

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- May 5, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Assessments to be Levied (1337, 1339, 2270, and 2271)
 - Adopt Resolutions to Direct Assessments to be Levied
- c. Improvement District No. 1353 – Dakota Medical Foundation Development
 - Approve Plans and Specifications and Direct Ad for Bids
- d. Site Authorization for West Fargo Rural Fire Department
- e. West Fargo Hockey Association Site Authorizations
 - Blarney Stone Pub
 - Hooligans
 - M&J Saloon
 - MacKenzie River
 - Pubwest
 - Rookies Sports Bar & Grill
 - Saloon 95
 - Top Shelf Tavern
- f. Site Authorization for North Dakota Association for the Disabled Inc at Bordertown
- g. Financial Report as of April 30, 2025

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)
 - Renaissance Zone Program Extension -- Casey Sanders-Berglund, Director of Economic Development
- 3. Approval of Benefits Broker Contract -- Sarah Gasevic, Director of Human Resources
- 4. Park District would like commission approval to pursue/enter into a contract for HR/Payroll services -- Sarah Gasevic, Director of Human Resources
- 5. Public Works Annual Report -- Matt Andvik, Director of Public Works

6. Project No. 2279 – 9th Street E / Veterans Boulevard Pedestrian Safety Improvements
-- Dan Hanson, City Engineer
 - Approve Task Order with Bolton & Menk
7. Improvement District No. 2294 – 6th St and 23rd Ave E Intersection Improvements
-- Dan Hanson, City Engineer
 - Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk
8. Improvement District No. 2290 – 2025 Public Works Mill & Overlay -- Dan Hanson, City Engineer
 - Accept Bid and Award Contract
9. 8th Street W Multi-Use Path -- Dan Hanson, City Engineer
 - Create Project No. 6063, Direct and Approve the Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement
10. Appointment of Jerry Wallace as the City Engineer -- Dan Hanson, Sr. Director of Community & Development Services
 - Appoint Jerry Wallace as the new City Engineer
11. Ordinance 1256 relating to Storage Locker Habitation -- Katie Schmidt, Ohnstad Twichell
12. *Closed executive session pursuant to N.D.C.C. § 44-04-18.4(5) for purposes of discussing economic development records and information*
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, May 5, 2025.

B. Pledge of Allegiance

The Pledge of Allegiance was recited.

C. Roll Call

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

D. Approve Order of Agenda

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

E. Approval of Minutes -- April 21, 2025

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes of April 21, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of April 21, 2025, was declared carried.

F. Building Permits

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



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

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

Regular Agenda

1. Public Comment

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

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

- 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**

Commissioner Olson moved to approve the first reading of planning and zoning approved ordinance A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals. There was a lack of a second, the motion failed.

Commissioner Zundel moved and Commissioner Anderson seconded to bring back the original document in it's entirety to include the twelve months rolling, for its first reading and request staff notify property owners. Commissioners Zundel, Dardis and Anderson voted aye. Commissioners Jorgensen and Olson voted nay. The motion to bring back the original document in its entirety plus the twelve month and staff notify property owners, was declared carried by a 3 to 2 vote.

3. Abatement Hearing for 1280 Goldenwood Drive (2024 Value) -- Paul Fracassi, City Assessor

Commissioner Zundel moved and Commissioner Olson seconded to retain the 2024 value for 1280 Goldenwood Drive. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve retaining the 2024 value for 1280 Goldenwood Drive, was declared carried.

4. A24-13 R&R Addition, request for subdivision approval -- Aaron Nelson, Director of Planning and Zoning

Commissioner Olson moved and Commissioner Anderson seconded to approve A24-13 R&R Addition, request for subdivision approval. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve A24-13 R&R Addition, request for subdivision approval, was declared carried.

5. Confirm the Arbor Day Proclamation -- Bernie Dardis, Commission President

This item was informational only.

6. West Fargo Public Library Annual Report -- Jenna Kahly, Director of West Fargo Public Library

This was an informational item only.

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**

Commissioner Zundel moved and Commissioner Olson seconded to approve Finance Dept. budget amendment and contract approval for Lease Accounting Software. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Finance Dept. budget amendment and contract approval for Lease Accounting Software, was declared carried.

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

Commissioner Olson moved and Commissioner Anderson seconded to approve the Resolution Approving the Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve Resolution Approving the

Termination of West Fargo Office Park (Charleswood) Development Tax Increment District of the City of West Fargo, North Dakota, was declared carried.

9. Charleswood TIF District Resolution Summary of Impact (Informative item - Non actionable)

-- Casey Sanders-Berglund, Director of Economic Development

This item was informational only.

10. Basement Exemption Structural Design Agreement -- Dan Hanson, City Engineer

• Approve Agreement with KLJ

Commissioner Zundel moved and Commissioner Anderson seconded to approve the Basement Exemption Structural Design Agreement with KLJ. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Basement Exemption Structural Design Agreement with KLJ, was declared carried.

11. Create and Enact Ordinance Chapter 2-06 -- Katie Schmidt, City Attorney

• Approve Ordinance 2-06

Commissioner Olson moved and Commissioner Jorgensen seconded to approve creating and enacting Ordinance Chapter 2-06. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve creating and enacting Ordinance Chapter 2-06, was declared carried.

12. Review policy titled 'Authorization and Delegation of Policy Approval' -- Dustin Scott, City Administrator

• Approve the policy to be effective immediately

Commissioner Anderson moved and Commissioner Olson seconded to approve the 'Authorization and Delegation of Policy Approval'. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the 'Authorization and Delegation of Policy Approval', was declared carried.



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

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

Budget process update

- First public meeting is scheduled for June 16th, during the regular City Commission meeting

Utility Billing software conversion update

14. Correspondence

There was no correspondence.

15. Non-Agenda Items

Bernie Dardis – thank you to the staff that has taken time to review the short-term rental ordinance

16. Adjourn

Commissioner Jorgensen 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 6:57 PM.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
05/19/2025**

	AS OF 5/15/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL				1		\$ 3,000,000.00
RESIDENTIAL DWELLING	9	9	\$ 2,661,575.00	25	25	\$ 14,874,998.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	12		\$ 129,625.00	38		\$ 541,033.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL				10		\$ 4,923,000.00
RESIDENTIAL	8		\$ 167,724.00	61		\$ 1,980,315.00
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	29	9	\$ 2,958,924.00	140	25	\$ 28,185,346.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250259	RC Homes, LLC	531 5 ST CT E	DARYL HELBLING, ETAL	\$ 10,000.00	Remodel - Residential - Foundation Repair
250268	Smook Enterprise LLC	2345 NORTH POND DR E	SUZETTE M & THOMAS T BALDWIN	\$ 17,457.00	Accessory - Deck
250281	Northland Sheds, Inc.	1054 51 AVE W	BRADY & SARAH HELMER	\$ 15,000.00	Accessory - Structure
250298	Brookstone Companies, LLC	1105 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 239,000.00	Residential Dwelling
250299	Brookstone Companies, LLC	1123 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 249,000.00	Residential Dwelling
250300	Brookstone Companies, LLC	1135 JILL DR W	BROOKSTONE COMPANIES, LLC	\$ 220,000.00	Residential Dwelling
250301	Brookstone Companies, LLC	1107 60 AVE W	BROOKSTONE COMPANIES, LLC	\$ 239,000.00	Residential Dwelling
250302	Brookstone Companies, LLC	1113 60 AVE W	BROOKSTONE COMPANIES, LLC	\$ 249,000.00	Residential Dwelling
250303	Brookstone Companies, LLC	1287 MARLYS DR W	BROOKSTONE COMPANIES, LLC	\$ 249,000.00	Residential Dwelling
250312	Breland Enterprises, Inc.	1127 42 AVE W	LYNDA & DANA STEINWAND	\$ 13,548.00	Remodel - Residential - Install Egress
250162	CODY C & HAYLEY J ASHTON	825 60 AVE W	CODY C & HAYLEY J ASHTON	\$ 8,000.00	Remodel - Residential - Attached Patio
250305	Deck Builders, Inc.	2818 1 ST E	NICHOLAS W MERTENS TRUST, 1/2	\$ 13,500.00	Accessory - Deck
250166	SquareShed LLC	1792 CHARLESWOOD ESTATES	TIMOTHY R & MARIETTA L WEBER	\$ 16,090.00	Accessory - Structure
250318	Breland Enterprises, Inc.	408 4 AVE E	NICOLE D MOSIMAN	\$ 10,489.00	Remodel - Residential - Foundation Repair
250315	CR Custom Homes	3725 14 ST W	TRISHA & JUSTIN OSS	\$ 80,000.00	Remodel - Residential - Home Addition
250282	KAREN & CHRISTOPHER BLAIR	2724 14 ST W	KAREN & CHRISTOPHER BLAIR	\$ 3,000.00	Accessory - Structure
250314	GREGORY D & RYAN NOYES	1660 BIRCHWOOD DR E	GREGORY D & RYAN NOYES	\$ 7,000.00	Accessory - Deck & Pergola
250323	First Step Creations LLC	34 EVERGREEN CIR	JEFFREY & SUSAN ANN OLSON	\$ 3,500.00	Remodel - Residential - Install Header
250348	LB-RANCH SERIES V TRUST	2025 5 AVE E	LB-RANCH SERIES V TRUST	\$ 5,000.00	Accessory - Deck
250349	Toto River LLC	961 61 AVE W	PAUL & RUTH MALANO	\$ 11,878.00	Accessory - Deck

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250164	KAITLYN M BICE, ETAL	1120 MARLYS DR W	KAITLYN M BICE, ETAL	\$ 4,000.00	Accessory - Deck
250278	Eid-Co. Homes, Inc.	414 WESTVIEW LN E	JASON R EID SUCCESSOR TRUSTE	\$ 306,575.00	Residential Dwelling
250355	DUSTIN PEDERSON	930 SHEYENNE PARK PL	DUSTIN PEDERSON	\$ 10,000.00	Accessory - Deck
250199	SPENCER D & KRISTIN M HOOVER	1001 HICKORY LN	SPENCER D & KRISTIN M HOOVER	\$ 7,200.00	Accessory - Structure
250242	Smook Enterprise LLC	1246 MARLYS DR W	KRISTI ALTHOFF	\$ 19,500.00	Accessory - Deck
250308	Accent Contracting	717 14 1/2 AVE E	TERRY L SMITH	\$ 38,000.00	Remodel - Residential - Replace Railing and Frame Fireplace
250329	Jordahl Custom Homes, Inc.	5855 ELLIS DR W	JORDAHL CUSTOM HOMES, INC	\$ 230,000.00	Residential Dwelling
250366	Breland Enterprises, Inc.	1291 4 ST NW	JILL A BUZICK	\$ 4,187.00	Remodel - Residential - Waterproofing
250324	Titan Homes, Inc.	1104 WILDFLOWER PL W	WESTPORT INVESTMENTS LLC	\$ 680,000.00	Residential Dwelling

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16:48:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/05/25 to 05/16/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125567		3639 3X GEAR LLC	758.00								
		Ball Hats, t-shirt,shorts									
1	05/13/25	FD Crew Clothing	758.00			2060		415200	422		101000
19939											
		Total for Vendor:	758.00								
125589	C	2954 A-OX WELDING SUPPLY CO INC	1,985.50								
1	04/30/25	SURE CUT KIT	1,470.50			1000		455000	432		101000
0001439451											
2	04/30/25	BURIG BAR/ROD	515.00			6010		450200	427		101000
0001439451											
		Total for Vendor:	1,985.50								
125373	C	289 ACME TOOLS	1,995.23								
1	05/08/25	DRILL BITS	41.68			1000		430000	432		101000
25915893											
2	05/06/25	SHOP SUPPLIES	441.20			1000		455000	433		101000
25904528											
3	04/22/25	TUBING CUTTER	192.72			6020		450000	432		101000
14277952											
4	04/17/25	RECIPROCATING SAW	199.00			6020		450000	432		101000
14255481											
5	05/01/25	10 FT LADDER	357.01			6025		450000	432		101000
14325569											
6	05/01/25	FORGE STARTING KIT/ROTARY HAMM	668.00			1000		430000	432		101000
14325585											
7	05/02/25	GROUND ROD DRIVER	25.62			1000		430000	432		101000
14329355											
8	04/17/25	IMACT/TOOL ORGANIZER	70.00			1000		430000	432		101000
14257606											
125450	C	289 ACME TOOLS	737.00								
1	05/12/25	NEW TOOLBOX TOOLS	737.00			1000		455000	870		101000
25927832											

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125515	C	289 ACME TOOLS	209.91								
1	05/14/25	TOOLS	209.91			1000		430002	432		101000
14383215											
Total for Vendor:			2,942.14								
125554	C	3179 ADVANCED ENGINEERING &	4,936.54								
1	05/13/25	LCRI INVENTORY	2,222.25			6020		450000	438		101000
102498											
2	05/13/25	I&C SCADA SUPPORT	1,649.29			6025		450000	430		101000
102627											
3	05/13/25	I&C LIFT STATION UPDATES	1,065.00			6025		450000	430		101000
102628											
Total for Vendor:			4,936.54								
125127	-97558E	3490 AMAZON CAPITAL SERVICES	178.35								
1	04/29/25	DIFFERENTIAL SPREADER	106.98			1000		455000	432		101000
1MDLTYM94CPK											
2	04/16/25	#5400 CHARGER SOCKETS	38.38			1000		430001	427		101000
1FWHJY9MN4K7											
3	04/16/25	CUT REISTANT GLOVES	32.99			6010		450200	639		101000
1FWHJY9MN4K7											
125335	E	3490 AMAZON CAPITAL SERVICES	58.03								
1	04/08/25	Labels	16.54			1000		414104	497		101000
1XDC-9FVK-LQP4											
2	05/13/25	Office Supplies - Planning	41.49			1000		418000	410		101000
1KWF-PRWF-4CKP											
125371	E	3490 AMAZON CAPITAL SERVICES	195.20								
1	05/05/25	TABLET HOLDER	18.95			1000		430000	432		101000
1WHLQ7P4X3V3											
2	05/05/25	#7048 TOW HOOK	47.28			4387		480000	427		101000
1WHLQ7P4X4D6											
3	05/05/25	KEY TAGS	18.99			1000		455000	433		101000
1GTF91Y6X7GG											
4	05/08/25	WATER TIMER	49.99			2210		428000	358		101000
1VFFKVVXTF4L											

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Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5	05/08/25	J MOLL - PANTS	59.99			1000		455000	422		101000
11N7RTW7TCQX											
125444	E	3490 AMAZON CAPITAL SERVICES	49.99								
1	05/12/25	WATER TIMER	49.99			2210		428000	358		101000
1KFFT9HR7NRM											
125467	E	3490 AMAZON CAPITAL SERVICES	212.77								
Fire Department											
1	05/06/25	FD Cr return wall pcket#124877	-45.99			2060		415200	410		101000
13CH CHH1 64LV											
2	01/28/25	FD Cr return tr. can #123626	-19.99			2060		415200	500		101000
17hq 1p7v h9dv											
3	05/10/25	FD Clothing Size Dividers	50.77			2060		415200	422		101000
1H3C V9NF GYYX											
4	05/11/25	FD SCBA storage stands	227.98			2060		415200	420		101000
1FVL F49W PJWR											
125497	E	3490 AMAZON CAPITAL SERVICES	139.97								
1	05/14/25	SWEATSHIRTS	139.97			1000		430000	422		101000
1Q9LH9CJ4VL9											
125512	E	3490 AMAZON CAPITAL SERVICES	165.45								
1	05/12/25	#5009 TRAILER HITCH	165.45			1000		455000	610		101000
1VK4WX1G7NNQ											
125516	E	3490 AMAZON CAPITAL SERVICES	229.33								
1	05/13/25	OFFICE SUPPLIES	135.19			1000		450000	410		101000
1X39D9XJ4JX7											
2	05/13/25	SUNSCREEN/BUG SPRAY	77.16			1000		430001	639		101000
1X39D9XJ4JX7											
3	05/13/25	CHARGING CABLES	16.98			1000		430000	497		101000
1X39D9XJ4JX7											

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125547	E	3490 AMAZON CAPITAL SERVICES	26.46						
1	05/14/25	AC CHARGER	26.46			6020 450000	432		101000
		1K3Y9DXH63PT							
		Total for Vendor:	1,255.55						
125499	C	317 AMERICAN WELDING & GAS, INC.	57.70						
1	05/14/25	ARGON/C02	57.70			1000 455000	433		101000
		0010858282							
125586	C	317 AMERICAN WELDING & GAS, INC.	157.38						
1	05/02/25	ARGON/C02	157.38			6010 450200	914		101000
		0010842583							
		Total for Vendor:	215.08						
125538		4352 AMY KRAEMER	273.00						
		ND Clerks Conference - Bismarck - 05/13/25-05/14/25							
1	05/15/25	Travel reimb 5/13-5/14	273.00			1000 412000	340		101000
		Total for Vendor:	273.00						
125478		22 ASPLIN EXCAVATING	2,197.78						
1	05/05/25	CLASS 5	2,197.78			6020 450000	394		101000
		25-0603							
125580		22 ASPLIN EXCAVATING	1,539.38						
1	04/26/25	SHREDDED BLACK DIRT	602.30			1000 430001	358		101000
		25-0479							
2	05/01/25	ROCK	937.08			6020 450000	394		101000
		25-0573							
		Total for Vendor:	3,737.16						
125326	C	5449 ASSUREHIRE	445.50						
		Background Checks / Drug Screens / Credit Checks for New Hires							
1	104127	05/01/25 Background/Drug Screens - PW	199.50			1000 414103	399		101000
		104127							
2	104127	05/01/25 Background/Drug Screens	246.00			1000 414103	399		101000
		104127							
		Total for Vendor:	445.50						

05/16/25
16:48:40

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125520	-97548E	4672 ASURE PAYROLL TAX MANAGEMENT	250,746.19								
		05/16/25 payroll									
1	05/16/25	Social Security	117,180.96			1000		212501			101000
2	05/16/25	Medicare	27,404.84			1000		212502			101000
3	05/16/25	Federal Income Tax	97,108.39			1000		212503			101000
4	05/16/25	ND State Tax	4,452.00			1000		212504			101000
5	05/16/25	MN State Tax	4,600.00			1000		212505			101000
		Total for Vendor:	250,746.19								
125370	C	2931 AUTO VALUE PARTS STORES	200.31								
1	05/06/25	HD OIL/FUEL FLEET	41.78			1000		430000	427		101000
99336691											
2	05/06/25	FILTERS	82.10			1000		430000	427		101000
99336689											
3	05/06/25	FILTERS	14.54			1000		455000	427		101000
99336692											
4	05/06/25	FILTERS	19.56			1000		421000	427		101000
99336686											
5	05/06/25	FILTERS	3.26			6020		450000	427		101000
99336687											
6	05/06/25	FILTERS	3.26			1000		414200	427		101000
99336693											
7	03/28/25	FILTERS	35.81			1000		430000	427		101000
99330026											
125492	C	2931 AUTO VALUE PARTS STORES	63.09								
1	05/13/25	#7708 HD HYDRAULIC	17.20			4387		480000	427		101000
99338028											
2	05/13/25	HD OIL FLEET	29.57			6010		450200	427		101000
99337983											
3	05/13/25	FILTERS	3.26			1000		430000	427		101000
99337981											
4	05/13/25	FILTERS	6.52			1000		421000	427		101000
99337980											
5	05/13/25	FILTERS	6.54			6025		450000	427		101000
99337985											

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125552	C	2931 AUTO VALUE PARTS STORES	13.04						
1	05/13/25	FILTERS	13.04			1000 430001	427		101000
99337984									
		Total for Vendor:	276.44						
125487		1695 BAKER & TAYLOR	725.17						
1	04/30/25	VOX BOOKS	725.17			7000 411600	664		101000
2039049721									
		Total for Vendor:	725.17						
125562		1069 BAKER GARDEN & GIFT	459.95						
1	05/09/25	TREES	459.95			2210 428000	375		101000
1-945811									
		Total for Vendor:	459.95						
125470		3512 BOUND TREE MEDICAL, LLC	148.73						
1	04/15/25	FD Cr. return	-164.89			2060 415200	500		101000
70364933									
2	05/05/25	Medical Supplies	313.62			2060 415200	500		101000
85759948									
		Total for Vendor:	148.73						
125556		4421 BRANDON NELSON	342.00						
REGION 8 PRETREATMENT CONFERENCE - SPEARFISH, SD									
1	05/12/25	TRAVEL REIMBURSEMENT	342.00			6025 450000	340		101000
		Total for Vendor:	342.00						
125498		73 BRAUN INTERTEC	20,600.00						
1	05/14/25	GEOTECHNICAL EVALUATION	20,600.00			4188 480000	724		101000
B428035									
125532		73 BRAUN INTERTEC	2,805.00						
1	B427762 05/13/25	Dist 1345	1,650.00			4009 480000	724		101000
B427762									
2	B427763 05/13/25	Dist 3006	1,155.00			4003 480000	724		101000
B427763									
		Total for Vendor:	23,405.00						

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125453	C	652 BRENCO CORPORATION	235.96								
1	05/12/25	#6400 HOSE	235.96			2210		428000	427		101000
0167281											
		Total for Vendor:	235.96								
125424	C	4508 CARE RESOURCE CONNECTION	3,000.00								
1	05/02/25	FD 05-01 thru 05-31-2025	3,000.00			2060		415200	428		101000
7840											
		Total for Vendor:	3,000.00								
125357	E	51 CASS COUNTY ELECTRIC COOP	297.56								
1	428342 May	05/06/25 Airport 03/31/25 - 04/30/2	297.56			7050		500000	420		101000
428342	05/25										
125368	E	51 CASS COUNTY ELECTRIC COOP	5,241.72								
1	1190696 05	05/09/25 New City Hall (WEX Buildin	5,241.72			1001		415000	527		101000
1190696	05/25										
125395	E	51 CASS COUNTY ELECTRIC COOP	4,663.72								
1	05/09/25	THE LIGHTS STAGE & COURTYARD	1,574.09			2310		452120	527		101000
1163206											
2	05/09/25	THE LIGHTS PARKING RAMP	2,731.12			2310		452120	527		101000
1168003											
3	05/09/25	THE LIGHTS CITY HOUSE METER	358.51			2310		452120	527		101000
1168004											
125396	E	51 CASS COUNTY ELECTRIC COOP	23,403.00								
1	05/09/25	INERT LANDFILL	126.37			6010		450200	527		101000
1156426											
2	05/09/25	WATER TOWERS	581.68			6020		450000	527		101000
1156426											
3	05/09/25	LIFT STATIONS	22,694.95			6025		450000	527		101000
1156426											

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125399	E	51 CASS COUNTY ELECTRIC COOP	17,897.00								
1	05/09/25	TRANSFER STATION	321.27			6010		450200	527		101000
1156424											
2	05/09/25	STREET LIGHT FEED POINTS	17,575.73			1000		430002	527		101000
1156424											
125425	E	51 CASS COUNTY ELECTRIC COOP	1,669.10								
1	05/06/25	FD St 75 April Utilities	1,669.10			2060		415200	527		101000
1090222	April										
		Total for Vendor:	53,172.10								
125536	C	2909 CC STEEL LLC	284,683.75								
1	Pay App 6	05/05/25 Project 1348	284,683.75			4444		480000	670		101000
	Pay App 6										
		Total for Vendor:	284,683.75								
125358	E	1777 CENTURY LINK	76.31								
1	May 25	05/07/25 WF Airport	76.31			7050		500000	356		101000
333942770	05.25										
125392	E	1777 CENTURY LINK	215.28								
1	05/01/25	may 2025 police sirens	215.28			1000		421000	356		101000
		Total for Vendor:	291.59								
125325		5530 CHAD MERTZ	125.00								
		NDSBA Architecture license renewal									
1	05/01/25	Reimb for Architecture license	125.00			1000		418000	340		101000
		Total for Vendor:	125.00								
125407		4398 CHAD RICE	130.00								
1	04/27/25	cadets training, meals	130.00			1000		421000	375		101000
		Total for Vendor:	130.00								

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125454		3216 CINTAS	148.42						
1	04/18/25	RUG SERVICE	148.42			1000 455000	420		101000
4227785856									
Total for Vendor:			148.42						
125400		2880 CITY OF FARGO	844,044.29						
1	05/08/25	1 MAIN AVE (WATER)	237,428.55			6020 450000	345		101000
2	05/08/25	5635 14TH AVE N (WATER)	29.60			6020 450000	345		101000
3	05/08/25	2220 57TH ST N (SEWER)	344,395.59			6025 450000	347		101000
4	05/08/25	1 GSR (WATER)	127,328.60			6020 450000	345		101000
5	05/08/25	1 32ND AVE S (WATER)	134,861.95			6020 450000	345		101000
Total for Vendor:			844,044.29						
125403		111 CITY OF FARGO	27,085.32						
1	05/07/25	LANDFILL FEES	27,085.32			6010 450200	355		101000
480330									
125405		111 CITY OF FARGO	24,622.47						
1	04/30/25	LANDFILL FEES	24,622.47			6010 450200	355		101000
480165									
125582		111 CITY OF FARGO	560.00						
1	04/23/25	WATER TESTING	560.00			6020 450000	335		101000
479663									
Total for Vendor:			52,267.79						
125350	C	3021 CIVICPLUS LLC	158.00						
1	335407 05/07/25	SSL Setup	158.00			1000 416200	497		101000
335407									
Total for Vendor:			158.00						
125351	C	3814 CLARITAS	398.00						
1	2736204 05/08/25	Spotlight Snapshot & Reports	398.00			1000 416200	602		101000
2736204									
Total for Vendor:			398.00						

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125327		1338 CLARK'S EXCAVATING & SEPTIC	275.00								
1	3663	05/01/25 Pump Holding Tank - Airport	275.00			7050		500000	420		101000
3663											
		Total for Vendor:	275.00								
125568		C 1904 CODE 4 SERVICES, INC	556.12								
		T-75 install radio,opticom,cradlepoint, computer dock, knox box, flashlight									
		Sq-75 swap cradlepoint-no charge									
1	10700	05/13/25 T-75 installs-see above	556.12			2060		415200	497		101000
10700											
		Total for Vendor:	556.12								
125540		999999 CODY ASHTON	300.00								
		Tree Planting Permit - 825 60th Ave W									
1		05/15/25 Tree - 825 60th Ave W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125543		999999 CODY JANGULA	190.00								
		Tree Planting Permit - 2613 6th St W									
1		05/15/25 Tree - 2613 6th St W	190.00			5000		422000	490		101000
		Total for Vendor:	190.00								
125570		C 133 COLE PAPERS INC	960.08								
1		05/07/25 PAPER PRODUCTS - CH	118.72			1000		455000	500		101000
10575846											
2		05/07/25 PAPER PRODUCTS - PD	597.38			1000		455000	500		101000
10575845											
3		05/07/25 PAPER PRODUCTS - PW	243.98			6020		450000	500		101000
10575839											
		Total for Vendor:	960.08								
125362		5293 COLUMN SOFTWARE PBC	22.80								
1		03/21/25 ND Meetings/Minutes 03/26	12.16			1000		415000	668		101000
CBBC1442-0080											
2		04/17/25 ND Meetings/Minutes 04/21	10.64			1000		415000	668		101000
CBBC1442-0085											

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125364		5293 COLUMN SOFTWARE PBC	285.00						
1	04/24/25	Ads for bids - Airport project	285.00			7050 500000	653		101000
		D9680EA2-0050							
		Total for Vendor:	307.80						
125322	E	229 CONSOLIDATED COMMUNICATIONS	4,229.46						
1	May 2025	05/01/25 701-433-5400/0 Phones	498.96			1000 415000	356		101000
	May 2025								
2	May 2025	05/01/25 701-150-1128/0 Phones	3,730.50			1000 415000	356		101000
	May 2025								
125426	E	229 CONSOLIDATED COMMUNICATIONS	26.82						
1	05/01/25	FD St 76 April Telephone	26.82			2060 415200	527		101000
		701 364 9536/0							
		Total for Vendor:	4,256.28						
125563		4108 CONSOLIDATED ELECTRICAL	76.67						
1	05/05/25	GALV RIGID COND 2"	76.67			1000 430002	487		101000
		2348-1086243							
		Total for Vendor:	76.67						
125476		3245 CORE & MAIN	7,187.41						
1	05/09/25	WATERMAIN MATERIALS	7,187.41			6020 450000	438		101000
		1134							
125557		3245 CORE & MAIN	14,886.42						
1	05/08/25	WATERMAIN MATERIALS	14,886.42			6020 450000	438		101000
		1102							
125581		3245 CORE & MAIN	437.27						
1	05/01/25	CURB BOX ADAPTOR	293.27			6020 450000	438		101000
		0911							
2	05/01/25	RUBBER METER WATER	144.00			6020 450000	432		101000
		0770							
		Total for Vendor:	22,511.10						

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125615		47 CORWIN CHRYSLER	272.00						
1	05/06/25	#1187 MODULE FUEL	272.00			1000 421000	427		101000
170561									
		Total for Vendor:	272.00						
125369		4414 CORWIN SUBARU	35,000.00						
1	05/12/25	#1229 vehicle	35,000.00			2531 421000	610		101000
		Total for Vendor:	35,000.00						
125521		4786 CORY RAMSEY	189.00						
		HMI TRAINING							
1	05/09/25	TRAVEL REIMURSEMENT	189.00			1000 430000	340		101000
		Total for Vendor:	189.00						
125579		5341 Country Inn & Suites by	690.00						
1	04/22/25	A HAGLE LODGING	115.00			1000 430001	340		101000
76884119									
2	04/22/25	J ZACHER LODGING	115.00			1000 430001	340		101000
76884149									
3	04/22/25	D HEIZELMAN LODGING	115.00			1000 430000	340		101000
76884148									
4	04/22/25	E JOHNSON LODGING	115.00			6025 450000	340		101000
76884156									
5	04/29/25	T FRAEDRICH LODGING	115.00			6010 450200	340		101000
76974239									
6	04/29/25	T MILNER LODGING	115.00			6010 450200	340		101000
76974332									
		Total for Vendor:	690.00						
125569		1633 CROWN TROPHY	285.90						
		Fire Academy							
1	05/14/25	Awards for Joint Academyt	285.90			2060 415200	378		101000
70170									
		Total for Vendor:	285.90						

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125573	C	5319 DAKOTA CHILDREN'S ADVOCACY	1,023.75						
		WF Fire Department							
1		04/30/25 FD April Wellness Visits	1,023.75			2060 415200	996		101000
26376									
		Total for Vendor:	1,023.75						
125584		4059 DAKOTA FENCE	2,182.00						
1		04/15/25 DUMPSTER ENCLOSURE REPAIR	2,182.00			6010 450200	444		101000
162514									
		Total for Vendor:	2,182.00						
125465	C	1675 DAKOTA FLUID POWER, INC	186.56						
1		05/05/25 HARDWARE	115.46			6020 450000	427		101000
7334171									
2		03/24/25 #7000 ELBOW	8.48			6025 450000	427		101000
7317113									
3		05/02/25 HARDWARE	62.62			1000 430000	427		101000
7333602									
125553	C	1675 DAKOTA FLUID POWER, INC	216.24						
1		05/13/25 HARDWARE	216.24			6010 450200	427		101000
7337221									
		Total for Vendor:	402.80						
125458	C	79 DAKOTA HOSE & FITTINGS	196.00						
1		04/25/25 #370 HARDWARE	196.00			1000 430000	427		101000
3216904									
125583	C	79 DAKOTA HOSE & FITTINGS	506.90						
1		05/01/25 HOSES	506.90			6020 450000	433		101000
3217269									
		Total for Vendor:	702.90						

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125555 1 S104687228	C 05/08/25	624 DAKOTA SUPPLY GROUP HYDRANT METER	1,868.66 1,868.66			6020 450000	432		101000
125578 1 S104685197	C 05/07/25	624 DAKOTA SUPPLY GROUP LEAD TEST	46.17 46.17			1000 430002	432		101000
Total for Vendor:			1,914.83						
125535 1 Pay App 5		90 DAKOTA UNDERGROUND Pay App 5 05/06/25 Project 1345	134,727.05 134,727.05			4009 480000	670		101000
Total for Vendor:			134,727.05						
125422 1 GF Training		3525 DELL SPRECHER Carbon Monoxide Tri-State Event Grand Forks ND 05/06/25 Breakfast Per Diem	9.00 9.00			2060 415200	340		101000
Total for Vendor:			9.00						
125526 1 May 2025	C May 2025	2948 DELTA 54 AVIATION LLC 05/13/25 Airport Management Fees	3,883.85 3,800.00			7050 500000	307		101000
2 May 2025	May 2025	05/13/25 Weed whacker parts	29.85			7050 500000	426		101000
3 May 2025	May 2025	05/13/25 Lunch for hangar closing	54.00			7050 500000	420		101000
Total for Vendor:			3,883.85						
125506 1 7639158		77 DEMCO INC 04/28/25 POWERCUBE	274.49 43.51			7000 411600	497		101000
2 7639158		04/28/25 EASELS/BOOK SUPPORTS	230.98			7000 411600	410		101000
Total for Vendor:			274.49						

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125501		5560 DIAMOND VOGEL 810	25,599.00								
1	05/12/25	STREET STRIPING	23,099.00			1000		430000	486		101000
810259797											
2	05/12/25	STREET STRIPING	1,427.50			1000		430000	486		101000
810260031											
3	05/12/25	STREET STRIPING	1,072.50			1000		430000	486		101000
810259609											
Total for Vendor:			25,599.00								
125388	C	2225 DTN, LLC	512.65								
1	05/01/25	WEATHER SENTRY (JUNE)	512.65			1000		450000	497		101000
210-00165658											
Total for Vendor:			512.65								
125348		999999 ERIC LEMER	350.00								
1	05/06/25	damaged cell phone	350.00			1000		421000	375		101000
Total for Vendor:			350.00								
125618		3344 FACTORY MOTOR PARTS	87.36								
1	05/06/25	#1210 SPARKPLUG	53.58			1000		421000	427		101000
37-1257486											
2	05/07/25	#1210 WIPER BLADES	33.78			1000		421000	427		101000
37-1257658											
Total for Vendor:			87.36								
125514		650 FARGO CASS PUBLIC HEALTH	68,292.54								
1	05/13/25	Opioid Settlement	68,292.54			2957		470000	479		101000
Total for Vendor:			68,292.54								
125374	C	660 FARGO FREIGHTLINER	112.78								
1	04/07/25	#410 CIRCUIT BREAKER FUSE	10.49			6010		450200	427		101000
X101177310											
2	04/08/25	#4301 PTO ROCKER SWITCH	31.79			6010		450200	427		101000
X101177434											
3	04/09/25	#4301 SUPPORT BRACKET	70.50			6010		450200	427		101000
X101177545											
Total for Vendor:			112.78								

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125558		979 FARGO LINE-X	2,660.00								
1	05/06/25	#5307 TOOLBOX/RACK/COVERS	2,660.00			1000		430001	610		101000
31593											
		Total for Vendor:	2,660.00								
125511	C	124 FASTENAL	10.84								
1	05/09/25	#5307 TOOLS	10.84			1000		430001	610		101000
NDFAR317631											
		Total for Vendor:	10.84								
125337		151 FEDERAL EXPRESS	15.22								
1	05/07/25	ND Lab pkg's	15.22			1000		421000	661		101000
8-854-20967											
		Total for Vendor:	15.22								
125575		3792 FERGUSON ENTERPRISES LLC 1657	292.98								
1	04/29/25	VB REP KIT	13.98			1000		455000	420		101000
1585878											
2	04/29/25	SGL FLSHMTR	279.00			1000		455000	420		101000
1581055											
		Total for Vendor:	292.98								
125576	C	140 FM AMBULANCE SERVICES INC	675.00								
2025 Training Center Dues for CPR Instructors											
1	05/12/25	2025 Training Center Dues	675.00			2060		415200	340		101000
45389											
		Total for Vendor:	675.00								
125338		155 GALLS, LLC	251.06								
1	05/02/25	equipment & gloves for newman	205.16			1000		421000	422		101000
031225774											
2	04/29/25	equipment for braun	45.90			1000		421000	422		101000
031188293											

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125412		155 GALLS, LLC	375.26						
1	05/05/25	boots for braun	242.96			1000 421000	422		101000
031246309									
2	05/06/25	boots for mickelson	132.30			1000 421000	422		101000
031263556									
125471		155 GALLS, LLC	597.93						
1	04/12/25	FD T Olson Return Pants	-147.90			2060 415200	422		101000
031028919									
2	04/18/25	FD H Kalina Polo	78.68			2060 415200	422		101000
031085593									
3	04/18/25	FD M Wunderlich belt	38.44			2060 415200	422		101000
031091768									
4	04/23/25	FD A Thieschafer return pants	7.99			2060 415200	422		101000
031133135									
5	04/23/25	FD A Thieschafer return pants	-68.00			2060 415200	422		101000
031134677									
6	04/25/25	FD B Gaugler pants	72.74			2060 415200	422		101000
031159136									
7	04/30/25	FD E Menge 3 polos	217.68			2060 415200	422		101000
031198548									
8	04/30/25	FD J Carriveau 2 polos	147.56			2060 415200	422		101000
031198548									
9	04/30/25	FD T Olson pants	83.58			2060 415200	422		101000
031199347									
10	05/01/25	FD T Olson 2 pants	167.16			2060 415200	422		101000
031213909									
Total for Vendor:			1,224.25						
125559		2558 GOODYEAR COMMERCIAL TIRE	1,335.52						
1	05/01/25	#4007 TIRES	1,335.52			6010 450200	427		101000
130-1093040									
Total for Vendor:			1,335.52						

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125437	C	556 GRAINGER, INC.	264.24								
1	05/13/25	SAFETY GLASSES	126.96			1000		430000	639		101000
9404532657											
2	05/13/25	SAFETY GLASSES	137.28			1000		430000	639		101000
9504532665											
125513	C	556 GRAINGER, INC.	49.17								
1	05/14/25	HEX POWER DRIVE BITS	49.17			1000		430002	432		101000
9506210252											
Total for Vendor:			313.41								
125594		3534 GRAND FORKS FIRE EQUIPMENT LLC	1,114.59								
1	04/28/25	FD Carbon Monoxide Senser	486.02			2060		415200	641		101000
43377											
2	05/07/25	FD Gear Fire Boots	628.57			2060		415200	641		101000
43487											
Total for Vendor:			1,114.59								
125333		2318 HABERDASHERY	1,236.92								
1	25499 05/01/25	New Emp Clothing - Eng	1,236.92			1000		414200	422		101000
25499											
Total for Vendor:			1,236.92								
125413		2713 HAMPTON INN & SUITES	396.00								
1	05/08/25	vision zero conf. Hanson	99.00			1000		421000	340		101000
NQRUG-427											
2	05/08/25	vision zero conf. Jorgensen	99.00			1000		421000	340		101000
NQRUA-417											
3	05/08/25	vision zero conf. T.Johnson	99.00			1000		421000	340		101000
NQRUG-318											
4	05/08/25	vision zero conf. Angeles	99.00			1000		421000	340		101000
NQRUA-317											
Total for Vendor:			396.00								

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125402	C	135 HAWKINS INC	8,832.60						
1	05/05/25	AQUAHAWK	4,046.27			6025 450000	423		101000
7056768									
2	05/07/25	AQUAHAWK	4,786.33			6025 450000	423		101000
7059329									
125477	C	135 HAWKINS INC	6,345.80						
1	05/13/25	AQUAHAWK	6,345.80			6025 450000	423		101000
7064293									
Total for Vendor:			15,178.40						
125386	C	1310 HERO SCHEDULE LLC	309.00						
1	05/01/25	may 2025 active users	309.00			1000 421000	497		101000
INV-41141									
125427	C	1310 HERO SCHEDULE LLC	165.00						
1	05/01/25	FD May Scheduler	165.00			2060 415200	497		101000
41140									
Total for Vendor:			474.00						
125522	C	2820 HIGH POINT NETWORKS	1,131.00						
The Lights parking garage									
1	270997 05/06/25	Replace cameras at The Lights	886.00			2960 411900	416		101000
270997									
2	271539 05/08/25	Replace cameras at The Lights	245.00			2960 411900	416		101000
271539									
Total for Vendor:			1,131.00						
125533	C	3285 HOUSTON ENGINEERING INC.	129,795.70						
1	76206 05/13/25	Imp Dist 2265	85,305.20			4793 480000	313		101000
76206									
2	76207 05/13/25	Project 2293	44,490.50			4187 480000	313		101000
76207									
Total for Vendor:			129,795.70						

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125590	C	358 HUBERT OYE & SONS INC	5,331.00								
1	05/14/25	OIL DISPOSAL	5,331.00			6025		450000	826		101000
1212497											
		Total for Vendor:	5,331.00								
125382		2102 IACP	1,900.00								
		confirmation # 3501 Nielsen									
		confirmation #2 3502 Anderson									
		confirmation #3 3503 Beilke									
1	05/09/25	reg fee, conf Nielsen	500.00			1000		421000	340		101000
2	05/09/25	reg fee, conf Anderson	700.00			1000		421000	340		101000
3	05/09/25	reg fee, conf Beilke	700.00			1000		421000	340		101000
		Total for Vendor:	1,900.00								
125365	C	1245 INDIGO SIGNS	1,600.00								
		1st half installment									
1	13157 04/22/25	Update signs at PD	1,600.00			2970		480000	653		101000
		Quote #13157									
		Total for Vendor:	1,600.00								
125494		4592 INGRAM LIBRARY SERVICES	3,428.03								
1	04/30/25	B00KS	33.52			7000		411600	662		101000
87891040											
2	04/30/25	B00KS	71.16			7000		411600	662		101000
87891041											
3	04/30/25	B00KS	79.18			7000		411600	662		101000
87891042											
4	04/30/25	B00KS	13.76			7000		411600	662		101000
87891043											
5	04/30/25	B00KS	12.17			7000		411600	662		101000
87891044											
6	04/30/25	B00KS	32.77			7000		411600	662		101000
87891045											
7	04/30/25	B00KS	12.76			7000		411600	662		101000
87891046											
8	04/30/25	B00KS	24.38			7000		411600	662		101000
87891047											

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9	04/30/25	BOOKS	109.95			7000		411600	662		101000
87891048											
10	04/30/25	BOOKS	12.09			7000		411600	662		101000
87891049											
11	04/30/25	BOOKS	27.57			7000		411600	662		101000
87891050											
12	04/30/25	BOOKS	25.95			7000		411600	662		101000
87891051											
13	04/30/25	BOOKS	26.40			7000		411600	662		101000
87891052											
14	05/01/25	BOOKS	14.12			7000		411600	662		101000
87913366											
15	05/01/25	BOOKS	26.96			7000		411600	662		101000
87913365											
16	05/01/25	BOOKS	42.42			7000		411600	662		101000
87913364											
17	05/01/25	BOOKS	22.56			7000		411600	662		101000
87913363											
18	05/01/25	BOOKS	19.34			7000		411600	662		101000
87913362											
19	05/05/25	BOOKS	182.22			7000		411600	662		101000
87962577											
20	05/05/25	BOOKS	41.44			7000		411600	662		101000
87962576											
21	05/05/25	BOOKS	12.26			7000		411600	662		101000
87962575											
22	05/05/25	BOOKS	10.26			7000		411600	662		101000
87962574											
23	05/05/25	BOOKS	13.86			7000		411600	662		101000
87962573											
24	05/05/25	BOOKS	182.22			7000		411600	662		101000
87962577											
25	05/05/25	BOOKS	41.44			7000		411600	662		101000
87962576											
26	05/05/25	BOOKS	12.26			7000		411600	662		101000
87962575											
27	05/05/25	BOOKS	10.26			7000		411600	662		101000
87962574											

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28	05/05/25	BOOKS	13.86			7000		411600	662		101000
87962573											
29	05/07/25	BOOKS	20.19			7000		411600	662		101000
88017796											
30	05/07/25	BOOKS	16.33			7000		411600	662		101000
88017797											
31	05/07/25	BOOKS	23.84			7000		411600	662		101000
88017798											
32	05/07/25	BOOKS	21.74			7000		411600	662		101000
88023839											
33	05/07/25	BOOKS	171.48			7000		411600	662		101000
88023840											
34	05/07/25	BOOKS	167.82			7000		411600	662		101000
88023841											
35	05/09/25	BOOKS	24.90			7000		411600	662		101000
88061315											
36	05/09/25	BOOKS	33.79			7000		411600	662		101000
88061314											
37	05/09/25	BOOKS	21.87			7000		411600	662		101000
88061316											
38	05/09/25	BOOKS	844.64			7000		411600	662		101000
88061317											
39	05/09/25	BOOKS	751.75			7000		411600	662		101000
88061318											
40	05/09/25	BOOKS	11.12			7000		411600	662		101000
88061319											
41	05/12/25	BOOKS	68.68			7000		411600	662		101000
88088238											
42	05/12/25	BOOKS	18.42			7000		411600	662		101000
88088239											
43	05/12/25	BOOKS	23.85			7000		411600	662		101000
88088240											
44	05/12/25	BOOKS	58.74			7000		411600	662		101000
88088241											
45	05/12/25	BOOKS	21.73			7000		411600	662		101000
88088242											
46			0.00			7000		411600	662		101000
Total for Vendor:			3,428.03								

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125550		211 INTERSTATE BATTERIES	52.10						
1	05/15/25	BATTERIES	146.50			1000 455000	433		101000
1902802031340									
2	09/11/24	ACCT CREDIT	-94.40			1000 455000	433		101000
		Total for Vendor:	52.10						
125345		233 J & L SPORTS	568.95						
1	05/06/25	k9 uniform for training	568.95			1000 421000	422		101000
34110									
		Total for Vendor:	568.95						
125449		3088 JASPER ENGINEERING & EQUIPMENT	751.00						
1	05/07/25	NITRIC OXIDE	751.00			6020 450000	420		101000
INV25J312547									
		Total for Vendor:	751.00						
125595		3936 JEMCO, LLC	57.50						
1	04/30/25	INSPECTION	57.50			6025 450000	827		101000
10132									
		Total for Vendor:	57.50						
125585		2750 JIM'S TOWING INC	750.00						
1	05/06/25	HD WINCHING	750.00			6010 450200	357		101000
25-17845									
		Total for Vendor:	750.00						
125525	-97547E	1056 JOB SERVICE NORTH DAKOTA	261.99						
1	05/07/25	Unemployment - Sanitation	261.99			6010 450200	250		101000
		Total for Vendor:	261.99						
125421		3526 JOHN NEEB	9.00						
		Carbon Monoxide Tri-State Event Grand Forks ND							
1	05/06/25	Breakfast Per Diem	9.00			2060 415200	340		101000
GF Training									
		Total for Vendor:	9.00						

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125593	C	2798 JOHNSON CONTROLS	2,686.93								
1	05/05/25	RTU3 REPAIR - PD	2,686.93			1000		455000	420		101000
1-135699848720											
		Total for Vendor:	2,686.93								
125539		999999 KATIE POWLISH	300.00								
		Tree Planting Permit - 5026 Prairie Green Ct W									
1	05/15/25	Tree - 5026 Prairie Green Ct W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125518	-97549E	4482 KOTAPAY	3,484.11								
	05/16/25	payroll									
1	05/16/25	Child Support	3,484.11			1000		212549			101000
		Total for Vendor:	3,484.11								
125332		2085 LANGUAGE LINE SERVICES	53.85								
1	11585821	04/30/25 Apr Interpretation Service	53.85			1000		412000	304		101000
11585821											
125342		2085 LANGUAGE LINE SERVICES	31.43								
1	04/30/25	april 2025- nterpreter service	31.43			1000		421000	304		101000
11603117											
		Total for Vendor:	85.28								
125531		5561 LANNIE RUNCK AND CRAIG RUNCK	2,137.10								
1	05/13/25	Project 2265 - Easement	2,137.10			4793		480000	670		101000
		Total for Vendor:	2,137.10								
125352	C	5398 LANSWEEPER INC	4,788.00								
	04/26/25-04/25/26										
1	04/22/25	Annual subscription	4,788.00			1000		414104	497		101000
IN06-2501172											
		Total for Vendor:	4,788.00								

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125343		260 LARS BODY SHOP	6,883.80								
1	05/02/25	#1212 PIT repairs	6,883.80			1000		421000	322		101000
6357											
		Total for Vendor:	6,883.80								
125549	C	705 LAWSON PRODUCTS	719.71								
1	05/12/25	HARDWARE STOCK	719.71			1000		455000	433		101000
9312470468											
		Total for Vendor:	719.71								
125324	C	4767 LENOVO (UNITED STATES) INC.	1,478.82								
1	6800796320	05/02/25 IT Servers	351.40			1000		414104	497		101000
6800796320											
2	6472713892	05/13/25 Dock - PD	189.86			1000		421000	497		101000
6472713892											
3	6472713892	05/13/25 Dock - HR	189.86			1000		414103	497		101000
6472713892											
4	6472721283	05/14/25 3 Monitors - PD	448.62			1000		421000	497		101000
6472721283											
5	6472721283	05/14/25 2 Monitors - HR	299.08			1000		414103	497		101000
6472721283											
125401	C	4767 LENOVO (UNITED STATES) INC.	1,033.80								
1	05/04/25	D PRANKE COMPUTER	1,033.80			6025		450000	497		101000
6472629518											
		Total for Vendor:	2,512.62								
125528		999999 LEVI JORDHEIM	76.17								
		Acct: 80807									
		Refund credit on closed account									
1	05/13/25	UB Refund	76.17			6020		214100			101000
		Total for Vendor:	76.17								

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125544		999999 LUKE UNGER	300.00								
		Tree Planting Permit - 1226 28th Ave W									
1	05/15/25	Tree - 1226 28th Ave W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125614		711 LUTHER FAMILY FORD	744.56								
1	05/08/25	#1210 SHAFT	4.71			1000		421000	427		101000
409202											
2	05/06/25	#1210 SHOCK	359.19			1000		421000	427		101000
409065											
3	05/06/25	#601 CORE RETURN	-250.00			2210		428000	427		101000
CM408233											
4	05/01/25	#601 SEAL	20.12			2210		428000	427		101000
408641											
5	04/22/25	#7002 BEARINGS/GASKETS	610.54			6025		450000	427		101000
261594											
		Total for Vendor:	744.56								
125441		3304 MAC'S HARDWARE	359.95								
1	05/09/25	#7046 BINDER & HOOKS	359.95			4387		480000	500		101000
3779											
125608		3304 MAC'S HARDWARE	252.92								
1	04/15/25	TIEDOWNS	59.96			1000		430000	432		101000
2824											
2	04/07/25	A HAGEL - PANTS	137.97			1000		430001	422		101000
2534											
3	05/09/25	CHAIN GR W/HOOKS	54.99			6010		450200	433		101000
3777											
		Total for Vendor:	612.87								
125428		C 3536 MACQUEEN	5,593.97								
1	05/02/25	T-75 Brakes	5,281.55			2060		415200	427		101000
P12560											
2	05/05/25	T-75 Ground Lights	285.02			2060		415200	427		101000
P12570											

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3 P48355	05/05/25	Helmet Accessories	27.40			2060 415200	641		101000
Total for Vendor:			5,593.97						
125367 1 INV13853309	C 13853309 05/09/25	5416 MARCO TECHNOLOGIES LLC NW 7128 Cloud fax service - May 2025	44.99 44.99			1000 415000	497		101000
Total for Vendor:			44.99						
125356 1 39172105	5349 39172105 05/07/25	MARCO TECHNOLOGIES, LLC Finance	1,736.36 180.27			1000 414100	428		101000
2 39172105	39172105 05/07/25	Non-Departmental	484.98			1000 415000	428		101000
3 39172105	39172105 05/07/25	Planning / Inspections	115.17			1000 418000	428		101000
4 39172105	39172105 05/07/25	HR	35.30			1000 414103	428		101000
5 39172105	39172105 05/07/25	Court	236.26			1000 412000	428		101000
6 39172105	39172105 05/07/25	Police	25.28			1000 421000	428		101000
7 39172105	39172105 05/07/25	PW Water	181.12			6020 450000	428		101000
8 39172105	39172105 05/07/25	PW Sanitation	159.56			6010 450200	428		101000
9 39172105	39172105 05/07/25	Fire	53.43			2060 415200	428		101000
10 39172105	39172105 05/07/25	IT	115.17			1000 414104	428		101000
11 39172105	39172105 05/07/25	Fleet & Facilities	34.65			1000 455000	428		101000
12 39172105	39172105 05/07/25	Admin	115.17			1000 414000	428		101000

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125393 1 39172106	05/07/25	5349 MARCO TECHNOLOGIES, LLC mmay 2025 mailroom copier	275.72 275.72			1000 421000	428		101000
125596 1 39217494	05/13/25	5349 MARCO TECHNOLOGIES, LLC FD HQ April Usage	128.61 128.61			2060 415200	428		101000
Total for Vendor:			2,140.69						
125527 1	05/15/25	3119 MATT RETKA May WF Airport Secretary	50.00 50.00			7050 500000	120		101000
Total for Vendor:			50.00						
125408 1	04/27/25	4399 MEGAN LARSON cadets training, meals	130.00 130.00			1000 421000	375		101000
Total for Vendor:			130.00						
125468 FIRE DEPARTMENT 1 55663 2 55747 3 55747 4 55994	C 05/05/25 05/06/25 05/06/25 05/09/25	299 MENARDS (FIRE) FD Concrete pad supplies FD Grass Seed Spreader FD Misc hardware FD Hose/St 76	284.16 124.35 44.96 38.88 75.97			2060 415200 2060 415200 2060 415200 2060 415200	494 494 500 494		101000 101000 101000 101000
Total for Vendor:			284.16						
125394 PO - 200251 1 55965	C 05/09/25	5206 MENARDS (POLICE) #30360698 gorilla tape	4.99 4.99			1000 421000	410		101000
Total for Vendor:			4.99						

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125372	C	4622 MENARDS (PUBLIC WORKS)	543.21								
1	05/02/25	PD AIR COMPRESSOR REPAIR	7.97			1000		455000	420		101000
55461											
2	05/02/25	WELD ON D RINGS	87.90			6010		450200	914		101000
55487											
3	05/05/25	WATER	292.32			6010		450200	433		101000
55654											
4	04/30/25	FUEL PREMIX	39.30			2210		428000	432		101000
55296											
5	05/02/25	RACHETSTRAPS	74.97			1000		430001	358		101000
55485											
6	05/01/25	PVC/WRENCH	40.75			6025		450000	826		101000
55386											
125443	C	4622 MENARDS (PUBLIC WORKS)	79.85								
1	05/09/25	HOSES	79.85			2210		428000	358		101000
55984											
125489	C	4622 MENARDS (PUBLIC WORKS)	10.79								
1	05/14/25	SUNSCREEN	10.79			6025		450000	639		101000
56327											
125546	C	4622 MENARDS (PUBLIC WORKS)	248.96								
1	05/14/25	CONCRETE MIX	248.96			6020		450000	394		101000
56328											
125560	C	4622 MENARDS (PUBLIC WORKS)	98.63								
1	05/14/25	SHOVEL/BURLAP	98.63			2210		428000	358		101000
56342											
125565	C	4622 MENARDS (PUBLIC WORKS)	964.15								
1	04/28/25	HANDLE ASSY	19.99			1000		455000	420		101000
55135											
2	04/29/25	ANCHORS/SPRAY	25.82			1000		455000	420		101000
55211											
3	04/29/25	AIR FILTER	35.64			1000		455000	420		101000
55237											

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4 55407	05/01/25	CARPET RENTAL	55.98			1000 455000	420		101000
5 56258	05/13/25	PIPE/ADAPTORS	767.70			6020 450000	420		101000
6 56261	05/13/25	FUEL PREMIX	59.02			6020 450000	424		101000
		Total for Vendor:	1,945.59						
125541		999999 MICHAEL HACANSON	300.00						
		Tree Planting Permit - 2145 12th St W							
1	05/15/25	Tree - 2145 12th St W	300.00			5000 422000	490		101000
		Total for Vendor:	300.00						
125587		E 2766 MIDCONTINENT COMMUNICATIONS	90.39						
1	05/01/25	PW INTERNET	90.39			1000 450000	497		101000
		18410720114699							
		Total for Vendor:	90.39						
125389		C 102 MIDSTATES WIRELESS	62.50						
1	05/09/25	#1201 radio repair	62.50			1000 421000	427		101000
		207000786-1							
		Total for Vendor:	62.50						
125508		C 1854 MIDWEST TAPE	473.81						
1	05/06/25	DVD	43.47			7000 411600	664		101000
		507136339							
2	05/06/25	DVD	28.51			7000 411600	664		101000
		507136400							
3	05/06/25	DVD	28.51			7000 411600	664		101000
		507136403							
4	05/06/25	DVD	210.88			7000 411600	664		101000
		507136402							
5	05/06/25	DVD	132.16			7000 411600	664		101000
		507136404							
6	05/06/25	DVD	30.28			7000 411600	664		101000
		507136405							
		Total for Vendor:	473.81						

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125440	C	2121 MOEN PORTABLES & SEPTIC	72.50								
1	05/07/25	PORTABLE RENTAL	72.50			6010		450200	357		101000
55571											
		Total for Vendor:	72.50								
125473		5559 MONTE FRONK	230.00								
		MMIR Presentation									
1	05/09/25	Missing & Murdered Indigenous	230.00			2060		415200	340		101000
		MMIR Presentation									
		Total for Vendor:	230.00								
125328	C	305 MOORE ENGINEERING INC	7,060.00								
1	SIN002095	04/30/25 Airport Pavement Rehab	7,060.00			7050		500000	653		101000
		SIN002095									
125363	C	305 MOORE ENGINEERING INC	475,479.71								
1	SIN002113	04/30/25 CWF Task Order #2 - Gen	3,469.50			1000		414200	313		101000
		SIN002113									
2	SIN002113	04/30/25 CWF Task Order #2 - Cap Imp	918.50			2970		480000	313		101000
		SIN002113									
3	SIN002106	04/30/25 Imp Dist 1310	823.50			4388		480000	313		101000
		SIN002106									
4	SIN002157	05/02/25 Project 9043	48,856.50			4181		480000	313		101000
		SIN002157									
5	SIN001941	04/25/25 Imp Dist 3006	245,572.37			4003		480000	313		101000
		SIN001941									
6	SIN002158	05/02/25 Imp Dist 2288	5,316.00			4437		480000	313		101000
		SIN002158									
7	SIN001925	04/24/25 Imp Dist 1353	36,740.50			4189		480000	313		101000
		SIN001925									
8	SIN002159	05/02/25 Project 1351	23,656.50			4221		480000	313		101000
		SIN002159									
9	SIN001926	04/24/25 Project 1349	2,543.75			4445		480000	313		101000
		SIN001926									
10	SIN002139	05/01/25 Imp Dist 1348	34,344.95			4444		480000	313		101000
		SIN002139									

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11	SIN002140	05/01/25 Imp Dist 1345	53,611.48			4009 480000	313		101000
SIN002140									
12	SIN002147	05/01/25 Project 1342	11,345.40			4002 480000	313		101000
SIN002147									
13	SIN002121	04/30/25 Imp Dist 1339	2,543.75			4088 480000	313		101000
SIN002121									
14	SIN002116	04/30/25 Imp Dist 1337	2,746.50			4086 480000	313		101000
SIN002116									
15	SIN002108	04/30/25 Project 1316.3	2,990.51			4065 480000	313		101000
SIN002108									
125611	C	305 MOORE ENGINEERING INC	3,048.00						
1	05/02/25	WATER QUALITY REPORT	3,048.00			6020 450000	490		101000
SIN002161									
Total for Vendor:			485,587.71						
125442		1014 MOTION INDUSTRIES, INC	150.52						
1	05/09/25	SF SLEEVE/SURE FLEX PLUS, CPL	150.52			6025 450000	826		101000
ND31-00539175									
Total for Vendor:			150.52						
125462	C	298 MVTL LABORATORIES	863.25						
1	05/06/25	WATER TESTING	863.25			6025 450000	335		101000
1304138									
Total for Vendor:			863.25						
125616	C	728 NAPA CENTRAL	616.74						
1	05/07/25	OIL DRY - BG	175.13			1000 455000	433		101000
463082									
2	05/07/25	OIL DRY - SW	175.13			6025 450000	433		101000
463082									
3	05/07/25	OIL DRY - WA	175.12			6020 450000	433		101000
463082									
4	05/07/25	OIL DRY - ST	175.12			1000 430000	433		101000
463082									
5	05/09/25	RETURN	-83.76			1000 421000	427		101000
726342									
Total for Vendor:			616.74						

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125529		335 ND DEPT OF TRANSPORTATION	83.66								
1	0002533875	05/07/25 Project 9020	83.66			4137		480000	670		101000
	0002533875										
		Total for Vendor:	83.66								
125429		3946 NDFA	20.00								
1	04/30/25	B Temp Ropes Testing	20.00			2060		415200	340		101000
	2025043011										
		Total for Vendor:	20.00								
125597	C	1600 NELSON AUTO CENTER	46,526.00								
1	05/02/25	#4013 2025 GMC SIERRA	46,526.00			6010		450200	610		101000
	F3S017										
125599	C	1600 NELSON AUTO CENTER	46,797.92								
1	05/02/25	#5306 2025 GMC SIERRA	46,797.92			1000		430001	610		101000
	F3S019										
		Total for Vendor:	93,323.92								
125320	C	2261 NETWORK CENTER INCORPORATED	7,206.92								
		Office 365 G1 - 162 licenses									
		Office 365 G3 - 219 licenses									
		MS Teams Rooms Pro - 10 licenses									
		Power BI Pro - 1 license									
		Office 365 G5 - 2 licenses									
		Teams Phone - 1 license									
		MS Intune - 2 licenses									
1	INV231888	05/02/25 Microsoft 365 Subscriptions	7,206.92			1000		414104	497		101000
	INV231888										
125336	C	2261 NETWORK CENTER INCORPORATED	4,372.83								
1	INV227700	02/04/25 Network equipment	540.20			1000		414104	497		101000
	INV227700										
2	INV230109	03/31/25 Troubleshoot Cradlepoint VP	2,408.75			1000		414104	497		101000
	INV230109										
3	INV230388	04/02/25 Adobe Pro licenses- Austin/	233.28			1000		414000	497		101000
	INV230388										

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4	INV231108	04/16/25 Configure Veeam	822.50			1000		414104	497		101000
5	INV231279	04/28/25 M365 Copilot - Annual	360.00			1000		414200	497		101000
6	04/30/25	Finance Charge	8.10			1000		414104	497		101000
	FCHRG000000010161										
Total for Vendor:			11,579.75								
125414		3185 NEXT LEVEL TINTING	197.00								
1	05/08/25	window frost, remodel	197.00			2975		421000	420	18	101000
1377											
Total for Vendor:			197.00								
125530		2690 NORDICK GROUP	577,731.87								
1	05/13/25	Project 2265 - Easement	543,000.00			4793		480000	670		101000
2	05/13/25	Project 2265 - Easement	34,731.87			4793		480000	670		101000
Total for Vendor:			577,731.87								
125509	C	364 NORTH CENTRAL INTERNATIONAL LLC	30.63								
1	05/13/25	#2006 SWITCH	30.63			6020		450000	427		101000
	X202243780										
Total for Vendor:			30.63								
125459	C	5240 NORTHERN ENGINE & SUPPLY	10.89								
1	05/06/25	#294 FITTINGS	10.89			6020		450000	427		101000
	265984										
125505	C	5240 NORTHERN ENGINE & SUPPLY	55.85								
1	05/14/25	#2403 LOCKING CONTROL	55.85			6020		450000	427		101000
	266271										
Total for Vendor:			66.74								
125488		141 NORTHSTAR SAFETY, INC	94.86								
1	05/14/25	FILTER	94.86			6025		450000	639		101000
	37131										
Total for Vendor:			94.86								

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125375		1715 NORTHWEST TIRE INC	157.40						
1	04/22/25	#3100 TIRE REPAIR	19.71			1000 430000	427		101000
26055679									
2	04/21/25	#8014	168.82			1000 415000	427		101000
26055661									
3	04/16/25	ACCT CREDIT	-216.11			1000 430000	427		101000
4	05/07/25	#1192 ALIGNMENT	184.98			1000 421000	427		101000
26055994									
125457		1715 NORTHWEST TIRE INC	331.10						
1	05/05/25	#3206 TIRES	331.10			1000 430000	427		101000
24050268									
125496		1715 NORTHWEST TIRE INC	216.82						
1	05/14/25	#338 TIRES	216.82			1000 430000	427		101000
26056141									
125503		1715 NORTHWEST TIRE INC	19.55						
1	05/14/25	#5600 TIRE REPAIR	19.55			6025 450000	427		101000
24050395									
125577		1715 NORTHWEST TIRE INC	172.60						
1	05/07/25	#8014 ALIGNMENT	172.60			1000 415000	427		101000
26055995									
Total for Vendor:			897.47						
125340		5440 NORTHWEST TIRE INC. (PD)	83.51						
1		#1192 tire repair	83.51			1000 421000	427		101000
26055927									
125384		5440 NORTHWEST TIRE INC. (PD)	40.00						
1	05/10/25	#1192 pass mount/demount	40.00			1000 421000	427		101000
26055964									

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125415		5440 NORTHWEST TIRE INC. (PD)	228.49								
1	05/07/25	#1228 tire repair	43.51			1000		421000	427		101000
26055993											
2	05/07/25	#1192 alignment pass	184.98			1000		421000	427		101000
26055994											
Total for Vendor:			352.00								
125431		1774 O'REILLY AUTOMOTIVE STORES, INC	95.32								
1	05/12/25	FD Batt 70 Oil change Supplies	95.32			2060		415200	427		101000
1932 451505											
Total for Vendor:			95.32								
125451		4744 O'REILLY AUTOMOTIVE STORES, INC	988.07								
1	05/05/25	#388 MEGA FUSE	4.50			1000		430000	427		101000
1932448932											
2	05/09/25	#262 SEALED BEAM	9.17			6020		450000	427		101000
1932450748											
3	05/12/25	#7002 RADIATOR	265.75			6025		450000	427		101000
1932451466											
4	05/08/25	#1211 PURGE VALVE	59.47			1000		421000	427		101000
1932450402											
5	05/09/25	ACCT CREDIT	-74.76			2210		428000	427		101000
1932450799											
6	05/09/25	ACCT CREDIT	-39.36			6010		450200	427		101000
1932450799											
7	05/06/25	#1210 BRAKE ROTORS/PADS	154.99			1000		421000	427		101000
1932449373											
8	05/06/25	#1192 TIE ROD END	55.04			1000		421000	427		101000
1932449436											
9	05/05/25	#8014 QUICK STRUT	333.78			1000		415000	427		101000
1932449163											
10	05/06/25	#8014 CTRL ARM ASSY	64.50			1000		415000	427		101000
1932449384											
11	05/08/25	#1210 BRAKE ROTORS/PADS	154.99			1000		421000	427		101000
1932450161											

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125504		4744 O'REILLY AUTOMOTIVE STORES, INC	126.00								
1	05/13/25	CABLE	126.00			6010		450200	610		101000
1932452129											
125507		4744 O'REILLY AUTOMOTIVE STORES, INC	541.96								
1	05/13/25	#2023/243 BATTERIES	541.96			6020		450000	427		101000
1932451969											
Total for Vendor:			1,656.03								
125360	C	353 OHNSTAD TWICHELL	56,882.30								
April invoices											
2	04/21/25	Imp Dist 1337	414.00			4086		480000	312		101000
202682											
3	04/21/25	Imp Dist 2265	2,667.00			4793		480000	312		101000
202685											
5	04/21/25	Stockyards 1st Addition	164.00			1000		418000	312		101000
202683											
7	04/21/25	Imp Dist 1339	276.00			4088		480000	312		101000
202684											
8	04/21/25	City Admin Employment Agmt	882.00			1000		415000	312		101000
202702											
14	03/31/25	Municipal Prosecutions	32,674.80			1000		412000	312		101000
202681											
19	04/21/25	Hope Lutheran Addition	210.00			1000		418000	312		101000
202694											
20	04/21/25	Imp Dist 2271	276.00			4005		480000	312		101000
202686											
49	04/21/25	Open Records Requests	2,082.50			1000		415000	312		101000
202697											
50	04/21/25	Imp Dist 2290	3,144.50			4185		480000	312		101000
202806											
51	04/21/25	Liquor License Applications	210.00			1000		415000	312		101000
202698											
52	04/21/25	DMF Addition	1,650.00			1000		418000	312		101000
202704											
62	04/21/25	General	5,409.50			1000		415000	312		101000
202805											

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63 202701	04/21/25	Water Svcs Agmt w/ Cass Rural	168.00			1000		415000	312		101000
64 202703	04/21/25	Short Term Rentals Ordinance	378.00			1000		415000	312		101000
65 202705	04/21/25	WF Airport Hangar Purchase	252.00			7050		500000	312		101000
66 202687	04/21/25	Imp Dist 2270	276.00			4006		480000	312		101000
67 202707	04/21/25	Variances 2025	294.00			1000		418000	312		101000
68 202708	04/21/25	Project 1351	84.00			4221		480000	312		101000
69 202690	04/21/25	R&R 1st Addition	714.00			1000		418000	312		101000
70 202709	04/21/25	Project 2293	420.00			4187		480000	312		101000
71 202688	04/21/25	Project 9036	168.00			4023		480000	312		101000
72 202689	04/21/25	Project 2279	168.00			4802		480000	312		101000
73 202691	04/21/25	Project 9054 - Ubiquity Agmt	504.00			4069		480000	312		101000
74 202692	04/21/25	Imp Dist 3006	84.00			4003		480000	312		101000
75 202693	04/21/25	Nuisance Ordinance Amendment	162.00			1000		415000	312		101000
76 202696	04/21/25	Conditional Use Permits	378.00			1000		418000	312		101000
77 202700	04/21/25	PUD Amendments	84.00			1000		418000	312		101000
78 202710	04/21/25	Imp Dist 1353	168.00			4189		480000	312		101000
79 202711	04/21/25	Project 2291	420.00			4182		480000	312		101000
80 202712	04/21/25	Range Contract	1,638.00			1000		421000	312		101000
81 202712	04/21/25	Flood Insurance Rate Map Ord	378.00			1000		415000	312		101000

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82 202713	04/21/25	Imp Dist 6062	84.00			4183 480000	312		101000
		Total for Vendor:	56,882.30						
125430 1 05 370945	C 05/01/25	352 OK TIRE STORE - COM CTR FD T-76 Alignment	170.00 170.00			2060 415200	427		101000
125456 1 05-371269	C 05/08/25	352 OK TIRE STORE - COM CTR #243 TIRE	343.31 343.31			6020 450000	427		101000
		Total for Vendor:	513.31						
125050 1 20251712	-97675C 20251712	631 ONE CALL CONCEPTS, INC 04/21/25 2025 ND Excavator Meeting	463.10 463.10			1000 414200	340		101000
		Total for Vendor:	463.10						
125344 PO - 200250 1 228761		276 OSTROMS ACE HARDWARE 05/06/25 acct#44818 K9/comfort dog food	319.95 319.95			1000 421000	915		101000
		Total for Vendor:	319.95						
125445 1 228829		5119 OSTROMS ACE HARDWARE (PW) 05/13/25 MARKING PAINT/MALLET	55.95 55.95			2210 428000	358		101000
125463 1 228765		5119 OSTROMS ACE HARDWARE (PW) 05/07/25 SILICONE	19.18 19.18			1000 430002	392		101000
125564 1 228681 2 228706		5119 OSTROMS ACE HARDWARE (PW) 04/25/25 SILICONE 04/29/25 CABLE TIES	88.13 19.18 31.97			1000 455000 1000 455000	420 420		101000 101000

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3 228717	04/29/25	CARPET CLEANER	23.99			1000 455000	420		101000
4 228824	05/13/25	DRILL BITS	12.99			6020 450000	432		101000
		Total for Vendor:	163.26						
125404 1	05/08/25	1404 PATRICK HANSON vision zero, meals	72.00 72.00			1000 421000	340		101000
		Total for Vendor:	72.00						
125629 05/15/25-02/09/26 1 PDQ-49826	C 05/15/25	4830 PDQ.COM SmartDeploy Pro	277.50 277.50			1000 414104	497		101000
		Total for Vendor:	277.50						
125417 1 114194875	05/03/25	5392 PENS.COM COPS PR - pens	738.44 738.44			1000 421000	375	12	101000
		Total for Vendor:	738.44						
125354 1 0967933	C 0967933 04	563 PETRO SERVE USA 04/30/25 WF Airport Fuel	5,576.35 5,576.35			7050 500000	424		101000
125472 FD 0967995 1 FD April Billing	C 04/30/25	563 PETRO SERVE USA FD April Fuel Usage	57.03 57.03			2060 415200	424		101000
		Total for Vendor:	5,633.38						
125194 1 3674 2 1367 3 5674	-97617C 04/29/25	4034 PETRO SERVE USA #63 #3401 PREMIUM	98.15 20.50			1000 430000	424		101000
	04/23/25	#3401 PREMIUM	36.96			1000 430000	424		101000
	04/25/25	#3401 PREMIUM	40.69			1000 430000	424		101000

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125600	C	4034 PETRO SERVE USA #63	534.49								
1	05/09/25	#3401 PREMIUM	29.28			1000		430000	424		101000
7746											
2	05/05/25	#3401 PREMIUM	41.74			1000		430000	424		101000
5991											
3	05/06/25	#3401 PREMIUM	17.98			1000		430000	424		101000
6456											
4	05/07/25	#3401 PREMIUM	31.60			1000		430000	424		101000
6970											
5	05/08/25	#3401 PREMIUM	24.40			1000		430000	424		101000
7296											
6	04/25/25	FD 87 OXY	20.68			2060		415200	424		101000
5757											
7	08/30/24	DIESEL	38.30			1000		430000	424		101000
1510											
8	05/14/25	#3401 PREMIUM	26.10			1000		430000	424		101000
9260											
9	05/15/25	#3401 PREMIUM	22.12			1000		430000	424		101000
1109											
10	05/13/25	#3401 PREMIUM	38.15			1000		430000	424		101000
8852											
11	05/14/25	#5004 87 OXY	30.09			1000		430000	424		101000
743											
12	08/06/25	#409 DIESEL	79.28			6010		450200	424		101000
6604											
13	10/16/24	SA DIESEL	86.59			6010		450200	424		101000
5534											
16	05/01/25	SW PREMIUM	48.18			6025		450000	424		101000
7018											
Total for Vendor:			632.64								
125534	E	384 PITNEY BOWES GLOBAL FINANCIAL	398.82								
Apr-June 2025											
1	3320708853	05/12/25 Q2 2025 Postage Lease	398.82			1000		414100	428		101000
3320708853											
Total for Vendor:			398.82								

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125397 1 23786	04/30/25	5067 POPE DOUGLAS SOLID WASTE destruction of drugs	950.63 950.63			1000 421000	365		101000
Total for Vendor:			950.63						
125446 1 21040	05/08/25	2551 PRECISION PLUMBING INC PD - SUMP PUMP REPAIR	665.61 665.61			1000 455000	420		101000
Total for Vendor:			665.61						
125474 1 1032	05/07/25	4174 PRO HYDRO-TESTING LLC Hydro-test MSA Cylinders	120.00 120.00			2060 415200	420		101000
Total for Vendor:			120.00						
125433 1 00329214 2 00332621	04/11/25 05/02/25	C 2882 PYE-BARKER FIRE & SAFETY FD SCBA Straps FD Spare Fire Extinguisher	648.00 48.00 600.00			2060 415200 2060 415200	420 641		101000 101000
Total for Vendor:			648.00						
125601 Fire Department 1 Per Diem	05/15/25	4295 RACHEL QUALLEY Utah-Drone Team Training	194.00 194.00			2060 415200	340		101000
Total for Vendor:			194.00						
125455 1 P2103654 2 P2187154	05/07/25 05/13/25	2982 RDO EQUIPMENT CO TUBE VBELT	344.35 6.03 338.32			1000 430001 1000 430001	427 427		101000 101000

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125598		2982 RDO EQUIPMENT CO	252.31						
		Purchased for FD E-140							
1	05/14/25	FD Maintenance kit/tail lamp	252.31			2060 415200	427		101000
		P2202854							
		Total for Vendor:	596.66						
125334	C	3204 RECORD KEEPERS	115.00						
1	A281927	04/30/25 City Hall / Court Shred Bins	62.50			1000 415000	420		101000
		A281927							
2	A280848	03/31/25 City Hall / Court Shred Bins	52.50			1000 415000	420		101000
		A280848							
125346	C	3204 RECORD KEEPERS	84.50						
1	04/30/25	records destruction	84.50			1000 421000	420		101000
		A281928							
		Total for Vendor:	199.50						
125612		1016 RED WING BUSINESS ADVANTAGE	437.73						
1	05/12/25	S WANOUS BOOTS	208.24			1000 430000	422		101000
		181686							
2	05/12/25	D BIRNBAUM BOOTS	229.49			1000 430000	422		101000
		181685							
		Total for Vendor:	437.73						
125411		920 RHONDA JORGENSEN	72.00						
1	05/08/25	vision zero conf. meals	72.00			1000 421000	340		101000
		Total for Vendor:	72.00						
125524		5558 RICH NANCE	5,000.00						
1	04/28/25	Red Dot Pistol Training Course	5,000.00			1000 421000	987		101000
		1							
		Total for Vendor:	5,000.00						

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125349	116507S	999999 ROBERT CATALDI II	5,178.00						
		Acct: 00423-00							
		Made payment to us by accident via his billpay, need to refund							
1	05/08/25	UB Refund	5,178.00			6020 214100			101000
		Total for Vendor:	5,178.00						
125409		4412 ROBERT MUELLER	55.00						
1	04/27/25	cadets training, meals	55.00			1000 421000	375		101000
		Total for Vendor:	55.00						
125617		4518 SAA: SEVENTH AVE AUTO	160.00						
1	05/08/25	#1192 WHEEL	160.00			1000 421000	427		101000
282976									
		Total for Vendor:	160.00						
125339		5269 SAFE RESTRAINTS INC	3,274.24						
1	04/17/25	2 WRAP systems	3,274.24			2531 421000	610		101000
		CH102124WFPD							
		Total for Vendor:	3,274.24						
125359	E	3353 SAM'S CLUB MC/SYNCB	388.68						
1	04/18/25	City Hall Kitchen Supplies	388.68			1000 415000	410		101000
125416	E	3353 SAM'S CLUB MC/SYNCB	117.82						
1	04/22/25	COPS PR	19.96			1000 421000	375	12	101000
2	04/22/25	kitchen supplies	97.86			1000 421000	420		101000
125561	E	3353 SAM'S CLUB MC/SYNCB	311.88						
1	05/09/25	PW SUPPLIES	311.88			6020 450000	500		101000
125591	E	3353 SAM'S CLUB MC/SYNCB	703.34						
1	05/01/25	CLEAN UP WEEK	709.52			6010 450200	912		101000
2	05/01/25	TAX REIMBURSEMENT	-6.18			6010 450200	912		101000
		Total for Vendor:	1,521.72						

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125602	C	800 SANDERS METAL PRODUCTS	448.00								
		Fire Department									
1	05/07/25	FD T-75 Step repair	448.00			2060		415200	427		101000
		T-75 Stair repiar									
125613	C	800 SANDERS METAL PRODUCTS	851.25								
1	05/01/25	#1191 BUMPER TUBES	851.25			1000		421000	427		101000
64328											
		Total for Vendor:	1,299.25								
125619	C	454 SANITATION PRODUCTS	132.86								
1	05/07/25	#7000 HOSE NIPPLE COMBO	132.86			6025		450000	427		101000
92877											
		Total for Vendor:	132.86								
125537		2602 SELLIN BROTHERS, INC	20,295.00								
1	05/13/25	Project 3006	20,295.00			4003		480000	670		101000
		Pay App 1									
		Total for Vendor:	20,295.00								
125517		3864 SHANE HENRICKS	189.00								
		HMI TRAINING - WISCONSIN									
1	05/09/25	TRAVEL REIMBURSEMENT	189.00			1000		430000	340		101000
		Total for Vendor:	189.00								
125523		5501 SHEYENNE 32 EAST LLC	36,180.00								
		3150 Sheyenne St - Unit A									
1	05/13/25	2.01% share of roof repair	36,180.00			2960		411900	416		101000
1											
		Total for Vendor:	36,180.00								
125603		3994 SHEYENNE GARDENS	290.00								
1	05/09/25	FD St 76 Flowers/dirt	290.00			2060		415200	494		101000
		HQ flowers/dirt									
		Total for Vendor:	290.00								

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125321	C	2885 SHORTPRINTER	793.83								
1	160836	04/30/25 Window Envelopes for Court	477.14			1000		412000	410		101000
160836											
2	161130	05/07/25 Regular Envelopes for Court	256.79			1000		412000	410		101000
161130											
3	160985	05/02/25 Business Cards - Casey/Evan	59.90			1000		414102	410		101000
160985											
Total for Vendor:			793.83								
125318	C	5199 SIGN BADGERS	105.00								
Did not realize the \$105 credit for overpayment of Inv #34067 was already reflected in the total of Inv #34004, so we need to add that back in and pay the remainder											
See CL 125058											
ALS											
1	34004	04/25/25 PD/Court Updated Exterior Sign	105.00			1001		415000	465		101000
34004											
Total for Vendor:			105.00								
125466	C	91 SIGN SOLUTIONS USA	544.31								
1	416671	04/11/25 SIGNS	487.37			1000		430000	487		101000
416671											
2	416962	04/30/25 SIGNS	56.94			1000		430000	487		101000
416962											
Total for Vendor:			544.31								
125317	116492S	5556 SIGNATURE PATIOS, CONCRETE & FD Headquarters, mechanic bay	6,800.00								
1	435	04/30/25 FD Headquarters Mechanic Bay,s Capital Improvement Project	6,800.00			2060		415200	494		101000
Total for Vendor:			6,800.00								
125385		2986 SITEONE LANDSCAPE SUPPLY LLC	7,500.05								
1	152111645-001	04/15/25 MULCH	4,100.03			1000		430001	358		101000
152111645-001											
2	152111645-001	04/15/25 MULCH	500.00			2210		428000	358		101000
152111645-001											

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3	04/15/25 MULCH		1,000.00			2210 428000	358		101000
152111645-002									
4	04/15/25 MULCH		750.01			1000 455000	358		101000
152111645-002									
5	04/15/25 MULCH		1,750.01			1000 430001	358		101000
152111645-003									
6	04/17/25 FREIGHT CREDIT		-600.00			1000 430001	358		101000
152259228-001									
Total for Vendor:			7,500.05						
125500		360 SIX ROBBLEES INC	234.20						
1	05/14/25 #338 AXLE BEAM/HARDWARE		234.20			1000 430000	427		101000
26P3944									
Total for Vendor:			234.20						
125410		4570 SKYLER ANGELES	72.00						
1	05/08/25 vision zero conf. meals		72.00			1000 421000	340		101000
Total for Vendor:			72.00						
125571	C	3528 SNACKS PLUS VENDING	311.00						
1	05/08/25 COFFEE - SA		147.00			6010 450200	500		101000
5940:818265									
2	05/08/25 COFFEE - PW		164.00			6020 450000	500		101000
5940:818207									
Total for Vendor:			311.00						
125460	C	3652 SNAP-ON TOOLS INDUSTRIAL	110.20						
1	04/25/25 NEW TOOLBOX TOOLS		110.20			1000 455000	870		101000
64520509									
125606	C	3652 SNAP-ON TOOLS INDUSTRIAL	378.99						
Fire Department									
1	05/09/25 FD Lg Truck Refiller		378.99			2060 415200	432		101000
64652154									
Total for Vendor:			489.19						

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125604	C	465 SPARTAN STORES LLC	79.52								
1	05/12/25	FD Accrediation supplies	63.85			2060		415200	500		101000
479964											
2	05/14/25	FD Water CRR Career Day	11.98			2060		415200	500		101000
468928											
3	05/14/25	FD Water CRR Career Day	3.69			2060		415200	500		101000
468933											
Total for Vendor:			79.52								
125605	-97546E	389 STARION BOND SERVICES	177,213.75								
1	04/02/25	Fire HD Bonds 2022 - Interest	176,763.75			3396		490000	720		101000
2	04/02/25	Fire HD Bonds 2022 - Fees	450.00			3396		490000	740		101000
Total for Vendor:			177,213.75								
125486		2215 STEAM MASTERS	1,466.00								
1	04/25/25	FURNITURE CLEANING	1,466.00			7000		411600	428		101000
Total for Vendor:			1,466.00								
125607	C	3516 STEIN'S INC	488.00								
1	05/09/25	FD paper products both station	488.00			2060		415200	500		101000
957111											
Total for Vendor:			488.00								
125542		999999 STEVEN MICHELS	300.00								
		Tree Planting Permit - 1241 Jill Dr W									
1	05/15/25	Tree - 1241 Jill Dr W	300.00			5000		422000	490		101000
Total for Vendor:			300.00								
125447	C	176 SUMMIT FIRE PROTECTION	469.00								
	3/1/25-2/28/26										
1	03/01/25	40TH AVE - ANNUAL ALARM MONITO	469.00			6020		450000	420		101000
3063711											

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125448	C	176 SUMMIT FIRE PROTECTION	348.00						
1	05/08/25	PD - ALARM INSPECTION	348.00			1000 455000	420		101000
3241905									
125609	C	176 SUMMIT FIRE PROTECTION	492.00						
1	05/01/25	FD St 75 Annual Alarm Monitori	492.00			2060 415200	420		101000
3226029									
		Total for Vendor:	1,309.00						
125461	C	733 SWANSTON EQUIPMENT CORP	394.00						
1	05/05/25	#7034 CUTTING EDGE	394.00			6025 450000	427		101000
P12221									
125502	C	733 SWANSTON EQUIPMENT CORP	347.93						
1	05/14/25	#370 TWIN PACK	347.93			1000 430000	427		101000
P12527									
		Total for Vendor:	741.93						
125347	C	5111 TACMED SOLUTIONS	735.42						
PO - 200248									
1	05/02/25	k9 trauma units	735.42			1000 421000	915		101000
INV163193									
		Total for Vendor:	735.42						
125353	C	3733 TIMECLOCK PLUS	4,372.38						
6 months - 06/06/25-12/05/25									
1	00417338	05/08/25 Clockable License	4,372.38			1000 414103	307		101000
INV00417338									
		Total for Vendor:	4,372.38						
125406		1495 TRAVIS JOHNSON	202.00						
1	05/08/25	vision zero, meals	72.00			1000 421000	340		101000
2	04/27/25	cadets training, meals	130.00			1000 421000	375		101000
		Total for Vendor:	202.00						

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125423		3524 TRAVIS OLSON	9.00								
		Carbon Monoxide Tri-State Event Grand Forks ND									
1	05/06/25	Breakfast Per Diem	9.00			2060		415200	340		101000
		GF Training									
125588		3524 TRAVIS OLSON	31.47								
1	05/16/25	Youth Spring Fling Rustad Ctr	31.47			2060		415200	375		101000
		Fruit Snacks									
		Total for Vendor:	40.47								
125566	C	665 TWIN CITY GARAGE DOOR	1,334.00								
1	04/28/25	SPRING BELT - PD	1,334.00			1000		455000	420		101000
		415903174									
		Total for Vendor:	1,334.00								
125331		2951 TYLER TECHNOLOGIES, INC	488.46								
1	020-161050	04/30/25 OTC & Portal	488.46			1000		412000	740		101000
		020-161050									
		Total for Vendor:	488.46								
125510		2136 ULINE INC	280.41								
1	04/29/25	FLEET - NITRILE GLOVES	280.41			1000		455000	433		101000
		192212121									
125572		2136 ULINE INC	278.18								
1	04/23/25	NITRILE GLOVES - FACILITIES	278.18			1000		455000	500		101000
		192028571									
		Total for Vendor:	558.59								
125329		2478 VALLI	7,766.50								
1	100290	04/30/25 Postage - Apr 2025	7,766.50			6020		450000	360		101000
		100290									

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125330		2478 VALLI	2,306.26						
1	100291	04/30/25 Lockbox and ACH - Apr 2025	2,306.26			6020 450000	360		101000
100291									
		Total for Vendor:	10,072.76						
125387	C	3668 VERIZON WIRELESS	232.28						
1	04/02/25	april 2025 - river sensors	232.28			6020 450000	345		101000
6112391271									
		Total for Vendor:	232.28						
125624	E	2437 VISA ASSESSING	732.55						
1	CC-1727	04/06/25 Sign holder / door stoppers	107.63			2970 202200			101000
		Commission Chambers		CC Accounting: 2970-		-480000-653			
		AMAZON CAPITAL SERVICES							
2	CC-1727	04/09/25 Hole reinforcements	1.39			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414101-410			
3	CC-1727	04/16/25 Handheld magnifier	7.19			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414101-410			
4	CC-1727	04/21/25 Battery backup/surge protecto	204.09			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414000-497			
5	CC-1727	04/29/25 Continuing ed class for Shane	149.00			1000 202200			101000
		McKissock		CC Accounting: 1000-		-414101-340			
		MISC CLAIM VENDOR							
6	CC-1727	04/29/25 Hotel for IAAO Conference Pau	263.25			1000 202200			101000
		Walt Disney World Dolphin		CC Accounting: 1000-		-414101-340			
		MISC CLAIM VENDOR							
		Total for Vendor:	732.55						
125623	E	3706 VISA COMMUNICATIONS	2,205.97						
1	CC-1726	04/10/25 2025 memberships	845.00			1000 202200			101000
		3CMA - Rachel, Addie, Molly		CC Accounting: 1000-		-416200-667			
		MISC CLAIM VENDOR							
2	CC-1726	04/11/25 Flight for 2025 3CMA Conferen	454.36			1000 202200			101000
		Rachel		CC Accounting: 1000-		-416200-340			
		UNITED AIRLINES							
3	CC-1726	04/11/25 Conference registration	645.00			1000 202200			101000
		3CMA - Rachel		CC Accounting: 1000-		-416200-340			
		MISC CLAIM VENDOR							

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4	CC-1726	04/11/25 Test transaction	0.50			1000 202200			101000
	Paypal			CC Accounting: 1000-		-416200-497			
	MISC CLAIM VENDOR								
5	CC-1726	04/24/25 Office supplies for Molly	45.97			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-416200-410			
6	CC-1726	04/25/25 Storage	0.99			1000 202200			101000
	APPLE.COM			CC Accounting: 1000-		-416200-497			
7	CC-1726	04/27/25 Employee sympathy flowers	105.33			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-415000-375			
8	CC-1726	05/01/25 Cameras	108.82			1000 202200			101000
	AMAZON CAPITAL SERVICES			CC Accounting: 1000-		-416200-602			
		Total for Vendor:	2,205.97						
125621	E	4057 VISA ECONOMIC DEVELOPMENT 2	139.18						
1	CC-1721	04/29/25 Hotel room for Casey Conferen	139.18			1000 202200			101000
	Victoria Inn			CC Accounting: 1000-		-414102-340			
	MISC CLAIM VENDOR								
		Total for Vendor:	139.18						
125625	E	2436 VISA FINANCE	72.45						
1	CC-1722	04/17/25 Credit for sales tax	-22.55			1000 202200			101000
	Willy's hotel room			CC Accounting: 1000-		-414100-340			
	BISMARCK HOTEL & CONFERENCE CENTER								
2	CC-1722	04/30/25 Course registration - Willy	95.00			1000 202200			101000
	Developing an RFP for ERP System			CC Accounting: 1000-		-414100-340			
	GOVERNMENT FINANCE OFFICERS ASSOCIATION								
		Total for Vendor:	72.45						
125313	E	3569 VISA FIRE DEPT 1	5,058.91						
	May payment for April expenses								
1	CC-1708	04/04/25 4 EMS bikes for Community Eve	5,058.91			2060 202200			101000
	SCHEELS			CC Accounting: 2060-		-415200-641			
		Total for Vendor:	5,058.91						

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125314	E	3568 VISA FIRE DEPT 2	1,343.45						
		May payment for April Expenses							
1	CC-1711	04/24/25 CPSE Training	49.98			2060 202200			101000
		SANDON PROPERTIES LLP		CC Accounting: 2060-		-415200-340			
2	CC-1711	04/17/25 File Folders	51.06			2060 202200			101000
		OFFICE DEPOT 6107 FARGO ND		CC Accounting: 2060-		-415200-410			
3	CC-1711	04/17/25 Tele-lite sprinkler/elev. key	412.84			2060 202200			101000
		WITMER PUBLIC SAFETY GROUP INC		CC Accounting: 2060-		-415200-420			
4	CC-1711	04/16/25 T-76 registration and licenci	1.50			2060 202200			101000
		ND MOTOR VEHICLE DEPT.		CC Accounting: 2060-		-415200-740			
5	CC-1711	04/16/25 T-76 registration and licenci	23.50			2060 202200			101000
		ND MOTOR VEHICLE DEPT.		CC Accounting: 2060-		-415200-667			
6	CC-1711	04/15/25 10 rolls stickers/CRR	185.00			2060 202200			101000
		ALERT INTERNATIONAL INC		CC Accounting: 2060-		-415200-375			
7	CC-1711	04/10/25 Insp. collar pins/Class A pin	91.39			2060 202200			101000
		WITMER PUBLIC SAFETY GROUP INC		CC Accounting: 2060-		-415200-378			
8	CC-1711	04/11/25 Drone licensing 3 yr pro2	5.00			2060 202200			101000
		FEDERAL AVIATION ADMINISTRATION		CC Accounting: 2060-		-415200-906			
9	CC-1711	04/09/25 2 heartsaver CPR/AED	151.14			2060 202200			101000
		American Heart Association ShopCPR		CC Accounting: 2060-		-415200-340			
10	CC-1711	04/30/25 Wall Mount Canvas/both statio	308.48			2060 202200			101000
		EASY CANVAS PRINTS		CC Accounting: 2060-		-415200-378			
11	CC-1711	05/02/25 Wall Mount Canvas/both statio	63.56			2060 202200			101000
		EASY CANVAS PRINTS		CC Accounting: 2060-		-415200-378			
		Total for Vendor:	1,343.45						
125315	E	4351 VISA FIRE DEPT 3	5,914.91						
		May payment for April Expenses							
1	CC-1710	04/16/25 unknown charge-dispute	-4.99			2060 202200			101000
		TAPNPAY TOLL PAYMENT IN		CC Accounting: 2060-		-415200-340			
2	CC-1710	04/27/25 Engineer Training/Dickinson	594.00			2060 202200			101000
		GRAND HOTEL		CC Accounting: 2060-		-415200-340			
3	CC-1710	04/29/25 Airfare 3 FF's/TEEX	2,317.08			2060 202200			101000
		AMERICAN AIRLINES		CC Accounting: 2060-		-415200-340			
4	CC-1710	04/29/25 Lodging 3 FF's/TEEX	2,229.38			2060 202200			101000
		AIRBNB		CC Accounting: 2060-		-415200-340			

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5	CC-1710	04/24/25 NFPA 921 2024 series	162.46			2060 202200			101000
		NFPA (NATIONAL FIRE PROTECTION ASSOC)		CC Accounting: 2060-		-415200-340			
6	CC-1710	04/16/25 Origional unknown charge	4.99			2060 202200			101000
		TAPNPAY TOLL PAYMENT IN		CC Accounting: 2060-		-415200-340			
7	CC-1710	04/08/25 NFPA 5 user license	611.99			2060 202200			101000
		NFPA (NATIONAL FIRE PROTECTION ASSOC)		CC Accounting: 2060-		-415200-428			
Total for Vendor:			5,914.91						
125626	E	4335 VISA HUMAN RESOURCES	1,381.75						
1	CC-1723	04/02/25 Job ad - Street	97.00			1000 202200			101000
		Indeed		CC Accounting: 1000-		-430000-399			
		MISC CLAIM VENDOR							
2	CC-1723	04/08/25 Refund for computer speakers	-17.98			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414103-497			
3	CC-1723	04/15/25 Certification exam fee	496.00			1000 202200			101000
		Nathan		CC Accounting: 1000-		-414103-340			
		SHRM							
4	CC-1723	04/24/25 HRIS Conference	600.00			1000 202200			101000
		Sarah		CC Accounting: 1000-		-414103-340			
		GOVERNMENTJOBS.COM, INC.							
5	CC-1723	05/02/25 Job ad - Street	206.73			1000 202200			101000
		Indeed		CC Accounting: 1000-		-430000-399			
		MISC CLAIM VENDOR							
Total for Vendor:			1,381.75						
125627	E	2439 VISA IT	1,708.22						
1	CC-1730	04/03/25 HDMI transmitter/receiver	55.99			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
2	CC-1730	04/04/25 Keyboard/mouse combos	674.20			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
3	CC-1730	04/06/25 TEMPIQ temp & humidity sensor	139.99			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
4	CC-1730	04/09/25 Ethernet wall jack punch down	16.90			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
5	CC-1730	04/10/25 Screen cleaning wipes	44.97			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-410			
6	CC-1730	04/15/25 Laptop bag	15.99			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			

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7	CC-1730	04/15/25 Domain renewal	110.85			1000 202200			101000
		GoDaddy		CC Accounting: 1000-		-414104-497			
		MISC CLAIM VENDOR							
8	CC-1730	04/20/25 USB-C to ethernet adapters	79.95			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
9	CC-1730	04/23/25 Portable SSD drives	292.50			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
10	CC-1730	04/24/25 Embroidery for polo shirts	182.88			1000 202200			101000
		BEE SEEN GEAR		CC Accounting: 1000-		-414104-410			
11	CC-1730	04/27/25 Desktop speakers	94.00			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
		Total for Vendor:	1,708.22						
125628	E	5092 VISA IT 2	1,183.90						
1	CC-1731	04/03/25 iPad case / screen protector	29.75			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
2	CC-1731	04/03/25 Conference - Haider and Jake	50.00			1000 202200			101000
		ND IT Symposium		CC Accounting: 1000-		-414104-340			
		MISC CLAIM VENDOR							
3	CC-1731	04/03/25 Embroidery for polos	32.00			1000 202200			101000
		BEE SEEN GEAR		CC Accounting: 1000-		-414104-410			
4	CC-1731	04/14/25 Embroidered polos	70.98			1000 202200			101000
		BEE SEEN GEAR		CC Accounting: 1000-		-414104-410			
5	CC-1731	04/24/25 TVs for FD	699.95			2060 202200			101000
		BEST BUY BUSINESS ADVANTAGE ACCOUNT		CC Accounting: 2060-		-415200-497			
6	CC-1731	04/24/25 TV wall mounts for FD	59.99			2060 202200			101000
		BEST BUY BUSINESS ADVANTAGE ACCOUNT		CC Accounting: 2060-		-415200-497			
7	CC-1731	04/24/25 Embroidered polos	90.98			1000 202200			101000
		BEE SEEN GEAR		CC Accounting: 1000-		-414104-410			
8	CC-1731	04/27/25 DP to HDMI cables / wall moun	54.54			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
9	CC-1731	05/01/25 Ethernet cables/jacks	95.71			1000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 1000-		-414104-497			
		Total for Vendor:	1,183.90						

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125481	E	3161 VISA LIBRARY #1	437.80						
1	CC-1732	04/08/25 PANERA BREAD EMPLOYEE DEVELOPMENT (DN TRAINING) MISC CLAIM VENDOR	95.33			7000 202200 -411600-340			101000
2	CC-1732	04/09/25 DUPLICATE KEYS KIDS IPAD LOCK CURT'S LOCK & KEY	60.00			7000 202200 -411600-641			101000
3	CC-1732	04/14/25 HAPPY PLANNER JENNA PLANNER MISC CLAIM VENDOR	23.56			7000 202200 -411600-410			101000
4	CC-1732	04/17/25 ADULT PROGRAMS SUPPLIES FAMILY FARE	32.13			7000 202200 -411600-649			101000
5	CC-1732	04/18/25 MOBILE BEACON HOTSPOT REPLACEMENT MISC CLAIM VENDOR	132.00			7000 202200 -411600-680			101000
6	CC-1732	04/24/25 STAFF TRAINING DAY SNACKS WALMART	94.78			7000 202200 -411600-340			101000
Total for Vendor:			437.80						
125483	E	3162 VISA LIBRARY #2	394.93						
1	CC-1733	04/03/25 WEBINAR MISC CLAIM VENDOR	49.00			7000 202200 -411600-340			101000
2	CC-1733	04/07/25 NEWSPAPER SUBSCRIPTION SATELLITE LOCATION FORUM COMMUNICATIONS	32.99			7000 202200 -411600-663			101000
3	CC-1733	04/15/25 PURE WATER LEASE FOR WATER MACHINES MISC CLAIM VENDOR	100.00			7000 202200 -411600-410			101000
4	CC-1733	04/29/25 RACK CARDS-REDHAWKS LIB NIGHT SHORTPRINTER	153.83			7000 202200 -411600-689			101000
5	CC-1733	04/30/25 FACEBOOK ADVERTISING MISC CLAIM VENDOR	59.11			7000 202200 -411600-689			101000
Total for Vendor:			394.93						

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125484	E	4576 VISA LIBRARY #3	714.49						
1	CC-1734	04/03/25 WAX CRAYONS	29.35			7000 202200			101000
		ADULT SERVICES SUPPLY		CC Accounting: 7000-		-411600-649			
		AMAZON CAPITAL SERVICES							
2	CC-1734	04/05/25 PROGRAM SUPPLIES	203.02			7000 202200			101000
		ADULT SERVICES & YOUTH SERVICES PROGRAM SUPPLIES		CC Accounting: 7000-		-411600-649			
		AMAZON CAPITAL SERVICES							
3	CC-1734	04/04/25 CANVAS FOR PAINTING	31.99			7000 202200			101000
		ADULT SERVICES SUPPLY		CC Accounting: 7000-		-411600-649			
		AMAZON CAPITAL SERVICES							
4	CC-1734	04/04/25 TIMERS;CHARGING CABLE	32.35			7000 202200			101000
		GENERAL OFFICE SUPPLIES		CC Accounting: 7000-		-411600-410			
		AMAZON CAPITAL SERVICES							
5	CC-1734	04/23/25 BOOK REFUND	-6.48			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
6	CC-1734	04/24/25 BOOK	34.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
7	CC-1734	04/24/25 GENERAL OFFICE SUPPLIES	163.17			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
8	CC-1734	04/28/25 POPCORN SEASONING	9.99			7000 202200			101000
		ADULT SERVICES SUPPLY		CC Accounting: 7000-		-411600-649			
		AMAZON CAPITAL SERVICES							
9	CC-1734	04/29/25 PROGRAM SUPPLIES	184.64			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-649			
10	CC-1734	04/29/25 OFFICE SUPPLIES	16.48			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-410			
11	CC-1734	04/29/25 BOOK	14.99			7000 202200			101000
		AMAZON CAPITAL SERVICES		CC Accounting: 7000-		-411600-662			
Total for Vendor:			714.49						
125622	E	2438 VISA PLANNING	4,353.14						
1	CC-1724	04/01/25 Car washes	10.00			1000 202200			101000
		Inspections		CC Accounting: 1000-		-418000-420			
		HOLIDAY STATIONSTORE #469							
2	CC-1724	04/09/25 2024 code books	4,107.64			1000 202200			101000
		Inspections		CC Accounting: 1000-		-418000-662			
		INTERNATIONAL CODE COUNCIL, INC							

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3	CC-1724 04/15/25	Refund for salex tax Mark's hotel RADISSON HOTEL BISMARCK	-22.90			1000 202200 -418000-340			101000
4	CC-1724 04/17/25	PZ 05.05 STR Ordinance Inv CBBC1442-0084 COLUMN SOFTWARE PBC	45.60			1000 202200 -418000-668			101000
5	CC-1724 04/24/25	PZ 05.13 Halverson's 6th Inv CBBC1442-0087 COLUMN SOFTWARE PBC	45.60			1000 202200 -418000-668			101000
6	CC-1724 04/24/25	PZ 05.13 Gateway West CUP Inv CBBC1442-0088 COLUMN SOFTWARE PBC	47.12			1000 202200 -418000-668			101000
7	CC-1724 04/24/25	PZ 05.13 Greenworks 1st Add Inv CBBC1442-0089 COLUMN SOFTWARE PBC	72.96			1000 202200 -418000-668			101000
8	CC-1724 04/24/25	PZ 05.13 ZOA to building cont Inv CBBC1442-0090 COLUMN SOFTWARE PBC	47.12			1000 202200 -418000-668			101000
Total for Vendor:			4,353.14						
125376	E	2435 VISA POLICE #1	5,225.94						
1	CC-1717 04/03/25	chaplain conf fee INT'L CONFERENCE OF POLICE CHAPLAINS	196.00			1000 202200 -421000-340			101000
2	CC-1717 04/03/25	chaplain conf fee INT'L CONFERENCE OF POLICE CHAPLAINS	232.00			1000 202200 -421000-340			101000
3	CC-1717 04/03/25	rental - scaffold MENARDS (POLICE)	60.52			2975 202200 -421000-420			101000
4	CC-1717 04/04/25	UA.com boots for Ostlund MISC CLAIM VENDOR	118.80			1000 202200 -421000-422			101000
5	CC-1717 04/04/25	reg fee-leadsonline-J.Johnson LEADSONLINE LLC	209.00			1000 202200 -421000-340			101000
6	CC-1717 04/07/25	FTO Training for 2 EXPEDIA.COM HEADQUARTERS	1,196.46			1000 202200 -421000-340			101000
7	CC-1717 04/07/25	rifle training - J.Zach EXPEDIA.COM HEADQUARTERS	843.52			1000 202200 -421000-340			101000
8	CC-1717 04/08/25	conf for 2 - feltman & boyer EXPEDIA.COM HEADQUARTERS	580.86			1000 202200 -421000-340			101000

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9	CC-1717 04/10/25	rifle training - J.Zach EXPEDIA.COM HEADQUARTERS	177.58			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
10	CC-1717 04/11/25	shower door, remodel HOME DEPOT	386.00			2975 202200			101000
				CC Accounting: 2975-		-421000-420			
11	CC-1717 04/09/25	return scaffold MENARDS (POLICE)	-60.48			2975 202200			101000
				CC Accounting: 2975-		-421000-420			
12	CC-1717 04/22/25	instructor class, fuel - Orn MISC CLAIM VENDOR	38.60			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
13	CC-1717 04/22/25	instructor class, fuel - Orn MISC CLAIM VENDOR	23.25			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
14	CC-1717 04/25/25	instructor class, fuel - Orn HOLIDAY STATIONSTORE	37.85			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
15	CC-1717 04/27/25	FBI Leeda conf, taxi, Beilke MISC CLAIM VENDOR	38.00			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
16	CC-1717 04/29/25	FBI Leeda conf lodging, Beilk MISC CLAIM VENDOR	1,104.78			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
17	CC-1717 05/01/24	FBI Leeda conf, taxi, Beilke MISC CLAIM VENDOR	43.20			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
Total for Vendor:			5,225.94						
125377	E 3233	VISA POLICE #2	4,630.76						
1	CC-1716 04/03/25	K9 training, lodging - walker AMERICINN HUMBOLDT, IA	480.00			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
2	CC-1716 04/09/25	K9 training, lodging - walker AMERICINN HUMBOLDT, IA	400.00			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
3	CC-1716 04/03/25	K9 training, fuel - walker HUMBOLDT COUNTRY STORE	41.59			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
4	CC-1716 04/08/25	K9 training, fuel - walker HUMBOLDT COUNTRY STORE	38.76			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
5	CC-1716 04/09/25	K9 training, fuel - walker MISC CLAIM VENDOR	28.69			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
6	CC-1716 04/10/25	K9 training, fuel - walker MISC CLAIM VENDOR	32.36			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
7	CC-1716 04/09/25	K9 training, fuel - walker HUMBOLDT COUNTRY STORE	35.30			1000 202200			101000
				CC Accounting: 1000-		-421000-340			
8	CC-1716 04/22/25	kitchen & cleaning supplies COSTCO WHOLESALE #1119	742.83			1000 202200			101000
				CC Accounting: 1000-		-421000-420			

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9	CC-1716 04/22/25	K9 insurance,medical	406.10			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-915			
10	CC-1716 04/23/25	training reg. - pursuits	150.00			1000 202200			101000
	LLRMI			CC Accounting: 1000-		-421000-340			
11	CC-1716 04/25/25	LETA - fuel graduation	44.82			1000 202200			101000
	TRI-ENERGY CENEX			CC Accounting: 1000-		-421000-340			
12	CC-1716 04/29/25	traffic stop training for 3	536.68			1000 202200			101000
	TRAVELOCITY			CC Accounting: 1000-		-421000-340			
13	CC-1716 04/30/25	trip protection - Anderson	10.14			1000 202200			101000
	TRAVELOCITY			CC Accounting: 1000-		-421000-340			
14	CC-1716 04/30/25	trip protection - Haugen	83.14			1000 202200			101000
	TRAVELOCITY			CC Accounting: 1000-		-421000-340			
15	CC-1716 04/29/25	family fare, CPA bakery	17.50			1000 202200			101000
	FAMILY FARE			CC Accounting: 1000-		-421000-375			
16	CC-1716 04/30/25	lodging booking fee, Nelson	17.99			1000 202200			101000
	SAM'S CLUB MC/SYNCB			CC Accounting: 1000-		-421000-340			
17	CC-1716 04/30/25	flights, NW conf - Anderson	504.37			1000 202200			101000
	DELTA 54 AVIATION LLC			CC Accounting: 1000-		-421000-340			
18	CC-1716 04/30/25	flights, NW conf - Haugen	504.37			1000 202200			101000
	DELTA 54 AVIATION LLC			CC Accounting: 1000-		-421000-340			
19	CC-1716 05/01/25	trauma training - Nelson	556.12			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
Total for Vendor:			4,630.76						
125378	E 3234 VISA POLICE #3		899.63						
1	CC-1715 04/11/25	retirement bakery	112.80			1000 202200			101000
	HORNBACHERS			CC Accounting: 1000-		-421000-375			
2	CC-1715 04/11/25	sams federal renewal	549.00			1000 202200			101000
	SAM REGISTRATION RENEWAL			CC Accounting: 1000-		-421000-497			
3	CC-1715 04/15/25	CPA bakery	13.98			1000 202200			101000
	HORNBACHERS			CC Accounting: 1000-		-421000-375			
4	CC-1715 04/16/25	drug destruction, fuel	42.01			1000 202200			101000
	SIMONSON STATION STORE			CC Accounting: 1000-		-421000-424			
5	CC-1715 04/17/25	return diop vest	38.57			1000 202200			101000
	FEDERAL EXPRESS			CC Accounting: 1000-		-421000-661			
6	CC-1715 04/23/25	DTF training, fuel - sorensen	57.40			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			

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7	CC-1715 04/25/25	DTF training, fuel - sorensen	41.80			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
8	CC-1715 04/28/25	FTO training, fuel - Tulus	44.07			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
Total for Vendor:			899.63						
125379	E 3244	VISA POLICE #4	95.24						
1	CC-1714 04/06/25	LETA training - Cody W.	31.22			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
2	CC-1714 04/13/25	LETA training - Cody W.	33.15			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
3	CC-1714 04/20/25	LETA training - Cody W.	30.87			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
Total for Vendor:			95.24						
125380	E 4300	VISA POLICE #5	644.78						
1	CC-1713 04/11/25	LETA training - graduation	31.20			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
2	CC-1713 04/18/25	LETA training - graduation	36.04			1000 202200			101000
	TRI-ENERGY COOPERATIVE #76			CC Accounting: 1000-		-421000-340			
3	CC-1713 04/30/25	chaplains conf, fuel	39.41			1000 202200			101000
	COFFEE CUP TRAVEL PLAZA			CC Accounting: 1000-		-421000-340			
4	CC-1713 04/30/25	chaplains conf, lodging	524.52			1000 202200			101000
	MISC CLAIM VENDOR			CC Accounting: 1000-		-421000-340			
5	CC-1713 04/30/25	chaplains conf, fuel	13.61			1000 202200			101000
	CASEY'S GENREAL STORE #3370			CC Accounting: 1000-		-421000-340			
Total for Vendor:			644.78						
125381	E 4301	VISA POLICE #6	842.25						
1	CC-1712 04/04/25	FAA drone license - Borg	175.00			1000 202200			101000
	PSI SERVICES LLC			CC Accounting: 1000-		-421000-667			
2	CC-1712 04/04/25	FAA drone license - B.Oldham	175.00			1000 202200			101000
	PSI SERVICES LLC			CC Accounting: 1000-		-421000-667			
3	CC-1712 04/07/25	A.I. training reg - Gomez	175.00			1000 202200			101000
	LLRMI			CC Accounting: 1000-		-421000-340			
4	CC-1712 04/10/25	FAA drone license - Brog	175.00			1000 202200			101000
	LLRMI			CC Accounting: 1000-		-421000-667			

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5	CC-1712	04/10/25 FAA drone license - B.Oldham	175.00			1000 202200			101000
LLRMI				CC Accounting: 1000-		-421000-667			
6	CC-1712	04/10/25 Credit FAA drone license-Borg	-175.00			1000 202200			101000
LLRMI				CC Accounting: 1000-		-421000-667			
7	CC-1712	04/10/25 Credit FAA drone license-B.Ol	-175.00			1000 202200			101000
LLRMI				CC Accounting: 1000-		-421000-667			
8	CC-1712	04/14/25 ground travel - A.Feltman	28.09			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-421000-340			
9	CC-1712	04/14/25 luggage fee - A.Feltman	40.00			1000 202200			101000
UNITED AIRLINES				CC Accounting: 1000-		-421000-340			
10	CC-1712	04/18/25 luggage fee - A.Feltman	40.00			1000 202200			101000
UNITED AIRLINES				CC Accounting: 1000-		-421000-340			
11	CC-1712	04/22/25 CPA Bakery	10.50			1000 202200			101000
FAMILY FARE				CC Accounting: 1000-		-421000-375			
12	CC-1712	04/24/25 petro, cadets fuel	45.80			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-421000-375			
13	CC-1712	04/27/25 holiday, cadets fuel	31.26			1000 202200			101000
HOLIDAY STATIONSTORE #415				CC Accounting: 1000-		-421000-375			
14	CC-1712	04/27/25 holiday, cadets fuel	33.81			1000 202200			101000
HOLIDAY STATIONSTORE #415				CC Accounting: 1000-		-421000-375			
15	CC-1712	04/27/25 Kwik, cadets fuel	53.06			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-421000-375			
16	CC-1712	04/27/25 Kwik, cadets fuel	34.73			1000 202200			101000
MISC CLAIM VENDOR				CC Accounting: 1000-		-421000-375			
Total for Vendor:			842.25						
125418	E	2423 VISA PUBLIC WORKS #1	5,424.89						
1	CC-1718	04/02/25 B KROG PANTS	79.98			6025 202200			101000
FLEET FARM				CC Accounting: 6025-		-450000-422			
2	CC-1718	04/03/25 #7103 TOOLS	29.98			6025 202200			101000
HARBOR FREIGHT TOOLS				CC Accounting: 6025-		-450000-610			
3	CC-1718	04/03/25 TAX REFUND	-10.85			2210 202200			101000
SHERRILLTREE DBA VERTICAL SUPPLY GROUP				CC Accounting: 2210-		-428000-432			
4	CC-1718	04/03/25 TAX REFUND	-20.51			2210 202200			101000
SHERRILLTREE DBA VERTICAL SUPPLY GROUP				CC Accounting: 2210-		-428000-432			
5	CC-1718	04/04/25 #7103 TOOLS	41.96			6025 202200			101000
LOWE'S				CC Accounting: 6025-		-450000-610			

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6	CC-1718	04/07/25	J REMMEN - PANTS	129.58			6010 202200			101000
	CARHARTT				CC Accounting:	6010-	-450200-422			
7	CC-1718	04/07/25	2025 SPRING WORKSHOP	75.00			6010 202200			101000
	NDSWRA				CC Accounting:	6010-	-450200-340			
8	CC-1718	04/08/25	S MELBARZDIS PANTS	149.97			1000 202200			101000
	FLEET FARM				CC Accounting:	1000-	-430000-422			
9	CC-1718	04/08/25	TAX REFUND	-9.60			6010 202200			101000
	CARHARTT				CC Accounting:	6010-	-450200-422			
10	CC-1718	04/09/25	SAFETY VESTS - ST	184.19			1000 202200			101000
	INDUSTRIAL SAFETY, LLC				CC Accounting:	1000-	-430000-639			
11	CC-1718	04/09/25	SAFETY VESTS - WA	184.19			6020 202200			101000
	INDUSTRIAL SAFETY, LLC				CC Accounting:	6020-	-450000-639			
12	CC-1718	04/09/25	SAFETY VESTS - SW	184.19			6025 202200			101000
	INDUSTRIAL SAFETY, LLC				CC Accounting:	6025-	-450000-639			
13	CC-1718	04/09/25	SAFETY VESTS - SA	184.21			6010 202200			101000
	INDUSTRIAL SAFETY, LLC				CC Accounting:	6010-	-450200-639			
14	CC-1718	04/10/25	A ARCE - TRAINING	31.50			1000 202200			101000
	ND STATE ELECTRICAL BOARD				CC Accounting:	1000-	-430000-340			
15	CC-1718	04/09/25	SA - LICENSE PLATE	25.00			6010 202200			101000
	DMV FARGO BRANCH				CC Accounting:	6010-	-450200-870			
16	CC-1718	04/11/25	T TWEITEN - PANTS	94.98			6025 202200			101000
	FLEET FARM				CC Accounting:	6025-	-450000-422			
17	CC-1718	04/14/25	FORESTRY SUPPLIES	39.36			2210 202200			101000
	FLEET FARM				CC Accounting:	2210-	-428000-358			
18	CC-1718	04/15/25	#7103 TOOLS	95.16			6025 202200			101000
	HOME DEPOT				CC Accounting:	6025-	-450000-610			
19	CC-1718	04/16/25	Z STEFFENS - PANTS	140.38			1000 202200			101000
	CARHARTT				CC Accounting:	1000-	-455000-422			
20	CC-1718	04/17/25	CREDIT	-250.00			6025 202200			101000
	EVENTBRITE				CC Accounting:	6025-	-450000-340			
21	CC-1718	04/17/25	WORKING PLATFORM	150.97			1000 202200			101000
	HARBOR FREIGHT TOOLS				CC Accounting:	1000-	-455000-433			
22	CC-1718	04/17/25	TAX REFUND	-10.40			1000 202200			101000
	CARHARTT				CC Accounting:	1000-	-455000-422			
23	CC-1718	04/18/25	J STECKLER-JOHNSON PANTS	193.92			6020 202200			101000
	FLEET FARM				CC Accounting:	6020-	-450000-422			
24	CC-1718	04/18/25	RETURN	-19.99			6025 202200			101000
	HARBOR FREIGHT TOOLS				CC Accounting:	6025-	-450000-610			

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25	CC-1718 04/23/25	#1191 STEEL MCNEILUS STEEL MISC CLAIM VENDOR	1,214.78			1000 202200 -421000-427			101000
26	CC-1718 04/23/25	#3069 QWICKCHUTE KIT GTM MANUFACTURING MISC CLAIM VENDOR	381.50			1000 202200 -430001-427			101000
27	CC-1718 04/28/25	#7103 TOOLS LOWE'S	11.59			6025 202200 -450000-610			101000
28	CC-1718 04/28/25	#7103 TOOLS HARBOR FREIGHT TOOLS	35.94			6025 202200 -450000-610			101000
29	CC-1718 04/22/25	SIGN SIGNS.COM	34.16			2210 202200 -428000-375			101000
30	CC-1718 04/29/25	IDEASTAGE.COM MISC CLAIM VENDOR	2,053.75			6010 202200 -450200-641			101000
Total for Vendor:			5,424.89						
125419	E	4256 VISA PUBLIC WORKS #2	6,111.56						
1	CC-1719 04/02/25	R HELMING TRAINING ISA (PURCHASE) 678-367-0981	360.00			2210 202200 -428000-340			101000
2	CC-1719 04/03/25	S OTTO/A EVELAND TRAINING FRONTIER AIRLINES	499.92			6020 202200 -450000-340			101000
3	CC-1719 04/03/25	SHOP SUPPLIES FLEET FARM	36.20			1000 202200 -455000-433			101000
4	CC-1719 04/02/25	TAX REFUND AED MARKET	-64.82			2970 202200 -480000-653			101000
5	CC-1719 04/04/25	S OTTO PANTS FLEET FARM	104.97			6020 202200 -450000-422			101000
6	CC-1719 04/04/25	#7024 GASKET TRACKER FARGO	13.25			6025 202200 -450000-427			101000
7	CC-1719 04/03/25	A EVELAND CONF. REG AWWA	700.00			6020 202200 -450000-340			101000
8	CC-1719 04/03/25	S OTTO CONF REG AWWA	700.00			6020 202200 -450000-340			101000
9	CC-1719 04/09/25	TOOLS HARBOR FREIGHT TOOLS	249.99			6025 202200 -450000-825			101000
10	CC-1719 04/09/25	TOOLS - RETURN HARBOR FREIGHT TOOLS	-249.99			6025 202200 -450000-825			101000

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11	CC-1719	04/10/25 STAMPS	148.55			6020 202200			101000
		USPS		CC Accounting: 6020-		-450000-661			
12	CC-1719	04/10/25 FLAGS/BANNERS	2,363.30			2960 202200			101000
		ARKANSAS FLAG AND BANNER, INC		CC Accounting: 2960-		-411900-416			
13	CC-1719	04/15/25 TOOLS	799.99			1000 202200			101000
		HARBOR FREIGHT TOOLS		CC Accounting: 1000-		-430000-486			
14	CC-1719	04/16/25 SIGN	37.21			2210 202200			101000
		SIGNS.COM		CC Accounting: 2210-		-428000-375			
15	CC-1719	04/17/25 SWITCHES	123.44			6010 202200			101000
		MISC CLAIM VENDOR		CC Accounting: 6010-		-450200-427			
16	CC-1719	04/17/25 #7103 TOOLS	129.58			6025 202200			101000
		HOME DEPOT		CC Accounting: 6025-		-450000-610			
17	CC-1719	04/22/25 S RUDOLPH LICENSE RENEWAL	50.00			1000 202200			101000
		ND STATE ELECTRICAL BOARD		CC Accounting: 1000-		-430000-340			
18	CC-1719	04/22/25 P MONTPLAISIR PANTS	109.97			1000 202200			101000
		RUNNINGS		CC Accounting: 1000-		-430001-422			
Total for Vendor:			6,111.56						
125420	E	4625 VISA PUBLIC WORKS #3	968.23						
1	CC-1720	04/01/25 TRUCK RECON TRIP	71.48			6010 202200			101000
		MARATHON PETRO		CC Accounting: 6010-		-450200-424			
2	CC-1720	04/09/25 HMI TRAINING FUEL	50.94			1000 202200			101000
		SPEEDWAY		CC Accounting: 1000-		-430000-340			
3	CC-1720	04/09/25 HMI TRAINING LODGING	249.70			1000 202200			101000
		SHANE HENRICKS		CC Accounting: 1000-		-430000-340			
4	CC-1720	04/09/25 HMI TRAINING LODGING	249.70			1000 202200			101000
		RYAN BEAUCHANE		CC Accounting: 1000-		-430000-340			
5	CC-1720	04/09/25 HMI TRAINING LODGING	249.70			1000 202200			101000
		CORY RAMSEY		CC Accounting: 1000-		-430000-340			
6	CC-1720	04/11/25 HMI TRAINING FUEL	52.42			1000 202200			101000
		HOLIDAY STATIONSTORE		CC Accounting: 1000-		-430000-340			
7	CC-1720	04/11/25 HMI TRAINING FUEL	44.29			1000 202200			101000
		MEIJER FUEL		CC Accounting: 1000-		-430000-340			
		MISC CLAIM VENDOR							
Total for Vendor:			968.23						

05/16/25
16:48:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/05/25 to 05/16/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
125438		1346 VISTO'S TRAILER SALES	23.97						
1	05/02/25	BALL HITCH	23.97			1000 430000	432		101000
147628									
		Total for Vendor:	23.97						
125452	C	544 WALLWORK TRUCK CENTER	317.47						
1	05/08/25	#7000 BATTERY STUD	279.92			6025 450000	427		101000
01P598100									
2	05/09/25	#4700 INERNAL CHECK VALVE KIT	107.75			6010 450200	427		101000
01P598363									
3	05/12/25	#7000 RETURN	-70.20			6025 450000	427		101000
01P599254									
125548	C	544 WALLWORK TRUCK CENTER	17,853.13						
1	04/16/25	#7045 MODULE REPAIR	17,853.13			4387 480000	427		101000
0109S150986									
125551	C	544 WALLWORK TRUCK CENTER	64.17						
1	05/09/25	#7101 HVAC REPAIR	64.17			6025 450000	427		101000
0109S151546									
		Total for Vendor:	18,234.77						
125439	C	2184 WEST SIDE STEEL	280.50						
1	05/09/25	STEEL	280.50			1000 430000	433		101000
12326									
125464	C	2184 WEST SIDE STEEL	10.00						
1	03/31/25	SQUARE TUBE	10.00			6025 450000	433		101000
11941									
		Total for Vendor:	290.50						
125435	-97550E	3549 WEX FSA	3,554.95						
1	05/16/25	Med FSA - 05/16/25 payroll	388.33			1000 212530			101000
2	05/16/25	Dep FSA - 05/16/25 payroll	3,166.62			1000 212523			101000
		Total for Vendor:	3,554.95						

05/16/25
16:48:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/05/25 to 05/16/25

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125323	C	807 WEX HEALTH, INC	939.25								
1	0002129254	03/31/25 COBRA/FSA/HSA - Mar	939.25			1000		414103	307		101000
		0002129254-IN									
125366	C	807 WEX HEALTH, INC	941.75								
1	0002147104	04/30/25 COBRA/FSA/HSA - Apr	941.75			1000		414103	307		101000
		0002147104-IN									
		Total for Vendor:	1,881.00								
125361	-97551E	4676 WEX HSA	125.00								
	05.02.25	payroll - additional									
1	05/02/25	HSA Contributions - ER	62.50			1000		212530			101000
2	05/02/25	HSA Contributions - EE	62.50			1000		212530			101000
		Total for Vendor:	125.00								
125341		569 WF ANIMAL HOSPITAL	842.22								
1	04/30/25	jazz wellness exam	842.22			1000		421000	915		101000
		297027									
125398		569 WF ANIMAL HOSPITAL	2,227.00								
1	04/30/25	april pound fees	2,227.00			1000		421000	396		101000
		297402									
		Total for Vendor:	3,069.22								
125620		2740 WM CORPORATE SERVICES, INC	100,231.75								
1	05/01/25	COWF MASTER BILLING ACCT	91,059.51			6010		450200	916		101000
		6793032									
2	05/01/25	SANITATION BUILDING DROPSITE	1,310.23			6010		450200	916		101000
		6793031									
3	05/01/25	WATER TOWER DROPSITE	7,862.01			6010		450200	916		101000
		6793030									
		Total for Vendor:	100,231.75								

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16:48:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/05/25 to 05/16/25

Page: 68 of 69
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* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125383		5528 WORLD INSURANCE ASSOCIATES LLC	1,430.00								
1	05/12/25	ROW INSURANCE	715.00			1000		430001	610		101000
357534											
2	05/12/25	SANITATION INSURANCE	715.00			6010		450200	610		101000
357534											
125592		5528 WORLD INSURANCE ASSOCIATES LLC	1,936.00								
1	05/05/25	FO - VEH INSURANCE	732.00			2210		428000	610		101000
355143											
2	05/05/25	RW - VEH INSURANCE	732.00			1000		430001	610		101000
355143											
3	05/02/25	SA - VEH INSURANCE	472.00			6010		450200	321		101000
354719											
Total for Vendor:			3,366.00								
125390	E	338 XCEL ENERGY	1,581.43								
1	04/29/25	STREET LIGHT FEED POINTS	1,223.02			1000		430002	527		101000
925167216											
2	04/29/25	SA17	88.14			6025		450000	527		101000
925167216											
3	04/29/25	PW VEHICLE STORAGE	270.27			6020		450000	527		101000
925167216											
125391	E	338 XCEL ENERGY	18,468.59								
1	05/05/25	800 4TH AVE E - PD	16,236.70			1000		415000	527		101000
925843696											
2	05/02/25	3150 SHEYENNE - THE LIGHTS	201.38			2310		452120	527		101000
925676574											
3	05/05/25	800 4TH AVE E - PD	1,396.53			1000		415000	527		101000
925817272											
4	04/29/25	1690 13TH AVE S - TRAFFIC LIGH	47.41			1000		430002	527		101000
925264852											
5	04/28/25	1410 13TH AVE E - TRAFFIC LIGH	45.60			1000		430002	527		101000
925028043											
6	05/02/25	3050 SHEYENNE - THE LIGHTS	431.06			2310		452120	527		101000
925687364											

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16:48:40

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/05/25 to 05/16/25

Page: 69 of 69
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
7	04/29/25	1680 13TH AVE E - ST LIGHT	109.91			1000	430002	527	101000
925197902									
125479	E	338 XCEL ENERGY	8,638.30						
1	05/06/25	SM67	133.18			6025	450000	527	101000
926153769									
2	04/30/25	800 4TH AVE E - PD	8,421.51			1000	415000	527	101000
925388942									
3	05/05/25	735 7TH AVE NW	83.61			1000	430002	527	101000
925982185									
125480	E	338 XCEL ENERGY	34,106.28						
1	04/30/25	LIFT STATIONS	19,985.15			6025	450000	527	101000
925329268									
2	04/30/25	WATER TOWERS/PW BUIDLING	13,441.59			6020	450000	527	101000
925329268									
3	04/30/25	STREET LIGHT FEED POINTS	161.38			1000	430002	527	101000
925329268									
4	04/30/25	444 SHEYENNE ST - SHEYENNE PLA	518.16			2310	452120	527	101000
925329268									
125610	E	338 XCEL ENERGY	4,257.57						
1	05/07/25	FD April Utilities	4,257.57			2060	415200	527	101000
926343206									
Total for Vendor:			67,052.17						
# of Claims			303	Total:	3826,269.71	# of Vendors		106	
Total Electronic Claims					1787,648.04				
Total Non-Electronic Claims					2038621.67				

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



"Consent" or "Regular" Agenda Item?

[Consent]

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 19, 2025

Subject: Resolution Directing Assessments to be Levied for Improvement Districts: 1337, 1339, 2270, and 2271

Action: Adopt Resolutions to Direct Assessments to be Levied

Summary and Recommendation:

The City of West Fargo has created the following assessment Districts:

1. Improvement District No. 1337 – New Water Supply, Sewerage, Street Systems; and Incidentals (Wilds 21st Addition)
2. Improvement District No. 1339 – New Water Supply, Sewerage, Street Systems; and Incidentals (Stockyards Development)
3. Improvement District No. 2270 – New Traffic Control System, Street Reconstruction; and Incidentals (9th St W/32nd Ave W Traffic Signal Project)
4. Improvement District No. 2271 – New Concrete Paving, Street Lighting, Storm Sewer; and Incidentals (7th Ave NW/5th St. Ct. NW project)

Collectively the "Districts". The construction work within these District has been completed. Completion includes the creation of the assessment district, develop and approve plans/specifications, bid and award bids, complete construction and issuing of bonds to finance the projects. As a result, the Projects are complete, and the projects costs are ready to be submitted to the Special Assessment Commission to determine the amount of special assessments for each parcel within each District.

The next procedural step in the process is for the City Commission to approve resolutions to direct the assessments to be levied. This approval will move the assessment process to the Special Assessment Commission to complete their responsibilities in the assessment process. The approval of the resolution directing assessments to be levied is the first step in the process and does not mean that the special assessments have been finalized.

The project costs less external funding was identified through the bonding process. The resolution for each project provides a schedule of the costs included for the project, project funds used to reduce the assessed amounts with the final amount to be assessed. The amount to be assessed has been bonded.

Staff recommendation: Adopt the Resolutions directing assessments to be levied.

Policy Analysis:

Pursuant to chapter 40-23 of the North Dakota Century Code the City of West Fargo, North Dakota (the "City"), has the legal authority to levy special assessment and to direct the Special Assessment to meet and begin the process of levying and apportioning special assessments within each of the Districts, in conformance with North Dakota law

Financial Analysis:

The projects have been completed with bonds issued to fund the projects. Assessments are required to be levied for the repayment of the bonds issued and comply with the bond agreements, covenants and resolutions.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED

Be it resolved by the Board of City Commissioners of the City of West Fargo that the City Commission has estimated the cost in Improvement District No. 1337 - New Water Supply, Sewerage, Street Systems, and Incidentals, and does hereby direct assessments to be levied for the payment of such cost as follows:

Total Construction	\$ 10,049,681.41
Engineering	1,360,861.64
Construction Interest	611,221.73
Capitalized Interest	484,494.44
Bond Discount	167,452.20
Testing and Consulting	112,682.25
Legal	7,922.40
Advertising	762.42
Sewer Hookup Fee	235,629.95
Engineering Administrative	401,987.00
Bond Counsel	12,779.10
Rating Agency Fee	19,168.65
Underwriting Fee	15,973.87
Contingencies	2,164.46
Rounding	3,675.04
Service Charge	<u>354.97</u>
 TOTAL:	 \$ 13,486,811.53
 LESS: Reoffering Premium	 337,560.40
LESS: Other Contributions	<u>1,804,251.13</u>
 TOTAL TO BE ASSESSED:	 \$ 11,345,000.00

and that the City Auditor be and he is hereby directed to notify the Chairman of the Special Assessment Commission and shall certify to the Chairman of the Special Assessment Commission the items of the total cost set forth herein.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED

Be it resolved by the Board of City Commissioners of the City of West Fargo that the City Commission has estimated the cost in Improvement District No. 1339 - New Water Supply, Sewerage, Street Systems, and Incidentals, and does hereby direct assessments to be levied for the payment of such cost as follows:

Total Construction	\$ 354,211.50
Engineering	235,956.35
Construction Interest	28,193.67
Capitalized Interest	53,804.17
Bond Discount	18,597.60
Testing and Consulting	73,458.70
Legal	16,672.00
Advertising	142.56
Land/Easements	500,000.00
Engineering Administrative	14,168.00
Bond Counsel	1,419.27
Rating Agency Fee	2,128.91
Underwriting Fee	1,774.09
Contingencies	240.39
Rounding	(3,353.08)
Service Charge	<u>39.42</u>
 TOTAL:	 \$ 1,297,453.55
 LESS: Reoffering Premium	 <u>37,453.55</u>
 TOTAL TO BE ASSESSED:	 \$ 1,260,000.00

and that the City Auditor be and he is hereby directed to notify the Chairman of the Special Assessment Commission and shall certify to the Chairman of the Special Assessment Commission the items of the total cost set forth herein.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED

Be it resolved by the Board of City Commissioners of the City of West Fargo that the City Commission has estimated the cost in Improvement District No. 2270 - New Traffic Control System, Street Reconstruction, and Incidentals, and does hereby direct assessments to be levied for the payment of such cost as follows:

Total Construction	\$ 707,523.94
Engineering	59,000.00
Construction Interest	17,463.39
Capitalized Interest	28,623.61
Bond Discount	9,889.20
Testing and Consulting	1,614.50
Legal	4,248.12
Advertising	1,653.62
Engineering Administrative	28,301.00
Bond Counsel	754.69
Rating Agency Fee	1,132.04
Underwriting Fee	943.37
Contingencies	127.83
Rounding	767.18
Service Charge	<u>20.96</u>
 TOTAL:	 \$ 862,063.45
 LESS: Reoffering Premium	 20,063.45
LESS: Other Contributions	<u>172,000.00</u>
 TOTAL TO BE ASSESSED:	 \$ 670,000.00

and that the City Auditor be and he is hereby directed to notify the Chairman of the Special Assessment Commission and shall certify to the Chairman of the Special Assessment Commission the items of the total cost set forth herein.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ASSESSMENTS TO BE LEVIED

Be it resolved by the Board of City Commissioners of the City of West Fargo that the City Commission has estimated the cost in Improvement District No. 2271 - New Concrete Pavement, Street Lighting, Storm Sewer, and Incidentals, and does hereby direct assessments to be levied for the payment of such cost as follows:

Total Construction	\$ 2,052,003.80
Engineering	288,764.91
Construction Interest	65,751.02
Capitalized Interest	115,522.22
Bond Discount	39,925.80
Testing and Consulting	28,037.70
Legal	2,092.74
Advertising	155.52
Land/Easements	100,695.75
Engineering Administrative	82,080.00
Bond Counsel	3,046.93
Rating Agency Fee	4,570.40
Underwriting Fee	3,808.67
Contingencies	516.07
Rounding	(1,089.12)
Service Charge	<u>84.64</u>
TOTAL:	\$ 2,785,967.05
LESS: Reoffering Premium	<u>80,967.05</u>
TOTAL TO BE ASSESSED:	\$ 2,705,000.00

and that the City Auditor be and he is hereby directed to notify the Chairman of the Special Assessment Commission and shall certify to the Chairman of the Special Assessment Commission the items of the total cost set forth herein.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____, and upon vote being taken thereon, the following voted in favor thereof: _____. The following commissioners were absent and not voting: _____. The following commissioners voted nay: _____. 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 19, 2025

Subject: Improvement District No. 1353 – Dakota Medical Foundation
Development

Action: Approve Plans and Specifications and Direct Ad for Bids

New Information and Recommendation:

On March 17, 2025, the Commission directed plans and specifications to be produced. This has been completed, and the project is ready to be advertised and bid.

The following documents are attached for review/consideration:

- Cover sheet, which represents the Plans and Specifications (Note: A full plan set is available at the Engineering Department)
- Draft Bid Advertisement – Will be published for two weeks
- Associated Resolutions

Staff Recommendation: *Approve Plans and Specifications and Direct AD for Bids*

Previously Presented Information and Commission Actions:

3/17/2025-

- **Staff Recommendation:** Accept Petition for Improvements, Approve Engineer's Report, Direct Plans and Specifications; and Approve Task Order
- **Commission Action:** Commissioner Olson moved, and Commissioner Jorgensen seconded to approve. No opposition, motion carried.

2/24/2025-

- **Staff Recommendation:** Create Improvement District No. 1353, Direct Engineer to prepare an Engineer's Report; and Approve Preliminary Work Agreement
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

IMPROVEMENT DISTRICT NO. 1353



NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS AND INCIDENTALS

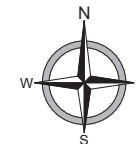


DAKOTA MEDICAL FOUNDATION DEVELOPMENT WEST FARGO, ND

VICINITY MAP



PROJECT LOCATION



PROJECT No. 30018



PROJECT LAYOUTS
IMPROVEMENT DISTRICT NO. 1353
DAKOTA MEDICAL FOUNDATION DEVELOPMENT
WEST FARGO, ND
GENERAL LAYOUT

DATE:	----
REV DATE:	----
REV NUM:	----
RECORD:	----
PROJECT No. 30018	
MANAGER:	MJP
DESIGNER:	DJD
DRAFTER:	LRL
REVIEWER:	---

C-101

WEST FARGO, NORTH DAKOTA
NEW WATER SUPPLY, SEWERAGE, STREET SYSTEMS AND INCIDENTALS
IMPROVEMENT DISTRICT NO. 1353
DAKOTA MEDICAL FOUNDATION DEVELOPMENT

ADVERTISEMENT FOR BIDS

City of West Fargo is requesting Bids for the construction of the project listed above.

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until June 12, 2025 at 9:00 a.m. local time. Bids will be viewed and read via video/phone conference at 9:30 a.m. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com.

The Project consists of constructing sanitary sewer mains and services, water mains and services, storm sewer, concrete streets with curb & gutter, street lights, sidewalks, and other miscellaneous installations.

Bids will be received for a single prime Contract. Bids shall be on unit price basis.

Digital project bidding documents will be available at www.mooreengineeringinc.com by clicking the Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$50.00 by locating eBidDoc™ Number 9685247 on the website. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading digital project information, and vBid online bid submittal questions.

Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond as required by law, and any regulations and conditions of the City of West Fargo. ALL BID BONDS MUST BE ON THE BID BOND FORM INCLUDED IN THE BIDDING DOCUMENTS. The surety must be licensed to do business in North Dakota and must be licensed as a certified surety in the U.S. Department of the Treasury's Circular 570. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder.

Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-07. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least ten (10) days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12.

The City of West Fargo will not read or consider any bid that does not fully comply with the requirements above, or the requirements of N.D.C.C. § 48-01.2-05. The City of West Fargo reserves the right to reject any and all bids and rebid the project until a satisfactory bid is received.

All bids will be made on the basis of cash payment for such Work. After bid opening, the City of West Fargo will release the bid bonds to all bidders except the three (3) lowest responsible bidders. When the City of West Fargo awards a contract to the lowest responsible bidder, the City of West Fargo will release the remaining bid bonds to the other two (2) bidders. The City of West Fargo reserves the right to hold the three (3) low bids for a period of sixty (60) days after the date of the bid opening.

For all further requirements regarding bid submittal, qualifications, procedures, and contract award, refer to the Instructions of Bidders that are included in the bidding documents.

Owner: City of West Fargo
By: Dustin T. Scott
Title: City Administrator
Date: May 19, 2025

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR IMPROVEMENTS IN
IMPROVEMENT DISTRICT NO. 1353 - NEW WATER SUPPLY, SEWERAGE, STREET
SYSTEMS; AND INCIDENTALS OF THE CITY OF WEST FARGO

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the plans and specifications and estimates of cost for improvements in Improvement District No. 1353 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo heretofore prepared by Daniel Hanson, Engineer for the City, be and the same hereby are approved, ratified and confirmed as the plans and specifications and estimates of cost in accordance with which said improvements shall be constructed and the City Auditor shall file the same in his office open to public inspection.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION DIRECTING AUDITOR TO
ADVERTISE FOR BIDS

WHEREAS, this Board has heretofore created Improvement District No. 1353 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

WHEREAS, plans and specifications and estimates of costs for said Improvement District No. 1353 have heretofore been directed to be prepared by the Engineer for the City of West Fargo; and

WHEREAS, said plans, specifications and estimates of cost have been prepared and have been approved by the Board of City Commissioners of the City of West Fargo; and

WHEREAS, it is necessary to advertise for bids for the work in said district.

NOW THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, Cass County, North Dakota, that the City Auditor be, and she is hereby authorized and directed to cause notice of Advertisement for Bids for the construction of the work heretofore directed to be made in Improvement District No. 1353 - New Water Supply, Sewerage, Street Systems; and Incidentals to be published once each week for **two** consecutive weeks in *The Forum*, and that the City Engineer will meet via video/phone conference, at a time and date to be determined by the City Auditor, for the purpose of revealing and reading aloud bids submitted electronically prior to the time of such meeting in accordance with such published advertisement for bids for the purpose of taking such other and further action with reference thereto as shall then be deemed necessary and expedient. A link for video/phone conference is provided at www.questcdn.com. Such advertisements shall be published in the form as provided in Section 48-01.2 of the North Dakota Century Code as amended.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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 Rural Fire Department

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

Silver Dollar Bar & Flying Pig

Street 221 Sheyenne St	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)

East Section of the Bar

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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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 Hockey Association

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

Blarney Stone Pub

Street

1910 9th St E

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

07-01-25

Ending Date(s) Authorized

06-30-26

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

0

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

Entire bar excluding the 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

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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 Hockey Association

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

Hooligans

Street

509 32nd Ave W

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

07-01-25

Ending Date(s) Authorized

06-30-26

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)

Middle Section of 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

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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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Attorney General

Date

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Date

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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 Hockey Association

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

M&J Saloon

Street 817 Main Ave W	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 07-01-25	Ending Date(s) Authorized 06-30-26	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 the 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

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

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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 Hockey Association

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

Mackenzie River

Street 819 24th Ave E	City West Fargo	ZIP Code 58047	County Cass
Beginning Date(s) Authorized 07-01-25	Ending Date(s) Authorized 06-30-26		Number of Twenty-One tables, if zero, enter "0" 0

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

Entire bar excluding the 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

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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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 Hockey Association

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

Pubwest

Street 3140 Bluestem Dr	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 07-01-25	Ending Date(s) Authorized 06-30-26	Number of Twenty-One tables, if zero, enter "0" 2	

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

Entire bar excluding the 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

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
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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 Hockey Association

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

Rookies Sports Bar & Grill

Street

715 13th Ave E

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

07-01-25

Ending Date(s) Authorized

06-30-26

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

2

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

Entire bar excluding the 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

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

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Date

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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 Hockey Association

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

Saloon 95

Street 701 Main Ave E	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 07-01-25	Ending Date(s) Authorized 06-30-26	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 minus the 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

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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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 Hockey Association

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

Top Shelf Tavern

Street 2920 Sheyenne St Ste 120	City West Fargo	ZIP Code 58078	County Cass
Beginning Date(s) Authorized 07-01-25	Ending Date(s) Authorized 06-30-26	Number of Twenty-One tables, if zero, enter "0" 0	

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

Entire bar excluding the 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

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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SFN 17996 (4-2023)

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

Full, Legal Name of Gaming Organization

North Dakota Association for The Disabled, 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

Bordertown Bar & Grill

Street 807 Main 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)

Gaming will be conducted in the 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)

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Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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Year To Date As of April 30, 2025

Prepared:

5/8/2025

Completed By:

Sheila Olson

Approved By:

Willy Galindo

Budgeted Funds		Note	Revenue/Transfers			Expenditure/Transfers			Net	Cash
Fund	Description		Actual	Annual Budget	% Received	Actual	Annual Budget	% Spent	YTD Revenue vs Expenses	Balance
1000	General/Fire Fund		\$ 21,425,470	\$ 39,947,752	54%	\$ 15,128,178	\$ 41,555,978	36%	\$ 6,297,292	\$ 19,544,193
2030	Share of Specials		208,458	221,833	94%	213,247	221,833	96%	(4,789)	98,879
7000	Library		2,340,106	2,651,523	88%	834,568	2,624,900	32%	1,505,538	2,599,434
7050	Airport		262,271	238,999	110%	352,030	485,945	72%	(89,759)	856,629
Total Government		1	\$ 24,236,305	\$ 43,060,107	56%	\$ 16,528,022	\$ 44,888,656	37%	\$ 7,708,283	\$ 23,099,135
2970	Capital Improvements Sales Tax		\$ 2,953,262	12,281,488	24%	\$ 218,751	16,455,800	1%	2,734,511	30,503,838
2975	Public Safety Sales Tax		970,994	4,014,700	24%	9,274	4,869,513	0%	961,721	3,685,116
2971	Prairie Dog Funds		7,331,225	10,500,000	70%	-	10,500,000	0%	7,331,225	10,710,081
2960	Economic Development Sales Tax		970,994	4,109,700	24%	172,488	3,481,400	5%	798,506	16,373,125
2130	Municipal Highway		-	-	0%	-	-	0%	-	-
2110	Gaming		12,309	15,000	82%	-	18,000	0%	12,309	153,189
2XXX	Event Funds		-	-	0%	-	-	0%	-	16,668
2200	Vector Control		74,886	210,000	36%	24,188	100,000	24%	50,699	622,453
2210	Forestry		224,653	674,815	33%	175,042	666,138	26%	49,611	324,491
2230	City Utility		18,707	81,000	23%	-	50,000	0%	18,707	297,282
25XX	Police Special Funds	2	16,449	5,500	299%	49,911	11,850	421%	(33,462)	325,022
2950	Assets Forfeitures		16,987	30,000	57%	776	30,000	3%	16,211	143,858
2980	South Facility Hookup		-	50,000	0%	-	-	0%	-	3,694,308
Total Special Funds			\$ 12,590,468	\$ 31,972,203	39%	\$ 650,429	\$ 36,182,701	2%	\$ 11,940,038	\$ 66,849,432
3000	Total Debt Service		\$ 21,857,438	\$ 20,408,271	107%	\$ 19,128,690	\$ 24,157,135	79%	\$ 2,728,748	\$ 58,703,681
6010	Sanitation		\$ 2,536,988	\$ 7,100,000	36%	\$ 2,099,055	\$ 7,780,975	27%	\$ 437,933	\$ 2,133,673
6020	Water		2,770,885	10,500,000	26%	2,757,867	9,832,542	28%	13,018	8,822,922
6025	Sewer		2,100,211	8,102,130	26%	2,694,874	7,699,497	35%	(594,664)	(660,335)
Total Enterprise			7,408,084	25,702,130	88%	7,551,796	25,313,014	30%	(143,712)	\$ 10,296,260
5000	Tree Fund		\$ 4,273	\$ 50,000	9%	\$ 870	\$ 50,000	2%	\$ 3,403	573,719
2050	Park Funds/State Aid		369,019	1,128,681	33%	369,019	1,128,681	33%	-	76,210
8600	Park District Special Assessment		\$ 706,206	\$ 720,242	98%	699,338	720,242	97%	6,868	13,321
2141	FM CVB		151,077	383,000	39%	121,839	383,000	32%	29,238	33,202
Total Agency			\$ 1,230,575	\$ 2,281,923	54%	\$ 1,191,067	\$ 2,281,923	52%	\$ 39,508	\$ 696,451
Total All Budgeted Funds			\$ 67,322,869	\$ 123,424,634	55%	\$ 45,050,004	\$ 132,823,429	34%	\$ 22,272,865	\$ 159,644,959



Year To Date As of April 30, 2025

Prepared:

5/8/2025

Completed By:

Sheila Olson

Approved By:

Willy Galindo

Non-Budgeted Funds

	Revenue/Transfers			Expenditure/Transfers			Net	
	Actual	Annual Budget	Variance	Actual	Annual Budget	Variance	Actual	
4000 Construction	\$ 8,609	\$ -	0%	\$ 2,242,730	\$ -	0%	\$ (2,234,121)	\$ (24,518,507)
2170 Clerk of Court Bond Fund	-	-	0%	-	-	0%	-	72,060
2XXX Misc. Special Funds	213,909	655,317	33%	470,911	1,177,706	40%	(257,002)	912,835
7XXX Agency Funds	-	-	0%	-	-	0%	-	218,391
Total Non-Budgeted Funds	\$ 222,518	\$ 655,317	34%	\$ 2,713,640	\$ 1,177,706	230%	\$ (2,491,123)	\$ (23,315,221)
All Funds Combined	\$ 67,545,386	\$ 124,079,951	54%	\$ 47,763,644	\$ 134,001,135	36%	\$ 19,781,742	\$ 136,329,738

Notes to the Financials

1	Majority of property tax revenues received in early part of the year.
2	New police vehicle purchase (\$33k).



To: City Commission
From: Casey Sanders- Berglund Director of Economic Development
Date: May 19, 2025
Subject: Public Hearing for Renaissance Zone Program Extension
Action: Approve Renaissance Zone Program Extension

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:

As presented at the March 3rd, 2025, City Commission meeting the commission approved to move forward with the process of updating the development plan to request an extension of the renaissance zone.

The renaissance zone program intends to provide an option for cities to use this program as an opportunity to encourage investment or reinvestment of targeted areas. Though many properties have invested in their properties and the renaissance zone program has been leveraged to support those properties many opportunities remain.

The current plan has been in place since June of 2020. The updated plan aims to serve the city until 2030. The updates included administrative updates as well as updated on data and information to bring the plan up to date to 2025. There are no changes to the guidelines, incentives, and eligibility requirements that shape the framework for how the city would like this program to be implemented.

No renaissance zone blocks are being requested to be removed but rather the addition of blocks 34-40. These blocks include both residential and commercial parcels.

The plan will be linked and shared on the economic development page on the city website with all the supporting documentation and appendices that are noted throughout.

Enclosed:

Updated 2025 Plan: Renaissance Zone Program Plan

Action:

Approve the Renaissance Zone extension to be sent for final determination to the state of North Dakota division of community services (DCS).

WEST FARGO
RENAISSANCE ZONE
DEVELOPMENT PLAN

2025



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Appendix H: West Fargo 2.0 Comprehensive Plan	

INTRODUCTION

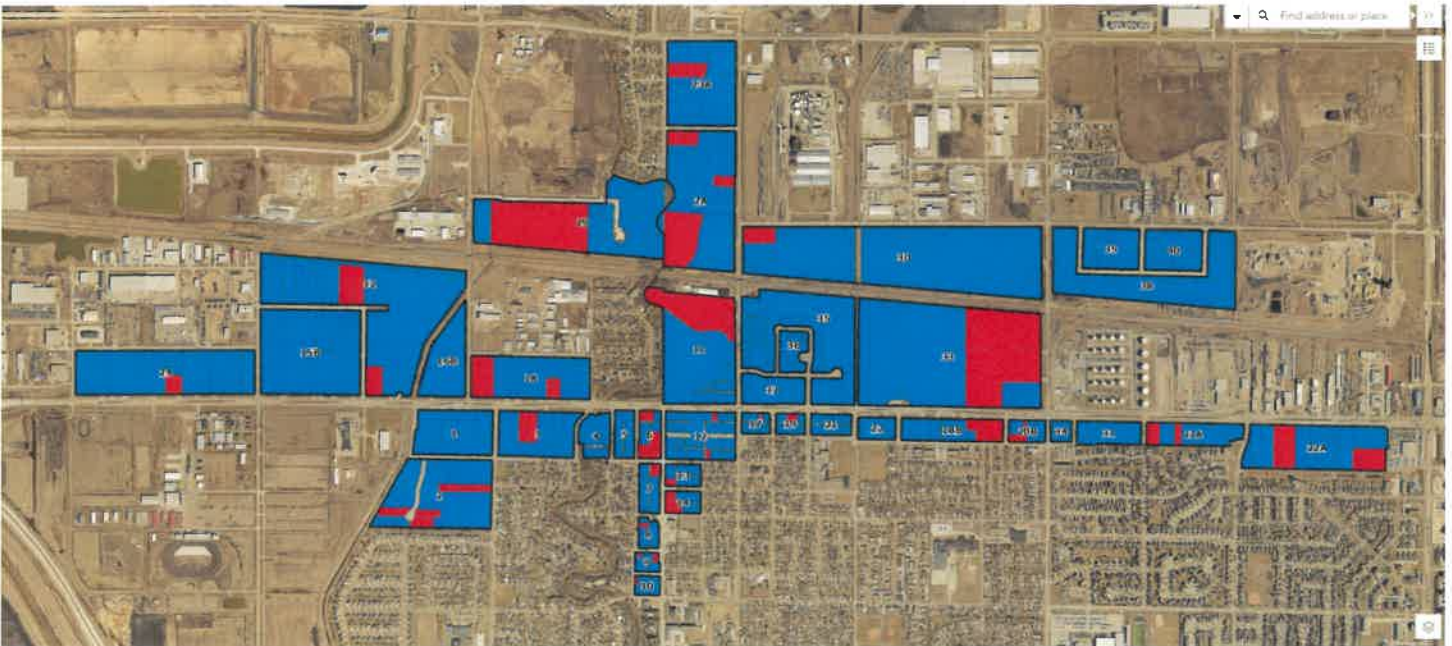
Description of the Current Renaissance Zone

The West Fargo Renaissance Zone consists of a 40-block area focused along the City's major thoroughfares and downtown area including Sheyenne Street, Main Avenue, and Center Street. The Zone is bound by 21st Street NW on the west, 45th Street South on the east, 7th Avenue on the south and 12th Avenue Northeast on the north. While the Renaissance Zone program has led to growth and reinvestment over the past 20 years, challenged commercial and residential structures remain and strategic zoning and infrastructure investments have brought renewed interest to the area. Additionally, properties identified in the Renaissance Zone have been targeted by the West Fargo 2.0 Comprehensive Plan for reinvestment and the application for program renewal has been supported by both the school district and county government.

Provide a map which identifies the geographic boundaries and blocks in the proposed Renaissance Zone. Number each proposed block

Please see Appendix E for a larger map, or visit the City's Renaissance Zone webpage, which hosts a searchable version online:

<https://www.westfargond.gov/295/Renaissance-Zone>



To claim half blocks because of government buildings, identify the tax-exempt government buildings.

Block #	Owner	Address
24	UNITED STATES OF AMERICA	2014 W Main AVE
24	WEST FARGO CITY	1620 W MAIN AVE
12	WEST FARGO SCHOOL DISTRICT	207 W MAIN AVE
22	UNITED STATES POSTAL SERVICE	415 E MAIN AVE
2	WEST FARGO SCHOOL DISTRICT	300 W 11 ST
3	WEST FARGO CITY	117 W 8 ST

Indicate for those properties to be initially targeted and the types of projects the city wants to encourage in those properties.

The spreadsheet provided within this plan's Appendices (Appendix F) contains a column denoting the condition of structures located within each Renaissance Zone block. Each of these structures vary in condition and therefore, vary in the process needed to redevelop into the highest and best use.

To show distinction between property conditions the assessor's office condition ranking is provided. Each parcel has been labeled as being in poor, fair, or good condition, with those in poor condition, for commercial properties, being the primary targets of the Renaissance Zone program. For residential properties each parcel is given a label ranging from below normal to above normal corresponding with their condition ranking.

In addition, a property's zoning would be considered during the application process by the local Renaissance Zone authority, targeting non-conforming properties for redevelopment.

Provide a list of the natural and historic assets / sites in the zone, the location of each, and description of how they will fit into and be enhanced by the zone.

As with previous development plans for the City of West Fargo, there are no buildings within the Renaissance Zone which have been identified as being listed in the historic registry according to the Cass County Historical Society and North Dakota Historical Society. A portion of the Renaissance Zone is bordered by the Sheyenne River which is

a natural focal point for the city.

As zone projects are considered, the city will look for opportunities to enhance the water feature.

Provide a description of any local regulatory burdens that may affect renovation of historic properties and the incorporation of mixed used development, and how these burdens will be eased for developers and investors.

Currently there are no official historic properties in West Fargo. As such there are no local regulatory burdens that would affect renovation of historic properties and the incorporation of mixed-use development.

Use the format in the example below on your own excel spreadsheet to provide an inventory of the buildings on each block indicating block number, owner, address, and their present use and condition, and identify those properties to be initially targeted for project.

Please see Appendix F. Properties marked "poor and fair" will be initially targeted for redevelopment.

MANAGEMENT OF RENAISSANCE ZONE PROJECTS

Identify who will manage the day-to day Renaissance Zone activities and, the membership of the local zone authority, if one is established.

The City of West Fargo employs a Director of Economic Development who primarily oversees the day-to-day activities of the zone. This director, with assistance from the City of West Fargo Planning & Zoning, and Assessing Departments, will continue to execute agreements made by the taxpayer and the zone authority. The local zone authority is the City of West Fargo City Commission which is advised by the Economic Development Advisory Committee, comprised of local business representatives and community stakeholders.

Describe how the city will market and promote its Renaissance Zone.

The responsibility of promoting the West Fargo Renaissance Zone will fall on the city's zone authority to be carried out by the economic development department. To reach the most potential investors in the zone, some of the following techniques will be utilized:

- Digital and social media marketing
 - o The city will utilize its website to make information available to prospects searching for business locations and investment opportunities.

- Sharing success stories of projects that have used the program in the past has proven to be a useful tool for spreading information about this program and showcasing its impact for the business community and residents.
- The city will produce marketing materials to be sent to businesses and homeowners explaining the opportunities of the zone.
- Referral Networks
 - The West Fargo Economic Development Advisory Committee, who makes recommendations on tax incentives for the zone, includes representatives from the business community, the school district, area lenders, and the Chamber of Commerce. This committee will help educate the community about the city's Renaissance Zone.

Describe how the city will monitor the progress of each zone project until it is completed.

The Zone Authority will review each project on its merits and whether it is consistent with the Renaissance Zone and the city's comprehensive plan. A transfer of property ownership may not automatically qualify a property as an approved zone project. All new construction or rehabilitation proposals should be significant and create an increase of the assessed value of the building.

The Zone Authority committee members will be able to assist in monitoring all approved projects. A Renaissance Zone applicant will need to submit cost estimates and construction plans prior to beginning a project. The City Assessor and Economic Development Director will work with the Zone Authority on inspecting the property and reviewing the improvements prior to the disbursement of any tax incentives. This will ensure that the project is completed according to the approved Renaissance Zone application. All projects will be reported to the state on an annual basis as required.

Describe how the city will monitor projects during the five-year tax exemption period for possible transfer of the tax exemption to another qualified taxpayer or for termination of the tax exemptions.

The Zone Authority works closely with the City's Assessing and Inspections Departments to monitor the investment of any project to ensure projects are built to the required standard. Any transfer of property to new owners will be caught during the transfer on tax rolls and general monitoring of projects by the Zone Authority. Annual reporting by the Zone Authority is also required by the state and will be done by those handling the day-to-day management of the zone.

Describe how the city will maintain records on each Renaissance Zone project, to include collecting required reportable information (See Section XIII of the program guidelines).

To comply with state standards, the city will report on the number of jobs filled and taxes abated by the active zone projects. To ensure the information is accurate, city staff will verify records with recipients of Renaissance Zone projects. A record keeping process of each project to determine the community impact and overall return on investment to the taxing entities.

GOALS AND OBJECTIVES

Describe what the city hopes to accomplish in its zone. Include a description of the city's vision for the area and the major activities such as rehabilitation of buildings, new construction, leasing of buildings, etc. it wants to encourage.

West Fargo's vision for the Renaissance Zone is to utilize the program to target commercial and residential investment that positively impacts property values, quality job creation, and economic diversification. The renewed 2025 goals for the Renaissance Zone program are as follows:

- Redevelopment of challenged properties including the rehabilitation, adaptive re-use, or demolition and reconstruction to increase public safety and cultivate healthy property values.
- Diversification of the local economy through the strengthening of local supply chains and pursuit of industries that complement existing businesses.
- Expansion of local businesses and attraction of new businesses that investment to increase assessed valuation and diversify the tax base.
- Create high-quality jobs both through local business expansion and new business recruitment that bring incomes that exceed the average livable wage identified by the City of West Fargo.
- Enhance major thoroughfares and increase business visibility in West Fargo to improve the image of the City by through demolition and reconstruction or renovation of existing structures.
- Strengthen local housing stock by rehabilitating existing residences, adding onto existing residences, or demolishing inhabitable structures and constructing new residences.

- Bring properties into conformance with zoning code by incentivizing redevelopment that complies with preferred uses and considering re-zoning for cohesion within the zone.
- Additionally, as the City continues to grow the staff recognize there will be considerable and costly burdens that will need to be addressed. It is likely that properties that need rehabilitation, façade improvement, or improvements to increase the lifespan of the building in these in-fill properties of West Fargo will become more attractive.

Describe how the city's goals and objectives for the Renaissance Zone fit into the overall comprehensive or strategic plans for the city.

Since its 2015 Renaissance Zone Development Plan, the City of West Fargo has approved an Urban Renewal and Urban Development Plan (Appendix G) and created a new comprehensive plan, called West Fargo 2.0 (Appendix H), which calls for increased commercial and industrial development north of Main Avenue, as well as the creation of an industrial village or park near the current location of the West Fargo Sewage Lagoons. While this potential area by the Sewage Lagoons is not included within the current Renaissance Zone, blocks could be added in the future to help encourage development and growth of the area.

The West Fargo 2.0 Comprehensive Plan also calls for the continued development of the downtown corridor as a hub of retail and commerce. Within the past ten years, the downtown Sheyenne Street area has grown exponentially with the addition of two mixed-use commercial/residential buildings, as well as a public plaza. Both buildings are in the Renaissance Zone. The opportunities in this area hold value and there is significant interest as well as challenges in the financial market which poses additional risks for development. City staff will utilize the Renaissance Zone program to attract new businesses to this developing area to support goals the city has outlined in the Urban Renewal and Urban Development Plan and were identified in the West Fargo 2.0 plan.

Lastly, the city is currently going through a Growth Area Master Planning process that aims to assist in indicating land use, zoning, potential opportunities and challenges as well as priorities around sustainability in funding and infrastructure. Through this process staff has identified that one of the challenges that we may face is a period of time when extended growth will be tempered. Because of this the economic development department aims to bring the focus on infill properties throughout the community but will use the Renaissance zone as tool to prioritize these areas.

Identify milestones or benchmarks to monitor progress of the Renaissance Zone in achieving the city's goals and objectives for the zone.

- Increase assessed valuation within the Renaissance Zone 15% beyond current projections provided by the City assessor over the course of five (5) years.
- Assist at least two (2) businesses per year with redevelopment or expansion of current facilities.
- Attract 100 high-quality jobs with salaries that pay at or above the average livable wage for the City of West Fargo within the zone over the course of 5 years, with a target of 20 new quality jobs per year.
- Assist five 5 residential property owners with renovations, additions, or new construction over the course of five 5 years.
- Reduce zoning non-conformance by 20% over the course of 5 years.

PROJECT SELECTION

For commercial zone projects, describe the local requirements for project approval. These may include such things as minimum cost per square foot for rehabilitation; requiring rehabilitation when someone purchases a building; job creation; an expected increase in property value after rehabilitation; landscaping; leasehold improvements; etc. The city may with DCS approval revise the selection criteria and local requirements.

The Zone Authority will follow the state minimum of 50% of the full and true value renovation or a new purchase to qualify as a zone project. In addition, the Zone Authority will look at the following criteria as part of its evaluation:

- The plan for the commercial project is consistent with, and abides by, the goals and objectives identified in the West Fargo 2.0 Comprehensive Plan and Renaissance Zone Guidelines,
- The project includes exterior rehabilitation or expansion that improves the curb appeal of the property and, therefore, improves the value and character of the City of West Fargo,
- The improvement includes capital investment that extends the useful life of a property by 20 years.
- The project creates high-quality jobs that improve the average salary and

benefits of West Fargo residents beyond a livable wage defined by economic data provided by the City of West Fargo.

- The project spurs positive change within West Fargo through growth in property value, curb appeal, quality jobs, and/or support of emerging industries that would transform the local economy.

For single-family zone projects, describe how the city will determine “primary residence” and describe any local requirements that must be met, such as rehabilitation or other work to increase property value in order to be approved as a zone project. The city may, with DCS approval, revise the local requirements.

West Fargo city staff and the Zone Authority will require an annual form to verify that a single-family residence is still the applicant's primary residence. Building permits and review plans will substantiate improvements and construction cost estimates.

Describe types of projects, if any, that the city will not approve for state and tax exemptions. One example might be not approving a purchase of a building that does not need to be rehabilitated unless it is for the purpose of preventing a building from becoming vacant or for job retention or creation. Other examples might be not approving specific types of businesses or projects that only involve a purchase.

West Fargo does not intend this program to be used for warehousing projects unless the owner provides substantive information to justify how the project would bring value and meet the city's goals. Each project will be judged on how well it fits within the goal and objectives laid out in this plan, as well as the West Fargo 2.0 Comprehensive Plan. A project that does not represent significant progress within zone boundaries will likely not be approved by the Zone Authority. Ultimately it is up to the Zone Authority, with the assistance of city staff, to decide if the project meets the guidelines listed in the development plan. Projects may also be rejected if the benefit to the individual outweighs the benefit to the community.

Describe the process for receiving, reviewing, and approving applications for zone projects to determine if they meet state and local requirements, and to assure that the purchase, rehabilitation, lease, and historical preservation and renovation has not started or been completed before local and state approval as a zone project.

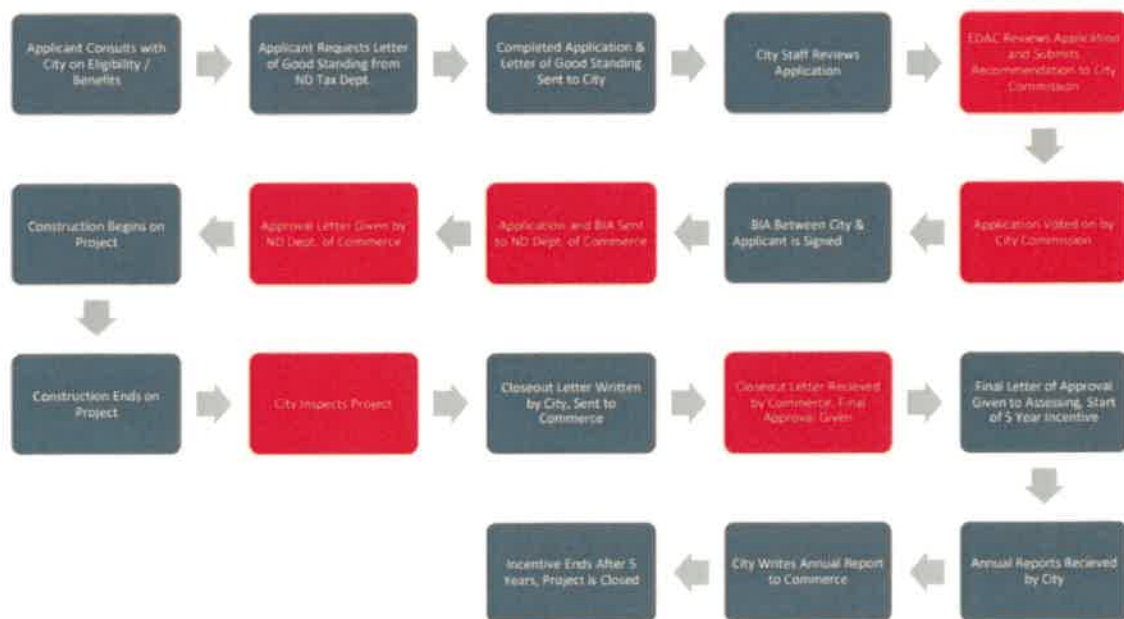
As part of the application process, applicants are told they are not to commence any construction beyond minor demolition for bidding purposes or minor site preparation to prepare for the project. Likewise, applicants applying for lease-only projects are told to not complete the signing of the lease until the project is approved by the Zone

Authority. The Zone Authority will give the project the approval to start once conditional approval from the North Dakota Department of Commerce is received. Any portion of the construction project started without explicit permission from the Zone Authority will not be included in the project and may jeopardize the project's eligibility. Please see the graphic below (Renaissance Zone Incentive Process) for a project management outline relating to the review and approval of zone projects.

Describe how projects will be reviewed to determine public benefit, and not just benefit to the taxpayer.

As the projects are evaluated, the Zone Authority will keep to the goals established in the development plan to ensure that the benefit to the public is equal to or greater than the benefit to the taxpayer. All projects will be reviewed by the Economic Development Advisory Committee prior to the consideration of the City Commission. Please see the graphic below (Renaissance Zone Incentive Process) for the full application process required for a Renaissance Zone applicant.

Renaissance Zone Incentive Process



Describe the basis for determining the amount of local property tax to be exempted for five years. Some examples are 100% exemption of the current taxes for five-years; 100% of the cost for improvements; some other percentage for purchases of buildings that don't require rehabilitation; a sliding scale exemption; different percentages for exemption for residential versus commercial; etc. Each potential zone project applicant must be able to determine from the description the amount of the exemption that will be approved for his or her potential zone project. The city, with DCS approval, may revise the property tax exemptions.

In addition to how each project aligns with the goals and objectives of the Renaissance Zone Development Plan, the following will be additional guidelines to determine what percentage of tax abatements will apply:

Residential Property

Current Residential Property

- Property may not have been part of a previous zone project
- Property must be zoned as residential
- Property must be of a conforming use
- Property owner must make all necessary improvements to eliminate all deteriorated conditions that are visible on the exterior of the building
- Property owner must make capital improvements equal to the greatest of the following:
 - 20% of the true and full value of the property prior to improvements or \$10,000
- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include, but are not limited to:
 - Updating or replacing a roof
 - Updating or replacing foundation
 - The addition or new siding, windows, and doors
 - The installation of new plumbing, heating, and cooling systems
 - Cabinetry may be included if basis for improving life expectancy of structure can be determined
 - Additions or garages may only be included if it is determined all other necessary improvements have been made to the existing principal structure
- Capital improvements DO NOT INCLUDE:
 - New floor coverings
 - New window treatments
 - New wall coverings or furnishings

New Residential Construction

- Property must be of conforming use
- Property must be consistent with visions and goals of the City of West Fargo

Commercial Property

Current Commercial Property

- Property may not have benefited from a previous approved zone project
- Property must be zoned as commercial
- Property must be of a conforming use
- Property owner must make all necessary improvements to eliminate all deteriorated conditions that are visible on the exterior of the building as directed by the Zone Authority
- Properties in the Renaissance Zone must consider landscaping and streetscaping where directed by the Zone Authority
- Land is NOT EXEMPT from property taxes. The existing building valuation is not taken off the tax rolls. Property owner must make capital improvements based on the following table:

% of Improvements (based on Current True & Full Value)	% Exemption (based on increased value)
100%+ of True and Full Building Value	100% exemption for 5 years
75-99% of True and Full Building Value	75% exemption for 5 years
50-74% of True and Full Building Value	50% exemption for 5 years
Below 50%	0% exemption

- In cases where the goals outlined in the development plan are not met - or are only partially met - and the Zone Authority still wishes to grant a Renaissance Zone incentive, the Zone Authority retains the ability to partially reduce the tax exemption, despite the level of investment. Reduced exemptions will not be below 50% for 5 years.
- Warehousing and storage facilities will not receive exemptions unless the owner proves need or provides other information to justify granting the exemption.
- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include but are not limited to the following:
 - Replacement or updating of a roof, foundation, or structure
 - Installation of new siding, windows, and doors
 - Installation of new plumbing, heating, and cooling systems.

- Each project will be judged on its own merits and will be approved or denied at the discretion of the Zone Authority. Capital improvements do not include new floor covering, window treatments, wall coverings, cabinets, or furnishings. **All applications will have to delineate between capital expenditures and non-capital expenditures.**
- Verification of construction costs will be required at project closeout time.

New Commercial Construction or Additions

- Property must be of a conforming use
- Property must be consistent with visions and goals of the City of West Fargo
- Warehousing will not receive exemptions unless the owner proves need or provides other information to justify granting an exemption

Commercial Leases

- Tenants must have a lease approved by the City and State prior to executing the lease for current or new commercial property
- Building has been determined by the Zone Authority to have been restored or rehabilitated and meets all required criteria and now the tenant is pursuing incentives which will result in building occupancy.

Commercial Vacant Properties

- All properties vacant for more than one year may be considered for Renaissance Zone approval but property tax exemption will vary depending on the amount of improvements. Property tax exemption will be based on the following table:

% of Improvements (based on Current True & Full Value)	% Exemption on total property value
100% + of True and Full Building Value	100% exemption for 5 years
75-99% of True and Full Building Value	75% exemption for 5 years
50-74% of True and Full Building Value	50% exemption for 5 years
25-49% of True and Full Building Value	25% exemption for 5 years
Below 25%	0% exemption

- In cases where the goals outlined in the development plan are not met - or are only partially met - and the Zone Authority still wishes to grant a Renaissance Zone incentive, the Zone Authority retains the ability to partially reduce the tax exemption, despite the level of investment. Reduced exemptions will not be below 50% for 5 years.

- Proposed capital improvements must substantially improve the life expectancy of the property. Capital improvements include but are not limited to the following:
 - Replacement or updating of a roof, foundation, or structure
 - Installation of new siding, windows, and doors
 - Installation of new plumbing, heating, and cooling systems
- Capital improvements DO NOT include new floor coverings, window treatments, wall coverings, cabinets, or furnishings. **All applications will have to delineate between capital expenditures and non-capital items.**
- Warehousing and storage facilities will not receive exemptions unless the owner proves need or provides other information to justify granting the exemption.
- Verification of construction costs will be required at project closeout time.
- Properties with a history of long-term vacancies may be given special consideration by waiving some of the above-mentioned requirements at the discretion of the Zone Authority.

Relocation of Commercial Businesses

- Commercial tenants that are relocating from one area within the zone to another area must demonstrate a real need for the relocation and show the benefits derived to obtain City approval.
- Commercial tenants that are relocating from another ND community to West Fargo will need special approval from the Zone Authority.

Percentage of Exemption

- Property that is targeted for demolition in the Renaissance Zone plan shall be eligible for 100% exemption from property taxes if the existing property is demolished and replaced by a new structure. **Note: Property taxes on land are not exempt.**
- Property owners are eligible for Income Tax Exemptions from the State for Zone projects.
- Property owners that choose to remove the existing structure could be eligible for 100% exemption upon approval from the Zone Authority.
- Tenants leasing space in approved projects are eligible for income tax exemptions from the state.

State in the plan if the city will allow utility infrastructure projects. If the city will allow projects, then the city must describe how they will monitor the approved projects in and outside of the Renaissance Zone.

Currently the City of West Fargo does not anticipate allowing utility infrastructure projects.

How will they work with the State Board of Equalization to determine the property tax exemption and what the property tax exemption is for the utility companies.

Currently the City of West Fargo does not anticipate allowing utility infrastructure projects.

Does the city wish to establish a Renaissance Zone Fund at this time?

No, the city does not wish to establish a Renaissance zone fund at this time.

LOCAL COMMITMENT

Describe the results of the final legal public hearing on the Development Plan. How many people attended? What issues were raised? How did the city address the issues?

On May 19, 2025, the City of West Fargo held an official public hearing concerning the application for the renewal of the Renaissance Zone. The City published an announcement of the hearing in the paper of legal record prior to the public hearing. The Development Plan and supporting materials were presented and a discussion by the City Commission was held.

All public comments are attached as Appendix A.

Provide letters of support from the community. A letter of support from the school district and county must be included.

Letters of Support from the school district and county are attached as Appendix B and Appendix C, respectively.

Provide a resolution from the city indicating that it will approve the tax exemptions and credits provided for in the Renaissance Zone Act (See sample resolution in Appendix C of the Renaissance Zone Program Statement).

A signed resolution approved by the City Council is attached as Appendix D.



CLIENT SERVICE AGREEMENT

This Client Service Agreement and any statement of work, Exhibits and Appendices hereto (this **"Agreement"**) is made as of May 1, 2025, (the **"Effective Date"**), by and between City of West Fargo (herein referred to as **"Client"**), and Marsh & McLennan Agency LLC (herein referred to as **"MMA"**).

NOW, THEREFORE, in consideration of mutual covenants and representations set forth in the Agreement, the parties hereby agree as follows:

Article I. Services Provided by MMA

MMA shall provide the services outlined on the Statement of Work ("SOW") attached to this Agreement as Exhibit A and signed by the Client (the **"Services"**) and which may be amended, from time to time, by mutual written agreement of the parties. To the extent there is a direct conflict between the terms of this Agreement and an SOW, the terms of the SOW shall control.

Article II. Term/Termination

2.1 Term

This Agreement shall begin on the Effective Date and continue until (a) a termination occurs pursuant to provision 2.2; or (b) the end of a service period as described in the SOW, whichever occurs earlier. MMA's obligations to provide Services hereunder will terminate upon termination of the Agreement for any reason.

2.2 Termination

This Agreement, and any SOW attached hereto, may be terminated for convenience by either party by providing 90 calendar days' prior written notice.

2.3 Events Upon Termination

Upon termination of this Agreement, commissions will be paid to MMA by applicable insurance carriers pursuant to such carriers' agent-of-record policies and procedures. Notwithstanding any termination of this Agreement, any retail commissions collected by MMA shall be considered fully earned upon receipt.

Article III. Confidentiality

3.1 Each of MMA and Client is likely to disclose information (in such capacity, the **"Disclosing Party"**) to the other (in such capacity, the **"Receiving Party"**) from time to time in the course of the provision of the Services, which is marked or designated as confidential or proprietary at or prior to disclosure or which would appear to a reasonably prudent person to be confidential and/or proprietary in nature (**"Confidential Information"**). Confidential Information shall also include this Agreement and all business strategies, plans and procedures, business information, proprietary information, scientific information, product plans, sales information and plans, data, and trade secrets of the Disclosing Party. Notwithstanding the foregoing, "Confidential Information" shall not include any information or materials that: (a) are or become known to the general public through no act or omission of the Receiving Party, (b) are received by the Receiving Party from a third party that the Receiving Party reasonably believes was legally entitled to disclose the same, (c) were legally in the Receiving Party's possession prior to disclosure by the Disclosing Party; (d) are developed by or for the Receiving Party independently of the Disclosing Party's Confidential Information, or (e) are de-identified and aggregated. In the event the Receiving Party is requested or required by legal or regulatory authority to disclose any Confidential

Information, the Receiving Party may, unless prohibited by law or regulation, disclose such information: provided, that prior to any such disclosure, the Receiving Party shall advise the Disclosing Party of such required disclosure promptly upon learning thereof such that the Disclosing Party may seek an appropriate protective order. In the event that a protective order or other remedy is not obtained, the Receiving Party agrees to furnish only that portion of the Confidential Information that it reasonably determines is consistent with the scope of the subpoena or demand.

The Receiving Party (a) shall safeguard and maintain in confidence all Confidential Information of the Disclosing Party provided to or learned or developed during the course of performing such Receiving Party's obligations hereunder and (b) shall not use or copy any Confidential Information, or authorize or permit others to use any such Confidential Information, for any purposes other than, in the case of MMA as the Receiving Party, to perform the Services. Notwithstanding anything to the contrary in this Agreement, Client expressly agrees that (i) MMA may share the Client's Confidential Information with carriers, third party providers, intermediaries and related parties in furtherance of the Services (and the same shall not be considered agents or representatives of MMA for this purpose) and (ii) MMA is expressly permitted to de-identify and aggregate Confidential Information for preparing commercially available normative and benchmarking data and for internal and external research, analysis, and product development purposes.

The confidentiality obligations contained in this section with respect to any Confidential Information shall survive for a period of two (2) years from receipt of such Confidential Information, or for such longer period as required by applicable law.

The parties agree and acknowledge that Client, as a North Dakota home rule city and municipal corporation, is subject to open records laws set forth in Chapter 44-04 of the North Dakota Century Code.

3.2 Protected Health Information

To the extent that MMA receives, handles or maintains "**Protected Health Information**" (as defined in the Federal HIPAA privacy regulations, 45 C.F.R. Parts 160, 164) on behalf of Client's self-insured Group Health Plans in performing Services under this Agreement, MMA shall act in accordance with the provisions of the Business Associate Agreement between Client (acting on behalf of the Client's self-insured Group Health Plans) and MMA attached hereto as Exhibit C and incorporated by reference herein.

3.3 Ownership Rights

Client acknowledges and agrees that except to the extent they constitute Work (as defined below), all products, forms, procedures, pricing, and other materials, including any hardware or software products, proposals, and templates, utilized or made available by MMA to Client in connection with any Services rendered hereunder (collectively, the "**Products**") are the sole property of MMA. Client acknowledges and agrees that nothing herein shall be construed to grant or create any ownership rights in any hardware and software owned, operated by, or licensed to MMA. Client shall have no title or other ownership right to or interest in any of such Products, nor shall it acquire any such right, title, or interest by use thereof in accordance with this Agreement. Client shall not license, market, modify, sell, or transfer any of such Products, in whole or in part.

3.4 Deliverables and Intellectual Capital

Only materials prepared by MMA specifically, solely and exclusively for Client pursuant to this Agreement (the "**Work**") shall be owned by Client. Notwithstanding the foregoing, MMA will retain all ownership and copyright, patent and other intellectual property rights in the methodologies, methods of analysis, ideas, concepts, know-how, models, tools, techniques, skills, knowledge and experience owned or possessed by MMA before the commencement of, or developed or acquired by MMA during or after, the performance of the Services, including without limitation, all systems, software, algorithms, specifications, documentation and other materials created, owned or licensed and used by MMA or our affiliates or subcontractors in the course of providing the Services and the Work (collectively, the "**Intellectual Property**"), and shall not be restricted in any way with respect thereto.

Client will not use, in a manner other than as mutually contemplated when MMA was first retained by Client to perform the applicable Services, or disclose to any third party, any material, Work, Products and/or Intellectual Property supplied by MMA under this Agreement. MMA shall have no liability with respect to: (i) modifications made by any person other than MMA to the Work, Intellectual Property or other work product or deliverables provided to Client by MMA or (ii) any third party's use or reliance on the Work, Intellectual Property or other work product or deliverables provided to Client by MMA.

Article IV. Indemnification; Limitation of Liability; Disclaimers

4.1 Indemnity

MMA agrees to indemnify and hold harmless Client and its officers, employees, and representatives from and against any and all Losses (as defined below) to the extent resulting from (i) MMA's breach of this Agreement or (ii) MMA's negligence or willful misconduct in the performance of Services hereunder.

Client agrees to indemnify and hold harmless MMA and its officers, employees, and representatives from and against any and all Losses to the extent resulting from (i) Client's breach of this Agreement, (ii) any third party claims against MMA arising out of the Services, except to the extent resulting from MMA's negligence or willful misconduct, (iii) Client's negligent acts or omissions, or (iv) MMA's or a third party provider's reliance on the accuracy of information provided by Client hereunder. Nothing herein shall constitute a waiver of the Client's statutory limits of liability set forth in Chapter 32-12.1 of the North Dakota Century Code or a waiver of any available immunities or defenses.

4.2 Limitation of Liability

MMA shall not be liable for any indirect, incidental, consequential, punitive or other special damages suffered by Client arising out of or related to this Agreement, even if advised of the possibility of such damages. The aggregate liability of MMA, its affiliates and any officer, director or employee of MMA and its affiliates ("**MMA Parties**") to Client, its affiliates, and its and their officers, directors or employees and any third party (including any benefit plan, its fiduciaries or any plan sponsor) for any and all Losses arising out of or relating to the provision of any Services at any time by any of the MMA Parties shall not exceed an amount equal to one times revenues earned by MMA with respect to the applicable service period. MMA shall have no liability for the acts or omissions of any third party (other than any subcontractor performing Services hereunder). "**Losses**" as used herein shall mean any and all claims, damages, losses, judgments, costs, and expenses of any kind, including reasonable attorneys' fees.

4.3 Disclaimers

MMA does not assume any responsibility or authority hereunder for (i) the design, funding or operation of any Client-sponsored employee welfare benefit plan (as defined in ERISA Section 3(1)) or for compliance of any such plan with ERISA, including any aspect of COBRA, (ii) duties incumbent upon a "plan sponsor" or "covered entity" under HIPAA privacy and security rules, (iii) funding claims for benefits under any Health Savings Account (HSA) or employee welfare benefit plan or the payment of fees to third parties providing services or products to Client or its employees, (iv) insuring or underwriting any liability to provide benefits under any employee welfare plan, (v) the acts or omissions of any automated clearing house or other financial institution, or (vi) Wrap Plan documents prepared by third parties. MMA specifically disclaims any warranty regarding the compliance of Client's employee health and benefits plan with ERISA.

MMA does not act on behalf of any insurer or other service provider, is not bound to utilize any particular insurer or service provider, and does not have the authority to make binding commitments on behalf of any insurer or service provider. MMA does not guarantee or make any representation or warranty that coverage or services can be placed on terms acceptable to Client. MMA is not responsible for the solvency or ability to pay claims of any insurance carrier or the solvency or ability of any service provider to provide service. Client agrees that all decisions regarding the amount, type or terms of coverage shall be Client's ultimate responsibility. While MMA may provide advice and recommendations, Client must decide the specific coverages that are appropriate for its particular circumstances and financial position. The form of MMA's compensation, whether by commission,

fee, or both, shall not affect MMA's role as insurance broker or the scope of the services to be provided by MMA.

MMA's service obligations to you are solely contractual in nature. The parties acknowledge and agree that, in performing the Services, MMA and its affiliates are not acting as a fiduciary for Client, except to the extent required by applicable law, and do not otherwise have a fiduciary or other enhanced duty to you.

In the event that a service, resource or tool listed on Exhibit A is being provided by a party that is not MMA or a subcontractor of MMA, the provision of such service, resource, or tool may be subject to terms and conditions or contract to be entered into between Client and such third-party provider. MMA shall have no liability with respect to any service, resource or tool not provided directly by MMA and/or one of its subcontractors.

Client shall be responsible for any fee or penalty arising out of or relating to its benefit plans that is assessed by the Internal Revenue Service, the Department of Labor, and/or other federal or state governmental agencies.

MMA is not engaged in the practice of law or tax accounting and the Services provided hereunder do not constitute and are not a substitute for legal, tax and/or accounting advice. Accordingly, MMA recommends that Client secure the advice of competent legal counsel and/or tax advisor with respect to any legal or tax matters related to the Services or otherwise.

The Patient Protection and Affordable Care Act (ACA) is a complex law. Any statements or guidance regarding the ACA made by MMA concerning tax, accounting, or legal matters are based solely on our experience as insurance brokers and risk consultants and are not to be relied upon as accounting, tax, or legal advice.

Article V. Representations

5.1 Compliance with Applicable Law and Regulation

Each party agrees to comply in all material respects with all federal, state, and local laws and regulations applicable to such party in carrying out its obligations under this Agreement.

5.2 Accuracy of Information

Client shall provide to MMA timely, complete and accurate information to enable MMA to perform its obligations and provide Services hereunder. Client assumes full responsibility for any Client information provided to MMA, a general agent or a service provider hereunder, including, but not limited to, its condition, content, format, usability, or correctness and MMA has no obligation to confirm or verify the accuracy, authenticity, or completeness of any information provided by Client. Client understands that the failure to provide necessary, complete and accurate information to MMA and/or a general agent or service provider, whether intentional or by error, could result in the voiding of coverage or denial of claims. Client acknowledges that MMA: (i) relies upon the accuracy of all information provided by Client in effecting and performing its obligations under this Agreement, and (ii) understands and agrees that MMA shall have no liability for its reliance on inaccurate or incomplete information.

5.3 Plan Fiduciary; Instructions

MMA is not a "plan administrator" or "fiduciary" as defined under ERISA. Client acknowledges, agrees and warrants that Client or the appropriate Covered Entity is the named plan administrator and/or fiduciary for the plan(s) within the meaning of the Employee Retirement Income Security Act of 1974, as amended ("**ERISA**"), and, notwithstanding anything to the contrary contained herein, that MMA is not a fiduciary and does not have any discretionary authority or responsibility with respect to the plan(s) or plan assets. It is understood and agreed that Client and/or the relevant plan(s) have full and final authority and responsibility for the plan(s), plan(s) assets, and plan(s) operation. Client, and not MMA, shall be solely responsible for the review and payment of claims for benefits provided under any benefit plan and for all appeals brought under any such benefit plan and/or ERISA. Client shall be responsible for meeting any ERISA trust requirements to the extent applicable. MMA does not assume any responsibility for receiving or reviewing claims for benefits under or in connection with any benefit plan. MMA shall not have any duty or power to act on behalf of Client or any participant in connection with the plan(s) other than as expressly stated in this Agreement or upon instruction from Client.

Article VI. Other Provisions

6.1 No Third-Party Beneficiaries

Neither this Agreement nor the provision of the Services is intended to confer any right or benefit on any third party.

6.2 Governing Law/Waiver of Jury Trial

This Agreement shall be governed by and construed in accordance with the laws of the State of North Dakota, without regard to choice of law principles. Each party, on behalf of itself and its affiliates, to the fullest extent permitted by law, knowingly, voluntarily, and intentionally waives its right to a trial by jury in any action or other legal proceeding arising out of or relating to this Agreement or any Services provided by MMA or its affiliates. The waiver applies to any action or legal proceeding, whether sounding in contract, tort or otherwise. Each party agrees not to include any employee, officer, director or trustee of the other as a party in any action, proceeding or counterclaim relating to such dispute.

6.3 Amendment; Waiver

No changes, amendments, or alterations shall be effective unless signed by duly authorized representatives of both parties. Neither the waiver by either party of a breach or violation of any provision of this Agreement nor the failure by either party to insist upon strict performance of any provision herein shall operate or be construed to be a waiver of any subsequent breach or violation thereof. To be effective, all waivers must be in writing and signed by an authorized officer of the party to be charged.

6.4 Exhibits; Entire Agreement

This Agreement (including any SOW, Exhibits and Appendices hereto) sets forth the complete and sole understanding between MMA and Client with respect to its subject matter and supersedes any and all prior or contemporaneous communications, discussions, agreements, understandings, promises, and/or representations made by either party to the other, whether oral, written, or in any other form not expressly included herein. This Agreement includes the following Exhibit:

- **EXHIBIT A** - Statement of Work & Compensation
- **EXHIBIT B** - Compensation Disclosure
- **EXHIBIT C** - Business Associate Agreement or Data Privacy & Security Addendum
- **EXHIBIT D** - Scope of Services

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties, through their authorized representatives, have executed this Agreement as of the Effective Date.

Marsh & McLennan Agency LLC

By: 
Printed Name: Benjamin Zietz
Title: Benefits Advisor
Date: 5/19/2025

City of West Fargo

By: _____
Printed Name: _____
Title: _____
Date: _____

Attest

By: _____
Printed Name: _____
Title: _____
Date: _____

STATEMENT OF WORK

This Statement of Work is entered into pursuant to the Client Service Agreement dated May 1, 2025, between the parties hereto, and sets forth the scope of services to be provided, and the compensation to be earned, by MMA. This SOW is subject to the terms and conditions contained in the Client Service Agreement.

PART 1 - SERVICE PERIOD from 5/1-12/31 and then automatically renews on an annual basis unless the agreement is terminated or amended by either party. For the avoidance of doubt, after the initial service period, the annual service period shall be from May 1 until April 30 of the following year.

PART 2 - SCOPE OF SERVICES

Line(s) of Coverage/Commission	Policy Period
Medical, Stop Loss, Dental, Vision, Basic Life, Basic AD&D, Supplemental Life, Supplemental AD&D, STD, LTD, Pre-Paid Legal, Voluntary Benefits/Worksite, Pet Insurance	5/1-12/31 and then automatically renews annually thereafter

PART 3 • COMPENSATION

1.1 Commission-Based Compensation

MMA shall be compensated for its Services through retail commissions from insurers. Any retail commissions shall be considered fully earned by MMA at the time of receipt.

1.2 Third-Party Vendor Services

Client has opted to engage with the following identified third-party vendors. Service costs shall be fully covered by base commission received from Client's insurance plans for which MMA is the broker of record. In the event Client terminates MMA as broker of record with respect to any or all of the Client insurance plan(s), services under this Agreement will immediately terminate unless otherwise mutually agreed to in writing by the parties. Services will be provided in accordance with the terms and conditions of each respective third-party vendor and MMA disclaims any and all liability or loss incurred by client relating to such third-party services.

THIRD PARTY VENDOR	SERVICE PROVIDED

1.3 Out-of-Scope Services.

MMA can provide additional services at an additional cost. The cost and scope of additional services will be agreed in advance and reflected in an amendment to the SOW.

If there is a significant change in Client's operations that affects the complexity of Client's program or plan that may have the effect of increasing MMA's responsibilities and the Client's service needs, both parties agree to renegotiate MMA's compensation in good faith. Changes in scope include, but are not limited to, a change in operations due to merger or acquisition, a material increase in the number of employees and participants, a change in plan design and operations, and a change in Client's payroll or other systems vendor.

Please see Exhibit B for MMA's standard Compensation Disclosure which may be updated from time to time.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Marsh & McLennan Agency LLC

By: 
Printed Name: Benjamin Zietz
Title: Benefits Advisor
Date: 5/19/2025

City of West Fargo

By: _____
Printed Name: _____
Title: _____
Date: _____

Attest

By: _____
Printed Name: _____
Title: _____
Date: _____

EXHIBIT B: COMPENSATION DISCLOSURE

Marsh & McLennan Agency LLC ("MMA") prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** -A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client. If MMA places business through an affiliated wholesale broker or managing general agent, MMA will advise the client of this at or prior to placement.
- **Client Fees** - Some clients may negotiate a fee for MMA's services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA's engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client's placements.
- **Contingent Commissions** - Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- **Supplemental Commissions** - Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions**- Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.

- **Medallion Program and Sponsorships** - Pursuant to MMA's Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** - From time to time, MMA may be compensated by insurers for providing administrative services on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events. MMA may also have arrangements with vendors who compensate MMA for referring clients for vendor services.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed one times annual revenue, and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law

EXHIBIT C, if required

**Health Insurance Portability and Accountability Act (HIPAA)
BUSINESS ASSOCIATE AGREEMENT**

To the extent that it applies, this Business Associate Agreement ("**BAA**") is incorporated into and forms an integral part of the Client Service Agreement, including any Statement of Work, ("**Agreement**") concluded by Client and Marsh & McLennan Agency LLC ("**Business Associate**"), each a Party and together the Parties.

- 1. Definitions.** Capitalized terms not defined herein shall have the meanings ascribed to them in HIPAA or the Agreement.
- 2. Applicability.** This BAA shall apply only with respect to and to the extent that Business Associate, in its role as Client's Business Associate, creates, receives, maintains, or transmits Protected Health Information for or on behalf of Client ("**PHI**"), in Client's role as a Covered Entity or as a Business Associate.
- 3. Minimum Necessary.** Each Party shall limit its requests and disclosures to the minimum PHI that is necessary for Business Associate to perform the Services in accordance with the Agreement.
- 4. Uses and Disclosures.** Business Associate may not Use or Disclose PHI except as permitted or Required by the Agreement or as permitted or Required by law. Except as limited in this BAA, Business Associate may Use and Disclose PHI:
 - 4.1. to perform the obligations and provide the Services described in the Agreement, provided that such Use or Disclosure would not violate HIPAA if done by Client;
 - 4.2. to provide data aggregation services to Client;
 - 4.3. to de-identify PHI in accordance with the de-identification standard set out in the Privacy Rule; and
 - 4.4. for its proper management and administration and to carry out its legal responsibilities, provided that any Disclosure may occur only if it is Required by law or Business Associate obtains reasonable assurances from the person to whom the PHI is Disclosed that it will be held confidentially and Used or further Disclosed only as Required by law or for the purpose for which it was Disclosed to such person, and the person promptly notifies Business Associate if the confidentiality of the PHI is breached.
- 5. Business Associate's Obligations.**
 - 5.1. Safeguards.** Business Associate shall use appropriate administrative, physical, and technical safeguards to prevent Use or Disclosure of PHI other than as provided for by this BAA. If applicable, Business Associate shall comply with the Security standards set out in 45 C.F.R. Part 164 regarding any Electronic **PHI**.
 - 5.2. Reporting.** Business Associate shall promptly, and in no event later than two business days after determining the occurrence of a Use or Disclosure of PHI not provided for by this BAA, including a Security Incident or Breach of Unsecured PHI, notify Client in accordance with applicable law. The Parties agree that this section constitutes notice by Business Associate to Client of the ongoing occurrence of attempted but Unsuccessful Security Incidents for which no additional notice is required. For purposes of this BAA, the term "Unsuccessful Security Incident" includes, but is not limited to, pings and other broadcast attacks on Business Associate's firewall, port scans, unsuccessful log-on attempts, denials of service, and any other incident that does not result in unauthorized Use or Disclosure of PHI. Business Associate shall pay actual reasonable costs for notifications and credit monitoring services that are Required by law.
 - 5.3. Subcontractors.** Business Associate shall ensure that any subcontractors that create, receive, maintain, or transmit PHI on its behalf agree to substantially the same restrictions and conditions as those that apply, directly or through this BAA, to Business Associate with respect to such PHI.
 - 5.4. Access and Amendment.** Upon Client's written request and in the time and manner Required by law, Business Associate shall amend and/or provide Client with access to PHI in a Designated Record Set. Business Associate shall forward an individual or individual's designee's request to access or amend information in the Designated Record Set to Client within five calendar days of

receipt.

- 5.5. **Accounting.** Upon Client's written request and in the time and manner Required by law, Business Associate shall provide to Client an accounting of disclosures of an Individual's PHI to permit Client to respond to a request by an Individual for such an accounting. Business Associate shall document such disclosures of PHI and related information as would be required for Client to respond to a request by an Individual for an accounting of disclosures of PHI. Business Associate may impose a reasonable fee if Client requests an accounting more than once in any 12-month period.
- 5.6. **Delegation.** If Business Associate agrees in writing to carry out an obligation of Client under 45 CFR 164, Subpart E, Business Associate shall comply with the requirements of Subpart E that apply to Client in performing such an obligation.
- 5.7. **Disclosure.** Business Associate shall make internal practices, books, and records relating to the Use and Disclosure of PHI received from or created or received by Business Associate on Client's behalf available to the Secretary of Health and Human Services for the purpose of determining Client's or Business Associate's compliance with its obligations under HIPAA. Upon Client's written request, Business Associate shall promptly provide to Client a copy or summary of its client-releasable security and/or privacy policies.
6. **Mitigation.** Business Associate and Client shall mitigate, to the extent practicable, any harmful effect known to have arisen out of a Use or Disclosure of PHI in violation of this BAA.
7. **Client's Obligations.** Client represents and warrants that it has the right and authority to disclose PHI to Business Associate. Client shall
 - 7.1. not ask Business Associate to Use or Disclose PHI in any manner that would violate applicable law or Client's privacy notice if done by a Covered Entity (unless permitted by HIPAA for a Business Associate);
 - 7.2. transfer all PHI to Business Associate in an encrypted format, to be mutually agreed by the Parties; and
 - 7.3. notify Business Associate in writing of (a) any limitation(s) in the Client's notice of privacy practices, to the extent that such limitation may affect Business Associate's use or disclosure of PHI, and any changes to it;
(b) any changes in, or revocation of, an Individual's permission to Use or Disclose PHI, if such changes may impact Business Associate's Uses and Disclosures of PHI; and (c) any restriction on Use or Disclosure of PHI to which Client has agreed.
8. **Term.** This BAA shall continue in effect until the earlier of (a) termination by Client for material breach as set out in Section 9 below or (b) expiration of the Agreement.
9. **Termination.** Client may immediately terminate this BAA upon written notice to Business Associate if (a) Business Associate has materially breached this BM and failed to cure such violation within 30 days after receipt such notice or (b) cure of such Breach is not possible.
10. **Return, Destruction, or Retention of PHI.** Except as provided in this section, upon termination of the Agreement, if feasible, Business Associate shall return or destroy all PHI received from Client or created or received on Client's behalf. If the return or destruction of the PHI is infeasible, Business Associate shall extend to it the protections of this BM and limit further Uses and Disclosures to those purposes that make the return or destruction infeasible.
11. **Indemnity.** Subject to the limitation of liability set out in the Agreement, each Party ("Indemnifying Party") agrees to indemnify, hold harmless, and defend the other Party ("Indemnified Party") and its employees, officers, and directors from and against all claims, losses, liabilities, and costs, including reasonable attorneys' fees (collectively, "Losses") to the extent directly arising out of a Breach of this BAA by the Indemnifying Party. Neither Party shall be responsible for any Losses incurred by the other Party that are attributable to the other Party's acts or omissions. The Indemnified Party agrees to give the Indemnifying Party prompt and reasonable written notice any claim for indemnification and provide reasonable assistance in the defense of such Losses. The Indemnified Party retains the right to hire, at its own expense, separate counsel to

participate in its own representation. In the event there is no Agreement otherwise describing a limitation of liability, MMA's aggregate liability arising under this BAA and Business Associate's provision of services shall not exceed that amount described in the Broker Transparency Disclosure provided to Client. Nothing herein shall constitute a waiver of the Client's statutory limits of liability set forth in Chapter 32-12.1 of the North Dakota Century Code or a waiver of any available immunities or defenses.

12. Amendment. The Parties may amend this BM upon mutual written agreement.

13. Survival. The obligations under Sections 10 and 11 above shall survive termination of this BM.

14. Miscellaneous. The Parties intend that this BM be interpreted consistently with their intent to comply with HIPM and other applicable law. If there is any conflict between a provision in this BM and a provision in the Agreement, this BM will control. Except where this BAA conflicts with the Agreement, all other terms of the Agreement remain unchanged. There are no intended third-party beneficiaries under this BAA.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Marsh & McLennan Agency LLC

City of West Fargo

By: 
Printed Name: Benjamin Zietz
Title: Benefits Advisor
Date: 5/19/2025

By: _____
Printed Name: _____
Title: _____
Date: _____

Attest

By: _____
Printed Name: _____
Title: _____
Date: _____



West Fargo & WF Park District



How we got here and where we would like to go.

