

Game Type	Description of Prize	Exact Retail Value of Prize
March Madness Bracket	50/50 split	
Raffle Board	\$100 payout	
8 Ruffled baskets	up to \$300 value	2400
Total (limit \$40,000 per year)		\$ 2400

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds Club activities for youth volleyball program	
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: 10,000 (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 Kristen Peterson	Telephone Number 7016301635	E-mail Address KandjPeterson@msn.com
Signature of Organization Group's Permit Organizer 	Title President	Date 2/18/25

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey
2. PHONE NUMBER: 515-5370 DATE: February 12, 2025
3. AGENDA TITLE:
Board of Adjustments – A25-2 Maple Ridge at the Preserve 4th Addition, Variance to Reduce Required Minimum Building Control Line of the CO-SR: Sheyenne River Corridor Overlay District
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Approve Variance to Reduce Required Minimum Building Control Line of the CO-SR: Sheyenne River Corridor Overlay District. At their February 11, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed variance on the basis it is consistent with City plans and ordinances.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):
3110 Sheyenne River Way (Lot 9, Block 1 Maple Ridge at the Preserve 4th Addition), City of West Fargo, North Dakota
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
It is recommended that Board of Adjustment convene during the regularly scheduled City Commission meeting to consider and approve the variance on the basis of findings listed in the staff report.

STAFF REPORT

A25-2 Request for Variance	
Maple Ridge at the Preserve 4 th Addition	
3110 Sheyenne River Way (Lot 9, Block 1 Maple Ridge at the Preserve 4th Addition)	
Owner/Applicant: Marc & Annie Knutson	Staff Contact: Lisa Sankey
Planning & Zoning Commission Public Hearing:	02-11-2025 – Approved
Board of Adjustment:	02-24-2025

PURPOSE:

Reduction of the building control line of the CO-SR (Sheyenne River Corridor Overlay) zoning district standards for construction of swimming pool.

STATEMENTS OF FACT:

Land Use Classification:	G-4A Core Retrofit Growth Sector
Existing Land Use:	Single Family Dwelling
Current Zoning District:	PUD: Planned Unit Development
Zoning Overlay District(s):	CO-SR: Sheyenne River Corridor Overlay
Proposed Lot size(s) or range:	34,500 square feet (.79 acres)
Adjacent Zoning Districts:	North, South, and West – PUD: Planned Unit Development; East – R-1A: Single Family Dwellings
Adjacent street(s):	Sheyenne River Way (Local); 32 nd Ave E (Arterial)
Adjacent Bike/Pedestrian Facilities:	Multi-Use Path along 32 nd Ave E
Available Parks/Trail Facilities:	Maple Ridge Park within ½ mile.

DISCUSSION AND OBSERVATIONS:

- The applicant is proposing to construct an inground swimming pool on the west side of their lot.
- A preliminary site plan was submitted with the application showing the location of the structure.
- The applicant is requesting a variance for a reduction of the building control line of the CO-SR: Sheyenne River Corridor Overlay.
- The property is located within the CO-SR (Sheyenne River Corridor Overlay) zoning district, which establishes a building control line that restricts structures, parking lots, fill and other development that may cause increased riverbank destabilization within 100 feet of the “established riverbank as determined by the City Engineer.”
- The applicant proposes encroaching into the 100-foot building control line area along the west side, approximately 60 feet from the established riverbank along the north edge of the pool deck and about 75-80 feet at the south end of the pool. The existing home lies entirely outside the current building control line; however, the proposed swimming pool is within the existing control line
- As provided for in Section 4-431-C.3 of the zoning regulations, the City Commission may reduce the required building control line where it can be demonstrated through a soils analysis that soils are stable within the building control area. Requests for reduction of the building control area are handled via the variance approval process.

STAFF REPORT

- In accordance with the provisions of §4-431-C.3, the applicant has employed a geotechnical firm to provide a soils analysis in respect to the proposed structure. The soils analysis concludes that the swimming pool will not be impacted by soil instability caused by the riverbank.
- SE Cass Water Resource District had some concerns over the following verbiage from the report:
 - Section 1.0 states, "...our scope does not include performing an assessment of slow moving creep-type stability failure" and Section 7.0 states, "As such, future reoccurring maintenance may be necessary to reduce the risk of potential for "stepped" sloughing back towards the property over time."
 - This geotechnical report did not look at geomorphology to determine or assess the likelihood of bank erosion and shallow failures putting the pool at risk.
- The soils analysis has been reviewed by the City Engineer, who has no concerns regarding soil stability based on the findings of the soil analysis. The Engineering Department had commented that the analysis of the existing long term, normal or low pool scenarios of the immediate bank appeared to have factors of safety of less than 1, indicating stability at this location is poor. The phenomenon of slow moving creep-type stability failure is not uncommon along the Sheyenne River in West Fargo. How this may affect the proposed structure over time and propagate into more pronounced failures that could put the integrity of the pool at risk is difficult to estimate.
- The engineering department indicated that the ordinance states multiple conditions should be met as follows. This depends on some interpretation:
 - "Where it can be demonstrated through a soil analysis that soils are stable within the building control area" – the analysis demonstrates that soils are stable outside of the area of the immediate bank.
 - "demonstrate that the soils can accommodate the type of structure, parking lot, or other use without sustaining future damage" – the analysis demonstrates that bank failures of a shear plane type that would jeopardize the proposed structure exceed traditional factors of safety.
- The City Engineer has no concerns regarding soil stability based on the findings of the soil analysis. A copy of the analysis is attached for reference.

NOTICES:

Sent to: Property Owners within 150' and Applicable agencies and departments

- SE Cass Water Resource District provided comments regarding the report, which are discussed above and have been reviewed by City Engineering staff.

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

- The variance is not consistent with the City's standard building control line of 100 feet from the riverbank; however, City ordinance does allow a reduction of the building control area of up to 50 feet upon demonstration that soils are sufficiently stable. The proposal is otherwise consistent with the city's comprehensive plan and other applicable city plans.

PLANNING AND ZONING COMMISSION ACTION

At their February 11, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the variance subject to the following condition:

STAFF REPORT

1. The owner sign a waiver & release of liability document acknowledging the variance and waiving the City's liability

Update:

After the public hearing, the Planning Chair noted that pool equipment was shown on the site plan closer than 50 feet from the established riverbank, which is not allowed under the CO-SR District regulations. The applicant indicated that the pool equipment will be moved behind or inside the proposed pool house.

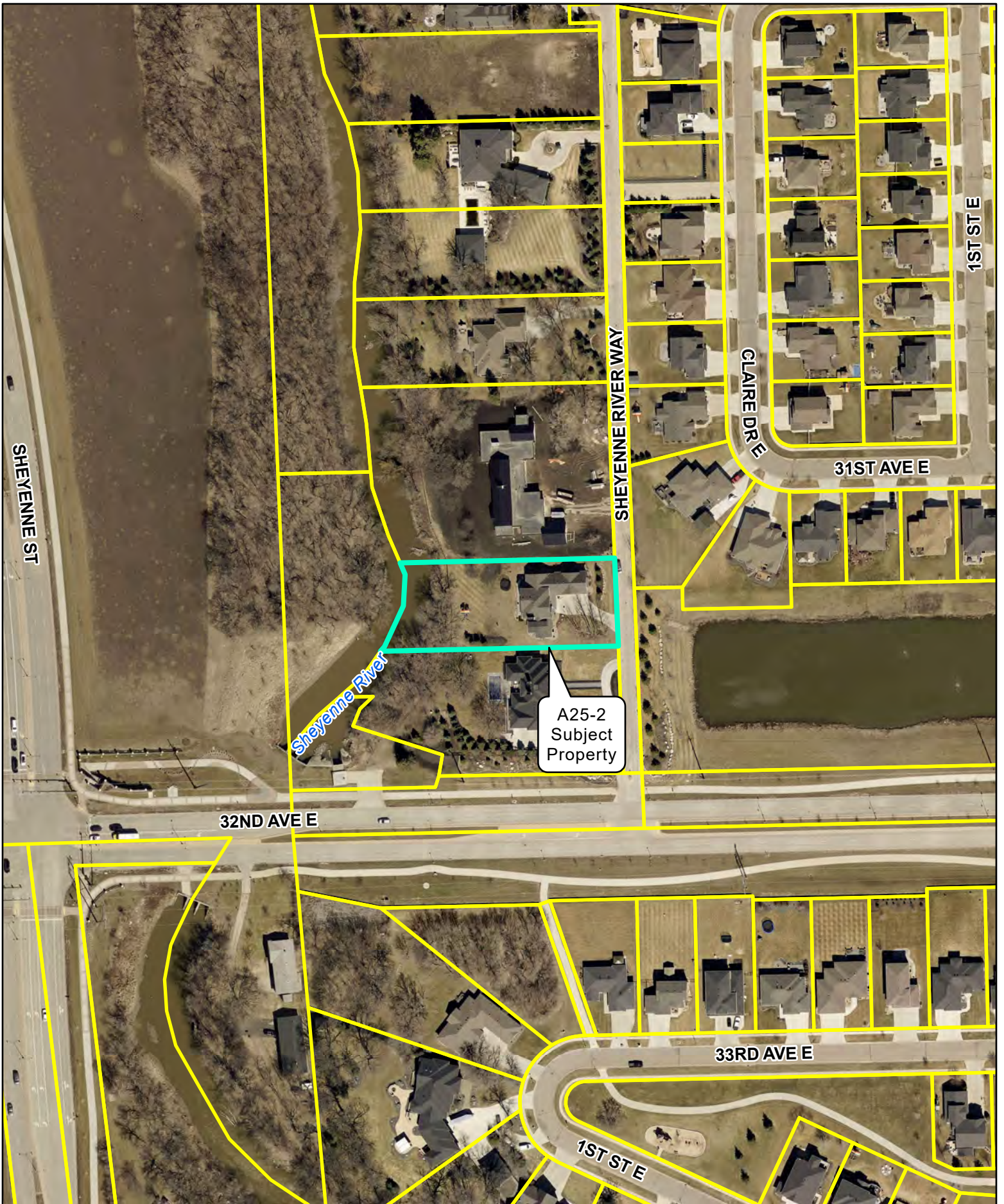
RECOMMENDATIONS:

It is recommended that the City approve the reduction of the building control line by up to 40 feet, as described in the American Engineering Testing report of Geotechnical Exploration and Stability Assessment, dated January 2, 2025, with the condition that the owner sign a waiver & release of liability document acknowledging the variance and waiving the City's liability, on the basis of the following findings:

1. §4-431-C.3 states that where it can be demonstrated through a soils analysis that soils are stable within the building control area, the City Commission may consider reduction of the required minimum setback by variance.
2. In accordance with §4-431-C.3, the applicant has provided a soils analysis which demonstrates the soils are sufficiently stable to support the inground pool that encroaches into the required 100' building control area, which has been reviewed and found to be satisfactory by the City Engineer.
3. The reasons set forth in the application justify the approval of the reduction of the building control line, and it is the minimum variance necessary to accommodate the proposed structure.

Attachments

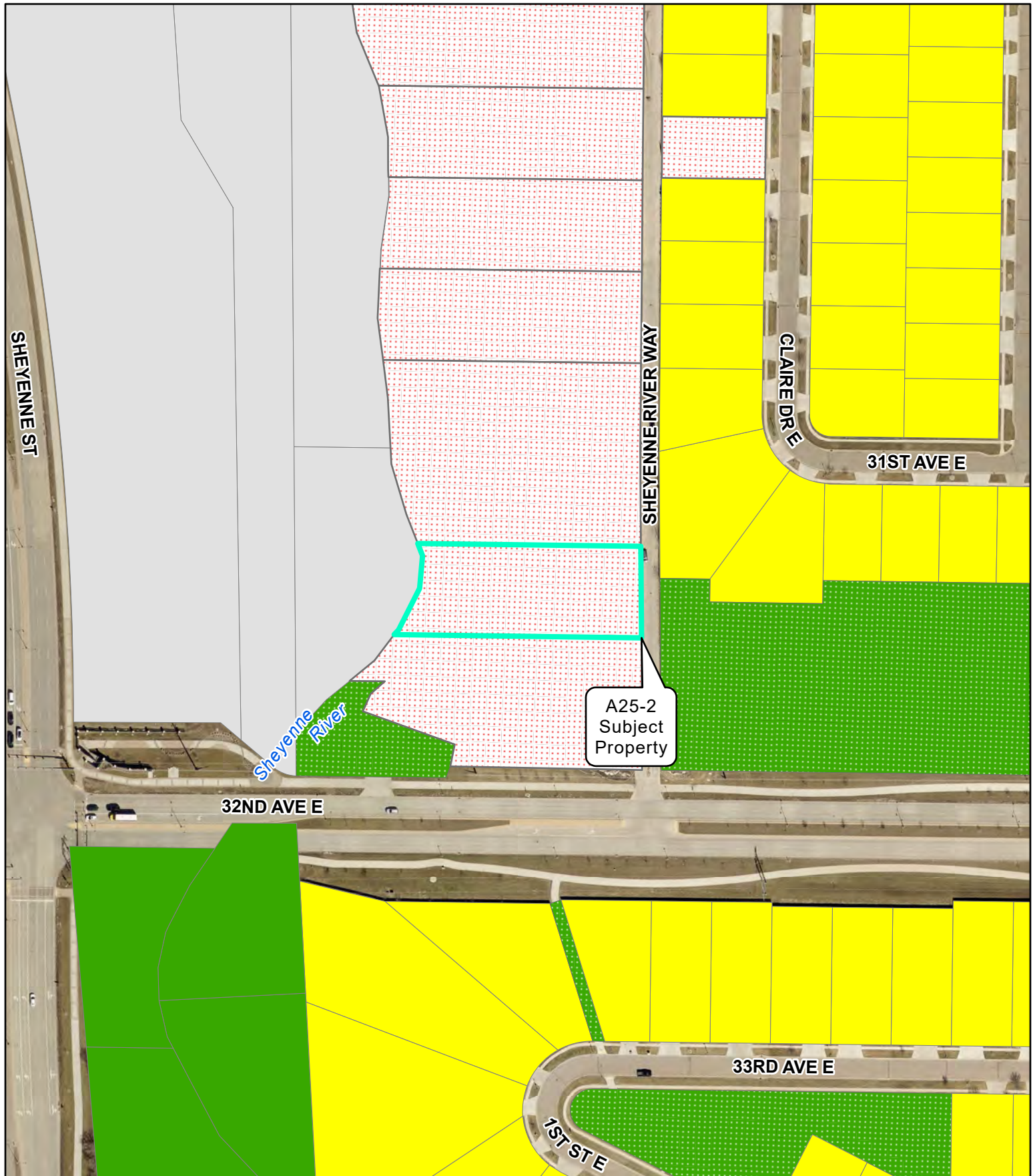
1. Aerial map
2. Zoning map
3. Geotechnical Opinion
4. Landscaping/Site Plan
5. Waiver and Release of Liability Agreement



Features

- Agenda Zone
- Lots





West Fargo Zoning

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



0 100 200
US Feet



REPORT OF GEOTECHNICAL EXPLORATION AND STABILITY ASSESSMENT

Marc Knutson Pool
West Fargo, North Dakota

AET Project No.
P-0036952

Date:
January 2, 2025

Prepared for:
Marc Knutson

Geotechnical • Materials
Forensic • Environmental
Building Technology
Petrography/Chemistry

American Engineering Testing

3095 42nd Street North

Fargo, ND 58102

TeamAET.com • 701.232.1822

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January 2, 2025

Marc Knutson
3110 Sheyenne River Way
West Fargo, ND 58078

RE: Marc Knutson Pool - Stability Assessment
West Fargo, North Dakota
AET Report No. P-0036952

Mr. Knutson:

American Engineering Testing, Inc. (AET) is pleased to present the results of our subsurface exploration program and stability assessments for the proposed swimming pool project at your 3110 Sheyenne River Way residence West Fargo, North Dakota. These services were performed according to our proposal to you dated September 5, 2024.

Please contact us at (701) 232-1822 if you have any questions about the report. We can also be contacted for arranging construction observation and testing services during the earthwork phase.

Sincerely,
American Engineering Testing, Inc.

A handwritten signature in black ink, appearing to read 'Josh Holmes'.

Josh Holmes, PE
Senior Engineer
jholmes@teamaet.com

Jon C Howell, MS PE
Principal Engineer
jhowell@teamAET.com

SIGNATURE PAGE

Prepared for:

Marc Knutson
3110 Sheyenne River Way
West Fargo, ND 58078

Attn: Mr. Marc Knutson

Prepared by:

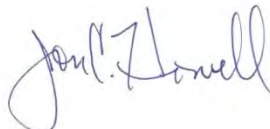
American Engineering Testing, Inc.
3095 42nd Street North
Fargo, North Dakota 58102
(701) 232-1822/www.TeamAET.com

Authored by:



Josh Holmes, PE
Senior Engineer

Reviewed by:



Jon C Howell, MS PE
Principal Engineer



Josh Holmes, P.E.
Date: 1/2/2025



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1.0 INTRODUCTION

The following stated information in this report represents our understanding of the proposed construction. This information is an integral part of our engineering review. It is important that you contact us if there are changes from that described so that we can evaluate whether modifications to our recommendations are appropriate.

We understand the proposed project will include construction of a new swimming pool on the west side of the existing residence located at 3110 Sheyenne River Way in West Fargo, North Dakota. To assist planning and design, you have authorized American Engineering Testing, Inc. (AET) to conduct a subsurface exploration program at the site, conduct soil laboratory testing, and perform stability assessments of the existing Sheyenne River embankment and proposed swimming pool. Our scope is to perform limit equilibrium stability analysis of the proposed slope configuration, our scope does not include performing an assessment of slow-moving creep-type stability failure.

2.0 SCOPE OF SERVICES

AET's services were performed according to our proposal to you dated September 5, 2024, which you authorized on September 23, 2024. The authorized scope consists of the following.

- Two (2) standard penetration test (SPT) borings to a maximum depth of 50 feet
- Soil laboratory testing
- Geotechnical engineering review based on the data and preparation of this report
- Stability assessments

These services are intended for geotechnical purposes only. The scope is not intended to explore for the presence or extent of environmental contamination in the soil or groundwater.

3.0 PROJECT INFORMATION

Construction of the 36' x 20' swimming pool with surrounding pool deck (56' x 26') is proposed within the Sheyenne River "set back" zone. Preliminary drawings indicate the west edge of the proposed pool deck will be established approximately 38 feet from the west edge of the existing concrete patio for the house. This relates to the west edge of the pool deck being constructed approximately 60 feet from the crest of the Sheyenne River. We assume an 8 foot pool depth with the deck established at approximate elevation 908.0 feet. LiDAR indicates the riverbank crest at approximately 906.0 feet and the toe near 899.0 feet. Additionally, we assumed the base of a Sheyenne River channel at 895.0 feet near the centerline of the river.

4.0 SUBSURFACE EXPLORATION AND TESTING

4.1 Field Exploration Program

The subsurface exploration program conducted for the project consisted of two (2) standard penetration test borings. Number of borings, boring depths, and boring locations were determined by AET and the client. The logs of the borings and details of the methods used appear in Appendix A. The logs contain information concerning soil layering, soil classification, geologic origins, and moisture condition. A density description or consistency is also noted for the natural soils, which is based on the standard penetration resistance (N-value).

The boring locations are shown on Figure 1 in Appendix A. AET located the approximate location of the borings using GPS. Surface elevations were estimated using publicly available LiDAR data from the Red River Basin.

4.2 Laboratory Testing

The laboratory test program included moisture-density, unconfined compressive strength, Atterberg limits, consolidated-undrained triaxial, unconsolidated-undrained triaxial, and direct shear testing of native clay soils. The test results appear in Appendix A on the individual boring logs adjacent to the samples upon which they were performed, or on the data sheets following the logs.

5.0 SITE CONDITIONS

5.1 Surface Observations

The property for the proposed pool is currently grass covered backyard to the existing house. Other than placement of fill associated with construction of the house, we assume this site has not been previously developed and does not include demolition material from prior occupancy or from other off-site locations. Surface drainage appears to flow west towards the Sheyenne River. The elevation change between borings is approximately 1 foot.

5.2 Subsurface Soils/Geology

The overall subsurface soil profile at the borings consists of approximately ½ to 4 feet of topsoil overlying fill and possible fill clay extending approximately 8.5 to 9 feet below grade, underlain by firm to soft Glacial Lake Agassiz (GLA) soils that extend to termination depth of the borings (maximum 50 feet). The GLA soils are comprised of fat clay having variable color, moisture content, and unit weight. Additional comments on the evaluation of recovered soil samples are presented within the report appendices.

5.3 Groundwater

While we did not encounter measurable groundwater during or at completion of drilling operations, select soil samples recovered during our exploration program were moist. The moisture content of lens soils and host clays can vary annually and per recent precipitation events. Such soils and other regional dependent conditions may produce groundwater entry of project excavations. We direct your attention to other report sections and appendices concerning groundwater issues and subsurface drainage.

6.0 STABILITY FINDINGS

The U.S. Army Corps of Engineers (USACE) has completed extensive geotechnical exploration of regional soils for construction of the existing Sheyenne River Diversion and of the proposed Fargo Flood Diversion. We have referred to a database of soil strength parameters from publicly-available USACE reports and used them in conjunction with our recent site borings and laboratory tests in our assignment of shear strength parameters of soil strata for creation of stability models at your parcel.

Our work relative to this report is based on limited site exploration and laboratory testing of recovered soil samples. We augmented such information with public domain LiDAR survey of the Red River of the North drainage.

As a basis for our stability review, we performed analyses on both the existing and proposed geometry for cross-sections extending perpendicular from Sheyenne River for proposed swimming pool. We developed an assumed model of the slope geometry and various soil strata, using a two dimensional “limit equilibrium” software evaluation of proposed construction [SLOPE/W® 2021 as developed by GEOSLOPE].

We evaluated both short-term conditions using unconsolidated, undrained (UU) shear strength parameters, as well as long-term conditions using consolidated, drained (CD) shear strength parameters under “permanent pool” and “low pool” conditions. Analysis stability models were created using Sheyenne River water surface elevations of 903 feet and 896.5 feet to evaluate “normal pool” and “low pool” conditions, respectively. The “low pool” water elevation of the river was variable depending on weather patterns but was assumed to be approximately 1.5 feet higher than bottom of river. This condition was evaluated as a “rapid drawdown” condition resulting from drought or post flood conditions. Please note that we assumed a relatively shallow channel depth for the below water section of the Sheyenne River that is not provided on the LiDAR survey.

This method is generally consistent with USACE stability analysis protocol. Table 1 presents AET's findings relative to overall site stability analysis of the existing embankment profile and upon completion of proposed building construction. Graphically, SLOPE/W defines the critical location of theoretical shear failure and associated factor of safety at each section presented within the appendices.

Table 1: Summary of Embankment Stability Analysis Factors of Safety ¹

<i>Section</i>	<i>Existing Figures 2A-F</i>	<i>Proposed Pool Figures 3A-F</i>	<i>USACE Acceptance Criteria ¹</i>
Sheyenne River Embankment			
Short Term (UU, Normal Pool)	3.6	3.6	Min. 1.30
Short Term (UU, Low Pool)	2.5	2.5	Min. 1.30
Long Term (CD, Normal Pool)	0.8	0.7	Min. 1.40
Long Term (CD, Low Pool)	0.8	0.7	Min. 1.40
Long Term (CD, Normal Pool)- [Excluded]	1.4*	1.4*	Min. 1.40
Long Term (CD, Low Pool) - [Excluded]	1.4*	1.4 *	Min. 1.40

1. Required factor of safety for deep-seated global stability. Table 6-1b, U.S. Army Corps Engineering Manual "Design and Construction of Levees" [EM 1110-2-1913, 30 April 2000], pg. 6-5.

* - Appended Figures 2E-F and 3E-F indicate probably failure plain for a 1.4 factor of safety occurs away from the proposed pool location and is not changed due to construction of the pool.

6.1 EXISTING SHEYENNE RIVER EMBANKMENT

6.1.1 SHORT-TERM ANALYSIS (UU SOIL STRENGTH)

Our findings of the existing embankment indicate theoretical factors of safety with respect to stability that exceeds the minimum value of 1.3 as recommended by the USACE [reference appended Figures 2A and 2B].

6.1.2 LONG-TERM ANALYSIS (CD SOIL STRENGTH)

Our findings of the long-term stability of the existing river embankment slope geometry indicate theoretical factors of safety with respect to stability under “normal pool” and “low pool” conditions that is less than the minimum value of 1.4 as recommended by the USACE [reference appended Figures 2C-D]. Figures indicate the lateral extent of theoretical soil shear interface predicted by the CD analyses. Such figures indicate a factor of safety that is less than 1.0 with a most probable shear surfaces occurring near or below the crest of the river embankment. Such surfaces are generally limited to a depth equal to or less than 5 to 10 feet below ground surface with soil movement downward and towards the center of the river.

Long term failure of Glacial Lake Agassiz (GLA) formation soils generally fail as a progressive “stair stepped” profile. Local sloughing of steep embankments begin with removal of soils from which further removal of soil becomes necessary to maintain drainage. This soil removal, in turn, further unloads the underlying soil stratum from which reduced shear resistance and further inward movement of embankment / formation of secondary shear surfaces occurs. Such erosive process generally continues until the ground profile approaches equilibrium profile.

We have applied an “exclusion zone” to the stability model to restrict failure near the crest of the embankment to better represent the factor of safety after the “stair stepped” failures have occurred. Such analysis can be used to model the probable shear surface with a 1.4 factor of safety [reference appended Figures 2E-F].

6.2 PROPOSED SWIMMING POOL

6.2.1 SHORT-TERM ANALYSIS (UU SOIL STRENGTH)

Our findings of the proposed slope geometry, as previously detailed, indicate a theoretical factor of safety with respect to stability which greatly exceeds the minimum value of 1.3 as recommended by the USACE [reference appended Figures 3A and 3B for respective depth and lateral extent of soil shear interface predicted by the UU analysis].

6.2.2 LONG-TERM ANALYSIS (CD SOIL STRENGTH)

Similar to the existing conditions, our findings of the long-term stability of the river embankment geometry post pool construction indicate theoretical factors of safety with respect to stability under “normal pool” and “low pool” conditions that is less than the minimum value of 1.4 as recommended by the USACE [reference appended Figures 3C-D]. Figures indicate the lateral extent of theoretical soil shear interface predicted by the CD analyses. As previously mentioned, such figures indicate a factor of safety that is less than 1.0 with a most probable shear surfaces occurring near or below the crest of the river embankment. Such surfaces are generally limited to a depth equal to or less than 5 to 10 feet below ground surface with soil movement downward and towards the center of the river.

Similar to the existing conditions, we have applied an “exclusion zone” to the stability model to restrict failure near the crest of the embankment to better represent the factor of safety after the “stair stepped” failures have occurred. The “low pool” analysis indicates a probable shear surface approximately 20 feet from the pool deck with a 1.4 factor of safety [reference appended [Figures 2E-F]. The “normal pool” analysis indicates a probable shear surface approximately 40 feet from the pool deck with a 1.4 factor of safety.

7.0 STABILITY REVIEW

It is our opinion that pool construction, as proposed, will have a minimal impact on the stability of the existing embankment. Models indicate the proposed failure surfaces post construction will occur in similar location as the existing condition. Likewise, the proposed construction has minimal reduction in factor of safety. This applies to the shallow slough failure near the crest of the embankment in addition to the “excluded” failure.

The analysis model indicates failure near the embankment crest. We utilized conservative soil strengths that may underpredict the safety factor of the existing embankment. However, the presence of past scarping near the toe of the river embankment indicates a factor of safety less than 1.0 may be accurate. As such, future reoccurring maintenance may be necessary to reduce the risk of potential for “stepped” sloughing back towards the property over time.

8.0 TEST STANDARDS

When we refer to an ASTM Standard in this report, we mean that our services were performed in general accordance with that standard. Compliance with any other standards referenced within the specified standard is neither inferred nor implied.

9.0 LIMITATIONS

Within the limitations of scope, budget, and schedule, we have endeavored to provide our services according to generally accepted geotechnical engineering practices at this time and location. Other than this, no warranty, express or implied, is intended.

Important information regarding risk management and proper use of this report is given in Appendix B entitled “Geotechnical Report Limitations and Guidelines for Use.”

Appendix A

Geotechnical Field Exploration and Testing
Boring Log Notes
Unified Soil Classification System
Figure 1 – Boring Locations
Subsurface Boring Logs
Laboratory Test Results
Stability Analysis Results:
Figures 2 A-F – Existing Sheyenne River Embankment
Figures 3 A-F – Post Construction of Swimming Pool

Appendix A
Geotechnical Field Exploration and Testing
Report No. P-0036952

A.1 FIELD EXPLORATION

The subsurface conditions at the site were explored by drilling and sampling eight (8) standard penetration test borings. The locations of the borings appear on Figure 1, preceding the Subsurface Boring Logs in this appendix.

A.2 SAMPLING METHODS

A.2.1 Split-Spoon Samples (SS) - Calibrated to N₆₀ Values

Standard penetration (split-spoon) samples were collected in general accordance with ASTM: D1586 with one primary modification. The ASTM test method consists of driving a 2-inch O.D. split-barrel sampler into the in-situ soil with a 140-pound hammer dropped from a height of 30 inches. The sampler is driven a total of 18 inches into the soil. After an initial set of 6 inches, the number of hammer blows to drive the sampler the final 12 inches is known as the standard penetration resistance or N-value. Our method uses a modified hammer weight, which is determined by measuring the system energy using a Pile Driving Analyzer (PDA) and an instrumented rod.

In the past, standard penetration N-value tests were performed using a rope and cathead for the lift and drop system. The energy transferred to the split-spoon sampler was typically limited to about 60% of its potential energy due to the friction inherent in this system. This converted energy then provides what is known as an N₆₀ blow count.

Most drill rigs today incorporate an automatic hammer lift and drop system, which has higher energy efficiency and subsequently results in lower N-values than the traditional N₆₀ values. We use a Pile Driving Analyzer (PDA) and an instrumented rod to measure the actual energy generated by the automatic hammer system. The drill rig (AET rig number 103) we used for this project has a measured energy transfer ratio of 65%. The N-values reported on the boring logs and the corresponding relative densities and consistencies are from the field blow counts and have not been adjusted to N₆₀ values.

A.2.2 Disturbed Samples (DS)/Spin-up Samples (SU)

Sample types described as “DS” or “SU” on the boring logs are disturbed samples, which are taken from the flights of the auger. Because the auger disturbs the samples, possible soil layering and contact depths should be considered approximate.

A.2.3 Sampling Limitations

Unless actually observed in a sample, contacts between soil layers are estimated based on the spacing of samples and the action of drilling tools. Cobbles, boulders, and other large objects generally cannot be recovered from test borings, and they may be present in the ground even if they are not noted on the boring logs.

Determining the thickness of “topsoil” layers is usually limited, due to variations in topsoil definition, sample recovery, and other factors. Visual-manual description often relies on color for determination, and transitioning changes can account for significant variation in thickness judgment. Accordingly, the topsoil thickness presented on the logs should not be the sole basis for calculating topsoil stripping depths and volumes. If more accurate information is needed relating to thickness and topsoil quality definition, alternate methods of sample retrieval and testing should be employed.

A.3 CLASSIFICATION METHODS

Soil descriptions shown on the boring logs are based on the Unified Soil Classification (USC) system. The USC system is described in ASTM: D2487 and D2488. Where laboratory classification tests (sieve analysis or Atterberg Limits) have been performed, accurate classifications per ASTM: D2487 are possible. Otherwise, soil descriptions shown on the boring logs are visual-manual judgments. Charts are attached which provide information on the USC system, the descriptive terminology, and the symbols used on the boring logs.

The boring logs include descriptions of apparent geology. The geologic depositional origin of each soil layer is interpreted primarily by observation of the soil samples, which can be limited. Observations of the surrounding topography, vegetation, and development can sometimes aid this judgment.

Appendix A
Geotechnical Field Exploration and Testing
Report No. P-0036952

A.4 WATER LEVEL MEASUREMENTS

The groundwater level measurements are shown at the bottom of the boring logs. The following information appears under "Water Level Measurements" on the logs:

- ♦ Date and Time of measurement
- ♦ Sampled Depth: lowest depth of soil sampling at the time of measurement
- ♦ Casing Depth: depth to bottom of casing or hollow-stem auger at time of measurement
- ♦ Cave-in Depth: depth at which measuring tape stops in the borehole
- ♦ Water Level: depth in the borehole where free water is encountered
- ♦ Drilling Fluid Level: same as Water Level, except that the liquid in the borehole is drilling fluid

The true location of the water table at the boring locations may be different than the water levels measured in the boreholes. This is possible because there are several factors that can affect the water level measurements in the borehole. Some of these factors include: permeability of each soil layer in profile, presence of perched water, amount of time between water level readings, presence of drilling fluid, weather conditions, and use of borehole casing.

A.5 LABORATORY TEST METHODS

A.5.1 Water Content Tests

Conducted per AET Procedure 01-LAB-010, which is performed in general accordance with ASTM: D2216 and AASHTO: T265.

A.5.2 Atterberg Limits Tests

Conducted per AET Procedure 01-LAB-030, which is performed in general accordance with ASTM: D4318 and AASHTO: T89, T90.

A.5.3 Sieve Analysis of Soils (thru #200 Sieve)

Conducted per AET Procedure 01-LAB-040, which is performed in general conformance with ASTM: D6913, Method A.

A.5.4 Unconfined Compressive Strength of Cohesive Soil

Conducted per AET Procedure 01-LAB-080, which is performed in general accordance with ASTM: D2166 and AASHTO: T208.

A.6 TEST STANDARD LIMITATIONS

Field and laboratory testing is done in general conformance with the described procedures. Compliance with any other standards referenced within the specified standard is neither inferred nor implied.

A.7 SAMPLE STORAGE

Unless notified to do otherwise, we routinely retain representative samples of the soils recovered from the borings for a period of 30 days.

DRILLING AND SAMPLING SYMBOLS

Symbol	Definition
B,H,N:	Size of flush-joint casing
CA:	Crew Assistant (initials)
CAS:	Pipe casing, number indicates nominal diameter in inches
CC:	Crew Chief (initials)
COT:	Clean-out tube
DC:	Drive casing; number indicates diameter in inches
DM:	Drilling mud or bentonite slurry
DR:	Driller (initials)
DS:	Disturbed sample from auger flights
FA:	Flight auger; number indicates outside diameter in inches
HA:	Hand auger; number indicates outside diameter
HSA:	Hollow stem auger; number indicates inside diameter in inches
LG:	Field logger (initials)
MC:	Column used to describe moisture condition of samples and for the ground water level symbols
N (BPF):	Standard penetration resistance (N-value) in blows per foot (see notes)
NQ:	NQ wireline core barrel
PQ:	PQ wireline core barrel
RD:	Rotary drilling with fluid and roller or drag bit
REC:	In split-spoon (see notes) and thin-walled tube sampling, the recovered length (in inches) of sample. In rock coring, the length of core recovered (expressed as percent of the total core run). Zero indicates no sample recovered.
REV:	Revert drilling fluid
SS:	Standard split-spoon sampler (steel; 1d" is inside diameter; 2" outside diameter); unless indicated otherwise
SU	Spin-up sample from hollow stem auger
TW:	Thin-walled tube; number indicates inside diameter in inches
WASH:	Sample of material obtained by screening returning rotary drilling fluid or by which has collected inside the borehole after falling through drilling fluid
WH:	Sampler advanced by static weight of drill rod and 140-pound hammer
WR:	Sampler advanced by static weight of drill rod
94mm:	94 millimeter wireline core barrel
▼:	Water level directly measured in boring
▽:	Estimated water level based solely on sample appearance

TEST SYMBOLS

Symbol	Definition
CONS:	One-dimensional consolidation test
DEN:	Dry density, pcf
DST:	Direct shear test
E:	Pressuremeter Modulus, tsf
HYD:	Hydrometer analysis
LL:	Liquid Limit, %
LP:	Pressuremeter Limit Pressure, tsf
OC:	Organic Content, %
PERM:	Coefficient of permeability (K) test; F - Field; L - Laboratory
PL:	Plastic Limit, %
q _p :	Pocket Penetrometer strength, tsf (approximate)
q _c :	Static cone bearing pressure, tsf
q _u :	Unconfined compressive strength, psf
R:	Electrical Resistivity, ohm-cms
RQD:	Rock Quality Designator in percent (aggregate length of core pieces 4" or more in length as a percent of total core run)
SA:	Sieve analysis
TRX:	Triaxial compression test
VSR:	Vane shear strength, remoulded (field), psf
VSU:	Vane shear strength, undisturbed (field), psf
WC:	Water content, as percent of dry weight
%-200:	Percent of material finer than #200 sieve

STANDARD PENETRATION TEST NOTES

The standard penetration test consists of driving the sampler with a 140 pound hammer and counting the number of blows applied in each of three 6" increments of penetration. If the sampler is driven less than 18" (usually in highly resistant material), permitted in ASTM:D1586, the blows for each complete 6" increment and for each partial increment is on the boring log. For partial increments, the number of blows is shown to the nearest 0.1' below the slash.

The length of sample recovered, as shown on the "REC" column, may be greater than the distance indicated in the N column. The disparity is because the N-value is recorded below the initial 6" set (unless partial penetration defined in ASTM:D1586 is encountered) whereas the length of sample recovered is for the entire sampler drive (which may even extend more than 18").

UNIFIED SOIL CLASSIFICATION SYSTEM

ASTM Designations: D 2487, D2488

AMERICAN
ENGINEERING
TESTING, INC.



Criteria for Assigning Group Symbols and Group Names Using Laboratory Tests ^A				Soil Classification		Notes
				Group Symbol	Group Name ^B	
Coarse-Grained Soils More than 50% retained on No. 200 sieve	Gravels More than 50% coarse fraction retained on No. 4 sieve	Clean Gravels Less than 5% fines ^C	Cu≥4 and 1≤Cc≤3 ^E	GW	Well graded gravel ^F	^A Based on the material passing the 3-in (75-mm) sieve. ^B If field sample contained cobbles or boulders, or both, add “with cobbles or boulders, or both” to group name. ^C Gravels with 5 to 12% fines require dual symbols: GW-GM well-graded gravel with silt GW-GC well-graded gravel with clay GP-GM poorly graded gravel with silt GP-GC poorly graded gravel with clay ^D Sands with 5 to 12% fines require dual symbols: SW-SM well-graded sand with silt SW-SC well-graded sand with clay SP-SM poorly graded sand with silt SP-SC poorly graded sand with clay
			Cu<4 and/or 1>Cc>3 ^E	GP	Poorly graded gravel ^F	
		Gravels with Fines more than 12% fines ^C	Fines classify as ML or MH	GM	Silty gravel ^{F,G,H}	
			Fines classify as CL or CH	GC	Clayey gravel ^{F,G,H}	
	Sands 50% or more of coarse fraction passes No. 4 sieve	Clean Sands Less than 5% fines ^D	Cu≥6 and 1≤Cc≤3 ^E	SW	Well-graded sand ^I	
			Cu<6 and/or 1>Cc>3 ^E	SP	Poorly-graded sand ^I	
		Sands with Fines more than 12% fines ^D	Fines classify as ML or MH	SM	Silty sand ^{G,H,I}	
			Fines classify as CL or CH	SC	Clayey sand ^{G,H,I}	
Fine-Grained Soils 50% or more passes the No. 200 sieve (see Plasticity Chart below)	Silts and Clays Liquid limit less than 50	inorganic	PI>7 and plots on or above “A” line ^J	CL	Lean clay ^{K,L,M}	
			PI<4 or plots below “A” line ^J	ML	Silt ^{K,L,M}	
		organic	Liquid limit—oven dried <0.75 Liquid limit – not dried	OL	Organic clay ^{K,L,M,N} Organic silt ^{K,L,M,O}	
	Silts and Clays Liquid limit 50 or more	inorganic	PI plots on or above “A” line	CH	Fat clay ^{K,L,M}	
			PI plots below “A” line	MH	Elastic silt ^{K,L,M}	
		organic	Liquid limit—oven dried <0.75 Liquid limit – not dried	OH	Organic clay ^{K,L,M,P} Organic silt ^{K,L,M,Q}	
Highly organic soil		Primarily organic matter, dark in color, and organic in odor	PT	Peat ^R		

SIEVE ANALYSIS

For classification of fine-grained soils and fine-grained fraction of coarse-grained soils:

Equation of “A”-line
Horizontal at PI = 4 to LL = 25.5, then PI = 0.73 (LL-20)

Equation of “U”-line
Vertical at LL = 16 to PI = 7, then PI = 0.9 (LL-8)

Plasticity Chart

Notes

^ABased on the material passing the 3-in (75-mm) sieve.

^BIf field sample contained cobbles or boulders, or both, add "with cobbles or boulders, or both" to group name.

^CGravels with 5 to 12% fines require dual symbols:

GW-GM well-graded gravel with silt
GW-GC well-graded gravel with clay
GP-GM poorly graded gravel with silt
GP-GC poorly graded gravel with clay

^DSands with 5 to 12% fines require dual symbols:

SW-SM well-graded sand with silt
SW-SC well-graded sand with clay
SP-SM poorly graded sand with silt
SP-SC poorly graded sand with clay

$$C_u = D_{60} / D_{10}, \quad C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}}$$

^FIf soil contains $\geq 15\%$ sand, add "with sand" to group name.

^GIf fines classify as CL-ML, use dual symbol GC-GM, or SC-SM.

^HIf fines are organic, add "with organic fines" to group name.

^IIf soil contains $\geq 15\%$ gravel, add "with gravel" to group name.

^JIf Atterberg limits plot is hatched area, soil is a CL-ML silty clay.

^KIf soil contains 15 to 29% plus No. 200 add "with sand" or "with gravel", whichever is predominant.

^LIf soil contains $\geq 30\%$ plus No. 200, predominantly sand, add "sandy" to group name.

^MIf soil contains $\geq 30\%$ plus No. 200, predominantly gravel, add "gravelly" to group name.

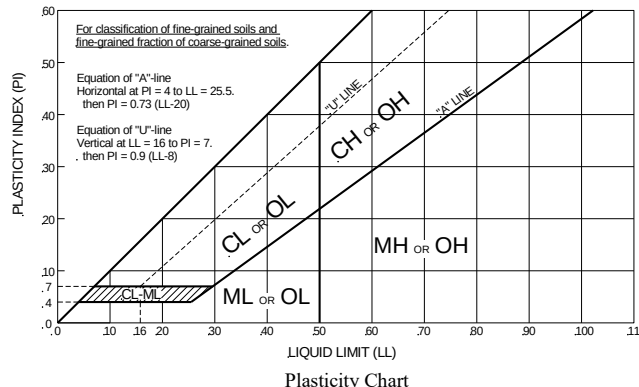
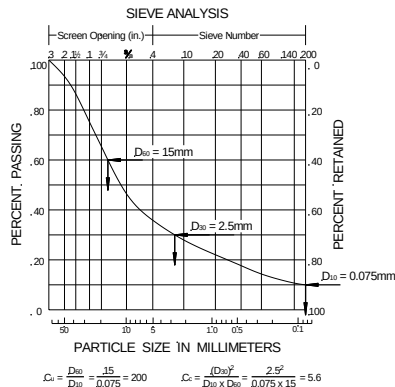
^NPI ≥ 4 and plots on or above "A" line.

^OPI < 4 or plots below "A" line.

^PPI plots on or above "A" line.

^QPI plots below "A" line.

^RFiber Content description shown below.



ADDITIONAL TERMINOLOGY NOTES USED BY AET FOR SOIL IDENTIFICATION AND DESCRIPTION

Grain Size		Gravel Percentages		Consistency of Plastic Soils		Relative Density of Non-Plastic Soils	
Term	Particle Size	Term	Percent	Term	N-Value, BPF	Term	N-Value, BPF
Boulders	Over 12"	A Little Gravel	3% - 14%	Very Soft	less than 2	Very Loose	0 - 4
Cobbles	3" to 12"	With Gravel	15% - 29%	Soft	2 - 4	Loose	5 - 10
Gravel	#4 sieve to 3"	Gravelly	30% - 50%	Firm	5 - 8	Medium Dense	11 - 30
Sand	#200 to #4 sieve			Stiff	9 - 15	Dense	31 - 50
Fines (silt & clay)	Pass #200 sieve			Very Stiff	16 - 30	Very Dense	Greater than 50
				Hard	Greater than 30		
Moisture/Frost Condition		Layering Notes		Peat Description		Organic Description (if no lab tests)	
(MC Column)							
D (Dry):	Absence of moisture, dusty, dry to touch.	Laminations:	Layers less than 1/2" thick of differing material or color.	Fiber Content (Visual Estimate)		Soils are described as <i>organic</i> , if soil is not peat and is judged to have sufficient organic fines content to influence the Liquid Limit properties. <i>Slightly organic</i> used for borderline cases.	
M (Moist):	Damp, although free water not visible. Soil may still have a high water content (over "optimum").					<i>Root Inclusions</i>	
W (Wet/ Waterbearing):	Free water visible, intended to describe non-plastic soils. Waterbearing usually relates to sands and sand with silt.	Lenses:	Pockets or layers greater than 1/2" thick of differing material or color.	Fibric Peat: Greater than 67%		With roots: Judged to have sufficient quantity of roots to influence the soil properties.	
F (Frozen):	Soil frozen			Hemic Peat: 33 - 67%		Trace roots: Small roots present, but not judged to be in sufficient quantity to significantly affect soil properties.	
				Sapric Peat: Less than 33%			

Marc Knutson Pool

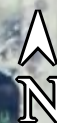
Project #P-0036952
West Fargo, North Dakota

Legend

- Soil Boring
- Temporary Benchmark



Google Earth





SUBSURFACE BORING LOG

AET JOB NO: **P-0036952** LOG OF BORING NO. **B-01 (p. 1 of 1)**

PROJECT: **Marc Knutson Pool; West Fargo, North Dakota**

SURFACE ELEVATION: **906.8** LATITUDE: **46.83434** LONGITUDE: **-96.90331**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							qp	WC	DEN	%-#200	qu
1	ORGANIC CLAY, black (OH) Topsoil	TOPSOIL		M	AS						
2											
3			11	M	SS	12					
4	FAT CLAY, with wood, black to brown (CH)	FILL									
5	Fill		7	M	SS	8					
6											
7											
8				M	TW						
9	FAT CLAY, brown to gray, firm to soft (CH)	FINE ALLUVIUM									
10			7	M	SS	12	1.7	30	102		
11											
12			7	M	SS	18	1.8	33	92		
13											
14											
15			11	M	SS	18	3.5	29	97		
16											
17				M	TW			53	72		
18											
19			8	M	SS	18	1.5				
20											
21											
22											
23											
24											
25	FAT CLAY, dark gray, firm (CH)		5	M	SS	18	1.3	48	76		
26											
27											
28											
29											
30			5	M	SS	18	1.1	55	72		
31	END OF BORING - 31'										

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-29½'	3.25" HSA	9/27/24	--	31.0	29.5	--	--	None	
BORING COMPLETED: 9/27/24									
DR: BH LG: MJ Rig: 103									

AET CORP W-LAT-LONG MARC KNUTSON POOL - P-0036952.GPJ AET-CPT+WELL.GDT 10/21/24



SUBSURFACE BORING LOG

AET JOB NO: **P-0036952** LOG OF BORING NO. **B-02 (p. 1 of 2)**

PROJECT: **Marc Knutson Pool; West Fargo, North Dakota**

SURFACE ELEVATION: **905.6** LATITUDE: **46.83441** LONGITUDE: **-96.90350**

DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							qp	WC	DEN	%-#200	qu
1	ORGANIC CLAY, black (OH) Topsoil	TOPSOIL FILL		M	AS						
2	FAT CLAY, trace organics, dark brown to black, firm (CH) Fill										
3			6	M	SS	9		35			
4											
5			5	M	SS	6		28	95		
6	FAT CLAY, dark brown, firm to soft (CH)	FINE ALLUVIUM									
7	Possible Fill										
8			2	M	SS	3		34			
9											
10	FAT CLAY, dark brown, moist, soft, lenses of sand (CH)		3	M	SS	18	0.3	33	98		
11											
12				M	TW						
13											
14	SITLY FAT CLAY, brown to gray, firm, laminations of silt (CH)		5	M	SS	14	1.0	28	105		
15											
16											
17	FAT CLAY, dark brown, firm, laminations of silt (CH)		6	M	SS	18	1.7	32	91		
18											
19											
20	FAT CLAY, dark gray to brown, stiff to soft, mottled (CH)		9	M	SS	18	2.9	36	87		
21											
22											
23											
24											
25			5	M	SS	18	1.4	54	70		
26											
27											
28											
29											
30											
31				M	TW						
32											
33											

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-39½'	3.25" HSA	9/27/24	--	51.0	49.5	--	--	None	
BORING COMPLETED: 9/27/24									
DR: BH LG: MJ Rig: 103									

AET CORP W-LAT-LONG MARC KNUTSON POOL - P-0036952.GPJ AET-CPT+WELL.GDT 10/21/24



SUBSURFACE BORING LOG

AET JOB NO: P-0036952		LOG OF BORING NO. B-02 (p. 2 of 2)										
PROJECT: Marc Knutson Pool; West Fargo, North Dakota												
LATITUDE: 46.83441		LONGITUDE: -96.90350										
DEPTH IN FEET	MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS					
							qp	WC	DEN	%-#200	qu	
35	FAT CLAY, dark gray to brown, stiff to soft, mottled (CH) <i>(continued)</i>		3	M		SS	18	0.8	66	62		
36												
37												
38												
39												
40												
41												
42												
43												
44												
45			3	M		SS	18	0.7	55	69		
46												
47												
48												
49												
50												
51	END OF BORING - 51'											

AET_CORP W-LAT-LONG MARC KNUTSON POOL - P-0036952.GPJ AET+CPT+WELL.GDT 10/21/24

Direct Shear Test

ASTM D3080

Job No.: **15494**

Project/Client: **Marc Knutson Pool / American Engineering Testing, Inc.**

Boring No.: **SB-1**

Sample No. **4**

Depth: **7**

Location:

Sample Type: **TWT**

Soil Type: **Fat Clay with pockets of Silt and Organic Material (CH)**

Test Date: **11/8/2024**

Date Reported: **11/12/2024**

Shear Rate

0.0001 (in/min)

Remarks: Specimens trimmed to given sizes; Inundated after applying normal load. Consolidated and sheared to given displacements at constant rate of 0.0001 inches/minute.

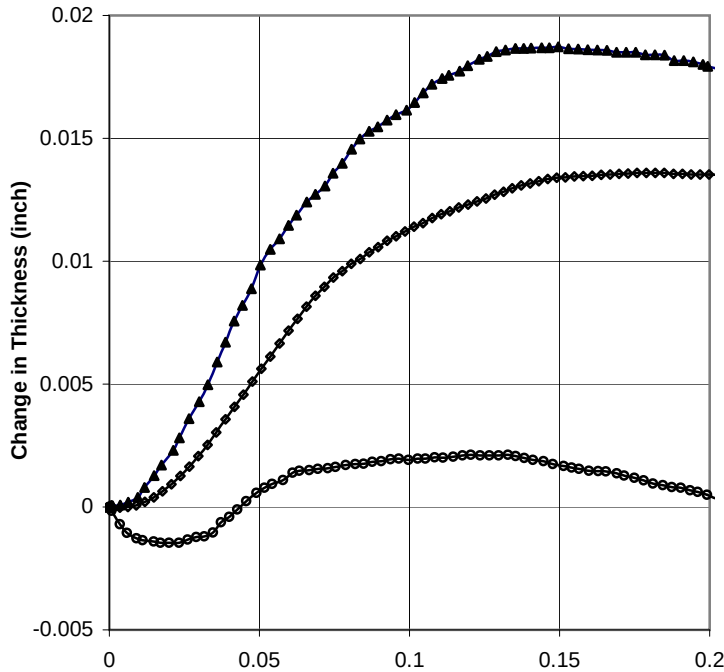
Liquid Limit:

Plastic Limit:

Plasticity Index:

(*) = Assumed Specific Gravity

Specific Gravity (*): **2.74**

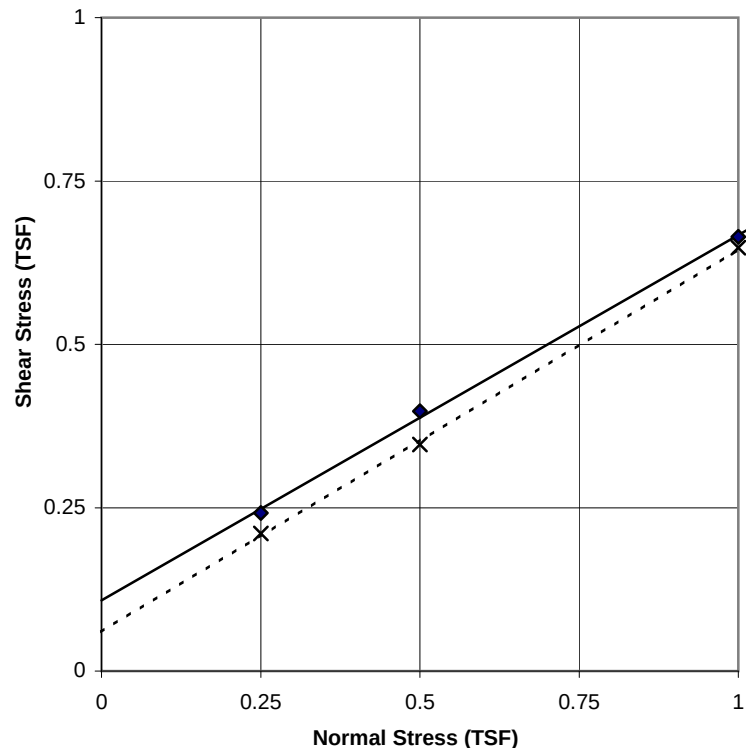
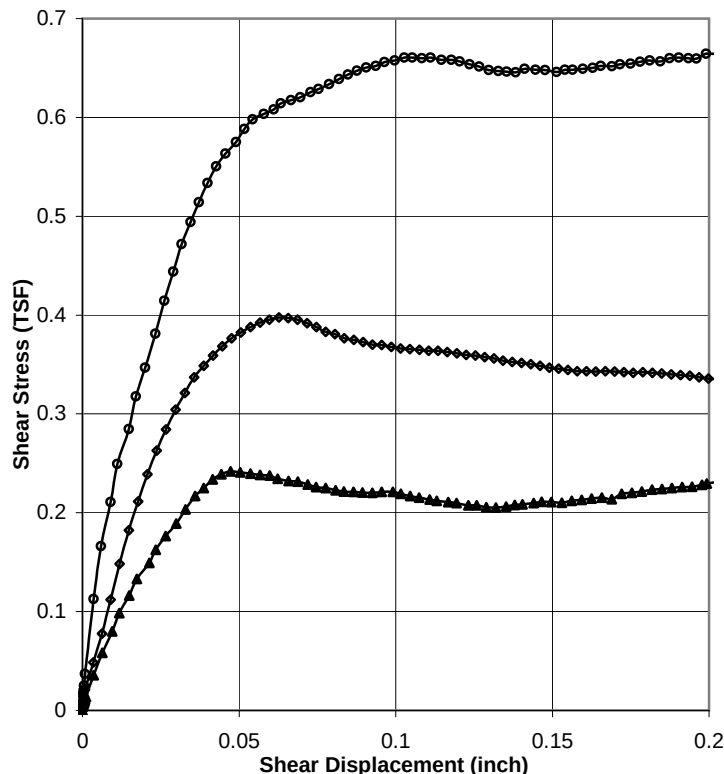


Failure Criterion:

Max Stress	A	B	C	D
Initial	▲	◇	○	X
Diameter (In.)	2.50	2.50	2.50	
Thickness (In.)	0.97	0.97	0.97	
Water Content (%)	28.1	28.0	28.3	
Dry Density (pcf)	92.6	92.5	92.7	
Before Shear				
Thickness (In.)	0.97	0.96	0.95	
Water Content (%)	30.8	30.3	29.8	
Dry Density (pcf)	92.7	93.4	94.1	
Normal Stress	0.25	0.50	1.00	
Shear Stress	0.24	0.40	0.66	

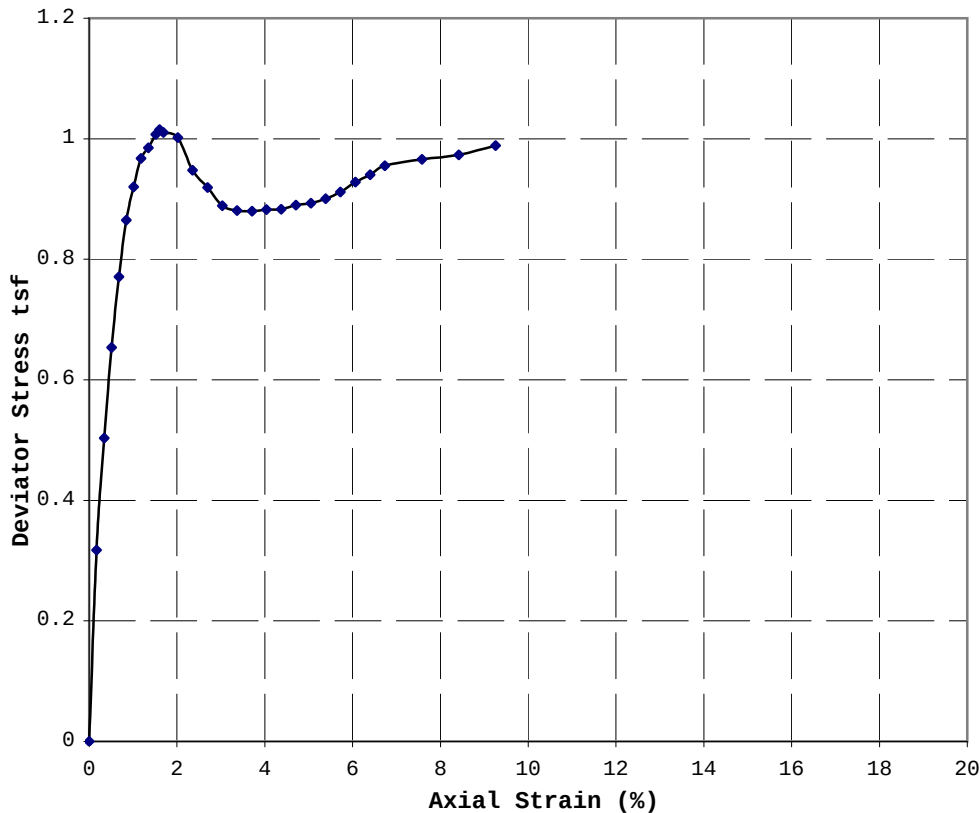
"These tests are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design."

Peak Conditions		At Given Shear Disp. Of: 0.15	
Friction Angle:	$\phi = 29.2$ deg.	Friction Angle:	$\phi = 30.3$ deg.
Apparent Cohesion	0.108 TSF	Apparent Cohesion	0.060 TSF

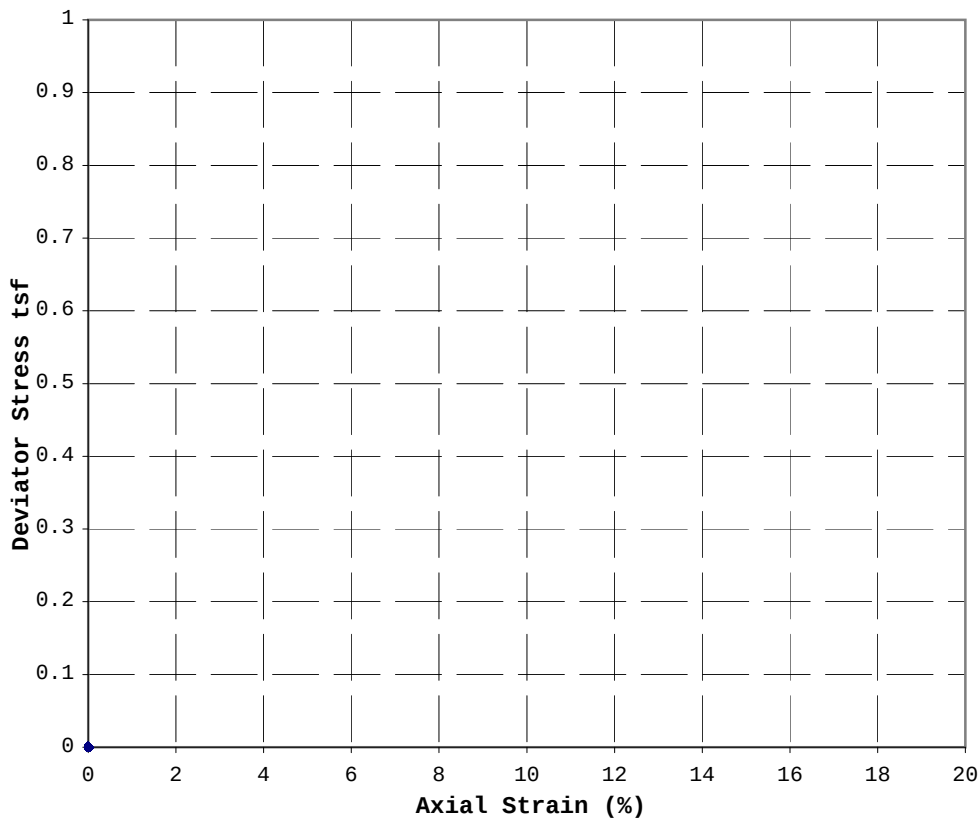


Triaxial U-U Stress/Strain Curves (ASTM:D2850)

Project:	Marc Knutson Pool	Job:	15494
Client:	American Engineering Testing, Inc.	Date:	11/18/24
Remarks:	Specimens trimmed to given sizes; Allowed to adjust under applied confining pressures for about 10 minutes.		



Boring:	SB-1	Depth:	17
Sample #:	8		
Soil Type:	Fat Clay (CH)		
Strain Rate (in/min):	0.055		
Sample Type:	3T		
Dia. (in)	2.87	Ht. (in)	5.94
Height to Diameter Ratio:	2.07		
Max Deviator Stress:	1.02	tsf	
Strain at Failure (%):	1.6		
Confining Pressure:	1.0	tsf	
W.C. (%)	38.2		
Yd (pcf)	82.8		



Boring: _____ Depth: _____

Sample #: _____

Soil Type: _____

Strain Rate (in/min): _____

Sample Type: _____

Dia. (in): _____ Ht. (in): _____

Height to Diameter Ratio: _____

Max Deviator Stress: _____ **tsf**

Strain at Failure (%): _____

Confining Pressure: _____ **tsf**

W.C. (%): _____

Yd (pcf): _____

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/18/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

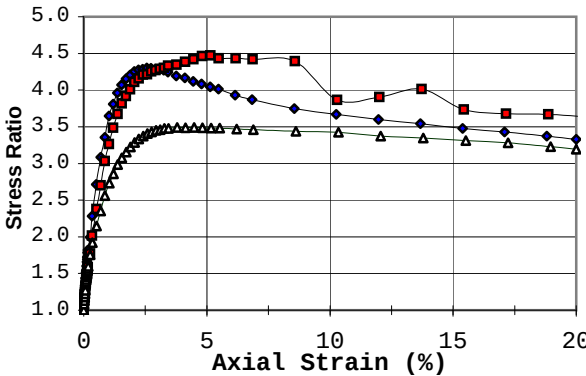
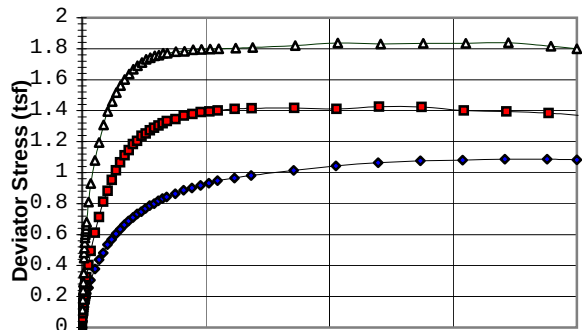
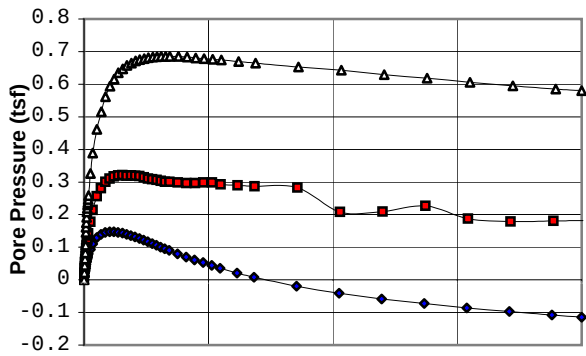
Boring #: SB-2

Sample #: 6

Type: 3T

Depth (ft): 12

Soil Type: Lean Clay (CL)



+

X

Failure Criterion:

Max. Stress Ratio

Angle of internal friction, $\phi' = 30.7^\circ$

Apparent Cohesion, $c' = 0.11$ (tsf)

Test Date: 11/7/24

Test Type: CU w/pp

Strain Rate (in/min): 0.00073

Strain Rate (%/min): 0.025

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity (Assumed): 2.72

Initial Conditions

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

A	B	C	D	E
1.44	1.44	1.44		
2.93	2.93	2.93		
27.4	27.5	26.5		
95.1	94.4	95.7		
0.79	0.80	0.78		

After Consolidation

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

1.43	1.43	1.42		
2.93	2.92	2.90		
28.0	27.9	26.5		
96.4	96.6	98.7		
0.76	0.76	0.72		

Back Pressure (tsf)

Minor Principal Stress (tsf)

Max. Deviator Stress (tsf)

Ultimate Deviator Stress (tsf)

Deviator Stress at Failure (tsf)

Max. Pore Pressure Buildup (tsf)

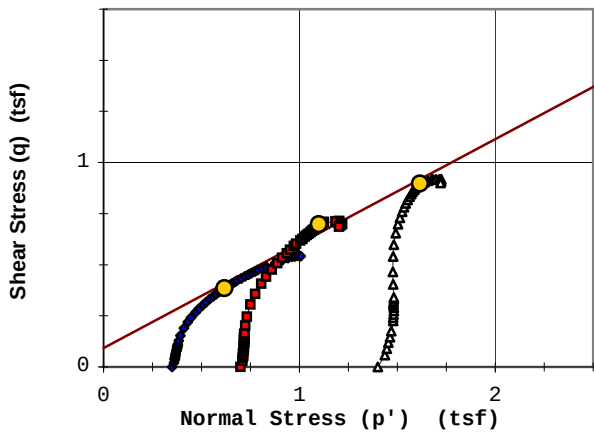
Pore Pressure Parameter "B"

Pct. Axial Strain at Failure

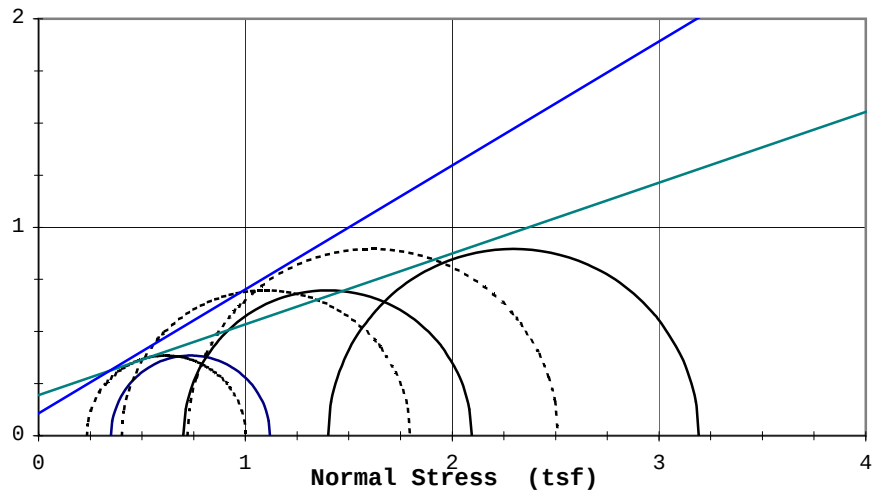
4.0	4.0	4.4		
0.35	0.70	1.40		
1.09	1.43	1.84		
1.08	1.37	1.80		
0.77	1.40	1.79		
0.15	0.32	0.69		
0.95	0.95	0.95		
2.6	5.1	4.5		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared. A correction for membrane stiffness was applied to the deviator stress.



Rupture Envelope at Failure
 $\alpha = 27.1^\circ$ $a = 0.1$ (tsf)



Effective ϕ' : 30.7° $c' = 0.11$ (tsf)
 Total ϕ : 18.8° $c = 0.20$ (tsf)

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/18/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

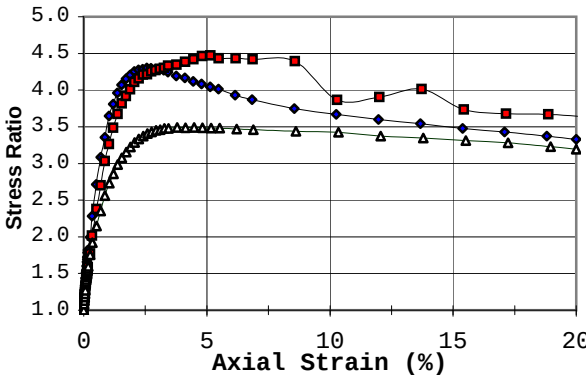
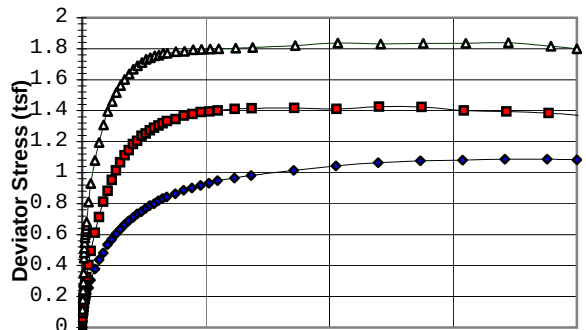
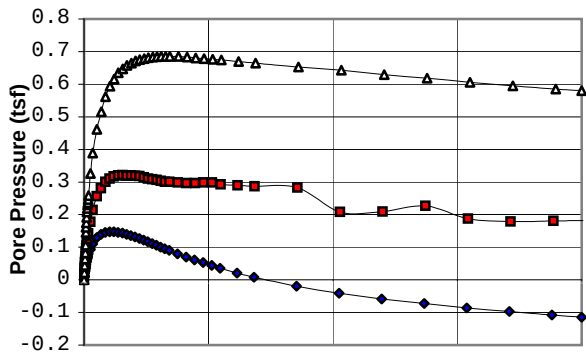
Boring #: SB-2

Sample #: 6

Type: 3T

Depth (ft): 12

Soil Type: Lean Clay (CL)



+

X

Failure Criterion: Max. Deviator Stress

Angle of internal friction, $\phi' = 29.4^\circ$

Apparent Cohesion, $c' = 0.10$ (tsf)

Test Date: 11/7/24

Test Type: CU w/pp

Strain Rate (in/min): 0.00073

Strain Rate (%/min): 0.025

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity (Assumed): 2.72

Initial Conditions

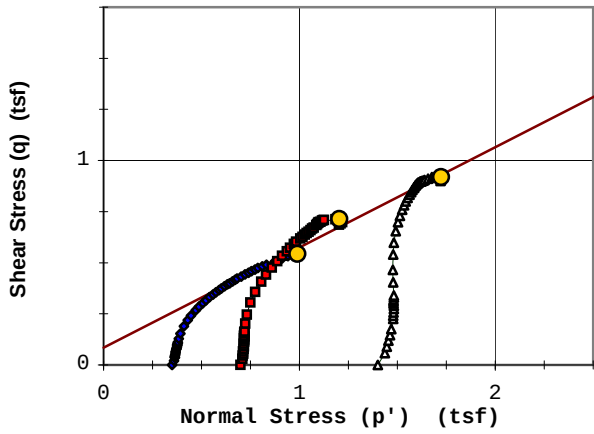
	A	B	C	D	E
Diameter (in)	1.44	1.44	1.44		
Height (in)	2.93	2.93	2.93		
Water Content (%)	27.4	27.5	26.5		
Dry Density (pcf)	95.1	94.4	95.7		
Void Ratio	0.79	0.80	0.78		

After Consolidation

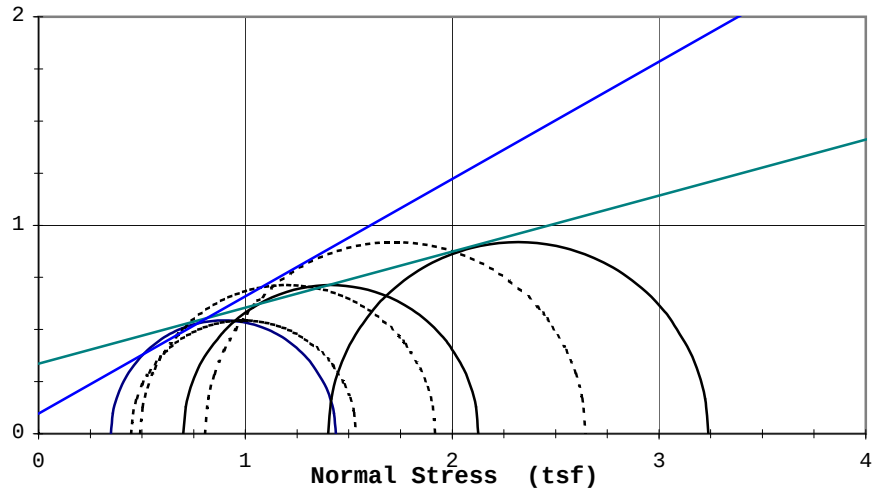
Diameter (in)	1.43	1.43	1.42		
Height (in)	2.93	2.92	2.90		
Water Content (%)	28.0	27.9	26.5		
Dry Density (pcf)	96.4	96.6	98.7		
Void Ratio	0.76	0.76	0.72		
Back Pressure (tsf)	4.0	4.0	4.4		
Minor Principal Stress (tsf)	0.35	0.70	1.40		
Max. Deviator Stress (tsf)	1.09	1.43	1.84		
Ultimate Deviator Stress (tsf)	1.08	1.37	1.80		
Deviator Stress at Failure (tsf)	1.09	1.43	1.84		
Max. Pore Pressure Buildup (tsf)	0.15	0.32	0.69		
Pore Pressure Parameter "B"	0.95	0.95	0.95		
Pct. Axial Strain at Failure	17.1	12.0	17.2		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared. A correction for membrane stiffness was applied to the deviator stress.



Rupture Envelope at Failure
 $\alpha = 26.1^\circ$ $a = 0.1$ (tsf)



Effective ϕ' : 29.4° $c' = 0.10$ (tsf)
 Total ϕ : 15.0° $c = 0.34$ (tsf)

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/18/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

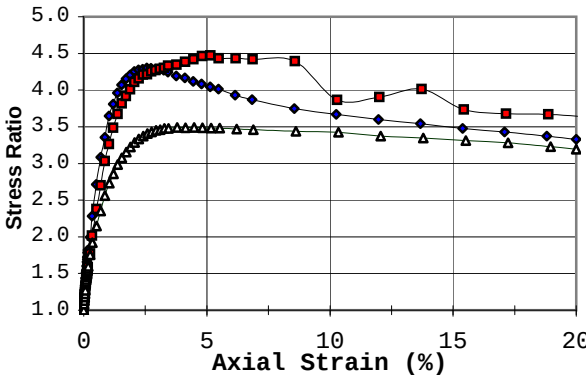
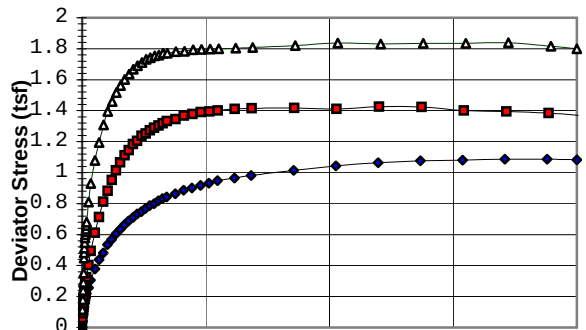
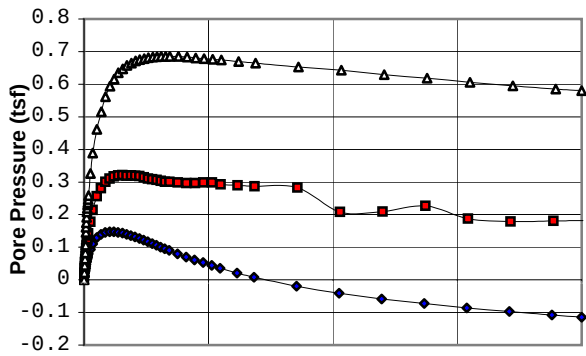
Boring #: SB-2

Sample #: 6

Type: 3T

Depth (ft): 12

Soil Type: Lean Clay (CL)



+

X

Failure Criterion:

Given Strain of: 15%

Angle of internal friction, $\phi' = 29.6^\circ$

Apparent Cohesion, $c' = 0.10$ (tsf)

Test Date: 11/7/24

Test Type: CU w/pp

Strain Rate (in/min): 0.00073

Strain Rate (%/min): 0.025

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity (Assumed): 2.72

Initial Conditions

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

A	B	C	D	E
1.44	1.44	1.44		
2.93	2.93	2.93		
27.4	27.5	26.5		
95.1	94.4	95.7		
0.79	0.80	0.78		

After Consolidation

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

1.43	1.43	1.42		
2.93	2.92	2.90		
28.0	27.9	26.5		
96.4	96.6	98.7		
0.76	0.76	0.72		

Back Pressure (tsf)

Minor Principal Stress (tsf)

Max. Deviator Stress (tsf)

Ultimate Deviator Stress (tsf)

Deviator Stress at Failure (tsf)

Max. Pore Pressure Buildup (tsf)

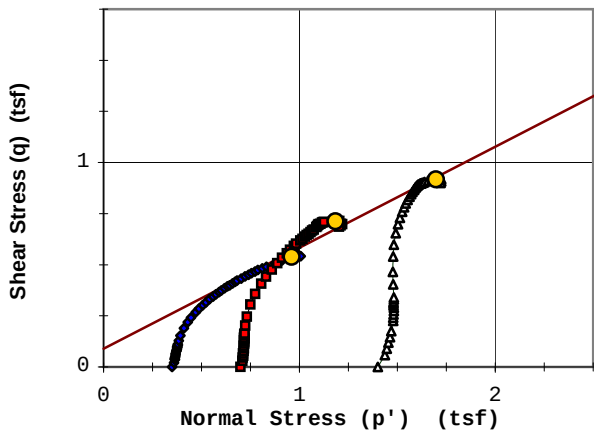
Pore Pressure Parameter "B"

Pct. Axial Strain at Failure

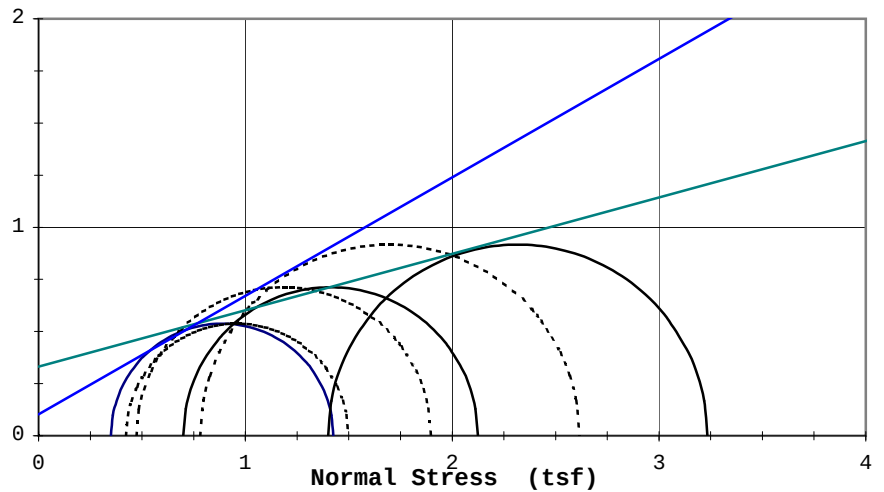
4.0	4.0	4.4		
0.35	0.70	1.40		
1.09	1.43	1.84		
1.08	1.37	1.80		
1.08	1.42	1.83		
0.15	0.32	0.69		
0.95	0.95	0.95		
15.0	15.0	15.0		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared. A correction for membrane stiffness was applied to the deviator stress.



Rupture Envelope at Failure
 $\alpha = 26.3^\circ$ $a = 0.1$ (tsf)



Effective ϕ' : 29.6° $c' = 0.10$ (tsf)
 Total ϕ : 15.1° $c = 0.33$ (tsf)

Triaxial Data

Job: 15494

Boring:

SB-2

Sample:

6

Depth:

12

Date:

11/18/24

.35 tsf			.7 tsf			1.4 tsf			Sample 4			Sample 5		
Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
0.01	0.04	0.01	0.01	0.06	0.02	0.01	0.12	0.02						
0.02	0.07	0.02	0.02	0.09	0.03	0.02	0.18	0.04						
0.03	0.08	0.03	0.03	0.11	0.04	0.03	0.24	0.06						
0.04	0.09	0.03	0.04	0.13	0.05	0.05	0.29	0.08						
0.06	0.10	0.04	0.05	0.16	0.06	0.06	0.35	0.11						
0.07	0.12	0.04	0.07	0.18	0.07	0.07	0.45	0.15						
0.08	0.13	0.05	0.08	0.21	0.09	0.08	0.48	0.16						
0.09	0.15	0.05	0.09	0.23	0.10	0.09	0.51	0.18						
0.10	0.16	0.06	0.10	0.25	0.11	0.10	0.55	0.19						
0.12	0.17	0.06	0.11	0.26	0.11	0.12	0.58	0.21						
0.13	0.19	0.07	0.12	0.28	0.12	0.13	0.60	0.22						
0.14	0.19	0.07	0.14	0.28	0.12	0.14	0.62	0.23						
0.15	0.20	0.07	0.15	0.31	0.14	0.15	0.63	0.24						
0.16	0.21	0.08	0.16	0.32	0.14	0.16	0.66	0.25						
0.17	0.22	0.08	0.17	0.33	0.14	0.18	0.68	0.26						
0.26	0.26	0.09	0.26	0.40	0.18	0.26	0.81	0.33						
0.34	0.31	0.11	0.34	0.49	0.21	0.35	0.93	0.39						
0.51	0.38	0.13	0.51	0.61	0.26	0.52	1.08	0.46						
0.68	0.44	0.14	0.69	0.71	0.28	0.69	1.20	0.52						
0.85	0.48	0.15	0.86	0.81	0.30	0.86	1.31	0.56						
1.03	0.54	0.15	1.03	0.88	0.31	1.04	1.40	0.59						
1.20	0.57	0.15	1.20	0.95	0.32	1.21	1.46	0.62						
1.37	0.60	0.15	1.37	1.02	0.32	1.38	1.52	0.64						
1.54	0.63	0.14	1.54	1.07	0.32	1.55	1.56	0.65						
1.71	0.66	0.14	1.72	1.11	0.32	1.72	1.60	0.66						
1.88	0.69	0.14	1.89	1.14	0.32	1.90	1.64	0.66						
2.05	0.71	0.13	2.06	1.18	0.32	2.07	1.67	0.67						
2.22	0.73	0.13	2.23	1.20	0.32	2.24	1.69	0.68						
2.39	0.75	0.12	2.40	1.24	0.31	2.41	1.71	0.68						
2.56	0.77	0.12	2.57	1.25	0.31	2.59	1.73	0.68						
2.73	0.79	0.11	2.74	1.27	0.31	2.76	1.74	0.68						
2.91	0.80	0.11	2.92	1.29	0.31	2.93	1.75	0.68						
3.08	0.82	0.10	3.09	1.30	0.30	3.10	1.76	0.68						
3.25	0.83	0.10	3.26	1.32	0.30	3.27	1.77	0.68						
3.42	0.84	0.09	3.43	1.33	0.30	3.45	1.77	0.69						
3.76	0.86	0.08	3.77	1.34	0.30	3.80	1.78	0.68						
4.10	0.89	0.07	4.12	1.37	0.30	4.14	1.78	0.68						
4.44	0.90	0.06	4.46	1.38	0.30	4.48	1.79	0.68						
4.79	0.92	0.05	4.80	1.39	0.30	4.83	1.80	0.68						
5.13	0.93	0.04	5.15	1.40	0.30	5.17	1.80	0.68						
5.47	0.95	0.04	5.49	1.40	0.29	5.52	1.80	0.67						
6.15	0.96	0.02	6.17	1.41	0.29	6.21	1.80	0.67						
6.84	0.98	0.01	6.86	1.42	0.29	6.89	1.81	0.66						
8.54	1.01	-0.02	8.58	1.42	0.28	8.62	1.82	0.65						
10.25	1.04	-0.04	10.29	1.41	0.21	10.34	1.84	0.64						
11.96	1.06	-0.06	12.01	1.43	0.21	12.06	1.83	0.63						
13.67	1.08	-0.07	13.72	1.42	0.23	13.79	1.83	0.62						
15.38	1.08	-0.09	15.44	1.40	0.19	15.51	1.84	0.61						
17.09	1.09	-0.10	17.15	1.40	0.18	17.23	1.84	0.59						
18.80	1.09	-0.11	18.87	1.38	0.18	18.96	1.82	0.58						
20.00	1.08	-0.11	20.06	1.37	0.18	20.00	1.80	0.58						

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/19/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

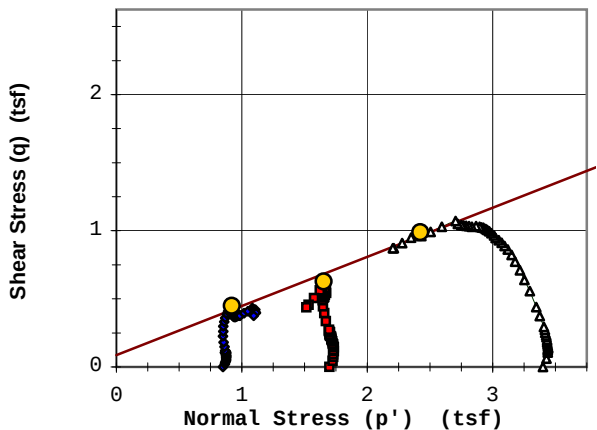
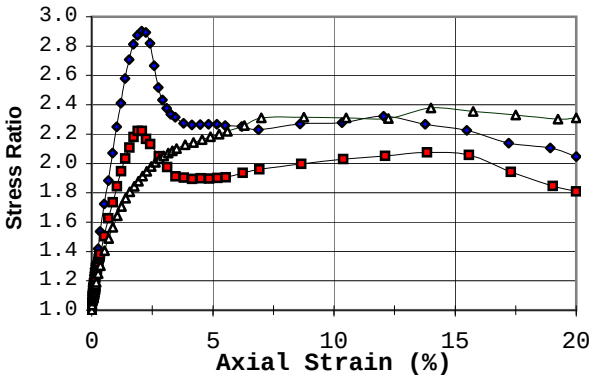
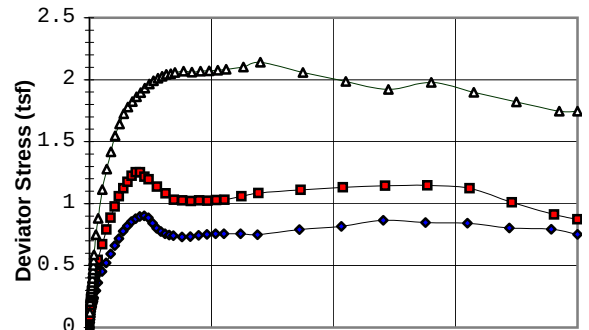
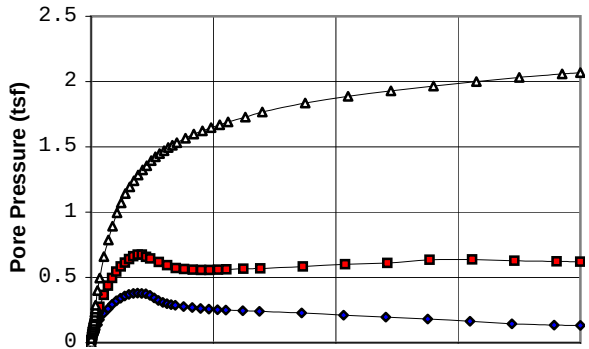
Boring #: SB-2

Sample #: 11

Type: 3T

Depth (ft): 30

Soil Type: Fat Clay (CH)



Rupture Envelope at Failure
 $\alpha = 19.8^\circ$ $a = 0.1$ (tsf)



+

X

Failure Criterion:

Max. Stress Ratio

Angle of internal friction, $\phi' = 21.1^\circ$

Apparent Cohesion, $c' = 0.09$ (tsf)

Test Date: 11/8/24

Test Type: CU w/pp

Strain Rate (in/min): 0.000465

Strain Rate (%/min): 0.016

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity: 2.75

Initial Conditions

	A	B	C	D	E
Diameter (in)	1.44	1.44	1.44		
Height (in)	2.91	2.91	2.92		
Water Content (%)	48.5	50.2	42.3		
Dry Density (pcf)	73.3	72.0	78.6		
Void Ratio	1.34	1.39	1.18		

After Consolidation

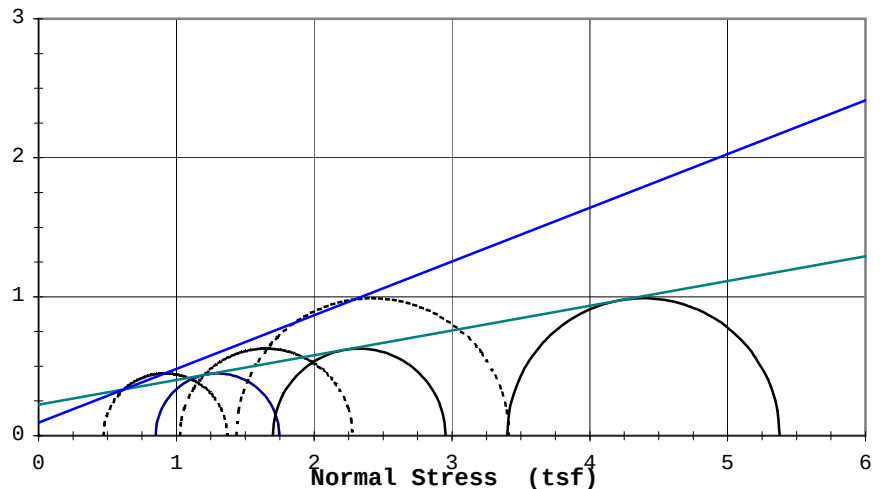
	A	B	C	D	E
Diameter (in)	1.47	1.44	1.43		
Height (in)	2.91	2.89	2.86		
Water Content (%)	52.8	49.8	40.7		
Dry Density (pcf)	70.0	72.5	81.0		
Void Ratio	1.45	1.37	1.12		
Back Pressure (tsf)	4.0	6.6	4.0		
Minor Principal Stress (tsf)	0.85	1.70	3.40		
Max. Deviator Stress (tsf)	0.90	1.25	2.14		
Ultimate Deviator Stress (tsf)	0.75	0.87	1.74		
Deviator Stress at Failure (tsf)	0.90	1.25	1.98		
Max. Pore Pressure Buildup (tsf)	0.38	0.67	2.07		
Pore Pressure Parameter "B"	0.95	0.95	0.95		
Pct. Axial Strain at Failure	2.1	1.9	14.0		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared.

A correction for membrane stiffness was applied to the deviator stress.

Specimen C: Appeared to be less cohesive than the other specimens.



Effective ϕ' : 21.1° $c' = 0.09$ (tsf)
 Total ϕ : 10.1° $c = 0.22$ (tsf)

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/19/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

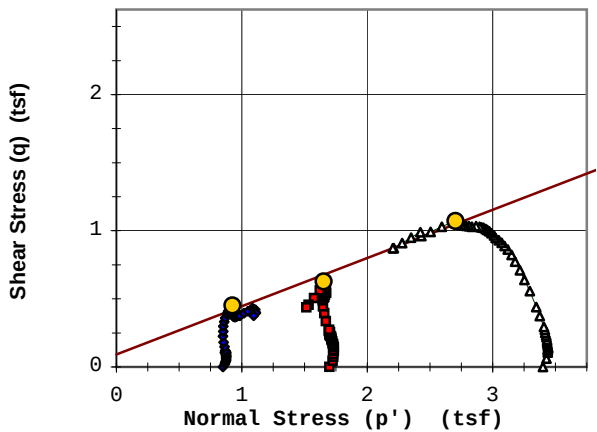
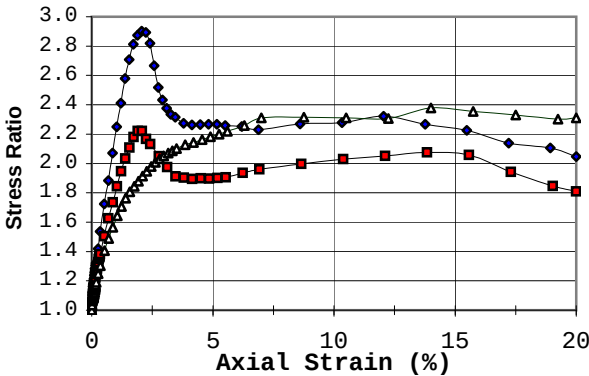
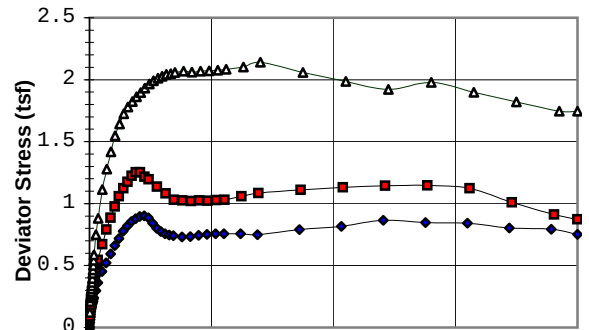
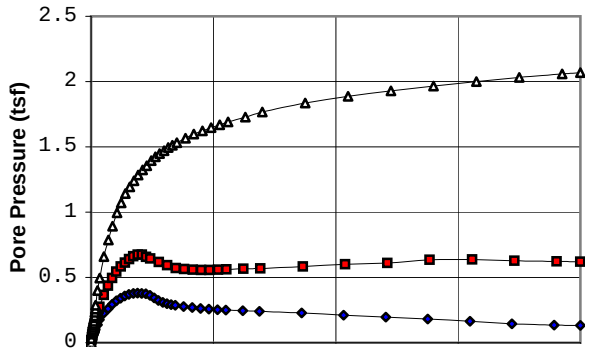
Boring #: SB-2

Sample #: 11

Type: 3T

Depth (ft): 30

Soil Type: Fat Clay (CH)



Rupture Envelope at Failure
 $\alpha = 19.5^\circ$ $a = 0.1$ (tsf)



+

X

Failure Criterion: **Max. Deviator Stress**

Angle of internal friction, $\phi' = 20.7^\circ$

Apparent Cohesion, $c' = 0.10$ (tsf)

Test Date: 11/8/24

Test Type: CU w/pp

Strain Rate (in/min): 0.000465

Strain Rate (%/min): 0.016

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity: 2.75

Initial Conditions

	A	B	C	D	E
Diameter (in)	1.44	1.44	1.44		
Height (in)	2.91	2.91	2.92		
Water Content (%)	48.5	50.2	42.3		
Dry Density (pcf)	73.3	72.0	78.6		
Void Ratio	1.34	1.39	1.18		

After Consolidation

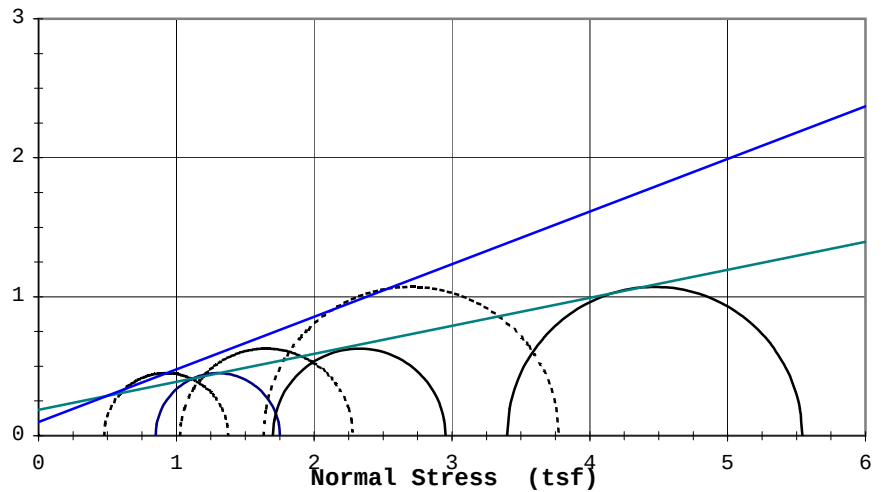
	A	B	C	D	E
Diameter (in)	1.47	1.44	1.43		
Height (in)	2.91	2.89	2.86		
Water Content (%)	52.8	49.8	40.7		
Dry Density (pcf)	70.0	72.5	81.0		
Void Ratio	1.45	1.37	1.12		
Back Pressure (tsf)	4.0	6.6	4.0		
Minor Principal Stress (tsf)	0.85	1.70	3.40		
Max. Deviator Stress (tsf)	0.90	1.25	2.14		
Ultimate Deviator Stress (tsf)	0.75	0.87	1.74		
Deviator Stress at Failure (tsf)	0.90	1.25	2.14		
Max. Pore Pressure Buildup (tsf)	0.38	0.67	2.07		
Pore Pressure Parameter "B"	0.95	0.95	0.95		
Pct. Axial Strain at Failure	2.2	2.1	7.0		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared.

A correction for membrane stiffness was applied to the deviator stress.

Specimen C: Appeared to be less cohesive than the other specimens.



Effective ϕ' : 20.7° $c' = 0.10$ (tsf)
 Total ϕ : 11.4° $c = 0.19$ (tsf)

TRIAXIAL TEST ASTM: D 4767

Job No. 15494

Date: 11/19/24

Project: Marc Knutson Pool / American Engineering Testing, Inc.

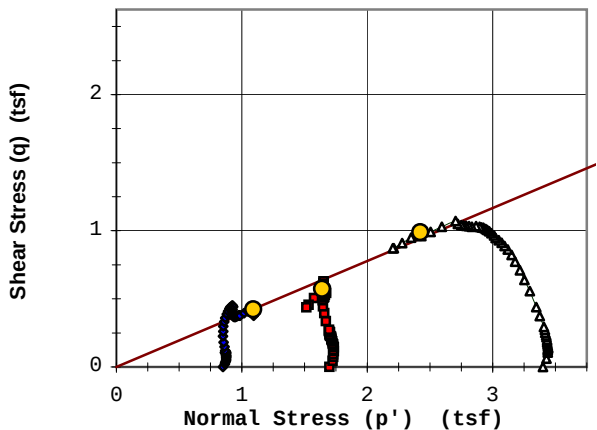
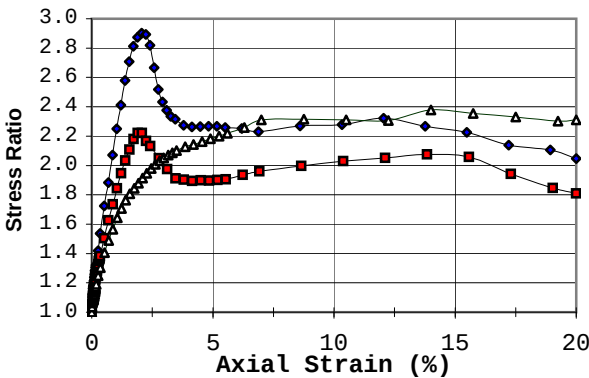
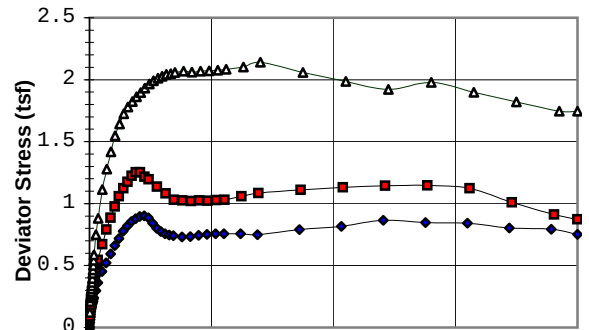
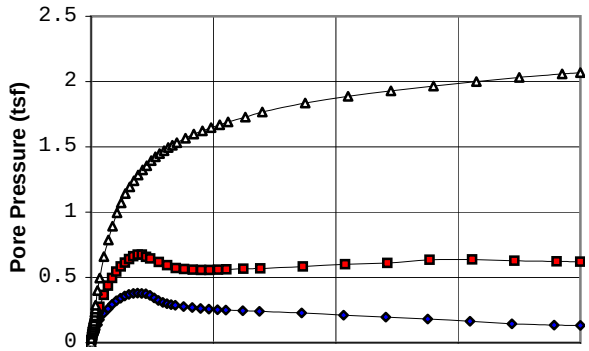
Boring #: SB-2

Sample #: 11

Type: 3T

Depth (ft): 30

Soil Type: Fat Clay (CH)



Rupture Envelope at Failure
 $\alpha = 21.3^\circ$ $a = 0.0$ (tsf)



+

X

Failure Criterion:

Given Strain of: 15%

Angle of internal friction, $\phi' = 22.9^\circ$

Apparent Cohesion, $c' = 0.00$ (tsf)

Test Date: 11/8/24

Test Type: CU w/pp

Strain Rate (in/min): 0.000465

Strain Rate (%/min): 0.016

Liquid Limit:

Plastic Limit:

Plasticity Index:

Spec. Gravity: 2.75

Initial Conditions

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

	A	B	C	D	E
Diameter (in)	1.44	1.44	1.44		
Height (in)	2.91	2.91	2.92		
Water Content (%)	48.5	50.2	42.3		
Dry Density (pcf)	73.3	72.0	78.6		
Void Ratio	1.34	1.39	1.18		

After Consolidation

Diameter (in)

Height (in)

Water Content (%)

Dry Density (pcf)

Void Ratio

	A	B	C	D	E
Diameter (in)	1.47	1.44	1.43		
Height (in)	2.91	2.89	2.86		
Water Content (%)	52.8	49.8	40.7		
Dry Density (pcf)	70.0	72.5	81.0		
Void Ratio	1.45	1.37	1.12		

Back Pressure (tsf)

Minor Principal Stress (tsf)

Max. Deviator Stress (tsf)

Ultimate Deviator Stress (tsf)

Deviator Stress at Failure (tsf)

Max. Pore Pressure Buildup (tsf)

Pore Pressure Parameter "B"

Pct. Axial Strain at Failure

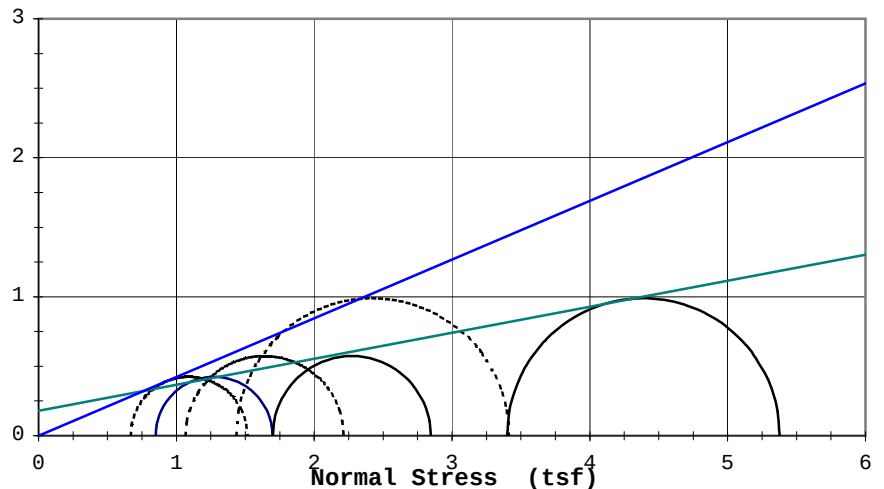
	A	B	C	D	E
Back Pressure (tsf)	4.0	6.6	4.0		
Minor Principal Stress (tsf)	0.85	1.70	3.40		
Max. Deviator Stress (tsf)	0.90	1.25	2.14		
Ultimate Deviator Stress (tsf)	0.75	0.87	1.74		
Deviator Stress at Failure (tsf)	0.85	1.15	1.98		
Max. Pore Pressure Buildup (tsf)	0.38	0.67	2.07		
Pore Pressure Parameter "B"	0.95	0.95	0.95		
Pct. Axial Strain at Failure	15.0	15.0	15.0		

"These test results are for informational purposes only and must be reviewed by a qualified professional engineer to verify that the test parameters shown are appropriate for any particular design"

Remarks: Specimens trimmed to given conditions; Saturated, backpressured until "B" response was 0.95 to 1.00; Consolidated; All Drainage valves closed and immediately sheared.

A correction for membrane stiffness was applied to the deviator stress.

Specimen C: Appeared to be less cohesive than the other specimens.



Effective ϕ' : 22.9° $c' = 0.00$ (tsf)
 Total ϕ : 10.6° $c = 0.18$ (tsf)

Triaxial Data

Job: 15494

Boring:

SB-2

Sample:

11

Depth:

30

Date: 11/19/24

.85 tsf			1.7 tsf			3.4 tsf			Sample 4			Sample 5		
Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)	Strain (%)	Deviator Stress (tsf)	Pore Pressure (tsf)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
0.01	0.04	0.01	0.02	0.09	0.02	0.01	0.12	0.03						
0.02	0.07	0.01	0.03	0.14	0.04	0.03	0.21	0.07						
0.03	0.08	0.02	0.05	0.18	0.06	0.04	0.24	0.08						
0.04	0.10	0.03	0.07	0.23	0.08	0.05	0.26	0.09						
0.06	0.13	0.04	0.09	0.25	0.09	0.06	0.27	0.09						
0.07	0.15	0.05	0.10	0.29	0.11	0.07	0.29	0.10						
0.08	0.16	0.06	0.12	0.30	0.12	0.08	0.31	0.12						
0.09	0.17	0.06	0.14	0.33	0.13	0.10	0.34	0.13						
0.10	0.19	0.07	0.16	0.34	0.15	0.11	0.36	0.15						
0.12	0.20	0.07	0.17	0.38	0.17	0.12	0.40	0.16						
0.13	0.20	0.08	0.19	0.40	0.18	0.13	0.44	0.19						
0.14	0.22	0.08	0.21	0.41	0.19	0.14	0.46	0.21						
0.15	0.21	0.09	0.22	0.43	0.20	0.15	0.50	0.23						
0.16	0.23	0.10	0.24	0.45	0.21	0.16	0.54	0.26						
0.17	0.24	0.10	0.26	0.46	0.22	0.18	0.59	0.29						
0.26	0.30	0.14	0.28	0.48	0.24	0.27	0.75	0.40						
0.34	0.36	0.18	0.29	0.51	0.25	0.35	0.88	0.49						
0.52	0.45	0.23	0.31	0.52	0.26	0.53	1.11	0.66						
0.69	0.52	0.26	0.33	0.52	0.27	0.70	1.28	0.79						
0.86	0.59	0.29	0.35	0.54	0.28	0.88	1.42	0.89						
1.03	0.66	0.32	0.52	0.67	0.37	1.05	1.55	1.00						
1.20	0.72	0.34	0.69	0.79	0.44	1.23	1.64	1.07						
1.38	0.78	0.36	0.87	0.89	0.50	1.40	1.72	1.14						
1.55	0.82	0.37	1.04	0.98	0.54	1.58	1.78	1.19						
1.72	0.86	0.38	1.21	1.06	0.58	1.75	1.82	1.24						
1.89	0.88	0.38	1.38	1.12	0.61	1.93	1.86	1.28						
2.06	0.90	0.38	1.56	1.17	0.64	2.10	1.90	1.32						
2.24	0.90	0.37	1.73	1.23	0.66	2.27	1.93	1.36						
2.41	0.89	0.36	1.90	1.25	0.67	2.45	1.97	1.39						
2.58	0.84	0.34	2.08	1.25	0.67	2.63	1.99	1.42						
2.75	0.80	0.32	2.25	1.22	0.66	2.80	2.01	1.45						
2.93	0.78	0.31	2.42	1.19	0.64	2.98	2.03	1.47						
3.10	0.76	0.30	2.77	1.14	0.62	3.15	2.04	1.49						
3.27	0.75	0.29	3.12	1.08	0.59	3.33	2.05	1.51						
3.44	0.74	0.29	3.46	1.03	0.57	3.50	2.06	1.53						
3.79	0.73	0.28	3.81	1.03	0.56	3.85	2.07	1.57						
4.13	0.73	0.27	4.15	1.02	0.56	4.20	2.06	1.60						
4.47	0.74	0.26	4.50	1.03	0.56	4.55	2.07	1.62						
4.82	0.75	0.26	4.85	1.02	0.56	4.90	2.07	1.65						
5.16	0.76	0.25	5.19	1.03	0.56	5.25	2.08	1.67						
5.51	0.76	0.25	5.54	1.03	0.56	5.60	2.08	1.69						
6.19	0.76	0.24	6.23	1.06	0.57	6.30	2.10	1.73						
6.88	0.75	0.24	6.92	1.08	0.57	7.00	2.14	1.77						
8.60	0.79	0.23	8.65	1.11	0.58	8.75	2.06	1.84						
10.32	0.82	0.21	10.38	1.13	0.60	10.50	1.98	1.89						
12.04	0.86	0.20	12.11	1.15	0.61	12.25	1.92	1.93						
13.77	0.85	0.18	13.84	1.15	0.63	14.00	1.98	1.96						
15.49	0.84	0.16	15.58	1.12	0.64	15.75	1.90	2.00						
17.21	0.80	0.14	17.31	1.01	0.63	17.50	1.82	2.03						
18.93	0.79	0.13	19.04	0.91	0.62	19.25	1.74	2.06						
20.00	0.75	0.13	20.00	0.87	0.62	20.00	1.74	2.07						

Figure 2A

Title: Marc Knutson Pool Name: Existing - Short Term (UU) - Normal Pool Analysis Type: Morgenstern-Price Date: 12/19/2024				
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
	Lower Brenna - UU	102.5	500	0
	Sherack - UU	111	350	0
	Topsoil	110	100	10
	Upper Brenna - UU	106	600	0

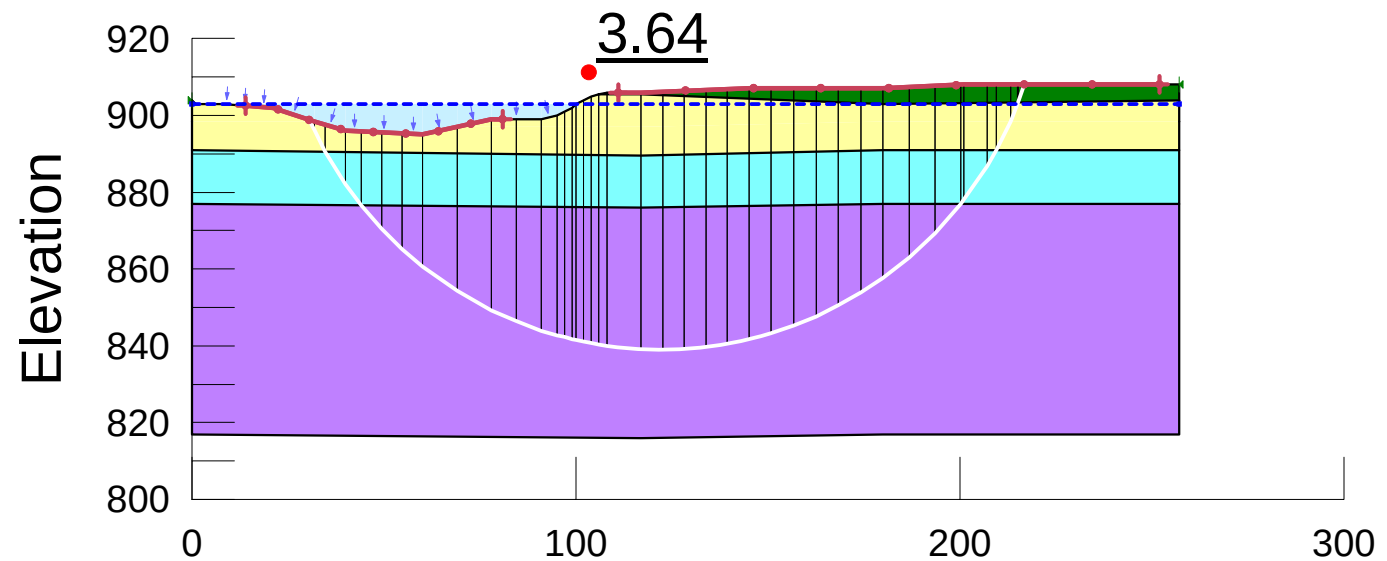


Figure 2B

					Title: Marc Knutson Pool	
					Name: Existing - Short Term (UU) - Low Pool	
					Analysis Type: Morgenstern-Price	
					Date: 12/19/2024	
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)		
■	Lower Brenna - UU	102.5	500	0		
■	Sherack - UU	111	350	0		
■	Topsoil	110	100	10		
■	Upper Brenna - UU	106	600	0		

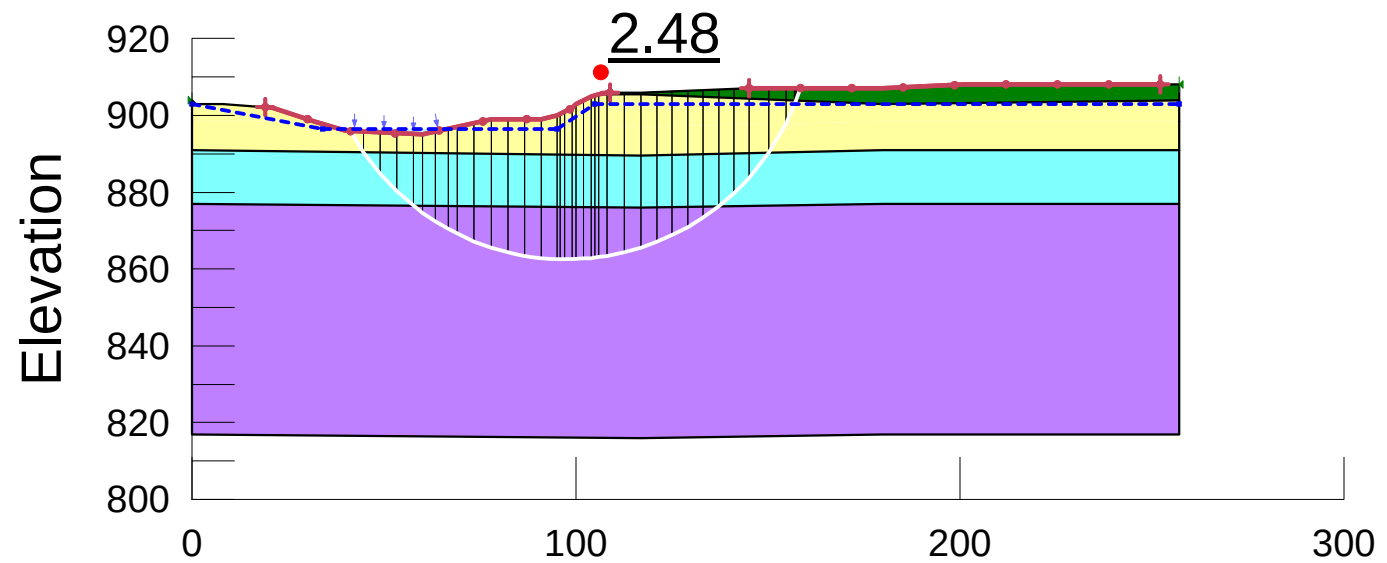


Figure 2C

Title: Marc Knutson Pool Name: Existing - Long Term (CD) - Normal Pool Analysis Type: Morgenstern-Price Date: 12/19/2024				
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Lower Brenna - CD	102.5	0	14.5
■	Sherack - CD	111	0	17
■	Topsoil	110	100	10
■	Upper Brenna - CD	106	0	17.5

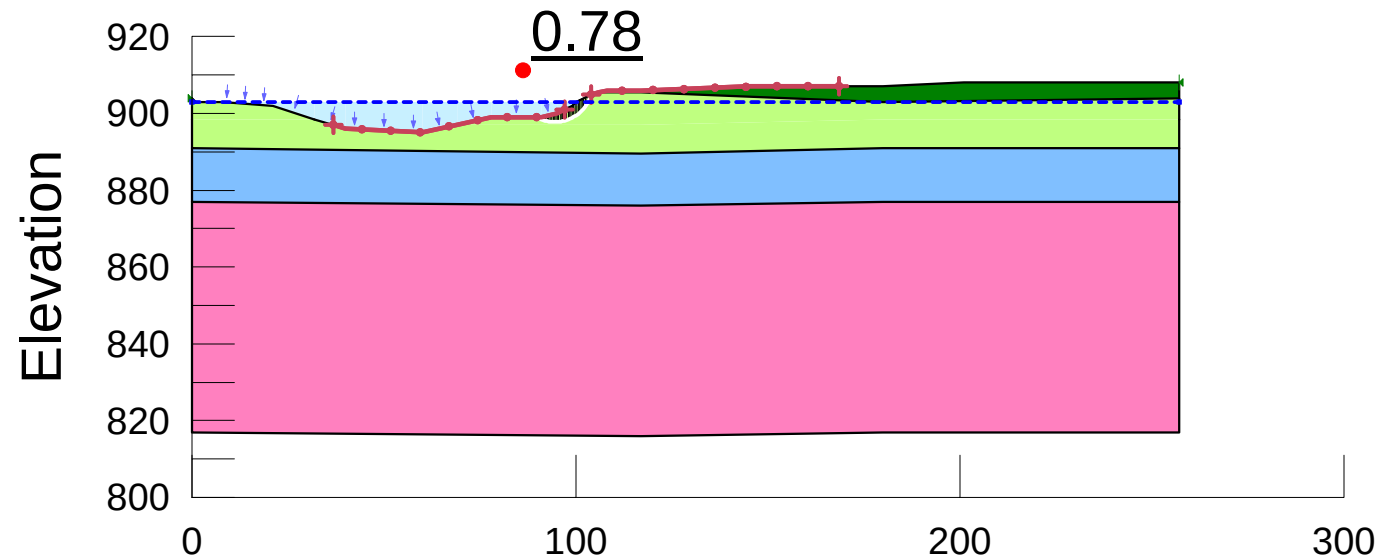


Figure 2D

Title: Marc Knutson Pool Name: Existing - Long Term (CD) - Low Pool Analysis Type: Morgenstern-Price Date: 12/19/2024				
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Lower Brenna - CD	102.5	0	14.5
■	Sherack - CD	111	0	17
■	Topsoil	110	100	10
■	Upper Brenna - CD	106	0	17.5

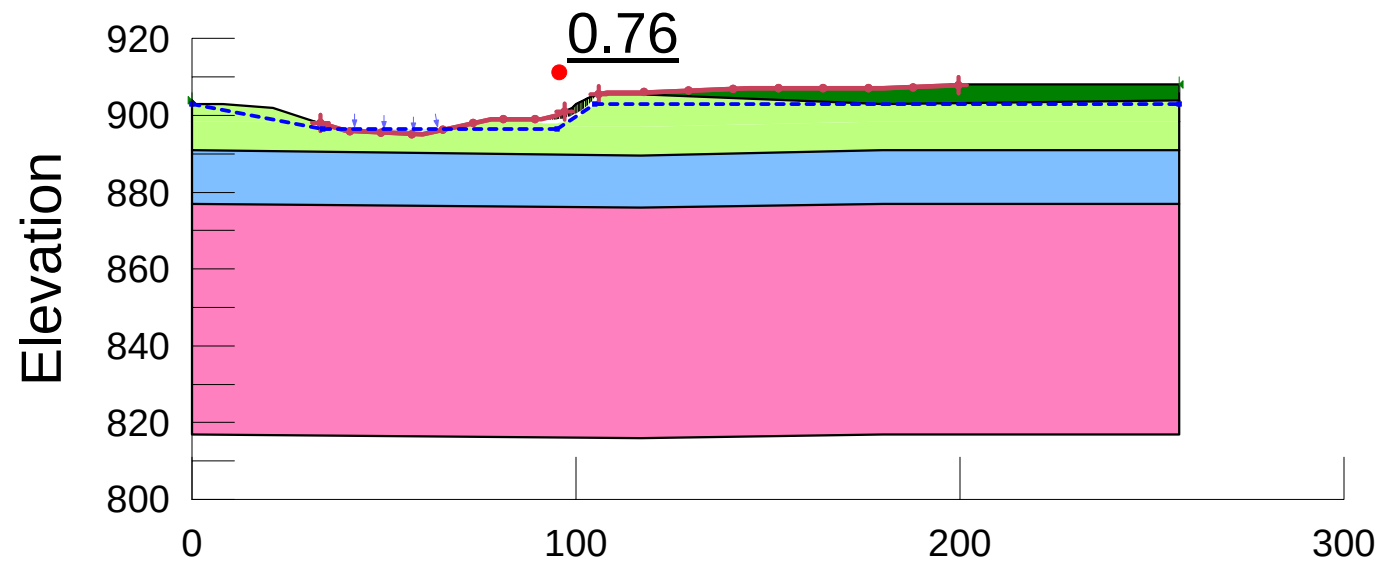


Figure 2E

Title: Marc Knutson Pool Name: Existing - Long Term (CD) - Normal Pool [Excluded] Analysis Type: Morgenstern-Price Date: 12/20/2024				
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Lower Brenna - CD	102.5	0	14.5
■	Sherack - CD	111	0	17
■	Topsoil	110	100	10
■	Upper Brenna - CD	106	0	17.5

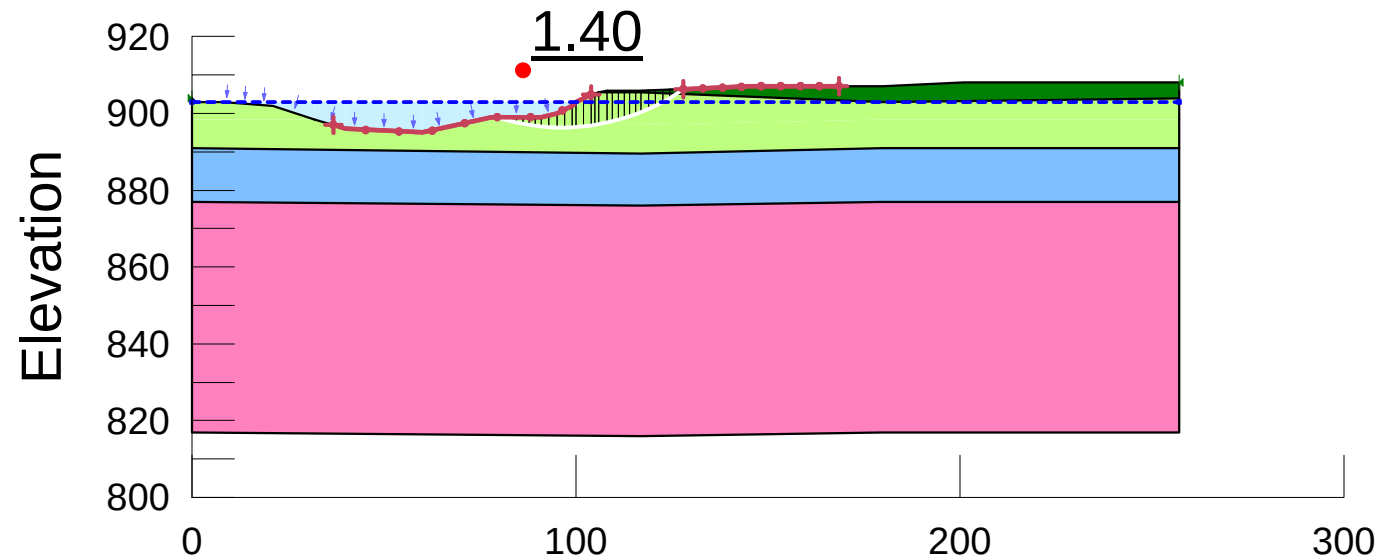


Figure 2F

Title: Marc Knutson Pool Name: Existing - Long Term (CD) - Low Pool [Excluded] Analysis Type: Morgenstern-Price Date: 12/19/2024				
Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Lower Brenna - CD	102.5	0	14.5
■	Sherack - CD	111	0	17
■	Topsoil	110	100	10
■	Upper Brenna - CD	106	0	17.5

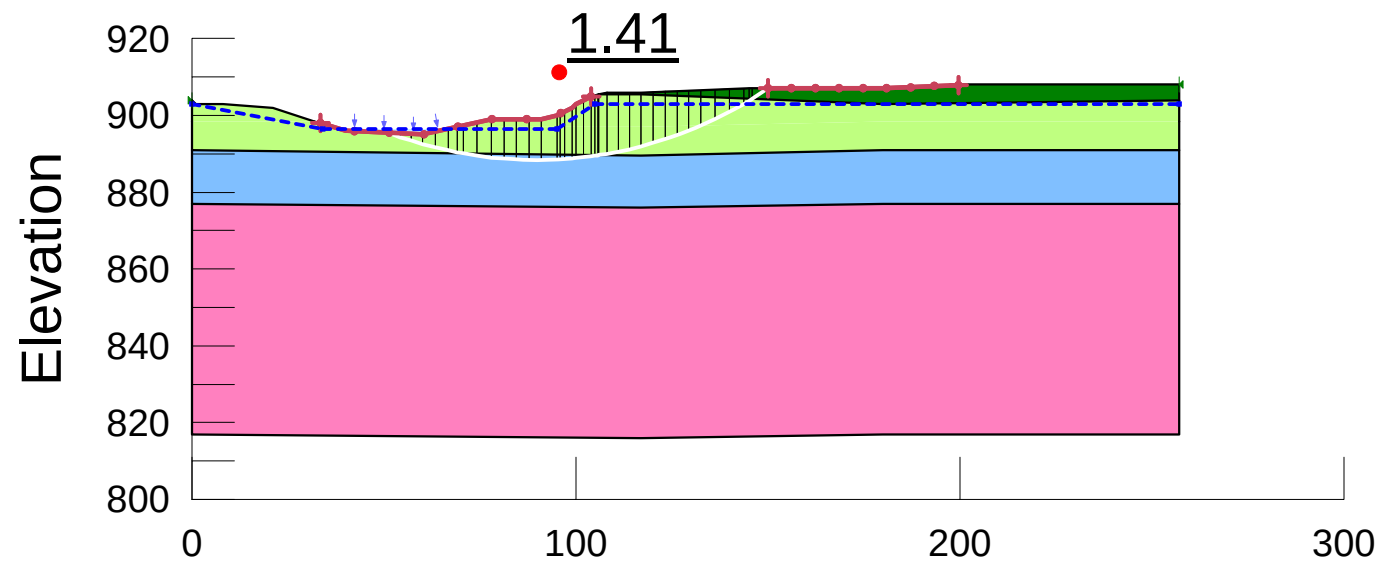


Figure 3A

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Concrete	145		
■	Lower Brenna - UU	102.5	500	0
■	Sherack - UU	111	350	0
■	Topsoil	110	100	10
■	Upper Brenna - UU	106	600	0
■	Water	62.4	0	0

Title: Marc Knutson Pool
Name: Proposed Pool - Short Term (UU) - Normal Pool
Analysis Type: Morgenstern-Price
Date: 12/19/2024

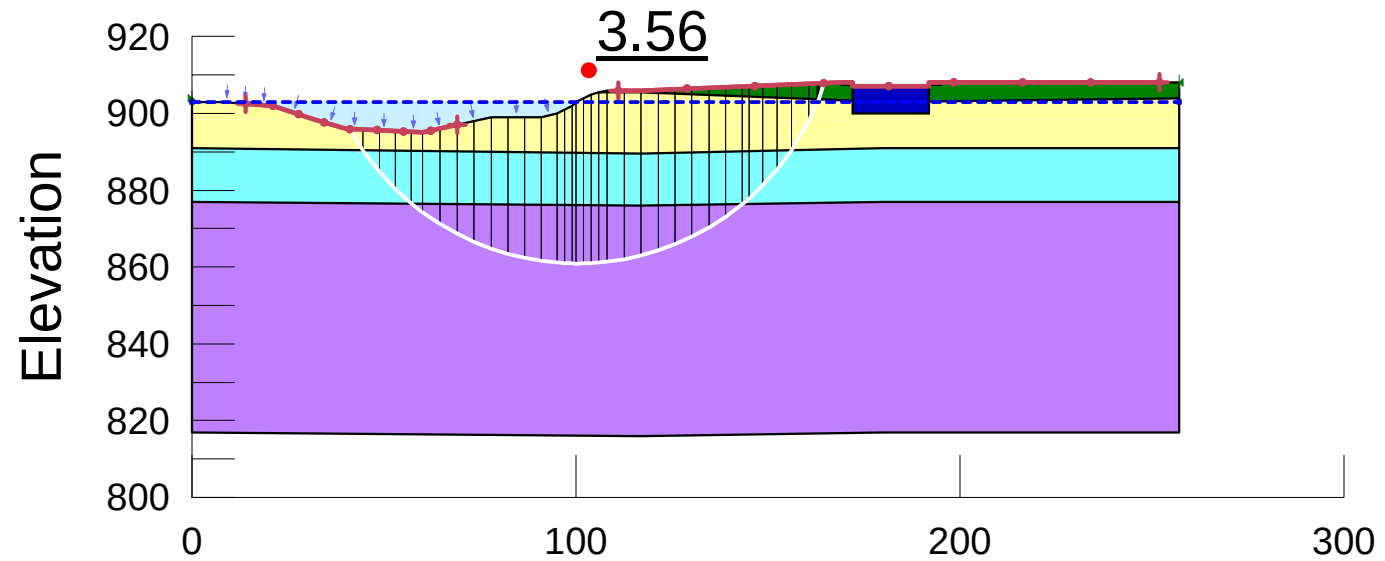


Figure 3B

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
■	Concrete	145		
■	Lower Brenna - UU	102.5	500	0
■	Sherack - UU	111	350	0
■	Topsoil	110	100	10
■	Upper Brenna - UU	106	600	0
■	Water	62.4	0	0

Title: Marc Knutson Pool
Name: Proposed Pool - Short Term (UU) - Low Pool
Analysis Type: Morgenstern-Price
Date: 12/19/2024

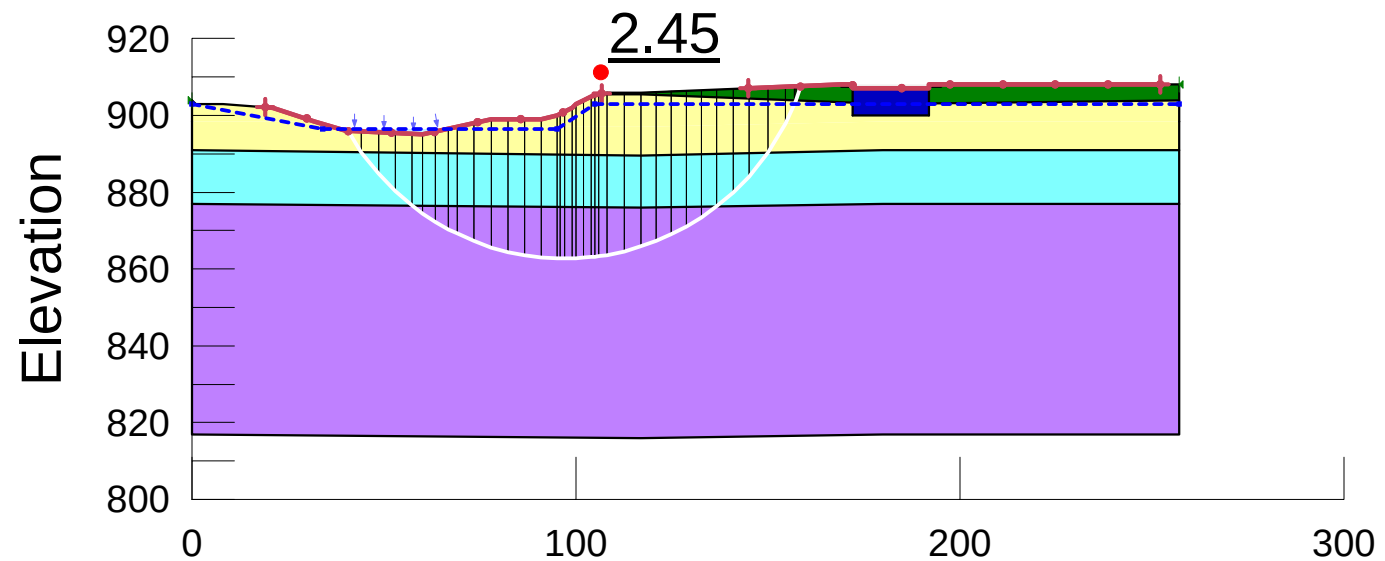


Figure 3C

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
	Concrete	145		
	Lower Brenna - CD	102.5	0	14.5
	Sherack - CD	111	0	17
	Topsoil	110	100	10
	Upper Brenna - CD	106	0	17.5
	Water	62.4	0	0

Title: Marc Knutson Pool
Name: Proposed Pool - Long Term (CD) - Normal Pool
Analysis Type: Morgenstern-Price
Date: 12/19/2024

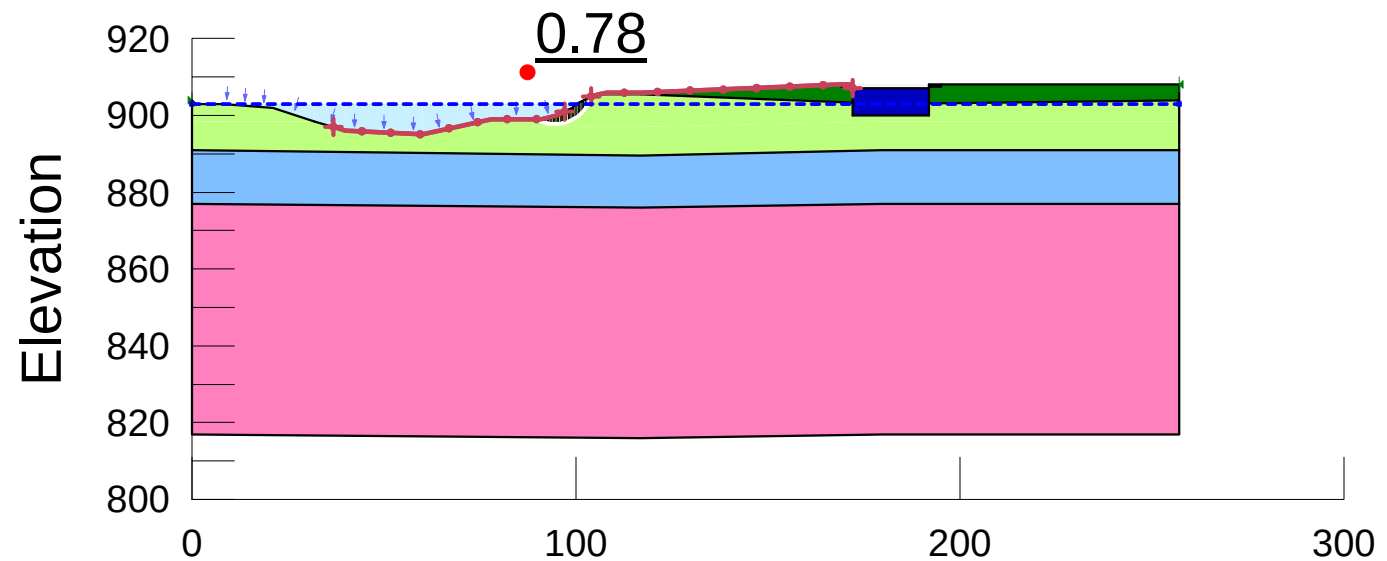


Figure 3D

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
	Concrete	145		
	Lower Brenna - CD	102.5	0	14.5
	Sherack - CD	111	0	17
	Topsoil	110	100	10
	Upper Brenna - CD	106	0	17.5
	Water	62.4	0	0

Title: Marc Knutson Pool
Name: Proposed Pool - Long Term (CD) - Low Pool
Analysis Type: Morgenstern-Price
Date: 12/19/2024

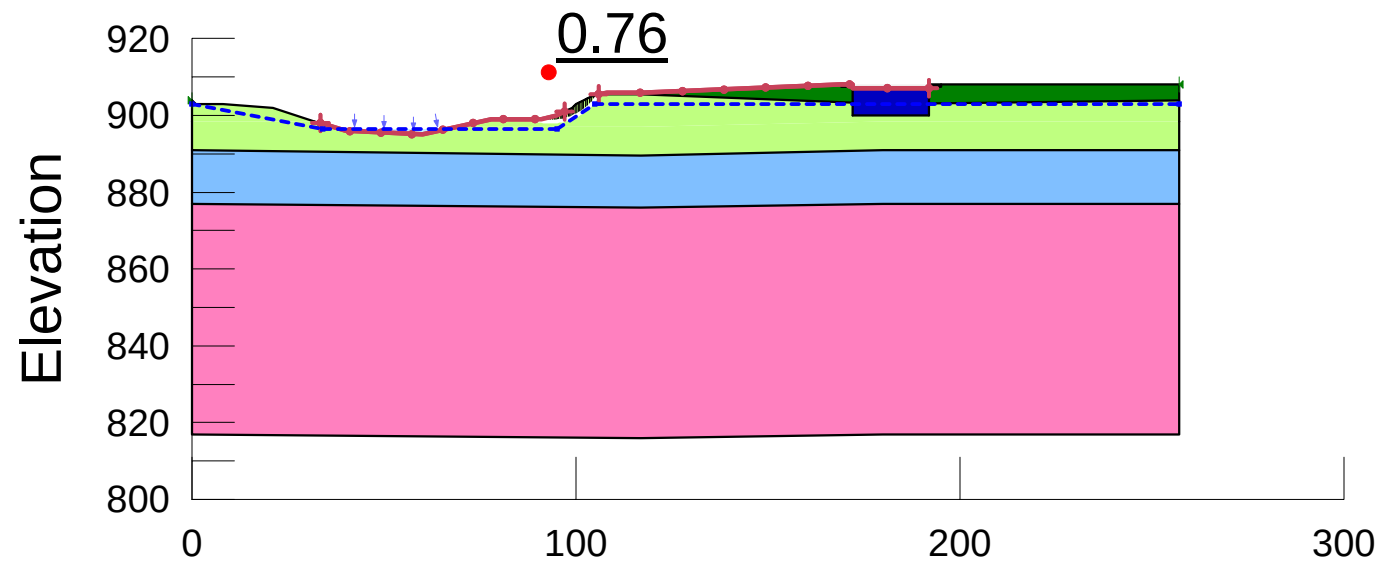


Figure 3E

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
Concrete	Concrete	145		
Lower Brenna - CD	Lower Brenna - CD	102.5	0	14.5
Sherack - CD	Sherack - CD	111	0	17
Topsoil	Topsoil	110	100	10
Upper Brenna - CD	Upper Brenna - CD	106	0	17.5
Water	Water	62.4	0	0

Title: Marc Knutson Pool

Name: Proposed Pool - Long Term (CD) - Normal Pool [Excluded]

Analysis Type: Morgenstern-Price

Date: 12/20/2024

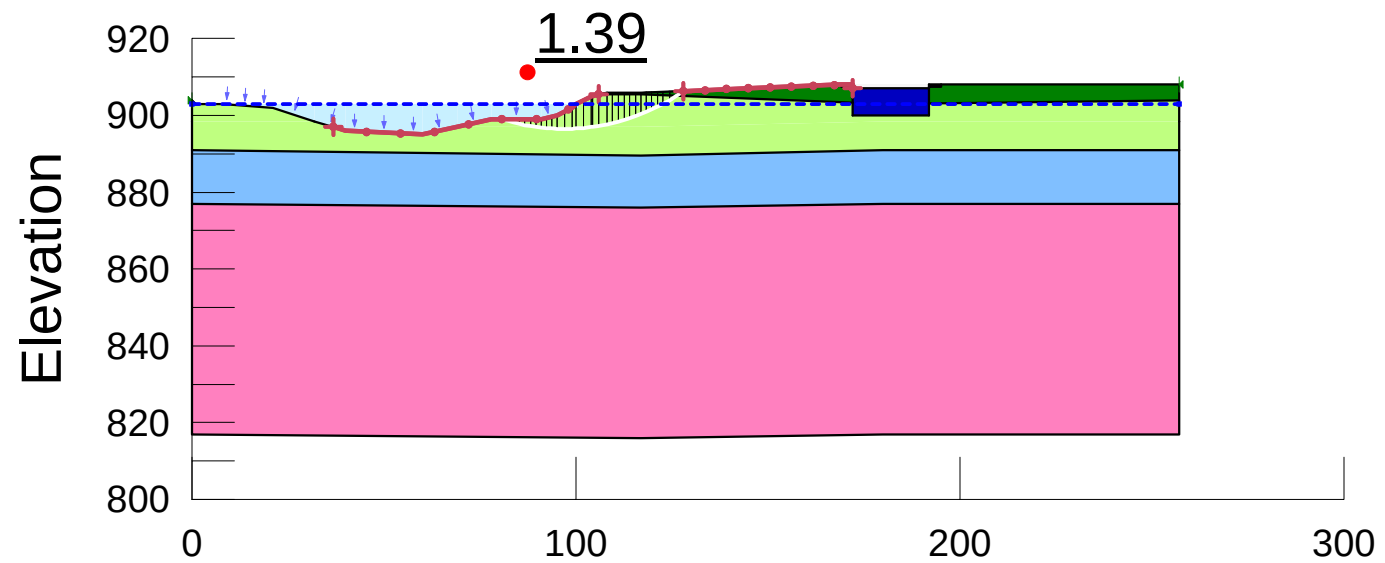
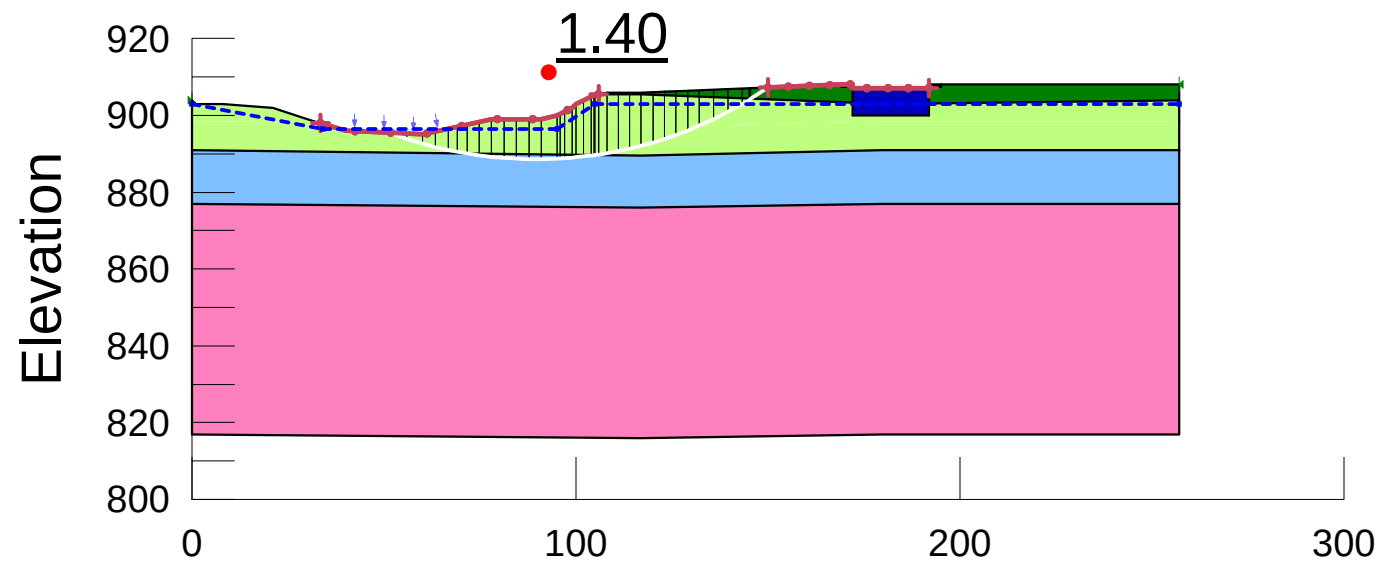


Figure 3F

Color	Name	Unit Weight (pcf)	Effective Cohesion (psf)	Effective Friction Angle (°)
	Concrete	145		
	Lower Brenna - CD	102.5	0	14.5
	Sherack - CD	111	0	17
	Topsoil	110	100	10
	Upper Brenna - CD	106	0	17.5
	Water	62.4	0	0

Title: Marc Knutson Pool
Name: Proposed Pool - Long Term (CD) - Low Pool [Excluded]
Analysis Type: Morgenstern-Price
Date: 12/19/2024



Appendix B

Geotechnical Report Limitations and Guidelines for Use

Appendix B

Geotechnical Report Limitations and Guidelines for Use

Report No. P-0036952

B.1 REFERENCE

This appendix provides information to help you manage your risks relating to subsurface problems which are caused by construction delays, cost overruns, claims, and disputes. This information was developed and provided by GBA¹, of which, we are a member firm.

