

Meeting Items

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approve Order of Agenda
- E. Approval of Minutes -- May 19, 2025
- F. Building Permits

Consent Agenda - Approve the Following:

- a. Bills
- b. Confirm appointment of Melissa Sampson to Economic Development Advisory Committee
- c. Improvement District No. 2290 – 2025 Public Works Mill & Overlay
 - Approve Contract and Contractor's Bond and Authorize Notice to Proceed
- d. Gaming Site Authorization for VFW at VFW
- e. Gaming Site Authorization for West Fargo Events at West Fargo Dive Bar
- f. Games of Chance for Family Wellness at The Lights
- g. Games of Chance for Bridging the Gap at West Brew Nutrition
- h. Games of Chance for Benefit for Barry Glienke at Young Field, West Fargo Baseball

Regular Agenda

- 1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. [City Commission Meeting Public Comment | West Fargo, ND \(westfargond.gov\)](https://www.westfargond.gov/city-commission-meeting-public-comment)
- 2. Public Hearings (each item will adjourn out of regular meeting into a public hearing)
 - A24-28, Ordinance Amendment to Title IV and Title X regarding the establishment of regulations and licensing standards for short-term rentals -- Aaron Nelson, Director of Planning and Zoning
 - A25-11, First reading of ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district
- 3. Expenditure of Asset Forfeiture -- Pete Nielsen, Chief of Police
- 4. Project No. 9021 - Wastewater Serviceability and Risk Reduction Study -- Dan Hanson, Sr. Director of Community & Development Services
 - Award Study to Consultant
- 5. Mill and Overlays – Southside of Interstate 94 -- Dan Hanson, Sr. Director of Community & Development Services
 - Information and Discussion

6. Improvement District No. 2265 – 9th Street NE (Main Ave to 12th Ave NE) -- Dan Hanson, Sr. Director of Community & Development Services
 - Review and Approve Purchase Agreement
7. Meadowridge Development Reconstruction -- Dan Hanson, Sr. Director of Community & Development Services
 - Create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order
8. 1st Ave E Reconstruction (Sheyenne Street to 4th Street E) -- Dan Hanson, Sr. Director of Community & Development Services
 - Create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order
9. Second Reading of Ordinance 1256 relating to Storage Locker Habitation -- Katie Schmidt, Ohnstad Twichell
10. City Administrator's Report -- Dustin Scott, City Administrator
11. Correspondence
12. Non-Agenda Items
13. 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 19, 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 -- May 5, 2025

Commissioner Olson moved and Commissioner Zundel seconded to approve the minutes for May 5, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the minutes of May 5, 2025, was declared carried.

F. Building Permits

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



West Fargo City Commission Meeting
West Fargo City Hall Commission Chambers
2515 6th St E, West Fargo 58078
Monday, May 19, 2025 5:30 PM

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**

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

Regular Agenda

1. Public Comment

Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period. Please sign up no later than 12 p.m. the day of the City Commission Meeting you wish you attend. City Commission Meeting Public Comment | West Fargo, ND (westfargond.gov)

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

• Renaissance Zone Program Extension -- Casey Sanders-Berglund, Director of Economic Development

The Public Hearing for Renaissance Zone Program Extension was held. Commissioner Zundel moved and Commissioner Olson seconded to approve the Renaissance Zone Program Extension. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Renaissance Zone Program Extension, was declared carried.

3. Approval of Benefits Broker Contract -- Sarah Gasevic, Director of Human Resources

Commissioner Zundel moved and Commissioner Olson seconded to approve the Benefits Broker Contract with MarshMcLennan Agency, starting on June 1, 2025. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Benefits Broker Contract with MarshMcLennan Agency, starting on June 1, 2025, was declared carried.

4. Park District would like commission approval to pursue/enter into a contract for HR/Payroll services -- Sarah Gasevic, Director of Human Resources

Commissioner Jorgensen moved and Commissioner Anderson seconded to approve pursuing a contract for HR/Payroll services with the West Fargo Park District. Commissioner Zundel abstained; Commissioners Jorgensen, Dardis, Olson and Anderson voted aye, 4:0:1 vote, the motion to pursue a contract for HR/Payroll services with the West Fargo Park District, was declared carried.

5. Public Works Annual Report -- Matt Andvik, Director of Public Works

This item was informational only.

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

-- Dan Hanson, City Engineer

• Approve Task Order with Bolton & Menk

Commissioner Olson moved and Commissioner Andeson seconded to approve Project No. 2279 – 9th Street E / Veterans Boulevard Pedestrian Safety Improvements; approve Task Order with Bolton & Menk. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Renaissance Zone Program Extension, was declared carried.

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

Commissioner Olson moved and Commissioner Zundel seconded to approve Improvement District No. 2294 – 6th St and 23rd Ave E Intersection Improvements; Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Improvement District No. 2294 – 6th St and 23rd Ave E Intersection Improvements; Authorize Resolution of Necessity and Approve Task Order with Bolton & Menk was declared carried.

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

• Accept Bid and Award Contract

Commissioner Anderson moved and Commissioner Zundel seconded to approve Improvement District No. 2290 – 2025 Public Works Mill & Overlay; Accept Bid and Award Contract. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the Improvement District No. 2290 – 2025 Public Works Mill & Overlay; Accept Bid and Award Contract was declared carried.

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**

Commissioner Jorgensen moved and Commissioner Olson seconded to approve 8th Street W Multi-Use Path; Create Project No. 6063, Direct and Approve the Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the 8th Street W Multi-Use Path; Create Project No. 6063, Direct and Approve the Engineer's Report, Direct Engineer to prepare Plans and Specifications; and Approve Letter Agreement, was declared carried.

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**

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

11. Ordinance 1256 relating to Storage Locker Habitation -- Katie Schmidt, Ohnstad Twichell

Commissioner Zundel moved and Commissioner Anderson seconded to approve the first reading of Ordinance 1256 relating to Storage Locker Habitation. Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to approve the first reading of Ordinance 1256 relating to Storage Locker Habitation, was declared carried.

12. Closed execution session pursuant to N.D.C.C. § 44-04-18.4(5) for purposes of discussing economic development records and information

The West Fargo City Commission went into a closed execution session pursuant to N.D.C.C. § 44-04-18.4(5) for purposes of discussing economic development records and information at 6:16 pm in the West Fargo Room. The West Fargo City Commission reconvened at 7:10 pm in the Commission Chambers.

Commissioner Jorgensen moved and Commissioner Olson seconded to authorize Staff to pursue negotiations regarding an Economic Development project.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners present voted nay, the motion to authorize Staff to pursue negotiations regarding an Economic Development project, was declared carried.

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

- Utility billing software update
- Budget process update
- Memorial Day – offices are closed
- Growth Area Master Plan on Wednesday evening

14. Correspondence

There was no correspondence.

15. Non-Agenda Items

There were no non-agenda items.

16. Adjourn

Commissioner Anderson moved and Commissioner Olson seconded to adjourn.

Commissioners Jorgensen, Zundel, Dardis, Olson and Anderson voted aye. No Commissioners voted nay, the motion to adjourn was declared carried. The meeting was adjourned at 7:15 pm.

**WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT ACTIVITY REPORT
06/02/2025**

	AS OF 5/30/2025			YEAR TO DATE		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	1		\$ 782,000.00	2		\$ 3,782,000.00
RESIDENTIAL DWELLING	3	3	\$ 1,185,777.00	28	28	\$ 16,060,775.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC						
CHURCH						
ACCESSORY	15		\$ 330,832.00	53		\$ 871,865.00
FOUNDATION ONLY						
<u>BUILDING REMODEL</u>						
COMMERCIAL	2		\$ 2,400,400.00	12		\$ 7,323,400.00
RESIDENTIAL	8		\$ 189,873.00	69		\$ 2,170,188.00
PUBLIC	1		\$ 185,000.00	3		\$ 2,988,000.00
CHURCH				1		\$ 38,000.00
ACCESSORY				1		\$ 20,000.00
<u>BUILDING OTHER</u>						
DEMOLITION				1		\$ 5,000.00
MOVE	1		\$ 2,000.00	1		\$ 2,000.00
PERMIT CANCELLATION						
TOTALS	31	3	\$ 5,075,882.00	171	28	\$ 33,261,228.00

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

1

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250354	Modern Air, LLC	320 8 ST W	BRICK VIEW APARTMENTS LLC	\$ 782,000.00	Commercial - Post Frame Bldg with 7 Leasable Spaces
250391	Groundworks Minnesota, LLC	632 4 AVE E	DAVID K LACHER	\$ 7,084.00	Remodel - Residential - Install Drain Tile
250292	Comstock Construction, Inc.	1262 MAIN AVE W	CATERPILLAR REMANUFACTURING	\$ 250,400.00	Remodel - Commercial - Install Blocking and Liner Panels
250376	Innes Construction C., Inc	915 19 AVE E	HARRY S ON VETERAN S LLC	\$ 2,150,000.00	Remodel - Commercial - Restaurant Remodel
250385	Preston Contracting LLC	4509 11 ST W	KYLE D KASTET, ETAL	\$ 7,000.00	Accessory - Deck
250350	G & H Contracting LLC	3434 SHADOW WOOD LN E	BRIAN & TIFFANY REINARTS	\$ 41,400.00	Remodel - Residential - Lower Level Finish
250362	Premium Decks, Inc.	315 30 AVE NW	SCOT R & VALERIE A GENOCH	\$ 25,000.00	Accessory - Deck
250374	ZAN R FISHER NATH	1266 JILL DR W	ZAN R FISHER NATH	\$ 10,219.00	Accessory - Deck
250411	Dodd Contractors LLC	113 EVERGREEN CIR	JENNIFER L KOPP	\$ 54,910.00	Remodel - Residential - Replace Siding
250289	Skarphol Craftsman LLC	237 12 1/2 AVE E	ANGELA BARSTAD	\$ 15,000.00	Remodel - Residential - Lower Level Finish
250410	Premium Decks, Inc.	5802 ELLIS DR W	MICHELLE & JOSHUA MICHAEL BEE	\$ 20,000.00	Accessory - Deck with Pergola
250413	SquareShed LLC	802 7 ST W	RANDALL L & DEBORAH J WALKER	\$ 16,000.00	Accessory - Structure
250418	Monarch Home Improvement LLC	1857 HUNTINGTON CT	COREY C ARNESON	\$ 18,302.00	Remodel - Residential - Replace Siding
250419	Monarch Home Improvement LLC	1124 1 ST	JACOB BURCKHARD	\$ 9,762.00	Remodel - Residential - Replace Siding
250245	HEATHER & JOHN SCHALLENBERGER	1638 WESTWOOD CT	HEATHER & JOHN SCHALLENBERG	\$ 9,800.00	Accessory - Structure
250343	AUSTIN M & ASHLEY K BONN	3514 EAGLE RUN DR	AUSTIN M & ASHLEY K BONN	\$ 12,000.00	Accessory - Structure
250402	OWEN & MEGAN SNEDDON	5476 11 ST W	OWEN & MEGAN SNEDDON	\$ 3,360.00	Accessory - Deck
250408	Jordahl Custom Homes, Inc.	5861 ELLIS DR W	JORDAHL CUSTOM HOMES, INC	\$ 320,000.00	Residential Dwelling
250409	Jordahl Custom Homes, Inc.	866 60 AVE W	DESIGNER HOMES OF FARGO-MOO	\$ 400,000.00	Residential Dwelling
250416	Heritage Homes, LLC	5152 MIRA WAY W	ACTIVE55, LLC	\$ 465,777.00	Residential Dwelling

WEST FARGO CITY COMMISSION MEETING
Building Department Report - Summary

2

NO.	CONTRACTOR	ADDRESS	OWNER	VALUATION	PERMIT FOR
250420	Monarch Home Improvement LLC	511 SHEYENNE ST	KENNETH E & BARBARA A GRUER	\$ 13,415.00	Remodel - Residential - Replace Siding
250423	Remodeling by Foss, Inc.	819 7 ST E	CAROL J KIRCHEN	\$ 30,000.00	Remodel - Residential - Remodel Home
250417	BARRY D & SALLY A JOHNSON	1406 16 AVE E	BARRY D & SALLY A JOHNSON	\$ 2,000.00	Accessory - Deck
250397	Naseth Construction, Inc.	2028 2 AVE NW	WEST FARGO PUBLIC SCHOOL DIS	\$ 185,000.00	Remodel - Public - Add Training and Board Room
250425	Ron's Recycle, Inc	4418 S RIVER ESTATES WAY	RYAN GOODMAN	\$ 2,000.00	Move - Detached Garage Roof
250393	Smart Building Construction, LLC	1282 Marlys DR W	DONNA CORBINE	\$ 2,000.00	Accessory - Deck
250440	Premium Decks, Inc.	3918 12 ST W	JILL M JORGENSEN, ETAL	\$ 15,000.00	Accessory - Deck
250448	Olson Pool Company	1549 6 ST E	MITCHELL & JENNIFER WOLDEN	\$ 150,000.00	Accessory - Swimming Pool
250457	Premium Decks, Inc.	721 27 AVE W	BRANDON & KAYLA YURCZYK	\$ 25,000.00	Accessory - Deck
250458	Premium Decks, Inc.	3443 EAGLE RUN LN	JEAN T KASPARI	\$ 15,000.00	Accessory - Deck
250439	FM Home & Patio, Inc.	1869 HUNTINGTON CT	DEAN & PENNY GROTH	\$ 18,453.00	Accessory - Deck

WEST FARGO CITY COMMISSION MEETING
BUILDING DEPARTMENT MONTHLY COMPARISON REPORT
06/02/2025

	MAY 2024			May 2025		
	# PERMITS	# UNITS	VALUATION	# PERMITS	# UNITS	VALUATION
<u>BUILDING NEW</u>						
COMMERCIAL	3		\$ 1,380,000.00	2		\$ 3,782,000.00
RESIDENTIAL DWELLING	58	58	\$ 24,792,150.00	28	28	\$ 16,060,775.00
RESIDENTIAL TWINHOME						
RESIDENTIAL TOWNHOME						
RESIDENTIAL MULTIPLE						
PUBLIC	1		\$ 2,503,019.00			
CHURCH						
ACCESSORY	50		\$ 1,550,010.00	53		\$ 871,865.00
FOUNDATION ONLY	1		\$ 350,000.00			
<u>BUILDING REMODEL</u>						
COMMERCIAL	28		\$ 12,906,775.00	12		\$ 7,323,400.00
RESIDENTIAL	64		\$ 1,914,350.00	69		\$ 2,170,188.00
PUBLIC	1		\$ 1,151,500.00	3		\$ 2,988,000.00
CHURCH				1		\$ 38,000.00
ACCESSORY				1		\$ 20,000.00
<u>BUILDING OTHER</u>						
DEMOLITION	4		\$ 377,284.00	1		\$ 5,000.00
MOVE	1		\$ 20,000.00	1		\$ 2,000.00
PERMIT CANCELLATION	1		\$ (8,345.00)			
TOTALS	211	58	\$ 46,936,743.00	171	28	\$ 33,261,228.00

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 1 of 42
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
125825		999999 4ALLPROMOS	614.28								
1	05/30/25	COPS PR - padfolios	614.28			1000		421000	375	12	101000
		Total for Vendor:	614.28								
125637		2646 4IMPRINT INC	1,132.88								
	PO - 200249										
1	05/12/25	padfolio's CPA & seniors	1,132.88			1000		421000	375	12	101000
13824866											
		Total for Vendor:	1,132.88								
125661	C	289 ACME TOOLS	289.71								
1	05/16/25	SPOTLIGHT	133.95			6025		450000	432		101000
14394042											
2	05/20/25	SAW BLADES	155.76			1000		430000	432		101000
14412972											
125672	C	289 ACME TOOLS	52.79								
1	05/20/25	PLUG TAP/LEVEL/CLAMPS	52.79			6010		450200	433		101000
14412121											
		Total for Vendor:	342.50								
125655	C	3179 ADVANCED ENGINEERING &	757.50								
1	05/21/25	SHORT PAY ADJUSTMENT	757.50			6020		450000	438		101000
		Total for Vendor:	757.50								
125724	C	2947 ALLSTATE PETERBILT OF FARGO	186.21								
1	05/14/25	#7710 FILTER/SEPARATOR	186.21			4387		480000	427		101000
4004470277											
		Total for Vendor:	186.21								
125651	E	3490 AMAZON CAPITAL SERVICES	151.61								
1	05/12/25	office supplies/coding sticker	131.66			1000		421000	410		101000
1M9K-NM2M-7DL9											
2	05/19/25	ear molds - new officer	19.95			1000		421000	422		101000
1XNL-6YNT-LFYL											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 2 of 42
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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
125660	E	3490 AMAZON CAPITAL SERVICES	436.18								
1	05/19/25	NITRILE GLOVES	142.35			6025		450000	639		101000
		1HRWWKR9PKVL									
2	05/17/25	NITRILE GLOVES	142.35			6025		450000	639		101000
		17GY97441QX									
3	05/19/25	RESPIRATOR MASK COVERS	13.94			6025		450000	639		101000
		17GY974M47X									
4	05/15/25	SWEATSHIRT	79.98			1000		430000	422		101000
		1XDGKJ74LG3N									
5	05/15/25	HOLE SAW SET	57.56			1000		430002	432		101000
		1DJ3XXPPKT6V									
125690	E	3490 AMAZON CAPITAL SERVICES	98.38								
1	04/28/25	Supplies - Non-Dept	74.17			1000		415000	410		101000
		1LDF-1JCW-4T1R									
2	05/08/25	Supplies - Non-Dept	24.21			1000		415000	410		101000
		13CH-CHH1-QGCY									
125698	E	3490 AMAZON CAPITAL SERVICES	161.92								
1	05/22/25	#1222 wheel cover & charger	55.94			2531		421000	610		101000
		1T31-VDXQ-M4L6									
2	05/22/25	Investigations - sealers	105.98			1000		421000	365		101000
		1T31-VDXQ-M4L6									
125715	E	3490 AMAZON CAPITAL SERVICES	1,069.53								
1	05/15/25	OFFICE SUPPLIES	110.73			6020		450000	410		101000
		1CT16DT1LML6									
2	05/15/25	LED LIGHTS	719.10			1000		430001	610		101000
		1CT16DT1LML6									
3	05/15/25	LED LIGHTS	239.70			2210		428000	610		101000
		1CT16DT1LML6									
125716	E	3490 AMAZON CAPITAL SERVICES	496.35								
1	05/21/25	#3039 TRAILER HITCH	165.45			1000		430000	427		101000
		1NV4C3DRGMCW									
2	05/21/25	#5306/5307 TRAILER HITCH	330.90			1000		430001	610		101000
		1NV4C3DRGMCW									

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 3 of 42
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
125759	E	3490 AMAZON CAPITAL SERVICES	133.55								
		Fire Department									
1	05/16/25	FD Badge Reels/Banker Boxes	133.55			2060		415200	410		101000
		1J9P HN97 TPQP									
125765	E	3490 AMAZON CAPITAL SERVICES	18.91								
1	05/23/25	investigation tape/stickers	18.91			1000		421000	365		101000
		17Y7-NGWY-XYQ1									
125784	E	3490 AMAZON CAPITAL SERVICES	1,968.78								
1	05/19/25	YOUTH/SBP PRIZES/STORYTIME	1,403.40			7000		411600	649		101000
		16PR-L7NW-JJNN									
2	05/19/25	BOOKS	47.10			7000		411600	662		101000
		1PJX-1XCT-PTMX									
3	05/19/25	PROGRAM SUPPLIES	88.49			7000		411600	649		101000
		1Y1Q-1CMM-T3HT									
4	05/21/25	EARLY LIT PRIZES	212.69			7000		411600	649		101000
		1TVG-F496-DD6Q									
5	05/22/25	ADULT SUMMER PRIZESL	200.38			7000		411600	649		101000
		1CLP-CH6F-NHCC									
6	05/22/25	INK REFILL FOR PRE-INKED STAMP	16.72			7000		411600	410		101000
		1CLP-CH6F-NHCC									
125829	E	3490 AMAZON CAPITAL SERVICES	94.99								
1	05/29/25	ear piece - Evink	94.99			1000		421000	422		101000
		1FWP-W7QF-3GJ4									
		Total for Vendor:	4,630.20								
125721	C	317 AMERICAN WELDING & GAS, INC.	97.69								
1	05/19/25	TRIGGER SWITCH/GLOVES	97.69			1000		430000	427		101000
		0010863926									
125725	C	317 AMERICAN WELDING & GAS, INC.	57.70								
1	05/20/25	ARGON/CO2	57.70			1000		455000	433		101000
		0010866074									
		Total for Vendor:	155.39								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 4 of 42
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
125760		5565 ANGIE PUHR	52.08								
		misc expense. Admin Mileage.									
1	05/23/25	Mileage for month of May	52.08			2060		415200	340		101000
		Errands for FD									
		Total for Vendor:	52.08								
125820		999999 ASHLEY SEIBOLD	300.00								
		Tree Planting Permit - 2738 10th St W									
1	05/29/25	Tree - 2738 10th St W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125773	-97377E	4672 ASURE PAYROLL TAX MANAGEMENT	279,149.48								
		05/30/25 payroll									
1	05/30/25	Social Security	125,708.10			1000		212501			101000
2	05/30/25	Medicare	29,399.54			1000		212502			101000
3	05/30/25	Federal Income Tax	113,331.84			1000		212503			101000
4	05/30/25	ND State Tax	5,728.00			1000		212504			101000
5	05/30/25	MN State Tax	4,982.00			1000		212505			101000
		Total for Vendor:	279,149.48								
125671	C	2931 AUTO VALUE PARTS STORES	561.04								
1	05/20/25	FILTERS	19.56			1000		421000	427		101000
99339255											
2	05/20/25	FILTERS	32.83			1000		430000	427		101000
99339258											
3	05/20/25	FILTERS/HD HYDRAULIC FARM/AIR	122.67			6025		450000	427		101000
99339266											
4	05/20/25	FILTERS	6.57			1000		430002	427		101000
99339262											
5	05/20/25	FILTERS	3.26			6020		450000	427		101000
99339257											
6	05/20/25	FILTER DRYER/PSI LOCKING	155.69			1000		455000	433		101000
99339403											
7	05/16/25	FILTER DRYER/VAC PUMP OIL	113.77			1000		455000	427		101000
99338699											
8	05/19/25	#4301 INDUSTRIAL HYDRAULIC	67.19			6010		450200	427		101000
99339092											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 5 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
9 99338506	05/15/25	#6001 LOOM CLIP ACCESSORY	39.50			2210		428000	610		101000
125717 1 99338713	C 05/16/25	2931 AUTO VALUE PARTS STORES FILTER DRIER	156.98 89.79			1000		455000	427		101000
2 99339737	05/22/25	INDUSTRIAL HYDRAULIC	67.19			6010		450200	427		101000
Total for Vendor:			718.02								
125780 1 2039074495		1695 BAKER & TAYLOR 05/12/25 BOOKS	218.13 218.13			7000		411600	662		101000
Total for Vendor:			218.13								
125788 1 69437	C 05/22/25	3149 BEE SEEN GEAR New Hire Patches M Glueckert	48.00 48.00			2060		415200	422		101000
Total for Vendor:			48.00								
125699 1 488015		999999 BLUE PEARL VETERINARY 05/22/25 K9 Q medical	3,957.57 3,957.57			1000		421000	915		101000
Total for Vendor:			3,957.57								
125750 1 0363806	C 0363806	3489 BOLTON & MENK, INC 05/27/25 Project 9060	19,060.50 5,199.50			4226		480000	313		101000
2 0363805	0363805	05/27/25 Project 2284	11,924.00			4133		480000	313		101000
3 0363808	0363808	05/27/25 Project 2279	1,496.00			4802		480000	313		101000
4 0363807	0363807	05/27/25 Traffic Signal Timing	441.00			1000		430000	487		101000
Total for Vendor:			19,060.50								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 6 of 42
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
125790		3512 BOUND TREE MEDICAL, LLC	515.80						
1	05/14/25	FD Medical Supplies	515.80			2060 415200	500		101000
85772275									
		Total for Vendor:	515.80						
125692		73 BRAUN INTERTEC	1,243.75						
1	B428696 05/20/25	Imp Dist 1353	1,243.75			4189 480000	724		101000
B428696									
		Total for Vendor:	1,243.75						
125781	C	351 BUSINESS ESSENTIALS	33.27						
1	05/12/25	PAPER PLATES	33.27			7000 411600	410		101000
WO-1346287-1									
		Total for Vendor:	33.27						
125696		1355 CASS COUNTY GOVERNMENT	102.71						
1	05/22/25	april 2025 - medical jail	102.71			1000 421000	398		101000
INV011833									
125762		1355 CASS COUNTY GOVERNMENT	8,160.00						
1	05/22/25	april - jail housing	8,160.00			1000 421000	398		101000
INV011837									
		Total for Vendor:	8,262.71						
125746		46 CASS RURAL WATER USERS	32.43						
1	6482 May 05/25/25	6482 - WF Airport Water	32.43			7050 500000	420		101000
6482 May 2025									
		Total for Vendor:	32.43						
125704		111 CITY OF FARGO	36,439.23						
1	05/14/25	LANDFILL FEES	36,439.23			6010 450200	355		101000
481068									

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 7 of 42
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
125745		111 CITY OF FARGO	33,554.59						
1	481420	05/22/25 Paratransit Rides - Apr 2025	33,554.59			1000 415000	376		101000
481420									
		Total for Vendor:	69,993.82						
125654	C	2482 CODY BEILKE	150.00						
1	05/19/25	leeda conf, meal reimb	150.00			1000 421000	340		101000
		Total for Vendor:	150.00						
125779	C	5293 COLUMN SOFTWARE PBC	434.72						
1	05/20/25	Imp Dist 2294 - Public Notice	235.60			4223 480000	670		101000
CBBC1442-0095									
2	05/22/25	Imp Dist 1353 - Bids/Proposals	188.48			4189 480000	670		101000
71CF4B85-0010									
3	05/27/25	Public Hearing- Ziti's Italian	10.64			1000 415000	668		101000
CBBC1442-0101									
		Total for Vendor:	434.72						
125737		4108 CONSOLIDATED ELECTRICAL	99.10						
1	05/19/25	LED BULBS	99.10			6025 450000	420		101000
2348-1087386									
		Total for Vendor:	99.10						
125705		3245 CORE & MAIN	2,212.40						
1	05/20/25	WATER METER CHECK VALVE	2,212.40			6020 450000	432		101000
1431									
125731		3245 CORE & MAIN	989.48						
1	05/15/25	CLEANOUT BOX/ADAPT/PLUG	586.48			6025 450000	439		101000
1302									
2	05/19/25	FILLER FLANGE	403.00			6020 450000	438		101000
1374									
		Total for Vendor:	3,201.88						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 8 of 42
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
125694		999999 COREY HEINRICH	50.19						
		Acct: 35104							
		Moved out, need to refund credit balance							
1	05/22/25	UB Refund	50.19			6020 214100			101000
		Total for Vendor:	50.19						
125770		4414 CORWIN SUBARU	275.00						
		davidson was informed cost was \$35,000. When they did the paperwork the cost was \$35,275.00. we owe them \$275.00. C. Davidson							
1	05/29/25	#1229 - doc fee	275.00			2531 421000	610		101000
		Total for Vendor:	275.00						
125732		60 CROSSCOUNTRY FREIGHT SOLUTIONS	134.16						
1	05/12/25	SHIPPING	134.16			6020 450000	335		101000
1426017									
		Total for Vendor:	134.16						
125569	-97461C	1633 CROWN TROPHY	285.90						
		Fire Academy							
1	05/14/25	Awards for Joint Academy	285.90			2060 415200	378		101000
70170									
		Total for Vendor:	285.90						
125584	-97454C	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						
125798	C	5566 DEERE & COMPANY	34,634.56						
1	117762049	05/22/25 4 Zero-Turn Lawn Mowers	34,634.56			1000 430001	870		101000
117762049									
		Total for Vendor:	34,634.56						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 9 of 42
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
125785		77 DEMCO INC	168.73								
1	05/13/25	BOOK JACKET	121.58			7000		411600	410		101000
7646251											
2	05/13/25	SUBJECT CLASSIFICATION LABELS	47.15			7000		411600	649		101000
7646251											
		Total for Vendor:	168.73								
125782		5321 DISCOUNT SCHOOL SUPPLY	148.32								
1	05/14/25	CRAYONS AND MARKERS	148.32			7000		411600	649		101000
W18870400101											
		Total for Vendor:	148.32								
125634		999999 DJ'S PLUMBING & HEATING	2,884.98								
1	05/19/25	install shower & plumbing	2,884.98			2975		421000	427	18	101000
16993											
		Total for Vendor:	2,884.98								
125809	-97376E	4664 EMPOWER (MASS MUTUAL)	5,070.32								
1	05/30/25	May 2025 Contributions	5,070.32			1000		212528			101000
		Total for Vendor:	5,070.32								
125804	116610S	3547 EQUITABLE UNIT ANNUITY	2,000.00								
1	05/30/25	Deferred Comp May 2025	2,000.00			1000		212524			101000
		Total for Vendor:	2,000.00								
125817		999999 EVAN TWA	300.00								
		Tree Planting Permit - 5808 Deb Dr W									
1	05/29/25	Tree - 5808 Deb Dr W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125729	C	1851 F/S MANUFACTURING	4.52								
1	05/21/25	ELBOW/NIPPLE	4.52			1000		430001	358		101000
204256											
		Total for Vendor:	4.52								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 10 of 42
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
125719		3344 FACTORY MOTOR PARTS	33.78						
1	05/20/25	#1209 WIPER BLADES	33.78			1000 421000	427		101000
37-1259731									
Total for Vendor:			33.78						
125675	C	660 FARGO FREIGHTLINER	66.94						
1	05/20/25	#388 FENDER KIT RET	-44.25			1000 430000	427		101000
X101180962									
2	05/20/25	#388 FENDER KIT	111.19			1000 430000	427		101000
X101180946									
3	05/21/25	#4201 PUMP	29.29			6010 450200	427		101000
X101181098									
4	05/21/25	#4201 PUMP RET	-29.29			6010 450200	427		101000
X101181111									
125713	C	660 FARGO FREIGHTLINER	169.99						
1	05/22/25	#4201 SWITCH	169.99			6010 450200	427		101000
X101181152									
Total for Vendor:			236.93						
125650		151 FEDERAL EXPRESS	27.50						
1	05/21/25	ND lab packages	27.50			1000 421000	661		101000
8-868-48878									
Total for Vendor:			27.50						
125824		932 FIRSTLINK	7,000.00						
Jan.1, 2025 to Dec.31, 2025									
1	05/29/25	annual operations & support	7,000.00			1000 421000	461		101000
Total for Vendor:			7,000.00						
125776		2499 FM CONVENTION & VISITORS BUREAU	22,383.83						
Apr Lodging									
1	Apr 2025	04/30/25 Lodging Tax 2%	22,383.83			2141 411500	533		101000
Apr 2025									

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 11 of 42
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
125777		2499 FM CONVENTION & VISITORS BUREAU	11,191.93								
	Apr Lodging										
	2 Apr 2025	04/30/25 Lodging Tax 1%	11,191.93			2141		411500	653		101000
	Apr 2025										
		Total for Vendor:	33,575.76								
125665		155 GALLS, LLC	1,833.15								
	1 05/15/25	new officer equip	65.97			1000		421000	422		101000
	031350706										
	2 05/13/25	new officer equip	145.60			1000		421000	422		101000
	031325616										
	3 05/12/25	new officer equip	345.60			1000		421000	422		101000
	031314124										
	4 05/14/25	new officer equip	454.49			1000		421000	422		101000
	031331581										
	5 05/15/25	new officer equip	18.72			1000		421000	422		101000
	031345762										
	6 05/09/25	new officer equip	18.72			1000		421000	422		101000
	031293259										
	7 05/08/25	new officer equip	104.40			1000		421000	422		101000
	031282694										
	8 05/15/25	new officer Posterick	196.62			1000		421000	422		101000
	031343747										
	9 05/09/25	new officer Posterick	188.96			1000		421000	422		101000
	031293556										
	10 05/08/25	pant for nielsen	88.00			1000		421000	422		101000
	031282591										
	11 05/06/25	ear molds for crouse	28.80			1000		421000	422		101000
	031257965										
	12 05/09/25	pant & equipment for Mickelson	177.27			1000		421000	422		101000
	031291107										
125683		155 GALLS, LLC	1,157.26								
	1 05/19/25	new officer posterick	16.83			1000		421000	422		101000
	031381081										
	2 05/20/25	new officer posterick	394.08			1000		421000	422		101000
	031388787										

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 12 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
3	05/19/25 shirts for T. Johnson		87.24			1000		421000	422		101000
031377047											
4	05/19/25 pants for Roll		293.40			1000		421000	422		101000
031373060											
5	05/20/25 military medal		96.60			1000		421000	422		101000
031393140											
6	04/28/25 new officer equipment		89.91			1000		421000	422		101000
031173800											
7	04/09/25 badge for T. Johnson		179.20			1000		421000	422		101000
031000109											
125697		155 GALLS, LLC	174.35								
1	05/21/25 FTO pins		174.35			1000		421000	422		101000
031405416											
125766		155 GALLS, LLC	656.04								
1	05/27/25 replacement badges		358.40			1000		421000	422		101000
031448641											
2	05/22/25 radio holder - braun		53.10			1000		421000	422		101000
031412914											
3	05/23/25 key holder - ostlund		37.94			1000		421000	422		101000
031424720											
4	05/21/25 new officer equip		206.60			1000		421000	422		101000
031399390											
125792		155 GALLS, LLC	417.50								
1	05/06/25 J West Jobshirt		163.23			2060		415200	422		101000
031255492											
2	05/12/25 H Kalina Jobshirt		81.60			2060		415200	422		101000
031307119											
3	05/12/25 E Menge Jobshirt		81.60			2060		415200	422		101000
031307119											
4	05/16/25 D Anderson Jobshirt		91.07			2060		415200	422		101000
031355038											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 13 of 42
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
125830		155 GALLS, LLC	1,143.81								
1	05/27/25	new officer - Posterick	376.43			1000		421000	422		101000
031439986											
2	05/28/25	new officer - Posterick	94.03			1000		421000	422		101000
031459036											
3	05/28/25	shirts for Nielsen	162.28			1000		421000	422		101000
031459030											
4	05/28/25	shirts for Cruft	171.96			1000		421000	422		101000
031459021											
5	05/28/25	shirts for T. Todd	106.01			1000		421000	422		101000
031459019											
6	05/27/25	new officer & bike officer	233.10			1000		421000	422		101000
031440418											
		Total for Vendor:	5,382.11								
125638		999999 GHOST PATCH CUSTOM	1,514.00								
1	04/04/25	flexshield patches	1,514.00			1000		421000	422		101000
D6968											
		Total for Vendor:	1,514.00								
125708		2558 GOODYEAR COMMERCIAL TIRE	1,853.34								
1	05/16/25	#4200 TIRES	1,853.34			6010		450200	427		101000
130-1093087											
		Total for Vendor:	1,853.34								
125682	C	556 GRAINGER, INC.	64.00								
1	05/21/25	stafety glasses for shoots	64.00			1000		421000	641		101000
9515563683											
		Total for Vendor:	64.00								
125793		3534 GRAND FORKS FIRE EQUIPMENT LLC	209.02								
1	05/28/25	Quick Sockets	209.02			2060		415200	432		101000
43710											
		Total for Vendor:	209.02								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 14 of 42
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
125794 1 8902	C 05/19/25	3535 GREAT PLAINS FIRE (4) sets new gear/new hires	17,328.36 17,328.36			2060 415200	641		101000
Total for Vendor:			17,328.36						
125645 1 3203		1601 GTL MANAGEMENT LLC CPA grad	395.25 395.25			1000 421000	375	12	101000
Total for Vendor:			395.25						
125711 1 7065874	C 05/14/25	135 HAWKINS INC AQUAHAWK	3,342.83 3,342.83			6025 450000	423		101000
Total for Vendor:			3,342.83						
125742 1		5541 HAZER VENTURES LLC 05/27/25 Imp Dist 2265 (Parcel 3-8)	14,385.00 14,385.00			4793 480000	670		101000
Total for Vendor:			14,385.00						
125702 1 2219 2 2183	C 05/22/25	180 HAZER'S AUTO WRECKING APPLIANCE DISPOSAL	2,368.00 1,295.00			6010 450200	357		101000
Total for Vendor:			2,368.00						
125693 1 1200722104	C 1200722104	5096 HDR ENGINEERING INC. 05/16/25 Project 6060	40,061.60 40,061.60			4098 480000	313		101000
Total for Vendor:			40,061.60						
125688 1 025-006-3	C 025-006-3	5539 HKGI 05/16/25 Project 9057	37,155.45 37,155.45			4179 480000	307		101000
Total for Vendor:			37,155.45						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 15 of 42
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
125789		4592 INGRAM LIBRARY SERVICES	4,511.51								
1	05/08/25	BOOKS	14.53			7000		411600	662		101000
88039071											
2	05/08/25	BOOKS	20.14			7000		411600	662		101000
88039072											
3	05/08/25	BOOKS	11.43			7000		411600	662		101000
88039073											
4	05/08/25	BOOKS	26.95			7000		411600	662		101000
88039074											
5	05/08/25	BOOKS	42.23			7000		411600	662		101000
88039075											
6	05/13/25	BOOKS	23.75			7000		411600	662		101000
88114640											
7	05/13/25	BOOKS	44.01			7000		411600	662		101000
88114641											
8	05/13/25	BOOKS	26.06			7000		411600	662		101000
88114642											
9	05/13/25	BOOKS	37.27			7000		411600	662		101000
88114643											
10	05/13/25	BOOKS	51.02			7000		411600	662		101000
88114644											
11	05/13/25	BOOKS	41.22			7000		411600	662		101000
88114645											
12	05/14/25	BOOKS	21.40			7000		411600	662		101000
88140404											
13	05/14/25	BOOKS	46.30			7000		411600	662		101000
88140405											
14	05/15/25	BOOKS	13.73			7000		411600	662		101000
88161157											
15	05/15/25	BOOKS	13.01			7000		411600	662		101000
88161158											
16	05/15/25	BOOKS	14.10			7000		411600	662		101000
88161159											
17	05/15/25	BOOKS	75.27			7000		411600	662		101000
88161160											
18	05/15/25	BOOKS	101.90			7000		411600	662		101000
88161161											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 16 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
19 88183872	05/16/25	BOOKS	120.34			7000		411600	662		101000
20 88183873	05/16/25	BOOKS	41.47			7000		411600	662		101000
21 88217944	05/19/25	BOOKS	29.15			7000		411600	662		101000
22 88217945	05/19/25	BOOKS	8.99			7000		411600	662		101000
23 88217946	05/19/25	BOOKS	104.00			7000		411600	662		101000
24 88217947	05/19/25	BOOKS	12.00			7000		411600	662		101000
25 88217948	05/19/25	BOOKS	48.93			7000		411600	662		101000
26 88217949	05/19/25	BOOKS	33.28			7000		411600	662		101000
27 88236916	05/20/25	BOOKS	53.71			7000		411600	662		101000
28 88236917	05/20/25	BOOKS	26.00			7000		411600	662		101000
29 88236918	05/20/25	BOOKS	21.11			7000		411600	662		101000
30 88263399	05/21/25	BOOKS	36.73			7000		411600	662		101000
31 88263400	05/21/25	BOOKS	38.55			7000		411600	662		101000
32 88263401	05/21/25	BOOKS	42.14			7000		411600	662		101000
33 88263402	05/21/25	BOOKS	334.02			7000		411600	662		101000
34 88263403	05/21/25	BOOKS	58.47			7000		411600	662		101000
35 88263404	05/21/25	BOOKS	142.20			7000		411600	662		101000
36 88263405	05/21/25	BOOKS	149.82			7000		411600	662		101000
37 88263406	05/21/25	BOOKS	197.01			7000		411600	662		101000

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 17 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
38 88282251	05/22/25	BOOKS	371.31			7000		411600	662		101000
39 88285349	05/22/25	BOOKS	66.48			7000		411600	662		101000
40 88285350	05/22/25	BOOKS	42.11			7000		411600	662		101000
41 88285351	05/22/25	BOOKS	40.80			7000		411600	662		101000
42 88285352	05/22/25	BOOKS	19.35			7000		411600	662		101000
43 88285354	05/22/25	BOOKS	90.69			7000		411600	662		101000
44 88285357	05/22/25	BOOKS	173.97			7000		411600	662		101000
45 88285358	05/22/25	BOOKS	13.61			7000		411600	662		101000
46 88285359	05/22/25	BOOKS	21.09			7000		411600	662		101000
47 88285360	05/22/25	BOOKS	17.01			7000		411600	662		101000
48 88285361	05/22/25	BOOKS	16.06			7000		411600	662		101000
49 88285362	05/22/25	BOOKS	13.47			7000		411600	662		101000
50 88285363	05/22/25	BOOKS	31.29			7000		411600	662		101000
51 88285356	05/22/25	BOOKS	280.68			7000		411600	662		101000
52 88285355	05/22/25	BOOKS	359.59			7000		411600	662		101000
53 88285353	05/22/25	BOOKS	557.77			7000		411600	662		101000
54 88306556	05/23/25	BOOKS	21.16			7000		411600	662		101000
55 88306557	05/23/25	BOOKS	58.68			7000		411600	662		101000
56 88306558	05/23/25	BOOKS	60.48			7000		411600	662		101000

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 18 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
57	05/23/25	BOOKS	27.44			7000		411600	662		101000
88306559											
58	05/23/25	BOOKS	16.86			7000		411600	662		101000
88306560											
59	05/23/25	BOOKS	15.10			7000		411600	662		101000
88306561											
60	05/23/25	BOOKS	62.42			7000		411600	662		101000
88306562											
61	05/23/25	BOOKS	11.85			7000		411600	662		101000
88306563											
Total for Vendor:			4,511.51								
125795		211 INTERSTATE BATTERIES	232.95								
1	05/22/25	Batt 70-new battery	232.95			2060		415200	420		101000
1902801043148											
Total for Vendor:			232.95								
125653		811 JASON ANDERSON	316.62								
1	05/14/25	tyler conf. meal/uber reimb	316.62			1000		421000	340		101000
Total for Vendor:			316.62								
125756		3526 JOHN NEEB	1,061.73								
		Raleigh NC for Mika Recertification									
1	05/23/25	J Neeb Per Diem, lodging,fuel	1,061.73			2060		415200	915		101000
		Mika Recertification									
Total for Vendor:			1,061.73								
125658		C 2798 JOHNSON CONTROLS	19,292.11								
1	05/21/25	PD - CIRCUIT ONE REPAIR	19,292.11			1001		415000	465		101000
1-135783456357											
Total for Vendor:			19,292.11								
125819		999999 KIMBERLY SANFORD	300.00								
		Tree Planting Permit - 1046 Ashley Dr W									
1	05/29/25	Tree - 1046 Ashley Dr W	300.00			5000		422000	490		101000
Total for Vendor:			300.00								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 19 of 42
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
125772	-97378E	4482 KOTAPAY	3,484.11						
	05/30/25	payroll							
1	05/30/25	Child Support	3,484.11			1000	212549		101000
		Total for Vendor:	3,484.11						
125709		1236 LAKE AGASSIZ WATER AUTHORITY	4,000.00						
1	2025	MEMBERSHIP DUES	4,000.00			6020	450000	667	101000
		Total for Vendor:	4,000.00						
125643		4456 LAW ENFORCEMENT ADMINISTRATIVE	318.00						
1	05/12/25	3 regs for LEAS conf	318.00			1000	421000	340	101000
25-019									
		Total for Vendor:	318.00						
125686	C	4767 LENOVO (UNITED STATES) INC.	1,902.86						
1	6472749816	05/16/25 1 Laptop - PD	951.43			1000	421000	497	101000
6472749816									
2	6472749816	05/16/25 1 Laptop HR	951.43			1000	414103	497	101000
6472749816									
		Total for Vendor:	1,902.86						
125744		1741 LIBERTY BUSINESS SYSTEMS, INC	1,018.83						
1	39301768	05/26/25 May 2025 CH 1st Floor	156.05			1000	415000	428	101000
39301768									
2	39301769	05/26/25 May 2025 CH 1st Floor	69.18			1000	415000	428	101000
39301769									
3	39301769	05/26/25 May 2025 City Hall	174.29			1000	415000	428	101000
39301769									
4	39301769	05/26/25 May 2025 Public Works	283.32			6020	450000	428	101000
39301769									
5	39301769	05/26/25 May 2025 Police	335.99			1000	421000	428	101000
39301769									
		Total for Vendor:	1,018.83						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 20 of 42
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
125735 1	E 05/21/25	270 LOWE'S WOOD STAKES	151.60 151.60			2210		428000	358		101000
Total for Vendor:			151.60								
125670 1 262623		1417 LUTHER FAMILY BUICK-PONTIAC-GMC 05/15/25 #5307 HANDLE	19.76 19.76			1000		430001	427		101000
125740 **Moved Inv 261594 from CL 125614 to new claim, since it's a different vendor** ALS		1417 LUTHER FAMILY BUICK-PONTIAC-GMC	610.54								
1 261594	04/22/25	#7002 BEARINGS/GASKETS	610.54			6025		450000	427		101000
Total for Vendor:			630.30								
125614 **Removed the one for Luther Family Buick GMC and reposted, created separate claim for Inv 261594** ALS		711 LUTHER FAMILY FORD	134.02								
1 409202	05/08/25	#1210 SHAFT	4.71			1000		421000	427		101000
2 409065	05/06/25	#1210 SHOCK	359.19			1000		421000	427		101000
3 CM408233	05/06/25	#601 CORE RETURN	-250.00			2210		428000	427		101000
4 408641	05/01/25	#601 SEAL	20.12			2210		428000	427		101000
125796 1 408822		711 LUTHER FAMILY FORD 05/05/25 Training Van-latch	135.90 135.90			2060		415200	427		101000
Total for Vendor:			269.92								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 21 of 42
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
125662		3304 MAC'S HARDWARE	272.80						
1	05/19/25	RATCHET WRENCH	23.98			1000 430001	432		101000
4084									
2	05/16/25	SHOP TOWELS	248.82			6020 450000	433		101000
4001									
125677		3304 MAC'S HARDWARE	80.75						
1	05/20/25	MISC SHOP SUPPLIES	44.45			1000 455000	433		101000
4136									
2	05/16/25	MISC SHOP SUPPLIES	36.30			1000 455000	433		101000
4004									
125703		3304 MAC'S HARDWARE	104.98						
1	05/22/25	HARDWARE	74.99			1000 430000	432		101000
4246									
2	05/21/25	TOOLS	29.99			1000 430001	432		101000
4177									
125712		3304 MAC'S HARDWARE	197.44						
1	05/22/25	#3302 TOOLS	197.44			1000 430000	432		101000
4234									
Total for Vendor:			655.97						
125797	C	3536 MACQUEEN	328.07						
1	05/19/25	FD T-75 Shuttle Valve	82.00			2060 415200	427		101000
P12619									
2	05/27/25	FD E-71 Convex Mirror	123.34			2060 415200	427		101000
P12653									
3	05/28/25	FD Headset Repairs	122.73			2060 415200	427		101000
P12658									
Total for Vendor:			328.07						
125805	116611S	3630 MATRIX TRUST COMPANY	5,312.00						
1	05/30/25	Deferred Comp Pre-Tax May 25	3,490.00			1000 212547			101000
2	05/30/25	Deferred Comp Post-Tax May 25	1,822.00			1000 212548			101000
Total for Vendor:			5,312.00						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 22 of 42
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
125815		999999 MATT PROCHNIAK	300.00								
		Tree Planting Permit - 1227 29th Ave W									
1	05/29/25	Tree - 1227 29th Ave W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125799		308 MATTHEW BENDER & CO., INC	77.81								
	08/25-07/26										
1	4540643X	05/12/25 ND Advance Code Service	77.81			1000		412000	410		101000
	4540643X										
		Total for Vendor:	77.81								
125818		999999 MAY WU	300.00								
		Tree Planting Permit - 5277 10th St W									
1	05/29/25	Tree - 5277 10th St W	300.00			5000		422000	490		101000
		Total for Vendor:	300.00								
125755		4809 MCR MEDICAL SUPPLY	1,985.95								
	2025 Captial Imp										
1	05/23/25	FD Training Manikins	1,985.95			2060		415200	641		101000
	12245										
		Total for Vendor:	1,985.95								
125681		5455 MEAT JESUS LLC DBA BREADSMITH	37.50								
1	05/21/25	cops bakery	37.50			1000		421000	375	12	101000
	15534										
		Total for Vendor:	37.50								
125754		C 299 MENARDS (FIRE)	103.69								
1	05/20/25	FD Crimper Tool-fix T-76	24.99			2060		415200	432		101000
	56821										
2	05/13/25	FD St 75 Grass Seed	59.98			2060		415200	494		101000
	56246										
3	05/16/25	FD Stainless Steel Wipes	18.72			2060		415200	500		101000
	56501										
		Total for Vendor:	103.69								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 23 of 42
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
125646	C	5206 MENARDS (POLICE)	54.75								
PO - 200252											
1	05/16/25	#30360698 - #1222 bus	54.75			2531		421000	610		101000
56488											
125771	C	5206 MENARDS (POLICE)	564.13								
PO - 200247											
1	05/09/25	air compressor install/supplie	4.99			2975		421000	420	18	101000
55965											
2	05/16/25	air compressor install/supplie	54.75			2975		421000	420	18	101000
56488											
3	05/20/25	air compressor install/supplie	37.11			2975		421000	420	18	101000
56789											
4	05/16/25	air compressor install/supplie	193.62			2975		421000	420	18	101000
56497											
5	05/20/25	air compressor supply return	-13.98			2975		421000	420	18	101000
56783											
6	05/08/25	air compressor supply return	-38.04			2975		421000	420	18	101000
55881											
7	05/16/25	air compressor supply return	-71.59			2975		421000	420	18	101000
56496											
8	05/07/25	air compressor install/supplie	273.52			2975		421000	420	18	101000
55818											
9	05/08/25	air compressor install/supplie	123.75			2975		421000	420	18	101000
55886											
Total for Vendor:			618.88								
125663	C	4622 MENARDS (PUBLIC WORKS)	768.10								
1	05/14/25	DRILL BITS	17.22			1000		455000	420		101000
56339											
2	05/14/25	HOLE STRAP	3.38			1000		455000	420		101000
56350											
3	05/19/25	RATCHET/UTILITY HANGER	30.93			1000		430000	486		101000
56713											
4	05/19/25	STREET STRIPING MISC	331.28			1000		430000	486		101000
56678											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 24 of 42
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
5 56711	05/19/25	RETURN	-41.93			1000		430000	486		101000
6 56684	05/19/25	SPRAY PAINT	15.00			1000		430000	433		101000
7 56449	05/15/25	SHOP STOOL	136.16			1000		430000	722		101000
8 56427	05/15/25	SAW BLADES	71.96			6020		450000	432		101000
9 56780	05/20/25	STREET STRIPING MISC	50.43			1000		430000	486		101000
10 56792	05/20/25	LUMBER	26.31			1000		430000	486		101000
11 56774	05/20/25	SHELVING	59.99			1000		430000	432		101000
12 56790	05/20/25	MISC SHOP SUPPLIES	37.38			6025		450000	433		101000
13 56823	05/20/25	CABLE TIES	29.99			6020		450000	432		101000
125669 1 56803	C 05/20/25	4622 MENARDS (PUBLIC WORKS) LEVEL/PARAFRAME	33.96 33.96			1000		455000	433		101000
125691 1 56827	C 56827 05/20/25	4622 MENARDS (PUBLIC WORKS) Wiper blades - Eng	39.98 39.98			1000		414200	432		101000
125700 1 14480 2 56810	C 05/13/25 05/20/25	4622 MENARDS (PUBLIC WORKS) ADAPTER AIR FILTER	152.55 120.76 31.79			6020 6010		450000 450200	420 420		101000 101000
Total for Vendor:			994.59								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 25 of 42
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
125778		5439 METAMOON	100.00								
1	05/16/25	MAY CHAIR YOGA	50.00			7000		411600	649		101000
0000004											
2	04/10/25	CHAIR YOGA	50.00			7000		411600	649		101000
0000003											
Total for Vendor:			100.00								
125633	C	102 MIDSTATES WIRELESS	32,336.25								
1	05/14/25	#1226 equip & installs	27,891.49			1000		421000	610		101000
207000608-1											
2	05/20/25	#1229 equip & installs	3,778.76			1000		421000	610		101000
207000794-1											
3	05/19/25	radio repair	666.00			1000		421000	427		101000
206003828-1											
Total for Vendor:			32,336.25								
125787	C	1854 MIDWEST TAPE	1,384.93								
1	05/14/25	DVD	31.78			7000		411600	664		101000
507174773											
2	05/14/25	DVD	107.16			7000		411600	664		101000
507174769											
3	05/14/25	DVD	32.53			7000		411600	664		101000
507174770											
4	05/14/25	DVD	23.97			7000		411600	664		101000
507174771											
5	05/14/25	DVD	304.99			7000		411600	664		101000
507174772											
6	05/21/25	DVD	37.67			7000		411600	664		101000
507208353											
7	05/21/25	DVD	206.77			7000		411600	664		101000
507208355											
8	05/21/25	DVD	197.31			7000		411600	664		101000
507208356											
9	05/21/25	DVD	210.53			7000		411600	664		101000
507208357											
10	05/21/25	DVD	49.78			7000		411600	664		101000
507208358											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 26 of 42
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
11	05/21/25	DVD	39.28			7000		411600	664		101000
507208359											
12	05/21/25	DVD	143.16			7000		411600	664		101000
507208360											
Total for Vendor:			1,384.93								
125648	C	772 MINNKOTA	88.50								
1	04/30/25	april 2025 recycling	88.50			1000		421000	420		101000
461938											
Total for Vendor:			88.50								
125822	C	688 MOTOROLA SOLUTIONS, INC	3,900.00								
1	05/27/25	holster trigger sensors	3,900.00			1000		421000	641		101000
1187148018											
Total for Vendor:			3,900.00								
125774		4969 MR. & MRS. G CHILDCARE	2,700.00								
1	05/28/25	Child Care Grant	2,700.00			2960		411900	416		101000
125775		4969 MR. & MRS. G CHILDCARE	1,923.99								
1	05/29/25	Child Care Grant	1,923.99			2960		411900	416		101000
Total for Vendor:			4,623.99								
125810	-97375E	4663 MUTUAL OF OMAHA	3,524.16								
1	05/30/25	May 2025 Contributions	3,524.16			1000		212515			101000
Total for Vendor:			3,524.16								
125811	-97374E	3546 NATIONWIDE INVESTMENT ADVISORS	10,796.50								
1	05/30/25	May 25 Post-Tax Contributions	3,210.00			1000		212551			101000
2	05/30/25	May 25 Pre-Tax Contributions	7,586.50			1000		212550			101000
Total for Vendor:			10,796.50								
125821		999999 ND AG, ATTN; DEANNA GIERSEWSKI	2,455.00								
1	05/30/25	back the blue, return	2,455.00			2528		421000	375		101000
Total for Vendor:			2,455.00								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 27 of 42
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
125644		986 ND CHIEFS OF POLICE ASSOCIATION	800.00						
1	05/13/25	command staff - 4 regs	800.00			1000 421000	340		101000
2025-01001									
		Total for Vendor:	800.00						
125803	-97369C	3541 ND FRATERNAL ORDER OF POLICE	2,268.00						
1	05/30/25	FOP Legal for May 2025	2,268.00			1000 212527			101000
		Total for Vendor:	2,268.00						
125685	-97381E	363 ND PERS	9,922.06						
	05/16/25	Payroll							
1	05/16/25	457b Def Comp - Contributions	9,922.06			1000 212532			101000
125741	-97380E	363 ND PERS	669.92						
		Adjustment for Tyler Williams							
1	05/27/25	March 2025 Adj	668.09			1000 212532			101000
2	05/27/25	March 2025 Adj	1.83			1000 414100	230		101000
125748	-97379E	363 ND PERS	400.00						
	May 2025								
1	05/28/25	Freadrich service credit purch	400.00			1000 212532			101000
125814	-97371E	363 ND PERS	471,860.02						
1	05/30/25	May Payroll - Contributions	471,860.74			1000 212532			101000
2	05/30/25	Rounding	-0.72			1000 414100	230		101000
		Total for Vendor:	482,852.00						
125768		723 ND POST BOARD	45.00						
1	05/29/25	post lic for posterick	45.00			1000 421000	667		101000
		Total for Vendor:	45.00						
125701	C	756 NELCO FIRST AID	162.76						
1	05/16/25	FIRST AID SUPPLIES - PW	162.76			6020 450000	639		101000
250546									
		Total for Vendor:	162.76						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 28 of 42
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
125807 1	116612S 05/30/25	3543 NEW YORK LIFE INSURANCE & Deferred Comp EE May 2025	5,920.00 5,920.00			1000		212531			101000
		Total for Vendor:	5,920.00								
125733 1 37146		141 NORTHSTAR SAFETY, INC 05/19/25 MARKING PAINT	141.60 141.60			1000		430000	722		101000
		Total for Vendor:	141.60								
125673 1 26056268 2 26056295 3 26056207 4 24050402	C 05/20/25 05/20/25 05/16/25	1715 NORTHWEST TIRE INC #5600 TIRE REPAIR #1176 TIRES #1188 ALIGNMENT #7708 TIRE REPAIR	798.75 19.71 234.63 86.30 458.11			6025 1000 1000 1000 4387		450000 421000 421000 421000 480000	427 427 427 427		101000 101000 101000 101000 101000
		Total for Vendor:	798.75								
125657 1 26056207 2 26056295 3 26056214	C 05/16/25 05/20/25 05/16/25	5440 NORTHWEST TIRE INC. (PD) #1188 alginment pass #1176 tire & repair #1192 tire repair	364.44 86.30 234.63 43.51			1000 1000 1000		421000 421000 421000	427 427 427		101000 101000 101000
125761 1 26056426	C 05/27/25	5440 NORTHWEST TIRE INC. (PD) #1212 tires	740.43 740.43			1000		421000	427		101000
		Total for Vendor:	1,104.87								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 29 of 42
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
125806	116613S	3542 NYLI FUNDS	850.00								
1	05/30/25	NYLI (Mainstay) May 2025	850.00			1000		212529			101000
		Total for Vendor:	850.00								
125757		1774 O'REILLY AUTOMOTIVE STORES, INC	103.38								
1	05/15/25	FD Station Supplies,Eq Svcs	121.35			2060		415200	500		101000
		1932-453024									
2	05/15/25	FD Return Station Supply	-17.97			2060		415200	500		101000
		1932-453029									
		Total for Vendor:	103.38								
125679		4744 O'REILLY AUTOMOTIVE STORES, INC	599.07								
1	05/20/28	#5306 CABLE	126.00			1000		430001	610		101000
		1932454388									
2	05/20/25	#1211 PURGE VALVE RET	-64.47			1000		421000	427		101000
		1932454395									
3	05/21/25	#3037 COPPER PLUG	3.39			1000		430000	427		101000
		1932454917									
4	05/15/25	#1188 CV SHAFT	125.20			1000		421000	427		101000
		1932452899									
5	05/19/25	#6013 BATTERY	203.32			2210		428000	427		101000
		1932454208									
6	05/14/25	#1187 CRNKSHFT SEN	26.14			1000		421000	427		101000
		1932452516									
7	05/15/25	MICRO FUSES	5.52			1000		455000	433		101000
		1932452821									
8	05/21/25	#1175 SWAY LINK KIT	47.97			1000		421000	427		101000
		1932454924									
9	05/20/25	#6001 CABLE	126.00			2210		428000	610		101000
		1932454387									
125720		4744 O'REILLY AUTOMOTIVE STORES, INC	115.62								
1	05/21/25	#403 BATTERY	115.62			6010		450200	427		101000
		1932454719									
		Total for Vendor:	714.69								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 30 of 42
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
125710		399 OLYMPIC SALES	7,980.00						
1	05/12/25	6YD REAR LOAD CONTAINERS	7,980.00			6010 450200	665		101000
15610									
125726		399 OLYMPIC SALES	256.09						
1	05/19/25	#4301 LOW PRESSURE LINE/VALVE	256.09			6010 450200	427		101000
15645									
		Total for Vendor:	8,236.09						
125826		276 OSTROMS ACE HARDWARE	62.96						
PO - 200253									
1	05/29/25	glue and staples for targets	62.96			1000 421000	987		101000
228946									
125832		276 OSTROMS ACE HARDWARE	73.13						
1	05/16/25	FD Light Bulbs	11.98			2060 415200	500		101000
228853									
2	05/16/25	FD Eq Svcs. cleaning prod.	61.15			2060 415200	500		101000
228860									
		Total for Vendor:	136.09						
125736		5119 OSTROMS ACE HARDWARE (PW)	29.97						
1	05/21/25	MARKING PAINT	29.97			2210 428000	358		101000
228898									
		Total for Vendor:	29.97						
125786	C	2126 OVERDRIVE, INC	1,141.86						
1	05/14/25	EBOOKS	114.99			7000 411600	650		101000
02139C025155130									
2	05/14/25	AUDIOBOOKS	1,026.87			7000 411600	650		101000
02139C025155130									
		Total for Vendor:	1,141.86						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 31 of 42
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
125666	C	1648 PARKLAND USA CORPORATION DBA	37,920.06								
1	05/14/25	BULK DIESEL FUEL - 40TH AVE	19,246.02			1000		140000			101000
695285-25											
2	05/14/25	BULK 87 ETHANOL - 40TH AVE	18,674.04			1000		140000			101000
695284-25											
125791	C	1648 PARKLAND USA CORPORATION DBA	1,416.38								
1	05/14/25	FD Oil for Vehicle oil changes	1,416.38			2060		415200	424		101000
694757-25											
		Total for Vendor:	39,336.44								
125800	116614S	3548 PERSHING	300.00								
1	05/30/25	Alerus - May 2025	300.00			1000		212525			101000
		Total for Vendor:	300.00								
125728	C	563 PETRO SERVE USA	40.00								
1	05/21/25	FUEL	40.00			1000		455000	424		101000
2300											
		Total for Vendor:	40.00								
125833	C	1483 PITNEY BOWES BANK INC - RESERVE	1,500.00								
		City Hall postage machine - meter refill									
1	05/30/25	Reserve Acct 20613972	1,500.00			1000		415000	661		101000
		Total for Vendor:	1,500.00								
125632		384 PITNEY BOWES GLOBAL FINANCIAL	398.82								
1	05/12/25	2nd quarter lease	398.82			1000		421000	428		101000
3320703804											
		Total for Vendor:	398.82								
125689		5192 RAYMOND FRANCIS HOLZHEY	218.04								
		Travel reimb - IAAO Class 300 - Mandan									
1	05/12/25	Travel reimb - IAAO Class	218.04			1000		414101	340		101000
		Total for Vendor:	218.04								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 32 of 42
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
125706		2982 RDO EQUIPMENT CO	11,130.80						
1	05/19/25	#7701 DIFFERENTIAL REPAIR	11,130.80			6025 450000	427		101000
		W3255654							
		Total for Vendor:	11,130.80						
125783	C	5564 RED BRICK RESOURCES	265.84						
1	05/26/25	B00KS	265.84			7000 411600	662		101000
		ARD1900176							
		Total for Vendor:	265.84						
125823		1766 RED RIVER CHILDREN'S ADVOCACY	5,000.00						
		Jan.1, 2025 to Dec.31, 2025							
1	05/29/25	annual services	5,000.00			1000 421000	502		101000
		Total for Vendor:	5,000.00						
125641		5503 RED RIVER REGIONAL MARKSMANSHIP	500.00						
1	03/22/25	range rental 2-19-25	500.00			1000 421000	340		101000
		INV-0103							
		Total for Vendor:	500.00						
125802	-97370C	1464 RED RIVER VALLEY FOP LODGE #1	891.00						
1	05/30/25	FOP Dues May 2025	891.00			1000 212526			101000
		Total for Vendor:	891.00						
125668		1016 RED WING BUSINESS ADVANTAGE	378.03						
1	05/16/25	D PRANKE BOOTS	212.49			6025 450000	422		101000
		737-1-182039							
2	05/16/25	T TWEITEN BOOTS	195.49			6025 450000	422		101000
		737-1-182045							
3	05/03/25	ACCT CREDIT	-29.95			6010 450200	422		101000
		737-1-181143							
		Total for Vendor:	378.03						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 33 of 42
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
125827 1	05/30/25	4412 ROBERT MUELLER camp ripley, training, meals	103.00 103.00			1000 421000	340		101000
		Total for Vendor:	103.00						
125828 1	05/30/25	2656 RYAN HASKELL camp ripley, training, meals	103.00 103.00			1000 421000	340		101000
		Total for Vendor:	103.00						
125636 1	E 05/15/25	3353 SAM'S CLUB MC/SYNCB cadets grad - pizzas	276.52 161.64			1000 421000	375		101000
000484 2	05/15/25	cadets grad - misc	114.88			1000 421000	375		101000
000437		Total for Vendor:	276.52						
125831 1	E 05/06/25	1881 SAM'S CLUB/SYNCHRONY BANK (FD) CRR community event	32.56 32.56			2060 415200	500		101000
		Total for Vendor:	32.56						
125640 1	05/19/25	437 SANDY'S DONUTS & COFFEE SHOP desert snow training	99.96 99.96			1000 421000	375		101000
944052		Total for Vendor:	99.96						
125718 1	C 05/21/25	454 SANITATION PRODUCTS #7000 SLEECE/FNPT	411.28 411.28			6025 450000	427		101000
93039		Total for Vendor:	411.28						
125753 1	05/27/25	3994 SHEYENNE GARDENS FD HQ replace frosted flowers HQ flower replacement	58.80 58.80			2060 415200	494		101000
		Total for Vendor:	58.80						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 34 of 42
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
125659	C	2885 SHORTPRINTER	150.22								
1	05/09/25	bc's for beilke & cruff	64.90			1000		421000	668		101000
161186											
2	05/07/25	firearms ID cards	85.32			1000		421000	668		101000
161030											
125763	C	2885 SHORTPRINTER	441.83								
1	05/21/25	3 - bc's, lt's & posterick	107.35			1000		421000	668		101000
161279											
2	05/27/25	3 part forms-promise to appear	334.48			1000		421000	668		101000
161762											
Total for Vendor:			592.05								
125656	C	5199 SIGN BADGERS	262.97								
1	05/20/25	building sign	367.97			2975		421000	427	18	101000
34313											
2	03/20/25	credit applied	-105.00			1000		421000	375		101000
34067											
125687	C	5199 SIGN BADGERS	267.05								
1	34471 05/16/25	Cubicle Nameplate - Evan F	12.05			1000		414102	410		101000
34471											
2	34471 05/16/25	Die Cut Stickers	255.00			1000		416200	602		101000
34471											
Total for Vendor:			530.02								
125647	C	3642 SIGN PRO	625.00								
1	05/12/25	#1226 graphic install	625.00			1000		421000	610		101000
90287											
Total for Vendor:			625.00								
125734	C	91 SIGN SOLUTIONS USA	69.06								
1	05/20/25	SIGNS	69.06			1000		430000	487		101000
417282											
Total for Vendor:			69.06								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 35 of 42
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
125752		4042 SIR SPEEDY	95.80								
1	141487	05/27/25 Photo/Poster Paper	95.80			1000		416200	668		101000
141487											
		Total for Vendor:	95.80								
125727		2535 SKOOTER'S PLUMBING	727.00								
1	05/21/25	PLUMBING - PD	727.00			1000		455000	427		101000
523768											
		Total for Vendor:	727.00								
125722	C	3652 SNAP-ON TOOLS INDUSTRIAL	73.11								
1	04/29/25	NEW TOOLBOX TOOLS	73.11			1000		455000	870		101000
64545938											
		Total for Vendor:	73.11								
125714		4048 SNS AUTO SUPPLY	83.00								
1	05/21/25	DEGREASER	83.00			6010		450200	433		101000
40862											
		Total for Vendor:	83.00								
125739		2860 STREET SMART RENTAL	36,170.00								
1	05/19/25	#3502 2025 MESSAGE BOARD	18,085.00			1000		430000	870		101000
1697890											
2	05/19/25	#3503 2025 MESSAGE BOARD	18,085.00			1000		430000	870		101000
1697890											
		Total for Vendor:	36,170.00								
125639		88 STREICHER'S INC	4,507.55								
1	05/19/25	less lethal	4,507.55			1000		421000	987		101000
I1762538											
		Total for Vendor:	4,507.55								
124543	C	3607 STRYKER SALES LLC	3,946.00								
PO-200232											
1	03/19/25	AED electrodes	1,615.00			1000		421000	641		101000
9208780910											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 36 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
2	03/20/25	AED batteries	2,331.00			1000 421000	641		101000
9208794264									
		Total for Vendor:	3,946.00						
125664		667 SUN ELECTRIC, INC.	4,115.38						
1	05/15/25	PROJ 2285	4,115.38			4097 480000	670		101000
7646									
		Total for Vendor:	4,115.38						
125678	C	733 SWANSTON EQUIPMENT CORP	403.27						
1	05/20/25	#7301 DEF REPAIR	403.27			6025 450000	427		101000
W47972									
		Total for Vendor:	403.27						
125747		700 TCI INSURANCE	158.00						
		Airport - added hangar 17 to property insurance policy							
1	1292 05/27/25	Endorsement for PROP	158.00			7050 500000	321		101000
1292									
		Total for Vendor:	158.00						
125758		3411 THE UPS STORE #6740	311.16						
1	05/28/25	FD Ship parts to Macqueen	311.16			2060 415200	661		101000
00244942									
		Total for Vendor:	311.16						
125652		1062 TRACY HAUGEN	245.00						
1	05/19/25	tyler conf. meal reimb	245.00			1000 421000	340		101000
		Total for Vendor:	245.00						
125816		999999 TRAVIS RICHTER	190.00						
		Tree Planting Permit - 2607 6th St W							
1	05/29/25	Tree - 2607 6th St W	190.00			5000 422000	490		101000
		Total for Vendor:	190.00						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 37 of 42
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
125769		3246 ULTIMATE TRAINING MUNITIONS	1,051.32								
	PO - 200213										
	1	05/22/25 ammunition	1,051.32			1000		421000	987		101000
	219950										
		Total for Vendor:	1,051.32								
125723	C	784 UNITED POWER EQUIPMENT	23.82								
	1	05/20/25 #5405 SPACER	10.12			1000		430001	427		101000
	020B7162										
	2	05/21/25 #3037 FILTER	13.70			1000		430000	427		101000
	020B7262										
		Total for Vendor:	23.82								
125808	-97368C	1562 UNITED WAY OF CASS-CLAY	47.00								
	1	05/30/25 May 2025 Contributions	47.00			1000		212536			101000
		Total for Vendor:	47.00								
125812	-97373E	4665 UNUM	12,027.12								
	1	05/30/25 May 25 Employee Contributions	6,493.59			1000		212514			101000
	2	05/30/25 May 25 Employer Contributions	5,533.53			1000		212514			101000
		Total for Vendor:	12,027.12								
125680	C	3668 VERIZON WIRELESS	14,029.61								
	1	04/08/25 april 2025 - electrical	40.01			1000		450000	356		101000
	6112907756										
	2	04/08/25 april 2025 - city admin	270.12			1000		414000	356		101000
	6112907756										
	3	04/08/25 april 2025 - finance	90.02			1000		414100	356		101000
	6112907756										
	4	04/08/25 april 2025-ch assessing hotspo	40.01			1000		414101	356		101000
	6112907756										
	5	04/08/25 april 2025 - econ development	90.05			1000		414102	356		101000
	6112907756										
	6	04/08/25 april 2025 - HR	257.32			1000		414103	356		101000
	6112907756										
	7	04/08/25 april 2025 - IT	412.18			1000		414104	356		101000
	6112907756										

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 38 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash Account
8	04/08/25	april 2025 - Engineering	832.71			1000		414200	356		101000
6112907756											
9	04/08/25	april 2025 - commish	217.55			1000		415000	356		101000
6112907756											
10	04/08/25	april 2025 - wellness room	40.01			1000		415000	497		101000
6112907756											
11	04/08/25	april 2025 - communication	132.62			1000		416200	356		101000
6052372081											
12	04/08/25	april 2025 - planning	265.15			1000		418000	356		101000
6052372081											
13	04/08/25	april 2025 - pd misc	149.22			1000		421000	356		101000
6052372081											
14	04/08/25	april 2025 - pd cell	4,437.96			1000		421000	356		101000
6052372081											
15	04/08/25	april 2025 - pd bait	42.54			1000		421000	356		101000
6052372081											
16	04/08/25	april 2025 - pd passport	212.55			1000		421000	356		101000
6052372081											
17	04/08/25	april 2025 - pd 4sight	85.02			1000		421000	356		101000
6052372081											
18	04/08/25	april 2025 - pd mdc	320.08			1000		421000	356		101000
6052372081											
19	04/08/25	april 2025 - pd cradle point	675.41			1000		421000	356		101000
6052372081											
20	04/08/25	april 2025 - pd invest	40.01			1000		421000	356		101000
6052372081											
21	04/08/25	april 2025 - pd ICAC	42.54			1000		421000	356		101000
6052372081											
22	04/08/25	april 2025 - pd pole cams	80.02			1000		421000	356		101000
6052372081											
23	04/08/25	april 2025 - pd invest trailer	80.02			1000		421000	356		101000
6052372081											
24	04/08/25	april 2025 - pw street	367.62			1000		430000	356		101000
6052372081											
25	04/08/25	april 2025 - pw row	82.55			1000		430001	356		101000
6052372081											
26	04/08/25	april 2025 - pw	576.78			1000		450000	356		101000
6052372081											

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 39 of 42
Report ID: AP100V

* ... Over spent expenditure

Claim/ Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object	Proj	Cash Account
27	04/08/25	april 2025 - pw B & G	297.69			1000 455000	356		101000
6052372081									
28	04/08/25	april 2025 - fire	1,400.91			2060 415200	356		101000
6052372081									
29	04/08/25	april 2025 - fire drone	40.01			2060 415200	356		101000
6052372081									
30	04/08/25	april 2025 - pw forestry	142.56			2210 428000	356		101000
6052372081									
31	04/08/25	april 2025 - pw sanitation	806.09			6010 450200	356		101000
6052372081									
32	04/08/25	april 2025 - pw water	710.34			6020 450000	356		101000
6052372081									
33	04/08/25	april 2025 - pw sewer	539.36			6025 450000	356		101000
6052372081									
34	04/08/25	april 2025 - library	212.58			7000 411600	356		101000
6052372081									
Total for Vendor:			14,029.61						
125630	-97384E	3212 VISA ADMINISTRATION	280.46						
1	CC-1729	04/16/25 The Pulse of Crime - Dustin	20.00			1000 202200			101000
FMWF CHAMBER OF COMMERCE				CC Accounting: 1000-		-414000-340			
2	CC-1729	04/17/25 The Pulse of Crime - Brad O	20.00			1000 202200			101000
FMWF CHAMBER OF COMMERCE				CC Accounting: 1000-		-415000-340			
3	CC-1729	04/25/25 Auditor's Certification - Nic	180.00			1000 202200			101000
ND LEAGUE OF CITIES				CC Accounting: 1000-		-414000-340			
4	CC-1729	04/30/25 Carpet cleaner rental for CH	60.46			1000 202200			101000
MENARDS (PUBLIC WORKS)				CC Accounting: 1000-		-415000-420			
Total for Vendor:			280.46						
125631	-97383E	3693 VISA ENGINEERING	431.40						
1	CC-1725	04/01/25 Car washes	40.00			1000 202200			101000
HOLIDAY STATIONSTORES				CC Accounting: 1000-		-414200-420			
2	CC-1725	04/10/25 Ad for bids - Project 2291	234.84			4182 202200			101000
Inv CBBC1442-0078				CC Accounting: 4182-		-480000-670			
COLUMN SOFTWARE PBC									
3	CC-1725	04/10/25 Ad for bids - Project 2290	156.56			4185 202200			101000
Inv CBBC1442-0079				CC Accounting: 4185-		-480000-670			
COLUMN SOFTWARE PBC									
Total for Vendor:			431.40						

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 40 of 42
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
125813	-97372E	4662 VOYA	414.00								
1	05/30/25	May 2025 Contributions	414.00			1000		212511			101000
		Total for Vendor:	414.00								
125676	C	544 WALLWORK TRUCK CENTER	220.00								
1	05/18/25	#5304 BRAKE REPAIR	220.00			1000		430001	427		101000
		0109S151976									
125707	C	544 WALLWORK TRUCK CENTER	1,373.39								
1	05/15/25	AIR SPRING	311.50			4387		480000	427		101000
		01P600271									
2	05/15/25	PARTS STOCK - ST	353.96			1000		430000	427		101000
		01P600271									
3	05/15/25	PARTS STOCK - SA	353.96			6010		450200	427		101000
		01P600271									
4	05/15/25	PARTS STOCK - WA	353.97			6020		450000	427		101000
		01P600271									
		Total for Vendor:	1,593.39								
125695		566 WEST FARGO PARK DISTRICT	91,992.71								
1	05/31/25	May 2025 State Aid	91,992.71			2050		451000	992		101000
		Total for Vendor:	91,992.71								
125635	C	2184 WEST SIDE STEEL	20.00								
1	05/15/25	#1222, seat mods	20.00			2531		421000	610		101000
		12376									
125730	C	2184 WEST SIDE STEEL	204.34								
1	05/19/25	TUBE/BAR/ROUND STEEL	204.34			1000		430000	433		101000
		12394									
125738	C	2184 WEST SIDE STEEL	314.35								
1	05/16/25	SQUARE TUBE	19.01			6010		450200	914		101000
		12382									
2	05/13/25	SHEET METAL	295.34			6010		450200	914		101000
		12340									

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 41 of 42
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
125767	C	2184 WEST SIDE STEEL	63.41								
1	05/28/25	tread plate #1222	63.41			2531		421000	610		101000
12456											
		Total for Vendor:	602.10								
125684	-97382E	4676 WEX HSA	38,105.61								
05.16.25		payroll									
1	05/16/25	HSA Contributions - ER	11,877.84			1000		212530			101000
2	05/16/25	HSA Contributions - EE	26,227.77			1000		212530			101000
		Total for Vendor:	38,105.61								
125801	116615S	3827 WF Firefighters Association	1,120.00								
1	05/30/25	Fire Union Dues May 2025	1,120.00			1000		212552			101000
		Total for Vendor:	1,120.00								
125642		5528 WORLD INSURANCE ASSOCIATES LLC	824.00								
1	05/15/25	#1229 insurance	824.00			1000		421000	321		101000
359203											
		Total for Vendor:	824.00								
125743	E	338 XCEL ENERGY	60.84								
1	928610844	05/22/25 New City Hall (WEX Bldg)	60.84			1001		415000	527		101000
928610844											
125764	E	338 XCEL ENERGY	24.70								
1	04/23/25	april 2025 - 603/605 shey st	24.70			1000		421000	527		101000
928779590											
		Total for Vendor:	85.54								
125649		1813 YANKEE HILL MACHINE CO, INC	540.50								
1	05/06/25	suppressor & flash	540.50			1000		421000	987		101000
108432											
		Total for Vendor:	540.50								

05/30/25
14:02:08

CITY OF WEST FARGO, ND
Claim Details by Posted Date
For Claims from 05/19/25 to 05/30/25

Page: 42 of 42
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
125667 1 13186	C 05/14/25	1484 YHR PARTNERS PROJ 9061	124,962.30 124,962.30			4188 480000	313		101000
125751 1 13165	C 04/10/25	1484 YHR PARTNERS PROJ 9061	113,847.00 113,847.00			4188 480000	313		101000
Total for Vendor:			238,809.30						
# of Claims			206	Total:	1736,944.59	# of Vendors	87		
Total Electronic Claims			1371,076.25						
Total Non-Electronic Claims			365868.34						

** 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 Agenda

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: City Commission

From: Casey Sanders- Berglund Director of Economic Development

Date: June 2nd, 2025

Subject: Confirm appointment to Economic Development Advisory Committee

Action: Confirm appointment of Melissa Sampson to EDAC

Summary:

The Economic Development Advisory Committee consists of nine members appointed by the City Commission.

Each member represents an industry in West Fargo. Representation from banking, manufacturing, retail, service, utilities, technology, construction & engineering, small business owner, and a member at large comprise the committee.

The Economic Development Advisory Committee is recommending appointment of Melissa Sampson to join as the vacant small business owner member. Melissa is a dedicated West Fargo resident and small business owner of *Melissa Sampson Photography*. In addition to running her own business, she also serves as a Senior Client Analyst at Marsh McLennan Agency. With a strong background in retail management and leadership, Melissa would bring valuable insight into the challenges and opportunities small businesses face. She is passionate about supporting local economic growth, giving back to the community, and helping others succeed. Her organizational skills, drive, and dual professional experience make her a strong candidate to positively impact the committee's work. Melissa's application is attached for reference.

Recommended Action:

The requested action of the City Commission is to confirm the appointment of Melissa Sampson to the West Fargo Economic Development Advisory Committee.

Application for Boards and Commissions

02/18/2025 9:04 AM (CST)



Application for Board and Commission

Board or Commission for which you are applying: Economic Development Advisory Committee

First Name Melissa

Last Name Sampson

Email Address hello@melissasampsonphotography.com

Residential Address

Street Address 957 28th Ave W

City West Fargo

State ND

Postal/Zip Code 58078

Country USA

Phone Number 7017414205

Current Employer Melissa Sampson Photography/Marsh McLennan Agency

Job Title Owner/Senior Client Analyst

Employer Address 957 28th Ave W West Fargo, ND/505 Broadway N Fargo, ND

Highest Level of Education Completed Bachelor's

School Attended University of Wisconsin Madison

Field of Study Retailing

Memberships in Organizations and Offices Held (Indicate dates held): The Chamber Leadership Program - 2021/2022

Volunteer Activities (Indicate if past or present); CATS Cradle - Foster - present
4 Luv of Dog - Foster/Photographer - present
Red River Children's Advocacy Center - Gala Committee Member/Photographer - past
The Chamber Fargo/Moorhead/West Fargo - Leadership Committee Member - past
No Dog Left Behind - Foster - past

Your Special Skills and Qualifications: I have been a small business owner for 3 years and a resident of West Fargo for almost 8 years now. I am extremely organized, driven and love to learn new things. I have an extensive background in retail management and working with large teams of up to 200 employees. I feel my previous experience would lead to new perspectives on the economic development committee board.

Why are you interested in joining this board/committee? What skills/qualifications will you bring to the role? I want to join this committee to be more involved in the development of West Fargo and to help businesses grow in our community. As a small business owner, I have been through many struggles personally and love helping people in their journey and watching them succeed. I also want to give back to the community by volunteering my time and knowledge to make the community a place that continues to be a great place to start and raise a family. I believe that my organizational skills and drive to help others will make an impact within this committee.

Professional References

List up to three professional references (Name and Phone Number): Amy Zundel - 701-793-3553
Jessica Holmes - 701-640-1322
Alisha Bailes - 701-412-7680

Upload Resume  Melissa Sampson Resume.pdf

Date 02/18/2025



"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, Senior Director of Community & Development
Services

Date: June 2, 2025

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

Action: Approve Contract and Contractor's Bond and Authorize Notice to
Proceed.

New Information and Recommendation:

During the regular meeting held on May 19, 2025, the City Commission reviewed bids and awarded a contract to Border States Paving, Inc. The contract documents were prepared and delivered to the City Attorney's office for review. After their compliance review, the attached Resolution was prepared for the City Commission's review and approval.

The following documents are attached for review/consideration:

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

Staff Recommendation: Approve Contract and Contractor's Bond and
Authorize Notice to Proceed.

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 19, 2025 –

- **Staff Recommendation:** Accept Bid and Award contract to Border States Paving, Inc. for their bid amount of \$708,050.39
- **Commission Action:** Commissioner Anderson moved, and Commissioner Zundel seconded to approve. No opposition, motion carried.

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

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING CONTRACT AND CONTRACTOR'S BOND IN
IMPROVEMENT DISTRICT NO. 2290 – 2025 PUBLIC WORKS MILL AND OVERLAY

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

Dated: June 2, 2025

APPROVED:

President of Board of City Commissioners

ATTEST:

City Auditor

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

NOTICE TO PROCEED

Owner:	City of West Fargo	Owner's Contract No.:	2290
Contractor:	Border States Paving, Inc.	Contractor's Project 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
		Effective Date of Contract:	May 19, 2025

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on June 2, 2025.

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, the date of Substantial Completion is August 29, 2025, and the date of readiness for final payment is September 26, 2025.

Before starting any Work at the Site, Contractor must comply with the following:

Submit any required Storm Water Permits or Plans and adhere to Road Restrictions

Owner:	City of West Fargo
	_____ Authorized Signature
By:	Bernie L. Dardis
Title:	President of the Board of City Commissioners
Date Issued:	June 2, 2025

Copy: Engineer



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

Arthur W. Jones Post 7564 VFW of the U.S. 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

Arthur W. Jones Post 7564 VFW

Street 444 Sheyenne St. Suite 1	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" 2	

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

Entire Bar (excluding restrooms)

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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

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

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General	Date
Signature of City/County Official	Date

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



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

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

Full, Legal Name of Gaming Organization

West Fargo Events Inc.

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

Name of Location

West Fargo Dive Bar

Street

360 32nd Avenue West, Suite 140

City

West Fargo

ZIP Code

58078

County

Cass

Beginning Date(s) Authorized

7-1-25

Ending Date(s) Authorized

6-30-26

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

1

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

entire bar area

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

RESTRICTIONS FOR CITY/COUNTY USE ONLY

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

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



Bingo



Club Special



Sports Pools



ELECTRONIC Quick Shot Bingo



Tip Board



Twenty-One



Raffles



Seal Board



Poker



ELECTRONIC 50/50 Raffle



Punchboard



Calcuttas



Pull Tab Jar



Prize Board



Paddlewheel with Tickets



Pull Tab Dispensing Device



Prize Board Dispensing Device



Paddlewheel Table



ELECTRONIC Pull Tab Device

Days of week of gaming operations (if restricted)

Hours of gaming (if restricted)

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

APPROVALS

Attorney General

Date

Signature of City/County Official

Date

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

INSTRUCTIONS:

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

RETURN ALL DOCUMENTS TO:

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



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group Family Wellness		Dates of Activity (Does not include dates for the sales of tickets) 6-11-2025	
Organization or Group Contact Person Bria Egeland	E-mail bria.egeland@sanfordhealth.org	Telephone Number 701-234-5996	
Business Address 2960 Seter Parkway	City Fargo	State ND	ZIP Code 58104
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name The Lights		County Cass	
Site Physical Address 3150 Swayenne Street	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) Food & Fitness FUN-Raiser on 6-11-2025; 5-8 pm; raffle			

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	Basket 1	\$250
Raffle	Basket 2	\$250
Raffle	Basket 3	\$250
Total (limit \$40,000 per year)		\$ 2000

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds	
Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240) ☐ Yes ☒ No	
Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit) ☐ Yes ☒ No	
Has the organization or group received a local permit from an city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded) ☒ Yes - Total Retail Value: \$500 (This amount is part of the total prize limit for \$40,000 per fiscal year)	
Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.) ☐ Yes ☒ No	

Printed Name of Organization Group's Permit Organizer Breanna Egeland	Telephone Number 701-234-5996	E-mail Address brea.egeland@sanfordhealth.org
Signature of Organization Group's Permit Organizer Breanna Egeland	Title Development Manager	Date 5-5-2025

Game Type	Description of Prize	Retail Value of Prize
Raffle	Basket 4	\$250
Raffle	Basket 5	\$250
Raffle	Basket 6	\$250
Raffle	Basket 7	\$250
Raffle	Basket 8	\$250



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)



Local Permit



Restricted Event Permit*

Games to be conducted



Raffle by a Political or Legislative District Party



Bingo



Raffle



Raffle Board



Calendar Raffle



Sports Pool



Poker*



Twenty-One*



Paddlewheels*

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

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

ORGANIZATION INFO

Name of Organization or Group

Bridging the Gap

Dates of Activity (Does not include dates for the sales of tickets)

8/29/25

Organization or Group Contact Person

Bridging the Gap

E-mail

janelle@bridgingthegapfm.com

Telephone Number

701.271-0993

Business Address

5630 34th Ave S Suite 100

City

Fargo

State

ND

ZIP Code

58104

Mailing Address (if different)

City

State

ZIP Code

SITE INFO

Site Name

Bridging the Gap at West Brew Nutrition

County

Cass

Site Physical Address

1970 Shyenenne Street Unit D

City

West Fargo

State

ND

ZIP Code

58078

Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.)

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

Game Type	Description of Prize	Exact Retail Value of Prize
Raffle	kids electric ride on toy, battery operated	175.00
Total (limit \$40,000 per year)		\$ 175.00

ADDITIONAL REQUIRED INFORMATION

Intended Uses of Gaming Proceeds

Critical needs, giving tree and transportation for Bridging the Gap in Fargo and West Fargo, ND and Moorhead, MN

Does the organization presently have a state gaming license? (If yes, the organization is not eligible for a local permit or restricted event permit and should call the Office of Attorney General at 1-800-326-9240)



Yes



No

Has the organization or group received a restricted event permit from any city or county for the fiscal year July 1 - June 30 (If yes, the organization or group does not qualify for a local permit or restricted event permit)



Yes



No

Has the organization or group received a local permit from any city or county for the fiscal year July 1 - June 30 (If yes, indicate the total retail value of all prizes previously awarded)



No



Yes - Total Retail Value:

1,600.00

(This amount is part of the total prize limit for \$40,000 per fiscal year)

Is the organization or group a state political party or legislative district party? (If yes, the organization or group may only conduct a raffle and must complete SFN 52880 "Report on a Restricted Event Permit" within 30 days of the event. Net proceeds may be for political purposes.)



Yes



No

Printed Name of Organization Group's Permit Organizer

Janelle Albrecht

Telephone Number

701-2710-993

E-mail Address

janelle@bridgingthegapfm.com

Signature of Organization Group's Permit Organizer

Title

President

Date

5-20-25



APPLICATION FOR A LOCAL PERMIT OR RESTRICTED EVENT PERMIT

NORTH DAKOTA OFFICE OF ATTORNEY GENERAL

GAMING DIVISION

SFN 9338 (9-2023)

Applying for (check one)

☒ Local Permit ☐ Restricted Event Permit*

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

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

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

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

ORGANIZATION INFO

Name of Organization or Group Benefit for Barry Glienke		Dates of Activity (Does not include dates for the sales of tickets) June 3, 2025	
Organization or Group Contact Person Heldi Wolf	E-mail heidikwolf@gmail.com	Telephone Number 701-388-7232	
Business Address 716 Westwynd Dr	City West Fargo	State ND	ZIP Code 58078
Mailing Address (if different)	City	State	ZIP Code

SITE INFO

Site Name Young Field - West Fargo Baseball		County Cass	
Site Physical Address 1419 7th St W	City West Fargo	State ND	ZIP Code 58078
Provide the exact date(s) & frequency of each event & type (Ex. Bingo every Friday 10/1-12/31, Raffle - 10/30, 11/30, 12/31, etc.) June 3, 2025 - one time event			

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

Game Type	Description of Prize	Exact Retail Value of Prize
bingo	can coozies, office supplies, baseballs, candy, concession food	400
50/50	half of pot	500
Total (limit \$40,000 per year)		\$

ADDITIONAL REQUIRED INFORMATION

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

Printed Name of Organization Group's Permit Organizer Heldi Wolf	Telephone Number 701-388-7232	E-mail Address heidikwolf@gmail.com
Signature of Organization Group's Permit Organizer 	Title Friend	Date 5/27/2025



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

Date: June 2, 2025

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

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community & Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community & Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

At the September 16, 2024 City Commission meeting, the City Commission directed staff to draft, for its consideration, a comprehensive ordinance and licensing structure for the purpose of the regulation and oversight of short-term rentals of residential property. Since then, a multi-departmental team of staff has worked to develop a short-term rental ordinance and licensing structure.

A version of the ordinance recommended for approval by the West Fargo Planning & Zoning Commission was presented and discussed by the City Commission at a public hearing on May 5, 2025. At that meeting, the City Commission directed staff to bring forward a previous version of the ordinance which includes a requirement that short-term rentals only be permitted within a primary residence, along with a few other updates regarding such things as penalties and public notification. Accordingly, staff has made these changes to the ordinance and has scheduled another public hearing to take place at the June 2, 2025 meeting. A staff report and associated materials are attached for additional information.

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

Policy Analysis:

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

Financial Analysis:

Staff time and resources will be required to administer and enforce the ordinance and licensing system, if adopted. However, annual licensing

fees will generate revenue to help offset these costs. Additionally, the licensing system will help to ensure the collection of required lodging tax.

Process/Timeline:

- August 5, 2024 – City Commission directs staff to explore policy options regarding the topic of short-term rentals.
- September 16, 2024 – Staff presents policy options to the Commission for discussion. City Commission directs staff to draft comprehensive ordinance and licensing system for short-term rentals.
- January 14, 2025 – Staff presents first draft of ordinance for initial discussion with the Planning & Zoning Commission.
- February 24, 2025 – Staff presents draft ordinance to the City Commission for discussion and additional policy direction.
- March 11, 2025 – Planning & Zoning Commission public hearing and review of ordinance. Planning & Zoning Commission directs staff to revise draft ordinance to remove the requirement restricting short-term rentals to primary residences.
- April 15, 2025 – Planning & Zoning public hearing and recommendation of approval of the revised ordinance.
- May 5, 2025 – City Commission public hearing. City Commission directs staff to revise ordinance and bring back for consideration of approval.
- June 2, 2025 – City Commission public hearing and consideration of approval of the first reading of the ordinance.
- Pending approval of the first reading, a second reading of the ordinance would take place at the June 16 City Commission meeting
- Pending final approval, the effective date of the ordinance would be September 1, 2025.

Attachments:

- Staff report
- Overview of licensing process & fee structure
- Example of short-term rental license application
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.
- Short-term rental ordinance (Ordinance No. 1254)
- Redline version of the ordinance (showing updates between the versions presented at the May 5 and June 2 City Commission meetings)

STAFF REPORT

A24-28 ZONING ORDINANCE AMENDMENTS	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
City Commission directs staff to explore policy options for short-term rentals:	8-5-2024
City Commission directs staff to develop ordinance and licensing structure for short-term rentals:	9-16-2024
Planning & Zoning Commission discussion on draft ordinance:	1-14-2025
City Commission discussion on draft ordinance:	2-24-2025
Planning and Zoning Commission Public Hearing:	03-11-2025 – (Continued) Revisions Requested
Planning and Zoning Commission Public Hearing:	04-15-2025 – Approval
City Commission Public Hearing & 1 st Reading:	05-05-2025 – (Continued) Revisions Requested
City Commission Public Hearing & 1 st Reading:	06-02-2025
City Commission 2 nd Reading:	

PURPOSE:

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

DISCUSSION AND OBSERVATIONS:

- At the direction of the West Fargo City Commission, staff has drafted a short-term rental ordinance to be incorporated into the City Ordinances as Chapter 10-16.
- Chapter 10-16 outlines the standards and licensing structure for the regulation and oversight of short-term rental of residential property.
- A “short-term rental” is defined as “the rental of a dwelling unit or any portion thereof for a period of twenty nine (29) or fewer consecutive days. Short-term rentals are intended for temporary lodging and do not constitute a primary or long-term residence for the guest(s).”
- Only the rental of residential property for periods of 29 or fewer days would be regulated by the standards of Chapter 10-16. Rental of residential property on a monthly or longer basis is considered standard residential occupancy, the same as an owner-occupied dwelling unit.
- In addition to the establishment of Chapter 10-16, minor amendments to Title IV zoning regulations are proposed to ensure compatibility between these two sections of the City Ordinances. In summary, short-term rentals that are licensed in accordance with Chapter 10-16 will be allowed within any legal dwelling unit.
- The draft short-term rental ordinance is attached for reference. The ordinance establishes Chapter 10-16 and makes minor modifications to Title IV.
- In summary, the short-term rental ordinance would:
 - Require short-term rentals to be licensed with the City in order to legally operate. The license would need to be renewed annually.
 - Establishes standards and requirements for short-term rentals, including tax collection, insurance coverage, occupancy limits, minimum parking, nuisance standards, operator’s contact information, etc.
 - Require a safety inspection of the premises by the West Fargo Fire Department prior to issuance of a license.

STAFF REPORT

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

NOTICES:

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

Comments Received:

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

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

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

PLANNING & ZONING COMMISSION ACTION:

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

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

UPDATE 4/11/2025:

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

STAFF REPORT

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

UPDATE 4/30/2025:

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

UPDATE 5/28/2025:

At the May 5, 2025 City Commission meeting, staff presented the version of the short-term rental ordinance recommended by the Planning & Zoning Commission. At the public hearing, two individuals spoke in favor of including the primary residency requirement in the ordinance. After discussion amongst the Commission, the City Commission voted to direct staff to bring forward the previous version of the ordinance which includes the primary residency requirement (the version presented to the Planning and Zoning Commission at their March 11, 2025 meeting) with a few updates regarding such things as penalties and public notification. Staff has worked with the City Attorney to update the ordinance to include the primary residency requirement along with a few other minor updates for clarity and to address potential legal concerns. A public hearing for first reading of the updated ordinance is scheduled for the June 2, 2025 City Commission meeting.

RECOMMENDATION:

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

Attachments

- Overview of licensing process & fee structure
- Example of short-term rental license application
- Comments received
- Commission packet materials presented at the September 16, 2024 City Commission meeting.
- Short-term rental ordinance (Ordinance No. 1254)
- Redline version of the ordinance (showing updates between the versions presented at the May 5 and June 2 City Commission meetings)

DRAFT

Short-Term Rental Licensing Process

Departments & Roles:

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

Overview of License Application Process Steps

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

Post-Licensing Steps:

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

Proposed Fee Structure to be Adopted via Resolution¹

Annual license application and renewal fee shall be as follows:

- \$150.00

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

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

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



[EXAMPLE]

SHORT-TERM RENTAL LICENSE APPLICATION

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

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

OWNER/PROPERTY INFORMATION

Property Owner Name: _____

Phone #: _____ Email: _____

Address of Short-Term Rental: _____

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

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

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

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

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

What is the sleeping capacity of the rental area? _____

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

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

POINT OF CONTACT

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

Point of Contact #1

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #2

Name: _____

Phone #: _____ Email: _____

Address: _____

Point of Contact #3

Name: _____

Phone #: _____ Email: _____

Address: _____

SAFETY AND COMPLIANCE INSPECTION

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

West Fargo Fire Department: (701) 515-5600

ADDITIONAL APPLICATION MATERIALS

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

INITIAL HERE	Review and Initial
	Proof of Ownership (e.g., copy of deed, County tax statement)
	Proof of Liability Insurance
	Proof of ND Sales and Use Tax Permit
	Annual Licensing Fee - \$150.00 (checks made payable to CITY OF WEST FARGO)

OWNERS STATEMENT OF COMPLIANCE

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

Owner's Signature: _____ Date: _____

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

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

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

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

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

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

Revitalizing Underutilized Neighborhoods:

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

Quality Is a Standard:

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

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

WIN-WINS

Let's all be successful together.

SOLUTION 1: Generate Tax Revenue for Public Services:

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

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

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

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

Sincerely,
Kyle Reedstrom

Contact a City Commissioner - Bernie Dardis

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

Contact a City Commissioner - Bernie Dardis

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

Message

Dear Mayor Dardis,

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

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

Economic and Tax Revenue Impact

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

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

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

Addressing Concerns Without Banning STRs

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

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

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

Fair and Inclusive Regulation

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

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

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

Sincerely,
Noah Ford-Dunker
Salvestr LLC

[REDACTED]

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

Hi Aaron,

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

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

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

Nick

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

Aaron,

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

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

Thanks again,
Nick

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

Nick,

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

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

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

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



Phone: 701-515-5373

Aaron.Nelson@westfargond.gov

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

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

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

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

Hi Aaron,

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

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

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

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

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

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

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

Thank you,

Nick Martinez

Airbnb

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

Nick & Kevin,

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

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

Thank you,

Aaron M. Nelson , AICP

Director of Planning and Zoning, City of West Fargo



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

Aaron.Nelson@westfargond.gov

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

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



Nick Martinez, Policy Associate

Local Governments

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



Nick Martinez, Policy Associate

Local Governments

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



Nick Martinez, Policy Associate

Local Governments

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.

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

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

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

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

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

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

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.

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

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

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- When a resident is at the podium, they have the floor to speak.
- No action will be taken during the public comment period.
- When speaking, be sure to address the issue, not the person.
- Presentations and videos will not be allowed during the comment period.

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

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

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

Public Comment Sign Up Form

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

City Commission Meeting Public Comment Sign Up

Public Comment will be the first agenda item of each regular City Commission Meeting. Members of the public will be allowed 2 minutes and 30 seconds to address the City Commission. Commissioners will not take any official action during this comment period.

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

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

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

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

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

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

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

April 15, 2025

Good evening, Chairman Kolb & Members of Planning and Zoning Commission

My name is Tyler Erickson, and I am a resident of West Fargo. I stand today to express my support of the March 2025 version of the short-term duration rental ordinance ("STR Ordinance"). First off, I want to express my gratitude to the WF city staff, the City Commissioners, and you all, for putting the work in to get this ordinance drafted and amended. I think you've all done a great job debating its purpose and effects, and I appreciate your effort in considering all of the parties involved.

My cursory understanding of municipal zoning ordinances is that to be valid, they must fulfill 3 baseline requirements, including: (1) they be reasonable and serve a legitimate governmental purpose; (2) promote orderly development and preserve property values; and (3) they must not deprive property owners of all reasonable uses of their land. *Eck v. City of Bismarck*, 302 N.W.2d 739 (1981).

From my brief reading of this proposed STR Ordinance, I believe it requires 5 primary responsibilities of STR applicant-owners: (1) the owner must submit an application for licensure; (2) STR must be limited to a person's primary residence (dwelling where owner resides more than ½ year); (3) owner is required to meet insurance and safety standards and requirements; (4) grants the owner a transition period for compliance purposes; and (5) as a condition to licensure, an owner may be subject to fines and fees for certain violations.

The proposed March 2025 version of the STR Ordinance from my perspective more than fulfills all the baseline zoning requirements, and particularly the provision requiring the STR to be limited to a person's primary residence.

Notably, requiring an STR to be an accessory use to a residential home, prevents incompatible commercial use of a residential property, eliminates blurred lines of a homeowner's use of the property, promotes uniformity and predictability for other homeowners in the community who live in close proximity to the STR, and most importantly it preserves and safeguards the residential longevity characteristics of family-focused neighborhoods throughout the City of West Fargo.

Opponents to the primary residence requirement of the STR Ordinance cited the burdens it would place on them as investment property owners and operators, including characterizing it as a total ban on STR. However, they all seemed to overlook the potential net cumulative effect of owning residential homes and operating them as commercial structures.

Right now many Americans cannot find affordable homes and this is due in large part because of the lack of supply of homes. By removing the residential requirement of the ordinance and in the same vein permitting investment persons and companies to purchase those homes removes valuable inventory from the market that could help cool housing prices and bring inventory to the market.

In addition, to distinguish a question posed during the last meeting concerning the differences in regulation between STRs and long-term rentals is that STRs allow for a much larger variety of people who do not have any long-term connection to, or interest in, staying in the area, as opposed to long-term rentals that do encourage establishing roots in and perhaps respecting the community more. Not to mention the commercial nature of a STR arrangement is the obvious difference.

This no doubt will have an effect on existing homeowners, who purchased and live in their homes with the intent of being there long term, value long-standing relationships with their neighbors, and building a community. Another interesting piece of this ordinance is that it directly acknowledges in the April amended version section 13 of 10-1603 that a license issued by the City that may conflict with the property owner's covenants – i.e. it is an acknowledgement that many property owners' warranty deeds contain restrictive covenants that do not permit this type of use of the property.

While I am not inherently opposed to companies and persons pursuing investment properties and leveraging their assets, I don't think some uniformity of regulation of these arrangements is unreasonable when we're fundamentally changing the intended purpose of these residential areas.

As commissioner Gust mentioned at the last meeting, these STR arrangements are hard to distinguish from a commercial operation, including corporate ownership, professional property managers, and consideration of the homes as assets in investment portfolios and not simply as shelter for families.

Anecdotally, I can say that I live in a neighborhood where there are around a dozen single-family homes owned by a for-profit company that effectively uses the homes as a man camp for their seasonal workers. The individuals staying in those homes have no long-term connection to the area, as the homes sit vacant for multiple months out of the year. During the time when the homes are being lived in, ¾ ton and 1-ton concrete company pickup trucks are parked up and down all of the streets and the tenants throw loud parties. The long-term integration into a community that builds trust and care between neighbors and families does not exist in that swath of housing and I as a West Fargo homeowner would appreciate regulation into these areas. This STR regulation is a step in the right direction.

In short, I do not desire my neighborhood to become any more commercialized than it already is and I am providing this testimony to support the staff's first proposed version of this ordinance as I believe it is reasonable for all the parties involved. I urge this Commission to reconsider the March 2025 version of this ordinance that contemplates the requirement that the STR be the owner's primary residence so that we preserve the residential and family-focused fundamentals of West Fargo's neighborhoods.

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

May 5, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact a City Commissioner - Bernie Dardis

05/13/2025 2:22 PM (CDT)

Contact a City Commissioner - Bernie Dardis

First Name	Nick
Last Name	Martinez
Address	888 Brannan St.
City	San Francisco
State	CA
Zip Code	94103
Phone Number	
Email Address	

Message

Mayor Dardis,

I hope you are well. My name is Nick Martinez and I work with Airbnb's public policy team.

We appreciate the thoughtful approach West Fargo is taking in developing registration and safety requirements. The simple licensing application process and life safety inspections included in earlier drafts of the ordinance provide a clear pathway to compliance without creating a barrier for residents to share their homes.

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

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

This requirement is potentially unconstitutional: A similar homestead exemption/primary residence requirement was struck down as unconstitutional in *Hignell-Stark v. City of New Orleans*, where the Court held that the "primary residence" requirement violated the U.S. Constitution's Dormant Commerce Clause, which prohibits states and local governments from restricting interstate commerce.

Delays/Challenges with Enforcement: Similar primary residence requirements in other jurisdictions have resulted in delays and litigation threats from property-owners who do not have a primary residence exemption for a variety of reasons. This can

result in unnecessary delays in enforcement of otherwise reasonable regulations.

Discriminatory against renters: The economic benefits of homesharing should not be limited to homeowners, but should also be afforded to renters. Home sharing is one method for renters to gain critical supplementary income - creating a pathway to eventual homeownership. This income is meaningful for Hosts and should not be stripped from renters.

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

If the City insists on keeping a primary residence restriction, we strongly recommend adding a provision that grandfathers existing STR hosts, and allows them to continue operating despite the regulatory changes. This will ensure that any resident who relies on the income earned from their STR will be able to keep operating, while also protecting the City from any takings claims.

If you have any questions or if there's any information I could provide that would be helpful, please let me know. I'd be happy to meet at your convenience.

Thank you,
Nick Martinez
Airbnb



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

Subject: Short-Term Rental Information & Discussion

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

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Rory Jorgenson

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

City Administrator

Dustin T. Scott

Summary and Recommendation:

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

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

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

Policy Analysis:

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

Financial Analysis:

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

Process/Timeline:

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

MEMORANDUM

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

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

Findings from Other Communities

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

Key Issues and Considerations

Neighborhood Integrity and Community Impact:

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

Economic Benefits and Revenue Potential:

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

Costs of Regulation and Enforcement:

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

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

Housing Affordability and Market Impact:

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

Options for Consideration

Option 1: Do Nothing

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

Key Elements:

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

Option 2: Targeted Ordinance Updates for Enhanced Enforcement

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

Key Elements:

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

Option 3: Comprehensive Ordinance Update with STR Licensing Standards

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

Key Elements:

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

Summary & Discussion

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

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

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

ORDINANCE NO. 1254

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

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

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

CHAPTER 10-16

SHORT-TERM RENTALS

SECTIONS:

- 10-1601. Purpose and Intent
- 10-1602. Definitions
- 10-1603. Annual Licensing Requirements for Short-Term Rentals
- 10-1604. Operational Standards for Short-Term Rentals
- 10-1605. Penalties for Violations
- 10-1606. Severability
- 10-1607. Transitional Provisions for Existing Short-Term Rentals

10-1601. PURPOSE AND INTENT.

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

10-1602. DEFINITIONS.

1. *Short-Term Rental (STR)*: The rental of a dwelling unit or any portion thereof for a period of twenty nine (29) or fewer consecutive days. Short-term rentals are accessory to primary residential use of a dwelling unit. Short-term rentals are intended for temporary lodging and do not constitute a primary or long-term residence for the guest(s).

2. *Dwelling Unit*: A structure or portion of a structure designed for residential occupancy, including single-family homes, apartments, condominiums, and other similar residential structures but not including hotels or motels.
3. *Party*: Any gathering, event, or social activity occurring at a short-term rental property that exceeds the intended use of the property for lodging and residential purposes, typically involving a significant number of guests who are not residential occupants of the rental, and may include amplified sound, music, food, drink, and/or other activities likely to disturb the peace, create a nuisance, or violate local ordinances.
4. *Licensed Premises*: A dwelling unit that has a valid license issued pursuant to this chapter allowing short-term rental of such dwelling unit.
5. *Tenant*: An individual who leases or rents a dwelling unit as their primary full-time residence for more than one-half of the year.
6. *Primary Residence*: A dwelling unit in which an owner or a tenant occupies the dwelling unit as their primary full-time residence for more than one-half of the year.

10-1603. ANNUAL LICENSING REQUIREMENTS FOR SHORT-TERM RENTALS.

1. *License Requirement*: No dwelling unit in the City of West Fargo's zoning jurisdiction shall be operated as a short-term rental property unless the owner, operator, or tenant of a dwelling unit first obtains an annual Short-Term Rental License from the City of West Fargo for the dwelling unit. The City Auditor, or their designee, shall be responsible for the administration of short-term rental licensing in accordance with this chapter.
2. *Application Requirements*: Property owners, operators, or tenants of dwelling units looking to become licensed shall submit a Short-Term Rental License application to the City. Along with other information deemed necessary by the City Auditor, the application shall include:
 - a. Address of the short-term rental unit.
 - b. Type of dwelling unit (e.g., single-family home, apartment, condominium).
 - c. Proof of property ownership, operation, or tenancy.
 - d. Proof of liability insurance.
 - e. Proof of ND Sales and Use Tax Permit.

- f. Number of bedrooms and/or sleeping areas available for rent, number and location of off-street parking spaces, and the maximum permitted occupancy pursuant to Section 10-1604.1, "Occupancy Limits."
 - g. Contact information for the property owner, operator, or tenant, as applicable, and all other applicable property representatives, such as property manager. The applicant must identify one (1) or more persons who will be available to respond within two (2) hours at all times during which the dwelling unit is rented to any issues raised by the renter or the City. Any such person must have access to the dwelling unit and be authorized to make decisions regarding the dwelling unit.
 - h. A signed statement by the owner, operator, or tenant, as applicable, that the licensed premises is a primary residence and that the owner, operator, or tenant, as applicable, will, at all times, comply with all the requirements of the license and this chapter. Failure to comply with said requirements will constitute a violation of the provisions of this chapter.
 - i. Payment of the applicable licensing fee, as determined by the Board of City Commissioners.
- 3. Primary Residency: The licensed premises must be a primary residence.
- 4. Safety and Compliance Inspection: The licensed premises must comply with all applicable federal, state, and local laws. A Short-Term Rental License shall only be issued upon successful completion of a safety inspection, including that the licensed premises complies with applicable fire, building, and health codes.
- 5. Taxes: Licensees operating a short-term rental are responsible for paying all applicable taxes, including applicable sales taxes in accordance with State law and lodging taxes in accordance with Chapter 10-05 of the City Ordinances. Licensees shall maintain tax records for a minimum of seven (7) years and shall make these records available to the City upon request for compliance purposes.
- 6. License Term: The term of a Short-Term Rental License shall be for a period of one (1) year; provided, however, that all licenses shall be prorated on a quarterly basis and expire on December 31 of each year unless sooner suspended or revoked.
- 7. License Renewal: Short-Term Rental Licenses, which have not been suspended or revoked, must be renewed annually, subject to payment of the renewal fee and compliance with all provisions of this chapter. Applications for renewal shall be made at least thirty (30) calendar days prior to the expiration date of the current valid license.
- 8. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership, operation, or tenancy of the licensed premises.

9. Insurance: Licensees operating a short-term rental must maintain general liability insurance for the licensed premises in the amount of at least \$500,000 at all times. Licensees must provide proof of the required insurance coverage to the City upon request.
10. Private Restrictions/Covenants: A license issued to a person or entity whose premises is subject to private restrictions and/or covenants that prohibit the use of short-term rentals is the sole responsibility of the person or entity applying for the license. The interpretation and enforcement of the private restrictions and/or covenants is the sole responsibility of the private parties involved; the City is in no way responsible for interpreting or enforcing private restrictions and/or covenants.

10-1604. OPERATIONAL STANDARDS FOR SHORT-TERM RENTALS.

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

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

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

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

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

3. Parking Requirements: Short-term rentals shall provide at least two (2) off-street parking spaces on the premises. These parking spaces must be open and available to short-term renters at all times during their stay. Any illegal parking of vehicles associated with the short-term rental is grounds for a violation of this chapter.
4. Guest Recordkeeping: Licensees shall maintain records of guest stays, including dates of occupancy, for a minimum of twelve (12) months and shall make these records available to the City upon request for compliance purposes.
5. Advertising and Public Notice:

- a. All advertising for a short-term rental unit shall include the City-issued Short-Term Rental License number in the listing, as well as the maximum occupancy permitted by this chapter.
- b. Every licensee of a short-term rental shall post the annual license issued by the City. The annual license shall be conspicuously posted by the licensee in the main entryway of the short-term rental for which they are issued and shall include contact information for the licensee and other property representatives.
- c. Upon approval of a short-term rental license, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

10-1605. PENALTIES FOR VIOLATIONS.

1. Enforcement and Penalties: Any violation of this chapter is an infraction as provided under Section 1-0211 of the City Ordinances and may also result in administrative fines and/or suspension or revocation of the Short-Term Rental License. Fines shall be established by resolution of the Board of City Commissioners and may increase with each repeated violation. Any repeat violations will be counted on a twelve (12) month basis, commencing on the date of the initial violation and extending for twelve (12) consecutive months thereafter. If additional violations are committed within the twelve (12) month period following the initial violation, then those additional violations will be added to the initial violation as repeat violations, and all violations committed during the twelve (12) month period will be counted toward the assessment of fines. If no additional violations are committed within the twelve (12) month period following the initial violation, then the twelve (12) month period will expire, and the initial violation will not be counted with any subsequent violations toward the assessment of fines. Another twelve (12) month period will commence if a subsequent violation is committed, and any additional violations committed within the twelve (12) month period thereafter will be added to the subsequent violation as repeat violations, and all of those violations will be counted toward the assessment of fines. Any violations committed during a prior twelve (12) month period will not be counted toward the assessment of fines in a current twelve (12) month period.

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

2. Administrative Fines and/or Revocation or Suspension of License: The City may impose an administrative fine and/or revoke or suspend a Short-Term Rental

License for any property that is found to be in violation of this chapter. Administrative fines shall be established by resolution of the Board of City Commissioners and may increase with each repeated violation. Repeat violations will be counted on a twelve (12) month basis as set forth in the prior subsection. Notice of revocation or suspension must be sent to the licensee by certified mail addressed to the licensee at the address set forth in the application. The Chief of Police shall be notified of the revocation or suspension of the license.

3. Appeals: The applicant and/or licensee may appeal a license denial, revocation, or suspension to the Board of City Commissioners and request a hearing on such denial, revocation, or suspension. Such appeal must be made in writing to the City Auditor within fourteen (14) calendar days of notification of the denial, revocation, or suspension of license. At the close of the hearing, the Board of City Commissioners shall act to affirm, modify, or reverse the original decision.

10-1606. SEVERABILITY.

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

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

Purpose: The purpose of this section is to establish a transitional period for existing short-term rental operators to comply with the City's new requirement that short-term rentals may only be operated within a primary residence. This transition period provides affected operators time to adjust their business operations while ensuring an orderly implementation of the new regulations.

1. Transitional Period: A short-term rental that was operating before the adoption of this ordinance and does not meet the primary residence requirement may continue operating for a limited time, provided that the owner, operator, or tenant applies for, and is granted, a Transitional Short-Term Rental Compliance License in accordance with the provisions outlined below:
 - a. Application for Transitional Short-Term Rental Compliance License: Existing short-term rental operators must apply for a Transitional Short-Term Rental Compliance License with the City and provide proof that the short-term rental was in operation prior to the ordinance's adoption in order to operate in accordance with the transitional provisions of this section.
 - b. Issuance of a Transitional Short-Term Rental Compliance License: Applications for Transitional Short-Term Rental Compliance Licenses will be reviewed and approved in the same manner as an annual Short-Term Rental License, as outlined within this chapter.

- c. Expiration of Transitional Short-Term Rental Compliance Licenses: Transitional Short-Term Rental Compliance Licenses will expire on December 31, 2026. After expiration, all short-term rentals must comply with the primary residence requirement.
- d. Operational Requirements During Transition Period: Short-term rentals operating under a Transitional Short-Term Rental Compliance License must adhere to all other applicable short-term rental regulations, including but not limited to occupancy limits, noise restrictions, and safety requirements.
- e. Non-Transferability of Transitional Short-Term Rental Compliance Licenses: Transitional Short-Term Rental Compliance Licenses are not transferable to new owners, operators, or tenants. If the property is sold or ownership is transferred, the license immediately expires.

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

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

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

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

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

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and after September 1, 2025.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

ORDINANCE NO. 1254

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

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

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

CHAPTER 10-16

SHORT-TERM RENTALS

SECTIONS:

- 10-1601. Purpose and Intent
- 10-1602. Definitions
- 10-1603. Annual Licensing Requirements for Short-Term Rentals
- 10-1604. Operational Standards for Short-Term Rentals
- 10-1605. Penalties for Violations
- 10-1606. Severability
- ~~10-1607. Transitional Provisions for Existing Short-Term Rentals~~

10-1601. PURPOSE AND INTENT.

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

10-1602. DEFINITIONS.

1. *Short-Term Rental (STR)*: The rental of a dwelling unit or any portion thereof for a period of twenty nine (29) or fewer consecutive days. Short-term rentals are accessory to primary residential use of a dwelling unit. Short-term rentals are intended for temporary lodging and do not constitute a primary or long-term residence for the guest(s).

2. *Dwelling Unit*: A structure or portion of a structure designed for residential occupancy, including single-family homes, apartments, condominiums, and other similar residential structures; but not including hotels or motels.
3. *Party*: Any gathering, event, or social activity occurring at a short-term rental property that exceeds the intended use of the property for lodging and residential purposes, typically involving a significant number of guests who are not residential occupants of the rental, and may include amplified sound, music, food, drink, and/or other activities likely to disturb the peace, create a nuisance, or violate local ordinances.
4. *Licensed Premises*: A dwelling unit that has a valid license issued pursuant to this chapter allowing short-term rental of such dwelling unit.
5. *Tenant*: An individual who leases or rents a dwelling unit as their primary full-time residence for more than one-half of the year.
6. *Primary Residence*: A dwelling unit in which an owner or a tenant occupies the dwelling unit as their primary full-time residence for more than one-half of the year.

10-1603. ANNUAL LICENSING REQUIREMENTS FOR SHORT-TERM RENTALS.

1. License Requirement: No ~~person shall operate a short-term rental within~~ dwelling unit in the City of West Fargo's zoning jurisdiction ~~without~~ shall be operated as a short-term rental property unless the owner, operator, or tenant of a dwelling unit first obtains an annual Short-Term Rental License from the City of West Fargo for the ~~licensed premises~~ dwelling unit. The City Auditor, or their designee, shall be responsible for the administration of short-term rental licensing in accordance with this chapter.
2. Application Requirements: Property owners, operators, or tenants of dwelling units looking to become licensed shall submit a Short-Term Rental License application to the City. Along with other information deemed necessary by the City Auditor, the application shall include:
 - a. Address of the short-term rental unit.
 - b. Type of dwelling unit (e.g., single-family home, apartment, condominium).
 - c. Proof of property ownership, operation, or tenancy.
 - d. Proof of liability insurance.
 - e. Proof of ND Sales and Use Tax Permit.

- f. Number of bedrooms and/or sleeping areas available for rent, number and location of off-street parking spaces, and the maximum permitted occupancy pursuant to Section 10-1604.1, "Occupancy Limits."
- g. Contact information for the property owner, operator, or tenant, as applicable, and all other applicable property representatives, such as property manager. The applicant must identify one (1) or more persons who will be available to respond within two (2) hours at all times during which the dwelling unit is rented to any issues raised by the renter or the City. Any such person must have access to the dwelling unit and be authorized to make decisions regarding the dwelling unit.
- h. A signed statement by the owner, operator, or tenant, as applicable, that the ~~owner~~licensed premises is a primary residence and that the owner, operator, or tenant, as applicable, will, at all times, comply with all the requirements of the license and this chapter. Failure to comply with said requirements will constitute a violation of the provisions of this chapter.
- i. Payment of the applicable licensing fee, as determined by the Board of City Commissioners.

3. Primary Residency: The licensed premises must be a primary residence.

3.4. Safety and Compliance Inspection: The licensed premises must comply with all applicable federal, state, and local laws. A Short-Term Rental License shall only be issued upon successful completion of a safety inspection, including that the licensed premises complies with applicable fire, building, and health codes.

4.5. Taxes: ~~Property owners~~Licensees operating a short-term rental are responsible for paying all applicable taxes, including applicable sales taxes in accordance with State law and lodging taxes in accordance with Chapter 10-05 of the City Ordinances. ~~Property owners~~Licensees shall maintain tax records for a minimum of seven (7) years and shall make these records available to the City upon request for compliance purposes.

5.6. License Term: The term of a Short-Term Rental License shall be for a period of one (1) year; provided, however, that all licenses shall be prorated on a quarterly basis and expire on December 31 of each year unless sooner suspended or revoked.

6.7. License Renewal: Short-Term Rental Licenses, which have not been suspended or revoked, must be renewed annually, subject to payment of the renewal fee and compliance with all provisions of this chapter. Applications for renewal shall be made at least thirty (30) calendar days prior to the expiration date of the current valid license.

7.8. Transferability: A Short-Term Rental License is not transferable. A new license is required upon change of ownership, operation, or tenancy of the ~~Licensed Premises~~licensed premises.

8.9. Insurance: ~~Property owners~~Licensees operating a short-term rental must maintain general liability insurance for the licensed premises in the amount of at least \$500,000 at all times. ~~Property owners~~Licensees must provide proof of the required insurance coverage to the City upon request.

9.10. Private Restrictions/Covenants: A license issued to a person or entity whose premises is subject to private restrictions and/or covenants that prohibit the use of short-term rentals is the sole responsibility of the person or entity applying for the license. The interpretation and enforcement of the private restrictions and/or covenants is the sole responsibility of the private parties involved; the City is in no way responsible for interpreting or enforcing private restrictions and/or covenants.

10-1604. OPERATIONAL STANDARDS FOR SHORT-TERM RENTALS.

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

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

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

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

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

3. Parking Requirements: Short-term rentals shall provide at least two (2) off-street parking spaces on the premises. These parking spaces must be open and available to short-term renters at all times during their stay. Any illegal parking of vehicles associated with the short-term rental is grounds for a violation of this chapter.

4. Guest Recordkeeping: ~~Property owners~~Licensees shall maintain records of guest stays, including dates of occupancy, for a minimum of twelve (12) months and shall make these records available to the City upon request for compliance purposes.

5. Advertising and Public Notice:

- a. All advertising for a short-term rental unit shall include the City-issued Short-Term Rental License number in the listing, as well as the maximum occupancy permitted by this chapter.
- b. Every licensee of a short-term rental shall post the annual license issued by the City. The annual license shall be conspicuously posted by the licensee in the main entryway of the short-term rental for which they are issued and shall include contact information for the ~~owner~~licensee and other property representatives.
- c. Upon approval of a short-term rental license, the City Auditor shall notify by mail all owners of property within 150 feet of the licensed premises. The notification shall include the address of the licensed premises, information about the City's short-term rental standards, and information on how to report potential violations.

10-1605. PENALTIES FOR VIOLATIONS.

1. Enforcement and Penalties: Any violation of this chapter is an infraction as provided under Section 1-0211 of the City Ordinances and may also result in administrative fines and/or suspension or revocation of the Short-Term Rental License. Fines shall be established by resolution of the Board of City Commissioners and may increase with each repeated violation. Any repeat violations will be counted on a twelve (12) month basis, commencing on the date of the initial violation and extending for twelve (12) consecutive months thereafter. If additional violations are committed within the twelve (12) month period following the initial violation, then those additional violations will be added to the initial violation as repeat violations, and all violations committed during the twelve (12) month period will be counted toward the assessment of fines. If no additional violations are committed within the twelve (12) month period following the initial violation, then the twelve (12) month period will expire, and the initial violation will not be counted with any subsequent violations toward the assessment of fines. Another twelve (12) month period will commence if a subsequent violation is committed, and any additional violations committed within the twelve (12) month period thereafter will be added to the subsequent violation as repeat violations, and all of those violations will be counted toward the assessment of fines. Any violations committed during a prior twelve (12) month period will not be counted toward the assessment of fines in a current twelve (12) month period.

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

2. Administrative Fines and/or Revocation or Suspension of License: The City may impose an administrative fine and/or revoke or suspend a Short-Term Rental License for any property that is found to be in violation of this chapter. Administrative fines shall be established by resolution of the Board of City Commissioners and may increase with each repeated violation. Repeat violations will be counted on a twelve (12) month basis as set forth in the prior subsection. Notice of revocation or suspension must be sent to the licensee by certified mail addressed to the licensee at the address set forth in the application. The Chief of Police shall be notified of the revocation or suspension of the license.
3. Appeals: The applicant and/or licensee may appeal a license denial, revocation, or suspension to the Board of City Commissioners and request a ~~public~~ hearing on such denial, revocation, or suspension. Such appeal must be made in writing to the City Auditor within fourteen (14) calendar days of notification of the denial, revocation, or suspension of license. At the close of the ~~public~~ hearing, the Board of City Commissioners shall act to affirm, modify, or reverse the original decision.

10-1606. SEVERABILITY.

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

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

Purpose: The purpose of this section is to establish a transitional period for existing short-term rental operators to comply with the City's new requirement that short-term rentals may only be operated within ~~an owner's~~ primary residence. This transition period provides affected operators time to adjust their business operations while ensuring an orderly implementation of the new regulations.

1. Transitional Period: A short-term rental that was operating before the adoption of this ordinance and does not meet the primary residence requirement may continue operating for a limited time, provided that the owner, operator, or tenant applies for, and is granted, a Transitional Short-Term Rental Compliance License in accordance with the provisions outlined below:
 - a. Application for Transitional Short-Term Rental Compliance License: Existing short-term rental operators must apply for a Transitional Short-Term Rental Compliance License with the City and provide proof that the short-term rental was in operation prior to the ordinance's adoption in order to operate in accordance with the transitional provisions of this section.
 - b. Issuance of a Transitional Short-Term Rental Compliance License: Applications for Transitional Short-Term Rental Compliance Licenses will

be reviewed and approved in the same manner as an annual Short-Term Rental License, as outlined within this chapter.

- c. Expiration of Transitional Short-Term Rental Compliance Licenses: Transitional Short-Term Rental Compliance Licenses will expire on December 31, 2026. After expiration, all short-term rentals must comply with the primary residence requirement.
- d. Operational Requirements During Transition Period: Short-term rentals operating under a Transitional Short-Term Rental Compliance License must adhere to all other applicable short-term rental regulations, including but not limited to occupancy limits, noise restrictions, and safety requirements.
- e. Non-Transferability of Transitional Short-Term Rental Compliance Licenses: Transitional Short-Term Rental Compliance Licenses are not transferable to new owners, operators, or tenants. If the property is sold or ownership is transferred, the license immediately expires.

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

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

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

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

Dwelling Unit - One room, or rooms connected together, constituting a separate, independent housekeeping establishment for (i) owner occupancy, ~~or~~ (ii) rental or lease on a ~~weekly~~, monthly, or longer basis, and (iii) Short-Term Rental licensed in accordance with Chapter 10-16 of the City Ordinances and physically separated from any other rooms or

dwelling units which may be in the same structure, and containing independent cooking and sleeping facilities.

SECTION 4. Effective Date. This ordinance shall be in full force and effect from and

 , after September 1, 2025.

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

AGENDA ITEM DESCRIPTION
CITY COMMISSION
WEST FARGO, NORTH DAKOTA

1. CONTACT PERSON: Aaron Nelson, Planning Director
2. PHONE NUMBER: 701-515-5370 DATE: June 2, 2025
3. AGENDA TITLE: A25-11, Zoning Ordinance Amendment to Title IV regarding the building control line of the CO-SR zoning district
4. PLEASE **BRIEFLY** DESCRIBE YOUR REQUEST:
Southeast Cass Water Resource District has formally requested that the City update its ordinances in order to better restrict encroachments into the building control line of the CO-SR (Sheyenne River Corridor Overlay) zoning district, and thereby better protect the integrity of the Sheyenne River corridor. The proposed zoning ordinance amendment seeks to accomplish this by removing the current encroachment process provided for within the CO-SR standards, relying instead on the use of the standard variance processes which requires demonstration of a unique hardship. The Planning & Zoning Commission recommended conditional approval of the proposed ordinance amendment at their May 13, 2025 meeting.
5. SITE ADDRESS OR LEGAL DESCRIPTION (if applicable): N/A
6. ACTION BEING REQUESTED FROM CITY COMMISSION:
Hold public hearing and approve first reading of the Zoning Ordinance Amendment (Ordinance No. 1258)

STAFF REPORT

A25-11 ZONING ORDINANCE AMENDMENT	
Zoning Ordinance Amendment to Title IV of the City Ordinances (Zoning Regulations)	
Applicant: City of West Fargo	Staff Contact: Aaron Nelson
Planning and Zoning Commission Public Hearing:	5-13-2025
City Commission Public Hearing & 1 st Reading:	6-2-2025
City Commission 2 nd Reading:	

PURPOSE:

The purpose of the proposed zoning amendment is to protect the integrity of the Sheyenne River corridor, including the stability of soils along the riverbank as well as the risk of damage to property caused by inevitable sloughing and erosion associated with a meandering river.

DISCUSSION AND OBSERVATIONS:

- The City established the CO-SR (Sheyenne River Corridor Overlay) zoning district in 2012 to restrict buildings and land disturbing activities that could impact or be impacted by soil stability along the riverbank, which is prone to sloughing and erosion over time.
- The CO-SR district establishes a “building control line” located 100 feet from the established riverbank on either side of the Sheyenne River throughout the City and the City’s extraterritorial zoning jurisdiction.
- The current CO-SR standards allow for encroachments of up to 50 feet into the 100-foot building control line area upon approval of a variance by the City Commission if it can be demonstrated that soils are sufficiently stable based on a soils analysis conducted by a qualified professional engineer.
- Historically, the City has allowed such encroachments into the building control line, based on the findings of individual soils analyses prepared by qualified professional engineers.
- While historically rare, the City has seen an increase in applications for encroachment into the building control line of the CO-SR district in recent years.
- In February 2025, Southeast Cass Water Resource District submitted a letter to the City requesting that the City take steps to update its ordinances in order to limit encroachments into the building control line area of the CO-SR district.
- As such, the proposed zoning ordinance amendment seeks to:
 - remove the option for deviation to the building control line based on soils analysis;
 - clarify and detail the types of development activity that are acceptable within the building control line area;
- By removing the specific option for variance based on soil survey that is contained within the CO-SR district standards, property owners wishing to deviate from the 100-foot building control line would need to apply for a standard variance. The standard variance process is outlined in Section 4-566 and requires demonstration of the following criteria:
 - That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district;
 - That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
 - That the special conditions and circumstances do not result from the actions of the applicant;

STAFF REPORT

- That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.
- The requirement for a soil survey for a variance to the building control line has been relocated to the variance section of Title IV, Section 4-566.
- The ordinance also specifies the type and extent of minor development activity that may be allowable within the building control area. Such activities are not well defined within the current ordinance.

NOTICES:

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

Comments Received:

- One comment from SE Cass Water Resource District requesting the City to consider the impact of weight and moisture of snow piles on parking lots near riverbanks.

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

- One of the eight “Big Ideas” of the West Fargo 2.0 Comprehensive Plan is to “Increase Community Resiliency.” This City goal is specifically geared towards improving the City’s ability to respond and recover quickly from natural disasters, and to reduce vulnerabilities to future disasters.
- The proposed ordinance amendment seeks to reduce vulnerability of development adjacent to the river.

PLANNING & ZONING COMMISSION ACTION:

At their May 13, 2025 meeting, the West Fargo Planning and Zoning Commission voted to recommend approval of the proposed zoning ordinance amendment with the condition that the provision for parking lots be removed from the list of allowable exceptions to the 100-foot building control line.

UPDATE 5/28/2025:

A previous version of the draft ordinance included a provision for parking lots to be located as close as 50 feet from the riverbank if it can be demonstrated that soils are sufficiently stable based on a soils analysis conducted by a qualified professional engineer. The Planning & Zoning Commission recommended conditional approval with the condition that this flexibility for parking lots be removed. Staff also received additional comment from Southeast Cass Water Resource District regarding concerns with parking lots being allowed too close to the river. In accordance with the recommendation of the Planning & Zoning Commission, the ordinance has been updated to specify that parking lots need to abide by the 100-foot building control line. This also addresses the concern raised by Southeast Cass Water Resource District.

RECOMMENDATION:

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

STAFF REPORT

Attachments

- Letter from SE Cass Water Resource District
- Zoning ordinance amendment (Ordinance No. 1258)
- Redline version of the ordinance
- Comments Received



February 28, 2025

**Southeast Cass
Water Resource
District**

Keith Weston
Chairman
Fargo, North Dakota

Dave Branson
Manager
Fargo, North Dakota

Rick Steen
Manager
Fargo, North Dakota

Melissa Hinkemeyer
Director, Secretary-Treasurer

1201 Main Avenue West
West Fargo, ND 58078-1301

701-298-2381
FAX 701-298-2397
wrld@casscountynd.gov
casscountynd.gov

Daniel Hanson, PE
Senior Director of Community & Development
City of West Fargo
2515 6th Street E
West Fargo, ND 58078

Dear Mr. Hanson:

RE: City of West Fargo River Setbacks

As a partner in managing the water resources in and around the City of West Fargo, the Southeast Cass Water Resource District (the District) appreciates the opportunity to review items going before the West Fargo Planning and Zoning Commission.

There have been many requests over the years for variances to the City's 100-foot building control line as a minimum setback from the riverbank. We understand the ordinance allows for structures to be placed as close as 50 feet from the riverbank. In these cases, a professional engineer must conduct a soils analysis stating the soils can accommodate the type of structure proposed and does not increase risk of future damage to the riverbank.

As we have seen over the years, the Sheyenne River is quite dynamic. Bank failures and movement are occurring all the way from upstream of Baldhill Dam to the confluence with the Red River. River Mitigation projects are expensive and permits from both the state and federal level are difficult to obtain.

The District respectfully encourages the City of West Fargo to consider an update to your planning and zoning ordinance that would limit variances on future applications except cases of hardship as determined by the City. This would take future bank sloughing and erosion into account.

Sincerely,

SOUTHEAST CASS WATER RESOURCE DISTRICT

Keith Weston
Chairman

ORDINANCE NO. 1258

AN ORDINANCE TO AMEND AND REENACT SUBSECTION 4-431-C AND SECTION 4-566.1 OF THE REVISED ORDINANCES OF 1990 OF THE CITY OF WEST FARGO RELATING TO THE BUILDING CONTROL LINE IN THE CO-SR (SHEYENNE RIVER CORRIDOR OVERLAY) DISTRICT.

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

SECTION 1. Subsection 4-431-C of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-431-C. “CO-SR” DISTRICT OR SHEYENNE RIVER CORRIDOR OVERLAY DISTRICT

4-431-C.1. STATEMENT OF INTENT. The provisions of the “CO-SR” District are intended to promote orderly, safe and desirable development patterns along the Sheyenne River where unstable soil conditions exist. The “CO-SR” Districts shall extend along the entire Sheyenne River Corridor and shall be approximately 100 feet from the established river bank.

4-431-C.2. BUILDING CONTROL LINE AND USE RESTRICTIONS. The City hereby establishes a building control line along the Sheyenne River within the Corporate limits of the City of West Fargo and within the Extraterritorial Jurisdiction limits of the City. The building control line shall be 100 feet from the established riverbank as determined by the City Engineer. The building control line shall be the minimum setback line for any primary and accessory structures requiring permits, in-ground pools, septic systems and drain fields, irrigation systems, parking lots, excavation, placement of fill, and other development activities which may cause increased riverbank destabilization.

~~4-431-C.3. RELAXATION OF USE RESTRICTIONS. Where it can be demonstrated through a soils analysis that soils are stable within the building control area, the City Commission may consider reducing the required minimum setback by variance. The soils analysis shall be conducted by a qualified professional engineer and demonstrate that the soils can accommodate the type of structure, parking lot or other use without sustaining future damage. No use may be closer than fifty (50) feet from the established riverbank.~~

4-431-C.3. EXCEPTIONS TO THE BUILDING CONTROL LINE. The following development activities are allowable within the building control line:

1. Accessory structures with a building footprint of 120 square feet or less, provided they are located at least 50 feet from the top of the riverbank and are not affixed to a permanent foundation. Such accessory structures may be placed on an aggregate foundation surface.
2. Fences, provided they are located at least 50 feet from the top of the riverbank.

3. Decks, provided they are elevated and supported on piers with minimal soil disturbance and are located at least 50 feet from the top of the riverbank.
4. Patios and similar flatwork, provided it abuts a residence or primary structure and does not extend more than 25 feet from the building.
5. Driveways or road crossings, if no feasible alternative exists and are property permitted.
6. Public facilities, such as sidewalks, bike paths, stormwater pipe, utility lines, and the like that are property permitted.
7. Flood protection levees or walls where it can be demonstrated through a soils analysis that soils are stable within the building control area. The soils analysis shall be conducted by a qualified professional engineer and demonstrate that the soils can accommodate the flood protection levees/walls without sustaining future damage. The soils analysis shall be reviewed and approved by the City Engineer.

~~4-431-C.4. EXISTING NONCONFORMING USES AND STRUCTURES. Existing nonconforming uses and structures shall not be expanded unless in conformity with the provisions of the "CO-SR" District. Where required setbacks cannot be achieved, relaxation of setbacks may be pursued according to Section 4-431-C.3. Nonconformities are subject to Section 4-470.~~

4-431-C.54. TREE PRESERVATION.

1. Property owners are encouraged to protect and preserve trees and native riparian vegetation in a healthy condition to maintain riverbank and soil stability of the river corridor.
2. If trees are removed, their stump and root system shall be left intact. Stump grinding and/or excavation of roots is prohibited within 50 feet of the riverbank, unless otherwise approved by the City Forester, the City Engineer, or Southeast Cass Water Resource District.

SECTION 2. Section 4-566.1 of the Revised Ordinances of 1990 of the City of West Fargo, North Dakota, is hereby amended and reenacted to read as follows:

4-566. REQUIREMENTS FOR VARIANCES. A variance from the terms of this Ordinance, shall not be granted by the Board of Adjustment unless and until:

1. A written application for a variance is submitted demonstrating:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district;

- b. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
- c. That the special conditions and circumstances do not result from the actions of the applicant;
- d. That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

In addition to the application criteria above, for variances to the building control line of the CO-SR District, a soils analysis conducted by a qualified professional engineer must also be submitted. The soils analysis must demonstrate that the soils can accommodate the type of structure, parking lot, or other use without sustaining future damage.

No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

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

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

ATTEST:

City Auditor

Date of First Reading:

Date of Second Reading:

Date of Publication:

4-431-C. “CO-SR” DISTRICT OR SHEYENNE RIVER CORRIDOR OVERLAY DISTRICT

4-431-C.1. STATEMENT OF INTENT. The provisions of the “CO-SR” District are intended to promote orderly, safe and desirable development patterns along the Sheyenne River where unstable soil conditions exist. The “CO-SR” Districts shall extend along the entire Sheyenne River Corridor and shall be approximately 100 feet from the established river bank.

4-431-C.2. BUILDING CONTROL LINE AND USE RESTRICTIONS. The City hereby establishes a building control line along the Sheyenne River within the Corporate limits of the City of West Fargo and within the Extraterritorial Jurisdiction limits of the City. The building control line shall be 100 feet from the established riverbank as determined by the City Engineer. The building control line shall be the minimum setback line for any primary and accessory structures requiring permits, in-ground pools, septic systems & drain fields, irrigation systems, parking lots, excavation, placement of fill, and other development activities which may cause increased riverbank destabilization.

~~4-431-C.3. RELAXATION OF USE RESTRICTIONS. Where it can be demonstrated through a soils analysis that soils are stable within the building control area, the City Commission may consider reducing the required minimum setback by variance. The soils analysis shall be conducted by a qualified professional engineer and demonstrate that the soils can accommodate the type of structure, parking lot or other use without sustaining future damage. No use may be closer than fifty (50) feet from the established riverbank.~~

4-431-C.43. —EXCEPTIONS TO THE BUILDING CONTROL LINE. The following development activities are allowable within the building control line:

1. Accessory structures with a building footprint of 120 square feet or less, provided they are located at least 50 feet from the top of the riverbank and are not affixed to a permanent foundation. Such accessory structures may be placed on an aggregate foundation surface.
2. Fences, provided they are located at least 50 feet from the top of the riverbank.
3. Decks, provided they are elevated and supported on piers with minimal soil disturbance and are located at least 50 feet from the top of the riverbank.
4. Patios and similar flatwork, provided it abuts a residence or primary structure and does not extend more than 25 feet from the building.
5. Driveways or road crossings, if no feasible alternative exists and are property permitted.
6. Public facilities, such as sidewalks, bike paths, stormwater pipe, utility lines, and the like that are property permitted.

7. Flood protection levees or walls where it can be demonstrated through a soils analysis that soils are stable within the building control area. The soils analysis shall be conducted by a qualified professional engineer and demonstrate that the soils can accommodate the flood protection levees/walls without sustaining future damage. The soils analysis shall be reviewed and approved by the City Engineer.

~~4-431 C.4. EXISTING NONCONFORMING USES AND STRUCTURES. Existing nonconforming uses and structures shall not be expanded unless in conformity with the provisions of the "CO-SR" District. Where required setbacks cannot be achieved, relaxation of setbacks may be pursued according to Section 4-431 C.3. Nonconformities are subject to Section 4-470.~~

4-431-C.54. TREE PRESERVATION.

1. Property owners are encouraged to protect and preserve trees and native riparian vegetation in a healthy condition to maintain riverbank and soil stability of the river corridor.
2. If trees are removed, their stump and root system shall be left intact. Stump grinding and/or excavation of roots is prohibited within 50 feet of the riverbank, unless otherwise approved by the City Forester, the City Engineer, or Southeast Cass Water Resource District.

Source: Ord. 916, Sec. 65 (2012); Ord. 1029, Sec. 6 (2024)

* * * * *

4-566. REQUIREMENTS FOR VARIANCES. A variance from the terms of this Ordinance, shall not be granted by the Board of Adjustment unless and until:

1. A written application for a variance is submitted demonstrating:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings in the same district;
 - b. That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance;
 - c. That the special conditions and circumstances do not result from the actions of the applicant;
 - d. That granting the variance requested will not confer on the applicant any

special privilege that is denied by this Ordinance to other lands, structures, or buildings in the same district.

In addition to the application criteria above, for variances to the building control line of the CO-SR District, a soils analysis conducted by a qualified professional engineer must also be submitted. The soils analysis must demonstrate that the soils can accommodate the type of structure, parking lot, or other use without sustaining future damage.

No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

2. The owner of the property for which a variance is sought or his/her agent and all abutting properties and properties extending one hundred and fifty (150) feet from the area, excluding streets, shall be notified at least 10 days prior to the hearing.
3. The Planning Commission shall hold a public hearing where interested parties shall have an opportunity to be heard. Notice of said hearing shall be published once a week for two successive weeks prior to the time set for said hearing in the official newspaper of the City. Following the hearing, the Planning and Zoning Commission shall forward their findings and recommendations to the Board of Adjustment.

Source: Ord. 916, Sec. 61 (2012)

From: [Hinkemeyer, Melissa](#)
To: [Aaron M. Nelson](#)
Cc: [Lisa Sankey](#); [Daniel Hanson](#); [Jerrold Wallace](#)
Subject: RE: Proposed Zoning Ordinance Amendment to Sheyenne River Corridor Overlay District
Date: Monday, May 19, 2025 10:03:33 AM
Attachments: [image002.png](#)

Aaron,

Thank you for the update, that is great news. I will pass this along to the Board.

Best regards,
Melissa

Melissa Hinkemeyer

Director, Secretary
Cass County Water Resource Districts
1201 Main Avenue West
West Fargo, ND 58078
(701) 298-2384
hinkemeyerm@casscountynd.gov

From: Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Sent: Monday, May 19, 2025 9:40 AM
To: Hinkemeyer, Melissa <HinkemeyerM@casscountynd.gov>
Cc: Lisa Sankey <Lisa.Sankey@westfargond.gov>; Daniel Hanson <Daniel.Hanson@westfargond.gov>; Jerrold Wallace <Jerry.Wallace@westfargond.gov>
Subject: RE: Proposed Zoning Ordinance Amendment to Sheyenne River Corridor Overlay District

CAUTION: EXTERNAL EMAIL

Hi Melissa,

Thank you for providing feedback on the draft ordinance. This item was discussed at our Planning & Zoning Commission meeting on May 13. At which, the P&Z Commission voted to eliminate the option for parking lots to be constructed as close as 50' to the riverbank if soils can be demonstrated to be sufficiently stable. I've highlighted the text that was eliminated from the previous version of the draft (see version 4), which is attached. I've also attached the current version of the draft ordinance (version 5) for comparison, in which the highlighted text has been removed. In summary, the current version of the draft ordinance would require parking lots to be set back at least 100 feet from the riverbank and would not include any exemptions or flexibility for parking lots.

I hope this helps to address SECWRD's comment. If you have any further comments or questions, please don't hesitate to reach out to me. The proposed amendment is scheduled to be heard by the City Commission at a public hearing on June 2nd.

Thank you,

Aaron M. Nelson , AICP
Director of Planning and Zoning, City of West Fargo



Phone: 701-515-5373
Aaron.Nelson@westfargond.gov
2515 6th Street E, West Fargo, ND, 58078
Visit us online: westfargond.gov

From: Lisa Sankey <Lisa.Sankey@westfargond.gov>
Sent: Monday, May 19, 2025 8:20 AM
To: Aaron M. Nelson <Aaron.Nelson@westfargond.gov>
Subject: FW: Proposed Zoning Ordinance Amendment to Sheyenne River Corridor Overlay District

Lisa Sankey
Planner, City of West Fargo



Phone: 701-515-5376
Lisa.Sankey@westfargond.gov

From: Hinkemeyer, Melissa <HinkemeyerM@casscountynd.gov>
Sent: Friday, May 16, 2025 2:46 PM
To: Lisa Sankey <Lisa.Sankey@westfargond.gov>
Subject: RE: Proposed Zoning Ordinance Amendment to Sheyenne River Corridor Overlay District

Hi Lisa,

Southeast Cass WRD thanks the City and Planning and Zoning Commission for considering the amendment to the zoning ordinance. The Board respectfully asks the City/Planning and Zoning Commission to contemplate the impact of weight and moisture of snow piles on parking lots near riverbanks. Apologies for the delayed reply, it sounds like this topic may have been discussed at a recent meeting.

Best regards,
Melissa

Melissa Hinkemeyer
Director, Secretary
Cass County Water Resource Districts
1201 Main Avenue West
West Fargo, ND 58078
(701) 298-2384
hinkemeyerm@casscountynd.gov



To: West Fargo City Commission

From: Chief of Police, Peter Nielsen

Date: May 19, 2025

Subject: Request to Expend from Asset Forfeiture

Action: Approve Expenditure of \$55,000.00 from Asset Forfeiture

Commission President

Bernie Dardis

Primary Portfolio:

Administrative Services

Secondary Portfolio:

Police & Fire

Commission Vice President

Brad Olson

Primary Portfolio:

Police & Fire

Secondary Portfolio:

Street, Water & Sewer

Commissioner

Roben Anderson

Primary Portfolio:

Community &
Development Services

Secondary Portfolio:

Administrative Services

Commissioner

Amy Zundel

Primary Portfolio:

Street, Water & Sewer

Secondary Portfolio:

Sanitation

Commissioner

Rory Jorgensen

Primary Portfolio:

Sanitation

Secondary Portfolio:

Community &
Development Services

City Administrator

Dustin T. Scott

Summary and Recommendation:

The West Fargo Police Department seeks to enhance the department's fleet with the addition of an All-Terrain Vehicle (ATV).

The Polaris Ranger Four-Door crew cab with bed can accommodate up to six officers and best fits the department's growing needs. Polaris offers government vehicles specifically designed for first responders with fully customizable options to meet various department requirements. The addition of an ATV would expand operational efficiency while allowing for quick and safe responses in areas that would not be reachable by a squad car. An ATV is a versatile piece of equipment that allows for better access and maneuverability at larger community events such as Cruise Night, West Fest or events at The Lights. The ATV would also assist in accessing areas along the Sheyenne River and the Diversion in cases of emergency.

I am requesting the West Fargo City Commission grant permission for the Police Department to utilize Asset Forfeiture funds to purchase the All-Terrain Vehicle (ATV). If given permission, the ATV will be added to the department's fleet of vehicles this calendar year (2025).

See attachments

Financial Analysis:

The funds for the purchase the All-Terrain Vehicle (ATV) would come from Asset Forfeiture. The last purchase made using Asset Forfeiture monies was on January 29, 2024 in the amount of \$50,973.44 for the purchase of armor rifle plates. The current balance of the Asset Forfeiture fund is \$143,857.69. Purchasing the ATV at \$55,000.00 would bring the balance to \$88,857.69.



West Fargo Police Department

800 4th Ave E, Suite 2 West Fargo, ND 58078 | 701-515-5500 | westfargopolice.com

Peter D. Nielsen

Chief of Police

Greetings,

I am requesting that the West Fargo Police Department consider investing in an alternative patrol vehicle, specifically an All-Terrain Vehicle (ATV). In today's ever-evolving landscape of law enforcement, versatility and agility are paramount. An ATV would be a game-changing asset that would significantly enhance the department's capabilities.

The City of West Fargo has experienced remarkable growth over the past five years, resulting in increased demands on the police department. This surge in population, businesses, and events has, at times, strained the department's ability to maintain the availability of patrol vehicles in proportion to the number of officers. To help address this challenge, I propose adding a Polaris ATV to the department's fleet. This versatile vehicle can facilitate up to six officers responding to an event without the need for a traditional squad car.

In 2024, the Lights Venue hosted several record-breaking concerts, necessitating increased officer presence. However, the maneuverability of patrol vehicles around the venue proved challenging. An ATV, on the other hand, offers the agility needed to navigate such environments efficiently. Moreover, during Cruise Night, the high density of pedestrian and vehicle traffic makes it difficult to operate a patrol vehicle safely. An ATV provides a mobile alternative capable of traversing sidewalks and tight spaces, ensuring rapid and safe responses in crowded scenarios. Another invaluable application for an ATV is accessing diversion areas that are typically out of reach for standard patrol vehicles. These rugged vehicles can navigate through challenging terrains, enabling officers to effectively monitor and manage areas that would otherwise remain inaccessible, thereby enhancing overall patrol efficiency and coverage.

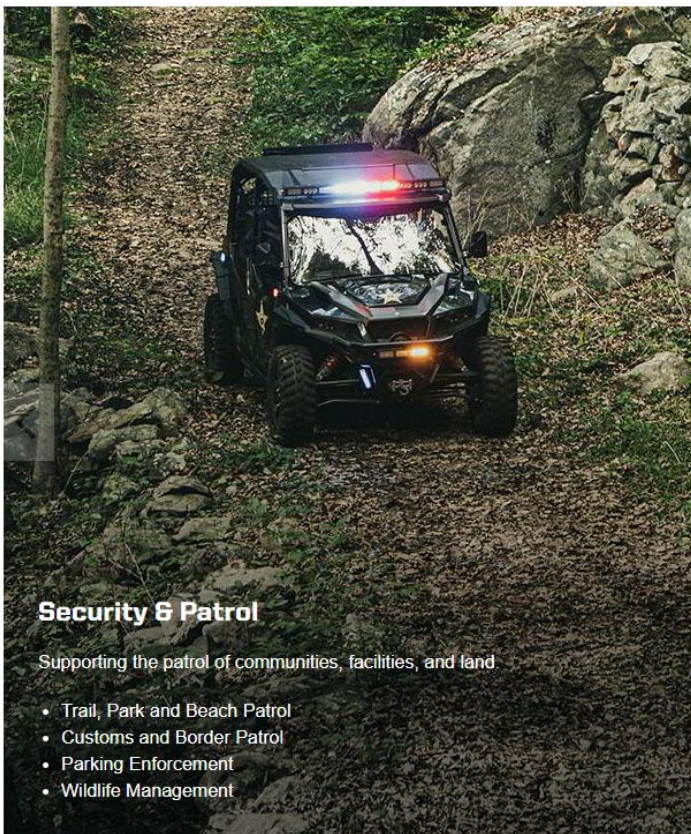
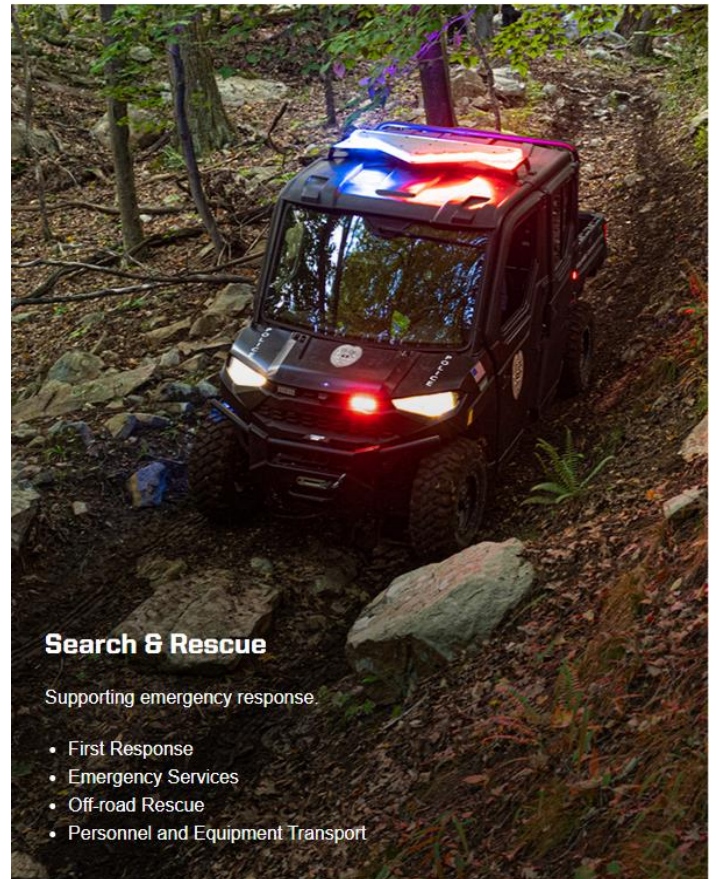
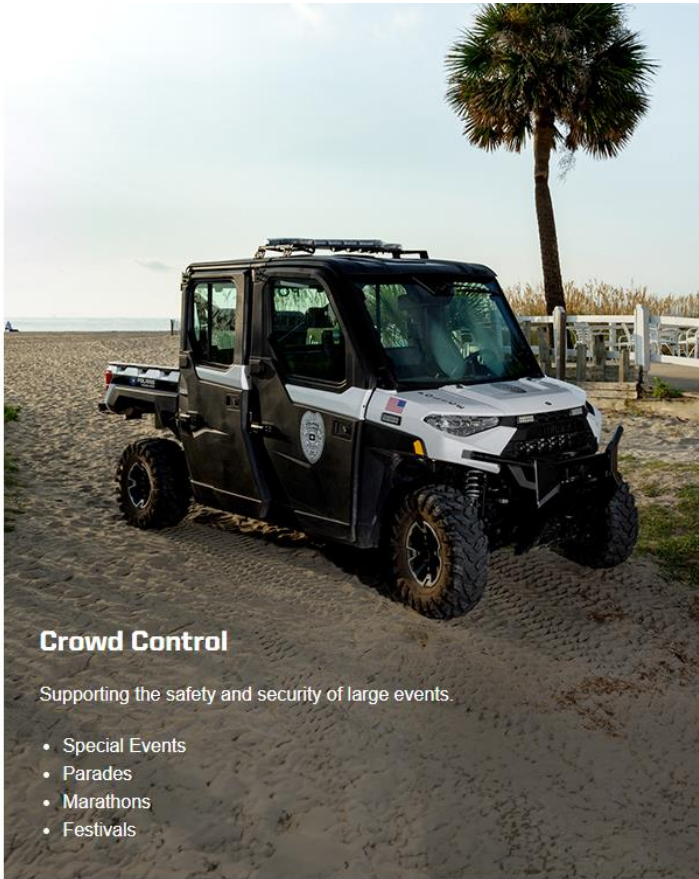
The ideal vehicle for the department's current and future needs is the Polaris Ranger 4-door crew cab with a bed, which can accommodate up to six officers, enabling them to respond to any event efficiently. Polaris offers government vehicles specifically designed for first responders, providing fully customizable options to meet the department's unique requirements. The Polaris ATV is a high-performance vehicle designed to meet the demanding needs of law enforcement. Investing in an ATV not only boosts the department's operational efficiency but also demonstrates a commitment to staying ahead in modern policing.

Attached to this letter are photos of a customized ATV. The total cost is less than the cost of a stock squad car prior to installation of all required equipment.

In conclusion, investing in an ATV is a strategic move that will significantly enhance the West Fargo Police Department's operational efficiency. This vehicle offers the versatility, cost-effectiveness, and mobility required to respond swiftly to various events and situations, ensuring the safety and security of our growing community. By choosing to add this type of vehicle to the fleet, we demonstrate our commitment to equipping our officers with the best tools available to serve and protect the citizens of West Fargo.

Respectfully,

Pete Nielsen
Chief of Police





"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, Senior Director of Community & Development

Date: June 2, 2025

Subject: Project No. 9021 - Wastewater Serviceability and Risk Reduction Study

Action: Award Study to Consultant

New Information and Recommendation:

In 2022 the City Commission approved a study for a grant application for the eventual construction of a redundant lift station to SA40 which currently pumps all the sewage from West Fargo to Fargo. The application was successful, and we have received a grant from the ND Department of Emergency Services to cover 75% of the cost of this study.

An RFP process was used, and we received proposals from four consultants to complete this work. The selection committee ultimately chose Moore Engineering as the engineering firm to use for the study.

This study will analyze the city's existing sanitary system and growth area to predict flows that will be ultimately pumped by the redundant lift station and analyze if there is opportunity to potentially split some of the flows and redirect them from SA-40 to this new lift station in the event of a failure of SA-40.

This study will conclude with a Basis of Design report that will cover civil site, sewer, civil process, structural, architectural, mechanical and electrical work for the redundant lift station as well as an opinion of probable cost.

This new lift station will be critical to construct and have in place when the FM Diversion has been completed, and West Fargo's growth area is removed from the flood plain. This study will provide critical information to the successful completion and implementation of the Growth Area Master Plan currently underway.

Staff is also engaging APEX Engineering to also be a part of this effort as they are the subconsultant to the firm chosen to complete the Growth Area Master Plan.

The next step in the process is to scope the proposed work out and ultimately proceed with the full study. It is estimated that the study will be completed by October of this year.

Staff Recommendation: Award Study to Consultant

Policy Analysis:

In preparation for future growth, this and other studies are needed to put the City of West Fargo in the best position to ultimately service the growth area as well as to provide redundancy for SA-40.

Financial Analysis:

The estimated cost of this work is \$370,740. Of this amount, 75% (\$278,055) will be covered with grant funding and the remaining 25% (92,685) is proposed to be paid via Capital Improvement Sales Tax.

Previously Presented Information and Commission Actions:

July 18, 2022 -

- **Staff Recommendation:** Approve Agreement with Burian and Associates to write and submit a BRIC Grant for a redundant lift station
- **Commission Action:** Commissioner Simmons moved, and Commissioner George seconded to approve. No opposition, motion carried.



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

To: West Fargo City Commission

From: Dan Hanson, Senior Director of Community & Development

Date: June 2, 2025

Subject: Mill and Overlays – Southside of Interstate 94

Action: Information and Discussion

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:

In 2023 the city was planning and designed a mill & overlay project for 7 different neighborhoods who at that time were constructed between 10-15 years previous. The streets in these neighborhoods have experienced considerable settlement from the utilities installed with the initial improvements.

By performing a mill & overlay, it corrects settlement and provides additional structure to extend the life cycle of the roadways. This is part of the maintenance of asphalt roadways to ensure the city is getting as much use out of them before they need to be reconstructed. This saves the city and taxpayers substantial costs over time.

On January 8, 2024, the Commission held the Hearing of Protest. There was a total of 1,355 parcels included in the district and we received 32 letters from property owners that contested the creation of the Improvement District. This constituted 1.94% of the percentage of the area of the parcels. The Commission voted not to move forward with the project at that time and currently this work is not included in the 2024 CIP.

Recently Public Works and the Engineering Department have been fielding numerous calls from these neighborhoods stating that something needs to be done to fix the roadways. Without proper maintenance, the life cycle of the roadways will be reduced, resulting in a reconstruction project needing to be done years before it would have been with regular maintenance including mill and overlays.

The following documents are attached for review/consideration:

- Exhibit showing neighborhoods included in the previous mill & overlay project.
- Exhibit showing properties that protested the creation of the Improvement District

Staff Recommendation: This has been brought forward for informational purposes and discussion. If the Commission is favorable towards staff bringing back these important projects, it will be brought forward at an upcoming meeting to begin the process of creating a new Improvement District identifying several neighborhoods to be milled and overlaid in 2026.

Previously Presented Information and Commission Actions:

From Previous Improvement District No. 2261 – 2024 Mill & Overlay (Various Neighborhoods)

February 5, 2024-

- **Staff Recommendation:** Approve Resolution to Dissolve Improvement District No. 2261
- **Commission Action:** Commissioner Olson moved, and Commissioner George seconded to approve. No opposition, motion carried.

January 8, 2024-

- **Staff Recommendation:** Conduct the Resolution of Necessity Hearing and Approve the Resolution of Insufficient Protests.
- **Commission Action:** Commissioner Olson moved, and Commissioner Simmons seconded. Commissioners Anderson, George, and Commission President Dardis voted no; motion failed on a 2 to 3 vote.

November 20, 2023-

- **Staff Recommendation:** Approve Amended Engineer's Report and Amended Resolution Declaring Work Necessary.
- **Commission Action:** Commissioner Simmons moved, and Commissioner Olson seconded to approve. Commissioner George opposed; motion carried on a 4 to 1 vote.

July 10, 2023

- **Staff Recommendation:** Approve Task Order No. 69-2 for "Basic Services and direct Engineer to prepare Plans and Specifications.
- **Commission Action:** Commissioner Simmons moved, and Commissioner Olson seconded to approve with the exception to continue to research additional funding methods. Commissioner George opposed; motion carried on a 4 to 1 vote.

February 6, 2023-

- **Staff Recommendation:** Create Improvement District No. 2261, Approve Engineer's Report, Authorize Resolution of Necessity; and Direct Engineering to prepare a Task Order for Basic Services.
- **Commission Action:** Commissioner Anderson moved, and Commissioner Olson seconded to approve, with the condition that staff look into other options to fund this project to reduce or remove special assessment. Commissioner George and Commissioner Simmons voted no. Motion carried on a 3 to 2 vote.



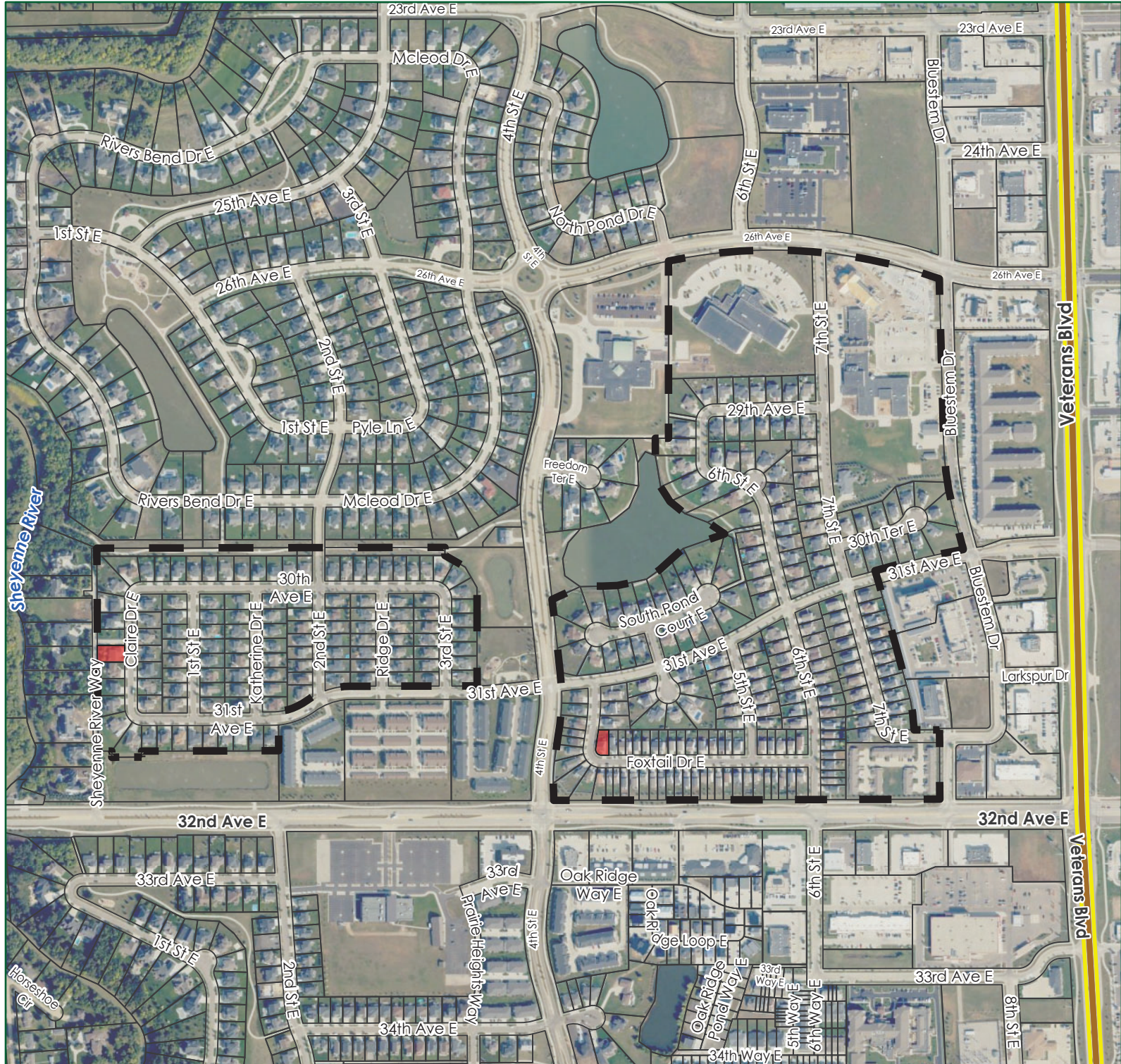
Figure 1: Project Areas - Westport Beach and The Wilds



Figure 2: Project Areas - Maple Ridge and South Pond



Figure 3: Project Areas - West River, Shadow Wood, and Reserve at Osgood



STREET IMPROVEMENT DISTRICT NO. 2261

North Neighborhoods

CITY OF WEST FARGO

Date Exported: 1/2/2024

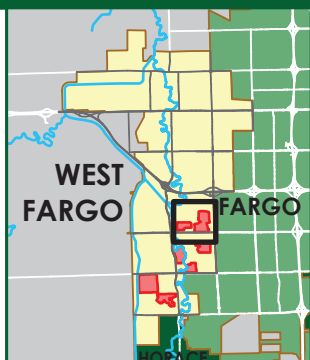


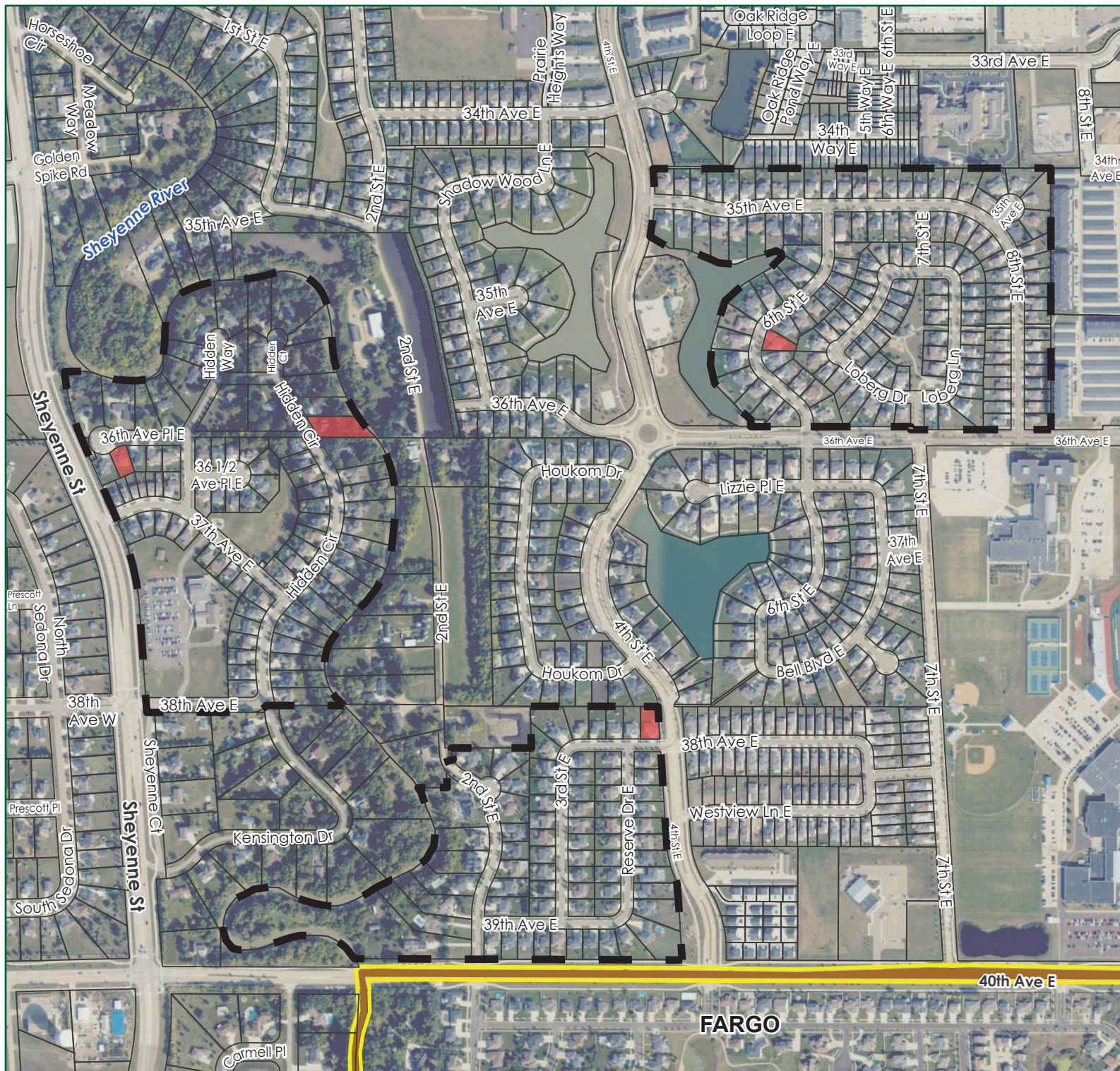
PARCEL SUMMARY

Total Number of Parcels in District: 1,355
 Total Area of Parcels in District: 362.6 ac
 Total Number of Parcels in Opposition: 31
 Total Area of Parcels in Opposition: 7.04 ac
 Percentage of area of Parcels in Opposition: 1.94%



- Improvement District
- Opposition Letter Received
- Parcel Boundary
- City Boundary





STREET IMPROVEMENT DISTRICT NO. 2261

Central Neighborhoods



Date Exported:
1/2/2024

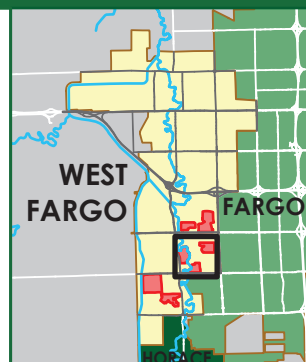


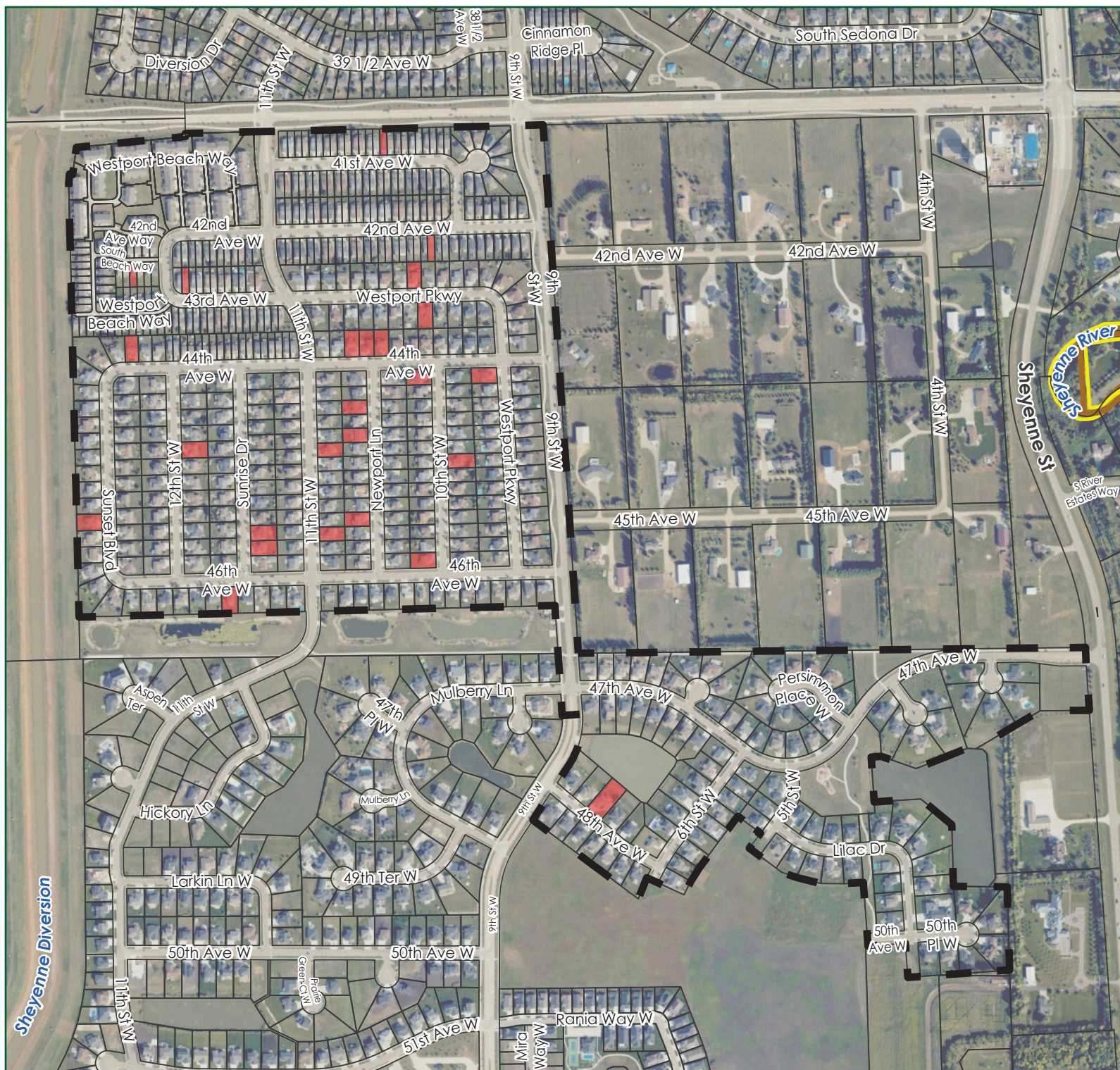
PARCEL SUMMARY

Total Number of Parcels in District: 1,355
 Total Area of Parcels in District: 362.6 ac
 Total Number of Parcels in Opposition: 31
 Total Area of Parcels in Opposition: 7.04 ac
 Percentage of area of Parcels in Opposition: 1.94%



- Improvement District
- Opposition Letter Received
- Parcel Boundary
- City Boundary





STREET IMPROVEMENT DISTRICT NO. 2261

South Neighborhoods



Date Exported:
1/2/2024

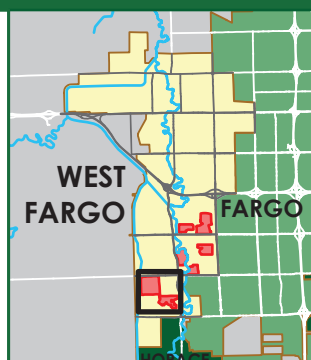


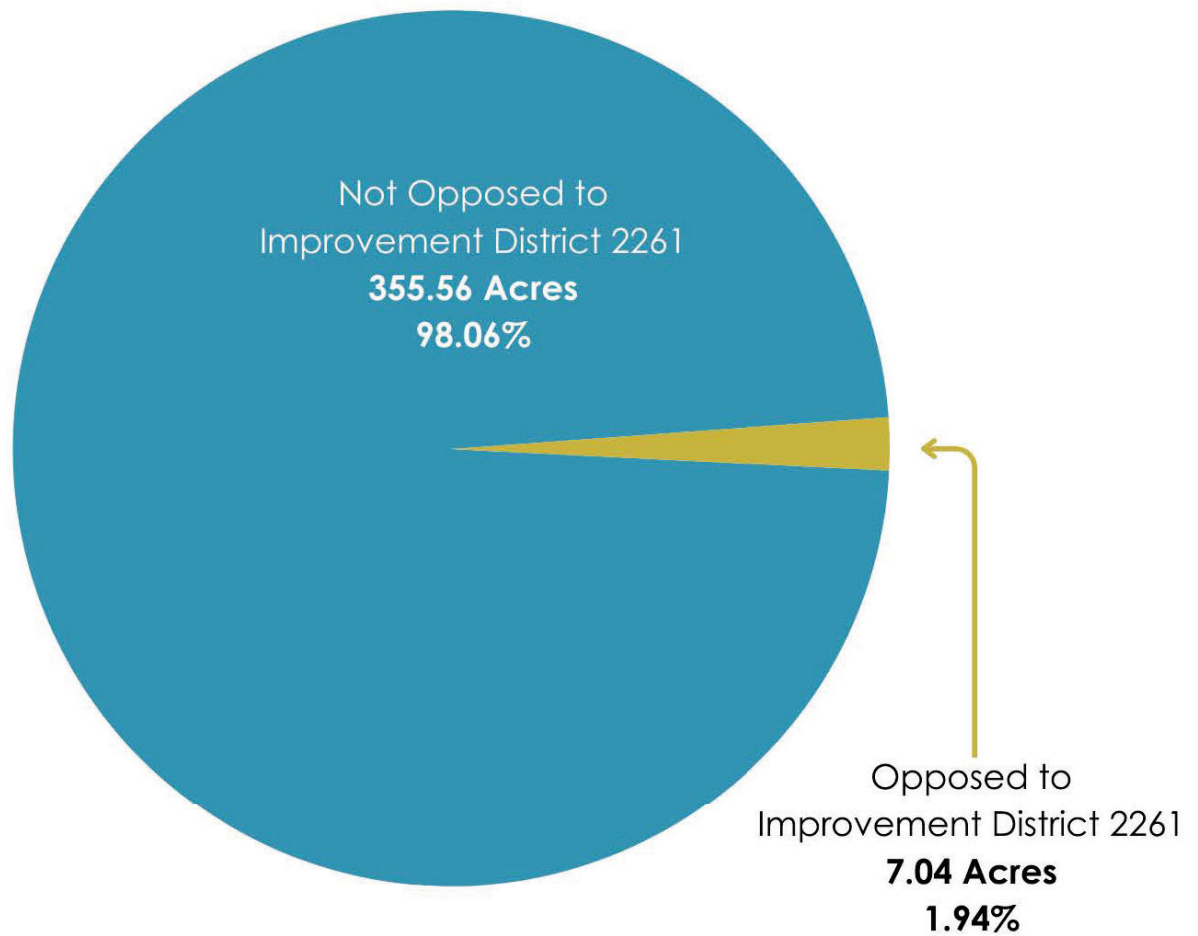
PARCEL SUMMARY

Total Number of Parcels in District: 1,355
 Total Area of Parcels in District: 362.6 ac
 Total Number of Parcels in Opposition: 31
 Total Area of Parcels in Opposition: 7.04 ac
 Percentage of area of Parcels in Opposition: 1.94%



- Improvement District
- Opposition Letter Received
- Parcel Boundary
- City Boundary





STREET IMPROVEMENT DISTRICT NO. 2261



PARCEL SUMMARY

Total Number of Parcels in District: 1,355
 Total Area of Parcels in District: 362.6 ac
 Total Number of Parcels in Opposition: 31
 Total Area of Parcels in Opposition: 7.04 ac
 Percentage of area of Parcels in Opposition: 1.94%



"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, Senior Director of Community & Development
Services

Date: June 2, 2025

Subject: Improvement District No. 2265 – 9th Street NE (Main Ave to 12th Ave
NE)

Action: Review and Approve Purchase Agreement

New Information and Recommendation:

The reconstruction of both 9th St. NE and 7th Ave NE is underway and scheduled to be bid in October. Part of the design of the 9th Street reconstruction is to install a northbound frontage road along the east side of 9th St NE to provide access control for multiple business driveways. By limiting the number of access points to 9th St. NE, it will provide a much safer corridor by eliminating conflicting turning movements. Additionally, the intersection of 9th St. NE and 7th Ave. NE will have a roundabout installed similar in scope and size to the existing roundabout located at 9th St. NE and 12th Ave. NE.

To do this work, right-of-way is needed from the Runck property located at the NE corner of this intersection for the installation of the access to the frontage road and the roundabout.

This property is currently being platted as R&R First Addition which is attached to this agenda packet showing both areas of right-of-way being purchased.

The following documents are attached for review/consideration:

- R & R First Addition Final Plat
- Purchase Agreement

Staff Recommendation: Review and Approve Purchase Agreement

Policy Analysis:

Access control on our major roadways in West Fargo is critical to provide safe and efficient corridors for the traveling public.

Financial Analysis:

The purchase price for the property as shown in the attached purchase agreement is in the amount of \$90,835 and these costs will be paid for from the construction fund set up for the referenced project number and be part of the overall cost of the project and included in the Improvement District.

Previously Presented Information and Commission Actions:

December 16, 2024 –

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

August 5, 2024 –

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

June 5, 2023 –

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

May 1, 2023 –

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

August 1, 2022-

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

April 18, 2022-

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

Feb 22, 2022-

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

Dec 7, 2020-

City Commission authorized grant application



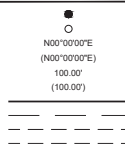
R & R FIRST ADDITION

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

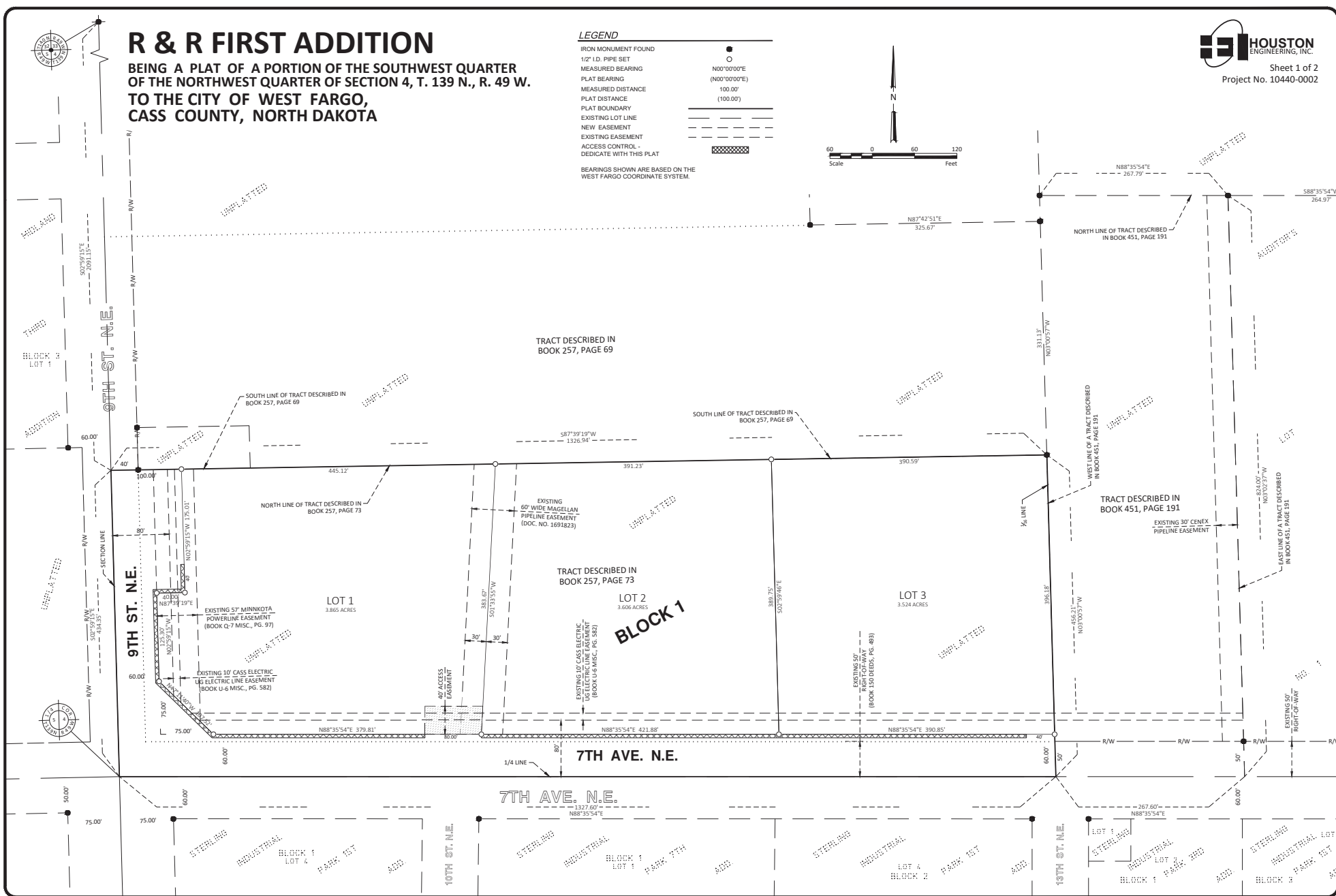
LEGEND

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

BEARINGS SHOWN ARE BASED ON THE
WEST FARGO COORDINATE SYSTEM.



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R & R FIRST ADDITION

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

OWNERS' CERTIFICATE AND DEDICATION:

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

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

Said tract contains 13.564 acres, more or less.

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

OWNERS:

Craig A. Runck and Wanda Runck, husband and wife
Owners of the plat less portions of the plat being dedicated as right-of-way

Craig A. Runck Wanda Runck

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

Lannie D. Runck and Ann Runck, husband and wife
Owners of the plat less portions of the plat being dedicated as right-of-way

Lannie D. Runck Ann Runck

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

City of West Fargo
Owner of portions of the plat being dedicated as right-of-way

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

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

SURVEYOR'S CERTIFICATE AND ACKNOWLEDGEMENT:

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

Dated this _____ day of _____, 20____.

Curtis A. Skarphol
Professional Land Surveyor No. 4723

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

CITY ENGINEER'S APPROVAL:

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

Daniel R. Hanson, City Engineer

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

WEST FARGO PLANNING COMMISSION APPROVAL:

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

Joseph F. Kolb, Chairman
West Fargo Planning Commission

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

WEST FARGO CITY ATTORNEY APPROVAL:

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

Katie J. Schmidt, City Attorney

State of North Dakota)
County of Cass) ss

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

Notary Public: _____

WEST FARGO CITY COMMISSION APPROVAL:

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

Bernie L. Dardis
President of the West Fargo City Commission

Dustin T. Scott
City Auditor

State of North Dakota)
County of Cass) ss

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

Notary Public: _____



Sheet 2 of 2
Project No. 10440-0002

PURCHASE AGREEMENT

THIS PURCHASE AGREEMENT (the "Agreement") is made this 1st day of May, 2025, by Lannie D. Runck and Ann Runck, husband and wife, whose post office address is 20630 – County Highway 22, Detroit Lakes, MN 56501-7032; and Craig Runck and Wanda Runck, husband and wife, whose post office address is 3730 – 163rd Avenue SE, Mapleton, North Dakota 58059-9760 ("Seller"); and the City of West Fargo, a municipal corporation and political subdivision of the State of North Dakota, whose post office address is 2515 – 6th St. E., West Fargo, North Dakota 58078 (the "City").

RECITALS

WHEREAS, the City has created Project No. 2265 – 9th Street NE/7th Avenue NE Reconstruction, a street improvement project (the "Project"); and the City must acquire certain real property interests for the purpose of reconstructing and urbanizing 9th Street NE between Main Avenue East and 12th Avenue East, including a three-lane section with center turn lanes, pedestrian facilities, lighting, railroad crossing upgrades, stormwater/drainage, and other City utility modifications.

WHEREAS, the Grantor has agreed to sell, grant, and convey unto the City the Purchase Property, as more specifically described below, for the purpose of reconstructing and urbanizing 9th Street NE between Main Avenue East and 12th Avenue East, including a three-lane section with center turn lanes, pedestrian facilities, lighting, railroad crossing upgrades, stormwater/drainage, and other City utility modifications, subject to the terms and conditions contained in this Agreement.

WITNESSETH, Seller agrees to sell the City the property described below, subject to the terms and conditions contained in this Agreement:

AGREEMENT

1. **The Purchase Property.** Seller agrees to sell, and the City agrees to purchase, upon the terms and conditions contained in this Agreement, the following real property in Cass County, North Dakota:

That part of the Southwest Quarter of the Northwest Quarter of Section 4, Township 139 North, Range 49 West of the Fifth Principal Meridian, City of West Fargo, Cass County, North Dakota, described as follows:

A strip of land 40.00 feet wide, lying westerly of and being coincident with the following described line:

Commencing at the southwest corner of the Northwest Quarter of said Section 4; thence North 02°59'13" West, along the westerly line of said Section 4, for a distance of 434.35 feet to the northwest corner of a tract of land described in Book 257 of Deeds, Page 73, on file at the Cass County Recorder's Office; thence North 87°39'21" East, along the northerly line of said tract, for a distance of 100.00 feet to a point of intersection with the easterly line of the West 100.00 feet of said Section 4, said point being the true point of beginning of the line to be

described; thence South 02°59'13" East, along the easterly line of the West 100.00 feet of said Section 4, for a distance of 175.00 feet, said line there terminating.

Together with

That part of the Southwest Quarter of the Northwest Quarter of Section 4, Township 139 North, Range 49 West of the Fifth Principal Meridian, City of West Fargo, Cass County, North Dakota, described as follows:

Commencing at the southwest corner of the Northwest Quarter of said Section 4; thence North 02°59'13" West, along the westerly line of said Section 4, for a distance of 60.02 feet to a point of intersection with the northerly line of the South 60.00 feet of said Section 4; thence North 88°35'56" East, along the northerly line of the South 60.00 feet of said Section 4, for a distance of 60.02 feet to a point of intersection with the easterly line of the West 60.00 feet of said Section 4, said point being the true point of beginning; thence North 02°59'13" West, along the easterly line of the West 60.00 feet of said Section 4, for a distance of 75.00 feet; thence South 47°11'40" East for a distance of 107.52 feet to a point of intersection with the northerly line of the South 60.00 feet of said Section 4; thence South 88°35'56" West, along the northerly line of the South 60.00 feet of said Section 4, for a distance of 75.00 feet to the true point of beginning

Said tract contains 9,820 square feet, more or less.

The property described above is the "Purchase Property."

2. **Warranty of Title.** Seller warrants that Seller is the fee simple owner of the Purchase Property; that Seller has the right to enter into this Agreement and to make the promises, covenants, and representations contained in this Agreement; that this Agreement does not violate any mortgage or other interest held by any third party regarding the Purchase Property, or any portion of the Purchase Property; that there are no outstanding unpaid bills incurred for labor, materials, or services regarding the Purchase Property, or any portion of the Purchase Property; and that, as of closing, there will be no recorded or unrecorded liens, security interests, or any outstanding, pending, or threatened suits, judgments, executions, bankruptcies, or other proceedings pending or of record that would in any manner impact title to the Purchase Property, or any portion of the Purchase Property. Seller will release, hold harmless, defend, and indemnify the City and its officers, agents, representatives, employees, and contractors from and against any and all claims, damages, injuries, or costs arising out of or in any way related to any title defects or related damages arising from title defects regarding the Purchase Property. Seller will not grant, sell, convey, or in any way encumber the Purchase Property prior to the parties' closing.

3. **Fixtures, Structures and Personal Property.** Unless otherwise agreed by the parties, any buildings, structures, fixtures, personal property, or other items left on the Purchase Property on the date of closing will automatically become the City's property, without the need for any bill of sale or any other written instrument or agreement.

4. **Purchase Price.** The purchase price for the Purchase Property is NINETY THOUSAND EIGHT HUNDRED THIRTY-FIVE DOLLARS (\$90,835.00) (the "Purchase Price"). The City will pay Seller the Purchase Price at closing.

5. **Inspections and Environmental.** Following Seller's execution of this Agreement, the City shall be entitled to conduct inspections of the Purchase Property at its own expense. If the City determines a Phase I environmental site assessment or other assessment or investigation is necessary, then the City may conduct such studies prior to closing.

The City is not responsible for pre-existing environmental contamination or liabilities. With respect to any property with past or present commercial or industrial use, or which is adjacent to the Purchase Property, or which is suspected of having underground tanks or hazardous contaminants, Seller shall provide by separate writing information identifying what, if any, underground tanks and/or hazardous materials other than incidental demolition or household wastes have been deposited or stored on the Purchase Property. If Seller fails to provide such separate writing, or if the City's studies show the existence of such materials under this Agreement, the City shall have no obligation to acquire the Purchase Property. Seller shall remove any such hazardous materials and any containers at Seller's own expense and provide certification from the appropriate agency that the Purchase Property have been cleared of such contaminants prior to closing.

6. **Closing and Possession.** Closing will occur on or before _____, _____, unless extended for purposes of correcting title or unless otherwise agreed by the parties. The parties agree that The Title Company will be the closing agent for this Agreement and closing will take place at The Title Company's office at 35 4th St N, Suite #102, Fargo, ND 58102. At closing, Seller will execute and deliver to the City a Warranty Deed conveying good and marketable title to the Purchase Property, free and clear of all mortgages, liens, or any other encumbrances. The parties agree to promptly execute and deliver any other instruments or documents necessary to carry out the purposes of this Agreement before, at, or following closing.

7. **Tenants.** Seller will promptly notify any of Seller's Tenants, if any, of this Agreement, of the Project, of the City's rights under this Agreement, and of the potential for disruption of any Tenant's rights regarding the Purchase Property prior to closing. Additionally, Seller will promptly provide the City with any Tenant's contact information. The City will not be liable or otherwise responsible to any of Seller's Tenants for interference with any of Tenant's rights regarding the Purchase Property.

8. **Title Examination.** Seller will furnish the City with a duly certified Abstract of Title to the Purchase Property continued to a recent date. If title to the Purchase Property, or any portion thereof, is unmarketable, Seller will cooperate with the City to clear any title defects and to render title marketable.

9. **Taxes.** With regard to the Purchase Property, Seller agrees to pay all taxes and special assessments or assessments for special improvements due, levied, or assessed for the year 2023, which are due and payable in the year 2024, and all prior years (and 2024 if closing does not occur in 2024). The parties will prorate all real estate taxes and special assessments or assessments for special improvements as of the date of closing for the year in which the closing occurs.

10. **Risk of Loss.** Seller shall remain responsible for all taxes, mortgage payments, insurance premiums and bear the risk of loss up to and through the date of closing with respect to general liability, liability for personal injury, and any damage or casualty loss with respect to the Purchase Property, resulting from the use, occupancy, and maintenance of the Purchase Property.

11. **Closing Costs.** The City will be responsible for the costs of updating Abstracts, title examination fees, preparation of the Warranty Deed, preparation of this Agreement, preparation and expenses of any survey, and all costs related to title examination. Seller will be responsible for the costs of preparation of and recording expenses of all releases, satisfactions, and title corrective documents, and all costs associated with correcting title defects.

12. **Forbearance or Waiver.** The failure or delay of the City to insist on the timely performance of any of the terms of this Agreement, or the waiver of any particular breach of any of the terms of this Agreement, at any time, will not be construed as a continuing waiver of those terms or any subsequent breach, and all terms will continue and remain in full force and effect as if no forbearance or waiver had occurred.

13. **Survival.** The terms of this Agreement will survive the closing on the Purchase Property.

14. **Assignment.** Seller will not transfer or assign this Agreement or any rights or obligations under this Agreement without the express written consent of the City.

15. **Governing Law.** This Agreement will be construed and enforced in accordance with North Dakota law. The parties agree any litigation arising out of this Agreement will be venued in State District Court in Cass County, North Dakota, and the parties waive any objection to venue or personal jurisdiction.

16. **Severability.** If any court of competent jurisdiction finds any provision or part of this Agreement is invalid, illegal, or unenforceable, that portion will be deemed severed from this Agreement, and all remaining terms and provisions of this Agreement will remain binding and enforceable.

17. **Entire Agreement.** This Agreement, together with the relevant closing documents, as well as the Warranty Deed, and including any amendments to those documents, constitutes the entire agreement between the parties regarding the matters described in this Agreement, and this Agreement supersedes any previous oral or written agreements between the parties.

18. **Modifications.** Any modifications or amendments of this Agreement must be in writing and signed by both parties to this Agreement.

19. **Binding Effect.** The covenants, terms, conditions, provisions, and undertakings in this Agreement, or in any amendment, will be binding upon the parties' successors and assigns.

20. **Cooperation.** The parties agree to cooperate fully, to execute any and all additional documents, and to take any and all additional actions that may be necessary or appropriate to give full force and effect to the basic terms and intent of this Agreement and to accomplish the purposes of this Agreement.

21. **Representation.** The parties, having been represented by counsel or having waived the right to counsel, have carefully read and understand the contents of this Agreement, and agree they have not been influenced by any representations or statements made by any other parties.

22. **Headings.** Headings in this Agreement are for convenience only and will not be used to interpret or construe its provisions.

23. **Counterparts; Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission, *DocuSign* or similar service, or e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page was an original thereof.

(Signatures appear on the following pages.)

IN WITNESS WHEREOF, the parties executed this Agreement on the date written above.

CITY OF WEST FARGO

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

ATTEST:

Dustin T. Scott, City Administrator

SELLERS



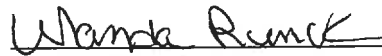
Lannie D. Runck



Ann Runck



Craig Runck



Wanda Runck



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

To: West Fargo City Commission

From: Dan Hanson, Senior Director of Community & Development

Date: June 2, 2025

Subject: Meadowridge Development Reconstruction

Action: Create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order

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 recently completed Core Area Study identified this project as the 2nd highest priority project in the project scoring algorithm as the sanitary sewer is basically flat which if left unattended can cause sewage backups. Public Works continually flush these sanitary sewer lines to keep sewage flowing.

In addition to the sanitary sewer issues, the watermain in this area is asbestos concrete pipe that has reached its design life and is in need of replacement.

Lastly, in 2023 a study was completed of the Meadow Ridge neighborhood in its entirety. The original intent of that study was to determine the ability for the city to perform a mill & overlay of the neighborhood to extend the life of the roadways, however it was discovered that there are many areas that only have 2" to 4" of asphalt. Due to this, a mill & overlay is not an option and with the age of the utilities the study resulted in a recommendation of a phased reconstruction of the area.

Attached are two exhibits from that report. The first exhibit shows this proposed project area as the top priority due to the utility issues. The second exhibit shows the results of a ground penetrating radar scan which determined that much of the project area has only 2" to 6" of asphalt.

The following documents are attached for review/consideration:

- Exhibits from the Meadow Ridge 2023 Mill & Overlay report
- Improvement District Map
- Task Order No. 96
- Associated Resolutions

Staff Recommendation: Create Improvement District No. 3008, Direct Engineer to prepare Engineer's Report and Approve Task Order No. 96

Background and Project Summary:

As stated above, the two studies have identified this project as a high priority and the Core Area Study stated this project to be completed in 2026.

Financial Analysis:

The Core Area Study estimated the costs of this project to be \$5,000,000 which did not include 5th Avenue East located west of 21st Street East. The Engineer's Report that will be brought back to the Commission for approval will provide an estimated planning cost to include all work and estimated

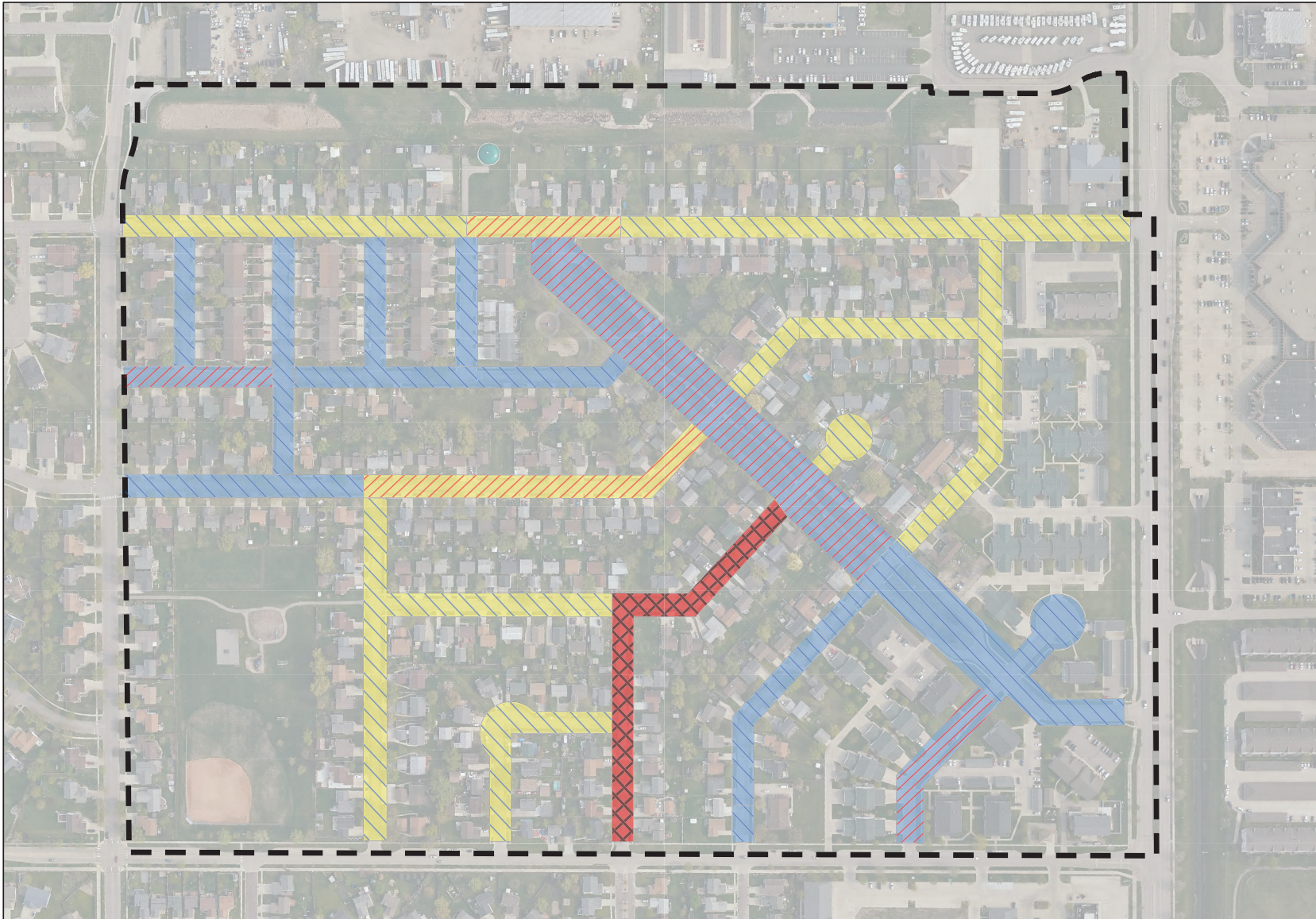
special assessments. 70% of the project is proposed to be paid for utilizing Capital Improvement Sales Tax and 30% of the project costs are proposed to be specially assessed to benefitting properties.

A grant has been applied for to help cover the costs of the replacement of the watermain. This is the same grant that was obtained in the Westwood neighborhood reconstruction project. If we successfully can secure these grant funds, they would be used to buy down the cost of the project.

Previously Presented Information and Commission Actions:

Improvement District No. 2281:

- On March 18, 2024, the Commission was presented with the results of the Meadow Ridge Mill & Overlay study. In that presentation the findings of the sanitary sewer and watermain issues were noted.
- No formal action was taken.



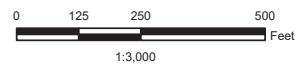
Legend

- Phase 1 - Full Reconstruction with Urgent Utility Issues
- Phase 2 - Full Reconstruction
- Phase 3A: Full Reconstruction - OR - 3B: Mill & Overlay Alternative

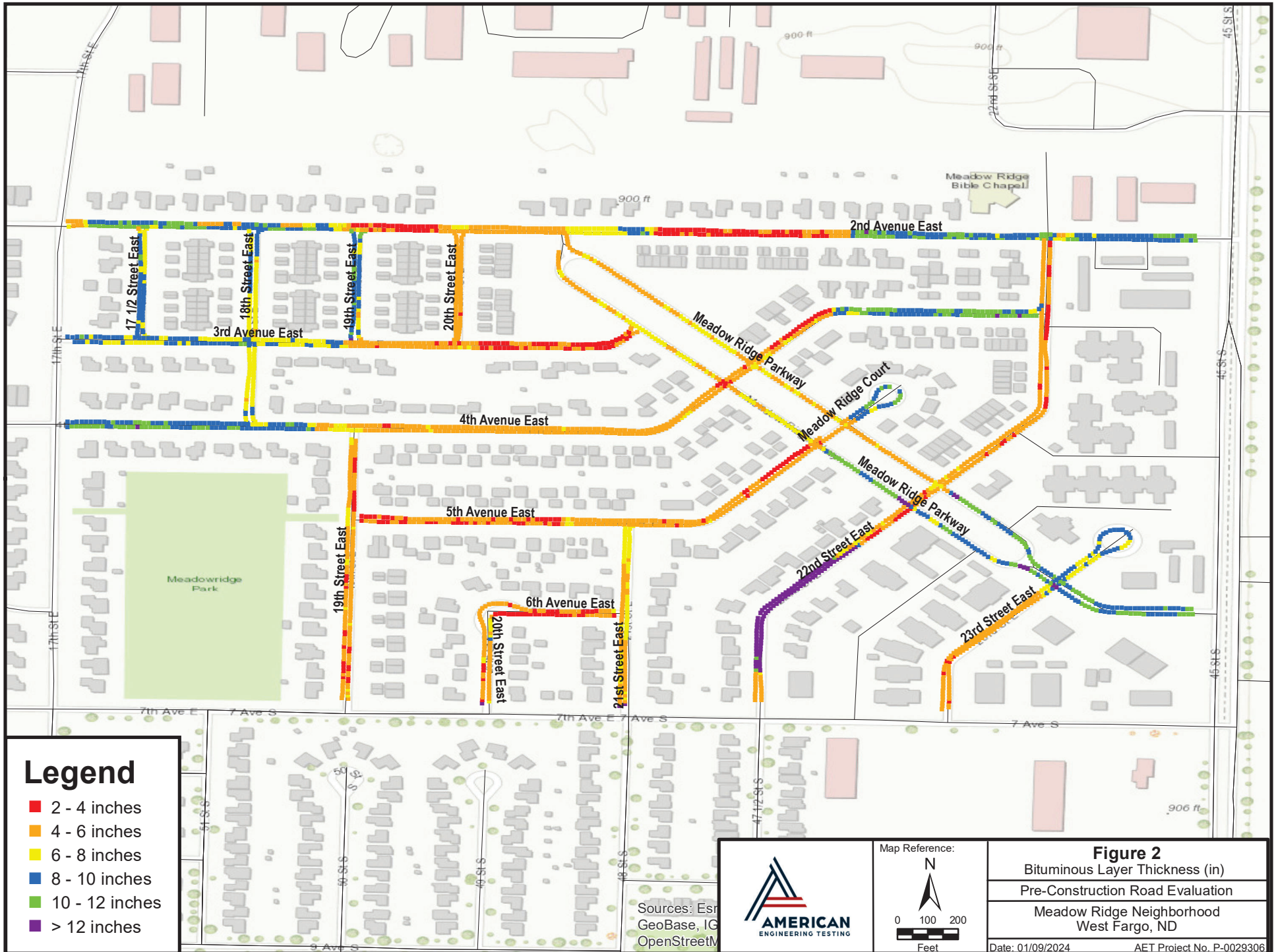
Utility Replacements to be included in Full Reconstruction

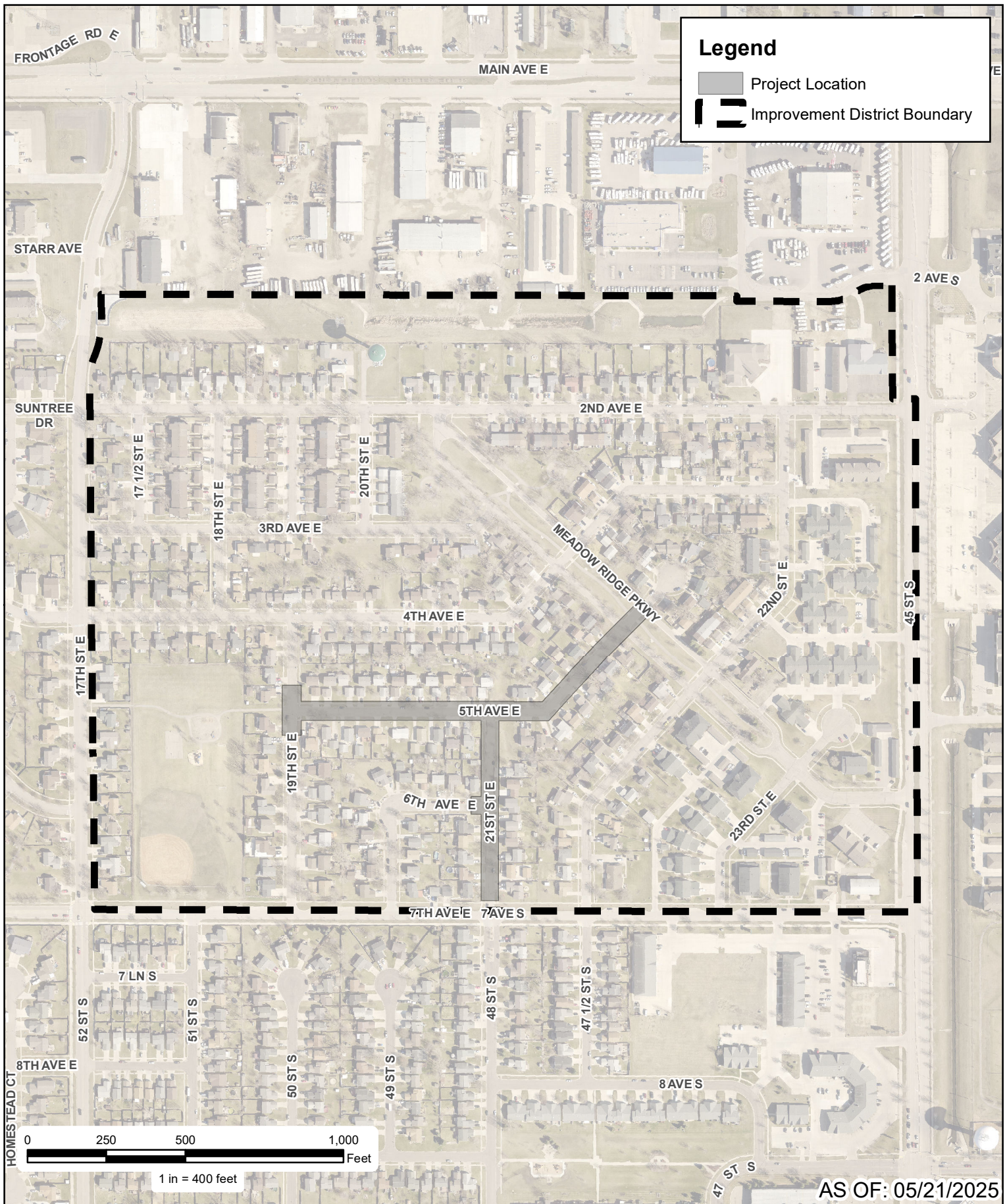
- Storm Sewer
- Storm Sewer and Water
- Storm Sewer, Water, and Sanitary Sewer

PROPOSED PROJECT PHASING MEADOW RIDGE IMPROVEMENTS WEST FARGO, NORTH DAKOTA



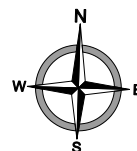
Created By: BCM Date Created: 02/21/2024 Date Saved: 03/11/24 Date Plotted: N/A Date Exported: 03/11/24
 Plotted By: Parcel Date: 10/16/23 Aerial Image: 2021 County NAD SIDS Elevation Data: Lidar
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3202 Feet Vertical Datum: NAD 1988
 T:\Projects\235000\2350410_ArcPro\23504_ProposedImprovements\23504_ProposedImprovements.aprx





**IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT NO. 3008
MEADOW RIDGE RECONSTRUCTION - PHASE 1
WEST FARGO, NORTH DAKOTA**

Created By: TJS Date Created: 09/15/23 Date Saved: 05/21/25 Date Plotted: NEVER Date Exported: 05/21/25
Plotted By: tanner.schmidt Parcel Date: N/A Aerial Image: 2021 FM Metro Elevation Data: Lidar
Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
Q:\Projects\30000\30200\30202\30202_Dist3008MeadowRidgeReconstructionPhase1\GIS\APR\30202_ImprovementDistrictMap.mxd



moore
engineering, inc.

EXHIBIT A to MSA

Task Order for Additional Services

This is Task Order No. 96
consisting of 8 pages.

Task Order 96

In accordance with Paragraph 9 of the Master Agreement for Professional Services, dated January 1, 2024 and approved by the West Fargo City Commission ("Commission") on December 18, 2023 ("Agreement"), the City of West Fargo ("City") and Moore Engineering, Inc. ("Engineer" or "MEI") agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 22, 2025
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Improvement Dist. No. 3008
- e. Specific Project Description: Replacement of Water Supply, Sewerage System, Street Reconstruction, and Incidentals.
- f. Specific Project Location: Meadow Ridge Reconstruction - Phase I
- g. Summary of Previous Services: Task Order 77: Prepare a Feasibility Study to better define the scope, cost, and preliminary special assessments for an asphalt mill and overlay project. The project is to include asphalt rehabilitation, curb and gutter drainage, and sanitary sewer deficiency improvements.

Task Order 77-1: Define the scope of the geotechnical administration efforts necessary to supplement the Feasibility Study to better define the project scope and cost.

Task Order 77-2: The effort in previous task orders including historical project research, review of existing underground facilities, and review of existing pavement sections resulted in the recommendation to reconstruct Meadow Ridge and develop a comprehensive storm water model of the neighborhood. This task order included preparation of a technical memorandum with a summary of existing conditions findings, recommended improvements, estimated project costs, and recommended project phasing.

- h. Summary of Services: The current task order is to prepare a Feasibility Study for the recommended first reconstruction phase from Task Order 77-2 including all prior information developed in the above Task Orders. This effort will also include the initial tasks related to public outreach and right-of-way administration along with a comprehensive review of the entire Meadow Ridge storm sewer network to determine potential alternatives for improving its inadequacies.

2. Services of Engineer

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

A. Study and Report Services

1. Feasibility Study tasks to include:

- a. Preparation for and attendance of project kick-off and scoping meeting with Owner to establish City's expectations for project and Moore's services.
- b. Review of existing facilities and conditions to determine issues and needs. This may involve obtaining, coordinating, and reviewing third party investigation in the form of sewer televising or geotechnical evaluation. Additionally, this will involve review of as-built drawings and other available records, previously completed studies or reports, and discussions with Public or Engineering Staff.
- c. Identify and define proposed improvements to address issues identified by City and in review of existing facilities and conditions. Presentation of proposed improvements to City staff (one meeting) and updates to proposed improvements based on staff feedback (one iteration).
- d. Stormwater Analysis & Evaluation: Moore understands the Meadow Ridge neighborhood was constructed prior to current stormwater design standards and has historically had issues with storm water drainage. It is understood that the City has also acquired property for the purpose of creating/identifying regional storm water retention (i.e. storage) areas. GIS records indicate a complicated, existing storm sewer system, with multiple trunk lines and multiple cross-connecting pipes with other adjacent systems. As storm sewer improvements are a critical element of the multi-phase reconstruction plan of this neighborhood's infrastructure, Moore will investigate existing conditions will consider infrastructure improvements & alternatives with the intent of improving existing conditions.
 - 1) Meet with the City, to discuss master planning, including model selection.
 - 2) Develop an existing conditions stormwater model with the following assumptions:
 - a) Be at block-level scale; specifically, the model will include storm sewer pipes from intersection to intersection. Inlet-level precision will not be included in the model. The final model is to be completed during the design phase of this project.
 - b) Available survey data, public LiDAR, County soils data, and aerial imagery will be used to develop hydrology for the model, following the SCS (NRCS) Curve Number method.
 - c) Model pipes based on as-built elevation and size data, where available, and survey data where as-built drawings do not exist.
 - 3) Develop rudimentary inundation maps for the 2-, 5-, 10-, and 100-year events and present the map for review and comment, to confirm assumptions made in developing the model.

- 4) Develop three to four improvement alternatives with the intent of lowering flood elevations and rule out infeasible alternatives. We anticipate these improvement alternatives will include:
 - a) Increasing storage capacity at vacant lots on 3rd, 4th, and 5th Avenues.
 - b) Design the storm sewer system to pass between a 2-year to 5-year event without pipes surcharging.
 - c) Consider pond modifications to existing regional storm water ponds on the north side of the neighborhood and identify potential improvements to city-owned vacant parcels.
 - 5) Develop cost estimates for feasible improvement alternatives that will be incorporated into the total project cost estimate and report document.
- e. Identification of potential land acquisition needs for proposed improvements. This may involve review of City plats and NDRIN.
- f. Identification of potential permitting and/or necessary environmental considerations for proposed improvements.
- g. Identification of potential utility conflicts and considerations for proposed improvements. This may involve preliminary discussions with utility companies and acquisition of utility maps.
- h. Identify and define no more than two (2) project alternatives based on proposed improvements, land acquisition needs, permitting needs, utility conflicts and consideration, and City feedback.
- i. Prepare for and attend one (1) meeting with City Staff to determine feasibility and selection of preferred alternative(s). Prepare recommendation based on City Staff feedback and feasibility study analysis of project area.
- j. Prepare preliminary GIS and/or CADD project maps for proposed improvements and alternatives.
- k. Prepare preliminary estimates of cost for proposed improvements and alternatives.
- l. Finalize study and present report to Owner (one meeting).

B. *Additional Design Related Services*

1. Private Utility Administration

- a. Coordination with private utility entities to obtain current utility maps, conduct map reviews, and communicate potential, significant private utility impacts/conflicts.
- b. Discuss with private utility entities the best solution for the project, including easement document research, franchise agreement coordination, notices, etc. and begin potential relocation efforts if necessary.

2. Right-of-Way Administration

- a. Prepare concept exhibits for proposed right-of-way and easement acquisition for City and Property Owner(s).

- b. Generate contact information spreadsheet and dashboard for each property owner within the Improvement District, and prepare and mail an introduction letter that describes the proposed Improvements and right-of-way needs.
- c. Correspondence and meetings with City and Property Owner(s) for proposed right-of-way and easements necessary to construct the Project.
- d. Participate in initial negotiation of terms of easement or land acquisition with Property Owner(s).

3. Public Outreach

- a. Coordinate with the City regarding the scheduling, location, and scope of public project meeting(s). Visit meeting location facility to better understand meeting format and functionality, if necessary.
- b. Prepare public project meeting agenda, presentation, and meeting content; review meeting with City (1 meeting).
- c. Assist City with advertising mailer and website content.
- d. Hold one debriefing meeting with City to discuss results of the public meeting.
- e. Complete all required public meeting correspondence/follow-up with City or residents after public meeting.

C. *Additional Funding Services*

1. Special Assessment Administration

- a. Coordinate with City Engineer to establish benefitting area (boundary) and provide legal description along with an illustrative map for the Owner to use in creating the Special Assessment District per ND Century Code requirements.
- b. Based on proposed infrastructure at specified project stages, prepare (or update) benefitting area maps, assessment benefit methodology and preliminary special assessment allocations based on City Policy at the following project stages:
 - 1) City Engineer's Report
 - a) Feasibility Study
 - ~~b) City Preliminary Engineer's Report results (if applicable)~~
 - c) City Final Engineer's Report results
 - ~~2) After bid results compiled~~
 - ~~3) After Projected Final intermediately completed during construction (as directed by Owner)~~
 - ~~4) Final map and allocation spreadsheet with Final Costs provided by City.~~
- ~~c. Document project for public presentation purposes to demonstrate scope, scale, potential improvements, etc. (i.e. photos, drone footage, etc.).~~
- ~~d. As directed by the Owner, prepare presentation documents and attend meetings with the Special Assessment Commission and/or Board of City Commissioners.~~

- ~~1) Task order includes two Special Assessment Commission meetings and one meeting with the City Commission.~~
 - ~~e. Provide public communications as directed regarding special assessments for the improvement(s) related to this Task Order.~~
 - ~~f. Prepare for and attend one special assessment hearing with the Special Assessment Commission and provide support for the Owner staff and Special Assessment Commission for the hearing.~~
 - ~~g. Provide funding administrative support services related to any requirements identified specifically by funding sources.~~
 - ~~h. Assist City in Resolution of Necessity process and schedule including but not limited to reviewing parcel data, preparation of mail correspondence, and coordination with print shop/process printing materials.~~
2. Funding Administration – General
 - a. Organizational/Kickoff meeting with City Staff on SRF Funding project requirements.
 - b. Prepare CWSRF & DWSRF Questionnaires for Intended Use Plan; address funding agency questions related to questionnaires.
 - c. Updated Engineer's Report with Net Present Worth and Environmental Sections to create facility plan.
 - d. Respond to questions from NDDEQ in regard to CWSRF & DWSRF loan applications
 - e. Compile all SRF requirements within bidding documents.
 - f. Compile all SRF after-bid documents for submittal to NDDEQ.
 - g. Prepare and submit an anticipated (10) requests for funds, review (18) weeks of certified payrolls, and (12) AIS certifications. This will be revised based on final construction schedule.
 - h. Coordinate an anticipated (4) contract changes for approval with funding agency.
 - i. Conduct & hold and anticipated (3) inspections with NDDEQ staff.
 - j. Compile all SRF closeout documentation.
 - k. City coordination & correspondence throughout SRF funding process associated with Dist. 3006 project.
 - l. Project Management.
3. Funding Administration – DWR
 - a. Prepare Department of Water Resources Application (Construction Phase cost-share request).
 - b. Attend State Water Commission meetings (2 meetings).
 - c. Complete cost delineation of proposed project, prepare asset inventory of City infrastructure, and complete life cycle cost analysis of the proposed Improvements and alternatives.

- d. Miscellaneous agency coordination and coordination meeting with City Staff.
- e. Preparation of reimbursement requests during design and construction phase of project. This will include the preparation of each reimbursement application and correspondence with the State and City regarding each application.

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

In addition to any schedule provisions provided in the Services of Engineer or elsewhere, the parties shall meet the following schedule:

- A. The anticipated completion for these services is as follows:
 - a. The anticipated completion for these services is within 3 months of an executed Task Order.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:
 - a. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
 - b. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE (\$)	MAXIMUM FEE (\$)
Study & Report Services			
Feasibility Study	96	\$68,000	\$68,000
Additional Funding Services			

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE (\$)	MAXIMUM FEE (\$)
Special Assessment Administration	96	\$10,000	\$10,000
Funding Administration - General	96	\$20,000	\$20,000
Funding Administration - DWR	96	\$7,000	\$7,000
Additional Design Related Services			
Private Utility Administration	96	\$5,000	\$5,000
Right-of-Way Administration	96	\$15,000	\$15,000
Public Outreach	96	\$5,000	\$5,000
ADDITIONAL SERVICES SUBTOTAL (TO 96)		\$130,000	\$130,000

B. Engineer may alter the distribution of compensation between individual phases of the work noted in this Task Order and Task Order Amendments, to be consistent with services actually rendered, but shall not exceed the appropriate percentage of Final Construction plus the total Maximum Fee as defined herein.

C. The terms of payment are set forth in Paragraphs 15 and 16 of the Agreement.

6. Consultants retained as of the Effective Date of the Task Order:

a. None

7. Other Modifications to Agreement and Exhibits:

a. None

8. Attachments:

a. None

9. Other Documents Incorporated by Reference:

a. None

10. Terms and Conditions

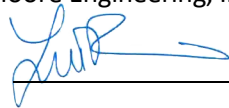
Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by City.

The Effective Date of this Task Order No. 96 is May 22, 2025

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dan Hanson, PE

Print Name: Lee Beauvias, PE

Title: Senior Director of Community and Development Services

Title: Chief Production Officer

Engineer License or Firm's Certificate No. (if required): 011C
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson, PE

Name: Matt Prochniak, PE

Title: Senior Director of Community and Development Services

Title: Project Manager

Address: 800 4th Ave E. Suite #1
West Fargo, ND 58078

Address: 925 10th Avenue East,
West Fargo, ND 58078

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

E-Mail Address: Matt.prochniak@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 3008 – NEW WATER SUPPLY,
SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY OF WEST FARGO, NORTH
DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 3008 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

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

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 3008– New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: June 2, 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 reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements, be constructed and made in Improvement District No. 3008 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, the City hereby directs Jerrold Wallace, 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: June 2, 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, Senior Director of Community & Development

Date: June 2, 2025

Subject: 1st Ave E Reconstruction (Sheyenne St. to 4th Street E)

Action: Create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order

New Information and Recommendation:

In 2017, 1st Avenue was reconstructed east of the proposed project area. The project location between Sheyenne Street has been identified as a location in need of reconstruction due to the degraded roadway and the watermain consisting of asbestos concrete pipe and undersized cast iron.

In addition to these improvements, the lift station located at the intersection of 1st Ave E. and 4th St E. is undersized and is intended to be removed with the sanitary sewer to be extended from that location west to 2nd St. E.

The Engineer's report if approved will analyze the project needs and recommend improvements necessary.

The following documents are attached for review/consideration:

- Improvement District Map
- Task Order No. 97
- Associated Resolutions

Staff Recommendation: Create Improvement District No. 3009, Direct Engineer to prepare Engineer's Report and Approve Task Order No. 97

Financial Analysis:

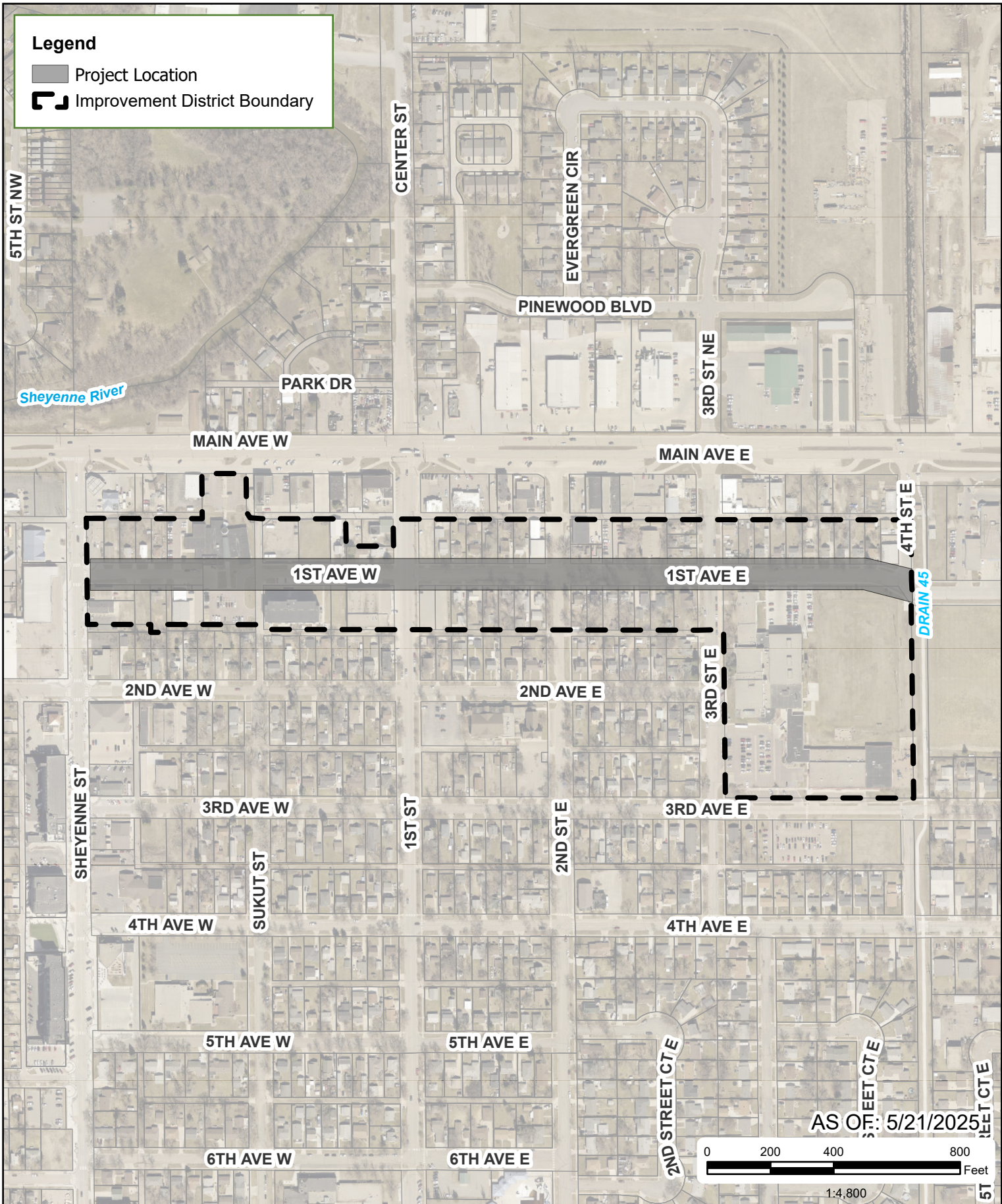
This project was identified in the 2024 Capital Improvement Plan to be constructed in 2026. The original scope of the project was the reconstruction from 2nd St. E. to 4th St. E. The Engineer's Report will also look at the street and utilities between 2nd St. E and Sheyenne St.

70% of the project is proposed to be paid for utilizing Capital Improvement Sales Tax and 30% of the project costs are proposed to be specially assessed to benefitting properties.

A grant has been applied for to help cover the costs of the replacement of the watermain. This is the same grant that was obtained in the Westwood neighborhood reconstruction project. If we successfully can secure these grant funds, they would be used to buy down the cost of the project.

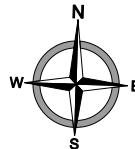
Previously Presented Information and Commission Actions:

None



IMPROVEMENT DISTRICT MAP
IMPROVEMENT DISTRICT NO. 3009
1ST AVE EAST RECONSTRUCTION (SHEYENNE ST. - 4TH ST E)
WEST FARGO, NORTH DAKOTA

Created By: TJS Date Created: 05/19/25 Date Saved: 05/21/25 Date Exported: 05/21/25
 Plotted By: Parcel Date: 04/23/25 Aerial Image: 2024 FM Metro Elevation Data: Lidar
 Horizontal Datum: NAD 1983 StatePlane North Dakota South FIPS 3302 Feet Vertical Datum: NAVD1988
 Q:\Projects\30000\30200\30291 Dist. 3009_1stAvenueEast\GIS\APRX\30291_Assessment\Maps\30291_AssessmentMAs.aprx



moore
 engineering, inc.

EXHIBIT A to MSA

Task Order for Additional Services

This is Task Order No. 97
consisting of 7 pages.

Task Order 97

In accordance with Paragraph 9 of the Master Agreement for Professional Services, dated January 1, 2024 and approved by the West Fargo City Commission ("Commission") on December 18, 2023 ("Agreement"), the City of West Fargo ("City") and Moore Engineering, Inc. ("Engineer" or "MEI") agree as follows:

1. Background Data

- a. Effective Date of Task Order: May 22, 2025
- b. Owner: City of West Fargo
- c. Engineer: Moore Engineering, Inc.
- d. Specific Project Title: Improvement Dist. No. 3009
- e. Specific Project Description: Replacement of Water Supply, Sewerage System, Street Reconstruction, and Incidentals.
- f. Specific Project Location: 1st Avenue East Reconstruction (Sheyenne St. to 4th St. E.)
- g. Summary of Services: This task order is to prepare a Feasibility Study for the proposed 1st Avenue East Reconstruction project which was identified in the City's adopted 2024 Capital Improvement Plan. This effort will also include the initial tasks related to coordinate public outreach, private utility administration, special assessment administration, funding efforts, and right-of-way administration tasks.

2. Services of Engineer

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

A. Study and Report Services

- 1. Feasibility Study tasks to include:
 - a. Preparation for and attendance of project kick-off and scoping meeting with Owner to establish City's expectations for project and Moore's services.
 - b. Review of existing facilities and conditions to determine issues and needs. This may involve obtaining, coordinating, and reviewing third party investigation in the form of sewer televising or geotechnical evaluation. Additionally, this will involve review of as-built drawings and other available records, previously completed studies or reports, and discussions with Public or Engineering Staff.

- c. Site Visit to collect manhole and sanitary sewer lift station information; collect site pictures and perform field inspection of curb & gutter, curb ramps, street lights and other surface appurtenances to evaluate as part of feasibility study.
- d. Preliminary stormwater analysis and evaluation to define local drainage basins utilizing public LiDAR and prepare preliminary storm sewer sizing utilizing City design standards.
- e. Identify and define proposed improvements to address issues identified by City and in review of existing facilities and conditions. Presentation of proposed improvements to City staff (one meeting) and updates to proposed improvements based on staff feedback (one iteration).
- f. Identification of potential land acquisition needs for proposed improvements. This may involve review of City plats and NDRIN.
- g. Identification of potential permitting and/or necessary environmental considerations for proposed improvements.
- h. Identification of potential utility conflicts and considerations for proposed improvements. This may involve preliminary discussions with utility companies and acquisition of utility maps.
- i. Identify and define no more than two (2) project alternatives based on proposed improvements, land acquisition needs, permitting needs, utility conflicts and consideration, and City feedback.
- j. Prepare for and attend one (1) meeting with City Staff to determine feasibility and selection of preferred alternative(s). Prepare recommendation based on City Staff feedback and feasibility study analysis of project area.
- k. Prepare preliminary GIS and/or CADD project maps for proposed improvements and alternatives.
- l. Prepare preliminary estimates of cost for proposed improvements and alternatives.
- m. Finalize study and present report to Owner (one meeting).

B. *Additional Design Related Services*

1. Private Utility Administration

- a. Coordination with private utility entities to obtain current utility maps, conduct map reviews, and communicate potential, significant private utility impacts/conflicts.
- b. Discuss with private utility entities the best solution for the project, including easement document research, franchise agreement coordination, notices, etc. and begin potential relocation efforts if necessary.

2. Right-of-Way Administration

- a. Prepare concept exhibits for proposed right-of-way and easement acquisition for City and Property Owner(s).
- b. Generate contact information spreadsheet and dashboard for each property owner within the Improvement District, and prepare and mail an introduction letter that describes the proposed Improvements and right-of-way needs.

- c. Correspondence and meetings with City and Property Owner(s) for proposed right-of-way and easements necessary to construct the Project.
- d. Participate in initial negotiation of terms of easement or land acquisition with Property Owner(s).

3. Public Outreach

- a. Coordinate with the City regarding the scheduling, location, and scope of public project meeting(s). Visit meeting location facility to better understand meeting format and functionality, if necessary.
- b. Prepare public project meeting agenda, presentation, and meeting content; review meeting with City (1 meeting).
- c. Assist City with advertising mailer and website content.
- d. Hold one debriefing meeting with City to discuss results of the public meeting.
- e. Complete all required public meeting correspondence/follow-up with City or residents after public meeting.

C. *Additional Funding Services*

1. Special Assessment Administration

- a. Coordinate with City Engineer to establish benefitting area (boundary) and provide legal description along with an illustrative map for the Owner to use in creating the Special Assessment District per ND Century Code requirements.
- b. Based on proposed infrastructure at specified project stages, prepare (or update) benefitting area maps, assessment benefit methodology and preliminary special assessment allocations based on City Policy at the following project stages:
 - 1) City Engineer's Report
 - a) Feasibility Study
 - ~~b) City Preliminary Engineer's Report results (if applicable)~~
 - c) City Final Engineer's Report results
 - ~~2) After bid results compiled~~
 - ~~3) After Projected Final intermediately completed during construction (as directed by Owner)~~
 - ~~4) Final map and allocation spreadsheet with Final Costs provided by City.~~
- ~~c. Document project for public presentation purposes to demonstrate scope, scale, potential improvements, etc. (i.e. photos, drone footage, etc.).~~
- ~~d. As directed by the Owner, prepare presentation documents and attend meetings with the Special Assessment Commission and/or Board of City Commissioners.~~
 - ~~1) Task order includes two Special Assessment Commission meetings and one meeting with the City Commission.~~
- ~~e. Provide public communications as directed regarding special assessments for the improvement(s) related to this Task Order.~~

- ~~f. Prepare for and attend one special assessment hearing with the Special Assessment Commission and provide support for the Owner staff and Special Assessment Commission for the hearing.~~
- ~~g. Provide funding administrative support services related to any requirements identified specifically by funding sources.~~
- ~~h. Assist City in Resolution of Necessity process and schedule including but not limited to reviewing parcel data, preparation of mail correspondence, and coordination with print shop/process printing materials.~~

2. Funding Administration – General

- a. Organizational/Kickoff meeting with City Staff on SRF Funding project requirements.
- b. Prepare CWSRF & DWSRF Questionnaires for Intended Use Plan; address funding agency questions related to questionnaires.
- c. Updated Engineer's Report with Net Present Worth and Environmental Sections to create facility plan.
- d. Respond to questions from NDDEQ in regard to CWSRF & DWSRF loan applications
- e. Compile all SRF requirements within bidding documents.
- f. Compile all SRF after-bid documents for submittal to NDDEQ.
- g. Prepare and submit an anticipated (10) requests for funds, review (18) weeks of certified payrolls, and (12) AIS certifications. This will be revised based on final construction schedule.
- h. Coordinate an anticipated (4) contract changes for approval with funding agency.
- i. Conduct & hold and anticipated (3) inspections with NDDEQ staff.
- j. Compile all SRF closeout documentation.
- k. City coordination & correspondence throughout SRF funding process associated with Dist. 3006 project.
- l. Project Management.

3. Funding Administration – DWR

- a. Prepare Department of Water Resources Application (Construction Phase cost-share request).
- b. Attend State Water Commission meetings (2 meetings).
- c. Complete cost delineation of proposed project, prepare asset inventory of City infrastructure, and complete life cycle cost analysis of the proposed Improvements and alternatives.
- d. Miscellaneous agency coordination and coordination meeting with City Staff.
- e. Preparation of reimbursement requests during design and construction phase of project. This will include the preparation of each reimbursement application and correspondence with the State and City regarding each application.

3. City's Responsibilities

City shall have those responsibilities as follows:

- A. City shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to unreasonably delay or interfere with the services of MEI
- B. City shall be responsible for, and MEI may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by City to MEI pursuant to this Agreement. MEI may use such requirements, reports, data, and information in performing or furnishing services under this Agreement. Nothing in this paragraph shall be construed to require MEI to affirmatively determine the accuracy of information that is prepared for City by other licensed professionals (including, but not limited to, land surveyors, geotechnical engineers, accountants, insurance and surety professionals, and attorneys) who are not engaged directly by MEI.
- C. City shall provide for MEI's right to enter the property owned by City and/or others in order for MEI to fulfill its services.

4. Task Order Schedule

In addition to any schedule provisions provided in the Services of Engineer or elsewhere, the parties shall meet the following schedule:

- A. The anticipated completion for these services is as follows:
 - a. The anticipated completion for these services is within 3 months of an executed Task Order.

5. Payments to Engineer

- A. City shall pay Engineer for services rendered under this Task Order as follows:
 - a. Compensation for services defined in the Scope of Work as Additional Services shall be on a Time and Material basis in accordance with the Standard Hourly Rates provided to the Owner on an annual basis.
 - b. Compensation for services referenced in Exhibit A are summarized in the following table(s).

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE (\$)	MAXIMUM FEE (\$)
Study & Report Services			
Feasibility Study	97	\$35,000	\$35,000
Additional Funding Services			
Special Assessment Administration	97	\$10,000	\$10,000
Funding Administration - General	97	\$20,000	\$20,000
Funding Administration - DWR	97	\$5,000	\$5,000
Additional Design Related Services			

TASK CATEGORY & TASK	TASK ORDER NO.	TASK ORDER FEE (\$)	MAXIMUM FEE (\$)
Private Utility Administration	97	\$5,000	\$5,000
Right-of-Way Administration	97	\$5,000	\$5,000
Public Outreach	97	\$5,000	\$5,000
ADDITIONAL SERVICES SUBTOTAL (TO 97)		\$85,000	\$85,000

B. Engineer may alter the distribution of compensation between individual phases of the work noted in this Task Order and Task Order Amendments, to be consistent with services actually rendered, but shall not exceed the appropriate percentage of Final Construction plus the total Maximum Fee as defined herein.

C. The terms of payment are set forth in Paragraphs 15 and 16 of the Agreement.

6. Consultants retained as of the Effective Date of the Task Order:

a. None

7. Other Modifications to Agreement and Exhibits:

a. None

8. Attachments:

a. None

9. Other Documents Incorporated by Reference:

a. None

10. Terms and Conditions

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

The Effective Date of this Task Order No. 97 is May 22, 2025

CITY: City of West Fargo

ENGINEER: Moore Engineering, Inc.

By: _____

By:  _____

Print Name: Dan Hanson, PE

Print Name: Lee Beauvais, PE

Title: Senior Director of Community and Development Services

Title: Chief Production Officer

Engineer License or Firm's 011C
Certificate No. (if required): _____
State of: North Dakota

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Dan Hanson, PE

Name: Matt Prochniak, PE

Title: Senior Director of Community and Development Services

Title: Project Manager

Address: 800 4th Ave E. Suite #1
West Fargo, ND 58078

Address: 925 10th Avenue East,
West Fargo, ND 58078

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

E-Mail
Address: Matt.prochniak@mooreengineeringinc.com

Phone: (701) 515-5050

Phone: (701) 282-4692

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION CREATING IMPROVEMENT DISTRICT NO. 3009 – NEW WATER SUPPLY,
SEWERAGE, STREET SYSTEMS; AND INCIDENTALS OF THE CITY OF WEST FARGO, NORTH
DAKOTA

WHEREAS, Daniel Hanson, a Registered Professional Engineer, is the Engineer for the City of West Fargo, and the Board of City Commissioners has consulted with him relating to the establishment, size and form and other matters with regard to Improvement District No. 3009 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo; and

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

NOW THEREFORE, be it resolved as follows:

That there is hereby created Improvement District No. 3009– New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, North Dakota, the boundaries of which shall be as shown on the attached map.

Dated: June 2, 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 reconstructing water main, sanitary sewer, storm sewer, streets, and other essential infrastructure necessary to service the properties in connection with the above specified improvements, be constructed and made in Improvement District No. 3009 - New Water Supply, Sewerage, Street Systems; and Incidentals of the City of West Fargo, the City hereby directs Jerrold Wallace, 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: June 2, 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.

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: