

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- April 21, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Improvement District No. 3006 – Westwood Addition Reconstruction
 - Approve Contract and Contractor's Bond and Authorize Notice to Proceed
- c. Project No. 2279 – 9th Street E / Veterans Boulevard Pedestrian Safety Improvements
 - Approve Contract and Contractor's Bond and Authorize Notice to Proceed
- d. Project No. 2291 – 2025 Concrete Pavement Repairs
 - Approve Contract and Contractor's Bond and Authorize Notice to Proceed
- e. Project No. 9049 – Regional Transportation Management Center
 - Approve Memorandum of Understanding
- f. Stump Grinding Contract with Bear's Tree Service
- g. Tree Treatment Services Contract with JT Lawn Services LLC
- h. A25-7 Section 7, T139N, R49W, request for Conditional Use Permit to allow for light industrial uses (shop condos) in the HC: Heavy Commercial Zoning District
- i. Addendum 2 to the Agreement for the Joint Exercise of Peace Officer Duties
- j. Gaming Site Authorizations for West Fargo Baseball 07012025-06302026
 - Barcode Bar & Grill
 - Boston's
 - The Local 701
 - Wurst Bier Hall
- k. Gaming Site Authorizations for Team Makers Club, Inc. 07012025-06302026
 - Piggy BBQ of West Fargo
 - Town Hall
- l. Gaming Site Authorization for Horace Lions at Shy Bar 07012025-06302026
- m. Games of Chance for Red River Valley Lacrosse Association

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)
 - A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals -- Aaron Nelson, Director of Planning and Zoning
3. Abatement Hearing for 1280 Goldenwood Drive (2024 Value) -- Paul Fracassi, City Assessor
4. A24-13 R&R Addition, request for subdivision approval -- Aaron Nelson, Director of Planning and Zoning
5. Confirm the Arbor Day Proclamation -- Bernie Dardis, Commission President
6. West Fargo Public Library Annual Report -- Jenna Kahly, Director of West Fargo Public Library
7. Finance Dept. budget amendment and contract approval for Lease Accounting Software -- Willy Galindo, Director of Finance
 - Amend the 2025 Finance Department Budget and authorize the Director of Finance to sign the agreement with Debtbook
8. Resolution Approving the Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota -- Willy Galindo, Director of Finance
9. Charleswood TIF District Resolution Summary of Impact (Informative item - Non actionable) -- Casey Sanders-Berglund, Director of Economic Development
10. Basement Exemption Structural Design Agreement -- Dan Hanson, City Engineer
 - Approve Agreement with KLJ
11. Create and Enact Ordinance Chapter 2-06 -- Katie Schmidt, City Attorney
 - Approve Ordinance 2-06
12. Review policy titled 'Authorization and Delegation of Policy Approval' -- Dustin Scott, City Administrator
 - Approve the policy to be effective immediately
13. City Administrator's Report -- Dustin Scott, City Administrator
14. Correspondence
15. Non-Agenda Items
16. 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, April 21, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

Commissioner Rory Jorgensen – present (virtually via Teams); 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 the order of agenda, was declared carried

E. Approval of Minutes -- April 7, 2025

Commissioner Olson moved and Commissioner Anderson seconded to approve the minutes of April 7, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of April 7, 2025, was declared carried.

F. Building Permits

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



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, April 21, 2025 5:30 PM

Consent Agenda - Approve the Following:

- a. Bills**
- b. 2026 CIP Project Funding Opportunity**
 - Authorize Engineer to submit DWR applications for preconstruction costs for the applicable 2026 CIP projects
- c. Project No. 2279 – 9th Street E / Veterans Boulevard Pedestrian Safety Improvements**
 - Approve MOU with the City of Fargo
- d. Confirmation of appointment of Alyssa Ommen to the Planning & Zoning Commission**
- e. Financial Reports**
 - as of January 31, 2025
 - as of February 28, 2025
 - as of March 31, 2025
- f. Approve Vector Control Contract for 2025 with Cass County**
- g. Gaming Site Authorization - Metro Sports Foundation at Brewtus 07012025-06302026**
- h. Gaming Site Authorization for Metro Sports Foundation at Louies 07012025-06302026**
- i. Gaming Site Authorizations for Prairie Public Broadcasting Inc. at Marge's 05012025-06302025**
- j. Gaming Site Authorizations for Prairie Public Broadcasting Inc. at Marge's 07012025-06302026**
- k. Gaming Site Authorization for Metro Sports Foundation at Bretus Brickhouse 07012025-06302026**
- l. Gaming Site Authorization for Metro Sports Foundation at Louie's 07012025-06302026**
- m. Games of Chance for North Dakota Elite Cheer Parents Booster**
- n. Games of Chance for Schwetty Inc on April 26, 2025**
- o. Games of Chance for Schwetty Inc on July 16, 2025**
- p. Confirmation to reappoint Jim Brownlee to Special Assessment Committee**

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



Regular Agenda

1. Public Comment

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. **A25-6 McMahon Estates 2nd Addition, a request for a Conditional Use Permit to construct an oversized accessory structure within the R-1E: Rural Estates zoning district and a request for a variance to reduce the required minimum building control line of the CO-SR: Sheyenne River Corridor Overlay District at 126 49th Ave E (Lot 11, Block 1 McMahon Estates 2nd Addition)**

As the Board of adjustment, Commissioner Zundel moved and Commissioner Anderson seconded to approve a request for a variance to reduce the required minimum building control line of the CO-SR: Sheyenne River Corridor Overlay District at 126 49th Ave E (Lot 11, Block 1 McMahon Estates 2nd Addition). Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve a request for a variance to reduce the required minimum building control line of the CO-SR: Sheyenne River Corridor Overlay District at 126 49th Ave E (Lot 11, Block 1 McMahon Estates 2nd Addition, was declared carried.

As the City Commission, Commission Zundel moved and Commissioner Olson seconded to approve A25-6 McMahon Estates 2nd Addition, a request for a Conditional Use Permit to construct an oversized accessory structure within the R-1E: Rural Estates zoning district at 126 49th Ave E (Lot 11, Block 1 McMahon Estates 2nd Addition. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A25-6 McMahon

Estates 2nd Addition, a request for a Conditional Use Permit to construct an oversized accessory structure within the R-1E: Rural Estates zoning district at 126 49th Ave E (Lot 11, Block 1 McMahon Estates 2nd Addition, was declared carried.

4. Approval of City Administrator Employment Contract -- Sarah Gasevic, Director of Human Resources

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

5. Public Safety Annual Reports

- **Police Department -- Pete Nielsen, Police Chief**
- **Fire Department -- Dan Fuller, Fire Chief**

No action was taken, this item was informational only.

6. Approve purchase of a Forestry Bucket Truck -- Matt Andvik, Director of Public Works

- **2025 Budget amendment**

Commissioner Jorgensen moved and Commissioner Anderson seconded to approve 2025 budget amendment, purchase of a Forestry Bucket Truck.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve 2025 budget amendment, purchase of a Forestry Bucket Truck, was declared carried.

7. Project No. 9036 – I-94 and 26th St W -- Dan Hanson, City Engineer

- **Approve Purchase and Rental Agreements**

Commissioner Olson moved and Commissioner Anderson seconded to approve Project No. 9036 – I-94 and 26th St W; approve Purchase and Rental Agreements.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9036 – I-94 and 26th St W; approve Purchase and Rental Agreements, was declared carried.

8. Project No. 2291 – 2025 Concrete Pavement Repair – Various City Locations

-- Dan Hanson, City Engineer

• Accept Bid and Award Contract

Commissioner Zundel moved and Commissioner seconded to approve Project No. 2291 – 2025 Concrete Pavement Repair – Various City Locations; accept Bid and Award Contract. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 2291 – 2025 Concrete Pavement Repair – Various City Locations; accept Bid and Award Contract, was declared carried.

9. 2026 Sidewalk Improvements -- Dan Hanson, City Engineer

• Create Improvement District 6062, Direct and Approve Engineer's Report, and Authorize the Notice of Order to Construct to be sent out

Commissioner Olson moved and Commissioner Zundel seconded to approve 2026 Sidewalk Improvements; create Improvement District 6062, Direct and Approve Engineer's Report, and Authorize the Notice of Order to Construct to be sent out. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve 2026 Sidewalk Improvements; create Improvement District 6062, Direct and Approve Engineer's Report, and Authorize the Notice of Order to Construct to be sent out, was declared carried.

10. Project No. 9054 – Ubiquity City Wide Fiber Project -- Dan Hanson, City Engineer

• Approve the Construction Agreement and Public ROW License Agreement

Commissioner Olson moved and Commissioner Zundel seconded to approve Project No. 9054 – Ubiquity City Wide Fiber Project; approve the Construction Agreement and Public ROW License Agreement. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Project No. 9054 – Ubiquity City Wide Fiber Project; approve the Construction Agreement and Public ROW License Agreement, was declared carried.

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

• Reject all bids and authorize Re-Advertisement for Bids to rebid the project

Commissioner Jorgensen moved and Commissioner Zundel seconded to approve Improvement District No. 2290 – 2025 Public Works Mill and Overlay; reject all bids and authorize Re-Advertisement for Bids to rebid the project. 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; reject all bids and authorize Re-Advertisement for Bids to rebid the project, was declared carried.

12. Correspondence

There was no correspondence.

13. Non-Agenda Items

Commissioner Olson – franchise fees

14. Adjourn

Commissioner Anderson 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 6:33 PM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
05/05/2025**

	AS OF 4/30/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 3,000,000.00	1		\$ 3,000,000.00
RESIDENTIAL DWELLING	7	7	\$ 3,160,279.00	16	16	\$ 12,213,423.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	9		\$ 128,121.00	26		\$ 411,408.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	1		\$ 200,000.00	10		\$ 4,923,000.00
RESIDENTIAL	4		\$ 235,300.00	53		\$ 1,812,591.00
PUBLIC				2		\$ 2,803,000.00
CHURCH				1		\$ 38,000.00
ACCESSORY				1		\$ 20,000.00
<u>BUILDING OTHER</u>						
DEMOLITION				1		\$ 5,000.00
MOVE						
PERMIT CANCELLATION						
TOTALS	22	7	\$ 6,723,700.00	111	16	\$ 25,226,422.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250244	Dabbert Custom Homes, LLC	6089 MARTIN LN W	MAMADOE CISSE & KOMASSA GBO	\$ 5,000.00	Accessory - Deck
250258	Cornerstone Custom Homes, Inc	4757 11 ST W	WESTPORT INVESTMENTS LLC	\$ 500,000.00	Residential Dwelling
250247	Heritage Homes, LLC	3761 HOUKOM DR E	HERITAGE HOMES	\$ 441,246.00	Residential Dwelling
250257	Brookstone Companies, LLC	1101 60 AVE W	BROOKSTONE COMPANIES, LLC	\$ 259,000.00	Residential Dwelling
250261	FOUR HORSEMEN, LLC	415 32 AVE E	BALZUM CULLEN CONSTRUCTION,	\$ 200,000.00	Remodel - Commercial - Interior Alteration & Expansion
250277	Smook Enterprise LLC	1606 17 AVE E	CURTIS & JOLENE TROWBRIDGE	\$ 27,473.00	Accessory - Deck
250010	KYLE & HAYLEIGH REEDSTROM	5820 ELLIS DR W	KYLE & HAYLEIGH REEDSTROM	\$ 20,000.00	Remodel - Residential - Lower Level Finish
250274	Northland Sheds, Inc.	142 BEATON DR W	PAUL & AUDREY WINJE	\$ 9,500.00	Accessory - Structure
250275	MICHAEL B & ASHLEY C WIRRIES	520 17 ST E	MICHAEL B & ASHLEY C WIRRIES	\$ 1,200.00	Accessory - Deck
250243	Daniel Hogfoss LLC	3110 SHEYENNE RIVER WAY	MARC & ANNIE KNUTSON	\$ 20,000.00	Accessory - Structure
250222	Eid-Co. Homes, Inc.	403 WESTVIEW LN E	JASON R EID SUCCESSOR TRUSTE	\$ 345,000.00	Residential Dwelling
250255	Otto Homes LLC	1933 BURLINGTON DR	DAVID BRAATEN	\$ 500,000.00	Residential Dwelling
250236	Staska's Services LLC	1005 1 ST	ST ANDREWS CHURCH	\$ 100,000.00	Remodel - Residential - Remodel
250253	Krueger Construction, Inc.	1009 HICKORY LN	KRUEGER CONSTRUCTION, INC	\$ 693,000.00	Residential Dwelling
250264	Heritage Homes, LLC	5164 MIRA WAY W	ACTIVE55, LLC	\$ 422,033.00	Residential Dwelling
250293	Signature Design Home & Remodel, LLC	3433 LOBERG DR	JOHN-PAUL & CASSIE KLEIN	\$ 15,300.00	Remodel - Residential - Lower Level Finish
250294	Jordahl Custom Homes, Inc.	1127 MARLYS DR W	JORDAHL CUSTOM HOMES, INC	\$ 3,800.00	Accessory - Deck
250182	Krump Construction, Incorporated	537 2 AVE E	KIRBY A KELLER, ETAL	\$ 39,000.00	Accessory - Structure
250284	Ryezon Construction LLC	919 50 AVE W	STEVEN M & CLARA A DANIELS	\$ 15,000.00	Accessory - Structure
250290	Radiant Creative Homes, LLC	2421 RIVERS BEND DR E	JACKSON L & LINDSEY K STROM	\$ 100,000.00	Remodel - Residential - Install Sauna Room
250295	DONAVON H JORISSEN & EMILY J	4428 10 ST W	DONAVON H JORISSEN & EMILY J H	\$ 7,148.00	Accessory - Structure

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250082	Olaf Anderson Construction, Inc.	1950 SHEYENNE ST	MAGNIFI FINANCIAL CREDIT UNION	\$ 3,000,000.00	Commercial - Financial Institution

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 1 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125282	C	2954 A-OX WELDING SUPPLY CO INC	501.39								
1	04/25/25	#4403 CUTTING TIP	52.58			6010		450200	427		101000
0001438952											
2	04/25/25	#4403 CUTTING TIP	26.29			6010		450200	427		101000
0001438617											
3	04/03/25	RESIN FIB DISC	135.94			1000		455000	433		101000
0001433466											
4	04/17/25	#2014 PROPANE	286.58			6020		450000	427		101000
0001436752											
Total for Vendor:			501.39								
125067	C	289 ACME TOOLS	285.60								
1	04/14/25	HEX HAMMER/BITS	98.89			1000		430000	432		101000
14241382											
2	04/23/25	WIRE CRIMPER	35.04			6025		450000	432		101000
14281519											
3	04/25/25	PLIERS/LEVEL	51.68			6025		450000	432		101000
14292762											
4	04/25/25	#7103 TOOLS	99.99			6025		450000	610		101000
14295851											
125101	C	289 ACME TOOLS	35.95								
1	04/16/25	SAW BLADES	29.98			1000		455000	433		101000
14250871											
2	04/23/25	AIR CLEANER ELEMENT	5.97			2210		428000	427		101000
14282226											
Total for Vendor:			321.55								
125248	C	5551 AERZEN USA CORPORATION	1,769.50								
1	04/23/25	FILTER CARTRIDGES	1,769.50			6025		450000	826		101000
SEPI-25-0002204											
Total for Vendor:			1,769.50								

05/02/25
16:24:32

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Page: 2 of 52
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125215		779 AGASSIZ SEED COMPANY	900.00						
1	04/18/25	LAWN SEED	900.00			1000 430001	358		101000
092733									
		Total for Vendor:	900.00						
125123		4660 ALEX HAGLE	68.00						
		WATER TESTING - BISMARCK, ND							
1	04/23/25	TRAVEL REIMBURSEMENT	68.00			1000 430001	340		101000
		Total for Vendor:	68.00						
125132		2947 ALLSTATE PETERBILT OF FARGO	226.81						
1	04/23/25	#4021 MODULE CONTROL ASSY	226.81			6010 450200	427		101000
4004466740									
125274		2947 ALLSTATE PETERBILT OF FARGO	313.24						
1	04/21/25	#413 GLASS	44.59			6010 450200	427		101000
4004466483									
2	04/21/25	#413 R HEADCLASS	268.65			6010 450200	427		101000
4004466484									
		Total for Vendor:	540.05						
125049	E	3490 AMAZON CAPITAL SERVICES	20.00						
1	04/22/25	Receipt paper for front desk	20.00			1000 414100	410		101000
1F6V-MM9T-16HN									
125055	E	3490 AMAZON CAPITAL SERVICES	779.00						
1	04/24/25	Business Prime Annual Fees	779.00			1000 415000	428		101000
1NNGR77Y6F16									
125071	E	3490 AMAZON CAPITAL SERVICES	1,455.45						
1	04/10/25	SHARPS CONTAINER	16.49			1000 455000	420		101000
1VP99VYP669X									
2	04/24/25	FLAG PARTS	99.96			1000 430001	358		101000
1W4LC6D717PK									
3	04/22/25	BACKFILL TAMPER	1,339.00			1000 430000	641		101000
1NT7G1P37Q9Y									

05/02/25
16:24:32

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Page: 3 of 52
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125110	E	3490 AMAZON CAPITAL SERVICES	14.68								
1	04/28/25	CARBURETOR	14.68			6020		450000	427		101000
		1RKFFKFQ43HD									
125127	E	3490 AMAZON CAPITAL SERVICES	187.94								
1	04/29/25	DIFFERENTIAL SPREADER	106.98			1000		455000	432		101000
		1MDLTYM94CPK									
2	04/16/25	#5400 CHARGER SOCKETS	47.97			1000		430001	427		101000
		1FWHJY9MN4K7									
3	04/16/25	CUT REISTANT GLOVES	32.99			6010		450200	639		101000
		1FWHJY9MN4K7									
125197	E	3490 AMAZON CAPITAL SERVICES	44.99								
1	04/30/25	R BEAUCHANE PANTS	44.99			6025		450000	422		101000
		1TMGXVHJ7QND									
125201	E	3490 AMAZON CAPITAL SERVICES	217.99								
1	04/30/25	CLEAN UP WEEK SUPPLIES	150.05			6010		450200	912		101000
		16VTH6LJ7W7D									
2	04/28/25	OFFICE SUPPLIES	67.94			6010		450200	410		101000
		13RJV1Q36376									
125251	E	3490 AMAZON CAPITAL SERVICES	3,429.15								
1	04/24/25	air compressor/hose	2,156.98			1000		421000	610		101000
		IK33-QM77-4XYT									
2	04/30/25	ear molds	58.76			1000		421000	422		101000
		INVK-Y11N-6KQG									
3	04/30/25	greenies for k9	27.97			1000		421000	915		101000
		INVK-Y11N-6KQG									
4	04/30/25	monitor mount	11.81			1000		421000	410		101000
		INVK-Y11N-6KQG									
5	04/25/25	shower mat	16.99			2975		421000	420	18	101000
		1F6C-FL73-CH3M									
6	04/25/25	room divider	65.99			2975		421000	641	18	101000
		1F6C-FL73-CH3M									
7	04/23/25	scanner, power cords	541.79			1000		421000	497		101000
		13CD-LY7T-R1FR									

05/02/25
16:24:32

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Page: 4 of 52
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8	04/23/25	shoe polish	25.96			1000		421000	641		101000
13CD-LY7T-R1FR											
9	04/23/25	drone batteries	133.86			1000		421000	641		101000
13CD-LY7T-R1FR											
10	04/23/25	rifle maintenance	143.56			1000		421000	987		101000
13CD-LY7T-R1FR											
11	04/23/25	office carts and supplies	225.49			1000		421000	410		101000
13CD-LY7T-R1FR											
12	04/23/25	s/h	19.99			1000		421000	661		101000
13CD-LY7T-R1FR											
125266	E	3490 AMAZON CAPITAL SERVICES	20.58								
		Fire Department/both stations									
1	04/21/25	FD Kitchen Replacements	20.58			2060		415200	500		101000
1XWY DT4P 1H1Q											
125268	E	3490 AMAZON CAPITAL SERVICES	71.18								
1	04/30/25	Office Supplies - Inspections	71.18			1000		418000	410		101000
1TV7LHWQ7VDL											
125292	E	3490 AMAZON CAPITAL SERVICES	67.18								
1	05/01/25	coding stickers	50.92			1000		421000	410		101000
13YF-CVQM-MRWL											
2	05/01/25	phone chargers	16.26			1000		421000	497		101000
13YF-CVQM-MRWL											
Total for Vendor:			6,308.14								
125169	-97684E	5229 AMB INVESTMENTS, LLC	47,700.00								
		New City Hall									
1	05/01/25	May 2025 Lease - City Hall	44,922.57			1001		415000	389		101000
2	05/01/25	May 2025 Lease - Satellite Lib	2,777.43			7000		411600	333		101000
Total for Vendor:			47,700.00								
125253		999999 AMBER WIBSTAD	190.00								
		Tree Planting Permit - 1132 30th Ave W									
1	04/30/25	Tree - 1132 30th Ave W	190.00			5000		422000	490		101000
Total for Vendor:			190.00								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 5 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125241		2844 AMERICAN MAIL HOUSE INC	728.39						
1	113660	03/20/25 Assessing Mailing/Postage	728.39			1000 414101	668		101000
113660									
		Total for Vendor:	728.39						
125233	C	317 AMERICAN WELDING & GAS, INC.	396.09						
1	04/25/25	GAS/PLIER	171.09			1000 455000	433		101000
0010809331									
2	04/24/25	5 YEAR LEASE ARGON MIX	225.00			1000 455000	433		101000
0010808004									
		Total for Vendor:	396.09						
125311		3996 ANDIE WAGEMANN	66.00						
		Engineer Training in Dickinson							
		*Andie is being paid for paying Dillon's supper on 04-25-2025							
1	04/25/25	Engineer Training in Dickinson	66.00			2060 415200	340		101000
3 dinners									
		Total for Vendor:	66.00						
125190		4031 ANNIE FELTMAN	383.00						
1	04/22/25	conference, meal reimb	383.00			1000 421000	340		101000
		Total for Vendor:	383.00						
125168		5552 ANTOINE DIOP	44.00						
1	05/01/25	LETA, meal reimb	44.00			1000 421000	340		101000
		Total for Vendor:	44.00						
125182		3160 APPLE BOOKS	2,470.52						
1	04/18/25	BOOKS	2,470.52			7000 411600	662		101000
118861									
		Total for Vendor:	2,470.52						
125082		5159 ASHLEY GOLDSTEIN	329.68						
		Child Care Grant - Watch Me Grow							
1	04/25/25	Child Care Grant	329.68			2960 411900	416		101000
		Total for Vendor:	329.68						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 6 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125255	-97681E	4672 ASURE PAYROLL TAX MANAGEMENT	253,628.97						
	05/02/25	payroll							
1	05/02/25	Social Security	118,929.02			1000 212501			101000
2	05/02/25	Medicare	27,814.04			1000 212502			101000
3	05/02/25	Federal Income Tax	97,906.91			1000 212503			101000
4	05/02/25	ND State Tax	4,508.00			1000 212504			101000
5	05/02/25	MN State Tax	4,471.00			1000 212505			101000
		Total for Vendor:	253,628.97						
125100	C	2931 AUTO VALUE PARTS STORES	509.08						
1	04/21/25	6 GAL BOX PM 10W30	155.98			1000 430001	424		101000
99334123									
2	04/22/25	FILTERS	26.08			1000 421000	427		101000
99334209									
3	04/15/25	FILTERS/HD OIL FLEET	101.78			6010 450200	427		101000
99332999									
4	04/22/25	HD FUEL/OIL FLEET	39.40			6010 450200	427		101000
99334210									
5	04/25/25	#4200 HD AIR FARM	55.92			6010 450200	427		101000
99335072									
6	04/25/25	RETURN	-30.56			6010 450200	427		101000
99334996									
7	04/25/25	CUTTING OI	27.98			1000 455000	433		101000
99334925									
8	04/29/25	FILTERS	6.52			1000 415000	427		101000
99335459									
9	04/29/25	HD OIL FLEET	29.57			6010 450200	427		101000
99335454									
10	04/29/25	HD OIL CONSTRUCTION	14.59			1000 430000	427		101000
99335452									
11	04/22/25	HD CABIN AIR FLEET	78.56			6010 450200	427		101000
99334335									
12	04/22/25	FILTERS	3.26			1000 415000	427		101000
99334211									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 7 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125129	C	2931 AUTO VALUE PARTS STORES	72.00								
1	04/17/25	#5703 RUST FIX	13.99			1000		430002	427		101000
99333599											
2	04/21/25	#5400 FUEL LINE	4.22			1000		430001	427		101000
99334092											
3	04/29/25	FILTERS	6.52			1000		421000	427		101000
99335449											
4	04/29/25	HD OIL FLEET	47.27			2210		428000	427		101000
99335457											
125158	C	2931 AUTO VALUE PARTS STORES	125.21								
1	04/10/25	THREAD SEALANT	21.98			6025		450000	433		101000
99332203											
2	04/23/25	CAMERA PROJECT PARTS	91.08			6025		450000	437		101000
99334553											
3	04/22/25	#4700 HD FUEL FLEET	12.15			6010		450200	427		101000
99334292											
125161	C	2931 AUTO VALUE PARTS STORES	266.94								
1	04/25/25	#601 BALL JOINT/SEALS	266.94			2210		428000	427		101000
99334977											
125270	C	2931 AUTO VALUE PARTS STORES	1,063.65								
1	04/23/25	#5109 PUMP W/AIR	1,063.65			1000		455000	427		101000
99334474											
Total for Vendor:			2,036.88								
125046	C	5427 AVI SYSTEMS INC	882.11								
1	89051777	04/18/25 On site service - FD	882.11			1000		414104	497		101000
89051777											
125047	C	5427 AVI SYSTEMS INC	5,350.87								
1	89052159	04/21/25 WEX fit up	5,350.87			2970		480000	653		101000
89052159											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 8 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125094	C	5427 AVI SYSTEMS INC	382.86						
1	89054587	04/29/25 WEX fit up	382.86			2970 480000	653		101000
89054587									
Total for Vendor:			6,615.84						
125225		5477 BAKER SNOW & ICE MANAGEMENT	720.00						
1	04/28/25	LIGHTS - MARCH SNOW REMOVAL	720.00			1000 430000	381		101000
259									
Total for Vendor:			720.00						
125062	-97687E	5540 BASYS	559.18						
1	10014087	04/16/25 Clover Go - Library POS syst	279.59			1000 414100	497		101000
10014087									
2	10014114	04/17/25 Clover Go - FD POS system	279.59			1000 414100	497		101000
10014114									
Total for Vendor:			559.18						
125154	C	1127 BIRSCHBACH EQUIPMENT & SUPPLY	81.00						
1	04/11/25	CORE DRILL RENTAL	81.00			6025 450000	825		101000
137635									
Total for Vendor:			81.00						
125048	-97686E	3552 BLUE CROSS BLUE SHIELD OF ND	361,955.80						
May 2025 Premium - Med/Dental/Vision									
1	04/18/25	May 2025 Premium	361,955.80			1000 212539			101000
250418031092									
Total for Vendor:			361,955.80						
125171		5323 BLUE TO GOLD LLC	1,350.00						
1	04/25/26	reg for 3 - traffic stops	1,350.00			1000 421000	340		101000
BTG-ASD-129645									
Total for Vendor:			1,350.00						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 9 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125089	C	3489 BOLTON & MENK, INC	31,814.00						
1	0361163	04/23/25 Project 2284	31,814.00			4133 480000	313		101000
	0361163								
125090	C	3489 BOLTON & MENK, INC	2,215.00						
1	0361164	04/23/25 Traffic Signal Timing	2,215.00			1000 430000	487		101000
	0361164								
		Total for Vendor:	34,029.00						
125272	C	26 BORDER STATES INDUSTRIES INC	34,400.00						
1	04/28/25	LIGHT POLE ASSEMBLIES	34,400.00			1000 430002	392		101000
	930289280								
		Total for Vendor:	34,400.00						
125091		73 BRAUN INTERTEC	5,756.25						
1	B425916	04/25/25 Imp Dist 1353	5,756.25			4189 480000	724		101000
	B425916								
		Total for Vendor:	5,756.25						
125153	C	652 BRENCO CORPORATION	800.45						
1	04/14/25	HEPA FILTER	700.00			6020 450000	420		101000
	0165674								
2	04/24/25	41" WAND	100.45			6010 450200	433		101000
	0166204								
125228	C	652 BRENCO CORPORATION	86.25						
1	04/24/25	#4500 RETENTION CLIP INSTALL	86.25			6010 450200	427		101000
	0166179								
		Total for Vendor:	886.70						
125150	C	5403 BRITE-WAY WINDOW CLEANING	1,195.00						
1	04/12/25	CH - WINDOW CLEANING	1,195.00			1001 415000	420		101000
	592813								
		Total for Vendor:	1,195.00						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 10 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125113		3892 BURGGRAP'S ACE FARGO WEST #17458	126.96								
1	04/17/25	LAWN SEED	69.98			6020		450000	394		101000
4128											
2	04/17/25	HITCH/MOUNT	56.98			6020		450000	432		101000
4127											
Total for Vendor:			126.96								
125183	C	351 BUSINESS ESSENTIALS	133.65								
1	04/24/25	COPY PAPER	133.65			7000		411600	410		101000
WO-1344094-1											
125223	C	351 BUSINESS ESSENTIALS	1,068.98								
1	04/17/25	pens, markers, paper, etc.	572.26			1000		421000	410		101000
WO-1343223-1											
2	04/21/25	evidence boxes	496.72			1000		421000	365		101000
WO-1343567-1											
125252	C	351 BUSINESS ESSENTIALS	381.54								
1	04/30/25	CH Copy Paper	381.54			1000		415000	410		101000
WO-1344847-1											
Total for Vendor:			1,584.17								
125078		39 BUTLER MACHINERY	240.00								
1	04/22/25	T-76 clean radiator	240.00			2060		415200	420		101000
FA03314											
125102		39 BUTLER MACHINERY	240.00								
1	04/24/25	#4005 RADIATOR REPAIR	240.00			6010		450200	427		101000
W00282917											
Total for Vendor:			480.00								
125291		2207 CARPET WORLD	1,750.00								
1	05/01/25	title shower - west wing	1,750.00			2975		421000	420	18	101000
1-90180											
Total for Vendor:			1,750.00								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 11 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125288		4505 CASEY SANDERS	129.60								
		Conference - Minnkota Power Coop - Grand Forks - 04/28-04/29									
1	04/28/25	Travel reimb	129.60			1000		414102	340		101000
		Total for Vendor:	129.60								
124920	-97697E	51 CASS COUNTY ELECTRIC COOP	48,623.61								
1	04/10/25	THE LIGHTS PARKING RAMP	3,712.29			2310		452120	527		101000
1168003											
2	04/10/25	THE LIGHTS CITY METER	376.32			2310		452120	527		101000
1168004											
3	04/10/25	THE LIGHTS STAGE & COURTYARD	3,968.00			2310		452120	527		101000
1163206											
4	04/10/25	TRANSFER STATION	369.13			6010		450200	527		101000
1156424											
5	04/10/25	STREET LIGHT FEED POINTS	19,486.87			1000		430002	527		101000
1156424											
6	04/10/25	WATER TOWERS	595.98			6020		450000	527		101000
1156426											
7	04/10/25	INTERT LANDFILL	173.99			6010		450200	527		101000
1156426											
8	04/10/25	LIFT STATIONS	19,941.03			6025		450000	527		101000
1156426											
		Total for Vendor:	48,623.61								
125240		1355 CASS COUNTY GOVERNMENT	7,044.97								
1	04/30/25	march - jail housing	6,800.00			1000		421000	398		101000
INV011781											
2	04/30/25	march - medical	159.97			1000		421000	398		101000
INV011780											
3	04/30/25	march - intox	85.00			1000		421000	398		101000
INV011782											
		Total for Vendor:	7,044.97								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 12 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125057		46 CASS RURAL WATER USERS	31.57						
1	6482 April 04/25/25	6482 - WF Airport Water	31.57			7050 500000	420		101000
	6482 April 2025								
		Total for Vendor:	31.57						
125051	C	2909 CC STEEL LLC	90,746.00						
1	Pay App 5 03/28/25	Project 1348	90,746.00			4444 480000	670		101000
	Pay App 5								
		Total for Vendor:	90,746.00						
125155		1074 CENTER UPHOLSTERY & CANVAS	20.00						
1	04/16/25	#7002 CONSOLE COVER	20.00			6025 450000	427		101000
		Total for Vendor:	20.00						
125126		3216 CINTAS	148.42						
1	04/25/25	RUG SERVICE	148.42			1000 455000	420		101000
	4228497647								
		Total for Vendor:	148.42						
125093		111 CITY OF FARGO	21,833.28						
1	479860 04/24/25	Paratransit Rides - Mar 2025	21,833.28			1000 415000	376		101000
	479860								
125139		111 CITY OF FARGO	22,296.93						
1	04/16/25	LANDFILL FEES	22,296.93			6010 450200	355		101000
	479377								
125152		111 CITY OF FARGO	24,277.26						
1	04/23/25	LANDFILL FEES	24,277.26			6010 450200	355		101000
	479662								
125262		111 CITY OF FARGO	2,000.00						
		West Fargo Fire Department							
		25% Cost Share							
1	04/23/25	FD 2025 Cost Share Pulse Point	2,000.00			2060 415200	497		101000
	479707								
		Total for Vendor:	70,407.47						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 13 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125095	C	3167 CITY OF WEST FARGO	77.82						
1	02066 Apr	04/22/25 Airport Dumpster	77.82			7050 500000	420		101000
	02066-00 Apr	25							
		Total for Vendor:	77.82						
125212	C	133 COLE PAPERS INC	343.80						
1	04/10/25 CH	- PAPER PRODUCTS	155.96			1000 455000	500		101000
10565541									
2	04/15/25 PW	- PAPER PRODUCTS	187.84			6020 450000	500		101000
10566642									
		Total for Vendor:	343.80						
125306	E	229 CONSOLIDATED COMMUNICATIONS	175.00						
1	05/01/25 may	2025 - ICAC	175.00			1000 421000	497		101000
		Total for Vendor:	175.00						
125120		4108 CONSOLIDATED ELECTRICAL	974.45						
1	04/16/25	PORT INS LUG	357.77			1000 430002	391		101000
23481084672									
2	04/21/25	PIN ADAPT MECH/ADAPTER	308.34			6025 450000	826		101000
23481082058									
3	04/21/25	PIN ADAPT MECH/ADAPTER	308.34			6025 450000	826		101000
23481082059									
		Total for Vendor:	974.45						
125070		3245 CORE & MAIN	14,534.76						
1	04/14/25	MTR GSKT	6.91			6020 450000	432		101000
0411									
2	04/17/25	CURB BOX/LID	399.77			6020 450000	438		101000
0526									
3	04/17/25	MTR GSKT	200.53			6020 450000	432		101000
0542									
4	04/18/25	8" LOCKING LID	491.40			6020 450000	438		101000
0551									
5	04/22/25	PVS SEWER PIPE	131.88			6025 450000	825		101000
0651									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 14 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6 0018	04/23/25	RETURN	-1,569.87			6020		450000	438		101000
7 0605	04/21/25	HYDRANT PARTS	4,285.14			6020		450000	438		101000
8 0543	04/17/25	CURB BOXES	8,289.00			6020		450000	438		101000
9 0550	04/18/25	PRO RING SEALANT	2,300.00			6025		450000	437		101000
125271 1 0849	04/29/25	3245 CORE & MAIN HP COUPLINGS	3,585.20 3,585.20			6020		450000	438		101000
Total for Vendor:			18,119.96								
125140 1 169961	04/21/25	47 CORWIN CHRYSLER #2023 FILTER	53.35 53.35			6020		450000	427		101000
Total for Vendor:			53.35								
125221 1 69878	04/21/25	1633 CROWN TROPHY ARBOR DAY SIGN	45.76 45.76			2210		428000	375		101000
Total for Vendor:			45.76								
125283 1 526201	04/23/25	662 CUSTOM GRAPHICS, INC BLACK DOOR DECALS - WA	393.00 98.25			6020		450000	433		101000
2 526201	04/23/25	BLACK DOOR DECALS - ST	98.25			1000		430000	433		101000
3 526201	04/23/25	BLACK DOOR DECALS - SW	98.25			6025		450000	433		101000
4 526201	04/23/25	BLACK DOOR DECALS - SA	98.25			6010		450200	433		101000

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 15 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125284		662 CUSTOM GRAPHICS, INC	393.00								
1	04/23/25	WHITE DOOR DECALS - WA	98.25			6020		450000	433		101000
526202											
2	04/23/25	WHITE DOOR DECALS - ST	98.25			1000		430000	433		101000
526202											
3	04/23/25	WHITE DOOR DECALS - SW	98.25			6025		450000	433		101000
526202											
4	04/23/25	WHITE DOOR DECALS - SA	98.25			6010		450200	433		101000
526202											
125285		662 CUSTOM GRAPHICS, INC	279.00								
1	04/23/25	BLACK 3" NUMBER DECALS - ST	69.75			1000		430000	433		101000
526200											
2	04/23/25	BLACK 3" NUMBER DECALS - WA	69.75			6020		450000	433		101000
526200											
3	04/23/25	BLACK 3" NUMBER DECALS - SW	69.75			6025		450000	433		101000
526200											
4	04/23/25	BLACK 3" NUMBER DECALS - SA	69.75			6010		450200	433		101000
526200											
125286		662 CUSTOM GRAPHICS, INC	77.50								
1	04/29/25	BLACK 3" NUMBER DECALS - SA	19.38			6010		450200	433		101000
526354											
2	04/29/25	BLACK 3" NUMBER DECALS - WA	19.38			6020		450000	433		101000
526354											
3	04/29/25	BLACK 3" NUMBER DECALS - SW	19.38			6025		450000	433		101000
526354											
4	04/29/25	BLACK 3" NUMBER DECALS - ST	19.36			1000		430000	433		101000
526354											
125287		662 CUSTOM GRAPHICS, INC	96.00								
1	04/23/25	WHITE 3" NUMBER DECAL - ST	24.00			1000		430000	433		101000
526199											
2	04/23/25	WHITE 3" NUMBER DECAL - SW	24.00			6025		450000	433		101000
526199											
3	04/23/25	WHITE 3" NUMBER DECAL - SA	24.00			6010		450200	433		101000
526199											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 16 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
4 526199	04/23/25	WHITE 3" NUMBER DECAL - WA	24.00			6020 450000	433		101000
		Total for Vendor:	1,238.50						
125238 1 162632	04/17/25	4059 DAKOTA FENCE CANTILVER ROLLER	361.18 361.18			6010 450200	420		101000
		Total for Vendor:	361.18						
125106 1 7326572	C 04/16/25	1675 DAKOTA FLUID POWER, INC #4700 HARDWARE	4.77 4.77			6010 450200	427		101000
125128 1 7331801	C 04/29/25	1675 DAKOTA FLUID POWER, INC #3035 HARDWARE	15.22 15.22			1000 430000	427		101000
125279 1 7328634	C 04/22/25	1675 DAKOTA FLUID POWER, INC HARDWARE	203.94 203.94			6010 450200	427		101000
		Total for Vendor:	223.93						
125069 1 3216363	C 04/16/25	79 DAKOTA HOSE & FITTINGS STRAINER ASSY	147.74 147.74			6025 450000	826		101000
		Total for Vendor:	147.74						
125290 1 80646	C 80646 03/26/25	2514 DAKOTA MAILING & SHIPPING Ink/Sealant CH postage machine	131.41 131.41			1000 415000	410		101000
		Total for Vendor:	131.41						
125063 ROW Purchase 02-4613-00010-000		5550 DAKOTA MEDICAL FOUNDATION	138,546.94						
1	04/24/25	Imp Dist 1353	138,546.94			4189 480000	313		101000
		Total for Vendor:	138,546.94						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 17 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125119	C	624 DAKOTA SUPPLY GROUP	358.51								
1	04/17/25	HOLE CUTTER KIT	204.82			6025		450000	610		101000
S104627563											
2	04/17/25	LUG MECH	92.49			1000		430002	391		101000
S104632700											
3	04/24/25	FLEX SEALTITE	61.20			6025		450000	827		101000
S104649323											
Total for Vendor:			358.51								
125170	-97683E	3050 DAKOTA UPREIT LIMITED	7,974.68								
		Pioneer Center - May 2025 rent									
1	05/01/25	Common Area - May 2025	2,402.29			1001		415000	389		101000
2	05/01/25	Base Rent - May 2025	5,572.39			1001		415000	389		101000
Total for Vendor:			7,974.68								
125188	C	5492 DAKTECH	785.00								
1	04/22/25	back TV laptop replacement	785.00			1000		421000	497		101000
INV0348712											
Total for Vendor:			785.00								
125122		5414 DALLAS HEIZELMAN	68.00								
		WATER TESTING - BISMARCK, ND									
1	04/23/25	TRAVEL REIMBURSEMENT	68.00			1000		430000	340		101000
Total for Vendor:			68.00								
125179	C	856 DAVE'S WEST FARGO TIRE	53.95								
1	04/25/25	#1188 alignment check	53.95			1000		421000	427		101000
131891											
Total for Vendor:			53.95								
125096		3772 DIAMOND HOME SPECIALTIES	475.00								
1	10525 04/29/25	Replace outdoor faucet	475.00			7050		500000	420		101000
10525											
Total for Vendor:			475.00								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 18 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125312		5555 DILLON CHRISTENSEN	22.00						
		Engineer Operations Training-Dickinson							
1	04/25/25	Per Diem for one dinner	22.00			2060 415200	340		101000
		Dickinson Engineer							
		Total for Vendor:	22.00						
125080	C	3762 DREAMSEATS LLC	2,319.84						
1	04/18/25	FD ST #76 4 Stools	1,536.00			2060 415200	641		101000
4779215									
2	04/14/25	FD St #75 2 Desk Chairs	783.84			2060 415200	641		101000
4779024									
		Total for Vendor:	2,319.84						
125085		774 ECONOMIC DEVELOPMENT ASSOCIATION	1,000.00						
1	S2504 04/25/25	2025 EDND Summer Conference	1,000.00			2960 411900	416		101000
		S2504							
		Total for Vendor:	1,000.00						
125204		1841 EMERGENCY AUTOMOTIVE	2,025.72						
1	04/29/25	#6001/6002 EMERGENCY LIGHTS	1,012.86			2210 428000	610		101000
		TC04042551A							
2	04/22/25	#5306/5307 EMERGENCY LIGHTS	1,012.86			1000 430001	610		101000
		TC03282555B							
		Total for Vendor:	2,025.72						
125173		5354 ENERGY TECH SYSTEMS	3,100.00						
1	04/28/25	keri access - courtroom door	3,100.00			2975 421000	497	18	101000
		10540							
		Total for Vendor:	3,100.00						
125176	C	3410 ENGRAPHIX	17.87						
1	04/29/25	2 name plates	17.87			1000 421000	422		101000
		A5666							
		Total for Vendor:	17.87						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 19 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125121		5120 ERIC JOHNSON	68.00								
		WATER TESTING - BISMARCK, ND									
1	04/23/25	TRAVEL REIMBURSEMENT	68.00			6025		450000	340		101000
		Total for Vendor:	68.00								
125148		3427 ESS BROTHERS AND SONS INC	2,360.00								
1	04/10/25	QUICK SET REPAIR	2,360.00			6025		450000	437		101000
		FF1591									
		Total for Vendor:	2,360.00								
125134		3533 F-M FORKLIFT SALES & SERVICE	38.95								
1	04/21/25	#2014 FUEL CAP	38.95			6020		450000	427		101000
		10330430									
		Total for Vendor:	38.95								
125276		3344 FACTORY MOTOR PARTS	53.58								
1	04/29/25	#1195 SPARK PLUG	53.58			1000		421000	427		101000
		37-1256497									
		Total for Vendor:	53.58								
125107	C	660 FARGO FREIGHTLINER	175.43								
1	04/18/25	#4102 REINFOCE ASSY	50.76			6010		450200	427		101000
		X101178448									
2	04/29/25	#3061 MIRROR	124.67			1000		430000	427		101000
		X101179286									
		Total for Vendor:	175.43								
125301		979 FARGO LINE-X	3,500.00								
1	05/01/25	#1222 complete spray	3,500.00			2531		421000	610		101000
		31567									
		Total for Vendor:	3,500.00								
125117	C	124 FASTENAL	345.67								
1	04/17/25	SHOP SUPPLIES	330.91			6020		450000	433		101000
		NDFAR316429									
2	04/25/25	HARDWARE	14.76			6025		450000	437		101000
		NDFAR316873									
		Total for Vendor:	345.67								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 20 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125230		151 FEDERAL EXPRESS	29.79						
1	04/23/25	ND lab package	29.79			1000 421000	661		101000
		8-840-08578							
		Total for Vendor:	29.79						
125234		3792 FERGUSON ENTERPRISES LLC 1657	53.43						
1	04/04/25	VB REPAIR KIT	53.43			6010 450200	420		101000
		1513971							
		Total for Vendor:	53.43						
125157		329 FERGUSON WATERWORKS #2516	81.08						
1	04/22/25	PVC S80 SXS UNION	81.08			6025 450000	825		101000
		0518826							
		Total for Vendor:	81.08						
125156		5138 FLEXIBLE PIPE TOOLS & EQUIPMENT	408.60						
1	04/23/25	90" RAKE/GRABBER	408.60			6025 450000	825		101000
		31291							
		Total for Vendor:	408.60						
125211		5553 FLUTTERBEE EDUCATION GROUP	526.39						
1	04/14/25	BOOKS	526.39			7000 411600	662		101000
		INV111257							
		Total for Vendor:	526.39						
125297	C	140 FM AMBULANCE SERVICES INC	740.00						
1	04/29/25	40 CPR/AED e-cards	740.00			2060 415200	340		101000
		45294							
		Total for Vendor:	740.00						
125097		2499 FM CONVENTION & VISITORS BUREAU	22,134.73						
		Mar Lodging							
1	Mar 2025	03/31/25 Lodging Tax 2%	22,134.73			2141 411500	533		101000
		Mar 2025							

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 21 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125098		2499 FM CONVENTION & VISITORS BUREAU	11,067.36								
	Mar Lodging										
	2 Mar 2025	03/31/25 Lodging Tax 1%	11,067.36			2141		411500	653		101000
	Mar 2025										
		Total for Vendor:	33,202.09								
125243		2637 FORCE AMERICA INC	20.00								
	1 04/29/25	DATA PLAN	20.00			1000		430000	497		101000
	200-2005289										
		Total for Vendor:	20.00								
125075		155 GALLS, LLC	748.96								
	1 03/12/25	A Wagemann Return Lable	7.99			2060		415200	422		101000
	030721809										
	2 03/12/25	A Wagemann Pants Return	-114.75			2060		415200	422		101000
	030722958										
	3 03/31/25	L Nesvold Polo	72.12			2060		415200	422		101000
	030898062										
	4 04/07/25	N Sahr polo	71.73			2060		415200	422		101000
	030967489										
	5 04/08/25	M O'Bryant Boots	154.00			2060		415200	422		101000
	030987872										
	6 04/08/25	A Thieschafer pants	68.46			2060		415200	422		101000
	030988190										
	7 04/15/25	H Kalina Boots	221.00			2060		415200	422		101000
	031048465										
	8 04/15/25	J Carriveau 2 Jobshirt	184.26			2060		415200	422		101000
	031048465										
	9 04/15/25	J Johnson pants	84.15			2060		415200	422		101000
	031048465										
125258		155 GALLS, LLC	22,884.66								
	1 04/17/25	re-org unit #'s	1,971.20			1000		421000	422		101000
	031080523										
	2 04/17/25	3 new officer badges	537.60			1000		421000	422		101000
	031080523										

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 22 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
3	04/25/25	cadets brass	92.67			1000		421000	375		101000
031151011											
4	04/25/25	cadets brass	37.44			1000		421000	375		101000
031159050											
5	04/15/25	rotational winter jackets	225.00			1000		421000	422		101000
031048365											
6	04/15/25	rotational winter jackets	107.06			1000		421000	422		101000
031048731											
7	04/17/25	rotational winter jackets	2,988.54			1000		421000	422		101000
031073113											
8	04/22/25	new officer - wirtzfeld	186.93			1000		421000	422		101000
031113315											
9	04/16/25	new officer - wanzek	186.93			1000		421000	422		101000
031061425											
10	04/15/25	pullover - ackerman	186.93			1000		421000	422		101000
031048949											
11	04/14/25	new officer ear molds	26.94			1000		421000	422		101000
031039581											
12	04/21/25	pullover for tulius	132.26			1000		421000	422		101000
031101924											
13	04/21/25	pullover for coffield	186.93			1000		421000	422		101000
031101892											
14	04/17/25	shirt for masset	81.14			1000		421000	422		101000
031078098											
15	04/18/25	shirts for mewes	187.09			1000		421000	422		101000
031089444											
16	04/27/25	5 yr rotation vest - Nobles	1,050.00			1000		421000	641		101000
031169023											
17	04/27/25	5 yr rotation vest - Ostlund	1,050.00			1000		421000	641		101000
031169098											
18	04/27/25	5 yr rotation vest - Jorgensen	1,050.00			1000		421000	641		101000
031169022											
19	04/27/25	5 yr rotation vest - Mueller	1,050.00			1000		421000	641		101000
031168980											
20	04/27/25	5 yr rotation vest - Nelson	1,050.00			1000		421000	641		101000
031169099											
21	04/27/25	5 yr rotation vest - Werner	1,050.00			1000		421000	641		101000
031169000											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 23 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
22 031169100	04/27/25	5 yr rotation vest - Ackerman	1,050.00			1000		421000	641		101000
23 031169001	04/27/25	5 yr rotation vest -Richardson	1,050.00			1000		421000	641		101000
24 031169002	04/27/25	5 yr rotation vest - Balvik	1,050.00			1000		421000	641		101000
25 031168981	04/27/25	5 yr rotation vest - Carr	1,050.00			1000		421000	641		101000
26 031169061	04/27/25	5 yr rotation vest - Pearson	1,050.00			1000		421000	641		101000
27 031169096	04/27/25	new officer vest - Henry	1,050.00			1000		421000	641		101000
28 031169097	04/27/25	new officer vest - Wanzek	1,050.00			1000		421000	641		101000
29 031169024	04/27/25	new officer vest - Kemmer	1,050.00			1000		421000	641		101000
30 031169043	04/27/25	new officer vest - Wirtzfeld	1,050.00			1000		421000	641		101000
Total for Vendor:			23,633.62								
125207		156 GENERAL EQUIP & SUPPLIES	265,824.00								
KOMATSU LOADER & FALLS PLOW											
1 E10021156	04/22/25	#2206/2207 2025 KOMATSU LOADER	265,824.00			6020		450000	870		101000
Total for Vendor:			265,824.00								
125061	116404S	5549 GNI INVESTMENTS LLC	300,000.00								
1	04/21/25	Airport Hangar Purchase	300,000.00			7040		500000	870		101000
Total for Vendor:			300,000.00								
125136		2558 GOODYEAR COMMERCIAL TIRE	1,202.54								
1 130-1092994	04/24/25	#4202 TIRES	270.66			6010		450200	427		101000
2 130-1092787	03/21/25	#413 TIRES	669.81			6010		450200	427		101000
3 130-1092936	04/17/25	#415 TIRES	262.07			6010		450200	427		101000
Total for Vendor:			1,202.54								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 24 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125118	C	556 GRAINGER, INC.	112.27								
1	04/18/25	#7103 TOOLS	37.25			6025		450000	610		101000
9478168959											
2	04/10/25	COMPRESSOR SWITCH	37.50			6020		450000	420		101000
9468967964											
3	04/24/25	COUPLING INSERT	37.52			6025		450000	827		101000
9484635132											
125237	C	556 GRAINGER, INC.	275.63								
1	04/16/25	CYLINDER	275.63			1000		455000	420		101000
9475096930											
125302	C	556 GRAINGER, INC.	14.25								
1	04/29/25	FD Eq. Svs. Supplies	14.25			2060		415200	500		101000
859277261											
Total for Vendor:			402.15								
125084		1963 GREATER FARGO MOORHEAD EDC	2,326.09								
1	2024-1013	12/19/24 2024 Licenses	2,326.09			2960		411900	416		101000
2024-1013											
Total for Vendor:			2,326.09								
125137	C	135 HAWKINS INC	13,030.82								
1	04/15/25	AQUAHAWK	6,964.24			6025		450000	423		101000
7039571											
2	04/22/25	AQUAHAWK	2,931.99			6025		450000	423		101000
7044892											
3	04/23/25	AQUAHAWK	3,134.59			6025		450000	423		101000
7046107											
Total for Vendor:			13,030.82								
125293	C	2820 HIGH POINT NETWORKS	1,306.65								
1	04/30/25	booking room camera/access	1,306.65			2975		421000	497	18	101000
270815											
Total for Vendor:			1,306.65								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 25 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125092	C	5539 HKGI	14,770.11								
1	025-006-2	04/17/25 Project 9057	14,770.11			4179		480000	307		101000
	025-006-2										
		Total for Vendor:	14,770.11								
125214		4592 INGRAM LIBRARY SERVICES	3,759.13								
1	04/15/25	B00KS	13.77			7000		411600	662		101000
87634543											
2	04/15/25	B00KS	66.36			7000		411600	662		101000
87634544											
3	04/15/25	B00KS	117.81			7000		411600	662		101000
87634545											
4	04/17/25	B00KS	59.10			7000		411600	662		101000
87673529											
5	04/17/25	B00KS	77.45			7000		411600	662		101000
87673530											
6	04/17/25	B00KS	32.04			7000		411600	662		101000
87673531											
7	04/18/25	B00KS	18.64			7000		411600	662		101000
87695526											
8	04/18/25	B00KS	22.94			7000		411600	662		101000
87695527											
9	04/18/25	B00KS	19.40			7000		411600	662		101000
87695528											
10	04/18/25	B00KS	88.18			7000		411600	662		101000
87695529											
11	04/18/25	B00KS	22.95			7000		411600	662		101000
87695530											
12	04/18/25	B00KS	109.56			7000		411600	662		101000
87695531											
13	04/18/25	B00KS	289.25			7000		411600	662		101000
87695532											
14	04/21/25	B00KS	23.22			7000		411600	662		101000
87728279											
15	04/21/25	B00KS	62.37			7000		411600	662		101000
87728280											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 26 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
16 87728281	04/21/25	BOOKS	68.02			7000		411600	662		101000
17 87728282	04/21/25	BOOKS	19.29			7000		411600	662		101000
18 87728283	04/21/25	BOOKS	37.90			7000		411600	662		101000
19 87728284	04/21/25	BOOKS	25.32			7000		411600	662		101000
20 87745626	04/22/25	BOOKS	12.01			7000		411600	662		101000
21 87745627	04/22/25	BOOKS	12.96			7000		411600	662		101000
22 87745628	04/22/25	BOOKS	8.97			7000		411600	662		101000
23 87745629	04/22/25	BOOKS	14.19			7000		411600	662		101000
24 87745630	04/22/25	BOOKS	21.07			7000		411600	662		101000
25 87745631	04/22/25	BOOKS	52.45			7000		411600	662		101000
26 87745632	04/22/25	BOOKS	13.19			7000		411600	662		101000
27 87789660	04/24/25	BOOKS	12.63			7000		411600	662		101000
28 87789661	04/24/25	BOOKS	13.83			7000		411600	662		101000
29 87789662	04/24/25	BOOKS	79.38			7000		411600	662		101000
30 87789663	04/24/25	BOOKS	34.12			7000		411600	662		101000
31 87789664	04/24/25	BOOKS	19.35			7000		411600	662		101000
32 87789665	04/24/25	BOOKS	12.63			7000		411600	662		101000
33 87789666	04/24/25	BOOKS	315.22			7000		411600	662		101000
34 87789667	04/24/25	BOOKS	181.21			7000		411600	662		101000

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 27 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
35	04/24/25	BOOKS	43.25			7000		411600	662		101000
87789668											
36	04/24/25	BOOKS	374.15			7000		411600	662		101000
87789669											
37	04/24/25	BOOKS	426.38			7000		411600	662		101000
87789670											
38	04/24/25	BOOKS	409.21			7000		411600	662		101000
87789671											
39	04/25/25	BOOKS	22.46			7000		411600	662		101000
87810934											
40	04/25/25	BOOKS	85.97			7000		411600	662		101000
87810935											
41	04/25/25	BOOKS	61.83			7000		411600	662		101000
87810936											
42	04/25/25	BOOKS	16.78			7000		411600	662		101000
87810937											
43	04/28/25	BOOKS	45.99			7000		411600	662		101000
87840809											
44	04/28/25	BOOKS	85.42			7000		411600	662		101000
87840810											
45	04/28/25	BOOKS	230.48			7000		411600	662		101000
87840811											
46	04/28/25	BOOKS CREDIT	-19.57			7000		411600	662		101000
87853062											
Total for Vendor:			3,759.13								
125193		999999 INNOCORP., LTD	1,247.00								
PO - 200245											
1	04/22/25	vape program kits, SR0's	1,247.00			1000		421000	375		101000
50249											
Total for Vendor:			1,247.00								
125149		211 INTERSTATE BATTERIES	1,737.50								
1	04/21/25	BATTERIES	1,737.50			1000		430002	803		101000
1902802031214											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 28 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125219		211 INTERSTATE BATTERIES	77.40						
1	04/16/25	BATTERIES	77.40			6025 450000	420		101000
1902801042861									
		Total for Vendor:	1,814.90						
125116		233 J & L SPORTS	48.00						
1	04/17/25	SCREEN PRINTING SAFETY VESTS	48.00			1000 430000	639		101000
34048									
		Total for Vendor:	48.00						
125115	C	1765 J.J. KELLER & ASSOC, INC	377.50						
1	04/01/25	CDL TRAINING	377.50			1000 450000	751		101000
9110016619									
		Total for Vendor:	377.50						
125249	C	5433 JIM LARSON	3,631.25						
1	2500003	04/30/25 Finance Support 03/24-04/30	3,631.25			1000 414100	418		101000
2500003									
		Total for Vendor:	3,631.25						
125296	C	5137 JODI ROLLE	102.06						
1	05/02/25	Mileage 03/01/25-04/30/25	102.06			1000 414100	340		101000
		Total for Vendor:	102.06						
125300		3526 JOHN NEEB	146.82						
1	02/19/25	NFA Course Cancellation/car fe	146.82			2060 415200	340		101000
73035837736604									
		Total for Vendor:	146.82						
125299	C	2798 JOHNSON CONTROLS	30,016.68						
ST 75 HVAC System									
1	04/29/25	ST 75 HVAC System	30,016.68			2060 415200	494		101000
1-135660084433									
		Total for Vendor:	30,016.68						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 29 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125167	C	274 JOHNSON, MOTTINGER & GREENWOOD,	5,250.00						
		May 2025							
1	05/01/25	Court Appointed Attorney	5,250.00			1000 412000	310		101000
		Total for Vendor:	5,250.00						
125124		5506 JON ZACHER	68.00						
		WATER TESTING - BISMARCK, ND							
1	04/23/25	TRAVEL REIMBURSEMENT	68.00			1000 430001	340		101000
		Total for Vendor:	68.00						
125254		999999 JUSTIN PAQUIN	190.00						
		Tree Planting Permit - 2142 14th St W							
1	04/30/25	Tree - 2142 14th St W	190.00			5000 422000	490		101000
		Total for Vendor:	190.00						
125256	-97680E	4482 KOTAPAY	3,484.11						
		05/02/25 payroll							
1	05/02/25	Child Support	3,484.11			1000 212549			101000
		Total for Vendor:	3,484.11						
125163	C	277 LARSON WELDING & MACHINE CO	41.94						
1	04/17/25	TRUCK BED TOOL MOUNTING	41.94			6025 450000	433		101000
82818									
		Total for Vendor:	41.94						
125086	C	4767 LENOVO (UNITED STATES) INC.	17,947.68						
		12 computer replacements for 2025 Budget							
		these computers will be replaced in 2029							
1	04/22/25	FD 12 Docks, 24 Monitors 2025	5,687.88			2060 415200	497		101000
6472510610									
2	04/21/25	FD 12 thinkpad computers	12,259.80			2060 415200	497		101000
6472508445									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 30 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125246	C	4767 LENOVO (UNITED STATES) INC.	473.99								
1	04/29/25	D PRANKE - MONITOR	304.00			6025		450000	497		101000
6472585361											
2	04/29/25	D PRANKE - DOCK	169.99			6025		450000	497		101000
6472583915											
Total for Vendor:			18,421.67								
125088		1741 LIBERTY BUSINESS SYSTEMS, INC	976.96								
1	39082440	04/25/25 Apr 2025 CH 1st Floor	156.05			1000		415000	428		101000
39082440											
2	39082441	04/25/25 Apr 2025 CH 1st Floor	43.48			1000		415000	428		101000
39082441											
3	39082441	04/25/25 Apr 2025 City Hall	172.78			1000		415000	428		101000
39082441											
4	39082441	04/25/25 Apr 2025 Public Works	261.25			6020		450000	428		101000
39082441											
5	39082441	04/25/25 Apr 2025 Police	343.40			1000		421000	428		101000
39082441											
Total for Vendor:			976.96								
125144		711 LUTHER FAMILY FORD	774.95								
1	04/25/25	#601 PUMP/SEAL	1,174.95			2210		428000	427		101000
408233											
2	04/11/25	CREDIT	-400.00			1000		421000	427		101000
CM406026											
125174		711 LUTHER FAMILY FORD	177.60								
1	04/18/25	#1210 struts	177.60			1000		421000	427		101000
FOCS653774											
Total for Vendor:			952.55								
125066		3304 MAC'S HARDWARE	812.66								
1	04/23/25	PSI GRS GN KT	229.00			6010		450200	433		101000
3164											
2	04/18/25	HARDWARE/DRILL BITS	56.99			1000		430000	487		101000
3005											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 31 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3 3008	04/18/25	J STECKLER- JOHNSON MUCK BOOTS	119.99			6020 450000	422		101000
4 3222	04/24/25	AIR HOSE/OIL	97.73			1000 430000	432		101000
5 3227	04/24/25	RETURN	-10.00			1000 430000	432		101000
6 2899	04/16/25	HARDWARE	0.91			6025 450000	825		101000
7 2948	04/17/25	HARDWARE	58.69			6025 450000	437		101000
8 2871	04/16/25	HX CP SS	25.99			1000 430002	391		101000
9 2870	04/16/25	#7103 TOOLS	229.98			6025 450000	610		101000
10 3172	04/23/25	HARDWARE	3.38			6025 450000	437		101000
125105 1 3200	04/24/25	3304 MAC'S HARDWARE HARDWARE	13.47 13.47			6025 450000	437		101000
125198 1 3301	04/28/25	3304 MAC'S HARDWARE HARDWARE	23.37 23.37			6025 450000	433		101000
Total for Vendor:			849.50						
125310 1 P47577 2 P47818	C 04/21/25 04/25/25	3536 MACQUEEN FD 2-Black Helmets/inventory FD Helmet Fronts for Academy	1,303.51 1,101.51 202.00			2060 415200 2060 415200	641 641		101000 101000
Total for Vendor:			1,303.51						
125142 1	03/25/25	999999 MACS HARDWARE - CAPITAL ONE ACCT FEE	20.00 20.00			1000 430001	358		101000
Total for Vendor:			20.00						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 32 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125307	C	4637 MAMMOTH HOLDINGS LLC	640.00								
1	04/30/25	april 2025 car wash	640.00			1000		421000	420		101000
		PS-INV104026									
		Total for Vendor:	640.00								
125303	C	5416 MARCO TECHNOLOGIES LLC NW 7128	95.00								
1	05/01/25	may 2025 pd plotter	95.00			1000		421000	428		101000
		INV13819151									
		Total for Vendor:	95.00								
125208		5349 MARCO TECHNOLOGIES, LLC	714.62								
1	04/28/25	LEASE FOR PRINTERS	714.62			7000		411600	428		101000
		39098152									
		Total for Vendor:	714.62								
125165		3384 MATHESON TRI-GAS INC	68.98								
1	04/21/25	CYLINDER RENTAL	68.98			6020		450000	433		101000
		0031389910									
		Total for Vendor:	68.98								
125298	C	299 MENARDS (FIRE)	182.12								
1	04/29/25	FD T-76 Setup	103.23			2060		415200	500		101000
		30360496									
2	04/30/25	FD T-76 Setup	74.91			2060		415200	420		101000
55298											
3	04/24/25	FD Number Stickers/Gear	3.98			2060		415200	500		101000
		54852									
		Total for Vendor:	182.12								
125250	C	5206 MENARDS (POLICE)	42.70								
		PO - 200246									
1	04/28/25	acct30360698 rope hooks shower	42.70			1000		421000	641		101000
		55136									
		Total for Vendor:	42.70								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 33 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125074	C	4622 MENARDS (PUBLIC WORKS)	745.01								
1	04/21/25	SHOP SUPPLIES	124.50			1000		430000	433		101000
54616	2	04/17/25 CONTRACTOR BAGS	125.88			1000		430001	358		101000
54370	3	04/17/25 TOOLS	63.71			1000		430000	432		101000
54389	4	04/18/25 MAILBOX REPAIR	17.59			1000		430000	444		101000
54440	5	04/21/25 5" DIAMOND BLADE	14.99			6020		450000	432		101000
54612	6	04/24/25 PREMIX GAS/OIL	24.78			1000		430000	722		101000
54861	7	04/22/25 MARKING PAINT	21.97			2210		428000	432		101000
54692	8	04/24/25 SPRAY PAINT/LUMBER	25.50			6025		450000	437		101000
54865	9	02/18/25 FILTERS/VALVE/KEYPAD	198.01			1000		455000	420		101000
50256	10	04/23/25 SHOP SUPPLIES	128.08			6010		450200	433		101000
54786											
125103	C	4622 MENARDS (PUBLIC WORKS)	319.65								
1	04/28/25	WOOD STAKES	29.97			6020		450000	438		101000
55154	2	04/28/25 PVC/ADAPTORS	42.02			6020		450000	432		101000
55133	3	04/23/25 TOOLS	54.33			1000		455000	432		101000
54765	4	04/24/25 HARDWARE	12.84			1000		455000	420		101000
54843	5	04/25/25 TORCH KIT/WRENCH	176.99			1000		430000	432		101000
54917	6	04/25/25 HARDWARE	3.50			6025		450000	437		101000
54908											
Total for Vendor:			1,064.66								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 34 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125059	E	2766 MIDCONTINENT COMMUNICATIONS	622.09								
1	14630	03/23/25 191305202 - 3050 Sheyenne	305.98			2310		452120	497		101000
		19130520214630									
2	14687	04/23/25 191305202 - 3050 Sheyenne	316.11			2310		452120	497		101000
		19130520214687									
125141	E	2766 MIDCONTINENT COMMUNICATIONS	130.39								
1	04/23/25	TRANSFER STATION INTERNET	130.39			6010		450200	497		101000
		22121930114687									
125269	E	2766 MIDCONTINENT COMMUNICATIONS	1,250.39								
1	14665	04/11/25 193293401 - 3100&3150 Sheyenne	1,250.39			2310		452120	497		101000
		19329340114665									
125308	E	2766 MIDCONTINENT COMMUNICATIONS	373.55								
		02-23/03-23, 03-23/04-23									
1	03/27/25	FD 02-23/03-23-25	186.76			2060		415200	527		101000
		02-23/03-23									
2	04/27/25	FD 03-23/04-23-25	186.79			2060		415200	527		101000
		03-23/04-23-2025									
		Total for Vendor:	2,376.42								
125191	C	102 MIDSTATES WIRELESS	1,175.78								
1	04/22/25	#1188 repairs	320.78			1000		421000	427		101000
		308000027-1									
2	04/21/25	#1170 removal	855.00			1000		421000	427		101000
		205018594-1									
		Total for Vendor:	1,175.78								
125181	C	1854 MIDWEST TAPE	317.54								
1	04/23/25	DVD	32.22			7000		411600	664		101000
		507073788									
2	04/29/25	DVD	43.47			7000		411600	664		101000
		507102373									
3	04/29/25	DVD	34.03			7000		411600	664		101000
		507102379									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 35 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4	04/29/25	DVD	30.72			7000		411600	664		101000
507102374											
5	04/29/25	DVD	32.53			7000		411600	664		101000
507102375											
6	04/29/25	DVD	124.35			7000		411600	664		101000
507102376											
7	04/29/25	DVD	20.22			7000		411600	664		101000
507102377											
Total for Vendor:			317.54								
125273		2969 MTI DISTRIBUTING INC	26,689.00								
1	04/30/25	#5442 2025 SEEDA-VATOR SEEDER	26,689.00			1000		430001	870		101000
1464190											
Total for Vendor:			26,689.00								
125135	C	728 NAPA CENTRAL	122.35								
1	04/28/25	#610 RELIEF VALVE CAP	38.59			2210		428000	427		101000
461538											
2	04/29/25	#1195 COIL	83.76			1000		421000	427		101000
461734											
Total for Vendor:			122.35								
125114		3684 ND DEPARTMENT OF ENVIRONMENTAL	75.00								
1	04/24/25	SOLID WASTE TRANSPORTER DECALS	75.00			6010		450200	386		101000
3669											
Total for Vendor:			75.00								
125053	-97688E	363 ND PERS	315,407.19								
1	04/24/25	April Payroll - Contributions	315,407.85			1000		212532			101000
2	04/24/25	Rounding	-0.66			1000		414100	230		101000
125257	-97679E	363 ND PERS	9,972.06								
05/02/25	Payroll										
1	05/02/25	457b Def Comp - Contributions	9,972.06			1000		212532			101000
Total for Vendor:			325,379.25								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 36 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125052	-97685E	1906 ND PUBLIC FINANCE AUTHORITY	23,800.00								
		2009 Improvement Bond Payment									
1	04/23/25	Interest	8,700.00			3369		490000	720		101000
2	04/23/25	Agent Fee	100.00			3369		490000	740		101000
3	04/23/25	Principal	15,000.00			3369		490000	710		101000
		Total for Vendor:	23,800.00								
125185		1771 ND SECRETARY OF STATE	46.00								
1	05/01/25	notary name change - Evans	10.00			1000		421000	667		101000
2	05/01/25	new notary - Johanneck	36.00			1000		421000	667		101000
		Total for Vendor:	46.00								
125263		3876 NDEMA	115.00								
		Pierre Freeman/Conference Registration									
1	04/29/25	2025 Pierre Freeman/Conf Reg	115.00			2060		415200	340		101000
		12338442423									
		Total for Vendor:	115.00								
125227		999999 NDPOA	80.00								
1	05/01/25	membership for mickelson	40.00			1000		421000	667		101000
2	05/01/25	membership for pearson	40.00			1000		421000	667		101000
		Total for Vendor:	80.00								
125210	C	756 NELCO FIRST AID	127.24								
1	03/09/24	PW - FIRST AID SUPPLIES	127.24			6020		450000	639		101000
		250274									
		Total for Vendor:	127.24								
125224	C	1600 NELSON AUTO CENTER	46,612.00								
1	04/14/25	#6001 2025 GMC SIERRA	46,612.00			2210		428000	610		101000
		F3S016									
125226	C	1600 NELSON AUTO CENTER	46,526.00								
1	04/16/25	#5307 2025 GMC SIERRA	46,526.00			1000		430001	610		101000
		F3S018									
		Total for Vendor:	93,138.00								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 37 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125175		3185 NEXT LEVEL TINTING	460.00						
1	04/30/25	#1218 - window tint	460.00			1000 421000	610		101000
1369									
		Total for Vendor:	460.00						
125280	C	364 NORTH CENTRAL INTERNATIONAL LLC	184.30						
1	04/30/25	#2006 COVER ASSY	246.80			6020 450000	427		101000
X202243078									
2	04/25/25	#4700 RETURN	-62.50			6010 450200	427		101000
X202242888									
		Total for Vendor:	184.30						
125143	C	1403 NORTHERN TOOL & EQUIPMENT	310.51						
1	04/01/25	#7103 TOOLS	80.72			6025 450000	610		101000
3C8D1061									
2	04/02/25	WRENCH SET	189.94			6025 450000	432		101000
5326559A									
3	04/27/25	#7103 TOOLS	39.85			6025 450000	610		101000
C0B9B1A1									
125196	C	1403 NORTHERN TOOL & EQUIPMENT	363.00						
1	04/15/25	SYNTHETIC ROPE	363.00			6025 450000	437		101000
AB891276									
		Total for Vendor:	673.51						
125068	C	330 NORTHWESTERN EQUIPMENT INC.	5.20						
1	04/16/25	SA40 PUMP HOOK	5.20			6025 450000	825		101000
55226									
		Total for Vendor:	5.20						
125083		5166 NURTURING DREAMS CHILD CARE LLC	731.66						
1	04/25/25	Child Care Grant	731.66			2960 411900	416		101000
		Total for Vendor:	731.66						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 38 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125264		1774 O'REILLY AUTOMOTIVE STORES, INC	4.99								
1	04/28/25	FD 25 amp Bulb	4.99			2060		415200	500		101000
6022-211526											
Total for Vendor:			4.99								
125112		4744 O'REILLY AUTOMOTIVE STORES, INC	293.92								
1	04/29/25	#1195 IGN COIL	42.35			1000		421000	427		101000
1932446974											
2	04/22/25	CARB CLEANER	48.38			1000		455000	433		101000
1932444440											
3	04/22/25	#1172 HUB ASSY	155.18			1000		421000	427		101000
1932444393											
4	04/18/25	STETHESCOPE	9.99			6025		450000	432		101000
6022210613											
5	04/18/25	THREADLOCK	8.99			6025		450000	437		101000
1932443357											
6	04/09/25	#7103 TOOLS	29.03			6025		450000	610		101000
1932439924											
125130		4744 O'REILLY AUTOMOTIVE STORES, INC	195.33								
1	04/18/25	#3202 BATTERY	117.26			1000		430000	427		101000
1932443294											
2	04/22/25	#3069 BATTERY	64.08			1000		430000	427		101000
1932444426											
3	04/24/25	SEPARATOR	13.99			1000		455000	432		101000
1932445324											
125160		4744 O'REILLY AUTOMOTIVE STORES, INC	143.47								
1	04/28/25	#601 SEAL	74.76			2210		428000	427		101000
1932446607											
2	04/28/25	#601 EXHAUST SEN	68.71			2210		428000	427		101000
1932446419											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 39 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125199		4744 O'REILLY AUTOMOTIVE STORES, INC	45.21						
1	04/25/25	INSPECTION CAMERA PARTS	45.21			6025 450000	437		101000
6022211191									
125277		4744 O'REILLY AUTOMOTIVE STORES, INC	149.99						
1	04/30/25	#1205 BRAKE ROTORS/PADS	149.99			1000 421000	427		101000
1932447329									
		Total for Vendor:	827.92						
125294	C	352 OK TIRE STORE - COM CTR	170.00						
1	05/01/25	FD T-76 Alignment	170.00			2060 415200	427		101000
05-370945									
		Total for Vendor:	170.00						
125232		399 OLYMPIC SALES	498.00						
1	04/21/25	#4301 LIFT TARP	498.00			6010 450200	427		101000
15582									
		Total for Vendor:	498.00						
125050		631 ONE CALL CONCEPTS, INC	463.10						
1	20251712	04/21/25 2025 ND Excavator Meeting	463.10			1000 414200	340		101000
20251712									
		Total for Vendor:	463.10						
125304		276 OSTROMS ACE HARDWARE	65.65						
2	04/28/25	FD Fix Fuel Filter T76	1.70			2060 415200	500		101000
228698									
3	04/07/25	FD Eq Svs glue/paint	63.95			2060 415200	500		101000
228548									
		Total for Vendor:	65.65						
125065		5119 OSTROMS ACE HARDWARE (PW)	21.66						
1	04/22/25	HARDWARE	7.49			6010 450200	433		101000
228652									
2	04/24/25	CAMLOCK	6.99			6010 450200	433		101000
228668									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 40 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date	Vendor #/Name/ Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
3 228651	04/22/25	TTOOLS	7.18			6020 450000	432		101000
125108 1 228683	04/25/25	5119 OSTROMS ACE HARDWARE (PW) UNDERCOATING RUBBER	130.97 35.96			6010 450200	433		101000
2 228669	04/24/25	BIM SET	24.99			6010 450200	433		101000
3 228671	04/24/25	HARDWARE/GLUE BOARDS	10.09			1000 455000	420		101000
4 228674	04/24/25	HARDWARE	1.98			1000 455000	420		101000
5 228708	04/29/25	MARKING PAINT/MALLET	57.95			2210 428000	432		101000
Total for Vendor:			152.63						
125209 1 02139C025131573	C 04/28/25	2126 OVERDRIVE, INC EBOOKS & AUDIOBOOKS	507.47 507.47			7000 411600	650		101000
Total for Vendor:			507.47						
125216 1 634328-25	C 04/02/25	1648 PARKLAND USA CORPORATION DBA DRUM CREDIT	18,390.63 -80.00			1000 430000	427		101000
2 655665-25	04/16/25	DIESEL FUEL - PW	18,470.63			1000 140000			101000
Total for Vendor:			18,390.63						
125229 1 443	C 04/23/25	563 PETRO SERVE USA SUPERLUBE OIL	1,900.00 557.53			6020 450000	424		101000
2 444	04/22/25	MAXTRON 5W30	1,132.47			6020 450000	424		101000
3 101295	04/17/25	#4700 CENEX ATF	210.00			6010 450200	424		101000
Total for Vendor:			1,900.00						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 41 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125220 1 4424	C 04/21/25	4034 PETRO SERVE USA #63 #3041 PREMIUM	50.20 50.20			1000		430000	424		101000
Total for Vendor:			50.20								
125076 Food for Mika 1 1292013222		1987 PETSMART Food for Mika 04/21/25	74.99 74.99			2060		415200	915		101000
Total for Vendor:			74.99								
125187 1 15934		2921 POWDERCOAT SPECIALISTS #1222 - blast service 04/23/25	720.00 720.00			2531		421000	610		101000
Total for Vendor:			720.00								
125178 1 25-147	C 04/28/25	3391 PPI CONSULTING LLC psych assessment	475.00 475.00			1000		421000	399		101000
Total for Vendor:			475.00								
125213 1 0651005		916 PRAIRIE SUPPLY INC SPRAYER 04/16/25	338.00 338.00			1000		430001	358		101000
Total for Vendor:			338.00								
125147 1 25223		1755 PRO SWEEP INC SHEYENNE TUNNEL SWEEPING 04/30/25	1,700.00 1,700.00			1000		430000	485		101000
Total for Vendor:			1,700.00								
125289 1 S250025279		3261 PROJECT LIFESAVER INTERNATIONAL transmitters,batteries,bands 05/02/25	1,373.89 1,373.89			2510		421000	375		101000
Total for Vendor:			1,373.89								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 42 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125309 1	05/02/25	2857 QUALITY LAPEL PINS tie tac for class A uniforms	327.98 327.98			1000 421000	422		101000
		Total for Vendor:	327.98						
125189 1	C 03/31/25	3204 RECORD KEEPERS service on 3/3/25	27.50 27.50			1000 421000	420		101000
A280849		Total for Vendor:	27.50						
125166 1	04/18/25	1016 RED WING BUSINESS ADVANTAGE J STECKLER-JOHNSON BOOTS	448.24 240.00			6020 450000	422		101000
180085 2	04/18/25	J BARKER BOOTS	208.24			6010 450200	422		101000
180089									
125222 1	04/25/25	1016 RED WING BUSINESS ADVANTAGE A HASKINS BOOTS	229.49 229.49			6010 450200	422		101000
180491									
125239 1	04/25/25	1016 RED WING BUSINESS ADVANTAGE A JOHNSON BOOTS	195.49 195.49			1000 455000	422		101000
180443		Total for Vendor:	873.22						
125295 1	E 04/29/25	1881 SAM'S CLUB/SYNCHRONY BANK (FD) FD ST 75 Supplies	529.27 111.28			2060 415200	500		101000
1968 1968 0									
2	04/29/25	FD ST 76 Supplies	417.99			2060 415200	500		101000
9612 1602 5		Total for Vendor:	529.27						
125111 1	C 04/11/25	454 SANITATION PRODUCTS #7000 VALVE ASSY	737.50 737.50			6025 450000	427		101000
92568									

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 43 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125145	C	454 SANITATION PRODUCTS	1,432.92								
1	04/16/25	#3061 UPPER ROLLER	1,432.92			1000		430000	427		101000
92647											
		Total for Vendor:	2,170.42								
125164		450 SCHEELS	135.99								
1	04/15/25	C COSTELLO BOOTS	135.99			6020		450000	422		101000
65880											
		Total for Vendor:	135.99								
125265		5501 SHEYENNE 32 EAST LLC EPIC	5,179.94								
3150		Sheyenne St - Unit A									
1	05/01/25	CAM/Operating Exp - May	484.00			2960		411900	416		101000
2	05/01/25	Parking Fee - May	79.17			2960		411900	416		101000
3	05/01/25	Plaza Fee - May	136.50			2960		411900	416		101000
4	05/01/25	Access to mech and IT rooms	240.00			2960		411900	416		101000
5	05/01/25	2024 CAM Reconciliation	4,240.27			2960		411900	416		101000
		Total for Vendor:	5,179.94								
125192	C	2885 SHORTPRINTER	463.60								
1	04/18/25	notary stamp - Ackerman	62.60			1000		421000	668		101000
160079											
2	04/17/25	BC - Ackerman	47.45			1000		421000	668		101000
160359											
3	04/17/25	#10 envelopes	353.55			1000		421000	668		101000
160364											
125267	C	2885 SHORTPRINTER	19.95								
1	160722	04/28/25 Business cards - Brandon Bahr	19.95			1000		414200	410		101000
160722											
		Total for Vendor:	483.55								
125058	C	5199 SIGN BADGERS	5,753.00								
1	34004	04/25/25 PD/Court Updated Exterior Sign	5,858.00			1001		415000	465		101000
34004											
2	34067	03/20/25 Credit for Inv 34067 double pd	-105.00			1000		421000	375		101000
34067											
		Total for Vendor:	5,753.00								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 44 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125195	C	3642 SIGN PRO	775.00								
1	04/24/25	#1171 removal	150.00			1000		421000	610		101000
90082											
2	04/16/25	#1225 graphic/install	625.00			1000		421000	610		101000
89977											
Total for Vendor:			775.00								
125072	C	91 SIGN SOLUTIONS USA	3,822.30								
1	04/18/25	STREET STRIPING	990.19			1000		430000	486		101000
416795											
2	04/23/25	STREET STRIPING	641.92			1000		430000	487		101000
416844											
3	04/18/25	SIGNS	2,190.19			1000		430000	487		101000
416794											
Total for Vendor:			3,822.30								
125242		2655 SIMPLIFILE	170.00								
1	04/30/25	Service 04/01/25-04/30/25	170.00			1000		418000	668		101000
NDT8B3-04302025											
Total for Vendor:			170.00								
125236	C	3528 SNACKS PLUS VENDING	164.00								
1	04/17/25	COFFEE	164.00			6020		450000	500		101000
5940800859											
Total for Vendor:			164.00								
125159	C	3652 SNAP-ON TOOLS INDUSTRIAL	1,786.68								
1	04/09/25	NEW TOOLBOX TOOLS	428.32			1000		455000	870		101000
64367722											
2	04/12/25	NEW TOOLBOX TOOLS	557.72			1000		455000	870		101000
64394784											
3	04/11/25	NEW TOOLBOX TOOLS	194.55			1000		455000	870		101000
64388756											
4	04/15/25	NEW TOOLBOX TOOLS	83.97			1000		455000	870		101000
64409660											
5	04/10/25	NEW TOOLBOX TOOLS	367.36			1000		455000	870		101000
64379800											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 45 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
6 64401032	04/14/25	NEW TOOLBOX TOOLS	141.30			1000		455000	870		101000
7 64421000	04/16/25	NEW TOOLBOX TOOLS	13.46			1000		455000	870		101000
125206 1 64369397	C 04/09/25	3652 SNAP-ON TOOLS INDUSTRIAL NEW TOOLBOX TOOLS	11,027.61 11,027.61			1000		455000	870		101000
Total for Vendor:			12,814.29								
125077 1	C 04/23/25	465 SPARTAN STORES LLC WF Fire Dept. CPSE	64.31 64.31			2060		415200	500		101000
Total for Vendor:			64.31								
125054 1 80743	C 80743 04/11/25	5292 SPOTLIGHT MEDIA WF Magazine 2025	3,970.00 3,970.00			2960		411900	602		101000
Total for Vendor:			3,970.00								
125060 Acct: 00900028-00 Refund credit balance on account		116403S 999999 ST ANDREWS LUTHERAN CHURCH	142.99								
1	04/24/25	UB Refund	142.99			6020		214100			101000
Total for Vendor:			142.99								
125217 PO - 200219 1 455990		2581 STALKER RADAR APPLIED CONCEPTS, 04/14/25 3 radars	10,305.00 10,305.00			1000		421000	610		101000
Total for Vendor:			10,305.00								
125260 WFFD Headquarters 1 20319		2215 STEAM MASTERS 04/21/25 WFFD Headquarters	3,142.89 3,142.89			2060		415200	494		101000
Total for Vendor:			3,142.89								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 46 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125235		3260 STORM TRAINING GROUP	699.00						
1	05/01/25	reg, Nelson, trauma training	699.00			1000 421000	340		101000
		06154453-0008							
		Total for Vendor:	699.00						
125109	C	733 SWANSTON EQUIPMENT CORP	732.99						
1	04/25/25	#3035 POWER VALVE	732.99			1000 430000	427		101000
		P11896							
125133	C	733 SWANSTON EQUIPMENT CORP	90.72						
1	04/25/25	#7041 GLASS SLIDE	90.72			4387 480000	427		101000
		P11881							
125162	C	733 SWANSTON EQUIPMENT CORP	2.48						
1	04/30/25	#7041 GASKET	2.48			4387 480000	427		101000
		P12037							
125275	C	733 SWANSTON EQUIPMENT CORP	126.12						
1	05/01/25	#3035 FILTERS	126.12			1000 430000	427		101000
		P12083							
		Total for Vendor:	952.31						
125138	C	2491 TEAM LABORATORY CHEMICAL, LLC	9,177.00						
1	04/15/25	EZ DOSE IT	3,687.00			6025 450000	825		101000
		0045929							
2	04/10/25	FINE ROAD PATCH	5,490.00			1000 430000	722		101000
		0045859							
		Total for Vendor:	9,177.00						
125146		1156 TESSMAN	2,975.70						
2	04/25/25	RW - STRAW MULCH	1,110.70			1000 430001	358		101000
		S412890							
3	04/25/25	BG - STRAW MULCH	500.00			1000 455000	358		101000
		S412890							
4	04/21/25	WOVEN NEEDLE PUNCH	780.00			1000 430001	358		101000
		S412137							

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 47 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
5 S412579	04/23/25	WOVEN NEEDLE PUNCH	585.00			1000 455000	358		101000
Total for Vendor:			2,975.70						
125205 1 PS0715143-1	C 04/25/25	3352 TITAN MACHINERY - FARGO #4403 PIVOT ARM	1,020.72 1,020.72			6010 450200	427		101000
Total for Vendor:			1,020.72						
125202 1	4724 04/30/25	TOMMAS MILNER TRAINING - BISMARCK, ND TRAVEL REIMBURSEMENT	81.00 81.00			6010 450200	340		101000
Total for Vendor:			81.00						
125203 1	1373 04/30/25	TROY FREADRICH TRAINING - BISMARCK, ND TRAVEL REIMBURSEMENT	129.13 129.13			6010 450200	340		101000
Total for Vendor:			129.13						
125180 1 191735395 2 191735396	2136 04/16/25	ULINE INC 6" traffic cones	2,261.15 511.15			1000 421000	610		101000
			1,750.00			1000 421000	610		101000
125261 1 188603147 2 188718086 3 191840003	2136 01/10/25 02/03/25 04/18/25	ULINE INC FD Clothing Closet Credit FD Clothing Closet correct sz FD Clothing Closet coat bar	209.29 -709.09 565.09 353.29			2060 415200	641		101000
Total for Vendor:			2,470.44						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 48 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125177 1 4288	C 04/21/25	4240 VERTEX UNMANNED SOLUTIONS LLC drone battery	420.00 420.00			1000		421000	641		101000
Total for Vendor:			420.00								
125104 1 146983		1346 VISTO'S TRAILER SALES 04/24/25 PLUG HOLDER	9.97 9.97			6025		450000	437		101000
Total for Vendor:			9.97								
125079 1 01P593033 2 01P593033	C 04/23/25	544 WALLWORK TRUCK CENTER Fix heater hose T-75 04/23/25 Filter Wrenches	223.62 188.46 35.16			2060		415200	427 432		101000 101000
125125 1 01P594629 2 01P593722 3 01P591941 4 01P592660 5 01P591604 6 01P592617 7 01P592618 8 01P592606 9 06P48319	C 04/28/25 04/24/25 04/21/25 04/23/25 04/17/25 04/22/25 04/22/25 02/22/25 04/18/25	544 WALLWORK TRUCK CENTER #413 DRYER #4700 SEAL/SHOE KIT #4700 GASKET #4700 GASKET #407 BOWL REPLACEMENT RETURN RETURN CORE RETRN SHORT PAY CORRECT	600.77 506.86 160.77 61.54 51.29 172.75 -172.75 -139.96 -70.20 30.47			6010 6010 6010 6010 6010 6010 6010 6010 6010 6010		450200 450200 450200 450200 450200 450200 450200 450200 450200 450200	427 427 427 427 427 427 427 427 427 427		101000 101000 101000 101000 101000 101000 101000 101000 101000 101000
Total for Vendor:			824.39								

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 49 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125244	C	4773 WEST FARGO EVENTS	40,428.85								
1	1365	04/01/25 Programming fee: Essentia Heal	18,205.42			2310		452120	810		101000
1365											
2	1365	04/01/25 Programming fee: POW/MIA	5,574.70			2310		452120	810		101000
1365											
3	1365	04/01/25 Mgmt fee: Parking Ramp	11,840.33			2320		452110	810		101000
1365											
4	1365	04/01/25 Mgmt fee: City Events	4,808.40			2960		411900	810		101000
1365											
125247	C	4773 WEST FARGO EVENTS	40,428.85								
1	1392	05/01/25 Programming fee: Essentia Heal	18,205.42			2310		452120	810		101000
1392											
2	1392	05/01/25 Programming fee: POW/MIA	5,574.70			2310		452120	810		101000
1392											
3	1392	05/01/25 Mgmt fee: Parking Ramp	11,840.33			2320		452110	810		101000
1392											
4	1392	05/01/25 Mgmt fee: City Events	4,808.40			2960		411900	810		101000
1392											
Total for Vendor:			80,857.70								
125099		566 WEST FARGO PARK DISTRICT	76,209.50								
1		04/30/25 Apr 2025 State Aid	76,209.50			2050		451000	992		101000
Total for Vendor:			76,209.50								
125073	C	2184 WEST SIDE STEEL	666.44								
1		04/22/25 SHEET METAL	11.88			6010		450200	433		101000
12166											
2		04/15/25 SHEET METAL	29.16			6010		450200	914		101000
12095											
3		04/22/25 SHEET METAL	205.38			6010		450200	914		101000
12151											
4		04/16/25 PIPE TUBE	43.29			6025		450000	433		101000
12115											
5		04/17/25 SQUARE TUBE	81.65			6025		450000	433		101000
FC5115											

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 50 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
6 12190	04/24/25	ROUND/FLAT BAR	10.85			6025 450000	437		101000
7 12191	04/24/25	FLAT BAR/REC TUBE	284.23			6010 450200	433		101000
125278 1 12248	C 04/30/25	2184 WEST SIDE STEEL #601 PIPE TUBE	10.00 10.00			2210 428000	427		101000
125281 1 12234	C 04/29/25	2184 WEST SIDE STEEL SHEET METAL	332.95 332.95			6010 450200	914		101000
Total for Vendor:			1,009.39						
125186 1 79032	04/22/25	4129 WESTERN NATIONAL MUTUAL INS CO notary bond - Johanneck	50.00 50.00			1000 421000	667		101000
Total for Vendor:			50.00						
125200 1 2	-97682E 05/02/25 05/02/25	3549 WEX FSA Med FSA - 05/02/25 payroll Dep FSA - 05/02/25 payroll	3,554.95 388.33 3,166.62			1000 212530 1000 212523			101000 101000
Total for Vendor:			3,554.95						
125305 05.02.25	-97678E	4676 WEX HSA payroll	37,969.23						
1 2	05/02/25 05/02/25	HSA Contributions - ER HSA Contributions - EE	11,846.59 26,122.64			1000 212530 1000 212530			101000 101000
Total for Vendor:			37,969.23						
125259 1 250320	C 04/30/25	549 WF PUB SCHOOLS DIST #6 MAY RENT	10,333.50 10,333.50			7000 411600	333		101000
Total for Vendor:			10,333.50						

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 51 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125245 1 22759	04/28/25	4593 WILLIAM E YOUNG COMPANY DA2 METER VERIFICATION	650.00 650.00			6025		450000	825		101000
Total for Vendor:			650.00								
125087 West Fargo Fire Department 2024 Pierce Ladder Truck		5528 WORLD INSURANCE ASSOCIATES LLC	649.00								
1 350584	04/21/24	Adding T-76 to our account	649.00			2060		415200	323		101000
125218 1 350726	04/21/25	5528 WORLD INSURANCE ASSOCIATES LLC LIBRARY INSURANCE	12.00 12.00			7000		411600	321		101000
Total for Vendor:			661.00								
125056 1 924418357	E 924418357	338 XCEL ENERGY 04/23/25 New City Hall (WEX Bldg)	91.27 91.27			1001		415000	527		101000
125151 1 924810927	E 04/25/25	338 XCEL ENERGY 309 2ND AVE W	960.51 21.90			1000		430002	527		101000
2 924815501	04/25/25	312 5TH AVE W	234.84			1000		430002	527		101000
3 924823953	04/25/25	901 10TH AVE E TRAFFIC SIGNAL	48.22			1000		430002	527		101000
4 924661083	04/24/25	1100 12TH AVE NW	85.09			6020		450000	527		101000
5 924639010	04/24/25	1100 12TH AVE NW	296.31			6020		450000	527		101000
6 924620122	04/24/25	60L 12TH ST E	72.68			6025		450000	527		101000
7 924391225	04/23/25	344 SHEYENNE - SHEYENNE PLAZA	20.24			2310		452120	527		101000
8 924398798	04/23/25	300 SHEYENNE - PIONEER PLACE	35.57			2310		452120	527		101000

05/02/25
16:24:32

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 04/21/25 to 05/02/25

Page: 52 of 52
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
9 924055975	04/21/25	SM75	145.66			6025 450000	527		101000
125172 1 924660444	E 03/25/25	338 XCEL ENERGY march 2025 603/605 Shey St	65.08 65.08			1000 421000	527		101000
Total for Vendor:			1,116.86						
125081 1	04/25/25	5443 YMCA OF THE NORTHERN SKY Child Care Grant	825.15 825.15			2960 411900	416		101000
Total for Vendor:			825.15						
# of Claims			263	Total:	2691,330.07	# of Vendors		102	
Total Electronic Claims			1647,974.98						
Total Non-Electronic Claims			1043355.09						

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



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

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 5, 2025

Subject: Improvement District No. 3006 – Westwood Addition
Reconstruction

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

New Information and Recommendation:

During the regular meeting held on April 7, 2025, the City Commission reviewed bids and awarded a contract to Sellin Brothers, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Resolution Approving Contract and Contractor's Bond

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

Background and Project Summary:

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

Financial Analysis:

This project was included in the 2024 CIP and is estimated to cost \$8,350,000 which includes contingencies to be paid via a combination of Capital Improvement Sales Tax, grant funding, possible utility funds and special assessments per the 2024 CIP's recommended rate of 30% of the project costs.

Previously Presented Information and Commission Actions:

April 28, 2025 –

- Neighborhood Informational Meeting prior to construction was held at the West Fargo Fire Department from 6:00 – 8:00 PM (Our consultant Moore Engineering and COWF representatives were in attendance)

April 7, 2025 –

- **Staff Recommendation:** Accept Bid and Award Contract to Sellin Brothers for their bid amount of \$ 5,927,524.00 (base bid with electrical) contingent upon NDDEQ environmental review approval.
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

March 17, 2025 –

- Commission adopted Resolution Demonstrating City Commission Support for the SRF Loan Application.

March 13, 2025 –

- Virtual Bid opening was held at 10:30 AM

February 26, 2025, and March 5, 2025 –

- Advertisement for Bids was published in the Fargo Forum

February 14, 2025 –

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

December 17, 2024 -

- First Neighborhood Informational Meeting was held at the West Fargo Fire Department from 6:00 – 8:00 PM (Our consultant Moore Engineering and COWF representatives were in attendance)

December 2, 2024 –

- **Staff Recommendation:** Approve both and Engineer's Report and Task Order for "Basic Services", and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved, and Commissioner Jorgensen seconded to approve. No opposition, motion carried.

November 14, 2024 –

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

October 7, 2024 –

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

Week of September 30, 2024 -

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

September 16, 2024 –

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

August 5, 2024 –

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

November 2022 –

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
IMPROVEMENT DISTRICT NO. 3006 – WESTWOOD ADDITION RECONSTRUCTION

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

Dated: May 5, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

Commission President

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

Commission Vice President

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

Commissioner

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

Commissioner

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

Commissioner

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

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 5, 2025

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

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

New Information and Recommendation:

During the regular meeting held on March 17, 2025, the City Commission reviewed bids and awarded a contract to Sun Electric, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Resolution Approving Contract and Contractor's Bond

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

Financial Analysis:

This project has been awarded a federal HSIP grant that will cover 90% of construction costs which equates to \$1,090,733.90. Remaining construction and soft costs are proposed to come from Capital Improvement Sales Tax funds as well as the City of Fargo who we have an MOU with for this project to cost participate.

Previously Presented Information and Commission Actions:

April 21, 2025-

- **Staff Recommendation:** Approve MOU with the City of Fargo
- **Commission Action:** Commissioner Olson moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.

April 7, 2025 –

- **Staff Recommendation:** Review bid and concur with NDDOT's recommendation to award bid to Sun Electric, Inc.
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

March 18, 2024-

- **Staff Recommendation:** Approve both an Amended Engineer's Report and Task Order 2-2 for additional design services.
- **Commission Action:** Commissioner Olson moved, and Commissioner Simmons seconded to approve. No opposition, motion carried.

February 20, 2024-

- **Staff Recommendation:** Create Project No. 2279, Approve both an Engineer's Report and Task Order for "Basic Services"; and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Olson moved, and Commissioner Simmons seconded to approve. No opposition, motion carried.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO. 2279 – 9TH STREET E / VETERANS BOULEVARD PEDESTRIAN SAFETY
IMPROVEMENTS

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

Dated: May 5, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 5, 2025

Subject: Project No. 2291 – 2025 Concrete Pavement Repairs

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

New Information and Recommendation:

During the regular meeting held on April 17, 2025, the City Commission reviewed bids and awarded a contract to All Finish Concrete, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

- Resolution Approving Contract and Contractor's Bond

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

Financial Analysis:

The total estimated project cost is \$1,839,000.00. Funding is proposed to be capital improvement sales tax. The 2024-2028 Capital Improvement Plan has a budget of \$1,500,000 for Citywide Concrete Pavement Repair and \$325,000 for Pedestrian Ramps. No assessments are proposed with this project.

Previously Presented Information and Commission Actions:

April 21, 2025 –

- **Staff Recommendation:** Accept Bids and Award Contract to All Finish Concrete, Inc. for their bid amount of \$1,500,000.00.
- **Commission Action:** Commissioner Zundel moved, and Commissioner Anderson seconded to approve. No opposition, motion carried.

March 17, 2025 –

- **Staff Recommendation:** Create Project No. 2291, Direct and Approve an Engineer's Report; Direct and Approve Plans and Specifications; and Direct Advertisement for Bids.
- **Commission Action:** Commissioner Olson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
PROJECT NO. 2291 – 2025 CONCRETE PAVEMENT REPAIRS

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

Dated: May 5, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

CITY OF MOORHEAD, MINNESOTA

and

CITY OF FARGO, NORTH DAKOTA

and

CITY OF WEST FARGO, NORTH DAKOTA

Dated _____, 2025

Related to the joint effort to build a regionalized and coordinated SMART traffic signal system through the USDOT SMART Grant Program.

TABLE OF CONTENTS

1.	Purpose	2
2.	Term	2
3.	The Project	3
4.	Cost Share.....	3
5.	Cooperation	3
6.	Lead on the Project.....	3
7.	Project Management Team.....	3
8.	Steering Committee.....	3
9.	Moorhead, Fargo, and West Fargo Responsibilities	3
10.	Additional Moorhead Responsibilities.....	5
11.	Release and Waiver	5
12.	Notice	5
13.	Time of the Essence	6
14.	Entire Agreement	6
15.	Amendments.....	6
16.	No Forbearance	6
17.	Remedies	7
18.	Binding Effect	7
19.	Governing Law	7
20.	Rules of Construction.....	7
21.	Representation	7
22.	Headings.....	7
23.	Severability.....	7
24.	Government Immunity	7
25.	Execution in Counterparts; Electronic Signatures.....	7
	Signature Pages.....	8-10

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”) is made and entered into this _____ day of _____, 2025 (the “Effective Date”), by and between the city of Moorhead, Minnesota, a municipal corporation (hereinafter referred to as “Moorhead”); the city of Fargo, North Dakota, a municipal corporation (hereinafter referred to as “Fargo”); and the city of West Fargo, North Dakota, a municipal corporation (hereinafter referred to as “West Fargo”) (collectively, the “Parties”).

WHEREAS, the cities of Moorhead, Fargo, and West Fargo, in collaboration with the North Dakota Department of Transportation (NDDOT), Minnesota Department of Transportation (MnDOT), Fargo Moorhead Metropolitan Council of Governments (Metro COG), and MATBUS, recently won approximately two million dollars for a regionalized and coordinated SMART traffic signal system through the USDOT SMART Grant Program; and

WHEREAS, the proposed project intends to deploy strategic field hardware and cloud-based software to better respond to traffic incidents and disruptions, prepare the system for them, and predict traffic responses (the “Project”); and

WHEREAS, this is a big first step towards a Traffic Operations Center (TOC), which can manage regional traffic patterns and incidents on a 24/7 basis to enhance transportation safety, improve transit travel-time reliability, and improve equity through systemwide resiliency; and

WHEREAS, Moorhead has executed a grant agreement with USDOT and has entered into an agreement with Bolton & Menk for professional services; and

WHEREAS, Fargo, Moorhead, and West Fargo have an interest in the creation of a Transportation Management Center; and

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

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

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

1. **Purpose**. This MOU is made pursuant to N.D.C.C. § 54-40.3-01 and Minn. Stat. § 471.59, which authorize the joint and cooperative exercise of power common to the contracting parties. The intent of this MOU is to allow the Parties to work collaboratively to avoid duplication of required approval and actions, to increase efficiencies with respect to the oversight of the Project, and to prevent delays with respect to the scheduling of work for the Project. This MOU does not create a separate political subdivision.
2. **Term**. The term of this MOU is for approximately two (2) years commencing on the Effective Date of this MOU and ending on _____ (hereinafter the “Original Term”).

3. **The Project.** Moorhead has hired the Bolton & Menk Team¹ as the consultant (the “Consultant”) to perform the tasks set forth in the attached **Exhibit A – Task Order Proposal**, including: 1) Coordination and Engagement tasks, 2) Reporting, 3) Planning and Systems Engineering, 4) Preliminary Engineering, 5) Transit Signal Priority, 6) Centracas Mobility and Pattern Optimizer, 7) PTV Flows Integration, 8) Detection Upgrades, 9) Field Calibration and Evaluation, 10) ASTSPMs, and 11) Performance Metrics Integration for the Project (the “Services”). The Services will be provided as a Task Order under the existing Master Agreement for Professional Services between the Moorhead and Consultant dated _____. The schedule, fees, and deliverables of Consultant are also detailed in **Exhibit A** to this MOU.
4. **Cost Share.** The grant agreement with USDOT provides for a maximum Project cost of approximately \$1,989,000.00, with no local cost share. Any costs deemed ineligible or exceeding the grant amount will be equally split between Moorhead, Fargo, and West Fargo, unless the cost is directly attributable to one city, in which case that cost will be paid by that city. The Project Management Team will be responsible for determining costs directly attributable to one city. Moorhead will invoice Fargo and West Fargo for ineligible costs or costs exceeding the grant amount.
5. **Cooperation.** The Parties will execute other reasonable documents and agreements, as necessary, to accomplish the objectives of this MOU.
6. **Lead on the Project.** Moorhead will act as the lead on the Project and will be responsible for direct communication with the Consultant.
7. **Project Management Team.** The Project Management Team (PMT) will consist of representatives from Moorhead, Fargo, and West Fargo. Consultant will organize, coordinate, and lead monthly PMT meetings. PMT meetings will be conducted virtually.
8. **Steering Committee.** The Steering Committee will consist of the Local Leadership Team (Moorhead, Fargo, West Fargo, NDDOT Fargo District, and MnDOT District 4) and the Regional Coordination Team (Metro COG and MATBUS). Consultant will organize, coordinate, and lead quarterly Steering Committee meetings. Steering Committee meetings will be conducted in-person with a virtual option.
9. **Moorhead, Fargo, and West Fargo Responsibilities.** Moorhead, Fargo, and West Fargo each agree to the following:
 - a. Participating in and supporting the following coordination and engagement activities over the 15-month project:
 - i. Project Management Team (PMT) Meetings. The PMT will consist of representatives from the Moorhead, Fargo, and West Fargo. PMT meetings will occur monthly and be conducted virtually (coordinated by the consultant team).
 - ii. Steering Committee Meetings. The Steering Committee will consist of the Local Leadership Team (Moorhead, Fargo, West Fargo, NDDOT Fargo

¹ The Bolton & Menk Team includes its subcontractors: Traffic Control Corporation (TCC), Miovision, Upper Great Plains Transportation Institute (UGPTI), and LNJ Transportation Consulting (LNJTC).

- District, and MnDOT District 4) and the Regional Coordination Team (Metro COG and MATBUS. Steering committee meetings will occur quarterly and be conducted in-person with a virtual option (coordinated by the consultant team).
- iii. Public Participation Plan Activities. The Public Participation plan will include the following activities coordinated by the consultant team:
 - (1) Up to three presentations to key leadership teams (councils, commissions, management teams, etc.).
 - (2) Up to eight stakeholder listening sessions with key stakeholders that are not part of either the PMT or Steering Committee.
 - (3) Development of a project website will include a one-page project summary/FAQ and engagement survey.
 - (4) Coordination of a public open house to review and refine the proposed improvement plan. This will include coordination, presentation, and documentation of the event.
 - (5) Marketing efforts designed to maximize awareness through digital means (social media posts, news requests, etc.). This will include a targeted effort with MATBUS to reach underrepresented communities that would benefit from the improvements.
 - b. Attending two meetings (Kickoff Meeting and Progress Meeting) in-person in Cambridge, MA or Washington, DC noting the following:
 - i. The costs for City time will be covered by the attendee's public agency.
 - ii. The Federal SMART Grant Funding includes \$20,000 total for travel expenses such as flights, lodging, per diem, and transportation. This is anticipated to cover four people for two trips (\$2,500 per person per trip).
 - c. Providing input and reviewing the following reporting activities:
 - i. Quarterly Progress Reports.
 - ii. Project Evaluation and Data Management Plan.
 - iii. Implementation Report.
 - d. Participating in the systems engineering process, including providing input and reviewing the following documents:
 - i. Concept of Operations.
 - ii. High-Level System Requirements.
 - iii. Inter-Agency Memorandum of Understanding (MOU).
 - e. Providing input and reviewing the following preliminary engineering activities:
 - i. CATEx environmental document.
 - ii. Signal and transit signal priority (TSP) timings.
 - f. Coordinating the installation of Centracs Mobility and the Pattern Optimizer Module.

- g. Providing access to traffic signal controller cabinets for the deployment of TSP equipment.
 - h. Hiring a construction contractor to perform detection upgrades at up to 15 signalized intersections (total across all three cities) noting the following:
 - i. The number of signalized intersections to receive detection upgrades in each City will be determined during the preliminary engineering process.
 - ii. The design of the detection upgrades will be performed by the consultant team and is included in the Federal SMART Grant Funding.
 - iii. The Federal SMART Grant Funding includes \$266,100 for the construction of detection upgrades. Detection upgrades beyond this amount will be the responsibility of the cities (the City in which the detection upgrade takes place unless discussed and agreed upon otherwise).
 - i. Providing access to traffic signal controller cabinets for field calibration and evaluation.
 - j. Participating in the following trainings:
 - i. Centrac's Mobility and Pattern Optimizer (two days).
 - ii. ASTPM website, performance metrics, and sample reports.
10. **Additional Moorhead Responsibilities.** Moorhead agrees to the following provisions, in addition to those listed in Section 9 above:
- a. As the lead agency, the Moorhead will be responsible for the following:
 - i. Coordination with USDOT SMART Grant staff.
 - ii. Preparing and submitting Quarterly Progress Reports (with support from the project team).
 - iii. Submitting other reports and documentation to the USDOT (prepared by the consultant team).
11. **Release and Waiver.** In consideration of the mutual promises of the Parties and to the fullest extent permitted by law, each Party assumes all risk of personal injury or death and property damage or loss from whatever causes arising while that Party, its agents, employees or designees are conducting work pursuant to this MOU and each Party releases the other Party, its officers, employees, agents or designees relating to or arising out of that Parties' agents, employees or designees work pursuant to this MOU, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at law or in equity, from the beginning of time, and each Party understands and acknowledges the significance of such release and waiver and hereby assumes full responsibility for any injuries, damages or losses that it may incur as a result of its execution of this MOU.
12. **Notice.** Any notice or election required or permitted to be given or served by any Party to this MOU upon any other will be deemed given or served in accordance with the provisions of this MOU if said notice or election is (a) delivered personally, or (b) mailed by United

States certified mail, return receipt requested, postage prepaid, and in any case properly addressed as follows:

If to Moorhead: City of Moorhead
 Attn: City Manager
 Moorhead City Hall
 500 Center Ave
 Moorhead, MN 56560

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

If to West Fargo: City of West Fargo
 Attn: City Administrator
 800 4th Ave E, Suite 1
 West Fargo, ND 58078

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

13. **Time of the Essence.** Time is of the essence of each provision of this entire MOU and of all the conditions thereof.
14. **Entire Agreement.** This MOU constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements between the Parties with respect to the matters contained herein. It is expressly agreed that there are no verbal understandings or agreements which in any way change the terms, covenants and conditions set forth herein, and that no modification of this MOU and no waiver of any of its terms and conditions will be effective unless in writing and duly executed by the Parties.
15. **Amendments.** This Agreement may be amended at any time by mutual written agreement of the parties hereto, provided that such amendment has been recommended by the Project Management Team and is within the authorized budget of the grant agreement with USDOT. All other amendments, modifications, or waivers of any condition, provision, or term will not 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.
16. **No Forbearance.** The failure or delay of any Party to insist on the performance of any of the terms of this MOU, or the waiver of any breach of any of the terms of this MOU, will not be construed as a waiver of those terms, and those terms will continue and remain in full force and effect as if no forbearance or waiver had occurred and will not affect the validity of this MOU, or the right to enforce each and every term of this MOU.

17. **Remedies.** Except as expressly and specifically stated otherwise, nothing herein will limit the remedies and rights of the Parties under and pursuant to this MOU.
18. **Binding Effect.** All covenants, agreements, warranties and provisions of this MOU will be binding upon and inure to the benefit of the Parties and their respective representatives, successors and assigns.
19. **Governing Law.** This MOU has been made and entered into under the laws of the State of Minnesota, and said laws will control its interpretation. Any litigation arising out of this MOU will be venued in State District Court in Clay County, Minnesota, and the Parties waive any objection to venue or personal jurisdiction.
20. **Rules of Construction.** The Parties acknowledge that they have had the opportunity to review this MOU, and that they have an equal bargaining position in this transaction. No rule of construction that would cause any ambiguity in any provision to be construed against the drafter of this document will be operative against any Party to this MOU.
21. **Representation.** The Parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this MOU, and agree they have not been influenced by any representations or statements made by any other Parties.
22. **Headings.** Headings in this MOU are for convenience only and will not be used to interpret or construe its provisions.
23. **Severability.** In the event that any term, part, or provision of this MOU is held to be invalid or unenforceable, all other terms, parts, and provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable term, part, or provision severed from the remainder of this MOU.
24. **Government Immunity.** The Parties to this MOU are all political subdivisions and by entering into this MOU the Parties do not waive any governmental immunity or limitations of liability by entering into this MOU and specifically retain all immunities and defenses as set forth in N.D.C.C. § 32-12.1-03 and/or Minn. Stat. § 466.04 and all other applicable law. Nothing herein shall be deemed a waiver of by any Party of the limits of the liability set forth in N.D.C.C. § 32-12.1-03 and/or Minn. Stat. § 466.04. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of governmental immunity.
25. **Execution in Counterparts; Electronic Signatures.** This MOU may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page was an original thereof.

[Signatures contained on the following pages.]

CITY OF MOORHEAD, MINNESOTA

BY: _____
Michelle (Shelly) A. Carlson, Mayor

BY: _____
Dan Mahli, City Manager

[Signatures continued on the following pages.]

CITY OF FARGO, NORTH DAKOTA

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

BY: _____
Steven Sprague, City Auditor

[Signatures continued on the following page.]

CITY OF WEST FARGO, NORTH DAKOTA

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

BY: _____
Dustin Scott, City Administrator

SERVICES AGREEMENT
STUMP GRINDING SERVICES

THIS AGREEMENT is made and entered into this 27 day of April, 2025 (the "Effective Date"), by and between the City of West Fargo, a North Dakota political subdivision, (the "City") and Bear's Tree Service, a North Dakota company ("Contractor").

RECITALS

WHEREAS, the City desires to hire a contractor to provide professional stump grinding services; and

WHEREAS, Contractor provides professional stump grinding services and desires to provide these services to the City; and

WHEREAS, the City deems Contractor to be capable of providing professional stump grinding services and desires to hire Contractor to provide these services along portions of West Fargo according to the terms and conditions outlined under this Agreement.

NOW THEREFORE, in consideration of the parties' mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties hereby agree as follows:

AGREEMENT

I. Purpose

The purpose of this Agreement is for Contractor to provide stump grinding services to the City along portions of West Fargo in return, the City will compensate Contractor for services rendered.

II. Scope of Services

Contractor will perform the stump grinding services as set forth under this Agreement. Contractor has discretion to perform the services as weather conditions permit.

Stump Grinding Services: This project will consist of stump grinding on or partially within the public right-of-way. Stump grinding shall consist of removing tree stumps to 18" in depth.

Property Damage: Contractor will be solely and wholly financially liable for any damaged property as a result of Contractor's, or its employees, agents, or representatives, services provided under this Agreement. Contractor agrees to repair or replace any damaged real or personal property to its previous condition before the damage occurred. Failure of Contractor to repair or replace damaged real or personal property will result in the City repairing or replacing the damaged real or personal property and assessing the expenses to Contractor.

III. Property

The Scope of Services described above covers the stump grinding locations as provided by the city.

IV. Responsibility of the City

The City will oversee the execution of this Agreement and disbursing of funds.

V. Contractor's Compensation and Method of Payment

The City will reimburse Contractor for services rendered per tree as shown in the RFP attached as **Exhibit A**. All final invoices shall be submitted no later than December 1 of the contract year.

VI. Term

This Agreement commences on the Effective Date and expires on December 31st, 2025, unless terminated sooner as provided under this Agreement.

VII. Termination

This Agreement may be terminated at will by either party after giving ten (10) days' written notice to the other party.

VIII. Assignability

This Agreement will not be assigned or transferred by Contractor to another party without the prior written consent of the City.

IX. Indemnification

Contractor agrees to indemnify and hold City harmless from any and all claims, demands or causes of action resulting from the provision of services as described under this Agreement.

X. Insurance

Contractor will, at Contractor's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the Scope of Services, said policy will have limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in aggregate.

XI. Requirements for Insurance

Insurance policies or riders required by this Agreement must: (i) be taken out by Contractor before Contractor provides any services described under the Scope of Services; (ii) be maintained with responsible insurance companies organized under the laws of the United States and qualified to do business in the State of North Dakota; (iii) contain a provision that the insurer will not cancel or revise coverage thereunder without giving written notice to Contractor as an insured party and to the City as an additional insured at least thirty (30) days before cancellation or revision becomes effective; (iv) name Contractor as an insured party and the City as an additional insured; (v) be in accordance with specifications approved by the insurance advisor for the City; and (vi) be evidenced by a Certificate of Insurance listing the City as an additional insured, which will be filed with the City.

XII. Contractor Records

Contractor shall maintain accurate and updated records of all reimbursable services provided to the City under the terms of this Agreement, and shall record the date such services are provided. Such records shall conform to generally recognized accounting principles. The City, or its authorized representatives, shall have access to any records of Contractor pertinent to this Agreement.

XIII. Monitoring and Evaluating

The City may monitor and evaluate Contractor's progress and performance to assure that the terms of this Agreement are being satisfactorily met. Contractor shall cooperate with the City relating to such monitoring and evaluation.

XIV. Relationship of Parties

Contractor is an independent contractor under this Agreement, not the agent or employee of the City. Contractor is solely responsible for its acts and the acts of its employees, agents, or representatives.

XV. Conflict of Interest

Contractor agrees that it does not have any undisclosed influence or relationship with City staff regarding the award or performance of this Agreement.

XVI. Severability

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 of competent jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity will not affect the legality or validity of the remainder of this Agreement.

XVII. Governing Law

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

XVIII. Entire Agreement

The provisions as set forth herein, and any exhibits hereto, constitute the entire agreement between the parties.

XIX. Effective Date

This Agreement becomes effective upon the date of the last signature appearing below.

IN WITNESS WHEREOF, the parties executed this Agreement on the dates written below.

Date: 4/24/25

BEAR'S TREE SERVICE

By: 
Its: _____

Date: _____

CITY OF WEST FARGO

Bernie L. Dardis, President of the Board

ATTEST:

Dustin Scott, City Administrator



Request for Proposals

Stump Grinding

Forestry Division, City of West Fargo Public Works Department

The Forestry Division of the City of West Fargo Public Works Department is seeking quotes for 2025 stump grinding operations.

Specifications are attached and available at the Public Works Department office, 810 12th Ave. NW, 58078, or by calling 701- 515-5400.

Quotes must be received by 12 p.m., April 18th, 2025, at the Public Works office. Quotes are also acceptable by email and can be emailed to forestry@westfargond.gov

The estimated start date is on or around May 1, 2025, depending on weather. The projected completion date is June 15th, 2025.

The City reserves the right to reject any or all submittals.



PROPOSAL SHEET – 2025 STUMP GRINDING – City Wide Boulevards

Project Area - West Fargo Boulevards, estimated to be approximately 50 stumps

Sizes vary, stumps range from 10" to 36"

Total Price Per Stump: \$ _____

Legal name of Company

Company address

Authorized representative

Date

Daytime phone number

Email

Please include:

- 1.Certificate of Liability Insurance.
- 2.Certificate of Workers Compensation coverage.
- 3.Verification of current ND Contractors License.

Notes:

- The City reserves the right to waive any and all formalities, and accept or reject any or all proposals.
- By submitting a proposal for this RFP, you acknowledge that the City reserves the right to cancel the contract at any time, for any reason, and seek additional or other assistance as necessary.
- Successful proposal consideration will not be based on price alone. Other criteria include past performance, quality, and reliability.
- Time and funding permitting, additional stumps could be added.



Stump Grinding Specifications

1. General Conditions

- 1.1 The purpose of this project is to remove tree stumps within designated municipal areas to improve public safety, aesthetics, and land usability. The contractor shall provide all labor, materials, equipment, and services necessary to complete the stump grinding and site restoration in accordance with the specifications outlined below.
- 1.2 The Contractor shall make every attempt to protect all public and private property adjacent to the work site and along all hauling routes. Any damage to public or private property shall be the sole responsibility of the contractor and shall be repaired to the satisfaction of the owner of the property involved.
- 1.3 All safety requirements of the contractor shall be in accordance with the latest revision of applicable OSHA standards and the American National Safety Standards, ANSI Z133.
- 1.4 Contractor will be responsible for providing all traffic control devices such as cones, flashers and barricades. No street shall be closed unless approved by the City Forester.
- 1.5 Methods and manner used in removal shall be subject to the approval of the City Forester. Contractor shall carry appropriate liability insurance coverage, including but not limited to Public Liability Insurance in the amount of \$1,000,000 per person, \$500,000 per accident, and property damage in the amount of \$300,000 per accident. Contractor shall provide City a Certificate of Insurance naming the City of West Fargo as an additional insured, and such insurance must be maintained during the term of this Agreement and any extension agreed to thereafter.
- 1.6 Contractor must provide a Certificate of Workers Compensation Coverage and possess a current ND Contractors License. No work on Saturday and Sunday, unless specifically requested by the City Forester or Contractor.
- 1.7 The contractor will protect, defend and indemnify the city, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the city in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor.

2. Scope of Work

- 2.1 The contractor shall perform stump grinding services at specified locations as determined by the City of West Fargo. List of locations will be provided by City Forester.
- 2.2 Contractor will be responsible for ND One Call utility locates.
- 2.3 Grinding stumps to a minimum depth of 18 inches below ground level.
- 2.4 Removing all above-ground portions of the stump and visible roots.
- 2.5 Removing and properly disposing of excess wood chips and debris.
 - A. Free disposal at City of West Fargo Landfill.
 - B. Grindings shall be swept off sidewalk, driveway and street areas immediately.
- 2.6 Filling the hole with soil and leveling the ground to match the surrounding grade.
- 2.7 Restoring the site with quality screened soil, free of rock and debris. To account for settling, soil shall be mounded with a minimum of 4" above existing grade.
- 2.8 Seeding the locations will not be required in this project.

3. Payment

- 3.1 Payment shall be made based on a per stump removal rate and completion.
- 3.2 Payment will be made upon completion of project.
 - A. Partial payment is available upon request.

4. Site Inspections and Work Verification

- 4.1 The contractor shall inspect all work sites before beginning operations to assess stump sizes, accessibility, and potential obstacles.
- 4.2 A City of West Fargo representative may inspect and approve completed work before final payment.
- 4.3 Any delays must be communicated to the City of West Fargo.



PROPOSAL SHEET – 2025 STUMP GRINDING – City Wide Boulevards

ct Area - West Fargo Boulevards, estimated to be approximately 50 stumps
vary, stumps range from 10" to 36"

Total Price Per Stump: \$ 130

Bear's Tree Service

Name of Company

BEAR BOWLES

orized representative

701 370 2900

ime phone number

PO BOX 10626 FARGO ND

Company address

April 18, 25

Date

bearbowles@live.com

Email

ie include:

tificate of Liability Insurance.

tificate of Workers Compensation coverage.

ification of current NIN Contractor License

SERVICES AGREEMENT
TREE TREATMENT SERVICES

THIS AGREEMENT is made and entered into this 25 day of April, 2025 (the "Effective Date"), by and between the City of West Fargo, a North Dakota political subdivision, (the "City") and JT Lawn Services LLC, a North Dakota limited liability company ("Contractor").

RECITALS

WHEREAS, the City desires to hire a contractor to provide professional tree treatment services; and

WHEREAS, Contractor provides professional tree treatment services and desires to provide these services to the City; and

WHEREAS, the City deems Contractor to be capable of providing professional tree treatment services and desires to hire Contractor to provide these services along portions of West Fargo according to the terms and conditions outlined under this Agreement.

NOW THEREFORE, in consideration of the parties' mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties hereby agree as follows:

AGREEMENT

I. Purpose

The purpose of this Agreement is for Contractor to provide tree treatment services to the City along portions of West Fargo in return, the City will compensate Contractor for services rendered.

II. Scope of Services

Contractor will perform the tree treatment services as set forth under this Agreement. Contractor has discretion to perform the services as weather conditions permit.

Tree Treatment Services: This project will consist of treatment of ash trees on or partially within the public right-of-way. Treatment shall consist of tree injection with Emamectin Benzoate for Emerald Ash Borer. The size of each tree must be considered and label instructions followed.

Property Damage: Contractor will be solely and wholly financially liable for any damaged property as a result of Contractor's, or its employees, agents, or representatives, services provided under this Agreement. Contractor agrees to repair or replace any damaged real or personal property to its previous condition before the damage occurred. Failure of Contractor to repair or replace damaged real or personal property will result in the City repairing or replacing the damaged real or personal property and assessing the expenses to Contractor.

III. Property

The Scope of Services described above covers the property as shown in the map attached as **Exhibit A**.

IV. Responsibility of the City

The City will oversee the execution of this Agreement and disbursing of funds.

V. Contractor's Compensation and Method of Payment

The City will reimburse Contractor for services rendered per tree as shown in the RFP attached as **Exhibit B**. All final invoices shall be submitted no later than December 1 of the contract year.

VI. Term

This Agreement commences on the Effective Date and expires on December 31st, 2025, unless terminated sooner as provided under this Agreement.

VII. Termination

This Agreement may be terminated at will by either party after giving ten (10) days' written notice to the other party.

VIII. Assignability

This Agreement will not be assigned or transferred by Contractor to another party without the prior written consent of the City.

IX. Indemnification

Contractor agrees to indemnify and hold City harmless from any and all claims, demands or causes of action resulting from the provision of services as described under this Agreement.

X. Insurance

Contractor will, at Contractor's sole cost and expense, provide and maintain during the term of this Agreement a blanket or general liability insurance policy against claims for personal injury, death, or property damage occurring in connection with the Scope of Services, said policy will have limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in aggregate.

XI. Requirements for Insurance

Insurance policies or riders required by this Agreement must: (i) be taken out by Contractor before Contractor provides any services described under the Scope of Services; (ii) be maintained with responsible insurance companies organized under the laws of the United States and qualified to do business in the State of North Dakota; (iii) contain a provision that the insurer will not cancel or revise coverage thereunder without giving written notice to Contractor as an insured party and to the City as an additional insured at least thirty (30) days before cancellation or revision becomes effective; (iv) name Contractor as an insured party and the City as an additional insured; (v) be in accordance with specifications approved by the insurance advisor for the City; and (vi) be evidenced by a Certificate of Insurance listing the City as an additional insured, which will be filed with the City.

XII. Contractor Records

Contractor shall maintain accurate and updated records of all reimbursable services provided to the City under the terms of this Agreement, and shall record the date such services are provided. Such records shall conform to generally recognized accounting principles. The City, or its authorized representatives, shall have access to any records of Contractor pertinent to this Agreement.

XIII. Monitoring and Evaluating

The City may monitor and evaluate Contractor's progress and performance to assure that the terms of this Agreement are being satisfactorily met. Contractor shall cooperate with the City relating to such monitoring and evaluation.

XIV. Relationship of Parties

Contractor is an independent contractor under this Agreement, not the agent or employee of the City. Contractor is solely responsible for its acts and the acts of its employees, agents, or representatives.

XV. Conflict of Interest

Contractor agrees that it does not have any undisclosed influence or relationship with City staff regarding the award or performance of this Agreement.

XVI. Severability

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 of competent jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity will not affect the legality or validity of the remainder of this Agreement.

XVII. Governing Law

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

XVIII. Entire Agreement

The provisions as set forth herein, and any exhibits hereto, constitute the entire agreement between the parties.

XIX. Effective Date

This Agreement becomes effective upon the date of the last signature appearing below.

IN WITNESS WHEREOF, the parties executed this Agreement on the dates written below.

Date: 4/25/25

JT LAWN SERVICES LLC

By: 

Its: Devan VanBrunt

Date: _____

CITY OF WEST FARGO

Bernie L. Dardis, President of the Board

ATTEST:

Dustin Scott, City Administrator

2025 Ash Treatment - EAB - Project Area - 283 Trees





Request for Proposals

Tree Injection Project (EAB) 2025

Forestry Division, City of West Fargo Public Works Department

The Forestry Division of the City of West Fargo Public Works Department is seeking quotes for 2025 Ash EAB Injections.

Specifications are available at the Public Works Department office, 810 12th Ave. NW, 58078, or by calling 701-515-5400

Proposals must be received by noon, April 18th, 2025, at the Public Works office. Proposals are also acceptable by fax at (701) 515-5401 or emailed to chad.zander@westfargond.gov

The estimated start date is on or around May 15th, 2025 depending on leaf out. The project completion date is July 31st, 2025.

The City of West Fargo reserves the right to reject any or all submittals.

City of West Fargo - Forestry Division

Specifications for EAB Tree Injections

1. General Conditions

1.1 This project will consist of Emerald Ash Borer tree injections on trees on or partially within the public right-of-way. The Contractor shall furnish equipment, tools, materials and labor for this project. It is recommended that potential contractors inspect the area.

1.2 Treatment shall consist of tree injection to provide protection from Emerald Ash Borer. Size and condition of each tree must be considered for each treatment. Trees vary in size and all treatments shall accurately provide protection for current size.

1.3 The Contractor shall make every attempt to protect all public and private property adjacent to the work site and along all hauling routes. Any damage to public or private property shall be the sole responsibility of the contractor and shall be repaired to the satisfaction of the owner of the property involved.

1.4 Methods and manner used in treatment shall be subject to the approval of the City Forester. An initial treatment demonstration will be required before the Contractor can proceed. Examples of recent work (locations, addresses, etc.) are also required when submitting a proposal. Contractor must provide a certificate of liability insurance covering all activities within the scope of the contract performed by the Contractor. The policy must have single limit liability coverage of \$1,000,000.

1.5 A list of equipment and chemicals shall be provided and approved by City Forester prior to project start

1.6 Contractor must provide a Certificate of Workers Compensation Coverage and possess a current ND Contractors License. No treatments on Saturday and Sunday, unless specifically requested by City Forester or contractor.

City of West Fargo - Forestry Division

Specifications for EAB Tree Injections (continued)

1.7 Contractor will be responsible for providing all traffic control devices such as cones, flashers and barricades on the street being treated. No street shall be closed unless approved by City Forester.

1.8 Each tree treated shall be inspected by the City Forester or designated representative. Payment will not be made until approval is given regarding the work performed. Partial billing is acceptable at any time. Payment will be based on percentage of trees treated compared to the total for the work area.

1.9 All safety requirements of the contractor shall be in accordance with the latest revision of the American National Safety Standards, ANSI Z133.1 and OSHA standards.

1.10 Contractor with International Society of Arboriculture Certified Arborist(s) on staff, not contracted or consultant, is required. Submit a copy of their current and valid certificate with the proposal.

1.11 The contractor will protect, defend and indemnify the City, its officers, agents, servants, volunteers and employees for any and all liabilities, claims, liens, fines, demands and costs including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor, or any employee, agent or representative of the Contractor.

1.12 Contractor shall be responsible for complying with all local, state and federal regulations.

City of West Fargo - Forestry Division

Specifications for EAB Tree Injections (continued)

2. Commencement and Completion of Work

2.1 The contractor shall be required to commence work under this contract within ten (10) days after the contractor receives the notice to proceed.

2.2 Start and completion dates may be adjusted, by the City, depending on weather conditions.

2.3 Treatments shall be completed between May 1st, 2025 and July 31st, 2025. Deviations outside this window due to weather can be approved by City Forester. Completion of work is required by July 31st, 2025, or as conditions remain appropriate.

2.4 Treatment shall be done using insecticides with the active ingredient Emamectin Benzoate, which is specifically labeled for the control of Emerald Ash Borer.

2.5 Contractor shall be responsible for the acquisition of the insecticide and application equipment. All label instructions and application amounts shall be followed, copy of the label shall be submitted to the City Forester.

3. Specifications

3.1 All treatments shall be made in accordance with the latest version of ANSI A300 (Part 10) Integrated Pest Management and ANSI Z133 (8.9) Pesticide Application standards.

3.2 Insecticide used in treatment shall be specifically labeled for the treatment of Emerald Ash Borer in Ash trees.

3.3 All DBH size should be measured to confirm size and treatment quantity. Tree DBH shall be rounded up to the nearest inch for treatment.

City of West Fargo - Forestry Division

Specifications for EAB Tree Injections (continued)

3.4 All trees treated shall have proper label/tag applied to the tree. City of West Fargo will provide the labels/tags for project area.

3.5 Train personnel in the proper injection techniques to ensure safe and effective treatment.

3.6 City staff shall inspect trees upon treatment completion and confirm in accordance with standards and specifications.

3.7 All treatments shall provide protection for (2) two years, from time of treatment.

3.8 Minimize the environmental impact of insecticide use by adhering to recommended application rates and techniques.

4. Description of Work Area

4.1 See attached maps for project locations (Attachment A)

4.2 Estimated total DBH is based on latest inspections, some are several years old and shall be confirmed on site.



PROPOSAL SHEET – 2025 Tree Injection - EAB

Notes: 1) Consider inspecting before submitting your proposal. Trees will vary in size.
2) Number of trees and size is based on latest inventory. + or - could occur.

Maximum price, Project Area – Tintes Subdivision (see attached)

283 total ash trees, approximately 3796 total inches of DBH

Total: \$ 16,300

JT Lawn Services & Landscaping
Legal name of Company

2018 16th Ave S, Moorhead MN
Company address

Devon VanBrunt
Authorized representative

3/21/2025
Date

701-540-1880
Daytime phone number

devon@jtlawnmn.com
Email

Please include:

1. Locations of recent work.
2. Certificate of Liability Insurance.
3. Certificate of Workers Compensation coverage.
4. Verification of current ND Contractors License.
5. List of all equipment to be used on project.
6. Copy of current and valid ISA Certified Arborist Certificate.

Notes:

- The city reserves the right to waive any and all formalities, and accept or reject any or all proposals.
- By submitting a proposal for this RFP, you acknowledge that the city reserves the right to cancel the contract at any time, for any reason, and seek additional or other assistance as necessary.
- Successful proposal consideration will not be based on price alone. Other criteria include past performance, quality, and reliability.
- Time and funding permitting, an additional area could be added.

*** Consent Agenda ***

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376 DATE: April 28, 2025

3. AGENDA TITLE:

A25-7 Section 7, T139N, R49W, a request for Conditional Use Permit to allow for light industrial uses (shop condos) in the HC: Heavy Commercial Zoning District

4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

Conditional Use Permit for to allow for light industrial uses (shop condos) in the HC: Heavy Commercial Zoning District. At their April 15, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed Conditional Use Permit with conditions of approval noted in the staff report. The conditions have been satisfied with the execution of the conditional use permit agreement by the applicant.

5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

Located at 320 8th Street West (a parcel located in a part of Section 7, T139N, R49W), City of West Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve the Conditional Use Permit and CUP Agreement to allow for light industrial uses (shop condos) in the HC: Heavy Commercial Zoning District

STAFF REPORT

A25-7		CONDITIONAL USE PERMIT	
320 8 th Street West			
Unplatted parcel located in the NE¼ of Section 7, T139N, R49W, City of West Fargo, North Dakota			
Owner: Brickview Apartments LLC		Staff Contact: Lisa Sankey	
Applicant: Sam Solberg, Lowry Engineering			
Planning & Zoning Commission Public Hearing:		04-15-2025 - Approved	
City Commission:		05-05-2025	

PURPOSE:

Allowing for shop condos for light industrial uses in an HC: Heavy Commercial zoning district

STATEMENTS OF FACT:

Land Use Classification:	G-2: Sub-Urban Growth Sector
Existing Land Use:	Daycare Center & Storage for Businesses & Individuals
Current Zoning District(s):	HC: Heavy Commercial
Zoning Overlay District(s):	CO-R: Redevelopment Corridor Overlay District
Total area size:	3.3 Acres
Adjacent Zoning Districts:	North, South & West: HC – Heavy Commercial; East – R-1A: Single Family Dwellings
Adjacent street(s):	8 th Street West - Collector
Adjacent Bike/Pedestrian Facilities:	Multi-Use path along Main Avenue; Sidewalks
Available Parks/Trail Facilities:	Not applicable

DISCUSSION AND OBSERVATIONS:

- The applicant submitted an application for a conditional use permit for shop condos within the HC: Heavy Commercial District and has provided a site plan which outlines the proposed area to be used.
- The property, which is located along the west side of 8th Street West, south of Main Avenue, was developed in the mid-1970s with shop (welding) and warehouse space. In 2005, the City approved a Conditional Use Permit to allow a daycare center to operate on the property. Prior to zoning code and map updates in 2015, the subject property was zoned CM: Heavy Commercial/Light Industrial.
- Surrounding land uses include welding, powder coating, manufacturing, trucking facilities, warehousing/wholesales, and the like to the north, west, and south. A single-family residential neighborhood exists to the east, across 8th St W. In addition, the subject property currently has several metal warehouse/shop buildings on-site which is currently being used for business and individual storage.
- Light industrial uses, such as plumbing and heating shops, warehousing and storage, contract construction, and light manufacturing, are conditional uses within the HC district. Such uses require approval of a Conditional Use Permit to operate within this district.

STAFF REPORT

- The proposed site plan shows a 9,450 square foot structure for contractor, storage or shop space with seven, 1,350 square foot shop condo units, with parking located in front of the building. Landscaping is also included showing trees and shrubs along the east side of the parcel.
- Access to the proposed shop condo building is from 8th Street West via a driveway shared by other uses and buildings on the subject property.
- The lot is within the CO-R: Redevelopment Corridor Overlay District, which has the stated intent *“to promote orderly development and redevelopment and safe, attractive and desirable spatial patterns and locations for urban land uses adjacent to major street corridors.”* The CO-R overlay district also has higher standards for such things as setbacks, building materials, paving, and landscaping.
- A conditional use permit agreement is required to be signed prior to issuance of a building permit and may include conditions deemed appropriate by the Commission.
- Although industrial and daycare uses have existed on the subject property historically, staff notes that the existing daycare facility presents potential compatibility concerns in regards to potential future businesses within the proposed shop condo building. As such, staff recommends several conditions of approval intended to address potential compatibility issues:
 - Uses permitted with this Conditional Use Permit include:
 - Plumbing and heating shops, sheet metal shops, roofing shops;
 - Wholesale distribution facilities;
 - Contract construction services;
 - General warehousing and storage, not to include auto wrecking, junk or other salvage storage; and
 - Light manufacturing, including manufacturing or assembly of small parts, apparel and other finished products from fabrics, leather, etc., wood products, computer products, and printing.
 - Permitted uses notwithstanding, the following uses and activities are prohibited:
 - Chemical spray operations, such as paint booths, industrial coating or finishing, application of solvents/VOCs;
 - Flammable or combustible liquids in quantities requiring a Fire Code permit;
 - Compressed gases (other than standard welding gases and common non-industrial gas canisters);
 - Operation of heavy machinery and construction equipment; and
 - Any other use or activity that, in the opinion of the Zoning Administrator, poses a safety risk or is materially similar in intensity, hazard, or operational impact to the prohibited uses listed above.
 - All primary operational activities associated with uses allowed by this Conditional Use Permit, including fabrication, assembly, and mechanical work, shall occur indoors. Outdoor areas may be used only for ancillary functions, such as employee parking and secure storage of equipment or materials, provided these do not produce noise, fumes, or other off-site impacts.
 - A paved pedestrian crosswalk marked with high-visibility paint is required to be maintained along the path between the existing daycare building and the existing playground facility. Pedestrian crossing signage is required to be maintained along the driveway on both sides of the crosswalk.
 - Signage is required to be maintained at the entrance to the lot to caution drivers that children may be present.

STAFF REPORT

CRITERIA FOR GRANTING CONDITIONAL USE PERMIT:

With reference to the criteria for granting conditional uses, the following is noted:

1. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - The property has adequate access and the improvements will not affect this access. As noted above, there are potential safety concerns regarding the crossing of the internal driveway by children and employees of the daycare facility. Staff recommends conditions of approval intended to improve demarcation of this crossing area.
2. Off-street parking and loading areas where required, with particular attention to the items in (1) above and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
 - Off-street parking and loading facilities are contained within the property.
3. Refuse and service areas, with particular reference to the items in (1) and (2) above.
 - No concerns noted.
4. Utilities, with reference of locations, availability, and compatibility.
 - No concerns noted.
5. Screening and buffering with reference to type, dimensions, and character.
 - There are landscaping requirements as per the landscaping ordinance and as per the CO-R: Redevelopment Corridor Overlay District standards.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
 - No concerns noted
7. Required yards and other open space.
 - No concerns noted.
8. Soil conditions, as they relate to on-site sewage disposal, water supply, basement excavating, road construction and related land use.
 - No concerns noted.
9. General compatibility with adjacent properties and other property in the district.
 - Proposed uses are similar to previous and existing uses on adjacent properties to the north, west, and south.
 - While the west side of 8th Street West has developed with similar light industrial uses, the area to the east has been zoned for single family dwellings since the mid-1970s. The proposed uses are relatively free from objectionable nuisances. Additionally, staff has proposed several conditions of approval intended to further restrict potentially objectionable activities. As of the writing of this staff report, no comments or concerns have been received from notified property owners; however, there may be comments during the public hearing.

NOTICES:

Sent to: Property owners within 350' and applicable departments and agencies.

Comments Received:

- An email was received asking for more information.

STAFF REPORT

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

- Plumbing and Heating shops, warehousing and storage, contract construction, light manufacturing have been specifically allowed for as a conditional use within the district. Public comments should be weighed when considering the application.
- West Fargo 2.0 Big Ideas – Cultural and Natural Resources recommendations included increasing the number and diversity of trees throughout the City in conformance with the Urban and Community Forest and Management Plan. The submitted site plan shows increasing landscaping by providing a variety of trees and shrubs.

PLANNING AND ZONING COMMISSION ACTION

At April 15, 2025 meeting, the West Fargo Planning and Zoning Commission voted to approve the conditional use on the basis that with conditions, it is consistent with City plans and ordinances, with recommended conditions of approval as follows:

1. A Signed Conditional Use Permit Agreement is received prior to final approval by the City Commission.
2. Uses permitted with this Conditional Use Permit include:
 - a. Plumbing and heating shops, sheet metal shops, roofing shops;
 - b. Wholesale distribution facilities;
 - c. Contract construction services;
 - d. General warehousing and storage, not to include auto wrecking, junk or other salvage storage; and
 - e. Light manufacturing, including manufacturing or assembly of small parts, apparel and other finished products from fabrics, leather, etc., wood products, computer products, and printing.
3. Permitted uses notwithstanding, the following uses and activities are prohibited:
 - a. Chemical spray operations, such as paint booths, industrial coating or finishing, application of solvents/VOCs;
 - b. Flammable or combustible liquids in quantities requiring a Fire Code permit;
 - c. Compressed gases (other than standard welding gases and common non-industrial gas canisters);
 - d. Operation of heavy machinery and construction equipment; and
 - e. Any other use or activity that, in the opinion of the Zoning Administrator, poses a safety risk or is materially similar in intensity, hazard, or operational impact to the prohibited uses listed above.
4. All primary operational activities associated with uses allowed by this Conditional Use Permit, including fabrication, assembly, and mechanical work, shall occur indoors. Outdoor areas may be used only for ancillary functions, such as employee parking and secure storage of equipment or materials, provided these do not produce noise, fumes, or other off-site impacts.
5. A paved pedestrian crosswalk marked with high-visibility paint is required to be maintained along the path between the existing daycare building and the existing playground facility. Pedestrian crossing signage is required to be maintained along the driveway on both sides of the crosswalk.
6. Signage is required to be maintained at the entrance to the lot to caution drivers that children may be present.

STAFF REPORT

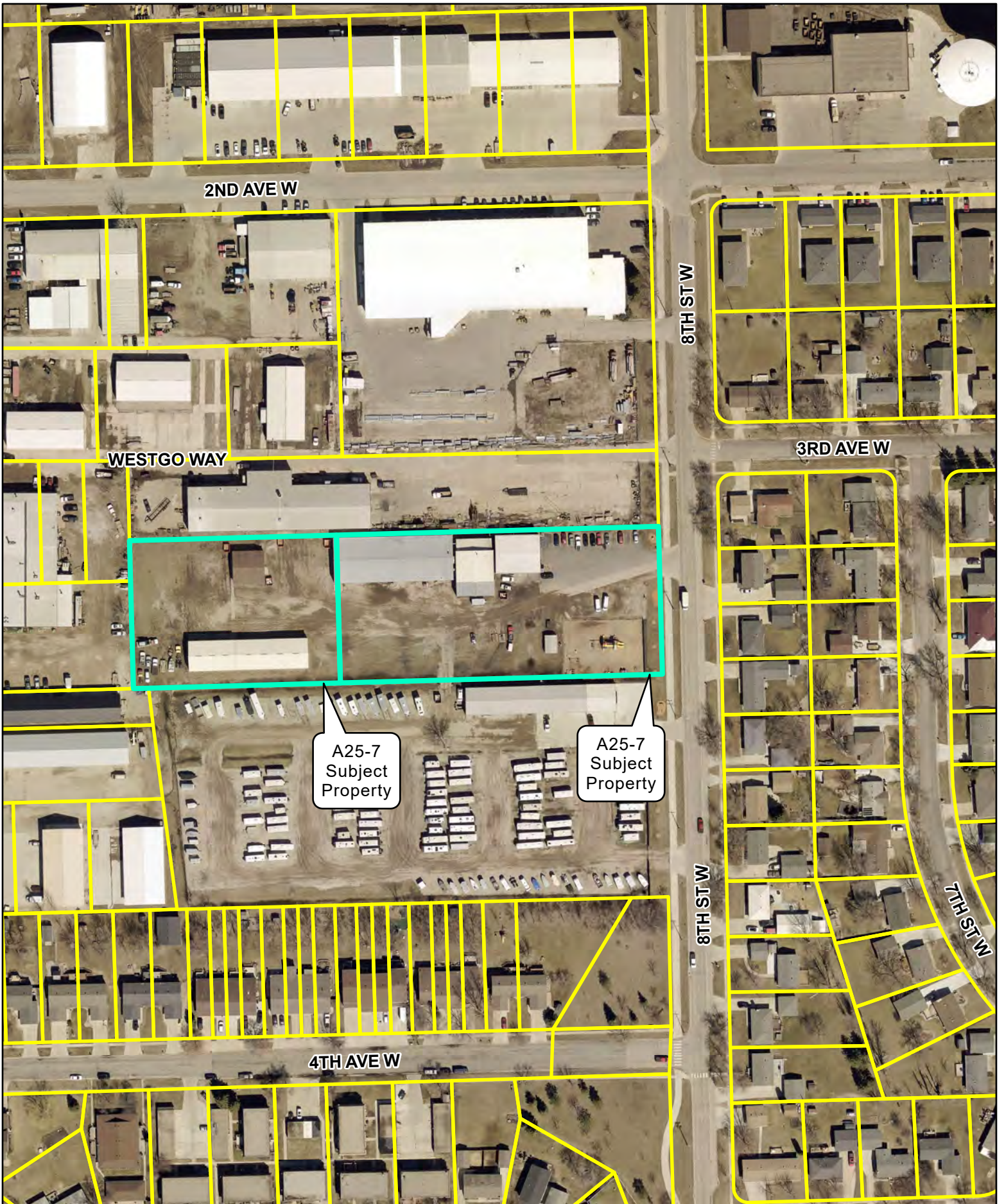
RECOMMENDATIONS:

It is recommended that the City approve the proposed application on the basis that, with conditions, it is consistent with City plans and ordinances, with recommended conditions of approval as follows:

1. A Signed Conditional Use Permit Agreement is received prior to final approval by the City Commission.
2. Uses permitted with this Conditional Use Permit include:
 - a. Plumbing and heating shops, sheet metal shops, roofing shops;
 - b. Wholesale distribution facilities;
 - c. Contract construction services;
 - d. General warehousing and storage, not to include auto wrecking, junk or other salvage storage; and
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 - d. Operation of heavy machinery and construction equipment; and
 - e. Any other use or activity that, in the opinion of the Zoning Administrator, poses a safety risk or is materially similar in intensity, hazard, or operational impact to the prohibited uses listed above.
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6. Signage is required to be maintained at the entrance to the lot to caution drivers that children may be present.

Attachments:

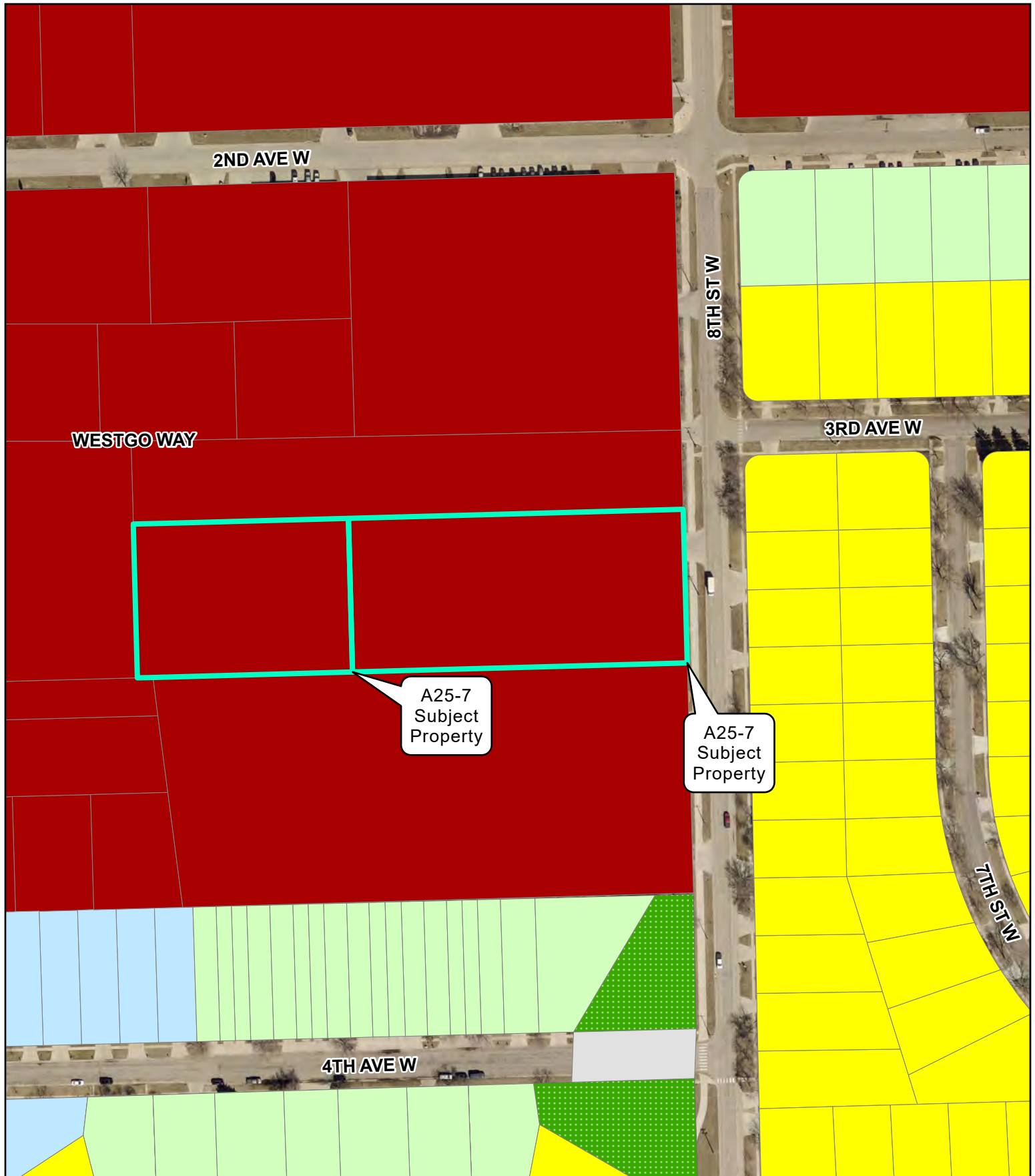
1. Aerial map
2. Zoning map
3. Proposed Site Plan
4. Conditional Use Permit Agreement



Features

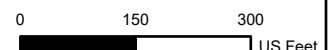
Agenda Zone Lots

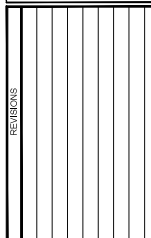




West Fargo Zoning

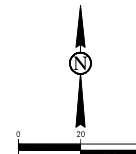
A: Agricultural	LI: Light Industrial	R-1SM: Mixed One and Two Family Dwelling
C: Light Commercial	M: Heavy Industrial	R-2: Limited Multiple Dwelling
C-OP: Commercial Office Park	P: Public	R-3: Multiple Dwelling
DMU: Downtown Mixed Use	PUD: Planned Unit Development	R-4: Mobile Home
EMU: Entertainment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





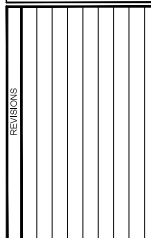
**NOT FOR
CONSTRUCTION**

OVERALL
SITE
PLAN



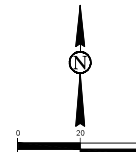
UTILITIES UNDERGROUND LOCATION SERVICE
1-800-795-0555

PARKING INFORMATION		
CALCULATIONS: CONTRACTOR BUSINESSES, SELF STORAGE, PERSONAL SHOPS; NO OFFICE SPACE OR OUTDOOR STORAGE		
9,450 SF / 500 = 18.9 = 19 STALLS REQUIRED		
STALL TYPE	NUMBER	
9X18.5 STANDARD STALLS		11
9X18.5 ADA STALLS		1
INTERIOR PARKING STALLS		7
TOTAL PROVIDED		19
TOTAL REQUIRED		19



NOT FOR
CONSTRUCTION

LANDSCAPING
PLAN



UTILITIES UNDERGROUND LOCATION SERVICE
1-800-795-0555

LANDSCAPING REQUIREMENTS		
OPEN SPACE REQUIREMENTS		
CITY REQUIREMENTS	SITE REQUIREMENTS	PROVIDED
4 PLANT UNITS PER 1,000 SF OF LOT AREA	EAST PORTION ONLY 87,385 SF OF LOT / 1,000 = 87.4 87.4 X 4 = 350 PLANT UNITS	3 EX. LARGE TREES (30 UNITS) 14 NEW LARGE TREES (140 UNITS) 3 NEW SMALL TREES (21 UNITS) 21 NEW SHRUBS (42 UNITS) 27 NEW PERENNIALS (27 UNITS) 30-140+21+42+27= 260 TOTAL PLANT UNITS

1. **LANDSCAPING NOTES:**
2. 1. AT THE TIME OF PLANTING TREES SHALL HAVE A MIN. OF 2" CALIPER TRUNK.
3. 2. ALL STREET TREES SHALL HAVE A MINIMUM 3" RADIUS MULCH RINGS INSTALLED AT THE TIME OF PLANTING. THIS SHALL NOT APPLY TO TREES WITHIN THE SITE.
4. 3. CONTRACTOR SHALL PROVIDE A 1 YEAR WARRANTY ON ALL LANDSCAPE MATERIAL TO INCLUDE WORKMANSHIP FOR INSTALLATION FROM DATE OF FINAL ACCEPTANCE.
5. 4. CONTRACTOR TO COORDINATE WITH MECHANICAL REGARDING LANDSCAPING IN AND ABOUT AIR INTAKE OR EXHAUST UNITS.
6. 5. CONTRACTOR TO ALLOW 5' CLEARANCE FROM UNDERGROUND UTILITY PIPING TO PLANTINGS
7. 6. ALL OTHER PLANTING / LANDSCAPE REQUIREMENTS PER FRANCHISE REQUIREMENTS.
8. 7. ALL TREES SHALL BE APPROVED BY CITY FORESTER.

Conditional Use Permit

State of North Dakota,
County of Cass,
City of West Fargo

WHEREAS, **Brick View Apartments LLC** (hereinafter referred to as the “**Applicant**”) has paid the sum of two hundred dollars (\$200.00) to the City of West Fargo, as required by the City of West Fargo Zoning Ordinance, and has complied with all the requirements of said ordinance necessary for obtaining this permit; and

WHEREAS, the **Applicant** is the legal owner of property located at 320 8th Street West, West Fargo, ND 58078, legally described as (hereinafter referred to as the “Property”):

See Attached Exhibit A

NOW, THEREFORE, by order of the West Fargo City Commission, the said applicant is hereby issued a Conditional Use Permit to:

Allow shop condos for light industrial uses in an HC: Heavy Commercial Zoning District

on the above-described Property with the following conditions:

1. Uses permitted with this Conditional Use Permit include:
 - a. Plumbing and heating shops, sheet metal shops, roofing shops;
 - b. Wholesale distribution facilities;
 - c. Contract construction services;
 - d. General warehousing and storage, not to include auto wrecking, junk or other salvage storage; and
 - e. Light manufacturing, including manufacturing or assembly of small parts, apparel and other finished products from fabrics, leather, etc., wood products, computer products, and printing.
2. Permitted uses notwithstanding, the following uses and activities are prohibited:
 - a. Chemical spray operations, such as paint booths, industrial coating or finishing, application of solvents/VOCs;
 - b. Flammable or combustible liquids in quantities requiring a Fire Code permit;
 - c. Compressed gases (other than standard welding gases and common non-industrial gas canisters);
 - d. Operation of heavy machinery and construction equipment; and
 - e. Any other use or activity that, in the opinion of the Zoning Administrator, poses a safety risk or is materially similar in intensity, hazard, or operational impact to the prohibited uses listed above.
3. All primary operational activities associated with uses allowed by this Conditional Use Permit, including fabrication, assembly, and mechanical work, shall occur indoors. Outdoor areas may be used only for ancillary functions, such as employee parking and secure storage

of equipment or materials, provided these do not produce noise, fumes, or other off-site impacts.

4. A paved pedestrian crosswalk marked with high-visibility paint is required to be maintained along the path between the existing daycare building and the existing playground facility. Pedestrian crossing signage is required to be maintained along the driveway on both sides of the crosswalk.
5. Signage is required to be maintained at the entrance to the lot to caution drivers that children may be present.
6. The City of West Fargo reserves the right to inspect the property for compliance with these conditions.
7. Any and all claims that arise or may arise against Applicant, its agents, servants, or employees while engaged in the use of the Property, shall in no way be the obligation of the City of West Fargo. Furthermore, Applicant, its agents servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorneys' fees which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the Property or City actions related to the granting of this Conditional Use Permit.
8. Any improvements made to the property in connection with this Conditional Use Permit shall be at the sole expense of the Owner and shall not be the obligation of the City.
9. If Applicant fails to observe the terms and conditions of this Conditional Use Permit, the City may revoke this Conditional Use Permit. In such an event, the City will give owner at least a ten (10) day notice of revocation of a revocation hearing for the Conditional Use Permit stating the time, place and purpose of such hearing. Upon such hearing, the City may revoke this Conditional Use Permit. If this Conditional Permit is revoked Owner shall remove the conditionally permitted use from the property by the date stated by the City Commission at the hearing. Applicant shall pay as reasonable attorney's fees and court costs associated with the City's enforcement of the terms of this Conditional Use Permit.
10. This Conditional Use permit will not be in effect until such time as:
 - a. it is executed and recorded with Cass County; and
 - b. the City of West Fargo is provided with recording information.
11. The obligations herein shall run with the Property and shall bind the Applicant and the Owner and their successors and assigns.
12. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
13. The Applicant acknowledges receipt of this Conditional Use Permit and agrees to its terms and conditions.

Dated this 16th day of April, 2025.

APPLICANT:

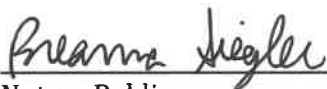


Jake Thompson
Brick View Apartments LLC

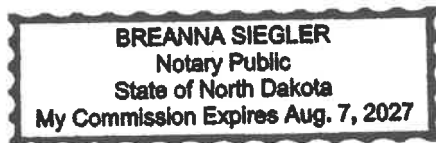
STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this 16th day of April, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Jake Thompson, known to me to be the person who is described in and who executed the above and foregoing document and acknowledged to me that he executed the same.

[SEAL]



Notary Public



Dated this _____ day of _____, 20____.

CITY OF WEST FARGO

Bernie L, Dardis, President of the Board of
City Commissioners

Dustin T. Scott, City Auditor

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis and Dustin T. Scott, known to me to be the President of the Board of City Commissioners and City Auditor, respectively, of the City of West Fargo, that is described in and who executed the above and foregoing document and acknowledged to me that he executed the same on the behalf of the City of West Fargo.

[SEAL]

Notary Public

EXHIBIT A

Two tracts of land lying in the North Half of Section 7, in Township 139 North of Range 49 West of the Fifth Principal Meridian, in the County of Cass and the State of North Dakota, described as follows: (1) Beginning at a point 300 feet East and 1,211.33 feet South of the Northwest corner of the Northeast Quarter of said Section 7, said point of beginning lying on the West line of Riverside Addition to the City of West Fargo; thence South along said West line of Riverside Addition for a distance of 200 feet; thence West parallel to the North line of said Section 7 for a distance of 435.6 feet; thence North parallel to the West line of Riverside Addition for a distance of 200 feet; thence East parallel to the North line of said Section 7 for a distance of 435.6 feet to the point of beginning; AND (2) Commencing at the Northwest corner of the Northeast Quarter of Section 7, Township 139, Range 49, thence along the North line 300 feet to the West right-of-way of Eighth Street West; thence South along such right-of-way 1,211.33 feet; thence West parallel with the North section line 435.6 feet to the point of beginning; thence West parallel with the North section line 280 feet; thence South parallel with the West right-of-way of said Eighth Street West for a distance of 200 feet; thence East parallel with the North line for a distance of 280 feet; thence North parallel with the West line of said Eighth Street West for a distance of 200 feet to the point of beginning.

The legal description was obtained from a previously recorded instrument

02-3000-00423-000, 02-3000-00418-020

**Addendum - 2 Metro Street Crimes Unit
to the Agreement for the Joint Exercise of Peace Officer Duties**

Addendum - 2 Metro Street Crimes Unit

This Addendum 2 to the Agreement for the Joint Exercise of Peace Officer Duties is made and entered into by and between the Cass County, ND Sheriff's Department, the Fargo, ND Police Department, the West Fargo, ND Police Department, the Clay County, MN Sheriff's Department, and the Moorhead, MN Police Department, which forms the Metro Street Crimes Unit (MSCU or Participating Agency).

1. **Scope** - In addition to the joint exercise of general peace officer duties, the Participating Agencies agree to provide personnel, resources and supervision to maintain the operational readiness of the Metro Street Crimes Unit (MSCU). The MSCU is a joint special operations team that conducts specific law enforcement duties in the jurisdictions of the Participating Agencies, which is within the states of North Dakota and Minnesota. The Fargo Police Department shall be the lead agency of the MSCU.
2. **Purpose** - The MSCU shall consist of sworn peace officers specifically assigned to investigate and apprehend individuals actively participating in violent felony criminal activity, ongoing criminal enterprises and gangs, or involved in illegal firearms trafficking, possession, or other crimes involving firearms in the identified jurisdictions.
3. **Member Selection** - Participating Agencies are responsible for selecting members for the MSCU and commit to assigning minimally one sworn member. Each Participating Agency shall be responsible for the acts or omissions of its personnel and shall not be considered an agent or employee of any other Participating Agency.
4. **Lead Agency** - The Fargo Police Department agrees to provide overall management, supervision, planning, investigative direction and follow up responsibilities for the MSCU on a daily basis during unit-related law enforcement actions or activities. This includes, but is not limited to recordkeeping, daily personnel work assignments and investigative matters.
5. **Supervisory Oversight and Authority** - The Fargo Police Department, Criminal Investigations Division (CID), Special Operations Unit (SOU) Lieutenant and SOU Sergeant shall exercise operational control as the MSCU commander.
 - a. The Fargo Police Department SOU Lieutenant shall report the activities of the MSCU to all Participating Agencies on a monthly basis.
 - b. The MSCU Sergeant shall notify and work with Participating Agency supervisors as appropriate to ensure other agency needs are met and any personnel matters are noticed or addressed.

- c. When the MSCU is operating outside the City of Fargo, the MSCU Sergeant shall notice the other jurisdiction prior to operations, if feasible. Notification shall also be made upon completion of any enforcement action or other operation.
 - d. Each Participating Agency's assigned personnel shall be bound by their respective agency's policies and procedures.
 - e. Each Participating Agency shall be responsible for investigating any personnel complaints, use of force incidents, or work performance related issues brought forth pertaining to each respective agency's personnel participating within the MSCU, except as otherwise provided in ¶ 7.
- 6. Request for Assistance** - In order to maintain operational integrity, each Participating Agency agrees that requests for assistance from the MSCU as a whole shall be forwarded to the Fargo Police Department SOU Lieutenant or authorized designee for review and authorization. Each Participating Agencies' members may be recalled or tasked with investigations, assignments, etc. by their respective agencies as needed on an individual basis. However, Participating Agency members shall notify the SOU Sergeant of such recall or task as soon as practicable. The SOU Sergeant shall inform the SOU Lieutenant of all requests or personnel changes.
- 7. Officer Involved Critical Incidents** – An “Officer Involved Critical Incident” for purposes of this Addendum shall mean any action that results in death or serious-bodily injury to another as a result of MSCU personnel actions or operations. This includes an officer involved shooting, pursuits, in-custody deaths or similar actions. The agency of the jurisdiction in which the incident occurred shall be the primary responding agency. The primary responding agency shall determine which outside investigative agency should be contacted to conduct the criminal investigation of the incident, unless the primary responding agency head deems it unnecessary. Typically, for incidents in Minnesota, the MN Bureau of Criminal Apprehension should be contacted and for incidents in North Dakota, the ND Bureau of Criminal Investigation should be contacted. In addition, the involved MSCU members may be subject to administrative reviews from their respective agencies pursuant to their policy.
- 8. Financial Obligations** - The Participating Agencies agree that each agency is responsible for funding its own personnel and providing them with the necessary equipment to conduct law enforcement operations as a member of the MSCU.
- 9. Seized Asset Disbursal** - Monies and assets seized for forfeiture proceedings by a Participating Agency member as a result of a MSCU operation, shall be liquidated and/or dispersed across all Participating Agencies upon a forfeiture judgment from the prosecuting authority of the jurisdiction in which the monies or assets were seized.
- 10. Termination** - A Participating Agency may withdraw its personnel and terminate participation in the MSCU with a thirty (30) day written notice to the Chief of Police of the Fargo Police Department, and, when practicable, the other Participating Agencies.

11. All other terms and conditions of the original Agreement for the Joint Exercise of Peace Officer Duties dated December 3, 2012, are hereby incorporated by reference.

In witness whereof, this Addendum 2 has been executed and approved and is effective and operative as to each of the parties as herein provided.

CITY OF FARGO, a North Dakota municipal corporation

David Zibolski, Chief of Police

This Addendum 2 has been approved by the Fargo City Commission, this _____, 2025.

Timothy J. Mahoney, M.D. Mayor

Attest:

Steven Sprague, City Auditor

In witness whereof, this Addendum 2 has been executed and approved and is effective and operative as to each of the parties as herein provided.

CITY OF WEST FARGO, ND, a North Dakota municipal corporation

Peter Nielsen, Chief of Police

This Addendum 2 has been approved by the West Fargo City Commission, this _____, 2025.

Bernie Dardis, Mayor

Attest:

Dustin Scott, City Administrator

In witness whereof, this Addendum 2 has been executed and approved and is effective and operative as to each of the parties as herein provided.

COUNTY OF CASS, ND

Jesse Jahner, Cass County Sheriff

This Addendum 2 has been approved by the Cass County, ND Commission, this _____, 2025.

_____, Chair, Cass County Commission

Attest:

County Auditor

In witness whereof, this Addendum 2 has been executed and approved and is effective and operative as to each of the parties as herein provided.

COUNTY OF CLAY, MN

Mark Empting, Clay County Sheriff

This Addendum 2 has been approved by the Clay County, MN Commission, this _____, 2025.

, Chair

Attest:

, County Administrator

In witness whereof, this Addendum 2 has been executed and approved and is effective and operative as to each of the parties as herein provided.

CITY OF MOORHEAD, MN

, Chief of Police

This Addendum 2 has been approved by the Moorhead City Council, MN this _____, 2025.

Michelle (Shelly) A. Carlson, Mayor

Attest:

Dan Mahli, City Manager

Agreement for the Joint Exercise of Peace Officer Duties- Addendum 2 - Metro Street Crimes Unit

Approved as legally sufficient:

By: _____ Date: _____
Claire J. Ness
Chief Deputy Attorney General
State of North Dakota



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

West Fargo Baseball, 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

Barcode Bar & Grill

Street 835 23rd Ave E	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 07/01/2025	Ending Date(s) Authorized 06/30/2026	Number of Twenty-One tables, if zero, enter "0" 1	

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

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

**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

West Fargo Baseball, 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

Boston's

Street

1640 13th Ave E

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

07/01/2025

Ending Date(s) Authorized

06/30/2026Number of Twenty-One
tables, if zero, enter "0"**0**Specific location where games of chance will be conducted and played at the site (required)**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)

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Attorney General

Date

Signature of City/County Official

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ND OFFICE OF ATTORNEY GENERAL

SFN 17996 (4-2023)

G - _____ (_____) _____

Site License Number
(Attorney General Use Only)

Full, Legal Name of Gaming Organization

West Fargo Baseball, 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

The Local 701

Street

1405 Prairie Parkway

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

07/01/2025

Ending Date(s) Authorized

06/30/2026Number of Twenty-One
tables, if zero, enter "0"**1**Specific location where games of chance will be conducted and played at the site (**required**)**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:**

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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

West Fargo Baseball, 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

Wurst Bier Hall

Street

3179 Bluestem Drive

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

7/1/2025

Ending Date(s) Authorized

6/30/2026

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

0

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

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)

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APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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

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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

Team Makers Club, 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

Piggy BBQ of West Fargo

Street 816 24th Ave E #118	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 7/1/2025	Ending Date(s) Authorized 6/30/2026	Number of Twenty-One tables, if zero, enter "0" 0	

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

Entire Lounge 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

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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

Team Makers Club, 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

Town Hall

Street 103 Main Ave W	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 7/1/2025	Ending Date(s) Authorized 6/30/2026	Number of Twenty-One tables, if zero, enter "0" 1	

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

Entire Lounge 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)

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APPROVALS

Attorney General	Date
Signature of City/County Official	Date

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

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

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

Full, Legal Name of Gaming Organization

HORACE LIONS CLUB

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

Name of Location

SHY BAR

Street

3330 SHEYENNE ST UNIT #108

City

WEST FARGO

ZIP Code

58078

County

CASS

Beginning Date(s) Authorized

07/01/2025

Ending Date(s) Authorized

06/30/2026

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

1

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

ENTIRE BAR EXCLUDING RESTROOMS

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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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)

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APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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Telephone: 701-328-2329 OR 800-326-9240

**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 <i>Red River Valley Lacrosse Association (RRVLA)</i>		Dates of Activity (Does not include dates for the sales of tickets) <i>June 6 - June 8th, 2025</i>	
Organization or Group Contact Person <i>Sarah Radel</i>	E-mail <i>Sarah.Radel@gmail.com</i>	Telephone Number <i>701-361-7878</i>	
Business Address <i>4265 45th St S, Ste 111-14</i>	City <i>Fargo</i>	State <i>ND</i>	ZIP Code <i>58104</i>
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name <i>West Fargo Soccer Complex</i>	County <i>Cass</i>
Site Physical Address <i>1010 13th Ave W</i>	City <i>West Fargo</i>
State <i>ND</i>	ZIP Code <i>58078</i>
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.) <i>50/50 & basket raffle, each day, June 6, 7, 8th, 2025</i>	

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

Game Type	Description of Prize	Exact Retail Value of Prize
<i>50/50</i>	<i>win 50% of the raffle collection total</i>	<i>unknown</i>
<i>Basket Raffle</i>	<i>win baskets donated by local individuals & businesses</i>	<i>varied</i>
Total (limit \$40,000 per year)		<i>\$ NO prize to exceed \$8,000 value</i>

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer <i>Sarah Radel</i>	Telephone Number <i>701-361-7878</i>	E-mail Address <i>Sarah.radel@gmail.com</i>
Signature of Organization Group's Permit Organizer <i>[Signature]</i>	Title <i>State Planning Committee</i>	Date <i>4/28/2025</i>



CITY OF WEST FARGO

2515 6TH ST E
WEST FARGO, ND 58078
7015155010
[HTTPS://WESTFARGOND.GOV](https://westfargond.gov)

Cashier: WILLY GALINDO
28-Apr-2025 3:46:34P

Transaction **000018**
Account/Invoice #: raffle

2 Local Permit (Raffle) \$20.00

Total **\$20.00**

DEBIT CARD SALE \$20.00
MASTERCARD 3225

Retain this copy for statement
validation

28-Apr-2025 3:47:26P
\$20.00 | Method: EMV
US Debit XXXXXXXXXXXX3225
SARAH L RADEL
Reference ID: 511800500239
Auth ID: 963958
MID: *****8883
AID: A0000000042203
AthNtwkNm: MASTERCARD
RtInd: CREDIT
SIGNATURE

Online: <https://clover.com/p/6NEYM878F0V84>



***** REPRINT *****

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Payment 6NEYM878F0V84

Clover Privacy Policy
<https://clover.com/privacy>



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

Date: May 5, 2025

Subject: Ordinance Amendments regarding the establishment of regulations and licensing standards for short-term rentals

Action: Public Hearing & Consideration of 1st Reading of the Ordinance

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

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. Staff recommends the ordinance effective date be set at least four months from the date of final approval, as time will be needed for staff to fully develop the licensing forms, software, processes, and procedures necessary to carry out the requirements of the ordinance. The attached ordinance has been reviewed and recommended for approval by the West Fargo Planning & Zoning Commission. A staff report and associated materials are attached for additional information.

The requested action is to hold a public hearing and to consider approval of the first reading of the ordinance.

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 occur, 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 to the Commission for discussion. City Commission directs staff to draft comprehensive ordinance and licensing system for short-term rentals.
- January 14, 2025 – Staff presents first draft of ordinance for initial discussion with the Planning & Zoning Commission.
- February 24, 2025 – Staff presents draft ordinance to the City Commission for discussion and additional policy direction.
- March 11, 2025 – Planning & Zoning Commission public hearing and review of ordinance. Planning & Zoning Commission directs staff to revise draft ordinance to remove the requirement restricting short-term rentals to primary residences.
- April 15, 2025 – Planning & Zoning public hearing and recommendation of approval of the revised ordinance.
- May 5, 2025 – City Commission public hearing and consideration of ordinance approval.

Attachments:

- Staff report
- Proposed short-term rental ordinance
- Redline version of the ordinance (showing updates between the versions presented at the March 11 and April 15 Planning & Zoning Commission meetings)
- Overview of licensing process & fee structure
- Example of short-term rental license application
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.

STAFF REPORT

A24-28 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
City Commission directs staff to explore policy options for short-term rentals:	8-5-2024
City Commission directs staff to develop ordinance and licensing structure for short-term rentals:	9-16-2024
Planning & Zoning Commission discussion on draft ordinance:	1-14-2025
City Commission discussion on draft ordinance:	2-24-2025
Planning and Zoning Commission Public Hearing:	03-11-2025 (continued)
Planning and Zoning Commission Public Hearing:	04-15-2025 – Approval
City Commission Public Hearing & 1 st Reading:	05-05-2025
City Commission 2 nd Reading:	

PURPOSE:

The purpose of the proposed zoning amendment is to incorporate references within the zoning code to the proposed Chapter 10-16 of the City Ordinance relating to short-term rentals of residential property, which is currently under consideration for approval.

DISCUSSION AND OBSERVATIONS:

- At the direction of the West Fargo City Commission, staff has drafted a short-term rental ordinance to be incorporated into the City Ordinances as Chapter 10-16.
- Chapter 10-16 outlines the standards and licensing structure for the regulation and oversight of short-term rental of residential property.
- A “short-term rental” is defined as “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).”
- Only the rental of residential property for periods of 29 or fewer days would be regulated by the standards of Chapter 10-16. Rental of residential property on a monthly or longer basis is considered standard residential occupancy, the same as an owner-occupied dwelling unit.
- In addition to the establishment of Chapter 10-16, minor amendments to Title IV zoning regulations are proposed to ensure compatibility between these two sections of the City Ordinances. In summary, short-term rentals that are licensed in accordance with Chapter 10-16 will be allowed within any legal dwelling unit.
- The draft short-term rental ordinance is attached for reference. The ordinance establishes Chapter 10-16 and makes minor modifications to Title IV.
- In summary, the short-term rental ordinance would:
 - Require short-term rentals to be licensed with the City in order to legally operate. The license would need to be renewed annually.
 - Establishes standards and requirements for short-term rentals, including tax collection, insurance coverage, occupancy limits, minimum parking, nuisance standards, operator’s contact information, etc.
 - Require a safety inspection of the premises by the West Fargo Fire Department prior to issuance of a license.

STAFF REPORT

- Establish penalties for violation, including legal remedies, fines, and/or suspension or revocation of license.
- Amend Title IV zoning standards to specify that short-term rentals licensed in accordance with Chapter 10-16 are allowed within any legal dwelling unit.
- The attached ordinance and license processing structure has been developed with input and guidance from multiple City departments, including Planning/Inspections, Police, Fire, Finance, Economic Development, Administration, and the City Attorney's office.

NOTICES:

Sent to: Notice of public hearing published in The Forum newspaper.

Comments Received:

- Staff has received several comments from the public regarding concerns with too much restriction of short-term rentals. Additionally, staff has received one comment in favor of regulating and licensing short-term rentals. Copies of written comments are attached.

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

- The West Fargo 2.0 Comprehensive Plan does not speak directly to the topic of short-term rentals. However, the Plan does include two "Big Ideas" that are relevant to the proposed ordinance:
 - "Grow The Economy" – This City goal is geared towards growing the commercial tax base of the City in relation to the residential tax base.
 - "Strengthen Neighborhoods and Expand Housing Chose" – This City goal recognizes the key role neighborhoods play in society and the lives of citizens and seeks to improve the quality and neighborhoods and the opportunities for a diversity of housing options.
- The proposed ordinance seeks 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.
- The proposed amendments to Title IV do not make major substantive changes to the existing ordinances and are consistent with the Comprehensive Plan.

PLANNING & ZONING COMMISSION ACTION:

At the March 11, 2025 meeting, the West Fargo Planning and Zoning Commission voted 5-1 to direct staff to revise the proposed draft to remove the requirement restricting short-term rentals to primary residences.

At the April 15, 2025 meeting, the West Fargo Planning and Zoning Commission voted 6-1 to recommend approval of the revised draft of the short-term rental ordinance.

UPDATE 4/11/2025:

At the March 11, 2025 Planning & Zoning Commission meeting, several short-term rental operators spoke in opposition to the short-term rental ordinance. The primary concern raised was the proposed restriction of short-term rentals to primary residences (a dwelling in which a resident lives for more than half the year). Much of the Commission discussion also revolved around the primary residency

STAFF REPORT

requirement, with the Commission ultimately voting to reject the draft ordinance and to direct staff to remove the primary residency restriction and to bring back a revised draft for further consideration at the April 15, 2025 meeting. Since then, staff has worked with the City Attorney's office to revise the draft ordinance accordingly. Additionally, the City Assessor has confirmed that short-term rentals have historically been assessed the same as residential properties, as there are no specific statutes specifically addressing tax assessment of short-term rental properties.

UPDATE 4/30/2025:

At the April 15, 2025 Planning & Zoning Commission meeting, staff presented the revised version of the draft short-term rental ordinance which excluded the primary residency requirement, as directed by the Planning & Zoning Commission at the March 11, 2025 meeting. A continuation of the public hearing was held at which several individuals spoke. One resident spoke in favor of the previous version of the ordinance (with the primary residency requirement). Two individuals spoke in opposition of too much regulation for short-term rentals, preferring the new version of the ordinance (without primary residency requirements) to the old version, but ultimately preferring less regulation altogether. Ultimately, the Planning & Zoning Commission voted to recommend approval of the revised version.

RECOMMENDATION:

It is recommended that the City approve the proposed short-term rental ordinance on the basis that it is consistent with City plans and ordinances.

Attachments

- Proposed short-term rental ordinance
- Redline version of the ordinance (showing updates between the versions presented at the March 11 and April 15 Planning & Zoning Commission meetings)
- Overview of licensing process & fee structure
- Example of short-term rental license application
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.

ORDINANCE NO. 1254

AN ORDINANCE TO CREATE AND ENACT CHAPTER 10-16 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO SHORT-TERM RENTALS, AND TO AMEND AND REENACT SECTION 4-0402.2 RELATING TO THE DEFINITIONS OF DWELLING UNIT AND SHORT-TERM RENTAL.

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

SECTION 1. Chapter 10-16 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

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.

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.
3. 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."
4. 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.
5. A signed statement 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.

6. Payment of the applicable licensing fee, as determined by the Board of City Commissioners.
7. 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.
8. 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.
9. 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.
10. 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.
11. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership of the Licensed Premises.
12. 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.
13. 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. 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.

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.

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 on the premises. These parking spaces must be open and available to short-term renters at all times during their stay. Any illegal parking of vehicles associated with the short-term rental is grounds for a violation of this chapter.
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.
 - c. Upon approval of a short-term rental license, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

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 Board of City Commissioners and may increase with each repeated violation. Any repeat violations will be counted on a twelve (12) month basis, commencing on the date of the initial violation and extending for twelve (12) consecutive months thereafter. If additional violations are committed within the twelve (12) month period following the initial violation, then those additional violations will be added to the initial violation as repeat violations, and all violations committed during the twelve (12) month period will be counted toward the assessment of fines. If no additional violations are committed within the twelve (12) month period following the initial violation, then the twelve (12) month period will expire, and the initial violation will not be counted with any subsequent violations toward the assessment of fines. Another twelve (12) month period will commence if a subsequent violation is committed, and any additional violations committed within the twelve (12) month period thereafter will be added to the subsequent violation as repeat violations, and all of those violations will be counted toward the assessment of fines. Any violations committed during a prior twelve (12) month period will not be counted toward the assessment of fines in a current twelve (12) month period.

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 Board of City Commissioners and may increase with each repeated violation. Repeat violations will be counted on a twelve (12) month basis as set forth in the prior subsection. 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.
3. Appeals: The applicant and/or licensee may appeal a license denial, revocation, or suspension to the Board of City Commissioners and request a public hearing on such denial, revocation, or suspension. Such appeal must be made in writing to the City Auditor within fourteen (14) calendar days of notification of the denial, revocation, or suspension of license. At the close of the public hearing, the Board of City Commissioners shall act to affirm, modify, 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.

SECTION 2. Section 4-0402.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and enacted by amending the definition of “Dwelling Unit” and creating the definition of “Short-Term Rental” to read as follows:

Dwelling Unit - One room, or rooms connected together, constituting a separate, independent housekeeping establishment for (i) owner occupancy, ~~or (ii)~~ rental or lease on a ~~weekly~~, monthly, or longer basis, and (iii) 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 containing independent cooking and sleeping facilities.

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 3. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and enacted by amending the definition of “Dwelling Unit” to read as follows:

Dwelling Unit - One room, or rooms connected together, constituting a separate, independent housekeeping establishment for (i) owner occupancy, ~~or (ii)~~ rental or lease on a ~~weekly~~, monthly, or longer basis, and (iii) 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 containing independent cooking and sleeping facilities.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after _____, 2025.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1254

AN ORDINANCE TO CREATE AND ENACT CHAPTER 10-16 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO SHORT-TERM RENTALS, AND TO AMEND AND REENACT SECTION 4-0402.2 RELATING TO THE DEFINITIONS OF DWELLING UNIT AND SHORT-TERM RENTAL.

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

SECTION 1. Chapter 10-16 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

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
- ~~10-1607. Transitional Provisions for Existing Short-Term Rentals~~

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 or a dwelling unit in which the owner is able to demonstrate that a person affiliated with the owner, e.g., a trustee of a trust, a member of a company, etc., 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.
3. 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."
4. 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.

5. 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.
6. Payment of the applicable licensing fee, as determined by the Board of City Commissioners.
- ~~7. Ownership Residency: The licensed premises must be the owner's primary residence.~~
- ~~9.7.~~ 9.7. 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.
- ~~10.8.~~ 10.8. 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.
- ~~11.9.~~ 11.9. 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.
- ~~12.10.~~ 12.10. 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.
- ~~13.11.~~ 13.11. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership of the Licensed Premises.
- ~~14.12.~~ 14.12. 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.
- ~~15.13.~~ 15.13. 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. **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.

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.

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 on the premises. These parking spaces must be open and available to short-term renters at all times during their stay. Any illegal parking of vehicles associated with the short-term rental is grounds for a violation of this chapter.

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.

- c. Upon approval of a short-term rental license, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

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 Board of City Commissioners and may increase with each repeated violation. Any repeat violations will be counted on a twelve (12) month basis, commencing on the date of the initial violation and extending for twelve (12) consecutive months thereafter. If additional violations are committed within the twelve (12) month period following the initial violation, then those additional violations will be added to the initial violation as repeat violations, and all violations committed during the twelve (12) month period will be counted toward the assessment of fines. If no additional violations are committed within the twelve (12) month period following the initial violation, then the twelve (12) month period will expire, and the initial violation will not be counted with any subsequent violations toward the assessment of fines. Another twelve (12) month period will commence if a subsequent violation is committed, and any additional violations committed within the twelve (12) month period thereafter will be added to the subsequent violation as repeat violations, and all of those violations will be counted toward the assessment of fines. Any violations committed during a prior twelve (12) month period will not be counted toward the assessment of fines in a current twelve (12) month period.

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 Board of City Commissioners and may increase with each repeated violation. Repeat violations will be counted on a twelve (12) month basis as set forth in the prior subsection. 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.
3. Appeals: The applicant and/or licensee may appeal a license denial, revocation, or suspension to the Board of City Commissioners and request a public hearing on such denial, revocation, or suspension. Such appeal must be made in writing to the

City Auditor within fourteen (14) calendar days of notification of the denial, revocation, or suspension of license. At the close of the public hearing, the Board of City Commissioners shall act to affirm, modify, 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.

~~10-1607. TRANSITIONAL PROVISIONS FOR EXISTING SHORT TERM RENTALS.~~

- ~~1. Purpose: The purpose of this section is to establish a transitional period for existing short term rental operators to comply with the City's new requirement that short term rentals may only be operated within an owner's primary residence. This transition period provides affected operators time to adjust their business operations while ensuring an orderly implementation of the new regulations.~~
- ~~2. Transitional Period: A short term rental that was operating before the adoption of this ordinance and does not meet the primary residence requirement may continue operating for a limited time, provided that the owner applies for, and is granted, a Transitional Short Term Rental Compliance License in accordance with the provisions outlined below:~~
 - ~~a. Application for Transitional Short Term Rental Compliance License: Within 180 days of the effective date of this ordinance, short term rental operators must apply for a Transitional Short Term Rental Compliance License with the City and provide proof that the short term rental was in operation prior to the ordinance's adoption.~~
 - ~~b. Expiration of Transitional Short Term Rental Compliance Licenses: Transitional Short Term Rental Compliance Licenses will expire twelve (12) months from the date of issuance. After expiration, all short term rentals must comply with the primary residence requirement.~~
 - ~~c. Operational Requirements During Transition Period: Short term rentals operating under a Transitional Short Term Rental Compliance License must adhere to all other applicable short term rental regulations, including but not limited to occupancy limits, noise restrictions, and safety requirements.~~
 - ~~d. Non-Transferability of Transitional Short Term Rental Compliance Licenses: Transitional Short Term Rental Compliance Licenses are not transferable to new owners or operators. If the property is sold or ownership is transferred, the license immediately expires.~~

SECTION 2. Section 4-0402.2 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and enacted by amending the definition of “Dwelling Unit” and creating the definition of “Short-Term Rental” to read as follows:

Dwelling Unit - One room, or rooms connected together, constituting a separate, independent housekeeping establishment for (i) owner occupancy, ~~or (ii)~~ rental or lease on a ~~weekly~~, monthly, or longer basis, and (iii) 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 containing independent cooking and sleeping facilities.

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 3. Chapter 4-200 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and enacted by amending the definition of “Dwelling Unit” to read as follows:

Dwelling Unit - One room, or rooms connected together, constituting a separate, independent housekeeping establishment for (i) owner occupancy, ~~or (ii)~~ rental or lease on a ~~weekly~~, monthly, or longer basis, and (iii) 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 containing independent cooking and sleeping facilities.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after ~~the date of its final passage and publication~~ _____, 2025.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

DRAFT

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

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



[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)

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 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: _____

Contact a City Commissioner - Bernie Dardis

02/26/2025 3:32 PM (CST)

Contact a City Commissioner - Bernie Dardis

First Name	Kyle
Last Name	Reedstrom
Address	5820 Ellis Drive West
City	West Fargo
State	ND
Zip Code	58078
Phone Number	
Email Address	

Message

Hello - My name is Kyle Reedstrom. I am a WF resident and also owner of 2 companies in West Fargo: Midwest Invest Realty Group and Guardian Property Management. I just wanted to comment on the potential of a proposed shut down to Short-Term Rental homes / airbnbs. I'd also like to propose 2 win-win solutions.

While some concerns have been raised regarding their impact, I strongly believe that STRs provide significant benefits to both our local economy and community. I would like to highlight five key reasons why short-term rentals can be a positive force for our city.

Boosting Local Economies:
Short-term rentals bring visitors who spend money at local businesses, including restaurants, shops, and entertainment venues. Unlike traditional hotels, which may have on-site dining and amenities, STR guests are more likely to explore and support small, locally owned establishments. This economic boost helps sustain businesses, create jobs, and generate tax revenue that benefits the city of West Fargo as a whole.

Providing Additional Income for Homeowners:
STRs offer homeowners a way to generate supplemental income, which can help cover mortgage payments, property taxes, and maintenance costs. For many residents, particularly retirees and middle-income families, this additional revenue provides financial stability and allows them to remain in their homes despite rising costs of living.

Expanding Tourism and Accommodation Options:
Airbnb and STRs diversify the city's lodging options, making travel more accessible to a wider range of visitors. Traditional hotels often cater to business travelers or luxury tourists, while STRs accommodate families, budget travelers, and long-term visitors who prefer a home-like setting. This inclusivity encourages more people to visit and stay in our city, further strengthening our tourism industry. All those families that are coming for concerts at The Lights or a hockey tourney at the rinks, lets keep them IN west Fargo.

Revitalizing Underutilized Neighborhoods:

Many STRs are located in residential areas that might not otherwise see significant tourism activity. By bringing visitors to these neighborhoods, STRs help distribute economic benefits more evenly across the city. Increased foot traffic and patronage of local businesses can lead to neighborhood revitalization and improved infrastructure without requiring large-scale development projects. The biggest one being the rise of West Fargo Downtown. How can we continue to drive traffic towards these areas when no lodging for guests exists?

Quality Is a Standard:

We run a professional management company and if we don't run our properties with the highest quality, we'll get poor reviews and be shut down. Airbnb doesn't joke around. So I would argue that our Airbnb properties are being upkeep at a level that's even higher than most of the neighboring homes. And when compared to long-term rental residences in West Fargo, our properties show a stark difference in higher quality. Are long-term rentals equally or more responsible for property damage & degradation?

I understand that it is important to address issues such as noise complaints, parking, and housing affordability. However, instead of outright restrictions, I urge the city to consider well-balanced regulations that allow STRs to operate responsibly while ensuring they enhance, rather than disrupt, our community. I believe the "complaints" people are making could be representative of a very few mismanaged STRs likely hosted by people that are not qualified. I'd hate for the sins of a handful to affect the large majority of us that are truly providing quality lodging for guests of our city.

WIN-WINS

Let's all be successful together.

SOLUTION 1: Generate Tax Revenue for Public Services:

Many cities have implemented fair taxation policies on STRs, allowing them to contribute directly to municipal revenues. These taxes can be allocated toward public services, such as road maintenance, emergency services, and affordable housing initiatives. Rather than banning STRs outright, the city can implement reasonable regulations that ensure they contribute to community well-being while addressing potential concerns.

SOLUTION 2: Let's Cut Out the Bad Apples, Not the Whole Tree.

Let's stop generalizing Airbnb as the whole and calling "the model" the enemy. Why don't we narrow in on which houses are getting complaints and have a 3 strikes policy and then completely shut them down. Or even a 0-tolerance policy leading to probation for 1 year. We've never received a complaint on any of our properties and it's because we enforce a strong NO PARTYING policy. We screen guests. We essentially just conduct a quality business. Can we simply hold these poor-hosts to a higher standard?

Thank you for your time and consideration. I appreciate your dedication to making our city a great place to live, work, and visit. I would welcome the opportunity to discuss this matter further and explore ways to implement fair and effective STR policies.

Sincerely,
Kyle Reedstrom

Contact a City Commissioner - Bernie Dardis

03/11/2025 12:18 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Noah
Last Name	Ford-Dunker
Address	711 2nd St N
City	Fargo
State	ND
Zip Code	58102
Phone Number	
Email Address	

Message

Dear Mayor Dardis,

I am writing to express my concerns regarding the proposed ordinance restricting short-term rentals (STRs) in West Fargo, specifically the requirement that STRs must be an owner's primary residence and cannot be owned by an LLC. As a local business owner who operates a short-term rental management company, I believe this regulation will have a significant negative impact on both the local economy and city government revenues.

I own an LLC that manages four STR properties in West Fargo, in addition to over 40 properties in Fargo, Moorhead, and beyond. In reviewing the current STR market in West Fargo, I found approximately 40 active properties. My company alone manages around 10% of the local market, and based on my research, nearly every active STR in the city is managed by a property management company or someone who owns multiple properties. This means that under the proposed regulation, STRs in West Fargo would essentially be eliminated.

Economic and Tax Revenue Impact

In 2024, my company alone contributed \$11,232.55 in tax revenue on the income from our four West Fargo properties. This included:

- 5% to the City of West Fargo
- 2.5% to the State of North Dakota
- 0.5% to Cass County

This amounts to an 8% tax rate on STR income, and extrapolating from my company's share of the market, eliminating STRs in West Fargo could result in a loss of \$70,000 to \$80,000 in annual tax revenue for the city—not to mention the broader economic impact on local businesses that benefit from STR guests.

Addressing Concerns Without Banning STRs

I understand that concerns about noise, parties, and community impact must be addressed. No one, myself included, wants STRs to become nuisances. However,

there are effective solutions that do not require an outright ban:

- Security and Monitoring Measures: My company already implements strict guest screening, smart locks, security cameras, and noise monitoring devices (e.g., Minut, NoiseAware). We also track occupancy using Wi-Fi-connected device monitoring.
- Annual Inspections and Regulations: Cities like Moorhead have implemented reasonable STR regulations, requiring annual inspections for fire safety, and general compliance—similar to long-term rental regulations. You could improve upon this by requiring noise monitoring and other security devices.
- Licensing and Registration Fees: STR operators should be required to register, display certificates on the property, and adhere to specific operating standards.

Fair and Inclusive Regulation

Requiring an STR to be an owner's primary residence and prohibiting ownership through an LLC places an unnecessary burden on STR operators, effectively banning them outright. Long-term rental properties do not face these restrictions, and STRs should be regulated in a way that ensures responsible operation without stifling economic activity.

I urge the commission to reconsider this approach and instead explore a balanced regulatory framework that allows responsible STR operators to continue providing economic benefits to the community while ensuring neighborhood concerns are addressed. I would be happy to collaborate with city officials to discuss effective, practical solutions.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
Noah Ford-Dunker
Salvestr LLC

[REDACTED]

From: [Nick Martinez](#)
To: [Aaron M. Nelson](#)
Subject: Re: City of West Fargo short-term rental ordinance
Date: Wednesday, March 19, 2025 3:13:19 PM
Attachments: [cityofwest%20fargo%20logo%20color%20tagline\(1\)%207c69c259-ce93-4b19-a319-1d781c1505fd.png](#)
[image001.png](#)

Hi Aaron,

While I'm not able to discern what proportion of West Fargo hosts are West Fargo residents, I can provide the following -

- Roughly 65% of listings in West Fargo are non-dedicated listings, meaning they are used for other purposes throughout the year (as opposed to exclusively being rented short-term)
- The majority of listings in West Fargo are booked for less than 60 nights per year
- Roughly 80% of hosts in West Fargo have just 1 STR listing

What the numbers above illustrate is that most hosts in West Fargo use their STR properties for purposes other than short-term stays (this could be because it's their primary residence that they only share when they're away, it's a second home they use it for visiting family, or any number of reasons), and that mosts are not sharing their home year round.

Nick

On Thu, Mar 13, 2025 at 1:59 PM Nick Martinez <nick.martinez@airbnb.com> wrote:

Aaron,

Thank you, I appreciate you reviewing and passing it along. I'm not sure that I can get exact numbers on who is a West Fargo resident vs non-resident, but I'll do some digging and see if I can at least get you something related/similar.

I'll also double check on your city portal request!

Thanks again,
Nick

On Thu, Mar 13, 2025 at 1:23 PM Aaron M. Nelson <Aaron.Nelson@westfargond.gov> wrote:

Nick,

Thank you for taking the time to review our draft ordinance and provide feedback. Feedback such as this is very helpful as we try to create regulations that balance various concerns.

Based on this and similar concerns raised by others, the City will be considering removal of the primary residence requirement.

Regarding your comments on the potential impacts to individuals and families in the city, could you please provide me with information as to how many or what percentage of hosts that are listing units within the City of West Fargo on your platform are actual West Fargo residents vs non-West Fargo residents? This information would be very helpful in relation to the concerns raised.

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



Phone: 701-515-5373

Aaron.Nelson@westfargond.gov

From: Nick Martinez <nick.martinez@airbnb.com>

Sent: Wednesday, March 12, 2025 2:32 PM

To: Aaron M. Nelson <Aaron.Nelson@westfargond.gov>

Subject: Re: City of West Fargo short-term rental ordinance

Hi Aaron,

We've had a chance to review the draft ordinance, and have the following feedback -

This ordinance marks a significant step forward and creates clarity and certainty for residents who rely on home sharing to supplement their income. We appreciate the thoughtful approach you took in developing registration and safety requirements. The simple licensing application process and life safety inspections provide a clear pathway to compliance without creating a barrier for residents to share their homes.

Our key concern with the proposed ordinance pertains to the primary residence requirement. Hosts are normal, everyday people who live and work in West Fargo. Many hosts share their homes to help afford rising property taxes and cover the costs of other critical expenses. They're parents with children away at school, families who want to be able to enjoy their vacation home with their loved ones throughout the year, while renting it out on a short-term basis to help cover property taxes. They're individuals who often can't put their home on the long-term secondary rental market for a variety of reasons and are trying to make ends meet to support their families while living in a challenging and expensive real estate market. During a very difficult economic moment, we are surprised that West Fargo would propose to further limit the earning potential of these individuals and families in the city.

Additionally, we've identified the following issues with the proposed primary residence requirement:

- **This requirement is potentially unconstitutional:** A similar homestead exemption/primary residence requirement was struck down as unconstitutional in [Hignell-Stark v. City of New Orleans](#), where the Court held that the "primary residence" requirement violated the U.S. Constitution's Dormant Commerce Clause, which prohibits states and local governments from restricting interstate commerce.
- **Delays/Challenges with Enforcement:** Similar primary residence requirements in other jurisdictions have resulted in delays and litigation threats from property-owners who do not have a primary residence exemption for a variety of reasons. This can result in unnecessary delays in enforcement of otherwise reasonable regulations.
- **Discriminatory against renters:** The economic benefits of homesharing should not be limited to homeowners, but should also be afforded to renters. Home sharing is one method for renters to gain critical supplementary income - creating a pathway to eventual homeownership. This income is meaningful for Hosts and should not be stripped from renters.

With this in mind, **we recommend removing the proposed primary residence requirement from the ordinance.**

If the City insists on keeping a primary residence restriction in the ordinance, we strongly recommend adding a provision that grandfather existing STR hosts, and allows them to continue operating despite the regulatory changes. While we recognize there is an attempt to include this via the "Transitional STR Compliance License", we would recommend extending the eligible period indefinitely (until ownership changes). This will ensure that any resident who relies on the income earned from their STR will be able to keep operating, while also protecting the City from any takings claims.

Thank you,

Nick Martinez

Airbnb

On Wed, Mar 5, 2025 at 10:07 AM Aaron M. Nelson <Aaron.Nelson@westfargond.gov> wrote:

Nick & Kevin,

As you've both reached out previously regarding the City of West Fargo's proposed short-term rental ordinance, I wanted to let you know that the draft ordinance is scheduled for a public hearing in front of the West Fargo Planning & Zoning Commission on Tuesday, March 11 at 5:30pm in the Commission Chambers at West Fargo City Hall (2515 6th St E). The Planning & Zoning Commission will provide comments and a recommendation prior to the draft ordinance being presented to the Board of City Commissioners for an additional public hearing and their final decision regarding adoption of the draft ordinance. The public hearing for the Board of City Commissioners has not yet been scheduled, but will likely take place at one of their two meetings in April. Meeting agendas and materials for all of these meetings will be published on the City's website prior to the meeting dates (typically on the Friday before the meeting). Once published, they can be accessed here: <https://www.westfargond.gov/1202/Agendas-Minutes>.

I've attached the most recent copy of the ordinance. If you have any additional comments, please feel free to submit them in writing to me and I will include them with the materials that are presented to these two commissions. And if you have any questions, please feel free to reach out to me.

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



Phone: [701-515-5373](tel:701-515-5373)

Aaron.Nelson@westfargond.gov

2515 6th Street E, West Fargo, ND, 58078

Visit us online: [westfargond.gov](https://www.westfargond.gov)



Nick Martinez, Policy Associate

Local Governments

[Visit Airbnb's Host Resource Center](#)



Nick Martinez, Policy Associate

Local Governments

[Visit Airbnb's Host Resource Center](#)



Nick Martinez, Policy Associate

Local Governments

[Visit Airbnb's Host Resource Center](#)

Public Comment Sign Up Form

03/11/2025 8:37 AM (CDT)

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. 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.

Members of the public who wish to speak during this public comment period **must sign-up in advance, and provide their name and residential address.**

Due to time constraints, we will allow a maximum of 12 speakers at each meeting. Speakers will be heard in the order they signed up. If more than 12 speakers signed up, the West Fargo City Commission reserves the right to prioritize hearing from West Fargo residents. No late or in-person signups immediately before or during the Commission meeting will be accepted.

Please provide your contact information in the form below so City staff can be in contact to coordinate logistical information for the comment opportunity.

The time limit of 2 minutes and 30 seconds will be strictly followed, and speakers are expected to follow these rules:

- Only one person may utilize the podium at time.
- Discriminatory and inflammatory language will not be tolerated.
- When a resident is at the podium, they have the floor to speak.
- No action will be taken during the public comment period.
- When speaking, be sure to address the issue, not the person.
- Presentations and videos will not be allowed during the comment period.

Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend.

First and Last Name	Erik Stewart
Residential Address	1625 16th Avenue East
City	West Fargo
State	ND
Zip Code	58078
Date of City Commission Meeting you wish to attend. City Commission Meetings are held the first and third Monday of each month.	03/11/2025
Phone Number	
Email Address	
Briefly describe your topic, questions, concern, etc.	The proposed regulation on Short Term Rentals. I am against such strict regulation for WF residents and what is effectively a sweeping ban of STRs.

Public Comment Sign Up Form

03/11/2025 8:51 AM (CDT)

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. 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.

Members of the public who wish to speak during this public comment period **must sign-up in advance, and provide their name and residential address.**

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- When speaking, be sure to address the issue, not the person.
- Presentations and videos will not be allowed during the comment period.

Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend.

First and Last Name	Daniel Edwards
Residential Address	1066 42nd Ave West
City	West Fargo
State	ND
Zip Code	58078
Date of City Commission Meeting you wish to attend. City Commission Meetings are held the first and third Monday of each month.	03/11/2025
Phone Number	
Email Address	
Briefly describe your topic, questions, concern, etc.	Against regulation of short term rentals. Regulations like these do more harm than good for West Fargo residents as well as the local economy. I don't own any STRs, but am a resident of West Fargo that has STRs in my neighborhood and have never had a problem with them. I am against the city imposing rules on what owners can do with their property. As a taxpayer, the city could be using it's time and resources

fixing actual problems and not focusing on short term rentals which don't seem to be a problem for the majority of WF residents.

Public Comment Sign Up Form

03/11/2025 9:25 AM (CDT)

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. 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.

Members of the public who wish to speak during this public comment period **must sign-up in advance, and provide their name and residential address.**

Due to time constraints, we will allow a maximum of 12 speakers at each meeting. Speakers will be heard in the order they signed up. If more than 12 speakers signed up, the West Fargo City Commission reserves the right to prioritize hearing from West Fargo residents. No late or in-person signups immediately before or during the Commission meeting will be accepted.

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- When a resident is at the podium, they have the floor to speak.
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- When speaking, be sure to address the issue, not the person.
- Presentations and videos will not be allowed during the comment period.

Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend.

First and Last Name	Jory White
Residential Address	625 2nd Ave E
City	West Fargo
State	North Dakota
Zip Code	58078
Date of City Commission Meeting you wish to attend. City Commission Meetings are held the first and third Monday of each month.	03/11/2025
Phone Number	
Email Address	
Briefly describe your topic, questions, concern, etc.	STR ordinance regulations and how we got to this point.

May 5, 2025

Good evening, Commission President Dardis and members of West Fargo City Commission.

My name is Tyler Erickson, and I am a resident of West Fargo (“WF”). I stand today to express my support of the March 2025 version of the short-term duration rental ordinance (“STR Ordinance”), which includes the primary residence requirement of the owner. Just as I began at the P&Z Commission (“P&Z Commission”) level, I want to begin again with expressing my gratitude to the WF city staff and you all for putting the work in to get this ordinance drafted. I think you’ve all done a great job debating its purpose and effects, and I appreciate your effort in considering all of the parties involved.

I won’t repeat my written comments that are already in your packet from the P&Z Commission meeting, but I do want to reiterate some high points here for all of you about my position on this ordinance. To begin, I’m going to say something twice to emphasize the unorthodox nature of the current amended ordinance that was approved by the P&Z Commission: as written, the ordinance permits pure commercial use of residentially zoned properties; as written, the ordinance permits pure commercial use of residentially zoned properties.

Nowhere in WF ordinance is pure commercial use permitted of a residential property, but our P&Z Commission approved this STR ordinance allowing that use and did not discuss the implications of that decision. Frankly, the lack of due consideration or discussion deviating from established precedent by the P&Z Commission is concerning. To be clear, I’m not here to advance the idea that the sky is falling – only to highlight that approval of the P&Z’s version of this ordinance is problematic and is a significant deviation from precedent.

I haven’t scoured the entire WF city ordinance booklet, but even a cursory review of the ordinance book, particularly Title 4 – related to planning and zoning, revealed that use of a residentially-zoned property primarily for commercial purposes would result in brand new precedent for this city. For example, on the WF city website I found that there were recent ordinance changes in April of 2023 that clarified permitted uses of residential zoned areas for commercial purposes. In those April 2023 Amendments, this body sanctioned, or perhaps just clarified, the following activities be permitted in residential areas, which include:

1. Single-family detached dwellings;
2. Publicly owned parks, playgrounds, and recreational facilities;
3. Schools, churches, religious institutions;
4. Essential services and public buildings;
5. State licensed group homes;
6. Accessory buildings;
7. Home occupations; and
8. Home Daycares.

Of that list, all the uses acknowledge and respect the residential nature of the districts and include a statement of intent that explicitly state they apply to residential neighborhoods with very low density, nearly exclusively single-family dwellings, and permits certain other activities *compatible* with residential development. Residential development meaning, land and buildings designed for use as long-term living spaces for individuals and/or families.

With that in mind, the only commercial activity in current ordinance that is somewhat similar to the activities contemplated in STR Ordinance are the home occupation and home daycare. Notably, both arrangements are contemplated in ordinance to be accessory, incidental, or subordinate uses of the residential dwellings. (i.e. current ordinance conditions operating a home daycare or home business on first using the dwelling as your primary residence). Interestingly, to pass this ordinance as it came to you from P&Z Commission, arguably makes it more restrictive to operate a home daycare in a residential neighborhood than it does to operate an STR in West Fargo, solely because a home daycare requires it be an incidental or an accessory use to the primary residential use of the property.

Throughout this ordinance drafting process the City Commission has learned that STRs are owned and operated in WF. With that in mind, the knowledge that these arrangements are occurring out in the marketplace without some reasonable regulation of the same, is reason enough to pass the March 2025 ordinance. However, there more pressing questions before this body, which are twofold: (1) what is the current precedent our city has set for pure commercial use of residential properties – Answer: there is no precedent for this type of use; and (2) should this body deviate from current precedent and permit pure commercial use of a residential property specially for STRs – Answer: no, this deviation simply sacrifices the residential longevity characteristics of family-focused neighborhoods throughout our city.

STR arrangements are hard to distinguish from a commercial operation, including corporate ownership, professional property managers, the use of commercial insurance, and the primary consideration of the homes as assets in investment portfolios and not simply as shelter for families. The additional obvious difference between a long term and short-term arrangement is the commercial nature of a STR and an owner's base incentive to monetize use of the property through booking volume and not stay duration.

Last, sometimes it is equally, if not more important/helpful, to understand what an ordinance, which contains some restrictions, does not prohibit. The March 2025 version of the STR Ordinance does not prohibit short-term rentals, long term rentals (tenancy duration of more than 29 days), or corporations, trustees, or out of state property owners from participating in the vacation home rental market.

Any in-state, and similarly out-of-state, property owner who does not reside in the rental as their primary residence would be required to secure a long-term tenant in order to participate in the vacation home rental market. The *affiliated person* component of the primary residence requirement absolves the actual property owner from becoming a resident – therefore, does not discriminate against out of state property owners or restrict companies from starting or continuing to operate STRs throughout WF.

I urge the commission to adopt the March 2025 version of this ordinance that includes the primary resident requirement as it is reasonable for all the parties involved, serves legitimate objectives like promoting affordable housing and protecting neighborhoods residential character, and does not overly restrict owners of real property throughout West Fargo.

Thank you for your time and consideration of my comments on the matter.

A handwritten signature in black ink, appearing to read "Ryan F. [unclear]", with a long horizontal line extending to the right.



To: West Fargo City Commission
From: Aaron Nelson, Planning Director
Date: September 16, 2024

Subject: Short-Term Rental Information & Discussion

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgenson

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

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

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

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

Policy Analysis:

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

Financial Analysis:

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

Process/Timeline:

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

MEMORANDUM

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

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

Findings from Other Communities

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

Key Issues and Considerations

Neighborhood Integrity and Community Impact:

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

Economic Benefits and Revenue Potential:

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

Costs of Regulation and Enforcement:

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

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

Housing Affordability and Market Impact:

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

Options for Consideration

Option 1: Do Nothing

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

Key Elements:

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

Option 2: Targeted Ordinance Updates for Enhanced Enforcement

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

Key Elements:

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

Option 3: Comprehensive Ordinance Update with STR Licensing Standards

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

Key Elements:

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

Summary & Discussion

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

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

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

PROPERTY INFORMATION



PIN: 02-0720-00010-000
 ADDRESS: **1280 Goldenwood Dr**
 OWNER: **Amanda Jenson**
 LAND: \$198,000
 YEAR BUILT: 2021
 BLDG: \$626,500
 A24 VALUE: **\$824,500**

SUMMARY: Mrs. Jenson is requesting the board reduce the value of her home to \$750,000. She has submitted an appraisal along with a buildable area analysis of lots in Goldenwood 5th and 6th, and Carmell Place First, which is provided for your review in the work file. Our office has not been given an opportunity to review the property.

REVIEW: Our office has completed a sales comparison analysis, along with a land analysis for the property. Both items have been included for your review and indicate the property is valued in a fair and equitable manner.

The appraisal submitted by Mrs. Jenson uses only one property from West Fargo in it's main sales comparison approach summary, but the final opinion of value (\$765,000 + \$58,525 Specials) still supports our current valuation of the property. The reason for the difference is due to the outstanding specials. In North Dakota, we value property free and clear from any encumbrances. Since special assessments are used to finance the cost of a benefit to the property, the value is added onto the sale price.

CONCLUSION: The sales comparison and land analysis completed by our office show the property is assessed in a fair and equitable manner. Furthermore, the final conclusion of value in the appraisal supports our current value. Without having the ability to complete an interior inspection and observe any differences in quality or condition, I see no reason to adjust the 2024 value of \$824,500.

RECOMMENDATION: Retain the 2024 Value

PDF+PIN **001+02-0720-00010-000**
Address 1280 GOLDENWOOD DR WEST FARGO



SUBJECT		
		
		Base
Land (SF)	71,755.00	\$198,000
Style	2 Story Frame	
Main SF	1,568	\$214,580
Addtns SF	0	\$0
Qtrs Over		
Porch SF	16	\$1,426
Garage SF	62	\$3,292
Bsmt/Attic	Full / None	
Heat/AC	FHA-Gas / Yes	
TLA	3,214	1,568/1,646
Yr/Age/Cond.	2021 / 4 / NML	
Rms / Bedrms	8 / 5	
Bath Fixtures	4	\$19,775
Appliances	0	\$0
Bsmt Finish		
Porches	126 SF	\$5,080
Decks/Patios	714 SF	\$3,499
Veneer	0 LF	\$0
Fireplace	1	\$4,250
Att. Garages	1399 SF	\$41,874
Bsmt Stalls	0	\$0
Grade	2+10	\$362,031
Phy. Depr.	1%	-\$7,068
F/E/Othr	5%/10%/0%	-\$101,464
Bldg Extras	1	\$7,283
Det. Garages	0 SF	\$0
Yard Extras	1	\$54,294
Ag Buildings	0	\$0
Multi-Fam Adj		
Map Factor	0.940	-\$39,156

PDF+PIN **001+02-5830-01080-000**
Address 1070 51 AVE W WEST FARGO



Cd/Rec	D 000	1690126	
Analysis info	04/29/2025	/ 0.00% adj/mo	
Sale Date/Amt	05/30/2023		\$846,598
Time Sale Adj	0 mo /Adj \$0 per mo		\$0
Adj Sale Amt			\$846,598
		Base	Difference
Land (SF)	20,671.93	\$134,300	\$63,700
Style	2 Story Frame		
Main SF	1,302	\$190,180	\$24,400
Addtns SF	30	\$3,090	-\$3,090
Qtrs Over			
Porch SF	3	\$365	\$1,061
Garage SF	611	\$26,568	-\$23,276
Bsmt/Attic	Full / None		
Heat/AC	Yes / Yes		
TLA	3,248	1,332/1,916	\$3,510
Yr/Age/Cond.	2022 / 3 / NML		
Rms / Bedrms	9 / 4		
Bath Fixtures	3	\$15,700	\$4,075
Appliances	0	\$0	\$0
Bsmt Finish			
Porches	128 SF	\$5,080	-\$25,595
Decks/Patios	0 SF	\$0	\$3,499
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	789 SF	\$25,320	\$16,554
Bsmt Stalls	0	\$0	\$0
Grade	1-10	\$359,103	\$2,928
Phy. Depr.	0%	\$0	-\$7,068
F/E/Othr	0%/10%/0%	-\$69,788	-\$31,676
Bldg Extras	0	\$0	\$7,283
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$54,294
Ag Buildings	0	\$0	\$0
Multi-Fam Adj			
Map Factor	0.970	-\$18,843	-\$20,313
Mkt Influence	100%		\$0

Total (without rounding)	\$743,548	
Net Adjustments		\$70,966
Indicated Value		\$917,564

PDF+PIN **001+02-4526-00270-000**
Address 2349 RIVERS BEND DR E WEST FARGO



Cd/Rec	D 000	1692589	
Analysis info	04/29/2025	/ 0.00% adj/mo	
Sale Date/Amt	06/30/2023		\$885,037
Time Sale Adj	0 mo /Adj \$0 per mo		\$0
Adj Sale Amt			\$885,037
		Base	Difference
Land (SF)	13,950.00	\$189,000	\$9,000
Style	2 Story Frame		
Main SF	1,115	\$164,020	\$50,560
Addtns SF	539	\$38,170	-\$38,170
Qtrs Over			
Porch SF	24	\$1,440	-\$14
Garage SF	0	\$0	\$3,292
Bsmt/Attic	Full / None		
Heat/AC	FHA-Gas / Yes		
TLA	2,452	1,654/798	-\$240
Yr/Age/Cond.	2016 / 9 / NML		
Rms / Bedrms	10 / 5		
Bath Fixtures	4	\$15,700	\$4,075
Appliances	0	\$0	\$0
Bsmt Finish			
Porches	116 SF	\$5,080	-\$26,095
Decks/Patios	595 SF	\$9,520	\$0
Veneer	0 LF	\$0	-\$6,021
Fireplace	1	\$4,250	\$0
Att. Garages	992 SF	\$30,020	\$0
Bsmt Stalls	0	\$0	\$11,854
Grade	1-10	\$361,579	\$452
Phy. Depr.	5%	-\$35,135	\$28,067
F/E/Othr	0%/10%/0%	-\$66,756	-\$34,708
Bldg Extras	0	\$0	\$7,283
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$54,294
Ag Buildings	0	\$0	\$0
Multi-Fam Adj			
Map Factor	1.010	\$6,008	\$0
Mkt Influence	100%		-\$45,164

Total (without rounding)	\$795,809	
Net Adjustments		\$18,705
Indicated Value		\$903,742

PDF+PIN **001+02-0720-00010-000**
Address 1280 GOLDENWOOD DR WEST FARGO

		SUBJECT	
		Base	
Land (SF)	71,755.00	\$198,000	
Style	2 Story Frame		
Main SF	1,568	\$214,580	
Addtns SF	0	\$0	
Qtrs Over			
Porch SF	16	\$1,426	
Garage SF	62	\$3,292	
Bsmt/Attic	Full / None	\$28,380	
Heat/AC	FHA-Gas / Yes	\$7,070	
TLA	3,214	1,568/1,646	
Yr/Age/Cond.	2021 / 4 / NML		
Rms / Bedrms	8 / 5		
Bath Fixtures	4	\$19,775	
Appliances	0	\$0	
Bsmt Finish		\$11,368	
Porches	126 SF	\$5,080	
Decks/Patios	714 SF	\$3,499	
Veneer	0 LF	\$0	
Fireplace	1	\$4,250	
Att. Garages	1399 SF	\$41,874	
Bsmt Stalls	0	\$0	
Grade	2+10	\$362,031	
Phy. Depr.	1%	-\$7,068	
F/E/Othr	5%/10%/0%	-\$101,464	
Bldg Extras	1	\$7,283	
Det. Garages	0 SF	\$0	
Yard Extras	1	\$54,294	
Ag Buildings	0	\$0	
Multi-Fam Adj		\$0	
Map Factor	0.940	-\$39,156	

PDF+PIN **001+02-4526-00640-000**
Address 2314 MCLEOD DR E WEST FARGO



Cd/Rec	D 000	1683822	
Analysis info	04/29/2025	/ 0.00% adj/mo	
Sale Date/Amt	01/31/2023		\$938,458
Time Sale Adj	0 mo /Adj \$0 per mo		\$0
Adj Sale Amt			\$938,458
		Base	Difference
Land (SF)	18,232.50	\$161,400	\$36,600
Style	2 Story Frame		
Main SF	1,606	\$208,040	\$6,540
Addtns SF	203	\$13,770	-\$13,770
Qtrs Over			
Porch SF	0	\$0	\$1,426
Garage SF	42	\$2,529	\$763
Bsmt/Attic	Full / None	\$31,600	-\$3,220
Heat/AC	FHA-Gas / Yes	\$7,560	-\$490
TLA	3,114	1,809/1,305	
Yr/Age/Cond.	2022 / 3 / NML		
Rms / Bedrms	9 / 5		
Bath Fixtures	4	\$20,400	-\$625
Appliances	0	\$0	\$0
Bsmt Finish		\$13,115	-\$1,747
Porches	140 SF	\$5,820	-\$740
Decks/Patios	0 SF	\$0	\$3,499
Veneer	0 LF	\$0	\$0
Fireplace	1	\$4,250	\$0
Att. Garages	952 SF	\$28,820	\$13,054
Bsmt Stalls	0	\$0	\$0
Grade	1+5	\$466,907	-\$104,876
Phy. Depr.	0%	\$0	-\$7,068
F/E/Othr	0%/10%/0%	-\$80,281	-\$21,183
Bldg Extras	0	\$0	\$7,283
Det. Garages	0 SF	\$0	\$0
Yard Extras	0	\$0	\$54,294
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	1.010	\$7,225	-\$46,381
Mkt Influence	100%		\$0

Total (without rounding) \$891,155
Net Adjustments -\$76,641
Indicated Value \$861,817

PDF+PIN **001+02-4912-00410-000**
Address 3737 BELL BLVD E WEST FARGO



Cd/Rec	D 000	1688773	
Analysis info	04/29/2025	/ 0.00% adj/mo	
Sale Date/Amt	04/24/2023		\$704,963
Time Sale Adj	0 mo /Adj \$0 per mo		\$0
Adj Sale Amt			\$704,963
		Base	Difference
Land (SF)	14,946.00	\$108,900	\$89,100
Style	2 Story Frame		
Main SF	1,262	\$185,590	\$28,990
Addtns SF	92	\$8,920	-\$8,920
Qtrs Over			
Porch SF	0	\$0	\$1,426
Garage SF	120	\$6,008	-\$2,716
Bsmt/Attic	Full / None	\$25,160	\$3,220
Heat/AC	FHA-Gas / Yes	\$6,380	\$690
TLA	2,736	1,354/1,382	
Yr/Age/Cond.	2013 / 12 / NML		
Rms / Bedrms	11 / 5		
Bath Fixtures	4	\$20,400	-\$625
Appliances	0	\$0	\$0
Bsmt Finish		\$30,525	-\$19,157
Porches	132 SF	\$5,080	\$0
Decks/Patios	308 SF	\$3,696	-\$197
Veneer	0 LF	\$0	\$0
Fireplace	2	\$8,500	-\$4,250
Att. Garages	823 SF	\$25,900	\$15,974
Bsmt Stalls	0	\$0	\$0
Grade	1-10	\$345,728	\$16,303
Phy. Depr.	7%	-\$47,032	\$39,964
F/E/Othr	0%/10%/0%	-\$62,486	-\$38,978
Bldg Extras	0	\$0	\$7,283
Det. Garages	0 SF	\$0	\$0
Yard Extras	1	\$5,117	\$49,177
Ag Buildings	0	\$0	\$0
Multi-Fam Adj		\$0	\$0
Map Factor	1.010	\$5,675	-\$44,831
Mkt Influence	100%		\$0

Total (without rounding) \$682,061
Net Adjustments \$132,453
Indicated Value \$837,416

PDF+PIN **001+02-0720-00010-000**
 Address 1280 GOLDENWOOD DR WEST FARGO

			SUBJECT		
			Base		
Land (SF)	71,755.00				\$198,000
Style	2 Story Frame				
Main SF	1,568				\$214,580
Addtns SF	0				\$0
Qtrs Over					
Porch SF	16				\$1,426
Garage SF	62				\$3,292
Bsmt/Attic	Full / None				\$28,380
Heat/AC	FHA-Gas / Yes				\$7,070
TLA	3,214				1,568/1,646
Yr/Age/Cond.	2021 / 4 / NML				
Rms / Bedrms	8 / 5				
Bath Fixtures	4				\$19,775
Appliances	0				\$0
Bsmt Finish					\$11,368
Porches	126 SF				\$5,080
Decks/Patios	714 SF				\$3,499
Veneer	0 LF				\$0
Fireplace	1				\$4,250
Att. Garages	1399 SF				\$41,874
Bsmt Stalls	0				\$0
Grade	2+10				\$362,031
Phy. Depr.	1%				-\$7,068
F/E/Othr	5%/10%/0%				-\$101,464
Bldg Extras	1				\$7,283
Det. Garages	0 SF				\$0
Yard Extras	1				\$54,294
Ag Buildings	0				\$0
Multi-Fam Adj					\$0
Map Factor	0.940				-\$39,156

PDF+PIN **001+02-5830-00190-000**
 Address 5014 11 ST W WEST FARGO



Cd/Rec D 000 1683634					
Analysis info 04/29/2025 / 0.00% adj/mo					
Sale Date/Amt 01/20/2023			\$742,900		
Time Sale Adj 0 mo /Adj \$0 per mo			\$0		
Adj Sale Amt			\$742,900		
			Base Difference		
Land (SF)	12,039.89		\$104,200		\$93,800
Style	2 Story Frame				
Main SF	1,208		\$175,290		\$39,290
Addtns SF	531		\$33,510		-\$33,510
Qtrs Over					
Porch SF	0		\$0		\$1,426
Garage SF	131		\$6,026		-\$2,734
Bsmt/Attic	Full / None		\$30,380		-\$2,000
Heat/AC	FHA-Gas / Yes		\$7,030		\$40
TLA	2,864		1,739/1,125		
Yr/Age/Cond.	2022 / 3 / NML				
Rms / Bedrms	11 / 6				
Bath Fixtures	4		\$19,100		\$675
Appliances	0		\$0		\$0
Bsmt Finish			\$45,788		-\$34,420
Porches	136 SF		\$5,080		\$0
Decks/Patios	0 SF		\$0		\$3,499
Veneer	0 LF		\$0		\$0
Fireplace	1		\$4,250		\$0
Att. Garages	812 SF		\$25,320		\$16,554
Bsmt Stalls	0		\$0		\$0
Grade	2+5		\$334,186		\$27,845
Phy. Depr.	0%		\$0		-\$7,068
F/E/Othr	0%/10%/0%		-\$68,596		-\$32,868
Bldg Extras	0		\$0		\$7,283
Det. Garages	0 SF		\$0		\$0
Yard Extras	0		\$0		\$54,294
Ag Buildings	0		\$0		\$0
Multi-Fam Adj			\$0		\$0
Map Factor	0.970		-\$18,520		-\$20,636
Mkt Influence	100%				\$0
Total (without rounding)			\$703,044		
Net Adjustments					\$111,470
Indicated Value					\$854,370

LAND VALUE COMPARISON

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

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



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

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

State of North Dakota

Assessment District West Fargo

County of Cass

Property I.D. No. 02-0720-00010-000

Name Amanda Jensen

Telephone No. (701) 799-3443

Address 1280 Goldenwood Drive West Fargo, ND 58078

Legal description of the property involved in this application:

LOT 1 BLK 1 GOLDENWOOD 6TH

APR - 3 REC'D

Total true and full value of the property described above for the year 2024 is:

Land \$ 190,000.00
Improvements \$ 626,500.00
Total \$ 824,500.00

Total true and full value of the property described above for the year 2024 should be:

Land \$ 130,000.00
Improvements \$ 620,000.00
Total \$ 750,000.00

The difference of \$ 74,500.00 true and full value between (1) and (2) above is due to the following reason(s):

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

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

1. Purchase price of property: \$ 1,040,000.00 Date of purchase: 2/25/2022
Terms: Cash Contract Trade Other (explain) Construction Loan
Was there personal property involved in the purchase price? NO Estimated value: \$ 726,000.00

2. Has the property been offered for sale on the open market? NO If yes, how long?
yes/no

Asking price: \$ Terms of sale:

3. The property was independently appraised: YES Purpose of appraisal: TO determine fair value
yes/no
our home could be sold for Market value estimate: \$ 765,000.00
Appraisal was made by whom? Cass Clay Appraisals, Inc. \$ 750,000.00

4. The applicant's estimate of market value of the property involved in this application is \$ 750,000.00

5. The estimated agricultural productive value of this property is excessive because of the following condition(s):

Applicant asks that the City reduce their valuation of our lot and home to be more comparable per square foot with surrounding homes and lots and to represent the actual fair value

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

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

Signature of Preparer (if other than applicant)

Date

Signature of Applicant

Date

Recommendation of the Governing Body of the City or Township

Recommendation of the governing board of _____

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

Dated this _____ day of _____,

City Auditor or Township Clerk

Action by the Board of County Commissioners

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

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

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

Dated _____,

County Auditor

Chairperson

Certification of County Auditor

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

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

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

Year	Reduction in Taxable Valuation	Reduction in Taxes

County Auditor

Date

**Application For Abatement
Or Refund Of Taxes**

Name of Applicant

Amanda Jensen

County Auditor's File No.

4593

Date Application Was Filed
With The County Auditor

03/26/2005

Date County Auditor Mailed
Application to Township
Clerk or City Auditor

03/26/2005

(must be within five business days of filing date)

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Lisa Sankey

2. PHONE NUMBER: 515-5376 DATE: May 1, 2025

3. AGENDA TITLE:

A24-13 R & R 1st Addition Final Plat Approval

4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:

Approve final plat of R & R 1st Addition. At their May 14, 2024 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed subdivision plat on the basis it is consistent with City plans and ordinances.

5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable):

NW ¼ of Section 4, T139N, R49W (1042 & 1050 7th Ave NE), City of West Fargo City of West Fargo, North Dakota.

6. ACTION BEING REQUESTED FROM CITY COMMISSION:

Approve Final Plat and Public Dedication Agreement

STAFF REPORT

A24-14 SUBDIVISION	
R & R 1 st Addition	
NW ¼ of Section 4, T139N, R49W (1042 & 1050 7th Ave NE), City of West Fargo	
Owner: Craig Runk	Staff Contact: Lisa Sankey
Applicant: Curtis Skarphol, Houston Engineering	
Planning & Zoning Commission Public Hearing:	05-14-2024 - Approved
City Commission Final Plat Approval:	05-05-2025

PURPOSE:

Subdivide unplatted parcels into three lots.

STATEMENTS OF FACT:

Land Use Classification:	G-3: Employment Growth Sector
Existing Land Use:	Vacant/Shop/Storage Space
Current Zoning District(s):	M: Heavy Industrial
Zoning Overlay District(s):	CO-R: Redevelopment Corridor Overlay District
Proposed Zoning District(s):	Unchanged
Proposed Lot size(s) or range:	3.5+ Acres
Total area size:	13.56 Acres
Adjacent Zoning Districts:	M: Heavy Industrial
Adjacent street(s):	7 th Avenue NE (Arterial); 9 th Street NE (Arterial)
Adjacent Bike/Pedestrian Facilities:	None
Available Parks/Trail Facilities:	None
Land Dedication Requirements:	5% dedication required or fee-in-lieu for undeveloped parcels

DISCUSSION AND OBSERVATIONS:

- The applicant is proposing to subdivide land into three lots for future industrial development.
- The subject property is currently within the M (Heavy Industrial) zoning district as well as the CO-R (Redevelopment Corridor Overlay) district. No zoning changes are proposed.
- Part of the property (Lot 3) is developed with shop/warehouse space.
- The property owner proposes to sell proposed Lots 1 and 2 and maintain the existing shop space on proposed Lot 3.
- The plat includes standard right-of-way dedication for 9th Street NE and 7th Avenue NE. In addition, the plat includes right-of-way for a roundabout and frontage road associated with the design of the upcoming reconstruction of these streets. This additional right-of-way is being acquired in coordination with right-of-way acquisition efforts of the 9th St NE reconstruction project.
- An access control line is shown on the plat, indicating the location of future driveway approach locations. Access to Lot 2 is via a shared access easement on Lot 1.
- The City's subdivision ordinance requires a 5% public dedication for industrial developments. The Park District has indicated no need for land within the subject property and requests payment in-lieu of land dedication. A public dedication agreement outlines the terms of the dedication, subject

STAFF REPORT

to City Commission approval. Additionally, the dedication agreement is coordinated with right-of-way acquisition agreements associated with the 9th St NE reconstruction project.

NOTICES:

Sent to: Applicable agencies and departments

Comments Received:

- No comments received to-date.

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

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

PLANNING AND ZONING COMMISSION ACTION

At their May 14, 2024 meeting, the West Fargo Planning and Zoning Commission voted to approve the Subdivision, subject to the condition listed below:

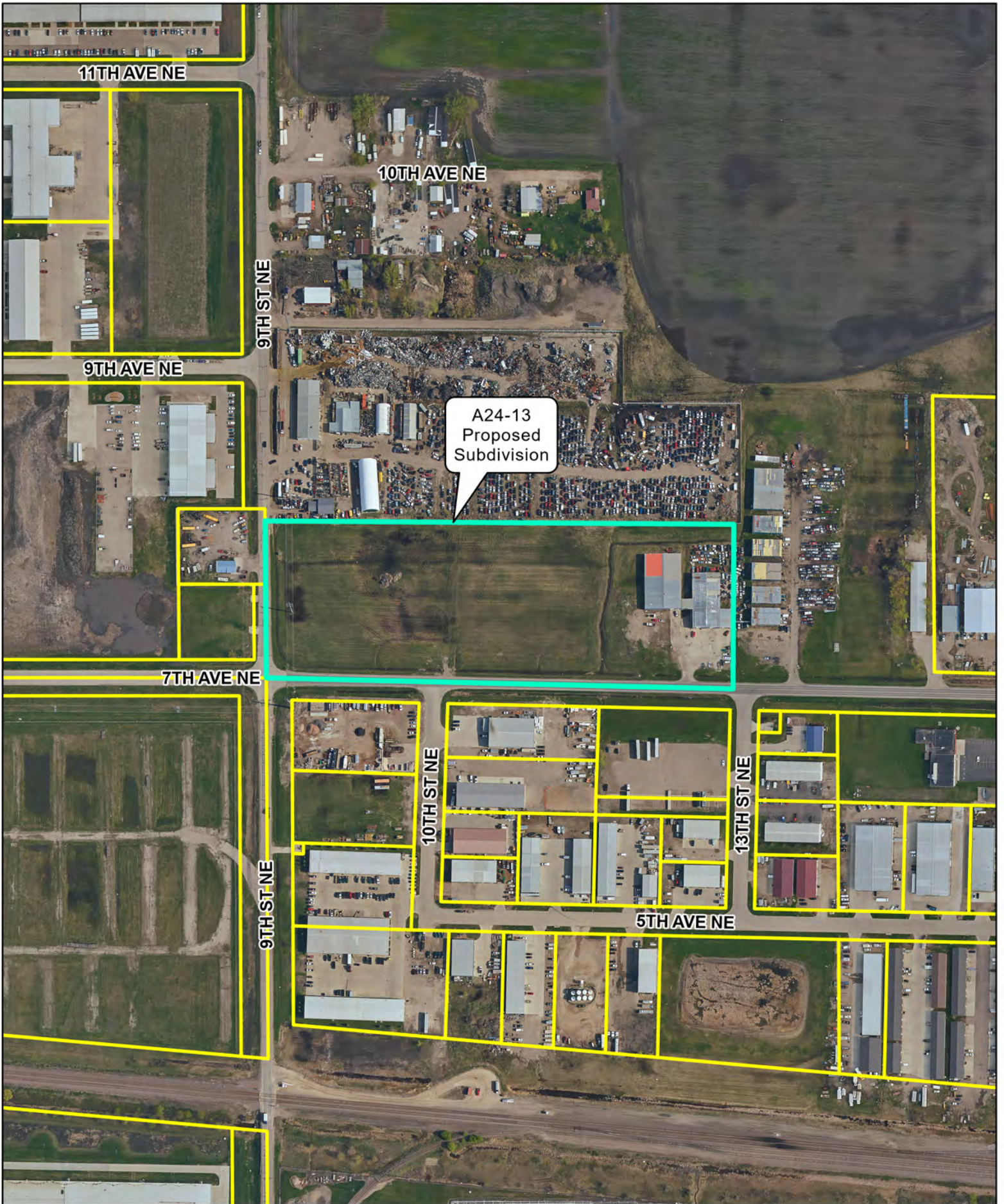
1. The applicant continues to work with staff as to the details of the public land dedication and acquisition of land for right-of-way, and that a signed Public Dedication Agreement is submitted outlining such details prior to City Commission consideration.

RECOMMENDATION:

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

Attachments:

- Aerial map
- Zoning map
- Final Plat
- Right-of-way dedication graphic
- Public Dedication Agreement



A24-13
Proposed
Subdivision

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





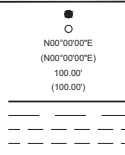
R & R FIRST ADDITION

BEING A PLAT OF A PORTION OF THE SOUTHWEST QUARTER
OF THE NORTHWEST QUARTER OF SECTION 4, T. 139 N., R. 49 W.
TO THE CITY OF WEST FARGO,
CASS COUNTY, NORTH DAKOTA

LEGEND

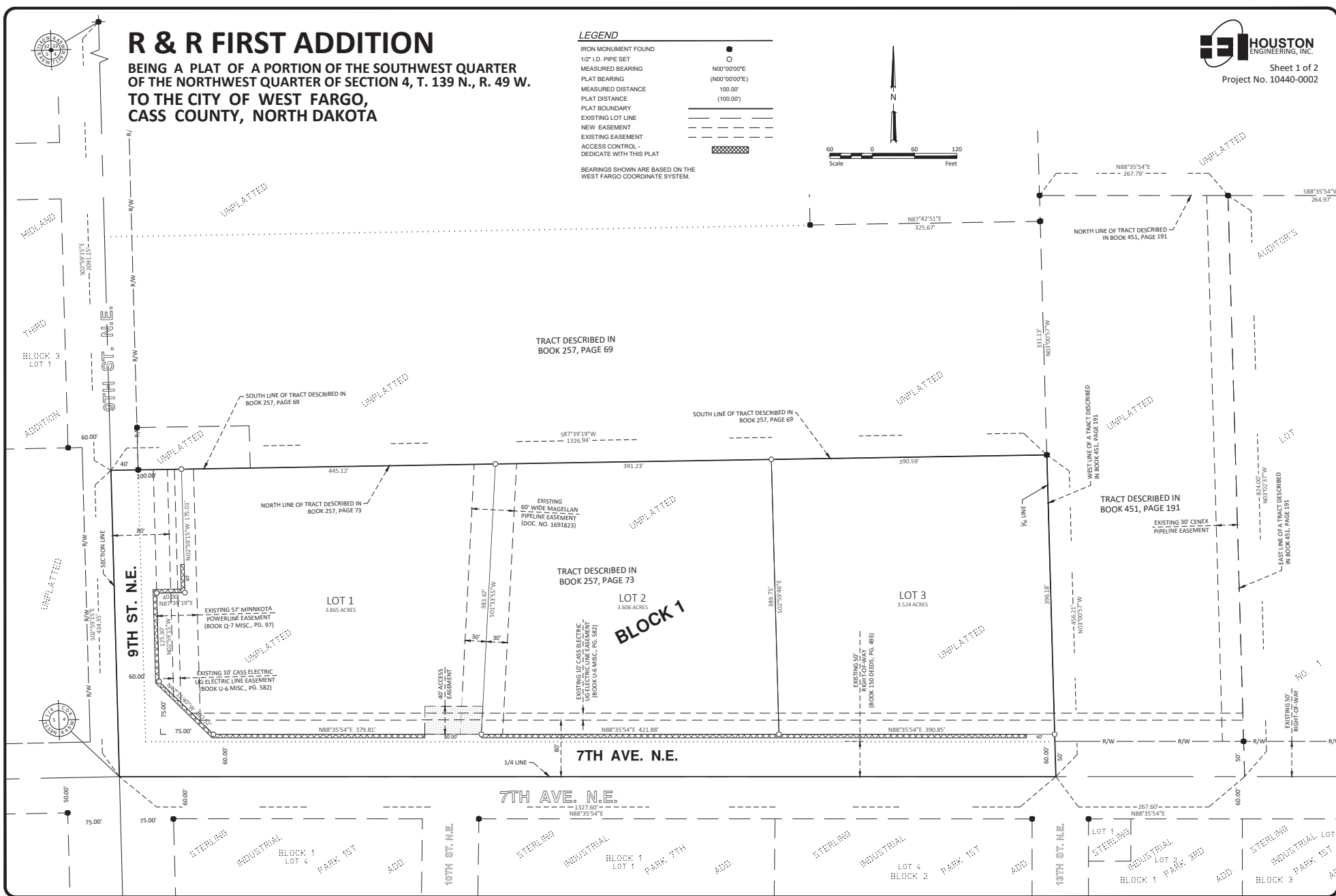
IRON MONUMENT FOUND
1/2" I.D. PIPE SET
MEASURED BEARING
PLAT BEARING
MEASURED DISTANCE
PLAT DISTANCE
PLAT BOUNDARY
EXISTING LOT LINE
NEW EASEMENT
EXISTING EASEMENT
ACCESS CONTROL -
DEDICATE WITH THIS PLAT

BEARINGS SHOWN ARE BASED ON THE
WEST FARGO COORDINATE SYSTEM.



Sheet 1 of 2
Project No. 10440-0002

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R & R FIRST ADDITION

BEING A PLAT OF A PORTION OF THE SOUTHWEST QUARTER
OF THE NORTHWEST QUARTER OF SECTION 4, T. 139 N., R. 49 W.
TO THE CITY OF WEST FARGO,
CASS COUNTY, NORTH DAKOTA

OWNERS' CERTIFICATE AND DEDICATION:

KNOW ALL PERSONS BY THESE PRESENTS: That Craig A. Runck and Wanda Runck, husband and wife; and Lannie D. Runck and Ann Runck, husband and wife; and the City of West Fargo, North Dakota, a municipal corporation, are the owners and proprietors of that part of the Southwest Quarter of the Northwest Quarter of Section 4, Township 139 North, Range 49 West of the Fifth Principal Meridian, City of West Fargo, Cass County, North Dakota, described as follows:

Commencing at the Northwest Corner of said Section 4; thence South 02°59'15" East, along the west line of the Northwest Quarter of said Section 4, for a distance of 2091.15 feet to the southwest corner of a tract of land described in Book 257 of Deeds, Page 69, on file at the Cass County Recorder's Office, said point also being the northwest corner of a tract of land described in Book 257 of Deeds, Page 73, on file at said Recorder's Office, and the True Point of Beginning; thence continue South 02°59'15" East, along the west line of the Northwest Quarter of said Section 4, for a distance of 434.35 feet to the Southwest Corner of the Northwest Quarter of said Section 4; thence North 88°35'54" East, along the south line of the Northwest Quarter of said Section 4, for a distance of 1327.60 feet to the southeast corner of the Southwest Quarter of the Northwest Quarter of said Section 4; thence North 03°00'57" West, along the east line of the Southwest Quarter of the Northwest Quarter of said Section 4, for a distance of 456.21 feet to the southeast corner of a tract of land described in said Book 257 of Deeds, Page 69, said point also being the northeast corner of a tract of land described in said Book 257 of Deeds, Page 73; thence South 87°39'19" West, along the boundary line common to the two said adjoining tracts, for a distance of 1326.94 feet to the True Point of Beginning.

Said tract contains 13.564 acres, more or less.

And that said parties have caused the same to be surveyed and platted as **R & R First Addition** to the City of West Fargo, Cass County, North Dakota, do hereby dedicate to the public, for public use, the street and avenue, the utility easements, and the access control easements as depicted on the plat, and do hereby dedicate to the current and future owners of Lot 2, the 40-foot access easement as shown on this Plat.

OWNERS:

Craig A. Runck and Wanda Runck, husband and wife

Craig A. Runck

Wanda Runck

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Craig A. Runck and Wanda Runck, husband and wife, known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same as their free act and deed.

Notary Public: _____

Lannie D. Runck and Ann Runck, husband and wife

Lannie D. Runck

Ann Runck

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Lannie D. Runck and Ann Runck, husband and wife, known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same as their free act and deed.

Notary Public: _____

City of West Fargo

Attest:

Bernie L. Dardis, President of the Board
Of City Commissioners

Dustin T. Scott, City Administrator

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Bernie L. Dardis, President of the Board of City Commissioners, City of West Fargo; and Dustin T. Scott, City Administrator, City of West Fargo, known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public: _____

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT:

I, Curtis A. Skarphol, Professional Land Surveyor under the laws of the State of North Dakota, do hereby certify that I am the Professional Land Surveyor who prepared and made the attached plat of "R & R First Addition" to the City of West Fargo; that said plat is a true and correct representation of the survey thereof; that all distances are correctly shown on said plat; and that the monuments for the guidance of future surveys have been located or placed in the ground as shown.

Dated this _____ day of _____, 20____.

Curtis A. Skarphol
Professional Land Surveyor No. 4723

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Curtis A. Skarphol, Professional Land Surveyor, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same as his free act and deed.

Notary Public: _____

CITY ENGINEER'S APPROVAL:

Approved by the West Fargo City Engineer this _____ day of _____, 20____.

Daniel R. Hanson, City Engineer

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Daniel R. Hanson, West Fargo City Engineer, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same as City Engineer.

Notary Public: _____

WEST FARGO PLANNING COMMISSION APPROVAL:

Approved by the City of West Fargo Planning Commission this _____ day of _____, 20____.

Joseph F. Kolb, Chairman
West Fargo Planning Commission

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Joseph F. Kolb, Chairman, West Fargo Planning Commission, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that he executed the same on behalf of the West Fargo Planning Commission.

Notary Public: _____

WEST FARGO CITY ATTORNEY APPROVAL:

I hereby certify that proper evidence of title has been examined by me and I approve the Plat as to form and execution this _____ day of _____, 20____.

Katie J. Schmidt, City Attorney

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Katie J. Schmidt, City Attorney, known to me to be the person who is described in and who executed the within instrument and acknowledged to me that she executed the same as City Attorney.

Notary Public: _____

WEST FARGO CITY COMMISSION APPROVAL:

Approved by the West Fargo City Commission this _____ day of _____, 20____.

Bernie L. Dardis
President of the West Fargo City Commission

Dustin T. Scott
City Auditor

State of North Dakota)
County of Cass) ss

On this _____ day of _____, 20____, before me personally appeared Bernie L. Dardis, President of the West Fargo City Commission, and Dustin T. Scott, City Auditor, City of West Fargo, known to me to be the persons who are described in and who executed the within instrument and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public: _____



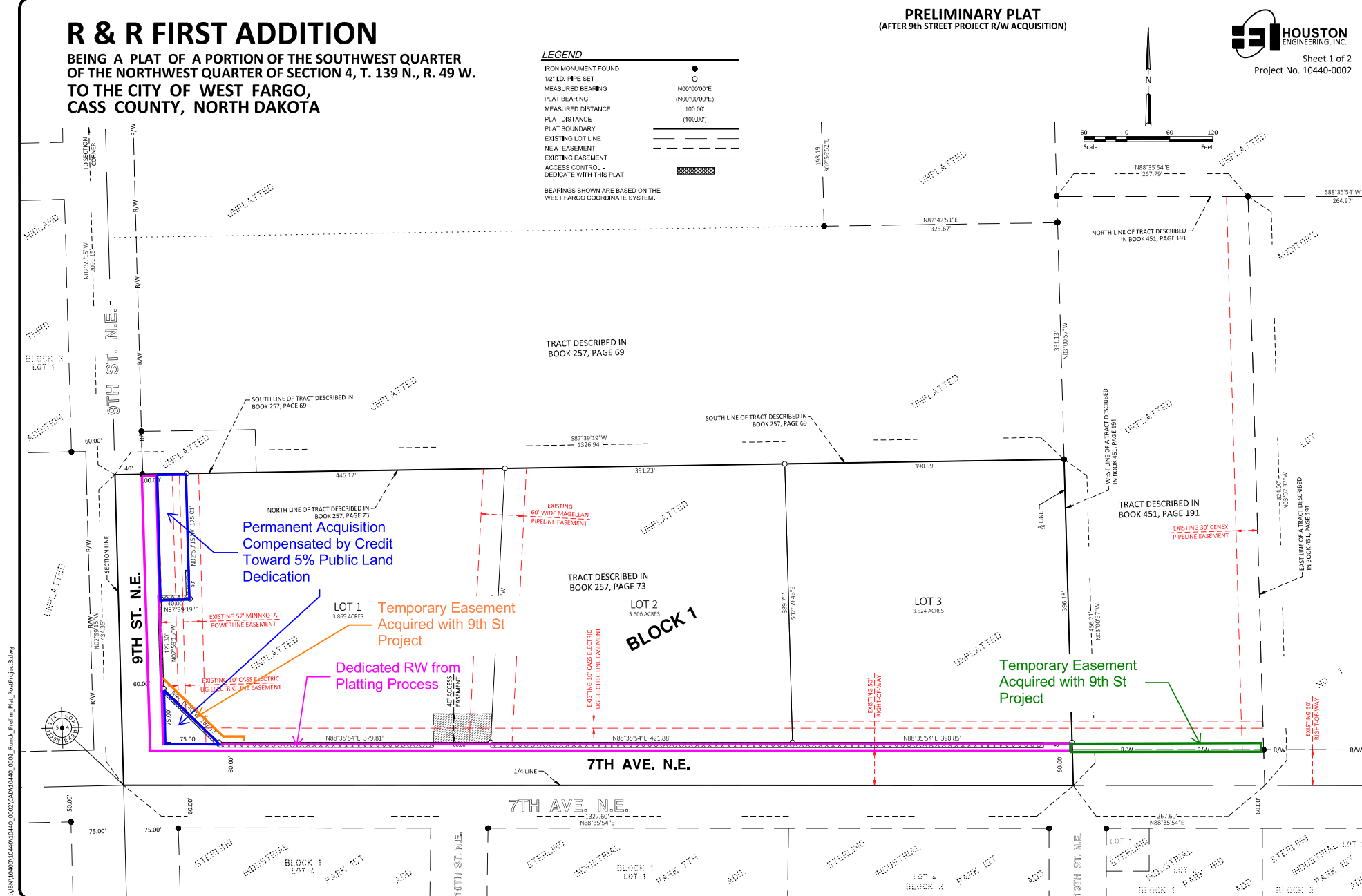
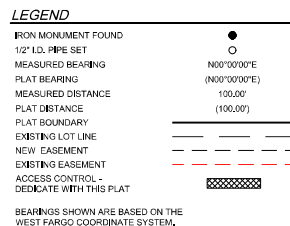
Sheet 2 of 2
Project No. 10440-0002

BEING A PLAT OF A PORTION OF THE SOUTHWEST QUARTER
OF THE NORTHWEST QUARTER OF SECTION 4, T. 139 N., R. 49 W.
TO THE CITY OF WEST FARGO,
CASS COUNTY, NORTH DAKOTA



HOUSTON
ENGINEERING, INC.

Sheet 1 of 2
Project No. 10440-0002



AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2025, by and between Craig A. Runck and Wanda Runck and Lannie D. Runck and Ann Runck (collectively, the “Owners”) and the City of West Fargo, a North Dakota home rule city and municipal corporation (the “City”).

WHEREAS, the Owners desire to plat and develop a piece of property in the City to be known as R & R First Addition; and

WHEREAS, the plat of R & R First Addition includes platting of land for which public dedication has previously not been provided; and

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

WHEREAS, the City is also undertaking a street improvement project, Project No. 2265 – 9th Street NE/7th Avenue NE Reconstruction (the “Project”), on City streets neighboring the R & R First Addition; and

WHEREAS, to facilitate the Project and in exchange for payment from the City, the Owners have dedicated right-of-way (the “ROW Property”) in the plat in addition to the standard right-of-way dedication required for platting for arterial and collector roads to accommodate unique components of the Project, including a roundabout and a frontage road; and

WHEREAS, the Owners’ dedication of the ROW Property will count toward public property that must be dedicated as part of a plat; and

WHEREAS, the Owners additionally intend to make a payment in lieu (the

“Payment in Lieu”) to satisfy the remaining requirement for public dedication; and

WHEREAS, due to the forthcoming payment by the City for the ROW Property and the counter payment by the Owners for the Payment in Lieu, the parties agree that the dedication and payment between the parties shall be made as herein provided.

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

1. Public dedication has not yet been provided for the areas within R & R First Addition.

2. The amount of public land dedication required for R & R First Addition is 21,867 square feet, which excludes Lot 3, which is partially developed.

3. In lieu of land dedication for the R & R First Addition, the Owners would be required to provide \$27,333.75 as a Payment in Lieu as a condition precedent to the City recording the subdivision plat of R & R First Addition.

4. For the Project, the Owners have dedicated 9,820 square feet of property on the plat as the ROW Property. This right-of-way acquisition is in addition to the standard right-of-way dedication required with platting for arterial and collector roads and is for the purpose of providing additional right-of-way for unique aspects of the Project, including a roundabout and frontage road. The City’s purchase price for the ROW Property is \$90,835.00.

5. The parties have agreed that the Owners’ Payment in Lieu shall be deducted from the City’s purchase of the ROW Property. Accordingly, the City will make a net payment of \$63,501.25 to the Owners following approval and full execution of the plat for recording.

6. The City agrees that it will review the plat of R & R First Addition and, following regular procedures, may approve a plat of R & R First Addition. The parties agree and acknowledge that the City Commission is required to separately approve the plat and cannot pre-approve a plat by agreement. Further, this Agreement is not intended to be construed as pre-approval of the plat. Nothing in this Agreement shall be construed as exempting the plat of R & R First Addition from complying with the City's subdivision ordinances as amended from time to time.

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

9. Any and all claims that arise or may arise against Owners, its agents, servants, or employees while engaged in the use of the property within the R & R First Addition, shall in no way be the obligation of the City. Furthermore, Owners, their agents, servants, employees, or assigns shall indemnify, hold harmless, and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, actions, or judgments, including attorney's fees, which the City, its officers or employees may hereafter sustain, incur, or be required to pay, in any way connected with the use of the property within the R & R First Addition by the Owners and/or their assigns. However, this paragraph shall not apply to suits against the City arising out of its

negligence or intentional acts or those of its employees, agents, or designees.

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

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

12. This Agreement shall be controlled by the laws of the State of North Dakota, and any action brought as a result of any claim, demand, or cause of action arising under the terms of this Agreement shall be brought in Cass County District Court located in Cass County, North Dakota.

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

(Remainder of page intentionally left blank.)

OWNERS:

Craig A. Runck

Wanda Runck

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Craig A. and Wanda Runck, known to me to be who executed the above and foregoing document, and acknowledged to me that they executed the same as their free act and deed

Notary Public

(SEAL)

OWNERS:

Lannie D. Runck

Ann Runck

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Lannie D. and Ann Runck, known to me to be who executed the above and foregoing document, and acknowledged to me that they executed the same as their free act and deed

Notary Public

(SEAL)

CITY OF WEST FARGO

BY: _____
Board President

ATTEST: _____
City Auditor

STATE OF NORTH DAKOTA)
)
COUNTY OF CASS)

On this _____ day of _____, 2025, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Bernie L. Dardis and Dustin T. Scott, known to me to be the President of the Board of City Commissioners and City Auditor, respectively, of the City of West Fargo, that is described in and who executed the above and foregoing document, and acknowledged to me that they executed the same on behalf of the City of West Fargo.

Notary Public

(SEAL)



MAYORAL PROCLAMATION

ARBOR DAY • MAY, 16 2025

WHEREAS, Arbor Day celebrates the role of trees in our lives; and

WHEREAS, Arbor Day is an annual holiday encouraging people to plant and care for trees; and

WHEREAS, the City of West Fargo is dedicated to promoting and maintaining a safe and healthy urban forest to enhance the visual appeal and environmental quality of the City of West Fargo; and

WHEREAS, the City of West Fargo also provides public education on the benefits of forestry to make citizens aware of the great importance of tree planting and maintenance; and

WHEREAS, the City of West Fargo has earned the Tree City USA designation every year since 1983; and

WHEREAS, trees positively affect us, our communities and our world by improving air quality, providing oxygen and they benefit wildlife; and

WHEREAS, by celebrating Arbor Day, we shape our community's social and economic future through the benefits of an urban forest;

THEREFORE, BE IT RESOLVED, I, Bernie Dardis, Mayor of West Fargo, North Dakota, do hereby proclaim May 16, 2025 as Arbor Day in the City of West Fargo.

**Bernie Dardis, Mayor
City of West Fargo**



To: West Fargo City Commission

From: Library Director Jenna Kahly

Date: May 5, 2025

Subject: West Fargo Public Library Annual Report - 2024

Action: 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

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:

On behalf of the Library Board of Directors, I will share highlights from the West Fargo Public Library's 2024 Annual Report pursuant to N.D.C.C. § 40-38-09.

In 2024, more people used library services than ever before. Throughout the year, the West Fargo Public Library remained committed to its mission of providing equitable access to resources and opportunities so that residents can achieve their goals, explore their passions, and build social connections. The library welcomed more than 60,000 visitors, with record-breaking participation in programs, circulation of physical and digital materials, and meeting room reservations. This report provides an overview of key statistics, including library usage data from the past five years, as well as details on the department's organizational structure, financials, and return on investment for West Fargo residents. In 2024 alone, residents saved an estimated \$3,570,262 by checking out materials instead of purchasing them.



2024 West Fargo Public Library Annual Report

TABLE OF CONTENTS

3	2024 Highlights
4	Board of Directors
5	Introduction
6	Mission & Vision
7	Organizational Chart
8	Administration
8	Circulation
10	Technical Services
11	Top Ten Books by Age Group
12	Adult Services
14	Youth Services
16	Community Engagement
18	Community Partners
19	Friends of the Library Volunteers
20	Financial Overview
22	Five-Year Statistics Trends

2024 Highlights

January

Staff Training Day included the team coming together to repaint parts of the library, shift materials to make things more efficient for patrons

February

Installed a new Service Desk to increase staff efficiency and accessibility for library users

March

Hosted "Dinotopia" event with over 400 attendees
Started lease negotiations for space for Satellite Library at City Hall

April

May

Hosted Library Night at FM Redhawks with other metro libraries

June

Repurposed AV equipment to ensure all public meeting rooms had access to technology

July

Library Board adopted HR Salary Survey recommendations

August

Installed handicap accessible computer station
Reorganized shelving to add space for more Large Print materials, additional study tables in Adult Fiction

September

October

Added fifth book club, Civic Minds Roundtable
Hosted popular "Trick or Sweet" Party with nearly 350 attendees

November

Board approved reduction of Service Area to prioritize services for West Fargo taxpayers effective June 1, 2025

December

Added sixth book club, Page Turners Book Club

Implemented new peer-nominated Annual Staff Awards

Presented Space Needs Assessment findings to Library Board. West Fargo Public Library deemed undersized for the population it serves.

Secured funding for full-time Outreach Services Coordinator and Circulation Manager roles to support expansion of library services

Worked with West Fargo Public Schools to increase accessibility by removing key-only access for elevator and adding public access to downstairs bathrooms

Discontinued Hoopla service to save taxpayer dollars, prioritizing purchasing on Libby

Kicked off summer reading with annual Summer Boost Kickoff Party

Summer Boost reading program began including the annual reading challenge for all ages, weekly crafts, STEM, and teen programs, and the Little Red Reading Bus route

Library use reached record highs as Summer Boost continued

Celebrated the Little Red Reading Bus and unveiled First International Bank donation of Library on Wheels vehicle

WFPS installed new safer stair covering and carpeting were installed on bottom stairs

Secured capital improvement funds to replace library carpet

Began offering Notary Public services. The service had been removed in 2020.

Library Board approved final budget for 2025 and changes to hours of operation for 2025 to remove Sundays

Partnered with metro libraries to host William Kent Krueger One Book, One Community Author Talk

Library on Wheels popped up at Rustad Recreation Center and local businesses for a winter route

Hosted 16th Annual Mitten Tree Drive, collecting 289 items for West Fargo students.



BOARD OF DIRECTORS

The West Fargo Public Library Board of Directors holds public monthly meetings on the second Thursday of every month at 5 p.m. via Zoom. The Board is made up of volunteer members who serve a vital role in advocating for the library and overseeing its finances, policies, operations, collection, and long-term planning. The Board plays a critical role in ensuring the library continues to provide high-quality service to the West Fargo community.



President

Larry Schwartz

Vice President

Tony Stukel

Treasurer

Liann Hanson

Member

Alanna Rerick

City Commissioner

Roben Anderson

INTRODUCTION

Greetings, West Fargo neighbors!

I'm Jenna Kahly, Director of the West Fargo Public Library. I've said many times that West Fargo is a community of readers who value their library and the programs and resources we provide. I am proud to share some of our 2024 highlights in this report to demonstrate how residents are using the library to save money and add value to their lives.

These statistics within this report are just numbers, but the truths behind the numbers include stories about new moms who became friends at a baby storytime and supported each other through different developmental stages of their children's growth, residents who have spent years working on genealogy research using our free resources, adults who look forward to attending our weekly matinees with their friends, and students who have used our internet and study spaces to acquire nursing credentials.

As we celebrate the impact the library has had on our community over the last year, I extend my heartfelt gratitude to our dedicated staff, whose hard work and commitment have been instrumental in realizing these successes. I also want to thank our many volunteers, library board, and community partners whose support continue to enrich our programs and services.

In 2024, the West Fargo Public Library remained true to its mission to provide equitable access to resources and opportunities for all to explore their interests, make social connections, and work toward achieving their goals. I look forward to building upon these accomplishments and working together to create an even brighter future for our beloved library and the community it serves.

Please explore more about the library's continued growth and achievements in the pages of this report. I am proud to serve West Fargo, a community of lifelong learners who love their local library.



Library Director Jenna Kahly



MISSION

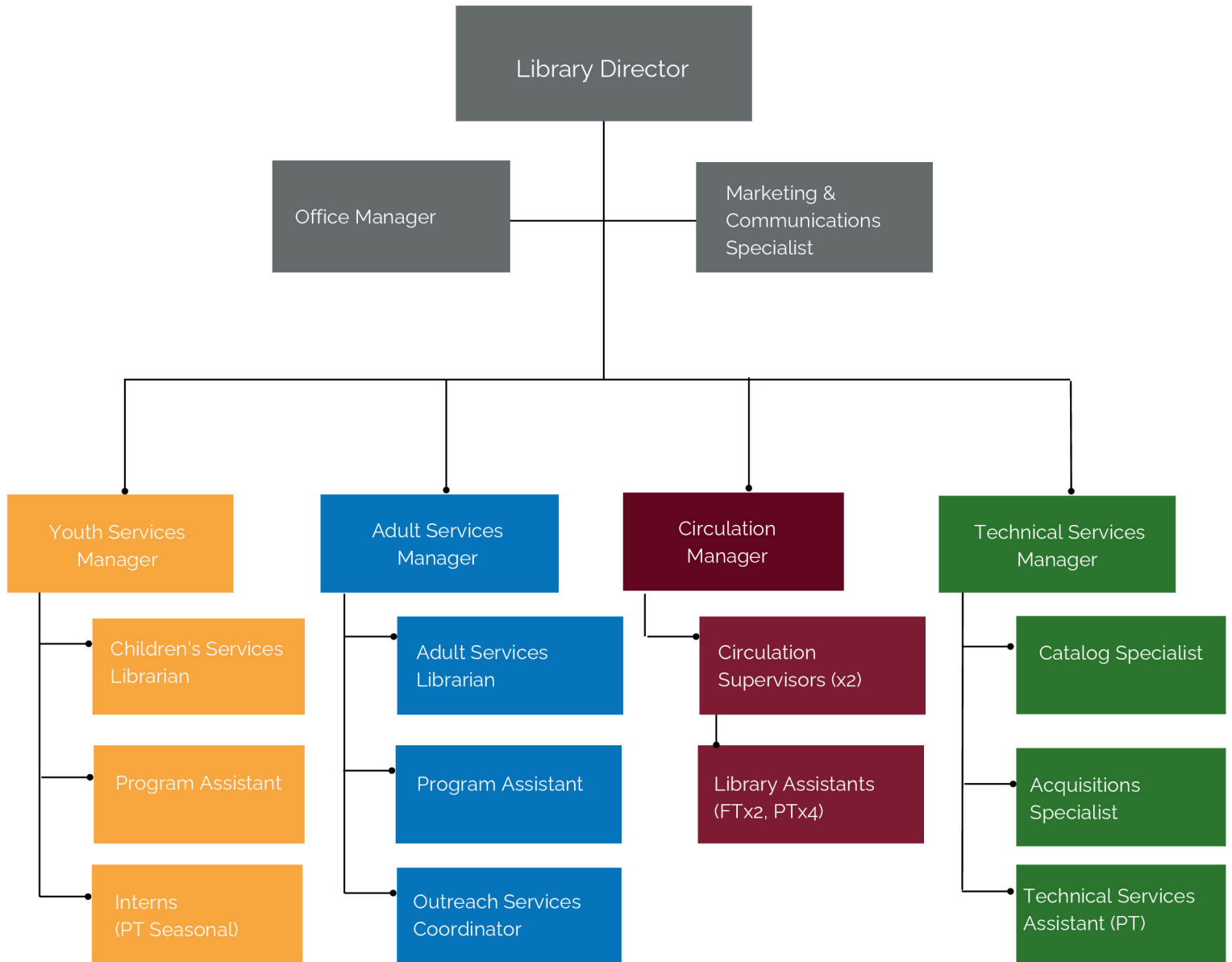
As a civic resource, the West Fargo Public Library's mission is to provide equitable access to resources and opportunities so that residents can achieve their goals, explore their passions and develop social connections.

VISION

We envision a library whose services ensure that every person has resources and opportunities to learn, meet, share, read, play and create.

To achieve our goals, the West Fargo Public Library does not charge late fees and offers countless programs and services like skill-building classes, entertainment and cultural events, technology tools, the Little Red Reading Bus, community meeting spaces and the latest in physical and digital books and media.

ORGANIZATIONAL STRUCTURE



In 2024, the West Fargo Public Library staff consisted of 18 full-time employees and 7 part-time employees that made up five teams: **Administration**, **Youth Services**, **Adult Services**, **Circulation**, and **Technical Services**.

ADMINISTRATION

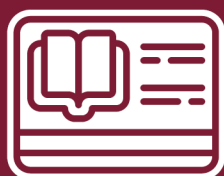
The West Fargo Public Library's Administration team is made up of the Library Director and two support staff: a full-time Marketing & Communications Specialist and a full-time Office Manager. The Library Director oversees all library operations, especially strategic planning and service development. The Marketing & Communications Specialist is the voice of the library, responsible for notifying patrons of service changes, promoting the library's many events, and planning and executing library marketing campaigns. The Office Manager works to keep the library running smoothly behind the scenes doing a wide range of things from processing bills to coordinating building maintenance, mail, and supplies.

CIRCULATION

In 2024, the Patron Services team was made up of two full-time and four part-time Library Assistants led by two full-time Circulation Supervisors under the oversight of the Circulation Manager. This important team offers direct customer service to library patrons who call, email, or visit the library. Circulation team members check library materials in and out, help patrons find items, organize and shelve materials, maintain library records, issue library cards, manage interlibrary loans, assist with library technology, answer a wide range of questions, and much more.

4113

new library cards
issued in 2024



18,502

active library cards in 2024

6734

total sessions on
public computers in
2024

60,701

visitors to the library in 2024*

*door count machine was broken and
under-reported visits January - April

Non-Traditional Items for Checkout

The West Fargo Public Library offers a variety of items for checkout in addition to traditional library books. In 2024, the library's Memory Care Kits became available for the general public to check out. Patrons can also check out Launchpads for all ages, WiFi hotspots, Ozobots, and State Park passes.

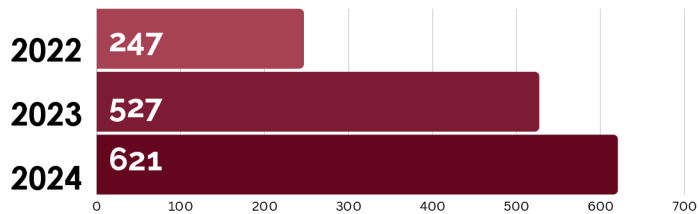
764

checkouts of non-traditional items (kits, technology, etc.) in 2024

Public Meeting & Study Spaces

The West Fargo Public Library has two meeting rooms and one small study space available for the public to reserve. In 2024, patrons reserved our spaces for over 621 hours. People and organizations reserve these rooms for a variety of reasons, from study groups and clubs to interviews and auditions.

Total Hours Reserved



Below are a few of the dozens of organizations that used our meeting rooms in 2024.

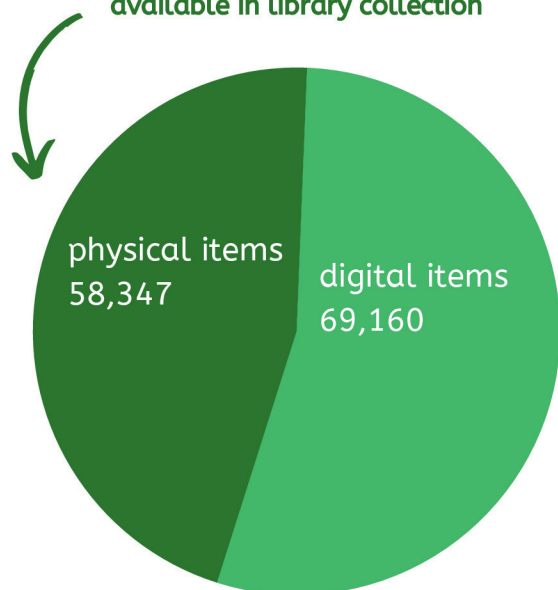
- Bolton & Menk, Inc.
- Civic West
- Classical Conversations Homeschool Community
- Early Childhood Education
- FirstLink
- FM Homeschool Community
- Folkways
- Great Plains Food Bank
- Guardians of Tomorrow
- McElroy Global
- Mind Shift
- ND Department of Health and Human Services, Behavioral Health Division
- Early Childhood Professional Development Unit
- North Dakota Mensa
- North Dakota School for the Blind
- Oxford Nanopore Technologies
- PharmaMed
- RCIS Crop Insurance
- REACH (Resources and Encouragement for Area Christian Homeschoolers)
- SGI-USA Buddhist Organization
- USAF

TECHNICAL SERVICES

In 2024, the Technical Services team was made up of a full-time Cataloging Specialist, a full-time Acquisitions Specialist, and a part-time Technical Services Assistant all led by the Technical Services Manager. This team is responsible for the acquisition, organization, and management of all library materials. They order and receive new materials, catalog and classify items, and ensure the accuracy and consistency of bibliographic data. Overall, the Technical Services team plays a critical role in ensuring that all of the library's materials and electronic resources are effectively managed and accessible to patrons.

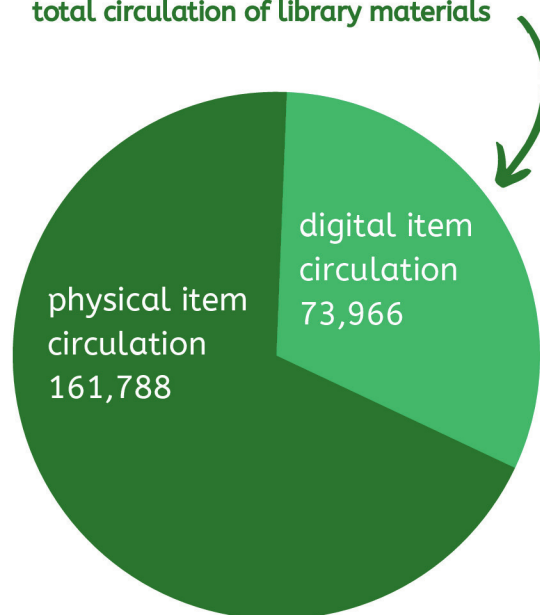
127,537

total physical and electronic materials
available in library collection



235,754

total circulation of library materials

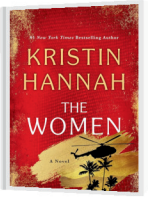


In 2024, the Technical Services team worked hard to make browsing and finding items easier for library users. They did this through large projects, like

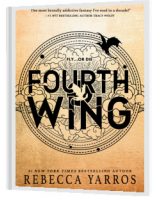
- adding series labels to all Junior Fiction titles to make it easier to find the next book in a series
- cleaning up Junior Nonfiction call numbers for better browsing results
- integrating Little Red Reading Bus books into the main collection so the items are more accessible to patrons

ADULT

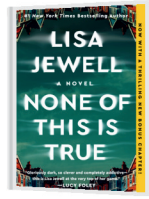
TOP 10 ITEMS



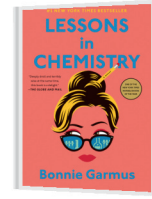
The Women: A Novel
by Kristin Hannah



Fourth Wing
by Rebecca Yarros



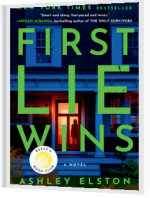
None of This is True
by Lisa Jewell



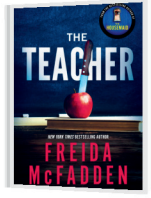
Lessons in Chemistry
by Bonnie Garmus



Iron Flame
by Rebecca Yarros



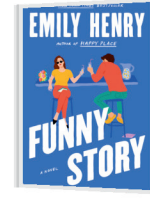
First Lie Wins
by Ashley Elston



The Teacher
by Freida McFadden



I'm Glad my Mom Died
by Jennette McCurdy



Funny Story
by Emily Henry



The Woman in Me
by Britney Spears

TEEN & YOUNG ADULT

TOP 10 ITEMS



The Ballad of Songbirds and Snakes
by Suzanne Collins



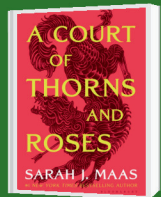
The Summer I Turned Pretty
by Jenny Han



Check & Mate
by Ali Hazelwood



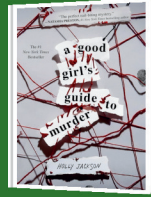
Throne of Glass
by Sarah J. Mass



A Court of Thorns and Roses
by Sarah J. Mass



Divine Rivals
by Rebecca Ross



A Good Girl's Guide to Murder
by Holly Jackson



It's Not Summer Without You
by Jenny Han



The Assassin's Blade
by Sarah J. Mass



Heir of Fire
by Sarah J. Mass

YOUTH

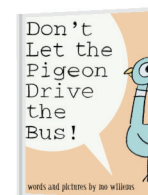
TOP 10 ITEMS



Ghosts
by Raina Telgemeier



The Baby-Sitters Club: Mary Anne Saves the Day
by Raina Telgemeier



Don't Let the Pigeon Drive the Bus
by Mo Willems



The Baby-Sitters Club: The Truth About Stacy
by Raina Telgemeier



Cat Kid Comic Club Collaborations
by Dav Pilkey



Baby-Sitters Little Sister: Karen's Birthday
by Katy Farina



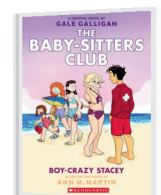
Baby-Sitters Little Sister: Karen's Haircut
by Katy Farina



The Baby-Sitters Club: Kristy and the Snobs
by Chan Chau



Wings of Fire: The Hidden Kingdom
by Barry Deutsch



The Baby-Sitters Club: Boy-Crazy Stacey
by Gale Galligan

ADULT SERVICES

In 2024, the Adult Services team was made up of a full-time Adult Services Librarian, a full-time Program Assistant and a newly added full-time Outreach Services Coordinator, all led by the Adult Services Manager. This team is primarily responsible for the planning and execution of adult programming at the library including six popular book clubs, technology tutoring, entertaining and educational classes for adults, routine deliveries to local senior living facilities, and more. They also assist with the development and maintenance of the library's adult collections.

This year, the Adult Services team worked hard to offer and expand in-demand services to help library users explore their passions and achieve their various goals.

Some highlights include:

- spearheaded the return of free Notary Public services
- added two additional book clubs, for a total of 6 per month
- expanded technology tutoring to include off-site help at senior locations
- hosted health and wellness programs for seniors, such as free balance screenings and chair yoga, in collaboration with local partners
- hosted opportunities for adults to explore different art mediums, such as watercolor, crochet, and hand sewing
- partnered with local groups to offer programs encouraging civic engagement, such as Lead Local West Fargo, How to Vote, and How to Run for Office
-

358

total attendance at
four monthly
library book clubs
in 2024

85

one-on-one
technology
tutoring sessions
in 2024

2413

total attendees at
in-library adult
programs in 2024

ADULT OUTREACH DELIVERY SERVICES

In order to promote lifelong learning, create social interaction, and provide access to library services for those who may be unable to visit the library building, the West Fargo Public Library has made monthly deliveries to senior living facilities for over a decade. In 2024, the West Fargo Public Library served an average of 18 patrons each month at the following four senior living facilities.

Dakota Commons

Monterey & Brighton Place

Serenity Apartments

Sheyenne Crossings

625

total items
circulated through
senior deliveries
in 2024

52

average books delivered to
seniors each month
in 2024

18

average senior outreach
patrons served each
month in 2024

ADULT OUTREACH TECHNOLOGY TUTORING

In the fall of 2024, the Adult Services team started bringing the popular Technology Tutoring program out into area senior living facilities, providing one-on-one help to participating patrons.



YOUTH SERVICES

In 2024, the Youth Services team was made up of one full-time Program Assistant and one full-time Children's Services Librarian, both led by the Youth Services Manager. This team is responsible for youth programs at the library, including storytimes, Saturday STEM, and many other programs for youth and their families. They also assist in the development and maintenance of the library's youth collections. The Outreach Services Coordinator also supports the Youth Services team as they facilitate outreach services to daycares, host offsite events, and Little Red Reading Bus route stops for people of all ages.

Some Youth Services highlights for 2024 include:

- offered 3 weekly storytime sessions to accommodate rapid growth in attendance
- prioritized year-round STEM programming for elementary students
- offered programs for kids on no-school days
- expanded teen programs like the Teen Dungeons & Dragons club, giving middle school and high school students a positive space to explore creativity and make connections
- offered all-ages events, allowing families to participate in projects and activities together
- partnered with West Fargo middle schools to offer reading challenges during the school year

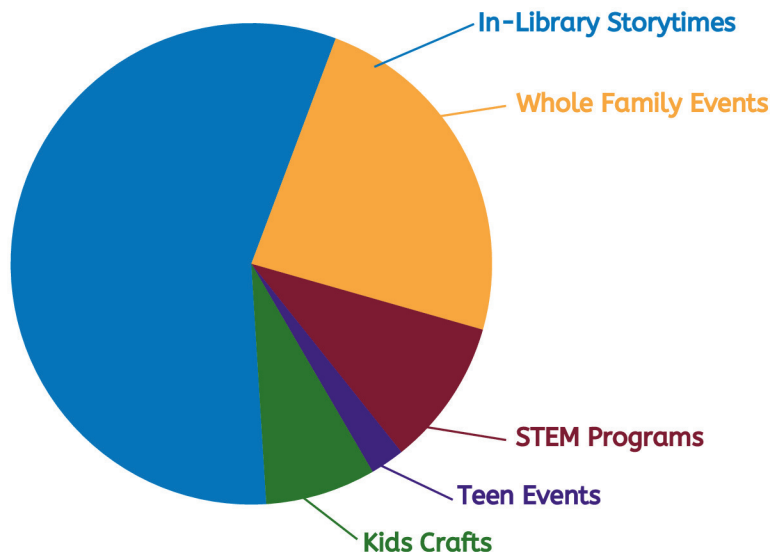
8844

attendance at in-library youth and family events in 2024

4709

attendance at storytimes in 2024

In-Library Program Attendance by Program Type



Summer Boost

Every year the library comes together to facilitate Summer Boost, an all-ages comprehensive summer program that includes the annual summer reading challenge, dozens of events for all ages, the Little Red Reading Bus route and more. In 2024, the theme was "Eras of Adventure" exploring the different adventures readers can find within books and in their own backyards.

4628

attendees at
Summer Boost
events

10,746

reading hours
tracked by
challenge
participants

Youth Outreach

The West Fargo Public Library routinely serves children at West Fargo daycares, ensuring that children have a constantly evolving choice of books to explore and enjoy.

1940

total books
delivered to local
daycares in 2024

Little Red Reading Bus (Library on Wheels)

The Little Red Reading Bus brings books and other activities out to local parks during its annual summer route. In 2024, library staff visited the following five local parks each week during its 9-week route.

In 2024, the library was able to purchase a new vehicle, the **Library on Wheels**, to replace the aging Little Red Reading Bus, thanks to a donation from First International Bank and Trust.

1605

visits to Little Red
Reading Bus
summer route stops
in 2024

1410

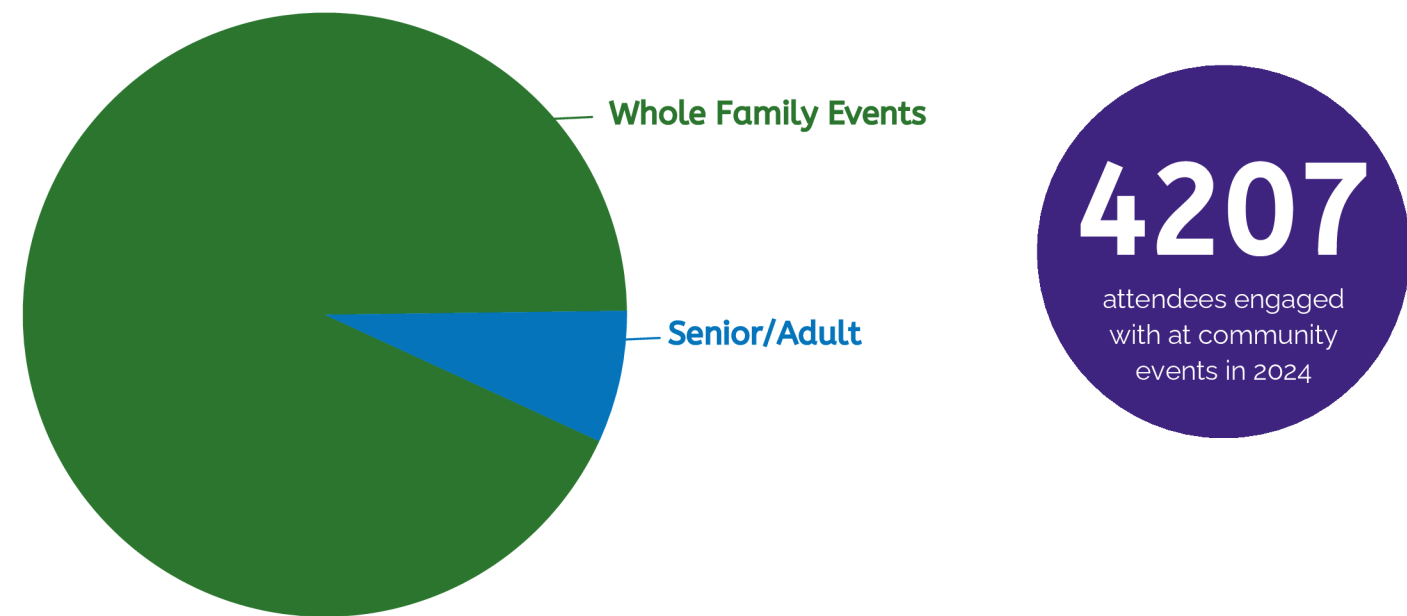
books checked out
by summer Little
Red Reading Bus
visitors in 2024



COMMUNITY ENGAGEMENT

In 2024, the West Fargo Public Library participated in a wide range of community events and programs, directly engaging with a total of over 4,000 people throughout the year. Through these events, the library was able to connect with people of all ages, and share information about the services and resources available at their local library.

Attendance by Intended Audience



Examples of Community Events Attended

Senior Expos	L.E. Berger Wellness Expo	Family History Workshop
PCAND Family Walk	West Fargo Street Fair	West Fest Family Fun
Osgood Elementary Family Literacy Night	West Fargo Events STEM Night	Treat Street
Redhawks Library Night	Night to Unite	West Fargo Tree Lighting
Red River Market West Fargo	Pride in the Park	Senior Extravaganza
	North Dakota Autism Center events	West Fargo Public Schools Family Resource Night



COMMUNITY PARTNERS

The West Fargo Public Library's success can be largely attributed to the support of many partners, local businesses, organizations, and regional libraries. These partners sponsor and collaborate on library programs, donate funds and goods, and volunteer their time and skills to support and promote the library's importance within the community. The contributions of the following entities played a significant role in the library's achievements and impact in 2023.

AARP

Alzheimer's Association

Apex Physical Therapy & Wellness

Bank of North Dakota

Bonanzaville

Carl B. Ylvisaker Library

Cash Wise

Cass County Housing Authority

Community Options, Inc.

City of West Fargo

Civic West

Dakota Commons

Eventide

Fargo Cass Public Health

Fargo Public Library

FM Children's Museum

FM Redhawks

Friends of the West Fargo Public Library

Folkways

Great Plains Food Bank

Gooseberry Park Players

Golden Drive Homeless Kids

Historical and Cultural Society of Clay County

House to Home

Humanities ND

Job Service ND

Junkyard West Fargo

Lake Agassiz Regional Library

League of Women Voters of the Red River Valley

Livingston Lord Library

Marvin

Metamoon Yoga

MSUM Planetarium

MSCTC

North Dakota Autism Center

North Dakota State Library

NDSU Extension Program

NDSU Libraries

Northern Lights Library Network

Ohnstad Twichell

Prevent Child Abuse North Dakota

Prairie Public

Project Linus

Sandy's Donuts

Sanford Health

SENDCAA Head Start

SheyWest

Stage West

The Sandbox Restaurant & Bar

Thrivent

West Fargo Area Community Program

West Fargo Events

West Fargo Exchange Club

West Fargo Fire Department

West Fargo Parks

West Fargo Police Department

West Fargo Public Schools

West Funeral Homes



FRIENDS OF THE LIBRARY VOLUNTEERS

West Fargo Public Library volunteers play an important role at the library. As they share their time and talents, volunteers make a real contribution to the quality of services the library is able to offer the community.

Everyone who volunteers at the West Fargo Public Library becomes an automatic member of the Friends of the West Fargo Public Library non-profit group. This organization is dedicated to helping the library make programming and resources more accessible to the community through volunteering, fundraising, and advocating for the library.

In 2024, Friends donations helped get the new Library on Wheels vehicle ready to go, bought prizes for Summer Boost readers, contributed to furnishings for the Satellite Library, which would open in 2025, and more.

70

total active
volunteers

300

total documented
volunteer hours

2024 Officers

President

Mari Krajewski

Vice President

Scott Heidrich

Treasurer

Donelle Richmond

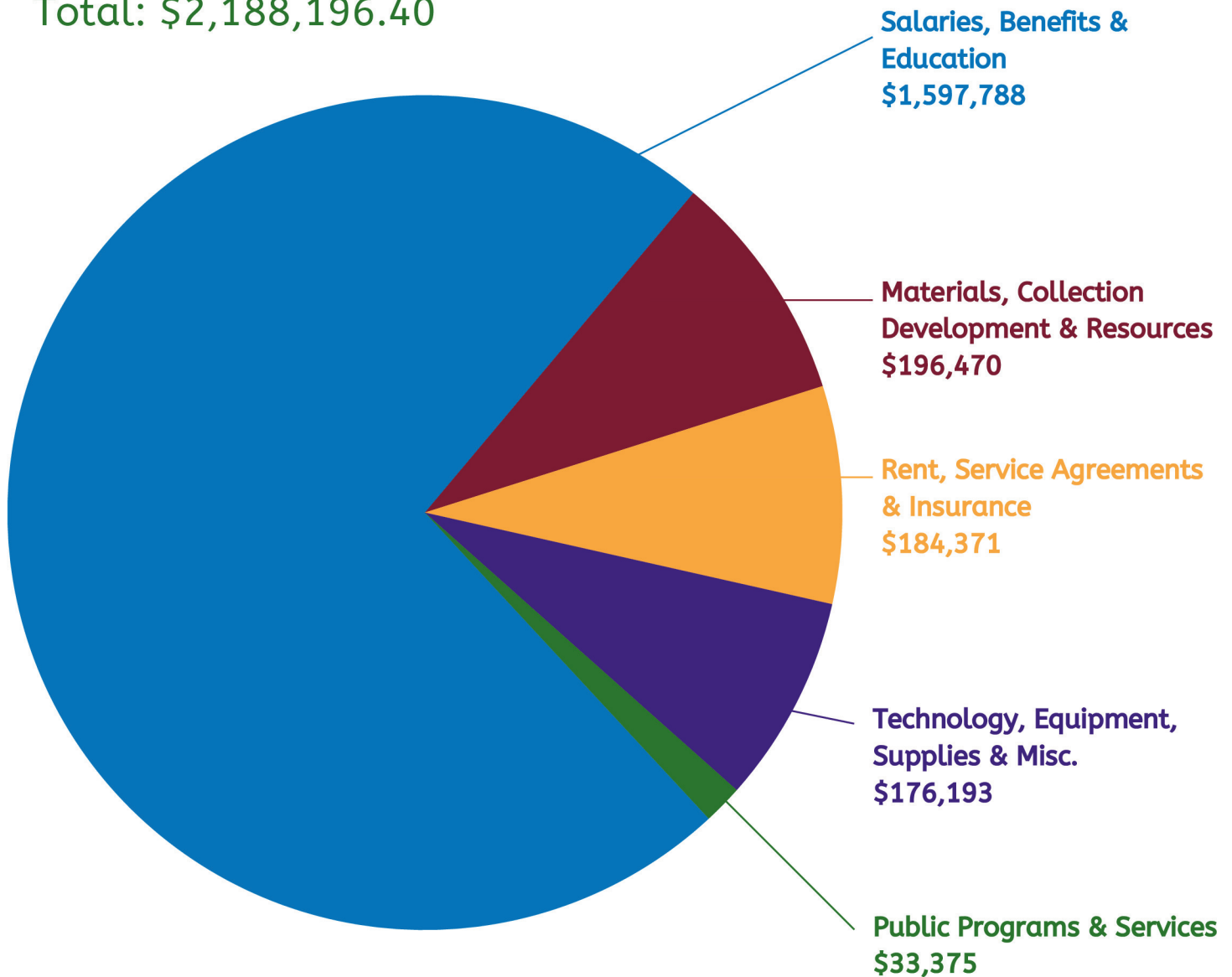
Secretary

Sara Westall

FINANCIAL OVERVIEW

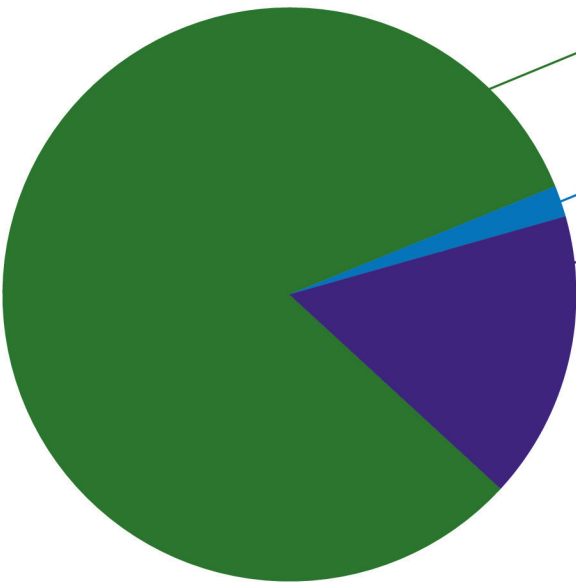
2024 Operating Expenses

Total: \$2,188,196.40



2024 Revenue

Total: \$2,552,481.24



Tax Revenue
\$2,068,598.72

State Aid
\$44,625.95

Miscellaneous Revenue & Friends
of the Library Reimbursements
\$409,256.57*

*Funds recieved to support Capital
Improvement Plan-funded large projects
such as the Satellite Library are reflected
here.

\$3,570,262

estimated amount West Fargo residents saved by
borrowing library materials instead of purchasing
copies of books or media**

\$87

per West Fargo
resident

\$193

per active library
card

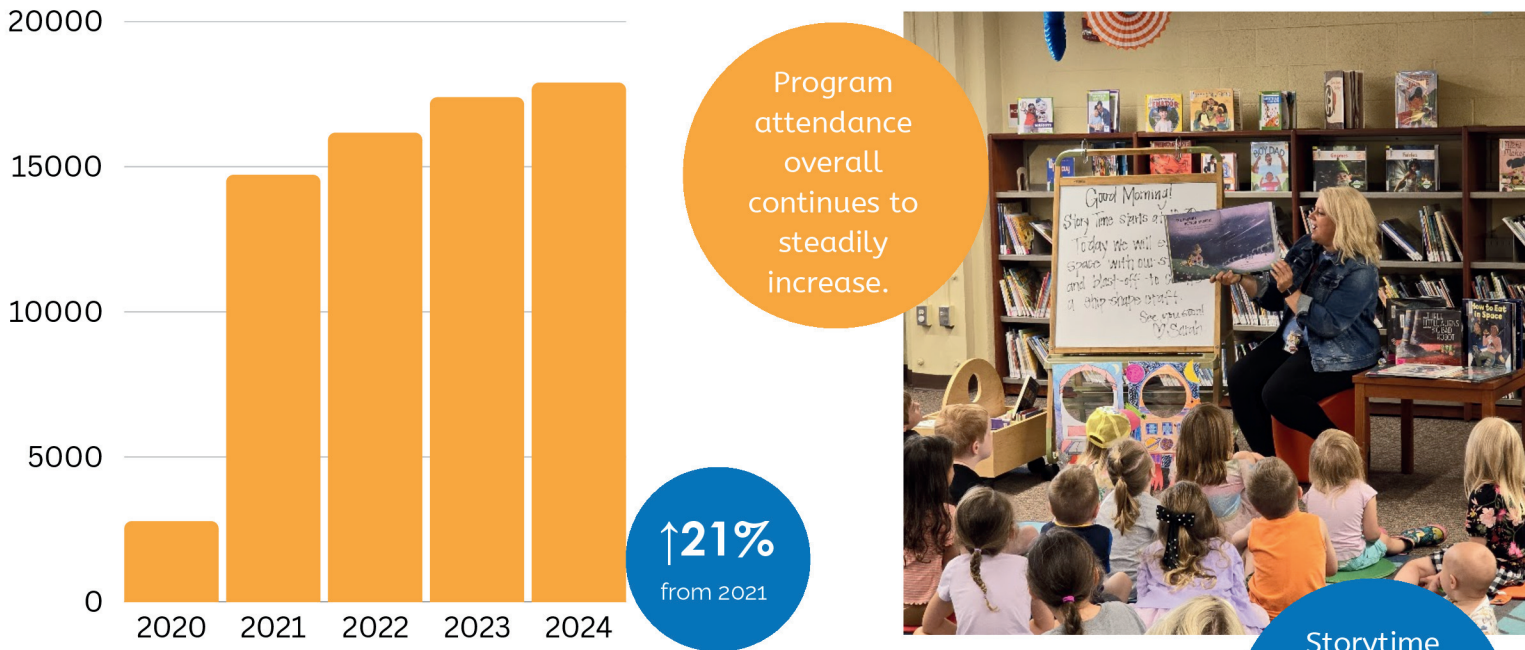
**Value derived from average item costs and number of 2024 checkouts.



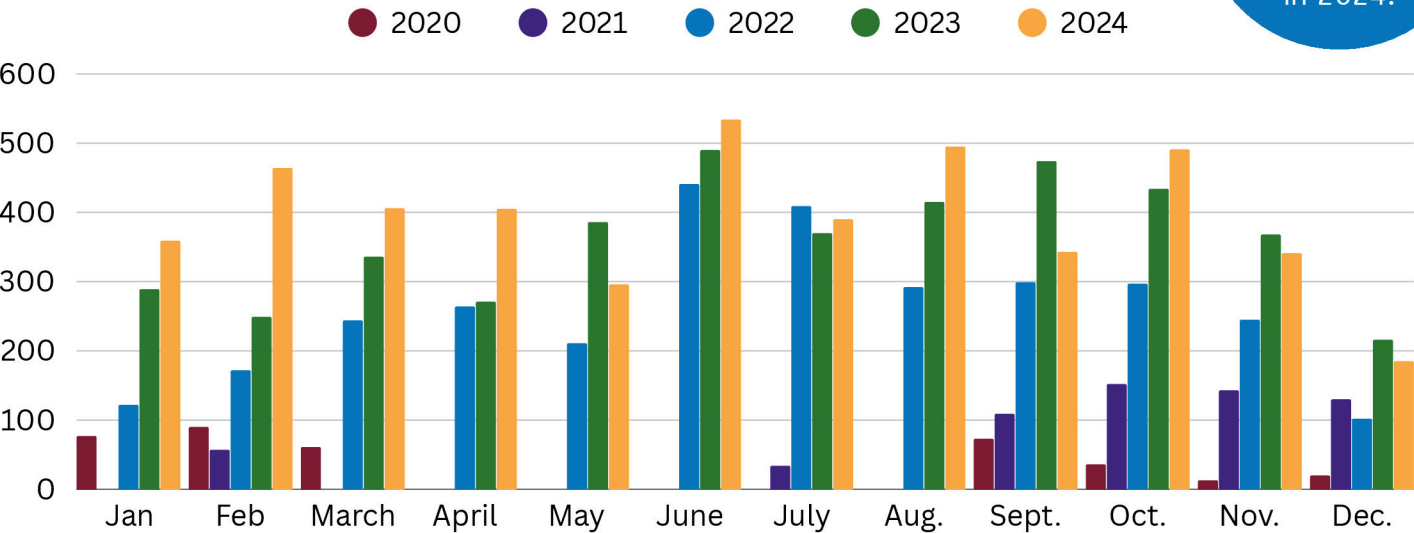
LIBRARY USAGE SINCE 2020

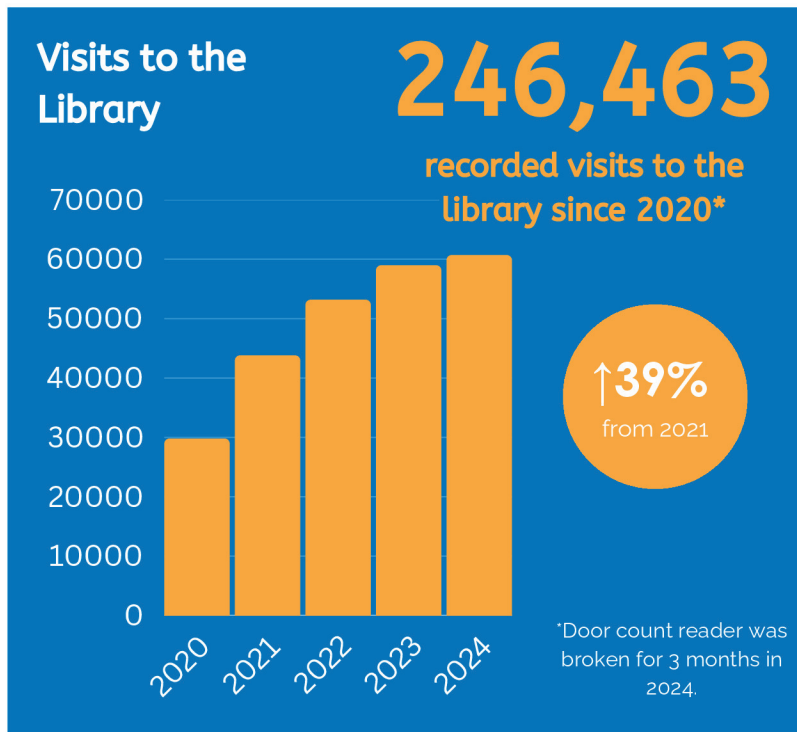
West Fargo's population has increased by 7% percent since 2020, reaching nearly 41,000 residents in 2024. The West Fargo Public Library has grown alongside our city, with more people using library services than ever before. In recent years library visits, usage statistics, and program attendance numbers have soared, surpassing expectations for a library of our size.

Total Program Attendance*

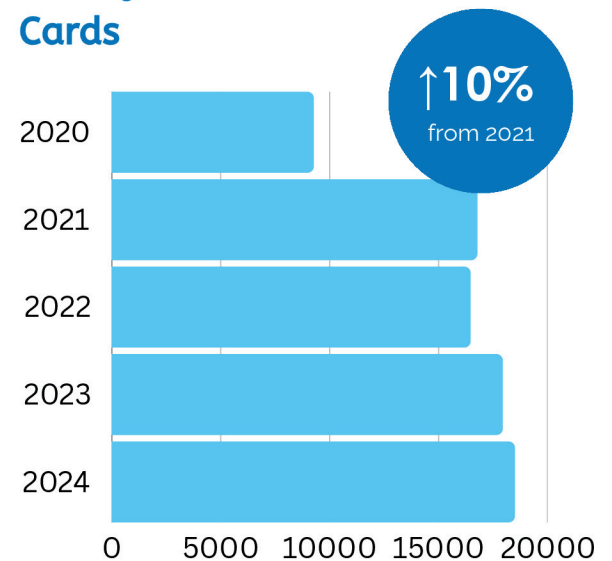


Monthly Storytime Attendance at the West Fargo Public Library

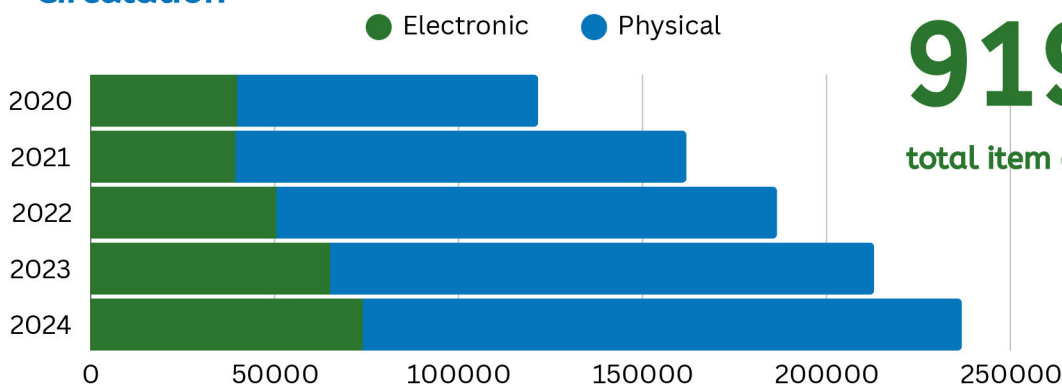




Active Library Cards



Circulation



919,683

total item circulation since 2020

\$8,216,735

amount West Fargo residents saved by borrowing library materials instead of purchasing copies of books or media in the last three years *

*Value derived annually from average item costs at the time and number of checkouts.

21,205

new library cards issued since 2020



THANK YOU!

Thank you for taking the time to read our 2024 Annual Report and for your continued support of the West Fargo Public Library.

CONNECT WITH US

www.westfargolibrary.org



@WestFargoLibrary



To: West Fargo City Commission
From: Willy Galindo, Director of Finance
Date: May 5, 2025
Subject: Finance Dept. budget amendment and contract approval for Lease Accounting Software
Action: Amend the 2025 Finance Department Budget and authorize the Director of Finance to sign the agreement with Debtbook

Commissioner/President

Bernie Dardis

Primary Portfolio:
Administrative Services

Secondary Portfolio:
Police and Fire

Commissioner/VP

Brad Olson

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Street, Water and Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

Administration

Dustin Scott,
City Administrator
Emily Hagemeister,
Executive Assistant

Summary and Recommendation:

Since 2022, GASB 87 – Accounting for Leases has created the need to hire a consulting firm, Eide Bailly, to assist with implementing and tracking the City's leases as well as perform the required annual journal entries and reporting based on this new accounting pronouncement.

The City continued to utilize the consulting services in 2023 as a new pronouncement, GASB 96 – Subscription-Based Information Technology Arrangements (SBITAs) was implemented.

The newly appointed Director of Finance reviewed the ongoing function of tracking and reporting of GASB 87 Leases and GASB 96 SBITAs and is requesting to bring this function in-house. The Finance Director is looking to utilize the lease software, Debtbook, to assist the Finance department with tracking, recording, and reporting the leases and SBITAs. Staff is requesting to utilize the piggyback section of our policy whenever one quote is provided as OMNIA Coop Purchasing service, provided the documentation Region XIV Education Service Center and their RFP search that resulted in awarding the bid to Debtbook.

The following documents are attached for review/consideration:

- Debtbook Presentation

Staff Recommendation:

Amend and increase the 2025 Finance department budget by \$9,000 for the \$6,500 cost of the software subscription, Debtbook, and a one-time implementation cost of \$2,500, and authorize the Director of Finance to sign the agreement with Debtbook

Financial Analysis:

- The cost of the software, \$6,500 for years 2026 and 2027, will replace the costs associated with hiring the consulting firm (estimated at \$8,500 and \$9,000 for years 2026 and 2027, respectively)

Year	Consultant Fees (est.)	Debtbook Software
2025	\$8,500 to \$9,000	\$9,000
2026	\$8,500 to \$9,000	\$6,500
2027	\$8,500 to \$9,000	\$6,500
3-yr Total	\$25,500 to \$27,000	\$22,000



West Fargo, ND + DebtBook Business Case

Today's agenda

- Introductions
- What we've learned
- Business challenges & opportunities
- How our product solves these challenges
- Pricing

Finance teams nationally are under pressure

“Turnover in key roles is creating risk and a loss of internal control.”

“Data silos & Excel systems are reducing productivity and creating significant data and process risks for our organization.”

“Most of our time is spent doing lower value, operational work.”

“Our lack of visibility into our data stops us from making great strategic decisions to improve financial outcomes.”

“We have more reporting requirements than ever, delaying our audit.”

“We’re struggling to recruit and retain the best and brightest.”

GASB 87 & GASB 96 are time intensive, non strategic

Decentralized systems for collecting new and modified agreements

Complicated accounting rules require subject matter expertise

Manual, data extraction process.

Schedule creation and amendments over time.

Journal entries and audit footnotes.

Distraction from more strategic initiatives of the finance team.

It's leading to frustrating outcomes

Material misstatement in past three financial statements.

Missed bank disclosure filings after key turnover.

Voided term sheet due to bad data provided.

Loss of millions in federal subsidies due to IRS tax rule violation.

Complete loss of access to internal data system after key turnover.

\$60 million error in debt liability disclosed to investors.

Finance leaders are looking for solutions

Unify data, increase visibility
and create operating efficiencies

Build resilient systems that
capture institutional knowledge

Create greater opportunities
for strategic work

Reduce risk, lower costs,
and grow revenue

Data silos create risk and harm productivity

CHALLENGE

Data is maintained in different spreadsheets or systems. Reporting is very manual.

IMPACT

Data silos **reduce productivity** and **increase risk** of inaccurate financial disclosure, audit reports, and misinformed financial decisions.

SOLUTION

Eliminate data silos with a centralized data management system that automates key workflows for the team.



Turnover creates knowledge gaps and increases risk

CHALLENGE

Finance teams are losing staff to retirement and turnover leaving institutional knowledge at risk.

IMPACT

Turnover **creates knowledge gaps and risk** for finance teams. New team members aren't aware of the team's process or commitments.

SOLUTION

Institutionalize your current and historical data, workflows & process in a single system that's usable and accessible.



Strategic analysis improves financial performance

CHALLENGE

Its challenging to get to more strategic initiatives. Finance teams are stuck in manual operations that take time away from more important projects.

IMPACT

More analysis will lead to **stronger financial performance**, which results in lower cost and risk for the organization.

SOLUTION

Allocate your productivity gains to more robust forecasting and analysis, leading to **better financial decisions, lower risk and lower costs.**



Manual accounting processes reduce productivity

CHALLENGE

The ongoing and year end accounting process is manual and time intensive.



IMPACT

This manual and time intensive process **reduces productivity** and limits our ability to work on higher value projects.



SOLUTION

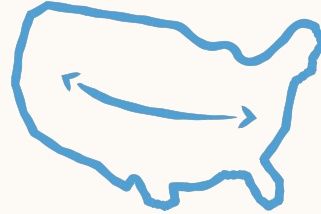
Improve productivity of the team with **automated journal entries, schedules, and year end audit footnotes.**



DebtBook was created by government & nonprofit finance teams tired of using Excel and old, difficult to use software to do their jobs.



2,200+
TOTAL CLIENTS



50
STATES

Investing heavily in product and security

COMPANY MATURITY

125+

Employees

\$10M

Spend on Product in 2025

SOC 1 & 2

Data Integrity & Security
Compliance

Big 4 Audited

Financial Statements

Delivering a best in class implementation and support experience

CUSTOMER EXPERIENCE

8.8/10

Implementation Satisfaction score

5-7 Hours

Estimated staff time for
standard implementation

89 Days

Average debt implementation

98.2%

Support Satisfaction score

Government finance teams are making the switch

Budget			
\$1B+	Washington, DC University of ND Fort Worth, TX	Los Angeles County, CA Jacksonville, FL Minneapolis, MN	Nashville, TN Denver, CO Charlotte, NC
\$100M +	Antioch, CA Raleigh, NC Burlington, VT	Windsor, CT Douglas County, NV Florence County, SC	Wilmington, NC Norwalk, CA Grapevine, TX
\$20M +	Grand Forks, ND Fletcher, NC Gillette, WY	Matthews, NC Junction City, KS Herndon, VA	Lexington, NC Henderson, NC Brentwood, TN

Value is spread across Treasury & Accounting

Treasury

We bring operating efficiencies and visibility to your treasury team to enable higher value work and **better financial outcomes.**

Debt Management

Cash Management

BETA

Investment
Management

ROADMAP

Accounting

We automate manual, time intensive financial reporting processes that cut across teams to get **clean audits, faster.**

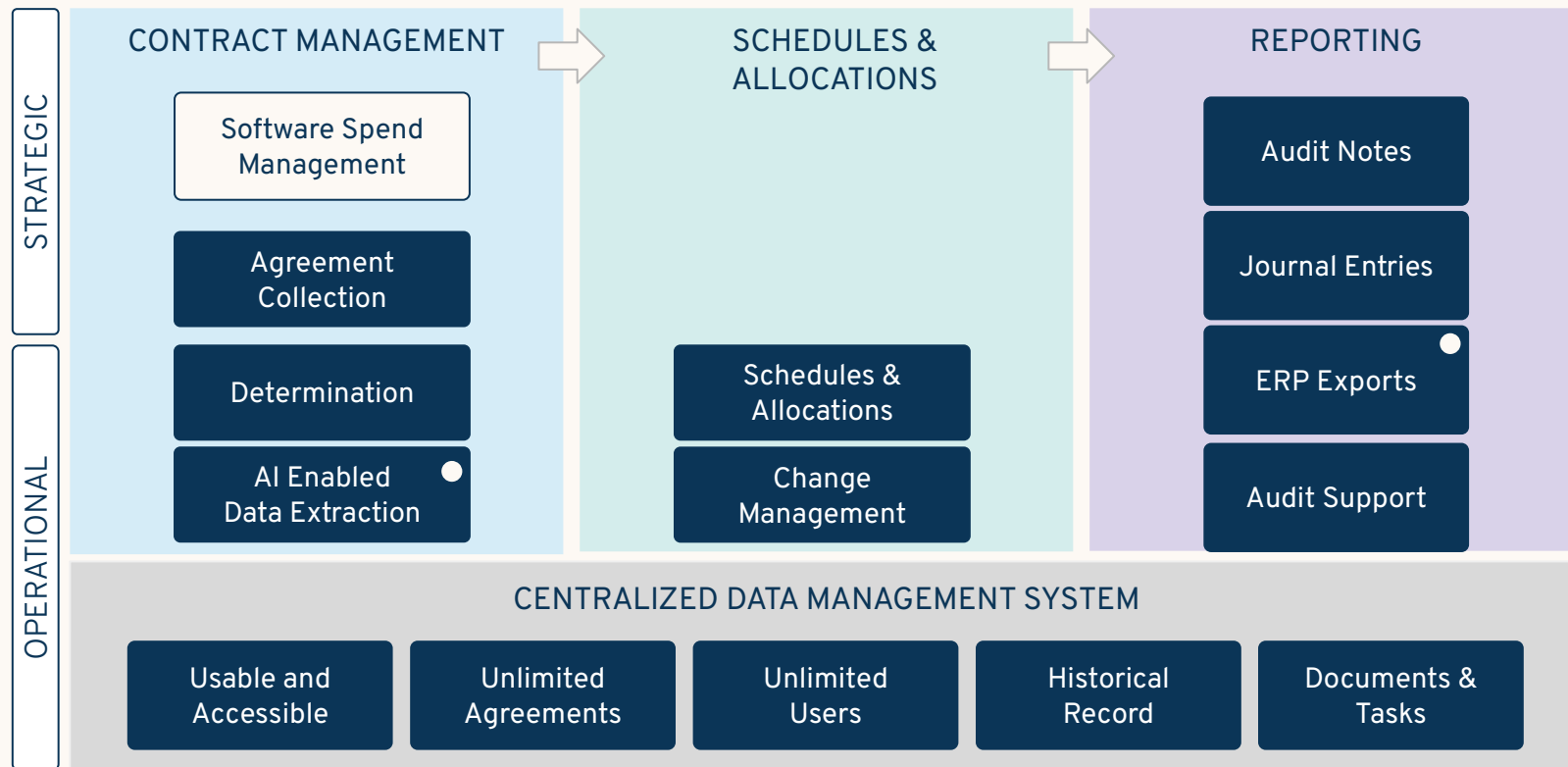
Debt Accounting

Lease & SBITA Accounting

Contract
Management

ROADMAP

Automate Contract, Lease & SBITA Management



Positive business impact from modern solutions



Increase Productivity

- Eliminate data silos
- Automate:
 - Agreement review & data entry
 - Accounting schedules & entries
 - Payment processing
 - Portfolio analysis



Reduce Risk

- Poor financial disclosure
- Debt covenant violations
- Inaccurate financial planning & analysis
- Violations of IRS tax compliance
- Missed or fraudulent payments



Reduce Cost

- Increased productivity
- Increased data visibility
- Better portfolio analysis
- Better financial planning
- [Effectively utilize leases]
- Multi Year Software Discounts

Pricing proposal for West Fargo, ND

→ A stronger finance team will deliver substantial
return on investment for West Fargo, ND ←

Term	Implementation Services	Software Subscription	Total
Year 1	\$2,500	\$6,500	\$9,000
Year 2	--	\$6,500	\$6,500
Year 3	--	\$6,500	\$6,500

Pricing proposal for West Fargo, ND

3 Year Term

- Lease & Subscription Management (GASB 87 & 96)
- Unlimited users & contracts
- Ongoing support & educational resources

	Price	One-Time Prem. Imp. Fee	Proposal
Year 1	\$6,500	\$2,500	\$9,000
Year 2	\$6,500		\$6,500
Year 3	\$6,500		\$6,500

Contract Includes: Premium implementation, unlimited users and sharing with outside professionals, and unlimited ongoing support

Thank you!

“Our customers power the organizations that make the world a better place.

We want to support them with a world class software platform so they can do more work that matters.”



Tyler Traudt

CHIEF EXECUTIVE
OFFICER

Public Finance
Investment Banking &
Financial Consulting



Erik Pelletier

CHIEF PRODUCT
OFFICER

Former Chief Digital
Officer & VP Product
at MIT

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

**RESOLUTION APPROVING THE TERMINATION OF WEST FARGO OFFICE PARK
DEVELOPMENT TAX INCREMENT DISTRICT OF THE CITY
OF WEST FARGO, NORTH DAKOTA**

WHEREAS, in December 2008, the City of West Fargo, North Dakota (the “City”), and Charleswood, Inc., entered into a Developer’s Agreement relating to the installation of some special assessments, the purchase of a lot, and the creation of the West Fargo Office Park Development Tax Increment District (the “Tax Increment District”); and

WHEREAS, Subsection 10 of N.D.C.C. § 40-58-20 requires the City to report to the county auditor when the costs of development or renewal related to the Tax Increment District have been fully paid and all bonds, notes, or other obligations issued by the City for the Tax Increment District have been retired; and

WHEREAS, the City has determined the costs of development or renewal relating to the installation and financing of improvements in the Tax Increment District will be paid and all other obligations issued by the City for the Tax Increment District will be retired by August 1, 2025, whereby allowing the City to terminate the Tax Increment District; and

WHEREAS, at termination of the Tax Increment District, any remaining balance on hand must be distributed to the State of North Dakota and all political subdivisions having power to tax property in the area, in amounts proportionate to the amounts of the tax loss previously reimbursed to them; and

WHEREAS, Tax Increment District revenues in the amount of \$2,057,069.22 will remain on hand and must be distributed in accordance with N.D.C.C. § 40-58-20(10); and

WHEREAS, the City desires by this resolution to terminate the Tax Increment District on August 1, 2025, after which all property taxes generated by property within the Tax Increment District will be distributed in the same manner as all other property taxes; and

WHEREAS, the City Commission acknowledges such action will be taken by the City Assessor and City Administrator to report to the Cass County Auditor to no longer remit tax increment revenues from the Tax Increment District to the City beginning August 1, 2025; and

WHEREAS, the City Commission acknowledges that such action will be taken by the City Assessor and City Administrator to report to the Cass County Auditor to distribute Tax Increment District revenue remaining in the amount of \$2,057,069.22 to the State of North Dakota and applicable political subdivisions in accordance with N.D.C.C. § 40-58-20(10).

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of West Fargo, North Dakota:

1. The Tax Increment District, which includes the parcels described in **Exhibit A** attached hereto, is hereby terminated on August 1, 2025, and the Cass County Auditor shall no longer remit tax increment revenues from the Tax Increment District to the City.

2. The City Assessor, in conjunction with the City Administrator, is hereby authorized and directed to provide the Cass County Auditor with documents related to termination of the Tax Increment District and to take any other steps required for termination of the Tax Increment District.

3. The City Assessor, in conjunction with the City Administrator, is hereby authorized and directed to determine the amount of excess Tax Increment District revenue and to distribute the remaining amount to the State of North Dakota and applicable political subdivisions in accordance with N.D.C.C. § 40-58-20(10).

Dated: _____, 2025.

APPROVED:

Bernie Dardis, President of the Board of
City Commissioners

ATTEST:

Dustin T. Scott, City Administrator

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

Exhibit A

TAX INCREMENT DISTRICT PARCELS

<u>Parcel Number</u>	<u>Plat Map</u>	<u>Deedholder</u>	<u>Full Address</u>
02-0107-00010-000	TIF- CHARLESWOOD	DEALER SITES LLC	644 BEATON DR E
02-0107-00020-000	TIF- CHARLESWOOD	DEALER SITES LLC	716 BEATON DR E
02-0110-00010-000	TIF- CHARLESWOOD	HPN HOLDINGS LLC	728 BEATON DR E
02-0110-00020-000	TIF- CHARLESWOOD	CHARLESWOOD COMMERCIAL ESTATES	740 BEATON DR E
02-0110-00030-000	TIF- CHARLESWOOD	CHARLESWOOD COMMERCIAL ESTATES	752 BEATON DR E
02-0111-00030-000	TIF- CHARLESWOOD	CHARLESWOOD COMMERCIAL ESTATES LLC	837 BEATON DR E
02-0111-00060-000	TIF- CHARLESWOOD	CHARLESWOOD COMMERCIAL ESTATES LLC	833 BEATON DR E
02-0112-00010-000	TIF- CHARLESWOOD	WEST FARGO HOSPITALITY	805 BEATON DR E
02-0112-00020-000	TIF- CHARLESWOOD	FARGO HOSPITALITY GROUP	815 BEATON DR E
02-0112-00030-000	TIF- CHARLESWOOD	FARGO HOSPITALITY GROUP	825 BEATON DR E
02-0114-00010-000	TIF- CHARLESWOOD	CHARLESWOOD COMMERCIAL ESTATES LLC	823 BEATON DR E
02-0114-00020-000	TIF- CHARLESWOOD	GRD WEST FARGO ND BIOLIFE HOLDINGS	801 BEATON DR E
02-0115-00010-000	TIF- CHARLESWOOD	SLAINTE HOLDINGS, LLP	1910 9 ST E
02-0115-00020-000	TIF- CHARLESWOOD	9TH STREET PROPERTIES LLC	1918 9 ST E



To: City Commission

From: Casey Sanders- Berglund Director of Economic Development

Date: May 5, 2025

Subject: Charleswood Tax Increment Finance Incentive Closeout Summary and Impact

Action: Informative

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary:

The Charleswood Tax Increment Financing District was established in 2008 to incentivize the development of an Office Park, Hotel and Conference Center in West Fargo. The TIF was amended four times to add additional parcels to expand the development area.

The City of West Fargo took on the cost of purchasing land to assist business owners in developing the area. Property Taxes on the purchased parcels were used to pay back the City's loan over time. This investment helps to promote economic growth in the City, and the Charleswood TIF is a shining example of the return on investment that is possible with a TIF Incentive.

The enclosed slide deck and report offer impact information regarding the included parcels offering a comparison of before and after the incentive, businesses included, as well as many of the added value items like job creation or lodging tax.

Enclosed:

- Charleswood TIF District Impact Summary slide deck
- Charleswood TIF Incentive closeout summary and impact report

Action:

Informative – No action needed

Charleswood TIF District

Impact Summary

TIF Overview

- TIF – Tax Increment Financing
 - A tool used by the Economic Development Department to incentive new business
- The City purchased land and was paid back over time using property tax generation by the properties
- Allowed businesses to grow in the specified area without the cost of land purchase

TIF Approved in 2008

- City approved a Land Acquisition Loan
- Total land purchase cost after amendments to add additional parcels: **\$2,800,000**
- Developer must construct an office park including a hotel/conference center
- Property Taxes used for the following:
 - Loan Repayment (plus interest)
 - Special Assessments on Public Improvements
 - 3% TIF Administration Fee to General Fund

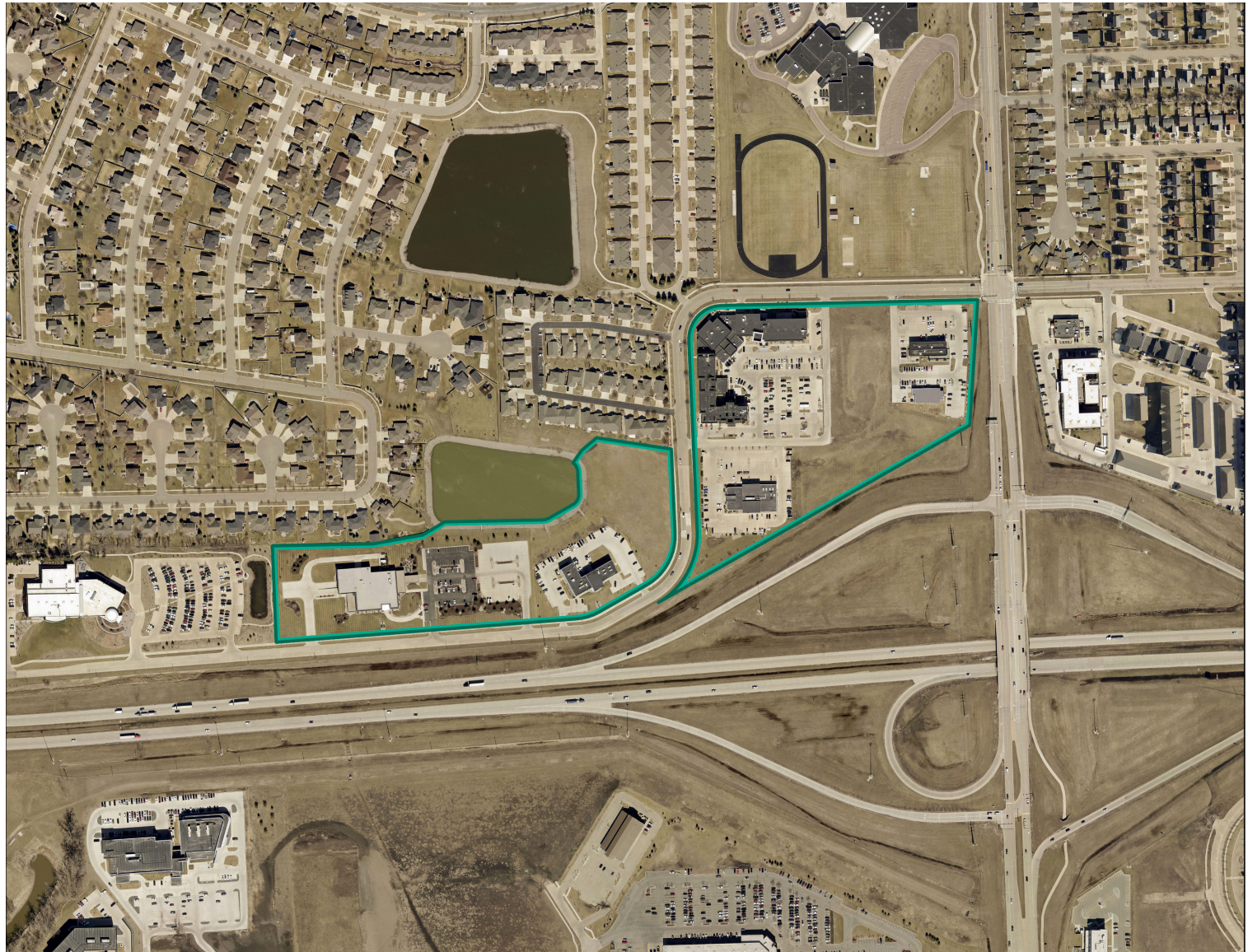
2008

A CITY ON THE GROW



2024

A CITY ON THE GROW



Crossroads Dental

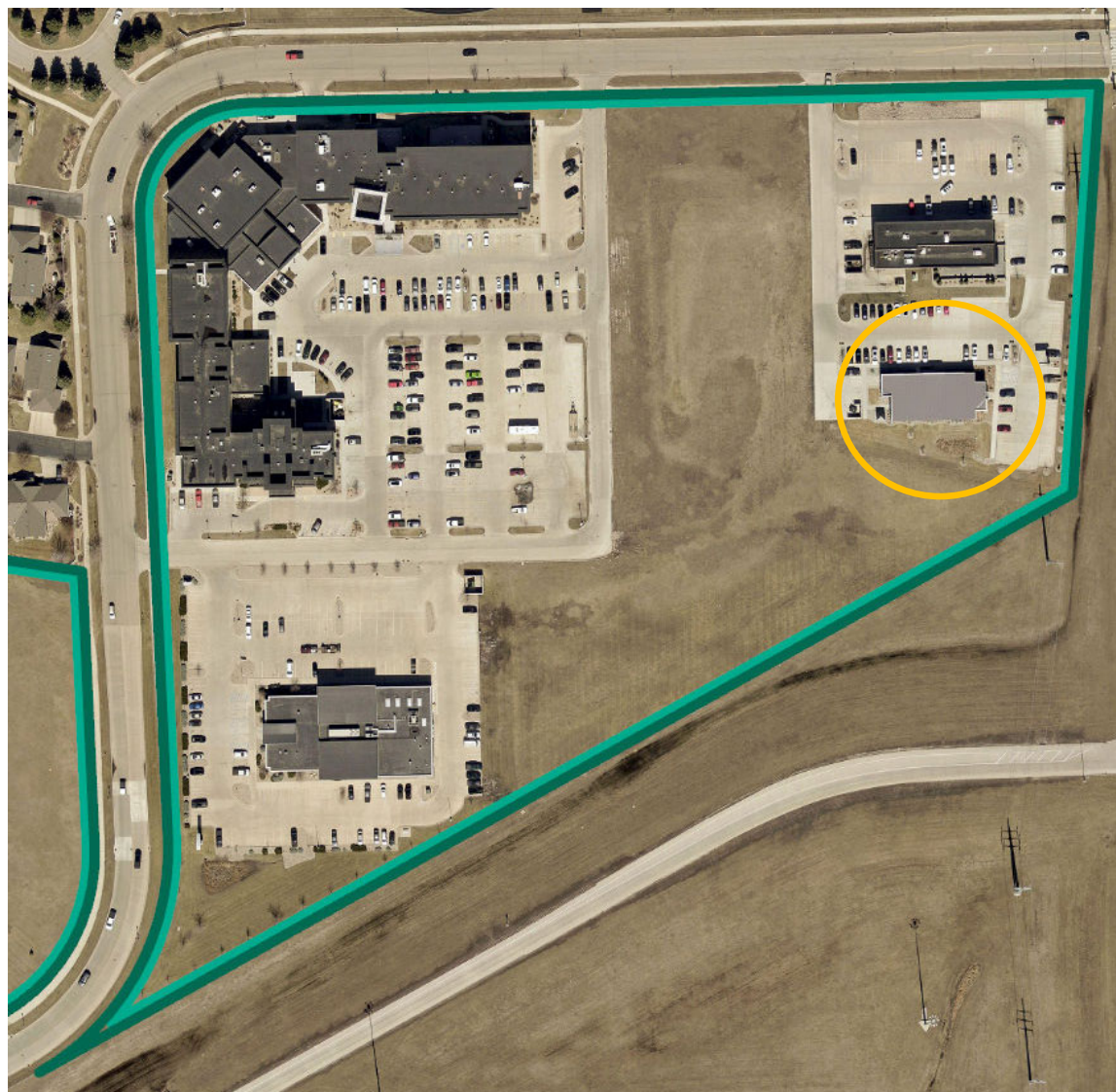
- 28,621 Sq. Ft
- .657 Acres
- 2008 Base Value: \$6,000
- 2025 Land Value: \$286,200
- 2025 Building Value: \$1,651,700

Current Property Value: \$1,937,900
2024 Estimated Property Tax: \$27,367

Estimated Jobs Created: 8
Family owned/operated

All Property Tax Data from City of West Fargo Assessing Department

A CITY ON THE GROW



Blarney Stone

- 86,102 Sq. Ft
- 1.977 Acres
- 2008 Base Value: \$18,000
- 2025 Land Value: \$861,000
- 2025 Building Value: \$2,012,000

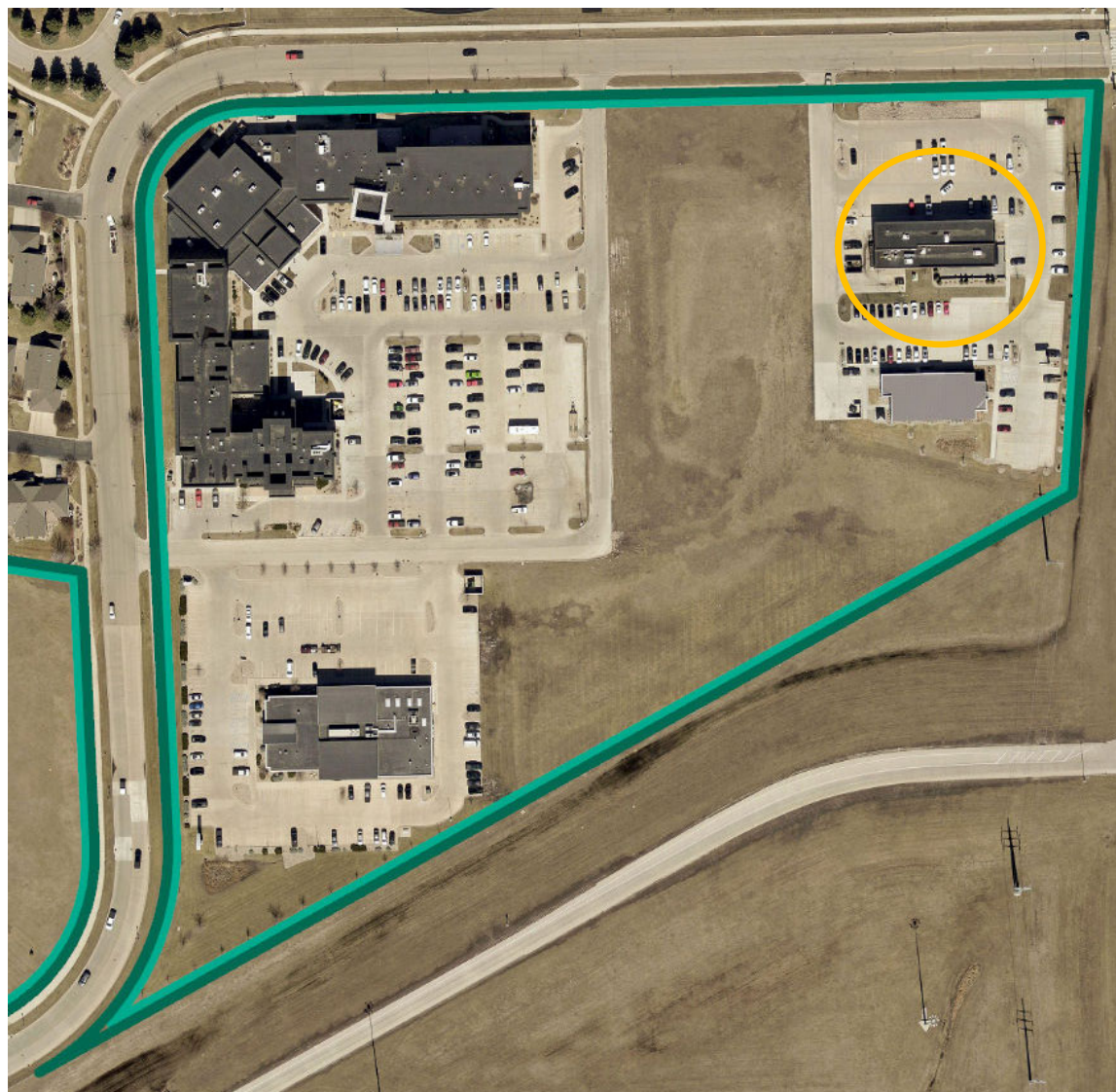
Current Property Value: \$2,873,000
2024 Estimated Property Tax: \$40,696

Estimated Jobs Created: 50
Estimated Yearly Visitors: 85,100*

*Data from PlacerAI

All Property Tax Data from City of West Fargo Assessing Department

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BioLife

- 142,366 Sq. Ft
- 3.268 Acres
- 2008 Base Value: \$29,900
- 2025 Land Value: \$1,423,700
- 2025 Building Value: \$3,013,600

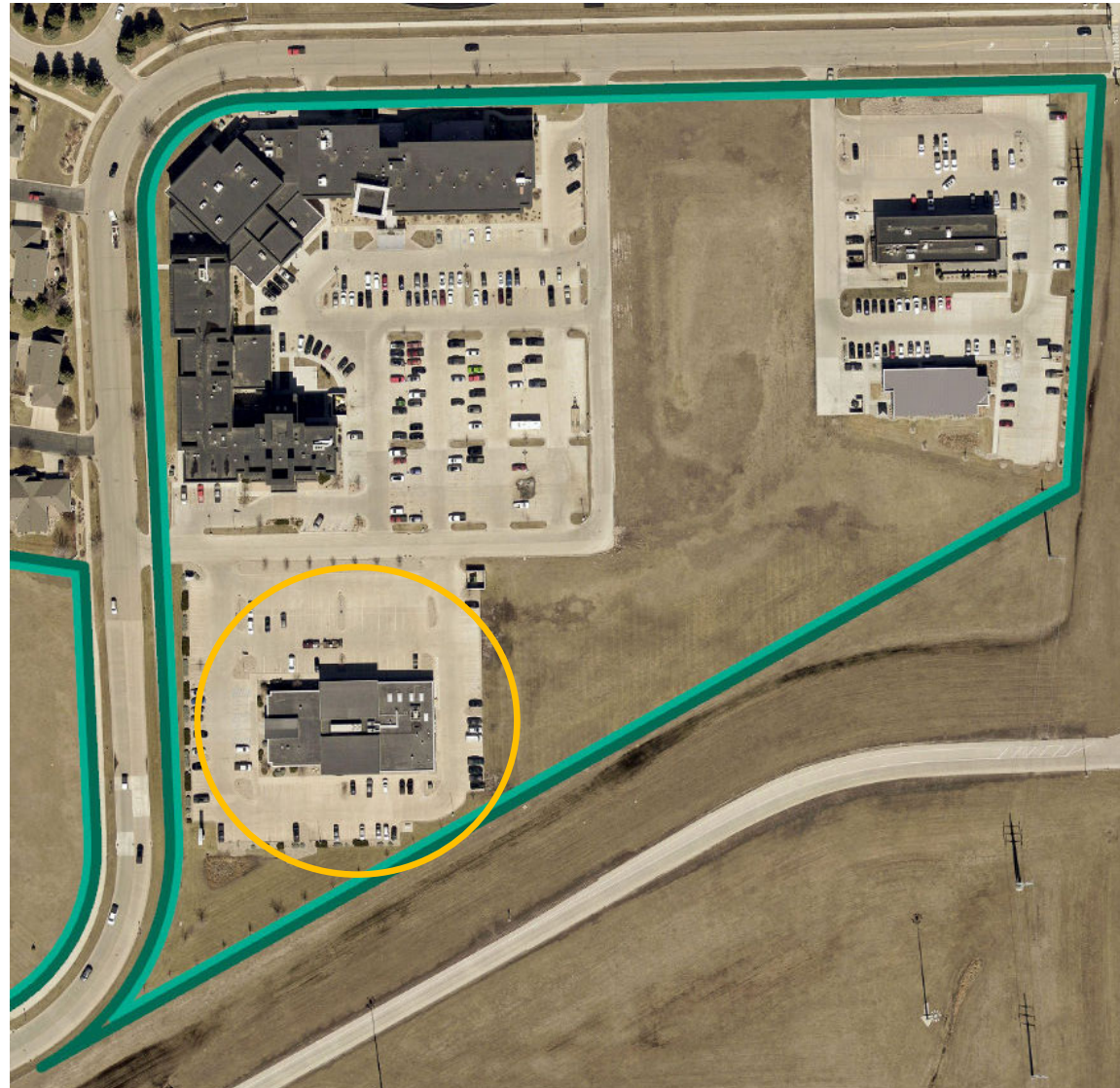
Current Property Value: \$4,437,300
2024 Estimated Property Tax: \$62,881

Estimated Jobs Created: 39
Estimated Yearly Visitors: 8,600*

***Data from PlacerAI**

All Property Tax Data from City of West Fargo Assessing Department

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Homewood Suites

- 72,389 Sq. Ft
- 1.662 Acres
- 2008 Base Value: \$16,000
- 2025 Land Value: \$723,900
- 2025 Building Value: \$12,289,400

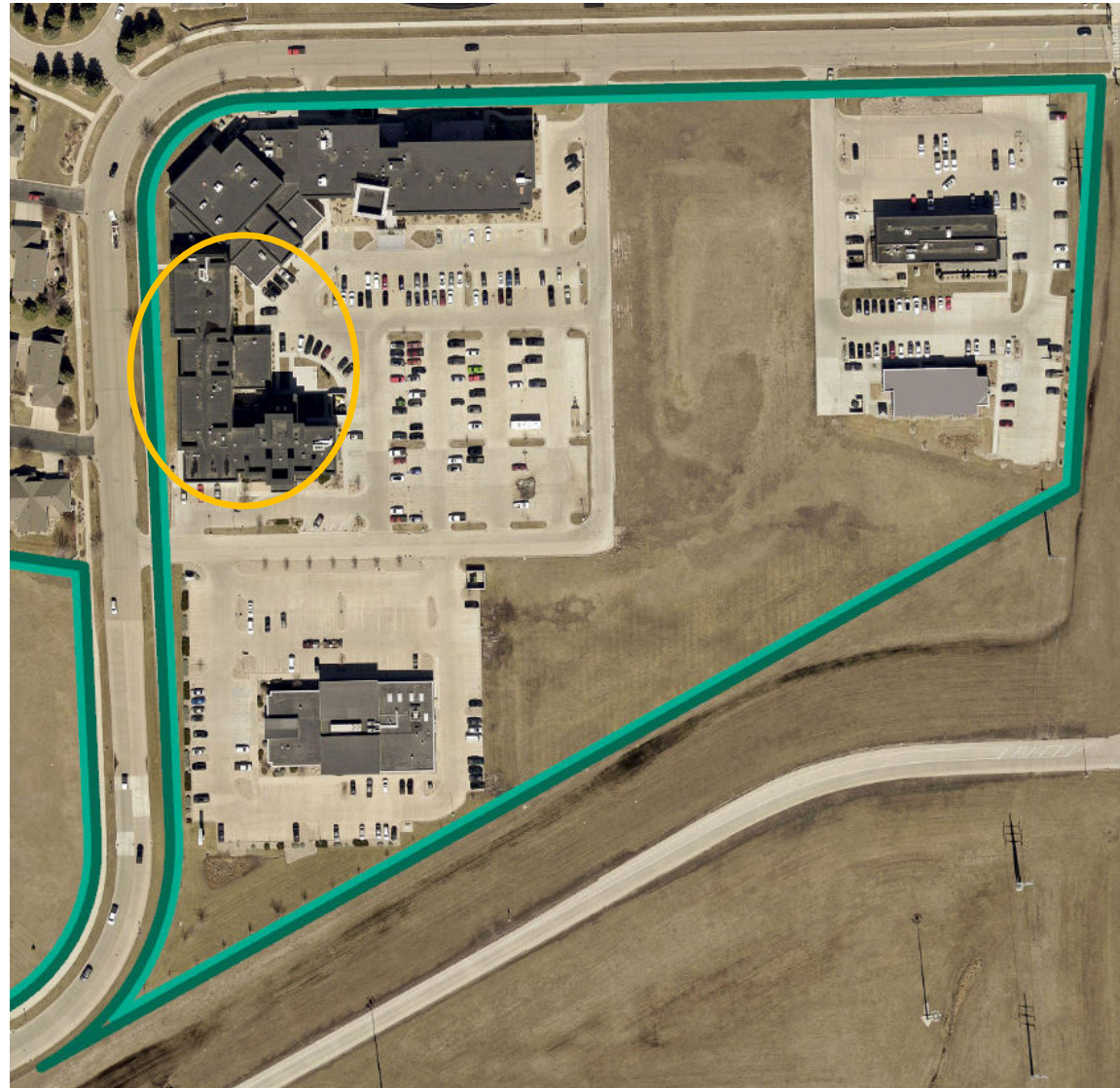
Current Property Value: \$13,013,300
2024 Estimated Property Tax: \$150,309

Estimated Yearly Visitors: 28,500*

***Data from PlacerAI**

All Property Tax Data from City of West Fargo Assessing Department

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West Fargo Conference Center

- 64,601 Sq. Ft
- 1.483 Acres
- 2008 Base Value: \$12,500
- 2025 Land Value: \$646,000
- 2025 Building Value: \$2,220,400

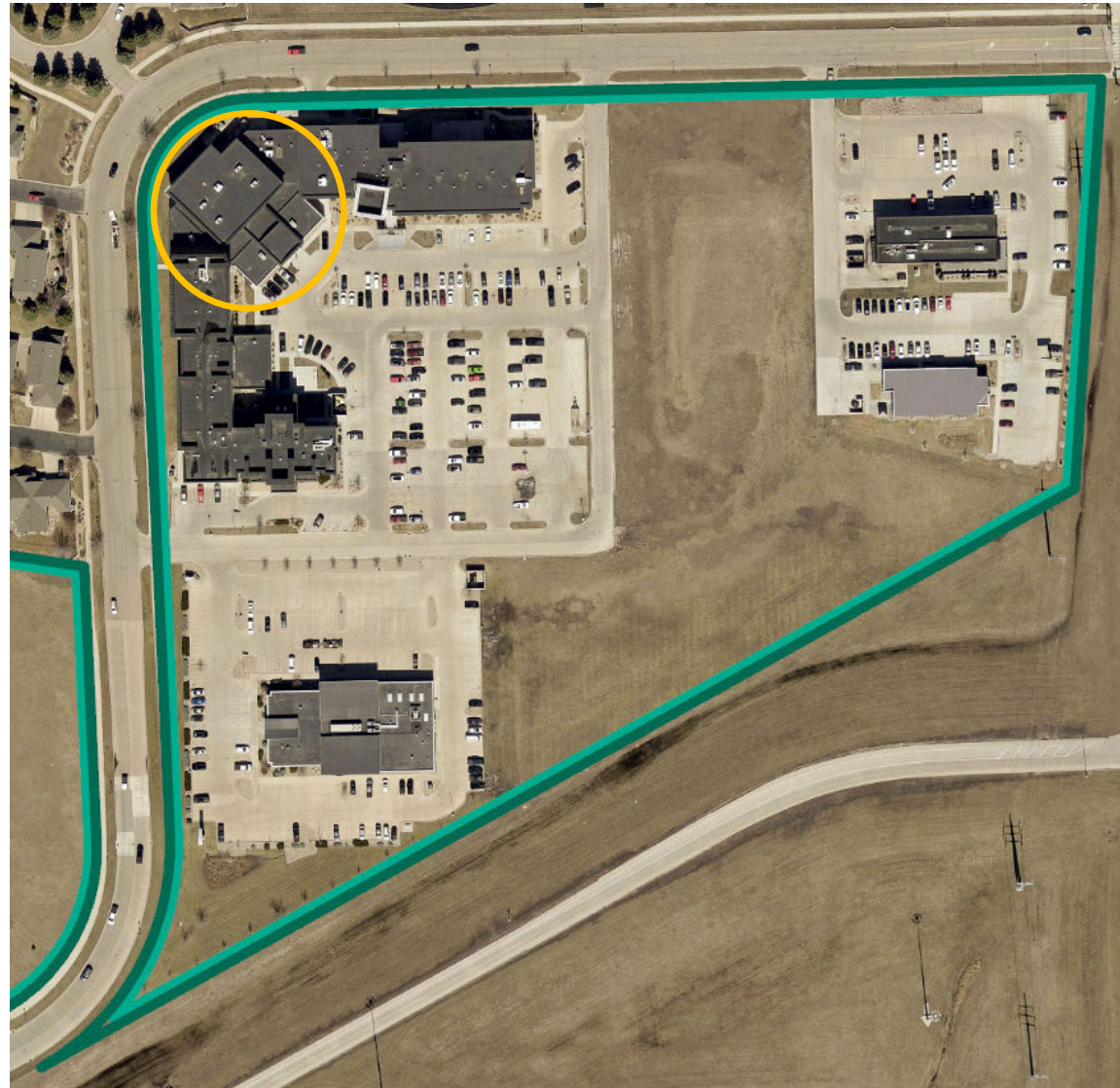
Current Property Value: \$2,866,400
2024 Estimated Property Tax: \$40,489

2024 Events Generated
Visitor Spending: \$879,327*

***Data from FM Convention & Visitor's Bureau**

All Property Tax Data from City of West Fargo Assessing Department

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DoubleTree

- 102,426 Sq. Ft
- 2.351 Acres
- 2008 Base Value: \$21,500
- 2025 Land Value: \$1,024,300
- 2025 Building Value: \$9,302,400

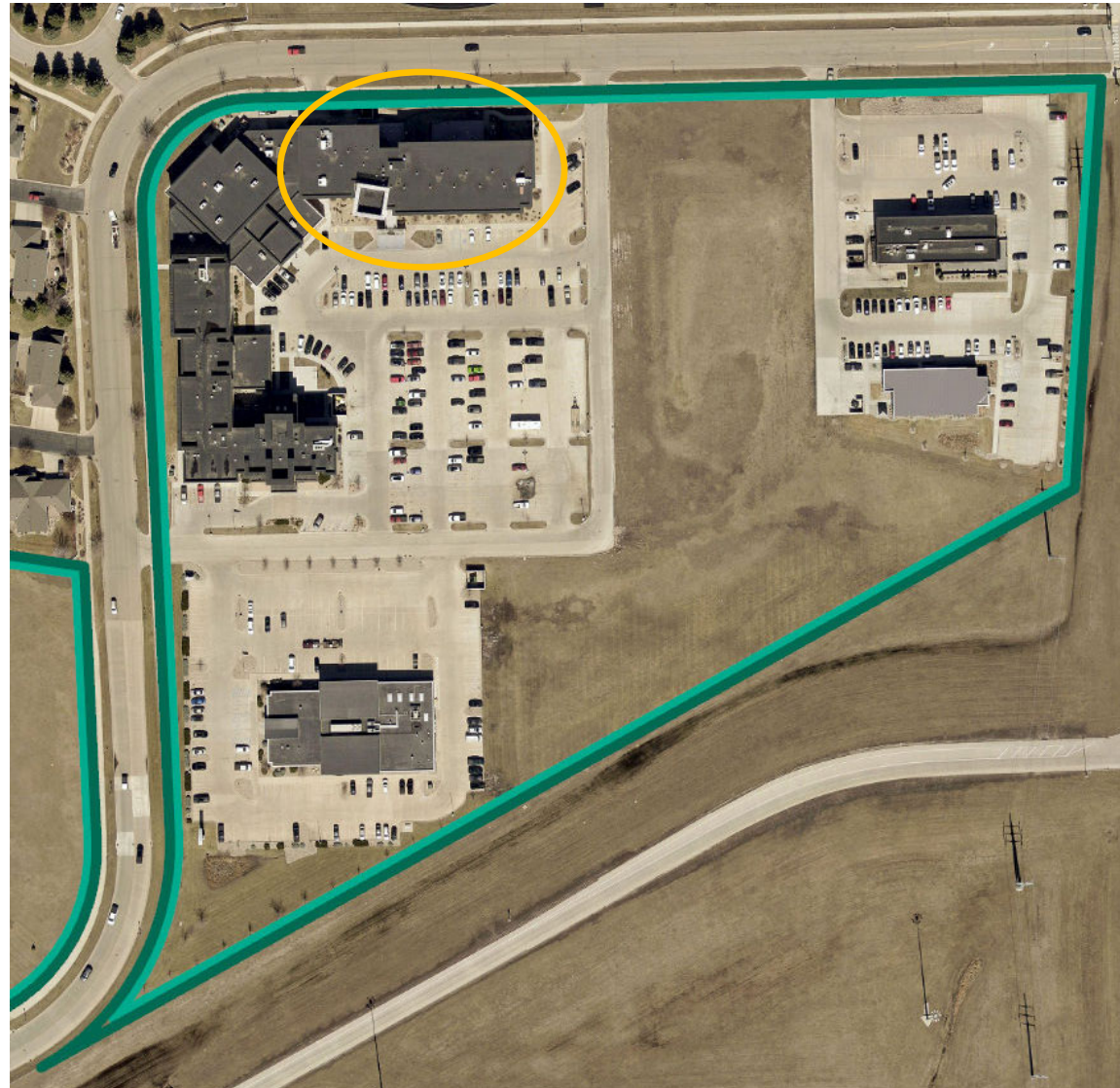
Current Property Value: \$10,326,700
2024 Estimated Property Tax: \$120,321

Estimated Yearly Visitors: 54,300*

*Data from PlacerAI

All Property Tax Data from City of West Fargo Assessing Department

A CITY ON THE GROW

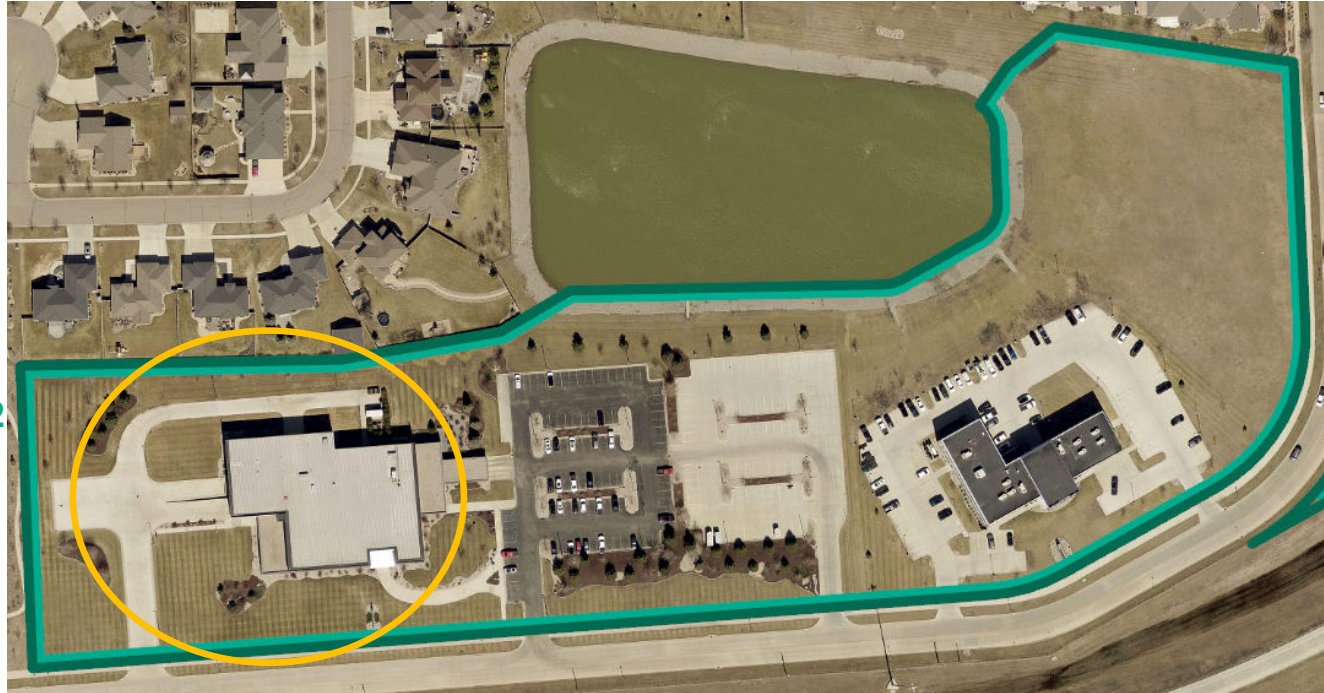


Titan Machinery Office Building

- 261,327 Sq. Ft
- 5.999 Acres
- 2008 Base Value: \$56,400
- 2025 Land Value: \$2,264,900
- 2025 Building Value: \$6,809,200

Current Property Value: \$9,074,100
2024 Estimated Property Tax: \$128,282

Corporate Headquarters
Publicly Traded, Locations Globally



All Property Tax Data from City of West Fargo Assessing Department

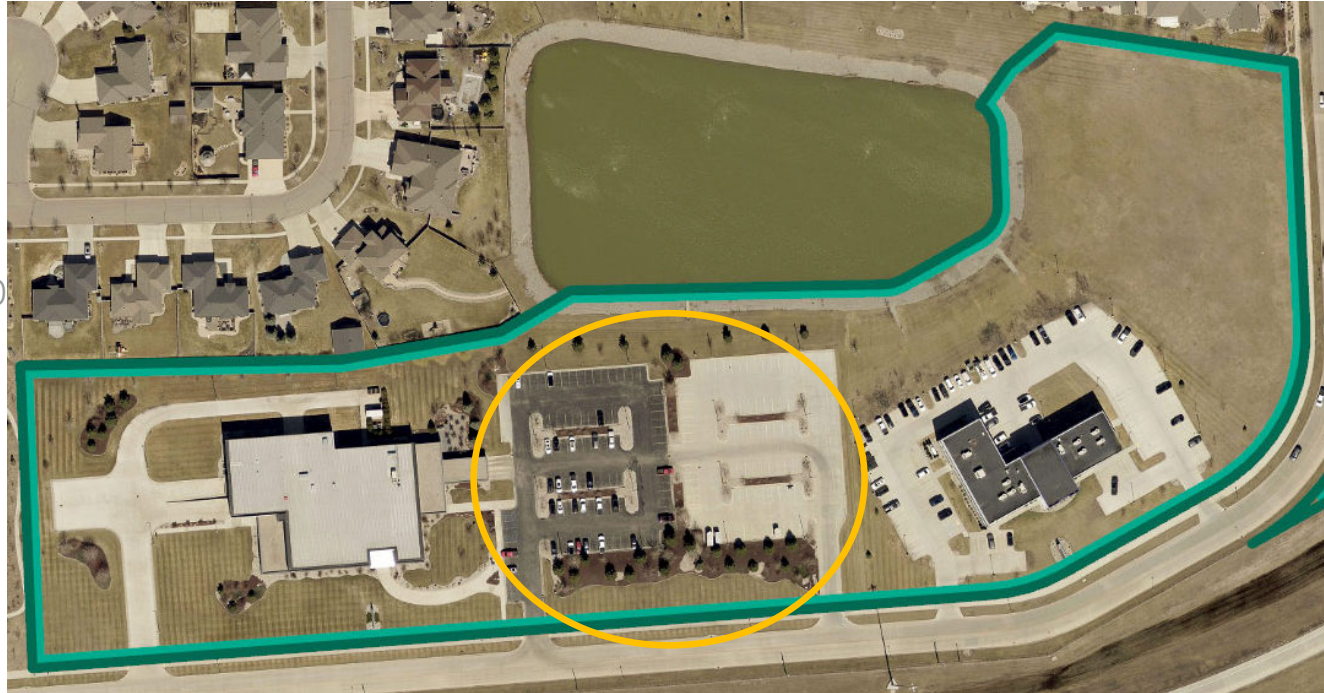
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Titan Machinery Parking

- 65,380 Sq. Ft
- 1.501 Acres
- 2008 Base Value: \$14,000
- 2025 Land Value: \$523,000
- 2025 Improvement Value: \$150,700

Current Property Value: \$673,700
2024 Estimated Property Tax: \$9,724



All Property Tax Data from City of West Fargo Assessing Department

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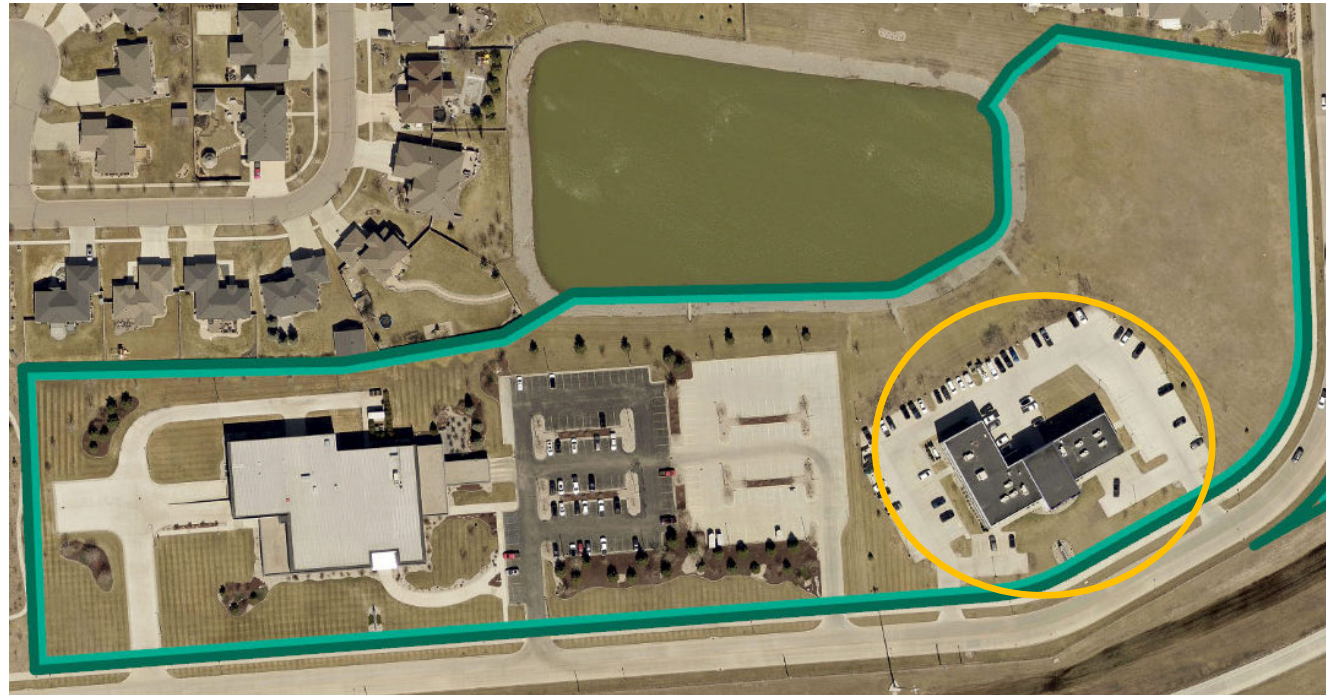


High Point Networks

- 133,335 Sq. Ft
- 3.061 Acres
- 2008 Base Value: \$28,800
- 2025 Land Value: \$1,240,900
- 2025 Building Value: \$3,543,700

Current Property Value: \$4,784,600
2024 Estimated Property Tax: \$67,643

Estimated Jobs Created: 65
Corporate Headquarters



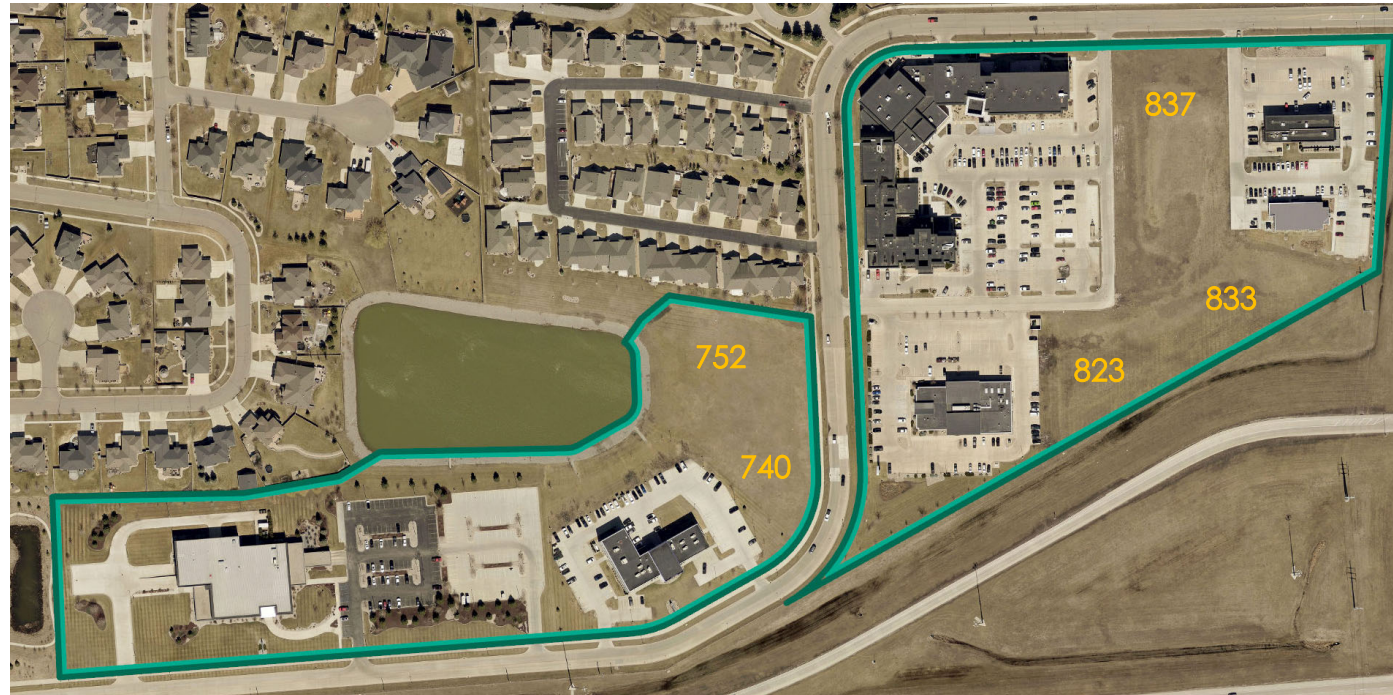
All Property Tax Data from City of West Fargo Assessing Department

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Remaining Properties

- Total Sq. Ft: 338,313
- Total Acres: 7.767
- Total 2008 Land Value: \$70,300
- **Total 2025 Land Value: \$3,383,100**
- **2024 Estimated Property Tax \$49,041**



All Property Tax Data from City of West Fargo Assessing Department

A CITY ON THE GROW



Impact Summary

- Initial Property Value: \$273,400
- Current Property Value: \$53,340,100
- **Increase in Value: 19,409% (195 times increase)**
- TIF Closed (all investments paid off) in 16 years.
- **Consolidated Property Tax Generated in 2024: \$696,753**
- **City Percentage of 2024 Property Tax: \$190,353**
 - Future property tax will go directly to General Fund

TIF Close Out

- All property taxes from 2026 forward will be paid to the political subdivisions (school, city, county, etc.) adding new value into 2026 budgets.
- City has recouped all investment.
- TIF allowed the Development of businesses that benefit the community and create jobs.
- Additional opportunities to grow tax base if remaining five parcels are developed.



Charleswood Tax Increment Finance Incentive Closeout Summary & Impact

Casey Sanders-Berglund, Director of Economic Development

May 5, 2025

Background:

The Charleswood Tax Increment Financing District was established in 2008 to incentivize the development of an Office Park, Hotel and Conference Center in West Fargo. The TIF was amended four times to add additional parcels to expand the development area.

The City of West Fargo took on the cost of purchasing land to assist business owners in developing the area. Property Taxes on the purchased parcels were used to pay back the City's loan over time. This investment helps to promote economic growth in the City, and the Charleswood TIF is a shining example of the return on investment that is possible with a TIF Incentive.

City Investment:

December 2008	Initial Land Acquisition Loan	\$450,000
October 2012	Land Acquisition Loan (4%, 15-years)	\$400,000
December 2012	Land Acquisition Loan (4%, 15-years)	\$1,000,000
May 2016	Land Acquisition Loan (4%, 5-years)	\$350,000
March 2017	Land Acquisition Loan (4%, 5-years)	\$600,000
	Total Land Acquisition Investment	\$2,800,000

Public Improvements:

The properties within this district are also located within Special Assessment Districts for construction of streets, sewer, stormwater, traffic signals and traffic lights. Special Assessment District 1209 was established within the TIF District for Water and Sewer.

The Special Assessments on the parcels in the TIF District were also included in the development agreements, so, property tax revenue was used to pay off these special assessments.

Payment Structure:

Property Taxes paid for all parcels within the TIF District were allocated to the following:

- 3% Administration Fee to General Fund
- Repay loans plus interest
- Pay Special Assessments for the parcel
- Any remaining prorated to pay special assessments on other qualifying parcels within the TIF District

TIF Area Development:

Nine Parcels Developed:

- Crossroads Dental - Parcel No. 02-0115-00020-000
 - 2008 Value: \$6,000
 - 2025 Value: \$1,937,900
- Blarney Stone - Parcel No. 02-0115-00010-000
 - 2008 Value: \$18,000
 - 2025 Value: \$2,873,000
- BioLife - Parcel No. 02-0114-00020-000
 - 2008 Value: \$29,900
 - 2025 Value: \$4,437,300
- Homewood Suites - Parcel No. 02-0112-00010-000
 - 2008 Value: \$16,000
 - 2025 Value: \$13,013,300
- West Fargo Conference Center - Parcel No. 02-0112-00020-000
 - 2008 Value: \$12,500
 - 2025 Value: \$2,866,400
- DoubleTree - Parcel No. 02-0112-00030-000
 - 2008 Value: \$21,500
 - 2025 Value: \$10,329,700
- Titan Machinery - Parcel Nos. 02-0107-00010-000, 02-0107-00020-000
 - 2008 Value: \$70,400
 - 2025 Value: \$9,747,800
- High Point Networks – Parcel No. 02-0110-00010-000
 - 2008 Value: \$28,800
 - 2025 Value: \$4,784,600

Five Remaining Undeveloped Parcels – Nos. 02-0110-00020-000, 02-0110-00030-000, 02-0111-00030-000, 02-0111-00060-000, 02-0114-00010-000

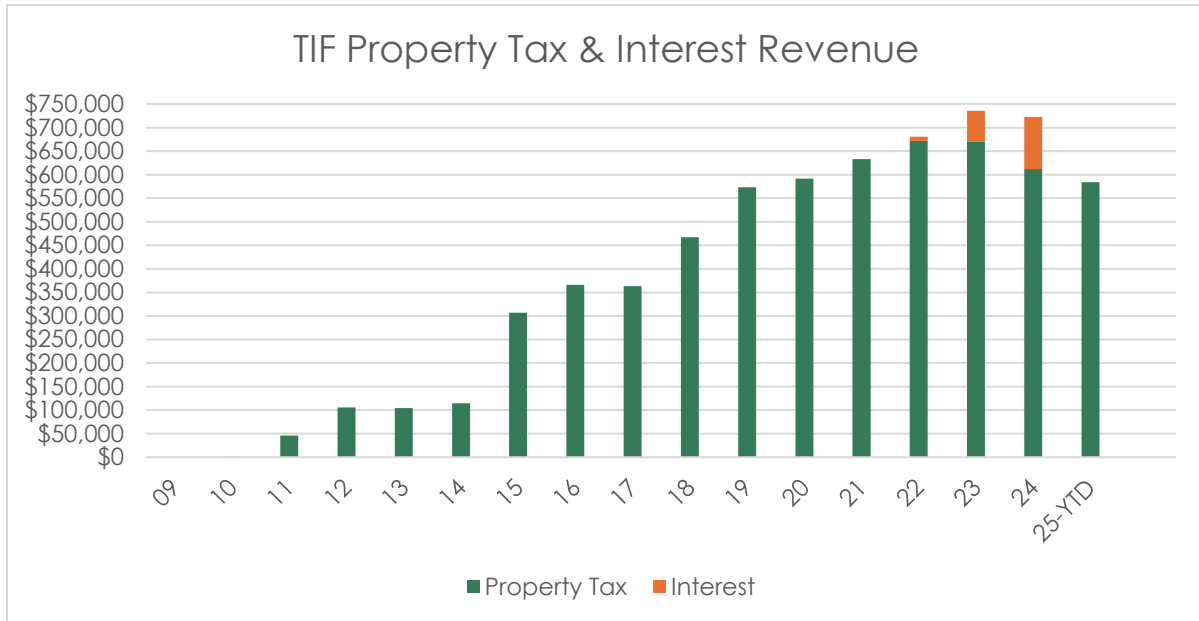
- 2008 Value: \$70,300
- 2025 Value: \$3,383,100

Current Property Value: \$53,340,100, increase in value by 195 times since TIF was implemented in 2008. Businesses in the District have created 300+ jobs. The hotels, conference center and restaurant generate approximately 168,000 yearly visitors and events at the Conference Center generated \$879,327 in visitor spending in 2024.

Property tax generated by the parcels in the district was approximately \$696,753 in 2024.

TIF Close Out:

As of March 31, 2025, the TIF Fund generated \$6,211,206.05 and interest of \$185,888.97. Payments increased year over year as properties were developed and gained more value. Bonds and loans were paid off in 2022 and payments from 2023-2025 have been gaining interest.



TIF PAYOFF	
TOTAL REVENUE	\$6,211,206.05
Loan Payoff	(\$3,740,413.60)
Special Assessments	(\$415,503.80)
Fees	(\$184,108.40)
TOTAL USE	(\$4,340,035.80)
Remainder for Return	\$2,057,069.22

The TIF District was kept open beyond the 2022 payoff due to staffing in the City of West Fargo Finance Department. The \$2,057,069.22 that was not used for TIF expenses will be returned to the taxing entities based on their percentage of the 2024 Consolidated Mill Levy to be treated as general fund property tax income.

DISTRIBUTION OF REMAINDER			
Taxing Entity	Amount Returned	2024 Mills	Percentage
City of West Fargo	\$ 561,947.72	79.20	27.3%
Cass County	\$ 319,288.48	45.00	15.5%
Weed Control District	\$ 8,514.36	1.20	0.4%
Vector Control District	\$ 6,031.00	0.85	0.3%
Cass County Soil	\$ 7,946.74	1.12	0.4%
West Fargo Public Schools	\$ 918,273.66	129.42	44.6%
West Fargo Park District	\$ 203,138.42	28.63	9.9%
Garrison Conservation Dist.	\$ 7,095.30	1.00	0.3%
State (Medical School)	\$ 7,095.30	1.00	0.3%
SE Cass Water Resource Dist.	\$ 17,738.25	2.50	0.9%
TOTAL	\$ 2,057,069.23	289.92	100%

The TIF District will be closed in May 2025. Going forward all property taxes generated by these parcels will be distributed to the general funds of each political subdivision (city, county, school district, etc.)

There is opportunity for additional growth of the tax base in this area if the remaining parcels are developed.



"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: May 5, 2025

Subject: Basement Exception Structural Design Agreement

Action: Approve Agreement with KLJ

New Information and Recommendation:

The City of West Fargo is one of only a few communities that has a FEMA approved basement exception. Recently the city received a Final Determination Letter informing communities that new Flood Insurance Rate Maps (FIRMs) have been approved and will become effective in September of this year.

To be able to keep our community's basement exception, the city needs to submit information to FEMA for approval. One of the components of the exception is to have design requirements for floodproofing basements.

FEMA has urged communities that this information needs to be submitted in June to give adequate time for review and approval. Given that timeline, it is proposed to hire KLJ, who just completed similar work for the City of Fargo, to complete and develop structural design requirements for floodproof basements based on current building code requirements.

One key factor that is critical for the design of floodproof basements is whether or not flood waters will be in contact with any part of the basement. A seepage analysis is completed to determine the likelihood of this happening and with this data, we would be able to get a recommendation of the maximum depth that a foundation can be below the Base Flood Elevation (BFE) which will be contained within this report.

Staff Recommendation:

Approve agreement with KLJ in the amount of \$55,100.

Financial Analysis:

The proposed \$55,100 cost of this work is proposed to be paid for via Capital Improvement Sales Tax funds.

Previously Presented Information and Commission Actions:

None



300 23rd Ave E, Suite 100
West Fargo, ND 58078-7820
701 232 5353
KLJENG.COM

May 1, 2025

Mr. Daniel Hanson, PE
Senior Director of Community & Development
2515 6th Street E
West Fargo, ND 58078

Re: Structural Design Requirements for Floodproof Basements – West Fargo, ND

Dear Mr. Hanson:

We would like to thank you for your interest in our engineering services for the above referenced project. We have attached our proposed scope of services for this project in Exhibit A. The fee associated with these services is \$55,100.

Upon acceptance of our proposal, we'll work with you to execute a contract for these services. We can begin work once an agreement is in place.

If you have any questions regarding the information provided, please let us know. We look forward to working with you.

Sincerely,

KLJ

A handwritten signature in blue ink that reads 'Cassie McNames'.

Cassie McNames, PE
Senior Project Manager

Enclosure(s): (1) Exhibit A
Project #: 2504-00632
cc: File

This is **EXHIBIT A**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated May 1, 2025.

Structural Design Requirements for Floodproof Basements West Fargo, ND

Engineering Services

I. Background

The City of West Fargo is in the process of updating their FEMA basement exemption to align with the Final Determination Letter for the Western Cass Flood Insurance Study mapping project which is anticipated to be issued in 2025. In conjunction with this, KLJ has been asked to review the City's existing flood proofing code and develop Structural Design Requirements for Floodproof Basements for the City of West Fargo based on current building code requirements. The design requirements will align with the following codes:

- 2024 International Building Code (2024 IBC)
- 2024 International Residential Code (2024 IRC)
- 2024 National Design Specification (2024 NDS) for Wood Construction
- American Concrete Institute 332-20: Code Requirements for Residential Concrete and Commentary (ACI 332-20)
- American Society of Civil Engineers 7-22: Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE 7-22)
- U.S. Army Corps of Engineers Flood Proofing Regulations, EP 1165-2-314, December 15, 1995
- Section 1612 Flood Loads, which refers to the standard Flood Resistant Design and Construction (ASCE 24)

KLJ will provide project management, structural engineering, and consulting services for the project. Braun Intertec Corporation (Braun) will provide geotechnical engineering services for the project as a subconsultant to KLJ.

II. Structural Engineering Services

- A. Braun will evaluate typical or expected soil and flood conditions as they relate to floodproof basements, conduct a seepage analysis using these conditions, and use the results of the evaluation to provide geotechnical recommendations for residential basement wall design. Services are anticipated to include:
 - a. Information Review:
 - i. Review soil conditions from the City within Braun's records to develop a typical or worst-case soil and groundwater profile.
 - ii. Review expected flood hydrograph (provided by client) and expected basement depths within the City.
 - iii. Review City ordinances or guidance related to basement wall design.
 - b. Engineering Analysis:

- i. Utilize information gathered to build a finite element model using seep/W from GeoStudio to estimate the duration a flood would need to be in place to saturate the backfill of a basement wall.
 - ii. Compare results of finite element model to the expected flood hydrograph and develop recommendations for the lateral earth pressure design of residential basement walls.
 - c. Geotechnical Report
 - i. Prepare a letter including:
 - 1. A summary of the assumed subsurface profile, groundwater, and floodwater conditions.
 - 2. Discussion regarding expected impacts of floodwater on basement walls.
 - 3. Recommendation for a design lateral earth pressure for basement walls.
 - 4. Submission of an electronic copy of the report.
- B. KLJ will complete a structural analysis of basement walls utilizing lateral earth pressures determined by Bruan. Basement wall analysis will focus on concrete reinforced basement walls, such that the design of masonry, wood and other wall types are not included in this scope of work. The following wall parameters will be considered:
 - a. Full-height basement walls with heights of 7'-6", 8'-0" and 9'-0".
 - b. Bi-level walls with a maximum concrete wall height of 5'-0" retaining no more than 4'-6" of soil.
 - c. Wall thicknesses of 8", 10", and 12".
 - d. Reinforcing options for #4, #5, and #6 deformed bar.
 - e. Anchor bolt spacing for 1/2", 5/8" and 3/4" anchor bolts.
- C. KLJ will generate reinforcing tables for full-height and bi-level walls. Based on our understanding of standard construction practices in the region, full-height walls will be analyzed considering a 2-way spanning condition. Bi-level walls will be considered vertical spanning walls.
- D. KLJ will review lateral bracing requirements at the top of walls including sill plate anchorage, truss to sill plate fastening, and parallel wall bracing utilizing dimensional lumber.
- E. KLJ will prepare details illustrating the wall assemblies for both full-height and bi-level walls, detail for walls at window wells, one parallel bracing detail utilizing dimensional lumber, reinforcing at openings, and reinforcing at wall corners.
- F. Prepare and submit a draft report on Structural Design Requirements for Floodproof Basements which will include a summary of the analysis and associated tables and figures. Deliverable shall be in a PDF format submitted electronically.
- G. Prepare and submit a final report on Structural Design Requirements for Floodproof Basements integrating comments received from City associated with the draft report. Deliverable shall be in a PDF format submitted electronically.
- H. Meetings
 - a. Attend one meeting with FEMA to coordinate City submittal requirements for requesting a Basement Exemption.
 - b. Attend up to two meetings with City staff to review progress.
 - c. Attend up to two meetings with the Building Industry Association of the Red River Valley (BIA) to review the draft and final reports.

- I. Deliverables will include:
 - a. Geotechnical Report (Bruan).
 - b. Draft Report on Structural Design Requirements for Floodproof Basements.
 - c. Final Report on Structural Design Requirements for Floodproof Basements.

- III. Information to be Provided by Client/Owner
 - A. Hydrograph
 - B. Typical depth of fill placed against basement walls.
 - C. City Ordinances and Floodproofing Codes/Deign Guides

- IV. Anticipated Project Schedule

Contract Execution/Notice to Proceed (NTP)	May 5, 2025
Preliminary Geotechnical Analysis	3 weeks after NTP
Final Geotechnical Report	4 weeks after NTP
Draft Report Complete	6 weeks after NTP
Final Report Complete	2 weeks after receipt of client comment to Draft Report

- V. Services Not Included
 - A. Review of codes and standards outside of those identified above.
 - B. Integration of codes or design criteria not outlined above.
 - C. Design of non-concrete basement walls.
 - D. Design of wall height/thickness and other conditions not outlined above.
 - E. Unfavorable or unforeseen conditions discovered during the completion of the scope of services outlined above.
 - F. Attendance at meetings in addition to those listed above.
 - G. Preparation/evaluation of site specific/individual basement parameters.
 - H. Preparing or reviewing alternate details for compliance with report.
 - I. Services associated with review and observation of construction of basement structures.
 - J. Administration or governance of floodproofing code compliance.
 - K. Evaluation of products and materials for compliance with report.
 - L. Changes or modifications report and associated contents once final reports have been submitted.

ORDINANCE NO. _____

AN ORDINANCE TO CREATE AND ENACT CHAPTER 2-06 OF THE REVISED ORDINANCES OF THE CITY OF WEST FARGO RELATING TO STREET MAINTENANCE.

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

SECTION 1. Chapter 2-06 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

CHAPTER 2-06

ROUTINE STREET MAINTENANCE

SECTIONS:

- 2-0701. Routine Street Maintenance Plan.
- 2-0702. City Performed Routine Street Maintenance
- 2-0703. Definition of Routine Street Maintenance.
- 2-0704. Obligation of City.

2-0701. **ROUTINE STREET MAINTENANCE PLAN.** The City Engineer shall prepare a plan for systematically performing routine street maintenance on the streets within the City limits of West Fargo to keep the streets open and in good repair. Such plan shall be approved by the City Commission by resolution, and such plan may be amended or extended from time to time as long as the amendment or extension is approved by resolution of the City Commission. The City shall determine the appropriate means of financing street maintenance at the time the City undertakes a street maintenance project.

2-0702. **CITY PERFORMED ROUTINE STREET MAINTENANCE.** Pursuant to the authority set forth in N.D.C.C. § 40-05-01(8) and in Article III(8) of the City's Home Rule Charter, the City has broad discretion to operate and maintain the streets within the City limits of West Fargo. The City may self-perform routine street maintenance described in this chapter, with available funds on hand, regardless of the estimated value of the proposed maintenance if the City believes it is in the best interests of the City for the City to perform the work.

2-0703. **DEFINITION OF ROUTINE STREET MAINTENANCE.** For purposes of this chapter, "routine street maintenance" means all activities to preserve and extend the integrity, function, and life of the existing street and related components, including but not limited to crack sealing, chip sealing, pothole repairs, leveling overlays, spray injecting, patching, and milling and overlaying.

2-0704. OBLIGATION OF CITY. The approval of the plan in Section 2-0701 in no way obligates the City to perform routine street maintenance on the streets as set out in the plan. Each year the City Commission, by resolution, shall determine whether or not any maintenance outlined in the plan will actually be undertaken that year. Furthermore, even if such a resolution is passed, there remains no obligation upon the City to perform the work if the street maintenance district created for any purpose related to the work is protested out.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after the date of its final passage and publication.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading
and Final Passage:



To: West Fargo City Commission
From: Dustin Scott, City Administrator
Date: May 5, 2025
Subject: Review policy titled 'Authorization and Delegation of Policy Approval'
Action: Approve the policy to be effective immediately

Commission President

Bernie Dardis

Primary Portfolio:
Administration/Finance

Secondary Portfolio:
Police and Fire

Commission Vice President

Brad Olson

Primary Portfolio:
Police and Fire

Secondary Portfolio:
Police and Fire Street,
Water and Sewer

Commissioner

Roben Anderson

Primary Portfolio:
Community &
Development Services

Secondary Portfolio:
Administration/Finance

Commissioner

Amy Zundel

Primary Portfolio:
Street, Water and Sewer

Secondary Portfolio:
Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:
Sanitation

Secondary Portfolio:
Community &
Development Services

City Administrator

Dustin Scott

Summary:

This policy is intended to establish clear guidelines and authority levels for creating and managing city policies. Our goal is to streamline the process while ensuring proper oversight, accountability, and transparency.

The following documents are attached for review/consideration:

- Draft of 'Authorization and Delegation of Policy Approval'

Request: Approve policy to be effective immediately.

Authorization and Delegation of Policy Approval

Effective Date:	05/01/2025
Revised Date:	
Issuing Authority: City Commission	

101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear guidelines for determining which policies require approval by the City Commission and which may be authorized by the City Administrator. This policy ensures proper oversight, transparency, and efficient management of city operations while maintaining appropriate governance controls.

101.1.1 DEFINITIONS

Strategic Direction - The long-term vision, priorities, and goals that guide the city's policies, programs, budgeting, and services.

Regulatory Responsibilities - The duties our City holds to establish, interpret, and enforce local laws, ordinances, and codes that protect public health, safety, welfare, and the overall quality of life for its residents.

Daily operations - The routine tasks, services, and internal processes that city departments and staff perform on an ongoing basis to ensure the effective and efficient delivery of public services and administrative functions.

Internal controls - The systems implemented to ensure the integrity of operations, safeguard assets, prevent fraud and errors, ensure compliance with laws and policies, and support accurate financial reporting and efficient service delivery.

Personnel Governance - The set of rules, processes, and decision-making structures that guide the management and oversight of an organization's personnel.

Procedural matters - The standardized methods, steps, and workflows used by city departments to carry out tasks and ensure consistency in service delivery and internal operations.

Authorization and Delegation of Policy Approval

101.2 POLICY

The City recognizes that certain policies have broad governance, financial, or legal implications and therefore require formal approval by the City Commission. Other policies, primarily related to internal administration and operations, may be more efficiently authorized by the City Administrator.

While the City Administrator is authorized to determine the appropriate level of approval for each proposed policy, all policies will be made immediately available to the City Commission for review. The City Commission maintains the authority to place any policy on a meeting agenda for consideration and formal vote at their discretion. Any policy individually brought forward for City Commission approval, regardless of content, may not be amended or repealed without additional action by the Commission.

101.3 POLICIES REQUIRING CITY COMMISSION AUTHORIZATION

Policies requiring City Commission approval are those that impact the City's governance, financial commitments, public welfare, or legal obligations.

Policies that shall be approved by Commission include:

- Governance and Legislative Policies - Policies that define the City's strategic direction, public services, and regulatory responsibilities.
- Budgetary and Financial Policies - Policies related to taxation, fee structures, major procurement, and multi-year capital investments. (Any policy that has financial implications, that are not specifically addressed in existing Purchasing, Budgeting & Spending, or Procurement policies, must be approved by the Commission.)
- Legal and Regulatory Policies - Policies that involve legal enactment such as ordinances, intergovernmental agreements, or adherence to state and federal laws.

101.4 POLICIES AUTHORIZED BY THE CITY ADMINISTRATOR

The City Administrator is authorized to approve policies related to internal operations, administrative processes, and routine management of city resources.

Policies that may be approved by the City Administrator include:

- Operational and Administrative Policies - Policies governing daily operations, internal controls, personnel governance, and procedural matters.
- Procurement and Contracting Policies - Policies governing routine purchasing and vendor management within pre-approved financial limits, in line with the City's existing purchasing, spending & budgeting, or procurement policies.
- Facility and Infrastructure Policies - Internal policies regarding the maintenance and use of City-owned facilities and assets.

Authorization and Delegation of Policy Approval

101.5 POLICY IMPLEMENTATION AND REVIEW

The City Administrator shall ensure that all policies are documented, reviewed periodically, and communicated appropriately. Any question regarding a specific policy's level of required authorization, shall be presented to the City Commission for determination.

101.6 ADMINISTRATIVE AUTHORITY TO CORRECT NON-SUBSTANTIVE ERRORS

The City Administrator is authorized to make non-substantive corrections to adopted policies without returning them to the City Commission for approval. These corrections may include, but are not limited to, typographical errors, misspellings, incorrect word usage, punctuation, numbering, formatting, extraneous or redundant wording, and other similar clerical or grammatical errors that do not affect the meaning, intent, or application of the policy. The intent of this authorization is to ensure that approved policies are properly written and free of minor errors, without altering their meaning or affecting their original approval.