B.2 RISK MANAGEMENT INFORMATION

B.2.1 Understand the Geotechnical Engineering Services Provided for this Report

Geotechnical engineering services typically include the planning, collection, interpretation, and analysis of exploratory data from widely spaced borings and/or test pits. Field data are combined with results from laboratory tests of soil and rock samples obtained from field exploration (if applicable), observations made during site reconnaissance, and historical information to form one or more models of the expected subsurface conditions beneath the site. Local geology and alterations of the site surface and subsurface by previous and proposed construction are also important considerations. Geotechnical engineers apply their engineering training, experience, and judgment to adapt the requirements of the prospective project to the subsurface model(s). Estimates are made of the subsurface conditions that will likely be exposed during construction as well as the expected performance of foundations and other structures being planned and/or affected by construction activities.

The culmination of these geotechnical engineering services is typically a geotechnical engineering report providing the data obtained, a discussion of the subsurface model(s), the engineering and geologic engineering assessments and analyses made, and the recommendations developed to satisfy the given requirements of the project. These reports may be titled investigations, explorations, studies, assessments, or evaluations. Regardless of the title used, the geotechnical engineering report is an engineering interpretation of the subsurface conditions within the context of the project and does not represent a close examination, systematic inquiry, or thorough investigation of all site and subsurface conditions.

B.2.2 Geotechnical Engineering Services are Performed for Specific Purposes, Persons, and Projects, and At Specific Times

Geotechnical engineers structure their services to meet the specific needs, goals, and risk management preferences of their clients. A geotechnical engineering study conducted for a given civil engineer will not likely meet the needs of a civil-works constructor or even a different civil engineer. Because each geotechnical engineering study is unique, each geotechnical engineering report is unique, prepared solely for the client.

Likewise, geotechnical engineering services are performed for a specific project and purpose. For example, it is unlikely that a geotechnical engineering study for a refrigerated warehouse will be the same as one prepared for a parking garage; and a few borings drilled during a preliminary study to evaluate site feasibility will not be adequate to develop geotechnical design recommendations for the project.

Do not rely on this report if your geotechnical engineer prepared it:

- for a different client;
- for a different project or purpose;
- for a different site (that may or may not include all or a portion of the original site); or
- before important events occurred at the site or adjacent to it; e.g., man-made events like construction or environmental remediation, or natural events like floods, droughts, earthquakes, or groundwater fluctuations.

Note, too, the reliability of a geotechnical-engineering report can be affected by the passage of time, because of factors like changed subsurface conditions; new or modified codes, standards, or regulations; or new techniques or tools. If you are the least bit uncertain about the continued reliability of this report, contact your geotechnical engineer before applying the recommendations in it. A minor amount of additional testing or analysis after the passage of time – if any is required at all – could prevent major problems.

¹ Geoprosessional Business Association, 1300 Piccard Drive, LL14, Rockville, MD 20850
Telephone: 301/565-2733: www.geoprosessional.org, 2019

B.2.3 Read the Full Report

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Geotechnical Report Limitations and Guidelines for Use

Report No. P-0036952

Costly problems have occurred because those relying on a geotechnical-engineering report did not read the report in its entirety. Do not rely on an executive summary. Do not read selective elements only. Read and refer to the report in full.

B.2.4 You Need to Inform Your Geotechnical Engineer About Change

Your geotechnical engineer considered unique, project-specific factors when developing the scope of study behind this report and developing the confirmation-dependent recommendations the report conveys. Typical changes that could erode the reliability of this report include those that affect:

- the site's size or shape;
- the elevation, configuration, location, orientation, function or weight of the proposed structure and the desired performance criteria;
- the composition of the design team; or
- project ownership.

As a general rule, always inform your geotechnical engineer of project or site changes – even minor ones – and request an assessment of their impact. The geotechnical engineer who prepared this report cannot accept responsibility or liability for problems that arise because the geotechnical engineer was not informed about developments the engineer otherwise would have considered.

B.2.5 Most of the “Findings” Related in This Report Are Professional Opinions

Before construction begins, geotechnical engineers explore a site's subsurface using various sampling and testing procedures. Geotechnical engineers can observe actual subsurface conditions only at those specific locations where sampling and testing is performed. The data derived from that sampling and testing were reviewed by your geotechnical engineer, who then applied professional judgement to form opinions about subsurface conditions throughout the site. Actual sitewide-subsurface conditions may differ – maybe significantly – from those indicated in this report. Confront that risk by retaining your geotechnical engineer to serve on the design team through project completion to obtain informed guidance quickly, whenever needed.

B.2.6 This Report's Recommendations Are Confirmation-Dependent

The recommendations included in this report – including any options or alternatives – are confirmation-dependent. In other words, they are not final, because the geotechnical engineer who developed them relied heavily on judgement and opinion to do so. Your geotechnical engineer can finalize the recommendations only after observing actual subsurface conditions exposed during construction. If through observation your geotechnical engineer confirms that the conditions assumed to exist actually do exist, the recommendations can be relied upon, assuming no other changes have occurred. The geotechnical engineer who prepared this report cannot assume responsibility or liability for confirmation-dependent recommendations if you fail to retain that engineer to perform construction observation.

B.2.7 This Report Could Be Misinterpreted

Other design professionals' misinterpretation of geotechnical engineering reports has resulted in costly problems. Confront that risk by having your geotechnical engineer serve as a continuing member of the design team, to:

- confer with other design-team members;
- help develop specifications;
- review pertinent elements of other design professionals' plans and specifications; and
- be available whenever geotechnical engineering guidance is needed.

You should also confront the risk of constructors misinterpreting this report. Do so by retaining your geotechnical engineer to participate in prebid and preconstruction conferences and to perform construction-phase observations.

B.2.8 Give Constructors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can shift unanticipated-subsurface-conditions liability to constructors by limiting the information they provide for bid preparation. To help prevent the costly, contentious problems this practice has caused, include the complete geotechnical engineering report, along with any attachments or appendices, with your contract documents, but be certain to note conspicuously that you've included the material for information purposes only. To avoid misunderstanding, you may also want to note that “informational purposes” means constructors have no right to rely on the interpretations, opinions, conclusions, or recommendations in the report. Be certain that constructors know they may learn about specific project requirements, including options selected

Appendix B

Geotechnical Report Limitations and Guidelines for Use

Report No. P-0036952

from the report, only from the design drawings and specifications. Remind constructors that they may perform their own studies if they want to, and be sure to allow enough time to permit them to do so. Only then might you be in a position to give constructors the information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions. Conducting prebid and preconstruction conferences can also be valuable in this respect.

B.2.9 Read Responsibility Provisions Closely

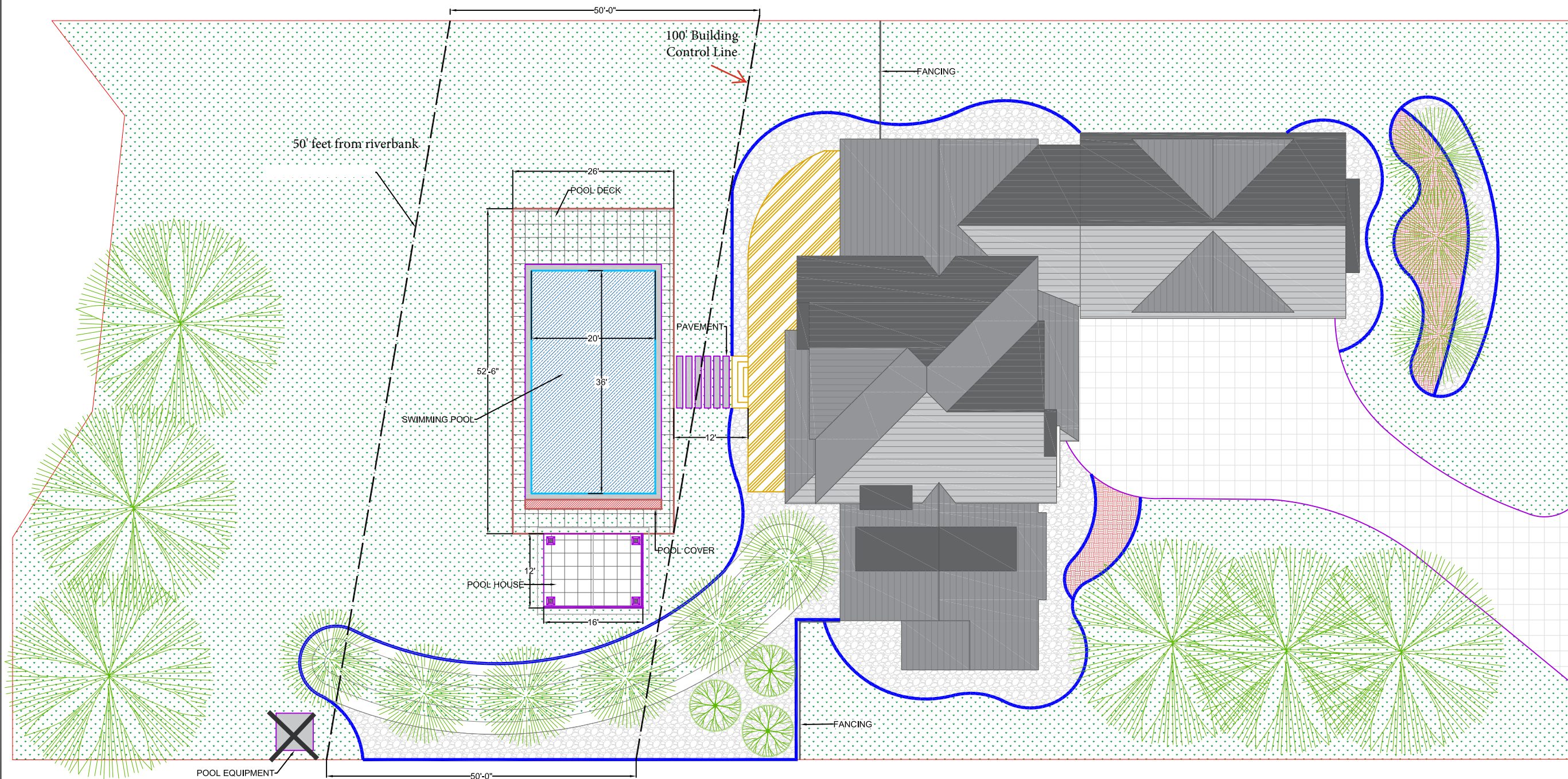
Some client representatives, design professionals, and constructors do not realize that geotechnical engineering is far less exact than other engineering disciplines. This happens in part because soil and rock on project sites are typically heterogeneous and not manufactured materials with well-defined engineering properties like steel and concrete. That lack of understanding has nurtured unrealistic expectations that have resulted in disappointments, delays, cost overruns, claims, and disputes. To confront that risk, geotechnical engineers commonly include explanatory provisions in their reports. Sometimes labeled “limitations,” many of these provisions indicate where geotechnical engineers’ responsibilities begin and end, to help others recognize their own responsibilities and risks. Read these provisions closely. Ask questions. Your geotechnical engineer should respond fully and frankly.

B.2.10 Geoenvironmental Concerns Are Not Covered

The personnel, equipment, and techniques used to perform an environmental study – e.g., a “phase-one” or “phase-two” environmental site assessment – differ significantly from those used to perform a geotechnical engineering study. For that reason, a geotechnical engineering report does not usually provide environmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. Unanticipated subsurface environmental problems have led to project failures. If you have not obtained your own environmental information about the project site, ask your geotechnical consultant for a recommendation on how to find environmental risk-management guidance.

B.2.11 Obtain Professional Assistance to Deal with Moisture Infiltration and Mold

While your geotechnical engineer may have addressed groundwater, water infiltration, or similar issues in this report, the engineer’s services were not designed, conducted, or intended to prevent migration of moisture – including water vapor – from the soil through building slabs and walls and into the building interior, where it can cause mold growth and material-performance deficiencies. Accordingly, proper implementation of the geotechnical engineer’s recommendations will not of itself be sufficient to prevent moisture infiltration. Confront the risk of moisture infiltration by including building-envelope or mold specialists on the design team. Geotechnical engineers are not building-envelope or mold specialists.



MARC & ANNIE KNUTSON



SCALE: TBD

MARC & ANNIE RESIDENCE
LANDSCAPE DESIGN

3110 Sheyenne River Way
West Fargo, ND

Turf Tamers
Turf Tamers LLC
Landscaping
4200 24th Ave N
Fargo, North Dakota 58102
Phone: 701.356.2990
www.turftamersfargo.com



This document is by Turf Tamers LLC and contains privileged and confidential information intended for use by Turf Tamers LLC personnel only. Any disclosure or distribution of this document or information contained herein, without prior written consent of Turf Tamers LLC, is prohibited.

PROJECT: marc & Annie Residence
CAD FILE:
DRAWN: Ashfur Rahman
CHECKED:
ISSUED:
REVISIONS: ...
...

SHEET TITLE
LANDSCAPE DESIGN

SHEET NUMBER:
L-01.1

WAIVER AND RELEASE OF LIABILITY AGREEMENT

THIS WAIVER AND RELEASE OF LIABILITY AGREEMENT (the “Waiver and Release”) is entered into on this ____ day of _____, 2025 (the “Effective Date”), by and between the City of West Fargo, a political subdivision of the State of North Dakota, whose principal address is 2515 Sixth Street East, West Fargo, North Dakota 58078 (the “City”); and Marc P. Knutson and Annie K. Knutson, whose post office address is 3110 Sheyenne River Way, West Fargo, North Dakota 58078 (the “Property Owner”).

SECTION 1. PROPERTY; CONSTRUCTION WITHIN SHEYENNE RIVER CORRIDOR OVERLAY.

- a. Property Owner owns property located at 3110 Sheyenne River Way, West Fargo, North Dakota, Parcel Number 02-4478-00090-000 (the “Property”). The Property is located within the CO-SR (Sheyenne River Corridor Overlay) zoning district of the City, which establishes a building control line that restricts structures, parking lots, fill, and other development that may cause increased riverbank destabilization within one hundred (100) feet of the “established riverbank as determined by the City Engineer” (the “Building Control Line Area”).
- b. The Property Owner intends to construct an in-ground swimming pool on the Property, which would encroach the Building Control Line Area along the west side of the property, approximately sixty (60) feet from the established riverbank along the north edge of the pool deck, and approximately seventy-five (75) feet at the south end of the pool.
- c. In accordance with Section 4-431-C.3 of the City’s zoning regulations, the Property Owner applied for a variance to Reduce Required Minimum Building Control Line and provided a soils analysis which demonstrates that soils are sufficiently stable to support the portion of the swimming pool that encroaches in the required Building Control Line Area, which has been reviewed and found to be satisfactory by the City Engineer.
- d. The City’s Planning and Zoning Commission voted to approve the Property Owner’s variance request to reduce the building control line for the Property from one hundred (100) feet to approximately seventy-five (75) feet on the south and approximately sixty (60) feet on the north, and the City Commission, acting as the Board of Adjustment, has approved the same variance request with the condition that the Property Owner enter into this Waiver and Release of Liability Agreement.
- e. The City Staff Report, which includes statements of fact, discussion, maps, and the Braun Intertec Opinion on Riverbank Stability, is attached hereto as Exhibit A.
- f. Property Owner intends to construct the in-ground swimming pool on the Property, at the Property Owner’s own risk, which is within the Building Control Line Area, and the north edge of the pool deck is approximately sixty (60) feet from the established riverbank, and the south end of the pool is approximately seventy-five (75) feet from the established riverbank. Property Owner understands that in consideration of receiving approval of the variance request, Property Owner must review and sign this Waiver and Release.

SECTION 2. ACKNOWLEDGMENT AND ASSUMPTION OF RISK.

Property Owner recognizes and understands that performing construction activities within the Building Control Line Area may expose Property Owner to a variety of hazards and risks, which could be known, unknown, foreseen, and unforeseen. These inherent risks may result in injuries, financial damages, and/or death, which can occur by natural causes or activities of other persons, animals, or third parties, whether by negligence, intentional act, or omission. Property Owner recognizes and acknowledges that the City makes no guarantees, warranties, representations, or other promises relative to the construction activities within the Building Control Line Area.

SECTION 3. WAIVER, RELEASE OF LIABILITY, AND INDEMNIFICATION.

Property Owner, and its agents, contractors, subcontractors, volunteers, and assigns, and any other property owner, individual, or entity which may have a legal interest in the Property, agrees to waive, release, defend, indemnify, and hold the City, and its respective officers, employees, representatives, and agents (the “Released Parties”) harmless from and against any and all liability, claims, demands, actions, or causes of actions whether known, unknown, or contingent for any and all loss, claim, damage, injury, attorney’s fees, or harm of any kind or nature in any way arising out of or relating to any destabilization of the river bank that is determined to have been caused by Property Owner’s construction activities within the Building Control Line Area.

The indemnity obligations contained in this Section 3 shall survive the termination of this Waiver and Release.

SECTION 4. CONSENT.

Property Owner has carefully read this Waiver and Release and fully understands and agrees that by signing below, Property Owner is giving up legal rights and/or remedies that may otherwise be available to Property Owner with respect to the City regarding any injury or losses it may sustain as a result of construction activities within the Building Control Line Area. Property Owner agrees that if any term, provision, or portion of this Waiver and Release is held invalid, the remainder will continue in full force and effect.

SECTION 5. RELIANCE BY THE RELEASED PARTIES.

The Released Parties are entitled to rely upon this Waiver and Release. The parties represent and warrant to each other that the execution and delivery of this Waiver and Release by the undersigned officer of each party has been duly and validly authorized; and, when duly executed, this Waiver and Release will constitute a valid and legally binding and enforceable obligation of each party.

IN WITNESS WHEREOF, the parties have executed this Waiver and Release on the date first written above.

[Remainder of page intentionally left blank.]

CITY:
City of West Fargo, North Dakota

By: _____
Its: President of the Board of
City Commissioners

By: _____
Its: City Auditor

[Signatures continued on the following page.]

PROPERTY OWNER:

By: 
Marc P. Knutson

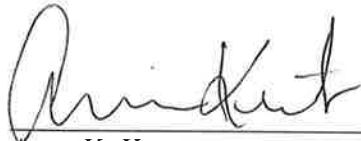
By: 
Anne K. Knutson

Exhibit A



To: West Fargo City Commission
From: Aaron Nelson, Planning Director
Date: February 24, 2025

Subject: Draft Short-Term Rental Ordinance

Action: Informational/Discussion Item – No Action Requested

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgenson

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

At the September 16, 2024 City Commission meeting, the City Commission directed staff to draft, for its consideration, a comprehensive ordinance and licensing structure for the purpose of the regulation and oversight of short-term rentals of residential property. Since then, a multi-departmental team of staff has worked to develop a short-term rental ordinance and licensing structure. At this time, staff seeks general feedback and additional policy direction regarding certain aspects of the draft ordinance from the City Commission, prior to finalizing the ordinance for consideration of approval.

Staff will present the attached ordinance draft and associated materials to the Commission at the February 24, 2025 meeting, for the purpose of discussion and general feedback from the Commission. There is no request for action at this time.

Policy Analysis:

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

Financial Analysis:

Staff time and resources will be required to administer and enforce the ordinance and licensing system, if adopted. However, annual licensing fees will generate revenue to help offset these costs. Additionally, the licensing system will help to ensure the collection of required lodging tax.

Process/Timeline:

- August 5, 2024 – City Commission directs staff to explore policy options regarding the topic of short-term rentals.
- September 16, 2024 – Staff presents policy options and City Commission directs staff to draft comprehensive ordinance and licensing system for short-term rentals.

-
- February 24, 2025 – Staff presents draft ordinance for initial discussion, comment, and additional policy direction.
 - March 11, 2025 – Planning & Zoning Commission public hearing and review of ordinance.
 - April 2025 – City Commission public hearing and consideration of ordinance approval.

DRAFT

CHAPTER 10-16

SHORT-TERM RENTALS

SECTIONS:

10-1601.	Purpose and Intent
10-1602.	Definitions
10-1603.	Annual Licensing Requirements for Short-Term Rentals
10-1604.	Operational Standards for Short-Term Rentals
10-1605.	Penalties for Violations
10-1606.	Severability

10-1601. Purpose and Intent

1. The purpose of this ordinance is to establish regulations for the operation of short-term rental properties within the City of West Fargo. This ordinance aims to balance the interests of property owners, residents, and the community by ensuring that short-term rental properties are operated safely, responsibly, and in a manner that is consistent with the residential character of the neighborhoods in which they operate.

10-1602. Definitions

1. *Short-Term Rental (STR)*: The rental of a dwelling unit or any portion thereof for a period of twenty nine (29) or fewer consecutive days. Short-term rentals are intended for temporary lodging and do not constitute a primary or long-term residence for the guest(s).
2. *Dwelling Unit*: A structure or portion of a structure designed for residential occupancy, including single-family homes, apartments, condominiums, and other similar residential structures; but not including hotels or motels.
3. *Party*: Any gathering, event, or social activity occurring at a short-term rental property that exceeds the intended use of the property for lodging and residential purposes, typically involving a significant number of guests who are not residential occupants of the rental, and may include amplified sound, music, food, drink, and/or other activities likely to disturb the peace, create a nuisance, or violate local ordinances.
4. *Licensed Premises*: A dwelling unit that has a valid license issued pursuant to this chapter allowing short-term rental of such dwelling unit.

5. *Primary Residence*: A dwelling unit in which the owner resides for more than one-half of the year.

10-1603. Annual Licensing Requirements for Short-Term Rentals

1. License Requirement: No person shall operate a short-term rental within the City of West Fargo's zoning jurisdiction without first obtaining an annual Short-Term Rental License from the City of West Fargo for the Licensed Premises. The City Auditor, or their designee, shall be responsible for the administration of short-term rental licensing in accordance with this chapter.
2. Application Requirements: Property owners looking to become licensed shall submit a Short-Term Rental License application to the City. Along with other information deemed necessary by the City Auditor, the application shall include:
 - A. Address of the short-term rental unit.
 - B. Type of dwelling unit (e.g., single-family home, apartment, condominium).
 - C. Proof of property ownership.
 - D. Proof of liability insurance.
 - E. Proof of ND Sales and Use Tax Permit
 - F. Number of bedrooms and/or sleeping areas available for rent, number and location of off-street parking spaces, and the maximum permitted occupancy pursuant to Section 10-1604.1, "Occupancy Limits."
 - G. Contact information for the property owner and all other applicable property representatives, such as property manager. The applicant must identify one (1) or more persons who will be available to respond within two (2) hours at all times during which the dwelling unit is rented to any issues raised by the renter or the City. Any such person must have access to the dwelling unit and be authorized to make decisions regarding the dwelling unit.
 - H. A signed statement by the owner that the licensed premises is the owner's primary residence and that the owner will, at all times, comply with all the requirements of the license and this chapter. Failure to comply with said requirements will constitute a violation of the provisions of this chapter.
 - I. Payment of the applicable licensing fee, as determined by the City Commission.

3. Ownership Residency: The licensed premises must be the owner's primary residence.¹
4. Safety and Compliance Inspection: The licensed premises must comply with all applicable federal, state, and local laws. A Short-Term Rental License shall only be issued upon successful completion of a safety inspection, including that the licensed premises complies with applicable fire, building, and health codes.²
5. Taxes: Property owners operating a short-term rental are responsible for paying all applicable taxes, including applicable sales taxes in accordance with State law and lodging taxes in accordance with Chapter 10-05 of the City Ordinances. Property owners shall maintain tax records for a minimum of seven (7) years and shall make these records available to the City upon request for compliance purposes.
6. License Term: The term of a Short-Term Rental License shall be for a period of one (1) year; provided, however, that all licenses shall be prorated on a quarterly basis and expire on December 31 of each year unless sooner suspended or revoked.
7. License Renewal: Short-Term Rental Licenses, which have not been suspended or revoked, must be renewed annually, subject to payment of the renewal fee and compliance with all provisions of this chapter. Applications for renewal shall be made at least thirty (30) calendar days prior to the expiration date of the current valid license.
8. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership of the Licensed Premises.
9. Insurance: Property owners operating a short-term rental must maintain general liability insurance for the licensed premises in the amount of at least \$500,000 at all times. Property owners must provide proof of the required insurance coverage to the City upon request.
10. Private Restrictions/Covenants: A license issued to a person whose premises is subject to private restrictions and/or covenants that prohibit the use of short-term rentals is the sole responsibility of the person applying for the license. The interpretation and enforcement of the private restrictions and/or covenants is the sole responsibility of the private parties involved; the City is in no way responsible for interpreting or enforcing private restrictions and/or covenants.

10-1604. Operational Standards for Short-Term Rentals

¹ Many cities restrict STRs to an owner's primary residence, so as to prevent year-round transient rentals and to prevent the operation of income properties by non-residents of a neighborhood. However, not all cities have such provisions.

² Safety Inspection to be conducted by the Fire Department.

1. Occupancy Limits: Occupancy is limited to a family of persons related by blood or marriage or a group of not more than five (5) persons who need not be related by blood or marriage.³

In no case shall occupancy exceed the maximum allowed by applicable building, fire, or zoning codes. Sleeping areas that are advertised for rent must meet all applicable building and fire code standards.⁴

2. Noise, Maintenance, and Conduct: Short-term rentals shall comply with all applicable City ordinances, including, but not limited to, the City's ordinances relating to noise; snow removal; tall grass and weed control; trash, junk, and debris; nuisances; parking; and property maintenance.

There shall be no exterior signage and no change to the outside appearance of the premises that would reflect the presence of a short-term rental.

Short-term rentals may only be used for overnight accommodations and shall not be used for any gathering meeting the definition of a party.

3. Parking Requirements: Short-term rentals shall provide at least two (2) off-street parking spaces.⁵ All guest parking associated with the short-term rental shall be accommodated on site or on that part of the street which immediately abuts the lot. Any parking outside of these requirements can be grounds for a violation.
4. Guest Recordkeeping: Property owners shall maintain records of guest stays, including dates of occupancy, for a minimum of twelve (12) months and shall make these records available to the City upon request for compliance purposes.
5. Advertising and Public Notice:
 - A. All advertising for a short-term rental unit shall include the City-issued Short-Term Rental License number in the listing, as well as the maximum occupancy permitted by this chapter.
 - B. Every licensee of a short-term rental shall post the annual license issued by the City. The annual license shall be conspicuously posted by the licensee in the main entryway of the short-term rental for which they are issued and shall include contact information for the owner and other property representatives.

³ This language is taken from Title IV zoning standards and is the same occupancy restriction that applies to all residential dwellings in the City.

⁴ Building & Fire Codes require such things as minimum room size, egress requirements, and fire safety standards, and restrict certain spaces from being used for sleeping areas.

⁵ Requirement of 2 off-street parking spaces is consistent with zoning standards for all residential dwelling units. (Hotels require 1 space per guest room.)

10-1605. Penalties for Violations

1. **Enforcement and Penalties:** Any violation of this chapter is an infraction as provided under Section 1-0211 of the City Ordinances, and may also result in administrative fines and/or suspension or revocation of the Short-Term Rental License. Fines shall be established by resolution of the City Commission and may increase with each repeated violation.

Properties identified as operating a short-term rental without a license may be given a compliance period of up to thirty (30) calendar days to apply for a license. After the compliance period, a short-term rental found to be operating in lieu of obtaining proper licensure requirements will be subject to penalties as set forth in this chapter.

2. **Administrative Fines and/or Revocation or Suspension of License:** The City may impose an administrative fine and/or revoke or suspend a Short-Term Rental License for any property that is found to be in violation of this chapter. Administrative fines shall be established by resolution of the City Commission and may increase with each repeated violation. Notice of revocation or suspension must be sent to the licensee by certified mail addressed to the licensee at the address set forth in the application. The Chief of Police shall be notified of the revocation or suspension of the license. The licensee may appeal a revocation or suspension to the Board of City Commissioners and request a public hearing on such revocation or suspension. The licensee must give written notice of its intent to appeal the order of suspension or revocation to the Board of City Commissioners no later than ten (10) calendar days of the date of the suspension or revocation decision. At the close of the public hearing, the Board of City Commissioners shall act to affirm or reverse the original decision.

10-1606. Severability

1. If any section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be unconstitutional or otherwise invalid, such invalidity shall not affect the remaining portions of this chapter, which shall remain in full force and effect.

Proposed Ordinance Updates to Title IV Regarding Short-Term Rentals

Section 1. Additions and Modifications to Definitions

1. *Dwelling Unit*: One room, or rooms connected together, constituting a separate, independent housekeeping establishment for 1) owner occupancy, ~~or 2) rental or lease on a weekly, monthly, or longer basis~~, and/or 3) Short-Term Rental licensed in accordance with Chapter 10-16 of the City Ordinances; and physically separated from any other rooms or dwelling units which may be in the same structure; ~~and~~ and containing independent cooking and sleeping facilities.⁶

2. Short-Term Rental: The rental of a Dwelling Unit or any portion thereof for a period of twenty-nine (29) or fewer consecutive days, licensed in accordance with Chapter 10-16 of the City Ordinances.

Section 2. Addition of Short-Term Rentals to the list of Permitted Uses

The following shall be added to the list of Permitted Uses within each residential zoning district:
Short-Term Rental of a permitted Dwelling Unit, licensed in accordance with Chapter 10-16 of the City Ordinances.

⁶ The definition of “Dwelling Unit” appears in both the subdivision definitions and zoning definitions of Title IV.



[EXAMPLE]

SHORT-TERM RENTAL LICENSE APPLICATION

PERMIT IS VALID FOR ONE (1) CALENDAR YEAR BEGINNING JANUARY 1 AND ENDING DECEMBER 31.*

*Permits issued after January 1 in any given calendar year will also expire December 31 of that year. Annual license renewal is required.

OWNER/PROPERTY INFORMATION

Property Owner Name: _____

Phone #: _____ Email: _____

Address of Short-Term Rental: _____

Have you read and familiarized yourself with the City's short-term rental ordinance and licensing information? (Y / N)

Have you read and familiarized yourself with other City ordinances regarding such items as noise; snow removal; tall grass and weed control; trash, junk, and debris; nuisances; parking; and property maintenance? (Y / N)

Is the short-term rental property the owner's primary residence (i.e., the owner resides at this address most of the year)? (Y / N)

Type of dwelling unit (e.g., detached single-family home, duplex, condominium): _____

Will you be renting out the entire dwelling unit or specific rooms/areas within the unit? _____

If only specific rooms/areas within the unit, please describe. _____

What is the sleeping capacity of the rental area? _____

List the number and location of off-street parking spaces: _____

Do you have liability insurance for the property? (Y / N) Amount of coverage: \$ _____

POINT OF CONTACT

Provide at least one (1) point of contact who will be available to respond within two (2) hours to any issues raised by the renter or the City at all times during which the dwelling unit is rented. This may be the owner or an alternative representative. Any such person must have access to the dwelling unit and be authorized to make decisions regarding the dwelling unit.

Point of Contact #1

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #2

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #3

Name: _____

Phone #: _____ Email: _____

Address: _____

SAFETY AND COMPLIANCE INSPECTION

Prior to the issuance of a Short-Term Rental License, the property must undergo and pass a safety and compliance inspection conducted by the West Fargo Fire Department. Please contact the West Fargo Fire Department to schedule your inspection. You do not need to wait until after the inspection to submit your application. However, the application cannot be approved until the safety and compliance inspection has been passed.

West Fargo Fire Department: (701) 515-5600

ADDITIONAL APPLICATION MATERIALS

The following application materials must also be submitted to the City in addition to this application form.

INITIAL HERE	Review and Initial
	Proof of Residency (e.g., driver's license, utility bill statement, bank/credit card statement)
	Proof of Ownership (e.g., copy of deed, County tax statement)
	Proof of Liability Insurance
	Proof of ND Sales and Use Tax Permit
	Annual Licensing Fee - \$150.00 (checks made payable to CITY OF WEST FARGO)

OWNERS STATEMENT OF COMPLIANCE

By signing below, you certify that you are the owner of the dwelling unit for which you seek a Short-Term Rental License, that this property is your primary residence, that the information provided in this application is true and complete to the best of your knowledge, and that you will, at all times, comply with the requirements of the City's short-term rental standards and all applicable laws.

Owner's Signature: _____ Date: _____

DRAFT

Short-Term Rental Licensing Process

Departments & Roles:

1. City Auditor
 - a. Identified by ordinance as the administrator of the licensing process. May delegate authority to other staff.
2. Planning & Building Inspections
 - a. Application Review – Building Code & zoning compliance
 - b. Building Inspectors may support Fire Department with Safety Inspection, when needed
3. Fire
 - a. Application Review – Fire Code compliance
 - b. Safety Inspection
4. Police:
 - a. Application Review – Review of past violations/complaints
 - b. Code Enforcement
5. Finance:
 - a. Application Review – Confirmation of past lodging tax submittals
 - b. Receives lodging tax and maintains lodging tax records
6. Communications
 - a. Licensing Application Software Management
 - b. Website management, including Short-Term Rental information, Fact Sheet/FAQ, and application submittal page.

Overview of License Application Process Steps

1. Application Submittal
 - a. Applicant completes and submits licensing application on City website (same platform as backyard chicken licenses).
 - b. Applicant contacts Fire Department to schedule a Safety and Compliance Inspection and pay inspection fee.
 - c. Applicant pays fee online (using software platform). Fee is prorated based on quarter of the year at time of application.
2. Application Review
 - a. Application routed to reviewing departments for review & approval (routing automated by the software platform).
 - b. Safety and Compliance Inspection completed by Fire Department
 - c. Reviewing departments approve/deny/request additional information (using software platform).
3. Issuance of License
 - a. City Auditor or their designee issued license once all departments sign-off and fee is paid.
 - b. Copy of license emailed to applicant.
 - c. Application materials, license document, and all other documents archived (using software platform and/or as determined by City Auditor or their designee).

Post-Licensing Steps:

1. Sales & Lodging Taxes Submitted
 - a. Licensees required to submit lodging taxes to Finance Department on a monthly basis by the 10th of each month.
 - b. Finance Department maintains lodging tax records.
 2. Annual Renewal Reminder
 - a. City Auditor (or their designee) emails out license renewal reminder emails to current license holders on or around November 1st and November 15th of each year.
-

Proposed Fee Structure to be Adopted via Resolution¹

Annual license application and renewal fee shall be as follows:

- \$150.00

Fines for violations of the City's Short-Term Rental ordinance shall be as follows:

- \$250.00 for first offence
 - \$500.00 for second offence
 - \$1,000.00 for third offence
-

Ordinance Policy Questions & Considerations

- Should the ordinance include residency requirements or provisions to restrict large-scale/commercial short-term rental (STR) operations? Such options could include:
 - Restricting STRs to an owner's primary residence. (Units in which the owner resides for more than one-half of the year.)
 - Restricting STR licenses to residents of West Fargo.
 - Restricting STR licenses to natural persons and prohibiting business entities, such as LLCs, from holding a license.
- Should there be a notification requirement for adjacent property owners or residents?² And, if so, should this be the responsibility of the applicant or City staff?

¹ Fees to be adopted by resolution in accordance with draft § 10-1605 of Title X of the City Ordinance.

² The recently adopted backyard chicken ordinances does not require notification of adjacent property owners; however, the application form requires applicants to verify they have notified their neighbors.



To: West Fargo City Commission

From: Fire Chief Dan Fuller

Date: Feb 24th, 2025

Subject: Fire Dept. Community Risk Assessment

Action: Adoption of the CRA-SOC Document

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

Amy Zundel

Primary Portfolio:
Street, Water & Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary and Recommendation:

The Community Risk Assessment-Standards of Cover is one of three mandatory documents the department needs to produce during the accreditation process for the Center for Public Safety Excellence. The document outlines our community risk in detail, and our deployment capabilities in response to the risk. Also included are baseline performance and benchmark measures across the entire city.

Policy Analysis:

While the document provides the data, the process of gathering, interpreting, and analyzing the data is the keystone of the department's process to achieve continuous improvement for those we serve

Financial Analysis:

There are no financial impacts to adopting the document.

Process/Timeline:

The SOC-CRA will be submitted, along with the Self-Assessment Manual and Community Driven Strategic Plan, to CPSE for consideration of our application for Accreditation.



Community Risk Assessment

Standard of Cover

2025

City of West Fargo Fire Dept

West Fargo, North Dakota

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Introduction-Chief Fuller

It is my distinct pleasure to present the West Fargo Fire Department's Community Risk Assessment and Standards of Cover document to you. This document, along with our Strategic Plan and Self-Assessment Manual, makes up the body of our work towards achieving Accreditation through the Commission on Fire Accreditation International. The document represents hundreds of hours of the department members' time over several years, and our effort to identify our risks and goals and effectively quantify our performance against those goals.



The document will help guide our department to meet the demands of the city and ensure a safe and effective response to emergencies. We explored in-depth our community demographics, including social vulnerabilities, fire loss, injury and death across the community. Our stations, staffing, and deployment across the community was measured against our stated goals, and a plan for improvement of our services to the community was made with recommendations for the future.

Our department's growth over the past decade has been the most impactful decade in our 85 years of service to our community. The growth over the next decade will be equally impactful towards maintaining the safety of our community.

We are honored to serve the community of West Fargo and look forward to seeing the improvements recommended by this Community Risk Assessment and Standards of Cover. I'd like to thank our accreditation team: Deputy Chief Thomas Clark, Battalion Chief Levi Nesvold, Battalion Chief Jason Carriveau, and Community Risk Officer Travis Olson, along with our personnel who pitched in as subject matter experts and field writers. This entire experience has been a defining one for our team at West Fargo Fire. The work has been the reward.

Daniel Fuller, MPA, EFO
Chief of the Department
West Fargo Fire

Section I – Description of Community Served

A. City of West Fargo Fire Department Overview

The Village of Southwest Fargo Volunteer Fire Department was incorporated on September 14th, 1940, and served both the Village of Southwest Fargo and the Village of West Fargo until the merger of the two villages in 1989. Because of the unique situation of providing services to two closely tied communities, the department was organized as a private fire department which contracted to each city.



Figure 1 Southwest Fargo Fire Truck, circa 1940

Located at the corner of 1st St and 1st Ave in West Fargo, a two- stall wooden garage was donated, along with a used 1936 Ford Pumper. That station stood until 1950, when a more modern brick and motor building of the same dimensions was built on the site. Several additions were made to the station in 1966, 1979, 1992, and 2000 to expand the size and capabilities of the department. The old station still stands today, serving as the fire station for the West Fargo Rural Fire Department.

In 1973, the department hired the first career employees; Fire Chief Roger Olson and Fire Inspector Herb Foley. The department continued as an independent fire company through the next forty-four years with just a few career employees and around forty volunteer firefighters.

The department began a gradual transition to a municipal fire department serving the City of West Fargo in 2015 after a change in fire chief. The career staff, which was historically kept at 2 fire inspectors, was expanded in 2017 to include a small contingent of career firefighters. The first 8 firefighters worked a duty-crew style schedule, staffing one fire station from 7am to 9pm every day. Each year since, the city has invested in increasing the career staff to make the transition to a fully career department by 2020. In that year, the rural response area was transferred to a new entity, the West Fargo Rural Fire Department. The transition resulted in the City of West Fargo Fire Department taking responsibility solely for the City of West Fargo and the West Fargo Rural Fire Department



Figure 2 Chief (ret) Roy Schatsnieder and Fire Inspector Dell Sprecher, circa 1992

taking responsibility for all fire and rescue needs for the rural townships around Fargo and West Fargo as a private fire company by contract.

Since the transition was completed, the city has invested in a rapid transformation of the department. The entire apparatus fleet has been standardized, and additional apparatus has been added for growth needs. A new Fire Headquarters was designed and built, with a price tag of \$18 million dollars, the new station allowed for immediate expansion of staffing and increased response capability, as well as providing room for the department to handle day-to-day duties.



Figure 3 City of West Fargo Fire Dept Employees, 2024

B. Community History and Overview

West Fargo, North Dakota, is located in the southeast region of North Dakota, close to the state border with Minnesota, in the Red River Valley. The area is known for its fertile tillage and the Bonanza farms that sprang up after the expansion of the Northern Pacific Railroad. The first mention of the area was the Haggart “Whistle Stop” along the rail line, which was located on the property of John E. Haggart, who first laid a claim along the Sheyenne River in 1871. Haggart later became the first Cass County Sheriff and served in the first North Dakota Senate from 1889 to 1898. The area began to grow, with feed lots, a section house for rail workers, and a watering station for steam locomotives.

In 1916, a group of enterprising farmers founded the Equity Cooperative, establishing a twenty-four-house village, hotel, post office, general store, and café. This was all built to support the Equity Meat Packing Plant, which was sold to Armour and Company in 1922. In 1925, the original village was incorporated as the Village of West Fargo. In 1930, homes to the south of the village incorporated as the Village of Southwest Fargo. As Southwest Fargo began to grow, adding a police officer, an elementary school and later a high school, the Village of West Fargo underwent several name changes and finally joined with Southwest Fargo



Figure 4 Armour Pork Plant, 1925

to form the City of West Fargo in 1989. A consolidation ceremony was held at the West Fargo Public Library on July 1st of the same year. That year the combined population of the city was 12,287 residents.



Figure 5 Dedication of the West Fargo Diversion, 1993

A key issue of the consolidation and as it turned out, to the tremendous growth of the city, was a major flood of the Sheyenne River in 1975 and several minor and moderate floods around the same decades. In 1986, the Flood Control Project was authorized and operational by 1993. This eliminated the flood threat for the newly consolidated City of West Fargo and began a period of rapid growth through the present. By 2000, the city population was 14,940. In 2010, it was 25,380. By 2020 the official census was

38,626. The estimated 2024 census is 43,000 residents, living in a city of 16.3 square miles, with a population density of 2,638 people per square mile.

C. Governance and Lines of Authority



Figure 6 City of West Fargo Water Tower

The City of West Fargo is the fifth largest city by population in the State of North Dakota and operates under the Commission City form of municipal government. Four Commissioners and a Mayor, who serves as the President of the Commission, are elected at large. Every two years, after each election, a reorganization meeting is held and the five main portfolios are designated, one primary and one secondary, for each Commissioner. The portfolios are Administration and Finance, Police and Fire, Streets, Water and Sewer, Planning, Zoning and Engineering, and Sanitation. In 2024, Commissioner Brad Olson holds the primary fire portfolio, and Commission President Bernie Dardis holds the secondary fire portfolio.

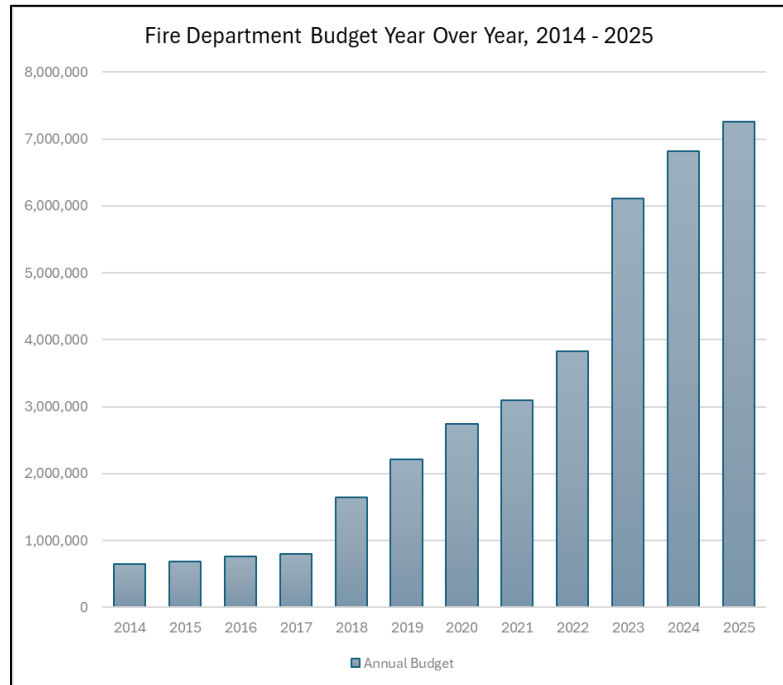
D. Finance

The City of West Fargo Fire Department has several lines of revenue to fund the department. The largest and primary source of funds is property tax levy. Additionally, a Public Safety Sales Tax was voted into law in 2023 and is available to the department to cover major projects like buildings and fire apparatus purchases. A small revenue fund is also operated on fees associated with permits, building plans reviews, inspections and permits.

The city uses a one-year budget cycle that aligns with the calendar year. The initial budget is researched and prepared in June of each year and adjusted through July and August before a final hearing in August. The final approved budget and mil levy is approved and sent to Cass County and the State of North Dakota by September each year.

The department budget has been steadily increased in the past ten years, and the overall 10-year increase is \$6,612,868 over the 2014 budget of just \$650,128. The numbers paint the picture of where the department came from and what obstacles have been overcome to build the department to where it is today. The budget isn't the only financial tool available to accurately define the cost and benefit of the fire department.

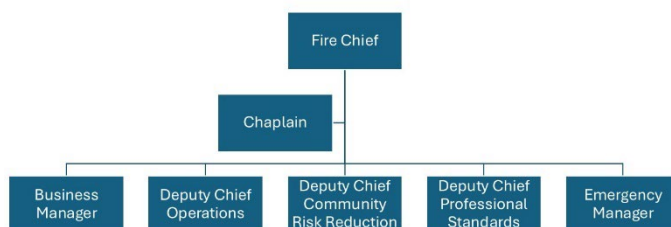
Table 1 Fire Department Budget, 2014-2025



Section II – Review of Services Provided

A. Services Provided

Today, the department is an all hazards, combination department with 54 employees across five divisions. The Chief of the Department runs the Administration Division and oversees the entire department. The other four divisions are Community Risk Reduction, Operations, Professional Standards and Emergency Management.



The Community Risk Reduction Division (CRR) is led by a Deputy Chief, who reports to the Chief of the Department. The CRR team combines fire code enforcement, plans review, and arson investigation with proactive fire and life safety education, in home risk reduction assessments, workplace safety training, and vulnerable adult reporting. The division also manages the Juvenile Fire Setter Program and Cardiac Ready Community Program.

The Operations Division (OPS) is led by a Deputy Chief, who reports to the Chief of the Department. The OPS team provides the following core emergency services to the public:

- Fire Suppression
- Emergency Medical Services (non-transport)
- Vehicle and Machinery Extrication
- Trench and Collapse Rescue
- Water and Ice Rescue
- Confined Space
- Rescue Hazardous Materials Response

The OPS team also provides proactive resource staging for large scale public events with the bicycle EMS team and provides pilots for the department and regional Unmanned Aerial Systems (UAS) Teams

The Professional Standards Division (PSD) is led by a Deputy Chief, who reports to the Chief of the Department. The PSD team has several different responsibilities that span all the other divisions. Department training, accreditation, equipment services, equipment procurement and inventory management, and communications are all areas the PSD team is responsible for.

The Emergency Management Division has a single full-time employee, the Emergency Preparedness Coordinator, who is a non-sworn civilian reporting to the Chief of the Department. The division utilizes a whole community readiness and resiliency model and is responsible for all plans, programs and resources involving the five phases of emergency management: Prevention, Mitigation, Preparedness, Response, and Recovery.

Calls to 9-1-1 are answered at the Public Service Answering Point (PSAP) by the Red River Regional Dispatch Center (RRRDC) which is a multi-agency center operated on a consortium basis involving the public safety departments in the Cities of West Fargo, Fargo, and Moorhead, along with rural agencies in Cass County and Clay County. The RRRDC is unique because the center operates between two counties, two states, and two regions of the Federal Emergency Management Agency (FEMA).

Emergency Medical Services transport is provided by Sanford Ambulance, a hospital owned and community-based agency that operates independently from the city. The services derive its authority to operate from the State of North Dakota, however no contract or performance measures exist between the City of West Fargo and Sanford Ambulance.

B. Resources

The department delivers fire, emergency medical services, and other emergency response services from two fire stations in the city. Fire Headquarters was opened in 2023 and has a seven-firefighter daily staffing of a truck company, engine company, and Battalion Chief. The station also houses all daytime staff across the five divisions of the department.

The Southside Fire Station was opened in 2011 in the southern part of the city. At the time of construction, the station was a stand-alone building in a field. Today, it is nestled in one of the busiest sections of the city, surrounded by six and seven story mixed use buildings and a large community area. An engine company and rescue company are the staffed fire companies at the station.

The department owns and operates three engine companies, two truck companies, one heavy rescue company, one battalion chief truck, two non-transporting EMS squads, one brush truck, and one rigid hull inflatable rescue boat. In addition, the department operates a fleet of 12 administration and support vehicles that are assigned across the five divisions of the department.

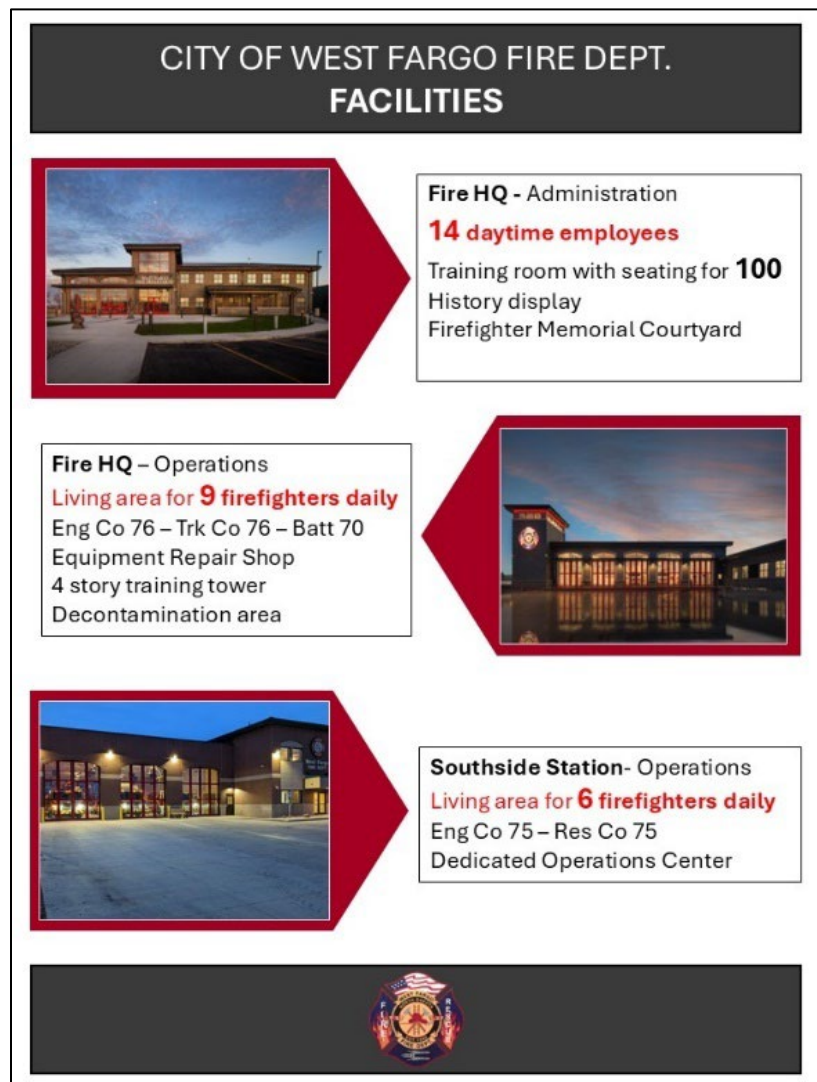


Figure 7 West Fargo Fire Facilities

Table 2 Fire Department Fleet

West Fargo Fire Department Fleet										
Company	Station	Type	Year	Make	Model	Condition	Seating Capacity	Pump Capacity	Tank Capacity	Aerial
Engine Co. 76	Headquarters	Pumper	2019	Pierce	Impel	Excellent	4	1,750	500	N/A
Engine Co. 71	Headquarters	Pumper	2010	Pierce	Impel	Good	4	1,750	500	N/A
Truck Co. 76	Headquarters	Tower Ladder	2024	Pierce	Velocity	Excellent	4	2,000	500	107ft
Battalion Chief 70	Headquarters	Command	2020	Ford	F150	Good	5	N/A	N/A	N/A
Squad 76	Headquarters	EMS - Non Transporting	2017	Chevy	Tahoe	Good	5	N/A	N/A	N/A
Engine Co. 75	Southside	Pumper	2021	Pierce	Impel	Good	4	1,750	500	N/A
Truck Co. 75	Southside	Quint	2019	Pierce	Velocity	Good	4	2,000	500	107ft
Rescue Co. 75	Southside	Heavy Rescue	2021	Pierce	Velocity	Excellent	2	N/A	N/A	N/A
Squad 75	Southside	EMS - Non Transporting	2019	Ford	Expedition	Good	5	N/A	N/A	N/A
Brush 75	Southside	Brush	2023	Chevy	2500	Excellent	3	500	200	N/A
Rescue Boat	Southside	Boat	2017	Zodiac		Excellent	3	N/A	N/A	N/A
Designation	Station	Type	Year	Make	Model	Condition	Seating Capacity			
Chief 71	Headquarters	SUV	2023	Chevy	Tahoe	Excellent	5			
Chief 72	Headquarters	SUV	2020	Ford	Utility	Excellent	5			
Chief 73	Headquarters	SUV	2018	Ford	Utility	Good	5			
Chief 74	Headquarters	SUV	2020	Ford	Edge	Excellent	5			
Chief 75	Headquarters	Pickup	2020	Ford	F250	Good	2			
CRR 76	Headquarters	SUV	2020	Ford	Edge	Excellent	5			
K9 77	Headquarters	Pickup/K9	2018	Chevy	Silverado	Good	2			
CRR 78	Headquarters	SUV	2024							
EM	Headquarters	SUV	2020	Ford	Edge	Excellent	5			
Training Van	Headquarters	Van	2021	Ford	T-250	Good	12			
Equipt Services	Headquarters	Utility	2022	Ram	2500	Excellent	5			
Spare	Headquarters	SUV	2017	Ford	Utility	Good	5			

c. Staffing

The West Fargo Fire Department employs a total of 54 employees, who are staff in the five separate divisions of the department. The department is organized in a typical top-down hierarchy structure, both overall and within specific divisions of the department. Within the five divisions, both full-time and part-time employees are intermixed to create a structure that is resilient and cost effective for a city of the size of West Fargo.

All Deputy Chiefs, along with the Chief of the Department, Office Manager, and Emergency Preparedness Coordinator, form the Command Staff of the department. This is the department's primary management team and is responsible for all activities, plans and programs.

All firefighters, regardless of schedule, are hired with the same entry level tests, are paid to the same grade in the city pay plan and are

Table 3 Fire Department Personnel

West Fargo Fire Department Personnel		
Designation	Number	Division
Chief of the Department	1	Administration
Business Manager	1	Administration
Office Coordinator	1	Administration
Fire Chaplain	1	Administration
Deputy Chief-Community Risk Reduction	1	Community Risk Reduction
Fire Inspectors/CRR/Arson	3	Community Risk Reduction
Deputy Chief-Operations	1	Operations
Battlion Chief	3	Operations
Captain	6	Operations
Firefighter/EMT	32	Operations
Emergency Manager	1	Emergency Management
Deputy Chief-Professional Standards	1	Professional Standards
Training Chief	1	Professional Standards
Equipment Services Tech	1	Professional Standards

required to have the same training and certifications. The department has adopted a policy that requires all employees to gain certification from a nationally recognized agency, such as the International Code Council, International Arson Investigators, Pro-Board, and the National Registry of Emergency Medical Technicians for all positions within the department. The methodology for incident staffing is a basis for determining how well the department provides personnel and other resources at an incident scene. This includes all incidents and risk levels. This data is an indicator if staffing levels are efficient and effective. For most large, high-risk incidents, the entire department is committed, along with several mutual aid agencies. These incidents usually require several fire companies to respond and operate, referred to as the Effective Response Force (ERF).

Due to the size of the city and the department, the redundancy to handle any other calls beyond a major incident is not existent without calling in off duty crews. The most important benchmark in incident staffing is the first arriving fire company. For the purposes of collecting data, the first arriving fire company for any call other than a routine emergency medical call for service, is an engine company or ladder company. A squad, rescue or battalion chief are not staffed with four firefighters, and those apparatus do not carry hose, ladders, water or have a pump. The arrival of four firefighters on the first fire company is also a very important benchmark for the department. The Code of Federal Regulations (CFR 1910.120) requires that firefighters entering an area that is Immediately Dangerous to Life and Health (IDLH) enter in teams of two, and that two more firefighters are on scene and assigned as a backup team in case of emergency. This is referred to as the “two in-two out” rule. The exception for the department is located in department Standard Operating Guideline (SOG) 05.014 Risk Management. The SOG states that the “two in-two out” rule can be disregarded to achieve immediate rescue of a known victim, given a certain set of conditions are met.

West Fargo and neighboring agencies have developed a robust five alarm system to supply additional fire companies and to address calls for incident specific resources. In ten specific areas of the city, there are homes and buildings which are outside of 600ft of a fire hydrant, although the aggregate of these areas is less than 1 square mile. Those areas are identified and a pre-plan to dispatch a Tanker Task Force (TTF) is in place. This allows for five additional tankers to be dispatched on the first alarm to any building fire or major incident in those areas. Those tankers are supplied through an automatic aid agreement between the City of West Fargo Fire Department and the Horace, Mapleton, and West Fargo Rural fire departments.

D. Insurance Services Office Public Protection Classification

The Insurance Services Office (ISO) reviews the department, the RRDC, and the city water supply system and provides a Public Protection Classification (PPC) number, which is represented with a number between 1 and 10, with 1 being the highest level of protection and 10 being unprotected. A new ISO classification is expected to be released in March of 2025.

The last PPC survey, conducted in 2018, rated the City of West Fargo Fire Department as Class 3/3Y. Class 3 applies to all property within 1,000ft of a hydrant and Class 3Y applies to all

property outside of 1,000 ft from a hydrant. Overall, the department scored 74.53 out of 105.5 possible points. A Class 2 department receives over 80 points and a Class 1 department receives over 90 points.

The emergency communications function was evaluated for call processing times and redundancy of communications between the Red River Regional Dispatch Center and fire companies. For the Emergency Communications Center portion of the score, 8.5 out of 10 points were awarded.

For the fire department specific points, which evaluate engine companies, ladder companies, pump capacities, reserve companies, deployment, personnel training and operational considerations, the department scored 30.4 out of 50 points.

For the water system, evaluation points are awarded for water system capability, hydrants, inspections, and flow testing. The water points awarded were 36.8 out of 40.

In the community risk reduction section, points are awarded for prevention and code enforcement, safety and education, and investigations. The risk reduction points awarded were 5.1 out of 5.5 points.

E. Current Service Delivery Performance Goals

The City of West Fargo Fire Department had adopted the following mission statement and department values statement.

Mission Statement

“The mission statement of the West Fargo Fire Department is to manage community risk, improve quality of life, and protect lives and property from fires, natural disasters, medical emergencies, and hazardous materials incidents in the City of West Fargo”

Values

West Fargo Firefighters are:

Accountable Innovative Courageous Empathetic Ethical

The department service delivery goals have evolved over time to match both the service demand and growth of the city, along with using national standards and best practices. All response time goals are recorded using fractional times, to the tenth of a second. Call processing, turnout time, travel time, and total response time are recorded and benchmarked against goals by planning zone. Time out is also recorded and reported, but no service goals are listed to benchmark this metric against.

Section III – Community Risk Assessment

The City of West Fargo has conducted an all-hazards risk assessment and identified several areas of risk that are beyond the normal, day-to-day risks that the fire department faces. Risk from adversarial threats, such as chemical attacks, cyber incidents, and school/workplace violence are low, comparative to other threats. Risks from the failure of infrastructure such as dams or levies and utility systems (water, electric, gas) as well as transportation related hazardous material spills are higher. Natural hazard risks from floods, blizzards, and tornadoes are the highest threat the city faces.

A. Community Characteristics

The City of West Fargo is a core-city of the Fargo-Moorhead Metropolitan Statistical Area (MSA). With an estimated 43,000 residents, it is the fifth largest city in the State of North Dakota, although it is the smallest of the three core cities in the MSA. The city is long, measuring 8 miles north to south, and an average of three miles wide west to east. Dissecting the city is Interstate 94, which runs east to west around the middle of the city. There are only two overpasses on the interstate, which limits the connectivity of the northern and southern areas of the city. The two connections are Sheyenne Street and Veterans Boulevard. The Sheyenne Street exchange has six lanes total, three lanes going north and three lanes going south. The Veterans Boulevard exchange has four lanes in total, two lanes going south and two lanes going north. The next closest interchange is 45th St in Fargo, which also gives access to the northern areas of the city.

The oldest part of the city is laid out in grid fashion, with streets running north and south, and avenues running east and west. The center of the city is the intersection of Main Ave and Center St/First St, and the numbering system begins at that intersection, with east and west being the primary identifiers. In newer parts of the city (post 2000) there is a combination of grid-style arterial streets with secondary residential streets with curves and cul-de-sacs. Around sixty percent of the city has streets and avenues which are numbered, and around forty percent have streets and avenues which are named.

B. Geographic Planning Zones

Within the city, the department has established six different geographic planning zones. They are numbered one through six. Each planning zone was created to be as close to a 3 square mile area as possible, either as they exist today or as the city has identified a growth area in the West Fargo 2.0 Comprehensive Plan.

Planning Zone 1 is located in the east-central part of the city and abuts Planning Zone 6 to the north, Planning Zone 2 to the west, Planning Zone 3 to the south, and the City of Fargo to the east. Its northwest boundary is the corner of Main Ave E and 1st St. It runs east along Main Ave E to the city limits with Fargo at 45th St. It then runs south along the city limits as it jogs down 45th St to 7th Ave E, over to 17th St E to US Interstate 94. It then runs west along Interstate 94 to the Sheyenne River, then north along the river until it meets 1st St again, then it runs back to the corner of Main Ave E and 1st St.

Planning Zone 1 has a mix of residential, high density residential, and commercial zoning. Most commercial zoning is along Main Ave E, 45th St, 13th Ave E, and 9th St E. Planning Zone 1 includes:

- 13th Ave Commercial Corridor that includes ten “big box” store fronts accounting for 506,962 square feet of commercial space in a four-block area
- Interstate 94 Corridor that includes three hotels, a convention center, and four large office buildings over 25,000 square feet each
- West Fargo High School, the largest high school in the state by student population
- Cheney Middle School, the largest middle school in the state by student population

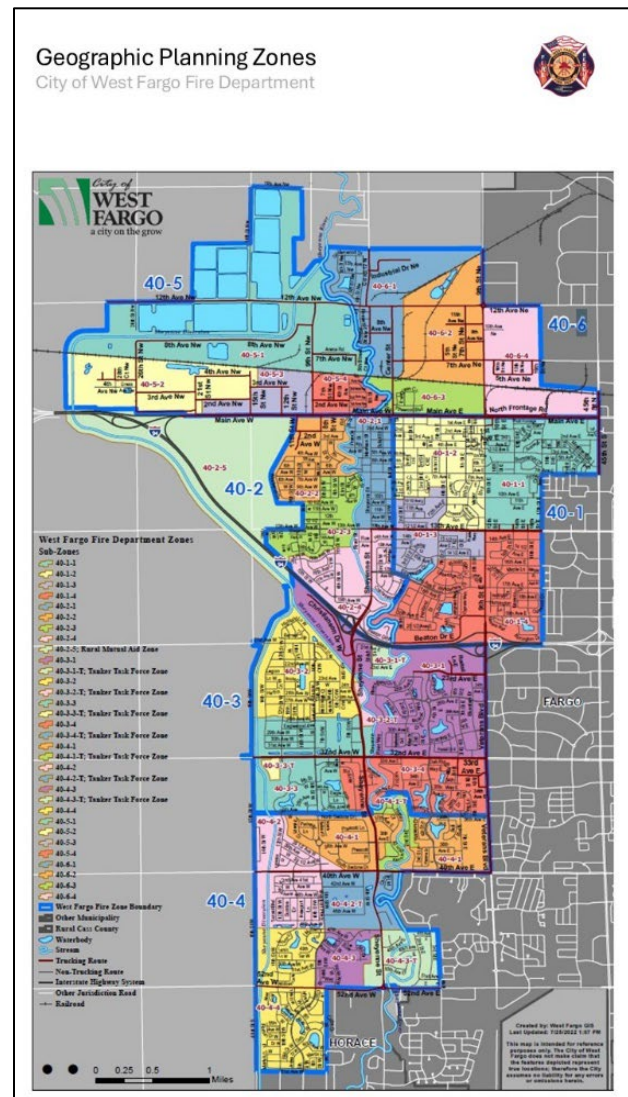


Figure 8 Fire Department Planning Zones

- West Fargo Police Department
- West Fargo Public Library
- West Fargo Community High School
- Three elementary schools
- 124 small multifamily apartment buildings that are six units or less
- 77 total commercial occupancies
- 44 large multifamily apartment buildings with an average of 36 units per building
- Five large stormwater retention ponds of 3 acres or larger
- A small section of the Sheyenne River
- 1.32 miles of Interstate 94 from the city line to Sheyenne St

Planning Zone 2 is located in the west-central part of the city, and abuts Planning Zone 5 to the north, Planning Zone 3 to the south, and Planning Zone 1 to the east. Its northwest boundary is the corner of Main Ave W and 11th St W. It runs east along Main Ave W to 1st St, south down 1st St to the Sheyenne River. It then jogs west with the run of the river along Interstate 94 to Sheyenne St. The boundary then follows Interstate 94 to 15th St W and runs east to Drain 21, then runs north, connecting back to the intersection of Main Ave W and 11th St W.

Planning Zone 2 has a mix of residential, commercial and industrial zoning. Most of the industrial zone is along Main Ave W, and most of the commercial zones are along Sheyenne St. Planning Zone 2 includes:

- Main Ave W corridor with light industrial zones
- The Yards Entertainment District along Sheyenne St from 2nd Ave W to 7th Ave W with three mixed use buildings over 100,000 square feet each with two floors of commercial space and three floors of multifamily buildings with drive in basements
- A large public housing complex that includes a nine-story building and a 500 x 300 four story multifamily building
- A 30,000 square ft, two story medical clinic
- A commercial development at Interstate 94 and Sheyenne St which includes a 60,000 square foot grocery store, 25,000 square foot office building, a gas station, and strip mall
- 37 large multifamily apartment buildings with an average of 36 units per building
- 59 small multifamily apartment buildings that are six units or less
- One elementary school
- A large section of the Sheyenne River
- 1.61 miles of Interstate 94

Planning Zone 3 is located in the south-central part of the city and abuts Planning Zones

1 and 2 to the north, city limits to the west, and the City of Fargo to the east. Its northwest boundary is the Sheyenne River Diversion Channel as it runs along Interstate 94 to Christianson Drive. It runs to the east just south of Interstate 94 to Veterans Blvd. It then runs south to 36th Ave E, and west to the Horace Diversion Channel (city limits), then to the north meeting the northwest corner at the Sheyenne River Diversion Channel.

Planning Zone 3 has a mix of commercial and entertainment districts with a majority of the zone being newer residential areas, including large (>3,000 sq. ft) single family homes. Planning zone 3 includes:

- Christianson Drive corridor with commercial zones
- Sheyenne St corridor from Interstate 94 to 34th Ave with commercial zones that have several big box stores, the largest being Costco at 160,000 square feet
- The Lights entertainment district with four mixed use buildings over 100,000 square feet each with two floors of commercial space and three to five floors of multifamily buildings with drive in basements, a 300 x 175-foot multi-use venue, and a 250 x 230-foot sports arena with two sheets of ice
- Latitude 46, one of the largest multifamily buildings in the state at just over 700,000 square feet
- Liberty Middle School, the second largest middle school by student population in the state
- Five large office buildings
- New Perspectives Senior Living, a large, assisted living complex
- 105 commercial occupancies
- 61 small multifamily apartment buildings, mainly townhomes and rowhomes
- 71 large multifamily apartment buildings with an average of 36 units per building
- West Fargo City Hall
- A large section of the Sheyenne River, a section of the Horace Diversion Channel and a section of the West Fargo Diversion Channel.
- Eight large stormwater retention ponds of 3 acres or larger
- Three elementary schools

Planning Zone 4 is located in the southern part of the city and abuts Planning Zone 3 to the north, city limits to the west, the City of Fargo to the east and the City of Horace to the south. Its northwest boundary is the diversion channel at the corner of 36th Ave W and 12th St W and runs east along 36th Ave to the City of Fargo at Veterans Blvd. It then runs south to the corner of 40th Ave E and Veterans Blvd., and jogs west to where the Sheyenne River crosses under 40th Ave. It then follows the route of the river to McMann Estates Drive at 52nd Ave E. It then runs along 52nd Ave W to 360 feet past the intersection of Raina Way W and 52nd Ave. It then goes south to 360 feet past 61st Ave W, and west again to the city limits, then jogs north in a straight line back to the

northwest boundary.

The overwhelming majority of the zone is residential building, with a few developed pockets of commercial development along 40th Ave and just south of 40th Ave and Sheyenne St. Planning Zone 4 includes:

- Sheyenne High School, the second largest high school in the state by student population
- One elementary school
- A section of the Sheyenne River
- Nine large stormwater retention ponds of 3 acres or larger

Planning Zone 5 is in the northern part of the city, and abuts city limits to the west and north, Planning Zone 1 to the south, and Planning Zone 6 to the east. Its northwest boundary is 14th St NW at 19th Ave NW, and it runs to the east to the West Fargo Municipal Airport, then turns south along the edge of the airport to the Sheyenne River. It follows the river south to Main Ave, then runs west to the Sheyenne River Diversion Channel, then follows that channel north and west back to the area of 14th St NW and 19th Ave NW.

Much of the zone is heavy industrial with a small trailer park that is being slowly replaced. Planning Zone 5 includes:

- West Fargo Public Works Complex
- Busch Agricultural Resources
- Agassiz Seeds
- West Fargo Stockyards
- West Fargo Public Schools Transportation Building
- Fed-Ex sorting facility
- US Postal sorting facility
- Burlington Northern Santa Fe Rail Main Line
- Northern gates for the West Fargo Diversion System
- West Fargo Municipal Airport

Planning Zone 6 is in the northern part of the city, and abuts city limits to the north, the City of Fargo to the east, Planning Zone 5 to the west and Planning Zone 1 to the south. The northwest boundary begins at the levy tied into the diversion channel at the curve of Goldenwood Drive. It then runs east through Industrial Drive, jogs north and west along the levy to 9th St NE. It runs south along 9th St NE to 12th Ave NE, then runs east by a mile, then runs south to the Burlington Northern Railroad tracks, runs east again to 45th St in Fargo. It runs south to the intersection of 45th St and Main Ave E.

The zone has one of the oldest neighborhoods in the city, one of the newest, a trailer court, and mix of commercial and industrial throughout the rest. Planning Zone 6 includes:

- Cargill Seed Crushing Plant
- Magellan Pipeline Terminal
- Flint Hills Resources
- Bayer Seed Plant
- Integrity Windows
- Midland Garage Door
- Hazers Auto Parts

C. Subzones and Special Zones

Within each planning zone, there are four subzones. Each subzone allows data tracking at a more granular level. A weighted factor system was used to determine the subzones, with natural geologic or manmade barriers creating most of the subzone boundaries. The frequency of calls in each subzone was calculated, as well as a weighted score for each building footprint, by occupancy type. This created a balanced system where each zone and subzone are fairly equal in terms of risk and call volume frequency.

There are also six separate special zones that are used for dispatching a tanker task force on the first alarm for building fires. These areas were crafted by identifying buildings that are more than 600 feet from a hydrant, then grouping those buildings into areas defined by natural geologic or manmade barriers. Any building fire in these special zones will add five tankers to the first alarm, which are dispatched on an automatic-aid basis from West Fargo Rural, Mapleton, and Horace fire departments, bringing roughly 14,000 gallons of water to the scene.

D. Risk Classification Methodology

The department has established risk methodologies to quantify the risk posed by specific calls for service, community wide risk, and social vulnerability by census block tract. Each risk assessment utilizes a distinct methodology based on metrics that are widely utilized by fire and emergency services across the nation.

Risk defined by call for service utilizes a three-axis (Y, X, Z) risk calculation. Using the department National Fire Incident Reporting System (NFIRS) coding of call for service, each call type is assigned to a service line, although not every service line is represented in the risk assessments due to either a lack of frequency or the call type not meeting the description of consequence.

Axis Y is expressed as Probability, Axis X is expressed by Consequence, and Axis Z is expressed as Impact to the Agency. Scoring for each axis is assigned based on a constructed scale that is specific to each axis. Using Heron's Formula and a three-sided radar graph, risk for each service call is both numerically and visually presented in this document. The greater surface area of the radar graph, the greater risk presented by the call for service type. Offset surface areas indicate which axis presents the greatest risk.

E. Risk by Service Line

Using the NFIRS coded data for Series 100, Fires, four groups of fire incident types were identified as being the most common: Vehicle Fires, Grass/Brush Fires, Outdoor Fires, and Structure Fires. Within each type, there are several NFIRS codes that correspond to the grouping. Three of the four groupings were considered low risk, and one was considered high risk.

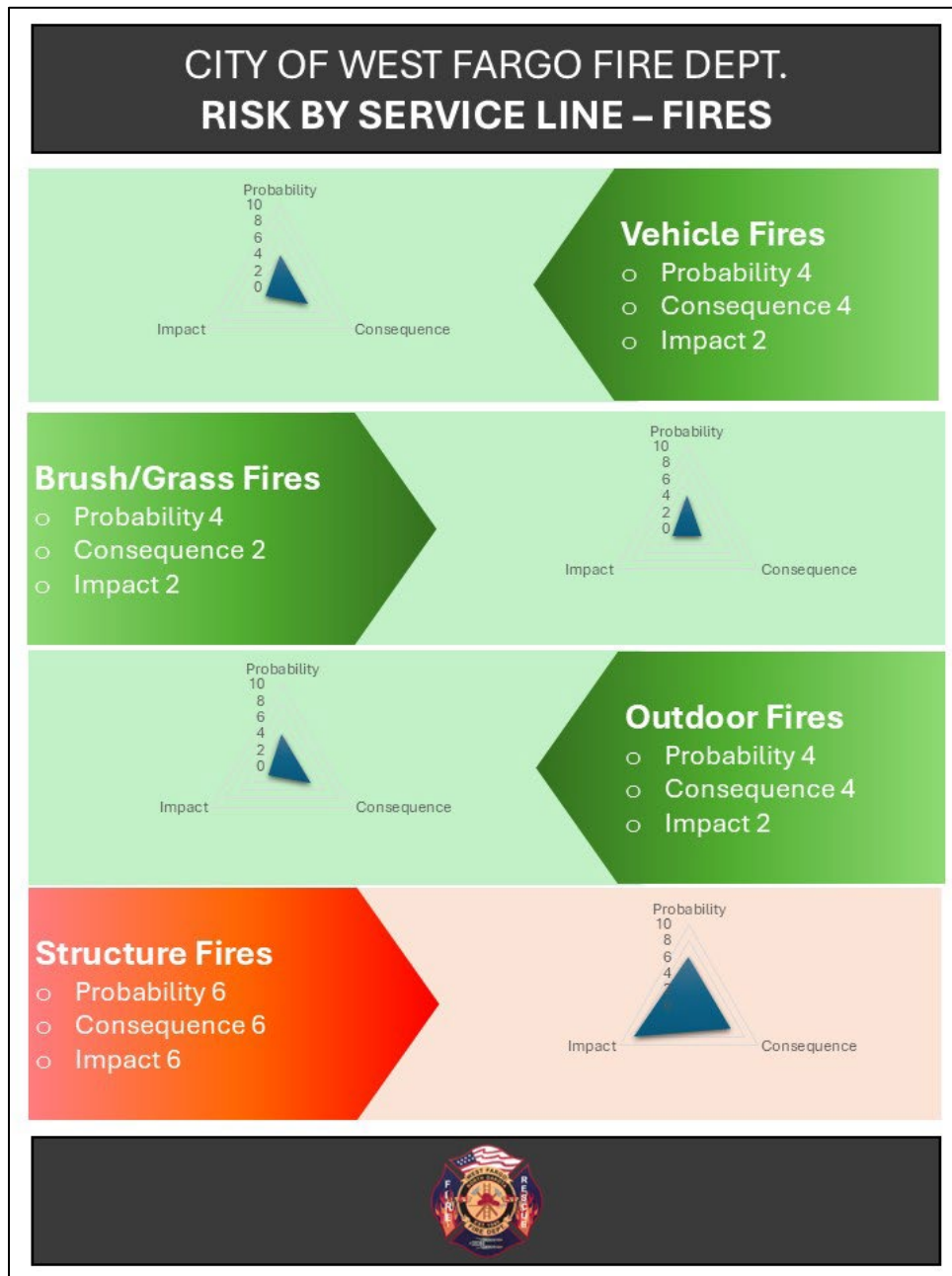


Figure 9 FIRE Risk Chart

The call data recorded as NFIRS Series 300 includes rescue and emergency medical calls for service. Four groupings were created for Series 300: Motor Vehicle Collisions, Medical Emergency (Routine), Medical Emergency (Mass Casualty Incidents), and Technical Rescue. Mass Casualty Incidents are those incidents where the response consists of an entire first alarm with incident commander. Technical Rescue includes water and ice rescue, rope rescue, extrication, trench/below grade rescue, and building collapses. One grouping was considered low risk, two were moderate, and one was high risk.

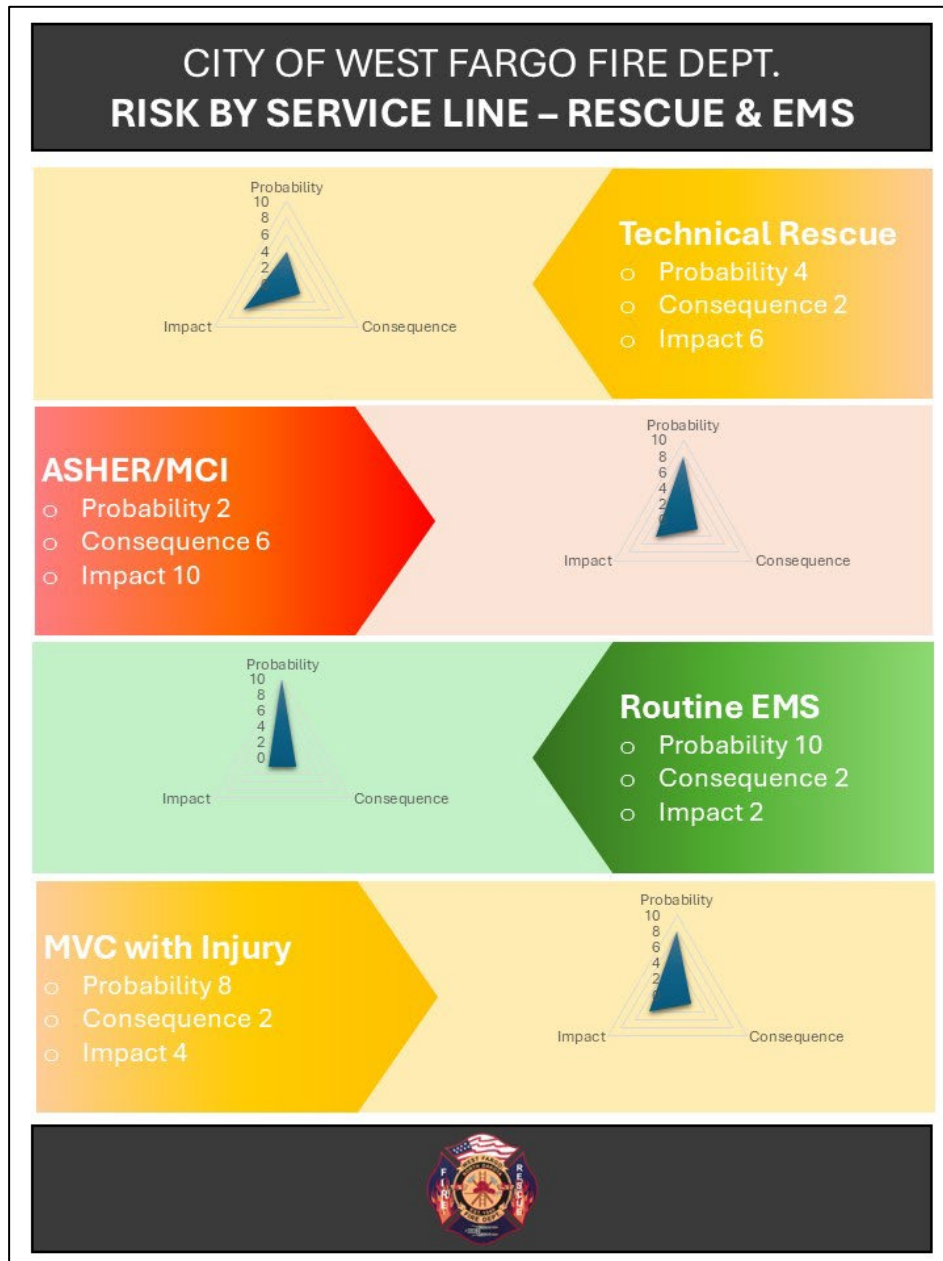


Figure 10 RESCUE & EMS Risk Chart

Hazardous Conditions is the term for NFIRS Series 400. This includes groupings for hazardous materials spills, leaks, or releases, carbon monoxide incidents, electrical problems and general hazardous conditions such as downed power lines. Two groupings were considered low risk, one was moderate, and one was high risk.

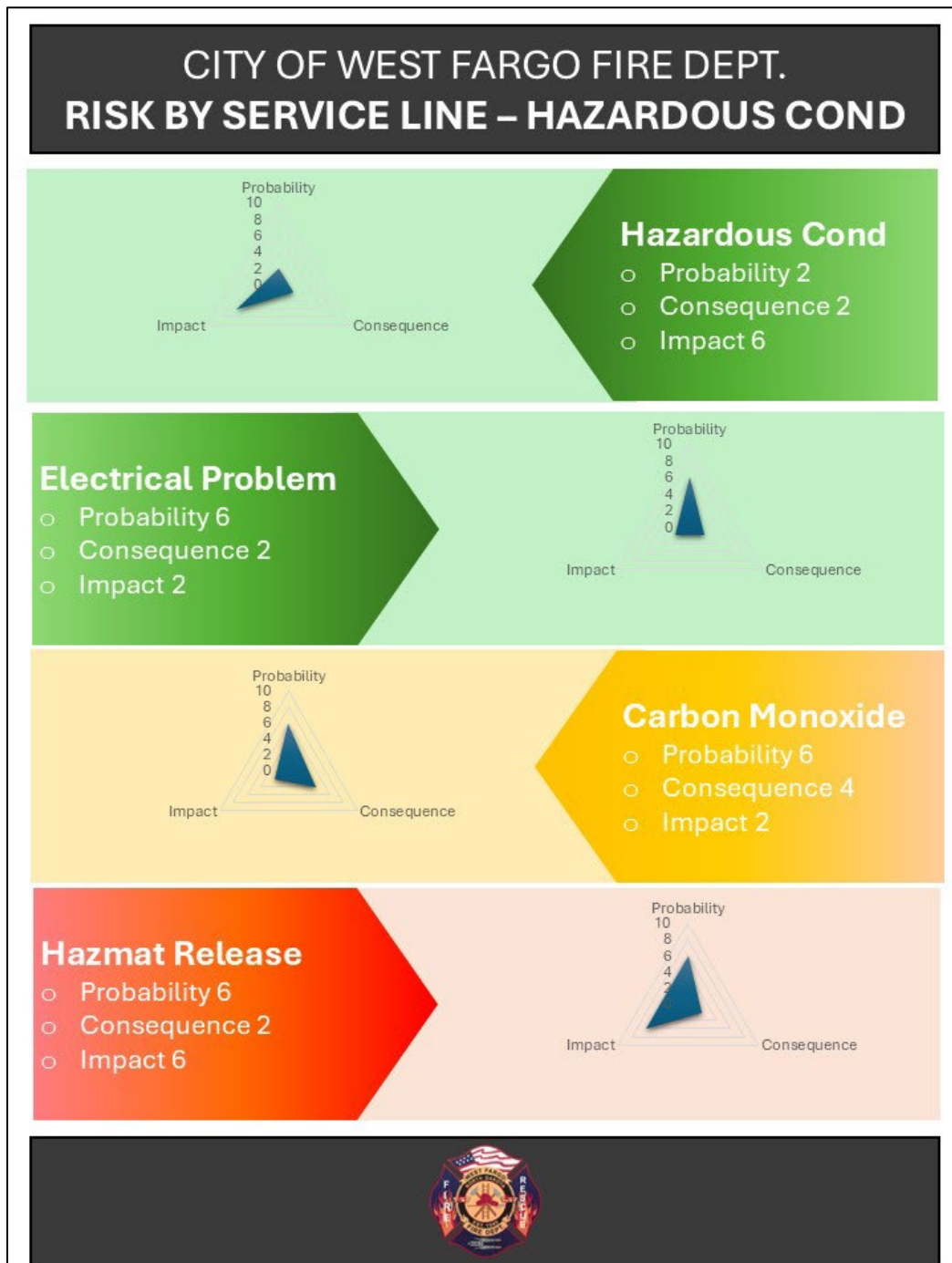
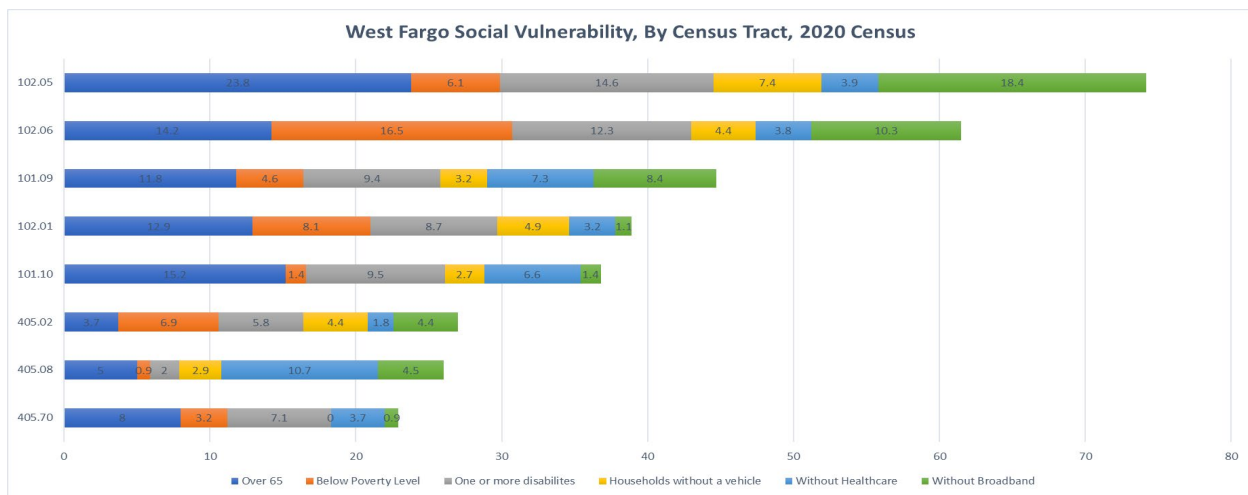


Figure 11 HAZ COND Risk Chart

F. Social Vulnerability by Census Tract

Risk defined per census tract utilizes demographic data provided by the United States Census Bureau and utilizes a series of demographic based risk data points to determine the percentage of residents and households in each census tract that are at higher risk of in-home emergencies as well as those who are more vulnerable during major disasters.

Table 4 Social Vulnerability West Fargo 2020



Utilizing United States Census Tracts, which are small relatively permanent statistical subdivisions of a county. (US Census 2020). They are uniquely numbers and average around 4,000 residents. Within the City of West Fargo, there are nine census tracts that incorporate the population of the city, with some exception for parts of the city which are grouped with the surrounding rural areas of the county. For example, Census Tract 408 joins the northeastern section of the city with the Cities of Mapleton, Harwood, and Relies Acres. Thus, the data regarding social vulnerability is skewed and unreliable for the purposes of risk assessment for that section of the city.

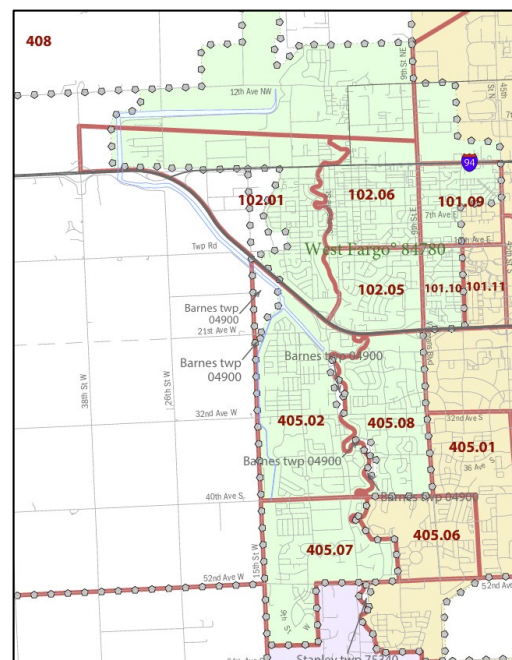


Figure 12 West Fargo Census Tracts, 2020

Six different determinants of social vulnerability were assessed in establishing risk per census tract. Age of residents over 65 years of age, disability, household income below poverty level, households without a vehicle, residents without healthcare, and households without broadband internet were the six established factors used in establishing risk.

Social vulnerability is highest in census tract 102.50, with a conglomerate score of 74.2, well above the average of 41.5 for all census tracts in West Fargo. The census tract consists of Planning Subzones 40-1-3 and 40-1-4, which are in top 10% for three-year call volume growth.

Breaking down social vulnerability with income, median home prices, daytime vs nighttime population, businesses, and government assistance levels helps paint a more granular picture of each planning zone served by the fire department.

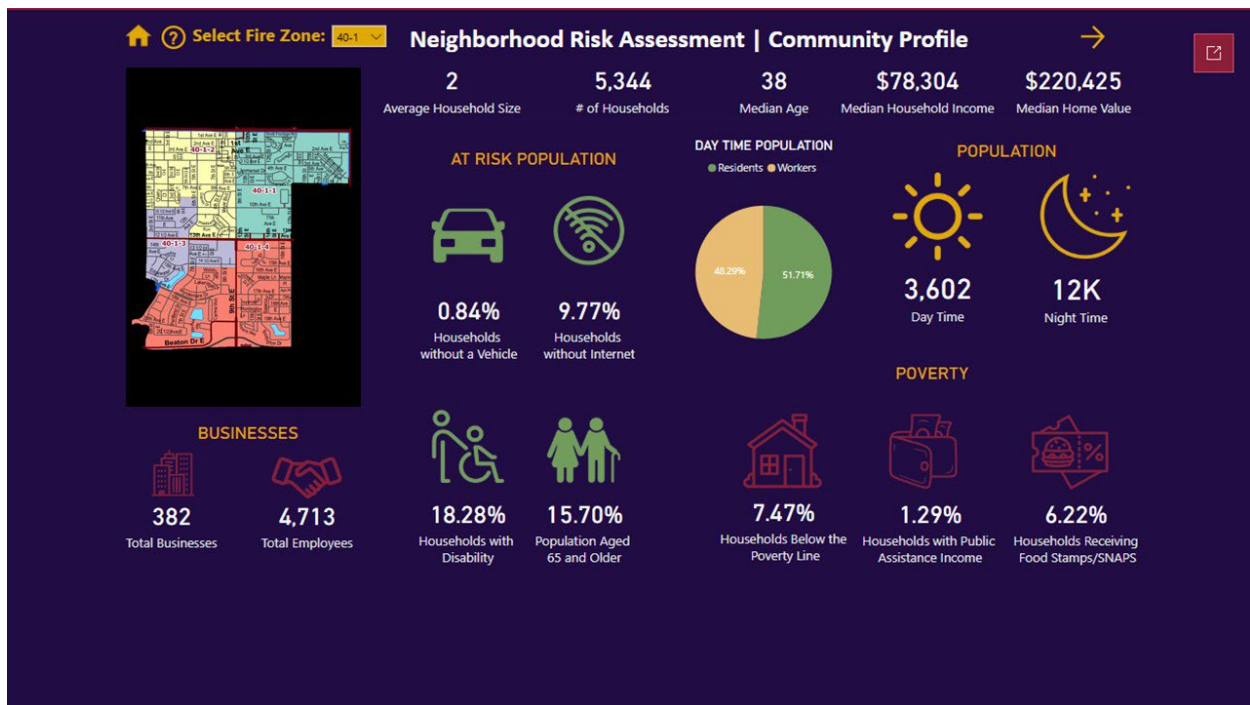


Figure 13 Risk Assessment PZ 1

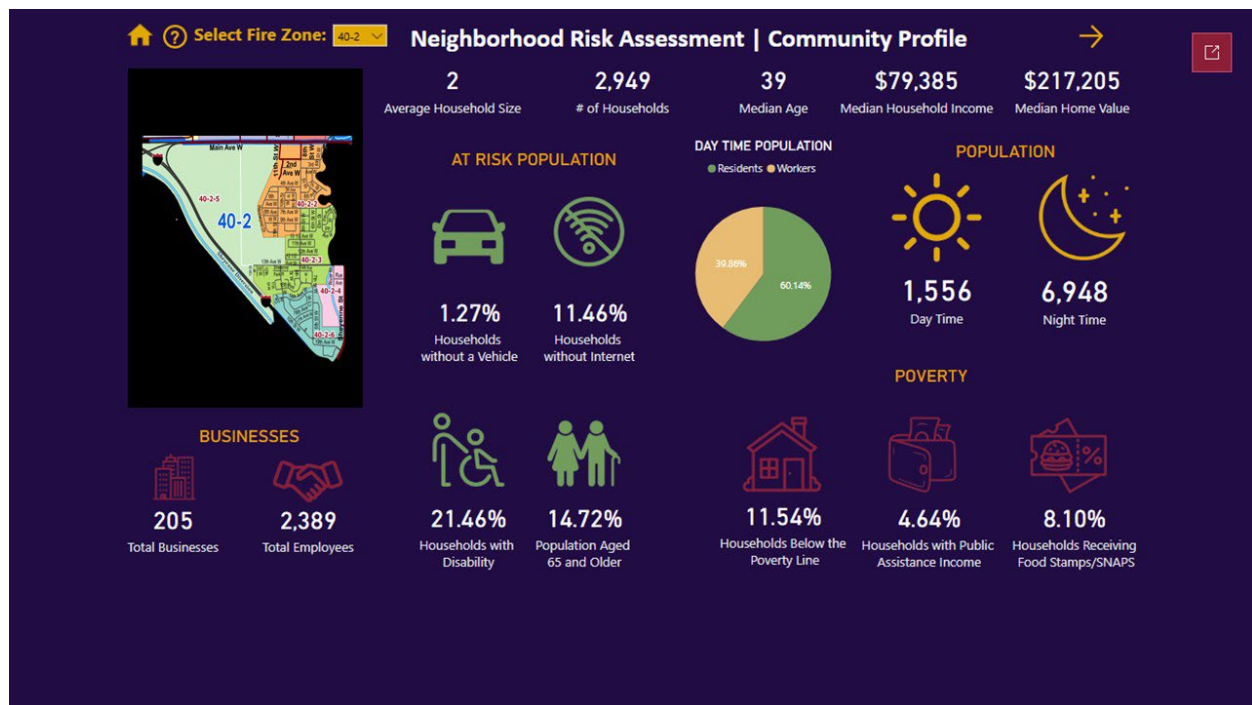


Figure 14 Risk Assessment PZ 2

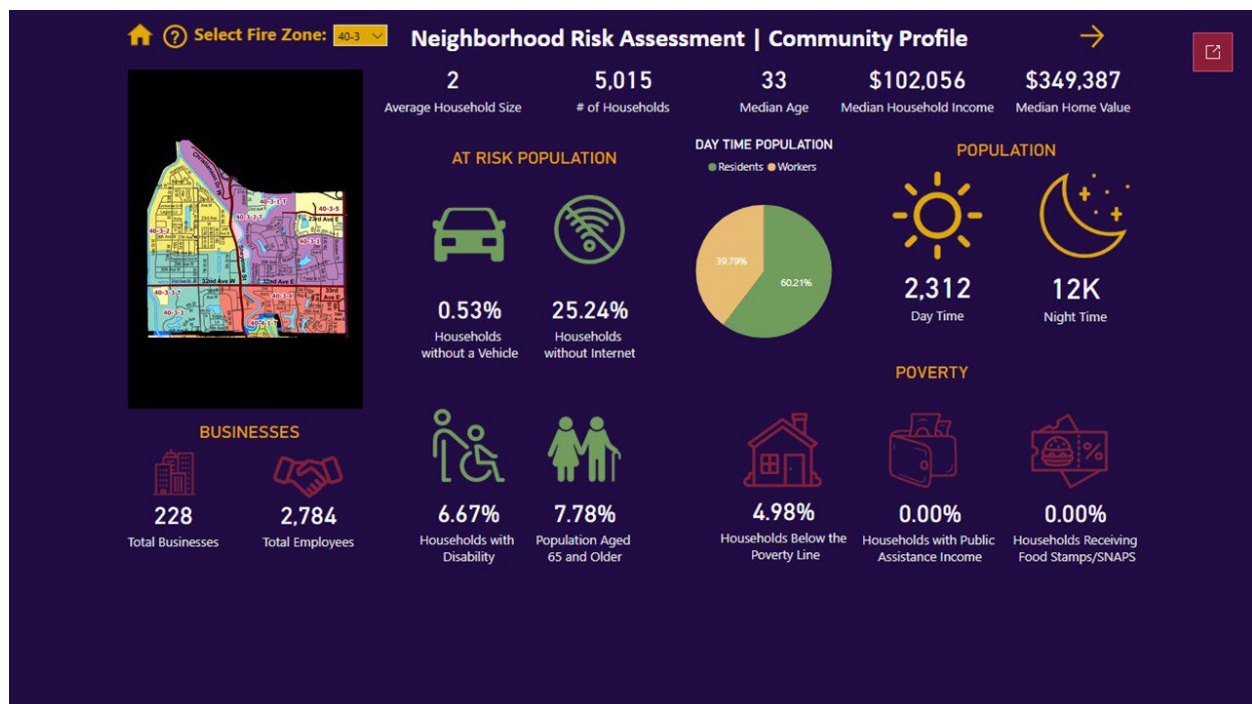


Figure 15 Risk Assessment PZ 3

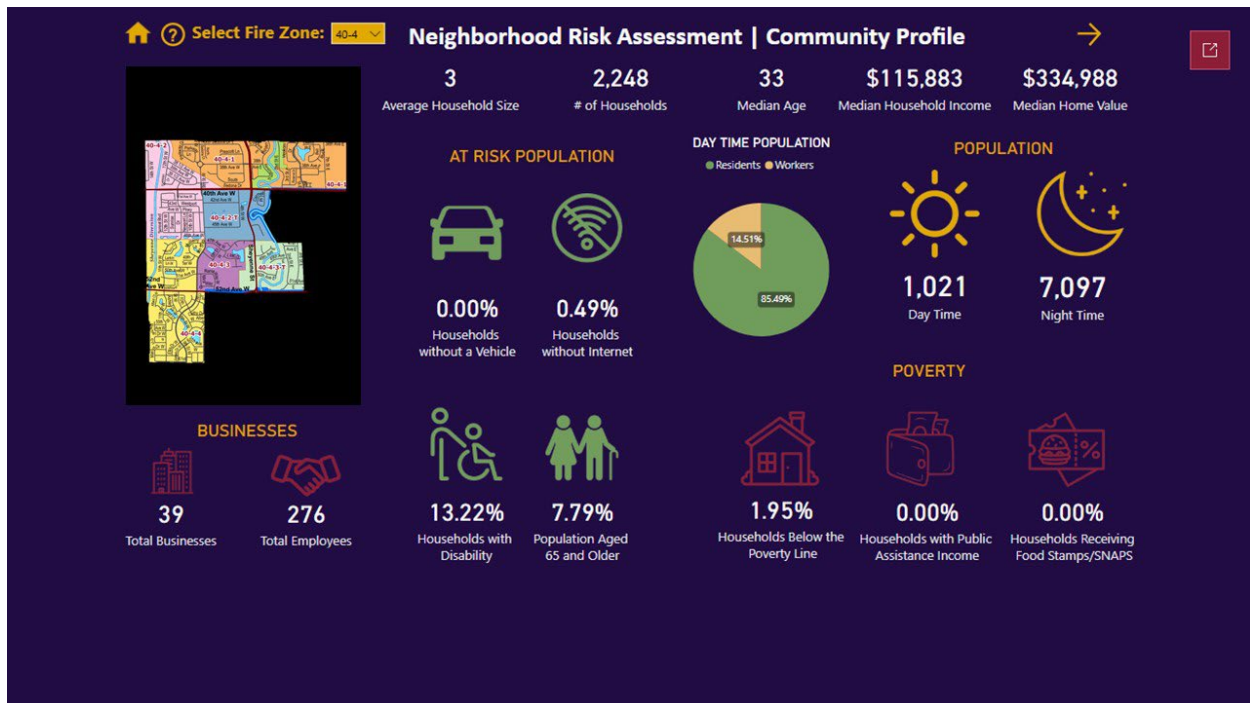


Figure 17 Risk Assessment PZ 4

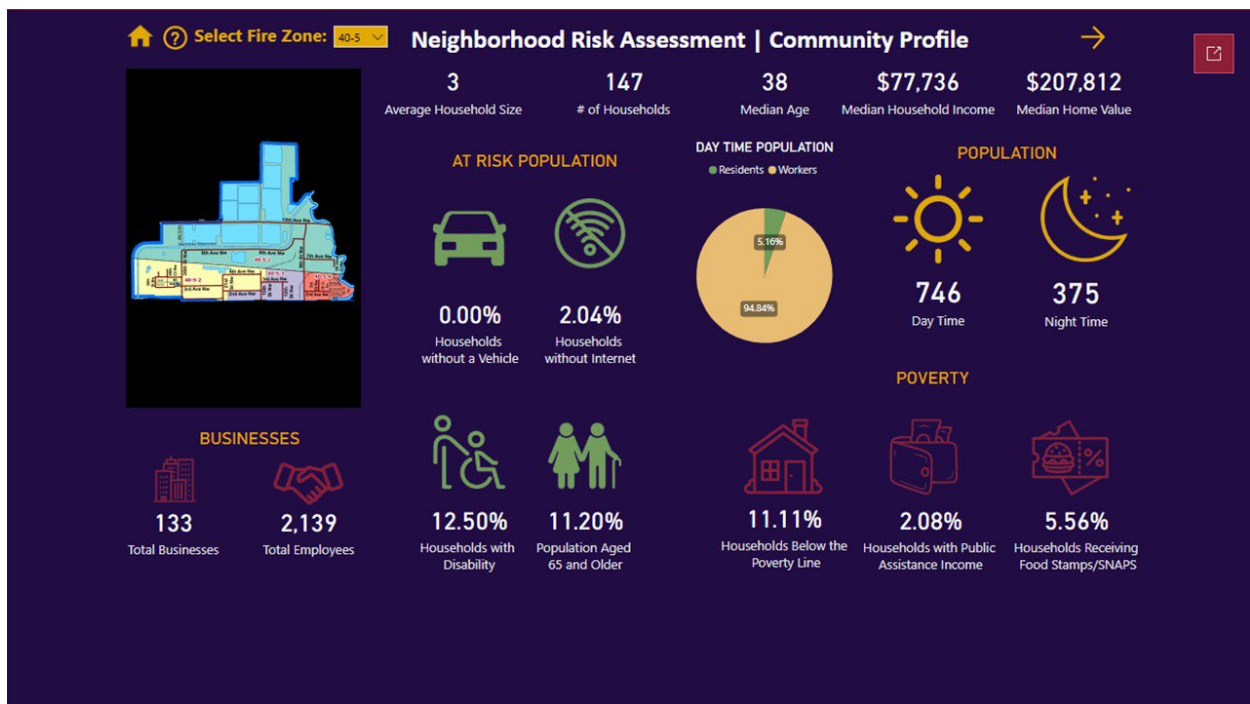


Figure 16 Risk Assessment PZ 5

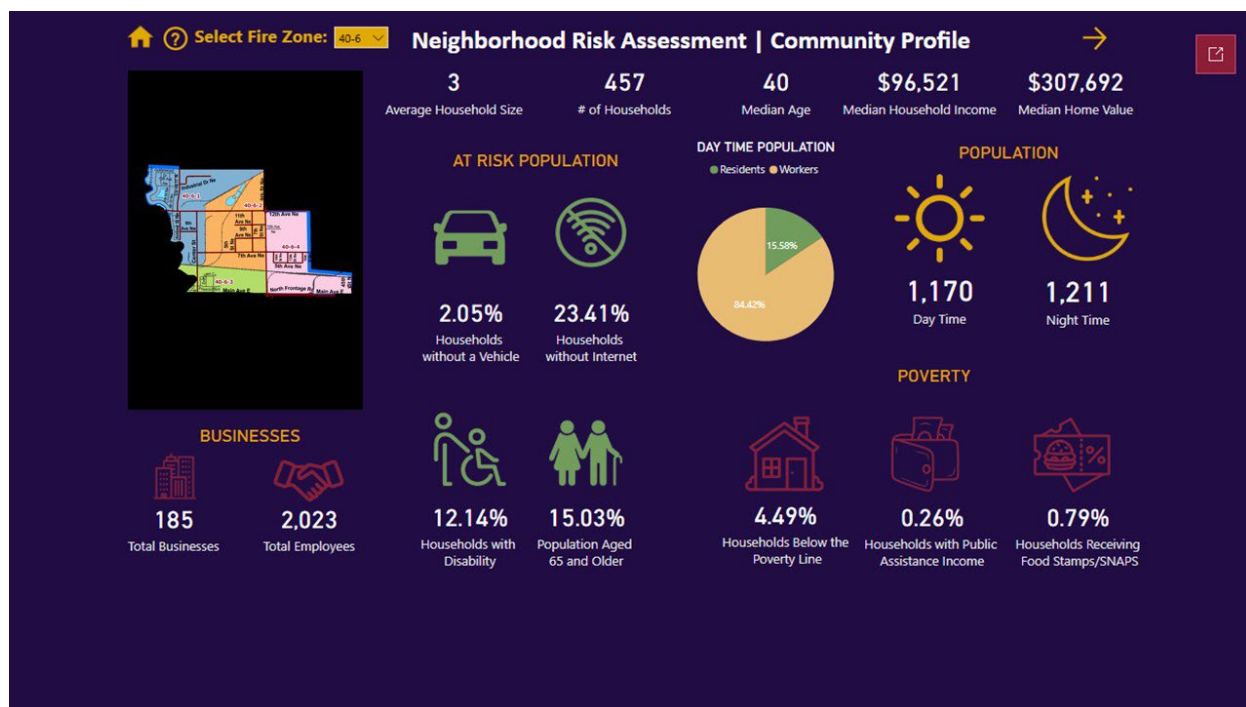


Figure 18 Risk Assessment PZ 6

G. Community Wide Risk

Community wide risk involves major disasters, both natural and man-made, that effect the entire community and the metro area. The department utilizes the Threat Hazard Identification Risk Assessment (THIRA) model for assessment of threats and hazards to the community. The THIRA was last updated in 2024 and is used to describe and quantify threats and hazards.

Within the natural hazard category, the department has identified the top hazards as Infectious Diseases, Ice Storms, and Significant Winds. Also included in the natural hazard category are lightning storms, blizzards, floods, and droughts.

Historical data shows that on average, July 23rd is the warmest day of the year at 83 degrees F and January 15th is the coldest day of the year at 2 degrees F. June is month with the highest rainfall average at 3.5 inches, and December is the month with the highest snowfall average at 3 inches. Winds are most active in the spring, fall and winter and less active in the summer.

Severe weather occurs in all four seasons, and the most common severe weather event is lighting storms, followed by blizzards, tornadoes/high winds, and floods. The

Sheyenne River, which is a tributary of the Red River of the North and part of the Red River Basin, flows through West Fargo. While the Red River continues to have flood damage up and down the valley, the City of West Fargo has been protected by permanent flood protection in 1992.

H. Historic Workload

The department conducted a ten-year historic workload study that illustrates the growth of the city through call volume increases. An important note is that prior to 2017, the department did not provide response to emergency medical calls for service. Prior to 2016, the department did not respond to motor vehicle collisions (MVC) with the exemption of MVC with entrapment.

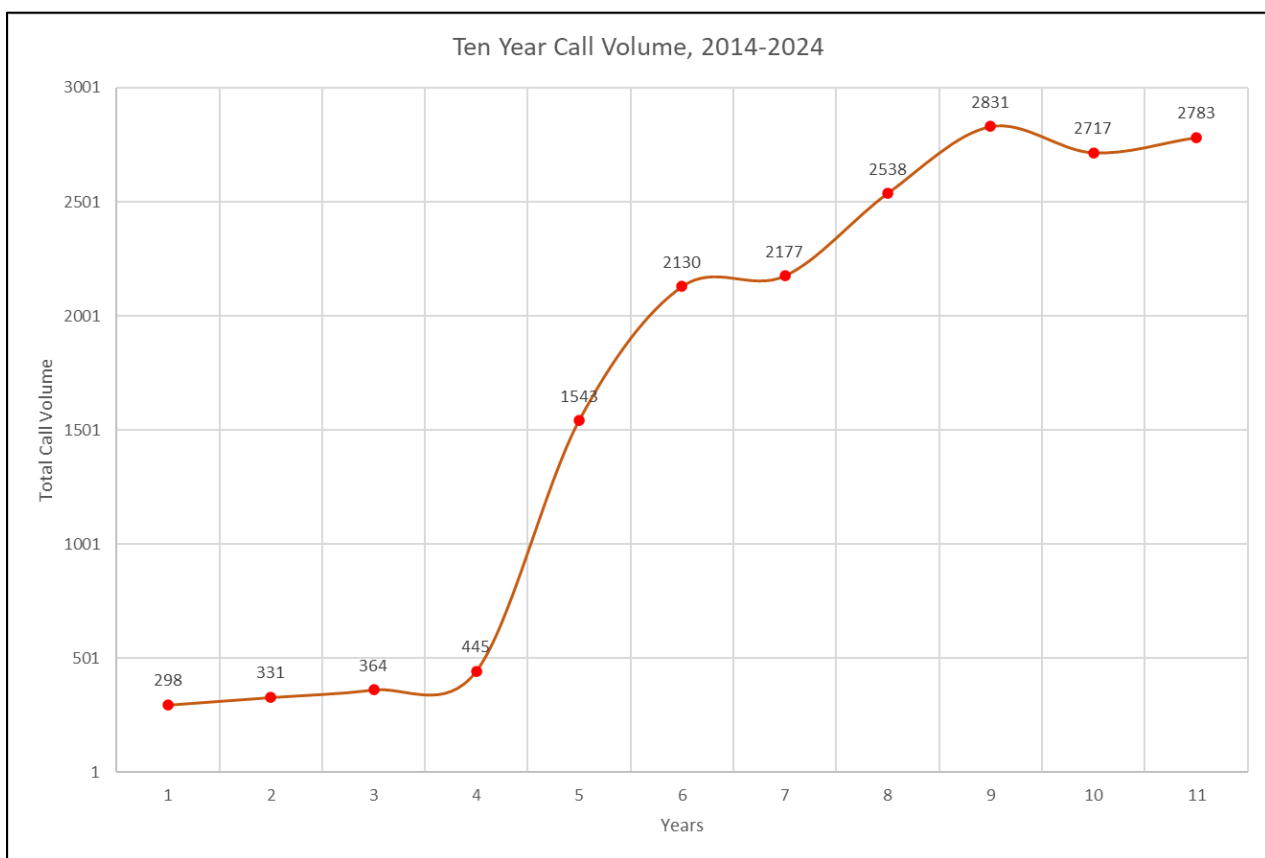


Figure 19 Fire Dept Ten Year Call Volume

When the call volume is broken out, several key pieces of information can be found to help illustrate the growth the fire department has experienced. First, the overall call volume continues to rise when then 10-year and 5-year segments are examined. When the 1-year segment is taken into consideration, the call volume is growing but slowing

down over time. Second, EMS calls have shown a steady rise, which the department expects will continue as population increases, and demographics change to include older residents of the community. Lastly, Hazardous Conditions has seen the steadiest increase of all call types.

Table 5 Fire Dept 10 Year NFIRS

	10 Year				5 Year				1 Year			
	2014	2024	(+/-)	%	2020	2024	(+/-)	%	2023	2024	(+/-)	%
Series 1 Fire	33	61	28	84.85%	54	61	7	12.96%	54	61	7	12.96%
Series 2 Explosion	1		-1	-100.00%	1		-1	-100.00%	0		0	
Series 3 EMS		1589	1589		1145	1589	444	38.78%	1504	1589	85	5.65%
Series 3 Rescue	12	122	110	916.67%	131	122	-9	-6.87%	116	122	6	5.17%
Series 4 Haz Cond	28	107	79	282.14%	54	107	53	98.15%	93	107	14	15.05%
Series 5 Service	11	225	214	1945.45%	197	225	28	14.21%	291	225	-66	-22.68%
Series 6 Good Intent	88	414	326	370.45%	402	414	12	2.99%	423	414	-9	-2.13%
Series 7 False Alarm	117	243	126	107.69%	190	243	53	27.89%	233	243	10	4.29%
Series 8 Severe Wx	0		0		0		0		0		0	
Series 9 Special	8	22	14	175.00%	3	22	19	633.33%	3	22	19	633.33%
	298	2783	2485	833.89%	2177	2783	606	27.84%	2717	2783	66	2.43%

Calls by Planning Zone over the past ten years shows consistent numbers across Planning Zones One and Two, which are the oldest sections of the city. However, Planning Zone Four shows the greatest increase in call volume over the past five years.

Table 6 Fire Dept NFIRS Comparison

	5 Year				1 Year			
	2020	2024	(+/-)	%	2023	2024	(+/-)	%
Planning Zone 1	727	946	219	30.12%	893	946	53	5.94%
Planning Zone 2	702	738	36	5.13%	744	738	(6)	-0.81%
Planning Zone 3	466	651	185	39.70%	654	651	(3)	-0.46%
Planning Zone 4	108	240	132	122.22%	193	240	47	24.35%
Planning Zone 5	56	50	(6)	-10.71%	75	50	(25)	-33.33%
Planning Zone 6	80	98	18	22.50%	99	98	(1)	-1.01%
I-94 Corridor	14	12	(2)	-14.29%	14	12	(2)	-14.29%
Rural Auto Aid	13	4	(9)	-69.23%	7	4	(3)	-42.86%
Auto/Mutual Aid	20	44	24	120.00%	51	44	(7)	-13.73%
Sum	2,186	2,783	597	27.31%	2,730	2,783	53	1.94%

Call volume by the day of the week shows the highest service demand is on Fridays, the lowest is on Saturday, the fastest growing segment is Tuesdays.

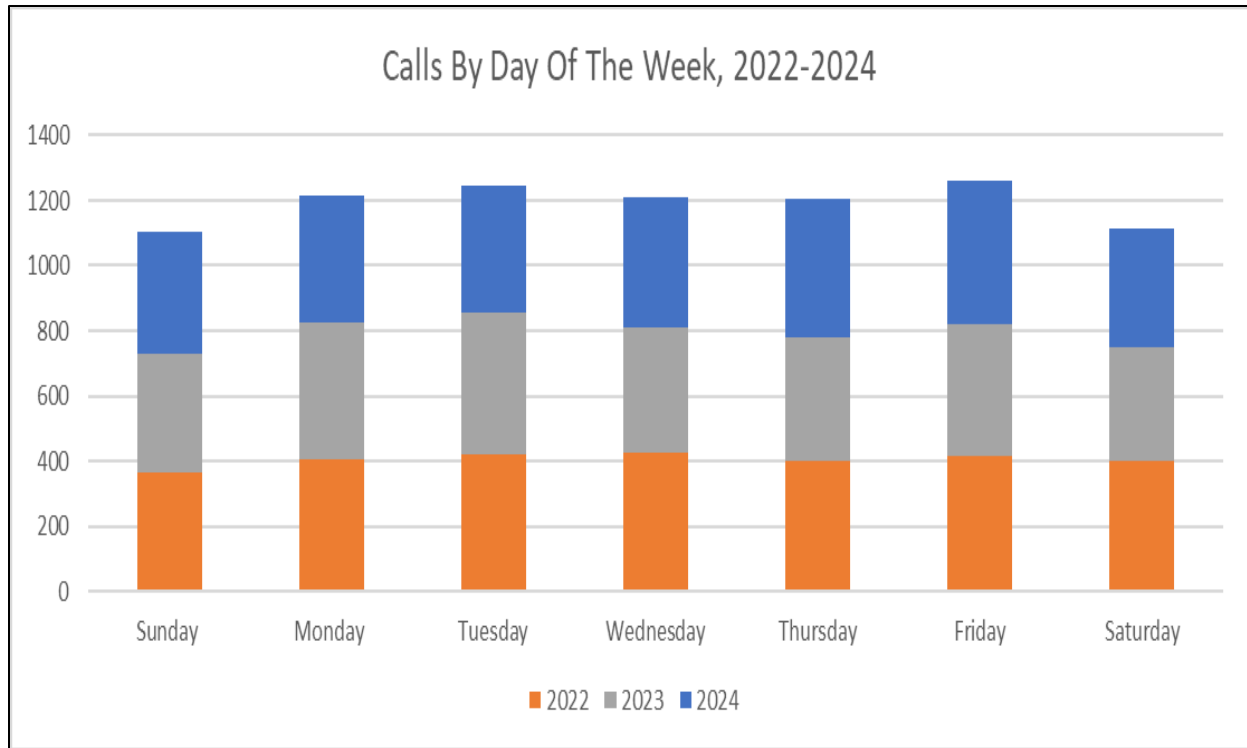


Figure 20 Fire Dept Calls by Day of the Week, 2022-2024

I. Current Workload

In 2024, the department continued the track record of increasing call volume year after year, even when adding emergency medical and all MVC calls service. Emergency medical calls for service account for 57% of the annual call volume, while fire, hazmat, public service, good intent, rescue and alarms account for 43% of the annual call volume.

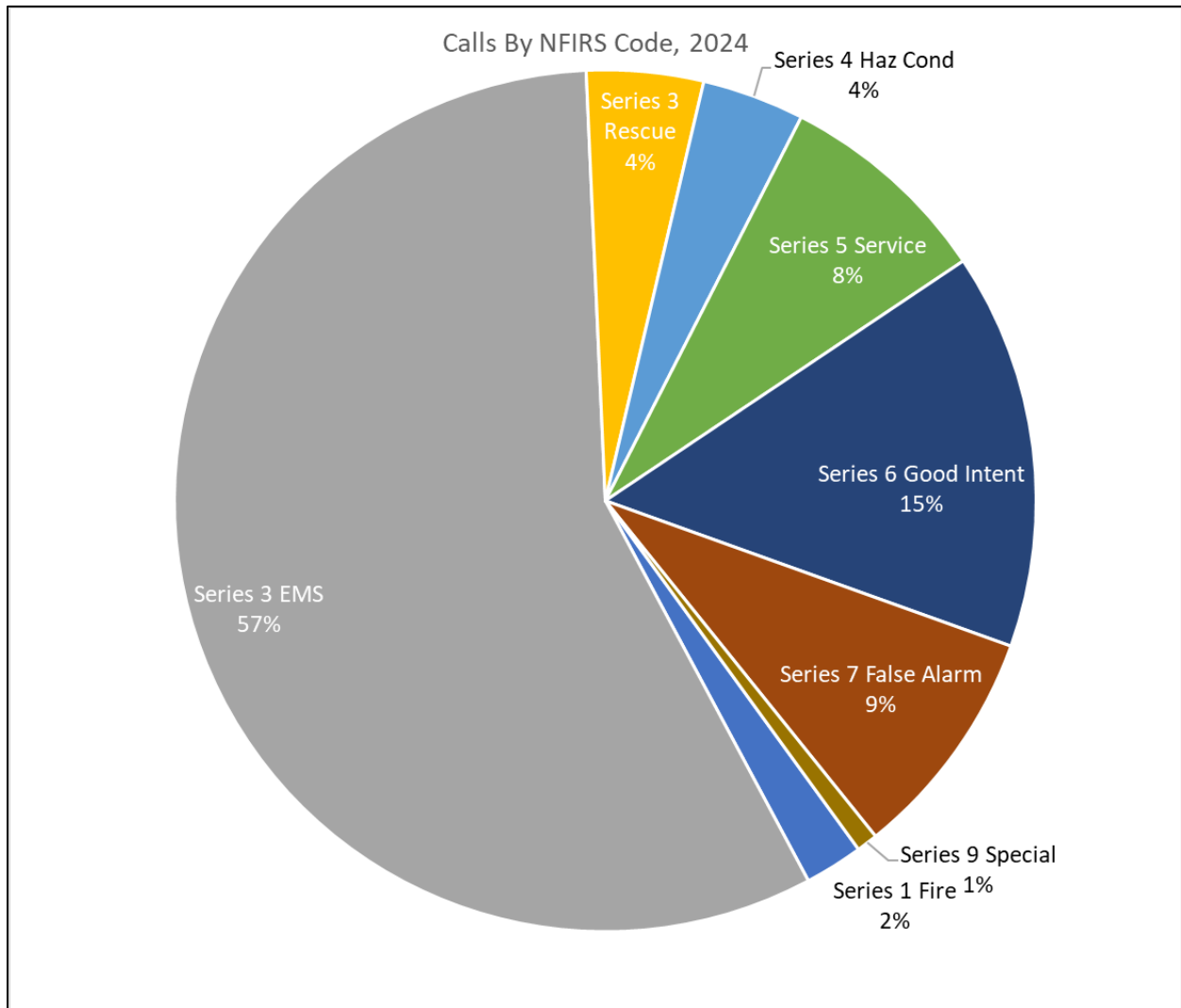


Figure 21 Fire Dept Calls by NFIRS, 2024

When calls are split by time of day, a decrease in call volumes overnight hours (0:00 through 06:00) and in increase in call volumes are seen in daytime hours with peaks seen around 10:00 and 17:30 hours.

Table 7 Fire Dept Calls by Day and Hour, 2024

Time Segment	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12AM - 1AM	7	16	15	7	10	8	11
1AM - 2AM	10	13	11	7	8	12	8
2AM - 3AM	7	3	7	6	5	3	7
3AM - 4AM	12	10	11	10	5	10	5
4AM - 5AM	9	7	10	6	9	6	11
5AM - 6AM	9	6	4	6	6	6	8
6AM - 7AM	10	13	9	15	15	12	2
7AM - 8AM	8	19	10	14	18	19	16
8AM - 9AM	12	23	21	15	22	29	14
9AM - 10AM	19	27	18	26	23	30	18
10AM - 11AM	24	19	15	27	25	23	14
11AM - 12PM	16	15	19	25	24	28	16
12PM - 1PM	21	19	23	17	21	22	26
1PM - 2PM	26	22	26	15	24	21	18
2PM - 3PM	18	22	17	22	22	20	16
3PM - 4PM	14	22	28	22	22	20	21
4PM - 5PM	20	26	22	18	25	26	19
5PM - 6PM	22	19	22	28	28	19	22
6PM - 7PM	29	19	18	22	30	23	20
7PM - 8PM	15	15	21	24	17	31	23
8PM - 9PM	20	19	18	16	12	19	19
9PM - 10PM	18	16	14	24	21	17	23
10PM - 11PM	18	12	14	16	20	18	14
11PM - 12AM	10	8	13	12	16	17	15

J. Forecasted Workload

Forecasted workloads are difficult to pin down, since the city has experienced a rapid growth rate of 833.89% increase in call volumes over the past decade, however when the data is confined to the past five years, and past year, the trend is a steadier growth rate of 27.84% and 2.43%, respectively. Using historical data of the past five years, three separate scenarios were created and plotted.

- Scenario A uses the average annual call volume in number of calls, compounded with the year prior estimate

- Scenario B uses the three-year percentage of increase
- compounded with the year prior estimate
- Scenario C uses the calls per capita from the last three years of data, compounding year to year

Using all three scenarios, the most conservative method places call volume at 3,276 by the year 2030 and the most aggressive scenario at 4,223 by the year 2030.

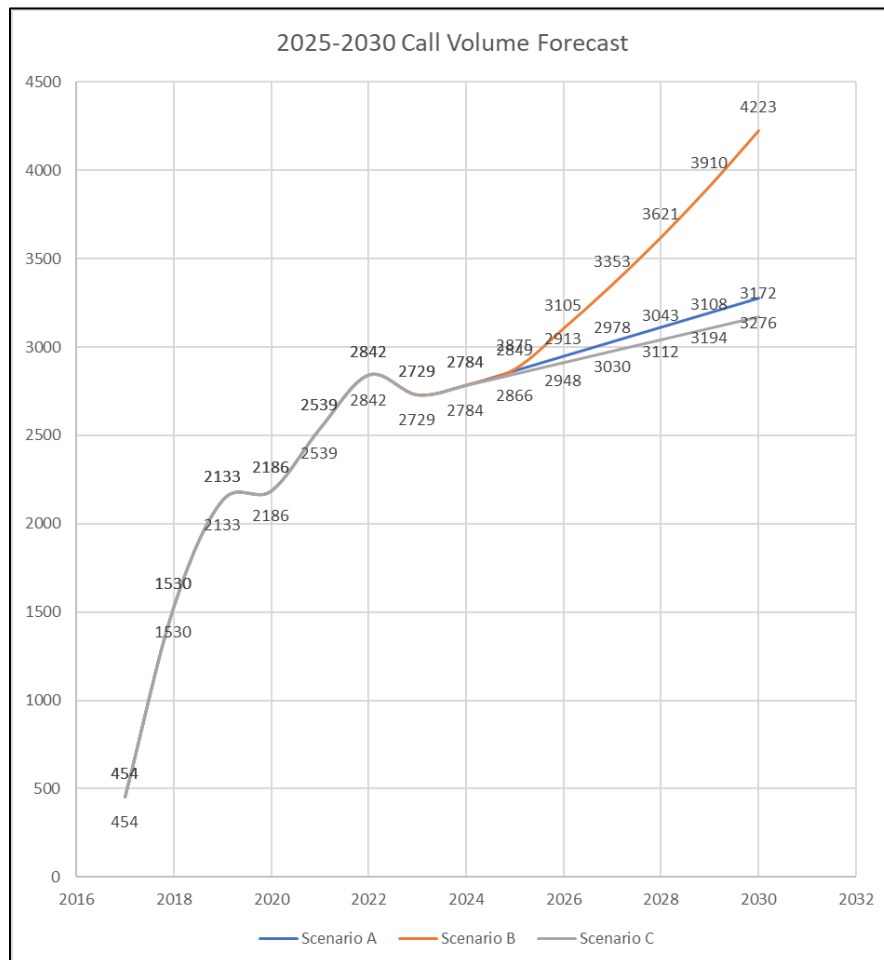


Figure 22 Fire Dept Call Volume Forecast, 2030

Since the City of West Fargo is a core city of the metropolitan statistical area (MSA) it is useful to examine the other core cities of the MSA for calls per capita (10,000 residents) to identify trends that may be useful to determine the upper end of call volume forecasts in West Fargo. As West Fargo matures, and populations shift over city lines, the department can expect call volumes to mirror or be slightly less than Fargo and Moorhead. Using this information as a cap of the growth estimates based on past call volume increases helps illustrate a more realistic picture of the future. The five-year

running average of both cities is 107 calls per 10,000 residents, which would place call volumes at 5,246 by the year 2030. All three estimates are under the 107 calls per capita as it would apply to future West Fargo population counts.

K. Service Demand Density

From 2022 through 2024, within the City of West Fargo, call density for all call types was concentrated around the dividing line of Planning zone 1 and Planning Zone 2, and around the center of Planning Zone 3.

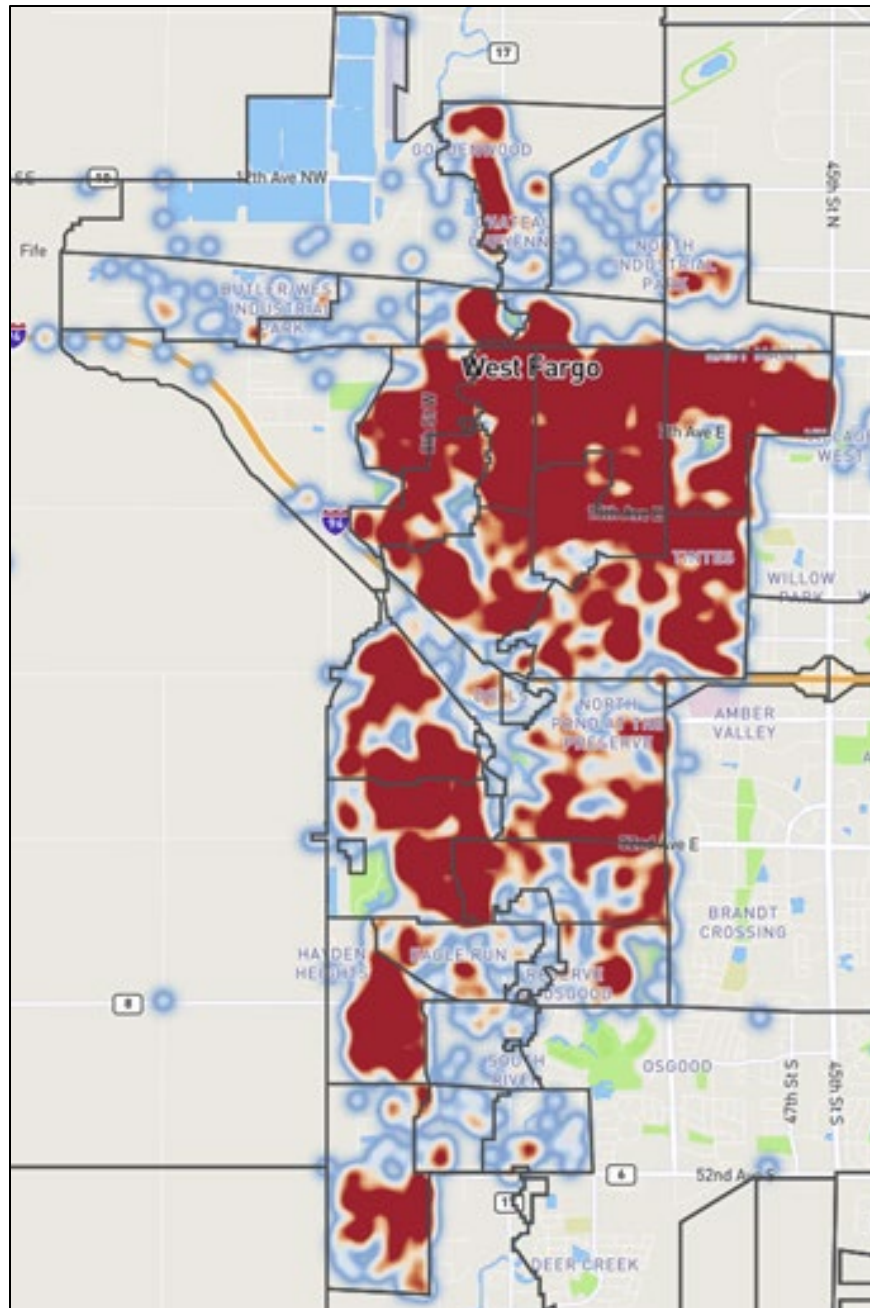


Figure 23 Fire Dept Concentration of Calls, 2022-2024

L. Concentration of Fires

From 2022 through 2024, all fires in the city were collected and plotted against the six planning zones. The results show three pockets of fires in the city. The highest concentration is along the First St between Main Ave W and 13th Ave W, which is the dividing line of Planning Zone 1 and Planning Zone 2. The second most concentrated is in Planning Zone 2, south of Main Ave E and north of 7th Ave W. The third most concentrated is along the intersection of 32nd Ave W and 9th St W, in Planning Zone 3.

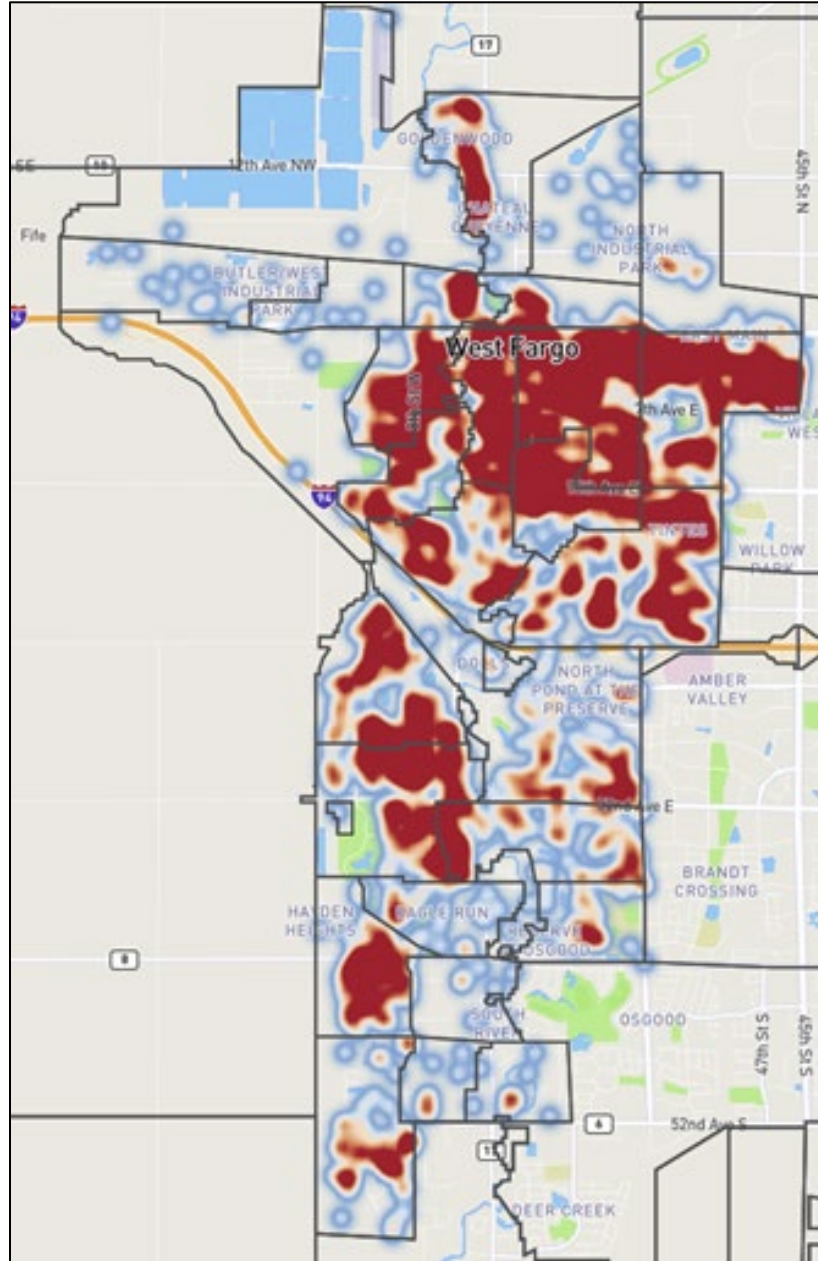


Figure 24 Fire Dept Concentration of Fires, 2022-2024

M. Concentration of Medical Emergencies

From 2022 through 2024, calls for medical emergencies were predominately concentrated in Planning Zones 1, 2, and 3. The highest concentration is centered on the intersection of 13th Ave W and Sheyenne St, into the oldest part of the city.

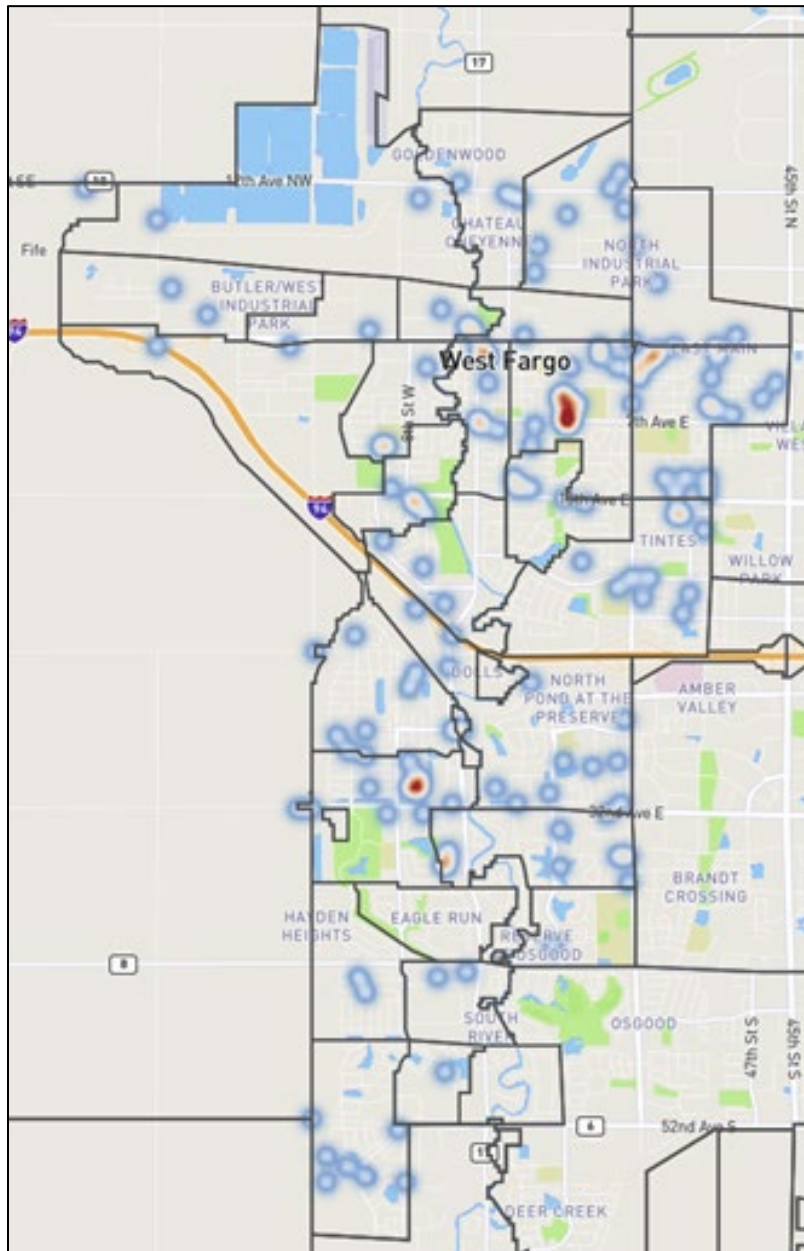


Figure 25 Fire Dept Concentration of EMS 2022-2024

N. Concentration of Rescue

From 2022 through 2024, calls for rescue emergencies were predominately concentrated in Planning Zones 1, 2, and 3. The highest concentration is centered on the intersection of 13th Ave W and Sheyenne St, into the oldest part of the city.

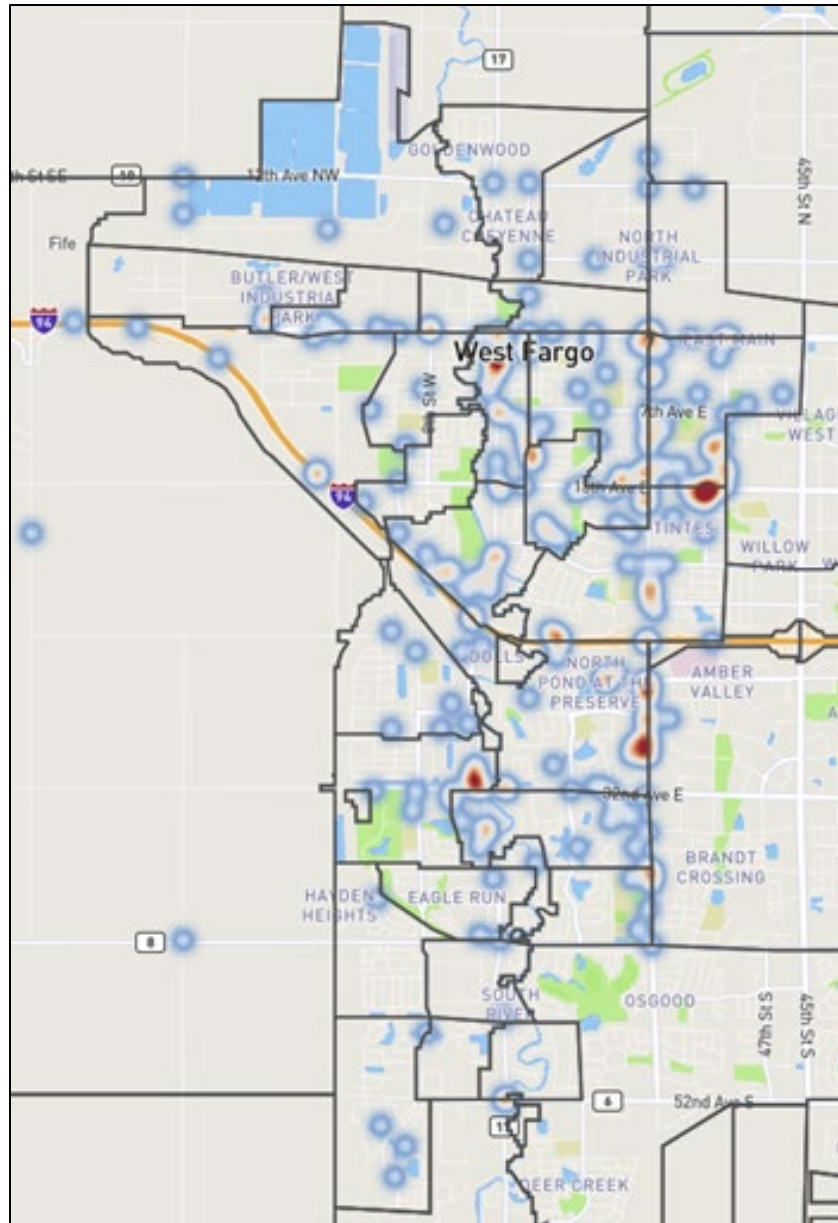


Figure 26 Fire Dept Concentration of Rescue, 2022-2024

O. Concentration of Hazardous Conditions

From 2022 through 2024, calls for hazardous conditions' emergencies were predominately concentrated in Planning Zones 1, 2, and 3. The highest concentration is centered on the intersection of 13th Ave W and Sheyenne St, into the oldest part of the city.

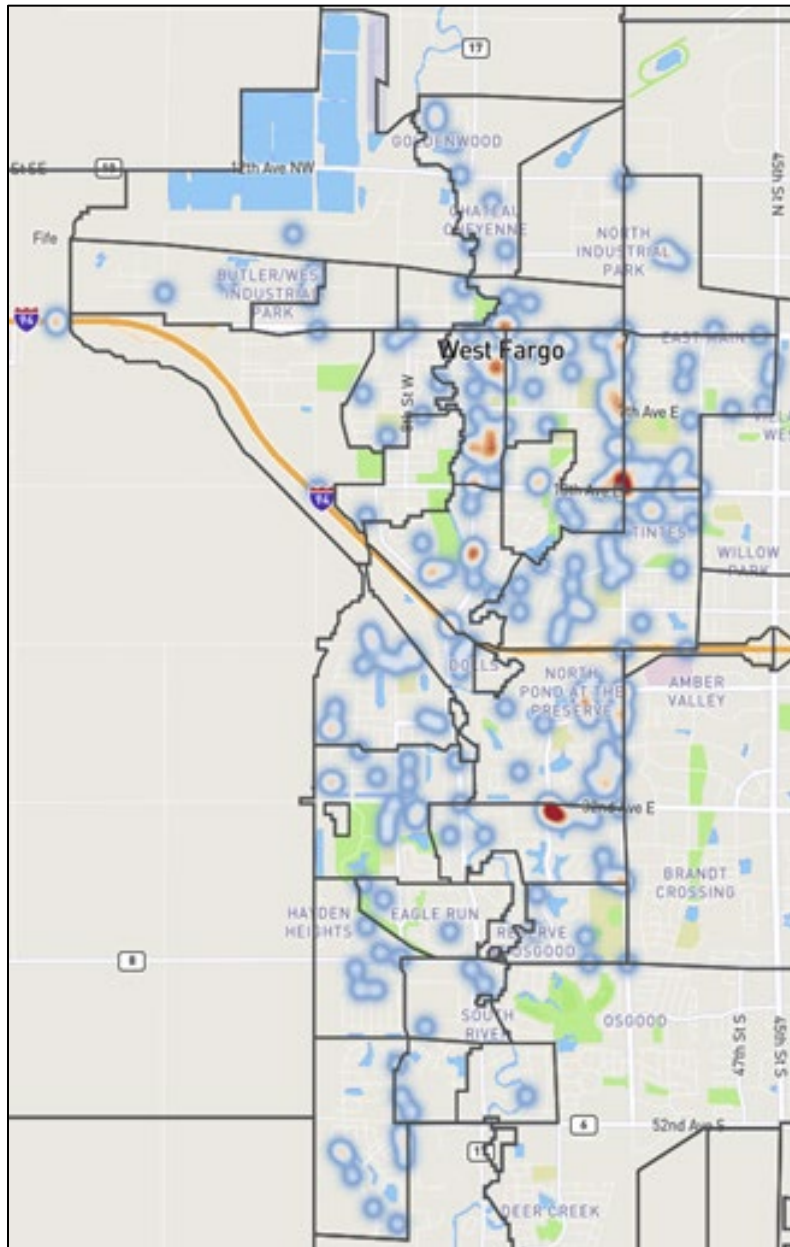


Figure 27 Fire Dept Concentration of Haz Cond 2022-2024

Section IV – Critical Tasking and Alarm Assignments

The City of West Fargo is defined as an urban response area according to the National Fire Protection Association (NFPA) 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments. The city has 43,000 residents, with a population density of 2,638 residents per square mile. The NFPA 1710 definition of urban response area is an incorporated city with over 30,000 residents and/or a population density over 1,000 people per square mile but under 2,999 people per square mile.

Having an urban population density presents several factors that affect fire risk. The department needs to have the resources to effectively mitigate the incidents that have the highest potential to negatively impact the community. As risk increases, the resources needed to address those risks also increase. The need for simultaneous tasks at the tactical level remains constant at all incidents. The list of strategic tasks completed at the command level is chronological and must be completed in order.

- Command
- Safety
- Search and Rescue
- Fire Attack
- Water Supply
- Ventilation
- Rapid Intervention
- Rehab
- Salvage
- Overhaul

More resources are needed because the tasks to be accomplished on scene increase proportionately with the risk level. For example, a seven-story mixed-use building requires more resources because there are more risk and more critical tasks to be completed. Critical task lists also apply to other major incidents such as active shooter hostile events, technical rescue, hazmat and natural disasters.

A. Critical Tasking

Critical tasks are those tasks which must be completed early on into an incident and within a timely manner to achieve maximum effect on the mitigation of an emergency incident. The department ensures that these tasks are also completed in a safe and efficient manner. The larger and more complex the incident is, the more personnel are needed to complete critical tasks and the larger the effective response force becomes.

Critical Tasks - Structure Fire (Hydrants)			Critical Tasks - Structure Fire (No Hydrants)		
Task	Personnel		Task	Personnel	
Incident Command		1	Incident Command		1
Safety Officer		1	Safety Officer		1
Pump Operator		1	Pump Operator		1
Aerial Operator		1	Aerial Operator		1
Hydrant		1	Tanker Operators		10
Search and Rescue		2	Search and Rescue		2
Fire Attack		2	Fire Attack		2
Backup		2	Backup		2
Ventilation		2	Ventilation		2
Rapid Intervention		4	Rapid Intervention		4
Total		17	Total		26

Figure 28 Fire Dept Critical Tasking Structure Fires

Critical Tasks - Aircraft Emergency			Critical Tasks - Outside Fire, Brush Fire		
Task	Personnel		Task	Personnel	
Incident Command		1	Incident Command/Safety		1
Safety Officer		1	Fire Attack		2
Aircraft Fire Suppression		4	Pump Operator		1
Pump Operator		1	Total		4
Backup		2			
Rescue		2			
Emergency Medical Care		2			
Water Supply		2			
Total		15			

Critical Tasks - Emergency Medical		
Task	Personnel	
Patient Management/Documentation		1
Patient Care		1
Total		2

Figure 29 Fire Dept Critical Tasking Aircraft Emergency, Brush Fire, EMS

Critical Tasks - EMS Mass Casualty			Critical Tasks - ASHER		
Task	Personnel		Task	Personnel	
Incident Command		1	Incident Command		1
Safety Officer		1	Safety Officer		1
Triage Officer		1	Triage Officer		1
Casualty Collection Officer		1	Casualty Collection Officer		1
Transportation Officer		1	Transportation Officer		1
Patient Care		8	Patient Care		8
Total		13	Rescue Task Force		6
			Total		19

Figure 30 Fire Dept Critical Tasking EMS Mass Casualty, ASHER

Critical Tasks - Motor Vehicle Collision		Critical Tasks - Tech Rescue, Trench	
Task	Personnel	Task	Personnel
Incident Command/Safety	1	Incident Command	1
Scene Management	1	Safety	1
Patient Care	1	Rescue Team	2
Extrication	3	Backup Team	2
Pump Operator	1	Patient Care	3
Fire Suppression	2	Shoring Team	5
Total	9	Total	14

Figure 31 Fire Dept Critical Tasking MVC, Trench Rescue

Critical Tasks - Tech Rescue, Water/Ice		Critical Tasks - Tech Rescue, Rope	
Task	Personnel	Task	Personnel
Incident Command	1	Incident Command	1
Safety	1	Safety	1
Rescue Swimmers	2	Rescue Team	2
Backup Swimmers	2	Backup Team	2
Patient Care	2	Patient Care	2
Rope Tenders	2	Rigger	1
Downstream Safety	2	Attendant	1
Boat	2	Ground Support	4
Total	14	Total	14

Figure 32 Fire Dept Critical Tasking Water/Ice Rescue, Rope Rescue

Critical Tasks - Tech Rescue, Confined Space		Critical Tasks - Hazmat	
Task	Personnel	Task	Personnel
Incident Command	1	Incident Command	2
Safety	1	Safety Officer	1
Rescue Team	2	Liason	1
Backup Team	2	Decontamination	4
Patient Care	2	Research Support	2
Rigger	1	Entry and Backup Teams	6
Attendant	1	Medical Officer	1
Ground Support	4	Total	17
Total	14		

Figure 33 Fire Dept Critical Tasking Confined Space Rescue, Hazmat

B. Alarm Assignments

The staffing to accomplish the critical tasking lists per incident type are listed below by Low, Moderate and High Risk. In order ensure that the minimum staffing numbers to accomplish critical taskings, alarm assignments are built and dispatched upon receipt of an alarm. The alarm assignments are compiled by the company type, the number of companies, and the normal staffing on those companies. These tables also include working fire/incident and automatic aid companies on the first alarm.

Staffing by Company	
West Fargo Companies	Staffing
Engine Co. 76	3
Truck Co. 76	3
Battlion 70	1
Engine Co. 75	3
Rescue Co. 75	2
Total On Duty Staffing	12
Auto Aid Companies	Staffing
Fargo Engine Co.	3
Fargo Battlion Chief	1
Total Auto-Aid Staffing	4
Callback Companies	Staffing
Ladder Co. 75	3
Engine Co. 71	3
Total Callback Staffing	6
Working Incident Staffing	22

Figure 34 Fire Dept Staffing

C. Mutual and Automatic Aid Assignments

Mutual aid is called when the emergency needs exceed the number of companies available, or when simultaneous calls for service exhaust the number of available companies in the city. The department has established a five-alarm system which brings additional companies to the scene of an incident from other metro departments and outlying county departments.

West Fargo Mutual Aid Run Card							
Alarm	Engines			Trucks	Special	Chiefs	
1st	Eng Co 76	Eng Co 75	FARGO	Trk Co 76	Res Co 75	Batt 70	FAR Batt
2nd	S.VALLEY	MOORHEAD		FARGO	SAFETY	OPS	PIO
3rd	WF RURAL	MAPLETON		MOORHEAD			
4th	HARWOOD	DILWORTH		S.VALLEY			
5th	CASSELTON	KINDRED					
Additional Engines				Additonal Trucks			
PAGE	LEONARD	AUTHUR		GRAND FORKS	WHAPETON	FERGUS FALLS	
TOWER CI	BUFFALO	ENDERLIN		DETRIOT LAKES			
GARDNER	GLYNDON	HAWLEY					

Figure 35 Fire Dept Mutual Aid Run Card

Section V – Performance Objectives and Benchmarks

Time bound goals, such as turnout, travel, and total response times are calculated inputs to affect a desired outcome, the reduction of fire loss and preventable loss of life. The two major incidents that result in fire loss and loss of life are building fires and sudden cardiac arrest. Several other emergencies can also result in fire loss and loss of life as well, such as technical rescue, hazmat spills, or medical emergencies.

A. Dynamics of Building Fires

The growth of fires in modern buildings goes through four stages; ignition, growth, fully developed and decay stages. As defined by the National Institute for Science and Technology (NIST). These stages have been accepted as the process of fire development since the seventies, although research conducted from 2010 through 2016 redefined the understanding of the effects of modern fuels and ventilation have cut the time of this sequence.

In the ignition phase of fire growth, a fire can take minutes to hours from ignition to flaming combustion. A large amount of highly toxic smoke can be emitted in this phase, displacing oxygen in the compartment. This smoke also has combustible gases that are suspended in the air and can combust once the appropriate mixture of oxygen is achieved. If the fire is discovered in this phase, damage is limited although the threat to life and health is still very high due to smoke inhalation.

In the growth phase of fire growth after flaming combustion is achieved, the growth occurs very rapidly. Flames can spread from the initial fuel package to adjacent fuel packages once heat is transferred. Once all the fuels and the combustible gases contain in the smoke reach ignition temperature, flashover occurs. This is an event where all combustibles in the room are ignited.

Once flashover occurs, damage caused by the fire will be significant and human life can no longer be sustained in the compartment. For decades, the time from ignition to flashover could be up to 17 minutes. In modern fire environments, the average time to flashover was five to seven minutes, and the goal of fire department intervention is to get water on the fire before flashover, which is the single operation that has the best chance of stopping the fire progression.

During the fully developed phase, heat release rates (in the form of joules) are at their highest. Given proper ventilation, the fire spreads rapidly and either consumes all fuels and burns out, or the fire department arrives and intercedes to knock down the fire.

The faster progression of flashovers from ignition is due to the materials used to furnish buildings, and the building itself. Modern construction is built to keep heat in, which

works effectively to keep fire gases and heat from a building fire in as well. Materials are usually petroleum based on petroleum or composite products. These give off a higher heat release rate than traditional wood and organic materials. Both factors combined to produce a compartment the heats up quicker, holds heat longer, and leads to flashover quicker.

B. Emergency Medical Event Sequence

Cardiac arrest is the most life threatening medical event that occurs in our community today. The American Heart Association (AHA) issues guidelines for providing cardiopulmonary resuscitation (CPR) which is designed to be streamlined and increase the likelihood of survival. These guidelines, coupled with the Basic Life Support Algorithm for Healthcare Providers, which includes defibrillation and the placement of an advanced airway, provide a roadmap for treatment of out of hospital sudden cardiac arrest from the bystander to the firefighter/EMT to the paramedic and the hospital emergency department.

The chances of survival for a victim of sudden cardiac arrest falls by 7 to 10 percent for every minute between collapse and defibrillation/CPR. The AHA recommends defibrillation within five minutes of cardiac arrest.

C. Resources, Staffing, and Time Impacts

Getting the right resources, staffed with the right number of firefighters, the scene in the right time gives the department the best overall chance to impact the quality of life of our residents and visitors. This means reducing fire loss by stopping the progression of a fire within five minutes and twenty seconds of the dispatch. It means arriving within five minutes of a sudden cardiac arrest and initiating basic life support actions.

Using Fractional Response Time methodology allows for a more granular examination of response times by breaking the response time into three segments: turnout, travel, and response. The fire department can effect these time segments through staffing, deployment of companies, and distribution of fire companies throughout the city.

All goals are measured to the 90th percentile. The goal for turnout to emergency medical calls for service is 60 seconds, while the turnout for all other emergencies is 80 seconds. The goal for travel is 240 seconds for all 1st due companies to all emergencies, while the travel goal for all effective response force companies is 480 seconds to low/medium hazard emergencies and 610 to high hazard emergencies.

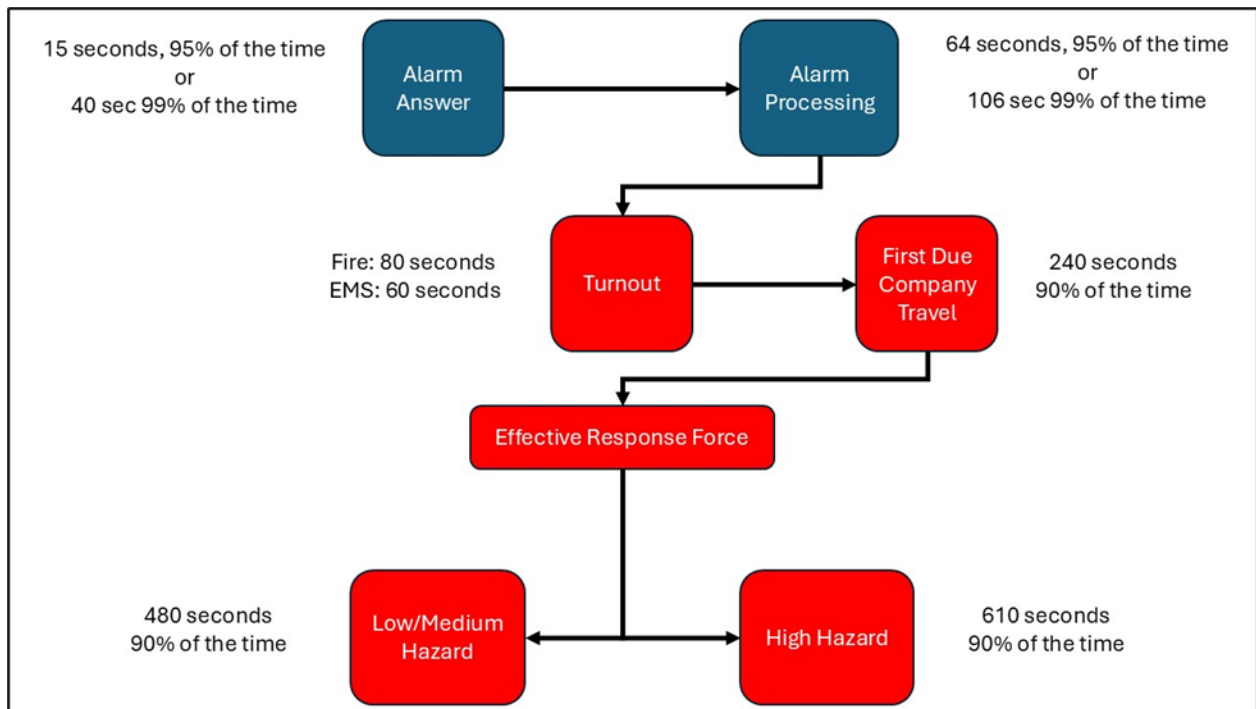


Figure 36 Fractional Response Time Chart and Goals

Section VI – Historical System Performance

Incident data for the past three years (January 1st, 2022, through December 31st, 2024) was evaluated for several different but interconnected aspects of a response. By tracking these data points over time, trends can be identified and tracked to determine system performance across key data points.

For the evaluation of historical performance against established standards, only calls which meet a certain set of criteria were selected for evaluation. Only calls where fire companies were dispatched and responded “emergent” or with lights and sirens, were used to construct the data population for this evaluation. By excluding other calls where companies responded “non- emergent” or no lights and sirens, the data will reflect the true performance of emergency calls in the city.

When the data is collected for evaluation from the records management system, a four-part calculation is performed to determine fractional response times; turnout, travel, total response time, and time out are resulting four fractional times. Additionally, the call processing times at Red River Regional Dispatch are collected and evaluated with standards.

Fire department response time goals are generally in line with National Fire Protection Association (NFPA) 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments, which is a national consensus standard. In most cases, the response time goals for the department mirror NFPA 1710 goals, with the exception of reaction times, travel times, and total response times for the effective response force to working incidents. This is due to the effective response force being on-call and not in the station.

A. Detection

The detection of an emergency (fire or medical) may not happen immediately. In fact, without automatic alarms or life-line systems in every home and building in the city, a delay in detection and notification may occur with regularity.

When a fire happens, and a delay in detection occurs, that delay can make the containment of the fire significantly more difficult for first alarm companies, necessitating additional alarms to the scene. During a serious medical emergency, such as a heart attack, cerebrovascular accident, or sudden cardiac arrest, delays of detection as little as 6 minutes may result in death.

B. Alarm Handling

Alarm handling occurs at the Public Safety Answering Point (PSAP) at Red River Regional Dispatch Center (RRRDC). Within the National Fire Protection Association (NFPA) 1221 Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems (2017 ed.), alarm answering requirements are listed as:

- Alarm answering within 15 seconds, 95% of the alarms received and within 40 seconds, 99% of the alarms received

Within the National Fire Protection Association (NFPA) 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Departments (2020 ed.) alarm handling requirements are listed as:

- Alarms answered in not more than 15 seconds, for at least 95% of the alarms received and not more than 40 seconds for 99% of the alarms received
- Alarms processed in not more than 64 seconds, for at least 90% of the alarms received, and not more than 106 seconds, for at least 95% of the alarms received

Alarm Processing West Fargo Fire Calls 2022	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	30	116.6	70%	10%	10%	10%
February	28	83.6	68%	25%	4%	4%
March	21	149	52%	24%	5%	19%
April	18	85.7	61%	28%	11%	0%
May	28	100.6	43%	36%	18%	4%
June	28	100.6	43%	36%	18%	4%
July	20	100.6	65%	20%	5%	10%
August	25	118.6	40%	32%	16%	12%
September	23	99.5	52%	30%	17%	0%
October	18	114.3	39%	39%	22%	0%
November	25	144.2	36%	24%	20%	20%
December	20	100.8	50%	35%	10%	5%

Figure 37 2022 Fire Call Alarm Handling

Alarm Processing West Fargo Fire Calls 2023	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	22	84.8	55%	36%	5%	5%
February	17	101.6	65%	24%	0%	12%
March	20	134.1	50%	25%	10%	15%
April	22	87.9	59%	32%	9%	0%
May	27	115	78%	7%	4%	11%
June	25	93.4	56%	32%	4%	8%
July	33	137.6	39%	33%	9%	18%
August	25	133.4	36%	36%	12%	16%
September	47	102.4	49%	34%	9%	9%
October	29	153.2	52%	21%	7%	21%
November	22	148.8	57%	26%	0%	13%
December	24	107.6	60%	24%	8%	4%

Figure 38 2023 Fire Call Alarm Handling

Alarm Processing West Fargo Fire Calls 2024	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	29	102	52%	31%	10%	7%
February	27	135.6	33%	33%	11%	22%
March	20	104.2	35%	35%	25%	5%
April	22	112.6	45%	27%	23%	5%
May	23	93.6	61%	26%	9%	4%
June	27	158.4	44%	19%	11%	26%
July	37	126.8	51%	27%	8%	14%
August	38	113.5	34%	32%	26%	8%
September	16	143	50%	31%	0%	19%
October	29	133.3	45%	17%	21%	17%
November	24	124.2	33%	38%	17%	13%
December	27	121.8	33%	38%	17%	13%

Figure 39 2023 Fire Call Alarm Handling

Alarm Processing West Fargo EMS Calls 2022	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	83	85	46%	53%	1%	0%
February	101	124	41%	33%	15%	12%
March	105	114.2	33%	45%	13%	9%
April	85	126.6	33%	36%	18%	13%
May	83	90.6	37%	52%	11%	0%
June	113	144.4	29%	35%	16%	19%
July	126	129.9	32%	39%	18%	10%
August	93	114.4	37%	37%	18%	9%
September	95	147.5	28%	35%	20%	16%
October	102	115	37%	37%	18%	8%
November	114	127.6	40%	30%	17%	11%
December	112	107	43%	36%	17%	4%

Figure 40 2022 EMS Call Alarm Handling

Alarm Processing West Fargo EMS Calls 2023	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	83	122	34%	40%	16%	11%
February	99	128.6	42%	35%	10%	12%
March	101	116.8	45%	34%	12%	8%
April	85	118.6	38%	39%	14%	9%
May	83	109.6	35%	41%	23%	1%
June	100	124.7	38%	32%	17%	13%
July	88	151	25%	34%	21%	19%
August	88	135.9	32%	31%	19%	18%
September	123	128.8	36%	34%	17%	13%
October	95	131	37%	25%	22%	16%
November	83	144.5	35%	33%	14%	17%
December	97	126.6	33%	34%	22%	11%

Figure 41 2023 EMS Calls Alarm Handling

Alarm Processing West Fargo EMS Calls 2024	Total Number of Calls	90% Processing Time in Seconds	0-60 Seconds	61-90 Seconds	91-120 Seconds	Over 120 Seconds
January	94	155.8	23%	35%	19%	22%
February	94	126	24%	33%	23%	19%
March	89	152.2	27%	21%	21%	30%
April	79	169.6	27%	37%	16%	20%
May	83	139.2	23%	43%	16%	18%
June	92	161	30%	34%	14%	22%
July	127	153.6	21%	33%	20%	25%
August	92	134.8	26%	33%	28%	12%
September	109	136	34%	33%	17%	17%
October	102	122.6	34%	31%	24%	11%
November	103	151.6	27%	32%	19%	21%
December	112	151.6	30%	37%	17%	16%

Figure 42 2024 EMS Call Alarm Handling

C. Turnout Time

Turnout time, defined by NFPA 1710 as the time interval that begins when the notification process begins by either an audible tone or visual annunciation and ends at the beginning of the travel time. Turnout time can vary by time of day, availability of fire companies when an alarm is dispatched, and the call type. The department goals for turnout times are 60 seconds for the first due company to medical emergencies, and 80 seconds for all other emergencies. Times are measured at the 90th percentile.

Turnout - 90th Percentile Times - Baseline Performance to Fire/Hazmat/Rescue Calls		Benchmark	2022-2024	2022	2023	2024
Turnout Time	1st Company Distribution	80 Seconds	122 sec	132sec	131 sec	103 sec
			1,649	718	462	476
	ERF Concentration	80 Seconds	274 sec	902 sec	334 sec	139 sec
			930	31	359	483

Figure 43 1st Due and ERF Turnout Time Performance, 2022-2024

Turnout - 90th Percentile Times - Baseline Performance to Emergency Medical Calls		Benchmark	2022-2024	2022	2023	2024
Turnout Time	1st Company Distribution	60 Seconds	102 sec	103 sec	108 sec	89 sec
			3,133	1,127	1,027	1,199

Figure 44 EMS Turnout Time Performance, 2022-2024

D. Travel Time

Travel time, defined by NFPA 1710 as the time interval that begins when a company goes en- route to an emergency and ends when the company arrives on scene. Travel time is affected by the location of the company at the time of dispatch; when a company is station, in the planning zone, travel times are optimal. When that company is out of their district, such is the case when multiple calls draw that company outside of the planning zone, travel times become longer. Traffic, weather, and construction can also impact travel times. The department goals for travel times are 240 seconds for the first due company to all emergencies, and 480 seconds for the balance of the effective response force to all emergencies. Times are measured at the 90th percentile.

Travel - 90th Percentile Times - Baseline Performance to Fire/Hazmat/Rescue Calls		Benchmark	2022-2024	2022	2023	2024
Planning Zone 1	1st Company Distribution	240 Seconds	419 sec	436 sec	460 sec	275 sec
			475	182	139	162
	ERF Concentration	480 Seconds	418 sec	*	441 sec	416 sec
			285	8	119	158
Planning Zone 2	1st Company Distribution	240 Seconds	336 sec	375 sec	375 sec	368 sec
			303	140	140	79
	ERF Concentration	480 Seconds	371 sec	*	*	336 sec
			163	4	4	111
Planning Zone 3	1st Company Distribution	240 Seconds	349 sec	335 sec	335 sec	330 sec
			556	270	270	146
	ERF Concentration	480 Seconds	414 sec	*	*	401 sec
			256	9	9	134
Planning Zone 4	1st Company Distribution	240 Seconds	508 sec	572 sec	572 sec	543 sec
			160	62	62	50
	ERF Concentration	480 Seconds	552 sec	*	*	620 sec
			91	1	1	51
Planning Zone 5	1st Company Distribution	240 Seconds	569 sec	588 sec	588 sec	510 sec
			74	28	28	17
	ERF Concentration	480 Seconds	504 sec	*	*	*
			31	6	6	3
Planning Zone 6	1st Company Distribution	240 Seconds	586 sec	543 sec	543 sec	557 sec
			81	36	36	22
	ERF Concentration	480 Seconds	526 sec	*	*	475 sec
			47	3	3	26

Figure 45 1st Due and ERF Travel Time Performance, 2022-2024

Travel - 90th Percentile Times - Baseline Performance to Emergency Medical Calls		Benchmark	2022-2024	2022	2023	2024
Planning Zone 1	1st Company Distribution	240 Seconds	433 sec	453 sec	455 sec	278 sec
			1,153	383	339	431
Planning Zone 2	1st Company Distribution	240 Seconds	368 sec	377 sec	380 sec	356 sec
			1,010	349	303	358
Planning Zone 3	1st Company Distribution	240 Seconds	295 sec	284 sec	297 sec	308 sec
			789	264	265	260
Planning Zone 4	1st Company Distribution	240 Seconds	431 sec	502 sec	413 sec	427 sec
			219	65	63	91
Planning Zone 5	1st Company Distribution	240 Seconds	501 sec	499 sec	539 sec	508 sec
			81	35	28	18
Planning Zone 6	1st Company Distribution	240 Seconds	550 sec	583 sec	568 sec	456 sec
			102	31	30	41

Figure 46 EMS Travel Time Performance, 2022-2024

E. Total Response Time

Total response time, defined by NFPA 1710 as the time interval from the receipt of the alarm at the primary PSAP to when the first emergency response unit is initiating action or intervening to control the incident. The department goals for travel time are 300 seconds for the first due company to a medical emergency, 320 seconds for the first due company to all other emergencies, 480 seconds for the balance of the effective response force companies, and 610 seconds for balance of the effective response force companies responding to high-rise emergencies. Times are measured at the 90th percentile.

Response - 90th Percentile Times - Baseline Performance to Fire/Hazmat/Rescue Calls		Benchmark	2022-2024	2022	2023	2024
Planning Zone 1	1st Company Distribution	320 Seconds	512 sec	516 sec	571 sec	358 sec
			475	182	139	162
	ERF Concentration	560 Seconds	612 sec	*	984 sec	510sec
			285	8	119	158
Planning Zone 2	1st Company Distribution	320 Seconds	465 sec	481 sec	480 sec	429 sec
			303	140	84	79
	ERF Concentration	560 Seconds	490 sec	*	524 sec	477 sec
			163	4	48	111
Planning Zone 3	1st Company Distribution	320 Seconds	435 sec	442 sec	437 sec	423 sec
			556	270	140	146
	ERF Concentration	560 Seconds	567 sec	*	629 sec	506 sec
			256	9	113	134
Planning Zone 4	1st Company Distribution	320 Seconds	630 sec	702 sec	677 sec	602 sec
			160	62	48	50
	ERF Concentration	560 Seconds	716 sec	*	723 sec	723 sec
			91	1	39	51
Planning Zone 5	1st Company Distribution	320 Seconds	669 sec	795 sec	747 sec	582 sec
			74	28	29	17
	ERF Concentration	560 Seconds	875 sec	*	657 sec	*
			31	6	22	3
Planning Zone 6	1st Company Distribution	320 Seconds	713 sec	712 sec	776 sec	637 sec
			81	36	23	22
	ERF Concentration	560 Seconds	659 sec	*	812 sec	496 sec
			47	3	18	26

Figure 47 1st Due and ERF Response Time Performance, 2022-2024

Response - 90th Percentile Times - Baseline Performance to Emergency Medical Calls		Benchmark	2022-2024	2022	2023	2024
Planning Zone 1	1st Company Distribution	300 Seconds	494 sec	529 sec	518 sec	336 sec
			1,153	383	339	431
Planning Zone 2	1st Company Distribution	300 Seconds	437 sec	454 sec	442 sec	420 sec
			1,010	349	303	358
Planning Zone 3	1st Company Distribution	300 Seconds	370 sec	366 sec	379 sec	377 sec
			789	264	265	260
Planning Zone 4	1st Company Distribution	300 Seconds	510 sec	545 sec	513 sec	488 sec
			219	65	63	91
Planning Zone 5	1st Company Distribution	300 Seconds	573 sec	605 sec	577 sec	581 sec
			81	35	28	18
Planning Zone 6	1st Company Distribution	300 Seconds	615 sec	640 sec	633 sec	521 sec
			102	31	30	41

Figure 48 1st Due and ERF Response Time Performance, 2022-2024

F. 2024 Response Time Gap Analysis

Using a cumulative distribution chart, overlaid with a gap analysis, shows in more detail the performance of the department in the three areas of fire department response measurement: Emergency Medical Services calls, Fire calls, and the Effective Response Force to fire calls. The charts are read in the same way as a percentage. As the performance line moves upward, the reader can determine the percentage of calls that were made at or under the timeframe listed. For example, to determine the average (50%) of the listed information, the reader can see where the performance line intersects the 50% range and determine the seconds on the bottom axis of the chart.

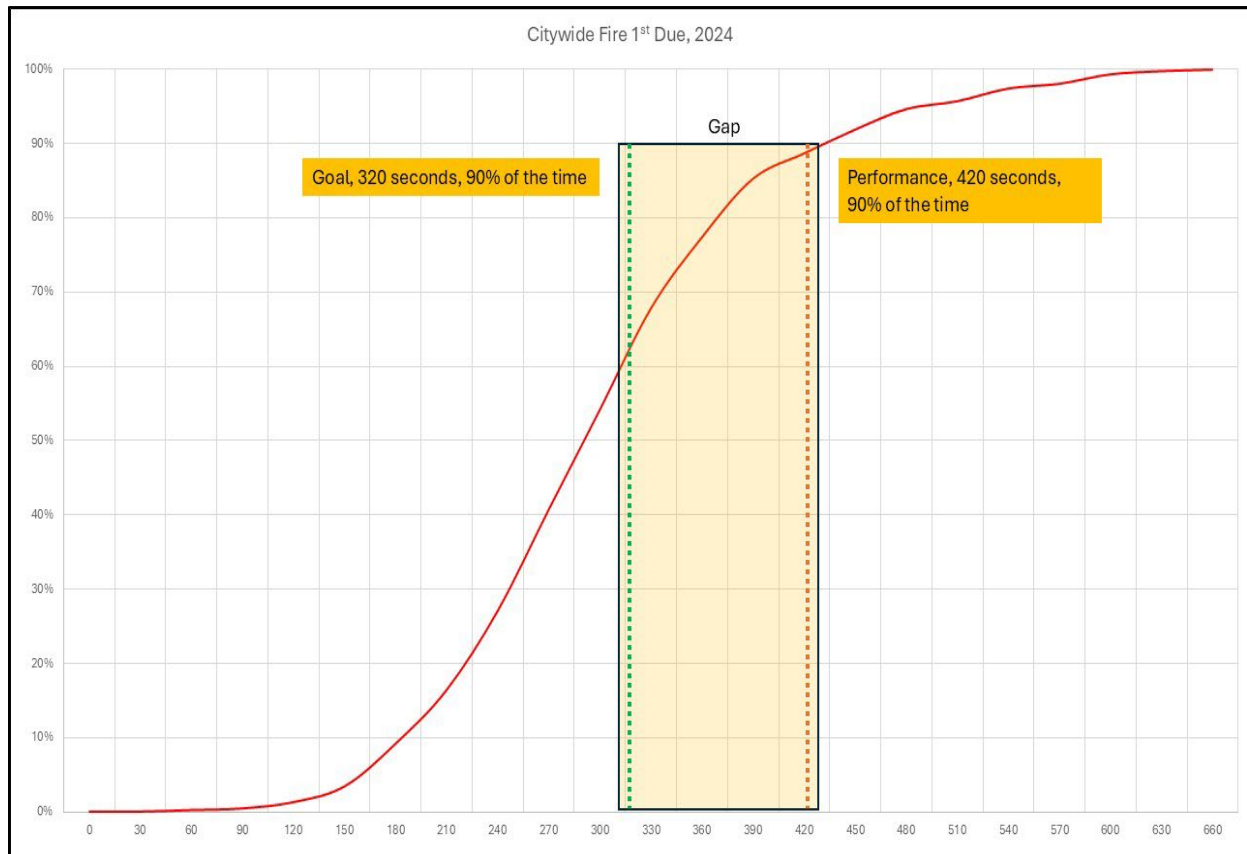


Figure 49 1st DUE Gap, 2024

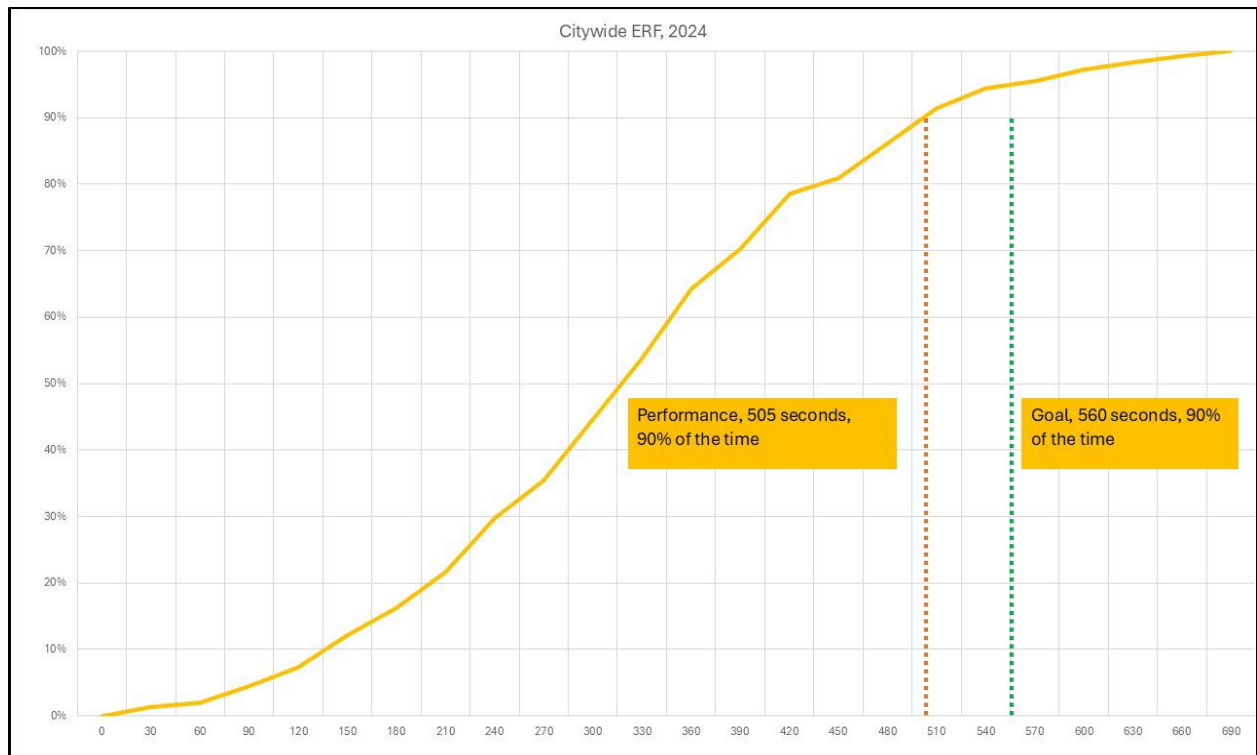


Figure 51 ERF Gap, 2024

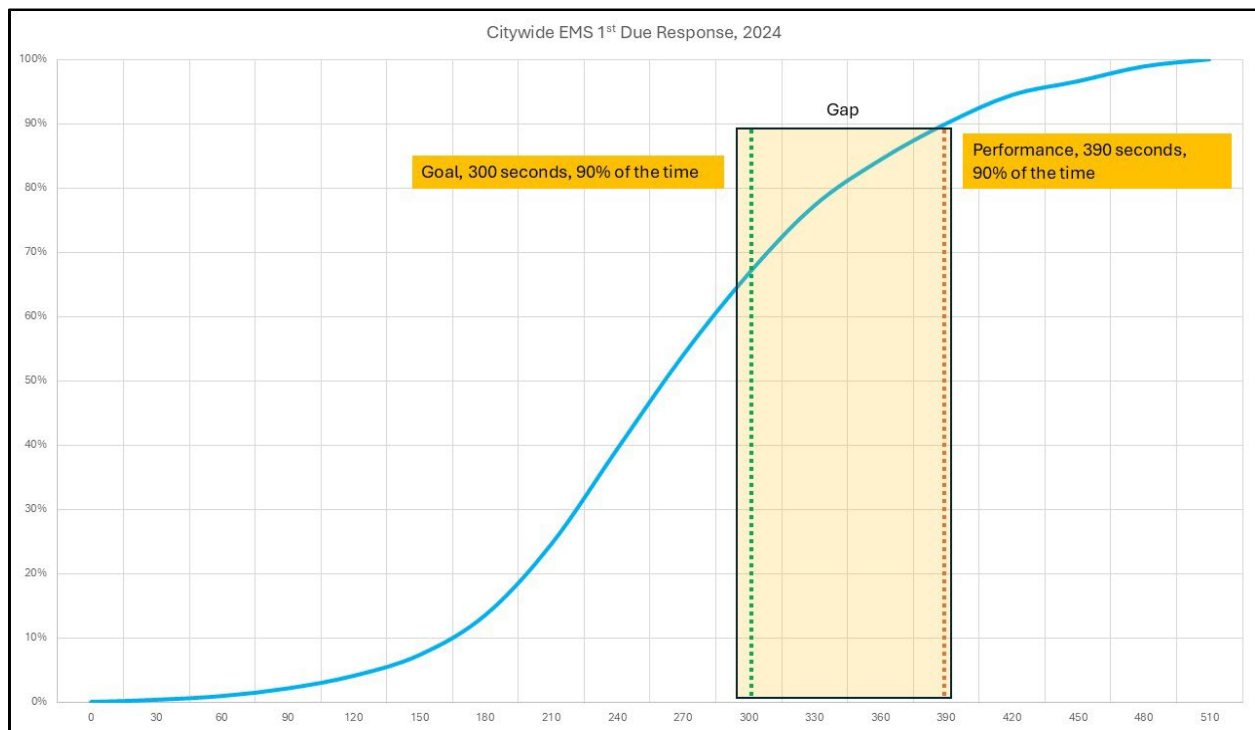


Figure 50 EMS Gap, 2024

G. First Due Company Distribution

The distribution of fire companies in the community needs to be effective within both the planning zone to which the company is assigned, and the overall system of multiple planning zones. For example, an engine assigned to Fire Headquarters, under normal circumstances provides first due coverage to planning zones one, five, six and parts of two. The same engine is also the second due to most major emergencies in planning zones three, four and part of two.

Fire Headquarters is assigned Engine Co. 76, Truck Co. 76 and Battalion 70. Those apparatus are first due to all planning zones north of Interstate 94. The Southside Fire Station is assigned to Engine Co. 75 and Rescue Co. 75, which are first due to all planning zones south of Interstate 94.

Overall, the department distribution baseline performance for 1st Due Companies to Emergency Medical Calls is 390 seconds, 90% of the time. For 1st Due Companies to all other emergencies, the baseline performance is 420 seconds, 90% of the time.

H. Concentration and Effective Response Force Capability

Within the city, there are two engine companies, one truck company, a heavy rescue, and a battalion chief are assigned and staffed daily. Interstate 94 is the major feature that divides the city into two halves, with only two connections between the two halves: Sheyenne St and Veterans Blvd. The lack of interconnectivity adds complexity to the way the system works, because of the time it takes to move resources from one side of the city to the other. Factors include weather, time of day, traffic and road construction, all could have a negative impact on response times in the city.

Overall, the department concentration baseline performance for the Effective Response Force to emergencies is 505 seconds, 90% of the time.

I. Incident Concurrency

The workload of fire companies is defined by total call volume and by the frequency of concurrent incidents, or the time when more than one incident is occurring. These concurrent incidents rarely occurred prior to 2017 but are occurring with more frequency in the years since and cause a strain on the system requiring callbacks of off duty or on call firefighters to staff fire companies after the third concurrent call. For data reporting purposes, calls that occur within 20 minutes of each other are considered concurrent, as the average time from dispatch to the company returning to service is thirty minutes. A total of 907 concurrent (more than 2) calls were reported from 2022 through 2024.

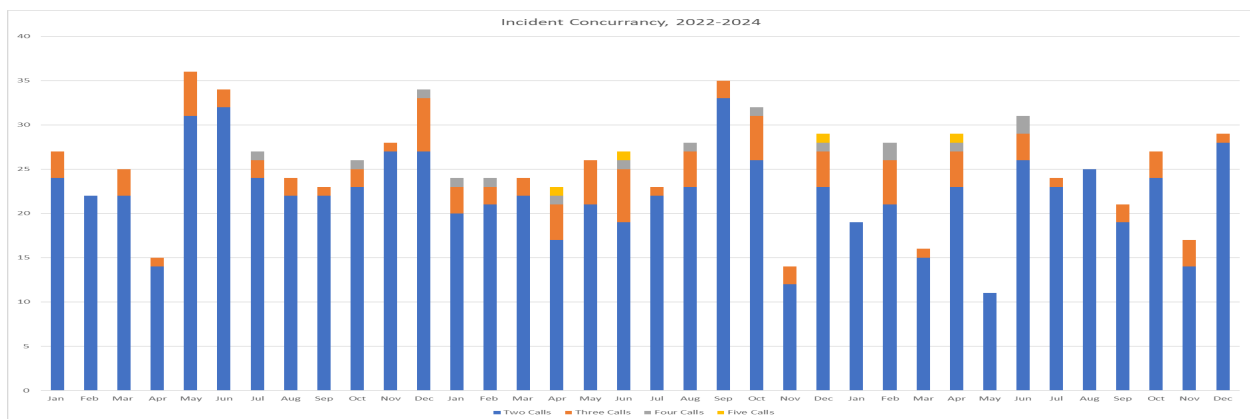


Figure 52 Incident Concurrency by Month, 2022-2024

J. Reliability by Planning Zone

Station reliability by planning zone quantifies the percentage of time where fire companies from one planning zone are the first due into another planning zone. The intent of utilizing planning zones is to build fire stations in zones where call volumes and response times warrant. By using this data to guide the development of new stations, it allows the current fire companies to have the best chance at achieving response times that have real impact on the quality of life of our residents. In breaking down the data, four of the six planning zones have reliability percentages outside of the benchmarks for reliability. In this data, there are two fire stations staffed in West Fargo: Fire Headquarters in Planning Zone One and the Southside Fire Station in Planning Zone Three.

Section VII – Plan for Improving Response Capabilities

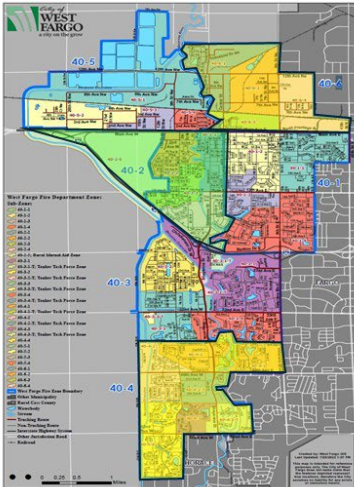
The department experienced an extended period of decay when it comes to response capabilities. It can be observed that the department spent much of the period of 2000 through 2015 maintaining the status quo, while the city population, development and call volumes began to change. Capabilities did not increase to meet demand and led to a compounding decay in service capability. To those who were closest to the problem, it seemed as if everything was working “as we’ve always done it” which is understandable, albeit short sided.

Fire Department Station Planning - Reliability

City of West Fargo Fire Department



- Utilizes three years of data for calls into adjacent zones from staffed stations. The goal is to keep staffed stations at 65% reliability or less than 35% of total calls into adjacent planning zones



Percent of calls outside primary PZ	Less than 10%	No action to be taken Planning Zone 5 (6.58%)
	10%	Identify Land for New Fire Station Planning Zone 6 (10.04%) Planning Zone 4 (22.98%)
	25%	Design and Sitework No current Planning Zones Identified
	35%	Build and Staff New Fire Station Planning Zone 2 (53.95%)

Figure 53 Planning Zone Reliability

No higher-level perspective was gained, and communications with city staff were infrequent. To overcome the decay, beginning in 2015 the city and the department initiated a fast-paced change to address these challenges as quickly as possible. Even with large and rapid investments in the department's response capability, the existing demand was being compounded with change that is still evolving.

A. Conclusions

Turnout times are routinely beyond the goals of 60 seconds for emergency medical calls and 80 seconds for fire/hazmat/rescue calls. While difficult to pin down the exact cause, having the second the third due companies on call rather in the station prior to 2023, concurrent calls, mixed with training, inspections, and time of day are likely the collective causes of longer turnout times. Around 22 out of 25 turnout times are longer than the goals established over the time period examined.

Travel times are also routinely beyond the goals of 240 seconds for the first due company and 480 seconds for the effective response force. For fire/hazmat/rescue calls, in Planning Zone 2, seven of ten calls meet the goal, but in Planning Zone 6, only 4 of 25 calls meets the goal.

Regardless of turnout times, the real challenge behind establishing a travel time the routinely meets the goals is opening new stations and staffing fire companies in those stations.

Achieving this action will also improve reliability by planning zone.

As expected, total response times are also beyond the goals of 300 seconds for the first due to EMS calls and 320 seconds for fire/hazmat/rescue calls and 780 seconds for the ERF to fire/hazmat/rescue calls.

Reliability by planning zone also reflects the challenges of keeping responding companies within their respective planning zones as much as possible. Over 78% of calls are out of the planning zone for Southside Station, leaving only a 20% reliability of the companies assigned there.

In addition, Planning Zone 4 is reaching a level where a station needs to be planned. Planning Zone 2 is very close to needing a new station as well.

B. Plan for Improving Response Capabilities

To improve response time capabilities, the department needs to address both the speed and weight of response. The speed of getting the first due company to the scene of an emergency within the established benchmarks is crucial to begin mitigating the emergency immediately. The more time that is allowed to pass without fire department intervention results in a larger scale emergency or loss of life. Speed is only achieved through low turnout times and low drive times, which means a staffed fire company must be available, within a 4-minute drive time of any emergency in the city. Today, roughly 37% of the city (by geography) is within a 4-minute drive of a staffed fire station. The concentration of staffed fire apparatus matches the concentration of calls for

service, however as more areas of the city grow in population and demographics change in certain areas, call volumes will increase, reducing availability of fire companies. The department has to plan for both improving capabilities in the remaining 63% of the city and providing for reliably through redundancy of resources in certain areas, such as staffing two fire companies at Fire Headquarters.

With two fire stations operating, the department has room for 14 firefighters on duty at one time. This is below the critical task listings for Structure Fires, Aircraft Emergencies, Hazardous Materials Emergencies, and Active Shooter/Hostile Events. The difference between on duty staffing and needs ranges from three to five firefighters.

The original concept of establishing planning zones was created when the department had just one staffed fire station. The dividing line between the planning zones is Interstate 94: the first due to all northern planning zones is Fire Headquarters, and the first due to all southern planning zones is the Southside Fire Station. However, it has been demonstrated that in certain subzones, a fire company can respond quicker from the opposite direction than the assigned first due.

Create new subzones and re-assign fire due companies

During the formal analysis of response times in sub-zones across the city, it was noted that the highest travel times in planning zone two and in planning zone three occurred in areas that were adjacent to Interstate-94 and major arterial roadways, such as Sheyenne St and Veterans Boulevard. In reference to a 2022 GIS study of travel times from fire stations, a similar pattern was noticed: adjacent fire stations could travel across the I-94 corridor and decrease travel times to these areas.

The recommendation is to create two additional subzones in these areas: one in planning zone two and the other in planning zone three. The first-due to these areas will be re-deployed from adjacent fire stations. In achieving these changes, it is estimated that travel time to these two subzones will decrease by up to 120 seconds.

The timeline for making these changes is within the third quarter of 2025. Working with the City of West Fargo GIS Department, changes in the mapping software can be completed with just staff time, resulting in a minimal cost to the department. After the change is completed, a full year of data collection will determine the actual reduction in travel time.

Increase the daily staffing from 12 to 17 firefighters

There is a gap between the critical task listings for structure fires, hazardous materials, and ASHER calls and the daily staffing of the department. Without additional staffing,

there are critical tasks that will not be accomplished in a timely manner upon arrival at these low frequency/high risk calls for service. This will cause the staff that do arrive on scene to complete multiple tasks, leading to time lost, and increasing the possibility of injury to firefighting staff or the inability to effectively control these situations.

The recommendation is to hire fifteen additional firefighters. The process for additional firefighters to the department is an onerous process, from budgeting the positions, to funding the positions, testing, hiring, and training. In all, it takes 18 months from requesting the positions to the firefighters working on shift. Additionally, the department only has room in its stations for 14 firefighters to be on duty at one time. To increase the daily staffing beyond 14 firefighters, the department will need to build an additional fire station, which comes with its own process and constraints.

The timeline for adding new firefighters to the department would take five years, adding three new firefighters each year. It is estimated that these new hires would increase the department budget by around 3.8% per annum. Without help from a grant source, such as Staffing for Adequate Fire and Emergency Response (SAFER), it would be unattainable to ask the taxpayers of the city to shoulder an 11.77% increase in the budget in a single year.

Additionally, the logistics of adding five firefighters to each shift would add a level of difficulty without the construction of a new fire station. While this recommendation is very important to the community, it must be tied to a new fire station in the future. An achievable goal is to increase on-duty staffing to fourteen firefighters in two years, as the department currently has the facilities to house on-duty staffing.

Implement auto-aid program with Fargo FD

The department does not have the depth to handle a single company call for service with 1st alarm call for service. All available staffed resources would be deployed. Additional off-duty staff can be called into service, however the response time can exceed twenty minutes to place resources in service. To provide relief, and to meet critical task listings, an additional engine company and Battalion Chief are dispatched upon the declaration of a working fire. However, it takes up to five minutes to have RRRDC dispatch these companies.

The recommendation is to establish an automatic aid program with the Fargo Fire Department, that would increase 1st alarm staffing by an additional engine company and Battalion Chief upon the initial dispatch, thus reducing all aspects of the response, from dispatching to turnout and travel time. Additionally, having resources available to be auto dispatched when all West Fargo fire companies are committed reduces response

time to concurrent emergencies. The reciprocal dispatching of West Fargo fire companies to Fargo emergencies that occur where a West Fargo fire company can affect a faster response would assist the Fargo Fire Department with challenges along the city lines.

The timeline for implementing changes is within the next year, accounting for a phased approach of approving contracts between the two cities, training both firefighting and dispatching staff, and deploying technology, such as Automatic Vehicle Locating (AVL) to assist with a successful program.

The cost would be the additional calls for service that West Fargo maybe dispatched to in the future. Modeling of closest available fire companies still needs to be completed to determine the number of calls that West Fargo would respond to Fargo, and vice-versa.

Plan for new station in Planning Zone Two

The response time data for Planning Zone Two shows a 90th percentile response time performance above department goals for two of three reporting segments, 1st due to fires and emergency medical calls for service. In short, the planning zone has a speed problem; the department cannot get fire companies to the scene of fire in 320 seconds or to the scene of a medical emergency in 300 seconds. The 3-year, 90th percentile response time performance to medical emergencies in the zone was 437 seconds, which is 137 seconds over the goal time. For 1st due companies to emergencies, the performance was 465 seconds, which is 145 seconds over the goal time.

Additionally, the planning zone accounts for 53% of company responses from Fire Headquarters, reducing the reliability of the fire companies responding from that station into planning zone one. Lastly, the city has begun to draft a growth plan the will affect planning zone five and most likely create the need to form a seventh planning zone to the northwest. There were 738 calls for service in the planning zone in 2024.

The recommendation is to complete the building process for a third fire station in planning zone two, and that the station be staffed with a four-person engine company.

The timeline for completion of the station is 2028, which is achievable given the process of finding a suitable location, design of the station, and construction.

The cost would be determined closer to the design phase of the station.

Plan for new station in Planning Zone 4

The response time data for Planning Zone Four shows a 90th percentile response time

performance above department goals for all three reporting segments, 1st due to fires, effective response force, and emergency medical calls for service. The 3-year, 90th percentile response time performance to medical emergencies in the zone was 488 seconds, which is 188 seconds over the goal time. For 1st due companies to emergencies, the performance was 602 seconds, which is 282 seconds over the goal time. For effective response force companies, the performance was 723 seconds, which is 163 seconds over the goal.

There were 240 calls for service in the planning zone in 2024, which represents a 122% increase over 5 years and a 24% increase from 2023-2024. The zone has an additional 140 to 160 housing units that have been plated and approved for construction, with an 45 acres of undeveloped land available for development. While the zone has had the highest growth in call volume in the past five years, it will be capped at some point in the immediate future.

The recommendation is to complete the building process for a fourth fire station in planning zone four, and that the station be staffed with a four-person engine company.

The timeline for completion of the station is 2031, which is achievable given the process design of the station, and construction. The department has already found suitable land for a new station, located at the corner of 47th Ave W and Sheyenne Street. The challenge is that the section of Sheyenne Street, along with 52nd Ave W towards the diversion, will most likely receive major upgrades to the road size in the future, which may affect the future location of the station.

The cost would be determined closer to the design phase of the station.

The department has made great strides over the past three years, and beyond, to improve performance capability, although some gaps still exist. The Chief of the Department, working in conjunction with the City Commission will be working into the future to address these recommendations, specifically to balance the needs of the department to meet the demands, with the limited ability to raise additional funding. The goal would be to have a durable approach to increasing the department budget over a period of time, resulting in sustained improvement.



"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: February 24, 2025

Subject: 6th Street and 23rd Avenue E – Intersection Improvements

Action: Accept Petition for Improvements, Create Improvement District No. 2294; and Direct Engineer to prepare an Engineer's Report

New Information and Recommendation:

Recently the City has been approached by the Dakota Medical Foundation (DMF) to develop the area located west of Costco and with this proposed development adding traffic to the intersection of 6th St and 23rd Ave E it is prudent to propose intersection improvements which could include either a traffic signal or a roundabout. DMF has also submitted a Petition for Improvements of the intersection.

An intersection control feasibility study has been completed which analyzed both a signal project as well as a roundabout project. The results of the study are as follows:

Scenarios analyzed:

Do Nothing: With full build out of the area to continue forward without improvements the intersection was shown to operate at a Level F, verifying the need for intersection control to be implemented. Additionally the study concluded that with the increased traffic, the five-year crash rate is approaching the critical crash rate and is around 2.7 times higher than typical two-way stop-controlled intersections and will continue to increase as traffic is expected to more than double by 2050.

Traffic Signal: The study shows that currently the intersection does not warrant a signal to be installed, however future traffic anticipated within the next 5 years does show that it will meet warrants for the signal. This projected warrant is typically sufficient for gaining approval for the installation of a signal, however this will need to be vetted with the ND Dept. of Transportation.

Operationally speaking, under complete build out of the area, a signalized control of the intersection will provide a level B level of service which is adequate.

A signalized intersection will provide a safety benefit, albeit a smaller benefit than a roundabout. The study states that crash rates for all severities are around 62 percent higher at traffic signals compared to single lane roundabouts.

Single Lane Roundabout: A single lane roundabout provides the greatest level of service LOS A under ultimate build out. Additionally roundabouts do not require warrants for installation.

A major benefit of roundabouts is the traffic calming (speed reduction) they provide. Vehicles are forced to slow down to speeds of around 20 mph to travel through roundabouts, where stop signs and traffic signals have no

geometric design elements that reduce vehicle speeds. The intersection of 23rd Avenue E and 6th Street is a transition area from commercial land uses to residential land uses, therefore traffic calming via roadway geometry would be beneficial to reduce speeds in this area.

The following documents are attached for review/consideration:

- Traffic Signal and Single Lane Roundabout Concept Exhibits
- Decision Matrix
- Dakota Medical Foundation Petition for Improvements
- Improvement District Map
- Supporting Resolutions

Staff Recommendation: Accept Petition for Improvements, Create Improvement District No. 2294; and Direct Engineer to prepare an Engineer's Report

Background and Project Summary:

Originally improvements to this intersection were proposed in 2023 under Improvement District No. 2280. That Improvement District was ultimately dissolved as a result of 51.8% of the property area within the District protesting its creation.

Policy Analysis:

It is important, given future traffic projections and level of service of the intersection if nothing is completed, to proceed prior to full development of the area to improve the intersection to be able to be functional when development occurs. To not act now will force these improvements in the future when there is far greater traffic to detour, causing disruptions to the 23rd Avenue corridor.

Financial Analysis:

The preliminary cost estimates of the two improvements proposed are as follows:

Traffic Signal: \$1,420,000

Single Lane Roundabout: \$2,300,000

This project is identified in the 2024 approved CIP with an estimated cost of \$2,080,000. The amounts shown above are preliminary and will be refined with an Engineer's Report.

This project is intended to be paid via a combination of Capital Improvement Sales Tax and Economic Development Sales tax funds as well as Special Assessments.

Previously Presented Information and Commission Actions:

The previous Improvement District No. 2280 that included the installation of a single lane roundabout was presented and dissolved in late 2023. This project is being brought forward as a new project and Improvement District.

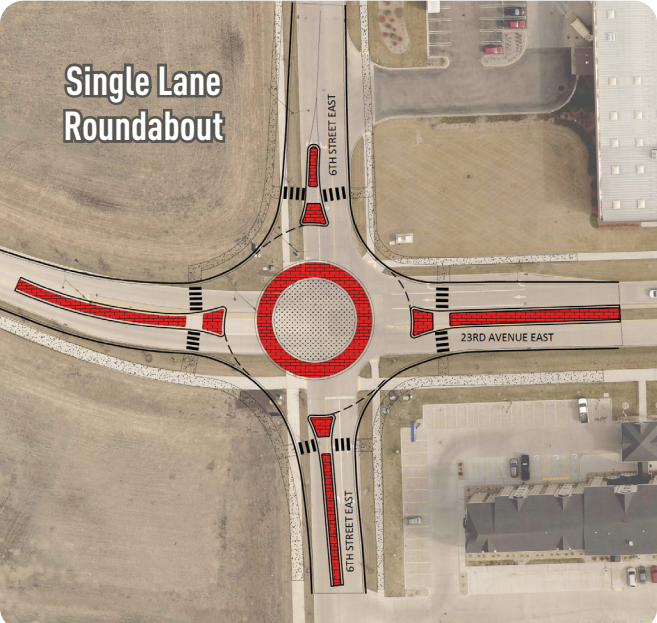
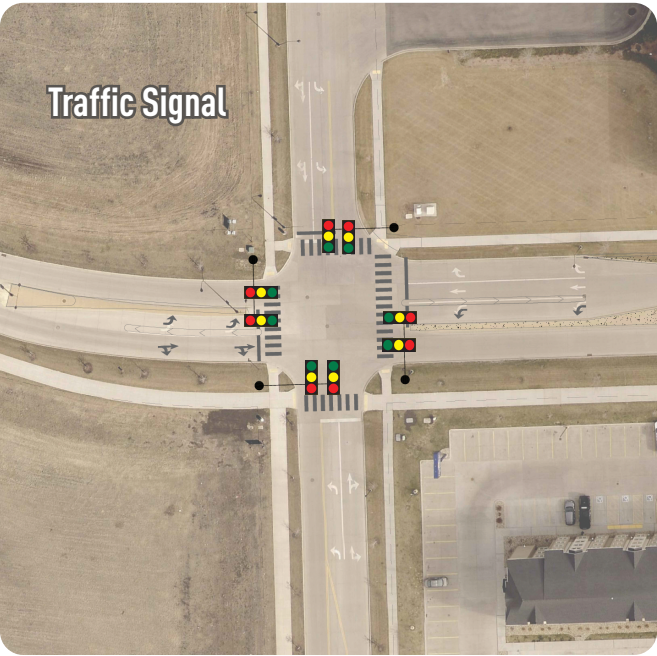
Traffic Signal with Neutral Left and Extended Turn Lanes Conceptual Layout:



Single Lane Roundabout Conceptual Layout:



Figure 10: Intersection Control Evaluation Matrix

Alternative	AM/PM Peak Hour Intersection LOS	Anticipated Safety Performance	Estimated Cost and ROW Impacts	Other Considerations
	2024 Level of Service: AM Peak: LOS B PM Peak: LOS C 2050 Level of Service: AM Peak: LOS F PM Peak: LOS F	Existing crash rate is below the critical crash rate, but above the typical crash rate for two-way stop-controlled intersections. Crash frequency will likely increase as traffic volumes increase if existing traffic control is maintained. Increased future vehicle delays will likely result in more aggressive gap selection, increasing angle crash potential. Angle crashes have the highest likelihood of resulting in serious injuries or fatalities.	No cost or ROW impacts associated with existing conditions being maintained.	The need for traffic control revisions will be largely development driven. Without traffic control revisions, crossing 23rd Avenue on foot or bike will become more challenging as traffic increases with development.
	2024 Level of Service: AM Peak: LOS A PM Peak: LOS A 2050 Level of Service: AM Peak: LOS A PM Peak: LOS A	Roundabout safety research consistently finds that single lane roundabouts reduce fatal and serious injury crash rates, however some studies show that property damage only crashes can increase, especially in the short-term. Fatal and serious injury crash reduction: • 82 percent reduction in fatal and serious injury crashes when converting from a two-way stop controlled intersection to a roundabout (FHWA data). All crash severities: • Across North Dakota, NDDOT has found that roundabouts reduce crash rates (all severities) by 33 percent.	Highest estimated cost out of all the scenarios. The estimated project cost is \$1.88 million. The ROW impacts are also the greatest. Around 438 square yards is the estimated right-of-way acquisition needed to construct a roundabout.	A roundabout provides a traffic calming benefit (reduced traffic speeds) for 23rd Avenue as it transitions from commercial land uses to more residential land uses. Landscaping and other aesthetic elements can be incorporated into a roundabout. Potential HSIP funding opportunity. Roundabouts are more responsive to traffic patterns during off-peak periods.
	2024 Level of Service: Signal Not Warranted 2050 Level of Service: AM Peak: LOS B PM Peak: LOS B	Traffic signals can provide safety benefits compared to two-way stop control when warranted. Studies however find that crash rates tend to be higher at traffic signals when compared to single lane roundabouts. Fatal and serious injury crash reduction: • Fatal and serious injury crash rates are reduced by around 40 percent when converting two-way stop controlled intersections to traffic signals. All crash severities: • When converting a two-way stop controlled intersection to a traffic signal, crash rates are decreased by around 39 percent (all severities).	Two signal alternatives were itemized and estimated. One with neutral left turns and one with extended neutral turn lanes. The first alternative (maintain existing turn lane lengths) has an estimated project cost of about \$1.12 million and the extended turn lane alternative came out to \$1.21 million. Both alternatives stay within the existing ROW boundaries and no acquisitions are needed.	A traffic signal is not warranted under existing conditions, but is expected to be warranted with additional traffic from development. A traffic signal would meet signal spacing standards (closest signal is around 1000' to the east at Bluestem Drive) and could be coordinated with the signal at Bluestem Drive. 2050 traffic operations are expected to justify extending turn lane lengths.

I/ we Dakota Medical Foundation are the legal and equitable owners of the following described property, to-wit:

Lot 1, Block 1, North Pond at the Preserve 14th Addition

(hereinafter the "**Property**")

I/we hereby petition the City Commission of the City of West Fargo, Cass County, North Dakota, to create an improvement district for the purpose of constructing the following municipal improvements: Street Improvements to include the installation of either a traffic signal or a roundabout at the intersection of 6th St. E and 23rd Ave. E (hereinafter the "**Improvements**")

I/We hereby request that the City Commission of the City of West Fargo, Cass County, North Dakota, determine by resolution that a written petition for the **Improvements** signed by the owners of a majority of the area of the **Property** included within the district, has been received and that the resolution declaring work necessary shall not be required for said improvement district.

I/we hereby certify that I/we am/are the legal and equitable owner(s) of the **Property** and have the authority to grant the City of West Fargo all necessary easements, rights of ways, fee simple, dedications and other interests in the **Property** that may be required to complete the construction of the **Improvements**.

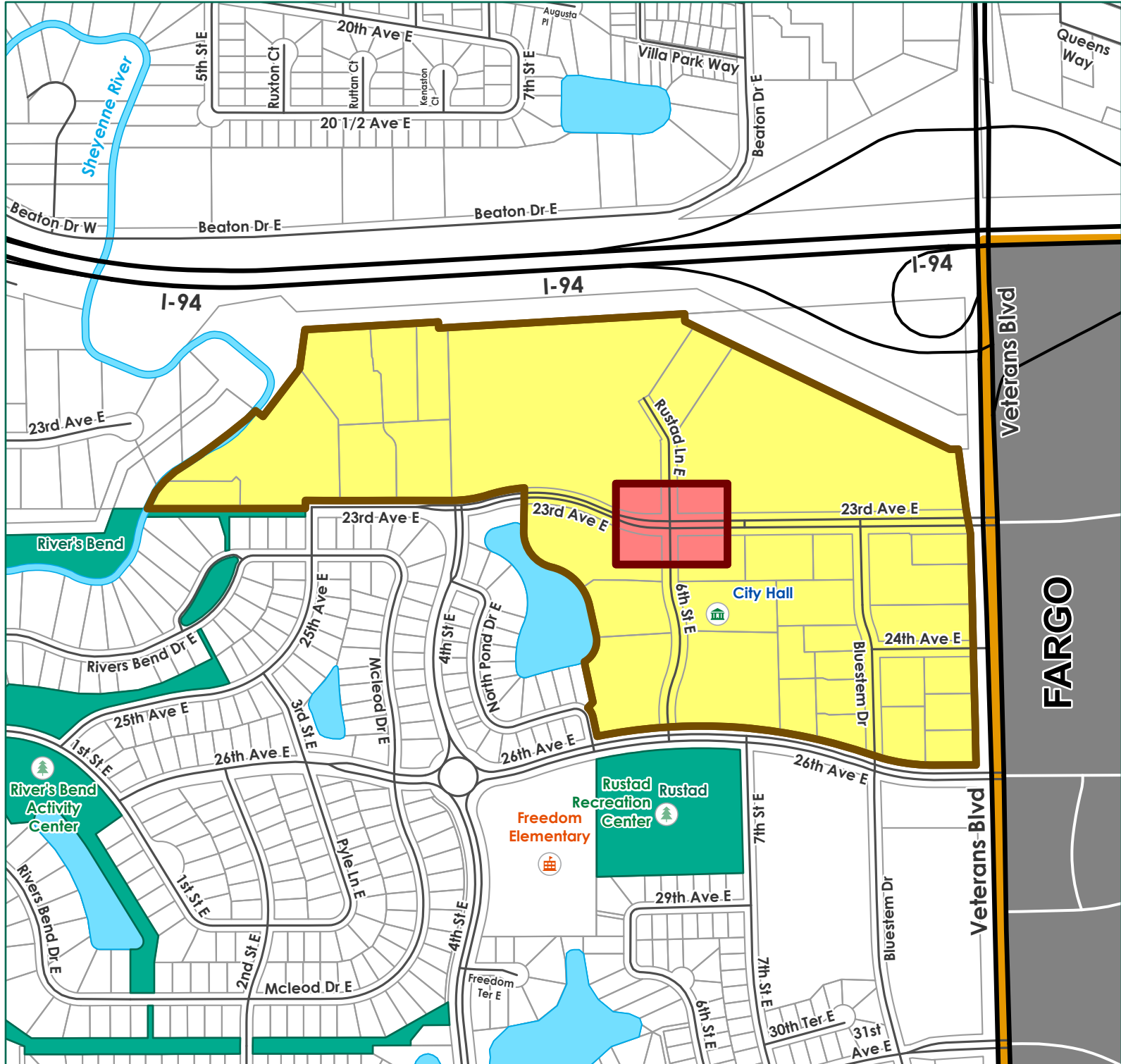
I/We agree that pursuant to North Dakota Century Code Chapters 40-23 through 40-32 that the City shall assess a portion of the cost of the Improvements against my/our Property and hereby agree to pay these costs as levied and apportioned by the city.

Dated this 12th day of FEB., 2025.

OWNERS:


Robert Wagner
Executive Director
Dakota Medical Foundation

This petition must be accompanied by evidence of ownership of the Property. Such evidence can include the following items: (a) title opinion; (b) O & E report; or (c) a copy of the vesting deed.

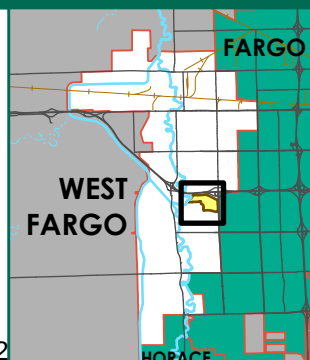


IMPROVEMENT DISTRICT NO. 2294

23rd Ave E and 6th St E Intersection Improvements

Issued: 2/14/2025

Prepared by:



Project Location

Improvement District

Parcel Boundary

Park District

City Limit

0 200 400 800 Feet

N

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO WRITTEN PETITION BY OWNERS
OF A MAJORITY OF THE AREA OF PROPERTY
WITHIN THE DISTRICT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that it is hereby determined that a written petition for the improvement within Improvement District No. 2294 – 23rd Avenue and 6th Street East Intersection Improvements signed by owners of a majority of the area of the property included within the district, has been received.

BE IT FURTHER RESOLVED that the improvement will consists of installing either a traffic signal or a roundabout necessary to service the traffic flow at the intersection of 23rd Ave E and 6th St E.

BE IT FURTHER RESOLVED that the Resolution Declaring Improvements Necessary shall not be required.

Date: February 24, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 2294 – 23rd AVENUE
AND 6th STREET EAST INTERSECTION IMPROVEMENTS OF THE CITY OF
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 2294 – 23rd Avenue and 6th Street East Intersection Improvements of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish an Intersection Improvement District within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 2294 – 23rd Avenue and 6th Street East Intersection Improvements of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: February 24, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

The majority having voted aye, the motion carried, and the resolution was duly adopted.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of the removal of the existing 2-way stop at the intersection of 23rd Ave E and 6th St E and installing either a traffic signal or a roundabout. used or useful in connection with the above specified improvements, be constructed and made in Improvement District No. 2294 – 23rd Avenue and 6th Street East Intersection Improvements of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: February 24, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: February 24, 2025

Subject: Dakota Medical Foundation Development

Action: Create Improvement District No. 1353, Direct Engineer to prepare an Engineer's Report; and Approve Preliminary Work Agreement

New Information and Recommendation:

Dakota Medical Foundation (DMF) is in the process of developing the property located west of Costco. Currently they are beginning the platting process, however they would like construction to occur in 2025. To begin the preliminary engineering for the site prior to a petition for improvements, they have provided a Preliminary Improvement Work Agreement as well as a check in the amount of \$25,000.

With this agreement and funding provided, this limits the City's liability in the event that the project does not move forward. If the project does move forward, the \$25,000 will be returned to DMF and the preliminary engineering costs will be included in the costs of the Improvement District.

The following documents are attached for review/consideration:

- Improvement District Map
- Preliminary Improvement Work Agreement
- Associated Resolutions

Staff Recommendation: Create Improvement District No. 1353, Direct Engineer to prepare an Engineer's Report; and Approve Preliminary Work Agreement

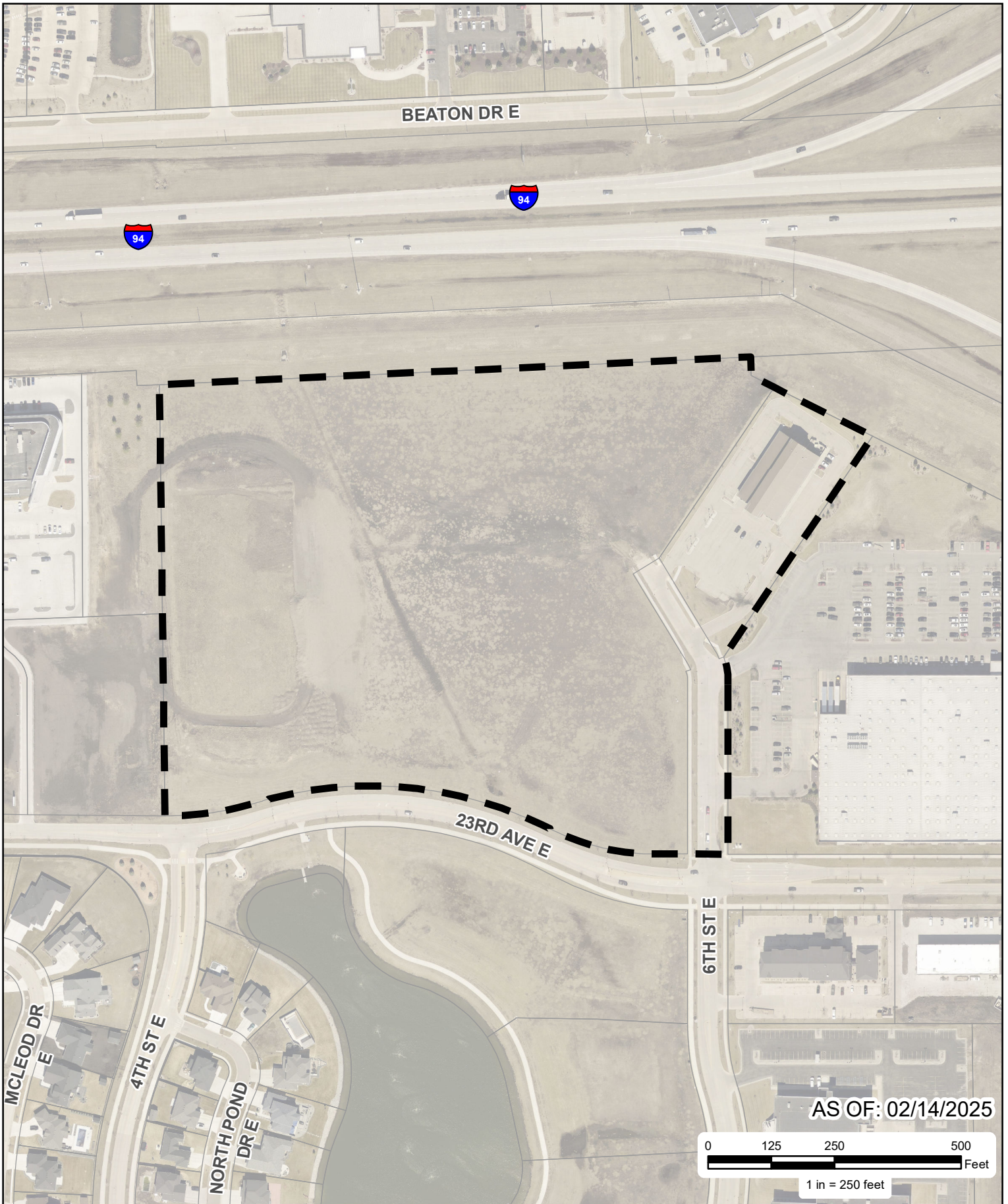
Financial Analysis:

This project will be petitioned for improvements prior to final design commencing and is intended to be 100% assessed to the benefitting properties within the Improvement District.

Any costs incurred with this work will be paid via the \$25,000 received by DMF if the project does not move forward to construction.

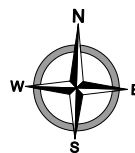
Previously Presented Information and Commission Actions:

This project was originally proposed in May of 2022 as Improvement District No. 1341 but was tabled at the request of the Developer. This project is being brought forward as a new Improvement District.



**IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT 1353 - DAKOTA MEDICAL FOUNDATION DEVELOPMENT
DMF HEALTH INNOVATIONS PARK 1ST ADDITION
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 02/14/25 Date Saved: 02/14/25 Date Exported: 02/14/25
Plotted By: tanner.schmidt Parcel Date: 01/15/25 Aerial Image: 2024 County NAIP SIDS Elevation Data: Lidar
Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
Q:\Projects\30000\30000\30018 WFGonD DMFHealthInnovPark1stAdd\GIS\APRX\30018_ImprovementDistrictMap.mxd



moore
engineering, inc.



V-1

PRELIMINARY IMPROVEMENT WORK AGREEMENT

THIS PRELIMINARY IMPROVEMENT WORK AGREEMENT (the “Agreement”) is entered into this 24th day of February, 2025 (the “Effective Date”), by and between the City of West Fargo, North Dakota (the “City”), and Dakota Medical Foundation (the “Petitioner”). The City and the Petitioner are, collectively, referred to as the “Parties.”

WHEREAS, the Petitioner is the legal and equitable owner of real property legally described as Lot 1, Block 1 North Pond at the Preserve 14th Addition (the “Property”); and

WHEREAS, the Property is located within Improvement District No. 1353 (the “District”); and

WHEREAS, on February 13, 2025, the Petitioner filed a Petition for Improvements (the “Petition”) with the City pursuant to N.D.C.C. ch. 40-22, requesting that the City create an Improvement District and install either a signal system or a roundabout at the intersection of 6th St. E and 23rd Ave. E. (the “Improvements”); and

WHEREAS, to begin development of the Improvements, the City must engage in certain administrative work, including engaging the services of an engineer licensed in North Dakota (the “Administrative Work”), and cause an engineer’s report to be prepared as to the general nature, purpose, and feasibility of the proposed Improvements and with an estimate of the probable cost of the Improvements (the “Report”); and

WHEREAS, following the approval of the Report, the City must also cause detailed plans and specifications for the construction of the Improvements to be prepared (the “Plans and

Specifications,” along with the Administrative Work and the Report, the “Preliminary Improvement Work”); and

WHEREAS, the City will invest significant time and resources into the Preliminary Improvement Work and, as a result, desires to be reimbursed for the Preliminary Improvement Work prior to construction commencing; and

WHEREAS, to support the City’s efforts in completing the Preliminary Improvement Work, the Petitioner agrees to reimburse the City for the Preliminary Improvement Work as set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants made herein and other valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I PARTIES

1. The City, a North Dakota home rule charter city, is vested with the authority to control access to its streets and municipal infrastructure. The City has authority to review and approve petitions for improvements within its territorial jurisdiction.

2. The Petitioner is the Dakota Medical Foundation, with the authority to own the Property. The Petitioner is the legal and equitable owner of the Property. The individuals signing this Agreement represent and hereby certify they are expressly authorized to execute this Agreement on behalf of the Petitioner.

ARTICLE II JURISDICTION

1. The Petitioner agrees to submit to the authority of the City. The Petitioner agrees and acknowledges that it and/or its successors or assigns, as applicable, must receive approval

from the City for platting and zoning and for any building permits or other permits required by the City with respect to the Property.

2. The Petitioner agrees and acknowledges that it and/or its successors and assigns, as applicable, must comply with all federal, state, and local statutes, rules, and regulations regarding the development of the Property.

ARTICLE III REIMBURSEMENT OF COSTS

1. Within ten (10) business days of the Effective Date, the Petitioner shall deposit \$25,000 with the City to be held in a non-interest-bearing escrow account administered by the City (the "Escrow Deposit"). The City will not commence any Preliminary Improvement Work on the Improvement until the Petitioner has made the Escrow Deposit. Following the deposit of the Escrow Deposit, the City will draw from the Escrow Deposit as needed to cover the expense of the Preliminary Improvement Work. In the event the Escrow Deposit is drawn down in its entirety prior to the completion of the Preliminary Improvement Work, the City will keep a running total of costs and expenses it expends on the remaining Preliminary Improvement Work.

2. Once the Preliminary Improvement Work is completed or the Petitioner decides to no longer proceed with the City installing the Improvements, (i) if a balance remains of the Escrow Deposit and the City has been reimbursed in full for all Preliminary Improvement Work, the City will return the balance of the Escrow Deposit to the Petitioner, or (ii) if the balance of the Escrow Deposit has been expended and the City has not been reimbursed in full for all Preliminary Improvement Work, the City will invoice the Petitioner for the outstanding balance of Preliminary Improvement Work owed to the City.

3. The Petitioner shall remit payment to the City, in full, within thirty (30) calendar days of the date of the invoice. In the event the Petitioner does not timely remit payment in full to

the City, the City will charge the Petitioner interest at the rate of one-half percent (1/2%) per month, or the maximum amount permitted by applicable law if lesser, on all past-due amounts. Payments will first be credited to interest and then to principal.

4. In the event the Petitioner has not remitted payment in full, plus interest, to the City within ninety (90) calendar days of the date of the invoice, the Petitioner agrees that the City may levy a special assessment equal to the outstanding balance of the Preliminary Improvement Work, plus interest (the "Preliminary Work Special Assessment"), against the Property without a hearing. The Petitioner agrees that the Preliminary Work Special Assessment benefits the Property and that said benefit exceeds the amount of the Preliminary Work Special Assessment by more than fifty percent (50%). The Petitioner waives any objection to any irregularity with regard to the assessment process for the Preliminary Work Special Assessment. This waiver includes a waiver to any objection to the amount of the special assessments for the Preliminary Work Special Assessment levied against the Property, including any and all claims that the Preliminary Work Special Assessment is excessive, arbitrary, capricious, or unreasonable. Additionally, the Petitioner waives all rights to appeal such action of the City to the court. These waivers are express, and the Petitioner acknowledges that it is waiving any and all rights of appeal to the assessment and reassessment.

5. The Petitioner will have no claim to funds of the Escrow Deposit drawn down by the City to pay for Preliminary Improvement Work in the event the Petitioner decides to not continue pursuing the Improvements.

6. In the event that the project moves forward with an Improvement District Public Utility project to service the parcel, the \$25,000 placed in escrow will be reimbursed back to the

Petitioner and the costs of the work described will be included in the work of the District and assessed as a part of the improvements along with the District.

7. Nothing in this Agreement is intended to modify the Petitioner's commitment in the Petition to pay the entire cost of construction of the Improvements as they are assessed by the City against the Property pursuant to N.D.C.C. chs. 40-23 through 40-32.

ARTICLE IV GENERAL MATTERS

1. The 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.

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

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

4. 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 for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

5. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective personal representatives, successors, and assigns. The City acknowledges that if the Petitioner conveys title to the Property to a purchaser, all obligations under this Agreement become the responsibility of such purchaser and thereafter such purchaser's successors and assigns.

6. This Agreement shall not be recorded.

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

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

9. The City and the Petitioner agree that an electronic signature to this Agreement shall be valid as an original signature of the City or the Petitioner and shall be effective to bind the signatories of this Agreement. For purposes hereof: (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means or an electronic acknowledgment which provides the signatory the ability to validate and affix a digital signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the Effective Date.

[Signatures appear on the following pages.]

CITY:

CITY OF WEST FARGO

Bernie Dardis, President of the Board of
City Commissioners of the City of West Fargo

ATTEST:

Dustin T. Scott, City Administrator

PETITIONER:

Dakota Medical Foundation

By: *Patricia Langley*
Its: *Executive Director*

By: _____
Its: _____

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 1353 – NEW WATER
SUPPLY, SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY OF
WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 1353 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such an Improvement District within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 1353– New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: February 24, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

The majority having voted aye, the motion carried and the resolution was duly adopted.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of water main, sanitary sewer, storm sewer, streets, lot services, and other essential infrastructure necessary to service the property in connection with the above specified improvements be constructed and made in Improvement District No. 1353 – New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: February 24, 2025

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.