Timeline

Way Back When

Last Summer

Open
Enrollment

New
Broker

Contract
Development

Data
Import/Export

Onboard Park
Employees

When		What took place
☐	Way Back When	Back in the day, the Park District and City were one entity. So Park District employees were City employees. At some point they became their own entity but remain on City benefits in the background. This allowed them access to cheaper health insurance because they were being priced within a large group.
☐	Last Summer	During benefit renewals with our broker, we learned that we could not switch some of our employee benefit vendors due to single data source rules they had. To put it plainly, they would not allow the City to submit a file and the Parks to submit a file, they wanted one.
☐	Open Enrollment	Due to the timing of the above, the decision was made not to change any benefits. If we had, it would have caused Park employees to pay substantially more for health, vision, and dental plans. So, instead we looked for alternative ideas that would be best for both parties and the community.
☐	New Broker	While we were in the Broker RFP process, we started looking at the feasibility of bringing the Park District payroll and HR services into the City. This would allow them to remain on our benefits and allow us to change vendors when there was cost savings to be had.
☐	Contract Development	Since we found a feasible way to add the Park District in without the need to rewrite all of our HR system functions, we would like to move forward with the development of a contract. The basics of the contract would be: • City of West Fargo would process payroll and HR for the Park District • Park District would provide funding equivalent to one (1) FTE for their workload.
☐	Data Import/Export	If allowed to enter into the contract, we would begin importing and exporting data starting late summer/early fall, creating the Park District as a department within our HRIS system and developing payroll processes as well.
☐	Onboard Park Employees	With the plan of completing data and process pieces by 12/31/25, we would plan to have the Park District employees officially begin all process through the City with the first full pay period of 2026 (Jan 4-17)



PUBLIC WORKS DEPARTMENT

2024 ANNUAL REPORT



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MESSAGE FROM SENIOR PUBLIC WORKS DIRECTOR, MATT ANDVIK

Commission President Dardis,

I am pleased to submit the 2024 West Fargo Public Works Department Annual Report. This Annual Report highlights the department's organizational structure, core operations and service levels by summarizing the organized efforts and diverse functions. As a department, we strive to inform the public of all that our crews do to beautify, maintain and enhance the functionality of the city.

The Public Works Department is made up of eight divisions; however, the divisions each value and remain committed to teamwork. This is evident through the execution of large projects such as paving, Cleanup Week, snow events or large water breaks. The staff employs an 'all hands on deck' approach with all divisions stepping in to achieve a common objective. The men and women of the Public Works Department embody the team approach and it shows in the yearly accomplishments.

A few highlights of the 2024 accomplishments include:

- The Sanitation Division updated residential collection routes to allow for more efficient collection.
- This year also marked the Bulky Item Pickup program, allowing residents to call or schedule pickup online for curbside bulky item pickup.
- The Water Division continued the citywide meter replacement program. The Water Division also continued the hydrant flushing program by inspecting, flushing and exercising 2,374 hydrants to ensure functionality.
- Through the efforts of the Forestry Division, the City of West Fargo was named a Tree City USA for the 40th consecutive year.
- The Sewer Division continued decommissioning the lagoons. Cells three, four, five and six have received additional work including sloping and seeding, rock placement, packing, sloping and pumping down to sludge level.
- Commercial driving training program graduated ten employees with CDL.

On behalf of the entire Public Works Department, we thank the community, elected officials, City Administrator, other City Departments and their staff for their support. The Public Works Department remains dedicated to provide access to fundamental needs to improve the quality of life for West Fargo residents and visitors, and to make the City of West Fargo the best place to work, visit, and live.

Matthew Andvik,
Senior Public Works Director

MISSION STATEMENT

THE CITY OF WEST FARGO PUBLIC WORKS DEPARTMENT WORKS TO PROVIDE ACCESS TO FUNDAMENTAL NEEDS TO IMPROVE THE QUALITY OF LIFE FOR WEST FARGO RESIDENTS AND VISITORS, AND TO MAKE THE CITY OF WEST FARGO THE BEST PLACE TO WORK, VISIT AND LIVE.

VISION

TO ADAPT WITH NEW TECHNOLOGY, METHODOLOGY AND EQUIPMENT IN ORDER TO IMPROVE OVERALL CITY SERVICES.

CORE VALUES

TEAMWORK

To value workforce and strive to ensure that all staff are well trained, properly informed, exhibit respect to all, display commitment and demonstrate professionalism.

FLEXIBILITY + CREATIVITY

To seek innovative means to accomplish overall mission, objectives and goals.

COMMUNICATION

To practice active listening and encourage diverse points of view.

ACCOUNTABILITY

To remain dedicated to fiscal responsibility and transparency in the use of public funds and delivery of municipal services.



ONE TEAM

EIGHT DIVISIONS

The Public Works Department is responsible for providing public services to residents in a variety of areas to ensure the City of West Fargo remains a clean, safe and great place to live.

The department also provides resources including additional personnel, snowplows, barricades, pumps, generators and various heavy equipment to maintain public safety during emergency situations when needed.

The department is divided into eight divisions in order to efficiently deliver these services:

1. Street Division
2. Right-of-Way Division
3. Sewer Division
4. Water Division
5. Fleet and Facilities Division
6. Electrical Division
7. Forestry Division
8. Sanitation Division

KEY PERSONNEL



MATT ANDVIK,
SENIOR DIRECTOR
OF PUBLIC WORKS

BRIAN MATZKE,
DIRECTOR OF
OPERATIONS



LOGAN JACOBSEN,
DIRECTOR OF PUBLIC
WORKS SERVICES

DOUG STOTZ,
FLEET + FACILITIES
MANAGER



SCOTT RUDOLPH,
MASTER
ELECTRICIAN

BRADY HANSON,
WATER FOREMAN



DANE PRANKE,
SEWER FOREMAN

DAN BIRNBAUM,
STREET FOREMAN



CHAD ZANDER,
CITY FORESTER

TROY FREADRICH,
SANITATION FOREMAN



EMPLOYEE OVERVIEW + HIGHLIGHTS

90 FULL-TIME EMPLOYEES
14 SEASONAL EMPLOYEES

2024 EMPLOYEES OF THE QUARTER

SANITATION

- Dean Rolie
- Jason Amble
- Shaloe Hagen
- Prince Gbagbe

PUBLIC WORKS

- Aita Monger
- Al Johnson & Jimmy Martinez
- DJ Goesslin
- Dallas Heizleman

2024 MILESTONES

10-14 YEARS

- Craig Costello
- Shawn Hanson
- Wade Lick
- Scott Otto
- John Remmen
- Scott Tiffany
- Matthew Staebler
- Dean Rolie
- Dane Pranke
- Brady Hanson
- Bruce Rensvold

15-19 YEARS

- Art Peterson
- Brian Matzke
- Allen Johnson
- Daniel Birnbaum
- Troy Freadrich
- Chad Zander

25+ YEARS

- Myron Hummel
- John Freeman

20-24 YEARS

- Robert Klein

RETIREMENTS

- Barry Kiemele
- Michael Jahnke
- Joseph Reule

DEPARTMENT OPERATING BUDGET

The Public Works Department’s operating budget for 2024 totaled \$26,740,936. The City’s general fund financed the Administration, Street and Forestry Divisions. The Water and Sewer Divisions are funded by revenue generated from metered water sales. The Fleet Services Division is funded through various sources such as vehicle usage fees. Capital Improvement projects include scheduled maintenance, design and implementation of upgrades and overall infrastructure sustainability.

PUBLIC WORKS -GENERAL	\$437,822
STREET DIVISION	\$3,887,531
RIGHT-OF-WAY DIVISION	\$710,370
SEWER DIVISION	\$6,381,455
WATER DIVISION	\$6,781,405
FLEET + FACILITIES DIVISION	\$1,031,575
FORESTRY DIVISION	\$325,551
ELECTRICAL DIVISION (STREET LIGHTS)	\$527,000
SANITATION DIVISION	\$6,658,227
TOTAL	\$26,740,936



STREET DIVISION

I FOREMAN | I CREW CHIEF | 9 OPERATORS

The Street Division is responsible for activities including the City of West Fargo’s streets, right-of-way and public facilities. The City of West Fargo has approximately 440 centerline miles of roadways. The division ensures compliance with federal, state and local regulations in all three of its subsections: streets, right-of-way and street lights (electrical).

The Street Division is charged with pavement maintenance, street sweeping, snow and ice control, alley maintenance and miscellaneous waste disposal. The crews also maintain and install all signs, pavement markings and special event barricading.

ROADWAY MAINTENANCE

Roadway maintenance in the City of West Fargo is a collaborative effort between the Public Works and Engineering Departments. The Engineering Department evaluates and monitors the condition of the City’s infrastructure, including streets, to plan construction and capital improvement projects. The City’s in-house maintenance programs aims to maintain or improve the overall condition of public roadways within the City of West Fargo’s boundaries. This is done through the implementation of project management tools and the allocation of in-house resources to complete the necessary projects.

400 MILES OF LANE ROADWAYS PLOWED 	4 SNOW EVENTS REQUIRING AN ALL PLOW 	4,000 TONS OF ASPHALT USED TO REPAIR ROADWAYS	442 TONS OF DEBRIS COLLECTED STREET SWEEPING
823 TONS OF SALT TREATMENT USED ON WINTER ROADS 	46,735 GAL. OF BRINE TREATMENT USED ON WINTER ROADS 	500 FEET OF CURB AND GUTTER REPLACED	275 FEET OF SIDEWALKS REPAIRED



STREET DIVISION

MAINTENANCE METHODS

Maintenance procedures are used to repair and prolong the life of the City of West Fargo's public roadways. The following includes a few of the maintenance methods:

- Cold Patches – Potholes are filled in year-round both proactively and in response to resident reporting.
 - In 2024, the Street Division used 5.5 tons of asphalt, 162 bags of road patch and 40 tons of cold mix to repair potholes.
- Foam Jacking – Also known as poly jacking or poly leveling is a concrete repair method that uses polyurethane foam to lift and level uneven concrete slabs. Foam jacking is a non-invasive alternative to replacing concrete.
 - In 2024, the Street Division lifted 132 feet of roadways.
- Durapatching – An annual street maintenance program that repairs flaws or potholes in the public roadways when larger pavement repair is unnecessary. Durapatch is also used to fix cracks in asphalt and concrete surfaces.
 - In 2024, the Street Division used 188 tons of Durapatch granite and 2,810 gallons of Durapatch oil.

STREET SWEEPING

Streets throughout the City of West Fargo are swept on a bi-weekly maintenance zone day, or as needed, from May through September to control litter, leaves and environmental contaminants found in the gutter line. Concentrated sweeping occurs during the leaf season to address seasonal leaves and debris buildup caused by snow removal efforts. In 2024, the Street Division's sweeper collected approximately 442 tons of debris.

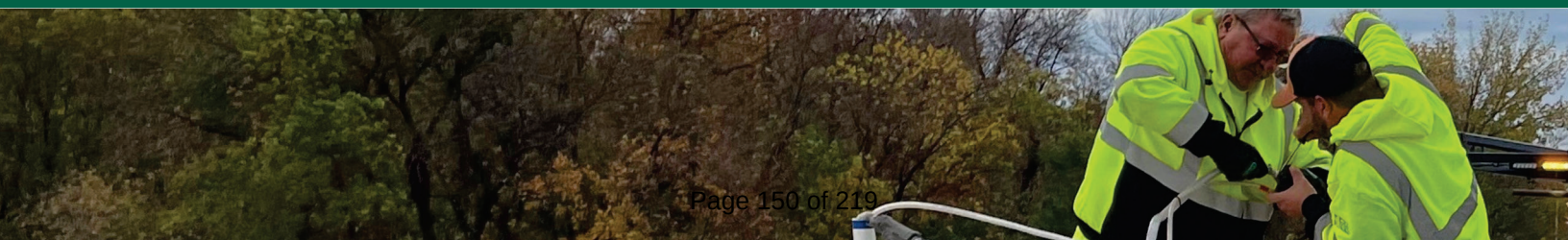
SNOW + ICE CONTROL

In 2024, the Street Division maintained approximately 440 miles of streets and responded to four "all plow" snow events. A total of 823 tons of treated salt and 46,735 gallons of brine salt were used on the City's streets.

The Street Foreman, along with the Sewer and Water Foremen, coordinate to ensure that snow is efficiently removed from roadways, sidewalks and facilities. Crews utilize several salt reduction practices and annually calibrate vehicle salt spreaders to distribute the compounds efficiently. These materials and practices allow staff to respond effectively to the wide variety of winter weather conditions.

SIGNS

The City of West Fargo maintains a total of 16,000 signs. Maintenance includes the design, fabrication, installation, assessment of condition and reflectivity and removal of signs. In 2024, the Street Division recorded 330 sign replacement, installs or repair tasks with one or more signs per task.



RIGHT-OF-WAY DIVISION

I FOREMAN | I CREW CHIEF | 4 OPERATORS

The Right-of-Way Division is a subdivision of the Street Division. This division works closely with the Street Division crews to ensure that all roadways, sidewalks and green spaces are maintained. The Right-of-Way Division is responsible for all the landscaping of city owned properties, boulevards, and right-of-way green spaces. This includes areas such as: perennial garden beds located in medians, flower beds located in The Downtown Yards on Sheyenne District, landscaping around lift stations and various additional projects. The Right-of-Way Division includes seasonal employees in the summer months to assist with mowing and trimming.

The Right-of-Way Division is also in charge of city owned decorations and seasonal décor. During the spring and summer months, crews hang flags along Sheyenne Street and The Downtown Yards on Sheyenne District. In the winter months, crews hang and maintain the holiday lights and décor located throughout The Downtown Yards on Sheyenne District.

Crews also ensure that all city-owned sidewalks are clear of snow and ice during the winter months.

500 FLOWERS

PLANTED
ANNUALLY

500 ACRES

TREATED
AND MOWED

**126 GARDEN
BEDS**

FILLED WITH
PERENIALS
MAINTAINED
YEARLY

55 MILES

OF
SIDEWALKS
MAINTAINED



RIGHT-OF-WAY DIVISION

MAINTENANCE

In 2024, the Right-of-Way Division manages 126 garden beds with 500 flowers planted yearly. Crews also manage, mow and treat 500 acres throughout the City of West Fargo, in addition to 55 sidewalk miles.

Right-of-Way crews also oversee 25 different flag poles, 30 seasonal banner locations and 30 pieces of holiday décor.



SEWER DIVISION

1 FOREMAN | 2 CREW CHIEFS | 10 OPERATORS

The Sewer Division is responsible for providing uninterrupted service to all residents served by the City's sanitary and storm sewer systems via proactive maintenance and repair services. The Sewer Division also manages the decommissioning of the lagoons. These services are maintained through investigation, inspection, evaluation and analysis of the systems' long and short term needs.

The division maintains 184 miles of sanitary sewer line, 205 miles of storm sewer line, over 70 retention ponds, 34 sanitary lift stations, 51 storm lift stations and 6,739 catch basins. The division is also responsible for inspecting, repairing and replacing manholes.

The Sewer Division's crews also assist with snow removal operations, storm events and additional functions as needed.

184 MILES

OF
SANITARY
SEWER
MAINTAINED

205 MILES

OF STORM
SEWER
MAINTAINED

**70 RETENTION
PONDS**

MAINTAINED
YEARLY

**6,739 CATCH
BASINS**

MAINTAINED
YEARLY



SEWER DIVISION

SANITARY

The City of West Fargo's sanitary sewer system carries wastewater from bathrooms, sinks, kitchens and other plumbing fixtures to a wastewater treatment plant where it is treated and released. Crews provide proactive and emergency maintenance to the sanitary sewer system in pursuit of the following goals:

- Maintain the sanitary sewer system's capacity
- Provide uninterrupted service to the sanitary sewer system
- Reduce overall sanitary sewer overflows

Crews regularly clean the sewer pipes to prevent back up and inspect lines for defects using closed circuit television equipment. The Sewer Division cleans 34 lift stations and services 3,584 manholes.

STORM

Storm sewers carry rainfall runoff and drainage from storm drains to local streams, rivers, water storage areas and retention ponds. Crews maintain the storm sewer system by regularly cleaning the pipes to prevent buildup and inspect lines for defects using closed circuit television equipment.

Catch basins are structures that drain water from streets and low-lying areas. Catch basins are designed to collect debris and sediment to prevent entry to the storm sewer system which could lead to blockages. Crews maintain approximately 6,739 catch basins through regularly cleaning, repairing, steaming and replacing, when necessary.

In 2024, crews serviced 4,012 manholes, fixed 15 sink holes and maintained over 200 miles of storm lines.



SEWER DIVISION

PRETREATMENT PROGRAM

The Sewer Division monitors industrial businesses through a Pretreatment Program to ensure businesses comply with City ordinances and Environmental Protection Agency (EPA) regulations to ensure a pollution free sewer. The EPA's National Pretreatment Program is designed to protect the infrastructure for public sanitary sewer systems and reduce pollutant levels discharged by industries and businesses into public sanitary sewer systems and into the environment.

In 2024, 10 inspections were performed on industrial users with 40 samples taken. Of those 40 samples, five resulted in surcharges. In 2024, there was one permit violation.

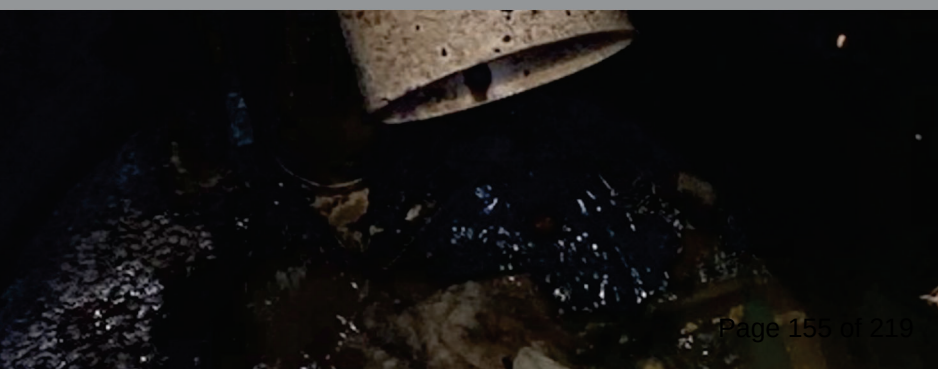
F.R.O.G. PROGRAM

Fats, rags, oils and grease (FROG) are common causes of blockages and sanitary sewer overflows in communities across the United States. Sanitary sewer lines are not equipped to handle FROG leading to costly repairs and public health hazards when overflows occur. The City of West Fargo designed this program to eliminate FROGs from the sewer systems and create a solution for the potentially hazardous problems that can be created.

In 2024, there were 198 inspections performed on cooking facilities and automotive repair related industries. All violations were resolved before the deadline and non proceeded to court.

BACKFLOW PREVENTION PROGRAM

Throughout 2024, there were seven additional fresh water supply backflow devices installed and maintained on publicly owned facilities.



LAGOON DECOMMISSIONING

In June 2021, work began on decommissioning the City of West Fargo's lagoon cells. Lagoon cells eight, nine and ten are fully decommissioned. In 2023, cells five and six were drained, rough graded, sloped, seeded and had drain tile installed. Cell four was drained with sloping and seeding beginning in the summer of 2024. Cells one, two, three and seven are still in commission.

In 2024, the City of West Fargo pumped 930,000,000 gallons of wastewater to the City of Fargo's Regional Water Reclamation facility and 260,000,000 gallons of wastewater to the lagoons. An additional 200,000,000 gallons of lagoon water was discharged.

The crews placed 350,000 cubic yards of clay received from the FM Diversion. Cells three, four, five and six have received additional work including sloping and seeding, rock placement, packing, sloping and pumping down to sludge level.



WATER DIVISION

1 FOREMAN | 1 CREW CHIEF | 5 OPERATORS | 1 METER TECHNICIAN

The Water Division ensures the reliable operation of the City of West Fargo's waterworks system and provides a high-quality supply of drinking water at sufficient pressure at affordable prices. This is achieved by balancing cost-effective services with sound environmental responsibility.

The Water Division is responsible for the operation and maintenance of city-owned waterworks infrastructure, including 216 miles of water main lines. The City supplies an average of 3.2 million gallons of water per day to more than 41,000 residents, businesses and visitors. The Water Division crew is available 24 hours a day, seven days a week for emergency response to water main breaks, emergency utility location and various water-related emergencies.

Water Division crews also assist with snow removal operations, storm events and other functions, as needed.

In 2024, the new meter installation system provided 440 alert notifications sent out to residents for high usage, low temperature alerts, communication failures and low pressure monitors. The new meter system allowed crews to contact residents regarding an issue immediately instead of waiting until the end of the billing cycle.

2,374
HYDRANTS

EXERCISED
AND
INSPECTED

95 CURB
STOPS

SERVICED

649 GATE
VALVES

SERVICED
YEARLY

22 REPAIRS

UNDERGROUND
SERVICE
REPAIRS



WATER DIVISION

WATER QUALITY

The Water Division must meet specific guidelines for drinking water quality as established by the United States, North Dakota Environmental Protection Agencies and Safe Drinking Water Act.

PUMPING + STORAGE

Crews are responsible for the operation and maintenance of the pumping and storage system. Crews maintain five water towers that hold a total of five million gallons of water, three pump stations and five standby electrical generators.

Crews also perform monthly testing, preventative maintenance and repairs on the equipment. In 2024, a total of 1,311,629,000 gallons of metered water were pumped through the system.

WATER DISTRIBUTION

Crews are responsible for the maintenance and repair of the water distribution system. There are approximately 216 total miles of water main, 2,337 fire hydrants and 5,517 valves in the system.

WATER REPAIRS

Crews replaced one residential lead in home service line with two more lead lines remaining to be replaced in 2025. Crews also repaired and provided preventative maintenance to 62 gate valves.



WATER DIVISION

WATER METER PROJECT

The Water Division has been working diligently to install new Advanced Metering Infrastructure (AMI) smart meters into every residence and business within the City of West Fargo.

A smart meter is an advanced digital water meter that records water consumption in time intervals. Then the smart meter uses two-way communications to transmit the information back to the Utility Division for water usage monitoring and billing purposes.

The Water Division aims to have all water meters within the City of West Fargo switched to the AMI smart water meter system by 2026.

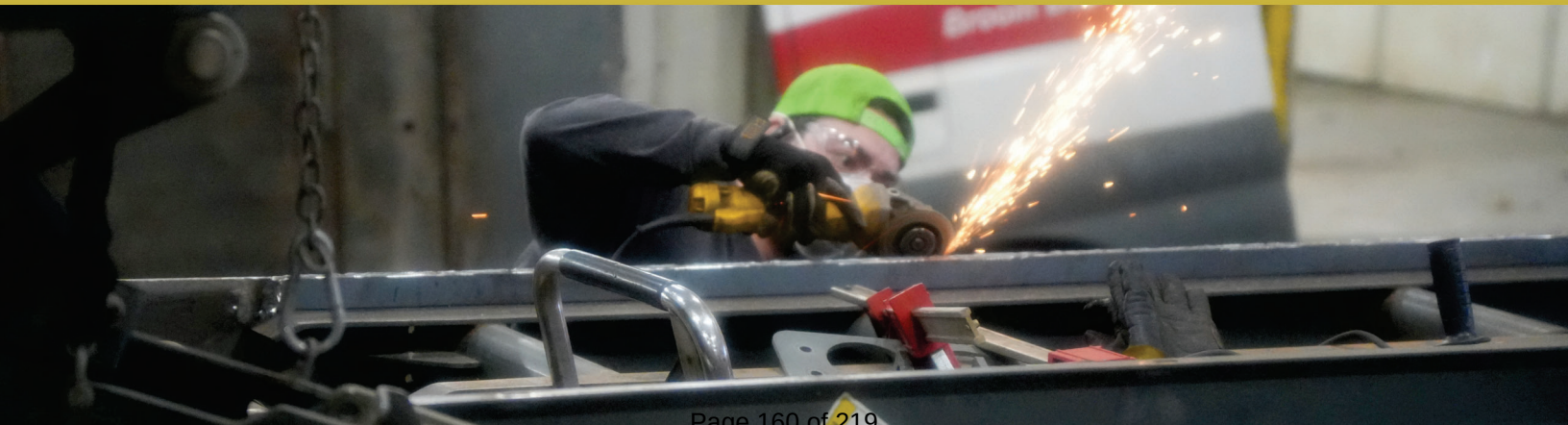
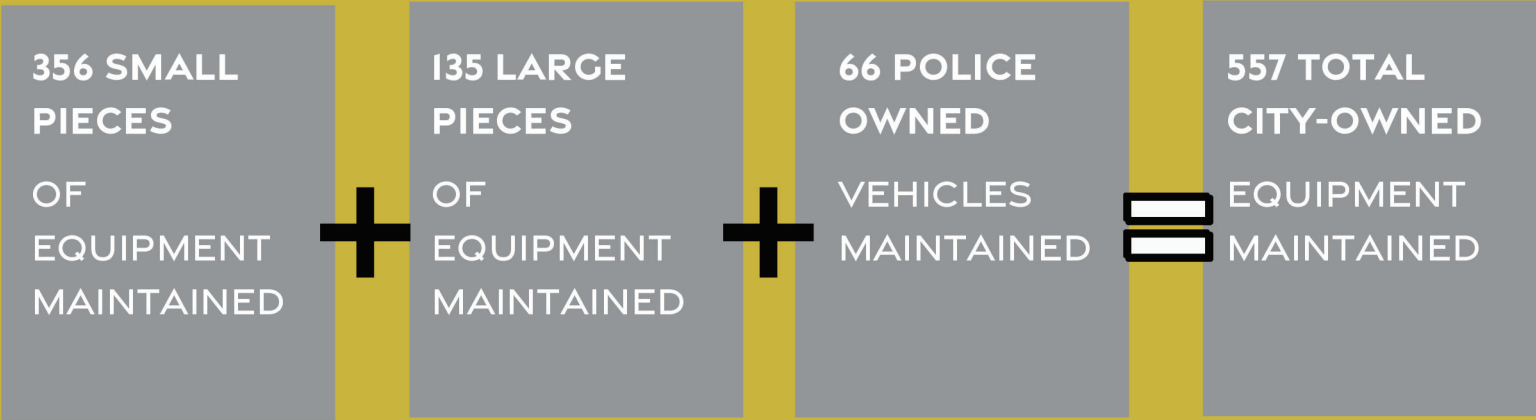


FLEET + FACILITIES DIVISION

1 MANAGER | 1 FOREMAN | 1 CREW CHIEF | 4 TECHNICIANS

The Fleet Services Division is charged with providing maintenance and repair to all city-owned vehicles and equipment. City of West Fargo owned assets include 557 licensed vehicles for City Hall and Public Works staff, 66 licensed vehicles for the West Fargo Police Department, 135 large pieces of primary and ancillary equipment, and 356 pieces of smaller equipment.

The Facilities Division performs routine planned maintenance for city-owned properties which include City Hall, West Fargo Police Department and West Fargo Fire Department. Crews also oversee all janitorial staff and facility technicians.



FACILITIES + FLEET DIVISION

VEHICLE REPLACEMENT PROGRAM

The Fleet Division oversees the City's vehicle replacement program using equipment life expectancy data and internal usage statistics to plan for the acquisition, reassignment and resale of City vehicles and large equipment.

MAINTENANCE

To ensure the continued operation of City vehicles, crews perform both preventative and proactive maintenance on City vehicles and ancillary equipment. Ancillary equipment includes salt spreaders, snowplows, de-icing and anti-icing equipment, mowers, asphalt pavers, rollers and more.

The Fleet Division also specifies and acquires replacement vehicles and equipment, disposes of retired assets, oversees central parts and supplies inventory, and ensures that safety standards are met for all equipment.

In 2024, labor and repair costs for City of West Fargo owned vehicles were \$863,451. This includes repairs from 14 different departments across the city. The majority of the Fleet Division's mechanical jobs address Public Works equipment with the other remaining jobs addressing the West Fargo Police Department's equipment, among others. The division utilizes Cartegraph software to track and manage these assets.

NEW CITY HALL LOCATION

The Facilities Division was instrumental in the moving to the new City Hall location. Over 193 hours were spent on the fit up of the new City Hall including:

- 98 hours painting and patching walls
- 19 gallons of paint
- 50 hours moving
- 30,400 square feet of office space to clean

The hard work and dedication of the Facilities Division helped ensure that the fit up of the new City Hall location came in under budget.



FACILITIES + FLEET DIVISION

I LEAD TECHNICIAN | 2 TECHNICIANS | 4 CUSTODIANS

The Facilities Division performs routine planned maintenance for city-owned properties which includes the Public Works Department, City Hall, West Fargo Police Department and West Fargo Fire Department. Crews also oversee all janitorial staff and facility technicians.

Facilities personnel are responsible for ensuring the functionality and safety of city-owned buildings and surrounding infrastructure, including grounds, equipment and people.

In 2024, the Facilities Division completed 842 tasks for a total of 495.25 recorded hours. These tasks include landscaping maintenance, mowing, plumbing, snow and ice control, decorating, flag maintenance and general monthly maintenance.

The Facilities Division also installed two city fuel stations located in north and south quadrants of the City.

366 HOURS

GENERAL
MAINTENANCE

50 HOURS

MOVING
ITEMS TO NEW
CITY HALL
LOCATION

470 HOURS

OF SNOW AND
OUTDOOR
MAINTENANCE

193 HOURS

SETTING UP
NEW CITY
HALL
LOCATION



ELECTRICAL + STREET LIGHTS DIVISION

1 MASTER ELECTRICIAN | 3 JOURNEYMEN ELECTRICIANS

The Electrical Division maintains all pumps, generators, street lights, civil defense sirens and traffic signals. The division also maintains all city-owned properties and lift stations including City Hall, Public Works, West Fargo Police Department, West Fargo Fire Department and West Fargo Public Library.

In 2024, the Electrical Division responded to 48 broken street light poles. The Electrical Division also replaced 50% of street light with LED bulbs out of the allocated 200 light project. The project was delayed due to manufacturing defects with the LED bulbs.

**5,200+ STREET
LIGHTS**

MAINTAINED
YEARLY

**12 CIVIL
DEFENSE
SIRENS**

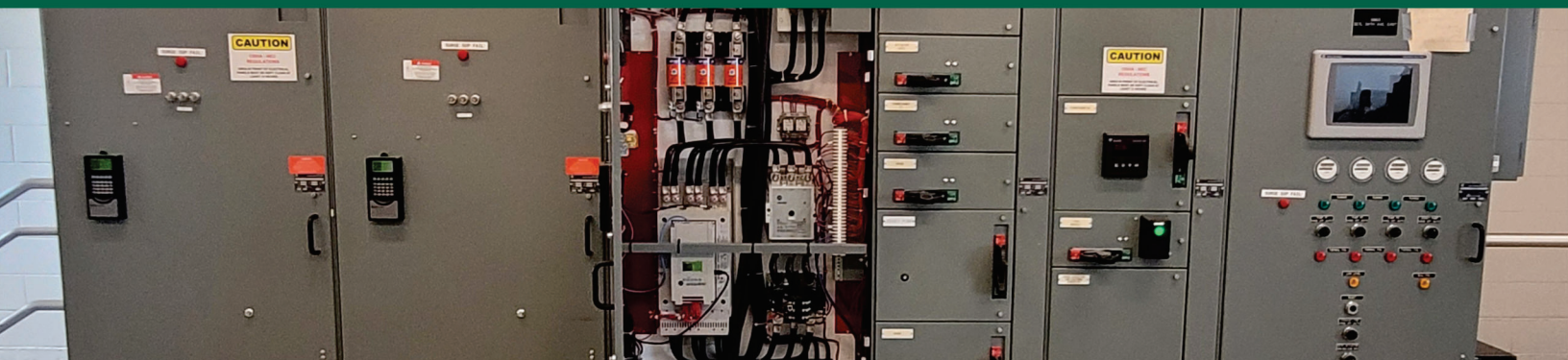
MAINTAINED
YEARLY

**32 TRAFFIC
SIGNALS**

MAINTAINED
YEARLY

**232
ELECTRICAL
FEED POINTS**

SERVICED
AND
MAINTAINED



FORESTRY DIVISION

1 FORESTER | 2 ARBORISTS

The mission of the Forestry Division is to promote and maintain a safe and healthy urban forest that enhances the visual appeal and environmental quality of the City of West Fargo. The Forestry Division accomplishes this mission through public education to ensure citizens are aware of the great importance of tree planting and maintenance.

A thriving urban forest offers many advantages to communities:

- Trees help absorb the sounds of traffic in urban areas by 40%
- Neighborhoods with trees are seven to nine degrees cooler than those without
- Trees reduce energy costs by up to 25% by shading buildings and protecting from winds
- Residences with trees have higher property values
- Green space plays a major role in improving mental and physical health
- Planting and maintaining trees absorbs carbon dioxide in the atmosphere, mitigating the effects of climate change

366 TREES

PLANTED IN-
HOUSE AND
WITH
CONTRACTORS

**813 BOULEVARD
TREES**

PRUNED

252 PERMITS

RECEIVED FOR
PLANTING
TREES

**10 COMMUNITY
ORCHARDS**

IN THE CITY OF
WEST FARGO



FORESTRY DIVISION

TREE PRUNING

The Forestry Division's goal is to inspect and prune all city-owned trees. Routine pruning promotes proper growth habits and future development of the tree. Regular pruning ensures a healthier, safer urban forest.

COMMUNITY ORCHARDS

The Forestry Division maintains ten community orchards with two new community orchards installed in 2024. The first was installed along the bike path on 8th Street W., just to the south of Westside Elementary School. It includes apples, plums, cherries, pears and juneberries.

Another orchard was started in four buy-out lots in the Riverside Development, north of Main Avenue W. IT includes apples, cherries and plums.

TREE CITY USA

The City of West Fargo is proud to be recognized as a Tree City USA community since 1984 through the Arbor Day Foundation. In order to meet the qualifications as a Tree City USA, a city must meet four standards:

1. Maintain a tree board or department
2. Have a community tree ordinance
3. Spend at least \$2 per capital on urban forestry
4. Celebrate Arbor Day



SANITATION DIVISION

1 MANAGER | 1 FOREMAN | 1 CREW CHIEF | 19 OPERATORS | 1 OFFICE COORDINATOR

The Sanitation Division is committed to providing convenient and affordable residential and commercial solid waste services to the residents of the City of West Fargo.

In 2024, the Sanitation Division saw 24,626 tons of waste disposed of and 2,009 tons of material recycled. Residents recycled 1,880 tons of yard waste with over 15,000 residents visiting the Transfer Station.

New to the Sanitation Division in 2024 was:

- 96-gallon carts
- Air Curtain Incinerator to replace the Tub Grinder for managing wood waste
- Bulky Item Pickup Program
- Updated residential collection routes
- Addition of a Crew Chief

12,870
LOCATIONS

SERVICED
WEEKLY

15,000+
RESIDENTS

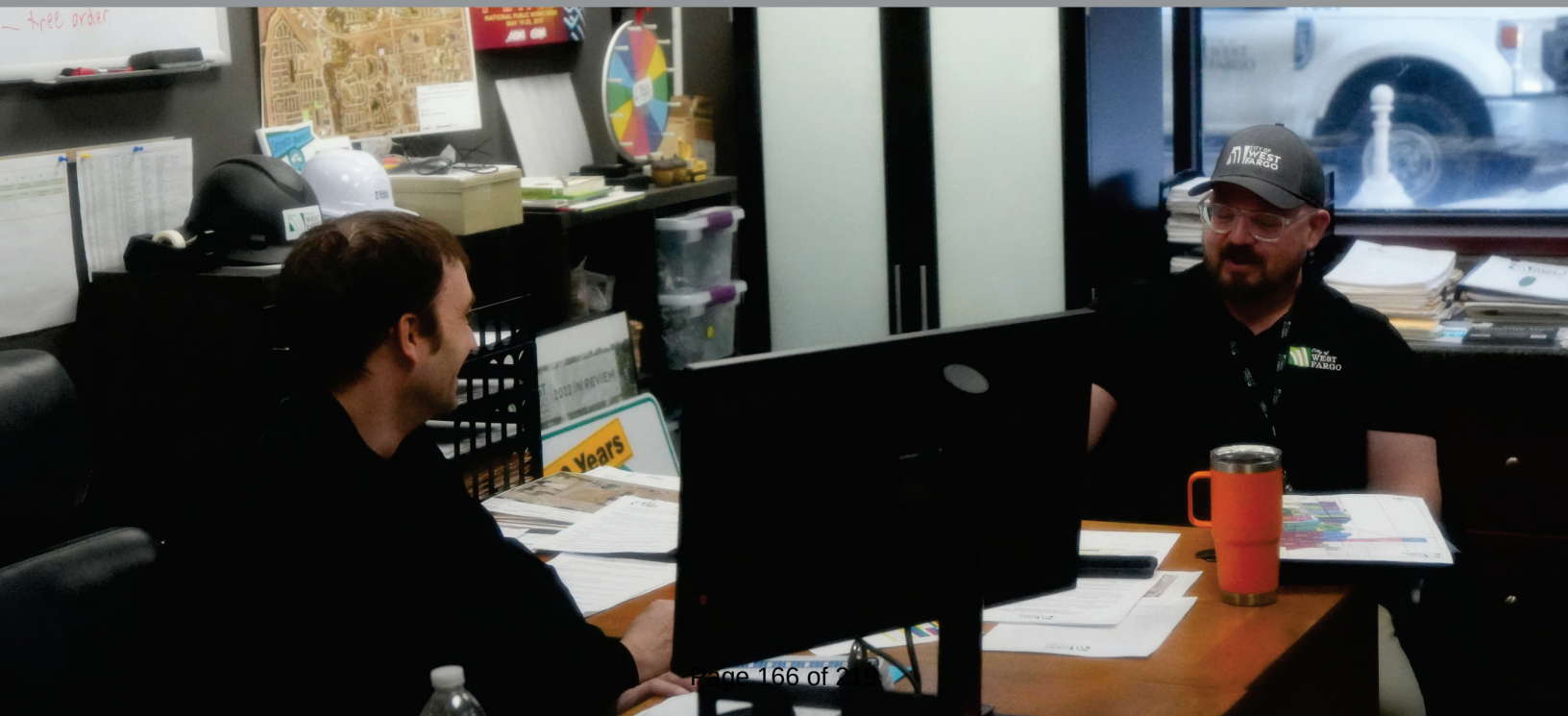
SERVED AT
THE
TRANSFER
STATION

2,009 TOTAL
TONS

OF MATERIAL
RECYCLED

24,626 TOTAL
TONS

OF WASTE
DISPOSED



SANITATION DIVISION

YEAR IN REVIEW

The year 2024 was an exciting one for the Sanitation Division. Collection changes impacted all residents as Residential Routes were updated to Monday through Thursday. This has allowed for more efficient collection and matched the recycling holiday collection schedules with those of waste collection. The Bulky Pickup Program kicked off in July, allowing residents to either call or schedule online for the removal of furniture, appliances, tires, and metal items from the curb.

The Sanitation Division has completed its second year and entered its third year using Rubicon routing and customer management software. In 2023, calls for missed collections decreased from 30-50 calls per week to 2-3 calls per week. Residents or businesses with concerns about missed collections, prohibited waste, or other concerns can have questions answered directly during the first call. Staff can look up exceptions reported by operators in real time. Rubicon is also a key component of the bulky item pick-up program with an online request portal. Staff are also now collecting cart identification numbers to keep track of waste carts at each address.

Mid-summer, a permit to construct was issued to the Sanitation Department to bring in an Air Curtain Incinerator to replace the tub grinder for managing wood waste. An ACI unit can burn clean wood at up to 13 tons per hour. An ACI unit has less maintenance and operating cost than a tub grinder and reduces waste by more than 90% in volume. This is also planned to be a component of managing Emerald Ash Borer waste. EAB was recently discovered in Moorhead, MN.

CLEANUP WEEK

During the 2024 Cleanup Week 357 tons of municipal solid waste, 292 tons of inert waste, and 60 tons of metal waste were collected.



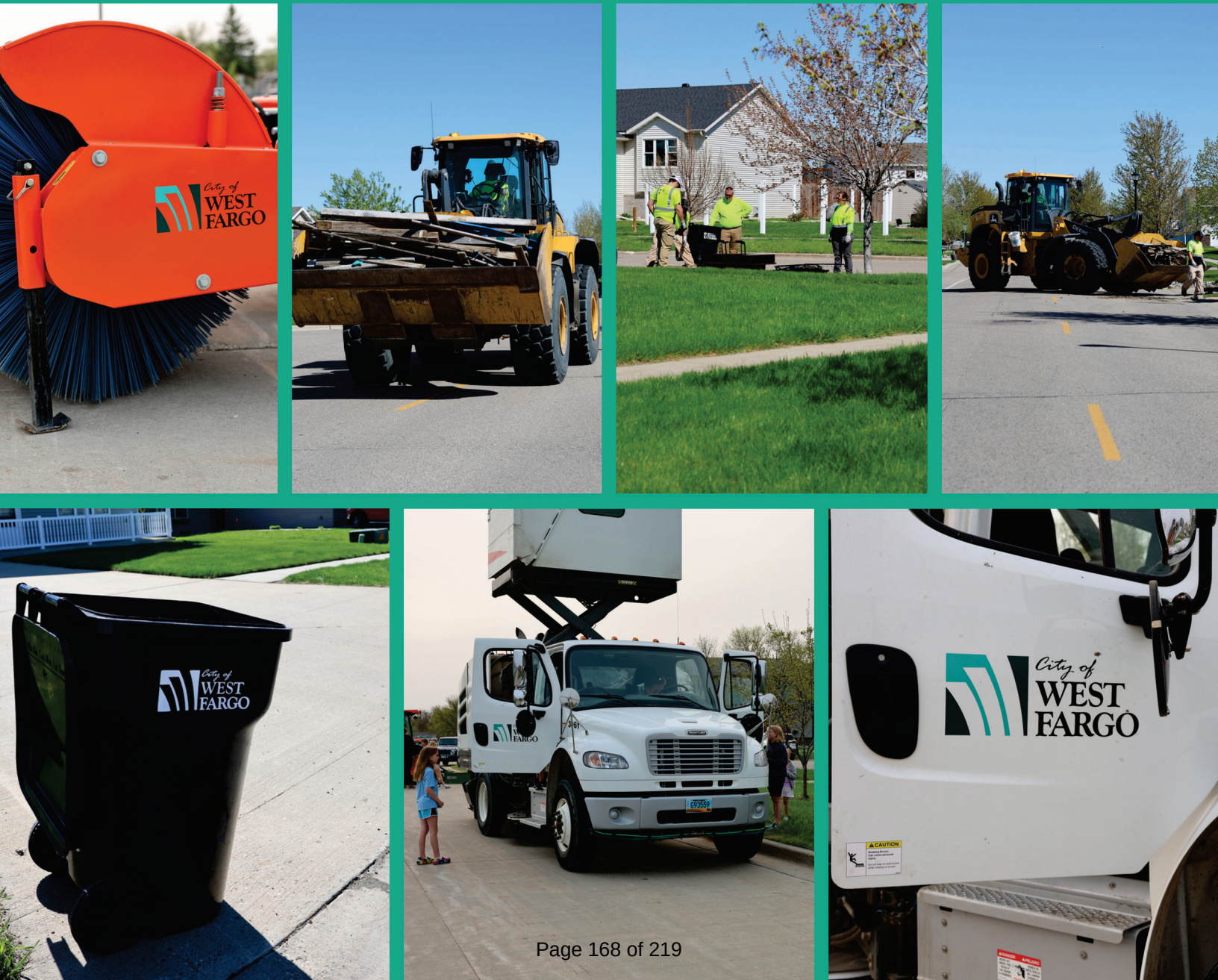
THANK YOU

Thank you for taking the time to review the 2024 Public Works Department Annual Report. All of us at the Public Works Department look forward to many great years serving the City of West Fargo.

STAY INFORMED AND CONNECT WITH US ONLINE AT:
WESTFARGOND.GOV



@CITYOFWESTFARGO





"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 19, 2025

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

Action: Approve Task Order for Bolton & Menk

New Information and Recommendation:

The Commission has awarded this project to a contractor. The consultant, Bolton & Menk has provided the attached Task Order to provide Construction Observation and Administration for this project.

The following documents are attached for review/consideration:

- Task Order No. 2-3

Staff Recommendation: Approve Task Order No. 2-3 with Bolton & Menk

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:

May 5, 2025-

- **Staff Recommendation:** Adopt Resolution Approving Contract and Contractor's Bond and Authorize Notice to Proceed
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.

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.

Task Order 2-3

In accordance with Paragraph 1.02 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 17th, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 19th, 2025
- b. Owner: City of West Fargo, North Dakota
- c. Engineer: Bolton & Menk, Inc.
- d. Specific Project (title): PCN 23800
HEU-8-992(047) Veterans / 9th Street Signal Modifications
HEU-8-992(048) Veterans Turn Lane Modifications
City of West Fargo Project # 2279

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

Description: Construction Engineering and Administration for the NDDOT HSIP funded project modifying existing traffic signals and turn lanes at several intersections along Veterans Boulevard / 9th Street in West Fargo. Given this, we propose adding the scope of work as described in the attached Exhibit A on pages 4 and 5 of this document.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit A.

4. Task Order Schedule

The construction administration schedule will follow the contractor's schedule. Conversations with Sun Electric (contractor) and their subcontractor Northern Improvement have led to a preliminary schedule of up to 12 weeks to complete the work. Start date will depend on material lead times for the signal equipment.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Task Category & Task	Task Order	Previous Fee (\$)	Increased Fee (\$)	Amended Maximum Fee (\$)
Urban Regional Project Scoping Worksheet	2	\$12,000.00	-	\$12,000.00
Preliminary & Final Design; Plans, Specs, Estimate	2-1, 2-2	\$139,955.00	-	\$139,955.00
Construction Engineering & Administration	2-3	-	\$121,162.00	\$121,162.00
ADDITIONAL SERVICES SUBTOTAL		\$151,955.00	\$121,162.00	\$273,117.00

*task 2-3 in above table is to be billed on an hourly not-to-exceed basis.

6. Terms and Conditions

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

The Effective Date of this Task Order 2-3 is May 19th, 2025

OWNER:

ENGINEER:

By: _____

By: _____

Print Name: Daniel R. Hanson

Print Name: Mike Bittner, PE

Title: Sr. Director of Community & Development Services

Title: Principal Transportation Engineer

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Daniel Hanson, PE

Name: Chris Dahl, PE

Title: Senior Director of Community & Development

Title: Transportation Project Manager | Associate

Address: 800 Fourth Ave. E.
Suite 1
West Fargo, ND 58078

Address: 3168 41st St S
Suite 2
Fargo, ND 58104

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

E-Mail Address: Chris.Dahl@bolton-menk.com

Phone: 701-515-5105

Phone: 701-367-5283

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

Engineer's Services for Task Order

City # 2279 – 9th Street / Veterans Blvd Turn Lanes & Traffic Signal Modifications – West Fargo, ND

This construction administration project includes oversight for the contractor to remove the negative left turn lane offset at two intersections on Veterans Boulevard, at 36th Ave and 40th Ave S, and modifications to eight intersection traffic signal systems on 9th Street / Veterans Boulevard at 7th Ave E, 13th Ave E, 17th Ave E, 19th Ave E, 23rd Ave W, 26th Ave E, 32nd Ave E, and 36th Ave E.

This scope of work is based on the expected needs of the City of West Fargo. The anticipated construction duration is assumed to be up to 12-weeks for inspection. All project Final Documents per the NDDOT Construction Records Manuals will be completed by December 31, 2025.

Scope of Work:

Task 1.0 Project Management and Coordination

Includes day-to-day project management, coordination, and meetings with City of West Fargo and the Bolton & Menk project team. Includes preparing and updating project progress reports & schedules as well as administering the contract and preparing invoices. Includes one preconstruction meeting, weekly progress reports & pay estimates, and monthly invoices.

Prior to construction beginning, Bolton & Menk will schedule and conduct the preconstruction meeting upon contractor's request. We will distribute invitations and prepare and distribute meeting minutes. Bolton & Menk will discuss the contractor's schedule to review potential conflicts or problems as well as discuss utility coordination. The project team will study plans, specifications, and award documents in preparation for the preconstruction meeting and prior to start of construction.

Task 2.0 Construction Observation, Inspection, Survey, and Materials Testing

The Project will be staffed at all times while construction is in progress. All project inspection personnel will study project plans and specifications, prior to the start of each construction operation. Project documentation and records will be recorded using the NDDOT's web-based Construction Automated Records System (CARS) complying with the NDDOT Construction Records Manual. The Project Engineer shall provide oversight to inspection staff involved with the project. The Project Engineer will also provide oversight and approval of all shop drawings, project records, progress reports, and pay quantity entries through CARS. The Project Manager shall coordinate construction survey requests with Bolton & Menk Survey Staff and materials testing with Braun Intertec for Aggregate Base Class 5, 9IN & 10IN Non-Reinf Concrete Pavement CL AE-Doweled, and concrete for the new traffic signal foundation. Invoices for Braun Intertec's testing will be sent directly to the City of West Fargo Engineering Department for payment.

The Project Engineer shall review the contractor's schedule regularly to identify any potential conflicts or problems and keep the City updated on project schedule through weekly progress reports and conversations. If any unforeseen events/conditions arise during the project, the Project Engineer will consult with the City and coordinate with the contractor the City's proposed solution.

The Project Manager and on-site personnel will complete and enter all Daily Inspection Diaries, as well as Pay Quantity Entries. Inspection staff will compute and provide documentation of all measured quantities and pay items requiring measurements per the NDDOT Construction Records Manual. Progressive Estimates will be submitted every 2-4 weeks based on the completed work activities. Additionally, the Project Manager and on-site personnel will assist in day-to-day duties, including but not limited to the approval and verification of materials, daily inspection of work zone traffic control, documentation of temporary erosion control, required federal documentation and EEO forms, and communication of any unseen events or conditions that may arise. Upon achieving substantial completion, the Project Engineer will distribute a punch-list of items for the contractor to complete prior to project acceptance. Prior to project acceptance, the City, Contractor, and Project Engineer/Project Manager will conduct a final walk through of the project sites ensuring all work items meet acceptance.

Bolton & Menk will utilize the LCP tracker web application to review certified payroll for the prime contractor and all subcontractors ensuring compliance with applicable labor laws, prevailing wage requirements, and contract provisions.

The Bolton & Menk survey team shall perform the following tasks per Plans and Specifications. Due to the nature of this project, additional tasks may be requested by the contractor or City of West Fargo.

- Stake removal locations throughout project.
- Stake permanent signage and striping locations.
- Additional staking as requested.

Task 3.0 Project Closeout

Once project acceptance has been achieved, Bolton & Menk will complete all Final Records following the NDDOT Construction Records Manual and provide all documents and supporting files to the City of West Fargo and NDDOT Fargo District.

Fee:

Client: City of West Fargo City Project # 2279: 9th St / Veterans Signals & Turn Lanes Modifications		Bolton & Menk, Inc.								
Task No.	Work Task Description	Project Manager/EOR	Project Engineer	Signal Inspector	Project Manager	Survey	Intern Inspector	Clerical	Total Hours	Total Cost
1.0	Project Management & Coordination	6	55	1	10	0	0	2	74	\$12,669
2.0	Construction Observation, Inspection, Survey, and Materials Testing	0	87	66	423	10	40	15	641	\$94,403
3.0	Project Closeout	0	40	5	40	0	0	5	90	\$14,090
Total Hours		6	182	72	473	10	40	22	805	
Average Hourly Rate		\$206.00	\$175.00	\$188.00	\$140.00	\$190.00	\$100.00	\$110.00		
Subtotal		\$1,236	\$31,850	\$13,536	\$66,220	\$1,900	\$4,000	\$2,420		
Total Fee									\$121,162	

The total fee for task 2-3, construction engineering, is \$121,162.00 and will be billed out as an hourly not-to-exceed basis contract that will be invoiced on a monthly basis.



"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 19, 2025

Subject: Improvement District No. 2294 – 6th St and 23rd Ave E – Intersection Improvements

Action: Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk

New Information and Recommendation:

At the March 17, 2025 commission meeting, the Commission directed staff to proceed with the installation of a signal at the intersection of 6th St. and 23rd Ave. E to prepare the intersection for the traffic anticipated to be created by the upcoming development of the area.

This project is intended to move towards design with an anticipated bid date in November of this year. Bolton & Menk has been chosen to be the Consultant for this project due to their familiarity of the design of West Fargo's signals as well as previous study work performed in relation to this project.

To move forward with the assessment process for this project, a Resolution Declaring Work Necessary needs to be authorized by the Commission which will set the date for the Hearing of Protest to be scheduled for the July 7th Commission Meeting.

The following documents are attached for review/consideration:

- Improvement District Map
- Task Order
- Associated Resolution

Staff Recommendation: Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk

Background and Project Summary:

Improvements to this intersection originally was planned under Imp. Dist. No. 2261 and was originally presented as a roundabout. A recent study performed by Bolton & Menk showed that a signal would adequately function under future traffic conditions. That district was dissolved after over 50% of the area to be assessed formally protested the creation of the Improvement District.

Financial Analysis:

The preliminary cost estimate for the traffic signal is \$1,467,000.

This project is identified in the 2024 approved CIP with an estimated cost of \$2,080,000. The project estimated amount shown above is preliminary and will be refined after the design has been completed.

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

Previously Presented Information and Commission Actions:

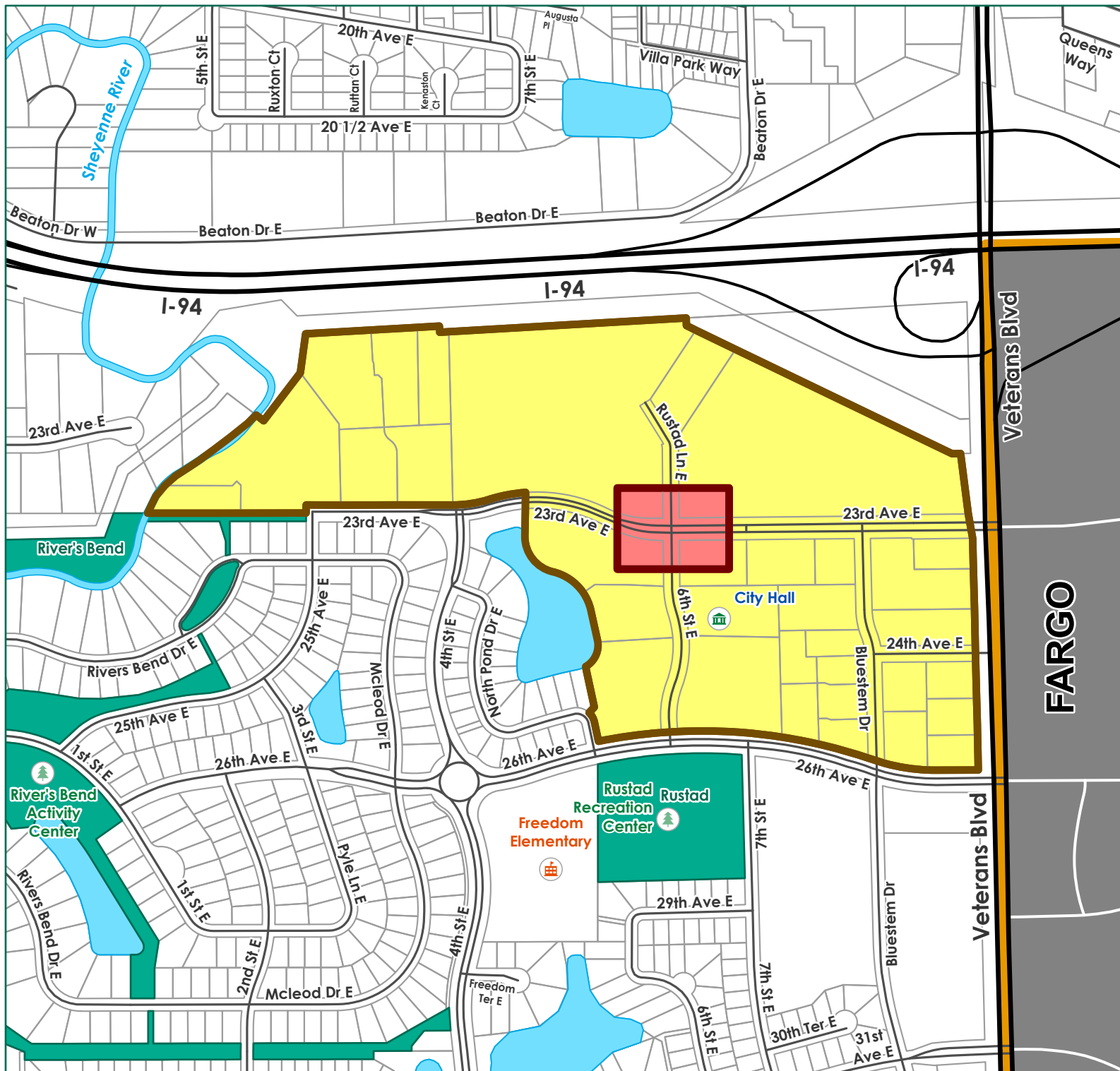
3/17/2025-

- **Staff Recommendation:** Rescind previously adopted Resolution Declaring Petition for Improvements Received, Approve Engineer's Report and Direct Plans and Specifications
- **Commission Action:** Commissioner Anderson moved, and Commissioner Olson seconded to Approve. No opposition, Motion Carried.

2/24/2025-

- **Staff Recommendation:** Accept Petition for Improvements, Create Improvement District No. 2294; and Direct Engineer to prepare an Engineer's Report
- **Commission Action:** Commissioner Zundel moved to approve and prepare the Engineer's Report with both intersection options, and Commissioner Olson seconded to approve. No opposition, motion carried

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

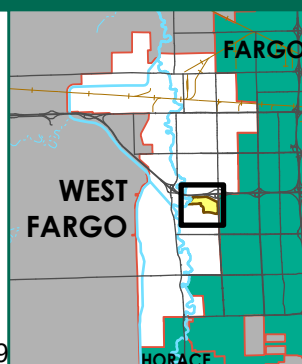


IMPROVEMENT DISTRICT NO. 2294

23rd Ave E and 6th St E Intersection Improvements

Issued: 2/14/2025

Prepared by:



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

0 200 400 800 Feet



Task Order 7-0

This is Task Order No. 7-0,
consisting of 3 pages.

Task Order

In accordance with Paragraph 1.02 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated April 17th, 2023 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 19, 2025
- b. Owner: City of West Fargo, North Dakota
- c. Engineer: Bolton & Menk, Inc.
- d. Specific Project (title): Improvement District No. 2294 – 6th St. and 23rd Ave E – Intersection Improvements
- e. Specific Project (description): The purpose of this task order is to design a traffic signal at 23rd Avenue and 6th Street. Includes interconnect to Bluestem Avenue, ADA ramps, and turn lane modifications.

2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are:

set forth in Part 1—Basic Services of Exhibit A, "Engineer's Services for Task Order," modified for this specific Task Order, and attached to and incorporated as part of this Task Order.
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Submit Preliminary (50%) plans for City Review	6/20/2025
Engineer	PS&E Meeting with City (95% plans)	8/8/2025
Engineer	Plan Completion Date (100% Plans)	9/12/2025

Task Order Form

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Page 1

Page 179 of 219

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
City	Bid Date November 2025	Construction Summer 2026

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Preliminary Plan Submittal	\$30,000	Lump Sum
2. 95% Plan Submittal	\$25,000	Lump Sum
3. Final Plan Submittal	\$5,000	Lump Sum
TOTAL COMPENSATION	\$60,000	

6. Terms and Conditions

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

The Effective Date of this Task Order is May 19th, 2025

OWNER:

By: _____

Print Name: Daniel R. Hanson

Title: Senior Director of Community Development

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kyle McCamy

Title: Assistant City Engineer

Address: 2515 6th Street East
West Fargo, ND 58078

E-Mail Address: Kyle.mccamy@westfargond.gov

Phone: 701-515-5105

ENGINEER:

By: _____

Print Name: Mike Bittner

Title: Principal Transportation Engineer

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Grant Kuper

Title: Municipal Group Leader | Principal

Address: 3168 41st Street South
Suite 2
Fargo, ND 58104

E-Mail Address: Grant.Kuper@bolton-menk.com

Phone: 701-540-7444

Task Order Form

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Real People. Real Solutions.

3168 41st Street South
Suite 2
Fargo, ND 58104

Ph: (701) 566-5339
Fax: (701) 566-5348
Bolton-Menk.com

This is **EXHIBIT A**, consisting of 3 pages, referred to in and part of the **Task Order** dated May 19th, 2025.

Engineer's Basic Services for Task Order

Improvement District No. 2294 – 6th St. and 23rd Ave E – Intersection Improvements – West Fargo, ND

This project will include geometric modifications of the raised median to eliminate negative left turn lanes, reconstruct ADA curb ramps and provide north-south crossings, install a new traffic signal, and update signage, striping, and lighting as necessary. Includes fiber optic interconnect to existing traffic signal at Bluestem Drive.

Scope of Work:

Task 1.0 Project Management

Includes day-to-day project management, coordination, and meetings with City of West Fargo and the Bolton & Menk project team. Includes preparing and updating project progress reports & schedules as well as administering the contract and preparing invoices. Also includes assistance with preliminary assessment role development for special assessment procedures conducted by the City.

Task 2.0 Preliminary Design, Topographic Surveying, Utility Coordination

Includes using the planning level concepts and estimates previously prepared to develop detailed designs to determine the extent of impacts and prepare construction limits. Includes coordination with utility owners to confirm horizontal and vertical location of their facilities and adjustments or relocations due to impacts from the proposed improvements. Includes preparing designs for the roadway geometrics, ADA curb ramps, typical sections, removals, temporary and permanent erosion control, paving layouts, work zone traffic control, signing & striping, and signals & lighting.

Project limits and planning level concept & engineers estimate is attached, which is the basis for preliminary and final design.

Includes quality assurance / quality control checks by competent and trained staff.

All designs will be completed in AutoCAD Civil 3D 2024. Does not include cross sections. Does not include establishing existing right-of-way from PLSS data or previous plats. City GIS shapefiles to be used for existing right-of-way. Does not include preparing right-of-way plats for acquisition of temporary easements or permanent right-of-way. Does not include property negotiation, acquisition, legal correspondence, obtaining temporary construction easements, or right of entry permissions with Costco. Assumed that all communication required with Costco will be made by the City of West Fargo. Does not include preparation of an environmental document or any environmental field work. Does not include any municipal sanitary sewer, storm sewer, or watermain improvements.

Task 3.0 Final Design & Plan Preparation

Includes preparing NDDOT plan sections:

- 1 – Title Sheet
- 2 – Table Of Contents Sheet
- 4 – Scope of Work Sheet
- 6 – Notes Sheets

Name: Improvement District No. 2294 – 6th St. and 23rd Ave E – Intersection Improvements

Location: West Fargo, ND

Date: May 19th, 2025

- 8 – Quantities Sheets
- 10 – Basis of Estimate Sheets
- 20 - General Details Sheets
- 30 – Typical Sections Sheets
- 40 – Removals
- 76 – Temporary Erosion Control
- 77 – Permanent Erosion Control
- 82 – Survey Data Layout Sheets
- 90 – Paving Layout Sheets
- 100 – Work Zone Traffic Control
- 110 – Signing Sheets
- 120 – Pavement Marking Sheets
- 140 – Lighting Sheets
- 150 – Traffic Signals Sheets
- 160 – ITS Sheets

Includes the use of NDDOT specifications and common bid items for the type of work. Plans will be prepared in AutoCAD Civil 3D 2024.

Includes time for engineer of record services to answer bidder questions and prepare addendums and change orders during construction if necessary.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DECLARING WORK NECESSARY

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota that it is hereby found and declared that it is necessary to construct an improvement in and for Improvement District No. 2294 – New Traffic Signal System, Street Reconstruction, and Incidentals consisting of a new four way traffic signal system, connections into existing fiber and roadway networks, and surface reconstruction to configure crosswalks and lane geometry used or useful in connection with the above specified improvements, in accordance with and as described in the resolution creating said district, and the Engineer's Report which has been prepared by the Engineer for the City of West Fargo and approved by this commission which resolution and Engineer's Report together with an estimate of the probable cost of the work, are now on file in the office of the City Auditor and are open to public inspection.

BE IT FURTHER RESOLVED that a portion of the cost of said improvement be specially assessed against the benefited property in said improvement district in amounts proportionate to and not exceeding the benefits to be derived by them respectively from said improvement.

BE IT FURTHER RESOLVED that the owners of the property liable to be specially assessed for said improvements may file written protests against the said improvements within thirty (30) days after first publication of this resolution, and this Board shall at its next meeting after the expiration of said period, to-wit: On the 7th day of July, at 5:30 p.m meet at the City Commission Chamber in City Hall , 2515 6th Street East, West Fargo, for the purpose of hearing and determining the sufficiency of any protests so filed and of taking any such further action with respect to said improvements as may then deemed necessary and expedient.

BE IT FURTHER RESOLVED that the City Auditor is hereby authorized and directed to cause this resolution, including a map of the improvements directed, to be published one each

week for two consecutive weeks in The Founm, the official newspaper of the City of West Fargo, North Dakota.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

**Commission
Vice President**

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 19, 2025

Subject: Improvement District No. 2290 – 2025 Public Works Mill & Overlay

Action: Accept Bid and Award Contract

New Information and Recommendation:

A virtual bid opening was conducted on May 15, 2025, at 10:30 AM where 2 bids were received. Border States Paving, Inc. was the lowest bidder for their bid amount of \$708,050.39. This bid came in at 14% under the final design Engineer's Estimate of \$822,924.25.

This project originally conducted a bid opening on April 10, 2025, but due to a restriction on city trucks not being able to enter into Minnesota at the time, only one bid was received. Since that time, Public Works staff overseeing the fleet of vehicles received approval for all city trucks to travel up to 20 miles into Minnesota, which provided the opportunity for additional suppliers to submit a bid.

The following documents are attached for review/consideration:

- Affidavit of Publication
- Bid Tabulation
- Notice of Award
- Engineer's Statement of Estimated Cost
- Associated Resolution

Staff Recommendation: Accept Bid and Award Contract to Border States Paving, Inc. for their bid amount of \$708,050.39.

Financial Analysis:

The total estimated cost in the original Engineer's Report for the project was \$822,924.25 and will be funded utilizing a combination of both Capital Improvement Sales Tax and Special Assessments.

Previously Presented Information and Commission Actions:

May 15, 2025 – Virtual Bid Opening was held at 10:30 AM

April 21, 2025 –

- **Staff Recommendation:** Reject all bids and Authorize Re-Advertisement for bids to rebid the project
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

April 10, 2025 – Virtual Bid Opening was held at 10:30 AM

March 17, 2025 –

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

February 3, 2025

- **Staff Recommendation:** Conduct the Determination of Protest Sufficiency and Approve associated Resolution
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

December 16, 2024

- **Staff Recommendation:** Approve Amended Resolution Creating Improvement District No. 2290, Approve Engineer's Report, Authorize Resolution of Necessity; and Direct Engineer to prepare Plans and Specifications
- **Commission Action:** Commissioner Jorgensen moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

December 2, 2024

- **Staff Recommendation:** Create Improvement District No. 2290, and Direct Engineer to prepare an Engineer's Report.
- **Commission Action:** Commissioner Zundel moved, and Commissioner Olson seconded to approve. No opposition, motion carried.



Forum Communications Company

ND Affidavit No. 8iA3jdecEXx3NjNVGr5c

AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (ND), a newspaper printed and published in the City of Fargo, County of Cass, State of North Dakota.

1. I am the designated agent of The The Forum of Fargo-Moorhead (ND), under the provisions and for the purposes of, Section 31-04-06, NDCC, for the newspaper listed on the attached exhibit.

2. The newspaper listed on the exhibit published the advertisement of: **ND Bids/Proposals Notice**; (2) time: *Wednesday, April 30, 2025, Wednesday, May 7, 2025*, as required by law or ordinance.

3. All of the listed newspapers are legal newspapers in the State of North Dakota and, under the provisions of Section 46-05-01, NDCC, are qualified to publish any public notice or any matter required by law or ordinance to be printed or published in a newspaper in North Dakota.

Edmar Corachia

(Signed) _____

VERIFICATION

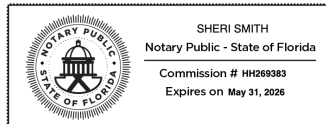
State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: **05/08/2025**

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.



CITY OF WEST FARGO, NORTH
DAKOTA
IMPROVEMENT DISTRICT NO.
2290 – 2025 PUBLIC WORKS MILL
& OVERLAY
ADVERTISEMENT FOR BIDS

City of West Fargo is requesting Bids for the construction of the project listed above.

Bids for the construction of the Project will be received and accepted via electronic bid (vBid) through QuestCDN until May 15, 2025 at 10:00 a.m. local time. Bids will be viewed and read via video/phone conference at 10:30 a.m. the same day. Mailed or hand delivered bids will not be opened or considered. Link for the video/phone conference is provided at www.westfargond.gov/268/Engineer by clicking the Engineering Project Bid System tab, or at www.questcdn.com.

The Project consists of milling existing asphalt pavement, spot replacing existing curb and gutter, and an asphalt overlay in the Westwynd, Wenzloff's, Sheep Barns, and Lenzmeier's areas.

Bids will be received for a single prime Contract. Bids shall be on a unit price basis as indicated in the Bid Form.

Digital project bidding documents will be available at <https://www.westfargond.gov/268/Engineer> by clicking the Project Bid Information tab, or at www.questcdn.com. You may download the complete set of digital documents for a nonrefundable fee of \$42.00 by locating eBidDoc™ Number 9658352 on the website. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in membership registration, downloading and working with this digital project information, and online bid submittal.

Each bid must be accompanied by a bidder's bond in a sum equal to 5% of the full amount of the bid executed by the bidder as principal and by a surety, conditioned that if the principal's bid is accepted and a contract is awarded to the principal, the principal, within ten (10) days after the notice of the award, shall execute a contract in accordance with the terms of the bid and the bid bond, and any conditions of the City of West Fargo, as required by law. A countersignature of a bid bond is not required. If the City of West Fargo elects to award a contract to the lowest responsible bidder, and the lowest responsible bidder does not execute a contract within ten (10) days, the bidder's bond will be forfeited to the City of West Fargo, and the City of West Fargo may award the project to the next lowest responsible bidder.

Each bidder must possess a valid North Dakota contractor's license for the full amount of their bid, as required by N.D.C.C. § 43-07-7. Each bidder MUST enclose a copy of their Contractor's License or Certificate of Renewal, issued by the North Dakota Secretary of State, and each license must be valid and dated at least 10 days prior to the date set for bid opening, as required under N.D.C.C. § 43-07-12. The City of West Fargo will not read

or consider any bid that does not fully
comply with the requirements above,
or the requirements of N.D.C.C. § 48-
01.2-05

Owner: City of West Fargo
By: Dustin T. Scott
Title: City Administrator
Date: April 21, 2025

Publish Dates: April 30, 2025 and
May 7, 2025
(Apr. 30; May. 7, 2025)



Bid Tabulation

Improvement Dist No. 2290

2025 Public Works Mill & Overlay

Owner: City of West Fargo

Solicitor: City of West Fargo

5/15/2025 10:00 AM

					Engineer Estimate		Border States Paving, Inc.		FM Asphalt LLC	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	PLAN	CURB AND GUTTER - SAWCUT EXISTING	LF	663	\$30.00	\$19,890.00	\$7.00	\$4,641.00	\$7.00	\$4,641.00
2	24200	CURB AND GUTTER - REMOVE	LF	3,525	\$10.00	\$35,250.00	\$11.00	\$38,775.00	\$5.00	\$17,625.00
3	PLAN	CURB AND GUTTER - CONNECT TO EXISTING	EA	265	\$100.00	\$26,500.00	\$40.00	\$10,600.00	\$15.00	\$3,975.00
4	321313	CURB AND GUTTER	LF	3,525	\$40.00	\$141,000.00	\$55.00	\$193,875.00	\$60.00	\$211,500.00
5	PLAN	CURB AND GUTTER - SPECIAL	SF	80	\$50.00	\$4,000.00	\$42.00	\$3,360.00	\$45.00	\$3,600.00
6	PLAN	ASPHALT MILLING - 2"	SY	55,427	\$2.75	\$152,424.25	\$0.57	\$31,593.39	\$0.90	\$49,884.30
7	321216	TACK COAT	GAL	3,880	\$5.00	\$19,400.00	\$5.00	\$19,400.00	\$4.00	\$15,520.00
8	321216	ASPHALT OVERLAY - 2"	TON	6,028	\$70.00	\$421,960.00	\$64.50	\$388,806.00	\$76.00	\$458,128.00
9	12000	MOBILIZATION	LSUM	1	\$2,500.00	\$2,500.00	\$17,000.00	\$17,000.00	\$30,000.00	\$30,000.00
Base Bid Total:						\$822,924.25		\$708,050.39		\$794,873.30

NOTICE OF AWARD

Date of Issuance: May 19, 2025

Owner: City of West Fargo

Owner's Contract No.: 2290

Engineer: City of West Fargo

Engineer's Project No.: 2290

Project: Westwynd, Wenzloff's, Sheep Barns, and
Lenzmeier's Areas

Contract Name: Improvement District No. 2290 – 2025 Public
Works Mill & Overlay

Bidder: Border States Paving, Inc.

Bidder's Address: 4101 32nd St N Fargo, ND 58102

TO BIDDER:

You are notified that Owner has accepted your Bid dated May 15, 2025, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for: Improvement District No. 2290 – 2025 Public Works Mill & Overlay.

The Contract Price of the awarded Contract is: \$ 708,050.39

2 unexecuted counterparts of the Agreement accompany this Notice of Award, and two copies of the Contract Documents accompanies this Notice of Award or has been transmitted or made available to Bidder electronically.

☒ 3 sets of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 10 days of the date of receipt of this Notice of Award:

1. Deliver to Owner 2 counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [*e.g., performance and payment bonds*] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner: City of West Fargo

Authorized Signature

By: Bernie L. Dardis

Title: President of the Board of City Commissioners

Copy: Engineer



Dan Hanson, City Engineer
Jerry Wallace, Asst. City Engineer
Kyle McCamy, Asst. City Engineer
Kayla Volness, Office Manager

Engineering Department
2515 6th St E, West Fargo, ND
(701) 515-5100
westfargond.gov/Engineer

May 19, 2025

Board of City Commissioners
City of West Fargo
2515 6th St. E.
West Fargo, ND

Re: Improvement District No. 2290
2025 Public Works Mill & Overlay

WHEREAS, bids were opened and filed for Improvement District No. 2290 for the City of West Fargo, North Dakota; and

WHEREAS, the engineer for the City of West Fargo, North Dakota has made a careful and detailed statement of the estimated cost of work;

NOW THEREFORE, I, Daniel Hanson, do hereby certify as follows:

That I am the City Engineer for the City of West Fargo, North Dakota;
That the following (and/or attached hereto) is a detailed statement of the estimated cost for work described as Improvement No. 2290 of the City of West Fargo, North Dakota.

IN WITNESS THEREOF, I have hereunto set my hand and seal this 19th day of May, 2025.

Daniel R. Hanson
ND REG. NO. 4962

Dan Hanson

*Engineer for the City of West Fargo
West Fargo, North Dakota*



**Improvement District No. 2290
2025 Public Works Mill & Overlay
West Fargo, ND**

ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION		UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
<u>Item</u>	<u>Spec</u>				
1.	PLAN CURB AND GUTTER - SAWCUT EXISTING	LF	663	\$7.00	\$4,641.00
2.	24200 CURB AND GUTTER - REMOVE	LF	3,525	\$11.00	\$38,775.00
3.	PLAN CURB AND GUTTER - CONNECT TO EXISTING	EA	265	\$40.00	\$10,600.00
4.	321313 CURB AND GUTTER	LF	3,525	\$55.00	\$193,875.00
5.	PLAN CURB AND GUTTER - SPECIAL	SF	80	\$42.00	\$3,360.00
6.	PLAN ASPHALT MILLING - 2"	SY	55,427	\$0.57	\$31,593.39
7.	321216 TACK COAT	GAL	3,880	\$5.00	\$19,400.00
8.	321216 ASPHALT OVERLAY - 2"	TON	6,028	\$64.50	\$388,806.00
9.	12000 MOBILIZATION	LSUM	1	\$17,000.00	<u>\$17,000.00</u>
				Construction Subtotal	\$708,050.39
				Contingencies	\$71,636.15
				Total Construction	\$779,000.00
				Engineering (Design/Construction)	\$78,000.00
				Consultant (Materials Testing)	\$3,000.00
				Legal & Administration	\$38,900.00
				Bond Discount	\$31,100.00
				TOTAL COST	\$930,000.00

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING BID, SHOWING
RECEIPT OF ENGINEER'S STATEMENT OF ESTIMATED COST
AND DIRECTING EXECUTION OF CONTRACT

WHEREAS, bids have heretofore been received for the making of certain improvements in Improvement District No. 2290 – 2025 Public Works Mill and Overlay of the City of West Fargo, North Dakota; and

WHEREAS, said bids were opened and made public and are on file in the office of the City Auditor of the City of West Fargo; and

WHEREAS, the Engineer for the City of West Fargo has made and filed a careful and detailed statement of the estimated cost of said work; and

WHEREAS, it is necessary to accept the bid for the work to be completed;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the fact is and that the minutes show that the bid of Border States Paving, Inc., in the amount of \$708,050.39, is the lowest bid received and that said company is the lowest responsible bidder; that said bid was accompanied by a bidder's bond in the amount of 5% of the bid price and copy of the contractor's license or certificate of renewal thereof and in conformity with the provisions of Chapter 40-29 of the North Dakota Century Code

That the Engineer for the City of West Fargo, has made and filed with the Board of City Commissioners of the City of West Fargo a careful and detailed statement of the estimated cost of said work in said improvement district;

That the contract for the construction of said improvement for which advertisement for bids is made, be and the same is hereby awarded to the said Border States Paving, Inc., in the amount of \$708,050.39, and that the President of the Board of City Commissioners and the City Auditor are hereby authorized and directed to enter into a contract with the said contractor for the making of the improvements for which advertisement for bids was heretofore made and for which they were the low bidder.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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



"Consent" or "Regular" Agenda
Item?

[Regular]

To: West Fargo City Commission

From: Dan Hanson, City Engineer

Date: May 19, 2025

Subject: 8th Street West Multi-Use Path

Action: Create Project No. 6063, Direct and Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission

Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &

Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &

Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

New Information and Recommendation:

The project seeks to reconstruct the existing multi-use path along the west side of 8th Street West between 5th Avenue West and 12 ½ Avenue West in the western Core Area of the city. This Project has received a federal Transportation Alternatives (TA) grant from the NDDOT via MetroCOG, and will be constructed in 2026.

The following documents are attached for review/consideration:

- Engineer's Report
- Letter Agreement
- Associated Resolutions

Staff Recommendation: Create Project No. 6063, Direct and Approve Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement

Background and Project Summary:

The existing multi-use path is 8' wide asphalt that is in need of replacement. This project will upgrade it to the City's current standard of 10' wide concrete of 5" of reinforced concrete over a 2" aggregate base course.

A portion of the multi-use path is directly adjacent to Westside Elementary School and connects pedestrians and bicyclists to the school from surrounding neighborhoods. The multi-use path also provides a link between North Elmwood Park to the southeast, Erbstoesser Park to the northeast, and the Scheels Soccer Complex to the southwest.

Policy Analysis:

Project has been awarded Transportation Alternatives (TA) grant funding from the NDDOT via MetroCOG. Project had preliminary engineering by the Engineering Department, will have final design by SRF Consulting Group, Inc., be bid by the NDDOT, and be administered by the Engineering Department.

Financial Analysis:

The total estimated cost is \$756,000. Proposed funding is a TA grant for 80% of construction costs, and Capital Improvement Sales Tax for the remaining 20% of construction costs and the soft costs.

Previously Presented Information and Commission Actions:

None

Engineer's Report

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

Project No. 6063

8th Street West Multi-Use Path

General Nature (Scope)

This project will reconstruct the existing asphalt multi-use path along the west side of 8th Street West between 5th Avenue West and 12 ½ Avenue West in the western Core Area of the city. The existing multi-use path is 8' wide asphalt, and this project will upgrade it to the City's current standard of 10' wide concrete. The section includes 5" of reinforced concrete over a 2" aggregate base course.

A portion of the multi-use path is directly adjacent to Westside Elementary School and connects pedestrians and bicyclists to the school from neighborhoods to the north, east, and south. The multi-use path also provides a link between North Elmwood Park to the southeast, Erbstoesser Park to the northeast, and the Scheels Soccer Complex to the southwest.

This project is a result of a FM Metro COG Transportation Alternatives (TA) Application that received funding in 2025 and for previously granted FM Metro COG Carbon Reduction Program (CRP) funding that was reassigned to this project due to the Electric Vehicle purchase project being discontinued. The grant secured for this project from the NDDOT will to cover up to 80% of construction costs. Additionally, this project will replace existing pedestrian ramps that do not meet ADA standards with new ramps that are in compliance.

Purpose

The City of West Fargo is prioritizing infrastructure improvements in the Core Area and safety around schools, and this project would serve both of those purposes. Also, the existing asphalt multi-use path is at the end of its useful service life.

Feasibility

This project has had preliminary engineering completed by the Engineering Department. Final design will be by SRF Consulting Group, Inc. and bid by the NDDOT using its online bidding process. This project will be administered and inspected using West Fargo Engineering Department resources.

Estimate of Probable Cost

Construction		\$604,000.00
Bid Proposal Items	\$548,920.00	
Contingency (~10%)	\$55,080.00	
Preliminary Engineering (Engr. Dept.)		\$12,000.00
Final Design (Consultant)		\$77,804.00
Materials Testing (Consultant)		\$8,000.00
Construction Engineering (Engr. Dept.)		\$42,196.00
Legal & Administration		\$12,000.00
Total Estimated Cost		<u>\$756,000.00</u>

Source of Funds

Special Assessments		\$0
MetroCOG/NDDOT Grant		\$377,934.83
City Funds		
Capital Impr. Sales Tax	\$378,065.17	
Water/Sewer Revenue	\$0	
Water/Sewer Bond	\$0	
Total		<u>\$756,000.00</u>

Attachments

- A. Itemized Estimate of Probable Cost
- B. Maps, Drawings, Etc.

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

Dan Hanson

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



Project No. 6063
8th Street West Multi-Use Path
West Fargo, ND

Engineer's Opinion of Probable Cost

ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL
1. Storm Sewer Manhole - Adjust Existing	Each	1	\$1,000.00	\$1,000.00
2. Storm Sewer Catch Basin - Adjust Existing	Each	6	\$1,000.00	\$6,000.00
3. Inlet Protection - Install and Maintain	Each	11	\$225.00	\$2,475.00
4. Inlet Protection - Remove	Each	11	\$50.00	\$550.00
5. Excavation - Unclassified	CY	400	\$15.00	\$6,000.00
6. Curb & Gutter - Saw Full Depth	LF	108	\$25.00	\$2,700.00
7. Curb & Gutter - Remove	LF	335	\$10.00	\$3,350.00
8. Curb & Gutter - Connect To Existing	Each	36	\$50.00	\$1,800.00
9. Curb & Gutter - Highback Inflow	LF	41	\$75.00	\$3,075.00
10. Curb & Gutter - Knockdown Inflow	LF	293	\$75.00	\$21,975.00
11. Sidewalk - Saw Full Depth	LF	16	\$20.00	\$320.00
12. Sidewalk - Remove	SY	239	\$30.00	\$7,170.00
13. Sidewalk - Connect To Existing	Each	11	\$75.00	\$825.00
14. Sidewalk - 4" Concrete	SY	57	\$70.00	\$3,990.00
15. Curb Ramp - Remove	SY	178	\$25.00	\$4,450.00
16. Curb Ramp - 6" Concrete	SY	198	\$120.00	\$23,760.00
17. Decorative Colored Concrete	SY	7	\$150.00	\$1,050.00
18. Multi-Use Path - Saw Full Depth	LF	10	\$15.00	\$150.00
19. Multi-Use Path - Asphalt - Remove	SY	2,259	\$30.00	\$67,770.00
20. Multi-Use Path - Connect To Existing	Each	1	\$200.00	\$200.00
21. Driveway - Connect to Existing	Each	2	\$200.00	\$400.00
22. Multi-Use Path - 5" Concrete	SY	2,909	\$110.00	\$319,990.00
23. Detectable Warning Panel	SF	288	\$60.00	\$17,280.00
24. Sign & Sign Post - Remove & Reset	Each	27	\$150.00	\$4,050.00
25. Topsoil Replacement	CY	229	\$10.00	\$2,290.00
26. Seeding - Type II	SY	2,230	\$5.00	\$11,150.00
27. Mulch - Type B - Hydromulch	SY	2,230	\$5.00	\$11,150.00
28. Tree - Remove	Each	8	\$750.00	\$6,000.00
29. Tree - Remove & Reset	Each	2	\$1,000.00	\$2,000.00
30. Clearing & Grubbing	LSum	1	\$1,000.00	\$1,000.00
31. Cleaning	LSum	1	\$5,000.00	\$5,000.00
32. Storm Water Management	LSum	1	\$5,000.00	\$5,000.00
33. Traffic Control	LSum	1	\$5,000.00	\$5,000.00

Construction Subtotal \$ 548,920.00

Contingencies \$ 55,080.00

Total Construction \$ 604,000.00

Preliminary Engineering (Engr. Dept.) \$ 12,000.00

Final Design (Consultant) \$ 77,804.00

Materials Testing (Consultant) \$ 8,000.00

Construction Engineering (Engr. Dept.) \$ 42,196.00

Legal & Administration \$ 12,000.00

Bond Discount \$ -

TOTAL COST \$ 756,000.00

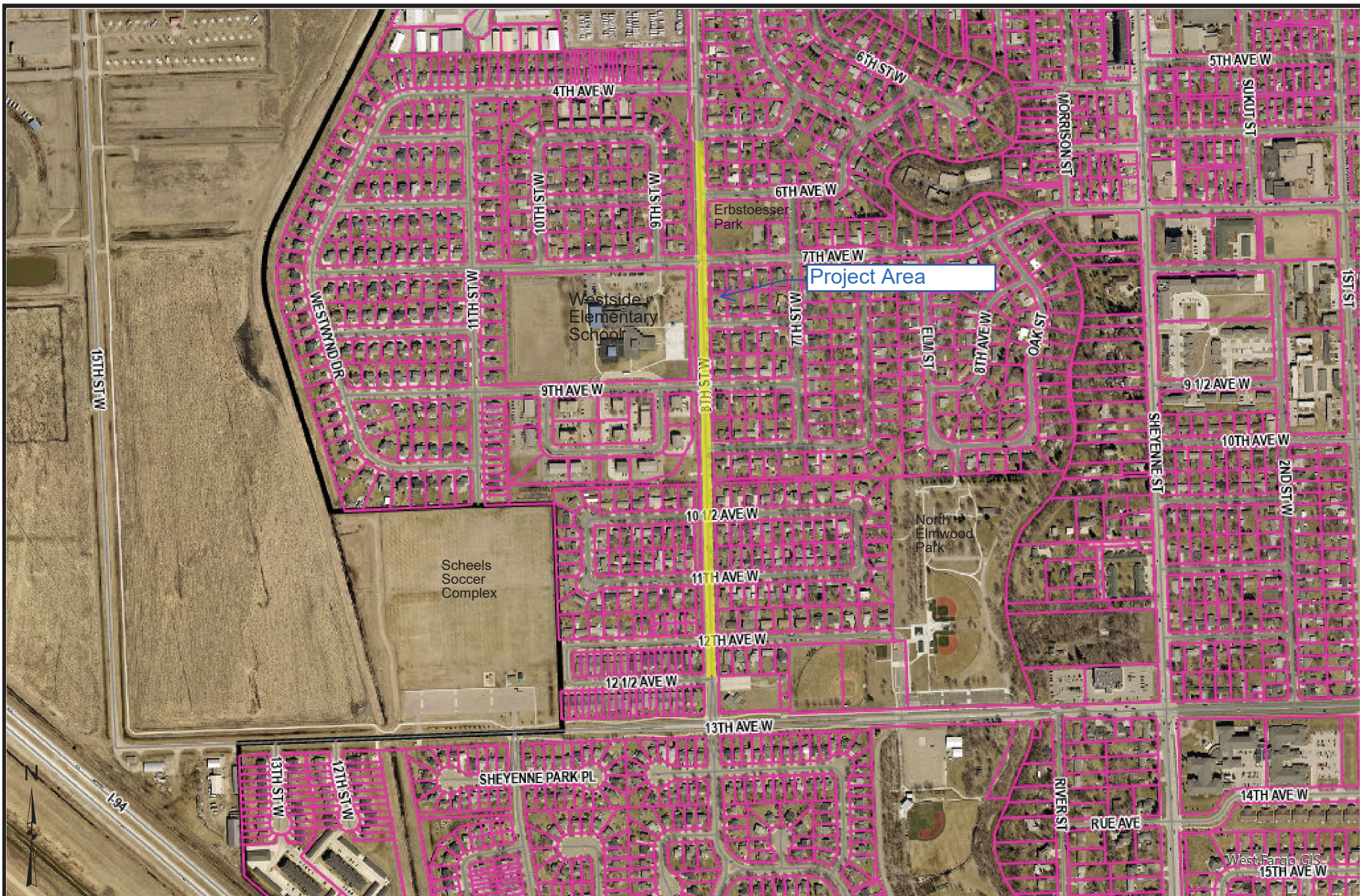
Funding

TA Funds \$ 377,934.83

Local Matching Funds \$ 94,484.17

Local Non-Matching Funds \$ 283,581.00

Total \$ 756,000.00



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 11/15/2024

Project 6063 - 8th Street West Multi-Use Path

This map is not a substitute for accurate field measurements. It is intended to show general property lines and any adjacent features.





PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and entered into as of the date the last party signs this Agreement ("Effective Date"), by and between the City of West Fargo ("Client") and SRF Consulting Group, Inc. ("SRF"). The Client and SRF are each a "Party" and are collectively the "Parties."

The Client and SRF, in consideration of the mutual promises and obligations of the Parties set forth below, the sufficiency of which are hereby acknowledged, agree as follows:

Article 1: Services and Performance Schedule.

- 1.1 **Project.** Client has hired SRF to provide professional services for the 8th Street West Multi-Use Path; Project No. 6063 - TMA-CRP-TA-8-992(056) PCN 24569 ("Project") and summarized in the Client's Scoping Summary, attached as **Attachment B**.
- 1.2 **Services.** SRF's Services consist only of those Services performed by SRF, its employees and subconsultant(s) set forth in **Attachment A**, attached hereto and incorporated herein as if fully set forth ("Services") consistent with the terms and conditions of this Agreement, including but not limited to the Standard of Care defined below. No terms and conditions or other documents shall be binding on SRF unless a copy of any such terms and conditions or documents have been explicitly made part of this Agreement. Except for the Services and the activities of SRF's subconsultants under this Agreement, SRF shall not at any time supervise, direct, or have control over any other work on the Project, nor shall SRF be responsible for the means, methods, techniques, schedules or procedures of construction selected for the Project or the safety precautions or programs incident to that work.
- 1.3 **Subcontracts.** Except as already noted in the Services, SRF shall not subcontract any portion of the Services without the prior written approval of the Client's authorized representative. SRF shall be responsible for the performance of SRF's subconsultants in relation to their provision of the Services, however, SRF shall not be responsible for the Client's or their consultants' and/or contractors' activities or operations.
- 1.4 **Additional Services.** SRF will not perform activities that are not included in the Services without a written amendment signed by the Parties describing the additional activities to be performed, the performance schedule and the compensation to be paid.
- 1.5 **Performance Schedule.** SRF agrees that, barring Unavoidable Delays (as defined below), SRF will provide the Services pursuant to the performance schedule mutually agreed upon by the Parties.

Article 2: Payment and Invoicing.

- 2.1 **Method of Compensation.** Client agrees to pay SRF for the Services performed on an Hourly basis utilizing the tasks, hours and labor rates outlined in **Attachment A** ("Compensation"). Client shall also reimburse SRF for reasonable direct costs actually incurred in relation to the Services as set forth in the Compensation. Payment to SRF under this Agreement shall not exceed **\$77,804.00** ("Contract Maximum").
- 2.2 **Invoices.** SRF will prepare invoices in a format acceptable to the Client and shall submit its invoices monthly for Services performed and costs incurred during the prior month. Invoices shall include all of the following:
 - A. A breakdown of labor by employee, classification, dates and hours worked times, and the actual labor cost for each employee.
 - B. Project related expenses, other than travel-related expenses, shall be itemized and provide a complete description of each item billed along with supporting receipts.
 - C. SRF shall require subconsultants to submit and retain the same supporting documentation, invoices, and receipts as SRF is required to submit and retain.
- 2.3 **Progress Payments.** The Client shall pay all SRF invoices within thirty-five calendar days of receipt. If the Client objects to any portion of an invoice, the Client shall notify SRF of the dispute within five business days of Client's receipt of the disputed invoice. The Client may withhold the disputed portion of an invoice, provided that any undisputed portion of the invoice shall be paid within thirty-five calendar days of receipt.



- 2.4 Subconsultant Payment. SRF shall pay any subconsultant involved in providing the Services within ten business days of SRF's receipt of payment by the Client for undisputed Services provided by the subconsultant.

Article 3: Standard of Care.

- 3.1 SRF will perform its Services consistent with the professional skill and care ordinarily provided by firms practicing the same or similar activities in the same or similar locality under the same or similar circumstances ("Standard of Care"). The full extent of SRF responsibility with respect to the Services shall be to perform in accordance with the Standard of Care and to remedy any material deficiencies or defects in the deliverables at SRF's own expense, provided that SRF is notified by Client, in writing, of any such deficiency or defect within a reasonable period after discovery thereof. **SRF MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONAL CONTENT OR OTHERWISE.**
- 3.2 Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the Client. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the Client.

Article 4: Client Obligations.

- 4.1 In addition to other responsibilities of the Client set forth in this Agreement, the Client shall: (1) provide full information to SRF as to the requirements for the Services; (2) place at SRF's disposal, information in possession of the Client which it believes is pertinent to the Services, and SRF may rely on the accuracy and completeness of this information; (3) give prompt written or verbal notice to SRF whenever the Client observes or otherwise becomes aware of anything that impacts the scope or timing of the Services, including but not limited to any defect, nonconformance or performance issues on the Project, and (4) provide SRF in writing any and all policies and procedures of the Client applicable to SRF's performance of the Services under this Agreement.
- 4.2 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Client may require to verify SRF's applications for payment.

Article 5: Term.

- 5.1 This Agreement shall be in effect from the Effective Date, as defined in the first paragraph of this Agreement, and will expire on the date the Services are completed and final payment has been received, unless earlier terminated pursuant to this Agreement.

Article 6: Key Personnel and Notice.

- 6.1 Representative. With respect to this Agreement, SRF and the Client shall designate specific individuals to act as SRF's and the Client's representatives ("Representative") with respect to the Services to be performed or furnished by SRF and responsibilities of the Client under this Agreement. Such individual shall have authority to transmit instructions, receive information, and render decisions related to the Project on behalf of the respective Party whom the individual represents.

SRF: Jerad Daul
3701 Wayzata Blvd, Suite 100
Minneapolis, MN 55416
jdaul@srfconsulting.com

Client: Kyle McCamy
2525 6th St. E.
West Fargo, ND 58078
kyle.mccamy@westfargond.gov

- 6.2 Notice. Any notice required under this Agreement shall be in writing and addressed to the other Party's Representative as identified in this Article. All notices shall be deemed delivered as follows: (i) immediately upon personal delivery or email delivery with read receipt received by the sender; or (ii) three calendar days after it is mailed by United States mail or deposited cost paid with a nationally recognized, reputable courier.

Article 7: Intellectual Property.

- 7.1 Work Made for Hire. Upon full payment to SRF, all deliverables (whether created alone or in concert with the Client or a third party), including, but not limited to, designs, drawings, specifications, and calculations, which were prepared by or authored by SRF or its subconsultants pursuant to this Agreement (whether completed or in progress) are deemed to be "works made for hire" and shall automatically become the property of the Client.
- 7.2 Assignment. If any of the deliverables are determined not to be a "work made for hire", SRF assigns to Client, worldwide and in perpetuity, all rights, including proprietary rights, copyrights, and related rights, and all extensions and renewals of those rights, in and to the work product or instrument of service. If SRF has any rights to the work product or instrument of service that cannot be assigned to Client, SRF unconditionally and irrevocably waives the enforcement of such rights and irrevocably grants Client (during the term of such rights) an exclusive, irrevocable, perpetual, transferable, worldwide, fully paid and royalty-free license, with rights to sublicense through multiple levels of sub-licensees, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.
- 7.3 Use. Client agrees and understands that SRF's deliverables, work product and/or instruments of service are not intended or represented to be suitable for reuse by the Client or others in any way or on any other projects. Client also agrees and understands that, if any deliverable, work product or instrument of service described herein is reused for anything other than its intended purpose, such use is solely at the Client's risk and the Client shall indemnify and hold SRF harmless of any claims or damages arising out of that unintended use. SRF does not warrant the contents of the deliverables, work product or instruments of service.
- 7.4 Unfinished. SRF shall have no liability for errors and omissions in draft or otherwise unfinished work product or instruments of service.
- 7.5 Preexisting Intellectual Property. If SRF brings to the performance of the Services any intellectual property, including but not limited to tools, systems or information, including computer software (object code and source code), know-how and methodologies, equipment or processes and the intellectual property inherent therein and appurtenant thereto, such material shall remain the property of SRF or its suppliers. SRF grants the Client a perpetual, irrevocable, non-exclusive, royalty free license for SRF's preexisting intellectual property that are incorporated in the deliverables that are purchased through the Contract.
- 7.6 Marketing. SRF may use deliverables owned by Client for marketing and publicity purposes.

Article 8: Default and Termination.

- 8.1 Client Termination. Client may terminate this Agreement at any time, with or without cause, by thirty calendar days' written notice to SRF. Upon termination under this provision if there is no fault of SRF, SRF shall be paid for Services performed until the effective date of termination as well as any additional cost incurred by SRF to demobilize.
- 8.2 Client Suspension. Client may suspend the Services (or any part thereof) at any time, by ten business days' written notice to SRF. Upon suspension under this provision if there is no fault of SRF, SRF shall be paid for Services performed until the effective date of suspension as well as any additional cost incurred by SRF to demobilize. Client may resume the Services (or any part thereof) by ten business days' written notice to SRF or may terminate the Agreement as set forth above.
- 8.3 SRF Suspension. SRF may suspend the Services (or any part thereof) if Client fails to make payments or provide information to SRF as required by this Agreement, by ten business days' written notice to Client. SRF shall have no liability to the Client for delay or damage caused by such suspension of Services. Before resuming Services, SRF shall be paid all undisputed sums due, provided with all required information, and paid any undisputed expenses incurred by SRF in the interruption and resumption of the Services.

- 8.4 **Mediation.** All claims, disputes or other matters in question between the Parties to this Agreement arising out of or relating to this Agreement or breach thereof, shall be referred to non-binding mediation before, and as a condition precedent to, the initiation of any legal action. The Parties agree to cooperatively select a mediator or mediation service and to participate in good faith in the mediation. All costs of the mediation shall be divided equally between the Parties. All expenses related to each Party's preparation and attendance at the mediation shall be borne by each Party, including without limitation, the costs of any experts or legal counsel. All applicable statutes of limitations and all defenses based on the passage of time are tolled while the mediation procedures are pending, and for a period of 30 days thereafter.
- 8.5 **Remedy.** Each Party may exercise any legal remedy as may be available to it in connection with any unresolved issue, dispute, or controversy arising out of this Agreement which cannot be settled by the Parties. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the Client or SRF is entitled.
- 8.6 **Unavoidable Delays.** Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from Unavoidable Delays. For purposes of this Agreement, Unavoidable Delays means: delays, outside the control of the Party claiming its occurrence, which are the direct result of: (a) unusually severe or prolonged bad weather; (b) acts of nature, fire or other casualty to the Project; (c) litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays; (d) acts of any federal, state or local governmental unit which directly result in delays; (e) strikes, or other labor trouble; (f) delays in delivery of materials for the Project; (g) unusual or unforeseen conditions on the property where the Project is to be completed; or (h) unavoidable casualties, diseases, pandemics/epidemics, outbreaks of infectious disease or any other public health crisis. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of Unavoidable Delays. The time for performance required of the affected Party shall be extended by the period of such delay provided the Party is exercising diligent efforts to overcome the cause of such delay.
- 8.7 **Damages.** The Parties agree to waive all incidental, indirect, consequential and special damages, including, but not limited to, loss of use, income, reputation, profits, revenue, business opportunity, or production, for claims, disputes, or other matters arising out of or relating to the Agreement or the Services, regardless of whether such claim or dispute is based upon strict liability, breach of contract, breach of warranty, willful misconduct or negligent act or omission of either of them or their employees, agents, subconsultants, or other legal theory, even if the affected party has knowledge of the possibility of such damages. This mutual waiver shall survive termination or completion of this Agreement.

Article 9: Indemnification.

- 9.1 SRF agrees to indemnify and hold the Client harmless from and against damages, liabilities and costs (including reasonable attorney's fees and expenses incurred) but only to the extent caused by the negligent acts, errors or omissions of SRF, in the performance of professional services under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable. SRF shall not be responsible for the acts or omissions of the Client, the Client's other consultants, the contractor, and subcontractors, any of their agents or employees, or any other persons performing any of the work other than those parties identified in Article 1 above.
- 9.2 The Client agrees to indemnify and hold harmless SRF from and against damages, liabilities and costs (including reasonable attorney's fees and expenses incurred) but only to the extent caused by the City's negligent acts, errors or omissions in connection with the Project and the acts of its contractors, subcontractors, consultants or anyone for whom the City is legally liable.

Article 10: Insurance.

- 10.1 **Workers' Compensation and Employer's Liability.** SRF shall procure and maintain workers' compensation insurance as required by Minnesota statute and shall procure and maintain an employer's liability insurance policy, with limits of at least: \$100,000 Each Accident; \$100,000 Disease (Policy Limit); and \$100,000 Disease (EA Employee).
- 10.2 **Commercial General Liability.** SRF shall procure and maintain a commercial general liability insurance policy including premises and operations, bodily injury and property damage, independent contractors, products and completed operations liability, personal and advertising injury and contractual liability, with limits of at least \$1,000,000 per

occurrence and \$1,000,000 annual aggregate. The commercial general liability insurance shall be primary and noncontributory and the Client shall be named as an additional insured on the policy.

- 10.3 Business Automobile Liability. SRF shall procure and maintain a business automobile liability insurance policy covering owned, non-owned and hired automobiles, with limits of at least \$1,000,000 combined single limit each occurrence. The business automobile liability insurance shall be primary and noncontributory and the Client shall be named as an additional insured on the policy.
- 10.4 Umbrella/Excess Liability. An umbrella or excess Liability insurance policy may be used to supplement SRF's policy limits to satisfy the full policy limits required under this Agreement.
- 10.5 Professional Liability Insurance. SRF shall procure and maintain a professional liability, errors and omissions insurance policy covering SRF's negligent performance of professional services under this Agreement, with limits of at least \$2,000,000 per claim and \$2,000,000 aggregate.
- 10.6 Subconsultants. SRF shall require all subconsultants to carry and maintain insurance against the risks set forth above, in the amounts and under terms as determined to be appropriate by SRF to fulfill its obligations of this Agreement. SRF shall not allow its subconsultants to commence work until the insurance required has been obtained and the corresponding certificate(s) of insurance have been approved by SRF. Copies of subconsultant certificate(s) of insurance shall be provided to the Client upon request.

Article 11: Applicable Law.

- 11.1 Applicable Law. SRF shall endeavor to perform the Services in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations insofar as they relate to SRF's performance of the provisions of this Agreement.
- 11.2 Client Instruction. SRF shall comply with the written instructions and standards of Client, to the extent compliance is not inconsistent with applicable law, the Standard of Care, or professional practice requirements.
- 11.3 Permits. SRF will obtain, at its own expense, all required permits and licenses necessary to perform its Services under this Agreement and pay all taxes, charges or fees associated with its Services. SRF shall not be responsible for procuring permits, certifications, and licenses required for the Project unless such responsibilities are specifically assigned to SRF in this Agreement.
- 11.4 Nondiscrimination. SRF will comply with all applicable federal, state and local nondiscrimination and equal opportunity regulations. Such regulations are hereby incorporated into and made a part of this Agreement as if fully set forth herein.
- 11.5 Records. SRF shall establish and maintain accurate and complete books, accounts, records and reports (collectively "Records") pertaining to the Project and shall maintain the Records for a period of six years from the date of final payment to SRF under this Agreement. The Client and appropriate federal, state and local government agencies will have the right, but not the obligation, at all reasonable times to inspect, examine and copy the Records solely to verify SRF's performance and all expenses submitted pursuant to the terms of this Agreement. Any items relating to a claim arising out of the performance of this Agreement will be retained by SRF until the claim has been resolved.

Article 12: Miscellaneous Provisions.

- 12.1 Independent Contractor. Nothing in this Agreement is intended, or shall be construed, to create a partnership or joint venture between the Parties. For the purpose of this Agreement, the Parties acknowledge that SRF and its employees and agents are independent contractors and not employees or agents of the Client, including for state or federal tax purposes and related withholdings and unemployment.
- 12.2 Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of North Dakota, without regard to conflict of laws principles. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction where the Project is located.
- 12.3 Interpretation. This Agreement has been drafted through a cooperative effort of SRF and Client and both Parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No Party shall be considered the



drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

- 12.4 Assignment. This is a bilateral Professional Services Agreement. Neither Party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other Party. Any unauthorized assignment is void and unenforceable.
- 12.5 Titles of Articles and Sections. Any titles or headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.
- 12.6 Entire Agreement. This Agreement, including any Attachments or Exhibits hereto, constitutes the entire and exclusive agreement of the Parties and supersedes any prior agreements whether oral or written, concerning the subject matter hereof.
- 12.7 Severability. Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Parties, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- 12.8 Amendment. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
- 12.9 Waiver. No action nor failure to act by SRF or the Client shall constitute a waiver of any right or duty afforded any of them under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.
- 12.11 Third Parties. Nothing in this Agreement confers or purports to confer on any third party any benefits or any right to enforce any terms of this Agreement.
- 12.12 References. All references to federal, state or local rules, regulations, orders, rulings, interpretations and directives include any amendments, revisions or updates as may be made from time to time.

Article 13: Signatures.

- 13.1 Authority. The individuals signing this Agreement represent and warrant that each has the power and authority to enter into this Agreement and bind the Party for whom the individual signs.
- 13.2 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together shall constitute a single Agreement.
- 13.3 Electronic Signatures. Each Party agrees that the electronic signature of the Party included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS HEREOF, the Parties hereto have caused this Agreement to be executed on their behalf.

SRF Consulting Group, Inc.

City of West Fargo

Signed:

Signed:

Title: **Project Director**

Title:

Date: **5/12/25**

Date:

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of West Fargo
 Project: 8th St. West Multi-use Path Project #: 6063; TMA-CRP-TA-8-992(056)



Subconsultants:

19229.PP

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management
2.0	Trail Design
3.0	Engineer of Record

Project Overview:

8th St West Multi-use Path project will remove the old bituminous trail from 5th Ave W to 12 1/2 Ave W and provide a 10' wide concrete trail.

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	TOTALS	EST. FEE
1.0	Project Management											
	<u>Assumptions:</u>											
	Monthly check-in meetings with City with meeting agenda and minutes. PS&E meeting with NDDOT											
	<u>Client Deliverables:</u>											
	Meeting Agenda's and Minutes											
1.1	Project Set up	4	-	-	-	-	-	-	-	2	6	\$1,380.00
1.2	General Day-to-day project Management, Bi-weekly Progress reports, invoicing	12	-	-	-	-	-	-	-	6	18	\$4,140.00
1.3	Meetings	12	-	-	-	-	-	-	3	-	15	\$3,669.00
1.4		-	-	-	-	-	-	-	-	-	0	\$0.00
1.5		-	-	-	-	-	-	-	-	-	0	\$0.00
1.6		-	-	-	-	-	-	-	-	-	0	\$0.00
1.7		-	-	-	-	-	-	-	-	-	0	\$0.00
1.8		-	-	-	-	-	-	-	-	-	0	\$0.00
1.9		-	-	-	-	-	-	-	-	-	0	\$0.00
1.10		-	-	-	-	-	-	-	-	-	0	\$0.00
	<u>SRF Deliverables:</u>											
SUBTOTAL - TASK 1		28	0	0	0	0	0	0	3	8	39	\$9,189.00

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
2.0	Trail Design <u>Assumptions:</u> City of West Fargo will provide preliminary design (alignment, topo, utility locates, as outlined in scope) <u>Client Deliverables:</u> Final multi-use path plans											
2.1	Final Design & Plan Preparation (Title sheet, scope of work, Basis of Estimate, Data Tables, General details, Typical sections, removals, plan and profile, Erosion Control, Layouts, survey coordinate and curve data, survey data layouts, landscaping, paving layouts, work zone traffic control, signing, cross sections)	8	-	12	-	50	50	-	20	-	140	\$24,852.00
2.2	Modeling, Cross Sections, and Earthwork runs	-	-	8	-	-	-	-	80	-	88	\$18,552.00
2.3	ADA Ramps	-	-	15	-	45	-	-	-	-	60	\$10,650.00
2.4	Cost Estimates & SEQ	-	-	-	-	12	12	-	-	-	24	\$3,864.00
2.5	QA/QC - Includes checking of design calculations, quantities, modeling & plan sets	2	-	8	-	-	-	-	12	-	22	\$4,710.00
2.6	Supplemental Bid information. Includes CADD files, surface models, earthwork calculations & alignment XML files.	-	-	2	-	-	-	-	4	-	6	\$1,262.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 2	10	0	45	0	107	62	0	116	0	340	\$63,890.00
3.0	Engineer of Record <u>Assumptions:</u> City will lead construction administration These hours will be used as needed to answer contractor questions during bidding and construction. <u>Client Deliverables:</u>											
3.1	Construction Questions <u>SRF Deliverables:</u>	10	-	-	-	-	-	-	10	-	20	\$4,640.00
	SUBTOTAL - TASK 3	10	0	0	0	0	0	0	10	0	20	\$4,640.00

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
TOTAL ESTIMATED PERSON-HOURS		48	0	45	0	107	62	0	129	8	399	
AVERAGE HOURLY BILLING RATE		\$253.00	\$235.00	\$209.00	\$194.00	\$167.00	\$155.00	\$133.00	\$211.00	\$184.00		
ESTIMATED LABOR AND OVERHEAD		\$12,144.00	\$0.00	\$9,405.00	\$0.00	\$17,869.00	\$9,610.00	\$0.00	\$27,219.00	\$1,472.00		\$77,719.00
SRF ESTIMATED DIRECT NON-SALARY EXPENSES												\$85.00
SUBTOTAL: (SRF Labor and Expenses)												\$77,804.00
SUBCONSULTANTS:												\$0.00
TOTAL ESTIMATED FEE (SRF and Subconsultants combined)												\$77,804.00

SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:												
MILEAGE:	Personal Vehicles	0	Miles @	\$0.700								\$0.00
RENTAL VEHICLE:												\$0.00
MEALS:		0	Meals @	\$43.00								\$0.00
LODGING:	Hotel	0	Nights @	\$200.00								\$0.00
REPRODUCTION:	Copy Duplication	500	Copies @	\$0.10								\$50.00
	Color Copies	100	Copies @	\$0.35								\$35.00
	Bond Prints	0	Prints @	\$6.00								\$0.00
	Mylar Prints	0	Prints @	\$12.00								\$0.00
COURTHOUSE COPIES:		0	Copies @	\$1.00								\$0.00
PRINTING:												\$0.00
SUPPLIES:												\$0.00
COMMUNICATIONS:	Mail, Express, Etc.											\$0.00
	Cell Phone Charges	0	Minutes @	\$0.30								\$0.00
SRF EXPENSES:												\$85.00
SUBCONSULTANTS:												
SUBCONSULTANT 1												\$0.00
SUBCONSULTANT 2												\$0.00
SUBCONSULTANT 3												\$0.00
SUBCONSULTANTS:												\$0.00

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF COSTS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT		TOTALS
1	Project Management	\$ 7,084.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 633.00	\$ 1,472.00		\$9,189.00
2	Trail Design	\$ 2,530.00	\$ -	\$ 9,405.00	\$ -	\$ 17,869.00	\$ 9,610.00	\$ -	\$ 24,476.00	\$ -		\$63,890.00
3	Engineer of Record	\$ 2,530.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,110.00	\$ -		\$4,640.00
4	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$0.00
TOTALS		\$12,144.00	\$0.00	\$9,405.00	\$0.00	\$17,869.00	\$9,610.00	\$0.00	\$27,219.00	\$1,472.00		\$77,719.00
SUMMARY OF HOURS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT		TOTALS
1	Project Management	28	-	-	-	-	-	-	3	8		39
2	Trail Design	10	-	45	-	107	62	-	116	-		340
3	Engineer of Record	10	-	-	-	-	-	-	10	-		20
4	0	-	-	-	-	-	-	-	-	-		0
TOTALS		48	0	45	0	107	62	0	129	8		399

Scoping Summary

Project No. 6063
8th Street West Multi-Use Path
West Fargo, ND

May 2, 2025

1. Background Information

City Information:

Project Number: Project No. 6063

Project Title: 8th Street West Multi-Use Path

NDDOT Information:

Project Location: 8th St W from 5th Ave W to 12 ½ Ave W

Type of Work: Shared Use Path and ADA Ramps

Project #: TMA-CRP-TA-8-992(056)

PCN#: 24569

Bid Ready Date (final plans and documents due to Local Government Division): 8/15/2025

Bid Date: 11/14/2025

Funding Information:

\$377,934.83 Federal – TA

\$ 99,484.17 Local (Matching)*

\$472,419 Total

*Non-Matching Funds as shown in the Engineer's Opinion of Probable Cost.

This project is a result of a FM Metro COG Transportation Alternatives (TA) Application that received funding in 2025 and for previously granted FM Metro COG Carbon Reduction Program (CRP) funding that was reassigned to this project due to the CRP program being discontinued.

Proposed improvements can be seen and are quantified on the attached **Proposed Improvements Exhibit** and **Engineer's Opinion of Probable Cost**, and include:

- Reconstructing the existing 8' wide asphalt multi-use path along the west side of 8th St. W. from 12 ½ Ave. W. to 5th Ave. W. as 10' wide concrete.
- Reconstructing existing pedestrian ramps on the path alignment and adjacent to the path at transverse sidewalk crossings.

2. Schedule

Party	Action	Timing
City	Topo Surveying, Utility Locate Surveying	March and April of 2025
City	Submit Environmental Document (Categorical Exclusion by Definition Checklist)	Monday April 28 th , 2025
City	Submit Section 106 Coordination Form to NDDOT	Monday April 28 th , 2025
City & Engineer	Scoping Meeting	Friday May 2 nd , 2025
City & Engineer	Scope, Schedule, and Estimate Finalization	Week of May 5 th , 2025
Engineer	Submit Letter Agreement to City	Wednesday May 14 th , 2025

Party	Action	Timing
City	City Commission Creates Project, Approves Engineer's Report, Directs Plans and Documents, and Approves Letter Agreement	Monday May 19 th , 2025
City, Engineer, NDDOT	Meeting #1 - Design Kickoff	Tuesday May 20 th , 2025
Engineer	Submit 50% (Preliminary) Plans for Review	Monday June 23 rd , 2025
City, Engineer	Meeting #2 - 50% (Preliminary) Plan Review	Thursday June 26 th , 2025
Engineer	Submit 95% (PS&E) Plans for Review	Monday July 28 th , 2025
City, Engineer, NDDOT	Meeting #3 – 95% (PS&E) Plan Review	Thursday July 31 st , 2025
Engineer	Submit 100% (Final) Plans for Review	Monday August 4 th , 2025
City, Engineer, NDDOT	Meeting #4 - 100% (Final) Plan Review	Thursday August 8 th , 2025
City (Contract and Bonds) and Engineer (Plans)	Bid Ready Date (Final Plans and Documents due to NDDOT)	Friday August 15 th , 2025
City	City Commission Approval of Plans and Documents and Authorization for NDDOT to Bid	Monday August 18 th , 2025
NDDOT	Bid Date	Friday November 14 th , 2025
City	City Commission Reviews Bid and Concurs with NDDOT's Recommendation to Accept Bid and Award Contract	Monday December 1 st , 2025
City	City Commission Approves Contract and Contractor's Bond	Monday January 5 th , 2026

3. Services of Engineer

Services to be provided are:

Use the **Proposed Improvements Exhibit** and **Engineer's Opinion of Probable Cost** prepared and provided by the City to perform detailed design and prepare a construction plan set that is acceptable to City and NDDOT. Provide comments, feedback, value-engineering suggestions, etc. to City-provided information, if relevant, in order to avoid future possible rework, redesign, addenda, change orders, etc.

Design and plan production shall be completed in AutoCAD Civil 3D or be convertible to AutoCAD Civil 3D with no additional involvement by City. The final plan set deliverable shall be provided in paper, .pdf, and .dwg file formats.

GIS shapefiles and property corner points provided by the City shall be used for existing right-of-way.

NDDOT specifications and common bid items will be used for the type of work, although the "City of West Fargo Engineering Details" (<https://westfargond.gov/1253/Specifications-Details>) shall be used whenever possible/allowable.

Answer bidder questions and prepare addenda if necessary.

NDDOT plan sheet sections include:

- 1 – Title Sheet
- 2 – Table of Contents
- 4 – Scope of Work
- 6 – Notes

8 – Quantities
10 – Basis of Estimate
11 – Data Tables
20 – General Details
30 – Typical Sections
40 – Removals
60 – Plan & Profile
76 – Temporary Sediment and Erosion Control
77 – Permanent Sediment and Erosion Control
80 – Layouts
81 – Survey Coordinate and Curve Data
82 – Survey Data Layouts
85 – Landscaping
90 – Paving Layouts
100 – Work Zone Traffic Control
110 – Signing
200 – Cross Sections

Provide quality assurance/quality control checks of all deliverables.

Provide an emailed Bi-Weekly Progress Report to City and NDDOT.

Prepare an Agenda, attend and lead, and record and distribute Minutes for Meetings as outlined in the Schedule.

Services excluded are:

Any tasks identified in the Schedule as being by the City or NDDOT.

Environmental document or field work.

Utility Locates and Topographic Survey.

Coordination with utility owners to confirm horizontal and vertical location of their facilities and adjustments or relocations due to impacts from the proposed improvements.

Establishing existing right-of-way from PLSS data or previous plats.

Right-of-way plats for acquisition of temporary easements or permanent right-of-way.

Property negotiation, acquisition, legal correspondence, temporary construction easements, or right of entry permissions.

Contracts and Front End Documents for City/Contractor Construction Contract

Bidding and Negotiation

Resident Project Representative

Construction Administration

Construction Staking

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING PROJECT NO.6063– MULTI-USE PATH – 8th STREET W OF THE CITY
OF WEST FARGO, NORTH DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Project No. 6063 – Multi-Use Path – 8th Street W of the City of West Fargo; and

WHEREAS, it is deemed necessary to establish such a Multi-Use Path Project within the City of West Fargo;

NOW THEREFORE, be it resolved as follows:

That there is hereby created Project No. 6063 – Multi-Use Path – 8th Street W of the City of West Fargo, North Dakota.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER TO PREPARE REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of a multi-use path along 8th Street West between 5th Avenue W and 12 ½ Avenue W and any related incidentals used or useful in connection with the above specified improvements, be constructed and made in Project No. 6063 – Multi-Use Path – 8th Street W of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare a report as to the general nature, purpose and feasibility of the proposed project and an estimate of the probable cost of the work.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING ENGINEER'S REPORT

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, North Dakota, that the report of the Engineer for the City of West Fargo as to the general nature, purpose and feasibility along with an estimate of the probable cost of the work has been filed with this Board and that the same is hereby approved for Project No. 6063 – Multi-Use Path – 8th Street W .

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING ENGINEER
TO PREPARE PLANS AND SPECIFICATIONS

BE IT RESOLVED by the Board of City Commissioners of the City of West Fargo, deeming it necessary to make certain improvements consisting of a multi-use path along 8th Street West between 5th Avenue W and 12 ½ Avenue W and any related incidentals used or useful in connection with the above specified improvements, be constructed and made in Project No. 6063 – Multi-Use Path – 8th Street W of the City of West Fargo, the City hereby directs Daniel Hanson, the Engineer for the City of West Fargo and being a competent engineer, to prepare plans and specifications for such work.

Dated: May 19, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

ORDINANCE NO. 1256

AN ORDINANCE TO CREATE AND ENACT SECTION 12-0714 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO PROHIBITION ON LIVING OR SLEEPING IN BUILDINGS, VEHICLES, OR TEMPORARY STRUCTURES NOT DESIGNED FOR RESIDENTIAL OCCUPANCY.

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

SECTION 1. Section 12-0714 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby created and enacted to read as follows:

12-0714. PROHIBITION ON LIVING OR SLEEPING IN BUILDINGS, VEHICLES, OR TEMPORARY STRUCTURES NOT DESIGNED FOR RESIDENTIAL OCCUPANCY.

1. It shall be unlawful for any individual to reside or sleep in:
 - a. Any building within the City of West Fargo that is not designed or designated for residential occupancy as per applicable building codes, zoning regulations, or other relevant municipal ordinances;
 - b. Any motor vehicle, recreational vehicle, camper, or trailer, when parked or placed in locations not authorized for residential or overnight occupancy under applicable municipal ordinances; or
 - c. Any tent, shelter, or other temporary structure, when erected or placed in locations not authorized for residential or overnight occupancy under applicable building codes, zoning regulations, or other relevant municipal ordinances.
2. Every person violating any of the provisions of this Section shall be guilty of a class B misdemeanor and subject to the imposition of penalties under Section 1-0211 of the Revised Ordinances of 1990 of the City of West Fargo.

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:

Date of Publication: